1. Agenda

    Documents:

    2017-10-10 Public Works And Streets Agenda.pdf

2. Metting Materials

    Documents:

    2017-9-30 Financial Report.pdf
    2017-10-10 Public Works Department Report.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, October 10, 2017 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of September 12, 2017

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

IV. Business

A.	Strategy for Sewer Master Plan	DISCUSSION/VOTE
B.	EDU	DISCUSSION/VOTE

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

Next Meeting Tuesday, November 14, 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: 10/05/17

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-4650	STATE HIGHWAY ALLOCATION	44,000	3,984.90	11,401.42	32,598.58	26
	REVENUE	44,000	3,984.90	11,401.42	32,598.58	26
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	3,984.90	28,001.42	32,598.58	46
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	27,000	1,180.82	13,063.37	13,936.63	48
	PERSONNEL SERVICES	27,000	1,180.82	13,063.37	13,936.63	48
5-20-5222	INSURANCE	1,400	--	3,176.75	1,776.75-	227
5-20-5312	EQUIP-FUEL/TIRES/PARTS	4,000	226.03	693.20	3,306.80	17
5-20-5313	EQUIPMENT REPAIR	1,500	--	174.32	1,325.68	12
5-20-5317	TOOLS & SMALL EQUIPMENT	200	102.79	304.28	104.28-	152
5-20-5341	PLANT/SYSTEM OPERATIONS	500	--	1,273.87	773.87-	255
5-20-5353	MOWING/OTHER SERVICES	22,000	3,181.00	8,400.99	13,599.01	38
	MATERIALS AND SERVICES	29,600	3,509.82	14,023.41	15,576.59	47
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	1,180.82	13,063.37	13,936.63	48
	TOTAL MATERIAL & SERV	29,600	3,509.82	14,023.41	15,576.59	47
	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	4,690.64	31,086.78	29,513.22	51

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

FUND-600 CITY INFRASTRUCTURE
DEPT-130 STORM DRAINS

9/01/17 THRU 9/30/17

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-60-4861	OP TRANSFER FROM GENERAL	12,800	--	12,800.00	--	100
	OPERATING TRANSFERS	12,800		12,800.00		100
T O T A L DEPT 130 R E V E N U E		12,800		12,800.00		100
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	4,800	770.10	1,071.76	3,728.24	22
	PERSONNEL SERVICES	4,800	770.10	1,071.76	3,728.24	22
5-20-5317	TOOLS & SMALL EQUIPMENT	500	82.30	82.30	417.70	16
5-20-5341	PLANT/SYSTEM OPERATIONS	7,500	298.75	674.39	6,825.61	9
	MATERIALS AND SERVICES	8,000	381.05	756.69	7,243.31	9
	TOTAL PERSONAL SERVICES	4,800	770.10	1,071.76	3,728.24	22
	TOTAL MATERIAL & SERV	8,000	381.05	756.69	7,243.31	9
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 130 E X P E N D I T U R E		12,800	1,151.15	1,828.45	10,971.55	14

