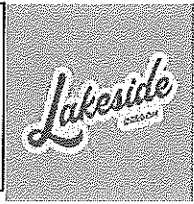


PUBLIC NOTICE
CITY COUNCIL REGULAR MONTHLY MEETING AGENDA
THURSDAY APRIL 11, 2024 @ 6:00 pm.
CITY COUNCIL CHAMBERS, 915 NORTH LAKE ROAD,
LAKESIDE, OR.



"The Mission of the City of Lakeside is to serve the citizens of our community with responsibility, transparency, integrity, and dedication".

The City of Lakeside, to extent reasonably possible, will make all meetings accessible remotely and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing manager@cityoflakeside.org by 4:00 p.m. on the day of each regularly scheduled council meeting.

Zoom call in information: Meeting ID: 444-313-9923 Numeric Password: 611328
 Regular phone users should dial into zoom at 408-638-0968

1. Call to Order
2. Pledge of Allegiance
3. Roll Call

4. *Citizens Comments – Visitor Comments are the opportunity for the community to present information or speak on any issue. Comments are limited to three minutes for each person. The Mayor may reduce the time limit per speaker depending on the number of speakers. Online participants will be on mute with the exception of the allotted three minutes. Visitors may state their comments and should not expect the Council to engage in back-and-forth dialogue regarding the comments.*

5. Presentation - County Commissioner John Sweet-Law Enforcement Ballot Measure

6. *Consent Agenda: Routine items of business that require a vote but are not expected to require a discussion by the Council are placed on the Consent Calendar and voted upon as one item. In the event a Councilor requests an item be discussed, it will be removed from the Consent Calendar and placed under General Business.*

- a. Meeting minutes November 9, 2023
- b. Meeting Minutes November 21, 2023
- c. Meeting Minutes November 27, 2023
- d. Meeting Minutes December 4, 2023
- e. Meeting Minutes December 14, 2023
- f. Meeting Minutes December 21, 2023

7. Letter of Support for the Law Enforcement Ballot Measure

8. Election of Council President

9. Finance Report-City Recorder/Manager

10. Appointments to Planning Commission

11. Appointments to the Budget Committee

12. Authorization of Check Signers for City (currently Hohnbaum & Pointer)

13. Appointment of Budget Officer

14. Budget Calendar Adoption

15. Future Planning and Prioritizations

16. Declaration of Surplus-1908's something Mitsubishi Satoh S670D Tractor (non-operational)

17. Request for Funding from Lakeside Business Association Community Events for 2024

18. Lakeside District, Board and Committee Reports:

A. Airport:

B. Watershed: Councilor Miller

C. Water District;

D. Tenmile Lake Association;

E. Fire District: Councilor Pointer

F. Lakeside Business Owners;

19. City Manager Report:

20. Mayor & Council Comments

21. Adjourn- Next meeting; May 9, 2024

The above meeting is open to the public. The Lakeside City Hall is handicapped-accessible. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 804 of the Rehabilitation Act of 1973. All City Council Meetings are recorded and kept on audio media.

The Lakeside City Council held a meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 6:00 p.m. on Thursday, October 26, 2023.

- 1. **CALL TO ORDER:** 6:00 p.m.
- 2. **PLEDGE OF ALLEGIANCE**
- 3. **ROLL CALL:**

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn, Tom Miller, Nikki Wood

ABSENT: None

STAFF PRESENT: City Manager Melissa Bethel

4. Citizens Comments:

Drew Farmer: Mr. Farmer introduced himself and discussed his run for County Commissioner.

Shirlee Benell: Ms. Benell read into the record an email from the city manager regarding the debate whether the recall will leave a quorum of Council to conduct business.

The City Manager read into the record written comment from Donald Hubbell regarding vehicles on Park Ave.

5. Consent Agenda:

- a. September 14, 2023 Regular CC meeting minutes
- b. October 2, 2023 CC workshop minutes
- c. Acceptance of September Expense & Payroll reports
- d. Monthly reports from Library and Planning (no updates)

Motion: Councilor Hurn moved and Councilor Ritter second to approve the Consent Agenda.

Discussion: Bethel explained an invoice from Civic Plus which is the City website host had been historically coded to dues, travel and conference as a "due" but after conferring with the accountant moved the invoice item to the contracted services line item.

Motion passes 6-1 with Councilor Pointer voting no.

6. Lakeside Fire Department Association request for \$500.00 for annual Haunted House Event:

Councilor Wood read the letter from the Fire Association included in the packet. Bethel stated considering the type of advertising for the event, the funds could come out of tourism or misc.

Councilor Wood suggested the funds come from the miscellaneous line item in General Fund.

Motion: Councilor Miller moved and Councilor Wood second to approve the expenditure of \$500.00 from the General Fund misc. line item to the Fire Association for the Haunted House event.

Motion passes 6-0 with Councilor Pointer abstaining.

7. Travel South Coast Oregon (TSOC) Eat, Drink and Be Merry Campaign: Bethel explained this campaign is like the Relax, Refuel, and Refresh campaign from the spring. The funds would pay for advertisement of Lakeside establishments and help bring people into the City during the winter months.

Motion: Councilor Ritter moved and Councilor Hurn second to participate in the Eat, Drink and Be Merry Campaign at the \$1200. buy in level.

Motion passes 6-1 with Councilor Wood voting no.

8. Discussion regarding City Manager position:

The Council agreed to have Councilor Wood work with the Manager to get a working Advertisement and job description to be posted on the League of Oregon City Job page and indeed.

9. Lakeside District, Board and Committee Reports

- A. Airport: Mayor/City Manager: No meeting
- B. Watershed: Councilor Miller: Councilor Miller stated the watershed had a grant meeting with DEQ regarding septic usage in rural areas.
- C. Water District: Councilor Hurn: Councilor Hurn stated the waterboard had a one stop meeting.
- D. Tenmile Lake Association: Councilor Ritter: Did not attend due to health issues.
- E. Fire District: Councilor Pointer: Councilor Pointer stated the main topic was the haunted house event.
- F. Lakeside Business Owners: Councilor Smith; was never advised if there was a meeting held.

10. City Manager Report:

Bethel advised the audit is wrapping up and is please to announce for the first time since 2018 there are no findings.

11. Mayor & Council Comments:

Councilor Hurn: Councilor Hurn inquired if the city will have an angel tree again this year.

Councilor Smith: Councilor Smith stated she has lived in the City since 2018 and has learned a lot from LOC and her involvement with the City. She stated it is her belief the City needs to put two questions on the 2024 ballot; one asking if it should disincorporate and one asking for a property tax. She said it is time for the citizens to decide.

Councilor Wood: Councilor Wood stated she attended the LOC conference in Eugene and learned a lot.
Councilor Ritter: Councilor Ritter stated she was unable to attend the conference due to illness, but her scholarship transferred to another Councilor.

Councilor Miller: Councilor Miller thanked Mr. Farmer for attending.

Councilor Pointer: Councilor Pointer also thanked Mr. Farmer for attending and felt it was a productive meeting.

Mayor Kinsey: Mayor Kinsey advised a town hall meeting is being considered for November 17 and surveys and question forms will be available soon. She also expressed how valuable it was to attend the LOC conference.

Adjournment: Next Regular City Council Meeting November 9, 2023: 6:00 p.m.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All City Council Meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialialed 

City of Lakeside City Council Meeting Minutes November 9, 2023

The Lakeside City Council held a meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 6:00 p.m. on Thursday, November 9, 2023.

1. CALL TO ORDER: 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn, Tom Miller, Nikki Wood

ABSENT: None

STAFF PRESENT: City Manager Melissa Bethel

4. Citizens Comments:

Jane Mathews: Ms. Mathews spoke regarding a fund-raising raffle for a quilt.

Karen Crouch: Ms. Crouch spoke regarding the City Charter

5. Consent Agenda:

- a. October 26, 2023 meeting minutes
- b. Acceptance of October Expense & Payroll reports
- c. Monthly report from Library

Motion: Councilor Hurn moved and Councilor Wood second to approve the Consent Agenda.

Discussion: Councilor Miller inquired about the status of wastewater plant project. Bethel advised the project is on time and slightly under budget.

Motion passes 6-1 with Councilor Pointer voting no.

6. Resolution 2023-10 Expenditure Appropriation Transfer Resolution:

Bethel explained the resolution would allow funds to be transferred from the contingency line item in general fund to the election line item in general fund. The transfer is necessary to provide for the special election and the possibility of an additional special election if needed.

Motion: Councilor Hurn moved and Councilor Wood second to approve Resolution 2023-10.

Motion passes 7-0 unanimously.

7. Resolution 2023-11 Delegation of Authority in the event of lack of quorum:

Bethel explained the resolution was to keep the bills paid and city hall operational in the case the city must hold a special election and a quorum of council does not exist.

Motion: Councilor Hurn moved and Councilor Ritter second to approve Resolution 2023-11.

Discussion: Councilor Wood inquired if a resolution could be approved which would allow 3 councilors to be a quorum. Bethel explained the City's attorney and research into the case law suggest no. The Mayor stated the League of Oregon Cities also suggested a quorum of council is needed to conduct business. Councilor Miller inquired if the Council could table this Resolution until December. Bethel stated yes as the present Council will still be in office until certified around December 20th if they do happen to be recalled.

Councilor Hurn withdrew her motion.

Motion: Councilor Wood moved and Councilor Pointer second to table the resolution until the December 14th City Council meeting. Motion passes 7-0 unanimously.

8. Lakeside Business Owners request for TLT funding for Million Lights of Lakeside event:

Adam Hand, LBO president spoke regarding TLT tax dollars and what restrictions are on them. He gave an overview of the event. The LBO is requesting funding to pay for advertising, bathrooms and hand washing stations.

Motion: Councilor Wood moved and Councilor Ritter second to approve a grant of \$1500.00 to LBO for the Million lights of Lakeside event.

Discussion: Councilor Wood stated she appreciates the continuation of the event.

Motion passes 7-0 unanimously.

- 9. Discussion regarding parking on Park Avenue:** Bethel explained the item was placed on the agenda based on a comment from a citizen at the last meeting. The Council discussed the best way to discourage long term parking and agreed 90-minute parking signs would be placed along that portion of the Park Avenue. The Council agreed 90 minutes would allow time for shopping and eating. Councilor Miller stated he would work with the County Road and Bridge Director to get the signs.

10. Lakeside District, Board and Committee Reports

- A. Airport: Mayor/City Manager: No meeting
- B. Watershed: Councilor Miller: No meeting
- C. Water District: Councilor Hurn: No meeting.
- D. Tenmile Lake Association: Councilor Ritter: Did not attend due to health issues. Councilor Miller stated he attended and increasing membership was discussed.
- E. Fire District: Councilor Pointer: Councilor Pointer gave an overview of the calls for the month and the haunted house event.
- F. Lakeside Business Owners: Councilor Smith; no meeting.

11. City Manager Report:

Bethel advised the Council another signer should be added for checks. She suggested Councilor Pointer since he is the only one not up for reelection next year. Bethel advised the CM position has been advertised and will close on November 20. She advised in the interest of time; the Council might want to meet that evening to review applicants and decide who to interview. Council agreed to meet at 5:15 Nov 20. She stated interview could take place on Nov 27th and the Council could possibly decide that night of who they would want to offer the position. She advised the Holiday lights over 8th should be up around December 1.

12. Mayor & Council Comments:

Councilor Hurn: Councilor Hurn thanked the public for attending and looking forward to the million lights of Lakeside Event. Councilor Hurn thanked Ms. Mathews for the quilt raffle.

Councilor Smith: Agreed with Councilor Hurn.

Councilor Wood: Councilor Wood asked for an update regarding code enforcement. Bethel stated the attorney is doing some research behind the scenes. She stated it would not be good for her to start discussions and then have another person come in and start over. Councilor Wood thanked everyone for attending and excited about the event.

Councilor Ritter: Councilor Ritter thanked the public for attending and the event.

Councilor Miller: Councilor Miller encouraged everyone to vote.

Councilor Pointer: Councilor Pointer echoed Councilor Miller.

Mayor Kinsey: Mayor Kinsey stated she will be presenting the fire department with a letter of commendation on Tuesday the 14th. She also reminded the public of the town hall taking place on November 17 at 6:00 p.m. She stated this year there will be a giving tree for seniors and children.

Adjournment: Next Regular City Council Meeting December 14, 2023: 6:00 p.m.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All City Council Meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialed MB

City of Lakeside City Council Meeting Minutes November 21, 2023

The Lakeside City Council held a meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 5:15 p.m. on Tuesday, November 21, 2023.

1. **CALL TO ORDER:** 5:15 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn, Nikki Wood

ABSENT: Tom Miller

STAFF PRESENT: City Manager Melissa Bethel

4. **Resolution 2023-12; A Resolution adopting hiring criteria and policies for the City Recorder/Manager position.**

Motion: Councilor Wood moved and Councilor Ritter second to approve Resolution 2023-12.

Discussion: There was discussion regarding whether public comment was allowed and whether it was specifically called for on the agenda and in the meeting.

Motion passes 4-2 with Councilors Wood and Pointer voting no.

The Lakeside City Council met in executive session under the following to consider applications for employment for the City Recorder/Manager position:

5. **Executive Session: ORS 192.660 (2)(a): To consider employment of a public officer, employee, staff member or individual agent.**

This executive session will be held pursuant to ORS 192.660(2)(a), which permits the council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent. Representatives of the news media and designated staff will be permitted to attend the executive session. All other persons will not be permitted to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as announced. No decision will be made during the executive session.

The Council came out of executive session at approx. 5:50 p.m.

Motion:

Councilor Hurn moved and Councilor Ritter second to have the City Manager set up interviews with the top two candidates. **Motion passes 5-0 with Councilor Pointer abstaining.**

Adjournment: Next Regular City Council Meeting December 14, 2023: 6:00 p.m.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All City Council Meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialed 

City of Lakeside City Council Meeting Minutes November 27, 2023

The Lakeside City Council held a meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 6:00 p.m. on Monday, November 27, 2023.

