1. Agenda

   Documents:

   2019-01-08 Public Works And Streets Agenda.pdf

2. Meeting Materials

   Documents:

   2018-12-11 Public Works Minutes DRAFT.pdf
   2018-12-31 Financial Report.pdf
   2019-01-02 Council Goals.pdf
   2019-01-08 Ocean View Drive Memo.pdf
   2019-01-08 Public Works Department Report.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, January 8, 2019 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of December 11, 2018 meeting

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

IV. Current Business
- A. Ocean View Drive Meeting on 1-31 @ 1:30

V. New Business
- A. Review City Council Goals
- B. Status of Access from Marine Drive & Trail to King Street

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

Next Meeting Tuesday, February 12, 2019 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 01/07/19

City of Yachats

PUBLIC WORKS & STREETS COMMISSION

December 11, 2018

Draft Minutes

Chair Bob Bennett called the December 11, 2018 regular meeting of the Public Works and Streets Commission to order at 3:00 pm in Room 1 of the Yachats Commons. Members present: Larry Nixon, Tom Bedell, Bob Bennett, Don Groth, and Rick Haynes. Absent: James Sanders. Staff present: Water Plant Lead Rick McClung and Wastewater Plant Lead Dave Buckwald. Audience: 2.

I. Minutes of November 13, 2018

Page 1, Line 45: "inspectors were required to do demolition" should be "inspectors were required to do inspection of the demolition"

Commissioner Nixon moved to approve the November 13, 2018 minutes as amended: Aye – 5; No – 0.

II. Reports

A. Public Works Department

Waste Water Plant Lead Dave Buckwald highlight the water and sewer flows were very close at 4.47 million gallons for sewer and 4.94 million gallons for water. The Crew also did miscellaneous pothole and sign repairs, cleaned culverts on E 2nd Street, cleaned up at Reedy Creek, did fire hydrant maintenance and refurbishments, replaced 4 meters, installed a 2" meter and backflow valve at Fisterra, replaced UV lights, dismantled old jetter motor, and got the CCTV line camera back.

B. Emergency Preparedness Committee

Nixon reported Tracy Crews attended the Tsunami Conference and returned with much useful information. He noted Manager Beaucaire had been filtering through many emails from Jenny Demaris. He reported the landslide map (SLIDO) from DOGAMI would be out soon.

Commissioner Bedell indicated he heard the State has released readiness assessments. Nixon reported the Salem Statesman Journal had reported on the issue. Bennett added that he would be discussing with Parks and Commons to get a CIP for an evacuation route crossing at Marine Drive and Highway 101. Commissioner Groth recalled Crews indicated there might be grant monies for reinforcing trails for evacuation purposes.

C. Solid Waste District Advisory Council

Nixon reported the county was still finalizing the asbestos regulations documents and procedures. He noted that these regulations would be tied to the year built as an indicator of the potential amount of asbestos. He noted there was a need for people to get trained to be asbestos inspectors. Bedell recalled a time when residents were encouraged to assess their own homes.

D. Financial Report

Anderson reported Clerk Richter had been out of the office due to illness so there was no financial report.

III. Current Business

A. Review of list of CIP Projects and New CIP Projects

1. Streets Fund

Groth asked if the plan was still to use $203,000 in the Streets Fund. McClung indicated he had not yet created a street priority list. McClung announced the City got a grant for $100,000 for E 2nd Street, which would be added to the current amount. He reported he has yet to get a green light from the City Manager to beginning work on W 1st Street, as there was a section of road on Horizon Hill that was appearing to crack and slough off. He stated the City might need to get a geotech report to assess the problem, and this money would come from the Streets Fund. McClung reported the engineer would be coming this week to determine if a geotech report was needed.

Haynes asked if there was a list of sections of streets that might need examination for structural problems. McClung believed the engineer's schedule for this week was already full.

