1. 9:30 A.M. Agenda

Documents:

2021-01-07 Council Agenda.pdf

2. Meeting Materials

Documents:

WORK SESSION DISCUSSION TOPICS.pdf
Commission Rules.pdf
Filling Council Vacancy.pdf
2020 Council Vacancy Application.pdf
2020-01-07 Joint Meeting Memo.pdf
2010-08-12
Administrative_Policy_19_Relief_For_Water_Billing_For_Natural_Cause.pdf
2020-01-07 Yachats Admin Policy 19 Edits Revised.pdf
2021-156 RES Budget Officer Appointment.pdf
2021-158 RES Urban Renewal Agency Budget Officer Appointment.pdf
2021-160 RES Audit Services.pdf
Urban Renewal Agency Annual Report 2019-2020.Pdf

2.I. Audit Engagement Letters

Documents:

City Of Yachats 2021 Enagement Letter.pdf
Yachats URD 2021 Engagement Letter.pdf

2.II. Policy Making Chart - Stott

Documents:

Policy Making 1621 - Stott.pdf

CITY OF YACHATS
URBAN RENEWAL AGENCY MEETING
CITY COUNCIL WORK SESSION & REGULAR COUNCIL MEETING

Yachats OR

Thursday, January 7, 2021 at 9:30 am

To Be Held Via Zoom

Join Zoom Meeting

Join Zoom Meeting
https://us02web.zoom.us/j/83310136094?pwd=Y0V3N0EvcktBZ0UreG5KeituZVRxUT09

Meeting ID: 833 1013 6094
Passcode: 461144
One tap mobile
+13462487799,,83310136094#,,,,*461144# US (Houston)
+16699006833,,83310136094#,,,,*461144# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
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+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington D.C) Meeting ID: 833 1013 6094
Passcode: 461144
Find your local number: https://us02web.zoom.us/u/kbLXi5Bv9

CALL MEETING TO ORDER

I. Swearing in of new Council

WORK SESSION AGENDA

I. WORK SESSION DISCUSSION TOPICS
   a. Staffing Needs
   b. Working well with our commissions

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

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted 12/31/2020

REGULAR COUNCIL MEETING

I. Announcements, Correspondence and Proclamations

II. Public Comment: **Topics not listed on the agenda**: 5-minute limitation per person

III. New Business
   a. Elect 2021 Council President
   b. Council Vacancy
   c. Appoint FY22 Budget Officer
   d. Appoint FY22 Budget Committee
   e. Representation on Committees and Boards
      - Council representative on Finance Committee
      - Budget Committee representative on Finance Committee
      - Representation on Oregon Cascades West Council of Governments Board
      - Representation on Cascades West Area Commission on Transportation
   f. Scheduling Special Meeting(s)
   g. Scheduling Joint Work Session with Lincoln County Commissioners
   h. Discussion of Public Works edits to Administrative Policy 19
   i. FY21 Audit Services
   j. Update on City's loan program with Community Lending
   k. Update and discussion concerning City's Emergency Order

IV. Other Business
   A. From Mayor
   B. From Council
   C. From Staff

URBAN RENEWAL AGENCY

I. New Business
   A. Appoint FY21 Budget Officer
   B. Appoint FY21 Budget Committee
   C. FY20 Financial Statement

II. Other Business

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

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WORK SESSION DISCUSSION TOPICS

1. **STAFFING NEEDS**

During November and December, the city manager brought requests for various new positions. These included an administrative position, a planning position, and some sort of finance hire. Additionally, there were discussions concerning the option of contracting for short-term rental monitoring and for further security services. On December 3, the council authorized the advertising of an administrative position, and the closing date for applications was December 31.

The objective in the January 7 work session is to have the new council exchange ideas about how we wish to approach and prioritize any needed services. Recognizing the role of the city manager, council still needs to understand what services are required, the city's options for providing them, and all associated costs. What questions do we have for our city manager? Beyond budgeting, are their relevant policy directives council wishes to consider?

2. **WORKING WELL WITH OUR COMMISSIONS**

Our four commissions play an important role in the governance of our city.

QUESTIONS:

- It is essential that the Council and each commission communicate in a mutually satisfactory way. Recognizing this, how do we proceed?
- What do we need to do to support our commissions?
- Do we have sufficient procedures to make sure the council and the commissions agree upon commission agendas?
- Should council consider any new policies concerning financial reports for commissions?
- Other concerns and suggestions?

Commission Rules

City of Yachats, Oregon

Initially Adopted and Effective March 1, 2005

Amended April11, 2005

Amended April 6, 2008

Amended June 11, 2008
Amended November 1, 2008

Amended January 3, 2012

Amended March 5, 2013

Amended July 4, 2015
Amended August 1, 2018
Amended December 18, 2019

Commission Rules - City of Yachats, Oregon

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Authority and Purpose Statement

The Municipal Code of the City of Yachats provides for the City of Yachats to have the following Commissions:

A: Planning Commission
B: Parks & Commons Commission
C: Public Works & Streets Commission
D: Library Commission

1. Meetings of the Commission

The meetings of the Commissions shall be open to the public.

1.1 Minutes of Meetings

The commission shall make and file with the City a report of all meetings and transactions of the commission for the preceding month. Copies of the minutes recorded at the regular and special meetings of the commission may serve as reports, shall be filed with the City as expediently as possible, and in no case more than thirty (30) days after the meeting of the commission. Each commission shall, in addition, make other reports as may be requested by the Council

2.11 General Format

All official printed minutes of any meetings of all city commissions, boards, and committees shall be fashioned after the minimum as required by State Law with minor additions. Recordings of entire minutes will be kept on file for more detailed references for a period of two years. All minutes shall be published in the City's document library.

2.12 Contents of Minutes

Meeting Particulars. Minutes shall include the date, time and place of all meetings.

