1. Agenda

   Documents:

   2019-02-20 City Council Agenda.pdf

2. Meeting Materials

   Documents:

   2019-01-02 DRAFT City Council Minutes.pdf
   2019-01-09 DRAFT City Council Minutes.pdf
   2019-01-16 DRAFT City Council Minutes.pdf
   RES 2019-61 Appointment To Lincoln County Housing Project.pdf
   RES 2019-62 Appointment To OCOG Transportation.pdf
   2019-02-20 Grant Opportunity Water.pdf
   2019-02-20 City Manager Report.pdf
   2019-02-20 Financial Report.pdf

Yachats City Council Vision

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

CITY OF YACHATS

CITY COUNCIL MEETING

441 Hwy 101N, Yachats Commons, Room 1

Wednesday, February 20, 2019 at 6:00pm

AGENDA

I. Announcements, Correspondence and Proclamations

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

III. Consent Agenda
   - A. January Minutes
   - B. Resolutions Memorializing Council Action

IV. New Business:
   - A. OCWCOG Finance Introduction
   - B. Resolution Proposed Amendments to the City Charter
   - C. Resolution Appointment of Budget Officer
   - D. Resolution Appointment of Public Works & Streets Members
   - E. Ordinance Updates to the Finance Committee
   - F. Citizen Appointments to the Budget Committee
   - G. Update on Grant Opportunity
   - H. Public Input on Increase in Transient Lodging Tax

V. Reports
   - A. Financial Report
   - B. Council Reports
   - C. City Manager Report

VI. Other Business
   - A. From Mayor
   - B. From Council
   - C. From Staff

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

POSTED February 15, 2019

CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING
January 2, 2019

Draft Minutes

SWEARING IN OF NEW COUNCIL
City Manager Beaucaire swore in W. John Moore as Mayor of the City of Yachats.

Mayor Moore swore in Leslie Vaaler and James Kerti as City Councilors.

WORK SESSION
I. Meeting Call to Order
Mayor W. John Moore called the January 2, 2019 work session and regular meeting of the City Council to order at 9:30 am in Room 1 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, James Kerti, Jim Tooke, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire and Clerk Kimmie Jackson. Audience: 16.

II. Work Session Discussion Topics
A. 2019 Goal Setting
Councilor Glenn stated that goals have their authority in the Vision and Mission of the City. Glenn read the Vision and Mission statements. Council agreed to incorporate the Vision and Mission as part of the Goals Document. Glenn noted from Mayor Moore's memo that goals be realistic, achievable, and measurable.

Goal 1: New staff and organization and office location
Councilor Vaaler noted that some of the bulleted items are more organizational matters under the purview of the City Manager. Councilors agreed to remove the bulleted item, "Search for full time Planner / Code Enforcement Officer." Glenn suggested keeping the third item, with the understanding the City Manager would carry out the work. Glenn asked to confirm that the office layout include a private and secure office for the City Manager.

Goal 2: Complete transition for City website and accounting functions
Council agreed to the bulleted items presented. Manager Beaucaire suggested changing the first bullet to, "Contract with provider for implementation of new website." Council concurred with this suggestion.

Goal 3: Infrastructure/maintenance schedule for City buildings
Vaaler suggested including the statements, "Have an energy audit on all city buildings" and "Explore energy-saving measures, available grants, and partnerships" to this goal. She suggested adding, "as appropriate" to the end of the statement energy audit statement.

Goal 4: Revise City Charter
Vaaler suggested rewording the third bullet to "Put Charter revision on the May 2019 ballot."

Goal 5: Revise Administrative Policies and Municipal Code
Kerti suggested the third bullet on modifying code was vague. Mayor Moore wanted to ensure there was room to address other code issues.

Goal 6: Emergency Preparedness

Mayor Moore explained the Emergency Preparedness Committee has been discussing a third container for emergency supplies. Mayor Moore explained he learned from the hotel operators that they retire old blankets and towels, and the City could provide some means of storage for these items. Councilor Tooke suggested they consider ingress/egress in the event of an emergency, noting there was currently only the north-south Highway 101 and east on Yachats River Road. The Council agreed to add, “Pursue additional options for ingress and egress in emergency situations.” Vaaler asked to change “3d” to “third”

<u>Goal 7: Complete transfer of Ocean View Drive from the County</u>

Glenn suggested adding the two new platforms that were being proposed by the Trails Committee. Vaaler suggested changing the goal to, “Complete transfer of Ocean View Drive from the County with public input.” Tooke noted the time of the transfer was immanent. Vaaler suggested getting public input around the platforms, and Mayor Moore noted this item could be addressed at a later date. Council agreed to add, “and any other publicly supported structures” to the third bullet point.

<u>Goal 8: Fiscal Responsibility</u>

Kerti suggested modifying the first bullet to, “Establish a plan to increase our reserves based on input from the Finance Committee.” Vaaler suggested adding, Consider new sources of revenue as well as increased revenue from existing sources, including transient rental fees, water rates, taxes, fees, grant opportunities, and how the City might encourage bequests.” Council agreed to the main clause but not the detail on sources. Vaaler suggested adding, “Note any revenue that has not been paid and consider best options.” Council agreed to this point. Glenn asked to get information on the status of the current liens.

<u>Goal 9: Review Vacation Rental Ordinance as proscribed in the current temporary ordinance</u>

Kerti suggested generalizing the goal, and Glenn stated he only wanted to consider reviewing the temporary ordinance that was in place.

<u>Goal 10: Protect Natural Resources</u>

Kerti asked why Dark Sky was specifically mentioned in the third bullet. Council agreed to delete third bullet point on Dark Sky. Council agreed to move the statement on exploring alternative energy and partnerships to this section. Vaaler suggested adding, “Consider ordinance governing the removal of trees” and Council agreed. Vaaler suggested adding, “Identify properties important for view shed and ridge line protection as well as for our watershed. Consider what legislative actions might be helpful and what other strategies should be considered.” Council agreed to this addition. Vaaler suggested combining the two statements on plastics and Council agreed.

Manager Beaucaire suggested adding, “Review options for minimizing light pollution within the City.” Council agreed to this addition. Glenn suggested adding, “Explore a process for considering the impact of climate change.” Council agreed to this addition.

<u>Goal 11: Smart City</u>

Moore noted they had taken out the bullet points for this goal had been placed under other goals. Glenn suggested keeping the goal with a bullet point of, “Create a small group to familiarize themselves with what is happing in small communities in the area of smart cities and suggest how this concept might enhance the spirit of Yachats.” Council agreed to this suggestion.

<u>Goal 12: Grow/smooth tourism revenue</u>

Vaaler suggested adding, “Consider the desired level of tourism” as a bullet. Council decided not to add this bullet. Councilors discussed where the bullet for exploring art should ideally be located and decided to keep it where it is, adding “and other enhancements” to the clause.

Glenn clarified these goals would replace the goals established by the previous Council.

Vaaler suggested adding, “Consider sign and lighting ordinances” as a new short-term goal. Moore asked Planning Commission Chair Helen Anderson if Planning would object to this item. Anderson stated the goal would help the Planning Commission set their priorities. The Council decided to add, “Consider sign and lighting ordinances” to Goal 5 on Administrative Policies and code.

Vaaler suggested adding a new goal of “Public input” with the following items:

- Seek residents’ input as to their vision for Yachats.
- Seek information regarding the needs of those who work in Yachats
- Hold public meetings and gatherings and consider a survey
- Encourage citizen involvement

Mayor Moore suggested that the Council revisit the Vision 2020 idea to develop a Vision 2030 or 2040 plan at some time in the future.

Glenn suggested the new website might provide means of gathering information from residents. Tooke stated he had concerns over the quality of data from surveys. Tooke believed getting public input should be an ongoing process. Mayor Moore noted there is a time for Public Input at each meeting. Kerti favored the idea of conducting a survey. Vaaler noted the citizenry was diverse and including multiple ways to reach them was warranted.

Council agreed to add a goal for public involvement as follows:
<u>Goal 13: Explore options for community involvement</u>

Kerti asked to add a goal for “Community Health” with two items: 1. Explore opportunities and continued partnerships to support the health of the community and 2. Consider accessibility when exploring new policies.

Council agreed to add a goal for community health as follows:
<u>Goal 14: Community Health</u>

Explore opportunities and continued partnerships to support the health of the community
Consider accessibility when exploring new policies

<u>Goal 15: Water security</u>
Council agreed to add “in our systems” after “water retention” in bullet 3 to clarify the statement.

Kerti asked if they should consider someone for efficient water distribution. Council agreed to change the third bullet point to, “Examine our water retention and strive to keep retention at a minimum of 95% in evaluating our distribution efficiencies though the updated water master plan.”

<u>Goal 16: Work force housing</u>
Mayor Moore noted he was hearing that the City was not clear on what employees really desire for workforce housing. Glenn asked if they should make mention of continuing partnerships.

Council agreed to revise the third bullet to, “Investigate grant funding and continued regional partnerships with the county and other municipalities for work force housing.”

Council agreed to eliminate the distinction between long- and short-term goals.

Glenn clarified these goals would be published on the website.

B. Set Work Session for review of Administrative Policies

Mayor Moore suggested several ways to address the review of the Administrative Policies. The Council decided to proceed with allowing 45 minutes at future work sessions to review Admin Policies. He asked Councilors to email him their priorities for which policies to discuss at the February 2019 work session.

C. Proposed change to Fire Ban policies

Mayor Moore recalled that Fire Chief Petrick proposed a change in the Yachats Municipal Code regarding barbecue grills. He noted former Councilor Berdie had asked if there was a safety difference between wood and charcoal grills and the answer was not a clear answer. Vaaler noted Petrick suggested they ask for public input. Council agreed to get more public input before putting the item on the agenda.

D. Finance Committee Composition

Mayor Moore noted the previous Council had recommended a change to go back to the membership composition described in 2002 with one representative from each Commission on the Finance Committee. Kerti asked if the Finance and Budget Committees could be combined. Vaaler recalled there were justifications for keeping the Committees separate. Mayor Moore noted the focus of work and frequency of meetings differs between the two committees. Mayor Moore also noted it was recommended that Committee members be appointed by the Council. Glenn and Vaaler believed appointments should be approved by the Council.

Vaaler raised the issue of qualifications for Finance Committee members and whether Commission representatives would have appropriate qualifications. The Council agreed that citizen appointees needed to have a financial background and recommended that the Commission representatives ideally have financial background but not require that qualification.

Manager Beaucaire stated she needed feedback on the questions the attorney raised to determine what should be incorporated into the ordinance.

Question 1: The Council agreed the two committees should be separate.

Question 2: The attorney suggested that having staff be a voting member on the Finance Committee was legal but awkward. Vaaler noted the City Manager attended Council meetings where she could provide input from the staff/office and therefore does not necessarily need to be a voting member on Finance. The Council agreed to have staff members serve as ex officio members (not voting) on Finance.

Question 3. Mayor Moore indicated the Finance Committee did not have a set number of members. Vaaler suggested allowing Commission representatives to not vote if they did not feel qualified. Others suggested they stick with policy that members are required to vote unless there was a conflict of interest. Manager Beaucaire recommended having Commission representatives be voting members for reasons of having a quorum. Mayor Moore summarized that for Finance, terms were not needed, quorum would be 50 percent plus one, staff (City Manager) would not be a voting member, and Commission representatives would be voting members. He noted the Council could remove any member for cause. Councilors agreed to these policies.

Former Finance member Tom Lauritzen added the Finance Committee generally only votes on CIP items.

Question 4: Manager Beaucaire indicated she would clarify wording of the last sentence that could imply the Finance Committee needed to approve matter before money could be spent.

Question 5: Council agreed to take the attorney's suggestion to change the wording to read, "The first year amounts shall be included in the proposed budgets for next year for consideration by the Budget Committee."

Question 6: Council agreed that the adoption of the CIP authorizes expenses of SDCs on a particular project, and it is the adoption of the budget that authorizes the expenditure of City money and appropriates the funds.

REGULAR MEETING

I. Announcements, Correspondence and Proclamations - none

II. Public Comment - none

III. New Business

A. Election of Council President

Kerti moved to elect Max Glenn as Council President: Aye – 5; No – 0.

B. Planning Commission Appointment

Mayor Moore reported the Planning Commission had recommended Doug Connor to the Commission. Mr. Connor reviewed his background in engineering, budgeting, and planning.

Tooke moved to approved Resolution 2018-48 to appoint Doug Connor to Seat B on the Planning Commission for the term ending December 31, 2020: Aye – 5; No - 0.

C. Dates and times of Council Meetings

Mayor Moore reviewed the history of Council meeting scheduling. Kerti, Vaaler, and Glenn favored the first and third weeks and Tooke wanted to keep them as is on the first and second weeks. Vaaler suggested the first and third week schedule with the option for an additional work session on the second week.

Regarding meeting time, Glenn stated he observed there was no significant difference in audiences between the morning and evening meetings and suggested 2:00 pm for the second meeting. Kerti leaned toward 6:00 pm to allow for greater availability. Resident Ann Stott suggested one meeting in the morning and one in the evening best served the Community. Other members from the audience were split between the two times.

Glenn moved to have Council meet on the first and third Wednesday of each month: Aye – 4; No – 1 (Tooke). Vaaler clarified the Admin Policy would be changed through a Resolution.

Glenn moved to have the second monthly meeting of Council start at 2:00 pm: Aye – 2; No – 3 (Vaaler, Kerti, Tooke). Motion failed.

Kerti moved to have the second monthly meeting of Council start at 6:00 pm: Aye – 5; No – 0.

D. Proposed City Charter Revision

Councilors agreed to hold a special work session on January 9, 2019 at 2:00 pm to discuss Charter changes.

E. Schedule Public Meeting for Plastic Bag Ordinance

Kerti reported he has learned that many people rely on plastic drinking straws for health reasons. Councilors agreed to include the plastic bag ordinance topic at the special work session on January 9, 2019.

F. Schedule Public Meeting for Transient Occupancy Tax Rate Change

Mayor Moore reported he received feedback from hotel operators who indicated they would be more likely agree to the change if they knew how the additional income would be spent. Kerti suggested delegating this task to the Finance Committee.

Vaaler moved to request the Finance Committee provide an explanation for how revenues from the increase in the transient rental task would be used: Aye – 5; No – 0.

G. Approve 2019 Council Goals

Glenn moved to approve the Council Goals including the Vision and Mission included as amended in the January 2, 2019 work session: Aye -5; No - 0.

