

1. Agenda

Documents:

[2018-12-12 City Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[2018-11-07 DRAFT City Council Minutes.pdf](#)

[2018-11-14 DRAFT City Council Minutes.pdf](#)

[RES 2018-47 Planning Commission Appointment.pdf](#)

[2018-12-12 City Manager Report.pdf](#)

[2018-12-12 Financial Report.pdf](#)

[2018-12-12 Bee City Application.pdf](#)

[2018-12-12 Building Permit Process And Dispensary Procedures.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, December 12, 2018 at 6:00pm

AGENDA

- I. Announcements, Correspondence and Proclamations
- II. Public Comment (topics not listed on the agenda: 5-minute limitation per person)
- III. Minutes
 - A. Minutes:
 - i. November 7 Work Session;
 - ii. November 14 Council Session;
 - iii. November 14 Supplemental Budget Hearing
- IV. Resolutions
 - A. Resolution 47: Commission Appointments
- V. New Business:
 - A. Discussion of Building Processes and Procedures
 - B. Bee City Application
- VI. Reports
 - A. Financial Report
 - B. Council Reports
 - C. City Manager Report
- VII. 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 December 11, 2018

CITY OF YACHATS
CITY COUNCIL WORK SESSION & REGULAR MEETING
November 7, 2018

Draft Minutes

Mayor Gerald Stanley called the November 7, 2018 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: Gerald Stanley, Barbara Frye, Craig Berdie, and Max Glenn. Absent: Jim Tooke. Staff present: Clerk Kimmie Jackson, Waste Water Treatment Plant Lead Dave Buckwald, Water Treatment Plant Lead Rick McClung. Audience: 8.

Mayor Stanley congratulated John Moore, James Kerti, and Leslie Vaaler on their election wins. Mayor Stanley thanked Councilor Barbara Frye, Ann Stott, and Derek Ojeda for their willingness to volunteerism. He especially thanked Frye for her service as a dedicated Councilor over the past five years.

Councilor Tooke was away on a family emergency.

I. Work Session Discussion Topics

A. Proposed Draft Ordinance to Ban Single Use Plastic Bags, Straws, and Styrofoam

Mayor Stanley explained the draft ordinance is based on the City of Ashland ordinance. He had the following comments:

Page 1: the second "Whereas:" "Styrofoam" should be added

Page 2, item M: remove "or plastic straws"

Page 3, Item O: move "plastic straws, and styrofoam"

Regarding the ordinance title, Mayor Stanley noted the Attorney and City Manager decided to put this section under Title 5.

Page 4, section 3: Mayor Stanley believed "designee" would reference the City Manager.

Councilor Berdie asked for clarification on "bag pass-through," and Frye indicated this referred to the charge for a paper bag. Frye had concern that there was a required fee for paper bags.

Berdie noted Styrofoam was a trademark term and the generic term was "expanded polystyrene foam." Councilor Glenn suggested one of the two terms be added parenthetically.

Glenn noted he found that in 2005, form Mayor Brean had discussed banning plastic bags, the businesses at that time were in favor of the regulation, and Council voted to move forward with that ban. Mayor Stanley noted Styrofoam and plastic straws were not in that discussion.

Frye suggested adding "ocean" after "negatively impact the local environment and ocean..."

Berdie asked for more clarity on exemptions.

Frye wanted clarification on why the paper bag fee was mandatory. Consuela noted she had seen the item as optional but thought ten cents was high. Berdie did not believe the statement was necessary at all.

1 Leslie Vaaler reported she has lived in two cities there there was a fee because they wanted the
2 citizens to think more carefully about using reusable bags.

3
4 Mayor Stanley indicated he heard consensus to change “shall” to “may” and changing the fee to
5 “a reasonable amount” and to take public input on November 14, 2018 and December 5, 2018.
6 He added that a Councilor could make a motion during the regular meeting to remove the
7 section altogether. Glenn indicated he would make a motion under New Business.

8 9 **B. Potential Amendments to Yachats Charter**

10 Council discussed how to proceed with this discussion.

11
12 Chapter III: Mayor Stanley suggested eliminating “and committees” from the text, as the
13 Council does not appoint committees. Frye did not want to make this change.

14 Chapter VII: absent not absences

15 Chapter VII, Section 24:

16 Frye raised the issue of changing the Council term to two years.

17 Stanley wanted to add section 8 from model ordinance on City Manager, City Attorney, and
18 Judge.

19
20 Council noted that the City’s attorney is a contracted position. Mayor Stanley indicated they
21 might include the City Manager under Appointed Officers and decided about the Attorney and
22 Judge.

23
24 Frye wanted clarification on the intent of Section i on page 11 stating “coerce.” Frye wanted to
25 clarify that coerce did not preclude asking questions. Glenn noted the reference in footnote 59.

26
27 Mayor Stanley noted Chapter VIII in the current Charter would become Chapter IX. He
28 recommended leaving Section 33 as is. He noted footnote 64 on page 13 of the model
29 ordinance allows to give power to the City Manager to address merit and fitness. Mayor Stanley
30 suggested changing “council” in Section 35 to “City Manager.” Frye summarized this
31 arrangement would mean that the Council would oversee the City Manager position and the City
32 Manager would be in charge of other positions.

33
34 Berdie noted in section.... There was express statement of duties of City Manager – I’m
35 confused here.

36
37 Mayor Stanley noted that Section 39 should be eliminated. Berdie indicated he saw a different
38 version of the Charter that already this section eliminated.

39
40 Mayor Stanley indicated he would work with the City Manager to create a draft with the changes
41 indicated today.

42 43 **C. Finance Committee Recommendation to Increase Transient Lodging Tax**

44 Mayor Stanley stated this topic should have a public meeting. Frye wanted to have some
45 information from the Finance Committee about their reasoning for raising this tax. She also
46 wanted more history on tax increases. Berdie agreed that they need to re-examine the state of
47 vacation rentals to ensure they were collecting all the revenues that were appropriate. Frye had
48 questions about the timing of the increase.

49
50 John Moore, Finance Committee Chair, reported several months ago the Finance Committee
51 examined options for raising revenues. He indicated the Committee researched and found that
52

1 Yachats was charging less than areas immediately outside of Yachats in the county. He
2 indicated a 1% increase would make Yachats the same as the adjacent areas. He noted it
3 would generate an additional \$115,000, of which 70% would go to Visitors Amenities. Frye
4 noted how the public reacted to raising fees in the Commons. Moore noted the Commons fees
5 were not increased as waivers were eliminated. Berdie did not have objections to the increase.
6 Glenn stated it made sense to come up to parity.

7
8 Tom Lauritzen clarified that Yachats' rate was currently 9%.

9
10 Berdie suggested that both issues that impact local businesses be discussed with the public at
11 the same time.

12 13 **D. Approve agenda for 11/14/18 Council meeting**

14 Mayor Stanley noted he was removing Resolution 41 from today's agenda and added it to the
15 November 14, 2018 meeting. Clerk Jackson noted they could provide the meeting materials
16 after the agenda was approved. Frye wanted to see the rental rates included with packet.
17 Glenn asked to add IT to the agenda. Frye wanted clarification on the financial report item.
18 Clerk Jackson indicated Clerk Richter was working on a report. Berdie questioned whether they
19 should address the supplemental budget before hearing the finance report. Moore noted the
20 projects in the supplemental budget had already been approved. Glenn noted the financial
21 report would be in the packet prior to the meeting for Councilor review.

22
23 Council consented to the agenda.

24 25 **REGULAR MEETING**

26 27 **I. Announcements and Correspondence**

28 Mayor Stanley noted "Asbestos Update" would not be part of Resolution 40.

29
30 Mayor Stanley announced:

- 31 1. November 17, 208 45th Annual Restoration Pow Wow at Chinook Winds Casino in
- 32 Lincoln City.
- 33 2. November 9-11, 2018 is the Celtic Festival in the Commons
- 34 3. November 15, 2018 is the Annual Land-Sea Symposium from 5:00 – 8:00 pm in the
- 35 Commons.

36 37 **II. Public Comment/Citizens Concerns - none**

38 39 **III. Resolutions**

40 **A. Resolution 37: Finance Committee Membership**

41 Mayor Stanley explained that the City Council passed a resolution to create the Finance
42 Committee. Council passed an ordinance in 2011 establishing the Capital Improvement
43 Subcommittee. He noted the Finance Committee has practically focused on CIP work. Mayor
44 Stanley noted Resolution 37 clarifies the distinctions within these documents.

45
46 Tom Lauritzen recalled the Finance Committee Subcommittee initially worked well but then
47 membership dwindled. He indicated the Finance Committee has assumed the CIP planning
48 role since 2011. Lauritzen believed eliminating the subcommittee was a good idea. Moore
49 concurred with Lauritzen and added they have sought out members with a financial background.
50 He added that adding representation from the Commissions would be appropriate and helpful.
51 Moore suggested adding "Commissions" to the identification of membership.

1
2 Lauritzen clarified that the State requires a five-year outlook for the CIP.
3

4 Frye wanted for this Committee have greater visibility to the public. Frye also wanted to discuss
5 appointment of persons to Committees.
6

7 Lauritzen asked if management of capital reserves was covered in the duties. Suggested
8 adding language:

9 Makes recommendations to the city council regarding capital reserves generation, utilization lat
10 and adequacy of reserve balances.
11

12 Mayor Stanley suggested adding a duty of:
13 Develop the Capital Improvement Plan.
14

15 Anderson noted Council would need to pass an ordinance to update the Yachats Municipal
16 Code Chapter 3.10.
17

18 Mayor Stanley asked to change the language on Member ship to state, "Members will include
19 one individual from each Commission, Budget Committee, Council and the City Manager's
20 Office
21

22 Mayor Stanley noted that previously there was a requirement to have one citizen at large.
23 Berdie noted there were already citizens at large as part of the membership of the Finance
24 Committee.
25

26 Glenn moved to adopt Resoultion 2018-37 as amended: Aye - 4; No – 0.
27

28 **B. Resolution 38: Termination of Water Shortage Emergency**

29 Glenn moved to approve Resolution 2018-38, a resolution terminating Phase I

30 Berdie asked that people continue to recognize water conservation
31
32

33 **C. Resolution 39: Administration Policy 22**

34 Glenn moved to approve Resolution 2018-39, a resolution modifying Administrative Policy 22:

35 Aye – 4; No – 0.
36
37

38 **D. Resolution 40: Dahl Service Addition**

39 Glenn moved to approve Resolution 2018-40, a resolution memorializing changes to Dahl's
40 services.
41

42 **E. Resolution 41: EEO/Affirmative Action Policy Update**

43 Postponed to November 14, 2018.
44

45 **IV. Reports**

46 **A. Library Commission Update on Library Move**

47 Marv Wigle, Library Commission Chair, reminded Council that after the cost estimates of over
48 \$750,000 to move the Library to the 501 Building, Council reconvened the 2+2 Committee to
49 review options for both moving to the 501 and expanding the current facility. The 2+2
50 Committee and the City Manager engaged and architect to render conceptual drawings and
51 provide cost estimates for both options. Wigle reported the cost estimates for each ranges from

1 \$650,000 to \$750,000, which far exceeds the current budget of \$375,000. Wigle reported the
2 Commission rejected options to: (a) abandon the project, (b) engage a different architect, (c)
3 value engineer both facilities for both options, and (d) to value engineer only options for the 501
4 Building. The Commission decided to recommend value engineering only for the current facility.

5
6 Berdie asked if the Commission believed they could get the costs down to the established
7 budget. Wigle indicated the 2+2 Committee and the Commission believed they could make
8 significant improvements within the budget. Frye recalled the structural engineer's report that
9 indicated the current facility was structurally sound.

10
11 Mayor Stanley asked Wigle about the possible Council involvement on pursuing the ideas
12 presented by the architect. Wigle indicated the 2+2 Committee wanted to meet again with the
13 architect to review what ideas could be affordable. Berdie asked what the \$375,000 included.
14 Wigle indicated the amount was comprised of \$50,000 from the City, monies from the Hall
15 Bequest, grants, and fundraising by the Friends of the Library. Wigle noted the Friends would
16 work with the granting agencies to determine if the allocations were still available.

17
18 Glenn thanked Wigle, the Commission, and all the volunteers for their hard work on this project.

19
20 Glenn moved to accept the report and recommendation from the Library Commission: Aye – 4;
21 No – 0.

22 23 **B. Visitor Center Report**

24 Glenn moved to accept the first quarter report from the Visitors Center: Aye - 4; No – 0.

25 26 **C. IT Report**

27 Mayor Stanley read Manager Beaucaire's summary of the IT RFP update.

28
29 Berdie indicated he and Manager Beaucaire talked on the phone with Civic Plus. Berdie
30 indicated he did not see the search capability to be an improvement on what the City currently
31 has. He elaborated on his concerns on the search function. He noted they have a very good
32 navigation system. He thought the navigation system worked better than the search system.

33
34 Berdie noted Civic Plus does not develop its own applications but acquires these functions by
35 applications. He noted they have a 3200 customer base from whom they could garner
36 feedback. He noted the i-frame capability does not scale well to mobile devices.

37
38 Glenn reported he studied the material and spoke with Richard from Civic Plus about staff time
39 required for migrating data from the old to the new system. He indicated his concerns were
40 alleviated. He reported they were looking at migrating three years of data. Glenn stated he was
41 ready to ask the City Manager to move forward with a contract.

42
43 Frye was hoping Manager Beaucaire would walk the Council through the documents. Her major
44 concern was who would be in charge of the transition. Clerk Jackson reported she understood
45 that the IT people from COG would be involved in ensuring the systems operations worked well.
46 Jackson explained she has worked with implementations in the past.

47
48 Mayor Stanley asked for clarification from Berdie about the search function. Berdie indicated he
49 was only stated the function would not be a significant improvement.
50

1 Heather Hoen, Facilities Manager, reported the current reservations system was failing and
2 causing significant problems for her work. She asserted they need a new program for facilities
3 reservations. She noted how much time she and Clerk Jackson put into the current system, and
4 staff would welcome putting more time into a system that actually worked. Hoen she noted
5 Manager Beaucaire likely has a plan to address time for implementation.
6

7 Frye wanted clarification on whether there would be costs beyond the \$27,000 for the website
8 and \$5,000 for the Civic Rec module.
9

10 Clerk Jackson explained her positive experience in working with COG and the frustrations of
11 working with the existing system.
12

13 James Kerti stated Civic Plus would be great for consumer use. He deferred to Kimmie and
14 Heather on the usability of the current system and was convinced Civic Plus would be an
15 improvement.
16

17 Helen cooments
18

19 Lauritzen comments
20

21 Berdie suggested they pursue functionality of the business processes.
22

23 Berdie moved to have the City Manager to begin negotiations of Civic Plus and Civic Rec : Aye
24 – 4: No – 0.
25

26 **V. New Business**

27 **A. Dahl Disposal – Asbestos Policy**

28 Chuck Lerwick reported that DEQ would be issuing new policy in December on asbestos
29 regulations. He indicated that Dahl was strengthening its regulations on safety around
30 asbestos. He also noted they will be keeping signed statements on the content of demolition
31 loads taken to the transfer station. Lerwick noted the county and waste agencies are working
32 together the coordinate handling of materials, especially smaller quantities. He also reported
33 there are local contractors who are looking into getting certified to be site inspectors.
34

35 Lerwick suggested the City adopt some demo permit system to ensure proper inspections and
36 control of materials. Berdie asked if the regulations were state or federal. Lerwick believed they
37 were at the state level.
38

39 **B. EPA Sustainability Application**

40 Mayor Stanley reported he talked to the EPA who indicated it would take 1.5 hours for each staff
41 in interviews and five hours of training. Councilors were not in favor of pursuing this program.
42

43 Berdie moved to not participate in the EPA Sustainability Application program: Aye – 4; No – 0.
44

45 Frye moved to hold a public hearing on December 5, 2018 to receive input from business and
46 the community on this proposed ordinance: Aye – 4; No – 0.
47

48 Glenn moved to accept the recommendation to accept the Finance Committee's
49 recommendation 3-1 (Frye).
50
51

1 **VI. Other Business**

2 **A. From Mayor**

3 **B. From Council**

4
5 **C. From Staff - none**

6
7 Mayor Stanley adjourned the meeting at 1:34 pm.
8
9

10
11
12 _____
13 GERALD STANLEY, Mayor

14 ATTEST:

15
16
17 _____
18 Shannon Beaucaire, City Manager

19 _____
Date

CITY OF YACHATS
CITY COUNCIL MEETING
November 14, 2018

Draft Minutes

Mayor Gerald Stanley called the November 14, 2018 meeting the City Council to order at 6:12 pm in Room 1 of the Yachats Commons. Council members present: Gerald Stanley, Jim Tooke, Barb Frye, Craig Berdie, and Max Glenn. Staff present: City Manager Shannon Beaucaire, Clerk Judy Richter, and Facilities Manager Heather Hoen. Audience: 20.

I. Announcements, Correspondence, Proclamations

Mayor Stanley announced he was removing Resolution 41 (Item IV.A) from the agenda.

Councilor Glenn announced the Oregon Coast Chamber Orchestra would be playing at 7:00 pm at the Presbyterian Church on Friday, November 16, 2018

Mayor Stanley announced:

1. Land-Sea Symposium is November 15, 2018 from 5:00 to 8:00 pm
2. Ladies Club Holiday Bazaar runs November 30 to December 2, 2018
3. YYFAP Breakfast with Santa is December 1, 2018 at the Lions Club

Mayor Stanley read a letter from Penelope Kaczmarek of the Mid-Coast Water Partnership thanking the City for hosting the Mid-Coast Partnership meeting and noting the event went smoothly and was fun. Mayor Stanley thanked Councilor Tooke for organizing that event.

Councilor Berdie added that the Land-Sea Symposium asked that people make reservations and was free.

II. Public Comment

James Kerti (252 Highway 101 South) reported he had heard from several people about the possibility of a marijuana dispensary opening across from the Commons, where there is a preschool and afterschool program operating. He noted the programs at the Commons do not fall under the State's 1000-foot buffer from a school regulation.

Helen Anderson, Chair of the Planning Commission, explained the Planning Commission reviewed the regulations about dispensaries related to land use. She concurred the State Law on the 1000-foot buffer did not apply to Yachats. She indicated the Commission looked at 1000-foot and 500-foot buffers and noted that incorporating one of these would limit dispensaries to a few lots north of the Dollar General. She added the Commission noted that State regulations around on-site consumption and security were very strict, and the Commission did not recommend to Council that they implement a buffer.

Councilor Glenn recalled the Council had discussed that it was better to have a dispensary on the 101 corridor rather than on side streets. Frye recalled the Council had lengthy discussions on the topic. Councilor Tooke noted there was already a bar next to the potential dispensary and another bar two buildings from the Commons to the south. Mayor Stanley stated the normal procedure would be to put it on the agenda for December.

1 Shelly Shrock (121 Green Hill) reported she met the gentleman who would be leasing the
2 building and operating the facility. She reported he stated that as long as no load-bearing walls
3 were moved, a building permit was not required.
4

5 Glenn asked Manager Beaucaire to present a summary of the process for getting a building
6 permit and the involvement with the County. Berdie asked about the tax implications and how
7 taxes were collected. Mayor Stanley noted he heard consensus that the Council was
8 requesting the information of Manager Beaucaire.
9

10 **III. Minutes**

11 **A. October 3, 2018 Work Session**

12 Page 8, Line 32: Mayor Stanley clarified that the hearing on Ordinance 355 Update to
13 the Comprehensive Plan was continued to the December meeting.

14 Page 4, Line 7: add "years" after "two"

15 Page 5, Line 9: "committee several" should read "committee included several"

16 Berdie moved to approve the October 3, 2018 meeting minutes of the City Council as amended:
17 Aye – 5; No – 0.
18

19 **October 10, 2018 Facilitated Work Session**

20 Page 3, Line 45: replace "Council only" with "Council currently only"

21 Page 5, Line 20: "beings" should be "begins"

22 Page 6, Line 33: add "have access to" after "allow Yachats to"
23

24 Frye noted that the Volunteer Handbook, City Charter, and Council Rules indicated that Council
25 does appoint members to Committees. Frye asked to see the rate sheet when Parks and
26 Commons presents the revised Policy Manual to Council. Berdie suggested they keep the rate
27 document separate from the Policy Manual.
28

29 Tooke moved to approve the October 10, 2018 special work session minutes of the City Council
30 as amended: Aye – 5; No – 0.
31

32 **C. October 23, 2018 Regular Meeting**

33 Page 1, Line 18: strike sentence beginning with, "Councilor Frye stated it would be an
34 odd time..."

35 Page 5, Line 17: "was to personalize" should read "ways to personalize"

36 Glenn moved to approve the October 23, 2018 meeting minutes of the City Council as
37 amended: Aye – 5; No – 0.
38

39 **IV. Resolutions**

40 **A. Resolution 41: EEO Affirmative/Action Policy Update – withdrawn**

42 **B. Resolution 42: Appointment of John Purcell to the Parks and Commons 43 Commission**

44 Purcell could not attend due to illness. Berdie indicated he knows Purcell well and believed he
45 would be a great addition to the Commission.
46

47 Glenn moved to pass Resolution 2018-42 appointing John Purcell to the Parks and Commons
48 Commission: Aye – 5; No – 0.
49

50 **C. Resolution 44: City Manager Evaluation Format**

1 Mayor Stanley listed the process for the City Manager evaluation. He explained he and
2 Manager Beaucaire pulled information from several evaluation forms to create this draft.

