1. Agenda

   Documents:

   2018-09-12 Finance Committee Agenda.pdf

2. Meeting Materials

   Documents:

   2018-08-08 Finance Committee Minutes DRAFT.pdf
   2018-09-12 Financial Report.pdf

CITY OF YACHATS

Finance Committee Meeting

441 Hwy 101 N., Yachats Commons/ Room 1

September 12, 2018 at 10:00am

AGENDA

I. Call Meeting to Order

II. Minutes
   A. Minutes: 08/08/18 Regular Meeting

III. New Business
   A. Discussion of Budget and Reserve Generation
   B. Discussion of new CIP needs
   C. Discussion of finding new members

IV. Other Business
   A. From the Committee
   B. From the Staff
   C. From the Floor

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 September 7, 2018

City of Yachats

FINANCE COMMITTEE

August 8, 2018

Draft Minutes

Chair Beaucaire called the August 8, 2018 meeting of the Finance Commission to order at 10:03 am in Room 1 of the Yachats Commons. Members present: Shannon Beaucaire, Jim Tooke, Don Groth, and John Moore. Absent: none. Staff present: Clerk Judy Richter, City Manager Shannon Beaucaire, Water Treatment Plant Lead Rick McClung, Waste Water Treatment Plant Lead Dave Buckwald. Audience: 2.

I. Minutes

A. June 13, 2018

Moore moved to approve the June 13, 2018 minutes as presented: Aye – 4; No – 0.

II. Business

A. Review Budget Calendar for preparation of FY20

Beaucaire clarified the Internal Work Schedule and Budget Calendar is for this fiscal year, so 2019 and 2020 need to be changed to 2018 and 2019. Beaucaire explained she is trying to spread the work out instead of trying to accomplish everything in a few months.

Moore clarified in Item 12, City Manager and Budget Officer are the same person.

B. Discussion – South Entrance Sign, Commons Roof, Library in CIP

Beaucaire noted there are several items that are not in the CIP or not at the current amount in the CIP. Beaucaire explained there was $14,000 for the South Sign in the FY17-18 CIP, but not for this fiscal year, and the estimate is for $8,625. Beaucaire noted the new Commons roof is currently at $69,700, while the CIP is for $65,000.

Richter stated she needed to get a recommendation from the Finance Committee then have a supplemental budget authorized by the Council. The amount involved means they do not need to have a public hearing.

Moore asked about including the Commons Flooring. The Committee discussed where the additional funds would come from. Beaucaire suggested they have someone discuss with the Friends of the Commons whether they would be willing to contribute the roof and floor projects. The Committee agreed to have Mayor Stanley discuss the matter with the Friends.

Beaucaire reported she received and estimate for $14,200 from an architect for base line design schematic for either moving the Library or expanding the current Library. Richter clarified the Library CIP would be used to cover this work. Beaucaire reported the 2+2 Committee and Library Commission are meeting later today to discuss the quote and plan a course of action.

Moore clarified that motions are not required to proceed with this item.

C. Review CIP for current year

Waste Water: McClung explained these CIPs are projects that are not part of regular operations and maintenance. McClung noted biosolids are taken to Heard Farms in Roseburg in good weather. Buckwald noted the biosolids are disposed of as regular trash when the weather does not permit. Buckwald added that it takes a full day and one person to make the delivery, costing around $1,000 for fuel, man-hours, and tipping fee. Buckwald explained they try to discard as much as possible of the dry biosolids during the summer. Dahl will pick up what they put in trash bins on Mondays and Fridays, limited to 4 tons per week. He estimated they had 12.9 dry tons in inventory at then in of this past winter. They unload this to Heard Farms as soon as they weather dries. He noted it takes four days to process one tank (digester). During the wet weather, the solids are stored in liquid form.

Buckwald explained I&I is typically done March through October, but they did not do it last year due to budget constraints. He noted manhole repairs follow the I&I.

