1. Agenda

    Documents:

    03-10-2020 Public Works Agenda.pdf

2. Meeting Materials

    Documents:

    2020-02-11 Public Works Minutes.pdf
    2019-01 Financial Report.pdf
    2nd St Project.pdf
    2020 February Public Works Department Report.pdf
    2020 March Project Management Draft Report.pdf
    Report On 2019 Clean Sweep PDF.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, March 10, 2020 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of February 11, 2020 meeting

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

IV. Current Business
- A. Clean Sweep for 2010 - **Recommendation**

V. New Business
- A. Review Public Works CIP Report

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

Next Meeting Tuesday, April 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 03-06-20

City of Yachats

PUBLIC WORKS & STREETS COMMISSION

February 11, 2020

Draft Minutes

I. Call to Order

Chair Bob Bennett called the February 11, 2020 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: 1.

II. Minutes of January 14, 2019

Commissioner Bedell moved to approve the January 14, 2019 meeting minutes as presented: Aye – 5; No – 0.

III. Reports

A. Public Works Department

Wastewater Plant Lead Dave Buckwald highlighted from the Public Works report:

- The wastewater plant treated 6 million more gallons than was produced by the water plant.
- The crew has been filling potholes and the rain continues to wash them out. Commissioner Groth clarified that ODOT filled the potholes at Ocean View Drive. Buckwald indicated ODOT was very responsive
- The crew has done extensive ditch cleaning and clearing of culverts
- The crew has performed extensive of I&I inspections
- He has ordered rain pans for place under the manholes to prevent storm water seepage into the manholes. He counted 18 submerged manholes during the last storm.
- The crew did general cleaning at the buildings, including clearing the Commons gutters
- They assisted Waldport with the vac truck
- Public Works is working on five CIPs: Pole building, sliding doors, water master plan, wastewater master plan, and rate study.

Bennett asked if the 87% water efficiency rating was due to the recent repair of the large leak. Buckwald indicated that the repair helped and now they have found additional leaks which are being fixed.

B. Emergency Preparedness Committee

Commissioner Fisher reported several members forgot the meeting was starting at 2:00 pm so they did not start with a quorum. They discussed possible locations and cost of a new storage container on the south end of town. Bennett indicated he forwarded to the Mayor the need to get operations and CIP lines in the budget for Emergency Preparedness. Bennett added that the Fire Department has agreed to have the station be an assembly area for tsunami evacuations, and they will be preparing new maps with the Diversity Drive assembly area removed and the Fire Station added. Fisher reported they have a grant to get more way-finding signs for the evacuation route. The Committee hoped to visit the storage containers in Newport to learn what they have done, noting their containers have contents for different functions. Bedell clarified the Committee was not aware of a state document that enumerated all of the requirements for storage. Bennett reported the South Beach group was preparing a document on best practices.

C. Solid Waste District Advisory Council

Bedell reported there was no meeting last month. He met with a person on the Advisory Council who will soon be retiring.

D. Financial Report

<u>100-1040 Streets Operating</u>

Bennett asked Buckwald if he has more information on personnel charges. Buckwald indicated he would have to look back in his files. Bennett noted revenues were at 82% and expenses at 38%. Vaaler noted an addition error for expenses where the total should be $115,500, not $135,500 as presented in the table, which would raise the expenses to 45%. Groth noted the work completed on W 1st Street and E 2nd Street.

<u>150-1040 Capital Reserves</u>

Bennett noted the additional $1,000 in reserves generated and the transfers at 50%.

<u>100-1050 Storm Drains Operating</u>

No major discrepancies.

<u>150-1050 Storm Drain Capital Reserve</u>

Bennett clarified with Buckwald that they are still working on determining the major projects. Buckwald stated they were prioritizing whether to do the maintenance or start new projects.

<u>660-1700 Water Operating</u>

Bennett noted there was an adjustment of $10,000 in the beginning balance to $259,000. He noted services revenues were at 66% for 50% of the year. He speculated they will exceed revenue projections. Tom Lauritzen suggested this number reflects seven months of revenues in a six-month period. He asserted both June and July revenues were reflected in the July period when the conversion to the new system was made. Bennett asked if there was a way to adjust the numbers to reflect accurate percentages. Bennett noted how difficult it was to assess financial health when the numbers they have are not accurate after seven months into the new system. Lauritzen indicated Groth has a worksheet that shows the numbers are tracking well.

<u>660-1705 Water Capital Reserve</u>

Bennett noted half of the transfers from water and SDCs have been posted. Groth noted the beginning balances will be reflected when they run the January report. Groth stated they will be adding the transfer back from the south tank and the other fund.

<u>670-1800 Wastewater Operating</u>
Groth stated wastewater should track with water.

<u>670-1805 Wastewater Capital Reserve</u>
Bennett noted the #REF! errors which could indicate pasting errors.

IV. New Business

A. Application from Linn West

Bedell complimented West on the thoroughness of his application. West stated he was semi-retired and wanted to be involved in the community. He has been an architect for over 50 years and has worked on projects in public works. He spent 20+ years working with private clients, residential housing, and some commercial work. The last 20+ years have been in the public domain with schools, education facilities, institutions, medical buildings. He currently consults with mechanical and architectural firms.

Bennett explained the Commission would make a recommendation to the City Council and West would need to attend a Council meeting to get officially appointed.

Bedell moved to recommend to the City Council to appoint Linn West to the Public Works and Streets Commission: Aye – 5; No – 0.

V. Current Business

A. Update on Billing System Recommendations

Bennett indicated he has not yet been able to get current data to conduct his analysis. Bennett stated he wanted to determine what percentage of the total water costs are being paid by full-time residents. Bennett reported the current recommendation is to have a tiered rate of $6.00/$6.50/$7.00 depending on units used. He explained this system should have minimal impact on full-time residents and a larger impact on heavy users. He reviewed the Council discussed options of adding $100,000 to $200,000 in capital reserves. Bedell clarified that meter size does not impact the tiered rates. Meter size only impacts the base rates.

Lauritzen stated the basis for basing rates on meter size makes sense if the city has a large population with differing meter sizes, yet Yachats only has 10 non-5/8ths meters. Lauritzen asserted that the users with the larger meters have already paid substantial SDC fees and now they will be paying even more. Bedell suggested there could be more larger meters in the future.

Lauritzen asked the Commission to cap the larger user base rate at the 2” meter size, meaning the 3” to 4” meter users would pay the 2” meter rate. Bennett asserted that the base rate does not make a huge difference in what the user pays in total. Lauritzen suggested it could mean a difference of $400 per month.

Vaaler did not think the Council would be addressing water rates at their next meeting. She stated Council had asked Tim Tice to being work on the wastewater rates without having a final decision on the water rates.

Lauritzen suggested that the City was already having an excess of $100,000 for reserves, so the water rates only needed to generate $100,000 more to meet the $200,000 amount. He noted the budget reflected revenues going down by 10% when there was a 3% living increase and many houses being built. He noted expenses were $40,000 higher than before and $60,000 was kept for contingencies. Bedell wanted to have the hard numbers before making any assessment.