1. **CALL TO ORDER:** 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn Tom Miller,

ABSENT: Nikki Wood

STAFF PRESENT: City Manager Melissa Bethel

4. **Citizens Comments:**

Elaine Armstrong: Ms. Armstrong discussed the duties for a City Recorder and Manager are different and the steps for hiring in executive session.

Michael Armstrong: Mr. Armstrong discussed potential ethics violations and threatened filing violations if the Council enters executive session.

Karen Crouch: Ms. Crouch stated the citizens should have been given an opportunity to decide if the city hires a recorder or manager.

David Smith: Mr. Smith discussed rules of conduct for Council and specifically the required behavior from the Council Rules and Procedures.

5. **Revocation of Resolution 2023-12; A Resolution adopting hiring criteria and policies for the City Recorder/Manager position.**

Motion: Councilor Hurn moved and Councilor Smith second to revoke Resolution 2023-12.

Motion passes 6-0 Unanimously.

6. **Resolution 2023-13; A Resolution adopting hiring criteria and policies for the City Recorder/Manager position.**

Motion: Councilor Pointer moved and Councilor Ritter to adopt Resolution 2023-13.

Discussion: Councilor Miller confirmed the position was advertised as required.

Motion passes 6-0 unanimously.

The Lakeside City Council met in executive session under the following to consider applications for employment for the City Recorder/Manager position:

7. **Executive Session: ORS 192.660 (2)(a): To consider employment of a public officer, employee, staff member or individual agent.**

This executive session will be held pursuant to ORS 192.660(2)(a), which permits the council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent. Representatives of the news media and designated staff will be permitted to attend the executive session. All other persons will not be permitted to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as announced. No decision will be made during the executive session.

The Council came out of executive session at approx. 6:40 p.m.

Motion:

Councilor Hurn moved and Councilor Smith second to have the City Manager set up interviews with the top three candidates. **Motion passes 6-0.**

The Council discussed possible days and times for interviews to be held in executive session. The Council all expressed appreciation for the public attending and encouraged the public to vote. Bethel reminded everyone regarding the tree lighting on December 1st and gave an update regarding agenda items for the December 14 regular meeting.

Adjournment: Next Regular City Council Meeting December 14, 2023: 6:00 p.m.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All City Council Meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialed MB

The Lakeside City Council held a special meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 4:45 p.m. on Monday, December 4, 2023.

1. **CALL TO ORDER:** 4:45 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn Tom Miller, Nikki Wood

ABSENT: None

STAFF PRESENT: City Manager Melissa Bethel

The Lakeside City Council met in executive session under the following to interview applicants for the City Recorder/Manager position:

4. **Executive Session: ORS 192.660 (2)(a): To consider employment of a public officer, employee, staff member or individual agent.**

This executive session will be held pursuant to ORS 192.660(2)(a), which permits the council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent. Representatives of the news media and designated staff will be permitted to attend the executive session. All other persons will not be permitted to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as announced. No decision will be made during the executive session.

The Council came out of executive session at approx. 7:35 p.m.

5. **Decision to hire a City Manager/Recorder and have the City Attorney work on a contract for Council approval:**

Motion: Councilor Pointer moved and Councilor Smith second offer employment to Rick Hohnbaum with an initial offer of 70k year contingent upon a background check.

Discussion: Councilor Miller suggested the offer be extended at the 60k range to start negotiations.

Amended Motion: Councilor Pointer amended his motion to 60k a year with Councilor Smith second the amendment.

Motion: Procedurally the Council moved to formally add agenda item #5 to the agenda:

Councilor Wood moved and Councilor Ritter second to formally add agenda item #5. Motion passes unanimously.

Vote on Amended Motion to have the City Attorney extend an offer of hire to Rick Hohnbaum with a starting negotiation of pay for 60k year/ with a contract to be forthcoming. Motion passes unanimously.

6. Discussion regarding quorum after certification of recall election – City Attorney:

Gary Darnelle, City Attorney explained how the charter and Oregon case law specify the remaining 3 councilors will constitute a lack of quorum and will require a special election to operate and do business.

Adjournment: Next Regular City Council Meeting December 14, 2023: 8:00 p.m.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All City Council Meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialed MB

City of Lakeside City Council Meeting Minutes December 14, 2023

The Lakeside City Council held a meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 6:00 p.m. on Thursday, December 14, 2023.

1. **CALL TO ORDER:** 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn, Tom Miller, Nikki Wood

ABSENT: None

STAFF PRESENT: City Manager Melissa Bethel, Public Works Director Ric Saavedra

4. **Citizens Comments:**

Laura Balacier: Ms. Balacier read a prepared statement regarding the City Manager contract and Planning Commission nominees.

Shirlee Benell: Ms. Benell thanked the Council and staff for their dedication and time serving.

Linda Sherych: Ms. Sherych asked the council to allow city hall to be the permanent place for the Christmas train. A census of Council was to allow the train to remain at city hall.

Michael Armstrong: Mr. Armstrong spoke regarding ORS 221.160 and what he feels the next steps should be for the City.

Elaine Armstrong: Ms. Armstrong spoke regarding the recall.

Mark Crouch: Mr. Crouch spoke regarding the recall and quorum.

Karen Crouch: Ms. Crouch spoke regarding the City Manager contract.

Mike Phillips: Mr. Phillips thanked the council for their service.

5. **Consent Agenda:**

- a. October 26, 2023 meeting minutes
- b. Acceptance of October Expense & Payroll reports
- c. Monthly report from Library

Motion: Councilor Hurn moved and Councilor Ritter second to approve the Consent Agenda.

Motion passes 6-1 with Councilor Pointer voting no.

6. **FY22-23 Audit Report: HMW CPA's & Associates, LLC- Laura Fisher**

Fisher gave the audit report. She stated it was the first time since 2018 there were no findings. Fisher thanked staff for providing the documents promptly and it was a very good audit.

7. **Wastewater Plant project Update: Dyer Partnership – Aaron Speakman:**

Aaron Speakman with Dyer Engineering gave an update regarding the treatment plant upgrade. He stated the project is on budget, on time and moving along.

8. **Planning Commission Appointments; Rob Ward and Dave Smith:**

Councilor Smith stated she would not be voting on this agenda item.

Motion: Councilor Ritter moved and Councilor Wood second to appoint Rob Ward and David Smith to the planning commission for a term of 4 years starting January 1, 2024 and ending December 31, 2027.

9. **Approval of Contract for new City Manager/Recorder Rick Hohnbaum**

a. Introduction of new City Manager/Recorder Rick Hohnbaum

Motion: Councilor Hurn moved and Councilor Ritter second to approve the Contract for the City Manager.

Discussion: Staff verified allowing insurance to be paid out in cash would be acceptable. Staff verified the background check was returned clear and conducted by a third party.

Councilor Miller inquired regarding clause Section 2 duties; the phrase designee attending meetings. Staff explained a staff member or another staff member could act in his place.

Councilor Miller asked about section 6 professional dues in judgement of Mayor; Staff explained conferences and dues are line items and is approved at budget time. But is up to council.

Councilor Wood asked about the front loading vacation time; staff explained the council had the packet and contract for a week to negotiate terms.

Motion passes 5-2 with Wood and Miller voting no.

Rick Hohnbaum introduced himself.

10. Resolution 2023-11; Delegation of Authority in the event of a lack of quorum

Motion Councilor Ritter moved and Councilor Smith to adopt Resolution 2023-11.

Discussion: Councilor Pointer inquired who the other designees listed in the Resolution would be; staff advised the Council just appointed a City Manager so that would be the designee. Staff explained what legislative action the City Manager would not take such as ordinance changes or planning hearing decisions. Staff stated the resolution would help the City Manager to run the day to day activities of the city. Staff advised the Council the resolution would no longer be in effect once the city had a quorum. Staff gave an example of how the resolution would allow the City Manager to contract with the former PW director to keep our certification with the waste water plant in compliance with DEQ.

Motion passes 6-1 with Councilor Pointer voting no.

11. Lakeside District, Board and Committee Reports

A. Airport: Mayor/City Manager: No meeting

B. Watershed: Councilor Miller: No meeting

C. Water District: Councilor Hurn: Water District is hiring.

D. Tenmile Lake Association: Councilor Ritter: Did not attend

E. Fire District: Councilor Pointer: Councilor Pointer gave an overview of the calls for the month and the ongoing discussion for a substation.

F. Lakeside Business Owners: Councilor Smith; did not attend.

12. City Manager Report:

Bethel thanked the Council and citizens for the opportunity to serve and value the friendships made.

13. Mayor & Council Comments:

Councilor Hurn: Councilor Hurn thanked Fisher and Speakman for the updates and Ric Saavedra for his work in the sewer plant. She apologized for all the citizens who did not understand what was happening and did not vote. She stated she would not let that happen again and will help get the information out at the special election and will do her best to work for the City.

Councilor Smith: Thanked Bethel for answering questions and thanked the citizens for attending.

Councilor Wood: Councilor Wood thanked Bethel for always answering her questions and looking forward to working with the new manager and moving forward.

City of Lakeside City Council Meeting Minutes December 14, 2023

Councilor Ritter: Councilor Ritter thanked Bethel for helping the City get an excellent audit.

Councilor Miller: Councilor Miller wished Bethel good luck and hopes the City will move forward.

Councilor Pointer: Councilor Pointer stated it has been interesting.

Mayor Kinsey: Mayor Kinsey thanked everyone for their support. Mayor Kinsey thanked Bethel for her service.

The Council presented Bethel with a handmade quilt made by Councilor Hurn.

The Mayor stated she hopes the City will move forward.

Adjournment: Next Regular City Council Meeting TBD.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All City Council Meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialed MB

City of Lakeside City Council Meeting Minutes December 21, 2023

The Lakeside City Council held a special council meeting at Lakeside City Hall, 915 North Lake Road, Oregon at NOON on December 21, 2023.

1. **CALL TO ORDER:** Mayor Kinsey called the special council meeting to order at 12 noon.
2. **PLEDGE OF ALLEGIANCE:** Mayor Kinsey led the council, staff, and audience in the Pledge.
3. **ROLL CALL:**
 - PRESENT:** Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn, Tom Miller
 - ABSENT:** Nikki Wood**STAFF PRESENT:** City Manager Rick Hohnbaum

4. **Citizens Comments:**
 - None

5. **Resolution 2023-14 Resolution Authorizing Emergency Election:**

City Manager Hohnbaum explained the differences between holding a special election and an emergency election. Hohnbaum stated he was empowered to call a special election as the city's election officer but a resolution from council was required to call an emergency election. He recommended that the council adopt the resolution which would authorize him to call for an emergency election. Hohnbaum stated that it would be in the best interest of the city to have an election as soon as reasonably possible which may require an emergency election. Hohnbaum read Resolution 23-14 verbally in its entirety for the record.

Motion: Councilor Hurn moved and Councilor Ritter seconded the motion to approve Resolution 2023-14.

Motion passes 5-1 with Smith voting nay.

6. **Mayor & Council Comments:**

Mayor Kinsey thanked everyone for coming and wished them a good day and good luck.

7. **Adjournment:** Mayor Kinsey adjourned the meeting at 12:14 p.m.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All City Council Meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialed _RAH

**CITY OF LAKESIDE
REQUEST FOR COUNCIL ACTION**

DATE ACTION REQUESTED: April 11, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: April 5, 2024		Dept.: City Manager's Office	
SUBJECT: Election of Council President		Contact Person for this Item: Rick Hohnbaum manager@cityoflakeside.org	

SUBJECT: Election of Council President.

BACKGROUND: City Charter Section 18

Section 18. President of the Council. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council by ballot shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of his office, the president shall act as mayor.

Due to the City Council not currently having a President of the Council and the reconstitution of the Lakeside City Council, the election of a Council President would be in order. This interpretation is from the City Recorder who serves as the Council's parliamentarian.

RECOMMENDATION: The City Charter is superseded by state law which requires a public vote. No secret balloting is allowed by Oregon Public Meeting Laws. Staff recommendation is that the council elect a Council President by motion, seconding and a majority vote.

Suggested Motion: *"I move to elect (name of candidate) Council President for the remaining year of 2024."*

FINANCIAL IMPACT:

No financial impact but significant organizational transparency and leadership if action is taken.

ATTACHMENT:

None

STEPHANIE STROUD, CPA, LLC

750 Central Avenue, Suite 102 • Coos Bay, OR 97420
(541) 269-1358

ACCOUNTANT'S COMPILATION REPORT

City Council
City of Lakeside
PO Box L
Lakeside, OR 97449

Management is responsible for the accompanying financial statements of the City of Lakeside (a municipal corporation), which comprise the statement of assets, liabilities, and fund balance - cash basis as of March 31, 2024, and the related statement of receipts and disbursements, budget and actual - cash basis for the nine months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The accompanying budget of the City of Lakeside for the year ended June 30, 2024 has not been compiled or examined by me and, accordingly, I do not express an opinion on any other form of assurance on it. The forecasted or projected results may not be achieved and I assume no responsibility to update the report for events and circumstances occurring after the date of the report.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the City's assets, liabilities, equity, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has elected to omit the summaries of significant assumptions and accounting policies required under established guidelines for presentation of prospective financial statements. If the omitted summaries were included in the budgeted information, they might influence the user's conclusions about the City's budgeted information. Accordingly, this budgeted information is not designed for those who are not informed about such matters.

I am not independent with respect to the City of Lakeside.


