1. Agenda

   Documents:

   2019-06-16 Public Works And Streets Agenda.pdf

2. Meeting Materials

   Documents:

   2019-05-14 Public Works Minutes DRAFT.pdf
   2019-05-20 Franchise Agreement Memo To PWS.pdf
   2019-06-11 Financial Report.pdf
   2019-06-11 Public Works Department Report.pdf
   2019-06-11 Utility Rate Background And Recomendations.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, June 11, 2019 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of May 15, 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 –

V. New Business
- A. Review and Make Recommendations to City Council
- B.

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

Next Meeting Tuesday, July 7, 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 06/04/19

City of Yachats

PUBLIC WORKS & STREETS COMMISSION

May 14, 2019

Draft Minutes

I. Call to Order

Chair Bob Bennett called the May 14, 2019 regular meeting of the Public Works and Streets Commission to order at 3:00 pm in Room 1 of the Yachats Commons. Members present: Bob Bennett, Tom Bedell, Ann Stott, Ron Urban, Tom Fisher, Larry Nixon, 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 April 9, 2019

Page 2, Lines 13 and 36: Bennett has two t's

Commissioner Urban moved to approve the April 9, 2019 minutes as amended: Aye – 6; No – 0.

III. Reports

A. Public Works Department

Dave Buckwald reported 9.11 inches of rain in April 2019 and noted the 3 million extra gallons of water treated. Buckwald highlighted items in his report. Buckwald reported the Vac Truck broke down in the field and the crew repaired the problem. He added the camera inspections on Combs Circle revealed a sizable leak which was repaired. Public Works completed the purchase of a 2000-gallon water truck to be delivered in June 2019.

Commissioner Nixon asked about possible septic tanks near the shoreline, and Buckwald noted there were no septic systems along Oceanview Drive.

McClung reported the crew worked on Horizon Hill where the slide testing was occurring. He reported the contractor had to go down 50 feet to hit basalt and noted most of that area was fill. He explained they installed a monitoring device. He speculated that the motion was likely due to the fill and not a moving hillside.

McClung reported they received the bids for E 2nd Street and W 1st Street which $193,000. He stated E 2nd Street would be covered by the grant excepting the costs previously expended.

McClung reported he walked Oceanview Drive with the County representatives to determine nuances for paving and issues around draining, noting that while drainage usually sends the water to both sides of the pavement, this design will send all water to the land-side of the street which would then go through a culvert to the ocean. The county hoped to have paving completed by the end of June 2019. McClung noted the guardrail project would occur after the completion of the archeological study. Manager Beaucaire added that the City would incur the costs on engineering paid prior to receiving the grant monies. She also noted that waiting on the guardrail replacement will allow the pavement to cure, thus making it less likely that the installation would cause breaks in the pavement. McClung stated the engineering costs to date were for engineering design ($4,000) and staff time ($1,000).

Commissioner Groth asked about the impact of the dry spell on creek flow. McClung stated that the flows went down but quickly returned with the recent rain.

McClung asked if he could get approval for a grant for $50,000.

B. Emergency Preparedness Committee

Rick McClung noted there was no money allocated to Emergency Preparedness in the current budget. He explained Public Works charges hours to Emergency Preparedness, noting they had put time into putting up the seven assembly area signs. Bennett noted there are other projects upcoming that would likely require hours form Public Works.

Bennett recalled that Emergency Preparedness has planned to conduct a tabletop exercise with the Fire Department simulating a major hotel fire.

C. Solid Waste District Advisory Council

Commissioner Nixon reported the District provided information to the Lincoln County Budgeting Committee. He reported there is activity around finding and developing new markets. He added that Green Schools was being promoted again. Nixon stated there was movement to establish a county-wide visitor environment impact fee. Nixon indicated they had not decided on how the fee would be collected.

Manager Beaucaire reported she attended a Coastal Manager's Meeting and most jurisdictions were waiting to see what the state decides. She added that recyclers noted the cost of single use plastic bags was on par with paper bags.

