1. 2:00 P.M. Agenda

Documents:

2023-05-18 City Council Regular Meeting Agenda.pdf

2. Meeting Material

2023-03-Financial-Report-Council

2023-03-Fund-Balances-And-Contract-Exp

2023-03-Financial-Report-General-Fund

2023-03-Financial-Report-Urban-Renewal

Documents:

Budget 23-24 Landscape 23-05-18 V3.Pdf
Jensen Strategies Yachats CM Proposal Revised V2.Pdf
Possible Interim City Manager Interview Questions.pdf
2023-04-06 Council WS-Reg Meeting Summary.pdf
2023-04-19 Council Reg Meeting Summary.pdf
2023-04-11 Planning Summary.pdf
2023-04-18 Planning Summary.pdf
2023-04-11 Meeting Summary Public Works.pdf
2023-04-12 Parks And Commons Meeting Summary.pdf
2023-04-13 Library Meeting Summary.pdf

CITY OF YACHATS
CITY COUNCIL REGULAR MEETING & BUDGET
Yachats OR
Thursday, May 18, 2023, at 2:00 pm
To Be Held IN-Person & Zoom

Join Zoom Meeting
https://us02web.zoom.us/j/83220869053

Meeting ID: 832 2086 9053
One tap mobile
+17193594580,,83220869053# US
+12532050468,,83220869053# US

Regular Council Meeting

I. Announcements, Proclamations, and Correspondence

II. Public Comment - limited to items not on the agenda.
(5-minute limitation per person)

III. New Business
a. FY2023-24 Budget: Status and Overview
b. Council Financial Report Format
c. Community Support/Beautification Process

IV. Old Business
a. Water Sustainability Status and Action Items: Data and Property
b. Resiliency Study Status
c. Commons Engineering Report, Remediation Diesel Tank
d. IGA for 101 Delineators
e. Skate Park Update
f. 2nd Street Schedule, Notices, Traffic Flow
g. Wetlands Inventory Status
h. Ocean View Drive Owner Contact Status
i. Current Year CIP Status: Library, LLCM, Wetlands Bench, Pocket Parks,
j. Status Interim City Manager / Office Continuity
k. Revised Jensen Strategies City Manager Recruitment Proposal

V. Reports
a. City Manager Report
b. Public Works Report

The Yachats City Council meetings are open to the public and interested citizens are invited to attend via Zoom. 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. The meeting are 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. 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

c. Meeting Summary

VI. Other Business

a. From the Mayor
b. From Council
c. From Staff

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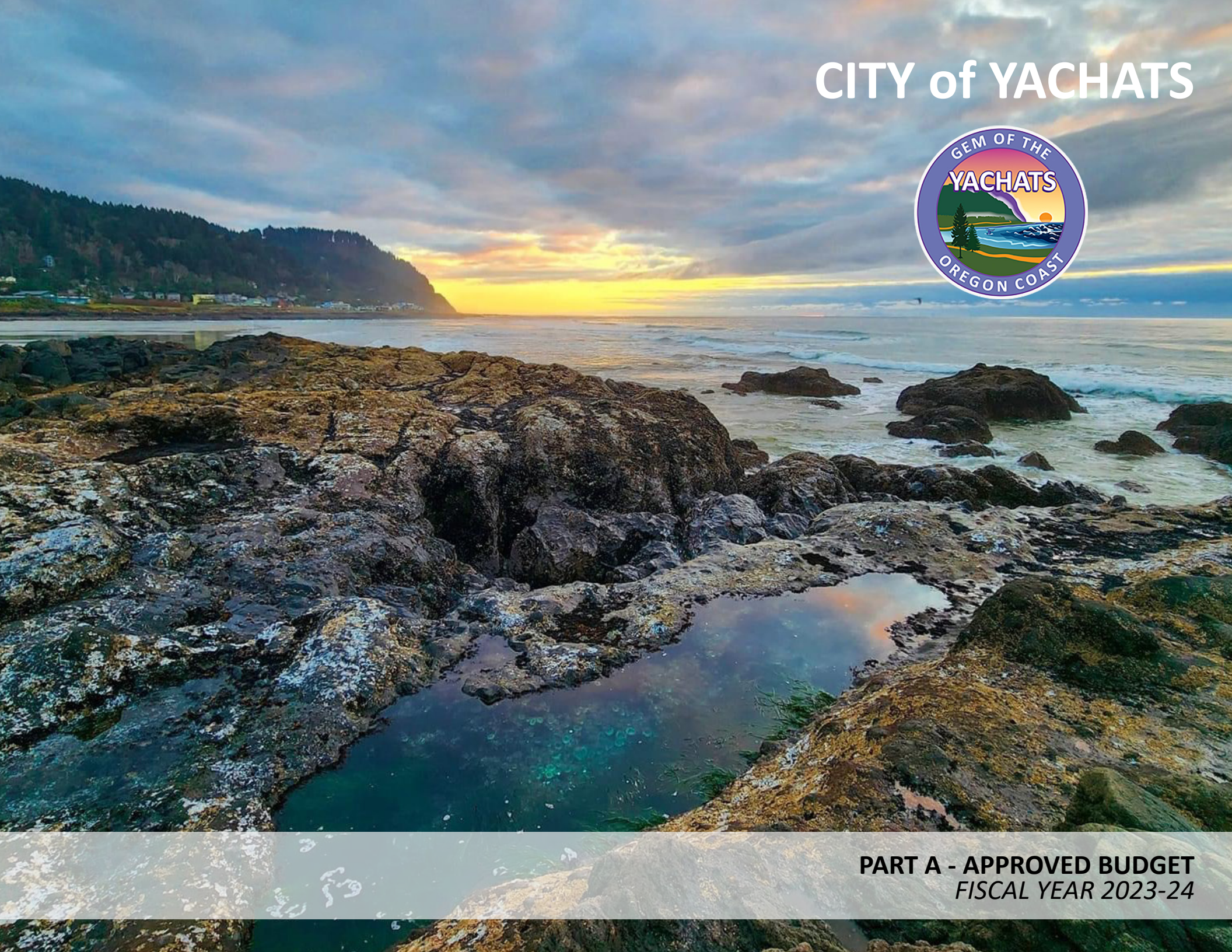

CITY of YACHATS

PART A - APPROVED BUDGET

FISCAL YEAR 2023-24

COVER IMAGE/INTERIOR IMAGES CREDIT:
Yachats Resident, Brenda Jean Lee Young

INTERIOR IMAGES CREDITS:
Greg Scott, Photography
Holly Hamilton, Photography/Drawings
MD Architecture/Library Drawing
Tim Gross, Drawings

City of Yachats Annual Budget

Fiscal Year July 1, 2023 – June 30, 2024

CITY COUNCIL

Craig Berdie, Mayor
Mary Ellen O' Shaughnessy, Council President
Ann Stott , Council Member
Greg Scott, Council Member
Catherine Whitten-Carey, Council Member

BUDGET COMMITTEE – CITIZEN MEMBERS

Brad Webb – Seat A
Don Groth – Seat B
Rick Sant – Seat C
Lance Bloch – Seat D
Tom Lauritzen – Seat E

CITY STAFF

Heide Lambert, *City Manager*
Katherine Guenther, *City Planner*
Kimmie Jackson, *Deputy Recorder*
David Buckwald, *Wastewater Lead*
Rick McClung, *Water Lead*

www.yachatsoregon.org

City of Yachats
APPROVED BUDGET

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This Fiscal Year's Budget Document serves to:

- Present the public with a clear picture of the services the city is providing.
- Provide city government with a financial and operating plan for the upcoming year.
- Communicate the appropriation of funds to deliver the vision of the City Council for the City of Yachats.
- Present financial and organizational operations for each of the city's departments.
- Provide additional information about the city's operations through:
  - The City Manager's Budget Message (Pg. A8-10)
  - Provide insight into Oregon's budget requirements, including an explanation of funds.
  - Explanations of accounts, department and project anticipated expenditures.

PART A - PROPOSED and APPROVED BUDGET

REVENUE: This section provides an overview of the main sources of **Revenue** for the City of Yachats; *ie.* **Current Revenue** by source and major category. (Pg. A12-16)

PERSONNEL: A small municipal staff of less than twelve (12) comprises the city's workforce. As the City of Yachats makes progress in transitioning to a City Manager-led administration, never has staff, their training, focus on service and professionalism, and the manner in which services are provided through- and post-pandemic, been so important. (Pg. A17-20)

ORDINANCE & AMENDMENTS: Urban Renewal Amendment, Budget Revision by Ordinance, Capital Improvement Plan Summary. (Pg. A22-24)

EXPENDITURES: **Expenditures** provide an overview of the major categories of **Expenses, Services, Materials** from General Funds. (Pg. A25-46)

OPERATING & RESERVES: All General Fund departments expenditures. (Pg. A26-45)

PUBLIC WORKS: Enterprise Funds - Operations and Reserves. (Pg. A49-60)

DEBT SERVICE: Debt Service details information on all **Municipal Debts;** Water Revenue Bond, General Obligation or GO Bond, and Loans. (Pg. A61-66)

SDCs and VISITOR AMENITIES: System Development Charges and Visitor Amenity Funds. (Pg. A67-70)

CAPITAL IMPROVEMENT PLAN (CIP)

The Capital Improvement Plan identifies Projects then establishes, prioritizes and appropriates funding. The CIP *process* serves to improve and protect existing structures and systems; develop new projects, and plan for future infrastructure and facilities. While the **CIP** serves as a long-range forecast, it is tracked monthly with City Administration, Public Works Senior Staff and the Finance Committee; reviewed and revised annually. (Pg. A72-82)

PART B - URBAN RENEWAL DISTRICT

About the District, Urban Renewal District Map, Budget Message, Adopted Changes and URA Actual and Forecasted Expenditures. (Pg. B1-12)

BUDGET BREAKDOWN 2023-24

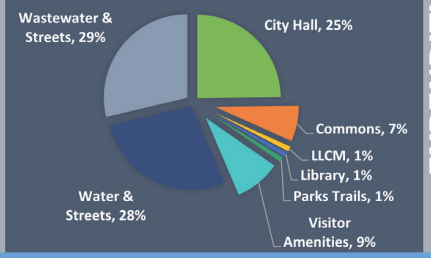
TAXPAYER DOLLAR

$0.28	$0.29	$0.25	$0.07	$0.10	$0.01
WATER	WASTEWATER	ADMIN	COMMONS	FACILITIES	PARKS

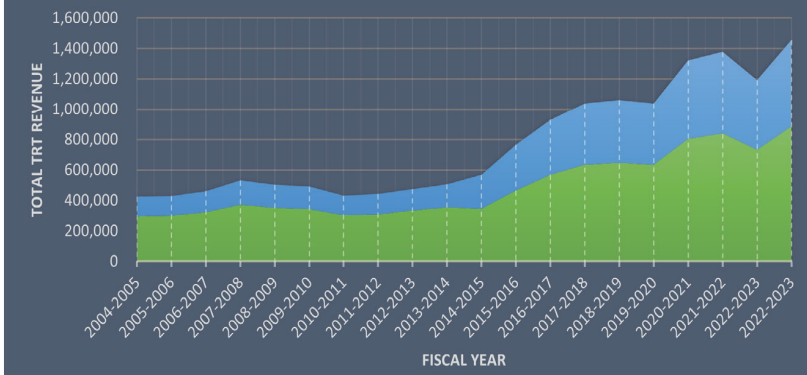
EXPENDITURES

TOTAL BY DEPARTMENT

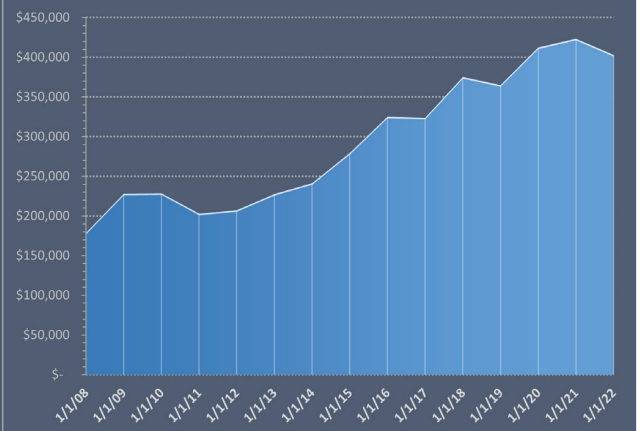
MATERIALS SERVICES PERSONNEL



TRANSIENT RENTAL TAX 2004 to 2023



F&B TAX REVENUE



BY THE NUMBERS

$2,853,794 ALL OPERATIONS

$625,300 ANNUAL DEBT SERVICE

$2,915,071 PROJECTS

$8,267,190 BALANCE ALL FUNDS

PROJECTS and INVESTMENTS

INVESTMENTS IN NEW PROJECTS

- POCKET PARKS
- GREENSPACE
- COMP PLAN
- CENTRAL PARK
- BOARDWALK

INVESTMENTS IN ASSET MANAGEMENT

- LIBRARY
- LITTLE LOG CHURCH
- COMMONS
- CITY HALL
- PAVILIION

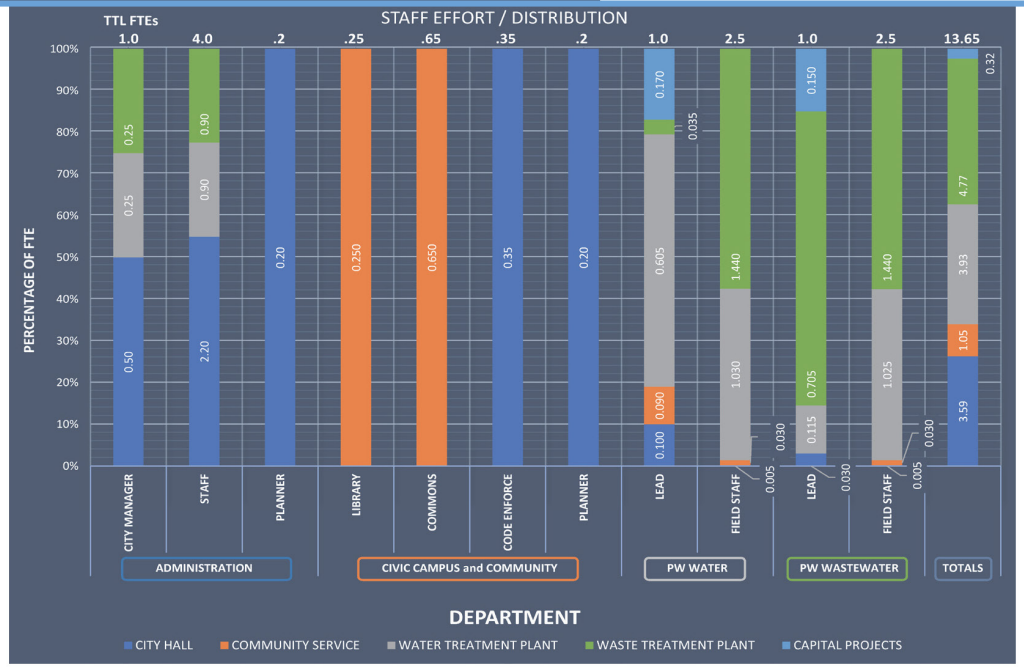
INVESTMENTS IN RESILIENCY

- RESILIENCY MASTERPLAN
- CONTAINER STORAGE
- ALTERNATIVE ENERGY STRAT-EGIES
- CIVIC CAMPUS

INVESTMENTS IN ECONOMIC DEVELOPMENT

- CHAMBER of COMMERCE SUPPORT and INVESTMENT
- COMMONS UPGRADE
- MAIN STREET PROGRAM

STAFF EFFORT / DISTRIBUTION



May 5, 2023

Dear Members of the Yachats Community,

Thank you to the Budget Committee and our City Council for their time and commitment in this first phase of the Budget Cycle - for volunteering to support the City of Yachats ensuring its continued financial well-being. It is my privilege to provide you and the citizens of the City of Yachats with the proposed City Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Oregon Budget Law**,** *Chapter 294* of the Oregon Revised Statutes and the Oregon Budget Manual requires three steps in the Budget Cycle:

Adopted Budget (2022-23) Review - *Step One* includes a review of the current year's spending to report how the City is performing against the Adopted Budget from last year, revised by *Ordinance* in April 2023. Although Administration, City Councilors and financial staff regularly review fiscal reporting, this step is a comprehensive look back at expenditures as presented by the City Budget Officer in its *Proposed* form.

Budget Message - *Step Two* includes delivery of the Budget Message, review of changes in City Administration, a detailed review of the expected results as the ***Current Fiscal Year 2022-23*** concludes, and the ***Proposed Budget for 2023-24***.

Adopt New Budget - *Step Three,* the final step is taken by City Councilors in **June of 2023**. At this time, City Council will adopt, with any further changes, the ***Final 2023-2024 Budget***.

In preparation for the *Proposed* Budget discussions, the Finance Committee and Budget Officer determined that a Supplemental Budget is not required for this cycle and so no supplemental budget will be included in this document. The Finance Committee recommended, and Council approved a transfer of appropriations among categories within funds, as authorized by ***Oregon Budget Authority***.

Major Differences from the Adopted 2022-23 Budget

For City Revenues, the previous budget was conservative in its Transient Rental Tax projections. For the Parks and Trails Fund, no progress was made on expected collections *ie.* the 804 Trail Mitigation ($238K), Grants, ($100K) and Fundraising ($100K) and as such, the Budget Officer has not projected that these amounts will be collected in 2023-24 and are *not* included in the proposed budget as in previous years.

Completing the required job descriptions and bargaining unit classifications took a back seat to resolving several Human Resource issues and BOLI claims* that resulted from the 2021 departure of the previous City Manager and 10 months of interim city management. The City was required to rely on contract resources provided by a third party as a result. The April 2023 Account updates did not require a supplemental budget and transferred appropriations from Personnel Services to Material and Services among several funds.

Note: previous ex-employee or contractor grievance.

Highlights of the Approved 2023-4 Budget

This year's budget document reflects continued effort on behalf of city administration and its advisors to structure a budget through City Hall's staff changes. The budget team has focused on funding municipal services to move projects forward as the City emerges from the long effects of a pandemic, building relocation and the challenges of reversing a less than successful outsourcing of financial services to a quasi-governmental agency. Utilities, roads and services remain at the core of the city's deliverables, and Public Works leadership grounds the effort. The City's PW Leads facilitated the completion of both Water and Wastewater Masterplans, and started preliminary work to implement a Storms Masterplan to review and more effectively manage storm water retention and drainage.

Financial outsourcing, with continued oversight by our rejuvenated Finance Committee, reflected proper aggregation of Municipal Capital Reserve Funds, and together with Heide Lambert, the departing City Manager, delivered careful management of municipal spending. Many of the City's long deferred projects were identified, subjected to engineering review to survey the impact of deferred maintenance resulting in a more detailed Capital Improvement Plan. With increasingly organized administrative processes, the addition of professional staff, greater collaboration with Public Works and more transparency in effort, progress has been made on multiple fronts.

City Leadership and Staffing

The budget process and proposed draft cannot be reported without recognizing that city leadership and staffing continues to reflect the difficulties of transitioning city administration culture from a Mayoral-led local government closely and informally tasking its commissions, to a professional, City-Manager led administration. Yachats' growth, its vacation-destination popularity and financial success stem from well-made past decisions. Commensurate with the city's growth is an increased demand in service levels. Awareness and attention to regulatory requirements and procedure, accountability, safety measures, attention to environmental protections, specifically increased understanding of hazards and risks, and critical administrative oversights were often difficult for a small, volunteer-based administration. These issues were the basis of the rationale for the transition in 2016. It has been difficult and in many ways frustrating given the spirit of volunteerism within the community, the sheer level of energy and commitment of Yachats' citizens and the availability of many talented and vested individuals.

In February 2022, Yachats hired City Manager Heide Lambert after two interim managers served 10 months. Yachats' new City Manager staffed a number of temporary positions through an agency and worked to develop job descriptions and create a new organizational structure for permanent staff. The City contracted with Lane County Council of Governments for Human Resources expertise to ensure alignment with the City's 2022 Labor Agreement with AFSCME. As at today, the City has temporarily hired a Bookkeeper, an Communications Administrator, Commons Coordinator and a Utilities Biller.

The proposed budget is structured to reflect the positions and dollars identified for the City to successfully deliver services and projects in the coming years. Following this message is a headcount that presents city staffing along its journey from 2016 forward. includes outsourcing services for 2019-21 and the difficult, but necessary, decision to return to in-house financial management from 2021 forward.

Capital Projects and Related Capital Expenditures

With the completion of two of the three Master Plans for Public Works, Yachats has a clearly identified roadmap for infrastructure projects for the next five years, and has identified prioritized Public Works projects twenty years out. The Finance Committee has developed a funding plan to provide the dollars, including ARPA funds and Systems Development Reserves to pay for the proposed work. Capital Funds (Reserves) also includes amounts to develop Master Plans for Storm Drains and a Community Masterplan, with re-appropriated dollars to begin development of the Boardwalk Project, a walkway and viewing area covering the distance from the old Landmark site to the State Park viewing platform. The Boardwalk Project is the *next phase* of the recently completed Highway 101 Project, which added sidewalks, parking, underground utilities, and streetlights in the project area.

Yachats has been extremely fortunate to be a destination of choice for visitors during and following the COVID-19 Years. For the year ended June 30, 2022, our Transient Rental Tax (TRT) collections were 25% higher than the last full year before COVID-19. Aggregate TRT revenue exceeded $1.3 million dollars annually for the last two years. Recent TRT collections have indicated that our visitor activity has plateaued in the $1.3 to $1.4 million dollar range, measured each quarter on a trailing 12-month process. Our proposed budget presents total TRT revenue of $1.35 Million, with 61% going to the General Fund and 39% to the Visitor Amenities Fund, in accordance with Oregon Budget requirements.

Also from the effects of the pandemic, inflation continues to impact the supply chain of multiple industries. Our Wastewater Lead, Dave Buckwald, has documented significant increases in consumables and services needed to operate our plants. Vendor costs to rebuild pumps, repair electrical components, generally fix things and locate supply parts, are still escalating. We have increased our budget to reflect the higher costs and will watch these costs closely during the year to contain them as well as we can.

Our labor contract was renegotiated July 1st, 2022 for two years. The City negotiated a one-time step up in hourly rates of 6%, paid a modest premium to change pay dates (minimizing timecard estimates and corrections) and effected a 2023 COLA (Cost of Living Adjustment) of 4%. Yachats' Water and Wastewater rates are indexed to inflation which is expected to increase by 5%. The budget year and the index period are the same, both start July 1, 2023.

Our Urban Renewal Agency (Part B) funds a variety of projects defined in the original formation of the Urban Renewal District in 2005. The Finance Committee recommended an Amendment to the Urban Renewal Plan to the Council; Council approved the amended plan at the April, 2023 Council Meeting. The latest amendment concentrates the available tax increment dollars for Wastewater Projects ensuring that the City does not need to borrow additional dollars to complete the Masterplan Wastewater Projects.

Respectfully submitted,

Heide Lambert
City Manager

REVENUE

FISCAL YEAR 2023-24

2023-2024 Transient Rental Tax Projection

QUARTERLY COLLECTIONS

Trailing 12-Month Collections

	Reporting Months	Paid In	12 Month Collections			
2021	JAN to MAR	APR 2021	$1,011,727			
	APR to JUN	JUL 2021	$1,324,315			
	JUL to SEP	OCT 2021	$1,395,561			
	OCT to DEC	JAN 2022	$1,376,335			
	ANNUALLY					
2022	JAN to MAR	APR 2022	$1,392,399			
	APR to JUN	JUL 2022	$1,378,947			
	JUL to SEP	OCT 2022	$1,398,427			
	OCT to DEC	JAN 2023	$1,408,842			
	ANNUALLY					
2023	JAN to MAR	APR 2023		Currently being reported		
	APR to JUN	JUL 2023		**General Fund, Rounded**	$823,500	61%
	JUL to SEP	OCT 2023		**Visitor Amenities, Rounded**	$526,500	39%
	OCT to DEC	JAN 2024		**Budget Projection:**	$1,350,000	
	ANNUALLY					

2023-2024 Food and Beverage Tax Projection

QUARTERLY COLLECTIONS

	Reporting Months	Paid In	Quarterly Collections	
2021	JAN to MAR	APR 2021	**$46,736**	
	APR to JUN	JUL 2021	**$132,596**	
	JUL to SEP	OCT 2021	**$165,019**	
	OCT to DEC	JAN 2022	**$86,365**	
	ANNUALLY		**$430,716**	
2022	JAN to MAR	APR 2022	**$78,917**	
	APR to JUN	JUL 2022	**$86,430**	
	JUL to SEP	OCT 2022	**$167,778**	FY 22 still missing one quarter for
	OCT to DEC	JAN 2023	**$104,550**	one of the larger restaurants
	ANNUALLY		**$437,675**	
2023	JAN to MAR	APR 2023		Currently being reported
	APR to JUN	JUL 2023		**Budget Projection** **$460,000**
	JUL to SEP	OCT 2023		
	OCT to DEC	JAN 2024		
	ANNUALLY			

Long Term Revenue Plan

February, 2023

		Systems Development Charges (SDC)	Capital Reserves Water	Capital Reserves Sewer	Food & Beverage Tax 2030	Urban Renewal Amendment #2	General Fund Transfers Sustainability	TOTAL
Beginning Fund Balance at July 1, 2022		751,225	1,769,000	1,034,000	0	424,000	0	3,978,225
	2023	75,000	200,000	200,000	0	50,000	500,000	1,025,000
	2024	75,000	202,000	202,000	0	400,000	200,000	1,079,000
	2025	75,000	204,020	204,020	0	400,000	200,000	1,083,040
	2026	75,000	206,060	206,060	0	450,000	200,000	1,137,120
	2027	75,000	208,121	208,121	0	500,000	200,000	1,191,242
	2028	75,000	210,202	210,202	0	550,000	200,000	1,245,404
	2029	75,000	212,304	212,304	0	442,000	200,000	1,141,608
	2030	75,000	214,427	214,427	450,000		200,000	1,153,854
	2031	75,000	216,571	216,571	454,500		200,000	1,162,643
Annual Reserve Replenishment	2032	75,000	218,737	218,737	459,045		200,000	1,171,519
	2033	75,000	220,924	220,924	463,635		200,000	1,180,484
	2034	75,000	223,134	223,134	468,272		200,000	1,189,539
	2034	75,000	225,365	225,365	472,955		200,000	1,198,685
	2036	75,000	227,619	227,619	477,684		200,000	1,207,921
	2037	75,000	229,895	229,895	482,461		200,000	1,217,251
	2038	75,000	232,194	232,194	487,286		200,000	1,226,673
	2039	75,000	234,516	234,516	492,158		200,000	1,236,190
	2040	75,000	236,861	236,861	497,080		200,000	1,245,802
	2041	75,000	239,229	239,229	502,051		200,000	1,255,510
	2042	75,000	241,622	241,622	507,071		200,000	1,265,315
20-Year Total		**2,251,225**	**6,172,801**	**5,437,801**	**6,214,198**	**3,216,000**	**4,300,000**	**27,592,024**

Water Revenues

HISTORY and FORECAST 2019-2023

	WATER Fiscal Year Ending June 30, 2023					VARIANCE				
	6/30/19	6/30/20	6/30/21	6/30/22	6/30/23	2022 vs 2023	%			
JUL	53,411.03	64,391.40	60,138.21	71,804.53	81,834.45	10,029.92	14.0%			
AUG	64,881.44	62,220.21	64,119.22	77,762.14	75,545.58	(2,216.56)	-2.9%		**Forecast**	846,804.62
SEP	64,553.66	63,443.13	64,131.63	70,338.17	74,115.28	3,777.11	5.4%		**for 22-23**	
OCT	54,100.00	51,538.59	57,328.52	63,164.14	75,954.19	12,790.05	20.2%			
NOV	56,803.23	52,142.29	55,035.48	56,897.92	61,793.97	4,896.05	8.6%			
DEC	49,687.07	52,819.38	55,232.94	61,831.93	65,735.77	3,903.84	6.3%		23-24 at 4%	880,676.80
JAN	50,672.59	58,558.14	59,665.16	65,817.40	70,411.98	4,594.58	7.0%		23-24 at 5%	889,144.85
FEB	50,480.40	68,669.39	58,190.83	64,000.00	65,818.54	1,818.54	2.8%		23-24 at 6%	897,612.89
MAR	49,940.11	57,467.51	57,292.78	64,245.74	66,355.61	2,109.87	3.3%		23-24 at 7%	906,080.94
APR	53,029.61	48,865.42	66,780.90	73,414.93	78,847.63	5,432.70	7.4%			
MAY	54,399.95	49,842.59	63,554.80	54,169.26	58,177.79	4,008.53	7.4%		**Budget**	
JUN	48,639.62	55,492.22	69,108.26	67,238.20	72,213.83	4,975.63	7.4%	YTD = 7.4%	**Proposal**	**890,000.00**
TTL	650,598.71	685,450.27	730,578.73	790,684.36	846,804.62	56,120.26	7.1%			

Q1	182,846.13	190,054.74	188,389.06	219,904.84	231,495.31	Budget Estimates
Q2	160,590.30	156,500.26	167,596.94	181,893.99	203,483.93	
Q3	151,093.10	184,695.04	175,148.77	194,063.14	202,586.13	
Q4	156,069.18	154,200.23	199,443.96	194,822.39	209,239.25	
TTL	650,598.71	685,450.27	730,578.73	790,684.36	846,804.62	

Wastewater Revenues

HISTORY and FORECAST 2019-2023

	WASTEWATER Fiscal Year Ending June 30, 2023					VARIANCE 2022 vs 2023	%			
	6/30/19	6/30/20	6/30/21	6/30/22	6/30/23					
JUL	50,631.99	62,950.66	45,632.96	67,543.10	77,054.07	9,510.97	14.1%		**Forecast**	
AUG	62,521.83	60,903.13	61,965.07	73,917.88	73,609.93	(307.95)	-0.4%		**for 22-23**	799,296.79
SEP	62,811.71	61,883.78	63,405.15	66,013.12	69,372.87	3,359.75	5.1%			
OCT	51,984.79	49,445.41	55,952.16	58,577.33	71,215.88	12,638.55	21.6%		23-24 at 4%	831,268.66
NOV	55,162.38	49,968.99	53,443.19	52,938.49	57,662.04	4,723.55	8.9%		23-24 at 5%	839,261.63
DEC	47,381.10	50,026.43	53,784.25	57,064.01	61,385.97	4,321.96	7.6%		23-24 at 6%	847,254.60
JAN	47,538.64	56,939.76	55,422.10	61,552.66	66,003.85	4,451.19	7.2%		23-24 at 7%	855,247.56
FEB	49,007.25	48,906.90	56,033.49	60,000.00	61,418.25	1,418.25	2.4%			
MAR	46,103.22	52,716.74	53,525.92	59,109.47	62,136.15	3,026.68	5.1%			
APR	48,183.52	46,157.87	62,421.75	69,006.66	74,527.19	5,520.53	8.0%			
MAY	50,847.90	47,689.00	60,874.10	51,934.14	56,088.87	4,154.73	8.0%		**Budget**	
JUN	44,167.24	54,440.00	65,264.29	63,723.81	68,821.71	5,097.90	8.0%	YTD = 8.0	**Proposal**	**840,000**
TTL	616,341.57	642,028.67	687,724.43	741,380.67	799,296.79	57,916.12	7.8%			
Q1	175,965.53	185,737.57	171,003.18	207,474.10	220,036.87	Budget Estimates				
Q2	154,528.27	149,440.83	163,179.60	168,579.83	190,263.89					
Q3	142,649.11	158,563.40	164,981.51	180,662.13	189,558.25					
Q4	143,198.66	148,286.87	188,560.14	184,664.61	199,437.78					
TTL	616,341.57	642,028.67	687,724.43	741,380.67	799,296.79					

PERSONNEL

FISCAL YEAR 2023-24

FTE Count Analysis for FY 2023-4
Staffing by Department

	At 7/1/2023	City Hall	Visitor Amenities	Commons	Library	LLCM	Parks & Trails	Streets	Storms	WTP	WWTP	Capital Projects	TOTAL
ADMINISTRATION													
City Manager	1.00	0.50								0.25	0.25		1.00
Deputy City Recorder	1.00	0.50								0.25	0.25		1.00
Clerk III or equivalent	1.00	0.50								0.25	0.25		1.00
Clerk II or equivalent	1.00	0.20								0.40	0.40		1.00
Administrative Assistant	1.00	1.00											1.00
Planner	0.80	0.80											0.80
Code Enforcement (See Commons Coord)	0.35	0.35											0.35
CIVIC CAMPUS													
Part Time Librarian	0.25				0.25								0.25
Commons Coordinator (See Code Enforce)	0.65			0.65									0.65
PUBLIC WORKS													
Water Lead	1.00	0.10			0.02	0.02	0.05	0.05	0.02	0.57		0.17	1.00
Wastewater Lead	1.00	0.03						0.05	0.04	0.07	0.66	0.15	1.00
Field Utility 2	0.00												0.00
Field Utility Journeyman	1.00	0.01	0.02	0.01	0.00	0.00	0.01	0.06	0.04	0.35	0.50		1.00
Field Utility Maintenance Worker w/seniority	1.00		0.01	0.01				0.03	0.03	0.12	0.80		1.00
Field Utility Maintenance Worker new	1.00									0.50	0.50		1.00
Succession Planning with License	1.00									0.50	0.50		1.00
Succession Planning - Entry Level	1.00									0.50	0.50		1.00
	14.05	**3.77**	**0.03**	**0.69**	**0.27**	**0.02**	**0.06**	**0.19**	**0.13**	**3.86**	**4.71**	**0.32**	**14.05**

FTE Count Analysis for FY 2023-4
Staffing - Historical Perspective

	FTE	BUDGETED			CITY HALL							PUBLIC WORKS			PROJECTS
	Budgeted Headcount	Budgeted Costs	7/1/2022 Change	7/1/2023 Change	City Hall	Visitor Amenities	The Commons	Library	LLCM	Parks & Trails	Streets	Storm Drains	Water Operations	Wastewater Operations	Capital Projects
CITY HALL															
City Manager	1.00	95,000	95,000	105,000	52,500	0	0	0	0	0	0	0	26,300	26,300	0
Deputy City Recorder	1.00	58,057	62,146	64,600	38,800	0	0	0	0	0	0	0	12,900	12,900	0
Clerk III or equivalent	1.00	0	0	76,000	38,000								19,000	19,000	0
Clerk II or equivalent	1.00	52,000	55,900	58,100	11,600	0	0	0	0	0	0	0	23,300	23,300	0
Capital Projects Coordinator	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Assistant	1.00	43,680	46,956	48,800	48,800	0	0	0	0	0	0	0	0	0	0
Part Time Librarian	0.25	13,000	13,000	16,000	0	0	0	16,000	0	0	0	0	0	0	0
Planner	0.80	67,200	67,200	58,200	46,560	0	0	0	0	0	0	0	5,820	5,820	0
Commons Coordinator/Code Enforcement	1.00	43,680	43,680	58,100	19,200	0	39,000	0	0	0	0	0	0	0	0
PUBLIC WORKS															
Water Lead	1.00	83,054	89,283	86,330	8,900	0	1,200	1,000	500	3,000	3,000	2,000	51,000	500	15,200
Wastewater Lead	1.00	73,528	79,043	86,300	2,500	400	500	0	0	200	4,000	2,800	6,000	57,000	13,000
Field Utility Journeyman	1.00	51,958	55,855	57,900	500	1,000	300	0	0	500	3,000	2,400	21,500	28,700	0
Field Utility 2	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Field Utility 1	1.00	50,440	54,253	56,400	100	600	300	0	0	200	1,500	1,600	7,000	45,200	0
Field Worker *new*	1.00	0	0	51,900	0	0	0	0	0	0	0	0	25,900	25,900	0
Succession Planning with License	1.00	48,599	52,244	52,400	0	0	0	0	0	0	0	0	26,200	26,200	0
Succession Planning - Entry Level	1.00	40,581	43,624	51,900	0	0	0	0	0	0	0	0	25,900	25,900	0
TOTAL FTE	**14.05**	**720,777**	**758,185**	**927,930**	**267,460**	**2,000**	**41,300**	**17,000**	**500**	**3,900**	**11,500**	**8,800**	**250,820**	**296,720**	**28,200**
Benefits Eligible $	**14.05**	**720,777**	**758,185**	**927,930**	**267,460**	**2,000**	**41,300**	**17,000**	**500**	**3,900**	**11,500**	**8,800**	**250,820**	**296,720**	**28,200**
		Fringe Benefits			28,500	200	4,400	1,800	100	400	1,200	900	26,700	31,600	3,000
		Insurance Benefits			88,300	700	13,600	5,610	200	1,300	3,800	2,900	82,800	97,900	9,300
		Pers System Payments			42,800	300	6,600	2,700	100	600	1,800	1,400	40,100	47,500	4,500
		Total Benefits Cost			**159,600**	**1,200**	**24,600**	**10,100**	**400**	**2,300**	**6,800**	**5,200**	**149,600**	**177,000**	**16,800**
		Percentage			59.67%	60.00%	59.56%	59.41%	80.00%	58.97%	59.13%	59.09%	59.64%	59.65%	59.57%

