1. 2:00 P.M. Agenda

   Documents:

   2024-05-15 City Council Regular Meeting Agenda.docx.pdf

2. Meeting Material

   Documents:

   May 2024 City Staff Report.pdf
   April Summaries.pdf
   2024-04-17 Council Summary.pdf
   2024-04 April Charts And Graphs.pdf
   2024-04 Financial Report Council.pdf
   2024-04 Fund Balances And Contract Exp.pdf
   Transfer By Ordinance Request Form City Council.pdf
   2024 Council Goal Tracker - In Process (2).Pdf

CITY OF YACHATS
441 N Hwy 101, Civic Meeting Room 1
Wednesday, May 15, 2024, at 1:00 pm
To Be Held In-Person & Via Zoom

Join Zoom Meeting
https://us02web.zoom.us/j/89654498587

Meeting ID: 896 5449 8587

Regular Council Meeting

I. **Announcements, Proclamations, and Correspondence**

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

III. **Consent Agenda** – vote to approve
a. The City Manager and City Staff report
   i. *Link to report*
b. Commission/Committee meeting summaries
   i. *Link to summaries*
c. City Council April meeting summary
   i. *Link to meeting summary 3/20/24*
d. Financial Reports
   i. *Link to April 2024 graph finance overview*
   ii. *Link to April 2024 financial consolidated report council*
   iii. *Link to April 2024 financial fund balance & contract expense*

IV. **New Business**
a. Wildlife interaction presentation by Skyler Gerrity of the Oregon Department of Fish and Wildlife

b. Lincoln County Building Official

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c. FY 24-25 Budget process and FY2023-24 City Budget Resolution and Appropriations

d. Announce City Manager 360 Evaluation

V. Ongoing Business

a. Council Goals & Objectives
   i. *Link to goals tracking spreadsheet*
      1. *Volunteer and assignments*

VI. Other Business

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

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City of Yachats City Staff Report | May 2024

501 Hwy 101 N, Yachats, OR 97498 | www.yachatsoregon.org

CITY MANAGER (Bobbi Price)

Finance Committee

On May 7th, the finance committee met, interviewed a potential candidate, reviewed the two utility rate billing models proposed, and discussed the need to examine the rates.

Members Charles Bame-Aldred will analyze the last four years and the next five years, including CIP and all forecasted operations expenses. We will let the Public Works and Streets Committee know we're taking this in-depth look, and at the next meeting, we will review his analysis and discuss funding needs.

The committee also reviewed the current fiscal year budget to determine whether a supplemental budget form would need to be filled out and a public hearing held or whether we can transfer wages to materials by ordinance.

This discussion pointed out that reimbursable grants should be treated as Accounts Receivable rather than operating expenses. We will make an Administrative Policy on how reimbursable grants are administered for future grants.

We talked about the proposed Sheriff contract in the general fund budget and its long-term funding mechanism if the budget committee approves it this year: a safety fee or a local option level. A vote and people's buy-in will show their support, and it will also give us a year of the contract to see if this is what the community needs.

Budget Schedule

Meeting May 9th

Meeting May 23rd

Little Log Museum

Civil West has submitted the building and electrical permit applications for the Little Log Church rehab to Lincoln County. Once these are back, we can ask for the official RFP to obtain a contractor.

County Road Transfer of Oceanview Drive

I am still working on this, trying to get a letter or a memorandum of understanding from the county stating that this is the intention and timeline, specifically for the Oregon Parks & Recreation grant that was applied for. The grant requires more firm transfer information sooner than originally stated. The current set timeline will be at the June 5th

Board of Commissioners meeting to go before a public hearing and then have the second public hearing in July for a transfer in August.

Emergency Preparedness Committee

The committee met on May 6th and discussed the following items

- The committee is preparing for an Emergency preparedness fair on September 14th. A smaller committee will work on this.
- A committee member will apply for a $2,500 grant through OSU SeaGrant to purchase items to give to people at the fair.
- On May 31st, the group will join an OSU student group to visit the Connex's
- We are looking to order supplies to create Go-Bags; these will be for sale at City Hall and the Emergency Preparedness Fair.
- A member volunteered to write a quarterly piece for the Newsletter based on Emergency Preparedness and was encouraged to share with YachatsNews for regular emergency preparedness stories.
- The group is looking at the Emergency Water guidelines and phases as well as a policy for a warming shelter, such as when it would open, who would open it, what they would provide, etc.

Camping Ordinance Workgroup

The executive workgroup met on Monday, May 6th, and we discussed the many written and verbal testimonies from community members, truly hearing the concerns.

The group recommends to the City Council that:

- The city should invest one year in supporting a South County Sheriff contract and start looking into a long-term funding solution.
- It supports the city in investing in social services for the community in collaboration with the non-profit group that is forming through the Yachats Community Church and the social work they have already been focusing on. Look at supporting a bond measure for this non-profit group's social services funding.
- Add the city properties on the hill to the list of prohibited camping locations.
- Add the Wastewater Treatment Plant to the list of prohibited camping locations.

The action items that came from the meeting:

- Place signs at the Little Log Church Museum this week, ask the Sheriff to go by the same day they are posted, and tell the campers they have 72 hours to vacate the property.

- Place signs at the Wastewater Treatment Plant this week, ask the Sheriff to go by the same day they are posted and tell the campers they have 72 hours to vacate the property.
- The city manager should speak with the city's attorney about small communities lacking resources, tax base, or land. Can communities like ours be considered one with Lincoln County, where they and each city have contributed to investment in warming shelters, beds, and transitional housing?

Edmunds Property

Both parties have signed the purchase agreement contract. We are awaiting the property's geotechnical report, due May 15th. Western Title & Escrow in Newport has been contacted to inquire about steps to establish an escrow account to facilitate the transaction.

SLWDPUD

Good conversations continue to ensure we're all on the same page. We hope to start with a long-term, mutually beneficial supplemental water agreement for the low-water season. For this year, a short-term agreement will be made.

CITY DEPUTY RECORDER (Kimmie Jackson)

April utility bills were processed and sent out on time; the handheld sensus device is inoperable and we have moved to using a dedicated android phone moving forward which will eliminate having to purchase another handheld device for $5-6,000. Attended commission/committee metering for the month; posted budget notices as required; Worked on the first step in meter verifications to ensure they are attached to properties and owners. Attended OAMR Mid-year conference for a couple days. Assisted where needed in office and worked on general daily business.

PUBLIC WORKS (Rick McClung and Dave Buckwald)

WASTEWATER CIP PROJECTS

- The Submersible Pump Plug Project is moving along. Construction has begun at all four sites.
- The WWTP VFD Upgrade Project has been completed.
- The Public Works Roll-up Door replacement is now expected to begin installation in June of this year.

Rainfall at Yachats Public Works:

	Inches			
	2024	**2023**	**2022**	**2021**
April	4.58	8.45	8.13	1.11
Rain year to date:	39.31	33.02	23.25	25.64

Total water produced: **3,314,600 gallons**

Total water accounted for: **3,543,352 gallons** Water loss efficiency: **N/A %**

Total wastewater treated**:** **4,589,000 gallons**

The following is a list of what was done by Public Works staff in April 2024.

Streets:

- Filled potholes at multiple locations.
- Crosswalk flashers fixed.
- Rocked and back bladed Windy Way, upper Radar Rd., and Crestview Drive.
- Picked up nine concrete blocks from Newport and placed them at the intersection of Hwy 101 and Ocean View Drive.

Storm Drainage:

- Storm drain inspections.
- Reestablished drainage ditch on upper Radar Rd.
- Moved culvert at Riverside lift station for CIP work.
- Assisted with the OSU micro-plastics stormwater sampling in Yachats..

Distribution Sys:

- Meter reading and rereads.
- Meter maintc.
- South reservoir valve maintc.
- Trunk valve repair on fire hydrant on Hwy 101 N.
- Repaired water leak on E. 2nd St. and E 3rd St.
- Repaired water leak at the intersection of Marine Drive and Ocean View Drive.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Picked up six concrete blocks from Newport for placement in the pole building at Public Works.
- Rail cleaning at the Wastewater Treatment Plant.
- Generator wall removal.

Collection Sys:

- Lift station inspections.
- Degrease lift stations.
- Rocked entrance to Riverside lift station.
- The Pontiac pump was taken to Albany for repairs.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Piles picked up for Trails crew.
- Garbage removal at the Commons.
- Brush cut at City Hall
- Public Works material taken to the dump.
- Samples to Newport.
- Cut vegetation next to Wastewater Treatment Plant.
- Pavilion netting put in place.
- A concrete block was placed at the Post Office parking lot.
- Assembled playground equipment.
- Code Enforcement training.
- Lincoln County Sheriff's Office De-escalation training.

STREETS/STORMWATER CIP

- **Gimlet Gates**- Contractor has been selected, work should begin this month.
- **E 2nd St phase 3 street engineering** Westect beginning analysis, locates have been initiated.

WATER TREATMENT PLANT

- Cross training
- General plant maintenance
- CL2 system improvements

WATER CIP PROJECTS:

- **Water Tank Seismic Engineering** Geotech found soft soil at 35 ft, additional analysis will be done soon, about 3 weeks.
- **Water Plant Clarifier Rehabilitation** Working on RFP
- **The Annual Hydrant Replacements** Contractor has been selected; this will also be a training exercise for the new public works crew.
- **E.2nd Phase 3 Waterline engineering** Westec beginning engineering analysis
- **Analysis / Engineering SWLCWPUD** City Manager is working with the PUD on the annual summer season agreement.
- **Plant Backwash Recycle System** Electrical warranty work near complete.
- **WTP Upgrade CIP Annually** Rebuilding the chlorine room and injection system.
- **SCADA Upgrade** Connected earthquake value to the SCADA system, Backwash system will be next.
- **Property Acquisition** Geotech report is coming soon, but the initial information does not look good.
-

COMMUNITY PROJECTS

- **The Boardwalk** Local Government Grant Program (LGGP) application submitted may be delayed if OVD is not adopted in the next few months.
- **Little Log Church Museum** RFP is under review by the city, should be published soon.

FINANCE (Diane Gruver)

In most ways, it's been a typical month in the finance office, doing the usual bill paying and payroll tasks. But as it's Budget time, I've also been involved in generating reports and research to help the City Manager and others develop our upcoming FY25 budget.

Looking towards the future, I've been familiarizing myself with our accounting system's robust Accounts Receivable system – we have not used this module in the past, but the City Manager, our accountant Janet Cline and I have been talking about how we can implement this very capable system to handle our non-utility payments (taxes, event fees, etc.) for better tracking and reporting. There will be both a learning curve and some extra up-front work to implement this module, but we believe it will serve the city well once it's up and running.

PLANNING (Katherine Guenther)

-High volume of general inquiries from builders, Realtors, prospective property owners.

-Held first Public Hearing under new Fences, Walls and Hedges ordinance.

-Began prep for adoption of Title 9 code amendments (revision to numerous definitions)

-Researched permitting history for several local businesses for State Fire Marshal.

-Reached out to Department of State Lands regarding Local Wetlands Inventory. Will "meet" with Jevra Brown when she returns from vacation.

-Received notice from DLCD that Housing Planning grant status advanced from "waitlisted" to "approved". Will be working with Cascadia Partners to define scope of work.

LIBRARY (Traci Altson)

With the upcoming move in mind our big push this month has been to do some much needed collection weeding. We follow ALA guidelines when deciding to discard a book and every book has a minimum of two individual's review. Weeding has been somewhat lax the past 4-5 years, for the most part due to a partial closure during the pandemic, and it made sense to review our collection rather than packing everything up. We have reviewed the books we will be taking to the Commons and created lists. The criteria we used to decide was a combination of how recently the book was added and the frequency of check-outs. We plan to continue ordering this coming year to keep our collection fresh. The library at its current location closes at the end of the day Tuesday May 7th, reopening in Room 8 in the Commons on Wednesday May 29th. We have hundreds of boxes and volunteers (regular volunteers along with community helpers) will be filling those boxes in the coming weeks in anticipation of our books and bookcases move 5/14 to the Commons (with computers moving 5/28) and then a bigger move with the balance of our collection on 5/31 to the storage facility in Waldport. The community has been kept abreast of what is happening through the Newsletter, door signs and social media posts.