D. Financial Report

Groth noted the budget numbers were through March 30, 2019, not April 30, 2019. Manager Beaucaire noted there would be no delay in reporting the numbers with the new accounting software. Bennett suggested that the Commission might be getting too much information on the financials and noted what information they used to receive. Bennett suggested the pertinent numbers would be the budgeted amount, amount spent this month, year to date expenses, what was left to use, and percent used. Bennett asked Commissioners to think about what they would like to see and discuss that at their June 2019 meeting.

IV. Current Business

A. Utility Billing System Review

Bennett explained some of the documents in the packet and highlighted the problems with large users in both over-billing and under-billing and was not yet resolved. Bennett suggested that account holders of accounts that had miscalculated charges would need to be notified. He suggested the Council would need to decide what to do about these over/under amounts.

Commissioner Stott reported she spent considerable time getting up to date and has concluded that these questions would be more appropriately handled by the Council. Stott preferred Suggestion #1.

The Commission agreed to recommend to Council that they notify the impacted users of the issue of over/under charges before releasing information to the public.

Bennett also noted there has been double-billing on CIP charges and added that this problem has been fixed. Quinton Smith clarified that that these charges began on February 1, 2015.

Bennett noted there were two suggestions for what to recommend to Council. Commissioner Bedell asked that an annual audit occur regardless of what approach was taken. Urban questioned whether the City had the ability to implement Suggestion #1. Bennett believe there were Commissioners and other residents who could do this.

Bedell asked if the overall impact was revenue-neutral. Bennett explained the original targets were to add $100,000 to each water and sewer revenues, which should have made the water system revenue-neutral to residents.

Bennett added that they needed to look at whether their base rates were covering their expenses. Bedell suggested they City should do this analysis every few years. Bennett suggested that this question was the purview of this Commission and the Finance Commission.

Urban, Groth, Stott, Fisher, Bedell, and Nixon all preferred Suggestion #1. McClung favored Suggestion #2. Beaucaire recommended Suggestion #2 noting this was a highly specialized skill that takes into account future issues such as capital improvement projects, the age of the current infrastructure, changing cost of pipe, current weather conditions impact on lifespans, what are fair user rates for all groups, and rates along the coast.

Bennett noted the water master plan would include an assessment of infrastructure and suggested analysis of infrastructure not be part of a water rate study.

Manager Beaucaire added that the City Attorney and auditors recommended Suggestion #2.

Helen Anderson stated that while the local people doing the analysis now were good at math and models but did not believe they were skilled at water rates. She stated she would be more comfortable with an impartial third party setting the rates and she did not have confidence the group would get the numbers correct on their third try.

Groth changed his position to Suggestion #2.

Drew Roslund (Overleaf and Fireside) supported Suggestion #2 for reasons provided by staff and for the reason that hotels could be blamed for not paying their fair share. Roslund explained his background on the Commission, in planning, and with previous problems in developing the current structure and miscalculations.

Anderson added that water conservation was another issue that should factor into the rate system.

Groth asked Roslund what he could do about conservation. Roslund indicated they have installed efficient washers and already have low-flow toilets. He noted he charges $75 per night for the in-room hot tubs which equates to an extra $2,000 in transient rental taxes to the City each month. He noted he has two hot tubs in his spa which are required to be dumped monthly.

Sara Moore favored Suggestion #2.

Nixon noted Suggestion #2 relieved the Commission of being the "bad guy" and personalizing.

Bennett reviewed the objectives he started with in his model to be algorithm-based, to be revenue neutral, to shift some burden onto the vacation rentals, and to balance with large users.

Fisher stated he was previously leaning toward using an outside source (#2), in part, because the residents might be more trusting of an outside agency. Bedell indicated he could see the advantage of Suggestion #2. Nixon asked about costs and McClung indicated the water study would be $13,000 and the wastewater study would be $11,000. Nixon leaned toward Suggestion #2. Urban indicated he could support either option. Groth favored #2. Stott stood with her opinion that they have the skills to do the work and favored Suggestion #1.