3
4 Frye indicated she was very pleased with this evaluation format. Frye asked if the City Manager
5 was to present a self-evaluation. Manager Beaucaire indicated the plan was to write a memo to
6 Council summarizing her accomplishments. Frye suggested this step should be included in the
7 process statement. Frye suggested there be a second person to review the tabulations. Glenn
8 did not believe the tabulation required a second person. Glenn wanted to include the actual
9 written comments from Councilors rather than providing a summary of these comments.

10
11 Councilors discussed the following changes:

12 Section 1 INDIVIDUAL CHARACTERISTICS: Glenn noted there was a blank for the
13 denominator where there should be a "5".

14 Section 1 INDIVIDUAL CHARACTERISTICS: Berdie was concerned that "Mental and
15 physical stamina appropriate for the position" was putting the City at risk around a
16 person with a disability. Council agreed to strike this item.

17 Section 2 PROFESSIONAL SKILLS: Berdie suggested, "Demonstrates capacity for
18 innovation and creativity" was more of a personality characteristic rather than a
19 professional skill. Council agreed to keep this item.

20 Section 4 POLICY EXECUTION: Berdie suggested the first two items seem to be
21 redundant with Council Relationships. Mayor Stanley argued that the two different
22 topics change the point of view of the. Council agreed to keep these items.

23 Section 6 CITIZEN RELATIONS: Change to read, "Demonstrates to the community and
24 its citizens a dedication to service." Council agreed to this change.

25 Section 7 STAFFING: Remove "and informal" from "Develops and maintains a friendly
26 relationship..." Council agreed to this change.

27 Section 7 STAFFING: Berdie suggested rewording to, "Sustains or improves staff
28 performance by evaluating the performance of staff members and sets goals and
29 objectives at least annually. Encourages development through training opportunities,
30 assessing progress, and consistently providing feedback." Councilors agreed to this
31 change.

32
33 Frye suggested removing the parenthetical identification of sources on the document and noted
34 the evaluation would be based against the list of job duties.

35
36 Mayor Stanley asked Councilors to get him their reviews before November 21, 2018.

37
38 Rebecca Bloch (549 Aqua Vista Loop) asked if Council was planning to include evaluations
39 from subordinates to have a full 360 evaluation. Manager Beaucaire reported she and the
40 Mayor discussed this issue and, given time constraints, decided to leave that item off. Frye also
41 thought that the community should provide input.

42
43 Frye moved to accept Resolution 2018-44 developing a protocol and an evaluation document
44 for the City Manager Performance Review: Aye - 5; No - 0.

45 46 **V. Guests**

47 **A. Tom Kerns on Climate Change**

48 Mayor Stanley introduced Tom Kerns, PhD and summarized his work on preserving the
49 environment and climate change. Kerns recommended that the Council create a Climate
50 Change Commission that would keep other Commissions and the Council informed on climate
51 change issues. He noted the City's adoption of the Declaration of Human Rights and Climate

1 Change had served as a model for other Cities. He cited the International Panel on Climate
2 Change (IPCC) who recently reported that significant changes in fossil fuel changes must be
3 made within in twelve years to avoid cataclysmic problems. Kerns referenced an Oregon report
4 that identified low-lying coastal communities as being especially at risk. He cited a few of the
5 long list of impacts: Draught, water insecurity, water insufficiency, decreased water quality,
6 increased risk of fire, higher sea levels, more frequent and more violent storms, impacts on
7 tourism, and increase in climate refugees. He suggested governments exist to secure rights,
8 noting current law suits against governments for not protecting rights.
9

10 Kerns highlighted reasons for the Climate Change Commission:

- 11 1. To help the City be informed about and how to incorporate climate change
- 12 2. To urge the Council to adopt policies that enable Yachats to do its part in mitigating
13 climate change. He noted a grant program to help low to moderate income people get
14 solar power.
- 15 3. To serve as a model for other cities.
- 16

17 Jacqueline Danos (Spring Hill Road) commented that a Climate Change Commission was a
18 great idea, noting that some cities are hiring full-time staff to work on climate change issues.
19 She noted how this commission could help find grants. She noted there are water systems that
20 could reduce water use (gray water etc.).
21

22 Berdie was supportive of the concept, but worried that Commissions or Committees can lose
23 momentum. He suggested they could instead establish a project or action item. Frye stated the
24 City still needed to look at the structure of Committees and Commissions and believed this idea
25 should be incorporated into that work. She noted the rich base of people resources within the
26 City. Kerns indicated this work would not just be a project as many people in town were
27 committed to this work. He suggested he was offering free resources. He did not believe
28 interest would wane with time and instead believed interest would grow.
29

30 Glenn suggested Yachats attracts people from all over the world who would be interested in the
31 expertise Yachats has. He suggested there could be programs that would attract visitors in the
32 winter to learn more about climate change through the local experts.
33

34 Tooke noted this work must happen at the grass roots, and Yachats could be a good place to
35 start. He added that the recent fires were more structure fires than forest fires and action
36 needed to be taken to address this problem.
37

38 Mayor Stanley recalled he previously had suggested they have a commission that addressed
39 the future. Berdie noted he would want such a commission to provide action to mitigate
40 problems rather than reports on what would happen. Tooke reported in his work with the Mid-
41 Coast Partnership and how they were addressing climate change.
42

43 Mayor Stanley asked that this topic be on the December work session agenda. Manager
44 Beaucaire suggested she could provide a review of the organizational structure study as part of
45 this discussion. Frye recalled all the work done by a committee that studied the organization.
46 Glenn suggested Manager Beaucaire's suggestion be presented to the incoming Council.
47

48 Glenn clarified that he only wanted to deal with Kerns' ideas for a Commission and to not
49 discuss the larger organizational issue. Frye asserted it would not be wise to discuss creating a
50 new commission without looking at the bigger picture. Berdie indicated he tended to agree with

1 Frye in that they should look at the larger organizational structure before recommending the
2 formation of a new commission.

3
4 Berdie moved that Council hear the report of the second phase of the City's organizational
5 structure and include in that discussion how a Climate Change Commission could fit into that
6 structure; proceed to discussion
7

8 Glenn asked if Council was trying to determine a new structure before they leave office. Berdie
9 explained that his suggestion was only for a discussion.

10
11 Call for vote: Aye - 4; No - 1 (Stanley).
12
13

14 VI. Reports

15 A. Financial Report

16 Mayor Stanley noted they were to primarily look at the format of the report. Frye asked how
17 long it took to prepare the report. Clerk Richter explained she could not provide an exact
18 number and noted not all reports needed to be done monthly. Richter noted she could email
19 Council the Excel spreadsheets before the Council meeting. Berdie did not think it was
20 appropriate to send out Excel spreadsheets. Frye asked if the accounting software company
21 was able to generate a report, and Richter indicated that report would be 36 pages.
22

23 Richter explained the first two pages contained revenues and expenditures for the fiscal year to
24 September 30, 2018. Frye asked Richter to explain as an example the columns of one row on
25 the table.
26

27 Richter explained that state law requires that the budget be balanced, meaning revenues and
28 expenditures have to be the same. She noted that they included contingency or unallocated
29 expenses as a rainy day fund. Richter reported the Finance Committee has been discussing
30 how much reserves are needed, such as two or three months of operational costs.
31

32 Berdie noted the differences between the October and September numbers and asked Richter if
33 there was a way to explain those differences in the report. Richter clarified that Berdie wanted a
34 narrative to go with the numbers.
35

36 Richter explained the third page contained the labor costs. Richter explained that labor is
37 allocated between various departments. Richter noted these numbers were for employee labor,
38 not contractor labor. Frye wanted to see information for contracted labor costs. Berdie
39 suggested this page of the report was more appropriate for the City Manager. Richter
40 explained she and Manager Beaucaire review these numbers line by line.
41

42 Mayor Stanley stated he hears rumors that the City spends \$180,000 each year on the
43 Commons and only raises \$22,000 to cover those costs. He wanted to know how he would
44 generate this conclusion based on these sheets. Richter offered to go through the Commons
45 revenues and expenses at another Council meeting.
46

47 Council asked to receive another financial report in December 2019.
48

49 Richter explained the long-term debt summary page. She noted:

- 50 - Bonds issued in 1993 and 1998 were refinanced at a lower interest rate enabling a
51 sooner payoff.

- A general obligation bond was refinanced
- Current loans of:
 1. WaFed 5821
 2. WaFed 5854
 3. DEQ loan for the waste water treatment plant
 4. IFA for the waste water treatment plant
 5. IFA for the south water tank.
- Property taxes cover the general obligation bond
- Loan 5821 was paid through water reserves.
- The waste water treatment plant was mostly paid with food and beverage tax revenues. Tooke clarified the \$20,258 under Fees with DEQ was an annual service/loan insurance fee.
- Urban Renewal District taxes also help cover loans

Berdie suggested they only see this report annually.

Frye suggested the new Council have an orientation to government budgets.

Richter explained the last page of her report contained information on tax collections. Richter noted these tax revenues would eventually level off due to reaching the capacity of hotels and restaurants.

Lauritzen asked if there was staff labor charges to CIPs were lagging. Richter reported Public Works was backing away from some of the in-house projects due to priorities with catching up on maintenance work.

B. Council Reports

Tooke reported he attended an Oregon Water Resources Department (OWRD) Place Based Planning of the Mid-Coast Water Partnership meeting in La Grande. He reported the Partnership hoped to complete the planning phase by 2020 and then go into implementation. Tooke noted the representative from the Ford Family Foundation suggested smaller communities like Yachats could take greater advantage of philanthropic programs to support water issue enhancements.

Glenn reported the permanent director of Jobs Corps, Brian Wilson, arrived on November 13, 2018. Glenn also attended the League of Oregon Cities Small Cities support network in Newport where he talked with the ODOT Project Director for the Yachats region. He learned small cities under a population of 5,000 could apply for annual grants up to \$100,000 to use for streets, and a city could apply for up to two grants each year.

Mayor Stanley reported he attended the League of Oregon Cities (LOC) Advocacy Planning meeting on October 19, 2018 and noted the vast amount of opportunities offered by the LOC. On October 27, 2018, he attended state conference on mental illness. He met with the county mayors met on October 19, 2018 where it was noted all county Mayors would be new in January 2019. Mayor Stanley reported the Marketing Committee was working on history tour apps, and the Honey Lovers and Agate Festival planning were well underway. He added the Holiday Season opening begins on December 7, 2018.

Frye reported she was appointed Vice President of Lincoln County Health, and she was still advocating to get health services in Yachats.

1 **C. City Manager Report**

2 1. South Tank: Manager Beaucaire updated the status on the four final issues to be
3 completed for the South Tank project, and she reported the IFA considers the project complete
4 so the City would get its loan forgiveness of approximately \$750,000. Manager Beaucaire was
5 still negotiating liquidation and damages with Clackamas. She reported \$75,000 withheld in
6 payment, and she calculated damages to result in a payment of \$31,000 sent.

7 2. Affordable Housing: the Lincoln County grant on affordable housing will cover a
8 meeting with a consultant in January 2019.

9 3. Ocean View Drive:

10 a. Originally, the County was not willing to address the culverts, but they were now
11 willing to put in sleeves to extend their life

12 b. The County was drafting legal documents on easements, saving the City legal fees

13 c. The County was willing to help with signage in trail areas where the path is not clear.

14 d. The County would get clarification about archeological issues around repairing the
15 guardrails.

16 4. Little Log Church: Manager Beaucaire distributed photos of the state of the walls in
17 the Little Log Church. She indicated the contractor's report would enable the City to generate
18 the specifics for an RFP.

19 5. Maintenance: Facilities Manager Hoen was drafting maintenance plan.

20 6. Cyber Security: The network server was now located in the hall by the copier, and it
21 ideally should be in a locked area

22 7. Archives: The archives were deteriorating in the Public Works building (images
23 provided), as the storage area was not protected from the environment. Additionally, staff
24 needs to easily access archives.

25 8. Staff Space: The small office space was shared by three full-time employees and
26 eventually two new employees. The space also houses room for contracted support staff.
27 Additional space would allow for the Sheriff's Department to have space to write reports so they
28 have physical presence in Yachats.

29 9. Private Space: The City needs a private room for the Mayor and Council to meet with
30 citizens.

31
32 Manager Beaucaire also indicates she wants to develop relationships with local colleges and to
33 offer internships. She reported the International City Managers Association (ICMA) has a
34 fellowship program and offers year-long fellowships. Past fellows have conducted a study for
35 emergency management, designed an asset management system for a city, provided economic
36 development strategies, and coordinated with the Department of Defense on its smart card
37 initiative.

38
39 Manager Beaucaire emphasized the current unavailability quiet space to conduct confidential
40 meetings and phone calls, staff supervision, and work requiring concentration. Manger
41 Beaucaire noted a recent call with a vendor where Richter sneezed and the vendor said,
42 "gazuntite" to her. There was no open room in the Commons to make a confidential call, so she
43 had to talk outside the building. In a private conversation in the Civic Meeting Room, three
44 people opened the door and entered and four knocked on the hall window.

45
46 Manager Beaucaire reported she had a citizen look into how the Commons could be used to
47 meet all of the space needs of City Hall, and that person indicated it was not possible.

48
49 Berdie asked Manager Beaucaire to research solutions other than stacked condos when
50 meeting with Lincoln County on affordable housing.
51

1 Frye clarified that decisions on one-way traffic on Ocean View Drive had not yet been made.
2 Manager Beaucaire noted they were waiting on report from the engineer.
3

4 Regarding a crosswalk at Fistera Gardens, Manager Beaucaire noted it would require a
5 pedestrian refuge and an expansion of 101 to go around the refuge at a cost of \$150,000.
6 Berdie suggested the developer bear some of those costs.
7

8 Mayor Stanley asked if it was premature to entertain a motion to move City Hall to the 501
9 Building. Glenn noted he was ready at the last meeting to make motion for the City Manager to
10 work with the architect on conceptual drawings, and Council wanted instead a report from the
11 City Manager on the needs of City Hall.
12

13 Frye asked if there was money budgeted to move City Hall to the 501 building. Manager
14 Beaucaire reported there was some funding available and Richter indicated she could find more
15 funding.
16

17 Berdie wanted to set limits on conceptual planning and suggested there should be discussion
18 around repurposing the existing City Hall space.
19

20 Jacqueline Danos suggested the operations of City Hall seem more important than the
21 remodeling of the Library. Frye indicated the Library had raised its own funding.
22

23 Glenn moved to authorize the City Manager to ask Carlson Viet to develop conceptual drawings
24 to relocate City Hall, staff, and the Civic Meeting Room to the 501 Building and to bring to
25 Council a report of projected sources of revenue for renovating and moving. proceed to
26 discussion
27

28 Glenn noted he wanted to get conceptual drawings rather than just getting a cost estimate for
29 conceptual drawings.
30

31 Mayor Stanley questioned whether Council had made a firm decision to move City Hall. Glenn
32 asserted his motion makes this assumption.
33

34 Leslie Vaaler noted the new Council might want to participate in this decision.
35

36 Berdie did not want to leave open the amount to be paid for the architect's work. Tooke noted
37 Carlson Viet already had information about the 501 from working on the Library concepts, so
38 costs should not be as great as they were for the Library concepts.
39

40 Call for vote: Aye – 5; No – 0.
41

42 **VI. Other Business**

43 **A. From Mayor**

44 Mayor Stanley reported he and Mayor Elect John Moore decided, with all the activities around
45 the holidays, to move the discussion on the ban on single use plastic bags to January 2019.
46

47 **B. From Council**

48 Tooke highlighted the rain totals reported by Public Works indicated lower than average rainfall
49 in recent years.
50

51 **C. From Staff - none**

1
2 Mayor Stanley adjourned the meeting at 8:58 pm.
3
4
5

6
7 _____
8 GERALD STANLEY, Mayor

9 ATTEST:

10
11
12 _____
13 Shannon Beaucaire, City Manager

Date

DRAFT

CITY OF YACHATS

CITY COUNCIL SUPPLEMENTAL BUDGET HEARING

November 14, 2018

Draft Minutes

Mayor Gerald Stanley called the November 14, 2018 supplemental budget hearing to order at 6:00 pm in Room 1 of the Yachats Commons. Council members present: Gerald Stanley, Jim Tooke, Barb Frye, Craig Berdie, and Max Glenn. Staff present: City Manager Shannon Beaucaire, and Clerk Judy Richter. Audience: 19.

I. FY19 Supplemental Budget

A. Hearing

Clerk Richter explained any adjustments in line items in the budget require a supplemental budget. She noted there were also some unanticipated revenues, which will help cover the cost of the floor. Manager Beaucaire read Resolution 2018-43 into the record.

Tom Lauritzen (204 Shell Street) explained that historically the City had found funding by switching funds between projects rather than drawing down the reserves. He noted this supplemental budget did not shift monies between projects. Frye had reservations about approving this supplemental budget because she did not have background on the expenses. Manager Beaucaire indicated the Finance Committee did review these changes over several meetings. Frye asked why they were not shifting monies between projects. Richter explained the South Sign and Driftwood Water Project both were reauthorizations of spending allocated last year. Mayor Stanley suggested the financial report might clarify some questions.

Councilor Berdie noted there were several more substantial expenses such as \$34,000 for the floor in the Multipurpose Room. Richter explained \$8,500 was refunded from the prior floor installer and the remainder came from reserves.

B. Vote

Glenn moved to adopt Resolution 2018-43 adopting the supplemental budget changes for FY2018-19: Aye – 3; No – 2 (Frye and Berdie).

Mayor Stanley adjourned the hearing at 6:12 pm.

GERALD STANLEY, Mayor

ATTEST:

Shannon Beaucaire, City Manager

Date

CITY OF YACHATS
RESOLUTION NO. 2018-47

WHEREAS, The Planning Commission made recommendations to the City Council concerning the appointment of members to serve on the Commission, and

WHEREAS, The City Council discussed the recommendation at the December 12, 2018 meeting;

NOW THEREFORE, the City of Yachats resolves that the following appointments are made:

- Planning Commission - 4 year term:
 - Jacqueline Danos is appointed to Seat C with a Term ending December 31, 2022
 - Christine Orchard is appointed to Seat F with a Term ending December 31, 2022

Passed and adopted December 12, 2018. This Resolution is effective upon adoption.

Attest:

Gerald Stanley, Mayor

Shannon Beaucaire, City Manager

City Manager's Report

December 12, 2018

Dear Mayor Stanley and Councilors,

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

- **Ocean View Drive:**

- The following action items were developed during a meeting on November 27:
 - Property Easements: County to finalize easements and send to City attorney for review
 - Archeologist: State Archeologist quoted a ballpark of \$45,000 – 75,000 for an archeological study for the guardrail areas
 - County agreed to pick up the cost for this
 - County also agreed to arrange for a study, and to pay for the additional study, in the area that the Trails Committee proposed to do a Boardwalk along Oceanview Drive at Hwy 101
 - Trails Committee was responsible for getting County exact area to be studied – COMPLETED
 - The study is likely to occur in late January or February
 - Guardrails: New Guardrails would be installed before the overlay is completed around mid-March – County will pay for
 - Culverts: Yachats PWD identified 9 culverts running under Oceanview Drive. The County was going to send over their supervisor to talk to Yachats PWD about getting inserts ordered for the identified culverts that need them the most. These inserts will extend the life of the culverts. These inserts can be installed around the end of March.
 - 804 Trail Improvements:
 - The Trails Committee spoke about improving the material on the trail. A material that could be compacted for more stability. The County agreed to find and compact a better material on the Trail at their expense and labor.
 - The Trails Committee spoke about improving signage along the trail and including educational, wayfinding, and distance signage. The County agreed to help with signage out of the Mitigation Funds.
 - The Trails Committee spoke about the Boardwalk that was taken to Council in 2018. The County agreed to work with the City on the Boardwalk out of mitigation funds.
 - The Trails Committee spoke about 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.

City Manager's Report

- 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.
 - Larry Lewis has 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 attached)
- A meeting has been set for December 13 for the City's Engineer to meet with the County to discuss the condition of Oceanview/Marine upon transfer.
- ODOT Small City Allotment Grant:
 - The City was awarded \$100,000 grant towards the East 2nd Street Improvement Project (attached).

The City also applied for West 1st Street Improvements. The City did not receive the grant for W 1st street; however, we were notified that applications for 2020 funding will be accepted in a few months.

- Lincoln County Housing Strategy Implementation Plans:
 - The signed MOU is attached to this report and 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.

Wayne Belmont has offered to speak to the Council and I've asked him his availability in January.

- Library:
 - The Commission Chair received a new rendering incorporating the changes the commission made to work within the budget on December 10, 2018. Additionally, the Commission Chair and the City Manager met with Friends of the Library to discuss funding. The Commission and the City Manager will bring forth a full report, that includes a funding plan, to Council upon review of all information by the full Commission.
- Entrance Signs:
 - Having been approved in the City's Capital Improvement Plan, as well as, going through the process with the Parks and Commons Commission, the attached quote for the South Entrance Sign and the update to the emblem on the North Entrance is attached. This signed quote is \$5,375.00 less than the 2018-19 budget approved amount.