Recordings. Agendas shall indicate that all proceedings are being recorded for back-up reference.

Attendance. Minutes shall include the names of all members of the governing body and indicate whether they are present or absent.

Motions. Minutes shall include all motions, proposals, resolutions, ordinances, and measures proposed and their disposition.

Result of Votes. Minutes shall include the result of all votes and the vote of each member by name.

Substance of Topics. Minutes shall include an outline of the substance of the discussion on any matter.

Reference to Documents. Minutes shall include any references to any specific document mentioned in discussion.

Public Participants. Minutes shall include the name of the member of the public who addressed the body.

Emergency Meetings. The minutes shall include, if required, the nature of the emergency for calling an emergency meeting.

Speeches and Statements. Speeches or statements or the exact text of discussions shall not be transcribed verbatim.

2.13 Special Meetings.

The chair shall have the power to convene special meetings.

2.14 Notice of Meetings

All meetings of City Commissions, Committees and Board are public meetings and must be noticed in advance in accordance with Oregon laws.

2.15 Agenda Packets

City staff will make the best effort to post electronic packets to the City's website and the document library before the close of business a week before a commission or committee meeting. An email will be sent to the commission members to let them know that the packets are available for their review.

Packets shall be available at City Hall for public review. Copies may be obtained at the current cost.

2.16 Packet Material

Text exhibits. Packets shall include copies of applications, map locations, and any other pertinent, easily reproducible text exhibits.

Drawings and Reports. Drawings, reports and other materials difficult or expensive to reproduce will be made available in limited quantity at work sessions or scheduled meetings and will be available for inspection at City Hall during regular business hours.

3. Commission Membership

3.1 Membership. Commission members will be appointed by the Mayor with approval of Council. Any person applying for appointment to any commission shall be interviewed by City Council at either a work session or regular meeting. No person shall serve at the same time on more than one commission. All applicants for commission service need to complete a volunteer application on the current form. Commissions should recommend their membership slate for the following year in November so they can be approved by Council in December.

3.2 Attendance. Unless excused by the Chair, any member who has three absences in a twelve month period may be removed from the Commission by City Council action, the position will be declared vacant, and the member will have to reapply to be reconsidered for appointment.

3.3 Elections. The Chair and a Vice-Chair shall be elected by ballot at the **last** meeting of the calendar year, or when a vacancy in either of these offices occurs.

3.4 Officers.

3.41 Duties of the Chair. The Chair is the presiding officer of the meeting. The duties of the Chair are:

* The Chair serves as the liaison between the Commission and the City Manager and Mayor.
* Consult with City staff and together formulate an agenda for the meeting.
* Open the meeting on time and call the meeting to order.
* Announce in proper sequence the business on the agenda
* Recognize participants who are entitled to the floor.
* State the nature of legitimate issues that arise during the meeting, secure consensus on their disposition, and, if a vote is needed, **suggest** the language of the motion. If a motion is out of order or unclear, the Chair should rule it out of order or require clarification. If a motion is in order, the Chair calls for the vote and announces the results of the vote.
* Protect the commission from frivolous or delaying motions by refusing to recognize them.
* Enforce order in respect to discussion, deliberation, and decision making.

* Expedite business in a way compatible with the rights of the members and constituents.
* Decide all questions of order.
* Respond to inquiries of members.
* Declare the meeting adjourned.
* Ensure that reports and recommendations are forwarded to the Council.
* With approval of the commission, delegate an alternate spokesman.
* When appropriate, assist staff with securing the building after a night meeting.

3.42 Duties of the Vice-Chair

The Vice-Chair shall be presiding officer when the Chair is absent or when the Chair wishes to be a stronger, more partisan, participant in deliberation. The Vice-Chair may also assist the Chair as directed by the Chair or Commission.

3.5 Commission Vacancies.

3.51 Procedures and Objectives.

- The City Manager shall retain a working list of all citizens filing an application for service on City commissions, boards, and committees. Applications shall be kept until the person is appointed, becomes ineligible to serve, or withdraws the application.

- The Commission, board or committee shall consider the names of all persons currently on file and any person at the meeting that has expressed an interest in serving on that body.

- Candidates shall be interviewed by the Commission, board or committee to discuss their qualifications and reasons for wanting to serve.

- **Recommendations.** The Commission shall then deliberate and present a recommendation to the Council of qualified candidates for the current vacancy.

- **Prior to an appointment being made, c**andidates and any person at the Council meeting who express a willingness to serve shall be interviewed by City Council at either a work session or regular meeting. Incumbents seeking reappointment are not required to interview.

4. **Use of City Staff.** The Chair shall be the liaison between the Commission, board or committee and City staff. Only the City Manager is authorized to request work/time of City Staff or Contract Resources.

5. Commissions:

5.1 Planning Commission.

5.11 Membership. The Planning Commission shall consist of seven members appointed by the Mayor with the approval of Council.

Pursuant to ORS 227.030, no more than two (2) voting members of the commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.

All commission members must reside in the City.

All commission members must have resided in the City for no less than six months prior to appointment.

The members of the commission shall receive no compensation for their services.

5.12 Terms of Office

Terms of office on the commission shall be four (4) years and shall expire on December 31st of the 4th year.

A member of the commission may be removed by a majority vote of the City Council for cause.

A vacancy shall be filled by the Mayor with the approval of Council for the unexpired portion of the term.

5.13 Powers and Duties.

Shall have the powers and duties provided for by ORS 227.090, other state law, City Charter, comprehensive plan or other city ordinances.

Shall function primarily as a comprehensive planning body proposing policy and legislation to the Council related to the growth and development of the community. In addition to the authority provided in the previous sentence, the commission:

Shall review the comprehensive plan every four (4) years and make recommendations to the council concerning plan amendments which it has determined are necessary based on further study or changed concepts, circumstances, or conditions;

May formulate and recommend legislation to implement the comprehensive plan;

Shall conduct hearings, prepare findings of fact, and take such actions concerning specific land development proposals as required by city ordinance.

