



PUBLIC NOTICE
CITY COUNCIL REGULAR MEETING AGENDA
THURSDAY OCTOBER 26, 2023 @ 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”.

In accordance with HB2560, the City of Lakeside, to extent reasonably possible, will make all meetings accessible remotely via Zoom and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing cityhall@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 And then put in ID and Password when prompted by voice

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 an issue not on the agenda or on agenda items that do not include public hearings. Comments are limited to three minutes for each person. The Mayor may reduce the time limit per speaker depending on the number of speakers. Videos are not turned on for this portion of the meeting and visitor microphones are muted throughout the meeting, 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.*

Public hearing testimony will be taken during the public hearing and not under Visitor Comments. During public hearing agenda items, the Mayor will announce a separate procedure for the Council to hear public testimony relating to the subject matter of the hearing”

5. 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. September 14, 2023 meeting minutes
 - b. October 2, 2023 workshop minutes
 - c. September Expense & Payroll reports
 - d. Monthly update reports from Library & Planning – (No updates this month)
6. Lakeside Fire Department Association \$500.00 request for annual October Haunted House event.
7. Travel South Coast Oregon (TSOC) Eat, Drink and Be Merry Campaign – 05 Tourism Fund allocation.
8. Discussion regarding the following positions:
 - a. City Manager
 - b. Part-Time Planner
 - c. City Clerk
9. Lakeside District, Board and Committee Reports:
 - A. Airport: Mayor/City Manager; No Meeting
 - B. Watershed: Councilor Miller
 - C. Water District; Councilor Hurn
 - D. Tenmile Lake Association; Councilor Ritter
 - E. Fire District: Councilor Pointer
 - F. Lakeside Business Owners; Councilor Smith

1. City Manager Report:
 - a. LRP Train Display at City Hall
2. Mayor & Council Comments
3. Adjourn- Next meeting; **November 9, 2023**

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, September 14, 2023.

1. **CALL TO ORDER:** 6:05 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:**

Naomi Parker: Ms. Parker spoke regarding the City purchase of the 105 S 8th property.

Shirlee Benell: Ms. Benell spoke regarding upcoming events and the recall petition.

Bridget Bailey: Ms. Bailey spoke regarding the RV in the ROW on the corner of 12th.

Mike Babcock: Mr. Babcock spoke regarding RV's on public roads.

Joseph Blackwell: Mr. Blackwell spoke regarding the sewer man holes on 8th.

Frank Kinsey: Mr. Kinsey spoke regarding opposition to the council.

David Smith: Mr. Smith spoke regarding a councilor voting no on minutes and opposition to the recall.

Mark Crouch: Mr. Crouch read a prepared statement in opposition to the potential contract with an election consultant.

5. **Consent Agenda:**

- a. Approval of August 17, 2023 Regular CC meeting minutes
- b. Acceptance of August Expense & Payroll reports
- c. Monthly reports from Library and Planning (no updates)
- d. New Liquor License Application; Dune Rider Café

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

Discussion: Councilor Pointer asked that the August 17, 2023 minutes be removed from the consent agenda.

Amended Motion: Councilor Hurn moved and Councilor Wood second to approve items b-d of the consent agenda.

Motion passes 7-0 unanimously.

Motion to approve Minutes of August 17, 2023.

Councilor Pointer stated Oregon Legislature just passed HR2805 which gives the Oregon Ethics Commission oversight over open meeting law violations. He stated he votes against the minutes because they are not done properly.

Motion: Councilor Wood moved and Councilor Ritter second to approve the August 17, 2023 minutes.

Motion passes 6-0 with Councilor Pointer voting no.

6. **Presentation by Derek Tonn; Director of Small Business Development Center:**

Tonn gave a presentation regarding the Center; how it is funded and what services it provides.

7. **Lakeside Business Owners:** Adam Hand, LBO President gave an update to Council regarding the legitimizing the LBO, events and collaboration with the City and Community groups.
8. **Discussion regarding tourism brochure:**
The Council decided to not accept the bids and postpone the project.
Motion: Councilor Hurn moved and Councilor Wood second to deny the bids and look at the project at a later date. Motion passes 7-0 unanimously.
9. **Approval of purchase for new wastewater work truck:** Public Works Director Saavedra explained the bid process and the procedure for getting quotes. The truck needs to be ordered and would take months to receive. Saavedra explained why the truck is needed in the department.
Motion: Councilor Hurn moved and Councilor Ritter second to approve the purchase of a Ford F-350 truck for \$51,045.26. Motion passes 6-1 with Councilor Miller voting no.
10. **Approval of IGA for legal services through LCOG FY23-24:**
Motion: Councilor Pointer moved and Councilor Miller to approve the IGA with LCOG. Motion passes 7-0 unanimously.
11. **Code Enforcement Discussion:**
Councilor Wood read a statement regarding code enforcement and research she has conducted. The Council agreed to hold a workshop regarding code enforcement on October 2, 2023 at 4:00 p.m.
12. **Lakeside District, Board and Committee Reports**
- A. Airport: Mayor/City Manager: No meeting
 - B. Watershed: Councilor Miller: Councilor Miller did not attend but gave an update on projects.
 - C. Water District: Councilor Hurn: Councilor Hurn did not attend
 - D. Tenmile Lake Association: Councilor Ritter: Did not attend
 - E. Fire District: Councilor Pointer: Councilor Pointer advised regarding northside substation; and purchasing a used fire truck.
 - F. Lakeside Business Owners: Councilor Smith; The LBO meets quarterly next meeting in Oct.
13. **City Manager Report:**
Bethel advised the Council needs to pick a delegate for the LOC board of directors' election. Council agreed the mayor will be the delegate.
Bethel stated she met with the DSL which assumed the IGA from the DOC and as of now the DSL intends to continue to keep paying the regular monthly rate DOC was paying.
She advised Council regarding the bench donated to the library by the Felkers.
Bethel updated the public and council on trainings attended.
Bethel advised there is an opportunity for LOC to have a Rules and Procedures class in Lakeside which would cost \$125.00/hr plus travel and lodging. **MOTION: Councilor Smith moved and Councilor Pointer second to approve paying for the LOC Rules and Responsibilities in person class. Motion passes Unanimously.**
Bethel stated Trunk or Treat is on a Sat; the same night as the haunted house and would the Council like to have a vehicle in the trunk or treat or donate candy to both the haunted house and trunk or treat.

The Council agreed to use the tractor again at trunk or treat.

Bethel advised the Customer Accounting Clerk will be on vacation next week and will leave only one staff member for City Hall the next week.

Council agreed to change the October regular meeting to October 26th since the LOC conference is during the regular scheduled meeting day.

Bethel clarified some of the public comments: The airport fence was bought with grant money from COAR which would not be used for streets. She stated the County has said they have budgeted funds to fix the manholes and is hoping they will do work and the City will not have to be involved in the project. Bethel explained reimbursement from SCA has been approved and those funds should be reimbursed soon. She stated she is still waiting on the amended forms from ODOT Rails so we can get reimbursement from them.

14. Mayor & Council Comments:

Councilor Hurn: Thanked the public and guest presenters for attending. She stated she would like to have a town meeting where the public can submit questions and get them answered at the meeting. She thanked Les Sanitation for the free trash dump day.

Councilor Smith: Thanked everyone for attending and hard work. Reminded everyone Candy donations are being accepted for the Halloween festivities.

Councilor Wood: Thanked Council and the presenters.

Councilor Ritter: Thanked everyone for attending.

Councilor Miller: Thanked Council and the Presenters.

Councilor Pointer: Thanked Council and the public.

Mayor Kinsey: Mayor Kinsey thanked the public for attending and being involved.

Adjournment: Next Regular City Council Meeting October 26, 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 workshop meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 4:00 p.m. on Monday, October 2, 2023.

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL:**

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

ABSENT: Kim Ritter

STAFF PRESENT: City Manager Melissa Bethel;

3. **Code Enforcement**

The City Council discussed options for code enforcement. Input was given by DEQ representative Jason Zanni; Solid Waste Specialist for the Western Region and Gary Darnelle; City Attorney. The Council directed staff to work on an updated code enforcement ordinance and have Gary Milliman available for questions at a workshop with date to be determined at the October council meeting.

Adjournment: Next Regular City Council Meeting October 26, 2023: 6:00 p.m.