FTE Analysis for FY 2023-4
Salaries and Benefits

	FTE	BUDGETED			CITY HALL							PUBLIC WORKS			PROJECTS
	Budgeted Headcount	Budgeted Costs	7/1/2022 Change	7/1/2023 Change	City Hall	Visitor Amenities	The Commons	Library	LLCM	Parks & Trails	Streets	Storm Drains	Water Operations	Wastewater Operations	Capital Projects
CITY HALL															
City Manager	1.00	95,000	95,000	105,000	52,500	0	0	0	0	0	0	0	26,300	26,300	0
Deputy City Recorder	1.00	58,057	62,146	64,600	38,800	0	0	0	0	0	0	0	12,900	12,900	0
Clerk III or equivalent	1.00	0	0	76,000	38,000								19,000	19,000	0
Clerk II or equivalent	1.00	52,000	55,900	58,100	11,600	0	0	0	0	0	0	0	23,300	23,300	0
Capital Projects Coordinator	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Assistant	1.00	43,680	46,956	48,800	48,800	0	0	0	0	0	0	0	0	0	0
Part Time Librarian	0.25	13,000	13,000	16,000	0	0	0	16,000	0	0	0	0	0	0	0
Planner	0.80	67,200	67,200	58,200	46,560	0	0	0	0	0	0	0	5,820	5,820	0
Commons Coordinator/Code Enforcement	1.00	43,680	43,680	58,100	19,200	0	39,000	0	0	0	0	0	0	0	0
PUBLIC WORKS															
Water Lead	1.00	83,054	89,283	86,330	8,900	0	1,200	1,000	500	3,000	3,000	2,000	51,000	500	15,200
Wastewater Lead	1.00	73,528	79,043	86,300	2,500	400	500	0	0	200	4,000	2,800	6,000	57,000	13,000
Field Utility Journeyman	1.00	51,958	55,855	57,900	500	1,000	300	0	0	500	3,000	2,400	21,500	28,700	0
Field Utility 2	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Field Utility 1	1.00	50,440	54,253	56,400	100	600	300	0	0	200	1,500	1,600	7,000	45,200	0
Field Worker *new*	1.00	0	0	51,900	0	0	0	0	0	0	0	0	25,900	25,900	0
Succession Planning with License	1.00	48,599	52,244	52,400	0	0	0	0	0	0	0	0	26,200	26,200	0
Succession Planning - Entry Level	1.00	40,581	43,624	51,900	0	0	0	0	0	0	0	0	25,900	25,900	0
TOTAL FTE	**14.05**	**720,777**	**758,185**	**927,930**	**267,460**	**2,000**	**41,300**	**17,000**	**500**	**3,900**	**11,500**	**8,800**	**250,820**	**296,720**	**28,200**
Benefits Eligible $	**14.05**	**720,777**	**758,185**	**927,930**	**267,460**	**2,000**	**41,300**	**17,000**	**500**	**3,900**	**11,500**	**8,800**	**250,820**	**296,720**	**28,200**
		Fringe Benefits			28,500	200	4,400	1,800	100	400	1,200	900	26,700	31,600	3,000
		Insurance Benefits			88,300	700	13,600	5,610	200	1,300	3,800	2,900	82,800	97,900	9,300
		Pers System Payments			42,800	300	6,600	2,700	100	600	1,800	1,400	40,100	47,500	4,500
		Total Benefits Cost			**159,600**	**1,200**	**24,600**	**10,100**	**400**	**2,300**	**6,800**	**5,200**	**149,600**	**177,000**	**16,800**
		Percentage			59.67%	60.00%	59.56%	59.41%	80.00%	58.97%	59.13%	59.09%	59.64%	59.65%	59.57%

ORDINANCE / AMENDMENTS

FISCAL YEAR 2023-24

URBAN RENEWAL DISTRICT - ACTUAL AND FORECASTED PROJECT EXPENDITURES

		Interest Income	Actual & Forecast Revenue	Interest and other Income	City Admin Fee	Materials & Services	Sewer Plant, Pump Stations, Other Improvements	I & I	South Water Tank	Hydrants E'Quake Valve	Street Repair Restore	Storm Drain Imprvmnts	Sidewalks w/curbs 101	Trails	Parks, etc.	FY Totals	Fund Balance
	URD Board Amendment #1		**5,945,725**		**285,899**	**55,631**	**1,535,000**	**266,650**	**1,405,420**	**66,650**	**207,782**	**530,500**	**1,213,000**	**133,350**	**245,843**		**62,003**
Actual	FY 2017		252,253		0	(1,020)	(95,000)		0	0	0	(25,000)	(125,000)	0	0	6,233	68,236
Actual	FY 2018		278,318		0	(1,538)	(95,000)		0	0	0	0	(46,000)	0	0	135,780	204,016
Actual	FY 2019		322,029		(13,000)	(2,277)	(95,000)		(100,000)	0	(10,000)			(8,000)	0	93,752	297,768
Actual	FY 2020		374,955		(13,000)	(7,488)	(95,000)	(25,000)	(100,000)	0	0		0	0	0	134,467	432,235
Actual	FY 2021		419,665		(14,000)	(1,814)	(95,000)	0	(100,000)	(70,000)	0	0	(150,000)	0	0	(11,149)	421,086
Actual	FY 2022		466,840		(15,000)	(1,750)	(95,000)	(50,000)	(100,000)	(12,000)	0	(50,000)	(230,000)	(8,000)	(36,000)	(130,910)	283,209
Estimate & Budget	**FY 2023**		**479,034**	**14,187**	**(16,000)**	**(3,000)**	**(95,000)**	**(25,000)**	**(100,000)**	**(4,000)**	**(13,000)**	**(50,000)**		**(8,000)**	**(20,000)**	**159,221**	**442,430**
	Thru June 30, 2023																
					214,899	**36,744**	**870,000**	**166,650**	**905,420**	**(19,350)**	**184,782**	**405,500**	**662,000**	**109,350**	**189,843**	**3,725,838**	**442,430**
	URD Board Amendment #2					**(18,744)**	**2,022,939**	**(166,650)**	**(305,420)**	**19,350**	**(184,782)**	**(405,500)**	**(662,000)**	**(109,350)**	**(189,843)**	**0**	**442,430**
	Adjustment for Maximum Indebtedness						(175,214)										
	As Amended June 30, 2023																
			3,122,900		**214,899**	**18,000**	**2,717,725**	**0**	**600,000**	**0**	**0**	**0**	**0**	**0**	**0**	**3,550,624**	**442,430**
	FY 2024		535,881	10,000	(36,000)	(3,000)	(400,000)	0	(100,000)	0	0	0	0	0	0	6,881	449,311
	FY 2025		572,729		(36,000)	(3,000)	(400,000)	0	(100,000)	0	0	0	0	0	0	33,729	483,040
	FY 2026		609,577		(36,000)	(3,000)	(450,000)	0	(100,000)	0	0	0	0	0	0	20,577	503,618
	FY 2027		646,425		(36,000)	(3,000)	(500,000)	0	(100,000)	0	0	0	0	0	0	7,425	511,043
	FY 2028		683,273		(36,000)	(3,000)	(550,000)	0	(100,000)	0	0	0	0	0	0	(5,727)	505,316
	FY 2029		75,014		(34,899)	(3,000)	(442,431)	0	(100,000)	0	0	0	0	0	0	(505,316)	0

City of Yachats

Fiscal Year 2022-2023
Appropriation Category Transfers by Resolution
April 6, 2023

Department	FUND	Appropriation Category	Increase (Decrease)	Explanation
City Hall	General	Personnel Services	(170,000)	Contract Exp - $101,000; Insurance - $50,000
		Materials & Services	170,000	Legal Fees - $19,000
Commons	General	Personnel Services	(30,000)	Community Support - $25,000;
		Materials & Services	30,000	Contract Exp - $5,000
Storm Drains	General	Personnel Services	5,000	Parts - ($3,000); OS Services - ($2,000)
		Materials & Services	(5,000)	
Water	Enterprise	Personnel Services	(75,000)	Contract Exp - $60,000; Legal Fees - $15,000
		Materials & Services	75,000	
Wastewater	Enterprise	Personnel Services	(75,000)	Contract Exp - $60,000; Legal Fees - $15,000
		Materials & Services	75,000	

Oregon Budget Law - ORS 294 - allows Intrafund transfers, between Appropriation categories, without a Supplemental Budget or Public Hearing

City of Yachats

Capital Reserves Planning
Impact of 2023-24 CIP Plan

April 5, 2023

Name	Fund & Department	Adopted Budget Ending Balance	Add 2022-23 Carryover	Estimated 2023-24 Starting Balance	New Reserves 2023-24 Plan	CIP Spending 2023-24	Expected 2023-24 Ending Balance	Notes
City Hall	150-1010	114,075	50,000	164,075	0	(50,000)	114,075	
Commons	150-1020	25,449	89,000	114,449	171,500	(245,000)	114,449	General Fund - 70%
					73,500			Visitor Amenities - 30%
LLCM	150-1025	21,077	154,000	175,077	0	(154,000)	21,077	
Library	150-1030	9,782	302,000	311,782	150,000	(258,000)	718,782	Friends Peterson Grant
					265,000			City Match for Ford application
					250,000			Ford Foundation
Parks & Trails	150-1035	425,762	460,000	447,762	0	(60,000)	387,762	
			(438,000)					Grants, Gifts & 804 Settlement Not Rcvd
Streets	150-1040	10,906	88,000	98,906	250,000	(317,281)	31,625	ODOT Grant
Storm Drains	150-1050	40,000	69,022	109,022	0	(59,371)	49,651	
Water	660-1705	1,274,745	454,044	1,728,789	49,044	(1,081,419)	1,320,414	SDC Funds for SCADA - efficiency
					200,000			General Fund - Sustainability
					174,000			ARPA Funds
					250,000			Annual OPS transfer
Wastewater	670-1805	931,998	40,000	971,998	400,000	(690,000)	896,998	Urban Renewal
					215,000			Annual OPS transfer
	Grand Total	**2,853,794**	**1,268,066**	**4,121,860**	**2,448,044**	**(2,915,071)**	**3,654,833**	

OPERATING & RESERVES

FISCAL YEAR 2023-24

GENERAL FUND

The General Fund accounts for the financial resources of the City which are not accounted for by any other fund. Principal sources of revenue are Property Taxes, Licenses and Permits, Franchise Fees, Transient Lodging, Food and Beverage Taxes, and Intergovernmental Revenues. Primary expenditures for this fund include: City Administration, Financial Services, Code Enforcement and Planning; Management, Operations and Maintenance of municipal assets including the Commons, Little Log Church Museum, the Library and municipal parks, internal and external trails.

CITY HALL ADMINISTRATION

Administration provides support for all city functions which includes City Council, City Manager, City Attorney, City Clerk, Information Technology, Facility and Document Security, Elections, Human Resources, Finance, Facilities, and Municipal Court.

The City Manager's office provides coordination and management for the city and is responsible for establishing general administrative practices that govern operations. The City Manager, Deputy Recorder and Planner support and assist the Mayor and City Councilors in their roles as decision makers through policy analysis and review, providing accurate information including guidance in policy and long range planning recommendations.

The role of the City Clerk *(League of Oregon Cities, Municipal Staff Roles)* is critical within the community and in lockstep effort before, during and after City Council actions. The City Deputy Recorder works in conjunction with the City Manager and City Attorney and ensures that any actions are in compliance with all federal, state and local statutes and regulations, and that municipal regulations are internally in alignment. The City Deputy Recorder also serves as the liaison for the public, Commissions and Committees and the City Council, working to provide information that is accurate and timely, following state statute. Yachats' Municipal Court is responsible for processing non-felony offenses within the City, contracting out for Municipal Judicial services on an as needed basis to promote compliance with municipal regulations.

COMMISSIONS, COMMITTEES, and TASKFORCE GROUPS / MUNICIPAL CODE UPDATES

The current commission and committee structure outlined in Yachats' Municipal Code pre-dates the transition to a City Manager-led Administration. The Finance Committee was redefined in 2022 *(see Ordinance 370)* and following this example, staff recognized, in April 2023, the Mayor's recommendation that a policy review/analysis be conducted for council's discussion which would update *Municipal*

Code Titles 2.04 and 2.08. This analysis would review and recommend policy and code language to correctly reflect the change in city administration form, review Commission and Committee structure to better align with staff efforts while also recognizing the commitment of the community to voluntarily participate through Commissions, Committees or Workgroup on behalf of Yachats.

YACHATS' CIVIC FACILITIES

The City of Yachats is fortunate to have ownership and care of several facilities and open spaces: the Commons, serving as the Community Center, the Library, undergoing a substantial renovation and addition, the Little Log Church Museum, also in renovation, the Picnic Pavilion, Skatepark redesign, Playground and City Hall, undergoing security updates and deferred maintenance. All buildings' operations and maintenance fall under General Funds. Please see each of the facilites or park space following, to review their respective Operations and Maintenance Budgets, and/or Capital Improvement Projects for scheduled Capital Expenditures.

VISITOR AMENITIES

The Visitor Amenities Fund receives thirty-nine percent (39%) of the lodging tax received by the City and supports tourism related activities including the Chamber of Commerce and staff. The budget reflects the long, over-due investment that needs to be made not only to the Visitor Center, but also in supporting the programming capacity of the Director.

STREETS and STORM DRAINS

The General Fund budget supports 100% of Street and Storm Drain projects. The remainder of Public Works Infrastructure: Utilities and Streets are supported by Enterprise Funds or revenues through consumers' utilities consumption.

EMERGENCY PREPAREDNESS and RESILIENCY

City Administration, Projects staff, and Volunteers are working to increase community resiliency and reduce community vulnerability recognizing that what draws Yachats' Residents to this location also presents a number of risks including Landslides, Riverine Flooding, Wildfire, Tsunami Events and general power outages. City Administration began the work of developing a Resiliency Masterplan earlier this year, applying for an ODOE Grant, including upgrading facilities to support Emergency Sheltering and Warming Centers. Masterplan funds will be provided through General Funds and grants. Current funding for Conex Containers to hold Emergency Supplies remains appropriated and is pending site(s) review and risk analysis through Cascadia COPES/OSU.

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Supplemental Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	Proposed Budget by Officer	Approved Budget by Budget Committee	Adopted Budget by City Council
$921,273.48	$537,148.51	$668,203.42	$752,876.36	$752,876.36	$752,876.36	100-1010-300101	Beginning Balance	$732,126.36	$732,126.36	
$9,759.38	$2,999.92	$2,500.00	$2,500.00	$34,236.68	$75,000.00	100-1010-301500	Interest Earned	$70,000.00	$70,000.00	
$43,521.64	$44,059.34	$47,500.00	$47,500.00	$42,413.26	$48,000.00	100-1010-304110	Property Tax - Current	$50,000.00	$50,000.00	
$1,192.83	$1,543.33	$1,000.00	$1,000.00	$568.80	$1,000.00	100-1010-304120	Property Tax - Past Due	$1,000.00	$1,000.00	
$10,313.00	$6,791.00	$7,000.00	$7,000.00	$6,432.00	$6,500.00	100-1010-304210	License Business	$6,500.00	$6,500.00	
$27,900.00	$25,390.01	$25,000.00	$25,000.00	$23,650.01	$25,000.00	100-1010-304211	License Vacation Rental	$25,000.00	$25,000.00	
$22,352.09	$23,315.61	$20,000.00	$20,000.00	$18,208.54	$24,000.00	100-1010-304221	Franchise Cable	$24,000.00	$24,000.00	
$3,701.46	$3,640.36	$4,000.00	$4,000.00	$3,562.76	$3,600.00	100-1010-304222	Franchise Telephone	$3,600.00	$3,600.00	
$10,544.14	$16,122.55	$16,000.00	$16,000.00	$12,218.81	$16,000.00	100-1010-304223	Franchise Disposal Services	$16,000.00	$16,000.00	
$53,023.74	$53,314.51	$52,000.00	$52,000.00	$34,597.36	$52,000.00	100-1010-304224	Franchise Electricity	$52,000.00	$52,000.00	
$2,915.00	$1,510.00	$2,000.00	$2,000.00	$2,450.00	$2,500.00	100-1010-304230	Permits/Filing Fee	$2,500.00	$2,500.00	
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	100-1010-304235	Fines or Liens	$0.00	$0.00	
$804,964.76	$840,602.14	$640,000.00	$640,000.00	$496,409.86	$824,000.00	100-1010-304240	Tax - Transient Lodging	$825,000.00	$825,000.00	
$25,933.71	$87,069.05	$187,000.00	$187,000.00	$117,069.05	$117,000.00	100-1010-304481	Grants	$0.00	$0.00	
$609.62	$118,570.18	$1,000.00	$1,000.00	$85.66	$100.00	100-1010-304484	Misc Revenue	$100.00	$100.00	
$5,013.54	$7,936.77	$5,000.00	$5,000.00	$5,533.78	$6,000.00	100-1010-304491	Other Local Resources	$6,000.00	$6,000.00	
$736.09	$688.16	$600.00	$600.00	$472.28	$700.00	100-1010-304610	Tax - State Tobacco	$700.00	$700.00	
$13,840.10	$16,973.64	$16,500.00	$16,500.00	$12,438.38	$18,000.00	100-1010-304620	Tax - State OLCC	$18,000.00	$18,000.00	
$26,929.53	$27,430.16	$20,000.00	$20,000.00	$11,358.86	$24,000.00	100-1010-304622	Tax - Marijuana	$24,000.00	$24,000.00	
$15,061.76	$20,409.06	$16,000.00	$16,000.00	$17,608.01	$23,000.00	100-1010-304630	State Revenue Share	$23,000.00	$23,000.00	
$0.00	$0.00	$0.00	$0.00		$0.00	100-1010-304690	Other State Sources	$0.00	$0.00	
$14,000.00	$15,000.00	$16,000.00	$16,000.00	$8,000.00	$16,000.00	100-1010-304810	Transfer in URD Admin Reimb	$36,000.00	$36,000.00	
$0.00	$200,000.00	$0.00	$0.00		$0.00	100-1010-314872	Transfer in Street Reserves	$0.00	$0.00	
2,013,585.87	**2,050,514.30**	**1,747,303.42**	**1,831,976.36**	**1,600,190.46**	**2,035,276.36**		**REVENUE**	**1,915,526.36**	**1,915,526.36**	**0.00**
$36,966.92	$50,470.66	$47,500.00	$78,500.00	$50,132.04	$78,500.00	100-1010-105101	City Manager	$52,500.00	$52,500.00	
$21,383.02	$35,674.30	$62,400.00	$41,400.00	$24,941.33	$41,400.00	100-1010-105102	Deputy Recorder	$38,800.00	$38,800.00	
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	100-1010-105103	City Clerk 3	$38,000.00	$38,000.00	
$8,953.73	$26,599.95	$11,200.00	$11,200.00	$4,469.74	$7,000.00	100-1010-105104	City Clerk 2	$11,600.00	$11,600.00	
$18,016.09	$0.00	$11,200.00	$0.00	$0.00	$0.00	100-1010-105105	Community Services Coordinator	$0.00	$0.00	
$0.00	$0.00	$53,800.00	$38,800.00	$22,861.98	$38,800.00	100-1010-105108	Planner	$46,560.00	$46,560.00	
$0.00	$0.00	$47,000.00	$0.00	$0.00	$0.00	100-1010-105109	Administrative Assistant	$48,800.00	$48,800.00	
						100-1010-105xxx	Code Enforcement	$19,200.00	$19,200.00	
$5,613.07	$13,010.25	$8,900.00	$8,900.00	$9,686.86	$12,400.00	100-1010-105110	Water Lead	$8,900.00	$8,900.00	
$707.33	$3,263.29	$2,500.00	$2,500.00	$3,248.58	$6,100.00	100-1010-105111	Wastewater Lead	$2,500.00	$2,500.00	
$837.60	$2,326.98	$1,500.00	$1,500.00	$336.19	$400.00	100-1010-105112	Field Utility 2	$0.00	$0.00	
$670.01	$711.10	$500.00	$500.00	$1,070.63	$1,200.00	100-1010-105113	Field Utility 1	$500.00	$500.00	
$401.01	$71.67	$100.00	$100.00	$419.74	$500.00	100-1010-105114	Field Utility	$100.00	$100.00	
$11,145.98	$3,053.98	$28,500.00	$16,252.00	$9,712.31	$16,300.00	100-1010-105140	Fringe Benefits	$28,500.00	$28,500.00	
$20,966.46	$17,660.80	$88,200.00	$33,320.00	$21,730.01	$33,000.00	100-1010-105141	Insurance Benefits	$88,300.00	$88,300.00	
$8,085.84	$18,911.88	$42,800.00	$23,928.00	$13,587.44	$24,000.00	100-1010-105142	Regular PERS System	$42,800.00	$42,800.00	
133,747.06	**171,754.86**	**406,100.00**	**256,900.00**	**162,196.85**	**259,600.00**		**PERSONNEL**	**427,060.00**	**427,060.00**	**0.00**
$1,428.49	$4,271.58	$10,000.00	$10,000.00	$687.17	$1,000.00	100-1010-205209	Emergency Prep & Public Safety	$3,000.00	$3,000.00	
$4,794.77	$5,880.41	$5,000.00	$5,000.00	$2,651.40	$4,000.00	100-1010-205210	Dues & Memberships	$4,000.00	$4,000.00	
$1,160.00	$706.75	$2,000.00	$2,000.00	$0.00	$500.00	100-1010-205213	Board/Comm/Meeting Education, Travel, & Exper	$1,000.00	$1,000.00	
$6,592.32	$10,315.88	$10,000.00	$60,000.00	$59,180.13	$60,000.00	100-1010-205222	Insurance	$12,000.00	$12,000.00	
$10,909.92	$14,890.52	$15,000.00	$15,000.00	$8,492.61	$11,000.00	100-1010-205240	Office Materials & Supplies	$13,000.00	$13,000.00	
$6,021.85	$3,774.85	$5,000.00	$5,000.00	$8,454.96	$5,000.00	100-1010-205241	Computer Equipment and Maint.	$5,000.00	$5,000.00	

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Supplemental Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$5,658.09	$7,512.72	$6,000.00	$6,000.00	$3,209.86	$5,700.00	100-1010-205251	Telephones/Cell Phones/DSL	$6,000.00	$6,000.00	
$6,694.85	$4,852.53	$4,000.00	$4,000.00	$2,111.54	$4,000.00	100-1010-205252	Utilities	$4,000.00	$4,000.00	
$803.85	$2,133.68	$2,000.00	$2,000.00	$1,204.11	$2,000.00	100-1010-205253	Postage	$2,000.00	$2,000.00	
$1,303.00	$939.00	$5,000.00	$5,000.00	$1,291.32	$2,000.00	100-1010-205255	Education and Training	$10,000.00	$10,000.00	
$171,923.15	$99,159.78	$45,000.00	$146,000.00	$63,786.26	$140,000.00	100-1010-205260	Contract Expense (all Professional, IGA & Persona	$48,000.00	$48,000.00	
$6,408.40	$4,750.00	$7,000.00	$7,000.00	$0.00	$7,000.00	100-1010-205261	Auditor	$7,500.00	$7,500.00	
$16,820.00	$14,519.00	$10,000.00	$29,000.00	$15,202.91	$35,000.00	100-1010-205262	Legal Expense	$20,000.00	$20,000.00	
$1,938.22	$5,593.75	$2,500.00	$2,500.00	$8,430.53	$11,000.00	100-1010-205263	Bank Charges/Credit Card Fees	$11,000.00	$11,000.00	
$80.24	$28.00	$1,500.00	$1,500.00	$722.92	$1,000.00	100-1010-205270	Travel	$1,000.00	$1,000.00	
$18,837.92	$28,755.45	$60,000.00	$60,000.00	$32,511.10	$35,000.00	100-1010-205282	Software	$40,000.00	$40,000.00	
$3,462.98	$3,593.82	$4,000.00	$4,000.00	$2,289.36	$2,700.00	100-1010-205311	Equipment Lease and Rental	$3,000.00	$3,000.00	
$6,025.78	$5,699.07	$6,000.00	$6,000.00	$3,440.77	$6,000.00	100-1010-205325	Yard Debris Dumpster	$6,000.00	$6,000.00	
$11,897.90	$3,936.04	$10,000.00	$10,000.00	$6,190.86	$13,000.00	100-1010-205330	Building and Land Maintenance	$10,000.00	$10,000.00	
$4,734.68	$7,915.49	$8,000.00	$8,000.00	$5,049.91	$7,500.00	100-1010-205335	Custodial Support/Supplies	$8,000.00	$8,000.00	
$850.00	$4,255.00	$0.00	$0.00	$840.00	$0.00	100-1010-205421	Parks/Grounds Maintenance	$5,000.00	$5,000.00	
$826.91	$2,482.00	$2,000.00	$2,000.00	$925.00	$2,000.00	100-1010-205422	Advertising\Legal Notice	$2,000.00	$2,000.00	
$35,039.18	-$35,504.35	$50,000.00	$50,000.00	$85,041.06	$85,000.00	100-1010-205439	Comm Support/Beautification	$75,000.00	$75,000.00	
$1,167.67	$5,796.24	$1,000.00	$1,000.00	$1,545.64	$1,600.00	100-1010-205440	Equipment & Furniture	$2,500.00	$2,500.00	
$17,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	100-1010-205445	Rent	$0.00	$0.00	
$502.00	$0.00	$0.00	$0.00	$0.00	$0.00	100-1010-205470	Equipment Repair Maint	$0.00	$0.00	
$0.00	$780.00	$1,000.00	$1,000.00	$360.00	$500.00	100-1010-205474	Mowing	$500.00	$500.00	
$5,587.77	$1,103.91	$0.00	$0.00	-$207.00	$0.00	100-1010-205490	Material and Services	$0.00	$0.00	
$0.00	$0.00	$46,000.00	$46,000.00	$0.00	$0.00	100-1010-208000	Operating Contingency	$27,500.00	$60,000.00	
349,269.94	**208,141.12**	**318,000.00**	**488,000.00**	**313,412.42**	**442,500.00**		**MATERIALS AND SERVICES**	**327,000.00**	**359,500.00**	**0.00**
$1,300.00	$61,000.00	$0.00	$0.00	$0.00	$0.00	100-1010-217121	Transfer out Streets OP	$0.00	$0.00	
							Transfer Out - Storm Drain Ops	$0.00	$10,000.00	
$34,547.00	$33,100.00	$25,000.00	$290,000.00	$12,500.00	$290,000.00	100-1010-217122	Transfer out Library Op/Proj	$25,000.00	$25,000.00	
$6,182.63	$8,750.00	$5,250.00	$5,250.00	$2,625.00	$5,250.00	100-1010-217123	Transfer out LLCM	$5,000.00	$5,000.00	
$57,608.00	$114,000.00	$75,000.00	$75,000.00	$37,500.00	$75,000.00	100-1010-217124	Transfer out Commons Ops/Proj	$242,000.00	$242,000.00	
$97,843.17	$50,000.00	$0.00	$0.00	$0.00	$0.00	100-1010-217127	Transfer out City Hall Res	$0.00	$0.00	
$717.00	$50,000.00	$0.00	$0.00	$0.00	$0.00	100-1010-217128	Transfer to Parks & Trails	$0.00	$0.00	
$60,974.56	$0.00	$0.00	$0.00	$0.00	$0.00	100-1010-217129	Transfer to Visitor Amenities	$0.00	$0.00	
$500,000.00	$0.00	$38,400.00	$38,400.00	$19,200.00	$38,400.00	100-1010-217130	Transfer to Wastewater	$0.00	$0.00	
$0.00	$100,000.00	$4,000.00	$4,000.00	$2,000.00	$4,000.00	100-1010-217131	Interfund Transfer Street Proj	$0.00	$0.00	
$234,248.00	$500,000.00	$188,400.00	$188,400.00	$94,200.00	$188,400.00	100-1010-217134	Transfer to Water/ARPA Project	$374,000.00	$374,000.00	
993,420.36	**916,850.00**	**336,050.00**	**601,050.00**	**168,025.00**	**601,050.00**		**TRANSFERS**	**646,000.00**	**656,000.00**	**0.00**
1,476,437.36	**1,296,745.98**	**1,060,150.00**	**1,345,950.00**	**643,634.27**	**1,303,150.00**		**TOTAL EXPENSES**	**1,400,060.00**	**1,442,560.00**	**0.00**
537,148.51	**753,768.32**	**687,153.42**	**486,026.36**	**956,556.19**	**732,126.36**	100-1010-208500	**RESERVED FOR FUTURE YEARS**	**515,466.36**	**472,966.36**	**0.00**
2,013,585.87	**2,050,514.30**	**1,747,303.42**	**1,831,976.36**	**1,600,190.46**	**2,035,276.36**		**TOTAL REQUIREMENTS**	**1,915,526.36**	**1,915,526.36**	**0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	Proposed Budget by Officer	Approved Budget by Budget Committee	Adopted Budget by City Council
$63,697.15	$0.00	$147,084.75	$147,934.67	$147,934.67	150-1010-300101	Beginning Balance	$183,934.67	$183,934.67	
$9,005.26	$6,634.67	$7,000.00	$20,930.55	$36,000.00	150-1010-301500	Interest Earned	$32,000.00	$32,000.00	
$8,996.68	$91,300.00	$0.00		$0.00	150-1010-304481	Grants	$0.00	$0.00	
$97,843.17	$50,000.00	$0.00		$0.00	150-1010-314861	Transfer in General Fund	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1010-314882	Transfer in General Reserve	$0.00	$0.00	
179,542.26	**147,934.67**	**154,084.75**	**168,865.22**	**183,934.67**		**REVENUE**	**215,934.67**	**215,934.67**	**0.00**
$1,653.84	$0.00	$0.00	$0.00	$0.00	150-1010-105101	City Manager	$0.00	$0.00	
$1,081.32	$0.00	$0.00	$0.00	$0.00	150-1010-105105	Community Services Coordinator	$0.00	$0.00	
$303.89	$0.00	$0.00	$0.00	$0.00	150-1010-105140	Fringe Benefits	$0.00	$0.00	
$697.34	$0.00	$0.00	$0.00	$0.00	150-1010-105141	Insurance Benefits	$0.00	$0.00	
$209.31	$0.00	$0.00	$0.00	$0.00	150-1010-105142	Regular PERS System	$0.00	$0.00	
$0.00	$0.00	$4,000.00	$0.00	$0.00	150-1010-105150	Capitalized Labor	$0.00	$0.00	
3,945.70	**0.00**	**4,000.00**	**0.00**	**0.00**		**PERSONNEL**	**0.00**	**0.00**	**0.00**
$0.00	$0.00	$0.00		$0.00	150-1010-217177	LID payments trans to SDC	$0.00	$0.00	
0.00	**0.00**	**0.00**	**0.00**	**0.00**		**TRANSFERS**	**0.00**	**0.00**	**0.00**
$29,627.27	$0.00	$18,000.00	$0.00	$0.00	150-1010-407941	Capital Outlay - Equipment	$20,000.00	$20,000.00	
$145,969.29	$0.00	$18,000.00	$0.00	$0.00	150-1010-407942	Capital Outlay - Buildings	$30,000.00	$30,000.00	
175,596.56	**0.00**	**36,000.00**	**0.00**	**0.00**		**CAPITAL OUTLAY**	**50,000.00**	**50,000.00**	**0.00**
179,542.26	**0.00**	**40,000.00**	**0.00**	**0.00**		**TOTAL EXPENSES**	**50,000.00**	**50,000.00**	**0.00**
0.00	**147,934.67**	**114,084.75**	**168,865.22**	**183,934.67**	150-1010-208500	**RESERVED FOR FUTURE YEARS**	**165,934.67**	**165,934.67**	**0.00**
179,542.26	**147,934.67**	**154,084.75**	**168,865.22**	**183,934.67**		**TOTAL REQUIREMENTS**	**215,934.67**	**215,934.67**	**0.00**

THE COMMONS

The Yachats Commons serves as the Community Center for Yachats. The building, constructed in the 1930's functioned as a school until 1983, then was purchased in 1990 by the City. It is in the heart of the community but is also the soul of the greater Yachats' region, South Lincoln County, hosting events including dances, meetings, wedding celebrations, exercise classes, plays, musical productions, conferences, seminars, festivals, the youth center and much more. The Budget Officer is recommending funding in 2023-24 that ensures that the management, maintenance and care of the Commons continues. This includes the recommendation that all scheduled repairs and updates reflect commercial code compliance, optimal building performance, and safe building practices in order to best serve the community in its continued operations.

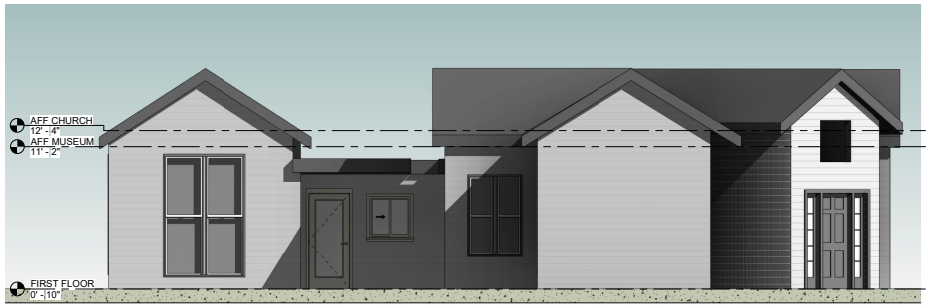
Photo Credit: Yachats News, Quinton Smith

FUNDING

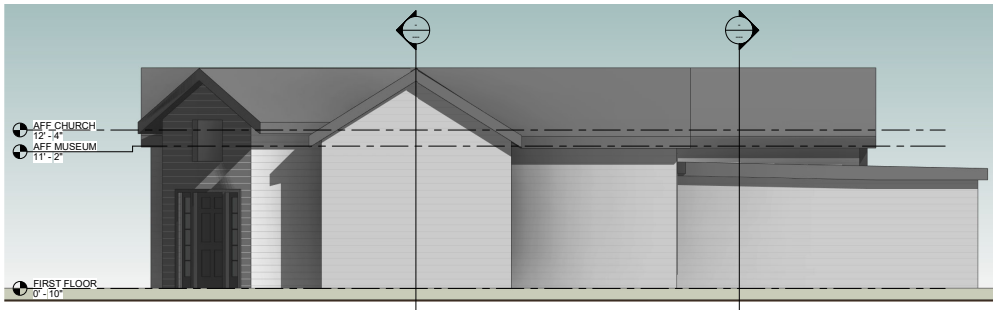
Funding is generated from a combination of the City's restricted "Visitor Amenities Fund" and the "General Fund".

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Supplemental Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	Proposed Budget by Officer	Approved Budget by Budget Committee	Adopted Budget by City Council
$77,910.14	$104,451.04	$150,343.17	$144,615.32	$144,615.32	100-1020-300101	Beginning Balance	$123,665.32	$123,665.32	
$0.00	$0.00	$0.00		$0.00	100-1020-304240	Tax - Transient Lodging	$0.00	$0.00	
$3,634.70	$10,509.00	$9,000.00	$9,470.00	$15,500.00	100-1020-304335	Rents or Fees	$18,000.00	$18,000.00	
$17,800.00	$0.00	$0.00		$0.00	100-1020-304461	Rental Income	$0.00	$0.00	
$120.00	$3,948.00	$2,000.00	$4,524.75	$5,000.00	100-1020-304480	Gifts/Donations	$5,000.00	$5,000.00	
$5,416.05	$0.00	$0.00		$0.00	100-1020-304481	Grants	$0.00	$0.00	
$57,608.00	$114,000.00	$75,000.00	$37,500.00	$75,000.00	100-1020-314861	Transfer in General Fund	$70,000.00	$70,000.00	
$19,203.00	$38,000.00	$25,000.00	$12,500.00	$25,000.00	100-1020-314863	Transfer in Visitor Amenity	$30,000.00	$30,000.00	
181,691.89	**270,908.04**	**261,343.17**	**208,610.07**	**265,115.32**		**REVENUE**	**246,665.32**	**246,665.32**	**0.00**
$12,429.40	$0.00	$0.00	$0.00	$0.00	100-1020-105101	City Manager	$0.00	$0.00	
$7,269.24	$0.00	$0.00	$0.00	$0.00	100-1020-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1020-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1020-105104	City Clerk 2	$0.00	$0.00	
$13,165.45	$0.00	$0.00	$0.00	$0.00	100-1020-105105	Community Service Coordinator	$0.00	$0.00	
$68.50	$998.17	$1,200.00	$0.00	$0.00	100-1020-105110	Water Lead	$1,200.00	$1,200.00	
$86.94	$247.48	$500.00	$490.46	$600.00	100-1020-105111	Wastewater Lead	$500.00	$500.00	
$955.71	$3,692.32	$1,000.00	$0.00	$0.00	100-1020-105112	Field Utility 2	$0.00	$0.00	
$298.46	$562.06	$300.00	$345.95	$550.00	100-1020-105113	Field Utility 1	$300.00	$300.00	
$101.63	$545.72	$300.00	$622.23	$700.00	100-1020-105114	Field Utility	$300.00	$300.00	
$0.00	$0.00	$13,800.00	$0.00	$0.00	100-1020-105115	Commons Coordinator	$39,000.00	$39,000.00	
$4,114.77	$617.11	$1,776.00	$119.32	$200.00	100-1020-105140	Fringe Benefits	$4,400.00	$4,400.00	
$10,327.88	$2,136.63	$5,964.00	$532.97	$600.00	100-1020-105141	Insurance Benefits	$13,600.00	$13,600.00	
$2,844.90	$1,194.78	$2,760.00	$200.23	$300.00	100-1020-105142	Regular PERS System	$6,600.00	$6,600.00	
$0.00	$0.00	$0.00		$0.00	100-1020-105143	PERS Reserve	$0.00	$0.00	
51,662.88	**9,994.27**	**27,600.00**	**2,311.16**	**2,950.00**		**PERSONNEL**	**65,900.00**	**65,900.00**	**0.00**
$4,129.00	$4,332.87	$4,700.00	$0.00	$4,700.00	100-1020-205222	Insurance	$5,000.00	$5,000.00	
$0.00	$360.65	$500.00	$378.37	$500.00	100-1020-205240	Office Materials & Supplies	$600.00	$600.00	
$509.60	$518.45	$150.00	$859.54	$1,500.00	100-1020-205251	Telephones/Cell Phones/DSL	$1,500.00	$1,500.00	
$4,654.51	$6,954.00	$5,000.00	$3,586.52	$7,200.00	100-1020-205252	Utilities	$7,500.00	$7,500.00	
$0.00	$405.03	$5,000.00	$3,712.50	$7,500.00	100-1020-205260	Contract Expense (all Professional, IGA & Personal Svcs)	$7,500.00	$7,500.00	
$85.45	$97.98	$500.00	$995.75	$1,100.00	100-1020-205317	Tools and Small Equipment	$1,200.00	$1,200.00	
$10,975.22	$63,933.86	$45,000.00	$18,696.01	$37,000.00	100-1020-205330	Building and Land Maintenance	$45,000.00	$45,000.00	
$4,047.19	$18,543.41	$20,000.00	$8,242.69	$12,000.00	100-1020-205335	Custodial Support/Supplies	$15,000.00	$15,000.00	
$600.00	$6,597.85	$0.00	$1,240.00	$7,000.00	100-1020-205421	Parks/Grounds Maintenance	$7,000.00	$7,000.00	
		$25,000.00	$22,532.00	$30,000.00	100-1020-205439	Community Support/Beautification	$30,000.00	$30,000.00	
$0.00	$976.00	$1,500.00	$366.00	$0.00	100-1020-205474	Mowing	$0.00	$0.00	
$213.00	$2,901.61	$0.00	$1,583.59	$20,000.00	100-1020-205490	Material and Services	$1,200.00	$1,200.00	
$0.00	$0.00	$7,500.00	$0.00	$0.00	100-1020-208000	Operating Contingency	$15,000.00	$15,000.00	
25,213.97	**105,621.71**	**114,850.00**	**62,192.97**	**128,500.00**		**MATERIALS AND SERVICES**	**136,500.00**	**136,500.00**	**0.00**
$0.00	$10,000.00	$10,000.00	$5,000.00	$10,000.00	100-1020-217126	Transfer out Cap Res	$10,000.00	$10,000.00	
0.00	**10,000.00**	**10,000.00**	**5,000.00**	**10,000.00**		**TRANSFERS**	**10,000.00**	**10,000.00**	**0.00**
76,876.85	**125,615.98**	**152,450.00**	**69,504.13**	**141,450.00**		**TOTAL EXPENSES**	**212,400.00**	**212,400.00**	**0.00**
104,815.04	**145,292.06**	**108,893.17**	**139,105.94**	**123,665.32**	100-1020-208500	**RESERVED FOR FUTURE YEARS**	**34,265.32**	**34,265.32**	**0.00**
181,691.89	**270,908.04**	**261,343.17**	**208,610.07**	**265,115.32**		**TOTAL REQUIREMENTS**	**246,665.32**	**246,665.32**	**0.00**

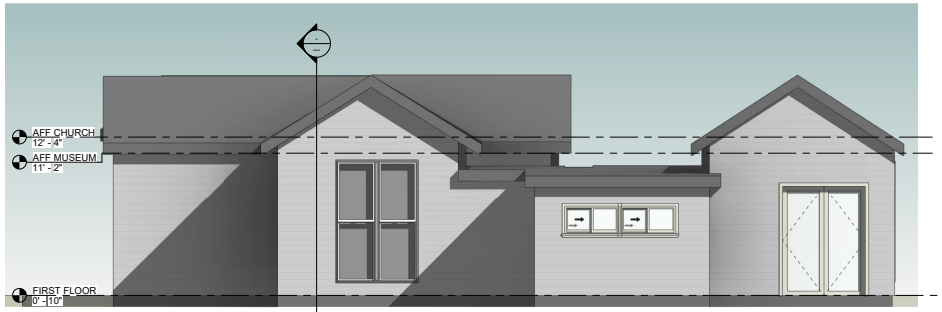
2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	Proposed Budget by Officer	Approved Budget by Budget Committee	Adopted Budget by City Council
$145,449.02	$145,449.02	$155,449.02	$153,467.87	$153,467.87	150-1020-300101	Beginning Balance	$112,467.87	$112,467.87	
						Transfer In - General Fund	$172,000.00	$172,000.00	
						Transfer In - Visitor Amenities	$73,000.00	$73,000.00	
$0.00	$0.00	$0.00		$0.00	150-1020-304481	Grants	$0.00	$0.00	
$0.00	$10,000.00	$10,000.00	$5,000.00	$10,000.00	150-1020-314869	Transfer in Commons Operations	$10,000.00	$10,000.00	
145,449.02	**155,449.02**	**165,449.02**	**158,467.87**	**163,467.87**		**REVENUE**	**367,467.87**	**367,467.87**	**0.00**
$0.00	$0.00	$10,500.00		$0.00	150-1020-105150	Capitalized Labor	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1020-105160	Allocated Labor	$0.00	$0.00	
0.00	**0.00**	**10,500.00**	**0.00**	**0.00**		**PERSONNEL**	**0.00**	**0.00**	**0.00**
$0.00	$1,981.15	$97,500.00	$1,287.47	$51,000.00	150-1020-407922	Capital Outlay - Improvement	$30,000.00	$30,000.00	
$0.00	$0.00	$32,000.00		$0.00	150-1020-407942	Capital Outlay - Buildings	$215,000.00	$215,000.00	
0.00	**1,981.15**	**129,500.00**	**1,287.47**	**51,000.00**		**CAPITAL OUTLAY**	**245,000.00**	**245,000.00**	**0.00**
0.00	**1,981.15**	**140,000.00**	**1,287.47**	**51,000.00**		**TOTAL EXPENSES**	**245,000.00**	**245,000.00**	**0.00**
145,449.02	**153,467.87**	**25,449.02**	**157,180.40**	**112,467.87**	150-1020-208500	**RESERVED FOR FUTURE YEARS**	**122,467.87**	**122,467.87**	**0.00**
145,449.02	**155,449.02**	**165,449.02**	**158,467.87**	**163,467.87**		**TOTAL REQUIREMENTS**	**367,467.87**	**367,467.87**	**0.00**



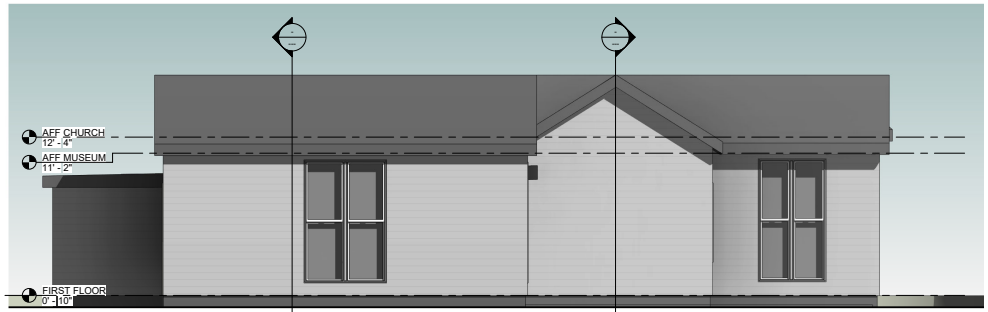
1 EAST ELEVATION
1/4" = 1'-0"



2 NORTH ELEVATION
1/4" = 1'-0"



4 WEST ELEVATION
1/4" = 1'-0"



3 SOUTH ELEVATION
1/4" = 1'-0"

THE LITTLE LOG CHURCH

The Little Log Church 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 the site. It became a museum in 1970 and was deeded to the City of Yachats in 1986 for the community's use. The Little Log Church Museum houses photographs of the area, settler exhibits, and works by current and former residents. The Church has hosted a number of small performance bookings, and the garden supports indoor/outdoor community events. The LLCM receives between 2,000 – 2,500 visitors annually.