COMMUNITY SERVICES (Krystal Karstrom)

My work hours have been limited due to illness. I'm excited to be slowly getting back into the swing of things. I greatly appreciate the assistance and support I've received while I recover.

Some recent highlights include:
-The new digital reader board.

-The new City Hall sign.
-The reduced library will be opening in room 8 on May 29th.
-Thermostats mounted on walls in rooms at the Commons.
-The exterior lights around City Hall have been repaired.

Please click the project spreadsheet link below for more information.

Project Spreadsheet

As always, feel free to reach out to me with any questions or concerns. I am happy to be of assistance to our amazing community!

CIP UPDATE (Neal Morphis)

Completed Project Management course from University of Oregon – got certificate
Working on grant application for Oregon Department of Energy (ODOE) for solar panels and battery storage / energy resiliency. Grant application should be complete soon.
Proofread budget document draft and found some corrections to be made. Contributed to CIP descriptions narrative for the budget document.
Assisted Kathryn Torrence with Conex grant application.
Made updates to the city website for city council and commission members.

CITY HALL (Lorraine Fritz Barrett)

Sorted through all SDC accounts, determined what has and hasn't been paid and filed completed accounts in appropriate files;
Reconciled past tax and license payments between Go Yachats and Springbrook;
Continued work on SOPs;
Trained on creating new accounts in Go Yachats;

CITY OF YACHATS PUBLIC LIBRARY COMMISSION

ACTION SUMMARY

Date:	April 11, 2024
Time:	10:00 a.m.
Place:	441 Hwy 101 N., Civic Meeting Room 1
Attending:	Chair David Rivinus, Marion Godfrey, Street Schellhase, and Viki West
Absent	Naomi Steenson, Co-Chair

CALL MEETING TO ORDER:

1. Agenda Item - Announcements or Correspondence	
Topic	
	The Librarian is not in attendance due to personal reasons.
2. Agenda Item Citizens Concerns	
	None
3. Agenda Item Reports	
	Budget Report: expenditures, actually, we are over 3 quarters of our expenditures both in terms of personnel and in terms of supplies and materials, largely making up this year for the fact that things were not moving. Library Expansion and using Urban Renewal funds: It is for projects that are within the urban renewal district; the URD was established in 2006, with the idea of raising 7.5 million dollars for any infrastructure or other projects that that would be needed for aging buildings and aging infrastructure. There were several amendments made to pay for the sidewalks and the south water tank. The first step is to get on the April council agenda; proposal will be presented to the governing body of the urban renewal district; the government body of the urban renewal district is the city council. The City Manager sent the council the proposal for review.

	The first thing that has to happen is that the population of be informed that the library is closing for 2.5 weeks starting May 8th;
	Move the library into the Commons with shorter hours meant that getting volunteers over the summer was going to be a little easier;
Action Items:	a motion has been made to move forward immediately with the library expansion. Project, including incurring expenses, even though city council approval of using $600,000 from the urban renewal district funds will not happen till May, 2,024, the vote was called and all are in favor and passed. Had a book sale, took in about $1,800 less than we did in our old fashioned annual 2-day Multipurpose room sales; come up with a schedule for; will continue book sales over the summer and continue to have the small one day;
	NBS will need to move the computers; the end of June should already be into the demo;
4. Agenda Item Ongoing Business	
	We do have a candidate for our vacancy on the on the commission and, we will get that going too and everybody is back.
Action Items:	
5. Agenda Item Other Business	
	Members should be familiar with council goals and objectives; as council believes this is where we should spend our energies and attention for the next year.
Action Items:	Question for city manager, does the library need to get approval for demolition of the old library.

Adjournment:	10:40 a.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

CITY OF YACHATS PARKS & COMMONS COMMISSION

ACTION SUMMARY

Date:	April 2, 2024
Time:	2:00 p.m.
Place:	441 Hwy 101 N., Civic Meeting Room 1
Attending:	Chair Meg Simans, Ron Simans, Michael Hempen, Dean Shrock, Co-Chair Dan Sterling and George Giroux
Absent	

CALL MEETING TO ORDER:

1. Agenda Item - Announcements or Correspondence	
Topic	Discussion
	Pocket Parks dedication on April 13th @ 11 am; chamber of commerce is having a networking mixer tomorrow; sip and stroll event;
	View the future, will be presenting Joanne and John on April 20 first about the Ridge and that's in the comments building at 3 p; a book, Trails and Illustrated History put out by Joanne Kittel and Wali Orchard hot off the press as the local bookstore.
2. Agenda Item Citizens Concerns	
	consideration being made on the benches and sigs in and around town.
Action Items	
3. Agenda Item Reports	
	The City Manager reports is online for review; Trails report attached to the online packet.

Action Items:	
4. Agenda Item Volunteer Applicant Interview	
	Interviewed Pauline McKenna, after questions & answers, the commission was ready to vote.
Action Items:	The vote was called for with a show of hands to approve McKenna to serve on the commission and pass on for council approval.
5. Agenda Item Admin Policy 5	
	Discussion around the memorial plaques and benches; There is new proposed language and the identified changes are in red and yellow. The document us attached to the online packet.
Action Items:	Next agenda the homework is to go through the document to read, questions or comments and bring them back to the next meeting for further discussion.

6. Agenda Item ARC Master Plan Proposal	
	A brief facilitation on this discussion on the ARC and Emmons design master plan proposals.
	ARC Architects is pleased to submit their proposal to the City of Yachats for architectural design, programming, and cost estimating services for the Civic Center Programming and Masterplan Study project. The total proposed fee for all listed services is $35,257 including reimbursable expenses, and our services will be billed on an hourly not to exceed basis. Our team is comprised of ARC Architects (Architect), The Beckwith Group (Programming), and DCW Cost Management (Cost Estimator).
Action Items:	

7. Agenda Item Emmons Proposal Yachats Civic Plan	
	The group has a grasp and idea of the issues and look forward to helping the City build consensus around a positive direction for the areas around City Hall. Attached on Page 2 is a proposed scope for the Civic Master Planning Project. Fee: $30,000 including reimbursables (Printing, transportation, etc.) Invoices monthly. Invoices due on or before 14 days after invoice. If this is acceptable to the City, this scope can be incorporated into an Agreement for signatures.
Action Items:	Proposals will be submitted to city council.

8. Agenda Item	
Action Items:	

Adjournment:	4:12 p.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

CITY OF YACHATS PLANNING COMMISSION SPECIAL REGULAR MEETING AND WORK SESSION

ACTION SUMMARY

Date:	April 9, 2024
Time:	10:00 am
Place:	441 Hwy 101 N., Commons Civic Meeting Room 1, Yachats OR 97498
Attending:	Loren Dickinson, Craig Hogan, Mary Aebi, Jim Paul, Jolene Gosselin, Chair Marc Sakamoto and Tod Davies, Co-Chair, on zoom
Absent	N/A

1. Agenda Item Findings & Conclusions: Case File #1-PAR-PC-24 (Elk Mountain Properties LLC)	
	Report attached to the online packet. Discussion continued around this project; only one written public testimony on file; the staff report was read into he record. Changes to item three of the document has a minor change that is not substantive.
Action Items:	The vote was called to approve and was approved unanimously with corrections by the city planner.

2. Agenda Item Commissioner Introductions	
	Each commission member had an introduction to become familiar with each other's backgrounds.
Action Items:	

3. Agenda Item Proposed Amendments to YMC Title 9	
	Approved definitions at previous meeting; discussion continued on how to move forward and next steps; will devote this item to the next work session.

Action Items:	The planner will update the markup file for the next meeting.
4. Agenda Item Brief Discussion of ADUs	
	Discussion continued around using the state guidelines at this point; Will need public input as we move forward on this topic.
Action Items:	The planner has not received any further update on the wetlands, but will call and get an update to report as the next meeting,

Adjourned Meeting	12:22 p.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

CITY OF YACHATS PLANNING COMMISSION

ACTION SUMMARY

Date:	April 16, 2024
Time:	2:00 pm
Place:	441 Hwy 101 N., Commons Civic Meeting Room 1, Yachats OR 97498
Attending:	Loren Dickinson, Craig Hogan, Mary Aebi, Jim Paul, Jolene Gosselin, Chair Marc Sakamoto and Tod Davies, Co-Chair
Absent	N/A

1. Agenda Item Announcements/Correspondence	
	None
Action Items:	

2. Agenda Item Citizens Concerns	
	None
Action Items:	

3. Agenda Item Public Hearing	
	Case File #1-CU-PC-24
	Chair Sakamoto opened the Public Hearing and read the proceeding rule into the record. The Planner read into the record the staff report. Applicant proposes a conditional use permit to exceed the six feet limit for the fence height in the back yard.
	Public testimony was taken that was in favor of the permit. The applicant has spoken to all the surrounding neighbors and they are also in support.

Action Items:	Motion was called to approve the permit after the planner changes the reference to the variance (9.80). The vote was call and passed unanimously.
	Closed Public Hearing
4. Agenda Item Reports	
	Did not attend the chairs meeting - had the incorrect date.
	Planners report is attached to the online packet. 1alone with the planning resource page.
	The parking study update
Action Items:	Introduced information on chapter 5, Variances to the member for reference.

Adjourned Meeting	3:00 p.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

CITY OF YACHATS PUBLIC WORKS & STREETS COMMISSION

ACTION SUMMARY

Date:	April 9, 2024
Time:	2:00 p.m.
Place:	441 Hwy 101 N., Civic Meeting Room 1
Attending:	Chair Linn West, Co-Chair Don Groth, Commissioner Bob Bennett, Commissioner Kevin Erdahl, , and Commissioner Don Phipps; Staff: Dave Buckwald, Wastewater Lead, Rick McClung, Water Lead and Kimmie Jackson, Deputy City Recorder
Absent	

CALL MEETING TO ORDER:

1. Agenda Item - Announcements or Correspondence	
Topic	Discussion
	Update SW Lincoln water supplemental grant is being reviewed & will meet next week.
	The Swallows group will be rebuilding the osprey pole this weekend, time to be determined. Received a letter regarding arial spraying and the effects on the water shed .
2. Agenda Item Citizens Concerns	
	None
3. Agenda Item Reports	
	Public works report is attached for review.
	Financial Report attached for review
Action Item	

4. Agenda Item CIP 5-year plan	
	Reviewed the plan and made sure E 2nd Street is in the budget
Action Items:	

5. Agenda Item Emergency Report	
	The tabletop is scheduled for June 20th and the fair is scheduled for September 14th is moving forward; emergency preparedness is still looking for a chair;
Action Items:	

6. Agenda Item Current Business	
	Watched a delineator video, reviewed the standards and has a short discussion regarding the design.
	Discussed public restrooms which is going to be an ongoing conversation but is on the CIP for year 2026/27. Will be presenting the utility billing group's findings and recommendations for utility rates.
Action Item	

Adjournment:	4:02p.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

CITY OF YACHATS PUBLIC WORKS & STREETS COMMISSION

ACTION SUMMARY

Date:	April 25, 2024
Time:	2:00 p.m.
Place:	441 Hwy 101 N., Civic Meeting Room 1
Attending:	Chair Linn West, Co-Chair Don Groth, Commissioner Bob Bennett, Commissioner Kevin Erdahl, , and Commissioner Don Phipps; Staff: Dave Buckwald, Wastewater Lead, Rick McClung, Water Lead , Bobbi Price City Manager and Kimmie Jackson, Deputy City Recorder
Absent	

CALL MEETING TO ORDER:

1. Agenda Item – Utility Work Group	
Topic	Discussion
	Presentation and Discussion around the utility billing rate study around the past rates
	Discussion continued around what do you as a Commission want to address in modifying the Utility Rates? What is important to you? Undeveloped lots with no service undeveloped lots with meter service installed Single family residence full time occupied Single family residence limited use, 2nd home Single family residence as a Vacation Rental Commercial Business with low volume water use Commercial Business with high volume water use Conservation Year round or high visitor periods.
Adjournment:	4:45p.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

CITY OF YACHATS CITY COUNCIL

ACTION SUMMARY

Date:	April 17, 2024
Time:	1:00 p.m.
Place:	441 Hwy 101 N., Civic Meeting Room 1
Attending:	Mayor Craig Berdie, Mary Ellen O'Shaughnessy, Council President, Councilor Barry Collins and Councilor Catherine Whitten-Carey Staff: Bobbi Price, City Manager and Neal Morphis, City Clerk
Absent	

CALL MEETING TO ORDER:

1. Agenda Item - Announcements or Correspondence	
Topic	Discussion
	Celebration of Yachats most Dedicated citizens, Councilor Greg Scott who is retiring after this meeting.
2. Agenda Item Citizens Concerns	
.	The city has received at least twelve correspondences regarding the camping ordinance and are appreciated. Suggested the community direct their letters to David Gomberg and Dick Anderson your state representative. A working group led by the city manager would look at criteria and decide how we could best serve the needs of the citizens. Bob Barrett read into the record a statement from the camping ordinance work group they have been meeting and will continue to meet to address the needs and concerns. There is concern in directing individuals to any of the city water tank properties.
3. Agenda Item City Council Interview & Selection	
	Received 5 applications and down to two interviews today; Anthony Muirhead and Nicole Hedlund.