McClung stated he would like to use the Commission to help firm up a to a new priority list. Bennett suggested they could tour the City to help identify areas in need of repair. McClung asked Commissioners if they would send him an email when they see a street section that should be put on the list. Bennett asked that they get the inventory done in March 2019.

Groth asked if the $100,000 for Streets in FY19-20 would be adequate. McClung indicated the most expensive streets would be W 2nd and E 2nd. Haynes recommended they clarify their standards for streets. Haynes stressed that new developments need to build the streets to higher standards than was done for previous developments. McClung believed the standards were adequate, but the enforcement has not been applied. Bedell clarified the 1991 standards were created from the county system. Bennett asked McClung to send the Commission a copy of the standards.

2. Storm Drains

Bennett asked what issues beyond maintenance would be on Public Works' agenda, noting the Hanley culvert was completed. McClung reported they still needed to do a storm drain survey, noting that labor costs are being used up just to clean the storm drains.

Bennett explained there was a formula for determining how much "new" needed to be included in improvements to qualify for CIP status. McClung reported the outfall on Bayview Terrace needed to be addressed, and could be a $20,000 project. Bennett asked McClung to make a final determination as to whether that work should be in the FY19-20 CIP and to write up something for Finance if it was needed.

3. Water

Bennett reported the upgraded accounting system, meter replacement, backhoe, trailer, and 6th Street behind the Commons, and the south reservoir were completed. Bennett clarified there was $65,000 in FY18-19 and another $20,000 in FY19-20 for the Water Master Plan. Bennett indicated projects for finishing E 3rd Street, the Blackstone boosters (3), and replacement of meters with radio reads still needed to be completed. Bedell noted there might be grant monies available, and McClung explained the City Manager wanted to do the radio read meters at one time.

McClung asked to wait to add additional CIPs until the Master Plan was complete, as the Master Plan might identify needed projects.

Bennett identified that the earthquake valve on the south side of the bridge needed to be added. McClung explained they needed to find an appropriate vault and to work with State Parks to identify a location. McClung anticipated a cost of $50,000. Bennett suggested this project could be put into FY19-20 along with the other earthquake valves.

Haynes noted there was no dollar amount for the E 2nd Street Water Line. McClung stated that was a water line and should be in there at $250,000.

Bedell asked what the Windy Way project entailed. McClung explained the water lines on Windy Way were made of the old “eggshell” or thin-walled pvc, which need to be replaced.

Bennett clarified that the Water Master Plan would include assessments of future demand and supply.

4. Waste Water

Buckwald indicated the Waste Water Master Plan would begin next year. He indicated the UV building doors needed to be completed. Buckwald explained the $30,000 for the stainless doors for the Public Works building would likely increase as the estimate was from three years ago. He also indicated the spreader purchase could be pushed back a year as they did not have confirmation that they could spread biosolids in the future. Bennett clarified the water truck had not yet been purchased but would likely happen this year. McClung noted the vac truck purchase was contingent upon building a pole barn so the truck could be parked under protection, which was also affected by the Library’s decision about moving or expanding. Buckwald was exploring a 34 x 32 foot building, down from the original plan for 34 x 60 feet. Buckwald stated the Crestview line was completed.

Buckwald anticipated future projects of replacing headworks cover, replacing the Quiet Water Pump Station, I&I Rehab, and extending sewer lines for service to locations that are now on septic. He noted the Master Plan would identify some of these projects.

B. Status of Ocean View Drive with County and Traffic Pattern Changes

Bennett asked if there would be costs for the transfer for the remainder of this fiscal year. McClung stated engineering would occur in 2019, he has been charging his hours, the City Manager house, and soft costs from the $37,000 set aside for streets that carried over from last year. Bennett suggested this area be established as a CIP.

Bedell moved to recommend that Finance establish a CIP for FY18-19 for Ocean View Drive engineering and staff time necessary to complete the transfer of ownership as part of the Settlement Agreement: Aye – 5; No - 0.

