1. Agenda

   Public Works & Streets Commission Zoom Meeting

   Documents:

   05-12-2020 Public Works Agenda.pdf

2. Public Works &Streets Meeting Materials

   Documents:

   2020-03-10 Public Works Minutes.pdf
   PW Project Plan_.Pdf
   2020-02-11 Public Works Minutes.pdf
   Financial Reports March 2020.Pdf
   Covid 19 Indicator -Water Production.pdf
   2020 March Public Works Department Report.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Note: Meeting Conducted Using Zoom

Tuesday, May 12, 2020 at 3:00pm

AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/89323958537?pwd=U1JFWGpPVWpwSjcrb1lNMzBOZjdBQT09

Meeting ID: 893 2395 8537
Password: 005046
One tap mobile
+13462487799,,89323958537#,,1#,005046# US (Houston)
+16699006833,,89323958537#,,1#,005046# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
Meeting ID: 893 2395 8537
Password: 005046
Find your local number: https://us02web.zoom.us/u/kcs73631wx

I. Meeting called to order
II. Minutes of March 14, 2020 meeting
III. Reports
   A. Public Works Department
   B. Financial Report
IV. Current Business
   A. Review Revised CIP Projects **– Make Recommendation**
V. New Business
   A. If Information is Available Review Forecast Water Revenue
VI. A. Other Business
   B. From the Commission
   C. From the Floor

Next Meeting Tuesday, June 9, 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 5/8/20

City of Yachats

PUBLIC WORKS & STREETS COMMISSION

March 10, 2020

Draft Minutes

I. Call to Order

Chair Bob Bennett called the March 10, 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 Linn West. Absent: Tom Fisher. Staff present: Wastewater Plant Lead Dave Buckwald, Water Treatment Plant Lead Rick McClung, and City Manager Shannon Beaucaire. Council Present: Leslie Vaaler. Audience: 1.

II. Minutes of February 11, 2020

Anderson noted a date correction.

Commissioner Urban moved to approve the February 11, 2020 meeting minutes as amended: Aye – 5; No – 0.

III. Reports

A. Public Works Department

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

- Still waiting on efficiency numbers and treated water was approximately double that of produced water
- Significant pot hole repair and ditch work
- Reedy Creek maintenance
- Installed meters, made repairs
- Sent request for bid on Significant Industrial User Survey project required by DEQ
- Purchased 26 rain pans for manholes to keep storm water out.
- Cleaning and moving at Public Works Building
- Working on water and sewer CIPs

Buckwald noted the previously whiteboard photos depicted work outside of normal operations and right side of the whiteboard photograph in the current report reflects what the crew does every day.

Bennett noted there was significant erosion on Ocean View Drive by the Underground Pub. McClung indicated he would call Roy Kinion at the county about repairs.

Bennett reported there was mention at the Fired Department Board meeting that there was a leak at the old fire station. Buckwald indicated that issue was a groundwater infiltration issue.

B. Emergency Preparedness Committee

McClung reported the Committee's membership is full. Next month they will be touring Newport's storage containers and looking at the vertical evacuation route at the Hatfield Marine Science Center.

McClung reviewed the presentation from Lincoln County Emergency Manager Jenny Demaris. Anderson asked who would be answering the questions Demaris presented. McClung indicated that was not yet determined. Manager Beaucaire indicated the City has an arrangement with the Council of Governments (COG) to do financial issues remotely.

Bennett added that the County was working on establishing a command center to help manage operations in the event of a pandemic. Commissioner Groth added they should work to figure how to notify people of meeting cancellations.

C. Solid Waste District Advisory Council

Commissioner Bedell reported there was no meeting this month.

D. Financial Report

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

Bennett noted personnel seemed high. Manager Beaucaire explained they changed how personnel was divided between funds and they are still tweaking the percentages.

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

Bennett reported this fund was ahead on revenues. McClung indicated they have received the grant funds for the E 2^{nd} Street work. McClung indicated there will be a grant for Driftwood. Bennett asked why there was no labor allocation. Groth noted there was $60,000 allocated. Manager Beaucaire explained how allocations should work. Bennett clarified that the street projects are for E 2^{nd} and W 1^{st} Streets. Groth noted 50% of the gateway sign was covered in FY19.

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

Bennett indicated the numbers were on target.

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

No activity.

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

Bennett noted personnel costs were high for this fund at 75%. Buckwald added that the crew had been focused on water projects and that focus would be shifting from water to drainage.

<u>660-1705 Water Capital Reserve</u>
Groth clarified most of the expenses are for engineering. Bennett suggested they need to think about cutting back as there was $307,000 anticipated revenues with $390,000 anticipated expenses. McClung suggested that some of the SDCs could be used for the backwash and for the rest of E 2nd Street. Bennett suggested McClung start looking at cuts now.

<u>670-1800 Wastewater Operating</u>
Bennett noted collections are above projected levels and personnel was more on target.

Manager Beaucaire explained the plans for allocating labor expenses.

<u>670-1805 Wastewater Capital Reserve</u>
Bennett noted revenues were up and there were no personnel costs.

IV. Current Business

A. Clean Sweep for 2020

Bennett reported they still have the yard waste bin by the sewer plant as well as homes having their own yard waste bins. Bennett clarified the biggest problem with Clean Sweep was receiving materials from people outside of the City. Bennett suggested that they have a gigantic yard sale instead of the traditional clean sweep. Bedell noted that traffic could be a problem. Bennett added some cities give residents an allotment of trash to be taken to the dump which is tracked through a ticketing system.

Urban asked what the original purpose of Clean Sweep was. Bennet thought it was to get rid of yard waste. Urban stated the majority of stuff coming in was considered trash. Bedell recalled there were positives where a child might get a bicycle. Commissioner West saw in the suggestions a high need for controlling the situation, which could be overwhelming. Groth believed there was a component in previous Clean Sweeps where residents put items on their curbs.

Councilor Vaaler recalled Larry Nixon had stated the initial motivation was to keep people from dumping trash into abandoned lots. She noted that the yard debris can pile up very quickly in the summer. Bedell stated he recently learned that some land owners are hiring services to patrol their lands.