Lauritzen also suggested that the City expand the units ranges for the tiers, making the unit amounts broader and having the increments be larger than 50 cents.

Groth noted that there were CIPs for $45,000 for the backwash system and $60,000 for an earthquake valve for the South Tank. He asked if these expenses could be taken from SDCs. Lauritzen believed that SDCs could be used for systemwide improvements. Bennett noted that the backwash system was essentially a new water source. Bennett suggested that the URD cover the earthquake valve. Lauritzen noted that they would need to create a project under the URD to use it for this purpose. Bennett stated the bridge valve was not appropriate for URDs and he was not certain that SDCs would be appropriate for that project as it was not expanding service. Groth clarified the waterline work on E 2nd Street from Prospect east involved increasing the line size and would qualify for SDC support.

Groth noted that I-5 needed to be changed to Highway 101.

IV. New Business – Continued

B. Review of Adjustments to SDC Charges

Bennett reported the fees were increased by the cost of living index at 3.2%. He noted they will need to continue to index the fund until they get the list of projects from the master plans in order to recompute the fees. Anderson noted the numbers on the sheet were for 2018, not 2019.

Urban moved to accept the 3.2% increase on the 2019 SDC fees for the 2020 schedule: Aye – 5; No – 0.

C. Adopt a Fire Hydrant Program

Bennett explained the County and Fire Department are proposing an Adopt a Fire Hydrant program to help with maintenance of the hydrants. He believed the adoption would involve removing rust, testing the caps, and painting. Commissioners speculated something went out in the Newsletter mailing. Bennett noted the City will have to meet with the planners to determine who would supply the materials and tools. Buckwald indicated that Public Works was very supportive of this plan. Bennett indicated he would discuss the details at the next Fired Department Board meeting. Urban suggested there should be some supervision of the volunteers.

VI. Other Business

A. From the Commission

Urban asked what the plans were for the materials that were written on at the meetings. Anderson stated the City has yet to make an official statement on how to manage these public records. Bennett stated he would tell the City Manager they were wanting direction on how to manage these records.

B. From the Floor – none

With no further business before the commission, Bennett adjourned meeting at 4:39 pm.

______________________________ ____________
Bob Bennett, Chair Date

Minutes prepared by H.H. Anderson on March 2, 2020.

Streets Operating 100-1040

Monthly Financial Detail Report

JANUARY 2020

Printed: 2/13/2020 9:22:40 AM
Period 07 - 07
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1040	300101	Beginning Balance	$ 70,356.00	$ 93,272.87	$ -	$ 93,272.87	132.57%	
100	1040	304650	Tax - State Highway	$ 44,000.00	$ 27,735.54	$ 4,745.02	$ 32,480.56	73.82%	
100	1040	314861	Transfer from the General Fund	$ 2,000.00	$ 1,000.00	$ -	$ 1,000.00	50.00%	Quarterly transfer from 100-1010
			REVENUE	**$ 116,356.00**	**$ 122,008.41**	**$ 4,745.02**	**$ 126,753.43**	**108.94%**	
100	1040	105101	City Manager	$ -	$ 3,572.67	$ 2,665.08	$ 6,237.75	0.00%	
100	1040	105104	City Clerk 2	$ -	$ 2,282.66	$ 1,647.32	$ 3,929.98	0.00%	
100	1040	105110	Water Lead	$ -	$ 332.59	$ 332.60	$ 665.19	0.00%	
100	1040	105111	Wastewater Lead	$ -	$ 1,974.15	$ 133.20	$ 2,107.35	0.00%	
100	1040	105112	Field Utility 2	$ -	$ 301.29	$ 291.10	$ 592.39	0.00%	
100	1040	105113	Field Utility 1	$ -	$ 4,817.04	$ 458.80	$ 5,275.84	0.00%	
100	1040	105140	Fringe Benefits	$ -	$ 1,475.03	$ 615.10	$ 2,090.13	0.00%	
100	1040	105141	Insurance Benefits	$ -	$ 3,867.77	$ 1,239.55	$ 5,107.32	0.00%	
100	1040	105142	Regular PERS System	$ -	$ 1,617.52	$ 595.98	$ 2,213.50	0.00%	
100	1040	105160	Allocated Labor	$ 40,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 40,000.00**	**$ 20,240.72**	**$ 7,978.73**	**$ 28,219.45**	**70.55%**	
100	1040	205222	Insurance	$ 4,500.00	$ 1,998.06	$ 2,699.72	$ 4,697.78	104.40%	Includes CIS Audit
100	1040	205260	Contract Expense (all Professional, IGA & Persoı	$ 4,000.00	$ 228.00	$ -	$ 228.00	5.70%	
100	1040	205262	Legal	$ -	$ 380.00	$ 133.00	$ 513.00	0.00%	
100	1040	205311	Equipment Lease and Rental	$ 1,500.00	$ -	$ -	$ -	0.00%	
100	1040	205312	Equipment Fuel/Tires/Parts	$ 6,500.00	$ 1,609.34	$ -	$ 1,609.34	24.76%	
100	1040	205313	Equipment Repair	$ 2,000.00	$ 565.42	$ 26.99	$ 592.41	29.62%	
100	1040	205317	Tools and Small Equipment	$ 1,500.00	$ 44.67	$ -	$ 44.67	2.98%	
100	1040	205361	Parts	$ 3,500.00	$ 1,283.29	$ 7.70	$ 1,290.99	36.89%	
100	1040	205362	Consumables	$ 500.00	$ 71.96	$ -	$ 71.96	14.39%	
100	1040	205363	Outside Services	$ 5,000.00	$ 1,138.00	$ -	$ 1,138.00	22.76%	
100	1040	205411	Street Lighting	$ 18,500.00	$ 9,140.94	$ 1,591.20	$ 10,732.14	58.01%	
100	1040	205474	Mowing/Trimming/Removal	$ 25,000.00	$ 13,908.00	$ -	$ 13,908.00	55.63%	
100	1040	205490	Material and Services	$ -	$ 323.90	$ 3.00	$ 326.90	0.00%	
			MATERIALS AND SERVICES	**$ 72,500.00**	**$ 30,691.58**	**$ 4,461.61**	**$ 35,153.19**	**48.49%**	
100	1040	217126	Interfund Transfer - Capital Reserve	$ 3,000.00	$ 1,500.00	$ -	$ 1,500.00	50.00%	Quarterly transfer to 150-1040
			TRANSFERS	**$ 3,000.00**	**$ 1,500.00**	**$ -**	**$ 1,500.00**	**50.00%**	
			EXPENSE	**$ 115,500.00**	**$ 52,432.30**	**$ 12,440.34**	**$ 64,872.64**	**56.17%**	
			Revenue Total	**$ 116,356.00**	**$ 122,008.41**	**$ 4,745.02**	**$ 126,753.43**	**108.94%**	
			Expense Total	**$ 115,500.00**	**$ 52,432.30**	**$ 12,440.34**	**$ 64,872.64**	**56.17%**	
			NET GAIN/(LOSS)	**$ 856.00**	**$ 69,576.11**	**$ (7,695.32)**	**$ 61,880.79**		