H. Receive 2017-18 Audit, Adopt corrective measures

Glenn moved to receive the audit as of January 2, 2019 and to review it at the January 16, 2019 meeting: Aye – 5; No – 0.

I. Finance Committee Composition

Vaaler moved to have the City Manager include the policy changes as discussed in the January 2, 2019 work session in the draft ordinance and to present it for a vote at the January 16, 2019 Council meeting: Aye – 5; No - 0.

J. Approve agenda for 01/16/19 Council meeting

Mayor Moore noted one change and two additions to the draft agenda:

Change January 9, 2019 to January 16, 2019
F. Review the audit
G. Finance Committee Composition

Tooke moved to approve agenda for January 16, 2019 with the two additional items: Aye – 5; No – 0.

Mayor Moore suggested the Council could reinstate the Consent Agenda for minutes and previously approved or discussed that require a vote. He noted any member of Council could ask to pull an item from the Consent Agenda.

Glenn clarified that items omitted from the minutes, such as identification of a document, could be reported as a correction to the minutes and included in the approved minutes.

IV. Other Business

A. From Mayor

Mayor Moore scheduled a tour of the Water and Waste Water Treatment Plants and facilities on January 25, 2019 at 2:00 pm. Mayor Moore reminded Councilors to submit their list of the most important Admin Policies before the January 9, 2019 special work session.

B. From Council - none

C. From Staff - none

Mayor Moore adjourned the meeting at 12:22 pm.

____
W. JOHN MOORE, Mayor

ATTEST:

______________________________ ____________
Shannon Beaucaire, City Manager Date

CITY OF YACHATS

CITY COUNCIL SPECIAL WORK SESSION
January 9, 2019

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the January 2, 2019 work session and regular meeting of the City Council to order at 2:00 pm in Room 1 of the Yachats Commons. Council members present: W. John Moore, James Kerti, Jim Tooke, and Leslie Vaaler. Absent: Max Glenn. Staff present: City Manager Shannon Beaucaire, Clerk Judy Richter, and Clerk Kimmie Jackson. Audience: 5.

II. Review FY17-18 Audit; Q&A with auditors

Mayor Moore called accountants Sarah and Theresa from Hanford and Associates to establish teleconference.

Sarah highlighted:

1. Auditor's Responsibility on page 6 of the Audit Report: auditors found no errors in reporting
2. Supplementary information on page 7: auditors concluded information was reasonable
3. Internal Controls on page 85: Finding 2018-01 noted a significant deficiency in the City's outsourcing its financial statements, which was common. Sarah indicated *significant deficiencies* were of less severe than *material weaknesses*. Finding 2018-02, a significant deficiency, concerned internal controls on utility billing as a result of having so few employees. Sarah asserted the auditors reviewed this area more closely during this review. Hanford recommended establishing utility billing policy and procedure including periodic review and documentation of rates, billings, and adjustments. Sarah noted not every transaction needed to be considered and suggested reviewing a few to ensure due diligence.
4. Federal program compliance on page 90: Sarah explained that the City's loan for drinking water (South Tank Project) required special consideration because it was federally funded through the state. She indicated there were no issues identified.
5. Oregon Minimum Standards on page 100: Theresa reported Oregon requires criteria in the following categories:
    - Maintaining funds and investments in approved public depository.
    - Not exceeding debt limitations
    - Following budget process noting the City improved from last year.
    - Having adequate insurance
    - Reviewing highway revenues, which the City did not receive this year.
    - Reviewing outside funding sources.
    - Ensuring public contracts and purchasing followed state law.
    - Reviewing monies received by elected officials, which the City did not have.

Theresa indicated that overall the report stated that the City did a great job.

Councilor Vaaler had several questions:

1. Depreciation by straight-line method (page 42): Sarah stated this was most common method chosen by the City and was the most common.
2. Actuarial assumptions (page 55): Sarah indicated these rates come directly from the state.

3. Fluctuation City's proportion of pension (page 62): Sarah indicated those fluctuations resulted from the state agency reviews. Mayor Moore recalled the PERS fund had high returns on its investments year this past and the year before it was the opposite. Kerti clarified these variations were not unique to Yachats.

Mayor Moore noted the statement shows cash of $3.2 million but only $168,000 in federally insured deposits. Sarah explained there was $2.5 million in inflow and $1.5 million in outflow, making the $3.2 million number inconsistent throughout the year.

Tom Lauritzen asked about the fund balance reports. Lauritzen understood the report to indicate that accounts receivable for transient rental taxes were all attributed to the general fund. He noted 39% should go to the Visitors Amenities Fund. Sarah indicated she would look into the matter. Lauritzen argued that the new accounting system as of February 2016 was an improvement from the previous system. Sarah noted their procedure focused on different areas of the financial statements in different years. She suggested Lauritzen's concern was not examined in detail in this audit. She asserted that a system control would not show them if an adjustment was reviewed. She explained they would look to see if an adjustment was performed in accordance with procedure.

Sarah thanked Clerk Richter, Manager Beaucaire, and Clerk Jackson for their hard work and for making significant improvements over last year.

III. Discussion Topics

A. Charter Revisions

MM noted the document in packet reflected changes recommended by the last Council. Vaaler reported she looked at charters from Newport, Garibaldi, and the League of Oregon Cities Model Charter. Council agreed that Councilors could send their corrections for typos and non-substantive editorial changes to Helen Anderson.

Mayor Moore cautioned against inserting changes that would make passage of the Charter a problem. He argued that if a voter found one item to be disagreeable, they would likely vote down the ballot measure. He suggested the most important item is to incorporate was the City Manager structure. Mayor Moore recommended making the City Manager change now and including other changes in a ballot measure for the 2020 election.

Councilors Kerti and Vaaler indicated they wanted to discuss their more substantive suggestions and questions.

<u>Section 13 Vote Required</u>: Vaaler noted Newport had a contingency clause for emergencies. Council agreed to include the following language from Newport:

> In the event of a major emergency such as a natural disaster that limits the ability of Council members to meet, the Council may act by a majority of those who are able to participate in a meeting in person or by electronic or other means. Any such emergency action shall be reviewed at the first opportunity to have a quorum consider the action.

<u>Section 16d, 19c, 22c</u>: Vaaler suggested the wording implies that the recording of votes would only be required for affirmed motions. Vaaler indicated she and Anderson could draft language to resolve the issue.

<u>Section 24 Councilors</u>. Vaaler did not want to change Councilor terms to two years. Councilors agreed to keep Councilor terms at four (4) years.

Section 31 Vacancies. Vaaler noted several items in Newport's charter. She stated Newport allows for the Council to make a "discretionary decision" if a Councilor has a" conviction of a public offense punishable by loss of liberty." She also noted Newport allows for removal for coercing the City Manager. Vaaler suggested the policy was clear as to procedure if there was one vacancy but not if there were multiple vacancies. She indicated they could fill multiple vacancies together or sequentially, and the Model Charter stated they could do it either way.

Vaaler also noted if the City lost the entire council, they do not have a method for replacing it. She noted two scenarios where this situation might arise: a recall or some sort of natural disaster. She asked if Council wanted add provision for a special election or to assume this event not going to happen. Mayor Moore asked Vaaler if she could prepare some examples from other cities, and Vaaler noted there were not many examples out there. Tooke noted in event of emergency that wiped out the council, the City would be unable to have a general election. Vaaler stated Manager Beaucaire was of the opinion to "get it right" rather than just make changes for the City Manager situation. Kerti and Tooke agreed to have Vaaler draft some language for this situation.

Kerti suggested there was nothing about the how the process of filling a vacancy would work. Moore recalled a coin flip was used in the past to break a tie. Tooke recalled last council interviewed and voted on candidates. Mayor Moore asked if this issue was addressed in the Model Ordinance.

Vaaler asserted that if there was a vacancy early in a term, the position could be put to public vote at the next general election. She suggested the choice was to have an appointee be Councilor for 3-4 years or for 1-2 years. Mayor Moore noted Yachats has always made Council appointments to complete the term. Kerti and Vaaler agreed to draft language to address these issues.

Vaaler noted if disability prevents councilor from carrying out their duties, Council would appoint pro-tem Councilor. She suggested they use "inability" instead of "disability." She noted there was not uniformity on how to handle this matter. Tooke suggested "inability" seemed too broad. Moore noted if a Council member was unable to attend on a regular basis, they would likely resign. Vaaler indicated they could stipulate a period of time for when this appointment would apply.

Section 27c: Kerti noted some items seem misplaced under the elections section, such as 27c. Kerti suggested vacancies were not inherently part of elections. He added that the verbiage would not preclude for a Councilor from being employed by the City after they were elected. Kerti noted the phrase, "employed by the city was vague" as it could include contracted persons and volunteers. Kerti suggested they add language to include volunteer and contracted positions. Mayor Moore noted contracted persons and volunteers do not have authority over staff. Tooke asserted, "Neither the mayor nor a councilor may be employed by the city" was clear in its application.

Section VIII: Mayor Moore noted what appears as Section VIII in the draft document should be Chapter VII. Anderson noted the entire section of what appears as Section VIII needed to be reformatted and numbered to be consistent with the document.

Kerti argued there was overlap between b and d under the City Manager section.

Kerti asked if they should include language for reviewing the City Manager. Mayor Moore recalled reviews as a topic at the League of Oregon Cities meeting and asked Councilors to attend the League of Oregon Cities meeting in Bend in September 2019. Vaaler speculated they might be putting too much in the charter under City Manager. Vaaler questioned whether they were limiting themselves in whom they could appoint.

Section VIII, item b: Regarding item b, Vaaler took exception to the clause starting with, “solely on the basis of…” Mayor Moore suggested they could remove “solely” from that clause. Tooke recalled the City uses a professional service for candidate searches and Council needed to be able to provide specific criteria to the recruiting service. Council agreed to the following for the second sentence of item b: “The appointment must be made without regard to political considerations. It must be made solely on the Council’s judgment of ability to efficiently perform the job of City Manager.”

Section VIII, item i: Kerti suggested moving section i to Chapter 3 as it was about what was acceptable Council behavior. Council agreed to this move.

Mayor Moore noted the current version of Admin Policy 6 in their packets was not the current version of that Policy. He indicated they would be sent the current version.

Vaaler asked how specific they should be on specific duties of the Manager. Mayor Moore recalled that the City Attorney has often asked about what was in the Charter when deciding on matters of City Manager duties and authority. Mayor Moore indicated he did not think the additions would negatively impact the voters.

Councilors clarified that the City Manager need not reside within the city limits. Vaaler noted mileage requirements could be added. Mayor Moore highlighted the limitations on long-term rentals and affordable properties within the city limits. Kerti did not see a need to add a mileage requirement

Section VIII, item h: Vaaler suggested “unable” might be a better term than “disable” in item h. Council agreed to this change.

Section VIII, Attorney and Municipal Judge: Kerti noted while the City attorney was ok with adding the Municipal Judge section, it could create issues for the voters. Anderson noted a Municipal Judge was absolutely needed in the City as violations of City Code were misdemeanors and citizens should have a right to appeal.

Chapter IX Public Improvements: Vaaler noted Chapter IX Public Improvements did not make clear what “public improvements’ were. Mayor Moore indicated he would clarify the matter with the City Manager.

Tooke clarified “remonstrance” was an expression of grievance.

B. Single Use Plastic Bag Ordinance

Mayor Moore reported the documents in the packet reflect what was recommend by the previous Council.

Kerti suggested there should be an exception for pet waste. Council discussed the exceptions and agreed to delete “sold in packages containing multiple bags” from the exception statement.

Kerti argued they should not ban plastic straws because of the hardship created for persons with disabilities. He was in favor of deleting straws from the ordinance. Mayor Moore noted California does not ban straws; California prohibits giving out straws unless a customer requests one. Mayor Moore noted a Newport restaurant manager reported a 75% reduction in straws when they were made available only by request. Kerti agreed to this approach as long as conditions were not added. Moore suggested adding a clause to the sentence starting with, "No retail establishment shall provide…" in Section 2 on page 3 to state, "however, plastic straws may be provided upon customer request. Kerti worried that service providers would need extensive education. Council discussed instances where straws were given out.

Tooke pointed out that this language would impact what was stated section 4. Tooke suggested Council needed to do more work on the ordinance. Mayor Moore indicated Council could readdress the ordinance at the February 2019 work session.

Anderson suggested Councilors electronically distribute information with their suggested wording prior to meetings. Mayor Moore indicated he could collect input from each Councilor, compile that information, and then distribute to Council before the meeting.

Mayor Moore indicated he would ask other mayor's what they do at the next Lincoln County Mayor's meeting.

C. Finance Committee Recommendation to Increase of Transient Lodging Tax

Moore reported Finance Committee suggested three areas for using the additional revenue from the Transient Occupancy Tax:

1. LLC Repair as it was Museum
2. 804 Trail south end
3. Library

Vaaler questioned the rational of specifying areas just to make people happy. Mayor Moore clarified the matter was for justification and discussions, not for restricting how the money was spent. Tooke noted this extra money would go to the Visitors Amenities Fund, which had limited applicability. Mayor Moore estimated an additional $115,000 would be generated from the tax increase, $78,000 of which would go to Visitors Amenities and the balance to the Operating Fund.

Mayor Moore adjourned the meeting at 4:02 pm.

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W. JOHN MOORE, Mayor

ATTEST:

___________________________________ ______________
Shannon Beaucaire, City Manager Date

CITY OF YACHATS

CITY COUNCIL
January 16, 2019

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the January 16, 2019 work session and regular meeting of the City Council to order at 6:00 pm in Room 1 of the Yachats Commons. Council members present: W. John Moore, James Kerti, Jim Tooke, and Leslie Vaaler. Absent: Max Glenn. Staff present: City Manager Shannon Beaucaire, Clerk Judy Richter, and Clerk Kimmie Jackson. Audience: 16.

II. Announcements, Correspondence, and Proclamations - none

Mayor Moore indicated Councilors received an invitation from Congressman Schrader to a community leaders meeting on January 22, 2019 and indicated he would be attending.

III. Citizen's Concerns

Paul Thompson (Driftwood Lane) reported he read that Dave Mattison had been hired to do Code Enforcement for one day each week and believed that to be a shortsighted idea. He did not believe one day was enough to do the necessary code enforcing. Thompson stated that the City was not doing enough to serve the permanent residents.

Mayor Moore clarified that this position was temporary, and the City planned to hire a full-time Code Enforcer/Planner in the near future.