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Signed/initialed MB

1:33 PM
10/02/23

City of Lakeside AP Monthly Check Listing September 2023

Date	Num	Name	Memo	Credit	Amount
Sep 23					
09/19/2023	ach	Central Lincoln PUD		6,954.84	6,954.84
09/05/2023	ach	Cardmember Service		1,981.23	1,981.23
09/06/2023	ach	CIS Trust-benefits		8,311.33	8,311.33
09/12/2023	ach	PERS		3,034.44	3,034.44
09/20/2023	ach	umpqua bank		174.87	174.87
09/13/2023	33146	Battery X-change		371.90	371.90
09/13/2023	33147	Cascade Columbia		1,522.38	1,522.38
09/13/2023	33148	City of Lakeside		665.95	665.95
09/13/2023	33149	CivicPlus		2,213.50	2,213.50
09/13/2023	33150	Clean Cut Landscape Maintenance		635.00	635.00
09/13/2023	33151	Comp-U-Talk		933.30	933.30
09/13/2023	33152	Econo Rooter Services, Inc.		4,412.00	4,412.00
09/13/2023	33153	Hach Company		535.88	535.88
09/13/2023	33154	Lakeside Water District		888.00	888.00
09/13/2023	33155	Lookout Co.		3,065.25	3,065.25
09/13/2023	33156	McCowan Clinical Laboratory		410.00	410.00
09/13/2023	33157	Pacific Office Automation-		147.27	147.27
09/13/2023	33158	Platt		140.48	140.48
09/13/2023	33159	Sound Water Services, Inc		3,672.00	3,672.00
09/13/2023	33160	Stephanie Stroud, CPA, LLC		2,221.25	2,221.25
09/13/2023	33161	Tenmile Lake Wireless Internet		50.00	50.00
09/20/2023	33162	Coast Pavement Maintenance		140.00	140.00
09/20/2023	33163	Heard Farms, Inc.		8,832.00	8,832.00
09/20/2023	33164	Hennick's Home Center, Inc		91.92	91.92
09/20/2023	33165	HMW CPAs & Associates, LLC	6/30/23 interim billing	5,510.00	5,510.00
09/20/2023	33166	Idexx Laboratories	208786	332.71	332.71
09/20/2023	33167	iWorQ		1,700.00	1,700.00
09/20/2023	33168	McCowan Clinical Laboratory		205.00	205.00
09/20/2023	33169	Northwest Code Professionals		1,215.26	1,215.26
09/20/2023	33170	Oregon Linen	03-0971-00	121.88	121.88
09/20/2023	33171	Peerless Property Services LLC	Airport mowing	1,000.00	1,000.00
09/20/2023	33172	Portland Engineering, Inc.		90.00	90.00
09/20/2023	33173	SAIF		1,198.47	1,198.47
09/20/2023	33174	USA Blue Book		334.65	334.65
Sep 23				<u>63,112.76</u>	<u>63,112.76</u>

*Quickbooks
fee* 24.65
63,137.41

City of Lakeside Expenses by Vendor Detail September 2023

Date	Memo	Account	Class	Debit	Credit	Original Amount
Battery X-change						
09/13/2023		500034 · Operating Supplies	07- Wastewater Tr...	371.90		371.90
Total Battery X-change				371.90	0.00	
Cardmember Service						
09/05/2023		500034 · Operating Supplies	21- Library Fund	1,189.76		1,189.76
09/05/2023		50233 · Postage Admin	01-General Fund	132.00		132.00
09/05/2023		50234 · Operating Supplies Admin	01-General Fund	659.47		659.47
Total Cardmember Service				1,981.23	0.00	
Cascade Columbia						
09/06/2023		500034 · Operating Supplies	07- Wastewater Tr...	178.36		1,700.74
09/06/2023		500034 · Operating Supplies	07- Wastewater Tr...		178.36	-178.36
09/13/2023		500034 · Operating Supplies	07- Wastewater Tr...	1,522.38		1,700.74
Total Cascade Columbia				1,700.74	178.36	
Central Lincoln PUD						
09/19/2023		500031 · Utilities	03- State Tax Stre...	2,691.42		2,691.42
09/19/2023		500031 · Utilities	03- State Tax Stre...	99.39		99.39
09/19/2023		500031 · Utilities	03- State Tax Stre...	94.09		94.09
09/19/2023		500031 · Utilities	07- Wastewater Tr...	2,114.56		2,114.56
09/19/2023		500031 · Utilities	03- State Tax Stre...	25.46		25.46
09/19/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	424.98		424.98
09/19/2023		500031 · Utilities	07- Wastewater Tr...	80.94		80.94
09/19/2023		500031 · Utilities	07- Wastewater Tr...	576.77		576.77
09/19/2023		500031 · Utilities	07- Wastewater Tr...	777.31		777.31
09/19/2023		500031 · Utilities	07- Wastewater Tr...	42.76		42.76
09/19/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	27.16		27.16
Total Central Lincoln PUD				6,954.84	0.00	
CIS Trust-benefits						
09/06/2023	General Fund-Bethel, Langley, L...	500015 · Health Insurance	01-General Fund	1,323.05		1,323.05
09/06/2023	State Street-Bethel, Langley	500015 · Health Insurance	03- State Tax Stre...	1,272.73		1,272.73
09/06/2023	Wastewater-Bethel, Lowry, Mcki...	500015 · Health Insurance	07- Wastewater Tr...	5,494.31		5,494.31
09/06/2023	Lowry	500015 · Health Insurance	07- Wastewater Tr...	43.34		43.34
09/06/2023	Bethel	500015 · Health Insurance	01-General Fund	59.00		59.00
09/06/2023	Way	500015 · Health Insurance	07- Wastewater Tr...	118.90		118.90
Total CIS Trust-benefits				8,311.33	0.00	
City of Lakeside						
09/13/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	296.74		296.74
09/13/2023		500031 · Utilities	07- Wastewater Tr...	296.73		296.73
09/13/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	72.48		72.48
Total City of Lakeside				665.95	0.00	
CivicPlus						
09/13/2023		500020 · Dues, Travel & Confere...	07- Wastewater Tr...	885.40		885.40
09/13/2023		500020 · Dues, Travel & Confere...	03- State Tax Stre...	221.35		221.35
09/13/2023		50234 · Operating Supplies Admin	01-General Fund	1,106.75		1,106.75
Total CivicPlus				2,213.50	0.00	
Clean Cut Landscape Maintenance						
09/13/2023		50539 · Beach Maintenance	05 - Tourism	635.00		635.00
Total Clean Cut Landscape Maintenance				635.00	0.00	
Coast Pavement Maintenance						
09/20/2023		500035 · Street Work Maintenance	03- State Tax Stre...	140.00		140.00
Total Coast Pavement Maintenance				140.00	0.00	
Comp-U-Talk						
09/13/2023		500026 · Contracted Services	07- Wastewater Tr...	419.15		419.15
09/13/2023		50226 · Contracted Services Admin	01-General Fund	419.15		419.15
09/13/2023		50226 · Contracted Services Admin	01-General Fund	95.00		95.00
Total Comp-U-Talk				933.30	0.00	
Econo Rooter Services, Inc.						
09/13/2023		500027 · Contracted Services ST...	07- Wastewater Tr...	2,668.00		2,668.00
09/13/2023		500027 · Contracted Services ST...	07- Wastewater Tr...	1,744.00		1,744.00
Total Econo Rooter Services, Inc.				4,412.00	0.00	

