1. Agenda

   Documents:

   2019-12-10 Public Works Agenda.pdf

2. Meeting Materials

   Documents:

   2019 November Public Works Department Report.pdf
   CIP 2020thru 2025.Pdf
   COUNCIL 2019-2020 ADOPTED Budget 100 To Fund 155.Pdf
   COUNCIL 2019-2020 ADOPTED Budget 160 To 240.Pdf
   COUNCIL2019-2020 ADOPTED Budget Fund 600 To Fund 900.Pdf
   FY20 PWS Enterprise Narrative V2 With TCrews Edits (002).Pdf
   2019-11-12 Public Works Minutes.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, December 10, 2019 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of November 12, 2019 meeting

III. Reports
- A. Public Works Department
- B. Emergency Preparedness Committee
- C. Solid Waste District Advisory Council
- D. Financial Report

IV. Current Business
- A. Review Current Objectives for PW&S Commission
- B. Review Base Budgets for PW&S

V. New Business
- A. Upcoming Events
- • Council Goal Setting – January 9th 10:00 – 3:00
- • State of The City – January 12th
- • Required Training for All Commissioners & Committee Members January 30th from 9:00 AM to 3:00 PM
- • Projected Schedule For 2020 Budget Preparation

VI.
- A. Other Business
- B. From the Commission
- C. From the Floor

Next Meeting Tuesday, January 14, 2020 at 3:00 P.M.

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org .

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted 12/03/19

Date: December 2, 2019

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: November 2019 Public Works Report

Rain fall at Yachats Public Works:

	Inches			
Year	**2019**	**2018**	**2017**	**2016**
November	2.38	7.10	10.83	14.76
Rain year to date:	43.17	49.13	71.90	62.89

Total water production: **4,831,400 gallons** **? % efficient.**

Total wastewater treated: **3,122,000 gallons**

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

Streets:

- Installed stop sign at intersection of Pacific View and Crestview Drive.
- Side arm mowing on E.3rd St.
- Soliciting tree removal contractors.
- Dead end sign on top of Horizon Hill.
- Stop sign replaced at intersection of Driftwood and Marine.
- Pot holes filled on Shellmidden Way.

Drainage:

- None

Water:

- Plant maintc.
- WTP clarifier take down.
- Salmon Creek headworks cleaned out.
- Reedy Creek headworks clean-up.

Distribution Sys:

- Meter maintc. 4 replacements.
- Meter installs on Village Lane and Combs Circle.
- Searched for water leaks in the distribution system.
- Tested water meter on Coolidge Lane.
- Fire hydrant maintc.
- Meter reading.
- Leak detection company contracted to find leaks in water distribution system. Major leak found on E.2nd St., est. 35 gallon per minute.

Sewer:

- Plant maintc. & clean-up.

Collection Sys:

- Jetted 320ft of sewer main Greenhill Drive to Crestview Drive along Hwy 101.
- New pump installed at Riverside lift station.
- CCTV'd 90ft of sewer main on Center Way.
- Jetted 390ft of sewer main on Diversity Drive.
- Root intrusion removed from sewer main on Center Way. (see photo)
- Quiet Water lift station repair. (Would not prime).
- Degreased Main lift station.

Public Works:

- Shop maintc.
- Fleet maintc.
- Equipment maintc.
- Multiple work orders.
- Restocked service truck.
- Replaced exterior light at the Commons.
- Vac-truck repair in house.

Parks & Trails:

- Piles picked up for trails.
- Moved bleachers from ballfield to picnic shelter.

City Hall

- Moved boxes from City Hall to Public Works.

City Beautification:

- Installed and removed U.S. flags.
- Replaced light on North entry city sign.
- Lights and banners installed.

Sewer & Water CIP:

- Working on Pole Bldg., Sliding doors for U.V. system and Slide Gate for Public Works.

WTP 1 2-34-1 OFF
1.2 3 4-2 on

JM off
RUSS- OFF DEC. 5th
Kevin off
Dave off 11(25-29)-2019/12(23-27)2019
Rick off

TO do list

- Reedy Ck clean up
- Jet clean sewer mains south of bridge
- OSHA (CIS) list
- Degrease L.S. before Thanksgiving

Nov- 2019

11-1 Slide gate pics and measurements
11-4 Service truck restock
Piles picked up for trails
Bleachers moved @ ballfield
Water service install @ Village Ln
11-5 Water leak search
Work orders
City Hall boxes moved
11-6 Coolidge Lane meter test SC
Plant maintc.
Changed light at Commons SC
11-7 Jetted sewer mains South of bridge
Installed sign post on Pacific Dr.
11-8 US Flags up S.C.
New pump installed at Riverside P.S.
Shop maintc.
11-12 Meter maintc. 3 replacements
Hydrant maintc.
Side arm mowing on E. 3rd
Tree contractors
Dead End sign on top of H.H.
Replaced light on N. entry sign
11-13 Stop sign replaced on Driftwood & Marine
CCTV'd 90' mainline sewer on Center Way
Clean Kistrem
11-14 Root intrusion removed from Center Way
Vac-truck repair
Prep for WTP Clarifier take down
Returned root cutter to Newport
11-15 WTP clarifier take down
Meter reading
11-18 Vac-truck repair
Leak detection
Meter reading
11-19 Meter reading
Vac-truck repair
Leak detection

11-20 Vactruck repair
Quiet water P.S. pump repair
Meters
Leak detection
WWTP Pole bldg visit
11-21 Salmon Ck clean out
Leak detection
Meter rereads
11-22 Lights + banners up
Leak Detection
Piles of brush picked up
Meter changed
11-25 Shellmidden Holes Filled
New water service on Combs Cir.
DEGREASE Pump STA.
11-26 Reedy Cr. Finish work on Dam, SHOP Cln.
11-27 MAIN Pump STA. (DEGREASE)

Misc. Work

Degrease Pump Stations
Reedy CK clean-up. fill pond
7th + KING, VALVE STUCK GOING South
Spruce Ave. 2" water line needs Isolate

Speed sign on King St N.
Dead end sign on top of Blackstone

CIP Projects

- Carport for Bone Yard
- Blackstone to Huxby Pipe conn
- Horizon Hill 2" water line
- E. 2nd 4" AL water line to Spruce Ave.
- INCREASE VOLUME ON H-H PRESSURE SIDE
- N. AuqA VISTA, ABANDEN Old 2" ON N SIDE ROAD
- ABANDEN 2" ON OCEAN Dr. FROM ROCK DR TO LAST HOUSE WEST SIDE

PONTIAC COMPLETE TIE-INS ON Both 2nd TO 3RD TO 4th IOWA ON 7th Replace

Root clumps were on opposite sides of the sewer pipe. 3 inches thick, 5 inches wide and 24 inches long.

City of Yachats Finance Committee
5 Year CIP Plan
Cost Estimates

2018-2019 Planning Cycle

5 Year Capital Improvement Plan

Item	Capital Spending Category	2017-18 Original Capital Plan	2017-18 Amended Capital Plan	2018-19 Original Capital Plan	2018-19 Amended Capital Plan	2018-19 Revised Plan	Spent as of 6/30/2019	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-2026	Later
	Water Projects														
1	Update Conservation & Curtailment & Water Master Plan	20,000	0	85,000	85,000	85,000	1,885	60,000							
2	Backwash Plumbing Line	45,000						45,000							
	Funded by SDC's	(45,000)													
3	Repairs to Shop Doors (cost shared with Sewer Fund)							30,000							
4	Earthquake Value and Water Tap - South Tank Reservoir & I-5 Bridge							60,000							
5	SCADA Upgrade							10,000	20,000	20,000					
6	Water Rate Study							20,000							
7	Water Plant is now 25 years old - Systems replace/improve							50,000	50,000	25,000					
8	W 3rd Street Waterline + all new service lines			100,000	10,000	10,000	5,277					150,000			
9	Enclose Blackstone Booster Stations (all 3)			20,000	20,000	20,000	9,500			20,000					
10	Radio Read Meter Replacement System Wide			15,000	0	0			10,000	60,000					
11	Radar and 7th Street Waterline & service lines 250k Reservoir to Hwy 101													275,500	
12	King Street Waterline and all new service lines														418,000
13	Gender Waterline and new service lines										50,000				
14	Windy Way Waterline and service lines										50,000				
15	E. 2nd Street Waterline & new service lines (S D C Funds)									250,000					
16	Miscellaneous Looping of Waterlines in URD										131,560				
17	Upgrade Size of Waterlines in URD										131,560				
a	Pontiac Waterline W 4th to W 1st					-					50,000				
b	Spruce Ave Waterline and new service lines									40,000					
c	Driftwood Waterline W. 4th to W. 6th (behind Commons) removed amended	95,000	95,000	removed		-	0								
18	Blackstone to Hanley Connection (diff pressure zones)											50,000			
19	Replace all Horizon Hill 2" pipe												250,000		
20	Capitalized Labor						18,105								
21	New Water Plant out of Tsunami Zone (Package Plant)														750,000
22	First Phase - Raw Water Storage Capacity														2,000,000
23	Purchase Watershed or other Protection														500,000
	Total	115,000	95,000	220,000	115,000	115,000	34,767	275,000	80,000	415,000	413,120	200,000	250,000	275,500	3,668,000
	Water Equipment														
1	Replacement Vac Truck - split w/water			90,000	moved to 2020-21		-	~~90,000~~	90,000						
2	Replacement Water Dept Utility Truck				moved to 2022-23			~~25,000~~			25,000				
3	Water Dept Staff Vehicle									10,000					
	Back-hoe	60,000	60,000												
	5 yd dump truck	20,000	20,000												
	Bucket Truck		3,000												
	Trailer to carry little excavator														
	Total	80,000	83,000	90,000	-	-	-	~~115,000~~	90,000	10,000	25,000 ##	-	-	-	-
	Grand Totals	195,000	178,000	310,000	115,000	115,000	34,767	~~390,000~~	170,000	425,000	438,120	200,000	250,000	275,500	3,668,000

Revised for Vac Truck year purchased	275,000							
SDC & URD Funds used	(45,000)	-	(250,000)	(263,120)	-	-	-	-
Net projects funded from other sources	230,000	170,000	175,000	175,000	200,000	250,000	275,500	3,668,000

12/6/2019

City of Yachats Finance Committee
5 Year CIP Plan

Cost Estimates
2018-2019 Planning Cycle

Item	Capital Spending Category	2017-18 Original Capital Plan	2017-18 Amended Capital Plan	2018-19 Original Capital Plan	2018-19 Amended Capital Plan	Spent as of 6/30/2019	5 Year Capital Improvement Plan 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-2026	Later
	Sewer Projects													
1	I & I Basin Rehab 20-30 manholes/yr Basin by basin basis - manholes and pipelines						30,000	30,000	30,000	30,000	30,000	30,000	30,000	
2	Sewer Collection Lines extended - net Septic Tank elimination							50,000	50,000	50,000	50,000	50,000	50,000	
3	Sewer Line Crestview - same trench solution includes $1,859 Labor-paid by SDC fees		100,000	50,000 0	70,000	64,054								
4	Solids Pole Bldg to Cover Truck during Processing keep dry while filling and protects truck from weather (prevailing wage)			60,000	80,000	some to next yr 1,200	80,000							
5	Slide gate for fence				-		5,000							
6	Air Valve Acuator for SBR#1 upgrade						6,000							
7	Sliding doors on U.V. Building to fully enclose and protect U.V. equipment						15,000							
8	Rate Study						20,000							
9	Repairs to roll-up Doors on PW Shop, total cost to be split with water, wind locks are corroded and popping out							30,000						
10	1/2 of Radio Read Project			15,000	0			30,000						
11	WasteWater Master Plan Update						90,000							
12	Pump Electric Quips							30,000	30,000	30,000				
13	Waste Water Plant Miscellaneous Capital Projects							40,000						
	Capitalized Labor						2,000							
	Totals	0	100,000	125,000	150,000	65,254	248,000	210,000	110,000	110,000	80,000	80,000	80,000	
	Last master plan projects completed in 2009													
	Sewer Equipment													
1	5 yd dump truck current truck needs brakes, constant repairs total cost to be split with water	20,000	20,000											
2	~~Towable Spreader~~	20,000	-											
3	Back-hoe	60,000	60,000											
4	Re-Side Public Works Building									25,000				
5	Bucket Truck		3,000											
6	2,000 gallon water truck (Biosolids) back up in case dump truck or screw press fails			25,000	25,000		-							
7	Replacement Vac Truck - split cost w/water			90,000	moved to 2020-21		~~90,000~~	90,000						
	Totals	100,000	83,000	115,000	25,000	-	~~90,000~~	90,000	-	25,000	-	-	-	
	Grand Totals	100,000	183,000	240,000	175,000	65,254	~~338,000~~ 248,000	300,000	110,000	135,000	80,000	80,000	80,000	
	Revised for Vac Truck year purchased													

Sludge Handling Bldg Side Cover
became Pole Building

SCADA Replacement
computer is 7 years old and software is obsolete

City of Yachats Finance Committee
5 Year CIP Plan
Cost Estimates

2018-2019 Planning Cycle
Storm Drains

Item	Capital Spending Category	2017-18 Original Capital Plan	2017-18 Amended Capital Plan	2018-19 Original Capital Plan	2018-2019 Amended Capital Plan	Spent as of 6/30/2019	5 Year Capital Improvement Plan 2019-20	2020-21	2021-22	2022-23	Later Years 2023-24	2024-25	2025-26		
	Equipment														
1	Storm Drain Build-Out/						40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
2	Storm Drain added late in 17/18 (Hanley)	-	7,000		2,000	-									
	Build-Out														
	Total	-	7,000		2,000	-	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000