Tom Lauritzen stated he thought last year was an anomaly. He wondered what changed. Helen Anderson noted the event was advertised in other localities.

The Commission discussed ideas for an event. Bennett asked Urban to send information on a Buy-Sell-Trade event.

Bennett noted there was not much time left to plan. Manager Beaucaire stated Dahl was willing to help manage the event. Bedell indicated there was a big problem with overnight dumping. Manager Beaucaire stated Dahl was suggesting a one-day event.

Bedell moved to advertise a City Yard Sale Day and to have one day for Dahl-assisted collection coordinated with the City Yard Sale Day: Aye – 5; No – 0.

Groth took over the meeting as Bennett has to leave at 4:00 pm.

V. New Business

A. Review Public Works CIP Report

McClung explained the first page of his Project Management Report was a master list of Public Works CIP projects. He noted the time frame of the report and the expectation that it could be used to manage when payments need to be made.

McClung handed out a consolidated project sheet for the upcoming E 2nd Street project. He stated the consolidated report contains elements from all four areas of water, wastewater, storm drains, and streets. McClung noted the project will span two years, with the first year being for analysis and engineering and the second year for bidding and construction. McClung indicated the reports will be monthly.

VI. Other Business

A. From the Commission - none

B. From the Floor

Lauritzen asked if there was any thought given to what would happen if Lincoln County were to place a quarantine on people coming to the Coastal Communities which would mean that there would be no food and beverage tax or transient rental tax income.

Manager Beaucaire stated that should quarantines be established, all non-essential work stops. She stated she is working to ensure all contracts allow for this situation with pause work or termination clauses. Bedell asked if there was a plan that someone could use should McClung or Buckwald not be available. McClung indicated the project management reports will help with this concern. Manager Beaucaire stated there is a plan for emergency contingencies. West clarified they are using the same engineering firm, the engineer of record, for all projects. McClung added that they have options to get other engineers.

Manager Beaucaire asked if McClung needed input from the Commission on the Driftwood project. She noted there was a grant for the project and they needed to get moving. Bedell reported he had not seen a scope of work for the project. McClung indicated he would email it to Commissioners and that the item is on the agenda for the next Parks and Commons Commission meeting. Anderson noted the exhibit was in the February 11, 2020 packet. Councilor O'Shaughnessey asked about the grant and the City contribution requirements. McClung indicated the grant is for $100,000 with the City covering costs above that amount, is good for two years, was awarded two months ago. Anderson asked about the need for a two-lane road in that area. The Commission discussed options for the Driftwood Lane. Groth noted there was additional parking as part of the paving of the street. Groth clarified that Parks and Commons would discuss the plan next week. McClung added that they will need to move the charging station.

Vaaler clarified with McClung that there are no compound water meters in the City.

With no further business before the commission, Groth adjourned meeting at 4:29 pm.

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Bob Bennett, Chair Date

Minutes prepared by H.H. Anderson on April 29, 2020.

Public Works

Revised Project List

"DRAFT"

Report Date:

	1. Wastewater	**Comment**
	Wastewater Master Plan	20yr plan. Identifies and outlines infrastructure needs
Not sure this qualifies as a CIP	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
	UV building door	To protect the expensive UV system
Move into 2021-22	Sewer Collection I&I	Fix leaking sewer collection pipes and manhole rehab.
Continue into 2020-21	Pole Building	Biosolids loading station and equipment storage.
Hold	E. 2nd St. Collection System Improvements	Part of a "consolidated project" to revitalize E. 2nd St before paving
Hold	Vac-Truck 50/50	Replace antiquated unit
Hold	Shop Doors 50/50	Upgrade "roll-up" shop bay doors
	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 mechanical systems is essential
Finish Engineering	Backwash Recycle	Recapture operational water to add 30k to 60k gallons/day. During drought this is valuable
Hold	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
Hold	E. 2nd Water line	Replace AC line. Part of a "consolidated project" to revitalize E. 2nd St before paving
Hold	Vac-Truck 50/50	Replace antiquated unit
Hold	Shop Doors 50/50	Upgrade "roll-up" shop bay doors
Hold	Staff Vehicle	Replacement vehicle
	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"
Hold	E. 2nd Street	Deep patching and paving after -utility upgrades
	4. Stormwater	
	Driftwood	Consolidated project
Hold	E. 2nd Street	Consolidated project
	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"
Hold	Update Radio Communication	Current system is antiquated. A new system installation at the new City Hall location.
	Earthquake Valve- South Res	See Water Dept.
	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:**
	Evacuation Signage	OEM- Oregon Emergency Management
	Driftwood St Paving	ODOT -Oregon Dept. of Transportation **start date:** 12/5/19

