

1. 2:00 P.M. Agenda

Documents:

[2023-2-13 Public Works And Streets Agenda.pdf](#)

2. Meeting Material

[/DocumentCenter/View/2400/2023-12--Financial-Report-Public-Works](#)

[/DocumentCenter/View/2406/2023-12-Fund-Balances-And-Contract-Exp](#)

Documents:

[2023-12 Financial Report Public Works.pdf](#)

[Administrative Policy 18 \(PDF\).Pdf](#)

[Public Works 2024 Paving Suggestions.pdf](#)

[Public Works Asphalt Estimates.pdf](#)

[Yachats Pedestrian Network - Sidewalks And Crosswalks.pdf](#)

[Public Works Fuel Tank Trailers.pdf](#)

[Street And Large Patching Project.pdf](#)

[Wastewater Treatment Plant Corrosion Rehabilitation.pdf](#)

[Wastewater Treatment Plant Heat Pump.pdf](#)

[Water Booster Stations Auxiliary Power Project.pdf](#)

[Water Treatment Plant Fence Rehabilitation.pdf](#)

[WWTP Generator Rehab.pdf](#)

[Yachats Pedestrian Network - Sidewalks And Crosswalks.pdf](#)



CITY OF YACHATS
PUBLIC WORKS & STREETS COMMISSION MEETING
Tuesday February 13, at 2:00pm
To Be Held Via Zoom & In Person Located at:
Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats OR 97498

Join Zoom Meeting

<https://us02web.zoom.us/j/87044929816>

AGENDA

- I. Call to Order**
- II. Announcements & Correspondence**
 - a. Boardwalk Grant Letters
 - b. Administrative Policy 18: Renewal of Responsibilities
 - c. Kimmie – Reminder/Overview of document retainage requirements/Notebook
 - d. State of the City: 4:00 February 22, 2024 at the Commons
- III. Citizen's Concerns**
- IV. Reports**
 - a. Public Works Report (McClung & Buckwald)
 - 1. PW Report to Council
 - b. Finance Review (Groth)
 - c. Emergency Preparedness Report (Cox)
 - d. Meeting Summary
- V. Current Business**
 - a. HWY 101 Delineators
 - b. Street Conditions: Multiple Paving projects for 2024-2025
 - c. 2024-2025 CIP's Proposed w/ 5year plan (Groth / McClung/Buckwald)
- VI. New Business**
 - a. Safety Concern of Fire Department Entrance onto Hwy 101
 - b. Commission Goals: 2024
 - c. Don Phipps Proposal 'Yachats Pedestrian Network'

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 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 02/02/24 By: Kimmie Jackson, Deputy City Recorder

d. Newsletter Articles

VII. Other Business

- a. From Commission
- b. From Staff

Attachments:

Admin Policy 18
December Finance Report (PW)
Paving Project Suggestions
Paving Project Estimates
Yachats Pedestrian Network (Phipps)
Letter info for Boardwalk

Streets Operating 100-1040
Monthly Financial Detail Report
DECEMBER 2023

Printed: 01/12/2024
Period 06
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1040	300101	Beginning Balance	\$ 71,612.93	\$ -	\$ 65,580.85	\$ 65,580.85	91.58%	Beginning Balance - Unaudited
100	1040	304650	Tax - State Highway	\$ 80,000.00	\$ 26,615.23	\$ 7,451.80	\$ 34,067.03	42.58%	
			REVENUE	\$ 151,612.93	\$ 26,615.23	\$ 73,032.65	\$ 99,647.88	65.73%	
100	1040	105110	Water Lead	\$ 3,000.00	\$ 815.26	\$ 245.11	\$ 1,060.37	35.35%	Annual Property/Liability Renewal FY21
100	1040	105111	Wastewater Lead	\$ 4,000.00	\$ 2,027.90	\$ 360.88	\$ 2,388.78	59.72%	
100	1040	105112	Field Utility 2	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%	
100	1040	105113	Field Utility 1	\$ 1,500.00	\$ 1,435.87	\$ -	\$ 1,435.87	95.72%	
100	1040	105114	Field Utility	\$ -	\$ 1,023.82	\$ 212.05	\$ 1,235.87	0.00%	
100	1040	105121	Field Utility Journeyman	\$ -	\$ 1,334.26	\$ 175.20	\$ 1,509.46	0.00%	
100	1040	105140	Fringe Benefits	\$ 1,200.00	\$ 486.24	\$ 73.31	\$ 559.55	46.63%	
100	1040	105141	Insurance Benefits	\$ 3,800.00	\$ 1,751.15	\$ 138.31	\$ 1,889.46	49.72%	
100	1040	105142	Regular PERS System	\$ 1,800.00	\$ 874.81	\$ 130.56	\$ 1,005.37	55.85%	
			PERSONNEL	\$ 18,300.00	\$ 9,749.31	\$ 1,335.42	\$ 11,084.73	60.57%	
100	1040	205222	Insurance	\$ 3,000.00	\$ -	\$ 3,678.14	\$ 3,678.14	122.60%	
100	1040	205312	Equipment Fuel/Tires/Parts	\$ 1,000.00	\$ 193.98	\$ -	\$ 193.98	19.40%	
100	1040	205313	Equipment Repair	\$ 2,500.00	\$ 2,533.41	\$ -	\$ 2,533.41	101.34%	
100	1040	205317	Tools and Small Equipment	\$ 500.00	\$ -	\$ -	\$ -	0.00%	
100	1040	205361	Parts	\$ 2,500.00	\$ 2,894.18	\$ 352.76	\$ 3,246.94	129.88%	
100	1040	205362	Consumables	\$ 1,000.00	\$ 989.60	\$ 10.83	\$ 1,000.43	100.04%	
100	1040	205363	Outside Services	\$ 1,500.00	\$ 2,840.00	\$ -	\$ 2,840.00	189.33%	
100	1040	205411	Street Lighting	\$ 18,000.00	\$ 6,514.53	\$ 1,639.33	\$ 8,153.86	45.30%	
100	1040	205474	Mowing	\$ 10,000.00	\$ 6,238.00	\$ -	\$ 6,238.00	62.38%	
100	1040	205475	Tree Removal/Trimming	\$ 15,000.00	\$ 350.00	\$ -	\$ 350.00	2.33%	
			MATERIALS AND SERVICES	\$ 55,000.00	\$ 22,553.70	\$ 5,681.06	\$ 28,234.76	51.34%	

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
			EXPENSE	\$ 73,300.00	\$ 32,303.01	\$ 7,016.48	\$ 39,319.49	53.64%	
			Revenue Total	\$ 151,612.93	\$ 26,615.23	\$ 73,032.65	\$ 99,647.88	65.73%	
			Expense Total	\$ 73,300.00	\$ 32,303.01	\$ 7,016.48	\$ 39,319.49	53.64%	
			NET GAIN/(LOSS)	\$ 78,312.93	\$ (5,687.78)	\$ 66,016.17	\$ 60,328.39	77.04%	

Streets Capital Reserve 150-1040
Monthly Financial Detail Report
DECEMBER 2023

Printed: 01/12/2024
Period 06
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1040	300101	Beginning Balance	\$ 255.68	\$ -	\$ 104,557.17	\$ 104,557.17	40893.76%	Beginning Balance - Unaudited
150	1040	304481	Grants	\$ 250,000.00	\$ -	\$ -	\$ -	0.00%	
			REVENUE	\$ 250,255.68	\$ -	\$ 104,557.17	\$ 104,557.17	41.78%	
150	1040	105110	Water Lead	\$ 6,000.00	\$ 1,922.10	\$ -	\$ 1,922.10	32.04%	Personnel costs for capital projects
150	1040	105114	Field Utility	\$ -	\$ 109.06	\$ -	\$ 109.06	0.00%	
150	1040	105140	Fringe Benefits	\$ 600.00	\$ 147.59	\$ -	\$ 147.59	24.60%	
150	1040	105141	Insurance Benefits	\$ 2,000.00	\$ 605.07	\$ -	\$ 605.07	30.25%	
150	1040	105142	Regular PERS System	\$ 1,000.00	\$ 417.60	\$ -	\$ 417.60	41.76%	
			PERSONNEL	\$ 9,600.00	\$ 3,201.42	\$ -	\$ 3,201.42	33.35%	
150	1040	407947	Capital Outlay-Street Projects	\$ 220,281.00	\$ 283,819.12	\$ 1,790.92	\$ 285,610.04	129.66%	Dec - Civil West Eng \$1790.92
			CAPITAL OUTLAY	\$ 220,281.00	\$ 283,819.12	\$ 1,790.92	\$ 285,610.04	129.66%	
			EXPENSE	\$ 229,881.00	\$ 287,020.54	\$ 1,790.92	\$ 288,811.46	125.64%	
			Revenue Total	\$ 250,255.68	\$ -	\$ 104,557.17	\$ 104,557.17	41.78%	
			Expense Total	\$ 229,881.00	\$ 287,020.54	\$ 1,790.92	\$ 288,811.46	125.64%	
			NET GAIN/(LOSS)	\$ 20,374.68	\$ (287,020.54)	\$ 102,766.25	\$ (184,254.29)	-904.33%	