1:33 PM
 10/02/23
 Cash Basis

City of Lakeside Expenses by Vendor Detail September 2023

Date	Memo	Account	Class	Debit	Credit	Original Amount
Hach Company						
09/13/2023		500034 · Operating Supplies	07- Wastewater Tr...	535.88		535.88
	Total Hach Company			535.88	0.00	
Heard Farms, Inc.						
09/20/2023		50026.1 · Contracted Services SL...	07- Wastewater Tr...	8,832.00		8,832.00
	Total Heard Farms, Inc.			8,832.00	0.00	
Hennick's Home Center, Inc						
09/20/2023		500034 · Operating Supplies	07- Wastewater Tr...	50.46		50.46
09/20/2023		500034 · Operating Supplies	03- State Tax Stre...	41.46		41.46
	Total Hennick's Home Center, Inc			91.92	0.00	
HMW CPAs & Associates, LLC						
09/20/2023	6/30/23 interim billing	500025 · Audit & Filing Fees	07- Wastewater Tr...	2,755.00		2,755.00
09/20/2023	6/30/23 interim billing	500025 · Audit & Filing Fees	03- State Tax Stre...	551.00		551.00
09/20/2023	6/30/23 interim billing	50225 · Audit & Filing Fees Admin	01-General Fund	2,204.00		2,204.00
	Total HMW CPAs & Associates, LLC			5,510.00	0.00	
Idexx Laboratories						
09/20/2023		500034 · Operating Supplies	07- Wastewater Tr...	332.71		332.71
	Total Idexx Laboratories			332.71	0.00	
iWorQ						
09/20/2023		500026 · Contracted Services	07- Wastewater Tr...	1,700.00		1,700.00
	Total iWorQ			1,700.00	0.00	
Lakeside Water District						
09/13/2023		50234 · Operating Supplies Admin	01-General Fund	323.60		323.60
09/13/2023		500031 · Utilities	07- Wastewater Tr...	365.60		365.60
09/13/2023		50234 · Operating Supplies Admin	01-General Fund	20.00		20.00
09/13/2023		500031 · Utilities	07- Wastewater Tr...	59.60		59.60
09/13/2023		500031 · Utilities	07- Wastewater Tr...	59.60		59.60
09/13/2023		500031 · Utilities	07- Wastewater Tr...	59.60		59.60
	Total Lakeside Water District			888.00	0.00	
Lookout Co.						
09/13/2023		50528 · Tourism Promotion	05 - Tourism	1,485.00		1,485.00
09/13/2023		500034 · Operating Supplies	07- Wastewater Tr...	790.13		790.13
09/13/2023		50234 · Operating Supplies Admin	01-General Fund	790.12		790.12
	Total Lookout Co.			3,065.25	0.00	
McCowan Clinical Laboratory						
09/13/2023		500026 · Contracted Services	07- Wastewater Tr...	205.00		205.00
09/13/2023		500026 · Contracted Services	07- Wastewater Tr...	205.00		205.00
09/20/2023		500026 · Contracted Services	07- Wastewater Tr...	205.00		205.00
	Total McCowan Clinical Laboratory			615.00	0.00	
Northwest Code Professionals						
09/20/2023		500024 · Electrical & Building Fees	04 - Community D...	1,215.26		1,215.26
	Total Northwest Code Professionals			1,215.26	0.00	
Oregon Linen						
09/20/2023		50234 · Operating Supplies Admin	01-General Fund	60.94		60.94
09/20/2023		500034 · Operating Supplies	07- Wastewater Tr...	48.75		48.75
09/20/2023		500034 · Operating Supplies	03- State Tax Stre...	12.19		12.19
	Total Oregon Linen			121.88	0.00	
Pacific Office Automation-						
09/13/2023		50234 · Operating Supplies Admin	01-General Fund	73.64		73.64
09/13/2023		500034 · Operating Supplies	07- Wastewater Tr...	73.63		73.63
	Total Pacific Office Automation-			147.27	0.00	
Peerless Property Services LLC						
09/20/2023	Airport mowing	50529 · Lakeside Airport	01-General Fund	1,000.00		1,000.00
	Total Peerless Property Services LLC			1,000.00	0.00	

1:33 PM
 10/02/23
 Cash Basis

City of Lakeside
Expenses by Vendor Detail
 September 2023

Date	Memo	Account	Class	Debit	Credit	Original Amount
PERS						
09/12/2023		500014 · PERS	01-General Fund	456.41		456.41
09/12/2023		500014 · PERS	03- State Tax Stre...	458.49		458.49
09/12/2023		500014 · PERS	21- Library Fund	339.82		339.82
09/12/2023		500014 · PERS	07- Wastewater Tr...	1,779.72		1,779.72
	Total PERS			3,034.44	0.00	
Platt						
09/13/2023		500034 · Operating Supplies	07- Wastewater Tr...	140.48		140.48
	Total Platt			140.48	0.00	
Portland Engineering, Inc.						
09/20/2023		500026 · Contracted Services	07- Wastewater Tr...	90.00		90.00
	Total Portland Engineering, Inc.			90.00	0.00	
QuickBooks Payroll Service						
09/14/2023	Fee for 4 direct deposit(s) at \$1....	50221 · License Fees & Permits	01-General Fund	2.90		2.90
09/14/2023	Created by Payroll Service on 0...	500021 · Licenses, Fees & Permits	07- Wastewater Tr...	2.90		2.90
09/28/2023	Fee for 13 direct deposit(s) at \$...	50221 · License Fees & Permits	01-General Fund	4.35		4.35
09/28/2023	Created by Payroll Service on 0...	500021 · Licenses, Fees & Permits	07- Wastewater Tr...	5.80		5.80
09/28/2023	Created by Payroll Service on 0...	500046 · Miscellaneous Expense	21- Library Fund	8.70		8.70
	Total QuickBooks Payroll Service			24.65	0.00	
SAIF						
09/20/2023		500013 · Workers Compensation	03- State Tax Stre...	58.31		58.31
09/20/2023		500013 · Workers Compensation	01-General Fund	337.75		337.75
09/20/2023		500013 · Workers Compensation	07- Wastewater Tr...	784.56		784.56
09/20/2023		500013 · Workers Compensation	21- Library Fund	17.85		17.85
	Total SAIF			1,198.47	0.00	
Sound Water Services, Inc						
09/13/2023		500034 · Operating Supplies	07- Wastewater Tr...	3,672.00		3,672.00
	Total Sound Water Services, Inc			3,672.00	0.00	
Stephanie Stroud, CPA, LLC						
09/13/2023		50226 · Contracted Services Admin	01-General Fund	777.44		777.44
09/13/2023		500026 · Contracted Services	07- Wastewater Tr...	1,443.81		1,443.81
	Total Stephanie Stroud, CPA, LLC			2,221.25	0.00	
Tenmile Lake Wireless Internet						
09/13/2023		500026 · Contracted Services	07- Wastewater Tr...	50.00		50.00
	Total Tenmile Lake Wireless Internet			50.00	0.00	
umpqua bank						
09/20/2023		50221 · License Fees & Permits	01-General Fund	174.87		174.87
	Total umpqua bank			174.87	0.00	
USA Blue Book						
09/20/2023		500034 · Operating Supplies	07- Wastewater Tr...	334.65		334.65
	Total USA Blue Book			334.65	0.00	
TOTAL				63,315.77	178.36	

Credit on account <178.36>
63,137.41

City of Lakeside
Payroll Summary
 September 2023

	<u>Hours</u>	<u>Rate</u>	<u>Sep 23</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
City Recorder 01 Holiday	4		138.48
City Recorder 01 Reg	80.25		2,778.18
City Recorder 03 Holiday	0.8		27.70
City Recorder 03 Reg	16.05		555.64
City Recorder 07 Holiday	3.2		110.78
City Recorder 07 Reg	64.2		2,222.55
Street/Maintenance 01 Holiday	2		50.26
Street/Maintenance 01 Reg	38		954.94
Street/Maintenance 01 Vac	2		50.26
Street/Maintenance 03 Holiday	6		150.78
Street/Maintenance 03 Reg	114		2,864.84
Street/Maintenance 03 Vac	6		150.78
WW Asst Oper #1 07 Holiday-JW	9		181.60
WW Asst Oper #1 07 Reg-JW	155		3,127.50
WW Asst Oper #1 07 Sick-JW	5		100.89
WW Asst Oper #2 07 Holiday-RM	8		193.19
WW Asst Oper #2 07 Reg-RM	121		2,922.07
WW Asst Oper #2 07 Sick-RM	17		410.54
WW Asst Oper #2 07 Vac-RM	22		531.28
WW Supervisor 07 Vac	8		257.94
WW Supervisor 07 Holiday	8		257.94
WW Supervisor 07 Reg	144		4,642.85
WW Supervisor 3 07 Sick	8		257.94
Hourly - Holiday	8	19.00	152.00
Hourly - Utility Clerk	90.5	19.00	1,719.50
hourly - WW Asst Oper #2	115.5	18.54	2,141.37
Hourly - WW Asst Oper #2 Holiday	9	18.54	166.86
hourly - WW Asst Oper #2 Sick	9	18.54	166.86
hourly - WW Asst Oper #2 Vac	42	18.54	778.68
Hourly Sick	2	19.00	38.00
Hourly Vacation	40	19.00	760.00
Librarian 21 Reg	73	25.00	1,748.63
Librarian 21 Sick	19.5	13.25	258.38
Library Aide 21 Reg	237	13.25	3,210.20
Library Aide 21 Sick	5	15.00	75.00
Medical			200.00
On Call			569.00
Total Gross Pay	<u>1,492</u>		<u>34,923.41</u>
Adjusted Gross Pay	1,492		34,923.41
Taxes Withheld			
Federal Withholding			-2,357.00
Medicare Employee			-506.41
Social Security Employee			-2,165.23
OR - Withholding			-2,327.00
Medicare Employee Addl Tax			0.00
OR - Paid Fam Med Leave Emp.			-209.54
OR - Statewide Transit Tax Emp.			-34.93
OR - WBF Assessment			-14.36
Total Taxes Withheld			<u>-7,614.47</u>
Deductions from Net Pay			
Draw			0.00
Garnishment - RM			-775.97
OR St Tax Garnishment-RM			-115.76
Supp Life Insurance			-221.24
Total Deductions from Net Pay			<u>-1,112.97</u>
Net Pay	<u>1,492</u>		<u>26,195.97</u>