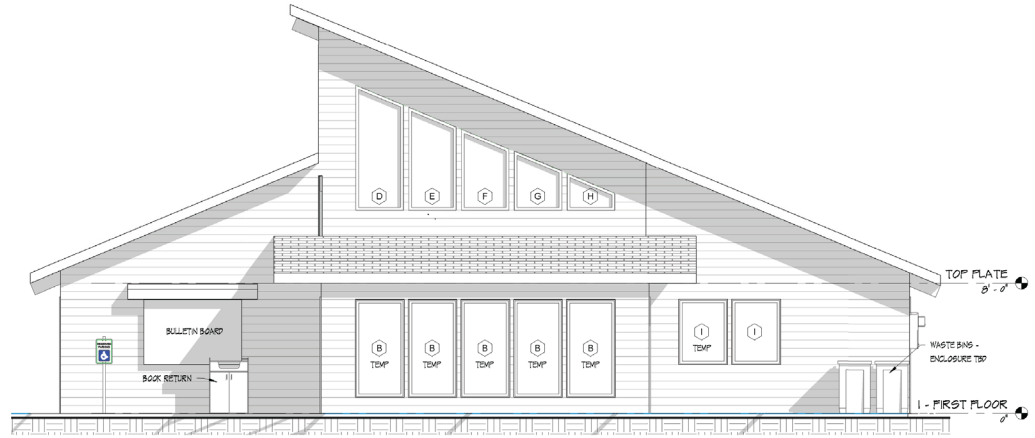
FUNDING

Funding is provided from Visitor Amenities and the General Fund. City Council has approved additional funding for repairing the siding of the Church portion of the building. See Capital Projects. The Budget Officer is recommending funding in 2023-24 that ensures that the management, maintenance and care of the LLCM continues.

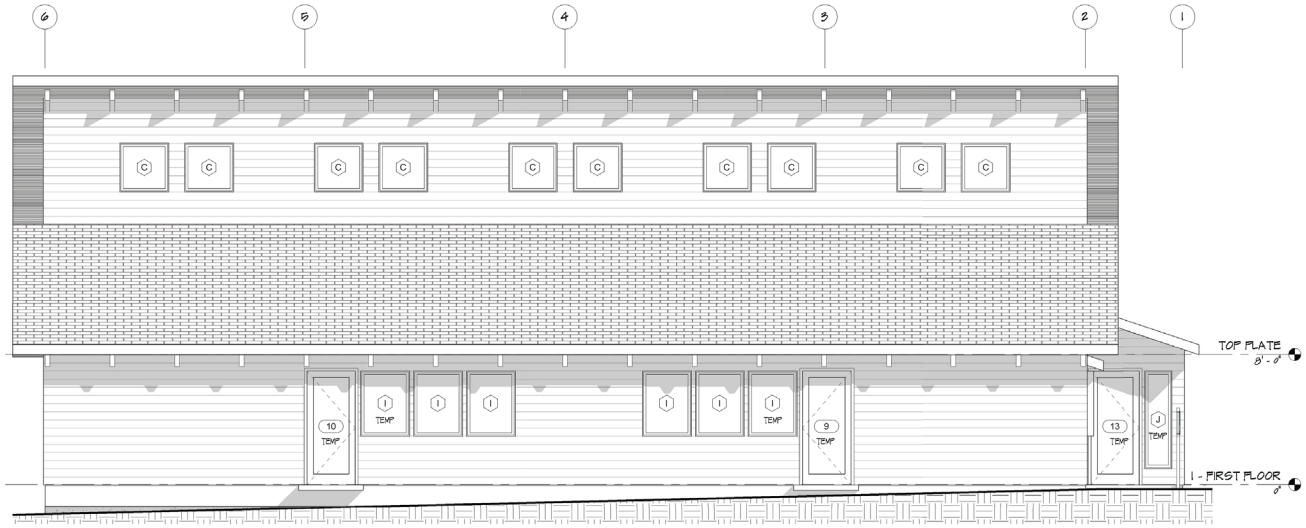
2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$6,721.79	$0.00	$3,272.28	$6,147.71	$6,147.71	100-1025-300101	Beginning Balance	$13,534.71	$13,534.71	
$0.00	$115.00	$0.00	$0.00	$0.00	100-1025-304335	Rents or Fees	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1025-304460	Inventory Sale	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1025-304480	Gifts/Donations	$0.00	$0.00	
$840.44	$0.00	$0.00	$0.00	$0.00	100-1025-304481	Grants	$0.00	$0.00	
$6,182.63	$8,750.00	$5,250.00	$2,625.00	$5,250.00	100-1025-314861	Transfer in General Fund	$5,000.00	$5,000.00	
$10,131.00	$26,250.00	$15,750.00	$7,875.00	$15,750.00	100-1025-314863	Transfer in Visitor Amenity	$15,000.00	$15,000.00	
23,875.86	**35,115.00**	**24,272.28**	**16,647.71**	**27,147.71**		**REVENUE**	**33,534.71**	**33,534.71**	**0.00**
$956.10	$0.00	$0.00	$0.00	$0.00	100-1025-105101	City Manager	$0.00	$0.00	
$559.15	$0.00	$0.00	$0.00	$0.00	100-1025-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1025-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1025-105104	City Clerk 2	$0.00	$0.00	
$6,582.69	$0.00	$0.00	$0.00	$0.00	100-1025-105105	Community Services Coordinator	$0.00	$0.00	
$0.00	$499.08	$500.00	$0.00	$0.00	100-1025-105110	Water Lead	$500.00	$500.00	
$224.61	$0.00	$0.00	$0.00	$0.00	100-1025-105111	Wastewater Lead	$0.00	$0.00	
$319.46	$0.00	$0.00	$0.00	$0.00	100-1025-105112	Field Utility 2	$0.00	$0.00	
$138.13	$24.98	$0.00	$24.98	$100.00	100-1025-105113	Field Utility 1	$0.00	$0.00	
$42.87	$6.06	$0.00	$25.96	$100.00	100-1025-105114	Field Utility	$0.00	$0.00	
$1,001.47	$54.16	$100.00	$5.20	$10.00	100-1025-105140	Fringe Benefits	$100.00	$100.00	
$3,812.65	$162.53	$200.00	$21.09	$67.00	100-1025-105141	Insurance Benefits	$200.00	$200.00	
$520.21	$109.62	$100.00	$7.90	$32.00	100-1025-105142	Regular PERS System	$100.00	$100.00	
14,157.34	**856.43**	**900.00**	**85.13**	**309.00**		**PERSONNEL**	**900.00**	**900.00**	**0.00**
$188.00	$188.00	$200.00	$194.00	$194.00	100-1025-205220	Marketing/Road Sign	$200.00	$200.00	
$2,311.66	$2,304.72	$2,500.00	$0.00	$2,500.00	100-1025-205222	Insurance	$2,700.00	$2,700.00	
$586.29	$531.49	$650.00	$47.92	$60.00	100-1025-205251	Telephones/Cell Phones/DSL	$200.00	$200.00	
$1,491.50	$1,742.25	$1,750.00	$953.87	$1,750.00	100-1025-205252	Utilities	$2,000.00	$2,000.00	
$3,994.27	$18,394.40	$10,000.00	$4,440.28	$8,200.00	100-1025-205330	Building and Land Maintenance	$10,000.00	$10,000.00	
$600.00	$3,765.00	$5,400.00	$600.00	$0.00	100-1025-205421	Parks/Grounds Maintenance	$0.00	$0.00	
$518.00	$888.00	$600.00	$222.00	$600.00	100-1025-205474	Mowing	$600.00	$600.00	
$0.00	$0.00	$0.00		$0.00	100-1025-205475	Tree Removal/Trimming	$0.00	$0.00	
9,689.72	**27,813.86**	**21,100.00**	**6,458.07**	**13,304.00**		**MATERIALS AND SERVICES**	**15,700.00**	**15,700.00**	**0.00**
$0.00	$0.00	$0.00		$0.00	100-1025-217126	Transfer out Cap Res	$0.00	$0.00	
0.00	**0.00**	**0.00**	**0.00**	**0.00**		**TRANSFERS**	**0.00**	**0.00**	**0.00**
23,847.06	**28,670.29**	**22,000.00**	**6,543.20**	**13,613.00**		**TOTAL EXPENSES**	**16,600.00**	**16,600.00**	**0.00**
28.80	**6,444.71**	**2,272.28**	**10,104.51**	**13,534.71**	100-1020-208500	**RESERVED FOR FUTURE YEARS**	**16,934.71**	**16,934.71**	**0.00**
23,875.86	**35,115.00**	**24,272.28**	**16,647.71**	**27,147.71**		**TOTAL REQUIREMENTS**	**33,534.71**	**33,534.71**	**0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$208,077.50	$208,077.50	$208,077.50	$208,077.50	$208,077.50	150-1025-300101	Beginning Balance	$175,077.50	$175,077.50	
$0.00	$0.00	$0.00	$0.00	$0.00	150-1025-314861	Transfer in General Fund	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	150-1025-314863	Transfer in Visitor Amenity	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	150-1025-314864	Transfer in LLCM Operations	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	150-1025-314869	Transfer in Parks & Common	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	150-1025-314882	Transfer in Capital Reserve	$0.00	$0.00	
208,077.50	**208,077.50**	**208,077.50**	**208,077.50**	**208,077.50**		**RESOURCE**	**175,077.50**	**175,077.50**	**0.00**
$0.00	$0.00	$187,000.00	$12,848.00	$33,000.00	150-1025-407942	Capital Outlay - Buildings	$154,000.00	$154,000.00	
0.00	**0.00**	**187,000.00**	**12,848.00**	**33,000.00**		**CAPITAL OUTLAY**	**154,000.00**	**154,000.00**	**0.00**
0.00	**0.00**	**187,000.00**	**12,848.00**	**33,000.00**		**TOTAL EXPENSES**	**154,000.00**	**154,000.00**	**0.00**
208,077.50	**208,077.50**	**21,077.50**	**195,229.50**	**175,077.50**	150-1025-208500	**RESERVED FOR FUTURE YEARS**	**21,077.50**	**21,077.50**	**0.00**
208,077.50	**208,077.50**	**208,077.50**	**208,077.50**	**208,077.50**		**TOTAL REQUIREMENTS**	**175,077.50**	**175,077.50**	**0.00**

A EXTERIOR PERSPECTIVE



B PROPOSED NORTH ELEVATION
1/4" = 1'-0"



C EAST ELEVATION
1/4" = 1'-0"

THE LIBRARY

The Yachats Public Library is primarily a volunteer lending library funded principally by the City of Yachats which also supports a paid quarter-time Head Librarian. The Library provides residents and visitors to the Yachats area with an open, public facility for accessing and sharing both entertainment and information.

FUNDING

The *Friends of the Yachats Library* is an independent, non-profit organization which supports and promotes library service to the Yachats area. This includes raising money to supplement library operations, financing improvements, maintaining facilities, and providing resources for other vital library-related expenses.

The Budget Officer is recommending funding in 2023-24 that ensures that the management, maintenance and care of the Library continues. Funding is provided from the “General Fund”. For additional funding as approved by City Council (March 2023) for the Rehabilitation and Remodel of the Library, see Capital Projects.

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$8,122.08	$28,700.20	$46,407.58	$36,951.55	$36,951.55	100-1030-300101	Beginning Balance	$27,751.55	$27,751.55	
$0.00	$345.00	$500.00	$100.00	$200.00	100-1030-304480	Gifts/Donations	$150.00	$150.00	
$936.15	$0.00	$0.00	$5,000.00	$5,000.00	100-1030-304481	Grants	$5,000.00	$5,000.00	
$1,000.00	$0.00	$1,000.00	$1,000.00	$1,000.00	100-1030-304690	Other State Sources	$1,000.00	$1,000.00	
$34,547.00	$33,100.00	$25,000.00	$12,500.00	$25,000.00	100-1030-314861	Transfer in General Fund	$25,000.00	$25,000.00	
$12,020.00	$0.00	$0.00		$0.00	100-1030-314863	Transfer in Visitor Amenity	$0.00	$0.00	
56,625.23	**62,145.20**	**72,907.58**	**55,551.55**	**68,151.55**		**REVENUE**	**58,901.55**	**58,901.55**	**0.00**
$956.06	$0.00	$0.00	$0.00	$0.00	100-1030-105101	City Manager	$0.00	$0.00	
$559.00	$0.00	$0.00	$0.00	$0.00	100-1030-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1030-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1030-105104	City Clerk 2	$0.00	$0.00	
$6,582.70	$0.00	$0.00	$0.00	$0.00	100-1030-105105	Community Services Coordinator	$0.00	$0.00	
$73.06	$1,217.78	$1,000.00	$0.00	$0.00	100-1030-105110	Water Lead	$0.00	$0.00	
$69.91	$17.68	$0.00	$0.00	$0.00	100-1030-105111	Wastewater Lead	$0.00	$0.00	
$413.62	$0.00	$0.00	$0.00	$0.00	100-1030-105112	Field Utility 2	$0.00	$0.00	
$36.38	$0.00	$0.00	$0.00	$0.00	100-1030-105113	Field Utility 1	$0.00	$0.00	
$11.77	$6.06	$0.00	$0.00	$0.00	100-1030-105114	Field Utility	$0.00	$0.00	
$0.00	$0.00	$13,000.00	$6,079.25	$13,100.00	100-1030-105116	Librarian Part Time	$13,800.00	$13,800.00	
$987.14	$126.81	$1,500.00	$471.14	$1,000.00	100-1030-105140	Fringe Benefits	$1,000.00	$1,000.00	
$4,067.11	$374.33	$4,600.00	$56.85	$100.00	100-1030-105141	Insurance Benefits	$100.00	$100.00	
$519.11	$259.49	$2,200.00	$0.00	$0.00	100-1030-105142	Regular PERS System	$0.00	$0.00	
14,275.86	**2,002.15**	**22,300.00**	**6,607.24**	**14,200.00**		**PERSONNEL**	**14,900.00**	**14,900.00**	**0.00**
$2,680.56	$2,581.29	$2,800.00	$0.00	$3,000.00	100-1030-205222	Insurance	$3,100.00	$3,100.00	
$663.30	$348.86	$1,000.00	$1,742.95	$2,000.00	100-1030-205240	Office Materials & Supplies	$300.00	$300.00	
$1,148.10	$1,169.07	$1,600.00	$862.47	$1,300.00	100-1030-205251	Telephones/Cell Phones/DSL	$1,400.00	$1,400.00	
$1,671.35	$1,876.19	$1,700.00	$1,010.45	$1,500.00	100-1030-205252	Utilities	$1,600.00	$1,600.00	
$0.00	$0.00	$0.00	$745.95	$1,100.00	100-1030-205260	Contract Expense (Prof Svc)	$1,200.00	$1,200.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1030-205262	Legal	$0.00	$0.00	
$0.00	$708.62	$1,000.00	$25.00	$700.00	100-1030-205282	Software	$700.00	$700.00	
$0.00	$0.00	$500.00	$0.00	$200.00	100-1030-205313	Equipment Repair	$300.00	$300.00	
$2,037.79	$1,725.00	$3,000.00	$1,640.00	$2,600.00	100-1030-205330	Building and Land Maintenance	$2,600.00	$2,600.00	
$296.29	$4,335.00	$3,500.00	$2,328.68	$3,500.00	100-1030-205335	Custodial Support/Supplies	$3,700.00	$3,700.00	
$0.00	$45.03	$0.00	$235.76	$300.00	100-1030-205340	Operating Materials & Supplies	$400.00	$400.00	
$4,707.78	$9,569.33	$10,000.00	$6,470.85	$9,700.00	100-1030-205345	Books and Periodicals\Children's Books/Programs	$3,000.00	$3,000.00	
$244.00	$224.00	$300.00	$57.00	$100.00	100-1030-205474	Mowing	$100.00	$100.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1030-205475	Tree Removal/Trimming	$0.00	$0.00	
$200.00	$609.11	$2,500.00	$192.00	$200.00	100-1030-205490	Material and Services	$300.00	$300.00	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1030-208000	Operating Contingency	$0.00	$0.00	
13,649.17	**23,191.50**	**27,900.00**	**15,311.11**	**26,200.00**		**MATERIALS AND SERVICES**	**18,700.00**	**18,700.00**	**0.00**
$0.00	$0.00	$0.00	$0.00	$0.00	100-1030-217126	Transfer out Cap Res	$0.00	$0.00	
0.00	**0.00**	**0.00**	**0.00**	**0.00**		**TRANSFERS**	**0.00**	**0.00**	**0.00**
27,925.03	**25,193.65**	**50,200.00**	**21,918.35**	**40,400.00**		**TOTAL EXPENSES**	**33,600.00**	**33,600.00**	**0.00**
28,700.20	**36,951.55**	**22,707.58**	**33,633.20**	**27,751.55**	100-1020-208500	**RESERVED FOR FUTURE YEARS**	**25,301.55**	**25,301.55**	**0.00**
56,625.23	**62,145.20**	**72,907.58**	**55,551.55**	**68,151.55**		**TOTAL REQUIREMENTS**	**58,901.55**	**58,901.55**	**0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$156,638.40	$141,781.50	$97,781.50	$129,369.60	$129,369.60	150-1030-300101	Beginning Balance	$358,369.60	$358,369.60	
$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	150-1030-300105	Beginning Balance-Hall Bequest	$150,000.00	$150,000.00	
$0.00	$0.00	$100,000.00	$0.00	$0.00	150-1030-304480	Gifts/Donations	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	150-1030-304481	Grants	$400,000.00	$400,000.00	
$0.00	$0.00	$0.00	$0.00	$265,000.00	150-1030-314861	Transfer in General Fund	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	150-1030-314870	Transfer in Library Oper.	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	150-1030-314873	Transfer in Library Reserve	$0.00	$0.00	
306,638.40	**291,781.50**	**347,781.50**	**279,369.60**	**544,369.60**		**REVENUE**	**908,369.60**	**908,369.60**	**0.00**
$0.00	$0.00	$26,000.00	$0.00	$0.00	150-1030-105150	Capitalized Labor	$0.00	$0.00	
0.00	**0.00**	**26,000.00**	**0.00**	**0.00**		**PERSONNEL**	**0.00**	**0.00**	**0.00**
$14,856.90	$12,411.90	$312,000.00	$17,229.44	$36,000.00	150-1030-407942	Capital Outlay - Buildings	$258,000.00	$258,000.00	
14,856.90	**12,411.90**	**312,000.00**	**17,229.44**	**36,000.00**		**CAPITAL OUTLAY**	**258,000.00**	**258,000.00**	**0.00**
14,856.90	**12,411.90**	**338,000.00**	**17,229.44**	**36,000.00**		**TOTAL EXPENSES**	**258,000.00**	**258,000.00**	**0.00**
291,781.50	**279,369.60**	**9,781.50**	**262,140.16**	**508,369.60**	150-1030-208500	**RESERVED FOR FUTURE YEARS**	**650,369.60**	**650,369.60**	**0.00**
306,638.40	**291,781.50**	**347,781.50**	**279,369.60**	**544,369.60**		**TOTAL REQUIREMENTS**	**908,369.60**	**908,369.60**	**0.00**

TRAILS, PICNIC PAVILION, WETLANDS, GREENSPACE, POCKET PARKS, INTERNAL BOARDWALK, SKATEPARK

Funding is provided by Visitor Amenities. See Capital Improvement Projects.

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$16,879.00	$0.00	$24,102.80	$17,677.94	$17,677.94	100-1035-300101	Beginning Balance	$27,446.14	$27,446.14	
$0.00	$0.00	$0.00		$0.00	100-1035-304335	Rents or Fees	$0.00	$0.00	
$154.18	$0.00	$0.00		$0.00	100-1035-304481	Grants	$0.00	$0.00	
$1,838.31	$0.00	$0.00		$0.00	100-1035-314861	Transfer in General Fund	$0.00	$0.00	
$2,151.00	$40,000.00	$25,000.00	$12,500.00	$25,000.00	100-1035-314863	Transfer in Visitor Amenity	$15,000.00	$15,000.00	
21,022.49	**40,000.00**	**49,102.80**	**30,177.94**	**42,677.94**		**REVENUE**	**42,446.14**	**42,446.14**	**0.00**
$0.00	$0.00	$0.00		$0.00	100-1035-105101	City Manager	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1035-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1035-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1035-105104	City Clerk 2	$0.00	$0.00	
$978.60	$2,235.91	$3,000.00		$0.00	100-1035-105110	Water Lead	$3,000.00	$3,000.00	
$380.20	$123.75	$200.00	$148.12	$200.00	100-1035-105111	Wastewater Lead	$200.00	$200.00	
$2,405.63	$741.56	$800.00	$61.80	$61.80	100-1035-105112	Field Utility 2	$0.00	$0.00	
$745.68	$362.21	$500.00	$224.71	$400.00	100-1035-105113	Field Utility 1	$500.00	$500.00	
$218.57	$97.02	$200.00	$337.51	$400.00	100-1035-105114	Field Utility	$200.00	$200.00	
$521.26	$363.40	$500.00	$63.41	$100.00	100-1035-105140	Fringe Benefits	$400.00	$400.00	
$2,219.59	$1,211.52	$1,600.00	$285.97	$350.00	100-1035-105141	Insurance Benefits	$1,300.00	$1,300.00	
$869.03	$715.53	$800.00	$110.48	$160.00	100-1035-105142	Regular PERS System	$600.00	$600.00	
8,338.56	**5,850.90**	**7,600.00**	**1,232.00**	**1,671.80**		**PERSONNEL**	**6,200.00**	**6,200.00**	**0.00**
$0.00	$0.00	$500.00	$0.00	$0.00	100-1035-205210	Dues & Memberships	$0.00	$0.00	
$0.00	$81.09	$0.00	$60.00	$60.00	100-1035-205214	Marketing	$0.00	$0.00	
$0.00	$1,198.45	$1,300.00	$0.00	$1,300.00	100-1035-205222	Insurance	$1,400.00	$1,400.00	
$689.88	$2,004.86	$6,500.00	$2,715.67	$5,000.00	100-1035-205224	Trails Maintenance/Supplies/Services	$5,000.00	$5,000.00	
$2,471.88	$57.59	$1,500.00	$1,580.66	$1,600.00	100-1035-205230	Printing (Maps & Signs)	$3,000.00	$3,000.00	
$0.00	$164.31	$200.00	$67.71	$100.00	100-1035-205252	Utilities	$200.00	$200.00	
					100-1035-205255	Education and Training	$600.00	$600.00	
$0.00	$0.00	$0.00		$0.00	100-1035-205260	Contract Expense (Prof Svc)	$0.00	$0.00	
$0.00	$195.60	$500.00	$625.76	$700.00	100-1035-205270	Travel	$2,000.00	$2,000.00	
$275.96	$656.80	$700.00	$271.64	$300.00	100-1035-205317	Tools and Small Equipment	$750.00	$750.00	
$1,448.46	$1,545.78	$0.00		$0.00	100-1035-205330	Building and Land Maintenance	$0.00	$0.00	
$2,407.18	$3,578.08	$3,000.00	$1,620.22	$2,400.00	100-1035-205421	Parks/Grounds Maintenance	$5,000.00	$5,000.00	
$263.48	$0.00	$0.00		$0.00	100-1035-205440	Equipment & Furniture	$0.00	$0.00	
$3,179.70	$4,388.00	$4,000.00	$1,665.00	$2,000.00	100-1035-205474	Mowing	$3,000.00	$3,000.00	
$900.00	$1,200.00	$1,000.00	$0.00	$0.00	100-1035-205475	Tree Removal/Trimming	$1,000.00	$1,000.00	
$1,047.39	$1,400.60	$0.00	$80.00	$100.00	100-1035-205490	Material and Services	$0.00	$0.00	
					100-1035-208000	Operating Contingency	$3,000.00	$3,000.00	
12,683.93	**16,471.16**	**19,200.00**	**8,686.66**	**13,560.00**		**MATERIALS AND SERVICES**	**24,950.00**	**24,950.00**	**0.00**
21,022.49	**22,322.06**	**26,800.00**	**9,918.66**	**15,231.80**		**TOTAL EXPENSES**	**31,150.00**	**31,150.00**	**0.00**
0.00	**17,677.94**	**22,302.80**	**20,259.28**	**27,446.14**	100-1020-208500	**RESERVED FOR FUTURE YEARS**	**11,296.14**	**11,296.14**	**0.00**
21,022.49	**40,000.00**	**49,102.80**	**30,177.94**	**42,677.94**		**TOTAL REQUIREMENTS**	**42,446.14**	**42,446.14**	**0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	Proposed Budget by Officer	Approved Budget by Budget Committee	Adopted Budget by City Council
$153,485.55	$135,155.55	$153,761.81	$219,406.52	$219,406.52	150-1035-300101	Beginning Balance	$517,406.52	$517,406.52	
$0.00	$0.00	$0.00		$0.00	150-1035-304240	Tax - Transient Lodging	$0.00	$0.00	
$0.00	$0.00	$100,000.00		$0.00	150-1035-304480	Gifts/Donations	$0.00	$0.00	
$0.00	$0.00	$100,000.00		$0.00	150-1035-304481	Grants	$0.00	$0.00	
$0.00	$0.00	$238,000.00		$0.00	150-1035-304492	804 Trail Mitigation	$0.00	$0.00	
$0.00	$50,000.00	$0.00		$0.00	150-1035-314861	Transfer in General Fund	$0.00	$0.00	
$0.00	$0.00	$300,000.00	$150,000.00	$300,000.00	150-1035-314863	Transfer in Visitor Amenity	$0.00	$0.00	
$0.00	$44,000.00	$28,000.00	$14,000.00	$28,000.00	150-1035-314883	Transfer in Urban Renewal	$0.00	$0.00	
153,485.55	**229,155.55**	**919,761.81**	**383,406.52**	**547,406.52**		**REVENUE**	**517,406.52**	**517,406.52**	**0.00**
$0.00	$2,777.28	$0.00		$0.00	150-1035-105110	Water Lead	$0.00	$0.00	
$0.00	$69.29	$0.00		$0.00	150-1035-105140	Fringe Benefits	$0.00	$0.00	
$0.00	$212.72	$0.00		$0.00	150-1035-105141	Insurance Benefits	$0.00	$0.00	
$0.00	$142.56	$0.00		$0.00	150-1035-105142	Regular PERS System	$0.00	$0.00	
$0.00	$0.00	$94,400.00		$0.00	150-1035-105150	Capitalized Labor	$0.00	$0.00	
0.00	**3,201.85**	**94,400.00**	**0.00**	**0.00**		**PERSONNEL**	**0.00**	**0.00**	**0.00**
$18,330.00	$6,547.18	$399,600.00	$4,900.00	$30,000.00	150-1035-407942	Capital Outlay-Infrastructure	$60,000.00	$60,000.00	
18,330.00	**6,547.18**	**399,600.00**	**4,900.00**	**30,000.00**		**CAPITAL OUTLAY**	**60,000.00**	**60,000.00**	**0.00**
18,330.00	**9,749.03**	**494,000.00**	**4,900.00**	**30,000.00**		**TOTAL EXPENSES**	**60,000.00**	**60,000.00**	**0.00**
135,155.55	**219,406.52**	**425,761.81**	**378,506.52**	**517,406.52**	150-1035-208500	**RESERVED FOR FUTURE YEARS**	**457,406.52**	**457,406.52**	**0.00**
153,485.55	**229,155.55**	**919,761.81**	**383,406.52**	**547,406.52**		**TOTAL REQUIREMENTS**	**517,406.52**	**517,406.52**	**0.00**

PUBLIC WORKS

FISCAL YEAR 2023-24

PUBLIC WORKS

The Public Works Division is responsible for operation and maintenance of the City's Infrastructure including: Water, Wastewater, Storm Drains, and Streets. *Public Works provides critical services year-around, 24/7 to all residents and businesses in Yachats.*

STREET OPERATIONS

Street Operations is responsible for the repair and maintenance of streets, sidewalks, streetlights, signs and markings.

STORM DRAIN OPERATIONS

Storm Drains Operations works to provide a reliable system that protects and restores our watersheds, and to consistently maintain and/or improve surface water quality, protecting ocean and stream health.

ENTERPRISE FUNDS

Enterprise Funds are for the acquisition, operation, and maintenance of city utilities' facilities and services supported through service charges to Yachats' Utilities customers.

Water Operations' primary responsibility is to repair, maintain, and improve the water system, while providing a high quality, dependable water supply to its customers. Wastewater Operations operates and maintains a safe and reliable collection and treatment system that protects public health, the environment and ***meets or exceeds*** all regulatory standards. The city 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 306 manholes. The Oregon Department of Environmental Quality (DEQ) reclassified the Yachats Wastewater Treatment Plant (WWTP) as a Class III plant in 2019. This is an upgrade from Class II based on a misclassification by the DEQ when the new facility was brought online.

SERVICE

Water and Wastewater services are paid for by utility customers. Streets are funded by Yachats' share of Oregon's Department of Transportation funds, grants and transfers from other city funds. Storm Drains are also supported by transfers from other city funds.

