1. Agenda

   Documents:

   2019-05-14 Public Works And Streets Agenda.pdf

2. Meeting Materials

   Documents:

   2019-04-09 Public Works Minutes DRAFT.pdf
   2019-04-30 Financial Report.pdf
   2019-04-30 Financial Reports Reserves.pdf
   2019-05-14 Public Works Department Report.pdf
   2019-05-14 Utility Billing Discussion.pdf
   RES 2015-12-01-Water Rates 2016-Corrected.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, May 14, 2019 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of April 9, 2019 meeting

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

IV. Current Business
   A. Utility Billing System
   B. Clean Sweep –
      - What Will Dahl Provide For
      - Advertising for Help & Event

V. New Business
   A. Consider Asking ODOT to Review Speed Sign Placement on North Entrance

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

Next Meeting Tuesday, June 11, 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 04/30/19

City of Yachats

PUBLIC WORKS & STREETS COMMISSION

April 9, 2019

Draft Minutes

I. Call to Order

Chair Bob Bennett called the April 9, 2019 regular meeting of the Public Works and Streets Commission to order at 3:02 pm in Room 1 of the Yachats Commons. Members present: Bob Bennett, Tom Bedell, Ann Stott, Ron Urban, Tom Fisher, and Don Groth. Absent: Larry Nixon. Staff present: Wastewater Plant Lead Dave Buckwald and Water Treatment Plant Lead Rick McClung. Audience: 5.

II. Minutes of March 12, 2019

Commissioner Bedell moved to approve the March 12, 2019 minutes as presented: Aye – 6; No – 0.

III. Reports

A. Public Works Department

Buckwald reported:

- Conducted major shop cleaning
- Achieved 90.4% on water efficiency
- Fixed leak in distribution system
- Removed, repaired and reinstalled another main pump - now have 3 like-new pumps
- Completed much of I&I work
- Repaired several vehicle
- Prepared area for pole building

Bennett asked about the status Reedy Creak headworks. McClung reported the area was in decent shape, noting the crew cleans it to remove silt and increase the flows. Bedell asked about work occurring south of town. Buckwald explained there was a leak in the 2” water line. Bennett asked about the status of degreasing. Buckwald indicated they filled ¾ of one of the large green cans.

Stott reported she heard people south of town put more grease into the system. Buckwald indicated the Parkside pump station was often heavy with grease. Stott suggested the matter could be one of education. Bennett suggested there is a greater percentage of vacation renters south of town.

Tom Lauritzen asked about progress on getting septic systems offline. Buckwald explained the wastewater master plan would begin next year.

B. Emergency Preparedness Committee

McClung reported a CERT trainer spoke to the Committee and explored ideas for involving more people and doing CERT training. McClung reported the Council approved the EOP Plan and the document was ready for signatures.

C. Solid Waste District Advisory Council

Nixon not present to give report.

D. Financial Report

Groth explained the handouts in the packet. Bennet recalled the high expenditures for IT, Main Plant Parts, and Outside Services items were discussed at the last meeting. Regarding the south tank, McClung reported he has been doing work on the earthquake valve and noted the responsible parties were all claiming their work was sound. He has spoken with an expert on earthquake valves to explore options and costs. Buckwald noted that Collection Outside Services reflects the high costs of the recent pump repairs.

Groth explained the handouts on capital reserves. He noted there were higher expenditures in wastewater because of the Crestview sewer line. Commissioners discussed which items would carry into the next fiscal year.

Linda Johnson suggested the Commission give a summary of where the funds stand to help citizens understand what was going on. Bennett agreed this approach would be helpful and stated he was hopeful they would get more understandable reports with the new accounting and website systems.

IV. Current Business

A. Report on Utility Billing System Review

Bennett explained the results from the rate analysis for large users. Bennett provided some of the history of the rate system and the YEU amounts.

Bennett explained the data was based on five months of history as the July data was not usable. Bedell clarified the problem with that data was likely due to the fiscal year transition. Fisher asked what components were manually entered. Bennet explained how the manual calculations for the base rates were done. Clerk Jackson reported each of the large users had a separate rate code that calculated those base rates. Bennett reported the problem with the variance was with the base rates.

Lauritzen reported he submitted a public records request to look at the old billing packets. He reported the 2015 calculations were relatively accurate. He noted the rate sheets prior to implementing the system were inaccurate. Bedell expressed concern that the variance between the different users was so great. Bedell clarified that there was no rational explanation for the problem. Bennett added that there was no mechanism in place to determine when someone would become a large user. Bennett noted the capital reserve amounts were accurate, as no base rate was involved in those calculations.

Bennett stated there were other issues in the billing system in addition to these base rate issues. Stott noted that only 10 users accounts contained problems.

B. Review of 1st and 2nd Street Plans

McClung reported the bids came in at $165,000 and the budgeted amount was $200,000. He indicated the actual cost factoring the grant for E 2nd Street would be around $80,000 to the City. He reported the RFP had been posted and submissions would be opened on May 9, 2019. He hoped doing the projects combined will save the City some money.

V. New Business

A. Review Ann Stott Application

Bennett noted that the Commission had not reviewed Stott's application prior to her appointment. Stott stated that she believed this Commission would be a great way to begin service to Yachats. Stott reported she had been a public school teacher for 31 years and has worked in adult education programs.

VI. Other Business

A. From the Commission – none

B. From the Floor

Linda Johnson (Koho) stated she had concern about all of the items not being recycled at Clean Sweep. She suggested that other vendors could participate in Clean Sweep to collect items, such as styrofoam and batteries. She also suggested South Lincoln Resources could take the furniture.

Bennett reported the Commission had tried to do some of her suggestions in the past and encountered problems around the changing regulations. Bennett also noted that Clean Sweep also served as a large free garage sale. Bennett recalled previous efforts to get other vendors involved, such as having a shred day in south county.

With no further business before the commission, Bennett adjourned meeting at 4:12 pm.

________________________________ ______________

Bob Bennett, Chair Date

Minutes prepared by H.H. Anderson on April 27, 2019.