Bennett summarized the Commission had a slight edge toward Suggestion #2 (5 favor, 2 not). Bennett explained they would have to provide some direction to a third party to do a rate study. He identified some of the unique characteristics of Yachats where there was a higher proportion of businesses, a large hospitality industry, and a large number of vacation rentals.

Bennett stated the recommendation of the Commission to the Council was to pursue a third party to conduct a water rate study.

The Commission clarified that the wastewater study would include waste from restaurants and the brewery. Buckwald noted DEQ requires an analysis of industrial waste.

Groth moved to recommend to the City Council that they engage professional services to conduct a rate study for water and wastewater, with the Public Works and Streets Commission providing parameters for the studies: Aye – 7; No – 0.

B. Clean Sweep

Anderson reported Dahl would provide:

- 30-yard drop box for brush
- 30-yard drop box for metal
- 30-yard drop box for trash
- 20-yard drop box for electronics
- 95-gallon can for bulbs
- 95-gallon can for batteries

Dahl would not take plastic bags, tires, paint, and chemicals.

Nixon reported Dahl will be having a paint drop-off day at the Waldport Transfer Station in the future.

Manager Beaucaire asked Bennett if he could arrange to have volunteers help with glass and trash cleanup. Bennett recalled they were considering using Jobs Corps students for clean-up.

V. New Business

A. Speed Signs on Highway 101 on north end of town

Bennett reported the Fire Department has asked the Commission to work with them to send a request to ODOT for moving the speed limit signs further to the north given the doubling of residents on Fisterra and the move of the Fire Station to that area.

Bedell moved to recommend to Council to that they ask ODOT to consider moving the speed limit signs on Highway 101 further north, to add an emergency lighting system on the Highway for the Fire Department, and to add a crosswalk at Diversity Drive: Aye – 7; No – 0.

VI. Other Business

A. From the Commission – none

B. From Staff

Buckwald clarified that the DEQ requirement was for a significant industrial users survey.

C. From the Floor

Roslund suggested that, regardless of how the City decides to handle the water rates, the City allow large users to come see the status of their water accounts and how they might be impacted with a new rate. Roslund asked what the City was planning to do with billing between now and when the new water rates might go into effect. Stott noted the Commission was recommending to Council that they consult with the heavy users.

Manager Beaucaire reported the City planned to move three years of water date to the new billing system and the water rate study was expected to take 4 to 6 weeks.

Urban expressed concern that the over/under charges were continuing to occur. Manager Beaucaire reported the Council knew this was an urgent matter. Groth asked if the correct rates were being input into the new system. Manager Beaucaire noted the Council would need to decide if they have the correct formulas to implement any rate change. Stott clarified there were two studies that both indicated problems but also had minor differences.

With no further business before the commission, Bennett adjourned meeting at 6:06 pm.

____________________________ ____________

Bob Bennett, Chair Date

Minutes prepared by H.H. Anderson on June 7, 2019.

DATE: May 20, 2019

TO: Bob Bennett, Public Works & Streets Commission Chairman
Public Works & Streets Commission

FROM: Shannon Beaucaire, City Manager

SUBJECT: City of Yachats Franchise Agreements

Chairman Bennett,

The Franchise Agreement specialist at our attorney's office has reviewed the City's 4 Franchise agreements.

Summary of Findings:

- Pioneer Telephone Cooperative (which PEAK is a part of)
    - Telephone and Communication Business
    - 10 year term, expired on June 1, 2017 – now operating on a month-to-month type of lease.
    - 4% fee (per the Franchise, City can increase to 5% with one years' notice) – state law maximum on telecom services is 7%
    - "Gross Revenue" oddly defined.
    - Recommendation: Send franchise application to get them to tell us what services they provide and pay as part of gross revenue. Consider requesting new franchise (and decide on what % fee to charge). Or, consider clarifying (in writing) that they will include any revenue from Direct Link as a part of their Gross Revenue payments to the City.

