1. Agenda

   Documents:

   01-14-2020 Public Works Agenda.pdf

2. Meeting Materials

   Documents:

   2019-12-10 Public Works Minutes.pdf
   10 Year Plan.pdf
   2019 December Public Works Department Report.pdf
   Consolidated Projects.pdf
   Financial Report.pdf
   List Of CIP Projects.pdf
   Facility And Park Safety Project List.pdf
   Submittal Of Certified Public Road Milage.pdf
   Map Of Road Milage.pdf
   Excel Version Charts For Utility Policies.pdf
   Word Version - Policies For Utility Billing.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, January 14, 2020 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of December 10, 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 Potential Capital Improvement Projects
- B. Update On Utility Billing System Recommendations
- C. Review Newburg Utility Billing Document

V. New Business
- A. Upcoming Events
- 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, February 11, 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 1/8/20

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, Ron Urban, Don Groth, Tom Bedell, and Tom Fisher. Absent: none. Staff present: Wastewater Plant Lead Dave Buckwald. Council Present: Leslie Vaaler. Audience: 2.

Bennett announced that Ann Stott has resigned from the Commission.

II. Minutes of November 12, 2019

Commissioner Bedell moved to approve the November 12, 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. There was only 2.3 inches of rain last month and the annual rainfall significantly low
2. Produced water was 1.7 million gallons over what processed at the sewer plant
3. McClung still cannot get the numbers to calculate the water efficiency number. Bennett reported he sent a staff request to the City Manager about getting the amount of water sold. He reported the City was giving McClung access to the billing system so he will have access to water sold numbers in the future.
4. Crew completed a clarifier take down and clean out at plant
5. Crew cleaned Salmon Creek headworks. They removed a tree and cleaned the rocks allowing for a greater volume of water stored.
6. Crew finished the cleaning Reedy Creek
7. Crew replaced 4 meters and installed 2 new meters.
8. Public Works had a leak detector come after the crew did their own leak detection. Water detection person found a significant leak on E 2nd Street, at an estimated 35 gallons per minute. They discovered a few other small leaks. Buckwald indicated he expected very different numbers on next month's water report. The crew got training on detecting leaks and learned new techniques from the service person.
9. Crew jetted 410 feet of sewer line.

10. Crew identified a major root intrusion on Center Way where the pipe was concrete. Buckwald noted this was the largest amount of intrusion
11. Crew performed significant degreasing. He noted the 4th of July resulted in 2 to 3 feet of grease at the main station, and they were still working to remove it all. Bedell clarified the Code Enforcer was inspecting grease traps.
12. Crew has been working on the vac truck which had a starter problem. Groth noted Finance moved the vac truck CIP to FY21.
13. Crew picked up debris from Trails work and put up holiday banners.
14. He visited a pole building to identify what information was needed for the RFP for bids. He reminded the Commission that this will be a pole building, not a metal building.

B. Emergency Preparedness Committee

Commissioner Fisher reported the Committee discussed what they found at the storage containers, how they were going to replace rusty containers, where to locate the south container, plans for refreshing supplies, and possibly color-coding containers. Bennett added that the South Beach group received a grant to develop standards for storage and that this group would share their document. Bennett reported John Moore was appointed to the Committee and the regular meeting time was changed from 3:00 to 2:00 pm.

C. Solid Waste District Advisory Council

Commissioner Groth indicated he spoke with Commissioner Bedell about the position. Bedell indicated he wanted to gather information about the group and meetings before he commits to the role. Bennett noted the many players and agencies were involved with the SWD Council and the slow nature of their process. Bedell indicated he would attempt to fill the role on a trial basis. Groth indicated he had information to give Bedell. Fisher also indicated he would send Bedell information.

D. Financial Report

Bennett noted the budget reports in the packet beginning with, “General Ledger Streets Operating 100.1040 Detail.” Bennett explained how the change to the accounting system meant they would get reports from two months prior as the books for the month will not close until two weeks into the current month.

<u>100.1040 Streets Operating</u>

Groth noted mowing was high as the reported period was during the summer (July – October). Groth stated they had yet to make transfers from the General Fund. He noted expenses exceeded revenues but expected the difference to level off. Bennett noted the annual budget was just over $116,000 and that $70,356 was carried over.

<u>150.1040 Streets Capital Reserves</u>

Groth believed the City paid for the gateway sign in a prior month.

<u>100.1050 Storm Drains Operating</u>

Buckwald indicated the budget was not yet showing personnel hours.

<u>660.1700 Water Operating</u>

Groth reported the $311,339 total revenues includes the June 2019 cash receipt, which means this number could change going forward. Bennett confirmed that they anticipate $606,000 from bills, $37,000 from capital reserves, and $3,000 from installation charges. Bennett noted some overages that were one-time payments made at the beginning of the fiscal year.

Bennett noted this report covers one-third of the year. Buckwald indicated he was going to check on the insurance payment frequency. Buckwald explained the high education and training percent was because Public Works sent four of the crew for training. Groth indicated he would bring up the high postage amount at the Finance meeting. Bennett noted Parts was at 97%, and Buckwald indicated some items may have been miscategorized into this line item.

Water Capital Reserves 660.1705
Will review capital projects at the December meeting.

Wastewater Operating 670.1800
Groth noted just over $52,000 from June revenues. Bennett indicated they were on target for bill collections. Bennett noted the postage line item was also high. Manager Beaucaire indicated that postage was high because of the additional mailings for notices of water shortages and of the billing changes. She also indicated the City does pay the insurance once per year. Manager Beaucaire stated more people were signing up for electronic billing so postage might go down. Buckwald explained the main plant parts line was high because of OSHA-identified issues and suggestions.

Manager Beaucaire reported the numbers in this report do include the June 2019 billing and the City was working with the auditor on whether to keep these amounts in the FY20 budget. She noted the bills that went out in June had July 1 on the invoice so they were credited to July. She indicated they were working on how to fix this issue.

Manager Beaucaire noted the accounting system change was causing some confusion. She reported they were working with the auditor on this issue.

Manager Beaucaire reported they have given McClung access to reports to get the numbers for calculating water efficiencies. McClung had indicated the numbers seemed off. She indicated they were planning to meet to get McClung the report he needs.

670.1805 Wastewater Capital Reserves
Will review capital projects at the December meeting.

Groth asked Manager Beaucaire if the Commission get reports for the single month.

IV. Current Business

A. Review Current Objectives for Public Works and Streets Commission

Bennett explained this information was for including in the 2020 budget document. He indicated the major changes were with the Goals and focused on extending the dates. He noted the billing system implementation was changed to June 2020. Bennett noted that tree management has become a bigger issue for the City. Bedell asked what was needed form the Commission on the tree topic. Bennett stated the Commission was to establish a policy for managing the problems that arise. Buckwald noted that Alders are causing many problems. He noted removal of the large tree on Crestview was quoted at $3,400.

Manager Beaucaire added that the City was having to use certified arborists to evaluate some trees, especially when a tree was in the right-of-way. She indicated they want the Commission to establish policy on how to handle this type of situation. She indicated she provided information on what other cities have done so the Commission can create a policy.

Bennett reported an additional change under the Funding heading, second sentence starting with, “Streets are paid for…” The sentence should read, “…Oregon Department of Transportation funds, grants, and transfers from other City funds.

Fisher moved to accept the changes to the document for the budget with changes as reflected: Aye – 5; No – 0.

V. New Business

A. Upcoming Events

1. Council Goal Setting is on January 9, 2020
2. State of the City on January 12, 2020 at 2 pm: Bennett indicated he would be attending but was not sure of how it would proceed
3. Required Training for Commissioners on January 30, 2020 from 9 am to 3 pm: Bennett stated this training was required. Manager Beaucaire explained what would be covered. She reported people would be coming from other communities.
4. Projected Schedule for 2020 Budget Preparation

Manager Beaucaire asked for the updated copy of this document in Word format.

VI. Other Business

A. From the Commission

Bennett noted there was a lot of material in the packet that the Commission would be addressing at their next meeting.

Bennett reminded the Commission that they are not to directly ask staff to do things. He asked Commissioners to send their requests to him and he would ask the City Manager to determine how to meet the request.

B. From the Floor – none

With no further business before the commission, Groth adjourned meeting at 4:22 pm.

______________________________ _____________

Bob Bennett, Chair Date

Minutes prepared by H.H. Anderson on December 16, 2019.

City of Yachats Finance Committee
5 Year CIP Plan
Cost Estimates
2018-2019 Planning Cycle

Capital Spending Category	2020-21	2021-22	2022-23	2023-24	2024-25	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Later
Water Projects											
Blackstone to Hanley Connection(different pressure zones)				50,000							
Replace all of horizon hill 2" pipe					250,000						
Repairs to Shop Doors (cost shared with Sewer Fund)											
Earthquake Value I01 Bridge											
SCADA Upgrade	20,000	20,000									
Water Rate Study											
Water Plant is now 25 years old - Systems replace/improve	50,000	25,000									
W 3rd Street Waterline + all new service lines				150,000							
Enclose Blackstone Booster Stations (all 3)		20,000									
Radio Read Meter Replacement System Wide	10,000	60,000									
Radar and 7th Street Waterline & service lines 250k Reservoir to Hwy 101						275,500					
King Street Waterline and all new service lines							209,000	209,000			
Gender Waterline and new service lines			50,000								
Windy Way Waterline and service lines			50,000								
E. 2nd Street Waterline & new service lines (S D C Funds)		250,000									
Miscellaneous Looping of Waterlines in URD			131,560								
Upgrade Size of Waterlines in URD -need to identify			131,560								
Pontiac Waterline W 4th to W 1st			50,000								
Spruce Ave Waterline and new service lines		40,000									
New Water Plant out of Tsunami Zone (Package Plant)											750,000
First Phase - Raw Water Storage Capacity											2,000,000
Purchase Watershed or other Protection Agreement									250,000	250,000	
Deduct SDC and URD funds		**(250,000)**	**(263,120)**								
Total	80,000	165,000	150,000	200,000	250,000	275,500	209,000	209,000	250,000	250,000	2,750,000
Water Equipment											
Replacement Vac Truck - split w/wastewater	90,000										
Replacement Water Dept Utility Truck			25,000								
Water Dept Staff Vehicle		10,000									
Total	-	-	-	-	-	-	-	-	-	-	-
Grand Totals	190,000	175,000	150,000	200,000	250,000	275,500	209,000	209,000	250,000	250,000	2,750,000