	John Moore withdrew from the Budget selection.
Action Item	After interviews, the vote was taken and Anthony Muirhead was voted to fill the seat for the remainder of the term.
4. Agenda Item Consent Agenda	
Action Items:	Motion to approve the consent agenda, the vote was taken and passed unanimously.
5. Agenda Item New Business	
	Moving the Lincoln county Sheriff Information item to the Budget Committee meeting.
	3rd Quarter Chamber of Commerce Marketing Report attached to the online packet for review. Discussion continued as some highlights were mentioned on vents, current marketing, the request for continuation of funding support. Shelter Debrief Report: The Lincoln County Health and Human Services Community shelter and Resource Center report and Funding Request. After discussion. Parks & Commons Commission report on Pocket Parks: Over 50 people at one time or other have been actively involved, plants being watered, the final cost was about $30,000, in about two to three years the plants that have been planned will be well established; at this point the city will need to consult with the city attorney and have a contractor that builds the fence so that the liability is on them not on our volunteers.

Action Items:	

6. Agenda Item Emergency Preparedness Committee Member Approval	
	The emergency Preparedness Committee forwarded Resolution 2024-230, approving Tracy Cahn.
Action Item	Council approved the resolution to appoint Ms. Cahn to Emergency Preparedness Committee.
7. Agenda Item Budget draft Agendas	
	Advised the agendas are completed and announced the dates of the meeting, discussed and settled on the times for the meetings on May 9th will be at 3pm and May 23rd will be at 4pm.
	Amendment to the Urban renewal District to include funding the rehabilitation of the Yachats Library: contracted with Holly Hamilton to assist and have that consistency, as the city manager will take over this moving forward.
Action Item	
	Suspend Regular meeting and now in recess.

8. Agenda Item Open Urban Renewal	
	$600,000 will allow the library to continue essentially all the project to survive; the finance committee has looked at this closely and is recommended; discussion continue around the URD and it's rules and regulation.
Action Item	Motion was made to move to approve item number 3 in the amount of $600,000 to amend the urban rural district to rebuild the Library. The vote as taken

	Close URD meeting and resume the city council meeting.
	Tax collection code update : the amendment that is proposed and help with our internal protocol and collection; the redlined code t is asking two things: 1. the license holders attach the monthly statement provided by a rental agency that they're using when they submit their, we can, be sure to identify if there's money that is coming in from a third party agency such as Momoi or Expedia that we're able to identify which properties that money gets; an 2. The second code amendment is based on the revenue maximization and we do have several license folders that are reporting, 0 and we have, so there's about 11 and annually over 5 years in a row have repeated $0 annually. That the license holders shall submit a return that shows income if the license holder does not report any income during a period of 4 quarters, the license will be revoked. The city should maximize the capacity on revenue and, also be able to balance the, whose renting out their houses through third party and how we can account for that properly in house. After a lengthy discussion, the council feels that there is more discussion to have, and possibly public input. **City Council Goals**: Spreadsheet attached to the agenda packet for review of status. **360 Evaluation Process**: to assess the city manager's performance. involved in this process will be, will include city employees, elected officials and community stakeholders via survey monkey.

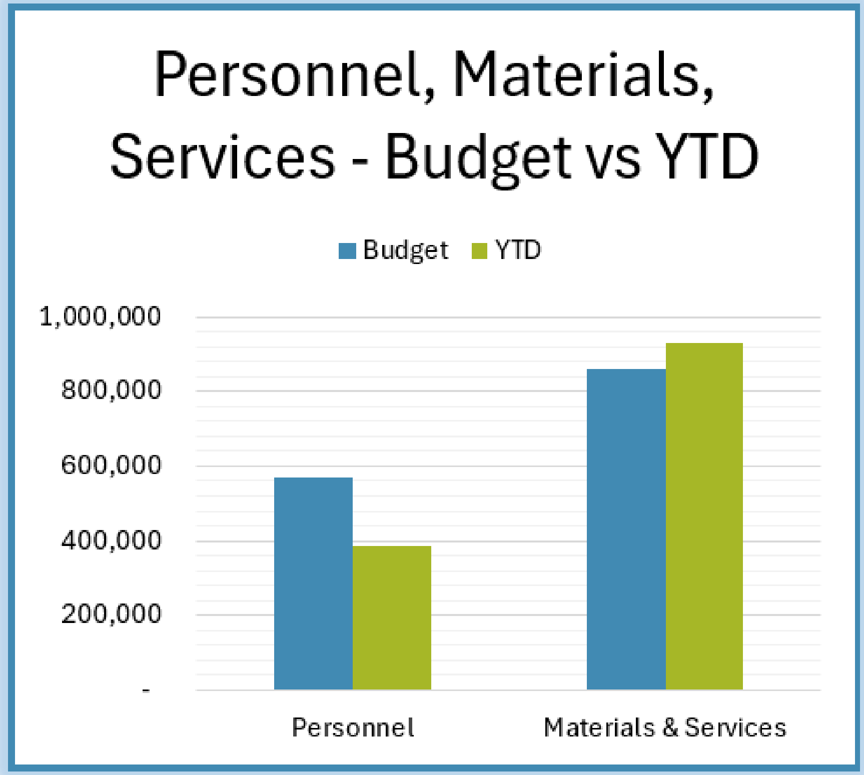
Adjournment:	5:35 p.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

City of Yachats
April 2024

Expenses: Budget vs YTD

(Funds 100, 150, 155, 160)

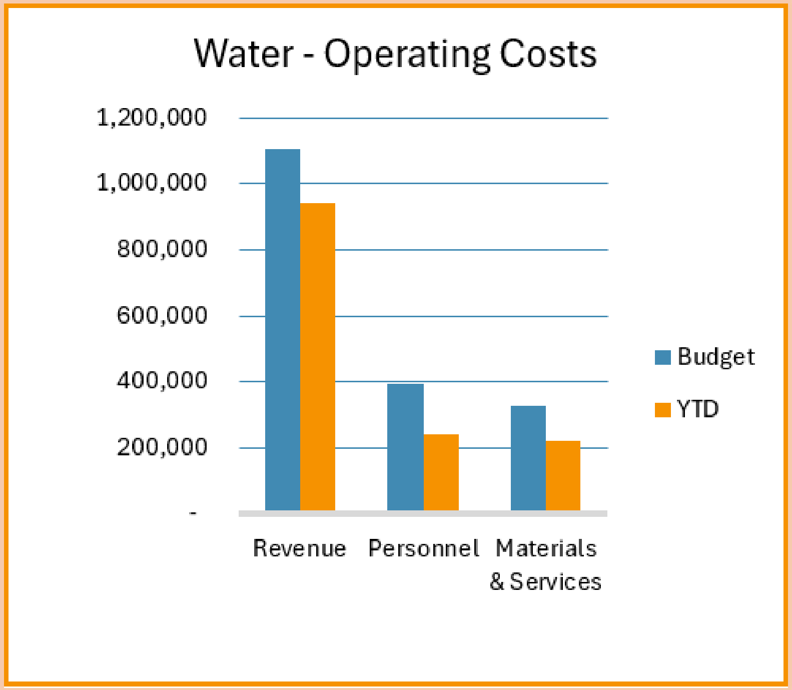
	Budget	YTD	YTD/Budget
Personnel	567,780	386,249	68%
Materials & Services	858,150	932,797	109%



City of Yachats
April 2024

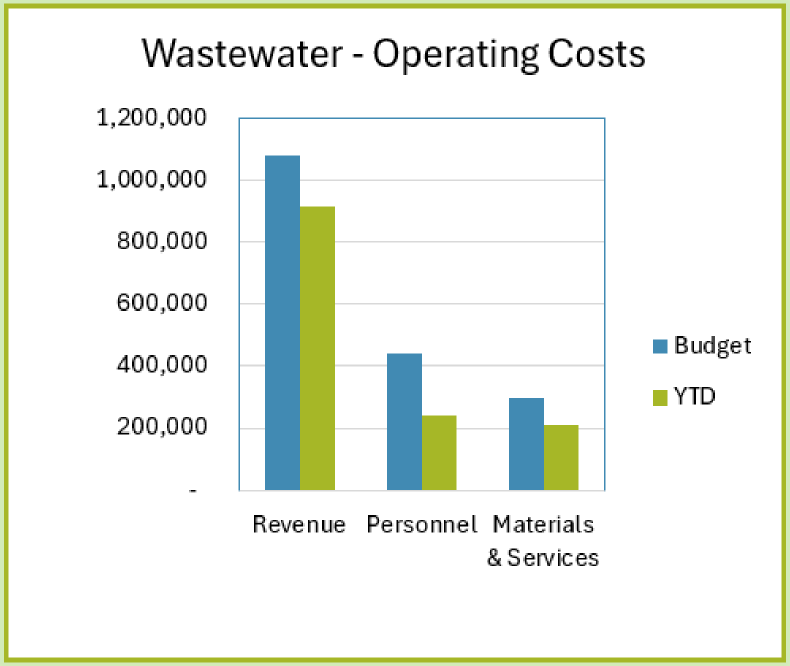
Water Operating Costs
Fund 660

	Budget	YTD	YTD/Budget
Revenue	1,104,464	940,618	85.2%
Personnel	395,400	238,822	60.4%
Materials & Services	329,000	221,103	67.2%



Wastewater Operating Costs
Fund 670

	Budget	YTD	YTD/Budget
Revenue	1,077,240	916,228	85.1%
Personnel	442,900	240,121	54.2%
Materials & Services	297,900	211,801	71.1%