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

MARCH 2020

Printed: 4/14/2020 1:14:03 PM
Period 09 - 09
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	$ 240.13	$ 93,513.00	132.91%	Audited beginning balance
100	1040	304650	Tax - State Highway	$ 44,000.00	$ 37,291.72	$ 4,071.48	$ 41,363.20	94.01%	
100	1040	314861	Transfer in General Fund	$ 2,000.00	$ 1,000.00	$ 500.00	$ 1,500.00	75.00%	Quarterly transfer from 100-1010
			REVENUE	**$ 116,356.00**	**$ 131,564.59**	**$ 4,811.61**	**$ 136,376.20**	**117.21%**	
100	1040	105101	City Manager	$ -	$ 8,902.81	$ 2,665.08	$ 11,567.89	0.00%	
100	1040	105104	City Clerk 2	$ -	$ 5,486.18	$ 1,517.15	$ 7,003.33	0.00%	
100	1040	105110	Water Lead	$ -	$ 1,009.33	$ 336.41	$ 1,345.74	0.00%	
100	1040	105111	Wastewater Lead	$ -	$ 2,242.78	$ 141.34	$ 2,384.12	0.00%	
100	1040	105112	Field Utility 2	$ -	$ 881.26	$ 288.86	$ 1,170.12	0.00%	City Manager & Clerk updated for April. Public Works staff distribution review is in process
100	1040	105113	Field Utility 1	$ -	$ 5,739.54	$ 454.57	$ 6,194.11	0.00%	
100	1040	105140	Fringe Benefits	$ -	$ 2,696.51	$ 601.28	$ 3,297.79	0.00%	
100	1040	105141	Insurance Benefits	$ -	$ 6,334.44	$ 1,240.79	$ 7,575.23	0.00%	
100	1040	105142	Regular PERS System	$ -	$ 2,802.81	$ 1,624.00	$ 4,426.81	0.00%	
100	1040	105160	Allocated Labor	$ 40,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 40,000.00**	**$ 36,095.66**	**$ 8,869.48**	**$ 44,965.14**	**112.41%**	
100	1040	205222	Insurance	$ 4,500.00	$ 4,697.78	$ -	$ 4,697.78	104.40%	Insurances costs based on Square Footage. Includes CIS Audit & Workers Comp.
100	1040	205260	Contract Expense (all Professional, IGA & Persor	$ 4,000.00	$ 228.00	$ -	$ 228.00	5.70%	
100	1040	205262	Legal	$ -	$ 513.00	$ -	$ 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	$ 2,040.06	$ 100.76	$ 2,140.82	32.94%	
100	1040	205313	Equipment Repair	$ 2,000.00	$ 592.41	$ -	$ 592.41	29.62%	
100	1040	205317	Tools and Small Equipment	$ 1,500.00	$ 78.57	$ -	$ 78.57	5.24%	
100	1040	205361	Parts	$ 3,500.00	$ 1,300.49	$ 203.58	$ 1,504.07	42.97%	
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	$ 12,361.16	$ 1,627.80	$ 13,988.96	75.62%	
100	1040	205474	Mowing/Trimming/Removal	$ 25,000.00	$ 13,908.00	$ -	$ 13,908.00	55.63%	
100	1040	205490	Material and Services	$ -	$ 1,273.49	$ -	$ 1,273.49	0.00%	Review purchase
			MATERIALS AND SERVICES	**$ 72,500.00**	**$ 38,202.92**	**$ 1,932.14**	**$ 40,135.06**	**55.36%**	
100	1040	217126	Transfer out Cap Res	$ 3,000.00	$ 1,500.00	$ 750.00	$ 2,250.00	75.00%	Quarterly transfer to 150-1040
			TRANSFERS	**$ 3,000.00**	**$ 1,500.00**	**$ 750.00**	**$ 2,250.00**	**75.00%**	
			EXPENSE	**$ 115,500.00**	**$ 75,798.58**	**$ 11,551.62**	**$ 87,350.20**	**75.63%**	
			Revenue Total	**$ 116,356.00**	**$ 131,564.59**	**$ 4,811.61**	**$ 136,376.20**	**117.21%**	
			Expense Total	**$ 115,500.00**	**$ 75,798.58**	**$ 11,551.62**	**$ 87,350.20**	**75.63%**	
			NET GAIN/(LOSS)	**$ 856.00**	**$ 55,766.01**	**$ (6,740.01)**	**$ 49,026.00**		

Streets Capital Reserve 150-1040

Monthly Financial Detail Report

MARCH 2020

Printed: 4/17/2020 1:42:42 PM

Period 09 - 09

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%	Auditied beginning balance
150	1040	304481	Grant	$ 100,000.00	$ 99,253.11	$ -	$ 99,253.11	99.25%	Grant for 2nd street. Review why full amount was not received
150	1040	304864	Transfer from Streets Oper.	$ 3,000.00	$ 1,500.00	$ 750.00	$ 2,250.00	75.00%	Quarterly transfer from 100-1040
150	1040	304865	Water - 50 Cent Per Meter	$ 5,000.00	$ 2,500.00	$ 1,250.00	$ 3,750.00	75.00%	Quarterly transfer from 660-1700
150	1040	304866	Wastewater - 50 Cent Per Meter	$ 5,000.00	$ 2,500.00	$ 1,250.00	$ 3,750.00	75.00%	Quarterly transfer from 660-1800
150	1040	314863	Transfer in Visitor Amenity	$ 25,000.00	$ 12,500.00	$ 6,250.00	$ 18,750.00	75.00%	Quarterly transfer from 100-1045
			REVENUE	**$ 592,064.00**	**$ 556,094.03**	**$ 9,500.00**	**$ 556,094.03**	**93.92%**	
150	1040	105160	Allocated Labor	$ 60,000.00	$ -	$ -	$ -	0.00%	No labor hours allocated to project
			PERSONNEL	**$ 60,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
150	1040	407945	Capital Outlay - Gateway Sign	$ -	$ 4,312.50	$ -	$ 4,312.50	0.00%	2nd Invoice for FY2019 Project
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	$ 227,564.15	$ 661.50	$ 228,225.65	76.08%	1st W & 2nd E Streets
			CAPITAL OUTLAY	**$ 325,000.00**	**$ 231,876.65**	**$ 661.50**	**$ 232,538.15**	**71.55%**	
			EXPENSE	**$ 385,000.00**	**$ 231,876.65**	**$ 661.50**	**$ 232,538.15**	**60.40%**	
			Revenue Total	**$ 592,064.00**	**$ 556,094.03**	**$ 9,500.00**	**$ 565,594.03**	**95.53%**	
			Expense Total	**$ 385,000.00**	**$ 231,876.65**	**$ 661.50**	**$ 232,538.15**	**60.40%**	
			NET GAIN/(LOSS)	**$ 207,064.00**	**$ 324,217.38**	**$ 8,838.50**	**$ 333,055.88**		