	Grants researching
$30,000	Feasibility Study -Raw Water
$30,000	Water Management Plan
$30,000	Water Conservation Plan
Sub-Total	
$90,000	

Current Plan CIPs
- Source Water Protection Plan
- Water Master Plan
- Water Management Plan
- Water Conservation Plan

Water Plant CIP Upgrade
- Plant Dist 1 Valve
- Plant Dist 2 Valve
- Raw water valve
- Backwash recycle
- Salmon Cr meter

Street CIPs
- Oceanview Dr
- Driftwood
- Horizon Hill Geo-Study

Emergency Planning Committee
- Co-Chairman
- Start deligating tasks to committee members
- Achieve yearly goals

	Current Grants
$30,000	DEQ- Source Water Protection Plan
$20,000	BO- Water Master Plan
$20,000	BO- Wastewater Master Plan
$100,000	ODOT -Driftwood
$100,000	ODOT -2nd St.
Sub-Total	
$270,000	

Studys -CIP
- Water Rates
- Wastewater Rate

SCADA CIP Upgrade
- Wtp on/off
- raw res level
- raw water NTU
- raw water flow
- raw water ph
- finished water flow
- Finished water ph
- Remote viewing access for crew

Storm Water CIPs
- new storm water system w/driftwood

Public Works & Streets Commission
- work more closely with commission members

Budget
- Forecasting
- Adminstering

Water Distribution
- Earthquake Valve- South Res

Water Plant

Water Treatment Plant															
Maintenance- Mechanical	**Task**	**Frequency**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	
Reedy Cr Raw Water Control Valve	Clean & Inspect	4x year	X			X			X			X			
Raw Water in-line Screen	Clean & Inspect	4x year	X			X			X			X			
Clarifier Drive System	Oil & Lube	2x year				X						X			
Filter Control Valves	Clean & Inspect	4x year	X			X			X			X			
Filter Control Pressure Gauge System	Clean & Inspect	4x year	X			X			X			X			
Filter Backwash Pump	Oil & Lube	2x year					X							X	
Distribution Pump 1	Oil & Lube	2x year					X							X	
Distribution Pump 2	Oil & Lube	2x year					X							X	
Salmon Creek Pump #1	Oil & Lube	2x year					X							X	
Salmon Creek Pump #2	Oil & Lube	2x year					X							X	
Clearwell Sample Pump	Oil & Lube	2x year					X							X	
Chlorine Injection Pump	Clean & Calibrate	4x year	X			X			X			X			
Soda Ash Injection Pump	Clean & Calibrate	4x year	X			X			X			X			
Coagulant Injection System	Clean & Calibrate	4x year	X			X			X			X			
Hypo- Chlorite System	Clean & Calibrate	4x year	X			X			X			X			
Septic Tank System	Empty & Test Alarm	2x year					X						X		
														Sub-total	200
Maintenance- Instrumentation	**Task**	**Frequency**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	
Finished Water NTU Meter	Clean & Calibrate	4x year	X			X			X			X			
Finished Water PH/Temp Indicator	Clean & Calibrate	4x year	X			X			X			X			
Filter #1 NTU Meter	Clean & Calibrate	4x year	X			X			X			X			
Filter #2 NTU Meter	Clean & Calibrate	4x year	X			X			X			X			
Raw Water NTU Meter	Clean & Calibrate	4x year	X			X			X			X			
Raw Water PH/Temp Indicators	Clean & Calibrate	4x year	X			X			X			X			
Streaming Current Monitor	Clean & Calibrate	4x year	X			X			X			X			
Bench Top Multi-Spectrum Meter	Clean & Calibrate	1x year												X	
Bench Top NTU Meter	Clean & Calibrate	Weekly	X	X	X	X	X	X	X	X	X	X	X	X	
Bench Top PH Meter	Clean & Calibrate	Weekly	X	X	X	X	X	X	X	X	X	X	X	X	
														Sub-total	100
Maintenance- Basin Takedowns	**Task**	**Frequency**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	
Clarifier	Takedown, Clean & Inspect	1x year											X		
Clearwell	Takedown, Clean & Inspect	1x year												X	
Backwash Lagoon	Solids removal	1x year			X							X			
Filters	Takedown, Clean & Inspect	1x year	X												
														Sub-total	100
Laboratory Analysis	**Task**	**Frequency**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	
Raw Water PH	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Raw Water NTU	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Raw Water Temperature	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Finished Water PH	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Finished Water NTU	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Finished Water Temperature	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Finished Water CL2	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Distribution Water PH	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Distribution Water NTU	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Distribution Water Temperature	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Distribution Water CL2	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Filter #1 NTU	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Filter #2 NTU	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Settled Water NTU	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Coagulant Dose	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Soda Ash Dose	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Chlorine Dose	Sample	Daily	X	X	X	X	X	X	X	X	X	X	X	X	
Coliform Bacteria	Sample	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
														Sub-total	450
Process Control	**Task**	**Frequency**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	
Apply knowledge to treatment	review laboratory analytical results		X	X	X	X	X	X	X	X	X	X	X	X	
														Sub- total	375

total **1225**

Distribution

RESERVOIRS	**Task**	**Frequency**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	
Raw Water Storage	Clean Reservoir-Interior	1X/Year				x									**40**
1 million															
250 k															
10k															
Blackstone 10k															
Blackstone 126k															
South 250k															
BOOSTER STATIONS	**Task**	**Frequency**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	
Radar Rd Booster Station	Pumps 1&2 Lube	2x year					x							x	**5**
Radar Rd Booster Station	weekly checks	3x/week	x	x	x	x	x	x	x	x	x	x	x	x	**80**
Horizon Hill Booster Station	Pumps 1&2 Lube	2x year					x							x	**5**
Horizon Hill Booster Station	weekly checks	3x/week	x	x	x	x	x	x	x	x	x	x	x	x	**80**
Lower Blackstone	weekly checks	3x/week	x	x	x	x	x	x	x	x	x	x	x	x	**80**
Middle Blackstone	weekly checks	3x/week	x	x	x	x	x	x	x	x	x	x	x	x	**80**
Upper Blackstone	weekly checks	3x/week	x	x	x	x	x	x	x	x	x	x	x	x	**80**
TRANSMISSION AND DISTRIBUTION	**Task**	**Frequency**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	
Fire Hydrants	clear vegetation/paint	1X/Year						x							**78**
Fire Hydrants	Flushing	1X/Year			X										**56**
Fire Hydrants	New Installations	5 X/ Year					x	x	x	x	x				**200**

Waterline Maintenance	Flushing/ Valve Exercise	1X/Year			X										**140**
Waterline Maintenance	Leak Repair	When needed	X	X	X	X	X	X	X	X	X	X	X	X	**150**
W Lincoln County Water District Intertie	Inspection	4x/year			X			X			X			X	**4**
Meters	Read	3 days a month	X	X	X	X	X	X	X	X	X	X	X	X	**288**
Meters	Replace & Repair	2 days a month	X	X	X	X	X	X	X	X	X	X	X	X	**192**
CROSS-CONNECTION O&M	Inspection & OHA Report	2x year		X					X						40
														total	1598

Date: January 3, 2020

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: December 2019 Public Works Report

Rain fall at Yachats Public Works:

	Inches			
Year	**2019**	**2018**	**2017**	**2016**
November	7.26	10.53	4.41	7.82
Rain year to date:	50.43	59.66	76.31	70.71

Total water production: 4,024,600 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:

- Pothole repair on Green Hill.
- Cut and removed dead Alder tree on Horizon Hill.
- Removed damaged stop sign from E.3rd and Hwy 101.

Drainage:

- Storm drainage inspections and cleaning prior to rain event.
- Culvert cleaning on W.6th St.
- Cleaned catch basins in Quiet Water.

Water:

- Plant maintc.
- Salmon Ck clean up.
- Reedy Ck. clean up.

Distribution Sys:

- Major water leak repair E. 2nd St.
- One load of rock for E. 2nd St.
- Meter reading.
- Meter replaced on Coolidge Lane.
- Water leak repair on Aqua Vista.
- Meter maintc.
- Meter handheld training.
- Blow off repair at E.2nd St. and Hwy 101 N.
- Installed two water services at Koho.
- Water service repair on Hwy 101 N.
- Water sample taken to Eugene.

Sewer:

- Plant maintc. & clean-up.
- Kubota tractor repair.
- Sewer main jet cleaning 1640 ft on Yachats Ocean Road.

Collection Sys:

- Degreased Main lift station.
- Portable generator repair.
- I & I inspections.