4/30/19
2:08 PM
YIKIMMIE
FUND-621 STREETS
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 4/30/19

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	42,000	--	77,630.03	35,630.03-	185
	REVENUE	42,000		77,630.03	35,630.03-	185
3-30-0101	BEGINNING FUND BALANCE	--	--	--	--	0
3-30-4650	STATE HIGHWAY ALLOCATION	44,000	48,836.80	48,836.80	4,836.80-	111
	REVENUE	44,000	48,836.80	48,836.80	4,836.80-	111
3-60-4861	INTERFUND TRANS GEN FUND	35,000	35,000.00	35,000.00	--	100
	OPERATING TRANSFERS	35,000	35,000.00	35,000.00		100
T O T A L DEPT 100 R E V E N U E		121,000	83,836.80	161,466.83	40,466.83-	133
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	33,000	21,766.80	21,766.80	11,233.20	66
	PERSONNEL SERVICES	33,000	21,766.80	21,766.80	11,233.20	66
5-20-5222	INSURANCE	4,500	1,095.55	1,095.55	3,404.45	24
5-20-5258	ENGINEERING SERVICES	3,000	2,004.00	2,004.00	996.00	67
5-20-5311	EQUIPMENT LEASE	1,500	105.60	105.60	1,394.40	7
5-20-5312	EQUIP-FUEL/TIRES/PARTS	4,200	3,482.36	3,482.36	717.64	83
5-20-5313	EQUIPMENT REPAIR	2,000	821.13	821.13	1,178.87	41
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	973.89	973.89	1,526.11	39
5-20-5362	COLLECTION SYS-CONSUMMABL	500	19.20	19.20	480.80	4
5-20-5411	STREET LIGHTING	14,000	15,243.85	15,243.85	1,243.85-	109
5-20-5474	MOWING & TRIMMING	20,000	11,899.00	11,899.00	8,101.00	59
5-20-5476	TREE TRIMMING & REMOVAL	5,000	--	--	5,000.00	0
	MATERIALS AND SERVICES	60,700	35,644.58	35,644.58	25,055.42	59
5-60-7126	INTERFUND TRANS-CAP RESER	4,000	4,000.00	4,000.00	--	100
	INTERFUND TRANSFERS	4,000	4,000.00	4,000.00		100
	TOTAL PERSONAL SERVICES	33,000	21,766.80	21,766.80	11,233.20	66
	TOTAL MATERIAL & SERV	60,700	35,644.58	35,644.58	25,055.42	59
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	4,000	4,000.00	4,000.00		100
T O T A L DEPT 100 E X P E N D I T U R E		97,700	61,411.38	61,411.38	36,288.62	63
T O T A L FUND 621 R E V E N U E		121,000	83,836.80	161,466.83	40,466.83-	133
	FUND PERSONAL SERVICES	33,000	21,766.80	21,766.80	11,233.20	66
	FUND MATERIAL & SERV	60,700	35,644.58	35,644.58	25,055.42	59
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	4,000	4,000.00	4,000.00		100
T O T A L FUND 621 E X P E N D I T U R E		97,700	61,411.38	61,411.38	36,288.62	63
	FUND PRIOR BALANCE	77,630.03				
	NET FUND BALANCE	100,055.45				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	75,000	--	86,392.82	11,392.82-	115
	REVENUE	75,000		86,392.82	11,392.82-	115
3-30-0101	BEGINNING FUND BALANCE	--	--	--	--	0
	REVENUE					0
3-60-4861	INTERFUND TRANS-GEN FUND	37,000	37,000.00	37,000.00	--	100
	OPERATING TRANSFERS	37,000	37,000.00	37,000.00		100
T O T A L DEPT 100 R E V E N U E		112,000	37,000.00	123,392.82	11,392.82-	110
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	25,000	10,484.05	10,484.05	14,515.95	42
	PERSONNEL SERVICES	25,000	10,484.05	10,484.05	14,515.95	42
5-20-5313	EQUIPMENT REPAIR	1,500	659.57	659.57	840.43	44
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	659.57	659.57	11,340.43	5
	TOTAL PERSONAL SERVICES	25,000	10,484.05	10,484.05	14,515.95	42
	TOTAL MATERIAL & SERV	12,000	659.57	659.57	11,340.43	5
	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	11,143.62	11,143.62	25,856.38	30
T O T A L FUND 630 R E V E N U E		112,000	37,000.00	123,392.82	11,392.82-	110
	FUND PERSONAL SERVICES	25,000	10,484.05	10,484.05	14,515.95	42
	FUND MATERIAL & SERV	12,000	659.57	659.57	11,340.43	5
	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	11,143.62	11,143.62	25,856.38	30
	FUND PRIOR BALANCE	86,392.82				
	NET FUND BALANCE	112,249.20				