- Dahl
    - Garbage/Recycle
    - See muni code for terms/conditions

- 3% fee
- Odd term and renewal section 5.10.070
  - On April 13 of each year, the Franchise rolls over another 6 year term. So, this Franchise renewed for 6 years on April 13, 2019.
- Recommendation – no action needed as this franchise continues to automatically renew. When renewal comes up look at increasing from 3%. Comparison factors: North Bend 4.5%, Redmond 4.1%, Turner 3%, Bend 4%.

- Central PUD
  - Power Company
  - Ordinance NO.216
  - 3.5% fee. Expires January of 2021.
  - Any fee above 3.5% the PUD may recoup and add a line item to their bills.
  - Recommendation: Consider requesting new a franchise and consider increasing the fee. The general terms and conditions are ok, but the fee may be increased. Keep in mind that any fee above 3.5% may be passed on to the consumers with a line item noting the City is to blame. Reedsport and Florence Central PUDs each charge 5%. In my experience, 5% is the most common franchise fee for electric utilities.

- Charter Communications
  - Effective March 12, 2015
  - 5 year term with auto 5 year renewal (unless notified of non-renewal 3 years prior to termination) = extends to March of 2025.
  - 5% fee
  - Recommendation: no action needed.
  - Charter pays 5% of the revenue from Cable Services, which is the max you can charge them under the federal Cable Act. If they also provide Internet and Phone service, they are not paying on revenue from those services. Some cities have adopted a General Right of Way ordinance that sets a franchise fee on all services a company provides. Charter (and Comcast) argue cities are double-dipping with that, but the Oregon Supreme Court says otherwise. If you want to look more into this (and if Charter provides internet services), let's talk. The Cable companies are now going to the FCC demanding action on these ROW ordinances and naming many Oregon cities as "bad actors".

Request from Commission:

Please review the attorney's findings and provide recommendations for pursuing the Pioneer Franchise agreement update, as well as, a plan of action for pursuing updates to agreements in the future.

6/11/19
2:02 PM
YIKIMMIE
FUND-621 STREETS
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 6/11/19

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	53,613.93	53,613.93	9,613.93-	122
	REVENUE	44,000	53,613.93	53,613.93	9,613.93-	122
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	88,613.93	166,243.96	45,243.96-	137
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	33,000	25,871.34	25,871.34	7,128.66	78
	PERSONNEL SERVICES	33,000	25,871.34	25,871.34	7,128.66	78
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	3,872.18	3,872.18	327.82	92
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	1,051.43	1,051.43	1,448.57	42
5-20-5362	COLLECTION SYS-CONSUMMABL	500	19.20	19.20	480.80	4
5-20-5411	STREET LIGHTING	14,000	18,274.53	18,274.53	4,274.53-	131
5-20-5474	MOWING & TRIMMING	20,000	15,251.00	15,251.00	4,749.00	76
5-20-5476	TREE TRIMMING & REMOVAL	5,000	--	--	5,000.00	0
	MATERIALS AND SERVICES	60,700	42,494.62	42,494.62	18,205.38	70
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	25,871.34	25,871.34	7,128.66	78
	TOTAL MATERIAL & SERV	60,700	42,494.62	42,494.62	18,205.38	70
	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	72,365.96	72,365.96	25,334.04	74
T O T A L FUND 621 R E V E N U E		121,000	88,613.93	166,243.96	45,243.96-	137
	FUND PERSONAL SERVICES	33,000	25,871.34	25,871.34	7,128.66	78
	FUND MATERIAL & SERV	60,700	42,494.62	42,494.62	18,205.38	70
	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	72,365.96	72,365.96	25,334.04	74
	FUND PRIOR BALANCE	77,630.03				
	NET FUND BALANCE	93,878.00				