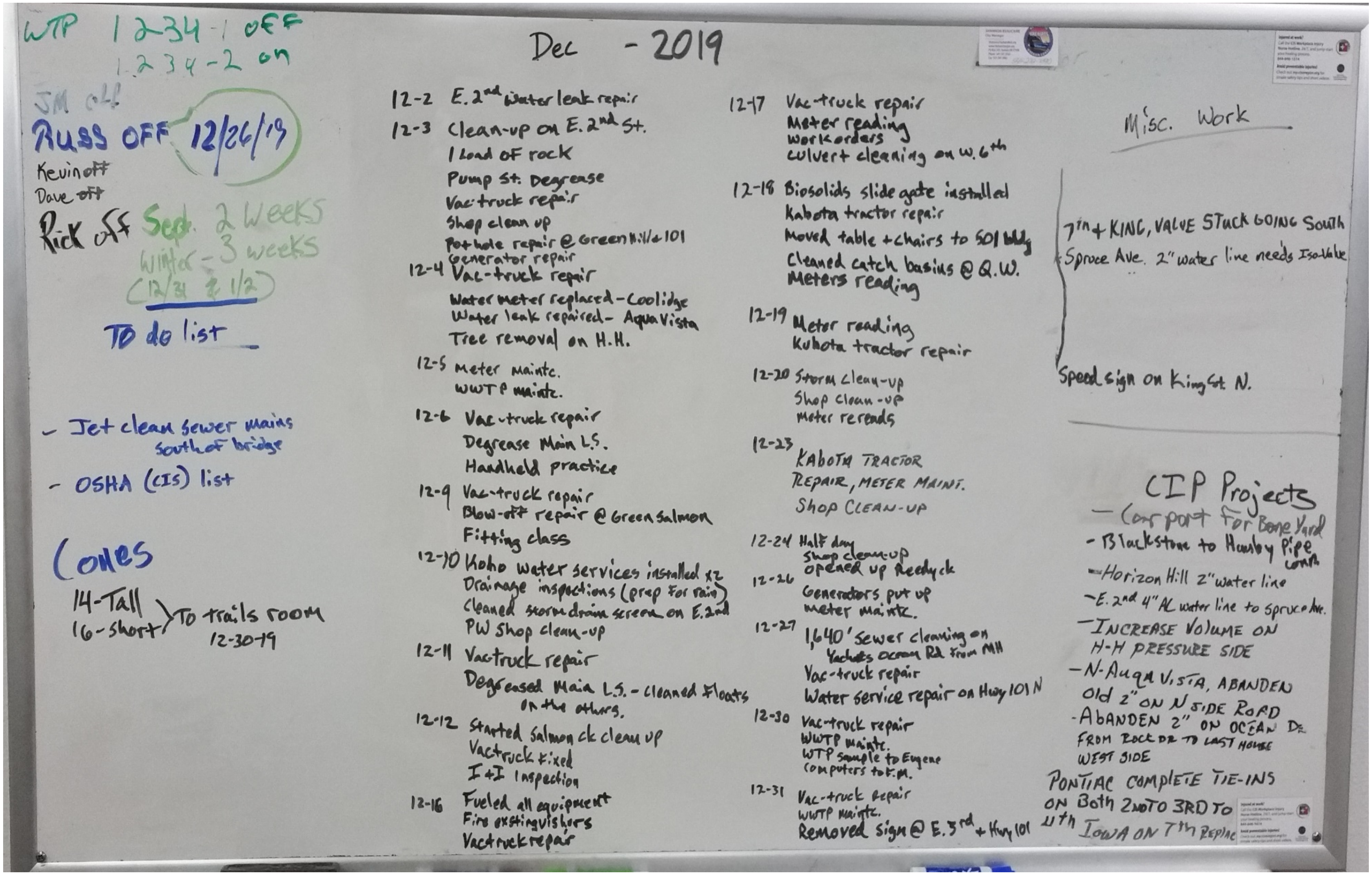
Public Works:

- Shop maintc. and clean up.
- Fleet maintc.
- Equipment maintc.
- Vac-truck repair.
- Training class for pipe fittings.
- Equipment fueled.
- Fire extinguishers inspected.
- Storm clean up.
- Used computer parts taken to City Hall.
- Moved table and chairs to the 501 bldg.

Sewer & Water CIP:

- Working on Pole Bldg., Sliding doors for U.V. system

- Slide Gate for Biosolids bldg. completed.



WTP 1234-1 OFF
1234-2 on

JM off
RUSS OFF 12/26/19
Kevin off
Dave off
Rick off Sept. 2 Weeks
Winter - 3 weeks
(12/31 & 1/2)

TO do list

- Jet clean sewer mains south of bridge
- OSHA (CIS) list

Cones

14-Tall
16-Short } To trails room
12-30-19

Dec - 2019

12-2 E. 2nd Water leak repair
12-3 Clean-up on E. 2nd St.
1 Load of rock
Pump St. Degrease
Vac-truck repair
Shop clean up
Pothole repair @ Green Hill & 101
Generator repair
12-4 Vac-truck repair
Water meter replaced - Coolidge
Water leak repaired - Aqua Vista
Tree removal on H.H.
12-5 meter maintc.
WWTP maintc.
12-6 Vac-truck repair
Degrease Main L.S.
Handheld practice
12-9 Vac-truck repair
Blow-off repair @ Green Salmon
Fitting class
12-10 Koho water services installed x2
Drainage inspections (prep for rain)
Cleaned storm drain screen on E. 2nd
PW Shop clean-up
12-11 Vactruck repair
Degreased Main L.S. - cleaned Floats on the others.
12-12 Started Salmon ck clean up
Vactruck fixed
I&I inspection
12-16 Fueled all equipment
Fire extinguishers
Vactruck repair

12-17 Vac-truck repair
Meter reading
workorders
culvert cleaning on W. 6th
12-18 Biosolids slide gate installed
Kabota tractor repair
Moved table + chairs to 501 bldg
Cleaned catch basins @ Q.W.
Meters reading
12-19 Meter reading
Kubota tractor repair
12-20 Storm clean-up
Shop clean-up
meter rereads
12-23 KABOTA TRACTOR REPAIR, METER MAINT.
Shop CLEAN-UP
12-24 Half day
Shop clean-up
opened up Reedy ck
12-26 Generators put up
meter maintc.
12-27 1,640' sewer cleaning on Yachats Ocean Rd from MH
Vac-truck repair
Water service repair on Hwy 101 N
12-30 Vac-truck repair
WWTP maintc.
WTP sample to Eugene
computers to F.M.
12-31 Vac-truck repair
WWTP maintc.
Removed sign @ E. 3rd + Hwy 101

Misc. Work

7th + KING, VALVE STUCK GOING South
Spruce Ave. 2" water line needs Iso-Valve
Speed sign on King St. N.

CIP Projects
- Carport for Bone Yard
- Blackstone to Hamby Pipe conn.
- Horizon Hill 2" water line
- E. 2nd 4" AC 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 REPLAC

CIP Fund	**Project**	**Current**	**1**	**2**	**3**	**4**	**5**
		2019-20	*2020-21*	*2021-22*	*2022-23*	*2023-24*	*2024-25*
	Driftwood Street Renovation						
Water	Completed 2018-19 New waterline and service lines	0					
Sewer	No wastewater collect line	0					
Storm	New storm water system	40,000					
Streets	New Pavement, sidewalk and road base work	100,000					
	E. 2nd Street Renovation (Prospect to River Rd)						
Water	New waterline and service lines		250,000				
Sewer	Update wastewater collect line		50,000				
Storm	New storm water system		40,000				
Streets	New Pavement and road base work		200,000				
	W. 3rd Street Renovation						
Water	New waterline and service lines			150,000			
Sewer	Update wastewater collect line			50,000			
Storm	Update storm water system			40,000			
Streets	New Pavement and road base work			100,000			
	Windy Way Renovation						
Water	New waterline and service lines				50,000		
Sewer	Update wastewater collect line?				50,000		
Storm	New storm water system				40,000		
Streets	New Pavement and road base work				50,000		
	Gender Dr. Renovation						
Water	New waterline and service lines					50,000	
Sewer	Update wastewater collect line?					50,000	
Storm	New storm water system					40,000	
Streets	New Pavement and road base work					50,000	
	Horizon Hill Rd. Renovation						
Water	New waterline and service lines						250,000
Sewer	New wastewater collect line						250,000
Storm	New storm water system						140,000
Streets	New Pavement and road base work						100,000
	Sub-total	140,000	540,000	340,000	190,000	190,000	740,000
	15% contingency	*21,000*	*81,000*	*51,000*	*28,500*	*28,500*	*111,000*
	Total	161,000	621,000	391,000	218,500	218,500	851,000

Streets Operating 100-1040

Monthly Financial Summary Report

November-19

Printed: 1/6/2020 2:25:25 PM
Period 05 - 05
Fiscal Year 2020

Description	Budget for Year	Current Activity	Actual to Date	% of Budget
Beginning Balance	$ 70,356.00	$ -	$ -	0.00%
Tax - State Highway	$ 44,000.00	$ 4,705.86	$ 22,923.59	52.10%
Transfer from the General Fund	$ 2,000.00	$ -	$ -	0.00%
REVENUE	**$ 116,356.00**	**$ 4,705.86**	**$ 22,923.59**	**0.00%**
Personnel	$ 40,000.00	$ 12,089.96	$ 12,089.96	30.22%
Materials & Supplies	$ 72,500.00	$ 4,888.63	$ 28,553.23	39.38%
Interfund Transfer - Capital Reserve	$ 3,000.00	$ -	$ -	0.00%
EXPENSES	**$ 135,500.00**	**$ 16,978.59**	**$ 40,643.19**	**29.99%**

	Budget	Current Mo Activity	Actual
Revenue from Rates	$ 46,000.00	$ 4,705.86	$ 22,923.59
Expenses paid by Rates	$ 115,500.00	$ 16,978.59	$ 40,643.19
Available for Reserve	$ (69,500.00)	$ (12,272.73)	$ (17,719.60)

Streets Capital Reserve 150-1040

Monthly Financial Summary Report

November-19

Printed: 1/6/2020 1:12:52 PM
Period 05 - 05
Fiscal Year 2020

Description	**Budget for Year**	**Current Activity**	**Actual to Date**	**% of Budget**
Beginning Balance	$ 454,064.00	$ -	$ -	0.00%
Grant	$ 100,000.00	$ -	$ -	0.00%
Street Reserve Generated	$ 3,000.00	$ -	$ -	0.00%
50 Cent Per Wastewater Meter	$ 5,000.00	$ -	$ -	0.00%
50 Cent Per Wastewater Meter	$ 5,000.00	$ -	$ -	0.00%
Transfer Visitor Amenities Support	$ 25,000.00	$ -	$ -	0.00%
REVENUE	**$ 592,064.00**	**$ -**	**$ -**	**0.00%**
Personnel	$ 60,000.00	$ -	$ -	0.00%
Capital Outlay - Gateway Sign	$ -	$ -	$ 4,312.50	0.00%
Capital Outlay - Parking; Paving	$ 25,000.00	$ -	$ -	0.00%
Capital Outlay - Street Projects	$ 300,000.00	$ 99,705.80	$ 225,692.52	75.23%
EXPENSES	**$ 385,000.00**	**$ 99,705.80**	**$ 230,005.02**	**59.74%**

