

1. Agenda

Documents:

[2020-06-24 Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[2020-05-14 City Council Special Joint Meeting With County And Cities Minutes.pdf](#)
[2020-05-20 City Council Minutes.pdf](#)
[2020-123 RES Emergency Loan Program.pdf](#)
[2020-124 RES Emergency Loan Program Increase.pdf](#)
[2020-21 Dahl Rate Resolution-Information.pdf](#)
[Wastewater Coronavirus Surveillance Testing.pdf](#)
[2020-06-24 Gimlet Lane.pdf](#)
[2020-06-24 OAWU Utility Rate Study.pdf](#)
[2020-06-24 Award Of Visitor Center Contract.pdf](#)
[2020-06-24 Memo Re Joint Session.pdf](#)
[2020-06-24 Utility Rate Adjustments.pdf](#)
[2020-06-24 Discussion Of Driftwood Project Street Naming.pdf](#)
[2020 Electronic Bill Pay Survey Report.pdf](#)
[2020-06-24 Staff Vacation Time.pdf](#)
[2020-06-24 Insurance Coverage For FY20-21.Pdf](#)
[FY21 Urban Renewal Budget.pdf](#)
[2020-21_Council Budget.pdf](#)
[2020-05 Council Consolidated Financial Report.pdf](#)
[2020-06-25 City Manager Report.pdf](#)

3. Notice Of Supplemental Budget Hearing

Documents:

[Notice Of Supplemental Budget Hearing - UR.pdf](#)
[Notice Of Supplemental Budget Hearing - GF.pdf](#)
[2020-125 RES FY20 City Supplemental Budget.pdf](#)
[2020-126 RES FY20 URD Supplemental Budget.pdf](#)

4. White Rose Studio - Kerti Proposal

Documents:

[White Rose Studio - Visitor Center Proposal.pdf](#)



CITY OF YACHATS
CITY COUNCIL SPECIAL REGULAR COUNCIL MEETING
441 Hwy 101 N., Yachats OR
To Be Held Via Zoom

Wednesday, June 24, 2020
9:00 AM – 12:00 PM
2:00 – to Completion

<https://us02web.zoom.us/j/89010936507?pwd=K29RVytwK2VvWTVWbFoxelh1MFRadz09>

Meeting ID: 890 1093 6507

Password: 290903

One tap mobile

+12532158782,,89010936507#,,,0#,,290903# US (Tacoma)

+13462487799,,89010936507#,,,0#,,290903# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

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Meeting ID: 890 1093 6507

Password: 290903

Find your local number: <https://us02web.zoom.us/j/89010936507?pwd=K29RVytwK2VvWTVWbFoxelh1MFRadz09>

EXECUTIVE SESSION

ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations

SPECIAL 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:
 - i. Dahl 2020 Rate Review Report Guest: Dahl Disposal
 - ii. Wastewater Surveillance Discussion Guest: Dr. Ken Williamson
 - iii. Gimlet Lane Discussion Guest: Blackstone HOA
 - iv. OAWU Utility Rate Study
 - v. Recommendation of Award for Visitor Center Contract
 - vi. Discussion of Lincoln County Board of Commissioner's & Yachats City Council Joint Meeting
 - vii. Utility Rate Study and 2020 Adjustment Discussion

- viii. Driftwood Project Street Naming
- ix. Discussion of survey results of paperless billing & newsletter
- x. Discussion of Staff vacation time
- xi. FY20-21 Insurance Coverage & Discussion of Additional Coverage
- V. Public Hearing
 - A. Public Hearing & Comment on 20/21 Urban Renewal Budget
 - i. Resolution adopting 20/21 Urban Renewal Budget
 - B. Public Hearing & Comment on 20/21 City Budget & Shared Revenue Use
 - i. Resolution Declaring City's Election to Receive State Revenues
 - ii. Resolution to Adopt 20/21 City Budget
 - iii. Resolution to Adopt 20/21 Capital Improvement Plan
- VI. Public Hearing
 - A. Public Hearing & Comment on 19/20 Urban Renewal Supplemental Budget
 - i. Resolution adopting 19/20 Urban Renewal Supplemental Budget
 - B. Public Hearing & Comment on 19/20 City Supplemental Budget
 - i. Resolution to Adopt 19/20 City Supplemental Budget
- VII. Reports:
 - A. Financial
 - B. Council
 - C. City Manager
- VIII. Other Business:
 - A. From Mayor
 - B. From Council
 - C. From Staff

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org . 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 06/17/20



CITY OF YACHATS

**CITY COUNCIL SPECIAL JOINT MEETING WITH LINCOLN COUNTY BOARD
AND CITIES IN THE COUNTY**

May 14, 2020

Draft Minutes

I. Meeting Call to Order

Lincoln County Board of Commissioners Chair Kaety Jacobson called to order the Special joint meeting of the County Board and cities in the County to order at 3:02 pm on May 14, 2020 through the City of Newport's virtual meeting platform.

Mayor W. John Moore called the April 27, 2020 special meeting of the Yachats City Council with the Lincoln County cities and Commissioners to order at 3:06 pm by participation through the City of Newport's virtual meeting platform. Council Members present: W. John Moore, Max Glenn, Mary Ellen O'Shaughnessey, Jim Tooke, and Leslie Vaaler. Absent: Max Glenn. Staff present: City Manager Shannon Beaucaire.

II. Update from Lincoln County Health

Rebecca Austin, Incident Commander with Lincoln County Health Department, provided an update on Covid-19 responses by Lincoln County Public Health. Austin reported Lincoln county has to date: 7 positive cases, no deaths, 5 recovered cases, and 971 tests conducted. She stated they have launched their reopening campaign with three requirements regardless of what date the county opens:

1. Physical Distancing – maintain six-foot separation
2. Protect Others – wear mask and stay home when sick
3. Stay Clean – wash hands and clean surfaces often

She noted there is still an essential travel only restriction in place.

III. Update on Application to Reopen Lincoln County under Governor's Plan

Lincoln County was approved for reopening from the Governor's Office.

1 Lincoln County Commissioners ratified the reopening on May 15, 2020.

2 **IV. Reopening Framework for Short-Term Rentals, Hotels/Motels, RV Parks, and**
3 **Campgrounds**

4 Wayne Belmont, County Counsel, summarized the criteria of Phase 1 reopening, noting
5 additional guidelines will be forthcoming:

- 6 • Increased available of childcare
- 7 • Opening summer schools, summer camps, and youth programs
- 8 • Opening State Parks
- 9 • Allows restaurant and bars to open
- 10 • Opening personal care such as salons, barbershops, etc.
- 11 • Opening gyms and fitness areas
- 12 • Gatherings for up to 25 for local groups with no travel as previously specified

13 Belmont noted the 21 days of Phase 1 will end on June 4, 2020, and Phase 2 can begin
14 as long as the numbers for the conditions do not slip.

15 Jacobson explained they need to decide upon a date for reopening lodging and the
16 requirements that must be met. She summarized the 255 comments received by
17 Lincoln County as of 1:00 pm that day:

- 18 • 31 open everything
- 19 • 115 open but not with short-term items
- 20 • 46 open short-term rentals with no new restrictions
- 21 • 40 in favor of proposal as is
- 22 • 48 keep everything close as it is now
- 23 • 11 follow Governor's orders

24 **A. Opening Date**

25 County Commissioners discussed the reopening date.

26 Councilor Glenn favored the June 1 opening for all lodging, noting a persuasive
27 argument he received on vacation rentals opening as they confine all individuals to one
28 house. Councilor Tooke had concern about the opening dates in neighboring counties,
29 especially with the number of people showing up already. Tooke would approve June 1
30 at this time. Councilor Vaaler reported she has read all comments and she would like to
31 see a later date. She thought the "essential travel" restrictions were difficult to enforce.
32 She noted the high-risk status of Yachats' population. Vaaler stated while she hears the
33 pain of those wanting to open, she believed in safety first. Councilor O'Shaughnessey

1 was not ready to make a decision at this moment as she wanted to hear input from
2 others. She noted the need test 60% of the population to get good data on the
3 distribution of the virus and the dangers for low-to-medium income people who need to
4 get back to work. Mayor Moore noted June 1 will be the 9-week mark for closures for
5 short-term rentals. He favored the June 1 date for all short-term rentals.
6 O'Shaughnessey had concern about enforcement of restrictions, especially for vacation
7 rentals.

8 Other cities reported their positions on the opening date.

9 **B. Service Changes and Signage**

10 Glenn moved to approved proposed service changes and signage changes: Aye - 5; No
11 - 0.

12 Other cities took similar votes.

13 **C. Housekeeping Minimums**

14 Vaaler stated some had wanted a holding period between rentals, and she would only
15 vote for the plan if this criterion was in the motion. She favored a 2-night minimum stay,
16 a 72-hour cleaning hold for hotels and a 3-night minimum stay and a 48-hour cleaning
17 hold for vacation rentals. Glenn did not support holds and was ready to approve the
18 motion as presented. Tooke recommended a 24-hour minimum. O'Shaughnessey
19 agreed with Vaaler and favored at least a 24 to 48-hour minimum. Moore indicated he
20 was leaning toward a 24-hour hold.

21 Rebecca Austin stated there are criteria for cleaning when a room is occupied by a
22 Covid-positive person: wait at least 24 hours followed by disinfecting surfaces or wait at
23 least 7 days with normal cleaning procedures. Belmont noted these restrictions are
24 already in the regulations.

25 Each city provided their input on room holds.

26 **D. Restrictions**

27 Glenn favored the indicated restrictions but wanted to remove the limitation to 6 people
28 in a vacation rental. Tooke agreed the 6-person restriction was not necessary. Vaaler
29 preferred keeping the 6-person limit. O'Shaughnessey concurred with all restrictions.
30 Mayor Moore had no issues with the restrictions but was wavering on the 6-person
31 limitation.

32 **E. RV Parks and Campgrounds**

1 No general discussion on these criteria as presented.

2 Glenn moved to approve the restrictions and house cleaning guidelines as presented by

3 Counsel Belmont: Aye – 4; No – 1 (Vaaler).

4 Lincoln County Commissioners passed Order 5-20-136 as amended.

5 O'Shaughnessey moved to concur with Lincoln County Order 5-20-136 modifying order

6 4-20-118 to begin on June 1, 2020 as amended per the meeting discussion: Aye – 4;

7 No – 1 (Vaaler).

8 Newport concurred with the order but stipulated an opening on May 23, 2020. Lincoln

9 City concurred with the order with a June 1, 2020 opening date. Depoe Bay, Siletz, and

10 Toledo will vote at a later date. Waldport previously voted to open on May 23, 2020.

11 Jacobsen adjourned all meetings at 5:51 pm.

12

13 ATTEST:

14

15 _____

16 W. JOHN MOORE, Mayor

17 _____

18 Shannon Beaucaire, City Manager

Date: _____



CITY OF YACHATS
CITY COUNCIL MEETING

May 20, 2020

Draft Minutes

Meeting Call to Order

Mayor W. John Moore called the May 20, 2020 regular meeting of the City Council to order at 2:06 pm in through the Zoom meeting platform. Council members present: W. John Moore, Max Glenn, Jim Tooke and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire and Deputy Clerk Kimmie Jackson. Audience: 15.

I. Announcements, Correspondence, and Proclamations

Mayor Moore read a proclamation in honor in Honor of Betty Bahn for her service to the Yachats Community and declaring her a "Laureate Yachatian."

Mike Bahn, Ms. Bahn's son, thanked the Mayor and City for this honor.

Mayor Moore read a proclamation declaring May 2020 as Older Americans Month.

Mayor Moore explained participants can respond via the chat feature or by raising their hand.

II. Public Comment

Bob Bennett, Chair of Public Works and Streets Commission, reported the Commission decided that it was not appropriate to schedule Clean Sweep at this time of the phased reopening in the City. He noted that people can contact Dahl about excessive amounts of yard debris.

Barbara Corchnoy (311 E 2nd Street) reported that the Drift Inn has been renting its units for several weeks, and she has reported this issue before. She reported she has spoken with some of the renters. She believed the Council would be derelict for not addressing this matter.

III. Consent Agenda

1. Minutes

- a. February 6, 2020
- b. February 19, 2020
- c. February 24 part 1 Special
- d. February 24 part 2 Special
- e. March 3, 2020
- f. March 13, 2020 Special
- g. March 23, 2020 Special
- h. March 23, 2020 Joint with Lincoln County/Cities
- i. April 23, 2020 Special

Vaaler indicated she would send minor corrections to Helen Anderson.

Councilor Vaaler moved to approve the consent agenda with corrections: Aye – 5; No – 0.

IV. New Business

A. Discussion of Phase I Reopening

Manager Beaucaire reported the City has entered Phase 1 of the reopening process where:

- Restaurants, retail shops, and personal services may open under conditions established by the Governor.
- Local gatherings are limited to 25 people without traveling.
- There is currently no public access to city facilities.
- The City is working on no-contact-checkout with the Library.

Manager Beaucaire noted staff are having trouble getting supplies necessary for protecting workers when the public returns.

B. Water Bill Appeal – Fistera Gardens Townhouse, Layne Morrill

Councilor Glenn stated he would excuse himself from this discussion and decision because of prior contact with Mr. Morrill.

Deputy Recorder Jackson reported Fistera Gardens had a leak discovered on February 21, 2020 when she noted a high value on their water bill. She indicated she called the management company (not local) who indicated they would handle it. She informed Public Works on the following Monday. She eventually contacted Mr. Morrill who did repair the leak. Jackson explained he was asking for relief for the amount over and above his regular usage. She stated the policy only allows for relief in the event of a natural disaster. Jackson noted previous administrations have provided relief for non-natural disasters and the current administration is asking that policies be followed. The policy requires that appeals must be made to the Council.

1 Manager Beaucaire noted she received a complaint about relief being given at random
2 so she initiated a form to complete for an appeal.

3 Mayor Moore noted the April 16, 2020 letter from Morrill was to reduce the amount by
4 half. Jackson stated that this letter came before his other request for the amount above
5 the average bill. Jackson provided the actual numbers from Morrill's spreadsheet. She
6 indicated that the average for February was \$522.61, so he was wanting to reduce the
7 bill from \$19,454.77 to \$19,027.14. He was asking for addition relief in March to get the
8 total down to \$3,053.13.

9 Manager Beaucaire noted his request for additional relief was prior to his April 16, 2020
10 letter. In an email dated March 5, 2020, he asked for relief so he would only pay
11 \$493.68 for the February 29, 2020 and only pay \$493.68 and for his March bill.

12 Mayor Moore reviewed Admin Policy 19 and stated Admin Policy 19 indicated there is
13 an allowance for water that does not go through the sewer plant. Mayor Moore reported
14 the water loss went into a storm drain. Vaaler clarified that the bill only lists charges for
15 water, but in actuality it is part water and part sewer. Jackson noted there was a charge
16 of \$8,421.42 for water and \$11,333.35 for sewer.

17 Councilor Tooke clarified that Morrill was asking for 50% relief from the bill.

18 Manager Beaucaire stated Council first needed to decide if they want to grant an
19 exception to the natural causes clause in Admin Policy 19. Vaaler noted this facility is
20 fairly new construction. She was not comfortable granting relief until Morrill has asked
21 his insurance company and other possible sources for relief. Mayor Moore speculated
22 contractor liability only extends for one year. Councilor O'Shaughnessey stated she
23 would like for Morrill to report on what his insurance company has done before she
24 would make a decision. Glenn stated the City should follow its policy. Tooke wanted
25 more information and was not in favor of granting an exception at this time. Tooke
26 clarified that Morrill had not gotten back to the City about his other contacts.

27 Glenn moved to direct the City Manager to have staff contact Mr. Morrill to determine
28 what support he would get from his insurance company and to provide written proof of
29 support or denial from his insurer and contractor: Aye – 4; No – 0 (Glenn recused)

30 **C. Discussion of Food Trucks**

31 Mayor Moore indicated that Linda Hetzler had a concern that food trucks had an unfair
32 advantage because food trucks do not have to provide parking, restrooms, other
33 amenities nor pay taxes that brick and mortar restaurants are required to provide.
34 Mayor Moore noted she had heard a person was planning to place food trucks in the
35 location of the old Landmark property. Mayor Moore indicated a person had provided
36 very preliminary plan for that site which did not involve food trucks. He reviewed some
37 responses he received from the Mayor's Association website, including:

- 38 • Differentiating food truck types

- Providing communal restrooms and facilities
- Time-limited servicing

Mayor Moore noted Waldport has not received complaints about the lot with the bike shop, a coffee drive-through, and Chubby's.

O'Shaughnessey asked if this was an issue for the Planning Commission. Planning Commission Chair Helen Anderson stated there were regulations in the Code about mobile vending units, including:

- Getting permission from the property owner
- Have a business license
- Submit a description of operating characteristics, vehicular access, and parking
- Provide any other information required by the City.

Anderson noted the old Landmark property must provide parking for whatever is built there and it was now subject to a 25-foot setback from the bluff.

Vaaler asked that the City be sure they were collecting the food and beverage tax. She confirmed that food trucks could only be on commercial properties.

Glenn noted it sounded like food trucks were covered by the existing code and suggested the City could put language in the licensing process to indicate they should be paying the food and beverage tax.

Anderson clarified that the City could require whatever they wish as part of the licensing process or the Planning Commission could draft language for the code about parking requirements and method of submitting proof of permission from the property owner.

Barbara Corchnoy spoke in favor of having the food carts in the city and thought it was a benefit to locals and tourists.

Vaaler stated she saw increasing interest in food carts in the City. She suggested some group could draft a licensing application. O'Shaughnessey's primary concern was about safety, noting one cart near a dangerous intersection. Tooke raised the issue of having seasonal licenses or time-constrained licenses. Tooke recalled his experience in the restaurant industry and suggested the City consult with stakeholders. He was not opposed to food trucks but believed regulations needed further work. Glenn stated that both of the existing carts were licensed, and suggested they move forward with the licensing section, perhaps adding an addendum for food trucks to address permissions and taxes. He was open to consideration of a limit on the total number of trucks.

Jacqueline Danos stated that a food truck was a great way for people to establish a restaurant before they have full-funding to start a brick and mortar restaurant. She favored the idea of having them in the City.

1 Manager Beaucaire screen-shared and read section 9.28.010.P of the Yachats
2 Municipal Code. She noted the vendor is notified that they are required to pay the food
3 and beverage tax as part of the licensing process.

4 Vaaler asked about the liability that the City might assume from carts. Manager
5 Beaucaire indicated that the liability would be the same as a brick and mortar business.

6 Tooke elaborated on the perspective of existing restaurants trying to reopen now with
7 limited capacity and the impact food trucks would have on their business.

8 Councilors decided not to make any changes or take action at this time.

9 **V. Reports**

10 **A. Financial Report**

11 Manager Beaucaire summarized:

- 12 • There was an issue with the food and beverage tax that occurred when
13 consolidating that had been resolved.
- 14 • Personnel expenses were previously put into a fund that was not visible, and
15 they were now working to integrate personnel allocations to the different funds.
- 16 • The beginning balances are the audited balances.
- 17 • They were trying to better track IT costs.

18 Vaaler suggested they explain to the public how the beginning balances were
19 established. Manager Beaucaire explained the difficulty of getting the beginning
20 balances, noting that some funds never had beginning balances as they were rolled into
21 one broader category. Groth explained all but a few beginning balances were the
22 beginning balances from the audit as of June 30, 2019. He indicated the April
23 statements have 100% agreement with the audit. He stated the audit converted the City
24 to a cash balance, and they would need to make additional decisions by the end of the
25 fiscal year.

26 Vaaler asked about the contract expenses for Funds 660 and 670 which was at 104%
27 through March (9 months). Manager Beaucaire stated she would need to research the
28 details and suggested she could do this research prior to meetings if asked in advance.

29 Vaaler noted two different lines for transient lodging taxes in the 100's consolidated
30 funds. Manager Beaucaire explained that the restricted and unrestricted portions of
31 visitor amenities had different account numbers.

32 **B. Council Reports**

33 Mayor Moore reported he:

- 34 • Participated in three online meetings per week, including calls with the Small
35 Business Development Center, a weekly Lincoln County Emergency
36 Preparedness update, and a weekly Oregon Cities update call.

- Attended a Board of Directors meeting of the Oregon Mayor's Association on April 17, 2020
- Received call from Representative Caddy McKeown
- Received call from Congressman Schraeder's office

Glenn reported he:

- Attended weekly League of Oregon Cities meetings
- Participated in Board meetings of COG
- Participated in meetings with other cities and the county
- Talked to local business about resources
- Administered the two Yachats community Facebook pages
- Participated in weekly meeting with the Mayor and City Manager

Glenn asked about a request from National League of Cities to participate in a "Cities are Essential" campaign to get the US Congress to support funding for small cities.

Glenn moved that the City of Yachats endorse the National League of Cities "Cities are Essential" campaign: Aye - 5; No – 0.

Vaaler reported she:

- Attended via Zoom the Public Works and Streets Commission May meeting
- Was attending the League of Oregon Cities meetings until she joined the Friday morning meeting on City reopening
- Has had zoom meetings with the City Manager most weeks.

C. City Manager Report

Manager Beaucaire noted there has been a lot of information arise since she wrote her report:

- The municipal judge has resigned, and she has contacted the City Attorney about the best practices move forward. The attorney recommended contacting other cities to see if their judge would be willing to serve;
- The Small Cities Allotment grant program has opened and they are preparing applications;
- She has formed a team with representatives from the restaurant industry, the lodging industry, finance, and epidemiology to discuss ways to safely reopen. She highlighted some of their work, including the likelihood of resistance to wearing masks and how they can help businesses deal with that resistance. She noted option of not selling to people who do not wear masks and providing information on why it is important to wear a mask. Drew Roslund had his marketing team prepare a poster indicating, "No shirt - No shoes - No mask - No service," which has been sent to businesses. She also got packets and posters

1 form Lincoln County on keeping the workplace safe. They have gotten word out
2 that these materials are available;

- 3 • As lodging reopens, they have to complete a reopening application form per the
4 order from Lincoln County. The form is available on the County website. She
5 explained while they receive the plans, they are not necessarily reviewed by
6 health authorities;
- 7 • They have been getting complaints about people engaging in short-term rentals
8 during the ban. Most owners are saying the occupants were family members.
9 She suggested they revisit third-party vendors for software to monitor rental
10 compliance. She also suggested they ask the Code Enforcement Officer to work
11 on some weekends. TCB, the code enforcement provider, indicated they could
12 provide weekend support with a reasonable additional cost. She indicated the
13 Code Enforcement Officer needed to be in office at least one day each week as
14 he has been very helpful.
- 15 • They have heard concerns that 4th of July will bring many people and illegal
16 fireworks. She learned that State Parks are reluctant to close parks to the
17 general public. With staff reductions, they were not sure how they could increase
18 patrols. TCB indicated they could provide security for about \$250 to \$500 for the
19 4th.

20 Manager Beaucaire asked Council if they had a preference for who takes the lodging
21 reports. Vaaler thought the County would be appropriate as it saves staff time and the
22 City would get a notice of the filings. Council agreed to have the County receive the
23 applications.

- 24 • Manager Beaucaire reported the City has submitted an application for \$23,000 of
25 reimbursement from the Cares funding from the state for smaller cities.
- 26 • The City planner contract expires of June 30, 2020. The City has an
27 intergovernmental agreement with the Council of Governments (COG) to get
28 Coastal Planner. Hiring for this position has been on hold due to COVID. COG
29 will be doing all planning for the City as of July 1, 2020.
- 30 • She also noted a visitor center report that came in late.

31 All Councilors supported having a security presence from TCB on July 4, 2020. All
32 Councilors agreed it would be appropriated to shift the code enforcement days from
33 Tuesday/Wednesday to Tuesday/Saturday. Vaaler stipulated her vote was contingent
34 upon the increase cost being reasonable.

35 Mayor Moore clarified the State funding for the Small Cities grant program was fully
36 funded again and expressed pleasure that funding was not being cut back.

37 Manager Beaucaire stated there is an agency willing to submit an application for a grant
38 to create a climate resiliency plan. This work would require no staff time or funding. She
39 has authorized the group to submit a grant application on the City's behalf.

1 **VI. Other Business**

2 **A. From Mayor – none**

3 **B. From Council**

4 O'Shaughnessey asked about the cost of the heating unit being installed. Manager
5 Beaucaire stated the estimate was for \$48,000. She added there will be a \$3,500
6 rebate.

7 O'Shaughnessey asked for an update on the City's loan program to local businesses.
8 Manager Beaucaire stated two people have applied and \$8,000 has been allocated.
9 Mayor Moore added they submitted application for a matching funds grant from
10 Business Oregon.

11 **C. From Staff**

12 Manager Beaucaire stated the Governor's declaration of emergency has been extended
13 to July 6, 2020. Manager Beaucaire noted City's emergency declaration expires on
14 May 31, 2020. She has asked for clarification on whether the emergency declaration is
15 needed to get funds from Federal or State resources. She noted the City's declaration
16 gives her the authority to extend the declaration in two-week increments. Mayor Moore
17 suggested Manager Beaucaire proceed with a two-week extension, and Council should
18 have an answer about the necessity by the next Council meeting.

19 Vaaler asked that they get an answer as to whether they have a need for the extension
20 before making a longer extension. She noted Council can meet when needed.

21 Glenn moved to extend the emergency declaration to July 6, 2020: Aye – 3; No – 2
22 (O'Shaughnessey and Vaaler).

23 O'Shaughnessey reported she saw very few people in town following social distancing
24 or wearing masks. She stated they needed more ways to let people know that Yachats
25 believes in wearing masks and social distancing. She suggested using the reader
26 board, contacting vacation rentals, and having table tents at restaurants. She stated the
27 City needed to lead by example. Glenn supported O'Shaughnessey's concern. Glenn
28 reported he received note from George at the Mercantile on people coming in without
29 masks. Mayor Moore hoped business will display the "No shirt No shoes No mask"
30 signs.

31 Vaaler asked about the advisory committee's suggestion for a quirky way to get the
32 message out. Manager Beaucaire reported there is a possibility of getting A-Frame
33 signage or something like that. She indicated they were exploring the idea of getting
34 banners like the locals create each summer.

35 O'Shaughnessey praised Blythe Collins and George Mazeika for their work to keep the
36 farmer's market safe. Mayor Moore stated he was pleased with market operation.

1 Tooke stated the City was involved in an uncontrolled experiment, and he expected they
2 would know more in two to three weeks about whether the virus was remaining
3 contained.

4 Glenn suggested they could have masks for sale in prominent areas. O'Shaughnessey
5 reported many stores have disposable masks for sale for \$1, and she thanked the
6 Ladies Club for making masks for the Farmers Market.

7 Glenn expressed appreciation for Mayor Moore and his presentation filmed by
8 Information Station that shows his leadership and ability to create confidence in the
9 community.

10 Mayor Moore adjourned the meeting at 3:53 pm.

11
12 ATTEST:

13
14
15
16 _____
17 W. JOHN MOORE, Mayor

Shannon Beaucaire, City Manager

18
19 Date: _____



**CITY OF YACHATS
RESOLUTION NO. 2020-123
A RESOLUTION AUTHORIZING AN EMERGENCY LOAN PROGRAM**

WHEREAS, the COVID-19 pandemic has significantly impacted the businesses of Yachats, and

WHEREAS, the City Council heard public input and discussed options and needs at its Special Meeting on April 23, 2020.

NOW THEREFORE, the City of Yachats resolves to authorize city administration develop a loan program for economic assistance through Community Lending Works' Emergency Loan Program to provide loans with expertise and technical assistance that City staff cannot provide with a fund amount of \$100,000, a maximum loan amount of \$4,000, and a \$4,000 fee in addition to the loan fund with the 2% interest going to Community Lending Works

This Resolution memorializes action taken at the April 23, 2020 meeting 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
RESOLUTION NO. 2020-124
A RESOLUTION AUTHORIZING AN INCREASE IN LOAN AMOUNTS IN THE
EMERGENCY LOAN PROGRAM**

WHEREAS, the COVID-19 pandemic has significantly impacted the businesses of Yachats, and

WHEREAS, the City Council heard public input and discussed options and needs at its Special Meeting on April 23, 2020.

WHEREAS, the City Council discussed the need and ability to increase loan amounts from a maximum \$4,000 to \$10,000 for Yachats businesses at its June 4, 2020.

NOW THEREFORE, the City of Yachats resolves to increase the maximum loan amount to \$10,000.

This Resolution memorializes action taken at the June 4, 2020 meeting 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
RESOLUTION NO. 2020-115
A RESOLUTION ADOPTING DISPOSAL RATES JULY 1, 2020-JUNE 30, 2021**

WHEREAS, Dahl Disposal presented their annual report and data supporting their proposed rate increase to the City Council at the June 25, 2020 meeting, and

WHEREAS, the Yachats City Council reviewed Dahl Disposal's Annual Report of Operations as required in Section 5.10.140 (d) of the City of Yachats Code, and

WHEREAS, Dahl's Operating Ratio is projected to be within the allowable range of 85% to 91%, and

WHEREAS, Dahl is proposing two options for the 3.57% rate adjustment this year.

NOW THEREFORE, the City of Yachats resolves to approve the Annual Operations Report, marked "Exhibit A", with option ____ for the upcoming year.

Passed and adopted June 24, 2020. This Resolution is effective upon adoption.

CITY OF YACHATS

By: _____
W. John Moore, Mayor

ATTESTED TO BY:

Shannon Beaucaire, City Manager

May 20, 2020

City Of Yachats

Attn: Shannon Beaucaire, City Manager 441

Hwy 101 N.

Yachats, OR 97498

2020 Rate Review Report

Enclosed please find our Annual Report of Operations as required in Section 5.10.140 (d) of the City of Yachats Code.

As required in this section, we have included an annual report of results of operations prepared by our CPA for the year ended 12/31/2019 (Exhibit A). We have also included a schedule of all additional allowable expenses that we anticipate for the current year (Exhibit B) , Calculation of Operating Ratio for last year and the current year (Exhibit C).

Based on this data, our Operating Ratio is projected to be within the allowable range of 85% to 91%. The Operating Ratio that we project, without a rate adjustment, is 90.87%. City code allows for a rate adjustment to reconcile to the CPI every other year in even numbered years. The rate adjustment required is 3.57%. Based on this, we are proposing the following two options for adjusting rate this year:

Option A - Implementation of the CPI Adjustment called for by city code in even numbered years. The code calls for allowing an adjustment every other year in the amount of 85% of the two-year change in the CPI-U, West B/C. Under the ordinance this rate would be effective July 1, 2020. 85% of the two-year change in the CPI-U, West B/C is 3.57%.

Option B - We are both aware of, and sensitive to, the vast economic impact of COVID-19 on both commercial and residential customers. We know that many residential customers have suffered loss of work and associated financial difficulties. Many commercial accounts are suffering closures and varying degrees of financial loss as well. We want to be sensitive to the residents of this county and provide the same level of service without imposing an additional financial burden at this crisis. With this in mind, we have discussed the possibility of postponing the rate increase in order to ease the financial burden on the community.

The code indicates that the rates are to be adjusted every other year (even numbered years) by 85% of the two-year change in the CPI-U, West B/C index to account for COLA impacts. In order to be sensitive to current economic conditions, we would propose the following: We would forego the rate increase for this year at this time, but reserve the right to implement it later this year as the economy moves back toward stabilization, with 30 days advanced notice.

This arrangement would allow the company to shoulder some financial burden of the response to the crisis while providing the same level of essential service to the community in this time of need.

We have included a proposed rate schedule (option A and Option B) for your review (Exhibit D)

We are happy to sit down and discuss our Annual Report of Operations with you at your convenience, and ask that we be notified of any planned discussions of this report with the City Council so that we may attend.

Please let us know if you have any questions or concerns.

Respectfully,

Joe Cook

Joseph Cook, Interim General Manager

DAHL DISPOSAL SERVICE, INC.

Review Report

Year Ended December 31, 2019

DAHL DISPOSAL SERVICE, INC.

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INTRODUCTORY SECTION

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Scott A. Martin
Jacob J. Collier

Megan R. Adams
Michael J. Rudi

Randell C. Guyer, Jr.
Kent J. Bailey
Kara J. Bond
Crystal J. Todd

David F. Lindley
Linda L. Cyr
Emily J. Becktold

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

May 7, 2020

To Management and the Board of Directors
Dahl Disposal Service, Inc.
Toledo, Oregon

We have reviewed the accompanying financial statements of Dahl Disposal Service, Inc. (an S corporation), which comprise the balance sheet as of December 31, 2019, and the related statements of income and retained earnings and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, except for the issues noted in the Known Departures from Accounting Principles Generally Accepted in the United States of America paragraphs, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Known Departures from Accounting Principles Generally Accepted in the United States of America

Accounting principles generally accepted in the United States of America require the primary beneficiary of a variable interest entity to consolidate the variable interest entity in its financial statements. Management has informed us that, as disclosed in Note C, the Company's financial statements do not include the accounts of Dahl & Dahl, Inc., New Ventures Enterprises, LLC, and South Lincoln Landfill, Inc., which the Company has determined are variable interest entities and in which the Company holds variable interests and is the primary beneficiary. The effects of this departure from accounting principles generally accepted in the United States of America on the financial position, results of operations, and cash flows have not been determined.

Accounting principles generally accepted in the United States of America do not allow goodwill to be amortized. However, management has informed us that, as disclosed in Note A to the financial statements, the Company has amortized goodwill as allowed by federal tax law. The effect of this departure from generally accepted accounting principles is the overstatement of current expenses by \$47,644 and the understatement of total assets and shareholders' equity by \$779,650.

Supplemental Information

The accompanying supplementary information included in the Supplemental Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

Guyer & Associates
Certified Public Accountants
A Professional Corporation
Baker City, Oregon

2790 Main Street
Baker City, OR 97814
541-523-4471
541-523-3340 fax

Members of
American Institute of Certified Public Accountants
Oregon Society of Certified Public Accountants
visit us at www.guyercpa.net

1005 Adams Avenue
La Grande, OR 97850
541-963-6009
541-963-5589 fax

DAHL DISPOSAL SERVICE, INC.
BALANCE SHEET
December 31, 2019

ASSETS

Current Assets

Cash & cash equivalents	\$ 260,762
Accounts receivable, net	681,439
Receivable - South Lincoln Landfill	<u>30,000</u>
Total current assets	972,201

Capital Assets

Land	35,148
Buildings & equipment, net	<u>744,970</u>
Total capital assets	780,118

Other Assets

Goodwill, net	-
N/R - Dahl & Dahl, Inc.	36,011
Investment - LC Hauler's Assoc.	<u>2,337</u>
Total other assets	<u>38,348</u>

Total Assets	<u>\$ 1,790,667</u>
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LIABILITIES AND EQUITY

Current Liabilities

Accounts payable	\$ 364,366
Dahl & Dahl, Inc. payable	49,009
Deferred revenue	269,814
Due to shareholders	52,426
Accrued State Tax	<u>150</u>
Total current liabilities	735,765

Shareholders' Equity

Common stock, no par, 500 shares authorized, 150 shares issued	1,667
Additional paid-in capital	13,373
Retained earnings	<u>1,039,862</u>
Total shareholders' equity	<u>1,054,902</u>

Total liabilities & shareholders' equity	<u>\$ 1,790,667</u>
---	----------------------------

See accompanying notes and independent accountants' review report.

DAHL DISPOSAL SERVICE, INC.
STATEMENT OF INCOME AND RETAINED EARNINGS
Year Ended December 31, 2019

Revenue:

Income - net of adjustments and credits	\$ 4,484,552
Income - LQG - contractual LOB	<u>2,968,357</u>
Total Income	7,452,909

Operational Expenses:

Disposal costs:	
Disposal LQG LOB	2,148,837
Municipal solid waste	771,102
Recycling	223,704
Green waste	130,400
Medical waste	236
Metal recycling	29,395
Labor & labor costs	835,791
Management fees	690,359
Franchise fees	273,509
Equipment lease	219,116
Rent facilities	200,568
Solid waste district surcharge	208,333
Repairs & maintenance	185,242
Fuel	163,306
Depreciation	158,996
Insurance	60,635
Business taxes and PUC	38,352
Closure fees	29,601
Tools and supplies	15,847
Bad debt writeoffs	<u>15,000</u>
Total Operating Expenses	6,398,329

See accompanying notes and independent accountants' review report. (Continued)

STATEMENT OF INCOME AND RETAINED EARNINGS, Continued
Year Ended December 31, 2019

Administrative Expenses:

Advertising & promotion	21,261
Bank service charges	43,472
Dues & subscriptions	11,695
License & fees	509
Office supplies	31,031
Postage and printing	45,978
Professional services	104,405
Utilities	23,039
Other	21,837

Total Administrative Expenses	303,227
-------------------------------	---------

Income from Ordinary Operations	\$ 751,353
--	-------------------

Other Income (Expense):

Amortization	(47,644)
Other Income	30,675
Total Other Income (Expense)	(16,969)

NET INCOME	734,384
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RETAINED EARNINGS - Beginning of year	773,063
Shareholder distributions	(467,585)
RETAINED EARNINGS - End of year	\$ 1,039,862

See accompanying notes and independent accountants' review report.

DAHL DISPOSAL SERVICE, INC.
STATEMENT OF CASH FLOWS
Year Ended December 31, 2019

Cash Flows from Operating Activities

Net income	\$ 734,384
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation & amortization	206,640
Income on equity investment	-
Decrease (increase) in operating assets:	
Accounts receivable, net of deferred revenue	(130,429)
Increase (decrease) in operating liabilities:	
Accounts payable	167,199
Dahl & Dahl, Inc. payable	<u>(6,772)</u>
Net cash provided by operating activities:	971,022

Cash Flows from Financing Activities

Principal payments on debt	-
Shareholder distributions	<u>(467,585)</u>
Net cash used by financing activities:	(467,585)

Cash Flows from Investing Activities

Dahl & Dahl, Inc. Receivable	(31,925)
Capital Contribution - LC Hauler's	-
Capital expenditures	<u>(392,488)</u>
Net cash used by investing activities:	(424,413)

Net increase in cash & cash equivalents	79,024
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Cash & Cash Equivalents - Beginning of year	<u>181,738</u>
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Cash & Cash Equivalents - End of year	<u><u>\$ 260,762</u></u>
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Supplemental Disclosures:

Interest paid	\$ -
Income taxes paid	150

See accompanying notes and independent accountants' review report.

DAHL DISPOSAL SERVICE, INC.
Notes to Financial Statements
Year Ended December 31, 2019
(See independent accountants' review report)

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Business Activity

Dahl Disposal Service, Inc., located on the Central Oregon Coast, provides residential, commercial, and industrial solid waste and recycling services through franchise agreements to local residents in Toledo, Siletz, Waldport, Yachats and the Lincoln County unincorporated surrounding areas.

Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America. The accrual basis of accounting recognizes revenues in the accounting period in which revenues are earned regardless of when cash is received, and recognized expenses in the accounting period in which they are incurred regardless of when cash is disbursed.

Cash and Cash Equivalents

For purposes of preparing the statement of cash flows, the Company consider highly liquid deposits with an initial maturity of ninety days or less to be cash equivalents.

Accounts Receivable

Trade accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to earnings and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to trade accounts receivable. At year end, the estimated allowance for doubtful accounts is \$15,000.

Capital Assets

All property is carried at its original acquisition cost. Expenditures for repairs and maintenance are charged to expense as incurred. When depreciable assets are sold or retired, the cost and the related accumulated depreciation are removed from the records with the resulting gain or loss credited or charged to income.

Depreciation is provided using the straight-line method based on the following lives:

Buildings	39 years
Machinery & Equipment	3-7 years

DAHL DISPOSAL SERVICE, INC.
Notes to Financial Statements
Year Ended December 31, 2019
(See independent accountants' review report)

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

Goodwill

Goodwill, related to the purchase of Lindsay Sanitary Service, Inc., was capitalized and is being amortized on a straight-line basis over fifteen years for income tax purposes. Generally accepted accounting principles ("GAAP") does not allow for amortization of goodwill but instead requires annual review for impairment in certain situations which are currently not applicable. For the current year, the effect of this departure from GAAP is the overstatement of current expenses by \$47,644 and the understatement of total assets and shareholders' equity by \$779,650.

Below is a summary as of December 31, 2019:

Goodwill	\$ 779,650
Accumulated amortization	<u>(779,650)</u>
Goodwill - Net	<u>\$ -</u>

Revenue Recognition

Operating revenues are primarily generated from fees charged for our collection and disposal of Municipal Solid Waste (MSW), Recycling Commodities and Green Waste. Revenues from collection operations are influenced by factors such as container size, frequency of collection and cost per ton to dispose of the materials collected. Rates for these services are regulated in most cases by local jurisdictions and are set to generate revenues sufficient to cover all expected costs with a margin for potential profit. The expected costs include labor, disposal, maintenance and other operational costs as well as administrative costs of the company. In previous years the company reported revenues from the sale of recycling materials, however since mid-2018 the recycling markets worldwide have changed and there is now a cost to dispose of these materials and in rate cases, certain materials may have some value, however generally not in excess of the cost to get the material to market.

Revenue is generally recognized as services are performed, for example as waste or recycling commodities are collected or received at transfer stations. Certain services are billed prior to performance, primarily residential collection services. These advance billings are included in deferred revenues and recognized as revenue in the period service is provided.

Collection service contracts are generally considered long-term. The length of an individual contract is dependent on the customer's continued occupancy of the collection site and continued use of services. The Company's right to consideration corresponds directly to the value provided to the customer for services completed to date and all future consideration is allocated to wholly unsatisfied performance obligations.

DAHL DISPOSAL SERVICE, INC.
Notes to Financial Statements
Year Ended December 31, 2019
(See independent accountants' review report)

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

Deferred Revenues

Deferred revenues are recorded when cash payments are received or due in advance of the Company's performance, and are classified as current since they are earned within a year and there are no significant financing components. Substantially all deferred revenues during the year are realized as revenues within one to three months, when the related services are performed.

Advertising

The Company expenses advertising costs as they are incurred. Advertising expense for the current year is \$21,261.

S Corporation Income Tax Status

The Company, with the consent of its shareholders, has elected under the Internal Revenue Code ("IRC") to be an S Corporation. In lieu of corporation income tax, the shareholders of an S Corporation are taxed on their proportionate share of the Company's taxable income; therefore, no provision or liability for federal income taxes is included in these financial statements. The prior three tax years remain subject to examination by major tax jurisdictions.

Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues and expenses. Actual results may differ from these estimates.

Recently Adopted Accounting Pronouncements

On January 1, 2019, the Company adopted ASC 606, *Revenue from Contracts with Customers*. This ASC replaced most existing revenue recognition guidance in U.S. GAAP, and creates a single framework for recognizing revenue from contracts with customers that fall within its scope. The core principle of ASC 606 is that revenue will be recognized when promised goods or services are transferred to customers in an amount that reflects consideration for which entitlement is expected in exchange for those goods or services. The majority of the Company's revenues come from waste collection and disposal activities which fall within the scope of ASC 606 and are recognized as revenue as the Company satisfies its performance obligation(s) to the customer.

The Company adopted ASC 606 using the modified retrospective method for all ongoing customer contracts. The adoption of ASC 606 did not result in a change to the accounting for any of the in-scope revenue streams; as such, no cumulative effect adjustment was recorded. The adoption of ASC 606 also did not have an impact on recognized revenues for the year ended December 31, 2019.

DAHL DISPOSAL SERVICE, INC.
Notes to Financial Statements
Year Ended December 31, 2019
(See independent accountants' review report)

NOTE B – CONCENTRATION OF CREDIT RISK

Financial instruments that subject the Company to potential concentrations of credit risk consist principally of temporary cash investments and a note receivable with related parties.

Deposits

The Company places its cash with financial institutions and limits the amount of credit exposure to any one financial institution. At year end, the Company has no significant concentrations of credit risk with deposits covered under federal deposit insurance ("FDIC").

NOTE C – RELATED PARTIES

Ownership of Dahl Disposal Service, Inc. consists of family members as follows: Zachary Dahl and Nicholas Dahl. These two shareholders own Dahl & Dahl, Inc., New Ventures Enterprises, LLC, and South Lincoln Landfill, Inc. by the same ownership percentage, 50% each. Below is a summary of related party transactions:

Operating Expenses

Dahl & Dahl, Inc. provides a variety of services for Dahl Disposal Service, Inc., including all waste hauling and disposal, recycling efforts, labor and management. In addition, the Company pays closure fees to South Lincoln Landfill, Inc. Below is a summary of these related party costs incurred by the Company during the current year:

	Dahl & Dahl, Inc.	South Lincoln Landfill
Closure fees	\$ -	\$ 17,000
Disposal LQG	2,148,837	-
SW District Fees LQG	173,180	-
Green waste disposal	121,166	-
Municipal solid waste disposal	771,102	-
Solid waste district surcharge	35,153	-
Recycling disposal	223,704	-
Labor & labor costs	835,791	-
Management fees - franchise	544,769	-
Management fees - LQG	145,590	-
	<u>\$ 4,999,292</u>	<u>\$ 17,000</u>

DAHL DISPOSAL SERVICE, INC.
Notes to Financial Statements
Year Ended December 31, 2019
(See independent accountants' review report)

NOTE C – RELATED PARTIES, continued

Leases

For the current year, Dahl Disposal Service, Inc. has the following included in lease transactions with the following related parties:

	Dahl & Dahl, Inc.	New Ventures Enterprises, LLC
Facility lease	\$ 165,215	\$ 18,000
Equipment lease	217,191	-
	<u>\$ 382,406</u>	<u>\$ 18,000</u>

Accounts Receivable

At year end, the Company estimates that it will receive \$30,000 from South Lincoln Landfill, Inc. in reimbursement of closure costs previously paid by Dahl Disposal Service, Inc. Reimbursement of such costs has been approved by the Oregon DEQ.

Note Receivable

At year end, the Company holds a non interest bearing note receivable due from Dahl & Dahl, Inc. in the amount of \$36,011.

Accounts Payable

At year end, the Company owes Dahl & Dahl, Inc. for services performed, in the amount of \$284,177. Current operating payables of \$235,168 are reported in Accounts Payable, and the remaining amount of \$49,009 is reported as Dahl & Dahl, Inc. Payable.

Due to Shareholders

At year end, the Company has an unsecured, noninterest bearing note due to shareholders in the amount of \$52,426.

Consolidation

Under GAAP, consolidated financial statements are required when a company has a controlling financial interest in another company based on variable interests. Dahl Disposal Service, Inc. is identified as a primary beneficiary of variable interests in Dahl & Dahl, Inc., New Ventures Enterprises, LLC, and South Lincoln Landfill, Inc. These entities have not been consolidated with Dahl Disposal Service, Inc. to present consolidated financial statements. The effects of this departure on the financial position, results of operations, and cash flows have not been determined.

DAHL DISPOSAL SERVICE, INC.
Notes to Financial Statements
Year Ended December 31, 2019
(See independent accountants' review report)

NOTE G – REVENUES

The following table disaggregates the Company's operating revenue based on the major lines of business for the year ended December 31, 2019:

Residential	\$ 3,041,114
Commercial	685,355
Roll-off	627,837
Other	130,246
LGQ contract	2,968,357
	<u>\$ 7,452,909</u>

NOTE H – COMMITMENTS AND CONTINGENCIES

The Company has a contract that started in 2018 with a Large Quantity Generator of waste material. The Company collects the large quantities of the customer's material at Customer's facility and transports the waste to the landfill. The Company provides all equipment to transport and dispose of the waste. The Company refers to this contact as LQG agreement.

The contract was awarded in a competitive environment: The City of Toledo and the Company have agreed that a lower than expected return on the agreement could significantly impact the overall rates to the residents of Toledo. It was agreed that the likelihood of beating expectations on the project was far less likely than the potential for higher rates. The City does not include the operations in the revenues or expenses when applying operation ratio. However, because the waste material, in the opinion of the City of Toledo, is in fact subject to the regulated by the solid waste franchise the Company does pay applicable franchise fees as well as other county wide assessments and surcharges that are billed and assessed per ton of waste delivered to the landfill by the Company.

The tonnage fees charged under this contract are subject to and adjusted annually for COLA as well as contractual changes in disposal fees that the Company is required to pay to its vendors. This contract is renewable each year thereafter and has been renewed for 2020.

As disclosed in Note C Related Parties, the Company pays closure fees to South Lincoln Landfill, Inc. These payments are for costs incurred by South Lincoln Landfill, Inc. for post closure care and maintenance of the landfill. The Company anticipates continuing the payment of closure fees as such costs continue to be incurred by South Lincoln Landfill. The Company may receive partial reimbursement of previously paid closure fees from trust funds held by South Lincoln Landfill, Inc., subject to approval of the DEQ.

NOTE I – DEFERRED REVENUE

Deferred revenue for the Company consisted of \$269,814 as of December 31, 2019 for unearned solid waste and recycling services which were billed in 2019 for services to be performed in 2020.

DAHL DISPOSAL SERVICE, INC.
Notes to Financial Statements
Year Ended December 31, 2019
(See independent accountants' review report)

NOTE J – LEASES

The Company leases its Waldport and Toledo facilities under non-cancelable leases with Dahl & Dahl, Inc., a related party. The lease agreements include renewable options and a ten-year rollover term. Base rent is set based on customary triple net lease terms which allows for the base rent as well as additional for taxes, insurance costs, and utility charges. The current lease agreements requires base annual rent payments of \$121,784. Total lease expense for the current year is \$165,215, which includes the additional amounts as described above. See Note C.

The following is a schedule of future minimum lease payments required under the current option renewal:

Fiscal year ending:	
2020	\$ 121,784
2021	121,784
2022	121,784
2023	121,784
2024	121,784
Thereafter	<u>487,134</u>
	<u>\$ 1,096,054</u>

The Company also leases equipment from Dahl & Dahl, Inc. The lease agreements do not have a guaranteed minimum term, and allow for the Company to terminate the lease with 90 days' written notice. As such, there are no future minimum lease payments associated with the lease. Total lease expense for the current year is \$217,191. See Note C.

Additional office facilities are leased from New Ventures Enterprises, LLC. The verbal terms of the lease provide for monthly lease payments of \$1,500. The lease is considered month-to-month and cancellable with no notice, therefore there are no associated future minimum lease payments. Total lease expense for the current year is \$18,000. See Note C.

NOTE K – OTHER DISCLOSURES

Subsequent Events

Management has evaluated subsequent events through May 7, 2020, the date which the financial statements were available to be issued.

Other Supplemental Information

DAHL DISPOSAL SERVICE, INC.
Supplemental Schedule
Income Subject to Application of Operating Ratio
December 31, 2019

Revenue:

Income - net of adjustments and credits	\$ 4,484,552
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Operational Expenses:

Disposal costs:

Municipal solid waste	771,102
Recycling	223,704
Green waste	130,400
Medical waste	236
Metal recycling	29,395
Labor	835,791
Management fees	544,769
Franchise fees	139,523
Equipment lease	219,116
Rent facilities	200,568
Solid waste district surcharge	35,153
Repairs & maintenance	185,242
Fuel	163,306
Depreciation	158,996
Insurance	60,635
Business taxes and PUC	38,352
Closure fees	29,601
Tools and supplies	15,847
Bad Debt	15,000
Total Operating Expenses	3,796,736

Administrative Expenses:

Advertising & promotion	21,261
Bank service charges	43,472
Dues & subscriptions	11,695
License & fees	509
Office supplies	31,031
Postage and printing	45,978
Professional services	104,405
Utilities	23,039
Other	21,837
Total Administrative Expenses	303,227
Income Subject to Application of Operating Ratio	384,589

(Continued)

DAHL DISPOSAL SERVICE, INC.
Supplemental Schedule
Income Subject to Application of Operating Ratio, Continued
December 31, 2019

Large Quantity Generator Contractual Line of Business Revenue (Expenses):

Project Revenue	\$ 2,968,357
Franchise fee	(133,986)
SW District fee	(173,180)
Management fee	(145,590)
Haul disposal	<u>(2,148,837)</u>
Total Large Quantity Generator Contractual Line of Business Revenue (Expenses):	<u>366,764</u>

Other Income (Expense):

Amortization	(47,644)
Other Income	30,675
Investment income (loss)	<u>-</u>
Total Other Income (Expense)	<u>(16,969)</u>
NET INCOME	<u><u>\$ 734,384</u></u>

City of Yachats
Dahl Disposal Service, Inc.
Rate Review Report
December 31, 2019

	Allocation Method	Total Company Actual 2019	City of Yachats Actual 2019	Projected Adjustments	City of Yachats Projected 2020
INCOME AND EXPENSE DATA:					
REVENUE					
<i>From CPA Reviewed FS</i>					
Collection Services	Actual	\$ 4,484,552	\$ 484,249	\$ 24,763	\$ 509,012
Non Franchised	Actual	-	-	-	-
0.00%	Actual	-	-	-	-
Other Income (Expenses)	Actual	-	-	-	-
3.57%	Actual	-	-	-	-
Rate Adjustment Required	Actual	-	-	18,172	18,172
<i>Total Revenue</i>		<i>4,484,552</i>	<i>484,249</i>	<i>42,934</i>	<i>527,184</i>
LABOR EXPENSES					
Supervisor/Manager	Labor Hours	-	-	-	-
Shared Management and admin labor	Labor Hours	544,769	58,233	2,490	60,723
Operational Personnel	Labor Hours	835,791	89,342	3,336	92,678
<i>Total Labor</i>		<i>1,380,560</i>	<i>147,575</i>	<i>5,826</i>	<i>153,402</i>
OPERATIONAL EXPENSES					
Bad Debt Expense	Labor Hours	15,000	1,397	-	1,397
Amortization	Labor Hours	-	-	-	-
Business Taxes and PUC	Labor Hours	38,352	4,100	(462)	3,637
12000 Closure	Vessel Weights	29,601	-	-	-
Depreciation	Labor Hours	158,996	16,996	9,771	26,767
Disposal Charges - MSW	Vessel Weights	771,102	88,539	7,872	96,411
Disposal Charges - Recycling	Vessel Weights	223,704	25,686	316	26,002
Disposal Charges - Green	Vessel Weights	130,400	14,973	(415)	14,558
Franchise Fees	Labor Hours	139,523	12,716	3,100	15,816
Fuel	Labor Hours	163,306	17,457	633	18,089
Insurance Expense	Labor Hours	60,635	6,482	1,059	7,541
Yard Debris program Costs	Labor Hours	-	-	-	-
Operational Lease and Rent (Note 3)	Labor Hours	219,116	23,422	(2,058)	21,364
Interest	Labor Hours	-	-	-	-
Purchase Recyclables	Labor Hours	-	-	-	0
Recycling processing & transport	Labor Hours	-	-	-	-
Other	Labor Hours	29,631	3,167	(1,809)	1,358
Rent	Labor Hours	200,568	21,440	(576)	20,864
Repairs and Maintenance	Labor Hours	185,242	19,801	(2,519)	17,282
Tools and Supplies	Labor Hours	15,847	1,694	(141)	1,553
12000 Solid Waste District Surcharge	Labor Hours	35,153	3,758	27	3,785
<i>Total Operational</i>		<i>2,416,176</i>	<i>261,627</i>	<i>14,798</i>	<i>276,425</i>
GROSS PROFIT		442,246	75,047	22,310	97,357
ADMINISTRATIVE EXPENSES					
Advertising	Customer Counts	21,261	1,980	288	2,269
Bank Fees	Customer Counts	43,472	4,049	(495)	3,554
Business Meals and Ent	Customer Counts	-	-	785	785
Company Meetings	Customer Counts	-	-	1,676	1,676
Community Education & Support	Customer Counts	-	-	1,065	1,065
Drug Program	Customer Counts	-	-	795	795
Dues and Subscriptions	Customer Counts	11,695	1,089	(47)	1,042
Education and Travel	Customer Counts	-	-	1,012	1,012
Licenses and Fees	Customer Counts	509	47	579	626
Miscellaneous	-	-	-	-	-
Office Supplies	Customer Counts	31,031	2,890	215	3,105
Postage	Customer Counts	45,978	4,282	102	4,384
Printing	Customer Counts	-	-	-	-
Professional fees	Customer Counts	104,405	9,724	(371)	9,353
Other	Customer Counts	21,837	2,034	(2,034)	-
Utilities	Customer Counts	23,039	2,146	213	2,359
<i>Total Administrative</i>		<i>303,227</i>	<i>28,242</i>	<i>3,782</i>	<i>32,024</i>
NET INCOME BEFORE TAX		\$ 384,589	\$ 46,806	\$ 18,528	\$ 65,334

Allocation Percentages

Labor Hours	10.69%	10.69%
Vessel Weights	11.48%	11.48%
Customer Counts	9.31%	9.31%

Exhibit B

City of Yachats
Dahl Disposal Service Inc.
 Calculation of Operating Ratio
 December 30,

	Actual 2019	Projected 2020
Total Expenses:		
Total Labor	\$ 147,575	\$ 153,402
Total Operational	261,627	276,425
Total Administrative	28,242	32,024
Total	<u>437,444</u>	<u>461,850</u>
Less Non Allowable Expenses:	<u>-</u>	<u>-</u>
Less "Pass Through Expenses" amortization	-	-
Allowable Expenses	<u><u>437,444</u></u>	<u><u>461,850</u></u>
Revenue		
Revenue	484,249	527,184
Less "Pass Through Expenses" amortization	<u>-</u>	<u>-</u>
Revenue (net of Pass Through)	<u><u>484,249</u></u>	<u><u>527,184</u></u>
Operating Ratio:		
Allowable Expenses	437,444	461,850
divided by		
Revenue (net of Pass Through)	<u>484,249</u>	<u>527,184</u>
Calculated Operating Ratio	<u><u>90.33%</u></u>	<u><u>87.61%</u></u>
	Allowable Range	85% - 91%

Exhibit C

Dahl Disposal Service

Rate adjustment effective July 1, 2020

City of Yachats

Residential Rates	2 yr cpi 85%	3.57%	7/1/2018		Adjustment	Calculated	Rounded		
35 gal once a week curb refuse and recycling service	\$	32.60	\$	1.16	\$	33.76	\$	33.75	Per Month
35 gal every other week curb refuse and recycling service	\$	27.70	\$	0.99	\$	28.69	\$	28.70	Per Month
35 gal once a month curb refuse and recycling service	\$	25.00	\$	0.89	\$	25.89	\$	25.90	Per Month
35 gal on call curb refuse and recycling service	\$	25.00	\$	0.89	\$	25.89	\$	25.90	Per Month
65 gal once a week curb refuse and recycling service	\$	54.55	\$	1.95	\$	56.50	\$	56.50	Per Month
65 gal every other week curb refuse and recycling service	\$	38.20	\$	1.36	\$	39.56	\$	39.55	Per Month
65 gal once a month curb refuse and recycling service	\$	27.05	\$	0.97	\$	28.02	\$	28.00	Per Month
65 gal on call curb refuse and recycling service	\$	27.05	\$	0.97	\$	28.02	\$	28.00	Per Month
95 gal once a week curb refuse and recycling service	\$	78.90	\$	2.82	\$	81.72	\$	81.70	Per Month
95 gal every other week curb refuse and recycling service	\$	55.25	\$	1.97	\$	57.22	\$	57.20	Per Month
95 gal once a month curb refuse and recycling service	\$	39.45	\$	1.41	\$	40.86	\$	40.85	Per Month
95 gal on call curb refuse, recycling and yard debris service	n/a		n/a		n/a		\$	40.85	Per Month
Additional recycling cart serviced every other week	n/a		n/a		n/a		\$	13.50	Per Month
Additional fee for refuse service curb enclosure	\$	8.20	\$	0.29	\$	8.49	\$	8.50	Per Month
Additional fee for refuse service driveway (Walk in) per 100 ft	\$	15.00	\$	0.54	\$	15.54	\$	15.55	Per Month
Additional fee for refuse service driveway (Drive in) per 100 yards	\$	10.00	\$	0.36	\$	10.36	\$	10.35	Per Month
Additional fee for recycling service / YD curb enclosure	\$	8.20	\$	0.29	\$	8.49	\$	8.50	Per Month
Additional fee for recycling service /YD driveway (Walk in) per 100 feet	\$	15.00	\$	0.54	\$	15.54	\$	15.55	Per Month
Additional fee for recycling service / YD driveway (Drive in) per 100 yards	\$	10.00	\$	0.36	\$	10.36	\$	10.35	Per Month
Lid up	\$	3.50	\$	0.12	\$	3.62	\$	3.60	each
Extras at the curb (Garbage or recycling)	\$	7.05	\$	0.25	\$	7.30	\$	7.30	each
Extras at enclosures and driveway (garbage or recycling)	\$	7.65	\$	0.27	\$	7.92	\$	7.90	each
Bear Proof Carts									
35 gal bear cart - includes enclosure and service and Equipment Charge	\$	47.80	\$	1.71	\$	49.51	\$	49.50	per month
- once a month	\$	40.20	\$	1.44	\$	41.64	\$	41.65	per month
- on call	\$	40.20	\$	1.44	\$	41.64	\$	41.65	per month
65 gal bear cart - includes enclosure and service and Equipment Charge	\$	70.75	\$	2.53	\$	73.28	\$	73.30	per month

Dahl Disposal Service

Rate adjustment effective July 1, 2020

City of Yachats

	2 yr cpi 85%	3.57%				
	7/1/2018	Adjustment	Calculated	Rounded		
- once a month	\$ 43.25	\$ 1.54	\$ 44.79	\$ 44.80	per month	
- on call	\$ 43.25	\$ 1.54	\$ 44.79	\$ 44.80	per month	
95 gal bear cart - includes enclosure and service and Equipment Charge	\$ 96.10	\$ 3.43	\$ 99.53	\$ 99.55	per month	
Cart change out	\$ 17.60	\$ 0.63	\$ 18.23	\$ 18.25	each	
On call/Min W/NO PU for the month	\$ 11.75	\$ 0.42	\$ 12.17	\$ 12.15	per month	
Restore Service Fee	\$ 32.85	\$ 1.17	\$ 34.02	\$ 34.00	each	
Off route call back fee	\$ 25.00	\$ 0.89	\$ 25.89	\$ 25.90	each	

Commercial Rates

200 gal once a week refuse and recycling service	\$ 146.70	\$ 5.24	\$ 151.94	\$ 151.95	per month	
200 gal once a month/temp cont. refuse and recycling service	\$ 74.20	\$ 2.65	\$ 76.85	\$ 76.85	per month	
200 gal extra P/U refuse and recycling service	\$ 44.90	\$ 1.60	\$ 46.50	\$ 46.50	per month	
200 gal every other week refuse and recycling service	\$ 119.10	\$ 4.25	\$ 123.35	\$ 123.35	per month	
300 gal once a week refuse and recycling service	\$ 199.50	\$ 7.12	\$ 206.62	\$ 206.60	per month	
300 gal once a month/temp cont. refuse and recycling service	\$ 86.55	\$ 3.09	\$ 89.64	\$ 89.65	per month	
300 gal extra P/U refuse and recycling service	\$ 57.20	\$ 2.04	\$ 59.24	\$ 59.25	per month	
300 gal every other week refuse and recycling service	\$ 143.75	\$ 5.13	\$ 148.88	\$ 148.90	per month	
Rent perm. Container dumped once a week container count customer	\$ 17.50	\$ 0.62	\$ 18.12	\$ 18.10	per month	
Placement all Cont.	\$ 46.95	\$ 1.68	\$ 48.63	\$ 48.65	each	
Temp. container rent per day no weekly service	\$ 4.50	\$ 0.16	\$ 4.66	\$ 4.65	per day	

Drop Box

Minimum charge per box - Solid Waste	\$ 528.65	\$ 18.87	\$ 547.52	\$ 547.50	each	
Minimum charge per woody debris box	\$ 404.85	\$ 14.45	\$ 419.30	\$ 419.30	each	
Compactor service additional per pull - SW rate plus	\$ 50.00	\$ 1.79	\$ 51.79	\$ 51.80	each	
Plus Disposal						
- Solid Waste rates per ton	\$ 120.00	\$ 4.28	\$ 124.28	\$ 124.30	per ton	

Dahl Disposal Service

Rate adjustment effective July 1, 2020

City of Yachats

	2 yr cpi 85%	7/1/2018	Adjustment	3.57%	Calculated	Rounded	
- Solid waste rate per pound rates per pound		\$	0.06	\$	-	\$	0.06 per pound
- Woody debris drop box per ton		\$	110.00	\$	3.93	\$	113.93 per ton
- Woody debris drop box per pound		\$	0.06	\$	-	\$	0.06 per pound
Drop Box Misc.							
Drop box delivery fee		\$	158.40	\$	5.65	\$	164.05 each
- plus per mile charge (one way)		\$	-	\$	-	\$	- per mile
Drop box rent after 7 days, weekends included		\$	9.40	\$	0.34	\$	9.74 per day
Drop box truck per hour		\$	129.05	\$	4.61	\$	133.66 per hour

You call, We Haul

	ROUNDED TO \$1				ROUNDED TO \$1			
Deposit	\$	55.00	\$	1.96	\$	56.96	\$	57.00 each
One employee with a pick up	\$	70.00	\$	2.50	\$	72.50	\$	73.00 per hour
Extra employee per hour	\$	35.00	\$	1.25	\$	36.25	\$	36.00 per hour
Deposit (extra employee per hour)	\$	50.00	\$	1.79	\$	51.79	\$	52.00 per hour
Minimum of two employees to enter a house	\$	100.00	\$	3.57	\$	103.57	\$	104.00 per hour
Deposit (two employees to enter a house)	\$	50.00	\$	1.79	\$	51.79	\$	52.00 each
Disposal - minimum \$28.00 (certain items incur add' charges at disposal site)	\$	120.00	\$	4.28	\$	124.28	\$	124.00 per ton



DATE: June 24, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Wastewater Coronavirus Surveillance Testing

Wastewater Surveillance testing for COVID-19 is as a rapidly developing field as the virus itself. As this field develops there are, of course, unknowns. This memo provides links to the articles I have reviewed in researching this topic. Many of them have already been provided to Council; however, they are summarized here for both the Council and the community.

Also provided:

1. The June 1, 2020 questions I posed to Dr. Williamson (following the articles) and his responses (the bolded text).
2. The summary of the June 9, 2020 call with Dr. Williamson (attached)
3. Unknowns/rapid development in developing research

On June 4, 2020 the Council authorized the collection and freezing of samples. The question before Council today is whether to authorize testing of samples.

ARTICLES

- RAPID proposal provided by Dr. Williamson (attached)
- April 7, 2020 Statnews (attached)
- April 29, 2020 Medscape
<https://www.medrxiv.org/content/10.1101/2020.05.19.20105999v1.full.pdf>

- May 7, 2020 NPR Story <https://www.npr.org/2020/05/07/852155076/how-what-you-flush-is-helping-track-coronavirus>
- May 11, 2020 City of Bend Testing <https://ktvz.com/news/bend/2020/05/11/city-of-bend-wastewater-tested-for-covid-19/>
- May 22, 2020 Medscape <https://www.medrxiv.org/content/10.1101/2020.05.19.20105999v1.full.pdf>
- May 22, 2020 New Haven Article (attached)
- May 24, 2020 Sewer Surveillance OSU to Congressional Committee <https://www.corvallisadvocate.com/2020/sewer-surveillance-osu-covid-19-detection-research-will-go-to-congressional-committee/>
- May 28, 2020 Statnews <https://www.statnews.com/2020/05/28/wastewater-testing-gains-support-as-covid19-early-warning/>
- Congressional Slides –audio link https://event.webcasts.com/starthere.jsp?ei=1321177&tp_key=b7e2f68b1d

Slides: https://www.waterrf.org/sites/default/files/file/2020-05/Congressional%20COVID-19%20Briefing_FINAL.pdf

NEW MATERIAL

- May 27, 2020 EPA (attached)
- June 3, 2020 Water Research Foundation (attached)
- Links to webinars and current information sources from the State of Oregon
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/sanitation-wastewater-workers.html>
 - <http://cweawaternews.org/topics/coronavirus-safety-wastewater-workers/>

- <https://www.epa.gov/healthresearch/research-covid-19-environment>
- <https://www.acwa-us.org/covid-19-resources/>
- June 12, 2020 Salt Lake Tribune from Dr. Williamson
<https://www.sltrib.com/news/environment/2020/06/11/testing-sewage/>

Unknowns/developing information:

- How much virus do individuals shed;
- Some people seem to shed longer than others;
- How does the length it takes to wastewater plant impact the dilution;
- How does rainy weather dilute samples;
- Is the shedding amount the same in severe v. mild v. asymptomatic cases;
- When in the course of the virus do people shed the virus;
- Does the water quality impact the detection of the virus;
- Difficult to calculate the number of those infected (variable results?);
 - From Bend (44 confirmed/580 estimated; 64 confirmed, 1200 estimated)
- Do trends help communities if data is from a time period when people have left the community does a 3-7-day notice help if those individuals are already gone back to their homes;
- If the community's population is going to areas of higher concentration to shop and dine, how does that naturally impact increases in shedding
- What policy measures beyond what is being done to encourage social distancing, face coverings, and hand washing.

June 1, 2020 Q&A Dr. Williamson and City Manager

1. If I remember correctly you are proposing to test just at the wastewater plant, not at other sites throughout the sewer system, correct?

We are only testing the plant influent. The frequency will start at once per week, maybe more if the concentrations are rapidly increasing or decreasing.

2. What markers and at what concentration are you looking at?

We are measuring the recommended CDC genetic markers for SARS-CoV-2. The detection level is about 1,000 viruses/L.

3. Are you proposing nasal tests along with sewer testing like Bend to determine correlation?

Humans are not tested in the CWS/OSU NSF study; such testing is done in studies by the TRACE group at OSU (<https://trace.oregonstate.edu/>). My collaborators (Drs. Radniecki and Kelly) are partially funded by TRACE to do wastewater measurements of SARS-CoV-2 where TRACE does its studies. That work is independent of the NSF study. Specifically they are measuring SARS-CoV-2 in wastewaters for TRACE in Corvallis and Bend.

4. What knowledge do you have about our wastewater system and water in regards to how minerals, quality, rain water, length of time to the plant might impact samples?

I have no reason to believe that Yachats' water quality will affect the measurement of the SARS-CoV-2 RNA. The Yachats' water has low mineral content typical of rainfall-derived surface water supplies and should create no inhibition issues in our analysis. We will conduct QA/QC blanks using Yachats' drinking water to check for any possible interferences. The infiltration into the Yachats' system is typical for many older systems and will result in a dilution of about a factor of three in the winter which will be negligible in our expected range of results over several order of magnitudes. We can use measured treatment plant flows to estimate any impact of infiltration.

The virus RNA is known to not degrade rapidly in sewage. In the small sewershed of Yachats, the travel times to the wastewater treatment plant are not long, probably on the order of a few hours.

5. Have any other communities that you know of worked outside of the collaboration of the county health authority? What impacts did it have on their community if they were the only ones in the county to test?

The Biobot's study started with about 50 and expanded to about 150 treatment plants nationwide. What we are proposing is very similar to the Biobot's study except that it is of no cost to the community. Most of the treatment plants that I know who signed on to the Biobot's study did not work with health officials; they were just interested in what the virus RNA concentrations were in their plants.

We share our data for Washington County with the Washington County Health Department. To my knowledge, it has had no impact on their policies related to the pandemic.

6. What has been accomplished to address the uncertain factors of individual shedding lengths, shedding for severe v. mild v. asymptomatic?

This is currently a huge research topic in the medical community. What is known is that there is a wide variation in shedding rates between infected persons. The shedding appears to be maximum soon after infection and even before symptoms appear. Shedding drops off significantly about 10 to 14 days after infection. Shedding does occur in asymptomatic cases.

Researchers collecting data like we have proposed, however, have found significant correlations between the number of hospital reported cases in a community and measured virus concentrations in wastewater (see the New Haven data in the last email). This suggests that impact of variations in shedding rates is minimized by statistical averaging across the population of infected persons.

7. What policies have communities implemented as a result of these testing beyond the distancing, masks, and hand washing that Lincoln county is already encouraging?

I do not know of instances where sewershed surveillance of SARS-CoV-2 has resulted in any changes of health policy. The approach is so new that is certainly is not part of the normal procedure of health departments. This is presently initiating significant research efforts inside of CDC to understand how such data would impact health policies. If the sewer surveillance data suggested that a significant number of infected persons are coming for short visits, my guess is that the rational response in the

community will be to clean more often and deeper, require or encourage a greater use of masks, and for restaurant and service workers to be more cautious.

8. What have tourism communities done policy wise when tests may predict 3-7 day notices but are based on results from tourists who may have already left the community?

I do not know of any policy changes. The ability of sewer surveillance to predict reported cases sooner than reported hospital cases may not be too important to Yachats and its potential issues.

June 9, 2020 Wastewater Surveillance Discussion

Attendees: Dr. Ken Williamson, Mayor(s) Moore (Y), and Gambino (DB), Councilor O'Shaughnessey (Y), David Buckwald (Y), and Shannon Beaucaire (Y).

Goal: Test now until Labor Day to answer the question: Are visitors leaving infection behind in the communities they visit? Do non-residents have a greater rate of infection than residents?

Technical Details:

- Goal: Two (2) 24-hour composite samples of 200 ml
 - Pulled Wednesday and Saturday (run required tests on Monday) for first 2 weeks, then once a week only. For Yachats on Wednesday. Will clarify weekly date for DB.
 - Samples should be frozen
- Dr. Williamson will pick up the samples once a week or once every 2 weeks.
 - Dr. Williamson will coordinate with the Wastewater Plant Operators on pick up.
 - Dr. Williamson will handle chain of custody.
- Clean Water Services to supply collection bottles
 - Bottles should be labeled with a permanent marker or label maker
 - Label format: City (Y or DB) – Date – A or B
- Send Dr. Williamson data for the date collected
 - Examples: flow data, total suspended solids, total volatile suspended solids (if tested), etc.

Other Details:

- Would fall under NSF Grant but study is only to answer the narrow question above – would not be same study guidelines being done in Washington County or Bend
- Data is sent in raw form to the respective Cities. Will not interpret data for Cities.
- Critical to collaborate with Lincoln County Health Dept. Environmental Health to interpret data and handle questions regarding the data.
 - Cities need to follow up with Lincoln County to determine capacity.
 - Lots of data and little interpretation. It can be difficult to know what to do with the data and right now there is no good answer.
 - There is the potential for a one-time large spike (Beaverton example)
 - 50,000-100,000 range indicator of larger virus prevalence in the community. Changing those loads to calculations of number of cases is not precise at this time.
- Use of Data
 - Prevalence – Are there infectious cases (individuals shedding the virus) in the community?

- Concentration – Is the concentration of virus going up or down?
 - Compare data to other cities of similar size (harder for Cities to compare on their own).
- Analysis will be run within a week depending on capacity of Clean Water Services – running approximately 300 samples/week

1. Objectives, Innovations and Significance of RAPID Plan

The recent coronavirus worldwide pandemic, known as COVID-19, is caused by the SARS-CoV-2 virus (previously known as 2019-nCoV).¹ The clinical tests for individual have not been widely available to understand the progression of the infection in communities around the U.S. The lack of information hinders knowledge-based decision-making regarding resource allocation.

The overall goal of the proposed research plan is to determine the onset, duration, termination and location of a COVID-19 outbreak to aid in knowledge-based decision-making processes. This will be accomplished by using reverse transcriptase digital droplet polymerase chain reaction (RT-ddPCR) to detect SARS-CoV-2 in sewer lines, at wastewater treatment plants and at stormwater outfalls. Clean Water Services (CWS) will closely assist in sample collection for this project. CWS owns and operates all of the wastewater reclamation and stormwater treatment facilities in Washington County, Oregon. Washington County is an urban county located just southwest of Portland, OR and currently has the highest rate of COVID-19 cases in the state of Oregon.² RT-ddPCR will be used due to its excellent sensitivity and superior resistance to PCR inhibitors that would interfere with traditional RT-qPCR.³

2. Intellectual Merit

The successful completion of this work will address many of the pressing theoretical and practical limitations occurring in response to the current COVID-19 outbreak. Limitations in current COVID-19 outbreak responses exist due in part to insufficient limited resources to medically exam all individuals, a very coarse image of where patients are coming from, and a significant fraction of COVID-19 carriers that are asymptomatic. This work will address each of these limitations. By focusing sampling at the community-scale in wastewater systems, this strategy will be able to identify a potential COVID-19 outbreak (and its eventual recession) utilizing very limited amount of resources. Additionally, this strategy overcomes the issues of asymptomatic carriers by detecting the SARS-CoV-2 virus before symptoms in a population appear in significant quantities. This eliminates the typical 10-14 days delay of the current system that relies on hospitalization records to confirm the appearance and disappears of a COVID-19 outbreak.