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$43,349.75	$14,572.31	$76,346.40	$67,072.93	$67,072.93	100-1040-300101	Beginning Balance	$71,612.93	$71,612.93	
$699.76	$0.00	$0.00		$0.00	100-1040-304481	Grants	$0.00	$0.00	
$57,413.94	$73,407.43	$50,000.00	$47,534.85	$75,000.00	100-1040-304650	Tax - State Highway	$80,000.00	$80,000.00	
$1,300.00	$61,000.00	$0.00		$0.00	100-1040-314861	Transfer in General Fund	$0.00	$0.00	
$102,763.45	**$148,979.74**	**$126,346.40**	**$114,607.78**	**$142,072.93**		**REVENUE**	**$151,612.93**	**$151,612.93**	**$0.00**
$75.55	$0.00	$0.00		$0.00	100-1040-105101	City Manager	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1040-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1040-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1040-105104	City Clerk 2	$0.00	$0.00	
$6,221.71	$3,005.47	$3,000.00	$1,871.05	$3,000.00	100-1040-105110	Water Lead	$3,000.00	$3,000.00	
$3,555.93	$4,094.64	$4,000.00	$3,837.09	$6,200.00	100-1040-105111	Wastewater Lead	$4,000.00	$4,000.00	
$4,050.21	$3,653.34	$4,000.00	$357.62	$360.00	100-1040-105112	Field Utility 2/Journeyman	$3,000.00	$3,000.00	
$2,117.36	$3,519.65	$3,000.00	$3,496.55	$4,500.00	100-1040-105113	Field Utility 1	$1,500.00	$1,500.00	
$1,103.67	$1,424.91	$1,500.00	$1,327.59	$1,900.00	100-1040-105114	Field Utility	$0.00	$0.00	
$1,876.25	$1,697.07	$1,700.00	$911.13	$1,600.00	100-1040-105140	Fringe Benefits	$1,200.00	$1,200.00	
$6,279.39	$6,173.66	$5,100.00	$3,802.40	$5,300.00	100-1040-105141	Insurance Benefits	$3,800.00	$3,800.00	
$2,942.98	$2,995.49	$2,500.00	$1,685.69	$2,500.00	100-1040-105142	Regular PERS System	$1,800.00	$1,800.00	
$28,223.05	**$26,564.23**	**$24,800.00**	**$17,289.12**	**$25,360.00**		**PERSONNEL**	**$18,300.00**	**$18,300.00**	**$0.00**
$2,293.09	$2,765.66	$3,000.00	$0.00	$2,800.00	100-1040-205222	Insurance	$3,000.00	$3,000.00	
$0.00	$0.00	$0.00		$0.00	100-1040-205260	Contract Expense (all Professional, IGA &	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1040-205262	Legal	$0.00	$0.00	
$0.00	$0.00	$750.00	$0.00	$0.00	100-1040-205311	Equipment Lease and Rental	$0.00	$0.00	
$1,899.31	$2,185.61	$3,500.00	$255.33	$500.00	100-1040-205312	Equipment Fuel/Tires/Parts	$1,000.00	$1,000.00	
$339.07	$179.82	$1,000.00	$2,206.05	$2,500.00	100-1040-205313	Equipment Repair	$2,500.00	$2,500.00	
$1,222.67	$690.70	$500.00	$266.91	$300.00	100-1040-205317	Tools and Small Equipment	$500.00	$500.00	
$3,584.18	$5,516.22	$3,500.00	$1,571.97	$2,000.00	100-1040-205361	Parts	$2,500.00	$2,500.00	
$249.04	$801.48	$1,000.00	$980.81	$1,000.00	100-1040-205362	Consumables	$1,000.00	$1,000.00	
$4,064.00	$507.33	$1,000.00	$1,345.00	$1,500.00	100-1040-205363	Outside Services	$1,500.00	$1,500.00	
$19,350.26	$20,800.76	$20,000.00	$11,624.20	$18,000.00	100-1040-205411	Street Lighting	$18,000.00	$18,000.00	
$20,151.00	$13,795.00	$13,700.00	$3,109.00	$8,500.00	100-1040-205474	Mowing	$10,000.00	$10,000.00	
$6,800.00	$5,100.00	$10,000.00	$7,438.18	$8,000.00	100-1040-205475	Tree Removal/Trimming	$8,000.00	$15,000.00	
$59,952.62	**$52,342.58**	**$57,950.00**	**$28,797.45**	**$45,100.00**		**MATERIALS AND SERVICES**	**$48,000.00**	**$55,000.00**	**$0.00**
$0.00	$3,000.00	$0.00		$0.00	100-1040-217126	Transfer out Cap Res	$0.00	$0.00	
$0.00	**$3,000.00**	**$0.00**	**$0.00**	**$0.00**		**TRANSFERS**	**$0.00**	**$0.00**	**$0.00**
$88,175.67	**$81,906.81**	**$82,750.00**	**$46,086.57**	**$70,460.00**		**TOTAL EXPENSES**	**$66,300.00**	**$73,300.00**	**$0.00**
$14,587.78	**$67,072.93**	**$43,596.40**	**$68,521.21**	**$71,612.93**	100-1040-208500	**RESERVED FOR FUTURE YEARS**	**$85,312.93**	**$78,312.93**	**$0.00**
$102,763.45	**$148,979.74**	**$126,346.40**	**$114,607.78**	**$142,072.93**		**TOTAL REQUIREMENTS**	**$151,612.93**	**$151,612.93**	**$0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Cttee	2023-2024 Adopted Budget by City Council
$316,866.67	$315,906.01	$93,906.00	$101,355.68	$101,355.68	150-1040-300101	Beginning Balance	$255.68	$255.68	
$0.00	$0.00	$100,000.00	$0.00	$0.00	150-1040-304481	Grants (ODOT)	$250,000.00	$250,000.00	
$2,951.15	$0.00	$0.00		$0.00	150-1040-304490	Transfer In-Hwy 101 Gen Constr	$0.00	$0.00	
$0.00	$3,000.00	$0.00		$0.00	150-1040-304864	Transfer from Streets Oper.	$0.00	$0.00	
$5,000.00	$0.00	$0.00		$0.00	150-1040-304865	Water - 50 Cent Per Meter	$0.00	$0.00	
$5,000.00	$0.00	$0.00		$0.00	150-1040-304866	Wastewater - 50 Cent Per Meter	$0.00	$0.00	
$0.00	$100,000.00	$4,000.00	$2,000.00	$4,000.00	150-1040-314861	Transfer in General Fund	$0.00	$0.00	
$150,000.00	$200,000.00	$0.00		$0.00	150-1040-314866	Urban Renewal Contribution	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1040-314872	Transfer in Street Reserves	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1040-314877	Transfer in Wastewater Oper	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1040-314878	Field Utility 2/Journeyman	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1040-314882	Transfer in General Reserve	$0.00	$0.00	
$0.00	$30,000.00	$13,000.00	$6,500.00	$13,000.00	150-1040-314883	Transfer in Urban Renewal	$0.00	$0.00	
$479,817.82	**$648,906.01**	**$210,906.00**	**$109,855.68**	**$118,355.68**		**REVENUE**	**$250,255.68**	**$250,255.68**	**$0.00**
$1,550.50	$0.00	$0.00	$0.00	$0.00	150-1040-105101	City Manager	$0.00	$0.00	
	$3,113.30		$1,791.40	$3,800.00	150-1040-105110	Water Lead	$6,000.00	$6,000.00	
	$409.66		$153.13	$400.00	150-1040-105140	Fringe Benefits	$600.00	$600.00	
	$1,407.61		$597.51	$1,300.00	150-1040-105141	Insurance Benefits	$2,000.00	$2,000.00	
$482.33	$842.67	$0.00	$376.13	$600.00	150-1040-105142	Regular PERS System	$1,000.00	$1,000.00	
$0.00	$0.00	$10,000.00	$0.00	$0.00	150-1040-105150	Capitalized Labor	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	150-1040-105160	Allocated Labor	$0.00	$0.00	
$2,032.83	**$5,773.24**	**$10,000.00**	**$2,918.17**	**$6,100.00**		**PERSONNEL**	**$9,600.00**	**$9,600.00**	**$0.00**
$0.00	$200,000.00	$0.00	$0.00	$0.00	150-1040-207120	Transfer out City Hall	$0.00	$0.00	
$0.00	$325,000.00	$0.00		$0.00	150-1040-217125	Transfer out Visitor Amenities	$0.00	$0.00	
$150,000.00	$0.00	$0.00		$0.00	150-1040-217126	Transfer out Cap Res	$0.00	$0.00	
$150,000.00	**$525,000.00**	**$0.00**	**$0.00**	**$0.00**		**TRANSFERS**	**$0.00**	**$0.00**	**$0.00**
$0.00	$16,777.09	$190,000.00	$7,646.00	$112,000.00	150-1040-407947	Capital Outlay - Street Projects	$220,281.00	$220,281.00	
$0.00	**$16,777.09**	**$190,000.00**	**$7,646.00**	**$112,000.00**		**CAPITAL OUTLAY**	**$220,281.00**	**$220,281.00**	**$0.00**
$152,032.83	**$547,550.33**	**$200,000.00**	**$10,564.17**	**$118,100.00**		**TOTAL EXPENSES**	**$229,881.00**	**$229,881.00**	**$0.00**
$327,784.99	**$101,355.68**	**$10,906.00**	**$99,291.51**	**$255.68**		**RESERVED FOR FUTURE YEARS**	**$20,374.68**	**$20,374.68**	
$479,817.82	**$648,906.01**	**$210,906.00**	**$109,855.68**	**$118,355.68**		**TOTAL REQUIREMENTS**	**$250,255.68**	**$250,255.68**	**$0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Cttee	2023-2024 Adopted Budget by City Council
$88,494.83	$68,823.84	$60,088.73	$41,135.59	$41,135.59	100-1050-300101	Beginning Balance	$13,975.59	$13,975.59	
$353.10	$0.00	$0.00		$0.00	100-1050-304481	Grants	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1050-314861	Transfer in General Fund	$0.00	$10,000.00	
$88,847.93	**$68,823.84**	**$60,088.73**	**$41,135.59**	**$41,135.59**		**REVENUE**	**$13,975.59**	**$23,975.59**	**$0.00**
$0.00	$0.00	$0.00		$0.00	100-1050-105101	City Manager	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1050-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1050-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1050-105104	City Clerk 2	$0.00	$0.00	
$831.80	$2,004.32	$2,000.00	$399.28	$0.00	100-1050-105110	Water Lead	$0.00	$0.00	
$2,806.88	$2,854.09	$2,800.00	$2,567.56	$3,000.00	100-1050-105111	Wastewater Lead	$3,000.00	$3,000.00	
$4,496.13	$1,965.53	$2,000.00	$1,083.71	$6,200.00	100-1050-105112	Field Utility 2	$4,000.00	$4,000.00	
$1,976.33	$2,309.86	$2,400.00	$3,025.27	$360.00	100-1050-105113	Field Utility 2/Journeyman	$3,000.00	$3,000.00	
$300.98	$1,357.28	$1,600.00	$1,933.32	$4,500.00	100-1050-105114	Field Utility	$1,500.00	$1,500.00	
$1,148.27	$1,068.14	$1,100.00	$820.00	$1,900.00	100-1050-105140	Fringe Benefits	$0.00	$0.00	
$3,951.69	$3,919.48	$3,500.00	$3,555.30	$1,600.00	100-1050-105141	Insurance Benefits	$1,200.00	$1,200.00	
$1,724.14	$1,839.60	$1,700.00	$1,422.67	$5,300.00	100-1050-105142	Regular PERS System	$3,800.00	$3,800.00	
$17,236.22	**$17,318.30**	**$17,100.00**	**$14,807.11**	**$22,860.00**		**PERSONNEL**	**$16,500.00**	**$16,500.00**	
$0.00	$0.00	$0.00	$0.00	$0.00	100-1050-205260	Contract Expense (Prof Svc)	$0.00	$0.00	
$0.00	$6,438.55	$1,500.00	$2,656.49	$3,900.00	100-1050-205313	Equipment Repair	$5,000.00	$5,000.00	
$0.00	$0.00	$1,500.00	$63.99	$100.00	100-1050-205317	Tools and Small Equipment	$500.00	$500.00	
$483.23	$3,931.40	$6,000.00	$284.92	$300.00	100-1050-205367	Storm Drain Parts	$300.00	$300.00	
$0.00	$0.00	$500.00	$0.00	$0.00	100-1050-205368	Storm Drain Consumables	$0.00	$0.00	
$2,304.64	$0.00	$2,500.00	$0.00	$0.00	100-1050-205369	Storm Drain Outside Services	$0.00	$0.00	
$2,787.87	**$10,369.95**	**$12,000.00**	**$3,005.40**	**$4,300.00**		**MATERIALS AND SERVICES**	**$5,800.00**	**$5,800.00**	**$0.00**
$20,024.09	**$27,688.25**	**$29,100.00**	**$17,812.51**	**$27,160.00**		**TOTAL EXPENSES**	**$22,300.00**	**$22,300.00**	**$0.00**
$68,823.84	**$41,135.59**	**$30,988.73**	**$23,323.08**	**$13,975.59**	100-1050-208500	**RESERVED FOR FUTURE YEARS**	**($8,324.41)**	**$1,675.59**	**$0.00**
$88,847.93	**$68,823.84**	**$60,088.73**	**$41,135.59**	**$41,135.59**		**TOTAL REQUIREMENTS**	**$13,975.59**	**$23,975.59**	**$0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$40,000.00	$40,000.00	$80,000.00	$70,198.01	$70,198.01	150-1050-300101	Beginning Balance	$96,920.01	$96,920.01	
$0.00	$0.00	$0.00		$0.00	150-1050-314861	Transfer in General Fund	$0.00	$0.00	
					150-1050-304481	Grants	$0.00	$0.00	
$0.00	$50,000.00	$50,000.00	$25,000.00	$50,000.00	150-1050-314883	Transfer in Urban Renewal	$0.00	$0.00	
$40,000.00	**$90,000.00**	**$130,000.00**	**$95,198.01**	**$120,198.01**		**REVENUE**	**$96,920.01**	**$96,920.01**	**$0.00**
$0.00	$0.00	$0.00		$0.00	150-1050-105101	City Manager	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1050-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1050-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1050-105104	City Clerk 2	$0.00	$0.00	
$0.00	$79.86	$3,200.00	$467.00	$2,000.00	150-1050-105110	Water Lead	$4,200.00	$4,200.00	
$0.00	$0.00	$0.00		$0.00	150-1050-105111	Wastewater Lead	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1050-105112	Field Utility 2/Journeyman	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1050-105113	Field Utility 1	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	150-1050-105114	Field Utility	$0.00	$0.00	
$0.00	$8.14	$300.00	$35.19	$200.00	150-1050-105140	Fringe Benefits	$420.00	$420.00	
$0.00	$24.14	$1,000.00	$148.90	$700.00	150-1050-105141	Insurance Benefits	$1,400.00	$1,400.00	
$0.00	$16.77	$500.00	$98.03	$300.00	150-1050-105142	Regular PERS System	$700.00	$700.00	
$0.00	**$128.91**	**$5,000.00**	**$749.12**	**$3,200.00**		**PERSONNEL**	**$6,720.00**	**$6,720.00**	**$0.00**
$0.00	$0.00	$0.00		$0.00	150-1050-407922	Capital Outlay - Improvement	$0.00	$0.00	
$0.00	$50.00	$35,000.00	$78.00	$20,078.00	150-1050-407942	Capital Outlay-Infrastructure	$59,371.00	$59,371.00	
$0.00	$19,623.08	$50,000.00		$0.00	150-1050-407947	Capital Outlay-Street Projects	$0.00	$0.00	
$0.00	**$19,673.08**	**$85,000.00**	**$78.00**	**$20,078.00**		**CAPITAL OUTLAY**	**$59,371.00**	**$59,371.00**	**$0.00**
$0.00	**$19,801.99**	**$90,000.00**	**$827.12**	**$23,278.00**		**TOTAL EXPENSES**	**$66,091.00**	**$66,091.00**	**$0.00**
$40,000.00	**$70,198.01**	**$40,000.00**	**$94,370.89**	**$96,920.01**	150-1050-208500	**RESERVED FOR FUTURE YEARS**	**$30,829.01**	**$30,829.01**	**$0.00**
$40,000.00	**$90,000.00**	**$130,000.00**	**$95,198.01**	**$120,198.01**		**TOTAL REQUIREMENTS**	**$96,920.01**	**$96,920.01**	**$0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Supplemental Budget	2022-2023 Actual to Jan 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$325,623.50	$128,055.77	$268,625.21	$154,859.63	$154,859.63	660-1700-300101	Beginning Balance	$209,763.63	$209,763.63	
$731,065.43	$792,893.22	$847,000.00	$501,909.44	$849,449.00	660-1700-304310	Water/Wastewater Services	$890,000.00	$890,000.00	
$24,139.82	$0.00	$0.00	$0.00	$0.00	660-1700-304312	Capital Reserve Fee	$0.00	$0.00	
$5,950.00	$5,100.00	$6,000.00	$3,400.00	$4,000.00	660-1700-304320	Installation Charges	$4,000.00	$4,000.00	
$1,037.50	$500.00	$1,000.00	$490.28	$700.00	660-1700-304335	Rents or Fees	$700.00	$700.00	
$0.00	$0.00	$38,400.00	$19,200.00	$38,400.00	660-1700-314864	Transfer in - General Fund Succession Support	$0.00	$0.00	
$6,470.91	$0.00	$0.00	$0.00	$0.00	660-1700-304481	Grants	$0.00	$0.00	
$1,094,287.16	**$926,548.99**	**$1,161,025.21**	**$679,859.35**	**$1,047,408.63**		**REVENUE**	**$1,104,463.63**	**$1,104,463.63**	**$0.00**
$24,777.73	$20,685.60	$23,800.00	$20,522.51	$35,180.00	660-1700-105101	City Manager	$26,300.00	$26,300.00	
$14,583.40	$10,706.09	$0.00	$6,760.31	$11,500.00	660-1700-105102	Deputy Recorder	$12,900.00	$12,900.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1700-105103	City Clerk 3	$19,000.00	$19,000.00	
$0.00	$0.00	$22,400.00	$0.00	$0.00	660-1700-105104	City Clerk 2	$23,300.00	$23,300.00	
$0.00	$0.00	$10,400.00	$0.00	$0.00	660-1700-105106	City Accountant	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1700-105107	Temp Accounting/Office Help	$0.00	$0.00	
$0.00	$0.00	$6,700.00	$0.00	$0.00	660-1700-105108	Planner	$2,700.00	$2,700.00	
$54,577.75	$50,861.87	$51,000.00	$34,802.51	$59,165.00	660-1700-105110	Water Lead	$51,000.00	$51,000.00	
$7,316.29	$6,028.18	$6,000.00	$6,110.38	$10,400.00	660-1700-105111	Wastewater Lead	$6,000.00	$6,000.00	
$36,707.51	$44,873.27	$41,400.00	$3,598.91	$3,600.00	660-1700-105112	Field Utility 2	$0.00	$0.00	
		$0.00				Field Utility Journeyman	$21,500.00	$21,500.00	
$30,162.71	$24,170.85	$21,500.00	$17,509.73	$28,000.00	660-1700-105113	Field Utility 1	$7,000.00	$7,000.00	
$8,811.93	$9,459.23	$7,000.00	$9,386.29	$19,000.00	660-1700-105114	Field Utility	$25,900.00	$25,900.00	
$0.00	$0.00	$11,200.00	$0.00	$0.00	660-1700-105117	Capital Projects Coordinator	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1700-105118	Succession Planning w/ License	$26,200.00	$26,200.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1700-105119	Succession Planning EntryLevel	$25,900.00	$25,900.00	
$20,408.45	$6,107.29	$21,499.00	$8,391.32	$13,000.00	660-1700-105140	Fringe Benefits	$26,400.00	$26,400.00	
$61,543.36	$54,062.14	$67,965.00	$29,704.76	$50,000.00	660-1700-105141	Insurance Benefits	$81,700.00	$81,700.00	
$29,021.72	$30,694.68	$32,236.00	$14,945.43	$25,000.00	660-1700-105142	Regular PERS System	$39,600.00	$39,600.00	
$287,910.85	**$257,649.20**	**$323,100.00**	**$151,732.15**	**$254,845.00**		**PERSONNEL**	**$395,400.00**	**$395,400.00**	**$0.00**
$2,879.80	$2,187.95	$2,100.00	$675.67	$1,200.00	660-1700-205210	Dues & Memberships	$1,500.00	$1,500.00	
$0.00	$0.00	$14,000.00	$12,957.29	$13,000.00	660-1700-205211	State /DEQ Fees	$14,000.00	$14,000.00	
$5,507.88	$8,409.97	$6,000.00	$4,393.51	$6,800.00	660-1700-205212	Fee Expense	$7,000.00	$7,000.00	
$18,983.12	$18,437.76	$20,000.00	$0.00	$19,000.00	660-1700-205222	Insurance	$20,000.00	$20,000.00	
$10,921.55	$9,903.17	$10,000.00	$2,460.13	$4,000.00	660-1700-205240	Office Materials & Supplies	$4,000.00	$4,000.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1700-205241	Computer Equipment and Maint.	$0.00	$0.00	
$10,810.98	$10,937.02	$9,500.00	$6,087.31	$9,000.00	660-1700-205251	Telephones/Cell Phones/DSL	$10,000.00	$10,000.00	
$3,715.76	$1,773.25	$3,500.00	$62.90	$0.00	660-1700-205253	Postage	$0.00	$0.00	
$771.36	$2,086.09	$1,500.00	$2,265.76	$3,500.00	660-1700-205255	Education and Training	$4,000.00	$4,000.00	
$32,680.12	$62,348.10	$87,200.00	$56,534.06	$85,000.00	660-1700-205260	Contract Expense (all Professional, IGA & Personal Svcs) + Standards	$33,000.00	$33,000.00	
$4,500.00	$2,750.00	$4,500.00	$0.00	$4,500.00	660-1700-205261	Auditor	$5,000.00	$5,000.00	
$70.00	$2,859.00	$16,000.00	$11,663.83	$18,000.00	660-1700-205262	Legal Expense	$5,000.00	$5,000.00	
$78.00	$446.24	$1,000.00	$28.08	$500.00	660-1700-205270	Travel	$1,000.00	$1,000.00	
$15,803.29	$17,957.95	$14,500.00	$5,506.56	$18,000.00	660-1700-205282	Software	$12,000.00	$12,000.00	

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Supplemental Budget	2022-2023 Actual to Jan 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$3,313.01	$3,813.94	$3,700.00	$2,003.19	$3,000.00	660-1700-205311	Equipment Lease and Rental	$3,000.00	$3,000.00	
$3,306.38	$4,650.05	$5,000.00	$3,265.24	$4,800.00	660-1700-205312	Equipment Fuel/Tires/Parts	$5,000.00	$5,000.00	
$445.56	$568.88	$1,500.00	$0.00	$0.00	660-1700-205313	Equipment Repair	$0.00	$0.00	
$1,807.37	$3,213.08	$4,700.00	$1,132.18	$2,000.00	660-1700-205317	Tools and Small Equipment	$2,000.00	$2,000.00	
$3,258.00	$383.98	$7,500.00	$766.88	$2,500.00	660-1700-205330	Building and Land Maintenance	$7,500.00	$7,500.00	
$1,038.34	$4,788.62	$5,800.00	$1,363.96	$2,000.00	660-1700-205335	Custodial Support/Supplies	$2,000.00	$2,000.00	
$20,426.17	$22,573.78	$25,000.00	$10,689.74	$20,000.00	660-1700-205342	Plant Utilities	$25,000.00	$25,000.00	
$5,698.36	$8,594.09	$10,000.00	$7,726.38	$10,000.00	660-1700-205351	Main Plant Parts	$10,000.00	$10,000.00	
$5,482.06	$6,582.40	$9,000.00	$5,539.98	$9,000.00	660-1700-205352	Main Plant Consumables	$10,000.00	$10,000.00	
$24,486.32	$31,646.45	$35,000.00	$31,538.58	$40,000.00	660-1700-205353	Main Plant Outside Services	$45,000.00	$45,000.00	
$30,030.46	$17,023.06	$50,000.00	$23,299.74	$40,000.00	660-1700-205361	Parts	$42,000.00	$42,000.00	
$872.43	$606.46	$1,000.00	$0.00	$0.00	660-1700-205362	Consumables	$0.00	$0.00	
$9,569.22	$7,298.88	$10,000.00	$8,696.78	$15,000.00	660-1700-205363	Outside Services	$15,000.00	$15,000.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1700-205367	Storm Drain Parts	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1700-205368	Storm Drain Consumables	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1700-205369	Storm Drain Outside Services	$0.00	$0.00	
$0.00	$119.99	$0.00	$0.00	$0.00	660-1700-205440	Equipment & Furniture	$0.00	$0.00	
$0.00	$0.00	$1,000.00	$0.00	$0.00	660-1700-205470	Equipment Repair/Maintenance	$0.00	$0.00	
$8,865.00	$8,560.00	$9,000.00	$3,171.00	$6,000.00	660-1700-205474	Mowing	$6,000.00	$6,000.00	
$0.00	$10,520.00	$20,000.00	$2,000.00	$3,000.00	660-1700-205475	Tree Removal/Trimming	$10,000.00	$10,000.00	
$0.00	$0.00	$30,000.00	$0.00	$0.00	660-1700-208000	Operating Contingency	$30,000.00	$30,000.00	
$225,320.54	**$271,040.16**	**$418,000.00**	**$203,828.75**	**$339,800.00**		**MATERIALS AND SERVICES**	**$329,000.00**	**$329,000.00**	**$0.00**
$5,000.00	$0.00	$0.00	$0.00	$0.00	660-1700-217121	Transfer out Streets Cap Res	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1700-217125	Transfer out Visitor Amenities	$0.00	$0.00	
$400,000.00	$200,000.00	$200,000.00	$100,000.00	$200,000.00	660-1700-217126	Transfer out Cap Res	$250,000.00	$250,000.00	
$48,000.00	$43,000.00	$43,000.00	$21,500.00	$43,000.00	660-1700-217136	Transfer Out Debt Services	$43,000.00	$43,000.00	
$453,000.00	**$243,000.00**	**$243,000.00**	**$121,500.00**	**$243,000.00**		**TRANSFERS**	**$293,000.00**	**$293,000.00**	**$0.00**
$966,231.39	**$771,689.36**	**$984,100.00**	**$477,060.90**	**$837,645.00**		**TOTAL EXPENSES**	**$1,017,400.00**	**$1,017,400.00**	**$0.00**
$128,055.77	**$154,859.63**	**$176,925.21**	**$202,798.45**	**$209,763.63**		**RESERVED FOR FUTURE YEARS**	**$87,063.63**	**$87,063.63**	**$0.00**
$1,094,287.16	**$926,548.99**	**$1,161,025.21**	**$679,859.35**	**$1,047,408.63**		**TOTAL REQUIREMENTS**	**$1,104,463.63**	**$1,104,463.63**	**$0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Jan 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$252,357.74	$1,121,613.63	$1,738,216.63	$1,769,110.89	$1,769,110.89	660-1705-300101	Beginning Balance	$1,811,654.02	$1,811,654.02	
$1,385.49	$3,904.95	$3,500.00	$8,587.50	$18,000.00	660-1705-301500	Interest Earned	$18,000.00	$18,000.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1705-304481	Grants	$0.00	$0.00	
$210,353.77	$0.00	$0.00	$0.00	$0.00	660-1705-304501	Transfer in Gen Const S. Tank	$0.00	$0.00	
$284,248.00	$500,000.00	$150,000.00	$75,000.00	$150,000.00	660-1705-314861	Transfer in General Reserve (ARPA)	$174,000.00	$174,000.00	
						Transfer In General Fund (Sustainability)	$200,000.00	$200,000.00	
$70,000.00	$12,000.00	$4,000.00	$2,000.00	$4,000.00	660-1705-314866	Urban Renewal Contribution	$0.00	$0.00	
$150,000.00	$0.00	$0.00	$0.00	$0.00	660-1705-314872	Transfer in Street Reserves	$0.00	$0.00	
$400,000.00	$200,000.00	$200,000.00	$100,000.00	$200,000.00	660-1705-314875	Transfer in Water Operations	$250,000.00	$250,000.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1705-314879	Transfer in SDC (SCADA)	$49,000.00	$49,000.00	
$1,368,345.00	**$1,837,518.58**	**$2,095,716.63**	**$1,954,698.39**	**$2,141,110.89**		**REVENUE**	**$2,502,654.02**	**$2,502,654.02**	**$0.00**
$96.63	$0.00	$0.00	$0.00	$0.00	660-1705-105101	City Manager	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1705-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1705-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1705-105104	City Clerk 2	$0.00	$0.00	
$274.85	$0.00	$0.00	$0.00	$0.00	660-1705-105105	Community Services Coordinator	$0.00	$0.00	
$11,567.00	$5,040.81	$0.00	$7,851.32	$13,500.00	660-1705-105110	Water Lead	$5,000.00	$5,000.00	
$34.32	$35.36	$0.00	$70.71	$100.00	660-1705-105111	Wastewater Lead	$3,000.00	$3,000.00	
$0.00	$0.00	$0.00	$154.49	$155.00	660-1705-105112	Field Utility 2	$0.00	$0.00	
$144.07	$0.00	$0.00	$124.91	$200.00	660-1705-105113	Field Utility 1	$0.00	$0.00	
$0.00	$0.00	$0.00	$121.27	$200.00	660-1705-105114	Field Utility	$0.00	$0.00	
$1,345.94	$518.41	$0.00	$719.27	$1,100.00	660-1705-105140	Fringe Benefits	$800.00	$800.00	
$3,915.70	$1,688.08	$0.00	$2,733.46	$4,300.00	660-1705-105141	Insurance Benefits	$2,600.00	$2,600.00	
$2,462.34	$1,064.18	$0.00	$1,730.10	$2,200.00	660-1705-105142	Regular PERS System	$1,300.00	$1,300.00	
$0.00	$0.00	$80,000.00	$0.00	$0.00	660-1705-105150	Capitalized Labor	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	660-1705-105160	Allocated Labor	$0.00	$0.00	
$19,840.85	**$8,346.84**	**$80,000.00**	**$13,505.53**	**$21,755.00**		**PERSONNEL**	**$12,700.00**	**$12,700.00**	**$0.00**
$0.00	$0.00	$0.00	$778.87	$778.87	660-1705-407921	Capital Outlay-Infrastructure	$0.00	$0.00	
$84,775.35	$0.00	$6,000.00	$0.00	$0.00	660-1705-407941	Capital Outlay - Equipment	$0.00	$0.00	
$142,115.17	$60,060.85	$734,972.00	$40,999.10	$306,923.00	660-1705-407948	Capital Outlay - Water systems	$1,081,400.00	$1,081,400.00	
$226,890.52	**$60,060.85**	**$740,972.00**	**$41,777.97**	**$307,701.87**		**CAPITAL OUTLAY**	**$1,081,400.00**	**$1,081,400.00**	**$0.00**
$246,731.37	**$68,407.69**	**$820,972.00**	**$55,283.50**	**$329,456.87**		**TOTAL EXPENSES**	**$1,094,100.00**	**$1,094,100.00**	**$0.00**
$1,121,613.63	**$1,769,110.89**	**$1,274,744.63**	**$1,899,414.89**	**$1,811,654.02**		**RESERVED FOR FUTURE YEARS**	**$1,408,554.02**	**$1,408,554.02**	**$0.00**
$1,368,345.00	**$1,837,518.58**	**$2,095,716.63**	**$1,954,698.39**	**$2,141,110.89**		**TOTAL REQUIREMENTS**	**$2,502,654.02**	**$2,502,654.02**	**$0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Supplemental Budget	2022-2023 Actual to Jan 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Cttee	2023-2024 Adopted Budget by City Council
$265,946.20	$157,153.71	$229,888.08	$170,940.09	$170,940.09	670-1800-300101	Beginning Balance	$234,739.55	$234,739.55	
$688,148.89	$741,588.17	$789,000.00	$469,133.86	$800,899.00	670-1800-304310	Water/Wastewater Services	$840,000.00	$840,000.00	
$23,414.37	$60.40	$0.00	$0.00	$0.00	670-1800-304312	Capital Reserve Fee	$0.00	$0.00	
$5,407.00	$2,625.00	$6,000.00	$1,500.00	$2,500.00	670-1800-304320	Installation Charges	$2,500.00	$2,500.00	
$10,625.03	$0.00	$38,400.00	$19,200.00	$38,400.00	670-1800-304481	Transfer In - General Fund Succession Support	$0.00	$0.00	
$993,541.49	**$901,427.28**	**$1,063,288.08**	**$660,773.95**	**$1,012,739.09**		**REVENUE**	**$1,077,239.55**	**$1,077,239.55**	**$0.00**
$24,777.85	$20,685.55	$23,800.00	$20,522.44	$35,180.00	670-1800-105101	City Manager	$26,300.00	$26,300.00	
$14,583.37	$10,793.95	$0.00	$6,760.42	$11,500.00	670-1800-105102	Deputy Recorder	$12,900.00	$12,900.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1800-105103	City Clerk 3	$19,000.00	$19,000.00	
$0.00	$0.00	$22,400.00	$0.00	$0.00	670-1800-105104	City Clerk 2	$23,300.00	$23,300.00	
$0.00	$0.00	$10,400.00	$0.00	$0.00	670-1800-105106	City Accountant	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1800-105107	Temp Accounting/Office Help	$0.00	$0.00	
$0.00	$0.00	$6,700.00	$0.00	$0.00	670-1800-105108	Planner	$2,700.00	$2,700.00	
$2,450.32	$238.35	$500.00	$0.00	$0.00	670-1800-105110	Water Lead	$500.00	$500.00	
$62,612.22	$64,471.32	$57,000.00	$42,368.85	$72,000.00	670-1800-105111	Wastewater Lead	$57,000.00	$57,000.00	
$21,846.61	$16,612.21	$18,000.00	$669.54	$669.54	670-1800-105112	Field Utility 2	$0.00	$0.00	
$20,093.79	$27,729.22	$26,700.00	$12,814.35	$22,000.00	670-1800-105113	Field Utility Journeyman	$28,700.00	$28,700.00	
$45,319.62	$44,699.30	$43,000.00	$22,474.09	$38,000.00	670-1800-105114	Field Utility 1	$45,200.00	$45,200.00	
		$0.00				Field Utility	$25,900.00	$25,900.00	
$0.00	$0.00	$11,200.00	$0.00	$0.00	670-1800-105117	Capital Projects Coordinator	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1800-105118	Succession Planning w/ License	$26,200.00	$26,200.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1800-105119	Succession Planning EntryLevel	$25,900.00	$25,900.00	
$21,501.42	$8,023.48	$23,499.00	$8,969.25	$14,400.00	670-1800-105140	Fringe Benefits	$31,300.00	$31,300.00	
$64,518.48	$61,853.30	$74,065.00	$29,446.61	$54,000.00	670-1800-105141	Insurance Benefits	$96,900.00	$96,900.00	
$24,294.32	$29,260.98	$35,136.00	$13,448.98	$27,000.00	670-1800-105142	Regular PERS System	$47,000.00	$47,000.00	
$301,998.00	**$284,367.66**	**$352,400.00**	**$157,474.53**	**$274,749.54**		**PERSONNEL**	**$468,800.00**	**$468,800.00**	**$0.00**
$1,540.80	$1,894.28	$1,550.00	$591.66	$750.00	670-1800-205210	Dues & Memberships	$1,000.00	$1,000.00	
$3,230.00	$3,269.00	$3,100.00	$3,310.00	$3,500.00	670-1800-205211	State Fees including DEQ licensing	$18,600.00	$18,600.00	
$5,415.16	$6,734.32	$7,000.00	$4,272.20	$5,600.00	670-1800-205212	Fee Expense	$6,600.00	$6,600.00	
$13,544.33	$12,906.43	$14,000.00	$0.00	$14,000.00	670-1800-205222	Insurance	$15,000.00	$15,000.00	
$10,655.71	$10,167.40	$10,000.00	$2,383.95	$4,000.00	670-1800-205240	Office Materials & Supplies	$4,200.00	$4,200.00	
$0.00	$0.00	$0.00	$1,139.95	$2,000.00	670-1800-205241	Computer Equipment and Maint.	$2,000.00	$2,000.00	
$5,926.67	$6,458.11	$6,500.00	$3,437.85	$6,000.00	670-1800-205251	Telephones/Cell Phones/DSL	$7,000.00	$7,000.00	
$3,715.78	$1,773.26	$4,000.00	$62.89	$0.00	670-1800-205253	Postage	$0.00	$0.00	
$567.37	$2,326.06	$2,000.00	$2,010.02	$3,500.00	670-1800-205255	Education and Training	$4,000.00	$4,000.00	
$31,114.14	$62,348.03	$90,000.00	$56,533.88	$85,000.00	670-1800-205260	Contract Expense (all Professional, IGA & Personal Svcs)	$28,000.00	$28,000.00	
$4,500.00	$2,750.00	$5,000.00	$0.00	$0.00	670-1800-205261	Auditor	$0.00	$3,000.00	
$70.00	$1,759.00	$16,000.00	$11,914.67	$18,000.00	670-1800-205262	Legal	$5,000.00	$5,000.00	
$78.00	$15.12	$1,000.00	$28.08	$500.00	670-1800-205270	Travel	$1,000.00	$1,000.00	
$15,702.31	$17,961.07	$6,500.00	$5,506.55	$18,000.00	670-1800-205282	Software	$12,000.00	$12,000.00	

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Supplemental Budget	2022-2023 Actual to Jan 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Cttee	2023-2024 Adopted Budget by City Council
$3,313.01	$5,452.45	$3,500.00	$2,003.12	$3,000.00	670-1800-205311	Equipment Lease and Rental	$3,000.00	$3,000.00	
$2,952.16	$5,227.41	$5,000.00	$3,441.08	$5,000.00	670-1800-205312	Equipment Fuel/Tires/Parts	$5,000.00	$5,000.00	
$4,263.66	$541.12	$6,000.00	$0.00	$0.00	670-1800-205313	Equipment Repair	$0.00	$0.00	
$2,157.30	$971.28	$2,000.00	$2,079.51	$3,000.00	670-1800-205317	Tools and Small Equipment	$3,000.00	$3,000.00	
$3,034.00	$405.00	$4,000.00	$460.12	$800.00	670-1800-205330	Building and Land Maintenance	$4,000.00	$4,000.00	
$1,629.24	$5,871.37	$7,000.00	$2,025.71	$3,500.00	670-1800-205335	Custodial Support/Supplies	$4,000.00	$4,000.00	
$29,909.93	$33,775.26	$36,000.00	$13,970.00	$24,000.00	670-1800-205342	Plant Utilities	$25,000.00	$25,000.00	
$14,462.72	$9,590.37	$11,000.00	$3,546.88	$6,000.00	670-1800-205351	Main Plant Parts	$7,000.00	$7,000.00	
$39,714.60	$14,453.29	$30,000.00	$21,807.44	$37,000.00	670-1800-205352	Main Plant Consumables	$40,000.00	$37,000.00	
$4,384.45	$27,043.75	$35,000.00	$8,760.50	$15,000.00	670-1800-205353	Main Plant Outside Services	$20,000.00	$20,000.00	
$11,017.04	$550.70	$2,000.00	$9,651.40	$17,000.00	670-1800-205361	Parts	$20,000.00	$20,000.00	
$1,754.13	$354.54	$1,000.00	$519.77	$900.00	670-1800-205362	Consumables	$1,000.00	$1,000.00	
$7,356.27	$9,399.92	$10,000.00	$13,427.64	$21,000.00	670-1800-205363	Outside Services	$25,000.00	$25,000.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1800-205364	Collection I & I	$0.00	$0.00	
$0.00	$119.99	$0.00	$0.00	$0.00	670-1800-205440	Equipment & Furniture	$0.00	$0.00	
$0.00	$0.00	$1,500.00	$0.00	$0.00	670-1800-205470	Equipment Repair/Maintenance	$0.00	$0.00	
$2,601.00	$2,001.00	$2,500.00	$760.00	$1,200.00	670-1800-205474	Mowing	$1,500.00	$1,500.00	
$0.00	$0.00	$15,000.00	$2,500.00	$5,000.00	670-1800-205475	Tree Removal/Trimming	$10,000.00	$10,000.00	
$0.00	$0.00	$25,000.00	$0.00	$0.00	670-1800-208000	Operating Contingency	$25,000.00	$25,000.00	
$224,609.78	**$246,119.53**	**$363,150.00**	**$176,144.87**	**$303,250.00**		**MATERIALS AND SERVICES**	**$297,900.00**	**$297,900.00**	**$0.00**
$244,780.00	$200,000.00	$200,000.00	$100,000.00	$200,000.00	670-1800-217126	Transfer out Cap Res	$200,000.00	$200,000.00	
$60,000.00	$0.00	$0.00	$0.00	$0.00	670-1800-217129	Transfer to Debt Services	$0.00	$0.00	
$5,000.00	$0.00	$0.00	$0.00	$0.00	670-1800-217131	Interfund Transfer - Street Capital Reserve	$0.00	$0.00	
$309,780.00	**$200,000.00**	**$200,000.00**	**$100,000.00**	**$200,000.00**		**TRANSFERS**	**$200,000.00**	**$200,000.00**	**$0.00**
$836,387.78	**$730,487.19**	**$915,550.00**	**$433,619.40**	**$777,999.54**		**TOTAL EXPENSES**	**$966,700.00**	**$966,700.00**	**$0.00**
$157,153.71	**$170,940.09**	**$147,738.08**	**$227,154.55**	**$234,739.55**		**RESERVED FOR FUTURE YEARS**	**$110,539.55**	**$110,539.55**	**$0.00**
$993,541.49	**$901,427.28**		**$660,773.95**	**$1,012,739.09**		**TOTAL REQUIREMENTS**	**$1,077,239.55**	**$1,077,239.55**	**$0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Jan 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$518,929.85	$1,004,775.44	$971,523.44	$1,034,068.52	$1,034,068.52	670-1805-300101	Beginning Balance	$983,008.52	$983,008.52	
$2,327.60	$5,573.51	$5,000.00	$12,520.61	$27,000.00	670-1805-301500	Interest Earned	$27,000.00	$27,000.00	
$15,310.00	$0.00	$0.00	$0.00	$0.00	670-1805-304481	Grants	$0.00	$0.00	
$450,000.00	$0.00	$0.00	$0.00	$0.00	670-1805-314861	Transfer in General Fund	$0.00	$0.00	
$0.00	$50,000.00	$25,000.00	$12,500.00	$25,000.00	670-1805-314866	Urban Renewal Contribution	$400,000.00	$400,000.00	
$244,780.00	$200,000.00	$200,000.00	$100,000.00	$200,000.00	670-1805-314874	Wastewater Reserve	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1805-314876	Transfer in Wastewater Service	$200,000.00	$200,000.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1805-314879	Transfer in SDC	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1805-314883	Transfer in Urban Renewal	$0.00	$0.00	
$1,231,347.45	**$1,260,348.95**	**$1,201,523.44**	**$1,159,089.13**	**$1,286,068.52**		**REVENUE**	**$1,610,008.52**	**$1,610,008.52**	**$0.00**
$100.73	$0.00	$0.00	$0.00	$0.00	670-1805-105101	City Manager	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1805-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1805-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1805-105104	City Clerk 2	$0.00	$0.00	
$506.65	$0.00	$0.00	$0.00	$0.00	670-1805-105105	Community Services Coordinator	$0.00	$0.00	
$283.80	$289.48	$0.00	$21.16	$0.00	670-1805-105110	Water Lead	$0.00	$0.00	
$6,336.43	$2,562.13	$0.00	$2,201.55	$3,000.00	670-1805-105111	Wastewater Lead	$10,000.00	$10,000.00	
$1,787.22	$896.04	$0.00	$0.00	$0.00	670-1805-105112	Field Utility 2	$0.00	$0.00	
$739.74	$961.77	$0.00	$49.96	$100.00	670-1805-105113	Field Utility 1	$0.00	$0.00	
$164.77	$84.89	$0.00	$142.79	$200.00	670-1805-105114	Field Utility	$0.00	$0.00	
$1,069.30	$429.53	$0.00	$204.26	$260.00	670-1805-105140	Fringe Benefits	$1,000.00	$1,000.00	
$3,426.33	$1,607.62	$0.00	$728.54	$1,000.00	670-1805-105141	Insurance Benefits	$3,300.00	$3,300.00	
$1,294.36	$703.68	$0.00	$340.92	$500.00	670-1805-105142	Regular PERS System	$1,600.00	$1,600.00	
$0.00	$0.00	$21,000.00	$0.00	$0.00	670-1805-105150	Capitalized Labor	$0.00	$0.00	
$0.00	$0.00	$0.00	$0.00	$0.00	670-1805-105160	Allocated Labor	$0.00	$0.00	
$15,709.33	**$7,535.14**	**$21,000.00**	**$3,689.18**	**$5,060.00**		**PERSONNEL**	**$15,900.00**	**$15,900.00**	**$0.00**
$117,742.47	$120,083.50	$188,525.00	$68,078.00	$163,000.00	670-1805-407921	Capital Outlay - Infrastructure Systems	$480,000.00	$480,000.00	
$93,120.21	$98,661.79	$60,000.00	$133,115.60	$135,000.00	670-1805-407941	Capital Outlay - Equipment	$210,000.00	$210,000.00	
$210,862.68	**$218,745.29**	**$248,525.00**	**$201,193.60**	**$298,000.00**		**CAPITAL OUTLAY**	**$690,000.00**	**$690,000.00**	**$0.00**
$226,572.01	**$226,280.43**	**$269,525.00**	**$204,882.78**	**$303,060.00**		**TOTAL EXPENSES**	**$705,900.00**	**$705,900.00**	**$0.00**
$1,004,775.44	**$1,034,068.52**	**$931,998.44**	**$954,206.35**	**$983,008.52**		**RESERVED FOR FUTURE YEARS**	**$904,108.52**	**$904,108.52**	**$0.00**
$1,231,347.45	**$1,260,348.95**	**$1,201,523.44**	**$1,159,089.13**	**$1,286,068.52**		**TOTAL REQUIREMENTS**	**$1,610,008.52**	**$1,610,008.52**	**$0.00**

The City currently has five (5) outstanding debts as follows:

SUMMARY OF OUTSTANDING DEBT

WATER REVENUE BOND

	Original Amount	Outstanding June 30, 2023	Payments Due FY2023-24
Water Revenue Bond (Interest 3.07%)	$ 512,000.00	$ 334,438.00	$ 42,850.38
Water GO Bond (Interest 3.0%)	$ 533,000.00	$ 347,000.00	$ 43,900.00
South Tank Business Oregon Loan (Interest 1.0%)	$ 1,030,000.00	$ 915,036.00	$ 39,910.56
DEQ Wastewater Plant Loan (Interest 5.0%)	$ 6,671,721.00	$ 2,463,801.00	$ 461,732.00
DEQ Wastewater Plant Loan (Interest 2-5%)	$ 528,756.00	$ 184,945.00	$ 36,913.00
Total Debt Activities		**$ 4,245,220.00**	**$ 625,305.94**

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 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.