Culvert work to be determined

0

City of Yachats Finance Committee
5 Year CIP Plan
Cost Estimates

2018-2019 Planning Cycle

Item	Street Name	2017-18 Original Capital Plan	2017-18 Amended Capital Plan	2018-19 Original Capital Plan	2018-19 Amended Capital Plan	Revised 2018-19	Spent as of 6/30/2019	5 Year Capital Improvement Planning 2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
1-1	**Horizon Hill Stabilization**					**20,000**	**2,884**	50,000					
1-2	W 1st Street							100,000					
1-3	Driftwood	0						60,000					
1-4	Oceanview Drive							50,000					
1-5	E 2nd Street							100,000					
1-6	Gender								50,000				
1-7	Windy Way								50,000				
1-8	W 3rd Street									100,000			
1-9	W 2nd Street										100,000		
1-10	Horizon Hill Road											101,200	
		-	-	-	-	-	-	-	-	-	-	-	-
1	Change detail to Allocation by PWD		0	203,500	203,500	20,000	2,884	360,000	100,000	100,000	100,000	101,200	0
	Street Speed Signs added late in year	0	6,000										
	Street Engineering added		36,500										
2	Engineering & Geotech Study					30,000	14,997						
3	Capitalized Labor						59						
4	South Gateway Sign				14,000	14,000	4,313						
5	Paving				50,000	50,000		25,000					
	Total	0	42,500	203,500	267,500	114,000	22,253	385,000	100,000	100,000	100,000	101,200	0
	Revenue Sources												
	Gen. Fund												
	State												
	Grants - Second Street Grant				(100,000)			(100,000)					
	Reserve Carryover												
	Visitor Amenity Fund				(50,000)			(25,000)					
					117,500	114,000	22,253	260,000					
	Additional Street Work Proposed:												
	Street Construction from above								100,000	100,000	100,000	101,200	
	Shell Street								17,600	-			
	Tenth Street-East								-	51,700			
	Third Street-East								20,000	-			
	Prospect								10,000	-			
	Other Streets (see streets detail tab)								-	57,400	201,800		
									-	-	-	-	-
	Total Detail								147,600	209,100	301,800	101,200	

City of Yachats Finance Committee
5 Year CIP Plan
Cost Estimates

2018-2019 Planning Cycle	2016-17	2016-17	2017-18	2017-18	2018-19	2018-19	Spent as of 10/8/2018							
	Original Capital Plan	Amended Capital Plan	Original Capital Plan	Amended Capital Plan	Original Capital Plan	Amended Capital Plan			5 Year Capital Improvement Planning					
Street Name								Revised 2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Horizon Hill Stabilization	-	-	-	-	-	-		20,000	50,000	-	-	-	-	-
Driftwood	-	-	-	-	-	-		-	60,000	-	-	-	-	-
Second Street-East	38,200	-	38,200	-	-	38,200		-	100,000	-	-	-	-	-
Second Street-West	-	-	-	-	-	-		-	-	-	-	100,000	-	-
Third Street-East	-	-	-	-	10,600	10,600		-	-	20,000	-	-	-	-
Third Street-West	-	-	-	-	30,000	30,000		-	-	-	100,000	-	-	-
Windy Way-West	-	-	-	-	-	-		-	-	50,000	-	-	-	-
Ocean View Dr	-	-	-	-	-	-		-	50,000	-	-	-	-	-
Prospect	-	-	-	-	-	10,000		-	-	10,000	-	-	-	-
Gender Road West								-	-	50,000	-	-	-	-
								-	-	-	-	-	-	-
Beach Ave (5 Yr)	17,100		17,100	-	-	17,100		-	-	-	-	17,100	-	-
Cedar Avenue	-	-	-	-	16,800	16,800		-	-	-	16,800	-	-	-
Eighth Street	12,000	-	-	-	-	-		-	-	-	-	-	-	-
Fifth Street-West	-	-	14,200	-	-	14,200		-	-	-	14,200	-	-	-
First Street-West	26,400	-	26,400	-	-	26,400		-	100,000	-	26,400	-	-	-
Fourth Street-West	-	-	-	-	40,200	40,200		-	-	-	-	40,200	-	-
Greenhill	-	-	-	-	-	-		-	-	-	-	40,100	-	-
Horizon Hill Road (5 Yr)	-	-	-	-	-	-		-	-	-	-	-	101,200	-
King Street - S to 7th	-	-	-	-	-	-		-	-	-	-	29,500	-	-
	-	-	-	-	-	-		-	-	-	-	-	-	-
Ninth Street	12,000	-	-	-	-	-		-	-	-	-	-	-	-
Reeves Circle	-	-	-	-	-	-		-	-	-	-	36,600	-	
Rock Drive	-	-	-	-	-	-		-	-	-	-	-	-	
Seventh Street-East	-	-	-	-	-	-		-	-	-	-	20,100	-	-
Shell Street	-	-	-	-	-	-		-	-	17,600	-	-	-	-
Shellmidden	-	-	-	-	-	-		-	-	-	-	-	-	-
Sixth Street-West	-	-	-	-	-	-		-	-	-	-	18,200	-	-
Surfside Drive	-	-	-	-	-	-		-	-	-	-	-	-	-
Tenth Street-East	-	-	-	-	-	-		-	-	-	51,700	-	-	-
	-	-	-	-	-	-		-	-	-	-	-	-	-
	-	-	-	-	-	-		-	-	-	-	-	-	-
Total	105,700	-	95,900	-	97,600	203,500		20,000	360,000	147,600	209,100	301,800	101,200	

Fund 100 - General Fund Budget, Department 100 Non-Departmental

Historical Data Actual Second Preceding Year 2016-17	First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20 Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
412,534	468,845	400,000	633,048	3-30-0101	Beginning Fund Balance	828,433	828,433	828,433	
12,501	-	-	-	3-30-1500	Interest Earned	-	-	-	
41,171	40,644	50,000	50,000	3-30-4110	Property Taxes - Current Year	45,000	45,000	45,000	Nov; Feb; May. $37,780 as of 4/5.
2,106	1,213	1,000	1,000	3-30-4120	Property Taxes - Prior Years	1,000	1,000	1,000	
10,499	10,933	11,000	11,000	3-30-4210	Business Licenses	11,000	11,000	11,000	
14,170	39,004	38,000	38,000	3-30-4211	Vacation Rental Licenses/Fees	30,000	30,000	30,000	$31,640 as of 4/5. Need to be cognizant of cap impact on number
18,890	19,858	19,000	21,000	3-30-4221	Cable TV Franchise Tax	20,000	20,000	20,000	Quarterly
4,416	4,179	4,000	4,000	3-30-4222	Telephone Franchise Tax	4,000	4,000	4,000	Annually
10,251	14,788	11,000	12,665	3-30-4223	Disposal Franchise Tax	13,000	13,000	13,000	Quarterly
45,592	46,879	44,000	44,000	3-30-4224	Electric Franchise Tax	44,000	44,000	44,000	Monthly
2,716	3,525	2,000	2,000	3-30-4230	Permits & Filing Fees	200	200	200	$175 as of 4/5
1,696	-	-	-	3-30-4235	Fines or Liens	-	-	-	
932,025	1,040,059	950,000	950,000	3-30-4240	Transient Room Tax	950,000	950,000	950,000	$897,816 as of 4/5
5,375	23,934	3,000	8,000	3-30-4490	Other Local Sources	3,000	3,000	3,000	Safe deposit boxes, fat traps, etc.
987	928	1,000	1,000	3/30/4610	Cigarette Tax	700	700	700	$540 as of 4/5
10,162	11,887	10,000	10,500	3-30-4620	Liquor Tax	10,000	10,000	10,000	Monthly
	-	1,200	1,200	3-30-4622	Marijuana Tax	3,000	3,000	3,000	$505 as of 4/5. Increase due to potential taxes from dispensary
17,138	15,403	8,000	8,600	3-30-4630	State Revenue Share	9,000	9,000	9,000	Aug; Nov; Feb. $8900 as of 4/5
176	6,889	-	-	3-30-4690	Other State Sources	-	-	-	
-	-	13,000	13,000	3-30-4810	Admin Reimbursement - URD	13,000	13,000	13,000	900-100
3,143	26,534	-	-	3-30-4852	Earnings from Temporary Investments	-	-	-	
1,133,015	1,306,657	1,166,200	1,175,965		Total Revenue	1,156,900	1,156,900	1,156,900	
79,777	46,500	35,000	35,000	5-60-7121	Interfund Transfer - Street Operations	-	2,000	2,000	621-100, previously 600-121
-	106,000	-	-	5-60-7121	Interfund Transfer - Street Projects	-	-	-	150-121
54,248	24,750	20,580	20,580	5-60-7122	Interfund Transfer - Library Operations	27,549	27,549	27,549	240-122
-	-	42,500	42,500	5-60-7122	Interfund Transfer - Library Projects	60,585	60,585	60,585	150-122

2,288	38,800	3,225	3,225	5-60-7123	Interfund Transfer - Museum Operations	5,279	5,279	5,279	240-123
-	-	-	-	5-60-7123	Interfund Transfer - Museum Projects	-	-	-	150-123
125,437	76,800	93,000	93,000	5-60-7124	Interfund Transfer - Commons	120,380	120,380	120,380	240-124
-	-	-	-	5-60-7124	Interfund Transfer - Commons Projects	-	-	-	150-124
-	16,600	9,125	9,125	5-60-7127	Interfund Transfer - Parks & Trails Operations	5,888	5,888	5,888	240-125
362,315	403,901	369,000	369,000	5-60-7125	Interfund Transfer - Visitor Amenities	370,500	370,500	370,500	120-100
23,232	-	-	-	5-60-7126	Interfund Transfer - Capital Reserve	-	-	-	
-	-	-	-	5-60-7130	Interfund Transfer - Pers Xtra Reserve	-	-	-	
-	-	-	-	5-60-7172	Interfund Transfer - Sewer Debt Fund	-	-	-	155-017
-	-	-	-	5-60-7172	Interfund Transfer - GO Bond Debt Reserve	-	-	-	155-018
-	-	37,000	37,000	5-60-7174	Interfund Transfer - Storm Drains - Operations	-	-	-	630-100
30,200	27,800	2,000	2,000	5-60-7174	Interfund Transfer - Storm Drains - Projects	44,663	44,663	44,663	150-130
-	31,000	40,000	40,000	5-60-7175	Interfund Transfer - City Hall Projects	20,000	20,000	20,000	150-101
677,497	772,151	651,430	651,430		Total Interfund Transfers	654,844	656,844	656,844	
455,518	534,506	514,770	524,535		Available for Department Expenses	502,057	500,057	500,057	
(399,207)	(383,382)	(440,000)	(361,300)		Department 101 - City Hall	(454,500)	(454,500)	(454,500)	100-101
-	(8,568)	(26,200)	(15,400)		Department 102 - 501 Building	(32,727)	(32,727)	(32,727)	100-108
-	21,647	-	47,550		Department 107 - Amenities/Marketing	-	-	-	100-107
(399,207)	(370,303)	(466,200)	(329,150)		Total Department Expenses	(487,227)	(487,227)	(487,227)	
468,845	633,048	448,570	828,433		Ending Fund Balance	843,263	841,263	841,263	

Fund 100 - General Fund Budget, Department 101 City Hall

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	
174,690	103,143	115,000	106,000	5-10-5160	**Allocated Wages, Benefits & PR Taxes**	115,000	115,000	115,000	
3,275	3,846	10,000	7,000	5-20-5209	Emergency Prep & Public Safety	7,000	7,000	7,000	
5,607	5,457	9,000	6,000	5-20-5210	Dues/Memberships/Fees	9,000	9,000	9,000	
22,243	33,100	80,000	25,000	5-20-5212	Code Enforcement	80,000	80,000	80,000	
1,553	325	2,000	2,000	5-20-5213	Education - Council & Commissions	2,000	2,000	2,000	
5,408	6,272	8,000	9,000	5-20-5222	Insurance	9,000	9,000	9,000	
9,095	13,626	10,000	6,500	5-20-5240	Office Materials & Supplies	10,000	10,000	10,000	
2,605	2,997	3,000	2,800	5-20-5251	Office Phone/Cell/DSL	3,000	3,000	3,000	
5,156	2,245	3,000	1,600	5-20-5252	Office Utilities	2,000	2,000	2,000	
-	60	200	-	5-20-5253	Postage	200	200	200	
665	900	5,000	6,000	5-20-5255	Education & Training	7,000	7,000	7,000	
-	11,850	10,000	8,000	5-20-5259	IT Vendor Support	18,500	18,500	18,500	Includes a new server, a third of annual software costs
60,910	52,601	30,000	28,000	5-20-5260	Professional Services	30,000	30,000	30,000	
4,303	4,000	4,000	4,000	5-20-5261	Auditor	4,000	4,000	4,000	
-	38,566	40,000	41,000	5-20-5264	City Planner	40,000	40,000	40,000	
3,292	4,080	7,000	9,000	5-20-5270	Travel	10,000	10,000	10,000	
1,696	1,916	2,000	2,000	5-20-5311	Equipment Rental	2,000	2,000	2,000	
7,140	8,759	7,000	7,000	5-20-5320	Yard Debris Dumpster	7,000	7,000	7,000	
8,726	5,585	5,000	1,200	5-20-5330	Building or Land Maintenance	5,000	5,000	5,000	
-	1,815	2,000	1,000	5-20-5335	Custodial Support/Supplies	2,000	2,000	2,000	
10,841	16,603	-	-	5-20-5411	Street Lighting	-	-	-	
748	4,128	1,000	800	5-20-5422	Legal Notices	1,000	1,000	1,000	
41,050	39,400	39,000	47,000	5-20-5439	Miscellaneous Public Services	50,000	50,000	50,000	Donations to various groups submitted & approved through the budget process
6,220	2,717	6,000	1,000	5-20-5440	Office Expense - Other	1,500	1,500	1,500	$286 on 4/4. Line Item contain credit card charges. CM advises leaving as is do to changes to Civic Rec software
17,800	17,800	17,800	17,800	5-20-5445	Rent Allocation - Buildings	17,800	17,800	17,800	Rent City Hall pays to Commons
1,348	-	3,000	-	5-20-5470	Equipment Repair/Maintenance	500	500	500	

4,838	1,591	3,000	3,600	5-20-5490	Materials & Services - Other	5,000	5,000	5,000	$2,275 as of 4/5. Line Item contains Credit card fees, event hosting meals, GASB 75 Fee, records reports, payment of 1099 & W2
224,517	280,238	307,000	237,300		**Total Materials & Services**	323,500	323,500	323,500	
-	-	-	-	5-40-5641	Capital Outlay - Equipment	-			
							-	-	
		18,000	18,000	5-50-5800	**Contingencies**	16,000	16,000	16,000	
(399,207)	(383,382)	(440,000)	(361,300)		Net Department Revenue (Expense)	(454,500)	(454,500)	(454,500)	

