1. Agenda

    Documents:

    2017-09-12 Public Works And Streets Agenda.pdf

2. Meeting Materials

    Documents:

    2017-8-31 Financial Report.pdf
    2017-09-12 Public Works Department Report.pdf

CITY OF YACHATS

# PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

## Tuesday, September 12, 2017 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of August 8, 2017

III. Reports
- A. South Tank Project
- B. Public Works Department
- C. Emergency Preparedness Committee
- D. Solid Waste District Advisory Council

IV. Business

V. Other Business
- A. From the Commission
- B. From the Floor

# Next Meeting Tuesday, October 10, 2017 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: 08/31/17

| 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 | CASH CARRY FORWARD | -- | -- | -- | -- | 0 |
| | REVENUE | | | | | 0 |
| 3-30-1500 | | -- | -- | -- | -- | 0 |
| 3-30-4650 | STATE HIGHWAY ALLOCATION | 44,000 | 3,609.46 | 7,416.52 | 36,583.48 | 17 |
| 3-30-4852 | TEMP INVEST EARNINGS | -- | -- | -- | -- | 0 |
| 3-30-4861 | OPS TRANS FROM GEN FUND | -- | -- | -- | -- | 0 |
| | REVENUE | 44,000 | 3,609.46 | 7,416.52 | 36,583.48 | 17 |
| 3-60-4861 | OP TRANSFER GENERAL FUND | 16,600 | -- | 16,600.00 | -- | 100 |
| | OPERATING TRANSFERS | 16,600 | | 16,600.00 | | 100 |
| T O T A L DEPT 121 R E V E N U E | | 60,600 | 3,609.46 | 24,016.52 | 36,583.48 | 40 |
| | E X P E N S E S | | | | | |
| 5-10-5160 | ALLOCATED LABOR | 27,000 | 6,033.27 | 11,882.55 | 15,117.45 | 44 |
| | PERSONNEL SERVICES | 27,000 | 6,033.27 | 11,882.55 | 15,117.45 | 44 |
| 5-20-5222 | INSURANCE | 1,400 | 3,176.75 | 3,176.75 | 1,776.75- | 227 |
| 5-20-5311 | EQUIPMENT LEASE | -- | -- | -- | -- | 0 |
| 5-20-5312 | EQUIP-FUEL/TIRES/PARTS | 4,000 | 324.76 | 467.17 | 3,532.83 | 12 |
| 5-20-5313 | EQUIPMENT REPAIR | 1,500 | 31.99 | 174.32 | 1,325.68 | 12 |
| 5-20-5317 | TOOLS & SMALL EQUIPMENT | 200 | 121.97 | 201.49 | 1.49- | 101 |
| 5-20-5341 | PLANT/SYSTEM OPERATIONS | 500 | 1,269.31 | 1,273.87 | 773.87- | 255 |
| 5-20-5353 | MOWING/OTHER SERVICES | 22,000 | 3,077.99 | 5,219.99 | 16,780.01 | 24 |
| | MATERIALS AND SERVICES | 29,600 | 8,002.77 | 10,513.59 | 19,086.41 | 36 |
| 5-40-7921 | STREET IMPROVEMENTS | -- | -- | -- | -- | 0 |
| | CAPITAL OUTLAY | | | | | 0 |
| 5-60-7126 | INTERFUND TRANS: CAP RSRV | 4,000 | -- | 4,000.00 | -- | 100 |
| | INTERFUND TRANSFERS | 4,000 | | 4,000.00 | | 100 |
| | TOTAL PERSONAL SERVICES | 27,000 | 6,033.27 | 11,882.55 | 15,117.45 | 44 |
| | TOTAL MATERIAL & SERV | 29,600 | 8,002.77 | 10,513.59 | 19,086.41 | 36 |
| | TOTAL CAPITAL OUTLAY | | | | | 0 |
| | TOTAL ALL OTHER | 4,000 | | 4,000.00 | | 100 |
| T O T A L DEPT 121 E X P E N D I T U R E | | 60,600 | 14,036.04 | 26,396.14 | 34,203.86 | 44 |