SOUTH TANK RESERVOIR CONSTRUCTION LOAN (IFA)

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; payments commenced in 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.

WASTEWATER TREATMENT PLANT LOAN (DEQ)

The 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 5% 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.

WASTEWATER TREATMENT PLANT (IFA)

The IFA (Infrastructure Finance Agency) also holds the second smaller wastewater treatment plant loan. That loan has an interest rate of 5%. Last fall the City 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. The City has adequate loan reserves to fully repay this loan without appropriating any additional funds. The City made a partial payment ($100,000) in prior years but management turnover has resulted in moving this issue to the backburner for now.

DS-Revenue Water Bond 155-1200

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$43,070.61	$43,241.66	$43,413.28	$43,412.77	$43,412.77	155-1200-300101	Beginning Balance	$43,637.39	$43,637.39	
$21.43	$21.43	$22.00	$51.23	$75.00	155-1200-301500	Interest Earned	$1,156.39	$1,156.39	
$0.00	$0.00	$0.00	$0.00	$0.00	155-1200-314861	Transfer in F & B Tax	$0.00	$0.00	
$43,000.00	$43,000.00	$43,000.00	$21,500.00	$43,000.00	155-1200-314890	Transfer in Water System	$43,000.00	$43,000.00	
86,092.04	**86,263.09**	**86,435.28**	**64,964.00**	**86,487.77**		**REVENUE**	**87,793.78**	**87,793.78**	**0.00**
$12,893.49	$11,966.70	$11,011.36	$5,626.93	$11,011.36	155-1200-205720	Interest Expense - Water Bond	$10,026.40	$10,026.40	
$29,956.89	$30,883.62	$31,839.02	$15,798.26	$31,839.02	155-1200-207630	Principal Payments-Water Bond	$32,823.98	$32,823.98	
42,850.38	**42,850.32**	**42,850.38**	**21,425.19**	**42,850.38**		**DEBT SERVICES**	**42,850.38**	**42,850.38**	**0.00**
42,850.38	**42,850.32**	**42,850.38**	**21,425.19**	**42,850.38**		**TOTAL EXPENSES**	**42,850.38**	**42,850.38**	**0.00**
43,241.66	**43,412.77**	**43,584.90**	**43,538.81**	**43,637.39**	155-1200-208500	**RESERVED FOR FUTURE YEARS**	**44,943.40**	**44,943.40**	**0.00**
86,092.04	**86,263.09**	**86,435.28**	**64,964.00**	**86,487.77**		**TOTAL REQUIREMENTS**	**87,793.78**	**87,793.78**	**0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$39,843.32	$46,636.12	$46,756.12	$49,139.69	$49,139.69	155-1218-300101	Beginning Balance	$51,293.32	$51,293.32	
$44,400.85	$44,898.69	$44,745.97	$43,270.10	$45,000.00	155-1218-304110	Tax - Property Current	$44,000.00	$44,000.00	
$1,216.95	$1,484.88	$1,000.00	$580.27	$1,000.00	155-1218-304120	Tax - Property Past Due	$600.00	$600.00	
$5,000.00	$0.00	$0.00	$0.00	$0.00	155-1218-314890	Transfer in Water System	$0.00	$0.00	
90,461.12	**93,019.69**	**92,502.09**	**92,990.06**	**95,139.69**		**REVENUE**	**95,893.32**	**95,893.32**	**0.00**
$12,825.00	$11,880.00	$10,905.00	$5,641.37	$10,846.37	155-1218-205720	Interest Expense - GO Bond	$9,900.00	$9,900.00	
$31,000.00	$32,000.00	$33,000.00	$33,000.00	$33,000.00	155-1218-207630	Principal Payments - GO Bond	$34,000.00	$34,000.00	
43,825.00	**43,880.00**	**43,905.00**	**38,641.37**	**43,846.37**		**DEBT SERVICES**	**43,900.00**	**43,900.00**	**0.00**
43,825.00	**43,880.00**	**43,905.00**	**38,641.37**	**43,846.37**		**TOTAL EXPENSES**	**43,900.00**	**43,900.00**	**0.00**
46,636.12	**49,139.69**	**48,597.09**	**54,348.69**	**51,293.32**	155-1218-208500	**RESERVED FOR FUTURE YEARS**	**51,993.32**	**51,993.32**	**0.00**
90,461.12	**93,019.69**	**92,502.09**	**92,990.06**	**95,139.69**		**TOTAL REQUIREMENTS**	**95,893.32**	**95,893.32**	**0.00**

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$160,089.44	$120,178.88	$120,268.32	$120,268.32	$120,268.32	155-1268-300101	Beginning Balance	$120,357.76	$120,357.76	
$100,000.00	$100,000.00	$100,000.00	$50,000.00	$100,000.00	155-1268-314883	Transfer in Urban Renewal	$100,000.00	$100,000.00	
260,089.44	**220,178.88**	**220,268.32**	**170,268.32**	**220,268.32**		**RESOURCES**	**220,357.76**	**220,357.76**	**0.00**
$100,000.00	$60,000.00	$60,000.00	$30,000.00	$60,000.00	155-1268-217129	Transfer to WW Plant Loan	$60,000.00	$60,000.00	
100,000.00	**60,000.00**	**60,000.00**	**30,000.00**	**60,000.00**		**TRANSFERS**	**60,000.00**	**60,000.00**	**0.00**
$10,054.98	$9,756.43	$9,454.88	$9,454.88	$9,454.88	155-1268-205720	Interest Expense - South Tank	$9,150.33	$9,150.33	
$29,855.58	$30,154.13	$30,455.68	$30,455.68	$30,455.68	155-1268-207630	Principal Payment - South Tank	$30,760.23	$30,760.23	
39,910.56	**39,910.56**	**39,910.56**	**39,910.56**	**39,910.56**		**DEBT SERVICES**	**39,910.56**	**39,910.56**	**0.00**
139,910.56	**99,910.56**	**99,910.56**	**69,910.56**	**99,910.56**		**TOTAL EXPENSES**	**99,910.56**	**99,910.56**	**0.00**
120,178.88	**120,268.32**	**120,357.76**	**100,357.76**	**120,357.76**	155-1268-208500	**RESERVED FOR FUTURE YEARS**	**120,447.20**	**120,447.20**	**0.00**
260,089.44	**220,178.88**	**220,268.32**	**170,268.32**	**220,268.32**		**TOTAL REQUIREMENTS**	**220,357.76**	**220,357.76**	**0.00**

DEBT WASTEWATER TREATMENT PLANT LOAN 155-1276

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$696,213.88	$816,173.18	$805,590.18	$874,919.15	$874,919.15	155-1276-300101	Beginning Balance	$983,894.15	$983,894.15	
$4,370.46	$2,922.71	$4,500.00	$3,193.52	$4,500.00	155-1276-301500	Interest Earned	$4,500.00	$4,500.00	
$423,225.52	$403,175.76	$450,000.00	$254,393.32	$450,000.00	155-1276-304245	Tax - Food & Beverage Tax	$460,000.00	$460,000.00	
$100,000.00	$60,000.00	$60,000.00	$30,000.00	$60,000.00	155-1276-304501	Transfer In-South Tnk Debt Svc	$60,000.00	$60,000.00	
$60,000.00	$0.00	$0.00		$0.00	155-1276-314877	Transfer in Wastewater Oper	$0.00	$0.00	
$40,000.00	$0.00	$0.00		$0.00	155-1276-314879	Transfer in SDC	$0.00	$0.00	
$95,000.00	$95,000.00	$95,000.00	$47,500.00	$95,000.00	155-1276-314883	Transfer in Urban Renewal	$0.00	$0.00	
1,418,809.86	**1,377,271.65**	**1,415,090.18**	**1,210,005.99**	**1,484,419.15**		**REVENUE**	**1,508,394.15**	**1,508,394.15**	**0.00**
$17,231.68	$11,540.00	$10,579.00	$16,358.25	$10,579.00	155-1276-205720	Interest Expense	$9,942.69	$9,942.69	
$100,286.00	$90,059.00	$79,535.00	$41,102.00	$79,535.00	155-1276-205721	Interest Expense - DEQ	$68,703.00	$68,703.00	
$16,856.00	$15,080.00	$13,253.00	$0.00	$13,253.00	155-1276-205722	Loan Fee - DEQ	$11,372.00	$11,372.00	
$118,189.00	$25,372.50	$26,333.00	$20,554.25	$26,333.00	155-1276-207630	Principal Payments	$26,969.86	$26,969.86	
$350,074.00	$360,301.00	$370,825.00	$184,078.00	$370,825.00	155-1276-207631	Principal Payments - DEQ	$381,657.00	$381,657.00	
602,636.68	**502,352.50**	**500,525.00**	**262,092.50**	**500,525.00**		**DEBT SERVICES**	**498,644.55**	**498,644.55**	**0.00**
602,636.68	**502,352.50**	**500,525.00**	**262,092.50**	**500,525.00**		**TOTAL EXPENSES**	**498,644.55**	**498,644.55**	**0.00**
816,173.18	**874,919.15**	**914,565.18**	**947,913.49**	**983,894.15**	155-1276-208500	**RESERVED FOR FUTURE YEARS**	**1,009,749.60**	**1,009,749.60**	**0.00**
1,418,809.86	**1,377,271.65**	**1,415,090.18**	**1,210,005.99**	**1,484,419.15**		**TOTAL REQUIREMENTS**	**1,508,394.15**	**1,508,394.15**	**0.00**

SDCs and VISITOR AMENITY FUNDS

FISCAL YEAR 2023-24

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$519,486.99	$588,135.10	$740,400.98	$751,225.06	$751,225.06	160-1605-300101	Beginning Fund Balance	$811,525.06	$811,525.06	
$4,103.59	$2,803.16	$4,100.00	$7,602.78	$13,000.00	160-1605-301500	Interest Earned	$18,000.00	$18,000.00	
$21,660.59	$21,050.08	$25,791.00	$8,551.95	$8,600.00	160-1605-304341	SDC Water Improvements	$8,700.00	$8,700.00	
$12,981.10	$20,173.75	$13,000.00	$5,299.99	$5,300.00	160-1605-304342	SDC Water Reimbursements	$5,400.00	$5,400.00	
$39,302.89	$67,617.75	$40,000.00	$14,118.35	$14,200.00	160-1605-304343	SDC Wastewater Reimbursement	$14,000.00	$14,000.00	
$13,462.74	$8,379.34	$15,000.00	$4,174.56	$4,200.00	160-1605-304344	SDC Storm Drain Improvement	$4,200.00	$4,200.00	
$17,137.20	$43,065.88	$7,700.00	$14,381.22	$15,000.00	160-1605-304435	LID Assessments	$10,000.00	$10,000.00	
$628,135.10	**$751,225.06**	**$845,991.98**	**$805,353.91**	**$811,525.06**		**REVENUE**	**$871,825.06**	**$871,825.06**	**$0.00**
$0.00	$0.00	$50,000.00	$0.00	$0.00	160-1605-217126	Transfer out Cap Res	$49,000.00	$49,000.00	
$40,000.00	$0.00	$0.00	$0.00	$0.00	160-1605-217129	Transfer to Debt Services	$0.00	$0.00	
$40,000.00	**$0.00**	**$50,000.00**	**$0.00**	**$0.00**		**TRANSFERS**	**$49,000.00**	**$49,000.00**	**$0.00**
$40,000.00	**$0.00**	**$50,000.00**	**$0.00**	**$0.00**		**TOTAL EXPENSES**	**$49,000.00**	**$49,000.00**	**$0.00**
$588,135.10	**$751,225.06**	**$795,991.98**	**$805,353.91**	**$811,525.06**		**RESERVED FOR FUTURE YEARS**	**$822,825.06**	**$822,825.06**	**$0.00**
$628,135.10	**$751,225.06**	**$845,991.98**	**$805,353.91**	**$811,525.06**		**TOTAL REQUIREMENTS**	**$871,825.06**	**$871,825.06**	**$0.00**

NOTE: System Development Charges (SDCs) are a one-time charge assessed for new development which offsets the cost of increased demand for water and wastewater. These fees provide funding for system maintenance and improvements. There are two SDC fees (indexed to the CPI) - Reimbursement and Improvement - and the fees are calculated based on meter size (demand).

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$249,547.75	$670,851.48	$1,233,081.30	$1,298,210.93	$1,298,210.93	100-1045-300101	Beginning Balance	$1,355,540.93	$1,355,540.93	
$1,143.46	$333.31	$200.00	$3,804.08	$9,500.00	100-1045-301500	Interest Earned	$10,000.00	$10,000.00	
$515,862.01	$537,752.17	$410,000.00	$318,810.78	$526,000.00	100-1045-304240	Tax - Transient Lodging	$526,000.00	$526,000.00	
$76.49	$0.00	$0.00		$0.00	100-1045-304481	Grants	$0.00	$0.00	
$59,853.25	$0.00	$0.00		$0.00	100-1045-314861	Transfer in General Fund	$0.00	$0.00	
$0.00	$325,000.00	$0.00		$0.00	100-1045-314872	Transfer in Street Reserves	$0.00	$0.00	
826,482.96	**1,533,936.96**	**1,643,281.30**	**1,620,825.79**	**1,833,710.93**		**REVENUE**	**1,891,540.93**	**1,891,540.93**	**0.00**
$0.00	$0.00	$0.00		$0.00	100-1045-105101	City Manager	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1045-105102	Deputy Recorder	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1045-105103	City Clerk 3	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1045-105104	City Clerk 2	$0.00	$0.00	
$39.14	$0.00	$0.00		$0.00	100-1045-105110	Water Lead	$0.00	$0.00	
$811.72	$459.61	$400.00	$126.97	$200.00	100-1045-105111	Wastewater Lead	$200.00	$200.00	
$1,245.11	$448.02	$200.00	$46.35	$100.00	100-1045-105112	Field Utility 2	$0.00	$0.00	
$469.26	$911.80	$1,000.00	$986.07	$1,200.00	100-1045-105113	Field Utility 1	$1,500.00	$1,500.00	
$559.86	$691.25	$600.00	$566.88	$700.00	100-1045-105114	Field Utility	$1,000.00	$1,000.00	
$345.11	$255.98	$200.00	$137.20	$220.00	100-1045-105140	Fringe Benefits	$300.00	$300.00	
$1,233.14	$1,021.09	$700.00	$710.54	$700.00	100-1045-105141	Insurance Benefits	$800.00	$800.00	
$490.44	$413.43	$400.00	$219.07	$300.00	100-1045-105142	Regular PERS System	$400.00	$400.00	
5,193.78	**4,201.18**	**3,500.00**	**2,793.08**	**3,420.00**		**PERSONNEL**	**4,200.00**	**4,200.00**	**0.00**
$65,000.00	$65,000.00	$30,000.00	$22,500.00	$30,000.00	100-1045-205202	Visitor Center Operations	$45,000.00	$45,000.00	
$21,467.40	$29,017.51	$35,000.00	$20,812.20	$35,000.00	100-1045-205214	Marketing (Grants/Prgm/Events)	$75,000.00	$75,000.00	
$8,949.70	$0.00	$30,000.00	$13,750.00	$15,000.00	100-1045-205260	Contract Expense (all Professional, IGA & Personal Svcs)	$110,000.00	$110,000.00	
$0.00	$25,000.00	$25,000.00	$0.00	$25,000.00	100-1045-205320	Fireworks	$0.00	$0.00	
$9,420.91	$6,609.17	$10,000.00	$1,020.00	$1,500.00	100-1045-205439	Comm Support/Beautification	$10,000.00	$10,000.00	
$2,094.69	$987.41	$1,000.00	$1,876.64	$2,500.00	100-1045-205490	Material and Services	$2,000.00	$2,000.00	
106,932.70	**126,614.09**	**131,000.00**	**59,958.84**	**109,000.00**		**MATERIALS AND SERVICES**	**242,000.00**	**242,000.00**	**0.00**
$0.00	$0.00	$0.00		$0.00	100-1045-217121	Transfer out Streets Cap Res	$0.00	$0.00	
$12,020.00	$0.00	$0.00		$0.00	100-1045-217122	Transfer out Library Op/Proj	$0.00	$0.00	
$10,131.00	$26,250.00	$15,750.00	$7,875.00	$15,750.00	100-1045-217123	Transfer out LLCM	$15,000.00	$15,000.00	
$19,203.00	$38,000.00	$25,000.00	$12,500.00	$25,000.00	100-1045-217124	Transfer out Commons Ops/Proj	$103,000.00	$103,000.00	
$0.00	$40,000.00	$25,000.00	$12,500.00	$25,000.00	100-1045-217127	OP Transfer - Parks & Trails Operations	$15,000.00	$15,000.00	
$2,151.00	$0.00	$300,000.00	$150,000.00	$300,000.00	100-1045-217128	Transfer to Parks & Trails Proj	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1045-217135	Interfund Transfer - LLCM Capital Reserve	$0.00	$0.00	
$0.00	$0.00	$0.00		$0.00	100-1045-217142	OP Transfer - Capital Project	$0.00	$0.00	
43,505.00	**104,250.00**	**365,750.00**	**182,875.00**	**365,750.00**		**TRANSFERS**	**133,000.00**	**133,000.00**	**0.00**
155,631.48	**235,065.27**	**500,250.00**	**245,626.92**	**478,170.00**		**TOTAL EXPENSES**	**379,200.00**	**379,200.00**	**0.00**
670,851.48	**1,298,871.69**	**1,143,031.30**	**1,375,198.87**	**1,355,540.93**	100-1020-208500	**RESERVED FOR FUTURE YEARS**	**1,512,340.93**	**1,512,340.93**	**0.00**
826,482.96	**1,533,936.96**	**1,643,281.30**	**1,620,825.79**	**1,833,710.93**		**TOTAL REQUIREMENTS**	**1,891,540.93**	**1,891,540.93**	**0.00**

CAPITAL IMPROVEMENT PROJECTS

FISCAL YEAR 2023-24

CAPITAL PROJECTS - WATER

Backwash Reycycle System

In construction, and will be completed through the start of the new fiscal year. The backwash recycle system is partially complete. The water plant will draw less water from Reedy Creek and will improve the general flow into the Yachats River. This installation will lessen the impact of any drought that may be experienced in the future and while it may not be used every year, Yachats may elect to run it consistently to have less environmental impact from community water needs.

SCADA Upgrades

This is a continuing project from last year. Supervisory control and data acquisition (SCADA) is a control system architecture comprising computers, networked data communications and graphical user interfaces for high-level supervision of water plant and distribution system.

Service Trucks

Current trucks need to be replaced. One replacement will have a bed crane/hoist which will enable the removal of pumps (without a backhoe).

Water Plant Upgrades - Clarifier Drives

This year the clarifier drive and flocculator drive will be replaced and upgraded as they are operating at reduced efficiency. The original drives from 1991 are expected to have a 20-year life-cycle and are overdue for replacement.

Hydrant Replacements

The city has a goal to upgrade 2 or 3 hydrants per year.

Seismic Study

Seismic engineering study on the 1-million-gallon reservoir and the 200,000- gallon reservoir on Radar Rd. This study will be used to apply for a grant to retrofit or replace the reservoirs.

Source Water Protection - Implementation Plan

Complete. The city created a Source Water Protection Plan which evolved into preliminary research and discussions about long term strategies to address water supply.

Upgrade E. 2nd Street Waterline

The waterline is an older asbestos-concrete pipe and needs to be replaced. The replacement of this waterline is the nexus of the E. 2nd Street project.

WATER (WTP)			CIP BUDGET		FISCAL 2022-23		SPEND or CARRY		CIP 5 YEAR PROJECTION						
	PROJECTS	ORIGINAL ESTIMATED COST	ADOPTED APPROP	APPROPS AFTER RECLASS	(ACTUAL) SPEND TO DATE	(REMAINING) AVAILABLE TO YEAR END	ESTIMATED SPENDING APR-JUN	CARRY FORWARD	FISCAL CIP YR1	FISCAL CIP YR2	FISCAL CIP YR3	FISCAL CIP YR4	FISCAL CIP YR5	FISCAL CIP >5YRS	TOTAL CIP
MASTERPLAN	DEPARTMENT / DETAIL		2022-23	3/2/2023	@3/8/23	@3/8/23	@3/8/23	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	>2028	2023 >
	WATER (WTP)														
	South Tank Earthquake Valve	70,000	63,920	98,880	12,971	85,909	85,909	0	0	-	-	-	-	-	0
	Plant Backwash Recycle System	142,000	138,739	286,440	3,214	283,226	143,226	140,000	140,000	-	-	-	-	-	140,000
	SCADA Upgrade	60,000	49,044	49,044	0	49,044	0	49,044	49,044	-	-	-	-	-	49,044
M/P T-1 (1)	WTP Upgrade CIP Annually	30,000	30,000	30,000	5,022	24,978	24,978	0	30,000	30,000	30,000	30,000	30,000	30,000	180,000
M/P D-10 (1)	Combs Circle Pressure Release Valve Rehab	40,000	0	0	0	0	-	-	-	-	40,000	-	-	-	40,000
	Watertank Design Development	10,000	0	0	0	0	-	-	10,000	-	-	-	-	-	10,000
M/P T-2 (2)	Water Plant Clarifier - Rehabilitation of Drives ($641k)	250,000	0	0	0	0	-	-	150,000	100,000	-	-	-	-	250,000
M/P T-1 (1)	Water Plant Electrical Control Systems - MCC (Master Control)	814,000	0	0	0	0		-	-	407,000	407,000			-	814,000
M/P D-2 (1)	System Pressure Release Valve Rehab/ Update	50,000	0	0	0	0	-	-	-	-	50,000	-	-	-	50,000
M/P S-5 (1)	Reedy Creek Raw Water Pipeline Improvements	208,000	0	0	0	0	-	-	-	104,000	104,000	-	-	-	208,000
M/P D-3 (1)	Windsong Street Service Reconnections	11,000	0	0	0	0	-	-	-	-	11,000	-	-	-	11,000
M/P D-4 (1)	New PRV at 7th Street & Radar Road	101,000	0	0	0	0	-	-	-	-	-	101,000	-	-	101,000
M/P D-5 (1)	New PRV on King Street Between 7th and Prospect Ave	101,000	0	0	0	0	-	-		-	-	101,000	-	-	101,000
M/P D-6 (1)	New 8" Water Main on Radar Road at Prospect Ave	57,000	0	0	0	0	-	-	-	-	-	-	57,000	-	57,000
M/P D-7 (1)	New 8" Water Main on King Street at Prospect Ave	86,000	0	0	0	0	-	-	-	-	-	-	86,000	-	86,000
	Annual Hydrant Replacements	6,000	6,000	8,000	931	7,069	7,069	0	8,000	8,000	10,000	10,000	12,000	12,000	60,000
	Service Truck w/Lift	50,000	50,000	-	-	-	-	-	80,000	-	-	-	-	-	80,000
	Service Truck - Ranger	-	-	-	-	-	-	-	30,000	-	-	-	-	-	30,000
	Public Works Slide Gate	15,000	15,000	15,000	0	15,000	0	15,000	20,000	-	-	-	-	-	20,000
	Property Acquisition, Surveys, Geotech	250,000	250,000	250,000	0	250,000	0	250,000	250,000	-	-	-	-	-	250,000
M/P ST-2 (2)	Water Tank Seismic Retrofit Engineering	60,000	60,000	-	-	-	-	-	60,000	-	-	-	-	-	60,000
	#2. Water Source Plan	30,000	17,269	17,269	17,881	(612)	0	0	0	-	-	-	-	-	0
M/P S-3 (1)	Analysis / Engineering SWLCWPUD	75,000	-	-	-	-	-	-	75,000	-	-	-	-	-	75,000
	Integrator of Record (RFP) - System Controls	5,000	-	5,000	1,174	3,826	3,826	-	-	-	-	-	-	-	0
M/P D-13 (1)	**2ND ST PH2** Prospect-Loma Waterline Construction	141,000	141,000	-	-	-	-	-	154,375	-	-	-	-	-	154,375
M/P D-13 (1)	**2ND ST PH2** Prospect-Loma Waterline Engineering	14,000	0	1,500	585	915	915	-	-	-	-	-	-	-	-
M/P D-13 (1)	**2ND ST PH3** Loma to River Rd Waterline Construction	136,000	0	-	-	-	-	-	-	136,000	-	-	-	-	136,000
	Water Unplanned / Contingency								25,000	25,000	25,000	25,000	25,000	25,000	150,000
M/P T-7 (2)	WTP Building Seismic Retrofit	270,000	0	-	-	-	-	-	-	-	-	-	-	270,000	270,000
M/P S-4 (1)	Yachats River Intake and Raw Water Pipeline	2,893,000	0	-	-	-	-	-	-	-	-	-	-	2,893,000	2,893,000
M/P S-2 (1)	Yachats River Dvlpt Planning Work - Long Term Water Rights	50,000	0	-	-	-	-	-	-	-	-	-	-	50,000	50,000
M/P T-3 (2)	WTP Mixed Media Filter Rehabilitation	350,000	0	-	-	-	-	-	-	-	-	-	-	350,000	350,000
M/P T-4 (2)	WTP Pump and Compressor Upgrades	402,000	0	-	-	-	-	-	-	-	-	-	-	402,000	402,000
M/P T-5 (2)	WTP Instrumentation Upgrades	271,000	0	-	-	-	-	-	-	-	-	-	-	271,000	271,000
M/P T-6 (2)	WTP Chemical Feed System Improvements	205,000	0	-	-	-	-	-	-	-	-	-	-	205,000	205,000
M/P D-8 (2)	New 8" Water Main on Third Street	167,000	0	-	-	-	-	-	-	-	-	-	-	167,000	167,000
M/P D-9 (2)	New 4" Water Main and PRV on Horizon Hill Road (hillside rock)	737,000	0	-	-	-	-	-	-	-	-	-	-	737,000	737,000
M/P D-11 (2)	Yachats Ocean Road Service Reconnections	20,000	0	-	-	-	-	-	-	-	-	-	-	20,000	20,000
M/P D-15 (2)	Pontiac Street Waterline - 3rd to 4th	88,000	0	-	-	-	-	-	-	-	-	-	-	88,000	88,000
M/P D-16 (2)	Shell Street Waterline	79,000	0	-	-	-	-	-	-	-	-	-	-	79,000	79,000
M/P D-17 (2)	Gender Drive and Windy Way Waterlines	254,000	0	-	-	-	-	-	-	-	-	-	-	254,000	254,000
M/P D-18 (2)	Pontiac Street Waterline - 2nd to 3rd	105,000	0	-	-	-	-	-	-	-	-	-	-	105,000	105,000
M/P D-19 (2)	Hanley Drive Waterline	47,000	0	-	-	-	-	-	-	-	-	-	-	47,000	47,000
M/P P-1 (2)	New Radar Road Pump Station	767,000	0	-	-	-	-	-	-	-	-	-	-	767,000	767,000
M/P P-2 (2)	New Horizon Hill Pump Station & Reservoir	1,079,000	0	-	-	-	-	-	-	-	-	-	-	1,079,000	1,079,000
M/P ST-1 (2)	New 250,000-gallon Lower Radar Road Reservoir	1,717,000	0	-	-	-	-	-	-	-	-	-	-	1,717,000	1,717,000
M/P ST-3 (2)	Upper Radar Road Reservoir Seismic Retrofit Improvements	1,013,000	0	-	-	-	-	-	-	-	-	-	-	1,013,000	1,013,000
M/P D-20 (3)	Automated Water Meter Reading System	318,000	0	-	-	-	-	-	-	-	-	-	-	318,000	318,000
	TOTAL WTP	**2,812,000**	**820,972**	**761,133**	**41,778**	**719,355**	**265,923**	**454,044**	**1,081,419**	**810,000**	**677,000**	**267,000**	**210,000**	**10,899,000**	**13,944,419**

CAPITAL PROJECTS - WASTEWATER

Construction Phase of Submersible Pump Disconnects
This is the next phase of the Submersible Pump project. Engineering was completed last year (2022-23). The purpose of the Submersible Pump Electric Plugs or "quick connect" is to "quickly" exchange a failed pump with another pump and have it back online within 30-60 minutes. Currently, when a pump fails, staff will call an electrician and wait for them to arrive from Newport to unwire the pump. This can be a public risk on a holiday or during a storm event with high flows. This project is for four pump stations with redundancy.

Annual Inflow and Infiltration (I&I) Rehabilitation
Yachats experiences a large amount of groundwater coming into the sewer collection system every year during the rain season. This increases the amount of water treated at the wastewater treatment plant causing excessive wear and tear on equipment and higher energy costs. The I&I Basin Rehab allows Staff to find where major leaks are and contract out work such as manhole lining, and pipe lining.

Facility Upgrades
Garage Doors - Performance and Improved Wear and Tear
Lighting - Improved Lighting and Energy Efficiency

Security Measures
Public Works Slide Gate: an electric slide gate at Public Works is needed for security reasons. At times, individuals will walk in from the street and browse the yard and shop looking for staff or just "looking."

Design Standards - Water/Wastewater/Streets and Storms

E. 2nd Street Sewer Line Prospect to Loma
This sewer line has a large sag in a section of it as well as a large hole in the wall of the pipe. This section will be replaced and connecting laterals reinstated. The work is part of the E. 2nd Project.

WASTEWATER (WWTP)			CIP BUDGET		FISCAL 2022-23		SPEND or CARRY		CIP 5 YEAR PROJECTION						
	PROJECTS	ORIGINAL ESTIMATED COST	ADOPTED APPROP	APPROPS AFTER RECLASS	(ACTUAL) SPEND TO DATE	(REMAINING) AVAILABLE TO YEAR END	ESTIMATED SPENDING APR-JUN	CARRY FORWARD	FISCAL CIP YR1	FISCAL CIP YR2	FISCAL CIP YR3	FISCAL CIP YR4	FISCAL CIP YR5	FISCAL CIP >5YRS	TOTAL CIP
MASTERPLAN	DEPARTMENT / DETAIL		2022-23	3/2/2023	@3/8/23	@3/8/23	@3/8/23	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	>2028	2023 >
	WASTEWATER (WWTP)														
	Submersible Pump Plug Engineering	45,000	44,525	44,525	1,450	43,075	43,075	0	-	-	-	-	-	-	-
M/P P-1 (1)	Submersible Pump Plug Installation	265,000	-	25,000	0	25,000	0	25,000	265,000	-	-	-	-	-	265,000
	Main Pump Station Improve	405,000	-	23,000	22,685	315	315	0	50,000	166,000	166,000	-	-	-	382,000
	ByPass Connections for 3 Lift Stations	8,000	-	8,000	4,170	3,830	3,830	0	0	-	-	-	-	-	-
	Annual Inflow and Infiltration (I&I) Rehabilitation	40,000	40,000	40,000	0	40,000	40,000	0	40,000	40,000	40,000	40,000	40,000	40,000	240,000
	Air Valve Sequence Batch Reactor #2	9,000	-	8,000	7,957	43	43	0		-	-	-	-	-	-
M/P G-4 (1)	Hanley Drive Sewer Manholes	40,000	-	0	0	0	0	0	20,000	20,000	-	-	-	-	40,000
M/P T-5 (1)	Outfall Pipeline Improvements	120,000	-	0	0	0	0	0	-	-	120,000	-	-	-	120,000
M/P P-6 (2)	Riverside Pump Station Improvements	250,000	-	0	0	0	0	0	-	50,000	200,000	-	-	-	250,000
	Actuator Valve (Spare)	8,000	-	0	0	0	0	0	8,000	-	-	-	-	-	8,000
	Sequence Batch Reactor Waste Pump WWTP	12,000	-	0	0	0	0	0	12,000	-	-	-	-	-	12,000
	Multi-VFD Upgrades	50,000	-	0	0	0	0	0	25,000	25,000	-	-	-	-	50,000
M/P T-12 (2)	UV Disinfection Control Upgrades	60,000	-	0	0	0	0	0	30,000	30,000	-	-	-	-	60,000
M/P G-1 (1)	Sewer Line from King Street to 3rd Street (D-220 to D-270)	140,000	-	0	0	0	0	0	-	-	140,000	-	-	-	140,000
M/P G-5 (1)	Wastewater Collection System Design Standards	5,000	-	0	0	0	0	0	5,000		-	-	-	-	5,000
M/P P-3 (1)	Quiet Water Pump Station Improvements	493,000	-	0	0	0	0	0	-	-	50,000	250,000	193,000	-	493,000
M/P T-1 (1)	Headworks and Grit Removal Baggers	10,000	-	0	0	0	0	0	-	-	10,000	-	-	-	10,000
M/P T-2 (1)	SBR and Digester Diffuser Membrane Replacement	15,000	-	0	0	0	0	0	-	-	15,000	-	-	-	15,000
M/P T-7 (2)	New Biosolids Disposal Site Acquisition	50,000	-	0	0	0	0	0	-	-	-	-	-	50,000	50,000
M/P G-2 (1)	0	141,000	-	0	0	0	0	0	-	-	-	141,000	-	-	141,000
M/P T-3 (1)	WW Tractor	60,000	60,000	58,000	58,000	0	0	0	-	-	-	-	-	-	0
M/P P-2 (1)	125kw Portable generator	45,000	-	60,462	60,231	231	231	0	-	-	-	-	-	-	0
	Platform Lift	50,000	50,000	45,000	45,000	0	0	0	-	-	-	-	-	-	0
M/P T-4 (1)	PW Rehab - Rollup Doors	140,000	-	0	0	0	0	0	140,000	-	-	-	-	-	140,000
M/P T-4 (1)	PW Rehab - Roofing	200,000	-	0	0	0	0	0	-	-	-	100,000	100,000	-	200,000
M/P T-4 (1)	PW Rehab Exterior Panels	350,000	-	0	0	0	0	0	-	-	-	100,000	250,000	-	350,000
M/P T-4 (1)	Shop Lighting Update	10,000	-	0	0	0	0	0	10,000	-	-	-	-	-	10,000
	Man Doors PW Bldg #2	15,000	0	0		0	0	0	15,000	-	-	-	-	-	
M/P T-4 (1)	Public Works Slide Gate	7,500	15,000	15,000	0	15,000	0	15,000	20,000	-	-	-	-	-	20,000
	Integrator of Record (RFP) - System Controls	-	-	5,000	1,722	3,278	3,278	0	-	-	-	-	-	-	0
	GIS Mapping & Geolocation Utility Line Hardware	25,000	-	-	0	0	0	0	25,000	-	-	-	-	-	25,000
	AEDs - Shop/City Hall (x5) TBD	-	-	6,000	0	6,000	6,000	0	-	-	-	-	-	-	0
	2ND PH2 Prospect-Loma Wasteline Construction	60,000	60,000	0	0	0	0	0	0	-	-	-	-	-	0
	2ND PH2 Prospect-Loma Wasteline Engineering	13,000	0	0	0	0	0	0	0	-	-	-	-	-	0
	2ND PH3 Loma to River Rd Wasteline Construction	43,000	0	0	0	0	0	0	0	43,000	-	-	-	-	43,000
	Wastewater Unplanned / Contingency								25,000	25,000	25,000	25,000	25,000	25,000	150,000
M/P G-3 (1)	Mainline D Manhole D-010 to D-030, Ocean View Drive	263,000	-	-	-	-	-	-	-	-	-	-	-	263,000	263,000
M/P P-5 (2)	Parkside Pump Station Improvements	218,000	-	-	-	-	-	-	-	-	-	-	-	218,000	218,000
M/P P-7 (2)	Pontiac Pump Station Improvements	218,000	-	-	-	-	-	-	-	-	-	-	-	218,000	218,000
M/P F-1 (2)	Pontiac Pump Station Forcemain Improvements	121,000	-	-	-	-	-	-	-	-	-	-	-	121,000	121,000
M/P T-6 (2)	Biosolids Drying Beds	158,000	-	-	-	-	-	-	-	-	-	-	-	158,000	158,000
M/P T-8 (2)	Biosolids Manure Spreader	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
M/P T-9 (2)	Aerobic Digester/Sludge Storage Tank Air Supply System Imps.	223,000	-	-	-	-	-	-	-	-	-	-	-	223,000	223,000
M/P T-10 (2)	Aerobic Digester Tank Coating and Piping Improvements	330,000	-	-	-	-	-	-	-	-	-	-	-	330,000	330,000
M/P T-11 (2)	SBR, EQ Basin, & Digester Control System Upgrades TBD	972,000	-	-	-	-	-	-	-	-	-	-	-	-	0
M/P T-13 (2)	SBR Basin #3 TBD	1,236,000	-	-	-	-	-	-	-	-	-	-	-		0
	TOTAL WWTP	**3,184,500**	**269,525**	**337,987**	**201,214**	**136,773**	**96,772**	**40,000**	**690,000**	**399,000**	**766,000**	**656,000**	**608,000**	**1,746,000**	**4,850,000**

CAPITAL PROJECTS - STREETS and STORMS

Upgrade E. 2nd Street Waterline *(Prospect to Loma)*
Scoped includes: installation of 540 ft of new waterline, repair/replace portions of the sewer collection line, repair/replace portions of the storm drain system, construct 540 ft of new pavement. The current waterline is aging out of service, is made of asbestos-concrete and needs to be replaced.