Fund 100 - General Fund Budget, Department 102 501 Bldg

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	A determination will be made on maintaining the expenses of City Hall when appropriate
-	-	11,700	6,500	5-10-5160	Allocated Wages, Benefits & PR Taxes	11,700	11,700	11,700	
-	2,277	2,500	2,500	5-20-5222	Insurance	2,500	2,500	2,500	
-	-	-	-	5-20-5240	Office Materials & Supplies	-	-	-	
-	-	-	-	5-20-5251	Office Phone/Cell/DSL	-	-	-	
-	3,242	3,000	1,200	5-20-5252	Office Utilities	1,500	1,500	1,500	
-	3,049	8,000	5,200	5-20-5330	Building or Land Maintenance	16,027	16,027	16,027	2017 IFMA $3.50/sq ft for general maintenance. 501 Bldg 4579 sq ft per insurance. Although currently vacant the bldg is in need of maintenance.
-	-	1,000	-	5-20-5335	Custodial Support/Supplies	1,000	1,000	1,000	
-	8,568	14,500	8,900		**Total Materials & Services**	21,027	21,027	21,027	
-									
-	-	-	-	5-40-5641	Capital Outlay - Equipment	-	-	-	
-									
-	-	-	-	5-50-5800	Contingencies	-	-	-	
-									
-	(8,568)	(26,200)	(15,400)		Net Department Revenue (Expense)	(32,727)	(32,727)	(32,727)	

Fund 100 - General Fund Budget, Department 107 Marketing & Amenities

Historical Data: Actual Second Preceding Year 2016-17	Actual First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
120,130	120,000	138,000	138,000	3-60-4862	OP Transfer - Marketing/Amenities	116,600	116,600	116,600	120-100
801					Other Revenue				
120,931	120,000	138,000	138,000		**Total Revenue**	116,600	116,600	116,600	
800	-	6,500	850	5-10-5160	**Allocated Labor**	1,500	1,500	1,500	
67,217	64,765	65,000	65,000	5-20-5202	Visitor Center Operations	65,000	65,000	65,000	Contract in place from 1/18 - 6/30/2020
750	10,750	5,000	1,000	5-20-5214	Marketing Grants; Programs; Events	5,000	5,000	5,000	
12,746	10,393	16,650	8,100	5-20-5220	Marketing and Website	20,250	20,250	20,250	
8,939	-	-	-	5-20-5224	Trails	-	-	-	
19,389	-	20,000	-	5-20-5260	Professional Services	-	-	-	
1,750	2,000	2,000	2,000	5-20-5320	Fireworks	2,000	2,000	2,000	
-	-	12,850	5,000	5-20-5280	City Beautification	12,850	12,850	12,850	Due to unexpected circumstances, the City Manager would like to request the same amount of funding as FY19
9,340	10,445	5,000	3,500	520-5490	Materials & Services - Other	5,000	5,000	5,000	$2,000 used as of 4/5. Line item contains Mowing, portable toilets, groundskeeping
-	-	5,000	5,000	5-20-5439	Cape Perpetua Support	5,000	5,000	5,000	
120,131	98,353	131,500	89,600		**Total Materials & Services**	115,100	115,100	115,100	
-	-	-	-	5-40-7922	Visitor Amenities Capital Outlay	-	-	-	
120,931	98,353	138,000	90,450		Total Expenses	116,600	116,600	116,600	
-	21,647	-	47,550		Net Department Revenue (Expense)	-	-	-	

Y18/19 City of Yachats Visitor Center Annual Advertising Budge

	Proposed	Revised per Budget Committee	**FY19/20 Proposed**
Oregon Coast Magazine &	$ 3,625.00	$ 3,625.00	$ 3,625.00

Oregon Coast Visitors Association	$ 3,650.00	$ 3,650.00	$ 3,650.00
Travel Oregon:	$ 1,250.00	$ 1,250.00	$ 1,250.00
Willamette Living (+ Portland Monthly & Salem	$ 2,325.00	$ 2,325.00	$ 2,325.00
Design:	$ 1,000.00	$ 1,000.00	$ 1,000.00
Public Radio Ads Packages:	$ 3,000.00	$ 3,000.00	$ 3,000.00
Social Media:	$ 3,600.00	$ -	$ 3,600.00
Social Media Contest Software:	$ 400.00	$ 400.00	$ 400.00
Photography and Videography:	$ 1,400.00	$ 1,400.00	$ 1,400.00
	$20,250.00	$ 16,650.00	$ 20,250.00

Fund 120 - Visitor Amenities Fund, Department 100 Non-Departmental

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	
210,031	195,095	118,000	119,446	3-01-0101	Beginning Fund Balance	52,576	52,576	52,576	
1,128	-	-	-	3-30-1500	Interest Earned	-	-	-	
362,315	403,901	369,000	369,000	3-60-4861	Visitor Share - Transient Rental Tax	370,500	370,500	370,500	100-100
363,443	403,901	369,000	369,000		Total Revenue	370,500	370,500	370,500	
(9,573)	(3,950)	(8,820)	(8,820)	5-60-7122	OP Transfer - Library	(11,807)	(11,807)	(11,807)	240-122
(6,864)	(7,800)	(9,675)	(9,675)	5-60-7123	OP Transfer - Museum	(15,836)	(15,836)	(15,836)	240-123
-	(264,000)	-	-	5-60-7126	OP Transfer - Capital Project	-	-	-	150-121; 200-100
-	-	(27,375)	(27,375)	5-60-7127	OP Transfer - Parks & Trails Operations	(17,663)	(17,663)	(17,663)	240-125
-	(60,000)	(60,000)	(60,000)	5-60-7127	OP Transfer - Parks & Trails Projects	(50,000)	(50,000)	(50,000)	150-125
(41,812)	(23,800)	(30,000)	(30,000)	5-60-7124	OP Transfer - Commons	(40,127)	(40,127)	(40,127)	240-124
(120,130)	(120,000)	(138,000)	(138,000)	5-60-7128	OP Transfer - Marketing/Amenities	(116,600)	(116,600)	(116,600)	100-107
(200,000)	-	(50,000)	(50,000)	5-60-7131	OP Transfer - Capital Projects - Streets	(25,000)	(25,000)	(25,000)	150-121
-	-	(112,000)	(112,000)	5-60-7135	OP Transfer - Capital Projects - LLCM	-	-	-	150-123
(378,379)	(479,550)	(435,870)	(435,870)		Total Interfund Transfers	(277,033)	(277,033)	(277,033)	
(14,936)	(75,649)	(66,870)	(66,870)		Net Fund Revenue (Expense)	93,468	93,468	93,468	
195,095	119,446	51,130	52,576		Ending Fund Balance	146,044	146,044	146,044	

Fund 150 - Capital Reserves, Department 100 Non-Departmental

Historical Data Actual Second Preceding Year 2016-17	First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20 Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
					RECAP				
1,443,150	1,838,920	1,600,000	1,535,192	3-30-0101	Beginning Fund Balance	1,911,622	1,911,622	1,911,622	
4,180	17,509	10,000	10,000	3-30-1500	Interest Earned/LID Interest	-	-	-	
323,548	377,662	365,000	365,000	3-30-4245	Food & Beverage Revenue	370,000	370,000	370,000	
5,285	11,358	-	-	3-30-4430	LID Assessments	-	-	-	
17,157	13,936	-	-	3-30-4435	LID Installment Payment Invoices	-	-	-	
15,000	15,800	15,000	15,000	3-30-4480	Anticipated Grants	-	-	-	
-	-	-	-	3-30-4810	Urban Renewal Project Funding	-	-	-	
2,853	-	-	-	3-30-4852	Earnings from Temporary Investments	-	-	-	
368,023	436,264	390,000	390,000		Total Revenue	370,000	370,000	370,000	
-	-	-	-						
(335,000)	(374,949)	(365,000)	(365,000)	5-60-7126	Transfer to Debt Service Reserve	(370,000)	(370,000)	(370,000)	155-176
		(164,668)	(164,668)	5-60-7177	LID Repayments transferred to SDCs	-	(25,294)	(25,294)	160-100
-	(650,000)	-	-	5-60-7176	Interfund Trans Hwy101	-	-	-	200-100
(335,000)	(1,024,949)	(529,668)	(529,668)		Total Transfers	(370,000)	(395,294)	(395,294)	
(26,383)	63	(15,000)	3,297		Department 101 - City Hall	(94,000)	(94,000)	(94,000)	
20,232	(7,114)	-	10		Department 102 - 501 Building	-	-	-	
3,867	377,884	(179,500)	58,550		Department 121 - Streets	(247,000)	(247,000)	(247,000)	
193,547	3,600	(3,900)	32,575		Department 122 - Library	3,600	3,600	3,600	
4,579	39,600	(33,400)	143,502		Department 123 - LLCM Museum	(143,400)	(143,400)	(143,400)	
116,594	(1,477)	(88,000)	(53,217)		Department 124 - Commons Bldg	27,000	27,000	27,000	
-	35,486	8,000	68,000		Department 125 - Parks & Trails Projects	-	-	-	
-	(6,663)	-	2,000		Department 130 - Storm Drains	4,663	4,663	4,663	
(38,999)	(67,308)	(210,000)	76,002		Department 160 - Water	(245,000)	(245,000)	(245,000)	
89,310	(89,114)	(10,000)	185,379		Department 170 - Sewer Plant	(258,000)	(263,000)	(263,000)	
-	-	-	-						
362,747	284,957	(531,800)	516,098		Total Department Projects	(952,137)	(957,137)	(957,137)	
395,770	(303,728)	(671,468)	376,430		Net Fund Revenue (Expense)	(952,137)	(982,431)	(982,431)	

1,838,920	1,535,192	928,532	1,911,622		Ending Fund Balance	959,485	929,191	929,191	

Fund 150 - Capital Reserves, Department 101 City Hall

Historical Data: Actual: Second Preceding Year 2016-17	First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
50,000	45,650	45,000	79,022		**Share of Beginning Balance (MEMO)**	97,319	97,319	97,319	
3,000	31,000	40,000	40,000	3-60-4860	Transfer from General Fund	20,000	20,000	20,000	100-100
3,000	31,000	40,000	40,000		Total Revenue	20,000	20,000	20,000	
29,383	30,937	55,000	36,703	5-40-5641	Capital Outlay - Equipment/IT Projects	114,000	114,000	-	
(26,383)	63	(15,000)	3,297		Net Department Revenue (Expense)	(94,000)	(94,000)	(94,000)	
23,617	45,713	30,000	82,319		**Ending balance prior to 150-100**	3,319	3,319	3,319	

15000	15800		15000	Grant is in Department 100	
7033	17509			Interest in 150-100	
45,650	**79,022**		**97,319**	**Share of Ending Balance (MEMO)**	
				CIP Projects	
				Meter Read Interface	10,000
		20,000		Information System Development	29,000
			15,000	Grant Return	-
		10,000		Hardware Upgrade	-
		20,000	24,903	Web Development	-
		-	-	Office upgrade	75,000
		5,000		Upgrade Emergency Plan	-
		55,000	39,903	total	114,000

Fund 150 - Capital Reserves, Department 102 501 Bldg

Historical Data: Actual Second Preceding Year 2016-17	Actual First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
-	-	(20,000)	(7,114)		**Share of Beginning Balance (MEMO)**	(7,104)	(7,104)	(7,104)	
-	-	-	-	3-60-4864	Bank Purchase Loan Repayment	-	-	-	
-	-	-	-		Total Revenue	-	-	-	
-	7,114	-	(10)	5-40-7922	Capital Outlay -Engineering/etc.	-	-	-	FY20 Capital Accounted for in 150-101
-	7,114	-	(10)		Total Capital Outlay	-	-	-	
-	(7,114)	-	10		Net Department Revenue (Expense)	-	-	-	
-	(7,114)	(20,000)	(7,104)		**Share of Ending Balance (MEMO)**	(7,104)	(7,104)	(7,104)	
20,232	20,232		20,232		Bank Purchase Loan Repayment 2016-2017	20,232			Finance Committee will review 501 Loan Repayment Strategy

Fund 150 - Capital Reserves, Department 121 Streets

Historical Data: Actual Second Preceding Year 2016-17	Historical Data: Actual First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
13,763	17,630	370,000	395,514		**Share of Beginning Balance (MEMO)**	454,064	454,064	454,064	
-	-	-	-		Grant	100,000	100,000	100,000	Small Cities Grant
3,867	-	4,000	4,000	3-60-4864	Street Reserves Generated	3,000	3,000	3,000	621-100 Ops to Reserves
-	-	-	-		Transfer from the General Fund	-	-	-	100-100
-	105,900	10,000	10,000	3-60-4810	Transfer from URD	-	-	-	900-100
-	264,000	50,000	50,000	3-60-4863	Transfer from the Visitor Amenities Fund	25,000	25,000	25,000	120-100
-	4,000	5,000	5,000	3-60-4864	50 Cents per Meter Water	5,000	5,000	5,000	660-100
-	5,000	-	-	3-60-4865	Transfer from Sewer	-	-	-	
-	5,000	5,000	5,000	3-60-4866	50 Cents per Meter Sewer	5,000	5,000	5,000	670-100
3,867	383,900	74,000	74,000		Total Revenue	138,000	138,000	138,000	
-	-	15,000	120	5-10-5160	Capitalized Labor	60,000	60,000	60,000	
-	-	-	-	5-40-5641	Capital Outlay - Equipment	-	-	-	
-	-	-	-	5-40-5644	Capital Outlay - Parking	-	-	-	
-	-	-	275	5-40-5645	Capital Outlay - Gateway Sign	-	-	-	
-	-	50,000	-	5-40-5646	Capital Outlay - Parking; Paving	25,000	25,000	25,000	
	6,016	188,500	15,055	5-40-5647	Capital Outlay - Street Projects	300,000	300,000	300,000	
-	6,016	253,500	15,450		Total Outlay	385,000	385,000	385,000	
3,867	377,884	(179,500)	58,550		Net Department Revenue (Expense)	(247,000)	(247,000)	(247,000)	
17,630	395,514	190,500	454,064		**Share of Ending Balance (MEMO)**	207,064	207,064	207,064	