Stephanie Stroud, CPA, LLC

Coos Bay, Oregon
April 2, 2024

City of Lakeside
Statement of Assets, Liabilities, and Fund Balance - Cash Basis
 Substantially All Disclosures Required by OCBOA Omitted

March 31, 2024

	General Fund	State Street Tax Fund	Community Development Fund	Tourism Fund	Wastewater Treatment Plant Fund	Wastewater System Development Fund	Wastewater Capital Reserve Fund	Library Fund	Total
ASSETS									
Current assets									
State Pool	\$ 465,730.31	\$ 86,605.86	\$ -	\$ -	\$ 1,039,283.16	\$ 2,438.40	\$ 367,391.54	\$ 21,297.49	\$ 1,983,746.76
Northwest Community CU	53,602.52	204,223.60	71,573.43	139,025.18	(270,618.92)	-	-	33,247.00	33,247.00
Umpqua Bank	250.00	-	-	-	100.00	177,336.56	80,046.25	102,602.23	557,790.85
Petty cash	100.00	-	-	-	-	-	-	100.00	450.00
Petty cash - OCF Grant	-	-	-	-	-	-	-	-	100.00
Total Assets	\$ 520,682.83	\$ 290,829.46	\$ 71,573.43	\$ 139,025.18	\$ 768,764.24	\$ 179,774.96	\$ 447,437.79	\$ 157,246.72	\$ 2,575,334.61
LIABILITIES AND FUND BALANCE									
Current liabilities									
Payroll liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund balance (cash basis)									
Beginning fund balance	531,483.35	115,932.51	65,567.90	89,849.29	637,976.52	174,637.26	433,854.55	99,967.45	2,149,268.83
Restricted fund balance	(10,800.52)	174,896.95	6,005.53	49,175.89	130,787.72	5,137.70	-	33,247.00	33,247.00
Net changes in fund balance	520,682.83	290,829.46	71,573.43	139,025.18	768,764.24	179,774.96	447,437.79	157,246.72	392,818.78
Total fund balance	\$ 520,682.83	\$ 290,829.46	\$ 71,573.43	\$ 139,025.18	\$ 768,764.24	\$ 179,774.96	\$ 447,437.79	\$ 157,246.72	\$ 2,575,334.61
Total liabilities and fund balance (cash basis)	\$ 520,682.83	\$ 290,829.46	\$ 71,573.43	\$ 139,025.18	\$ 768,764.24	\$ 179,774.96	\$ 447,437.79	\$ 157,246.72	\$ 2,575,334.61

See accountant's compilation report.

City of Lakeside - General Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 17,162.42	\$ 2,000.00	\$ 15,162.42
407000	1,912.98	500.00	1,412.98
409000	33,705.39	35,000.00	(1,294.61)
410000	27,855.28	30,000.00	(2,144.72)
41000	998.63	1,100.00	(101.37)
412000	13,758.71	14,000.00	(241.29)
413000	23,455.68	25,000.00	(1,544.32)
414000	3,300.00	3,000.00	300.00
415000	560.87	1,500.00	(939.13)
416000	7,890.00	5,000.00	2,890.00
418000	42,056.34	50,000.00	(7,943.66)
420000	4,409.46	3,000.00	1,409.46
432000	2,000.00	300,000.00	(298,000.00)
Total Receipts	<u>179,065.76</u>	<u>470,100.00</u>	<u>(291,034.24)</u>
Disbursements			
Administration			
Personal services			
5000	45,703.10	75,000.00	29,296.90
500012	3,813.19	5,900.00	2,086.81
500013	886.32	4,000.00	3,113.68
500014	3,731.21	6,500.00	2,768.79
500015	15,672.83	25,000.00	9,327.17
500016	912.74	2,100.00	1,187.26
Total Personal services	<u>70,719.39</u>	<u>118,500.00</u>	<u>47,780.61</u>
Materials and services			
50220	5,608.84	7,000.00	1,391.16
50221	6,672.36	3,000.00	(3,672.36)
50222	13,303.21	1,500.00	(11,803.21)
50223	2,933.80	10,000.00	7,066.20
50225	9,565.64	12,000.00	2,434.36
50226	9,847.20	53,000.00	43,152.80
50229	-	2,000.00	2,000.00
50230	990.03	15,000.00	14,009.97
50232	3,757.39	3,500.00	(257.39)
50233	1,227.00	2,747.00	1,520.00
50234	9,401.89	20,000.00	10,598.11
50235	-	1,500.00	1,500.00
50236	-	1,500.00	1,500.00
50246	1,226.09	3,000.00	1,773.91
50731	10,646.35	25,000.00	14,353.65
50745	-	300,000.00	300,000.00
50747	2,999.31	4,000.00	1,000.69
Total Materials and services	<u>78,179.11</u>	<u>464,747.00</u>	<u>386,567.89</u>
Total Administration	<u>148,898.50</u>	<u>583,247.00</u>	<u>434,348.50</u>

See accountant's compilation report.

City of Lakeside - General Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
	Capital Outlay		
500060	9,507.25	105,000.00	95,492.75
	9,507.25	105,000.00	95,492.75
	Debt Service		
500070	21,003.56	20,697.00	(306.56)
500071	10,456.97	18,207.00	7,750.03
	31,460.53	38,904.00	7,443.47
	-	60,000.00	(60,000.00)
	189,866.28	787,151.00	597,284.72
	(10,800.52)	(317,051.00)	306,250.48
	-	(50,000.00)	50,000.00
	-	(50,000.00)	50,000.00
	-	(100,000.00)	100,000.00
	\$ (10,800.52)	\$ (467,051.00)	\$ 456,250.48

City of Lakeside - State Street Tax Fund
Statement of Receipts Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000 Interest Revenue	\$ 3,201.99	\$ 500.00	\$ 2,701.99
40006.1 Highway Use Tax	114,408.77	120,000.00	(5,591.23)
407000 Miscellaneous Revenue	10,000.00	50.00	9,950.00
432000 Grant revenue	161,000.00	300,000.00	(139,000.00)
Total Receipts	288,610.76	420,550.00	(131,939.24)
Disbursements			
Personal services			
5000 Payroll	34,039.24	65,000.00	30,960.76
500012 Social Security/Medicare	2,604.01	5,500.00	2,895.99
500013 Workers Comp	154.27	2,000.00	1,845.73
500014 PERS	4,032.93	7,000.00	2,967.07
500015 Health insurance	11,454.57	20,000.00	8,545.43
500016 Unemployment	806.60	2,000.00	1,193.40
Total Personal services	53,091.62	101,500.00	48,408.38
Materials and services			
500020 Dues, Travel & Conference	-	2,000.00	2,000.00
500022 Advertising & Elections	-	1,200.00	1,200.00
500023 Legal Fees	-	1,200.00	1,200.00
500025 Audit & Filing Fees	2,391.41	3,500.00	1,108.59
500026 Contracted Services	513.22	40,000.00	39,486.78
500029 Repairs & Maintenance	646.20	5,000.00	4,353.80
500030 Insurance	-	6,500.00	6,500.00
500031 Utilities	26,339.09	39,000.00	12,660.91
500032 Telephone	1,291.40	1,000.00	(291.40)
500034 Operating Supplies	3,171.98	5,000.00	1,828.02
500035 Street Work Maintenance	7,385.00	25,000.00	17,615.00
500036 Fuel	1,809.36	3,000.00	1,190.64
500047 Building Maintenance	-	3,666.00	3,666.00
500050 Grant expense	17,074.53	300,000.00	282,925.47
50024.1 Engineering fees	-	10,000.00	10,000.00
Total Materials and services	60,622.19	446,066.00	385,443.81
Capital Outlay			
500060 Capital Outlay	-	60,000.00	5,000.00
Total Capital Outlay	-	60,000.00	5,000.00
Operating Contingency	-	45,000.00	(45,000.00)
Total Disbursements	113,713.81	652,566.00	(45,000.00)
Unappropriated Ending Fund Balance	-	(50,000.00)	50,000.00
Excess (Deficiency) of Receipts Over (Under) Disbursements	174,896.95	(282,016.00)	456,912.95

City of Lakeside - Community Development Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
416000 License, Fees & Permits	\$ 1,500.00	\$ 2,500.00	\$ (1,000.00)
417000 Elect & building Permit Revenue	23,750.88	25,000.00	(1,249.12)
431000 Planning grants	-	300,000.00	(300,000.00)
Total receipts	<u>25,250.88</u>	<u>327,500.00</u>	<u>(302,249.12)</u>
Disbursements			
Materials and services			
500020 Dues, Travel & Conference	-	5,000.00	5,000.00
500022 Advertising & Elections	-	2,500.00	2,500.00
500024 Electrical & Building Fees	14,434.63	25,000.00	10,565.37
500026 Contracted services	-	6,000.00	6,000.00
500033 Postage	-	1,000.00	1,000.00
500046 Miscellaneous Expense	-	1,000.00	1,000.00
500050 Grant expense	-	300,000.00	300,000.00
50250 Planning administration	2,405.70	30,000.00	27,594.30
50251 Professional services	2,405.02	10,000.00	7,594.98
50541 Code Enforcement	-	500.00	500.00
Total Materials and services	<u>19,245.35</u>	<u>381,000.00</u>	<u>361,754.65</u>
Operating Contingency	<u>-</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Total Disbursements	<u>19,245.35</u>	<u>431,000.00</u>	<u>411,754.65</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	<u>6,005.53</u>	<u>(103,500.00)</u>	<u>109,505.53</u>
Other financing sources (uses)			
495002 Transfer from General Fund	-	50,000.00	(50,000.00)
Total other financing sources (uses)	<u>-</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Unappropriated Ending Fund Balanc	<u>-</u>	<u>(20,000.00)</u>	<u>(20,000.00)</u>
Excess (Deficiency) of Receipts over (Under) disbursements and other financing sources (uses)	<u>\$ 6,005.53</u>	<u>\$ (73,500.00)</u>	<u>\$ 79,505.53</u>

See accountant's compilation report.

City of Lakeside - Tourism Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted

July 01, 2023 through March 31, 2024

	Actual	Budget	Variance
Receipts			
409000 Transient Tax revenue	\$ 78,645.99	\$ 80,000.00	\$ (1,354.01)
Total receipts	78,645.99	80,000.00	(1,354.01)
Disbursements			
Materials and services			
50528 Tourism Promotion	5,535.00	25,000.00	19,465.00
50539 Beach Maintenance	4,855.00	15,000.00	10,145.00
50540 City Parks Maintenance	-	1,500.00	1,500.00
50545 Event Expense	1,580.10	15,000.00	13,419.90
50546 July 4th Fireworks Display	17,500.00	35,000.00	17,500.00
Total Materials and services	29,470.10	91,500.00	62,029.90
Operating Contingency	-	50,000.00	50,000.00
Total Disbursements	29,470.10	141,500.00	112,029.90
Excess (Deficiency) of Receipts			
Over (Under) Disbursements	49,175.89	(61,500.00)	110,675.89
Unappropriated Ending Fund Balanc	-	(51,500.00)	(51,500.00)
Excess (Deficiency) of Receipts over (Under) disbursements and other financing sources (uses)	\$ 49,175.89	\$ (113,000.00)	\$ 162,175.89

See accountant's compilation report.

City of Lakeside - Wastewater Treatment Plant Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

	Actual	Budget	Variance	
Receipts				
404000	Interest Revenue	\$ 42,128.25	\$ 10,000.00	\$ 32,128.25
407000	Miscellaneous Revenue	3,214.00	-	3,214.00
407002	Collections revenue	-	2,000.00	(2,000.00)
421000	Sewer hookup Permit Revenue	747.00	1,500.00	(753.00)
432000	Grant Revenue	544,877.00	6,000,000.00	(5,455,123.00)
497000	Monthly Sewer Revenue	933,928.13	800,000.00	133,928.13
	Total Receipts	1,524,894.38	6,813,500.00	(5,288,605.62)
Disbursements				
Personnel Services				
5000	Payroll	180,172.95	270,000.00	89,827.05
500012	Social Security	13,911.85	22,000.00	8,088.15
50013	Workers Comp	2,058.58	6,000.00	3,941.42
50014	PERS	14,268.83	25,000.00	10,731.17
50015	Health insurance	45,747.64	65,000.00	19,252.36
50016	Unemployment	3,900.53	6,500.00	2,599.47
	Total Personnel Services	260,060.38	394,500.00	134,439.62
Materials and Services				
500020	Dues, Travel & Conference	3,864.35	7,000.00	3,135.65
500021	License Fees & Permits	6,588.40	7,000.00	411.60
500022	Advertising & Elections	-	500.00	500.00
500023	Legal Fees	-	5,000.00	5,000.00
500025	Audit & Filing Fees	11,957.05	15,000.00	3,042.95
500026	Contracted Services General	44,698.02	110,000.00	65,301.98
500027	Contracted Services STEP/STEG	18,798.00	20,000.00	1,202.00
500029	Repairs & Maintenance	21,256.21	30,000.00	8,743.79
500030	Insurance	12,763.00	50,000.00	37,237.00
500031	Utilities	42,626.29	60,000.00	17,373.71
500032	Telephone & Internet	2,159.51	6,500.00	4,340.49
500033	Postage	3,000.00	3,500.00	500.00
500034	Operating Supplies	85,286.17	120,000.00	34,713.83
500036	Fuel	1,780.22	6,000.00	4,219.78
500046	Miscellaneous Expense	-	5,572.00	5,572.00
500047	Building Maintenance	-	5,000.00	5,000.00
500050	Grant expense	604,514.10	6,000,000.00	5,395,485.90
500051	Collections expense	-	2,000.00	2,000.00
50024.1	Engineering Fees	1,241.00	15,000.00	13,759.00
50026.1	Contracted Services Sludge Hauling	48,599.00	55,000.00	6,401.00
50026.2	Contracted Repair & Maintenance	13,242.79	50,000.00	36,757.21
50035.1	Step/Steg System Supplies	-	2,000.00	2,000.00
50529	Lakeside Airport	2,030.00	15,000.00	12,970.00
	Total Materials and Services	924,404.11	6,590,072.00	5,665,667.89
Capital Outlay				
500062	Equipment	51,177.27	90,000.00	38,822.73
500064	Pumps Step/Steg	652.82	25,000.00	24,347.18
500059	Step/Steg	-	25,000.00	25,000.00
	Total Capital Outlay	51,830.09	140,000.00	88,169.91
Debt Service				
561004	Loan Interest	77,812.08	82,312.00	4,499.92

See accountant's compilation report.