Storm Drains Operating 100-1050

Monthly Financial Detail Report

MARCH 2020

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Period 09 - 09
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	$ 5,067.94	$ 110,146.00	108.63%	Auditied beginning balance
			RESOURCES	**$ 101,393.00**	**$ 105,078.06**	**$ 5,067.94**	**$ 110,146.00**	**108.63%**	
100	1050	105110	Water Lead	$ -	$ 1,009.29	$ 336.42	$ 1,345.71	0.00%	
100	1050	105111	Wastewater Lead	$ -	$ 2,778.29	$ 212.01	$ 2,990.30	0.00%	
100	1050	105112	Field Utility 2	$ -	$ 1,762.51	$ 577.74	$ 2,340.25	0.00%	
100	1050	105113	Field Utility 1	$ -	$ 5,739.66	$ 454.59	$ 6,194.25	0.00%	City Manager and Public Works staff distribution review is in process
100	1050	105140	Fringe Benefits	$ -	$ 1,252.03	$ 175.24	$ 1,427.27	0.00%	
100	1050	105141	Insurance Benefits	$ -	$ 4,457.98	$ 646.61	$ 5,104.59	0.00%	
100	1050	105142	Regular PERS System	$ -	$ 1,593.50	$ 342.71	$ 1,936.21	0.00%	
100	1050	105160	Allocated Labor	$ 30,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 30,000.00**	**$ 18,593.26**	**$ 2,745.32**	**$ 21,338.58**	**71.13%**	
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**	**$ 18,593.26**	**$ 2,745.32**	**$ 21,338.58**	**50.81%**	
			Revenue Total	**$ 101,393.00**	**$ 105,078.06**	**$ 5,067.94**	**$ 110,146.00**	**108.63%**	
			Expense Total	**$ 42,000.00**	**$ 18,593.26**	**$ 2,745.32**	**$ 21,338.58**	**50.81%**	
			NET GAIN/(LOSS)	**$ 59,393.00**	**$ 86,484.80**	**$ 2,322.62**	**$ 88,807.42**		

Storm Drains Capital Reserve 150-1050

Monthly Financial Detail Report

MARCH 2020

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Period 09 - 09
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	$ -	$ (4,663.37)	$ 4,663.37	$ -	0.00%	Audited beginning balance
150	1050	314861	Transfer in General Fund	$ 44,663.00	$ 22,331.50	$ 11,165.75	$ 33,497.25	75.00%	
			RESOURCES	**$ 44,663.00**	**$ 17,668.13**	**$ 15,829.12**	**$ 33,497.25**	**75.00%**	
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	**$ 44,663.00**	**$ 17,668.13**	**$ 15,829.12**	**$ 33,497.25**	**75.00%**	
			Expense Total	**$ 40,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			NET GAIN/(LOSS)	**$ 4,663.00**	**$ 17,668.13**	**$ 15,829.12**	**$ 33,497.25**		

Water Operating 660-1700

Monthly Financial Detail Report

MARCH 2020

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Period 09 - 09

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	$ 204,072.00	$ 259,360.48	$ (95,310.00)	$ 164,050.48	80.39%	Audited beginning balance. Adjusted for
660	1700	304310	Water/Wastewater Services	$ 606,000.00	$ 484,998.15	$ 101,634.75	$ 586,632.90	96.80%	Utility Billing will be for 13 months. Removed A/R adjustment for FY2019
660	1700	304312	Capital Reserve Fee	$ 37,000.00	$ 27,771.63	$ 3,913.33	$ 31,684.96	85.64%	
660	1700	304320	Installation Charges	$ 3,000.00	$ 5,475.00	$ 850.00	$ 6,325.00	210.83%	
660	1700	304335	Rents or Fees	$ -	$ 2,292.08	$ 430.45	$ 2,722.53	0.00%	Fees from city repair of damaged lines
			REVENUE	**$ 850,072.00**	**$ 779,897.34**	**$ 11,518.53**	**$ 791,415.87**	**93.10%**	
660	1700	105101	City Manager	$ -	$ 22,970.66	$ 2,665.08	$ 25,635.74	0.00%	
660	1700	105104	City Clerk 2	$ -	$ 13,114.86	$ 1,517.16	$ 14,632.02	0.00%	
660	1700	105110	Water Lead	$ -	$ 51,051.58	$ 2,996.53	$ 54,048.11	0.00%	
660	1700	105111	Wastewater Lead	$ -	$ 2,677.40	$ 197.04	$ 2,874.44	0.00%	
660	1700	105112	Field Utility 2	$ -	$ 39,918.59	$ 3,466.41	$ 43,385.00	0.00%	City Manager & Clerk updated for April. Public Works staff distribution review is in process
660	1700	105113	Field Utility 1	$ -	$ 28,194.82	$ 4,562.21	$ 32,757.03	0.00%	
660	1700	105140	Fringe Benefits	$ -	$ 17,524.26	$ 2,029.09	$ 19,553.35	0.00%	
660	1700	105141	Insurance Benefits	$ -	$ 54,553.66	$ 6,610.75	$ 61,164.41	0.00%	
660	1700	105142	Regular PERS System	$ -	$ 24,762.70	$ 3,759.19	$ 28,521.89	0.00%	
660	1700	105160	Allocated Labor	$ 300,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 300,000.00**	**$ 254,768.53**	**$ 27,803.46**	**$ 282,571.99**	**94.19%**	
660	1700	205210	Dues & Memberships	$ 2,100.00	$ 1,530.00	$ -	$ 1,530.00	72.86%	Dues for DEQ, DAS, etc. & Operator License
660	1700	205212	Fee Expense	$ 3,500.00	$ 3,217.58	$ 486.68	$ 3,704.26	105.84%	Credit card processing fees. Previously reduced revenue. Late fees for operator license.
660	1700	205222	Insurance	$ 21,000.00	$ 19,214.09	$ -	$ 19,214.09	91.50%	Insurances costs based on Square Footage. Includes CIS Audit & Workers Comp.
660	1700	205240	Office Materials & Supplies	$ 7,500.00	$ 5,743.36	$ 5,398.02	$ 11,141.38	148.55%	Springbrook Software
660	1700	205251	Telephones/Cell Phones/DSL	$ 10,000.00	$ 6,924.94	$ 862.61	$ 7,787.55	77.88%	
660	1700	205253	Postage	$ 3,300.00	$ 3,026.33	$ 80.00	$ 3,106.33	94.13%	Additional Utility Billing mailings
660	1700	205255	Education and Training	$ 3,500.00	$ 939.87	$ -	$ 939.87	26.85%	
660	1700	205260	Contract Expense (all Professional, IGA & Personal Svcs)	$ 33,000.00	$ 25,761.97	$ 5,329.39	$ 31,091.36	94.22%	

