

1. 2:00 P.M. Agenda

Documents:

[2023-10-03 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[Trails Report October 2023.Pdf](#)
[2023-09-05 Parks And Commons Summary.pdf](#)
[City Manager Report September 2023.Pdf](#)
[Commons Status Report September 26th.pdf](#)
[Bays And Estuaries \(1\).Pdf](#)

3. Additional Documents Added After Meeting

Documents:

[Capital Planning Calendar.pdf](#)
[Ordinance 370 - Finance Committee And CIP.pdf](#)
[PandC Budget Sheets.pdf](#)
[PandC Capital Projects.pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday October 3, 2023, at 2:00pm
To Be Held In-Person & Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/83419724213>

Meeting ID: 834 1972 4213

AGENDA

- I. Meeting Called to Order
- II. Announcements and Correspondence
 - a. Oct 9 – Meet the City Manager Candidates (1 minute)
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
- IV. Reports
 - a. Trails Report (5-10 minutes)
 - b. Monthly Meeting Summary of last month (3 minutes)
 - c. City Manager Report (5 minutes)
 - d. Report from Chairperson's Meeting (5 minutes)
 - e. Update City Coordinator (Krystal) (5- 10 minutes)
- V. Budget and Finance Presentation (T. Lauritzen)
- VI. Ongoing Business
 1. **Commons:**
 - a. Roof Repair (5 minutes)
 - b. Carl Miller memorial (2 minutes)

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. POSTED 08/30/23 By: Kimmie Jackson, Deputy City Recorder

- c. Pavilion behind Commons (painting, enclosing, lighting) (2 minutes)
 - d. Discuss progress on Commons advisory committee (5 minutes)
- 2. **Parks**
 - e. Sunset Park North and Sunset Park South (5 minutes)
 - f. Memorial Benches (Administrative Policy #5) (10-15 minutes)
 - g. Peace Park review (5 minutes)
 - h. Wetlands update (2 minutes)
- VI. **New Business**
 - a. Discussion – Signs at the pump station (Ocean View Dr./Marine Dr.) (3-5 minutes)
 - b. New City Manager Interview questions (5 minutes)
- VII. **Other Business**
 - a. From Commission
 - a. Definition of a Bay/Estuary (5 minutes)
 - b. Workgroup update (5-10 minutes)
 - b. From Staff
- VIII. **Future Topics**
 - 1. Commons
 - a. Painting the exterior
 - b. Electrical and lighting upgrades
 - c. Heating and Air system upgrades
 - d. Leveling pavement behind Commons for pickleball/basketball/tennis/etc.
 - e. sidewalk in front of Commons/Concrete steps near the marquee/design and construct north entrance to Commons
 - 2. Parks
 - a. Bayside boardwalk
 - b. developing a trail along Yachats River
 - c. Yachats Community Park/greenspace
 - d. rebuild horseshoe pits
 - e. relocate and/or enhance osprey pole

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YIPS! – A lot of work has been done removing ivy on OPRD-owned land north of Yachats Ocean Road to the west of its intersection with Highway 101. Progress has been made but there is still a lot of ivy to be removed. Lots of invasives have also been removed from the Whale Park.

Trails – Routine trimming of vegetation on various trails, including the short stretches between Aqua Vista Loop and Marine Drive and between King Street and Horizon Hill Road.

Gerdemann Botanic Preserve - We assessed the condition of raised walkways and bridges along the GBP trails and concluded that some need replacement now while others will within the next few years. This may develop into a capital project.

Pocket Parks – Trails volunteers have continued to help with the planting and watering of native plants in the two pocket parks as well as with weed removal.

Trail Maps – The tri-fold brochures with a map of the trail system and descriptions of trails continue to be very popular. The maps are available at many stores and motels in town as well as in holders at trailheads. After making some updates to the map, we recently ordered another 3000 as well as some QR code labels that will be affixed to the lid of the map holders and that link to the section of the trails website that has a map and descriptions.

Managing expenditures – After discussion with the Interim City Manager, who is ultimately responsible for purchases that we make, we developed the following guidelines –

We should have purchases > \$100 preapproved by CM.

If, at the end of a given month, we are aware of expenditures we plan to make during the upcoming month, we can submit them to CM as a group. If they are approved, we will not need to get approval at the time of purchase.