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10/02/23

City of Lakeside
Payroll Summary
September 2023

	<u>Hours</u>	<u>Rate</u>	<u>Sep 23</u>
Employer Taxes and Contributions			
Medicare Company			506.41
Social Security Company			2,165.23
OR - Unemployment			799.76
OR - Paid Fam Med Leave Co.			0.00
OR - WBF Assessment Company			14.36
Total Employer Taxes and Contributions			<u><u>3,485.76</u></u>

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 September 30, 2023, and the related statement of receipts and disbursements, budget and actual - cash basis for the three 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
October 2, 2023

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

September 30, 2023

	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	\$ 451,174.15	\$ 84,337.79	\$ -	\$ -	\$ 1,183,167.10	\$ 2,374.54	\$ 357,770.13	\$ 20,739.76	\$ 2,099,563.47
Northwest Community CU	-	-	-	-	(429,204.86)	174,562.79	-	33,247.00	33,247.00
Umpqua Bank	71,984.14	81,837.96	67,723.19	98,290.45	100.00	-	80,046.25	59,373.28	204,613.20
Petty cash	250.00	-	-	-	-	-	-	100.00	450.00
Petty cash - OCF Grant	100.00	-	-	-	-	-	-	-	100.00
Undeposited Funds	-	-	-	-	-	-	-	-	-
Total Assets	\$ 523,508.29	\$ 166,175.75	\$ 67,723.19	\$ 98,290.45	\$ 754,062.24	\$ 176,937.33	\$ 437,816.38	\$ 113,460.04	\$ 2,337,973.67
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	133,214.45	2,182,515.83
Net changes in fund balance	(7,975.06)	50,243.24	2,155.29	8,441.16	116,085.72	2,300.07	3,981.83	(19,754.41)	155,457.84
Total fund balance	523,508.29	166,175.75	67,723.19	98,290.45	754,062.24	176,937.33	437,816.38	113,460.04	2,337,973.67
Total liabilities and fund balance (cash basis)	\$ 523,508.29	\$ 166,175.75	\$ 67,723.19	\$ 98,290.45	\$ 754,062.24	\$ 176,937.33	\$ 437,816.38	\$ 113,460.04	\$ 2,337,973.67

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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 4,992.59	\$ 2,000.00	\$ 2,992.59
407000	649.00	500.00	149.00
409000	9,722.68	35,000.00	(25,277.32)
410000	10,179.56	30,000.00	(19,820.44)
41000	364.58	1,100.00	(735.42)
412000	4,413.08	14,000.00	(9,586.92)
413000	423.78	25,000.00	(24,576.22)
414000	1,200.00	3,000.00	(1,800.00)
415000	-	1,500.00	(1,500.00)
416000	1,895.00	5,000.00	(3,105.00)
418000	12,666.49	50,000.00	(37,333.51)
420000	1,023.08	3,000.00	(1,976.92)
432000	2,000.00	300,000.00	(298,000.00)
	<u>49,529.84</u>	<u>470,100.00</u>	<u>(420,570.16)</u>
Disbursements			
Administration			
Personal services			
5000	14,538.38	75,000.00	60,461.62
500012	1,112.18	5,900.00	4,787.82
500013	548.59	4,000.00	3,451.41
500014	1,312.72	6,500.00	5,187.28
500015	3,969.15	25,000.00	21,030.85
500016	334.90	2,100.00	1,765.10
	<u>21,815.92</u>	<u>118,500.00</u>	<u>96,684.08</u>
Materials and services			
50220	1,770.58	7,000.00	5,229.42
50221	628.05	3,000.00	2,371.95
50222	488.53	1,500.00	1,011.47
50223	1,259.16	10,000.00	8,740.84
50225	4,510.20	12,000.00	7,489.80
50226	3,144.94	53,000.00	49,855.06
50229	-	2,000.00	2,000.00
50230	990.03	15,000.00	14,009.97
50232	962.23	3,500.00	2,537.77
50233	699.00	2,747.00	2,048.00
50234	5,873.67	20,000.00	14,126.33
50235	-	1,500.00	1,500.00
50236	-	1,500.00	1,500.00
50246	400.00	3,000.00	2,600.00
50731	2,464.59	25,000.00	22,535.41
50745	-	300,000.00	300,000.00
50747	619.47	4,000.00	3,380.53
	<u>23,810.45</u>	<u>464,747.00</u>	<u>440,936.55</u>
Total Administration	<u>45,626.37</u>	<u>583,247.00</u>	<u>537,620.63</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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Capital Outlay			
500060 Capital Outlay	9,239.00	105,000.00	95,761.00
Total Capital Outlay	9,239.00	105,000.00	95,761.00
Debt Service			
500070 Debt Service Principal	-	20,697.00	
500071 Debt Service Interest	2,639.53	18,207.00	15,567.47
Total Capital Outlay	2,639.53	38,904.00	36,264.47
General Operating Contingency	-	60,000.00	(60,000.00)
Total Disbursements	57,504.90	787,151.00	729,646.10
Excess (Deficiency) of Receipts			
Over (Under) Disbursements	(7,975.06)	(317,051.00)	309,075.94
Other Financing Sources (Uses)			
500094 Transfer to Community Dev.	-	(50,000.00)	50,000.00
Total Other Financing Sources (Uses)	-	(50,000.00)	50,000.00
Unappropriated Ending Fund Balance	-	(100,000.00)	100,000.00
Excess (Deficiency) of Receipts Over (Under)			
Disbursements and Other Financing			
Sources (Uses)	\$ (7,975.06)	\$ (467,051.00)	\$ 459,075.94

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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 933.92	\$ 500.00	\$ 433.92
40006.1	35,669.62	120,000.00	(84,330.38)
407000	10,000.00	50.00	9,950.00
432000	50,000.00	300,000.00	(250,000.00)
Total Receipts	<u>96,603.54</u>	<u>420,550.00</u>	<u>(323,946.46)</u>
Disbursements			
Personal services			
5000	11,249.20	65,000.00	53,750.80
500012	860.57	5,500.00	4,639.43
500013	95.96	2,000.00	1,904.04
500014	1,340.93	7,000.00	5,659.07
500015	3,818.19	20,000.00	16,181.81
500016	270.47	2,000.00	1,729.53
Total Personal services	<u>17,635.32</u>	<u>101,500.00</u>	<u>83,864.68</u>
Materials and services			
500020	221.35	2,000.00	1,778.65
500022	-	1,200.00	1,200.00
500023	-	1,200.00	1,200.00
500025	1,127.55	3,500.00	2,372.45
500026	-	40,000.00	40,000.00
500029	-	5,000.00	5,000.00
500030	-	6,500.00	6,500.00
500031	8,476.14	39,000.00	30,523.86
500032	378.24	1,000.00	621.76
500034	592.08	5,000.00	4,407.92
500035	420.00	25,000.00	24,580.00
500036	435.09	3,000.00	2,564.91
500047	-	3,666.00	3,666.00
500050	17,074.53	300,000.00	282,925.47
50024.1	-	10,000.00	10,000.00
Total Materials and services	<u>28,724.98</u>	<u>446,066.00</u>	<u>417,341.02</u>
Capital Outlay			
500060	-	60,000.00	5,000.00
Total Capital Outlay	<u>-</u>	<u>60,000.00</u>	<u>5,000.00</u>
Operating Contingency	<u>-</u>	<u>45,000.00</u>	<u>(45,000.00)</u>
Total Disbursements	<u>46,360.30</u>	<u>652,566.00</u>	<u>(45,000.00)</u>
Unappropriated Ending Fund Balance	<u>-</u>	<u>(50,000.00)</u>	<u>50,000.00</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	<u>50,243.24</u>	<u>(282,016.00)</u>	<u>332,259.24</u>