Storm Drains Operating 100-1050

Monthly Financial Detail Report

DECEMBER 2023

Printed: 01/12/2024

Period 06

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1050	300101	Beginning Balance	\$ 13,975.59	\$ -	\$ 19,874.43	\$ 19,874.43	142.21%	Beginning Balance - Unaudited
100	1050	314861	Transfer in General Fund	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	50.00%	Quarterly Transfer from 100-1010
			RESOURCES	\$ 23,975.59	\$ 2,500.00	\$ 22,374.43	\$ 24,874.43	103.75%	
100	1050	105110	Water Lead	\$ -	\$ 138.81	\$ 35.00	\$ 173.81	0.00%	
100	1050	105111	Wastewater Lead	\$ 2,000.00	\$ 2,894.87	\$ 405.33	\$ 3,300.20	165.01%	
100	1050	105112	Field Utility 2	\$ 2,800.00	\$ -	\$ -	\$ -	0.00%	
100	1050	105113	Field Utility 1	\$ 2,400.00	\$ 152.86	\$ -	\$ 152.86	6.37%	
100	1050	105114	Field Utility	\$ 1,600.00	\$ 1,145.68	\$ 457.24	\$ 1,602.92	100.18%	
100	1050	105121	Field Utility Journeyman	\$ -	\$ 1,243.60	\$ 932.18	\$ 2,175.78	0.00%	
100	1050	105140	Fringe Benefits	\$ 900.00	\$ 409.56	\$ 134.79	\$ 544.35	60.48%	
100	1050	105141	Insurance Benefits	\$ 2,900.00	\$ 1,074.43	\$ 154.44	\$ 1,228.87	42.37%	
100	1050	105142	Regular PERS System	\$ 1,400.00	\$ 689.03	\$ 238.34	\$ 927.37	66.24%	
			PERSONNEL	\$ 14,000.00	\$ 7,748.84	\$ 2,357.32	\$ 10,106.16	72.19%	
100	1050	205313	Equipment Repair	\$ 5,000.00	\$ 4,999.53	\$ -	\$ 4,999.53	99.99%	
100	1050	205317	Tools and Small Equipment	\$ 500.00	\$ -	\$ -	\$ -	0.00%	
100	1050	205367	Storm Drain Parts	\$ 300.00	\$ -	\$ -	\$ -	0.00%	
			MATERIALS AND SERVICES	\$ 5,800.00	\$ 4,999.53	\$ -	\$ 4,999.53	86.20%	
			EXPENSE	\$ 19,800.00	\$ 12,748.37	\$ 2,357.32	\$ 15,105.69	76.29%	
			Resource Total	\$ 23,975.59	\$ 2,500.00	\$ 22,374.43	\$ 24,874.43	103.75%	
			Expense Total	\$ 19,800.00	\$ 12,748.37	\$ 2,357.32	\$ 15,105.69	76.29%	
			NET GAIN/(LOSS)	\$ 4,175.59	\$ (10,248.37)	\$ 20,017.11	\$ 9,768.74	233.95%	

Storm Drains Capital Reserve 150-1050

Monthly Financial Detail Report

DECEMBER 2023

Printed: 01/12/2024
 Period 06
 Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1050	300101	Beginning Balance	\$ 96,920.01	\$ -	\$ 113,811.49	\$ 113,811.49	117.43%	Beginning Balance - Unaudited
			RESOURCES	\$ 96,920.01	\$ -	\$ 113,811.49	\$ 113,811.49	117.43%	
150	1050	105110	Water Lead	\$ 4,200.00	\$ 178.80	\$ -	\$ 178.80	4.26%	
150	1050	105140	Fringe Benefits	\$ -	\$ 155.61	\$ -	\$ 155.61	0.00%	
150	1050	105141	Insurance Benefits	\$ 420.00	\$ 24.34	\$ -	\$ 24.34	5.80%	
150	1050	105142	Regular PERS System	\$ 1,400.00	\$ 83.54	\$ -	\$ 83.54	5.97%	
			PERSONNEL	\$ 700.00	\$ 57.68	\$ -	\$ 57.68	8.24%	
				\$ 6,720.00	\$ 499.97	\$ -	\$ 499.97	7.44%	
150	1050	407942	Capital Outlay-Infrastructure	\$ 59,371.00	\$ 23,395.00	\$ 2,750.00	\$ 26,145.00	44.04%	Dec - Westech Eng. \$2750
150	1050	407947	Capital Outlay-Street Projects	\$ -	\$ 8,250.00	\$ -	\$ 8,250.00	0.00%	
			CAPITAL OUTLAY	\$ 59,371.00	\$ 31,645.00	\$ 2,750.00	\$ 34,395.00	57.93%	
			EXPENSE	\$ 66,091.00	\$ 32,144.97	\$ 2,750.00	\$ 34,894.97	52.80%	
			Resource Total	\$ 96,920.01	\$ -	\$ 113,811.49	\$ 113,811.49	117.43%	
			Expense Total	\$ 66,091.00	\$ 32,144.97	\$ 2,750.00	\$ 34,894.97	52.80%	
			NET GAIN/(LOSS)	\$ 30,829.01	\$ (32,144.97)	\$ 111,061.49	\$ 78,916.52	255.98%	

Water Operating 660-1700
Monthly Financial Detail Report
DECEMBER 2023

Printed: 01/12/2024
Period 06
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
660	1700	300101	Beginning Balance	\$ 209,763.63	\$ -	\$ 186,781.55	\$ 186,781.55	89.04%	Beginning Balance - Unaudited
660	1700	304310	Water/Wastewater Services	\$ 890,000.00	\$ 390,361.41	\$ 70,018.34	\$ 460,379.75	51.73%	
660	1700	304320	Installation Charges	\$ 4,000.00	\$ 3,857.68	\$ (850.00)	\$ 3,007.68	75.19%	
660	1700	304335	Rents or Fees	\$ 700.00	\$ 773.00	\$ 30.00	\$ 803.00	114.71%	
			REVENUE	\$ 1,104,463.63	\$ 394,992.09	\$ 255,979.89	\$ 650,971.98	58.94%	
660	1700	105101	City Manager	\$ 26,300.00	\$ 11,448.95	\$ 2,396.01	\$ 13,844.96	52.64%	
660	1700	105102	Deputy Recorder	\$ 12,900.00	\$ 6,296.03	\$ 1,261.25	\$ 7,557.28	58.58%	
660	1700	105103	City Clerk 3	\$ 19,000.00	\$ -	\$ -	\$ -	0.00%	
660	1700	105104	City Clerk 2	\$ 23,300.00	\$ 3,533.98	\$ 1,399.73	\$ 4,933.71	21.17%	
660	1700	105108	Planner	\$ 2,700.00	\$ 249.45	\$ 233.59	\$ 483.04	17.89%	
660	1700	105109	Administrative Assistant	\$ -	\$ 941.16	\$ 861.83	\$ 1,802.99	0.00%	
660	1700	105110	Water Lead	\$ 51,000.00	\$ 23,406.90	\$ 4,843.25	\$ 28,250.15	55.39%	
660	1700	105111	Wastewater Lead	\$ 6,000.00	\$ 8,791.93	\$ 2,338.33	\$ 11,130.26	185.50%	
660	1700	105112	Field Utility 2	\$ -	\$ -	\$ -	\$ -	0.00%	
660	1700	105113	Field Utility 1	\$ 7,000.00	\$ 4,737.47	\$ -	\$ 4,737.47	67.68%	
660	1700	105114	Field Utility	\$ 51,800.00	\$ 16,824.13	\$ 3,092.79	\$ 19,916.92	38.45%	
660	1700	105121	Field Utility Journeyman	\$ 47,700.00	\$ 6,744.06	\$ 2,344.99	\$ 9,089.05	19.05%	
660	1700	105140	Fringe Benefits	\$ 26,400.00	\$ 6,131.44	\$ 1,391.50	\$ 7,522.94	28.50%	
660	1700	105141	Insurance Benefits	\$ 81,700.00	\$ 18,742.39	\$ 2,794.42	\$ 21,536.81	26.36%	
660	1700	105142	Regular PERS System	\$ 39,600.00	\$ 10,529.13	\$ 2,302.23	\$ 12,831.36	32.40%	
			PERSONNEL	\$ 395,400.00	\$ 118,377.02	\$ 25,259.92	\$ 143,636.94	36.33%	
660	1700	205210	Dues & Memberships	\$ 1,500.00	\$ 206.00	\$ -	\$ 206.00	13.73%	
660	1700	205211	State Fees	\$ 14,000.00	\$ 13,268.14	\$ -	\$ 13,268.14	94.77%	
660	1700	205212	Fee Expense	\$ 7,000.00	\$ 3,854.54	\$ 3,051.06	\$ 6,905.60	98.65%	
660	1700	205222	Insurance	\$ 20,000.00	\$ -	\$ 24,520.94	\$ 24,520.94	122.60%	Annual Property/Liability Renewal FY23
660	1700	205240	Office Materials & Supplies	\$ 4,000.00	\$ 2,956.25	\$ 447.37	\$ 3,403.62	85.09%	
660	1700	205241	Computer Equipment and Maint.	\$ -	\$ 179.00	\$ -	\$ 179.00	0.00%	

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
660	1700	205251	Telephones/Cell Phones/DSL	\$ 10,000.00	\$ 4,754.95	\$ 990.01	\$ 5,744.96	57.45%	
660	1700	205253	Postage	\$ -	\$ 162.99	\$ -	\$ 162.99	0.00%	
660	1700	205255	Education and Training	\$ 4,000.00	\$ 733.00	\$ -	\$ 733.00	18.33%	
660	1700	205260	Contract Expense (all Professional, IGA & Personal Svcs)	\$ 33,000.00	\$ 5,924.25	\$ 1,100.00	\$ 7,024.25	21.29%	Dec - Finance Jcline \$1,100
660	1700	205261	Auditor	\$ 5,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	20.00%	
660	1700	205262	Legal Expense	\$ 5,000.00	\$ 3,296.84	\$ 960.33	\$ 4,257.17	85.14%	
660	1700	205270	Travel	\$ 1,000.00	\$ -	\$ -	\$ -	0.00%	
660	1700	205282	Software	\$ 12,000.00	\$ 18,408.68	\$ (12,158.25)	\$ 6,250.43	52.09%	
660	1700	205311	Equipment Lease and Rental	\$ 3,000.00	\$ 711.65	\$ 142.33	\$ 853.98	28.47%	
660	1700	205312	Equipment Fuel/Tires/Parts	\$ 5,000.00	\$ 1,598.70	\$ 410.34	\$ 2,009.04	40.18%	
660	1700	205313	Equipment Repair	\$ -	\$ 6,404.76	\$ -	\$ 6,404.76	0.00%	
660	1700	205317	Tools and Small Equipment	\$ 2,000.00	\$ 3,224.88	\$ 11.99	\$ 3,236.87	161.84%	
660	1700	205330	Building and Land Maintenance	\$ 7,500.00	\$ -	\$ 1,822.00	\$ 1,822.00	24.29%	
660	1700	205335	Custodial Support/Supplies	\$ 2,000.00	\$ 1,030.68	\$ 206.78	\$ 1,237.46	61.87%	
660	1700	205342	Plant Utilities	\$ 25,000.00	\$ 7,510.89	\$ 1,815.33	\$ 9,326.22	37.30%	
660	1700	205351	Main Plant Parts	\$ 10,000.00	\$ 1,957.42	\$ 81.31	\$ 2,038.73	20.39%	
660	1700	205352	Main Plant Consumables	\$ 10,000.00	\$ 6,884.45	\$ 1,575.21	\$ 8,459.66	84.60%	
660	1700	205353	Main Plant Outside Services	\$ 45,000.00	\$ 6,794.45	\$ 5,025.00	\$ 11,819.45	26.27%	
660	1700	205361	Parts	\$ 42,000.00	\$ 19,150.77	\$ 156.72	\$ 19,307.49	45.97%	
660	1700	205362	Consumables	\$ -	\$ 1,077.50	\$ -	\$ 1,077.50	0.00%	
660	1700	205363	Outside Services	\$ 15,000.00	\$ 2,299.50	\$ 580.80	\$ 2,880.30	19.20%	
660	1700	205470	Equipment Repair/Maintenance	\$ -	\$ 110.59	\$ -	\$ 110.59	0.00%	
660	1700	205474	Mowing	\$ 6,000.00	\$ 5,430.00	\$ -	\$ 5,430.00	90.50%	
660	1700	205475	Tree Removal/Trimming	\$ 10,000.00	\$ 3,706.57	\$ -	\$ 3,706.57	37.07%	
660	1700	208000	Operating Contingency	\$ 30,000.00	\$ -	\$ -	\$ -	0.00%	
			MATERIALS AND SERVICES	\$ 329,000.00	\$ 122,637.45	\$ 30,739.27	\$ 153,376.72	46.62%	
660	1700	217126	Transfer out Cap Res	\$ 250,000.00	\$ 62,500.00	\$ 62,500.00	\$ 125,000.00	50.00%	Quarterly Transfer to 660-1705
660	1700	217136	Transfer Out Debt Services	\$ 43,000.00	\$ 10,750.00	\$ 10,750.00	\$ 21,500.00	50.00%	Quarterly Transfer to 155-1200
			TRANSFERS	\$ 293,000.00	\$ 73,250.00	\$ 73,250.00	\$ 146,500.00	50.00%	
			EXPENSE	\$ 1,017,400.00	\$ 314,264.47	\$ 129,249.19	\$ 443,513.66	43.59%	
			Revenue Total	\$ 1,104,463.63	\$ 394,992.09	\$ 255,979.89	\$ 650,971.98	58.94%	
			Expense Total	\$ 1,017,400.00	\$ 314,264.47	\$ 129,249.19	\$ 443,513.66	43.59%	
			NET GAIN/(LOSS)	\$ 87,063.63	\$ 80,727.62	\$ 126,730.70	\$ 207,458.32	238.28%	