2023 Oregon Outdoor Recreation Summit - Bob, Joanne, and Kevin will be attending the 2023 Oregon Outdoor Recreation Summit in Coos Bay in early November. As well as attending workshops and presentations, we will have opportunities to network with folks from other trail groups around the state.

Parks & Commons Commission Meeting

Summary – September 5, 2023

- **Start of the meeting.** [0:11](#)
 - Welcome to the September 5, 2023 meeting.
- **Present:** Adam Altson, Michael Hempen, Dean Shrock, George Giroux, Meg Simans, Ron Simans, Dan Sterling
- **Announcements and Correspondence** [1:39](#)
 - Congratulating Joanne Kittel on her recent award from the National Association of State Parks. She will be going to Lake Tahoe to receive the award.
 - David Diamond sent an email regarding speed of e-bikes along the 804 (north) and that there should be a ban of e-bikes on that section.. He was referred to the State Parks.
 - Email from Wetlands regarding ph in wetlands and possible causes.
 - Commissioner advised he could not get into the Commons. Facilities Manager advised there are key fobs that can be checked out at City Hall.
- **No citizens concerns on the agenda this month.**
- **Expanding a restroom in the building.** [6:57](#)
 - Patricia, Director for YYFAP, wants to bring up an idea for the expansion of a restroom in the building. She, as an educator, has concerns about children's privacy.
 - They find that sometimes they need more restroom space, and they've been asked to share their space in the restroom before.
 - Is there somewhere in the building to put another restroom?
- **Discussing the need for a green room.** [11:13](#)
 - There has been some discussion about having a private bathroom for the performers, but it is on the radar for next month.
 - How frequent is there an issue with people using the space, mainly with the Celtic festival to provide that private bathroom.
 - It was brought up that there are many capital grants to be had and those funds would help defray the cost of another rest room.
- **Bathrooms for the library.** [18:31](#)
 - Consider bringing in a small bathroom for the library during this next year, so people can't lose track of who's wandering around in the Commons..
- **Trails report and comments.** [22:08](#)
 - George Messersmith, a gentleman who was nice enough to donate a wheelbarrow to the trails team this past week and bought a new one to keep in the trail storage.
 - Written report included in packet.
 - The City Manager was the one that evaluated the area and told them where they could put the bay boardwalk. He was the authority.
- **Outlook Gmail and downloading reports.** [27:51](#)
 - Five seconds to get to the email and getting it to come up and get the reports, and how to download the pdfs.
 - How to get into the Outlook website.

- o The City Coordinator is doing well, and there was a lot of information in her report.
 - o The six of us have been doing a ton of work this past month.
 - o One or two of us should be part of the workgroup, and someone from Polly Plum would be good.
 - o Shelly is looking for outsiders. One or two outsiders.
 - o Lengthy discussion on how to proceed with developing a work group.
- **Closing in the pavilion.** [45:31](#)
 - o Closing in the pavilion could create a whole new wave of code compliance issues, which might include a second egress or even a sprinkler.
 - o The fire code was not met during stormy nights because it didn't meet fire code, and enclosing it wouldn't have changed that.
- **Closing the end of the building.** [48:01](#)
 - o No feedback on the closing of the building or the advisory committee. No information or feedback on fire in closing the building.
- **Who attends the commission meetings?** [54:29](#)
 - o The City has been approached to put a new cell phone tower at the top of the hill on horizon rising hill in horizon.
 - o The city would get some money from it.
 - o The towers have plenty of room for all the cell companies to share them.
 - o A memorial to Carl Miller for the stage in the multipurpose room is needed.
- **Updates on the exterior of the Commons.** [57:49](#)
 - o No updates on the exterior of the commons. No electrical and lighting updates. No updates on heating and air systems.
 - o No updates for leveling the pavement behind the commons for pickleball and basketball.
 - o The oversight committee was going to present their plan for Friends of the Commons Part II, but has not heard from them.
 - o The meeting of Dan, Neal, Rick and Krystal discussed the idea of articulating things to ensure good communication and relationship with City Hall.
 - o The concept of a miscommunication or lack of communication, and how it applies to the general workgroup, not just the commons committee.
 - o The next step is to review the document.
- **Sunset Park north and south.** [1:05:05](#)
 - o The next section for parks, Sunset park, north and south, there has been continuing work, and the plants are doing better than expected. The benches that are in place for 10 years look brand new because they have stainless.
 - o The speaker is trying to get pricing and delivery dates on the benches.
 - o There is only one company that has stainless that is the Natural Structures from Baker City, and they are a small business part of their business.
 - o Megan and Joanne discuss their products.
- **Looking at benches at public works.** [1:10:22](#)
 - o Look at benches at public works, see if they are good enough to install, or if they will be as good as what has been talked about.
 - o Discussion today should focus on what's been discussed.