660	1700	205261	Auditor	$	7,000.00	$	4,000.00	$	-	$	4,000.00	57.14%	
660	1700	205262	Legal Expense	$	-	$	788.33	$	142.50	$	930.83	0.00%	
660	1700	205270	Travel	$	3,000.00	$	20.88	$	-	$	20.88	0.70%	
660	1700	205282	Software	$	-	$	7,496.41	$	300.00	$	7,796.41	0.00%	
660	1700	205283	Tools and Small Equipment	$	-	$	-	$	-	$	-	0.00%	
660	1700	205311	Equipment Lease and Rental	$	3,000.00	$	1,323.86	$	292.00	$	1,615.86	53.86%	
660	1700	205312	Equipment Fuel/Tires/Parts	$	5,500.00	$	3,253.50	$	100.77	$	3,354.27	60.99%	
660	1700	205313	Equipment Repair	$	5,000.00	$	1,780.69	$	-	$	1,780.69	35.61%	
660	1700	205317	Tools and Small Equipment	$	3,500.00	$	892.29	$	-	$	892.29	25.49%	
660	1700	205330	Building and Land Maintenance	$	4,000.00	$	-	$	-	$	-	0.00%	
660	1700	205335	Custodial Support/Supplies	$	500.00	$	103.58	$	63.34	$	166.92	33.38%	
660	1700	205342	Plant Utilities	$	23,000.00	$	16,004.76	$	2,163.33	$	18,168.09	78.99%	
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	$	2,909.87	$	1,488.96	$	4,398.83	43.99%	
660	1700	205353	Main Plant Outside Services	$	40,000.00	$	22,205.50	$	2,294.88	$	24,500.38	61.25%	
660	1700	205361	Parts	$	14,000.00	$	17,793.02	$	1,069.64	$	18,862.66	134.73%	
660	1700	205362	Consumables	$	2,000.00	$	1,266.96	$	915.71	$	2,182.67	109.13%	
660	1700	205363	Outside Services	$	6,500.00	$	3,073.66	$	7,589.00	$	10,662.66	164.04%	
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	**$**	**291,400.00**	**$**	**156,617.79**	**$**	**28,576.83**	**$**	**185,194.62**	**63.55%**	
660	1700	217121	Transfer to Streets	$	5,000.00	$	2,500.00	$	1,250.00	$	3,750.00	75.00%	Quarterly transfer to 150-1040
660	1700	217126	Interfund Transfer - Capital Reserve	$	100,000.00	$	50,000.00	$	25,000.00	$	75,000.00	75.00%	Quarterly transfer to 150-1705
660	1700	217136	Interfund Transfer Restricted	$	43,000.00	$	21,500.00	$	10,750.00	$	32,250.00	75.00%	Quarterly transfer to 155-1200
			TRANSFERS	**$**	**148,000.00**	**$**	**74,000.00**	**$**	**37,000.00**	**$**	**111,000.00**	**50.00%**	
			EXPENSE	**$**	**739,400.00**	**$**	**485,386.32**	**$**	**93,380.29**	**$**	**578,766.61**	**78.28%**	
			Revenue Total	**$**	**850,072.00**	**$**	**779,897.34**	**$**	**11,518.53**	**$**	**791,415.87**	**93.10%**	
			Expense Total	**$**	**739,400.00**	**$**	**485,386.32**	**$**	**93,380.29**	**$**	**578,766.61**	**78.28%**	
			NET GAIN/(LOSS)	**$**	**110,672.00**	**$**	**294,511.02**	**$**	**(81,861.76)**	**$**	**212,649.26**		

Water Capital Reserve 660-1705

Monthly Financial Detail Report

MARCH 2020

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Period 09 - 09

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	$ 20,232.00	$ 167,522.47	103.12%	Audited beginning balance
660	1705	314875	Transfer from Water Operations	$ 100,000.00	$ 50,000.00	$ 25,000.00	$ 75,000.00	75.00%	Quarterly transfer from 660-1700
660	1705	314879	Transfer from SDC	$ 45,000.00	$ 22,500.00	$ 11,250.00	$ 33,750.00	75.00%	Quarterly transfer from 160-1605
			RESOURCES	**$ 307,450.00**	**$ 219,790.47**	**$ 56,482.00**	**$ 276,272.47**	**89.86%**	
660	1705	105150	Capitalized Labor	$ 3,000.00	$ -	$ 2,879.24	$ 2,879.24	95.97%	Posted Q1-Q3 allocated labor for capital project
			PERSONNEL	**$ 3,000.00**	**$ -**	**$ 2,879.24**	**$ 2,879.24**	**95.97%**	
660	1705	407941	Capital Outlay - Equipment	$ 114,000.00	$ 6,209.00	$ (6,209.00)	$ -	0.00%	Moved Westtech invoice to 407948
660	1705	407948	Capital Outlay - Water systems	$ 273,000.00	$ 35,233.90	$ 10,028.00	$ 45,261.90	16.58%	
			CAPITAL OUTLAY	**$ 387,000.00**	**$ 41,442.90**	**$ 3,819.00**	**$ 45,261.90**	**11.70%**	
			EXPENSE	**$ 390,000.00**	**$ 41,442.90**	**$ 6,698.24**	**$ 48,141.14**	**12.34%**	
			Revenue Total	**$ 307,450.00**	**$ 219,790.47**	**$ 56,482.00**	**$ 276,272.47**	**89.86%**	
			Expense Total	**$ 390,000.00**	**$ 41,442.90**	**$ 6,698.24**	**$ 48,141.14**	**12.34%**	
			NET GAIN/(LOSS)	**$ (82,550.00)**	**$ 178,347.57**	**$ 49,783.76**	**$ 228,131.33**		