2018-19 Adopted	2018-19 Estimated	CIP Projects	2019-20
188,500	15,055	Street Projects	300,000
15,000	120	City Crew Labor	60,000
14,000	275	South Gateway Sign	-
50,000	-	Parking/Paving	25,000
267,500	15,450	Total	385,000

Fund 150 - Capital Reserves, Department 122 Library

Historical Data: Actual – Second Preceding Year 2016-17	Historical Data: Actual – First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
16,771	210,318	213,918	213,918		**Share of Beginning Balance (MEMO)**	246,493	246,493	246,493	This full amount is inclusive of the $150,000 Hall Bequest
193,547	3,600	3,600	3,600	3-60-4864	Library Reserves	3,600	3,600	3,600	240-122 From Operations to reserves
			890	3-60-4480	Grant Received	-	-	-	
		42,500	42,500	3-60-4860	Transfer from General Fund	60,585	60,585	60,585	100-100
193,547	3,600	46,100	46,990		Total Revenue	64,185	64,185	64,185	
		6,000	0	5-10-5160	Capitalized Labor	8,000	8,000	8,000	
-	-	44,000	14,415	5-40-7922	Capital Outlay - City Amenities	52,585	52,585	52,585	
-	-	50,000	14,415		Total Outlay	60,585	60,585	60,585	
193,547	3,600	(3,900)	32,575		Net Department Revenue (Expense)	3,600	3,600	3,600	
210,318	213,918	210,018	246,493		**Share of Ending Balance (MEMO)**	250,093	250,093	250,093	

Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	CIP Projects	Proposed 2019-20
44,000	14,415	Relocation/Renovation/Configuration	52,585
6,000	-	City Crew Labor	8,000
50,000	14,415	Total	60,585

Fund 150 - Capital Reserves, Department 123 LLCM

Historical Data: Actual – Second Preceding Year 2016-17	Actual – First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
30,146	34,725	74,000	74,325		**Share of Beginning Balance (MEMO)**	217,827	217,827	217,827	
4,579	4,600	4,600	4,600	3-60-4864	LLMC Reserves	4,600	4,600	4,600	240-123 From Operations to Reserves
-	-	-	27,000	3-60-4864	Commons Reserves	-	-	-	240-124
-	35,000	-	-	3-60-4860	Project transfer from the General Fund	-	-	-	100-100
-	-	112,000	112,000	3-60-4863	Trans From Visitor Amenities	-	-	-	120-100
4,579	39,600	116,600	143,600		Total Revenue	4,600	4,600	4,600	
-	-	1,000	-	5-10-5160	Capitalized Labor	5,000	5,000	5,000	
-	-	149,000	98	5-40-7922	Capital Outlay - City Amenities	143,000	143,000	143,000	
-	-	150,000	98		Total Outlay	148,000	148,000	148,000	
4,579	39,600	(33,400)	143,502		Net Department Revenue (Expense)	(143,400)	(143,400)	(143,400)	
34,725	**74,325**	**40,600**	**217,827**		**Share of Ending Balance (MEMO)**	74,427	74,427	74,427	

		CIP Projects		
149,000	98	Museum Rebuild/Repair	143,000	
1,000	-	City Crew Labor	5,000	
150,000	98	total	148,000	

Fund 150 - Capital Reserves, Department 124 Commons

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19		New Chaves System	2019-20	2019-20	2019-20	
70,000	186,594	190,000	185,117		**Share of Beginning Balance (MEMO)**	131,900	131,900	131,900	
116,594	27,000	27,000	8,500	3-60-4864	Parks and Commons Reserves	27,000	27,000	27,000	240-124 From Operations to Reserves
-	-	-	-	3-60-4860	Project transfer from General Fund	-	-	-	100-100
-	-	-	40,000	3-60-4480	Grant	-	-	-	
116,594	27,000	27,000	48,500		Total Revenue	27,000	27,000	27,000	
-	-	1,500	-	5-10-5160	Capitalized Labor	-	-	-	
-	28,477	113,500	101,717	5-40-7922	Capital Outlay - City Amenities	-	-	-	
-	28,477	115,000	101,717		Total Outlay	-	-	-	
116,594	(1,477)	(88,000)	(53,217)		Net Department Revenue (Expense)	27,000	27,000	27,000	
186,594	185,117	102,000	131,900		**Share of Ending Balance (MEMO)**	158,900	158,900	158,900	

			CIP Projects		
79,500	79,785	31000	New Roof		
34,000	21,932		New Floor		
			Upgrades to Equipment		-
1,500	-		City Crew Labor		-
115,000	101,717			total	-

Fund 150 - Capital Reserves, Department 125 Parks & Trails

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	
-	-	40,000	35,486		**Share of Beginning Balance (MEMO)**	103,486	103,486	103,486	
-	40,000	60,000	60,000	3-60-4863	Visitor Amenities	50,000	50,000	50,000	120-100
-	0	8,000	8,000	3-60-4810	Transfer from URD	-			900-100
-	40,000	68,000	68,000		Total Revenues	50,000	50,000	50,000	
-	-	2,650	-	5-10-5160	Capitalized Labor	5,000	5,000	5,000	
-	4,514	9,850	-	5-40-7922	Capital Outlay - City Amenities	-	-	-	
-	-	-			Ridge Trail	-	-	-	
-	-	47,500	-	5-40-7922	Capital Outlay - Yachats Ocean View Drive Trail	45,000	45,000	45,000	
-	-	-	-		Parking Improvements	-	-	-	
-	4,514	60,000	-		Total Capital Outlay	50,000	50,000	50,000	Funded by Visitor Amenities
-	35,486	8,000	68,000		Net Department Revenue (Expense)	-	-	-	
-	35,486	48,000	103,486		**Share of Ending Balance (MEMO)**	103,486			

Fund 150 - Capital Reserves, Department 130 Storm Drains

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	
-	-	(7,000)	(6,663)		**Share of Beginning Balance (MEMO)**	(4,663)	(4,663)	(4,663)	
		2,000	2,000	3-60-4860	Transfer from General Fund	44,663	44,663	44,663	**100-100**
		2,000	2,000		Total Revenues	44,663	44,663	44,663	
-	6,663	2,000	-	5-40-7922	Capital Outlay - Hanley Culvert	40,000	-	-	
-	-	-	-		Ridge Trail	-	-	-	
					Build Out/Improvements	-	40,000	40,000	
-	6,663	2,000	-		Total Capital Outlay	40,000	40,000	40,000	
-	(6,663)	-	2,000		Net Department Revenue (Expense)	4,663	4,663	4,663	
-	(6,663)	(7,000)	(4,663)		**Share of Ending Balance (MEMO)**	-			

Fund 150 - Capital Reserves, Department 160 Water Plant

Historical Data: Actual – Second Preceding Year 2016-17	Historical Data: Actual – First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
396,623	353,755	290,000	86,448		**Share of Beginning Balance (MEMO)**	162,450	162,450	162,450	Beginning 18/19 Cap Reserve share balance is the net of the Highway 101 as reflected in the Capital Reserve Spreadsheets
133,032	78,000	100,000	100,000	3-60-4864	Water Reserves	100,000	100,000	100,000	660-100
					Transfer from SDC	45,000	45,000	45,000	Backwash per Water Lead; 160-100
133,032	78,000	100,000	100,000		Total Revenues	145,000	145,000	145,000	
		45,250	10,560	5-10-5160	Capitalized Labor	3,000	3,000	3,000	
8,964	69,776	89,000	-	5-40-5641	Capital Outlay - Equipment	114,000	114,000	114,000	
166,936	75,532	175,750	13,438	5-40-5648	Capital Outlay - Water System	273,000	273,000	273,000	
175,900	145,308	310,000	23,998		Total Capital Outlay	390,000	390,000	390,000	
(42,868)	(67,308)	(210,000)	76,002		Net Department Revenue (Expense)	(245,000)	(245,000)	(245,000)	
353,755	286,448	80,000	162,450		**Share of Ending Balance (MEMO)**	(82,551)	(82,550)	(82,550)	
	(200,000)				Transfer to Highway 101				
	86,448		162,450		**Share of Ending Balance (MEMO)**	(82,551)			
					CIP Projects				
		65,000	3,938		W. 3rd Street Waterline	-			
		83,000			Upgrade Water Masterplan	60,000			
		14,250	9,500		Enclose Blackstone Booster Station	-			
		13,500			Radio Read Meter Replacement	-			
					Shop Doors	30,000			
					Backwash Plumbing	45,000			

		Earthquake Valves	60,000
		Water Rate Study	20,000
		Water Plant Systems	48,000
		SCADA System	10,000
44,250	10,560	City Crew Labor	2000
220,000	23,998	Total	275,000
		Equipment	
89,000		Vac Truck - share with WW	89,000
		Truck	25,000
1,000	-	City Crew Labor	1,000
90,000	-	Total	115,000
310,000	23,998	Total	390,000

Fund 150 - Capital Reserves, Department 170 Wastewater Plant

Historical Data: Actual Second Preceding Year 2016-17	Actual First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
723,621	816,800	720,000	277,686		**Share of Beginning Balance (MEMO)**	463,065	463,065	463,065	Beginning 18/19 Cap Reserve share balance is the net of the Highway 101 as reflected in the Capital Reserve Spreadsheets
154,501	80,400	80,000	80,000	3-60-4864	Sewer Reserves	80,000	80,000	80,000	670-100
-	-	150,000	170,000	3-60-4867	Transfer from SDC Fund W/W	-	-	-	160-100
-	-	-	-		Transfer from URD	-	25,000	25,000	900-100
154,501	80,400	230,000	250,000		Total Revenue	80,000	105,000	105,000	
		12,750	1,226	5-10-5160	Capitalized Labor	3,000	3,000	3,000	
1,463	69,776	113,000	-	5-40-5641	Capital Outlay - Equipment	89,000	89,000	89,000	
59,859	99,739	114,250	63,395	5-40-7921	Capital Outlay - Infrastructure	246,000	276,000	276,000	
					Capital Outlay - Crestview Sewer	-	-	-	
61,322	169,514	240,000	64,621		Total Capital Outlay	338,000	368,000	368,000	
93,179	(89,114)	(10,000)	185,379		Net Department Revenue (Expense)	(258,000)	(263,000)	(263,000)	

2016-17	2017-18	2018-19 Adopted	2018-19 Estimated	Description	Proposed	Approved
816,800	727,686	710,000	463,065	**Share of Ending Balance (MEMO)**	205,065	200,065
	(450,000)			Transfer to Highway 101		
	277,686			**Share of Ending Balance (MEMO)**	205,065	200,065
				CIP Projects		
		45,000	62,195	Crestview Wastewater Line		
		55,250	1,200	Pole Building for Equip	80000	
				Sliding Doors UV Bldg	15,000	
				Role-up Doors	30,000	
				Air Valve Acuator	6,000	
				Slide Gate	5,000	
		14,000		Radio Read Meter Replacement	-	
				I&I Basin Rehab	30,000	
				Wastewater Rate Study	20,000	
				Waste Water Plan	90,000	
		10,750	1,226	City Crew Labor	2,000	
		125,000	64,621	Total	278,000	
				Equipment		

24,000		2,000 Gallon Water Truck	
89,000		Vac Truck	89,000
2,000	-	City Crew Labor	1,000
115,000	-	Total	90,000
240,000	64,621	Total	368,000

Fund 155 - Restricted Reserves Department 100 Non-Departmental

RECAP

Historical Data: Actual Second Preceding Year 2016-17	Actual First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Account Name	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
471,487	464,872	450,000	521,356	3-30-0101	Beginning Fund Balance	914,283	914,283	914,283	
2,013	-	2,000	-	3-30-1500	Interest Income	-	-	-	
1,889	-	-	-	3-30-4852	Earnings from Temporary Investments	-	-	-	
3,902	-	2,000	-		Total Revenue	-	-	-	
-	(2,459)	150	150		Department 017 - Revenue Bonds	150	150	150	
(4,853)	(1,427)	(670)	(5,310)		Department 018 - GO Bonds	245	245	245	
(1,762)	60,370	50,267	298,087		Department 176 - Sewer Plant Loans	59,147	59,147	59,147	
					From Fund 60	-	-	-	
		60,000	100,000		Department 168 - South Tank	60,089	60,089	60,089	
(6,615)	56,484	109,747	392,927		Total Department Revenue (Expense)	119,631	119,631	119,631	
(2,713)	56,484	111,747	392,927		Net Fund Revenue (Expense)	119,631	119,631	119,631	
464,872	521,356	559,747	914,283		Ending Fund Balance	1,033,914	1,033,914	1,033,914	

Fund 155 - Restricted Reserves, Department 017 Water Revenue Bond

Historical Data: Actual Second Preceding Year 2016-17	Actual First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
									3.07% Interest, Payoff 3/2032, 2 payments/year. Net Revenues are required to be 1.2x total debt service (gross revenues after expenses - Does not include South Tank Loan per conversation on 4/5/19). **$42,000 required to be set aside in reserve in a Washington Federal Account.**
0	43,000	43,000	43,000	3-60-4866	Transfer from Water System	43,000	43,000	43,000	660-100. Budgeted Fund 60 in the old system.
-	43,000	43,000	43,000		Total Revenue	43,000	43,000	43,000	
0	26,565	14,664	14,664	5-70-5720	Interest Payments	13,792	13,792	13,792	FY20 Interest $13,792 per amoritization schedule
0	18,894	28,186	28,186	5-70-7630	Principal Payments	29,058	29,058	29,058	FY20 Principle $29,058
0	45,459	42,850	42,850		Total Expenses	42,850	42,850	42,850	
0	(2,459)	150	150		Net Department Revenue(Expense)	150	150	150	