City of Lakeside - Wastewater Treatment Plant Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
500070 Principal	80,000.00	75,000.00	(5,000.00)
Total Capital Outlay	157,812.08	157,312.00	(500.08)
Operating Contingency	-	31,174.00	(31,174.00)
Total Disbursements	1,394,106.66	7,313,058.00	5,800,107.51
Excess (Deficiency) of Receipts			
Over (Under) Disbursements	130,787.72	(499,558.00)	630,345.72
Other Financing Sources (Uses)			
500093 Transfer to WW Capital Reserve Fund	-	(50,000.00)	50,000.00
Total other financing sources (uses)	-	(50,000.00)	50,000.00
Unappropriated Ending Fund Balance	-	(25,000.00)	25,000.00
Excess (Deficiency) of Receipts Over (Under)			
Disbursements and Other Financing			
Sources (Uses)	\$ 130,787.72	\$ (574,558.00)	\$ 680,345.72

City of Lakeside - Wastewater System Dev. Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts				
422000	System Development Charges	\$ 5,047.54	\$ 5,000.00	\$ 47.54
404000	Interest Revenue	90.16	50.00	40.16
Total Receipts		<u>5,137.70</u>	<u>5,050.00</u>	<u>87.70</u>
Unappropriated Ending Fund Balance		<u>-</u>	<u>(168,769.00)</u>	<u>168,769.00</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements		<u>5,137.70</u>	<u>(163,719.00)</u>	<u>168,856.70</u>

City of Lakeside - Wastewater Capital Reserve Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000 Interest Revenue	\$ 13,583.24	\$ -	\$ 13,583.24
Total receipts	<u>13,583.24</u>	<u>-</u>	<u>13,583.24</u>
Other financing sources (uses)			
495000 Transfer from WWTP Fund	-	50,000.00	(50,000.00)
Total other financing sources (uses)	<u>-</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Unappropriated Ending Fund Balanc	<u>-</u>	<u>(483,139.00)</u>	<u>(483,139.00)</u>
Excess (Deficiency) of Receipts over (Under) disbursements and other financing sources (uses)	<u>\$ 13,583.24</u>	<u>\$ (433,139.00)</u>	<u>\$ 446,722.24</u>

See accountant's compilation report.

City of Lakeside - Library Fund
Statement of Receipts and Disbursements-Budget and Actual(cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 787.40	\$ 100.00	\$ 687.40
42600.1	320.15	70.00	250.15
407000	6,110.57	800.00	5,310.57
423000	96,982.73	90,000.00	6,982.73
444000	1,000.00	1,000.00	-
443000	-	5,000.00	(5,000.00)
Total Receipts	<u>105,200.85</u>	<u>96,970.00</u>	<u>8,230.85</u>
Disbursements			
Personal services			
5000	50,841.33	98,000.00	47,158.67
500012	4,072.13	7,050.00	2,977.87
500013	50.76	150.00	99.24
500014	2,910.91	6,200.00	3,289.09
500015	1,800.00	2,400.00	600.00
500016	1,285.37	2,450.00	1,164.63
Total Personal services	<u>60,960.50</u>	<u>116,250.00</u>	<u>55,289.50</u>
Materials and services			
500020	365.02	5,000.00	4,634.98
500026	-	5,000.00	5,000.00
500032	1,173.77	2,000.00	826.23
500033	-	50.00	50.00
500034	4,886.03	5,500.00	613.97
500035	69.99	2,000.00	1,930.01
500037	10,019.05	16,330.00	6,310.95
500038	2,495.54	5,000.00	2,504.46
500044	1,063.53	1,000.00	(63.53)
500043	-	5,000.00	5,000.00
500046	135.15	700.00	564.85
500048	-	70.00	70.00
Total Materials and services	<u>20,208.08</u>	<u>47,650.00</u>	<u>27,441.92</u>
Contingency	<u>-</u>	<u>15,000.00</u>	<u>(15,000.00)</u>
Total disbursements	<u>81,168.58</u>	<u>178,900.00</u>	<u>97,731.42</u>
Unappropriated Ending Fund Balance	<u>-</u>	<u>\$ (47,527.00)</u>	<u>\$ (47,527.00)</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	<u>\$ 24,032.27</u>	<u>\$ (129,457.00)</u>	<u>\$ 153,489.27</u>

City of Lakeside AP Monthly Check Listing March 2024

Date	Num	Name	Memo	Credit	Amount
Mar 24					
03/02/2024	ach	Cardmember Service		2,225.88	2,225.88
03/19/2024	ach	Central Lincoln PUD		8,656.17	8,656.17
03/27/2024	ach	Intuit, Inc.	quickbook subss...	3,292.00	3,292.00
03/20/2024	ach	umpqua bank		148.10	148.10
03/06/2024	ach	CIS Trust-benefits		7,320.74	7,320.74
03/12/2024	ach	PERS		2,199.91	2,199.91
03/06/2024	33433	Billeter Marine LLC		1,540.00	1,540.00
03/06/2024	33434	CFE - LLC		1,615.89	1,615.89
03/06/2024	33435	City of Lakeside		665.95	665.95
03/06/2024	33436	McCowan Clinical Laboratory		415.00	415.00
03/06/2024	33437	Portland Engineering, Inc.		90.00	90.00
03/06/2024	33438	Sanddunes Performance Fuel		241.01	241.01
03/06/2024	33439	Verizon Wireless	Monthly Employ...	209.67	209.67
03/06/2024	33440	USPS		1,000.00	1,000.00
03/06/2024	33441	US Bank	Debt Payment fo...	118,906.25	118,906.25
03/06/2024	33442	The Dyer Partnership, Inc.	ARPA grant	84,896.75	84,896.75
03/13/2024	33443	Cascade Columbia		10.00	10.00
03/13/2024	33444	Clean Cut Landscape Maintenance		635.00	635.00
03/13/2024	33445	Gresham Ford		51,045.27	51,045.27
03/13/2024	33446	Lakeside Water District		846.00	846.00
03/13/2024	33447	McCowan Clinical Laboratory		415.00	415.00
03/13/2024	33448	Northwest Code Professionals		705.75	705.75
03/13/2024	33449	Oregon Library Association	Annual Renewal	30.00	30.00
03/13/2024	33450	Pacific Office Automation-		227.74	227.74
03/13/2024	33451	Portland Engineering, Inc.		90.00	90.00
03/13/2024	33452	Rick Hohmbaum		413.28	413.28
03/13/2024	33453	Ruth Prater-Reimbursement	reimbursement	37.98	37.98
03/13/2024	33454	Sound Water Services, Inc		3,864.00	3,864.00
03/13/2024	33455	Stephanie Stroud, CPA, LLC		2,176.25	2,176.25
03/13/2024	33456	USA Blue Book		1,175.94	1,175.94
03/13/2024	33457	Virginia Story - Reimbursement		69.99	69.99
03/13/2024	33458	Willamette Graystone, Inc.		122.00	122.00
03/20/2024	33459	Action Trophies & Signs		130.00	130.00
03/20/2024	33460	Central Lincoln PUD		31.00	31.00
03/20/2024	33461	DEMCO		128.30	128.30
03/20/2024	33462	Heard Farms, Inc.		3,772.00	3,772.00
03/20/2024	33463	Hennick's Lakeside Lumber		21.18	21.18
03/20/2024	33464	League of Oregon Cities		300.00	300.00
03/20/2024	33465	McKay's Markets		61.50	61.50
03/20/2024	33466	Rick Hohmbaum		132.00	132.00
03/20/2024	33467	SAIF		1,198.45	1,198.45
03/20/2024	33468	Umpqua Valley Fire Services		149.50	149.50
03/20/2024	33469	Zply Fiber		562.89	562.89
03/20/2024	33470	Econo Rooter Services, Inc.		285.00	285.00
03/27/2024	33471	Billeter Marine LLC		1,820.00	1,820.00
03/27/2024	33472	Cascade Columbia		3,080.01	3,080.01
03/27/2024	33473	Cengage Learning Inc/Gale		339.15	339.15
03/27/2024	33474	Coastal Paper & Supply, Inc	1967	67.32	67.32
03/27/2024	33475	Hennick's Lakeside Lumber		20.58	20.58
03/27/2024	33476	McCowan Clinical Laboratory		1,037.50	1,037.50
03/27/2024	33477	Northwest Code Professionals		5,220.64	5,220.64
03/27/2024	33478	Sanddunes Performance Fuel		237.03	237.03
03/27/2024	33479	The Dyer Partnership, Inc.		60,227.50	60,227.50
Mar 24				<u>374,109.07</u>	<u>374,109.07</u>

Quickbooks
fee 64.00
374,173.07

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 Cash Basis

City of Lakeside
Expenses by Vendor Detail
 March 2024

Date	Memo	Account	Class	Debit	Credit	Original Amount
Action Trophies & Signs						
03/20/2024		50234 · Operating Supplies Admin	01-General Fund	130.00		130.00
	Total Action Trophies & Signs			130.00	0.00	
Billeteer Marine LLC						
03/06/2024		50026.2 · Contracted Repair & M..	07- Wastewater Tr...	1,540.00		1,540.00
03/27/2024		50026.2 · Contracted Repair & M..	07- Wastewater Tr...	1,820.00		1,820.00
	Total Billeteer Marine LLC			3,360.00	0.00	
Cardmember Service						
03/02/2024		500034 · Operating Supplies	21- Library Fund	283.55		283.55
03/02/2024		500038 · Computer Supplies & M..	21- Library Fund	65.75		65.75
03/02/2024		500037 · Materials & Subscription	21- Library Fund	1,234.38		1,234.38
03/02/2024		50234 · Operating Supplies Admin	01-General Fund	213.20		213.20
03/02/2024		50233 · Postage Admin	01-General Fund	330.00		330.00
03/02/2024		50221 · License Fees & Permits	01-General Fund	99.00		99.00
	Total Cardmember Service			2,225.88	0.00	
Cascade Columbia						
03/13/2024		500034 · Operating Supplies	07- Wastewater Tr...	10.00		10.00
03/27/2024		500034 · Operating Supplies	07- Wastewater Tr...	3,080.01		3,080.01
	Total Cascade Columbia			3,090.01	0.00	
Cengage Learning Inc/Gale						
03/27/2024		500037 · Materials & Subscription	21- Library Fund	339.15		339.15
	Total Cengage Learning Inc/Gale			339.15	0.00	
Central Lincoln PUD						
03/19/2024		500031 · Utilities	03- State Tax Stre...	2,713.44		2,713.44
03/19/2024		500031 · Utilities	03- State Tax Stre...	128.37		128.37
03/19/2024		500031 · Utilities	03- State Tax Stre...	167.29		167.29
03/19/2024		500031 · Utilities	07- Wastewater Tr...	3,178.70		3,178.70
03/19/2024		500031 · Utilities	03- State Tax Stre...	25.46		25.46
03/19/2024		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	1,093.19		1,093.19
03/19/2024		500031 · Utilities	07- Wastewater Tr...	80.94		80.94
03/19/2024		500031 · Utilities	07- Wastewater Tr...	215.97		215.97
03/19/2024		500031 · Utilities	07- Wastewater Tr...	975.86		975.86
03/19/2024		500031 · Utilities	07- Wastewater Tr...	46.32		46.32
03/19/2024		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	30.63		30.63
03/20/2024		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	31.00		31.00
	Total Central Lincoln PUD			8,687.17	0.00	
CFE - LLC						
03/06/2024		50747 · Building Maintenance	01-General Fund	1,615.89		1,615.89
	Total CFE - LLC			1,615.89	0.00	
CIS Trust-benefits						
03/06/2024	General Fund- Langley, Lowry, ...	500015 · Health Insurance	01-General Fund	2,229.43		2,229.43
03/06/2024	State Street-Langley	500015 · Health Insurance	03- State Tax Stre...	1,272.73		1,272.73
03/06/2024	Wastewater-Lowry, Mckinley, W...	500015 · Health Insurance	07- Wastewater Tr...	3,656.34		3,656.34
03/06/2024	Lowry	500015 · Health Insurance	07- Wastewater Tr...	43.34		43.34
03/06/2024	Way	500015 · Health Insurance	07- Wastewater Tr...	118.90		118.90
	Total CIS Trust-benefits			7,320.74	0.00	
City of Lakeside						
03/06/2024		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	296.74		296.74
03/06/2024		500031 · Utilities	07- Wastewater Tr...	296.73		296.73
03/06/2024		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	72.48		72.48
	Total City of Lakeside			665.95	0.00	
Clean Cut Landscape Maintenance						
03/13/2024		50539 · Beach Maintenance	05 - Tourism	635.00		635.00
	Total Clean Cut Landscape Maintenance			635.00	0.00	
Coastal Paper & Supply, Inc						
03/27/2024		500034 · Operating Supplies	07- Wastewater Tr...	67.32		67.32
	Total Coastal Paper & Supply, Inc			67.32	0.00	