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 4/30/19

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	17,000	--	142,422.31	125,422.31-	838
	REVENUE	17,000		142,422.31	125,422.31-	838
3-30-0101	BEGINNING FUND BALANCE	--	--	--	--	0
3-30-4310	WATER SERVICE	606,000	494,529.53	494,529.53	111,470.47	82
3-30-4312	CAPITAL RESERVE FEES	37,000	32,199.00	32,199.00	4,801.00	87
3-30-4320	INSTALLATION CHARGES	3,000	12,750.00	12,750.00	9,750.00-	425
3-30-4450	CREDIT CARD FEES	3,500-	2,226.56-	2,226.56-	1,273.44-	64
	REVENUE	642,500	537,251.97	537,251.97	105,248.03	84
T O T A L DEPT 100 R E V E N U E		659,500	537,251.97	679,674.28	20,174.28-	103
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	285,000	205,605.30	205,605.30	79,394.70	72
	PERSONNEL SERVICES	285,000	205,605.30	205,605.30	79,394.70	72
5-20-5210	DUES/MEMBERSHIPS/FEES	2,000	1,864.67	1,864.67	135.33	93
5-20-5222	INSURANCE	15,000	13,656.99	13,656.99	1,343.01	91
5-20-5240	OFFICE MATERIALS/SUPPLIES	6,000	6,421.12	6,421.12	421.12-	107
5-20-5251	OFFICE PHONE/CELL/DSL	9,500	8,320.21	8,320.21	1,179.79	88
5-20-5253	POSTAGE	3,000	3,368.90	3,368.90	368.90-	112
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	5,169.14	5,169.14	1,169.14-	129
5-20-5260	PROFESSIONAL SERVICES	10,000	10,716.33	10,716.33	716.33-	107
5-20-5261	AUDITOR	6,000	5,000.00	5,000.00	1,000.00	83
5-20-5270	TRAVEL	3,000	--	--	3,000.00	0
5-20-5311	EQUIPMENT LEASE	3,000	1,841.29	1,841.29	1,158.71	61
5-20-5312	EQUIP - FUEL/TIRES/PARTS	4,000	4,379.96	4,379.96	379.96-	109
5-20-5313	EQUIPMENT REPAIR	4,000	1,020.26	1,020.26	2,979.74	26
5-20-5317	TOOLS & SMALL EQUIPMENT	3,500	327.43	327.43	3,172.57	9
5-20-5330	BUILDING/LAND MAINTENANCE	2,000	1,919.69	1,919.69	80.31	96
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	166.28	166.28	333.72	33
5-20-5342	PLANT UTILITIES	23,000	20,969.97	20,969.97	2,030.03	91
5-20-5351	MAIN PLANT PARTS	7,000	19,392.80	19,392.80	12,392.80-	277
5-20-5352	MAIN PLANT CONSUMABLES	10,000	5,405.18	5,405.18	4,594.82	54
5-20-5353	MAIN PLANT OUTSIDE SVCS	40,000	20,994.70	20,994.70	19,005.30	52
5-20-5361	DISTRIBUTION SYS PARTS	14,000	18,171.22	18,171.22	4,171.22-	130
5-20-5362	DIST SYSTEM CONSUMABLES	2,000	1,546.94	1,546.94	453.06	77
5-20-5363	DIST SYS OUTSIDE SERVICES	2,000	5,797.19	5,797.19	3,797.19-	290
5-20-5440	OFFICE EXPENSES - OTHER	500	177.18	177.18	322.82	35
5-20-5470	EQUIPMENT REPAIR/MAINTEN	1,500	--	--	1,500.00	0
5-20-5474	MOWING & TRIMMING	9,000	6,035.00	6,035.00	2,965.00	67
	MATERIALS AND SERVICES	194,500	162,662.45	162,662.45	31,837.55	84
5-50-5800	CONTINGENCIES	15,000	4,324.36	4,324.36	10,675.64	29
	OTHER USES	15,000	4,324.36	4,324.36	10,675.64	29
5-60-7126	INTERFUND TRANS-CAP RESER	100,000	100,000.00	100,000.00	--	100