IV. New Business

A. Develop "ground rules" for documenting CIP items and how to compare to City Council guidelines – completed above

B. Consider doing an audit of high volume utility billing – previously done

Bennett reported the Yachats Rural Fire Protection Department sent a letter to Manager Beaucaire about the liaison relationship so that arrangement has been completed.

IV. Other Business

A. From the Commission - none

B. From the Floor - none

With no further business before the commission, Bennett adjourned meeting at 4:09 pm.

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Bob Bennett, Chair Date

Minutes prepared by H.H. Anderson on January 5, 2019.

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-0101	BEGINNING FUND BALANCE	42,000	--	--	42,000.00	0
3-30-4650	STATE HIGHWAY ALLOCATION	44,000	5,081.42	32,069.72	11,930.28	73
	REVENUE	86,000	5,081.42	32,069.72	53,930.28	37
3-60-4861	INTERFUND TRANS GEN FUND	35,000	--	35,000.00	--	100
	OPERATING TRANSFERS	35,000		35,000.00		100
T O T A L DEPT 100 R E V E N U E		121,000	5,081.42	67,069.72	53,930.28	55
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	33,000	1,991.30	17,199.52	15,800.48	52
	PERSONNEL SERVICES	33,000	1,991.30	17,199.52	15,800.48	52
5-20-5222	INSURANCE	4,500	--	1,095.55	3,404.45	24
5-20-5258	ENGINEERING SERVICES	3,000	--	1,136.00	1,864.00	38
5-20-5311	EQUIPMENT LEASE	1,500	105.60	105.60	1,394.40	7
5-20-5312	EQUIP-FUEL/TIRES/PARTS	4,200	272.05	2,326.76	1,873.24	55
5-20-5313	EQUIPMENT REPAIR	2,000	--	15.24	1,984.76	1
5-20-5317	TOOLS & SMALL EQUIPMENT	1,500	--	--	1,500.00	0
5-20-5353	OUTSIDE SERVICES	2,000	--	--	2,000.00	0
5-20-5361	SYSTEM PARTS	2,500	24.39	956.73	1,543.27	38
5-20-5362	COLLECTION SYS-CONSUMMABL	500	--	19.20	480.80	4
5-20-5411	STREET LIGHTING	14,000	1,605.79	9,182.49	4,817.51	66
5-20-5474	MOWING & TRIMMING	20,000	750.00	7,618.00	12,382.00	38
5-20-5476	TREE TRIMMING & REMOVAL	5,000	--	--	5,000.00	0
	MATERIALS AND SERVICES	60,700	2,757.83	22,455.57	38,244.43	37
5-60-7126	INTERFUND TRANS-CAP RESER	4,000	--	4,000.00	--	100
	INTERFUND TRANSFERS	4,000		4,000.00		100
	TOTAL PERSONAL SERVICES	33,000	1,991.30	17,199.52	15,800.48	52
	TOTAL MATERIAL & SERV	60,700	2,757.83	22,455.57	38,244.43	37
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	4,000		4,000.00		100
T O T A L DEPT 100 E X P E N D I T U R E		97,700	4,749.13	43,655.09	54,044.91	45
T O T A L FUND 621 R E V E N U E		121,000	5,081.42	67,069.72	53,930.28	55
	FUND PERSONAL SERVICES	33,000	1,991.30	17,199.52	15,800.48	52
	FUND MATERIAL & SERV	60,700	2,757.83	22,455.57	38,244.43	37
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	4,000		4,000.00		100
T O T A L FUND 621 E X P E N D I T U R E		97,700	4,749.13	43,655.09	54,044.91	45
	FUND PRIOR BALANCE	23,082.34				
	NET FUND BALANCE	23,414.63				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-0101	BEGINNING FUND BALANCE	75,000	--	--	75,000.00	0
	REVENUE	75,000			75,000.00	0
3-60-4861	INTERFUND TRANS-GEN FUND	37,000	--	37,000.00	--	100
	OPERATING TRANSFERS	37,000		37,000.00		100
T O T A L DEPT 100 R E V E N U E		112,000		37,000.00	75,000.00	33
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	25,000	702.81	10,174.05	14,825.95	41
	PERSONNEL SERVICES	25,000	702.81	10,174.05	14,825.95	41
5-20-5313	EQUIPMENT REPAIR	1,500	--	445.62	1,054.38	30
5-20-5317	TOOLS & SMALL EQUIPMENT	1,500	--	--	1,500.00	0
5-20-5361	STORM DRAIN PARTS	6,000	--	--	6,000.00	0