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Cash Basis

**City of Lakeside
Expenses by Vendor Detail
March 2024**

Date	Memo	Account	Class	Debit	Credit	Original Amount
DEMCO						
03/20/2024		500034 · Operating Supplies	21- Library Fund	128.30		128.30
	Total DEMCO			128.30	0.00	
Econo Rooter Services, Inc.						
03/20/2024		500026 · Contracted Services	07- Wastewater Tr...	285.00		285.00
	Total Econo Rooter Services, Inc.			285.00	0.00	
Gresham Ford						
03/13/2024	2024 Super Duty Ford Crew Cab	500062 · Capital Outlay-Equipment	07- Wastewater Tr...	51,045.27		51,045.27
	Total Gresham Ford			51,045.27	0.00	
Heard Farms, Inc.						
03/20/2024		500034 · Operating Supplies	07- Wastewater Tr...	3,772.00		3,772.00
	Total Heard Farms, Inc.			3,772.00	0.00	
Hennick's Lakeside Lumber						
03/20/2024		500034 · Operating Supplies	07- Wastewater Tr...	21.18		21.18
03/27/2024		500034 · Operating Supplies	07- Wastewater Tr...	20.58		20.58
	Total Hennick's Lakeside Lumber			41.76	0.00	
Intuit, Inc.						
03/27/2024	quickbook subscription	50221 · License Fees & Permits	01-General Fund	987.60		987.60
03/27/2024	quickbook subsscription	500021 · Licenses, Fees & Permits	07- Wastewater Tr...	1,975.20		1,975.20
03/27/2024	quickbook subsscription	500034 · Operating Supplies	03- State Tax Stre...	329.20		329.20
	Total Intuit, Inc.			3,292.00	0.00	
Lakeside Water District						
03/13/2024		50234 · Operating Supplies Admin	01-General Fund	77.60		77.60
03/13/2024		500031 · Utilities	07- Wastewater Tr...	569.60		569.60
03/13/2024		50234 · Operating Supplies Admin	01-General Fund	20.00		20.00
03/13/2024		500031 · Utilities	07- Wastewater Tr...	59.60		59.60
03/13/2024		500031 · Utilities	07- Wastewater Tr...	59.60		59.60
03/13/2024		500031 · Utilities	07- Wastewater Tr...	59.60		59.60
	Total Lakeside Water District			846.00	0.00	
League of Oregon Cities						
03/20/2024		50220 · Dues, Travel & Conferen...	01-General Fund	300.00		300.00
	Total League of Oregon Cities			300.00	0.00	
McCowan Clinical Laboratory						
03/08/2024		500026 · Contracted Services	07- Wastewater Tr...	415.00		415.00
03/13/2024		500026 · Contracted Services	07- Wastewater Tr...	415.00		415.00
03/27/2024		500026 · Contracted Services	07- Wastewater Tr...	1,037.50		1,037.50
	Total McCowan Clnical Laboratory			1,867.50	0.00	
McKay's Markets						
03/20/2024		500034 · Operating Supplies	07- Wastewater Tr...	40.56		40.56
03/20/2024		500034 · Operating Supplies	07- Wastewater Tr...	20.67		20.67
03/20/2024		500034 · Operating Supplies	07- Wastewater Tr...	0.27		0.27
	Total McKay's Markets			61.50	0.00	
Northwest Code Professionals						
03/13/2024		500024 · Electrical & Building Fees	04 - Community D...	705.75		705.75
03/27/2024		500024 · Electrical & Building Fees	04 - Community D...	5,220.64		5,220.64
	Total Northwest Code Professionals			5,926.39	0.00	
Oregon Library Association						
03/13/2024	Annual Renewal	500020 · Dues, Travel & Confere...	21- Library Fund	30.00		30.00
	Total Oregon Library Association			30.00	0.00	
Pacific Office Automation-						
03/13/2024		50234 · Operating Supplies Admin	01-General Fund	113.87		113.87
03/13/2024		500034 · Operating Supplies	07- Wastewater Tr...	113.87		113.87
	Total Pacific Office Automation-			227.74	0.00	

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Cash Basis

City of Lakeside
Expenses by Vendor Detail
March 2024

Date	Memo	Account	Class	Debit	Credit	Original Amount
PERS						
03/12/2024		500014 · PERS	01-General Fund	282.89		282.89
03/12/2024		500014 · PERS	03- State Tax Stre...	425.29		425.29
03/12/2024		500014 · PERS	21- Library Fund	296.13		296.13
03/12/2024		500014 · PERS	07- Wastewater Tr...	1,195.60		1,195.60
Total PERS				2,199.91	0.00	
Portland Engineering, Inc.						
03/06/2024		500026 · Contracted Services	07- Wastewater Tr...	90.00		90.00
03/13/2024		500026 · Contracted Services	07- Wastewater Tr...	90.00		90.00
Total Portland Engineering, Inc.				180.00	0.00	
QuickBooks Payroll Service						
03/14/2024	Fee for 4 direct deposit(s) at \$4...	500021 · Licenses, Fees & Permits	07- Wastewater Tr...	8.00		8.00
03/14/2024	Created by Payroll Service on 0...	50221 · License Fees & Permits	01-General Fund	8.00		8.00
03/28/2024	Fee for 12 direct deposit(s) at \$...	50221 · License Fees & Permits	01-General Fund	12.00		12.00
03/28/2024	Created by Payroll Service on 0...	500021 · Licenses, Fees & Permits	07- Wastewater Tr...	16.00		16.00
03/28/2024	Created by Payroll Service on 0...	500046 · Miscellaneous Expense	21- Library Fund	20.00		20.00
Total QuickBooks Payroll Service				64.00	0.00	
Rick Hohbaum						
03/13/2024		50220 · Dues, Travel & Conferen...	01-General Fund	185.48		185.48
03/13/2024	340 miles @ .67	50220 · Dues, Travel & Conferen...	01-General Fund	227.80		227.80
03/20/2024	new truck title and plates	500062 · Capital Outlay-Equipment	07- Wastewater Tr...	132.00		132.00
Total Rick Hohbaum				545.28	0.00	
Ruth Prater-Reimbursement						
03/13/2024	supplies	500034 · Operating Supplies	21- Library Fund	37.98		37.98
Total Ruth Prater-Reimbursement				37.98	0.00	
SAIF						
03/20/2024		500013 · Workers Compensation	03- State Tax Stre...	58.31		58.31
03/20/2024		500013 · Workers Compensation	01-General Fund	337.73		337.73
03/20/2024		500013 · Workers Compensation	07- Wastewater Tr...	784.56		784.56
03/20/2024		500013 · Workers Compensation	21- Library Fund	17.85		17.85
Total SAIF				1,198.45	0.00	
Sanddunes Performance Fuel						
03/06/2024		500036 · Fuel Expense	03- State Tax Stre...	120.00		120.00
03/06/2024		500036 · Fuel Expense	07- Wastewater Tr...	121.01		121.01
03/27/2024		500036 · Fuel Expense	03- State Tax Stre...	237.03		237.03
Total Sanddunes Performance Fuel				478.04	0.00	
Sound Water Services, Inc						
03/13/2024		500034 · Operating Supplies	07- Wastewater Tr...	3,864.00		3,864.00
Total Sound Water Services, Inc.				3,864.00	0.00	
Stephanie Stroud, CPA, LLC						
03/13/2024		50226 · Contracted Services Admin	01-General Fund	761.69		761.69
03/13/2024		500026 · Contracted Services	07- Wastewater Tr...	1,414.56		1,414.56
Total Stephanie Stroud, CPA, LLC				2,176.25	0.00	
The Dyer Partnership, Inc.						
03/06/2024	ARPA grant	500050 · Grant expense	07- Wastewater Tr...	84,896.75		84,896.75
03/27/2024		50024.1 · Engineering Fees	07- Wastewater Tr...	80.00		80.00
03/27/2024		50024.1 · Engineering Fees	07- Wastewater Tr...	520.00		520.00
03/27/2024	ARPA grant	500050 · Grant expense	07- Wastewater Tr...	59,627.50		59,627.50
Total The Dyer Partnership, Inc.				145,124.25	0.00	
umpqua bank						
03/20/2024		50221 · License Fees & Permits	01-General Fund	148.10		148.10
Total umpqua bank				148.10	0.00	
Umpqua Valley Fire Services						
03/20/2024		50747 · Building Maintenance	01-General Fund	149.50		149.50
Total Umpqua Valley Fire Services				149.50	0.00	

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 Cash Basis

City of Lakeside
Expenses by Vendor Detail
 March 2024

Date	Memo	Account	Class	Debit	Credit	Original Amount
US Bank						
03/06/2024	Principal Payment for the WWTP	500070 · Debt Service Principal	07- Wastewater Tr...	80,000.00		80,000.00
03/06/2024	Debt Payment for the WWTP	500071 · Debt Service Interest	07- Wastewater Tr...	38,906.25		38,906.25
Total US Bank				118,906.25	0.00	
USA Blue Book						
03/13/2024		500034 · Operating Supplies	07- Wastewater Tr...	1,175.94		1,175.94
Total USA Blue Book				1,175.94	0.00	
USPS						
03/06/2024		500033 · Postage	07- Wastewater Tr...	1,000.00		1,000.00
Total USPS				1,000.00	0.00	
Verizon Wireless						
03/06/2024	Monthly Employee Cell Phones	500032 · Telephone	07- Wastewater Tr...	105.19		105.19
03/06/2024	Monthly Employee Cell Phones	500032 · Telephone	03- State Tax Stre...	52.24		52.24
03/06/2024	Monthly Employee Cell Phones	50232 · Telephone Admin	01-General Fund	52.24		52.24
Total Verizon Wireless				209.67	0.00	
Virginia Story - Reimbursement						
03/13/2024	new microwave	50035 · Donations Money Spent	21- Library Fund	69.99		69.99
Total Virginia Story - Reimbursement				69.99	0.00	
Willamette Graystone, Inc.						
03/13/2024		500034 · Operating Supplies	07- Wastewater Tr...	122.00		122.00
Total Willamette Graystone, Inc.				122.00	0.00	
Zipty Fiber						
03/20/2024		500032 · Telephone	07- Wastewater Tr...	126.12		126.12
03/20/2024		500032 · Telephone	21- Library Fund	142.82		142.82
03/20/2024		50232 · Telephone Admin	01-General Fund	203.95		203.95
03/20/2024		500032 · Telephone	03- State Tax Stre...	90.00		90.00
Total Zipty Fiber				562.89	0.00	
TOTAL				374,173.07	0.00	

**CITY OF LAKESIDE
REQUEST FOR COUNCIL ACTION**

DATE ACTION REQUESTED: April 11, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: April 8, 2024		Dept.: City Manager's Office	
SUBJECT: Appointments to the City Planning Commission		Contact Person for this Item: Rick Hohnbaum manager@cityoflakeside.org	

BACKGROUND: There are currently two vacancies on the City Planning Commission. One seat expires January of 2025 and one seat expires January of 2027. I posted for these vacancies in mid-March and received three applications. The Planning Commission met of April 4th and interviewed the three candidates.

RECOMMENDATION: Staff is recommending that you appoint two people to fill he vacancies on the City Planning Commission. The Planning Commission, after interviewing the candidates is recommending that the council appoint Sara Coats and Mary Gray.

Suggested Motions: *"I move to appoint ___ to the City of Lakeside Planning Commission for a term ending_____.*

"I move to appoint ___ to the City of Lakeside Planning Commission for a term ending_____.

FINANCIAL IMPACT:

None

ATTACHMENT:

Three applications.

**CITY OF LAKESIDE
REQUEST FOR COUNCIL ACTION**

DATE ACTION REQUESTED: April 11, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: April 8, 2024		Dept.: City Manager's Office	
SUBJECT: Appointments to the City Budget Committee		Contact Person for this Item: Rick Hohnbaum manager@cityoflakeside.org	

BACKGROUND: There are currently two vacancies on the City Budget Committee. Both terms end January 2025. I posted for these vacancies in mid-March and received three applications.

RECOMMENDATION: Staff is recommending that you appoint two people to fill the vacancies on the City Budget Committee.

Suggested Motions: *"I move to appoint _____ to the City of Lakeside Budget Committee for a term ending 2025.*

"I move to appoint _____ to the City of Lakeside Budget Committee for a term ending 2025.

FINANCIAL IMPACT:

Significant. If we do not have an adopted budget by June 30, 2024, we close city hall doors on July 1, 2024.

ATTACHMENT:

Three applications.

**CITY OF LAKESIDE
REQUEST FOR COUNCIL ACTION**

DATE ACTION REQUESTED: April 11, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: April 5, 2024		Dept.: City Manager's Office	
SUBJECT: Authorization of Check Signers		Contact Person for this Item: Rick Hohnbaum manager@cityoflakeside.org	

SUBJECT: Selecting authorized signers for the city's checking account

BACKGROUND:

Currently the process of review for the payment of invoices and bills has continued from the previous council designated process. As the CFO I review the bills and invoices and see that the charges are "coded" to the correct line within the budget to be charged against. I take the packet of bills and invoices to the CPA's office usually every Wednesday. I also pick up what I left the previous week which includes printed checks and a list of all the checks cut. That list, the invoice list is reviewed and initialed by two city councilors. After the two city councilors have reviewed the invoice list and signed off on it, then I sign the checks and staff mails or distributes them out.

Some cities I have served I have been a signer, some cities I have not been a signer and only council members have signed, and in at least one municipality I was an authorized signer but city policy was that I was authorized in case I was needed but policy and practice was for only councilors to sign. For Lakeside almost all staff (except 3 very part time librarians, have direct deposit for payroll so the only payroll checks I have been signing is for those three individuals and then the checks like to the state for taxes and other purposes.

The City Council should determine;

1. Up to 4 designated and authorize signers (Currently Hohnbaum and Pointer)
2. Designation of how many signatures you want to sign checks (currently one)
3. Practice of review of invoices and bills prior to having the checks signed.

RECOMMENDATION: Staff recommends that the City Council specifically designate by motion who signs the checks on behalf of the City of Lakeside and the determination of roles and responsibilities for the 3 above financial review and authorization processes. A RESOLUTION WILL BE ON THE MAY COUNCIL AGENDA FOR COUNCIL ADOPTION BASED UPON THE DIRECTION PROVIDED TO STAFF IN THIS MATTER.

Suggested Motion: *"I move to designate _____ to be authorized check signers on behalf of the City of Lakeside and that the city require ____ number of signatures for all checks and that _____ members of council review invoices and bills prior to the signing of checks."*

FINANCIAL IMPACT:

This action is setting in motion prudent best management practices for the City of Lakeside and the council's fiduciary responsibilities.