FUND-660 WATER SYSTEM
DEPT-100 NON DEPARTMENTAL
7/01/18 THRU 4/30/19

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
5-60-7129	INT FUND TRANS-REST RESER	43,000	43,000.00	43,000.00	--	100
5-60-7131	INT FUND -STREET CAP RES	5,000	5,000.00	5,000.00	--	100
	INTERFUND TRANSFERS	148,000	148,000.00	148,000.00		100
	TOTAL PERSONAL SERVICES	285,000	205,605.30	205,605.30	79,394.70	72
	TOTAL MATERIAL & SERV	194,500	162,662.45	162,662.45	31,837.55	84
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	163,000	152,324.36	152,324.36	10,675.64	93
T O T A L DEPT 100 E X P E N D I T U R E		642,500	520,592.11	520,592.11	121,907.89	81
T O T A L FUND 660 R E V E N U E		659,500	537,251.97	679,674.28	20,174.28-	103
	FUND PERSONAL SERVICES	285,000	205,605.30	205,605.30	79,394.70	72
	FUND MATERIAL & SERV	194,500	162,662.45	162,662.45	31,837.55	84
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	163,000	152,324.36	152,324.36	10,675.64	93
T O T A L FUND 660 E X P E N D I T U R E		642,500	520,592.11	520,592.11	121,907.89	81
	FUND PRIOR BALANCE	142,422.31				
	NET FUND BALANCE	159,082.17				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	200,000	--	35,442.20-	235,442.20	18-
	REVENUE	200,000		35,442.20-	235,442.20	18-
3-30-0101	BEGINNING FUND BALALNCE	--	--	--	--	0
3-30-4690	GOVERNMENT SOURCES/OTHER	138,500	438,601.00	438,601.00	300,101.00-	317
	REVENUE	138,500	438,601.00	438,601.00	300,101.00-	317
T O T A L DEPT 100 R E V E N U E		338,500	438,601.00	403,158.80	64,658.80-	119
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	7,500	9,959.40	9,959.40	2,459.40-	133
	PERSONNEL SERVICES	7,500	9,959.40	9,959.40	2,459.40-	133
5-20-5261	AUDIT SERVICES	6,000	6,000.00	6,000.00	--	100
5-20-5278	DESIGN & ENGINEERING	20,000	14,892.10	14,892.10	5,107.90	74
5-20-5282	ADDITIONAL SERVICES	10,000	3,412.42	3,412.42	6,587.58	34
5-20-5361	COLLECTION SYSTEM	60,000	110,910.00	110,910.00	50,910.00-	185
	MATERIALS AND SERVICES	96,000	135,214.52	135,214.52	39,214.52-	141
5-40-7921	CAPITAL OUTLAY-INFRASTRUC	225,000	47,084.27	47,084.27	177,915.73	21
	CAPITAL OUTLAY	225,000	47,084.27	47,084.27	177,915.73	21
5-50-5800	CONTINGENCIES	10,000	--	--	10,000.00	0
	OTHER USES	10,000			10,000.00	0
	TOTAL PERSONAL SERVICES	7,500	9,959.40	9,959.40	2,459.40-	133
	TOTAL MATERIAL & SERV	96,000	135,214.52	135,214.52	39,214.52-	141
	TOTAL CAPITAL OUTLAY	225,000	47,084.27	47,084.27	177,915.73	21
	TOTAL ALL OTHER	10,000			10,000.00	0
T O T A L DEPT 100 E X P E N D I T U R E		338,500	192,258.19	192,258.19	146,241.81	57
T O T A L FUND 668 R E V E N U E		338,500	438,601.00	403,158.80	64,658.80-	119
	FUND PERSONAL SERVICES	7,500	9,959.40	9,959.40	2,459.40-	133
	FUND MATERIAL & SERV	96,000	135,214.52	135,214.52	39,214.52-	141
	FUND CAPITAL OUTLAY	225,000	47,084.27	47,084.27	177,915.73	21
	FUND ALL OTHER	10,000			10,000.00	0
T O T A L FUND 668 E X P E N D I T U R E		338,500	192,258.19	192,258.19	146,241.81	57
	FUND PRIOR BALANCE	35,442.20-				
	NET FUND BALANCE	210,900.61				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-01-0101	BEGINNING FUND BALANCE	120,000	--	186,506.88	66,506.88-	155
	REVENUE	120,000		186,506.88	66,506.88-	155
3-30-0101	BEGINNING FUND BALANCE	--	--	--	--	0
3-30-4310	WASTEWATER SERVICES	590,000	473,142.91	473,142.91	116,857.09	80
3-30-4312	CAPITAL RESERVE FEES	40,000	30,443.33	30,443.33	9,556.67	76
3-30-4320	INSTALLATION CHARGES	2,500	5,664.00	5,664.00	3,164.00-	227
3-30-4450	CREDIT CARD FEES	4,500-	2,226.53-	2,226.53-	2,273.47-	49
	REVENUE	628,000	507,023.71	507,023.71	120,976.29	81
T O T A L DEPT 100 R E V E N U E		748,000	507,023.71	693,530.59	54,469.41	93
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	265,000	222,238.95	222,238.95	42,761.05	84
	PERSONNEL SERVICES	265,000	222,238.95	222,238.95	42,761.05	84
5-20-5210	DUES/MEMBERSHIPS/FEES	750	1,049.00	1,049.00	299.00-	140
5-20-5211	DEQ FEES	3,500	2,417.00	2,417.00	1,083.00	69
5-20-5222	INSURANCE	18,000	15,348.96	15,348.96	2,651.04	85
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	5,263.73	5,263.73	1,936.27	73
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	5,021.61	5,021.61	978.39	84
5-20-5253	POSTAGE	3,000	3,368.87	3,368.87	368.87-	112
5-20-5255	EDUCATION & TRAINING	1,100	1,266.20	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	5,169.12	5,169.12	1,169.12-	129
5-20-5260	PROFESSIONAL SERVICES	7,000	10,716.33	10,716.33	3,716.33-	153
5-20-5261	AUDITOR	6,000	5,000.00	5,000.00	1,000.00	83
5-20-5270	TRAVEL	1,000	28.74	28.74	971.26	3
5-20-5311	EQUIPMENT LEASE	2,000	1,967.78	1,967.78	32.22	98
5-20-5312	EQUIP - FUEL/TIRES/PARTS	5,000	4,473.16	4,473.16	526.84	89
5-20-5313	EQUIPMENT REPAIR	9,000	711.97	711.97	8,288.03	8
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	731.62	731.62	268.38	73
5-20-5330	BUILDING OR LAND MAINTENC	1,500	922.13	922.13	577.87	61
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	600	188.25	188.25	411.75	31
5-20-5342	PLANT UTILITIES	30,000	24,384.11	24,384.11	5,615.89	81
5-20-5351	MAIN PLANT - PARTS	20,000	12,265.16	12,265.16	7,734.84	61
5-20-5352	MAIN PLANT -COMSUMABLES	10,000	9,350.28	9,350.28	649.72	94
5-20-5353	MAIN PLANT OUTSIDE SERVIC	12,000	4,778.83	4,778.83	7,221.17	40
5-20-5361	COLLECTION SYSTEM -PARTS	5,000	1,130.65	1,130.65	3,869.35	23
5-20-5362	COLL SYSTEM -CONSUMABLES	2,500	1,653.47	1,653.47	846.53	66
5-20-5363	COLL SYSTEM OUTSIDE SERVI	5,000	12,989.06	12,989.06	7,989.06-	260
5-20-5364	COLLECTION - I & I	20,000	2,163.65	2,163.65	17,836.35	11
5-20-5440	OFFICE EXPENSES - OTHER	500	161.40	161.40	338.60	32
5-20-5470	EQUIPMENT REP/MAINT	1,500	--	--	1,500.00	0
5-20-5474	MOWING & TRIMMING	2,000	1,724.00	1,724.00	276.00	86
	MATERIALS AND SERVICES	190,150	134,245.08	134,245.08	55,904.92	71
5-50-5800	CONTINGENCIES	15,000	4,324.36	4,324.36	10,675.64	29
	OTHER USES	15,000	4,324.36	4,324.36	10,675.64	29

FUND-670 WASTEWATER SYSTEM 7/01/18 THRU 4/30/19
DEPT-100 NON DEPARTMENTAL

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
5-60-7126	INTERFUND TRAN- CAP RESER	80,000	80,000.00	80,000.00	--	100
5-60-7129	INTFUND TRANS-DEBT SERVIC	60,000	60,000.00	60,000.00	--	100
5-60-7131	INT FUND TRAN-STREET CAPI	5,000	5,000.00	5,000.00	--	100
	INTERFUND TRANSFERS	145,000	145,000.00	145,000.00		100
	TOTAL PERSONAL SERVICES	265,000	222,238.95	222,238.95	42,761.05	84
	TOTAL MATERIAL & SERV	190,150	134,245.08	134,245.08	55,904.92	71
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	160,000	149,324.36	149,324.36	10,675.64	93
T O T A L DEPT 100 E X P E N D I T U R E		615,150	505,808.39	505,808.39	109,341.61	82
T O T A L FUND 670 R E V E N U E		748,000	507,023.71	693,530.59	54,469.41	93
	FUND PERSONAL SERVICES	265,000	222,238.95	222,238.95	42,761.05	84
	FUND MATERIAL & SERV	190,150	134,245.08	134,245.08	55,904.92	71
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	160,000	149,324.36	149,324.36	10,675.64	93
T O T A L FUND 670 E X P E N D I T U R E		615,150	505,808.39	505,808.39	109,341.61	82
	FUND PRIOR BALANCE	186,506.88				
	NET FUND BALANCE	187,722.20				
	GRAND TOTAL REVENUE	1,979,000	1,603,713.48	2,061,223.32	82,223.32-	104
	TOTAL PERSONAL SERVICES	615,500	470,054.50	470,054.50	145,445.50	76
	TOTAL MATERIAL & SERV	553,350	468,426.20	468,426.20	84,923.80	85
	TOTAL CAPITAL OUTLAY	225,000	47,084.27	47,084.27	177,915.73	21
	TOTAL ALL OTHER	337,000	305,648.72	305,648.72	31,351.28	91
	GRAND TOTAL EXPENDITURE	1,730,850	1,291,213.69	1,291,213.69	439,636.31	75
	PRIOR BALANCE	457,509.84				
	NET FUND BALANCE	770,009.63				