Shall perform such other responsibilities and duties as the City Council, from time to time, may delegate by ordinance, resolution or motion.

5.14 Organization

The commission may select a secretary from among its members, who shall serve at the pleasure of the commission or the City Manager shall designate a city staff member to act as secretary. The secretary shall keep accurate records of all proceedings of the commission and shall perform such duties as are requested of the secretary by the commission, this section, or by law.

5.15 Quorum.

Four (4) members of the commission shall constitute a quorum for the transaction of business.

5.2 Parks & Commons Commission

5.21 Membership. The Parks and Commons Commission shall consist of seven (7) members, appointed by the Mayor with consent of the Council.

One member of the commission may reside outside the City limits.

The members of the commission shall receive no compensation for their services.

5.22 Terms of Office.

Terms of office shall be three (3) years and shall expire on December 31st of the third year.

A member of the commission may be removed by a majority vote of the Council without cause.

A vacancy shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term

5.23 <u>Powers and Duties</u>

Formulate rules, regulations and standards for the operation of the City's parks and the Commons building and grounds in a manner which assures security of the City's assets and encourages use by tenants, residents and visitors and recommend them to City Council for adoption;

Establish rental rates for various uses of the Commons; recommends such to City Council for adoption;

Enhance income through promotion or co-promotion of appropriate events;

Work with the Facilities Manager in development and implementation of a marketing program for tenants and special programs;

Plan for the regulation, development and improvement of the City's parks;

Receive gifts, grants, bequests and devises to carry out the purpose of the Commons and parks planning and programming process;

Work with the Facilities Manager in the development of the budget for the Commons. Prepare the annual budget for all City parks and submit to the Budget Officer the budget proposals for the parks and the Commons building for forwarding to the Budget Committee;

Perform such other responsibilities and duties as the City Council, from time to time, may delegate by ordinance, resolution or motion;

Monitor the Village Circulation Plan portion of the Comprehensive Plan relating to trails, including implementation, funding, and signage; and

Serve as liaison between the City and Lincoln County in development of the trail system, shoreline access points, and signage as established in the Village Circulation Plan and the 804 Settlement Agreement.

Serves as the sponsoring Commission for the Trails Committee and the Little Log Church and Museum board.

5.24 Quorum

Four (4) members of the commission shall constitute a quorum for the transaction of business.

5.3 Public Works & Streets Commission

5.31 Membership

The Public Works & Streets Commission shall consist of seven (7) members, appointed by the Mayor with consent of the Council.

One member of the commission may reside outside the City limits.

The members of the commission shall receive no compensation for their services.

5.32 Terms of Office.

Terms of office shall be three (3) years and shall expire on December 31st of the third year.

A member of the commission may be removed by a majority vote of the Council without cause.

A vacancy shall be filled by the Mayor with approval of the Council for the unexpired portion of the term.

5.33 Powers and Duties.

Formulate rules, regulations and standards for the operation and use of the City's public works, recommend such to City Council for adoption.

Plan for future growth, development and improvement of the City's public works.

Advise the City Manager on improvements and maintenance for public works.

Recommend improvements or repairs to the City's streets, culverts, drainage and curbing.

Review all rates and fees including, but not limited to, water, sewer, and system development and report to the City Council by March 1st of each year and recommend any changes in rates, fees, charges or policy.

Review monthly Budget Reports for all Public Works systems including Capital Improvement Projects.

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.

Serve as the City's Public and Traffic Safety Committee as follows:

A. Hear suggestions and complaints from citizens concerning issues of public and traffic safety;
B. Research and develop remedies for public and traffic safety concerns as needed;
C. Recommend public and traffic safety priorities for the City;
D. Review and recommend project application for funding;
E. Serve as liaison between the City and the Oregon Traffic Safety Commission in developing the statewide highway safety program, and in meeting the National Highway Safety Program Standards;
F. Act in an advisory capacity to the Yachats City Council in the implementation of safety activities;
G. Foster public knowledge and support of traffic law enforcement and traffic engineering problems and needs;

Serve as a franchise review committee responsible for initially reviewing, negotiating and recommending to City Council all franchise agreements.

5.34 Quorum

Four (4) members of the commission shall constitute a quorum for the transaction of business.

5.4 Library Commission

5.41 Membership.

The Library Commission shall consist of five (5) members, appointed by the Mayor with consent of Council.

One member of the commission may reside outside the City limits.

The members of the commission shall receive no compensation for their services.

5.42 Terms of Office.

Terms of office shall be three (3) years and shall expire on December 31st of the third year.

A member of the commission may be removed by a majority vote of the Council without cause.

A vacancy shall be filled by the Mayor with the approval of the Council or the unexpired portion of the term.

5.43 Powers and Duties

Operate and manage the Yachats Public Library;

Formulate rules, regulations and standards for the operation of the library;

Receive gifts, grants, bequests and devises to carry out the purpose of the library;

Work with the librarians to prepare and submit to the budget officer an annual budget which will be forwarded to the budget committee

5.44 Quorum

Three (3) members of the commission shall constitute a quorum for the transaction of business.

SUBJECT: **COUNCIL VACANCY**

Council has a vacant position resulting from Councilor Vaaler's resignation. When accepted by Council on 12/16/2021, a vacancy was created beginning at the effective time of the resignation (12 AM, 1/1/2021). Section 32 of the City Charter addresses Council vacancies and includes "A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office."

Yachats Municipal Code gives instruction regarding the filling of a Council vacancy.

Section 1.08.110 Appointment by Council.

A. In filling a vacancy, the council may make such inquiries and interviews as it considers necessary to make the appointment. The appointment must be made at a regular or special council meeting.

