1. Agenda

    Documents:

    2018-11-13 Public Works And Streets Agenda.pdf

2. Meeting Materials

    Documents:

    2018-10-09 Public Works Minutes DRAFT.pdf
    2018-10-31 PWS Financial Report.pdf
    2018-11-13 Public Works Department Report.pdf

CITY OF YACHATS

**PUBLIC WORKS & STREETS COMMISSION MEETING**

441 Hwy 101 N., Yachats Commons, Room 1

**Tuesday, November 13, 2018 at 3:00pm**

AGENDA

I. Meeting called to order

II. Minutes of October 2018 meeting

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

IV. Current Business
- A. Status of Ocean View Drive w/County & Traffic Pattern Changes – Rick McClung
- B. Letter to Fire Chief on Emergency Planning Liaison

V. New Business
- A. Develop "ground rules" for documenting CIP items and how to compare against City Council guidelines
- B. Consider doing an audit of high volume Utility Billings to see if they are paying their fare share

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

## Next Meeting Tuesday, December 11 2018 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 11/5/18

City of Yachats

**PUBLIC WORKS & STREETS COMMISSION**

October 9, 2018

Draft Minutes



Chair Bob Bennett called the October 9, 2018 regular meeting of the Public Works and Streets Commission to order at 3:00 pm in Room 1 of the Yachats Commons. Members present: Larry Nixon, Tom Bedell, Bob Bennett, Don Groth, and Rick Haynes. Absent: none. Staff present: Water Plant Lead Rick McClung and Wastewater Plant Lead Dave Buckwald. Audience: 2.

## I. Minutes of September 11, 2018

Note: Courtenay has resigned from Emergency Planning Committee and Public Works and Streets Commission.

Commissioner Nixon moved to approve the September 11, 2018 minutes as amended: Aye – 5; No – 0.

## II. Reports

### A. Public Works Department

Waste Water Plant Lead Dave Buckwald reported the crew filled pot holes, reestablished drainage around Pacific View Drive, repaired a float that failed on the 200,000 reservoir, and poured a concrete pad that was now curing. Buckwald reported they repaired the control panel at main pump station and came close to having to use the bypass pump. He was pleased that the system worked out for that situation was effective.

McClung estimated there would be one more week before calling off the water restrictions. He noted creek flows were up with the Yachats River up to 50 cfs, above the 30 cfs restriction trigger level.

Leslie Vaaler (205 Radar Road) reported the painted tsunami markers on the street are slick when it gets wet. Buckwald indicated Public Works would look into it.

McClung reported they completed the installation of the blue lines. McClung reported he has been attending FEMA and emergency management webinars to complete his certifications.

McClung handed out the Westech Engineering proposal for the Water Master Plan. He indicated it would take a one-year to one and one-half years to complete the Plan. McClung reported the estimate was for $73,000 for Master Plan and $25,000 for the Water Conservation Plan. He noted there was only $85,000 in the FY18-19 CIP for this project. He stated he was applying for a grant to cover some of the difference, but he may have to go back to Finance to ask for more money.

McClung reported they have not heard if they got the grant for paving, but they have funding to do priority paving of E 2nd Street, so he had engineers start the engineering work for E 2nd.

McClung reported the 3rd Street water line project was scheduled to be done in-house in this year, but the crew was already overscheduled and they have much deferred maintenance to take care of. He noted part of their financial structure was to have FTE hours capitalized. McClung indicated he and Buckwald added extra hours for the crew to work on streets and storm drains this year as they were behind on maintenance. However, he indicated they do not have enough reserves to take this approach again next year. McClung stated they need to figure out how to get money for streets and storm drains as there was no revenue stream for these activities. Bennett noted that the Finance Committee typically addressed this type of issue.

Bennett noted they need to start planning for CIP projects for FY19-20 and do some type of prioritizing. He suggested that when and how they get and spend the money is the purview of the Finance Committee. Bennett wanted to start this CIP discussion at the November 2018 meeting.

Bedell asked if the County had made any decision about overlays on Ocean View Drive. McClung indicated he, the City Manager, and John Moore met with Roy Kinyon, Lincoln County Public Works Director, and the Lincoln County Attorney about the settlement agreement and transfer. He reported most items have been negotiated, but there was one more property from which they need to get an easement agreement.