Streets Capital Reserve 150-1040

Monthly Financial Detail Report

JANUARY 2020

Printed: 2/13/2020 9:21:52 AM
Period 07 - 07
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1040	300101	Beginning Balance	$ 454,064.00	$ -	$ 437,840.92	$ 437,840.92	96.43%	
150	1040	304481	Grant	$ 100,000.00	$ -	$ -	$ -	0.00%	Grant for 2nd street
150	1040	304864	Street Reserve Generated	$ 3,000.00	$ 1,500.00	$ -	$ 1,500.00	50.00%	Quarterly transfer from 100-1040
150	1040	304865	50 Cent Per Water Meter	$ 5,000.00	$ 2,500.00	$ -	$ 2,500.00	50.00%	Quarterly transfer from 660-1700
150	1040	304866	50 Cent Per Wastewater Meter	$ 5,000.00	$ 2,500.00	$ -	$ 2,500.00	50.00%	Quarterly transfer from 660-1800
150	1040	314863	Transfer Visitor Amenities Support	$ 25,000.00	$ 12,500.00	$ -	$ 12,500.00	50.00%	Quarterly transfer from 100-1045
			REVENUE	**$ 592,064.00**	**$ 19,000.00**	**$ 437,840.92**	**$ 456,840.92**	**77.16%**	
150	1040	105160	Allocated Labor	$ 60,000.00	$ -	$ -	$ -	0.00%	
150	**1040**		**PERSONNEL**	**$ 60,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
150	1040	407945	Capital Outlay - Gateway Sign	$ -	$ 4,312.50	$ -	$ 4,312.50	0.00%	
150	1040	407946	Capital Outlay - Parking; Paving	$ 25,000.00	$ -	$ -	$ -	0.00%	Funded through Visitor Amenity
150	1040	407947	Capital Outlay - Street Projects	$ 300,000.00	$ 225,692.52	$ 630.00	$ 226,322.52	75.44%	1st W & 2nd E Streets
150	**1040**		**CAPITAL OUTLAY**	**$ 325,000.00**	**$ 230,005.02**	**$ 630.00**	**$ 230,635.02**	**70.96%**	
			EXPENSE	**$ 385,000.00**	**$ 230,005.02**	**$ 630.00**	**$ 230,635.02**	**59.91%**	
			Revenue Total	**$ 592,064.00**	**$ 19,000.00**	**$ 437,840.92**	**$ 456,840.92**	**77.16%**	
			Expense Total	**$ 385,000.00**	**$ 230,005.02**	**$ 630.00**	**$ 230,635.02**	**59.91%**	
			NET GAIN/(LOSS)	**$ 207,064.00**	**$ (211,005.02)**	**$ 437,210.92**	**$ 226,205.90**		

Storm Drains Operaing 100-1050

Monthly Financial Detail Report

JANUARY 2020

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Period 07 - 07
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1050	300101	Beginning Balance	$ 101,393.00	$ 105,078.06	$ -	$ 105,078.06	103.63%	
			RESOURCES	**$ 101,393.00**	**$ 105,078.06**	**$ -**	**$ 105,078.06**	**103.63%**	
100	1050	105110	Water Lead	$ -	$ 332.59	$ 332.60	$ 665.19	0.00%	
100	1050	105111	Wastewater Lead	$ -	$ 2,375.34	$ 199.79	$ 2,575.13	0.00%	
100	1050	105112	Field Utility 2	$ -	$ 602.59	$ 582.19	$ 1,184.78	0.00%	
100	1050	105113	Field Utility 1	$ -	$ 4,817.01	$ 458.91	$ 5,275.92	0.00%	
100	1050	105140	Fringe Benefits	$ -	$ 901.33	$ 174.47	$ 1,075.80	0.00%	
100	1050	105141	Insurance Benefits	$ -	$ 3,177.16	$ 649.48	$ 3,826.64	0.00%	
100	1050	105142	Regular PERS System	$ -	$ 1,140.82	$ 225.32	$ 1,366.14	0.00%	
100	1050	105160	Allocated Labor	$ 30,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 30,000.00**	**$ 13,346.84**	**$ 2,622.76**	**$ 15,969.60**	**53.23%**	
100	1050	205260	Contract Expense (Prof Serv)	$ 2,500.00	$ -	$ -	$ -	0.00%	
100	1050	205313	Equipment Repair	$ 1,500.00	$ -	$ -	$ -	0.00%	
100	1050	205317	Tools and Small Equipment	$ 1,500.00	$ -	$ -	$ -	0.00%	
100	1050	205367	Storm Drain Parts	$ 6,000.00	$ -	$ -	$ -	0.00%	
100	1050	205368	Storm Drain Consumables	$ 500.00	$ -	$ -	$ -	0.00%	
			MATERIALS AND SERVICES	**$ 12,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			EXPENSE	**$ 42,000.00**	**$ 13,346.84**	**$ 2,622.76**	**$ 15,969.60**	**38.02%**	
			Revenue Total	**$ 101,393.00**	**$ 105,078.06**	**$ -**	**$ 105,078.06**	**103.63%**	
			Expense Total	**$ 42,000.00**	**$ 13,346.84**	**$ 2,622.76**	**$ 15,969.60**	**38.02%**	
			NET GAIN/(LOSS)	**$ 59,393.00**	**$ 91,731.22**	**$ (2,622.76)**	**$ 89,108.46**		

Storm Drains Capital Reserve 150-1050

Monthly Financial Detail Report

JANUARY 2020

User: yamjirovec

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Period 07 - 07

Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1050	300101	Beginning Balance	$ (4,663.00)	$ -	$ (4,663.37)	$ (4,663.37)	100.01%	
150	1050	314861	Transfer from the General Fund	$ 44,663.00	$ 22,331.50	$ -	$ 22,331.50	50.00%	
			RESOURCES	**$ 40,000.00**	**$ 22,331.50**	**$ (4,663.37)**	**$ 17,668.13**	**44.17%**	
150	1050	407922	Capital Outlay - Improvement	$ 40,000.00	$ -	$ -	$ -	0.00%	
			CAPITAL OUTLAY	**$ 40,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			EXPENSE	**$ 40,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			Revenue Total	**$ 40,000.00**	**$ 22,331.50**	**$ (4,663.37)**	**$ 17,668.13**	**44.17%**	
			Expense Total	**$ 40,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			NET GAIN/(LOSS)	**$ -**	**$ 22,331.50**	**$ (4,663.37)**	**$ 17,668.13**		