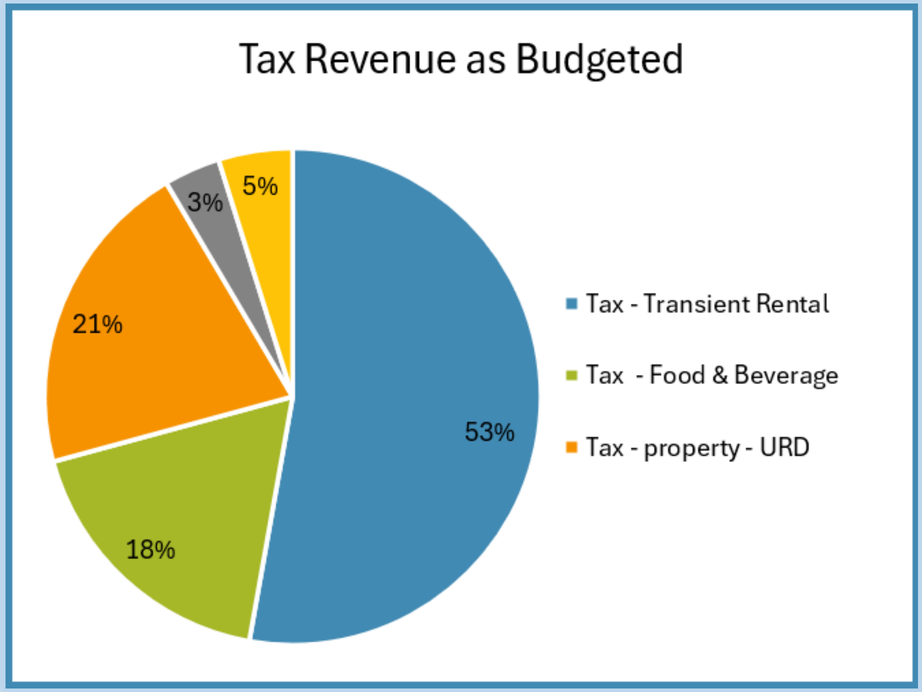


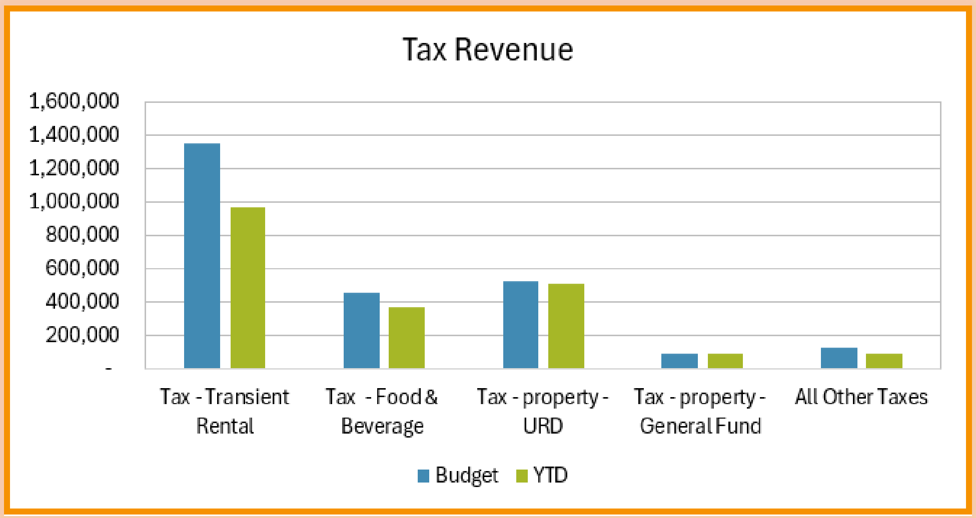
City of Yachats
April 2024

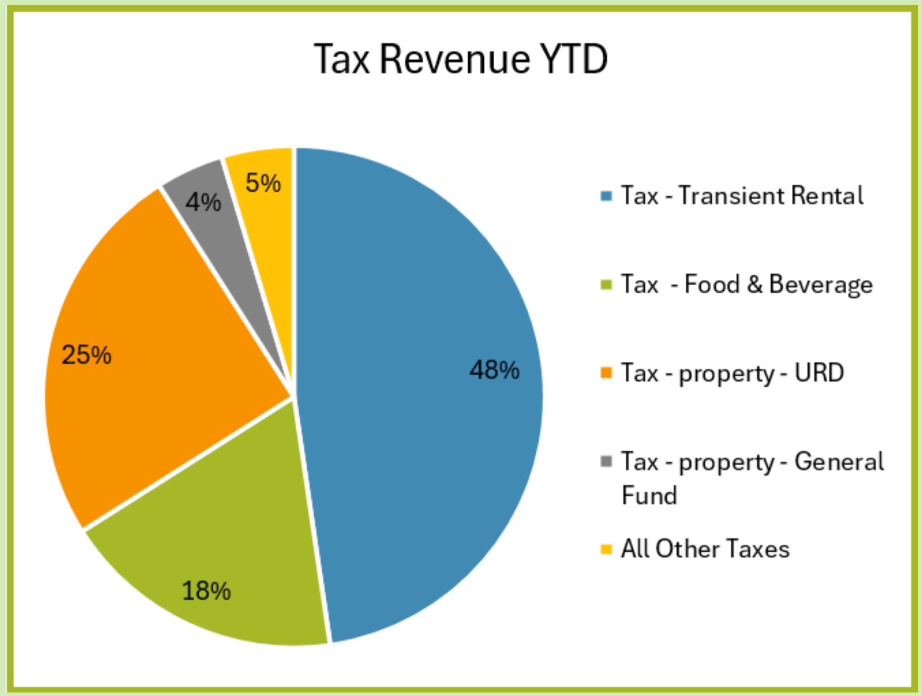
Tax Revenue: Budget vs YTD

	Budget	YTD	YTD/Budget
Tax - Transient Rental	1,351,000	973,245	72%
Tax - Food & Beverage	460,000	373,670	81%
Tax - property - URD	529,881	509,541	96%
Tax - property - General Fund	94,000	89,489	95%
All Other Taxes	123,600	94,890	77%

Other Taxes include: Tobacco, OLCC, Marijuana, State Highways, Past due Property Tax





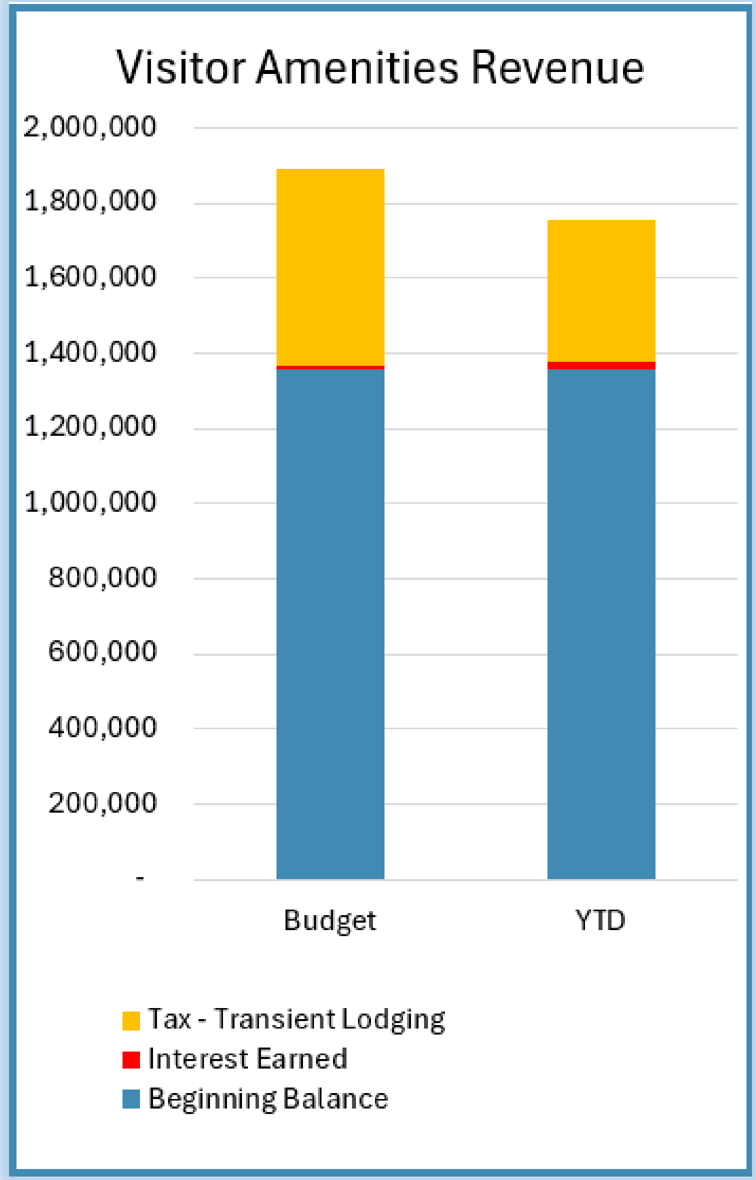


City of Yachats
April 2024

Visitor Amenity

Fund 100-1045

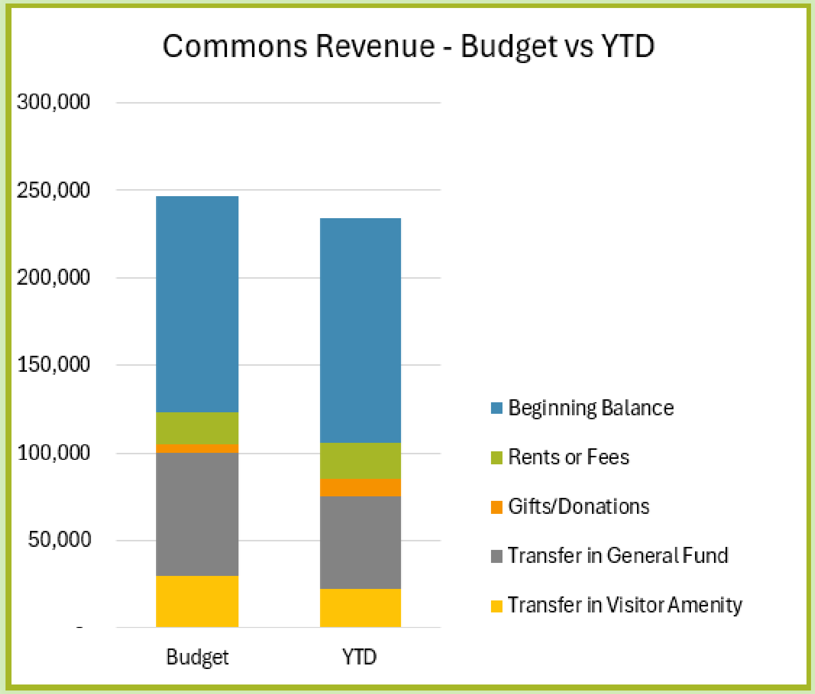
Description	Budget	YTD	YTD/Budget
Beginning Balance	**1,355,541**	1,356,145	100.0%
Interest Earned	**10,000**	19,526	195.3%
Tax - Transient Lodging	**526,000**	379,565	72.2%
	1,891,541	**1,755,236**	



City of Yachats
April 2024

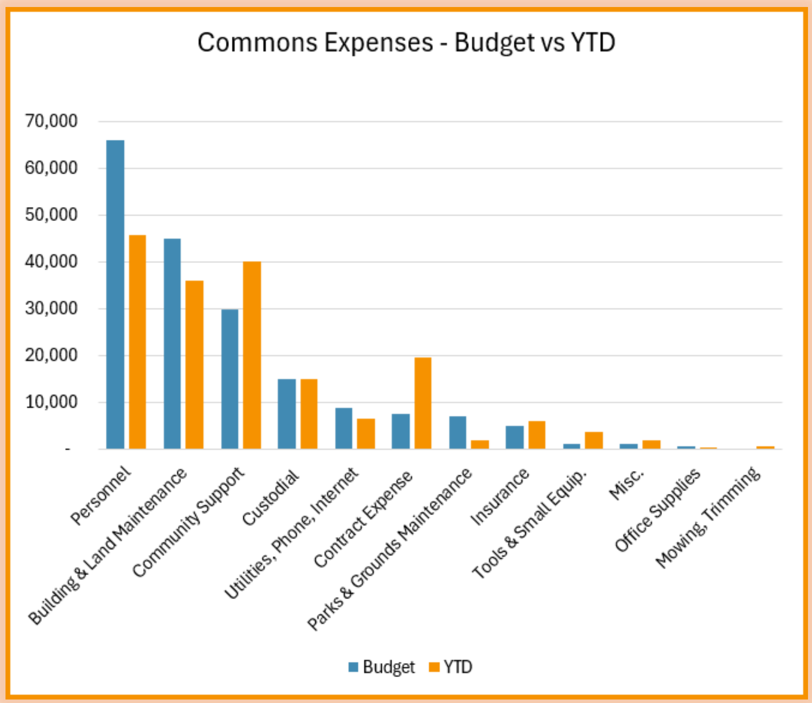
Commons Revenue - Budget vs YTD

	Budget	YTD	YTD/Budget
Beginning Balance	123,665	128,551	104%
Rents or Fees	18,000	20,982	117%
Gifts/Donations	5,000	9,828	197%
Transfer in General Fund	70,000	52,500	75%
Transfer in Visitor Amenity	30,000	22,500	75%
	246,665	234,360	