IV. Consent Agenda

A. December 5, 2018 and December 12, 2018 Minutes

Councilor Vaaler moved to approve the consent agenda: Aye – 4; No – 0.

V. Reports

A. Financial Report

Clerk Judy Richter explained her report was in the meeting packet. Mayor Moore asked Councilors if the format was acceptable. Council accepted the format. Vaaler did not think they needed to see the labor breakdown every month. Council accepted the content.

B. URD Annual Report

Clerk Richter explained law required Council to receive this Urban Renewal District report annually. She noted the City was required to post this report in the newspaper of record (Newport News Times). Mayor Moore noted the account opened the FY2018-19 with ~$207,000 and was expected to end the fiscal year with ~$249,000.

C. System Development Charges Annual Report

Clerk Richter summarized the report. Mayor Moore noted they began FY2017-18 with ~$149,000 and ended with ~$233,000 in reserves.

D. Volunteer workers' compensation

Clerk Richter handed out a spreadsheet of the Workers' Compensation expenses. She noted Workers' Compensation was based on estimated payroll and totaled $40,461.60. She noted $2,306.92 of the total was to cover volunteers, including Trails, the Council, the Commissions, the Committees, the Log Church Museum, and the Library volunteers. She highlighted the importance of volunteer labor for the City as both a resource and cost savings.

E. Guests: Wayne Belmont, Lincoln County Housing Project MOU

Wayne Belmont, Lincoln County Counsel, explained the agreement between the County and the Oregon Department of Land Conservation and Development (DLCD) that was in the meeting packet. He reported this document covered the county's efforts to address housing needs. Belmont explained the grant only applied to areas within the cities and urban growth boundaries. Belmont explained the State hires consultants to do the work and the County does not receive funds directly. The County's role was to facilitate the process.

Belmont indicated the analysis would look at information and data around housing inventory, municipal codes, best practices, infrastructure needs, and costs and fees. Out of this analysis, the consultants would develop strategies. Belmont stated they would need help getting data from the City. He stated they want a cross section of people to serve on the policy committee. Belmont hoped the work would result in best practices recommendation.

Belmont reported Lincoln County, Lincoln City, Toledo, and Newport all applied for block grants in the 1990s to do low income housing development. This money funded hosing improvements such as septic systems and insulation upgrades. He indicated this work was funded through loans, which were repaid when the house changed owners. He noted the administrative costs of making the loans made it difficult to relend these funds.

Councilor Kerti asked about the frequency of meetings for the various groups. Belmont indicated that would soon be determined. Mayor Moore noted Councilor Glenn had previously worked on housing issues and might want to continue his involvement. Manager Beaucaire suggested they appoint Planner Dave Mattison to be part of the technical data component.

Craig Berdie suggested this project focused on physical housing and not on other issues that arise around low-income housing. He asked if they could consider things like mental health, job training, and other needs of low-income populations. Belmont noted there would be opportunities for the public to give input.

Jacqueline Danos asked if public transportation and sustainability practices would be incorporated into the projects. Belmont explained how the County was looking at these issues, noting the county was continually looking at public transportation issues. Belmont stated while the County was looking at the larger picture of issues falling under housing, this project would not cover everything.

F. Council Reports

Councilor Tooke reported he met with View the Future on January 16, 2019.

Mayor Moore reported he attended the Oregon Coastal Zone Management Association meeting in Lincoln City on November 30, 2018. He noted representatives from Congressman Kurt Schrader's and Senator Jeff Merkley's offices were present. He also met with Lincoln County mayors on December 27, 2018. He noted these mayors meetings would occur every few months.

G. City Manager Reports

Manager Beaucaire reported:

1. Ocean View Drive transfer: The City Attorney was drafting language for property easements, the City and County met with the archeologist to determine test areas, the archeologist has received drawings, testing was expected to begin in early February 2019, and new guardrails should be installed by March 2019. She reviewed progress around the 804 South Trail upgrades and boardwalk. She met with Westech Engineering to discuss road conditions prior to paving. Beaucaire reported the goal was to complete the transfer by June 30, 2019.

Vaaler asked Manager Beaucaire about when the public would have a chance to provide input. Manager Beaucaire indicated she would be bringing the proposal back to Council and the public could give first input at that time. Kerti clarified that sketch drawings of the proposed boardwalk were in the document library.

2. Website Redesign: The City's goal is to have the redesign online by June 30, 2019. Manager Beaucaire participated in a kick-off meeting with Civic Plus to discuss process, timelines, and responsibilities. She noted the main website and the CivicRec module for facilities management would involve separate teams, and she would be point person for both teams.

3. Library Expansion/Remodel: The Library Commission and the librarians approved a new rendering for the design. The RFP is being prepared

4. Little Log Church and Museum: The City received the engineering analysis on the building and is ready to start working on the RFP. Manager Beaucaire asked the architect to provide a suitable drawing to use in the RFP. Vaaler asked if they had decided to rebuild or remodel. Manager Beaucaire indicated the RFP would solicit bids for all options.

5. New City Planner: The City contracted with Dave Mattison to serve as temporary City Planner and Code Enforcer. He will be in the office on Tuesdays.

6. Entrance Signs: Fabrication of the signs is in process.

7. City Hall Move: Manager Beaucaire had an initial design input conference with the architect. She estimated they might receive drawings in about three weeks.

8. King Tide Filming: A licensed drone operator will be filming the oceans to track the King Tides. The work will adhere to all FAA regulations and not involve flyovers of homes.

9. Multipurpose Room Flooring: Manager Beaucaire reported that when workers began work to install the new floors, they discovered the underlying tiles were not secure. Given the age of the tiles, they needed to be tested for asbestos. One group moved their event to another venue. The exposed area has been covered with plywood and an area rug to keep the area safe for use. Depending on test results, installation should resume in early March 2019.

Kerti asked how Commons events would be affected during construction. Manager Beaucaire reported that Facilities Manager Hoen working with groups to move their events to other rooms, where feasible. Tooke clarified that additional labor would be required to remove the old floor and the contractor had not yet estimated a cost for that additional work.

<u>10. Public Works:</u> There was a significant water leak on Hill Court. She has asked Public Works for a detailed report on the issue. She referred Council to her report in the meeting packet on the sewer line damaged during highway construction.

<u>11. Visitors Center Report:</u> Vaaler asked to review more closely the Visitor Center operations before the current contract with the Chamber of Commerce to operate the facility ends in June 2020.

Jack Benz (Aqua Vista Loop) asked if items at the Little Log Church could be retrieved in the event that the building would need to be torn down.

VI. Unfinished Business

A. Approving revisions to Charter

Vaaler explained that her edits document included input from Kerti. This report was available in the meeting packet. Major discussions concerned:

<u>1. Qualifications versus Elections:</u> Should Section 27 be moved from Elections to Council Qualifications? Council agreed to move Item c, "Neither the mayor nor a councilor may be employed by the city" to Council Qualifications.

<u>2. Employment:</u> Should there be clarifying language for "employed by the city"? Kerti suggested using, "However, with Council approval, an elective officer may serve in a contract or volunteer position." Mayor Moore noted the Council was all volunteer. Kerti indicated there could be a circumstance where a Councilor had a very specific skill that could be useful to the City. Kerti had concern that the Charter does not currently state whether a contracted position was allowed or not allowed. Tooke clarified with Manager Beaucaire that allowing a Councilor to work for the City would be an issue for the union agreement and that Oregon ethics laws covers conflicts of interest and contracts. Council agreed to change the language of the statement on employment to, "An elected officer shall not serve as an employee or independent contractor of the city."

<u>3. Coercion:</u> Should language be added to prohibit Councilors from trying to coerce the City Manager? Council agreed to address this issue in the Council Rules and not the Charter.

<u>4. Elections Oath:</u> Should the Charter have the same language as the Oath of Office? Council agreed to add, "and the rules, regulations, and ordinances of the City of Yachats" after "Oregon."

<u>5. Vote Ties:</u> Should the Charter specify how ties were broken? Council discussed options of having a runoff election, drawing lots, or allowing the candidates to choose how the tie was broken. Manager Beaucaire noted that having the Council involved in breaking a tie could put the Council in a position of making a political decision. The audience favored using a runoff election by 7 to 6. Council agreed to return to this issue later in the meeting.

<u>6. Vacancies:</u> Should there be more specific language as to how vacancies are filled by the Council? Vaaler noted the Charter was not clear on how multiple vacancies were filled. Kerti noted that there had been several Council appointments but there was no identified procedure for making those appointments. Council agreed to use the language provided by Vaaler.

7. Vacancies Terms: Should an appointee complete the full term if the vacancy occurred early in the term? Vaaler suggested that Council put the position up for election by the public at the next general election when a vacancy occurs prior to the next general election. This election would only be for two years to the completion of the vacated four-year term. Council agreed to this change.

8. City Manager: Mayor Moore clarified that Vaaler was not asking to remove "mayor" from the statement, "The city manager is responsible to the mayor and council…"

9. City Manager Authority over Auditor: Vaaler noted the League of Oregon Cities model charter had language to stipulate that the City Manager should not have authority over the auditor. Council agreed to not include this language.

10. Public Improvements: Mayor Moore reported that City Attorney indicated the Public Improvements section was a remnant from old versions and the contents were addressed in other sections of the Charter and the Yachats Municipal Code. The Attorney suggested they could leave the chapter in the document to indicate the foundation for the Code. Council agreed to leave this Chapter as is.

11. Public Improvements: Kerti and Vaaler noted other jurisdictions included language for condemnation. Mayor Moore noted the existing language stipulated that Council could create an ordinance for abandoning the public improvement. Council agreed to not include this at this time.

12. City Manager Filling Position: Vaaler suggested adding the clause, "unless the Council declares by resolution their intention to do otherwise" to the end of the second sentence under Item d. Manager Beaucaire noted many Cities appoint interim City Managers until they find a suitable candidate. Council agreed to this addition.

13. City Manager Duties: Vaaler suggested Item e enumerating the duties of the City Manager could be removed and stipulated in the manager's contract. She suggested the City would have more flexibility when the City did not have a manager in place to hire a person with special skills or if the City could not find a suitable candidate. Manager Beaucaire explained the City Attorney strongly recommended putting these specifications in the Charter, as candidates will look at city charters to ensure that the City plans to use them as they expect, noting that the specified items were standard for the position. She noted if a candidate did not see this enumeration in the Charter, they might not be interested in the position. Council agreed to keep this section as is.

B. Ordinance 358: Adoption of Comprehensive Plan

Mayor Moore summarized the steps in reviewing the Planning Commission's update of the Comprehensive Plan. Tooke asked if there were regulations on trees as suggested in Goal A, Policy 11 on tree protections. Vaaler noted that tree protections were included in the Council Goals. Tooke asked whether the Yachats River was protected. Planning Commission Chair Helen Anderson reported the Planning Commission updated Code relating to the Yachats River and other creeks two or three years ago. Tooke clarified that water conservation/security was part of Protection of Natural Resources (Goal A, Policy 1) rather than under Conservation of Energy.

Vaaler indicated she reported typos to Anderson and clarified the revision work did not add to the City's liability.

Tooke moved to approve Ordinance 358 accepting the Comprehensive Plan update: Aye – 4; No – 0.

C. Resolution 2019-54: Adoption of Commons Manual & Fee Schedule Updates

Mayor Moore explained the previous Council had reviewed several iterations of the Commons Manual and be the Parks and Commons Commission has approved the final version that was in the meeting packet. Vaaler noted an error in table of contents of indicated “Error. Bookmark not defined” for “Cleaning/Damage Deposit.” Vaaler clarified that if City Hall were to move to another building, there would be another update to the Manual.

Vaaler moved to approve Resolution 2019-54 Commons Policy Manual and Fee Schedule update as presented: Aye – 4; No – 0.

D. Ordinance 355: Finance Committee Composition (Chapter 3.10)

Mayor Moore asked Council to review the discussion on whether the City Manager has a vote on the Finance Committee. Mayor Moore asked that the City Manager have a vote as the Manager has been Chair since the City went to the Manager form of government and the Manager knows the materials in depth. Mayor Moore noted there have been meetings with only three members and they need the vote for quorum. Vaaler asked what decisions would be impacted. Mayor Moore explained the Finance Committee makes decisions about which projects to fund, which are eventually approved by Council. Kerti suggested having the City Manager be a full voting member made sense. Council agreed to delete the clause in section 3.10.010 stating, “however will be an ex officio (non-voting) member of the committee.

Vaaler asked if the Council would approve the Commission representative appointments. Mayor Moore interpreted that language indicates the Commission representative was solely up to the Commission. Manager Beaucaire reported the Commissions have been making their appointments assuming that was their prerogative. Tooke stated the paragraphs on representatives was not clear, noting “Citizen membership is strongly encouraged” appears out of order.

Mayor Moore indicated the Council could examine this language more closely at the February 2019 work session.

Return to **VI. Unfinished Business / A. Approving revisions to Charter**

Clerk Jackson reported she could not find information from the County on this issue. Mayor Moore suggested adding language to state, “In the event of a tie, the council would determine the method of breaking the tie.” Council agreed to this wording.

Tooke moved to approve the City Charter as amended above, to send the Charter to the City Attorney for review, and contingent upon the City Attorney’s review, to place the charter on the May 2019 ballot for public approval: Aye – 4; No – 0.

VII. New Business

A. Resolution 2019-50: FY18 Audit Plan of Action

Kerti moved to approve Resolution 2019-50 adopting a plan of action and response to the audit findings: Aye – 4; No – 0.

B. Appointment of Council representative to Finance Committee

Tooke nominated Mayor Moore as the Council Representative and moved to confirm the appointment: Aye – 4; No – 0.

C. Resolution 2019-51: Volunteer Workers' Compensation

Tooke moved to adopt Resolution 2019-51 extending workers' compensation to volunteers of the City of Yachats: Aye – 4; No – 0.

VIII. Other Business

A. From Mayor

Mayor Moore noted the Charter stated that Commission members were appointed by the Mayor and approved by the Council. He asserted that they were not technically following that procedure. He indicated he could provide a memo to Council recommending the member for Councilor approval. Vaaler explained that method would allow the possibility of the Mayor not bringing forth a Commission recommendation to the Council. Anderson explained Council was following the Charter statement as the Mayor signs the resolution that Council has approved, suggesting it is the Mayor's signature that appoints the candidate.

B. From Council

Kerti asked Mayor Moore if there were things Councilors could do to assist him with his external meetings. Mayor Moore suggested Councilors could inform him of questions they want addressed at these meetings.