City Manager's Report

- **City Hall Proposal:**

- As directed by Council, I received a proposal from the architect for City Hall design in the 501 Building (Attached). This proposal is a reduction of \$3,400.00. The original proposal included 2 trips to Yachats and multiple designs.
- I spoke with the architect and reduced it to 1 trip with multiple teleconferences with the architect and I doing most of the work about special needs and desires for multiple uses in the building by phone.
- 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.

Public Works Report:

Date: December 1, 2018
To: Shannon Beaucaire, City Manager
From: Public Works Department
Re: November 2018 Public Works Report

Rain fall at Yachats Public Works:

	<u>Inches</u>			
Year	2018	2017	2016	2015
November	7.10	10.83	14.76	10.78
Rain year to date:	49.13	71.90	62.89	42.70

Total water production: 4,047,600 gallons
Total wastewater treated: 4,094,000 gallons

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

Streets:

- Installed "Radar Rd" street sign.
- Installed asphalt around water valves on W.6th St. next to 501 bldg.
- Completed 2nd & Beach St. curb modification.
- Repaired sign at the Post Office on 1st St.
- Pothole repair on Shellmidden Way.

City Manager's Report

- Removed U.S flags and installed pole lights and banners.
- Filled in street patches on 4th St. with new gravel.

Drainage:

- Cleaned culverts on E.2nd St.

Water:

- Removed trees across road up to Reedy Creek headworks.
- Replaced drain rock at Reedy Creek headworks. Flushed pipe.
- Brush cut and opened culverts on road to Reedy Creek headworks.
- Forest Service inspection meeting at Reedy Creek headworks.

Distribution Sys:

- Repaired Fire Hydrant at the corner of Marine Drive and Ocean View Drive.
- Working on fire hydrant in the Adobe parking lot.
- Replaced 4 water meters.
- Installed 2inch water meter, 2.5inch backflow device and vault at Fistera.
- Meter reading.
- Replaced meter box on Green Hill.

Sewer:

- Replaced 18 U.V. lamps at Wastewater Treatment Plant (WWTP).
- Dismantling old jetter motor for disposal.
- WWTP maintc.

Collection Sys:

- Picked up repaired sewer CCTV camera.

Sewer & Water CIP:

- Continuing research for a pole building, Vac-truck and tanker truck.

Public Works:

- Shop maintc.

Commons:

- Removed fallen chimney cover from Commons roof top.
- Replaced damaged sign at the Commons 4th St. parking lot.

Trails:

- Picked up 4 brush piles for trails crew.

Emergency Preparedness:

City Manager's Report

- Rick McClung became co-chair with Larry Nixon for Emergency Management.

July 16, 2002

**To: Mayor Corbin
Mike Dowsett, City Attorney**

From: Larry Lewis, City Planner

Re: PEDESTRIAN TRAIL: MARINE DRIVE TO AQUA VISTA LOOP

The attached plan shows a 10 foot wide easement on the west sides of the two lots.

Note the additional easement area in the northwest corner of Lot 2700 in order to have a curved pathway. This easement area could be reduced by creating 90 degree turns but would not be as functional or nice as the curved pathway.

According to the tax map, the dimensions of Lot 2700 are 120x50 feet. Therefore, the total square footage of the easement on Lot 2700 is 1,400 square feet (the 10x120' area along the western edge plus an additional 200 square feet in the northwest corner).

According to the tax map, the dimensions of Lot 1403 are 100x70 feet. Therefore, the total square footage of the easement on Lot 1403 is 1,000 feet (100x10').

The attached plan also shows a building footprint on Lot 2700 that has the maximum 30% lot coverage allowed in the R-1 zone. The building footprint is approximately 1,800 square feet with dimensions of 32x56'. This includes a 20 front yard setback, 10 and 5 foot side yard setbacks, and 44 foot rear yard setback.

Please contact me if you request additional information.

MAP DRIVE

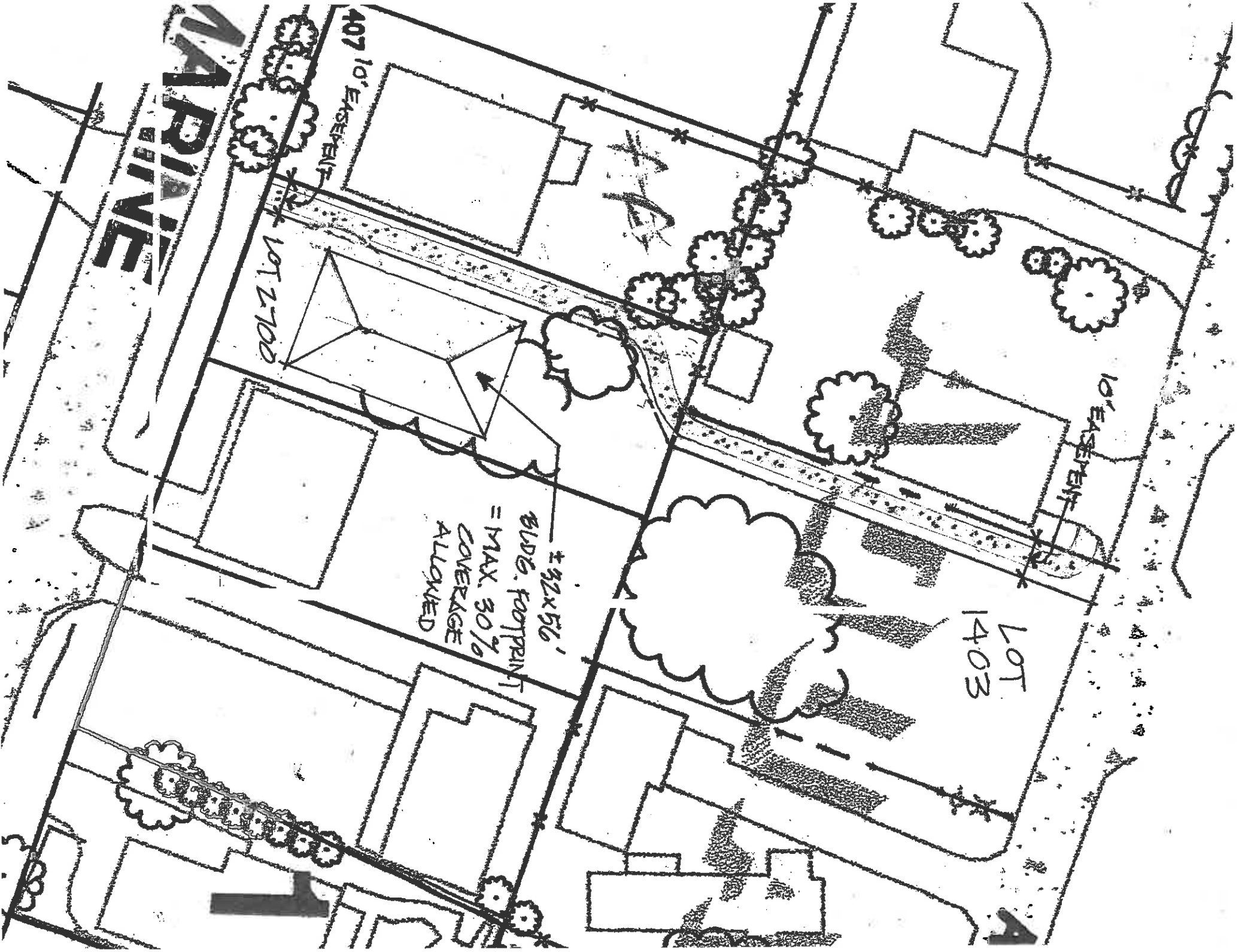
407 10' EASEMENT

LOT 12700

10' EASEMENT

LOT 1403

± 32' x 56'
BLDG. FOOTPRINT
= MAX. 30%
COVERAGE
ALLOWED



ADRIAN DRIVE

407' 10" EASEMENT

LOT 2700

± 32' x 56'
BLDG. FOOTPRINT
= MAX. 30%
COVERAGE
ALLOWED
IN R-1 ZONE

10' EASEMENT

LOT 4025

40' x 61.25' = 2450:
BUILDING FOOTPRINT
= MAX. 35%
LOT COVERAGE
IN R-2 ZONE



Oregon

Kate Brown, Governor

Department of Transportation
Transportation Development Division
555 13th Street NE, Suite 2
Salem, OR 97301
Phone: (503) 986-3420
Fax: (503) 986-4173

November 28, 2018

City of Yachats
441 Hwy 101 N, #2
PO Box 345
Yachats, OR 97498

Subject: 2019 Small City Allotments Program Awards Announcement

Project Name : **EAST 2ND STREET - IMPROVEMENTS**

In accordance with ORS 366.805 and the recommendation of the Advisory Committee, I am pleased to announce your project was one of 56 selected to be funded. ODOT received 150 eligible applications from 112 Cities requesting a total of \$14,897,114, with funding limited to \$5.5 million it was a very competitive selection process.

The SCA award for your project is \$100,000.

In the next 30 days you will receive materials that are time sensitive and will require a prompt response. We have learned from previous experience that many small cities, eligible for these awards, have limited staff resulting in response delays or no response due to vacations, illness, staff turnover, etc. To ensure your responses are timely the SCA Advisory Committee has requested all correspondence be directed to the assigned Project Manager, the City Administrator and/or Recorder and the person having signature authority to sign the Agreement. To meet this requirement please complete the attached "Information Request Form" and return it no later than December 10th, 2018 via email to SmallCityAllotments@odot.state.or.us or fax to (503) 986-4174, attention Deanna Edgar.

Please be advised that only work that begins after the effective date of the executed Agreement will be eligible for reimbursement with SCA funds.

Congratulations on being selected for SCA funding!

I appreciate your participation and look forward to seeing your completed project. If you have general questions about the SCA program, you may contact me at (503) 986-3441.

Sincerely,

Deanna Edgar
Program Analyst

Attachments: Information Request Form
Letter to League of Oregon Cities w/ 2019 SCA Awards by City

Memorandum of Understanding between the Oregon Dept. of Land Conservation and Development and Lincoln County, Oregon

Oregon Housing Planning Project – Housing Strategy Implementation Plans

This Memorandum of Understanding explains and memorializes a no-cost working relationship between the Oregon Department of Land Conservation and Development (DLCD) and Lincoln County, Oregon (County). The purpose of this collaboration is to analyze and adopt a housing strategy implementation plan to facilitate the provision of needed housing within urban growth boundary areas in Lincoln County.

BACKGROUND

Every region of Oregon is experiencing housing availability or affordability problems, or both. In some cases, the comprehensive plan for the urban area is out of date so housing needs have not been determined. In other cases, the need may be known but the zoning code presents barriers to development of needed housing or does not allow a variety of housing types to meet the diverse needs of residents. This project will provide assistance for the completion of products used to update comprehensive plans and zoning codes, or adopt other housing strategies and agreements, to help the County, Cities and Tribe address regional housing needs.

This project will provide assistance to increase the supply and affordability of housing within the boundaries of the County. DLCD will provide direct assistance (via a Consultant) to the County to complete the tasks indicated below in Section V.

DLCD has received a special appropriation of funds for 2018-2019 to assist local jurisdictions and tribes in updating their comprehensive plans and land use regulations to promote housing availability and affordability. The Oregon Housing Planning Project is financed with State of Oregon General Funds. State funds are paid under this Agreement by DLCD to Angelo Planning Group (Consultant) who will assist the County as described in the Scope of Work. No funds will be given to the County for tasks outlined in this MOU or any expenses incurred by the County as a result of this project.

PROJECT OBJECTIVE AND MAJOR DELIVERABLES

The primary objective of this project is to prepare a regional housing implementation strategy, with a package of recommended policy amendments that can be adopted individually or collectively by the County, Cities and Tribe. It is understood that the focus of the regional housing implementation strategy will be on current urban growth boundaries in Lincoln County. Major deliverables may vary depending upon the specific housing issue being analyzed. At a minimum, they will include completion of:

- Summary of major tasks and action items and a project schedule
- Background Report and Gap Analysis detailing:
 - Policies or strategies including codes and ordinances employed by one or more partners that have proven to be successful in promoting needed housing, those that

might be most effective if adopted county-wide, and those that might be barriers to promoting needed housing;

- Analysis of housing policies and strategies including codes and ordinances for consistency with current legal requirements;
 - Areas where best practices are not currently being employed;
 - Extent to which housing availability and affordability could be enhanced through full implementation of successful strategies, best practices, and removal of barriers to needed housing (i.e. collectively the housing implementation strategy);
 - Constraints or negatives associated with adoption of the housing implementation strategy;
 - Alternatives analysis for components of the housing implementation strategy where there are options related to cost charges, regulatory standards, or other variables;
 - Actions partners must take to carry out the housing implementation strategy.
- Notes from stakeholder interviews
 - Memo identifying opportunities for strengthening relationships between project partners and non-profits engaged in the provision of needed housing
 - Regional Housing Implementation Strategy, in report format, containing recommendations for policy changes specific enough that they can be readily incorporated into implementing ordinances.
 - Model urban service area agreements suitable for adoption by partner entities.
 - Resolution for project partners to accept receipt of the Regional Housing Implementation Strategy and convey interest pursuing its implementation.

Formal adoption of the Regional Housing Implementation Strategy by the County, Cities or Tribe is not anticipated to occur during the project.

ROLES AND RESPONSIBILITIES

County: Overall management of the Project will be the responsibility of the County. County will appoint a Project Manager to be the County's principal contact person for DLCD's Contract Administrator and the Consultant on all matters dealing with the Project.

Specific project management duties of the County will include:

- a. Coordinating project schedule and deliverables with Consultant;
- b. Coordinating County staff and Consultant work;
- c. Ensuring timely delivery of supporting County data/information to Consultant, if needed;
- d. Reviewing and editing Consultant work;
- e. Appointing one or more project advisory committee(s);
- f. Noticing, scheduling, and managing advisory committee meetings and public official work sessions, and public hearings, if any. Activities include preparing and distributing meeting notices, agendas, and summaries; and assisting the Consultant with meeting facilitation.

DLCD: DLCD will provide financial, administrative, and technical assistance to the Project. DLCD will participate on advisory committees. Additional technical assistance may be provided as requested by the County or Consultant. DLCD will review and approve Consultant's work, invoices, and progress reports. DLCD will review the Consultant's performance and deliverables

with the County prior to paying invoices received by the Consultant. DLCD will assist in the mediation of Consultant/County conflicts, or issues with the project or deliverables.

KEY CONTACTS

County of Lincoln

Wayne Belmont
Lincoln County Counsel
225 West Olive Street, Room 110
Newport, Oregon 97365

wbelmont@co.lincoln.or.us
541-265-4108

Department of Land Conservation and Development

Project Manager

Kevin Young
635 Capitol St. NE
Salem, OR 97301

kevin.young@state.or.us
503-934-0030

Regional Representative

Lisa Phipps
4301 3rd Street
Tillamook, OR 97141

lisa.phipps@state.or.us
503-812-5448

Consultant

Matt Hastie, Project Manager
Angelo Planning Group
921 SW Washington Street, Suite 468
Portland, OR 97205

mhastie@angeloplanning.com
(503) 542-3403

SCOPE OF WORK

The Oregon Housing Planning Project (Project) for the County of Lincoln is composed of the following tasks. The County and Consultant must create interim project deadlines as needed to manage the project (see Task 1). All Consultant work must be completed no later than June 30, 2019. Requests by the County or Consultant to change the Scope of Work outlined in this MOU, intended to modify the tasks or deliverables of the Consultant, must be reviewed and approved by DLCD.

Task 1: Project Kick-Off

County will coordinate with partners to form a Technical Advisory Committee (TAC) and a Policy Advisory Committee (PAC) and, in consultation with Consultant, will arrange for in-person meetings with the TAC and PAC to confirm project goals, objectives, and schedule; identify stakeholders in each community that should be interviewed; review housing and related information the partners are to compile for Consultant; and to understand the area's regional housing needs and concerns. Consultant will verify the action items identified through this initial round of meetings and will develop and share a proposed schedule for the actions required for the

completion of all tasks. The level of detail required for the proposed project schedule should be determined with mutual agreement by the County and the Consultant.

Task 1 Consultant Deliverables:

- Summary of major tasks and action items for the Project
- Confirmed list of stakeholders to interviewed
- Proposed Project schedule
- Advisory Committee meeting notes

Task 1 County Deliverables:

- Advisory committee appointments, meeting materials, notices and agendas
- Copy of relevant comprehensive plan provisions, studies, inventories, urban service area agreements, and related documents from each of the project partners

Deadline: Kick-Off to be held within 30 days of completion of consultant contract and MOU. This task might best be accomplished in one day, with a TAC meeting in the morning and a PAC meeting in the afternoon or early evening. Consultant could update informational materials between meetings.

Task 2: Background Report and Gap Analysis

Consultant will review housing polices, implementation strategies, agreements and related information provided by partners, legal framework for housing policies within the state, and best practices recommended by state/national planning organizations, DLCD, and others to inform the preparation of a background report that:

- Identifies policies or strategies employed by one or more partners that have proven to be successful in promoting needed housing, those that might be most effective if adopted county-wide, and those that might be barriers to promoting needed housing;
- Analyzes housing policies and strategies including codes and ordinances for consistency with current legal requirements;
- Highlights areas where best practices are not currently being employed;
- Assesses the extent to which housing availability and affordability could be enhanced through full implementation of successful strategies, best practices, and removal of barriers to needed housing (i.e. collectively the housing implementation strategy);
- Identifies constraints or negatives associated with adoption of the housing implementation strategy;
- Includes an alternatives analysis for components of the housing implementation strategy where there are options related to cost charges, regulatory standards, or other variables;
- Sets out actions partners must take to carry out the housing implementation strategy.

Consultant to distribute draft report for TAC review and comment before presenting results to the full TAC and PAC, and incorporating their feedback into the final draft.

Task 2 Consultant Deliverables:

- Background Report and Gap Analysis

- Presentation materials to explain preliminary analyses and findings to the TAC and PAC
- Advisory committee meeting notes

Task 2 County Deliverables:

- Advisory committee agendas and meeting materials
- Public meeting notice(s)

Deadline: Background Report and Gap Analysis to be completed, and advisory meetings held, on or before February 28, 2019.

Task 3: Field Work and Stakeholder Interviews

Consultant to tour communities in Lincoln County to obtain a working familiarity with local conditions. The tour is also an opportunity for the County, Cities, and Tribe to highlight successful housing projects, the reasons for that success, and properties that are not developing and the reasons why that is the case. In addition to touring the communities, Consultant will conduct up to twenty (20) interviews with key stakeholders involved, at some level, with the provision of needed housing in Lincoln County. The interviews can occur by phone or in person. Consultant may want to hold TAC/PAC Meeting No. 2, perform field work, and conduct in-person interviews over a consecutive 2-3 day period.

Task 3 Consultant Deliverables:

- Notes from stakeholder interviews

Task 3 County Deliverables:

- Develop tour itinerary in consultation with partners
- Assist Consultant in securing meetings with key stakeholders

Deadline: Field work and interviews to occur on or before February 28, 2019.

Task 4: Consultation with Business Oregon and Non-Profits

County to coordinate up to three (3) meetings between Consultant, partner communities, non-profits, and Business Oregon to discuss current collaborations and opportunities where relationships with non-profits, engaged in the provision of needed housing, could be strengthened. The consultation with Business Oregon will afford partners and Consultant an opportunity to better understand how the Community Development Block Grant (CDBG) program, administered by Business Oregon, could be leveraged with the assistance of non-profits to expand housing related services, including steps that can be taken to make an existing pool of CDBG low-income housing rehabilitation funds available for use throughout the County. Consultant to seek feedback from the TAC and PAC before finalizing recommendations. Information resulting from this task is to be included in the final report.

Task 4 Consultant Deliverables:

- Memo summarizing meeting results and potential follow-up action items
- Presentation materials for TAC and PAC meetings identifying opportunities for strengthening relationships with non-profits engaged in the provision of needed housing

- Advisory committee meeting notes

Task 4 County Deliverables:

- Coordinate meetings between Consultant, Business Oregon, non-profits, and partners
- Advisory committee agendas and meeting materials
- Public meeting notice(s)

Deadline: Consultations to be completed, and advisory meetings held, on or before March 29, 2019.

Task 5: Regional Housing Implementation Strategy (Preliminary Report)

Consultant shall prepare a preliminary report summarizing the work performed in Tasks 2 through 4, including the steps Project partners can take individually or collectively to carry out the regional housing implementation strategy. Recommendations for policy changes are to be specific enough that they can be readily incorporated into implementing ordinances. With respect to urban service area agreements, the report is to include model language suitable for adoption by partner entities. The preliminary report is to be distributed to the TAC and PAC for review and comment, with feedback being incorporated into a final draft.

Task 5 Consultant Deliverables:

- Regional Housing Implementation Strategy (Preliminary Report)
- New or amended housing policies recommended for each of the partners, and the region as a whole (including updates to urban service area agreements)
- Advisory committee meeting notes

Task 5 County Deliverables:

- Advisory committee agendas and meeting materials
- Public meeting notice(s)

Deadline: Preliminary Report to be completed, and advisory meetings held, on or before May 17, 2019.