Commons Expenses - Budget vs YTD

	Budget	YTD	YTD/Budget
Personnel	65,900	45,831	70%
Building & Land Maintenance	45,000	35,931	80%
Community Support	30,000	40,105	134%
Custodial	15,000	14,979	100%
Utilities, Phone, Internet	9,000	6,498	72%
Contract Expense	7,500	19,633	262%
Parks & Grounds Maintenance	7,000	1,842	26%
Insurance	5,000	6,130	123%
Tools & Small Equip.	1,200	3,808	317%
Misc.	1,200	1,858	155%
Office Supplies	600	474	79%
Mowing, Trimming	-	630	---
	187,400	**177,720**	



Consolidated Revenue and Expense Statement

Governmental Fund (100, 150, 155, 160)

For Period Ended April 30, 2024

Printed: 05/08/2024

Period 10

Fiscal Year 2024

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Fund Balance	$ 5,820,793.06	$ 6,122,051.53	$ -	$ 6,122,051.53	105.18%	Beginning Balances - Unaudited
300105	Beginning Balance-Hall Bequest	$ 150,000.00	$ 150,000.00	$ -	$ 150,000.00	100.00%	Beginning Balances - Unaudited
304235	Fines or Liens	$ -	$ 1,475.00	$ -	$ 1,475.00	0.00%	
304221	Franchise Cable	$ 24,000.00	$ 11,492.61	$ -	$ 11,492.61	47.89%	Received Quarterly
304223	Franchise Disposal Services	$ 16,000.00	$ 12,903.59	$ 4,390.61	$ 17,294.20	108.09%	Received Quarterly
304224	Franchise Electricity	$ 52,000.00	$ 39,276.12	$ 5,423.86	$ 44,699.98	85.96%	Received Monthly
304222	Franchise Telephone	$ 3,600.00	$ 9,435.67	$ -	$ 9,435.67	262.10%	Received Annually
304480	Gifts/Donations	$ 5,150.00	$ 103,448.49	$ 3,723.00	$ 107,171.49	2081.00%	
304481	Grants	$ 655,000.00	$ 290,007.10	$ -	$ 290,007.10	44.28%	
301500	Interest Earned	$ 135,656.39	$ 248,784.39	$ 28,916.46	$ 277,700.85	204.71%	Reserve Acct & LGIP Interest
304210	License Business	$ 6,500.00	$ 10,889.00	$ 120.00	$ 11,009.00	169.37%	
304211	License Vacation Rental	$ 25,000.00	$ 30,306.00	$ -	$ 30,306.00	121.22%	
304435	LID Assessments	$ 10,000.00	$ 4,610.57	$ -	$ 4,610.57	46.11%	
304484	Misc Revenue	$ 100.00	$ 31.00	$ -	$ 31.00	31.00%	
304491	Other Local Resources	$ 6,000.00	$ 10,130.03	$ 1,647.38	$ 11,777.41	196.29%	
304690	Other State Sources	$ 1,000.00	$ 1,555.00	$ -	$ 1,555.00	155.50%	
304230	Permits/Filing Fee	$ 2,500.00	$ 12,014.34	$ 350.00	$ 12,364.34	494.57%	
304335	Rents or Fees	$ 18,000.00	$ 16,050.50	$ 3,867.50	$ 19,918.00	110.66%	
304344	SDC Storm Drain Improvement	$ 4,200.00	$ 12,520.00	$ 3,188.06	$ 15,708.06	374.00%	
304343	SDC Wastewater Reimbursement	$ 14,000.00	$ 28,448.10	$ 16,380.43	$ 44,828.53	320.20%	
304341	SDC Water Improvements	$ 8,700.00	$ 17,580.76	$ 6,531.04	$ 24,111.80	277.15%	
304342	SDC Water Reimbursements	$ 5,400.00	$ 10,761.27	$ 4,047.54	$ 14,808.81	274.24%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
304630	State Revenue Share	$ 23,000.00	$ 17,653.02	$ -	$ 17,653.02	76.75%	
304245	Tax - Food & Beverage Tax	$ 460,000.00	$ 300,094.11	$ 73,576.16	$ 373,670.27	81.23%	
304622	Tax - Marijuana	$ 24,000.00	$ 19,114.10	$ -	$ 19,114.10	79.64%	
304110	Tax - Property Current	$ 94,000.00	$ 89,233.21	$ 255.66	$ 89,488.87	95.20%	
304120	Tax - Property Past Due	$ 1,600.00	$ 955.22	$ 85.94	$ 1,041.16	65.07%	
304650	Tax - State Highway	$ 80,000.00	$ 54,054.69	$ 6,465.32	$ 60,520.01	75.65%	
304620	Tax - State OLCC	$ 18,000.00	$ 13,025.22	$ 1,189.89	$ 14,215.11	78.97%	
304610	Tax - State Tobacco	$ 700.00	$ 485.35	$ 52.69	$ 538.04	76.86%	
304240	Tax - Transient Lodging	$ 1,351,000.00	$ 806,644.67	$ 166,599.99	$ 973,244.66	72.04%	
314869	Transfer in Commons Operations	$ 10,000.00	$ 7,500.00	$ -	$ 7,500.00	75.00%	
314861	Transfer in General Fund	$ 282,000.00	$ 476,500.00	$ -	$ 476,500.00	168.97%	
314883	Transfer in Urban Renewal	$ 100,000.00	$ 75,000.00	$ -	$ 75,000.00	75.00%	
304810	Transfer in URD Admin Reimb	$ 36,000.00	$ 27,000.00	$ -	$ 27,000.00	75.00%	
314863	Transfer in Visitor Amenity	$ 133,000.00	$ 99,750.00	$ -	$ 99,750.00	75.00%	
314890	Transfer in Water System	$ 43,000.00	$ 32,250.00	$ -	$ 32,250.00	75.00%	
304501	Transfer In-South Tnk Debt Svc	$ 60,000.00	$ 45,000.00	$ -	$ 45,000.00	75.00%	
	REVENUE	**$ 9,679,899.45**	**$ 9,208,030.66**	**$ 326,811.53**	**$ 9,534,842.19**	**98.50%**	
105101	City Manager	$ 52,500.00	$ 42,065.92	$ 4,792.00	$ 46,857.92	89.25%	
105102	Deputy Recorder	$ 38,800.00	$ 34,308.64	$ 3,958.13	$ 38,266.77	98.63%	
105103	Bookkeeping/Accounting	$ 38,000.00	$ 29,832.04	$ 2,611.37	$ 32,443.41	85.38%	
105104	CIP Coordinator	$ 11,600.00	$ 19,997.58	$ 1,363.40	$ 21,360.98	184.15%	
105108	Planner	$ 46,560.00	$ 29,975.51	$ 4,504.48	$ 34,479.99	74.05%	
105109	Administrative Assistant	$ 48,800.00	$ 19,133.97	$ 3,728.00	$ 22,861.97	46.85%	
105110	Water Lead	$ 26,800.00	$ 13,183.25	$ 1,445.51	$ 14,628.76	54.58%	
105111	Wastewater Lead	$ 9,400.00	$ 16,118.80	$ 1,299.02	$ 17,417.82	185.30%	
105112	Field Utility 2	$ 5,800.00	$ -	$ -	$ -	0.00%	
105113	Field Utility 1	$ 6,700.00	$ 2,061.52	$ -	$ 2,061.52	30.77%	
105114	Field Utility A	$ 3,200.00	$ 6,853.34	$ (3,639.44)	$ 3,213.90	100.43%	
105115	Commons Coordinator	$ 39,000.00	$ 36,199.80	$ 4,010.00	$ 40,209.80	103.10%	
105116	Librarian Part Time	$ 13,800.00	$ 11,032.00	$ 1,715.00	$ 12,747.00	92.37%	
105120	Code Enforcement	$ 19,200.00	$ -	$ -	$ -	0.00%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
105121	Field Utility Journeyman	$ -	$ 8,179.68	$ 1,491.49	$ 9,671.17	0.00%	
105122	Field Utility B	$ -	$ 3,109.60	$ 5,750.76	$ 8,860.36	0.00%	
105140	Fringe Benefits	$ 37,820.00	$ 20,484.71	$ 2,438.63	$ 22,923.34	60.61%	
105141	Insurance Benefits	$ 114,400.00	$ 36,510.07	$ 3,956.64	$ 40,466.71	35.37%	
105142	Regular PERS System	$ 55,400.00	$ 21,986.73	$ 4,304.30	$ 26,291.03	47.46%	
	PERSONNEL	**$ 567,780.00**	**$ 351,033.16**	**$ 43,729.29**	**$ 394,762.45**	**69.53%**	
205202	Visitor Center Operations	$ 45,000.00	$ 33,750.00	$ 11,250.00	$ 45,000.00	100.00%	
205209	Emergency Prep & Public Safety	$ 3,000.00	$ 126,290.03	$ 122.44	$ 126,412.47	4213.75%	
205210	Dues & Memberships	$ 4,000.00	$ 4,705.20	$ 200.00	$ 4,905.20	122.63%	
205213	Board/Comm/Meeting Education, Travel, & Expense	$ 1,000.00	$ -	$ -	$ -	0.00%	
205214	Marketing (Grants/Prgm/Events)	$ 185,000.00	$ 152,644.00	$ 46,296.34	$ 198,940.34	107.54%	
205220	Marketing/Road Sign	$ 200.00	$ 200.00	$ -	$ 200.00	100.00%	
205222	Insurance	$ 27,200.00	$ 39,448.48	$ -	$ 39,448.48	145.03%	
205224	Trails Maintenance/Supplies/Services	$ 5,000.00	$ 5,848.14	$ 190.48	$ 6,038.62	120.77%	
205230	Printing (Maps & Signs)	$ 3,000.00	$ 1,691.30	$ -	$ 1,691.30	56.38%	
205240	Office Materials & Supplies	$ 13,900.00	$ 18,587.07	$ 1,489.62	$ 20,076.69	144.44%	
205241	Computer Equipment and Maint.	$ 5,000.00	$ 16,799.12	$ 514.69	$ 17,313.81	346.28%	
205251	Telephones/Cell Phones/DSL	$ 9,100.00	$ 8,037.42	$ 852.17	$ 8,889.59	97.69%	
205252	Utilities	$ 15,300.00	$ 9,297.53	$ 1,562.24	$ 10,859.77	70.98%	
205253	Postage	$ 2,000.00	$ 5,550.02	$ -	$ 5,550.02	277.50%	
205255	Education and Training	$ 10,600.00	$ 6,869.31	$ 1,104.46	$ 7,973.77	75.22%	
205260	Contract Expense (Prof Svc)	$ 56,700.00	$ 89,871.88	$ 5,633.73	$ 95,505.61	168.44%	
205261	Auditor	$ 7,500.00	$ 1,300.00	$ -	$ 1,300.00	17.33%	
205262	Legal Expense	$ 20,000.00	$ 6,423.69	$ 54.90	$ 6,478.59	32.39%	
205263	Bank Charges/Credit Card Fees	$ 11,000.00	$ 8,233.48	$ 606.73	$ 8,840.21	80.37%	
205270	Travel	$ 3,000.00	$ 1,907.18	$ -	$ 1,907.18	63.57%	
205282	Software	$ 40,700.00	$ 74,907.62	$ 3,759.98	$ 78,667.60	193.29%	
205311	Equipment Lease and Rental	$ 3,000.00	$ 1,281.05	$ 142.34	$ 1,423.39	47.45%	
205312	Equipment Fuel/Tires/Parts	$ 1,000.00	$ 223.98	$ 523.44	$ 747.42	74.74%	
205313	Equipment Repair	$ 7,800.00	$ 7,532.94	$ -	$ 7,532.94	96.58%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
205317	Tools and Small Equipment	$ 2,950.00	$ 3,808.25	$ -	$ 3,808.25	129.09%	
205325	Yard Debris Dumpster	$ 6,000.00	$ 3,907.68	$ -	$ 3,907.68	65.13%	
205330	Building and Land Maintenance	$ 67,600.00	$ 65,197.69	$ 6,062.49	$ 71,260.18	105.41%	
205335	Custodial Support/Supplies	$ 26,700.00	$ 22,008.84	$ 2,336.76	$ 24,345.60	91.18%	
205340	Operating Materials & Supplies	$ 400.00	$ -	$ -	$ -	0.00%	
205345	Books and Periodicals\Children's Books/Programs	$ 3,000.00	$ 8,151.14	$ 1,629.98	$ 9,781.12	326.04%	
205361	Parts	$ 2,500.00	$ 5,410.46	$ 622.83	$ 6,033.29	241.33%	
205362	Consumables	$ 1,000.00	$ 1,000.43	$ 86.17	$ 1,086.60	108.66%	
205363	Outside Services	$ 1,500.00	$ 2,840.00	$ 1,112.00	$ 3,952.00	263.47%	
205367	Storm Drain Parts	$ 300.00	$ -	$ -	$ -	0.00%	
205411	Street Lighting	$ 18,000.00	$ 13,071.85	$ 1,639.33	$ 14,711.18	81.73%	
205421	Parks/Grounds Maintenance	$ 17,000.00	$ 4,368.65	$ 2,378.68	$ 6,747.33	39.69%	
205422	Advertising\Legal Notice	$ 2,000.00	$ 1,646.83	$ 98.64	$ 1,745.47	87.27%	
205439	Comm Support/Beautification	$ 115,000.00	$ 52,285.28	$ 13,530.83	$ 65,816.11	57.23%	
205440	Equipment & Furniture	$ 2,500.00	$ 3,037.28	$ -	$ 3,037.28	121.49%	
205470	Equipment Repair Maint	$ -	$ 110.60	$ -	$ 110.60	0.00%	
205474	Mowing	$ 14,200.00	$ 10,438.00	$ 4,645.00	$ 15,083.00	106.22%	
205475	Tree Removal/Trimming	$ 16,000.00	$ 1,942.00	$ -	$ 1,942.00	12.14%	
205490	Material and Services	$ 3,500.00	$ 3,695.13	$ 31.00	$ 3,726.13	106.46%	
208000	Operating Contingency	$ 78,000.00	$ -	$ -	$ -	0.00%	
	MATERIALS AND SERVICES	**$ 858,150.00**	**$ 824,319.55**	**$ 108,477.27**	**$ 932,796.82**	**108.70%**	
217122	Transfer out Library Op/Proj	$ 25,000.00	$ 283,750.00	$ -	$ 283,750.00	1135.00%	
217123	Transfer out LLCM	$ 20,000.00	$ 15,000.00	$ -	$ 15,000.00	75.00%	
217124	Transfer out Commons	$ 345,000.00	$ 258,750.00	$ -	$ 258,750.00	75.00%	
217126	Transfer out Cap Res	$ 59,000.00	$ 44,250.00	$ -	$ 44,250.00	75.00%	
217127	OP Transfer - Parks & Trails Operations	$ 15,000.00	$ 11,250.00	$ -	$ 11,250.00	75.00%	
217129	Transfer to WW Plant Loan	$ 60,000.00	$ 45,000.00	$ -	$ 45,000.00	75.00%	
217133	Transfer out Storm Drains	$ 10,000.00	$ 7,500.00	$ -	$ 7,500.00	75.00%	
217134	Transfer to Water	$ 374,000.00	$ 280,500.00	$ -	$ 280,500.00	75.00%	
	TRANSFERS	**$ 908,000.00**	**$ 946,000.00**	**$ -**	**$ 946,000.00**	**104.19%**	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
407922	Capital Outlay - Improvement	$ 30,000.00	$ 82,675.35	$ 2,200.00	$ 84,875.35	282.92%	
407941	Capital Outlay - Equipment	$ 20,000.00	$ -	$ -	$ -	0.00%	
407942	Capital Outlay-Infrastructure	$ 776,371.00	$ 271,169.31	$ 5,468.72	$ 276,638.03	35.63%	
407947	Capital Outlay-Street Projects	$ 220,281.00	$ 296,096.29	$ -	$ 296,096.29	134.42%	
	CAPITAL OUTLAY	**$ 1,046,652.00**	**$ 649,940.95**	**$ 7,668.72**	**$ 657,609.67**	**62.83%**	
205720	Interest Expense	$ 39,019.42	$ 34,324.42	$ -	$ 34,324.42	87.97%	
205721	Interest Expense - DEQ	$ 68,703.00	$ 68,703.00	$ -	$ 68,703.00	100.00%	
205722	Loan Fee - DEQ	$ 11,372.00	$ 11,372.00	$ -	$ 11,372.00	100.00%	
207630	Principal Payments	$ 124,554.07	$ 124,554.07	$ -	$ 124,554.07	100.00%	
207631	Principal Payments - DEQ	$ 381,657.00	$ 381,657.00	$ -	$ 381,657.00	100.00%	
	DEBT SERVICES	**$ 625,305.49**	**$ 620,610.49**	**$ -**	**$ 620,610.49**	**99.25%**	
	TOTAL EXPENSE	**$ 4,005,887.49**	**$ 3,391,904.15**	**$ 159,875.28**	**$ 3,551,779.43**	**88.66%**	
	NET GAIN/(LOSS)	**$ 5,674,011.96**	**$ 5,816,126.51**	**$ 166,936.25**	**$ 5,983,062.76**	**105.45%**	