C. From Staff - none

Mayor Moore adjourned the meeting at 8:50 pm.

____

W. JOHN MOORE, Mayor

ATTEST:

______________________________ ______________

Shannon Beaucaire, City Manager Date

CITY OF YACHATS
RESOLUTION NO. 2019-61
A RESOLUTION APPOINTNG A COUNCIL MEMBER TO THE LINCOLN COUNTY HOUSING PROJECT

The City of Yachats Resolves as follows:

WHEREAS, The City Council discussed the appointment of Dave Mattison, Planner to serve on the Lincoln County Housing Planning Project Technical Committee and act as the City's Representative, and

WHEREAS, The City Council discussed the appointment of Max Glenn, Council President to serve on the Lincoln County Housing Planning Project Policy Committee and act as the Council's Representative, and

WHEREAS, The City Council discussed the recommendation at the February 6, 2019 meeting;

NOW THEREFORE, the City of Yachats resolves that Max Glenn & Dave Mattison are appointed to the Lincoln County Housing Planning Project Committee.

This Resolution is memorializing an action taken by City Council at the February 6, 2019 meeting and was effective as of that date.

____
W. JOHN MOORE, Mayor

Attest by:

____
SHANNON BEAUCAIRE, City Manager

CITY OF YACHATS
RESOLUTION NO. 2019-62
A RESOLUTION APPOINTNG A COUNCIL MEMBER TO THE OREGON CASCADES WEST COMMISSION ON TRANSPORTATION

The City of Yachats Resolves as follows:

WHEREAS, The City Council discussed the appointment of Jim Tooke, Councilor to serve on the Cascades West Area Commission on Transportation and act as the Council's primary representative, and

WHEREAS, The City Council discussed the appointment of W. John Moore, Mayor to serve on the Cascades West Area Commission on Transportation and act as the Council's secondary representative, and

WHEREAS, The City Council discussed the recommendation at the February 6, 2019 meeting;

NOW THEREFORE, the City of Yachats resolves that Jim Tooke & W. John Moore are appointed to the Cascades West Area Commission on Transportation

This Resolution is memorializing an action taken by City Council at the February 6, 2019 meeting and was effective as of that date.

____
W. JOHN MOORE, Mayor

Attest by:

____
SHANNON BEAUCAIRE, City Manager

City Council Action Item Cover Sheet

DATE: February 20, 2019

Agenda Item:

Drinking Water Source Protection Grant Opportunity

Question Before Council:

Does the Council wish to pursue this grant opportunity?

Person/Group Initiating Request:

Water Lead & City Manager

Item Summary/Background:

OR Health Authority is currently offering drinking water source protection grants for up to $30,000. Council goals 10 & 15 address protecting natural resources & water security. The Yachats Water Lead believes that this grant could fund a water source protection plan for the City of Yachats. This plan could assess the City's water needs and thereby assist in determining how best to protect the City's natural resources and water security.

After discussion, the City Manager recommends consideration of the following motion:
I move that the City pursue the Drinking Water Source Protection Grant opportunity to develop a water source protection plan for the City of Yachats.

What is source water?

Surface water (streams, rivers, and lakes) or ground water (aquifer) *aquifer* A natural underground layer, often of sand or gravel, that contains water. s) can serve as sources of drinking water, referred to as **source water**. Source water provides water for public drinking water supplies and private water wells. Public utilities treat most water used for public drinking water supplies. Protecting source water from contamination can reduce treatment costs. Protecting source water also reduces risks to public health from exposures to contaminated water.

Source water assessments

Source water assessments provide water utilities, community governments, and others with information needed to protect drinking water sources. The 1996 amendments to the Safe Drinking Water Act (SDWA) outline six steps for conducting source water assessments for public water systems (PWSs).

Step 1 - Delineate the source water protection area (SWPA).

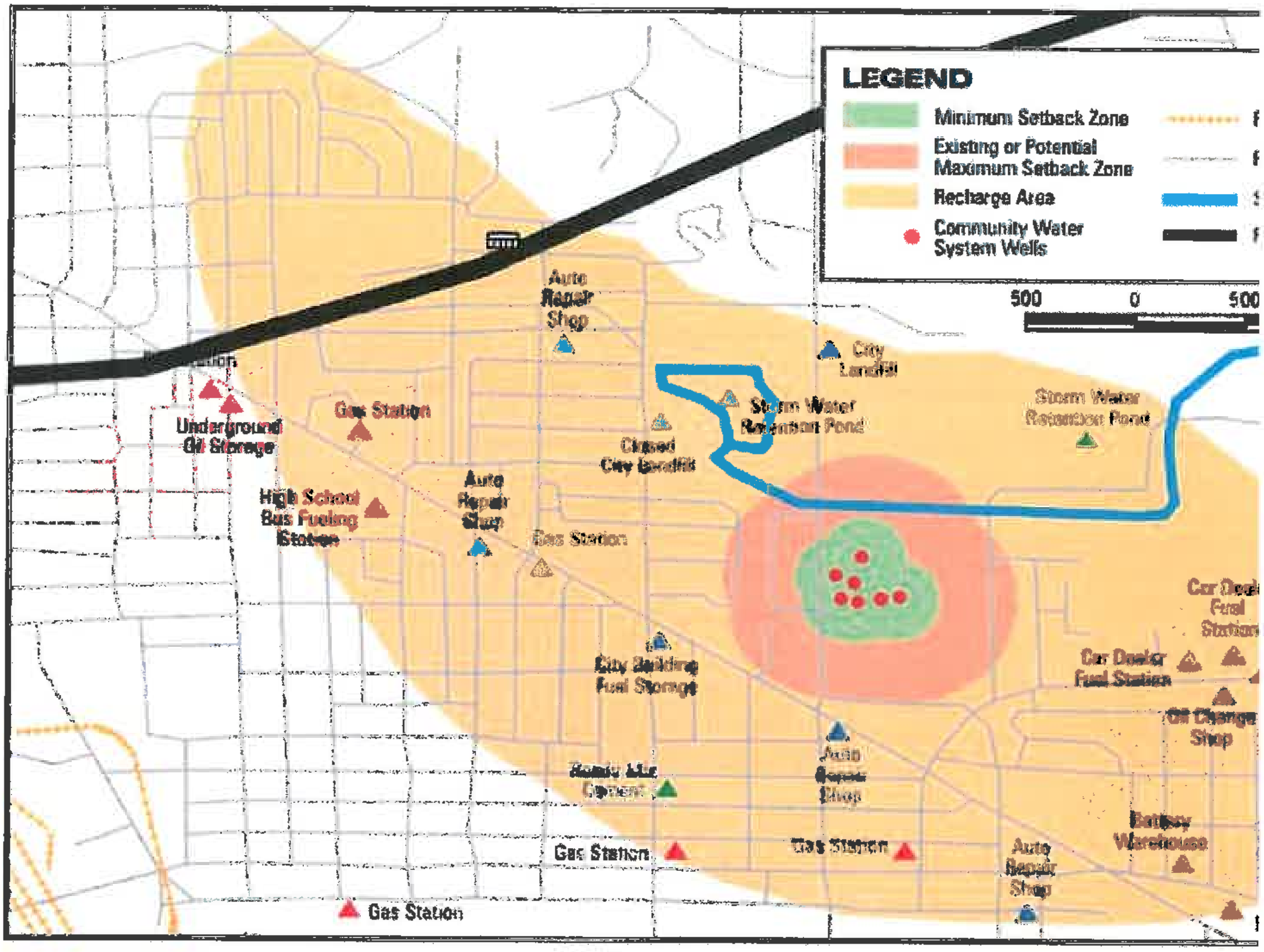
Delineation shows the area to be protected based on the area from which the PWS draws its drinking water supplies.

Step 2 – Inventory known and potential sources of contamination.

The contaminant source inventory lists all documented and potential contaminant sources or activities of concern that may be potential threats to drinking water supplies.

Step 3 – Determine the susceptibility of the PWS to contaminant sources or activities within the SWPA.

Determining susceptibility of the PWS to inventoried threats relates the nature and severity of the threat to the likelihood of source water contamination.



Source water assessments rate the susceptibility of public drinking water supplies to inventoried contamination threats.

Step 4 – Notify the public about threats identified in the contaminant source inventory and what they mean to the PWS.

Effective programs ensure that the public has information necessary to act to prevent contamination.

Step 5 – Implement management measures to prevent, reduce, or eliminate risks to your drinking water supply.

The assessment information can support formulation and implementation of measures to protect the source water. These measures can be tailored to address each threat or array of risks specific to each PWS.

Step 6 – Develop contingency planning strategies that address water supply contamination or service interruption emergencies.

Water supply replacement strategies are an indispensable part of any drinking water protection program in the event of short- or long-term water drinking water supply disruption.

Oregon Health Authority
Drinking Water Services
800 N.E. Oregon Street, Suite 640
Portland, Oregon 97232-2162

FFY-2019 Funding

Drinking Water Source Protection

Letter of Interest (LOI)

Request for Project Proposals

For consideration by the
State of Oregon
Drinking Water Protection Fund
ORS 285A.075 & 285A.213 (4)

Funding is made available under the Federal Safe Drinking Water Act section 1452(k) via a Local Assistance Set-Aside from the Oregon Safe Drinking Water Revolving Loan Fund Program. The Set-Aside provides grant and loan funding for eligible source water protection project activities.

This 2019 Funding Letter of Interest (LOI) packet will be used to gather project proposal requests. Each LOI received by the close date will be reviewed, rated, and ranked. Funding for eligible projects begins in 2019 based upon overall project ranking, readiness to proceed, and set aside funding. Awards must be spent two years from the date contracted. Unspent balances may be subject to forfeiture after the contracted deadline.

This request for
Letters of Interest
Opens on – Tuesday January 22nd, 2019
<u>CLOSES</u> on – Friday March 15th, 2019

The Oregon Health Authority (OHA) is requesting Letters of Interest (LOI) from drinking water systems for Drinking Water Source Protection projects for potential funding. Drinking water systems that submit an LOI meeting the project eligibility guidelines may be offered financial assistance to implement various drinking water source protection projects or activities.

> *Source water is the water from the rivers, streams, lakes, springs and underground sources that drinking water systems use to supply communities with safe drinking water. Drinking water source protection involves taking positive steps to manage potential sources of contamination and prevent pollutants from entering, reaching or contaminating sources of public drinking water.*

For details on eligibility and eligible projects, please see "DWSP - General Information on Funding" at:

http://public.health.oregon.gov/HealthyEnvironments/DrinkingWater/SRF/Pages/spf.aspx

Next Step - after a Letter of Interest is submitted
Each Drinking Water Source Protection project proposal that's submitted on a Letter of Interest form is reviewed and evaluated. Letters of Interest received from groundwater systems are reviewed and evaluated by OHA Drinking Water Services staff. Letters of Interest received from surface water systems are reviewed and evaluated by the Drinking Water Protection staff at the Department of Environmental Quality (DEQ), Water Quality Division.

Drinking Water Source Protection project submittals will be evaluated based upon five criteria:

- area and level of sensitivity of the drinking water source,
- presence of high-risk sources of contamination within the drinking water source area,
- contaminant detections at the source,
- prior and current risk reduction activities, and
- proposed project risk reduction potential

Each scored project is then placed on a numerically ranked Drinking Water Source Protection Project Priority List. OHA Drinking Water Services will notify the project contacts of their selection. Those projects that are ready to proceed to the financing phase may begin the funding process with the assistance of staff at Business Oregon. Information on funded project requirements including Business Oregon contact information is available in Appendix C of the Drinking Water Handbook.

MORE INFORMATION

1) **Tom Pattee** in the Springfield office of the OHA, Drinking Water Services, ph. 541-726-2587 ext 24 or by e-mail: tom.pattee@state.or.us
2) **Adam DeSemple** in the Portland office of the OHA, Drinking Water Services, ph. 971-673-0422; or by e-mail: adam.desemple@state.or.us.

LETTER OF INTEREST

DRINKING WATER SOURCE PROTECTION FUND – FUNDING 2019 (SWP-19-_____)

- Please submit 1 copy of the *Letter of Interest*. This may be in an electronic or hardcopy format.
- You may attach additional sheets to your *Letter of Interest* to describe your project in response to Section 2.
- Information on how to complete the LOI is available via the "DWSP - *General Information on Funding*" link at http://public.health.oregon.gov/HealthyEnvironments/DrinkingWater/SRF/Pages/spf.aspx
- Information on funded project requirements including Business Oregon contact information is available in Appendix C of the Drinking Water Handbook.

SECTION 1: WATER SYSTEM INFORMATION

Water System Name | PWS ID Number

Street Address | Mailing Address

Contact Name
(Person we should contact with project questions) | Title

Phone Number | Fax Number | Email Address

Federal Tax ID Number | DUNS Number

Date SAM (System for Award Management) Registration Expires

* For more information about DUNS and SAM see of section of the 5.6 of the Drinking Water Handbook.

Representation (Information may be found at https://www.oregonlegislature.gov/)

Senate District Number | Senator's Name

House District Number | Representative's Name

Background Information

Public Water System Service Population: _____

Project Area Population (if project is regional or extends outside Drinking Water Source Area): _____

County where project is to occur: _____

Primary Source Water Type that will be protected by project:

- ☐ **Groundwater** (includes wells and springs)
- ☐ **Surface water** (rivers, streams, and groundwater under the direct influence of surface water)

Section 2: Project Information

A. Project Title: (e.g., Garnet City Ag Pesticide Round-Up)

B. Project Type: Please refer to the "General Information on Funding and Rating Projects" document for more information on each of the types of projects that are eligible in this loan and/or grant funding. Please mark all that apply:

☐**Enhanced delineation**	☐**Enhanced assessment**
☐**Water quality evaluation**	☐**Source protection planning**
☐**Implementation**	☐**Security**

Are you requesting funds for an Emergency Project? Yes ☐ No ☐

Are you requesting loan funds for Property Acquisition? Yes ☐ No ☐

C. Project Cost

Total amount of Drinking Water Source Protection Funds Requested:	$_____
Total amount of funds contributed by the Water System:	$_____
Total amount of other funds:	$_____
Total Project Cost:	$_____

Identify source of other funds: ______

D. Describe the Opportunity/Problem: Clearly describe what risk or contaminant is being addressed and what is known about the extent of the opportunity/problem facing the water system (e.g., opportunity = risk reduction benefits, linkage with other projects; problems = well/surface water intake shutdowns, testing, potential contaminant sources, etc.). To provide the level of data necessary for an accurate evaluation, please refer to the "General Information on Funding and Rating Projects" document for the criteria used in the rating.