Fund 150 - Capital Reserves, Department 121 Streets

Historical Data: Actual: Second Preceding Year 2016-17	Historical Data: Actual: First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description New Chaves System	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
13,763	**17,630**	370,000	395,514		**Share of Beginning Balance (MEMO)**	462,258	462,258		
					Grant	100,000	100,000		
3,867	-	4,000	4,000	3-60-4864	Street Reserves Generated	3,000	3,000		**621-100**
					Transfer from the General Fund				**100-100**
-	105,900	10,000	10,000	3-60-4810	Transfer from URD				**900-100**
-	264,000	50,000	50,000	3-60-4863	Transfer from the Visitor Amenities Fund	25,000	25,000		**120-100**
-	4,000	5,000	5,000	3-60-4864	50 Cents per Meter Water	5,000	5,000		**660-100**
-	5,000	-	-	3-60-4865	Transfer frm Sewer				
-	5,000	5,000	5,000	3-60-4866	50 Cents per Meter Sewer	5,000	5,000		**670-100**
3,867	383,900	74,000	74,000		Total Revenue	138,000	138,000	-	
-	-	15,000	59	5-10-5160	Capitalized Labor	60,000	60,000		
-	-	-	-	5-40-5641	Capital Outlay - Equipment				
-	-	-	-	5-40-5644	Capital Outlay - Parking	-	-	-	
-	-	-	4,313	5-40-5645	Capital Outlay - Gateway Sign				
-	-	50,000	-	5-40-5646	Capital Outlay - Parking; Paving	25,000	25,000		
	6,016	188,500	2,884	5-40-5647	Capital Outlay - Street Projects	300,000	300,000		
-	6,016	253,500	7,256		Total Outlay	385,000	385,000	-	
3,867	377,884	(179,500)	66,744		Net Department Revenue (Expense)	(247,000)	(247,000)	-	
17,630	395,514	190,500	462,258		**Share of Ending Balance (MEMO)**	215,258	215,258		

			CIP Projects		
		14,997	Engineering & Geotech		
	188,500	2,884	Street Projects	300,000	300,000
where does this come from	15,000	59	City Crew Labor	60,000	60,000
	14,000	4,313	South Gateway Sign		
	50,000	-	Parking/Paving	25,000	25,000
	267,500	22,253	Total	385,000	385,000

5/03/19 CITY OF YACHATS PAGE 1
3:01 PM G11311
YIKIMMIE HISTORY PRINTS G113- D
DATE FROM 7/01/18 TO 4/30/19

TY	#	DATE	BUDGET	V/E#	AMOUNT	DESCRIPTION
AP	2975	8/10/18	150121-5405647	23418	487.50	ENGINEER
AP	3533	1/25/19	150121-5405647	23408	70.92	ROCK FOR OCEAN VIEW DRIVE
AP	3547	1/25/19	150121-5405647	149	2,140.93	OCEAN VIEW DRIVE PARTS FO
AP	3547	1/25/19	150121-5405647	149	163.10	BOLTS FIRE HYDRANT OCEAN
AP	3599	2/13/19	150121-5405647	149	139.24	FITTING HYDRANT PLACEMENT
AP	3613	2/13/19	150121-5405647	23418	7,707.00	CONSULTANTS
AP	3677	2/26/19	150121-5405647	149	273.00	PIPE FOR FIRE HYDRANT ON
AP	3700	3/13/19	150121-5405647	23408	88.40	ROCK FOR OVD PROJ
AP	3728	3/13/19	150121-5405647	29	8.48	ODV SAFETY TAPP
AP	3769	3/28/19	150121-5405647	23418	3,976.50	CONSULTANT
AP	3810	4/11/19	150121-5405647	23418	2,826.00	CONSULTING STREETS E 2ND
			GRAND TOTAL		17,881.07	

FUND-150 CAPITAL RESERVES
DEPT-121 STREETS

4/01/19 THRU 4/30/19

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
3-60-4860	OP TRANS - GENERAL FUND	--	--	--	--	0
3-60-4863	OP TRANS-VISITOR AMENITIE	50,000	--	50,000.00	--	100
3-60-4864	STREET RESERVES GENERATED	4,000	--	4,000.00	--	100
3-60-4865	TRANS FROM SEWER	5,000	--	5,000.00	--	100
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	--	58.57	14,941.43	0
	PERSONNEL SERVICES	15,000		58.57	14,941.43	0
5-40-5644	CAP OUTLAY - PARKING	--	--	--	--	0
5-40-5645	CAP OUTLAY -GATEWAY SIGN	14,000	--	4,312.50	9,687.50	31
5-40-5646	CAP OUTLAY - PARKING/PAV	50,000	--	--	50,000.00	0
5-40-5647	CAP OUTLAY - STREET PROJE	188,500	2,826.00	17,881.07	170,618.93	9
	CAPITAL OUTLAY	252,500	2,826.00	22,193.57	230,306.43	9
	TOTAL PERSONAL SERVICES	15,000		58.57	14,941.43	0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	252,500	2,826.00	22,193.57	230,306.43	9
	TOTAL ALL OTHER					0
T O T A L DEPT 121 E X P E N D I T U R E		267,500	2,826.00	22,252.14	245,247.86	8

Fund 150 - Capital Reserves, Department 130 Storm Drains

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19		New Chaves System	2019-20	2019-20	2019-20	
-	-	(7,000)	(6,663)		**Share of Beginning Balance (MEMO)**	(4,663)			
		2,000	2,000	3-60-4860	Transfer from General Fund	44,663			**100-100**
-	-	2,000	2,000		Total Revenues	44,663			
	6,663	2,000	-	5-40-7922	Capital Outlay - Hanley Culvert	40,000	-	-	
					Ridge Trail				
-	6,663	2,000	-		Total Capital Outlay	40,000			
-	(6,663)	-	2,000		Net Department Revenue (Expense)	4,663	-	-	
-	(6,663)	(7,000)	(4,663)		**Share of Ending Balance (MEMO)**	-			