| ACCOUNT | DESC | BUDGET | MONTH-TO-DATE EXPENSE/REV | YEAR TO DATE EXPENSE/REV | UNEMCUMBERED BALANCE | % |
|---|---|---|---|---|---|---|
| | REVENUES | | | | | |
| 3-01-0101 | CASH CARRY FORWARD | -- | -- | -- | -- | 0 |
| | REVENUE | | | | | 0 |
| 3-30-4342 | STORM DRAIN IMPROVEMENTS | -- | -- | -- | -- | 0 |
| | REVENUE | | | | | 0 |
| 3-60-4861 | OP TRANSFER FROM GENERAL | 12,800 | -- | 12,800.00 | -- | 100 |
| | OPERATING TRANSFERS | 12,800 | | 12,800.00 | | 100 |
| TOTAL DEPT 130 REVENUE | | 12,800 | | 12,800.00 | | 100 |
| | EXPENSES | | | | | |
| 5-10-5160 | ALLOCATED LABOR | 4,800 | 301.66 | 1,695.26 | 3,104.74 | 35 |
| | PERSONNEL SERVICES | 4,800 | 301.66 | 1,695.26 | 3,104.74 | 35 |
| 5-20-5317 | TOOLS & SMALL EQUIPMENT | 500 | -- | -- | 500.00 | 0 |
| 5-20-5341 | PLANT/SYSTEM OPERATIONS | 7,500 | 375.64 | 375.64 | 7,124.36 | 5 |
| | MATERIALS AND SERVICES | 8,000 | 375.64 | 375.64 | 7,624.36 | 5 |
| | TOTAL PERSONAL SERVICES | 4,800 | 301.66 | 1,695.26 | 3,104.74 | 35 |
| | TOTAL MATERIAL & SERV | 8,000 | 375.64 | 375.64 | 7,624.36 | 5 |
| | TOTAL CAPITAL OUTLAY | | | | | 0 |
| | TOTAL ALL OTHER | | | | | 0 |
| TOTAL DEPT 130 EXPENDITURE | | 12,800 | 677.30 | 2,070.90 | 10,729.10 | 16 |

FUND-600 CITY INFRASTRUCTURE
DEPT-160 WATER TREATMENT PLANT

8/01/17 THRU 8/31/17

| 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 | CCF WATER FUND | -- | -- | -- | -- | 0 |
| | REVENUE | | | | | 0 |
| 3-30-1500 | INTEREST EARNED | -- | -- | -- | -- | 0 |
| 3-30-4310 | WATER/SEWER SERVICE | 590,000 | 56,994.07 | 105,153.88 | 484,846.12 | 18 |
| 3-30-4312 | CAPITAL RESERVE FEES | 40,000 | 3,821.42 | 6,914.12 | 33,085.88 | 17 |
| 3-30-4320 | INSTALLATION CHARGES | 2,000 | -- | -- | 2,000.00 | 0 |
| 3-30-4342 | WATER IMPROVEMENTS | -- | -- | -- | -- | 0 |
| 3-30-4450 | FEES: CREDIT CARDS | 3,000- | -- | 443.51- | 2,556.49- | 15 |
| 3-30-4852 | EARNINGS FROM TEMP INVEST | -- | -- | -- | -- | 0 |
| | REVENUE | 629,000 | 60,815.49 | 111,624.49 | 517,375.51 | 18 |
| T O T A L DEPT | 160 R E V E N U E | 629,000 | 60,815.49 | 111,624.49 | 517,375.51 | 18 |
| | E X P E N S E S | | | | | |
| 5-10-5160 | ALLOCATED LABOR | 338,500 | 20,105.71 | 39,223.38 | 299,276.62 | 12 |
| | PERSONNEL SERVICES | 338,500 | 20,105.71 | 39,223.38 | 299,276.62 | 12 |
| 5-20-5210 | DUES/MEMBERSHIPS/FEES | 1,200 | 443.51 | 557.00 | 643.00 | 46 |
| 5-20-5222 | INSURANCE | 10,000 | 14,566.10 | 14,566.10 | 4,566.10- | 146 |
| 5-20-5240 | OFFICE MATERIALS/SUPPLIES | 4,800 | 463.93 | 539.92 | 4,260.08 | 11 |
| 5-20-5251 | OFFICE PHONE/CELL/DSL | 9,000 | 884.13 | 1,814.16 | 7,185.84 | 20 |
| 5-20-5253 | POSTAGE | 5,000 | 50.00 | 79.95 | 4,920.05 | 2 |
| 5-20-5255 | EDUCATION & TRAINING | 1,500 | -- | 97.50 | 1,402.50 | 7 |
| 5-20-5258 | ENGINEERING SERVICES | 1,000 | 137.00 | 137.00 | 863.00 | 14 |
| 5-20-5259 | IT VENDOR SUPPORT | 3,500 | 116.67 | 333.34 | 3,166.66 | 10 |
| 5-20-5260 | PROFESSIONAL SERVICES | 5,000 | -- | 3,613.67 | 1,386.33 | 72 |
| 5-20-5261 | AUDITOR | 6,000 | -- | -- | 6,000.00 | 0 |
| 5-20-5270 | TRAVEL | 1,000 | -- | 535.60 | 464.40 | 54 |
| 5-20-5311 | EQUIPMENT LEASE | 1,500 | 155.31 | 362.96 | 1,137.04 | 24 |
| 5-20-5312 | EQUIP-FUEL/TIRES/PARTS | 2,000 | 324.75 | 467.16 | 1,532.84 | 23 |
| 5-20-5313 | EQUIPMENT REPAIR | 3,500 | 974.25 | 1,183.75 | 2,316.25 | 34 |
| 5-20-5317 | TOOLS & SMALL EQUIPMENT | 1,000 | 55.03 | 55.03 | 944.97 | 6 |
| 5-20-5330 | BUILDING OR LAND MAINTEN | 5,000 | 64.77 | 129.54 | 4,870.46 | 3 |
| 5-20-5335 | CUSTODIAL SUPPORT/SUPPLY | 500 | 25.00 | 25.00 | 475.00 | 5 |
| 5-20-5341 | PLANT/SYSTEM OPERATIONS | -- | -- | -- | -- | 0 |
| 5-20-5342 | PLANT UTILITIES | 21,000 | 1,632.92 | 3,339.89 | 17,660.11 | 16 |
| 5-20-5344 | PLANT & SYSTEM MAINT | -- | -- | -- | -- | 0 |
| 5-20-5351 | MAIN PLANT PARTS | 3,000 | 69.50 | 69.50 | 2,930.50 | 2 |
| 5-20-5352 | MAIN PLANT CONSUMABLES | 9,000 | 61.78 | 2,100.94 | 6,899.06 | 23 |
| 5-20-5353 | MAIN PLANT OUTSIDE SVCS | 37,000 | 94.10 | 556.80 | 36,443.20 | 2 |
| 5-20-5361 | DISTRIBUTION SYSTEM PARTS | 10,000 | 700.53 | 1,605.92 | 8,394.08 | 16 |
| 5-20-5362 | DISTRIBUTION SYS CONSUMAB | 1,500 | -- | 100.00 | 1,400.00 | 7 |
| 5-20-5363 | COLL/DIST SYS OUTSIDE SVC | 1,000 | 1,891.99 | 2,987.36 | 1,987.36- | 299 |
| 5-20-5440 | OFFICE EXPENSES - OTHER | 3,000 | 205.50 | 383.17 | 2,616.83 | 13 |
| 5-20-5470 | EQUIPMENT REPAIR/MTC | -- | -- | 362.50 | 362.50- | 0 |
| | MATERIALS AND SERVICES | 147,000 | 22,916.77 | 36,003.76 | 110,996.24 | 24 |
| 5-50-5800 | CONTINGENCIES | 17,500 | -- | -- | 17,500.00 | 0 |