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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
416000 License, Fees & Permits	\$ 1,000.00	\$ 2,500.00	\$ (1,500.00)
417000 Elect & building Permit Revenue	7,010.80	25,000.00	(17,989.20)
431000 Planning grants	-	300,000.00	(300,000.00)
Total receipts	8,010.80	327,500.00	(319,489.20)
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	3,449.81	25,000.00	21,550.19
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	-	10,000.00	10,000.00
50541 Code Enforcement	-	500.00	500.00
Total Materials and services	5,855.51	381,000.00	375,144.49
Operating Contingency	-	50,000.00	(50,000.00)
Total Disbursements	5,855.51	431,000.00	425,144.49
Excess (Deficiency) of Receipts Over (Under) Disbursements	2,155.29	(103,500.00)	105,655.29
Other financing sources (uses)			
495002 Transfer from General Fund	-	50,000.00	(50,000.00)
Total other financing sources (uses)	-	50,000.00	(50,000.00)
Unappropriated Ending Fund Balanc	-	(20,000.00)	(20,000.00)
Excess (Deficiency) of Receipts over (Under) disbursements and other financing sources (uses)	\$ 2,155.29	\$ (73,500.00)	\$ 75,655.29

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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
409000 Transient Tax revenue	\$ 22,686.26	\$ 80,000.00	\$ (57,313.74)
Total receipts	<u>22,686.26</u>	<u>80,000.00</u>	<u>(57,313.74)</u>
Disbursements			
Materials and services			
50528 Tourism Promotion	2,485.00	25,000.00	22,515.00
50539 Beach Maintenance	1,680.00	15,000.00	13,320.00
50540 City Parks Maintenance	-	1,500.00	1,500.00
50545 Event Expense	80.10	15,000.00	14,919.90
50546 July 4th Fireworks Display	10,000.00	35,000.00	25,000.00
Total Materials and services	<u>14,245.10</u>	<u>91,500.00</u>	<u>77,254.90</u>
Operating Contingency	<u>-</u>	<u>50,000.00</u>	<u>50,000.00</u>
Total Disbursements	<u>14,245.10</u>	<u>141,500.00</u>	<u>127,254.90</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	<u>8,441.16</u>	<u>(61,500.00)</u>	<u>69,941.16</u>
Unappropriated Ending Fund Balanc	<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>\$ 8,441.16</u>	<u>\$ (113,000.00)</u>	<u>\$ 121,441.16</u>

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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 11,892.19	\$ 10,000.00	\$ 1,892.19
407002	-	2,000.00	(2,000.00)
421000	572.00	1,500.00	(928.00)
432000	122,392.00	6,000,000.00	(5,877,608.00)
497000	293,118.82	800,000.00	(506,881.18)
Total Receipts	<u>427,975.01</u>	<u>6,813,500.00</u>	<u>(6,385,524.99)</u>
Disbursements			
Personnel Services			
5000	63,333.56	270,000.00	206,666.44
500012	4,886.27	22,000.00	17,113.73
50013	1,274.02	6,000.00	4,725.98
50014	4,979.93	25,000.00	20,020.07
50015	16,482.93	65,000.00	48,517.07
50016	1,488.25	6,500.00	5,011.75
Total Personnel Services	<u>92,444.96</u>	<u>394,500.00</u>	<u>302,055.04</u>
Materials and Services			
500020	2,685.47	7,000.00	4,314.53
500021	26.10	7,000.00	6,973.90
500022	-	500.00	500.00
500023	-	5,000.00	5,000.00
500025	5,637.75	15,000.00	9,362.25
500026	11,293.83	110,000.00	98,706.17
500027	7,732.00	20,000.00	12,268.00
500029	4,061.94	30,000.00	25,938.06
500030	12,763.00	50,000.00	37,237.00
500031	13,269.55	60,000.00	46,730.45
500032	662.38	6,500.00	5,837.62
500033	-	3,500.00	3,500.00
500034	16,208.62	120,000.00	103,791.38
500036	365.57	6,000.00	5,634.43
500046	-	5,572.00	5,572.00
500047	-	5,000.00	5,000.00
500050	78,594.47	6,000,000.00	5,921,405.53
500051	-	2,000.00	2,000.00
50024.1	561.00	15,000.00	14,439.00
50026.1	25,024.00	55,000.00	29,976.00
50026.2	-	50,000.00	50,000.00
50035.1	-	2,000.00	2,000.00
50529	1,000.00	15,000.00	14,000.00
Total Materials and Services	<u>179,885.68</u>	<u>6,590,072.00</u>	<u>6,410,186.32</u>
Capital Outlay			
500062	-	90,000.00	90,000.00
500064	652.82	25,000.00	24,347.18
500059	-	25,000.00	25,000.00
Total Capital Outlay	<u>652.82</u>	<u>140,000.00</u>	<u>139,347.18</u>
Debt Service			
561004	38,905.83	82,312.00	43,406.17
500070	-	75,000.00	75,000.00

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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Capital Outlay	38,905.83	157,312.00	118,406.17
Operating Contingency	-	31,174.00	(31,174.00)
Total Disbursements	311,889.29	7,313,058.00	6,712,241.36
Excess (Deficiency) of Receipts			
Over (Under) Disbursements	116,085.72	(499,558.00)	615,643.72
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)	<u>\$ 116,085.72</u>	<u>\$ (574,558.00)</u>	<u>\$ 665,643.72</u>

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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
422000 System Development Charges	\$ 2,273.77	\$ 5,000.00	\$ (2,726.23)
404000 Interest Revenue	26.30	50.00	(23.70)
Total Receipts	<u>2,300.07</u>	<u>5,050.00</u>	<u>(2,749.93)</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><u>2,300.07</u></u>	<u><u>(163,719.00)</u></u>	<u><u>166,019.07</u></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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000 Interest Revenue	\$ 3,961.83	\$ -	\$ 3,961.83
Total receipts	<u>3,961.83</u>	<u>-</u>	<u>3,961.83</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>\$ 3,961.83</u>	<u>\$ (433,139.00)</u>	<u>\$ 437,100.83</u>

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 September 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 229.67	\$ 100.00	\$ 129.67
42600.1	45.42	70.00	(24.58)
407000	686.19	800.00	(113.81)
423000	4,421.97	90,000.00	(85,578.03)
444000	-	1,000.00	(1,000.00)
443000	-	5,000.00	(5,000.00)
Total Receipts	5,383.25	96,970.00	(91,586.75)
Disbursements			
Personal services			
5000	16,774.24	98,000.00	81,225.76
500012	1,343.77	7,050.00	5,706.23
500013	32.91	150.00	117.09
500014	933.58	6,200.00	5,266.42
500015	600.00	2,400.00	1,800.00
500016	413.45	2,450.00	2,036.55
Total Personal services	20,097.95	116,250.00	96,152.05
Materials and services			
500020	-	5,000.00	5,000.00
500026	-	5,000.00	5,000.00
500032	255.26	2,000.00	1,744.74
500033	-	50.00	50.00
500034	3,191.52	5,500.00	2,308.48
500035	-	2,000.00	2,000.00
500037	1,048.58	16,330.00	15,281.42
500038	-	5,000.00	5,000.00
500044	518.25	1,000.00	481.75
500043	-	5,000.00	5,000.00
500046	26.10	700.00	673.90
500048	-	70.00	70.00
Total Materials and services	5,039.71	47,650.00	42,610.29
Contingency	-	15,000.00	(15,000.00)
Total disbursements	25,137.66	178,900.00	153,762.34
Unappropriated Ending Fund Balance	-	\$ (47,527.00)	\$ (47,527.00)
Excess (Deficiency) of Receipts Over (Under) Disbursements	\$ (19,754.41)	\$ (129,457.00)	\$ 109,702.59

See accountant's compilation report.