B. The council shall use the following procedures in the appointment process:

1. Prior to the appointment, notice shall be posted in three (3) public places, published at least one in a newspaper of general circulation and use of any other available methods prescribed by the Council.

2. Deadline for submitting applications shall be at least two (2) weeks after such notice.

3. Appointment from those applicants by members of the council. The recorder shall announce the results of each ballot and shall record each councilor's vote. An applicant who receives a majority of the votes cast by the remaining council members shall be appointed to the vacant position. If no applicant receives a majority vote on the first ballot, the council shall continue to vote on the two (2) applicants who receive the most votes until an applicant receives a majority of the votes from the councilors voting. (Ord. 253, Add, 06/10/2005)

QUESTION: Does Council wish to immediately determine a process and timetable for advertising and filling the vacancy?

PERHAPS RELEVANT: Council rules includes the statement "In January of each calendar year, the City Council shall hold a public Goal Setting Work Session in conjunction with the appropriate City Department Heads."

PERHAPS HELPFUL:

The previous Council vacancy was created on January 15, 2020 with the acceptance of the resignation of Councilor James Kerti. At that meeting, Council agreed on the questions to appear on the on the application, and a copy of that application follows this memo. Council considered a February 6 application deadline before agreeing to a February 14, 2020 deadline, noting that the printed announcement of the vacancy was to be in the City's February newsletter.

Council chose interview questions at the February 6 Council meeting, and the minutes of that meeting include the selected seven questions, as well as several that were not used. (After the interviews took place, it was agreed by the Council that the question "Are you employed by, have any business, contractual arrangements, or family connections with programs having agreements with the City? Do you serve on any boards or organizations that interact with the City?" would have been better suited for the application form.)

Three applications were received and were included in the packet for the February 19 Council meeting. At that meeting, it was decided to schedule interviews for the following week.

Two interviews took place on February 24, and one candidate answered the same questions by email.

At the start of the March 5 Council meeting, the Council determined that all members were ready to vote, Mary Ellen O'Shaugnessey received three votes, and she was sworn in.

CITY OF YACHATS
APPLICATION FOR VACANT COUNCIL POSITION

An open Council position occurs upon the incumbent's resignation or other circumstance specified under in the Yachats City Charter. A majority of the remaining council shall appoint a successor to the position, who will then serve the remaining term of that position.

Length of Appointment: Remaining term of vacated position: through December 31, 2022

Expected time commitment: 2 council regular session meetings per month;
1 council work sessions per month
- Including meeting materials reading & meeting preparation

Potential Additional Commitments:
- Committee meeting(s) as Council liaison
- Special Meetings – as needed
- Budget Meeting(s) in Spring
- Representation on outside agency boards & committees

Meeting days/times:

City Council:

Regular Sessions:
- 3rd Wednesday of every month at 2:00 p.m.

Work Session followed by Regular Session
- 1st Thursday of every month at 9:30 a.m.

Committee Liaison assignments:

(Dependent upon appointment)

Qualifications for office:
- Registered Oregon voter.
- City of Yachats resident for 12 months prior to taking office.

City Councilor responsibilities:

Ability to become knowledgeable on a wide variety of issues affecting the City. Willingness to consider differing opinions in arriving at a position that will be in the best interests of the city as a whole. Understanding of how the city operates through its City Charter and how the Council functions.

Background / Experience Which Will Be Useful:

Ability to make a decision and to accept the will of the majority of your fellow councilors. Good communication skills. Prior committee membership in a private or public organization. Ability to accept public criticism. Sense of humor.

CITY OF YACHATS
CITY COUNCILOR APPLICATION

NAME:_____ DATE_____

STREET ADDRESS:

MAILING ADDRESS:

EMAIL ADDRESS: HOME PHONE:

Present employment:

May we contact you at work? ☐ No ☐ Yes / Work phone #:

Are you a registered voter? Yes No

How long have you lived in Yachats?

Please attach your answers to the following questions with the application

1. What do you think are the biggest issues facing the City?
2. What is your primary motivation for seeking the vacant Council seat?
3. Please list any previous involvement, such as City Council, Commission member, Committee member, or other community service in Yachats or elsewhere
4. What other experience or education have you had relevant to serving as a Council member?
5. What are your major interests in, or concerns with our Community?
6. What are your major interests in, or concerns with City Departments and/or administration?
7. Do you have any other major interests or concerns?

Applications are due to City Hall by 4 P.M. Friday, February 14, 2020

This information is a matter of public record, and may be published or reproduced.

DATE: January 7, 2021

TO: Leslie Vaaler, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Joint Session with Lincoln County Board of Commissioners

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The Lincoln County Board of Commissioners would once again like to schedule a joint work session with the City Council. The work session, to be held via GoToMeeting, would be held at 5:30 p.m. and continue no later than 6:30 p.m. The following dates are proposed.

March 1st

March 15th

March 22nd

March 29th

The Board requests confirmation of a date as soon as possible.

What topics does the Council wish to be discussed during this joint session?

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 19
RELIEF FOR WATER BILLING FOR NATURAL CAUSE WATER LOSS

OBJECTIVES

To provide an application process for partial credit for water charges resulting from loss as a result of natural causes; define those specific causes; and, establish the procedure by which City Hall Staff will process the applications for credit, based on the criteria to ensure that it is fair and consistent.

CRITERIA AND PROCEDURES

This policy applies only to the uncontrolled loss of municipal treated water at any residence or business as a direct result of natural causes. Relief will be considered for the quantity exceeding the average consumption.

1. The City Recorder will deny relief if it is determined that the property was unoccupied for 5 or more days and the hand valve was not present, not operational, or not used to minimize loss.

2. Any metered water service customer may apply for partial relief of the cost of water lost as a result of the below listed natural causes.