Fund 155 - Restricted Reserves, Department 018 GO Water Bond

Historical Data: Actual Second Preceding Year 2016-17	Actual First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
39,473	42,061	43,000	38,554	3-30-4110	Property Taxes - Current Year	44,000	44,000	44,000	3.0% Interest, Payoff 12/2031, 2 payments/year
1,133	950	1,000	806	3-30-4120	Property Taxes - Prior Year	1,000	1,000	1,000	1st payment in Dec is P&I, 2nd Payment is interest only
-	-	-	-		Transfer from the General Fund	-	-	-	
-	-	-	-		Interest Earned	-	-	-	
40,606	43,011	44,000	39,360		Total Revenue	45,000	45,000	45,000	
28,321	15,438	14,670	14,670	5-70-5720	Interest Payments	13,755	13,755	13,755	FY20 Interest $13,755 per amoritization schedule
17,138	29,000	30,000	30,000	5-70-7630	Principal Payments	31,000	31,000	31,000	FY20 Principle $31,000
45,459	44,438	44,670	44,670		Total Debt Service	44,755	44,755	44,755	
(4,853)	(1,427)	(670)	(5,310)		Net Department Revenue(Expense)	245	245	245	

Fund 155 - Restricted Reserves, Department 168 South Tank Loan

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	
									1.0% Interest, Payoff 12/2048, 1 payment/year
-	-	100,000	100,000	3-30-4800	Urban Renewal Contribution	100,000	100,000	100,000	900-100
-	-	100,000	100,000		Total Revenue	100,000	100,000	100,000	7/3/18 IGA requires a $100,000 payment from the URD to the City to repay the South Tank Loan. This is in effect despite the lower amoritization payment. First payment due 12/2019.
-	-	5,600	-	5-70-5720	Interest Payments	15,409	15,409	15,409	$15,408.64 is FY20 Interest payment per amoritization
-	-	34,400	-	5-70-7630	Principal Payments	24,502	24,502	24,502	$24,501.92 is FY20 Principal payment per amoritization
-	-	40,000	-		Total Debt Service	39,911	39,911	39,911	
-	-	60,000	100,000		Net Department Revenue(Expense)	60,089	60,089	60,089	Finance Committee to review if excess contribution can be applied to early payoff of City loans

Fund 155 - Restricted Reserves, Department 176 Wastewater Plant Loan

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	**2017-18**	**2018-19**	**2018-19**			**2019-20**	**2019-20**	**2019-20**	DEQ - 2.90% Interest, 0.5% Annual fee Payoff 4/2029, 2 payments/year. **A required reserve of $225,687 is required.**
									IFA - Variable Interest ~5.0% Payoff 12/2033, 1 payment/year
95,000	95,000	95,000	95,000	3-30-4800	Urban Renewal Contribution	95,000	95,000	95,000	900-100
-	-	-	-	3-30-1500	Interest Earned	-	-	-	
-	-	-	-	3-30-4852	Earnings from Temporary Investments	-	-	-	
80,000	40,000	40,000	40,000	3-60-4873	Sewer SDC Transfers	40,000	40,000	40,000	160-100
335,000	374,949	365,000	365,000	3-60-4875	Capital Reserve Transfers (F&B Tax)	370,000	370,000	370,000	150-100
-	60,000	60,000	60,000	3-60-4865	Transfer from Sewer Fund	60,000	60,000	60,000	670-100
-	-	-	-		Transfer from Sewer Debt Fund	-	-	-	
-	-	-	-		Transfer from General Fund	-	-	-	
510,000	569,949	560,000	560,000		Total Revenue	565,000	565,000	565,000	
138,367	129,254	120,000	61,127	5-70-5720	Interest Payments - DEQ	110,221	110,221	110,221	FY20 Interest payment per amoritization
311,993	321,106	331,000	164,053	5-70-7630	Principal Payments - DEQ	340,139	340,139	340,139	FY20 Principal payment per amoritization
23,469	21,887	22,000	-	5-70-7638	DEQ Fees	18,581	18,581	18,581	FY20 Fee payment per amoritization
17,706	19,518	18,806	18,806	5-70-7640	Interest Payments - IFA	18,986	18,986	18,986	FY20 Interest payment per amoritization
20,227	17,814	17,927	17,927	5-70-7642	Principal Payments - IFA	17,926	17,926	17,926	FY20 Principal payment per amoritization
511,762	509,579	509,733	261,913		Total Debt Service	505,853	505,853	505,853	
(1,762)	60,370	50,267	298,087		Net Department Revenue(Expense)	59,147	59,147	59,147	Finance Committee to review loans and determine whether early payoff of the IFA loan is in the best interst of the City.

Budgeted in Fund 76 in the old system

Fund 160 - System Development Charges, Department 100 Non-Departmental

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19		New Chaves System	2019-20	2019-20	2019-20	
219,810	149,074	185,000	236,321	3-01-0101	Beginning Fund Balance	355,332	355,332	355,332	
-	-	-	-	3-30-1500	Interest Earned	-	-	-	
14,719	15,776	7,000	20,000	3-30-4341	Water Improvements	15,000	15,000	15,000	$20,553 as of 4/4, 3 year avg is $16,800
12,206	21,432	10,000	32,000	3-30-4342	Water Reimbursements	20,000	20,000	20,000	$33,163 as of 4/4, 3 year avg is $21,879
42,766	61,922	30,000	81,029	3-30-4343	Sewer Reimbursements	60,000	60,000	60,000	$83,139 as of 4/4, 3 year avg is $61,906
13,442	28,119	10,000	18,513	3-30-4344	Storm Drain Improvements	19,000	19,000	19,000	$18,838 as of 4/4, 3 year avg is $20,025
1,129	-	-	-	3-30-4852	Earnings on Temporary Investments	-	-	-	
-	-	10,000	10,000	3-30-4435	CY LID Repayments - Principal	10,000	10,000	10,000	$14,946 as of 4/4, no avg
-	-	4,000	2,800	3-30-4430	CY LID Repayments - Interest	-	-	-	$2,814 as of 4/4, no avg
-	-	164,668	164,668	3-60-4875	LID repayments transferred from Reserves	-	25,294	25,294	150-100
84,263	127,248	235,668	329,010		Total Revenue	124,000	149,294	149,294	
-	-	-	-	5-50-8000	Reserved for Future Expenditures	-	-	-	
(75,000)	-	-	-	5-60-7121	Transfer to Highway 101 Project	-	-	-	
(80,000)	(40,000)	(40,000)	(40,000)	5-60-7129	Transfer to Debt Reserves	(40,000)	(40,000)	(40,000)	155-176
					Transfer to Capital Reserves Water	(45,000)	(45,000)	(45,000)	150-160
-	-	(150,000)	(170,000)	5-60-7126	Transfer to Capital Reserves WW	-	-	-	150-170
(70,737)	87,248	45,668	119,010		Net Fund Revenue (Expense)	39,000	64,294	64,294	
149,074	236,321	230,668	355,332		Ending Fund Balance	394,332	419,626	419,626	

Fund 200 - Highway 101 Construction, Department 100 Non-Departmental

Historical Data - Actual - Second Preceding Year 2016-17	Historical Data - Actual - First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20 - Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
435,221	(499,559)	(75,000)	2,950	3-30-0101	Beginning Fund Balance	2,950	2,950	2,950	Finance Committee will research where funds should be placed.
1,336	-	-	-		Interest Earned	-	-	-	
913	-	-	-		Earnings from Temporary Investments	-	-	-	
1,000,000	-	20,000	-	3-30-4490	2nd ODOT Grant Highway 101	-	-	-	
-	-	-	-		Additional ODOT Grant	-	-	-	
-	490,144	365,000	-		ODOT Storm Drain Funding	-	-	-	
-	-	-	-	3-30-4852	Earnings from Temporary Investments	-	-	-	
75,000	-	-	-	3-30-4864	Operating Transfer from SDC's	-	-	-	
146,000	46,000	46,000	-	3-30-4866	Urban Renewal Contribution	-	-	-	900-100
-	650,000	650,000	-	3-60-4875	Transfers from Capital Reserve Fund	-	-	-	
-	-	-	-		Transfer from Streets Fund	-	-	-	150-100
-	-	-	-		Transfer from Storm Drain Fund	-	-	-	
200,000	-	-	-		Transfer from Visitor Amenities	-	-	-	
1,423,249	1,186,144	1,081,000	-		Total Revenue	-	-	-	
-	-	-	-	3-60-4869	Underground Utility Transfer - TBD	-	-	-	
1,423,249	1,186,144	1,081,000	-		Total Revenue	-	-	-	
-	-	-	-	5-10-5160	Allocated Labor	-	-	-	
-	-	-	-		Personnel Services	-	-	-	
-	-	-	-		Capital Outlay	-	-	-	
-	-	-	-		OP Transfer to Reserves	-	-	-	
(1,617,832)	(683,635)	(356,000)	-	5-40-7923	Capital Outlay - Streets/Sidewalks	-	-	-	
(546,636)	-	-	-	5-40-7922	Capital Outlay - Underground Utilities	-	-	-	
-	-	-	-	5-40-7924	Capital Outlay - Underground Utilities	-	-	-	
-	-	-	-		Capital Outlay - Sewer Line	-	-	-	
-	-	-	-		Capital Outlay - Waterlines	-	-	-	
(193,561)	-	-	-	5-40-7927	Capital Outlay - Storm Drains	-	-	-	

-	-	-	-	5-50-8000	Reserved for Future Expenditures	-	-	-	
(2,358,029)	(683,635)	(356,000)	-		Total Expenditures	-	-	-	
(934,780)	502,509	725,000	-		Net Fund Revenue (Expense)	-	-	-	
(499,559)	2,950	650,000	2,950		Ending Fund Balance	2,950	2,950	2,950	

Fund 240 - City Amenities, Departments 100-125 Library, LLCM, Commons, Parks & Trails

Fund 240 City Amenities 2018-2019 Fiscal Budget **RECAP**
Department 100 Non-Departmental

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	
5,527	(15,519)	5,000	500	3-30-0101	Beginning Fund Balance	55,411	55,411	55,411	
451	3,009	-	6,450		Department 122 - Library	-	-	-	
842	1,557	-	4,547		Department 123- LLCM	-	-	-	
(22,339)	2,967	-	26,414		Department 124- Commons	-	-	-	
-	8,486	-	17,500		Department 125- Parks & Trails	-	-	-	
(15,519)	500	5,000	55,411		Ending Fund Balance	55,411	55,411	55,411	

Fund 240 - City Amenities, Department 122 Library

Historical Data - Actual - Second Preceding Year 2016-17	First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes: Submitted by Library w/input from City Manager on Maintenance
151,562	2,121	2,000	2,200	3-30-4480	Gifts and Donations	2,000	2,000	2,000	
1,050	1,000	1,000	1,000	3-30-4690	Other State Sources	1,000	1,000	1,000	
152,612	3,121	3,000	3,200		Total External Revenue	3,000	3,000	3,000	
54,248	24,750	20,580	20,580	3-60-4860	General Fund Support (85%) 70% per Budget Committee	27,549	27,549	27,549	100-100
9,573	3,950	8,820	8,820	3-60-4864	Visitor Amenitites Support (15%) (30% per Budget Committee)	11,807	11,807	11,807	120-100
63,821	28,700	29,400	29,400		Total Internal Support	39,356	39,356	39,356	
216,433	31,821	32,400	32,600		**Total Resources**	42,356	42,356	42,356	
243	488	2,000	1,000	5-10-5160	**Allocated Labor**	2,000	2,000	2,000	
789	981	1,000	1,200	5-20-5222	Insurance	1,500	1,500	1,500	
1,503	1,531	1,400	1,500	5-20-5251	Office Phone/Cell/DSL	1,500	1,500	1,500	
1,678	1,795	1,600	1,300	5-20-5252	Office Utilities	1,400	1,400	1,400	
-	-	1,500	400	5-20-5282	Software/Hardware	3,500	3,500	3,500	Includes cost of Firewall
2,681	1,719	4,000	750	5-20-5313	Equipment Repair	5,000	5,000	5,000	
2,772	2,969	4,000	3,000	5-20-5320	Children's Books/Programs	4,000	4,000	4,000	
2,291	5,629	2,500	3,800	5-20-5330	Building or Land Maintenance	7,056	7,056	7,056	2017 IFMA $3.50/sq ft budget for general maintenance. Library 2016 sq feet per insurance
	1,433	1,500	1,100	5-20-5340	Operating Materials and Supplies	1,500	1,500	1,500	
7,744	7,780	7,500	8,000	5-20-5345	Books and Periodicals	8,000	8,000	8,000	
2,733	887	1,800	500	5-20-5490	Materials and Services Other	3,300	3,300	3,300	
22,193	24,724	26,800	21,550		**Total Materials and Services**	36,756	36,756	36,756	

193,547	3,600	3,600	3,600	5-60-7126	Interfund Transfer - Capital Reserve	3,600	3,600	3,600	150-122
216,433	31,821	32,400	32,600		Total Resources	42,356			
243	488	2,000	1,000		Total Personnel Services	2,000			
22,193	24,724	26,800	21,550		Total Material & Services	36,756			
193,547	3,600	3,600	3,600		Total Capital Reserve Transfers	3,600			
215,982	***28,812***	***32,400***	***26,150***		***Total Expenditures***	***42,356***			
451	3,009	-	6,450		Total Department Revenue (Expense)	-	-	-	

Fund 240 - City Amenities, Department 123 LLCM

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	Submitted by LLC&M w/input from City Manager on Maintenance
2,024	1,961	2,000	1,500	3-30-4335	Rents or Fees	1,500	1,500	1,500	
260	293	-	148	3-30-4460	Inventory Sale	-	-	-	
1,296	1,317	1,000	1,600	3-30-4480	Gifts and Donations	1,400	1,400	1,400	
-	-	-	-	3-30-4690	Other State Sources	-	-	-	
3,580	3,571	3,000	3,248		Total External Revenue	2,900	2,900	2,900	
2,288	3,800	3,225	3,225	3-60-4860	General Fund Support (25%)	5,279	5,279	5,279	100-100
6,864	7,800	9,675	9,675	3-60-4864	Visitor Amenitites Support (75%)	15,836	15,836	15,836	120-100
9,152	11,600	12,900	12,900		Total Internal Support	21,114	21,114	21,114	
12,732	15,171	15,900	16,148		**Total Resources**	24,014	24,014	24,014	
-	1,459	2,500	612	5-10-5160	**Allocated Labor**	2,500	2,500	2,500	
172	178	200	178	5-20-5220	Marketing/Road Sign	200	200	200	
928	925	1,000	925	5-20-5222	Insurance	1,100	1,100	1,100	
652	553	700	443	5-20-5251	Office Phone/Cell/DSL	600	600	600	
1,545	1,675	1,400	1,387	5-20-5252	Office Utilities	1,400	1,400	1,400	
-	-	-	-	5-20-5313	Equipment Repair	-	-	-	
794	903	500	556	5-20-5330	Building or Land Maintenance	9,114	9,114	9,114	2017 IFMA $3.50/sq ft budget for general maintenance. LLCM 2604 sq feet per insurance
149	-	1,000	-	5-20-5345	Inventory Purchases	1,000	1,000	1,000	
2,996	2,938	3,000	2,518	5-20-5421	Parks/Grounds Maintenance	3,000	3,000	3,000	
-	50	500	50	5-20-5440	Equipment & Furnishings	100	100	100	
75	332	500	332	5-20-5490	Materials and Services Other	400	400	400	
7,311	7,555	8,800	6,389		**Total Materials and Services**	16,914	16,914	16,914	
4,579	4,600	4,600	4,600	5-60-7126	**Interfund Transfer - Capital Reserve**	4,600	4,600	4,600	150-123
12,732	15,171	15,900	16,148		Total Resources	24,014			