Water Capital Reserve 660-1705

Monthly Financial Detail Report

DECEMBER 2023

Printed: 01/12/2024

Period 06

Fiscal Year 2023

Fund	Dept	Account #	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
660	1705	300101	Beginning Balance	\$ 1,811,654.02	\$ -	\$ 1,854,322.94	\$ 1,854,322.94	102.36%	Beginning Balance - Unaudited
660	1705	301500	Interest Earned	\$ 18,000.00	\$ 15,979.56	\$ 4,139.71	\$ 20,119.27	111.77%	LGIP Interest Earned
660	1705	304481	Grants	\$ -	\$ 26,425.00	\$ -	\$ 26,425.00	0.00%	Quarterly transfer from 100-1010
660	1705	314861	Transfer in General Reserve	\$ 174,000.00	\$ 43,500.00	\$ 43,500.00	\$ 87,000.00	50.00%	Quarterly transfer from 100-1010
660	1705	314864	Transfer in General Fund	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	50.00%	Quarterly transfer from 660-1700
660	1705	314875	Transfer in Water Operations	\$ 250,000.00	\$ 62,500.00	\$ 62,500.00	\$ 125,000.00	50.00%	Quarterly transfer from 160-1605
660	1705	314879	Transfer in SDC	\$ 49,000.00	\$ 12,250.00	\$ 12,250.00	\$ 24,500.00	50.00%	
			REVENUE	\$ 2,502,654.02	\$ 210,654.56	\$ 2,026,712.65	\$ 2,237,367.21	89.40%	
660	1705	105110	Water Lead	\$ 5,000.00	\$ 7,822.50	\$ 1,519.80	\$ 9,342.30	186.85%	
660	1705	105111	Wastewater Lead	\$ 3,000.00	\$ 889.18	\$ -	\$ 889.18	29.64%	
660	1705	105114	Field Utility	\$ -	\$ 153.97	\$ -	\$ 153.97	0.00%	
660	1705	105121	Field Utility Journeyman	\$ -	\$ 272.08	\$ -	\$ 272.08	0.00%	
660	1705	105140	Fringe Benefits	\$ 800.00	\$ 665.23	\$ 110.36	\$ 775.59	96.95%	
660	1705	105141	Insurance Benefits	\$ 2,600.00	\$ 2,381.49	\$ 325.30	\$ 2,706.79	104.11%	
660	1705	105142	Regular PERS System	\$ 1,300.00	\$ 1,799.33	\$ 319.00	\$ 2,118.33	162.95%	
			PERSONNEL	\$ 12,700.00	\$ 13,983.78	\$ 2,274.46	\$ 16,258.24	128.02%	
660	1705	407921	Capital Outlay-Infrastructure	\$ -	\$ 3,612.63	\$ (3,612.63)	\$ -	0.00%	Move expense to correct GL
660	1705	407941	Capital Outlay - Equipment	\$ 138,000.00	\$ 108,087.39	\$ -	\$ 108,087.39	78.32%	
660	1705	407948	Capital Outlay - Water systems	\$ 943,400.00	\$ 265,185.71	\$ 16,137.00	\$ 281,322.71	29.82%	Westech Eng. \$16,137
			CAPITAL OUTLAY	\$ 1,081,400.00	\$ 376,885.73	\$ 12,524.37	\$ 389,410.10	36.01%	
			EXPENSE	\$ 1,094,100.00	\$ 390,869.51	\$ 14,798.83	\$ 405,668.34	37.08%	
			Revenue Total	\$ 2,502,654.02	\$ 210,654.56	\$ 2,026,712.65	\$ 2,237,367.21	89.40%	
			Expense Total	\$ 1,094,100.00	\$ 390,869.51	\$ 14,798.83	\$ 405,668.34	37.08%	
			NET GAIN/(LOSS)	\$ 1,408,554.02	\$ (180,214.95)	\$ 2,011,913.82	\$ 1,831,698.87	130.04%	

Wastewater Operating 670-1800
 Monthly Financial Detail Report
 DECEMBER 2023

Printed: 01/12/2024
 Period 06
 Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1800	300101	Beginning Balance	\$ 234,739.55	\$ -	\$ 210,850.05	\$ 210,850.05	89.82%	Beginning Balance - Unaudited
670	1800	304310	Water/Wastewater Services	\$ 840,000.00	\$ 362,787.89	\$ 65,429.77	\$ 428,217.66	50.98%	
670	1800	304320	Installation Charges	\$ 2,500.00	\$ 10,058.47	\$ (375.00)	\$ 9,683.47	387.34%	
			REVENUE	\$ 1,077,239.55	\$ 372,846.36	\$ 275,904.82	\$ 648,751.18	60.22%	
670	1800	105101	City Manager	\$ 26,300.00	\$ 11,448.95	\$ 2,395.98	\$ 13,844.93	52.64%	
670	1800	105102	Deputy Recorder	\$ 12,900.00	\$ 6,296.04	\$ 1,261.26	\$ 7,557.30	58.58%	
670	1800	105103	City Clerk 3	\$ 19,000.00	\$ -	\$ -	\$ -	0.00%	
670	1800	105104	City Clerk 2	\$ 23,300.00	\$ 3,534.01	\$ 1,399.73	\$ 4,933.74	21.17%	
670	1800	105108	Planner	\$ 2,700.00	\$ 249.45	\$ 233.59	\$ 483.04	17.89%	
670	1800	105109	Administrative Assistant	\$ -	\$ 941.17	\$ 861.83	\$ 1,803.00	0.00%	
670	1800	105110	Water Lead	\$ 500.00	\$ -	\$ -	\$ -	0.00%	
670	1800	105111	Wastewater Lead	\$ 57,000.00	\$ 30,945.66	\$ 7,200.92	\$ 38,146.58	66.92%	
670	1800	105112	Field Utility 2	\$ -	\$ -	\$ -	\$ -	0.00%	
670	1800	105113	Field Utility 1	\$ 28,700.00	\$ 3,671.03	\$ -	\$ 3,671.03	12.79%	
670	1800	105114	Field Utility	\$ 71,100.00	\$ 20,349.93	\$ 4,700.22	\$ 25,050.15	35.23%	
670	1800	105121	Field Utility Journeyman	\$ 26,200.00	\$ 2,957.57	\$ 1,180.17	\$ 4,137.74	15.79%	
670	1800	105140	Fringe Benefits	\$ 31,300.00	\$ 5,933.29	\$ 1,426.53	\$ 7,359.82	23.51%	
670	1800	105141	Insurance Benefits	\$ 96,900.00	\$ 17,783.61	\$ 3,112.16	\$ 20,895.77	21.56%	
670	1800	105142	Regular PERS System	\$ 47,000.00	\$ 8,533.24	\$ 1,910.34	\$ 10,443.58	22.22%	
			PERSONNEL	\$ 442,900.00	\$ 112,643.95	\$ 25,682.73	\$ 138,326.68	31.23%	
670	1800	205210	Dues & Memberships	\$ 1,000.00	\$ 419.00	\$ 412.00	\$ 831.00	83.10%	
670	1800	205211	State Fees	\$ 18,600.00	\$ 3,581.00	\$ -	\$ 3,581.00	19.25%	
670	1800	205212	Fee Expense	\$ 6,600.00	\$ 3,854.50	\$ 691.76	\$ 4,546.26	68.88%	
670	1800	205222	Insurance	\$ 15,000.00	\$ -	\$ 18,390.70	\$ 18,390.70	122.60%	
670	1800	205240	Office Materials & Supplies	\$ 4,200.00	\$ 3,175.08	\$ 447.36	\$ 3,622.44	86.25%	
670	1800	205241	Computer Equipment and Maint.	\$ 2,000.00	\$ -	\$ -	\$ -	0.00%	