Generally, when Public Works selects a street to be paved, Lead Staff consider the condition of underground water, sewer, and storm drain utilities. If lines need upgrading, it is an opportunity to do anticipated repair work, before road repair is completed (paving). For E. 2nd Street, all the utility lines need repair or replacement.

E. 2nd Street *(Loma to Yachats River Road)*
Begin engineering for this next phase of the project.

Storm Water Master Plan
A Storm Water Plan is needed to update SDCs Fee Structure and with increased land development and growing environmental concerns, stormwater management requirements are now more complex than in previous years. Prior to changes to the Green Space (Central Park) and wetlands area, the Storm Master Plan will also be critical to inform design decisions.

E. 2nd Street
Improving the storm water system on this street is a vital part of the E. 2nd Street project. Storm water has been a pressing issue on Second Street for a long time- particularly of note during long rainy seasons. Water ponding on the street makes it difficult to drive and walk through for residents.

PROJECTS	ORIGINAL ESTIMATED COST	CIP BUDGET		FISCAL 2022-23		SPEND or CARRY		CIP 5 YEAR PROJECTION						
		ADOPTED APPROP	APPROPS AFTER RECLASS	(ACTUAL) SPEND TO DATE	(REMAINING) AVAILABLE TO YEAR END	ESTIMATED SPENDING APR-JUN	CARRY FORWARD	FISCAL CIP YR1	FISCAL CIP YR2	FISCAL CIP YR3	FISCAL CIP YR4	FISCAL CIP YR5	FISCAL CIP >5YRS	TOTAL CIP
DEPARTMENT / DETAIL		2022-23	3/2/2023	@3/8/23	@3/8/23	@3/8/23	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	>2028	2023 >
STREETS														
EAST 2nd Street PH 2 - Prospect to Loma 540'														
Prospect-Loma General Engineering	13,000	-	15,000	7,646	7,354	7,354	0	-	-	-	-	-	-	0
Prospect-Loma Sitework & General Construction	152,000	152,000	97,000	0	97,000	97,000	0	132,281	-	-	-	-	-	132,281
EAST 2nd Street PH 3 - Loma to River Rd 560'														
Loma to River Rd General Engineering	13,000	13,000	13,000	0	13,000	0	13,000	13,000	-	-	-	-	-	13,000
Loma to River Rd Sitework	-	-	-					-	-	-	-	-	-	0
Loma to River Rd General Construction	187,000	-	-					-	-	67,000	120,000	-	-	187,000
Loma to River Rd Paving/Gutter	-	-	-					-	-	-	-	-	-	0
STREET PROJECTS														
Gimlet Gates	70,000	35,000	35,000	0	35,000	0	35,000	35,000	-	-	-	-	-	35,000
Oceanview Drive	50,000	-	0	0	0	0	0	0	-	-	-	-	50,000	50,000
Hwy 101 Curve Delineators**	-	-	40,000	0	40,000	0	40,000	40,000	-	-	-	-	-	40,000
Marine/101 Storm Drain	60,000	-	-	-	-	-	-	-	60,000	-	-	-	60,000	120,000
TOTAL GENERAL STREETS ***BEFORE CAPITALIZED LABOR***	**545,000**	**200,000**	**200,000**	**7,646**	**192,354**	**104,354**	**88,000**	**220,281**	**60,000**	**67,000**	**120,000**	**0**	**110,000**	**577,281**
STORMS														
Prospect-Loma Storm Drains	40,000	40,000	40,000	0	40,000	0	40,000	30,349	-	-	-	-	-	30,349
Storm Drain - Gender Drive (Converted to Stormwater Study)	60,000	50,000	-	-	-	-	-	-	-	-	-	-	-	0
Stormwater Masterplan	-	-	50,000	78	49,922	20,000	29,022	29,022	-	-	-	-	-	58,044
TOTAL STORMS ***BEFORE CAPITALIZED LABOR***	**100,000**	**90,000**	**90,000**	**78**	**89,922**	**20,000**	**69,022**	**59,371**	**0**	**0**	**0**	**0**	**0**	**88,393**

CITY HALL PROJECTS

Deferred maintenance, repair and replacement will be the focus of the first six months of the fiscal year- catching up on outstanding projects which date back prior to HWY 101 Rehab/Repairs/Upgrades. While these first projects are being done, there is an opportunity to do the work of community engagement, surveys and master planning. See the following:

THE COMMONS

Scope of work includes deferred maintenance and repair to the roof, increased gutter sizing, fascia replacement and siding repair. Roof drainage repair will address leaking from the upper roof, down the upper south facing wall, into the electrical panel room where there has been consistent ponding and undue wear and tear on the sump pump. The engineering survey completed by CivicWest (due this month) was conducted as a commercial code review and anticipated updates include: egress doors push-release bars, emergency lighting, exit signage, and fire-suppression system. Additional scope may also include improved Audio/Lighting systems, updated security for access for the community and for (separate) public events. M/E/P (Mechanical/Electrical/Plumbing) review to balance heating / air handling system and building performance, and removal of identified, vacated plumbing and electrical lines (to reduce the cost of maintenance). The accomodation of the YYFAP lease may also include a dedicated/secure area for childcare. Community engagement will determine how building programming will be adapted in future.

THE LIBRARY

The Library's long awaited, addition (1250 sf) and rehabilitation is in the final construction documentation phase, which includes budgeting and scheduling. Construction is anticipated to commence in August of 2023, with completion in Fiscal Year 2024-5. City Council recently approved matching funding on behalf of a Ford Family Grant Application. Programming for the Library is expanding but will also preserve what has made this space a valued community asset. Public meeting space has been added; larger, separated reading areas for Children and Teens created, and Library operations and counter space has been improved. See CIP Budget for details. Plans are available on request.

LITTLE LOG CHURCH MUSEUM

The Little Log Church and Museum Committee has met over the last several months to review programming and determine the scope of repairs. Current plans include the repair of the siding, and window replacement with minor interior upgrades including review of heating and ventilation. Phase I repair and replacement is anticipated to commence once all museum artifacts have been moved and stored. Discussion about a potential Phase II expansion to the museum addition is ongoing.

CITY HALL

City Hall is working with a consultant to upgrade access, and create a secure entry vestibule and counter which would bring the citizenry out of the weather and into City Hall to conduct business, yet also support more controlled access for staff. Additional counters

and partitions will be added inside City Hall. Exterior repairs will include overdue repairs to the fascia, replacement and realignment of gutters and painting.

COMMUNITY RESILIENCE and PREPAREDNESSS

Project Staff is awaiting, anticipated in the next two weeks: detailed hazard/risk mapping for the community and pre-selected sites for Containers for Emergency Preparedness Storage ***as well as*** the status of the ODOE Grant Application for Resiliency Masterplanning. Current funding has been re-appropriated.

PARKS and TRAILS

COMPLETION OF 804 TRAIL - CONNECT W/HWY 101- BOARDWALK

Following completion of a community survey, community engagement meetings (abbreviated) and masterplan, begin engineering for design of the next phase of the Boardwalk and Trail from HWY 101 West to the State Park. Construction to start in Fiscal Year 2024/25 or earlier - work cannot commence until transfer of Ocean View Drive from Lincoln County to the City of Yachats is complete. See CIP Budget and Appropriations following.

GREENSPACE

Finalize design as part of Community Masterplan (abbreviated) including comprehensive park and trails plan *with Parks and Trails Committee*, generate RFP and schedule work.

SKATEPARK

Finalizing design, with construction to be completed prior to the close of this year, 2023. (Fiscal 2023-4) Katherine Rose, Dreamland Skate Parks, Portal Dimensions and Polly Plumb! have been incredibly generous in dedicating their time, commitment and support to this project. See CIP Budget and Appropriations following.

MASTERPLAN

A municipal masterplan functions similarly to that of a Comprehensive Plan. For Yachats, the master plan process will support an updated community survey, abbreviated community engagement outreach, inclusion of a resiliency masterplan to address community vulnerabilities, parks and trails mapping; updated community goals, demographics and data, alignments with the State Planning Goals and incorporation of Water, Wastewater, Stormwater Masterplans, and Housing Analysis.

PROJECTS	ORIGINAL ESTIMATED COST	CIP BUDGET		FISCAL 2022-23		SPEND or CARRY		CIP 5 YEAR PROJECTION						
		ADOPTED APPROP	APPROPS AFTER RECLASS	(ACTUAL) SPEND TO DATE	(REMAINING) AVAILABLE TO YEAR END	ESTIMATED SPENDING APR-JUN	CARRY FORWARD	FISCAL CIP YR1	FISCAL CIP YR2	FISCAL CIP YR3	FISCAL CIP YR4	FISCAL CIP YR5	FISCAL CIP >5YRS	TOTAL CIP
DEPARTMENT / DETAIL		2022-23	3/2/2023	@3/8/23	@3/8/23	@3/8/23	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	>2028	2023 >
CITY HALL														
Conex installation	3,000	20,000	20,000	0	20,000	0	20,000	20,000	-	-	-	-	-	20,000
501 Gutters and Fascia, Building Repair	20,000	20,000	0	0	0	0	20,000	20,000	-	-	-	-	-	40,000
Exterior Rehabilitation; ADA Compliant/Code & Safety Review	60,000								60,000					60,000
Security Upgrade	-	-	20,000	0	20,000	10,000	10,000	10,000	-	-	-	-	-	10,000
TOTAL *BEFORE CAPITALIZED LABOR*	**83,000**	**40,000**	**40,000**	**0**	**40,000**	**10,000**	**50,000**	**50,000**	**60,000**	**0**	**0**	**0**	**0**	**130,000**
PARKS & TRAILS														
Bayside Boardwalk Engineering	125,000	110,000	110,000	0	110,000	0	110,000	50,000	60,000	-		-	-	110,000
Extension of Walkway to State Park	750,000	-	0	0	0	0	0	-	-	-	350,000	400,000		750,000
Gateway Overlook and Improvements	450,000	-	0	0	0	0	0	0	-	350,000	100,000			450,000
Boardwalk Construction	875,000	150,000	150,000	0	150,000	0	150,000	-	125,000	500,000	250,000	-	-	875,000
Underground Utilities	200,000	200,000	200,000	0	200,000	0	200,000	-	0	200,000	-	-	-	200,000
Skate Park Improvements	25,000	15,000	15,000	0	15,000	15,000	0	10,000	-	-	0	-	-	10,000
Oceanview Dr Pocket Parks	29,000	19,000	15,000	2,860	12,140	12,140	0	-	-	-	-	-	-	0
Archeological Testing	-	-	4,900	4,900	0	0	0	-	-	-	-	-	-	0
TOTAL *BEFORE CAPITALIZED LABOR*	**2,454,000**	**494,000**	**494,900**	**7,760**	**487,140**	**27,140**	**460,000**	**60,000**	**185,000**	**1,050,000**	**700,000**	**400,000**	**0**	**2,395,000**
COMMONS														
Gutters and Fascia and Roof Repair	50,000	35,000	35,000	0	35,000	0	35,000	35,000	-	-	-	-	-	35,000
M/E/P Updates	25,000	0	0	0	0	0	0	25,000	-	-	-	-	-	25,000
Fire & Safety Updates; Egress, Hardware and Lighting	25,000	0	0	0	0	0	0	25,000	-	-	-	-	-	25,000
Security Updates	10,000	0	0	0	0	0	0	10,000	-	-	-	-	-	10,000
Sound / Lighting Updates	25,000	0	0	0	0	0	0	25,000	-	-	-	-	-	25,000
Generator Rehousing and Relocation - Resiliency Measure	15,000	0	0	0	0	0	0	15,000	-	-	-	-	-	15,000
Interior Remodel to Accommodate Childcare Facilities / Secure Area	80,000	0	0	0	0	0	0	80,000	-	-	-	-	-	80,000
COMMONS Engineering Building Analysis	-	0	20,000	1,287	18,713	18,713	0	-	-	-	-	-	-	0
Wetlands Viewing Platform	-	0	6,000	1,268	4,732	4,732	0	-	-	-	-	-	-	0
Park Plan / Civic Plan / Masterplan	-	55,000	55,000	0	55,000	25,000	30,000	30,000	-	-	-	-	-	30,000
Masterplan Project Implementations	500,000	0	0	0	0	0	0	0		100,000	200,000	200,000		500,000
Park Development	-	50,000	24,000	0	24,000	0	24,000	0	24,000	36,000	-	-	-	60,000
TOTAL *BEFORE CAPITALIZED LABOR*	**730,000**	**140,000**	**140,000**	**2,555**	**137,445**	**48,445**	**89,000**	**245,000**	**24,000**	**136,000**	**200,000**	**200,000**	**0**	**805,000**
LIBRARY														
Library Interior Design (Pellitier & Pellitier)	40,000	-	4,000	3,246	754	754	0	0	0	-	-	-	-	0
Library Grant Writer	6,000	6,000	6,000		6,000		6,000	6,000						
Library Project Preparation/Storage	3,000	0	0	0	0	0	0	3,000	-	-	-	-	-	3,000
Library Architectural Design (M D Arch)	32,000	32,000	32,000	13,810	18,190	18,190	0	6,000	-	-	-	-	-	6,000
Library Preconstruction, Permitting Fees and Prep	5,000	0	0	0	0	0	0	7,000	-	-	-	-	-	7,000
Library Rehabilitation and Addition	600,000	300,000	296,000	0	296,000	0	296,000	236,000	300,000	-	-	-	-	536,000
Sprinkler - Building Update: Fire/Safety	85,000	0	0	0	0	0	0	0	85,000	-	-	-	-	85,000
Library Operationalization	20,000	0	0	0	0	0	0	0	20,000	-	-	-	-	20,000
TOTAL *BEFORE CAPITALIZED LABOR*	**791,000**	**338,000**	**338,000**	**17,056**	**320,944**	**18,944**	**302,000**	**258,000**	**405,000**	**0**	**0**	**0**	**0**	**657,000**
LLCM														
LLCM Engineering Study	9,000	0	13,000	12,848	152	12,848	-	-	-	-	-	-	-	0
LLCM Rehabilitation	500,000	187,000	174,000	0	174,000	20,000	154,000	154,000	-	-	-	-	-	154,000
TOTAL *BEFORE CAPITALIZED LABOR*	**509,000**	**187,000**	**187,000**	**12,848**	**174,152**	**32,848**	**154,000**	**154,000**	**0**	**0**	**0**	**0**	**0**	**154,000**
ENTERPRISE FUNDS TOTAL	**20,667,500**	**1,090,497**	**1,099,120**	**242,993**	**856,127**	**362,695**	**494,044**	**1,771,419**	**1,209,000**	**1,443,000**	**923,000**	**818,000**	**12,645,000**	**18,794,419**
GENERAL FUNDS TOTAL	**5,112,000**	**1,489,000**	**1,489,900**	**47,942**	**1,441,958**	**261,731**	**1,212,022**	**987,281**	**734,000**	**1,253,000**	**1,020,000**	**600,000**	**110,000**	**4,718,281**
GRAND TOTAL	**25,779,500**	**2,579,497**	**2,589,020**	**290,935**	**2,298,085**	**624,426**	**1,706,067**	**2,758,700**	**1,943,000**	**2,696,000**	**1,943,000**	**1,418,000**	**12,755,000**	**23,512,700**

THE CITY OF YACHATS
CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS

SUMMARY of CIP PROJECT DEVELOPMENT

INDIVIDUAL, COMMUNITY GROUP or COMMISSION
Pre-application meeting with CITY MANAGER and/or PLANNER
Complete **PROPOSED PROJECT REQUEST FORM**

ROLLING APPLICATIONS SUBMITTED TO CITY MANAGER. PRESENTED TO CC MONTHLY.

STEP I

A NEW IDEA which is NOT part of current CIP, an emergency, or a planned development
- CITY MANAGER presents for discussion and reviews with CITY COUNCIL monthly
- City Council may support project -- advise to proceed, recommend to revise or deny

<$10K BUDGET PROJECT MAY PROCEED TO DUE DILIGENCE

CITY MANAGER / PLANNER / FINANCE COMMITTEE
Review and Rank completed DISCOVERY PROJECT APPLICATIONS

RECOMMEND 2 DATES PER YEAR TO ALIGN WITH COMMON GRANT CYCLES

STEP 2

CM / PLANNER presents RANKED **FORMAL REQUESTS** to CC for **APPROVAL**
- CM / PLANNER recommends, compels change, identifies next steps
- City Council approves/denies **DISCOVERY PROJECT APPLICATION and RANKING**
- City Council assigns project to Commission(s) for Oversight
- City Council identifies scope of Community Participation
- Project proceeds to **DISCOVERY or DUE DILIGENCE PHASE**

DISCOVERY PHASE

- ☐ Set up file and accounts
- ☐ Set up **MOU** of participants/agencies
- ☐ Identify environmental impacts (w/Planner and/or consultant)
- ☐ Complete and submit studies, surveys, applications as identified on **GUIDED DUE DILIGENCE WORKSHEET.** Coordinate with Planning.
- ☐ Establish project budget
- ☐ Identify funding source(s)
- ☐ Gather Community input
- ☐ Complete Project Charter: Timeline & alignment with Yachats' Comprehensive Plan

STEP 3

- Present **FINAL PROJECT** to City Council
- Aesthetics review
- Finalize schedule on **CIP** Project List
- Provide regular updates to City Council on project status

RFQ/RFP BID PROCESS and CONTRACT PHASE
- Grant reporting begins
- Project tracked in **CIP** Schedule
- Accounting assumes day-to-day management of invoicing, coding and payment to vendors

CIP FORM 1 DEC22

THE CITY OF YACHATS CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS

DISCOVERY and PROJECT UPDATE

APPLICATION REVIEW for PROJECTS

COMPLETE FOR DISCOVERY PROJECT REVIEW

PROJECT TITLE:	CURRENT Ocean View Parks: Sunsets N/S, Peace Park	PROJECT #:	23-0002 Ocean P
DATE SUBMITTED:	01/01/2023	BILLING CODE:	150-1035-407942
DEPARTMENT:	City Administration - Parks and Trails		
TOTAL PROJECT COST:	$ 19,000.00	SUBMIT CYCLE:	CIP: ☒ GRANT: ☐ OTHER: ☐
COMMISSION/COMMITTEE:	PUBLIC WORKS: ☐ PLANNING: ☐ PARKS: ☐ LIBRARY: ☐ LLCM: ☐ CITY HALL: ☒		
	PRIORITY: LOW ☐ LOW> MED ☐ MED ☒ MED> HIGH ☐ HIGH ☐		
PRIMARY CONTACT:	Adam Altson, Chair of Parks Commission	PREPARED BY:	H.G. Hamilton, CIP Coord.

RANKING CRITERIA:

COUNCIL GOALS	☐	OUTSIDE FUNDING / PARTNERSHIP	☐	UPGRADE SERVICEABILITY	☐
MASTER PLAN	☐	TIMING AND LOCATION	☒	REPLACEMENT	☒
QUALITY OF LIFE/SAFETY	☒	MANAGED GROWTH	☒	MAINTENANCE	☒
INFRASTRUCTURE	☐	OPERATIONAL IMPACT	☐	NEW / EXPANSION	☐
REGULATORY REQUIREMENT	☐	PERFORMANCE REQUIREMENT	☐	INNOVATION	☐

PROJECT DESCRIPTION:

The project reconfigures bench seating, safety measures, access and signage for parks along Ocean View Drive. The western bank is subject to substantial erosion. Safety measures are recommended to protect the public. CIS Rep.req's landscaping & signage to inform visitors/limit access. Drop from edge is approx.15-20.' Awaiting IGA w/Parks.

PROJECTED SCHEDULE:	APPROXIMATED START:	05/01/2023
	APPROXIMATED END:	07/31/2023
DURATION OF PROJECT:	ONE YEAR: ☒ ON-GOING: ☐ MULTI-YEARS: ☐ #OF YEARS:	
FISCAL NOTES: (COST ESTIMATE DERIVED FROM)	FORMAL ESTIMATE: ☒ PRELIMINARY BID: ☒ APPROXIMATED COST: ☐ BASED ON SIMILAR PROJECTS: ☐ NOT SUPPORTED: ☐	Funding Notes: Funds are appropriated. Recommend proceeding pending agreement w/Parks. Drawings to be completed based on CIS (Municipal Insurance) recommendations.

% of PROJECT BUDGET ASSIGNED to FUNDING SOURCE

ITEM/YEAR	FUNDING AMOUNT	FUNDING SOURCE and NOTES	FUNDING %
2022-3	$19,000	2022-23 Previous Appropriated General Funds (Carry Forward)	100%
2023-4	$19,000	Revise scope to include Peace Park to ensure compliance with CIS.	100%

PROJECT COSTS

ITEM	PH 1	PH2	PH 3	YEAR 4	YEAR 5	TOTAL
Plants	$2628					
Bench/Concrete/Matls	$2500	$4500				
Signage	$1500					
Archeological	$4900	$2500				
						$18628

OPERATING COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Maintained by Trails Committee						

CIP PROJECT APPLICATION MAR23

CITY of YACHATS ANNUAL BUDGET

City of Yachats
501 HWY 101 N
Yachats, Oregon 97498
541-547-3565

CITY of YACHATS

PART B - URBAN RENEWAL AGENCY

APPROVED BUDGET - FISCAL YEAR 2023-24

City of Yachats Urban Renewal Agency
Annual Budget

Fiscal Year July 1, 2023 – June 30, 2024

URBAN RENEWAL BOARD

Craig Berdie, Mayor
Mary Ellen O' Shaughnessy, Council President
Ann Stott , Council Member
Greg Scott, Council Member
Catherine Whitten-Carey, Council Member

BUDGET COMMITTEE – CITIZEN MEMBERS

Brad Webb – Seat A
Don Groth – Seat B
Rick Sant – Seat C
Lance Bloch – Seat D
Tom Lauritzen – Seat E

CITY STAFF

Heide Lambert, *City Manager*
Katherine Guenther, *City Planner*
Kimmie Jackson, *Deputy Recorder*
David Buckwald, *Wastewater Lead*
Rick McClung, *Water Lead*

www.yachatsoregon.org

Yachats' Urban Renewal District

PROPOSED BUDGET

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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 provide incremental property tax revenue to municipalities to fund 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 URD is a portion of the County's annual assessment, not an addition to it.

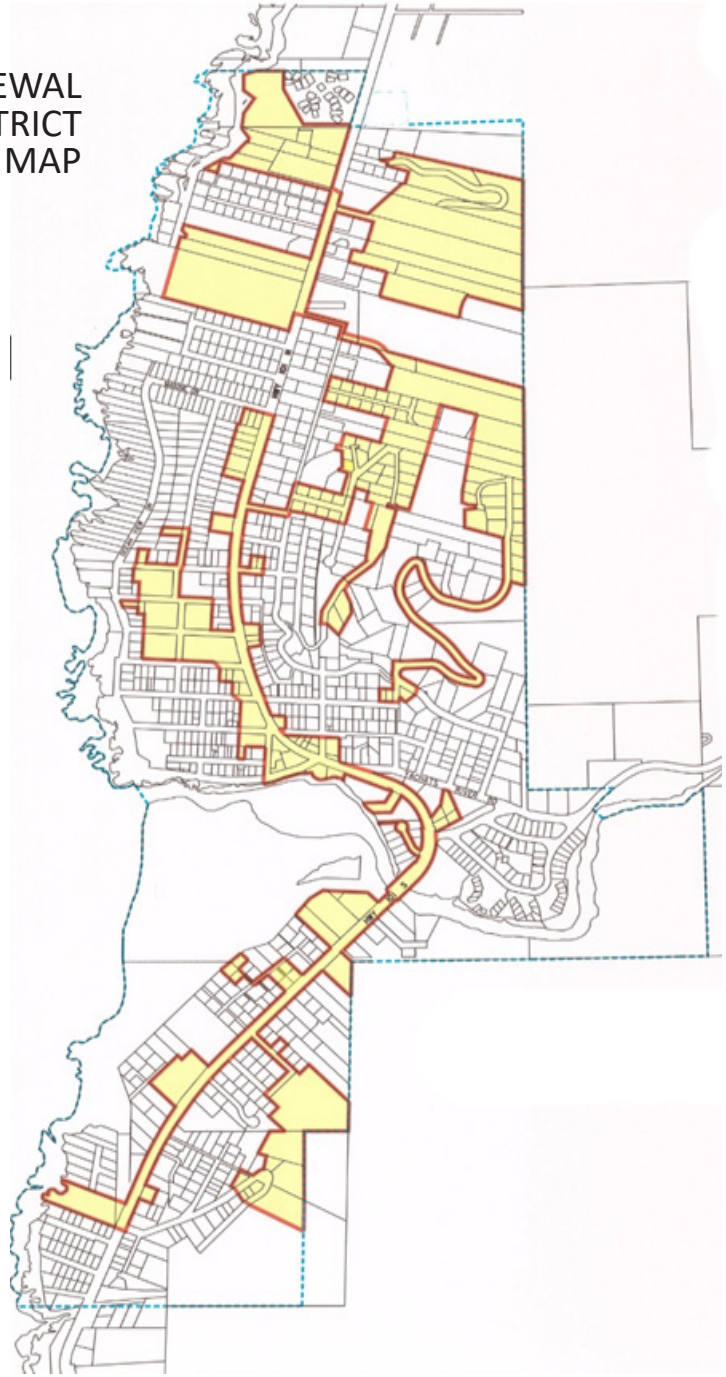
Lincoln County, Oregon has a tax rate that is applied to a parcel's assessed value. The County Assessor allocates the property tax dollars between the frozen value (County share) and the excess value (URA share). The frozen value remains constant throughout the life of the URA, while the excess value reflects the annual assessment changes made by the County Assessor. The practical impact of the tax increment structure is that the URA share increases with inflation while the County share remains relatively constant.

The URA has a life of approximately 20 years and will cease to exist after it has collected all taxes specified in the Plan. Current estimates show that all taxes will be collected by 2029. The projects defined in 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. An additional amendment was approved in 2023, focusing the remaining revenue on funding for Wastewater capital projects consistent with the initiation of the plan in 2006.

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.

URBAN RENEWAL
DISTRICT
AREA MAP



May 5, 2023

Dear Members of the Yachats Community:

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 2023-2024. Please note that the Agency Board of Directors approved an amendment to the Plan to concentrate remaining revenue on Wastewater Services; the Sewer Plant, Pump Stations and other improvements, consistent with the initial plan.

The URA Budget consists of one fund which combines administrative costs and reimbursement for approved or amended capital projects. 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 reimburse the City for a portion of the costs of specific projects.

FY23-24 Proposed Budget

The Financial Planning for the URA-forecasted project expenditures is presented in the tables that follow. In reviewing the financial forecasts for the approved URA projects, the URA Board considered the following items in the proposed FY2023-2024 budget:

Project Funding:

- Sewer Plant, Pump Stations and Other Improvements- $400,000
- South Water Tank Loan Commitment- $100,000

Additional items of note in the FY23-24 proposed budget:

- The Dues and Memberships and Advertising/Legal Notices line reflects any required filing fees or legal notices for administration of the URA; and
- The Audit line not only reflects the projected costs of the audit but also State fees associated with filing the audit.

Respectfully submitted,
Heide Lambert
City Manager

For Fiscal 2023-24, approved as proposed without changes; adopted as approved, without changes.

URBAN RENEWAL DISTRICT - ACTUAL AND FORECASTED PROJECT EXPENDITURES

		Interest Income	Actual & Forecast Revenue	Interest and other Income	City Admin Fee	Materials & Services	Sewer Plant, Pump Stations, Other Improvements	I & I	South Water Tank	Hydrants E'Quake Valve	Street Repair Restore	Storm Drain Imprvmnts	Sidewalks w/curbs 101	Trails	Parks, etc.	FY Totals	Fund Balance
	URD Board Amendment #1		**5,945,725**		**285,899**	**55,631**	**1,535,000**	**266,650**	**1,405,420**	**66,650**	**207,782**	**530,500**	**1,213,000**	**133,350**	**245,843**		**62,003**
Actual	FY 2017		252,253		0	(1,020)	(95,000)		0	0	0	(25,000)	(125,000)	0	0	6,233	68,236
Actual	FY 2018		278,318		0	(1,538)	(95,000)		0	0	0	0	(46,000)	0	0	135,780	204,016
Actual	FY 2019		322,029		(13,000)	(2,277)	(95,000)		(100,000)	0	(10,000)			(8,000)	0	93,752	297,768
Actual	FY 2020		374,955		(13,000)	(7,488)	(95,000)	(25,000)	(100,000)	0	0		0	0	0	134,467	432,235
Actual	FY 2021		419,665		(14,000)	(1,814)	(95,000)	0	(100,000)	(70,000)	0	0	(150,000)	0	0	(11,149)	421,086
Actual	FY 2022		466,840		(15,000)	(1,750)	(95,000)	(50,000)	(100,000)	(12,000)	0	(50,000)	(230,000)	(8,000)	(36,000)	(130,910)	283,209
Estimate & Budget	**FY 2023**		**479,034**	**14,187**	**(16,000)**	**(3,000)**	**(95,000)**	**(25,000)**	**(100,000)**	**(4,000)**	**(13,000)**	**(50,000)**		**(8,000)**	**(20,000)**	**159,221**	**442,430**
	Thru June 30, 2023																
					214,899	**36,744**	**870,000**	**166,650**	**905,420**	**(19,350)**	**184,782**	**405,500**	**662,000**	**109,350**	**189,843**	**3,725,838**	**442,430**
	URD Board Amendment #2					**(18,744)**	**2,022,939**	**(166,650)**	**(305,420)**	**19,350**	**(184,782)**	**(405,500)**	**(662,000)**	**(109,350)**	**(189,843)**	**0**	**442,430**
	Adjustment for Maximum Indebtedness						(175,214)										
	As Amended June 30, 2023																
			3,122,900		**214,899**	**18,000**	**2,717,725**	**0**	**600,000**	**0**	**0**	**0**	**0**	**0**	**0**	**3,550,624**	**442,430**
	FY 2024		535,881	10,000	(36,000)	(3,000)	(400,000)	0	(100,000)	0	0	0	0	0	0	6,881	449,311
	FY 2025		572,729		(36,000)	(3,000)	(400,000)	0	(100,000)	0	0	0	0	0	0	33,729	483,040
	FY 2026		609,577		(36,000)	(3,000)	(450,000)	0	(100,000)	0	0	0	0	0	0	20,577	503,618
	FY 2027		646,425		(36,000)	(3,000)	(500,000)	0	(100,000)	0	0	0	0	0	0	7,425	511,043
	FY 2028		683,273		(36,000)	(3,000)	(550,000)	0	(100,000)	0	0	0	0	0	0	(5,727)	505,316
	FY 2029		75,014		(34,899)	(3,000)	(442,431)	0	(100,000)	0	0	0	0	0	0	(505,316)	0

Urban Renewal 900-9000

2020-2021 2nd Preceding Year	2021-2022 1st Preceding Year	2022-2023 Adopted Budget	2022-2023 Actual to Feb 2023	2022-2023 Estimated Actual	Account Number	Description	2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
$432,234.52	$421,085.26	$283,209.29	$290,175.21	$290,175.21	900-9000-300101	Beginning Balance	$449,395.94	$449,395.94	
$2,563.26	$3,358.84	$3,000.00	$8,086.63	$14,086.63	900-9000-301500	Interest Earned	$10,000.00	$10,000.00	
$408,388.39	$452,561.28	$457,497.00	$463,971.85	$471,971.85	900-9000-304110	Tax - Property Current	$529,881.00	$529,881.00	
$8,637.52	$10,097.01	$17,218.00	$5,062.25	$7,062.25	900-9000-304120	Tax - Property Past due	$6,000.00	$6,000.00	
$75.58	$822.82	$800.00	$47.28	$100.00	900-9000-304491	Other Local Sources	$0.00	$0.00	
$851,899.27	**$887,925.21**	**$761,724.29**	**$767,343.22**	**$783,395.94**		**REVENUE**	**$995,276.94**	**$995,276.94**	**$0.00**
$43.91	$0.00	$200.00		$200.00	900-9000-205210	Dues & Memberships	$200.00	$200.00	
$1,770.00	$1,750.00	$2,500.00		$2,500.00	900-9000-205261	Auditor	$2,500.00	$2,500.00	
$0.10	$0.00	$0.00		$0.00	900-9000-205263	Bank Charges/Credit Card Fees	$0.00	$0.00	
$0.00	$0.00	$300.00		$300.00	900-9000-205422	Advertising/Legal Notice	$300.00	$300.00	
$0.00	$0.00	$0.00		$0.00	900-9000-208000	Operating Contingency	$0.00	$0.00	
$1,814.01	**$1,750.00**	**$3,000.00**	**$0.00**	**$3,000.00**		**MATERIALS AND SERVICES**	**$3,000.00**	**$3,000.00**	**$0.00**
$70,000.00	$12,000.00	$4,000.00	$2,000.00	$4,000.00	900-9000-217126	Transfer out Cap Res	$0.00	$0.00	
$0.00	$44,000.00	$28,000.00	$14,000.00	$28,000.00	900-9000-217128	Transfer to Parks & Trails	$0.00	$0.00	
$95,000.00	$95,000.00	$95,000.00	$47,500.00	$95,000.00	900-9000-217129	Transfer to WW Debt Service	$0.00	$0.00	
$0.00	$50,000.00	$25,000.00	$12,500.00	$25,000.00	900-9000-217130	Interfund Transfer Wastewater	$400,000.00	$400,000.00	
$150,000.00	$230,000.00	$13,000.00	$6,500.00	$13,000.00	900-9000-217131	Interfund Transfer - Street Capital F	$0.00	$0.00	
$0.00	$50,000.00	$50,000.00	$25,000.00	$50,000.00	900-9000-217133	Transfer out Storm Drains	$0.00	$0.00	
$100,000.00	$100,000.00	$100,000.00	$50,000.00	$100,000.00	900-9000-217137	Trans to South Tank Debt	$100,000.00	$100,000.00	
$14,000.00	$15,000.00	$16,000.00	$8,000.00	$16,000.00	900-9000-217140	Admin Fee Trans to General Fund	$36,000.00	$36,000.00	
$429,000.00	**$596,000.00**	**$331,000.00**	**$165,500.00**	**$331,000.00**		**TRANSFERS**	**$536,000.00**	**$536,000.00**	**$0.00**
$430,814.01	**$597,750.00**	**$334,000.00**	**$165,500.00**	**$334,000.00**		**TOTAL EXPENSES**	**$539,000.00**	**$539,000.00**	**$0.00**
$421,085.26	**$290,175.21**	**$427,724.29**	**$601,843.22**	**$449,395.94**	900-9000-208500	**RESERVED FOR FUTURE YEARS**	**$456,276.94**	**$456,276.94**	**$0.00**
$851,899.27	**$887,925.21**	**$761,724.29**	**$767,343.22**	**$783,395.94**		**TOTAL REQUIREMENTS**	**$995,276.94**	**$995,276.94**	**$0.00**

SPECIAL ASSESSMENTS AND URBAN RENEWAL		
	TOTAL AMOUNT TO BE REC'D	DISTRIBUTION%
CL-CAVALIER STREET LIGHTING	$4,022.49	0.0028595%
DD1-DRAINAGE DISTRICT NO. 1	$1,162.92	0.0008267%
GBL-GLENEDEN BEACH ST LIGHTING	$15,447.36	0.0109814%
MFD-MILLFOUR DRAINAGE DIST	$1,843.74	0.0013107%
MH-MANUFACTURED DWELLING ASSE	$10,641.43	0.0075649%
FP-STATE FIRE PATROL	$577,946.57	0.4108558%
FPS-STATE FIRE PATROL SCHG	$200,592.50	0.1425990%
URDB-DIV OF TAXES DEPOE BAY	$322,680.98	0.2293903%
URLC-DIV OF TAXES LINCOLN CITY	$350,754.43	0.2493474%
URMP-DIV OF TAXES MCLEAN POINT	$64,277.38	0.0456941%
URNS-DIV OF TAXES NORTHSIDE	$1,349,311.84	0.9592108%
URSB-DIV OF TAXES SOUTH BEACH	$2,530,102.63	1.7986218%
URT-DIV OF TAXES TOLEDO	$408,254.85	0.2902238%
URW-DIV OF TAXES WALDPORT #2	$87,415.22	0.0621425%
URY-DIV OF TAXES YACHATS	$512,019.05	0.3639887%
TOTAL	$6,436,473.39	4.5756174%
TOTAL TO BE RECEIVED	$140,668,960.01	100.0%

URBAN RENEWAL VALUES 2022-23				
Code Area	Plan Area	Frozen Value	Excess Value Available	Excess Value Used
413	Depoe Bay Plan	$18,183,490	$23,568,580	$23,568,580
415	Depoe Bay Plan	$1,017,460	$9,752,800	$9,752,800
434	Depoe Bay Plan	$0	$105,000	$105,000
436	Lincoln City Plan	$217,135,120	$29,259,910	$21,355,420
437	Lincoln City Plan	$4,105,780	$557,670	$407,017
438	Lincoln City Plan	$12,544,750	$3,142,530	$2,293,584
439	Lincoln City Plan	$0	$0	$0
442	Lincoln City Plan	$15,904,380	$1,982,830	$1,447,174
444	Lincoln City Plan	$693,770	$64,210	$46,864
116	Mclean Point Plan	$3,286,660	$4,500,710	$4,500,710
115	Northside Plan	$241,335,468	$93,235,692	$93,235,692
124	South Beach Plan	$12,980,768	$160,873,952	$160,873,952
134	South Beach Plan	$239,446	$366,194	$366,194
136	South Beach Plan	$9,522	$14,468	$14,468
137	South Beach Plan	$0	$2,000	$2,000
153	South Beach Plan	$117,847	$276,663	$276,663
192	South Beach Plan	$4,403,068	$19,126,062	$19,126,062
204	Toledo Plan	$39,390,890	$27,891,430	$27,891,430
282	Toledo Plan	$9,320	$0	$0
317	Waldport Plan #2	$510,010	$6,057,670	$6,057,670
318	Waldport Plan #2	$42,050	$304,380	$304,380
319	Waldport Plan #2	$0	$109,590	$109,590
320	Waldport Plan #2	$84,490	$0	$0
321	Waldport Plan #2	$88,840	$0	$0
335	Waldport Plan #2	$0	$90,700	$90,700
388	Waldport Plan #2	$0	$26,200	$26,200
389	Waldport Plan #2	$0	$58,500	$58,500
327	Yachats Plan	$1,187,050	$2,468,880	$2,468,880
328	Yachats Plan	$25,288,945	$51,703,205	$51,703,205
	TOTALS	$598,559,124	$435,539,826	$426,082,735

YACHATS URBAN RENEWAL DISTRICT
City of Yachats
501 HWY 101 N
Yachats, Oregon 97498
541-547-3565

City Manager Recruitment Proposal

Prepared for:

City of Yachats

Revised version May 10, 2023

By:

JENSEN STRATEGIES

May 10, 2023

Mayor Craig Berdie
City of Yachats
501 Hwy 101 N
Yachats, OR 97498

Dear Mayor Berdie,

Thank you for the opportunity to submit a revised proposal to conduct a recruitment for the City of Yachats.