FUND-150 CAPITAL RESERVES 4/01/19 THRU 4/30/19
DEPT-130 STORM DRAINS

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	2,000	--	2,000.00	--	100
	OPERATING TRANSFERS	2,000		2,000.00		100
T O T A L DEPT 130 R E V E N U E		2,000		2,000.00		100
	E X P E N S E S					
5-40-7921	CAP OUT: INFRASTRUC SYST	2,000	--	--	2,000.00	0
	CAPITAL OUTLAY	2,000			2,000.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	2,000			2,000.00	0
	TOTAL ALL OTHER					0
T O T A L DEPT 130 E X P E N D I T U R E		2,000			2,000.00	0

Fund 150 - Capital Reserves, Department 160 Water Plant

Historical Data: Actual Second Preceding Year 2016-17	Historical Data: Actual First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description New Chaves System	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes
396,623	353,755	290,000	286,448		**Share of Beginning Balance (MEMO)**	356,008			
133,032	78,000	100,000	100,000	3-60-4864	Water Reserves	100,000			660-100
					System Development Charges	45,000			**160-100**
133,032	78,000	100,000	100,000		Total Revenues	145,000	-	-	
		45,250	15,116	5-10-5160	Capitalized Labor	3,000			
8,964	69,776	89,000	-	5-40-5641	Capital Outlay - Equipment	114,000			
166,936	75,532	175,750	15,324	5-40-5648	Capital Outlay - Water System	273,000			
175,900	145,308	310,000	30,440		Total Capital Outlay	390,000	-	-	
(42,868)	(67,308)	(210,000)	69,560		Net Department Revenue (Expense)	(245,000)	-	-	

2016-17	2017-18	2018-19 Adopted	2018-19 Estimated	Description	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
353,755	286,448	80,000	356,008	**Share of Ending Balance (MEMO)**	111,008	0	0
	(200,000)		(200,000)	Transfer to Highway 101	(200,000)		
	86,448		156,008	**Share of Ending Balance (MEMO)**	(88,993)		
				CIP Projects			
		65,000	3,939	W 3rd Street Waterline	-		
		83,000	1,885	Upgrade Water Masterplan	60,000		
		14,250	9,500	Enclose Blackstone Booster Station	-		
		13,500	-	Radio Read Meter Replacement	-		
				Shop Doors	30,000		
			-	Backwash Plumbing	45,000		
				Earthquake Valves Bridge & 125 Res	60,000		
				Water Rate Study	20,000		
				Replace Water Plant Items	48,000		
		-	-	SCADA System	10,000		
		175,750	15,324		273,000		
		44,250	15,116	City Crew Labor	2,000		
		220,000	30,440	Total	275,000		
				Equipment			
		89,000	-	Vac Truck - share with WW	89,000		
				Truck	25,000		
		1,000	-	City Crew Labor	1,000		
		90,000	-	Total	115,000		
		310,000	30,440	Total	390,000		

5/03/19 CITY OF YACHATS PAGE 1
3:02 PM G11311
YIKIMMIE HISTORY PRINTS G113- D
DATE FROM 7/01/18 TO 4/30/19

TY	#	DATE	BUDGET	V/E#	AMOUNT	DESCRIPTION
AP	2960	8/10/18	150160-5405648	184	3,300.00	3RD ST WATERLINE
AP	2975	8/10/18	150160-5405648	23418	97.50	3RD ST WATER LINE
AP	3081	9/13/18	150160-5405648	171	250.00	3RD ST WATERLINE
AP	3424	1/08/19	150160-5405648	23444	5,000.00	CIP ENCLOSE BLACKSTONE BO
AP	3547	1/25/19	150160-5405648	149	291.26	COUPLING FOR 3RD ST WATER
AP	3710	3/13/19	150160-5405648	23444	4,500.00	WINDSONG PS WATER COVER
AP	3810	4/11/19	150160-5405648	23418	1,885.00	CONSULTING WATER MASTER P
			GRAND TOTAL		15,323.76	

FUND-150 CAPITAL RESERVES 4/01/19 THRU 4/30/19
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	4,555.76	15,115.93	30,134.07	33
	PERSONNEL SERVICES	45,250	4,555.76	15,115.93	30,134.07	33
5-40-5641	CAP OUT: EQUIPMENT	89,000	--	--	89,000.00	0
5-40-5648	CAP OUTLAY -WATER SYSTEM	187,750	1,885.00	15,323.76	172,426.24	8
	CAPITAL OUTLAY	276,750	1,885.00	15,323.76	261,426.24	6
	TOTAL PERSONAL SERVICES	45,250	4,555.76	15,115.93	30,134.07	33
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	276,750	1,885.00	15,323.76	261,426.24	6
	TOTAL ALL OTHER					0
T O T A L DEPT 160 E X P E N D I T U R E		322,000	6,440.76	30,439.69	291,560.31	9

Fund 150 - Capital Reserves, Department 170 Wastewater Plant

Historical Data						Budget for Next Year 2019-20			
Actual									
Second Preceding Year	First Preceding Year	Adopted Budget	Estimated YTD Actuals	Account #	Resource Description	Proposed by Budget Officer	Approved by Budget Committe e	Adopted by City Council	Notes
2016-17	2017-18	2018-19	2018-19		New Chaves System	2019-20	2019-20	2019-20	
723,621	816,800	720,000	727,686		**Share of Beginning Balance (MEMO)**	912,432			
154,501	80,400	80,000	80,000	3-60-4864	Sewer Reserves	80,000			670-100
		150,000	170,000	3-60-4867	Transfer from SDC Fund Crestview W/W				160-100
154,501	80,400	230,000	250,000		Total Revenue	80,000		-	
		12,750	1,859	5-10-5160	Capitalized Labor	3,000			
1,463	69,776	113,000	-	5-40-5641	Capital Outlay - Equipment	89,000			
59,859	99,739	114,250	63,395	5-40-7921	Capital Outlay - Infrastructure	246,000			
61,322	169,514	240,000	65,254		Total Capital Outlay	338,000		-	
93,179	(89,114)	(10,000)	184,746		Net Department Revenue (Expense	(258,000)		-	
816,800	727,686	710,000	912,432		**Share of Ending Balance (MEMO)**	654,432		0	
	(450,000)		(450,000)		Transfer to Highway 101	(450,000)			
	277,686		462,432		**Share of Ending Balance (MEMO)**	204,432			
					CIP Projects				
		45,000	62,195		Crestview Wastewater Line	-			
		55,250	1,200		Pole Building for Equip	80,000			
					Sliding Doors UV Bldg	15,000			
					Role-up Doors	30,000			
					Air Valve Acuator	6,000			
					Side Gate	5,000			
		14,000			Radio Read Meter Replacement	-			
					I&I Basin Rehab	-			
					Wastewater Rate Study	20,000			
		-	-		Waste Water Plan	90,000			
		114,250	63,395			246,000			
		10,750	1,859		City Crew Labor	2,000			
		125,000	65,254		Total	248,000			
					Equipment				
		24,000			2,000 Gallon Water Truck (Bio)				
		89,000			Vac Truck	89,000			
		2,000	-		City Crew Labor	1,000			
		115,000	-		Total	90,000			
		240,000	65,254		Total	338,000			