McClung reported the County would slip-line all the culverts at crossings and pave from 7th Street south. McClung reported there might be some money that comes with the transfer from the 804 mitigation funds. McClung added that the City would be adopting a parcel where the main pump station is (identified as Property1) and a small park cattycorner to W 7th Street (identified Lot 26 (as Lot 26). McClung indicated the County would install the barriers between the pedestrian and traffic lanes. He expected paving to begin in May 2019. McClung suggested they could test arrangements with centerline locations prior to having professional striping.

Haynes clarified that decisions on one-way streets had not yet been made. Haynes reminded McClung that they were going to have the engineer propose plans that factor in erosion. Bedell noted the issue of the County bus being able to make turns.

### B. Emergency Preparedness Committee

Bennett reported they did not have a quorum at the last meeting, so they did not elect a new Chair. He reported most of meeting was a discussion with Betty Johnston and Fire Chief Frankie Petrick. Bennett explained Johnston has developed a presentation for pre-school kids, which would give them a basic understanding of the issue around evacuation and help them develop their own “go” kits. The Commission suggested she start the seminars in Waldport at the elementary school. Johnston also introduced a new version for OK/HELP window signs. He noted when you are hurt, you might not be able to get up to put the sign in the window. The new sign would state something to the effect of, “This household will need help in case of emergency.” He noted this approach was being used internationally. Bennett indicated he would try to get a copy of the sign for the next meeting.

Bennett also reported there was conversation about having a seminar on how to live off the land. He reported one of the Tribes has an expert in this area who might be willing to develop a seminar.

Bennett stated that Chief Petrick did ask for a letter stating he would be the liaison between the Fire District and Emergency Planning. Nixon added that they discussed the new fire station and the connection to the trail.

### C. Solid Waste District Advisory Council

Nixon reported the three haulers were getting comfortable with procedures at transfer stations and the haulers would make presentations to cities next month.

### D. Financial Report

Bennett noted both the water and waste water systems expenditures appear to be at 95% of the annual allotment. McClung noted they recently went through IT upgrades.

Bennett also noted building land maintenance seemed high. McClung stated he had a tree fall on the fence at the plant. He added insurance would reimburse a significant portion of that line item.

## III Business

### A. Letter from PBW Chair to YRFD Chief regarding Official Liaison

Bennett indicated he has not yet been able to connect with the Board to get them to send a letter to Chief Petrick. He hoped the letter could be handled at the City Manager level and not have to go before Council. He noted he would not be representing the City, as he would only be representing the Emergency Planning Committee. He had hoped the reference in the Emergency Planning minutes where he volunteered to be the liaison would be sufficient, but Chief Petrick wants a formal letter. Haynes clarified that Chief Petrick likely just wants a letter in her file to say Bennett was authorized to do the work. Bennett indicated he would address the matter with the City Manager.

### B. Grant Application for additional Tsunami Signage

Bennett reported he was notified of a grant opportunity for additional signage for the tsunami routes. He noted the applications are due by November 18, 2018. Bennett stated the amount granted would be based on the number and type of signs. Bennett suggested the signs could be used for the staging areas, noting they still need to define where these assembly areas should be.

Groth wanted clarification on the type of signs and where they would be placed. Bennett indicated the Commission or Committee would have to figure that out. Groth speculated locations on Crestview, Hill Court, possibly Cape Ranch Road, Horizon Hill/Spruce Street, and King Street (at both ends). Bennett suggested they could ask for eight signs.

Bedell moved to direct the City Manger to proceed with applying for a grant from DOGAMI to acquire tsunami assembly area signs: Aye – 5; No – 0.

**IV. Other Business**

**A. From the Commission**

Bennett indicated he handed out a list of current CIPs relevant to Public Works and Streets. He asked that Commissioners review this document and be prepared to start delineating the process for estimating amounts and priorities among the projects. Bennett noted his concerns that they need to find sources to fund these projects and that they do not want to be reliant on above average tourist seasons for revenues.

Haynes noted the CIPs related to the water plant and raw water storage totaled over three million dollars. McClung indicated that he told the Council that they needed to move forward with documenting plans to get raw water storage for the City. McClung reported there were different ideas for approaching raw water storage.

**B. From the Floor** - none

With no further business before the commission, Bennett adjourned meeting at 4:03 pm.