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1800	205251	Telephones/Cell Phones/DSL	\$ 7,000.00	\$ 2,992.25	\$ 624.31	\$ 3,616.56	51.67%	
670	1800	205253	Postage	\$ -	\$ 162.98	\$ -	\$ 162.98	0.00%	
670	1800	205255	Education and Training	\$ 4,000.00	\$ 378.00	\$ -	\$ 378.00	9.45%	
670	1800	205260	Contract Expense (all Professional, IGA & Personal Svcs)	\$ 28,000.00	\$ 5,924.25	\$ 1,100.00	\$ 7,024.25	25.09%	Dec - Finance Jcline \$1100
670	1800	205261	Auditor	\$ 3,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	33.33%	
670	1800	205262	Legal	\$ 5,000.00	\$ 3,296.82	\$ 960.33	\$ 4,257.15	85.14%	
670	1800	205270	Travel	\$ 1,000.00	\$ -	\$ -	\$ -	0.00%	
670	1800	205282	Software	\$ 12,000.00	\$ 18,408.64	\$ (12,158.31)	\$ 6,250.33	52.09%	
670	1800	205311	Equipment Lease and Rental	\$ 3,000.00	\$ 711.65	\$ 142.33	\$ 853.98	28.47%	
670	1800	205312	Equipment Fuel/Tires/Parts	\$ 5,000.00	\$ 1,817.34	\$ 511.33	\$ 2,328.67	46.57%	
670	1800	205313	Equipment Repair	\$ -	\$ 4,208.59	\$ -	\$ 4,208.59	0.00%	
670	1800	205317	Tools and Small Equipment	\$ 3,000.00	\$ 405.44	\$ 13.49	\$ 418.93	13.96%	
670	1800	205330	Building and Land Maintenance	\$ 4,000.00	\$ -	\$ -	\$ -	0.00%	
670	1800	205335	Custodial Support/Supplies	\$ 4,000.00	\$ 1,359.48	\$ 261.58	\$ 1,621.06	40.53%	
670	1800	205342	Plant Utilities	\$ 25,000.00	\$ 8,561.60	\$ 2,302.54	\$ 10,864.14	43.46%	
670	1800	205351	Main Plant Parts	\$ 7,000.00	\$ 1,501.44	\$ 311.52	\$ 1,812.96	25.90%	
670	1800	205352	Main Plant Consumables	\$ 37,000.00	\$ 11,790.83	\$ 893.71	\$ 12,684.54	34.28%	
670	1800	205353	Main Plant Outside Services	\$ 20,000.00	\$ 8,777.20	\$ 3,960.33	\$ 12,737.53	63.69%	
670	1800	205361	Parts	\$ 20,000.00	\$ 3,984.71	\$ -	\$ 3,984.71	19.92%	
670	1800	205362	Consumables	\$ 1,000.00	\$ 2,149.67	\$ 223.50	\$ 2,373.17	237.32%	
670	1800	205363	Outside Services	\$ 25,000.00	\$ 5,833.03	\$ 2,103.40	\$ 7,936.43	31.75%	
670	1800	205470	Equipment Repair/Maintenance	\$ -	\$ 110.59	\$ -	\$ 110.59	0.00%	
670	1800	205474	Mowing	\$ 1,500.00	\$ 1,619.00	\$ -	\$ 1,619.00	107.93%	
670	1800	205475	Tree Removal/Trimming	\$ 10,000.00	\$ 106.56	\$ -	\$ 106.56	1.07%	
670	1800	208000	Operating Contingency	\$ 25,000.00	\$ -	\$ -	\$ -	0.00%	
			MATERIALS AND SERVICES	\$ 297,900.00	\$ 96,129.65	\$ 21,191.88	\$ 117,321.53	39.38%	
670	1800	217126	Transfer out Cap Res	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	50.00%	Quarterly transfer to 670-1805
			TRANSFERS	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	50.00%	
			EXPENSE	\$ 940,800.00	\$ 258,773.60	\$ 96,874.61	\$ 355,648.21	37.80%	
			Revenue Total	\$ 1,077,239.55	\$ 372,846.36	\$ 275,904.82	\$ 648,751.18	60.22%	
			Expense Total	\$ 940,800.00	\$ 258,773.60	\$ 96,874.61	\$ 355,648.21	37.80%	
			NET GAIN/(LOSS)	\$ 136,439.55	\$ 114,072.76	\$ 179,030.21	\$ 293,102.97	214.82%	

Wastewater Capital Reserve 670-1805
Monthly Financial Detail Report
DECEMBER 2023

Printed: 01/12/2024
Period 06
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1805	300101	Beginning Balance	\$ 983,008.52	\$ -	\$ 1,056,946.44	\$ 1,056,946.44	107.52%	Beginning Balance - Unaudited
670	1805	301500	Interest Earned	\$ 27,000.00	\$ 22,261.68	\$ 5,619.19	\$ 27,880.87	103.26%	LGIP Interest Earned
670	1805	314866	Urban Renewal Contribution	\$ 400,000.00	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00	50.00%	Quarterly transfer from 900-9000
670	1805	314876	Transfer in Wastewater Service	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	50.00%	Wastewater Master Plan - Qtrly Transfer from 670-1800
			REVENUE	\$ 1,610,008.52	\$ 172,261.68	\$ 1,212,565.63	\$ 1,384,827.31	86.01%	
670	1805	105110	Water Lead	\$ -	\$ 88.92	\$ -	\$ 88.92	0.00%	
670	1805	105111	Wastewater Lead	\$ 10,000.00	\$ 1,889.49	\$ 400.13	\$ 2,289.62	22.90%	
670	1805	105114	Field Utility	\$ -	\$ 9.62	\$ -	\$ 9.62	0.00%	
670	1805	105121	Field Utility Journeyman	\$ -	\$ 15.12	\$ -	\$ 15.12	0.00%	
670	1805	105140	Fringe Benefits	\$ 1,000.00	\$ 145.85	\$ 29.15	\$ 175.00	17.50%	
670	1805	105141	Insurance Benefits	\$ 3,300.00	\$ 465.27	\$ 82.52	\$ 547.79	16.60%	
670	1805	105142	Regular PERS System	\$ 1,600.00	\$ 258.54	\$ 51.85	\$ 310.39	19.40%	
			PERSONNEL	\$ 15,900.00	\$ 2,872.81	\$ 563.65	\$ 3,436.46	21.61%	
670	1805	407921	Capital Outlay - Infrastructure Systems	\$ 480,000.00	\$ 47,976.19	\$ 9,010.40	\$ 56,986.59	11.87%	Dec - Civil West Eng. \$1491.15, DJC Oregon \$328, Country Media \$110, Westech Eng. \$7081.25
670	1805	407941	Capital Outlay - Equipment	\$ 210,000.00	\$ -	\$ -	\$ -	0.00%	
			CAPITAL OUTLAY	\$ 690,000.00	\$ 47,976.19	\$ 9,010.40	\$ 56,986.59	8.26%	
			EXPENSE	\$ 705,900.00	\$ 50,849.00	\$ 9,574.05	\$ 60,423.05	8.56%	
			Revenue Total	\$ 1,610,008.52	\$ 172,261.68	\$ 1,212,565.63	\$ 1,384,827.31	86.01%	
			Expense Total	\$ 705,900.00	\$ 50,849.00	\$ 9,574.05	\$ 60,423.05	8.56%	
			NET GAIN/(LOSS)	\$ 904,108.52	\$ 121,412.68	\$ 1,202,991.58	\$ 1,324,404.26	146.49%	

SDC-Admin 160-1605

Monthly Financial Detail Report

DECEMBER 2023

Printed: 01/12/2024

Period 06

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
160	1605	300101	Beginning Fund Balance	\$ 811,525.06	\$ -	\$ 814,536.39	\$ 814,536.39	100.37%	Beginning Balance - Unaudited
160	1605	301500	Interest Earned	\$ 18,000.00	\$ 10,102.85	\$ 2,284.56	\$ 12,387.41	68.82%	LGIP Interest
160	1605	304341	SDC Water Improvements	\$ 8,700.00	\$ 11,401.92	\$ -	\$ 11,401.92	131.06%	
160	1605	304342	SDC Water Reimbursements	\$ 5,400.00	\$ 6,931.99	\$ -	\$ 6,931.99	128.37%	
160	1605	304343	SDC Wastewater Reimbursement	\$ 14,000.00	\$ 20,305.17	\$ -	\$ 20,305.17	145.04%	
160	1605	304344	SDC Storm Drain Improvement	\$ 4,200.00	\$ 9,503.86	\$ -	\$ 9,503.86	226.28%	
160	1605	304435	LID Assessments	\$ 10,000.00	\$ -	\$ 2,970.24	\$ 2,970.24	29.70%	
			REVENUE	\$ 871,825.06	\$ 58,245.79	\$ 819,791.19	\$ 878,036.98	100.71%	
160	1605	217126	Transfer out Cap Res	\$ 49,000.00	\$ 12,250.00	\$ 12,250.00	\$ 24,500.00	50.00%	Quarterly Transfer to 660-1705
			TRANSFERS	\$ 49,000.00	\$ 12,250.00	\$ 12,250.00	\$ 24,500.00	50.00%	
			EXPENSE	\$ 49,000.00	\$ 12,250.00	\$ 12,250.00	\$ 24,500.00	50.00%	
			Revenue Total	\$ 871,825.06	\$ 58,245.79	\$ 819,791.19	\$ 878,036.98	100.71%	
			Expense Total	\$ 49,000.00	\$ 12,250.00	\$ 12,250.00	\$ 24,500.00	50.00%	
			NET GAIN/(LOSS)	\$ 822,825.06	\$ 45,995.79	\$ 807,541.19	\$ 853,536.98	103.73%	

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 18

COMMISSION OPERATIONS & PROCEDURES

GOAL

To insure timely and fair action on all matters before the commissions conformable to the powers and duties specified in the City Code (2.04.040 and 2.08.040).

OBJECTIVES

To establish rules regarding Commission operations, functions, and duties that will provide direction, allowing the members to facilitate an orderly progression of business at regularly scheduled public meetings. All meetings will be held on City premises, and duly noticed.

Membership

Members will be appointed or released as provided by Code (“by the Mayor with approval by the Council”).

Any person applying for appointment to any Commission shall be interviewed by City Council at either a work session or regular meeting.

No person shall serve at the same time on more than one Commission.

Attendance

Unless excused by the Chair, any member who has three absences in a twelve month period may be removed from the Commission by City Council action, the position will be declared vacant, and the member will have to reapply to be reconsidered for appointment.

Elections

The Chair and a Vice-Chair shall be elected by ballot at the first meeting of the calendar year, or when a vacancy in these offices occurs.