Storm Drains Operating 100-1050

Monthly Financial Summary Report

November-19

Printed: 1/6/2020 2:26:06 PM
Period 05 - 05
Fiscal Year 2020

Description	Budget for Year	Current Activity	Actual to Date	% of Budget
Beginning Balance	$ 101,393.00	$ -	$ -	0.00%
REVENUE	**$ 101,393.00**	**$ -**	**$ -**	**0.00%**
Personnel	$ 30,000.00	$ 10,683.22	$ 10,683.22	35.61%
Materials & Supplies	$ 12,000.00	$ -	$ -	0.00%
EXPENSES	**$ 42,000.00**	**$ 10,683.22**	**$ 10,683.22**	

	Budget	Current Mo Activity	Actual
Revenue from Rates	$ 101,393.00	$ -	$ -
Expenses paid by Rates	$ 42,000.00	$ 10,683.22	$ 10,683.22
Available for Reserve	$ 59,393.00	$ (10,683.22)	$ (10,683.22)

Storm Drain Capital Reserve 100-1040

Monthly Financial Summary Report

November-19

Printed: 1/6/2020 1:15:31 PM
Period 05 - 05
Fiscal Year 2020

Description	Budget for Year	Current Activity	Actual to Date	% of Budget
Beginning Balance	$ (4,663.00)		$ -	0.00%
Transfer from the General Fund	$ 44,663.00	$ -	$ -	0.00%
REVENUE	**$ 40,000.00**	**$ -**	**$ -**	**0.00%**
Capital Outlay - Build Out/Improvements	$ 40,000.00	$ -	$ -	0.00%
EXPENSES	**$ 40,000.00**	**$ -**	**$ -**	**0.00%**

Water Operating 660-1700

Monthly Financial Summary Report

November-19

Printed: 1/6/2020 1:16:36 PM
Period 05 - 05
Fiscal Year 2020

Description	Budget for Year	Current Activity	Actual to Date	% of Budget
Beginning Balance	$ 248,072.00	$ -	$ -	0.00%
Water/Wastewater Services	$ 606,000.00	$ 52,142.29	$ 349,118.48	57.61%
Capital Reserve Fee	$ 37,000.00	$ 3,300.25	$ 15,163.89	40.98%
Installation Charges	$ 3,000.00	$ 850.00	$ 2,550.00	85.00%
Rents or Fees	$ (3,500.00)	$ 82.50	$ 912.27	0.00%
REVENUE	**$ 890,572.00**	**$ 56,375.04**	**$ 367,744.64**	**41.29%**
Personnel	$ 300,000.00	$ 16,324.94	$ 165,566.83	55.19%
Materials & Supplies	$ 287,900.00	$ 22,162.73	$ 119,573.59	41.03%
Interfund Transfer - Street	$ 5,000.00	$ -	$ -	0.00%
Interfund Transfer - Capital Reserve	$ 100,000.00	$ -	$ -	0.00%
Interfund Transfer Restricted	$ 43,000.00	$ -	$ -	0.00%
EXPENSES	**$ 735,900.00**	**$ 38,487.67**	**$ 285,140.42**	**38.75%**

	Budget	Current Mo Activity	Actual
Revenue from Rates	$ 642,500.00	$ 56,375.04	$ 367,744.64
Expenses paid by Rates	$ 735,900.00	$ 38,487.67	$ 285,140.42
Available for Reserve	$ (93,400.00)	$ 17,887.37	$ 82,604.22

Water Capital Reserve 660-1705

Monthly Financial Summary Report

November-19

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Period 05 - 05
Fiscal Year 2020

Description	Budget for Year	Current Activity	Actual to Date	% of Budget
Beginning Balance	$ 162,450.00	$ -	$ -	0.00%
Transfer Water Reserves	$ 100,000.00	$ -	$ -	0.00%
Transfer from SDC	$ 45,000.00	$ -	$ -	0.00%
REVENUE	**$ 307,450.00**	**$ -**	**$ -**	**0.00%**
Personnel	$ 3,000.00	$ -	$ -	0.00%
Capital Outlay - Equipment	$ 114,000.00	$ -	$ 2,903.00	2.55%
Capital Outlay - Water systems	$ 273,000.00	$ -	$ 2,674.50	0.98%
EXPENSES	**$ 390,000.00**	**$ -**	**$ 5,577.50**	**1.43%**

Wastewater Operating 670-1800

Monthly Financial Summary Report

November-19

Printed: 1/6/2020 1:13:38 PM
Period 05 - 05
Fiscal Year 2020

Description	**Budget for Year**	**Current Activity**	**Actual to Date**	**% of Budget**
Beginning Balance	$ 226,078.00	$ -	$ -	0.00%
Water/Wastewater Services	$ 590,000.00	$ 49,968.99	$ 338,967.61	57.45%
Capital Reserve Fee	$ 43,000.00	$ 3,138.38	$ 23,023.83	53.54%
Installation Charges	$ 2,500.00	$ 375.00	$ 1,125.00	45.00%
Rents or Fees	$ (4,500.00)	$ 200.00	$ 884.42	0.00%
REVENUE	**$ 857,078.00**	**$ 53,682.37**	**$ 364,000.86**	**42.47%**
Personnel	$ 340,000.00	$ 72,832.97	$ 113,159.54	33.28%
Materials & Supplies	$ 272,500.00	$ 20,071.65	$ 95,328.50	34.41%
Interfund Transfer - Capital Reserve	$ 80,000.00		$ -	0.00%
Transfer to Debt Services	$ 60,000.00		$ -	0.00%
Interfund Transfer - Street Capital Reserve	$ 5,000.00		$ -	0.00%
EXPENSES	**$ 757,500.00**	**$ 92,904.62**	**$ 208,488.04**	**27.52%**

	Budget	**Current Mo Activity**	**Actual**
Revenue from Rates	$ 631,000.00	$ 53,682.37	$ 364,000.86
Expenses paid by Rates	$ 757,500.00	$ 92,904.62	$ 208,488.04
Available for Reserve	$ (126,500.00)	$ (39,222.25)	$ 155,512.82

Wastewater Capital Reserve 670-1805

Monthly Financial Summary Report

November-19

Printed: 1/6/2020 1:18:18 PM
Period 05 - 05
Fiscal Year 2020

Description	**Budget for Year**	**Current Activity**	**Actual to Date**	**% of Budget**
Beginning Balance	$ 463,065.00	$ -	$ -	0.00%
Wastewater Reserve	$ 80,000.00	$ -	$ -	0.00%
Transfers from Urban Renewal	$ 25,000.00	$ -	$ -	0.00%
REVENUE	**$ 568,065.00**	**$ -**	**$ -**	**0.00%**
Personnel	$ 3,000.00	$ -	$ -	0.00%
Capital Outlay - Infrastructure Systems	$ 276,000.00	$ -	$ 6,537.07	2.37%
Capital Outlay - Equipment	$ 89,000.00	$ -	$ -	0.00%
EXPENSES	**$ 368,000.00**	**$ -**	**$ 6,537.07**	**1.78%**

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

City of Yachats Finance Committee
5 Year CIP Plan

Cost Estimates
2018-2019 Planning Cycle

Item	Capital Spending Category	2017-18	2017-18	2018-19	2018-19	Spent as of 6/30/2019	5 Year Capital Improvement Plan							
		Original Capital Plan	Amended Capital Plan	Original Capital Plan	Amended Capital Plan		2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-2026	Later
Item	**Sewer Projects**													
1	I & I Basin Rehab 20-30 manholes/yr Basin by 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	70,000	64,054								
				0										
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~~	300,000	110,000	135,000	80,000	80,000	80,000	
	Revised for Vac Truck year purchased						248,000							

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

5 Year Capital Improvement Plan

		2017-18	2017-18	2018-19	2018-2019						Later Years				
Item	Capital Spending Category	Original Capital Plan	Amended Capital Plan	Original Capital Plan	Amended Capital Plan	Spent as of 6/30/2019	2019-20	2020-21	2021-22	2022-23	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

	2016-17	2016-17	2017-18	2017-18	2018-19	2018-19								
2018-2019 Planning Cycle	**Original Capital Plan**	**Amended Capital Plan**	**Original Capital Plan**	**Amended Capital Plan**	**Original Capital Plan**	**Amended Capital Plan**	**Spent as of 10/8/2018**		**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	

City of Yachats

Facility and Park Safety PROJECT LIST

Inspection Conducted by CIS: April 23, 2019 and May 28, 2019

Purpose: Track status of action items

Today's Date: *1/3/2020*

Critical
High
Consider
Low

4Q19 STATUS:

Not Yet Started | In Progress | Completed

(insert date of when inputted)

Main Area	**Location**	**Issue**	**Notes**	**PRIORITY**	**Assigned To**	**Inspected By Safety Officer**	**November 2019**	**December 2019**	**January 2020**	**4Q Inspection Completed On**
City Hall	Basement and Learning Center				Heather H.					
		Consider caution sign for low clearance, base of stairs interior entrance		Consider						
		Recommend electrical outlet covers for all outlets not in use. This throughout rooms utilized by young children through learning programs		High						
		Remove stored items from windowsills		Critical						
		Ensure all ceiling lights have covers and no wires stored across ceiling are within contact to light fixtures		Critical						
		Store cleaning solutions in secured area, out of reach from children		Critical						
		Recommend illuminated Exit sign overhead exterior door		Critical						
	City Hall, Main Floor and Exterior				Heather H.					
		Secure to wall, bookcases in excess of four (4) feet. To prevent tip-over		Consider						
		Ensure large items stored over desk top bookcases are secured or removed, to prevent injury in the event of an earthquake		Consider						
		Keep all hallways free of stored items, maintaining a 22" clearance at all times	If fire alarms and sprinkle systems are impacted, becomes Critical	Consider						
		All outlets near sink to be on GFCI protected outlet		High						
		Power strips cannot be used as sources for permanent electrical outlets. Appliances should be plugged directly into a wall outlet		Critical						

City of Yachats

Facility and Park Safety PROJECT LIST

Inspection Conducted by CIS: April 23, 2019 and May 28, 2019

Purpose: Track status of action items

Today's Date: *1/3/2020*

Critical
High
Consider
Low

4Q19 STATUS:

Not Yet Started | In Progress | Completed

(insert date of when inputted)

Main Area	Location	Issue	Notes	PRIORITY	Assigned To	Inspected By Safety Officer	November 2019	December 2019	January 2020	4Q Inspection Completed On
	City Hall, Main Floor and Exterior (cont.)	Emergency exits should remain clear of obstacles. Exterior emergency doors should have illuminated Exit signs		Critical						
		Ensure outlet covers are not cracked, broken or missing screws to keep in place		High						
		Stairs accessing side entrance to stage in gymnasium, consider caution sign for clearance. Guardrail recommended on mezzanine and weight load sign posted		Consider						
		Store paints and stains in secured cabinet, not inside nor within area of public access	Fire Issue	High						
		Ladders found in several locations throughout facility, should be stored on hooks, to prevent injury and property damage	OSHA-recommended	High						
		Computers should be plugged into surge protectors, to reduce hazard/damage associated with power surge	Consider utilizing Battery back up	High						
		All electrical panels should be free from storage in front for emergency access, maintaining 30 x 36" clearance at all times		Critical						
		Ensure regular inspection of ballasts and lights to remain in good working condition. This reduces risks associated with fire hazard, further offering both public and employee safety		High						
		Recommend water heaters are secured to wall, to prevent tip-over		Consider						

City of Yachats

Facility and Park Safety PROJECT LIST

Inspection Conducted by CIS: April 23, 2019 and May 28, 2019

Purpose: Track status of action items

Today's Date: *1/3/2020*

Critical
High
Consider
Low

4Q19 STATUS:

Not Yet Started | In-Progress | Completed

(insert date of when inputted)

Main Area	Location	Issue	Notes	PRIORITY	Assigned To	Inspected By Safety Officer	November 2019	December 2019	January 2020	4Q Inspection Completed On
	City Library				Heather H.					
		Consider installation of handrail to right of exterior front entrance		Low						
		Ensure all fire extinguishers have maintenance tags and are up to date		Critical						
		Consider adding electrical outlet plugs in children's area, for outlets not in use		High						
		All electrical panels should be free from storage in front for emergency access, maintaining 30 x 36" clearance at all times		Critical						
	Log Church & Museum				Heather H.					
		Consider adding anti-theft deterrents; security cameras, watch signs, locks on outbuildings and property fencing. Daily cash turnovers		Consider						
		Consider testing for mold. Back storage had very strong odor, suggesting possibility of mold		High						
		Consider back-up measure for historical documents		Consider						
City Limits	Parks and Boardwalk				Trails and Parks in conjunction with Public Works					
		Regularly inspect parks to maintain adequate level of fall protection under playground equipment		Consider						
		Maintain and trim trees back from areas accessed for play		Consider						
		Consider sign advising those accessing the tree stand, not to jump from top while using		Consider						

City of Yachats

Facility and Park Safety PROJECT LIST

Inspection Conducted by CIS: April 23, 2019 and May 28, 2019

Purpose: Track status of action items

Today's Date: *1/3/2020*

Critical
High
Consider
Low

4Q19 STATUS:

Not Yet Started In-Progress Completed

(insert date of when inputted)

Main Area	**Location**	**Issue**	**Notes**	**PRIORITY**	**Assigned To**	**Inspected By Safety Officer**	**November 2019**	**December 2019**	**January 2020**	**4Q Inspection Completed On**
	Parks and Boardwalk (cont.)	Boardwalk – consider sign which states to stay on Boardwalk and surrounding trails. Maintain walkways to reduce hazards associated with trips and falls		Consider						
		Ocean View Park – consider signs at park entrance to caution use at own risk and secondary signage at border to Ocean, noticing of abrupt edge. Consider fencing or other barrier option, to prevent fall from abrupt edge		Consider						
Water Treatment Plant	501 Hwy 101 N	Replace MSDS materials and update to reflect new SDS standards	SDS records need to be kept for 30 years. Need index and GHS training	High	Rick M.		In-Progress			
		Electrical panels must have 30 x 36" clearance, free from storage		High			Not Yet Started			
		Sinks closest electrical outlet should be on GFCI outlet		High			Not Yet Started			
		Ensure adequate lighting and covers to light fixtures		Consider			Not Yet Started			
		Eye wash/shower units must be plumbed, where plumbing option is provided and not more than two doors away in accessibility nor to exceed 100' access		Consider			Not Yet Started			
		Water heaters should be secured to wall by bracket		Consider			Not Yet Started			
		Strongly recommend replacement of electrical cord in hallway, found frayed. Do not fix with electrical tape, should be fully replaced		Critical			Completed			
		Upper deck electrical panel showing signs of rust. Continue to monitor signs of wear, to prevent water from contacting interior	Check monthly	Critical			Completed			

City of Yachats

Facility and Park Safety PROJECT LIST

Inspection Conducted by CIS: April 23, 2019 and May 28, 2019

Purpose: Track status of action items

Today's Date: *1/3/2020*

Priority key
Critical
High
Consider
Low

4Q19 STATUS:

Not Yet Started	In-Progress	Completed

(Insert date of when inputted)

Main Area	Location	Issue	Notes	PRIORITY	Assigned To	Inspected By Safety Officer	November 2019	December 2019	January 2020	4Q Inspection Completed On
	501 Hwy 101 N (cont.)	Fencing to northwest corner of property in need of repair		Critical			Not Yet Started			
Public Works Facility and Wastewater Treatment Plant	500 West 7th St.	Bookcases in excess of 4 feet, should be secured to prevent tip-over		Consider	David B.		In-Progress	In-Progress		
		Recommend toe boards are installed on digester, to prevent water-related injury		Consider	David B.		In-Progress	In-Progress		
		Recommend adequate life rings are provided where work adjacent or over the top of water occurs, along with required safety rope specifications		Consider	David B.		Completed	Completed		
		Recommend shield over rotating pump motor. To prevent catch or pinch-point related hazard.		Consider	David B.		In-Progress	In-Progress		
		Priority Item: "suicide" nozzles are considered illegal. Replace immediately		Critical	David B.		In-Progress	In-Progress		
		Consider adding load capacity signage to gantry hoist		Low	David B.		In-Progress	In-Progress		
		Backhoe becoming greatly worn, consider replacement options sooner rather than later		Low	David B.		Not Yet Started	Beginning discussion		

INCIDENT LIST

Review incident list for the following time-frames and determine if caused by or contributed by the above items

Timing:	*Incident*	*Status*
2017		
2018		
2019 to date		

MISCELLANEOUS NOTES

1 *Keep hallways, doorways, and fire equipment with 3 feet of clearance*

2 *Remind employees to clear areas in front of electrical panels*

3 *Keep record of number of GFC outlets and outlet covers*

4 *Public Works to check PPE for damage and accessibility*

1859

Oregon
Kate Brown, Governor

Department of Transportation
Transportation Data Section
555 13th Street NE, Suite 2
Salem, OR 97301-4178
(503) 986-4251
FAX (503) 986-4249

RECEIVED
NOV 18 2019
CITY OF YACHATS

November 15, 2019

DOUGLAS JOHNSON
PUBLIC WORKS & STREETS COMMISSION
P.O. BOX 345
YACHATS, OR 97498

Subject: Submittal of Certified Public Road Mileage
Actions Required before 2/1/20: Update and Submit Mileage

Each year the Oregon Department of Transportation (ODOT) is federally mandated to report the Certified Public Road Mileage in Oregon. Public road mileage totals are part of the apportionment formulas bringing federal transportation dollars to Oregon. Public mileage is also listed in ODOT's annual publication of the "Oregon Mileage Report", which is used by the State Legislature and other decision makers to review public road mileage totals.

To ensure decision makers have the most up to date information, we are asking for your help in updating the mileage totals for your city. Please update the enclosed information and return to me. **I need your response before February 1, 2020 to ensure that your jurisdiction's mileage is accurately represented in future federal apportionments and in the 2019 Oregon Mileage Report.** The Oregon Mileage Report is online at: https://www.oregon.gov/odot/data/pages/road-assets-mileage.aspx

If you have questions or comments please contact me at danny.g.spaulding@odot.state.or.us or call 503-986-4143.

ODOT city and county maps and other transportation data can be viewed online at: https://www.oregon.gov/ODOT/Data/Pages/index.aspx

In addition, ODOT receives road network linework from various public agencies for the federally-mandated ARNOLD (All Road Network Of Linear Referenced Data) GIS submittal. This data is published annually as a framework layer and also in ODOT's TransGIS interactive web mapping tool located online here: https://gis.odot.state.or.us/transgis/

Sincerely,
Danny G. Spaulding
Public Road Inventory Coordinator

2019 MILEAGE REPORT

DOUGLAS JOHNSON
PUBLIC WORKS & STREETS COMMISSION
P.O. BOX 345
YACHATS, OR 97498

ODOT is required to use the Federal Highway Administration definition from 23 U.S.C. 315, 402(c), summarized below:

- Owned by a public authority
- Open to travel and passable by 2-wheel passenger vehicles
- At least minimally maintained

TYPES	DESCRIPTION	DEC. 31, 2018	CHANGE	DEC. 31, 2019	LANEMILES
		Centerline Miles	Centerline Miles	Centerline Miles	(If Known)
U	UNIMPROVED ** (Open for Travel)	0.00			
D	GRADED & DRAINED (Natural Surface)	0.00			
G	GRADED & DRAINED (Gravel)	1.82			
O	OIL MAT	0.00			
A	ASPHALT CONCRETE	12.50			
N	CONCRETE, BRICK, STONE	0.00			
TOTAL MILEAGE		14.32			

**Do not include Primitive miles.

Prepared by: (please print)