City of Lakeside
915 N. Lake Road
Lakeside, Oregon 97449

Attn: City Council
& City Manager Melissa Bethel

10/6/2023

Lakeside Rural Volunteer Fire Department Association is hosting it's annual free Haunted House on Saturday, 10/28/2023 beginning at 6 pm at the Lakeside fire station.

Each year our fire department assists individuals in our community by responding to medical calls, fires, motor vehicle accidents and many more incidents in the community. We provide education regarding fire safety and other related topics.


Every year we put on several events free to the public with aid of donations to the Lakeside Volunteer Fire Department Association, 2 events are the haunted house and the Easter Egg Hunt. At the annual free Haunted House we offer free refreshments including hot dogs, chips, cookies and beverage of soda, water or coffee along with lots of candy for the children. Donations are tax deductible.

This year we have begun a new approach to announce our free community events including: Public Service Announcements by K-lite radio; and 105.9 The Legend; an interview with KCBY and listing of the Haunted House free event on Oregonhauntedhouses.com. The latter is a website which received 50,977 visitors in the prior year, 2022. This web posting is being provided gratis by the website owners/Board and will provide a new avenue to promote visitors to our wonderful town of Lakeside.

The year prior to the pandemic our tally for Haunted House guests was appx 500 and in 2022 was up to 692. With the increased advertising there is a potential for a larger crowd. Therefore, the Association is requesting a funds donation of \$500 towards the purchase of candy and/or refreshments, supplies for this free community event.

Thank you for your time and support.

Sincerely,



Kathie Ullom,
Secretary

Lakeside Rural Volunteer Fire Department Association

LAKE SIDE FIRE ASSOCIATION

HAUNTED HOUSE

OCTOBER 28TH

6 P.M.

115 N 9TH LAKESIDE, OR

FREE TO ALL

FREE HOT DOGS, COOKIES, CHIP & DRINKS

KIDS BRING YOUR OWN BUCKET FOR

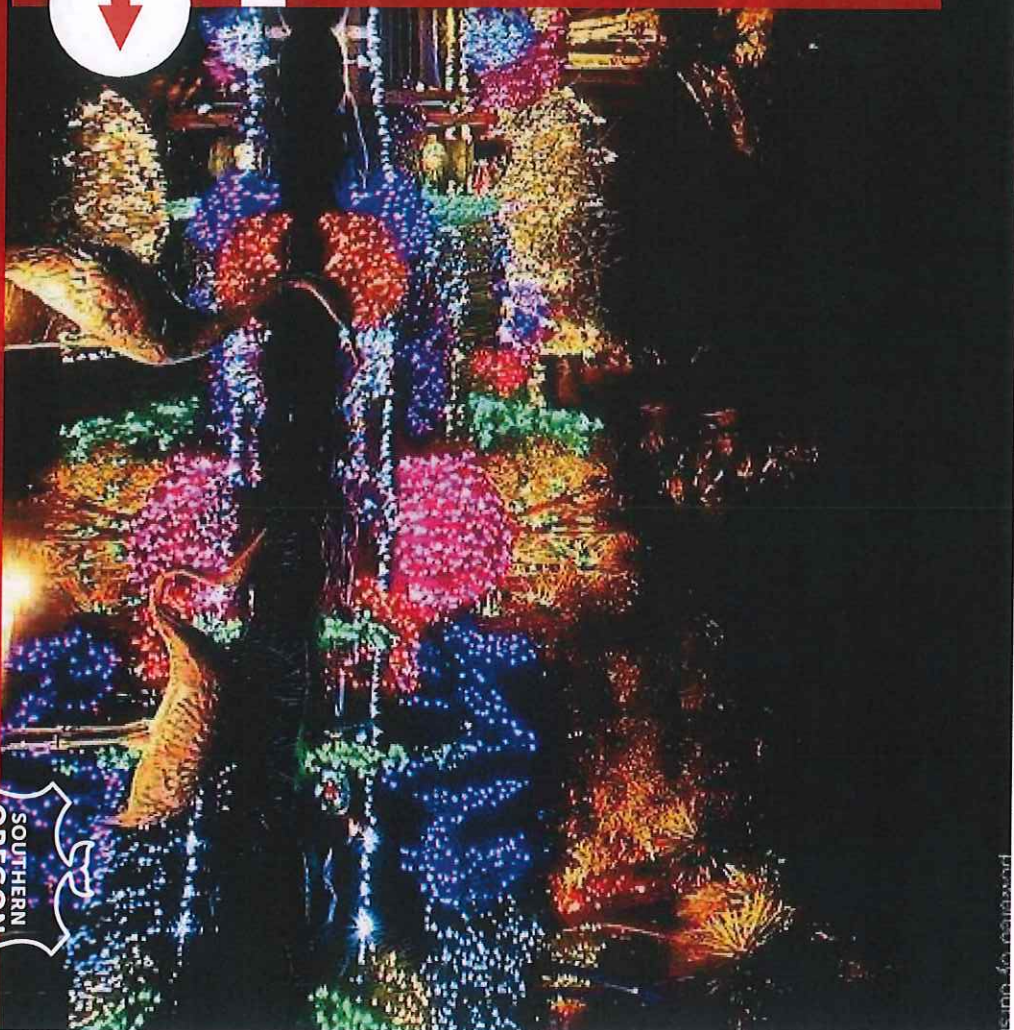
LOTS OF CANDY



SEE YOU THERE!

EAT, DRINK, AND BE MERRY

TRAVEL SOUTHERN OREGON COAST
MARKETING CAMPAIGN



CAMPAIGN PLAN

1

DATES

November 1 through
December 1st, 2023

2

BUY-IN

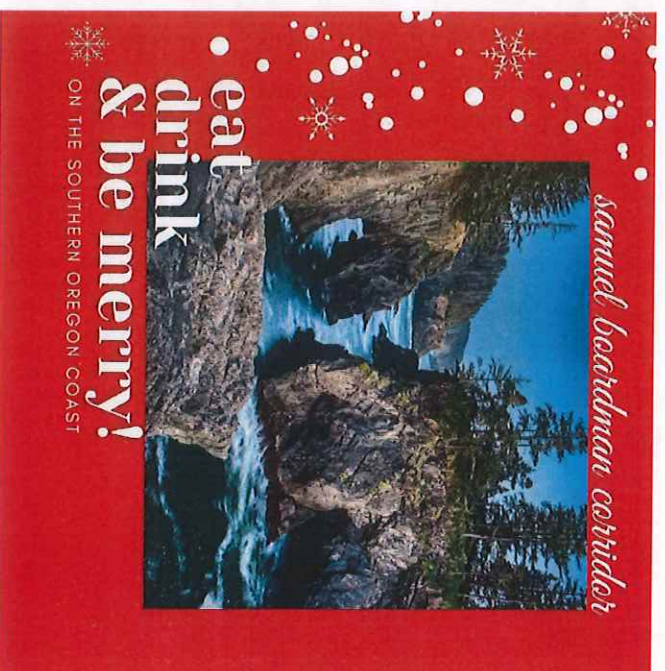
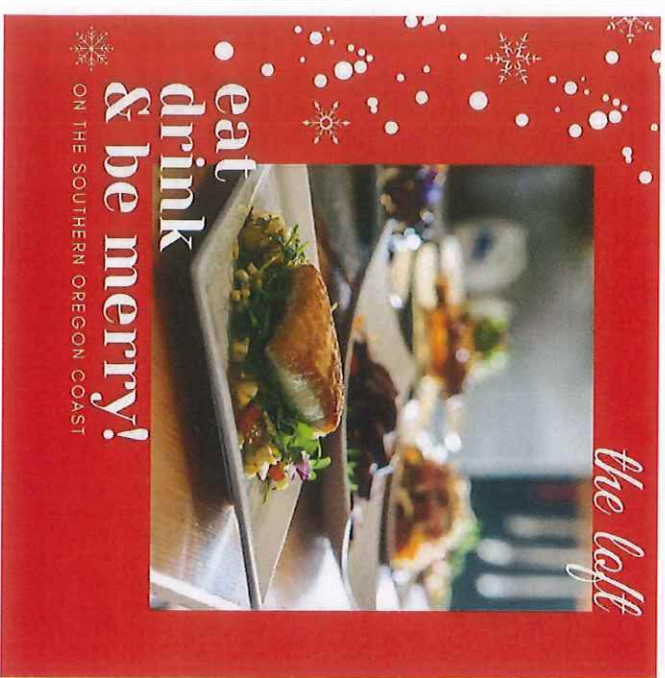
Community opportunity to
buy-in & be represented

3

STRATEGY

Post ads to feed to gain
social proof, then boost with
ad spend.