3. The City Recorder will grant relief of fifty percent (50%) of the charges above the applicant's average usage as determined by a review of the previous twelve (12) months' billings.

4. To qualify for such relief the situation shall meet the following criteria:

   a. The excessive loss of water must not be caused by negligence of any party or individual.

   b. The excessive cost of water must be greater than the average of the metered usage of the last twelve (12) billings.

   c. The relief applied for will not exceed two billing cycles.

   d. Only the owner, customer, or agent of record may apply.

   e. Relief will not be granted for any loss that occurs more than one time at the same part of the plumbing where relief was previously granted.

   f. The applicant must provide evidence that the leakage has been satisfactorily remedied and has been inspected by a City employee.

g. The applicant must apply by filing a request for relief with the City Recorder, or designee.

5. For the City of Yachats to provide relief for a loss of water over and above the customers average usage the loss must be caused by one, or more of the following natural events:

   a. Severe Freezing.

   b. Earthquake. Any time that such a natural event shall occur in the immediate vicinity of Yachats earthquake damage is an allowable cause.

   c. Earth slide. Any time an earth slide of size sufficient to cause the breaking or disconnection of plumbing the event is allowable and eligible for relief.

6. The City may forgive sewer charges when there has been an emergency loss of water and it is demonstrated that the lost water did not enter the sewer system.

7. Any decision or action of the City Recorder made or taken pursuant to this policy may be appealed to the council by filing written notice of appeal with the recorder within thirty (30) days following such decision or action. Such notice of appeal shall set forth in reasonable detail the action or decision appealed from the appellant's grounds for reversal or modification thereof. No later than the next regular council meeting following receipt of such notice, the council shall set a time for hearing upon such appeal. The action of the council upon such appeal shall be final.

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 19
RELIEF FOR UTILITY BILLING FOR UNEXPECTED EXCESSIVE USAGE

OBJECTIVES

To provide an application process for partial credit for water charges resulting from unexpected excessive usage; and, establish the procedure by which City Recorder, or designee, will process the applications for credit, based on the criteria to ensure that it is fair and consistent.

CRITERIA AND PROCEDURES

This policy applies to the uncontrolled loss of municipal treated water at any residence or business as a result of unexpected excessive usage. Relief will be considered for the quantity exceeding the average consumption.

1. The City Recorder, or designee, will deny relief if it is determined that the property was unoccupied for 5 or more days and the hand valve was not present, not operational, or not used to minimize loss.

2. Customer must request adjustment within 60 days of being billed by City.

3. Any metered water service customer may apply for partial relief of the cost of water lost as a result of unexpected excessive usage. However, one adjustment every five years per owner of property is allowed. The five year timeframe does not reset due to a change of name on an account without a sale.

4. If it is determined the high usage qualifies for an adjustment, the City Recorder, or designee, will grant relief of up to fifty percent (50%) of the charges above the applicant's average usage as determined by a review of the previous three (3) months' billings.

5. To qualify for such relief the situation shall meet the following criteria:

    a. The excessive loss of water must not be caused by negligence of any party or individual.

    b. The excessive cost of water must be greater than the average of the metered usage of the last three (3) billings.

    c. Only the owner, customer, or agent of record may apply.

    d. Relief will not be granted for any loss that occurs more than one time at the same part of the plumbing where relief was previously granted.

e. The applicant must provide evidence that the leakage has been satisfactorily remedied and has been inspected by a City employee.

f. The applicant must apply by filing a request for relief with the City Recorder, or designee.

6. The City may forgive sewer charges when there has been an unexpected excessive usage of water and it is demonstrated that the lost water did not enter the sewer system.

7. Any decision or action of the City Recorder, or designee, made or taken pursuant to this policy may be appealed to the council by filing written notice of appeal with the recorder within thirty (30) days following such decision or action. Such notice of appeal shall set forth in reasonable detail the action or decision appealed from the appellant's grounds for reversal or modification thereof. No later than the next regular council meeting following receipt of such notice, the council shall set a time for hearing upon such appeal. The action of the council upon such appeal shall be final.

CITY OF YACHATS
RESOLUTION NO. 2021-156
A RESOLUTION APPOINTING THE CITY MANAGER AS THE BUDGET OFFICER PER ORS 294.331

The City of Yachats Resolves as follows:

WHEREAS, The City of Yachats follows the Oregon Local Budget Laws ORS 294 in preparing its budget. ORS 294.331 requires the governing body to designate the one person to act as the Budget Officer.

WHEREAS, The governing body is responsible for designating the person to act as Budget Officer. The Budget Officer shall act under the direction of the executive officer of the municipal corporations, or where no executive officer exists, under the direction of governing body.

WHEREAS, The Budget Officer shall prepare or supervise the preparation of the budget document. The Budget Officer shall prepare or supervise publishing all the notices required by Local Budget Law.

Now, therefore, be it resolved by the CITY OF YACHATS City Council designates the City Manager as the Budget Officer.

This Resolution was Adopted by the CITY OF YACHATS CITY COUNCIL this 7th day of January 2021 and takes effect upon signing by the Mayor.

_____
Leslie Vaaler, Mayor

Attest by:

_____
Shannon Beaucaire, City Manager

CITY OF YACHATS
RESOLUTION NO. 2021-158
A RESOLUTION APPOINTING THE CITY MANAGER/URBAN RENEWAL AGENCY SECRETARY AS THE URBAN RENEWAL AGENCY BUDGET OFFICER PER ORS 294 AND 457

The City of Yachats Resolves as follows:

WHEREAS, The City of Yachats follows the Oregon Local Budget Laws ORS 294 in preparing its budget. ORS 294.331 requires the governing body to designate the one person to act as the Budget Officer. ORS 457 specifies the requirements for the Urban Renewal Agency.

WHEREAS, the governing body is responsible for designating the person to act as Budget Officer. The Budget Officer shall act under the direction of the executive officer of the municipal corporations, or where no executive officer exists, under the direction of governing body.