-	1,459	2,500	612		Total Personnel Services	2,500			
7,311	7,555	8,800	6,389		Total Material & Services	16,914			
4,579	4,600	4,600	4,600		Total Capital Reserve Transfers	4,600			
11,890	***13,614***	***15,900***	***11,601***		***Total Expenditures***	***24,014***			
842	1,557	-	4,547		Total Department Revenue (Expense)	-	-	-	

Fund 240 - City Amenities, Department 124 Commons Building

Historical Data Actual Second Preceding Year 2016-17	First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20 Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
25,721	28,462	22,000	25,500	3-30-4335	Rents or Fees	26,000	26,000	26,000	
17,800	17,800	17,800	17,800	3-30-4460	City Hall Rental Income	17,800	17,800	17,800	
391	-	-	-	3-30-4480	Gifts and Donations	-	-	-	
-	-	-	-	3-30-4690	Other State Sources	-	-	-	
43,912	46,262	39,800	43,300		Total External Revenue	43,800	43,800	43,800	
125,437	76,800	93,000	93,000	3-60-4860	General Fund Support (75%)	120,380	120,380	120,380	100-100
41,812	23,800	30,000	30,000	3-60-4864	Visitor Amenities Support (25%)	40,127	40,127	40,127	120-100
167,249	100,600	123,000	123,000		Total Internal Support	160,506	160,506	160,506	
211,161	146,862	162,800	166,300		**Total Resources**	204,306	204,306	204,306	
18,623	39,766	40,000	32,000	5-10-5160	**Allocated Labor**	40,000	40,000	40,000	
4,484	5,509	5,500	5,000	5-20-5222	Insurance	6,000	6,000	6,000	
253	309	250	276	5-20-5240	Office Materials/Supplies	500	500	500	
2,576	849	1,500	310	5-20-5251	Office Phone/Cell/DSL	1,000	1,000	1,000	
5,927	5,655	5,000	5,000	5-20-5252	Office Utilities	5,000	5,000	5,000	
36,000	37,300	38,000	36,000	5-20-5260	Professional Services	38,000	38,000	38,000	
413	526	550	-	5-20-5317	Tools & Small Equipment	500	500	500	
30,917	15,564	20,000	15,000	5-20-5330	Building or Land Maintenance	50,806	50,806	50,806	2017 IFMA $3.50/sq. ft budget for general maintenance. Commons 14516 sq. feet per insurance
12,309	11,061	14,500	19,000	5-20-5335	Custodial Support/Supply	25,000	25,000	25,000	Increased Custodial Service
4,025	-	-	-	5-20-5421	Parks/Grounds Maintenance	-	-	-	
	-	-	-	5-20-5440	Equipment & Furnishings	-	-	-	
1,379	356	500	300	5-20-5490	Materials and Services Other	500	500	500	
98,282	77,130	85,800	80,886		**Total Materials and Services**	127,306	127,306	127,306	
-	-	-	-	5-40-7922	Capital Outlay City Amenities	-	-	-	
-	-	10,000	-	5-50-5800	Contingencies	10,000	10,000	10,000	

116,594	27,000	27,000	27,000	5-60-7126	**Interfund Transfer - Capital Reserve**	27,000	27,000	27,000	150-124
211,161	146,862	162,800	166,300		Total Resources	204,306			
18,623	39,766	40,000	32,000		Total Personnel Services	40,000			
98,282	77,130	85,800	80,886		Total Material & Services/Conting.	137,306			
-	-	-	-		Total Capital Reserves Transfers	27,000			
116,906	***116,895***	***125,800***	***112,886***		***Total Expenditures***	***204,306***			
(22,339)	2,967	-	26,414		Total Department Revenue (Expense)	-	-	-	

Fund 240 - City Amenities, Department 125 Parks & Trails

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	Submitted by Trails Committee
-	87	500	-	3-30-4335	Rents or Fees	-	-	-	
-	-	-	-	3-30-4480	Gifts and Donations	-	-	-	
-	-	-	-	3-30-4690	Other State Sources	-	-	-	
-	87	500	-		Total External Revenue	-	-	-	
-	16,600	9,125	9,125	3-60-4860	General Fund Support (25%)	5,888	5,888	5,888	100-100
-	20,000	27,375	27,375	3-60-4863	Visitor Amenitites Support (75%)	17,663	17,663	17,663	120-100
-	36,600	36,500	36,500		Total Internal Support	23,550	23,550	23,550	
-	36,687	37,000	36,500		**Total Resources**	23,550	23,550	23,550	
-	1,845	6,000	3,000	5-10-5160	**Allocated Labor**	3,000	3,000	3,000	City labor to pick up weed piles
-	-	-	-	5-20-5222	Insurance	3,000	3,000	3,000	Gerdemann Trail, volunteer coverage
-	-	-	-		Dues/Memberships/fees	3,000	3,000	3,000	Trail Conferences, Training Registration, Training Accomadation - Acct: 5-20-5210 - outlined FY20
-	-	-	-		Travel	1,500	1,500	1,500	Conferences, Training Travel, Loal road travel for trail needs - Acct: 5-20-5270 - outlined FY20
-	9,755	20,000	8,000	5-20-5224	Trails Supplies/Services	2,000	2,000	2,000	Evacuation trail to new fire station. The route, cost, & timeline are all unknown at present.
-	-	-	-	5-20-5240	Office Materials/Supplies	-	-	-	
-	-	-	-	5-20-5251	Office Phone/Cell/DSL	-	-	-	
-	-	-	-	5-20-5252	Office Utilities	3,250	3,250	3,250	Pr-Printing, Etc., permanent outdoor trail maps/signs
-	-	-	-	5-20-5260	Professional Services	300	300	300	Safety/First Aid equipment & training
-	-	-	-	5-20-5317	Tools & Small Equipment	1,500	1,500	1,500	
-	-	1,000	1,500	5-20-5330	Building or Land Maintenance	4,500	4,500	4,500	
-	-	-	-	5-20-5335	Custodial Support/Supply	-	-	-	
-	16,601	10,000	6,500	5-20-5421	Parks/Grounds Maintenance	-	-	-	
-	-	-	-	5-20-5440	Equipment & Furnishings	500	500	500	NYD Peace Hike Buttons
-	-	-	-	5-20-5490	Materials and Services Other	1,000	1,000	1,000	Food & non-alcoholic refreshments for trail volunteers - approxiately 25 events annually, often with 20+ participants

-	26,356	31,000	16,000		**Total Materials and Services**	20,550	20,550	20,550	
-	36,687	37,000	36,500		Total Resources	23,550			
-	1,845	6,000	3,000		Total Personnel Services	3,000			
-	26,356	31,000	16,000		Total Material & Services	20,550			
-	-	-	-		Total Capital Reserves Transfers	-			
-	***28,201***	***37,000***	***19,000***		***Total Expenditures***	***23,550***			
-	8,486	-	17,500		Total Department Revenue (Expense)	-	-	-	

Fund 621 - City Infrastructure, Department 100 Streets

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	
39,599	71,533	42,000	77,630	3-30-0101	Beginning Fund Balance	70,356	70,356	70,356	
43,875	46,969	44,000	41,717	3-30-4650	State Highway Allocation	44,000	44,000	44,000	
-	-	-	-	3-30-4480	Gifts and Donations	-	-	-	
173	-	-	-	3-30-4852	Earnings from Temporary Investments	-	-	-	
-	-	-	-		Urban Renewal Contribution	-	-	-	
-	-	-	-	3-30-4690	Other State Sources	-	-	-	
44,048	46,969	44,000	41,717		Total External Revenue	44,000	44,000	44,000	
79,777	46,600	35,000	35,000	3-60-4861	General Fund Support	-	2,000	2,000	100-100
79,777	46,600	35,000	35,000		Total Internal Support	-	2,000	2,000	
123,825	93,569	79,000	76,717		**Total Revenue**	44,000	46,000	46,000	
54,333	37,812	33,000	34,500	5-10-5160	**Allocated Labor**	40,000	40,000	40,000	
1,268	4,076	4,500	2,200	5-20-5222	Insurance	4,500	4,500	4,500	
-		1,500	220	5-20-5311	Equipment Lease	1,500	1,500	1,500	tool rentals if our equip fails
3,799	2,839	4,200	4,700	5-20-5312	Equip - Fuel/Tires/Parts	4,500	6,500	6,500	
1,438	1,934	2,000	31	5-20-5313	Equipment Repair	2,000	2,000	2,000	
609	1,033	1,500	-	5-20-5317	Tools & Small Equipment	1,500	1,500	1,500	saw blades & small tools
-	-	14,000	18,500	5-20-5411	Street Lighting	18,500	18,500	18,500	
-	-	3,000	2,300	5-20-5258	Engineering	4,000	4,000	4,000	
430	2,413	-		5-20-5341	Plant/System Operations	-	-	-	
-	-	2,500	2,000	5-20-5361	System Parts	3,500	3,500	3,500	replacement signs & coldpatch
-	-	500	40	5-20-5362	System Consumables	500	500	500	Cones
26,147	33,365	2,000	-	5-20-5353	Outside Services	5,000	5,000	5,000	street sweeper
-	-	20,000	15,500	5-20-5474	Mow & Trimming	20,000	20,000	20,000	Mowing side of streets
-	-	5,000	-	5-20-5476	Tree Trimming/Removal	5,000	5,000	5,000	
33,691	45,660	60,700	45,491		**Total Materials and Services**	70,500	72,500	72,500	

-	-	-	-	5-40-7921	Capital Outlay City Amenities	-	-	-	
					Transfer to Highway 101 Fund	-	-	-	
3,867	4,000	4,000	4,000	5-60-7126	Interfund Transfer - Capital Reserve	3,000	3,000	3,000	150-121
3,867	4,000	4,000	4,000		Total Transfers	3,000	3,000	3,000	
31,934	6,097	(18,700)	(7,274)		Net Fund Revenue (Expense)	(69,500)	(69,500)	(69,500)	
71,533	77,630	23,300	70,356		Ending Fund Balance	856	856	856	

Fund 630 - City Infrastructure, Department 100 Storm Drains

Historical Data: Actual: Second Preceding Year 2016-17	Historical Data: Actual: First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
57,139	80,252	75,000	86,393	3-30-0101	Beginning Fund Balance	101,393	101,393	101,393	
-	-	-	-	3-30-4852	Earnings from Temporary Investments	-	-	-	
30,200	27,800	37,000	37,000	3-60-4861	General Fund Support	-	-	-	100-100
-	-	-	-		Urban Renewal Support	-	-	-	
30,200	27,800	37,000	37,000		Total Internal Support	-	-	-	
1,632	14,546	25,000	21,000	5-10-5160	**Allocated Labor**	30,000	30,000	30,000	
-	-	-	-	5-20-5222	Insurance	-	-	-	
-	-	-	-	5-20-5311	Equipment Lease	-	-	-	
-	-	-	-	5-20-5312	Equip - Fuel/Tires/Parts	-	-	-	
-	-	1,500	1,000	5-20-5313	Equipment Repair	1,500	1,500	1,500	
-	894	1,500	-	5-20-5317	Tools & Small Equipment	1,500	1,500	1,500	
5,456	6,218	-	-	5-20-5341	System Operations	-	-	-	
-	-	6,000	-	5-20-5361	Storm Drain Parts	6,000	6,000	6,000	culverts, catch basins, misc.
-	-	500	-	5-20-5362	Storm Drain Consumables	500	500	500	
-	-	2,500	-	5-20-5363	Storm Drain Outside Services	2,500	2,500	2,500	contractor services
5,456	7,113	12,000	1,000		**Total Materials and Services**	12,000	12,000	12,000	
-	-	-	-	5-40-7921	Capital Outlay City Amenities	-	-	-	
-	-	-	-		Transfer to Highway 101 Fund	-	-	-	
-	-	-	-	5-60-7126	Interfund Transfer - Capital Reserve	-	-	-	
-	-	-	-		Total Transfers	-	-	-	
23,112	6,141	-	15,000		Net Fund Revenue(Expense)	(42,000)	(42,000)	(42,000)	