Task 6: Regional Housing Implementation Strategy (Final Report)

Consultant will provide County with a final report incorporating comments received in Task 5, along with a draft resolution for Partners to formally acknowledge receipt and convey their desire to pursue implementation of the Regional Housing Strategy. County shall coordinate with the Project partners to arrange for presentation of the final report to policy making bodies.

Task 6 Consultant Deliverable:

- Regional Housing Implementation Strategy (Final Report)
- Draft resolution

Task 3 County Deliverables:

- Signed resolutions from Project partners (to be included with final report to DLCD)

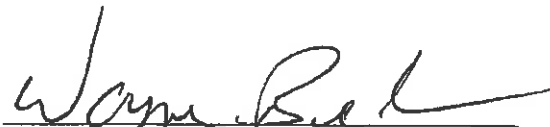
Deadline: Final Report to be completed, and signed resolutions obtained, on or before June 30, 2019.

OTHER CONSIDERATIONS

This agreement will be effective as of the date of the last signature. The termination of this document may occur by mutual consent of the parties with 60 days written notice.

Except as provided herein, nothing in this Memorandum of Understanding shall be construed as obligating the other party to expend funds or obligate future payment of money authorized by law and administratively available for this work.

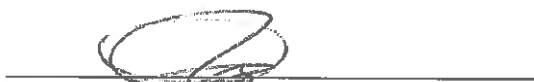
County of Lincoln


Signature of Official

11/7/18
Date


Printed Name

Department of Land Conservation & Development


Jim Rue, Director

11/14/2018
Date



Estimate #2710

12/7/2018

Prepared For:

City of Yachats
Shannon
441 N. Hwy 101
Yachats, OR 97498

Phone: 541-547-3565

Fax:

Alt. Phone: 541-981-4258

Email: Shannon@YachatsMail.org

Prepared By:

Jeffery
Newport Signs
PO Box 105
4909 S. Coast Hwy, Suite 105
South Beach, OR 97366 USA

Phone: 541-867-7600

Fax: 541-867-7606

Alt. Phone: 503-508-1031

Email: jeffery@newportsignshop.com

Description: 1 - 48 in x 48 in x 4 in HDU circular sign
1 - 24 in x 120 in x 12 in carved concrete \ stone base (similar style to north sign)
1 - Install above base and sign on one 3" steel tubing post and 12 in x 120 in x 3.5 in poured concrete base.
1 - Optional upgrade for north sign.
1 - 60 in x 60 in x 1.5 in HDU face panel for north entrance sign with matching work to new logo style on proposed south entrance sign. Install on existing sign.

Estimated Time For Production: 5 working days

Quantity	Description	Each	Total	Taxable
1	1 - 48 in x 48 in x 4 in HDU circular sign with aluminum framework and routed and shaped logo with alum panel inset for pictorial logo design one one side and v-carved copy on back "thanks for visiting...etc"	2,600.00	\$2,600.00	
1	1 - 24 in x 120 in x 12 in carved concrete \ stone base (similar style to north sign)	3,100.00	\$3,100.00	
1	1 - Install above base and sign on one 3" steel tubing post and 12 in x 120 in x 3.5 in poured concrete base	1,250.00	\$1,250.00	
1	Optional upgrade for north sign. 1 - 60 in x 60 in x 1.5 in HDU face panel for north entrance sign with matching work to new logo style on proposed south entrance sign. Install on existing sign	1,675.00	\$1,675.00	
		Subtotal	\$8,625.00	
		Total	\$8,625.00	

Terms: This estimate good for 30 days. 50% due on signing, balance due on completion.

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

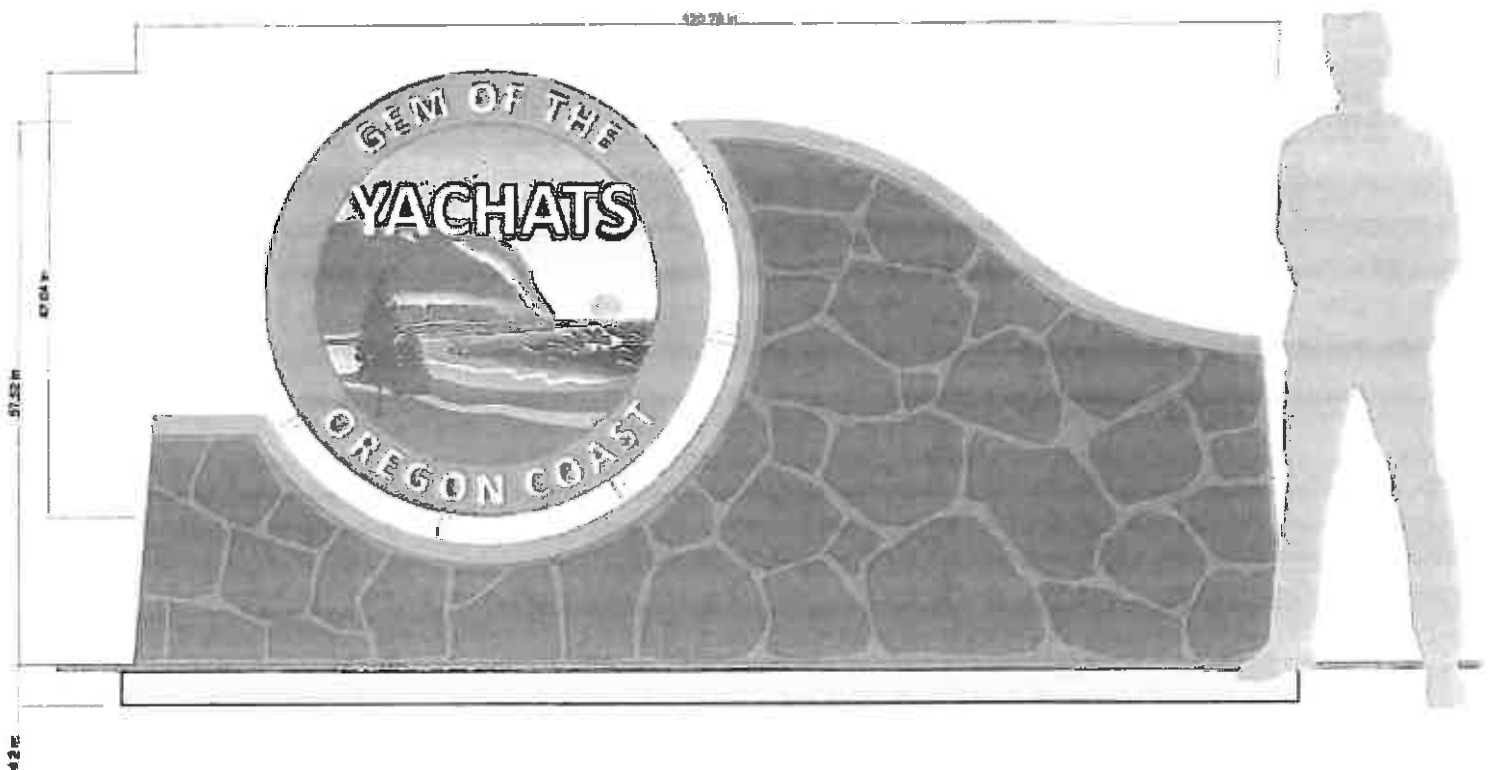
Signed by

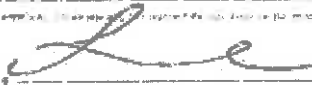
Date

12/10/18

Amt. Paid Today

South Entrance Sign - City of Yachats - Yachats, Oregon



Client Name: City of Yachats Shannon Beaucaire Location: 441 N. Hwy 101 Yachats, OR 97498 Phone: 541-547-3565 Cell: cell 541-272-7390 Email: Shannon@YachatsMail.org	Start Date: 06/14/2018 Last Revision: 00/00/0000 Job#: 1000 Drawing #: 1000av1s1/r1 Page: 1 of 1	 CLIENT APPROVAL LANDLORD APPROVAL	PO Box 100 Newport, Oregon 97156 4909 S. Pacific Highway Suite 100 Newport, Oregon 97156 541-547-3565 541-272-7390 Shannon@YachatsMail.org
--	--	--	---

BY SIGNING THIS DRAWING, THE CLIENT AGREES TO THE TERMS AND CONDITIONS OF THE AGREEMENT AND TO THE DESIGNER'S OBLIGATION TO PROVIDE THE SERVICES DESCRIBED HEREIN. THE DESIGNER'S OBLIGATION IS LIMITED TO THE SERVICES DESCRIBED HEREIN AND DOES NOT INCLUDE THE DESIGN OF THE SIGN OR THE CONSTRUCTION OF THE SIGN. THE DESIGNER'S OBLIGATION IS LIMITED TO THE SERVICES DESCRIBED HEREIN AND DOES NOT INCLUDE THE DESIGN OF THE SIGN OR THE CONSTRUCTION OF THE SIGN.

December 10, 2018

Shannon Beaucaire
Yachats City Manager
441 Hwy 101 N.
P O Box 345
Yachats, OR 97498

Re: Yachats City Hall Relocation/Remodel Project

Dear Ms. Beaucaire:

Thank you for the opportunity to submit this proposal for architectural services for the proposed remodel of the "501 Building" for use as the Yachats City Hall.

SCOPE OF THE PROJECT

As we discussed on the phone, the City is looking to relocate the City Hall into the neighboring building at 501 Hwy 101. This initial phase of the project will consist of analysis of the City Hall programs and space needs, and analysis for adaptation of the existing building that was formerly used as a bank. Analysis will be on a high level to consider the best path forward for the City Hall use including looking at phased remodeling. Structural engineering analysis will not be completed as part of this initial phase.

SCOPE OF SERVICES

Pre-Design/Programming Phase:

1. Site visit meeting to discuss project goals, needs, and existing spaces.
2. Work with key team members to compile programming requirements.
3. Provide a written summary of the space needs.

Schematic Design Phase:

1. Develop a couple conceptual plan options to best accommodate the programmatic needs.
2. Develop preliminary construction cost estimate.
3. Based on the conceptual design and with additional input from interested parties, develop a schematic design for the project. Schematic design documents will include floor plans and imagery to communicate the design intent.
4. Teleconference meetings to completely develop the schematic design to a point where it can be approved.
5. Conduct detailed code research including building and fire code requirements that will affect design of the project.
6. Refine preliminary construction cost estimate.

EXCLUSIONS

The following are not included in the scope of this proposal:

1. Structural Engineering – Structural analysis of the buildings is not included at this time.
2. Mechanical and Electrical Engineering – A full inspection of the mechanical and electrical systems will not be included at this time.

COMPENSATION:

Based on the stated scope of the project and scope of work, I propose a fixed fee of **\$8,000.00**, plus reimbursable expenses such as printing costs and mileage, as listed on the attached "Professional

Services Fee Schedule" will be billed to the project. I would recommend an allowance of \$800 in reimbursable printing costs.

Fees will be billed monthly over the course of the project based on the percentage of the project completed for the month plus reimbursable expenses. Additional services, if any, will be billed according to the hourly rates listed on the attached schedule. Any additional services by consulting engineers and designers will be billed based upon their invoices plus 10%.

SCHEDULE

We anticipate the following time frames:

Pre-Design / Programming:	3 to 4 weeks
Schematic Design:	3 to 4 weeks

These time frames assume that decisions and approvals are received in a timely manner.

We look forward to working with you on this project. Please call me if you have any questions or if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Junge". The signature is fluid and cursive, with the first name "Michael" and last name "Junge" clearly distinguishable.

Michael Junge, AIA, CSI
enclosures

PROFESSIONAL SERVICES FEE SCHEDULE

<u>PERSONNEL</u>	<u>2018 HOURLY RATE</u>
Principal	\$150.00
Architect I	\$120.00
Architect II	\$100.00
Interior Designer	\$ 76.00
Drafter I	\$ 86.00
Drafter II	\$ 80.00
Drafter III	\$ 74.00
Drafter IV	\$ 66.00
Drafter V	\$ 50.00
Administrative	\$ 88.00
Administrative Assistant	\$ 55.00

REIMBURSABLE EXPENSES

Printing Costs:

In-House Photocopies:

8 ½ X 11 and 8 ½ X 14	
B/W	\$.15 per page
Color	\$.50 per page
11 X 17	
B/W	\$.30 per page
Color	\$ 1.00 per page
D size prints	\$ 3.00 per sheet
E size prints	\$ 4.50 per sheet

In-House Plotter Prints:

8 ½ X 11 and 8 ½ X 14	
B/W	\$.15 per page
Color	\$.50 per page
11 X 17	
B/W	.30 per page
Color	\$ 1.00 per page
D size plotter prints	
B/W	\$ 4.00 per sheet
Color	\$ 6.00 per sheet
E size plotter prints	
B/W	\$ 6.00 per sheet
Color	\$ 8.00 per sheet

Custom Printing 1.10 times cost

Mileage (beyond 20 miles from Salem)	\$ 0.54 per mile
Postage and Handling Costs	1.10 times cost
Compact Disk	\$ 5.00 per disk

Plan Review and Permit Fees
paid by Carlson Veit 1.10 times cost

12/11/18
9:30 AM
YIKIMMIE
FUND-100 GENERAL FUND
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 1
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	400,000		633,701.08	233,701.08-	158
	REVENUE	400,000		633,701.08	233,701.08-	158
3-30-1500	INTEREST EARNED					0
3-30-4110	PROPERTY TAXES CURRENT YR	50,000	522.22	522.22	49,477.78	1
3-30-4120	PROPERTY TAXES PRIOR YRS	1,000	461.20	461.20	538.80	46
3-30-4210	BUSINESS LICENSES	11,000	3,613.00	3,613.00	7,387.00	33
3-30-4211	VACATION RENTAL LICENSES	38,000	14,490.00	14,490.00	23,510.00	38
3-30-4221	CABLE TV FRANCHISE TAX	19,000	10,474.59	10,474.59	8,525.41	55
3-30-4222	TELEPHONE FRANCHISE TAX	4,000			4,000.00	0
3-30-4223	DISPOSAL FRANCHISE TAX	11,000	6,332.65	6,332.65	4,667.35	58
3-30-4224	ELECTRIC FRANCHISE TAX	44,000	15,720.44	15,720.44	28,279.56	36
3-30-4230	PERMITS & FILING FEES	2,000	1,300.00-	1,300.00-	3,300.00	65-
3-30-4235	FINES OR LIENS					0
3-30-4240	TRANSIENT ROOM TAX	950,000	707,302.47	707,302.47	242,697.53	74
3-30-4490	OTHER LOCAL SOURCES	3,000	3,274.09	3,274.09	274.09-	109
3-30-4610	CIGARETTE TAX	1,000	323.61	323.61	676.39	32
3-30-4620	LIQUOR TAX	10,000	5,030.98	5,030.98	4,969.02	50
3-30-4622	MARIJUANA TAX	1,200			1,200.00	0
3-30-4630	STATE REVENUE SHARE	8,000			8,000.00	0
3-30-4690	OTHER STATE SOURCES					0
3-30-4810	ADMIN REIMBURSEMENT URD	13,000	13,000.00	13,000.00		100
3-30-4852	EARNINGS FROM TEMP INVEST					0
	REVENUE	1,166,200	779,245.25	779,245.25	386,954.75	67
T O T A L DEPT 100 R E V E N U E		1,566,200	779,245.25	1,412,946.33	153,253.67	90
E X P E N S E S						
5-60-7121	INTERFUND TRANS: STREETS	35,000	35,000.00	35,000.00		100
5-60-7122	OP TRANSFER-LIBRARY	63,080	63,080.00	63,080.00		100
5-60-7123	OP TRANSFER-MUSEUM	3,225	3,225.00	3,225.00		100
5-60-7124	OP TRANSFER-COMMONS	93,000	93,000.00	93,000.00		100
5-60-7125	TRANSFER-VISITOR AMEN	369,000	369,000.00	369,000.00		100
5-60-7126	INTERFUND TRANS: CAP RSRV					0
5-60-7127	OP TRANSFER - PARKS/TRAIL	9,125	9,125.00	9,125.00		100
5-60-7130	TRANSFER TO PERS RESERVE					0
5-60-7174	OP TRANSFER-STORM DRAINS	39,000	39,000.00	39,000.00		100
5-60-7175	OP TRANSFER CITY HALL	40,000	40,000.00	40,000.00		100
	INTERFUND TRANSFERS	651,430	651,430.00	651,430.00		100
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	651,430	651,430.00	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	651,430.00		100

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-100 GENERAL FUND
 DEPT-102 501 BUILDING

CITY OF YACHTS
 REVENUE/EXPENDITURE REPORT

7/01/18 THRU 11/30/18

PAGE 3
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	11,700	3,136.98	3,136.98	8,563.02	27
	PERSONNEL SERVICES	11,700	3,136.98	3,136.98	8,563.02	27
5-20-5222	INSURANCE	2,500			2,500.00	0
5-20-5252	UTILITIES	3,000	512.89	512.89	2,487.11	17
5-20-5330	BUILDING OR LAND MAINTEN	8,000	2,173.39	2,173.39	5,826.61	27
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	1,000			1,000.00	0
	MATERIALS AND SERVICES	14,500	2,686.28	2,686.28	11,813.72	19
	TOTAL PERSONAL SERVICES	11,700	3,136.98	3,136.98	8,563.02	27
	TOTAL MATERIAL & SERV	14,500	2,686.28	2,686.28	11,813.72	19
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 102	E X P E N D I T U R E	26,200	5,823.26	5,823.26	20,376.74	22

12/11/18
9:30 AM
YIKIMMIE
FUND-120 VISITOR AMENITIES
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 5
G11831
G11 3 S

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

12/11/18
9:30 AM
YIKIMMIE
FUND-150 CAPITAL RESERVES
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 11/30/18

PAGE 7
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	CASH CARRY FORWARD REVENUE	1,600,000 1,600,000		1,533,306.91 1,533,306.91	66,693.09 66,693.09	96 96
3-30-1500	INTEREST EARNED	10,000				
3-30-4245	FOOD & BEVERAGE TAX	365,000	258,184.94	258,184.94	10,000.00	0
3-30-4335	LID INSTALL PMT INVOICED				106,815.06	71
3-30-4341	WATER IMPROVEMENTS					0
3-30-4343	SEWER REIMBURSEMENTS					0
3-30-4430	LID ASSESSMENTS					0
3-30-4435	LID INSTALL PMT INVOICED					0
3-30-4480	ANTICIPATED GRANTS	15,000	15,000.00	15,000.00		0
3-30-4852	TEMP INVEST EARNINGS REVENUE	390,000	273,184.94	273,184.94	116,815.06	100 0 70
3-60-4860	GENERAL FUND TRANSFER					0
3-60-4864	WATER RESERVES GENERATED OPERATING TRANSFERS					0 0 0
T O T A L DEPT 100 R E V E N U E		1,990,000	273,184.94	1,806,491.85	183,508.15	91
E X P E N S E S						
5-50-8000	RESERVED FOR FUT EXPEND OTHER USES					0 0
5-60-7121	INTERFUND TRANS: OPS SUPP					0
5-60-7122	OP TRANSFER - LIBRARY					0
5-60-7124	OP TRANSFER - COMMONS					0
5-60-7126	TRANSFER TO DEBT SERV RES	365,000	365,000.00	365,000.00		0
5-60-7176	INTERFUND TRANS - HWY 101					100
5-60-7177	LID PMTS TRANS TO SDC INTERFUND TRANSFERS	164,668 529,668	164,668.00 529,668.00	164,668.00 529,668.00		0 100 100
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	529,668	529,668.00	529,668.00		100
T O T A L DEPT 100 E X P E N D I T U R E		529,668	529,668.00	529,668.00		100

12/11/18
9:30 AM
YIKIMMIE
FUND-150 CAPITAL RESERVES
DEPT-102 501 BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 9
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-60-4864	BANK PURCHASE LOAN REPAY OPERATING TRANSFERS					0 0
T O T A L DEPT 102 R E V E N U E						0
E X P E N S E S						
5-40-7922	CAPITAL IMP OUTLAY CAPITAL OUTLAY		9.99- 9.99-	9.99- 9.99-	9.99 9.99	0 0
TOTAL PERSONAL SERVICES						0
TOTAL MATERIAL & SERV						0
TOTAL CAPITAL OUTLAY						0
TOTAL ALL OTHER						0
T O T A L DEPT 102 E X P E N D I T U R E						0 0

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-150 CAPITAL RESERVES
 DEPT-122 LIBRARY

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 11/30/18

PAGE 11
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-60-4860	TRANS FROM GENERAL FUND	42,500	42,500.00	42,500.00		100
3-60-4864	LIBRARY RESERVES	3,600	3,600.00	3,600.00		100
	OPERATING TRANSFERS	46,100	46,100.00	46,100.00		100
T O T A L DEPT 122 R E V E N U E		46,100	46,100.00	46,100.00		100
E X P E N S E S						
5-10-5160	CAPITALIZED LABOR	6,000			6,000.00	0
	PERSONNEL SERVICES	6,000			6,000.00	0
5-40-7922	CAP OUT: CITY AMENITIES	44,000	10,852.10	10,852.10	33,147.90	25
	CAPITAL OUTLAY	44,000	10,852.10	10,852.10	33,147.90	25
	TOTAL PERSONAL SERVICES	6,000			6,000.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	44,000	10,852.10	10,852.10	33,147.90	25
	TOTAL ALL OTHER					0
T O T A L DEPT 122 E X P E N D I T U R E		50,000	10,852.10	10,852.10	39,147.90	22