Wastewater Operating 670-1800

Monthly Financial Detail Report

MARCH 2020

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Period 09 - 09
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	$ 270,078.00	$ 201,799.67	$ (23,078.38)	$ 178,721.29	66.17%	Audited beginning balance. Adjusted for FY2019 A/R
670	1800	304310	Water/Wastewater Services	$ 590,000.00	$ 539,007.94	$ 8,549.50	$ 547,557.44	92.81%	Utility Billing will be for 13 months. Removed A/R adjustment for FY2019
670	1800	304312	Capital Reserve Fee	$ 43,000.00	$ 33,026.17	$ 3,405.47	$ 36,431.64	84.72%	
670	1800	304320	Installation Charges	$ 2,500.00	$ 3,100.00	$ 1,600.00	$ 4,700.00	188.00%	
670	1800	304335	Rents or Fees	$ -	$ 884.42	$ -	$ 884.42	0.00%	Fees for repairing lines that customers break
			REVENUE	**$ 905,578.00**	**$ 777,818.20**	**$ (9,523.41)**	**$ 768,294.79**	**84.84%**	
670	1800	105101	City Manager	$ -	$ 15,459.96	$ 161.52	$ 15,621.48	0.00%	
670	1800	105104	City Clerk 2	$ -	$ 8,423.52	$ 91.95	$ 8,515.47	0.00%	
670	1800	105110	Water Lead	$ -	$ 1,009.29	$ 87.19	$ 1,096.48	0.00%	
670	1800	105111	Wastewater Lead	$ -	$ 63,426.82	$ 4,355.23	$ 67,782.05	0.00%	City Manager & Clerk updated for
670	1800	105112	Field Utility 2	$ -	$ 4,406.30	$ 1,444.33	$ 5,850.63	0.00%	April. Public Works staff distribution
670	1800	105113	Field Utility 1	$ -	$ 17,739.71	$ 3,619.83	$ 21,359.54	0.00%	review is in process
670	1800	105140	Fringe Benefits	$ -	$ 12,267.38	$ 1,334.06	$ 13,601.44	0.00%	
670	1800	105141	Insurance Benefits	$ -	$ 35,060.16	$ 4,426.44	$ 39,486.60	0.00%	
670	1800	105142	Regular PERS System	$ -	$ 11,677.80	$ 4,788.08	$ 16,465.88	0.00%	
670	1800	105160	Allocated Labor	$ 340,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 340,000.00**	**$ 169,470.94**	**$ 20,308.63**	**$ 189,779.57**	**55.82%**	
670	1800	205210	Dues & Memberships	$ 900.00	$ 1,071.00	$ -	$ 1,071.00	119.00%	Operator Licenses and Dues
670	1800	205211	DEQ Fees	$ 4,500.00	$ 2,415.00	$ -	$ 2,415.00	53.67%	DEQ permit fees
670	1800	205212	Fee Expense	$ 4,500.00	$ 3,223.30	$ 486.68	$ 3,709.98	82.44%	Credit card processing fees. Previously reduced revenue.
670	1800	205222	Insurance	$ 18,000.00	$ 13,446.93	$ -	$ 13,446.93	74.71%	Insurances costs based on Square Footage. Includes CIS Audit & Workers Comp.
670	1800	205240	Office Materials & Supplies	$ 7,700.00	$ 5,684.55	$ 5,428.06	$ 11,112.61	144.32%	Springbrook Software
670	1800	205251	Telephones/Cell Phones/DSL	$ 6,000.00	$ 4,238.29	$ 511.34	$ 4,749.63	79.16%	
670	1800	205253	Postage	$ 3,300.00	$ 3,026.31	$ 80.00	$ 3,106.31	94.13%	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 & Personal Svcs)	$	26,000.00	$	25,338.82	$	5,329.39	$	30,668.21	117.95%	Costs for all contractors: Finance, planning, IT, Meeting support, permit enforcement, etc.
670	1800	205261	Auditor	$	7,000.00	$	4,000.00	$	-	$	4,000.00	57.14%	
670	1800	205262	Legal	$	-	$	788.33	$	142.50	$	930.83	0.00%	
670	1800	205270	Travel	$	3,000.00	$	20.88	$	-	$	20.88	0.70%	
670	1800	205282	Software	$	-	$	7,784.56	$	300.00	$	8,084.56	0.00%	
670	1800	205311	Equipment Lease and Rental	$	2,000.00	$	1,389.85	$	292.00	$	1,681.85	84.09%	
670	1800	205312	Equipment Fuel/Tires/Parts	$	6,000.00	$	2,813.85	$	100.77	$	2,914.62	48.58%	
670	1800	205313	Equipment Repair	$	9,000.00	$	6,646.93	$	-	$	6,646.93	73.85%	
670	1800	205317	Tools and Small Equipment	$	1,000.00	$	321.90	$	33.98	$	355.88	35.59%	
670	1800	205330	Building and Land Maintenance	$	2,500.00	$	350.00	$	50.00	$	400.00	16.00%	
670	1800	205335	Custodial Support/Supplies	$	600.00	$	286.19	$	135.34	$	421.53	70.26%	
670	1800	205342	Plant Utilities	$	30,000.00	$	17,991.59	$	2,915.77	$	20,907.36	69.69%	
670	1800	205351	Main Plant Parts	$	20,000.00	$	13,550.63	$	197.22	$	13,747.85	68.74%	
670	1800	205352	Main Plant Consumables	$	12,000.00	$	8,863.88	$	752.97	$	9,616.85	80.14%	
670	1800	205353	Main Plant Outside Services	$	12,000.00	$	3,009.52	$	1,046.10	$	4,055.62	33.80%	
670	1800	205361	Parts	$	5,000.00	$	881.32	$	-	$	881.32	17.63%	
670	1800	205362	Consumables	$	2,500.00	$	150.36	$	368.43	$	518.79	20.75%	
670	1800	205363	Outside Services	$	20,000.00	$	6,150.90	$	926.51	$	7,077.41	35.39%	
670	1800	205364	Collection I & I	$	5,000.00	$	-	$	49.14	$	49.14	0.98%	
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	**$**	**277,000.00**	**$**	**136,796.77**	**$**	**19,146.20**	**$**	**155,942.97**	**56.30%**	
670	1800	217126	Transfer out Cap Res	$	80,000.00	$	40,000.00	$	20,000.00	$	60,000.00	75.00%	Quarterly transfer to 670-1805
670	1800	217129	Transfer to Debt Services	$	60,000.00	$	30,000.00	$	15,000.00	$	45,000.00	75.00%	Quarterly transfer to 155-1276
670	1800	217131	Interfund Transfer - Street Capital Rese	$	5,000.00	$	2,500.00	$	1,250.00	$	3,750.00	75.00%	Quarterly transfer to 150-1040
			TRANSFERS	**$**	**145,000.00**	**$**	**72,500.00**	**$**	**36,250.00**	**$**	**108,750.00**	**75.00%**	
			EXPENSE	**$**	**762,000.00**	**$**	**378,767.71**	**$**	**75,704.83**	**$**	**454,472.54**	**59.64%**	
			Revenue Total	**$**	**905,578.00**	**$**	**777,818.20**	**$**	**(9,523.41)**	**$**	**768,294.79**	**84.84%**	
			Expense Total	**$**	**762,000.00**	**$**	**378,767.71**	**$**	**75,704.83**	**$**	**454,472.54**	**59.64%**	
			NET GAIN/(LOSS)	**$**	**143,578.00**	**$**	**399,050.49**	**$**	**(85,228.24)**	**$**	**313,822.25**		

