1. Agenda

    Documents:

    2017-11-14 Public Works And Streets Agenda.pdf

2. Meeting Materials

    Documents:

    2017-10-31 Financial Report.pdf
    2017-11-14 Public Works Department Report.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, November 14, 2017 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of October 10, 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

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

Next Meeting Tuesday, December 12, 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: 07/05/17

FUND-600 CITY INFRASTRUCTURE 10/01/17 THRU 10/31/17
DEPT-121 STREETS

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
3-30-4650	STATE HIGHWAY ALLOCATION	44,000	4,128.25	15,529.67	28,470.33	35
3-30-4852	TEMP INVEST EARNINGS	--	--	--	--	0
3-30-4861	OPS TRANS FROM GEN FUND	--	--	--	--	0
	REVENUE	44,000	4,128.25	15,529.67	28,470.33	35
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	4,128.25	32,129.67	28,470.33	53
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	27,000	1,606.47	14,669.84	12,330.16	54
	PERSONNEL SERVICES	27,000	1,606.47	14,669.84	12,330.16	54
5-20-5222	INSURANCE	1,400	--	3,176.75	1,776.75-	227
5-20-5311	EQUIPMENT LEASE	--	--	--	--	0
5-20-5312	EQUIP-FUEL/TIRES/PARTS	4,000	250.14	943.34	3,056.66	24
5-20-5313	EQUIPMENT REPAIR	1,500	--	174.32	1,325.68	12
5-20-5317	TOOLS & SMALL EQUIPMENT	200	5,398.00	5,702.28	5,502.28-	851
5-20-5341	PLANT/SYSTEM OPERATIONS	500	--	1,273.87	773.87-	255
5-20-5353	MOWING/OTHER SERVICES	22,000	239.00	8,639.99	13,360.01	39
	MATERIALS AND SERVICES	29,600	5,887.14	19,910.55	9,689.45	67
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	1,606.47	14,669.84	12,330.16	54
	TOTAL MATERIAL & SERV	29,600	5,887.14	19,910.55	9,689.45	67
	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	7,493.61	38,580.39	22,019.61	64

FUND-600 CITY INFRASTRUCTURE
DEPT-130 STORM DRAINS

10/01/17 THRU 10/31/17

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
3-30-4342	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
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	23.98	1,095.74	3,704.26	23
	PERSONNEL SERVICES	4,800	23.98	1,095.74	3,704.26	23
5-20-5317	TOOLS & SMALL EQUIPMENT	500	--	82.30	417.70	16
5-20-5341	PLANT/SYSTEM OPERATIONS	7,500	63.75	738.14	6,761.86	10
	MATERIALS AND SERVICES	8,000	63.75	820.44	7,179.56	10
	TOTAL PERSONAL SERVICES	4,800	23.98	1,095.74	3,704.26	23
	TOTAL MATERIAL & SERV	8,000	63.75	820.44	7,179.56	10
	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	87.73	1,916.18	10,883.82	15