Officers

Duties of the Chair

The Chair is the Presiding Officer of the meeting. The duties of the Chair are:

- Consult with City staff and together formulate an agenda for the meeting.
- Open the meeting on time and call the meeting to order.
- Announce in proper sequence the business on the agenda.

- Recognize participants who are entitled to the floor.
- State the nature of legitimate issues that arise during the meeting, secure consensus on their disposition, and, if a vote is needed, the language of the motion. If a motion is out of order or unclear the Chair should rule it out of order or require clarification. If a motion is in order the Chair calls for the vote and announces the results of the vote.
- Protect the Commission from frivolous or delaying motions by refusing to recognize them.
- Enforce order in respect to discussion, deliberation, and decision-making.
- Expedite business in a way compatible with the rights of the members and constituents.
- Decide all questions of order.
- Respond to inquiries of members.
- Declare the meeting adjourned.
- Ensure that reports and recommendations are forwarded to the Council.
- With approval of the Commission, delegate an alternate spokesman.
- When appropriate, assist staff with securing the building after a night meeting.

In order to facilitate an effective meeting, the Chair should remain impartial. The Chair may vote on a motion but has no veto. To speak for or against a motion the Chair should wait until all other members present have spoken. If the matter involves the Chair's strong minority position, the Chair should request another member to preside during deliberation and decision. Once the motion has been voted on, or otherwise resolved, the Chair will resume as presiding officer.

Duties of the Vice-Chair

The Vice-Chair shall be presiding officer when the Chair is absent or when the Chair wishes to be a stronger, more partisan, participant in deliberation. The Vice-Chair may also assist the Chair as directed by the Chair or Commission.

Duties of the Commission Members

- Members shall make every effort to attend each meeting and be on time.
- Effective members understand these rules as well as parliamentary procedure and abide by them.
- Members should address all remarks through the Chair.
- Members should be knowledgeable and familiar with the issues before them so they can participate in the meeting.
- Introduce motions.
- Deliberate the issues according to the rules, seeking clarification of and consensus on issues.

- Be aware of all rules of law regarding conflict of interest and voting for their Commission.
- Vote on all motions, except conflicts of interest as legally defined in Oregon Government Standards and Practices law or other law.
- Members shall abstain from voting on matters carried over from meetings they did not attend, unless they have listened to the audio recording, viewed any video tapes available, and/or read the documents, testimony, or written correspondence regarding the matter and declare such prior to voting.
- Members will attend Staff or Council recommended and/or provided training. Any member who does not attend such training may be removed from the Commission by Council.

Calling the meeting to order and establishing a quorum

If the Chair is absent the Vice-Chair will call the meeting to order.

If both the Chair and Vice-Chair are absent the Recording Secretary will call the meeting to order and call for an election of a Chair pro-tem.

If there is not a quorum:

- The meeting is called to order, the absence of a quorum is announced, and the meeting is adjourned. The minutes will show the absence of a quorum and the time of adjournment.
- No binding business can be transacted in the absence of a quorum.
- Members may hear scheduled guest speakers, or take comments from the floor, but shall not take any action.

All,

Below are several areas that are considered the “worst” areas needing to be paved. These are items that require a lot of Public Works maintenance and in some cases, may be a safety hazard.

David Buckwald
Yachats Public Works

Hanley & 10th St. intersection: 40ftx40ft

ITEM 8



9th St.: 310ft

ITEM 6



North end of Radar Rd.:170ft

ITEM 2



Upper Radar Rd.: 300ft



ITEM 1



Green Hill @ Hwy 101 N: 150ft

ITEM 5 & ITEM 7



Crest View to Overlook: 560ft



South Reeves Circle @ Hwy 101 S: 40ftx40ft

ITEM 4





Road & Driveway Company
Cedar Creek Quarries, Inc.

CCB 16331

BID

CCB 46114

121 NE Harney • PO BOX 730 • Newport, OR 97365
P: 541.265.9441 • F: 541.265.9443
www.roadanddriveway.com

Job No. 15621
Date: 1/30/2024

We are pleased to submit the following bid

To:

City of Yachats
ATTN: David Buckwald
PO Box 345
Yachats, OR 97498
p. (541) 272-4210
e. dave@yachatsmail.org

For:

Various Asphalt Paving Projects
Yachats, OR

Page 1 of 3

QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	AMOUNT
		Item 1. Upper Radar Rd -- Dig out and haul away failed asphalt and unsuitable base material at bottom intersection, shape, rock 1"-0 crushed aggregate, grade, compact, and pave @ 3" nominal compacted depth commercial asphalt concrete pavement. Total area (+/-) 3,600 SF.	LS	\$ 15,741.66
		Item 2. North Radar Rd -- Shape, rock 1"-0 crushed aggregate, grade, compact, and pave @ 3" nominal compacted depth commercial asphalt concrete pavement. Total area (+/-) 2,920 SF.	LS	\$ 12,446.81
		Item 3. Horizon Hill -- Cut, dig out, and haul away failed asphalt and unsuitable base material, shape, rock 1"-0 crushed aggregate, grade, compact, and pave @ 3" nominal compacted depth commercial asphalt concrete pavement. Total area (+/-) 940 SF.	LS	\$ 8,071.73
		Item 4. South Reeves Circle and Hwy 101 Intersection -- Cut, dig out, and haul away failed asphalt and unsuitable base material, shape, rock 1"-0 crushed aggregate, grade, compact, and pave @ 3" nominal compacted depth commercial asphalt concrete pavement. Total area (+/-) 840 SF.	LS	\$ 6,521.97
Total service charges:				

Terms: cash, check, credit paid upon completion of work. In accordance with ORS 701.625, invoices not paid by Customer within thirty (30) days are delinquent and will bear interest at the rate one and one-half percent (1.5%) per month, or the max amount allowed by law, whichever is less, until paid.

Your signature on one copy, returned to this office, will make this
a legal contract for the performance of the above work.

Accepted by _____
Date _____

Work approved by _____
Date _____

Rogan Wienert
1/30/2024

Price valid for 30 days after above date, prior to acceptance.



Road & Driveway Company
Cedar Creek Quarries, Inc.

121 NE Harney • PO BOX 730 • Newport, OR 97365
P: 541.265.9441 • F: 541.265.9443
www.roadanddriveway.com

CCB 16331

CCB 46114

BID

Job No.

15621

Date:

1/30/2024

We are pleased to submit the following bid

To:

City of Yachats
ATTN: David Buckwald
PO Box 345
Yachats, OR 97498
p. (541) 272-4210
e. dave@yachatsmail.org

For:

Various Asphalt Paving Projects
Yachats, OR

Page 2 of 3

QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	AMOUNT
		Item 5. Greenhill and Hwy 101 Intersection -- Cut, dig out, and haul away failed asphalt and unsuitable base material, shape, rock 1"-0 crushed aggregate, grade, compact, and pave @ 3" nominal compacted depth commercial asphalt concrete pavement. Total area (+/-) 3400 SF.	LS	\$ 17,395.92
		Item 6. East 9th From Hwy 101 to King St -- Dig out, and haul away existing failed asphalt and failed base, shape, rock 1"-0 crushed aggregate, grade, compact, and pave @ 3" nominal compacted depth commercial asphalt concrete pavement. Total area (+/-) 5720 SF.	LS	\$ 32,541.07
		Item 7. Greenhill and Overlook Intersection -- Cut, dig out and haul away failed asphalt and unsuitable base material, shape, rock 1"-0 crushed aggregate, grade, compact, and pave @ 3" nominal compacted depth commercial asphalt concrete pavement. Total area (+/-) 420 SF.	LS	\$ 4,592.37
		Item 8. 10th and Hanley Intersection -- Dig out and haul away failed asphalt and unsuitable base material, shape, rock 1"-0 crushed aggregate, grade, compact, base in, tack, and overlay @ 2" nominal compacted depth commercial asphalt concrete pavement. Total area (+/-) 1,380 SF.	LS	\$ 8,483.98
Total service charges:				

Terms: cash, check, credit paid upon completion of work. In accordance with ORS 701.625, invoices not paid by Customer within thirty (30) days are delinquent and will bear interest at the rate one and one-half percent (1.5%) per month, or the max amount allowed by law, whichever is less, until paid.

Your signature on one copy, returned to this office, will make this
a legal contract for the performance of the above work.

Accepted by _____
Date _____

Work approved by _____
Date _____

Rogan Wienert
1/30/2024

Price valid for 30 days after above date, prior to acceptance.



Road & Driveway Company
Cedar Creek Quarries, Inc.

121 NE Harney • PO BOX 730 • Newport, OR 97365
P: 541.265.9441 • F: 541.265.9443
www.roadanddriveway.com

CCB 16331

CCB 46114

BID

Job No.
Date:

15621
1/30/2024

We are pleased to submit the following bid

To:

City of Yachats
ATTN: David Buckwald
PO Box 345
Yachats, OR 97498
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e. dave@yachatsmail.org

For:

Various Asphalt Paving Projects
Yachats, OR

Page 3 of 3

QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	AMOUNT
		General Conditions: All work to be completed during normal (daytime) business hours or additional charges will apply. Work excludes: traffic control, grinding, survey, engineering, pesticides/herbicides, bonds/permits, utility adjustment/capping, temp ac pavement, slurry seal, seal coat, shoulder rock. All work is weather dependent. Dump site not included.		
		Total to be determined per Item(s) chosen.		
Total service charges:				

Terms: cash, check, credit paid upon completion of work. In accordance with ORS 701.625, invoices not paid by Customer within thirty (30) days are delinquent and will bear interest at the rate one and one-half percent (1.5%) per month, or the max amount allowed by law, whichever is less, until paid.

Your signature on one copy, returned to this office, will make this
a legal contract for the performance of the above work.

Accepted by _____
Date _____

Work approved by _____
Date _____

Rogan Wienert
1/30/2024

Price valid for 30 days after above date, prior to acceptance.