Buckwald reported collections cleaning is another summer project. He added they do cleaning before smoke testing, which can only be done in dry weather. I&I is typically done between 1:00 and 5:00 am. Pump station degreasing is a monthly task. Tooke asked about inspections for the restaurants, and Buckwald noted he is working with the Code Enforcer to start that work.

Water: McClung explained the line from the creek source to the plant is about two miles, and air relief valves are required for peak of every hill. This year they will need to clean these valves. McClung reported the fire hydrants are in rough shape. He indicated the Fire Department does not currently have resources to devote to fire hydrant maintenance. McClung noted out of the 60 hydrants, around 10 need maintenance or replacement.

Groth asked for an explanation for how a request for a new fire hydrant is made. Moore clarified that a hydrant costs $2,700. McClung noted this item is part of operations, not a CIP.

McClung noted the length of the line for 3rd Street is about the same as the Driftwood line, but the project will take longer because there are so many more services to connect. McClung projects this project will go into the next year. He noted it takes two people at minimum, but having three works better. McClung stated Engineer of Record estimated it would cost between $150,000-180,000 to contract out, while McClung estimated a cost of $100,000 to complete the work in-house. Moore noted 3rd Street would need repaving after the project is complete.

McClung stated flushing is a before and after summer project.

Streets: McClung noted the mowing contractor does not have a sidearm moving device, so Public Works must do it. Beaucaire noted the flags and banners work will likely increase. He noted safety painting is the Fourth of July preparation and requires the entire crew. Street sign replacement is ongoing, noting they need to straighten signs after a storm. McClung noted they increased the budget for ditch maintenance.

Buildings: McClung indicated washing the Public Works building is done, in part, for rust prevention

Vehicles: McClung emphasized that maintenance is critical for the all of the new equipment in this marine environment. Tooke asked about plans for a new building if they Library does not move. The Committee discussed the status of the library move and possible use of the ballfield. Beaucaire noted she had the engineer look at the layout of the Public Works Plant, and he noted that things are rather cramped.

City Hall: Richter reported there was a $15,000 grant that has been deposited as part of matching funds. Beaucaire noted some hardware was upgraded in the previous fiscal year, including a server for Public Works to store videos of pipe inspections. Richter noted they are now leasing hardware, which means those items cannot be capitalized. Beaucaire noted the leasing option helps to stabilize the cost over time, avoiding excessively large annual outlays.

McClung summarized other water-related projects, including the continuing preparations for the E 3rd Street water line, an updated Master Plan, enclosing Blackstone, continuing to purchase radio read meters, and completing the South Reservoir tank. Beaucaire added that an arborist would be evaluating the South Tank site for appropriate trees.

Wastewater: Buckwald reported they will be looking for a biosolids truck, submitting an RFP for a vac truck, and developing plans for a pole building for the solids (dependent upon Library decision).

Streets: McClung clarified the numbers presented were off as he was anticipating carryover of monies from last year. Richter noted carryover money would have to be reallocated and appropriated for FY18-19 through a supplemental budget. Richter clarified the Visitors Amenities funds can only be used for parking. Moore noted there were additional streets approved by the Public Works and Streets Commission. McClung explained the bids were higher than anticipated, in part, because of the engineering needs for E 2nd (estimated at $140,000) and $95,000 for W 1st. Beaucaire added the engineer found and submitted a grant to help cover up to $200,000 of costs, so additional money may become available. Council had already approved applying for this grant.

Ocean View Drive: McClung explained Ocean View might involve engineering costs in preparation for County transfer. Beaucaire noted she was still negotiating with the County on fulfilling what was promised in the Settlement Agreement.

Mayor Stanley asked about the one-way streets decision for Ocean View. Moore reported public opinion was strongly in favor of having traffic go one-way northbound, but Lincoln County Transit needed to have southbound access from 4th to 7th for buses.

Little Log Church: Beaucaire reported was having difficulty in finding a person to provide an estimate. She noted there was a person who has looked at it before who indicated there is an issue with Lincoln County Planning to discern what building permits are needed and which parts of the building would need to be brought up to code. She indicated she would ask the architect how to proceed when he comes to asses the library situation.