Water Operating 660-1700

Monthly Financial Detail Report

JANUARY 2020

Printed: 2/13/2020 9:26:11 AM

Period 07 - 07

Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
660	1700	300101	Beginning Balance	$ 248,072.00	$ 259,360.48	$ -	$ 259,360.48	104.55%	
660	1700	304310	Water/Wastewater Services	$ 606,000.00	$ 401,937.86	$ 58,558.14	$ 460,496.00	75.99%	
660	1700	304312	Capital Reserve Fee	$ 37,000.00	$ 18,533.94	$ 4,017.85	$ 22,551.79	60.95%	
660	1700	304320	Installation Charges	$ 3,000.00	$ 3,775.00	$ 850.00	$ 4,625.00	154.17%	
660	1700	304335	Rents or Fees	$ -	$ 1,782.08	$ -	$ 1,782.08	0.00%	Fees from city repair of damaged lines
			REVENUE	**$ 894,072.00**	**$ 685,389.36**	**$ 63,425.99**	**$ 748,815.35**	**83.75%**	
660	1700	105101	City Manager	$ -	$ 17,640.49	$ 2,665.09	$ 20,305.58	0.00%	
660	1700	105104	City Clerk 2	$ -	$ 9,911.33	$ 1,647.32	$ 11,558.65	0.00%	
660	1700	105110	Water Lead	$ -	$ 39,547.46	$ 5,654.20	$ 45,201.66	0.00%	Review wages
660	1700	105111	Wastewater Lead	$ -	$ 2,005.90	$ 332.95	$ 2,338.85	0.00%	
660	1700	105112	Field Utility 2	$ -	$ 32,959.06	$ 3,493.13	$ 36,452.19	0.00%	Review wages
660	1700	105113	Field Utility 1	$ -	$ 18,978.90	$ 4,537.34	$ 23,516.24	0.00%	
660	1700	105140	Fringe Benefits	$ -	$ 13,431.94	$ 2,033.90	$ 15,465.84	0.00%	
660	1700	105141	Insurance Benefits	$ -	$ 41,420.63	$ 6,613.03	$ 48,033.66	0.00%	
660	1700	105142	Regular PERS System	$ -	$ 19,705.90	$ 2,510.88	$ 22,216.78	0.00%	
660	1700	105160	Allocated Labor	$ 300,000.00	$ -	$	$ -	0.00%	
			PERSONNEL	**$ 300,000.00**	**$ 195,601.61**	**$ 29,487.84**	**$ 225,089.45**	**75.03%**	
660	1700	205210	Dues & Memberships	$ 2,100.00	$ 1,315.00	$ 75.00	$ 1,390.00	66.19%	
660	1700	205212	Fee Expense	$ 3,500.00	$ 247.30	$ 2,080.10	$ 2,327.40	66.50%	
660	1700	205222	Insurance	$ 21,000.00	$ 17,325.69	$ 1,888.40	$ 19,214.09	91.50%	
660	1700	205240	Office Materials & Supplies	$ 7,500.00	$ 4,760.81	$ 440.41	$ 5,201.22	69.35%	
660	1700	205251	Telephones/Cell Phones/DSL	$ 10,000.00	$ 5,282.73	$ 859.19	$ 6,141.92	61.42%	
660	1700	205253	Postage	$ 3,300.00	$ 2,830.09	$ 64.09	$ 2,894.18	87.70%	
660	1700	205255	Education and Training	$ 3,500.00	$ 939.87	$ -	$ 939.87	26.85%	
660	1700	205260	Contract Expense (all Professional, IGA & Persoı	$ 33,000.00	$ 18,179.44	$ 914.08	$ 19,093.52	57.86%	
660	1700	205261	Auditor	$ 7,000.00	$ 3,300.00	$ -	$ 3,300.00	47.14%	
660	1700	205262	Legal Expense	$ -	$ 294.33	$ -	$ 294.33	0.00%	
660	1700	205270	Travel	$ 3,000.00	$ 20.88	$ -	$ 20.88	0.70%	
660	1700	205282	Sotfware	$ -	$ 7,394.71	$ -	$ 7,394.71	0.00%	
660	1700	205283	Tools and Small Equipment	$ -	$ -	$ -	$ -	0.00%	
660	1700	205311	Equipment Lease and Rental	$ 3,000.00	$ 1,177.86	$ -	$ 1,177.86	39.26%	
660	1700	205312	Equipment Fuel/Tires/Parts	$ 5,500.00	$ 2,822.77	$ -	$ 2,822.77	51.32%	
660	1700	205313	Equipment Repair	$ 5,000.00	$ 1,426.09	$ 146.00	$ 1,572.09	31.44%	

660	1700	205317	Tools and Small Equipment	$	3,500.00	$	646.52	$	-	$	646.52	18.47%	
660	1700	205330	Building and Land Maintenance	$	4,000.00	$	-	$	-	$	-	0.00%	
660	1700	205335	Custodial Support/Supplies	$	500.00	$	25.00	$	78.58	$	103.58	20.72%	
660	1700	205342	Plant Utilities	$	23,000.00	$	11,654.85	$	2,134.31	$	13,789.16	59.95%	
660	1700	205351	Main Plant Parts	$	10,000.00	$	1,719.15	$	-	$	1,719.15	17.19%	
660	1700	205352	Main Plant Consumables	$	10,000.00	$	2,746.37	$	159.52	$	2,905.89	29.06%	
660	1700	205353	Main Plant Outside Services	$	40,000.00	$	19,768.33	$	1,815.67	$	21,584.00	53.96%	
660	1700	205361	Parts	$	14,000.00	$	15,989.66	$	1,312.44	$	17,302.10	123.59%	
660	1700	205362	Consumables	$	2,000.00	$	1,266.96	$	-	$	1,266.96	63.35%	
660	1700	205363	Outside Services	$	6,500.00	$	3,011.35	$	15.31	$	3,026.66	46.56%	
660	1700	205470	Equipment Repair/Maintenance	$	1,500.00	$	-	$	58.19	$	58.19	3.88%	
660	1700	205474	Mowing/Trimming/Removal	$	9,000.00	$	5,569.00	$	-	$	5,569.00	61.88%	
660	1700	208000	Operating Contingency	$	60,000.00	$	-	$	-	$	-	0.00%	
			MATERIALS AND SERVICES	**$**	**291,400.00**	**$**	**129,714.76**	**$**	**12,041.29**	**$**	**141,756.05**	**48.65%**	
660	1700	217121	Transfer to Streets	$	5,000.00	$	2,500.00	$	-	$	2,500.00	50.00%	Quarterly transfer to 150-1040
660	1700	217126	Interfund Transfer - Capital Reserve	$	100,000.00	$	50,000.00	$	-	$	50,000.00	50.00%	Quarterly transfer to 150-1705
660	1700	217136	Interfund Transfer Restricted	$	43,000.00	$	21,500.00	$	-	$	21,500.00	50.00%	Quarterly transfer to 155-1200
			TRANSFERS	**$**	**148,000.00**	**$**	**74,000.00**	**$**	**-**	**$**	**74,000.00**	**50.00%**	
			EXPENSE	**$**	**739,400.00**	**$**	**399,316.37**	**$**	**41,529.13**	**$**	**440,845.50**	**59.62%**	
			Revenue Total	**$**	**894,072.00**	**$**	**685,389.36**	**$**	**63,425.99**	**$**	**748,815.35**	**83.75%**	
			Expense Total	**$**	**739,400.00**	**$**	**399,316.37**	**$**	**41,529.13**	**$**	**440,845.50**	**59.62%**	
			NET GAIN/(LOSS)	**$**	**154,672.00**	**$**	**286,072.99**	**$**	**21,896.86**	**$**	**307,969.85**		