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

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

FUND-630 STORM DRAINS
DEPT-100 NON DEPARTMENTAL

7/01/18 THRU 6/11/19

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	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	10,506.83	10,506.83	14,493.17	42
	PERSONNEL SERVICES	25,000	10,506.83	10,506.83	14,493.17	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	10,506.83	10,506.83	14,493.17	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	11,166.40	11,166.40	25,833.60	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	10,506.83	10,506.83	14,493.17	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	11,166.40	11,166.40	25,833.60	30
	FUND PRIOR BALANCE	86,392.82				
	NET FUND BALANCE	112,226.42				

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	601,959.09	601,959.09	4,040.91	99
3-30-4312	CAPITAL RESERVE FEES	37,000	38,931.34	38,931.34	1,931.34-	105
3-30-4320	INSTALLATION CHARGES	3,000	13,600.00	13,600.00	10,600.00-	453
3-30-4450	CREDIT CARD FEES	3,500-	2,226.56-	2,226.56-	1,273.44-	64
	REVENUE	642,500	652,263.87	652,263.87	9,763.87-	102
T O T A L DEPT 100 R E V E N U E		659,500	652,263.87	794,686.18	135,186.18-	120
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	285,000	235,806.09	235,806.09	49,193.91	83
	PERSONNEL SERVICES	285,000	235,806.09	235,806.09	49,193.91	83
5-20-5210	DUES/MEMBERSHIPS/FEES	2,000	3,923.52	3,923.52	1,923.52-	196
5-20-5222	INSURANCE	15,000	13,656.99	13,656.99	1,343.01	91
5-20-5240	OFFICE MATERIALS/SUPPLIES	6,000	7,122.22	7,122.22	1,122.22-	119
5-20-5251	OFFICE PHONE/CELL/DSL	9,500	9,898.91	9,898.91	398.91-	104
5-20-5253	POSTAGE	3,000	3,408.90	3,408.90	408.90-	114
5-20-5255	EDUCATION & TRAINING	3,000	12.50	12.50	2,987.50	0
5-20-5258	ENGINEERING SERVICES	7,000	--	--	7,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000	6,456.64	6,456.64	2,456.64-	161
5-20-5260	PROFESSIONAL SERVICES	10,000	12,637.42	12,637.42	2,637.42-	126
5-20-5261	AUDITOR	6,000	5,000.00	5,000.00	1,000.00	83
5-20-5270	TRAVEL	3,000	368.60	368.60	2,631.40	12
5-20-5311	EQUIPMENT LEASE	3,000	2,242.59	2,242.59	757.41	75
5-20-5312	EQUIP - FUEL/TIRES/PARTS	4,000	4,842.32	4,842.32	842.32-	121
5-20-5313	EQUIPMENT REPAIR	4,000	1,024.44	1,024.44	2,975.56	26
5-20-5317	TOOLS & SMALL EQUIPMENT	3,500	440.07	440.07	3,059.93	13
5-20-5330	BUILDING/LAND MAINTENANCE	2,000	1,944.69	1,944.69	55.31	97
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	166.28	166.28	333.72	33
5-20-5342	PLANT UTILITIES	23,000	24,947.43	24,947.43	1,947.43-	108
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	6,184.30	6,184.30	3,815.70	62
5-20-5353	MAIN PLANT OUTSIDE SVCS	40,000	21,382.24	21,382.24	18,617.76	53
5-20-5361	DISTRIBUTION SYS PARTS	14,000	18,179.58	18,179.58	4,179.58-	130
5-20-5362	DIST SYSTEM CONSUMABLES	2,000	1,641.92	1,641.92	358.08	82
5-20-5363	DIST SYS OUTSIDE SERVICES	2,000	6,166.03	6,166.03	4,166.03-	308
5-20-5440	OFFICE EXPENSES - OTHER	500	195.74	195.74	304.26	39
5-20-5470	EQUIPMENT REPAIR/MAINTEN	1,500	--	--	1,500.00	0
5-20-5474	MOWING & TRIMMING	9,000	7,105.00	7,105.00	1,895.00	79
	MATERIALS AND SERVICES	194,500	178,341.13	178,341.13	16,158.87	92
5-50-5600	CONTINGENCIES	15,000	5,420.69	5,420.69	9,579.31	36
	OTHER USES	15,000	5,420.69	5,420.69	9,579.31	36
5-60-7126	INTERFUND TRANS-CAP RESER	100,000	100,000.00	100,000.00	--	100