E. Project Description, Justification and Goals/Outcomes: Describe the specific source water protection activities and methods to be taken in the proposed project. If this project is part of a larger phased project, describe the overall project, but clearly identify the discrete activities of this phase for which funding is sought. Include details on the project goals and anticipated outcomes; e.g., how will the proposed work address the problem(s) identified above in Section C. Discuss the effectiveness of each major source water protection strategy to address the identified opportunity/problem.

F. Partnerships:

Is the project described above part of a larger project? Yes ☐ No ☐

If yes, will you be seeking additional funding for other project elements? Yes ☐ No ☐

If yes, would you like assistance identifying other funding sources? Yes ☐ No ☐

Use the table below to list all other significant organizational project partners and their roles and contributions for the discrete activity of this phase for which funding is sought. If additional rows are needed include as an attachment.

Partner (e.g., name of organization or individual)	**Role** (i.e., landowner, funder, completing specific activity/task)	**Contribution Description** (i.e., land access, cash, technical assistance)

G. Multiple Water Systems: Regional projects involve multiple communities and/or water systems attempting to address a common source water issue or issues. If this is a regional project with additional water systems that will be actively involved, please list them in the table below, include contact information and grant/loan amount that each will be applying for.

Water System	Contact Name	Phone Number	Grant Amount	Loan Amount
			$	$
			$	$
			$	$

H. Project Location and Scope: Describe any other relevant information that will identify the location and scope of the proposed project (i.e., is it within 1000 ft of a surface water source or the 2-year time-of-travel zone/zone 1 for a groundwater source, otherwise identified sensitive areas, high risk sources, acreage, landowner consent, etc. Provide map with project location if needed).

I. Previously Implemented Protection Strategies: Briefly describe any risk-reduction plans or strategies previously developed and/or implemented to protect the drinking water source area(s).

J. Project Budget and Work Plan: In the table below, list project task/phase milestones with estimated amount of time to complete and estimated cost. Examples include planning, legal publication, permits, supplies, salaries and benefits, analytical costs, land surveys, equipment, travel, printing, postage, etc. Costs should reflect Bureau of Labor (BOLI) wage rates where appropriate. **Administrative expenses incurred by the loan/grant recipient are ineligible costs. If administrative expenses are included in the project Work Plan/Budget below, they must be paid for with match funds or they can be considered an "in-kind contribution".**

Activity	**Estimated Start Date**	**Estimated Completion Date**	**Estimated Cost (please provide detailed costs in Budget Table below)**		
			DWSP Funds Requested	Water System Funds	Other Funds
Totals					

Estimated Date of First Cash Reimbursement Request: _____

Project cost estimate Date Prepared: _____ Prepared by: _____

K. Procurement of Services:

Are you aware that if awarded DWSP funds, procuring goods or services is the responsibility of the eligible water systems and must be done in accordance with state procurement laws [ORS 279A, ORS 279B and ORS 279C]? Yes ☐ No ☐

Are you aware that bid documents and resulting contracts must include federally required contract clauses and that Business Oregon must review bid documents 10 days before advertising and contracts 10 days before signing? Yes ☐ No ☐

SECTION 3: FINANCING INFORMATION (FOR LOAN REQUESTS ONLY)

If the project is requesting loan funds for purposes including but not limited to property acquisition, complete the following loan information, otherwise skip to Section 4.

A. Source of funds for *Loan* repayment (check all that will apply):

☐ Water-user fees ☐ Voter-approved General Obligation bond ☐ Connection fees

☐ Reserves ☐ Other funds: _____

B. Regarding cash flow, please check the frequency of funds available for debt repayment on requested loan:

☐ Monthly
☐ Quarterly
☐ Annual

C. Total debt supported by the water system rates, fees, taxes or special assessments:

1. Current debt paid by water fees $_____
2. Current debt paid by property taxes $_____

D. Current average monthly residential water bill (based on 7,500 gallons) $_____

E. Current average annual property taxes paid per residence for water system debt $_____

SECTION 4: LETTER OF INTEREST CERTIFICATION

Certification: I certify to the best of my knowledge that all information contained in this Letter of Interest and any attached supplements is valid and accurate and that I am aware of the Drinking Water Source Protection funded project requirements as identified in Appendix C of the Drinking Water Handbook. I further certify that to the best of my knowledge:

1. The Letter of Interest has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

Check one:

☐ Yes, I am the highest elected official. (e.g., Mayor, Chair or President)

☐ No, I am not the highest elected official so I have attached documentation that verifies my authority to sign on behalf of the applicant. (Document such as charter, resolution, ordinance or governing body meeting minutes must be attached.)

______________________	______________________
Signature	Date
______________________	______________________
Printed Name	Printed Title

Return Completed Letter of Interest to:

Oregon Health Authority-Drinking Water Services
Attn: Tom Pattee – 2019 DWSP Letter of Interest
444 A Street
Springfield, Oregon 97477

Email: tom.pattee@state.or.us
Telephone: (541) 726-2587 Ext: 24
Fax: (541) 726-2596

City Manager's Report
February 20, 2019

Dear Mayor Moore and Councilors,

It is my pleasure to update you on some of our current project highlights.

- **South Water Storage Tank:**
  - The City has received the Closeout Letter (attached) from Business Oregon that signifies that the project has been formally closed and the Principal Forgiveness portion of the loan has been forgiven/discharged.
  - ***Summary Business Oregon Terms***
    - Full loan amount $1,730,000 with $700,000 forgiven for a repayment balance of $1,030,000
      - Original 2016 Award total $1,400,000 ($900,000/loan + $500,000/forgivable loan (disadvantaged community status (maximum allowed))
      - Amendment #1 increased award $15,000 (project management 100% forgivable)
      - Amendment #2 increased award $315,000 ($270,000/loan + $45,000/forgivable loan
      - The $700,000 Forgiveness is broken out as follows:
        - $500,000 -- disadvantaged community status (maximum allowed)
        - $170,000 -- all projects receive 10% of award as forgivable loan up to $250,000 (10% of $1,700,000 = $170,000, when calculating the 10% we do not include the $30,000 that is already forgivable loan for project management and labor standards compliance)
        - $15,000 -- project management
        - $15,000 -- labor standards compliance
      - The original 2016 interest rate and term was 2.2% for 20 years
        - Because we completed it within the 36-month window and the system user rate was above $41.86 per 7,500 gallons of water (per the loan agreement) we received the forgiveness and a reduced interest rate of 1% for a 30-year term.

- As noted in the May 9, 2018 City Manager Report, the original Construction price was $1,085,065.00 and the Engineering price was $162,310.00 for a total project price of $1,247,375.00. Several change orders had increased costs 21% for construction and 53% for engineering/project management. The table below summarized the project's finances in May.

    - Regular on-site & off-site meetings with the Engineer & Contractor were implemented improving communication & accountability. Further, the following was negotiated:

- A final cost amendment for engineering/project management. Through that negotiation, the total amendment was reduced 11% ($5,491.00), and an additional $25,041.00 of Engineering/project management services were include in that total amount. These services included items such as engineering of the sewer line and funding agency and project management work.

- A 56% decrease in the Waterline change order that was required due to changed conditions in connecting the line under Highway 101, a $10,860.00 total savings.

- An additional 4% decrease in the addition of the wastewater line, a $7,000.00 savings.

- Notation: May 2018 projected final cost was $1,7800,255 v. actual final costs of $1,730,000 as a result of negotiations for liquidated and special damages as a result of the delay on the Contractors part.

CONSTRUCTION	Date	Amount
Original Construction Contract Price	3/28/2018	$ 1,085,065.00
Change Orders (approved)		
C.O. #1 (Additional Clearing)	9/12/2017	$ 27,144.00
C.O. #2 (Tank Moving, Retaining Wall)	10/31/2017	$ 171,519.00
C.O. #3 (Slope protection)	12/1/2017	$ 13,791.00
C.O. #4 (Contractor Support for Retaining Wall)	3/12/2018	$ 19,838.00
Current Construction Contract Price		$ 1,317,357.00
Upcoming Change Orders		
(Sanitary Sewer) C.O. #6		$162,000.00
(Hwy 101 Crossing) C.O. #5		$8,399.00
Potential Construction Contract Price		$ 1,487,756.00
ENGINEERING		
Original Contract Price	4/27/2015	$ 162,310.00
Amendment #1 (New Tank Site)	9/19/2016	$ 58,224.00
Amendment #2 (Contract and Bid Documents)	3/17/2017	$ 12,007.00
Amendment #3 (Geotech Construction Oversight)	8/3/2017	$ 3,999.00
Drainage Design	1/1/2017	$ 11,950.00
Amendment #4	2/21/2018	$ 44,009.00
Current Engineering Contract Price		$ 292,499.00
TOTAL (current) PROJECT COST		**$ 1,609,856.00**
TOTAL (potential) PROJECT COST		**$ 1,780,255.00**

- **Ocean View Drive:**
  - **Background:** In October 2001, the City of Yachats entered into a settlement agreement. One of the items in the settlement agreement was for the County to transfer Marine and

Ocean View Drive, and the trail to the City for transportation and pedestrian usage and to implement the Village Circulation Plan adopted by the City. This agreement is in the document library.

Work on this project paused around April 2017 due to attention required on other City and County projects. However, at the City Manager's request, monthly meetings to resume progress on this project began in October 2017. If weather conditions permit, it is the goal to complete this long outstanding project by June 30, 2019.

- Summary of January's Monthly Meeting:
  - Property Easements: Easement language has been drafted and approved by the City Attorney. The Planner will be working with the 5 impacted property owners to finalize the easements. The County has offered to cover the costs of recording the easements.

  - Archeologist: The State Archeologist was supposed to deliver a scope of work for the identified areas for the City and County to review by February 15, 2019. This did not occur. Upon acceptance of the scope of work, the archeological study will begin. Delays here will impact the goal date to complete this project.

  - Guardrails: Subsequent to the Archeological Study findings, new guardrails will be installed before the overlay is completed. The original Mid-March timeline is delayed until the archeological study can be completed.

  - Culverts: Yachats PWD identified 9 culverts running under Oceanview Drive. One of the culverts runs underneath Highway 101. The City and County have identified culverts that have the most wear and will work on placing inserts in those culverts to extend the life of the culverts. These inserts can be installed around the end of March.

  - 804 Trail Improvements:
    - The County, City, and Trails Committee discussed, and agreed, to find and compact a better material to provide greater stability on the Trail.
    - The County, City, and Trails Committee discussed improving signage along the trail and including educational, wayfinding, and distance signage. Additional meetings are occurring to discuss these items and develop a signage plan.
    - The County, City, and Trails Committee discussed the Boardwalk that was taken to Council in 2018. The archeological study noted above will review this area.
    - The County, City, and Trails Committee discussed the possibility of having viewing decks at the park at 7th and Oceanview Drive and the property towards the end of Oceanview Drive where the pump house is located. A member of the Trails Committee will draw a rendering of the decks and the City and County will work together utilizing mitigation funds.

  - Property Connection between Marine Drive: The 804 Trail is connected from Aqua Vista to Marine/Oceanview Drive through a property that links the 2 streets. The County has asked the City for input on ideas for the Property. The trail easement would be maintained; however, the question is what ideas would look like for the remainder of the property. Ideas ranged from affordable housing to selling the properties (retaining the trail easement) for development and placing those funds into the mitigation account.

- City Planner, Larry Lewis provided renderings about what could be built on each lot with current code setback requirements. The lot on Marine Drive could do a footprint of approximately 1800 square foot building footprint and the lot on Aqua Vista could hold a 2450 square foot building footprint (document located in the December 12, 2018 City Manager's Report)

- Street Condition/Paving:
  - On December 13, 2018 the City's Engineer of Record (Westech), County, and City Representatives met to discuss the condition of Oceanview/Marine upon transfer. These discussions will continue as we develop more information from the archeological studies and warmer paving conditions develop.

- **Lincoln County Housing Strategy Implementation Plans:**

  - **Background:** The signed MOU is in the document library attached to the December 12, 2018 City Manager Report & January 16, 2019 Council Packet The MOU memorializes a no-cost working relationship between the Oregon Department of Land Conservation and Development and Lincoln County. The goal is to develop a regional housing implementation strategy for Lincoln County. The final report is to be completed on or before June 30, 2019.

    On January 16, 2019 Wayne Belmont spoke to Council to discuss 2 opportunities for Yachats to participate. Planner Dave Mattison has been appointed to the technical advisory committee (TAC), which will identify existing reports, data, codes, fees, and similar housing related materials that will be analyzed to see what gaps exist.

    Councilor Max Glenn has been appointed to the policy advisory committee (PAC) which will review the gap analysis, and the goals and strategies and implementation of the regional plan.

- **Website Redesign:**
  - **Background:** In July 2017 the City issued an RFP for a website re-design. The background leading up to the issuance of the RFP is in the document library labeled *Council IT Memo*. Throughout an extensive process, the City decided to sign a contract with Civic Plus to redesign the City's website and provide a robust integrated reservation system. Civic Plus (www.civicplus.com) specializes in municipal web design and software. The Civic Plus contract is in the document library. The goal is to complete the redesign and reservation system on, or around, June 30, 2019.

  - Implementation will require 2 processes. First for the Reservation system *CivicRec*. The second for the remainder of the website redesign *CivicEngage*. CivicRec has a launch date of May 10, 2019 and CivicEngage has a launch date of June 24, 2019. See attached timelines.

- City team members are working with Civic Plus on all information by the deliverable dates on the timelines.

- There will be an opportunity for the public to be involved while the consultant is here in March.

- **Library Expansion/Remodel:**
  - We are still waiting for the architect to develop plans, reflecting the new rendering approved by the Librarians and Library Commission suitable to go out to RFP. A draft RFP, and funding plan, are being developed for approval by Council.
  - New fans were installed

- **Little Log Church and Museum Repairs:**
  - **Background**: The Little Log Church walls are made from natural logs, setting on a post and beam foundation system. The original log structure was completed in 1930. Modifications to the exterior church walls were made in the mid 1990's, which consisted of replacing selected wall logs with new peeled logs. The attached museum structure has walls made from log siding material. The museum foundation has a concrete stem wall and footing around the perimeter, and interior post and beam floor support. There is a crawl space access on one side of the building, with a narrow opening for access. The full engineer's analysis is in the document library labeled *LLC&M Engineers Analysis*. We had been utilizing Red Hat Construction to narrow down options for the LLC&M, but due to the demands of the Contractor and concerns about the continued deterioration of the LLC&M, we moved forward with the Engineer's Analysis.