By sampling spatially throughout the sewer system, we expect to be able to identify which neighborhood communities are contributing the greatest SARS-CoV-2 loads to the sewer systems. It will also provide a rich dataset for other to examine and determine why certain communities may be more prone to the COVID-19 outbreak than others. Both of these outcomes will help decision makers determine where to deploy their limited resources to respond to COVID-19 outbreak threats.

Finally, this work will examine an under-explored potential reservoir of SARS-CoV-2, stormwater. Similar to wastewater, stormwater can be spatially sampled to determine where the highest cases of COVID-19 may be occurring. Unlike wastewater, stormwater will also capture sources that are not connected to the sewer lines (*e.g.* homeless camps).

3. Why the Proposed Research is of an Urgent Nature and Why a RAPID Award Would be the Most Appropriate Mechanisms for Supporting the Proposed Work

COVID-19 outbreaks in the United States are just beginning and are expected to continue over the next year. It is urgent that the sampling and testing outlined in this proposal begin now to capture the early

stages of this current outbreak. A traditional proposal mechanism would not be funded time for sampling to capture the current COVID-19 outbreak.

4. Relationship of Proposed Research to the Current State of Knowledge in the Field

Monitoring sewage for SARS-CoV-2 (the enveloped RNA virus responsible for COVID-19), which is a collection of a community's aggregate urine and fecal samples, can provide timely assessments of overall community health. This would help supplement clinical sampling of individuals and may provide earlier indication of COVID-19 outbreaks as individuals would not need to be strongly symptomatic to release SARS-CoV-2 into the wastewater. Similar strategies have been used to detect enteric virus infection outbreaks such as influenza A and polio.^{4,5} By monitoring for SARS-CoV-2 and selected sites within the sewer pipe collection system, it is possible to identify the communities that are behaving as a COVID-19 hotspot. Similar techniques have been used to investigate and locate community illicit drug (amphetamines, cocaine and opiates), tobacco and alcohol use.^{6,7}

5. Research Plan Overview (Objectives)

This proposed research will work closely with CWS, headquartered in Hillsboro, OR (see Letter of Collaboration). CWS is the water resource management utility for over 600,000 residents in urban Washington County. Their network of 800 miles of sewer pipes collect 65 million gallons of wastewater per day which is treated at their four treatment facilities. CWS will provide complete access to their collection networks and treatment facilities, will obtain the required samples and will collaborate on sample collection, viral concentration and viral inactivation and RT-ddPCR analyses.

The following objectives will be accomplished during this study:

- **Objective 1.** Test the hypothesis that the abundance of SARS-CoV-2 RNA over time in sewage and stormwater is related to the initiation, progression and decline of a community's aggregate COVID-19 infection.
- **Objective 2.** Determine if spatial sampling throughout the sewer system can be used to localize geographically where infection hotspots are in a community.

6. Research Plan Timeline

This proposed work can be described as a series of 5 broad tasks (**Table 1**) to be completed over 12 months. RT-ddPCR and field virus inactivation method development (*Tasks 1 and 2*), sampling (*Task 3*), RT-ddPCR of collected samples (*Task 4*) and data analysis (*Task 5*).

Task	Project Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1. RT-ddPCR method development												
2. Field virus inactivation method development												
3. Wastewater and stormwater sampling												
4. RT-ddPCR on collected samples												
5. Data analysis												

7. Research Plan

7.1 Objective 1: The goal of Objective 1 is to quantify SARS-CoV-2 RNA entering CWS wastewater treatment facilities and stormwater collection systems.

Hypothesis #1: The abundance of SARS-CoV-2 RNA over time in sewage and stormwater is related to the initiation, progression and decline of a community's aggregate COVID-19 infection.

Rationale: In previous coronavirus outbreaks in 2002 (SARS-CoV) and 2012 (MERS-CoV), significant percentages of infected populations experienced gastrointestinal symptom including diarrhea, abdominal pain and vomiting (up to 70%).⁸ This resulted in SARS-CoV RNA and MERS-CoV RNA being detected in patients' stool for up to 30 days after the onset of illness. To date, a smaller percentage of SARS-CoV-2 infected patients have experienced diarrhea and nausea (~10%), SARS-CoV-2 RNA has been detected in stool samples from SARS-CoV-2 infected patients in the United States.⁸

While it remains unlikely that SARS-CoV-2 remains virulent in wastewater, it is highly likely that it will be present by the time it reaches a wastewater treatment facility.⁹ Previous studies with SARS-CoV and its surrogates reported that these viruses will persist in wastewater for days and potentially weeks, depending on temperature.^{10,11} Thus, we would expect that SARS-CoV-2 would behave similarly to other coronaviruses and be present in wastewater sewer lines and treatment facilities.

While coronaviruses have not been specifically looked for in stormwater, other human pathogens, including enteric viruses, have been quantified in significant concentrations in stormwater runoff.¹² Thus, it remains a distinct possibility that SARS-CoV-2 may be detectable in stormwater.

Experimental Approach: Weekly samples will be taken from the primary clarifier effluent (1000 mL) and solids (50 mL) from 4 wastewater treatment plants owned and operated by CWS in Washington County (**Figure 1**). To concentrate the virus liquid fractions, effluent samples will be prefiltered through a 0.22 µm PES membrane followed by ultrafiltration.¹³ Viruses bound to primary solids will be extracted with 10% beef extract and concentrated via centrifugal ultrafiltration.¹⁴ Once concentrated, both virus samples will be inactivated with Trizol.¹⁵ Viral RNA will be extracted using the QIAamp Viral RNA Minikit, which demonstrated good performance in enveloped virus RNA recovery for RT-qPCR analysis.¹⁶



Figure 1. Location of the 4 CWS wastewater treatment plants (Forest Grove, Hillsboro, Rock Creek and Durham facilities).

Due to its more dilute nature, 10L of stormwater will be collected during rain events, as weather conditions allows (primarily April-June and October-March). The stormwater will be concentrated via tangential flow ultrafiltration.¹⁷ Viral RNA will be inactivated and extraction will follow the same procedure as for wastewater primary clarifier effluent, described above. Both wastewater and stormwater samples will be concentrated and inactivated on-site at CWS facilities. All personnel involved in the project (including CWS staff) will utilize appropriate PPE, as outlined by the CDC. After inactivation, samples will be stored at -80°C until further processes occurs.

Viral RNA extraction will occur at OSU. SARS-CoV-2 RNA will be quantified using RT-ddPCR in OSU's Center for Genome Research and Biocomputing facility. The RNA-dependent RNA polymerase gene (RdRp) will be targeted using primers designed and verified by Cormen et al. (2020) for SARS-CoV-2.¹⁸ All RT-ddPCR assays will be done in triplicate. Results from the RT-ddPCR assays will be compared with documented COVID-19 cases in Washington County to determine their suitability for detecting the presence and absence of a COVID-19 outbreak.

Significance of Expected Outcomes: These results will demonstrate that wastewater collected at a centralized treatment facility can be used to monitor COVID-19 outbreaks of an entire community. This study will also determine if and where SARS-CoV-2 exits a wastewater treatment facility (either through liquid effluent or biosolids). Finally, these results will determine if stormwater is also a reservoir of SARS-CoV-2 during a COVID-19 outbreak.

7.2 Objective 2: The goal of Objective 2 is to quantify SARS-CoV-2 RNA throughout the sewer collection system owned and operated by CWS.

Hypothesis #2: By spatially sampling the sewer system and selected key spots, it is possible to isolate COVID-19 hotspots in a given community.

Rationale: As stated in Objective 1, SARS-CoV-2 RNA is expected to survive through the sewer system. By understanding the hydraulics of the sewer system, it is possible to conduct a forensic analysis of contaminants released into sewer pipes to identify where they entered the system. Similar strategies can be used to track the input of pathogens into the sewer system.⁷

Experimental Approach: Raw sewage (250 mL) will be collected from 12 service points located within the CWS sewer line network. Due to the difficulty in obtaining samples from regulated confined spaces, samples will be collected biweekly during the outbreak (expected until the end of June) and monthly from that point onwards. Samples will be gently centrifuged to separate solids from liquids. At that point, virus concentration, inactivation, extraction and detection will occur using the methods described in Objective 1 above. Similar to Objective 1, sample collection, solids separation, virus concentration and virus inactivation will occur on-site at CWS research facilities. RNA extraction and quantification will occur at OSU.

The results of these assays will be inputted into GIS to determine where COVID-19 hotspots appear to be occurring within Washington County. These results will then be correlated with potential underlying causes available from public demographics databases including (but not limited to) average household income, average household size, housing density, racial demographics and distance to essential services (e.g. grocery stores and hospitals).

Significance of Expected Outcomes: These results will demonstrate that wastewater collected at strategic sewer line sampling sites can be used to identify COVID-19 outbreak hotspots in a larger community. Additionally, potential underlying root causes for the occurrence of these hotspots will be identified.

8. Broader Impacts

Societal: The development of sampling protocols to detect COVID-19 outbreaks perform significant hospitalization begin, accurately determine their duration and identify localized hotspots would be a hugely beneficial asset to local, state and federal agencies managing outbreak responses. It would raise

alarm bells much earlier and help these agencies determine where to best focus their ultimately limited resources for maximum impact.

Undergraduate Education: Both PI's have been very active participants in undergraduate research experiences, mentoring over 50 undergraduates between them. While the PI's do not recommend undergraduates participating in the wet lab component of this study, it is desired to have undergraduates assist with the analysis of digitized data and create GIS maps that link SARS-CoV-2 detection with reported COVID-19 case locations and durations. Undergraduate students will be recruited through a variety of OSU programs including OSU's Summer Undergraduate Research Fellowship (SURF) program, an extension of OSU's Clean and Sustainable Water Technology Initiative and OSU's NSF REU – Engineering for Bouncing Back program (of which PI Radniecki is a participating member). Additionally, the PI's will support women and minority undergraduate researchers through OSU's women and minority research initiatives including STEM Leaders (of which PI Kelly is a participating member).

Dissemination of Results: Results will be presented at national and international conferences (*e.g.* AEESP and WEFTEC), regional conferences (*e.g.* Pacific Northwest Clean Water Association) and local workshops sponsored by CWS. Top journals (*e.g.* ES&T) will be targets for publication.

9. Results from Prior NSF Support

Tyler Radniecki. (a) Award # 1847654; \$500,000; 6/15/2019-5/31/2024. (b) CAREER: Moving beyond descriptive genomics studies – Applying theoretical ecology principles to predictably intensify anaerobic co-digestion processes (c) The overall research objective of this award is to apply theoretical ecology principles to quantify the fundamental processes that drive microbial community architecture, functionality, and fluidity in anaerobic digesters. The work will consist of running lab-scale anaerobic digesters and temporal sampling from full-scale digesters. The educational component aims to identify the effectiveness of using sequential cartoons to increase the comprehension and retention of environmental issues in K-12 students with the goal of lowering barriers to participation in the field of environmental engineering. (d) No publications to date (e) Work is still underway. To date, the lab-scale shock experiments have been completed, full-scale anaerobic digester sampling is in its eighth month, sequencing is underway and initial rounds of cartoons have been created for outreach and educational purposes. (f) Grant is not eligible for renewal.

Christine Kelly. NSF 1240488. (a) Award # 1240488; \$2.0 million; 8/15/12-8/14/16. (b) EFRI-PSBR: The Diatom-Based Photosynthetic Biorefinery. (c) The overall goal of this project was to harness the unique biosynthetic capacities of photosynthetic, biomineralizing algae called diatoms to make biofuels and unique co-products in scalable photobioreactor production systems. Strategies were developed to control and intensify biofuel lipid and co-product formation [Jeffyres et al., 2013; Ozkan & Rorrer, 2017a, 2017b, 2017c; Chiriboga & Rorrer, 2017, 2018, 2019], fabricate biogenic nanostructured materials [Rorrer, 2018; Rorrer, 2019; Chiriboga et al., 2020; LeDuff & Rorrer, 2019a, 2019b; Kraai et al., 2019], and assess environmental impact and technoeconomic feasibility [Xiang et al., 2017, 2018]. Broader impacts were achieved through training of one post doctoral fellow and 8 graduate students, summer research experiences for 16 undergraduate and 32 high school students, and development of TEA teaching modules for undergraduates [Xiang et al., 2017]. (d) and (e) Publications are listed in References. (f) This proposal is not for renewed support.

New research examines wastewater to detect community spread of Covid-19

By [SHRADDHA CHAKRADHAR](#) @scchak
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<https://www.statnews.com/2020/04/07/new-research-wastewater-community-spread-covid-19/>

A [series of crucial setbacks](#) in Covid-19 testing has made it difficult to keep up with the virus' rapid spread, and has inspired some researchers to look to wastewater to help fill in the gap of measuring how prevalent SARS-CoV-2 is in a given community. In a [paper](#) posted Tuesday to the preprint server medRxiv, researchers collected samples in late March from a wastewater treatment plant serving a large metropolitan area in Massachusetts and found that the amount of SARS-CoV-2 particles in the sewage samples indicated a far higher number of people likely infected with Covid-19 than the reported cases in that area.

Researchers from biotech startup Biobot Analytics, working with a team from Massachusetts Institute of Technology, Harvard, and Brigham and Women's Hospital, estimate there were at least 2,300 people infected with Covid-19 in the area around the treatment facility. But at the time of analysis, which has not yet been peer-reviewed, there were 446 cases officially reported in that area.

"It was interesting that our estimation was definitely higher than the number of confirmed cases in the area," said Mariana Matus, CEO and co-founder of Biobot, adding that public health officials had already considered the possibility that the actual case count was much higher than what had been confirmed.

The company shared the findings with local health authorities including the Boston Public Health Commission and the Massachusetts Department of Public Health. Their response was "extremely positive," Matus said. "They could believe that [our] numbers could be correct and not out of the realm of possibility."

In another [preprint](#), which has also not yet been peer-reviewed and that was posted last week to medRxiv, researchers in the Netherlands similarly described detecting the novel coronavirus in sewage samples — sometimes even before public health officials reported the first diagnosed case of Covid-19 in a given community.

"Wastewater carries all [our] chemistry," said Rolf Halden, an environmental health engineer at Arizona State University, who was not involved in either study. "Now we have evidence from two different geographic locations that the virus is detectable, and that's good."

The idea to begin testing wastewater for SARS-CoV-2 emerged after [recent research](#) revealed that virus particles could be shed through stool and other bodily fluids. Testing begins with collecting sewage samples from local treatment plants, and running them through a process that creates millions of copies of viral RNA to be able to study the pathogen in detail. Another process then looks for specific markers on SARS-CoV-2, to distinguish this particular virus from all the other possible microbes in wastewater samples.

Wastewater has been used in other ways as a public health surveillance tool. Biobot, which was spun out of MIT, has also been involved in efforts to [detect opioids](#) in wastewater, as a way to help communities track patterns of drug use and developing public health threats. European countries have long been [involved in](#) surveilling the spread of antibiotic resistance through wastewater. And sewage has been used to look for other emerging and known viruses, [including polio](#).

The new research comes at an unprecedented moment in public health: The difficulty and expense of obtaining individual tests for millions of people combined with the virus' rapid transmission means that public health officials are looking for other ways to grasp the scale of the spread. Clinical testing largely is for those with more severe symptoms, meaning those who are asymptomatic or have milder symptoms — but can still be contagious — often are missed.

In these instances, wastewater sampling could offer a community-level picture of how the disease has spread. A high concentration of virus particles in a given treatment facility would signal that Covid-19 is still a problem in the surrounding area. This could inform public health officials on distancing measures to implement and the kind of precautions health care workers ought to take.

Gertjan Medema, who led the Netherlands research, had been part of a World Health Organization expert team during the SARS outbreak of 2002-2003, during which patients experienced gastrointestinal problems such as diarrhea. As the current pandemic unfolded, Medema kept an eye on similar symptoms among Covid-19 patients.

“I was looking into the information that was coming out of China to see if there was any fecal shedding, which turned out to be the case, and if people had diarrhea, which also turned out to be the case,” said Medema, the chief microbiologist at KWR Water Research Institute in Nieuwegein in the Netherlands. And since Covid-19 seemed like it was headed to the Netherlands, he and his team began checking wastewater for the virus.

“We saw that the technology works, that you do find the virus, and that it's quite sensitive [to finding the right virus],” said Medema. And in the case of at least one Dutch city, Amersfoort, Medema and his team detected virus particles in wastewater even before the city had reported any official cases of Covid-19.

Experts say wastewater detection of SARS-CoV-2 could act not only as a supplement to medical testing but as an early warning system. If, for instance, the virus' transmission were to ebb in the coming months, continued wastewater-based monitoring could alert public health officials if and when the virus is circulating in a community again.

"What's been clear is that we are always behind," said Halden. "The virus is a couple of weeks ahead and with individual testing we'll never get there."

Still, questions remain on using wastewater-based testing for Covid-19.

"We lack critical information on how long people excrete viruses [after being infected], how much virus is being excreted, and over what periods of time," Halden said. "Every infection also takes a different course and it's difficult to know exactly how many particles are shed by any given person."

These uncertainties are why Biobot reported a range of possible cases: It estimated that between 2,300 people and 115,000 were infected in the area served by the treatment plant where it tested. "All of this gets better with more data, more sampling [of more people], and different populations [from different wastewater plants]," Matus said, adding that the company is already working toward gathering more data.

Biobot recently launched a campaign to provide its wastewater sampling services for free to communities across the country. Matus said the campaign has now enrolled 100 treatment plants across 25 states, with the goal of partnering with 10,000 such plants by the end of next month. Others, including Halden at Arizona State, are also involved in coronavirus tracking efforts. Halden leads the Human Health Observatory at ASU, which has over 250 monitoring locations in the U.S. and 350 locations around the world to test wastewater.

"We're not doing this just because we want to publish papers," said Matus, adding that the company is working on getting the preprint accepted to a peer-reviewed journal. "We are doing this work because we think the data can be useful in guiding the response to the outbreak."

SARS-CoV-2 RNA concentrations in primary municipal sewage sludge as a leading indicator of COVID-19 outbreak dynamics

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Abstract

We report a time course of SARS-CoV-2 RNA concentrations in primary sewage sludge during the Spring COVID-19 outbreak in a northeastern U.S. metropolitan area. SARS-CoV-2 RNA was detected in all environmental samples and, when adjusted for the time lag, the virus RNA concentrations were highly correlated with the COVID-19 epidemiological curve ($R^2=0.99$) and local hospital admissions ($R^2=0.99$). SARS-CoV-2 RNA concentrations were a seven-day leading indicator ahead of compiled COVID-19 testing data and led local hospital admissions data by three days. Decisions to implement or relax public health measures and restrictions require timely information on outbreak dynamics in a community.

Introduction

The most common metric followed to track the progression of the COVID-19 epidemic within communities is derived from testing symptomatic cases and evaluating the number of positive tests over time.¹ However, tracking positive tests is a lagging indicator for the epidemic progression.^{2, 3} Testing is largely prompted by symptoms, which may take up to five days to present⁴, and individuals can shed virus prior to exhibiting symptoms. There is a pressing need for additional methods for early sentinel surveillance and real-time estimations of community disease burden so that public health authorities may modulate and plan epidemic responses accordingly.

SARS-CoV-2 RNA is present in the stool of COVID-19 patients⁵⁻⁷ and has recently been documented in raw wastewater.⁸⁻¹⁰ Thus, monitoring raw wastewater (sewage) within a community's collection system can potentially provide information on the prevalence and dynamics of infection for entire populations.¹¹ When municipal raw wastewater discharges into

treatment facilities, solids are settled and collected into a matrix called (primary) sewage sludge, which has been shown to contain a broad diversity of human viruses including commonly circulating coronavirus strains.¹² Primary sludge provides a well-mixed and concentrated sample that may be advantageous for monitoring SARS-CoV-2. As viral shedding can occur before cases are detected, we hypothesize that the time course of SARS-CoV-2 RNA concentrations in primary sewage sludge is a leading indicator of outbreak dynamics within a community served by the treatment plant.

Results

During the COVID-19 outbreak from March 19, 2020 to May 1, 2020 in the New Haven, Connecticut (CT), USA metropolitan area (**Figure 1A**), daily primary sludge samples were collected from the wastewater treatment facility which serves approximately 200,000 residents. SARS-CoV-2 viral RNA concentrations were quantitatively compared with local hospital admission data and community COVID-19 compiled testing data. SARS-CoV-2 viral RNA was detectable in all samples tested and ranged from 1.7×10^3 virus RNA copies mL^{-1} to 4.6×10^5 virus RNA copies mL^{-1} . The lower concentration in this range corresponds to a qRT-PCR cycle threshold (CT) value of 38.75 and can be considered a detection threshold for this method and sludge matrix. Overall, 96.5% of all CT values were less than 38 and values between 38 and 40 were reported as positive if detection occurred with virus nucleocapsid N1 and N2 primer sets and both replicates. Replicated samples demonstrated similar SARS-CoV-2 RNA concentration values and comparisons between SARS-CoV-2 primer values with the human ribonuclease P (RP) gene primer values indicate that dynamic temporal concentration changes in SARS-CoV-2 RNA were from actual change in virus concentration (**Figure 1B**). Concentration comparisons

between replicates produced an average slope of 0.98 ± 0.17 st. dev., while replicates comparing N and RP primer values result in a flat line, with average slope of 0.05 ± 0.05 st. dev. (**Figure 1B**). Overall, the SARS-CoV-2 RNA concentration time series results consistently reveal a curve that increases over times, peaks, and then decreases to May 1 (**Figure 1C**).

New Haven COVID-19 epidemic suggest that these data may provide useful epidemiological insights (**Figure 1C**). SARS-CoV-2 RNA sludge concentrations were quantitatively compared with data that are commonly used to track the community progression of COVID-19 including hospital admissions (**Figure 2A,B**) and COVID-19 compiled testing data for the four municipalities (New Haven, East Haven, Hamden, and Woodbridge, CT) served by the ESWPAF (**Figure 2C**). All three measures traced the initial wave of the SARS-CoV-2 outbreak in the New Haven metropolitan area. Applying Locally Weighted Scatterplot Smoothing (LOWESS) to the data and rescaling enables comparison (**Figure 2A,B**). The virus RNA time course peaked 3 days earlier than hospital admissions (April 9 versus April 12) and a cross correlation analysis revealed a correlation coefficient ($R=0.996$) between smoothed RNA and hospital data when the latter was shifted 3 days forward.

Comparing the LOWESS-smoothed daily virus RNA and COVID-19 testing data reveals that the peak in COVID-19 cases (April 16) occurred 7 days following the peak in SARS-CoV-2 RNA concentration (April 9) (**Figure 2C**). A cross correlation analysis resulted in a maximum correlation coefficient ($R=0.994$) when the COVID-19 testing data is adjusted 7 days forward. Regressing the adjusted COVID-19 testing data and SARS-CoV-2 virus RNA concentrations yield a value of 1,305 virus RNA copies/mL per new COVID-19 case report as the outbreak ascended (**Figure 2D**), and 1,240 virus RNA copies/mL per new COVID-19 case report as the outbreak descended (**Figure 2E**).

Discussion

We produced a SARS-CoV-2 RNA concentration time course in primary sewage sludge during a COVID-19 outbreak in the New Haven, CT metropolitan area. Approximately 200,000 people are served by the treatment facility and COVID-19 total documented cases by testing rose from less than 29 to 2,609 during the March 19 to May 1, 2020 surveillance period. Our results demonstrate: (1) the utility of SARS-CoV-2 primary sludge monitoring to accurately track outbreaks in a community and (2) primary sludge SARS-CoV-2 RNA concentrations can be a leading indicator over other commonly used epidemiology approaches including summarized COVID-19 test results and hospital admissions.

This study uniquely utilized primary sewage sludge instead of raw wastewater for virus RNA measurements. Sewage sludge is comprised of solids that are removed during primary sedimentation steps and typically gravity thickened. As a result, primary sludge has a greater solids content (2 to 5%) than raw wastewater (0.01 to 0.05%). Due to the elevated solids content and the high case load observed during the outbreak (~1,200 per 100,000 population), the concentrations of SARS-CoV-2 RNA reported here ranged from two to three orders of magnitude greater than raw wastewater SARS-CoV-2 values previously reported^{8, 10, 13}. Monitoring primary sludge is broadly applicable. Wastewater treatment plants with primary and secondary treatment are standard in many regions of the world, and treatment facilities are rapidly expanding in urban areas of lower and middle-income countries.¹⁴ Within the US, approximately 16,000 treatment plants serve more than 250,000,000 people.¹⁵

SARS-CoV-2 RNA concentrations in sewage sludge were a leading indicator of community outbreak dynamics over hospitalization and compiled COVID-19 testing data. SARS-CoV-2 RNA concentrations led hospital admissions by 3 days and COVID-19 cases by 7 days. Hospital admissions to Yale New Haven Hospital from the four towns served by the wastewater treatment facility both rose and fell more slowly than the observed RNA concentrations. The rates of SARS-CoV-2 RNA increases and decreases were similar to the COVID-19 testing data, and reflect the very concentrated outbreak that took place within New Haven and its neighboring towns. The strong correlation between the virus RNA and COVID-19 case data provides an approach to independently evaluate the local SARS-CoV-2 testing rate and to estimate the number of new cases. While the results here demonstrate the potential utility of such an approach, we note that these relationships could be treatment plant specific, as primary sludge process trains are not uniform, and that compiled COVID-19 testing is prompted by symptoms, thus underestimating the true number of cases.¹⁶

In conclusion, the SARS-CoV-2 RNA concentrations in primary sewage sludge were tracked throughout a COVID-19 epidemic and compared with traditional outbreak epidemiological indicators. SARS-CoV-2 RNA concentration in primary sludge closely followed the epidemiology curves established by compiled COVID-19 testing data and hospital admissions, but was a leading indicator by seven and three days, respectively. Our study could have substantial policy implications. Jurisdictions can use primary sludge SARS-CoV-2 concentrations to preempt community outbreak dynamics or provide an additional basis for easing restrictions, especially when there are limitations in clinical testing. Raw wastewater and sludge-based surveillance is particularly useful for low and middle-income countries where clinical testing capacity is limited.

Methods

Sample collection. Primary sewage sludge was collected from the East Shore Water Pollution Abatement Facility (ESWPAF) in New Haven, CT, USA. Samples were taken daily from March 19 to May 1, 2020 between 8 and 10 am EDT and stored at -80°C prior to analysis. The first sampling dates were prior to widespread individual testing in the region, and prior to the start of stay at home restrictions implemented throughout the State of Connecticut, USA (**Figure 1A**). From the sampling start and end dates, cities served by the ESWPAF experienced greater than 85 times increase in confirmed COVID-19 cases (by testing) from less than 29 cases to 2,609.¹⁷ The plant serves an estimated population of 200,000 people with average treated flows of 1.75 m³/s. Sludge collected from ESWPAF is primary sludge, sampled at the outlet of a gravity thickener, ranging in solids content from 2.6% to 5%.

Viral RNA quantitative testing. To quantify SARS-CoV-2 virus RNA concentrations in primary sludge, 2.5 mL of well mixed sludge were added directly to a commercial kit optimized for isolation of total RNA from soil (RNeasy PowerSoil Total RNA kit, Qiagen). Isolated RNA pellets were dissolved in 50 µL of ribonuclease free water and total RNA measured by spectrophotometry (NanoDrop, ThermoFisher Scientific). SARS-CoV-2 RNA was quantified by one-step quantitative reverse transcriptase-polymerase chain reaction (qRT-PCR) using the U.S. Center for Disease Control N1 and N2 primers sets.¹⁸ For control, analysis was also conducted for the human Ribonuclease P (RP) gene. Samples were analyzed using the Bio-Rad iTaq Universal Probes One-Step kit in 20 µL reactions run at 50°C for 10 min, 95°C for 1 min

followed by 40 cycles of 95°C for 10 s and 60°C for 30 s per the manufacturer's recommendations. SARS-CoV-2 RNA concentrations were determined using a standard curve as previously described¹⁸ and presented as virus RNA copies. The SARS-CoV-2 concentration results were normalized to the total RNA extracted to reduce day to day variations in treatment plant flow, sludge solids content, and RNA extraction efficiency. All samples were diluted 5x for use as template to ensure the removal of inhibition. Performing qRT-PCR on undiluted and 5x diluted samples typically resulted in the expected 5x decrease in concentration. Sewage sludge from 2018 was used as a control and no SARS-CoV-2 detection was observed from either N1 or N2 primers. These control sludges were consistently positive for the human RP gene.

Epidemiological Analysis. Daily COVID-19 admissions to the Yale New Haven Hospital were compiled from hospital records and confirmed by laboratory testing. Numbers of laboratory-confirmed COVID-19 cases in the towns served by the ESWPAF (New Haven, East Haven, Hamden, and Woodbridge CT) were compiled from daily reports published by the CT Department of Public Health.¹⁷ SARS-CoV-2 RNA, COVID-19 cases, and hospital admissions time series were smoothed using Locally Weighted Scatterplot Smoothing (LOWESS) to better visualize the time trend in the data.¹⁹

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Figures

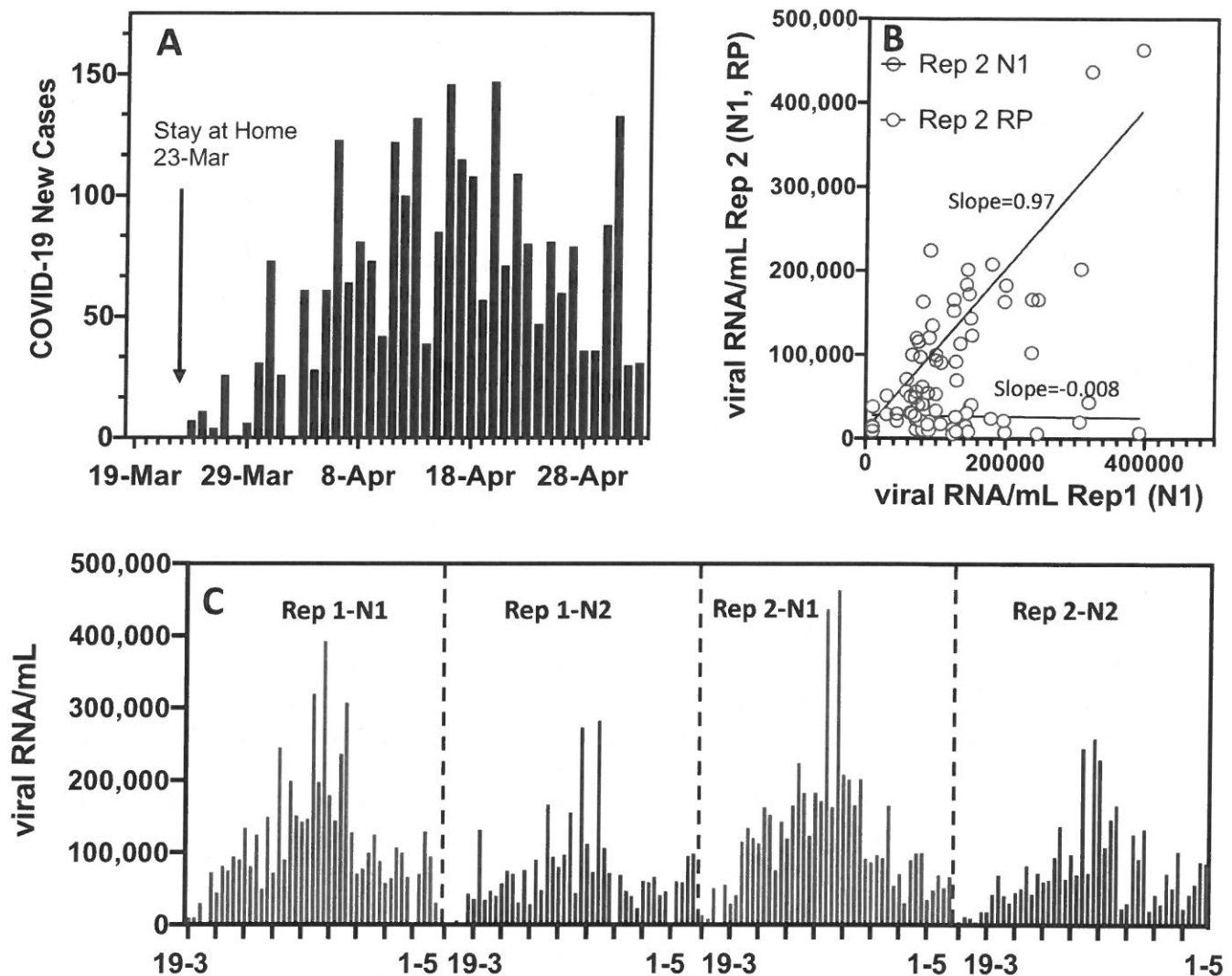


Figure 1. (A) Epidemiology curve for COVID-19 new cases (based on testing) from the cities in the wastewater catchment area (New Haven, East Haven, and Hamden, CT) served by the East Shore Water Pollution Abatement Facility (ESWPAF)¹; **(B)** Example comparison of SARS-CoV-2 virus RNA replicates (N1 primer set) and comparison between N1 primer concentrations versus human RP concentrations; **(C)** SARS-CoV-2 virus RNA concentration time course for all replicates and primers considered.

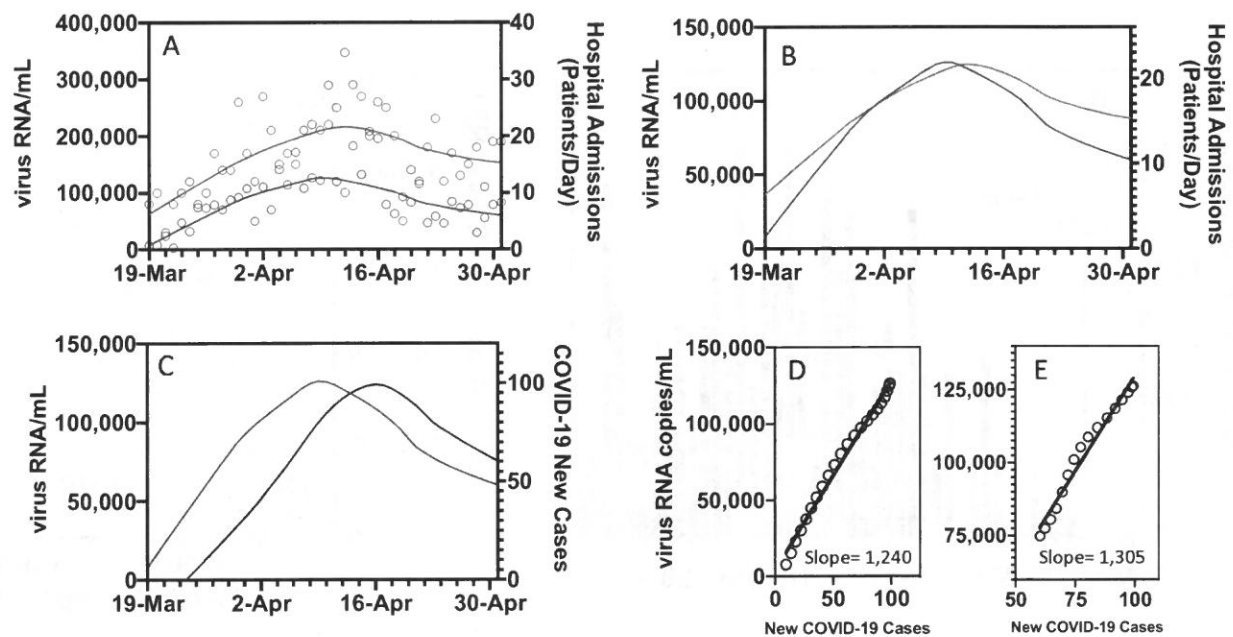


Figure 2. (A) Average sludge SARS-CoV-2 RNA concentration time course data (o) and average hospital admissions data (□) with LOWESS smoothing; (B) rescaled smoothed SARS-CoV-2 virus RNA concentrations (---) and hospital admissions (---); (C) smoothed sludge SARS-CoV-2 virus RNA concentration (---) with smoothed COVID-19 epidemiology curve (---); (D) regression between smoothed virus RNA and new COVID-19 cases (ascending), slope=1,240 virus RNA copies/new case, $R^2=0.99$; (E) regression between smoothed virus RNA and new COVID-19 cases (descending), slope=1,305 virus RNA copies/new case, $R^2=0.97$.



COVID-19 Research Update for ACWA/ASDWA Members

June 3, 2020



ABOUT



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Advancing the science of water to improve the quality of life.

VISION

To create the definitive research organization to advance the science of all things water to better meet the evolving needs of subscribers and the water sector.





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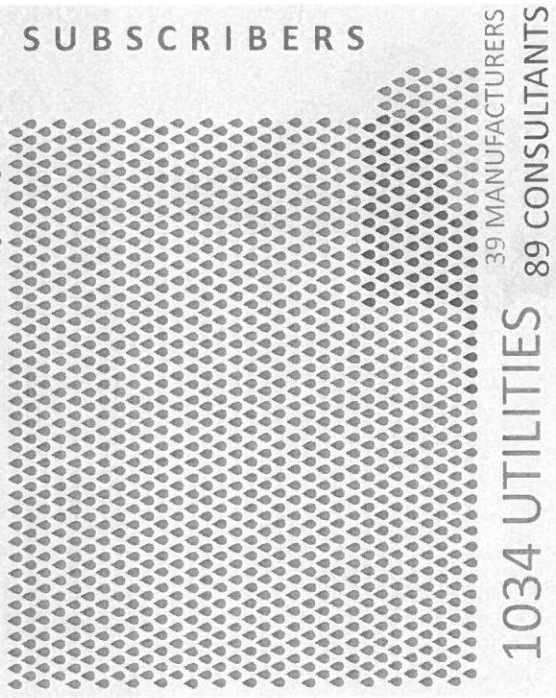
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WRF AT A GLANCE - 03/31/20



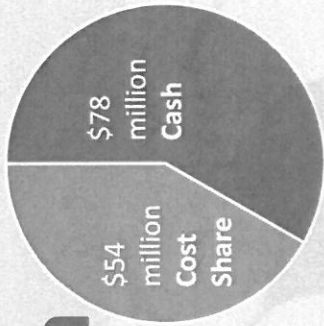
PROGRAMS

- Research Priority
- Tailored Collaboration
- Emerging Opportunities
- Unsolicited Research
- Grants/Awards
- Facilitated Research

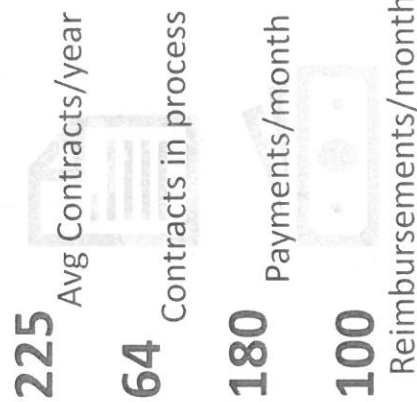
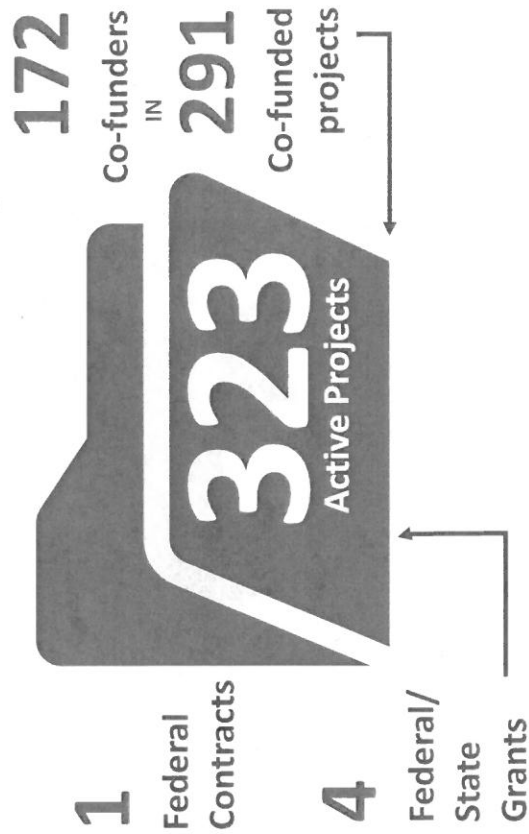
FUNDED RESEARCH

\$132 Million

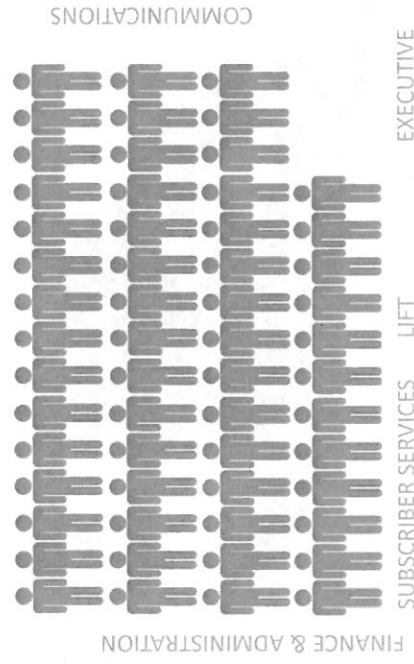
Contractually Funded Research



RESEARCH PORTFOLIO

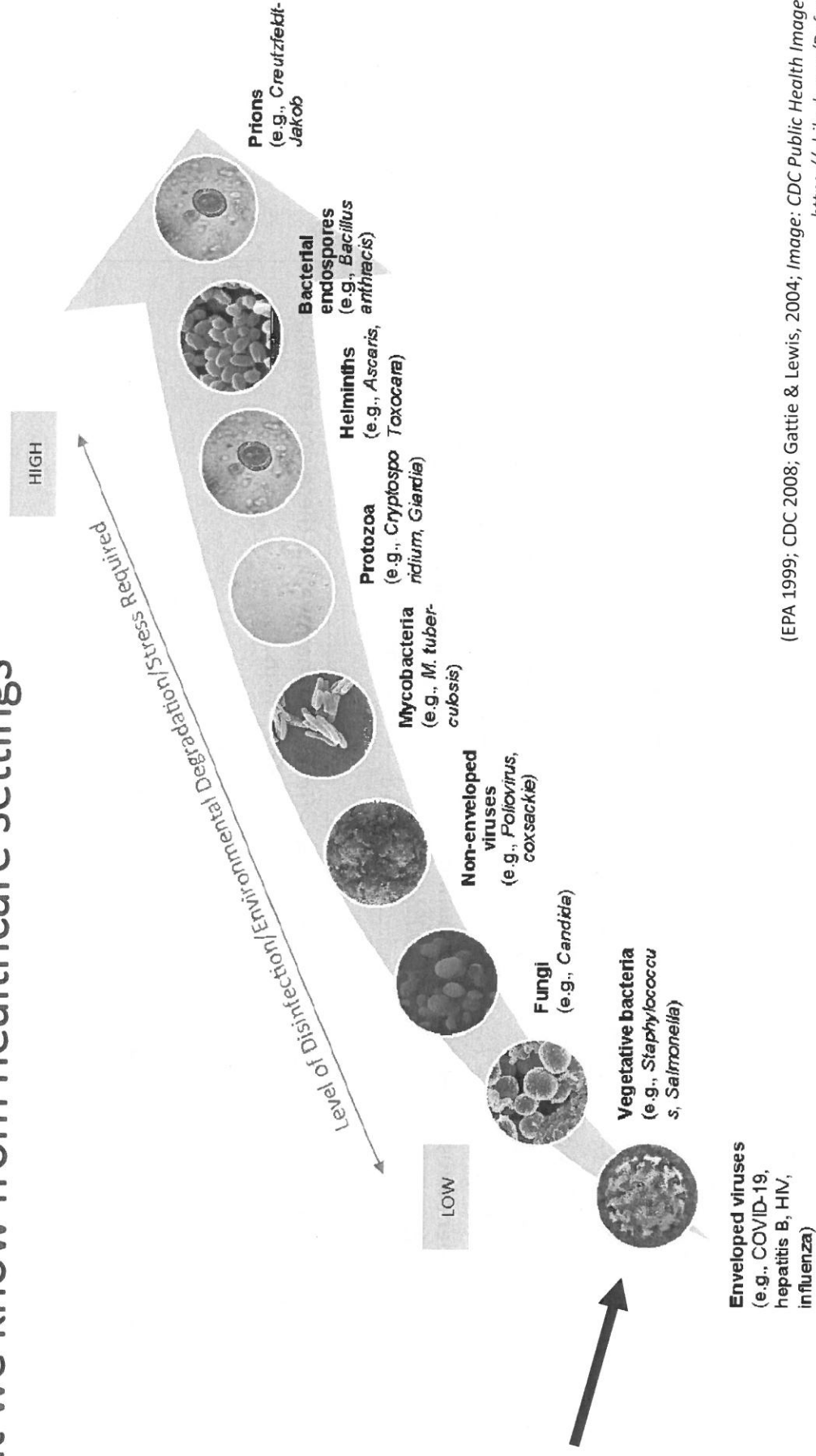


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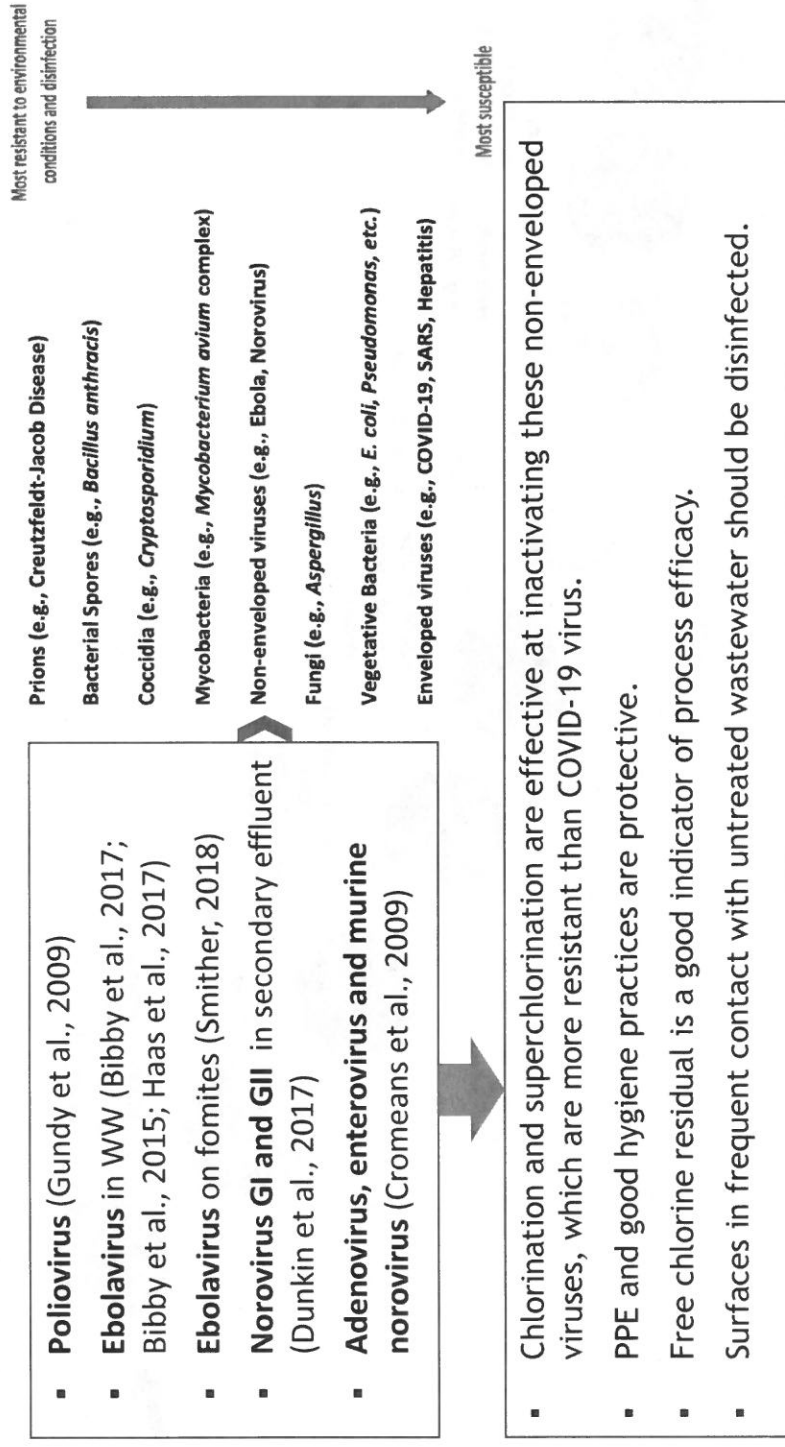
COMMUNICATIONS

What we know from healthcare settings



(EPA 1999; CDC 2008; Gattie & Lewis, 2004; Image: CDC Public Health Image Library <https://phil.cdc.gov/Default.aspx>)

What we know about non-enveloped viruses



What do we know about water treatment?

- Disinfection requirements based on inactivation of pathogens more or equally resistant to disinfection.
- Every stage of treatment, retention or dilution controls additional microorganisms.
- Conventional oxidation (e.g., hypochlorite, chloramine, PAA) and UV irradiation should be effective at inactivating the COVID-19 virus.
- Monitoring traditional performance parameters is predictive of process efficacy and safety.



International Water Research Summit

Environmental Surveillance of COVID-19 Indicators in Sewersheds

April 27-30, 2020

Use Cases of Sewershed Surveillance for Other Viruses

Poliovirus

- absence of virus circulation in (unvaccinated) population
- early warning outbreaks

Adenovirus, norovirus, rotavirus, parechovirus, enterovirus, astroviruses, hepatitis A and E viruses

- early warning outbreaks
- virus circulation in population
- virus genotypes circulating in population

REVIEW ARTICLE

Role of environmental poliovirus surveillance in global polio eradication and beyond

T. HOVI¹*, L. M. SIULMAN², H. VAN DER AVOORT³, J. DESHPANDE⁴, M. ROIVAINEN⁵ AND E. M. DE GOURVILLE⁶

¹ National Institute for Health and Welfare (THL), Helsinki, Finland

² Central Virology Laboratory (CVL), Ministry of Health, Shabs Medical Center, Tel-Hadassah, Israel

³ National Institute of Public Health and the Environment (RIVM), Bilthoven, The Netherlands

⁴ Enterovirus Research Centre (ERC), Mumbai, India

⁵ Global Polioeradication Initiative, WHO, Geneva, Switzerland



Detection of Pathogenic Viruses in Sewage Provided Early Warnings of Hepatitis A Virus and Norovirus Outbreaks

Maria Helleberg¹, Nicolas Paredes², Lars Magnus³, Lucica Enache⁴, Birgitta Arnholm⁵, Annette Johansson⁶, Tomas Bergström⁷, Helene Norda⁸

¹ Department of Clinical Microbiology, Sahlgrenska University Hospital, Gothenburg, Sweden; ² Gynast AB, Gothenburg, Sweden; ³ WTC, Karolinska Institutet, Stockholm, Sweden; ⁴ Department of Communicable Disease Control, Västra Götaland region, Sweden; ⁵ Department of Clinical Microbiology, Sahlgrenska University Hospital, Gothenburg, Sweden; ⁶ Gynast AB, Gothenburg, Sweden; ⁷ WTC, Karolinska Institutet, Stockholm, Sweden; ⁸ Department of Communicable Disease Control, Västra Götaland region, Sweden

Eurosurveillance: Europe's journal on infectious disease surveillance, epidemiology and global health

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Home Eurosurveillance Volume 23, Issue 7, 15 Feb 2018 Article

Research article

Monitoring human enteric viruses in wastewater and relevance to infections encountered in the clinical setting: a one-year experiment in central France, 2014 to 2015

Maxime Bisseux^{1,2}, Jonathan Colombeau¹, Audrey Minard³, Anne-Marie Bouque-Affray⁴, Florence Abravanel⁵, Jacques Lopez⁶, Christine Archimbaud⁷, Hélène Piquet-Lafaille⁸, Didier Deboer⁹, Jean-Luc Bailly¹⁰, Cécile Henquell¹¹

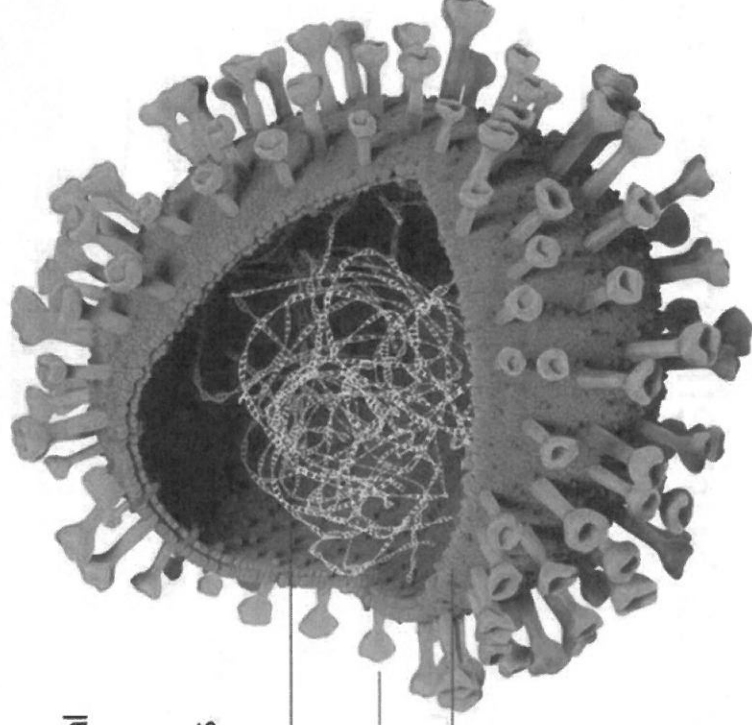
Open Access

Like 0 Download

Example of Genes, RNA, and Remnants of Inactive Virus

Anatomy of a virus

The covid-19 virus has several features we may be able to target with drugs to break it down and stop it entering cells



RNA enclosed
in protein

Spike protein

Lipid membranes

Marshall, M. "We're beginning to understand the biology of the COVID-19 virus." New Scientist. <https://www.newscientist.com/article/mg24532743-500-were-beginning-to-understand-the-biology-of-the-covid-19-virus/> (accessed March 19, 2020). Permission pending.

Recommended Best Practices - Data Interpretation

Co-Chairs

Chuck Haas, Drexel University

Doug Yoder, Miami-Dade Water and Sewer

Gertjan Medema, KWR

Vanessa Speight, University of Sheffield

Participants

Mia Mattioli, Centers for Disease Control and Prevention (CDC)

Jay Garland, Environmental Protection Agency (EPA)

Jeff Soller, Soller Environmental, LLC

John Norton, Great Lakes Water Authority

Jeff Prevatt, Pima County Regional Wastewater Reclamation Dept.

Dimitri Katehis, New York City Dept. of Environment Protection

Steve Rhode, Massachusetts Water Resources Authority

Ken Williamson, Clean Water Services

Paul Kadota, Metro Vancouver

Reynald Bonnard, SUEZ Environmental Research Center



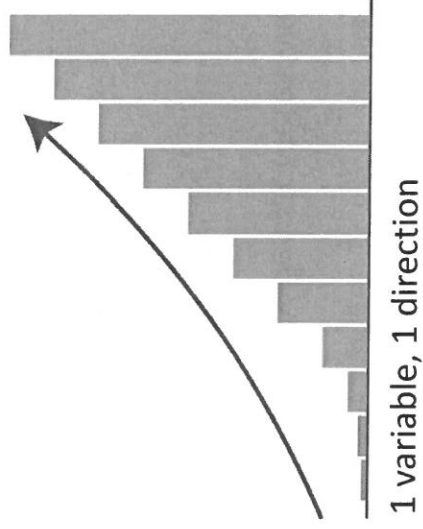
What Can You Use Sewershed Surveillance Data For Now?

General Use Cases	Can Inform	Current Feasibility
Trends/Changes in Occurrence	Early detection of Occurrence. Tracking the impact of medical and social interventions: A) curve increasing; B) curves decreasing	A) ++ B) +
Assessment of Community Infection	Tracking disease prevalence in the community. Identification of areas of concern	+/-
Risk Assessment	Risk to utility workers and those exposed to raw sewage	+/-
Viral Evolution	Source tracking of the virus	-

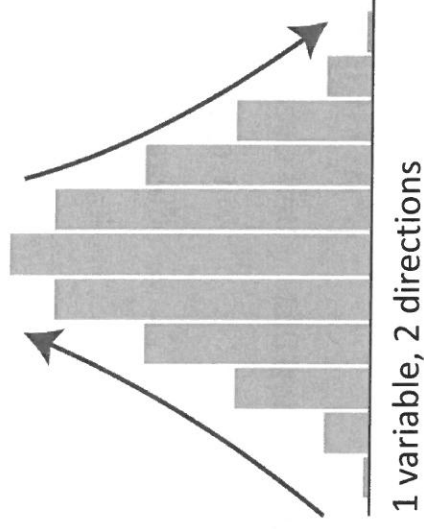


Use Cases

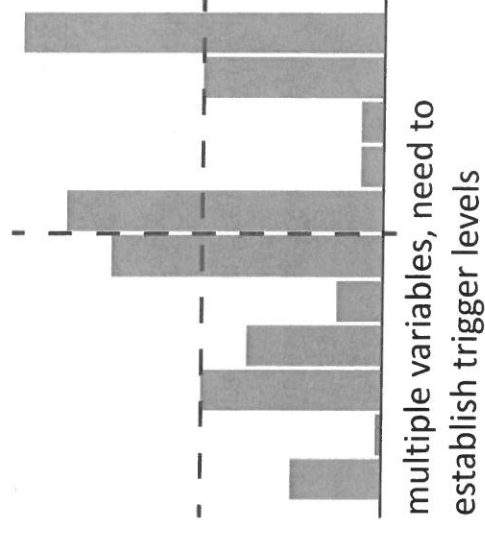
Trend Occurrence



Changes in Trends



Community Prevalence



Recommended Best Practices - Communication

Co-Chairs

Jim McQuarrie, Denver Metro Wastewater Reclamation Dist.

Cathy Bailey, Greater Cincinnati Water Works

Dan Deere, Water Futures

Participants

Jeff Oxenford, Rural Community Assistance Partnership

Vince Hill, Centers for Disease Control and Prevention (CDC)

Claire Waggoner, CA State Water Resources Control Board

Karen Mogus, CA State Water Resources Control Board

Chris Impellitteri, Environmental Protection Agency (EPA)

Diane Taniguchi-Dennis, Clean Water Services

Gabriella Rundblad, King's College London

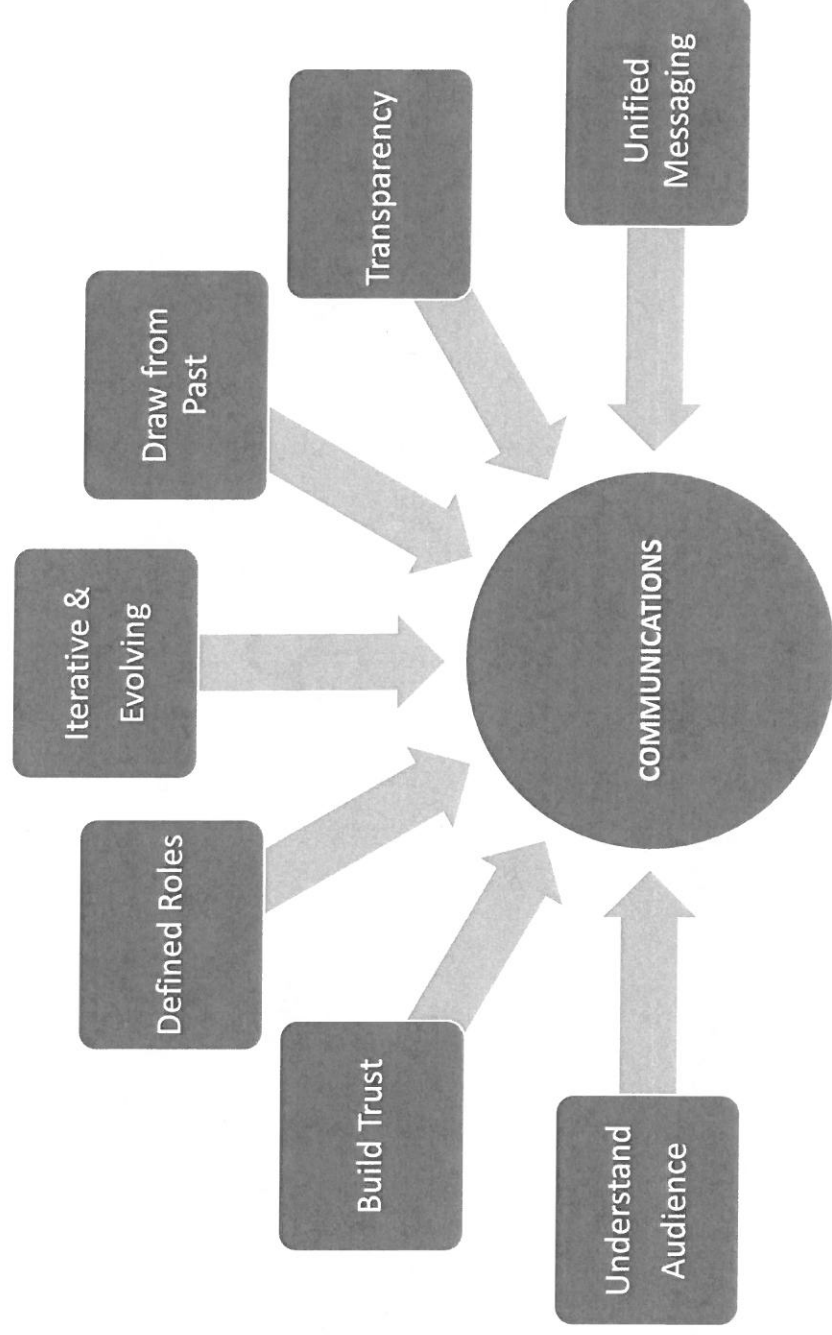
Josef Klingler, Technologiezentrum Wasser (TZW)

Bruno Tisserand, Veolia

Stephanie Rinck-Pfeiffer, Global Water Research Coalition

Yvonne Forrest, Houston Water

Communications Guiding Principles



Types of Audiences



General Public



Utilities



Public Health



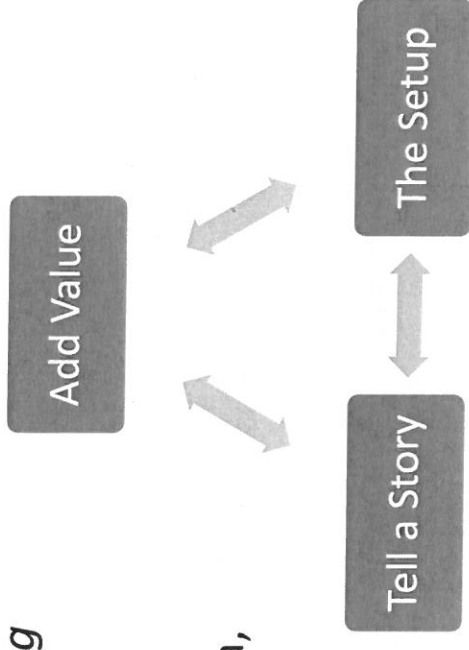
Policy Makers



Media

Messaging

- **Add Value** - We are contributing to the community
 - “We have the ES data, we know a lot, we are evaluating the best way to interpret and act from the data.”
- **The Setup** - The relationship matters
 - Establish the relationships you want with public, media, etc.
- **Tell A Story** - The Beginning, The Middle, and The End
 - What are you doing now?
 - What are you going to do?
 - What is the outcome?



Recommended Best Practices - Sample Collection

Co-Chairs

Chuck Gerba, University of Arizona

Jim Pletl, Hampton Roads Sanitation District

Dan Gerrity, Southern Nevada Water Authority

Participants

Mark Sobsey, University of North Carolina at Chapel Hill

Amy Pickering, Tufts University

Mark Jones, UK Water Industry Research (UKWIR)

Katrina Charles, Oxford University

Kelly Hill, Water Research Australia

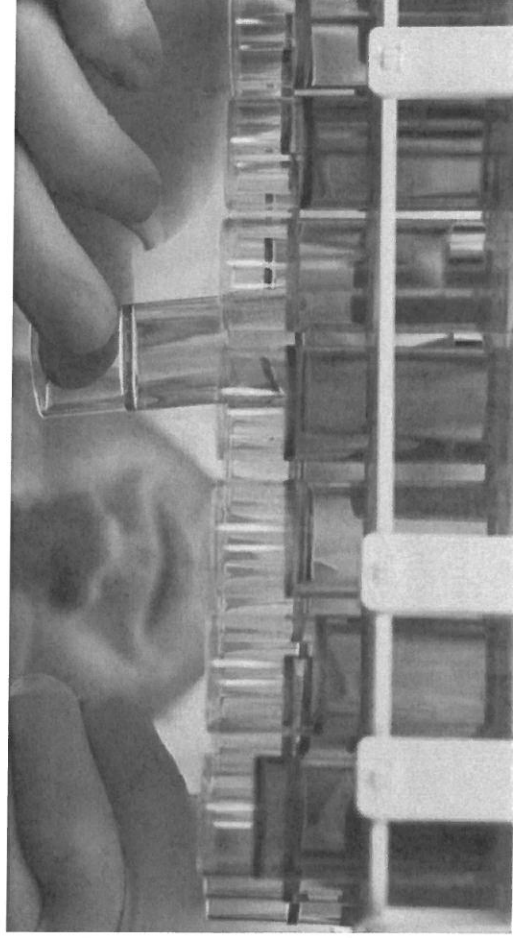
Christoph Ort, Eawag – Swiss Federal Institute of Aquatic Science and Technology

Matt Burd, New York City Dept. of Environmental Protection

Kaylyn Patterson, Metropolitan Water Reclamation Dist. of Greater Chicago

Amy Kirby, Centers for Disease Control and Prevention (CDC)

ES Sample Plan Design: General Considerations



Partnering with information customers

Study goals

Grab vs. Composites, study-specific

Timing within an event

Sensitivity vs. Quantitation in monitoring

Complexity of wastewater infrastructure

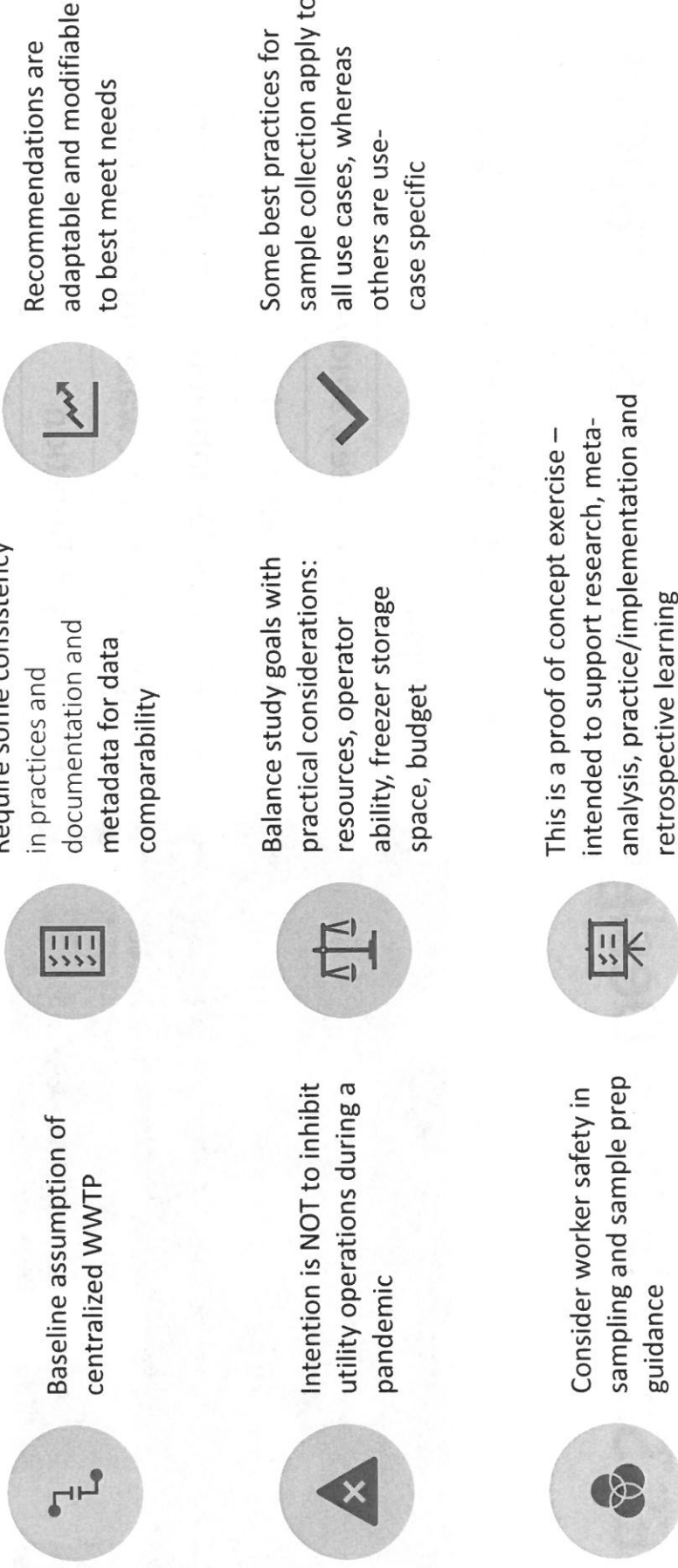
Frequency & Duration

Representativeness

Comparability



Sample Collection Guiding Principles

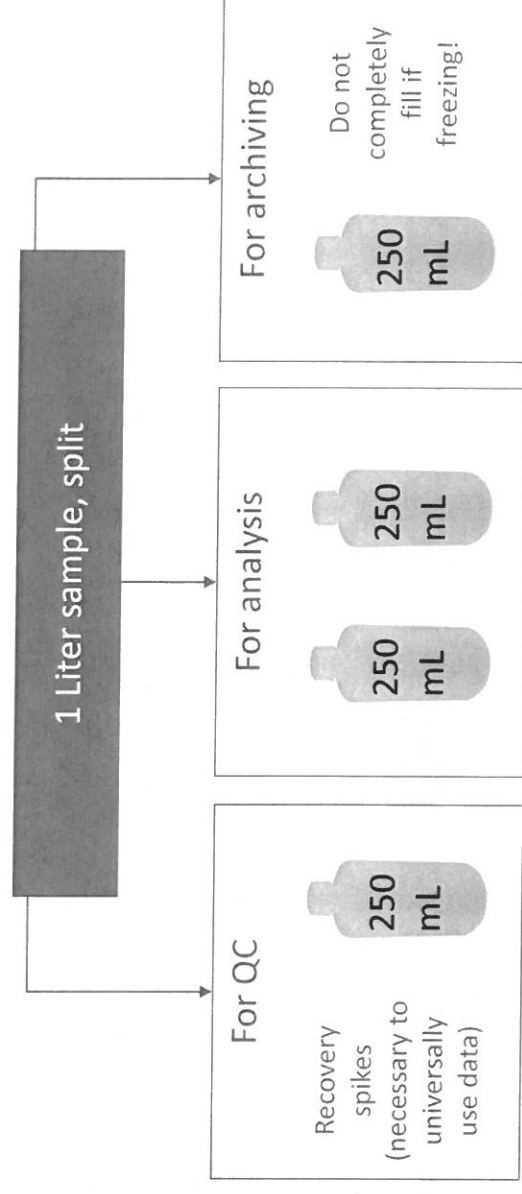


Critical Metadata

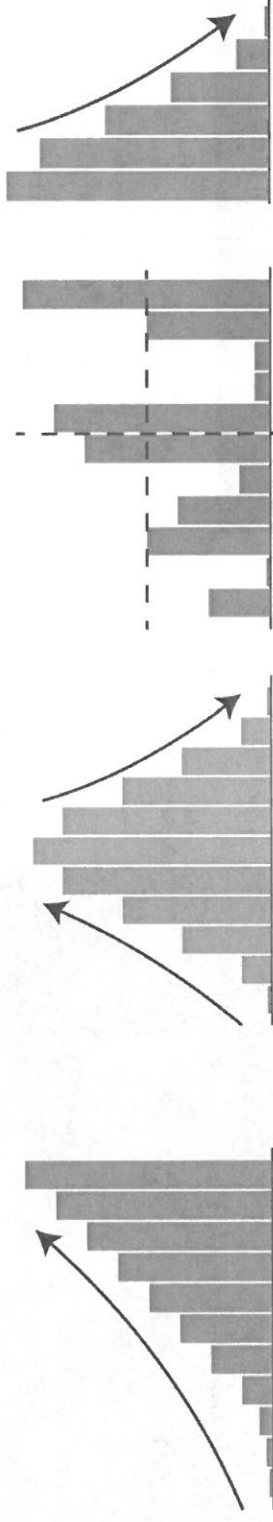
- Sample type: Grab vs. Composite
 - Composite type (flow vs. time)
 - Composite duration
 - # of aliquots
- Time of sample
- Sample ID + container labeling
- Who collected the sample
- Location
- Weather: Rain events?
- Flow rate
- Separate or CSO
- Population served
- Public health data
- Sample characteristics – TSS, pH, temperature, chlorine residual
- Storage temperature
 - qPCR: -20C min, -80C best
 - Avoid freezer defrost cycles
- Pasteurized? (not for infectivity study)
- Concentrated? (inhibition)

Sample Collection & Storage: Best Practices

- Use new polycarbonate containers, leak-proof
- Field/trip blanks
- Equipment blanks
- Recovery spikes



General Use Case: Trends/Changes in Occurrence



Pre- and early event

- Detection most important
- Grabs may be sufficient
- Sentinel sites

Mid-Event

- Quantitation important
- Flow-based samples likely needed
- Major conveyance junctures or plant influent desirable
- Less uncertainty in community calculations better supports studies of correlation with medical and social interventions

Late event

- Detection again becomes important
- Sentinel sites serve, again, as a metric of occurrence
- Monitor well past last incident of detection

Recommended Best Practices - Analysis

Co-Chairs

Krista Wigginton, University of Michigan

Frederic Been, KWR

Joan Rose, Michigan State University

Participants

Raul Gonzalez, Hampton Roads Sanitation District

Kellogg Schwab, Johns Hopkins University

Scott Meschke, University of Washington

Rosina Girones, University of Barcelona

Kaye Power, Sydney Water

Sudhi Payyappat, Sydney Water

Zia Bukhari, American Water

Farida Bishay, Metro Vancouver

Tiong Gim Aw, Tulane University



Analysis Guiding Principles

- There is a need to provide credible information to decision makers
- Detection of target nucleic acids (RNA for SARS CoV-2) is a powerful tool
 - Fraught with challenges and potential misinterpretation
- Ultimately, molecular methods need to provide **reproducible, reliable and preferably quantitative information**
 - Evaluation and validation of methods are critical
 - Controls need to be included in each step during initial validation, so that the impact on subsequent steps are understood
 - For routine evaluation, overall recovery and detection controls can be used to streamline costs and efficiency

Analysis Guiding Principles

- **A Quality Assurance/Quality Control (QA/QC) checklist is essential**
- **Respect the matrix** – wastewater can be a complex mixture of municipal and industrial effluents (and is quite different from clinical samples)
 - The limit of detection/quantification needs to be established for your assay and the sample matrix
 - Biosafety considerations upstream of nucleic acid extraction
- Data must be collected for each sampling or analytical step to ensure that the appropriate context can be given to subsequent interpretation of results
- It is important to report on **all of the factors** in the study that could impact the result (i.e. detection results need to be related to water quality and other metadata)



QA/QC Checklist

Minimally acceptable QA/QC standards for every assay include:

- ✓ Positive control
- ✓ Negative control
- ✓ Inhibition control

Validate recovery during method development:

- ✓ Initial Precision Recovery controls
- ✓ Matrix spike (periodic assessment)
- ✓ Estimate of the limit of detection and limit of quantification
- ✓ Reporting of the equivalent volume of sample analyzed

A primary source of error in qPCR occurs when the standard curve is generated. Each standard curve should be checked for validity

- ✓ Use appropriate standards for an RNA virus, specifically, the use of reverse transcriptase prior to PCR

Near-term Research Opportunities

- Interlaboratory and Methods Assessment
 - No standard methods have been established for the detection of the genetic fingerprint of COVID-19 in water or wastewater
 - Trends of COVID-19 will be most useful for public health decision makers if results can be repeated and compared across different laboratories
 - This research will engage several laboratories to determine:
 - Which methods produce the most reliable results for analyzing the genetic fingerprint of COVID-19
 - The extent to which laboratories are able to reproduce sample results
- **RFQ Posted week of June 1**

Near-term Research Opportunities

- Stability of Genetic Signal in Wastewater Matrix
 - This research seeks to identify potential changes in the genetic fingerprint of COVID-19 as it travels through sewer systems. This research will address:
 - Dilution of the genetic signal in sewage
 - Loss of the genetic fingerprint while in transit in the collection system due to adsorption and degradation
 - Loss of the genetic fingerprint due to interference from other wastewater constituents
 - Effect of the wastewater treatment process on the genetic signal



Near-term Research Opportunities

- Impact of Storage and Pre-Treatment Methods on Signal Strength
 - Pretreatment methods are utilized to protect laboratory workers or to preserve samples for future analysis
 - The objective of this research will be to identify the effect of the following pre-treatments on genetic fingerprint strength:
 - Heating wastewater samples to inactivate potentially live virus
 - Addition of chemicals to inactivate potentially viable pathogens in the wastewater samples
 - Storage of samples at 4°C, -20°C, -40°C, -80°C.