FUND-660 WATER SYSTEM 7/01/18 THRU 6/11/19
DEPT-100 NON DEPARTMENTAL

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	235,806.09	235,806.09	49,193.91	83
	TOTAL MATERIAL & SERV	194,500	178,341.13	178,341.13	16,158.87	92
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	163,000	153,420.69	153,420.69	9,579.31	94
T O T A L DEPT 100 E X P E N D I T U R E		642,500	567,567.91	567,567.91	74,932.09	88
T O T A L FUND 660 R E V E N U E		659,500	652,263.87	794,686.18	135,186.18-	120
	FUND PERSONAL SERVICES	285,000	235,806.09	235,806.09	49,193.91	83
	FUND MATERIAL & SERV	194,500	178,341.13	178,341.13	16,158.87	92
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	163,000	153,420.69	153,420.69	9,579.31	94
T O T A L FUND 660 E X P E N D I T U R E		642,500	567,567.91	567,567.91	74,932.09	88
	FUND PRIOR BALANCE	142,422.31				
	NET FUND BALANCE	227,118.27				

FUND-668 WATER TANK CONSTRUCTION 7/01/18 THRU 6/11/19
DEPT-100 NON DEPARTMENTAL

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	10,506.24	10,506.24	3,006.24-	140
	PERSONNEL SERVICES	7,500	10,506.24	10,506.24	3,006.24-	140
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	10,506.24	10,506.24	3,006.24-	140
	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	192,805.03	192,805.03	145,694.97	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	10,506.24	10,506.24	3,006.24-	140
	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	192,805.03	192,805.03	145,694.97	57
	FUND PRIOR BALANCE	35,442.20-				
	NET FUND BALANCE	210,353.77				