WHEREAS, The Budget Officer shall prepare or supervise the preparation of the Urban Renewal Agency budget document. The Budget Officer shall prepare or supervise publishing all the notices required by Local Budget Law.

Now, therefore, be it resolved by the CITY OF YACHATS Urban Renewal Agency Board designates the City Manager/Urban Renewal Agency Secretary as the Urban Renewal Agency Budget Officer.

This Resolution was Adopted by the CITY OF YACHATS Urban Renewal Agency Board this 7th day of January 2021 and takes effect upon signing by the Urban Renewal Agency Chair.

_____
Leslie Vaaler, Urban Renewal Agency Chair

Attest by:

_____
Shannon Beaucaire, City Manager/Urban Renewal Agency Secretary

CITY OF YACHATS
RESOLUTION NO. 2021-158
A RESOLUTION APPOINTING THE CITY MANAGER/URBAN RENEWAL AGENCY SECRETARY AS THE URBAN RENEWAL AGENCY BUDGET OFFICER PER ORS 294 AND 457

CITY OF YACHATS
RESOLUTION NO. 2021-160
A RESOLUTION AUTHORIZING THE CITY MANAGER TO CONTRACT AUDIT SERVICES TO REVIEW THE 2020-21 FISCAL YEAR

WHEREAS, the State of Oregon requires an audit for the 2020-21 Fiscal Year; and

WHEREAS, the Council has approved the selection of Hanford & Associates, LLC in response to the RFP for audit services for fiscal year(s) 2017, 2018, 2019, and 2020; and

WHEREAS, the City would like to extend the contract for audit services an additional year;

NOW THEREFORE, The City of Yachats Resolves as follows that the City Manager is authorized to contract with Hanford & Associates, LLC for audit services as outlined in the letter of engagement, for the 2020-21 fiscal year.

Passed and adopted January 7, 2021. This Resolution is effective upon adoption.

CITY OF YACHATS

By: _____
Leslie Vaaler, Mayor

ATTESTED TO BY:

_____
Shannon Beaucaire, City Manager

Yachats Urban Renewal District
Annual Report and Financial Statement
Fiscal Year July 1, 2018 – June 30, 2019

The City of Yachats has an urban renewal agency (Yachats Urban Renewal Agency) that receives property taxes to pay for projects and programs to improve the Urban Renewal District. Each year, urban renewal agencies provide a summary of their finances for public information. This report is in addition to the annual agency budgets, which are adopted after public hearings. The Annual Report & Financial Statement for the Yachats Urban Renewal Agency has been prepared for fiscal year 2020 based on audited financial information and is on file with the City of Yachats and the Yachats Urban Renewal Agency. Additional information is available to all interested persons by contacting Shannon Beaucaire, City Manager//Recording Secretary for the Yachats Urban Renewal Agency, at Yachats City Hall, 501 Highway 101 N, P.O. Box 345, Yachats, Oregon 97498; telephone (541) 547-3565; e-mail *citymanager@yachatsmail.org.*

Urban renewal funds come from a variety of sources but the most common source is through tax increment financing. Tax increment financing is the basic means of financing urban renewal projects in the State of Oregon. Tax increment financing becomes available when an urban renewal plan is adopted. The steps in the tax increment process are:

- When a plan is adopted, total assessed value in the renewal area becomes the "frozen base" of assessed value.
- The Assessor re-calculates the total assessed values in the area each year that the renewal plan is in operation.
- Tax increment revenue is produced when total assessed values exceed the frozen base value. The assessor calls this increase over the frozen base "excess value".
- Under Ballot Measure 50, growth in values comes from new construction, and a maximum 3% growth on existing property
- The tax increment revenue must be spent on activities written into the renewal plan
- The tax increment revenue must be spent inside the urban renewal plan boundary

Though urban renewal is a separate item on property tax statements, local property owners pay the same amount of tax whether or not an urban renewal district is established in their area. Basic property tax rates are fixed and will not change. Ballot Measure 50, which was passed by Oregon voters in 1996, requires urban renewal to be specifically shown on tax statements, but taxes shown on the tax statement to other taxing districts and government bodies are reduced by the same amount.

Fiscal Year 2020 Receipts and Expenditures

During the 2019-2020 fiscal year, the Agency received $374,059 in tax revenue, $66,956 more than budgeted, from tax increment financing and $897 in interest revenue. The Agency had a beginning fund balance of $297,767. Expenditures totaled $240,488 for payments to the City per an intergovernmental agreement. The payment to

the City was used for repayment of the wastewater treatment plant loan and administration and accounting services. $432,235 was carried forward into fiscal year 2020-2021 as a beginning balance.

Impact on Fiscal Year 2020 Tax Collections for Overlapping Taxing Districts

The division of taxes process results in some property taxes, which would otherwise have been received by the overlapping taxing districts, being paid over to the Yachats Urban Renewal Agency. The taxing districts forego a share of the property tax income during the life of an urban renewal plan so that the urban renewal agencies can carry out the activities that increase property values in the long term. The impact on the overlapping taxing districts was $374,059.

Fiscal Year 2021 Budget Receipts and Expenditures

Budget estimates for fiscal year 2021 show that the Urban Renewal Agency expects to receive $364,000 from the division of taxes.

Anticipated 2021 fiscal year expenditures include a payment to the City of Yachats of $95,000 for debt service for the wastewater treatment plant loan, $100,000 for debt service for the South Tank, $220,000 for capital projects, $14,000 for administration and accounting services. $2,800 is budgeted for audit services and legal notices. $350,357 is anticipated to be carried forward into fiscal year 2022 as a beginning balance.

This statement is hereby filed with the City of Yachats on January 7, 2020. Notice of this filing shall be posted and published on February 14 and February 21, 2020. The statement shall be made available to all interested parties.