Research Needs

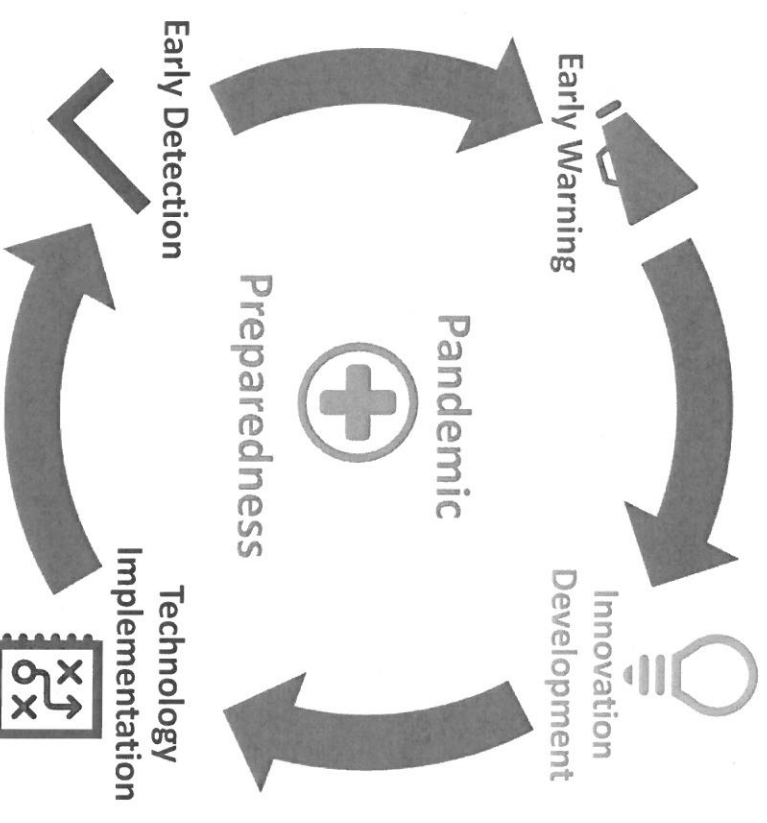
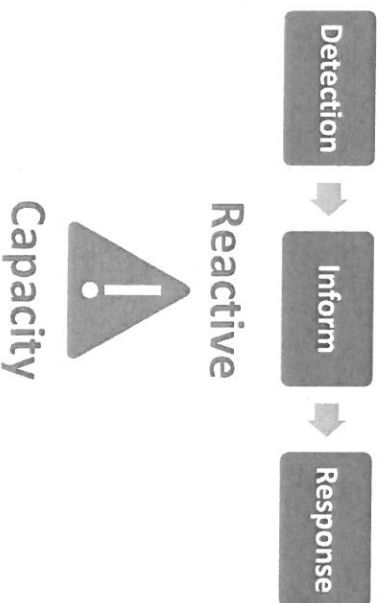


How can we leverage ES to provide useful data to the public health stakeholders?

Define partnership opportunities

How to effectively translate COVID-19 research into pandemic preparedness and ES for future needs?

Present vs. Future Virus Detection



Current State

Future State

Key	
■	Public Health Agencies
■	Utility
■	Private Sector



THE
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Q&A and Next Steps

Peter Grevatt, PhD

Chief Executive Officer

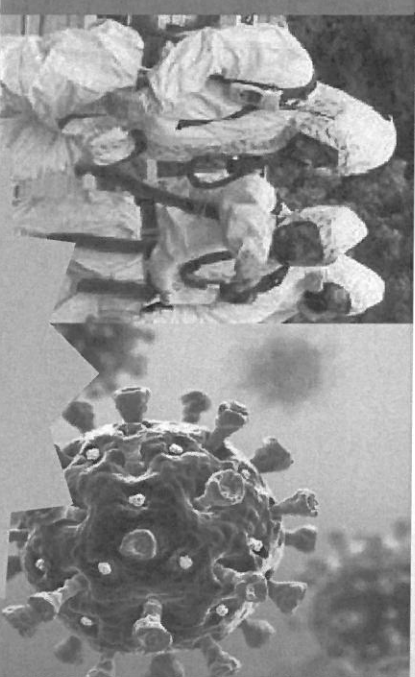
The Water Research Foundation



Joint Homeland Security Research/Tools and Resources Webinar

May 27, 2020 from 2:00-3:00 pm ET

EPA Expands Research on COVID-19 in the Environment



Webinar Slides: Located under “Handouts” in the right navigation bar on your screen.

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Note

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EPA SARS-CoV-2 Research Program



Gregory Sayles | Contact: sayles.gregory@epa.gov

Gregory Sayles, Ph.D., is the Director of the Center for Environmental Solutions and Emergency Response in ORD and the lead for EPA's research efforts on SARS-CoV-2. Greg has 30 years of experience at EPA, starting as a research chemical engineer supporting the Agency's cleanup program by developing approaches to remediate contaminated soils and sediments. He built a highly-successful government (EPA, DOE, DOD)-industry (DuPont, GE, Monsanto) partnership to develop cleanup approaches for chlorinated solvents. Greg later served in various ORD leadership positions associated with drinking water, pesticides, and endocrine disrupting chemical research programs. In addition, he led the development of the 2008 and 2011 research plans for EPA's Homeland Security Research Program.



EPA SARS-CoV-2 Capabilities and Research

- Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) – strain of coronavirus that causes coronavirus disease 2019 (COVID-19).
- EPA has robust capabilities to respond to environmental emergencies and address biological contamination.
- The world continues to learn much about COVID-19 – EPA ORD has the expertise to add to that knowledge, especially in the areas of exposure, wastewater, and cleaning and disinfection.
- EPA researchers are building on an expansive body of world-class research and applying that knowledge to reduce the risk of exposure to SARS-CoV-2.
- Aimed to help states and territories, tribes and local governments (e.g., public health agencies) guide the public, businesses and institutions to reduce risk of SARS-CoV-2.
- Partnering with CDC, state and local agencies and others.



SARS-CoV-2 Questions Being Addressed



Research topics were selected because they can result in a critical and rapid impact on the current SARS-CoV-2 response:

- How can real-world surfaces be disinfected most effectively?
- Can personal protective equipment (PPE) be successfully disinfected and reused?
- Are there ways to disinfect high-touch, public spaces that remain effective for long periods of time?
- How do our wastewater treatment systems manage SARS-CoV-2?
- Can wastewater be used to monitor infection in our communities?
- Can EPA analytical and exposure methods be adapted to aid in monitoring for SARS-CoV-2?

Cleanup and Disinfection Evaluation



Shawn Ryan | Contact: ryan.shawn@epa.gov

Shawn Ryan, Ph.D., is the Director of the Homeland Security and Materials Management Division in ORD's Center for Environmental Solutions and Emergency Response. In addition, Shawn is the National Program Director for EPA's Homeland Security Research Program. Shawn has over 19 years of experience at EPA, including 16 years leading research to support EPA's Homeland Security mission. He has initiated and led several large-scale interagency projects that have made significant advances in Homeland Security and served as models of partnership. His research focuses on biological and chemical agent-related decontamination.



Real-World Surface Disinfection

- **Challenge**
 - List-N is EPA's list of approved products for use against SARS-CoV-2; however most are limited to nonporous surfaces.
 - Need information on real-world disinfection of large or complex areas and variety of surfaces, including porous.
- **Approach**
 - Develop decontamination methods and applications using EPA List-N products to disinfect real-world areas.
 - Test on materials including seat fabric (e.g., buses, airplanes), elevator hand rails, and latex painted surfaces.
- **Deliverables**
 - Test methods
 - Interim data results shared with end users
 - Data reported to the EPA Technical Working Group to guide ongoing tech support/response decisions
 - Final data reports



Leads: Shawn Ryan (ryan.shawn@epa.gov), Sang Don Lee (lee.sangdon@epa.gov)



Disinfecting Large Areas

- **Challenge**
 - Understand how to apply disinfectants to larger areas than most traditional methods (e.g., trigger spray) cover.
 - Limited disinfectants approved for use with alternative application methods (e.g., sprayers, foggers, etc.) – common disinfectants need to be tested with these methods.
- **Approach**
 - Evaluate variety of alternative disinfectant applications, such as electrostatic sprayers or foggers, using EPA List-N products for effectiveness against SARS-CoV-2.
- **Deliverables**
 - Data packets for EPA Office of Pesticide Programs—can use to consider application methods for specific disinfectants
 - Interim testing results for use by stakeholders
 - Data reported to the EPA Technical Working Group to guide ongoing tech support/response decision
 - Final reports/publications to inform use of these methods/devices



Leads: Joe Wood (wood.joe@epa.gov), Matthew Magnuson (magnuson.matthew@epa.gov)



Efficacy/Application for Long-Lasting Disinfectants

- **Challenge**
 - Commercial products can be registered as anti-microbial under FIFRA, which verifies efficacy against stated organisms.
 - Long-term effectiveness of products after application and real-world use/routine cleaning are not evaluated during registration.
 - Critical to understanding the feasibility of using these products, particularly in high-traffic areas (e.g., subway cars).
 - Help inform frequency of reapplication.
- **Approach**
 - Evaluate antimicrobial coatings and application methods for surfaces and objects frequently touched by multiple people.
- **Deliverables**
 - Interim results for use by stakeholders
 - Final reports/publications to inform use of these methods/devices

Leads: Shawn Ryan (ryan.shawn@epa.gov), Worth Calfee (calfee.worth@epa.gov)

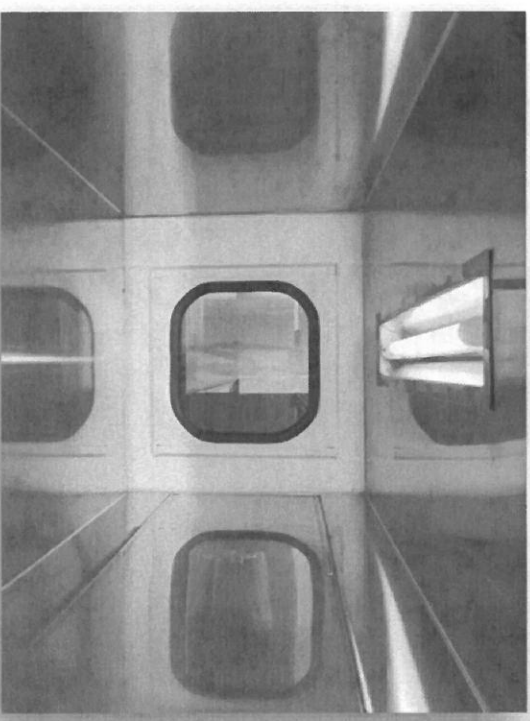




Alternative Disinfection Devices

- **Challenge**
 - Use of disinfection devices does not fall squarely under FIFRA. They are regulated by FDA as devices; neither EPA nor FDA verify claimed efficacy.
 - Devices could be useful in larger spaces or sensitive applications, but need to understand effectiveness and how best to deploy.
- **Approach**
 - Evaluate ultraviolet (UVC) light, ozone, and steam generating devices to determine effectiveness against SARS-CoV-2, especially on porous materials.
- **Deliverables**
 - Data reported to the EPA Technical Working Group to guide ongoing tech support/response decisions
 - Final reports/publications to inform use of these methods/ devices

Leads: Lukas Oudejans (oudejans.lukas@epa.gov), Katherine Ratliff (ratliff.katherine@epa.gov)





Personal Protective Equipment (PPE) Disinfection



- **Challenge**
 - High demand for and shortages of PPE for hospitals, nursing homes and essential workers.
 - Need to reuse PPE and extend effectiveness with proper disinfection.
 - Need to extend available, proven, disinfection options.
- **Approach**
 - Evaluate methods of disinfecting PPE and whether methods damage the PPE.
- **Deliverables**
 - Development and publication of protocols for PPE disinfection for reuse
 - Interim results
 - Final results/reports

Leads: John Archer (archer.john@epa.gov), Anne Mikelonis (mikelonis.anne@epa.gov)



Surface Sampling Efficiency

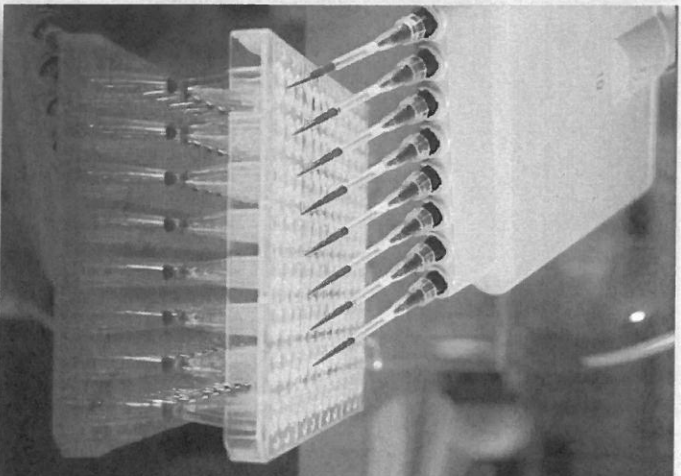
- **Challenge**
 - Surface sampling for microorganisms is inefficient and unreliable.
 - Lots of interest in understanding capability of surface sampling.
- **Approach**
 - Determine environmental sampling efficiency and level of detection for SARS-CoV-2 on various surfaces and materials.
- **Deliverables**
 - Test methods
 - Interim data results shared with end users
 - Data reported to the EPA Technical Working Group to guide ongoing tech support/response decisions
 - Final data reports



Leads: Sang Don Lee (lee.sangdon@epa.gov), Shawn Ryan (ryan.shawn@epa.gov)



SARS-CoV-2 Rapid, Molecular Viability Assay



- **Challenge**
 - Need to be able to quickly distinguish live virus from non-living viral RNA to determine if virus detected is viable (infectious) or not.
- **Approach**
 - Develop method to quickly and cost-effectively analyze surface samples for virus before and after disinfection.
 - Adapting from EPA's Anthrax spore method.
- **Deliverables**
 - Method development
 - Proof of concept

Leads: Sanjiv Shah (shah.sanjiv@epa.gov), Emily Snyder (snyder.emily@epa.gov)

Wastewater Virus Monitoring and Detection



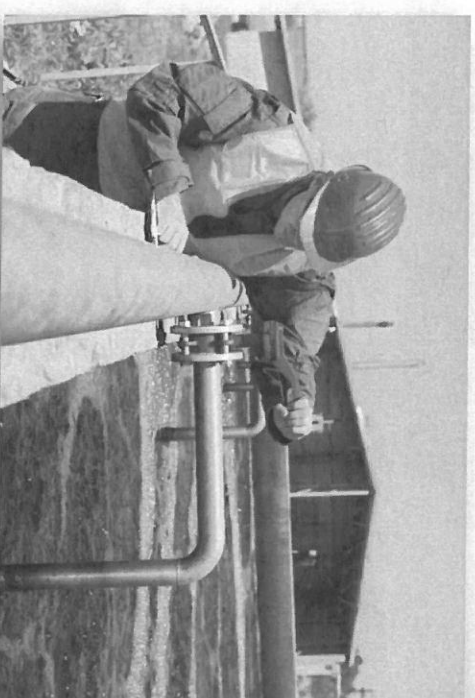
Kevin Oshima | Contact: oshima.kevin@epa.gov

Kevin Oshima, Ph.D., is the Director of the Watershed and Ecosystem Characterization Division in ORD's Center for Environmental Measurements and Modeling. Kevin has been with EPA for over 10 years. Prior to joining EPA, Kevin Oshima was a professor at New Mexico State in environmental virology and has a research background that focuses on public health water microbiology methods.



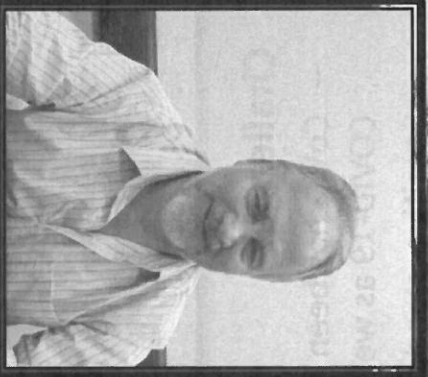
Development of Standardized Methods to Assess SARS-CoV-2 in Sewage

- **Challenge**
 - CoV-2 has been detected in feces from patients diagnosed with COVID-19 as well as raw sewage.
 - Sensitive, standardized methods are needed for detecting and quantifying SARS-CoV-2 in raw sewage, including infectious virus.
- **Approach**
 - Develop, evaluate, and apply methods for concentrating and quantifying SARS-CoV-2 by molecular and live (infectious) assays in wastewater.
 - Quantify the level of SARS-CoV-2 detected using molecular and live virus measurement of raw sewage at wastewater treatment plants.
 - Confirm the effectiveness of wastewater treatment on SARS-CoV-2.
- **Deliverables**
 - Validated, standardized methods for concentrating and detecting SARS-CoV-2 in raw sewage using molecular and infectivity measurements
 - Report documenting the assessment of SARS-CoV-2 levels in sewage using the standardized methods
 - Report on the effectiveness of wastewater treatment on SARS-CoV-2



Leads: Asja Korajkic (korajkic.asja@epa.gov),
Brian McMinn (mcminn.brian@epa.gov) 15

Wastewater Virus Monitoring and Detection



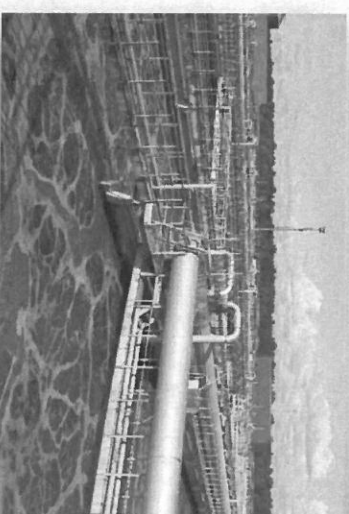
Jay Garland | Contact: garland.jay@epa.gov

Jay Garland, Ph.D., is a Senior Scientist in ORD's Center for Environmental Solutions and Emergency Response and has worked in federal service for almost 30 years. Jay has worked on a range of topics, including methods for microbial community analysis, factors affecting survival of human associated pathogens, and various biological approaches for recycling wastes. His current efforts focus on advancing innovative approaches to water infrastructure, including mitigating risks associated with antimicrobial resistance in the water cycle.



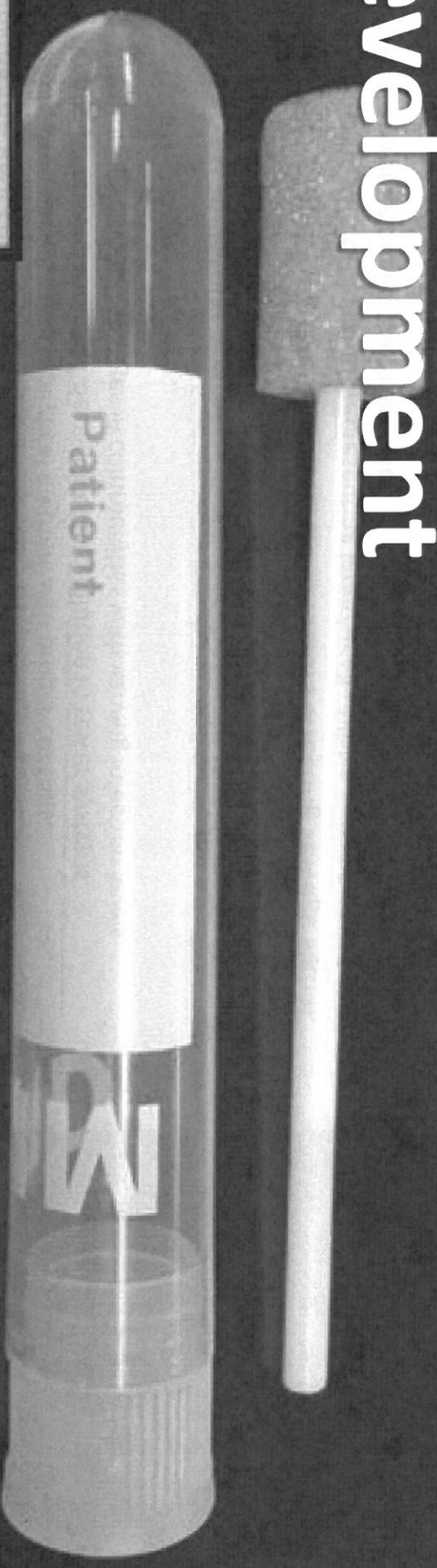
Sewage Virus Levels for Assessing Community Infection Rate

- **Challenge**
 - Early evidence suggests SARS-CoV-2 RNA levels in wastewater may be a leading indicator of rising community infections
 - Linking the RNA sewage signal to community prevalence requires the following:
 - Application of consistent analytical method with proper controls.
 - Improved understanding of decay rates and dilution in sewer systems.
 - Monitoring temporal changes in communities with varying infection levels.
- **Approach**
 - Rapidly assess molecular approach in collaboration with local (Cincinnati) sewer district.
 - Initiate pilot monitoring effort to understand factors affecting sewage signal.
 - Partnering with CDC, groups representing large/small utilities across State of Ohio, local and state public health agencies.
- **Deliverables**
 - Ongoing communication of monitoring results with local/state health agencies
 - Input data to refine/evaluate CDC model linking sewer signal to community infection rate
 - Report summarizing lessons learned/recommendations for sewer monitoring



Lead: Nichole Brinkman
(brinkman.nichole@epa.gov)

Salivary Antibody Assay Development



Timothy Wade | Contact: wade.tim@epa.gov

Timothy Wade, Ph.D., is the Associated Division Director for the Public Health and Environmental Systems Division in ORD's Center for Public Health and Environmental Assessment. Tim is a senior epidemiologist and has been with EPA for over 17 years. His research interests include waterborne disease epidemiology, the development and application of non-invasive immunological biomarkers for environmental pathogens, microbial risk assessment and infectious disease modeling and surveillance.



Salivary Antibody Assay to Assess Community Exposure

- **Challenge**
 - Need tool to help public health officials and researchers determine true infection rate of COVID-19 and how it varies temporally and spatially.
 - Identify people exposed to SARS-CoV-2 who developed an immune response but were asymptomatic or only had mild symptoms and did not get tested.
 - Research on risk factors for infections and identification of vulnerable subgroups.
- **Approach**
 - Develop a lower cost, easy to collect, and noninvasive antibody test using saliva samples.
 - Builds on previous EPA salivary antibody assay work for waterborne and other environmentally-acquired infections.
- **Deliverables**
 - Preliminary assay and initial assay validation
 - Demonstration project
 - Final validated assay ready for broader population surveillance



Leads: Tim Wade (wade.tim@epa.gov), Andrey Egorov (egorov.andrey@epa.gov), Shannon Griffin (griffin.shannon@epa.gov)



EPA Research on COVID-19 Website

More information is available at EPA's Research website:

epa.gov/healthresearch/research-covid-19-environment

Information and results will also be shared through the following:

- EPA Program Offices and Regions
- Stakeholders, including state and local agencies and public health organizations
- Future webinars

Additional questions can be submitted to **CESER@epa.gov**



United States
Environmental Protection
Agency

Environmental Topics Laws & Regulations About EPA

Related Topics: Health Research

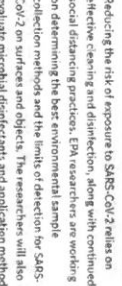
Research on COVID-19 in the Environment

EPA researchers are building on an expansive body of world-class research by applying that knowledge to reduce the risk of exposure to SARS-CoV-2, the virus that causes COVID-19. This research will help states, tribes, local, and territorial governments, including public health agencies, guide homeowners, business owners, and workplace managers to reduce the risk of exposure to SARS-CoV-2.



Cleanup and Disinfection Evaluation

Reducing the risk of exposure to SARS-CoV-2 relies on effective cleaning and disinfection, along with continued social distancing practices. EPA researchers are working on determining the best environmental sample collection methods and the limits of detection for SARS-CoV-2 on surfaces and objects. The researchers will also evaluate microbial disinfectants and application methods for surfaces and objects that are frequently touched by multiple people, for example in a subway car.



Research Partner

Science for Disaster Control and Emergency (SCDE)

NEW May 27 Webinar

Join us for a free webinar (May 27th from 2:30pm ET to 3:30pm ET) about how EPA is conducting research on COVID-19 in the environment.

CONTACT US SHARE   

Search EPA.gov



- **Greg Sayles**, EPA Executive Lead for SARS-CoV-2 Research
sayles.gregory@epa.gov, (513) 569-7607
- **Shawn Ryan**, EPA SARS-CoV-2 Cleanup and Disinfection Research
ryan.shawn@epa.gov, (919) 541-0699
- **Kevin Oshima**, EPA SARS-CoV-2 Wastewater Research
oshima.kevin@epa.gov, (513) 569-7476
- **Jay Garland**, EPA SARS-CoV-2 Wastewater Research
garland.jay@epa.gov, (513) 569-7334
- **Tim Wade**, EPA-SARS-CoV-2 Salivary Assay Research
wade.tim@epa.gov, (919) 966-8900
- **Lahne Mattas-Curry**, EPA Communications Lead for SARS-CoV-2 Research
mattas-curry.lahne@epa.gov, (202) 564-3165

More Information

Webinar recording will be posted to the following webpages:

- **Homeland Security Research Webinar Series:** epa.gov/homeland-security-research/hsrp-webinar-series-1
- **EPA Tools and Resources Webinar Series:** epa.gov/research-states/epa-tools-and-resources-webinar-series



Progress for a Stronger Future

EPA turns 50 this year! Join us in our anniversary celebration.

epa.gov/50



DATE: June 24, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Gimlet Lane

Attached, please see the history in the memorandum presented to Council on November 22, 2019. This was originally raised in April 2019 with a concern over access in case of a wildfire.

On December 5, 2019, the City Council authorized working with the Blackstone homeowner's association to turn over gate keys, erect signage, and ensure safe access for emergency purposes.

The City has had discussions with representatives of the homeowner's association and have been unable to come to an agreement. It is once again fire season.

It is recommended at this time, that we install the signage as directed and chain open the gates in order to implement the direction given by Council on December 5, 2019.



**CITY OF YACHATS
RESOLUTION NO. 2020-121
A RESOLUTION OF THE CITY OF YACHATS, OREGON
REGARDING GIMLET LANE**

WHEREAS, on April 16, 2019, the Council was requested to review opening the gated section of Gimlet Lane for emergency access purposes and allow a secondary access in case one access was blocked by fire;

WHEREAS, after consideration of the professional opinions of the City's engineer, attorney, planner, and public works, the City Council again discussed the recommendations and research at its December 5, 2019 meeting and resolved in Resolution 2019-102:

- That the City erect signage on city property indicating that the portion of the road not owned by the City is privately owned and caution should be utilized;
- The City is to work with the Blackstone homeowner's association to turn over gate keys and establish a utility easement; and
- The City will encourage the homeowner's association to work with appropriate entities to encourage safe access for emergency purposes.

WHEREAS, City staff has had discussions with the Blackstone homeowner's association representatives.

NOW THEREFORE, the City of Yachats resolves to install signage and open the gates to allow for emergency access purposes.

Passed and adopted June 24, 2020. This Resolution is effective upon adoption.

CITY OF YACHATS

By: _____
W. John Moore, Mayor

ATTESTED TO BY:

Shannon Beaucaire, City Manager



CITY OF YACHATS
RESOLUTION NO. 2019-102
A RESOLUTION OF THE CITY OF YACHATS, OREGON
REGARDING GIMLET LANE

WHEREAS, on April 16, 2019, the Council was requested to review opening the gated section of Gimlet Lane for emergency access purposes;

WHEREAS, after review and research it was determined that the City did not own the gated section of Gimlet Lane (Attachment A);

WHEREAS, after consideration of the professional opinions of the City's engineer, attorney, planner, and public works, the City Council again discussed the recommendations and research at its December 5, 2019 meeting,

NOW THEREFORE, the City of Yachats resolves as follows:

- That the City erect signage on city property indicating that the portion of the road not owned by the City is privately owned and caution should be utilized;
- The City is to work with the Blackstone homeowner's association to turn over gate keys and establish a utility easement; and
- The City will encourage the homeowner's association to work with appropriate entities to encourage safe access for emergency purposes.

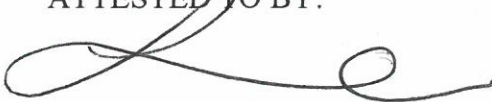
This Resolution memorializes action taken by the Council on December 5, 2019 and is effective as of that date.

CITY OF YACHATS

By: _____


W. John Moore, Chair

ATTESTED TO BY:



Shannon Beaucaire, City Manager



DATE: November 22, 2019

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Emergency Access on Gimlet

On April 16, 2019, Mr. King and Mr. Hofer requested that the gates on Gimlet Lane be opened for safety reason and to have traffic be allowed one-way going down Horizon Hill Road to Gimlet Lane.

After investigation, it was determined that the portion of the road that was blocked with the gates was not owned by the City but the homeowner's association. Council received testimony on July 3, 2019 from the City's Engineer of Record, Westech that a breakaway gate requires frequent repairs and it was dangerous to open the gate due to the steepness of the road. The safety issue was confirmed by the City's Planner, Dave Mattision. Both the engineer and planner recommended securing an easement for the City's utilities and that the road not be made public. The engineer looked into an electronic gate for vehicles going downhill, the cost upwards of \$10,000 and in an emergency the electronics might fail. The engineer also indicated that they recommended against pedestrian traffic in the area due to the liability.

Rick McClung stated the previous Mayor and Council asked Public Works to install the gates and Public Works has been using that road to service the pump station. The engineer and the City Attorney recommended that an easement be obtained for the City's utilities, installation of private road signs be installed at each end of the roadway, and that the keys to the gates be turned over to the homeowner's association. The Council concurred to get an easement for the properties of concern.

Mr. Lauritzen and Mr. Musial indicated that they recalled that the previous Council accepted the street from the homeowner's association.

Subsequently, numerous team members reviewed materials related to the subdivision. This is a summary of that research:

- Staff Report August 2005 to Planning Commission from Planner Larry Lewis

Gimlet Lane. *Gimlet Lane will be a steep road due to topographic conditions. There is a question whether or not this Gimlet Lane can be constructed with slopes that will allow for regular local traffic, or if it would only accommodate emergency vehicles. Every effort should be made to make this connecting road accessible to local traffic. The ability to accommodate local traffic would alleviate increased traffic on the existing portion of Horizon Hill Road. Yachats street design standards allow for a road to have a maximum slope of 20% however, a reduced slope is preferred. YRFPD has requested that Gimlet Lane have an all-weather surface, i.e. chip-seal, asphalt, etc.*

The 'Gimlet Lane' name needs to be approved by the Yachats Rural Fire Protection District.

Conclusions - Gimlet Lane. *Gimlet Lane shall have a minimum 40 foot right-of-way with a minimum 16 foot wide asphalt road and public walk surface, and maximum 20% slope. The street name shall be approved by YRFPD and the City.*

- Findings and Conclusions September 2005 Order to Applicant – Conditions of Approval

It is ORDERED by the Yachats Planning Commission that Case File #1-S-PC-05 for the requested fourteen (14) lot Black Stone II Subdivision be and is hereby approved. Said approval is subject to the following conditions:

Gimlet Lane. *Gimlet Lane shall have a minimum 40 foot right-of-way with a minimum 16 foot wide asphalt road and public walk surface, and maximum 20% slope. The street name shall be approved by YRFPD and the City.*

Letter from Larry Lewis to Jonathan Monschke

This decision will become effective on Tuesday, October 11, 2005 at 4:30 PM unless an appeal is filed with the City of Yachats.

- December 2011 Council Minutes – gates were installed
- 2013 Letters between Public Works Director Larry Blanchard and Northwest HOA Law Center discussing the fact that the City never accepted ownership of the streets
- 2014 correspondence between Mr. Blanchard and Mr. Musial indicating that the HOA is requesting that the City develop an agreement will pay the City to accept the streets.
 - Mr. Blanchard's correspondence indicates that the payment is \$10,048. Mr. Musial provided a check for \$8,471.20

- The notes listed as Option A refer to Gimlet Way – but do not definitively identify the portion of Gimlet in Question
- December 11, 2014 Council Minutes
 - State that Blackstone HOA agreed to pay \$10,048 for option A. There was discussion about the deficiencies that resulted in the City rejecting the street system in the subdivision. Blanchard said Option A includes only a slurry seal, but if the core samples come back showing that more work would be necessary then Option B would be required to bring the streets up to City Standards. There was consensus to spend \$250 for the core samples so that the Homeowners Association can be told which Option will be necessary before any decisions are made.
- January 8, 2015 Resolution bringing streets in Blackstone Development to City Standards.
- Maps
 - June 2003 showing Gimlet as a nature trail with Emergency vehicle turn around/access
 - July 2004 Showing Gimlet as a trail Connecting Gimlet and Keenah
 - September 2014 Memo Showing a Lincoln County Map the portion of Gimlet in question as the current status shown on a map printed November 22, 2019.

What is missing from all of this documentation is specific information regarding this small portion of Gimlet Lane.

All discussions have focused on safety. Recollections are that that specific portion of Gimlet is too steep to be safely navigated. The road was never conveyed to the City and the Engineer and Attorney have provided their recommendations.

The current recommendation is that the City obtain an easement to maintain its utilities, that signs be placed at either end indicating that the road is private, and turn over the keys to the gate to the HOA. The street is under their ownership and they can determine whether to open the gates.



City of Yachats
PUBLIC WORKS DEPARTMENT
500 W. 7th St.
P.O. Box 345
Yachats, OR 97498

MEMORANDUM

TO: Mayor-Ron Brean, Council President-Greg Scott, Council-members; Sandra Dunn, Barbara Frye

FROM: Larry R. Blanchard, Public Works Director

**DIVISION/
SECTION:** Public Works Department/ Engineering Division/Street Systems Pavement Management

RE: Blackstone Subdivision

SUBJECT: Operations and Maintenance of Blackstone Street System

Lawrence Musial, a Board member of the Blackstone Homeowners Association came before the City Council during the December 11th, 2014 City Council Meeting and asked the City Council to accept the Streets in the Blackstone Subdivision. Acceptance of the Streets would be contingent upon the Blackstone Homeowners Association payment to the City of \$10,048 under the Option "A" Proposal from the June 20th, 2013 letter from the City of Yachats Public Works Director.

The remaining criteria to determine whether Option "A" or Option "B" is acceptable is the completion of Core Sampling of the Asphalt and Crushed Rock. The City Council authorized the Public Works Director to proceed with taking Core Samples of the Asphalt and Crushed Rock under the Asphalt for the Streets in the Blackstone Subdivision.

Core Samples indicate that the Asphalt depths in the 11 sample location average between 1-3/4" to 4-1/2" inches thick, and crushed rock averaged between 6" and 11" inches thick. Street Standards typically require 2-3 inches of Class "C" Hot Mixed Asphalt, and 6" - 8" inches of Compacted Crushed Rock. If repairs are made as recommended by Option "A" the Streets in the Blackstone Subdivision would provide at a minimum Twenty-Year (20) Life prior to the next major Asphalt Deep Patching and/or Asphalt Overlay.

Recommendation

- 1) Accept the offer from the Blackstone Homeowner Association to accept the Streets in the Blackstone Subdivision contingent upon the payment of \$10,048 to the City of Yachats to repair the streets according to Option "A" as described in the June 20th, 2013 Letter from the Public Works Director of the City of Yachats.

- 2) The formal process of accepting the Streets by the City can be researched and the necessary documentation required can be outlined in future correspondence between the Blackstone Homeowners Association and the City.
- 3) The Public Works Department will include the work outlined in Option "A" in the 2014/2015 Street Repair and Rehabilitation Work described in the 2014/2015 Capital Improvements Plan. This work is estimated to be completed prior to June 30th, 2015.

Cc: Pavement Management File
Nancy Batchelder, City Recorder

Attachments: June 20th, 2013 Letter from Yachats PWD
CoringBlackstone12192014 Spreadsheet

CITY OF YACHTS

Cost Item #	Description of Work To Be done	Number of Units	Units	Number of Hours/Units	Cost/Hour or Cost/Unit	Cost of Work
Repair 1)	Hanley Way Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	70	Square Feet	70	5	\$350.00
Repair 2)	Gimlet/Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	16	Square Feet	16	5	\$80.00
Repair 3)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	225	Square Feet	225	5	\$1,125.00
Repair 4)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	4	Square Feet	4	5	\$20.00
Repair 5)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	4	Square Feet	4	5	\$20.00
Repair 6)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	4	Square Feet	4	5	\$20.00
Repair 7)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	16	Square Feet	16	5	\$80.00
Repair 8)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	36	Square Feet	36	5	\$180.00
Repair 11)	Gimlet Way Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	36	Square Feet	36	5	\$180.00
Repair 12)	Gimlet Way Cut, Remove AC, Regrade/Compact and Install HMA Class C	75	Square Feet	75	5	\$375.00
Repair 13)	Gimlet Way Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	60	Square Feet	60	5	\$300.00
Repair 14)	Gimlet Way/Horizon Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	60	Square Feet	60	5	\$300.00
Repair 15)	Core Sample thin areas to determine if a Slurry Seal or Overlay is required to retain @ least a Twenty Year Life	10	Locations	10	25	\$250.00

CITY OF YACHTS

Street Repair and Rehabilitation

[illegible]

Page: 2
Date: 12/31/2014

Address and Tax Lot of Property:
Numerous

CITY OF YACHATS

Coring #	Description of Location of the Coring	Depth of Asphalt	Depth of Rock	Units	Comments
1	Center of the Intersection of Hanley Drive and Saki Lane	2-3/4"	8"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
2	Saki Lane 15' North of Hanley Drive Westside of Saki Lane	4-1/2"	6"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
3	Saki Lane 140' North of Hanley Drive Westside of Saki Lane	1-3/4"	9"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
4	Hanley Drive 176' West of the Intersection of Hanley, Gimlet, and Elk Mtn Road north side of Hanley	1-3/4"	10"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
4-A	Hanley Drive 76' West of the Intersection of Hanley, Gimlet, and Elk Mtn Road Center of Hanley	1-3/4"	9"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
5	Intersection of Gimlet and Horizon Hill Road, Center of Road	3-1/4"	6"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
6	180' North of Gimlet/Horizon Hill Road Center of Horizon Hill Road	1-3/4"	11"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
7	151' North of Gimlet/Horizon Hill Road eastside of Horizon Hill Road	2-1/4"	7"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
8	308' North of Gimlet/Horizon Hill Road westside of Horizon Hill Road	1-3/4"	7"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
9	413' North of Gimlet/Horizon Hill Road eastside of Horizon Hill Road	2-1/4"	6"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock
10	550' North of Gimlet/Horizon Hill Road westside of Horizon Hill Road	2"	7"	Inches	Standard is 2-3 inches of Class "C" Hot Mix Asphalt over 6-8 inches of 1"-0" Crushed Rock



City of Yachats

PUBLIC WORKS DEPARTMENT

500 W. 7th St.

P.O. Box 345

Yachats, OR 97498

Laurence Musial
1111 Yachats Way
Yachats, OR 97498

June 20th, 2013

Subject: Blackstone Sub-division Public Improvement Acceptability

Re: Street System Repairs and Rehabilitation Work Prior to City Acceptance for Operations and Maintenance

Dear Mr. Musial;

We discussed earlier this month that the City of Yachats-Public Works Department would be conducting an Overall Condition Index (OCI) evaluation of the street system in the Blackstone Sub-division. As a result of this evaluation I have completed the report and the following work would need to be completed before the City would consider accepting the street infrastructure as complete, and ready for the City of Yachats-Public Works Department to operate and maintain this street system.

It is apparent that there is fairly rapid deterioration of the street infrastructure due to the lack of maintenance of the street systems, therefore we will begin a massive vegetation mowing in the next few days. Also, it is evident that there are some areas especially along Gimlet that need to be either overlaid with HMA Class C Asphalt or it is possible that a Slurry Seal could slow the deterioration by sealing out the moisture penetrating the asphalt into the base rock underneath the asphalt. I have included in the cost estimate funding to complete core sampling of the existing asphalt in ten (10) locations to make sure the City will retain at least a twenty (20) year life from this street system.

I have included two (2) options; 1) Option A-Slurry Seal Gimlet Way, or Option B- Grind and Overlay Gimlet Way with 2"-inches of Class C Hot Mix Asphalt. The determination of the option the City will accept will be based on the core samples taken throughout the street system. In any event the repair work to the asphalt must be completed in either option.

I would like to meet with you to further discuss your next steps. Please contact me at your earliest convenience so we can schedule the meeting, it is imperative complete this work this before winter and to get this work placed on our schedule.

Sincerely;

Larry R. Blanchard

June 20th, 2013

Larry R. Blanchard, Public Works Director

Date

Attachment: Estimate of Cost EOC2013-002

CITY OF YACHTS

Cost Item #	Description of Work To Be done	Number of Units	Units	Number of Hours/Units	Cost/Hour or Cost/Unit	Cost of Work
Repair 1)	Hanley Way Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	70	Square Feet	70	5	\$350.00
Repair 2)	Gimlet/Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	16	Square Feet	16	5	\$80.00
Repair 3)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	225	Square Feet	225	5	\$1,125.00
Repair 4)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	4	Square Feet	4	5	\$20.00
Repair 5)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	4	Square Feet	4	5	\$20.00
Repair 6)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	4	Square Feet	4	5	\$20.00
Repair 7)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	16	Square Feet	16	5	\$80.00
Repair 8)	Hanley Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	36	Square Feet	36	5	\$180.00
Repair 11)	Gimlet Way Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	36	Square Feet	36	5	\$180.00
Repair 12)	Gimlet Way Cut, Remove AC, Regrade/Compact and Install HMA Class C	75	Square Feet	75	5	\$375.00
Repair 13)	Gimlet Way Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	60	Square Feet	60	5	\$300.00
Repair 14)	Gimlet Way/Horizon Saw Cut, Remove AC, Regrade/Compact and Install HMA Class C	60	Square Feet	60	5	\$300.00
Repair 15)	Core Sample thin areas to determine if a Slurry Seal or Overlay is required to retain @ least a Twenty Year Life	10	Locations	10	25	\$250.00

CITY OF YACHATS
RESOLUTION NO. 2015-01-02
Blackstone Street Agreement

WHEREAS, City Council authorized the Public Works Director to take core samples in order to determine the amount of work required to bring the streets in the Blackstone Development to City Standards;

WHEREAS, core samples showed that there is adequate sub-surface material to go forward with the repairs based on Option A;

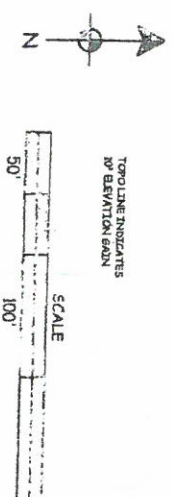
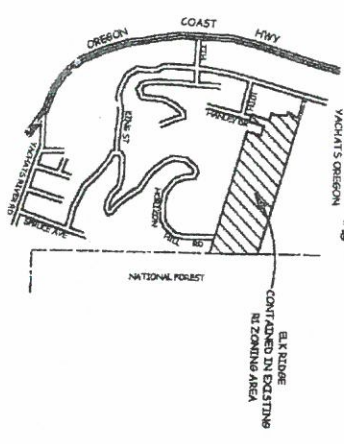
NOW THEREFORE, the City of Yachats resolves to move forward with the repairs as per Option A, attached and marked "Exhibit A", billing the Homeowners Association for the repairs, accepting the streets once the repairs have been completed and establishing a process for accepting streets in developments in the future.

This Resolution is memorializing an action taken by City Council at the January 8, 2015 meeting and was effective as of that date.

Attest:

Ronald L. Brean, Mayor

Nancy Batchelder, City Recorder



HORIZON HILL RD
EXISTING

ALL WEATHER SURFACES
PREDICTED TO BE CONSTRUCTED
TO ROADS WHERE POSSIBLE

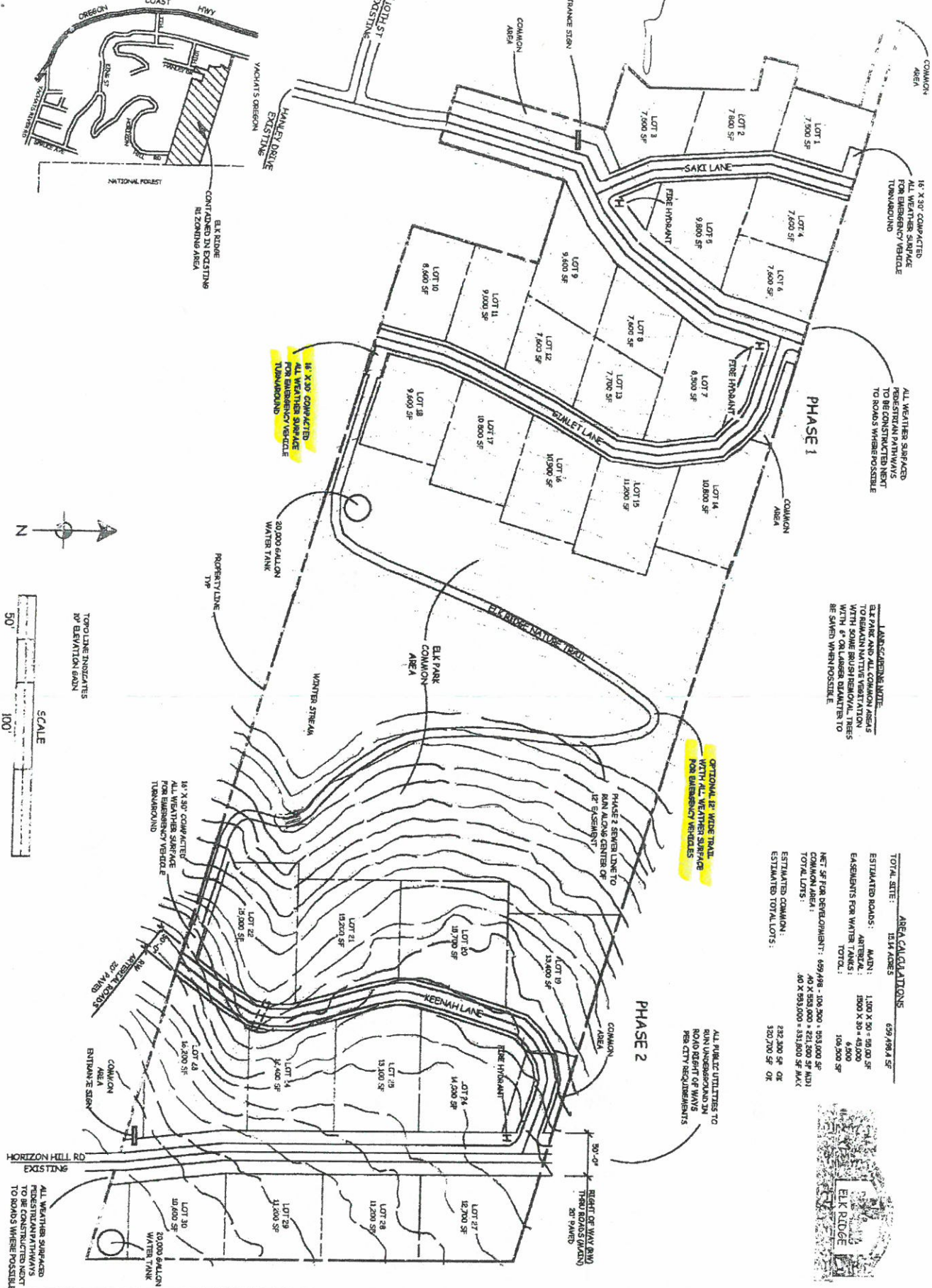
DRAWN: JDM
DATE: 6/18/03
SCALE: 1"=50'
DRAWING NO: P1

ELK RIDGE YACHTS OREGON PRELIMINARY PLAN

JONATHAN MONSCHKE
PO BOX 2272
NEWPORT OR 97365
monschke@mac.com

TS
TIMBERSTONE
DESIGN/CONSTRUCTION
PO BOX 2272
NEWPORT OR 97365
tsd@tsd.com

AREA CALCULATIONS			
TOTAL SITE:	11.14 ACRES	699,498.4 SF	
ESTIMATED ROADS:	MAIN: 1,000 X 50' = 50,000 SF		
	ARTERIAL: 1500 X 50' = 75,000 SF		
	EASEMENTS FOR WATER TANKS: 6,000 SF		
	TOTAL: 131,000 SF		
NET SF FOR DEVELOPMENT:	668,498 - 131,000 = 537,498 SF		
COMMON AREA:	40 X 950,000 = 38,000,000 SF		
TOTAL LOTS:	40 X 950,000 = 38,000,000 SF		
ESTIMATED COMMON:	232,200 SF		
ESTIMATED TOTAL LOTS:	350,200 SF		



LANDSCAPING NOTE:
ELK RIDGE NATURAL TRAIL
TO BE CONSTRUCTED
WITH 4" O.D. LARGER DIAMETER TO
BE SAVED WHEN POSSIBLE.

ALL WEATHER SURFACES
PREDICTED TO BE CONSTRUCTED
TO ROADS WHERE POSSIBLE

OPTIONAL 12' WIDE TRAIL
WITH ALL WEATHER SURFACE
FOR EMERGENCY VEHICLES

ALL PUBLIC UTILITIES TO
RUN UNDERGROUND IN
ROAD RIGHT OF WAYS
PER CITY REQUIREMENTS

16' X 30' COMPACTED
ALL WEATHER SURFACE
FOR EMERGENCY VEHICLE
TURNAROUND

16' X 30' COMPACTED
ALL WEATHER SURFACE
FOR EMERGENCY VEHICLE
TURNAROUND

BLACK STONE

FINAL DESIGN
CITY OF YACHTS, LINCOLN COUNTY, OREGON



ELK RIDGE YACHTS, LLC P O BOX 88 YACHTS, OR 97498 PHONE 208.720.2287	STROCKER ENGINEERING 74500 OLD CONDOR BRIDGE ROAD CLOVERDALE, OR 97312 PHONE 503.392.3502	MYTHUS SURVEYING, INC. P O BOX 206 TIDEWATER, OR 97391 PHONE 541.528.3234	DATE: JULY 2004 SCALE: 1" = 100 FEET DRAWN: CAM REVISION: 1
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City of Yachats

441 Hwy 101 N.
P O Box 345
Yachats, OR 97498

September 30, 2014

To: Yachats Mayor & City Council
cc: Nancy Batchelder, City Recorder
From: Larry Lewis, City Planner
Re: Tom Rodovsky's Request to Donate Open Space Parcel to the City
Tax Lot 2300 of Tax Map 14-12-26BB

Per your request, here is additional information regarding the above referenced parcel.

OPEN SPACE SYSTEM

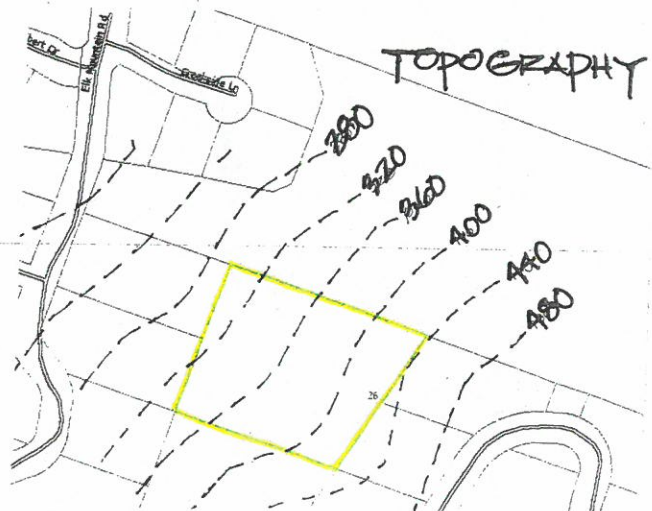
The subject parcel is dedicated as common open space. This is one of four contiguous open space parcels that collectively create a continuous open space system on the east hillside. The other open space parcels were created as part of the Blackstone I and Blackstone II Subdivisions to the south and the Creekside Planned Unit Development to the north. In the past this has been referred to as Elk Mountain Park.

TRAILS

The Village Circulation Plan identifies a continuous north-south oriented 'east side trail'. Constructing a trail through this parcel would be challenging due to the topography. It is more feasible to have a north-south oriented trail west of the parcel (alongside or near Elk Mountain Road) or east of the parcel (extend a trail north of Horizon Hill Road).

TOPOGRAPHY

This parcel has a significant slope downward from east to west. Based on limited topographic data it appears there is a 50% slope across the parcel.



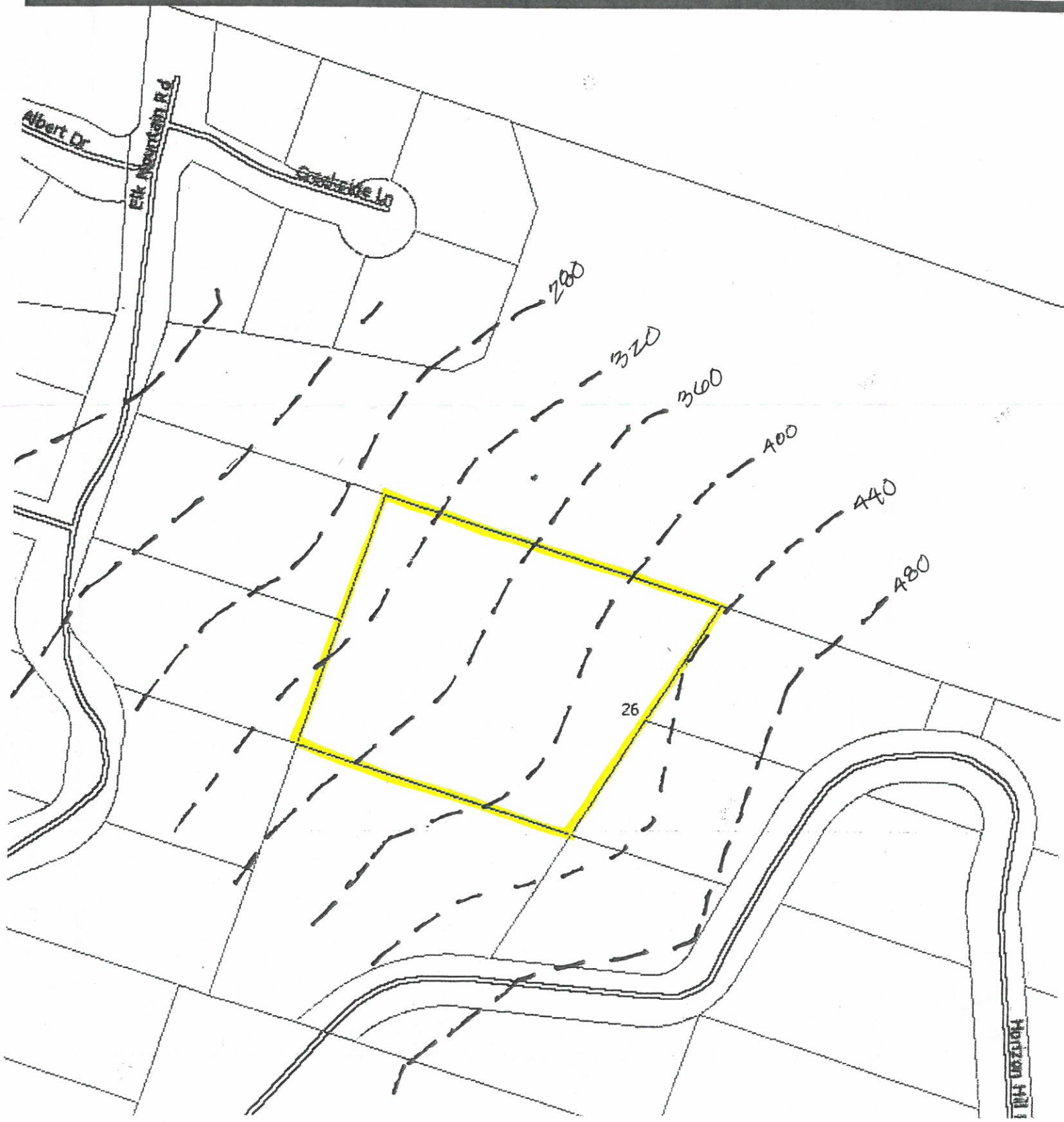
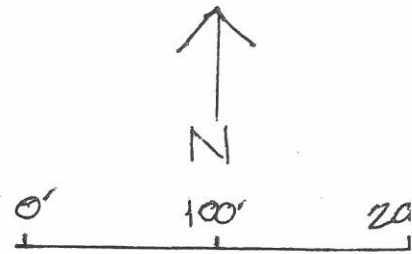
EAST HILLSIDE OPEN SPACE



Printed 09/30/2014

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[illegible]

Printed 11/22/2019
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This product is for informational purposes and may not have been prepared for, or be suitable for legal,



DATE: June 24, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: OAWU Utility Rate Study

Following the discussion with Council about OAWU findings during the rate study, it is recommended that the Council consider phasing in new rates that will look at the impact to users, be consistent and equitable, and the effect of two levels of capital improvement planning - \$100,000 and \$200,000.

Attached, is a chart from OAWU that compares "current" rates and proposed rates, based on budgets at either \$100,000 capital or \$200,000 capital.

The figures in the attached table demonstrate the current rates and cost associated with various levels of consumption. (beige columns)

Compared with current rates, we provided new base rates and cost associated with various levels of consumption. (green columns)

OAWU believes the focal points of the table are columns 7, 8 and 9, direct comparison of both current rates and proposed rates. The difference in the green columns (8 and 9) is the unit price, column 8 uses the tiered approach, while column 9 is a set unit cost at \$6.00 per. See notes at bottom of table.

The rates in the table are determined using the \$735,900.00 proposed budget with the noted costs per unit. If the proposed budget were set at \$835,900.00, the unit cost would increase to \$8.50 per.

An option for Council consideration is to reset the base rates using the meter multiplier (column 3) providing an allowance of water in line with the meter multiplier. This sets the initial usage and monthly rates (unit cost) the same for all users and applies a simple increase (\$0.67) per unit. The Council can determine at what date to implement this reset to the base rates.

Council can wait one year before reconsidering the tiered unit cost approach. While OAWU notes that the tiered approach is a more modern industry approach, OAWU can follow up throughout the year to determine if the City's goals are being met.

With this proposed structure, revenues collected for fixed expenses equal 65-72 percent of operating requirements, pending the level of CIP in the proposed budget as we move to financially secure the water department and its operations.

It is recommended that the Council consider:

1. Implementing a reset to base rates, and
2. Decide on the timeframe to do so.

OAWU is working on the information received by the Wastewater Plant.



**CITY OF YACHATS
RESOLUTION NO. 2020-119
A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A
CONTRACT FOR THE YACHATS VISITOR CENTER OPERATIONS**

WHEREAS, The City has identified the need and desire to continue Visitor Center operations and budgeted for this expense in the FY20-21 budget, and

WHEREAS, the City completed the Request for Proposal (RFP) competitive process, and

WHEREAS, the RFP committee met on June 8, 2020 and White Rose Studio is the highest ranked proposer, and

WHEREAS, the RFP committee recommends City Council to authorize the City Manager to execute a contract with the highest ranked proposer from the June 8, 2020 meeting.

NOW THEREFORE, the City of Yachats resolves to authorize the City Manager to execute a 2-year contract with the highest ranked proposer for operations of the Yachats Visitor Center.

Passed and adopted June 24, 2020. This Resolution is effective upon adoption.

CITY OF YACHATS

By: _____
W. John Moore, Mayor

ATTESTED TO BY:

Shannon Beaucaire, City Manager



DATE: June 24, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Visitor Center 2020 Request for Proposals (RFP)

The Visitor Center 2020 RFP Committee met on Monday June 8, 2020. Five proposals were received in total. Four met the qualifications of the RFP and were reviewed by the Committee.

Upon review, the scored results are as follows:

1. Beth Lee	225
2. Turell Group	563
3. White Rose Studio/James Kerti	660
4. Yachats Chamber of Commerce	580

The 2020 Visitor Center RFP Committee recommends awarding the Visitor Center Contract 2020-2022 to the highest ranked Proposer, White Rose Studio.



DATE: June 24, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: 2020 Joint Session Request

Lincoln County has requested to reschedule the Joint Session that was cancelled due to the pandemic.

This will be a virtual meeting scheduled by the County on GoToMeeting. They would like the Council to decide on a Wednesday at 6PM that would work best for Yachats.

On February 28, 2020 we submitted the following topics for the agenda:

1. Status of Ocean View Drive
2. Update on County Housing Initiative, workforce housing, and Claire Hall's appointment by the Governor to the Oregon Housing Stability Council and how that might impact/involve efforts on affordable and workforce housing
3. Sherriff's Department: Updates on any new initiatives, request for future quarterly updates on City activities, new initiatives, and citizen inquiries. Sheriff's plan for South Lincoln County responsiveness
4. Update on whether funding has been restored to Lincoln County Health and the prospect of a mobile health facility that could serve Yachats.
5. Update on vacation rentals and county policies

6. Report on Lincoln County Financial outlook and possible impact on Yachats
7. Questions/discussion on building department's policy regarding Certificate of Occupancy
8. Riggs Property: Reclassification of 69 acres in Riggs property in our watershed by County and their share of a lawsuit. It appears owner tried to get around reforestation regulations by reclassifying the land use.



DATE: June 24, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Utility Rate Annual Adjustments

Pending the outcome of the Utility Rate Study being conducted by OAWU, the Public Works and Streets Commission (PW&S) reviewed the annual adjustment as required by Resolution 2015-12-01 (See attached memorandum and documentation).

The PW&S Commission is recommending that Council implement the 1.7% annual utility rate adjustment beginning July 1, 2020.



**CITY OF YACHATS
RESOLUTION NO. 2020-122
A RESOLUTION OF THE CITY OF YACHATS, OREGON
REGARDING ANNUAL UTILITY RATE ADJUSTMENT**

WHEREAS, on June 9, 2020 the Public Works and Streets Commission reviewed the annual rate adjustments required by Resolution 2015-12-01, and

WHEREAS, the Commission recommended that City Council implement the 1.7% rate increase beginning July 1, 2020, and

WHEREAS, the City Council reviewed and discussed the Commission's recommendation and received public comment at its June 24, 2020 meeting.

NOW THEREFORE, the City of Yachats resolves increase water and wastewater utility rates by 1.7% beginning July 1, 2020.

Passed and adopted June 24, 2020. This Resolution is effective upon adoption.

CITY OF YACHATS

By: _____
W. John Moore, Mayor

ATTESTED TO BY:

Shannon Beaucaire, City Manager



DATE: June 5, 2020

TO: Bob Bennett, Chair
Public Works & Streets Commission

FROM: Shannon Beaucaire, City Manager

SUBJECT: Annual utility rate adjustment

Commissioners,

Resolution 2015-12-01, Section 3 indicates an annual adjustment to the utility rates based on the construction cost index for the preceding year December 31.

As you are aware, the City is undergoing a rate study analysis; however, that is not yet complete. I am happy to update the Commission on its status.

I am asking the Commission for recommendations on the following questions:

1. Do you wish to recommend to Council to continue the annual adjustment as required in the Resolution or do you wish to recommend that Council not pursue the adjustment as required by the Resolution?
2. If you wish to recommend the adjustment move forward, please review the calculations and approve or modify the proposed adjusted rates.

Attachments:

Resolution 2015-12-01

Construction Cost Index for December 2019

Proposed Rate adjustments starting July 1, 2020

CITY OF YACHATS

RESOLUTION NO. 2015-12-01 -Correction

**A RESOLUTION SETTING THE RATES FOR WATER AND WASTEWATER SERVICE,
ESTABLISHING AN INDEX FOR FUTURE ADJUSTMENTS TO THE RATES AND A
CAPITAL IMPROVEMENT RESERVE FEE, EXTENDING THE LOW-INCOME WAIVER
TO THE WASTEWATER BASE AND CONTINUING OTHER FEES**

WHEREAS, the Public Works & Streets Commission held meetings to discuss the water and wastewater rate structure on July 7, 2015, September 1, 2015, and October 6, 2015; the Finance Committee discussed various options at meetings held on August 12, 2015 and October 14, 2015; and, the City Council discussed the subject at work sessions, special meetings and regular meetings held on August 10, 2015, August 13, 2015, September 2, 2015, September 10, 2015, October 8, 2015, October 12, 2015 and November 3, 2015; and

WHEREAS, it has been 10 years since the City of Yachats had a rate adjustment. The cost of operating and maintaining utilities has increased over those 10 years and the City is facing the need for infrastructure repairs and improvements in the next few years and revenues under the current rate structure are not keeping up with the costs; and

WHEREAS, a model was developed that allowed for a careful analysis of the situation and a long-term plan. The City now has a good sense of what it costs to deliver water under the current conditions, what is necessary for repairs and infrastructure replacement in the next few years, and what is needed longer term to assure water delivery and wastewater treatment going forward. That analysis has allowed a thoughtful look at rate structures and a measured adjustment that is neither too high nor too low; and

WHEREAS, it has been determined that by including two units of water in the base rate all customers will be paying to maintain the system that is available for use when the tap is turned on – a “ready to serve charge”; and

WHEREAS, to avoid the need for a future catch-up adjustment the new water rates will be indexed to the Construction Cost Index and adjusted automatically each July 1;

NOW THEREFORE, the City of Yachats resolves

Section 1 Base Rates

Rate - Inside City Limits	Water	Wastewater
Including 2 units of water (200 cf) and \$2 Capital Improvement Reserve Fee	\$43.00	\$42.00
Rate – Highest Users		
Including 2 units of water (200 cf) and \$2 Capital Improvement Reserve Fee	A Permanent Base Rate will be established by the an average of the YEU base amounts charged for the previous 12 month period	A Permanent Base Rate will be established by the an average of the YEU base amounts charged for the previous 12 month period
Rate – Outside City Limits		
Including 2 units of water (200 cf) and \$2–3 Capital Improvement Reserve Fee	\$64.50	

Section 2 Consumption Rates

Rate - Inside City Limits	Water	Wastewater
Per 100 cf of water Including \$0.25 50 Capital Improvement Reserve Fee	\$4.75	5.25
Rate - Outside City Limits		
Per 100 cf of water Including \$0.25 75 Capital Improvement Reserve Fee	\$7.13	

Section 3. Annual Adjustment

On July 1 of every succeeding year, these water and wastewater rates will be adjusted based upon the Construction Cost Index applicable to Yachats for the preceding year ending December 31.

Section 4 Low Income Waiver

A waiver of 50% of the monthly water and wastewater base charge shall be considered by the City Recorder based upon written request by the user and documentation of eligibility for low-income assistance from the State of Oregon.

Section 5 Continuance of Utility Related Fees and Discounts

The following fees and discounts are continued:

Service Change/Service Takeover Fee. A fee of \$10 shall be charged each new account for a service change/service takeover. This fee shall not apply to a change in mailing address only.

Water Permit and Inspection Fee. A non-refundable fee of \$20 shall be charged for a permit to connect to and inspection of water service.

Sewer Permit and Inspection Fee. A non-refundable fee of \$20 shall be charged for a permit to connect to and inspection of building sewers.

Meter Inspection Fee. A fee of \$10.00 shall be charged for water meter inspection requested by the customer.

NSF Check Fee. Checks returned for NSF will be deposited a second time. If the check is returned a second time, a \$25 fee will be added to the account.

Meter Removal Fee. A fee of \$20.00 shall be charged for removal of a water meter if the removal is approved by the City.

Reconnection Fee. A fee of \$20.00 shall be charged for water reconnection during business hours. A fee of \$40.00 shall be charged for water reconnection after business hours, weekends, and holidays. If it is necessary for City staff to turn off the water due to a leak on the owner's property because a functioning hand valve is not present, the reconnection fee shall be \$100.00.

Delinquent Account Fees. Delinquent accounts with a balance of \$1.00 or more will be charged 1½ percent per month on the delinquent amount.

Shut-off Notice Fee. Accounts which receive a "door hanger" as a second written notice will be charged a five dollar (\$5) fee.

Collection Fees. A \$25 fee will be added to all closed accounts forwarded to collection.

Prepayment Discount. A discount of 1½% per month may be requested by the customer when making payment in advance for yet un-billed service use for pre-payments equal to, or larger than, six months minimum for any residential account; received before the billing process begins.

Section 6 Effective Date

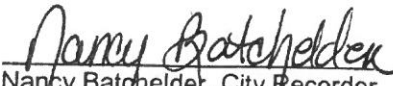
The water and sewer rates shall be effective with the bills mailed on February 1, 2016

This Resolution is memorializing an action taken by City Council at the November 3, 2015 meeting and was effective as of that date.

PASSED AND ADOPTED this 10th day of December, 2015.


 Ronald L. Brean, Mayor

Attest:


 Nancy Batchelder, City Recorder

Customer Profile		Council Approval		% Increase	\$ Increase
Usage	Test Period Average # of Meters	Current Rate	New Rate	Percentage	Dollars
No units	162	\$60.00	\$85.00	41.67%	\$25.00
1 Unit	117	68.50	85.00	24.09%	16.50
2 Units	107	77.00	85.00	10.39%	8.00
3 Units	92	85.50	95.00	11.11%	9.50
4 Units	80	94.00	105.00	11.70%	11.00
5 Units	76	102.50	115.00	12.20%	12.50
6 Units	48	111.00	125.00	12.61%	14.00
7 Units	32	119.50	135.00	12.97%	15.50
8 Units	25	128.00	145.00	13.28%	17.00
9 Units	16	136.50	155.00	13.55%	18.50
10 Units	14	145.00	165.00	13.79%	20.00
11 Units	11	153.50	175.00	14.01%	21.50
12 Units	7	162.00	185.00	14.20%	23.00
13 Units	6	170.50	195.00	14.37%	24.50
14 Units	5	179.00	205.00	14.53%	26.00
15 Units	3	187.50	215.00	14.67%	27.50
16 Units	3	196.00	225.00	14.80%	29.00
17 Units	2	204.50	235.00	14.91%	30.50
18 Units	2	213.00	245.00	15.02%	32.00
19 Units	1	221.50	255.00	15.12%	33.50
20 Units	2	\$230.00	\$265.00	15.22%	\$35.00

CONSTRUCTION ECONOMICS

ENR's 20-city average cost indexes, wages and material prices. Historical data and details for ENR's 20 cities can be found at ENR.com/economics

Construction Cost Index

+1.7%
ANNUAL INFLATION RATE
JAN. 2020

1913=100	INDEX VALUE	MONTH	YEAR
CONSTRUCTION COST	11392.41	+0.1%	+1.7%
COMMON LABOR	23917.29	0.0%	+1.6%
WAGE \$/HR.	45.96	1.6%	+3.3%

The Construction Cost Index's annual escalation is 1.7%, while the monthly component rose 0.1%.

Building Cost Index

+1.7%
ANNUAL INFLATION RATE
JAN. 2020

1913=100	INDEX VALUE	MONTH	YEAR
BUILDING COST	6213.68	+0.2%	+1.7%
SKILLED LABOR	10626.24	0.0%	+1.9%
WAGE \$/HR.	58.69	0.0%	+1.9%

The Building Cost Index is up 1.7%, while the monthly component rose 0.2%.

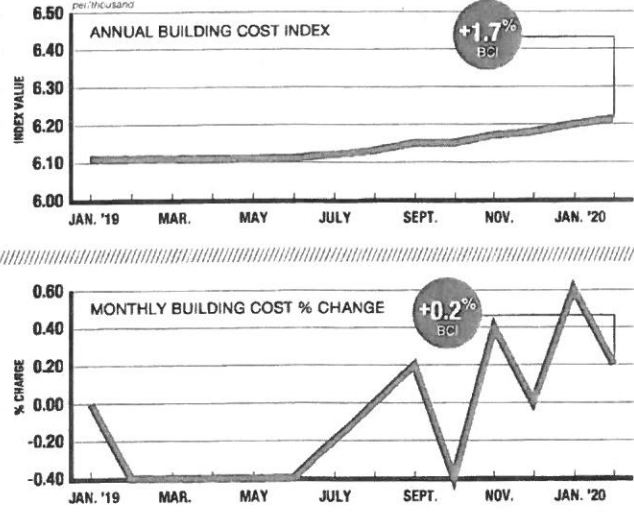
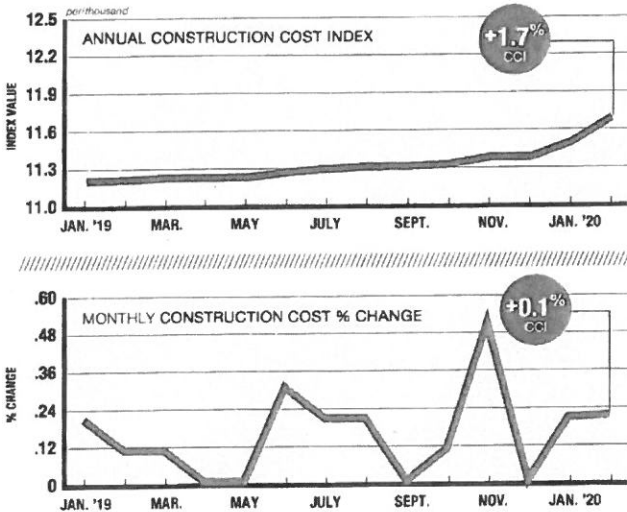
Material Cost Index

+0.5%
ANNUAL INFLATION RATE
JAN. 2020

1913=100	INDEX VALUE	MONTH	YEAR
MATERIALS COST	3518.73	+0.5%	+3.8%
CEMENT \$/TON	142.01	+0.2%	+23.9%
STEEL \$/CWT	55.43	+0.7%	+2.9%
LUMBER \$/MBF	601.75	+0.1%	-4.9%

The MCI rose +0.5%, while the annual escalation rate is 3.8%.