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	572,174.33	572,174.33	17,825.67	97
3-30-4312	CAPITAL RESERVE FEES	40,000	37,054.99	37,054.99	2,945.01	93
3-30-4320	INSTALLATION CHARGES	2,500	6,050.00	6,050.00	3,550.00-	242
3-30-4450	CREDIT CARD FEES	4,500-	2,226.53-	2,226.53-	2,273.47-	49
	REVENUE	628,000	613,052.79	613,052.79	14,947.21	98
T O T A L DEPT 100 R E V E N U E		748,000	613,052.79	799,559.67	51,559.67-	107
	E X P E N S E S					
5-10-5160	PERSONNEL SERVICES	265,000	247,804.38	247,804.38	17,195.62	94
	PERSONNEL SERVICES	265,000	247,804.38	247,804.38	17,195.62	94
5-20-5210	DUES/MEMBERSHIPS/FEES	750	1,049.00	1,049.00	299.00-	140
5-20-5211	DEQ FEES	3,500	2,517.00	2,517.00	983.00	72
5-20-5222	INSURANCE	18,000	15,348.96	15,348.96	2,651.04	85
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	5,904.90	5,904.90	1,295.10	82
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	5,865.13	5,865.13	134.87	98
5-20-5253	POSTAGE	3,000	3,408.87	3,408.87	408.87-	114
5-20-5255	EDUCATION & TRAINING	1,100	1,278.70	1,278.70	178.70-	116
5-20-5258	ENGINEERING SERVICES	5,000	--	--	5,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000	6,456.62	6,456.62	2,456.62-	161
5-20-5260	PROFESSIONAL SERVICES	7,000	12,637.41	12,637.41	5,637.41-	181
5-20-5261	AUDITOR	6,000	5,000.00	5,000.00	1,000.00	83
5-20-5270	TRAVEL	1,000	397.35	397.35	602.65	40
5-20-5311	EQUIPMENT LEASE	2,000	2,369.07	2,369.07	369.07-	118
5-20-5312	EQUIP - FUEL/TIRES/PARTS	5,000	4,935.50	4,935.50	64.50	99
5-20-5313	EQUIPMENT REPAIR	9,000	4,954.03	4,954.03	4,045.97	55
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	751.62	751.62	248.38	75
5-20-5330	BUILDING OR LAND MAINTENC	1,500	947.13	947.13	552.87	63
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	600	188.25	188.25	411.75	31
5-20-5342	PLANT UTILITIES	30,000	28,970.69	28,970.69	1,029.31	97
5-20-5351	MAIN PLANT - PARTS	20,000	12,377.27	12,377.27	7,622.73	62
5-20-5352	MAIN PLANT -COMSUMABLES	10,000	9,659.82	9,659.82	340.18	97
5-20-5353	MAIN PLANT OUTSIDE SERVIC	12,000	5,553.09	5,553.09	6,446.91	46
5-20-5361	COLLECTION SYSTEM -PARTS	5,000	1,150.63	1,150.63	3,849.37	23
5-20-5362	COLL SYSTEM -CONSUMABLES	2,500	1,743.45	1,743.45	756.55	70
5-20-5363	COLL SYSTEM OUTSIDE SERVI	5,000	13,071.06	13,071.06	8,071.06-	261
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	179.96	179.96	320.04	36
5-20-5470	EQUIPMENT REP/MAINT	1,500	--	--	1,500.00	0
5-20-5474	MOWING & TRIMMING	2,000	2,046.00	2,046.00	46.00-	102
	MATERIALS AND SERVICES	190,150	150,925.16	150,925.16	39,224.84	79
5-50-5800	CONTINGENCIES	15,000	5,420.69	5,420.69	9,579.31	36
	OTHER USES	15,000	5,420.69	5,420.69	9,579.31	36

FUND-670 WASTEWATER SYSTEM
DEPT-100 NON DEPARTMENTAL

7/01/18 THRU 6/11/19

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	247,804.38	247,804.38	17,195.62	94
	TOTAL MATERIAL & SERV	190,150	150,925.16	150,925.16	39,224.84	79
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	160,000	150,420.69	150,420.69	9,579.31	94
T O T A L DEPT 100 E X P E N D I T U R E		615,150	549,150.23	549,150.23	65,999.77	89
T O T A L FUND 670 R E V E N U E		748,000	613,052.79	799,559.67	51,559.67-	107
	FUND PERSONAL SERVICES	265,000	247,804.38	247,804.38	17,195.62	94
	FUND MATERIAL & SERV	190,150	150,925.16	150,925.16	39,224.84	79
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	160,000	150,420.69	150,420.69	9,579.31	94
T O T A L FUND 670 E X P E N D I T U R E		615,150	549,150.23	549,150.23	65,999.77	89
	FUND PRIOR BALANCE	186,506.88				
	NET FUND BALANCE	250,409.44				
	GRAND TOTAL REVENUE	1,979,000	1,829,531.59	2,287,041.43	308,041.43-	116
	TOTAL PERSONAL SERVICES	615,500	530,494.88	530,494.88	85,005.12	86
	TOTAL MATERIAL & SERV	553,350	507,635.00	507,635.00	45,715.00	92
	TOTAL CAPITAL OUTLAY	225,000	47,084.27	47,084.27	177,915.73	21
	TOTAL ALL OTHER	337,000	307,841.38	307,841.38	29,158.62	91
	GRAND TOTAL EXPENDITURE	1,730,850	1,393,055.53	1,393,055.53	337,794.47	80
	PRIOR BALANCE	457,509.84				
	NET FUND BALANCE	893,985.90				