5-20-5362	STORM DRAIN SYS CONSUMMAB	500	--	--	500.00	0
5-20-5363	OUTSIDE SERVICES	2,500	--	--	2,500.00	0
	MATERIALS AND SERVICES	12,000		445.62	11,554.38	4
	TOTAL PERSONAL SERVICES	25,000	702.81	10,174.05	14,825.95	41
	TOTAL MATERIAL & SERV	12,000		445.62	11,554.38	4
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 100 E X P E N D I T U R E		37,000	702.81	10,619.67	26,380.33	29
T O T A L FUND 630 R E V E N U E		112,000		37,000.00	75,000.00	33
	FUND PERSONAL SERVICES	25,000	702.81	10,174.05	14,825.95	41
	FUND MATERIAL & SERV	12,000		445.62	11,554.38	4
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER					0
T O T A L FUND 630 E X P E N D I T U R E		37,000	702.81	10,619.67	26,380.33	29
	FUND PRIOR BALANCE	27,083.14				
	NET FUND BALANCE	26,380.33				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-0101	BEGINNING FUND BALANCE	17,000			17,000.00	0
3-30-4310	WATER SERVICE	606,000	49,687.07	343,436.43	262,563.57	57
3-30-4312	CAPITAL RESERVE FEES	37,000	2,972.54	22,750.99	14,249.01	61
3-30-4320	INSTALLATION CHARGES	3,000	1,700.00	5,950.00	2,950.00-	198
3-30-4450	CREDIT CARD FEES	3,500-		1,719.38-	1,780.62-	49
	REVENUE	659,500	54,359.61	370,418.04	289,081.96	56
T O T A L DEPT 100 R E V E N U E		659,500	54,359.61	370,418.04	289,081.96	56
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	285,000	28,039.56	139,225.92	145,774.08	49
	PERSONNEL SERVICES	285,000	28,039.56	139,225.92	145,774.08	49
5-20-5210	DUES/MEMBERSHIPS/FEES	2,000	75.00	1,039.33	960.67	52
5-20-5222	INSURANCE	15,000	1,281.14	13,656.99	1,343.01	91
5-20-5240	OFFICE MATERIALS/SUPPLIES	6,000	872.86	2,924.38	3,075.62	49
5-20-5251	OFFICE PHONE/CELL/DSL	9,500	762.70	4,960.38	4,539.62	52
5-20-5253	POSTAGE	3,000		1,448.73	1,551.27	48
5-20-5255	EDUCATION & TRAINING	3,000			3,000.00	0
5-20-5258	ENGINEERING SERVICES	7,000			7,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000		4,298.53	298.53-	107
5-20-5260	PROFESSIONAL SERVICES	10,000	811.25	7,073.17	2,926.83	71
5-20-5261	AUDITOR	6,000	1,200.00	1,800.00	4,200.00	30
5-20-5270	TRAVEL	3,000			3,000.00	0
5-20-5311	EQUIPMENT LEASE	3,000	146.00	1,015.87	1,984.13	34
5-20-5312	EQUIP - FUEL/TIRES/PARTS	4,000	280.54	3,025.94	974.06	76
5-20-5313	EQUIPMENT REPAIR	4,000		427.14	3,572.86	11
5-20-5317	TOOLS & SMALL EQUIPMENT	3,500		327.43	3,172.57	9
5-20-5330	BUILDING/LAND MAINTENANCE	2,000	94.30	1,421.50	578.50	71
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500		144.30	355.70	29
5-20-5342	PLANT UTILITIES	23,000	2,062.99	11,519.51	11,480.49	50
5-20-5351	MAIN PLANT PARTS	7,000	4,674.70	17,189.81	10,189.81-	246
5-20-5352	MAIN PLANT CONSUMABLES	10,000	933.76	2,911.64	7,088.36	29
5-20-5353	MAIN PLANT OUTSIDE SVCS	40,000	4,575.95	19,761.90	20,238.10	49
5-20-5361	DISTRIBUTION SYS PARTS	14,000	2,842.90	13,421.73	578.27	96
5-20-5362	DIST SYSTEM CONSUMABLES	2,000	84.62	439.09	1,560.91	22
5-20-5363	DIST SYS OUTSIDE SERVICES	2,000	3,976.76	4,869.76	2,869.76-	243
5-20-5440	OFFICE EXPENSES - OTHER	500	94.27	142.79	357.21	29
5-20-5470	EQUIPMENT REPAIR/MAINTEN	1,500			1,500.00	0
5-20-5474	MOWING & TRIMMING	9,000	219.00	3,448.00	5,552.00	38
	MATERIALS AND SERVICES	194,500	24,988.74	117,267.92	77,232.08	60
5-50-5800	CONTINGENCIES	15,000			15,000.00	0
	OTHER USES	15,000			15,000.00	0
5-60-7126	INTERFUND TRANS-CAP RESER	100,000		100,000.00		100
5-60-7129	INT FUND TRANS-REST RESER	43,000		43,000.00		100
5-60-7131	INT FUND -STREET CAP RES	5,000		5,000.00		100
	INTERFUND TRANSFERS	148,000		148,000.00		100