____

Title____________________

Email____________________

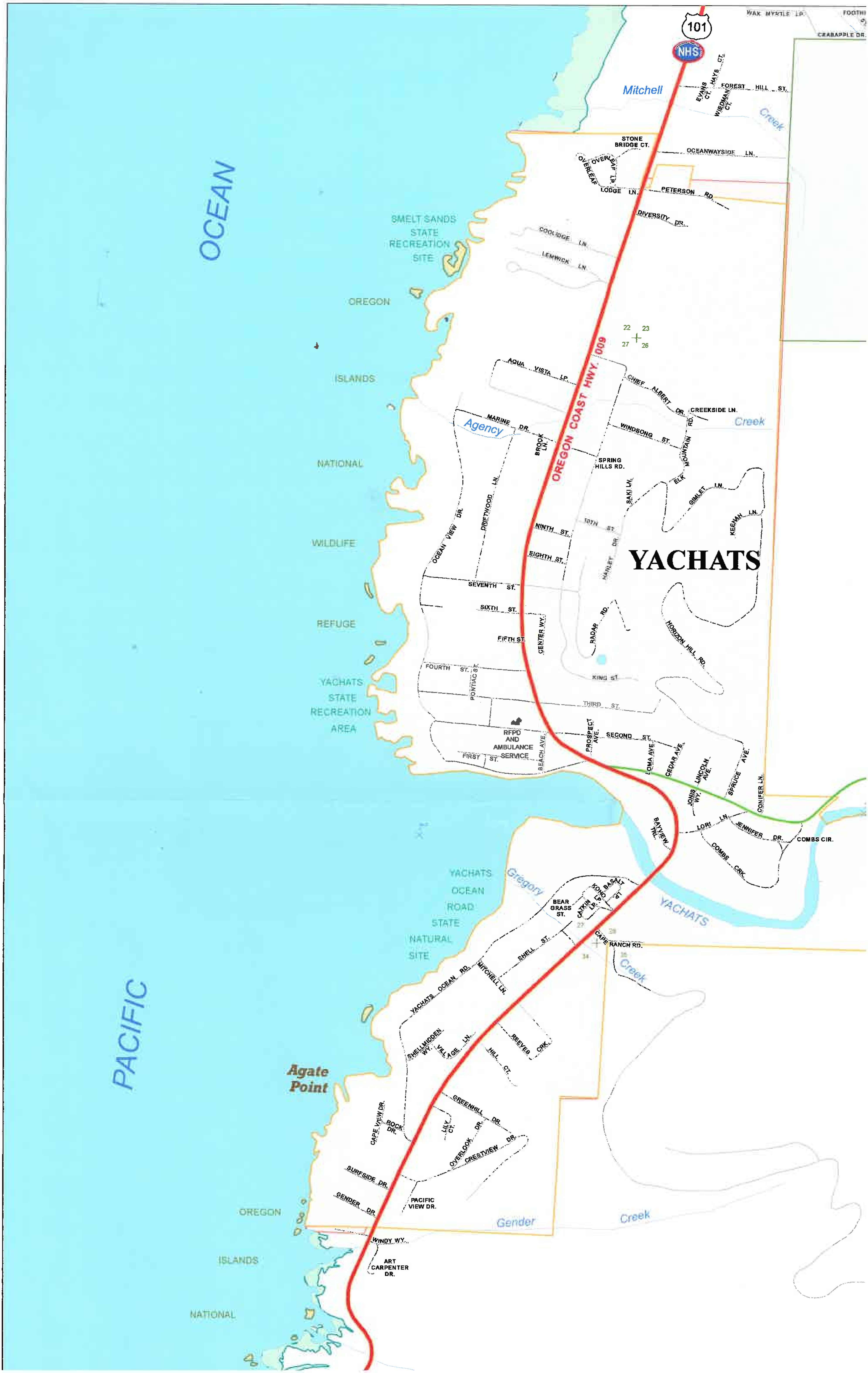
Phone #__________________

Please return to:
Oregon Department of Transportation
Road Inventory and Classification Services Unit
Danny G. Spaulding
555 13th St. NE, Suite 2
Salem, OR 97301-4178

Survey Questions

Would you/your organization be interested in submitting your data next year via a web interface?
Yes____ No____
Who would be the contact to send an electronic request for submitting?

____


PACIFIC
OCEAN
YACHATS
101
NHS
OREGON COAST HWY. 009
Mitchell
Creek
Agency
Creek
Gregory
YACHATS
Creek
Gender
Creek
SMELT SANDS
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RECREATION
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NATIONAL
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STATE
RECREATION
AREA
YACHATS
OCEAN
ROAD
STATE
NATURAL
SITE
Agate
Point
OREGON
ISLANDS
NATIONAL
WAX MYRTLE LP.
FOOTHI
CRABAPPLE DR.
HAYS CT.
EVANS CT.
WIEDMAN CT.
FOREST HILL ST.
STONE BRIDGE CT.
OCEANWAYSIDE LN.
OVERLEAF
OVERLEAF LP.
LODGE LN.
PETERSON RD.
DIVERSITY DR.
COOLIDGE LN.
LEMWICK LN.
22
23
27
26
AQUA VISTA LP.
CHIEF ALBERT DR.
CREEKSIDE LN.
MARINE DR.
BROOK LN.
WINDSONG ST.
MOUNTAIN RD.
SPRING HILLS RD.
ELK
GIMLET LN.
SAKI LN.
KEENAH LN.
DRIFTWOOD LN.
OCEAN VIEW DR.
10TH ST.
NINTH ST.
EIGHTH ST.
HANLEY DR.
SEVENTH ST.
SIXTH ST.
RADAR RD.
HORIZON HILL RD.
FIFTH ST.
CENTER WY.
FOURTH ST.
PONTIAC ST.
KING ST.
THIRD ST.
RFPD
AND
AMBULANCE
SERVICE
FIRST ST.
BEACH AVE.
PROSPECT AVE.
SECOND ST.
LOMA AVE.
CEDAR AVE.
LINCOLN AVE.
SPRUCE AVE.
CONIFER LN.
JONIS WY.
BAYVIEW TRL.
LORI LN.
JENNIFER DR.
COMBS CIR.
COMBS CRK.
KOHO LP.
BASALT ST.
BEAR GRASS ST.
CATKIN LP.
27
28
34
35
CAPE RANCH RD.
SHELL ST.
MITCHELL LN.
YACHATS OCEAN RD.
SHELLMIDDEN WY.
VILLAGE LN.
REEVES CRK.
HILL CT.
GREENHILL DR.
LILY CT.
OVERLOOK DR.
CRESTVIEW DR.
CAPE VIEW DR.
ROCK DR.
SURFSIDE DR.
GENDER DR.
PACIFIC VIEW DR.
WINDY WY.
ART CARPENTER DR.

Comparisons between Utilities within Yachats

Utility	Billing Period (days) after Reading	Due Dates	Grace Period (Days)	Describe Grace Period	Late Fees	Shut-off Fees	Reconnect Fees	Deposit	Convenience Fee	Payment Plans Y/N	Length of Plans	Describe Plan	Other Comments
CON	21	Varies: Around the 6-11 of the month	60	Due 8th of the month following 2nd billing; Del. qtr due 7 days; shut off on day afterDel. Qtr due date	$15.00	$15.00	None	None	N/a	N	0	On rare occasions, we work with the customer, but only over a 2-3month period	Not regulated by PUC
PGE: 1-800-542-8818	2-3	Varies: around the 10-15 of the month	47	Due 18 days after bill is sent; late notice sent EOM allowing 15 days, then qtr sent stating 5 days to shut-off; shut-off next day	1.70%	$15.00	$30 standard hours	Not usually for new accounts	$2.95 if using customer service, free on website	Y	12	$$ past due dividd by length of plan and added to current bill	Regulated by PUC
NWNG 1-800-422-4012	Same day or next day	Varies: around the 6-11 of the month	50-55	Due 15 days after bill is sent; late fee is $3 or 1.7% over $50; due before next billing period; shut-off 20-25 days later	$3 or 1.7%	$15.00	$30 standard hours; $100 after hours	2 months average	$2.5 if using customer service, free if using website	Y	3,6,9,12	Plan 1: $$ divided by length of plan and added to equal pay bill. They do require that a down payment be made and then balance divided equally the rest of the months; Plan 2: $$ divided by length of plan and added to current bill. They do require that a down payment be made and then the balance divided equally the rest of the months	Regulated by PUC

Delinquency Comparisons Created March 2012

			Mail		Cell	Deliver			Fees				Restoration		Payment Plans		
Organization	**# of Accounts**	**Bill**	**Reminder or Delinquent Notice**	**Final or Urgent Notice**	**Courtesy Call**	**# of Warning DH**	**# of Shut Offs**	**Late**	**Door Hanger**	**Disconnect/Reconnect**	**After Hours**	**What do they have to pay before restore**	**Same day turn on?**	**If paid by....**	**Extensions**	**Long Term**	**Other**
Clackamas River Water	13,000	12,500	1500		600 automated	See "Mail"	100	$5 or 5%	(it was $10 when they used to do it)	$40.00	$100.00	Full balance or make arrangements	Yes	4:30pm, additional fee after hours	Yes, few days up to 2 weeks with partial payment	Yes-to be paid off in 6 months	Only shut off if account owes more than $50.00
Forest Grove	9,379	Yes	Yes	Yes				n/a	$12 inside city & $24 outside city limits	$60 total; $30 disconnect; $30 reconnect	$100.00	Past due & Fees	Yes	8pm, additional fee from 5:01pm-8:00pm	Yes-1 week	Rare	They provide water, sewer, & electric
Newberg	6,500	6,400	500			See "Mail"	180	$15.00	n/a	$15.00	no	Ask them to pay balance, but must pay past due &	Yes	4:00PM	yes	No	
Oregon City	10,000		800-1000		Busy. & Mult Accs	60-80	5-10		$25.00	$25.00		In full and with fees	Yes	4:00PM	yes	3 months	
Sherwood	6,300	5,000	684	596		See "Mail"	18	n/a	$10.00	$60.00	$50.00	Entire balance including fees	Yes	4:30pm, additional fee after hours	yes	yes	They are working on phasing out the final request letter
Sunrise Water Authority	14,000	8,000	450	100		See "Mail"	50	$5.00	$10 shut off notice	$40.00	$200.00	Current balance or past due and call out fee	Yes	5:00PM	yes	yes	$300 fee if you tamper with the meter
Tigard	19,712	19,700	1221		Twice	253	67	n/a	$25.00	$50.00	n/a	Ask for balance, then past due & fee, but must pay at least past due	Yes		yes	Rare	They call customers twice to try & remind them of deliquency
Tualatin Valley Water District	58,000	58,000	Yes	Yes		No door Hangers		n/a	n/a	$60.00	$50.00	Past due or partial pmt & plan to pay remainder	Yes	4:00PM	yes	Rare	
Wilsonville	4,800	4,800	312			198	22	1.25%	n/a	$27.50	$44.00	Past due & fees	Yes	4:00PM	yes	Yes-to be paid off in 6 months	We call customers that paid default on the payment extensions