Shannon Beaucaire
City Manager/Recording Secretary for the Yachats Urban Renewal Agency

December 23, 2020

City Council
City of Yachats
441 Highway 101 North
Yachats, Oregon 97498

Dear Council Members,

We are pleased to confirm our understanding of the services we are providing for the City of Yachats for the fiscal year ending June 30, 2021. We will audit the financial statements of the City of Yachats as of and for the fiscal year ending June 30, 2021. We will also audit the City of Yachats' compliance with Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as a part of this engagement, we will apply limited procedures to the City of Yachats' RSI in accordance with auditing standards generally accepted in the United States of America (GAAS) and Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance of this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis
- Modified Cash Basis Statement of Revenues, Expenditures and Changes in Fund Balances- Budget to Actual – General Fund and Major Special Revenue Funds

We also understand that supplementary information other that RSI will accompany the City of Yachats' basic financial statements. In accordance with GAAS, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole:

- Budgetary Comparison Schedules- Modified Cash Basis- Major Funds other than the General Fund and Special Revenues Funds
- Combining Modified Cash Basis Balance Sheet- Nonmajor Governmental Funds
- Combining Modified Cash Basis Statement of Revenues, Expenditures, and Changes in Fund Balances- Nonmajor Governmental Funds
- Budgetary Comparison Schedules- Modified Cash Basis- Nonmajor Governmental Funds
- Budgetary Comparison Schedules- Modified Cash Basis-Major Enterprise Funds
- Budgetary Comparison Schedules- Modified Cash Basis-Nonmajor Enterprise Funds

Objective
The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additionally supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with GAAS. Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the City of Yachats and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgement and will be based, in part, on our assessment of the risks of the material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

Audit Procedures
Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the City of Yachats and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgement and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as, evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence in inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions. As part of our audit process, we will request written representation from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, and unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention,

and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the City of Yachats' financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and to those charged with governance matters concerning any significant deficiencies or material weakness in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the City of Yachats' compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that the City of Yachats complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will also prepare the financial statements of the City of Yachats in conformity with U.S. generally accepted accounting principles based on the information provided by you.

Teresa Hanford is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Hanford & Associates, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Responsibilities of Management and Those Charged with Governance

As part of our engagements, we may advise you about the appropriate accounting principles and their application; however, the management of the City of Yachats acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information and the representations that accompany them. As such, the management of the City of Yachats is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of the City of Yachats is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are

free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the City of Yachats and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of the City of Yachats is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City of Yachats received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the City of Yachats complies with applicable laws and regulations for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the skill, knowledge, and experience to be responsible and accountable for overseeing financial statement preparation, tax services, and any other non-attest services we perform as part of this engagement, as well as, evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine if necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

Written Report

We expect to issue a written report upon completion of our audit of the City of Yachats' financial statements. Our report will be addressed to the City Council of the City of Yachats. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagements.

Other Matters
We expect to begin our audit on approximately August 1st, 2021 and to issue our report by November 30th, 2021.

It is our policy to keep records related to this engagement for seven years. However, Hanford & Associates, LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Hanford & Associates, LLC shall be free to destroy our records related to this engagement.

Our fee for these services will be $10,000.00 for the audit of the financial statements and compliance to Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State.

Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm's policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the City of Yachats or its officers subsequent to this engagement, which results in the subpoena of documents from Hanford & Associates, LLC and/or requires additional assistance from us to provide information, depositions or testimony, the City of Yachats hereby agrees to compensate Hanford & Associates, LLC at our standard hourly rates for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Hanford & Associates, LLC.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of Washington State. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of

reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service the City of Yachats and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Teresa Hanford, Managing Member
Hanford & Associates, LLC

RESPONSE:

This letter correctly sets forth the understanding of the City of Yachats.

APPROVED:

_____
Governmental Unit Representative
City of Yachats

_____
Date

December 23, 2020

Governing Body
Yachats Urban Renewal District
441 Highway 101 North
Yachats, Oregon 97498

Dear Governing Body:

We are pleased to confirm our understanding of the services we are providing for the Yachats Urban Renewal District for the fiscal year ending June 30, 2021. We will audit the financial statements of the Yachats Urban Renewal District as of and for the fiscal year ending June 30, 2021. We will also audit the Yachats Urban Renewal District's compliance with Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State for that year.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to the Yachats Urban Renewal District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS) and Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis
- Modified Cash Basis Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual

We also understand that supplementary information other than RSI may accompany the Yachats Urban Renewal District's basic financial statements. In accordance with GAAS, we will apply auditing procedures and other additional procedures deemed necessary to any supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole.

Objective
The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of any additional supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with GAAS. Our professional standards as defined by GAAS

require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented in all material respects, and in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the Yachats Urban Renewal District and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

Audit Procedures

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the Yachats Urban Renewal District and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements.

However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Yachats Urban Renewal District financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control.

In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the Yachats Urban Renewal District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that the Yachats Urban Renewal District complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will prepare the financial statements of the Yachats Urban Renewal District in conformity with U.S. generally accepted accounting principles based on information provided by you.

Teresa Hanford is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Hanford & Associates, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Responsibilities of Management and Those Charged with Governance

As part of our engagement, we may advise you about appropriate accounting principles and their application. However, the management of the Yachats Urban Renewal District acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you.

This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of the Yachats Urban Renewal District is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of the Yachats Urban Renewal District is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free

from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Yachats Urban Renewal District and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of the Yachats Urban Renewal District is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Yachats Urban Renewal District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Yachats Urban Renewal District complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the skill, knowledge, and experience to be responsible and accountable for overseeing financial statement preparation, tax services, and any other non-attest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

Written Report

We expect to issue a written report upon completion of our audit of the Yachats Urban Renewal District's financial statements. Our report will be addressed to the Board of the Yachats Urban Renewal District. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

Other Matters
We expect to begin our audit on approximately August 1, 2021 and to issue our report by November 30, 2021.