FUND-660 WATER SYSTEM
DEPT-100 NON DEPARTMENTAL
12/01/18 THRU 12/31/18

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	TOTAL PERSONAL SERVICES	285,000	28,039.56	139,225.92	145,774.08	49
	TOTAL MATERIAL & SERV	194,500	24,988.74	117,267.92	77,232.08	60
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	163,000		148,000.00	15,000.00	91
T O T A L DEPT 100 E X P E N D I T U R E		642,500	53,028.30	404,493.84	238,006.16	63
T O T A L FUND 660 R E V E N U E		659,500	54,359.61	370,418.04	289,081.96	56
	FUND PERSONAL SERVICES	285,000	28,039.56	139,225.92	145,774.08	49
	FUND MATERIAL & SERV	194,500	24,988.74	117,267.92	77,232.08	60
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	163,000		148,000.00	15,000.00	91
T O T A L FUND 660 E X P E N D I T U R E		642,500	53,028.30	404,493.84	238,006.16	63
	FUND PRIOR BALANCE	35,407.11-				
	NET FUND BALANCE	34,075.80-				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-0101	BEGINNING FUND BALANCE	120,000			120,000.00	0
3-30-4310	WASTEWATER SERVICES	590,000	47,381.10	330,493.80	259,506.20	56
3-30-4312	CAPITAL RESERVE FEES	40,000	2,861.89	21,672.34	18,327.66	54
3-30-4320	INSTALLATION CHARGES	2,500	750.00	2,639.00	139.00-	106
3-30-4450	CREDIT CARD FEES	4,500-		1,719.36-	2,780.64-	38
	REVENUE	748,000	50,992.99	353,085.78	394,914.22	47
T O T A L DEPT 100 R E V E N U E		748,000	50,992.99	353,085.78	394,914.22	47
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	265,000	22,739.19	151,857.97	113,142.03	57
	PERSONNEL SERVICES	265,000	22,739.19	151,857.97	113,142.03	57
5-20-5210	DUES/MEMBERSHIPS/FEES	750		438.66	311.34	58
5-20-5211	DEQ FEES	3,500		2,257.00	1,243.00	64
5-20-5222	INSURANCE	18,000		15,348.96	2,651.04	85
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	846.53	2,898.03	4,301.97	40
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	436.05	3,003.87	2,996.13	50
5-20-5253	POSTAGE	3,000		1,448.69	1,551.31	48
5-20-5255	EDUCATION & TRAINING	1,100	435.60	1,266.20	166.20-	115
5-20-5258	ENGINEERING SERVICES	5,000			5,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000		4,298.52	298.52-	107
5-20-5260	PROFESSIONAL SERVICES	7,000	811.25	7,073.17	73.17-	101
5-20-5261	AUDITOR	6,000	1,200.00	1,800.00	4,200.00	30
5-20-5270	TRAVEL	1,000		28.74	971.26	3
5-20-5311	EQUIPMENT LEASE	2,000	146.00	1,142.36	857.64	57