| ACCOUNT | DESC | BUDGET | MONTH-TO-DATE EXPENSE/REV | YEAR TO DATE EXPENSE/REV | UNEMCUMBERED BALANCE | % |
|---|---|---|---|---|---|---|
| | OTHER USES | 17,500 | | | 17,500.00 | 0 |
| 5-60-7126 | INTERFUND TRANS: CAP RSRV | 78,000 | -- | 78,000.00 | -- | 100 |
| 5-60-7129 | INT TRANS -RESTRICT RESER | 43,000 | -- | 43,000.00 | -- | 100 |
| 5-60-7131 | INT FUND -STREET CAPITAL | 5,000 | -- | 5,000.00 | -- | 100 |
| | INTERFUND TRANSFERS | 126,000 | | 126,000.00 | | 100 |
| 5-70-5720 | INTEREST PAYMENTS | -- | -- | -- | -- | 0 |
| 5-70-7630 | PRINCIPAL PAYMENTS | -- | -- | -- | -- | 0 |
| 5-70-7635 | FEE: DEBT SERVICE | -- | -- | -- | -- | 0 |
| | DEBT SERVICE | | | | | 0 |
| | TOTAL PERSONAL SERVICES | 338,500 | 20,105.71 | 39,223.38 | 299,276.62 | 12 |
| | TOTAL MATERIAL & SERV | 147,000 | 22,916.77 | 36,003.76 | 110,996.24 | 24 |
| | TOTAL CAPITAL OUTLAY | | | | | 0 |
| | TOTAL ALL OTHER | 143,500 | | 126,000.00 | 17,500.00 | 88 |
| TOTAL DEPT 160 EXPENDITURE | | 629,000 | 43,022.48 | 201,227.14 | 427,772.86 | 32 |