Wastewater Capital Reserve 670-1805

Monthly Financial Detail Report

MARCH 2020

Printed: 4/17/2020 3:11:47 PM

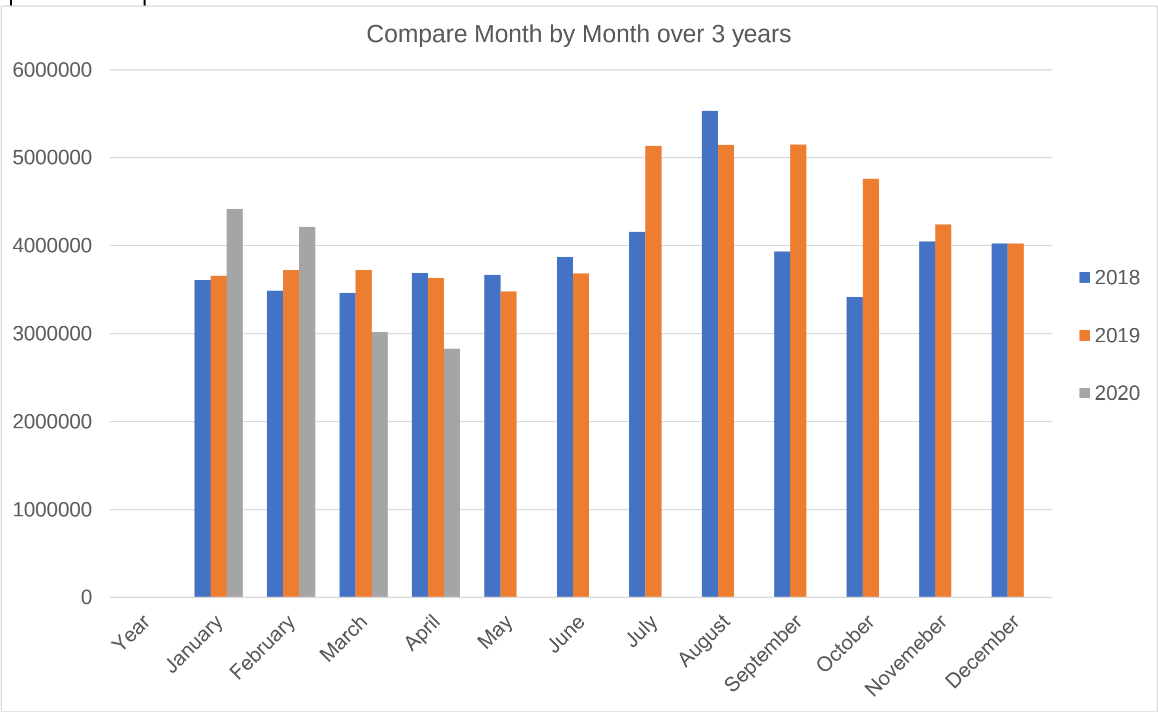
Period 09 - 09

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%	Audited beginning balance
670	1805	314874	Wastewater Reserve	$ 80,000.00	$ 40,000.00	$ 20,000.00	$ 60,000.00	75.00%	Quarterly transfer from 670-1800
670	1805	314883	Transfer from Urban Renewal	$ 25,000.00	$ 12,500.00	$ 6,250.00	$ 18,750.00	75.00%	Quarterly transfer from 900-9000
			RESOURCES	**$ 568,065.00**	**$ 496,299.74**	**$ 26,250.00**	**$ 522,549.74**	**91.99%**	
670	1805	105150	Capitalized Labor	$ 3,000.00	$ -	$ 2,253.85	$ 2,253.85	75.13%	
			PERSONNEL	**$ 3,000.00**	**$ -**	**$ 2,253.85**	**$ 2,253.85**	**75.13%**	
670	1805	407921	Capital Outlay - Infrastructure Systems	$ 276,000.00	$ 10,080.07	$ 3,231.72	$ 13,311.79	4.82%	Air valve & Gate
670	1805	407941	Capital Outlay - Equipment	$ 89,000.00	$ -	$ -	$ -	0.00%	Delayed to FY 2021
			CAPITAL OUTLAY	**$ 365,000.00**	**$ 10,080.07**	**$ 3,231.72**	**$ 13,311.79**	**3.65%**	
			EXPENSE	**$ 368,000.00**	**$ 10,080.07**	**$ 5,485.57**	**$ 15,565.64**	**4.23%**	
			Revenue Total	**$ 568,065.00**	**$ 496,299.74**	**$ 26,250.00**	**$ 522,549.74**	**91.99%**	
			Expense Total	**$ 368,000.00**	**$ 10,080.07**	**$ 5,485.57**	**$ 15,565.64**	**4.23%**	
			NET GAIN/(LOSS)	**$ 200,065.00**	**$ 486,219.67**	**$ 20,764.43**	**$ 506,984.10**		

Year	January	February	March	April	May	June	July	August	September	October	Novemeber	December	Total
2018	3,607,500	3,487,600	3,463,000	3,690,000	3,668,000	3,871,000	4,157,000	5,532,900	3,933,800	3,416,000	4,047,600	4,025,200	46,899,600
2019	3,658,700	3,720,600	3,720,600	3,633,500	3,480,000	3,684,000	5,134,700	5,146,000	5,149,400	4,759,800	4,241,600	4,024,000	50,352,900
2020	4,416,100	4,212,900	3,015,000	2,829,000									14,473,000

23%



Date: April 3, 2020

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: March 2020 Public Works Report

Rain fall at Yachats Public Works:

	Inches			
Year	**2020**	**2019**	**2018**	**2017**
February	4.09	3.06	7.12	13.85
Rain year to date:	25.90	21.50	25.82	38.38

Total water production: **3,015,000 gallons**

Total wastewater treated: **3,506,000 gallons**

The following is a list of what was done by Public Works staff in March 2020.