FUND-600 CITY INFRASTRUCTURE 10/01/17 THRU 10/31/17
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					
3-01-0101	CCF WATER FUND	--	--	--	--	0
	REVENUE					0
3-30-1500	INTEREST EARNED	--	--	--	--	0
3-30-4310	WATER/SEWER SERVICE	590,000	57,065.77	225,487.36	364,512.64	38
3-30-4312	CAPITAL RESERVE FEES	40,000	3,833.08	15,280.15	24,719.85	38
3-30-4320	INSTALLATION CHARGES	2,000	1,907.67	2,307.67	307.67-	115
3-30-4342	WATER IMPROVEMENTS	--	--	--	--	0
3-30-4450	FEES: CREDIT CARDS	3,000-	596.39-	1,579.41-	1,420.59-	53
3-30-4852	EARNINGS FROM TEMP INVEST	--	--	--	--	0
	REVENUE	629,000	62,210.13	241,495.77	387,504.23	38
T O T A L DEPT 160 R E V E N U E		629,000	62,210.13	241,495.77	387,504.23	38
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	338,500	18,682.64	77,347.19	261,152.81	23
	PERSONNEL SERVICES	338,500	18,682.64	77,347.19	261,152.81	23
5-20-5210	DUES/MEMBERSHIPS/FEES	1,200	--	557.00	643.00	46
5-20-5222	INSURANCE	10,000	--	14,566.10	4,566.10-	146
5-20-5240	OFFICE MATERIALS/SUPPLIES	4,800	379.04	1,113.98	3,686.02	23
5-20-5251	OFFICE PHONE/CELL/DSL	9,000	893.00	3,565.08	5,434.92	40
5-20-5253	POSTAGE	5,000	50.00	129.95	4,870.05	3
5-20-5255	EDUCATION & TRAINING	1,500	--	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	562.50	895.84	2,604.16	26
5-20-5260	PROFESSIONAL SERVICES	5,000	525.00	5,846.44	846.44-	117
5-20-5261	AUDITOR	6,000	2,000.00	2,000.00	4,000.00	33
5-20-5270	TRAVEL	1,000	--	631.91	368.09	63
5-20-5311	EQUIPMENT LEASE	1,500	185.26	703.53	796.47	47
5-20-5312	EQUIP-FUEL/TIRES/PARTS	2,000	480.18	1,711.54	288.46	86
5-20-5313	EQUIPMENT REPAIR	3,500	14.74	1,233.99	2,266.01	35
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	--	292.52	707.48	29
5-20-5330	BUILDING OR LAND MAINTEN	5,000	--	392.37	4,607.63	8
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	91.00	141.00	359.00	28
5-20-5341	PLANT/SYSTEM OPERATIONS	--	--	--	--	0
5-20-5342	PLANT UTILITIES	21,000	1,762.71	6,881.69	14,118.31	33
5-20-5344	PLANT & SYSTEM MAINT	--	--	--	--	0
5-20-5351	MAIN PLANT PARTS	3,000	--	3,093.24	93.24-	103
5-20-5352	MAIN PLANT CONSUMABLES	9,000	607.01	5,116.75	3,883.25	57
5-20-5353	MAIN PLANT OUTSIDE SVCS	37,000	10,766.47	12,684.32	24,315.68	34
5-20-5361	DISTRIBUTION SYSTEM PARTS	10,000	3,237.50	6,702.66	3,297.34	67
5-20-5362	DISTRIBUTION SYS CONSUMAB	1,500	180.46	559.45	940.55	37
5-20-5363	COLL/DIST SYS OUTSIDE SVC	1,000	1,330.00	5,642.88	4,642.88-	564
5-20-5440	OFFICE EXPENSES - OTHER	3,000	42.11	425.28	2,574.72	14
5-20-5470	EQUIPMENT REPAIR/MTC	--	--	362.50	362.50-	0
	MATERIALS AND SERVICES	147,000	23,106.98	76,194.48	70,805.52	52
5-50-5800	CONTINGENCIES	17,500	--	--	17,500.00	0

FUND-600 CITY INFRASTRUCTURE 10/01/17 THRU 10/31/17
DEPT-160 WATER TREATMENT PLANT

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	18,682.64	77,347.19	261,152.81	23
	TOTAL MATERIAL & SERV	147,000	23,106.98	76,194.48	70,805.52	52
	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	41,789.62	279,541.67	349,458.33	44