Water Capital Reserve 660-1705

Monthly Financial Detail Report

JANUARY 2020

Printed: 2/13/2020 9:28:10 AM

Period 07 - 07

Fiscal Year 2020

Fund	Dept	Account Number	Description		Budget for Year		Prior Mo Bal		Current Activity		Actual to Date	% of Budget	Notes
660	1705	300101	Beginning Balance	$	162,450.00	$	-	$	147,290.47	$	147,290.47	90.67%	
660	1705	314875	Transfer Water Reserves	$	100,000.00	$	50,000.00	$	-	$	50,000.00	50.00%	Quarterly transfer from 660-1700
660	1705	314879	Transfer from SDC	$	45,000.00	$	22,500.00	$	-	$	22,500.00	50.00%	Quarterly transfer from 160-1605
			RESOURCES	**$**	**307,450.00**	**$**	**72,500.00**	**$**	**147,290.47**	**$**	**219,790.47**	**71.49%**	
660	1705	105150	Capitalized Labor	$	3,000.00	$	-	$	-	$	-	0.00%	
			PERSONNEL	**$**	**3,000.00**	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**	
660	1705	407941	Capital Outlay - Equipment	$	114,000.00	$	2,903.00	$	3,306.00	$	6,209.00	5.45%	Move Westtech invoice to 407948
660	1705	407948	Capital Outlay - Water systems	$	273,000.00	$	2,674.50	$	12,331.50	$	15,006.00	5.50%	
			CAPITAL OUTLAY	**$**	**387,000.00**	**$**	**5,577.50**	**$**	**15,637.50**	**$**	**21,215.00**	**5.48%**	
			EXPENSE	**$**	**390,000.00**	**$**	**5,577.50**	**$**	**15,637.50**	**$**	**21,215.00**	**5.44%**	
			Revenue Total	**$**	**307,450.00**	**$**	**72,500.00**	**$**	**147,290.47**	**$**	**219,790.47**	**71.49%**	
			Expense Total	**$**	**390,000.00**	**$**	**5,577.50**	**$**	**15,637.50**	**$**	**21,215.00**	**5.44%**	
			NET GAIN/(LOSS)	**$**	**(82,550.00)**	**$**	**66,922.50**	**$**	**131,652.97**	**$**	**198,575.47**		

Wastewater Operating 670-1800

Monthly Financial Detail Report

JANUARY 2020

User: yamjirovec
Printed: 2/13/2020 9:23:34 AM
Period 07 - 07
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1800	300101	Beginning Balance	$ 226,078.00	$ 201,799.67	$ -	$ 201,799.67	89.26%	
670	1800	304310	Water/Wastewater Services	$ 590,000.00	$ 388,994.04	$ 56,939.76	$ 445,933.80	75.58%	
670	1800	304312	Capital Reserve Fee	$ 43,000.00	$ 26,159.44	$ 3,856.49	$ 30,015.93	69.80%	
670	1800	304320	Installation Charges	$ 2,500.00	$ 2,350.00	$ 375.00	$ 2,725.00	109.00%	
670	1800	304335	Rents or Fees	$ -	$ 884.42	$ -	$ 884.42	0.00%	
			REVENUE	**$ 861,578.00**	**$ 620,187.57**	**$ 61,171.25**	**$ 681,358.82**	**79.08%**	
670	1800	105101	City Manager	$ -	$ 15,136.92	$ 161.51	$ 15,298.43	0.00%	
670	1800	105104	City Clerk 2	$ -	$ 8,229.38	$ 99.82	$ 8,329.20	0.00%	
670	1800	105110	Water Lead	$ -	$ 332.59	$ 332.60	$ 665.19	0.00%	
670	1800	105111	Wastewater Lead	$ -	$ 51,339.43	$ 5,993.16	$ 57,332.59	0.00%	
670	1800	105112	Field Utility 2	$ -	$ 1,506.49	$ 1,455.47	$ 2,961.96	0.00%	
670	1800	105113	Field Utility 1	$ -	$ 10,349.45	$ 3,722.05	$ 14,071.50	0.00%	
670	1800	105140	Fringe Benefits	$ -	$ 9,651.14	$ 1,306.07	$ 10,957.21	0.00%	
670	1800	105141	Insurance Benefits	$ -	$ 26,328.42	$ 4,415.73	$ 30,744.15	0.00%	
670	1800	105142	Regular PERS System	$ -	$ 9,067.14	$ 1,303.23	$ 10,370.37	0.00%	
670	1800	105160	Allocated Labor	$ 340,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 340,000.00**	**$ 131,940.96**	**$ 18,789.64**	**$ 150,730.60**	**44.33%**	
670	1800	205210	Dues & Memberships	$ 900.00	$ 701.00	$ 210.00	$ 911.00	101.22%	
670	1800	205211	DEQ Fees	$ 4,500.00	$ 2,415.00	$ -	$ 2,415.00	53.67%	
670	1800	205212	Fee Expense	$ 4,500.00	$ 248.01	$ 2,015.11	$ 2,263.12	50.29%	
670	1800	205222	Insurance	$ 18,000.00	$ 12,586.66	$ 860.27	$ 13,446.93	74.71%	Includes CIS Audit
670	1800	205240	Office Materials & Supplies	$ 7,700.00	$ 4,701.99	$ 440.42	$ 5,142.41	66.78%	
670	1800	205251	Telephones/Cell Phones/DSL	$ 6,000.00	$ 3,299.43	$ 507.11	$ 3,806.54	63.44%	
670	1800	205253	Postage	$ 3,300.00	$ 2,830.07	$ 64.09	$ 2,894.16	87.70%	Extra mailing for Utility Billing
670	1800	205255	Education and Training	$ 5,000.00	$ 1,937.70	$ -	$ 1,937.70	38.75%	
670	1800	205260	Contract Expense (all Professional, IGA & Persoı	$ 26,000.00	$ 17,891.72	$ 914.08	$ 18,805.80	72.33%	
670	1800	205261	Auditor	$ 7,000.00	$ 3,300.00	$ -	$ 3,300.00	47.14%	
670	1800	205262	Legal	$ -	$ 294.33	$ -	$ 294.33	0.00%	
670	1800	205270	Travel	$ 3,000.00	$ 20.88	$ -	$ 20.88	0.70%	
670	1800	205282	Software	$ -	$ 7,394.71	$ 288.15	$ 7,682.86	0.00%	
670	1800	205311	Equipment Lease and Rental	$ 2,000.00	$ 1,243.85	$ -	$ 1,243.85	62.19%	
670	1800	205312	Equipment Fuel/Tires/Parts	$ 6,000.00	$ 2,369.13	$ 13.99	$ 2,383.12	39.72%	
670	1800	205313	Equipment Repair	$ 9,000.00	$ 957.58	$ 4,301.35	$ 5,258.93	58.43%	