D. Review Year to Date Budget

Beaucaire reported the new computers, financial software, and printers were not talking to each other so they were limited on the information they can provide today. Richter handed out a summary of the budget from last fiscal year.

The Committee discussed how to present budget reports to provide sufficient detail but not overwhelm people with all 70 pages. Groth suggested putting the budget on the website, if it was public. Beaucaire noted this would require third party financial software people talking to the website, which could present problems.

Mayor Stanley added that Council had varied opinions about what they wanted to see in a budget report.

E. Discussion of Reserves

Groth wanted to see a report of reserve fund balances starting from the beginning of the fiscal year. Richter explained the transfers are from operating funds to reserve funds, and it is illegal for transfers to go the other direction. Groth indicated he wanted to know what the reserve balances were over time. Moore added they could have targets of what they want in each of the reserves and have a way to track progress. Moore suggested Tom Lauritzen wanted to go back to the reserve balances before the Highway 101 Project and the purchase of the 501 Building. Richter clarified this time was around 2014. The Committee agreed a report on current reserve balances would be helpful.

Tooke asked how reserves are built up. Richter explained taxes are split between reserves, visitor amenities, and operations. Richter noted the practice has been that extra money has been applied to reserves, and suggested they might want to consider keeping some of that money in operations to give additional flexibility.

Tooke asked about the $25,000 he requested for the Mid-Cost Water Partnership. Richter noted this project would not involve CIP money. Richter explained if Council wanted to allocate that money, they would need to decide what to take money from to cover this amount that was not budgeted. McClung suggested the Partnership could explore grants, such as from the Ford Foundation.

Beaucaire added that the appropriateness of grants must be reviewed in terms of the staff time required to administer them. Richter noted some grants also require special audits, which the City must pay for.

F. Discussion for CIP process for this fiscal year

Groth suggested a report on the CIP balances for the September 2018 meeting would help to start the process. Richter asked that other groups report their needs early.

III. Other Business

A. From the Committee - none

B. From Staff - none

C. From the Floor - none

Beaucaire adjourned the meeting at 11:52 pm.

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Shannon Beaucaire, Chair

Minutes prepared by H.H. Anderson on September 7, 2018.

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	REVENUES					
3-60-4860	TRANS FROM GENERAL FUND	40,000	--	40,000.00	--	100
	OPERATING TRANSFERS	40,000		40,000.00		100
TOTAL DEPT 101 REVENUE		40,000		40,000.00		100
	EXPENSES					
5-40-5641	CAP OUT: EQUIPMENT	55,000	455.00	455.00	54,545.00	1
	CAPITAL OUTLAY	55,000	455.00	455.00	54,545.00	1
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	55,000	455.00	455.00	54,545.00	1
	TOTAL ALL OTHER					0
TOTAL DEPT 101 EXPENDITURE		55,000	455.00	455.00	54,545.00	1

9/06/18
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FUND-150 CAPITAL RESERVES
DEPT-102 501 BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

8/01/18 THRU 8/31/18

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	E X P E N S E S					
5-40-7922	CAPITAL IMP OUTLAY			9.99-	9.99	0
	CAPITAL OUTLAY			9.99-	9.99	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY			9.99-	9.99	0
	TOTAL ALL OTHER					0
T O T A L DEPT 102 E X P E N D I T U R E				9.99-	9.99	0