5-20-5312	EQUIP - FUEL/TIRES/PARTS	5,000	355.18	3,041.79	1,958.21	61
5-20-5313	EQUIPMENT REPAIR	9,000		418.17	8,581.83	5
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	201.65	520.67	479.33	52
5-20-5330	BUILDING OR LAND MAINTENC	1,500	94.29	421.45	1,078.55	28
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	600		144.29	455.71	24
5-20-5342	PLANT UTILITIES	30,000	2,256.46	12,785.97	17,214.03	43
5-20-5351	MAIN PLANT - PARTS	20,000	477.00	10,630.86	9,369.14	53
5-20-5352	MAIN PLANT -COMSUMABLES	10,000	846.23	5,682.61	4,317.39	57
5-20-5353	MAIN PLANT OUTSIDE SERVIC	12,000	59.80	2,920.61	9,079.39	24
5-20-5361	COLLECTION SYSTEM -PARTS	5,000	67.49	1,038.29	3,961.71	21
5-20-5362	COLL SYSTEM -CONSUMABLES	2,500		721.58	1,778.42	29
5-20-5363	COLL SYSTEM OUTSIDE SERVI	5,000		28.46	4,971.54	1
5-20-5364	COLLECTION - I & I	20,000	1,300.14	2,163.65	17,836.35	11
5-20-5440	OFFICE EXPENSES - OTHER	500	94.27	132.98	367.02	27
5-20-5470	EQUIPMENT REP/MAINT	1,500			1,500.00	0
5-20-5474	MOWING & TRIMMING	2,000	161.00	966.00	1,034.00	48
	MATERIALS AND SERVICES	190,150	9,788.94	82,621.58	107,528.42	43
5-50-5800	CONTINGENCIES	15,000			15,000.00	0
	OTHER USES	15,000			15,000.00	0
5-60-7126	INTERFUND TRAN- CAP RESER	80,000		80,000.00		100
5-60-7129	INTFUND TRANS-DEBT SERVIC	60,000		60,000.00		100

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
12/01/18 THRU 12/31/18

FUND-670 WASTEWATER SYSTEM
DEPT-100 NON DEPARTMENTAL

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
5-60-7131	INT FUND TRAN-STREET CAPI	5,000		5,000.00		100
	INTERFUND TRANSFERS	145,000		145,000.00		100
	TOTAL PERSONAL SERVICES	265,000	22,739.19	151,857.97	113,142.03	57
	TOTAL MATERIAL & SERV	190,150	9,788.94	82,621.58	107,528.42	43
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	160,000		145,000.00	15,000.00	91
T O T A L DEPT 100 E X P E N D I T U R E		615,150	32,528.13	379,479.55	235,670.45	62
T O T A L FUND 670 R E V E N U E		748,000	50,992.99	353,085.78	394,914.22	47
	FUND PERSONAL SERVICES	265,000	22,739.19	151,857.97	113,142.03	57
	FUND MATERIAL & SERV	190,150	9,788.94	82,621.58	107,528.42	43
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	160,000		145,000.00	15,000.00	91
T O T A L FUND 670 E X P E N D I T U R E		615,150	32,528.13	379,479.55	235,670.45	62
	FUND PRIOR BALANCE	44,858.63-				
	NET FUND BALANCE	26,393.77-				