Inflation's Pulse Year-to-year and monthly percent changes for ENR's cost indexes



SOURCE: ENR

Cost Index Review

BASE YEAR	CONSTRUCTION		BUILDING		SKILLED WAGES		COMMON WAGES	
	1913	1967	1913	1967	1913	1967	1913	1967
2018 Dec.	11185.51	1041.32	6105.29	903.69	10410.99	1023.12	23484.41	1133.55
Jan.	11205.74	1043.21	6107.70	904.05	10431.81	1024.67	23531.38	1136.25
Feb.	11213.07	1043.89	6108.09	904.11	10435.98	1025.12	23554.91	1137.38
Mar.	11227.88	1045.27	6109.67	904.34	10441.20	1025.62	23602.02	1139.41
Apr.	11228.07	1045.28	6109.83	904.36	10441.20	1025.62	23602.02	1139.41
May	11230.01	1045.47	6111.77	904.65	10441.20	1025.62	23602.02	1139.41
2019 June	11268.48	1049.05	6118.34	905.52	10482.96	1029.43	23743.63	1146.06
July	11292.80	1051.31	6131.42	907.56	10524.89	1033.10	23814.86	1149.04
Aug.	11311.06	1053.01	6146.81	909.84	10526.99	1033.26	23822.00	1149.44
Sept.	11311.24	1053.03	6146.98	909.86	10526.99	1033.26	23822.00	1149.44
Oct.	11326.10	1054.41	6168.75	913.09	10548.04	1034.96	23822.00	1149.44
Nov.	11380.88	1059.51	6179.22	914.64	10569.14	1036.52	23917.29	1154.16
Dec.	11381.48	1059.57	6199.11	917.58	10621.99	1041.51	23917.29	1154.16
2020 Jan.	11392.41	1060.58	6213.68	919.74	10626.24	1041.90	23917.29	1154.16

INFLATION

+1.7%

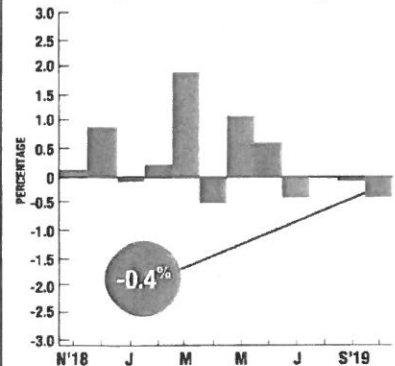
Common Labor Index

ANNUAL ESCALATION FOR COMMON LABOR REACHED 1.7% IN DECEMBER, WHILE SKILLED LABOR ALSO EXPERIENCED A 1.7% ESCALATION IN THE SAME PERIOD.

CONSTRUCTION ECONOMICS

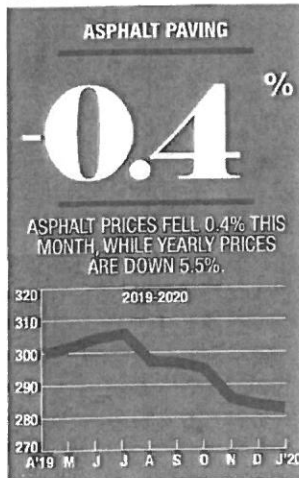
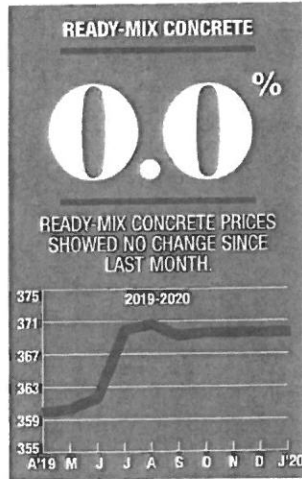
Cement prices fell 0.4% in November after dropping 0.1% in October, according to the Bureau of Labor Statistics' producer price index. Annual escalation for the index fell to 2.2% after sitting at 2.5% in October. ENR's 20-city average monthly price for masonry cement rose 0.2% in January, with a yearly increase of 7.8%. All three types of concrete block experienced yearly increases. Masonry sand increased 1% this month, with yearly prices 9.6% above this time last year. All three types of ready-mix concrete had yearly increases.

PRODUCER PRICE INDEX CEMENT Monthly Percent Change



SOURCE: BUREAU OF LABOR STATISTICS

ENR's Materials Prices For January 2020



20-CITY AVERAGE

ITEM	UNIT	SPRICE	%MONTH	%YEAR
ASPHALT PAVING				
PG 58	TON	412.37	-0.4	-5.5
Cutback, MC800	TON	379.33	0.0	-3.0
Emulsion, RAPID SET	TON	359.75	-0.1	-0.2
Emulsion, SLOW SET	TON	369.97	0.0	-0.2

PORTLAND CEMENT

Type one	TON	142.05	0.0	+21.6
----------	-----	--------	-----	-------

MASONRY CEMENT

70-lb bag	TON	10.77	+0.2	+7.8
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CRUSHED STONE

Base course	TON	12.23	+1.3	+19.0
Concrete course	TON	11.70	-0.1	+7.8
Asphalt course	TON	13.51	-0.1	+20.2

SAND

Concrete	TON	10.38	+1.7	+12.1
Masonry	TON	12.24	+1.0	+9.6

READY-MIX CONCRETE

3,000 psi	CY	118.54	0.0	+2.8
4,000 psi	CY	137.13	+1.0	+0.7
5,000 psi	CY	186.27	-1.0	+9.0

CONCRETE BLOCK

Normal weight: 8" x 8" x 16"	C	146.86	0.0	+1.9
Lightweight: 8" x 8" x 16"	C	171.08	+0.1	+0.8
12" x 8" x 16"	C	183.01	+0.1	+1.9

SOURCE: ENR

CONSTRUCTION ECONOMICS

Asphalt, Cement, Aggregate, Concrete, Block For January 2020

City prices reflect quotes from single sources and can be volatile. They are not meant to be the prevailing price for a city. Data are a mix of list and transaction prices and may include ENR estimates. Do not compare prices between locations. Use city information to analyze national trends.

ITEM	UNIT	ATLANTA	BALTIMORE	BIRMINGHAM	BOSTON	CHICAGO	CINCINNATI	CLEVELAND	DALLAS	DENVER	DETROIT
ASPHALT PAVING											
PG 58	TON	+425.61	461.67	398.00	+445.00	415.52	-464.00	-442.50	421.37	417.90	402.50
CUTBACK, MC800	TON	+402.49	—	384.32	+427.03	404.00	—	378.00	405.65	397.11	388.00
EMULSION, RAPID SET	TON	-361.32	—	369.75	-378.10	378.88	—	369.00	367.04	369.58	355.50
EMULSION, SLOW SET	TON	-372.80	—	374.20	+385.45	385.65	—	388.00	381.73	371.40	411.00
PORTLAND CEMENT											
TYPE ONE	TON	117.21	147.34	112.97	+130.26	+126.55	125.39	124.09	122.96	126.22	-136.22
MASONRY CEMENT											
70-LB BAG	TON	+9.63	11.80	9.18	+10.39	+10.74	11.65	10.35	+10.33	11.01	11.15
CRUSHED STONE											
BASE COURSE	TON	10.30	12.25	8.95	10.75	10.33	12.75	+12.50	+10.47	11.31	6.45
CONCRETE COURSE	TON	10.95	14.15	10.18	11.00	11.75	11.45	8.29	-10.62	10.80	7.80
ASPHALT COURSE	TON	11.32	14.35	+10.50	10.88	11.49	—	10.96	+11.73	11.55	9.58
SAND											
CONCRETE	TON	9.29	17.50	9.42	9.73	9.56	+8.25	+8.50	+9.10	-9.72	8.07
MASONRY	TON	11.07	17.50	10.98	11.45	11.43	15.00	12.75	+11.29	+11.53	8.20
READY-MIX CONCRETE											
3,000 PSI	CY	120.59	123.65	-113.12	122.90	124.08	100.00	114.00	118.49	124.00	124.00
4,000 PSI	CY	133.80	+150.80	-123.98	133.49	144.61	147.70	+144.00	128.37	132.25	-132.80
5,000 PSI	CY	152.35	236.36	+138.07	163.35	172.00	-238.80	-266.00	141.08	153.48	236.80
CONCRETE BLOCK											
NORMAL WEIGHT: 8" x 8" x 16"	C	150.88	163.00	161.78	148.30	145.98	125.00	184.00	146.26	149.92	121.00
LIGHTWEIGHT: 8" x 8" x 16"	C	+172.35	187.00	174.26	172.12	159.85	178.00	175.80	170.45	169.41	200.00

ITEM	UNIT	KANSAS CITY	LOS ANGELES	MINNEAPOLIS	NEW ORLEANS	NEW YORK	PHILADELPHIA	PITTSBURGH	ST. LOUIS	SAN FRANCISCO	SEATTLE
ASPHALT PAVING											
PG 58	TON	-468.00	370.00	392.00	-407.06	434.65	428.07	-446.00	-457.50	108.40	428.20
CUTBACK, MC800	TON	342.00	380.00	378.00	-378.20	402.87	442.67	377.04	388.50	145.00	407.00
EMULSION, RAPID SET	TON	322.00	350.00	328.00	-363.57	370.19	+379.00	314.20	378.00	355.00	366.35
EMULSION, SLOW SET	TON	338.00	325.00	312.70	+372.53	374.48	+393.64	314.20	404.00	362.00	395.74
PORTLAND CEMENT											
TYPE ONE	TON	130.47	213.53	129.78	126.22	+130.10	129.30	146.27	-140.87	130.00	122.68
MASONRY CEMENT											
70-LB BAG	TON	10.22	8.67	13.25	11.01	+10.36	10.15	-11.75	13.07	12.97	9.29
CRUSHED STONE											
BASE COURSE	TON	10.64	34.00	8.18	10.78	+12.88	11.55	+10.60	8.00	26.00	10.16
CONCRETE COURSE	TON	16.40	9.78	8.88	11.05	-14.75	11.65	10.38	7.91	26.00	10.21
ASPHALT COURSE	TON	16.40	39.97	8.15	11.36	-13.56	12.46	9.52	9.00	24.00	11.37
SAND											
CONCRETE	TON	9.15	29.15	6.10	+11.02	11.09	+9.67	7.86	6.50	9.00	9.48
MASONRY	TON	+16.00	10.56	8.32	10.95	11.48	+10.45	9.42	9.05	26.00	11.39
READY-MIX CONCRETE											
3,000 PSI	CY	112.25	115.00	110.00	116.28	120.15	118.59	96.14	113.00	165.00	+119.60
4,000 PSI	CY	142.40	120.00	+134.00	131.45	134.23	137.76	+136.00	135.60	172.00	+136.37
5,000 PSI	CY	222.80	130.00	-191.20	145.80	158.59	163.98	+228.45	-242.44	177.00	+166.82
CONCRETE BLOCK											
NORMAL WEIGHT: 8" x 8" x 16"	C	163.00	145.00	110.00	142.94	150.45	157.71	142.00	136.00	197.00	143.32
LIGHTWEIGHT: 8" x 8" x 16"	C	142.00	131.00	187.00	+162.02	171.32	175.06	178.00	165.00	210.00	167.70

+ OR - DENOTES PRICE HAS RISEN OR FALLEN SINCE PREVIOUS REPORT. QUOTES ARE DELIVERED PRICES FOR PORTLAND AND MASONRY CEMENT, CONCRETE BLOCK AND READY-MIX CONCRETE. PRICES FOR CRUSHED STONE AND SAND ARE FOR PLANT. SOME PRICES MAY INCLUDE TAXES OR DISCOUNTS. FURTHER PRODUCT SPECIFICATIONS INCLUDE RAPID-SET EMULSION, CRS2, SLOW-SET EMULSION, CSS1H, BASE COURSE, 1 1/2" DOWN TO DUST, UNWASHED, CONCRETE COURSE, 1 1/2" THROUGH #4, WASHED, ASPHALT COURSE, 3/4" THROUGH #4, UNWASHED, CONCRETE SAND, 2NS MEDIUM CLEAN, MASONRY SAND, 2NS FINE, CLEAN, CONCRETE BLOCK, 2 CORE. QUANTITIES ARE GENERALLY TRUCKLOADS.

Construction Cost Index

	2016										
		2.45%	3%	3.30%	2.90%	1.70%					
		Jul-16	Jul-17	Jul-18	19-Jul	20-Jul					
Water Base with two units	\$ 41.00	\$ 42.00	\$ 43.26	\$ 44.69	\$ 45.99	\$ 46.77					
Capital Improvement Reserve	\$ 2.00	\$ 2.05	\$ 2.12	\$ 2.19	\$ 2.25	\$ 2.28					
Total Base	\$ 43.00	\$ 44.05	\$ 45.38	\$ 46.88	\$ 48.24	\$ 49.05					
Sewer with two units	\$ 40.00	\$ 40.98	\$ 42.21	\$ 43.61	\$ 44.87	\$ 45.63					
Capital Improvement Reserve	\$ 2.00	\$ 2.05	\$ 2.12	\$ 2.19	\$ 2.25	\$ 2.28					
Total Base	\$ 42.00	\$ 43.03	\$ 44.32	\$ 45.80	\$ 47.12	\$ 47.91					
Water Consumption	\$ 4.25	\$ 4.35	\$ 4.48	\$ 4.63	\$ 4.76	\$ 4.84					
Capital Improvement Reserve	\$ 0.50	\$ 0.51	\$ 0.53	\$ 0.55	\$ 0.57	\$ 0.58					
Total Consumption	\$ 4.75	\$ 4.87	\$ 5.01	\$ 5.18	\$ 5.33	\$ 5.42					
Sewer Consumption	\$ 4.75	\$ 4.87	\$ 5.02	\$ 5.19	\$ 5.34	\$ 5.43					
Capital Improvement Reserve	\$ 0.50	\$ 0.51	\$ 0.53	\$ 0.55	\$ 0.57	\$ 0.58					
Total Consumption	\$ 5.25	\$ 5.38	\$ 5.55	\$ 5.74	\$ 5.91	\$ 6.01					
Outside City											
Water Base with two units	\$ 61.50	\$ 63.01	\$ 64.90	\$ 67.05	\$ 68.99	\$ 70.16					
Capital Improvement Reserve	\$ 3.00	\$ 3.07	\$ 3.17	\$ 3.28	\$ 3.38	\$ 3.44					
Total Base	\$ 64.50	\$ 66.08	\$ 68.07	\$ 70.33	\$ 72.37	\$ 73.60					
Outside Consumption	\$ 6.38	\$ 6.54	\$ 6.74	\$ 6.97	\$ 7.17	\$ 7.29					
Capital Improvement Reserve	\$ 0.75	\$ 0.77	\$ 0.80	\$ 0.83	\$ 0.85	\$ 0.86					
Total Consumption	\$ 7.13	\$ 7.30	\$ 7.54	\$ 7.80	\$ 8.02	\$ 8.15					

Shannon | Shannon Beauchaire Appvd. For July 2019-June 30, 2020

Large Users Base Rates 2016 2016

Customer	Current		3% Increase 7/1/17				3.3% Increase 7/7/18				2.9% Increase 7/1/19				1.7% Increase 7/1/20			
	Water Base	Sewer Base	Increase	Water Base	Increase	Sewer Base	Increase	Water Base	Increase	Sewer Base	Increase	Water Base	Increase	Sewer Base	Increase	Water Base	Increase	Sewer Base
Adobe Resort	\$ 293.89	\$ 279.21	\$ 8.82	\$ 302.71	\$ 8.38	\$ 287.59	\$ 9.49	\$ 297.08	\$ 9.99	\$ 312.70	\$ 8.62	\$ 305.69	\$ 9.07	\$ 321.77	\$ 5.20	\$ 310.89	\$ 5.47	\$ 327.24
Drift Inn	\$ 56.51	\$ 54.59	\$ 1.70	\$ 58.21	\$ 1.64	\$ 56.23	\$ 1.92	\$ 60.13	\$ 1.86	\$ 58.09	\$ 1.74	\$ 61.87	\$ 1.68	\$ 59.77	\$ 1.05	\$ 62.92	\$ 1.02	\$ 60.79
Dublin House	\$ 102.63	\$ 92.65	\$ 3.08	\$ 105.71	\$ 2.78	\$ 95.43	\$ 3.49	\$ 109.20	\$ 3.15	\$ 98.58	\$ 3.17	\$ 112.37	\$ 2.86	\$ 101.43	\$ 1.91	\$ 114.28	\$ 1.72	\$ 103.15
Firestone Motel	\$ 86.35	\$ 82.50	\$ 2.59	\$ 88.94	\$ 2.48	\$ 84.98	\$ 2.94	\$ 91.88	\$ 2.81	\$ 87.79	\$ 2.66	\$ 94.54	\$ 2.55	\$ 90.34	\$ 1.01	\$ 96.15	\$ 1.26	\$ 91.60
Fisterra Garden	\$ 137.89	\$ 130.71	\$ 4.14	\$ 142.03	\$ 3.93	\$ 134.64	\$ 4.69	\$ 146.72	\$ 4.45	\$ 139.09	\$ 4.25	\$ 150.97	\$ 4.03	\$ 143.12	\$ 2.57	\$ 153.54	\$ 2.43	\$ 145.55
Ona Restaurant	\$ 48.38	\$ 46.98	\$ 1.46	\$ 49.84	\$ 1.41	\$ 48.39	\$ 1.65	\$ 51.49	\$ 1.60	\$ 49.99	\$ 1.49	\$ 52.98	\$ 1.45	\$ 51.44	\$ 0.90	\$ 53.88	\$ 0.87	\$ 52.31
Overleaf Lodge	\$ 64.65	\$ 62.20	\$ 1.94	\$ 66.59	\$ 1.87	\$ 64.07	\$ 2.20	\$ 68.79	\$ 2.12	\$ 66.19	\$ 1.99	\$ 70.78	\$ 1.92	\$ 68.11	\$ 1.20	\$ 71.98	\$ 1.16	\$ 69.27
Sea-Aire	\$ 86.35	\$ 82.50	\$ 2.59	\$ 88.94	\$ 2.48	\$ 84.98	\$ 2.94	\$ 91.88	\$ 2.81	\$ 87.79	\$ 2.66	\$ 94.54	\$ 2.55	\$ 90.33	\$ 1.61	\$ 96.15	\$ 1.54	\$ 91.87
Yachats Inn	\$ 121.61	\$ 115.49	\$ 3.65	\$ 125.26	\$ 3.47	\$ 118.96	\$ 4.14	\$ 129.40	\$ 3.93	\$ 122.89	\$ 3.75	\$ 133.15	\$ 3.56	\$ 126.45	\$ 2.26	\$ 135.41	\$ 2.15	\$ 128.60

Large Users W/No Large User Rates

Yachats Brewing
 LeRoys
 Korgan (Laundry)
 Fisterra-2
 Sea Note
 Green Salmon
 Bread & Roses
 Beach Street
 Yachats Plaza
 Yachatsunderground
 Alder

Shannon Beaucaire Appvd. For July 2019-June 30, 2020



DATE: June 24, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Discussion of "Driftwood" Project Street Naming

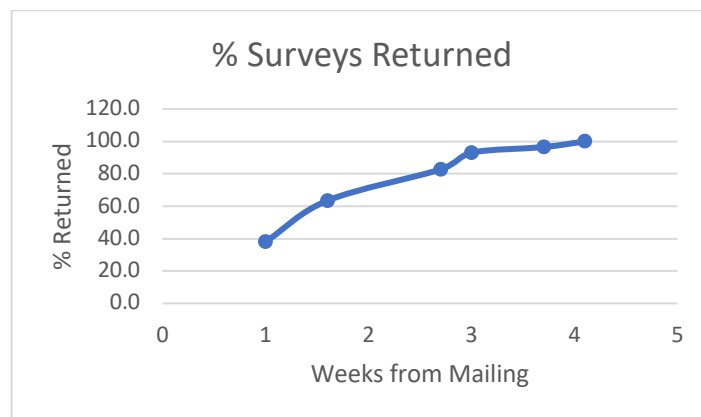
At the June 4, 2020 meeting the City Council wished to discuss the idea of a contest to name the street between the 501 building and the ballfield.

Results on Using Electronic Bill Pay Survey in May 2020 Newsletter

A two-page survey on using electronic bill pay, the website and the newsletter was distributed as a separate attachment in the May 2020 City Newsletter to approximately 650 water customers. Respondents could return the survey with their water bill in the mail, mail it in separately, or drop it at the City Hall dropbox.

Eighty-seven surveys were mailed back, 57 were placed in the dropbox, and one was delivered in another way for a total of 145 respondents. A 22.3% response rate is considered good for this type of survey. If the information was available, surveys were marked to indicate whether the survey was from a local Yachats address (n=37) or from outside the Yachats area (n=53). These responses were large enough to determine if meaningful differences could be ascertained between local residents and others.

Typically, 80% of responses will be received within two weeks of distribution and then returns taper off. Return rates for this survey fit this expected response rate.



Electronic Water Bill Payments

A primary goal of the survey was to assess why people do not use the online bill payment system. 68.2% of respondents indicated they did not pay their water bills online. The sample is slightly skewed toward non-electronic users as some of those users did not get a water bill/survey mailed to them. This skew was deemed acceptable as the intent was to first reach the nonusers.

For the non-electronic users, the breakdown by method of payment was as follows:

- 70.2% by mail with check
- 2.1% by phone with credit card information
- 27.7% in person, with
 - 26.6% in person with check
 - 1.1% in person with card
 - 0% in person with cash

The top reason for not using electronic payments was trust in electronic systems. Thirty-five non-users (36.1%) checked the “I do not trust electronic payment” box, with an additional nine mentioning trust in write-in comments under “other” (46.4% mention this reason)

Fifteen non-users (15.5%) indicated they had difficulty signing up with the City’s bill pay system, with an additional four writing in that comment (19.6%).

Fourteen percent of non-users indicated they do not have access to the internet. Only one non-user indicated a reason being that they do not have a credit card.

Other reasons checked:

- Prefer to use cash/check: 14 (14.4%)
- Like coming to see Kimmie: 12 (12.4%)
- Want to get out of the house: 6 (6.2%)

Just over 50% of non-users wrote in a response under the “other” check box. These responses are listed at the end of this report. Security issues, preference for a paper trail, ease of writing a check/old habits dominate the responses. Five respondents indicated they might or are likely to sign up in the future.

About a third of non-users indicated they would be “more willing” to sign up for electronic payments if a financial incentive was offered (31.9% with another 5.5% indicating “maybe”).

Using the City Website

Over half of all respondents (51.1%) indicated they never use the City’s website, and 31.9% indicated they use the site once or less per month, for a total of 83% using the site less than once per month or never.

Yachats residents reported even less usage of the site, with 64.9% never using it, another 25.3% using it up to once per month. Respondents who indicated they use the site a few times each year were categorized as “1 time per month.” Only 8.1% of locals use the site 2 or more times each month.

Notify Me

Over half of all respondents were aware of the Notify Me feature on the website (53%).

In the total sample, 15.3% indicated they had signed up for Notify Me. Adjusting that number to take out those who reported they were not aware of the Notify Me feature, 29.4% of people signed up. 15.4% of locals who are aware of Notify Me sign up (note: sample size is only 13 in this calculation).

Website usage is correlated with using Notify Me, with 68.4% of those who use the website 2 or more times each month signing up for Notify Me. It should be noted that the raw numbers on this comparison are small, making any inferences from the data less reliable (13 of 19 people in this category). Conversely, 12.5% of infrequent or never users sign up for Notify Me (6 of 48 in this category).

Newsletter

82.4% of respondents read most or all of the Newsletter, with 91.8% reading half or more. It should be noted that people who do not look at their paper water bills or see the Newsletter are excluded from this sample.

81.0% of ascertainable locals read most or all of the Newsletter, with 91.9% reading half or more. It should be noted that people who do not look at their paper water bills or see the Newsletter are excluded from this sample.

63% of respondents indicated they prefer getting the newsletter on paper in their water bills. Again, people who do not look at their paper water bills or see the Newsletter are excluded from this sample.

13.9% of respondents indicated they would be willing to pay around \$20 to continue receiving paper newsletter should the City convert to electronic only newsletters. Another 2.5% indicated “maybe” on this question. Slightly more respondents who are not currently using bill pay indicated a willingness to pay for a paper copy with 15.5 indicated yes and 2.4% indicating maybe.

General Comments

General comments have not yet been included in this report.

Data entered and tallied in by Helen Anderson on May 20-31, 2020.

Data as of May 31, 2020 – comments at end of survey not yet included

Citizen Input Needed

Please return with your water bill

145 surveys returned: 87 by mail, 57 in dropbox, 1 unknown

37 from local address, 53 from outside Yachats, 55 unknown

1. *Do you currently pay your water bill online?* ☐ YES ☐ NO
n=144 31.3% 68.8%

If you answered YES above, please skip ahead to Question 5.

2. *How do you typically pay your water bill? (check one)* **n=92**

70.2% ☐ By mail with check

2.1% ☐ By phone with credit card information

26.6% ☐ In person with check

1.1% ☐ In person with card

0% ☐ In person with cash

3. *If you do not pay your water bill online, can you please share with us the reason(s) why? Please check all that apply* **n=97**

NOTE: “+X written” underneath questions below indicates number of write-in responses under “Other” that fits that category

12 ☐ I like coming to the office to visit with Kimmie

6 ☐ I like coming to the office as a reason to get out of the house

35 ☐ I do not trust electronic payment systems **+9 written = 43 total**

15 ☐ I have had difficulty signing up with the City’s online bill payment system

+4 written = 19 total

1 ☐ I do not have a credit card

0 ☐ I do not have a checking account

10 ☐ I do not have access to the internet to set up an account with the City

+4 written = 14 total

8 ☐ I prefer to use cash

+6 written = 14 total

49 ☐ Other (please specify) _____ ***see written answers below** _____

4. *Would you be more willing to sign up for electronic payments if you were offered some financial incentive such as a one-time bill credit or monthly bill discount for one year?* ☐ YES ☐ NO

n=91

31.9%

62.6%

5.5% MAYBE

5. How often do you visit the City's website at www.yachatsoregon.org?
(circle one) **n=135**

51.1%	31.9%	11.1%	5.9%
NEVER	1 TIME MONTH	2-4 TIMES MONTH	5+ TIMES MONTH

83.0% use website never or less than once per month
17.0% regular users (2 or more times per month)

64.9% of ascertainable locals never use website never
35.3% of ascertainable locals use website at least 1 per month
8.1% of ascertainable locals use website 2 or more times per month

6. Are you aware that the City's website has a feature that allows you to be notified of alerts, when agendas and minutes are posted, City news, Newsletter posting, and other information? ☐ YES ☐ NO

n=132

53.0% **47.0%**
n=70 n=62

7. Are you currently signed up to receive alerts or notifications through the City's Notify My feature on the website? ☐ YES ☐ NO

n=131

15.3% **84.7%**

Adjusted to account for not signing up because not aware (Q6 responses)
n=68 29.4% 70.6%

Nonusers who are aware of Notify Me adjusted by frequency of website use:
n=48 87.5% use website once per month or less

15.4% of ascertainable locals who are aware sign up for Notify Me

8. On average, how much of the Newsletter do you read each month?
(circle one) **n=139**

DO NOT READ	READ A LITTLE	READ HALF	READ MOST	READ EVERYTHING
2.2%	5.8%	9.4%	30.9%	51.8%

82.4% of respondents read most or all of the Newsletter (91.8% read half or more)

81.0% of ascertainable locals read most or all of the Newsletter (91.9% read half or more)

9. Would you prefer to have the newsletter delivered to your email each month instead of receiving a paper copy in your water bill? (select one)

n=135

63.0% ☐ Prefer to receive paper copy of Newsletter in water bill

37.0% ☐ Prefer to have Newsletter sent via email

10. If the City were to convert to an electronic Newsletter and you wanted to still receive print copy by mail, would you be willing to pay a small fee for printing and postage (in the range of \$20) for this service? **n=122**

☐ YES ☐ NO
13.9% 83.6% 2.5% MAYBE

82.1% of those not on billpay will not pay for mailed newsletter

89.2% of those on billpay will not pay for mailed newsletter

Thank You for Your Input!

Your participation in completing this survey will help us better serve you.

***Written Answers under Q3 - Other**

Can't - no pc/internet

- do not have a computer
- no computer or internet
- no computer or wifi
- only have land phone

Old School

- don't like computers
- don't use old ipad for business
- not an online person
- old fashioned - no electronic

Prefer Human

- prefer face to face
- prefer to drop off in person

Paper Trail/Easier

- check provides a paper record of payment
- want paper trail
- prefer tracking with check
- prefer writing checks and paper bills
- prefer person to person; want paper trail
- prefer check and paper copy
- paper bills keep my organized
- just prefer paper
- easier to be organized with paper
- easier to write check and mail it
- faster to write check
- only will write check
- ebills get lost in email system

Security

advised by lawyer to pay everything by check
check more secure than online
fear of id theft
don't want people to have bank acct info; has bank send echeck
no payments of any kind over internet
want control - poor experience w terminating autopayments
pay through bank bc city can be hacked
want to control payment
want to know what I'm paying

Doesn't Fit Personal Accounting

uses multiple checking accounts
wants to pay all bills on same day each month
want flexible pay date

Use Other Systems

from our accounting system
schedule with the bank

Personality

habit
lazy
haven't had courage to set it up
resistant to change
too intimidated to change

Issue w City System

had trouble signing up
used auto pay before new system
Or St Credit Union cannot direct deposit w/city so they send check
liked autopay from checking in the past
acct go messed up so prefers to drop off during daily walks
autopay w city for decades; what happened to my info?
city cancelled electronic payments

Might Do It

may soon
if we start online banking, we will pay electronically
plan to set up soon
just haven't set it up yet
just moved and haven't set it up yet

Miscellaneous

have to go to PO anyway
like to support postal service

	#	%
Drop Box	57	39.6%
US Mail	87	60.4%
Grand Total	144	100%

Location	#	%
Local	37	41.1%
Outside	53	58.9%
Grand Total	90	100%

Use Billpay	#	%
Yes	45	31.3%
No	99	68.8%
Grand Total	144	100%

How Pay	#	%
Mail Check	66	70.2%
Phone CC	2	2.1%
In Person		
Check	25	26.6%
In Person CC	1	1.1%
Grand Total	94	100%

Prefer Newsletter	#	%
Email	50	37.0%
Paper	85	63.0%
Grand Total	135	100%

Aware NotifyMe	#	%
Yes	70	53.0%
No	62	47.0%
Grand Total	132	100%

NOTE: box around table indicates counts conditional on another variable

Use NotifyMe if Aware		
Aware NM	Yes	
Use NotifyMe	#	%
Yes	20	29.4%
No	48	70.6%
Grand Total	68	100%

Use NotifyMe if Aware and Use Website > 1/month		
Aware NM	Yes	
Visit Website	(Multiple Items)	
Use NotifyMe	#	%
Yes	13	68.4%
No	6	31.6%
Grand Total	19	100%

Use NotifyMe if Aware and Use Website 1/month or never		
Aware NM	Yes	
Visit Website	(Multiple Items)	
Use NotifyMe	#	%
Yes	6	12.5%
No	42	87.5%
Grand Total	48	100%

Use NotifyMe if Local		
Location	Local	
Use NotifyMe	#	%
Yes	2	6.1%
No	31	93.9%
Grand Total	33	100%

Use NotifyMe if Aware and Local		
Aware NM	Yes	
Location	Local	
Use NotifyMe	#	%
Yes	2	15.4%
No	11	84.6%
Grand Total	13	100%

Use Website	#	%
Never	69	51.1%
1 Time/Mo	43	31.9%
2-4 Times/Mo	15	11.1%
>5 Times/Mo	8	5.9%
Grand Total	135	100%

Website Use if live outside Yachats		
Location	Outside	
Use Website	#	%
Never	29	61.7%
1 Time/Mo	16	34.0%
2-4 Times/Mo	2	4.3%
Grand Total	47	100%

Website Use if local		
Location	Local	
Use Website	#	%
Never	24	64.9%
1 Time/Mo	10	27.0%
2-4 Times/Mo	3	8.1%
Grand Total	37	100%

Read Newsletter	#	%
None	3	2.2%
A Little	8	5.8%
Half	13	9.4%
Most	43	30.9%
Everything	72	51.8%

Location	Local	
Read Newsletter	#	%
A Little	3	8.1%
Half	4	10.8%
Most	14	37.8%
Everything	16	43.2%
Grand Total	37	100%

Pay for Paper Newsletter	#	%
No	102	83.6%
Yes	17	13.9%
Maybe	3	2.5%
Grand Total	122	100%

Pay for Newsletter and don't use bill pay

Billpay	No	
Pay for Paper Newsletter	#	%
No	69	82.1%
Yes	13	15.5%
Maybe	2	2.4%
Grand Total	84	100%



DATE: June 24, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Staff Vacation Time

Article 18.6 states that vacation leave can accrue from year to year to a maximum of 200 hours. On July 1 of each year, any unscheduled vacation leave accrued above the 200 hours is forfeited.

Additionally, the City Manager contract states that Vacation leave must be used by June 30 of the respective fiscal year and is not carried forward, unless otherwise approved by Yachats City Council.

Due to the pandemic numerous vacations have been cancelled and due to the demands of the pandemic, in addition to traditional daily demands, employees have been unable to utilize time as they might otherwise been able to.

It is recommended that the City Council authorize the carry forward of vacation time for staff and the City Manager, with the understanding that employees have until June 30, 2021 to use accrued vacation time in excess of 200 hours.

AFSCME is supportive of this temporary change to the contract.



**CITY OF YACHATS
RESOLUTION NO. 2020-120
A RESOLUTION AUTHORIZING THE CITY MANAGER TO ALLOW FOR
VACATION TIME CARRY FORWARD**

WHEREAS, the COVID-19 pandemic has significantly impacted daily operations and the ability to utilize vacation time for both the staff and City Manager, and

WHEREAS, Article 18.6 of the current Collective Bargaining Agreement states that vacation leave can accrue from year to year to a maximum of 200 hours. On July 1 of each year, any unscheduled vacation leave accrued above the 200 hours is forfeited, and

WHEREAS, the City Manager contract states that Vacation leave must be used by June 30 of the respective fiscal year and is not carried forward, unless otherwise approved by Yachats City Council, and

WHEREAS, it is recommended that the City Council authorize the carry forward of vacation time for staff and the City Manager.

NOW THEREFORE, the City of Yachats resolves to

1. Authorize the City Manager to implement the Memorandum of Understanding with AFSCME Local 3711 to extend utilization of accrued vacation time in excess of 200 hours to June 30, 2021 (Attachment A), and
2. Approve carry forward of City Manager vacation time.

Passed and adopted June 24, 2020. This Resolution is effective upon adoption.

CITY OF YACHATS

By: _____
W. John Moore, Mayor

ATTESTED TO BY:

Shannon Beaucaire, City Manager



DATE: June 24, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Insurance Coverage for FY20-21

Attached, please find the Insurance proposal reviewed May 29, 2020. Additionally, please find the memorandums from Brown & Brown and the Facilities Manager regarding additional coverage.

As recommended, the City budgeted a 12% increase. Our rates are proposed to be less than that – 9.36%. I do recommended that the Council consider the additional coverages in the priority order listed by Geoff Sinclair.



DATE: 06/15/2020

TO: Shannon Beaucaire, City Manager

FROM: Heather Hoen, Facilities Manager

SUBJECT: Cyber Liability Insurance

Our world is changing daily and thanks to COVID-19 the City is doing even more work online and remotely. In doing this we are at more risk of a possible breach of our security, thereby being at more risk to damages. Many other Cities right now are being hit by such nefarious activities such as ransomware and other forms of hacking. Much of what we do has sensitive information on behalf of the City and the community we serve.

The City had budgeted for a 12% increase in the insurance premium as a whole for the fiscal year 20-21. In the policy proposal given by Geoff Sinclair on behalf of Brown & Brown, the City's premium only went up 9.36% which can be seen on page 5 of the proposal.

I believe that it is better to be safe than sorry, and that is why it is my recommendation that the City use the other monies that had been budgeted for the 12% increase to secure more Cyber Liability insurance and go from \$250,000 to \$1 million-dollar coverage as recommended in the attached memo.



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MEMO

May 29, 2020

To: Shannon Beaucaire
City of Yachats
City Manager
Sent Via E-mail
shannon@yachatsmail.org

From: Geoff Sinclair
Brown & Brown NW Insurance

RE: Insurance renewal recommendations following our meeting

Thank you very much for meeting with me via zoom to discuss the 2020 insurance renewal for the City. During that meeting, I brought some recommendations for increasing the insurance coverage currently purchased by the City. These are not requirements, but rather items that we believe are worthy of a discussion and consideration by the City.

Below are three recommendations for the City to consider. I have placed them in the order which I would recommend you consider increasing coverage. For example, the first is what I would consider adding first if you were to make a choice not to implement all three recommendations.

1. Cyber Liability Insurance – Increase from \$250k to \$1Million – Additional \$400

The City may be small but your risk from cyber-attacks is still significant. Cyber insurance covers losses of Personally Identifiable Information (PII) in both paper and digital media, including W2's, Spearfishing, ransomware etc. Public Entities all over Oregon are being targeted by well-funded and experienced groups from all over the world. Demands from ransomware have tripled in the last 2 years and responding can get expensive very quickly. ransomware is when they gain entry into your system and corrupt your files and available backups. They then demand money in the form of Bitcoin in exchange for a Key to unencrypt the City's data. Our office's customers have had 22 cyber claims since January and the demands continue to grow. My last client to have a ransomware claim was in March for \$840,000.



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2. Crime Insurance – Inc – Increase from \$250k to \$750k - Additional \$732

The City has a relatively small amount of people that interact with money on a daily/weekly basis. Crime insurance is a coverage that is in place to reimburse the City of expenses and losses associated with embezzlement, failure to perform your duties resulting in a financial loss (faithful performance) and Social Engineering to name just a few.

Earlier in the year, a customer found that an employee had been taking small amounts of money and property for many years and the totals were easily going to be \$250,000. The cost to investigate and prove the loss also was considerable as they had to hire a forensic accountant and attorney. They had appropriate insurance limits and although it was the talk of the town, the customer did not lose any money and was able to preserve what they could of the public's trust. .

Another coverage that is a part of Crime insurance is for Social Engineering. This is when an outside person pretends to be someone else and tricks the City employee into paying them money. An example if when you as the business manager sends out an email to your finance officer asking them to please pay this contractor, "it's overdue and they are going to charge us". They obviously want to help and send that check out sometimes glossing over your protocols because "the boss" said to get it done now! As it turns out, the boss didn't send that message and the money sent was actually to the criminals bank that no longer has the money and the criminal is gone.

3. General Liability Insurance – Increase from \$5Mill to \$10Mill – Additional \$646

You currently have \$5 Million dollars of General Liability insurance through your current carrier. They have an option to purchase double the amount of insurance for an additional amount of \$646. The Oregon Tort Claims Act does limit the amount a person or company may claim in State court to just about \$1.5 Million dollars.

What the Tort Claims Act does NOT shield you from is Federal lawsuits. Employment claims, discrimination claims, retaliation claims all would be filed in federal court and there are no limitations including what they can win for attorney fees.

If you had police as a risk, I would place this recommendation at number 1, 2 and 3 on this list. There are large cases in place right now that will bump up against the limits you currently have that are all jail/police cases.



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I still believe the City should consider adding this coverage, but I have placed it third in this list given your risk profile and my experience in dealing with public entities of your size.

Again, I believe that all three of these recommendations are necessary to consider but I am very mindful of your budget and other expenses that may hold a higher priority for the City. Please reach out with any questions if you would like to discuss any of the very general statements I have made within this memo.

The actual coverage wording, definitions and exclusions are the most important thing to consider whenever purchasing insurance so don't be afraid to ask.



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Proposal of Insurance for

City of Yachats

07/01/2020 - 07/01/2021

Prepared on May 29, 2020

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SERVICE TEAM

		Direct Phone	Direct Fax	Email address
PROPERTY & CASUALTY	Geoff Sinclair, ARM	(503)790-9364	(503)274-6524	gsinclair@bbnw.com
	Bianne Tyerman, CISR	(503)790-9335	(503)274-6524	btyerman@bbnw.com
CLAIMS//RISK MANAGEMENT				
	Tim Clarke, MLS, CPCU, AIC	(503)219-3223	(503)914-5423	tclarke@bbnw.com
	Brad Miller, AIC, ARM	(503)219-3293	(503)914-5493	bmiller@bbnw.com
	Matt Koch	(503)219-3210	(503)914-5410	mkoch@bbnw.com
	Susan Towne	(503)219-3230	(503)914-5430	stowne@bbnw.com
	Betsy Shenk	(503)219-3289	(503)914-5489	bshenk@bbnw.com
	Connie Chung	(503)219-3276	(503)914-5489	cchung@bbnw.com

MAIN PHONE (503)274-6511

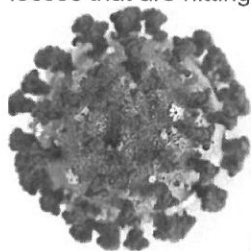
TOLL FREE (800)344-5581

MAIN FAX (503)274-6524

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

EXECUTIVE SUMMARY

After nearly decade of insurance rate stability, the relatively soft market in property and general liability is gone and momentum continues to march towards a hard market increasing costs and constricting coverages. Prior to the COVID-19 Pandemic and economic shutdown, the losses in the US were larger and happening more often. Fires, floods, hurricanes, tornadoes and windstorms all are happening more often and with greater strength leading to losses that are hitting the reinsurance market's already crippled balance sheets.



Enter the COVID-19 pandemic and economic shutdown just a few months ago. The insurance market, much like other facets of our way of life is still working through what immediate and long-term effects this pandemic will have on our lives and financial markets. When insurance underwriters lose confidence in a risk or in the market they are writing business in, they have two options: increase premiums or narrow their exposure to that risk (or the exit the market completely). Being a member of a healthy insurance pool in this market has allowed coverages to stay nearly identical to last year and at lower costs than those who are direct writers in the commercial space.

Generally, as a CIS pool member: For the 2020/2021 renewal, we are seeing the rates increase from 10%-12%. Some higher because of increased property schedule values and annual budget numbers increasing. Those with higher claims experience will see a further increase. Looking ahead, we expect the economy to further deteriorate leading pricing pressures to continue well into the next year. We believe rates will continue to grow and some coverages will erode for at least the next 18 months.

Reinsurance rates have increased substantially across coverage lines and we expect those same challenges to continue well into 2021 and perhaps 2022. The economic cooling will certainly lead to a downturn which in Oregon spells budget challenges to all public entities. We believe rates will continue to press upwards and coverage will erode for at least the next 12 to 18 months.

Property: The last 5 years have continued to see a parade of large national losses which are happening more often and with much greater power. These losses are driving global reinsurance rates much higher resulting in higher costs to you, the retail consumer. The Pools, in this instance, are protecting the District from the real shock in the market that we are seeing in our other self-insured customers but nonetheless, much higher premiums are being levied this year and more than likely the next.

Liability: The insurance market for liability exposures is also hardening. The above will likely lead to additional rate increases for 2020 and beyond. This is a compounding effect due to the following:

- **SAM – Sexual Abuse and Molestation** – steep losses by the pools via jury awards, coverage restrictions, increased underwriting requirements.
- **Traumatic Brain Injury** – Long tail and difficult to underwrite.
- **Law Enforcement** – Frequency and severity increasing/wrongful arrest/excessive use of force
- **Jail Related Claims:** significant settlements /deaths from the lack of an initial medical evaluations
- **New Exposures** – Scooters, Marijuana – changing legislation
- **Auto Claims** – large settlements
- **Rising Medical Costs** – at least 5% for 10 years.
- **Risking Litigation Expense** – Business Income Loss Litigation as a result of COVID-19
- **Regulatory Expense** – state regulation is a one-way street. Always more regulation, not less.
- **Low Interest Rates** – insurers rely on investment for profit and are restricted in their investments to mostly bonds.

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PREMIUM SUMMARY

POLICY TERM: 07/01/2020-07/01/2021

CARRIER & AM BEST RATING		PREMIUM
Property Including Earthquake and Flood	City County Insurance Services (CIS) – Not Rated Admitted	\$ 32,275.19
Public Entity Liability	City County Insurance Services (CIS) – Not Rated Admitted	\$ 13,281.05
Auto Liability	City County Insurance Services (CIS) – Not Rated Admitted	\$ 3,396.05
Auto Physical Damage	City County Insurance Services (CIS) – Not Rated Admitted	\$ 2,511.58
Excess Crime	City County Insurance Services (CIS) – Not Rated Admitted	\$ 648.00
Excess Cyber Liability	City County Insurance Services (CIS) – Not Rated Admitted	\$ 1,150.00
Multi Line Credit	City County Insurance Services (CIS) – Not Rated Admitted	\$ (\$3,859.79)
SUB TOTAL PREMIUM		\$ 49,402.08
Workers Compensation	City County Insurance Services (CIS) – Not Rated Admitted	\$ 42,943.05
TOTAL PREMIUM		\$ 92,345.13

The information obtained from A.M. Best's Rating is not in any way a warranty or guaranty by Brown & Brown Northwest of the financial stability of the insurer and this information is current only as of the date of publication.

Premiums may be subject to audit
Premiums include Terrorism Coverage

PAYMENT TERMS

Premium is due on effective date. Premium can be paid as follows:

- Payment due to CIS by August 15, 2020

Workers Compensation Quarterly Payment Schedule Option

Estimated Annual Contribution: \$42,943.05

Payment # Date Due Amount Due

1	August 15 th 2020	\$10,735.76
2	October 1 st 2020	\$10,735.76
3	January 1 st 2021	\$10,735.76
4	April 1 st , 2021	\$10,735.77

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CIS MEMBER COMPARISON REPORT

CIS Member Comparison Report - City of Yachats
FY 2020-21 to 2019-20citycountyinsurance.com
cicampaign.org

General Liability Limit:	2020-21 \$10,000,000	2019-20 \$10,000,000	
Cyber Liability Population:	2020-21 750	2019-20 745	
Limit:	\$200,000	\$200,000	
Excess Crime Employee Count:	2020-21 1 - 100	2019-20 1 - 100	
Limit:	\$200,000	\$200,000	
Excess Flood Limit:	2020-21	2019-20	
Excess Quake Limit:	2020-21	2019-20	
Difference in Conditions Limit:	2020-21	2019-20	
WC Mod:	2020-21 1.55	2019-20 1.59	
Auto Exposures AL:	2020-21 11	2019-20 11	Difference 0
APD:	10	10	0
			% Change 0.00%
Property Exposures Content Value:	2020-21 \$1,505,816	2019-20 \$1,619,942	Difference (\$114,126)
Equip Insured Value:	\$250,730	\$251,730	\$0,000
PLO:	\$387,650	\$212,610	\$175,040
Property Value:	\$21,132,211	\$21,332,377	(\$200,166)
Total Insured Value:	\$23,286,407	\$23,416,659	(\$130,252)
			(0.56%)
WC Exposures Estimated EE Payroll:	2020-21 \$598,620	2019-20 \$553,798	Difference \$34,822
			% Change 6.29%

2020-21: values with a Policy Termination Date equal to 7/1/2021 2019-20: values with a Policy Termination Date equal to 7/1/2020

P/L Premium Summary	2020-21	2019-20	Difference	% Change
General Liability:	\$13,281	\$13,783	(\$502)	(3.64%)
Cyber Liability:	\$1,150	\$1,093	\$57	5.17%
Excess Liability:	\$3,396	\$3,368	\$29	0.85%
Auto Liability:	\$2,512	\$2,400	\$111	4.63%
Auto Physical Damage:	\$32,275	\$28,749	\$3,526	12.27%
Property:	\$948	\$916	\$32	3.37%
Excess Crime:			\$0	0.00%
Excess Flood:			\$0	0.00%
Excess Quake:			\$0	0.00%
Difference in Conditions:			\$0	0.00%
Total Premium:	\$53,262	\$50,010	\$3,252	6.50%
Disc/Prem Summary	2020-21	2019-20	Difference	% Change
GL Aggregate Credit:	\$0	\$0	\$0	0.00%
P/L Direct Discount:	\$0	\$0	\$0	0.00%
P/L Multi-Line Discount:	\$3,860	\$3,623	\$237	6.55%
Total P/L Premium Due:	\$49,402	\$46,387	\$3,015	6.50%
WC State Tax:	\$3,614	\$3,029	\$585	19.30%
WC Multi-Line Discount:	\$3,189	\$2,840	\$349	12.29%
WC Direct Discount:	\$0	\$0	\$0	0.00%
Total WC Premium Due:	\$42,943	\$38,056	\$4,887	12.84%
Total Premium:	\$92,345	\$84,444	\$7,901	9.36%

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Property & Casualty Division

TERMS, CONDITIONS, AND RECOMMENDATIONS

IMPORTANT NOTICE DISCLAIMER: This proposal/policy presented is based upon the exposures to loss made known to the agency. Any changes in these exposures (i.e. new operations, new products, additional state of hire, etc.) need to be promptly reported to our agency in order that proper coverage(s) may be put in place.

The proposal contains only a general description of the coverage(s) and does not constitute a policy / contract. For complete policy information, including exclusions, limitations and conditions, refer to the policy document. Please be advised, in all cases, the terms & conditions of the policy apply and supersede any statement contained in this document.

POINTS FOR DISCUSSION: Social Engineering Fraud is defined as the act of influencing a person to transfer money or securities, with the consent of the employee, to a criminal posing as a legitimate business associate.

NOTABLE CHANGES FROM EXISTING PROGRAM:

1. CIS Summary of Coverage Changes to follow
2. Property schedule reflects 3% building and contents trending factors from expiring values

QUOTE IS SUBJECT TO THE FOLLOWING:

1. Client is ultimately responsible to select insured property values
2. To renew with excess cyber with CIS a cybersecurity policy is required

OPTIONAL QUOTES:

1. Increase Liability Limits 10,000,000 per Occurrence Limit is an Additional \$646 in premium
2. Increase Crime Limit - Estimated Additional Premium subject to underwriting review of CIS application

Excess Crime Limit	Annual Premium	Additional Annual Premium
250,000 (Current)	\$648	
750,000	\$1,380	\$732
1,000,000	\$1,679	\$1,031

3. Cyber Liability- Estimated Additional Premium subject to underwriting review of CIS application

Cyber Liability Limit	Annual Premium	Additional Annual Premium
250,000 (Current)	\$1,150	
500,000	\$1,400	\$250
1,000,000	\$1,550	\$400

4. Cyber Liability outside of CIS – Subject to signed application

Carrier	Limit	Deductible	Premium
Coalition	\$1,000,000	\$10,000	\$3,411.48
Beazley	\$1,000,000	\$5,000	\$3,740.00
Beazley	\$2,000,000	\$5,000	\$4,440.00

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TERMS, CONDITIONS, AND RECOMMENDATIONS - CONT

RECOMMENDATIONS:

1. Flood & Earthquake coverage
2. Review building limits for adequate coverage
3. Crime coverage – higher limits
4. Social Engineering Coverage (Crime)
5. Fiduciary Liability
6. Professional Liability
7. Cyber Liability & Network Security / Data Breach
8. Pollution or Environmental Liability
9. International/Foreign Liability, Travel Accident
10. Tenant User Liability Insurance Program (TULIP)

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that may apply. Higher limits may be available upon request.

POLICY INFORMATION

Description	Term	Company
Package	July 1, 2020- July 1, 2021	CityCounty Insurance Services (CIS)

NAMED INSURED

Named Insured: City of Yachats

PROPERTY

PREMISES

Loc #	Description
Per Property Statement of Values	Total Buildings, Contents (Business Personal Property), Property in the Open (PIO) & Mobile Equipment

SUBJECT OF INSURANCE

Subject	Limit	Valuation	Cause of Loss	Deductible
Total Building	Per Schedule	Replacement Value	Special form	1,000
Total Business Personal Property	Per Schedule	Replacement Value	Special form	1,000
Total Equipment	Per Schedule	Actual Cash Value	Special form	500

Deductible is per occurrence

FORMS OR SPECIAL CONDITIONS, INCLUDING BUT NOT LIMITED TO:**Form Name**

CIS Trust Property Coverage Document

CIS Equipment Breakdown Coverage Document

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that may apply. Higher limits may be available upon request.

ADDITIONAL COVERAGES

Coverage	Limit	Deductible
Earthquake	5,000,000	25,000
Excess Earthquake	None	
Flood	5,000,000	See Below
Excess Flood	None	
Combined Loss Of Revenue and Rental Value	1,000,000	
Combined Extra Expense and Rental Expense	1,000,000	
Property In Transit	1,000,000	
Hired, Rented or Borrowed Equipment	150,000	
Restoration/Reproduction of Books, Records, etc.	100,000	
Electronic Data Restoration/Reproduction	250,000	
Pollution Cleanup	25,000	
Crime Coverage	50,000	
Police Dogs (If Scheduled)	15,000	
Off Premises Service Interruption	100,000	
Miscellaneous Coverage	50,000	
Personal Property Unscheduled Locations	15,000	
Personal Property Employees or Volunteers	15,000	
Unscheduled Fine Arts	100,000	
Temporary Emergency Shelter Restoration	50,000	
Building Ordinance or Law-Coverage A	25%	
Building Ordinance or Law-Coverage B	5,000,000	

FORMS OR SPECIAL CONDITIONS

Form Name	Description
Flood Deductible	25,000 deductibles per occurrence applies for areas other than within or partially within a Special Flood Hazard Area (SFHA) or in, on, or over a body of water or any floodway. For property within or partially within a Special Flood Hazard Area (SFHA), the following apply: Any covered property eligible for National Flood Insurance Program (NFIP), coverage afforded under this coverage agreement is excess of the maximum limit of coverage which could have been purchased through NFIP, whether purchased or not. Any covered property which is located in a SFHA but classified ineligible for NFIP insurance, due to construction or location in, on, or over any body of water or floodway, coverage afforded under this agreement is subject to a deductible equal to 5% of the value of each unit damaged subject to a \$100,000 minimum and a \$500,000 maximum per occurrence.

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that may apply. Higher limits may be available upon request.

PROPERTY STATEMENT OF VALUES

Code	Location	Address	Bldg. Value	Content Value	PIO Value	Total Insured Value
1.01	City Hall - Commons (W/Pio Value)	441 Hwy 101 N	\$3,033,800.00	\$684,300.00	\$62,000.00	\$3,780,100.00
2.01	Little Log Church Museum (Contents Value Excludes Museum Artifacts) (W/Pio Value)	328 W 3rd St	\$486,000.00	\$0.00	\$4,550.00	\$490,550.00
3.01	Library (W/Pio Value)	560 W 7th St	\$374,000.00	\$411,000.00	\$500.00	\$785,500.00
4.01	Locker Room/Shower/Break Room (W/Pio Value)	500 W 7th St	\$193,100.00	\$23,400.00	\$88,600.00	\$305,100.00
4.02	Blower Building (Garage)	500 W 7th St	\$240,000.00	\$0.00	\$0.00	\$240,000.00
4.04	4-Cell Aerobic Digester	500 W 7th St	\$626,600.00	\$0.00	\$0.00	\$626,600.00
4.09	Public Works/Sbr/Headworks Building	500 W 7th St	\$6,005,000.00	\$245,900.00	\$0.00	\$6,250,900.00
4.11	Sludge Holding Tank	500 W 7th St	\$198,300.00	\$0.00	\$0.00	\$198,300.00
4.12	UV Disinfection System Building	500 W 7th St	\$345,000.00	\$0.00	\$0.00	\$345,000.00
4.13	Sludge Handling Building	500 W 7th St	\$520,000.00	\$0.00	\$0.00	\$520,000.00
4.14	Process Piping	500 W 7th St	\$851,500.00	\$0.00	\$0.00	\$851,500.00
4.15	In-Plant Pump Station (Drain)	500 W 7th St	\$159,000.00	\$0.00	\$0.00	\$159,000.00
5.01	Water Treatment Plant (W/Pio Value)	963 Yachats River Rd	\$1,064,500.00	\$109,300.00	\$28,700.00	\$1,202,500.00
5.02	Clarifier - 112,000 G	963 Yachats River Rd	\$394,800.00	\$0.00	\$0.00	\$394,800.00
5.03	Backwash Pond	963 Yachats River Rd	\$373,500.00	\$0.00	\$0.00	\$373,500.00
5.04	Process Piping	963 Yachats River Rd	\$183,300.00	\$0.00	\$0.00	\$183,300.00
6.01	Main Lift Station	1181 Ocean View Dr	\$241,201.00	\$0.00	\$0.00	\$241,201.00
7.01	Booster Station/Reservoir	Horizon Hill Rd	\$90,450.00	\$0.00	\$0.00	\$90,450.00
8.01	Reservoir #1 - 250,000 G (W/Pio Value)	Radar Rd	\$648,600.00	\$0.00	\$29,300.00	\$677,900.00
8.02	Reservoir #2 - 1 Mg	Radar Rd	\$1,699,400.00	\$0.00	\$0.00	\$1,699,400.00
9.01	Intake Structure	Reedy Creek	\$86,686.00	\$0.00	\$0.00	\$86,686.00
10.01	Steel Raw Water Tank - 500,000 G	Yachats River Rd	\$785,700.00	\$0.00	\$0.00	\$785,700.00
11.01	Intake Structure	963 Yachats River Rd	\$108,701.00	\$0.00	\$0.00	\$108,701.00

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PROPOSAL

Code	Location	Address	Bldg. Value	Content Value	PIO Value	Total Insured Value
12.01	Lift Station - Quiet Water	276 Combs Cir	\$180,901.00	\$0.00	\$0.00	\$180,901.00
13.02	Lift Station - Parkside	95 Yachats Ocean Rd	\$183,312.00	\$0.00	\$0.00	\$183,312.00
14.02	Lift Station - Riverside	82 N Hwy 101	\$183,312.00	\$0.00	\$0.00	\$183,312.00
15.01	Pump Station	500 Radar Rd	\$123,837.00	\$0.00	\$0.00	\$123,837.00
18.01	Pump Station	Radar Rd	\$11,899.00	\$31,916.00	\$0.00	\$43,815.00
20.01	Lift station - Pontiac	60 Pontiac St	\$183,312.00	\$0.00	\$0.00	\$183,312.00
21.01	Upper Blackstone Reservoir - 126,000 G	Horizon Hill Rd	\$441,500.00	\$0.00	\$0.00	\$441,500.00
22.01	Office Building (W/PIO Value)	501 Hwy 101 N	\$640,000.00	\$0.00	\$13,000.00	\$653,000.00
23.01	Water Tank - 250,000 G	219 Crestview Dr	\$475,000.00	\$0.00	\$161,000.00	\$636,000.00
Totals:			\$21,132,211.00	\$1,505,816.00	\$387,650.00	\$23,025,677.00

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MOBILE EQUIPMENT SCHEDULE

Description	Serial #	Model #	Department	Value
Portable Electric Generator - 30 Kw			Sewer	\$20,000.00
Portable Pump W/20 Hp Engine			Sewer	\$9,200.00
1995 Kubota Tractor	FL-33		Street	\$22,000.00
Kubota Tractor/Backhoe W/Front Loader				\$28,000.00
Sea Lion Wood Carving	Located Outside Museum, 328 W 3RD ST		Art	\$2,500.00
Monk Wood Carving	Located Outside Museum, 328 W 3RD ST		Art	\$2,500.00
All Traffic Solutions Speed Sentry Radar Trailer			Street	\$2,500.00
Bobcat Trackhoe/Excavator		331	All	\$30,000.00
Multiquip Portable Generator - 125 Kw	8500295-37	DCA125USIC	Sewer	\$30,000.00
"Portia" Seal Statue	Located Outside Office Building, 501 HWY 101 N		Art	\$6,500.00
2018 John Deere Backhoe	1T0310SLAHF321700	310SL	All	\$107,530.00
Total:				\$260,730.00

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BOILER AND MACHINERY/EQUIPMENT BREAKDOWN

PREMISES**Loc #**

Per Property Statement of Values

Description

Boiler and Machinery/Equipment Breakdown Coverage

SUBJECT OF INSURANCE**Subject**Property Damage –
Building & Business Personal Property**Limit**

Per Schedule

Valuation

Replacement Cost

Cause of Loss

Mechanical Breakdown

Deductible

500

ADDITIONAL COVERAGES

Coverage	Limit
Rental Value/Rental Expense	Included in Property Damage
Extra Expense	Included in Property Damage
Service Interruption (24 Hour Waiting Period)	Included in Property Damage
Drying Out Following Flood	Included in Property Damage
Course of Construction	Included in Property Damage
Computer Equipment	Included in Property Damage
Portable Equipment	Included in Property Damage
CFC Refrigerants	Included in Property Damage
Hazardous Substance	2,000,000
Data Restoration	250,000
Perishable Goods	2,000,000
Expediting Expense	2,000,000
Demolition	2,000,000
Ordinance or Law	2,000,000
Off Premises Property Damage	250,000
Contingent Rental Value/ Rental Expense	250,000
Newly Acquired Locations	1,000,000 (365 Days Max)
Extended Period of Restoration	30 Days

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PUBLIC ENTITY LIABILITY

GENERAL COVERAGE INFORMATION

Coverage Type Public Entity & Excess Liability
Occurrence/Claims Made Occurrence

COVERAGE/LIMITS

Coverage	Limit	Deductible/SIR
Public Entity Liability Coverage (including Auto Liability)	5,000,000	
Annual Aggregate	15,000,000	
Cyber Security Expense Coverage	50,000	5,000

Refer to the CIS General & Auto Liability Coverage Agreement and CIS Excess Liability Coverage Agreement and endorsements (if any) for detailed coverages, special deductibles, limits, sublimits, exclusions, and conditions that may apply.

Excess Liability coverage does provide Uninsured Motorist Coverage.

Coverage may be subject to audit

FORMS OR SPECIAL CONDITIONS, INCLUDING BUT NOT LIMITED TO:**Form Name**

Conditional Deductible on Certain Employment Claims, 10% up to \$10,000 each claim - Section 2 of Coverage Agreement
 CIS Trust General and Auto Liability Coverage Document
 CIS Trust Excess Liability Coverage Document

GENERAL LIABILITY CLASSIFICATIONS

Questions	Responses
Do you own or operate any airports or aircraft?	No
Are member owned vehicles frequently taken out of state?	No
Number of dams/dikes/levees owned or operated that are classified as "High Hazard"	0
Fairgrounds - total annual receipts from all uses	0
Number of events with Liquor sales by member	0
Fireworks Displays	No
Motor Sports of any kind sponsored by entity	No
Firefighters - Paid - total number	0
Firefighters - Non-Paid - total number	0
Total Personal Services for last year	\$799,200
Total Materials and Services for last year	\$1,117,750

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Questions	Responses
Total Requirements (Expenditures)	\$8,732,668
Premises - owned or occupied by member, including jails - total square feet	41524
Storm and sanitary sewer systems - total number of miles	15
Water department - millions of gallons delivered annually	54
Streets and roads - total miles of paved & unpaved	12
Conduct blasting operations?	No
Any chemical spraying - pesticide/herbicide	No
EMTs or First Responders - total number	0
Hospital exposures, i.e. Nursing Homes, Inpatient/Residential Care Facilities, Group Homes/Shelters	No
Medical Doctors (employed or contracted services) - total number	0
Nurses (employed or contracted services) - total number	0
Health Care Professionals including Clinicians & Mental Health Professionals (employed or contracted)	0
Jail Beds - Total number occupied	0
Jails - Do you indemnify your jail medical providers? (Forward all jail medical provider contracts to CIS for review.)	No
Law enforcement officers - Paid - total number FTE	0
Any other public safety officers/reserves/volunteers - total number	0
Marinas - total number of slips	0
Watercraft over 25 HP and/or over 26 feet	No
Parks and playgrounds - total area (acres)	3
Bridges over 300 feet in length	No
Grandstands and/or stadiums - total seats	0
Own or operate ski facilities?	No
Amusement parks, devices/zoos/carnivals?	No
Golf courses – NOT CONTRACTED OUT	No
Public transportation operations?	No
Own or operate ferry or water taxi?	No
Cable access/internet provider	No
Electric, gas, or alternate energy (geothermal/solar/wind) utility provider?	No
Railroads or trolley lines	No
Any Preschool/Day care/Day camp/Youth programs: If yes, approximate number of children enrolled	0
Any major design projects by engineers you employ such as bridges, roads or treatment plants?	No

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BUSINESS AUTO

COVERED AUTO SYMBOLS

Liability	1
Personal Injury Protection	5
Uninsured Motorist	6
Underinsured Motorist	6
Comprehensive	7,8
Collision	7,8

- (1) Any Auto
 (2) All Owned Autos
 (3) Owned Private Passenger Autos
 (4) Owned Autos Other Than Private Passenger
 (5) All Owned Autos Which Require No-Fault Coverage
 (6) Owned Autos Subject to Compulsory U.M. Law
 (7) Autos Specified On Schedule
 (8) Hired Autos
 (9) Non-Owned Autos

COVERAGES/LIMITS

Coverage	Limit	Deductible per Accident	Special Conditions
Combined single limit	Included		Included in Public Entity Liability Limits
Personal Injury Protection (Basic)	Limited		Private Passenger & Pick Up Vehicles Only
Uninsured/Underinsured Motorist	Statutory		
Comprehensive			Per Schedule
Collision			Per Schedule
Hired/Non-Owned Auto Liability	Included		Included in Public Entity Liability Limits
Hired Auto - Comprehensive	ACV, not to exceed 100,000	100	Rented or Leased Autos (60 Days or Less)
Hired Auto - Collision	ACV, not to exceed 100,000	500	Rented or Leased Autos (60 Days or Less)

FORMS OR SPECIAL CONDITIONS, INCLUDING BUT NOT LIMITED TO:**Form Name**

PIP Coverage – Covered Autos Only 10,000 Limit Applies to Private Passenger or Pick Up Truck Usage Only.
 CIS Auto Physical Damage Coverage Agreement
 CIS Trust General and Auto Liability Coverage Agreement

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VEHICLE SCHEDULE

Auto #	Year	Make	Model	VIN	Dept	Comp Ded	Coll Ded	Reported Value
7	2004	Ford	Ranger	1FTYR10D44PA21660	Water/Sewer	\$500	\$500	\$7,700
8	2004	Chevrolet	Colorado	1GCDT196948136639	Sewer	\$500	\$500	\$12,000
9	2005	Chevrolet	C2500hd Silverado	1GBHC24U55E230599	Water	\$500	\$500	\$15,000
10	1992	Ford	Vac-Con Sewer Cleaner	1FDYR82A8NVA03585	Water	\$500	\$500	\$30,000
11	2004	Ford	F250	3FTNX20L44MA01520	Sewer/Water	\$500	\$500	\$14,000
13	2006	Chevrolet	Express G2500 Tv Van	1GCGG25U961194015	Sewer	\$500	\$500	\$30,000
14	2016	Great Northern	Tb20-14k 20' Tiltbed Trailer	5VKBT2024GS009710	Public Works	\$500	\$500	\$7,140
15	2005	Ford	Crown Victoria	2FAHP71W45X147897	Streets	N/A	N/A	\$0
16	2007	International	4300 Dump Truck	1HTMMAAN77H478100	Public Works	\$500	\$500	\$43,000
17	1988	GMC	C7000 Bucket Truck	1GDM7D1E8JV527301	Public Works	\$500	\$500	\$27,960
18	1994	Kenworth	T800 10-Yard Dump Truck	1XKDDE9X1RS622941	Water/Sewer	\$500	\$500	\$40,000
Total:								\$226,800

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POLICY INFORMATION

Description	Term	Company
Workers Compensation	July 1, 2020 - July 1, 2021	CityCounty Insurance Services (CIS)

NAMED INSURED

Named Insured: City of Yachats

WORKERS COMPENSATION

PART 1 WORKERS COMPENSATION STATE INFORMATION

State

OR

PART 2 EMPLOYERS LIABILITY INFORMATION

Coverage	WC & Employer's liability
Each Accident	\$3,000,000
Disease-Policy Limit	\$3,000,000
Disease-Each Employee	\$3,000,000

FORMS OR SPECIAL CONDITIONS, INCLUDING BUT NOT LIMITED TO:

Form Name

Volunteer Coverage Endorsement

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WORKERS COMPENSATION CLASSIFICATION

Code	Classification	2019 Payroll		2019 Expiring Term		2020 Payroll	2020 Renewal Term	
				Rate	Premium		Rate	Premium
0124V	Volunteer Federal Reforestation/Maintenance	5,000.00		11.4330	\$571.65	\$5,000.00	11.4330	\$571.65
5506	Street/Road Maintenance	31,000.00		13.1119	\$4,064.69	\$55,120.00	13.1119	\$7,227.28
7520	Water	112,000.00		6.8289	\$7,648.37	\$120,000.00	6.8289	\$8,194.68
7580	Sewer	130,000.00		5.8916	\$7,659.08	\$130,000.00	5.8916	\$7,659.08
8742V	Volunteer Boards/Commissions/Public Officials	17,500.00		0.4635	\$81.11	\$17,500.00	0.4635	\$81.11
8810	Clerical	186,298.00		0.1339	\$249.45	\$190,000.00	0.1339	\$254.41
8810V	Volunteer Clerical/Library/ 911/ Operators	16,000.00		0.1339	\$21.42	\$16,000.00	0.1339	\$21.42
9015	Building Maintenance & Lifeguards	13,000.00		5.3972	\$701.64	\$15,000.00	5.3972	\$809.58
9101V	College/School/Museum/Library Maintenance Volunteers	12,000.00		5.6856	\$682.27	\$12,000.00	5.6856	\$682.27
9102	Parks Maintenance	31,000.00		6.8907	\$2,136.12	\$28,000.00	6.8907	\$1,929.40
	Payroll - Manual Contribution	\$553,798.00			\$23,815.80	\$588,620.00		\$27,430.88
	Experience Modification				1.59			1.55
	Modified Contribution				\$37,867.12			\$42,517.87
	Multi-Line Credit				(\$2,840.03)			(\$3,188.84)
	Discounted Premium				\$35,027.09			\$39,329.03
	State Assessment			8.0%	\$3,029.37		8.5%	\$3,614.02
	Estimated Workers' Compensation				\$38,056.46			\$42,943.05

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WORKERS COMPENSATION EXPERIENCE MOD

 WORKERS COMPENSATION EXPERIENCE RATING								
Risk Name: CITY OF YACHATS					Risk ID: 361417275			
Rating Effective Date: 07/01/2020			Production Date: 02/14/2020		State: OREGON			
State	Wt	Exp Excess Losses	Expected Losses	Exp Prim Losses	Act Exc Losses	Ballast	Act Inc Losses	Act Prim Losses
OR	.07	7,248	14,612	7,364	41,242	19,375	64,776	23,534
(A) (B) Wt	(C) Exp Excess Losses (D - E)	(D) Expected Losses	(E) Exp Prim Losses	(F) Act Exc Losses (H - I)	(G) Ballast	(H) Act Inc Losses	(I) Act Prim Losses	
.07	7,248	14,612	7,364	41,242	19,375	64,776	23,534	
		Primary Losses	Stabilizing Value		Ratable Excess		Totals	
Actual	(I)	23,534	C * (1 - A) + G 26,116		(A) * (F) 2,887		(J) 52,537	
Expected	(E)	7,364	C * (1 - A) + G 26,116		(A) * (C) 507		(K) 33,987	
		ARAP	FLARAP	SARAP	MAARAP	Exp Mod		
Factors		1.28				(J) / (K) 1.55		

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WORKERS COMPENSATION ADDENDUM

POINTS FOR DISCUSSION:

Oregon Medical Reimbursement Increase: Effective 1/1/19 the maximum reimbursement amount will be increased from \$2,000 to \$2,100. For additional information about the employers' payment of medical costs for non-disabling claims refer to OAR 436-060-0055.

OSHA 300 A Requirement: Each February marks the beginning of the three-month time period when businesses must post a summary of recordable injuries from their previous year's OSHA 300 log. Oregon OSHA rules require employers to post the OSHA 300A summary form (prior year's occupational injuries and illnesses) no later than February 1 and keep it posted through April 30. Employers must complete the OSHA 300A summary form, even if no work-related injuries or illnesses occurred during the year. However, most employers with 10 or fewer employees, as well as many businesses in certain industry classifications, are exempt from keeping Oregon OSHA injury and illness records. Review Oregon Administrative Rule 437-001-0700 Recordkeeping and Reporting for business exemption details. Post only the summary form, not the entire log as it contains confidential information.

NCCI Split Point: Effective 1/1/19 is the excess/primary split point for experience rating increases from \$16,500 to \$17,000.

Oregon per accident claim limitation is \$196,000. Oregon multiple claim accident limitation is \$392,000.

California Split Point Changes: Effective 1/1/17 Workers' Compensation Insurance Rating Bureau of California (WCIRB) experience rating calculation will ignore losses in excess of the split point. The split point will now vary from approximately \$4,500 to \$75,000, based on the size of a business, instead of the previous \$7,000 fixed split point. There will be approximately 90 threshold split points. The WCIRB believes that a varying split point will benefit smaller employers, who could previously expect abnormally high experience mods after a single, catastrophically large loss. Additionally, other states that use a fixed split point typically set them at \$15,000 or higher, which the WCIRB believes is unfairly high for many small businesses.

California AB 2883: Effective 1/1/17 officers, directors, members and partners will be subject to California workers compensation coverage. Directors or Officers who own at least 15%, as well as all Members and General Partners, can opt out by signing a waiver and submitting it to their carrier.

Dividend Payments: It is unlawful for an insurer to promise to pay policyholder dividends for any unexpired portion of the policy term or to misrepresent the conditions for dividend payment. Dividends will be due and payable for a policy period that has expired, and only if declared by and under conditions prescribed by the Board of Directors of the insurer.

OREGON OPTION - REIMBURSEMENT OF MEDICAL EXPENSES ON NON-DISABLING CLAIMS

Employers may choose to reimburse their insurance carrier for medical expenses for non-disabling claim. Under this option, employers can totally eliminate or partially reduce claim costs from future consideration in determining experience modifications or other charges based on losses. However, the reimbursement of claims is generally not recommended where the employer's annual premium is less than \$5,000, since the reimbursed claim costs may exceed any premium savings. The process works as follows:

The carrier must receive the employer election form with 30 days of the policy inception date to establish the employer as eligible for participation. If the form is not received within 30 days, some carriers will not allow you to participate that policy year; some will allow participation at the next quarter.

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Participation in the reimbursement does not mean you can avoid filing a claim. You must still submit the completed Report of Occupational Injury or Disease (form 801) immediately upon learning of an injury. The carrier will continue to decide eligibility for benefits, audit medical bills and otherwise ensure that the claim is processed accurately and in a timely fashion. An employer should not pay a medical provider directly as they may be paying for non-compensable injuries or services.

Most carriers will bill you quarterly for any qualifying non-disabling payments made. Some carriers will bill annually. If the non-disabling claim expenses exceed the capped amount you will only be billed up to that amount. You may choose to pay all, part or none of the billing. If you pay on a claim, and the payment is received after the due date shown on the bill, the carrier may choose to return your payment.

How can an employer sign up for this option? Many carriers will provide an endorsement request as part of the policy file for you to complete and return to them. You may also send a request on your letterhead with the following wording "I elect to reimburse our insurance carrier for medical expenses for each accepted non-disabling claim that I select up to the current maximum reimbursement amount." Have an authorized employer representative sign the letter and forward to the carrier.

Below is the schedule of the maximum reimbursement amount based on date of injury:

Date of Injury	Maximum Medical Reimbursement
Prior to 1/1/06	500
1/1/06-12/31/08	1,500
1/1/09-12/31/10	1,600
1/1/11-12/31/12	1,700
1/1/13-12/31/14	1,800
1/1/15-12/31/16	1,900
1/1/17 -12/31/18	2,000
1/1/19 and after	2,100

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IMPORTANT INFORMATION

■ **DISCLOSURE** This is a convenient coverage summary, not a legal contract. Please refer to the actual policies quoted for specific terms, conditions, limitations and exclusions that will govern in the event of a difference the policy will prevail. In all cases, the terms and conditions of the policy apply and supersede any statements contained in this document.

In evaluating your exposures to loss, we have depended upon information provided by you. If there are other areas that need to be evaluated prior to binding coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as new operations, hiring employees in additional states, buying more property, etc., please let us know so proper coverage(s) can be discussed.

■ **EXPOSURES** This presentation is based upon exposures to loss that currently exist and that were made known to the agency. Values used were those presented by you and should be carefully reviewed and/or appraised for accuracy. All changes to exposures must be reported by you in order that proper coverage may be modified. Additional coverages may be available.

■ **HIGHER LIMITS** Please note that higher limits may be available either through the existing policy or through umbrella coverage. Please contact our office should you wish to purchase higher limits.

■ **NAMED INSUREDS** Partnerships and joint ventures are not automatically included unless listed. Certain responsibilities or duties fall upon the first **Named Insured** under the proposed insurance contract:

- Pay all premiums, including audit premiums. Receive all return or refund premiums,
- May cancel the policy by delivering advance notice, receive written notice of cancellation or non-renewal from the Insurer,
- Make changes in the terms of the policy subject to Insurer consent,
- Keep records of information needed for premium computation,
- Request information about claims or occurrences from the Insurer

■ **CONTRACTS** Occasionally, in the course of your business operations, you may sign leases, contracts, or other agreements that transfer serious financial obligations to you. We suggest you have your attorney or CPA review the contracts and let us know of any changes necessary in your insurance program to properly treat these exposures.