670	1800	205317	Tools and Small Equipment	$	1,000.00	$	28.17	$	47.96	$	76.13	7.61%	
670	1800	205330	Building and Land Maintenance	$	2,500.00	$	250.00	$	50.00	$	300.00	12.00%	
670	1800	205335	Custodial Support/Supplies	$	600.00	$	207.61	$	78.58	$	286.19	47.70%	
670	1800	205342	Plant Utilities	$	30,000.00	$	12,337.22	$	2,610.15	$	14,947.37	49.82%	
670	1800	205351	Main Plant Parts	$	20,000.00	$	13,481.83	$	15.80	$	13,497.63	67.49%	
670	1800	205352	Main Plant Consumables	$	12,000.00	$	6,936.47	$	1,880.50	$	8,816.97	73.47%	
670	1800	205353	Main Plant Outside Services	$	12,000.00	$	2,660.79	$	202.95	$	2,863.74	23.86%	
670	1800	205361	Parts	$	5,000.00	$	870.49	$	-	$	870.49	17.41%	
670	1800	205362	Consumables	$	2,500.00	$	144.87	$	5.49	$	150.36	6.01%	
670	1800	205363	Outside Services	$	20,000.00	$	5,990.61	$	160.29	$	6,150.90	30.75%	
670	1800	205364	Collection I & I	$	5,000.00	$	-	$	-	$	-	0.00%	
670	1800	205470	Equipment Repair/Maintenance	$	1,500.00	$	-	$	58.18	$	58.18	3.88%	
670	1800	205474	Mowing/Trimming/Removal	$	2,000.00	$	1,356.00	$	-	$	1,356.00	67.80%	
670	1800	208000	Operating Contingency	$	60,000.00	$	-	$	-	$	-	0.00%	
			MATERIALS AND SERVICES	**$**	**277,000.00**	**$**	**106,456.12**	**$**	**14,724.47**	**$**	**121,180.59**	**43.75%**	
670	1800	217126	Interfund Transfer - Capital Reserve	$	80,000.00	$	40,000.00	$	-	$	40,000.00	50.00%	Quarterly transfer to 670-1805
670	1800	217129	Transfer to Debt Services	$	60,000.00	$	30,000.00	$	-	$	30,000.00	50.00%	Quarterly transfer to 155-1276
670	1800	217131	Interfund Transfer - Street Capital Reserve	$	5,000.00	$	2,500.00	$	-	$	2,500.00	50.00%	Quarterly transfer to 150-1040
			TRANSFERS	**$**	**145,000.00**	**$**	**72,500.00**	**$**	**-**	**$**	**72,500.00**	**50.00%**	
			EXPENSE	**$**	**762,000.00**	**$**	**310,897.08**	**$**	**33,514.11**	**$**	**344,411.19**	**45.20%**	
			Revenue Total	**$**	**861,578.00**	**$**	**620,187.57**	**$**	**61,171.25**	**$**	**681,358.82**	**79.08%**	
			Expense Total	**$**	**762,000.00**	**$**	**310,897.08**	**$**	**33,514.11**	**$**	**344,411.19**	**45.20%**	
			NET GAIN/(LOSS)	**$**	**99,578.00**	**$**	**309,290.49**	**$**	**27,657.14**	**$**	**336,947.63**		

Wastewater Capital Reserve 670-1805

Monthly Financial Detail Report

JANUARY 2020

Printed: 2/13/2020 9:27:44 AM

Period 07 - 07

Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1805	300101	Beginning Balance	$ 463,065.00	$ -	$ 443,799.74	$ 443,799.74	95.84%	
670	1805	314874	Wastewater Reserve	$ 80,000.00	$ 40,000.00	$ -	$ 40,000.00	50.00%	Quarterly transfer from 670-1800
670	1805	314883	Revenue from Urban Renewal	$ 25,000.00	$ 12,500.00	$ -	$ 12,500.00	50.00%	Quarterly transfer from 900-9000
			RESOURCES	**$ 568,065.00**	**$ 52,500.00**	**$ 443,799.74**	**$ 496,299.74**	**87.37%**	
670	1805	105160	Allocated Labor	$ 3,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 3,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
670	1805	407921	Capital Outlay - Infrastructure Systems	$ 276,000.00	$ 10,080.07	$ -	$ 10,080.07	3.65%	Airvalve & Gate
670	1805	407941	Capital Outlay - Equipment	$ 89,000.00	$ -	$ -	$ -	0.00%	Delayed to 2021
			CAPITAL OUTLAY	**$ 365,000.00**	**$ 10,080.07**	**$ -**	**$ 10,080.07**	**2.76%**	
			EXPENSE	**$ 368,000.00**	**$ 10,080.07**	**$ -**	**$ 10,080.07**	**2.74%**	
			Revenue Total	**$ 568,065.00**	**$ 52,500.00**	**$ 443,799.74**	**$ 496,299.74**	**87.37%**	
			Expense Total	**$ 368,000.00**	**$ 10,080.07**	**$ -**	**$ 10,080.07**	**2.74%**	
			NET GAIN/(LOSS)	**$ 200,065.00**	**$ 42,419.93**	**$ 443,799.74**	**$ 486,219.67**		

E. 2nd St Consolidated Project

							FY 20/21										FY 21/22								
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Feb	Mar	April	May	June
Water line																									
Project Analysis (Staff Review)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX																			
Engineering							XXXX	XXXX	XXXX	XXXX															
RFP												XXXX	XXXX	XXXX											
Award Bid															XXXX										
Construct																XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
Wastewater Collection System																									
Project Analysis (Staff Review)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX																			
Engineering							XXXX	XXXX	XXXX	XXXX															
RFP												XXXX	XXXX	XXXX											
Award Bid															XXXX										
Construct																XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
Storm Water System																									
Project Analysis (Staff Review)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX																			
Engineering							XXXX	XXXX	XXXX	XXXX															
RFP												XXXX	XXXX	XXXX											
Award Bid															XXXX										
Construct																XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
Street																									
Project Analysis (Staff Review)						XXXX																			
Engineering							XXXX	XXXX	XXXX	XXXX															
RFP												XXXX	XXXX	XXXX											
Award Bid															XXXX										
Construct																							XXXX	XXXX	XXXX

Date: March 4, 2020

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: February 2020 Public Works Report

Rain fall at Yachats Public Works:

	Inches			
Year	**2020**	**2019**	**2018**	**2017**
February	7.29	12.25	5.31	15.54
Rain year to date:	21.81	18.44	18.70	24.53

Total water production: **3,569,400 gallons** **?? % efficiency**

Total wastewater treated: **8,132,000 gallons**

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

Streets:

- Potholes filled on Shellmidden Way, Pacific View, 4th St., E. 2nd St., King St. and Aqua Vista.
- Graded Pacific View, Shellmidden Way and the parking area at the ballfield.
- .

Drainage:

- Culvert & ditch inspections and cleaning.
- Cut brush from right-of-way on King St. for ditch rehabilitation.

Water:

- Plant maintc.
- Reedy Creek maintc.
- Lagoon pump maintc.

Distribution Sys:

- Meter reading.
- Meter maintc.
- Meter shut offs.
- Meter leak detection repairs.
- Raised meter box on Ocean View Drive.
- Moved water service on Windsong.
- Working on water service repair on Coolidge Lane.
- Assisted with water leak inspection at Fisterra Gardens.

Sewer:

- Plant maintc. & clean-up.
- Sewer
- Biosolids operations.
- CCTV'd old Yachats fire station drainage pipe.
- Sent out notice to three companies requesting a bid to perform a DEQ required Significant Industrial User Survey ay the City of Yachats.