- o How many benches are needed at Sunset Park south and north, and how many benches will be needed at Peace Park and the pump station.
 - o Archaeological site evaluations are done.
- **How many benches will we need?** [1:14:25](#)
 - o The new benches will be placed in the pocket parks. Three are already part of the budget.
 - o The process to give authorization for future benches.
 - o Memorials around town should be dedicated to volunteer or nonprofit organizations around town, such as YYFAP and Friends of the Library.
 - o Memorial to a loved one could be purchased.
- **How to get more rocks?** [1:20:37](#)
 - o The Lions Club is looking into using a name and a phrase to replace the birth and death of a loved one to bring interest and history to the memorial.
 - o One dedicated to Parks and Commons Commission and one dedicated to this community of volunteers and beyond. Volunteers have raised \$1.5M
- **How to pay for the benches?** [1:23:22](#)
 - o The City Council has just wanted to do policy-learning or approve the policy or not to approve it. They want to make the final decision and it's done.
 - o Betty Perman what about having a special recognition wall in city hall or the Commons.
- **Deciding on the size of the plaques.** [1:30:17](#)
 - o Deciding on the size of the benches, pre-ordering a set size and creating the plaque after the fact.
- **Formalizing the boardwalks.** [1:33:56](#)
 - o Another opportunity for bricks or other ways to memorialize people.
 - o Joanne suggests that the next 10 benches should be organization-based.
- **Plaques and benches for nonprofit organizations.** [1:41:49](#)
 - o Michael has the expertise or know how the plaques can be attached to the rocks in a relatively permanent box.
 - o The current policy is that permanent plaques should only be used to recognize significant monetary or public service contributions to the city of yachts.
 - o In 2013, there are 20,000 of visitor attractions sponsored by clarity. The first part of the policy needs to be eliminated.
- **Making a decision on benches.** [1:49:10](#)
 - o There are two categories of benches, one for each of the five proposed benches, and one for the peace park.
 - o There is a motion to move toward creating a bench policy or changing the wording of the first section of Joanne's proposal.
- **How do you make a decision about a park?** [1:52:12](#)
- **A question about benches.** [1:58:44](#)
 - o There is a sign on the next page. There is another picture of the advantage, and they wanted to make it even more cozy.
 - o The sub-trail should be filled in.
 - o Need to consult with Dylan Anderson from State Parks, because you may not have the authority to touch that area.
 - o Megan's next slide, complete her homework and look for an additional place.

- **How to get access to the rocks?** [2:02:33](#)
 - o Getting the cement there was tough, but it was a perfect idea, and it's a natural place to carve out a place to sit.
 - o Michael has talked to Public Works on the sign at the pump station and Ocean View.
- **Reaffirming our support for acquiring the landmark.** [2:09:50](#)
 - o Last year, the commission voted to make a recommendation to the City Council that they should look into acquiring the Landmark, and they did. They took it off the market, so it can't go back on the market again.
 - o The commission wants to make it a done deal if it comes up again.
- **How to get nine parking spaces?** [2:12:53](#)
 - o How to get nine parking spaces in the viewing area of the bay boardwalk, and how to get seven parking spaces on the boardwalk.
 - o Agenda planning.
 - o Idea 1, have an agenda planning meeting a week or two after each commission meeting to keep current priority items front and center.
 - o Idea 2, meet quarterly, every other month, or meet four times a month to change the structure of the meetings.
- **Flexibility in planning meetings.** [2:19:24](#)
 - o Take advantage of her offer to help and guarantee that the meetings are read and the only thing that comes up is what comes up.
 - o Four people want to be on the advisory group, and it's time to make a decision on which of the four will be on it (Geo, Ron, Dean and Don)
 - o The idea of agenda planning will begin in November, and Dan wants to jump in with his thoughts on moving items to the advisory committee.