TY	#	DATE	BUDGET	V/E#	AMOUNT	DESCRIPTION
AP	2946	8/10/18	150170-5407921	23356	54,500.00	CRESTVIEW WATER LINE
AP	3054	9/13/18	150170-5407921	23356	7,695.00	CRESTVIEW SEWER LINE
AP	3690	2/26/19	150170-5407921	23450	1,200.00	SURVEY FOR PDE BARN @WWTP
			GRAND TOTAL		63,395.00	

FUND-150 CAPITAL RESERVES 4/01/19 THRU 4/30/19
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	--	170,000.00	20,000.00-	113
	OPERATING TRANSFERS	230,000		250,000.00	20,000.00-	109
T O T A L DEPT 170 R E V E N U E		230,000		250,000.00	20,000.00-	109
	E X P E N S E S					
5-10-5160	CAPITIALIZED LABOR	12,750	633.42	1,859.43	10,890.57	15
	PERSONNEL SERVICES	12,750	633.42	1,859.43	10,890.57	15
5-40-5641	CAP OUT: EQUIPMENT	113,000	--	--	113,000.00	0
5-40-7921	CAP OUT: INFRASTRUC SYS	114,250	--	63,395.00	50,855.00	55
	CAPITAL OUTLAY	227,250		63,395.00	163,855.00	28
	TOTAL PERSONAL SERVICES	12,750	633.42	1,859.43	10,890.57	15
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY	227,250		63,395.00	163,855.00	28
	TOTAL ALL OTHER					0
T O T A L DEPT 170 E X P E N D I T U R E		240,000	633.42	65,254.43	174,745.57	27

Date: May 1, 2019

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: April 2019 Public Works Report

Rain fall at Yachats Public Works:

	Inches			
Year	**2019**	**2018**	**2017**	**2016**
April	9.11	8.32	7.77	2.78
Rain year to date:	30.61	34.14	46.15	27.28

Total water production: **3,633,500** gallons Water loss efficiency: **91.0 %**

Total wastewater treated: **6,701,000** gallons

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

Streets:
- Potholes filled on Aqua Vista, 4th St. and Overlook.
- Removed fallen tree on Horizon Hill.
- Flagged for Geotech company on Horizon Hill.

Drainage:
- No work on drainage system this month.

Water:
- Plant maintenance.
- Repaired water service truck in-house.

Distribution Sys:

- Water main leak South of Windy Way repaired.
- Flushed distribution system.
- Completed Adobe fire hydrant replacement.
- Installed water service at Koho and at residence on Yachats Ocean Road.
- Corrected fire hydrant and installed bollards at site across from Pioneer Communications building.
- Repaired leaking water service on Yachats River Road.

Sewer:

- Plant maintenance.
- Screw press pump repair.

Collection Sys:

- Flushed and CCTV'd 300 ft of sewer main pipe on Combs Circle.
- Cleaned pump #2 at Pontiac lift station. (Plugged with clothing)
- Exposed paved over manhole on Horizon Hill.

Public Works:

- Shop cleaning and maintenance.
- Small equipment maintenance.
- Repaired Vac truck when broke down at work site.

Commons & City Hall

- Constructed a wind break fence for Commons trash cans.

Parks & Trails:

- Picked up brush piles for Trails crew.

Sewer & Water CIP:

- Pot-holing and prepping site for pole building at Public Works.
- Purchased 2000-gallon water truck. (Delivered)

Disscusion Suggestions For Resolution Of Utility Billing Problems

This document has suggestions for resolving the problems with the current Utility Billing system rate structure. Note that the current billing systems rates are based on Resolution 2015-12-01 – Corrected Version.

Problems Discovered:

- Large users are not billed as was described in Resolution due to early miss-interpretations and lack of written procedures. There are both over and under billing problems. This problem is not resolved.
- The usage rates for Water and Sewer included billing for Capital Improvements even though Capital Improvements were also billed as a separate line item with a result of billing CI rate twice. This problem was fixed for the May 2019 billing.

Suggestions 1#:

- Draft a replacement Resolutions to reflect current rates and remove ambiguities of how to bill large users (those averaging more than 6,400 units per month over 12 months).
- Leave in place that the base rate includes 2 units.
- Establish an annual review of the large users to update the number of base rate charges which would include adding or removing accounts from being charged multiple base rate charges. Changes put in place for July which is the beginning of the next Fiscal Year.
- Establish written procedures for both Public Works Commission and City Staff for review and implantation of evaluation of large user multipliers.
- Insure that the Finance Committee and Public Works Commission have the basic estimates for both Operational and Capital funding requirements so that the Utility Billing rates can be set and approved for July's Utility bills.

Suggestions 2#:

- Bring in an outside professional organization to perform a water rate study and recommend a new or revised process for water. Sewer billing may require additional cost.
- The professional study may still require re-drafting the existing Resolution to provide guidance for requirements which address the City customer base where there are a small number of year-a-round occupants (rough estimate of just over 200), number of vacation rentals (about 200), and a relative large number of business related to hospitality services (about 30 with about 10 consuming large amount of water). Currently there are about 850 utility accounts

CITY OF YACHATS

RESOLUTION NO. 2015-12-01 -Correction

A RESOLUTION SETTING THE RATES FOR WATER AND WASTEWATER SERVICE, ESTABLISHING AN INDEX FOR FUTURE ADJUSTMENTS TO THE RATES AND A CAPITAL IMPROVEMENT RESERVE FEE, EXTENDING THE LOW-INCOME WAIVER TO THE WASTEWATER BASE AND CONTINUING OTHER FEES