**CITY OF LAKESIDE
REQUEST FOR COUNCIL ACTION**

DATE ACTION REQUESTED: April 11, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: April 5, 2024		Dept.: City Manager's Office	
SUBJECT: Appoint a Budget Officer		Contact Person for this Item: Rick Hohnbaum manager@cityoflakeside.org	

BACKGROUND: The Oregon Department of Revenue Local Government Budget Law requires the governing board to appoint or designate a budget officer. Typically, it is the CFO or the CEO of the municipal organization. However, the council is empowered to appoint anyone they wish for this position OTHER THAN A MEMBER OF THE BUDGET COMMITTEE.

RECOMMENDATION: The position of the Budget Officer is within my job description and it would be my recommendation that you appoint the City Recorder/Manager.

Suggested Motion: *"I move to appoint Rick Hohnbaum, City Recorder/Manager to be the City Budget Officer for the 2024-2025 City of Lakeside Budget."*

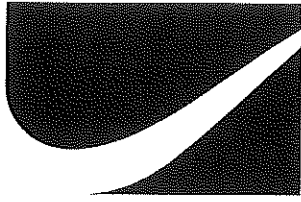
Alternative Motion: *"I move to appoint _____ to be the City Budget Officer for the 2024-2025 City of Lakeside Budget."*

FINANCIAL IMPACT:

None unless you find a volunteer instead of paid staff.

ATTACHMENT:

"The Budget Cycle" from the Oregon Department of Revenue



Local Budgeting in Oregon is a supplement to the *Local Budgeting Manual* (150-504-420), hereafter called the *Manual*. This booklet will introduce you to the requirements of Oregon's Local Budget Law, but it is not a substitute for the *Manual*. Before you take any formal action in the budget process, consult the *Manual*.

First, the basics

What is the law?

Most local governments in Oregon, from the smallest cemetery district to the largest city, must prepare and adopt an annual or biennial budget. (The only exceptions are a few types of local governments specifically exempted.) Schools, counties, cities, ports, rural fire protection districts, water districts, urban renewal agencies, and special districts are all subject to the same budget provisions.

This is not unusual. Many states have specific laws which require units of local government to prepare and adopt annual operating budgets. Yet, Oregon's budgeting system is considered one of the most progressive in the nation. Why?

Look at Oregon's Local Budget Law. (You'll find it in Chapter 294 of the Oregon Revised Statutes.) The law does two important things:

1. It establishes standard procedures for preparing, presenting, and administering the budget.
2. It requires citizen involvement in the preparation of the budget and public disclosure of the budget before its formal adoption.

Many people rely on you, as an elected or appointed official, to see that the annual budget is prepared correctly. State officials check to see that the budget is prepared and administered according to law, and citizens in your district check to see that programs they want and need are adequately funded. This makes budgeting in Oregon a joint effort between the people affected by the budget and the appointed and elected officials responsible for providing the services.

To give the public ample opportunity to participate in the budgeting process, local budget law requires that a budget officer be appointed and a budget committee be formed. The budget officer draws together necessary information and prepares the first draft of the budget. The budget committee then reviews and revises the proposed budget before it is formally approved. Notices are published, budgets are made available for public re-

view, and at least two opportunities for public comment are provided. These requirements encourage public participation in the budget-making process and give public exposure to budgeted programs and fiscal policies before their adoption.

Naturally, citizen involvement varies from one community to the next. If the patrons in your district are active and involved, you may find citizens asking for information not specifically required under local budget law. It is up to your local government to prepare a budget that clearly outlines its fiscal policies and is satisfactory to the voters of the district. If you can make your budget clear and concise, you'll find that taxpayers have a better understanding of the purposes for which their tax dollars are spent. You may also find the citizen input informative and beneficial.

What is a budget?

A budget is a financial plan containing estimates of expenditures and revenues for a single fiscal year (July 1 through June 30).

Note: Local governments have the option of budgeting on a 24-month "biennial" budget period or by fiscal year. For the differences entailed in biennial budgeting, see page 8. Throughout this booklet, we refer to "fiscal year" but if a local government adopts a biennial budget, the period referred to is a 24-month period.

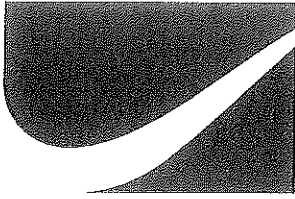
Besides outlining programs for the coming year, the budget controls the local government's spending authority. Since the budgeting process encourages citizen input, the budget is also a vehicle for obtaining public opinion about proposed programs and fiscal policies of your district.

The content and detail of each budget will vary substantially because of differences in the purpose, size, and complexity of local governments.

Who is on the budget committee?

The budget committee consists of the members of the local governing body (such as county commissioners or school board members) and an equal number of citizens at large. The citizens are appointed by the governing body and serve terms of three years. Terms are staggered so that about one-third of the appointed terms end each year.

Note: For most of the districts in Multnomah County, because the Tax Supervising and Conservation Commission (TSCC) holds the budget hearing, the governing body is the budget committee and there are no appointive members. These districts should consult with the TSCC about their processes. This publication addresses the budget committee process for all other districts in the state.



The budget cycle

The nine steps

Budgeting is not something you do once a year. It's a continuous operation, and it takes 12 months to complete a cycle. The budgeting process is actually in three parts: The budget is prepared, approved, and finally adopted. Your budget must be prepared far enough in advance so that it can be adopted before June 30. After adopting the budget, the governing body will make the necessary appropriations and certify the tax levy to the county assessor.

To simplify this rather complex process, we've divided budgeting into nine steps.

Preparing the budget

1. **Budget officer appointed.** Each local government must have a budget officer, either appointed by the governing body or designated in the local government's charter. The budget officer is under the supervision of either the executive officer or the governing body.
2. **Proposed budget prepared.** The budget officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the budget committee.

Approving the budget

3. **Budget officer publishes notice.** When the proposed budget and the budget message are ready, the budget officer publishes a "Notice of Budget Committee Meeting." If notice is only published in a newspaper of general circulation, it must be published at least twice, five to 30 days before the scheduled budget committee meeting date. The notice may be published once in a newspaper (five to 30 days prior to the scheduled budget committee meeting) as long as it is also published on the local government's website at least 10 days before the meeting. The newspaper notice must include the website address. If notice is hand delivered or mailed, only one notice is required not later than 10 days prior to the meeting.
4. **Budget committee meets.** At least one meeting must be held to 1) receive the budget message and budget document, and 2) hear the public. The budget officer provides a copy of the proposed budget to each member of the budget committee. The copies may be distributed any time before the advertised bud-

get committee meeting. It is also acceptable to wait and distribute the budget at the advertised meeting. When the budget is given to the budget committee, it becomes a public record and must be made available to the public.

The budget committee members cannot get together in person, by telephone, or email before the advertised meeting to discuss the budget. All budget discussions must be held at public meetings.

At the budget committee meeting, the budget message is delivered. The budget message explains the proposed budget and significant changes in the local government's financial position. At this meeting, the budget committee may provide members of the public the opportunity to ask questions about or comment on the budget. If public comment is not allowed at this meeting, the budget committee must provide the public with the opportunity at subsequent meetings.

After the initial meeting, if needed, the budget committee may meet as many times as needed to revise and approve the budget. If two or more meetings are held to take comment from the public, only the first meeting to do so must meet the publication requirements explained in step 3. Notice of additional meetings for this or any other purpose may be provided in the same time frame and manner as notices of meetings of the governing body. Notice of other meetings of the budget committee must be provided as required by Oregon public meeting law. All meetings are open to the public.

5. **Committee approves budget.** When the budget committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, the budget is approved. If the budget requires an ad valorem tax to be in balance, the budget committee must approve an amount or rate of total ad valorem property taxes to be certified to the assessor.

Advertising and holding hearings

6. **Budget summary and notice of budget hearing published.** After the budget is approved, a budget hearing must be held by the governing body. The budget officer must publish a summary of the budget approved by the budget committee and notice of budget hearing five to 30 days before the scheduled hearing. This information must either appear in a newspaper of general circulation, be mailed, or be hand delivered.

If no newspaper is published in your district and estimated expenditures for the ensuing year do not exceed \$100,000, you may provide the budget summary and notice of budget hearing by posting it in three conspicuous places within the district for at least 20 days prior to the date of the hearing.

See the *Manual* for details on publication requirements.

7. **Budget hearing held.** The budget hearing must be held by the governing body on the date specified on the public notices.

The purpose of the hearing is to receive citizens' testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.

Adopting the budget

8. **Budget adopted, appropriations made, tax levy declared and categorized.** By law, the governing body may make changes in the approved budget before, or after it is adopted, but no later than the beginning of the fiscal year to which the budget relates. However, without first publishing a revised budget summary and holding another budget hearing:

- Taxes may not be increased beyond the amount approved by the budget committee, and
- Estimated expenditures in a fund may not be increased by more than \$5,000 or 10 percent, whichever is greater.

After the budget hearing, and after considering relevant testimony, the governing body adopts the budget. **It should not be formally adopted until the latter part of June** so last-minute revisions to revenue or expenditure estimates can be incorporated.

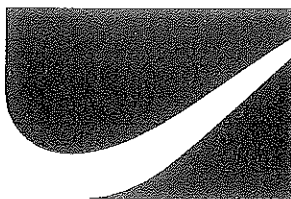
The governing body must enact a resolution or ordinance to 1) formally adopt the budget, 2) make appropriations, and if needed, 3) levy, and 4) categorize any tax. The budget is the basis for making appropriations and certifying the tax levy. The resolution or ordinance must be adopted no later than June 30. See the *Manual* for the format of the resolution or ordinance.

9. **Budget filed and levy certified.** The final step in the budget cycle is to certify any necessary property tax levy.

Districts levying a property tax must submit to the county assessor's office on or before July 15:

- Two copies of notice of levy and the categorization certification, and
- Two copies of the budget resolution or ordinance.

Each local district that does not levy a property tax must send a copy of the resolution adopting its budget and making appropriations to the Department of Revenue on or before July 15. All local districts send a copy of the complete budget to the county clerk on or before September 30. School districts also submit a copy of the budget to the county education service district office and to the Oregon Department of Education.



The budget document

All budgets must meet certain minimum requirements, outlined here. For specific examples consult the *Manual*.

Under local budget law the budget must follow a basic format. Expenditures generally are broken down first by fund, then by organizational unit or program, and then, more specifically, by object classification and object. Revenues are broken down by fund, at the least.

What is a fund?

A fund is a fiscal and accounting entity with self-balancing accounts set aside to carry on a specific activity or to meet certain objectives in accordance with a specific regulation. The requirements and resources of a fund must always balance. Every budget has at least one fund (commonly called the General Fund) which is used for everyday operation of the local government.

Depending on the size and complexity of your local government and the services it provides, your district may also have a number of special funds. The most common reason for establishing a special fund is to account for a revenue source whose use is limited to a particular kind of expenditure. Examples include: debt service funds, construction funds, reserve funds, street funds, water funds, and sewer funds.

What is an organizational unit?

Some funds are broken down to account for one or more organizational units or activities, which are merely subdivisions of a fund. An organizational unit might be a department, office, or division. What you call these units is up to your local government.

What is a program?

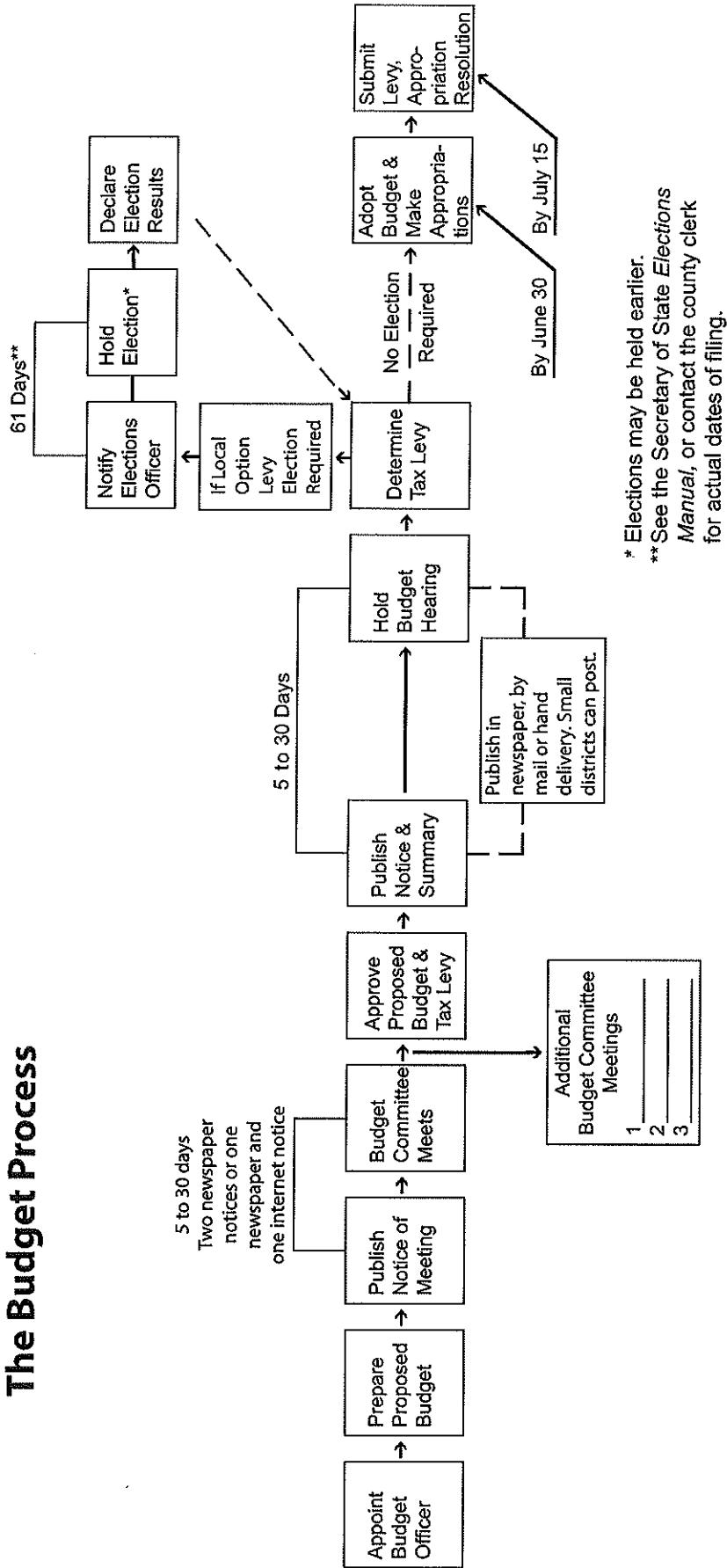
Budget requirements may be prepared by program. Programs are groups of activities to accomplish a major service or function. Schools use programs in budgeting.