  - We are still waiting to hear from the architect to help with developing a suitable drawing to go out to RFP. The Engineer's Analysis has been submitted and we are awaiting input.

- **City Entrance Signs:**
  - Updates to the North and South City entrance signs have been approved in the FY19 City capital improvement plan. The artwork, and $5,375.00 quote (which is less than the budgeted figure), have been approved by the Parks & Commons Commission and City Council. The quote is attached to the December 12, 2018 City Manager report. Implementation is proceeding.

- **City Hall Proposal:**
  - **Background:** At the direction of Council, the City Manager presented a proposal for architectural work to develop a conceptual design for City Hall at the 501 Building. The City Manager eliminated the multiple designs and 2 in-person trips by the architect, reducing the initial proposal by $3400. The proposal includes only 1 in-person trip with multiple teleconferences about special needs and desires for multiple uses within the 501 building. The architect also stated if the City wanted him to come to a Council meeting and/or do a Charette with the public, those would be at additional costs.

- We are waiting for the initial designs from the architect. The last meeting was January 11, 2019.

- **Multi-Purpose Room Flooring:**
  - Monday, January 7, 2019 the Contractor discovered that the tile under the old laminate flooring is not stable enough to glue the new flooring to and must be removed – otherwise our new flooring would fail.

    Due to a State Law that went into effect January 1, 2019, all building materials that are removed from a building - that were installed prior to 2008 - must be tested for asbestos before they can be removed. The laminate flooring - that had been laid on top of the tile and had been separating - was installed in 2012-13 so it doesn't need to be tested.

    The tests revealed that there is no asbestos in the tiles. Installation will resume March 4 - 22, 2019.

- **Coordination with State Parks & Sheriff's Office:**
  - I met with State Parks and the Sheriff's Office on February 19 to determine what we need to do to better coordinate efforts throughout the City. State Parks is going to research MOU's they have with other cities. Dave M. and I received examples of items from Lincoln County that we will look at implementing. These items will come to Council as appropriate.

- **FY20 Budget:**
  - Team members from staff, commissions, and committees are working on draft budget numbers to bring back to the March Finance Committee Meeting. We will look at scheduling a Budget Committee meeting.

- **Farmer's Market:**
  - Heather is working with the Farmer's Market vendors to create a vendor run market. It will have a board comprised of vendors, as well as, regulations for vendors.

- **Energy Audit:**
  - An energy audit is in the process of being conducted on all city buildings.

- **FY19 Financial Accomplishments:**
  - The City was awarded $100,000 ODOT Small City Allotment grant towards the East 2nd Street Improvement Project. A copy of the grant is in the document library attached to the December 12, 2018 City Manager Report.

Public Works Report:

Date: February 1, 2019

City Manager's Report
February 20, 2019

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: January 2019 Public Works Report

Rain fall at Yachats Public Works:

	Inches			
Year	**2019**	**2018**	**2017**	**2016**
January	6.19	13.39	8.99	9.43
Rain year to date:	6.19	13.39	8.99	9.43

Total water production: **4,050,800** gallons Water loss efficiency: **92%**

Total wastewater treated: **5,871,000** gallons

The following is a list of what was done by Public Works staff outside of normal operations:

Streets:
- Filled street cuts on 4th St. and Aqua Vista Drive.

Drainage:
- Dug a temporary drainage ditch on Horizon Hill until property owner can complete it.
- Inspected drainage areas during rain storms.

Water:
- Plant maintenance.
- Cleaned Reedy Creek pipe screen.

Distribution Sys:
- Fire hydrant rebuild completed on Mitchell Lane.
- Completed repair and reinstallation of fire hydrant on Hill Ct.
- Meters read.
- Exchanged Koho 1-inch water meter with smaller meter.
- Installed two new water meters in Koho.
- Working on fire hydrant at the Adobe.

City Manager's Report
February 20, 2019

Sewer:

- WW annual I&I Report and Biosolids Reports submitted to Oregon DEQ.
- Plant maintenance.

Collection Sys:

- Pulled and inspected-cleaned pumps at Parkside pump station.
- Degreased Main pump station.
- Pulled #2 pump at Main pump station for repair.
- Inspected and cleaned pumps #1 & #3 at Main pump station.
- Flushed Blackstone sewer line.
- CCTV'd approx. 1,000 feet of sewer main on Gimlet Ln.
- Located sewer services on Gimlet Ln.
- Manhole inspections. Located manhole partially paved over on Hwy 101 North.

Sewer & Water CIP:

- Contracted surveyor to log elevations for pole building and Public Works.
- Searching for 2,000-gallon tanker truck.

Public Works:

- Disposed of old jetter motor.
- Removed banners and U.S. flags.
- Discontinued several water services at Fisterra.
- Fueled all generators.
- Removed deer carcass from Prospect park.
- Repair work on bucket truck.

Commons & City Hall

- Assisted Commons Facilities Manager with moving tables.
- Placed and removed reader board letters at Commons.

CIP:
Working on the Ocean View Drive Project

business oregon
a state agency

2/6/2019

Honorable John Moore
Mayor of Yachats
c/o Shannon Beaucaire, City Manager
citymanager@yachatsmail.org
PO Box 345
Yachats, OR 97498

RE: Project Closeout for Safe Drinking Water Revolving Loan Fund, City of Yachats – South Water Storage Tank, Project #S16018

Dear Mayor Moore:

Thank you for your recent submission of the Project Completion Report for the above referenced project.

We have determined that the project is complete and the terms and conditions of the contract have been satisfied, including the conditions to receive Principal Forgiveness.

This letter signifies that the project has been formally closed, and *the Principal Forgiveness portion of the Loan has been forgiven/discharged.*

We are pleased to have been a part of your project. Should you have any questions or need further assistance, please do not hesitate to contact your Regional Project Manager, Michelle Bilberry at 503-986-0142 or michelle.bilberry@oregon.gov

Sincerely,

Robert Ault

Robert Ault, Business & Community Development Manager
Business Oregon

cc: Melissa Murphy, Regional Development Officer
File

Title	Start	Due	Tags	Link
Project Timeline Review & Approval	28-Jan-19	1-Feb-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374206935
Website Analytics	11-Jan-19	15-Feb-19	Client, Will send over	https://mavenlink.com/workspaces/23742995#tracker/374206965
Photos for Design	11-Jan-19	15-Feb-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374206975
Logo & Branding Materials	11-Jan-19	15-Feb-19	Client, No Branding	https://mavenlink.com/workspaces/23742995#tracker/374206985
DNS Worksheet	11-Jan-19	15-Feb-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374206995
Design Discovery Form	11-Jan-19	15-Feb-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207045
Design Discovery Meeting	18-Feb-19	1-Mar-19	2/20 at 1pm Pacific, Client, Meeting	https://mavenlink.com/workspaces/23742995#tracker/377022685
Content Process Meeting	25-Feb-19	8-Mar-19	2/26 at 11:00am Pacific, Client, Meeting	https://mavenlink.com/workspaces/23742995#tracker/377024395
Design & Configure Consulting Engagement	19-Mar-19	21-Mar-19	3 days onsite, 3/19, 3/20, 3/21	https://mavenlink.com/workspaces/23742995#tracker/374207035
Project Workbook: Content Preparation & Updates	26-Feb-19	12-Apr-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207065
Mood Board & Layout Review & Approval	4-Mar-19	5-Apr-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207095
Training Engagement Facility & Technology Requirements	20-May-19	31-May-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207235
Project Workbook: Change Tracking	15-Apr-19	31-May-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207245
Website Reveal Meeting	6-May-19	10-May-19	1.5 hr Meeting, 5/7 at 1:00pm Pacific, Client	https://mavenlink.com/workspaces/23742995#tracker/374207345
Website Finalization	8-May-19	31-May-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207365
Design Concept Review & Approval	8-May-19	31-May-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207205
Project Workbook: Finalization Planning Worksheet	8-May-19	31-May-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207375
Training Engagement	3-Jun-19	5-Jun-19	3 days virtual, 6/03, 6/04, 6/05, Client	https://mavenlink.com/workspaces/23742995#tracker/374207405
Website Launch Preparation	6-Jun-19	28-Jun-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207425
Project Workbook: Pre-Launch Checklist	6-Jun-19	28-Jun-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207445
Website Launch Confirmation Meeting	17-Jun-19	28-Jun-19	6/20 at 11:00am Pacific, Client, Meeting	https://mavenlink.com/workspaces/23742995#tracker/374207435
Website Approval	24-Jun-19	28-Jun-19	Client	https://mavenlink.com/workspaces/23742995#tracker/374207465
Website Launch	24-Jun-19	28-Jun-19	6/24 at 8:30am Pacific, Client	https://mavenlink.com/workspaces/23742995#tracker/374207475

Meetings highlighted in Orange

Consulting and Training highlighted in Yellow

CIVIC REC TIMELINE

INITiATE			
	Kickoff Call	1-Feb ✓	
	Confrim Timeline	8-Feb ✓	
ANALYZE			
	Page Build/Mobile Logo	15-Feb ✓	
	Phase 2 Imports	15-Feb ✓	
	GL Codes		
CP PAY			
	Merchant Application	15-Feb	
	Agreement & Review	27-Feb	
	Test Transaction	8-Mar	
	Hardware Testing	15-Mar	
DESIGN & CONFIGURE			
	Configuration Training	27-Feb	1-3 p
	Facilities Training	12-Mar	1-3 p
	Facilities Catalog Creation	8-Apr	
	Activities Training	9-Apr	8:30 - 10:30
	Activities Catalog Creation	18-Apr	
	POS/Reporting Training	19-Apr	1-3 p
OPTIMIZE			
LAUNCH		10-May	

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	400,000	--	633,047.87	233,047.87-	158
	REVENUE	400,000		633,047.87	233,047.87-	158
3-30-1500	INTEREST EARNED	--	--	--	--	0
3-30-4110	PROPERTY TAXES CURRENT YR	50,000	--	37,779.94	12,220.06	76
3-30-4120	PROPERTY TAXES PRIOR YRS	1,000	--	790.02	209.98	79
3-30-4210	BUSINESS LICENSES	11,000	3,000.91	10,438.91	561.09	95
3-30-4211	VACATION RENTAL LICENSES	38,000	450.00-	31,640.00	6,360.00	83
3-30-4221	CABLE TV FRANCHISE TAX	19,000	--	10,474.59	8,525.41	55
3-30-4222	TELEPHONE FRANCHISE TAX	4,000	3,851.00	3,851.00	149.00	96
3-30-4223	DISPOSAL FRANCHISE TAX	11,000	3,475.93	9,808.58	1,191.42	89
3-30-4224	ELECTRIC FRANCHISE TAX	44,000	9,762.15	29,487.10	14,512.90	67
3-30-4230	PERMITS & FILING FEES	2,000	1,100.00	50.00	1,950.00	3
3-30-4235	FINES OR LIENS	--	--	--	--	0
3-30-4240	TRANSIENT ROOM TAX	950,000	190,356.32	897,816.39	52,183.61	95
3-30-4490	OTHER LOCAL SOURCES	3,000	712.71	6,907.64	3,907.64-	230
3-30-4610	CIGARETTE TAX	1,000	70.66	539.47	460.53	54
3-30-4620	LIQUOR TAX	10,000	2,633.60	8,438.00	1,562.00	84
3-30-4622	MARIJUANA TAX	1,200	--	505.77	694.23	42
3-30-4630	STATE REVENUE SHARE	8,000	--	4,303.56	3,696.44	54
3-30-4690	OTHER STATE SOURCES	--	--	--	--	0
3-30-4810	ADMIN REIMBURSEMENT URD	13,000	--	13,000.00	--	100
3-30-4852	EARNINGS FROM TEMP INVEST	--	--	39,518.00	39,518.00-	0
	REVENUE	1,166,200	214,513.28	1,105,348.97	60,851.03	95
T O T A L DEPT 100 R E V E N U E		1,566,200	214,513.28	1,738,396.84	172,196.84-	111
	E X P E N S E S					
5-60-7121	INTERFUND TRANS: STREETS	35,000	--	35,000.00	--	100
5-60-7122	OP TRANSFER-LIBRARY	63,080	--	63,080.00	--	100
5-60-7123	OP TRANSFER-MUSEUM	3,225	--	3,225.00	--	100
5-60-7124	OP TRANSFER-COMMONS	93,000	--	93,000.00	--	100
5-60-7125	TRANSFER-VISITOR AMEN	369,000	--	369,000.00	--	100
5-60-7126	INTERFUND TRANS: CAP RSRV	--	--	--	--	0
5-60-7127	OP TRANSFER - PARKS/TRAIL	9,125	--	9,125.00	--	100
5-60-7130	TRANSFER TO PERS RESERVE	--	--	--	--	0
5-60-7174	OP TRANSFER-STORM DRAINS	39,000	--	39,000.00	--	100
5-60-7175	OP TRANSFER CITY HALL	40,000	--	40,000.00	--	100
	INTERFUND TRANSFERS	651,430		651,430.00		100
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	651,430		651,430.00		100
T O T A L DEPT 100 E X P E N D I T U R E		651,430		651,430.00		100