Stats for Shut Off Days - Utility Billing

Date	Walk-ins	Time	Comment	Phone Calls	Time	Outcome	Total Customers
5/15/12 UB Shut Off Day				1	5:10	Shut off	1
				1	5:50	Shut off, too late to turn on	1
6/13/12 UB Shut Off Day			Didn't keep stats			No data	0
7/18/12 UB Shut Off Day	1	5:10	Shut off, Paid bill	1	5:38	Shut off, too late to turn on	2
8/15/12 UB	1	4:50	Shut off	1	4:50	Shut off	2
	1	4:55	Shut off	1	5:05	Not Shut off	2
	1	4:56	Shut off	1	5:45	Shut off	2
				1	5:50	Shut off	1
9/18/12 UB Shut Off Day	1	4:48	Bill not past due, Paid cash	1	4:55	Pay bill, not delinquent	2
				1	4:58	Verified acct. Info	1
				1	5:21	Shut off, paid bill	1
				1	5:36	Shut off, paid bill	1
				1	5:40	Water not turned on, Geo.	1
10/17/12 UB Shut Off Day	1	4:50	Did not have info	1	4:50	Shut off, paid bill	2
	1	4:55	Shut off, paid bill	1	5:15	Shut off, paid bill	2
	1	4:58	Shut off, paid bill	1	5:40	Shut off, paid bill	2
	1	5:30	Shut off, paid bill & changed act. Info	1			1
11/15/12 UB Shut Off Day	1	4:54	Shut off, paid bill	1	5:00	Requested acct info	2
				1	5:35	Shut off, paid bill	1
12/18/2012 UB Shut Off day	1	5:32	Shut off, paid bill	1	4:50	Shut off, paid bill	2

				1	5:15	Shut off	1
				1	5:30	Shut off, paid bill	1
				1	5:40	Shut off, paid bill	1
1/16/13 UB Shut Off Day	1	5:32	Shut off, paid bill	1	4:50	Shut off, paid bill	2
				1	5:15	Shut off	1
				1	5:30	Shut off, paid bill	1
2/13/13 UB Shut Off Day	1	5:20	Shut off, paid bill	1	5:06	Shut off inquiry	2
				1	5:26	Shut off, paid bill	1
				1	5:35	Shut off, paid bill	1
				1	5:37	Inquiry about bill	1
				1	5:47	Inquiry about service	1
				1	5:55	Shut off, paid bill	1
3/13/13 UB Shut Off Day				0			0
4/17/13 UB Shut Off Day				1	4:50	Shut off, paid bill	1
				1	5:15	Called to see why water hadn't been turned back on, since paid 2.5 hours ago. Geo Said water had been turned on 2 hours ago, didn't know why they called	1
				1	5:25	Shut off, paid bill	1
				1	5:57	Shut off, paid bill	1
5/15/13 UB Shut off Day				1	4:40	Shut off, paid bill	1
				1	5:05	Shut off, paid bill	1

				1	5:13	Question about new acct.	1
				1	5:25	Current, paid bill	1
				1	5:33	Inquiring about when service to be restored	1
6/18/13 UB Shut Off Day				1	5:20	Connect	1
				1		Shut off, paid bill	1
				1		Shut off, paid bill	1
7/17/13 UB Shut Off Day	1	4:44	Current, paid bill	1	4:40	Shut off, paid bill	2
				1	4:47	Question about closing acct.	1
				1	5:12	Shut off, paid bill	1
				1	5:44	Shut off, paid bill	1
15 Days							
			14		46		60
		Avg. for Shut off day	0.9		3.1		4
		Shut off customers	10		32		42

Utility Billing Service Request Form

Page 17 of 22

Request Number:	**Xxxxx-xx-xxxx**				**Last Updated By:**		
Account Number:	0				**On Date:**	xx/xx/xxxx	
Account Status:	Active						
Name:					Home Phone:		
Billing Address:					Business Phone:		
					Service Address:		
Request Date:	xx/xx/xxxx						
Request Description:							
Service Date:	xx/xx/xxxx						
Water/Gas Meters	Route-Seq. Read Date	Serial No. Cons	Register ID No. of Digits	MXU ID	Manufacturer	Model No.	Reading
Existing Water	17-000031	57975572	57975572	13132771	X	F-3/4-6-100	36500
Meter	8/2/2013	500	6				
Location							
Comments:							
Follow up needed?	Yes	No	Serviced By:			Date:	Time:

Per NMC 13.15.090 **Exhibit**

Utility Billing Fee Schedule			
DATES:	11/27/2013		12/16/2013
FEE:	Current	Increase	Adopted
NSF Fee	$15.00	-	$15.00
Late Fee	$15.00	$5.00	$20.00
Service Charge	$15.00	$35.00	$50.00

POLICIES FOR UTILITY BILLING

A. New Accounts (see Exhibits A)

1. Customers sign up for service by providing detailed information, including two (2) forms of acceptable identification, such as a Social Security number and a Driver's License, and a current contact phone number. (See Exhibit A-2)

2. UB Verifies that the address has been "finaled" so that the new customer can sign up.

3. Customer is informed of the $20 connect fee.

4. A work order email to connect service is created and sent to Public Works. (See Exhibit A-3)

5. A copy of the applications mailed to the customer.

City of Yachats
UTILITY BILLING PROCESS FLOWCHART

OPENING AN ACCOUNT

INSERT FLOW CHART HERE

CITY OF YACHATS

APPLICATION FOR WATER / SEWER / STORM WATER SERVICE

DATE:____ ACCOUNT NO:__________________________________

NAME:____ Reading: ____

Renter? ___________ Owner? ____________ Reading Date: ___________________________________

Outside City? Yes ________ No ___________ No. In Household: _______________________________

Service Address: __________________________________ Phone No: ______________________________________

Billing Address: ____

Previous City Customer? Yes _______________________ No

Note: There is a $20.00 non-refundable turn on charge which will appear on your first bill.

hereby apply for **ware / sewer / storm water** service to the above premises. In consideration of the furnishing of service the City of Yachats to the above premises I agree to:

1. Be responsible for all charges for service from the date of this application until I give the City notice to discontinue service.
2. Abide and comply with all rules and regulations now in force or hereinafter enacted by the Yachats City Council.
3. Pay promptly all bills for service before the charges become delinquent and to notify the Finance Department that service is no longer required.
4. Have this application constitute a binding agreement between the City and myself only upon proper execution by myself and acceptance by the City.

Delinquency. The City of Yachats reserves the right to discontinue service when charges are not paid when due, and to refuse further service until the delinquency is paid in full.

Failure to Pay. Failure to pay all charges for service may result in further collection efforts by the City or the City may place a lien on the property. Unpaid charges which become a lien may be enforced and collected in the same manner as any other municipal lien.

____

Initials___________________________________

(Signature of Applicant)

ID #1: S.S. #:____________________________________ ID #2: DL #:_____________________________

Forms of ACCEPTABLE ID FOR COLLECTION PURPOSES: Soc. Sec. No., EIN, Passport, Other Federal or State ID

Sample email:

To: PW Utility Technician
Cc: UB Clerk
Subject: xx/xx/xxxx CONNECT 1234 SMITH DRIVE

METER # 987654321

John Smith
Utility Billing Clerk
City of Yachats
(541) 547-3565

POLICIES FOR UTILITY BILLING

B. Monthly Billing (See Exhibits B)

1. Meters are read at the end of each month.
2. Staff does a cursory review of the consumption reports.
3. Bills are mailed 3-5 days after reading, using a 3rd party provider. (See Exhibit B-2)
4. Staff does a more in-depth review of the consumption reports.

Timeline for bills:

Read Meters:	End of the month
Bill Date:	3-5 days after Bill Date
Due Date:	25 days after Bill Date
Grace Period:	30 days Total
Delinquent Letter:	5 days after Due Date
Delinquent Phone Calls:	Delinquent Letter Date; 2 days before Shut Offs
Shut Offs:	10 days after Delinquent Letter Date

City of Yachats
UTLITY BILLING PROCESS FLOWCHART

Regular Billing

CITY OF YACHATS

Account Statement

ACCOUNT:
SERVICE ADDRESS:
SERVICE PERIOD:
BILLING DATE:

DUE DATE:

Previous Reading **Current Reading**

Serial No. **Date.** **Reading.** **Date.** **Reading** **Cons**

Water
Sewer
Fire
Storm
Public Safety Fee

TOTAL CURRENT CHARGES

INSERT USAGE CHART HERE

PREVIOUS BALANCE
PAYMENTS RECIEVED
ADJUSTMENTS
ADDITIONAL BILLING
CURRENT CHARGES

TOTAL AMOUNT DUE

PAYMENT COUPON
PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT **TOTAL AMOUNT DUE** **DATE**
$ XX.XX
PLEASE MAKE CHECK PAYABLE TO:
CITY OF YACHATS

Account:
Service Address:
Service Period:
Billing Date:

Due Date: **Remit To:** **Yachats City Hall Address**

POLICIES FOR UTILITY BILLING

C. Delinquent Billing (see Exhibits C)

1. Due date is Twenty-five (25) days after billing date

2. Delinquent letters are sent out five (5) days after due date. At that time a $20.00 late fee is assessed. The Delinquent Letter states that your water will be shut by a certain date. You must pay your past due amount, plus the $20.00 late fee, by the date mentioned on the Delinquent Letter, which is the day before Shut offs. If you fail to pay by the Delinquent Letter due date, another $50.00 will be assessed on the Shut Off day, whether or not you are actually shut off.