Meeting adjourned at 4:30 pm.

City Manager Report

We filled a position at City Hall with the hire of Lorraine Barrett. Lorraine comes with good knowledge of many of our systems and is providing a huge help in handling customer service calls.

We were able to hire 3 people in Public Works. This is a huge win. We are very far behind, trying to get leaks repaired while continuing to run the plants. However, 1 of the 3 changed their mind before actually starting. We still have 2 new people. This is a welcome relief for the guys in Public Works, who have been working overtime to try to keep up.

Resiliency Plan is moving forward, with Jacqueline leading the charge. We are currently organizing the team further by inviting subject experts. Those will come from disaster preparedness and Lincoln County, among others. This group will also need to stay close to the Commons work group to ensure that we don't duplicate efforts. There will be public meetings soon to explain and listen to citizens.

We did a fairly deep dive into Civic + to learn about their ability to provide a one-stop shop, including billing and invoicing. They cannot provide those services. There are service providers out there that could probably do that, but that is an epic task. Without a great deal more investigation, and a willingness to explain to the community (many of which are not tech savvy) a new system is not appealing. Therefore, we are asking our service provider for GoYachats! to focus on improving the financial side of their application, which they have agreed to do.

Boardwalk is stuck in neutral. Lincoln County seems to be really bogged down.

The Commons is a world of projects wrapped up in an enigma. Currently we are fixing issues related to water leaks and electrical problems, while also launching groups to provide some focus as to what it is. A survey is planned to be sent out soon to get a temperature check on what the community thinks. The last survey, in my humble opinion, didn't really provide much clarity. Ideas were all over the board.

101 delineators – ODOT has sent us the first of the funding. We should get to work on this soon.

Defibrillator training is going to proceed for the library soon. This is a huge group, which is great. It doesn't make sense to buy defibrillators if no one knows how to use them. Lots of great volunteers at the library, as well as others, are getting training. If you experience a health problem, try to be near the library!

Our water task force has an agreement in principle with Southwest Lincoln Water. We are waiting for their negotiator to return to sign a short-term agreement. Then, we will launch a much more complex look at a long-term agreement.

Emergency cache is pretty much finished.

The Little Log Museum is still waiting for word from the County to determine what we need to do to repair it. This could go on for a long time unfortunately. Meredith is writing a grant to get more funding for it. All in all, this should be sufficiently funded.

Library work has begun but it is primarily in the engineering analysis stage for the soil. David Rivinus is leading this project.

2nd street repairs are finished, and it appears to have been as painless as possible.

In my view, we need a task force to evaluate water rates.

We have been working with members of commissions to establish a structure for creating small, flexible work groups to pursue projects. That is going well.

The reader board for the Commons is, in my view, not the safest thing to try and change out. I did it this week and trying to do that on uneven ground, in the wind, potentially in the rain and on muddy ground, isn't acceptable. We are looking at getting a digital reader board that can be programmed on the fly. We are not looking at anything big and bright, just sufficient to get some news across to the public.

We have quotes for the security gate at the water plant and that work should start soon.

The Skate Park appears to have started back up again. There is an effort to get more funding for that.

Here is a brief and incomplete summary of some of the work at the Commons:

Channel drain for disability parking space. Route water west.
Channel drain with closed pipe for electrical room.
Breaker box/panel repair. CT cans.
Clean and organize electrical room.
Exploring creating a storage room in the electrical room.
Larger sump basin and pump with alarm.
Surface drain for the water routed W to drain into.
New roof (N end of Commons). New pipe flashing. Repair rotting fascia.
Water flows into vents on NE corner of the commons contributing to basement flooding. Dec-o-vent installation.
Repair concrete wall above electrical room with cracked concrete.
Siding replacement and paint S wall by mp room back stairs.
Paint entire exterior? Coordinate with other exterior repairs.
New soffit w/ well supported max capacity gutter above mp room back stairs.
Fix outlets, replace lighting in the Pavilion. Pendants in main area and one above sink? Design.
Cabinet for Pavilion sink. Work space?
Possible bathroom in room 7 or 8.
Art hanging system for MP room.
Organize and inventory kitchen, stage and storage.
Create a list of items to present to parks and commons for review.
Enclose pavilion. Temporary barriers for events to keep heat in.
Getting water for the plants along 101.