■ **CERTIFICATES** We are often asked to provide certification of your business insurance coverages to lenders, landlords, vendors, contractors, etc. Many of these requests require modified coverage or coverage provisions to the policies. The Department of Insurance may not have approved your insurance company to modify the coverage form as requested by various entities.

■ **COMPENSATION** We are compensated for our services by way of commissions from insurance providers on an individual account basis. In addition to commissions we may earn additional compensation from our insurance carriers. These arrangements are contingent upon a variety of factors spanning multiple years or specific periods of time and they may not occur every year. Consequently, calculating the effect of your premium in these arrangements would be challenging. Please let us know if you have any questions regarding our compensation and we will be glad to address them.

■ **AUTHORIZED ADMITTED INSURERS** An authorized or admitted insurer has been authorized to do business in the state of Oregon. When an authorized Oregon insurance company becomes insolvent and is liquidated by a court order, the Oregon Insurance Guarantee Fund will pay covered claims against insurers that were licensed to do business in Oregon at the time of the insolvency. The guaranty funds will not pay any claim the insurance company would not have paid. Claims are paid according to the terms of the original insurance policy.

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- **NON-ADMITTED INSURERS** If your policy charges surplus lines taxes then it is written with a non-admitted insurer. A non-admitted insurer means the contract will be registered and delivered as a surplus line coverage under the insurance code of the state. It will not be issued by a company regulated by the State Insurance Commissioner and will not be protected by any State Guaranty Fund Law.
- **MINIMUM EARNED PREMIUM** A minimum earned premium endorsement can be attached to either a flat charge policy or an adjustable policy. In either case, this amount is the LEAST that will be retained by the insurance company once the policy goes into effect. The amount retained would be the GREATER of the actual earned premium – whether calculated on a pro-rate or short rate basis – or the minimum earned premium.
- **MINIMUM AND DEPOSIT** This is the amount of premium due. Although the policy is subject to adjustment based on the rate per exposure unit, under no circumstances will the annual earned premium be less than the minimum premium. Therefore, the policy may generate an additional premium on audit, but not a return.
- **FLAT CANCELLATIONS** Surplus Lines Insurance Companies normally do not allow flat cancellations. Once the policy is in effect, some premium will be fully earned.
- **WHAT IS AN AUDIT?** Policies which use fluctuating values as the exposure basis, i.e.: payroll or sales, are subject to an audit. The company may visit your business to examine your records or ask you to complete a voluntary "mail in" audit. If at the time of the audit your exposures are different from what you estimated at the time your policy was written, you will receive a return premium credit or an additional premium billing.
- If you subcontract any work, it is essential that the subcontractor provide you with a Certificate of Insurance indicating that insurance coverage is in place for General Liability, Workers Compensation, and Automobile Liability. If at the time of audit you do not have evidence of insurance from your subcontractors, you will be charged an additional premium for the payroll of the subcontractor on your policies. We recommend you require subcontractors to carry insurance via a contract.
- Audits that generate an additional premium are due upon receipt. It is important that you review audits as soon as you receive them and advise us of any discrepancies in the exposures immediately so that we may inform the insurance carrier. If payment of the audit is not received by the insurance company on a timely basis, your coverage may be canceled and could adversely affect the future placement of insurance coverage. We recommend that you review the actual exposures as compared to your estimated exposures quarterly and advise us of any significant variance.
- **EXECUTIVE LIABILITY** Standard liability policies exclude coverage liability arising out of executive decisions. If your insurance program does not currently include such coverage (Employment Practices Liability, Directors & Officers Liability, Fiduciary Liability), we strongly recommend that you contact us regarding purchasing coverage.
- **PROFESSIONAL LIABILITY** Standard liability policies exclude coverage for professional services. If your insurance program does not currently include such coverage, we strongly recommend that you contact us regarding purchasing coverage.
- **CLAIMS MADE POLICIES** When coverage is renewed with a different carrier it's extremely important that continuity of coverage is maintained as well as reporting any known incidents to your current carrier prior to the expiration.

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

COMPENSATION DISCLOSURE

All States other than Florida & New York

Exhibit A

Compensation. In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. We may receive additional commission in the form of future incentive compensation from the insurer, including contingent commission and other awards and bonuses based on factors that typically include the total sales volume, growth, profitability, and retention of business placed by the insurance producer with the insurer, and incentive compensation is only paid if the performance criteria established in the agency-insurer agreement is met by the insurance producer or the business entity with which the insurance producer is affiliated; Additionally, it is possible that our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That contingent compensation is partially derived from your premium dollars, after being combined (or "pooled") with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date of premiums are remitted to the insurance company or intermediary. In the event that we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

Questions and Information Requests. Should you have any questions, or require additional information, please contact this office at 800-344-5581 or, if you prefer, submit your question or request online at <http://www.bbinsurance.com/customerinquiry.shtml>.

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

AM BEST RATING DISCLOSURE

A.M. Best's ratings are independent opinions, based on a comprehensive quantitative and qualitative evaluation, of a company's balance sheet strength, operating performance and business profile. They are not a warranty of a company's financial strength and ability to meet either its obligations to policyholders or its financial obligations.

Financial Strength Ratings provide an opinion of an insurer's financial strength and ability to meet ongoing obligations to policyholders. The following table outlines the rating scale and associated descriptions:

Secure		Vulnerable	
A++, A+	Superior	B, B-	Fair
A, A-	Excellent	C++, C+	Marginal
B++, B+	Very Good	C, C-	Weak
		D	Poor
		E	Under Regulatory Supervision
		F	In Liquidation
		S	Rating Suspended

To enhance the usefulness of these ratings, A.M. Best assigns each letter rated (A++ through D) insurance company a **Financial Size Category** (FSC). The FSC is designed to provide a convenient indicator of the size of a company in terms of its statutory surplus and related accounts. The following table outlines the financial size categories:

FSC	Adjusted Policyholders Surplus
I	Less than 1
II	1 to 2
III	2 to 5
IV	5 to 10
V	10 to 25
VI	25 to 50
VII	50 to 100
VIII	100 to 250

FSC	Adjusted Policyholders Surplus
IX	250 to 500
X	500 to 750
XI	750 to 1,000
XII	1,000 to 1,250
XIII	1,250 to 1,500
XIV	1,500 to 2,000
XV	Greater than 2,000

Note: Ranges are in millions of U.S. Dollars

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

COMMON POLICY EXCLUSIONS

Below is a list of standard exclusions that are found in most policies but are not limited to the following lists. Some of these exclusions can be removed or modified. Upon receipt of your policy please refer to the policy provisions for the details of these exclusions and any other terms and conditions.

PROPERTY EXCLUSIONS:

Flood, Surface Water, Tidal Waves
 Earth Movement
 Electrical Disturbance, unless fire ensues
 Wear & Tear
 Mysterious Disappearance
 Mechanical Breakdown
 Explosion of Steam Boilers
 War, Military, or Governmental Action
 Nuclear Hazard
 Mold/Pollution/Asbestos
 Vacancy Clause

INLAND MARINE EXCLUSIONS

Flood, Surface Water, Tidal Waves
 Earth Movement
 Wear & Tear
 Mysterious Disappearance
 War, Military, or Governmental Action
 Nuclear Hazard
 Mold/Pollution/Asbestos

BOILER EXCLUSIONS

Earth Movement
 Flood, Surface Water, Tidal Waves
 Wear & Tear
 Indirect result of an accident to an object
 War, Military, or Governmental Action
 Nuclear Hazard
 Mold/Pollution/Asbestos

CRIME EXCLUSIONS:

Fraudulent Acts by Insured or Partners
 Voluntary Surrender of Property
 Loss discovered by inventory
 Social Engineering

GENERAL LIABILITY EXCLUSIONS

Bodily Injury to Employees
 Nuclear Hazard, War
 Aircraft
 Watercraft over 26' in Length
 Intentional or Illegal Acts
 Employment Related Practices
 Professional Services
 Mold/Pollution/Asbestos
 Electronic Privacy Violations

AUTOMOBILE EXCLUSIONS

Depletion of Value
 Mold/Pollution/Asbestos
 Bodily Injury to Employees
 Loss of Use
 Nuclear Hazard, War

UMBRELLA/EXCESS EXCLUSIONS

Mold/Pollution/Asbestos
 Nuclear Hazard, War
 ERISA
 Property in Insureds Care Custody & Control
 Uninsured Motorists
 Employment Related Practices

WORKERS COMPENSATION

Volunteers
 Domestic Servants
 Aircraft Flight Crew
 USL&H

TERRORISM – Under the Terrorism Act the government will share the risk of loss for certain future terrorism events with insurers. It provides licensed, admitted carriers with a substantial, federal reinsurance backstop for internationally and domestically instigated terrorism acts that are certified by the US Secretary of the Treasury as covered events (known as "certified" losses). The act responds to events that take place within the US, its territories, and possessions. Your participation may be optional, as some carriers and/or coverage lines automatically include or exclude coverage therefore you may have the ability to accept or reject the offer.

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

RISK MANAGEMENT SERVICES

Our internal staff and outside strategic partners will be happy to provide you the following service options upon request. We tailor risk management service plans to fit your company's unique needs and management style as requested. Additional rates may apply for certain services.

Program Administration

- Rate projections and forecasting
- Premium and loss allocation by department
- Actuarial Services
- Annual reports, board presentations, and objective setting

Risk Management Programs

- Development of risk management manuals and disaster plans
- Analysis of your risk management systems

Other Risk Services

- Industrial hygiene and environmental health
- Hazardous materials handling, hazard communication, emergency response and environmental protection
- Workplace safety & health written programs and training
- Property and machinery risk engineering
- Legal services

Training Programs

- Workers compensation claims training
- Ergonomics evaluations and training
- Fleet safety training
- Safety committee training
- Training on proper accident investigation, claims reporting, and incentive program development

Contractual Risk Management

- Boilerplate insurance wording
- Tailored construction wording
- Indemnity clause consulting
- Certificate checklists

Volunteer Risk Management

- Policy statement design
- Volunteer coordinator training
- Volunteer risk identification program
- Creative insurance options

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

RISK MANAGEMENT SERVICES - CONTINUED

Loss Prevention Services

- Client self-inspection checklists
- Emergency evacuation plans
- Safety handbooks
- Fleet safety programs
- Premises liability safety surveys
- Advanced property protection
- School-to-work risk management programs
- Negotiating optimum loss control services with insurance companies

Claims Cost Containment

- On-staff client claims advocates
- Claims reviews to lower reserves
- Employer at Injury Program requirements
- Early Return to Work programs
- Catastrophic claims management

Resources

- Internet Research
- Risk Management resource and video library
- Prima database

Bonds

- Highway Use Tax Bonds
- UCC Bonds
- Fuel Tax Bonds
- Performance/Payment Bonds

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Yachats Urban Renewal Agency will be held on June 24, 2020 at 9:00 am Via On-Line ZOOM Meeting, Yachats, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the Yachats URA Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained by appointment at CITY HALL, Yachats, Oregon, between the hours of 9:00 a. m. and 4:00 p. m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as was used the preceding year.

Contact: Shannon Beaucaire, City Manager

Telephone: 541-547-3565

Email: Citymanager@yachatsmail.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2018-2019	Adopted Budget This Year 2019-2020	Approved Budget Next Year 2020-2021
Beginning Fund Balance/Net Working Capital	204,015	274,756	418,357
Federal, State and All Other Grants			
Revenue from Bonds and Other Debt			
Interfund Transfers			
All Other Resources Except Division of Tax & Special Levy			
Revenue from Division of Tax	322,029	308,000	364,000
Revenue from Special Levy			
Total Resources	526,044	582,756	782,357

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	13,000	13,000	14,000
Materials and Services	2,277	2,300	3,000
Capital Outlay	18,000	25,000	220,000
Debt Service	195,000	195,000	195,000
Interfund Transfers			
Contingencies			
All Other Expenditures and Requirements			
Unappropriated Ending Fund Balance	297,767	347,456	350,357
Total Requirements	526,044	582,756	782,357

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program			
FTE for that unit or program			
Non-Departmental / Non-Program	526,044	582,756	782,357
FTE			
Total Requirements	526,044	582,756	782,357
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
Total		

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.



**CITY OF YACHATS
RESOLUTION NO. 2020-114
A RESOLUTION ADOPTING THE 2020-21
CITY OF YACHATS URBAN RENEWAL AGENCY BUDGET**

BE IT RESOLVED the Board of Directors of the Yachats Urban Renewal Agency hereby adopts the budget for fiscal year 2020-21 in the total of \$782,356.74, now on file at City Hall for City of Yachats.

Making Appropriations

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below are hereby appropriated:

General Fund

Personnel Services	\$ 14,000.00
Materials and Services	\$ 3,000.00
Capital Outlay	\$ 220,000.00
Debt Service	\$ 195,000.00
Operating Contingency	<u>\$ 350,356.74</u>
FUND TOTAL	\$ 782,356.74

Declaration of Tax Increment

BE IT RESOLVED that the Board of Directors of the Yachats Urban Renewal Agency hereby resolves to certify to the Lincoln County Assessor a request for the Yachats Urban Renewal District Plan Area for the maximum amount of revenue that may be raised, by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

PASSED AND ADOPTED by the Yachats Urban Renewal Agency on June 24, 2020.

APPROVED by the Chair of the Agency on June 24, 2020.

CITY OF YACHATS

By: _____
W. John Moore, Chair

ATTESTED TO BY:

Shannon Beaucaire, City Manager



DATE: June 24, 2020

TO: Yachats Urban Renewal Board

FROM: Shannon Beaucaire, Budget Officer/City Manager

SUBJECT: FY21 Urban Renewal Budget

The Urban Renewal Budget Committee received the proposed budget May 21, 2020. The committee held their public hearing on May 21st with City staff answering questions. The public meeting provides an opportunity for public testimony. The Budget committee approved the proposed budget with the changes noted on Page 7 and is forwarding it to the Urban Renewal Board for adoption. Changes are highlighted in Table 3.

The Urban Renewal Board will hold a public hearing on the approved budget June 24, 2019. After the public hearing the Board will consider adoption of the approved budget, with any changes, levy property taxes, and establish budget appropriations.

City of Yachats
Yachats Urban Renewal Agency



FY20-21 Proposed Budget

City of Yachats & Yachats Urban Renewal Agency Annual Budget

Fiscal Year: July 1, 2020 – June 30, 2021

URBAN RENEWAL BOARD:

W. John Moore, *Mayor*

Max Glenn, *Council President*

James Tooke, *Council Member*

Leslie Vaaler, *Council Member*

Mary Ellen O' Shaughnessy, *Council Member*

BUDGET COMMITTEE – CITIZEN MEMBERS:

Lance Bloch

Don Groth

Dawn Keller

John Purcell

Brad Webb

CITY STAFF:

Shannon Beaucaire, *City Manager*

Kimmie Jackson, *Deputy Recorder*

David Buckwald, *Wastewater Lead*

Rick McClung, *Water Lead*

www.yachatsoregon.org

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About the District

The City of Yachats Urban Renewal Agency (URA) is a separate entity from the City. The Yachats City Council serves as the Board of Directors for the URA and is financially accountable for its operations. In accordance with Oregon budget law, the URA prepares its own budget, and the Board of Directors approves its annual appropriations.

Urban renewal agencies are designed to borrow money and make expenditures for economic and community development projects included in the Urban Renewal Plan. When the Yachats Urban Renewal Plan was adopted in 2006, the assessed property values were frozen. The taxes collected on increased property values generate incremental tax revenue. The tax increment is then used to implement the Urban Renewal plan.

The Urban Renewal District (URD) is administered by the URA and the boundaries are defined in the Yachats Urban Renewal Plan. The URD must be less than twenty-five (25) percent of the City's area and must be defined by a continuous line. Property tax for the URA is a portion of the permanent tax levy for the City and each overlapping district, not an addition to it.

Each taxing jurisdiction has a tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based on the URD's incremental assessed value and the taxing jurisdiction's overall value, and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

The URD will cease to exist after it has collected all taxes specified in the Plan. The projects defined in the plan, and the life of the plan, can be amended by the City. In 2016 the URA plan was amended to assist in raising the City's contribution to the Highway 101 project.

The goals of the plan are:

1. Overall Economic Development

- Promote economic development.
- Promote private development.
- Assist public and private development as incentive to further growth and development.

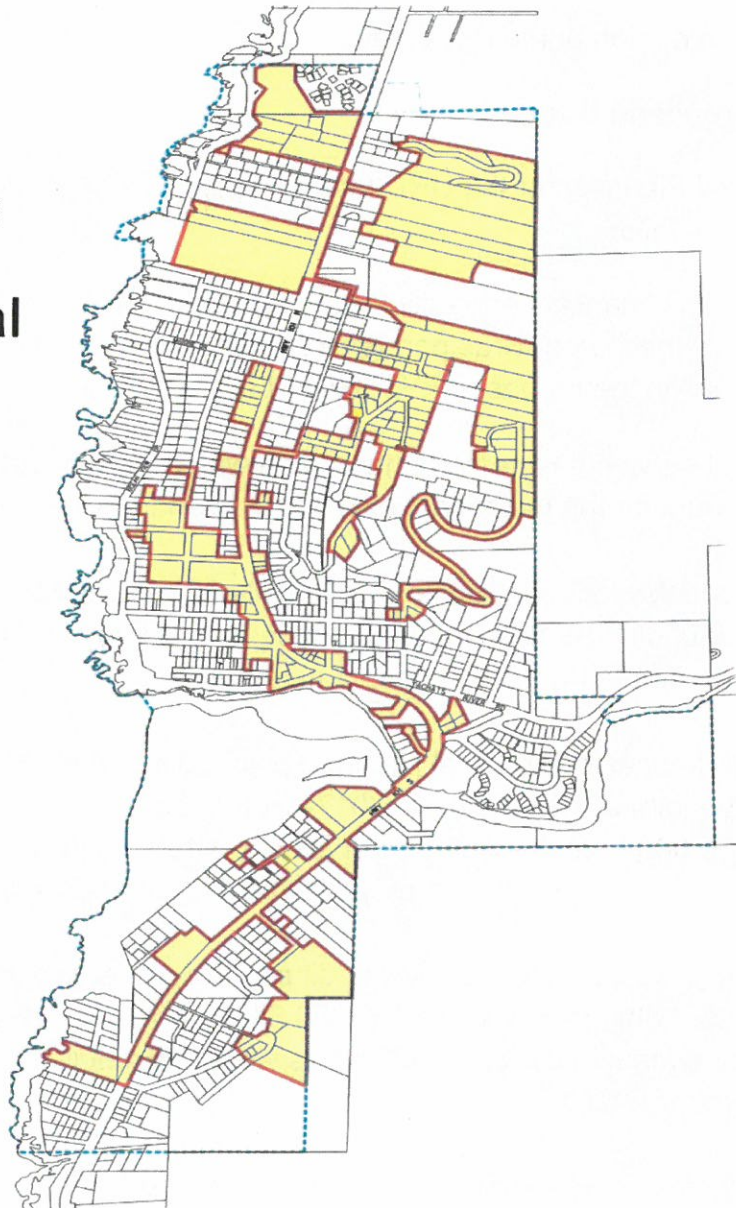
2. Transportation and Infrastructure

- Assist in providing wastewater facilities to allow continued economic development in Yachats.
- Assist in providing storm drainage and adequate fire flows for existing and new development in Yachats.
- Provide access and circulation improvements within the renewal area.
- Provide additional public parking in the commercial area of Yachats.

3. Improve Visual appearance

- Make funds available to assist rehabilitation and renovation of property.
- Provide funds for public parks, open space, trails, and public buildings.

Yachats Urban Renewal District



Urban Renewal Agency Budget Message

Dear Budget Committee Members,

Thank you for your service and commitment to the City of Yachats in reviewing the Yachats Urban Renewal Agency Budget. It is my privilege to provide you, and the citizens of the City of Yachats, with the proposed Urban Renewal Agency budget for Fiscal Year 2020-21.

The URA budget consists of one fund which includes administration costs and debt service, and capital. As per the Intergovernmental Agreement (IGA) with the City of Yachats, expenditures include an administrative fee to pay for personnel and other administrative costs incurred in the management of the plan. The IGA also allows the URA to pay a portion of the City's debt.

FY20-21 Proposed Budget

The Financial Planning for the URD forecasted project expenditures are presented in the tables that follow.

In reviewing the financial forecasts for the approved URA projects, and upon the occurrence of the Coronavirus pandemic, I took into account the following considerations in the proposed FY2020-21 budget:

- Debt service payments for the Wastewater Plant and the South Tank Reservoir, account for the majority of expenditures and remain as planned;
- Public Works was unable to utilize all of their \$25,000 I & I funding in FY20. The funding remains reserved in the capital budget. However, the forecasted FY21 amount will advance to a future year.
- The forecasted financial plan had planned for \$150,000 as a sidewalk expenditure in FY2030. In 2017-18, the City authorized an interfund loan of \$200,000 from the water reserves and \$450,000 from the wastewater reserves to fund the Highway 101 project which included sidewalk capital improvements.

In reviewing URD actual project expenditures in comparison to forecasted project expenditures, I am proposing the FY2030 \$150,000 capital expenditure occur this year to begin repayment of the \$200,000. This will allow rebuilding of reserves during this uncertain economic time.

Additional items of note in the FY20-21 proposed budget

- URD tax revenues were conservatively estimated from the Assessor's Office Summary of Amounts Received by Taxing Districts;
- The Dues and Memberships and Advertising/Legal Notices line reflects any required filing fees or legal notices for administration of the URD; and
- The Audit line not only reflects the projected costs of the audit but also State fees associated with filing the audit.

I would like to acknowledge and thank Don Groth, Tom Lauritzen, Leslie Vaaler, Helen Anderson, and Kimmie Jackson for the additional work they contributed to this proposed budget.

Respectfully Submitted,

Shannon Beaucaire

City Manager

Budget Committee Changes from Proposed to Approved Budget

- Addition of \$70,000 to Capital Outlay – Infrastructure for the earthquake valve in the South Tank Project
- Request for updated estimated actuals impacts the following:
 - Current property tax: \$351,355. Previous estimate: \$337,513. Actuals as of May 31: \$348,378.31; May property tax not yet received.
 - Past due property tax: \$9,722.60. Previous estimate: \$8,000. Actuals as of May 31: \$8,628.69; May property tax not yet received.
 - These changes impact the Beginning Fund Balance from \$402,792.15 to \$418,356.74. Which in turn impacts the reserved figure (\$334,792.15 to \$350,356.74).

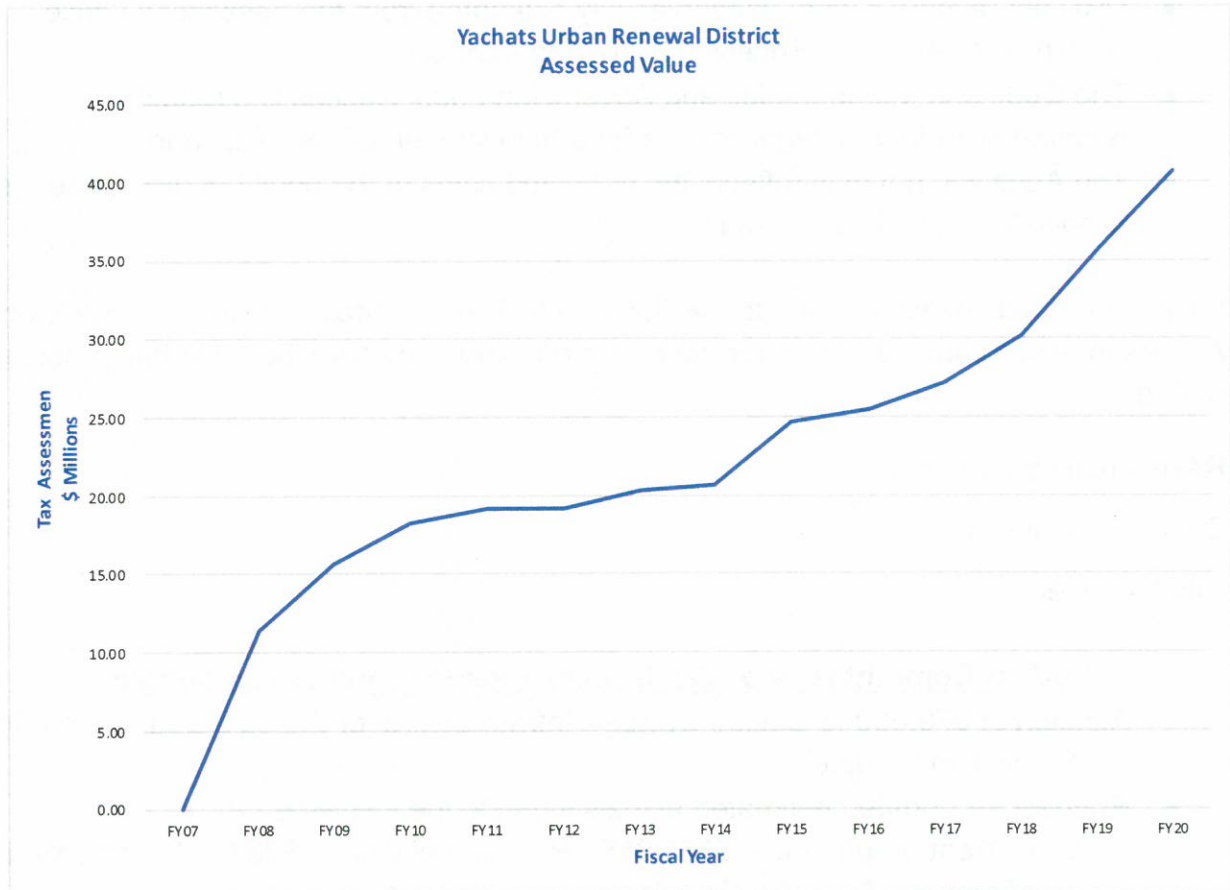


Table 1: URD Forecasted Project Expenditures

	ACTUAL & FORECAST REVENUE	CITY ADMIN FEE	MATERIALS & SERVICES	SEWER PLANT, PUMP STATIONS, OTHER	I&I	SOUTH WATER TANK	NEW HYDRANTS	STREET REPAIR	STORM DRAIN IMPROVEMENTS	SIDEWALKS W/CURBS 101	TRAILS	PARKS ETC.
FY17	251,443	0	(1,020)	(95,000)		0	0	0	(25,000)	(125,000)	0	0
FY18	278,317	0	(1,500)	(95,000)		0	0	0	0	(50,000)	0	0
FY19	322,029	(13,000)	(3,000)	(95,000)		(100,000)	0	(10,000)			(8,000)	0
FY20	345,244	(14,000)	(3,000)	(95,000)	(25,000)	(100,000)	(4,000)	(10,000)		(42,000)	(8,000)	0
FY21	388,611	(14,000)	(3,000)	(95,000)	(25,000)	(100,000)	(4,000)	(10,000)	0		(8,000)	(5,843)
FY22	404,853	(15,000)	(3,000)	(95,000)	(25,000)	(100,000)	(4,000)	(10,000)	(50,000)		(8,000)	(20,000)
FY23	421,583	(16,000)	(3,000)	(95,000)	(25,000)	(100,000)	(4,000)	(13,000)	(50,000)		(8,000)	(20,000)
FY24	438,814	(17,000)	(3,000)	(95,000)	(25,000)	(100,000)	(4,000)	(13,000)	(50,000)		(8,000)	(20,000)
FY25	456,562	(17,000)	(3,000)	(95,000)	(25,000)	(100,000)	(4,000)	(13,000)	(50,000)		(8,000)	(20,000)
FY26	474,843	(18,000)	(4,000)	(145,000)	(25,000)	(100,000)	(5,000)	(13,000)	(50,000)		(9,000)	(20,000)
FY27	493,672	(19,000)	(4,000)	(145,000)	(25,000)	(100,000)	(5,000)	(14,000)	(50,000)		(9,000)	(20,000)
FY28	513,066	(20,000)	(4,000)	(145,000)	(25,000)	(100,000)	(5,000)	(14,000)	(50,000)		(9,000)	(20,000)
FY29	533,041	(20,000)	(4,000)	(145,000)	(25,000)	(100,000)	(5,000)	(14,000)	(50,000)	0	(9,000)	(20,000)
FY30	536,650	(21,000)	(4,000)	(100,000)	(16,650)	(100,000)	(5,000)	(14,000)	(50,000)	(150,000)	(10,000)	(20,000)
FY31	0	(22,000)	(4,000)	0		(100,000)	(5,000)	(14,000)	(50,000)	(200,000)	(10,000)	(20,000)
FY32	0	(23,000)	(4,000)	0		(100,000)	(5,000)	(14,000)	(5,500)	(350,000)	(10,000)	(20,000)
FY33	0	(25,000)	(3,631)	0		(5,420)	(5,000)	(15,000)		(300,000)	(10,000)	(20,000)
FY34	0	(11,899)	0	0			(2,650)	(16,782)			(1,350)	

Table 2: Actual Project Expenditures

	INTEREST INCOME	ACTUAL & FORECAST REVENUE	CITY ADMIN FEE	MATERIALS & SERVICES	SEWER PLANT, PUMP STATIONS, OTHER	I&I	SOUTH WATER TANK	MISC LOOPING	UPGRADE WATERLINE SIZE	NEW HYDRANTS	REPLACE MAIN WATER VALVE	STREET REPAIR	STORM DRAIN IMPROVEMENTS	SIDEWALKS W/CURBS 101	TRAILS	PARKS ETC.
FY08	0	112,210	(2,500)	(417)	(100,000)	0	0	0	0	0	0	0	0	0	0	0
FY09	81	154,504	(2,500)	(1,433)	(65,645)	0	0	0	0	0	0	0	0	0	0	0
FY10	50	180,294	(2,500)	(1,401)	(91,897)	0	0	0	0	0	0	0	0	0	0	0
FY11	23	189,180	(2,500)	(1,681)	(97,250)	0	0	0	0	0	0	0	0	0	0	0
FY12	26	189,203	(2,500)	(1,538)	(95,000)	0	(104,193)	0	0	0	0	(33,272)	0	0	0	0
FY13	23	187,497	(2,500)	(1,795)	(95,000)	0	0	0	0	0	0	(17,055)	0	0	0	0
FY14	24	193,276	(9,000)	(1,411)	(95,000)	0	0	0	0	0	0	0	(110,000)	(120,000)	0	(87,457)
FY15	40	228,377	(2,500)	(1,791)	(95,000)	0	(120,000)	0	0	0	0	(8,541)	(26,500)	0	0	0
FY16	174	233,701	(10,000)	(1,902)	(95,000)	0	(100,000)	0	0	0	0	0	0	0	0	0
FY17	0	251,443	0	(1,020)	(95,000)	0	(4,000)	0	0	0	0	0	0	(146,000)	0	0
FY18	0	278,317	0	(1,538)	(95,000)	0	0	0	0	0	0	0	0	(46,000)	0	0
FY19	0	322,029	(13,000)	(2,277)	(95,000)	0	(100,000)	0	0	0	0	(10,000)	0	0	0	(8,000)
FY20	0	345,244	(13,000)	(7,280)	(95,000)	(25,000)	(100,000)	0	0	0	0	0	0	0	0	0
FY21	0	364,000	(14,000)	(3,000)	(95,000)	0	(100,000)	0	0	0	0	0	0	(150,000)	0	0

Table 3: Urban Renewal Agency Proposed Fiscal Year 20-21 Budget

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	2019-2020 Estimated Actual	Description	2020-2021 Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee
68,236.06	204,015.30	274,756.00	297,767.48	Beginning Balance	418,356.74	418,356.74
0.00	0.00	0.00	0.00	Interest Earned	0.00	0.00
271,472.75	314,871.15	303,000.00	351,355.00	Property Tax - Current	357,000.00	357,000.00
6,844.50	7,157.84	5,000.00	9,722.60	Property Tax - Past due	7,000.00	7,000.00
346,553.31	526,044.29	582,756.00	658,845.08	TOTAL REVENUE	782,356.74	782,356.74
0.00	13,000.00	13,000.00	13,000.00	Personnel/Administrative Expenses	14,000.00	14,000.00
0.00	13,000.00	13,000.00	13,000.00	TOTAL PERSONNEL SERVICES	14,000.00	14,000.00
0.00	276.81	300.00	0.00	Dues & Memberships	200.00	200.00
1,538.01	2,000.00	2,000.00	7,280.00	Auditor	2,500.00	2,500.00
0.00	0.00	0.00	0.00	Insurance	0.00	0.00
0.00	0.00	0.00	208.34	Advertising/Legal Notices	300.00	300.00
1,538.01	2,276.81	2,300.00	7,488.34	TOTAL MATERIALS AND SERVICES	3,000.00	3,000.00
0.00	0.00	25,000.00	25,000.00	Wastewater Capital Outlay	0.00	0.00
46,000.00	0.00	0.00	0.00	Highway 101 Capital Outlay	0.00	0.00
0.00	10,000.00	0.00	0.00	Streets Capital Outlay	0.00	0.00
0.00	8,000.00	0.00	0.00	Parks Capital Outlay	0.00	0.00
0.00	0.00	0.00	0.00	Capital Outlay - Infrastructure	150,000.00	220,000.00
46,000.00	18,000.00	25,000.00	25,000.00	TOTAL CAPITAL OUTLAY	150,000.00	220,000.00
0.00	100,000.00	100,000.00	100,000.00	South Tank Debt Service 155-1268	100,000.00	100,000.00
95,000.00	95,000.00	95,000.00	95,000.00	Wastewater Debt Service 155-1276	95,000.00	95,000.00
95,000.00	195,000.00	195,000.00	195,000.00	TOTAL DEBT SERVICE	195,000.00	195,000.00
142,538.01	228,276.81	235,300.00	240,488.34	TOTAL EXPENSES	362,000.00	432,000.00
204,015.30	297,767.48	347,456.00	418,356.74	RESERVED FOR FUTURE YEARS	420,356.74	350,356.74
				TOTAL REQUIREMENTS	782,356.74	782,356.74

A public meeting of the CITY OF YACHATS COUNCIL will be held on June 24, 2020 at 9:00 AM via online ZOOM Meeting, Yachats, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the City of Yachats Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 441 Hwy 101 N, between the hours of 9:00 a.m. and 4:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Shannon Beaucaire, City Manager

Telephone: 541-547-3565

Email: Citymanager@YachatsMail.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2018-2019	Adopted Budget This Year 2019-2020	Approved Budget Next Year 2020-2021
Beginning Fund Balance/Net Working Capital	2,996,334	4,913,903	5,657,567
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,917,792	2,789,000	2,060,791
Federal, State & all Other Grants, Gifts, Allocations & Donations	148,269	171,100	273,900
Revenue from Bonds and Other Debt	204,626	114,000	115,000
Interfund Transfers / Internal Service Reimbursements	1,559,874	1,106,606	1,279,893
All Other Resources Except Current Year Property Taxes	457,278	5,000	5,000
Current Year Property Taxes Estimated to be Received	82,828	89,000	85,000
Total Resources	9,367,001	9,188,609	9,477,151

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	802,886	982,700	1,168,399
Materials and Services	938,251	1,136,053	1,247,149
Capital Outlay	356,339	1,471,585	1,577,556
Debt Service	594,813	633,369	730,714
Interfund Transfers	1,940,794	88,271	647,587
Contingencies	16,261	146,000	179,125
Special Payments	44,000	55,000	55,000
Unappropriated Ending Balance and Reserved for Future Expenditure	4,673,657	3,875,631	3,871,621
Total Requirements	9,367,001	8,388,609	9,477,151

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program			
Name: General Fund	1,781,671	1,499,330	1,434,175
FTE	3	3	4
Name: Public Works (Water, Wastewater)	1,336,514	2,259,400	2,357,835
FTE	5	5	6
Name: General Reserve	577,541	835,879	726,550
FTE			
Name: Debt Services	747,191	1,033,914	830,714
FTE			
Name: Special Funds (SDC Admin & General Construction)	402,805	85,000	256,256
FTE			
Not Allocated to Organizational Unit or Program	4,521,279	2,675,086	3,871,621
FTE			
Total Requirements	9,367,001	8,388,609	9,477,151
Total FTE	8	8	10

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

A decrease in transient lodging tax and food and beverage tax is expected due to the pandemic. Several building projects are anticipated in 20-21. General building maintenance and general contract and personnel costs are also expected to increase due to the pandemic.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2018-2019	Rate or Amount Imposed This Year 2019-2020	Rate or Amount Approved Next Year 2020-2021
Permanent Rate Levy (rate limit .1717 per \$1,000)	0.1717	0.1717	0.1717
Local Option Levy			
Levy For General Obligation Bonds	44,670	44,755	44,758

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$439,091	
Other Bonds	\$427,415	
Other Borrowings	\$4,916,061	
Total	\$5,782,567	

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.



**CITY OF YACHATS
RESOLUTION NO. 2020-116
A RESOLUTION ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR
FY2020-21**

WHEREAS, the Yachats City Council appointed members to serve on a Capital Improvement Plan (CIP) Committee (also known as the Finance Committee), and

WHEREAS, the CIP plan in the FY2020-21 City Budget represents capital improvement planning based on the current circumstances and priorities of the City, and

WHEREAS, the Budget Committee held a public hearing on the recommended plan on May 21 and 28, 2020, and

WHEREAS, the City Council held a public hearing on the recommended plan on June 24, 2020,

NOW THEREFORE, the City of Yachats resolves that the FY2020-21 Capital Improvement Plan in the City budget is hereby adopted.

Passed and adopted June 24, 2020. This Resolution is effective upon adoption.

CITY OF YACHATS

By: _____
W. John Moore, Chair

ATTESTED TO BY:

Shannon Beaucaire, City Manager



**CITY OF YACHATS
RESOLUTION NO. 2020-117
A RESOLUTION DECLARING THE CITY OF YACHATS
ELECTION TO RECEIVE STATE REVENUES**

The City of Yachats resolves as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2020-2021.

Passed by the Yachats City Council on the 24th day of June, 2020.

Approved by the Mayor this 24th day of June, 2020.

CITY OF YACHATS

By: _____
W. John Moore, Chair

ATTESTED TO BY:

Shannon Beaucaire, City Manager

I certify that a public hearing before the Budget Committee was held on May 21, 2020 and a public hearing before the City Council was held on June 24, 2020 giving citizens an opportunity to comment on use of State Revenue Sharing.

Shannon Beaucaire, City Recorder/Manager

RESOLUTION 2020-118

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Yachats hereby adopts the budget for fiscal year 2020-21 in the total amount of \$9,477,151.* This budget is now on file at **441 Hwy 101 N, Room 2** in Yachats, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, for the following purposes:

General Fund

<u>Organizational Unit or Program:</u>	
City Hall	494,400
	0
<u>Not Allocated to Organizational Unit or Program:</u>	
Personnel Services.....	0
Materials & Services.....	0
Capital Outlay.....	0
Debt Service	0
Special Payments.....	55,000
Transfers Out.....	252,777
Contingency.....	16,000
Total.....	\$818,177

Visitor Amenities Fund

Personnel/Materials & Services	163,850
Special Payments.....	0
Transfers Out.....	44,030
Contingency.....	0
Total.....	\$207,880

Capital Reserve Fund

Org. Unit/Program: _____	187,500
Capital Outlay	1,361,300
Transfers Out.....	0
Contingency.....	0
Total.....	\$1,548,800

Debt Service Fund

Debt Service	644,039
Transfers Out.....	100,000
Total.....	\$744,039

Water Revenue Bond Fund

Debt Service	42,850
Total.....	\$42,850

GO Water Bond Fund

Debt Service	43,825
Total.....	\$43,825

System Development Charges

Org. Unit/Program: _____	0
Special Payments.....	0
Transfers Out.....	40,000
Contingency.....	0
Total.....	\$40,000

City Amenities

Personnel/Materials & Services	263,419
Special Payments.....	0
Transfers Out.....	0
Contingency.....	10,000

Total.....	\$273,419
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City Streets

Personnel/Materials & Services	100,262
Special Payments.....	0
Transfers Out.....	0
Contingency.....	0
Total.....	\$100,262

Storm Drains

Personnel/Materials & Services	34,437
Special Payments.....	0
Transfers Out.....	0
Contingency.....	0
Total.....	\$34,437

Water System

Personnel/Materials & Services	598,220
Special Payments.....	0
Transfers Out.....	51,000
Contingency.....	93,125
Total.....	\$742,345

Water Construction Fund

Personnel/Materials & Services	0
Capital Outlay	216,256
Transfers Out.....	0
Contingency.....	0
Total.....	\$216,256

WasteWater System Fund

Personnel/Materials & Services	573,460
Special Payments.....	0
Transfers Out.....	159,780
Contingency.....	60,000
Total.....	\$793,240

Total APPROPRIATIONS, All Funds . . .	\$5,605,530
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Total Unappropriated and Reserve Amounts, All Funds . . .	3,871,621
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TOTAL ADOPTED BUDGET . . .	\$9,477,151
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(*amounts with asterisks must match)

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2020-2021 :

- (1) at the rate of \$.1717 per \$1000 of assessed value for permanent rate tax; and
- (2) In the amount of \$44,755.00 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax..... \$.1717/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ 44,758.00

The above resolution statements were approved and declared adopted on June 24, 2020.

X _____
Signature: W. John Moore, Mayor

Attest:

X _____
Signature: Shannon Beaucaire, City Manager

City of Yachats



FY2020-21 Proposed Budget

City of Yachats Annual Budget

Fiscal Year July 1, 2020 – June 30, 2021

CITY COUNCIL

W. John Moore, *Mayor*

Max Glenn, *Council President*

James Tooke, *Council Member*

Leslie Vaaler, *Council Member*

Mary Ellen O'Shaughnessey, *Council Member*

BUDGET COMMITTEE – CITIZEN MEMBERS

Lance Bloch

Don Groth

Dawn Keller

John Purcell

Brad Webb

CITY STAFF

Shannon Beaucaire, *City Manager*

Kimmie Jackson, *Deputy Recorder*

David Buckwald, *Wastewater Lead*

Rick McClung, *Water Lead*

www.yachatsoregon.org

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Reader's Guide: How to Make the Most of the Budget Document

This budget document serves to:

- Present the public with a clear picture of the services the city provides.
- Provide city management with a financial and operating plan.
- Communicate the vision of the City Council for the City of Yachats.
- Present financial and organizational operations for each of the city's departments.
- Provide a variety of information about the city through:
 - The Budget Message,
 - Council Vision and Goals, and
 - Oregon budget process, including an explanation of funds.

Revenues & Expenditures

This section includes current revenue by source and current expenses by major category. This section also includes an overview of the main sources of revenue for the City, including a review of Oregon's property tax system; as well as an overview of the major categories of expenses; personal services, materials and services, and capital outlay.

Debt Service & Capital Improvement Plan (CIP)

This section includes information on our General Obligation Bond, Water Revenue Bond and Loans.

The CIP establishes, prioritizes, and ensures funding for projects to improve existing, and develop new, infrastructure and facilities. While the CIP serves as a long-range plan, it is reviewed and revised annually.

City of Yachats Budget Message

May 21, 2020

Mayor W. John Moore, Members of the Yachats City Council
Members of the Yachats Budget Committee

Thank you for your time and commitment to participate in the City of Yachats (City) annual Budget review. We are pleased to present the proposed City annual budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Oregon Budget Law, Chapter 294 of the Oregon Revised Statutes, provides multiple levels of review of municipal proposed budgets by the Budget Committee and the City Council. At any step in this process, the Budget Committee and City Council can alter the proposed budget if they believe it is in the best interests of the City of Yachats.

This year's proposed budget is a compilation of many reviews and changes. The major influences for these changes were the financial system conversion and – of course - the COVID-19 pandemic. You will note that some of our budget sheets look different from previous years. Through the upgrade to the financial system, we have been working on establishing beginning balances in each specific department/fund, whereas previously some funds 'rolled up' into an overarching fund – such as the Capital Improvement Non-Departmental Fund or Debt Services Non-Departmental Fund.

Additionally, we have worked to reduce transfers whenever possible. For example, City Hall/General Fund reflects, and the accounting system directs, the distribution of 61% of every Transient Lodging Tax dollar to the General Fund and 39% to the state law restricted use Visitor Amenity Fund. Therefore, the City Hall Budget does not reflect the FY20 budgeted \$950,000 with a \$370,000 transfer to Visitor Amenities. The system is directing the true percentage distribution to reduce error and the need to 'true up' budget to actuals at the end of the year. Further, rather than depositing Food and Beverage Tax into the Capital Improvement Non-Departmental Fund and then budgeting a transfer to the Wastewater Debt, the Food and Beverage Tax is now being directed fully to the Wastewater Debt Service.

The goal of these improvements is to reduce potential error, eliminate the need to 'true up' these tax accounts at the end of the year, and – ultimately - increase transparency about the actual balances and costs to specific departments and funds.

The COVID-19 pandemic has obviously had a significant impact to this proposed budget. Due to the quarterly collections of the transient lodging and food and beverage tax, the City has not yet been fully impacted by the state and county wide closures that

have impacted our businesses over the last few months. During the last quarter of FY20 and first quarter of FY21, the City will begin to see a second wave impact to revenues as water and wastewater revenues decrease along with the food and beverage and lodging tax collections from the closures and/or limited operations of those industries.

Budget Overview

The proposed budget is conservative, tied to Council Goals, and emphasizes the following objectives:

1. Staying current on debt payments and reducing the City's overall debt obligations to:
 - a. Increase the City's financial sustainability (Goal 3), and
 - b. Increase the City's ability to support our businesses and community's economic recovery throughout the pandemic.
2. Invest in people.

As a local employer we have a major impact on our local economies and our investments in projects have multiplier effects. We can support our people by exploring alternatives to the traditional furloughs, cutbacks, layoffs, and elimination of temporary and contract positions.

Cutting back on employee or contractor wages decreases the amount of funds they would have available to support our local businesses through purchases and adds additional stressors to state and federal programs.

Additionally, support is needed to prevent a decrease in City services, avoid burn-out as individuals are unable to take time off or need to care for their family, and to handle new duties related to the pandemic – such as monitoring regulations to prevent the spread of the disease and protect our economy (Goal 6).

3. Invest in our new “normal”.

Invest in projects and marketing that safely bring back tourism. This too has a multiplier effect of, not only supporting customers for our local businesses, but also strengthening other businesses to complete City projects. These businesses can employ and pay their employees as the City pursues projects to continue to make Yachats an attractive place to live and play. Those employees,

in turn, have income to support other local businesses such as retail stores and restaurants.

4. Invest in projects.

As noted above, the impact of the City's investment in infrastructure and projects has impacts beyond a specific project. Investing in projects that are in whole, or in part, grant funded reduces the burden on City resources and can effectively stabilize our revenue/expenditure stream, while employing individuals and businesses.

Investing in capital and operating projects, while searching for additional potential grant funding for projects, such as infrastructure and building projects, touchless hand dryers and toilets to prevent disease spread, and information technology projects to improve contactless service delivery and increased security provides opportunities for additional employment. Which in turn, encourages additional revenue and support to our local businesses.

We are going to need a multi-prong approach to pull our local economy through these tough times. Our businesses need our support, and we need our businesses for the City to be able to provide essential services. We are going to have to be disciplined enough to withstand the new economic reality, while being agile enough to proactively respond to the rapidly evolving conditions presented by COVID-19. While this direction might be more challenging than cutbacks it might just be the stimulus that our community needs.

Debt Service

Food and beverage taxes are a substantial contributor to repayment of the City's debt obligations. Over the last three fiscal years, the food and beverage tax has averaged approximately \$350,000 – which is approximately 56% of the City's overall annual debt payments. The remaining debt payment revenue comes from property tax associated with the general obligation bond, the urban renewal district, system development charges, and water and wastewater operations.

Due to the decreased ability for restaurants to service customers due to the pandemic, food and beverage tax is estimated at 50% of the averaged revenues (\$175,000) for FY21. The reserves in the Wastewater Debt Service will ensure that the payments are kept current.

Detailed in the Debt Service section, a proposed debt reduction strategy has been proposed for the two loans held by Business Oregon – the South Tank Reservoir Construction Loan and the Wastewater Treatment Plant Loan, designated as IFA.

Considerations across Funds

Throughout the budget, the following were factors across all funds.

- Insurance costs (property, workers comp., etc.) were increased 12%.
- Labor costs were increased 15% to reflect contracted salary schedules, cost of living increases, benefits, and PERS. This also permits changes to specific personnel positions, should economic conditions allow (Goal 6). Specific changes are noted in the appropriate sections. The exception is to Streets operations, which required a decrease in overall personnel costs.
- No transfers to capital reserves from operations.
- Custodial and maintenance costs remain high. COVID-19 will require additional activities, including but not limited to, more frequent cleaning/disinfection with recommended disinfection products, facility modifications for contactless services such as hand dryers, toilets, and hand sanitizing. Increased software costs were included for additional contactless service delivery and cybersecurity protection.
- A policy has been implemented to freeze non-essential expenditures. Any proposals for non-essential spending must be justified and approved. This will remain until economic indicators, such as water consumption and quarterly tax revenue demonstrate improvement.

General Fund Operating and Capital

Where applicable FY20 percentage funding splits between the general fund and visitor amenity were maintained. Utilizing 2017 International Facilities Management Association (IFMA) guidelines of allocating \$3.50/sq. ft. for general maintenance, each City facility has maintenance budgets to deter the fiscal impact of deferred maintenance on our aging buildings.

City Hall

Reserves represent 56% of the total revenue in this fund. Other major contributors are the unrestricted portion of the lodging tax (22%), franchise fees (6%), and State shared taxes (2%). The general fund receives 61% of the lodging tax (unrestricted) and visitor amenity receives 39% (restricted). The three-year revenue average for total (restricted and unrestricted) lodging tax is \$985,982. I have estimated lodging tax revenues at 50% for FY21.

Taxes received from tobacco and state revenue share are expected to decrease, while liquor and marijuana taxes are expected to increase.

Cleaning and building maintenance items are expected to increase due to COVID-19 related activities, especially as the public returns using city buildings. Grants will be researched for items to protect our community such as plexiglass protection and contactless equipment.

Labor also includes an administrative assistant position as noted in Organizational development talks (Goal 6). This position would be filled when economically feasible.

The fund also includes evacuation signage (recently grant funded \$5,000) and other emergency preparedness opportunities such as a storage facility (recently \$2,500 in grant funding) (Goal 4).

Community Support

The proposed budget provides the opportunity to meet various needs of the community by supporting programs of other agencies. The following agencies have submitted Budget Allocation Requests (approximately \$36,250) and are included in the proposed budget (\$50,000 total in the community support line):

➤ Mid-Coast Water Conservation Consortium Development	\$ 1,500
➤ Yachats Youth & Family Activities Program	\$30,000
➤ Lincoln County Highway 101 roadside no-spray project	\$ 1,000
➤ ORCWCOG – Meals on Wheels Program	\$ 1,750
➤ ORCWCOG – Senior Volunteer Program	\$ 2,000
➤ Oregon Coastal Zone Management Association	\$not stated

Capital outlay projects for City Hall include the approved, grant funded, transition of City Hall to the old bank building (Goal 5). In addition to investments in City projects having a multiplier effect in the local economy, the pandemic has emphasized the critical need for this project. While it was documented that the office workstations are small, cramped, and inefficient and no longer serves the needs of the City or its team members the pandemic has illustrated the health and safety issues with the space.

Experts are recognizing that social distancing – for the protection of team members and the community - will require more office space to safely space team members and the public, less shared spaces, and furniture and surfaces that withstand frequent cleaning

and disinfection. Safe spaces are not limited to workstations but also applies to communal areas like hallways.

Additionally, monies are proposed to update information technology (IT) hardware and software (Goal 6). This includes items such as replacement of the outdated server, increased security items of firewalls and VPN connections to address and protect against the recent increase in cybercrime, and IT solutions to continue to provide services to our citizens in this changed environment. The pandemic has significantly changed not only how and where we work, but also how we provide services, and this adjustment will be with us for the foreseeable future. Contactless service delivery methods will need to be explored so that we can continue to reach and hear from all our community members. This can include solutions like paperless delivery, modules that efficiently promote information on multiple platforms, and even audio/visual equipment to live stream and encourage public participation in remote meetings.

The proposed budget does not include savings for the unfunded PERS liability. However, if revenues exceed budgetary estimates, it is recommended that savings for this critical goal are reevaluated.

Visitor Amenity

This fund merges the Marketing and Non-Departmental Visitor Amenities funds. The proposed changes in this fund primarily address Objective 3 – Invest in our new “normal”.

Proposed budget items in this fund, include:

- \$5,000 community support for Cape Perpetua.
- A proposed personnel service change to add an in-house Marketing Coordinator position to focus on bringing tourism back safely to support our local businesses. This position has precedent. During the FY08 economic downturn a marketing director was hired to encourage tourism in Yachats.
- Matched with the coordinator position, an increase to the marketing budget to support strategic, analytically supported marketing activities. Traditionally, this has also contained approximately \$5,000 in grant funds to encourage off-season tourism ideas.
- The Community Support and Beautification line has been increased to support projects specifically targeted to making Yachats an attractive place to visit. It also provides room for other community support initiatives that meet the State criteria.

Commons

The operating budget remains largely equivalent to the FY20 approved budget. There are currently no capital projects proposed; however, the heating system replacement may continue into FY21. There may be a future need for furnishings that allow for easy disinfection, especially as the building regains public use.

Library

Submitted by the Library Commission, the operating budget remains largely equivalent to the FY20 approved budget.

The Library is currently undergoing an approved Needs Assessment (\$14,857) to better plan for future requirements to serve the Yachats community and visitors. Fifty thousand (\$50,000), has been proposed as a place holder should capital requirements, beyond the needs assessment, arise in FY21.

Little Log Church and Museum (LLCM)

Submitted by the LLCM, the operating budget remains largely equivalent to the FY20 approved budget.

The LLCM remains in need of significant repairs/rebuild. The Friends of the Little Log Church noted in January that they have raised over \$10,000 and will continue fundraising once it is safe to do so. Capital outlay of \$150,000 has been proposed to leverage grant funding for the significant and critical rebuilding of the LLCM.

Parks & Trails

Over the last 3 fiscal years parks and trails has received \$150,000 in restricted lodging tax into their capital reserves (\$40,000 ridge trail signage, \$60,000 public restroom near commons, and \$50,000 for Ocean View Drive completion work). Currently, \$50,000 is proposed for leveraging grants for the planned boardwalk to increase visitor pedestrian safety from Highway 101 to approximately Beach Street. However, if the County funding decreases due to the pandemic, additional funds could be budgeted for other items that meet the State criteria.

Since the standardized operational budget lines don't align precisely with the Trails budget request descriptions, I have itemized them out below. Except for specific City costs, such as insurance, the Trails committee submitted the following budget:

- \$600 conferences and training registration
- \$3,250 permanent outdoor signs/maps, printing
- \$400 safety first aid equipment and training
- \$2,050 conferences & training accommodation, travel, including local

- \$750 tools acquisition/replacement
- \$3,500 building and land maintenance
- \$500 New Year's Day Peace Hike Buttons
- \$1,500 food and non-alcoholic refreshments for volunteers

Public Works and Streets Operating and Capital

Public Works labor also includes a Public Works Coordinator/Manager position as was noted in Organizational development talks (Goal 6). This position would be filled when economically feasible.

Streets

The streets capital reserve fund has a \$100,000 grant for the paving and improvements to Driftwood lane behind the old bank building and Commons (Goal 6). This area is heavily utilized during activities/festivals at the Commons and during Clean Sweep. The projected budget is coming in higher than the grant funding (approximately \$158,000). While the pandemic will impact bid prices on projects, in preparation for potential additional costs \$25,000 was budgeted in FY20 to assist with project costs. Additionally, \$200,000 was budgeted in FY18 for visitor parking and \$50,000 for 'multiple paving areas'. In addition to looking for much needed additional visitor parking in the downtown corridor, these funds also be utilized.

In FY19, \$50,000 was budgeted for assistance with the completion of the Ocean View Drive project (Goal 2). Due to potential County budget shortfalls due to the pandemic, these funds may be needed to complete the project. Additionally, the Horizon Hill Stabilization study will continue into FY21.

Due to the sizable number of potential capital projects, including significant grant funding, it is recommended that the focus is on completing these capital projects over operational projects for FY21.

Storm Drains

The storm drain operations fund balance remains strong at this time and it is recommended that the focus in FY21 be on operational projects versus capital projects.

Water

Our current base rate structure covers approximately 62% of the costs to operate and produce water for the City. In FY20 we began a utility rate study and update that will help increase that percentage slightly; however, we will need to monitor monthly consumption and bill payments.

Except for the necessary replacement for our Vac Truck, capital projects will be focused on:

- Grant funded, in whole or in part, projects such as the Water Master, Management, and Conservation Plan (\$20,000 grant) and Source Water Protection Plan (\$30,000 grant), or
- Projects that increase our financial sustainability, such as completion of the rate study (Goal 6).

Water source protection and security are Council's number 1 priority. In this conservative proposed budget, reserves for land acquisition for source water protection are not included. However, if revenues exceed budgetary estimates, it is recommended that savings for this critical goal are reevaluated.

However, in partnership with View of the Future, an application for a Resource Assistance for Rural Environments (RARE) intern focused on water security is being pursued. View of the Future generously offered to support the intern in housing assistance and financial costs of the program. The City is required to provide working space and equipment.

Wastewater

Like Water, close monitoring of operating revenues will be required. While some FY20 capital projects, like the UV building doors and pole building, will continue into FY21, capital projects will mirror the water capital reserve fund: Vac Truck, rate study, wastewater master plan (\$20,000 grant).

Thank you for your time and commitment to this vital process for the City of Yachats. I would like to acknowledge and thank all Commissions, Committees, and Staff involved for their efforts in developing the budget and contributing to the process. In particular, I wish to thank Don Groth, Leslie Vaaler, Helen Anderson, and Kimmie Jackson for the additional work they contributed to this proposed budget. Please forward any questions you may have so that we can address them at the public meeting. We look forward to working with you on the proposed 2020-21 budget with you.

Sincerely,

Shannon Beaucaire
City Manager

Budget Committee Changes from Proposed to Approved Budget

NOTE: Adjustments to estimated actuals were not proposed by the Budget Committee but a request to be completed before Council approved the budget.

- **Debt Services**

- **GO Water Bond**

- Request for updated estimated actuals impacts the following (these were done before May property taxes were received):
 - Current property tax: \$41,462.13. Previous estimate of \$43,000. Actuals as of May 31 \$41,262.13; May property tax not yet received.
 - Past due property tax: \$1,296.84. Previous estimate: \$1,755.00. Actuals as of May 31: \$1,236.84; May property tax not yet received.
 - **Recommendation: Adjust \$3,000 from Water System Transfer to \$5,000 to avoid a negative balance in the fund.**

- **Wastewater Plant Loan**

- Request for updated estimated actuals impacts the following:
 - Food and Beverage Tax: Actuals as of May 31: \$362,222.71. Previous estimate of \$350,000. Estimated actual averaged by 11 months.
 - This changes the beginning balance to \$732,008.14. Previous estimate: \$686,856.09.

- **Public Works Operating**

- **Streets**

- State Highway Tax: Actuals as of May 31: \$50,251.15. Previous estimate of \$47,000. Estimated actual averaged by 11 months.
 - Estimated actuals have been adjusted as follows:

<u>New</u>	<u>Old</u>	<u>Category</u>
46,247.72	35,200.00	Allocated Labor
273.60	300.00	Contract Expense
615.60	700.00	Legal
2,767.44	2,800.00	Equipment Fuel
710.89	800.00	Equipment Repair
94.28	105.00	Tools and Small Equip.
0.00	2,000.00	Plant/System Operations
1,804.88	2,000.00	Parts
128.27	100.00	Consumables

1,365.60	1,500.00	Outside Services
18,740.11	18,600.00	Street Lighting
19,377.60	18,500.00	Mowing/Trimming/Rem.
1,528.19	1,700.00	Material and Services

- This changes the beginning balance to \$48,980.48. Previous estimate: \$50,510.22.
- **Recommendation: Adjust \$3,000 expenses to avoid a negative balance in the fund.**

○ **Storm Drains**

- Estimated actuals have been adjusted as follows:

New	Old	Category
19,510.34	30,000.00	Allocated Labor

- This changes the beginning balance to \$90,611.66. Previous estimate: \$80,146.00.

○ **Water**

- Reduce revenue to \$550,000 and transfer remainder of reserve for future years to contingency.
- Estimated actuals have been adjusted as follows:

New	Old	Category
699,186.24	610,000.00	Water/Wastewater Serv.
40,939.52	38,000.00	Capital Reserve Fee
10,636.36	6,120.00	Installation Charges
3,256.73	2,300.00	Rents or Fees
263,290.95	300,000.00	Allocated Labor
1,605.00	2,100.00	Dues & Memberships
4,932.98	3,500.00	Fee Expense
12,818.67	8,000.00	Office Materials & Supp
10,377.58	10,400.00	Telephones/Cell Phones
5,168.83	4,500.00	Postage
939.87	1,450.00	Education and Training
37,752.13	36,642.95	Contract Expense
4,174.13	40,000.00	Auditor
930.83	1,000.00	Legal Expense
20.88	100.00	Travel
7,796.41	7,500.00	Software
1,761.86	2,000.00	Equipment Lease & Rental
3,728.17	4,900.00	Equipment Fuel/Tires/Part
4,503.48	2,700.00	Equipment Repair
1,041.78	1,340.00	Tools and Small Equip
219.08	500.00	Custodial Support/Supp

New	Old	Category
23,981.19	24,000.00	Plant Utilities
1,793.22	2,578.73	Main Plant Parts
6,270.73	4,400.00	Main Plant Consumables
24,711.47	34,000.00	Main Plant Outside Serv
20,215.82	26,700.00	Parts
2,302.67	1,900.00	Consumables
10,994.66	4,600.00	Outside Services
58.19	100.00	Equipment Repair/Maint
7,747.20	8,400.00	Mowing/Trimming/Remov

- This changes the beginning balance to \$291,717.53. Previous estimate: \$154,344.78.

○ **Wastewater**

- Reduce revenue to \$525,000 and transfer remainder of reserve (94,779.80) for future years to capital reserves.
- Estimated actuals have been adjusted as follows:

New	Old	Category
747,676.47	590,000.00	Water/Wastewater Serv.
45,796.78	45,000.00	Capital Reserve Fee
6,736.36	4,650.00	Installation Charges
884.00	1,000.00	Rents or Fees
313,264.21	255,000.00	Allocated Labor
1,366.00	1,600.00	Dues & Memberships
2,515.00	3,700.00	DEQ Fees
4,953.04	4,800.00	Fee Expense
12,784.14	8,500.00	Office Materials & Supp
6,095.38	6,400.00	Telephones/Cell Phones
5,168.83	4,500.00	Postage
1,937.70	3,000.00	Education and Training
37,915.42	38,000.00	Contract Expense
3,474.13	4,000.00	Auditor
930.83	1,100.00	Legal Expense
20.88	50.00	Travel
8,084.56	7,800.00	Software
1,827.85	2,100.00	Equipment Lease & Rental
3,337.92	4,250.00	Equipment Fuel/Tires/Part
9,396.93	10,000.00	Equipment Repair
552.60	500.00	Tools and Small Equip
608.79	500.00	Custodial Support/Supp

New	Old	Category
28,161.76	27,000.00	Plant Utilities
17,609.37	20,500.00	Main Plant Parts
10,313.03	13,500.00	Main Plant Consumables
5,851.90	4,600.00	Main Plant Outside Serv
1,776.84	1,500.00	Parts
681.58	250.00	Consumables
8,077.41	9,500.00	Outside Services
49.14	0.00	Collection I&I
58.18	100.00	Equipment Repair/Maint.
7,747.20	8,400.00	Mowing/Trimming/Remov

- This changes the beginning balance to \$331,242.10. Previous estimate: \$225,740.36.

- **Public Works Capital**

- **Streets**

- Estimated actuals have been adjusted as follows:

New	Old	Category
0.00	30,000.00	Allocated Labor

- This changes the beginning balance to \$325,781.53. Previous estimate: \$295,781.53.

- **Storm Drains**

No Changes

- **Water**

- Remove \$70,000 SDC transfer. Now from Urban Renewal.
 - Estimated actuals have been adjusted as follows:

New	Old	Category
3,455.09	3,000.00	Allocated Labor

- This changes the beginning balance to \$298,067.38. Previous estimate: \$298,522.47.

- **Wastewater**

- Estimated actuals have been adjusted as follows:

New	Old	Category
2,253.85	3,000.00	Allocated Labor
20,251.67	33,311.79	CO Infrastructure Systems

- This changes the beginning balance to \$546,294.22. Previous estimate: \$532,487.95.

- **Special Funds**

- **SDC Admin.**

- Estimated actuals have been adjusted as follows:

New	Old	Category
79,746.86	79,000.00	Wastewater Reimb.
31,796.09	31,500.00	SDC Water Improvements
19,705.30	19,500.00	SDC Water Reimbursements
18,861.96	19,500.00	SDC Storm Drain Improvement
8,091.07	8,000.00	LID Assessments-Principal

- This changes the beginning balance to \$486,576.96. Previous estimate: \$485,875.68.

- **General Construction**

- No Changes

- **General Fund Operating**

- **City Hall**

- Reduce interest revenue to \$60,000.
 - Estimated actuals have been adjusted as follows (May property tax not yet received):

New	Old	Category
93,283.32	75,046.30	Interest Earned
44,308.67	40,286.11	Property Tax - Current
1,419.41	1,155.08	Property Tax - Past Due
10,436.00	9,836.00	License Business
32,888.78	32,338.78	License Vacation Rental
24,676.99	17,037.58	Franchise Cable
14,067.80	10,715.97	Franchise Disposal
51,153.58	37,480.59	Franchise Electricity
3,490.91	2,500.00	Permits/Filing Fee
2,066.90	1,759.20	Misc Revenue
602,886.17	523,365.00	Tax – Lodging
905.29	711.59	Tax - State Tobacco
13,316.01	10,031.68	Tax - State OLCC
10,233.53	10,223.53	Tax - Marijuana
19,419.33	13,635.58	State Revenue Share
4,261.29	1,406.18	Other State Resources
95,165.60	100,000.00	Allocated Labor
766.14	4,424.04	Advertising/Legal Notice
4,424.13	3,600.00	Auditor
2,205.56	2,043.41	Bank Charges/Credit Card

New	Old	Category
4,477.72	14,561.50	Board/Comm/Meeting Ed
1,873.31	16,603.99	Building and Land Maint.
151,544.59	150,000.00	Community Support
3,128.92	6,257.83	Computer Equip. & Maint.
175,518.06	193,579.27	Contract Expense
389.89	6,636.91	Custodial Support
6,155.36	7,236.65	Dues & Memberships
4,928.42	8,324.86	Education and Training
1,646.89	1,141.66	Emergency Prep
549.18	864.00	Equipment & Furniture
1,904.87	1,707.34	Equipment Lease & Rent
24,712.34	9,740.02	Legal Expense
1,703.78	1,207.75	Material and Services
15,641.38	8,375.21	Office Materials & Supp
1,823.58	63.48	Postage
9,546.91	17,747.33	Software
3,482.69	3,764.33	Telephones/Cell Phones
5,029.92	1,401.02	Travel
1,689.86	3,012.65	Utilities
4,900.14	5,762.90	Yard Debris Dumpster

- This changes the beginning balance to \$931,492.59. Previous estimate: \$753,209.19.
- Note, as of May 31:
 - Property tax - current: \$40,616.28
 - Property tax - past: \$1,301.13
 - Lodging tax: \$602,886.17

○ **Visitor Amenity**

- Reduce Community Support to \$17,850.00
- Estimated actuals have been adjusted as follows:

New	Old	Category
385,451.82	334,610.42	Tax - Lodging
6,974.42	12,000.00	Community Support
18,428.51	15,095.00	Marketing
3,779.44	3,273.58	Material and Services

- This changes the beginning balance to \$223,885.55. Previous estimate: \$175,472.84.
- Note, as of May 31, Lodging tax is \$385,451.82

○ **Library**

- Estimated actuals have been adjusted as follows:

New	Old	Category
5,009.66	2,000.00	Allocated Labor
9,868.10	10,500.00	Books and Periodicals
1,970.15	2,000.00	Building and Land Maint.
8,000.47	8,000.00	Contract Expense
158.39	176.00	Custodial Support/Supp
2,405.62	2,405.62	Insurance
159.60	200.00	Legal
85.20	100.00	Material and Services
578.40	640.00	Mowing/Trimming
1,208.78	1,400.00	Operating Materials
1,467.00	600.00	Telephones/Cell Phones
1,779.65	1,151.78	Utilities

- This changes the beginning balance to \$6,169.38. Previous estimate: \$9,182.60.
- **Recommendation: Adjust contributions from City Hall and Visitor Amenities to address negative balance.**

○ **LLCM**

- Estimated actuals have been adjusted as follows:

New	Old	Category
1,459.00	1,500.00	Rents or Fees
303.00	300.00	Inventory Sale
1,176.00	1,200.00	Gifts/Donations
3,849.37	2,500.00	Allocated Labor
4,159.00	4,200.00	Building and Land Maint.
69.81	100.00	Material and Services
662.05	500.00	Telephones/Cell Phones
1,745.21	1,400.00	Utilities

- This changes the beginning balance to \$6,703.72. Previous estimate: \$8,365.16.
- **Recommendation: Adjust contributions from City Hall and Visitor Amenities to address negative balance.**

- **Commons**

- Estimated actuals have been adjusted as follows:

New	Old	Category
19,945.83	15,291.68	Rents or Fees
6,012.00	7,828.80	Gifts/Donations
30,064.75	40,000.00	Allocated Labor
26,315.51	14,700.00	Building and Land Maint.
42,500.00	42,000.00	Contract Expense
8,353.77	11,000.00	Custodial Support/Supp
844.97	1,200.00	Material and Services
1,100.00	1,500.00	Mowing/Trimming
455.64	600.00	Office Materials & Supp
466.98	1,700.00	Telephones/Cell Phones
452.85	402.00	Tools and Small Equip
5,225.72	5,200.00	Utilities

- This changes the beginning balance to \$73,002.71. Previous estimate: \$60,920.62.
 - **Recommendation: Adjust contributions from City Hall and Visitor Amenities to address negatives in LLCM and Library.**

- **Parks and Trails**

- Reduce Travel to \$1,000.00.
 - Estimated actuals have been adjusted as follows:

New	Old	Category
1,080.00	2,160.00	Building and Land Maint.
873.60	750.00	Marketing
1,765.94	1,471.62	Material and Services
1,314.00	2,628.00	Mowing/Trimming
1,493.50	1,031.30	Parks/Grounds
448.38	0.00	Tools and Small Equip
2,990.63	3,087.14	Trails Maintenance
979.93	226.85	Utilities

- This changes the beginning balance to \$22,517.56. Previous estimate: \$22,109.02.

- **General Fund Capital**

- **City Hall**

- Add \$20,000 for emergency containers. Increase capital outlay to \$166,300. Transfer \$95,000 in from City Hall.

City of Yachats
FTE - EMPLOYEE SUMMARY FY 2020-2021

CURRENTLY FILLED POSITIONS

FUND	POSITION	FTE	SALARY	FRINGE	PERS	INSURANCE	TOTAL COST
General Fund	Deputy Recorder	1.00	56,346	5,308	15,180	17,458	94,291
General Fund	Community Svc Coord.	1.00	49,329	4,647	13,289	19,331	86,596
General Fund	City Manager	1.00	98,838	9,311	17,900	11,053	137,101
Public Works	PW Lead	1.00	70,666	13,024	19,037	20,197	122,923
Public Works	Water Lead	1.00	81,428	15,007	21,937	20,234	138,606
Public Works	Utility Worker	3.00	162,413	29,933	43,754	65,596	301,696
Totals		8.00	519,020	77,229	131,097	153,868	881,214

ANTICIPATED POSITIONS

FUND	POSITION	FTE	SALARY	FRINGE	PERS	INSURANCE	TOTAL COST
General Fund	Admin Assistant	1.00	41,190	3,880	11,096	27,732	83,898
Public Works	PW Manager	1.00	85,680	15,791	15,517	20,196	137,183
Totals		2.00	126,870	19,671	26,613	47,927	221,081

- ❖ Note: The cost of Currently Filled Positions does not include on-call or overtime.
- ❖ Note: The PW Manager could be hired from within. If that is the case, the cost of the anticipated position would be adjusted accordingly.