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-150 CAPITAL RESERVES
 DEPT-124 COMMONS BUILDING

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 11/30/18

PAGE 13
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-60-4864	PARKS & COMMONS RESERVES	35,500	8,500.00	8,500.00	27,000.00	24
	OPERATING TRANSFERS	35,500	8,500.00	8,500.00	27,000.00	24
T O T A L DEPT 124 R E V E N U E		35,500	8,500.00	8,500.00	27,000.00	24
E X P E N S E S						
5-10-5160	CAPITALIZED LABOR	1,500			1,500.00	0
	PERSONNEL SERVICES	1,500			1,500.00	0
5-40-7922	CAPITAL IMPROVEMENTS	113,500	98,716.79	98,716.79	14,783.21	87
	CAPITAL OUTLAY	113,500	98,716.79	98,716.79	14,783.21	87
	TOTAL PERSONAL SERVICES	1,500			1,500.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	113,500	98,716.79	98,716.79	14,783.21	87
	TOTAL ALL OTHER					0
T O T A L DEPT 124 E X P E N D I T U R E		115,000	98,716.79	98,716.79	16,283.21	86

12/11/18
9:30 AM
YIKIMMIE
FUND-150 CAPITAL RESERVES
DEPT-130 STORM DRAINS

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 15
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-60-4860	TRANS FROM GENERAL FUND	2,000	2,000.00	2,000.00		100
	OPERATING TRANSFERS	2,000	2,000.00	2,000.00		100
T O T A L DEPT 130 R E V E N U E		2,000	2,000.00	2,000.00		100
E X P E N S E S						
5-40-7921	CAP OUT: INFRASTRUC SYST	2,000			2,000.00	0
	CAPITAL OUTLAY	2,000			2,000.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	2,000			2,000.00	0
	TOTAL ALL OTHER					0
T O T A L DEPT 130 E X P E N D I T U R E		2,000			2,000.00	0

12/11/18
9:30 AM
YIKIMMIE
FUND-150 CAPITAL RESERVES
DEPT-161 WATER DISTRIBUTION SYSTEM

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 17
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
E X P E N S E S						
5-40-5641	CAP OUT: EQUIPMENT					0
5-40-7921	CAP OUT: INFRASTRUC SYS					0
	CAPITAL OUTLAY					0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L D E P T 1 6 1 E X P E N D I T U R E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-150 CAPITAL RESERVES
DEPT-171 WW COLLECTION SYSTEM

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 19
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
E X P E N S E S						
5-40-5641	CAP OUT: EQUIPMENT					0
	CAPITAL OUTLAY					0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 171 E X P E N D I T U R E						0

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-155 RESTRICTED RESERVES
 DEPT-017 DEBT SERVICE RESERVE

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 11/30/18

PAGE 21
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-1500	INTEREST EARNED REVENUE					0 0
3-60-4864	TRANS FROM WATER SYSTEM					0
3-60-4866	TRANS FROM WATER	43,000	43,000.00	43,000.00		100
	OPERATING TRANSFERS	43,000	43,000.00	43,000.00		100
T O T A L DEPT 017 R E V E N U E		43,000	43,000.00	43,000.00		100
E X P E N S E S						
5-70-5720	INTEREST PAYMENTS	14,664			14,664.00	0
5-70-7630	PRINCIPAL PAYMENTS	28,186			28,186.00	0
	DEBT SERVICE	42,850			42,850.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	42,850			42,850.00	0
T O T A L DEPT 017 E X P E N D I T U R E		42,850			42,850.00	0

12/11/18
9:30 AM
YIKIMMIE
FUND-155 RESTRICTED RESERVES
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 23
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	450,000		508,960.53	58,960.53-	113
	REVENUE	450,000		508,960.53	58,960.53-	113
3-30-0101	BEGINNING FUND BALANCE					0
3-30-1500	INTEREST EARNED	2,000			2,000.00	0
3-30-4852	EARNINGS FROM TEMP INVEST					0
	REVENUE	2,000			2,000.00	0
T O T A L DEPT 100 R E V E N U E		452,000		508,960.53	56,960.53-	113

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-155 RESTRICTED RESERVES
 DEPT-168 WATER CONSTRUCTION FUND

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 11/30/18

PAGE 25
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4800	URBAN RENEWAL CONTRIBUTN REVENUE	100,000 100,000			100,000.00 100,000.00	0 0
3-60-4800	TRANS FROM URBAN RENEWAL OPERATING TRANSFERS		100,000.00 100,000.00	100,000.00 100,000.00	100,000.00- 100,000.00-	0 0
T O T A L DEPT 168 R E V E N U E		100,000	100,000.00	100,000.00		100
E X P E N S E S						
5-70-5720	INTEREST PAYMENTS	5,600			5,600.00	0
5-70-7630	PRINCIPAL PAYMENTS DEBT SERVICE	34,400 40,000			34,400.00 40,000.00	0 0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	40,000			40,000.00	0
T O T A L DEPT 168 E X P E N D I T U R E		40,000			40,000.00	0

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-160 SYSTEM DEVELOPMENT CHARGE
 DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 11/30/18

PAGE 27
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	185,000		236,321.34	51,321.34-	128
	REVENUE	185,000		236,321.34	51,321.34-	128
3-30-1500	INTEREST EARNED					0
3-30-4341	SDC WATER IMPROVEMENTS	7,000	6,823.00	6,823.00	177.00	97
3-30-4342	SDC WATER REIMBURSEMENTS	10,000	11,007.59	11,007.59	1,007.59-	110
3-30-4343	SDC SEWER REIMBURSEMENTS	30,000	27,605.69	27,605.69	2,394.31	92
3-30-4344	SDC STORM DRAIN IMPROVEME	10,000	6,744.26	6,744.26	3,255.74	67
3-30-4430	LID ASSESSMENTS	4,000			4,000.00	0
3-30-4435	LID INSTALL PMT INVOICED	10,000	7,906.41	7,906.41	2,093.59	79
3-30-4852	TEMP INVEST EARNINGS					0
	REVENUE	71,000	60,086.95	60,086.95	10,913.05	85
3-60-4875	CAPITAL RESERVE TRANSFER	164,668	164,668.00	164,668.00		100
	OPERATING TRANSFERS	164,668	164,668.00	164,668.00		100
T O T A L DEPT 100 R E V E N U E		420,668	224,754.95	461,076.29	40,408.29-	110
E X P E N S E S						
5-50-8000	RESERVED FOR FUT EXPEND					0
	OTHER USES					0
5-60-7121	TRANSFER TO HWY 101 PROJ					0
5-60-7126	TRANSF- CAPITAL RESERVES	170,000	170,000.00	170,000.00		100
5-60-7129	TRANS TO DEBT SERVICE	40,000	40,000.00	40,000.00		100
5-60-7176	INTERFUND TRANS- HWY 101					0
	INTERFUND TRANSFERS	210,000	210,000.00	210,000.00		100
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	210,000	210,000.00	210,000.00		100
T O T A L DEPT 100 E X P E N D I T U R E		210,000	210,000.00	210,000.00		100

12/11/18
9:30 AM
YIKIMMIE
FUND-160 SYSTEM DEVELOPMENT CHARGE
DEPT-117 WATER REIMBURSEMENTS-SDC

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 29
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	WATER REIMB CARRYOVER REVENUE					0
3-30-4341	WATER REIMBURSEMENTS REVENUE					0
T O T A L DEPT 117 R E V E N U E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-160 SYSTEM DEVELOPMENT CHARGE
DEPT-119 SEWER REIMBURSEMENTS -SDC

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 31
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	SEWER REIMB CARRYOVER REVENUE					0 0
3-30-4341	SEWER REIMBURSEMENTS REVENUE					0 0
T O T A L DEPT 119 R E V E N U E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-160 SYSTEM DEVELOPMENT CHARGE
DEPT-121 STREETS

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 33
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
E X P E N S E S						
5-60-7121	INTERFUND TRANS: OPS SUPP					0
	INTERFUND TRANSFERS					0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L D E P T 1 2 1 E X P E N D I T U R E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-160 SYSTEM DEVELOPMENT CHARGE
DEPT-170 WW TREATMENT PLANT

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 35
G11631
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4312	CAPITAL RESERVE FEE					0
3-30-4341	SDC SEWER REIMBURSEMENTS					0
	REVENUE					0
T O T A L DEPT 170 R E V E N U E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-200 HIGHWAY 101 CONSTRUCTION
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 37
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	CASH CARRY FORWARD REVENUE			2,951.15 2,951.15	2,951.15- 2,951.15-	0 0
3-30-1500	INTEREST EARNED					0
3-30-4490	ODOT GRANT HWY 101					0
3-30-4852	TEMP INVEST EARNINGS					0
3-30-4864	OP TRANSFER FROM SDC					0
3-30-4866	URBAN RENEWAL CONTRIBUTIN REVENUE					0 0
3-60-4869	UNDERGROUND UTILITIES FIN					0
3-60-4875	TRANS FROM CAPITAL RESERV OPERATING TRANSFERS					0 0
T O T A L D E P T 1 0 0 R E V E N U E				2,951.15	2,951.15-	0
E X P E N S E S						
5-10-5160	ALLOCATED LABOR PERSONNEL SERVICES					0 0
5-40-7922	UNDERGROUND UTILITIES					0
5-40-7923	HWY 101 STREETS/SIDEWALKS					0
5-40-7924	HWY 101 UNDERGROUNDING UT					0
5-40-7927	HWY 101 STORM DRAIN CAPITAL OUTLAY					0 0
5-50-8000	RESERVED FOR FUT EXPEND OTHER USES					0 0
TOTAL PERSONAL SERVICES						0
TOTAL MATERIAL & SERV						0
TOTAL CAPITAL OUTLAY						0
TOTAL ALL OTHER						0
T O T A L D E P T 1 0 0 E X P E N D I T U R E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-200 HIGHWAY 101 CONSTRUCTION
DEPT-121 STREETS

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 39
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE REVENUE					0 0
T O T A L DEPT 121 R E V E N U E						0
E X P E N S E S						
5-40-7922	CAP OUT: CITY AMENITIES CAPITAL OUTLAY					0 0
TOTAL PERSONAL SERVICES						0
TOTAL MATERIAL & SERV						0
TOTAL CAPITAL OUTLAY						0
TOTAL ALL OTHER						0
T O T A L DEPT 121 E X P E N D I T U R E						0
T O T A L FUND 200 R E V E N U E				2,951.15	2,951.15-	0
FUND PERSONAL SERVICES						0
FUND MATERIAL & SERV						0
FUND CAPITAL OUTLAY						0
FUND ALL OTHER						0
T O T A L FUND 200 E X P E N D I T U R E						0
FUND PRIOR BALANCE		2,951.15				
NET FUND BALANCE		2,951.15				

12/11/18
9:30 AM
YIKIMMIE
FUND-240 CITY AMENITIES
DEPT-122 LIBRARY

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 41
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE REVENUE					0 0
3-30-0101	BEGINNING FUND BALANCE					0
3-30-4480	GIFTS AND DONATIONS	2,000	936.70	936.70	1,063.30	47
3-30-4690	OTHER STATE SOURCES REVENUE	1,000 3,000			1,000.00 2,063.30	0 31
3-60-4860	GENERAL FUND SUPPORT	20,580	20,580.00	20,580.00		100
3-60-4864	VISITOR AMENITIES SUPPORT OPERATING TRANSFERS	8,820 29,400	8,820.00 29,400.00	8,820.00 29,400.00		100 100
T O T A L DEPT 122 R E V E N U E		32,400	30,336.70	30,336.70	2,063.30	94
E X P E N S E S						
5-10-5160	ALLOCATED LABOR PERSONNEL SERVICES	2,000 2,000	51.91 51.91	51.91 51.91	1,948.09 1,948.09	3 3
5-20-5222	INSURANCE	1,000			1,000.00	0
5-20-5251	OFFICE PHONE/CELL/DSL	1,400	632.88	632.88	767.12	45
5-20-5252	OFFICE UTILITIES	1,600	460.72	460.72	1,139.28	29
5-20-5282	SOFTWARE	1,500	200.00	200.00	1,300.00	13
5-20-5313	EQUIPMENT REPAIR	4,000	376.53	376.53	3,623.47	9
5-20-5320	CHILDREN'S BOOKS/PROGRAMS	4,000	980.10	980.10	3,019.90	25
5-20-5330	BUILDING OR LAND MAINTEN	2,500	1,281.75	1,281.75	1,218.25	51
5-20-5340	OPERATING MAT & SUPPLIES	1,500	545.98	545.98	954.02	36
5-20-5345	BOOKS AND PERIODICALS	7,500	3,336.50	3,336.50	4,163.50	44
5-20-5490	MATERIALS/SERVICES OTHER MATERIALS AND SERVICES	1,800 26,800			1,800.00 18,985.54	0 29
5-60-7126	INTERFUND TRANS: CAP RSRV INTERFUND TRANSFERS	3,600 3,600	3,600.00 3,600.00	3,600.00 3,600.00		100 100
	TOTAL PERSONAL SERVICES	2,000	51.91	51.91	1,948.09	3
	TOTAL MATERIAL & SERV	26,800	7,814.46	7,814.46	18,985.54	29
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	3,600	3,600.00	3,600.00		100
T O T A L DEPT 122 E X P E N D I T U R E		32,400	11,466.37	11,466.37	20,933.63	35

12/11/18
9:30 AM
YIKIMMIE
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 43
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	CASH CARRY FORWARD REVENUE					0 0
3-30-4335	RENTS AND FEES	22,000	11,724.55	11,724.55	10,275.45	53
3-30-4460	CITY HALL RENTAL INCOME	17,800	17,800.00	17,800.00		100
3-30-4480	GIFTS AND DONATIONS REVENUE	39,800	29,524.55	29,524.55	10,275.45	74
3-60-4860	GENERAL FUND SUPPORT	93,000	93,000.00	93,000.00		100
3-60-4864	VISITOR AMENITIES SUPPORT	30,000	30,000.00	30,000.00		100
	OPERATING TRANSFERS	123,000	123,000.00	123,000.00		100
T O T A L DEPT 124 R E V E N U E		162,800	152,524.55	152,524.55	10,275.45	94
E X P E N S E S						
5-10-5160	ALLOCATED LABOR PERSONNEL SERVICES	40,000 40,000	12,786.35 12,786.35	12,786.35 12,786.35	27,213.65 27,213.65	32 32
5-20-5222	INSURANCE	5,500			5,500.00	0
5-20-5240	OFFICE MATERIALS/SUPPLIES	250	82.99	82.99	167.01	33
5-20-5251	OFFICE PHONE/CELL/DSL	1,500	129.27	129.27	1,370.73	9
5-20-5252	OFFICE UTILITIES	5,000	1,936.30	1,936.30	3,063.70	39
5-20-5260	PROFESSIONAL SERVICES	38,000	15,125.00	15,125.00	22,875.00	40
5-20-5317	TOOLS & SMALL EQUIPMENT	550			550.00	0
5-20-5330	BUILDING OR LAND MAINTEN	20,000	7,503.76	7,503.76	12,496.24	38
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	14,500	7,808.39	7,808.39	6,691.61	54
5-20-5490	MATERIALS/SERVICES OTHER	500	150.00	150.00	350.00	30
	MATERIALS AND SERVICES	85,800	32,735.71	32,735.71	53,064.29	38
5-40-7922	CAP OUT: CITY AMENITIES CAPITAL OUTLAY					0 0
5-50-5800	CONTINGENCIES OTHER USES	10,000 10,000			10,000.00 10,000.00	0 0
5-60-7126	INTERFUND TRANS: CAP RSRV INTERFUND TRANSFERS	27,000 27,000	27,000.00 27,000.00	27,000.00 27,000.00		100 100
	TOTAL PERSONAL SERVICES	40,000	12,786.35	12,786.35	27,213.65	32
	TOTAL MATERIAL & SERV	85,800	32,735.71	32,735.71	53,064.29	38
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	37,000	27,000.00	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	72,522.06	72,522.06	90,277.94	45

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-600 CITY INFRASTRUCTURE
 DEPT-017 DEBT SERVICE RESERVE

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 11/30/18

PAGE 45
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	CCF DEBT SERVICE RES REVENUE					0 0
3-30-1500						
3-30-4852	TEMP INVEST EARNINGS REVENUE					0 0 0
T O T A L DEPT 017 R E V E N U E						0
E X P E N S E S						
5-50-8000	RESERVED FOR FUT EXPEND OTHER USES					0 0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 017 E X P E N D I T U R E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-600 CITY INFRASTRUCTURE
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 47
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE			262,372.15	262,372.15-	0
	REVENUE			262,372.15	262,372.15-	0
3-30-4344	SDC STORM DRAIN IMPROVEME					0
3-30-4852	EARNINGS FROM TEMP INVEST					0
	REVENUE					0
T O T A L DEPT 100 R E V E N U E				262,372.15	262,372.15-	0

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-600 CITY INFRASTRUCTURE
 DEPT-130 STORM DRAINS

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 11/30/18

PAGE 49
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	CASH CARRY FORWARD REVENUE					0
						0
3-30-4342	STORM DRAIN IMPROVEMENTS REVENUE					0
						0
3-60-4861	OP TRANSFER FROM GENERAL OPERATING TRANSFERS					0
						0
T O T A L DEPT 130 R E V E N U E						0
E X P E N S E S						
5-10-5160	ALLOCATED LABOR PERSONNEL SERVICES					0
						0
5-20-5317	TOOLS & SMALL EQUIPMENT					0
5-20-5341	PLANT/SYSTEM OPERATIONS MATERIALS AND SERVICES					0
						0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 130 E X P E N D I T U R E						0

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-600 CITY INFRASTRUCTURE
 DEPT-160 WATER TREATMENT PLANT

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 11/30/18

PAGE 51
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
	OTHER USES					0
5-60-7126	INTERFUND TRANS: CAP RSRV					0
5-60-7129	INT TRANS -RESTRICT RESER					0
5-60-7131	INT FUND -STREET CAPITAL					0
	INTERFUND TRANSFERS					0
5-70-5720	INTEREST PAYMENTS					0
5-70-7630	PRINCIPAL PAYMENTS					0
5-70-7635	FEE: DEBT SERVICE					0
	DEBT SERVICE					0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 160 E X P E N D I T U R E						0

12/11/18
 9:30 AM
 YIKIMMIE
 FUND-600 CITY INFRASTRUCTURE
 DEPT-168 WATER CONSTRUCTION FUND

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 7/01/18 THRU 11/30/18

PAGE 53
 G11831
 G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4690	GOVERNMENT SOURCES/OTHER REVENUE					0 0
3-60-4810	URBAN RENEWAL TRANSFER OPERATING TRANSFERS					0 0
T O T A L DEPT 168 R E V E N U E						0
E X P E N D I T U R E S						
5-10-5160	ALLOCATED LABOR PERSONNEL SERVICES					0 0
5-20-5278	DESIGN & ENGINEERING					0
5-20-5282	ADDITIONAL SERVICES					0
5-21-5800	CONTINGENCIES					0
	MATERIALS AND SERVICES					0
5-40-7921	CAP OUT: INFRASTRUC SYS CAPITAL OUTLAY					0 0
5-50-5800	CONTINGENCIES OTHER USES					0 0
5-60-7121	INTERFUND TRANS: HWY 101 INTERFUND TRANSFERS					0 0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 168 E X P E N D I T U R E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-600 CITY INFRASTRUCTURE
DEPT-170 WW TREATMENT PLANT

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 55
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
5-50-5800	CONTINGENCIES					0
	OTHER USES					0
5-60-7126	INTERFUND TRANS: CAP RSRV					0
5-60-7129	INTERFUND TRANS-DEBT SERV					0
5-60-7131	INT FUND -STREET CAPITAL					0
	INTERFUND TRANSFERS					0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L D E P T 1 7 0 E X P E N D I T U R E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-600 CITY INFRASTRUCTURE
DEPT-177 REVENUE DEBT SERV RESERVE

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 57
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE REVENUE					0 0
T O T A L DEPT 177 R E V E N U E						0

12/11/18
9:30 AM
YIKIMMIE
FUND-600 CITY INFRASTRUCTURE
DEPT-190 URBAN RENEWAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 59
G11831
G11 3 5

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
E X P E N S E S						
5-10-5140	PERSONNEL ALLOCATION					0
	PERSONNEL SERVICES					0
5-20-5222	INSURANCE					0
5-20-5261	AUDITOR					0
5-20-5422	LEGAL NOTICES					0
	MATERIALS AND SERVICES					0
5-50-8000	RESERVED FOR FUT EXPEND					0
	OTHER USES					0
5-60-7121	INTERFUND TRANS: OPS SUPP					0
5-60-7126	INTERFUND TRANS: CAP RSRV					0
	INTERFUND TRANSFERS					0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L D E P T 1 9 0 E X P E N D I T U R E						0
T O T A L F U N D 6 0 0 R E V E N U E						0
	FUND PERSONAL SERVICES			262,372.15	262,372.15-	0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER					0
T O T A L F U N D 6 0 0 E X P E N D I T U R E						0
	FUND PRIOR BALANCE	262,372.15				
	NET FUND BALANCE	262,372.15				