Public Works Projects:

Stormwater Master Plan
Hanley Drive Sewer Manholes
Collection Design Standards
Annual Inflow and Infiltration Rehab
Multi-VFD Upgrades
Submersible Pump Plug Install
Main Pump Station Improve
UV Disinfection Control Upgrades
Man Doors PW Bldg. #2
Public Works Slide Gate
PW Rehab - Rollup Doors
Shop Lighting Update
GIS Mapping Hardware
Actuator Valve (Spare)
SBR Waste Pump
Water tank Design Development

Water Tank Seismic Engineering
Water Plant Clarifier - Rehabilitation
Annual Hydrant Replacements
Plant Backwash Recycle System
WTP Upgrade CIP Annually
SCADA Upgrade
Public Works Slide Gate
Property Acquisition

The new sink is installed in the Pavilion. We're continuing to explore enclosing some of the open spaces near the roof with plexiglass, installing new lighting, a countertop and cabinets.

The row of loose lights directly in front of the stage in the multi-purpose room has been removed.

More lighting has been changed to led. The new bulbs will last much longer and they use quite a bit less electricity.

We've improved the sound system in the multipurpose room with the help of Yachats local, Mike La Barre. We're looking forward to the community experiencing the difference in quality.

The large projector screen is now mounted to the very back wall of the stage to allow for ease of use. It's protected and out of the way behind the back row of curtains when not in use.

We've been continuing our discussions regarding a digital reader board. At this time, we're collecting rough estimates, discussing designs and locations.

We need to replace equipment in the electrical room. We're planning this project alongside tackling the water accumulation in that area. If we can keep that space dry, our equipment will last much longer.

There is a section of concrete wall above the electrical room that has water damage. There rebar inside the wall is rusted and the concrete has cracked. We need to open that space to remove the rebar, place new rebar and then fill the area with concrete. Finally, we would put siding over that section of the wall to match the rest of the building and protect it from future damage.

Local resident John "JD" Deriberprey, in partnership with YYFAP, is asking the Yachats community to consider donating to replacing the current basketball hoops and backboards located in the multipurpose room. This was approved by City council. JD envisions installing backboards that fold up against the wall when not in use, but also adjust for height so that youth and adults of all ages can engage in playing during our long and rainy winters. The hoops cost around \$2000-2500 each with installation budgeted around \$2000. All donation can be made out to YYFAP. Any leftover donations will be put into a sports equipment fund for YYFAP kids and youth.

I have been approached with requests for an art hanging system. The cost would be \$329 for a 32' long system. It would be permanent and include removable drop-down wires and hooks.

There have been several requests to use space in front of the Commons for vending during large events. I've heard that this has been done in the past. If this is something we plan to offer, I feel we should place this in our policy manual. At this time, there is nothing in the manual that states we do or don't include use of that space with rentals.

We plan to organize and inventory spaces in the Commons soon. Please consider fellow community members' safety when you return things to the multipurpose room storage closet. The space can become cluttered and dangerous quickly.

The newly formed Commons Advisory Group is working on a survey that will be distributed to the community. The survey will be mailed in the near future. We will use the results of the survey to help guide future improvements to the building.

Room 7 is cleared out and ready for the library to move in. We are very excited to have them in the building soon.

We have several fun events approaching! Oktoberfest, Big Band, Banner Auction, Dark Days Solar Music Festival, Mushroom Festival... Keep an eye on the calendar and join in when you can.

I love hearing from our community! Please feel free to contact me with any questions, comments or concerns.

Krystal Geisinger

citycoordinator@yachatsmail.org

541-272-4213

Bays and Estuaries

A **bay** is a broad inlet of the sea where the land curves inwards. [All bays are semicircular or nearly circular in shape, which distinguishes them from \[river\] estuaries, which are elongated and funnel-shaped](#) with a river running along the centre line and with beaches mainly near the mouth of the estuary.