City of Yachats Contracted Services
(All Professional, IGA & Personal Services)

SERVICE	VENDOR	PERCENT	YEAR TO DATE FY2019-2020	BUDGET FY2020-2021
Finance	OCWCOG	27%	79,634.78	84,914.91
Planning/Code Enforcement	David Mattison	20%	59,530.46	63,477.58
Facilities/Custodial	Heather Hoen	17%	50,000.00	53,315.21
Code Enforcement	TCP Sec. & M Phillips & Cardinal Svc	15%	43,372.29	46,248.06
Planning	OCWCOG	11%	33,696.46	35,930.68
Consulting Services	Helen Anderson	5%	13,449.84	14,341.62
Technology Services	OCWCOG	4%	13,208.00	14,083.75
Other	Other	1%	4,302.89	4,588.19
ANNUAL TOTAL		100%	297,194.72	316,900.00

2018- 2019 Actuals	2019- 2020 Adopted	Description	2020- 2021 Proposed	General Fund	General Reserve Fund	Debt Services Fund	Special Fund	Enterprise Funds
2,846,334	4,763,903	Beginning Balance	5,294,262	1,403,365	1,043,498	890,550	702,833	1,467,321
81,517	80,000	Capital Reserve Fee	75,000	0	0	0	0	75,000
35,500	27,000	Commons Operations-Transfer In	0	0	0	0	0	0
21,595	20,000	Franchise Cable	20,000	20,000	0	0	0	0
13,070	13,000	Franchise Disposal Services	13,000	13,000	0	0	0	0
47,874	44,000	Franchise Electricity	44,000	44,000	0	0	0	0
3,851	4,000	Franchise Telephone	4,000	4,000	0	0	0	0
3,503	3,400	Gifts/Donations	3,000	3,000	0	0	0	0
438,601	0	Government Sources (S Tank)	0	0	0	0	0	0
55,890	100,000	Grant	191,300	0	191,300	0	0	0
150,000	150,000	Hall Bequest	150,000	0	150,000	0	0	0
19,650	5,500	Installation Charges	5,500	0	0	0	0	5,500
99,174	0	Interest Earned	60,000	60,000	0	0	0	0
337	0	Inventory Sale	500	500	0	0	0	0
11,079	11,000	License Business	11,000	11,000	0	0	0	0
31,640	30,000	License Vacation Rental	30,000	30,000	0	0	0	0
2,815	0	LID Assessments-Interest	0	0	0	0	0	0
14,946	10,000	LID Assessments-Principal	10,000	0	0	0	10,000	0
4,600	4,600	LLCM Operations - Transfer In	0	0	0	0	0	0
0	0	Misc Revenue	1,000	1,000	0	0	0	0
16,488	3,000	Other Local Resources	3,000	3,000	0	0	0	0
1,000	1,000	Other State Sources	2,000	2,000	0	0	0	0
1,275	200	Permits/Filing Fee	1,000	1,000	0	0	0	0
17,800	17,800	Rental Income	17,800	17,800	0	0	0	0
27,932	27,500	Rents or Fees	15,000	15,000	0	0	0	0
24,001	19,000	SDC Storm Drain Improvement	20,000	0	0	0	20,000	0
109,721	60,000	SDC Wastewater Reimbursement	60,000	0	0	0	60,000	0
27,134	15,000	SDC Water Improvements	15,000	0	0	0	15,000	0
43,769	20,000	SDC Water Reimbursements	20,000	0	0	0	20,000	0
12,482	9,000	State Revenue Share	5,000	5,000	0	0	0	0
781,297	370,000	Tax - Food & Beverage Tax	175,000	0	0	175,000	0	0
4,628	3,000	Tax - Marijuana	11,000	11,000	0	0	0	0
82,828	89,000	Tax - Property Current	85,000	45,000	0	40,000	0	0
2,189	2,000	Tax - Property Past Due	2,000	1,000	0	1,000	0	0
57,959	44,000	Tax - State Highway	50,000	50,000	0	0	0	0
12,016	10,000	Tax - State OLCC	11,000	11,000	0	0	0	0
791	700	Tax - State Tobacco	600	600	0	0	0	0
1,475,001	950,000	Tax - Transient Lodging	492,991	492,991	0	0	0	0
0	0	Transfer from General Construction	213,305	0	2,951	0	0	210,354
3,600	3,600	Transfer from Library Oper.	0	0	0	0	0	0
210,000	85,000	Transfer from SDC	40,000	0	0	40,000	0	0
4,000	3,000	Transfer from Streets Oper.	0	0	0	0	0	0

2018-2019 Actuals	2019-2020 Adopted	Description	2020-2021 Proposed	General Fund	General Reserve Fund	Debt Services Fund	Special Fund	Enterprise Funds
213,000	220,000	Transfer from Urban Renewal	415,000	0	0	195,000	0	220,000
145,000	140,000	Transfer from Wastewater Oper	154,780	0	0	60,000	0	94,780
105,000	100,000	Transfer from Water Operations	0	0	0	0	0	0
164,668	25,294	Transfer in Capital Reserve	0	0	0	0	0	0
282,430	281,680	Transfer in General Fund	252,778	157,778	95,000	0	0	0
0	0	Transfer from South Tank	100,000	0	0	100,000	0	0
13,000	13,000	Transfer in URD Admin Reimb	14,000	14,000	0	0	0	0
336,076	160,432	Transfer in Visitor Amenity	44,030	44,030	0	0	0	0
0	5,000	Wastewater - 50 Cent Per Meter	5,000	0	5,000	0	0	0
0	5,000	Water - 50 Cent Per Meter	5,000	0	5,000	0	0	0
43,000	43,000	Water System Transfer	46,000	0	0	46,000	0	0
1,266,941	1,196,000	Water/Wastewater Services	1,075,000	0	0	0	0	1,075,000
9,367,001	9,188,609	REVENUE	9,263,846	2,461,063	1,492,749	1,547,550	827,333	3,147,955
776,557	885,700	Allocated Labor	980,899	290,899	0	0	0	690,000
26,328	97,000	Capitalized Labor	187,500	0	80,250	0	0	107,250
802,886	982,700	PERSONNEL	1,168,399	290,899	80,250	0	0	797,250
1,126	1,000	Advertising\Legal Notice	8,000	8,000	0	0	0	0
3,412	0	Additional Services (S. Tank)	0	0	0	0	0	0
14,000	18,000	Auditor	14,500	4,500	0	0	0	10,000
6,000	0	Audit (S. Tank)	0	0	0	0	0	0
0	0	Bank Charges/Credit Card Fees	2,200	2,200	0	0	0	0
1,455	2,000	Board/Comm/Meeting Education, Travel, & Expense	9,000	9,000	0	0	0	0
12,298	12,000	Books and Periodicals\Children's Books/Programs	13,500	13,500	0	0	0	0
32,857	99,003	Building and Land Maintenance	91,476	88,476	0	0	0	3,000
2,164	5,000	Collection I & I	5,000	0	0	0	0	5,000
110,910	0	Collection Line (S. Tank)	0	0	0	0	0	0
45,199	67,850	Comm Support/Beautification	67,850	67,850	0	0	0	0
0	0	Computer Equipment and Maintenance	6,300	6,300	0	0	0	0
3,405	5,000	Consumables	4,700	200	0	0	0	4,500
184,215	269,800	Contract Expense (all Professional, IGA & Personal Svcs)	316,900	236,900	0	0	0	80,000
20,027	29,100	Custodial Support/Supplies	31,500	29,500	0	0	0	2,000
2,517	4,500	DEQ Fees	4,500	0	0	0	0	4,500
14,892	0	Design & Engineering (S. Tank)	0	0	0	0	0	0
10,334	12,000	Dues & Memberships	13,000	9,600	0	0	0	3,400

2018-2019 Actuals	2019-2020 Adopted	Description	2020-2021 Proposed	General Fund	General Reserve Fund	Debt Services Fund	Special Fund	Enterprise Funds
3,168	15,500	Education and Training	16,500	8,000	0	0	0	8,500
1,692	7,000	Emergency Prep & Public Safety	6,000	6,000	0	0	0	0
0	600	Equipment & Furniture	1,600	1,600	0	0	0	0
14,017	18,000	Equipment Fuel/Tires/Parts	13,400	2,900	0	0	0	10,500
7,310	8,500	Equipment Lease and Rental	7,600	2,500	0	0	0	5,100
7,910	22,500	Equipment Repair	19,500	7,500	0	0	0	12,000
1,367	3,500	Equipment Repair/Maintenance	2,000	0	0	0	0	2,000
4,453	8,000	Fee Expense	8,000	0	0	0	0	8,000
2,000	2,000	Fireworks	2,500	2,500	0	0	0	0
43,496	66,600	Insurance	69,923	33,342	0	0	0	36,580
0	1,000	Inventory Purchase	1,000	1,000	0	0	0	0
0	0	Legal	18,300	15,800	0	0	0	2,500
17,580	22,000	Main Plant Consumables	19,500	0	0	0	0	19,500
28,731	52,000	Main Plant Outside Services	47,000	0	0	0	0	47,000
33,731	30,000	Main Plant Parts	25,000	0	0	0	0	25,000
12,157	25,250	Marketing (Grants/Prgm/Events)	30,000	30,000	0	0	0	0
184	200	Marketing/Road Sign	200	200	0	0	0	0
10,924	15,200	Material and Services	13,000	13,000	0	0	0	0
27,989	36,000	Mowing/Trimming/Removal	45,900	32,400	0	0	0	13,500
26,822	27,200	Office Materials & Supplies	28,000	12,000	0	0	0	16,000
1,233	1,500	Operating Materials & Supplies	1,500	1,500	0	0	0	0
20,307	31,500	Outside Services	27,000	2,000	0	0	0	25,000
11,247	3,000	Parks/Grounds Maintenance	4,200	4,200	0	0	0	0
20,382	22,500	Parts	34,000	2,000	0	0	0	32,000
54,368	53,000	Plant Utilities	57,000	0	0	0	0	57,000
6,948	6,800	Postage	9,200	200	0	0	0	9,000
0	3,250	Printing (Maps & Signs)	800	800	0	0	0	0
17,800	17,800	Rent	17,800	17,800	0	0	0	0
863	3,500	Software	31,500	13,500	0	0	0	18,000
0	500	Storm Drain Consumables	500	500	0	0	0	0
0	2,500	Storm Drain Outside Services	2,500	2,500	0	0	0	0
0	6,000	Storm Drain Parts	6,000	6,000	0	0	0	0
18,275	18,500	Street Lighting	20,000	20,000	0	0	0	0
21,243	22,100	Telephones/Cell Phones/DSL	25,750	8,650	0	0	0	17,100
1,192	9,500	Tools and Small Equipment	6,050	3,050	0	0	0	3,000
8,607	2,000	Trails Maintenance/Supplies/Services	6,500	6,500	0	0	0	0
8,339	17,500	Travel	4,500	2,500	0	0	0	2,000
13,086	11,300	Utilities	13,000	13,000	0	0	0	0
64,765	65,000	Visitor Center Operations	65,000	65,000	0	0	0	0
5,256	7,000	Yard Debris Dumpster	6,000	6,000	0	0	0	0
16,261	146,000	Operating Contingency	179,125	26,000	0	0	0	153,125
998,512	1,337,053	MATERIALS AND SERVICES	1,481,274	846,468	0	0	0	634,805

2018-2019 Actuals	2019-2020 Adopted	Description	2020-2021 Proposed	General Fund	General Reserve Fund	Debt Services Fund	Special Fund	Enterprise Funds
228,438	856,585	Capital Outlay - Infrastructure	876,300	0	601,300	0	0	275,000
59,843	317,000	Capital Outlay - Equipment	225,000	0	45,000	0	0	180,000
4,313	0	Capital Outlay - Gateway Sign	0	0	0	0	0	0
0	25,000	Capital Outlay - Parking; Paving	0	0	0	0	0	0
47,084	0	Capital Outlay (S. Tank)	0	0	0	0	213,305	0
0	0	Capital Outlay - Street Projects	2,951	0	0	0	2,951	0
16,662	273,000	Capital Outlay - Water systems	260,000	0	0	0	0	260,000
356,339	1,471,585	CAPITAL OUTLAY	1,364,251	0	646,300	0	216,256	715,000
48,082	61,942	Interest Expense - IFA	53,863	0	0	53,863	0	0
119,875	110,221	Interest Expense - DEQ	100,286	0	0	100,286	0	0
20,258	18,581	Loan Fee - DEQ	16,856	0	0	16,856	0	0
76,113	102,486	Principal Payments - IFA	209,634	0	0	209,634	0	0
330,485	340,139	Principal Payments - DEQ	350,074	0	0	350,074	0	0
594,813	633,369	DEBT SERVICES	730,714	0	0	730,714	0	0
365,000	0	F&B Transfer to Debt Service- Wastewater	0	0	0	0	0	0
0	25,294	LID Repayment Transfer to SDC	0	0	0	0	0	0
162,000	25,000	OP Transfer - Capital Project	0	0	0	0	0	0
0	17,663	OP Transfer - Parks & Trails Operations	2,151	2,151	0	0	0	0
389,200	263,200	Transfer out Cap Res	94,780	0	0	0	0	94,780
78,206	20,000	Transfer out City Hall Res	95,000	95,000	0	0	0	0
123,000	160,507	Transfer out Commons	88,811	88,811	0	0	0	0
71,900	99,941	Transfer out Library Op/Proj	40,068	40,068	0	0	0	0
12,900	21,115	Transfer out LLCM	10,208	10,208	0	0	0	0
39,000	44,663	Transfer out Storm Drains	0	0	0	0	0	0
10,000	10,000	Transfer out Streets Cap Res	10,000	0	0	0	0	10,000
35,000	2,000	Transfer out Streets Op	0	0	0	0	0	0
0	0	Transfer out Water Plant Loan	100,000	0	0	100,000	0	0
143,000	143,000	Transfer to Debt Services	146,000	0	0	0	40,000	106,000
96,500	55,888	Transfer to Parks & Trails	717	717	0	0	0	0
415,088	0	Transfer to Visitor Amenities	59,853	59,853	0	0	0	0
1,940,794	888,271	TRANSFERS	647,587	296,808	0	100,000	40,000	210,780
4,693,344	5,312,978	TOTAL EXPENSES	5,392,225	1,434,175	726,550	830,714	256,256	2,357,835
4,673,657	3,875,631	NET GAIN/LOSS	3,871,621	1,026,888	766,199	716,837	571,577	790,120

❖ Note: In addition to the personnel notes above regarding overtime and on-call, personnel costs reflect the across the board 15% increase for contracted increases, as well as, potential increases in PERS and Benefits.

❖ Note: Contractual increases are proposed due to potential needs due to the pandemic, such as sanitation.

About the City of Yachats

Authority

The City of Yachats has all powers granted to municipal corporations by State statutes, including the power to issue debt, levy taxes on real property within its boundaries, and to extend its corporate limits by annexation.

Services

The City provides a full range of services: library, museum, construction and maintenance of streets, parks and trails, utility infrastructure, recreational activities and cultural events, and current and long-range planning. Yachats owns and operates a water system and a water treatment plant. The City also owns and operates the wastewater and stormwater collection facilities.

Fire protection is provided by Yachats Rural Fire Department. Electricity, phone, and trash disposal are provided by private businesses.

Yachats has an Urban Renewal Agency (URA) which undertakes projects in the designated Urban Renewal District. The URA is a distinct municipal corporation and its budget is separate from the City.

Yachats Vision Statement

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.

Council Goals

Goal 1

Water Source Protection & Security

Goal 2

Completion of the Ocean View Drive Project

Goal 3

Fiscal Responsibility & Sustainability

Goal 4

Emergency Preparedness – Ingress & Egress

Goal 5

Completion of the City Hall relocation project & utilization of current City Hall space

Goal(s) 6

Completion of Organization/HR Work

Completion of Utility Rate Study

Completion of Driftwood Paving Project

Update IT Hardware & Software for maximum operation efficiency & security

Revenue

Revenue Summary by Source

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
272,457.00	436,660.00	828,433.00	829,068.00	Beginning Balance	931,492.59	931,492.59	
26,534.00	99,174.27	0.00	93,283.32	Interest Earned	78,000.00	60,000.00	
40,644.00	40,982.86	45,000.00	44,308.67	Property Tax - Current	45,000.00	45,000.00	
1,213.00	1,079.29	1,000.00	1,419.41	Property Tax - Past Due	1,000.00	1,000.00	
10,933.00	11,078.91	11,000.00	10,436.00	License Business	11,000.00	11,000.00	
39,004.00	31,640.00	30,000.00	32,888.78	License Vacation Rental	30,000.00	30,000.00	
19,858.00	21,594.51	20,000.00	24,676.99	Franchise Cable	20,000.00	20,000.00	
4,179.00	3,851.00	4,000.00	3,633.69	Franchise Telephone	4,000.00	4,000.00	
14,788.00	13,069.62	13,000.00	14,067.80	Franchise Disposal Services	13,000.00	13,000.00	
46,879.00	47,874.34	44,000.00	51,153.58	Franchise Electricity	44,000.00	44,000.00	
3,525.00	1,275.00	200.00	3,490.91	Permits/Filing Fee	1,000.00	1,000.00	
0.00	0.00	0.00	2,066.90	Misc Revenue	1,000.00	1,000.00	
1,040,059.00	1,059,913.28	579,500.00	602,886.17	Tax - Transient Lodging	300,724.68	300,724.68	
23,934.00	16,488.00	3,000.00	0.00	Other Local Resources	3,000.00	3,000.00	
0.00	13,000.00	13,000.00	13,000.00	Revenue In - Urban Renewal	14,000.00	14,000.00	
21,647.00	38,206.25	0.00	0.00	Transfer from Visitor Amenities due to reformatting	-	-	
928.00	790.70	700.00	905.29	Tax - State Tobacco	600.00	600.00	
11,887.00	12,015.75	10,000.00	13,316.01	Tax - State OLCC	11,000.00	11,000.00	
0.00	4,628.31	3,000.00	10,233.53	Tax - Marijuana	11,000.00	11,000.00	
15,403.00	12,481.90	9,000.00	19,419.33	State Revenue Share	5,000.00	5,000.00	
6,889.00	0.00	0.00	4,261.29	Other State Resources	1,000.00	1,000.00	
1,600,761.00	1,865,803.99	1,614,833.00	1,774,515.67	TOTAL REVENUE	1,525,817.27	1,507,817.27	

Overview of Major Revenue Sources

Beginning and Ending Fund Balance

A fund's beginning balance is equal to the prior year's ending fund balance. The ending fund balance is the difference between total estimated revenue sources and total estimated expenditures. Reserved for future years are total revenue sources less total expenses. Reserved for future years funds can only be spent if authorized by a supplemental budget.

Utility Fees

The City charges utility fees for the water and wastewater systems. The rates collected for each fund can only be used to support that individual fund's operational and capital needs. Annual revenue projections are based on current revenue estimates, taking into consideration any planned rate increases. Utility fees are shown in their respective funds of Water and Wastewater.

Property Taxes

Lincoln County determines assessed values and collects local property taxes, with a three percent (3%) maximum limit to the annual increase in assessed value. If a property's total tax bill exceeds the limits, taxes are reduced by the County in a process called compression. Each local government's tax rate was determined by the state in 1997, when Oregon passed ballot measure 50. At the time of measure 50, the City of Yachats decided not to implement a general levy, establishing the City's permanent

property tax rate. Currently, there are no actions the City can take to increase the permanent property tax rate.

Effect of the Yachats Urban Renewal Agency

The Urban Renewal Agency (URA) began operations in 2006. The Urban Renewal District (URD) is administered by the URA and the boundaries are defined in the Yachats Urban Renewal Plan. When the Yachats Urban Renewal Plan was adopted in 2006, the assessed property values were frozen. The taxes collected on increased property values generate incremental tax revenue. The tax increment is then used to implement the Urban Renewal plan.

The goals of the plan are:

Overall Economic Development

- Promote economic development.
- Promote private development.
- Assist public and private development as incentive to further growth and development.

Transportation and Infrastructure

- Assist in providing wastewater facilities to allow continued economic development in Yachats.
- Assist in providing storm drainage and adequate fire flows for existing and new development in Yachats.
- Provide access and circulation improvements within the renewal area.
- Provide additional public parking in the commercial area of Yachats.

Improve Visual appearance

- Make funds available to assist rehabilitation and renovation of property.
- Provide funds for public parks, open space, trails, and public buildings.

Property tax for the URA is a portion of the permanent tax levy for the City and each overlapping district, not an addition to it.

Each taxing jurisdiction has a tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based on the URD's incremental

assessed value and the taxing jurisdiction's overall value, and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

The URD will cease to exist after it has collected all taxes specified in the Plan (\$7.6 Million). The projects defined in the plan and the life of the plan can be amended by the City. The City amended the plan's projects in 2016 to assist in raising the City's contribution to the Highway 101 project.

Infrastructure Development Fees (System Development Charges)

System Development Charges (SDCs) are one-time charges assessed on new development to pay for the costs of expansion of water and wastewater infrastructure demands. These fees are necessary to provide adequate funding for growth-related capital improvements. There are two types of SDC fees: a Reimbursement fee and an Improvement fee.

The Reimbursement fee revenue is the portion of the specific system SDC charged to recoup the community's investment in extra capacity in anticipation of future growth. The Reimbursement fees may be spent only on capital improvements associated with the systems for which the fees are assessed; this includes expenditures relating to repayment of indebtedness.

The Improvement fee is the portion of the system-specific SDC charged to cover an equitable share of the capital improvements required to increase capacity of the system to accommodate new development. Improvement fees may be spent only on capacity-increasing capital improvements, including expenditures relating to repayment of debt for such improvements. An increase in system capacity may be established if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the improvements funded by improvement fees must be related to the need for increased capacity to provide service for future users. By state law, revenue from SDCs may not be used to repair existing infrastructure, address existing deficiencies, or for the expenses of the operation or maintenance of facilities. In addition, any capital improvement being funded with SDCs must be included in the adopted capital improvement plan and SDC expenditures are limited by type (water SDCs can't be used for sewer projects, sewer SDCs can't be used for water projects, etc.). The SDC fund detail is located under Special Funds.

Franchise Fees

Franchise fees are collected from utilities as compensation for use of the City's rights of way. These fees are based on utility revenue, so they generally increase with population growth. Franchise fee revenue is estimated based on prior year actuals.

Intergovernmental Revenue

This includes fees and taxes that are collected by other government agencies and passed through to the City as well as fees collected from other governments for services the City provides to them. Examples include state shared revenue, liquor, and cigarette tax.

Food and Beverage Tax

The City of Yachats collects a five (5) percent tax on the total amount charged by a seller for all food and non-alcoholic beverages. The taxes collected are utilized to pay the loans for the Wastewater Plant. The Food and Beverage Tax revenue and expenditures are located in Fund 155.

Transient Lodging Tax

In 2003 the Oregon Legislature passed House Bill (HB) 2267 to establish a state lodging tax. Transient Lodging Tax (TLT) accounts for taxes received from short-term lodging establishments like hotels, motels, or vacation rentals. Subsequent house bills expanded the definition of "transient lodging" and the list of who must pay the tax. Beginning July 1, 2016, the State of Oregon's tax rate under the law is 1.8% of the total price charged for lodging. The State's rate will drop to 1.5% on July 1, 2020. Local governments, like Yachats, that imposed a TLT before January 1, 2001 may maintain whatever reimbursement rate they allowed before January 1, 2001 but cannot decrease it. Section 3.08.150 of the Yachats Municipal Code states that a minimum of thirty (30) percent of the occupancy tax received by the City shall be allocated to visitor amenities each year and a maximum of 50% of that amount shall be allocated to a visitor information center.

Although state law does not restrict the tax rate a local government may impose, it does restrict how the tax dollars from newly imposed or newly increased taxes can be used. Increases after July 1, 2003 (grandfathered rate), must be allocated with a minimum of 70 percent of the TLT revenue used for tourism promotion, tourism-related facilities, or to finance or refinance debt for tourism-related facilities. The remaining 30 percent can be allocated for city services.

State law defines tourism-related facilities as conference centers, convention centers, visitor information centers or other improved real property that has a useful life of ten (10) or more years and has a substantial purpose of supporting tourism or accommodating tourist activities. The law provides definitions for conference centers and convention centers. Unfortunately, the law does not provide any additional guidance on what constitutes “other improved real property that has a useful life of ten (10) or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.”

The local Yachats TLT rate is nine percent (9%). Thirty-nine percent (39%) is used tourism promotion and the remaining sixty-one percent (61%) is allocated for city services.

Expenditures

Debt Service

The City currently has five (5) outstanding debts summarized as follows:

Outstanding Debt

	Original Amount	Outstanding June 30, 2020	Payments Due FY2020-21
Water Revenue Bond (Interest 3.07%)	\$512,000.00	\$427,415.82	\$42,850.38
Water GO Bond (Interest 3.0%)	\$533,000.00	\$439,091.33	\$43,825.00
South Tank Business Oregon Loan (Interest 1.0%)	\$1,030,000.00	\$1,005,498.08	\$39,910.56
DEQ Wastewater Plant Loan (Interest 2.9%)	\$6,671,721.00	\$3,545,001.00	\$467,216.00
DEQ Wastewater Plant Loan (Interest 2-5%)	\$528,756.00	\$365,562.00	\$36,911.88
Total Debt Activities		\$5,782,568.23	\$630,713.82

Water Revenue Bond

The Water Revenue Bond is a special obligation of the City authorized by the City's Resolution No. 2017-03-01 adopted March 8, 2017. This Bond is held at Washington Federal Bank. The Revenue Bond requires that the Net Water Revenues be 1.2 times of the total debt service and that a \$42,000 reserve be held in a Washington Federal Account. The interest rate on this debt is 3.07% with a payoff date of 3/17/2032.

Water Revenue Bond Budget

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
-	149.62	0.00	299.24	Beginning Balance	448.86	448.86	
0.00	0.00	0.00	0.00	Interest Earned	0.00	0.00	
43,000.00	43,000.00	43,000.00	43,000.00	Water System Transfer	43,000.00	43,000.00	
43,000.00	43,149.62	43,000.00	43,299.24	TOTAL REVENUE	43,448.86	43,448.86	
15,510.16	14,664.38	13,792.42	13,792.42	Interest Expense	12,893.49	12,893.49	
27,340.22	28,186.00	29,057.96	29,057.96	Principal Payments	29,956.89	29,956.89	
42,850.38	42,850.38	42,850.38	42,850.38	DEBT SERVICES	42,850.38	42,850.38	
42,850.38	42,850.38	42,850.38	42,850.38	TOTAL EXPENSES	42,850.38	42,850.38	
149.62	299.24	149.62	448.86	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	598.48	598.48	
				TOTAL REQUIREMENTS	43,448.86	43,448.86	

Water General Obligation (GO) Bond

The Water General Obligation (GO) Bond is a general obligation of the City, and the full faith and credit of the City are pledged to repay this debt. The interest rate on this debt

is 3.0% with a payoff date of 12/15/2031. This Bond is held at Washington Federal Bank.

Water General Obligation Bond Budget

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
3,083.27	1,656.27	0.00	0.00	Beginning Balance	-1,996.03	-1,996.03	
42,061.00	41,845.02	44,000.00	41,462.13	Tax - Property Current	40,000.00	40,000.00	
950.00	1,110.08	1,000.00	1,296.84	Tax - Property Past Due	1,000.00	1,000.00	
-	-	-	-	Water System Transfer	3,000.00	3,000.00	
46,094.27	44,611.37	45,000.00	42,758.97	TOTAL REVENUE	42,003.97	42,003.97	
15,438.00	14,611.37	13,755.00	13,755.00	Interest Expense - Go Water	12,825.00	12,825.00	
29,000.00	30,000.00	31,000.00	31,000.00	Principle Payments - Go Water	31,000.00	31,000.00	
44,438.00	44,611.37	44,755.00	44,755.00	DEBT SERVICES	43,825.00	43,825.00	
44,438.00	44,611.37	44,755.00	44,755.00	TOTAL EXPENSES	43,825.00	43,825.00	
1,656.27	0.00	245.00	-1,996.03	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	-1,821.03	-1,821.03	
				TOTAL REQUIREMENTS	42,003.97	42,003.97	

South Tank Reservoir Construction Loan

The South Tank Reservoir Construction Loan is a loan made by the State of Oregon, acting through the Oregon Infrastructure Authority. This loan was originally authorized in 2016; however, the first payment is due December 2019 following completion of the South Tank Reservoir. The interest rate on this debt is 1.0% with a payoff date of 12/1/2048.

The amortization of this loan provided annual payments of \$39,910.56. When the City increased the loan amount in 2018, the lending agency required that the City enter into an Intergovernmental agreement (IGA) with the City's Urban Renewal Agency (URA) pledging a single annual \$100,000 payment from the URA to the City for 14 years. The IGA required that the first URA payment to the City occur in 2018-2019; however, the first payment was not due until the 2019-2020 fiscal year.

The same lending agency also holds the second smaller wastewater treatment plant loan. That loan has an interest rate of 5%. Last fall I explored the possibility of utilizing the \$60,000 difference between the Agency payment and the \$39,000 payment to the South Tank Loan to pay down the principal of this higher interest rate loan. I was told that if the City allowed the funds to be utilized that way, the proposed use would not conflict with the loan contract.

Having the opportunity to reduce debt on a higher interest loan during these uncertain times places the City in a stronger financial position. I am proposing utilizing the \$100,000 paid by the URA to the City in 2018-19 to begin to prepay the principal

balance on the second Wastewater Treatment Plant loan. The details of that loan are noted in the next section.

South Tank Reservoir Construction Loan Budget

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
0.00	0.00	100,000.00	100,000.00	Beginning Balance	160,089.44	0.00	
0.00	100,000.00	100,000.00	100,000.00	Urban Renewal - Revenue In	100,000.00	100,000.00	
0.00	100,000.00	200,000.00	200,000.00	TOTAL REVENUE	260,089.44	100,000.00	
0.00	0.00	15,409.00	15,408.64	Interest Expense - South Tank	10,054.98	10,054.98	
0.00	0.00	24,502.00	24,501.92	Principal Payment - South Tank	29,855.58	29,855.58	
0.00	0.00	39,911.00	39,910.56	TOTAL DEBT SERVICES	39,910.56	39,910.56	
0.00	0.00	0.00	0.00	TOTAL TRANSFERS	100,000.00	100,000.00	
0.00	0.00	39,911.00	39,910.56	TOTAL EXPENSES	139,910.56	139,910.56	
0.00	100,000.00	160,089.00	160,089.44	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	120,178.88	120,178.88	
				TOTAL REQUIREMENTS	260,089.44	260,089.44	

\$100,000 transfer is to paydown higher interest loan noted as IFA in following section

Wastewater Treatment Plant Loans

The First Wastewater Plant Loan is a loan made by the State of Oregon, acting through the Department of Environmental Quality (DEQ). This loan was originally authorized in 2005; however, payments commenced in 2009 following completion of the Wastewater Plant. The interest rate on this debt is 2.9% with a payoff date of 4/1/2029. This loan requires a reserve requirement that equals 100% times one-half of the average annual debt service. As of 3/14/2019, that reserve requirement is \$225,687. This reserve is to be held in a segregated Loan Reserve Account that shall be held in trust for the benefit of DEQ.

The Second Wastewater Plant Loan is a loan made by the State of Oregon, acting through the Economic and Community Development Department. This loan was originally authorized in 2009. The interest rate on this debt varies from 2-5% with a payoff date of 12/1/2033. This loan requires the City to charge Wastewater rates adequate to generate Net Revenues each fiscal year of at least 110% of the annual debt service. This is the loan I am proposing to begin repayment on, which is reflected in the principal payment noted in the chart below. The balance on the IFA loan is \$365,562.

Wastewater Treatment Plant Loan Budget

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020		Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
Adopted Budget	Estimated Actual						
533,872.95	594,242.95	814,283.00	646,892.07	Beginning Balance	732,008.14	732,008.14	
374,949.00	365,000.00	370,000.00	395,152.05	Tax - Food & Beverage	175,000.00	175,000.00	
60,000.00	60,000.00	60,000.00	60,000.00	Transfer in - Wastewater Ops	60,000.00	60,000.00	
40,000.00	40,000.00	40,000.00	40,000.00	Transfer In - SDC	40,000.00	40,000.00	
95,000.00	95,000.00	95,000.00	95,000.00	Urban Renewal - Revenue In	95,000.00	95,000.00	
0.00	0.00	0.00	0.00	Transfer In - South Tank Debt Service	100,000.00	100,000.00	
1,103,821.95	1,154,242.95	1,379,283.00	1,237,044.12	TOTAL REVENUE	1,202,008.14	1,202,008.14	
19,518.00	18,805.88	18,986.00	18,043.98	Interest Expense - IFA	18,089.88	18,089.88	
129,254.00	119,875.00	110,221.00	110,221.00	Interest Expense - DEQ	100,286.00	100,286.00	
21,887.00	20,258.00	18,581.00	18,581.00	Loan Fee - DEQ	16,856.00	16,856.00	
17,814.00	17,927.00	17,926.00	18,051.00	Principal Payments - IFA	118,822.00	118,822.00	
321,106.00	330,485.00	340,139.00	340,139.00	Principal Payments - DEQ	350,074.00	350,074.00	
509,579.00	507,350.88	505,853.00	505,035.98	DEBT SERVICES	604,127.88	604,127.88	
509,579.00	507,350.88	505,853.00	505,035.98	TOTAL EXPENSES	604,127.88	604,127.88	
594,242.95	646,892.07	873,430.00	732,008.14	ENDING FUND BALANCE	-	-	
RESERVED FOR FUTURE YEARS					597,880.26	597,880.26	
TOTAL REQUIREMENTS					1,202,008.14	1,202,008.14	

General Fund

The General Fund accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, licenses and permits, franchise fees, transient lodging tax, and intergovernmental revenues. Primary expenditures are for City administration, financial services, planning, parks and commons, little log church and museum, and the library.

General Fund – City Hall Administration

Administration provides support for all City functions. Administration includes the City Council, City Manager, City Attorney, Information Technology, Custodian of Records, Elections, Human Resources, Finance, Facilities, and Municipal Court.

The five-member City Council is composed of an elected Mayor and four elected Councilors. The Council members serve four-year terms and the Mayor serves two years. The City Council is the legislative branch of our local government. Policies are set through the adoption of ordinances and resolutions. The City Council meets in regular monthly meetings, in addition to work sessions to study upcoming issues. The City Council also serves as the City's Urban Renewal District Board.

The City Manager's office provides coordination and management for the City and is responsible for establishing general administrative policies that govern the operations of the City. The City Manager, along with team members, also supports and assists the Mayor and City Councilors in their roles as policy makers by providing accurate and timely information and appropriate policy alternatives.

The City Manager's office serves as the City's Election Official and the custodian responsible for the management of public records according to Oregon's open government laws. The office provides human resource management functions such as training and development, union contract management, benefit management (health, fringe, etc.), and salary classifications. Facilities maintenance is responsible for the safety, maintenance, repair, and reservations of city facilities. A mowing contract is used for maintenance of all rights-of-way and city parks.

Since 2010, the City has contracted with the Local Government Law Group (LGLG) for City legal services. LGLG provides a broad range of professional legal services and a depth of legal expertise as each legal matter is assigned to an attorney with the specific subject matter expertise. Legal services range from researching legal questions and providing advice to reviewing various legal documents. Major areas of law include labor and employment law, tort liability, constitutional law, elections law, environmental and

land use law, public contracting, public meetings, public records, and public administration.

The City contracts with Oregon Cascades West Council of Governments (OCWCOG) to provide network and computer consulting services, technical support, troubleshooting, maintenance, and related information technology services. OCWCOG also provides back-up services for City servers, consults on software and hardware improvements, and cost-effective solutions.

The City also contracts with OCWCOG to provide additional financial services such as payroll, accounts receivable and accounts payable. The City Manager and OCWCOG coordinate for the development of the annual budget, annual audit, and debt management.

Municipal Court is responsible for processing non-felony offenses within the City. The City contracts out for Municipal Judge services on an as needed basis. The goal of the Municipal Court is to promote compliance with laws and regulations.

City Hall Operating Budget

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
272,457.00	436,660.00	828,433.00	829,068.00	Beginning Balance	931,492.59	931,492.59	
26,534.00	99,174.27	0.00	93,283.32	Interest Earned	78,000.00	60,000.00	
40,644.00	40,982.86	45,000.00	44,308.67	Property Tax - Current	45,000.00	45,000.00	
1,213.00	1,079.29	1,000.00	1,419.41	Property Tax - Past Due	1,000.00	1,000.00	
10,933.00	11,078.91	11,000.00	10,436.00	License Business	11,000.00	11,000.00	
39,004.00	31,640.00	30,000.00	32,888.78	License Vacation Rental	30,000.00	30,000.00	
19,858.00	21,594.51	20,000.00	24,676.99	Franchise Cable	20,000.00	20,000.00	
4,179.00	3,851.00	4,000.00	3,633.69	Franchise Telephone	4,000.00	4,000.00	
14,788.00	13,069.62	13,000.00	14,067.80	Franchise Disposal Services	13,000.00	13,000.00	
46,879.00	47,874.34	44,000.00	51,153.58	Franchise Electricity	44,000.00	44,000.00	
3,525.00	1,275.00	200.00	3,490.91	Permits/Filing Fee	1,000.00	1,000.00	
0.00	0.00	0.00	2,066.90	Misc Revenue	1,000.00	1,000.00	
1,040,059.00	1,059,913.28	579,500.00	602,886.17	Tax - Transient Lodging	300,724.68	300,724.68	
23,934.00	16,488.00	3,000.00	0.00	Other Local Resources	3,000.00	3,000.00	
0.00	13,000.00	13,000.00	13,000.00	Revenue In - Urban Renewal	14,000.00	14,000.00	
21,647.00	38,206.25	0.00	0.00	Transfer from Visitor Amenities due to reformatting	-	-	
928.00	790.70	700.00	905.29	Tax - State Tobacco	600.00	600.00	
11,887.00	12,015.75	10,000.00	13,316.01	Tax - State OLCC	11,000.00	11,000.00	
0.00	4,628.31	3,000.00	10,233.53	Tax - Marijuana	11,000.00	11,000.00	
15,403.00	12,481.90	9,000.00	19,419.33	State Revenue Share	5,000.00	5,000.00	
6,889.00	0.00	0.00	4,261.29	Other State Resources	1,000.00	1,000.00	
1,600,761.00	1,865,803.99	1,614,833.00	1,774,515.67	TOTAL REVENUE	1,525,817.27	1,507,817.27	
103,143.00	109,976.47	126,700.00	95,165.60	Allocated Labor	132,250.00	132,250.00	
103,143.00	109,976.47	126,700.00	95,165.60	TOTAL PERSONNEL	132,250.00	132,250.00	
4,128.00	1,125.88	1,000.00	766.14	Advertising/Legal Notice	8,000.00	8,000.00	
4,000.00	4,000.00	4,000.00	4,424.13	Auditor	4,500.00	4,500.00	
0.00	0.00	0.00	2,205.56	Bank Charges/Credit Card Fees	2,200.00	2,200.00	
325.00	1,455.24	2,000.00	4,477.72	Board/Comm/Meeting Education, Travel, & Expense	9,000.00	9,000.00	
8,634.00	6,122.89	21,027.00	1,873.31	Building and Land Maintenance	18,000.00	18,000.00	
39,400.00	38,250.00	50,000.00	151,544.59	Community Support (Cape Perpetua, City Beautification)	50,000.00	50,000.00	
0.00	0.00	0.00	3,128.92	Computer Equipment and Maintenance	6,300.00	6,300.00	
136,117.00	101,503.88	168,500.00	175,518.06	Contract Expense (all Professional, K&A & Personal Svcs)	190,000.00	190,000.00	
1,815.00	1,859.54	3,000.00	389.89	Custodial Support/Supplies	9,000.00	9,000.00	
5,457.00	5,361.51	9,000.00	6,155.36	Dues & Memberships	9,000.00	9,000.00	
900.00	1,876.83	7,000.00	4,928.42	Education and Training	8,000.00	8,000.00	
3,846.00	1,692.14	7,000.00	1,646.89	Emergency Prep & Public Safety	6,000.00	6,000.00	
0.00	0.00	0.00	549.18	Equipment & Furniture	1,000.00	1,000.00	
1,916.00	2,036.78	2,000.00	1,904.87	Equipment Lease and Rental	2,000.00	2,000.00	
2,717.00	917.49	500.00	-	Equipment Repair Maint (and office expense other)	0.00	0.00	
8,549.00	6,792.43	11,500.00	15,669.84	Insurance	17,550.22	17,550.22	
0.00	0.00	0.00	24,712.34	Legal Expense	15,000.00	15,000.00	
1,591.00	2,275.19	5,000.00	1,703.78	Material and Services	1,500.00	1,500.00	
13,626.00	10,771.99	11,500.00	15,641.38	Office Materials & Supplies	11,500.00	11,500.00	
0.00	5,419.69	16,000.00		Operating Contingency	16,000.00	16,000.00	
60.00	123.53	200.00	1,823.58	Postage	200.00	200.00	
17,800.00	17,800.00	17,800.00	17,800.00	Rent	17,800.00	17,800.00	
0.00	0.00	0.00	9,546.91	Software	10,000.00	10,000.00	
16,603.00	0.00	0.00	0.00	Street Lighting	0.00	0.00	
2,997.00	2,891.86	3,000.00	3,482.69	Telephones/Cell Phones/DSL	4,500.00	4,500.00	
4,080.00	7,573.03	10,000.00	5,029.92	Travel	1,500.00	1,500.00	
5,487.00	4,135.82	3,500.00	1,689.86	Utilities	3,600.00	3,600.00	
8,759.00	5,255.80	7,000.00	4,900.14	Yard Debris Dumpster	6,000.00	6,000.00	
288,807.00	229,241.52	360,527.00	461,513.48	TOTAL MATERIALS AND SERVICES	428,150.22	428,150.22	
46,500.00	35,000.00	2,000.00	2,000.00	Transfer Out - Streets Ops	0.00	0.00	
106,000.00	0.00	0.00	0.00	Transfer Out - Street Projects	0.00	0.00	
24,750.00	63,080.00	88,134.00	88,134.00	Transfer Out - Library Op/Proj	28,047.39	28,047.39	
38,800.00	3,225.00	5,279.00	5,279.00	Transfer Out - LLCM Op/Proj	2,552.03	2,552.03	
76,800.00	93,000.00	120,380.00	120,380.00	Transfer Out - Commons Op/Proj	66,608.03	66,608.03	
403,901.00	415,088.00	0.00	0.00	Transfer Out - Visitor Amenity	59,853.25	59,853.25	
31,000.00	40,000.00	20,000.00	20,000.00	Transfer Out - City Hall Proj	0.00	95,000.00	
16,600.00	9,125.00	5,888.00	5,888.00	Transfer Out - Parks & Trails Op/Proj	716.95	716.95	
27,800.00	39,000.00	44,663.00	44,663.00	Transfer Out - Storm Drains Ops	0.00	0.00	
772,151.00	697,518.00	286,344.00	286,344.00	TOTAL TRANSFERS	157,777.65	252,777.65	
1,164,101.00	1,036,735.99	773,571.00	843,023.08	TOTAL EXPENSES	718,177.87	813,177.87	
436,660.00	829,068.00	841,262.00	931,492.59	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	807,639.40	694,639.40	
				TOTAL REQUIREMENTS	1,525,817.27	1,507,817.27	

Visitor Amenities

The Visitor Amenities Fund receives the thirty-nine percent (39%) of the lodging tax received by the City and funds tourism related activities.

Visitor Amenities Operating Budget

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
195,095.00	119,446.00	52,576.00	98,664.00	Beginning Balance	223,885.55	223,885.55	
403,901.00	415,088.00	370,500.00	385,451.82	Tax - Transient Lodging	192,266.60	192,266.60	
0.00	0.00	0.00	0.00	Transfer In - General Fund	59,853.25	59,853.25	
598,996.00	534,534.00	423,076.00	484,115.82	TOTAL REVENUE	476,005.40	476,005.40	
0.00	6,515.61	1,500.00	3,614.90	Allocated Labor	50,000.00	50,000.00	
0.00	6,515.61	1,500.00	3,614.90	TOTAL PERSONNEL	50,000.00	50,000.00	
0.00	6,949.23	17,850.00	6,974.42	Community Support/Beautification	25,000.00	17,850.00	
2,000.00	2,000.00	2,000.00	2,000.00	Fireworks	2,500.00	2,500.00	
21,143.00	12,156.59	25,250.00	18,428.51	Marketing	30,000.00	30,000.00	
10,445.00	7,407.32	5,000.00	3,779.34	Material and Services	3,500.00	3,500.00	
64,765.00	64,765.00	65,000.00	65,000.00	Visitor Center Operations	65,000.00	65,000.00	
98,353.00	93,278.14	115,100.00	96,182.27	TOTAL MATERIALS AND SERVICES	126,000.00	118,850.00	
3,950.00	8,820.00	11,807.00	11,807.00	Transfer Out - Library Op/Proj	12,020.31	12,020.31	
7,800.00	9,675.00	15,836.00	15,836.00	Transfer Out - LLCM Op/Proj	7,656.09	7,656.09	
0.00	0.00	17,663.00	17,663.00	Transfer Out - Parks & Trails Op/Proj	2,150.87	2,150.87	
23,800.00	30,000.00	40,127.00	40,127.00	Transfer Out - Commons Op/Proj	22,202.68	22,202.68	
60,000.00	87,375.00	50,000.00	50,000.00	Transfer Out - Parks & Trails	0.00	0.00	
264,000.00	162,000.00	25,000.00	25,000.00	Transfer Out - Capital Project	0.00	0.00	
21,647.00	38,206.25	0.00	0.00	Transfer Out - City Hall	0.00	0.00	
381,197.00	336,076.25	160,433.00	160,433.00	TOTAL TRANSFERS	44,029.95	44,029.95	
479,550.00	435,870.00	277,033.00	260,230.27	TOTAL EXPENSES	220,029.95	212,879.95	
119,446.00	98,664.00	146,043.00	223,885.55	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	255,975.45	263,125.45	
				TOTAL REQUIREMENTS	476,005.40	476,005.40	

General Fund - Planning

The Planning Commission and City Planner/Code Enforcement Officer play an integral role in shaping the long-term character of the City through development and implementation of the Yachats Comprehensive Plan and other long-range planning documents. Planning for the City of Yachats is at a crucial turning point. There has been a rise in housing starts as well as an increased awareness of the need for more affordable housing for our local workforce. With this increased population comes an increase in the need to plan for the future of Yachats' built environment. Maintaining the "Coastal Village" atmosphere will take revisions to many of the current documents that dictate how the city grows and how that growth is managed.

GOALS

With the help of the City Planner, a priority timeline should be developed, and a step-by-step plan created with the goal of having the Comprehensive Plan and the City Council goals integrated and supported with enforceable Municipal Code.

COSTS

This work will be done by people without formal training in city planning. Each step of this process can take months. Basic training for the current planning commissioners and subsequent training for any new commissioners is needed.

City planning has evolved over the past decades, especially since the introduction of environmental, health and sustainability designs and concepts. Given the residents strong leanings toward environmental stewardship, the City of Yachats might integrate some of these concepts into how it grows. Making use of available conventions and meetings of city planners and organizations that are at the forefront of these positive planning developments might be one way. Suggestions include:

- Utilize the Oregon Cascades West Council of Governments Community Economic Development programs.
- Have commissioners attend planning meetings held in other coastal communities.
- Cover some costs of attendance at Oregon based conferences and events.
- Host webinars for the planning commission at City Hall.
- Negotiate with related organizations to hold meetings in Yachats, such as:
 - Oregon Chapter of the American Planners Association;
 - Living Future Institute;
 - Urban Land Institute Northwest; and
 - US Green Building Council, Oregon.

General Fund - Library

The Yachats Public Library is an all-volunteer lending library funded principally by the City of Yachats. It provides residents and visitors to the Yachats area with an open, public facility that provides resources for accessing and sharing both entertainment and information.

The Yachats Library Commission oversees the management and operation of the Library and facilitates communications among the various entities involved in library related activities. Among these entities, the Commission works on a regular basis with:

- The Head Librarian and Children's Librarian who volunteer their time to provide ongoing, hands-on management of library operations.
- The library's volunteers who (a) provide staff for the library, (b) serve those who visit the library, (c) stock and maintain library shelves and displays, (d) prepare books for fundraising sales, and (e) perform any number of other vital, behind-the-scenes activities.
- The Friends of the Yachats Library, an independent, non-profit organization that supports and promotes library service to the Yachats area, including raising money to help fund library operations, finance improvements, maintain facilities, and provide resources for other vital library-related expenses.
- City of Yachats administrative staff who provide advice and support to help ensure that library activities and library infrastructure are functionally and technically sound.
- The Yachats City Council who need periodic and timely updates as to the library's status, activities, and goals.
- The citizens and visitors to the Yachats area who are the primary beneficiaries of this important local institution.

In addition, the Library Commission periodically reviews library policy, develops strategic short-term and long-range plans, and acts as a conduit for library-related discussion and concerns.

Library Operating Costs

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
1,047.74	4,056.74	0.00	0.00	Beginning Balance	6,169.38	6,169.38	
2,121.00	2,100.00	2,000.00	1,904.40	Gifts/Donations	1,500.00	1,500.00	
1,000.00	1,000.00	1,000.00	1,200.00	Other State Sources	1,000.00	1,000.00	
24,750.00	20,580.00	27,549.00	27,549.00	Transfer In - General Fund	28,047.39	28,047.39	
3,950.00	8,820.00	11,807.00	11,807.00	Transfer In - Visitor Amenities	12,020.31	12,020.31	
32,868.74	36,556.74	42,356.00	42,460.40	TOTAL REVENUE	48,737.08	48,737.08	
488.00	2,271.13	2,000.00	5,009.66	Allocated Labor	5,761.11	5,761.11	
488.00	2,271.13	2,000.00	5,009.66	TOTAL PERSONNEL	5,761.11	5,761.11	
10,749.00	12,298.35	12,000.00	9,868.10	Books and Periodicals\Children's Books/Programs	13,500.00	13,500.00	
5,629.00	11,132.64	7,056.00	1,970.15	Building and Land Maintenance	7,056.00	7,056.00	
0.00	0.00	0.00	8,000.47	Contract Expense (all Professi	8,000.00	8,000.00	
0.00	0.00	0.00	158.39	Custodial Support/Supplies	500.00	500.00	
1,719.00	447.60	5,000.00	0.00	Equipment Repair	5,000.00	5,000.00	
981.00	1,063.00	1,500.00	2,405.62	Insurance	2,694.29	2,694.29	
0.00	0.00	0.00	159.60	Legal	200.00	200.00	
887.00	297.68	3,300.00	85.20	Material and Services	3,300.00	3,300.00	
0.00	0.00	0.00	578.40	Mowing/Trimming/Removal	1,000.00	1,000.00	
1,433.00	1,232.70	1,500.00	1,208.78	Operating Materials & Supplies	1,500.00	1,500.00	
0.00	862.51	3,500.00	0.00	Software	3,500.00	3,500.00	
1,531.00	1,609.53	1,500.00	1,467.00	Telephones/Cell Phones/DSL	1,500.00	1,500.00	
1,795.00	1,741.60	1,400.00	1,779.65	Utilities	1,700.00	1,700.00	
24,724.00	30,685.61	36,756.00	27,681.36	TOTAL MATERIALS AND SERVICES	49,450.29	49,450.29	
3,600.00	3,600.00	3,600.00	3,600.00	Interfund Transfer -Capital Reserve	0.00	0.00	
3,600.00	3,600.00	3,600.00	3,600.00	TOTAL TRANSFERS	0.00	0.00	
28,812.00	36,556.74	42,356.00	36,291.02	TOTAL EXPENSES	55,211.40	55,211.40	
4,056.74	0.00	0.00	6,169.38	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	-6,474.32	-6,474.32	
				TOTAL REQUIREMENTS	48,737.08	48,737.08	

General Fund - Parks and Commons

The Parks & Commons Commission formulates rules, regulations, and standards for the operation of the City's parks, Commons building, and grounds in a manner that assures the security of City assets and encourages use by renters, residents, and visitors alike; establishes rental rates for Commons use; plans for the regulation, development, and improvement of the City's parks; works with the Facilities Manager to create an annual Facilities Maintenance Budget, cooperates with volunteer organizations and City groups in the advancement of the Commons; and recommends items for the annual budget to the Budget Officer and City Budget Committee. The Commission also supports the Little Log Church & Museum Committee ("Friends of the Little Log Church") and the Trails Committee.

Funding:

Funding is derived primarily from the City's restricted "Visitor Amenities Fund" resulting from the City's "Transient Lodging Tax" (TLT). Depending on the expense, supplemental funding can come from the City's General Fund.

Goals:

- Work to assist the City Council to ensure success with its Council Goals.
- Work with the Facilities Manager to create a comprehensive plan for upgrades to the Commons Building to ensure the continued desirability and functionality for the various entertainment and educational events held at the Commons annually.
- Maximize Commons Building income by encouraging promotion or co-promotion of appropriate events.

The Commons

The Yachats Commons is the community center in the heart of Yachats. The building was built in the 1930s and was used as a school until 1983 when it closed. In 1990 the building was purchased by the City of Yachats to be used as a community center. It is the heart and soul of the greater Yachats community, being host to such events as dances, meetings, exercise classes, plays, musical productions, conferences, festivals, the youth center and much, much more.

The building hosts City Hall and the Yachats Youth and Family Program. Rooms, lighting, and sound equipment, and picnic shelter are available for rent to individuals, groups, or organizations and can host small groups or large events.

Commons Operating Costs

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020		Description	Proposed Budget by Officer	2020-2021	
		Adopted Budget	Estimated Actual			Approved Budget by Budget Cttee	Adopted Budget by City Council
-16,073.13	-13,106.13	26,414.00	15,291.68	Beginning Balance	73,002.71	73,002.71	
28,462.00	26,036.60	26,000.00	19,945.83	Rents or Fees	13,000.00	13,000.00	
17,800.00	17,800.00	17,800.00	17,800.00	Rental Income	17,800.00	17,800.00	
0.00	0.00	0.00	6,012.00	Gifts/Donations	0.00	0.00	
76,800.00	93,000.00	120,379.50	120,379.50	Transfer In - General Fund	66,608.03	66,608.03	
23,800.00	30,000.00	40,126.50	40,126.50	Transfer In - Visitor Amenities	22,202.68	22,202.68	
130,788.87	153,730.47	230,720.00	219,555.51	TOTAL REVENUE	192,613.41	192,613.41	
39,766.00	34,630.67	40,000.00	30,064.75	Allocated Labor	34,574.46	34,574.46	
39,766.00	34,630.67	40,000.00	30,064.75	TOTAL PERSONNEL	34,574.46	34,574.36	
15,564.00	11,260.59	50,806.00	26,315.51	Building and Land Maintenance	50,806.00	50,806.00	
37,300.00	36,125.00	38,000.00	42,500.00	Contract Expense (all Professional, IGA & Personal Svcs)	38,000.00	38,000.00	
11,061.00	17,812.70	25,000.00	8,353.77	Custodial Support/Supplies	20,000.00	20,000.00	
5,509.00	4,830.00	6,000.00	3,772.61	Insurance	4,225.32	4,225.32	
356.00	150.00	500.00	844.97	Material and Services	1,000.00	1,000.00	
0.00	0.00	0.00	1,100.00	Mowing/Trimming/Removal	1,500.00	1,500.00	
309.00	656.98	500.00	455.64	Office Materials & Supplies	500.00	500.00	
849.00	334.03	1,000.00	466.98	Telephones/Cell Phones/DSL	2,000.00	2,000.00	
526.00	0.00	500.00	452.85	Tools and Small Equipment	500.00	500.00	
5,655.00	5,638.82	5,000.00	5,225.72	Utilities	6,000.00	6,000.00	
0.00	0.00	10,000.00	0.00	Operating Contingency	10,000.00	10,000.00	
77,129.00	76,808.12	137,306.00	89,488.05	TOTAL MATERIALS AND SERVICES	134,531.32	134,531.32	
27,000.00	27,000.00	27,000.00	27,000.00	Interfund Transfer - Capital Reserve	0.00	0.00	
27,000.00	27,000.00	27,000.00	27,000.00	TOTAL TRANSFERS	0.00	0.00	
143,895.00	138,438.79	204,306.00	146,552.80	TOTAL EXPENSES	169,105.78	169,105.78	
-13,106.13	15,291.68	26,414.00	73,002.71	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	23,507.63	23,507.63	
				TOTAL REQUIREMENTS	192,613.41	192,613.41	

Little Log Church & Museum

The Little Log Church Museum was built in the late 1920s by community volunteers using local timber hauled down the Yachats River. It was completed and dedicated in 1930. The church and property were sold to the Oregon Historical Society in 1969 when the congregation outgrew this site. It became a museum in 1970 and was deeded to the city of Yachats in 1986 for continued use for public purposes. The Little Log Church Museum houses photographs of the area, settler exhibits, and works by former resident artists and authors. It receives between 2,000 – 2,500 visitors annually.

Little Log Church & Museum Operating Costs

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	2019-2020 Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
-1,518.00	40.00	0.00	583.34	Beginning Balance	6,703.72	6,703.72	
1,961.00	1,895.00	1,500.00	1,459.00	Rents or Fees	2,000.00	2,000.00	
293.00	337.00	0.00	303.00	Inventory Sale	500.00	500.00	
1,317.00	1,403.00	1,400.00	1,176.00	Gifts/Donations	1,500.00	1,500.00	
3,800.00	3,225.00	5,278.50	5,278.50	Transfer In - General Fund	2,552.03	2,552.03	
7,800.00	9,675.00	15,835.50	15,835.50	Transfer In - Visitor Amenities	7,656.09	7,656.09	
13,653.00	16,575.00	24,014.00	24,635.34	TOTAL REVENUE	20,911.84	20,911.84	
1,459.00	3,830.39	2,500.00	3,849.37	Allocated Labor	4,426.78	4,426.78	
1,459.00	3,830.39	2,500.00	3,849.37	TOTAL PERSONNEL	4,426.78	4,426.78	
903.00	232.16	9,114.00	4,159.00	Building and Land Maintenance	9,114.00	9,114.00	
50.00	0.00	100.00	0.00	Equipment & Furniture	100.00	100.00	
925.00	708.72	1,100.00	2,084.18	Insurance	2,334.28	2,334.28	
0.00	0.00	1,000.00	0.00	Inventory Purchase	1,000.00	1,000.00	
178.00	184.00	200.00	188.00	Marketing/Road Sign	200.00	200.00	
332.00	793.39	400.00	69.81	Material and Services	200.00	200.00	
0.00	0.00	0.00	574.00	Mowing/Trimming/Removal	1,400.00	1,400.00	
2,938.00	3,430.03	3,000.00	0.00	Parks/Grounds Maintenance	3,000.00	3,000.00	
553.00	643.19	600.00	662.05	Telephones/Cell Phones/DSL	650.00	650.00	
1,675.00	1,569.78	1,400.00	1,745.21	Utilities	1,700.00	1,700.00	
7,554.00	7,561.27	16,914.00	9,482.25	TOTAL MATERIALS AND SERVICES	19,698.28	19,698.28	
4,600.00	4,600.00	4,600.00	4,600.00	Interfund Transfer - Capital Reserve	0.00	0.00	
4,600.00	4,600.00	4,600.00	4,600.00	TOTAL TRANSFERS	0.00	0.00	
13,613.00	15,991.66	24,014.00	17,931.62	TOTAL EXPENSES	24,125.06	24,125.06	
40.00	583.34	0.00	6,703.72	ENDING FUND BALANCE	-		
				RESERVED FOR FUTURE YEARS	-3,213.22	-3,213.22	
				TOTAL REQUIREMENTS	20,911.84	20,911.84	

Trails Committee

Formally adopted by the City of Yachats in 2009, the Yachats all-volunteer Trails Committee meets twice or more monthly (weather permitting) to maintain and develop hiking trails throughout the Yachats region. Additionally, the Committee has taken-up the task of removing invasive weeds on city property and replacing with native plants. This Committee often collaborates with the Siuslaw National Forest, Oregon Parks Recreation Department, Angell Job Corps, and other agencies to make our trail system the best regionally.

Parks & Trails Operating Costs

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
-8,486.00	0.00	0.00	14,052.98	Beginning Balance	22,517.96	22,517.96	
87.00	0.00	0.00	0.00	Rents or Fees	0.00	0.00	
16,600.00	9,125.00	5,888.00	5,888.00	Transfer In - General Fund	716.95	716.95	
20,000.00	27,375.00	17,663.00	17,663.00	Transfer In - Visitor Amenities	2,150.87	2,150.87	
28,201.00	36,500.00	23,551.00	37,603.98	TOTAL REVENUE	25,385.78	25,385.78	
1,845.00	4,805.62	3,000.00	3,000.00	Allocated Labor	3,450.00	3,450.00	
1,845.00	4,805.62	3,000.00	3,000.00	TOTAL PERSONNEL	3,450.00	3,450.00	
0.00	1,217.00	4,500.00	1,080.00	Building and Land Maintenance	3,500.00	3,500.00	
0.00	0.00	300.00	0.00	Contract Expense (all Professi	400.00	400.00	
0.00	0.00	3,000.00	0.00	Dues & Memberships	600.00	600.00	
0.00	0.00	500.00	0.00	Equipment & Furniture	500.00	500.00	
0.00	0.00	3,000.00	1,140.04	Insurance	1,276.84	1,276.84	
0.00	0.00	0.00	873.60	Marketing	0.00	0.00	
0.00	0.00	1,000.00	1,765.94	Material and Services	1,500.00	1,500.00	
0.00	0.00	0.00	1,314.00	Mowing/Trimming/Removal	3,500.00	3,500.00	
16,601.00	7,816.99	0.00	1,493.50	Parks/Grounds Maintenance	1,200.00	1,200.00	
0.00	0.00	1,500.00	448.38	Tools and Small Equipment	750.00	750.00	
9,755.00	8,607.41	2,000.00	2,990.63	Trails Maintenance/Supplies/Services	3,000.00	3,000.00	
0.00	0.00	1,500.00	0.00	Travel	2,050.00	2,050.00	
0.00	0.00	3,250.00	979.93	Utilities	3,250.00	3,250.00	
26,356.00	17,641.40	20,550.00	12,086.02	TOTAL MATERIALS AND SERVICES	21,526.84	21,526.84	
28,201.00	22,447.02	23,550.00	15,086.02	TOTAL EXPENSES	24,976.84	24,976.84	
0.00	14,052.98	1.00	22,517.96	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	408.94	408.94	
				TOTAL REQUIREMENTS	25,385.78	25,385.78	

General Fund – Public Works

The Public Works Division is responsible for operation and maintenance of the City's infrastructure including: water, wastewater, stormwater, streets, and fleet. Public Works provides critical services 24/7 to all residents. Fleet maintenance includes maintaining and repairing city vehicles and equipment with an emphasis on safety, cost effectiveness, and dependability.

Public Works Commission

The Public Works Commission is composed of up to seven Yachats citizens who have an interest in how the City Water, Wastewater, Streets, and Storm Drains are maintained, serviced, and other projects used to expand service. This also includes an understanding of how these services are paid for. The primary requirements for Commissioners are willingness to learn and a sense of curiosity of how these systems work and how delivery of these services is accomplished.

Funding:

Water and Wastewater services are paid for through the utility billing system. Streets are paid for from the Yachats share of Oregon Department of Transportation funds, grants and transfers from other City funds. Storm Drains are paid for from transfers from other City funds.

Functions:

- Prepare recommendations to the City Manager and City Council for rules, regulations, and standards for the operation and use of Public Works systems.
- Prepare recommendations for future development, improvements, and maintenance for Public Works systems with the help of City Staff.
- Review all rates and fees for funding and improvements for all Public Works systems and prepare recommendations to the City Manager and City Council as part of the annual City Budget Process.
- Serve as the City Public and Traffic Safety Committee.
- Review monthly Budget Reports for all Public Works systems including Capital Improvement projects.
- Serve as the Franchise Review Committee for reviewing City Franchise agreements and make recommendations to the City Manager and City Council.
- Serve as liaison to various Lincoln County Committees or Work Groups associated with Public Works systems.

- Serve as the sponsoring Commission for the Emergency Preparedness Committee.

Goals:

- Sponsor and assist with a review of the current utility billing system rates to ensure that capital reserves are adequate to fund future projects.
- Sponsor a review of options to increase the available water supply especially during July through October.
- Assist with development of a tree management program focused on trees effecting City property.

Emergency Preparedness Committee

The Emergency Preparedness Committee is composed of Yachats Citizens, City Staff, and other Lincoln County residents who have an interest in how the City and surrounding areas prepare to withstand various natural, accidental, and human caused life threatening events. This includes events such as Tsunamis, earthquakes, storms, fires, biological outbreaks, and landslides. The primary requirements to serve are willingness to learn and a sense of curiosity of how the City and citizens can protect institutions and themselves.

Funding

Committee activities are supported by volunteer efforts, City funds, and grants. Any request for City funds or grants must be reviewed and recommended by the Public Works and Street Commission before they can be sent for consideration by the City Manager and City Council.

Functions

- Maintain the City's Storm Ready and Tsunami Ready certification.
- Conduct events and exercises to improve City resilience when an emergency occurs.
- Conduct events and exercises to improve Citizen awareness of how to cope with an emergency event.
- Maintain a working liaison with the Yachats Rural Fire Protection District.
- Maintain a working liaison with Lincoln County organizations on Emergency Preparedness functions.
- Maintain a list of City Staff and Citizens who completed FEMA/NIMS training courses.

Goals

- Develop projects to address the lessons learned during the September 2019 Table Top Exercise before December 2020.
- Update Incident Staff descriptions by November 2020.
- Develop Tsunami Evacuation Plan by December 2020.
- Update the list of City Staff and City Volunteers who have completed FEMA/NIMS training courses.
- Refresh contents of North and South storage containers by August 2020.

Street Operations

The Streets Operations program is responsible for the repair and maintenance of streets, sidewalks, streetlights, signs and markings.

Streets Operating Costs

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
71,773.16	77,870.16	70,356.00	93,513.00	Beginning Balance	48,980.48	48,980.48	
46,969.00	57,959.34	44,000.00	54,819.44	Tax - State Highway	50,000.00	50,000.00	
46,600.00	35,000.00	2,000.00	2,000.00	Transfer from the General Fund	0.00	0.00	
165,342.16	170,829.50	116,356.00	150,332.44	TOTAL REVENUE	98,980.48	98,980.48	
37,812.00	28,609.38	40,000.00	46,247.72	Allocated Labor	38,000.00	38,000.00	
37,812.00	28,609.38	40,000.00	46,247.72	TOTAL PERSONNEL	38,000.00	38,000.00	
4,076.00	1,095.55	4,500.00	4,697.78	Insurance	5,261.51	5,261.51	
0.00	2,004.00	4,000.00	273.60	Contract Expense(all Professional, IGA& Personal Svcs)	500.00	500.00	
0.00	0.00	0.00	615.6	Legal	600.00	600.00	
0.00	105.60	1,500.00	0.00	Equipment Lease and Rental	500.00	500.00	
2,839.00	4,023.68	6,500.00	2767.44	Equipment Fuel/Tires/Parts	2,900.00	2,900.00	
1,934.00	821.13	2,000.00	710.89	Equipment Repair	1,000.00	1,000.00	
1,033.00	0.00	1,500.00	94.28	Tools and Small Equipment	300.00	300.00	
2,413.00	0.00	0.00	0	Plant/System Operations	0.00	0.00	
0.00	1,051.43	3,500.00	1804.88	Parts	2,000.00	2,000.00	
0.00	19.20	500.00	128.27	Consumables	200.00	200.00	
33,365.00	0.00	5,000.00	1365.6	Outside Services	2,000.00	2,000.00	
0.00	18,274.53	18,500.00	18740.11	Street Lighting	20,000.00	20,000.00	
0.00	17,312.00	25,000.00	19377.6	Mowing/Trimming/Removal	25,000.00	25,000.00	
0.00	0.00	0.00	1,528.19	Material and Services	2,000.00	2,000.00	
45,660.00	44,707.12	72,500.00	52,104.24	TOTAL MATERIALS AND SERVICES	62,261.51	62,261.51	
4,000.00	4,000.00	3,000.00	3,000.00	Transfer Out - Capital Outlay Infrastructure	0.00	0.00	
4,000.00	4,000.00	3,000.00	3,000.00	TOTAL TRANSFERS	0.00	0.00	
87,472.00	77,316.50	115,500.00	101,351.96	TOTAL EXPENSES	100,261.51	100,261.51	
77,870.16	93,513.00	856.00	48,980.48	ENDING FUND BALANCE			
				RESERVED FOR FUTURE YEARS	-1,281.03	-1,281.03	
				TOTAL REQUIREMENTS	98,980.48	98,980.48	

Storm Drain Operations

The Stormwater Operations program provides a safe and reliable Stormwater system and implements watershed protection and restoration actions that consistently promote surface water quality and stream health.

Storm Drain Operating Costs

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020		Description	Proposed Budget by Officer	2020-2021	
		Adopted Budget	Estimated Actual			Approved Budget by Budget Cttee	Adopted Budget by City Council
85,318.76	91,460.76	101,393.00	110,146.00	Beginning Balance	90,611.66	90,611.66	
27,800.00	37,000.00	0.00	0.00	General Fund Support	0.00	0.00	
113,118.76	128,460.76	101,393.00	110,146.00	TOTAL REVENUE	90,611.66	90,611.66	
14,546.00	17,655.19	30,000.00	19,510.34	Allocated Labor	22,436.89	22,436.89	
14,546.00	17,655.19	30,000.00	19,510.34	TOTAL PERSONNEL	22,436.89	22,436.89	
0.00	659.57	1,500.00	24.00	Equipment Repair	1,500.00	1,500.00	
894.00	0.00	1,500.00	0.00	Tools and Small Equipment	1,500.00	1,500.00	
6,218.00	0.00	0.00	0.00	Operating Systems	0.00	0.00	
0.00	0.00	6,000.00	0.00	Storm Drain Parts	6,000.00	6,000.00	
0.00	0.00	500.00	0.00	Storm Drain Consumables	500.00	500.00	
0.00	0.00	2,500.00	0.00	Storm Drain Outside Services	2,500.00	2,500.00	
7,112.00	659.57	12,000.00	24.00	TOTAL MATERIALS AND SERVICES	12,000.00	12,000.00	
21,658.00	18,314.76	42,000.00	19,534.34	TOTAL EXPENSES	34,436.89	34,436.89	
91,460.76	110,146.00	59,393.00	90,611.66	ENDING FUND BALANCE			
				RESERVED FOR FUTURE YEARS	56,174.77	56,174.77	
				TOTAL REQUIREMENTS	90,611.66	90,611.66	

Enterprise Funds

Enterprise Funds are funds for the acquisition, operation, and maintenance of city facilities and services that are self-supporting through service charges to customers. The Water and Wastewater funds are the City of Yachats' enterprise funds.

Enterprise Fund - Water Operations

The Water Operation program's primary responsibility is to repair, maintain, and improve the water system, while providing a high quality, dependable water supply to its customers.

Water Operating Costs

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020		Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
		Adopted Budget	Estimated Actual				
19,333.00	68,875.00	248,072.00	164,050.55	Beginning Balance	291,717.53	291,717.53	
617,693.00	650,598.71	606,000.00	699,186.24	Water/Wastewater Services	600,000.00	550,000.00	
39,123.00	41,750.22	37,000.00	40,939.52	Capital Reserve Fee	35,000.00	35,000.00	
6,008.00	13,600.00	3,000.00	10,636.36	Installation Charges	3,000.00	3,000.00	
0.00	0.00	0.00	3,256.73	Rents or Fees	0.00	0.00	
682,157.00	774,823.93	894,072.00	918,069.40	TOTAL REVENUE	929,717.53	879,717.53	
249,342.00	269,864.84	300,000.00	263,290.95	Allocated Labor		345,000.00	
249,342.00	269,864.84	300,000.00	263,290.95	TOTAL PERSONNEL	302,784.59	345,000.00	
1,995.00	3,923.52	2,100.00	1,605.00	Dues & Memberships	2,100.00	2,100.00	
4,856.00	2,226.56	3,500.00	4,932.98	Fee Expense	3,500.00	3,500.00	
12,595.00	13,656.99	21,000.00	19,214.09	Insurance	21,519.78	21,519.78	
9,227.00	8,363.03	7,500.00	12,818.67	Office Materials & Supplies	8,000.00	8,000.00	
10,315.00	9,898.91	10,000.00	10,377.58	Telephones/Cell Phones/DSL	10,500.00	10,500.00	
3,317.00	3,412.05	3,300.00	5,168.83	Postage	4,500.00	4,500.00	
945.00	12.50	3,500.00	939.87	Education and Training	3,500.00	3,500.00	
3,142.00	22,291.06	33,000.00	37,752.13	Contract Expense (all Professional, IGA & Personal Svcs)	40,000.00	40,000.00	
6,000.00	5,000.00	7,000.00	4,174.13	Auditor	5,000.00	5,000.00	
0.00	0.00	0.00	930.83	Legal Expense	1,000.00	1,000.00	
805.00	368.60	3,000.00	20.88	Travel	1,000.00	1,000.00	
0.00	0.00	0.00	7,796.41	Software	8,000.00	8,000.00	
1,946.00	2,520.68	3,000.00	1,761.86	Equipment Lease and Rental	2,600.00	2,600.00	
4,438.00	4,942.32	5,500.00	3,728.17	Equipment Fuel/Tires/Parts	5,500.00	5,500.00	
7,375.00	1,024.44	5,000.00	4,503.48	Equipment Repair	3,000.00	3,000.00	
3,411.00	440.07	3,500.00	1,041.78	Tools and Small Equipment	2,000.00	2,000.00	
3,217.00	1,944.69	4,000.00	0.00	Building and Land Maintenance	2,000.00	2,000.00	
480.00	166.28	500.00	219.08	Custodial Support/Supplies	1,000.00	1,000.00	
24,252.00	24,947.43	23,000.00	23,981.19	Plant Utilities	27,000.00	27,000.00	
7,132.00	19,392.80	10,000.00	1,793.22	Main Plant Parts	5,000.00	5,000.00	
6,241.00	6,505.15	10,000.00	6,270.73	Main Plant Consumables	7,500.00	7,500.00	
21,198.00	21,657.24	40,000.00	24,711.47	Main Plant Outside Services	40,000.00	40,000.00	
14,871.00	18,179.58	14,000.00	20,215.82	Parts	30,000.00	30,000.00	
1,809.00	1,641.92	2,000.00	2,302.67	Consumables	3,500.00	3,500.00	
14,061.00	6,211.03	6,500.00	10,994.66	Outside Services	5,000.00	5,000.00	
762.00	450.00	1,500.00	58.19	Equipment Repair/Maintenance	500.00	500.00	
0.00	8,311.00	9,000.00	7,747.20	Mowing/Trimming/Removal	10,000.00	10,000.00	
73,550.00	5,420.69	60,000.00	0.00	Operating Contingency/Audit Conversion to cash	60,000.00	93,125.00	
237,940.00	192,908.54	291,400.00	215,060.92	TOTAL MATERIALS AND SERVICES	313,219.78	346,344.78	
5,000.00	5,000.00	5,000.00	5,000.00	Transfer Out - Capital Outlay Infrastructure (Streets)	5,000.00	5,000.00	
78,000.00	100,000.00	100,000.00	100,000.00	Transfer Out - Capital Outlay Infrastructure	0.00	0.00	
43,000.00	43,000.00	43,000.00	43,000.00	Transfer Out - Debt Services	46,000.00	46,000.00	
126,000.00	148,000.00	148,000.00	148,000.00	TOTAL TRANSFERS	51,000.00	51,000.00	
613,282.00	610,773.38	739,400.00	626,351.87	TOTAL EXPENSES	667,004.37	742,344.78	
68,875.00	164,050.55	154,672.00	291,717.53	ENDING FUND BALANCE	-		
				RESERVED FOR FUTURE YEARS	262,713.16	137,372.75	
				TOTAL REQUIREMENTS	929,717.53	879,717.53	

Enterprise Fund - Wastewater Operations

The Wastewater Operation program operates and maintains a safe and reliable wastewater collection and treatment system that protects public health, the environment and meets or exceeds all regulatory standards.

Yachats wastewater treatment system consist of a two basin Sequencing Batch Reactor, utilizing ultra-violet treatment for disinfection. Biosolids are processed onsite and are sent to another biosolids treatment facility, landfill or occasionally land applied.

The City also owns and maintains approximately 65,000 feet of sewer main pipe ranging from 6-inch to 12-inch in diameter, five pump stations and approximately 268 manholes.

This year the Oregon Department of Environmental Quality (DEQ) reclassified the Yachats Wastewater Treatment Plant (WWTP) as a Class III plant. This is an upgrade from Class II due to a miscalculation on the DEQ 2009 NPDES Fact Sheet & Permit Evaluation Report when the new facility was brought online.

Wastewater treatment system classifications are derived from the total points assigned based on a criteria shown in OAR 340-049-0025. This reflects the complexity of the components in the treatment process. The Yachats WWTP scored 65.5 points. A Class III wastewater system is 56-75 points.