12/11/18
9:30 AM
YIKIMMIE
FUND-630 STORM DRAINS
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 61
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-0101	BEGINNING FUND BALANCE	75,000			75,000.00	0
	REVENUE	75,000			75,000.00	0
3-60-4861	INTERFUND TRANS-GEN FUND	37,000	37,000.00	37,000.00		100
	OPERATING TRANSFERS	37,000	37,000.00	37,000.00		100
T O T A L DEPT 100 R E V E N U E		112,000	37,000.00	37,000.00	75,000.00	33
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	25,000	8,532.12	8,532.12	16,467.88	34
	PERSONNEL SERVICES	25,000	8,532.12	8,532.12	16,467.88	34
5-20-5313	EQUIPMENT REPAIR	1,500	445.62	445.62	1,054.38	30
5-20-5317	TOOLS & SMALL EQUIPMENT	1,500			1,500.00	0
5-20-5361	STORM DRAIN PARTS	6,000			6,000.00	0
5-20-5362	STORM DRAIN SYS CONSUMMAB	500			500.00	0
5-20-5363	OUTSIDE SERVICES	2,500			2,500.00	0
	MATERIALS AND SERVICES	12,000	445.62	445.62	11,554.38	4
	TOTAL PERSONAL SERVICES	25,000	8,532.12	8,532.12	16,467.88	34
	TOTAL MATERIAL & SERV	12,000	445.62	445.62	11,554.38	4
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 100 E X P E N D I T U R E		37,000	8,977.74	8,977.74	28,022.26	24
T O T A L FUND 630 R E V E N U E		112,000	37,000.00	37,000.00	75,000.00	33
	FUND PERSONAL SERVICES	25,000	8,532.12	8,532.12	16,467.88	34
	FUND MATERIAL & SERV	12,000	445.62	445.62	11,554.38	4
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER					0
T O T A L FUND 630 E X P E N D I T U R E		37,000	8,977.74	8,977.74	28,022.26	24
	FUND PRIOR BALANCE					
	NET FUND BALANCE	28,022.26				

12/11/18

9:30 AM

YIKIMMIE

FUND-660 WATER SYSTEM

DEPT-100 NON DEPARTMENTAL

CITY OF YACHTS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 11/30/18

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
TOTAL PERSONAL SERVICES	TOTAL MATERIAL & SERV	285,000	82,091.80	82,091.80	202,908.20	29
TOTAL CAPITAL OUTLAY	TOTAL CAPITAL OUTLAY	194,500	79,903.33	79,903.33	114,596.67	41
TOTAL ALL OTHER	TOTAL ALL OTHER	163,000	148,000.00	148,000.00	15,000.00	91
TOTAL DEPT 100 EXPENSE	TOTAL DEPT 100 EXPENSE	642,500	309,995.13	309,995.13	332,504.87	48
TOTAL FUND 660 REVENUE	TOTAL FUND 660 REVENUE	659,500	255,536.22	255,536.22	403,963.78	39
FUND PERSONAL SERVICES	FUND PERSONAL SERVICES	285,000	82,091.80	82,091.80	202,908.20	29
FUND MATERIAL & SERV	FUND MATERIAL & SERV	194,500	79,903.33	79,903.33	114,596.67	41
FUND CAPITAL OUTLAY	FUND CAPITAL OUTLAY	163,000	148,000.00	148,000.00	15,000.00	91
TOTAL FUND 660 EXPENSE	TOTAL FUND 660 EXPENSE	642,500	309,995.13	309,995.13	332,504.87	48
FUND PRIOR BALANCE	FUND PRIOR BALANCE					
NET FUND BALANCE	NET FUND BALANCE	54,458.91-				

12/11/18
9:30 AM
YIKIMMIE
FUND-670 WASTEWATER SYSTEM
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 65
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-0101	BEGINNING FUND BALANCE	120,000	--	--	120,000.00	0
3-30-4310	WASTEWATER SERVICES	590,000	227,950.32	227,950.32	362,049.68	39
3-30-4312	CAPITAL RESERVE FEES	40,000	15,219.76	15,219.76	24,780.24	38
3-30-4320	INSTALLATION CHARGES	2,500	1,889.00	1,889.00	611.00	76
3-30-4450	CREDIT CARD FEES	4,500	1,719.36	1,719.36	2,780.64	38
	REVENUE	748,000	243,339.72	243,339.72	504,660.28	33
T O T A L DEPT 100 R E V E N U E						
		748,000	243,339.72	243,339.72	504,660.28	33
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	265,000	101,940.60	101,940.60	163,059.40	38
	PERSONNEL SERVICES	265,000	101,940.60	101,940.60	163,059.40	38
5-20-5210	DUES/MEMBERSHIPS/FEES	750	438.66	438.66	311.34	58
5-20-5211	DEQ FEES	3,500	2,257.00	2,257.00	1,243.00	64
5-20-5222	INSURANCE	18,000	--	--	18,000.00	0
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	2,051.50	2,051.50	5,148.50	28
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	2,567.82	2,567.82	3,432.18	43
5-20-5253	POSTAGE	3,000	1,448.69	1,448.69	1,551.31	48
5-20-5255	EDUCATION & TRAINING	1,100	830.60	830.60	269.40	76
5-20-5258	ENGINEERING SERVICES	5,000	--	--	5,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000	4,298.52	4,298.52	298.52	107
5-20-5260	PROFESSIONAL SERVICES	7,000	6,261.92	6,261.92	738.08	89
5-20-5261	AUDITOR	6,000	600.00	600.00	5,400.00	10
5-20-5270	TRAVEL	1,000	28.74	28.74	971.26	3
5-20-5311	EQUIPMENT LEASE	2,000	996.36	996.36	1,003.64	50
5-20-5312	EQUIP - FUEL/TIRES/PARTS	5,000	2,686.61	2,686.61	2,313.39	54
5-20-5313	EQUIPMENT REPAIR	9,000	418.17	418.17	8,581.83	5
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	319.02	319.02	680.98	32
5-20-5330	BUILDING OR LAND MAINTENC	1,500	327.16	327.16	1,172.84	22
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	600	144.29	144.29	455.71	24
5-20-5342	PLANT UTILITIES	30,000	10,529.51	10,529.51	19,470.49	35
5-20-5351	MAIN PLANT - PARTS	20,000	10,153.86	10,153.86	9,846.14	51
5-20-5352	MAIN PLANT -CONSUMABLES	10,000	4,836.38	4,836.38	5,163.62	48
5-20-5353	MAIN PLANT OUTSIDE SERVIC	12,000	2,860.81	2,860.81	9,139.19	24
5-20-5361	COLLECTION SYSTEM -PARTS	5,000	970.80	970.80	4,029.20	19
5-20-5362	COLL SYSTEM -CONSUMABLES	2,500	721.58	721.58	1,778.42	29
5-20-5363	COLL SYSTEM OUTSIDE SERVI	5,000	--	--	5,000.00	0
5-20-5364	COLLECTION - I & I	20,000	863.51	863.51	19,136.49	4
5-20-5440	OFFICE EXPENSES - OTHER	500	38.71	38.71	461.29	8
5-20-5470	EQUIPMENT REP/MAINT	1,500	--	--	1,500.00	0
5-20-5474	MOWING & TRIMMING	2,000	805.00	805.00	1,195.00	40
	MATERIALS AND SERVICES	190,150	57,455.22	57,455.22	132,694.78	30
5-50-5800	CONTINGENCIES	15,000	--	--	15,000.00	0
	OTHER USES	15,000	--	--	15,000.00	0
5-60-7126	INTERFUND TRAN- CAP RESER	80,000	80,000.00	80,000.00	--	100
5-60-7129	INTFUND TRANS-DEBT SERVIC	60,000	60,000.00	60,000.00	--	100

12/11/18
9:30 AM
YIKIMMIE
FUND-800 USFS CONTRACT
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 67
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE			145.97	145.97-	0
	REVENUE			145.97	145.97-	0
T O T A L DEPT 100 R E V E N U E				145.97	145.97-	0
T O T A L FUND 800 R E V E N U E				145.97	145.97-	0
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER					0
T O T A L FUND 800 E X P E N D I T U R E						0
	FUND PRIOR BALANCE	145.97				
	NET FUND BALANCE	145.97				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	185,000		204,015.30	19,015.30-	110
	REVENUE	185,000		204,015.30	19,015.30-	110
3-30-4110	PROPERTY TAXES CURRENT YR	265,000	3,514.40	3,514.40	261,485.60	1
3-30-4120	PROPERTY TAXES PRIOR YEAR	6,000	2,718.84	2,718.84	3,281.16	45
	REVENUE	271,000	6,233.24	6,233.24	264,766.76	2
T O T A L D E P T 1 0 0 R E V E N U E		456,000	6,233.24	210,248.54	245,751.46	46
E X P E N S E S						
5-20-5210	DUES/MEMBERSHIPS/FEES	1,000	83.01	83.01	916.99	8
5-20-5261	AUDITOR	2,000			2,000.00	0
	MATERIALS AND SERVICES	3,000	83.01	83.01	2,916.99	3
5-50-5800	CONTINGENCIES	100,000			100,000.00	0
	OTHER USES	100,000			100,000.00	0
5-60-7121	ADMIN FEE - TRANS TO GEN	13,000	13,000.00	13,000.00		100
5-60-7126	INT FUND TRANS -CAP RESER		18,000.00	18,000.00	18,000.00-	0
5-60-7129	INTERFUND TRANS-SEW DEBT	95,000	95,000.00	95,000.00		100
5-60-7131	FUND TRANS-STREET RESERVE	18,000				0
5-60-7137	TRANS SOUTH TANK DEBT RES	100,000	100,000.00	100,000.00	18,000.00	100
	INTERFUND TRANSFERS	226,000	226,000.00	226,000.00		100
TOTAL PERSONAL SERVICES						
	TOTAL MATERIAL & SERV	3,000	83.01	83.01	2,916.99	3
	TOTAL CAPITAL OUTLAY	326,000	226,000.00	226,000.00	100,000.00	69
	TOTAL ALL OTHER	329,000	226,083.01	226,083.01	102,916.99	69
T O T A L D E P T 1 0 0 E X P E N D I T U R E						

12/11/18
9:30 AM
YIKIMMIE
FUND-900 URBAN RENEWAL
DEPT-190 URBAN RENEWAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 11/30/18

PAGE 71
G11831
G11 3 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
	TOTAL CAPITAL OUTLAY	1,402,350	241,451.91	241,451.91	1,160,898.09	17
	TOTAL ALL OTHER	3,190,421	2,385,168.00	2,385,168.00	805,253.00	75
	GRAND TOTAL EXPENDITURE	6,637,871	3,442,297.97	3,442,297.97	3,195,573.03	52
	PRIOR BALANCE	3,495,401.72				
	NET FUND BALANCE	4,524,830.15				

City Council Action Item Cover Sheet

DATE: December 12, 2018

Agenda Item:

Bee City USA

Question Before Council:

Does the Council wish for the City Manager to proceed with a Bee City Application?

Person/Group Initiating Request:

Mayor Gerald Stanley

Item Summary/Background:

Mayor Stanley requested that the City Manager look into Bee City USA Status. With assistance from the organizers of the Honey Lovers Festival the following information is provided:

What is a Bee City, Benefits to your Community, FAQ's, a template resolution, and minutes from Newport Parks and Rec Committee regarding their Bee City status.

There is a nominal annual fee and committee requirement. Upon review, the City Manager recommends that Council direct the City Manager on whether to proceed with a Bee City Application.

HOME (/)

BEE CITY USA

BEE CAMPUS USA

GET INVOLVED

ABOUT POLLINATORS

RESOURCES
(/RESOURCES.HTML)

MEDIA & NEWS

WHAT IS A BEE CITY

Header photo by: Nancy Lee Adamson

Together,
we can make a difference

By working together, our goal is to make a difference in reversing the threat currently facing pollinators around the world.

SCROLL DOWN ↓

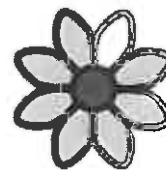
Bee City USA fosters ongoing dialogue in urban areas to raise awareness of the role pollinators play in our communities and what each of us can do to provide them with healthy habitat.

The Bee City USA program endorses a set of commitments, defined in a resolution, for creating **sustainable habitats for pollinators** (<http://www.beecityusa.org/uploads/1/2/8/9/12899788/pollinatorbookletfinalrevprint.pdf>), which are vital to feeding the planet.

Incorporated cities, towns, counties and communities across America are invited to make these commitments and become certified as a Bee City USA affiliate.



1 in 3
bites of food we
eat is courtesy of
insect pollination



90%
of the world's wild
plants depend on
pollinators to reproduce

DONATE

Bee City USA aims to protect pollinators by enabling affiliates to:

Raise awareness

Enhance habitats

Celebrate achievements

Photo by: Nancy Lee Adamson

A cohesive team,
working hand in hand.

Affiliates of Bee City USA are led by a broad-based committee - a team of private & public leaders. Once the application is submitted & the resolution adopted by your highest governing body, your team should be comprised of:



Grassroots Leaders



City Staff



Experts

? Frequently Asked Questions

IS THERE A MODEL BEEKEEPING ORDINANCE?



WHAT ABOUT THE DANGER OF STINGS?



DONATE

1

We encourage community leaders across the nation to join the Bee City USA movement

Just as plants and pollinators have collaborated for millions of years to make the planet bloom and fruit, communities have the opportunity to join forces to sustain pollinators and the planet through more conscientious landscape management.

BENEFITS TO YOUR CITY (</benefits-to-your-community.html>)

APPLY NOW (</application-city.html>)



Quick Links

> [What is a Bee City \(/what-is-a-bee-city.html\)](/what-is-a-bee-city.html)
 > [What is a Bee Campus \(/what-is-a-bee-campus.html\)](/what-is-a-bee-campus.html)
 > [Why Choose Pollinators \(/why-choose-pollinators.html\)](/why-choose-pollinators.html)
 > [Create Habitat \(/create-habitat.html\)](/create-habitat.html)
 > [Blog & News \(https://www.beecityusa.org/blog-and-news\)](https://www.beecityusa.org/blog-and-news)
 > [Pollinator Conservation \(https://xerces.org/pollinator-conservation/\)](https://xerces.org/pollinator-conservation/)
[Resources at Xerces.org \(https://xerces.org/pollinator-conservation/\)](https://xerces.org/pollinator-conservation/)

Get Involved

> [Events \(/events.html\)](/events.html)
 > [Donate \(/donate.html\)](/donate.html)
 > [Become a Sponsor \(/supporters.html\)](/supporters.html)
 > [Volunteer \(/volunteer.html\)](/volunteer.html)
 > [Contact Us \(/contact-us-v1.html\)](/contact-us-v1.html)

(mailto:beecityusa@xerces.org)

Please notify us at beecityusa@xerces.org
 (mailto:beecityusa@xerces.org)

if you find broken links or other website issues.

© The Xerces Society, Inc. 2018
[Website Terms of Use \(/terms-of-use.html\)](/terms-of-use.html) | [Privacy Policy \(/privacy-policy.html\)](/privacy-policy.html)

DONATE

[HOME \(/\)](#)[BEE CITY USA](#)[BEE CAMPUS USA](#)[GET INVOLVED](#)[ABOUT POLLINATORS](#)[RESOURCES \(/RESOURCES.HTML\)](#)[MEDIA & NEWS](#)

BENEFITS TO YOUR COMMUNITY

Header photo by: Nancy Lee Adamson

Make a difference in your community

By becoming a Bee City USA affiliate, local leaders can improve their community's environment, eating habits, and even economy.

SCROLL DOWN ↓

Benefits of affiliation

Affiliates are not reinventing the wheel! They are active participants in a national movement committed to pollinator conservation supported by **conference calls and webinars** to promote sharing and collaboration among affiliates.

Becoming an affiliate **institutionalizes the local government and community's commitment** to pollinator conservation and provides support for widespread collaboration to establish and maintain healthy pollinator habitat on public and private land.

Being a Bee City USA affiliate also **provides accountability** for achieving pollinator conservation results each year, to be shared with one another and the public through **annual reporting**.

Bee City USA **disseminates information** regarding funding opportunities, pollinator research and habitat enhancement through email, e-newsletters, the website and the Facebook page.

Bee City USA shares **resources for program promotion** – press release templates, brochure templates, T-shirt designs, bee decals, pollinator garden signs, etc.

Have a question or a problem? Bee City USA staff do their best to address **affiliate requests** in a prompt and helpful manner.

Benefits to your community

[DONATE](#)

**Ensure survival of vital animal species**

Help to ensure the survival of vital animal species crucial to our planet's complex food web.

**Improve local food production**

Raise community awareness of how our food grows and improve local food production through expanded pollination.

**Stimulate local plant nursery market**

Improve local plant nursery markets by increasing demand for native, pollinator friendly plants.

**Engage community in removing invasives**

Mobilize community to remove non-native invasive plants to make way for locally native plants.

**Address pest problems less toxically**

Raise community awareness of the least toxic ways to deal with home and garden pest problems.

**Heighten awareness of seasonal changes**

Raise community awareness of the local environment's seasonality as understanding grows about pollinators' reliance on blooming plants and trees.

**Increase small business opportunities**

Support growth of niche business - pollinator friendly landscaping, beekeeping suppliers, chemical-free lawn care, native seed suppliers.

More than 150 food crops in the United States depend on pollinators, including blueberries, apples, squash, strawberries and almonds.

Bee City USA needs passionate local leaders

To become certified, local city or county governments must complete an application and adopt a resolution which outlines the commitments each Bee City USA affiliate must make.

By becoming a full-fledged affiliate of Bee City USA, your city or county can:

provide credibility for local grassroots
pollinator conservation efforts

**institutionalize the community's
commitment** beyond any one elected
official's or staff member's term of service,
and

open doors to widespread collaboration
for establishing and maintaining healthy
pollinator habitat within the community's
boundaries.

START APPLICATION (</application-city.html>)



Quick Links

- > [What is a Bee City \(/what-is-a-bee-city.html\)](/what-is-a-bee-city.html)
- > [What is a Bee Campus \(/what-is-a-bee-campus.html\)](/what-is-a-bee-campus.html)
- > [Why Choose Pollinators \(/why-choose-pollinators.html\)](/why-choose-pollinators.html)
- > [Create Habitat \(/create-habitat.html\)](/create-habitat.html)
- > [Blog & News \(https://www.bee-city.org/blog-and-news\)](https://www.bee-city.org/blog-and-news)
- > [Pollinator Conservation \(https://xerces.org/pollinator-conservation/\)](https://xerces.org/pollinator-conservation/)
- > [Resources at Xerces.org \(https://xerces.org/pollinator-conservation/\)](https://xerces.org/pollinator-conservation/)

Get Involved

- > [Events \(/events.html\)](/events.html)
- > [Donate \(/donate.html\)](/donate.html)
- > [Become a Sponsor \(/supporters.html\)](/supporters.html)
- > [Volunteer \(/volunteer.html\)](/volunteer.html)
- > [Contact Us \(/contact-us-v1.html\)](/contact-us-v1.html)

(mailto:info@beecityusa.org)

Please notify us at beecityusa@xerces.org
(mailto:beecityusa@xerces.org)

if you find broken links or other website issues.

© The Xerces Society, Inc. 2018

[Website Terms of Use \(/terms-of-use.html\)](/terms-of-use.html) | [Privacy Policy \(/privacy-policy.html\)](/privacy-policy.html)

DONATE

BEE CITY USA FREQUENTLY ASKED QUESTIONS

ELIGIBILITY REQUIREMENTS--What are the eligibility requirements of Bee City USA?

Generally, Bee City USA applicants must be either an incorporated municipality, a county, or a county and all of that county's municipalities. (Louisiana refers to counties as "parishes" and Alaska refers to counties as "boroughs.") When merited, we make exceptions for communities that function much like municipalities, such as a military base. We will also consider combination of counties with a portion of the municipalities in that county.

COMMITMENTS AND COMMITTEE ROLE--What are the commitments a Bee City USA affiliate must make?

NOTE: APPLICANTS NEED NOT HAVE FULFILLED THE FOLLOWING COMMITMENTS TO APPLY. BY APPLYING, AN APPLICANT IS MAKING THESE COMMITMENTS FOR THE FUTURE. BEE CITY USA GENERALLY EXPECTS EACH AFFILIATE TO SHOW THROUGH ITS ANNUAL REPORTING THAT IT IS MEETING EACH COMMITMENT WITHIN 2 YEARS FROM CERTIFICATION, AND TO CONTINUE UPDATING OR MEETING EACH COMMITMENT ANNUALLY THEREAFTER.