_______________________________ _____________

Bob Bennett, Chair Date

Minutes prepared by H.H. Anderson on October 22, 2018.

| ACCOUNT | DESC | BUDGET | MONTH-TO-DATE EXPENSE/REV | YEAR TO DATE EXPENSE/REV | UNEMCUMBERED BALANCE | % |
|---|---|---|---|---|---|---|
| | R E V E N U E S | | | | | |
| 3-30-0101 | BEGINNING FUND BALANCE | 42,000 | -- | -- | 42,000.00 | 0 |
| 3-30-4650 | STATE HIGHWAY ALLOCATION | 44,000 | 4,957.43 | 22,135.62 | 21,864.38 | 50 |
| | REVENUE | 86,000 | 4,957.43 | 22,135.62 | 63,864.38 | 26 |
| 3-60-4861 | INTERFUND TRANS GEN FUND | 35,000 | -- | 35,000.00 | -- | 100 |
| | OPERATING TRANSFERS | 35,000 | | 35,000.00 | | 100 |
| T O T A L DEPT 100 R E V E N U E | | 121,000 | 4,957.43 | 57,135.62 | 63,864.38 | 47 |
| | E X P E N S E S | | | | | |
| 5-10-5160 | PERSONNEL SERVICES | 33,000 | 1,753.19 | 11,693.47 | 21,306.53 | 35 |
| | PERSONNEL SERVICES | 33,000 | 1,753.19 | 11,693.47 | 21,306.53 | 35 |
| 5-20-5222 | INSURANCE | 4,500 | -- | -- | 4,500.00 | 0 |
| 5-20-5258 | ENGINEERING SERVICES | 3,000 | -- | 876.00 | 2,124.00 | 29 |
| 5-20-5311 | EQUIPMENT LEASE | 1,500 | -- | -- | 1,500.00 | 0 |
| 5-20-5312 | EQUIP-FUEL/TIRES/PARTS | 4,200 | 323.29 | 1,926.54 | 2,273.46 | 46 |
| 5-20-5313 | EQUIPMENT REPAIR | 2,000 | -- | 15.24 | 1,984.76 | 1 |
| 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 | 831.45 | 879.87 | 1,620.13 | 35 |
| 5-20-5362 | COLLECTION SYS-CONSUMMABL | 500 | -- | -- | 500.00 | 0 |
| 5-20-5411 | STREET LIGHTING | 14,000 | 1,515.34 | 6,061.36 | 7,938.64 | 43 |
| 5-20-5474 | MOWING & TRIMMING | 20,000 | 350.00 | 5,304.00 | 14,696.00 | 27 |
| 5-20-5476 | TREE TRIMMING & REMOVAL | 5,000 | -- | -- | 5,000.00 | 0 |
| | MATERIALS AND SERVICES | 60,700 | 3,020.08 | 15,063.01 | 45,636.99 | 25 |
| 5-60-7126 | INTERFUND TRANS-CAP RESER | 4,000 | -- | 4,000.00 | -- | 100 |
| | INTERFUND TRANSFERS | 4,000 | | 4,000.00 | | 100 |
| | TOTAL PERSONAL SERVICES | 33,000 | 1,753.19 | 11,693.47 | 21,306.53 | 35 |
| | TOTAL MATERIAL & SERV | 60,700 | 3,020.08 | 15,063.01 | 45,636.99 | 25 |
| | TOTAL CAPITAL OUTLAY | | | | | 0 |
| | TOTAL ALL OTHER | 4,000 | | 4,000.00 | | 100 |
| T O T A L DEPT 100 E X P E N D I T U R E | | 97,700 | 4,773.27 | 30,756.48 | 66,943.52 | 31 |
| T O T A L FUND 621 R E V E N U E | | 121,000 | 4,957.43 | 57,135.62 | 63,864.38 | 47 |
| | FUND PERSONAL SERVICES | 33,000 | 1,753.19 | 11,693.47 | 21,306.53 | 35 |
| | FUND MATERIAL & SERV | 60,700 | 3,020.08 | 15,063.01 | 45,636.99 | 25 |
| | FUND CAPITAL OUTLAY | | | | | 0 |
| | FUND ALL OTHER | 4,000 | | 4,000.00 | | 100 |
| T O T A L FUND 621 E X P E N D I T U R E | | 97,700 | 4,773.27 | 30,756.48 | 66,943.52 | 31 |
| | FUND PRIOR BALANCE | 26,194.98 | | | | |
| | NET FUND BALANCE | 26,379.14 | | | | |