Yachats Pedestrian Network: A Plan Forward

Created by Don Phipps

Commissioner

Public Works and Streets Commission

January 30, 2024

What I'm Asking the City Council To Do

- We have a beautiful city but its lacking amenities for walkers and tourists that would permit pedestrian navigation
- Endorse this concept as a long-range plan for our community
- Adds to the already established Phase 2 (sidewalks and bike path from 2nd Street to the bridge) and Phase 3 (sidewalks to the north city limits on both the east and west side of 101 Highway)



Why a Yachats Pedestrian Network is Needed

- To provide safe seamless pedestrian access throughout the city of Yachats
- To connect the various parts of the city into a contiguous network of sidewalks and hiking trails
- To permit citizens from all parts of the city and tourists staying in area hotels to reach the Commons and Village areas of the city without having to resort to taking vehicles a short distance to retrieve mail, have coffee, or buy lunch.
- Supported by ownership and management at Adobe, Fireside/Overleaf, and Yachats Inn.
- Provide safe passage for disabled persons from the Sea Aire Assisted Living Facility and others of town within Yachats.
- **Currently citizens and tourists are forced to walk on 101 Highway shoulders, where speeds often exceed 40 mph.**



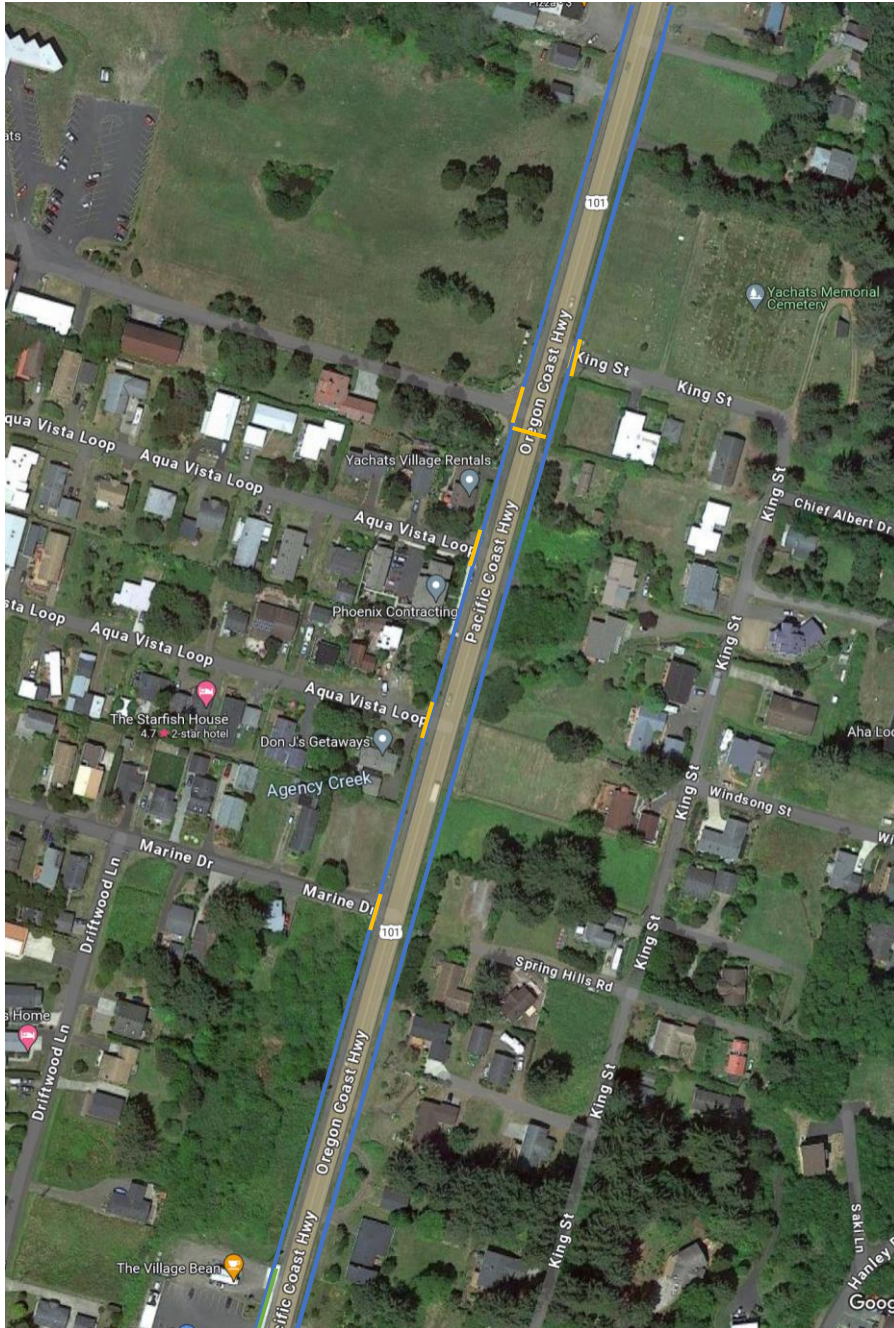
Benefits of Yachats Pedestrian Network

- Win-win for businesses, tourists and residents.
 - Provides seamless walking to destinations and hiking trails throughout the city.
 - The pedestrian network will give persons staying at hotels, short term rentals, and residents in the area the opportunity to walk to the boardwalk, commons or village dining areas for food and beverages.
 - Potentially increases the value of properties within the city of Yachats as the area becomes an even better place to live and have a business/hotel.
- Reduces traffic and congestion and parking needs
 - Gives tourists and residents the opportunity to walk to destinations within the city, allowing them to refrain from using their vehicles for short commutes – reducing smog emission, traffic, congestion and the need for additional parking.
- Provides safe network for citizens and tourists who walk for exercise
 - Research points to the positive effects of walking as exercise and Yachats has created wonderful trails that permit citizenry and tourists to enjoy the coast while walking. However, for citizens and tourists, the ability to reach these trails without using a vehicle is severely limited. Persons on the east side of 101 must cross the busy 101 Highway in unmarked crosswalks or random places along the highway. The pedestrian network uses an interconnected system of sidewalks and well-designated crosswalks to enable safe passage to and from walking trails.



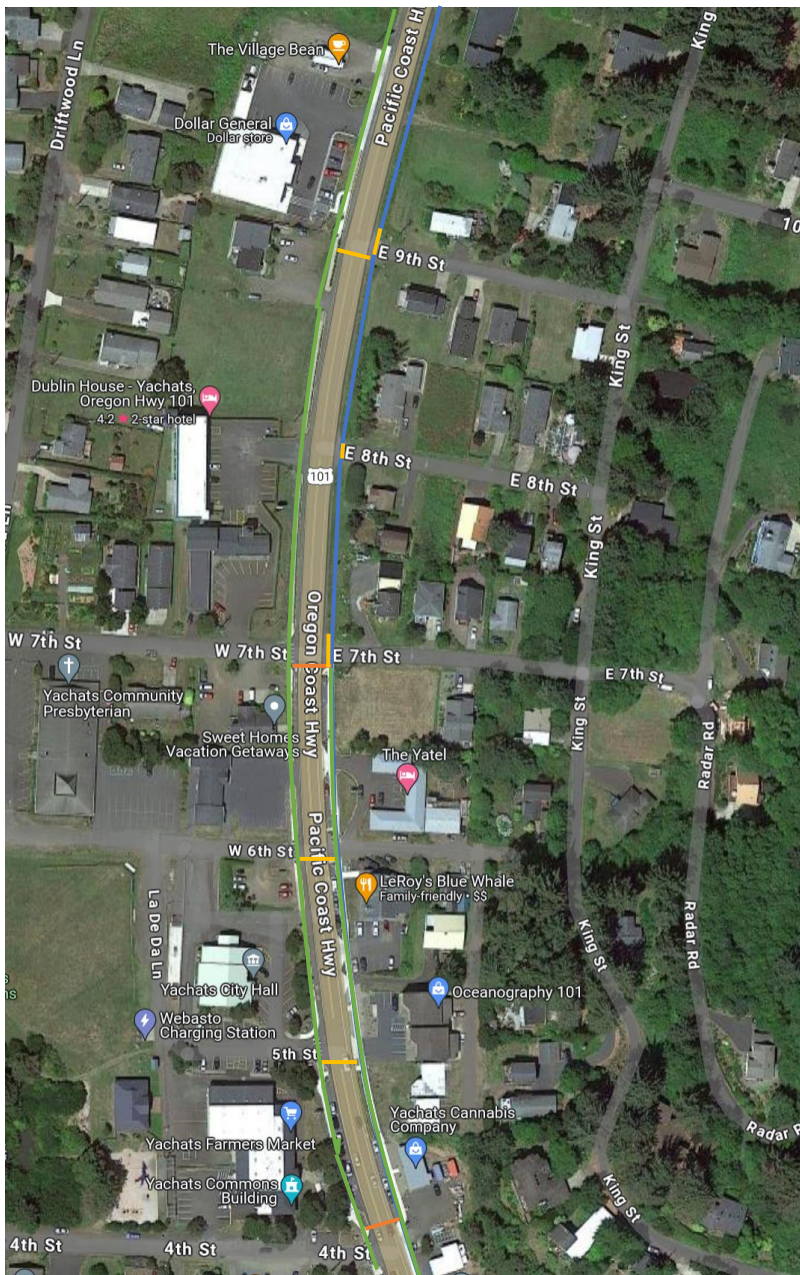
- Sidewalks (blue lines on east and west side of 101 Highway) begin on the east and west side of 101 Highway at Ocean Wayside Lane and extend to the south.
- Striped crosswalk (yellow lines across 101 Highway) at Diversity Lane which extend west across 101 Highway to the southside of Fireside Motel entrance and a striped crosswalk at the entrance of Smelt Sands State Park which extends east across 101 Highway to the sidewalk on the east side.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - Each crosswalk will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.





- Sidewalks (blue lines on east and west side of 101 Highway show proposed sidewalks; green lines show existing sidewalks) continue to the south on the east and west side of Highway 101.
- Striped (yellow lines) at Adobe Inn extending east across 101 Highway to the south of the intersection of King Street and 101 Highway and a striped crosswalk that crosses King north to south at 101 Highway.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - The crosswalk crossing 101 Highway at the Adobe Inn will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.