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-60-4810	TRANS FROM URBAN RENEWAL	10,000	--	10,000.00	--	100
3-60-4863	OP TRANS-VISITOR AMENITIE	50,000	--	50,000.00	--	100
3-60-4864	STREET RESERVES GENERATED	4,000	--	9,000.00	5,000.00-	225
3-60-4865	TRANS FROM SEWER	5,000	--	--	5,000.00	0
3-60-4866	TRANS FROM WATER	5,000	--	5,000.00	--	100
	OPERATING TRANSFERS	74,000		74,000.00		100
T O T A L DEPT 121 R E V E N U E		74,000		74,000.00		100
	E X P E N S E S					
5-10-5160	CAPITIALIZED LABOR	15,000	--	--	15,000.00	0
	PERSONNEL SERVICES	15,000			15,000.00	0
5-40-5646	CAP OUTLAY - PARKING/PAV	50,000	--	--	50,000.00	0
5-40-5647	CAP OUTLAY - STREET PROJE	188,500	487.50	487.50	188,012.50	0
	CAPITAL OUTLAY	238,500	487.50	487.50	238,012.50	0
	TOTAL PERSONAL SERVICES	15,000			15,000.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	238,500	487.50	487.50	238,012.50	0
	TOTAL ALL OTHER					0
T O T A L DEPT 121 E X P E N D I T U R E		253,500	487.50	487.50	253,012.50	0

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-60-4860	TRANS FROM GENERAL FUND	42,500	--	42,500.00	--	100
3-60-4864	LIBRARY RESERVES	3,600	--	3,600.00	--	100
	OPERATING TRANSFERS	46,100		46,100.00		100
T O T A L DEPT 122 R E V E N U E		46,100		46,100.00		100
	E X P E N S E S					
5-10-5160	CAPITALIZED LABOR	6,000	--	--	6,000.00	0
	PERSONNEL SERVICES	6,000			6,000.00	0
5-40-7922	CAP OUT: CITY AMENITIES	44,000	162.50	162.50	43,837.50	0
	CAPITAL OUTLAY	44,000	162.50	162.50	43,837.50	0
	TOTAL PERSONAL SERVICES	6,000			6,000.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	44,000	162.50	162.50	43,837.50	0
	TOTAL ALL OTHER					0
T O T A L DEPT 122 E X P E N D I T U R E		50,000	162.50	162.50	49,837.50	0

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	REVENUES					
3-60-4863	TRANS FROM VISITOR AMENIT	112,000		112,000.00		100
3-60-4864	LLMC RESERVES	4,600		31,600.00	27,000.00-	687
	OPERATING TRANSFERS	116,600		143,600.00	27,000.00-	123
TOTAL DEPT 123 REVENUE		116,600		143,600.00	27,000.00-	123
	EXPENSES					
5-10-5160	CAPITALIZED LABOR	1,000			1,000.00	0
	PERSONNEL SERVICES	1,000			1,000.00	0
5-40-7922	CAP OUTLAY: CITY AMENITIE	149,000	97.50	97.50	148,902.50	0
	CAPITAL OUTLAY	149,000	97.50	97.50	148,902.50	0
	TOTAL PERSONAL SERVICES	1,000			1,000.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	149,000	97.50	97.50	148,902.50	0
	TOTAL ALL OTHER					0
TOTAL DEPT 123 EXPENDITURE		150,000	97.50	97.50	149,902.50	0

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YIJUDY
FUND-150 CAPITAL RESERVES
DEPT-124 COMMONS BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

8/01/18 THRU 8/31/18

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	REVENUES					
3-60-4864	PARKS & COMMONS RESERVES	27,000			27,000.00	0
	OPERATING TRANSFERS	27,000			27,000.00	0
TOTAL DEPT 124 REVENUE		27,000			27,000.00	0
	EXPENSES					
5-10-5160	CAPITALIZED LABOR	1,500			1,500.00	0
	PERSONNEL SERVICES	1,500			1,500.00	0
5-40-7922	CAPITAL IMPROVEMENTS	63,500	31,387.50	66,262.50	2,762.50-	104
	CAPITAL OUTLAY	63,500	31,387.50	66,262.50	2,762.50-	104
	TOTAL PERSONAL SERVICES	1,500			1,500.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	63,500	31,387.50	66,262.50	2,762.50-	104
	TOTAL ALL OTHER					0
TOTAL DEPT 124 EXPENDITURE		65,000	31,387.50	66,262.50	1,262.50-	102