WHEREAS, the Public Works & Streets Commission held meetings to discuss the water and wastewater rate structure on July 7, 2015, September 1, 2015, and October 6, 2015; the Finance Committee discussed various options at meetings held on August 12, 2015 and October 14, 2015; and, the City Council discussed the subject at work sessions, special meetings and regular meetings held on August 10, 2015, August 13, 2015, September 2, 2015, September 10, 2015, October 8, 2015, October 12, 2015 and November 3, 2015; and

WHEREAS, it has been 10 years since the City of Yachats had a rate adjustment. The cost of operating and maintaining utilities has increased over those 10 years and the City is facing the need for infrastructure repairs and improvements in the next few years and revenues under the current rate structure are not keeping up with the costs; and

WHEREAS, a model was developed that allowed for a careful analysis of the situation and a long-term plan. The City now has a good sense of what it costs to deliver water under the current conditions, what is necessary for repairs and infrastructure replacement in the next few years, and what is needed longer term to assure water delivery and wastewater treatment going forward. That analysis has allowed a thoughtful look at rate structures and a measured adjustment that is neither too high nor too low; and

WHEREAS, it has been determined that by including two units of water in the base rate all customers will be paying to maintain the system that is available for use when the tap is turned on – a "ready to serve charge"; and

WHEREAS, to avoid the need for a future catch-up adjustment the new water rates will be indexed to the Construction Cost Index and adjusted automatically each July 1;

NOW THEREFORE, the City of Yachats resolves

Section 1 Base Rates

Rate - Inside City Limits	Water	Wastewater
Including 2 units of water (200 cf) and $2 Capital Improvement Reserve Fee	$43.00	$42.00
Rate – Highest Users		
Including 2 units of water (200 cf) and $2 Capital Improvement Reserve Fee	A Permanent Base Rate will be established by the an average of the YEU base amounts charged for the previous 12 month period	A Permanent Base Rate will be established by the an average of the YEU base amounts charged for the previous 12 month period
Rate – Outside City Limits		
Including 2 units of water (200 cf) and $3 Capital Improvement Reserve Fee	$64.50	

Section 2 Consumption Rates

Rate - Inside City Limits	Water	Wastewater
Per 100 cf of water Including $0.50 Capital Improvement Reserve Fee	$4.75	5.25
Rate – Outside City Limits		
Per 100 cf of water Including $0.75 Capital Improvement Reserve Fee	$7.13	

Section 3. Annual Adjustment

On July 1 of every succeeding year, these water and wastewater rates will be adjusted based upon the Construction Cost Index applicable to Yachats for the preceding year ending December 31.

Section 4 Low Income Waiver

A waiver of 50% of the monthly water and wastewater base charge shall be considered by the City Recorder based upon written request by the user and documentation of eligibility for low-income assistance from the State of Oregon.

Section 5 Continuance of Utility Related Fees and Discounts

The following fees and discounts are continued:

<u>Service Change/Service Takeover Fee.</u> A fee of $10 shall be charged each new account for a service change/service takeover. This fee shall not apply to a change in mailing address only.
<u>Water Permit and Inspection Fee</u>. A non-refundable fee of $20 shall be charged for a permit to connect to and inspection of water service.
<u>Sewer Permit and Inspection Fee</u>. A non-refundable fee of $20 shall be charged for a permit to connect to and inspection of building sewers.
<u>Meter Inspection Fee</u>. A fee of $10.00 shall be charged for water meter inspection requested by the customer.
<u>NSF Check Fee</u>. Checks returned for NSF will be deposited a second time. If the check is returned a second time, a $25 fee will be added to the account.
<u>Meter Removal Fee</u>. A fee of $20.00 shall be charged for removal of a water meter if the removal is approved by the City.
<u>Reconnection Fee</u>. A fee of $20.00 shall be charged for water reconnection during business hours. A fee of $40.00 shall be charged for water reconnection after business hours, weekends, and holidays. If it is necessary for City staff to turn off the water due to a leak on the owner's property because a functioning hand valve is not present, the reconnection fee shall be $100.00.
<u>Delinquent Account Fees</u>. Delinquent accounts with a balance of $1.00 or more will be charged 1½ percent per month on the delinquent amount.
<u>Shut-off Notice Fee</u>. Accounts which receive a "door hanger" as a second written notice will be charged a five dollar ($5) fee.
<u>Collection Fees</u>. A $25 fee will be added to all closed accounts forwarded to collection.
<u>Prepayment Discount</u>. A discount of 1½% per month may be requested by the customer when making payment in advance for yet un-billed service use for pre-payments equal to, or larger than, six months minimum for any residential account; received before the billing process begins.

Section 6 Effective Date

The water and sewer rates shall be effective with the bills mailed on February 1, 2016
This Resolution is memorializing an action taken by City Council at the November 3, 2015 meeting and was effective as of that date.

PASSED AND ADOPTED this 10th day of December, 2015.

Attest:

Ronald L. Brean, Mayor

Nancy Batchelder, City Recorder

Customer Profile		Council Approval		% Increase	$ Increase
Usage	Test Period Average # of Meters	Current Rate	New Rate	Percentage	Dollars
No units	162	$60.00	$85.00	41.67%	$25.00
1 Unit	117	68.50	85.00	24.09%	16.50
2 Units	107	77.00	85.00	10.39%	8.00
3 Units	92	85.50	95.00	11.11%	9.50
4 Units	80	94.00	105.00	11.70%	11.00
5 Units	76	102.50	115.00	12.20%	12.50
6 Units	48	111.00	125.00	12.61%	14.00
7 Units	32	119.50	135.00	12.97%	15.50
8 Units	25	128.00	145.00	13.28%	17.00
9 Units	16	136.50	155.00	13.55%	18.50
10 Units	14	145.00	165.00	13.79%	20.00
11 Units	11	153.50	175.00	14.01%	21.50
12 Units	7	162.00	185.00	14.20%	23.00
13 Units	6	170.50	195.00	14.37%	24.50
14 Units	5	179.00	205.00	14.53%	26.00
15 Units	3	187.50	215.00	14.67%	27.50
16 Units	3	196.00	225.00	14.80%	29.00
17 Units	2	204.50	235.00	14.91%	30.50
18 Units	2	213.00	245.00	15.02%	32.00
19 Units	1	221.50	255.00	15.12%	33.50
20 Units	2	$230.00	$265.00	15.22%	$35.00