Wastewater Operating Costs

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	2020-2021 Proposed Budget by Officer	Approved Budget by Budget Cttee	Adopted Budget by City Council
126,059.00	119,261.00	226,078.00	178,721.29	Beginning Balance	331,242.10	331,242.10	
592,555.00	616,341.83	590,000.00	747,676.47	Water/Wastewater Services	575,000.00	525,000.00	
37,254.00	39,766.57	43,000.00	45,796.78	Capital Reserve Fee	40,000.00	40,000.00	
1,927.00	6,050.00	2,500.00	6,736.36	Installation Charges	2,500.00	2,500.00	
0.00	0.00	0.00	884.42	Rents or Fees	0.00	0.00	
757,795.00	781,419.40	861,578.00	979,815.32	TOTAL REVENUE	948,742.10	898,742.10	
274,257.00	287,891.71	340,000.00	313,264.21	Allocated Labor	345,000.00	345,000.00	
274,257.00	287,891.71	340,000.00	313,264.21	TOTAL PERSONNEL	345,000.00	345,000.00	
743.00	1,049.00	900.00	1,366.00	Dues & Memberships	1,300.00	1,300.00	
2,601.00	2,517.00	4,500.00	2,515.00	DEQ Fees	4,500.00	4,500.00	
4,856.00	2,226.53	4,500.00	4,953.04	Fee Expense	4,500.00	4,500.00	
16,552.00	15,348.96	18,000.00	13,446.93	Insurance	15,060.56	15,060.56	
8,911.00	7,029.92	7,700.00	12,784.14	Office Materials & Supplies	8,000.00	8,000.00	
6,247.00	5,865.13	6,000.00	6,095.38	Telephones/Cell Phones/DSL	6,600.00	6,600.00	
3,331.00	3,412.02	3,300.00	5,168.81	Postage	4,500.00	4,500.00	
640.00	1,278.70	5,000.00	1,937.70	Education and Training	5,000.00	5,000.00	
2,905.00	22,291.03	26,000.00	37,915.42	Contract Expense (all Professional, IGA & Personal Svcs)	40,000.00	40,000.00	
6,000.00	5,000.00	7,000.00	3,474.13	Auditor	5,000.00	5,000.00	
0.00	0.00	0.00	930.83	Legal	1,500.00	1,500.00	
297.00	397.35	3,000.00	20.88	Travel	1,000.00	1,000.00	
0.00	0.00	0.00	8,084.56	Software	10,000.00	10,000.00	
1,894.00	2,647.16	2,000.00	1,827.85	Equipment Lease and Rental	2,500.00	2,500.00	
4,427.00	5,051.04	6,000.00	3,337.92	Equipment Fuel/Tires/Parts	5,000.00	5,000.00	
14,809.00	4,956.82	9,000.00	9,396.93	Equipment Repair	9,000.00	9,000.00	
622.00	751.62	1,000.00	552.60	Tools and Small Equipment	1,000.00	1,000.00	
1,435.00	947.13	2,500.00	1,133.25	Building and Land Maintenance	1,000.00	1,000.00	
546.00	188.25	600.00	608.79	Custodial Support/Supplies	1,000.00	1,000.00	
30,297.00	29,420.69	30,000.00	28,161.76	Plant Utilities	30,000.00	30,000.00	
6,569.00	14,338.19	20,000.00	17,609.37	Main Plant Parts	20,000.00	20,000.00	
8,539.00	11,075.19	12,000.00	10,313.03	Main Plant Consumables	12,000.00	12,000.00	
12,558.00	7,074.19	12,000.00	5,851.90	Main Plant Outside Services	7,000.00	7,000.00	
6,826.00	1,150.63	5,000.00	1,776.84	Parts	2,000.00	2,000.00	
794.00	1,743.45	2,500.00	681.58	Consumables	1,000.00	1,000.00	
8,469.00	14,096.06	20,000.00	8,077.41	Outside Services	20,000.00	20,000.00	
0.00	2,163.65	5,000.00	49.14	Collection I & I	5,000.00	5,000.00	
762.00	0.00	1,500.00	58.18	Equipment Repair/Maintenance	1,500.00	1,500.00	
0.00	2,366.00	2,000.00	2,179.64	Mowing/Trimming/Removal	3,500.00	3,500.00	
67,247.00	5,420.69	60,000.00	0.00	Operating Contingency/Audit conversion to cash	60,000.00	60,000.00	
218,877.00	169,806.40	277,000.00	190,309.01	TOTAL MATERIALS AND SERVICES	288,460.56	288,460.56	
80,400.00	80,000.00	80,000.00	80,000.00	Transfer Out - Capital Outlay Infrastructure	0.00	94,779.80	
60,000.00	60,000.00	60,000.00	60,000.00	Transfer Out - Debt Services	60,000.00	60,000.00	
5,000.00	5,000.00	5,000.00	5,000.00	Transfer Out - Capital Outlay Infrastructure (Streets)	5,000.00	5,000.00	
145,400.00	145,000.00	145,000.00	145,000.00	TOTAL TRANSFERS	65,000.00	159,779.80	
638,534.00	602,698.11	762,000.00	648,573.22	TOTAL EXPENSES	698,460.56	793,240.36	
119,261.00	178,721.29	99,578.00	331,242.10	ENDING FUND BALANCE			
RESERVED FOR FUTURE YEARS					250,281.54	105,501.74	
TOTAL REQUIREMENTS					948,742.10	898,742.10	

Special Funds

Construction – South Tank Reservoir & Highway 101 Construction

In the financial system conversion, the South Tank and Highway 101 funds were merged into a general construction fund. The 2019-20 budget noted that these funds had balances in each of them and the Finance Committee research the balances and provide a recommendation where the funds should be placed.

After research, it is recommended that the \$2,951.15 Highway 101 balance be transferred to Streets Capital and that the \$210,353.77 South Tank Reservoir balance be transferred to Water Capital.

General Construction Costs

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
-499,559.00	2,951.15	2,950.00	2,951.15	Beginning Fund Balance (HWY101)	2,951.15	2,951.15	
490,144.00	0.00	0.00	0.00	ODOT Storm Drain Funding (HWY101)	0.00	0.00	
46,000.00	0.00	0.00	0.00	Urban Renewal Contribution (HWY101)	0.00	0.00	
650,000.00	0.00	0.00	0.00	Transfers from Cap Reserve Fund (HWY101)	0.00	0.00	
686,585.00	2,951.15	2,950.00	2,951.15	TOTAL HWY 101 REVENUE	2,951.15	2,951.15	
211,843.00	-35,442.00	211,412.00	210,353.77	Beginning Fund Balance (S.TANK)	210,353.77	210,353.77	
994,780.00	438,601.00			Government Sources (S.TANK)			
1,206,623.00	403,159.00	211,412.00	210,353.77	TOTAL S.TANK REVENUE	210,353.77	210,353.77	
1,893,208.00	406,110.15	214,362.00	213,304.92	TOTAL REVENUE	213,304.92	213,304.92	
683,635.00	0.00			Capital Outlay - Streets/Sidewalks (HWY101)	2,951.15	2,951.15	
683,635.00	0.00	0.00	0.00	TOTAL EXPENSES (HWY101)	2,951.15	2,951.15	
2,950.00	2,951.15	2,950.00	2,951.15	ENDING FUND BALANCE (HWY101)	0.00	0.00	
22,245.00	10,506.24	0.00	0.00	Allocated Labor (S.TANK)	0.00	0.00	
51,329.00	14,892.10	0.00	0.00	Design & Engineering (S.TANK)	0.00	0.00	
0.00	6,000.00	0.00	0.00	Audit (S.TANK)	0.00	0.00	
0.00	3,412.42	0.00	0.00	Additional Services (S.TANK)	0.00	0.00	
0.00	110,910.00	0.00	0.00	Collection Line (S.TANK)	0.00	0.00	
1,168,491.00	47,084.27	0.00	0.00	Capital Outlay (S.TANK)	210,353.77	210,353.77	
1,242,065.00	192,805.03	0.00	0.00	TOTAL EXPENSES (S.TANK)	210,353.77	210,353.77	
-35,442.00	210,353.97	211,412.00	210,353.77	ENDING FUND BALANCE (S.TANK)	0.00	0.00	
				TOTAL REQUIREMENTS	213,304.92	213,304.92	

System Development Charges (SDC)

System Development Charges (SDCs) are one-time charges assessed on new development to pay for the costs of expansion of water and wastewater infrastructure demands. These fees are necessary to provide adequate funding for growth-related capital improvements. There are two types of SDC fees: a Reimbursement fee and an Improvement fee. SDCs have been proposed to be budgeted conservatively. The \$70,000 capital expenses the earthquake valve to protect the City's water.

Description	Collected as of February 2020	Three (3) year average, including FY17
WW Reimbursement	\$51,153	\$71,469
Water Improvements	\$21,192	\$19,209
Water Reimbursement	\$13,133	\$25,802
Storm Drain Improvement	\$13,129	\$21,854

SDC Budget

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	2019-2020 Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
148,981.66	236,321.34	355,332.00	413,375.68	Beginning Fund Balance	486,576.96	486,576.96	
61,922.00	109,721.10	60,000.00	79,746.86	SDC Wastewater Reimbursement	60,000.00	60,000.00	
15,776.00	27,134.30	15,000.00	31,796.09	SDC Water Improvements	15,000.00	15,000.00	
21,432.00	43,768.90	20,000.00	19,705.30	SDC Water Reimbursements	20,000.00	20,000.00	
28,119.00	24,001.21	19,000.00	18,861.96	SDC Storm Drain Improvement	20,000.00	20,000.00	
0.00	14,946.20	10,000.00	8,091.07	LID Assessments-Principal	10,000.00	10,000.00	
0.00	2,814.63	0.00	0.00	LID Assessments-Interest	0.00	0.00	
0.00	164,668.00	25,294.00	0.00	Transfer In - Capital Reserve	0.00	0.00	
276,230.66	623,375.68	504,626.00	571,576.96	TOTAL REVENUE	611,576.96	611,576.96	
0.00	170,000.00	45,000.00	45,000.00	Transfer Out - Capital Reserve	70,000.00	0.00	
40,000.00	40,000.00	40,000.00	40,000.00	Transfer Out - Debt Services	40,000.00	40,000.00	
40,000.00	210,000.00	85,000.00	85,000.00	TOTAL TRANSFERS	110,000.00	40,000.00	
40,000.00	210,000.00	85,000.00	85,000.00	TOTAL EXPENSES	110,000.00	40,000.00	
236,230.66	413,375.68	419,626.00	486,576.96	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	501,576.96	571,576.96	
				TOTAL REQUIREMENTS	611,576.96	611,576.96	

Yachats Capital Improvement Plan

A portion of the total City budget is for building or improving the City infrastructure to handle growth. Capital Improvement Projects and their total costs are detailed below. Expenditures for capital projects may vary dramatically between years, depending on the particular projects in process.

Five Year Capital Improvement Plan

Library Projects		Estimated Cost	20/21	21/22	22/23	23/24	24/25
Library Expansion		375,000	50,000	100,000	0	0	0
		375,000	50,000	100,000	0	0	0
LLCM Projects		Estimated Cost	20/21	21/22	22/23	23/24	24/25
LLCM Rebuild		300,000	150,000	50,000	0	0	0
		300,000	150,000	50,000	0	0	0
City Hall Projects		Estimated Cost	20/21	21/22	22/23	23/24	24/25
Relocation (grant)		166,300	75,000	0	0	0	0
IT Projects		25,000	25,000	0	0	0	0
		191,300	100,000	0	0	0	0
Commons Projects		Estimated Cost	20/21	21/22	22/23	23/24	24/25
Items in Commons Master Plan		40,000	0	10,000	10,000	10,000	10,000
Fire Circle		5,000	0	5,000	0	0	0
		45,000	0	15,000	10,000	10,000	10,000
Water Projects		Estimated Cost	20/21	21/22	22/23	23/24	24/25
Plans: Master/Conservation/Mgmt (grant)		65,000	35,000	0	0	0	0
Plan: Source Water Protection (grant)		30,000	0	0	0	0	0
Rate Study		10,000	10,000	0	0	0	0
SCADA upgrade		60,000	0	30,000	30,000	0	0
Vac Truck		90,000	90,000	0	0	0	0
Shop Doors		45,000	0	45,000	0	0	0
Vehicle replacement		25,000	0	25,000	0	0	0
Water Plant Upgrades		50,000	0	50,000	0	0	0
3d street waterline		110,000	0	110,000	0	0	0
Enclose booster stations		20,000	0	20,000	0	0	0
Meter Replacement system wide		70,000	0	10,000	60,000	0	0
Radar & 7th Waterline		275,500	0	0	0	275,500	0
King street waterline		418,000	0	0	0	0	418,000
Gender Waterlines		50,000	0	0	50,000	0	0
Windy Way Waterlines		50,000	0	0	50,000	0	0
2nd st waterlines prospect		250,000	0	250,000	0	0	0
Looping of lines in URD		131,560	0	0	131,560	0	0
Upgrade line sin URD		131,560	0	0	131,560	0	0
Pontiac Waterline		40,000	0	40,000	0	0	0
Connect Blackston to Hanley		50,000	0	0	0	50,000	0
Earthquake Valve		70,000	70,000	0	0	0	0
Water Plant move		750,000	0	0	0	0	750,000
Raw Water Storage		2,000,000	0	0	0	0	2,000,000
Watershed/Protection Purchase		500,000	0	0	0	0	500,000
		5,291,620	205,000	580,000	453,120	325,500	3,668,000
Wastewater Projects		Estimated Cost	20/21	21/22	22/23	23/24	24/25
Plans: Master (grant)		90,000	30,000	30,000	30,000	0	0
Rate Study		10,000	10,000	0	0	0	0
Sewer Collection I&I		120,000	0	30,000	30,000	30,000	30,000
Sewer line extension		500,000	0	50,000	50,000	50,000	250,000
Vac Truck		90,000	90,000	0	0	0	0
Shop Doors		45,000	0	45,000	0	0	0
		855,000	130,000	155,000	110,000	80,000	280,000
Strom Drain Projects		Estimated Cost	20/21	21/22	22/23	23/24	24/25
Storm drain buildout		90,000	0	40,000	40,000	140,000	40,000
		90,000	0	40,000	40,000	140,000	40,000
Street Projects		Estimated Cost	20/21	21/22	22/23	23/24	24/25
Horizon Hill Stabilization - roll over		50,000	0	0	0	0	0

E 2nd St Prospect	50,000	0	0	0	50,000	0
Gender	50,000	0	0	50,000	0	0
W 3rd St	100,000	0	100,000	0	0	0
W 2nd St	100,000	0	0	0	0	100,000
	350,000	0	100,000	50,000	50,000	100,000
Total Annual Expenditures	7,497,920	635,000	1,040,000	663,120	605,500	4,098,000

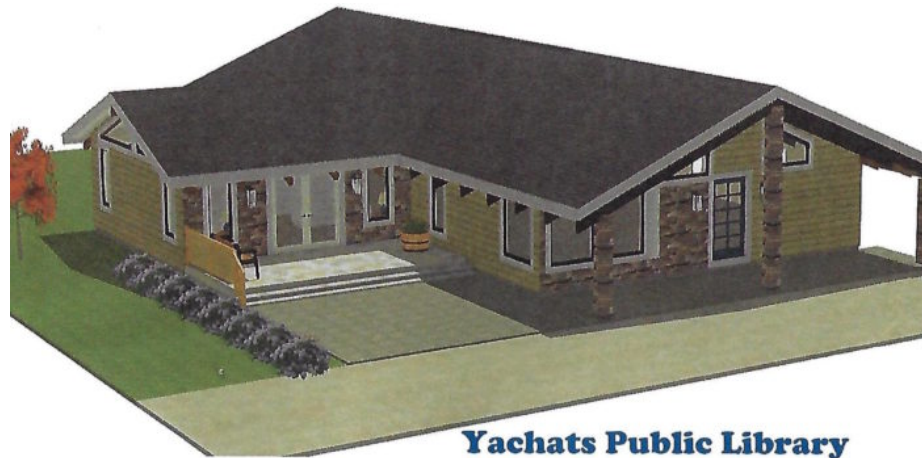
Library Expansion

Department:	General Fund - Library	MP Project #:	n/a
Category:	Capital Project - Building		
Total Project Cost:	<i>Pending</i>	Status	In Process

Ranking Criteria Met		Project Type
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement
☐ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion

Priority	☐ High	☐ Medium-High	☐ Medium	☒ Medium-Low	☐ Low
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Project Description:	Construction of a 400 sq. ft. addition to the existing Yachats Public Library was originally proposed. Currently a needs assessment is being done and then a proposal made to the Council.
Ongoing Maintenance & Estimated Annual Cost:	Current library sq. ft. 2,016. IFMA guidelines \$3.50/sq. ft. for general maintenance = \$8,416/yr.



Library Capital Reserve

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
60,318.00	63,918.00	96,493.00	92,453.40	Beginning Balance	156,638.40	156,638.40	
150,000.00	150,000.00	150,000.00	150,000.00	Hall Bequest	150,000.00	150,000.00	
0.00	890.00	0.00	0.00	Grant	0.00	0.00	
0.00	42,500.00	60,585.00	60,585.00	Transfer In - General Fund	0.00	0.00	
3,600.00	3,600.00	3,600.00	3,600.00	Transfer In- Library Operations	0.00	0.00	
0.00	0.00	0.00	0.00	Transfer In - Visitor Amenities	0.00	0.00	
213,918.00	260,908.00	310,678.00	306,638.40	TOTAL REVENUE	306,638.40	306,638.40	
0.00	0.00	8,000.00	0.00	Labor	7,500.00	7,500.00	
0.00	0.00	8,000.00	0.00	TOTAL PERSONNEL	7,500.00	7,500.00	
0.00	18,454.60	52,585.00	0.00	Capital Outlay - Buildings	50,000.00	50,000.00	
0.00	18,454.60	52,585.00	0.00	TOTAL CAPITAL OUTLAY	50,000.00	50,000.00	
0.00	18,454.60	60,585.00	0.00	TOTAL EXPENSES	57,500.00	57,500.00	
213,918.00	242,453.40	250,093.00	306,638.40	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	249,138.40	249,138.40	
				TOTAL REQUIREMENTS	306,638.40	306,638.40	

Little Log Church & Museum

Department:	General Fund - LLCM	MP Project #:	n/a
Category:	Capital Project - Building		
Total Project Cost:	\$ 300,000	Status	In Process

Ranking Criteria Met		Project Type
☐ Council Goals	☐ Regulatory Requirement	☒ Maintenance
☐ Master Plan	☒ Outside Funding/Partnership	☒ Replacement
☒ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	The project will include, but not be limited to, the demolition and removal of the existing building. The rebuilding from the ground up of an exact as possible replica of the Little Log Church.
Ongoing Maintenance & Estimated Annual Cost:	Current & Finished LLCM sq. ft. 2,604. IFMA guidelines \$3.50/sq. ft. for general maintenance = \$9,114/yr.



Little Log Church and Museum Capital Reserve

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
34,725.00	74,325.00	217,827.00	213,077.50	Beginning Balance	208,077.50	208,077.50	
35,000.00	0.00	0.00	0.00	Transfer In - General Fund	0.00	0.00	
0.00	112,000.00	0.00	0.00	Transfer In - Visitor Amenities	0.00	0.00	
0.00	27,000.00	0.00	0.00	Transfer In - Commons Operations	0.00	0.00	
4,600.00	4,600.00	4,600.00	4,600.00	Transfer In - LLCM Operations	0.00	0.00	
74,325.00	217,925.00	222,427.00	217,677.50	TOTAL REVENUE	208,077.50	208,077.50	
0.00	0.00	5,000.00	0.00	Labor	22,500.00	22,500.00	
0.00	0.00	5,000.00	0.00	TOTAL PERSONNEL	22,500.00	22,500.00	
0.00	4,847.50	143,000.00	9,600.00	Capital Outlay - Buildings	150,000.00	150,000.00	
0.00	4,847.50	143,000.00	9,600.00	TOTAL CAPITAL OUTLAY	150,000.00	150,000.00	
0.00	4,847.50	148,000.00	9,600.00	TOTAL EXPENSES	172,500.00	172,500.00	
74,325.00	213,077.50	74,427.00	208,077.50	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	35,577.50	35,577.50	
				TOTAL REQUIREMENTS	208,077.50	208,077.50	

Water Master Plan, Source Water Protection, & Management & Conservation Plan

Department:	Water	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 90,000	Status	In Process

Ranking Criteria Met		Project Type
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement
☐ Health & Safety	☐ Upgrade Serviceability	☐ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	The Water Master Plan is designed to address the needs of the Water system over the next 20 years . It is designed to help in establishing a capital improvement and capital maintenance plan for the water system. The report provides descriptions of the recommended improvements and an opinion of probable project cost for each item. The Source Water Protection Plan evaluates threats and opportunities to protect our water source.
Ongoing Maintenance & Estimated Annual Cost:	Council Goals



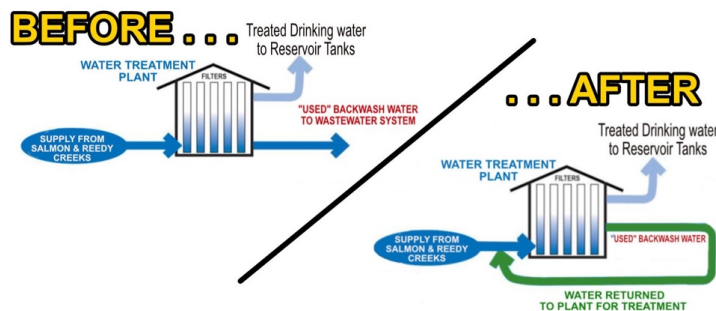
Backwash Recycling

Department:	Water	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 45,000	Status	Not Started

Ranking Criteria Met		Project Type
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement
☐ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion

Priority	☐ High	☒ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	As a water conservation measure, backwash water can be recycled in the confines of regulation 22.40-22.43. The purpose of the regulation was to improve the control of microbial contaminants such as Cryptosporidium by reducing the potential for recycled product streams to upset the removal efficiency of the main treatment processes. The regulation requires that spent filter backwash water be recycled to the front of the treatment plant so that all available particle removal treatment processes can be employed to remove the microbial and particulate material from the backwash water. This project will introduce the recycled water in front of the treatment plant process. The water plant uses 30,000 to 60,000 gallons of water daily during high demands in the summer. Since drought conditions happen almost every summer, recycling water will help mitigate droughts.
Ongoing Maintenance & Estimated Annual Cost:	



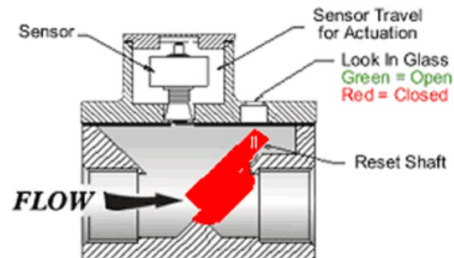
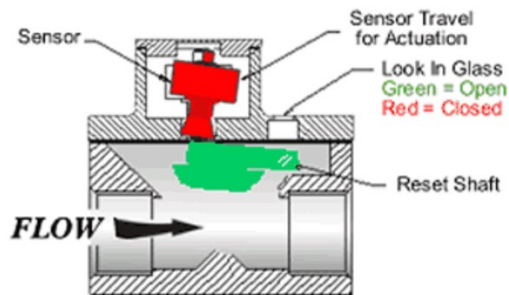
Earthquake Valve and Water Tap

Department:	Water	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 60,000	Status	Not Started

Ranking Criteria Met		Project Type
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement
☒ Health & Safety	☐ Upgrade Serviceability	☒ New/Expansion

Priority	☐ High	☒ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	1 valve at bridge. 1 valve at tank
Ongoing Maintenance & Estimated Annual Cost:	



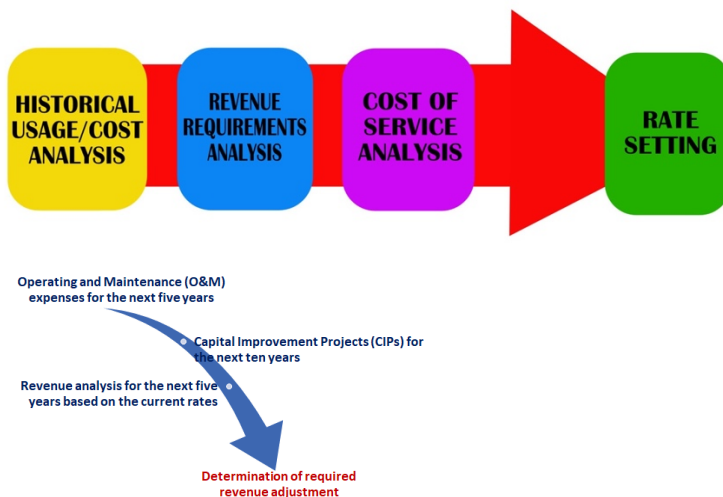
Utility Rate Study

Department:	Water Wastewater	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 40,000	Status	In Process – approved FY20

Ranking Criteria Met		Project Type
☒ Council Goals	☒ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	Audit water rates and determine best rate structure to cover water and wastewater services, maintenance, and upgrades.
Ongoing Maintenance & Estimated Annual Cost:	Promotes protection of valuable water resources, water and wastewater assets.



Note: A quote from Oregon Association for Water Utilities was received on April 18, 2019. The water rate study is quoted at approximately \$13,000 and \$11,000 for wastewater rates. The study is estimated to take 6-8 weeks to complete.

Replacement Vac Truck

Department:	Water Wastewater	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 180,000	Status	Not Started

Ranking Criteria Met		Project Type
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion

Priority	☐ High	☒ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	A replacement Vac truck will be purchased in FY2019-20. This piece of equipment has become Public Works most valuable asset, not only in cost but in labor savings as well. For example, it would take two workers 2-3 hours to pot-hole for underground utilities where now it might take 0.5 -1 hour with the Vac truck. The ability to clean and clear sewer mains fast and efficiently is another high-light. The current Vac truck used at Public Works has become unreliable. The crew can spend 30 minutes or more priming the pressure pump. The truck recently broke down on private property while working on a project.
Ongoing Maintenance & Estimated Annual Cost:	



Wastewater Master Plan

Department:	Wastewater	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 90,000	Status	Not Started

Ranking Criteria Met		Project Type
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☒ Master Plan	☐ Outside Funding/Partnership	☒ Replacement
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	The previous Wastewater Master Plan was completed in 2009 when the new wastewater plant was brought online. The new Wastewater Master Plan will identify any improvements, upgrades and repair issues that may be needed in the wastewater system.
Ongoing Maintenance & Estimated Annual Cost:	



Solids Pole Building

Department:	Wastewater	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 80,000	Status	In Process

Ranking Criteria Met		Project Type
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	The solids pole building was scheduled for FY 2018-19 but was delayed until the Library could decide how much to expand their building towards the Public Works fence. This delay has moved the project into the 2020-21 fiscal year. Currently, the goal is to build a 32x48 foot pole building.
Ongoing Maintenance & Estimated Annual Cost:	



Sliding Doors for UV Building

Department:	Wastewater	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 15,000	Status	In process – approved FY20

Ranking Criteria Met		Project Type
☐ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	Sliding doors on the U.V. Building are needed reduce the amount of dust and grit blowing into the U.V. channel. This material settles on the U.V. glass sleeves and will scratch the tubes during the automated cleaning process. The result is higher maintenance costs and reduced disinfection of the treated wastewater effluent.
Ongoing Maintenance & Estimated Annual Cost:	Already approved in Process



Water Capital Reserves

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	2019-2020 Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
373,986.78	106,678.78	162,450.00	167,522.47	Beginning Balance	298,067.38	298,067.38	
0.00	0.00	0.00	50,000.00	Grant	0.00	0.00	0.00
78,000.00	100,000.00	100,000.00	100,000.00	Transfer In - Water	0.00	0.00	0.00
0.00	0.00	45,000.00	45,000.00	Transfer In - SDC	70,000.00	0.00	0.00
0.00	0.00	0.00	0.00	Transfer In - Gen Const (S.Tank)	210,353.77	210,353.77	
0.00	0.00	0.00	0.00	Revenue In - Urban Renewal	150,000.00	220,000.00	
451,986.78	206,678.78	307,450.00	362,522.47	TOTAL REVENUE	728,421.15	728,421.15	
0.00	22,494.70	3,000.00	3,455.09	Allocated Labor	52,500.00	52,500.00	
0.00	22,494.70	3,000.00	3,455.09	TOTAL PERSONNEL	52,500.00	52,500.00	
69,776.00	0.00	114,000.00	0.00	Capital Outlay - Equipment	90,000.00	90,000.00	
75,532.00	16,661.61	273,000.00	61,000.00	Capital Outlay - Infrastructure	260,000.00	260,000.00	
145,308.00	16,661.61	387,000.00	61,000.00	TOTAL CAPITAL OUTLAY	350,000.00	350,000.00	
200,000.00	0.00	0.00	0.00	Transfer Out - Gen. Const (HWY 101)	0.00	0.00	
200,000.00	0.00	0.00	0.00	TOTAL TRANSFERS	0.00	0.00	
345,308.00	39,156.31	390,000.00	64,455.09	TOTAL EXPENSES	402,500.00	402,500.00	
106,678.78	167,522.47	-82,550.00	298,067.38	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	325,921.15	325,921.15	
				TOTAL REQUIREMENTS	728,421.15	728,421.15	

Wastewater Capital Reserves

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	2019-2020 Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
816,800.00	277,685.78	463,065.00	443,799.74	Beginning Balance	546,294.22	546,294.22	
0.00	0.00	0.00	20,000.00	Grant	0.00	0.00	
80,400.00	80,000.00	80,000.00	80,000.00	Transfer In - Wastewater	0.00	94,779.80	
0.00	170,000.00	0.00	0.00	Transfer In - SDC	0.00	0.00	
0.00	0.00	25,000.00	25,000.00	Revenue In - Urban Renewal	0.00	0.00	
897,200.00	527,685.78	568,065.00	568,799.74	TOTAL REVENUE	546,294.22	641,074.02	
0.00	3,045.92	3,000.00	2,253.85	Allocated Labor	54,750.00	54,750.00	
0.00	3,045.92	3,000.00	2,253.85	TOTAL PERSONNEL	54,750.00	54,750.00	
99,739.00	63,395.00	276,000.00	20,251.67	Capital Outlay - Infrastructure Systems	275,000.00	275,000.00	
69,776.00	17,445.12	89,000.00	0.00	Capital Outlay - Equipment	90,000.00	90,000.00	
169,515.00	80,840.12	365,000.00	20,251.67	TOTAL CAPITAL OUTLAY	365,000.00	365,000.00	
450,000.00	0.00	0.00	0.00	Transfer Out - Gen. Const (HWY 101)	0.00	0.00	
450,000.00	0.00	0.00	0.00	TOTAL TRANSFERS	0.00	0.00	
619,515.00	83,886.04	368,000.00	22,505.52	TOTAL EXPENSES	419,750.00	419,750.00	
277,685.00	443,799.74	200,065.00	546,294.22	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	126,544.22	221,324.02	
				TOTAL REQUIREMENTS	546,294.22	641,074.02	

Information Systems Development

Department:	City Hall	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 25,000	Status	In Process

Ranking Criteria Met		Project Type
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement
☐ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	Unsupported Equipment upgrades and increased security features.
Ongoing Maintenance & Estimated Annual Cost:	\$10,000 annually

City Hall Office Furniture, Equipment, And Upgrades

Department:	City Hall	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 166,300	Status	Not Started

Ranking Criteria Met		Project Type
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☐ Replacement
☒ Health & Safety	☒ Upgrade Serviceability	☐ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	Refurbish 501 Building with flooring, paint, windows, and division wall for relocating City Hall in and upgrade select furniture and equipment in FY21
Ongoing Maintenance & Estimated Annual Cost:	\$91,300 USDA Grant awarded. Current & Finished 501 Bldg. sq. ft. 4,579. IFMA guidelines \$3.50/sq. ft. for general maintenance = 16,027/yr.

City Hall Capital Reserve

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
120,232.76	3,166.77	97,319.00	69,065.95	Beginning Balance	64,065.95	64,065.95	
17,509.00	0.00	0.00	0.00	Interest Earned	0.00	0.00	
15,800.00	15,000.00	0.00	0.00	Grant	91,300.00	91,300.00	
11,357.97	0.00	0.00	0.00	LID Assessments	0.00	0.00	
13,936.01	0.00	0.00	0.00	LID Installment Payment Invoices	0.00	0.00	
377,661.66	416,296.61	0.00	0.00	F&B Tax Revenues	0.00	0.00	
31,000.00	42,000.00	20,000.00	20,000.00	Transfer In - General Fund	0.00	95,000.00	
587,497.40	476,463.38	117,319.00	89,065.95	TOTAL REVENUE	155,365.95	250,365.95	
0.00	0.00	5,000.00	0.00	Allocated Labor	15,000.00	15,000.00	
0.00	0.00	5,000.00	0.00	TOTAL PERSONNEL	15,000.00	15,000.00	
44,713.63	42,397.43	114,000.00	25,000.00	Capital Outlay - Equipment	25,000.00	45,000.00	
0.00	0.00	0.00	0.00	Capital Outlay - Buildings	75,000.00	166,300.00	
44,713.63	42,397.43	114,000.00	25,000.00	TOTAL CAPITAL OUTLAY	100,000.00	211,300.00	
164,668.00	0.00	25,294.00	0.00	LID Transfer to System Dev Charges	0.00	0.00	
374,949.00	365,000.00	0.00	0.00	F&B Transfer to Debt Service-Wastewater	0.00	0.00	
539,617.00	365,000.00	25,294.00	0.00	TOTAL TRANSFERS	0.00	0.00	
584,330.63	407,397.43	139,294.00	25,000.00	TOTAL EXPENSES	100,000.00	211,300.00	
3,166.77	69,065.95	-21,975.00	64,065.95	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	55,365.95	39,065.95	
				TOTAL REQUIREMENTS	155,365.95	250,365.95	

Streets

Department:	Streets	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 380,000	Status	In Process

Ranking Criteria Met		Project Type
☐ Council Goals	☐ Regulatory Requirement	☒ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	Oceanview Drive - \$50,000 Horizon Hill Stabilization - continuation Driftwood - \$100,000
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Streets Capital Reserve

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	2019-2020 Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
17,630.00	395,514.00	454,064.00	437,840.92	Beginning Balance	325,781.53	325,781.53	
0.00	0.00	100,000.00	99,253.11	Grant	100,000.00	100,000.00	
0.00	4,000.00	3,000.00	3,000.00	Transfer In - Streets	0.00	0.00	
5,000.00	0.00	5,000.00	5,000.00	50 Cent Per Wastewater Meter	5,000.00	5,000.00	
4,000.00	0.00	5,000.00	5,000.00	50 Cent Per Wastewater Meter	5,000.00	5,000.00	
264,000.00	50,000.00	25,000.00	25,000.00	Transfer In - Visitor Amenities Support	0.00	0.00	
105,900.00	0.00	0.00	0.00	Transfer In - General Fund	0.00	0.00	
0.00	10,000.00	0.00	0.00	Urban Renewal - Revenue In	0.00	0.00	
5,000.00	5,000.00	0.00	0.00	Transfer In - Sewer	0.00	0.00	
0.00	5,000.00	0.00	0.00	Transfer In - Water	0.00	0.00	
0.00	0.00	0.00	0.00	Transfer In - Gen Construct (HWY 101)	2,951.15	2,951.15	
401,530.00	469,514.00	592,064.00	575,094.03	TOTAL REVENUE	438,732.68	438,732.68	
0.00	787.68	60,000.00	0.00	Allocated Labor	27,750.00	27,750.00	
0.00	787.68	60,000.00	0.00	TOTAL PERSONNEL	27,750.00	27,750.00	
0.00	4,312.50	0.00	4,312.50	Capital Outlay - Gateway Sign	0.00	0.00	
0.00	0.00	25,000.00	0.00	Capital Outlay - Parking; Paving	0.00	0.00	
6,016.00	26,573.19	300,000.00	245,000.00	Capital Outlay - Infrastructure	185,000.00	185,000.00	
6,016.00	30,885.69	325,000.00	249,312.50	TOTAL CAPITAL OUTLAY	185,000.00	185,000.00	
6,016.00	31,673.37	385,000.00	249,312.50	TOTAL EXPENSES	212,750.00	212,750.00	
395,514.00	437,840.63	207,064.00	325,781.53	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	225,982.68	225,982.68	
				TOTAL REQUIREMENTS	438,732.68	438,732.68	

Commons

Department:	Commons	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 50,000	Status	In Process

Ranking Criteria Met		Project Type
☐ Council Goals	☐ Regulatory Requirement	☒ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	Replace failing/failed heating system in the Commons
Ongoing Maintenance & Estimated Annual Cost:	Regular and consistent operations maintenance.

Commons Capital Reserve

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	2019-2020 Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
186,593.81	185,116.81	131,900.00	118,449.02	Beginning Balance	95,449.02	95,449.02	
0.00	40,000.00	0.00	0.00	Grant	0.00	0.00	
27,000.00	8,500.00	27,000.00	27,000.00	Transfer In - Commons	0.00	0.00	
213,593.81	233,616.81	158,900.00	145,449.02	TOTAL REVENUE	95,449.02	95,449.02	
28,477.00	115,167.79	0.00	50,000.00	Capital Outlay - Buildings	0.00	0.00	
28,477.00	115,167.79	0.00	50,000.00	TOTAL CAPITAL OUTLAY	0.00	0.00	
28,477.00	115,167.79	0.00	50,000.00	TOTAL EXPENSES	0.00	0.00	
185,116.81	118,449.02	158,900.00	95,449.02	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	95,449.02	95,449.02	
				TOTAL REQUIREMENTS	95,449.02	95,449.02	

Parks & Trails

Department:	Parks & Trails	MP Project #:	n/a
Category:	Capital Project		
Total Project Cost:	\$ 50,000	Status	In Process

Ranking Criteria Met		Project Type
☒ Council Goals	☐ Regulatory Requirement	☐ Maintenance
☐ Master Plan	☐ Outside Funding/Partnership	☒ Replacement
☒ Health & Safety	☒ Upgrade Serviceability	☒ New/Expansion

Priority	☒ High	☐ Medium-High	☐ Medium	☐ Medium-Low	☐ Low
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Project Description:	The City funded \$50,000 for improvements to Ocean View Drive Trail/Boardwalk.
Ongoing Maintenance & Estimated Annual Cost:	Regular and consistent operations maintenance.

Parks & Trails Capital Reserve

2017-2018 2nd Preceding Year	2018-2019 1st Preceding Year	2019-2020 Adopted Budget	2019-2020 Estimated Actual	Description	Proposed Budget by Officer	2020-2021 Approved Budget by Budget Cttee	Adopted Budget by City Council
0.00	35,485.55	103,486.00	103,485.55	Beginning Balance	153,485.55	153,485.55	
0.00	8,000.00	0.00	0.00	Revenue In - Urban Renewal	0.00	0.00	
40,000.00	60,000.00	50,000.00	50,000.00	Transfer In - Visitor Amenities	0.00	0.00	
40,000.00	103,485.55	153,486.00	153,485.55	TOTAL REVENUE	153,485.55	153,485.55	
0.00	0.00	5,000.00	0.00	Allocated Labor	7,500.00	7,500.00	
0.00	0.00	5,000.00	0.00	TOTAL PERSONNEL	7,500.00	7,500.00	
4,514.45	0.00	45,000.00	0.00	Capital Outlay - Infrastructure	50,000.00	50,000.00	
4,514.45	0.00	45,000.00	0.00	TOTAL CAPITAL OUTLAY	50,000.00	50,000.00	
4,514.45	0.00	50,000.00	0.00	TOTAL EXPENSES	57,500.00	57,500.00	
35,485.55	103,485.55	103,486.00	153,485.55	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	95,985.55	95,985.55	
				TOTAL REQUIREMENTS	153,485.55	153,485.55	

Storm Drains

There are no Storm Drains Capital Projects planned for FY21.

Storm Drains Capital Reserve

2017-2018	2018-2019	2019-2020			2020-2021		
2nd Preceding Year	1st Preceding Year	Adopted Budget	Estimated Actual	Description	Proposed Budget by Officer	Approved Budget by Budget Cttee	Adopted Budget by City Council
0.00	0.00	0.00	0.00	Beginning Balance	40,000.00	40,000.00	
0.00	0.00	40,000.00	40,000.00	Transfer from the General Fund	0.00	0.00	
0.00	0.00	40,000.00	40,000.00	TOTAL REVENUE	40,000.00	40,000.00	
0.00	0.00	40,000.00	0.00	Capital Outlay -Infrastructure	0.00	0.00	
0.00	0.00	40,000.00	0.00	TOTAL CAPITAL OUTLAY	0.00	0.00	
0.00	0.00	40,000.00	0.00	TOTAL EXPENSES	0.00	0.00	
0.00	0.00	0.00	40,000.00	ENDING FUND BALANCE	-	-	
				RESERVED FOR FUTURE YEARS	40,000.00	40,000.00	
				TOTAL REQUIREMENTS	40,000.00	40,000.00	

Appendices

Appendix A: 2019-20 Minutes of the Yachats URA and City Budget Hearing



BUDGET HEARINGS CITY OF YACHATS AND YACHATS URBAN RENEWAL AGENCY May 15, 2019

Draft Minutes

Mayor W. John Moore called the May 15, 2019 regular meetings of the Budget Committee and the Yachats Urban Renewal Agency to order at 10:00 am in Room 1 of the Yachats Commons. Members present: W. John Moore, Jim Tooke, Max Glenn, James Kerti, Leslie Vaaler, Don Groth, Lance Bloch, John Purcell, Dawn Keller, and Brad Webb. Absent: none. Staff present: City Manager Shannon Beaucaire, Clerk Kimmie Jackson, Wastewater Plant Lead Dave Buckwald, Water Plant Lead Rick McClung, and Facilities Manager Heather Hoen, Public Works Crew Jeremy Mabry and Russ Mabe. Audience: 11.

PART 1: URBAN RENEWAL AGENCY

A. Election of Chair

Glenn nominated John Moore to be Chair of the Urban Renewal Agency: Aye – 10; No - 0.

Webb clarified that it was not an issue for the Mayor to chair the URA and Budget Committee.

Committee members introduced themselves.

B. Approve Minutes

Vaaler moved to approve the May 15, 2018 Urban Renewal Agency meeting minutes as presented: Aye – 8; No – 0; Abstain – 1 (Bloch not present). Groth was not at the meeting at the time of this vote.

C. URA Budget for FY2019-20

Beaucaire explained the URA budget was mostly same as last year, with the exception of the items for the South Tank and the admin fee. The committee agreed not to read the message into the record. Webb suggested increasing the tax revenues of \$268,000 to a higher amount given that past years have generated \$271,000 to \$290,000. The committee agree to keep the revenue line at \$268,000.

Groth moved that the Finance Committee approve the projects that are covered by the interfund transfers and determine whether these funds are appropriate for those projects: Aye – 10; No - 0.

Vaaler asked for clarification on whether the Finance Committee would need to approve any amendments to the Urban Renewal District plan. Beaucaire suggested that the Finance Committee review the URD in its entirety to become familiar with the map and all projects. Webb asked if the funds were on track with the original projections. He suggested that the ending balance be compared to the original projected amounts.

D. Public Comment

Tom Lauritzen (Shell Street) stated the fund was significantly behind projected amounts. Lauritzen added that projects that are located outside of the URD area can be funded with URD funds.

Mayor Moore closed the hearing and adjourned the Urban Renewal Agency meeting at 10:17 am.

PART 2: BUDGET COMMITTEE HEARING

Mayor Moore called to order the City of Yachats Budget Hearing at 10:17 am.

I. Election of Chair

Glenn moved to elect John Moore as Chair of the Budget Committee: Aye – 10; No – 0.

II. Approval of Minutes

Vaaler moved to approve the May 15, 2018 budget hearing minutes as amended: Aye – 10; No – 0.

III. Public Hearing – State Revenue Sharing

Moore opened the public hearing on State Revenue Sharing at 10:20 am.

Moore read the request of from the State Department of Revenue Sharing on participation in the program and requirements for spending.

Glenn moved to approve Resolution 2019-74 declaring the City of Yachats election to receive State Revenues: Aye – 10; No – 0.

There was no public testimony.

Moore closed the Public Hearing on State Revenue Sharing at 10:21 am.

IV. City Budget 2019-2020

Moore opened the City Budget Hearing at 10:21 am.

Beaucaire noted the valued role of volunteers in the City and wanted to recognize staff for their role in supporting the City, the volunteers, the Commissions and Commissions, and a host of other unseen tasks. She recognized Dave Buckwald, Rick McClung, Kimmie Jackson, Russ Mabry, Jeremy Mabe, Heather Hoen, and Helen Anderson.

Beaucaire noted there were recent budget requests from the community, including one received the previous day at 2:00 pm. She also noted there would be more emphasis on maintenance in this budget.

A. Fund 100-100 General Fund Non-Departmental

Beaucaire explained the changes in Fund 100-100 from the previous year, noting she lowered the vacation rental licenses and fees amount as there was now a cap. She also lowered property tax revenues as numbers coming in have been lower.

Groth suggested increasing transient room tax amount from \$950,000 to \$1,000,000 and Vaaler was opposed that increase given the possibility of something happening that impacted visitors, such as a landslide on Highway 101. Webb asked if there was information on transient room tax income by month.

Purcell asked about the franchise agreement income. Beaucaire stated she has asked the City Attorney to review the franchise agreements, and she would bring recommendations to the Finance Committee and to the Council when that is done.

B. 100-101 City Hall

Beaucaire explained there was an increase in IT Vendor Support to cover a new server and annual software cost that are already contracted.

Beaucaire explained Miscellaneous Public Services included organizations that make requests to the City. She noted Cape Perpetua was not in this \$50,000. Vaaler asked that the Committee approve the requests individually.

1. SOLVE Beach Cleanup: Beaucaire noted SOLVE requested \$3,000 and, she included \$1,500 in this budget, which was the support for last year. Vaaler estimated SOLVE allocated approximately 33 volunteer hours to Yachats. Webb suggested the volunteer hours were only a small portion of what SOLVE does. Groth agreed that keeping the beaches clean was especially important. Bloch strongly supported the SOLVE program.

Groth moved to approve the \$3,000 request from SOLVE Aye – 9; No – 1 (Vaaler).

2. YYFAP (Yachats Youth and Families Activities Program): Vaaler noted this program supports the workers in the community. Beaucaire noted 13 families were now at Fistera and several of those have 3 to 4 children.

Purcell moved to approve the \$30,000 request from the Yachats Youth and Families Activities Program: Aye – 8; No – 1 (Webb); Abstain – 1 (Glenn has relationship with YYFAP and is on the Board).

3. RAIN (Regional Accelerator & Innovation Network): Beaucaire explained this group asked for support last year and the City did not support it. She noted the County has voted to provide funding contingent upon other cities supporting the program, which she has heard was unlikely. Vaaler and Webb asserted this program was not a good fit with Yachats. All Committee members agreed to not fund this project.

4. Highway 101 No Spray Funding: Glenn stated support for this program and noted the program started in Yachats. Webb asked if there was information on the success of the program, and if so, should they increase the funding. Moore suggested Commissioner Claire Hall might have an answer. Vaaler suggested they could request an expansion of the area targeted. Beaucaire stated they could encourage the County to expand the area in a cover letter.

Webb moved to approve the \$1,000 request for the Highway 101 No Spray project: Aye – 10; No – 0.

5. Meals on Wheels

Purcell moved to approve the \$1,750 request for the Meals on Wheels program operated by Oregon Cascades West Council of Governments: Aye – 10; No – 0.

6. RSVP Program (Retired Senior Volunteer Program): Vaaler opposed funding this program, in part because she was not certain there was a significant impact within Yachats. Library Volunteer Sara Moore

noted the SHIBA volunteer works by appointment and some days had a lot of people coming. Glenn asserted this program was of great value to the community.

Groth moved to approve the \$2,000 request for the RSVP program: Aye – 9; No - 1 (Vaaler).

7. Celtic Healing Garden: Webb did not think it was appropriate for the City to fund an individual artist. The Committee agreed on not funding this project.

8. Mid-coast Water Planning Partnership: Moore noted the original request was for \$700 but the Partnership now want an additional \$3,924. Tooke explained the \$700 was for a consortium conference and the other amount was for support of the Partnership. Tooke reviewed contributions from the State and other jurisdictions. Tooke noted the Council had previously approved up to \$25,000 contingent upon the State's renewing their support of the Partnership.

Purcell moved to approve \$700 for the consortium conference and \$4,000 for the Mid-Coast Water Partnership program: discussion

Bloch asked how the money was being spent, and Tooke stated the money supports the consortium and plans on how to reach and educate the public. Beaucaire added that this funding helps the consortium get grants and this project was in line with Council goals. Tooke noted the amount requested was based on the number of water connections. Kerti added that water security was critical in light of vacation rental issues.

Call for vote: Aye – 10; No – 0.

Groth moved to increase the line item for Emergency Prep and Public Safety from \$7,000 to \$10,000: motion withdrawn

McClung recalled there had been \$5,000 in operations for Emergency Preparedness for several years. He also noted there was a CIP for an emergency supply container replacement.

Kerti asked what the City was doing about code enforcement, noting the comments at the Council meeting the previous night. Beaucaire noted she was in discussions with Waldport about sharing a planner and with the Sheriff's Department about sharing code enforcement. She added Planner Mattison was spending time on code enforcement outside of the office.

Vaaler asked for an explanation of what falls under Professional Services. Beaucaire explained this included contracted work such as the minute taker, legal fees, mowing, and any contracted professional services.

Vaaler asked about auditing services listed under four categories which totaled \$20,000 and not the \$12,000 that the City Manager reported was negotiated. Beaucaire explained the relationship to Materials and Services and how monies are distributed across line items.

Purcell stated that he calculated an additional \$3,700 increase to the \$50,000 budgeted for Public Services. Beaucaire calculated that she got a total of \$42,450 for these items, leaving about \$7,500 for Council to approve during the coming year.

Webb asked about Building and Land Maintenance and whether there were maintenance plans. Beaucaire indicated Public Works and the Facilities Manager were developing maintenance plans. She noted she was budgeting a maintenance amount based on the square footage of the building.

Webb asked if the curbside yard debris program had made a difference on what was sent to the waste bin at the sewer plant. McClung stated he thought it had.

Webb objected to money set aside for rent of \$17,800 to the Commons for the City Hall space. He argued this transaction does not make “accounting sense.”

C. Fund 100-102 501 Building

Beaucaire indicated there was only maintenance needed for the 501 Building at this time. Beaucaire explained the 3.5% maintenance fee was based on 2017 IFMA recommendations of \$3.50 per square foot. Webb suggested the maintenance fee was not appropriate given the building was unoccupied now and it would be refurbished in the process of moving. Moore suggested the building would be occupied. Purcell noted there could be other issues that could arise from having been left empty. McClung noted there was significant exterior maintenance that needs attention. Webb argued many of these items were capital improvements and not operations.

Purcell moved to approve the line items in Fund 100-102 for the 501 Building: Aye – 9; No - 1 (Webb).

D. Fund 100-107 Marketing and Amenities

Beaucaire explained this fund was close to what it was last year with additional monies for the Marketing and Website line item. Bev Wilson, Yachats Visitors Center, stated the \$3,600 for social media was not approved in the marketing budget, and she wanted to explain why this amount was needed. She cited data on use of social media and its importance in making travel plans. Kerti asked how many people entered in the last photo contest. Wilson estimated there were 15 entries per month, with winter being slightly less. Wilson indicated there were 7,000 followers on social media weekly, which could go up in the summer. Kerti indicated Wilson’s information has illuminated the need for the social media line item.

Purcell clarified the Cape Perpetua contribution was included in this fund because it was funded by Visitor Amenities. Beaucaire explained the plans for the City Beautification line item.

Vaaler stated the City should expect a down year at some point and wanted to eliminate unnecessary items so that the Visitor Amenities reserves would increase. Beaucaire noted that funds would not be spent if they were not collected. Moore explained the Council would revisit the budget in the event of some emergency. Moore noted the current budget already increases the reserves by \$94,000. Anthony Muirhead, Adobe Hotel Manager, stressed the importance of wanting to spend marketing dollars to prevent the downturn. Webb objected to this budget on the basis that there were other more pressing needs for the City.

Muirhead indicated the Chamber was undergoing an effort to revitalize and to increase business and community involvement. He indicated they anticipate having more information on marketing needs by next year’s budget.

Moore noted eight members were approving of this fund as is and two members wanted to make changes.

E. Fund 100-120 Visitor Amenities

Beaucaire explained the percentage allocations of transient rental taxes to Visitor Amenities were established by the State. Webb asked about the allocation for Streets. McClung explained he wanted to

add parking as part of paving Driftwood (ballfield road) and parking does qualify for Visitor Amenities. Beaucaire noted some of the grants will require matching funds. Beaucaire reports she is having the engineer look at the circulation flow in the greater downtown area. Keller clarified that Streets was used instead of Parking because the money goes into the Streets fund.

Moore noted Drew Roslund and Anthony Muirhead wanted to talk about the use of Visitor Amenities funds.

Drew Roslund (Overleaf Lodge) wanted to more closely examine the restrictions on how Visitor Amenities Funds were spent. He suggested Yachats has been inappropriately using restricted funds. He noted the restrictions for tourism or tourism related facilities, defining a tourism related facility as a conference center. He argued that only one item in Fund 100-120 meets the definitions in ORS 320. Roslund argued that neither the Commons or the Little Log Church were tourism related facilities. He stated that 50% of the City's income comes from tourists. He noted he hears at conferences that funding of the Library with Visitor Amenities funds was "laughable." He asked that the Library be removed from this fund. He asked that the City begin to take action to come into compliance with the State restrictions. He also noted Visitor Amenities was only about promotion and tourism related facilities.

Groth asked Roslund about using this fund for parking. Roslund stated there was a case in Bend, OR where pavement was disallowed for use of Visitors Amenities. He suggested that parking could be appropriate but a roadway was not.

Anthony Muirhead (Adobe Resort) agreed with Roslund and suggested researching how cities have used the transient rental tax. He noted there were several examples where cities have been found to have inappropriately used these monies.

Glenn recalled the first use considered for the 501 Building was for a Visitors Center. He noted that the people involved in the tourism industry recommended that the Visitor Center remain in the central area rather than be isolated at the 501 Building.

Revisit Fund 100-100

Groth noted at bottom of page 1 of 100-100 there were allocations for Departments 101 and 102, and above that there were transfers for the funds 120, 150, and 240.

F. Fund 150-101 Capital Reserves City Hall

Beaucaire explained the Equipment/IT Projects were itemized at the bottom of the sheet. Vaaler clarified that the \$36,703 and \$39,903 amounts differed because the timing of when calculations were made.

Heather Hoen explained the \$75,000 for Office Upgrade was based on previous rough estimates from contractors, including \$30,000 for flooring, \$10,000 for windows, \$6,000 for paint, and \$10,000 for framing walls. She noted all components need to be paid at prevailing wages. Groth suggested the item was under City Hall as it was moving City Hall. Vaaler asked if they could save on prevailing wages if the work was divided between years. Hoen indicated it was a violation of State law to split a project for that purpose.

Beaucaire added they were exploring options for grants and, if that came from federal monies, that would require paying prevailing wages and would require matching funds.

The Committee agreed to the line items for Fund 150-101.

G. Fund 150-102 501 Building

Beaucaire stated this fund would be reclassified as City Hall as the 501 Building would soon be used for City Hall.

H. Fund 150-121 Streets

Beaucaire stated the City were applying for a grant for street funding. She added McClung has also found other potential opportunities for funding. Beaucaire noted the CIP on page 7 of 8 outlined the street projects. She provided details of several of the CIP projects and noted some of the numbers were placeholders. McClung explained the situation on Horizon Hill where there might be potential for a slide. He reported the core sample revealed that most of the dirt was fill, so the trench was likely due to this fill settling and not land mass movement. McClung noted that road was put in before there were many regulations on its engineering.

I. Fund 150-122 Library

Beaucaire stated the Library requested that remaining funds for this year (FY18-19) be rolled over into FY19-20 and that an additional \$50,000 be included in FY19-20. She estimated that the entire project is anticipated to be around \$375,000, of which \$60,000 is the City's portion. Anderson clarified the City's contribution was not from the Hall Bequest.

J. Fund 150-123 Little Log Church and Museum

Beaucaire recalled the Budget Committee previously \$150,000 in FY18-19 and another \$150,00 in FY19-20. She stated the request is to roll over the funds left in FY18-19 to FY19-20. She indicated the project would likely span two fiscal years and they were looking for grants.

Vaaler wanted to see significant fundraising before promising funding. Purcell asked what amount was realistic as a need for the Little Log Church in FY19-20. Karl Christianson stated the nonprofit was founded as 501(c)4, and they were meeting with an attorney in Eugene about converting to a 501(c)3 so donations would be tax deductible. Christianson explained the efforts they were taking to fundraise going forward. Purcell wanted to know more about community support and when they would need the money. Beaucaire added that some grants would require matching funds. Webb recalled that the City would acquire the building but Friends were to maintain it. Beaucaire had the understanding that a 501(c)3 could not be legally responsible for maintaining a city building. Purcell stated the community should help support the building. Keller stated she saw the Little Log Church and Museum as a tourist draw. Keller suggested the facilities could be better promoted, and if they were going to spend \$300,000, they should treat it as a tourist entity. Bloch agreed that setting aside \$300,000 was premature. Beaucaire noted the damage keeps escalating. Beaucaire clarified they were rolling the \$150,000 from this year to next year. Purcell suggested allocating 25% of the building cost (\$75,000) and \$10,000 for engineering while the fundraising issues continue to be investigated. Beaucaire noted some of the grants required 100% matching funds.

Glenn asked if there was some other big expenditure requiring funding that would need these funds. Vaaler suggested that 25% of the monies to fund Little Log Church was from City reserves, and that money could instead go to help fund Public Works reserves and projects. Webb suggested that every project goes over-budget and the City should be building reserves now for the future. Beaucaire clarified that the 25:75 split was for operations, not capital. She noted last year, \$112,000 was transferred from Visitor Amenities to the Little Log Church and Museum reserves and rolling over \$150,000 was just continuing what was appropriated last year. Groth noted the \$112,000 was 75% of the \$150,000 allocation. Groth clarified there was no money coming from Visitors Amenities in the upcoming budget. Kerti added that cutting the funding now would severely hamper the ability to move forward with the

project. Webb stated that some funding is needed in order to apply for grants and get community support. Webb also had concern about whether the City could be held liable for misusing Visitor Amenities funds.

The Committee agreed to keep the line items in Fund 150-123 as is.

K. Fund 150-124 Commons

Beaucaire noted she removed the 54,000 for projects from this fund as she placed a \$50,000 line item for maintenance in the operational budget for the Commons.

L. Fund 150-125 Parks & Trails

Beaucaire reviewed the projects proposed by Trails. She noted the 804 Mitigation Funds were part the transfer of Oceanview Drive. Groth suggested making the \$50,000 come from the General Fund 100-100 rather than Visitor Amenities. Vaaler had some objections to this suggestion. Webb and Keller stated Visitors Amenities was a more appropriate for Trails than some other projects, especially because the 804 Trail is an attraction. Webb doubted that a boardwalk type project could be affordably constructed and maintained. Moore noted this money was a placeholder at the moment as they were still waiting on archeological studies to determine if any work could be done.

The Committee agreed to leave the proposed budget as is.

M. Fund 150-130 Storm Drains

Buckwald indicated that the \$40,000 for the Hanley Culvert line was supposed to be for Build Out/Improvements. Groth discussed ways to clear the balance in this fund.

N. Fund 150-160 Water

McClung explained the CIP projects for water. He explained 30,000-60,000 gallons are used each day for backwashing, and this backwash water could be recycled. He explained how an earthquake valve would work to shutoff flow and the levels of alarms that could operate to allow extra flow for an event like a fire. Purcell and Webb both expressed concern over the poor engineering around the earthquake valve installed with the South Tank.

Vaaler stated \$20,000 seemed high for a study. Groth reported the Public Works and Streets Commission just voted to recommend a outside study. Beaucaire explained that this study was highly specialized and included analysis of maintenance, weather, replacement, water availability needs. She also noted the attorney and auditors both recommended getting an independent study. Bob Bennett noted that the master plans were different than the rate study. Bennett added that the decision to go with a third party for the water rates was in part to gain credibility and impartiality.

McClung stated Water Plant Systems were upgrades to equipment, like the clarifier drive wheels and gears.

Webb suggested the \$2,000 labor cost was unrealistically low. McClung noted each of the projects have some labor costs built in. Groth explained how the monies allocated for labor are posted in the different funds.

McClung noted the Truck line item was to replace a utility truck they lost the previous year.

No changes were made to this fund.

O. Fund 150-170 Wastewater Plant

Buckwald clarified the Pole Building was funded for FY18-19 and FY19-20. Buckwald noted the line item for doors included seven doors. He indicated “side gate” should read, “slide gate.” Groth suggested they include I&I in the next fiscal year. Lauritzen reported that in the URD amendment, money I&I would resume in FY19-20 at \$25,000 each year for ten years.

The Committee agreed to add \$30,000 for I&I and to transfer \$25,000 from the URD.

Moore continued the Budget hearing at 2:20 pm to be reopened after a hearing for the URA.

PART 3: URBAN RENEWAL AGENCY

Moore re-opened the URA Hearing at 2:20 pm.

The Committee agreed to increase the revenues from \$268,000 to \$303,000 and to add a line to transfer \$25,000 to Wastewater by increasing the Property Tax line to \$298,000.

Groth moved to approve changes in Fund 900-100 to increase the Property Tax line to \$298,000 and to add a transfer of \$25,000 to Fund 150-170 Wastewater: Aye – 10; No – 0.

Moore closed the URA Hearing at 2:29 pm.

PART 4: BUDGET HEARING

Moore reopened the City Budget Hearing 2:30 pm.

P: Fund 155-168 South Tank Loan

Beaucaire noted payments begin in December 2019 and the URD contribution was for \$100,000. She noted the Finance Committee would be reviewing this contribution to see if the unused portion could go to repay other loans and the principal and interest was only \$40,000. Beaucaire clarified with Lauritzen that this loan could be set up for 30 years.

Q. Fund 150-017 and Fund 150-018 Water Revenue Bond

Beaucaire summarized that this first loan was at 3.07% interest and has two payments per year. The second loan was at 3% interest and has two payments per year.

R. Fund 150-176 Wastewater Plant Loan

Beaucaire explained this Loan was comprised of two loans, one from IFA (5% variable with 1 payment per year) and one from DEQ (2.9% with 2 payments per year). Moore asked about the 5% variable rate loan and whether that rate would go down. Beaucaire indicated these issues would be addressed with the Finance Committee. Webb recalled the Food & Beverage Tax was supposed to sunset.

S. Fund 160 SDC Charges

Beaucaire explained she was very conservative in estimating the amounts on this sheet. Groth noted the “LID repayments transferred from Reserves” came from Fund 150-100 and there was \$25,294 left in that reserve fund. He noted on the of the binder summarizing Capital Reserves, there was \$25,294 left in the LID column. He suggested to transfer this remaining amount to Fund 160-100 for LID repayments for FY19-20 to close out the column in the reserve Fund 150-100. The Committee agreed to this change.

Webb asked about the contribution from Fisterra to SDCs. Vaaler noted that Fisterra asked for a payment plan spread out over many years. Beaucaire noted that there will not be additional construction for Fisterra but they will continue to make annual payments. Webb was concerned that building in general

would decreasing in the near future which would impact SDCs. Webb anticipated that SDCs would continue to drop more than was being estimated.

T. Fund 200-100 Highway 101 Construction

Beaucaire indicated the Finance Committee would review and recommend to Council where to put the remainder of this fund.

U. Fund 240-122 Library

Webb suggested the building and maintenance could be removed if the capital project was going to refurbish the building. Beaucaire stated the Library still needed significant maintenance. Webb recalled the Library reported 15% of patrons were non-residents, and coupled with the concerns over appropriate spending of Visitor Amenities, the funding could come from the General Fund instead of Visitor Amenities. Vaaler recalled that checked out books was at 15% but there were significantly more visitors coming into the Library for the computers, the space, and other purposes. Moore recalled the Librarians reported that they get people asking questions about the City when the Visitors Center was not open. The majority of the Committee agreed to keep this fund as is.

V. Fund 240-123 Little Log Church and Museum

Vaaler clarified that the maintenance fee was based on the current building. Groth suggested funding may be needed to maintain the building until the rebuild occurs.

W. Fund 240-124 Commons

Webb thought the amount for maintenance was very high and wanted to see a plan for what maintenance would be done. Webb wanted money to be kept in reserves until needed. Purcell asserted the \$3.50 per square foot was consistent with approaches used for other building. Bloch suggested this money could be used for remodeling the building when City Hall vacates the building. Beaucaire noted there were many small projects were needing upgrades that did not fall under CIPs. Beaucaire noted the civic meeting room could remain in the Commons for another year.

X. Fund 240-125 Parks & Trails

Beaucaire explained items in the Trails budget. Vaaler reported that the Trails Committee did reduce the amount for refreshments from \$2,000 to \$1,500. She noted some of that money was used for water and nutrition bars for workers on the trail. Vaaler stated that Linda Hetzler donated the food and the City pays the setup fee. She noted Trails decreased their conference and travel amount from \$4,650 to \$3,000. Webb asked what the Building or Land Maintenance item was for. McClung explained there was a room at the water plant that Trails to use for tools storage.

Y. Fund 621-100 City Infrastructure - Streets

Buckwald explained the line items in this fund, making note of increasing fuel costs and related projects. Buckwald asked to add \$2,000 to the fuel and tire costs, bringing it to a total of \$6,500. Groth suggested transferring \$2,000 from the General Fund to cover this increase. The Committee agreed to these changes.

Webb asked for clarification on the doubling of insurance costs.

Groth clarified that the Street Lights item was formerly in another section.

Purcell asked if the large maps and blueprints stored at the plant had backups. Buckwald and McClung agreed this was a much-needed service. McClung suggested that the engineers could use their equipment

to scan the documents. McClung added the crew was documenting institutional knowledge from employees onto these maps. Purcell added there were grants available for GIS conversions.

Z. Fund 630-100 City Infrastructure - Storm Drains

Buckwald explained year-to-date figures were low as some of the storm drain costs were yet to happen this year.

AA. Fund 660-100 City Infrastructure - Water Systems

McClung explained Public Works has been focusing on eliminating leaks. He noted the distribution system parts expenses have resulted in significant improvements in the water efficiency rate from an approximately 9% to nearly 7% loss. McClung indicated he raised the contingency amount to \$60,000 as it was common to plan for 10-20% of project costs for contingencies, and this amount was approximately 10%.

AB. Fund 668-100 City Infrastructure – Water Construction

Beaucaire explained this fund was for the south tank project and the Finance Committee will make a recommendation to Council as to where this \$211,412 remaining amount will go. Lauritzen explained this amount was expended before the loan was approved, so the residual just needed to go back to where it was pulled from for these earlier expenditures.

AC. Fund 670-100 City Infrastructure – Wastewater Systems

Buckwald noted the sewer plant was upgraded to a Class 3 plant last year. He reported it was taking around 1.3 FTEs to complete work in the sewer plant so the allocated labor was approximately \$36,000 higher. He noted the higher DEQ fees were due to the reclassification of the plant. Buckwald explained they were switching their certification courses to be done every two years rather than staggering the trainings. He noted the Collection Systems Maintenance was increased to \$20,000 in order to catch up on deferred maintenance issues. He plans to refurbish pumps over the next 2½ years. Keller clarified there were 11 pumps in the field and many more in the plant. Buckwald reported he has had trouble getting workers in to do the I&I work. Webb asked what the change in classification of the plant meant. Buckwald explained DEQ previously miscalculated the points the plant earned and the plant actually qualified as a Class 3. Buckwald explained the classification has to do with the complexity and frequency of testing.

Webb stated part of the reason for getting a new sewer plant was to save in costs. Buckwald explained the maintenance costs are actually low when viewed over the years the plant has been in service.

AD. Miscellaneous

Lauritzen noted there was a mathematical error in fund 155-100. Beaucaire reported someone had already noted that error and a correction had been made.

Lauritzen recalled when the decision was made to use \$100,000 of the URD to service the debt for the south tank loans, they knew the loan payment would be less than the \$100,000 allocation. He noted the loan payment was only \$39,000. Lauritzen reported the plan was to use that extra \$60,000 of URD money to reduce the amount the sewer plant would need to contribute to the DEQ reserves, thus allowing the sewer plant to contribute \$60,000 to capital reserves. He suggested eliminating the \$60,000 transfer from the sewer plant to the debt reserves and instead sending that to capital reserves. Moore noted they could also use the extra URD money to pay down the 5% loan debt. Webb asked if the URD money could be used for this other loan. Beaucaire stated her initial research is indicating that it can be used for that purpose. She added that the Finance Committee would look more closely at this matter.

Glenn moved to approve the City of Yachats FY2019-2020 budget as amended: 9- 1 (Webb)

AE. Other Public Comment

Webb reported that he knows clients that are excluded from budgeting process because of the daytime meeting. Moore explained the meeting was changed to the daytime to save overtime costs for staff.

Anderson complimented the work of Beaucaire and the Budget Committee for creating a much more understandable budget document and discussion process.

Moore adjourned the meeting at 3:59 pm.

ATTEST:

W. John Moore, Chair

Shannon Beaucaire

Date

Minutes prepared by H H Anderson on September 6, 2019.

Appendix B: Budget Allocation Requests

Mid-Coast Conservation Consortium Request

Membership Dues Analysis (Draft)	
Example Budget	\$40,000
Payments: "All Providers"	
Tier 1: Large Water Providers	\$10,000
Tier 2: Medium-Large Water Providers	\$5,000
Tier 3: Medium Water Providers	\$1,500
Tier 4: Small Water Providers	\$100

(Suggested contribution between \$0-\$300; \$100 used as an example)

Aug-2019							All Providers		Mid-Range Participation		S Providers	
Tier	PWS Name	System Type	Owner Type	Connections	Population Served	Demand Estimate (MG)	Payment	Total Share of Budget	Payment	Total Share of Budget	Payment	Total Share of Budget
1	LINCOLN CITY WATER DISTRICT	C	Local Government	6,234	20,830	415	\$ 10,000	24%	\$ 11,000	28%	\$15,000	38%
	NEWPORT, CITY OF	C	Local Government	4,850	10,160	785	\$ 10,000	24%	\$ 11,000	28%	\$15,000	38%
2	SEAL ROCK WATER DISTRICT	C	Local Government	2,552	5,500	119.2	\$ 5,000	12%	\$ 5,800	15%	\$ 7,000	18%
	KERNVILLE-GLENEDEN-LINC BCH WD	C	Local Government	2,378	5,598	156.8	\$ 5,000	12%	\$ 5,800	15%		0%
3	TOLEDO WATER UTILITIES	C	Local Government	1,369	3,645	314	\$ 1,500	4%	\$ 1,500	4%		0%
	WALDPOR, CITY OF	C	Local Government	1,318	2,080	91.6	\$ 1,500	4%	\$ 1,500	4%	\$ 1,500	4%
	SW LINCOLN CO WATER PUD	C	Local Government	1,270	3,000	59.78	\$ 1,500	4%	\$ 1,500	4%		0%
	DEPOE BAY, CITY OF	C	Local Government	1,084	1,398	68.3	\$ 1,500	4%		0%		0%
	YACHATS, CITY OF	C	Local Government	853	1,000	72	\$ 1,500	4%	\$ 1,500	4%	\$ 1,500	4%
	SILETZ, CITY OF	C	Local Government	480	1,200		\$ 1,500	4%		0%		0%
4	PANTHER CREEK WD	C	Local Government	406	760		\$ 100	0.2%	\$ 100	0.2%		0%
	LOWER SILETZ WATER SYSTEM	C	Private	155	158		\$ 100	0.2%		0%		0%
	HILAND WC - ECHO MOUNTAIN	C	Private	142	362		\$ 100	0.2%		0%		0%
	OTTER ROCK WATER DISTRICT	C	Local Government	139	125		\$ 100	0.2%		0%		0%
	HILAND WC - BOULDER CREEK	C	Private	131	350		\$ 100	0.2%		0%		0%
	INN AT OTTER CREST	C	Private	125	90		\$ 100	0.2%		0%		0%
	BEVERLY BEACH WATER DISTRICT	C	Local Government	124	150		\$ 100	0.2%	\$ 100	0%		0%
	HILAND WC - BEAR CREEK	C	Private	107	275		\$ 100	0.2%		0%		0%
	HILAND WC - WESTWOOD	C	Private	81	120		\$ 100	0.2%		0%		0%
	HILAND WC - RIVERBEND	C	Private	80	172		\$ 100	0.2%		0%		0%
	FALL CREEK WATER DISTRICT	C	Private	48	50		\$ 100	0.2%		0%		0%
	SALMON RIVER RV PARK	C	Private	45	69		\$ 100	0.2%		0%		0%
	SALMON RIVER MOBILE VILLAGE	C	Private	38	75		\$ 100	0.2%		0%		0%
	SEA CREST	C	Private	36	72		\$ 100	0.2%		0%		0%
	RIVERSIDE MOBILE PARK	C	Private	22	32		\$ 100	0.2%		0%		0%
	GUPTIL SUBDIVISION	C	Private	20	28		\$ 100	0.2%		0%		0%
	BAY HILLS WATER ASSOCIATION	C	Private	19	45		\$ 100	0.2%	\$ 100	0%		0%
	KOZY ACRES WATER SYSTEM	C	Private	19	40		\$ 100	0.2%		0%		0%
	CARMEL BEACH WATER DISTRICT	C	Local Government	17	36		\$ 100	0.2%	\$ 100	0%		0%
	TOTAL: ALL PROVIDERS			24,142	57,420	2,082	\$ 40,900	100%	\$ 40,000	100%	\$40,000	100%

Newport, Lincoln City, Waldport, SRWD, Yachats Total	\$ 28,000	\$ 30,800	\$40,000
Tier 1	\$ 20,000	\$ 22,000	\$30,000
Tier 2	\$ 10,000	\$ 11,600	\$ 7,000
Tier 3	\$ 9,000	\$ 6,000	\$ 3,000
Tier 4	\$ 1,900	\$ 400	\$ -

Pollinator Corridor Project Request

From: Concerned Citizens for Clean Air (Maxine Centala, Diana Purdy, Tom Kerns)
To: Yachats Mayor and City Councilors
Subject: HWY 101 POLLINATOR CORRIDOR CONTRIBUTION

Dear Yachats City Councilors,

Yachats has generously supported CCCA's No Spray project for several years, and for that we continue to be very grateful.

Commissioner Claire Hall prepared the attached request asking that Yachats continue its \$1000 contribution to the Pollinator Corridor Project again this year.

One minor change: funds this year will also be used to buy seeds, plants, mulch and related planting materials and for liability insurance that ODOT requires us to have. We will also hire the county corrections crew to help prepare the ground for native plants as needed.

Therefore we ask that funds be sent this year to CCCA instead of to the corrections crew, as Commissioner Hall is doing with the county contribution.

More Details:

ODOT has designated 19 sites along 101 where we can plant for pollinators. Most sites are small, some are wooded.

We have selected one of the larger, more visible sites for our first planting. It is between Hwy 101 and Minor Park Rd. just north of the Alsea Bay Bridge on the west side.

For each site we

- use only native shrubs or wildflowers
- prepare a planting diagram, work plan and plant list
- submit them to Lincoln County and ODOT for approval

Beginning next year ODOT will not require CCCA to trim guardrails along the 25 mile corridor, so we will be able to give more attention to planting for pollinators.

Thank you again for your ongoing support of this pollinator protection project.

For questions contact Maxine Centala, mcentala@peak.org, 541 563-3651

RSVP Request

Name of Agency **RSVP of Linn, Benton,
and Lincoln Counties**

Address **203 N Main Street**

City, State, Zip **Toledo, OR
97391**

Telephone **541-574-2684**

Fax **541-336-1510**

e-mail

alucke@ocwcog.org

Contact Name **Alicia Lucke**

Title **Program Supervisor**

Amount of Budget Allocation Request

\$2,000.00

General
Description
of Services
Provided

The *Retired and Senior Volunteer Program (RSVP)* of Linn, Benton, and Lincoln Counties appreciates the opportunity to apply for funds from the City of Yachats. Locally sponsored by the OCWCOG and nationally by the Corporation for National and Community Service, *RSVP* staff recruits and supports over 300+ volunteers in the OCWCOG region, providing them with training and education, volunteer insurance, mileage reimbursement, meals, and recognition. In Yachats, *RSVP* manages the South County *Senior Health Insurance Benefits Assistance (SHIBA)* Program, which trains volunteer counselors to provide unbiased, free Medicare options counseling. From 1/1/2019 – 12/31/2019 a total of 83 City of Yachats residents were served by the *SHIBA* Program.

What will <i>these funds</i> actually be used for and how will the expenditures directly benefit Yachats Citizens	Contributions from the City of Yachats will help <i>RSVP</i> to continue to operate in South Lincoln County, specifically in Yachats. All of these services are available to Yachats residents and in turn saves the City resources through the cost-effective use of highly credentialed, trained volunteers. \$2000 will be allocated towards supporting the Yachats-based <i>SHIBA</i> Program: Estimated \$1,200 for project staff, \$270 for counselor training, meals, and insurance, \$200 for mileage reimbursements, \$200 for printer ink and supplies, \$100 technology support, and \$30 for volunteer background checks. <i>SHIBA</i> appointments are available weekly from the Yachats Library; currently counselors are still active and available via telecounsel during the COVID-19 pandemic. We are here to serve you!	
Number of Yachats Citizens directly affected (Note: Must be within the City Limits)	80	
What percent of the clients served are Yachats Citizens (Note: Must be within the City Limits)	100%	
Amount requested is what percentage of the total agency budget	0.3%	

☐ Additional Agency Information Attached

☐ Agency Budget Information

Meals on Wheels Request

Name of Agency	Oregon Cascades West Council of Governments – Meals on Wheels program		
Address	1400 Queen Ave. SE, Suite 206		
City, State, Zip	Albany, OR 97322		
Telephone	541-924-8455	Fax	541-924-4544
e-mail	alengach@ocwcog.org		
Contact Name	Anita Lengacher		
Title	Meals on Wheels Supervisor		
Amount of Budget Allocation Request	\$ 1,750.00		
General Description of Services Provided	<i>Meals on Wheels (MOW)</i> serves fresh hot, nutritious meals to homebound, aging adults, and adults with disabilities who often live alone, and have limited resources or ability to care for themselves. Meals are served on Monday, Wednesday, and Friday at the South County Community Center in Waldport and delivered to homebound clients throughout Yachats by volunteer drivers. For homebound clients, this volunteer may be the only person they see that day. Frozen meals are available for non-serving days. Menus are planned by a registered dietician to meet Federal requirements. <i>MOW</i> also promotes healthy eating basics and provides diabetic meal choices for those with restricted diets. Service for Home Delivered Meal (HDM) clients can range from several months (depending on age and mobility concerns) or until the individual is no longer able to live alone and is moved to an assisted living or nursing facility. Clients referred by hospital discharge planners may participate in the program only several weeks while they rehabilitate. Staff conduct annual reassessments to affirm continued eligibility, and make referrals to wraparound services as needed.		