80,252	86,393	75,000	101,393		Ending Fund Balance	59,393	59,393	59,393	

Fund 660 - City Infrastructure, Department 100 Water System

Historical Data Actual Second Preceding Year 2016-17	First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20 Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
101,599	19,333	17,000	142,422	3-30-0101	Beginning Fund Balance	248,072	248,072	248,072	
54	-	-	-	3-30-1500	Interest Earned	-	-	-	
566,083	617,693	606,000	687,000	3-30-4310	Water Service	606,000	606,000	606,000	Water Revenues
37,756	39,123	37,000	45,500	3-30-4312	Capital Reserve Fee	37,000	37,000	37,000	
(4,456)	(4,856)	(3,500)	(2,000)	3-30-4450	Credit Card Fees	(3,500)	(3,500)	(3,500)	
3,200	6,008	3,000	12,000	3-30-4320	Installation Fees	3,000	3,000	3,000	
-	-	-	-	3-30-4852	Earnings from Temporary Investments	-	-	-	
602,637	657,968	642,500	742,500		**Total Revenues**	642,500	642,500	642,500	
314,153	249,342	285,000	278,500	5-10-5160	**Allocated Labor; PR Taxes and Benefits**	300,000	300,000	300,000	Includes OT & Oncall
1,070	1,995	2,000	2,100	5-20-5210	Dues/Memberships/Fees	2,100	2,100	2,100	
9,491	12,595	15,000	15,000	5-20-5222	Insurance	21,000	21,000	21,000	
4,827	8,256	6,000	5,850	5-20-5240	Office Materials/Supplies	7,000	7,000	7,000	
9,386	10,315	9,500	1,000	5-20-5251	Office Phone/DSL/Cell	10,000	10,000	10,000	
3,857	3,317	3,000	2,900	5-20-5253	Postage	3,300	3,300	3,300	
468	945	3,000	-	5-20-5255	Education and Training	3,500	3,500	3,500	
875	513	7,000	-	5-20-5258	Engineering Services	7,000	7,000	7,000	
4,280	2,629	4,000	4,000	5-20-5259	IT Vendor Support	11,000	11,000	11,000	Includes a half of a firewall cost for public Works files & a third of annual software costs
36,511		10,000	14,100	5-20-5260	Professional Services	15,000	15,000	15,000	
8,540	6,000	6,000	3,600	5-20-5261	Auditor	7,000	7,000	7,000	
938	805	3,000	-	5-20-5270	Travel	3,000	3,000	3,000	
1,521	1,946	3,000	2,100	5-20-5311	Equipment Lease	3,000	3,000	3,000	
2,013	4,438	4,000	6,100	5-20-5312	Equip Fuel/Tires/Parts	5,500	5,500	5,500	
3,487	7,375	4,000	900	5-20-5313	Equipment Repair	5,000	5,000	5,000	
1,334	3,411	3,500	700	5-20-5317	Tools and Small Equipment	3,500	3,500	3,500	
3,072	3,217	2,000	3,500	5-20-5330	Building or Land Maintenance	4,000	4,000	4,000	floor in control room
350	480	500	300	5-20-5335	Custodial Services	500	500	500	
35,066	-	-	-	5-20-5341	Plant/System Operations	-	-	-	
22,639	24,252	23,000	23,000	5-20-5342	Plant Utilities	23,000	23,000	23,000	

7,552	-	-	-	5-20-5344	Plant & System Maintenance	-	-	-	
6,165	7,132	7,000	34,400	5-20-5351	Main Plant Parts	10,000	10,000	10,000	Clarifier drive work, SCADA
8,917	6,241	10,000	5,900	5-20-5352	Main Plant Consumables	10,000	10,000	10,000	
34,624	21,198	40,000	40,000	5-20-5353	Main Plant Outside Services	40,000	40,000	40,000	
11,773	14,871	14,000	27,000	5-20-5361	Distribution System Parts	14,000	14,000	14,000	
1,180	1,809	2,000	900	5-20-5362	Distribution System Consumables	2,000	2,000	2,000	
5,125	14,061	2,000	9,700	5-20-5363	Distribution System Outside Services	6,500	6,500	6,500	
2,408	971	500	300	5-20-5440	Office Expense - Other	500	500	500	
100	762	1,500	-	5-20-5470	Equipment Maintenance	1,500	1,500	1,500	
-	-	9,000	7,000	5-20-5474	Mowing/Trimming	9,000	9,000	9,000	
227,567	159,536	194,500	210,350		Total Materials & Services	227,900	227,900	227,900	
-	-	15,000		5-50-5800	Contingencies	60,000	60,000	60,000	
133,032	78,000	100,000	100,000	5-60-7126	Interfund Transfer - Capital Reserve	100,000	100,000	100,000	150-160
-	43,000	43,000	43,000	5-60-7129	Interfund Transfer - Restricted Reserves	43,000	43,000	43,000	155-017
-	5,000	5,000	5,000	5-60-7131	Interfund Transfer - Street Capital Fund	5,000	5,000	5,000	150-121. Reflected as 50 cents per Meter Sewer Account 3-60-4864
133,032	126,000	148,000	148,000		**Total Transfers**	148,000	148,000	148,000	
18,629	-	-	-	5-70-5720	Interest Payments	-	-	-	moved to Debt Service
13,589	-	-	-	5-70-7630	Principal Payments	-	-	-	
-	-	-	-	5-70-7635	Debt Service Fees	-	-	-	
(22,066)	-	-	-		refi loand proceeds	-	-	-	
10,152	-	-	-		Total Debt Service	-	-	-	
684,903	534,878	642,500	636,850		**Total Expenses**	735,900	735,900	735,900	
(82,266)	123,090	-	105,650		Net Fund Revenue(Expense)	(93,400)	(93,400)	(93,400)	
19,333	142,422	17,000	248,072		Ending Fund Balance	154,672	154,672	154,672	

Fund 668 - City Infrastructure, Department 100 Water Construction - South Tank

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	Notes
-	211,843	200,000	(35,442)	3-30-0101	Beginning Fund Balance	211,412	211,412	211,412	Balance reflected in ledger. Research reveals these are funds expended prior to Business Oregon Loan. Further research will be conducted to determine where funds needs to be located.
296,619	994,780	138,500	438,601	3-30-4690	Government Sources	-	-	-	
4,000	-	-	-	3-60-4810	Urban Renewal Transfer	-	-	-	900-190
-	-	-	-		Interest Earned	-	-	-	
300,619	994,780	138,500	438,601		Total Revenue	-	-	-	
2,572	22,245	7,500	9,448	5-10-5160	Allocated Labor	-	-	-	
80,883	51,329	20,000	14,892	5-20-5278	Design & Engineering	-	-	-	
-	-	6,000	6,000	5-20-5261	Audit	-	-	-	
4,614	-	10,000	3,412	5-20-5282	Additional Services	-	-	-	
-	-	60,000	110,910	5-20-5361	Collection Line	-	-	-	
-	-	10,000	-	5-50-5800	Contingencies	-	-	-	
708	1,168,491	225,000	47,084	5-40-7921	Capital Outlay	-	-	-	
88,776	1,242,065	338,500	191,747		Total Project	-	-	-	
211,843	(247,285)	(200,000)	246,854		Net Fund Revenue(Expense)	-	-	-	
211,843	(35,442)	-	211,412		Ending Fund Balance	211,412	211,412	211,412	

Fund 670 - City Infrastructure. Department 100 Wastewater Systems

Historical Data: Actual Second Preceding Year 2016-17	Actual First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
131,918	126,059	120,000	186,508	3-30-0101	Beginning Fund Balance	226,078	226,078	226,078	
-	-	-	-	3-30-1500	Interest Earned	-	-	-	
539,676	592,555	590,000	590,000	3-30-4310	Sewer Service	590,000	590,000	590,000	WW Fees. On track for current budget as of 4/8.
37,060	37,254	40,000	43,000	3-30-4312	Capital Reserve Fee	43,000	43,000	43,000	
59	-	-	-	3-30-4852	Temp Investment Earnings	-	-	-	
108	-	-	-	3-30-4869	Financial Sources - Other	-	-	-	
(4,420)	(4,856)	(4,500)	(4,000)	3-30-4450	Credit Card Fees	(4,500)	(4,500)	(4,500)	
510	1,927	2,500	5,300	3-30-4320	Installation Fees	2,500	2,500	2,500	
572,994	626,880	628,000	634,300		**Total Revenues**	631,000	631,000	631,000	
259,033	274,257	265,000	304,000	5-10-5160	**Allocated Labor; PR Taxes and Benefits**	340,000	340,000	340,000	Increased operational time and I&I repair. Includes OT & On Call
1,836	743	750	900	5-20-5210	Dues/Memberships/Fees	900	900	900	WWTP now a class III plant. Expect higher fees.
2,191	2,601	3,500	4,500	5-20-5211	DEQ Fees	4,500	4,500	4,500	At 85% as of 2/15/19
12,640	16,552	18,000	16,000	5-20-5222	Insurance	18,000	18,000	18,000	
5,260	8,911	7,200	6,000	5-20-5240	Office Materials/Supplies	7,200	7,200	7,200	
6,140	6,247	6,000	6,000	5-20-5251	Office Phone/DSL/Cell	6,000	6,000	6,000	
3,893	3,331	3,000	3,000	5-20-5253	Postage	3,300	3,300	3,300	
628	640	1,100	2,500	5-20-5255	Education and Training	5,000	5,000	5,000	Four operators need wastewater certifications this year
	376	5,000	-	5-20-5258	Engineering Services	5,000	5,000	5,000	
5,824	2,529	4,000	4,300	5-20-5259	IT Vendor Support	11,000	11,000	11,000	Includes a half of a firewall cost for public Works files & a third of annual software costs
13,497		7,000	14,000	5-20-5260	Professional Services	10,000	10,000	10,000	
8,540	6,000	6,000	1,800	5-20-5261	Auditor	7,000	7,000	7,000	
938	297	1,000	60	5-20-5270	Travel	3,000	3,000	3,000	Travel for education and training.
1,450	1,894	2,000	2,300	5-20-5311	Equipment Lease	2,000	2,000	2,000	
2,486	4,427	5,000	6,000	5-20-5312	Equip Fuel/Tires/Parts	6,000	6,000	6,000	
7,337	14,809	9,000	1,000	5-20-5313	Equipment Repair	9,000	9,000	9,000	
1,219	622	1,000	1,050	5-20-5317	Tools and Small Equipment	1,000	1,000	1,000	

2,898	1,435	1,500	850	5-20-5330	Building or Land Maintenance	2,500	2,500	2,500	Painting and corrostion control.
350	546	600	300	5-20-5335	Custodial Services	600	600	600	
3,339	-	-	-	5-20-5341	Plant/System Operations				
28,309	30,297	30,000	26,000	5-20-5342	Plant Utilities	30,000	30,000	30,000	
14,482	6,569	20,000	21,300	5-20-5351	Main Plant Parts	20,000	20,000	20,000	Includes UV light sleeves and UV Sensor $5000.
6,158	8,539	10,000	11,500	5-20-5352	Main Plant Consumables	12,000	12,000	12,000	Cost of poymer has increased and increased lab testing.
8,664	12,558	12,000	6,000	5-20-5353	Main Plant Outside Services	12,000	12,000	12,000	Restarting outside lab split testing.
14,568	6,826	5,000	2,100	5-20-5361	Collection System Parts	5,000	5,000	5,000	
2,072	794	2,500	1,500	5-20-5362	Collection System Consumables	2,500	2,500	2,500	
10,600	8,469	5,000	100	5-20-5363	Collection System Outside Services	20,000	20,000	20,000	
		500	270	5-20-5440	Office Expense - Other	500	500	500	
-	762	1,500	-	5-20-5470	Equipment Maintenance	1,500	1,500	1,500	Lift station pump maintenance, three pumps per year for the next 2.5 years
-	-	20,000	4,400	5-20-5364	Collection, I & I	5,000	5,000	5,000	Inflow & Infiltration CCTV and repair of manholes.
-	-	2,000	2,000	5-20-5474	Mowing & trimming	2,000	2,000	2,000	
165,319	146,775	190,150	145,730		**Total Materials & Services**	212,500	212,500	212,500	
-	-	15,000	-	5-50-5800	**Contingencies**	60,000	60,000	60,000	
-	-	-	-	5-40-7922	Capital Outlay - Equip & Furnish	-	-	-	
154,501	80,400	80,000	80,000	5-60-7126	Interfund Transfer - Capital Reserve	80,000	80,000	80,000	150-170
	60,000	60,000	60,000	5-60-7129	Interfund Transfer - Debt Service	60,000	60,000	60,000	155-176
	5,000	5,000	5,000	5-60-7131	Interfund Transfer - Street Capital Fund	5,000	5,000	5,000	150-121. Reflected as 50 cents per Meter Sewer Account 3-60-4866
154,501	145,400	145,000	145,000		**Total Transfers**	145,000	145,000	145,000	
578,852	566,432	615,150	594,730		**Total Expenses**	757,500	757,500	757,500	

(5,859)	60,449	12,850	39,570		Net Fund Revenue(Expense)	(126,500)	(126,500)	(126,500)	
126,059	186,508	132,850	226,078		Ending Fund Balance	99,578	99,578	99,578	

Fund 900 - Urban Renewal District, Department 100 Urban Renewal District

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	
2016-17	2017-18	2018-19	2018-19			2019-20	2019-20	2019-20	Notes
62,003	68,236	185,000	207,433	3-30-0101	Beginning Fund Balance	274,756	274,756	274,756	
672	-	-	-	3-30-1500	Interest Earned	-	-	-	
242,691	271,473	265,000	290,200	3-30-4110	Property Taxes - Current Year	268,000	303,000	303,000	Taxes July - Dec
8,752	6,845	6,000	5,400	3-30-4120	Property Taxes - Prior Year	5,000	5,000	5,000	Prior yr Taxes July - Dec
137	3,417	-	-	3-30-4852	Earnings from Temporary Investments	-	-	-	The $3,417 is actually an adjustment from the audit & not an earnings from a temporary investment for 17/18
-	-	-	-		Other Local Sources	-	-	-	
252,253	281,735	271,000	295,600		**Total Revenue**	273,000	308,000	308,000	
-	-	13,000	13,000	5-60-7121	Admin Fee	13,000	13,000	13,000	100-100
20	-	1,000	277	5-20-5210	Dues/Memberships/Fees	300	300	300	
-	-	-	-	5-20-5222	Insurance	-	-	-	
1,000	1,538	2,000	2,000	5-20-5261	Auditor	2,000	2,000	2,000	
-	-	-	-	5-20-5422	Legal Notices	-	-	-	
1,020	1,538	3,000	2,277		**Total Materials and Services**	2,300	2,300	2,300	
-	-	-	-	5-50-8000	Reserved for Future Exenditures	-	-	-	
95,000	95,000	95,000	95,000	5-60-7129	Interfund Transfer - Sewer Plant Debt	95,000	95,000	95,000	155-176
150,000	46,000	10,000	10,000	5-60-7126	Interfund Transfer - Capital Reserve Streets	-	-	-	150-121
-	-	8,000	8,000	5-60-7126	Interfund Transfer - Capital Reserve Parks	-	-	-	150-125
-	-	100,000	100,000	5-60-7137	Interfund Transfer - South Tank Debt	100,000	100,000	100,000	155-168
-	-	-	-		Interfund Transfer - Wastewater	-	25,000	25,000	150-170
245,000	141,000	213,000	213,000		**Total Transfers**	195,000	220,000	220,000	
6,233	139,196	42,000	67,323		Net Fund Revenue(Expense)	62,700	72,700	72,700	
	-	100,000	-	5-50-5800	Reserved for Contingencies	-	-	-	
68,236	207,433	227,000	274,756		Ending Fund Balance	337,456	347,456	347,456	

General Fund - Public Works

The Public Works Division is responsible for operation and maintenance of the City's infrastructure including: water, wastewater, stormwater, streets, and fleet. Public Works provides critical services 24/7 to all residents. Fleet maintenance includes maintaining and repairing city vehicles and equipment with an emphasis on safety, cost effectiveness, and dependability.