Budget format

Your budget detail sheets for expenditures and revenues must show in parallel columns:

1. Actual expenditures and revenues for two years preceding the current year.
2. Budgeted requirements and revenues for the current year.

The Budget Process



* Elections may be held earlier.
 ** See the Secretary of State *Elections Manual*, or contact the county clerk for actual dates of filing.

**CITY OF LAKESIDE
REQUEST FOR COUNCIL ACTION**

DATE ACTION REQUESTED: April 11, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: April 8, 2024		Dept.: City Manager's Office	
SUBJECT: Adopt a Budget Calendar		Contact Person for this Item: Rick Hohnbaum manager@cityoflakeside.org	

BACKGROUND: The Oregon Department of Revenue Local Government Budget Law does not require but does recommend that adoption of a budget calendar.

RECOMMENDATION: As a very experienced budget officer for numerous municipal corporations, I strongly recommend the adoption of a budget calendar. It is a tool that enhances the budget process which is sometime challenging to follow for the many volunteers and citizens who can be involved in the budget creation. It is a tool that an experienced budget officer likes to have for this very involved significant public process.

Suggested Motion: *"I move to adopt the proposed budget calendar for the 2024-2025 City of Lakeside Budget."*

FINANCIAL IMPACT:

None



On Beautiful Ten Mile Lakes

City of Lakeside Budget Calendar Fiscal Year 2024-2025

Budget Committee Meeting Members and Budget Officer	March 26, 2024
Adoption of Budget Calendar by City Council	April 11, 2024
Appointment of Budget Officer by City Council	April 11, 2024
Publish 1 st notice of Budget Committee Meetings (Paper and website 5-30 days before meeting) Presentation of Budget	April 17, 2024
Publish 2 nd Notice of Budget Committee Meeting (Paper and Website 5-30 days prior to first meeting)	April 24, 2024
PROPOSED BUDGET PUBLISHED	April 24, 2024
Budget Meeting 1 Orientation, Budget Message, Public Hearing and Budget Committee Meeting	May 1, 2024 6:00 p.m.
Budget Meeting 2 Optional Budget Committee Meeting	May 15, 2024 6:00 pm
Optional 3 rd Budget Committee Meeting	May 22, 2024
Target Date for Budget Committee to Approve Budget	May 24, 2024
Publish Notice of Budget Hearing (LB-50 Form)	By June 1, 2024
Budget Meeting (Council) Public Hearing and Adoption of Budget	June 13, 2024 6:00 p.m.

Budget Officer: Rick Hohnbaum
Finance Staff: Stephanie Stroud, Tina Lowry

City Council Members:

Mayor: Open
Alan Pointer
Open
Tom Miller
Open
Nikki Wood
Open

Budget Committee Members:

Linda Sherych	Term 2023-2026
Mary Keyon	Term 2022-2025
Adam Hand	Term 2022-2025
Mark Crouch	Term 2022-2025
David Smith	Term 2023-2026
Shawn Warren	Term 2023-2026
Gloria Titus	Term 2023-2026

The budget committee may have as many meetings as that body decides to have and may set additional dates if they so desire. This is a proposed budget calendar subject to council approval at their April 11, 2024 council meeting. At that same council meeting they will formally determine to who the budget officer is for the city and I have listed myself for two reasons. (1.) Its in my job description. (2.) No one else would be foolish enough to take it. However, the Council may make that decision as they so determine.

Effective April 8 the Budget Committee is projected to be as follows:

City Council Members:

Mayor: Mark Crouch
Alan Pointer
Jim Carlisle
Tom Miller
Rob Ward
Nikki Wood
Adam Hand

Budget Committee Members:

Linda Sherych	Term 2023-2026
Mary Keyon	Term 2022-2025
Open	Term 2022-2025
Open	Term 2022-2025
David Smith	Term 2023-2026
Shawn Warren	Term 2023-2026
Gloria Titus	Term 2023-2026

The two open positions will be on the Council's April 11th agenda to appoint.

THIS IS A DRAFT DOCUMENT UNTIL THE City Council approves it. It is on the council agenda for April 11, 2024. However, it is the outline that I would expect the budget officer (yet to be appointed but probably me) will be using as the budget process timeline unless the council provides another plan.

PLEASE NOTE Time change to 6pm for budget committee meetings.

**CITY OF LAKESIDE
REQUEST FOR COUNCIL ACTION**

DATE ACTION REQUESTED: April 11, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: April 8, 2024		Dept.: City Manager's Office	
SUBJECT: Declaration of Surplus Property		Contact Person for this Item: Rick Hohnbaum manager@cityoflakeside.org	

BACKGROUND: A council is empowered to declare property "surplus" in order for the to dispose of equipment or property or anything that at one time was considered a capital (typically over \$5,000) of value within its inventory. Our process if authorized would be to get quotes for the disposal of this piece of equipment which is no longer practical to keep in our inventory.

RECOMMENDATION: Authorize the disposal of this tractor unit per public works staff recommendation.

Motion: *"I move to declare the Mitsubishi Tractor and Mower Attachment as surplus property for the City of Lakeside and authorize the disposal of said equipment per state rules and practices."*

FINANCIAL IMPACT:

None – Not expending dollars on unused/needed equipment.

Staff Report

To: City Council and City Manager

From: City Staff

Date: April 1, 2024

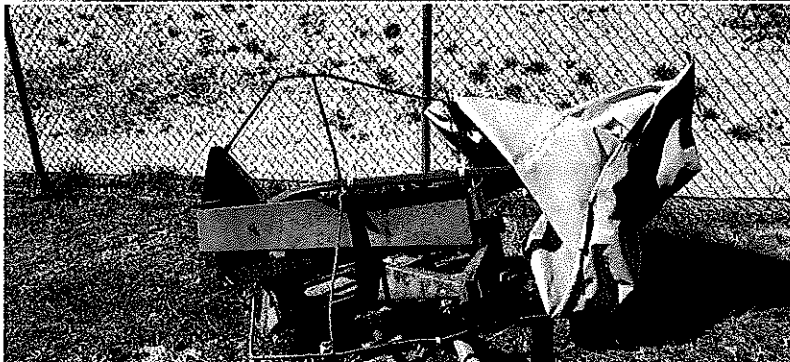
Re: Surplus Property – Mitsubishi Tractor and Mower Attachment

The Mitsubishi Tractor has out lived its useful life. The tractor has not been in use for several years and has set derelict. It is no longer an asset but is a liability to the City.

In order to make it a functioning and safe to operate it would need a total rebuild, that would include the engine rebuild, all new hoses, fluids, tires etc. The cost to do so would out way the use the city would get out of it.

Presently the city has the equipment to do any work needed, this unit is not needed.

We recommend that the tractor and mower attachment be put up as surplus property for removal.



City of Lakeside city council agenda item

April 11, 2024

Attached is a request for funding from the Lakeside Business Owners using Tourism Funds and a current finance report for the fund. I also included a permit which the council does NOT need to review as it is a staff decision but sharing it could assist with your consideration in this matter and request. Their strategy is one which would enhance their ability to plan by knowing what funding support that will receive for the entire season than simply by project to project.

History reflects not a lot of direct funding city to LBO but support for events by funding service providers. That history requires more staff involvement and city involvement as it relates to the managing and funding events which is not exactly the city's best interest as they are typically not city events but sponsored by the LBO or members of it.

Their request is for \$10,000.

I would recommend;

Yes; conditionally.

It is TLT funds but the city is still accountable to the expenditures but we also don't want to be having to process every expense.

1. A budget for each entire event submitted prior to disbursement of funds.
Funding from city as well as from other sources
2. An after-event report of actual expenses from each event prior to funding for the next event.

Motion: "I move that the City of Lakeside authorizes payments not to exceed \$10,000 for the 2024-2025 summer to December event schedule to the Lakeside Business Owners prior to each requested event with the completed budget submitted and past events finance reports submitted."

Alternative Motion: Alternative decision by the council.

Attachment: Letter (Email) from LBO, Flyers, Letters, Permit application, Tourism Finance Report

Financial Impact: If approved, the expenditure of about \$12,000 from the \$15,000 budgeted for events for the 2024-20254 Fiscal year.

City of Lakeside - Tourism Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through March 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
409000 Transient Tax revenue	\$ 78,645.99	\$ 80,000.00	\$ (1,354.01)
Total receipts	<u>78,645.99</u>	<u>80,000.00</u>	<u>(1,354.01)</u>
Disbursements			
Materials and services			
50528 Tourism Promotion	5,535.00	25,000.00	19,465.00
50539 Beach Maintenance	4,855.00	15,000.00	10,145.00
50540 City Parks Maintenance	-	1,500.00	1,500.00
50545 Event Expense	1,580.10	15,000.00	13,419.90
50546 July 4th Fireworks Display	17,500.00	35,000.00	17,500.00
Total Materials and services	<u>29,470.10</u>	<u>91,500.00</u>	<u>62,029.90</u>
Operating Contingency	<u>-</u>	<u>50,000.00</u>	<u>50,000.00</u>
Total Disbursements	<u>29,470.10</u>	<u>141,500.00</u>	<u>112,029.90</u>
Excess (Deficiency) of Receipts			
Over (Under) Disbursements	<u>49,175.89</u>	<u>(61,500.00)</u>	<u>110,675.89</u>
Unappropriated Ending Fund Balance	<u>-</u>	<u>(51,500.00)</u>	<u>(51,500.00)</u>
Excess (Deficiency) of Receipts over (Under) disbursements and other financing sources (uses)	<u>\$ 49,175.89</u>	<u>\$ (113,000.00)</u>	<u>\$ 162,175.89</u>

See accountant's compilation report.

manager@cityoflakeside.org

From: daivd <dalincorp@aol.com>
Sent: Monday, April 1, 2024 8:16 PM
To: Manager@cityoflakeside.org
Subject: LBO request for TLT funds for 2024 City events.

Hi Rick,

The Lakeside Business Owners would like to request funds from the city's tourism fund to support these four local events in 2024.

- Experience Lakeside, June 14th-15th 2024 \$4400
- City of Lakeside 4th of July Fireworks \$1700
- Timeless Treasures by the Lake, July 19th, 20th, 21st 2024 \$1700
- Million Lights of Lakeside, December 2024 \$2200

Event expenses are budgeted at \$15,000 for FY23-24 (Tourism Fund, Line 20).
As of last month only \$1580.00 had been spent on events leaving \$13,420.00 available.

All of these funds are to be spent on required services such as sanitary toilets, hand washing stations, advertising and promotions. All of these activities are designed to accommodate visitors and attract increased tourism to Lakeside.

The amount needed for each event is estimated based on past bills and needs identified by event organizers. As you know the tourism fund gets the majority of its resources from Transient Lodging Taxes (TLT). TLT is collected from tourists and visitors who spend nights at our motels, campgrounds and other short term rentals. In addition to the funds from the city the LBO member businesses will be contributing significantly to the success of these events. Where possible we will also seek sponsorships, sell vending booths, and whatever else we can do to bring in revenue in support of these events. We would like to be included on the April 11, 2024 City Council agenda so that we may present this request.
Thank You,

Dave Grover and the LBO

Tourism Fund PDF as up March 2024

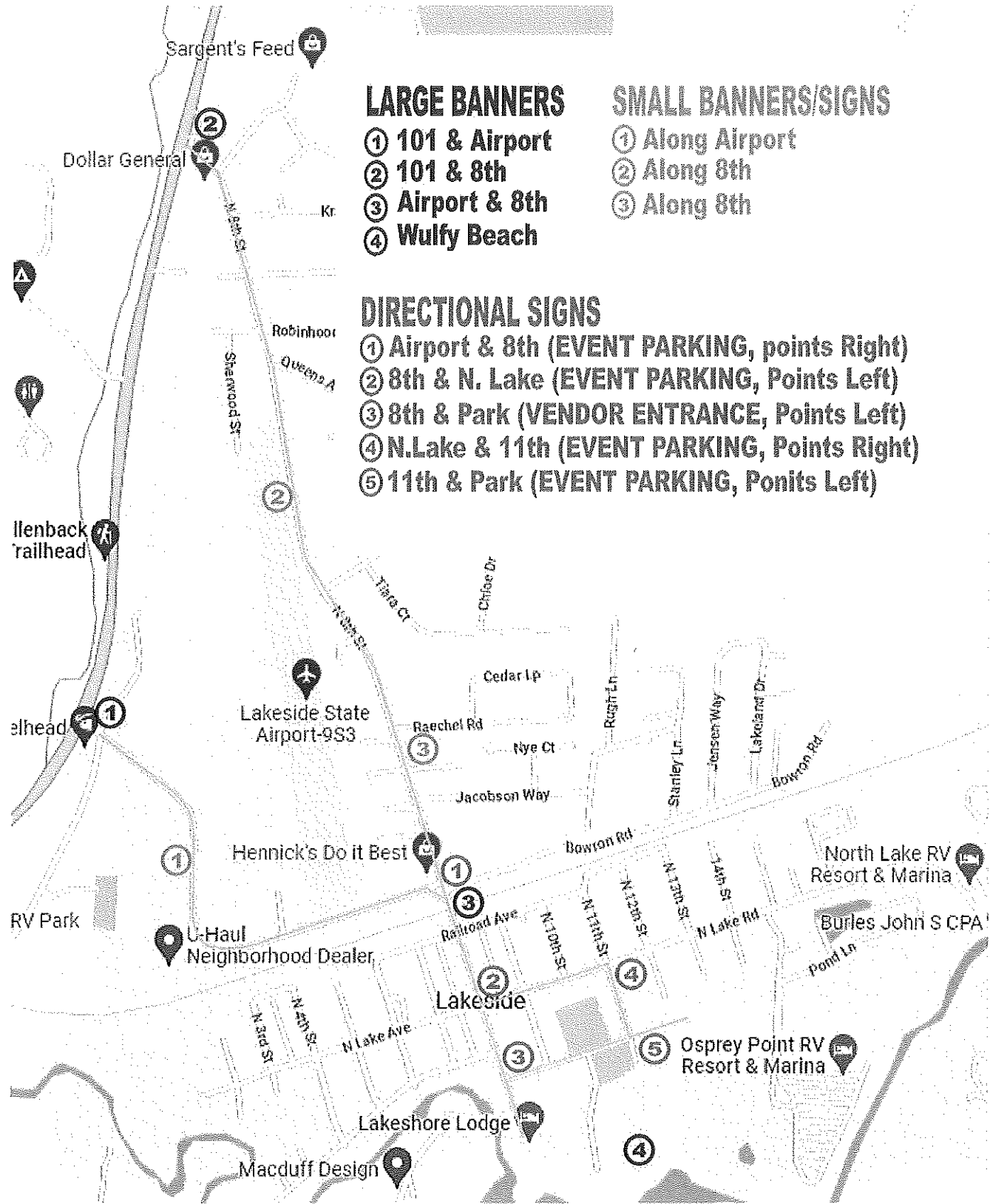
Sent from the all new AOL app for Android