FUND-630 STORM DRAINS 10/01/18 THRU 10/31/18
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 | | | | | |
| 3-30-0101 | BEGINNING FUND BALANCE | 75,000 | -- | -- | 75,000.00 | 0 |
| | REVENUE | 75,000 | | | 75,000.00 | 0 |
| 3-60-4861 | INTERFUND TRANS-GEN FUND | 37,000 | -- | 37,000.00 | -- | 100 |
| | OPERATING TRANSFERS | 37,000 | | 37,000.00 | | 100 |
| T O T A L DEPT 100 R E V E N U E | | 112,000 | | 37,000.00 | 75,000.00 | 33 |
| | E X P E N S E S | | | | | |
| 5-10-5160 | PERSONNEL SERVICES | 25,000 | 1,360.69 | 8,532.12 | 16,467.88 | 34 |
| | PERSONNEL SERVICES | 25,000 | 1,360.69 | 8,532.12 | 16,467.88 | 34 |
| 5-20-5313 | EQUIPMENT REPAIR | 1,500 | -- | 445.62 | 1,054.38 | 30 |
| 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 | | 445.62 | 11,554.38 | 4 |
| | TOTAL PERSONAL SERVICES | 25,000 | 1,360.69 | 8,532.12 | 16,467.88 | 34 |
| | TOTAL MATERIAL & SERV | 12,000 | | 445.62 | 11,554.38 | 4 |
| | 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 | 1,360.69 | 8,977.74 | 28,022.26 | 24 |
| T O T A L FUND 630 R E V E N U E | | 112,000 | | 37,000.00 | 75,000.00 | 33 |
| | FUND PERSONAL SERVICES | 25,000 | 1,360.69 | 8,532.12 | 16,467.88 | 34 |
| | FUND MATERIAL & SERV | 12,000 | | 445.62 | 11,554.38 | 4 |
| | 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 | 1,360.69 | 8,977.74 | 28,022.26 | 24 |
| | FUND PRIOR BALANCE | 29,382.95 | | | | |
| | NET FUND BALANCE | 28,022.26 | | | | |