2019 Council Goals

Revised: January 3, 2019

VISION

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats not only cares about its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

MISSION

- Provide for the effective governance of the City of Yachats
- Improve administrative processes to maintain and surpass previous high standards
- Improve City infrastructure
- Provide/facilitate opportunities for self-growth, education and participation in programs/projects to enhance quality of life
- Foster "Seventh Generation" thinking

GOALS

Goal 1: New staff and organization / Office location

- Explore best options for expanding / improving City office space
- Complete job descriptions and salary ranges for all positions

Goal 2: Complete transition for City website and accounting functions

- Contract with provider for implementation of new website
- Purchase better accounting / billing / licensing software that can be integrated with each other

Goal 3: Infrastructure / Maintenance schedule for City buildings

- Develop maintenance schedules for all City owned structures
- Do a needs assessment for short term capital needs for all City owned structures
- Establish reserves for replacement of equipment
- Have an energy audit performed on all City buildings as needed

Goal 4: Revise City Charter

- Finalize recommended Charter revision to incorporate the City Manager function
- Educate the public on the reasons for the Charter revision
- Put Charter revision on the May 2019 ballot

Goal 5: Revise Administrative Policies and Municipal Code

- Revise all Administrative Policies to incorporate the City Manager function and other revisions as deemed appropriate
- Get input from all City Commissions on revisions they feel are appropriate for the Municipal Code
- Modify Municipal Code as deemed appropriate
- Consider sign and lighting ordinances

Goal 6: Emergency Preparedness

- Obtain recommendations from the Emergency Preparedness Committee for capital spending requirements
- Consider purchasing a third container for emergency supplies
- Consider purchasing one or two storage facilities for hotel surplus blankets and towels for emergency supplies
- Pursue additional options for ingress and egress in emergency situations

Goal 7: Complete the transfer of Ocean View Drive from the County with public input

- Establish directional flow of traffic
- Create separate paths for vehicles and pedestrians
- Continue to explore feasibility of building a boardwalk on Ocean View from Beach Street to 101 and any other publicly supported structures

Goal 8: Fiscal Responsibility

- Establish CIP funding priorities in first quarter for the year
- Establish a plan to increase our reserves based on input from the Finance Committee
- Consider new sources of revenue as well as increased revenue from existing sources
- Note any revenue that has not been paid and consider best options

Goal 9: Review Vacation Rental Ordinance as proscribed in the current temporary ordinance

- Obtain staff, citizen, and vacation property owner / manager input on impact the last two years

Goal 10: Protect Natural Resources

- Analyze options for an ordinance or code change to encourage reduction of plastics and Styrofoam in the community.
- Obtain input from merchants and citizens on plastic and Styrofoam reduction
- Explore energy-saving measures, available grants, and partnerships
- Consider ordinance regarding the removal of trees
- Identify properties important for view shed and ridge line protection as well as for our watershed. Consider what legislative actions might be helpful and what other strategies should be considered."
- Review options for minimizing light pollution within the City
- Explore a process for considering the impact of climate change

Goal 11: Smart City

- Create a small group to familiarize themselves with what is happing in small communities in the area of smart cities to suggest how this concept might enhance the spirit of Yachats

Goal 12: Smooth tourism revenue

- Explore partnerships with economic development and tourism organizations like Travel Oregon
- Explore the relationships other small cities have with their Chamber of Commerce to see how we can work more productively together
- Explore options for choosing public and other enhancements art in Yachats

Goal 13: Explore options for community involvement

Goal 14: Community Health

- Explore opportunities and continued partnerships to support the health of the community
- Consider accessibility when exploring new policies

Goal 15: Water security

- Explore funding options for additional water storage
- Explore locations for additional water storage
- Examine our water retention and strive to keep retention at a minimum of 95% in evaluating our distribution efficiencies though the updated water master plan.
- Explore options for acquisition of watershed properties adjacent to our water sources to achieve raw water storage opportunities, and improve fish and wildlife habitat honoring Yachats vision of protecting natural resources