Consolidated Revenue and Expense Statement

Enterprise Fund (660 and 670)

For Period Ended April 30, 2024

Printed: 05/08/2024

Period 10

Fiscal Year 2024

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	$ 3,239,165.72	$ 3,308,900.98	$ -	$ 3,308,900.98	102.15%	Beginning Balances - Unaudited
301500	Interest Earned	$ 45,000.00	$ 77,654.69	$ 10,392.54	$ 88,047.23	195.66%	
304310	Water/Wastewater Services	$ 1,730,000.00	$ 1,292,859.38	$ 149,051.23	$ 1,441,910.61	83.35%	
304320	Installation Charges	$ 6,500.00	$ 13,916.15	$ 2,450.00	$ 16,366.15	251.79%	
304335	Rents or Fees	$ 700.00	$ 823.00	$ 115.00	$ 938.00	134.00%	
304481	Grants	$ -	$ 26,425.00	$ -	$ 26,425.00	0.00%	
314861	Transfer in General Reserve	$ 174,000.00	$ 130,500.00	$ -	$ 130,500.00	75.00%	
314864	Transfer in General Fund	$ 200,000.00	$ 150,000.00	$ -	$ 150,000.00	75.00%	
314866	Urban Renewal Contribution	$ 400,000.00	$ 300,000.00	$ -	$ 300,000.00	75.00%	
314875	Transfer in Water Operations	$ 250,000.00	$ 187,500.00	$ -	$ 187,500.00	75.00%	
314876	Transfer in Wastewater Service	$ 200,000.00	$ 150,000.00	$ -	$ 150,000.00	75.00%	
314879	Transfer in SDC	$ 49,000.00	$ 36,750.00	$ -	$ 36,750.00	75.00%	
	REVENUE	**$ 6,294,365.72**	**$ 5,675,329.20**	**$ 162,008.77**	**$ 5,837,337.97**	**92.74%**	
105101	City Manager	$ 52,600.00	$ 42,065.87	$ 4,792.00	$ 46,857.87	89.08%	
105102	Deputy Recorder	$ 25,800.00	$ 22,872.41	$ 2,638.74	$ 25,511.15	98.88%	
105103	Bookkeeping/Accounting	$ 38,000.00	$ 8,878.65	$ 1,740.91	$ 10,619.56	27.95%	
105104	CIP Coordinator	$ 46,600.00	$ 17,621.05	$ 2,646.60	$ 20,267.65	43.49%	
105108	Planner	$ 5,400.00	$ 2,480.60	$ 500.52	$ 2,981.12	55.21%	
105109	Administrative Assistant	$ -	$ -	$ -	$ -	0.00%	
105110	Water Lead	$ 56,500.00	$ 56,259.81	$ 6,302.49	$ 62,562.30	110.73%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
105111	Wastewater Lead	$ 76,000.00	$ 76,260.85	$ 8,757.91	$ 85,018.76	111.87%	
105112	Field Utility 2	$ -	$ -	$ -	$ -	0.00%	
105113	Field Utility 1	$ 35,700.00	$ 8,408.50	$ -	$ 8,408.50	23.55%	
105114	Field Utility A	$ 122,900.00	$ 58,315.97	$ (10,180.29)	$ 48,135.68	39.17%	
105121	Field Utility Journeyman	$ 73,900.00	$ 25,420.16	$ 3,486.51	$ 28,906.67	39.12%	
105122	Field Utility B	$ -	$ 12,711.10	$ 17,498.14	$ 30,209.24	0.00%	
105140	Fringe Benefits	$ 59,500.00	$ 24,478.43	$ 2,807.98	$ 27,286.41	45.86%	
105141	Insurance Benefits	$ 184,500.00	$ 63,959.21	$ 6,180.56	$ 70,139.77	38.02%	
105142	Regular PERS System	$ 89,500.00	$ 39,817.91	$ 5,099.21	$ 44,917.12	50.19%	
	PERSONNEL	**$ 866,900.00**	**$ 459,550.52**	**$ 52,271.28**	**$ 511,821.80**	**59.04%**	
205210	Dues & Memberships	$ 2,500.00	$ 1,437.00	$ 546.00	$ 1,983.00	79.32%	
205211	State Fees	$ 32,600.00	$ 16,849.14	$ 104.00	$ 16,953.14	52.00%	
205212	Fee Expense	$ 13,600.00	$ 15,690.20	$ 1,476.17	$ 17,166.37	126.22%	
205222	Insurance	$ 35,000.00	$ 42,911.64	$ -	$ 42,911.64	122.60%	
205240	Office Materials & Supplies	$ 8,200.00	$ 12,746.92	$ 866.73	$ 13,613.65	166.02%	
205241	Computer Equipment and Maint.	$ 2,000.00	$ 756.70	$ -	$ 756.70	37.84%	
205251	Telephones/Cell Phones/DSL	$ 17,000.00	$ 14,032.58	$ 1,528.52	$ 15,561.10	91.54%	
205253	Postage	$ -	$ 325.97	$ -	$ 325.97	0.00%	
205255	Education and Training	$ 8,000.00	$ 3,123.79	$ 1,888.22	$ 5,012.01	62.65%	
205260	Contract Expense (all Professional, IG/	$ 61,000.00	$ 23,845.16	$ 2,140.00	$ 25,985.16	42.60%	
205261	Auditor	$ 8,000.00	$ 2,000.00	$ -	$ 2,000.00	25.00%	
205262	Legal	$ 10,000.00	$ 12,847.31	$ -	$ 12,847.31	128.47%	
205270	Travel	$ 2,000.00	$ -	$ -	$ -	0.00%	
205282	Software	$ 24,000.00	$ 30,343.01	$ 7,306.50	$ 37,649.51	156.87%	
205311	Equipment Lease and Rental	$ 6,000.00	$ 3,101.95	$ 284.66	$ 3,386.61	56.44%	
205312	Equipment Fuel/Tires/Parts	$ 10,000.00	$ 9,020.73	$ 811.13	$ 9,831.86	98.32%	
205313	Equipment Repair	$ -	$ 10,967.96	$ -	$ 10,967.96	0.00%	
205317	Tools and Small Equipment	$ 5,000.00	$ 5,643.36	$ 4.57	$ 5,647.93	112.96%	
205330	Building and Land Maintenance	$ 11,500.00	$ 2,117.00	$ -	$ 2,117.00	18.41%	
205335	Custodial Support/Supplies	$ 6,000.00	$ 4,821.07	$ 480.41	$ 5,301.48	88.36%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
205342	Plant Utilities	$ 50,000.00	$ 34,074.87	$ 4,304.92	$ 38,379.79	76.76%	
205351	Main Plant Parts	$ 17,000.00	$ 8,733.49	$ 1,848.82	$ 10,582.31	62.25%	
205352	Main Plant Consumables	$ 47,000.00	$ 25,210.51	$ 1,507.72	$ 26,718.23	56.85%	
205353	Main Plant Outside Services	$ 65,000.00	$ 43,897.90	$ 750.00	$ 44,647.90	68.69%	
205361	Parts	$ 62,000.00	$ 38,051.93	$ 1,630.93	$ 39,682.86	64.00%	
205362	Consumables	$ 1,000.00	$ 4,428.59	$ 70.02	$ 4,498.61	449.86%	
205363	Outside Services	$ 40,000.00	$ 12,898.73	$ 3,743.00	$ 16,641.73	41.60%	
205470	Equipment Repair/Maintenance	$ -	$ 221.18	$ -	$ 221.18	0.00%	
205474	Mowing	$ 7,500.00	$ 7,183.00	$ 1,517.00	$ 8,700.00	116.00%	
205475	Tree Removal/Trimming	$ 20,000.00	$ 3,813.13	$ 9,000.00	$ 12,813.13	64.07%	
208000	Operating Contingency	$ 55,000.00	$ -	$ -	$ -	0.00%	
	MATERIALS AND SERVICES	**$ 626,900.00**	**$ 391,094.82**	**$ 41,809.32**	**$ 432,904.14**	**69.05%**	
217126	Transfer out Cap Res	$ 450,000.00	$ 337,500.00	$ -	$ 337,500.00	75.00%	
217136	Transfer Out Debt Services	$ 43,000.00	$ 32,250.00	$ -	$ 32,250.00	75.00%	
	TRANSFERS	**$ 493,000.00**	**$ 369,750.00**	**$ -**	**$ 369,750.00**	**75.00%**	
407921	Capital Outlay - Infrastructure Systems	$ 480,000.00	$ 193,270.26	$ -	$ 193,270.26	40.26%	
407941	Capital Outlay - Equipment	$ 348,000.00	$ 152,208.99	$ -	$ 152,208.99	43.74%	
407948	Capital Outlay - Water systems	$ 943,400.00	$ 354,994.59	$ 8,715.60	$ 363,710.19	38.55%	
	CAPITAL OUTLAY	**$ 1,771,400.00**	**$ 700,473.84**	**$ 8,715.60**	**$ 709,189.44**	**40.04%**	
	TOTAL EXPENSE	**$ 3,758,200.00**	**$ 1,920,869.18**	**$ 102,796.20**	**$ 2,023,665.38**	**53.85%**	
	NET GAIN/(LOSS)	**$ 2,536,165.72**	**$ 3,754,460.02**	**$ 59,212.57**	**$ 3,813,672.59**	**150.37%**	