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
9/01/17 THRU 9/30/17

FUND-600 CITY INFRASTRUCTURE
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					
3-30-4310	WATER/SEWER SERVICE	590,000	63,267.71	168,421.59	421,578.41	29
3-30-4312	CAPITAL RESERVE FEES	40,000	4,532.95	11,447.07	28,552.93	29
3-30-4320	INSTALLATION CHARGES	2,000	400.00	400.00	1,600.00	20
3-30-4450	FEES: CREDIT CARDS	3,000-	--	443.51-	2,556.49-	15
	REVENUE	629,000	68,200.66	179,825.15	449,174.85	29
T O T A L DEPT 160 R E V E N U E		629,000	68,200.66	179,825.15	449,174.85	29
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	338,500	19,441.17	58,664.55	279,835.45	17
	PERSONNEL SERVICES	338,500	19,441.17	58,664.55	279,835.45	17
5-20-5210	DUES/MEMBERSHIPS/FEES	1,200	539.51	1,096.51	103.49	91
5-20-5222	INSURANCE	10,000	--	14,566.10	4,566.10-	146
5-20-5240	OFFICE MATERIALS/SUPPLIES	4,800	195.02	734.94	4,065.06	15
5-20-5251	OFFICE PHONE/CELL/DSL	9,000	857.92	2,672.08	6,327.92	30
5-20-5253	POSTAGE	5,000	--	79.95	4,920.05	2
5-20-5255	EDUCATION & TRAINING	1,500	709.96	807.46	692.54	54
5-20-5258	ENGINEERING SERVICES	1,000	--	137.00	863.00	14
5-20-5259	IT VENDOR SUPPORT	3,500	--	333.34	3,166.66	10
5-20-5260	PROFESSIONAL SERVICES	5,000	1,010.97	5,321.44	321.44-	106
5-20-5261	AUDITOR	6,000	--	--	6,000.00	0
5-20-5270	TRAVEL	1,000	96.31	631.91	368.09	63
5-20-5311	EQUIPMENT LEASE	1,500	155.31	518.27	981.73	35
5-20-5312	EQUIP-FUEL/TIRES/PARTS	2,000	764.20	1,231.36	768.64	62
5-20-5313	EQUIPMENT REPAIR	3,500	35.50	1,219.25	2,280.75	35
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	237.49	292.52	707.48	29
5-20-5330	BUILDING OR LAND MAINTEN	5,000	262.83	392.37	4,607.63	8
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	25.00	50.00	450.00	10
5-20-5342	PLANT UTILITIES	21,000	1,779.09	5,118.98	15,881.02	24
5-20-5351	MAIN PLANT PARTS	3,000	3,023.74	3,093.24	93.24-	103
5-20-5352	MAIN PLANT CONSUMABLES	9,000	2,408.80	4,509.74	4,490.26	50
5-20-5353	MAIN PLANT OUTSIDE SVCS	37,000	1,361.05	1,917.85	35,082.15	5
5-20-5361	DISTRIBUTION SYSTEM PARTS	10,000	1,859.24	3,465.16	6,534.84	35
5-20-5362	DISTRIBUTION SYS CONSUMAB	1,500	278.99	378.99	1,121.01	25
5-20-5363	COLL/DIST SYS OUTSIDE SVC	1,000	1,325.52	4,312.88	3,312.88-	431
5-20-5440	OFFICE EXPENSES - OTHER	3,000	--	383.17	2,616.83	13
5-20-5470	EQUIPMENT REPAIR/MTC	--	--	362.50	362.50-	0
	MATERIALS AND SERVICES	147,000	16,926.45	53,627.01	93,372.99	36
5-50-5800	CONTINGENCIES	17,500	--	--	17,500.00	0
	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
	TOTAL PERSONAL SERVICES	338,500	19,441.17	58,664.55	279,835.45	17
	TOTAL MATERIAL & SERV	147,000	16,926.45	53,627.01	93,372.99	36
	TOTAL CAPITAL OUTLAY					0

TOTAL ALL OTHER	143,500		126,000.00	17,500.00	88
T O T A L DEPT 160 E X P E N D I T U R E	629,000	36,367.62	238,291.56	390,708.44	38

FUND-600 CITY INFRASTRUCTURE 9/01/17 THRU 9/30/17
DEPT-160 WATER TREATMENT PLANT

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					
3-30-4690	GOVERNMENT SOURCES/OTHER	1,100,000	--	--	1,100,000.00	0
	REVENUE	1,100,000			1,100,000.00	0
T O T A L DEPT 168 R E V E N U E		1,100,000			1,100,000.00	0
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	20,000	266.98	3,084.75	16,915.25	15
	PERSONNEL SERVICES	20,000	266.98	3,084.75	16,915.25	15
5-20-5278	DESIGN & ENGINEERING	--	--	2,854.18	2,854.18-	0
	MATERIALS AND SERVICES			2,854.18	2,854.18-	0
5-40-7921	CAP OUT: INFRASTRUC SYS	1,180,000	10,365.58	14,496.58	1,165,503.42	1
	CAPITAL OUTLAY	1,180,000	10,365.58	14,496.58	1,165,503.42	1
	TOTAL PERSONAL SERVICES	20,000	266.98	3,084.75	16,915.25	15
	TOTAL MATERIAL & SERV			2,854.18	2,854.18-	0
	TOTAL CAPITAL OUTLAY	1,180,000	10,365.58	14,496.58	1,165,503.42	1
	TOTAL ALL OTHER					0
T O T A L DEPT 168 E X P E N D I T U R E		1,200,000	10,632.56	20,435.51	1,179,564.49	2