Collection Sys:

- I & I inspections.
- Lift station inspections.
- CCTV'd 312 feet on 2nd St.
- Purchased "Rain Pans" to install under manhole covers. This will reduce the amount of surface water entering the sewer system.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc.
- Equipment maintc.
- Brush box handling.
- Multiple locates.
- Both Leads working on budgets.
- PW administration.
- Installed flagpole brackets on Hwy 101 light poles.
- U.S. flags installed and removed for holiday.
- OSHA required repairs.
- Sent service truck out for repairs.
- Work orders.
- Leveling city fill site.

Parks & Commons:

- Repaired trash can fence at the Commons.
- Picked up pile for Trails Crew.
- Repaired Common front sign.

Sewer & Water CIP:

- Working on Pole Bldg., Sliding doors for U.V. system, Water/Wastewater Master Plans and Rate studies.

February 2020

Feb -2020

WTP 1 2-3-4-1 OFF
1-2 3 4-2 on
JM off 2-13 -20=AM
Russ OFF 2-13
Kevin off 2-25-20-2-29-20
Dave off
Rick off Sept. 2 Weeks
Winter - 3 weeks

2-27 WTP + WWTP ops
Drainage on Gender Dr.
Potholes on King st
Equipment Maintc.
Brush box
meter maintc.
Graded parking at ball field
Biosolid ops

2-28 WTP + WWTP ops
Lift stations
meter maintc.
WW Admin
WW SIUS request sent out
Biosolids ops.
Locate pictures

2-3 Meter shut off's
Reedy Ck maintc.
Meter Leak inspections

2-4 Reedy Ck maintc.
Meter maintc.

2-5 Reedy ck maintc

2-6 Reedy Ck maintc.
Leak inspections

2-7 WWT + WT maintc.
OSHA work

2-10 Water leak repairs
Pot hole filled on 4th + Aqua Vista
Ditch catch basin cleaned
Commons sign repaired

2-11 Water leak repairs
Raised meter box on OV.D.
Flag pole prep

2-12 OSHA required work
I+I CCTV 2nd St. 312 ft
Graded Shellmiden

2-13 meter maintc.
Flag pole installs
Picked up service truck
work orders

2-14 Potholes and bladed Pacific View Dr.
Drainage inspection

2-18 Water service on Windsong moved
Potholes filled on Shellmidden
Water service repair on Coolidge
Culvert + drainage inspection on King St.
Commons trash can fence repair

2-19 meter reading
CCTV Fire House
WWTP operations
WTP operations
Biosolids ops

2-20 Meter reading
City fillsite leveling
locates
WWTP ops
WTP ops
Biosolid ops

2-21 WWTP ops
Biosolids ops
Backhoe maintc. + cleaning
Meter reading
US Flag staff
Admin
Vehicle cleaning

2-24 Trails piles
brush box
WTP ops
Lift stations
WWTP ops
Biosolids ops
Blower maintc.
water leak at Fisterra

2-25 Water leak at Fisterra
cut brush on King Street drainage
WWTP + WTP ops
Installed rain pans S. of town
WWTP + WTP maintc.

2-26 WTP + WWTP ops
Potholes on King st.
Short staff
Biosolids ops
PW admin

Ex(...)

Misc. Work

Talk about 2" hookup @ Adobe
Russ
7th + KING, VALVE STUCK GOING South
Spruce Ave. 2" water line needs Iso-Valve

Speed sign on King St. N.

CIP Projects

6" to F.H. on Lincoln
- Carport for Bone Yard
- Blackstone to Hawley Pipe Lane
- 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 Replace

Public Works

Project Management Report

"DRAFT"

Report Date: Mar. 1st, 2020

12 Month Forecast: Mar. 2020 - Feb. 2021

Code	1. Wastewater	
	Wastewater Master Plan	20yr plan. Identifies and outlines infrastructure needs
	Significant User Study	Surveys the strength of the wastewater discharged from significate users
	Rate Study	Create rate standards. Analyze revenue/budgetary needs to recommend base/unit cost
	Pole Building	Biosolids transfer station and equipment storage
	E. 2nd St. Collection System Improvements	Part of a "consolidated project" to revitalize E. 2nd St before paving
	Vac-Truck 50/50	Replace antiquated unit
	Shop Doors 50/50	Upgrade "roll-up" shop bay doors
Code	2. Water	
	Source Water Protection Plan	Create a strategy to protect the Reedy, Salmon and Yachats water basins
	Water Master Plan	20yr plan. Identifies and outlines infrastructure needs
	Water Management & Conservation Plan	Outlines how to manage our water as the City grows with limited water resources
	Rate Study	Create rate standards. Analyze revenue/budgetary needs to recommend base/unit cost
	WTP Upgrades	WTP is now almost 30yrs old. Replacing automated systems is essential
	Backwash Recycle	Recapture operational water to add 30k to 60k gallons/day. During drought this is valuable
	SCADA	Automation and control tools being updated to meet current standards
	Earthquake Valve- South Res	An effort to retain stored water after an earthquake. Reservoir valve closes
	E. 2nd Water line	Replace AC line. Part of a "consolidated project" to revitalize E. 2nd St before paving
	Vac-Truck 50/50	Replace antiquated unit
	Shop Doors 50/50	Upgrade "roll-up" shop bay doors
	Staff Vehicle	Replacement vehicle
Code	3. Streets	
	Oceanview Dr.	Adopting from County. Remaining- Guard rails, Striping & Signage
	Driftwood	Adopt legal right-of-way. Add drainage, sidewalks, parking and paving "consolidated project"
	E. 2nd Street	Deep patching and paving after -utility upgrades
Code	4. Stormwater	
	Driftwood	Consolidated project
	E. 2nd Street	Consolidated project
Code	5. Emergency Management	
	New EM Storage Facility	More emergency supply storage is needed. Old storage sites need replaced.
	Evacuation Signage	Signage from "Beach to Assembly areas"
	Update Radio Communication	Current system is antiquated. A new system installation at the new City Hall location.
	Earthquake Valve- South Res	See Water Dept.
Code	6. Grants	
	Source Water Protection Plan	DEQ -Department of Environmental Quality **start date:**
	Water Master Plan	BO- Business Oregon **start date:**
	Wastewater Master Plan	BO- Business Oregon **start date:**
	Driftwood St Paving	ODOT -Oregon Dept. of Transportation **start date:**

Wastewater

	FY 19/20						FY 20/21						
	Mar	**April**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Comment**
Plans/Studys													
Wastewater Master Plan	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
Significant User			XXXX	XXXX	XXXX	XXXX	XXXX						
Rate Study	XXXX	XXXX	XXXX	XXXX									
Pole Building													
Site Prep													Completed
Create Spec's													Completed
RFP				XXXX	XXXX	XXXX							
Award Bid							XXXX						
Construct									XXXX	XXXX	XXXX	XXXX	
E. 2nd St. Improvements													
Analyze System					XXXX	XXXX	XXXX	XXXX	XXXX	XXXX			
Begin Engineering											XXXX	XXXX	
Vac-Truck													
Create Spec's	XXXX	XXXX											
Create and Advertise RFP				XXXX	XXXX	XXXX							
Award Bid								XXXX					
Shop Doors													
Create Spec's													Complete
Creae and Advertise RFP				XXXX	XXXX	XXXX							
Award Bid								XXXX					
Installation									XXXX				