Consolidated Revenue and Expense Statement

Debt Services Fund (155)

For Period Ended April 30, 2024

Printed: 05/08/2024
Period 10
Fiscal Year 2024

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	$ 1,199,182.62	$ 1,233,958.84	$ -	$ 1,233,958.84	102.90%	Beginning Balances - Unaudited
301500	Interest Earned	$ 5,656.39	$ 6,039.86	$ 269.74	$ 6,309.60	111.55%	
304110	Tax - Property Current	$ 44,000.00	$ 45,062.77	$ 129.11	$ 45,191.88	102.71%	
304120	Tax - Property Past Due	$ 600.00	$ 482.39	$ 43.40	$ 525.79	87.63%	
304245	Tax - Food & Beverage Tax	$ 460,000.00	$ 300,094.11	$ 73,576.16	$ 373,670.27	81.23%	
304501	Transfer In-South Tnk Debt Svc	$ 60,000.00	$ 45,000.00	$ -	$ 45,000.00	75.00%	
314883	Transfer in Urban Renewal	$ 100,000.00	$ 75,000.00	$ -	$ 75,000.00	75.00%	
314890	Transfer in Water System	$ 43,000.00	$ 32,250.00	$ -	$ 32,250.00	75.00%	
	REVENUE	**$ 1,912,439.01**	**$ 1,737,887.97**	**$ 74,018.41**	**$ 1,811,906.38**	**94.74%**	
217129	Transfer to WW Plant Loan	$ 60,000.00	$ 45,000.00	$ -	$ 45,000.00	75.00%	
	TRANSFERS	**$ 60,000.00**	**$ 45,000.00**	**$ -**	**$ 45,000.00**	**75.00%**	
205720	Interest Expense	$ 39,019.42	$ 34,324.42	$ -	$ 34,324.42	87.97%	
205721	Interest Expense - DEQ	$ 68,703.00	$ 68,703.00	$ -	$ 68,703.00	100.00%	
205722	Loan Fee - DEQ	$ 11,372.00	$ 11,372.00	$ -	$ 11,372.00	100.00%	
207630	Principal Payments	$ 124,554.07	$ 124,554.07	$ -	$ 124,554.07	100.00%	
207631	Principal Payments - DEQ	$ 381,657.00	$ 381,657.00	$ -	$ 381,657.00	100.00%	
	DEBT SERVICES	**$ 625,305.49**	**$ 620,610.49**	**$ -**	**$ 620,610.49**	**99.25%**	
	TOTAL EXPENSE	**$ 685,305.49**	**$ 665,610.49**	**$ -**	**$ 665,610.49**	**97.13%**	
	NET GAIN/(LOSS)	**$ 1,227,133.52**	**$ 1,072,277.48**	**$ 74,018.41**	**$ 1,146,295.89**	**93.41%**	

Consolidated Revenue and Expense Statement

Urban Renewal (900)

For Period Ended April 30, 2024

Printed: 05/08/2024
Period 10
Fiscal Year 2024

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	NOTES
300101	Beginning Balance	$ 449,395.94	$ 471,711.99	$ -	$ 471,711.99	104.97%	Beginning Balances - Unaudited
301500	Interest Earned	$ 10,000.00	$ 21,891.08	$ 2,742.47	$ 24,633.55	246.34%	
304110	Tax - Property Current	$ 529,881.00	$ 508,091.02	$ 1,450.07	$ 509,541.09	96.16%	
304120	Tax - Property Past due	$ 6,000.00	$ 4,502.09	$ 417.25	$ 4,919.34	81.99%	
304491	Other Local Sources	$ -	$ 14.03	$ -	$ 14.03	0.00%	
	REVENUE	**$ 995,276.94**	**$ 1,006,210.21**	**$ 4,609.79**	**$ 1,010,820.00**	**101.56%**	
205210	Dues & Memberships	$ 200.00	$ -	$ -	$ -	0.00%	
205261	Auditor	$ 2,500.00	$ 300.00	$ -	$ 300.00	12.00%	
205422	Advertising/Legal Notice	$ 300.00	$ -	$ -	$ -	0.00%	
	MATERIALS AND SERVICES	**$ 3,000.00**	**$ 300.00**	**$ -**	**$ 300.00**	**10.00%**	
217130	Interfund Transfer Wastewater	$ 400,000.00	$ 300,000.00	$ -	$ 300,000.00	75.00%	
217137	Trans to South Tank Debt	$ 100,000.00	$ 75,000.00	$ -	$ 75,000.00	75.00%	
217140	Admin Fee Trans to General Fund	$ 36,000.00	$ 27,000.00	$ -	$ 27,000.00	75.00%	
	TRANSFERS	**$ 536,000.00**	**$ 402,000.00**	**$ -**	**$ 402,000.00**	**75.00%**	
	TOTAL EXPENSE	**$ 539,000.00**	**$ 402,300.00**	**$ -**	**$ 402,300.00**	**74.64%**	
	NET GAIN/(LOSS)	**$ 456,276.94**	**$ 603,910.21**	**$ 4,609.79**	**$ 608,520.00**	**133.37%**	

City of Yachats
Contract Expense Report
YTD Through April 30, 2024

DESCRIPTION/VENDOR NAME	YTD FY2024
Ace Alarms	1,660.00
Civil West Engineering - Assessment	10,893.26
Consulting / Rick Sant	7,200.00
Finance / Janet Cline	32,670.00
Finance / Thomas Lauritzen	5,390.00
Jensen Strategies	35,451.67
LCOG / Human Resources	9,570.95
Legacy	7,667.11
Library Concepts	729.95
National Photocopy Corp (IT)	1,793.00
NWNX Photography	282.98
ODOE Grant Support / Kathryn Torrence	640.00
Oregon Coast Piano Services	135.00
Pacific Coast Lock & Safe LLC	330.00
Planning / Holly Hamilton	3,500.00
Quality Code Publishing	1,299.00
Springbrook Holding (Civic Pay)	611.00
TCB Answering Service after hours	1,666.85
TOTAL PAID YEAR TO DATE	**$ 121,490.77**