1. Determine which new or existing committee or subcommittee managed by the applicant (i.e. applying City and/or County) or a nonprofit organization, will facilitate the responsibilities of meeting the commitments.
2. This Committee should:
 - a. Celebration: Celebrate National Pollinator Week (third full week of June) or some other appropriate occasion with educational events, pollinator habitat plantings or restoration, proclamations or promotions each year that showcase the local government's commitment to enhancing pollinator health and habitat.
 - b. Publicity & Information: Install and maintain at least one authorized Bee City USA street sign in a prominent location, and create and maintain a webpage on the local government's website which includes, at minimum, a copy of the adopted Bee City USA resolution, links to the national Bee City USA website, contact information for the local government's Liaison and your Bee City USA Committee, reports of the pollinator-friendly activities the community has accomplished the previous year(s), and your recommended native plant species list (explained below) and integrated pest management plan (explained below) .
 - c. Habitat: Develop and implement a program to create and/or expand pollinator-friendly habitat on public and private lands, which includes, but is not limited to:
 - i. Identification and inventory of the local government's real property that can be enhanced with pollinator-friendly plantings.
 - ii. Creation of a recommended locally native species list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species.
 - iii. Track (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.

d. Pollinator-Friendly Pest Management: Create and adopt an integrated pest management plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.

e. Policy: Establish, through the local government, a policy in the local government's Comprehensive Plan to acknowledge and commit to the Bee City USA designation.

f. Plan Review: Review the local government's Comprehensive Plan and other relevant documents consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.

g. Renewal: After completing the first calendar year as a Bee City USA affiliate, apply for renewal of the your Bee City USA certification each February, following the format provided by Bee City USA. You'll need to provide a report of the previous year's Bee City USA activities and pay the renewal fee based on your population.

APPLICATION PROCESS--What is the application process?

1. (Applicant) Complete and submit a draft Application form and the draft Resolution. Email the draft Resolution to beecityapplications@xerces.org with "Draft Resolution" in the subject line.

2. (BEE CITY USA) We will notify you of any further needs or adjustments. After reviewing both your draft Application and draft Resolution, we will notify you of whether the application has been approved to advance to adoption or if any changes are necessary before advancing.

3. (Applicant) Make any revisions to the draft Application and Resolution as requested by Bee City USA. Once your highest elected body adopts the Resolution, send a signed electronic copy to beecityapplications@xerces.org with "RESOLUTION" in the subject line. If any changes were made between your approved draft Resolution and the final adopted version, please alert Bee City USA at beecityapplications@xerces.org.

4. (Applicant) Submit your final Application by completing the signature section, checking the Final Application box, and clicking the "submit" button and then pay the application fee.

4. (BEE CITY USA) If the final Application and final Resolution are satisfactory and we have received your application fee, we will formalize your status as a certified Affiliate by email, add your community to the list of certified Bee City USA affiliates on our website, and provide you with a certificate, artwork for street signs, a press release template and annual renewal instructions. Affiliates are referred to as "Bee City USA - [your community name here]".

5. (Applicant) Keep BEE CITY USA apprised of your news, questions or needs. To maintain your status, each February 28 after you have been a Bee City USA Affiliate for a full calendar year, you will need to complete the Bee City USA annual certification renewal application forms (Part A, B and C), which include reports of activities from the previous year, and pay the annual

renewal fee. NOTE THAT ALL PHOTOGRAPHS OR VIDEOS SUBMITTED TO THE XERCES SOCIETY IN CONJUNCTION WITH FILING THE ANNUAL REPORT OR OTHERWISE MAY BE USED FOR PROMOTIONAL AND EDUCATIONAL PURPOSES WITHOUT COMPENSATION.

APPLICATION DEADLINE--What is deadline for Bee City USA certification applications?
Applications are reviewed on a rolling basis. We generally certify new applicants no more than five working days after the Application is finalized, we have received a scanned copy of the adopted Resolution by email, and the application fee is paid. Contact beecityapplications@xerces.org with questions or concerns.

INFO CHECKLIST--What information do I need to complete the application form?

1. The name of the sponsoring city or county department
2. The name and contact information for the person acting as the Liaison from the sponsoring city or county department
3. The name and contact information for the Media Contact for the applicant city or county
4. The names and e-mail addresses for the chair of the Bee City USA Committee and all of its members
5. Information about the entity (city, county, or non-profit) sponsoring the committee, the date the committee first met and the meeting frequency
6. The population of your city or county
7. The projected date the applicant city or county will vote on the Resolution
8. The title, name and email address of the highest elected official in the applicant city or county and email addresses for all members of the elected body who will adopt the resolution

APPLICATION FEE DEADLINE--When is the initial application fee due?

The initial application fee is due at the time the Resolution is adopted; certification is contingent upon payment of the fee.

ANNUAL CERTIFICATION RENEWAL--What is the deadline for Bee City USA affiliates renewal applications?

After an applicant has been certified for a full calendar year, they are required to annually renew by February 28.

RENEWAL FEE DEADLINE--When is the renewal fee due?

The renewal fee is due by each February 28, after the affiliate has been certified for a full calendar year. The renewal fee should be paid in conjunction with submitting the annual renewal application and report.

APPLICATION/RENEWAL FEE AMOUNT & PAYMENT--How much is the application fee? Is the renewal fee the same amount?

Certified Bee City USA affiliates pay an initial application fee and an annual renewal fee scaled to their population size. As the population in your city changes, the renewal fee may also change. The annual fee helps Bee City USA engage communities across the nation in enhancing pollinator habitat and raising awareness of the vital role pollinators play in sustaining people and the planet.

FEE BASED ON POPULATION:

<4,999 (\$100)
5,000 - 9,999 (\$150)
10,000 - 24,999 (\$200)
25,000 - 49,999 (\$300)
50,000 - 99,999 (\$400)
100,000 - 249,999 (\$500)
250,000 - 499,999 (\$750)
500,000 - 999,999 (\$1,000)
>1,000,000 (\$1,500)

FEE PAYMENT METHOD--How should we pay the fee?

Once Bee City USA notifies you that your application is final, the fee can be paid online using a credit card via our secure Paypal site (no Paypal log-on required) or by check sent to The Xerces Society.

Payment by credit card: Please make payment via our secure payments page:

<https://xerces.org/bee-city-usa-payments/>.

Please choose the Bee City USA payment button, identify the correct population size in the drop down menu and associated fee, and enter the name of the applicant city or county in the text box.

Payment by check: Checks should be made payable to The Xerces Society and mailed to Attn: Bee City USA Applications, 628 NE Broadway, Suite 200, Portland, OR 97232. To facilitate processing, please include a printed copy of the first page of this application form with your check.

HOW FEES ARE USED--How are the application/renewal fees used? Do they strictly support the Bee City/Campus USA program, or the efforts of the Xerces Society as a whole?

The application fees by themselves do not provide sufficient funding for the Bee City USA program. As a result, the fees are pooled together with other funding, such as grants, to support the work of the Xerces Society, including the Bee City USA program.

COMMITTEE ROLE--What does serving as the Bee City USA committee "the facilitating body" entail? What are the responsibilities and over what approximate timeline?

This new or existing standing committee, managed by either the certified affiliate (i.e. City and/or County) or a non-profit organization, as outlined in the Bee City USA Resolution, should have a regular meeting schedule that is open to the public. The committee is responsible for facilitating broad-based community involvement in your quest to fulfill the commitments listed in the Resolution. This structure provides a forum for the community to get involved in establishing or restoring habitat that provides food, nesting sites, and overwintering sites for pollinators. Ideally, in addition to representatives of city/county departments and members of garden clubs and service groups, committees should include experts in volunteer engagement, native plants, invasive exotic plant removal, pollinators (wild bees, honey bees, butterflies, monarch butterflies, etc.), and integrated pest management. Ideally, the committee should have a chair, vice chair, and secretary to take minutes and other officers as needed. We highly recommend that one officer be the effort's documentarian to keep records for and prepare renewal reports.

COMMITTEE'S SPONSORSHIP--Does the committee have to be an official city-sponsored committee?

Bee City USA certification requires having a (new or existing) standing committee of some kind sanctioned by the applicant government. It may be managed by either the City and/or County or a non-profit organization as outlined in the Bee City USA Resolution.

COMMITTEE MEMBERSHIP--Who should be on the Bee City USA committee?

The committee should invite broad-based community involvement in your quest to make your community as pollinator-friendly as possible. Every committee will be different, but ideally, in addition to representatives of city and/or county departments and members of garden clubs and service groups, committees should include experts in volunteer engagement, native plants, invasive exotic plant removal, pollinators (wild bees, honey bees, butterflies, monarch butterflies, etc.), and integrated pest management, etc. Ideally, the committee should have a chair, vice chair, and secretary to take minutes and other officers as needed. The affiliate's Liaison to the sponsoring city or county department may or may not be a member of the committee.

SIGNIFICANCE OF RESOLUTION--What does the resolution say and why is it necessary?

The Bee City USA Resolution template outlines all of the commitments required of affiliates. Each Bee City USA applicant must email their draft Resolution with exact language to be voted on by their community's highest elected body to beecityapplications@xerces.org for approval to proceed PRIOR TO THE VOTE. The subject line should read "Draft Resolution". Once the city or county's highest elected body votes to adopt the resolution, the city staff and community are bound by the terms of the Resolution. Bee City USA generally provides a response within five business days to either approve the draft Resolution or request revisions.

IPM DEFINITION--What is Integrated Pest Management?

Here is the definition we use: Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of the problem rather than only attacking the symptoms

(the pests); employing pests' natural enemies along with cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective.

IPM PLANS--Do you have sample Integrated Pest Management (IPM) plans?

We provide examples of IPM plans upon request.

DEADLINE FOR IPM PLAN--Must the Integrated Pest Management Plan be completed prior to applying?

No. We consider developing an IPM plan during the first year of certification to be a good way for the Bee City USA committee and city staff to become more conversant with integrated pest management. We consider it a living document that may be changed as needed in years to come.

NATIVE SPECIES LIST--Must the Recommended Native Species List be completed prior to applying?

No. We consider developing a Recommended Native Plant List and a list of regional suppliers for those plants during the first year of certification to be a good way for the Bee City USA committee and city staff to become more conversant with native plants suitable for their landscapes. Ideally, the list will be updated every few years. You can easily develop your recommended species list by following [the steps on our website](#).

LOCAL NATIVE SUPPLIER LIST--Why does Bee City USA encourage the development and sharing of a local native plant supplier list?

Non-native ("exotic") plants dominate ornamental landscapes, largely because they tend to have fewer bugs. With good reason. Our native insects don't generally recognize them as places to nest, especially moths and butterflies. Even about one-third of our native bee species specialize on the pollen of certain plant families for feeding their young. Additionally, the horticulture industry has become very adept at "improving on" the species that were in America before it was first colonized in the 1600s to make their flowers larger, brighter, more suitable for cutting, etc. However, sometimes their pollen or nectar is lost altogether or its quality diminished in that process. Our native pollinators co-evolved with plants over millions of years, and now the plants and pollinators are mutually dependent for each other's survival. While some exotic or hybridized species supply perfectly good nectar so far as we know, our pollinators are literally starving for the plants they developed physical and chemical relations with over eons. The monarch butterfly's relationship with milkweed is a perfect example. A monarch only lays her eggs on milkweed plants because they supply her growing caterpillars with the only baby food they will eat. They also supply her offspring with protective toxins that discourage would-be predators from eating them either as caterpillars or adult butterflies. Plant wholesalers and retailers tend to grow mostly exotics, hybrids and named cultivars that may or may not provide the food and nesting sources our native pollinators must have to thrive. Furthermore, most of those plants are treated with pesticides, many of which harm pollinators. By promoting and supporting your local eco-regional plant suppliers, you are ensuring future supplies of locally

native plants, well adapted to local conditions. The bonus is you're supporting local small businesses and reducing your carbon footprint by not buying plants transported from hundreds of miles away.

BEEKEEPING ORDINANCE--Must our City have a beekeeping ordinance to become a Bee City USA affiliate?

No. Our mission is to enhance habitat for ALL pollinators, but our programs are called "Bee" Campus USA and "Bee" City USA. This is in recognition that the world's 20,000+ species of the entire bee genera are our planet's pollinator workhorses; they actively seek pollen (their only source of protein) unlike almost all other pollinators that move pollen from flower to flower while seeking nectar. We neither encourage nor discourage hosting beehives. We think each affiliate must consider the liability issues of hosting beehives due to the fact that a small percentage of our population is allergic to honey bees.

While honey bees (first brought to America from Europe in 1622) are not picky eaters, many native pollinators are. Butterflies and moths are especially particular about host plants for their eggs and larvae. Therefore, we stress integrating as many locally native plants into your landscape as possible because our focus is enhancing and expanding healthy habitat for ALL pollinators. You can easily develop your recommended species list by following [the steps on our website](#).

The mutual dependence between native pollinators and the native plants with which they co-evolved over millions of years is not widely understood. One of Bee City USA's science advisors, Dr. Douglas Tallamy, has arguably done more to explain this vital ecological relationship to the masses than anyone else. You may enjoy watching our [last webinar with Dr. Doug Tallamy](#) (at the bottom of the webpage). You may read his book, **Bringing Nature Home**, or visit his [website](#) to learn more.

COUNTY ELIGIBILITY--May counties apply to become Bee City USA affiliates?

Yes. A county may apply independently of municipalities in the county, or in concert with some or all municipalities in the county.

BENEFITS--What are the benefits of being a certified Bee City USA affiliate?

You may visit our benefits webpage here

<https://www.beecityusa.org/benefits-to-your-community.html>.

By being a Bee City USA affiliate, city leaders (both grassroots and grassroots) can improve their city or county's environment, eating habits, and economy:

- Help to ensure the survival of vital animal species—hundreds of thousands of species of pollinators--crucial to our planet's complex food web.
- Raise community awareness of the dangers of non-native invasive plants to the local ecosystem and least toxic ways to deal with landscaping pest problems.

- Raise community awareness of how our food grows and improve local food production through expanded pollination. (More than 150 food crops in the United States depend on pollinators, including blueberries, apples, squash, strawberries and almonds.)
- Improve local plant nursery markets by increasing demand for native, pollinator friendly plants.

We hope you will agree that the benefits of belonging to this growing network are many. Bee City USA affiliates:

- Belong to a national movement of cities or counties committed to engaging in pollinator conservation.
- May participate in optional affiliate network webinars to promote collaboration and teaching and learning among affiliates.
- Are accountable for achieving pollinator conservation results each year, results shared with one another and the public through annual reporting.
- Receive ongoing support to assist affiliates with community impact including current information about research and national trends in pollinator conservation through Bee City USA e-newsletters, listserv, website and Facebook page.
- Receive timely press release templates to bring local attention to pollinator issues.
- May have opportunities to collaborate on grant proposals and to attend training programs for affiliates.
- Have access to online tools and documents, as well as shared resources for program promotion – brochure templates, T-shirt designs, bee decals, pollinator garden signs, etc.

STREET SIGN--Does Xerces provide the street sign?

Once you are certified, we provide artwork for your street sign. If you don't have local vendors, we can refer you to street sign producers that charge around \$75/sign.

IMPLEMENTATION PLAN--Does Bee City USA give affiliates a plan to implement?

When affiliates adopt Bee City USA commitments, they are agreeing to develop a Pollinator Habitat Plan consisting of a recommended native plant species list, a list of local native plant and seed retailers and wholesalers, and an Integrated Pest Management Plan. We provide directions on how to develop the recommended species list and we provide examples of IPM plans when requested. Affiliates also agree to maintain a standing Bee Campus USA committee, to enhance pollinator habitat throughout the community, to educate the community through events, to integrate the species list and IPM plan into the city's/county's master plans, and to report on accomplishments annually. To support your planning efforts, we offer a Sample Annual Calendar and a Getting Started document, however, these documents are considered suggestions, not an Implementation Plan.

RESOLUTION NO. _____

A RESOLUTION of [your city council or county commission of your city and state here]
designating [your city or county here] as a BEE CITY USA® affiliate.

WHEREAS, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, thanks to the more than 3,600 species of native bees in the United States, along with introduced honey bees, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

WHEREAS, bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides (including insecticides, fungicides, and herbicides), parasites, diseases, and climate change; and

WHEREAS, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers; and

WHEREAS, ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession throughout the growing season;
- Provides undisturbed spaces (leaf and brush piles, unmown fields or field margins, fallen trees and other dead wood) for nesting and overwintering for wild pollinators;
- Provides water for drinking, nest-building, and butterfly puddling;
- Is free to nearly free of pesticides, as many pesticides can harm pollinators and/or their habitat;
- Is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees, since many wild pollinators prefer or depend on the native plants with which they co-adapted;
- Provides connectivity between habitat areas to support pollinator movement and resilience; and

WHEREAS, Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of pest problems rather than only attacking the symptoms (the pests); employing pests' natural enemies along with cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective; and

WHEREAS, supporting pollinators fosters broad-based community engagement in environmental awareness and sustainability; and

WHEREAS, [your city or county here] should be certified a *BEE CITY USA* community because:

- XXX
- XXX
- XXX

NOW, THEREFORE, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, [your city or county here] chooses to support and encourage healthy pollinator habitat creation and enhancement, resolving as follows:

1. The [your city or county here] [appropriate department name] Department is hereby designated as the BEE CITY USA sponsor.
2. The [appropriate position title] of [department above here] is designated as the BEE CITY USA Liaison.
3. Facilitation of the [your city or county here] BEE CITY USA program is assigned to the [committee name here] Committee.
4. The [committee name here] Committee is authorized to and shall:

- a. **Celebration:** Host at least one educational event or pollinator habitat planting or restoration each year to showcase [your city or county name here]'s commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
- b. **Publicity & Information:** Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the [your city or county name here] website which includes, at minimum:
 - a copy of this resolution and links to the national BEE CITY USA website;
 - contact information for your BEE CITY USA Liaison and Committee;
 - reports of the pollinator-friendly activities the community has accomplished the previous year(s); and
 - your recommended native plant species list and integrated pest management plan (explained below).
- c. **Habitat:** Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, the following actions:
 - Identify and inventory [City or County] real property that can be enhanced with pollinator-friendly plantings.
 - Create a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species.
 - Track (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
- d. **Pollinator-Friendly Pest Management:** Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
- e. **Policy:** Establish, through the [City or County], a policy in the [Plan name here] Plan of the [City's or County's] Comprehensive Plan to acknowledge and commit to the BEE CITY USA designation.
- f. **Plan Review:** Review the [Plan name here] Plan and other relevant documents to: consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
- g. **Renewal:** After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of the [your city or county name here]'s BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on [your city or county name here]'s population.

ADOPTED by the [City Council or County Commission] of the [your city or county name, state here], this
____ day of _____, 20____.



April 25, 2018
8:32 a.m.
Newport, Oregon

Parks and Recreation Committee Meeting

ROLL CALL

The Parks and Recreation Committee of the City of Newport met on the above date in the Newport Recreation Center.

Members present: Nancy Steinberg, Cheryl Brown, Jennie Scarborough, Kevin Greenwood, Luana Beeson, Al Gilhuly. **Absent:** Karen Smith, Paul Stangeland, Jeff Schrantz, Brian Norris, Mark Saelens - Council Liaison.

Staff/Guests in attendance: Jim Protiva - Parks and Recreation Director, Anjanette Baker - Committee Applicant, and Cyndi Karp.

ACTION ITEMS

Approval of Minutes - March 21, 2018

MOTION was made by Greenwood, seconded by Beeson, to approve the minutes of the February 28, 2018 meeting. The motion carried in a voice vote.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

Committee Vacancy Interview

Steinberg introduced Anjanette Baker, Committee Applicant. Steinberg noted that they would interview her and then next month vote on her acceptance, and forward that decision on to the mayor for appointment. Baker noted that she had lived in Newport for about eleven years and works independently for a scientific society. Baker answered questions from the committee noting that she had served on various committees in the community and believed that one of the main challenges facing Newport was funding, and providing recreation opportunities for all the stakeholders. Baker added that she and her family have used all of the current Parks and Recreation facilities

Parks Master Plan - Update

Protiva noted that a consulting company had been selected -- Angelo Planning Group, of Oregon. The contract would go before the City Council on May 7 for approval, and work should begin in mid-May. A committee is being established which will be approved at the May 7 Council meeting.

Bee City USA

Steinberg noted that Cyndi Karp had submitted an email, inviting Newport to become the first Bee City on the Oregon Coast. Karp noted that she was a member of the Mid-Coast Watershed Council Pollinator Committee for the ODOT project, between Newport and Yachats. She noted that Yachats had already started the process. Her hope is to have

programs in place to help citizens plant native species for pollinators. Karp explained what Newport would need to do in order to become a Bee City USA.

MOTION: Steinberg moved to forward a recommendation to the City Council that the City of Newport make application to become a Bee City USA. Seconded by Gilhuly. The motion carried in a voice vote.

Park Bench Policy - draft

Protiva handed out a draft policy regarding park benches and placement, and added that the discussion of the policy should be a part of the Parks Master Plan development.

Charge to the Committee

Steinberg noted that the Committee's mission statement or Charge to the Committee was established about two years ago and should be reviewed annually. Steinberg asked that the Committee review the document and be ready to discuss it at the May meeting.

DIRECTOR'S REPORT

Protiva handed out his monthly report, noting that every department produced one and they are on the City's website if people are interested in reviewing them. Protiva added that the Coast Hills Classic Bike Race was held during the month. Steinberg noted that the trails were badly deteriorated after the race due to the rainy conditions, and something needed to be done to improve them.

COMMITTEE COMMENTS

None.

Develop Next Agenda

Parks Master Plan Update
Committee Applicant Recommendation
Charge to the Committee
Roof Repairs - Tim Gross
Mountain Bike Trails at Reservoir

Establish Next Meeting Date and Location

The next meeting is scheduled for May 23, 2018.

Adjournment

Having no further business, the meeting adjourned at 9:18 a.m.