SAMPLE GRAPHICS



ADVERTISING OPPORTUNITY

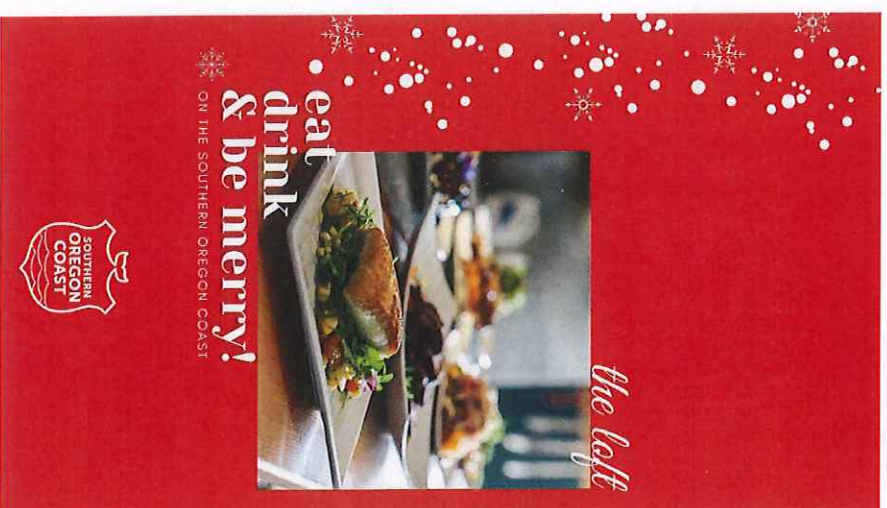
ITEM	TSOC INVESTMENT	COMMUNITY AD BUY COMMITMENT	AD CREATION	YOUR TOTAL INVESTMENT
3 Ads with 3 Ad-Buys - Refresh, Refuel, Reinvest	\$300	\$300	TSOC COVERS	\$300
6 Ads with 6 Ad-Buys - Refresh (2), Refuel (2), Reinvest (2)	\$600	\$600	TSOC COVERS	\$600
9 Ads with 9 Ad-Buys - Refresh (3), Refuel (3), Reinvest (3)	\$900	\$1200	TSOC COVERS	\$1200

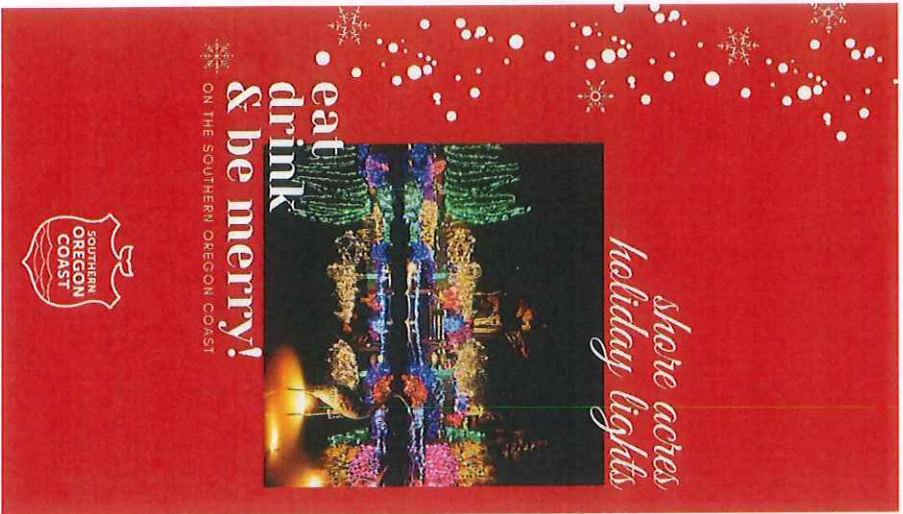
Ads will run over the course of one month on Southern Oregon Coast's Facebook and Instagram accounts and will alternate between communities. All ads will be made available to each community to use in your own promotions as you'd like.



ADVERTISING OPPORTUNITY

1. Ads will run from November 1 - December 1, 2023 on Southern Oregon Coasts Facebook and Instagram accounts.
2. Ads will be made available to each community to be used at your discretion.
3. Each ad will be geotagged with your communities' location and hashtags will be added to Instagram posts.
4. You will have the opportunity to designate photos for your ads. Photos should be professional quality. If you do not have access to professional quality photos of your community, TSOC will assist in providing them.
5. Ad-spend will be spread over the course of one month.
6. Communities are encouraged to promote the ads on their own social media channels.
7. Communities must sign up to partner with TSOC for this advertising opportunity by October 1, 2023.
8. All photos must be submitted for the ad campaign by October 10, 2023.





CO-OP COMMITMENT

COMMUNITY:

BUY-IN LEVEL:

REPRESENTATIVE:

SIGNATURE:



Lakeside, OR – City Manager/Recorder

City Manager/Recorder - \$70,000 Annually - The City of Lakeside, Oregon is seeking a new City Manager/Recorder with city management skills and experience to provide strong leadership and strategic vision to its municipal government. The City operates under the Council/Manager form of government and the City Manager/Recorder reports to the seven member City Council. Lakeside is a charming recreational hideaway located on the Oregon Coast between Reedsport and Coos Bay. Lakeside is an unpretentious, small town that connects the shared values of both its residents and visitors creating a one-of-a-kind place to visit, work, grow a business, raise a family and play in a spectacular outdoor setting. With approximately 1,800 year-round residents, not counting the travelers visiting Lakeside, the community offers those looking for vibrant and inspiring coastal experiences a comfortable community to recreate and enjoy the vast and rich cultural offerings of the region. We invite you to explore this opportunity with the City of Lakeside by viewing the position profile at <https://www.cityoflakeside.org/Profile.pdf>. Position is open until filled with first review on



City of Lakeside City Manager/Recorder Profile

The City of Lakeside is a “fabulous town” with a rich history that once was a getaway for many of Hollywood’s rich and famous. Lakeside is located on the beautiful Oregon coast, just off Highway 101 between North Bend and Reedsport. Lakeside is noted for its fabulous Ten-Mile Lake and its central location to many coastal recreation spots. Lakeside is a home rule city with a council-manager form of government. The City Council consists of a mayor and six councilors who are nominated and elected from the city at large. The City Manager/Recorder is the administrative head of the city government and is responsible for the proper administration of all city business. Although the City Manager/Recorder reports to the Mayor and Council, he/she works closely with the Mayor in carrying out the duties of the position.

The population of Lakeside is approximately 1,700 and the current budget is \$2.3 million. The City has 7 FTEs and 7 PTE. The City has a contract City Attorney and a City Engineer.

The Candidate

Required Education and Experience

Bachelor’s degree in public administration, political science, business management or related field with at least five years of local government management experience. A Master’s degree in public administration or related field is desirable.

Successful candidates will have considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, community development, and land use planning. Candidates will also be able to demonstrate the following skills and abilities:



- Planning, directing and administering municipal programs;
- Preparing and analyzing comprehensive reports;
- Carrying out assigned projects to their completion;
- Communicate effectively verbally and in writing; and
- Ability to establish and maintain effective working relationships with employees, city officials and the public.

The Ideal Candidate Will Have the Following Skills and Past Performance:



City of Lakeside

Administrative Ability

Candidate must have excellent leadership and communication skills. The individual must be able to prioritize effectively, be pro-active and open to ideas, suggestions, and constructive criticism from citizens, City Council and staff. He/she must be highly ethical and of unquestioned integrity and be able to lead by example. Computer literacy and the ability to provide leadership to staff regarding information technology are required. In working with staff, he/she needs to be an effective supervisor who can establish clear expectations, provide productive feedback and foster an atmosphere of teamwork and collaboration.

Council Relations

City Manager/Recorder is expected to actively provide on-going regular communication to the Council on the needs, affairs and activities of the City and be able to provide the Council with the necessary information, options and recommendations to be able to make informed decisions. The individual needs to be accountable to the Council for his/her time and be able to carry out the intentions and directions of the Council in a positive manner.