Public Works Commission

The Public Works Commission is composed of up to seven Yachats citizens who have an interest in how the City Water, Wastewater, Streets, and Storm Drains are maintained, serviced, and other projects used to expand service. This also includes an understanding of how these services are paid for. The primary requirements for Commissioners are willingness to learn and a sense of curiosity of how these systems work and how delivery of these services is accomplished.

Funding:

Water and Wastewater services are paid for through the utility billing system. Streets are paid for from the Yachats share of Oregon Department of Transportation funds and grants. Storm Drains are paid for from transfers from other City funds.

Functions:

- Prepare recommendations to the City Manager and City Council for rules, regulations, and standards for the operation and use of Public Works systems.
- Prepare recommendations for future development, improvements, and maintenance for Public Works systems with the help of City Staff.
- Review all rates and fees for funding and improvements for all Public Works systems and prepare recommendations to the City Manager and City Council as part of the annual City Budget Process.
- Serve as the City Public and Traffic Safety Committee.
- Review monthly Budget Reports for all Public Works systems including Capital Improvement projects.
- Serve as the Franchise Review Committee for reviewing City Franchise agreements and make recommendations to the City Manager and City Council.
- Serve as liaison to various Lincoln County Committees or Work Groups associated with Public Works systems.
- Serve as the sponsoring Commission for the Emergency Preparedness Committee.

Goals:

- Sponsor a revised Operation Clean Sweep in June 2020 and recruit Citizen Volunteers to assist Commission members to monitor collection site.
- Sponsor and assist with a review of the current utility billing system rates to ensure that capital reserves are adequate to fund future projects (by June 2020).
- Sponsor a review of options to increase the available water supply especially during July through October (by October 2020).
- Assist with development of a tree management program focused on trees effecting City property.

Emergency Preparedness Committee

The Emergency Preparedness Committee is composed of Yachats Citizens, City Staff, and other Lincoln County residents who have an interest in how the City and surrounding areas prepare to withstand various natural, accidental, and human caused life threating events. This includes events such as Tsunamis, earthquakes, storms, fires, biological outbreaks, and landslides. The primary requirements to serve are willingness to learn and a sense of curiosity of how the City and citizens can protect institutions and themselves.

Funding

Committee activities are supported by volunteer efforts, City funds, and grants. Any request for City funds or grants must be reviewed and recommended by the Public Works and Street Commission before they can be sent for consideration by the City Manager and City Council.

Functions

- Maintain the City's Storm Ready and Tsunami Ready certification.
- Conduct events and exercises to improve City resilience when an emergency occurs.
- Conduct events and exercises to improve Citizen awareness of how to cope with an emergency event.
- Maintain a working liaison with the Yachats Rural Fire Protection District.
- Maintain a working liaison with Lincoln County organizations on Emergency Preparedness functions.
- Maintain a list of City Staff and Citizens who completed FEMA/NIMS training courses.

Goals

- Develop projects to address the lessons learned during the September 2019 Table Top Exercise before December 2020.
- Update Incident Staff descriptions by November 2020.
- Develop Tsunami Evacuation Plan by December 2020

- Update the list of City Staff and City Volunteers who have completed FEMA/NIMS training courses.
- refresh contents of North and South storage containers by August 2020.

Streets Operations Fund

The Streets Operations program is responsible for the repair and maintenance of streets, sidewalks, streetlights, signs and markings.

Storm Drain Operations Fund

The Stormwater Operations program provides a safe and reliable Stormwater system and implements watershed protection and restoration actions that consistently promote surface water quality and stream health.

Enterprise Funds

Enterprise Funds are funds for the acquisition, operation, and maintenance of city facilities and services that are self-supporting through service charges to customers. The Water and Wastewater funds are the City of Yachats' enterprise funds.

Enterprise Fund - Water Operations Fund

The Water Operation program's primary responsibility is to repair, maintain, and improve the water system, while providing a high quality, dependable water supply to its customers.

Enterprise Fund - Wastewater Operations Fund

The Wastewater Operation program operates and maintains a safe and reliable wastewater collection and treatment system that protects public health, the environment and meets or exceeds all regulatory standards.

Yachats wastewater treatment system consist of a two basin Sequencing Batch Reactor, utilizing ultra-violet treatment for disinfection. Biosolids are processed onsite and are sent to another biosolids treatment facility, landfill or occasionally land applied.

The City also owns and maintains approximately 65,000 feet of sewer main pipe ranging from 6-inch to 12-inch in diameter, five pump stations and approximately 268 manholes.

This year the Oregon Department of Environmental Quality (DEQ) reclassified the Yachats Wastewater Treatment Plant (WWTP) as a Class III plant. This is an upgrade from Class II due to a miscalculation on the DEQ 2009 NPDES Fact Sheet & Permit Evaluation Report when the new facility was brought online.

Wastewater treatment system classifications are derived from the total points assigned based on a criteria shown in OAR 340-049-0025. This reflects the complexity of the components in the treatment process. The Yachats WWTP scored 65.5 points. A Class III wastewater system is 56-75 points.

City of Yachats

PUBLIC WORKS & STREETS COMMISSION

November 12, 2019

Draft Minutes

I. Call to Order

Chair Bob Bennett called the November 12, 2019 regular meeting of the Public Works and Streets Commission to order at 3:00 pm in Room 1 of the Yachats Commons. Members present: Bob Bennett, Ann Stott, Ron Urban, Don Groth, and Tom Fisher. Absent: Tom Bedell. Staff present: Wastewater Plant Lead Dave Buckwald and Water Treatment Plant Lead Rick McClung. Council Present: Leslie Vaaler. Audience: 2.

II. Minutes of September 10, 2019

Commissioner Urban moved to approve the October 8, 2019 meeting minutes as presented: Aye – 4; No - 0; Abstain –1 (Bennett not present).

III. Reports

A. Public Works Department

Buckwald highlighted from his report:

1. Nearly a million gallons more water were produced than were processed at the sewer plant
2. Painted “no parking” on streets
3. Checked sloughing driveway on Radar Road
4. Inspected Driftwood with CCTV
5. Opened a culvert under the 7th Street Community Garden
6. Fixed a water line break caused by contractor at Lily Court and Highway 101
7. Conducted maintenance at 200,000-gallon reservoir
8. Located three missing manholes.
9. Inspected sewer main on Pontiac and Radar Rd with CCTV
10. Installed new pump at Parkside pump station
11. Experienced power outage with no issues
12. Buckwald and McClung took procurement class in Toledo
13. Waiting on slide gate to arrive for installation at Public Works

Bennett noted there was no efficiency number in the water report. McClung indicated they need the number for water sold to generate the efficiency number. McClung stated he could not speak for the office as to why the number was not generated. Bennett indicated he needed to speak to the City Manager about the status of financial reports and the missing water sales numbers. McClung speculated the leak might be one million gallons per month. Bennett stated they cannot figure how to resolve the problem if they cannot get good data on the situation.

B. Emergency Preparedness Committee

McClung reported the Committee discussed the tabletop exercise and generated several agenda items for future work. McClung cited one example of needing everyone's phone numbers. He noted there were only four or five Public Works crew on a given day, so if any were needed for flagging or other emergency activities, there was no one to operate the plants. They learned that anyone who flags must be certified. Bennett added that they needed current contact information for Lincoln County Sheriff's Department and Central Dispatch, as they learned Salem would be notifying the City and not the Fire Department or County. McClung added that Jill Asch has joined the Committee and that the Mayor wants to be on the Committee, which he thought was a great idea.

Bennett reported they need to get the Committee members to take the FEMA online courses.

C. Solid Waste District Advisory Council

Fisher reported he finally found out when the group meets and it conflicts with his part-time work. Stott asked why they need to send someone to the meeting when there does not seem to be much accountability. Groth noted this work needed to be done for the City, and he suggested Commissioner Bedell might be interested in the position.

Bennett explained this group establishes the policies around waste collection and handling. He also noted that they are the liaison for the State and they determine how debris from an emergency event would be handled. Groth reported that the recycling issue with China has delay some of the work of this group. Fisher added that the group includes members from across the County.

D. Financial Report

Groth indicated there was a meeting this morning to talk about the situation with reports.

IV. Current Business

A. Utility Billing Policy Project

Groth reported a representative from the group doing the water study spoke at the October 16, 2019 Council meeting. Groth provided the excerpt from the Council minutes on this discussion. Urban indicated this was the first time he has seen this information and he needed time to review it. Stott stated she was appalled that the City has been losing money since she joined the Commission in April 2019. She recalled the Commission wanted to do the work in house and were dissuaded by the City Manager. She did not see that this rate study would be helping to set rates on the large users. Bennett agreed with Stott. He believed this organization was "pulling the wool over our eyes" and the City has no idea about what they were going to get in the report. He speculated the soonest they would get information was the first of the year and the City would need to develop policies from this information. He explained that the process needed to set new rates would take time and they would be looking at the new fiscal year before anything would be implemented.

Bennett reported he has met with McClung, Manager Beaucaire, and this representative several times. He has yet to see anything covered in the notes that was discussed several months ago. He indicated they need, at bare minimum, an outline of what would be delivered and when it would arrive.

Groth handed out a document on what Manager Beaucaire wanted the Commission to do. He stated that the Commission was to write a policy on how water would be handled for exempt organizations.

Bennett recalled the intent of the rate structure was to shift the burden from the year-round residents to the homes that were less frequently users. He also noted they needed to determine if the large users were being subsidized by everyone else. Bennett stated the Newberg information was based on a different set of assumptions and might not be relevant.

Urban asserted it was senseless and frustrating to be asked to make decisions without information that such a decision would be based on. He indicated he was frustrated with not having information online to address the items on the agenda. He noted the agenda items for tree removal and for insurance had no supporting information.

McClung reported the area on Horizon Hill used to be clear and there had been 50 years of tree growth. He stated they needed staff to support any program that would be developed. He suggested they need a policy. He suggested Parks and Commons would be the ones to manage trees. Stott suggested minor tree work could be under the role of Public Works. McClung stated 1 ½ staff are needed to run sewer plant, ¾ staff is needed to run water plant, and everything else was left to the remaining 2 ½ people. He stated it was hard to address the complaints in the tracking system. He stated Public Works did not have enough staff to do all of the work. Stott clarified that a tree removal policy would help McClung do his job.

McClung added that just because something like tree removal work could be contracted out, there was still staff time needed for oversight. McClung stated that if a tree was over 40 feet, they needed to have an arborist. Buckwald clarified that arborists were needed when they needed to decide whether the tree has to be removed or not. Buckwald reviewed information about Alder growth, noting they have a relatively short life. Buckwald wanted the arborist to explain to the Commission his role in the decision process.

Groth asked who would determine whether it was the homeowner’s or City’s responsibility to remove the tree.

Bennett stated Public Works does provide some support to Parks and Commons. He suggested there was a question about distinguishing between right of way work and other work. Bennett stated they cannot make any decisions without having information to start with. Bennett recalled there have been situations that have come before the Commission where it was settled that residents and the City would split the costs.

Bennett explained what could and what cannot be done at this time without knowing what information they would be getting from the study. He indicated they could only assess how to structure the document based on the Newberg example. Bennett identified items they would not know about, such as:

- Whether residents would be treated uniformly
- How home outside of the City that do not use sewer would be handled
- How homes with septic tanks would be handled

Bennett recommended they spend the next meeting discussing the billing system structure.

McClung indicated he had a conference call with Tim Tice and Manager Beaucaire. He noted Tice had been given some incorrect information about the funding and he now has the proper information. McClung stated that Tice would be presenting a methodology that has the large users paying their fair share. Groth clarified they are using the $200,000 contribution to reserves number.

Councilor Vaaler stated Manager Beaucaire indicated the City would get information by February 2020 followed by hearings.

The Commission discussed how the wastewater side would be part of the rate study. McClung noted businesses have higher amounts of biosolids in their wastewater. McClung indicated the base rates are supposed to cover the operations side and water sales were to cover capital projects.

Bennett asked to be on the next conference call with Tice.

Urban asked why they were looking at other city plans when they would not be getting the rate recommendations until February. Bennett explained they could be setting up an outline of the framework in which everything has to fit.

Stott asked if she could see what the City currently does before they start developing something new. Groth recalled Clerk Jackson was gathering the appropriate documents.

V. New Business

A. Risk Management and energy Audit

1. City/County Insurance Services (CIS)
2. Local energy company audit information

Bennett asked if any of the items in Groth's handout were under CIPs. Buckwald reported there was a recommendation to get a new backhoe. Bennett indicated they would review this information in January 2020 when they start CIP planning.

Urban asked if the Commission had any responsibility to follow through on items on the list. Groth and Bennett indicated they just received the information. Bennett indicated their objective was to use the handout to determine the possible CIP projects.

B. Tree Removal Ordinance – discussed above

VI. Other Business

A. From the Commission

Stott recalled that the City pays per street light. Buckwald reported the City pays for the LED lights and for the ornamental street lights along Highway 101. Stott indicated that a big problem with trespass lighting was the street lights. She suggested the Commission start looking at street lights and recommend that non-essential street lights be eliminated. She believed this recommendation would be a great savings for the City. Stott asked that the Commission request information on spending for street lights.

Bennett stated he was asked to discuss Administrative Policy 6 that addressed asking staff for work. Bennett clarified with Anderson that requests of staff time go to Manager Beaucaire.

B. From the Floor – none

With no further business before the commission, Groth adjourned meeting at 4:10 pm.

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Bob Bennett, Chair Date

Minutes prepared by H.H. Anderson on November 18, 2019.