FUND-100 GENERAL FUND 1/01/19 THRU 2/15/19
DEPT-101 CITY HALL

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	E X P E N S E S					
5-10-5110	WAGES-GROSS PAY	--	--	--	--	0
5-10-5120	EMPLOYER PAYROLL TAXES	--	--	--	--	0
5-10-5121	HEALTH CARE BENEFITS	--	--	--	--	0
5-10-5160	ALLOCATED LABOR	115,000	--	53,047.14	61,952.86	46
	PERSONNEL SERVICES	115,000		53,047.14	61,952.86	46
5-20-5209	EMER PREP & PUBLIC SAFETY	10,000	240.38	893.35	9,106.65	9
5-20-5210	DUES/MEMBERSHIPS/FEES	9,000	570.03	3,156.01	5,843.99	35
5-20-5212	CODE ENFORCEMENT	80,000	1,554.38	8,934.43	71,065.57	11
5-20-5213	EDUC - COUNCIL & COMMISS	2,000	--	1,455.24	544.76	73
5-20-5222	INSURANCE	8,000	--	4,429.43	3,570.57	55
5-20-5240	OFF MATERIALS & SUPPLIES	10,000	551.48	3,955.35	6,044.65	40
5-20-5251	OFFICE PHONE/CELL/DSL	3,000	421.52	1,826.69	1,173.31	61
5-20-5252	OFFICE UTILITIES	3,000	185.54	975.84	2,024.16	33
5-20-5253	POSTAGE	200	--	--	200.00	0
5-20-5255	EDUCATION & TRAINING	5,000	--	901.94	4,098.06	18
5-20-5259	IT VENDOR SUPPORT	10,000	490.35	4,448.49	5,551.51	44
5-20-5260	PROFESSIONAL SERVICES	30,000	869.25	15,030.31	14,969.69	50
5-20-5261	AUDITOR	4,000	--	4,000.00	--	100
5-20-5264	CITY PLANNER	40,000	3,859.44	24,363.87	15,636.13	61
5-20-5270	TRAVEL	7,000	708.12	5,238.54	1,761.46	75
5-20-5311	EQUIPMENT RENTAL	2,000	213.94	1,229.81	770.19	61
5-20-5320	YARD DEBRIS DUMPSTER	7,000	--	3,538.48	3,461.52	51
5-20-5330	BUILDING OR LAND MAINTEN	5,000	173.67	761.33	4,238.67	15
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	2,000	156.14	667.46	1,332.54	33
5-20-5411	STREET LIGHTING	--	--	--	--	0
5-20-5422	LEGAL NOTICES	1,000	77.52	453.77	546.23	45
5-20-5439	PUBLIC SERVICES - MSC	39,000	7,500.00	30,750.00	8,250.00	79
5-20-5440	OFFICE EXPENSES - OTHER	6,000	--	286.81	5,713.19	5
5-20-5445	RENT ALLOCATION - BLDGS	17,800	--	17,800.00	--	100
5-20-5470	EQUIPMENT REPAIR/MTC	3,000	--	--	3,000.00	0
5-20-5490	MATERIALS/SERVICES OTHER	3,000	362.05	2,170.80	829.20	72
	MATERIALS AND SERVICES	307,000	17,933.81	137,267.95	169,732.05	45
5-40-5641	CAP OUT: EQUIPMENT	--	--	--	--	0
	CAPITAL OUTLAY					0
5-50-5800	CONTINGENCIES	18,000	--	--	18,000.00	0
	OTHER USES	18,000			18,000.00	0
	TOTAL PERSONAL SERVICES	115,000		53,047.14	61,952.86	46
	TOTAL MATERIAL & SERV	307,000	17,933.81	137,267.95	169,732.05	45
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	18,000			18,000.00	0
T O T A L DEPT 101 E X P E N D I T U R E		440,000	17,933.81	190,315.09	249,684.91	43

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

1/01/19 THRU 2/15/19

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	EXPENSES					
5-10-5160	PERSONNEL SERVICES	11,700	--	3,136.98	8,563.02	27
	PERSONNEL SERVICES	11,700		3,136.98	8,563.02	27
5-20-5222	INSURANCE	2,500	--	2,363.00	137.00	95
5-20-5252	UTILITIES	3,000	59.52	622.92	2,377.08	21
5-20-5330	BUILDING OR LAND MAINTEN	8,000	137.50	2,710.89	5,289.11	34
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	1,000	--	--	1,000.00	0
	MATERIALS AND SERVICES	14,500	197.02	5,696.81	8,803.19	39
	TOTAL PERSONAL SERVICES	11,700		3,136.98	8,563.02	27
	TOTAL MATERIAL & SERV	14,500	197.02	5,696.81	8,803.19	39
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
TOTAL DEPT 102 EXPENDITURE		26,200	197.02	8,833.79	17,366.21	34

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-60-4862	OP TRANS MARKETING/AMENIT	138,000	--	138,000.00	--	100
	OPERATING TRANSFERS	138,000		138,000.00		100
T O T A L DEPT 107 R E V E N U E		138,000		138,000.00		100
	E X P E N S E S					
5-10-5160	ALLOOCATED LABOR	6,500	--	415.24	6,084.76	6
	PERSONNEL SERVICES	6,500		415.24	6,084.76	6
5-20-5202	VISITOR CENTER OPERATIONS	65,000	16,191.25	48,573.75	16,426.25	75
5-20-5214	MARKETING GRANT PROG/EVEN	5,000	--	--	5,000.00	0
5-20-5220	MARKETING AND WEBSITE	16,650	125.00	4,165.49	12,484.51	25
5-20-5260	PROFESSIONAL SERVICES	20,000	--	--	20,000.00	0
5-20-5280	CITY BEAUTIFICATION	12,850	--	1,301.06	11,548.94	10
5-20-5320	FIREWORKS	2,000	--	2,000.00	--	100
5-20-5439	CAPE PERPETUA SUPPORT	5,000	--	5,000.00	--	100
5-20-5490	MARKETING & SERVICES OTHE	5,000	108.16	1,792.15	3,207.85	36
	MATERIALS AND SERVICES	131,500	16,424.41	62,832.45	68,667.55	48
	TOTAL PERSONAL SERVICES	6,500		415.24	6,084.76	6
	TOTAL MATERIAL & SERV	131,500	16,424.41	62,832.45	68,667.55	48
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 107 E X P E N D I T U R E		138,000	16,424.41	63,247.69	74,752.31	46
T O T A L FUND 100 R E V E N U E		1,704,200	214,513.28	1,876,396.84	172,196.84-	110
	FUND PERSONAL SERVICES	133,200		56,599.36	76,600.64	42
	FUND MATERIAL & SERV	453,000	34,555.24	205,797.21	247,202.79	45
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	669,430		651,430.00	18,000.00	97
T O T A L FUND 100 E X P E N D I T U R E		1,255,630	34,555.24	913,826.57	341,803.43	73
	FUND PRIOR BALANCE	782,612.23				
	NET FUND BALANCE	962,570.27				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	CASH CARRY FORWARD	118,000	--	119,446.42	1,446.42-	101
	REVENUE	118,000		119,446.42	1,446.42-	101
3-30-1500	INTEREST EARNED	--	--	--	--	0
3-30-4852	TEMP INVEST EARNINGS	--	--	--	--	0
	REVENUE					0
3-60-4861	VISITOR SHARE TR TAX	369,000	--	369,000.00	--	100
	OPERATING TRANSFERS	369,000		369,000.00		100
T O T A L DEPT 100 R E V E N U E		487,000		488,446.42	1,446.42-	100
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	--	--	--	--	0
	PERSONNEL SERVICES					0
5-20-5202	VISITOR CENTER OPER	--	--	--	--	0
5-20-5214	MARKETING GRANT PROG/EVNT	--	--	--	--	0
5-20-5220	MARKETING AND WEBSITE	--	--	--	--	0
5-20-5224	TRAILS	--	--	--	--	0
5-20-5260	PROFESSIONAL SERVICES	--	--	--	--	0
5-20-5320	FIREWORKS	--	--	--	--	0
5-20-5490	MATERIALS/SERVICES OTHER	--	--	--	--	0
	MATERIALS AND SERVICES					0
5-40-7922	VISITOR AMENITIES	--	--	--	--	0
	CAPITAL OUTLAY					0
5-50-8000	RESERVED FOR FUT EXPEND	--	--	--	--	0
	OTHER USES					0
5-60-7122	OP TRANSFER-LIBRARY	8,820	--	8,820.00	--	100
5-60-7123	OP TRANSFER-MUSEUM	9,675	--	9,675.00	--	100
5-60-7124	OP TRANSFER-COMMONS	30,000	--	30,000.00	--	100
5-60-7126	OP TRANS - CAPITAL PROJEC	--	--	--	--	0
5-60-7127	OP TRANSFER -PARKS/TRAILS	87,375	--	87,375.00	--	100
5-60-7128	OP TRANS-MARKETING/AMENIT	138,000	--	138,000.00	--	100
5-60-7131	INT FUND -STREET CAP RES	50,000	--	50,000.00	--	100
5-60-7135	INT FUND - LLCM CAP RESER	112,000	--	112,000.00	--	100
	INTERFUND TRANSFERS	435,870		435,870.00		100
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	435,870		435,870.00		100
T O T A L DEPT 100 E X P E N D I T U R E		435,870		435,870.00		100
T O T A L FUND 120 R E V E N U E		487,000		488,446.42	1,446.42-	100
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	435,870		435,870.00		100
T O T A L FUND 120 E X P E N D I T U R E		435,870		435,870.00		100
	FUND PRIOR BALANCE	52,576.42				
	NET FUND BALANCE	52,576.42				
	GRAND TOTAL REVENUE	487,000		488,446.42	1,446.42-	100
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	435,870		435,870.00		100
	GRAND TOTAL EXPENDITURE	435,870		435,870.00		100
	PRIOR BALANCE	52,576.42				
	NET FUND BALANCE	52,576.42				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	5,000	--	240.43	4,759.57	5
	REVENUE	5,000		240.43	4,759.57	5
3-30-0101	BEGINNING FUND BALANCE	--	--	--	--	0
	REVENUE					0
T O T A L DEPT 100 R E V E N U E		5,000		240.43	4,759.57	5

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	--	--	--	--	0
	REVENUE					0
3-30-0101	BEGINNING FUND BALANCE	--	--	--	--	0
3-30-4480	GIFTS AND DONATIONS	2,000	82.50	1,179.70	820.30	59
3-30-4690	OTHER STATE SOURCES	1,000	--	1,000.00	--	100
	REVENUE	3,000	82.50	2,179.70	820.30	73
3-60-4860	GENERAL FUND SUPPORT	20,580	--	20,580.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	8,820	--	8,820.00	--	100
	OPERATING TRANSFERS	29,400		29,400.00		100
T O T A L DEPT 122 R E V E N U E		32,400	82.50	31,579.70	820.30	97
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	2,000	--	378.81	1,621.19	19
	PERSONNEL SERVICES	2,000		378.81	1,621.19	19
5-20-5222	INSURANCE	1,000	--	1,063.00	63.00-	106
5-20-5251	OFFICE PHONE/CELL/DSL	1,400	145.01	907.52	492.48	65
5-20-5252	OFFICE UTILITIES	1,600	202.13	816.02	783.98	51
5-20-5282	SOFTWARE	1,500	248.58	448.58	1,051.42	30
5-20-5313	EQUIPMENT REPAIR	4,000	71.07	447.60	3,552.40	11
5-20-5320	CHILDREN'S BOOKS/PROGRAMS	4,000	619.04	2,082.94	1,917.06	52
5-20-5330	BUILDING OR LAND MAINTEN	2,500	125.00	2,028.64	471.36	81
5-20-5340	OPERATING MAT & SUPPLIES	1,500	174.26	720.24	779.76	48
5-20-5345	BOOKS AND PERIODICALS	7,500	789.37	4,808.57	2,691.43	64
5-20-5490	MATERIALS/SERVICES OTHER	1,800	--	247.68	1,552.32	14
	MATERIALS AND SERVICES	26,800	2,374.46	13,570.79	13,229.21	51
5-60-7126	INTERFUND TRANS: CAP RSRV	3,600	--	3,600.00	--	100
	INTERFUND TRANSFERS	3,600		3,600.00		100
	TOTAL PERSONAL SERVICES	2,000		378.81	1,621.19	19
	TOTAL MATERIAL & SERV	26,800	2,374.46	13,570.79	13,229.21	51
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	3,600		3,600.00		100
T O T A L DEPT 122 E X P E N D I T U R E		32,400	2,374.46	17,549.60	14,850.40	54

FUND-240 CITY AMENITIES 1/01/19 THRU 2/15/19
DEPT-123 LLMC CHURCH & MUSEUM

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	CASH CARRY FORWARD	--	--	--	--	0
	REVENUE					0
3-30-4335	RENTS OR FEES	2,000	400.00	1,140.00	860.00	57
3-30-4460	INVENTORY SALE	--	46.00	194.00	194.00-	0
3-30-4480	GIFTS AND DONATIONS	1,000	165.00	963.00	37.00	96
	REVENUE	3,000	611.00	2,297.00	703.00	77
3-60-4860	GENERAL FUND SUPPORT	3,225	--	3,225.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	9,675	--	9,675.00	--	100
	OPERATING TRANSFERS	12,900		12,900.00		100
T O T A L DEPT 123 R E V E N U E		15,900	611.00	15,197.00	703.00	96
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	2,500	--	1,585.70	914.30	63
	PERSONNEL SERVICES	2,500		1,585.70	914.30	63
5-20-5220	MARKETING/ROAD SIGN	200	--	184.00	16.00	92
5-20-5222	INSURANCE	1,000	--	708.72	291.28	71
5-20-5251	OFFICE PHONE/CELL/DSL	700	75.23	406.67	293.33	58
5-20-5252	OFFICE UTILITIES	1,400	204.84	639.02	760.98	46
5-20-5330	BUILDING OR LAND MAINTEN	500	10.40	132.16	367.84	26
5-20-5345	INVENTORY PURCHASES	1,000	--	--	1,000.00	0
5-20-5421	PARKS/GROUNDS MAINTENANCE	3,000	200.00	1,711.03	1,288.97	57
5-20-5440	EQUIPMENT AND FURNISHINGS	500	--	--	500.00	0
5-20-5490	MATERIALS/SERVICES OTHER	500	450.00	450.00	50.00	90
	MATERIALS AND SERVICES	8,800	940.47	4,231.60	4,568.40	48
5-60-7126	INTERFUND TRANS: CAP RSRV	4,600	--	4,600.00	--	100
	INTERFUND TRANSFERS	4,600		4,600.00		100
	TOTAL PERSONAL SERVICES	2,500		1,585.70	914.30	63
	TOTAL MATERIAL & SERV	8,800	940.47	4,231.60	4,568.40	48
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	4,600		4,600.00		100
T O T A L DEPT 123 E X P E N D I T U R E		15,900	940.47	10,417.30	5,482.70	66