There are several factors that set Jensen Strategies apart from other recruitment firms:

1. We are the only private firm wholly based in Oregon that specializes in Oregon executive recruitments for city and county local governments.
2. Key members of our recruitment team are former public administrators and bring a first hand understanding to the positions we are recruiting.
3. We know Oregon recruitment, public meetings, and public records law to help our clients avoid unnecessary hiring process liabilities.
4. We have completed multiple and recent executive recruitments for other Oregon Coast cities including Seaside, Warrenton, Cannon Beach, Astoria, and North Bend.
5. Our firm works regularly with Oregon jurisdictions on other types of projects such as facilitation, collaborative decision-making, strategic planning, organizational development, mediation, and policy analysis. Through this work, we stay current on issues facing Oregon local governments and understand their challenges.
5. Our firm works with cities across the state so we are well connected to identify and vet potential candidates that may be the best fit for our recruitment clients.
6. We treat our candidates with dignity and respect throughout our recruitment processes.
7. Jensen Strategies is an Oregon-certified Emerging Small Business (ESB) # 9880.

This proposal and budget assumes Amelia Wallace, Associate, will be the project manager and primary liaison with the City Council. Erik Jensen, Principal, will oversee the recruitment.

We appreciate the opportunity to submit our proposal to assist the City of Yachats with this recruitment. It will be our pleasure to partner with the City on this important search.

We certify our firm is able to perform all work as outlined in this scope of work. The terms of our proposal are valid for 90 days. Please do not hesitate to contact me with any questions or requests for additional information.

Sincerely,

Erik Jensen
Principal
Jensen Strategies, LLC
1750 S. Harbor Way, Suite 350
Portland, OR 97201
(503) 477-8312
erik@jensenstrategies.com

Project Scope

Overview: Our objective is to help you select the best candidate to serve as the City of Yachats' next City Manager. Our recruitments are structured to attract a wide range of qualified applicants, who we vet using our administrative experience and our knowledge of your city's needs to present you with the best possible candidates for the position. We commit to working in close partnership with the City of Yachats (City), following a process designed to make the best use of your time and resources.

The following scope of work is designed to follow these parameters. The final scope will be revised, if needed, to meet the specific needs of the City.

Phase 1: Start-up / Candidate Profile Development

1.1 **Start-up meeting:** We will begin the recruitment by meeting via Zoom with the current City Manager and/or other designated City representatives to refine the project scope. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests. This initial phase will also include collaboration to define the geographic and professional breadth of the recruitment, and identify the key stakeholders who will help inform the candidate profile development.

Deliverables: Zoom meeting with designated City staff, final project scope and timeline, geographic and professional refinement, and determination of key stakeholders.

1.2 **Stakeholder Interviews:** Our team will conduct Zoom interviews with the Mayor, City Council, City executive management, and City Recorder to gather background information on major issues facing the City and initial perspectives on what the City is looking for in its next City Manager. In our experience, the individual interviews provide highly valuable qualitative information that can help us find the best candidates for your City's needs.

Deliberables: Up to 12 stakeholder interviews.

1.3 **Background Research:** We will familiarize ourselves with any key documents (plans, financial information, etc.) as well as the culture and values of both the organization and the community.

Deliverables: Jensen Strategies' understanding of Yachats.

1.4 Stakeholder Meetings and Surveys: To gather information on the desired attributes for Yachats' next City Manager, we will facilitate one external stakeholder Zoom or in person meeting open to the public. We will also conduct two online surveys, one for the community and one for City staff input. Our team will seek an open and dynamic exchange of ideas to capture the full range of attributes Yachats would like to see in its next City Manager. We also have the ability to provide Spanish written and verbal translation services for these surveys and meetings. City staff will be responsible for promoting the community input meeting and staff survey.

Deliverables: One Zoom or in person public meeting and two online surveys for community and City staff input.

1.5 Initial Candidate Profile Draft: Drawing upon the input gathered from our interviews, stakeholder meeting(s) and surveys, we will develop a draft candidate profile containing the knowledge, skills, abilities, education, and work experience desired for the position, as well as more intangible traits such as management approach and personality. Also, based on our research and information gathered, we will also prepare policy priorities and hiring procedures consistent with the requirements of ORS 192.660.

Deliverables: Candidate profile initial draft.

1.6 Draft Finalization: We will discuss our draft candidate profile with the current City Manager and management staff, as desired, to validate and finalize the draft in advance of meeting with the City Council. These discussions will take place over conference calls and/or Zoom meetings.

Deliverables: Conference calls and/or Zoom meetings as necessary to finalize the candidate profile draft. Final draft of candidate profile.

1.7 Review and Adoption of Candidate Profile and Hiring Process: We will attend a City Council work session by Zoom to present the draft profile including a discussion of any changes/alterations. Following the work session, we will make any changes desired by the Council, and will submit the final profile and hiring process for formal Council approval.

Deliverables: Participation in one City Council work session. Preparation of official candidate profile and hiring process for Council adoption.

Phase 2: Position Advertisement

2.1 **Recruitment Brochure Development:** Upon City Council formal adoption of the hiring process and candidate profile, consistent with the requirements of ORS 192.660, our team will develop a professional, comprehensive recruitment brochure designed to attract the highest quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the environment with quality of life details, economic highlights such as important industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.

Deliverables: Development of one recruitment brochure in PDF format.

2.2 **Position Advertisement:** We will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. Our approach will be multi-faceted, and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, with venues that reach out to diverse candidate populations, and in other forums as appropriate. We will also directly contact qualified managers within our extensive professional network to inform them of the opening.

Deliverables: Multi-faceted advertisement approach. Proactive contact of qualified planning professionals.

Phase 3: Candidate Screening

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the City with all the information necessary to make the best choice for finalists and the successful candidate. We will also maintain written contact with candidates to keep them updated on the recruitment process.

3.1 **Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies supplementary application form. Our team of former public administrators will review applications against the adopted City Manager profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.

Deliverables: Initial application screening.

3.2 **Semi-Finalist Zoom Interviews:** We will conduct preliminary Zoom interviews with the candidates who best fit the candidate profile, as well as all veterans who meet the position's minimum qualifications (as required by Oregon law). In preparation for the interviews, we will conduct an internet search regarding each candidate, to identify any high profile work-related media.

Deliverables: Preliminary Zoom interviews and internet research for up to 10 candidates.

3.3 **Recommendation of Finalists:** We will attend an executive session of the City Council in-person to present the results of our initial review process and recommendations of up to four finalists. For transparency purposes, we will provide briefing notebooks with information on all the candidates we interviewed. During the session we will answer Council questions and assist in facilitating a discussion to help them reach consensus on up to four finalists. Subsequently, the Council will announce the finalists in a regular business meeting after we notify the selected finalists and receive permission for public disclosure of their candidacy.

Deliverables: Recommendation of up to four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a City Council executive session. Council consensus on up to four finalists.

3.4 **Background Checks on Finalists**: We will work with our partner, Legal Locator Service (www.legallocatorservice.com), to perform comprehensive background checks on all finalists. Background checks will include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

Deliverables: Identification of any concerning issues found during background checks of up to four candidates.

3.5 **Reference Checks on Finalists:** We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City.

Deliverables: Reference check summaries for up to four finalists.

3.6 **Finalist Receptions:** Prior to the final interviews, two receptions (In-person or Zoom depending on the status of the pandemic and City policy) will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will be provided an opportunity to provide feedback concerning their impressions of the finalists, to inform the Council's final selection process. As noted before, we have the resources to provide Spanish translation for the meetings and feedback surveys. The City will be responsible for promoting both receptions.

Deliverables: Coordination, development, and implementation of two in-person or virtual finalist receptions. Feedback survey for participants.

3.7 **Finalist Interviews:** Finalists will be interviewed in-person by three panels consisting of (1) the City Council, (2) a panel of local government administrators from other jurisdictions, and (3) a panel of key community members. An optional department manager panel may also be included if desired. Panelists will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations to be shared during Council deliberations and selection.

Deliverables: Coordinating, orienting, and providing briefing materials for the finalist panels. Moderate panel interviews. Written summaries of the feedback and observations from panel interviews and receptions if relevant.

3.8 **Council Deliberations and Selection**: The Council will convene in executive session. At the session, we will provide summary material on all input received during the finalist interview process, references, and background checks. We will facilitate the Council's discussion in identifying their selected candidate.

Deliverables: Attendance, presentation, and facilitation at City Council executive session to reach consensus on a selected candidate.

Phase 4: Contract Negotiations

4.1 As requested by the City, we will assist in the contract negotiations with the selected candidate. We recommend the City Attorney lead the negotiations.

Deliverables: Assistance provided to the City in contract negotiations, not to exceed four hours.

ADJUSTMENTS TO RECRUITMENT PROCESS

Jensen Strategies is dedicated to providing a recruitment process that meets the City's expectations and produces an outcome that generates wide support. We commit to working closely with the City and are more than willing to adjust our process as needed to meet the specific needs of Yachats.

Professional Liability Insurance

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of $2 million.

Guarantee

Jensen Strategies stands by our work. If the candidate selected by the City resigns or is terminated for cause within **one year** of the hire date, we will conduct replacement recruitments for no additional professional fee. In this event, the City would only be responsible for paying the expenses as outlined above associated with the additional recruitment. This guarantee assumes that the selected candidate signs an employment agreement with the City prior to starting work.

Proposed Timeline

The following schedule is only a sample time frame. The consultant will work with the City to develop a schedule that meets its needs.

Week of	Actions
June 12th	Start-up meeting with City to finalize scope and timeline
June 19th & June 26th	Stakeholder interviews Virtual public input meeting Staff online survey or input meeting
July 3rd	Initial candidate profile draft and finalization
July 10th	City Council work session re: draft candidate profile/hiring process –
July 17th	Council official adoption of candidate profile/hiring process - Recruitment brochure finalized
July 24th	Position advertisement- Position open (7/24 – 8/20)
August 21st	Initial application screening
August 28th	Preliminary Zoom interviews
September 11th	Recommendation and selection of finalists Executive Session- suggested date September 11th
September 18th	Background/reference checks on finalists
September 25th	Monday, September 25th - Staff and Community receptions Tuesday, September 26th – Panel interviews Wednesday, September 27th – Council Interviews Thursday, September 28th - Deliberation

Project Budget

Professional Fee: Jensen Strategies' fees includes all staff time, meetings and communication with the City, preparation of documents and advertisements, candidate profile development, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of stakeholder meetings and interview panels, and other tasks related to the recruitment. Travel time will be billed at half of the team member's fee. Our professional fees for the approach offered is:

Professional Fees: $25,250

Direct Expenses: Expenses are the responsibility of the City. Whenever possible, we will wait for your approval before incurring expenses. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for advertising the position online and in publications (typically less than $2,500)
- Background checks for finalists (typically less than $1,000 for up to four finalists)
- Document printing and binders (typically less than $300)
- Graphic art design (typically less than $1,000)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at no more than $200/night/person, $60 daily per diem per person)
- Optional contractual services to support department head interview panel ($750)

Estimated expenses for this recruitment are $6,000 plus any out of state candidate travel and lodging expenses if relevant.

Jensen Strategies will submit invoices to the City on a monthly basis for services rendered, with payment due in 30 days.

Recruitment Experience

Jensen Strategies has conducted, or is currently conducting, national recruitments for the following clients and positions.

City of Ashland, OR	City Attorney (currently recruiting) Deputy Public Works Director (currently recruiting)
City of Astoria, OR	City Planner (2022)
City of Cannon Beach, OR	City Manager (2017) Community Development Manager (2018) Emergency Manager (2018)
City of Carlton, OR	City Manager (2021)
City of Cornelius, OR	City Manager (2022)
City of Estacada, OR	City Manager (2022)
City of Fairview, OR	City Manager (2022)
City of Hood River, OR	City Manager (2021) Building Official (2018) Finance Director (2023)
City of North Bend, OR	City Administrator (2020)
City of Scappoose, OR	City Manager (2021) Finance Administrator (2022) Police Chief (2022)
City of Seaside, OR	City Manager (2022)
City of Sheridan, OR	City Manager (2021)
City of Sisters, OR	City Manager (2017) City Manager (2023)
City of Stayton, OR	City Manager (2022)
City of Warrenton, OR	City Manager (2022) Public Works Director (2023)
Port of Hood River, OR	Finance Director (2022)
Washington County, OR	Chief Human Resources Officer (2020) Benefits and Leave Manager (2020) Employee and Labor Relations Manager (2021)

Team Profiles

Erik Jensen, Principal

Erik Jensen is the Principal and Founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.

Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project. He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City/County Management Association (ICMA) and the Oregon City/County Management Association (OCCMA). Erik currently serves on the Alumni Board of Lewis and Clark College.

Amelia Wallace, Associate

Amelia Wallace, Associate, has been with Jensen Strategies since the Fall of 2020 providing recruitment support, facilitation, policy analysis, and product development for clients. She earned her Master of Public Administration (MPA) from the University of Washington Evans School of Public Policy & Governance in Seattle with a concentration on public financial management, local government service, and policy analysis.

Amelia is from the Tennessee Valley and earned her Bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She also served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs.

While in Seattle, Amelia immersed herself in a variety of professional and academic activities. In her work, she served as the graduate intern for the City of Seattle Department of Transportation Curbside Management team providing parking policy research, supporting COVID-19 business relief efforts, and coordinating neighborhood engagement and communication about new Link light rail stations. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights to develop qualitative analysis data as part of the City's Race and Social Justice Initiative. Outside of class, she led the local University of Washington International City/County Management Association (ICMA) student chapter which offers an assortment of professional development events and networking opportunities including conferences and paid fellowship opportunities to support students' work with small cities across Washington state.

Emily Rehder, Operations Manager

Emily Rehder is the Operations Manager joining the team in the spring of 2021. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Emily is responsible for candidate management during our recruitment process. Her attention to detail and understanding of timeliness to the customer and candidates is remarkable. She works with our associates in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client.

Emily's experience as a manager stems from running a successful supplemental education center for 11 years. Emily holds a Bachelor's degree in American Studies with an emphasis on Minorities in Education from UC Berkeley.

Originating from Garden Grove, CA, Emily moved to Oregon over a decade ago and enjoys the seasons and the beauty that the Pacific Northwest offers. She enjoys spending time with her family and dog, Lucy, traveling, reading, hiking, swimming, and wine tasting at all the amazing Oregon wineries.

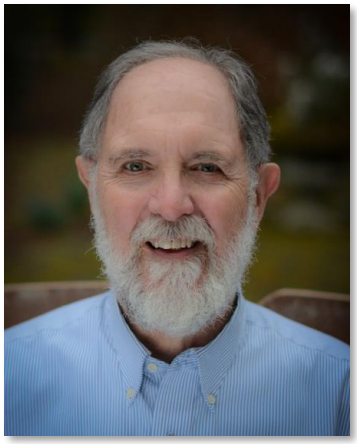
Ellen Conley, Consultant

Ellen Conley is Of Counsel with Jensen Strategies specializing in public manager recruitments, public finance, policy analysis, and executive management recruitment. She began working with the firm in 2014 and assists clients with recruiting public executives and high level financial and policy analysis. She also advises clients on human resource issues and processes.

Ellen is the former Assistant City Manager for the City of Hillsboro where she oversaw multiple departments including Finance, Human Resources, Information Services, Parks & Recreation, and Library. Prior to Hillsboro, she was a Deputy County Administrator for Washington County with administrative responsibilities for the Departments of Land Use & Transportation, and Assessment & Taxation. In addition, she was charged with the development of the County's annual $500 million budget. She has also held the positions of Assistant Finance Director and Administrative Analyst in other local government jurisdictions. Ellen has a Bachelor of Business Administration from Oregon State University and Master of Public Administration from Lewis and Clark College.

When Ellen isn't working, she enjoys the serenity of the outdoors around her rural Montana home. She spends her leisure time hiking, horseback riding, and rafting with her husband Doug and their two dogs.

Dave Waffle, Consultant



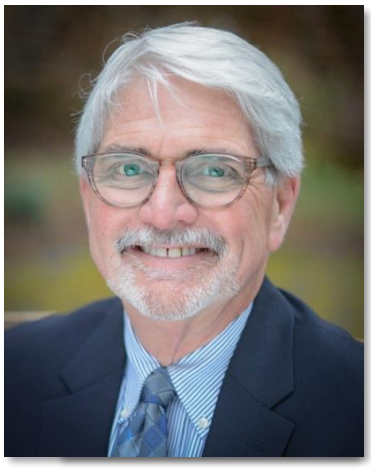
Dave Waffle is a retired City Manager with more than 45 years of municipal management experience.

His most recent positions include Interim Assistant City Manager and Assistant Finance Director for the City of Beaverton, Oregon. Prior to joining Beaverton, Dave served as city manager for six Oregon and Wisconsin cities. In retirement, he serves as a volunteer Senior Advisor to the Oregon City/County Management Association (OCCMA), providing support for local government managers and administrators.

He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory committees (e.g., finance, small cell telecommunications) and local government professional organizations in Wisconsin and Oregon. Locally, Dave was in leaderships positions for Oregon's Tualatin River basin with the Tualatin River Watershed Council, Clean Water Advisory Commission and the Tualatin Riverkeepers. While City Manager, he helped the City of Cornelius, Oregon gain the Health and Community Services Award from the International City/County Management Association (ICMA) in 2010 for a community engagement project expanding recreation and health services for families who have disabled children. He now serves Cornelius as the chair of their Planning Commission.

He holds a master's degree in Public Affairs from the University of Oregon and a bachelor's degree from Michigan State University. He is a Life Member of ICMA and OCCMA.

Bill Peterson, Consultant



Bill Peterson has nearly 40 years of public sector municipal management and five years as a financial officer in the construction industry. He provides the Jensen Strategies team support in the fields of public finance, public executive recruitment, project management, policy analysis, and utility management.

Bill began managing cities in 1974, initially as an assistant to a Mayor in Riverton Wyoming, where he was soon named the City Administrator. Bill then went on to Hermiston, OR, Grants Pass, OR, and Wood Village, OR, as City Manager. He also served for five years as the chief administrative and financial officer for a construction company in Grants Pass, OR, between city management jobs. He has specific experiences managing public and private financing, urban renewal, solid waste, and utility districts, as well as a range of policy and administrative skills acquired in managing full service municipal governments.

Bill holds a Bachelor's degree in Political Science from the University of Wyoming and has completed extensive post graduate work in Public Administration.

Bill is an avid woodworker, backpacker, fly fisher, along with a dedication to his wife and partner Lari. Three grown children and their partners, and eight grandchildren. Bill and Lari also love to travel, with an affinity for cruises.

Michael McElwee, Consultant

Michael McElwee contributes to the Jensen Strategies team, with particular emphasis in the areas of strategic planning, capital asset management, area revitalization, real estate development, urban renewal, policy development and management recruitment.

Michael currently serves part-time as Executive Director for the Hood River County Education Foundation, a 501(c)3 that provides funding for college scholarships, teacher grants and efforts to improve student access to extra-curricular activities. Michael retired in 2022 after serving for 16 years as Executive Director for the Port of Hood River where he managed a diverse portfolio that included the Hood River Interstate Toll Bridge, Ken Jernstedt Airfield, high-use recreational facilities and several office and light industrial parks. A particular focus of the Port's economic development efforts during his tenure was the revitalization of the Hood River Waterfront. Michael formerly served for 14 years as Development Manager for the Portland Development Commission, the city's urban renewal agency. In that position, he led numerous planning, capital construction and neighborhood revitalization efforts on Portland's east side. Michael holds a Bachelor of Landscape Architecture degree from the University of Oregon and a Certificate of Special Studies in Administration & Management from Harvard University.

In his spare time, Michael enjoys recreational pursuits throughout the Columbia River Gorge including backpacking, skiing and trail running. He is also active as a backyard beekeeper and serves as a volunteer in several capacities for the Hood River County School District.

Dr. Stacy Thompson, Consultant

Dr. Stacy Thompson, Founder and CEO of Strategic Transitions Consulting, has more than 25 years of experience in higher education. As an educator, she has dedicated her life's work to supporting education as a practice of freedom with a focus on addressing issues of disenfranchisement and exclusion. She supports student success in instruction and services by creating innovative programs and strategically aligning resources.

Stacy started her career in higher education as Early Childhood Development in 1993. She began as a tenured faculty member in Child Development in 1999 at Merritt College in Oakland, CA. After 15 years in the classroom, she became the Dean of Academic Pathways and Student Success at Merritt College and served in that position for over six years. Dr. Thompson also served as the Vice President of Academic Services at Chabot College in Hayward, CA providing overall vision, leadership, planning, and direction for the instructional programs.

As a consultant, Stacy specializes in supporting institutions with setting and reaching programmatic goals by facilitating the evaluation, creation or enhancement of internal delivery systems. She also provides professional growth opportunities to faculty, classified staff and administrators, in groups or individually, who wish to advance their careers.

Stacy holds a Doctorate of Education in Educational Leadership and a Master's Degree in Education and Early Childhood Education from Mills College in Oakland, CA. She also holds a Bachelor's Degree in Political Science from Lewis and Clark College in Portland, OR.

References

Jensen Strategies has the honor of being recommended by:

Jessica Engelke, Mayor
City of North Bend
835 California Avenue
North Bend, OR 97459
541-756-8500
jengelke@northbendcity.org

Steve Wright, Mayor
City of Seaside
989 Broadway
Seaside, OR 97138
503-984-5324
swright@cityofseaside.us

Henry Balensifer, Mayor
City of Warrenton
225 S Main Ave
Warrenton, OR 97146
971-606-0293
hbalensifer@ci.warrenton.or.us

Michael Preedin, Mayor
City of Sisters
520 East Cascade
Sisters, OR 97759
541-719-8848
mpreedin@ci.sisters.or.us

Sample Recruitment Brochures

CITY MANAGER

City of Warrenton, Oregon

CITY MANAGER

CITY OF WARRENTON, OREGON

$110,000 to $140,000 plus excellent benefits

POPULATION

6,352

BUDGET

$37.3 MILLION

FTE POSITIONS

60

CITY DEPARTMENTS

Administration
Building
Community Development
Finance
Fire
Library
Marinas
Police
Public Works
Water Treatment
Sewer
Engineering
Sanitation

BENEFITS

Medical/Dental/Vision
PERS Retirement
Deferred Compensation
Life Insurance
Disability Insurance

COMMUNITY

Historic Parks
Water Recreation
Trails & HIking
Community Pride
Safe
Small Town Character

JENSEN STRATEGIES

THE COMMUNITY

The City of Warrenton (population 6,352) sits on the northwestern tip of the Oregon Coast in Clatsop County. Bordered by the mighty Columbia River to the north and the Pacific Ocean on the west, Warrenton is home to a rich natural environment, where elk may be seen and the surrounding offers uncompromised forest, beach, river, and mountain beauty. Residents and visitors relish the outdoor recreation opportunities including hiking, biking, boating, kayaking, fishing, clamming, crabbing, and more. Located off Oregon's iconic Coastal Highway 101, the City enjoys a small town feel with easy access to broader region's assets including other coastal area attractions and a 1.5 hour drive away from the Portland metropolitan area.

Incorporated in 1899, Warrenton was founded upon a thriving maritime industry. The City's economic legacy, including forestry, commercial fishing, seafood processing, and boat building, continue to shape Warrenton's character. Today, Warrenton is one of the fastest growing cities on the Oregon Coast, offering ample retail and shopping amenities that draw influxes of regional visitors. Substantial commercial, industrial, and mixed-use lands available position Warrenton for continued positive economic development.

THE COMMUNITY (CONT.)

Home to historic landmarks such as Fort Stevens Historic Area, Fort Clatsop National Memorial, and Lewis & Clark National Historic Park, the town takes pride in the area's history, including the distinction of electing Oregon's first female Mayor in 1913. An abundance of beach access and walking trails embrace the City's natural orientation, including the Netul, Fort to Sea, Pacific Coast trails, as well as the Fort Stevens Trail Network. Two marinas and Oregon's public beaches provide access to the water recreation Warrenton offers, also recognized as a destination for sport fishing competitions. This confluence of natural beauty, history, and retail convenience give the community an outsized footprint in the region and attract a high volume of visitors. With a local library, community center, popular dog park, and spirit of volunteerism, Warrenton offers an active feel with a welcoming and safe small-town atmosphere.

THE ORGANIZATION

The City of Warrenton employs a Council-Manager form of government with the legislative and policy-making body composed of a 5-member Commission including the Mayor that are all elected at large. The Commission appoints the City Manager as well as City Attorney and Municipal Judge. The City Manager is the City government's administrative head and is responsible for all City business administration. City departments include Administration, Finance, Community Development, Building, Police, Fire, Public Works, Library, and Marinas. The City employs 60 full-time equivalent employees, and its 2021-2022 budget is approximately $37.3 million.

THE POSITION

Under the direction and supervision of the City Commission, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Commission. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as a critical link between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, develop and inspire staff, and foster a professional and responsive organizational environment. Skills to help the organization envision and plan for long-term growth and other challenges are essential. Value and practice teamwork, collaboration, transparency, and inclusivity. In this context, the Manager is expected to be supportive of staff as their primary representative with the City Commission and community while promoting a culture of accountability and high quality work. Employ a management style that is highly organized, ethical, approachable, humble, team-oriented, respectful of all viewpoints, objective, patient, and friendly.
- **Strong public finance skills** to take a comprehensive financial planning approach that supports the City Commission goals, long-term service needs, and utilizes

a broad spectrum of revenue approaches. An ability to strategically balance multiple operations and projects, seek new revenues, and integrate the City's vision, goals, and policy direction into financial planning. Experience with Oregon budget law and requirements as well as urban renewal financial management is helpful.

- **A strong understanding of public infrastructure planning, maintenance, construction, and funding** for a variety of water, wastewater, stormwater, and flood mitigation project planning. An ability to manage and finance work for infrastructure improvement and maintenance while planning for residential and commercial/industrial growth. Capability to work and engage effectively with the County, regulatory agencies, inter-governmental partners, and large employers on key infrastructure projects planning and implementation is necessary.
- **Strong communication skills** to effectively engage multiple City audiences including City Commission, staff, local government officials, businesses, community groups, nonprofit organizations, and citizens. Practices accessibility, transparency, and timely communication with all groups. A communication style that respects and encourages productive two-way dialogues is necessary. An ability to communicate orally and in writing with clarity, substances, and conciseness.
- **Ability to foster effective Commission relations** through responsiveness, accessibility, inclusivity, and collaboration. Proactively inform the commission on issues important to them and address as appropriate. Maintain neutrality and regular communications with Commission members. Be actively aware of City operations and legal obligations to assist the Commission in their role as the City's governing body and to serve as effective representatives of the community.
- **Economic development and urban renewal experience** to provide effective management of funds and implement multiple initiatives underway. Experience planning and implementing long term initiatives to foster local economic development and plan for growth. An understanding of Oregon land use planning is helpful.
- **Human resource planning and management** experience to provide and sustain an effective City workforce using fiscally responsible strategies. An ability to foster and maintain contemporary personnel policies and initiatives to promote an attractive and efficient workplace environment is important. Experience with labor negotiations and working with unions is important.
- **Ability to foster effective intergovernmental relations** to continue and expand collaborative working relationships and pursue mutually beneficial cooperation opportunities with peer local governments, the County, the State, and other agencies. An ability to develop cost effective and clear working agreements through transparency, collaboration, and accountability.

- **Proactively inform and engage the community** in City activities and decisions that may impact them. Willingness to be engaged and visible in the community, accessible, open-minded, a listener, and employ an even-handed approach to differing views and interests. Maintain, strengthen, and expand the City's community involvement approaches to facilitate and encourage citizen engagement in City decision-making, and uphold the principles of transparency, inclusion, and public participation.
- **Knowledge and experience funding and managing transportation improvement projects** in coordination with external partners. Experience with street maintenance and safety improvements, traffic management, and beautification is important. An ability to facilitate constructive and innovative multi-agency approaches is beneficial.
- **Appreciation of the unique Warrenton community attributes** that make it a welcoming town with a strong sense of community. Appreciate Warrenton's character, where community members care for one another and value the natural beauty, events, and recreational amenities that foster a sense of community. Willing to integrate themselves into the City and community.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Commission, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

- **Long-term Strategic Financial Planning & Fund Management**
  Due to state property tax limitations, the City of Warrenton faces a persistent low tax revenue despite growth and increased demand for services. To address service and infrastructure needs, the City has undertaken multiple funding approaches for both capital and service provision. These financial tools include an Urban Renewal District (URD) as well as numerous federal grants (including $1.274 million in American Rescue Plan Act funds) to support a variety of infrastructure projects. In addition, the renewal processes for the Library and Police levies will be coming up soon. The next City Manager will be expected to take a comprehensive financial view of these existing and potential revenues and align them with City services and infrastructure needs in the context of long-term growth impacts.
- **Public Infrastructure Improvements**
  To accommodate growth and manage Warrenton's unique geographic location, the City is undertaking a number of

major infrastructure projects including but not limited to, water, wastewater, stormwater, and flood mitigation systems that need varying levels of additional planning, financing, and implementation. Water infrastructure improvements are underway with the construction of a $2.6 million-dollar new water line. The Wastewater Treatment Plant (WWTP), is undergoing expansion and updating. Warrenton's stormwater system is also in need of repair and capacity improvements. Flood mitigation work consists of approximately $20 million in levy and dike recertification management in the next five years and planning for potential insurance and other impacts of FEMA flood map updates underway. The next City Manager will be expected to lead the diverse aspects of these projects including rate assessment, ordinance development, and capacity planning. Additionally, the next City Manager will be responsible for reviewing and negotiating existing intergovernmental agreements with other local government partners for water and wastewater services while retaining sufficient capacity for the City.

- **Community & Economic Development**

  Warrenton takes pride in its community and has undertaken a number of efforts to foster local economic development and enhance the attractiveness of the community. To support this work, the City implemented an Urban Renewal District that was highly successful and overperformed by $4 million dollars, necessitating rapid development and implementation of appropriate and strategic urban renewal projects. Continued local economic development as well as work to provide affordable housing options for the local workforce are anticipated. The next City Manager is expected to continue these initiatives and facilitate a vision in the context of the community's growth.

- **City Facilities & Workforce Planning**

  The Municipal Building/Center is 20 years old and in good condition however lacks sufficient space for all City staff to function effectively or support increased service demands from a growing population. Additionally, the building's current site is vulnerable to natural disaster impacts risking the City's ability to provide continuity of service in an emergency. The next City Manager will need to perform long term analysis to plan for future level of service needs in the context of growth and limited revenues, to seek options, and to build consensus around potential solutions to address these issues. While seeking long term solutions, the next City

Manager will need to utilize creative planning, financing, and human resource skills to ensure City has sufficient staff and space in its current operating capacity to meet existing responsibilities.

- **Street & Traffic Management**
  Warrenton has several state highways and routes within the City that are managed by the Oregon Department of Transportation (ODOT). To provide proper maintenance, appropriate street design features, as well as the opportunity implement desired beautification measures, the City of Warrenton wants to increase its role and participation in decisions related to maintenance, funding, and improvements of these roadways with ODOT. The City Manager will be expected to facilitate this relationship and advocate for measures to appropriately manage traffic and other impacts generated by the high volume of daily nonlocal visitors and shoppers that come to the area.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required or an equivalent combination of education and experience. An advanced degree in Public Administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, planning or urban renewal, human resources, and union relations is highly desired.

RECRUITMENT PROCESS

Applications Due ..... June 19, 2022
Semi-Finalist Online Video Interviews ..... Week of June 27, 2022
Finalist Week ..... July 26-29, 2022

For additional details, application materials, and instructions on how to apply, please visit www.jensenstrategies.com/recruitment/warrentoncitymanager

Questions may be directed to:
Emily Rehder, Jensen Strategies, LLC
503-477-5615 or emily@jensenstrategies.com

The City of Warrenton is an Equal Opportunity Employer.

Photos Courtesy of: Astoria-Warrenton Area Chamber of Commerce & Joni Kabana

CITY MANAGER

CITY OF SEASIDE, OREGON

CITY MANAGER

CITY OF SEASIDE, OREGON

$126,000 to $156,000 plus excellent benefits

POPULATION
7,115

BUDGET
$33.4 MILLION

FTE POSITIONS
81

CITY DEPARTMENTS

Business Office
Building
Finance
Fire & Rescue
Human Resources
Planning
Police
Public Library
Public Works
Cemetery
Engineering
Sewer
Streets & City Parks
Water
Seaside Municipal Airport
Seaside Civic & Convention Center

BENEFITS

Medical/Dental/Vision
Excellent Retirement Benefits
Life Insurance

COMMUNITY

Historic District & Promenade
Beaches
Water Recreation
Trails & Hiking
Community Pride
International Events

JENSEN STRATEGIES

THE COMMUNITY

The City of Seaside (population 7,115), part of Clatsop County, sits at the mouth of the Necanicum River on Oregon's North Coast. Seaside is an iconic tourist destination, with Oregon's Coastal Highway 101 running through town, the community offers a stunning natural environment in addition to ample recreation, local attractions, and famous convention events and sport tournaments. From serving as the final destination of Hood to Coast, the largest running and walking relay in the world, to the attractions like the Seaside Aquarium and the shopping and restaurants of the Historic Gilbert District, Seaside has a variety of amenities and events to draw tourists locally and around the world. The City's scenic beauty, historic charm, and vibrant atmosphere is treasured by residents and tourists alike.

Incorporated in 1899, Seaside values its rich history of exploration, economic development, and tourism. The area has been home for Clatsop, Chinook, and other tribal communities and past archeological digs uncovered artifacts as old as two thousand years and comprise some of the artifacts on display in the Seaside Historical Society Museum. It is also located just 15 miles south of a Lewis and Clark Expedition base camp, leading to the "Salt Works" development, now the frequented Lewis and Clark Salt Cairn National Monument, which was established in the Seaside's Cove in 1806 to provide much needed salt for the expedition's food preservation. Today, Seaside's coastal charm and abundance of activities maintain its reputation as a thriving tourist destination.

THE COMMUNITY (CONT.)

Walkable streets, miles of coast, parks, beaches, the Historic Seaside Promenade, Necanicum Estuary, and the Sunset Empire Parks and Recreation District (including an indoor pool) provide ample opportunities for residents and tourists to recreate and enjoy the area's beautiful surroundings. The beaches and water recreation provide excellent fishing, clam digging, kayaking, and surfing opportunities. The recently renovated Seaside Civic and Convention Center supports internationally renowned events in addition to other popular attractions that happen annually in the City such as the largest beach volleyball tournament in the world, hosting the Pacific Basketball League, and many others. The Funland Arcade and Seaside Carousel Mall continue to provide generations of visitors with fun and shopping in the city. Seaside's welcoming small community offers a sense of big city adventure with unequivocal coastal beauty.

THE ORGANIZATION

The City of Seaside employs a Council-Manager form of government with the legislative and policy-making body composed of a 6-member Council and the Mayor. Four Councilors are elected from each of the four Wards, one Councilor is elected at large from Wards One and Two, one Councilor is elected at large from Wards Three and Four, and the Mayor is elected from the City at large and has a vote on Council matters. The Council appoints the City Manager as well as City Attorney and Municipal Judge. The City Manager is the City government's administrative head and is responsible for all City business administration. City departments include Administration, Building, Finance, Fire & Rescue, Human Resources, Planning, Police, Public Library, Public Works, the Seaside Civic and Convention Center, and the Seaside Municipal Airport. The City employs 81 full-time equivalent employees, and its 2021-2022 budget is approximately $33.4 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as a critical link between the policy-making and operational functions of the City.

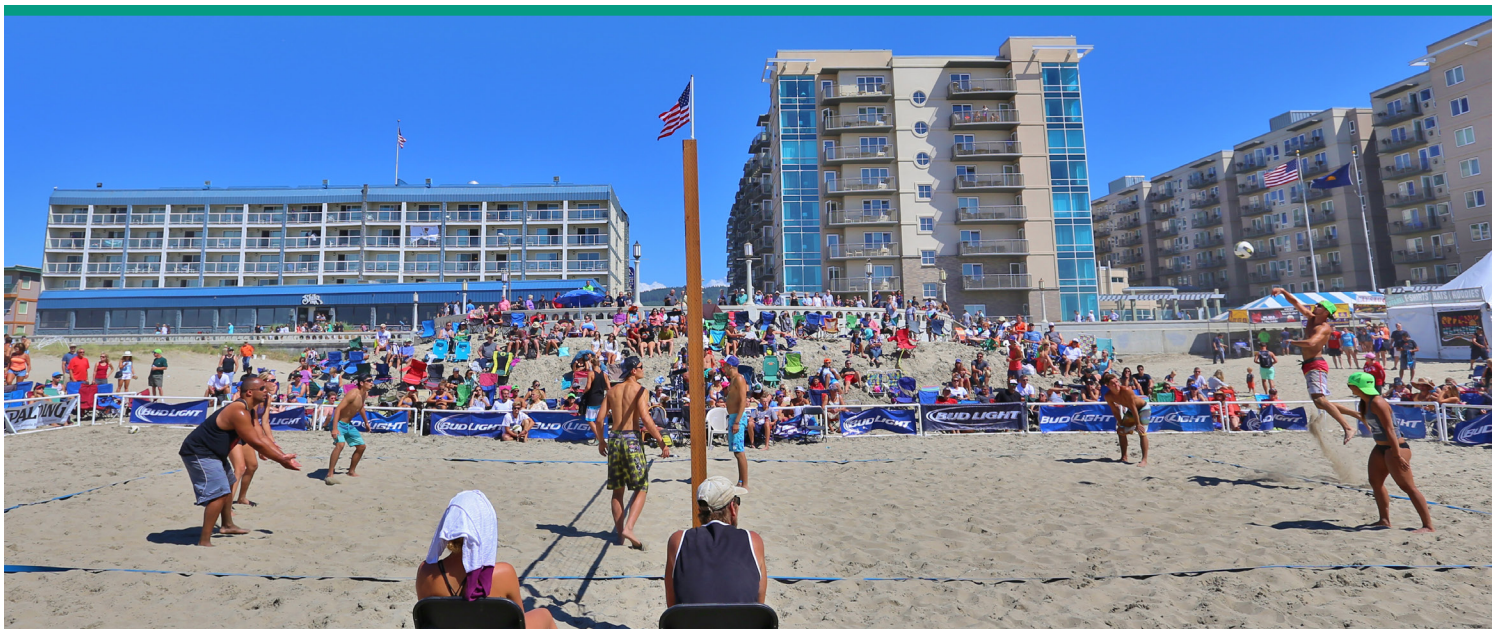
THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, and foster a professional and responsive organizational environment. Management experience to support staff development and organization policy updates for effective service is important. Value and practice collaboration, transparency, personal growth, and empathy. Supportive of staff as their primary representative with the City Council and community while promoting a culture of accountability, fairness, and high-quality work. Employ a management style that is highly organized, personable, communicative, inclusive, respectful, even-tempered, professional, and approachable is desired. Experience to manage human resources and union relations is essential.
- **Strong public finance skills** to continue the City's responsible fiscal management by anticipating, planning, and adequately funding services and financial needs as well as provide continuity of financial duties through staff transitions. Ability to utilize a broad spectrum of revenue approaches to strategically integrate financial

planning with the City's long-term goals. Experience in a tourism-based economy as well as skills to facilitate City accounting system upgrades and Oregon budget law requirements is important.

- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, residents, visitors, and tourists. Demonstrates a commitment to accessibility, transparency, and timely communication. A communication style that actively encourages and respects two-way dialogues and is responsive to community concerns. Skills to effectively communicate complex policy issues with all audiences and to help build consensus on civic issues. An ability to communicate orally and in writing with clarity, substance, and conciseness.
- **Ability to foster effective intergovernmental relations** to build and maintain collaborative working relationships and actively represent Seaside in the region. Ability to manage ongoing projects and build new or expanded relationships with peer local governments, the County, the State, and other agencies through cost effective agreements, collaboration, proactive communication, and accountability.
- **Relevant emergency planning experience** to support ongoing disaster, emergency, and public safety needs working in coordination with multiple agencies. Proactively addresses infrastructure improvements, interagency planning, community training, and public notification system needs. Skills to effectively communicate information to the community and other audiences regarding tsunami, earthquake, and other emergency preparedness plans and resources is important.
- **A knowledge and experience with public infrastructure management, planning, maintenance, and funding** for bridges, streets, wastewater, and other improvement projects. Experience developing traffic management approaches in areas impacted by tourism and with elevated emergency risks is beneficial. Ability to engage community and intergovernmental interests to build project approaches, planning, and implementation will be important.
- **Ability to foster effective Council relations** through responsiveness, accessibility, and inclusivity. Proactively stays aware of City operations and informs the Council on issues important to them to facilitate informed, strategic decision-making processes. Ability to maintain and enhance an environment that promotes Council's ability to collaborate, set goals, and navigate challenging civic and other issues is beneficial.
- **Demonstrated experience in housing policy** approaches to support supply and affordability in a tourism-based economy. Expertise to appropriately manage housing developments, assess buildable land, and ability to engage the community in building shared visions of growth is helpful. Knowledge of Oregon land use law in



addition to rules related to wetlands, watersheds, and state managed forest lands, as well as experience to address issues related to houseless communities important.

- **Proactively inform and engage the community** in City activities and decisions that may impact them. Willingness to be accessible, open-minded, a listener, while committing to follow through on citizen inquiries and employing an even-handed approach to different views and interests. Maintain, strengthen, and expand the City's community involvement approaches to uphold the principles of transparency, inclusion, and public participation. Serve as a visible leader in the community and region.
- **Appreciation of the unique Seaside community attributes** that make it a friendly town with a strong sense of community. Embraces Seaside's distinctive environment and willing to integrate themselves into the City and community.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

- **Emergency Preparedness & Public Safety**
  Given its coastal location and proximity to the Cascadia Subduction Zone, Seaside is committed to enhancing emergency planning efforts. In addition, as a tourist destination, the impacts on the community increase public safety challenges and concerns and the City has undertaken significant efforts to address these needs. Preparation for natural disasters will require ongoing and long-term work to prioritize, plan, and finance needs. These needs include repair of four of seven critical bridges, street improvement to accommodate traffic flow if emergency exodus is needed to safe sites such as the recently constructed disaster prepared school building, establishment of safe pathways to evacuate, emergency shelter options, and others. Furthermore, the City's regular influx of up to 60,000 visitors/tourists contributes to local and regional public safety strains that the City Manager will need to help address. These include supplementing public safety funding, supporting negotiations for plans to consolidate regional 911 dispatch operations cost effectively while providing adequate coverage, and pursuing strategies to maintain appropriate levels of paid and volunteer firefighters.
- **Tourism Management**
  Seaside, one of the oldest tourist destinations in the state, is host to a number of locally, nationally, and internationally renowned events that dramatically increase the City's population. The Seaside community regularly accommodates a substantial tourism influx, peaking during

the summer months, that generates additional public resource strains related to traffic, litter, and other public safety concerns such as illegal fireworks. As such, the City seeks a manager to effectively lead and leverage tourism related policies, financial revenue and cost implications, additional community public safety and emergency planning demands, while pursuing long term quality of life goals for the community. The City Manager will also be responsible for effective coordination and support of the Convention Center and Seaside Municipal Airport.

- **Housing Supply**

  Like many cities, Seaside has experienced a rise in housing supply issues including lack of affordable workforce housing and impacts from people without shelter that are generating community concern. As a destination community, there are a large number of second homes, remote workers, and vacation properties that the City Manager will need to help address through effective policy and other approaches to accommodate housing for residents including the local workforce. Additionally, there have been ongoing and increasing social service and public safety challenges related to unsheltered people living in the city. The City Manager will need to engage with the community and work with appropriate agencies and partners to identify potential solutions. Approaches may include providing effective oversight for the recently approved 200 housing and apartment units and other ongoing developments, assessments of buildable land, options to expand the City's Urban Growth Boundary respectful of borders challenging geographic constraints and federal lands, and effective allocation of Urban Renewal District funds.

- **City Staffing**

  The City of Seaside has a number of important projects underway and has benefited from long tenured employees but is now facing several current and future Department Head and key staff retirements in addition to increased service demands and the need to optimally organize staff responsibility assignments. Additional analysis will be required to assess appropriate staffing levels to manage impacts from hiring freezes as a result of COVID-19, tourism, and city growth. Ability to effectively manage succession planning, union relations, and labor contract negotiation are also important. The City Manager will need to help preserve institutional memory, provide continuity of operations, and recruit for

these upper management positions. Skills to effectively staff the city workforce while maintaining a collaborative working environment will be important.

- **Public Infrastructure Improvements**

  Seaside has begun major efforts to update and improve the City's wastewater treatment and sewer system including addressing leaks and investing in a $3-4 million dollar sewage dryer and other needed updates. These projects are intended to ensure adequate local capacity as well as provide opportunities to offer wastewater treatment services for nearby communities as well as generate revenue from associated energy production. The City Manager will be expected to oversee implementation of this infrastructure improvement and expansion including facilitating financing through bonds, American Rescue Plan Act (ARPA), and other measures as well as negotiation of mutually beneficial arrangements for services with peer communities.

  The City is also actively engaged with the Oregon Department of Transportation's work on a $7 million dollar project to improve the safety and efficiency of Highway 101, which runs through town, by adding a turn lane. Ongoing coordination with the agency and mitigation of construction impacts on businesses, residents, and visitors/tourists will be important. Traffic and road improvements are also needed to provide adequate infrastructure and communication to establish safe access to the new disaster prepared school building.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required. An advanced degree in Public Administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, human resources, union relations, and emergency planning is highly desired.

RECRUITMENT PROCESS

Applications Due
April 18, 2022

Preliminary Online Video Interviews
Week of April 25, 2022

Finalist Interviews & Selection
May 17-20, 2022

To apply:
For additional details, application materials, and instructions on how to apply, visit **jensenstrategies.com/recruitment/seaside citymanager**

Questions may be directed to:

Emily Rehder
Jensen Strategies, LLC
503-477-5615
emily@jensenstrategies.com

The City of Seaside is an Equal Opportunity Employer.

CITY OF SEASIDE

JENSEN STRATEGIES

(503) 477-5615

1750 S Harbor Way,
Suite 350
Portland, OR
97201

www.jensenstrategies.com

Candidate: _____ Date:_____ My Name:_____

Interview Questions May 2023

YACHATS' INTERIM CITY MANAGER

		Poor				Great
Questions	My Thoughts	1	2	3	4	5
1. Tell us about your previous work experience and how it would relate to the City of Yachats.						
2. What attracts you to this opportunity?						
3. This position has a wide range of responsibilities: HR, CIP, Budgets, City Hall, Public Works, Grants, etc. (Since we are a small city, there are no department directors.) Describe how you would direct, prioritize and manage all of these components.						
4. In assessing your skills in the areas of City Planning, Financing, Budgetary Management, Project Completion, Code & Legal Requirements, Team Building and Networking….. Which areas are your relative strengths and which areas are you weakest in?						
5. How do you envision collaborating and communicating with the Mayor & City Council? What is shared & what is not shared? (How would this relate to a Venn diagram?)						

6. In your experience, what is the most challenging part of being a City Manager and how have you addressed it? What do you find easy about managing a city? 7. When everyone "wants your ear" and may wish to persuade you, how will you discern the truth and go about hearing all voices in an equitable & unbiased way? 8. As a citizen walking into City Hall, what would I see, hear, feel? i.e. What experience would I have? 9. What process/strategy would you use to access the: - Current state of City Hall in terms of staff morale and staffing needs (i.e. How will you gain your information about the community, city, employees, Commissions, etc.?) - Needs of community members & volunteers? - Your priorities for the next 3 to 6 Months 10. We need someone who treasures a balance between tourism and nurturing our small community; embracing and preserving our identity as a small community (Native & current). How would you manage that delicate balance? (Describe how you would envision collaborating with and involving the local/regional native tribes.)						

11. Describe your relationships as a manager with staff. (How to communicate, frequency, etc.) How will you know staff's perceptions of you as their "boss" & how will you respond?						
12. Yachats has many commissions and committees for a city this size, which indicates the level of involvement and concern for the city. How might you leverage this involvement?						
13. With what frequency would you like to receive an assessment of your job performance? Through what method is this most effective for you? Who do you feel should be involved in this assessment?						
14. Has anyone ever lodged a complaint against you? If so, what was it regarding and how did you handle it?						
15. What questions or concerns do you have?						

TOTAL RATINGS:	**1**	**2**	**3**	**4**	**5**

Additional questions for future interviews:

1. What values do you embrace most and why?

2. What is your leadership style and can you please provide some examples?

3. What Yachats city documents and/or other material did you review when considering applying for this (Interim) position?

4. Scenario: If a disgruntled business owner comes into City Hall and his/her emotions escalate drastically - things become volatile. What would you expect from City Staff and how would you handle the situation?

5. Tell us about 3 people who have served as role models for you during your career.

6. How do you prioritize your duties & manage to get things done on time?

7. If City workers are frustrated or not able to accomplish what they want to, how will you know and how will you respond?

8. What do you look for when hiring temporary staff and permanent staff?
What expectations do you have?

9. How might you actively reach out to the public to establish rapport and trust?

10. What strategies & techniques would you use to bolster morale amongst City Staff members, Commission/Committee volunteers, City Council members?

11. If you were to start with a fairly "blank slate" with only 3+ current employees in City Hall, and down some employees in Public Works (due to people resigning, not having been allowed to stay on once stating retirement, etc.), what do you think the next vital steps would be?

12. What initiatives come to mind to further the involvement of senior citizens and the youth in Yachats?

13. What passions do you have? What brings excitement into your life?

14. (Interim) At this point do you envision any interest in becoming the permanent City Manager of Yachats?

CITY OF YACHATS
CITY COUNCIL
April 6, 2023

Meeting Summary

Mayor Craig Berdie called this meeting to order this April 6, 2023, at 2:00pm via Zoom and in-person meeting. Members present: Mary Ellen O'Shaughnessy, Council President, Catherine Whitten-Carey, and Ann Stott. Absent: Greg Scott. A Quorum was present. Staff: Heide Lambert, City Manager, Dayna Capron, Office Manager, Katherine Guenther, Planner.

WORK SESSION

1. (0:01:06) Public Safety by Sheriff Landers gave a PowerPoint presentation (attached to the online packet) covered a message from the Sheriff, Emergency Management, Patrol, Support Services, Corrections, Animal Shelter Retirements and In Memory, Annual Report 2022. The short message for Yachats is the key point is traffic stops indicate how much time is spent in the city and response time. People need to prepare themselves and take cautionary precautions, neighborhood watch and be aware. Animal complaints are the highest in the city and crime is low. Juveniles go to Linn County, as they have a program.

2. (0:45:45) Judge Havner reported on Code enforcement activities – Sworn in in September of 2022, court has been scheduled every month since and have had no cases. Code Enforcement letters have been sent out and people are responding. The court is scheduled every 2nd Wednesday of each month and have been working very closely with the City Manager and Code Enforcement. May 10th is the next court date.

3. (0:52:30) Introduction to Master Planning Process has been deferred.

REGULAR MEETING

1. (0:55:05) National Volunteer Month Proclamation was read into the record by Mayor Berdie. April 2nd was National Ferret Day.

2. (0:58:43) Public Comment: John Deriberprey, King St. and volunteer of YYFAP, the basketball hoops in the multipurpose room have deteriorated and asking if YYFAP can raise funds for the replacement and installation. Council is in favor and further information will be presented to the administration.
   (1:06:43) Dean & Shelly Shrock, Green Hill Rd., commented on National Volunteer Month and expanded on the importance of our community volunteering. The concern is that the City is discouraging volunteers and to focus on implementing volunteers as it's a part of what Yachats is.

3. (1:15:01) Planning Commission Appointment recommendation of Marc Sakamoto, after introduction, A Motion was made to approve membership to the Planning Commission, Seat F, to expire on 12/2026. No discussion, all are in favor and passed unanimously.

4. (1:19:51) Presentation of Single Use EPS Foam proposed ordinance – brought by a high school student. The speaker is not present and is likely to be voted on at the State level and will table this item.

5. (1:21:21) CIP Schedule, Status & Goals – presented 2023/24 CIP, the projects were reviewed, debated and reviewed along with the Masterplans. The Council will be asked to approve an amendment to the Urban Renewal District, no supplemental budget is needed at this time. Documents were provided via zoom by the Finance Committee. The adopted appropriations for 22/23 are $2,579,497; will be spent by the end of the fiscal year $624,426 and will carry forward $1,706,067; The earthquake valve broke ground a month ago and backwash project broke ground two weeks ago. E 2nd St bid is going to be awarded this week and is in the budget. Discussion continued on the priorities of the CIP list.

   (2:13:31) Discussion on how to pay for the CIP projects from the spreadsheet attached to the online packet included the Transient Rental and Food & Beverage income.

   (2:26:27) Discussion in the URD Financial Planning, amendments and adjustments from the spreadsheet provided on the online packet and after review:

   (2:33:48) Motion to adopt the CIP, no discussion & the Vote was called:
   Aye: Scott, O'Shaughnessey, Stott and Berdie. Whitten-Carey dropped off the call and did not vote.
   Nay: None

6. (2:35:12) Council reviewed the fiscal year 2022-23 appropriation category transfers by resolution. Oregon budget law ORS 294 allows intrafund transfers, between appropriation categories, without a supplemental budget or public hearing.

   (2:39:55) Move for approval for the intrafund transfers as stated. No discussion and the vote was called and passed unanimously.

   (2:40:47) Close the City Council Regular Meeting and open the City Yachats Urban Renewal Agency Board Meeting. In attendance if Councilor's, Scott, O'Shaughnessey, Stott, Whitten-Carey and Mayor Berdie.

7. (2:41:00) Discussion on moving funds to the sewer plant pump station. Move to approve the recommended changes to the plan submitted by the Finance Committee. No discussion the vote was called:
   Aye: Stott, O'Shaughnessey, Scott, Berdie
   Whitten-Carey dropped off the zoom.
   Nay: None

(2:43:37) Close the URA Meeting and restart the City Council Regular Meeting

8. (2:44:17) Budget Schedule: The date are May 5th ,12th, starting 12:30pm and at the Council meeting on May 18that 2:00pm. O'Shaughnessy and Stott are not available on the 5th. Jackson, Deputy Recorder to send out notice to the Budget Committee.

9. (2:50:50) Goal/Objectives from PCC and Planning did not make it the packet and will be deferred; The work in progress is to integrate it into one document and will be reviewed at the next council meeting. The City Manager is not seeing recommendations for any policies. Charge letters need to come from the Council.

10. (2:59:58) Mentioned needing to complete 2022-23 CIP items. No discussion.

11. (2:57:00) HB 3220 letter, Juno Tour: The Mayor will complete the survey which is due by April 14th. The Motion was made to remove Councilor Whitten-Carey from being the representative and filling out the survey for the City and Elect Mayor Berdie. The vote was called and all were in favor and passed unanimously.

12. (3:00:07) IGA office of Homelessness Final Version and Exhibit. The document has not been finalized yet and should be forwarded to the Mayor once received.

13. (3:01:33) Water Sustainability Discussion: No discussions have happened yet.

14. (3:02:10) Parks & Commons, RE Commons: To come up with getting some written communications regarding the structure to the ordinance, administrative policies and rules. The role of Parks & Commons is in question and there is some confusion. The City Manager recommended the Council remove the Log Church and Commons from Parks & Trails Commission; discussion continued regarding removing all city buildings from Commissions. Mayor is asking for written proposals for options before calling this to a vote.

    The motion was made to remove the Little Log Church and the Commons from the Parks and Commons Commission. After discussion and opinions, the vote was called:
    Aye: Stott, O'Shaughnessey and Scott
    Nay: Whitten-Carey and Berdie

15. (3:17:35) Letter of support for OCCC delayed, they pulled the bond request. Included in the packet is the Just for Fun for reviewing.

16. (3:18:41) Schedule an Executive Session Wednesday, 12th at 10:00am for staffing.

17. (3:21:09) Dayna Capron read a statement into the record regarding the City freeze on hiring.

Mayor Berdie adjourned the meeting at 1:30pm
Prepared by Kimmie Jackson on April 13, 2023

CITY OF YACHATS
CITY COUNCIL REGULAR MEETING
April 19, 2023
In-Person & Zoom Meeting Summary

Guests: 43

Mayor Craig Berdie called the meeting to order on this April 19, 2023, at 2:00pm via Zoom and in person meeting. Members present: Greg Scott, Ann Stott, and Catherine Whitten-Carey. Absent: Mary Ellen O'Shaughnessy, Council President. A Quorum was present. Staff:Heide Lambert, City Manager, Kimmie Jackson, Recorder, Katherine Guenther, Planner, Dave Buckwald Wastewater Lead and Rick McClung Water Lead.

1. (0:00:49) There is quite a bit of correspondence stated by the Mayor regarding the turnover and the resignation of the City Manager, and other correspondence regarding the article about Risk.

2. (0:03:50) Public Comment: John Theilacker Chair of Planning Commission and Loren Dickinson, Planning member. A memorandum addressed to the City Manager, Council & Mayor was read into the record regarding the concern for the hours allotted for the Planner and the understanding of what the Council recommended and the allocation of monies that was budgeted. Memo is attached to the online Council packet.

   (0:10:53) Joanne Kittel representing View the Future announced an article was just published for the second Ya'Xaik Trail article that can be read by going to the website www.viewthefuture.org.

   (0:13:13) Janette Square, Ocean View Dr., filed a request to obtain information regarding the City instructing Central Lincoln PUD to remove four streetlights one by 7th & Ocean View, Marine & Ocean View, unknown location of the other two. Would like a written update.

   (0:16:48) Anthony Muirhead inquired about temporary employee bonuses that were to be given out as discussed in a Council meeting in December of 2022 and indicated that it may not have happened. The City Manager will verify the temporary employees received their bonuses.

3. (0:19:03) Consent Agenda: After discussion regarding ODOT, the delineators and the placement:

   (0:24:44) A Motion was made to approve the consent agenda; all are in favor and passed.

4. (0:24:59) Parks & Commons Commission recommended George Giroux to serve on Seat D, set to expire the remaining time 12/23. Mr. Giroux read his statement into the record and referenced Ordinance 209.

   (0:30:14) A Motion was made to accept Mr. Giroux as a member to the Parks & Commons Commission. The vote was called for and passed.

   (0:30:44) Parks & Commons Commission recommended Dan Sterling to serve on Seat A, set to expire the remaining time 12/23. Mr. Sterling spoke regarding his background.

   (0:32:47) A Motion wax made to accept Mr. Sterling as a member to the Parks & Commons Commission. The vote was called for and passed.

5. (0:33:08) County Commissioner, Katie Jacobson – spoke regarding the following programs: Health and Human Services, Housing Initiatives, briefing on Mental Health Services; Grown Your Own Approach; Waldport Health Center; Harm reduction workers, Wildfire Survivors Assistance and housing in Newport.

   (0:48:50) Ms. Jacobson commented on the turnover of Ocean View Road to the City, and that property owners are still outstanding in receiving signatures on the easements and until that is satisfied the road will not be turned over. The question is what if they property owners do not sign, there may be a different path indicating that the owners do not want to sign and there will not be an easement and will have to check with the ODOT for that procedure.

6. (0:54:18) The building permit fees should have been paid out to the City under the Planning Agreement to pay the City 10% of the fees annually. The City has not received any payments since the agreement was established in 1997. The City needs to engage the County and ask for an audit by contacting Jane Welsh, Lincoln County Treasurer and Tim Johnson, County Manager for further clarification and direction.

   (0:57:05) The URD is close to maturity in about four to five years left.

   7.(0:58:44) Staffing plans and supervision for the next six weeks – the bookkeeper will continue to pay the bills and process payroll; working with Florence's utility biller to do the billing has hired a person for the front desk and the utility billing will be contracted out.

7. (1:04:24) Interim/Assistant Manager status: It was indicated the City cannot have an Interim City Manager and a City Manager at the same time; the Mayor

indicated that there may be four candidates for this role from the League of Oregon Cities and one with Lane County COG on April 20th and Councilor Scott would like to attend.

(1:09:02) After Council discussion moving forward, the Mayor will send the Council resumes for review as they are received. The people hired by the City Manager should not be permanent hires and the City Manager concurred and due to budget constraints until the new budget is adopted and the new permanent City Manager is hired.

8. (1:22:17) Public Comment: Helen Anderson, PO Box 314 spoke regarding concerns for the City and staffing issues.

   (1:29:01) George Mazeika PO Box 818, spoke about the City taking a step back and is concerned that there is no continuity.

   (1:32:25) Anthony Muirhead suggested that the City Manager be in City Hall to answer questions, since there are people that are not able to assist customers.

9. (1:37:52) Projects and how to move forward:
   - As for Southwest Lincoln Water District, the Mayor is requesting approval from the Council to attend the Board meeting to officially announce the City interest in becoming a customer.
   - As for the other project that are in progress and projects are moving forward with the CIP Coordinator the respective persons handling the projects. Bike racks are installed; Mayor would like a handover of the Ocean View File.
   - The Chamber RFP: the contract expires in June but cannot move until the budget is final and will be brought to Council in June.
   - City Audit – waiting for the report to come back from Hanford & Assoc. and should be presented to Council at the June 1st meeting.
   - Received a proposal from Prothman and Lane COG will present a proposal by the end of the week for a permanent replacement.
   - The Budget is in progress and should have documents available for review in person and online by April 28th.
   - No extension is needed for Urban Renewal. Still needs to collect 7.5 million dollars and then it is at the end of its life.
   - Commons building engineering report has not been received yet on the oil tank below ground and is still waiting on lab results to determine how to remedy it.

10. (2:01:50) City Manager agreement for the remainder of the term: Exit plan is attached to the online packet.

Discussion continued regarding Planner hours that were recommended by Council back on September 15, 2021, which clearly stated the full 4 days for the Planner was separate from the combined Interim City Manager/Planner. The Planning Commission was advised to participate at the budget meeting to discuss further. The City Charter states that the Planner is a separate position not an employee position.

11. (2:11:54) City Manager Report is attached to the online packet.

12. (2:13:25) Mayor mentioned he was interviewed by Sherri Brubaker at a Newport radio station yesterday.

13. (2:14:44) Intergovernmental Agreement Coordinated Office on Homelessness:

    A Motion was made to accept and sign this IGA. The vote was called and passed unanimously.

14. Pioneer Connect – received a letter regarding the Pioneer Telephone Cooperative's Community Connect Application and is asking for a letter of support to provide fiber-to-the-home to 60 unserved locations along and connecting to a 12-mile stretch of the Oregon coast between Yachats and Florence. The council is in favor to forward the letter of support.

15. 16 (2:22:20) A Motion was accept the final version of the IGA for the Lincoln County Homeless Advisory Board. The vote was called and passed unanimously.

Mayor Berdie adjourned the meeting at 4:23pm
Prepared by Kimmie Jackson on April 26, 2023

CITY OF YACHATS
PLANNING COMMISSION
MEETING SUMMARY
April 11, 2023

WORK SESSION

Audience/Guests: 8

John Theilacker, Chair of the Planning Commission called this meeting to order at 10:00am: Jacqueline Danos, Co-Chair, Loren Dickinson, Tod Davies and Lance Bloch. STAFF: Kimmie Jackson, Deputy City Recorder, Katherine Guenther, Planner

Discussion surrounding the Draft Housing Implementation Plan and Draft Housing Strategies. document. Doodle Polled the members to see how the main focus to work towards change for the community; would like to schedule a joint meeting with Council and will also need community engagement. Concerns are whether there is enough land, being environmentally sensitive, studies may be needed and steep slopes .

Some possibilities of change may be needed in increasing the number of units on a lot; CCR's may need to be changed; identify a large number of R-1's in the City and make some changes to the zoning code and/or allow more options. The population is growing leads to greater density.

After reviewing the document, discussion continued to change the order referring to page 17 of the document. Recommendations to the consultant will that 1.1 and 1.2 be moved to the end. Of the section.

Chair Theilacker adjourned the meeting at 11:49am.

Prepared by Kimmie Jackson April 14, 2023

CITY OF YACHATS
PLANNING COMMISSION REGULAR MEETING
SUMMARY MEETING INUTES
APRIL 18, 2022

Audience/Guests: 9

1. Chair John Theilacker called the Planning Commission Regular Meeting and Public Hearing at 2:00pm. Attendance: Lance Bloch, Chair, Jacqueline Danos, Loren Dickinson, Tod Davies, and Marc Sakamoto. STAFF: Kimmie Jackson, Deputy City Recorder, Katherine Guenther, Planner

2. (0:01:16) Announcements/Correspondence: None

3. (0:01:34) Citizens Concerns: Krista Dann, PO Box 934, resident at Center Way reported that the 6th street road is not paved and Dahl Disposal trucks are digging up the road. Would like the City to address the issue. The Planner will look into this.

4. (0:03:41)Case File #1-VAR-PC-23 Henke's Variance Application has been moved to May 16, 2023, at 2:00pm.

OPEN PUBLIC HEARING

5. (0:08:55) Case File #2-CU-PC-23 Kraus Conditional Use Application. Staff Report was read into the record; the owner spoke to the application; two letters were read into the record in opposition; public testimony was heard and questions by the Commissioners were answered, then closed the hearing. After the Commission discussion the consensus was to vote:

   (1:05:38) A Motion was made to grant this conditional use permit, to include limiting it to two cars outside of the garage. The vote was called and passed unanimously.

6. (0:07:06) Case File #3-CU-PC-23 Glaze Conditional Use Application. Staff report was read into the record; the owner spoke to the changes on the ground floor from retail to one-bedroom units. Public testimony from Krista Dann Box 934, stated the concerns for parking in the front and rear of the building, and Russell White's letter in opposition was read into the record. Questions by the Commissioners were answered, then closed the hearing. After the Commission discussion the consensus was to vote:

   (2:51:01) A motion was made to approve the conditional use permit pending a new site plan reflecting compliance showing the garbage structure and pickup on

the west side of the building and the parking for the units on the ground floor. The vote was called:
Aye: Davies, Sakamoto, Dickinson Bloch and Theilacker
Nay: Danos -Did not believe the city will be getting the kind of housing it needs and believes the loss of the commercial space should have taken precedence. Commercial space is needed in Yachats badly. Also, felt uncomfortable voting for this project once again without new drawings or site plans.

(2:59:00) Close Public Hearing.

7. (0:259:49) Planner status letter: after review and discussion, the Planning Commission agreed to forward the letter to the Mayor, City Manager and City Council for consideration.

The Chair adjourned the meeting adjourned at 5:30pm.
Prepared by Kimmie Jackson April 20, 2023

City of Yachats
Public Works and Streets Commission
Summary Minutes
April 11, 2023

Audience/Guests: 7

1. Linn West, Chair called the Public Works & Streets Meeting to order at 2:00pm. Present: Kevin Erdahl, Alex Cox, Linn West, Bob Bennett, Don Groth and Don Phipps. Staff: Kimmie Jackson, Recorder, David Buckwald, Wastewater Lead.

2. (0:00:37) Announcements & Correspondence: Received E 2nd Street bids; City Manager to sign contract, then setup & mobilize in the next couple of months.

3. (0:02:12) Citizens Concerns: None

4. (0:02:37) Public Works Report: Report is attached to the online packet. The speed sign information will be provided after the meeting from Wastewater Lead.

5. (0:10:20) Financial Report: Commission reviewed the online February 2023 financials. Report is attached to the online packet.

6. (0:36:59) Emergency Prep: three goals are defined: 1. Install Conex at the fire station, 2. Schedule and complete Tabletop Disaster, and 3. Organize the Emergency Preparedness Fair. Mr. Roslund has committed to donating $5/6 thousand dollars and blankets; applying for grants will still be necessary. The spreadsheet for the proposed contents for the third Conex will be shared with the committee. Some plans are to have 150 backpacks and other supplies. Cox will check with the fire department to see if they are providing the power to the Conex. Currently invitations will go out to participants for the Emergency Preparedness Fair in August 2023.

7. (0:45:50) Fire Department Report: None.

8. (0:46:20) Meeting summary (Informational and attached to the online packet for review).

9. (0:46:27) Hwy 101 Delineators: In the process and being signed off between the City and ODOT; Phase II CIP application and clarification for the direction going South on the ocean side. North was discussed, and that is Phase III to the City limits.

10. (0:48:48) Public Works Goals Draft covers the items identified projects and work to support the Goals of the Council. The draft document is attached to the online packet.

11. (1:13:22) Cross Walk Lighting & additional Cross Walks: there may be a need for additional cross walks throughout the city; would like to have rapid flashing lights and including push button control; need to explore the spacing required by ODOT, flashing and frequency; purposing flashing/push button crosswalks or painted cross walks at Beach, 2nd, 3rd, 4th, 5th and 6th, 7th and by the cemetery, Fireside/Overleaf and Adobe. There are already painted crosswalks at 2nd and 3rd; and support reducing the speed limit to 25mph and eliminating the two passing zones. Will also inquire about having an engineering study and who pays for this.

    (1:39:00) The commission is in agreement that they will move forward with getting information and reporting back to the Commission for a possible CIP.

12. (1:40:03) Lead Buckwald will provide a CIP list of projects at the next meeting.

13. (1:41:10) Discussed what is next for Phase III/North and wanting an update from Water Lead McClung; check on timing with grant; Invite the CIP Coordinator to the next meeting.

No further business to discuss, meeting adjourned by West at 3:50pm.

Next Meeting: Tuesday, May 9, 2023, at 2:00pm

Prepared by Kimmie Jackson Deputy Recorder on April 17, 2023.

CITY OF YACHATS
PARKS AND COMMONS COMMISSION
April 12, 2023

Meeting Summary

Guests/Audience: 8

1. Chair Adam Altson called this meeting to order on this April 12, 2023, of the Parks and Commons Commission at 1:00 pm. Members present: Michael Hempen, Meg Simans, Ron Simans, and Dean Shrock. Staff: Kimmie Jackson, Recorder.

2. (0:00:50) Announcements & Correspondence: The bike racks will be installed next week, Tuesday April 11th; the sunset parks north and south are still not transferred over; the plants still need to be addressed; looking at replacing the boulders with smaller boulders.

3. (0:08:30) No Citizens Concerns

4. (0:10:55) Recap of the monthly Chair Meeting: Meeting was cancelled, the next meeting is on April 26th at 10am and Member Ron Simans will attend in member Altson's absence.

5. (0:12:50) Goals were sent off to Council, no response yet.

6. (0:17:18) Volunteer Applications: Interviewed Dan Sterling for Seat A for the commission. After discussion, the motion was made to recommend to Council and accept his membership. All are in favor and passed unanimously.

7. (0:25:15) Interviewed George Giroux for Seat D for the commission. After discussion, the motion was made to recommend to Council and accept his membership. All are in favor and passed unanimously.

8. (0:29:54) Discussion around the possibility of running and managing the Commons by a non-profit. Joanne Kettel reported on behalf of Linda Hetzler, that a nonprofit group is in the process of being formed similar to what used to be Friends of the Commons. This stems from a request from the City Manager to Linda Hetzler to go ahead and form a new 501, not sure of what type. There was a meeting to discuss who to bring into the group and if a member from Parks & Commons or as an individual wanted to be part of the group. The Council was making a decision to eliminate the Commons building from the Parks & Commons Commission. The group will possibly be meeting on Friday at 11:10am at the Commons, Room 8 to discuss further.

9. (0:52:42) Discussion around the Council Vote to remove the Commons building, then discussed whether or not to remove the Commons from Parks & Commons Commission. The Commission has not received any correspondence with official notice, and is unclear in the process, and have been informed that there may be some additional septs that need to be taken before it can become official. Will continue to operate the same, except possibly not making recommendations but table items until this Commission receives clarity.

The Commission has researched the Charter, City Code and Administrative Policy on how to change a Commission and found that this may be unclear and is requesting further clarification from the Council on its decision and the steps that are required to change a commission. Questions as to whether or not the public is notified for public involvement when changes are made to Commissions. The Council voted three to two to remove the Commons without discovery made this a contentious vote. To change municipal code there should be a public Hearing, and residents vote for changing the Charter. At this time, this Commission believe that the motion that the Council passed may not be valid since there were no discovery or steps taken.

Some members of this Commission reached out to the former Mayor Ron Brean for some background to change the Commissions and stated there would be so much red tape it would take years to accomplish legally to remove a commission.

Without transparency, will need to continue in this same manner until notification of the process, procedure and ramifications to disband are reported back in writing. The Commission believes that there should be public involvement and their own involvement in discussions before a decision is made.

Discussion continued around the Chairs meeting and that it should still happen even if the City Manager is not available to attend.

10. (1:21:19) Trails Report is attached to the online packet for review.

11. (1:41:14) City Manager March Report: noted that the Parks & Commons was referred to Parks & Trails before there was a Council vote. Also noted that the bench by the wetlands was rebuilt by maintenance and is not safe and up to standards. It will be rebuilt by the new maintenance person.

12. (1:43:26) Initiating a city-wide master plan to include pocket parks, housing, parking, etc. and will meet with the Planning Commission at some point this year.

    The north park should be a go for the removing of the gravel on Ocean View and replace with the topsoil and plants.

13. (1:50:23) The Chair's communication with the City has been proven to be difficult and is considering stepping down. After members have discussed alternative, there will be no changes at this time except that member Ron Simans will attend the chair meetings and take over the communication with the CIP Coordinator.

14. (1:53:16) Commission received two requests for memorial benches. At this time there is no list being maintained by the City at this point. There is some type of policy based off Newport and will be discussed at the May meeting.

    Chair Altson adjourned the meeting at 2:47pm.

1 Prepared by Kimmie Jackson on April 17, 2023

CITY OF YACHATS

YACHATS LIBRARY COMMISSION

April 13, 2023

Zoom Meeting Summary

REGULAR MEETING

Attended/Guests:12

David Rivinus called the Yachats Library meeting to order at 10:10am. Attended are Marion Godfrey, Viki West, Naomi Steenson, Co-Chair.

Staff: Kimmie Jackson, Recorder

1. (0:00:42) Announcement/Correspondence: None

2. (0:00:54) Public Comment: None

3. (0:01:10) Ford Foundation Grant by Sandy Dunn: completed a site visit, and a question-and-answer session on items they still needed and provide those; the representative will present to the foundation in May and should hear back by mid-May. Applying for a $20,000 grant with Round House; working with the architect and builder to finalize how to configure the floor plan, there are at least five options. Concerns are the access to the community room, bathrooms; windows on pocket doors, keeping eyes on the hallway, and may need extra windows.

4. (0:09:40) Budget Report: will recommend next fiscal year $265,000 to match the Ford and Friends grant. There are still available funds and will continue to fund raise. The City has set money aside on behalf of the library's expansion. The capital reserve and capital improvement are different from budgetary adjustments. The City set aside $338,000 this fiscal year in CIP funds, plus next fiscal year $300,000. This information can be found in the City Budget document on pages 61 and 64.

   (0:13:21) Cost Estimate is in a holding pattern today, some work is happening on the [plans, and the engineers would like to break ground midway through summer.

5. Library Update: Wi-Fi has been issues have been resolved; there increase social media presence, still doing the candy contest; there training for Libby. This will help once the library is not available during construction; working on a patron policy; the walking study event is done with enrollment with twenty people, and it will meeting May 11th from 2:00-3:00pm; working on revising the volunteer

schedule; adding four boxes of Narcan, provided by Linn Health who will set up a Q & A and training.

6. (0:23:57) E-Books: there are 3,000 eBooks and there are four ways to access; 120 users for Libby; the reading outreach program is continuing; continuing the read promotions, auctioning sweatshirts from Libby.

7. (0:28:05) The Trust Management group asked for $100 a month extra for the eBook's subscription for two years.

8. (0:35:02) The Friends book sale made $4,600; the storage in the basement is working well due to not having to move the books; all that money went to the expansion project; The Friends is giving other money from grants they have received, from other donations and money they have raised, another $200,000 to add; other money given away to the Librarian (Tracy) to spend however she sees fit of $200.00 a year; money was also given to Jane Shay who asked for $200-$300 for books and have given that for the summer program; the embay sales are going very well.

9. (0:39:09) Department of State Land, because the library is so close to the wetlands, permission is needed to expand. The application was received and confirmed.

10. (0:41:28) currently researching 40-foot containers for storage un about $200 per month; some issues are where to put it, does it need to be on city property, the move itself, boxes and materials. The Friends offered there book bags for use. Georgia Pacific does make boxes. Some research and plans will need to be delegated and Naomi Steenson and Marion Godfrey will take this on a project.

David Rivinus adjourned the meeting at 10:52am.

Prepared by Kimmie Jackson on April 13, 2023