| ACCOUNT | DESC | BUDGET | MONTH-TO-DATE EXPENSE/REV | YEAR TO DATE EXPENSE/REV | UNEMCUMBERED BALANCE | % |
|---|---|---|---|---|---|---|
| | REVENUES | | | | | |
| 3-30-0101 | BEGINNING FUND BALANCE | 17,000 | -- | -- | 17,000.00 | 0 |
| 3-30-4310 | WATER SERVICE | 606,000 | 54,100.00 | 236,946.13 | 369,053.87 | 39 |
| 3-30-4312 | CAPITAL RESERVE FEES | 37,000 | 3,437.22 | 16,059.47 | 20,940.53 | 43 |
| 3-30-4320 | INSTALLATION CHARGES | 3,000 | -- | 2,550.00 | 450.00 | 85 |
| 3-30-4450 | CREDIT CARD FEES | 3,500- | 635.55- | 1,719.38- | 1,780.62- | 49 |
| | REVENUE | 659,500 | 56,901.67 | 253,836.22 | 405,663.78 | 38 |
| TOTAL DEPT 100 REVENUE | | 659,500 | 56,901.67 | 253,836.22 | 405,663.78 | 38 |
| | EXPENSES | | | | | |
| 5-10-5160 | PERSONNEL SERVICES | 285,000 | 22,356.59 | 82,091.80 | 202,908.20 | 29 |
| | PERSONNEL SERVICES | 285,000 | 22,356.59 | 82,091.80 | 202,908.20 | 29 |
| 5-20-5210 | DUES/MEMBERSHIPS/FEES | 2,000 | -- | 769.33 | 1,230.67 | 38 |
| 5-20-5222 | INSURANCE | 15,000 | -- | -- | 15,000.00 | 0 |
| 5-20-5240 | OFFICE MATERIALS/SUPPLIES | 6,000 | 373.05 | 1,127.02 | 4,872.98 | 19 |
| 5-20-5251 | OFFICE PHONE/CELL/DSL | 9,500 | 833.30 | 3,364.10 | 6,135.90 | 35 |
| 5-20-5253 | POSTAGE | 3,000 | 1,250.00 | 1,383.60 | 1,616.40 | 46 |
| 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 | 478.75 | 4,298.53 | 298.53- | 107 |
| 5-20-5260 | PROFESSIONAL SERVICES | 10,000 | 1,714.25 | 4,746.84 | 5,253.16 | 47 |
| 5-20-5261 | AUDITOR | 6,000 | -- | -- | 6,000.00 | 0 |
| 5-20-5270 | TRAVEL | 3,000 | -- | -- | 3,000.00 | 0 |
| 5-20-5311 | EQUIPMENT LEASE | 3,000 | 146.00 | 723.87 | 2,276.13 | 24 |
| 5-20-5312 | EQUIP - FUEL/TIRES/PARTS | 4,000 | 323.28 | 2,622.72 | 1,377.28 | 66 |
| 5-20-5313 | EQUIPMENT REPAIR | 4,000 | -- | 427.14 | 3,572.86 | 11 |
| 5-20-5317 | TOOLS & SMALL EQUIPMENT | 3,500 | 59.99 | 320.44 | 3,179.56 | 9 |
| 5-20-5330 | BUILDING/LAND MAINTENANCE | 2,000 | 69.30 | 1,257.90 | 742.10 | 63 |
| 5-20-5335 | CUSTODIAL SUPPORT/SUPPLY | 500 | 25.00 | 119.30 | 380.70 | 24 |
| 5-20-5342 | PLANT UTILITIES | 23,000 | 1,779.30 | 7,383.57 | 15,616.43 | 32 |
| 5-20-5351 | MAIN PLANT PARTS | 7,000 | 215.24 | 4,671.97 | 2,328.03 | 67 |
| 5-20-5352 | MAIN PLANT CONSUMABLES | 10,000 | 664.13 | 1,843.49 | 8,156.51 | 18 |
| 5-20-5353 | MAIN PLANT OUTSIDE SVCS | 40,000 | 13,516.53 | 14,938.00 | 25,062.00 | 37 |
| 5-20-5361 | DISTRIBUTION SYS PARTS | 14,000 | 58.56 | 10,578.83 | 3,421.17 | 76 |
| 5-20-5362 | DIST SYSTEM CONSUMABLES | 2,000 | -- | 354.47 | 1,645.53 | 18 |
| 5-20-5363 | DIST SYS OUTSIDE SERVICES | 2,000 | -- | 893.00 | 1,107.00 | 45 |
| 5-20-5440 | OFFICE EXPENSES - OTHER | 500 | -- | 48.52 | 451.48 | 10 |
| 5-20-5470 | EQUIPMENT REPAIR/MAINTEN | 1,500 | -- | -- | 1,500.00 | 0 |
| 5-20-5474 | MOWING & TRIMMING | 9,000 | 263.00 | 2,733.00 | 6,267.00 | 30 |
| | MATERIALS AND SERVICES | 194,500 | 21,769.68 | 64,605.64 | 129,894.36 | 33 |
| 5-50-5800 | CONTINGENCIES | 15,000 | -- | -- | 15,000.00 | 0 |
| | OTHER USES | 15,000 | | | 15,000.00 | 0 |
| 5-60-7126 | INTERFUND TRANS-CAP RESER | 100,000 | -- | 100,000.00 | -- | 100 |
| 5-60-7129 | INT FUND TRANS-REST RESER | 43,000 | -- | 43,000.00 | -- | 100 |
| 5-60-7131 | INT FUND -STREET CAP RES | 5,000 | -- | 5,000.00 | -- | 100 |
| | INTERFUND TRANSFERS | 148,000 | | 148,000.00 | | 100 |

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT



FUND-660 WATER SYSTEM
DEPT-100 NON DEPARTMENTAL

10/01/18 THRU 10/31/18

| ACCOUNT | DESC | BUDGET | MONTH-TO-DATE EXPENSE/REV | YEAR TO DATE EXPENSE/REV | UNEMCUMBERED BALANCE | % |
|---|---|---|---|---|---|---|
| | TOTAL PERSONAL SERVICES | 285,000 | 22,356.59 | 82,091.80 | 202,908.20 | 29 |
| | TOTAL MATERIAL & SERV | 194,500 | 21,769.68 | 64,605.64 | 129,894.36 | 33 |
| | TOTAL CAPITAL OUTLAY | | | | | 0 |
| | TOTAL ALL OTHER | 163,000 | | 148,000.00 | 15,000.00 | 91 |
| T O T A L DEPT 100 | E X P E N D I T U R E | 642,500 | 44,126.27 | 294,697.44 | 347,802.56 | 46 |
| T O T A L FUND 660 | R E V E N U E | 659,500 | 56,901.67 | 253,836.22 | 405,663.78 | 38 |
| | FUND PERSONAL SERVICES | 285,000 | 22,356.59 | 82,091.80 | 202,908.20 | 29 |
| | FUND MATERIAL & SERV | 194,500 | 21,769.68 | 64,605.64 | 129,894.36 | 33 |
| | FUND CAPITAL OUTLAY | | | | | 0 |
| | FUND ALL OTHER | 163,000 | | 148,000.00 | 15,000.00 | 91 |
| T O T A L FUND 660 | E X P E N D I T U R E | 642,500 | 44,126.27 | 294,697.44 | 347,802.56 | 46 |
| | FUND PRIOR BALANCE | 53,636.62- | | | | |
| | NET FUND BALANCE | 40,861.22- | | | | |