It is our policy to keep records related to this engagement for seven years. However, Hanford & Associates, LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven- year period Hanford & Associates, LLC shall be free to destroy our records related to this engagement.

Our fee for these services will be $1,750 for the audit of the fiscal year ending June 30, 2021 financial statements and compliance to Minimum Standards of Oregon Municipal Corporations prescribed by the Oregon Secretary of State.

Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm's policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the Yachats Urban Renewal District or its officers subsequent to this engagement, which results in the subpoena of documents from Hanford & Associates, LLC and/or requires additional assistance from us to provide information, depositions or testimony, the Yachats Urban Renewal District hereby agrees to compensate Hanford & Associates, LLC at our standard hourly rates for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Hanford & Associates, LLC.

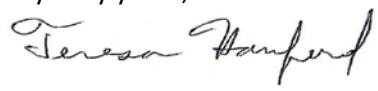
If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of Washington State. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE
ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an

amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to the Yachats Urban Renewal District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Teresa Hanford, Managing Member
Hanford & Associates, LLC

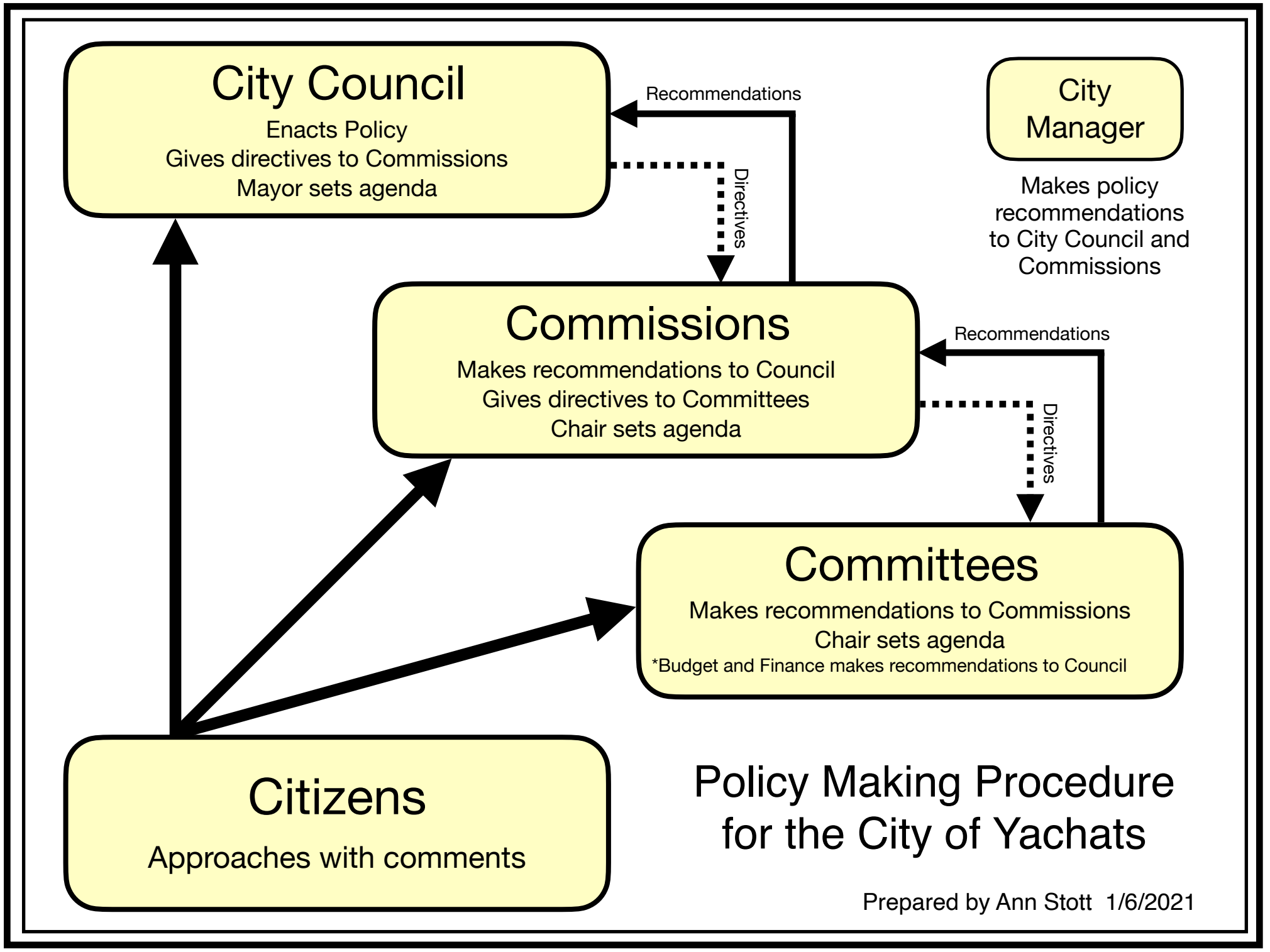
RESPONSE:

This letter correctly sets forth the understanding of the Yachats Urban Renewal District

APPROVED:

_____
Governmental Unit Representative
Yachats Urban Renewal District

_____
Date


City Council
Enacts Policy
Gives directives to Commissions
Mayor sets agenda
Recommendations
Directives
City Manager
Makes policy recommendations to City Council and Commissions
Commissions
Makes recommendations to Council
Gives directives to Committees
Chair sets agenda
Recommendations
Directives
Committees
Makes recommendations to Commissions
Chair sets agenda
*Budget and Finance makes recommendations to Council
Citizens
Approaches with comments
Policy Making Procedure for the City of Yachats
Prepared by Ann Stott 1/6/2021