Streets:

- Multiple locates.
- Tree limbs cut and removed from King St.
- Working on dead tree complaint on Shell St.
- Horizon Hill street maintc.

Drainage:

- Culvert & ditch inspections and cleaning.
- Drainage work on Gender Drive, King St. and 10th St.

Water:

- Water systems operations.
- Plant maintc. & clean-up.
- Blackstone reservoir maintc.

Distribution Sys:

- Meter reading.
- Meter maintc.
- Meter service assists.
- 3 meter installations.
- Working on water service repair on Coolidge Lane.

Sewer:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Electrician called to repair failing start meters.
- Biosolids operations.

Collection Sys:

- I & I inspections.
- Lift station inspections and degreasing.
- CCTV'd 172ft of sewer main on 10th St. found a cracked pipe.
- Sewer system inspection on Horizon Hill and E. 2nd St.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc.
- Equipment maintc. and repair.
- Playground equipment repair.
- Brush box handling.
- Multiple locates.
- Both Leads working on budgets.
- PW administration.
- Built and installed trash can fence at the Library.
- Cleaned back yard at Public Works.
- Safety meeting.
- Hauled dirt to City fill site.
- Hauled scrap metal to Dahl Disposal.
- PW shop door maintc.
- PW bldg. pressure washing.
- Emergency container inspections.
- OSHA visit preparation.

- Continuing Education Unit training for an employee.

Parks & Commons:

- Picked up piles for Trails Crew.
- Whale Park pump work.

Sewer & Water CIP:

- Working on Water/Wastewater Master Plans and Rate studies.
- Standing by on multiple Water/Wastewater CIP’s.

COVID-19:

- 30 minutes spent daily to discuss safety measures and disinfecting the Public Works area.
- Crew is using appropriate PPE where appropriate.
- Leads attend phone conferences daily.
- Crew working on “one-man” projects to maintain required 6 ft social distancing.
- Leads works modified shifts for 330am to 630pm.

March 2020

3-2 WTP + WWTP ops.
Locates
Lift Stations
Equip. repair
Drainage prep
SIUS info gathering
WW rate study info
Biosolids ops.

3-3 King St. ditching
WTP + WWTP ops
Biosolids ops
Locates
Cert. CEU training
PW Admin

3-4 WTP + WWTP ops
Locates
WTP Maintc.
Cert. CEU training
WWTP Electrian
Tree inspection on King St.
Playground equip. repair
Biosolids ops

3-5 WTP & WWTP ops
Lift Station degrease
-3 stations

3-6 Tree limbs removed off King St.
Cert. CEU training
WTP + WWTP ops.

3-9 Locates
CCTV'A 172' on 10th (cracked pipe) Sewer
Shop clean-up
Culvert install prep on Gender
Water service install on 10th
Lift Stations
Cert. CEU training
WTP + WWTP ops
WWMP info sent
Biosolids ops

3-10 WWTP ops + WTP ops
Biosolids ops
Culvert cleaning on King St.
Lift station degreasing
SIUS + Rate study info
Leads to meetings

3-11 WWTP ops + WTP ops
Biosolids ops
Library trash can fence
Piles picked up for trails
Lift stations
SIUS + Rate study info
Drainage inspection on 10th
Tree inspection on Shell St.

3-12 WW/WTP ops
Biosolids ops
Locates

3-13 OSHA Prep
WTP/WW ops
Biosolids ops
Lift Stations
2 meter installs @ KOHO

3-16 WW/WTP ops
OSHA Prep
Lift Stations
Sewer inspection Horizon Hill

3-17 WW OPS
OSHA Prep
Locates - O.V.D. 10 ST
Aqua Vista
Meeting City Hall

3-18 OSHA prep
Completed and installed
fence @ Library
Meter assist on Cedar St.
Bone yard clean-up @ WWTP
Lift Stations
Safety talk

3-19 Blackstone Res. Maintc.
WW + WTP ops
WW maintc.
Hauled Dirt to City fill site
Whale Park maintc.

3-20 WW + WTP ops
Container Inspec.
Sewer Inspec. 2nd ST.
Trails piles

3-23 LIFT STA. METER READS
SORT, SEPARATE Old
FITTINGS AND ORGANIZE
UPPER Shop LEVEL
Meter reading

3-24 Street maintc. on Horizon Hill Rd.
WTP + WWTP ops
Meter reading
Sewer service locate on 2nd St.

3-25 Meter reading
Lift stations
Locates
Whale park pump repair

3-26 WWTP + WTP ops
Water service Assist
Scrap metal hauled off
Whale park pump
Vac-Truck paint

3-27 Drainage berm on Gender Drive
Vactruck paint
WTP + WWTP ops
Shop door maintc.

3-30 Shop door maintc.
Vactruck painting
WTP + WWTP ops
Insurance pics
WWTP Admin

3-31 WWTP + WTP ops
Fleet maintc.
Shop Door maintc.
PW Admin
PW Bldg Washing

(5288)
EXCAVATOR

Russ 4-9 Doc. Appt. over phone
Rick
Jeremy - Doc Appt over Phone 2:10pm - 3-23-2020
Kevin
David

Potholes
Screwpress bldg
SBR rails (clean)
OSHA Clean
Water survey items
Bone yard
Blower Rooms
Equipment Fueling
Rain Pans (Kevin) or J.M.
Parkside Generator access door
Meter maintc.
TV van clean out and org.
Fleet maintc.
Press. Wash PW bldgs
Shop door maintc.