FUND-240 CITY AMENITIES 1/01/19 THRU 2/15/19
DEPT-124 COMMONS BUILDING

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	CASH CARRY FORWARD	--	--	--	--	0
	REVENUE					0
3-30-4335	RENTS AND FEES	22,000	4,084.30	16,811.85	5,188.15	76
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
3-30-4480	GIFTS AND DONATIONS	--	--	--	--	0
	REVENUE	39,800	4,084.30	34,611.85	5,188.15	87
3-60-4860	GENERAL FUND SUPPORT	93,000	--	93,000.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	30,000	--	30,000.00	--	100
	OPERATING TRANSFERS	123,000		123,000.00		100
T O T A L DEPT 124 R E V E N U E		162,800	4,084.30	157,611.85	5,188.15	97
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	40,000	--	16,426.44	23,573.56	41
	PERSONNEL SERVICES	40,000		16,426.44	23,573.56	41
5-20-5222	INSURANCE	5,500	--	4,830.00	670.00	88
5-20-5240	OFFICE MATERIALS/SUPPLIES	250	8.20	146.18	103.82	58
5-20-5251	OFFICE PHONE/CELL/DSL	1,500	25.98	181.23	1,318.77	12
5-20-5252	OFFICE UTILITIES	5,000	556.61	3,013.47	1,986.53	60
5-20-5260	PROFESSIONAL SERVICES	38,000	3,000.00	21,125.00	16,875.00	56
5-20-5317	TOOLS & SMALL EQUIPMENT	550	--	--	550.00	0
5-20-5330	BUILDING OR LAND MAINTEN	20,000	1,294.00	8,797.76	11,202.24	44
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	14,500	1,433.56	10,834.55	3,665.45	75
5-20-5490	MATERIALS/SERVICES OTHER	500	--	150.00	350.00	30
	MATERIALS AND SERVICES	85,800	6,318.35	49,078.19	36,721.81	57
5-40-7922	CAP OUT: CITY AMENITIES	--	--	--	--	0
	CAPITAL OUTLAY					0
5-50-5800	CONTINGENCIES	10,000	--	--	10,000.00	0
	OTHER USES	10,000			10,000.00	0
5-60-7126	INTERFUND TRANS: CAP RSRV	27,000	--	27,000.00	--	100
	INTERFUND TRANSFERS	27,000		27,000.00		100
	TOTAL PERSONAL SERVICES	40,000		16,426.44	23,573.56	41
	TOTAL MATERIAL & SERV	85,800	6,318.35	49,078.19	36,721.81	57
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	37,000		27,000.00	10,000.00	73
T O T A L DEPT 124 E X P E N D I T U R E		162,800	6,318.35	92,504.63	70,295.37	57

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-4335	RENTS OR FEES	500	--	--	500.00	0
	REVENUE	500			500.00	0
3-60-4860	GENERAL FUND SUPPORT	9,125	--	9,125.00	--	100
3-60-4863	VISITOR AMENITIES SUPPORT	27,375	--	27,375.00	--	100
	OPERATING TRANSFERS	36,500		36,500.00		100
T O T A L DEPT 125 R E V E N U E		37,000		36,500.00	500.00	99
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	6,000	--	2,324.47	3,675.53	39
	PERSONNEL SERVICES	6,000		2,324.47	3,675.53	39
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	497.48	4,701.31	15,298.69	24
5-20-5330	BUILDING OR LAND MAINTEN	1,000	--	742.00	258.00	74
5-20-5421	PARKS/GROUNDS MAINTENANCE	10,000	681.51	3,938.72	6,061.28	39
	MATERIALS AND SERVICES	31,000	1,178.99	9,382.03	21,617.97	30
	TOTAL PERSONAL SERVICES	6,000		2,324.47	3,675.53	39
	TOTAL MATERIAL & SERV	31,000	1,178.99	9,382.03	21,617.97	30
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 125 E X P E N D I T U R E		37,000	1,178.99	11,706.50	25,293.50	32
T O T A L FUND 240 R E V E N U E		253,100	4,777.80	241,128.98	11,971.02	95
	FUND PERSONAL SERVICES	50,500		20,715.42	29,784.58	41
	FUND MATERIAL & SERV	152,400	10,812.27	76,262.61	76,137.39	50
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	45,200		35,200.00	10,000.00	78
T O T A L FUND 240 E X P E N D I T U R E		248,100	10,812.27	132,178.03	115,921.97	53
	FUND PRIOR BALANCE	114,985.42				
	NET FUND BALANCE	108,950.95				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	17,000	--	142,422.31	125,422.31-	838
	REVENUE	17,000		142,422.31	125,422.31-	838
3-30-0101	BEGINNING FUND BALANCE	--	--	--	--	0
3-30-4310	WATER SERVICE	606,000	--	343,436.43	262,563.57	57
3-30-4312	CAPITAL RESERVE FEES	37,000	--	22,750.99	14,249.01	61
3-30-4320	INSTALLATION CHARGES	3,000	850.00	6,800.00	3,800.00-	227
3-30-4450	CREDIT CARD FEES	3,500-	507.18-	2,226.56-	1,273.44-	64
	REVENUE	642,500	342.82	370,760.86	271,739.14	58
T O T A L DEPT 100	R E V E N U E	659,500	342.82	513,183.17	146,316.83	78
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	285,000	--	142,465.95	142,534.05	50
	PERSONNEL SERVICES	285,000		142,465.95	142,534.05	50
5-20-5210	DUES/MEMBERSHIPS/FEES	2,000	65.00	1,104.33	895.67	55
5-20-5222	INSURANCE	15,000	--	13,656.99	1,343.01	91
5-20-5240	OFFICE MATERIALS/SUPPLIES	6,000	1,291.73	4,441.76	1,558.24	74
5-20-5251	OFFICE PHONE/CELL/DSL	9,500	891.59	5,851.97	3,648.03	62
5-20-5253	POSTAGE	3,000	546.87	1,995.60	1,004.40	67
5-20-5255	EDUCATION & TRAINING	3,000	--	--	3,000.00	0
5-20-5258	ENGINEERING SERVICES	7,000	--	--	7,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000	423.55	4,722.08	722.08-	118
5-20-5260	PROFESSIONAL SERVICES	10,000	869.25	7,942.42	2,057.58	79
5-20-5261	AUDITOR	6,000	3,200.00	5,000.00	1,000.00	83
5-20-5270	TRAVEL	3,000	--	--	3,000.00	0
5-20-5311	EQUIPMENT LEASE	3,000	213.95	1,229.82	1,770.18	41
5-20-5312	EQUIP - FUEL/TIRES/PARTS	4,000	176.08	3,202.02	797.98	80
5-20-5313	EQUIPMENT REPAIR	4,000	104.94	532.08	3,467.92	13
5-20-5317	TOOLS & SMALL EQUIPMENT	3,500	--	327.43	3,172.57	9
5-20-5330	BUILDING/LAND MAINTENANCE	2,000	273.51	1,695.01	304.99	85
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	21.98	166.28	333.72	33
5-20-5342	PLANT UTILITIES	23,000	2,314.81	13,834.32	9,165.68	60
5-20-5351	MAIN PLANT PARTS	7,000	--	17,189.81	10,189.81-	246
5-20-5352	MAIN PLANT CONSUMABLES	10,000	1,418.85	4,330.49	5,669.51	43
5-20-5353	MAIN PLANT OUTSIDE SVCS	40,000	400.04	20,161.94	19,838.06	50
5-20-5361	DISTRIBUTION SYS PARTS	14,000	529.01-	12,892.72	1,107.28	92
5-20-5362	DIST SYSTEM CONSUMABLES	2,000	240.00	679.09	1,320.91	34
5-20-5363	DIST SYS OUTSIDE SERVICES	2,000	54.24	4,924.00	2,924.00-	246
5-20-5440	OFFICE EXPENSES - OTHER	500	--	142.79	357.21	29
5-20-5470	EQUIPMENT REPAIR/MAINTEN	1,500	--	--	1,500.00	0
5-20-5474	MOWING & TRIMMING	9,000	--	3,448.00	5,552.00	38
	MATERIALS AND SERVICES	194,500	11,977.38	129,470.95	65,029.05	67
5-50-5800	CONTINGENCIES	15,000	--	--	15,000.00	0
	OTHER USES	15,000			15,000.00	0
5-60-7126	INTERFUND TRANS-CAP RESER	100,000	--	100,000.00	--	100

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
5-60-7129	INT FUND TRANS-REST RESER	43,000	--	43,000.00	--	100
5-60-7131	INT FUND -STREET CAP RES	5,000	--	5,000.00	--	100
	INTERFUND TRANSFERS	148,000		148,000.00		100
	TOTAL PERSONAL SERVICES	285,000		142,465.95	142,534.05	50
	TOTAL MATERIAL & SERV	194,500	11,977.38	129,470.95	65,029.05	67
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	163,000		148,000.00	15,000.00	91
TOTAL DEPT 100 EXPENDITURE		642,500	11,977.38	419,936.90	222,563.10	65
TOTAL FUND 660 REVENUE		659,500	342.82	513,183.17	146,316.83	78
	FUND PERSONAL SERVICES	285,000		142,465.95	142,534.05	50
	FUND MATERIAL & SERV	194,500	11,977.38	129,470.95	65,029.05	67
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	163,000		148,000.00	15,000.00	91
TOTAL FUND 660 EXPENDITURE		642,500	11,977.38	419,936.90	222,563.10	65
	FUND PRIOR BALANCE	104,880.83				
	NET FUND BALANCE	93,246.27				

FUND-670 WASTEWATER SYSTEM 1/01/19 THRU 2/15/19
DEPT-100 NON DEPARTMENTAL

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	120,000		186,506.88	66,506.88-	155
	REVENUE	120,000		186,506.88	66,506.88-	155
3-30-0101	BEGINNING FUND BALANCE					0
3-30-4310	WASTEWATER SERVICES	590,000		330,493.80	259,506.20	56
3-30-4312	CAPITAL RESERVE FEES	40,000		21,672.34	18,327.66	54
3-30-4320	INSTALLATION CHARGES	2,500	375.00	3,014.00	514.00-	121
3-30-4450	CREDIT CARD FEES	4,500-	507.17-	2,226.53-	2,273.47-	49
	REVENUE	628,000	132.17-	352,953.61	275,046.39	56
T O T A L DEPT 100 R E V E N U E		748,000	132.17-	539,460.49	208,539.51	72
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	265,000		155,102.55	109,897.45	59
	PERSONNEL SERVICES	265,000		155,102.55	109,897.45	59
5-20-5210	DUES/MEMBERSHIPS/FEES	750		438.66	311.34	58
5-20-5211	DEQ FEES	3,500		2,257.00	1,243.00	64
5-20-5222	INSURANCE	18,000		15,348.96	2,651.04	85
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	340.48	3,464.16	3,735.84	48
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	564.97	3,568.84	2,431.16	59
5-20-5253	POSTAGE	3,000	546.87	1,995.56	1,004.44	67
5-20-5255	EDUCATION & TRAINING	1,100		1,266.20	166.20-	115
5-20-5258	ENGINEERING SERVICES	5,000			5,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000	423.55	4,722.07	722.07-	118
5-20-5260	PROFESSIONAL SERVICES	7,000	869.25	7,942.42	942.42-	113
5-20-5261	AUDITOR	6,000	3,200.00	5,000.00	1,000.00	83
5-20-5270	TRAVEL	1,000		28.74	971.26	3
5-20-5311	EQUIPMENT LEASE	2,000	213.95	1,356.31	643.69	68
5-20-5312	EQUIP - FUEL/TIRES/PARTS	5,000	247.41	3,289.20	1,710.80	66
5-20-5313	EQUIPMENT REPAIR	9,000	104.93	523.10	8,476.90	6
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000		520.67	479.33	52
5-20-5330	BUILDING OR LAND MAINTENC	1,500	273.50	694.95	805.05	46
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	600	43.96	188.25	411.75	31
5-20-5342	PLANT UTILITIES	30,000	2,966.68	15,752.65	14,247.35	53
5-20-5351	MAIN PLANT - PARTS	20,000		10,630.86	9,369.14	53
5-20-5352	MAIN PLANT -COMSUMABLES	10,000	2,409.05	8,091.66	1,908.34	81
5-20-5353	MAIN PLANT OUTSIDE SERVIC	12,000	482.60	3,403.21	8,596.79	28
5-20-5361	COLLECTION SYSTEM -PARTS	5,000		1,038.29	3,961.71	21
5-20-5362	COLL SYSTEM -CONSUMABLES	2,500	486.76	1,208.34	1,291.66	48
5-20-5363	COLL SYSTEM OUTSIDE SERVI	5,000	550.00	578.46	4,421.54	12
5-20-5364	COLLECTION - I & I	20,000		2,163.65	17,836.35	11
5-20-5440	OFFICE EXPENSES - OTHER	500		132.98	367.02	27
5-20-5470	EQUIPMENT REP/MAINT	1,500			1,500.00	0
5-20-5474	MOWING & TRIMMING	2,000		966.00	1,034.00	48
	MATERIALS AND SERVICES	190,150	13,723.96	96,571.19	93,578.81	51
5-50-5800	CONTINGENCIES	15,000			15,000.00	0
	OTHER USES	15,000			15,000.00	0

FUND-670 WASTEWATER SYSTEM 1/01/19 THRU 2/15/19
DEPT-100 NON DEPARTMENTAL

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
5-60-7126	INTERFUND TRAN- CAP RESER	80,000	--	80,000.00	--	100
5-60-7129	INTFUND TRANS-DEBT SERVIC	60,000	--	60,000.00	--	100
5-60-7131	INT FUND TRAN-STREET CAPI	5,000	--	5,000.00	--	100
	INTERFUND TRANSFERS	145,000		145,000.00		100
	TOTAL PERSONAL SERVICES	265,000		155,102.55	109,897.45	59
	TOTAL MATERIAL & SERV	190,150	13,723.96	96,571.19	93,578.81	51
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	160,000		145,000.00	15,000.00	91
T O T A L DEPT 100 E X P E N D I T U R E		615,150	13,723.96	396,673.74	218,476.26	64
T O T A L FUND 670 R E V E N U E		748,000	132.17-	539,460.49	208,539.51	72
	FUND PERSONAL SERVICES	265,000		155,102.55	109,897.45	59
	FUND MATERIAL & SERV	190,150	13,723.96	96,571.19	93,578.81	51
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	160,000		145,000.00	15,000.00	91
T O T A L FUND 670 E X P E N D I T U R E		615,150	13,723.96	396,673.74	218,476.26	64
	FUND PRIOR BALANCE	156,642.88				
	NET FUND BALANCE	142,786.75				
	GRAND TOTAL REVENUE	3,364,800	219,501.73	3,170,169.48	194,630.52	94
	TOTAL PERSONAL SERVICES	733,700		374,883.28	358,816.72	51
	TOTAL MATERIAL & SERV	990,050	71,068.85	508,101.96	481,948.04	51
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	1,037,630		979,630.00	58,000.00	94
	GRAND TOTAL EXPENDITURE	2,761,380	71,068.85	1,862,615.24	898,764.76	67
	PRIOR BALANCE	1,159,121.36				
	NET FUND BALANCE	1,307,554.24				