FUND-150 CAPITAL RESERVES
DEPT-125 PARKS 8/01/18 THRU 8/31/18

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-60-4810	TRANS FROM URBAN RENEWAL	8,000	--	8,000.00	--	100
3-60-4863	TRANS FROM VISITOR AMENIT	60,000	--	60,000.00	--	100
	OPERATING TRANSFERS	68,000		68,000.00		100
T O T A L DEPT 125 R E V E N U E		68,000		68,000.00		100
	E X P E N S E S					
5-10-5160	CAPITIALIZED LABOR	2,650	--	--	2,650.00	0
	PERSONNEL SERVICES	2,650			2,650.00	0
5-40-7922	CAP OUT: CITY AMENITIES	57,350	--	--	57,350.00	0
	CAPITAL OUTLAY	57,350			57,350.00	0
	TOTAL PERSONAL SERVICES	2,650			2,650.00	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	57,350			57,350.00	0
	TOTAL ALL OTHER					0
T O T A L DEPT 125 E X P E N D I T U R E		60,000			60,000.00	0

FUND-150 CAPITAL RESERVES 8/01/18 THRU 8/31/18
DEPT-160 WATER TREATMENT PLANT

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-60-4864	RESERVES FROM WATER	100,000	--	100,000.00	--	100
	OPERATING TRANSFERS	100,000		100,000.00		100
T O T A L DEPT 160 R E V E N U E		100,000		100,000.00		100
	E X P E N S E S					
5-10-5160	CAPITIALIZED LABOR	45,250	173.74	173.74	45,076.26	0
	PERSONNEL SERVICES	45,250	173.74	173.74	45,076.26	0
5-40-5641	CAP OUT: EQUIPMENT	89,000	--	--	89,000.00	0
5-40-5648	CAP OUTLAY -WATER SYSTEM	175,750	3,397.50	3,397.50	172,352.50	2
	CAPITAL OUTLAY	264,750	3,397.50	3,397.50	261,352.50	1
	TOTAL PERSONAL SERVICES	45,250	173.74	173.74	45,076.26	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	264,750	3,397.50	3,397.50	261,352.50	1
	TOTAL ALL OTHER					0
T O T A L DEPT 160 E X P E N D I T U R E		310,000	3,571.24	3,571.24	306,428.76	1

FUND-150 CAPITAL RESERVES 8/01/18 THRU 8/31/18
DEPT-170 WW TREATMENT PLANT

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-60-4864	SEWER RESERVES GENERATED	80,000	--	80,000.00	--	100
3-60-4867	TRANS FROM SDC FUND	150,000	--	150,000.00	--	100
	OPERATING TRANSFERS	230,000		230,000.00		100
T O T A L DEPT 170 R E V E N U E		230,000		230,000.00		100
	E X P E N S E S					
5-10-5160	CAPITIALIZED LABOR	12,750	579.97	1,047.12	11,702.88	8
	PERSONNEL SERVICES	12,750	579.97	1,047.12	11,702.88	8
5-40-5641	CAP OUT: EQUIPMENT	113,000	--	--	113,000.00	0
5-40-7921	CAP OUT: INFRASTRUC SYS	114,250	54,500.00	54,500.00	59,750.00	48
	CAPITAL OUTLAY	227,250	54,500.00	54,500.00	172,750.00	24
	TOTAL PERSONAL SERVICES	12,750	579.97	1,047.12	11,702.88	8
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	227,250	54,500.00	54,500.00	172,750.00	24
	TOTAL ALL OTHER					0
T O T A L DEPT 170 E X P E N D I T U R E		240,000	55,079.97	55,547.12	184,452.88	23
T O T A L FUND 150 R E V E N U E		2,691,700		2,348,494.97	343,205.03	87
	FUND PERSONAL SERVICES	84,150	753.71	1,220.86	82,929.14	1
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY	1,099,350	90,487.50	125,352.51	973,997.49	11
	FUND ALL OTHER	365,000		529,668.00	164,668.00-	145
T O T A L FUND 150 E X P E N D I T U R E		1,548,500	91,241.21	656,241.37	892,258.63	42
	FUND PRIOR BALANCE	1,783,494.81				
	NET FUND BALANCE	1,692,253.60				