| 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 | CASH CARRY FORWARD | -- | -- | -- | -- | 0 |
| | REVENUE | | | | | 0 |
| 3-30-1500 | INTEREST EARNED | -- | -- | -- | -- | 0 |
| 3-30-4310 | SEWER SERVICE | 569,000 | 55,203.19 | 101,437.67 | 467,562.33 | 18 |
| 3-30-4312 | CAPITAL RESERVE FEE | 40,000 | 3,661.88 | 6,590.01 | 33,409.99 | 16 |
| 3-30-4320 | INSTALLATION CHARGES | 500 | 24.25 | 52.00 | 448.00 | 10 |
| 3-30-4450 | FEES: CREDIT CARDS | 3,000- | -- | 443.51- | 2,556.49- | 15 |
| 3-30-4852 | TEMP INVEST EARNINGS | -- | -- | -- | -- | 0 |
| 3-30-4869 | FINANCIAL SOURCES - OTHER | -- | -- | -- | -- | 0 |
| | REVENUE | 606,500 | 58,889.32 | 107,636.17 | 498,863.83 | 18 |
| T O T A L DEPT 170 R E V E N U E | | 606,500 | 58,889.32 | 107,636.17 | 498,863.83 | 18 |
| | **E X P E N S E S** | | | | | |
| 5-10-5160 | ALLOCATED LABOR | 295,800 | 22,321.78 | 47,288.73 | 248,511.27 | 16 |
| | PERSONNEL SERVICES | 295,800 | 22,321.78 | 47,288.73 | 248,511.27 | 16 |
| 5-20-5210 | DUES/MEMBERSHIPS/FEES | 300 | 446.51 | 3.00 | 297.00 | 1 |
| 5-20-5211 | DEQ FEES | 2,200 | -- | -- | 2,200.00 | 0 |
| 5-20-5222 | INSURANCE | 14,000 | 16,022.78 | 16,022.78 | 2,022.78- | 114 |
| 5-20-5240 | OFFICE MATERIALS/SUPPLIES | 7,200 | 583.43 | 659.42 | 6,540.58 | 9 |
| 5-20-5251 | OFFICE PHONE/CELL/DSL | 6,000 | 543.90 | 1,148.82 | 4,851.18 | 19 |
| 5-20-5253 | POSTAGE | 5,000 | 50.00 | 90.46 | 4,909.54 | 2 |
| 5-20-5255 | EDUCATION & TRAINING | 500 | -- | 97.50 | 402.50 | 20 |
| 5-20-5258 | ENGINEERING SERVICES | 5,000 | -- | -- | 5,000.00 | 0 |
| 5-20-5259 | IT VENDOR SUPPORT | 5,500 | 116.66 | 333.32 | 5,166.68 | 6 |
| 5-20-5260 | PROFESSIONAL SERVICES | -- | -- | 3,613.68 | 3,613.68- | 0 |
| 5-20-5261 | AUDITOR | 6,000 | -- | -- | 6,000.00 | 0 |
| 5-20-5270 | TRAVEL | 100 | -- | 54.84 | 45.16 | 55 |
| 5-20-5311 | EQUIPMENT LEASE | 1,500 | 155.31 | 310.62 | 1,189.38 | 21 |
| 5-20-5312 | EQUIP-FUEL/TIRES/PARTS | 2,500 | 412.35 | 607.09 | 1,892.91 | 24 |
| 5-20-5313 | EQUIPMENT REPAIR | 9,000 | 917.58 | 1,185.90 | 7,814.10 | 13 |
| 5-20-5317 | TOOLS & SMALL EQUIPMENT | 1,000 | 18.99 | 18.99 | 981.01 | 2 |
| 5-20-5330 | BUILDING OR LAND MAINTEN | 1,500 | 64.77 | 129.54 | 1,370.46 | 9 |
| 5-20-5335 | CUSTODIAL SUPPORT/SUPPLY | 500 | 25.00 | 25.00 | 475.00 | 5 |
| 5-20-5341 | PLANT/SYSTEM OPERATIONS | -- | -- | -- | -- | 0 |
| 5-20-5342 | PLANT UTILITIES | 30,000 | 2,016.43 | 4,124.01 | 25,875.99 | 14 |
| 5-20-5351 | MAIN PLANT PARTS | 20,000 | -- | -- | 20,000.00 | 0 |
| 5-20-5352 | MAIN PLANT CONSUMABLES | 5,000 | 1,562.31 | 4,347.50 | 652.50 | 87 |
| 5-20-5353 | MAIN PLANT OUTSIDE SVCS | 10,000 | 1,708.84 | 3,762.68 | 6,237.32 | 38 |
| 5-20-5361 | COLLECTION SYSTEM PARTS | 5,000 | -- | 635.68 | 4,364.32 | 13 |
| 5-20-5362 | COLL/DIST SYS CONSUMABLES | 2,500 | 79.98 | 183.85 | 2,316.15 | 7 |
| 5-20-5363 | COLL SYSTEM OUTSIDE SERVI | 15,000 | 7.92 | 19.41 | 14,980.59 | 0 |
| 5-20-5470 | EQUIPMENT REPAIR/MTC | -- | -- | 362.50 | 362.50- | 0 |
| | MATERIALS AND SERVICES | 155,300 | 24,732.76 | 37,736.59 | 117,563.41 | 24 |
| 5-40-5641 | CAP OUT: EQUIPMENT | -- | -- | -- | -- | 0 |
| | CAPITAL OUTLAY | | | | | 0 |