CITY OF NEWPORT

RESOLUTION NO. 3818

A RESOLUTION OF THE CITY OF NEWPORT DESIGNATING THE CITY OF NEWPORT AS A BEE CITY USA® AFFILIATE

WHEREAS, the mission of BEE CITY USA® is to galvanize communities to sustain pollinators, responsible for the reproduction of 90% of the world's wild plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, due in part to the tremendous diversity of wild native bees, along with the honey bees that were brought to the United States from Europe in the 1700s, we have very diverse dietary choices rich in fruits, nuts, vegetables, and even dairy products - one in every three bites of food we eat is courtesy of insect pollination; and

WHEREAS, bees and other pollinators have experienced population declines due to a combination of habitat loss, use of pesticides, and the spread of pests and diseases; and

WHEREAS, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local nurseries and growers; and

WHEREAS, ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession throughout the growing season; and
- Provides water for drinking, nest-building, cooling, diluting stored honey, and butterfly puddling; and
- Provides undisturbed spaces (leaf and brush piles, un-mowed fields or field
- Is pesticide-free or has pesticide use carried out with least ill effects on pollinators; and
- Is comprised of mostly, if not all, native species of annual and perennial forbs, grasses, vines, shrubs, and trees in landscapes because many wild pollinators prefer or depend on the native plants with which they co-adapted; and
- Includes, where possible, designated pollinator zones in public spaces with signage to educate the public and build awareness; and
- Provides for the safe and humane removal of honeybees where required.

WHEREAS, supporting pollinators fosters environmental awareness and sustainability, and increases interactions among community stewards, backyard beekeepers, farmers, children, educators, Master Gardeners, local businesses, faith-based organizations, and nature-related organizations; and

WHEREAS, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, the City of Newport chooses to support and encourage pollinator habitat creation and enhancement on both public and private land where appropriate; and

WHEREAS, the City of Newport supports the tenants of the Bee City USA® program.

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1.

The City of Newport Parks and Recreation Department is hereby designated as the BEE CITY USA® sponsor.

The Parks Director of the City of Newport is designated as the Bee City USA® liaison.

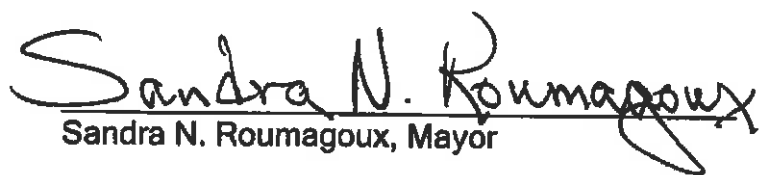
Facilitation of the City of Newport's BEE CITY USA® program is assigned to the Parks and Recreation Advisory Committee.

The Parks and Recreation Advisory Committee is authorized to, and should:

1. **Celebration:** Annually celebrate National Pollinator Week during the third full week of June, or some other appropriate occasion with educational events, pollinator habitat plantings or restoration, proclamations, or promotions that highlight the City of Newport's commitment to enhancing pollinator health and habitat.
2. **Publicity and Information.** Install and maintain at least one authorized BEE CITY USA® street sign in a prominent location, and create and maintain a webpage on the city's website that includes, at minimum, a copy of this resolution, links to the national BEE CITY USA® website, contact information for the city's BEE CITY USA® liaison, contact information for the Parks and Recreation Advisory Committee, and reports of the pollinator-friendly activities the community has accomplished in the previous year.
3. **Habitat.** Develop and implement a program to create or expand pollinator-friendly habitat, which can include:
 - a. Identification and inventory of city property that can be enhanced with pollinator-friendly plantings.
 - b. Creation of a recommended locally native species list to include forbs, grasses, vines, shrubs, and trees, and a list of local suppliers for those species.
 - c. Creation of a least toxic integrated pesticide management plan.
 - d. Dissemination of informational and educational materials to the public.
 - e. Tracking annual area of pollinator habitat created or enhanced by square footage and/or acreage.
4. **Policy.** Establish, through the city, a policy in the Parks System Master Plan to acknowledge and commit to the BEE CITY USA® designation.
5. **Plan Review.** Review the Parks System Master Plan and other relevant documents to review pesticide management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
6. **Renewal.** After completing the first year as a BEE CITY USA® affiliate, each January, apply for renewal of the City of Newport's BEE CITY USA® designation.

Section 2. This resolution will be effective immediately on adoption.

Adopted by the Newport City Council on July 16, 2018.


Sandra N. Roumagoux, Mayor

ATTEST:


Margaret M. Hawker, City Recorder

City Council Action Item Cover Sheet

DATE: December 12, 2018

Agenda Item:

Building Processes & Procedures

Question Before Council:

None. Informational.

Person/Group Initiating Request:

Council

Item Summary/Background:

Council requested information on the Building Permit Process and Marijuana Dispensary review and approval. Attached are a summary from Planner Larry Lewis on the Building process and dispensary approval process, the OLCC Land Use Compatibility Statement that includes a "Life of a License Application", and OLCC Licensee Required Documents & Postings.

I did not include the 47 page OLCC Business Readiness Guidebook for Recreational Marijuana Operations. The guidebook can be viewed at:
<https://www.oregon.gov/olcc/marijuana/Pages/Recreational-Marijuana-Licensing.aspx>

BUILDING PERMIT PROCESS

1. Applicant completes application forms including the building permit application form, contractor's responsibilities form, and three (3) sets of drawings. In addition to building plans, a site plan is required. The site plan must be drawn to scale and include the property lines, building(s) footprint, setbacks for the building from property lines, and other features, e.g. driveways, parking, accessory structures, drainage ways if any, etc.
2. Applicant submits application to the Lincoln County Planning & Building Department, 210 SW Second Street, Newport OR 97365.
3. Lincoln County Building Division reviews application to ensure all information has been submitted, then forwards the application to the City.
4. City reviews the application for compliance with code standards, water and sewer availability, and determines applicable System Development Charges (SDCs) and water/sewer connection fees. Applicant pays required fees to the City.
5. Once the application is approved by the City and the applicant pays required City fees, the City forwards the application to Lincoln County.
6. Lincoln County reviews the application for structural, electrical, plumbing, and mechanical improvements. Once the County approves the application, they contact the applicant to pick up the building permit and pay required County fees.
7. Lincoln County conducts all inspections during construction.

MARIJUANA DISPENSARY REVIEW AND APPROVAL

Marijuana dispensaries are viewed as a retail use. Specifically, a marijuana dispensary is permitted per Yachats Municipal Code Title 9, Section 9.28.010.C Permitted uses (in the C-1 Retail Commercial zone). Item 'C' states "Retail stores and shops such as food, drug, apparel, hardware, furniture and similar establishments". Marijuana dispensaries are not permitted in any other zoning districts within the City.

When an application for a marijuana dispensary is submitted to the Oregon Liquor Control Commission (OLCC), the City completes one section of the application that confirms whether or not the proposed dispensary is permitted in the zoning district where it is to be located.

Marijuana dispensaries are required to adhere to all State of Oregon regulations. The City has not placed any additional regulations on dispensaries.



OREGON LIQUOR CONTROL COMMISSION REQUEST Land Use Compatibility Statement

CITY/COUNTY USE ONLY

Date delivered by license applicant:

Received by (print):

Initial:

What is a land use compatibility statement (LUCS)? The LUCS is a form used by a state agency and local government to determine whether a land use proposal is consistent with local government’s comprehensive plan and land use regulations.

Why is a LUCS required? OLCC and other state agencies with permitting or approval activities that affect land use are required by Oregon law to be consistent with local comprehensive plans and to have a process for determining consistency. Section 34(4)(a) of 2015 Oregon Laws, Chapter 614, requires OLCC to request and obtain the LUCS and have a positive LUCS prior to issuing a license.

When is a LUCS required? A LUCS is required for all proposed marijuana facilities before an OLCC license can be obtained.

How to complete a LUCS:

- Step 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county planning office. Applicant verifies with local jurisdiction whether additional forms, applications, or permits are required.
- Step 2: Local jurisdiction** completes Section 2 of this form indicating whether the proposed use is compatible with the acknowledged comprehensive plan and land use regulations and returns signed and dated form to the applicant.
 - Applicant completes payment to local jurisdiction for processing application.**
 - Local jurisdictions are NOT required to begin processing LUCS forms until January 4, 2016 at 8:30 AM.**
- Step 3: Applicant** submits this date-stamped form and any supporting information provided by the city or county to the OLCC with the license application. This form may be submitted while Section 2 is in process with the local governing body.

Section 1 – To be Completed by Applicant

**Sections marked with an asterisk should be verified with the local planning department prior to submitting this form.*

Applicant Name:Phone:

Mailing Address:Rm/Ste:

City:State:ZIP:

Site plan of the subject property and proposed development attached? *(required)*

ProposedPremises Address:Rm/Ste:

City:County:ZIP:

Tax Lot #:Range/Section*:Latitude:

Township*:Map*:Longitude:

Proposed use/permit type sought *(A separate LUCS may be necessary for each proposed use even if it is on the same property):*

Producer Note indoor or outdoor below	Wholesaler	Processor List endorsements below	Retailer	Laboratory	Research Certificate
--	------------	--------------------------------------	----------	------------	----------------------

Details of proposed use (note any attachments):

Section 2 – To be Completed by Local Jurisdiction

Site Location:

Inside city limits

Inside UGB

Outside UGB

Name of Jurisdiction:

Property Zoning of
Proposed Premises:

The proposed land use has been reviewed and **is prohibited.**

The proposed land use has been reviewed and **is not prohibited.**

If the proposed land use is allowable only as a conditional use, permits are required as noted below.

Comments:

Name of Reviewing Local Official (print):

Title:

Date:

Email:

Phone:

Signature:

☐ Check this box if there are attachments to this form:

**REMINDER: Local jurisdictions are NOT required to begin processing
LUCS forms until January 4, 2016 at 8:30 AM**

Life of a License Application

Submitted

Applicant submits marijuana license application in online licensing system and paid application fee.

Received

OLCC License Investigator receives application and begins review.

Local Government

Land Use Compatibility Statement and local opt-out reviewed for prohibited use.

Prohibited Use

Denied

House Bill 3400 prohibits the OLCC from issuing a recreational marijuana license if the proposed use is prohibited by the local governing body.

Completeness Review

License Investigator and Applicant collect all additional necessary information.

Possible Denial

The OLCC must review for compliance with administrative rules and Oregon law. In some cases, a potential denial may be overcome if the applicant can correct the issue or otherwise show good cause to overcome the denial basis.

Application Review

License Investigator reviews application to determine if submitted information meets requirements.

Non-Compliant

Premises Inspection

OLCC Inspector visits site to determine compliance with physical requirements: Security, operations, etc.

Non-Compliant

Possible Denial

A failed inspection means that a premises does not meet security, operational, or other requirements. An opportunity is provided to correct any compliance issues, but failure to do so or a second failed inspection may result in application denial.

Approved

Applicant has met all requirements of application and premises inspection.

License Fee Due

Applicant pays the licensing fee in the online system.

All Fees Paid

License Issued

The license is issued and can be printed by the applicant. It must be displayed prominently at the location.



OREGON LIQUOR CONTROL COMMISSION

Licensee Required Documents & Postings

What is this document?

Licensees are responsible for compliance with all OLCC administrative rules and for maintain knowledge of current rules and regulations. In addition licensees are responsible for compliance with all local laws and regulations. This notice is provided as a summary of certain responsibilities but does not provide a complete list of requirements. Current administrative rules regarding recreational marijuana licensees can be found at <http://marijuana.oregon.gov>.

Required Signage:

All signs must be legible, not less than 12 inches wide and long and composed of letters not less than one half-inch in height. The following must be in both English and Spanish. All signs must be posted in a conspicuous location where the signs can be easily read by individuals on the licensed premises.

In a location visible while on the licensed premises:

ENGLISH

- No minors permitted anywhere on this premises
- No on-site consumption of marijuana

SPANISH

- Se prohíbe menores de edad en este local
- Prohibido consumir marihuana en este sitio

At the entry points of all limited access areas

ENGLISH

- Do not enter – Limited access area – Access limited to licensed personnel and escorted visitors

SPANISH

- No entrar – Área de acceso limitado – Acceso limitado a personal autorizado y visitantes acompañados

Retailer Signage:

A retailer must post the following signs available from <http://marijuana.oregon.gov>. These signs must be placed in a conspicuous location and measure at least 17 inches by 22 inches:

- A pregnancy warning poster
- A poisoning prevention poster
- An “Educate Before you Recreate” poster available from whatslegaloregon.com

A retailer must also post a sign that reads “Security Cameras in Use” and must distribute a 3.5 by 5 inch Marijuana Information Card with each sale of any marijuana item.

Recordkeeping:

The following records must be kept and maintained for a three-year period and be made available for inspection if requested by an employee of the Commission:

- Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase
- Bank statements for any accounts relating to the licensed business
- Accounting and tax records related to the licensed business
- Documentation of all financial transactions related to the licensed business, including contracts and agreements for services performed or received that relate to the licensed business
- All employee records, including training.



OREGON LIQUOR CONTROL COMMISSION

Licensee Required Documents & Postings

Cannabis Tracking System (CTS):

A licensee must use CTS as the primary inventory and recording keeping system and have a CTS account activated and functional prior to operating or exercising any privileges of the license and must maintain an active account while licensed.

A licensee must:

- Maintain an accurate and complete list of all CTS administrators and CTS users for each licensed premises and must update the list when a new CTS user is trained
- Train and authorize any new CTS users before those users are permitted to access CTS or input, modify, or delete any information in CTS
- Cancel any CTS administrator or user from an associated CTS account if that individual is no longer a licensee representative or the administrator or user has violated OAR 845-025-7500 to 845-025-7590.
- Correct any data that is entered into CTS in error.
- Use UID tags issued by a Commission-approved vendor.
- Have an adequate supply of UID tags at all times.

Notification of Changes:

Licensees are required to provide notice or an application to the Commission when making certain changes to the business or premises, or in certain occurrences.

Licensees must notify the Commission within 24 hours of

- The theft of marijuana or money from the premises.
- The arrest or conviction for any misdemeanor or felony of a licensee or individual with financial interest.

Licensees must notify the Commission within 10 days of:

- A change of an applicant/licensee or financial interest.
- A change in contact information for any applicant/licensee or financial interest.
- Any disciplinary proceeding or licensing enforcement action by another agency.
- The filing of bankruptcy and/or the closure of bank or credit accounts by a financial institution.
- The closure of the business for any period longer than 30 days.

Licensees must notify the Commission **before** performing the following:

- Before making changes in financial interest or business structure. This may require a Change of Ownership application.
- Before making any change of location; A Change of Location application is required.
- Before making any physical changes to the licensed premises. Changes must be approved before they are made.



OREGON LIQUOR CONTROL COMMISSION

Licensee Required Documents & Postings

Required Logs and On-Site Documentation:

A licensee must maintain the following logs:

- A licensee must keep a daily log of all employees, contractors and licensee representatives who perform work on the licensed premises. All employees, contractors and licensee representatives must wear clothing or a badge issued by the licensee that easily identifies the individual as an employee, contractor or licensee representative.
- A licensee must maintain a log of all visitor activity. The log must contain the first and last name and date of birth of every visitor and the date they visited. A government official with jurisdiction over some aspect of the premises or licensee is not considered a visitor for the purposes of this requirement. A customer in the consumer sales area of a Retailer establishment is not considered a visitor.
- A licensee must keep a current list of all authorized employees and service personnel who have access to the surveillance system and room on the licensed premises.
- Licensees must keep a surveillance equipment maintenance activity log on the licensed premises to record all service activity including the identity of any individual performing the service, the service date and time and the reason for service to the surveillance system.

A producer must maintain, at all times and on the licensed premises:

- The material safety data sheet (MSDS) for all pesticides, fertilizers or other agricultural chemicals used by the producer in the production of marijuana. Any pesticides used must be on the list of products approved by the Oregon Health Authority for use in cannabis cultivation.
- The original label or a copy thereof for all pesticides, fertilizers or other agricultural chemicals used by the producer in the production of marijuana; and
- A log of all pesticides, fertilizers or other agricultural chemicals used by the producer in the production of marijuana. The log must include: the information required to be documented by a pesticide operator in ORS 634.146; and the unique identification tag number of the cultivation batch or individual mature marijuana plant to which the product was applied, or if applied to all plants on the licensed premises a statement to that affect.

A processor must create and maintain a written:

- Detailed standard operation policy (SOP) that includes the details of safe and proper processing for each type of product created on the premises in accordance with OAR 845-025-3230.
- Training plan for all employees that covers SOP, hazards presented by products used in processing as described on the MSDS for each product.
- Record of employee training at time of hire and at least once yearly.
- Copy of the MSDS and a receipt of purchase for all solvents to be used in extraction.

Inspections

An approved copy of the plans must be kept on the job site at all times. At each stage of construction you will be required to call the Planning & Development Division for an inspection.

Completion

After your project has been completed and initialed by the Building, Mechanical, Plumbing, and Electrical inspectors, you may occupy the building. Your signed final inspection is considered your "Certificate of Occupancy."

Changes

After the permit has been issued, the Building Division must approve any changes to the plans. Two (2) sets of the proposed changes must be submitted to the Planning Department for review.

Time Limits

You must pick up your permit within 180 days from the date of application, or submit a written request for an extension prior to the 180th day.

If this time span should lapse, your plan fee will be forfeited. After the permit has been issued to you, you have 180 calendar days from the date of issuance to start work on your project and call for an inspection by the Building Division.

If you are unable to meet this time frame, you may submit a written request for an extension up to 180 days from issuance.

Summary of process

- File permit application with two sets of plans and two plot plans. If applying for a placement permit, submit two sets of plot plans.
- Plans will undergo review by the Planning Division and On-Site Division, if applicable. **Note: If you are within city limits, a city planner needs to sign your application first.**
- Once approved by Planning and On-Site Waste, plans are reviewed for building code compliance by the Building Division.
- Plans are approved and the building permit is ready for issuance. You will be notified of fees to be paid when you come into the office to pick up your permit.
- Electrical, Plumbing, and Mechanical permits are purchased separately and require separate inspections.
- Start construction. Call for inspections at appropriate progress points. If uncertain when inspections are required, call the Building Division at (541) 265-4192.
- Inspectors will finalize the project and occupancy is permitted.

RESIDENTIAL BUILDING PERMIT PROCESS



**Lincoln County Planning Department
Public Service Building
210 SW 2nd Street
Newport, OR 97365**

**Phone: (541) 265-4192
Fax: (541) 265-6945**

**Open: Monday - Friday
8:00 AM - 5:00 PM
Except Holidays**



Building Permits

Any new construction, or any additional alteration or repair to an existing building requires a Building Permit. A Building Permit may be issued only to a licensed contractor or to an owner-builder.

How to Obtain a Building Permit

The first step is to contact the Planning Division (541) 265-4192 to determine what may be required by land use ordinances.

Any required planning actions, such as a conditional use permit approval, must be completed and the conditions of approval complied with before applying for a Building Permit.

If you will be using a septic system, please check with our On-Site Waste Management Division to determine the requirements for using an existing system or installing a new system.

Septic, electrical, plumbing and mechanical permits require separate fees and inspections.

Once you have established compliance with applicable zoning and septic requirements you are ready to apply for your building permit.

Filing of Application and Submittal Requirements

Your next step is to complete a Building Permit Application for submittal to the Building Division, together with two complete sets of plans and two plot plans. If applying for a Placement Permit, please submit two complete plot plans.

The plans must include the following:

- A. **Site Plan:** Draw your entire parcel fully dimensioned and to scale. Show all existing and proposed structures including existing septic system location and repair areas. Show measurements of the front, side and rear lot lines and other buildings. Show all easements existing driveways, walks, and location of water and sewer service lines. Show corner elevations on sloped lots.
- B. **Floor Plan:** Show measurements, location, size, and use of each room, location and size of windows and doors: show electrical outlets, plumbing and heating fixtures. List floor area, window area and furnace size on plans. Show energy features and how compliance requirements are met.

- C. **Foundation Plan:** Draw a completely measured plan, including interior footing. Label and locate porches, patios, garage, etc. Locate post straps and tie-downs where required.
- D. **Building Elevations:** Provide a minimum of four elevation views showing all opening, wall covering material, original and finished grade, stepped footing outline, roof pitch, and covering material.
- E. **Framing Plans for Floors and Roof:** Draw these to the same scale as the plans.
- F. **Cross-Section:** Provide section views throughout the building showing at least two structural elements, the fireplace section, and other sections as needed; earth-to-wood clearances and floor-to-ceiling heights.
- G. **Details:** Submit foundation, floor, wall and roof details, beam connections support of beams at fireplace, etc. Include special details as required. Requirements for lateral bracing must be included.
- H. Some projects may require the services of an architect or engineer to design the structure.

Please Note: The omission of any of the above items may result in the delay of the plan review or return of the plan.

Fees

All plan review and permit fees are based upon the project valuation. "Project Valuation" means the total value of all construction for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and any other permanent equipment.

Issuance of the Building Permit

When your plans have been reviewed, required corrections made, and final approval obtained, your permit is ready to be issued. The Building Division Specialist will contact you to come to the office, pay the applicable fees, and pick up your permit.

Please remember the septic, electrical, plumbing and mechanical permits require separate fees and inspections. This is also true for manufactured home placement permits. These permits also have to be signed by the individual actually doing the work.

Contractors must present evidence of a current contractor's license and owner-builders must sign a form stating they will be doing their own work.