FUND-600 CITY INFRASTRUCTURE 10/01/17 THRU 10/31/17
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					
3-01-0101	CASH CARRY FORWARD	--	--	--	--	0
	REVENUE					0
3-30-1500	INTEREST EARNED	--	--	--	--	0
3-30-4310	SEWER SERVICE	569,000	54,736.77	217,240.45	351,759.55	38
3-30-4312	CAPITAL RESERVE FEE	40,000	3,578.88	14,357.18	25,642.82	36
3-30-4320	INSTALLATION CHARGES	500	233.50	426.00	74.00	85
3-30-4450	FEES: CREDIT CARDS	3,000-	596.39-	1,579.42-	1,420.58-	53
3-30-4852	TEMP INVEST EARNINGS	--	--	--	--	0
3-30-4869	FINANCIAL SOURCES - OTHER	--	--	--	--	0
	REVENUE	606,500	57,952.76	230,444.21	376,055.79	38
T O T A L DEPT 170 R E V E N U E		606,500	57,952.76	230,444.21	376,055.79	38
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	295,800	19,713.67	89,113.27	206,686.73	30
	PERSONNEL SERVICES	295,800	19,713.67	89,113.27	206,686.73	30
5-20-5210	DUES/MEMBERSHIPS/FEES	300	--	3.00	297.00	1
5-20-5211	DEQ FEES	2,200	2,191.00	2,341.00	141.00-	106
5-20-5222	INSURANCE	14,000	--	16,022.78	2,022.78-	114
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	421.16	1,275.59	5,924.41	18
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	544.24	2,202.95	3,797.05	37
5-20-5253	POSTAGE	5,000	50.00	140.46	4,859.54	3
5-20-5255	EDUCATION & TRAINING	500	--	502.46	2.46-	100
5-20-5258	ENGINEERING SERVICES	5,000	--	--	5,000.00	0
5-20-5259	IT VENDOR SUPPORT	5,500	562.50	895.82	4,604.18	16
5-20-5260	PROFESSIONAL SERVICES	--	525.00	5,846.44	5,846.44-	0
5-20-5261	AUDITOR	6,000	2,000.00	2,000.00	4,000.00	33
5-20-5270	TRAVEL	100	--	151.14	51.14-	151
5-20-5311	EQUIPMENT LEASE	1,500	185.26	651.19	848.81	43
5-20-5312	EQUIP-FUEL/TIRES/PARTS	2,500	460.13	1,933.39	566.61	77
5-20-5313	EQUIPMENT REPAIR	9,000	--	1,185.90	7,814.10	13
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	260.80	501.20	498.80	50
5-20-5330	BUILDING OR LAND MAINTEN	1,500	--	521.91	978.09	35
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	90.99	140.99	359.01	28
5-20-5341	PLANT/SYSTEM OPERATIONS	--	--	--	--	0
5-20-5342	PLANT UTILITIES	30,000	2,390.41	8,830.61	21,169.39	29
5-20-5351	MAIN PLANT PARTS	20,000	--	1,294.79	18,705.21	6
5-20-5352	MAIN PLANT CONSUMABLES	5,000	228.73	5,904.85	904.85-	118
5-20-5353	MAIN PLANT OUTSIDE SVCS	10,000	1,316.19	6,354.99	3,645.01	64
5-20-5361	COLLECTION SYSTEM PARTS	5,000	--	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	1,305.61	1,325.02	13,674.98	9
5-20-5470	EQUIPMENT REPAIR/MTC	--	--	362.50	362.50-	0
	MATERIALS AND SERVICES	155,300	12,532.02	62,612.92	92,687.08	40
5-40-5641	CAP OUT: EQUIPMENT	--	--	--	--	0
	CAPITAL OUTLAY					0

FUND-600 CITY INFRASTRUCTURE
DEPT-170 WW TREATMENT PLANT
10/01/17 THRU 10/31/17

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	19,713.67	89,113.27	206,686.73	30
	TOTAL MATERIAL & SERV	155,300	12,532.02	62,612.92	92,687.08	40
	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	32,245.69	297,126.19	309,373.81	49

Date:	November 7, 2017
To:	Shannon Beaucaire, City Manager
From:	Public Works
Re:	October 2017 Public Works Report

Total Rain fall for the month of September 2017:	**6.50** inches
Total Water production:	**3,668,200** gallons
Total Wastewater treated:	**4,996,000** gallons

Streets:
- Painted curb by the Fire Department to allow for three more parking spaces.
- Scraped, swept and painted the no parking area at the Aqua Vista Apartments.

Water:
- Plant maintenance.

Water CIP:
- Driftwood Water Line.

Distribution Sys:
- Moved water service from King St. to Hanley Terrace for 1044 King St.
- Removed old water service and installed a new water service at 168 E. 3rd St.
- Read meters.

Sewer:
- Motor burned up on SBR #1—removed and replaced with spare motor, returned to service.

Sewer & Water CIP:
- Backhoe is scheduled to be delivered the week of November 27, 2017.
- Looking for a 5-yard dump truck.

Collection Sys:
- Investigated properties with possible septic systems.
- Investigated sewer connection at 430 Crestview drive.
- Assisted with sewer connection on 330 Hwy 101 N.

Storm Drainage:

- Cleared culverts prior to heavy rains.
- Cleaned catch basins at Quiet Water.

Parks & Commons:

- Installed “reserved Parking” at the Commons parking lot.

Public Works:

- Repaired leaking cylinder on mini-excavator.
- Repaired backhoe electrical system in house.
- Kubota tractor is in the process of being repaired.

Emergency Containers:

- Stocked hand tools in both containers.
- Brought water filtration units down from emergency containers for inspection and training for use.