Goal 16: Work force housing

- Consider polling all employees within Yachats who live outside City Limits on what they would need in terms of housing to move into Yachats.
- Investigate the possibility of some of our larger employers investing in housing to rent to our work force
- Investigate grant funding and continued regional partnerships with the county and other municipalities for work force housing

From: Shannon Beaucaire
Sent: Wednesday, January 02, 2019 4:56 PM
To: Joanne Kittel; Bob Langley; Bob Bennett; Loren Dickinson
Cc: Rick McClung
Subject: Oceanview Drive

Hello!

Rick, John and I met with Roy and the Sam Willis, Coast Region Archeologist, today. We walked the proposed boardwalk area and all guardrail sites. The good news is that Sam does not think there will be a lot of concern, but obviously the study will reveal complete information.

Sam asked for information on the boardwalk so that he could give SHIPO an idea of boardwalk width, number of pilings, and piling depth. I forwarded him the Trails Committee report, that included Loren's drawing, today.

Bob Langley, I remembered to note the new trail area leading up to Oceanview drive. Sam will throw that into the study, but again doesn't anticipate a problem.

I want to keep moving forward. With road conditions, culverts, and archeologists discussions and/or actions in progress, I think it would be a good opportunity to look at bringing the signage conversation closer to more of an actionable state e.g. a plan of how many, wording, and signage size, location, etc.

Here is my proposal/brainstorm: I've asked Roy to try to get a couple of dates in the very last week of January for a meeting between the City and County. I have Sam coordinating with State Park officials to begin to bring them into the loop. I propose we meet to discuss and narrow/begin to finalize what Trails visualizes for signage the week of January 21 (although that Monday is a City holiday). I recognize Trails might want to meet prior to that to discuss amongst themselves and perhaps coordinate with Parks & Commons and/or Public Works and Streets Commission.

If we can begin to nail down signs that is something that can be contracted and worked on during the winter months for installation come spring/summer.

What do you think?

Happy New Year!
S.

Shannon Beaucaire
City Manager
City of Yachats

Date: January 2, 2019

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: December 2018 Public Works Report

Rain fall at Yachats Public Works:

	Inches			
Year	**2018**	**2017**	**2016**	**2015**
December	10.53	4.41	7.82	25.63
Rain year to date:	59.66	76.31	70.71	68.33

Total water production**:** **4,0044,300** gallons
Total wastewater treated: **7,104,000** gallons

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

Streets:

- Storm clean-up—street cleaning of storm debris.

Drainage:

- Cleaned culverts after storm.

Water:

- Plant maintenance.

Distribution Sys:

- Hydrant maintenance on hydrant at Mitchell Lane and Yachats Ocean Drive.
- Water leak on Hill Court.
- Hydrant repair on hydrant at Hill Court.
- Water main repair on Hill Court.
- Water service repair on E. 3rd St.
- Water service test on Driftwood Lane.

- Installed water service on 8th St.
- Attempted to send water to SLWD.
- Meters read.

Sewer:

- WWTP Maintenance

Collection Sys:

- Pulled pumps at Parkside P.S. for inspection.
- CCTV'd 320 feet of sewer main on 8th St. 120 feet on Hwy 101 N.
- Flushed and cleaned 160 feet of sewer main on 8th St.
- Assisted Nathen Benard with sewer service issue.

Sewer & Water CIP:

- Searching for 2000-gallon tanker truck.
- Gathering information for the pole barn company.

Public Works:

- Fueled generators.
- Old jetter motor dismantling.
- Responded to storm issues and power outages.
- Storm clean-up—street cleaning, down tree removal, PW fence repair and culvert cleaning.
- Hauled pallets to the Commons bonfire site.

Commons & City Hall

- Hauled pallets to the Commons bonfire site.
- Replaced Commons roof cover.

Emergency Preparedness:

- Contracted to have 200 feet of the top of Crestview Drive cleared to relocate the South Emergency container.