- Sidewalks (blue lines on east and west side of 101 Highway show proposed sidewalks; green lines show existing sidewalks) continue to the south on the east and west side of Highway 101.
- Striped crosswalks (yellow lines across 101 Highway) at 9th, 7th, 6th, 5th, and 4th extending east to west across 101 Highway. There will also be striped crosswalks on the east side of 101 Highway at 9th and 7th Street.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - Crosswalks at 9th, 6th, and 5th will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.
 - Crosswalks at 7th and 4th Street will have pedestrian-controlled flashing lights with appropriate signage that will allow pedestrians to signal to motorists they want to cross the highway. (Marked as Orange)





- Sidewalks (blue lines on east and west side of 101 Highway show proposed sidewalks; green lines show existing sidewalks) continue to the south on the east and west side of Highway 101.
- Striped crosswalks (yellow lines across 101 Highway) at 3rd, 2nd, Prospect Avenue, Lori Lane and Yachats Ocean Road. Additional striped crosswalks on the east side of 101 Highway at Ocean View Road and Yachats Ocean Road. Additional striped crosswalks on the west side of 101 Highway at 3rd Street, 2nd Street, Prospect Avenue, Yachats River Road, and Lori Lane.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - Crosswalks that cross 101 Highway at 2nd, Ocean View Road (to the boardwalk), Lori Lane, and Yachats Ocean Road will have pedestrian-controlled flashing lights with appropriate signage that will allow pedestrians to signal to motorists they want to cross the highway. (Marked as Orange)
 - Crosswalk at 3rd will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.





- Sidewalks (blue lines on east and west side of 101 Highway) continue to the south on the east and west side of 101 and end at Gender Drive.
- Striped crosswalks (yellow lines across 101 Highway) at Yachats Ocean Road (both north and south intersection with Highway 101), Crestview, Reeves Circle, and Gender Drive. Additional striped crosswalks on the west side of 101 Highway at Ocean View Road (north and south intersection with 101 Highway). Additional striped crosswalks on the east side of 101 Highway at Cape Ranch Road, Reeves Circle (north and south entrance), Hill Court, Greenhill Drive, Lily Court, and Crestview Drive.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - Crosswalks that cross 101 Highway at Yachats Ocean Road (north and south entrance) will have pedestrian-controlled flashing lights with appropriate signage that will allow pedestrians to signal to motorists they want to cross the highway. (Marked as Orange)
 - Crosswalks at Crestview and Gender Drive will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.



Statistics of Yachats Pedestrian Network

Infrastructure Existing and Requested	Number Existing or Requested
Number of existing flashing- controlled striped crosswalks across 101 Highway – 2 nd Street	1 existing
Number of additional requested flashing-controlled striped crosswalks across 101 Highway – 7 th street, 4 th Street, Ocean View Road (crossing to Prospect Avenue), Lori Lane, and both the north and south intersections of Yachats Ocean Road and 101 Highway.	6 additional requested
Number of existing non-flashing striped crosswalks across 101 Highway -7 th , 3 rd , and 2 nd Streets	3 existing
Number of additional requested striped crosswalks across 101 Highway – Diversity Drive, State Park Sunset Road, Adobe Resort entrance, 9 th Street, 6 th Street, 5 th Street, Reeves Circle (north intersection with 101 Highway), Crestview Drive, Gender Drive	9
Number of existing striped crosswalks across surface streets that intersect 101 Highway (7 th , 6 th , 5 th , 4 th , 3 rd , 2 nd streets)	6 existing (all on the east side of 101 Highway)
Number of additional requested striped crosswalks across surface streets that intersect 101 Highway	
West side of 101 Highway – Lodge Lane, entrance to Fireside Motel, Coolidge Lane, Sunset Road to State Park, entrance to Adobe Resort, Aqua Vista Loop North, Aqua Vista Loop South, Marine Drive, Ocean View Drive, Yachats Ocean Road North, Yachats Ocean View Road South, Surfside Drive, Gender Drive	13 additional on West Side of 101 Highway
East side of 101 Highway – Peterson Road, Diversity Drive, King Street, 9th, 8th, 7th, 3rd, 2nd, Prospect, Yachats River Road, Lori Lane, Cape Ranch Road, Reeves Circle North, Reeves Circle South, Hill Court, Greenhill Drive, Lily Court, Crestview Drive	18 additional on East Side of 101 Highway

Benefits of Yachats Pedestrian Network

- Win-win for businesses, tourists and residents.
 - Provides seamless walking to destinations and hiking trails throughout the city.
 - The pedestrian network will give persons staying at hotels, short term rentals, and residents in the area the opportunity to walk to the boardwalk, commons or village dining areas for food and beverages.
 - Potentially increases the value of properties within the city of Yachats as the area becomes an even better place to live and have a business/hotel.
- Reduces traffic and congestion and parking needs
 - Since tourists and residents have the opportunity to walk to destinations with the city, they no longer need to use their vehicles on short commutes – reducing smog emission, traffic, congestion and the need for additional parking.
- Provides safe network for citizens and tourists who walk for exercise
 - Research points to the positive effects of walking as exercise and Yachats as created wonderful trails that permit citizenry and tourists to enjoy the coast while walking. However, for citizens and tourists, the ability to reach these trails without using a vehicle is severely limited. Persons on the east side of 101 must cross the busy 101 Highway in unmarked crosswalks or random places along the highway. The pedestrian network uses an interconnected system of sidewalks and well-designated crosswalks to enable safe passage to and from walking trails.

DISCOVERY and PROJECT UPDATE

APPLICATION REVIEW for PROJECTS



COMPLETE FOR DISCOVERY PROJECT REVIEW

PROJECT TITLE:						PROJECT #:					
DATE SUBMITTED:						BILLING CODE:					
DEPARTMENT:											
TOTAL PROJECT COST:						SUBMIT CYCLE:	CIP: ☐	GRANT: ☐	OTHER: ☐		
COMMISSION/COMMITTEE:	PUBLIC WORKS: ☐	PLANNING: ☐	PARKS: ☐	LIBRARY: ☐	LLCM: ☐	CITY HALL: ☐					
	PRIORITY:	LOW ☐	LOW> ☐	MED ☐	MED> ☐	HIGH ☐					
PRIMARY CONTACT:						PREPARED BY:					

RANKING CRITERIA:

COUNCIL GOALS	☐	OUTSIDE FUNDING / PARTNERSHIP	☐	UPGRADE SERVICEABILITY	☐
MASTER PLAN	☐	TIMING AND LOCATION	☐	REPLACEMENT	☐
QUALITY OF LIFE/SAFETY	☐	MANAGED GROWTH	☐	MAINTENANCE	☐
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PROJECT COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL

OPERATING COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL



PROJECT IMAGE / EXAMPLE

PROJECT NAME and DESCRIPTION



STAFF COMMENTS:

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DISCOVERY and PROJECT UPDATE

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DISCOVERY and PROJECT UPDATE

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DISCOVERY and PROJECT UPDATE

APPLICATION REVIEW for PROJECTS



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Yachats Pedestrian Network: A Plan Forward

Created by Don Phipps

Commissioner

Public Works and Streets Commission

January 30, 2024

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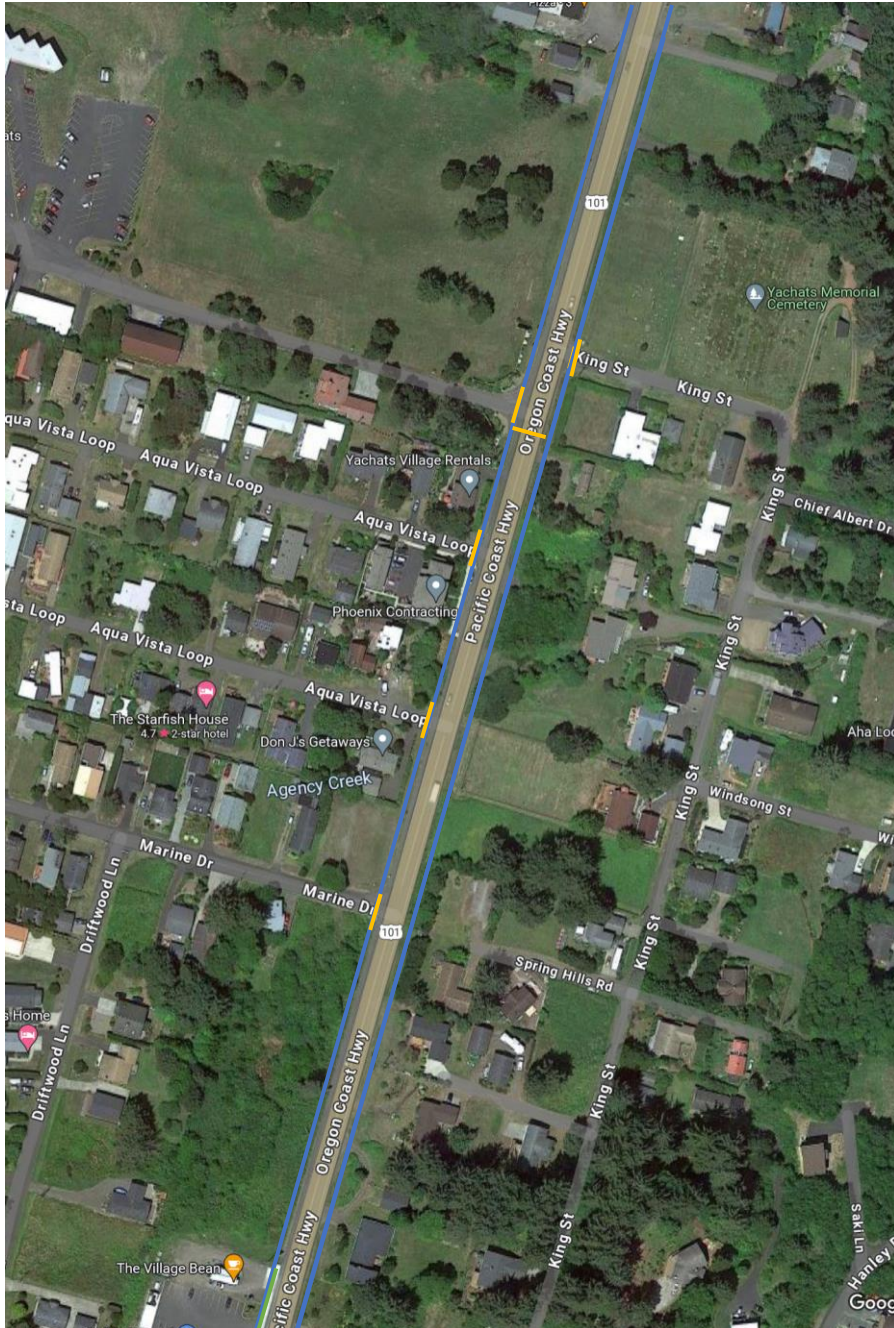
Benefits of Yachats Pedestrian Network

- Win-win for businesses, tourists and residents.
 - Provides seamless walking to destinations and hiking trails throughout the city.
 - The pedestrian network will give persons staying at hotels, short term rentals, and residents in the area the opportunity to walk to the boardwalk, commons or village dining areas for food and beverages.
 - Potentially increases the value of properties within the city of Yachats as the area becomes an even better place to live and have a business/hotel.
- Reduces traffic and congestion and parking needs
 - Gives tourists and residents the opportunity to walk to destinations within the city, allowing them to refrain from using their vehicles for short commutes – reducing smog emission, traffic, congestion and the need for additional parking.
- Provides safe network for citizens and tourists who walk for exercise
 - Research points to the positive effects of walking as exercise and Yachats has created wonderful trails that permit citizenry and tourists to enjoy the coast while walking. However, for citizens and tourists, the ability to reach these trails without using a vehicle is severely limited. Persons on the east side of 101 must cross the busy 101 Highway in unmarked crosswalks or random places along the highway. The pedestrian network uses an interconnected system of sidewalks and well-designated crosswalks to enable safe passage to and from walking trails.