An **estuary** is a partially enclosed coastal body of brackish water with one or more streams or rivers flowing into it and with a free connection to the open sea. Estuaries are bodies of water [with] surrounding coastal habitats [...] typically found where rivers meet the sea. Estuaries harbor unique plant and animal communities because their waters are brackish — a mixture of fresh water draining from the land and salty seawater. Bays can be estuarine habitats where large numbers of birds, fish, and animals thrive in a unique habitat.

[Oregon Mid-Coast Water Planning Partnership:](#)

The Oregon Mid-Coast Water Planning Partnership, describing the Yachats River Estuary, says: “Yachats River Estuary is about 40 acres and is classified as a Conservation Estuary. The Yachats River Estuary is part of the Yachats River Area Conservation Opportunity Area. It is a designated Important Bird Area of Oregon and includes marbled murrelet and spotted owl nesting sites.”

- [Yachats River Area](#) - “Narrow river channel with wide shallow mouth at ocean; steep coastal mountains”

See photo comparison below

Comparison of Yaquina Bay (first photo below) with the Yachats River Estuary (second photo below):



Yaquina Bay (also an estuary). Note its circular shape, characteristic of a bay.



Yachats River estuary has a funnel shape with beaches near the river's mouth, characteristic of a river estuary.

Calendar of Financial Plan Reviews
City of Yachats Finance Committee
Initial Review - July 2011

[illegible]

**CITY OF YACHATS
ORDINANCE NO. 370**

**(AMENDED ORD. 248 OF 12/10/2004 AND ORD. 355 OF 1/16/2019)
AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE CHAPTER 3.10**

WHEREAS, the procedure used to develop the Capital Improvement Plan has become a function of the Finance Committee; and

NOW THEREFORE, the City of Yachats ordains that Chapter 3.10 – Capital Improvement Planning shall be amended to read as follows:

Chapter 3.10 – Finance Committee and Capital Improvement Planning

Sections:

- 3.10.010 Membership
- 3.10.020 Powers and Duties
- 3.10.030 Capital Improvement Program - Annual Report to City Council
- 3.10.040 Capital Improvement Program - Adoption and Appropriations
- 3.10.050 Capital Improvement Program - Public Report

Section 3.10.010 Membership

The City Council shall establish and appoint a Finance Committee that shall also serve as the Capital Improvement Planning Committee (CIP Committee). The Finance Committee will work with the Commission Chairs and serves in an advisory role to the City Council.

The City Manager shall serve as the Chair of the Finance Committee.

The Finance Committee shall include 4-6 members skillful in financial analysis.

Nomination for membership will be made jointly by the Mayor, the Council President, and the City Manager in consultation with the Finance Committee. Each representative will be appointed by the City Council for a specified term. Members can be removed from the Committee by City Council for cause.
(Ord. 248, Add, 12/10/2004, and Ord. 355 Add 1/16/2019)

Section 3.10.020 Powers and Duties

The Finance Committee's mission is to address the City's long-term financial planning. This may include complex organizational issues that impact Capital Improvement Planning, reserve generation, and other long-term financial planning.

The Finance Committee, at public meetings, shall:

- 1) Provide financial analysis as requested by the City Manager.
- 2) Provide a long-term horizon for fund balance projections; including appropriations of remaining projects documented in master plans; revenue, capital expenditures, and reserve balances.
- 3) Provide a "state of the City" financial report to the City Council – This would be a snapshot of how the financial long-term picture looks given certain assumptions.
- 4) Assist the City Manager on special projects including, but not limited to:
 - a. Review and recommend changes to the City Budget document by the Supplemental Budget process

- b. Provide project updates, changes, and substitutions for projects in City's CIP plan
 - c. Advise whether system development charges provide for an equitable share of infrastructure and operational costs
 - d. If requested by the City Manager, advise on how City Manager organizes the Financial Staff
 - e. Advise on creation and maintenance of City's Financial reporting.
- 5) Study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:
- a. are purchased or undertaken at intervals of not less than five years;
 - b. have a useful life of at least five years; and
 - c. cost over \$5,000; and
- 6) Other projects assigned by the City Council.