Technical Knowledge and Budget and Finance

Candidate must have knowledge of the principles, policies and procedures of municipal government and demonstrate awareness of the roles and responsibilities of the Council and Manager. The candidate must be fiscally responsible and able to work within established budgetary constraints. He/she should also be able to prioritize and think innovatively in meeting City needs. It would be desirable for the individual to have a background in Oregon Budget law. Experience and expertise is required in grant writing and procurement.

Community Relations

Candidate must be involved with the community and committed to building on Lakeside's sense of community. The candidate must be able to recognize and value diverse points of view, understand multicultural environments and be able to work effectively with the entire community. In addition, the individual must have a strong commitment to providing excellent customer service. He/she must understand small town politics and it is desirable that the candidate understand the Region and its historical nature, value and background.



Downtown Lakeside

Intergovernmental Relations

Must be able to relate to and develop good working relationships with other governmental entities, including other cities, the County, schools, state and federal agencies. It would be desirable for the candidate to be a part of the local professional network.

Infrastructure Financing and Capital Project Management

The ideal candidate will have experience securing funding from multiple sources for infrastructure projects. The candidate must understand Oregon's public contracting laws, and have experience in managing large capital construction projects.



Osprey Point RV Resort

Innovations and Major Achievements

Candidate must be a creative problem solver and thinker who is able to find solutions. The ideal candidate will have substantial experience in land use planning, experience in urban renewal, and have general knowledge of how a public safety department operates.

Compensation

The hiring range for this position is \$70,000/yr dependent upon qualifications. The city participates in the State of Oregon Public Employees Retirement System. Benefits include health, dental, and life insurance, as well as vacation and sick leave and other usual benefits are provided.



Lakeside Welcome Sign

How to Apply

Persons interested in applying should submit a cover letter indicating their specific interest in this position; a detailed professional resume that identifies the relevant qualifications and experiences outlined in this position profile; and a list of five professional references. Send the cover letter, resume and references to City of Lakeside Manager/Recorder Recruitment, c/o City of Lakeside, P.O. Box L, Lakeside, OR 97449 or e-mail to admin@cityoflakeside.org. This position is open until filled with first review on .

City Clerk

POSITION DESCRIPTION

Position Title: City Clerk
Department: City Hall
Reports to: City Manager
FLSA Status: Full Time, Non-Exempt
Pay: \$19.38/hr DOE plus excellent benefits

PURPOSE OF POSITION:

Under the general supervision of the City Manager, the City Clerk performs a wide variety of administrative, technical, and accounting activities. The City Clerk serves as administrator to the Planning Commission and City Council, oversees utility billing and collections, and performs advanced administrative support to the City Manager. The City Clerk performs a variety of highly responsible and complex clerical and administrative duties and assists in the daily operations of City Hall, with expected progress toward, and eventual achievement of the Certified Municipal Clerk designation through the International Institute of Municipal Clerks' Program.

ESSENTIAL JOB FUNCTIONS:

City Clerk Duties

- Responsible for accounts payable and receivables. Assists with yearly audit and responsible for maintaining accurate banking and accounting practices.
- Assists with preparation of City Council meeting agendas and tentative agendas; assembles and distributes meeting packets; sends out public notices for posting according to State laws.
- Prepares Council Chambers for various meetings, including monthly City Council meetings and monthly Planning Commission meetings.
- Attends City Council meetings to record and create accurate minutes.
- Assists with preparation of Planning Commission meeting agendas and packets; assembles and distributes meeting packets; sends out public notices for posting according to State laws.
- May act as Clerk to the Planning Commission - attends all meetings, including after-hours meetings and creates all meeting minutes.
- As Clerk to the Planning Commission may receive and file Land Use Applications and Building Compliance Applications and assists the City Planner.

- Maintains files indexes to easements, deeds, ordinances, resolutions, leases, contracts, and agreements.
- Assists in maintenance of City records in accordance with established policies, including implementation and maintenance of electronic records management system, filing, storage, data entry, indexing, tracking, retrieval of City records, and destruction in accordance with Oregon State Retention Schedule.
- Provides record retrieval/research and assists with Public Record Requests; aids other departments requiring historical information.
- Keeps Municipal Code Books current.
- Provides support to the City Manager for City Election Officer duties.
- Progress toward, achieve, and maintain the Certified Municipal Clerk designation.
- Proofreads documents on a wide variety of subjects requiring knowledge of the procedures and policies of the City.
- Provide direct oversight of the Utility Billing Clerk
- Identifies irregularities, researches, and resolves discrepancies in accordance with established procedures.
- Prepares periodic utility, statistical, or operational reports as assigned.

General Duties

- Shares reception responsibilities for welcoming walk-in visitors, making appointments, and receiving telephone calls, using excellent customer service skills.
- Assists with IT, social media and website maintenance for City Hall.
- Other duties as may be assigned of a similar complexity and responsibility.
- Understand, maintain, and applies confidentiality of City documents, records, and accounts under ORS.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Knowledge, Skills, and Abilities:

- Knowledge of general office and records maintenance practices and procedures.
- Rules of effective English, spelling, usage, and grammar.

- Advanced skill in the utilization of MS Office 365 products (Word, Excel, Outlook, etc.), Adobe, and operation of standard office equipment.
- Ability to use Gov Office for City website.
- Ability to understand website and social media.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain active membership in Oregon Association of Municipal Recordors and International Institute of Municipal Clerks.
- Maintain knowledge of Oregon Revised Statutes regarding Record Retention, as outlined by the State Archivist.
- Ability to perform responsible technical administrative support work with accuracy, speed, and minimal supervision.
- Ability to work in a fast-paced environment with interruptions.
- Ability to communicate with others and produce written reports.
- Ability to learn.
- Ability to read and understand complex issues.
- Ability to meet deadlines.
- Ability to hear, listen, and to understand meetings to effectively record minutes.
- Ability to work independently.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal with the public, City officials, other organizations, and coworkers with diplomacy and tact.
- Ability to problem solve; problem-solving is a factor in this position. This employee encounter personnel issues, citizen concerns and complaints, and scheduling priorities.
- Decision-making
- Financial accountability and cash handling
- Ability to work under pressure and deal professionally with frequent interruptions.
- Ability to maintain confidentiality, remain impartial, and exercise discretion and judgement in dealing with sensitive, confidential, and legally exempt information.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, and data base software; central financial computer; 10-key calculator by touch, standard office equipment and communication devices, smart phone, and City vehicle.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent. Minimum three years' experience in an administrative position where accounting practices were required, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

PHYSICAL DEMANDS OF POSITION:

The physical demands described here are representative of those that must be met by an average employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Weekly lifting, moving, crouching, bending, kneeling, and carrying of objects up to 25 lbs.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Regular focus on a computer screen for prolonged periods and daily use of a keyboard and mouse.

Required to use sensory functions as follows: frequent use of speaking for office/phone verbal communications; frequent hearing for general work communications; frequent to continuous seeing for all work activities; frequent writing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a standard indoor office setting. The noise level in the work environment is usually moderate.

On rare occasion, may have to work long hour in emergency situations.

Ability to remain calm and deal effectively with agitated customers.

SUPERVISION RECEIVED:

Receive direction from the City Recorder/City Manager.

WORKING HOURS:

Needed to work Monday through Friday 8:00 AM to 5:00 PM; additional participation in after-hours work related meetings and activities as required.

MISCELLANEOUS:

The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position is non-FLSA exempt. Participation in the Oregon Public Employees Retirement System (PERS) is mandatory.

Background check is required.

October 16, 2023

Dear City Council,

I'm not able to make this month's meeting so I'm writing this letter to you to ask permission to display the Holiday Train and Village in front of city hall this coming December.

The LRP (Lakeside Revitalization Partnership) took over the responsibility of the Holiday Train last year. I came to the city last February to ask permission during the Public comment, knowing you couldn't make any decision during that time. I however have never received any information one way or another. I take some responsibility for not following thru.

So, at this time I'm asking permission from the council for this. If we receive your okay, I'll start notifying the owners of the cars and buildings that we plan on putting it up at the first good weather day the following week after Thanksgiving.

You can contact me by text or email that the office has on record.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Linda Sherych".

Linda Sherych, Secretary LRP