ANNUAL BUDGET AMOUNT (after Resolution) $ 227,700.00

PERCENTAGE EXPENDED 53.36%

City of Yachats

Fund Balance Report

		Modified Accrual Basis		Modified Cash Basis						Better (Worse)			
				FY2019	FY2020	FY2021	FY2022	FY2023	YTD**				
		30-Jun-17	30-Jun-18	30-Jun-19	30-Jun-20	30-Jun-21	30-Jun-22	30-Jun-23	30-Apr-24	**FY24 VS FY23**	**FY24 VS FY22**	**FY24 VS FY21**	**FY24 VS FY20**
City Hall	100-1010	468,845	691,207	829,068	921,273	537,149	743,684	895,783	668,669	(227,114)	(75,015)	131,521	(252,604)
Commons	100-1020	(15,519)	500	15,292	77,910	104,451	144,737	133,773	47,327	(86,446)	(97,410)	(57,124)	(30,583)
LLC & Museum	100-1025			583	6,722	0	6,148	13,164	15,447	2,283	9,300	15,447	8,725
Library	100-1030			0	8,122	28,700	29,547	27,745	14,841	(12,904)	(14,706)	(13,859)	6,719
Parks and Trails	100-1035			14,053	16,879	0	17,678	24,808	7,774	(17,034)	(9,904)	7,774	(9,105)
Visitor Amenities	100-1045	195,095	119,446	98,664	249,548	670,851	1,298,211	1,222,104	1,408,342	186,238	110,131	737,491	1,158,794
Streets	100-1040	71,533	80,581	93,513	43,350	14,572	67,073	59,349	63,468	4,119	(3,605)	48,896	20,118
Storm Drains	100-1050	80,252	86,394	110,146	88,495	68,824	41,136	19,874	8,866	(11,008)	(32,269)	(59,958)	(79,629)
Water	600-1700			164,050	325,623	128,056	144,671	177,324	260,942	83,618	116,272	132,886	(64,681)
WasteWater	670-1800			178,721	265,946	157,154	160,811	201,148	314,307	113,159	153,496	157,153	48,361
Total Operating Funds		**800,206**	**978,128**	**1,504,090**	**2,003,868**	**1,709,757**	**2,653,694**	**2,775,074**	**2,809,984**	**34,910**	**156,289**	**1,100,227**	**806,116**
SDC's	160-1605	149,075	236,321	413,285	519,487	588,135	751,225	814,536	903,517	88,981	152,292	315,382	384,030
General Construction (So Tank)	160-1630	211,843	40,401	213,305	213,305								(213,305)
Revenue Water Bond	155-1200			0	43,071	43,242	43,413	43,650	33,139	(10,510)	(10,274)	(10,103)	(9,932)
Water Gen Obl Bond	155-1218			0	(157)	46,636	49,140	51,554	58,351	6,797	9,211	11,715	58,508
South Tank Loan	155-1268			100,000	160,089	120,179	120,268	120,358	110,447	(9,911)	(9,821)	(9,732)	(49,642)
WasteWater Loans (2)	155-1276	577,777	594,019	668,616	736,214	816,173	874,919	909,929	944,359	34,429	69,440	128,186	208,145
Urban Renewal	900-9000	68,236	207,433	297,767	432,235	421,085	290,175	468,968	608,520	139,552	318,345	187,435	176,285
Total Restricted Funds		**1,006,931**	**1,078,174**	**1,692,973**	**2,104,244**	**2,035,450**	**2,129,140**	**2,408,995**	**2,658,333**	**249,338**	**529,193**	**622,883**	**554,089**
City Hall Reserves	150-1010			69,066	63,697	0	147,935	186,780	229,700	42,919	81,765	229,700	166,003
Commons Reserves	150-1020			118,449	145,449	145,449	153,468	161,555	216,463	54,908	62,995	71,014	71,014
LLC & Museum Reserves	150-1025			213,077	208,077	208,077	208,077	194,809	184,779	(10,030)	(23,298)	(23,298)	(23,298)
Library Reserves	150-1030			242,453	306,638	291,781	286,775	253,085	491,898	238,812	205,123	200,117	185,260
Parks and Trails Reserves	150-1035			103,486	153,486	135,156	219,407	500,211	452,975	(47,236)	233,568	317,819	299,489
Streets Reserves	150-1040			437,841	316,867	315,906	101,356	104,557	61,871	(42,686)	(39,484)	(254,035)	(254,996)
Storm Drains Capital	150-1050			0	40,000	40,000	70,198	119,311	60,830	(58,482)	(9,368)	20,830	20,830
Water Reserves	660-1705			167,522	252,358	1,121,617	1,769,111	1,856,074	1,925,598	69,524	156,487	803,981	1,673,240
WasteWater Reserves	670-1805			443,800	518,930	1,004,775	1,034,069	1,060,779	1,312,826	252,047	278,757	308,051	793,896
Total Capital Reserves		**1,838,319**	**1,554,067**	**1,795,694**	**2,005,502**	**3,262,761**	**3,990,394**	**4,437,163**	**4,936,939**	**499,776**	**946,545**	**1,674,178**	**2,931,437**
Total Fund Balances		**3,645,456**	**3,610,369**	**4,992,757**	**6,113,614**	**7,007,968**	**8,773,228**	**9,621,231**	**10,405,255**	**784,024**	**1,632,027**	**3,397,288**	**4,291,641**

** Beginning Balances Unaudited

City Council Regular Meeting
Meeting Date: May 15, 2024

ITEM TITLE: *Budget Fund Transfers by Ordinance*

DISCUSSION/BACKGROUND/ISSUE:
As the FY23-24 budget nears its end, we see where we need to transfer funds to balance out.

The first budget adjustment, reducing Personnel costs by $88,000 and increasing Materials and Services by the same amount, is a necessary step to align our budget. The second adjustment, transferring $38,000 from Contingency to Materials and Services, further ensures our financial stability. Both adjustments are made to 100-1010, General Fund.

Due to the nature of reimbursable grants, including the one we received from the Oregon Department of Revenue, our Materials and Services for the general fund are over. Based on this, the Finance committee is going to create an administrative policy that treats the reimbursable grant expenses as accounts receivable and holds them until the grant money is received to balance those expenses out.

FISCAL IMPACT:
Balancing the budgets with transferred funds

RELEVANCE TO 2023 COUNCIL GOALS:
a. Achieve water sustainability
b. Deliver efficient, effective, transparent municipal services
c. Provide safe access to and use of city infrastructure, trails, and parks
d. Environmentally responsible in all that we do
e. Effectively manage and plan for the city’s financial needs
f. Synchronize and update city policies and administrative rules.

RECOMMENDATION:
To approve the recommended

PREPARED BY:
Bobbi Price, City Manager, and Tom Lauritzen Finance Services Contractor

Date Goals Set	Recommending Body	Goal	Objective	Progress	Responsibility	Complete?
2/16/2024	City Council	*Achieve water sustainability*	Schedule and attend regular meetings with SWLCPUD during 2024-2025:	Meetings are happening fairly regularly. With email communication in between. The next meeting is scheduled for 4/15/2024	CM	☐
2/16/2024	City Council	*Achieve water sustainability*	Establish a long-term (10-year minimum) agreement for drought-related emergency supply.	Working toward a long term agreement for supplemental sharing agreement. In a contract will determine a time of year, level of water or both when Yachats starts purchasing from SLWDPUD. This will need to be agreed on by both parties and ran through legal council.	CM	☐
2/16/2024	City Council	*Achieve water sustainability*	Cost and resource-sharing arrangements.	The relationship is being built and the sentiment shared that we want to be good neighbors and when we both have similar big projects coming up, we can arrange to have them done around the same timeframe and spilt contractor travel fees in the hope to reduce cost for both parties.	CM, RM	☐
2/16/2024	City Council	*Achieve water sustainability*	Continuous water-sharing arrangements at reasonable prices.	This would be the second phase of the supplemental water agreement	CM	☐
2/16/2024	City Council	*Achieve water sustainability*	Invest in a property that: Provides potential locations for water storage and improves water quality in our facilities.	We are waiting for the results of the geo-tech study to decide if we go forward with the purchase. The contract is signed by both parties. The study results are due back on May 15th.	CM & RM	☐
2/16/2024	City Council	*Achieve water sustainability*	Invest in a property that: Establishes safe boundaries around water facilities	We are waiting for the results of the geo-tech study to decide if we go forward with the purchase. The contract is signed by both parties. The study results are due back on May 15th.	CM & RM	☐
2/16/2024	City Council	*Provide safe access to and use of city infrastructure, parks, and trails*	Identified public safety items considered in the CIP process- Public restrooms, commons north entry, sidewalk curbs	A Civic Campus Masterplan study will include each of these items and determine the best location, layout, etc. We are in the process of setting up an RFP to submit for bidding.	NM	☐
2/16/2024	City Council	*Provide safe access to and use of city infrastructure, parks, and trails*	Implement security systems and safety measures plans in City Hall and the Commons	Reserach is being done on the best ways to implement a secure and welcoming entrance to City Hall	KK	☐
2/16/2024	City Council	*Provide safe access to and use of city infrastructure, parks, and trails*	Complete the 101 delineators and replace Oceanview delineators	All the plans have been designed and submitted, waiting for approval from ODOT	PW	☐
2/16/2024	City Council	*Provide safe access to and use of city infrastructure, parks, and trails*	Improve crosswalk safety	The Crosswalk lights have been repaired and are working	PW	☑

Date Goals Set	Recommending Body	Goal	Objective	Progress	Responsibility	Complete?
2/16/2024	City Council	*Provide safe access to and use of city infrastructure, parks, and trails*	Decide on a plan to utilize and enhance the green open space behind City Hall.	A Civic Campus Masterplan study will include each of these items and determine the best location, layout, etc. We are in the process of setting up an RFP to submit for bidding.	NM	☐
2/16/2024	City Council	*Provide safe access to and use of city infrastructure, parks, and trails*	Ensure a safety plan for Oceanview Drive from Beach St. to Highway 101—examine ways to alert people to the hazards until the walkway is completed.			☐
2/16/2024	City Council	*Environmentally responsible in all we do*	Develop Master Parks/Civic Campus plan, including distributed open spaces.	A Civic Campus Masterplan study will include each of these items and determine the best location, layout, etc. We are in the process of setting up an RFP to submit for bidding.	NM	☐
2/16/2024	City Council	*Environmentally responsible in all we do*	Finalize the wetlands assessment.	Our Local Wetlands Inventory has been submitted to the Department of State Lands. Katherine has made recent contact with them and will continue to follow up on its status.	KG	☐
2/16/2024	City Council	*Environmentally responsible in all we do*	Provide education on Wetlands Pond	I have spoken to the Parks and Commons Commission about creating educational signage for this walkway. They are interested in taking on this task. I am working with a designer to create “sign standards” that will flow into this project and all projects.	Parks & Commons	☐
2/16/2024	City Council	*Environmentally responsible in all we do*	Develop a policy for low-maintenance, long-life materials.			☐
2/16/2024	City Council	*Environmentally responsible in all we do*	Develop effective controls for city-owned amenities (e.g., brush box)	This is an ongoing conversation with city staff to consider the best ways to move forward with this. What is best for city staff time and availability needs to be considered while making this decision.	City Staff	☐
2/16/2024	City Council	*Deliver efficient, effective, transparent municipal services*	Ensuring documents are publicly available and searchable per Oregon Public Recor requirements	Our Recorder currently is continuing her education on records retention and ensuring the city is in full compliance with Oregon State Law.	KJ	☐

Date Goals Set	Recommending Body	Goal	Objective	Progress	Responsibility	Complete?
2/16/2024	City Council	*Deliver efficient, effective, transparent municipal services*	Surveying the community for overall performance and service request satisfaction	1. There is currently a survey out to staff, commissions, committees, and randomly selected community members on the performance and satisfaction of the city managers performance. 2. In September the city will send out a survey to all registered voters in Yachats to ask for their feedback on performance and direction. This will be used in establishing the next years goals and budget.	CM & NM	☐
2/16/2024	City Council	*Deliver efficient, effective, transparent municipal services*	Summary meeting minutes that include the conversation topics, why the decision was made, and other key discussion points.	1. The City Recorder takes summary notes at each Commission, Committee, and Council meeting. Those notes are attached to every city council meeting agenda. 2. The next goal is to have each city council meeting summary attached to the agenda center within a week after the meeting.	KJ	☐
2/16/2024	City Council	*Effectively manage and plan for the city's financial needs*	Identify strategies for the city to encourage the development of workforce housing			☐
2/16/2024	City Council	*Effectively manage and plan for the city's financial needs*	Explore administrative overhead allocations to fund budgets			☐
2/16/2024	City Council	*Synchronize and update city policies and administrative rules*	Review and update Council Rules pages 1-15 by September 2024 (last amended 2018)	Had a meeting with a local editor that would be interested in supporting this project. The next step is to have the council look at the existing policy and note the changes they see, then work with the editor to create the changes. Tackle this in June.	Council, CM	☐
2/16/2024	City Council	*Synchronize and update city policies and administrative rules*	Develop recommendations for equitably distributing Beautification and Community Support Funds; August 2024	The city staff reviewed all of the city administrative policies, Kimmie will make the redlines and submit them to the council for review and approval.	KJ	☐
2/16/2024	City Council	*Synchronize and update city policies and administrative rules*	Review and revise, if appropriate, the Food and Beverage penalty rate and Occupancy Tax; Ordinance 3.12.060 and 3.08.080 by November 2024			☐

Date Goals Set	Recommending Body	Goal	Objective	Progress	Responsibility	Complete?
2/16/2024	City Council	*Synchronize and update city policies and administrative rules*	Review and revise, if appropriate, Water Shortage Emergency Regulations. Specifically the determination standard and Phase 1 and 2 restrictions by July 2024			☐
2/16/2024	City Council	*Additional goals*	Develop a Diversity, Equity and Inclusion Strategy			☐
2/16/2024	City Council	*Additional goals*	Develop an ADA Transition Plan			☐
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