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT



FUND-670 WASTEWATER SYSTEM
DEPT-100 NON DEPARTMENTAL

10/01/18 THRU 10/31/18

| ACCOUNT | DESC | BUDGET | MONTH-TO-DATE EXPENSE/REV | YEAR TO DATE EXPENSE/REV | UNEMCUMBERED BALANCE | % |
|---|---|---|---|---|---|---|
| | | R E V E N U E S | | | | |
| 3-30-0101 | BEGINNING FUND BALANCE | 120,000 | -- | -- | 120,000.00 | 0 |
| 3-30-4310 | WASTEWATER SERVICES | 590,000 | 51,984.79 | 227,950.32 | 362,049.68 | 39 |
| 3-30-4312 | CAPITAL RESERVE FEES | 40,000 | 3,302.04 | 15,219.76 | 24,780.24 | 38 |
| 3-30-4320 | INSTALLATION CHARGES | 2,500 | 6.00 | 1,135.00 | 1,365.00 | 45 |
| 3-30-4450 | CREDIT CARD FEES | 4,500- | 635.54- | 1,719.36- | 2,780.64- | 38 |
| | REVENUE | 748,000 | 54,657.29 | 242,585.72 | 505,414.28 | 32 |
| T O T A L DEPT 100 R E V E N U E | | 748,000 | 54,657.29 | 242,585.72 | 505,414.28 | 32 |
| | | E X P E N S E S | | | | |
| 5-10-5160 | PERSONNEL SERVICES | 265,000 | 26,307.82 | 101,940.60 | 163,059.40 | 38 |
| | PERSONNEL SERVICES | 265,000 | 26,307.82 | 101,940.60 | 163,059.40 | 38 |
| 5-20-5210 | DUES/MEMBERSHIPS/FEES | 750 | -- | 278.66 | 471.34 | 37 |
| 5-20-5211 | DEQ FEES | 3,500 | 2,257.00 | 2,257.00 | 1,243.00 | 64 |
| 5-20-5222 | INSURANCE | 18,000 | -- | -- | 18,000.00 | 0 |
| 5-20-5240 | OFFICE MATERIALS/SUPPLIES | 7,200 | 373.05 | 1,127.01 | 6,072.99 | 16 |
| 5-20-5251 | OFFICE PHONE/CELL/DSL | 6,000 | 506.72 | 2,060.89 | 3,939.11 | 34 |
| 5-20-5253 | POSTAGE | 3,000 | 1,250.00 | 1,383.58 | 1,616.42 | 46 |
| 5-20-5255 | EDUCATION & TRAINING | 1,100 | 148.00 | 298.00 | 802.00 | 27 |
| 5-20-5258 | ENGINEERING SERVICES | 5,000 | -- | -- | 5,000.00 | 0 |
| 5-20-5259 | IT VENDOR SUPPORT | 4,000 | 478.74 | 4,298.52 | 298.52- | 107 |
| 5-20-5260 | PROFESSIONAL SERVICES | 7,000 | 1,714.24 | 4,746.84 | 2,253.16 | 68 |
| 5-20-5261 | AUDITOR | 6,000 | -- | -- | 6,000.00 | 0 |
| 5-20-5270 | TRAVEL | 1,000 | 28.74 | 28.74 | 971.26 | 3 |
| 5-20-5311 | EQUIPMENT LEASE | 2,000 | 146.00 | 850.36 | 1,149.64 | 43 |
| 5-20-5312 | EQUIP - FUEL/TIRES/PARTS | 5,000 | 323.28 | 2,373.94 | 2,626.06 | 47 |
| 5-20-5313 | EQUIPMENT REPAIR | 9,000 | 26.92 | 418.17 | 8,581.83 | 5 |
| 5-20-5317 | TOOLS & SMALL EQUIPMENT | 1,000 | 60.00 | 319.02 | 680.98 | 32 |
| 5-20-5330 | BUILDING OR LAND MAINTENC | 1,500 | 69.29 | 257.87 | 1,242.13 | 17 |
| 5-20-5335 | CUSTODIAL SUPPORT/SUPPLY | 600 | 25.00 | 119.29 | 480.71 | 20 |
| 5-20-5342 | PLANT UTILITIES | 30,000 | 2,262.45 | 8,422.35 | 21,577.65 | 28 |
| 5-20-5351 | MAIN PLANT - PARTS | 20,000 | 8,381.22 | 10,138.70 | 9,861.30 | 51 |
| 5-20-5352 | MAIN PLANT -COMSUMABLES | 10,000 | 373.63 | 3,953.83 | 6,046.17 | 40 |
| 5-20-5353 | MAIN PLANT OUTSIDE SERVIC | 12,000 | 775.53 | 2,810.46 | 9,189.54 | 23 |
| 5-20-5361 | COLLECTION SYSTEM -PARTS | 5,000 | 126.24 | 950.80 | 4,049.20 | 19 |
| 5-20-5362 | COLL SYSTEM -CONSUMABLES | 2,500 | 278.69 | 679.12 | 1,820.88 | 27 |
| 5-20-5363 | COLL SYSTEM OUTSIDE SERVI | 5,000 | 863.51 | 863.51 | 4,136.49 | 17 |
| 5-20-5364 | COLLECTION - I & I | 20,000 | -- | -- | 20,000.00 | 0 |
| 5-20-5440 | OFFICE EXPENSES - OTHER | 500 | -- | 38.71 | 461.29 | 8 |
| 5-20-5470 | EQUIPMENT REP/MAINT | 1,500 | -- | -- | 1,500.00 | 0 |
| 5-20-5474 | MOWING & TRIMMING | 2,000 | 161.00 | 644.00 | 1,356.00 | 32 |
| | MATERIALS AND SERVICES | 190,150 | 20,629.25 | 49,319.37 | 140,830.63 | 26 |
| 5-50-5800 | CONTINGENCIES | 15,000 | -- | -- | 15,000.00 | 0 |
| | OTHER USES | 15,000 | | | 15,000.00 | 0 |
| 5-60-7126 | INTERFUND TRAN- CAP RESER | 80,000 | -- | 80,000.00 | -- | 100 |
| 5-60-7129 | INTFUND TRANS-DEBT SERVIC | 60,000 | -- | 60,000.00 | -- | 100 |