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-4310	SEWER SERVICE	569,000	61,066.01	162,503.68	406,496.32	29
3-30-4312	CAPITAL RESERVE FEE	40,000	4,188.29	10,778.30	29,221.70	27
3-30-4320	INSTALLATION CHARGES	500	140.50	192.50	307.50	39
3-30-4450	FEES: CREDIT CARDS	3,000-	--	443.51-	2,556.49-	15
	REVENUE	606,500	65,394.80	173,030.97	433,469.03	29
T O T A L DEPT 170 R E V E N U E		606,500	65,394.80	173,030.97	433,469.03	29
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	295,800	22,110.87	69,399.60	226,400.40	23
	PERSONNEL SERVICES	295,800	22,110.87	69,399.60	226,400.40	23
5-20-5210	DUES/MEMBERSHIPS/FEES	300	539.52	542.52	242.52-	181
5-20-5211	DEQ FEES	2,200	150.00	150.00	2,050.00	7
5-20-5222	INSURANCE	14,000	--	16,022.78	2,022.78-	114
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	195.01	854.43	6,345.57	12
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	509.89	1,658.71	4,341.29	28
5-20-5253	POSTAGE	5,000	--	90.46	4,909.54	2
5-20-5255	EDUCATION & TRAINING	500	404.96	502.46	2.46-	100
5-20-5258	ENGINEERING SERVICES	5,000	--	--	5,000.00	0
5-20-5259	IT VENDOR SUPPORT	5,500	--	333.32	5,166.68	6
5-20-5260	PROFESSIONAL SERVICES	--	1,010.96	5,321.44	5,321.44-	0
5-20-5261	AUDITOR	6,000	--	--	6,000.00	0
5-20-5270	TRAVEL	100	96.30	151.14	51.14-	151
5-20-5311	EQUIPMENT LEASE	1,500	155.31	465.93	1,034.07	31
5-20-5312	EQUIP-FUEL/TIRES/PARTS	2,500	866.17	1,473.26	1,026.74	59
5-20-5313	EQUIPMENT REPAIR	9,000	--	1,185.90	7,814.10	13
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	221.41	240.40	759.60	24
5-20-5330	BUILDING OR LAND MAINTEN	1,500	392.37	521.91	978.09	35
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	25.00	50.00	450.00	10
5-20-5342	PLANT UTILITIES	30,000	2,316.19	6,440.20	23,559.80	21
5-20-5351	MAIN PLANT PARTS	20,000	1,294.79	1,294.79	18,705.21	6
5-20-5352	MAIN PLANT CONSUMABLES	5,000	1,328.62	5,676.12	676.12-	114
5-20-5353	MAIN PLANT OUTSIDE SVCS	10,000	1,276.12	5,038.80	4,961.20	50
5-20-5361	COLLECTION SYSTEM PARTS	5,000	1,404.41	2,040.09	2,959.91	41
5-20-5362	COLL/DIST SYS CONSUMABLES	2,500	--	183.85	2,316.15	7
5-20-5363	COLL SYSTEM OUTSIDE SERVI	15,000	--	19.41	14,980.59	0
5-20-5470	EQUIPMENT REPAIR/MTC	--	--	362.50	362.50-	0
	MATERIALS AND SERVICES	155,300	12,187.03	50,620.42	104,679.58	33
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	22,110.87	69,399.60	226,400.40	23
	TOTAL MATERIAL & SERV	155,300	12,187.03	50,620.42	104,679.58	33
	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	34,297.90	265,420.02	341,079.98	44

FUND-600 CITY INFRASTRUCTURE
DEPT-170 WW TREATMENT PLANT

9/01/17 THRU 9/30/17

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

Date: October 5, 2017

To: Shannon Beaucaire, City Manager

From: Public Works

Re: September 2017 Public Works Report

Total Rain fall for the month of September 2017:	**1.70**	inches
Total Water production:	**4,394,500**	gallons
Total Wastewater treated:	**3,691,000**	gallons

Streets:

- Communication with home owner on Horizon Hill concerning right-of-way trees.

Water:

- Repaired a water service on King St.
- Read meters.
- Hauled 40 yards of rock for the Driftwood Water Line CIP.
- Started work on the Driftwood Water Line CIP.

Distribution Sys:

- Hauled 40 yards of rock for the Driftwood Water Line CIP.
- Started work on the Driftwood Water Line CIP.

Sewer:

- Wastewater Plant Maintenance.

Sewer CIP:

- Searching for a 5yd dump truck.

Collection Sys:

- Installed screen at Parkside generator.
- CCTV'd 140 feet of sewer collection pipe on Surfside Drive.
- Assisted the generator repair crew with the removal of the stator (rear end) of the Parkside Generator.

Storm Drainage:

- Completed installation of 180 feet of storm drain pipe and the fabrication of two catch basins in the drainage area North of the ball field.
- Repaired a culvert on King St.
- Located a storm drain culvert on Shell St.

Parks & Commons:

- Picked up pile of brush for the trails crew.
- Assisted inspectors at the Little Log Church.
- Repaired toilet handle and cleaned gutters at the Little Log Church.

Public Works:

- Assembled bookshelf at Library.
- Equipment maintenance—Mini Excavator, Backhoe for trade in value.
- Sent the 10yd dump truck to Florence for repairs and maintenance.
- Installed a 92-gallon diesel fuel tank in the F-250 service truck. Used for fueling equipment.
-

Hwy 101 Project:

- Assisted contractors using equipment and six-man hours working on sidewalks.

Emergency Containers

- Moved 18 boxes of blankets from the Commons to the Emergency Containers. Nine each.
- Place hand tools in both containers.