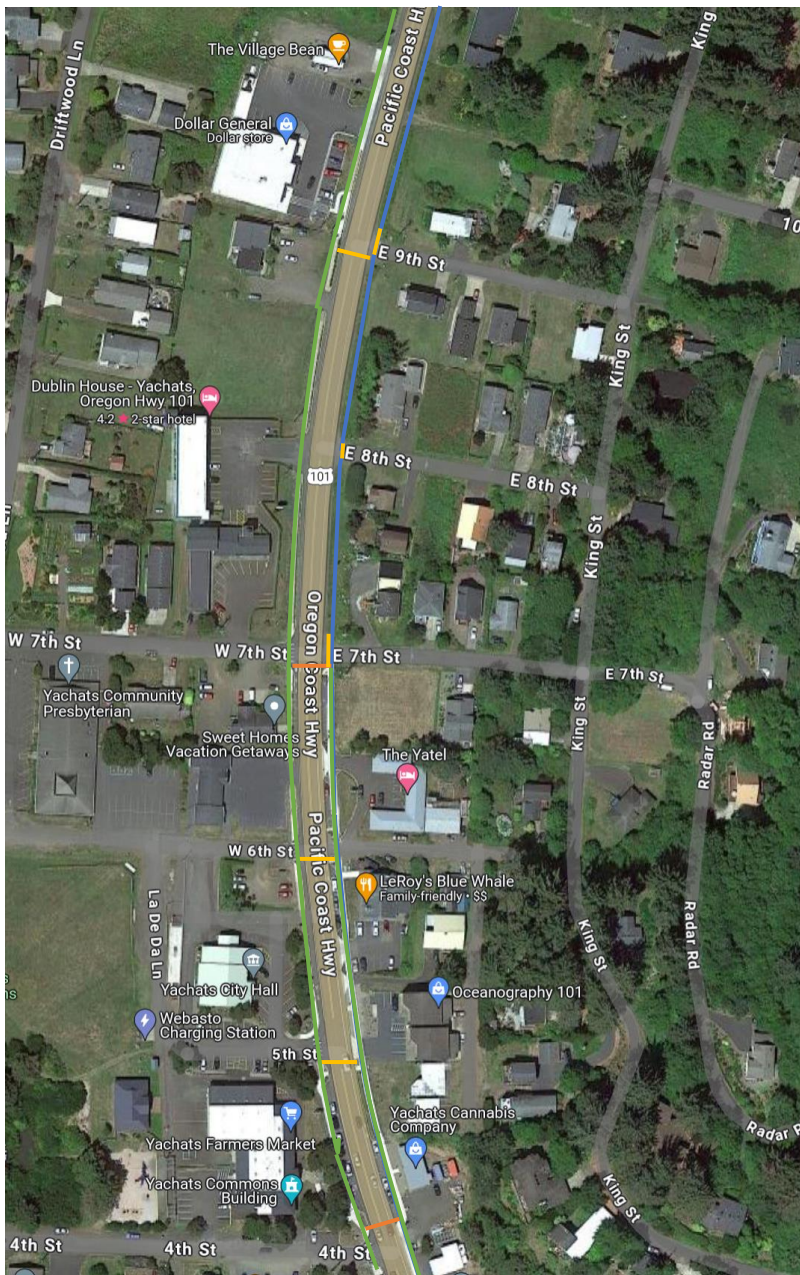
- Sidewalks (blue lines on east and west side of 101 Highway) begin on the east and west side of 101 Highway at Ocean Wayside Lane and extend to the south.
- Striped crosswalk (yellow lines across 101 Highway) at Diversity Lane which extend west across 101 Highway to the southside of Fireside Motel entrance and a striped crosswalk at the entrance of Smelt Sands State Park which extends east across 101 Highway to the sidewalk on the east side.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - Each crosswalk will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.





- Sidewalks (blue lines on east and west side of 101 Highway show proposed sidewalks; green lines show existing sidewalks) continue to the south on the east and west side of Highway 101.
- Striped (yellow lines) at Adobe Inn extending east across 101 Highway to the south of the intersection of King Street and 101 Highway and a striped crosswalk that crosses King north to south at 101 Highway.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - The crosswalk crossing 101 Highway at the Adobe Inn will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.





- Sidewalks (blue lines on east and west side of 101 Highway show proposed sidewalks; green lines show existing sidewalks) continue to the south on the east and west side of Highway 101.
- Striped crosswalks (yellow lines across 101 Highway) at 9th, 7th, 6th, 5th, and 4th extending east to west across 101 Highway. There will also be striped crosswalks on the east side of 101 Highway at 9th and 7th Street.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - Crosswalks at 9th, 6th, and 5th will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.
 - Crosswalks at 7th and 4th Street will have pedestrian-controlled flashing lights with appropriate signage that will allow pedestrians to signal to motorists they want to cross the highway. (Marked as Orange)





- Sidewalks (blue lines on east and west side of 101 Highway show proposed sidewalks; green lines show existing sidewalks) continue to the south on the east and west side of Highway 101.
- Striped crosswalks (yellow lines across 101 Highway) at 3rd, 2nd, Prospect Avenue, Lori Lane and Yachats Ocean Road. Additional striped crosswalks on the east side of 101 Highway at Ocean View Road and Yachats Ocean Road. Additional striped crosswalks on the west side of 101 Highway at 3rd Street, 2nd Street, Prospect Avenue, Yachats River Road, and Lori Lane.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - Crosswalks that cross 101 Highway at 2nd, Ocean View Road (to the boardwalk), Lori Lane, and Yachats Ocean Road will have pedestrian-controlled flashing lights with appropriate signage that will allow pedestrians to signal to motorists they want to cross the highway. (Marked as Orange)
 - Crosswalk at 3rd will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.





- Sidewalks (blue lines on east and west side of 101 Highway) continue to the south on the east and west side of 101 and end at Gender Drive.
- Striped crosswalks (yellow lines across 101 Highway) at Yachats Ocean Road (both north and south intersection with Highway 101), Crestview, Reeves Circle, and Gender Drive. Additional striped crosswalks on the west side of 101 Highway at Ocean View Road (north and south intersection with 101 Highway). Additional striped crosswalks on the east side of 101 Highway at Cape Ranch Road, Reeves Circle (north and south entrance), Hill Court, Greenhill Drive, Lily Court, and Crestview Drive.
 - Each crosswalk will have curb cuts complying with ADA regulations.
 - Crosswalks that cross 101 Highway at Yachats Ocean Road (north and south entrance) will have pedestrian-controlled flashing lights with appropriate signage that will allow pedestrians to signal to motorists they want to cross the highway. (Marked as Orange)
 - Crosswalks at Crestview and Gender Drive will have signage facing north on the west side of 101 Highway and signage facing south on the east side of 101 highway indicating that motorists should yield to pedestrians.



Statistics of Yachats Pedestrian Network

Infrastructure Existing and Requested	Number Existing or Requested
Number of existing flashing- controlled striped crosswalks across 101 Highway – 2 nd Street	1 existing
Number of additional requested flashing-controlled striped crosswalks across 101 Highway – 7 th street, 4 th Street, Ocean View Road (crossing to Prospect Avenue), Lori Lane, and both the north and south intersections of Yachats Ocean Road and 101 Highway.	6 additional requested
Number of existing non-flashing striped crosswalks across 101 Highway -7 th , 3 rd , and 2 nd Streets	3 existing
Number of additional requested striped crosswalks across 101 Highway – Diversity Drive, State Park Sunset Road, Adobe Resort entrance, 9 th Street, 6 th Street, 5 th Street, Reeves Circle (north intersection with 101 Highway), Crestview Drive, Gender Drive	9
Number of existing striped crosswalks across surface streets that intersect 101 Highway (7 th , 6 th , 5 th , 4 th , 3 rd , 2 nd streets)	6 existing (all on the east side of 101 Highway)
Number of additional requested striped crosswalks across surface streets that intersect 101 Highway	
West side of 101 Highway – Lodge Lane, entrance to Fireside Motel, Coolidge Lane, Sunset Road to State Park, entrance to Adobe Resort, Aqua Vista Loop North, Aqua Vista Loop South, Marine Drive, Ocean View Drive, Yachats Ocean Road North, Yachats Ocean View Road South, Surfside Drive, Gender Drive	13 additional on West Side of 101 Highway
East side of 101 Highway – Peterson Road, Diversity Drive, King Street, 9th, 8th, 7th, 3rd, 2nd, Prospect, Yachats River Road, Lori Lane, Cape Ranch Road, Reeves Circle North, Reeves Circle South, Hill Court, Greenhill Drive, Lily Court, Crestview Drive	18 additional on East Side of 101 Highway

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 - Potentially increases the value of properties within the city of Yachats as the area becomes an even better place to live and have a business/hotel.
- Reduces traffic and congestion and parking needs
 - Since tourists and residents have the opportunity to walk to destinations with the city, they no longer need to use their vehicles on short commutes – reducing smog emission, traffic, congestion and the need for additional parking.
- Provides safe network for citizens and tourists who walk for exercise
 - Research points to the positive effects of walking as exercise and Yachats as created wonderful trails that permit citizenry and tourists to enjoy the coast while walking. However, for citizens and tourists, the ability to reach these trails without using a vehicle is severely limited. Persons on the east side of 101 must cross the busy 101 Highway in unmarked crosswalks or random places along the highway. The pedestrian network uses an interconnected system of sidewalks and well-designated crosswalks to enable safe passage to and from walking trails.