Water

	FY 19/20				FY 20/21								
	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Comment
Plans/Studys													
Source Water Protection Plan		XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
Water Master Plan	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX				
Water Management & Conseveration Plan	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX				
Rate Study	XXXX	XXXX	XXXX	XXXX									
WTP Upgrades													
Equipment Purchases					XXXX	XXXX	XXXX	XXXX	XXXX				
Installations	XXXX	XXXX	XXXX	XXXX						XXXX	XXXX	XXXX	
WTP Recycle													
Project Analysis													Completed
Engineering	XXXX	XXXX	XXXX	XXXX									
RFP					XXXX	XXXX							
Award Bid							XXXX						
Construct									XXXX	XXXX	XXXX	XXXX	
Scada													
Process Control			XXXX	XXXX	XXXX	XXXX	XXXX						
EQ Valve													
Project Analysis													Completed
Engineering	XXXX	XXXX	XXXX	XXXX									
RFP					XXXX	XXXX							
Award Bid							XXXX						
Construct									XXXX	XXXX	XXXX	XXXX	
2nd St.													
Project Analysis					XXXX	XXXX	XXXX	XXXX	XXXX	XXXX			
Engineering											XXXX	XXXX	
Vac-Truck													
Create Spec's	XXXX	XXXX											
Create and Advertise RFP				XXXX	XXXX	XXXX							
Award Bid								XXXX					
Vehicle													
Search for a Truck					XXXX	XXXX	XXXX	XXXX					
Purchase Truck									XXXX				
Shop Doors													
Create Spec's													Complete
Creae and Advertise RFP				XXXX	XXXX	XXXX							
Award Bid								XXXX					
Installation									XXXX				

Streets

	FY 19/20						FY 20/21						
	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Comment
Driftwood													
Project Analysis													Completed
Engineering	XXXX	XXXX											
RFP			XXXX										
Award Bid				XXXX									
Construct					XXXX	XXXX	XXXX	XXXX	XXXX				
E. 2nd St													
Project Analysis					XXXX	XXXX	XXXX	XXXX					
Engineering									XXXX	XXXX	XXXX		
RFP													
Award Bid													
Construct													
Oceanview Dr													
Guard Rails													
Striping													
Signage													

Storm Water

	FY 19/20						FY 20/21						
	Mar	**April**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Comment**
Driftwood													
Project Analysis													Completed
Engineering	XXXX	XXXX											
RFP			XXXX										
Award Bid				XXXX									
Construct					XXXX	XXXX	XXXX	XXXX	XXXX				
E. 2nd St													
Project Analysis					XXXX	XXXX	XXXX	XXXX					
Engineering									XXXX	XXXX	XXXX		
RFP													
Award Bid													
Construct													

Emergency Management

	FY 19/20						FY 20/21						
	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Comment
New EM Facility													
Search for Site	XXXX	XXXX	XXXX	XXXX									
Install Utilities							XXXX	XXXX					
Prepare Foundation							XXXX	XXXX					
Install Facility Unit									XXXX	XXXX			
Evacuation Signage													
Search for Grants	XXXX	XXXX	XXXX	XXXX									
Sign Installation										XXXX	XXXX	XXXX	
Update Radio Communication													
Create Spec's										XXXX	XXXX	XXXX	
Search for Grants										XXXX	XXXX	XXXX	
Purchase Equipment													
Install at New City Hall													

Grants

Agency	$ Amount	$ in kind	Project	Status	Start Date	End Date
DEQ -Department of Environmental Quali	$30,000	$5,000	Source Water Protection Plan	Open		
BO- Business Oregon	$20,000	$0	Water Master Plan	Open		
BO- Business Oregon	$20,000	$0	Wastewater Master Plan	Open		
ODOT -Oregon Dept. of Transportation	$100,000	$0	Driftwood St Paving	Open		
ODOT -Oregon Dept. of Transportation	$100,000	$0	E. 2nd St Paving	Closed		

To: Yachats City Council August 20, 2019

From: Bob Bennett, Chair, Public Works and Streets Commission

Subject: Report On 2019 Clean Sweep

This is a review of the 2019 Clean Sweep event conducted by the Public Works and Streets Commission. The Commission is not requesting action by the City Council at this point but this report serves to draw attention to issues encountered during the event.

Listed below are the major issues for consideration:

- The cost to hold Clean Sweep was $6,855 which includes Dahl at $5,700 and City Staff at $1,155.
- Too many people from outside of Yachats are using Clean Sweep to get rid of their own material.
- Way too much of the material dropped off becomes trash in part because changing re-cycle rules classifies more material as trash and cost of disposal has gone up.
- Many more volunteers are needed to shorten shifts and increase the hours covering the event.

The Commission developed a list of suggestions based on feedback from volunteers helping with Clean Sweep and discussions held during the Commission meetings. This did include some comments from the audience. These comments were scored by each Commissioner selecting their top 4 items ranked 1 thru 4. The results are in the attached evaluation sheet. Items ranked as 1 were given a score of 4. Items ranked as 4 were given a score of 1. The individual scores were then added together on the evaluation sheet.

Please note that although canceling Clean Sweep was considered currently none of the Commissioners supported that option.

CC: Shannon Beaucaire, Yachats City Manager

Yachats Public Works and Streets Commission

Clean Sweep Selected Changes

Listed below are items from feedback and additional points suggested at the last meeting on this year's Clean Sweep. We agreed that each Commissioner would select their top 4 suggestions which would then be our report to the City Council. The City Manager collected the costs to put on Clean Sweep: Dahl - $5,700; Staff - $1,155. Total is $6,855.

Please place a number between 1 to 4 next to the Suggestions you favor.

Suggestions:

Selection	Suggestion
3	**Place large signs stuck in traffic cones on what cannot be accepted.**
7	**Place large signs stuck in traffic cones that this a CITY program not a COUNTY event. You must live in 97498 zip code.**
5	**Better traffic management which might include running the street as one way.**
	How to better manage such large trash items (it took 4 bins to handle it all)
9	**Change to 3 hour shifts with 3 shifts per day.**
1	**Consider some kind of late monitoring of site to help minimize late evening dumping.**
8	**Consider scheduling event mid-week rather than weekend to help reduce out of area dumping.**
4	**Advertise this only via City publications so that fewer people outside of 97498 show up.**
	If we continue accepting clothing try to organize a place to put them altogether.
2	**Do something similar for USABLE furniture.**
5	**Need more volunteers**
8	**Send residents a ticket to drop things off and without a ticket people cannot drop off.**
5	**Stop accepting trash just yard waste, metal, electronics, and lights.**
	Ask St. Vincent DePaul and Goodwill to stop by towards the end to see if they will take anything.
2	**Use temporary fencing to restrict access**
	Cancel Clean Sweep
	Schedule volunteers as a cleanup crew after the event.