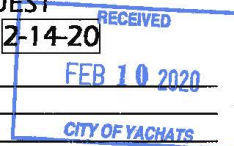
What will <i>these funds</i> actually be used for and how will the expenditures directly benefit Yachats Citizens	Funding awarded will be used to purchase nutritionally balanced meals served to Yachats residents. <i>MOW</i> currently serves nine Yachats residents approximately 1,230 meals. The cost to deliver one meal is \$14.50; support from the City helps to supplement this. While providing nutritious meals is the program's top priority, our goal is to assist those we serve to remain independent and healthy in the home of their choosing for as long as possible. For those homebound and living in rural areas, restricted access to proper nutrition and isolation pose health and safety risks. Specially formulated, hot meals provide optimal nutrition to keep clients both physically and mentally active. Because <i>MOW</i> volunteers are trained to identify situations that might require intervention and act accordingly, each home delivery doubles as a safety and well-check.	
Number of Yachats Citizens directly affected (Note: Must be within the City Limits)		9
What percent of the clients served are Yachats Citizens (Note: Must be within the City Limits)		1%
Amount requested is what percentage of the total agency budget		< 1%

X Additional Agency Information Attached

YYFAP Request

COMMUNITY AGENCY BUDGET ALLOCATION REQUEST BUDGET YEAR: 2020-2021 SUBMISSION DEADLINE: 2-14-20

Name of Agency	Yachats Youth & Family Activities Program, Inc.		
Address	441 Hwy 101 N (PO BOX151)		
City, State, Zip	Yachats, OR 97498		
Telephone	541-547-4599	Fax	
e-mail	yyfapkids@gmail.com		
Contact Name	Alice Beck		
Title	Executive Director		



Amount of Budget Allocation Request		\$30,000
General Description of Services Provided	YYFAP provides Early Childhood Education in the form of preschool, Indoor Park and Parent and Family Activities, such as our Literacy Program (Families Together Partnership). We also put on several community special events such as Santa Breakfast and the Little Sweethearts Dance with other partners like the Yachats Lion's Club & Yachats Community Presbyterian Church. Every other year we try to offer evidence-based parenting education programs such as The Incredible Years and/or Nurturing Parenting. We also offer a school age program for youth in the afterschool hours, called Recreation Plus for youth 5-12. We also work with youth ages 13-18 who volunteer in this program in a community service oriented and skill building capacity. We help them to become mentors of younger youth, serve as peer role models and assist them with job resumes, applications, and provide recommendations for them for future employment. If funding allows, we later offer them their first job as an aide.	
What will these funds actually be used for and how will the expenditures directly benefit Yachats Citizens	These funds will be used as operating expenses for our programs. With this \$30,000 we are able to leverage other funding from private foundations and other private donors. Many of these resource opportunities don't allow much, if any, for operational (administrative) expenses. We appreciate that you allow us that flexibility. An estimated 85% of the children and youth that attend our programs live at or below poverty this year. In addition, our children lack access to services. Most of our preschoolers qualify for Head Start but there are no spots available and transportation is a barrier. Our school aged children would likely be left home alone if it were not for the program your contribution helps to fund. We have increased parent financial participation dramatically, but very few can pay full cost. The city's funds help us to make up some of that difference. Many of our families can't afford to live in the city limits and so aren't reflected in the Yachats percentages below. They are however part of the work force of Yachats; many of them members of the town's service community. They would live here if they could afford housing. So they receive the benefit of the services we provide their children; although they aren't technically residents, they are part of the community. We are an intergenerational program. Community members volunteer special talents or monitor and supervise youth, which allows citizens to interact with young people, a healthy activity for both. They are helping to build the assets of youth, which in turn will create good citizens of the world. Research shows that all youth benefit greatly from increasing the protective factors that keep them from risky behaviors. Positive youth development like we offer helps to make the community a healthy place to live for everyone. In addition, many of the programs that the youth put on provide entertainment and enjoyment for the citizens of Yachats. This multigenerational blending makes for a well-rounded community where all ages live and play together.	
Number of Yachats Citizens directly affected (Note: Must be within the City Limits)	325	
What percent of the clients served are Yachats Citizens (Note: Must be within the City Limits)	49%	
Amount requested is what percentage of the total agency budget	15%	

☐ Additional Agency Information Attached

☐ Agency Budget Information Attached

City Use Only

Amount of Request Last year		Amount Approved Last Year	
Amount of Change		% of Change	

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yachats youth and family activities program

po box 151 • yachats, or 97498 • 541-547-4599 • yachatsyouth.org



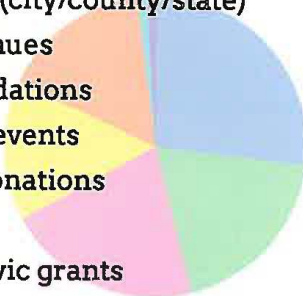
49 % live in Yachats

41 % live in Waldport

10 % live elsewhere (Seal Rock, Tidewater, Ten Mile, etc.)

our income:

- 27 % government (city/county/state)
- 19 % earned revenues
- 21 % private foundations
- 15 % fundraising events
- 16 % individual donations
- 1 % United Way
- 1 % corporate/civic grants



Volunteers gave us over **1300** hours of their time

we served:

822 meals at Families Together to

98 different families

37 children at Rec+

30 preschool children from September to June

21 school-aged children during summer camp

15 preschool summer campers

22 swimmers and water safety learners

53 children plus caregivers at Indoor Park

We are a certified childcare program and a USDA Food and Nutrition Program through the Oregon Department of Education.

We are proud of our summer water safety/swimming program, which we can offer thanks to Ken and Mary Aebi and the Quiet Water Homeowners' Association.

This institution is an equal opportunity provider and employer.

OCZMA Request



Oregon Coastal Zone Management Association

1201 Court Street NE, Suite 300 | Salem, OR 97301 | www.oczma.org

December 19, 2019

Re: Maritime Sector

Dear Coastal Cities, Counties, Ports and Maritime Industries,

The Oregon Coastal Zone Management Association (OCZMA) is a voluntary association of local governments on the Oregon Coast – counties, cities, ports, soil and water conservation districts, and tribes and affiliate members – founded in 1975 as a bipartisan organization and formed under ORS chapter 190. Our mission at OCZMA is to provide a collective voice that advocates for the Oregon Coast.

In 2017, at the request of OCZMA, a bill was sponsored in the legislature (SB 867) to establish a Maritime Sector Workforce Task Force to look at ways to prepare and connect workers to our coastal maritime economy. The legislature approved formation of the task force, which was chaired by Lincoln County Commissioner Doug Hunt and included wide-representation from the public and private sectors.

The task force prepared a report which was submitted to the Workforce and Talent Development Board (WTDB). The report included a study of the maritime sector and determined it was larger than previously thought. Nearly 20,000 jobs in Oregon are involved in the maritime sector and, overall, they are higher paid than the average wage in the state. These findings led WTDB to include maritime as an official workforce sector in the state for the first time.

Another finding in the report was that an investment in the maritime sector was needed to improve training and to make new connections between education partners and businesses to create a solid base for the sector. The recommendation was for a \$500,000 investment in all aspects of coastal maritime workforce training, starting in high schools and continuing with ongoing worker training needs.

Task force members expect to lobby for this investment so that the next legislative session will consider this important investment in our future. In the meantime, we are working to fund a maritime sector expert/coordinator position that can begin to align and connect the various entities in this sector in a unified action. This will demonstrate how a major investment in this sector is essential for the coast as well as the entire state.

This position would bring maritime expertise to a workforce system, including outreach to industry and support for community colleges to develop or expand industry relevant programs. The position would also provide outreach to school districts, career and technical education (CTE) programs, STEM hubs, and apprenticeship programs to connect them to the maritime

sector. In addition, the position would create and coordinate an active network of workforce training providers including:

- Southwestern Oregon Community College (SWOCC): Coos County, Curry County, and coastal Douglas County
- Oregon Coast Community College (OCCC): Lincoln County and coastal Lane County
- Tillamook Bay Community College (TBCC): Tillamook County
- Clatsop Community College (CCC): Clatsop County
- Northwest Oregon Works
- Lane Workforce Partnership
- Southwest Oregon Workforce Investment Board

The maritime sector expert/coordinator would also assist partners in the maritime sector in developing ongoing funding strategies that support adapting nationally available maritime curriculum for local conditions, including the necessary equipment/supplies and maritime faculty.

The cost for this position over a one-year period is approximately \$100,000. The Ford Family Foundation has expressed interest in investing toward this important effort but would need to see a coastal commitment as well. In light of that, we are looking to raise \$50,000. Recently, OCZMA committed \$10,000 toward this effort and Lincoln County also agreed to commit \$10,000.

We request that you consider a contribution toward this effort as well. We believe that a small investment now would not only raise the collective performance in maritime workforce training today but also lay the groundwork for a major investment in the next legislative session.

Thank you for your consideration, and please don't hesitate to call us with any questions.

Sincerely,



David N. Allen
OCZMA chair

cc (via e-mail):
Oregon Coastal Caucus
Governor's Office
Workforce and Talent Development Board
Maritime Sector Workforce Task Force

Cape Perpetua Request

Name of Agency

Cape Perpetua Collaborative / Discover Your Northwest

Address Paul Engelmeyer PO Box 694

City, State, Zip Yachats, OR

Telephone 541-547-4097 Fax

e-mail pengelmeyer@peak.org

Contact Name Paul Engelmeyer (pengelmeyer@peak.org) &
Tara DuBois (capeperpetuacommunications@gmail.com)

Title Audubon Sanctuary Manager & Communications Coordinator for Cape Perpetua
Collaborative

Amount of Budget Allocation Request \$5,000

General Description of Services Provided	Tourism and Conservation in the Cape Perpetua Scenic Area Building on the past years of educational efforts by Cape Perpetua Collaborative, we are seeking support for the Communications Coordinator to support Cape Perpetua Scenic Area with on-site communications at the Cape Perpetua Visitor Center during the key tourist months and into the shoulder season summer and fall 2020.
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What will <i>these funds</i> actually be used for and how will the expenditures directly benefit Yachats Citizens	During peak season, the coordinator's role will be to execute a variety of educational and interpretive programs at the visitor center and surrounding natural area, as well as be a resource for promoting tourism opportunities within the City of Yachats. Based on previous season visitor intercept, we expect this individual to engage with thousands of tourists, and a key resource for natural resource education and local business promotion alike. During the summer & shoulder seasons, the coordinator will help support a variety of educational events based in Yachats such as citizen science projects, speakers/film series and events like our Annual Land-Sea Symposium in November which draws hundreds of individuals from outside the community (in an otherwise slow tourism month). We have successfully facilitated communications and educational projects with Discover Your Northwest (DYNW) as the fiscal agent in the past. We continue to expand that model, bringing together stronger communications partnerships with a variety of agencies, businesses and non-profit organizations. We have also developed a hospitality packet for businesses which includes resources for visitors to the area to gain depth to the area as well as safety and etiquette. We will continue to add resources to this packet and work with the Yachats Coordinated Marketing team sharing these resources as well as results from the Cape Perpetua Visitor Intercept Survey to aid in marketing efforts for local businesses and City of Yachats. The uplift in promotion of community as well as recreational events and opportunities around the Cape Perpetua area will lead to more dollars from visitors to the community through overnight stays and associated costs. This small investment in an outreach and educational program will continue to solidify the relationship between the Cape Perpetua Visitor Center and the City and aligns strongly with the City's vision for Yachats as "a place where natural resources are valued and protected". • Coordination with existing partners to deliver content and send newsletter to list of over 800 people for regular updates of coordinated efforts and opportunities to engage on the ground. • Support sharing of ongoing activities and newsletter updates with broader social networks. • Education content delivered through on-site field trips and outreach programs designed to connect youth to protected marine and forest environments. • Opportunities organized for service learning and citizen science projects. • Provide training sessions on marine reserves, marbled murrelets, tide pools, and other relevant subjects delivered to volunteers and agency staff. • Statistics on visitor contacts, programs delivered, staff trained will be tracked and included in program reports each month. • Advertised weekly programs will focus key resource areas and themes. • Guest Speaker events will be scheduled during the off-season (November – March). • An archive of high quality pictures, short videos, and interpretive programs generated by this project will be shared with partners and available for use through our Hospitality Packet to be utilized by local businesses to aid in their marketing efforts. • A final Program Report and assessment will be provided to all partners of what was accomplished and what was learned. • Continue to attend the monthly Yachats Coordinated Marketing meeting to share visitor information in regards to the Cape Perpetua Visitor Intercept Survey and environmental/marine reserve assets.
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Number of Yachats Citizens directly affected (Note: Must be within the City Limits)	
What percent of the clients served are Yachats Citizens (Note: Must be within the City Limits)	%
Amount requested is what percentage of the total agency budget	16%

[] Additional Agency Information Attached [] Agency Budget Information Attached
(Provide 12 copies of any supplemental information, brochures, or budget documents)

Cape Perpetua Collaborative Budget

Donations	\$1,000
Oregon Community Foundation	\$12,500
Lazar Foundation	\$11,000
City of Yachats	\$5,000
	\$29,500

Cape Perpetua Collaborative Vision & Guiding Principles

Vision

Our vision is to foster conservation and collaboration within local communities for scientific exchange, management, awareness, and stewardship from the land to the sea *in and around Cape Perpetua Marine Reserve*.

Guiding Principles

These principles guide all management tasks and activities implemented by collaborative partners.

- Engaging in Partnerships: Partners understand the importance and value that exists from communicating and working together and will strive to support one another through active communication and partnership.
- Leveraging Resources: Partners will seek opportunities to streamline efforts and leverage human and financial resources to advance management, monitoring, and the public engagement, safety, and enjoyment of *Cape Perpetua special management areas**.
- Ensuring Community Engagement: Partners understand the importance of building community and public confidence and understanding in management and monitoring efforts within *Cape Perpetua special management areas*. As such, all partners will be forthcoming, honest and open

in communications about actions related to *Cape Perpetua special management areas* monitoring and ongoing management.

Founding Partners

US Forest Service, Oregon Department of Fish & Wildlife, US Department of Fish & Wildlife, Portland Audubon, Oregon State Parks, Surfrider Foundation, The Nature Conservancy, Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians, Discover Your Northwest

Cape Perpetua Collaborative – Declaration of Cooperation

The Cape Perpetua area, in the central coastal region of Oregon, includes the Cape Perpetua Marine Reserve and Marine Protected Area, numerous state parks, Audubon's Ten Mile Creek Sanctuary, US Forest Service areas (including the Siuslaw National Forest, Cape Perpetua Scenic Area, and the Rock Creek and Cummins Creek Wilderness Areas), a Globally Important Bird Area, the Oregon Islands National Wildlife Refuge, Oregon's Ocean Shore State Recreation Area, and numerous other sites and natural and cultural resources that provide habitats for migratory and resident seabirds, marine mammals, and native fish and wildlife as well as places for people to recreate. Cape Perpetua exemplifies the land-sea connection, a unique place where land and sea intersect to produce productive coastal rainforests and ocean upwelling that fuels a productive food web.

Working together and coordinating conservation efforts in this region will help make efficient use to leverage available resources, and accelerate the pace at which Oregonians are made aware of, appreciate, understand and support the natural and cultural values of this region.

The objective of this declaration is to implement outreach, education, and research/management initiatives associated with the Cape Perpetua region in a coordinated and comprehensive fashion. It is acknowledged that each entity involved in the initiative has a suite of responsibilities. Members of the collaborative include representatives from federal and state agencies, non-governmental organizations, tribal sovereign nations, and local governments and businesses. As new entities form and interest in the collaborative accelerates, new signatories may be added to this Declaration of Cooperation.

The signatories to this Declaration of Cooperation recognize that focused outreach, communications, and research/management efforts associated with the Cape Perpetua region will provide Oregonians and visitors to the state with a variety of experiences, opportunities, and information to become informed and aware of the uniqueness and importance of the region as well as management actions and conservation measures to protect and enhance its natural and cultural resources. Signatories seek to engage local communities and advance awareness and understanding of the existence, purpose, and science outcomes of the natural and cultural resources and recreational opportunities of the Cape Perpetua region.

This Declaration of Cooperation represents a public statement of intent to participate in the collaborative, to strive to identify opportunities and solutions, to contribute assistance and support within resource limits, to foster conservation and collaboration for scientific exchange and information and data sharing, to encourage stewardship of natural and cultural resources, and to work with other collaborative members in promoting the outcomes we seek to achieve through regional outreach to protect and preserve the scenic, natural, and cultural resources values in the region.

This Declaration of Cooperation will remain in good standing through December of 2023, but may be amended at any time with the consensus of collaborative partners.

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 May –

1. Overall revenues are at or above budget and expenses are at or below budget amounts for year to date reports.
 - a. Quarter 4 transfers will be on June's financial reports
2. The City Recorder wage and benefit amounts have been added with the City Clerk
3. Updated Public works distribution including moving wage and benefit costs to Capitalized Labor
4. The 501 Building budget and expenses have been moved to City Hall. There will no longer be any 501 Building Financial reports.
5. LGIP Interest has been split across the funds representing the fund distribution percentages in the LGIP account
6. A CARES application has been submitted to the State for the first round of reimbursement. This includes March – May 15 expenses incurred totaling \$23,286.
 - a. FEMA application will be submitted in June to provide funding for anything not covered by the State.
 - b. Additional applications for expenses after May 15 can be completed in July per the State's request.
 - c. There is a soft deadline of December 30, 2020, however the true deadline will be 60 days after the Emergency closes

Consolidated Revenue and Expense Statement

Governmental Fund Revenue (100, 150, 155, 160)

For Period Ended May 31, 2020

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Period 11 - 11

Fiscal Year 2020

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Fund Balance	\$ 3,727,195.92	\$ 3,590,897.26	\$ -	\$ 3,590,897.26	96.34%	Audited beginning balance
300105	Hall Bequest	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	100.00%	
304347	Storm Drain Improvements	\$ -	\$ 195.19	\$ 25,652.91	\$ 25,652.91	0.00%	
304484	Misc Revenue	\$ -	\$ 1,763.20	\$ -	\$ -	0.00%	
301500	Interest Earned	\$ -	\$ 80,634.18	\$ (21,612.76)	\$ 59,021.42	0.00%	
301540	Tax - Transient Lodging	\$ -	\$ -	\$ -	\$ -	0.00%	
304110	Tax - Property Current	\$ 89,000.00	\$ 81,707.16	\$ 345.96	\$ 82,053.12	92.19%	
304120	Tax - Property Past Due	\$ 2,000.00	\$ 2,449.20	\$ 179.34	\$ 2,628.54	131.43%	
304210	License Business	\$ 11,000.00	\$ 10,356.00	\$ 80.00	\$ 10,436.00	94.87%	
304211	License Vacation Rental	\$ 30,000.00	\$ 32,888.78	\$ -	\$ 32,888.78	109.63%	
304221	Franchise Cable	\$ 20,000.00	\$ 17,037.58	\$ 5,582.99	\$ 22,620.57	113.10%	
304222	Franchise Telephone	\$ 4,000.00	\$ 3,633.69	\$ -	\$ 3,633.69	90.84%	
304223	Franchise Disposal Services	\$ 13,000.00	\$ 14,067.80	\$ -	\$ 14,067.80	108.21%	
304224	Franchise Electricity	\$ 44,000.00	\$ 42,528.82	\$ 4,361.96	\$ 46,890.78	106.57%	
304230	Permits/Filing Fee	\$ 200.00	\$ 2,650.00	\$ 550.00	\$ 3,200.00	1600.00%	
304240	Tax - Transient Lodging	\$ 950,000.00	\$ 972,073.80	\$ 16,264.19	\$ 988,337.99	104.04%	
304245	Tax - Food & Beverage Tax	\$ 370,000.00	\$ 347,614.28	\$ 14,608.43	\$ 362,222.71	97.90%	
304335	Rents or Fees	\$ 27,500.00	\$ 21,674.83	\$ (270.00)	\$ 21,404.83	77.84%	
304341	SDC Water Improvements	\$ 15,000.00	\$ 26,496.74	\$ 7,967.55	\$ 34,464.29	229.76%	
304342	SDC Water Reimbursements	\$ 20,000.00	\$ 16,421.08	\$ 4,937.82	\$ 21,358.90	106.79%	
304343	SDC Wastewater Reimbursement	\$ 60,000.00	\$ 66,455.72	\$ 19,983.33	\$ 86,439.05	144.07%	
304344	SDC Storm Drain Improvement	\$ 19,000.00	\$ 15,718.30	\$ 3,889.26	\$ 19,607.56	103.20%	
304435	LID Assessments-Principal	\$ 10,000.00	\$ 8,091.07	\$ -	\$ 8,091.07	80.91%	
304460	Inventory Sale	\$ -	\$ 303.00	\$ -	\$ 303.00	0.00%	
304461	Rental Income	\$ 17,800.00	\$ 12,950.00	\$ 400.00	\$ 13,350.00	75.00%	
304480	Gifts/Donations	\$ 3,400.00	\$ 8,775.00	\$ -	\$ 8,775.00	258.09%	
304481	Grant	\$ 100,000.00	\$ 98,733.72	\$ 519.39	\$ 99,253.11	99.25%	

304491	Other Local Resources	\$	3,000.00	\$	8,506.27	\$	1,685.56	\$	10,191.83	339.73%	
304810	Transfer in URD Admin Reimb	\$	13,000.00	\$	9,750.00	\$	-	\$	9,750.00	75.00%	
304864	Transfer from Streets Oper.	\$	3,000.00	\$	2,250.00	\$	-	\$	2,250.00	75.00%	
304865	Water - 50 Cent Per Meter	\$	5,000.00	\$	3,750.00	\$	-	\$	3,750.00	75.00%	
304866	Wastewater - 50 Cent Per Meter	\$	5,000.00	\$	3,750.00	\$	-	\$	3,750.00	75.00%	
314875	LID Assessments-Interest	\$	25,294.00	\$	25,294.00	\$	(25,294.00)	\$	-	0.00%	
304610	Tax - State Tobacco	\$	700.00	\$	753.69	\$	76.16	\$	829.85	118.55%	
304620	Tax - State OLCC	\$	10,000.00	\$	11,057.11	\$	1,149.23	\$	12,206.34	122.06%	
304622	Tax - Marijuana	\$	3,000.00	\$	10,233.53	\$	4,598.70	\$	14,832.23	494.41%	
304630	State Revenue Share	\$	9,000.00	\$	13,635.58	\$	4,165.47	\$	17,801.05	197.79%	
304650	Tax - State Highway	\$	44,000.00	\$	45,484.24	\$	4,766.91	\$	50,251.15	114.21%	
304690	Other State Sources	\$	1,000.00	\$	2,406.18	\$	2,500.00	\$	4,906.18	490.62%	
304490	Hwy 101 Construction	\$	-	\$	-	\$	-	\$	-	0.00%	Moved to beg. Balance
304500	South Tank Construction	\$	-	\$	-	\$	-	\$	-	0.00%	Moved to beg. Balance
314861	Transfer in General Fund	\$	286,343.00	\$	214,758.00	\$	-	\$	214,758.00	75.00%	
314863	Transfer in Visitor Amenity	\$	160,432.00	\$	120,324.75	\$	-	\$	120,324.75	75.00%	
314864	LLCM Operations - Transfer In	\$	4,600.00	\$	3,450.00	\$	-	\$	3,450.00	75.00%	
314869	Commons Operations-Transfer In	\$	27,000.00	\$	20,250.00	\$	-	\$	20,250.00	75.00%	
314870	Transfer from Library Oper.	\$	3,600.00	\$	2,700.00	\$	-	\$	2,700.00	75.00%	
314873	Transfer from Library Reserve	\$	-	\$	-	\$	-	\$	-	0.00%	
314877	Transfer from Wastewater Oper	\$	60,000.00	\$	45,000.00	\$	-	\$	45,000.00	75.00%	
314879	Transfer from SDC	\$	40,000.00	\$	30,000.00	\$	-	\$	30,000.00	75.00%	
314883	Transfer from Urban Renewal	\$	195,000.00	\$	146,250.00	\$	-	\$	146,250.00	75.00%	
314890	Water System Transfer	\$	43,000.00	\$	32,250.00	\$	-	\$	32,250.00	75.00%	
	TOTAL REVENUE	\$	6,625,064.92	\$	6,377,969.75	\$	77,088.40	\$	6,453,099.76	97.40%	
105101	City Manager	\$	-	\$	42,880.02	\$	3,665.20	\$	46,545.22	0.00%	
105102	Deputy Recorder	\$	-	\$	23,470.98	\$	3,256.72	\$	26,727.70	0.00%	
105110	Water Lead	\$	-	\$	3,373.95	\$	26,340.04	\$	29,713.99	0.00%	
105111	Wastewater Lead	\$	-	\$	5,700.63	\$	(1,269.94)	\$	4,430.69	0.00%	
105112	Field Utility 2	\$	-	\$	4,362.50	\$	8,569.65	\$	12,932.15	0.00%	
105113	Field Utility 1	\$	-	\$	13,290.63	\$	(5,090.43)	\$	8,200.20	0.00%	
105140	Fringe Benefits	\$	-	\$	10,351.84	\$	3,949.25	\$	14,301.09	0.00%	
105141	Insurance Benefits	\$	-	\$	21,378.84	\$	10,874.42	\$	32,253.26	0.00%	
105142	Regular PERS System	\$	-	\$	13,991.74	\$	5,213.12	\$	19,204.86	0.00%	
105150	Capitalized Labor	\$	78,000.00	\$	-	\$	7,925.90	\$	7,925.90	10.16%	Capital projects Labor

105160	Allocated Labor	\$	117,500.00	\$	-	\$	-	0.00%	Public Works labor
105165	Allocated Labor	\$	128,200.00	\$	-	\$	-	0.00%	General Fund labor
	PERSONNEL	\$	323,700.00	\$	138,801.13	\$	63,433.93	\$ 202,235.06	62.48%
205202	Visitor Center Operations	\$	65,000.00	\$	48,573.75	\$	16,191.25	\$ 64,765.00	99.64%
205209	Emergency Prep & Public Safety	\$	7,000.00	\$	1,372.41	\$	156.07	\$ 1,528.48	21.84%
205210	Dues & Memberships	\$	12,000.00	\$	5,129.47	\$	100.00	\$ 5,229.47	43.58%
205213	Board/Comm/Meeting Education, Travel, & Expense	\$	2,000.00	\$	3,731.43	\$	-	\$ 3,731.43	186.57%
205214	Marketing (Grants/Prgm/Events)	\$	25,250.00	\$	16,085.09	\$	2,964.00	\$ 19,049.09	75.44%
205220	Marketing/Road Sign	\$	200.00	\$	188.00	\$	-	\$ 188.00	94.00%
205222	Insurance	\$	27,600.00	\$	20,720.26	\$	-	\$ 20,720.26	75.07%
205224	Trails Maintenance/Supplies/Services	\$	2,000.00	\$	2,492.19	\$	588.74	\$ 3,080.93	154.05%
205230	Printing (Maps & Signs)	\$	3,250.00	\$	816.61	\$	-	\$ 816.61	25.13%
205240	Office Materials & Supplies	\$	12,500.00	\$	13,977.73	\$	(3,810.77)	\$ 10,166.96	81.34%
205241	Computer Equipment and Maintenance	\$	-	\$	2,607.43	\$	-	\$ 2,607.43	0.00%
205251	Telephones/Cell Phones/DSL	\$	6,100.00	\$	5,110.46	\$	1,270.64	\$ 6,381.10	104.61%
205252	Utilities	\$	11,300.00	\$	11,731.43	\$	1,064.01	\$ 12,795.44	113.23%
205253	Postage	\$	200.00	\$	1,519.65	\$	6.40	\$ 1,526.05	763.03%
205255	Education and Training	\$	7,000.00	\$	4,107.02	\$	(150.00)	\$ 3,957.02	56.53%
205260	Contract Expense (Prof Serv)	\$	213,300.00	\$	188,260.11	\$	30,496.97	\$ 218,757.08	102.56%
205261	Auditor	\$	4,000.00	\$	3,724.13	\$	700.00	\$ 4,424.13	110.60%
205262	Legal	\$	-	\$	22,941.34	\$	2,759.00	\$ 25,700.34	0.00%
205263	Bank Charges/Credit Card Fees	\$	-	\$	1,837.97	\$	79.75	\$ 1,917.72	0.00%
205270	Travel	\$	11,500.00	\$	4,191.60	\$	-	\$ 4,191.60	36.45%
205282	Software	\$	3,500.00	\$	7,955.76	\$	5,239.99	\$ 13,195.75	377.02%
205311	Equipment Lease and Rental	\$	3,500.00	\$	1,587.39	\$	-	\$ 1,587.39	45.35%
205312	Equipment Fuel/Tires/Parts	\$	6,500.00	\$	2,306.20	\$	208.52	\$ 2,514.72	38.69%
205313	Equipment Repair	\$	8,500.00	\$	612.41	\$	1,877.58	\$ 2,489.99	29.29%
205317	Tools and Small Equipment	\$	5,000.00	\$	754.08	\$	150.99	\$ 905.07	18.10%
205320	Fireworks	\$	2,000.00	\$	2,000.00	\$	-	\$ 2,000.00	100.00%
205325	Yard Debris Dumpster	\$	7,000.00	\$	4,083.45	\$	497.08	\$ 4,580.53	65.44%

205330	Building and Land Maintenance	\$	92,503.00	\$	36,777.37	\$	809.35	\$	37,586.72	40.63%
205335	Custodial Support/Supplies	\$	28,000.00	\$	8,736.67	\$	224.00	\$	8,960.67	32.00%
205340	Operating Materials & Supplies	\$	1,500.00	\$	519.71	\$	-	\$	519.71	34.65%
205345	Books and Periodicals\Children's Books/Pr	\$	13,000.00	\$	8,223.42	\$	-	\$	8,223.42	63.26%
205361	Parts	\$	3,500.00	\$	1,504.07	\$	109.34	\$	1,613.41	46.10%
205362	Consumables	\$	500.00	\$	106.89	\$	19.99	\$	126.88	25.38%
205363	Outside Services	\$	5,000.00	\$	1,138.00	\$	-	\$	1,138.00	22.76%
205367	Storm Drain Parts	\$	6,000.00	\$	-	\$	230.89	\$	230.89	3.85%
205368	Storm Drain Consumables	\$	500.00	\$	-	\$	-	\$	-	0.00%
205411	Street Lighting	\$	18,500.00	\$	15,616.76	\$	1,627.80	\$	17,244.56	93.21%
205421	Parks/Grounds Maintenance	\$	3,000.00	\$	1,244.58	\$	689.44	\$	1,934.02	64.47%
205422	Advertising\Legal Notice	\$	1,000.00	\$	638.45	\$	145.56	\$	784.01	78.40%
205439	Comm Support/Beautification	\$	67,850.00	\$	157,714.61	\$	(358.00)	\$	157,356.61	231.92%
205440	Equipment & Furniture	\$	600.00	\$	457.65	\$	-	\$	457.65	76.28%
205445	Rent	\$	17,800.00	\$	13,350.00	\$	-	\$	13,350.00	75.00%
205470	Equipment Repair Maint	\$	500.00	\$	-	\$	-	\$	-	0.00%
205474	Mowing/Trimming/Removal	\$	25,000.00	\$	19,399.00	\$	3,614.00	\$	23,013.00	92.05%
205490	Material and Services	\$	14,700.00	\$	8,292.25	\$	(49.69)	\$	8,242.56	56.07%
208000	Operating Contingency	\$	26,000.00	\$	-	\$	-	\$	-	0.00%
	MATERIALS AND SERVICES	\$	771,653.00	\$	652,136.80	\$	67,452.90	\$	719,589.70	93.25%
217121	Transfer out Streets OP	\$	2,000.00	\$	1,500.00	\$	-	\$	1,500.00	75.00%
217122	Transfer out Library Op/Proj	\$	99,941.00	\$	74,955.75	\$	-	\$	74,955.75	75.00%
217123	Transfer out LLCM	\$	21,115.00	\$	15,836.25	\$	-	\$	15,836.25	75.00%
217124	Transfer out Commons	\$	160,507.00	\$	120,380.25	\$	-	\$	120,380.25	75.00%
217126	Transfer out Cap Res	\$	83,200.00	\$	62,400.00	\$	-	\$	62,400.00	75.00%
217127	OP Transfer - Parks & Trails Operations	\$	37,663.00	\$	28,247.25	\$	-	\$	28,247.25	75.00%
217128	Transfer to Parks & Trails	\$	55,888.00	\$	41,916.00	\$	-	\$	41,916.00	75.00%
217129	Transfer to Debt Services	\$	40,000.00	\$	30,000.00	\$	-	\$	30,000.00	75.00%
217133	Transfer out Storm Drains	\$	44,663.00	\$	33,497.25	\$	-	\$	33,497.25	75.00%
217142	OP Transfer - Capital Project	\$	25,000.00	\$	18,750.00	\$	-	\$	18,750.00	75.00%
217177	LID Repayment Transfer to SDC	\$	25,294.00	\$	25,294.00	\$	(25,294.00)	\$	-	0.00%

	TRANSFERS	\$	595,271.00	\$	452,776.75	\$	(25,294.00)	\$	427,482.75	71.81%	
407922	Capital Outlay- Infrastructure	\$	40,000.00	\$	-	\$	-	\$	-	0.00%	
407941	Capital Outlay - Equipment	\$	114,000.00	\$	18,168.00	\$	4,156.40	\$	22,324.40	19.58%	
407942	Capital Outlay-Infrastructure	\$	240,585.00	\$	9,600.00	\$	-	\$	9,600.00	3.99%	
407945	Capital Outlay - Gateway Sign	\$	-	\$	4,312.50	\$	-	\$	4,312.50	0.00%	2nd Payment from FY2019 Project
407946	Capital Outlay - Parking; Paving	\$	25,000.00	\$	-	\$	-	\$	-	0.00%	
407947	Capital Outlay - Street Projects	\$	300,000.00	\$	228,225.65	\$	10,494.75	\$	238,720.40	79.57%	
	CAPITAL OUTLAY	\$	719,585.00	\$	260,306.15	\$	14,651.15	\$	274,957.30	38.21%	
205720	Interest Expense - IFA	\$	61,942.00	\$	54,517.73	\$	-	\$	54,517.73	88.01%	
205721	Interest Expense - DEQ	\$	110,221.00	\$	110,221.00	\$	-	\$	110,221.00	100.00%	
205722	Loan Fee - DEQ	\$	18,581.00	\$	18,581.00	\$	-	\$	18,581.00	100.00%	
207630	Principal Payments - IFA	\$	102,486.00	\$	102,389.56	\$	-	\$	102,389.56	99.91%	
207631	Principal Payments - DEQ	\$	340,139.00	\$	340,139.00	\$	-	\$	340,139.00	100.00%	
	DEBT SERVICES	\$	633,369.00	\$	625,848.29	\$	-	\$	625,848.29	98.81%	
	EXPENSE TOTAL	\$	3,043,578.00	\$	2,129,869.12	\$	120,243.98	\$	2,250,113.10	73.93%	
	NET GAIN/(LOSS)	\$	3,581,486.92	\$	4,248,100.63	\$	(43,155.58)	\$	4,202,986.66		

Consolidated Revenue and Expense Statement

Enterprise Fund Revenue (660& 670)

For Period Ended May 31, 2020

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Period 11 - 11

Fiscal Year 2020

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	\$ 1,099,665.00	\$ 954,093.98	\$ -	\$ 954,093.98	86.76%	Audited beginning balance
304310	Water/Wastewater Services	\$ 1,196,000.00	\$ 1,229,213.63	\$ 97,531.38	\$ 1,326,745.01	110.93%	
304312	Capital Reserve Fee	\$ 80,000.00	\$ 73,719.97	\$ 5,810.81	\$ 79,530.78	99.41%	
304320	Installation Charges	\$ 5,500.00	\$ 12,250.00	\$ 3,675.00	\$ 15,925.00	289.55%	
304335	Rents or Fees	\$ -	\$ 3,635.52	\$ 234.24	\$ 3,869.76	0.00%	
314874	Wastewater Reserve	\$ 80,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	75.00%	
314883	Transfer from Urban Renewal	\$ 25,000.00	\$ 18,750.00	\$ -	\$ 18,750.00	75.00%	
314875	Transfer from Water Operations	\$ 100,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	75.00%	
314879	Transfer from SDC	\$ 45,000.00	\$ 33,750.00	\$ -	\$ 33,750.00	75.00%	
	TOTAL REVENUE	\$ 2,631,165.00	\$ 2,460,413.10	\$ 101,880.23	\$ 2,460,413.10	93.51%	
105101	City Manager	\$ -	\$ 42,879.98	\$ 3,665.32	\$ 46,545.30	0.00%	
105102	Deputy Recorder	\$ -	\$ 25,426.49	\$ 1,301.27	\$ 26,727.76	0.00%	
105110	Water Lead	\$ -	\$ 61,286.79	\$ (31,304.63)	\$ 29,982.16	0.00%	
105111	Wastewater Lead	\$ -	\$ 76,853.47	\$ (14,233.52)	\$ 62,619.95	0.00%	
105112	Field Utility 2	\$ -	\$ 54,064.32	\$ (3,417.21)	\$ 50,647.11	0.00%	
105113	Field Utility 1	\$ -	\$ 62,237.18	\$ 30,716.03	\$ 92,953.21	0.00%	
105140	Fringe Benefits	\$ -	\$ 36,394.15	\$ (254.79)	\$ 36,139.36	0.00%	
105141	Insurance Benefits	\$ -	\$ 111,878.77	\$ 253.62	\$ 112,132.39	0.00%	
105142	Regular PERS System	\$ -	\$ 49,544.01	\$ (1,786.35)	\$ 47,757.66	0.00%	
105150	Capitalized Labor	\$ 6,000.00	\$ 5,133.09	\$ 9,945.01	\$ 15,078.10	251.30%	Labor for CIP
105160	Allocated Labor	\$ 640,000.00	\$ -	\$ -	\$ -	0.00%	Operations labor
	PERSONNEL	\$ 646,000.00	\$ 525,698.25	\$ (5,115.25)	\$ 520,583.00	80.59%	
205210	Dues & Memberships	\$ 3,000.00	\$ 2,971.00	\$ -	\$ 2,971.00	99.03%	
205211	DEQ Fees	\$ 4,500.00	\$ 2,415.00	\$ 100.00	\$ 2,515.00	55.89%	

205212	Fee Expense	\$ 8,000.00	\$ 8,227.36	\$ 847.50	\$ 9,074.86	113.44%	
205222	Insurance	\$ 39,000.00	\$ 32,661.02	\$ -	\$ 32,661.02	83.75%	
205240	Office Materials & Supplies	\$ 15,200.00	\$ 24,520.25	\$ (7,981.44)	\$ 16,538.81	108.81%	Moved Springbrook exp. to software
205251	Telephones/Cell Phones/DSL	\$ 16,000.00	\$ 13,922.42	\$ 1,565.35	\$ 15,487.77	96.80%	
205253	Postage	\$ 6,600.00	\$ 10,337.64	\$ -	\$ 10,337.64	156.63%	
205255	Education and Training	\$ 8,500.00	\$ 2,877.57	\$ -	\$ 2,877.57	33.85%	
205260	Contract Expense (all Professional, IGA & Personal Svcs)	\$ 59,000.00	\$ 62,938.74	\$ 6,554.34	\$ 69,493.08	117.78%	
205261	Auditor	\$ 14,000.00	\$ 6,948.26	\$ 1,400.00	\$ 8,348.26	59.63%	
205262	Legal	\$ -	\$ 1,861.66	\$ -	\$ 1,861.66	0.00%	
205270	Travel	\$ 6,000.00	\$ 41.76	\$ -	\$ 41.76	0.70%	
205282	Software	\$ -	\$ 15,880.97	\$ 9,064.00	\$ 24,944.97	0.00%	
205283	Tools and Small Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
205311	Equipment Lease and Rental	\$ 5,000.00	\$ 3,589.71	\$ -	\$ 3,589.71	71.79%	
205312	Equipment Fuel/Tires/Parts	\$ 11,500.00	\$ 6,649.03	\$ 417.06	\$ 7,066.09	61.44%	
205313	Equipment Repair	\$ 14,000.00	\$ 8,480.41	\$ 5,420.00	\$ 13,900.41	99.29%	
205317	Tools and Small Equipment	\$ 4,500.00	\$ 1,575.40	\$ 18.98	\$ 1,594.38	35.43%	
205330	Building and Land Maintenance	\$ 6,500.00	\$ 675.00	\$ 458.25	\$ 1,133.25	17.43%	
205335	Custodial Support/Supplies	\$ 1,100.00	\$ 588.45	\$ 188.69	\$ 777.14	70.65%	
205342	Plant Utilities	\$ 53,000.00	\$ 43,557.94	\$ 4,239.77	\$ 47,797.71	90.18%	
205351	Main Plant Parts	\$ 30,000.00	\$ 19,302.74	\$ 99.85	\$ 19,402.59	64.68%	
205352	Main Plant Consumables	\$ 22,000.00	\$ 16,516.87	\$ 66.89	\$ 16,583.76	75.38%	
205353	Main Plant Outside Services	\$ 52,000.00	\$ 29,858.32	\$ 705.05	\$ 30,563.37	58.78%	
205361	Parts	\$ 19,000.00	\$ 21,710.82	\$ 281.84	\$ 21,992.66	115.75%	
205362	Consumables	\$ 4,500.00	\$ 2,984.25	\$ -	\$ 2,984.25	66.32%	
205363	Outside Services	\$ 26,500.00	\$ 19,030.07	\$ 42.00	\$ 19,072.07	71.97%	
205364	Collection I & I	\$ 5,000.00	\$ 49.14	\$ -	\$ 49.14	0.98%	
205470	Equipment Repair/Maintenance	\$ 3,000.00	\$ 116.37	\$ -	\$ 116.37	3.88%	
205474	Mowing/Trimming/Removal	\$ 11,000.00	\$ 8,132.00	\$ 1,548.00	\$ 9,680.00	88.00%	
208000	Operating Contingency	\$ 120,000.00	\$ -	\$ -	\$ -	0.00%	
	MATERIALS AND SERVICES	\$ 568,400.00	\$ 368,420.17	\$ 25,036.13	\$ 393,456.30	69.22%	
217121	Transfer out Streets Cap Res	\$ 5,000.00	\$ 3,750.00	\$ -	\$ 3,750.00	75.00%	
217126	Transfer out Cap Res	\$ 180,000.00	\$ 135,000.00	\$ -	\$ 135,000.00	75.00%	
217129	Transfer to Debt Services	\$ 60,000.00	\$ 45,000.00	\$ -	\$ 45,000.00	75.00%	
217131	Interfund Transfer - Street Capital Res	\$ 5,000.00	\$ 3,750.00	\$ -	\$ 3,750.00	75.00%	
217136	Interfund Transfer Restricted	\$ 43,000.00	\$ 32,250.00	\$ -	\$ 32,250.00	75.00%	
314879	Transfer to WW Debt	\$ 40,000.00	\$ -	\$ -	\$ -	0.00%	

	TRANSFERS	\$ 333,000.00	\$ 219,750.00	\$ -	\$ 219,750.00	65.99%
407921	Capital Outlay - Infrastructure System	\$ 276,000.00	\$ 13,449.29	\$ 424.74	\$ 13,874.03	5.03%
407941	Capital Outlay - Equipment	\$ 203,000.00	\$ -	\$ -	\$ -	0.00%
407948	Capital Outlay - Water systems	\$ 273,000.00	\$ 48,867.65	\$ (6,325.09)	\$ 42,542.56	15.58%
	CAPITAL OUTLAY	\$ 752,000.00	\$ 62,316.94	\$ (5,900.35)	\$ 56,416.59	7.50%
	EXPENSE TOTAL	\$ 2,299,400.00	\$ 1,176,185.36	\$ 14,020.53	\$ 1,190,205.89	51.76%
	NET GAIN/(LOSS)	\$ 331,765.00	\$ 1,284,227.74	\$ 87,859.70	\$ 1,270,207.21	

Consolidated Revenue and Expense Statement

Urban Renewal (900)

For Period Ended May 31, 2020

Printed: 6/15/2020 4:22:59 PM

Period 11 - 11

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%	Audited beginning balance
301500	Interest Earned	\$ -	\$ -	\$ 855.10	\$ 855.10	0.00%	
304110	Tax - Property Current	\$ 303,000.00	\$ 347,007.52	\$ 1,370.79	\$ 348,378.31	114.98%	
304120	Tax - Property Past due	\$ 5,000.00	\$ 8,227.18	\$ 401.51	\$ 8,628.69	172.57%	
	TOTAL REVENUE	\$ 582,756.00	\$ 654,774.48	\$ 2,926.19	\$ 657,700.67	112.86%	
205210	Dues & Memberships	\$ 300.00	\$ -	\$ -	\$ -	0.00%	
205261	Auditor	\$ 2,000.00	\$ 9,380.00	\$ (2,100.00)	\$ 7,280.00	364.00%	UR Audit FY 2017 & 2019
205422	Advertising/Legal Notice	\$ -	\$ 208.34	\$ -	\$ 208.34	0.00%	Legal notice
	MATERIALS AND SERVICES	\$ 2,300.00	\$ 9,588.34	\$ (2,100.00)	\$ 7,488.34	325.58%	
217129	Transfer to WW Debt Service	\$ 95,000.00	\$ 71,250.00	\$ -	\$ 71,250.00	75.00%	
217130	Interfund Transfer Wastewater	\$ 25,000.00	\$ 18,750.00	\$ -	\$ 18,750.00	75.00%	
217137	Trans to South Tank Debt	\$ 100,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	75.00%	
217140	Admin Fee Trans to General Fund	\$ 13,000.00	\$ 9,750.00	\$ -	\$ 9,750.00	75.00%	
	TRANSFERS	\$ 233,000.00	\$ 174,750.00	\$ -	\$ 174,750.00	75.00%	
	EXPENSE TOTAL	\$ 235,300.00	\$ 184,338.34	\$ (2,100.00)	\$ 182,238.34	77.45%	
NET GAIN/(LOSS)		\$ 347,456.00	\$ 470,436.14	\$ 5,026.19	\$ 475,462.33		



**City Manager's Report
June 25, 2020**

Dear Mayor Moore and Councilors,

- **Ocean View Drive:**

- We have received the archeology report and there were no significant findings. I spoke to the County and it will be several months before work resumes due to the unusual circumstances we are in with the pandemic. We will continue to work with the County to get this Council goal project completed.
- We will also work with the Trails Committee and Parks and Commons Commission on the Boardwalk.

- **City Hall Proposal:**

- We received no bids on the project. Because we have followed procurement requirements without success, we have been authorized to be our own general contractor. We are working on the USDA, as they have to approve all solicitations and ensure we go with the lowest bidder. We are also working with the State contracting system to determine state approved contracts for flooring, etc.

- Work on the Commons heating system has been occurring and is almost complete.

- **Staffing:**

- Heather Hoen will be starting as the Community Services Coordinator beginning July 1, 2020.
- Anita Sites has safely returned from travel and is restarting with the office to help with the numerous administrative items that are occurring and provide back up support to our team members.
- Planner transition is listed at the end of this report.

Public Works Report

Date: June 1, 2020
To: Shannon Beaucaire, City Manager
From: Public Works Department
Re: May 2020 Public Works Report

Rain fall at Yachats Public Works:

	<u>Inches</u>			
	2020	2019	2018	2017
May	5.48	1.92	0.45	3.49



**City Manager's Report
June 25, 2020**

Rain year to date: 34.71 32.53 34.59 49.64

Total water production: **2,926,800** gallons Water loss efficiency: **85%**

Total wastewater treated: **4,541,000** gallons

The following is a list of what was done by Public Works staff in May 2020.

Streets:

- Multiple locates.
- Potholes filled on Horizon Hill Rd.
- Curb painting.
- Side arm mowing.
- Brush cut street corners for safety.
- 1 load of rock to Horizon Hill.

Drainage:

- Culvert & ditch inspections and cleaning.

Water:

- Water systems operations.
- Plant maintc. & clean-up.
- WTP holding tank pumped out.

Distribution Sys:

- Meter reading.
- Meter Maintc.
- Water distribution system flushed.
- Repaired water leak on Horizon Hill Reservoir piping.
- Assisted electrician on Windsong water pump station.
- Tree water meters replaced.
- Water service installed on Windsong.
- Repairing water service on Gender.

Sewer:

- Wastewater systems operations.
- Assisted electrician at Wastewater Plant.
- Sequence Batch Reactor #1 waste pump serviced and reinstalled.
- Uncovered and repaired broken sewer clean-out on Gender.
- Plant maintc. & clean-up.
- Biosolids operations.



City Manager's Report June 25, 2020

- SBR #1 maintc. and cleaning.

Collection Sys:

- Uncovered two manholes.
- Tracer wire training.
- Sewer main cleaning, 200ft on 2nd St and 190ft on Pontiac.
- Lift station inspections.
- CCTV'd 175 ft of sewer main on Pontiac, 75 ft on Aqua Vista, 70 ft on E.7th, 101 feet on Gender Drive.
- Sewer system inspection on Horizon Hill.
- Inspected sewer service lateral on Windsong, 10th St. and Gender Drive.

Public Works:

- Shop maintc. and clean up.
- Public Works fence repair.
- 5-yard dump truck of metal to the dump.
- Small power tool maintc.
- Fleet maintc.
- Yard clean-up.
- Generator maintc.
- Equipment maintc. and repair.
- Brush box handling.
- Vac-truck repair and painting.
- Leads assisting with City budget process.
- PW administration.
- Multiple repairs on F250 service truck.

Parks & Commons:

- No work for May 2020.

Sewer & Water CIP:

- Working on Water/Wastewater Master Plans and Rate studies.
- Water Master Plan mapping and pressure testing.
- Contractor building UV Doors. Public Works staff prepping for the job.

COVID-19:

- 30 minutes spent daily to discuss safety measures and disinfecting the Public Works area.
- Crew is using appropriate PPE where appropriate.



**City Manager's Report
June 25, 2020**

- Leads attended phone conferences weekly.



City Manager's Report
June 25, 2020

May 2020

COVID-19 disinfection daily 30 min.

5-1 Water leak HH Res

Water truck repair & paint

WU+U+ Biosolids

Relocates on HH.

WMP work (PST) ranges

L: 1st Street ops

sewer system on HH.

5-4 WU+U+ Biosolids

WMP work (PST)

Water truck repair & paint

L: 1st Street ops

PM Aquatic

5-5 WU+U+ Biosolids ops

sewer pipe cleaning 390' 2nd Street

Water truck repair

Repaired paved over manhole

5-6 WU+U+ Biosolids ops

1 lead off rock to HH. Arroyo Way

CCTV A 154 ft on Pacific & 3rd Street

L: 1st Street ops

Assist Electrician on Windstrong Pl.

Electrician on WUOT

sewer lateral inspection

Equip. maint.

PM Fence repair

PM Leads - interviews

PM budget process

5-8 Side arm working

Biosolids + WU+U ops

L: 1st Street ops

small power tool maint.

Break cut corners on streets

WU+U+ Biosolids ops

5-11 Side arm working

Water Maint.

WU+U+ Biosolids ops

WMP work (PST) ranges

WMP work (PST) ranges

WMP work (PST) ranges

WMP work (PST) ranges

5-13 WU+U+ Biosolids ops

UV. Door Flushing

Water install on Windstrong

SBR cleaning

5-14 WU+U+ Biosolids ops

Manhole locating on Corliss

sewer service locating on HH.

Tracer wire training

UV blks. doors prep

WMP work (PST) ranges

5-15 Manhole uncovered on Corliss

Side arm work on Lincoln

WU+U+ Biosolids ops

Water replaced on Windstrong

L: 1st Street ops

5-18 Flashed WU system (cont'd)

Water to the dump

Water Maint.

WU+U+ Biosolids ops

L: 1st Street ops

5-19 Flashed water sys.

SBR pump installed

WU+U+ Biosolids ops

5-20 WU+U+ Biosolids ops

Flushed water sys

Water reading

L: 1st Street ops

5-21 Budgeting for leads

WU+U+ Biosolids ops

Locating

CCTV 101 ft on Corliss

Water reading

Water sys. FTS line

5-22 Hydro excavate clean out on Corliss

Water truck repair

Water truck repair

Water truck repair

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Jeremy

Kevin

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City Manager's Report June 25, 2020

Code Enforcement Progress Report

The latter part of May into June has been an interesting one with vegetation growing with the rain and sunshine.

- I have addressed several individuals camping.
- I monitor Yachats State Park now that it is open again
- I have followed up on reports that some business employees are not wearing face coverings. I have observed all employees wearing face coverings while working.
- I have been sending out reminder letters to the owners of vacant lots with overgrown vegetation and have received good feedback and compliance. To date I have sent out 28 letters.
- I am reminding people to leash their dogs.
- I have noticed that generally properties in Yachats are in good condition.
- Working with citizens on concerns over hedges.



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

MEMORANDUM

DATE: June 9, 2020
TO: City of Yachats
FROM: Justin Peterson, CED Planner, OCWCOG
RE: **Planner Services Transition Memo**

Background

Oregon Cascades West Council of Governments ("COG") is a regional governmental body that provides planning services throughout Linn, Lincoln, and Benton counties. COG Staff have been engaged in current and long-range planning with the City of Yachats since 2019, but only in a supportive capacity. The city currently contracts planning services out to Dave Mattison, however with his contract ending on June 30th, the COG will take over these services upon his departure. The purpose of this memo is to highlight the overall path that the COG and the City of Yachats will follow to provide a smooth and seamless transition.

Justin Peterson is the COG planner responsible for planning services in Yachats currently, and will work with Dave Mattison to ensure all ongoing projects and applications are finalized. Justin will be on-site Tuesday June 23rd and Tuesday June 30th, along with Dave, to ensure consistency between the two planners and transition responsibility on projects. Then starting in July, Justin will be on site in Yachats on Tuesdays to provide regular planning services to city staff and the public.

Hiring Process

COG is also currently in the process of hiring a Coastal Planner that will provide more permanent and localized support to our coastal communities. The Coastal Planner hiring process was previously delayed because of COVID-19, however the position was reposted in May 2020. The application review started on June 5th, 2020 and interviews are planned for mid-June.

The new Coastal Planner will be working with the City of Waldport and the City of Yachats. Justin Peterson will be on-site with the new Coastal Planner for a few week period to help with the transition. Justin Peterson will still be available for support and to answer any questions.

Contract

COG has been providing planning services to the City of Waldport using a monthly billing contract format since January 2020. The contract is based on 64 hours a month and 192 hours over a three-month period, with billing to the jurisdiction quarterly. Based on previous meetings, the City of Yachats wishes to have a consistent monthly billing contract for financial planning purposes and work is being done to implement a similar contract.

Projects

COG is excited to work with the City of Yachats and help with current and long-range planning. Projects include the lighting ordinance, the Technical Assistance Grant process, and ongoing building permit review. Thank you for your time and I am available to answer any questions.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing any change in a fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Yachats Urban Renewal Agency, Lincoln, State
(Agency name) (County)

of Oregon, for the current fiscal year, will be held at 441 Hwy 101 N. Yachats, OR. The hearing will take place
(Location)

on June 24, 2020 at 9:00 ☒ a.m. ☐ p.m. The purpose of the hearing is to discuss the supplemental budget with interested
(Date)

persons.

A copy of the supplemental budget document may be inspected or obtained on or after June 19, 2020 at
(Date)

yachatsoregon.org City Hall, 441 Hwy 101 N., between the hours of 9:00 ☒ a.m. ☐ a.m.
(Location) ☐ p.m. and 4:00 ☐ p.m. ☒ p.m.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Urban Renewal

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Available Reserves	\$ 250.00	1. Advertising/Legal Notice	\$ 250.00
2. Available Reserves	\$ 5,500.00	2. Audit	\$ 5,500.00
3.		3.	
Revised Total Fund Resources	\$ 5,750.00	Revised Total Fund Requirements	\$ 5,750.00

Explanation of change(s):

Required an audit for FY17. Placed legal notice expense in proper expense line.

FUND: _____

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.		1.	
2.		2.	
3.		3.	
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of change(s):

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for City of Yachats, for the current fiscal year, will be
(District name)

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(Location)

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General Fund - City Hall

Resource	Amount	Expenditure—Indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Available Reserves	\$ 104,000.00	1. Comm. Support/Beautification	\$ 104,000.00
2.		2.	
3.		3.	
Revised Total Fund Resources	\$ 154,000.00	Revised Total Fund Requirements	\$ 154,000.00

Explanation of changes:

To appropriate the expense for the Emergency Loan Fund for Small Businesses spending due to Covid-19 related expenses.

FUND:

Resource	Amount	Expenditure—Indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.		1.	
2.		2.	
3.		3.	
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of changes:



**CITY OF YACHATS
RESOLUTION NO. 2020-125
A RESOLUTION AUTHORIZING ADOPTING THE SUPPLEMENTAL BUDGET
CHANGES FOR FISCAL YEAR 2019-2020**

WHEREAS, a budget is a financial plan containing estimates of revenues and expenditures for a single financial year; and

WHEREAS, circumstances can make it necessary to make adjustments in the budget from time to time and as recommended by the Finance Committee of the City of Yachats; and

WHEREAS, the notice of the Supplemental Budget was posted and published as is required by Oregon Revised Statute prior to the Public Hearing; and

WHEREAS, there was a need to provide emergency loan assistance to the Yachats small businesses due to the COVID-19 pandemic.

NOW THEREFORE, the City of Yachats resolves the changes to the budget will be adopted, amending the Budget for Fiscal Year 2019-2020 as follows;

Supplemental Budget Reconciliation	<i>Adopted Budget</i>	<i>Budget Adjustments</i>	<i>Amended Budget</i>
<i>Fund 100 General Fund City Hall</i>			
<i>Resources</i>			
<i>Available</i>	(50,000)	(104,000)	(104,000)
<i>Reserves</i>			
<i>total resources</i>	(50,000)		(104,000)
<i>Requirements</i>			
<i>Community Support/Beautification</i>	50,000		154,000
		104,000	
<i>Total Requirements</i>			154,000

PASSED AND ADOPTED this 24th day of June 2020. THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

CITY OF YACHATS:

ATTESTED TO BY:

By: _____
W. John Moore, Mayor

Shannon Beaucaire, City Manager



CITY OF YACHATS
RESOLUTION NO. 2020-126
A RESOLUTION AUTHORIZING ADOPTING THE URBAN RENEWAL
SUPPLEMENTAL BUDGET CHANGES FOR FISCAL YEAR 2019-2020

WHEREAS, a budget is a financial plan containing estimates of revenues and expenditures for a single financial year; and

WHEREAS, circumstances can make it necessary to make adjustments in the budget from time to time and as recommended by the URA Budget Committee; and

WHEREAS, the notice of the Urban Renewal Supplemental Budget was posted and published as is required by Oregon Revised Status prior to the Public Hearing; and

WHEREAS, the urban renewal required an audit for the FY17 year and legal notices were classified in the appropriate line item.

NOW THEREFORE, the URA Budget Committee resolves the changes to the budget will be adopted, amending the Urban Renewal Budget for Fiscal Year 2019-2020 as follows;

Supplemental Budget Reconciliation	<i>Adopted Budget</i>	<i>Budget Adjustments</i>	<i>Amended Budget</i>
<i>Fund 900 Urban Renewal</i>			
<i>Resources</i>			
<i>Available Reserves</i>	(2,000)	(5,750)	(7,750)
<i>total resources</i>	(2,000)		(7,750)
<i>Requirements</i>			
<i>Advertising/Legal Notice</i>		250	250
<i>Audit</i>	2,000	5,500	7,500
<i>Total Requirements</i>			7,750

PASSED AND ADOPTED this 24th day of June 2020. THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

CITY OF YACHATS:

ATTESTED TO BY:

By: _____
W. John Moore, Mayor

Shannon Beaucaire, City Manager



Yachats Visitor Center and Marketing Services 2020 Operating Proposal

James Kerti



May 26, 2020

Shannon Beaucaire, City Manager
City of Yachats
441 Hwy 101 N.
PO Box 345
Yachats, OR 97498

City of Yachats Visitor Center and Marketing Services Proposal

Dear City Manager Beaucaire,

It is with optimism for the future of our community that I submit this proposal to operate the City's visitor center and provide marketing services for the City, anticipating that this would begin in July 2020.

As we make our way through these uncertain times, a holistic, nimble marketing approach matters more than ever. Together we will communicate the special identity this community has built over many years. And we must do so in an evolving way based on ever-changing global circumstances outside of our control.

Furthermore, we must embrace the reciprocal role of the City's visitor center in helping visitors make the most of their time here and in informing the City about visitor needs. In this way, the visitor center can be part of a multi-pronged approach that engages our community and embraces tourism.

All of this must be done safely and with care. For Yachats to navigate the pandemic crisis, however long it lasts, we must come together as a community and contribute using our own unique gifts.

I bring a decade of experience in marketing and a deep involvement in this community, including in event organizing and in leadership roles. I understand and appreciate what a special community we have. I've lived in Yachats for five years and I come from a deep abiding place of wanting it to thrive.

Through coordinated efforts and partnerships outside the community, we can welcome visitors safely while supporting our residents and businesses.

Sincerely,

James Kerti,
White Rose Studio | PO Box 1082, Yachats, OR 97498 | 541-653-6122
james@jameskerti.com | jameskerti.com

This proposal has the following objectives:

- To present our current situation and the outlook of tourism in this community, as much as we can understand it at the time of this writing
- To explore guiding principles and strategies that can contribute to the safe return of tourism in the Yachats area and opportunities for growth going forward
- To lay out an approach that would encourage better communication and teamwork between the visitor center, marketing operations, and local businesses.

Visitor center operations

The visitor center, located at 241 Hwy 101 N, plays an important role as a hub of in-person information. Visitors of all types stop by for information, directions, and recommendations.

Because it comes with many different responsibilities, creating procedures and building systems will help make sure everything gets done when it needs to get done.

Volunteers

We rely on friendly, knowledgeable volunteers to represent the community and assist visitors.

This process begins by talking with recently active volunteers to get an understanding of their current interest and availability.

Talking with them can also inform the creation of a straightforward training program. This training would emphasize addressing common visitor questions and record keeping.

I often help my clients create a set of standard operating procedures they can use to streamline operations and train new employees. I would bring that experience into creating systems and procedures here to make things simple and straightforward for new volunteers who graciously contribute their time.

By recruiting proactively in the community, we can bring in new volunteers.

Unexpected visitor center closures send the wrong message to visitors. We want to make sure the building is staffed properly and shifts are covered without overtaxing volunteers.

We'll also do everything we can to make our volunteers feel appreciated and valued.

From serving on the board of the Yachats Academy of Arts & Sciences and with other groups in the community, I understand the importance of strong organization, good communication, and establishing clear responsibilities. When you have these pieces in place, things don't fall through the cracks and everyone can have a rewarding experience.

Record keeping and data gathering

Improving record keeping and data gathering operations will be of great value.

By learning more about frequent visitor inquiries and how tourists came to visit Yachats, we can inform the City's marketing efforts and improve service within the visitor center itself.

Gathering data well will take a multifaceted approach.

We will create easy-to-follow procedures for improved call logging, visitor counts, and other information gathering within the visitor center. We can integrate this information with data from digital platforms and information shared with us from elsewhere in the community and region.

We can package this information into easy-to-digest reports that we share with interested parties, including the City and local businesses.

I've been doing this kind of information gathering and sharing with my clients for years. With one client in particular, I assisted in creating data-informed content that led directly to her biggest sales day of the year. We were able to achieve this by identifying the biggest unresolved problem her customers had and designing a perfect solution.

Inventory and maintenance

We will maintain a stock of brochures, guides, maps, and resources to inform visitors about activities in the region.

This material introduces visitors to new opportunities. It also informs us, by way of diminishing stock, as to what activities most interest visitors. We'll also be sharing these brochures, pamphlets, and other documents with our various travel partners.

We'll create systems and procedures for maintaining inventory, ordering supplies, paying bills, and other day-to-day responsibilities.

Public health

In maintaining and operating the building, we must follow public health best practices.

Some considerations are:

- 1) While brochures will generally be available for visitors to browse, the method of distributing brochures may need to be modified.
- 2) It is possible that we could have a more difficult time than usual recruiting volunteers to staff the building. Extra efforts must be made to staff the building in a way that is safe and kind to volunteers.
- 3) All volunteers will be informed and trained on current public health guidelines.
- 4) The building will receive more regular cleaning and sanitizing.
- 5) The public restroom receives frequent usage. Under normal conditions, this would have been expected to increase anyway, because the fire station restroom is no longer available for visitors.

Local business and community support

Foot traffic at the visitor center accounts for only a fraction of requests for directions and recommendations.

Many visitors direct questions to front desk staff at their hotels, servers at restaurants, employees at other local businesses, and volunteers staffing events.

These examples are among the many opportunities outside the visitor center to connect with tourists. These interactions can also provide helpful data to improve visitor support.

Sustained efforts to improve communication with these parties would have benefits that include the following:

1. Allowing our community to offer more helpful information (including printed material) to tourists, which encourages visitors to have a better experience and takes pressure off busy workers and volunteers to come up with answers on the spot,
2. Supporting local businesses by making sure visitors are informed about what is available to them,
3. Opening up opportunities to make targeted special offers to tourists, such as discounts at local businesses and attractions
4. Enhancing visitors' memories of Yachats as not just a place with one or two things that stick out in their minds, but as a community with a wide array of attractions, and
5. Providing the City with more complete data surrounding visitor interests and activities, which will further improve marketing in the future..

By taking a holistic approach within the community, we can improve the way we serve visitors, enhance our community identity, and build a stronger foundation for executing current and future marketing plans.

Marketing Yachats

The Yachats Coordinated Marketing Plan, first created in 2011, lays a foundation for marketing Yachats. It outlines many of the best things Yachats has to offer tourists, while also making note of challenges Yachats faces in attracting visitors.

Now we find ourselves in a rapidly evolving environment that goes beyond anything we've encountered before, and we must look to build on this plan.

We cannot predict the extent to which we'll face social restrictions in the months and years to come. Whether there will be future extended closures due to public health concerns, we don't know.

It makes sense to develop a marketing approach that is as COVID-19-independent as possible. Any successful strategies during a pandemic will almost certainly pay even greater rewards under better conditions in the future. Let's remove as much of the uncertainty as we can.

This proposal lays out guiding principles and strategies that can work in concert with the Yachats Coordinated Marketing Plan and within the City's marketing budget.

This work can be done in coordination with the City (including any in-house team), local businesses, community members, and others.

Identifying different groups of visitors (Target markets)

It has always been the case that Yachats attracts a variety of different types of visitors.

Understanding the differences between visitors allows us to coordinate our marketing efforts and efficiently reach people in the best way for them.

I see at least three clear, crucial distinctions to make.

Distance

The first key factor is distance. Notably, many tourists fall into one of the following categories:

- 1) Those within a one-and-a-half to two-hour drive, including people coming from Corvallis, Eugene, Salem, or elsewhere in the Valley
- 2) People driving from farther away, such as the Portland metropolitan area
- 3) Those driving from the more extended West Coast area, including California, Washington, Idaho, and Nevada
- 4) People coming from much farther away, often by plane

We can expect ongoing conditions to impact their travel patterns in different ways.

People within driving distance, particularly those who can reach Yachats in a few hours by car, might visit in their normal ways.

However, people coming from farther away, especially those who would travel by plane, could be much less likely to plan a trip.

This distinction illustrates another important variable: spontaneity.

Planned or spontaneous

The farther away someone is visiting from, the more likely it is they planned their trip in advance. (I've yet to meet someone who booked a trip here from Germany two days before they arrived, though I wouldn't be surprised if there are a few of them out there.)

Still it's helpful for us to consider spontaneity separately from distance. People from throughout Oregon and the extended West Coast area visit Yachats with varying levels of foresight and planning.

Some people plan their trips months in advance. Others, in the middle of a road trip on Highway 101, see something (a State Park, a restaurant with a big colorful sign) that catches their eye as they pass through and decide to stop.

We can market to people in the first group while they are planning a trip.

But for the second group, there's no planning process to speak of. We would have more success finding ways to improve the likelihood that someone driving through decides to stop in town. Improving signage stands out as one possible area for the City, local businesses, and other groups to consider.

Passing through or overnight

Of the more spontaneous visitors, some decide to spend the night, while others go on their way after enjoying a good meal or a few peaceful minutes by the ocean.

By working in tandem with local businesses as described throughout this proposal, we can make it an easier decision for a pass-through visitor to spend the night in Yachats.

These efforts start with gathering information about these visitors so we can better understand why they are here. From there, we can offer the right recommendations and information so that we can be as helpful as possible.

Connecting the dots

In developing a marketing strategy with these distinctions and a public health crisis in mind, we'll want to consider questions that include the following:

- 1) Which of those people are as likely to visit as usual? Which aren't?
- 2) How will they alter their trip planning in the current environment?
- 3) Have they visited Yachats before? If they have, will they be planning to enjoy their normal activities, or will they be more likely to want to try new experiences?
- 4) What are the best avenues and campaigns for reaching these different groups of people during their decision-making process?
- 5) How can we encourage them to return to Yachats, even if they hadn't previously been planning a trip?

Events

Events and festivals are a big part of what attracts people to Yachats. From the la de da Parade and fireworks in July to the Agate Festival in January, people from all over the world flock to Yachats.

We face new challenges now. Due to public health concerns, large gatherings may be restricted for some time.

Such restrictions mean we may be without our signature events for the foreseeable future. We'll need to prepare accordingly.

This possibility presents us with an opportunity to develop a coordinated marketing approach around activities and attractions that can bring visitors here even when large gatherings are prohibited.

As identified in the Yachats Coordinated Marketing Plan, these attractions include Cape Perpetua, trails, parks, restaurants, and local businesses.

Organizing events

To the extent that we can safely organize events, it is of course something we want to be doing.

The visitor center can support local groups in marketing their events. I would also look for opportunities to organize new events, especially during the winter offseason months.

Through my experience with the Yachats Academy of Arts & Sciences, I'm familiar with the various steps that go into producing well-attended local events. These processes include advertising material and promotion, organizing volunteers, and assisting presenters with their travel plans.

I've also worked as part of a team for the last six years with a college basketball tournament, the Emerald Coast Classic, that is sold-out and nationally televised on CBS Sports Network.

Digital marketing

We are currently living in a public health environment that is prone to rapid, unpredictable changes.

For this reason, we might come to focus more on marketing avenues that allow us to adjust our message quickly and respond to environmental changes as they happen.

With digital marketing, we can operate in such a way. With other forms of marketing, an advertisement might need to be placed weeks or months in advance.

We'll seek to leverage the City's existing digital platforms and develop new ones so that we can reach new visitors and keep in touch with them after they've returned home.

This can be done in coordination with local businesses and other groups as part of a wider community effort.

Email marketing

Email gives us an incredible low-cost way to keep in touch with people who visit Yachats and to encourage them to return.

This effort starts with collecting email addresses from people who stop by the visitor center. We can also coordinate with local businesses, hotels, and rentals who may be interested in helping.

We can find ways to incentivize visitors to share their email addresses. Typical things we might consider doing are offering discounts at local businesses while they are here, free gifts that can be delivered digitally, or savings on their next trip.

We would like to encourage more people to visit during the offseason. A crucial piece of achieving that goal is being able to reach them easily and let them know why they would enjoy their visit. Email lets us do that.

Social media

I'm familiar with a variety of different social media platforms, including Facebook, Instagram, Twitter, YouTube, and Snapchat.

I understand that we need to thoughtfully choose which platforms we use and tailor our efforts to each platform's strengths and weaknesses.

When I first started out as a basketball scout, I benefited heavily from using Twitter to promote my work. It was the ideal platform for publishing bite-sized scouting reports that people could share easily. Facebook wouldn't have worked nearly as well.

Trying to be active on every platform isn't necessarily the answer. We only have so much time and so many resources.

It's better to have a strong, clear presence on 1-2 platforms than a sporadic presence on a half-dozen. The former creates connections. The latter creates confusion and indifference.

We would choose our platforms in alignment with our goals and the opportunities offered by each potential platform.

For instance, some platforms would be better for building relationships with people who have been to Yachats before. Others could offer better prospects for reaching new people.

Like email, social media gives us a means to maintain a year-round top-of-mind with tourists and encourage people to visit during less busy periods.

We can do this through planned, timed campaigns such as contests and special offers along with consistent activity in other forms.

I've found in working with my clients that consistent messaging is the hallmark of social media that connects with people.

Maybe you've had the experience of refreshing your news feed on social media and seeing a completely different set of posts than the minute before. The truth is there's a good chance that any one post will only be seen by a small number of people, even among those who have deliberately chosen to follow your page or profile.

Being consistent and clear is how you get your message across.

We can do this with social media activity that doesn't cost us a penny while also doing strategic paid advertising.

Through digital advertising on social media, Google, and elsewhere, we can reach potential new visitors and gather valuable data on which ads get the most clicks (and drive people to visit Yachats).

Data-driven marketing

Google Analytics, Google Ads, Facebook Ads, and other reporting platforms give us valuable data on what people are responding to.

We can pick up key demographic information, learn about how visitors plan their trips to Yachats, and pick out which attractions appeal the most to different demographics.

It's easy to understand intuitively that a young family doesn't come to Yachats for exactly the same reasons as a retired couple.

We want to back that up with data and tell people about Yachats in the way that speaks the most to them on a personal level.

Data allows us to hone our marketing campaigns and reach people who are most likely to respond favorably to them, which affords us the lowest cost advertising with maximum results.

I help my clients use data to identify the platforms and messages that connect the most with their customers. For instance, with my client Erin, I created a search engine optimized web page about a popular new age spiritual topic. When this page climbed up the Google search results, we were able to direct the influx of search traffic to a book she had just published on the topic. Seven years later, it is still one of the bestselling books on this subject.

I've also used these techniques with success in my own business, particularly in the work I've done in basketball. If you go to Google and type in "basketball scouting," my work will be one of the first results you see.

Partnerships and media

It is important that we continue working with our travel partners such as Travel Oregon and the Oregon Coast Visitors Association so that we can be apprised of wider strategies and efforts being made to revitalize tourism. Contributing to these efforts also helps everyone do better.

Being a part of a wider tourism network allows us to get a more complete understanding of tourism outside our community and to promote Yachats in a variety of ways.

They will be a valuable source of information in understanding how people's travel patterns and desires change during a tumultuous public health crisis.

We can also look for opportunities to connect with journalists and others in the media to inform people about Yachats.

I've been trained by and worked with a publicity specialist who has helped her clients get featured on Oprah and in outlets like Forbes.

By building relationships with the media and putting out a clear, specific message about Yachats, we can connect with readers and listeners in a personal way.

Statement of Nondiscrimination

We do not and shall not discriminate on the basis of race, color, religion (creed), sex, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, military status, or other protected status, in any of our activities or operations.

These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive, welcoming, and drug-free environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

Personnel

James Kerti

James Kerti would serve as the director of the Yachats visitor center and provide marketing services for the City.

He is a holistic systems specialist who helps online creatives develop solutions so they can focus more on the things they want to do rather than the things they have to do. With a decade of experience working with businesses in areas ranging from conversion-driven website design and funnel building to copywriting and customer support, he brings a multifaceted approach to creating systems that work.

James helps his clients go from micromanaging day-to-day operations to trusting their new systems to take care of problems before they arise and support them in focusing on what matters most to them. With their newly freed-up time, his clients have become recognized industry leaders, written bestselling books, and had their events broadcast on national TV.

A graduate of Villanova University's computer science program, James has leveraged systems and systems thinking in his own diverse work background, imagining the different scenarios required for college and NBA teams as a basketball scout and consultant, and contributing to data-driven policy decisions as an elected official.

Subcontractors

While I bring a versatile skill set, there are times when it's appropriate to seek help even in a familiar area.

I have a network of freelancers and advisors that I can consult with on an as-needed basis.

In the past I've worked with advertising specialists, graphic designers, copywriters, media and publicity specialists, data analysts, and others.