RESOURCES
Tourism 05

City of Lakeside

	Historical Data			ESTIMATED 2023-24 12-MONTH FORECAST	2023-24 Year to Date as of 2/28/23	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023-24			
	Actual		Adopted Budget This Year 2022-23				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22								
1	0	0	0	139,650	139,650	RESOURCES	113,000	113,000	113,000	1
2						Available cash on hand - (cash basis) or				
3	0	0	0	0	0	404000 Interest Revenue				2
4	0	0	500	0	0	407000 Miscellaneous revenue				3
5	0	0	84,000	78,646	80,000	409000 Transit Tax Revenue	80,000	80,000	80,000	4
6	0	0	500	0	0	443000 Wulfenstein Grant for Beach Maintan				5
7										6
8						Transferred IN from other funds				7
9	0	0	84,000	0	0	495000 Transfer In - General Fund				8
10										9
11	0	0	169,000	218,306	257,629	Total resources, except taxes to be levied	193,000	193,000	193,000	10
12	0	0	0	0	0	Taxes estimated to be received	0	0	0	11
13	0	0	0	0	0	Taxes collected in year levied				12
14	0	0	169,000	218,306	257,629	TOTAL RESOURCES	193,000	193,000	193,000	13
						REQUIREMENTS				14
						Materials & Services				15
16	0	0	5,000	0	0	50527 Contributors - Not-Profits	0	0	0	16
17	0	0	50,000	5,535	8,303	50528 Tourism Promotion	25,000	25,000	25,000	17
18	0	0	5,000	4,220	6,330	50539 Wulley Beach Maintenance	15,000	15,000	15,000	18
19	0	0	1,500	1,580	0	50540 City Parks Maintenance	1,500	1,500	1,500	19
20	0	0	5,000	1,380	10,000	50545 Event Expense	15,000	15,000	15,000	20
21	0	0	20,000	17,500	35,000	50546 July 4th Fireworks/Event Display	35,000	35,000	35,000	21
22	0	0	86,500	28,835	59,633	Total Materials & Services	91,500	91,500	91,500	22
23	0	0	50,000	0	0	OPERATING CONTINGENCY	50,000	50,000	50,000	23
24	0	0				Ending balance (prior years)	51,500			24
25						UNAPPROPRIATED ENDING FUND BALANCE		51,500	51,500	25
26	0	0	169,000	28,835	59,633	TOTAL REQUIREMENTS	193,000	193,000	193,000	26

SIGNS



LARGE BANNERS

- ① 101 & Airport
- ② 101 & 8th
- ③ Airport & 8th
- ④ Wulfy Beach

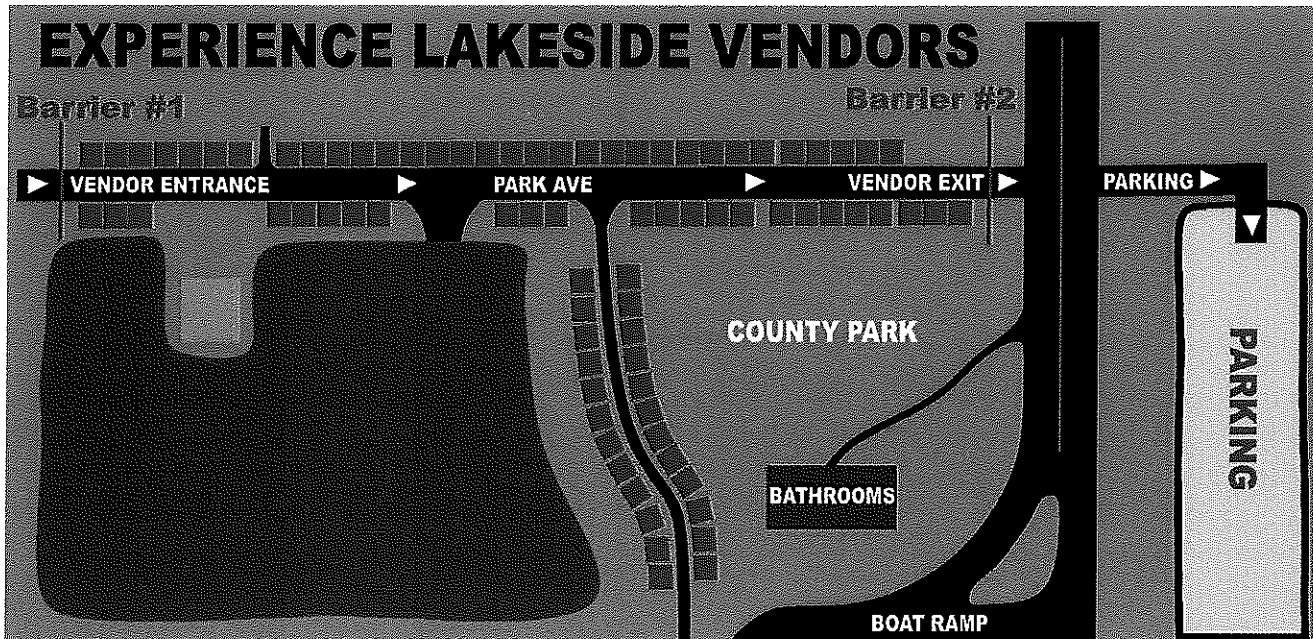
SMALL BANNERS/SIGNS

- ① Along Airport
- ② Along 8th
- ③ Along 8th

DIRECTIONAL SIGNS

- ① Airport & 8th (EVENT PARKING, points Right)
- ② 8th & N. Lake (EVENT PARKING, Points Left)
- ③ 8th & Park (VENDOR ENTRANCE, Points Left)
- ④ N.Lake & 11th (EVENT PARKING, Points Right)
- ⑤ 11th & Park (EVENT PARKING, Ponits Left)

MAP #2 VENDING CLOSEUP



- 60 Marked Vending Spots on Park Ave.
- Request all power poles be turned on.
- Easily moveable barrier and volunteer at each end of the vending area.
- Volunteers will quickly move the barriers if access is required.
- Access to City and County Park remains clear.
- Access to the "Condos" will remain clear.
- We will communicate with all effected homes about the traffic flow and plan for access.

ATV ROUTE

The group ride will utilize the regular ATV route at all times.

All regular route rules and regulations will be followed.

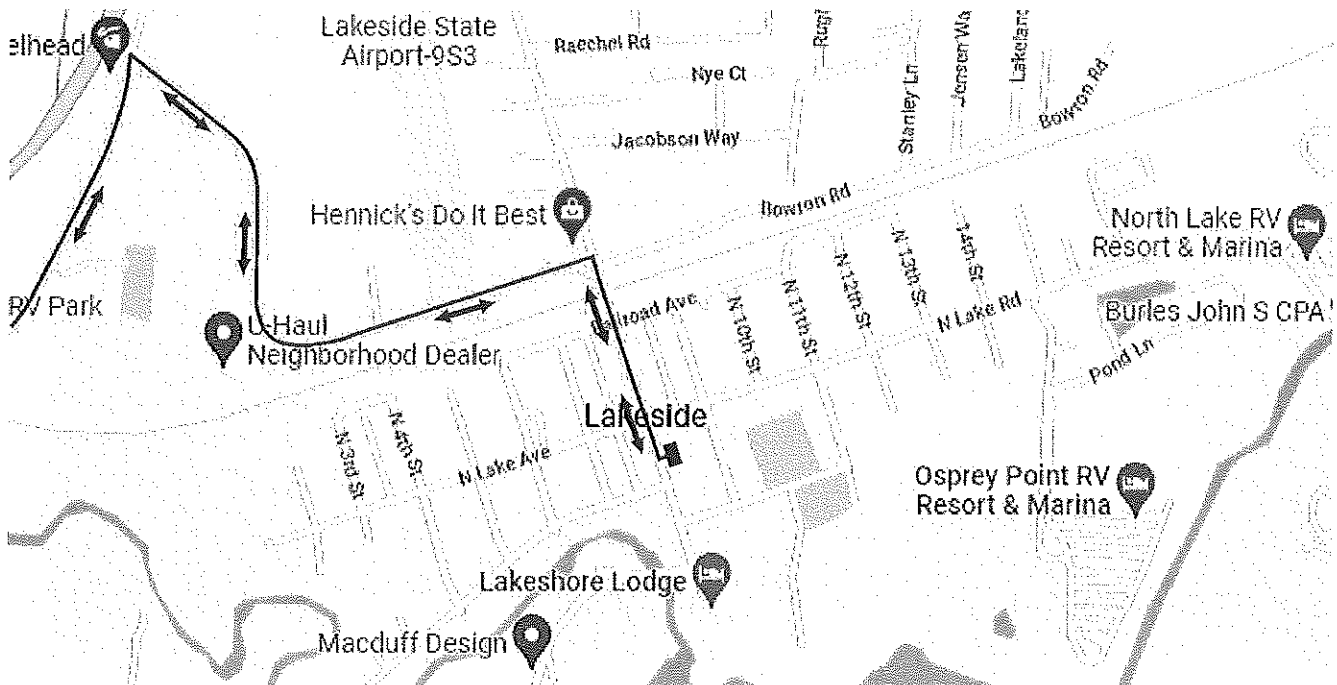
We will have a "lead vehicle" controlling group speed.

We will have a "Tailing vehicle" keeping the group together

The group will leave at about 8:30AM.

The group will return about 10:30AM

*Individual vehicles not involved in the organized ride may drive on the entire approved ATV route.



llen
raill

UP THE CREEK

PARKING SPACE CLOSURE REQUEST



Up The Creek Tavern request the space outlined in red.

Approx. 40' x 15' space size

Includes 4 parking spots



Hello neighbors,

The Lakeside Business Owners have planned a Fathers Day weekend full of fun and excitement. The Experience Lakeside event will include vendors on Park avenue for 2 days, June 16th and 17th. We apologize for any inconvenience that may cause you. We have created this access plan to hopefully reduce the impact on you and your neighbors.

Access via Park Ave will remain open. We will have volunteers posted nearby to all entrances and exits to help move cones or other safety barriers. At night volunteers will not be present. Please replace the cones or safety barriers if you need access via Park Ave.

We have also arranged alternative access via a gate that goes between your street and the Lodge Campground. We feel this will be an easier and safer choice for access during the event weekend. Please utilize this access point for entering and exiting during as much as possible.

Please use caution and drive slowly when entering or exiting the area. There may be pedestrians walking day or night.

If you have any questions about this access during the event please email - LakesideBusinessOwners@gmail.com



Tis's the season: Budget: I need to publish the budget on the 24th of this month. I anticipate an extensive amount of my work resources (time) will be spent on this project during the next weeks.

IF SUCCESSFUL: I may take April 25 and/or 26th as PTO. I will be off on April 19th for my annual physical.

Manhole Project: I am prepared to move forward with the manhole issue. The plan is to go out for quotes for unit price (how much to fix a manhole on 8th Street) and expend \$30,000. \$10,000 from wastewater-they are sewer manholes, \$10,000 from street fund-yes it is a county road, \$10,000 from Coos County-its their road and we should have never been put into this situation. I am awaiting written confirmation of the funds from Coos County.

Potholing: Wastewater crew has been actively potholing to find existing sewer lines for the new WWTP project on behalf of our engineers. Evidently our mapping for some of the wastewater lines are not accurate enough to determine location and what needs to be changed as a part of the new flow system for the new wastewater system. It's cheaper for us to do this work than the engineers.

New Truck: The new sewer department truck is up and operating.

Coastal Planners Gathering: Twice a year the planners for the coast communities gather and on May 1st we are meeting in Bandon. I am planning on attending and I believe this is my only meeting outside of Lakeside beyond my weekly finance trip to Coos Bay this month. I actually spoke at the gathering a few years ago while serving as a planner who had completed the city's comprehensive plan update.

Newsletter Option: IF we inserted the utility bills into full size regular mailing envelopes and paid the postage for envelopes rather than post cards it would be an increase cost of \$225. We would not want to do it every month most likely and we would need a volunteer crew to stuff and stick addresses and stamps on envelopes.

Work sessions: Does the council want to schedule some? Code enforcement?