Each year, commission chairs and staff shall submit capital project requests that have completed the Discovery Phase of the CIP Process or were previously documented in the city's master plans. The Finance Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the City. The Finance Committee will provide a completed CIP to the City Council for approval prior to completion of the annual budget. (Ord. 248, Add, 12/10/2004 and Ord. 355, Add 1/16/2019)

Section 3.10.030 Capital Improvement Program - Annual Report to City Council

The Finance Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following four fiscal years. The report shall be submitted to the City Council for its consideration and approval. Following Council approval, the first year amounts shall be included in the proposed budget for the next year for consideration by the Budget Committee. (Ord. 248, Add, 12/10/2004 Add 1/16/2019)

Section 3.10.040 Capital Improvement Program - Adoption and Appropriations

Adoption of the City's budget, shall permit the expenditure on Capital Improvement Projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals and the like; but no such expenditure shall be incurred on projects which have not been so approved by the city through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future. (Ord. 248, Add, 12/10/2004 Add 1/16/2019)

Section 3.10.050 Capital Improvement Program - Public Report

The Finance Committee's report and the City Council's recommended Capital Budget shall be published and made available to the public. The Finance Committee shall deposit its original report with the City Manager's Office. (Ord. 248, Add, 12/10/2004 Add 1/16/2019)

PASSED AND ADOPTED by the City Council of the City of Yachats on this _____ day of _____.

Ayes: _____ Nays: _____ Abstentions: _____ Absent: _____

APPROVED by the Mayor this _____ day of _____.

Attest:

Leslie Vaaler, Mayor

Heide Lambert, City Manager

Little Log Church & Museum 100-1025									
							2023-2024 Proposed Budget by Officer	2023-2024 Approved Budget by Budget Committee	2023-2024 Adopted Budget by City Council
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			
\$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	\$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	\$0.00	100-1025-304460	Inventory Sale	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100-1025-304480	Gifts/Donations	\$0.00	\$0.00	\$0.00
\$840.44	\$0.00	\$0.00	\$0.00	\$0.00	100-1025-304481	Grants	\$0.00	\$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	\$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	\$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	33,534.71
\$956.10	\$0.00	\$0.00	\$0.00	\$0.00	100-1025-105101	City Manager	\$0.00	\$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	\$0.00	100-1025-105103	City Clerk 3	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100-1025-105104	City Clerk 2	\$0.00	\$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
\$0.00	\$499.08	\$500.00	\$0.00	\$0.00	100-1025-105110	Water Lead	\$500.00	\$500.00	\$500.00
\$224.61	\$0.00	\$0.00	\$0.00	\$0.00	100-1025-105111	Wastewater Lead	\$0.00	\$0.00	\$0.00
\$319.46	\$0.00	\$0.00	\$0.00	\$0.00	100-1025-105112	Field Utility 2	\$0.00	\$0.00	\$0.00
\$138.13	\$24.98	\$0.00	\$24.98	\$100.00	100-1025-105113	Field Utility 1	\$0.00	\$0.00	\$0.00
\$42.87	\$6.06	\$0.00	\$25.96	\$100.00	100-1025-105114	Field Utility	\$0.00	\$0.00	\$0.00
\$1,001.47	\$54.16	\$100.00	\$5.20	\$10.00	100-1025-105140	Fringe Benefits	\$100.00	\$100.00	\$100.00
\$3,812.65	\$162.53	\$200.00	\$21.09	\$67.00	100-1025-105141	Insurance Benefits	\$200.00	\$200.00	\$200.00
\$520.21	\$109.62	\$100.00	\$7.90	\$32.00	100-1025-105142	Regular PERS System	\$100.00	\$100.00	\$100.00
14,157.34	856.43	900.00	85.13	309.00		PERSONNEL	900.00	900.00	900.00