Date: June 3, 2019

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: May 2019 Public Works Report

Rain fall at Yachats Public Works:

	Inches			
Year	**2019**	**2018**	**2017**	**2016**
May	1.92	0.45	3.49	0.70
Rain year to date:	32.53	34.59	49.64	27.98

Total water production: **4,038,100** gallons Water loss efficiency: **8.9 %**

Total wastewater treated: **3,480,000** gallons

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

Streets:

- Pot-holes filled on E. 2nd Street.
- Side-arm moving on Green Hill, E.3rd, 2nd and W. 7th St.
- Trimmed tall grass for safe visibility at Yachats River Rd. & Hwy 101 N, and Green Hill & Hwy 101 S.
- Installed four fiberglass posts on E2nd St. to help with visibility.

Drainage:

- Re-established ditch line on Horizon Hill.
- Repaired culvert at W.6th & Oceanview Drive.

Water:

- Plant maintenance.
- Repaired filter #2 leak.

Distribution Sys:

- Water service disconnected on King St.
- Meter maintc.
- Repaired water service break on Windsong.
- Installed new meter on Radar Rd.

Sewer:

- Plant maintc.
- Replaced screw press pump shaft and stator.

Collection Sys:

- CCTV'd 104 feet on Radar Rd.
- Sewer main cleaning 180 feet, on 1st St.
- CCTV'd 40 feet of sewer main at 10th & Hanley.

Public Works:

- Shop maintc. for CIS inspection.
- Small equipment maintc. and repair.
- Equipment and generator fueling.
- Storage yard clean-up.
- City Hall work orders and customer complaints.
- Fleet maintc.
- 10-yard dump truck to Florence and back for ram-cylinder replacement.
- U.S. Flags up.
- Public Works and City Hall staff took a sewer backflow training class presented by CIS.
- CIS building inspections at Public Works and the water plant.

Commons & City Hall

- Repaired basketball hoop in the Common gym.

501 Bldg.:

- Washed exterior walls of building.

Parks & Trails:

- Picked up piles x2.
- Repaired North entry sign light.
- Working to repair Whale Park spray system.

Emergency Planning:

- Installed “Assembly Area” tsunami signs.

Sewer & Water CIP:

- Tanker truck licensing and small additions.

City Beautification:

- Curb painting and street striping.

Yachats Public Works and Streets Commission

Utility Rate Background Information

Profile:

- There are about 850 Utility Accounts.
- There are about 300 accounts who are year around residents which use an average of 2 to 4 unit a year.
- There are about 300 accounts which use an average of just 0 to 1 unit a year.
- There are about 100 accounts which use between 80 and 200 units on a yearly average.
- There are about 10 accounts which use about 40% of the total water sold (over 200 units) on a yearly average.
- The object set for Capital Improvements after June 2016 was $50,000 for water services and $50,000 for sewer services.
- Projected capital improvements for water projects after FY 2020 over 6 years are over $2,000,000.
- Projected capital improvements for sewer projects after FY 2020 over 6 years are over $520,000.

Proposed Objectives for Utility Rates

- Provide for rate based funding to help offset cost of Capital Improvement Projects.
- Provide for annual adjustment of rates based on a localized inflation value.
- Use the existing CAP information rather than reviewing the existing infrastructure as both a Water and Sewer Master Plans are underway.
- It would help to review the current operating expenses for both Water and Sewer operations as a means to insure that the revenue from the Utility Billing system are covering expenses.
- The utility rate structure should insure a balanced and equitable rate structure between smaller users and larger users.
- Insure that Base Rates do more to recover costs required for full service support even if little or no service is used.
- Annual review to insure that the rates are sufficient to cover the operational requirements and provide reserves for future infrastructure needs.
- Provide a means to handle the 10 large users which must balance their overall support to the City General Fund and their consumption of utility services.

June 11, 2019

June 11, 2019