| ACCOUNT | DESC | BUDGET | MONTH-TO-DATE EXPENSE/REV | YEAR TO DATE EXPENSE/REV | UNEMCUMBERED BALANCE | % |
|---|---|---|---|---|---|---|
| 5-50-5800 | CONTINGENCIES | 10,000 | -- | -- | 10,000.00 | 0 |
| | OTHER USES | 10,000 | | | 10,000.00 | 0 |
| 5-60-7126 | INTERFUND TRANS: CAP RSRV | 80,400 | -- | 80,400.00 | -- | 100 |
| 5-60-7129 | INTERFUND TRANS-DEBT SERV | 60,000 | -- | 60,000.00 | -- | 100 |
| 5-60-7131 | INT FUND -STREET CAPITAL | 5,000 | -- | 5,000.00 | -- | 100 |
| | INTERFUND TRANSFERS | 145,400 | | 145,400.00 | | 100 |
| | TOTAL PERSONAL SERVICES | 295,800 | 22,321.78 | 47,288.73 | 248,511.27 | 16 |
| | TOTAL MATERIAL & SERV | 155,300 | 24,732.76 | 37,736.59 | 117,563.41 | 24 |
| | TOTAL CAPITAL OUTLAY | | | | | 0 |
| | TOTAL ALL OTHER | 155,400 | | 145,400.00 | 10,000.00 | 94 |
| T O T A L DEPT 170 | E X P E N D I T U R E | 606,500 | 47,054.54 | 230,425.32 | 376,074.68 | 38 |

| | |
|---|---|
| **Date:** | September 11, 2017 |
| **To:** | Joan Davies City Manager |
| **From:** | Public Works |
| **Re:** | August 2017 Public Works Report |

| | | |
|---|---|---|
| Total Rain fall for the month of August 2017: | **0.26** | inches |
| Wastewater treated for the month of August 2017: | **4,145,000** | gallons |

## Streets:

- Painted parking stripes on 4th St.
- Side arm mowing and brush cutting on Horizon Hill.
- Scraped gravel on Crest View Drive.
- Repaired and reinstalled a sign on 4th Street.
- Trimmed low hanging limbs on King St.
- Reset rail road ties on E.2nd St. parking.

## Water:

- Water plant maintenance.

## Distribution Sys:

- Meter maintenance.
- Two water service meters installed on Horizon Hill.
- One water service installed on King St.

## Sewer:

- Wastewater Plant Maintenance.
- Three loads of biosolids to Heard Farms.
- OSHA citations completed and approved.

## Sewer CIP:

- Back-hoe bids to be opened on Sept 12th.
- Still looking for a 5-yard dump truck.

## Collection Sys:

- Greased pump stations, 20 manhours.
- Smoke tested on W. 2nd Street.
- Service locate on Saki Lane.

## Storm Drainage:

- Brushed out and cleaned 350 feet of drainage on Driftwood Lane.
- Fabricated and installed two catch basins for the ballfield storm drain. Waiting for pipe to be delivered.
- Cleared brush in drainage area at the top of Crest View Drive.

## Parks & Commons:

- Picked up Trails brush from behind picnic shelter, Ocean View Drive & 7th St., Windy Way and Gender Drive.

## Public Works:

- Three 5-yard loads of yard debris sent to Dahls.
- Four 5-yard loads sent to City fill site.
- One 5-yard load of brush to Dahls.
- Repair Vac-truck in house.
- Reinstalled two signs at the Library.
- 501 building gutters cleaned.
- Assembled book shelf at Library.
- Cut trail at City fill site.
- Repaired mini-excavator blade cylinder.

## Hwy 101 Project:

- Painted white lane stripes on side streets off Hwy 101, six manhours.
- Painted curbs on Hwy 101, eight manhours.