Little Log Church & Museum 100-1025									
							2023-2024	2023-2024	2023-2024
2020-2021	2021-2022	2022-2023	2022-2023	2022-2023			Proposed Budget	Approved Budget	Adopted Budget
2nd Preceding Year	1st Preceding Year	Adopted Budget	Actual to Feb 2023	Estimated Actual	Account Number	Description	by Officer	by Budget Committee	by City Council
\$188.00	\$188.00	\$200.00	\$194.00	\$194.00	100-1025-205220	Marketing/Road Sign	\$200.00	\$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	\$2,700.00
\$586.29	\$531.49	\$650.00	\$47.92	\$60.00	100-1025-205251	Telephones/Cell Phones/DSL	\$200.00	\$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	\$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	\$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	\$0.00
\$518.00	\$888.00	\$600.00	\$222.00	\$600.00	100-1025-205474	Mowing	\$600.00	\$600.00	\$600.00
\$0.00	\$0.00	\$0.00		\$0.00	100-1025-205475	Tree Removal/Trimming	\$0.00	\$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	15,700.00
\$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	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	16,600.00
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	16,934.71
23,875.86	35,115.00	24,272.28	16,647.71	27,147.71		TOTAL REQUIREMENTS	33,534.71	33,534.71	33,534.71

[illegible]

[illegible]

P&C Capital Projects

CITY OF YACHATS

10/3/2023

CAPITAL IMPROVEMENT PROJECTS

				CIP BUDGET		FISCAL 2022-23		SPEND or CARRY		CIP 5 YEAR PROJECTION				
BILLING	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
FUND/CODE	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
ENTERPRISE				WATER (WTP)										
GENERAL FUND				PARKS & TRAILS										
BOARDWLK		Bayside Boardwalk Engineering	125,000	110,000	110,000	0	110,000	0	110,000	50,000	60,000			-
BOARDWLK		Extension of Walkway to State Park	750,000	-	0	0	0	0	0	-	-		350,000	400,000
BOARDWLK		Gateway Overlook and Improvements	450,000	-	0	0	0	0	0	0	-	350,000	100,000	-
BOARDWLK		Boardwalk Construction	875,000	150,000	150,000	0	150,000	0	150,000	-	125,000	500,000	250,000	-
BOARDWLK		Underground Utilities	200,000	200,000	200,000	0	200,000	0	200,000	-	0	200,000	-	-
SKATEPK		Skate Park Improvements	25,000	15,000	15,000	0	15,000	15,000	0	10,000	-	-	0	-
POCKETPK		Oceanview Dr Pocket Parks	29,000	19,000	15,000	2,860	12,140	12,140	0	-	-	-	-	-
POCKETPK		Archeological Testing	-	-	4,900	4,900	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
GENERAL FUND				COMMONS										
COMMONSE		Gutters and Fascia and Roof Repair	50,000	35,000	35,000	0	35,000	0	35,000	35,000	-	-	-	-
COMMONSE		M/E/P Updates	25,000	0	0	0	0	0	0	25,000	-	-	-	-
COMMONSE		Fire & Safety Updates: Egress, Hardware and Lighting	25,000	0	0	0	0	0	0	25,000	-	-	-	-
COMMONSE		Security Updates	10,000	0	0	0	0	0	0	10,000	-	-	-	-
COMMONSE		Sound / Lighting Updates	25,000	0	0	0	0	0	0	25,000	-	-	-	-
COMMONSE		Generator Rehousing and Relocation - Resiliency Measure	15,000	0	0	0	0	0	0	15,000	-	-	-	-
COMMONSE		Interior Remodel to Accommodate Childcare Facilities / Secure Area	80,000	0	0	0	0	0	0	80,000	-	-	-	-
COMMONSE		COMMONS Engineering Building Analysis	-	0	20,000	1,287	18,713	18,713	0	-	-	-	-	-
		Wetlands Viewing Platform	-	0	6,000	1,268	4,732	4,732	0	-	-	-	-	-
		Park Plan / Civic Plan / Masterplan	-	55,000	55,000	0	55,000	25,000	30,000	30,000	-	-	-	-
		Masterplan Project Implementations	500,000	0	0	0	0	0	0	0		100,000	200,000	200,000
		Park Development	-	50,000	24,000	0	24,000	0	24,000	0	24,000	36,000	-	-
		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
GENERAL FUND				LLCM										
LLCMRENO		LLCM Engineering Study	9,000	0	13,000	12,848	152	12,848	-	-	-	-	-	-
LLCMRENO		LLCM Rehabilitation	500,000	187,000	174,000	0	174,000	20,000	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
		GRAND TOTAL	3,693,000	821,000	821,900	23,163	798,737	108,433	703,000	459,000	209,000	1,186,000	900,000	600,000
						900								

NOTES:

* \$100,000 approved Grant