3. IVR (Interactive Voice Response); customers on the delinquent list are called the morning of the day Delinquent Letters are mailed. This lets the delinquent customer know that their water will be shut off if payment is not made by a certain date. This list is updated and the calls are repeated two (20 days before shut off.

4. See Exhibits C-2 and C-3 for comparisons to other utilities.

City of Yachats

UTILITY BILLING PROCESS FLOWCHART

DELINQUENT BILLING

INSERT FLOWCHART HERE

City of Yachats

Street
City, State zip
Phone:

PAY BY DATE

Yachats, Or 97498

RE:
Account Number
Account Name
Service Location
Past Due Amount
Additional Charge
Amount Due
Due Date Weekday XX/XX/XXXX

_

Dear Customer,

Our records indicate that your account is past due and a $20.00 late charge has been applied to your account. If you have already made your payment , please disregard this notice.

If Amount Due payment has not been received by the deadline above, an additional $50.00 Service fee will be applied to your account.

Also, if amount Due has not been received by the above deadline, your WATER SERVICE WILL BE DISCONNECTED until Amount Due plus Service Fee has been received. To have service restored, payment must be received in our office no later that 4pm. There are no reconnections made after 4:00pm, on weekends, or holidays.

Payments can be made at City Hall, 441 Hwy 101 N. We accept VISA/MASTERCARD. Please bring this notice when paying in person. Do not pay via online services once you have received this notice.

Sincerely,

Utility Billing Department
PO Box 345
441 Hwy 101 N.
Yachats, Oregon 97498

_

Payment Coupon

Type to enter text

PLEASE MAKE CHECK PAYABLE TO:
CITY OF YACHATS

Account:
Service Address:
Service Period:
Billing Date:

Due Date:

AMOUNT DUE **DATE**

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT **TOTAL**
$ XX.XX

Remit To: 441 Hwy 101 N
Yachats, OR 97498

INSERT page 11 here

Exhibits C-3

INSERT page 12 here

Exhibits C-4

D. Shut-offs (see Exhibits D)

1. Shut-offs are done once a month. Shut-off days are figured around holidays, payment due dates, etc. They are usually on Wednesdays, with delinquent letters sent out ten (10) days before Shut Off date.

2. When customers are put on the Shut Off list, this means that they have not paid their bill by the due date on the Delinquent letter. When this happens, they must pay the amount past due, plus the Delinquent Letter fee and the Shut Off fee, before their water can be turned back on.

3. Hours of operation on Shut-off days will be 8:30 am to 5 pm. Deadline to get water turned back on after payment is 5:00pm This allows the PW Maintenance person to get back to the Maintenance Shop by 6pm to clock-out. Statistics have shown that over the past year, there are on average only 3 customers that still have not paid their past due amount by 4:30pm on Shut-off day.

4. The PW Maintenance workers must still turn the customer's water off, even if the customer says I will call the UB Department right now, just wait a minute.

5. With the implementation of automatic calling of delinquent customers twice before Shut Off day, the number of customers that are still delinquent on Shut Off day has diminished significantly. Exhibit D-2 provides statistics of walk-in customers versus call-in customers and the number of people paying their bill to get turned on versus other types of utility billing services performed.

City of Yachats

UTILITY BILLING PROCESS FLOWCHART

Delinquent Billing

INSERT EXCEL SPREADSHEET

STATS FOR SHUT OFF DAYS

E. Extensions

1. Extensions are given to customers who are eligible.

2. Customers who are not eligible are those who:
    - Failed to keep a previous extension within the last twelve (12) months, and
    - Their account looks questionable by having lots of delinquent letters sent and/or shut offs. Extension date is the day before the bills are figured

3. Extension date is the day before the bills are figured.

4. If customers keep their extension, they are eligible to receive extensions every month. This allows them to work with when they get paid.

5. If customers do not keep their extension, customers are given notice that their water will be turned off the next day.

F. NSF Checks

1. Customers are given a yellow door hanger with the dollar amount of the Non-Sufficient funds (NSF) check written on the door hanger, in addition to the NSF fee charge. The customer is given two days to cover the NSF check and fee, otherwise their water will be shut off.

G. Closing Accounts (see Exhibit E)

1. Customer says they are leaving the house and provide a forwarding address. A service request is generated and e-mailed to the meter reader like the connection as in Exhibit A-3

2. The meter reader does a final meter read, gives the reading to the UB clerk who then bills the customer for the amount of the final bill, plus any outstanding bills.

INSERT EXCEL PAGE

UTILITY BILLING SERVICE REQUEST FORM
PAGE 17 OF 22

POLICIES FOR UTILITY BILLING

H. Leak Adjustments (see Exhibits E)

1. An application for a leak adjustment is completed by the customer. Receipts of repairs must accompany the application. If not, the application is returned to the customer with the paragraph about providing receipts highlighted. If the repair has not been done, the credit is not given. Credit is given for a maximum of two (2) months of the leak, depending on when the leak occurred.
2. The metro reader reads the meter three (3) different times to make sure there is not a leak. This is called “no spin”.
3. If the leak has been repaired and there is “no spin”, a Leak Adjustment Worksheet (see Exhibit F-2) is processed and customer is given the credit accordingly.
4. Customers can only qualify for a Leak Adjustment once a year.

I. Hours of business (including phone calls)

1. Counter hours are Monday through Friday, 8:30am to 4:30pm with the phone being answered from 8:00am until 5:00pm.

J. Winter Averages

1. Winter Averaging is figured on the lowest consumption months of the year, which is during the winter.
2. Actual readings for the months of December, January, February, and March divided by 4, is used for the rest of the year, with a minimum of 200 cf charge, until the following December, when the Winter Averaging process starts again.
3. If water consumption for the month is less than the calculated Winter Average for March through October, the actual water consumption is used for that month.

K. Payment Methods

1. By check, cash, credit/debit at the counter; credit/debit payments through the City’s website, online banking through the customer’s bank; and automatic deduction from the customer’s checking/savings account.

City of Yachats

441 Hwy 101 N
Yachats, OR 97498

Leak Adjustment Request Form

Account # ________________________ Service Address:_____________________________

Customer Name:__________________________________Daytime Phone:_______________

The City of Yachats's Utility Department allows for a Leak Adjustment credit because of loose of water through a leak in the customer's water line or fixtures. Credits are based upon your average usage for the same period in previous years. This average is deducted from the total consumption used during the time of the leak.

I, ________________________________, am the Responsible Party for the account at the
(Name as shown on the account)
at the service address.

IN ORDER TO PROCESS YOUR APPLICATION QUICKLY & EFFICIENTLY, PLEASE READ THE FOLLOWING CAREFULLY AND GIVE A COMPLETE AND CLEAR DESCRIPTION OF THE REPAIRS.

I am asking the City of Yachats Utility Department to reduce the water/sewer bill for this account because of a leak beginning on (Date:___________________ and repaired on Date________________________). During this period the water lost from this leak was not used by anyone.

Location of leak:
____

Description of repair:____
____
____

ATTACH DOCUMENTATION OF THE REPAIR: date, address, type of repair, and cost. Acceptable documents include plumber's statement/bill or a receipt for parts. Business with in-house maintenance may submit a statement signed by two (2) employees who witnessed the repair.

In all cases, the Utility Department retains the right to make field verifications before approving leak adjustments. You will be notified when your request is approved or denied.

Signature of person requesting leak adjustment:
_______________________Date:____________

Signature of person who made the repair:_____________________________
Date:____________

PLEASE ALLOW 6 WEEKS FOR ADJUSTMENT TO BE PROCESSED

City of Yachats
Utility Department
441 Hwy 101 N
Yachats OR 97498
(541) 547-3565

Leak Adjustment Worksheet

Customer: ____

Address:
____

Account #: _________________________________

Date Requested: ____________________________

	Consumption	Water	Sewer	Storm	Fire	PSF	Total Bill
Billed	2,100	$ 84.82	$ 53.44	$ 6.22	$ 1.50	$ 3.00	$148.98
Adjusted Bill	900	$ 40.18	$ 53.44	$ 6.22	$ 1.50	$ 3.00	$104.34
Credit	1,200.	$ 44.64	$ -	$ -	$ -	$ -	$ 44.64

____
____

Historical Usage

Month One	Year	Consumption
June	2012	500
June	2011	400
June	2010	1,800

Average Usage 900

Prepared By:____ Date:
____

Approved By:____ Date:
____

POLICIES FOR UTILITY BILLING

L. Due Dates

1. UB Coordinates with the City's holiday calendar, the Post Office closed calendar, PW maintenance calendar and weekends to coordinate Due Dates and Shut Off Dates. See Section B" for timeline.

M. Connects for Cleaning Only

1. Connects for cleaning is $20.00 for a week, which includes 100 cf of water usage.

2. If the owner uses more than 100 cf in the week, they are sent a regular bill, which included all minimum meter charges and are billed for actual consumption.

N. Connects for real estate agents selling homes

1. Connects for viewing is $20.00 for a week, which included 100 cf of water usage.

2. If the real estate agent uses more than 100 cf in that week, they are sent a regular bill, which includes all minimum meter charges and are billed for actual consumption.

O. Disputes of Bill

1. Customer begins with the UB clerks. If they don't feel their issue has been resolved, they ask to speak to a supervisor (Finance Director or Assistant Finance Director).

2. If they don't get the answer resolved to their satisfaction, they can go before City Council, through "due process" option.

P. Utility Assistance Voucher

1. Customer goes through YCAP or other local non-profit agencies to get approval for assistance. This is subject to a set dollar amount granted for each agency per year, through the budget process.

POLICIES FOR UTILITY BILLING

Q. Payment Plans - 3 Months

1. Customers frequently ask to be allowed to make payments on their utility bills. Most customers do want to pay their bills.

2. Payment plans will only be given once in a twelve (12) month period.

3. Customers will still need to pay their current bill in addition to the payment plan agreement.

4. If customer does not follow the payment plan, their water is turned off the next day with balance paid in full prior to reconnection.

5. Customers who are not eligible for a payment plan are those who:

    - Failed to keep a previous payment arrangement.

    - Their account looks questionable by having lots of delinquent letters sent and/or shut offs.

    - Accounts that have been open less than 12 months.