| ACCOUNT | DESC | BUDGET | MONTH-TO-DATE EXPENSE/REV | YEAR TO DATE EXPENSE/REV | UNEMCUMBERED BALANCE | % |
|---|---|---|---|---|---|---|
| 5-60-7131 | INT FUND TRAN-STREET CAPI | 5,000 | -- | 5,000.00 | -- | 100 |
| | INTERFUND TRANSFERS | 145,000 | | 145,000.00 | | 100 |
| | TOTAL PERSONAL SERVICES | 265,000 | 26,307.82 | 101,940.60 | 163,059.40 | 38 |
| | TOTAL MATERIAL & SERV | 190,150 | 20,629.25 | 49,319.37 | 140,830.63 | 26 |
| | TOTAL CAPITAL OUTLAY | | | | | 0 |
| | TOTAL ALL OTHER | 160,000 | | 145,000.00 | 15,000.00 | 91 |
| T O T A L DEPT 100 | E X P E N D I T U R E | 615,150 | 46,937.07 | 296,259.97 | 318,890.03 | 48 |
| T O T A L FUND 670 | R E V E N U E | 748,000 | 54,657.29 | 242,585.72 | 505,414.28 | 32 |
| | FUND PERSONAL SERVICES | 265,000 | 26,307.82 | 101,940.60 | 163,059.40 | 38 |
| | FUND MATERIAL & SERV | 190,150 | 20,629.25 | 49,319.37 | 140,830.63 | 26 |
| | FUND CAPITAL OUTLAY | | | | | 0 |
| | FUND ALL OTHER | 160,000 | | 145,000.00 | 15,000.00 | 91 |
| T O T A L FUND 670 | E X P E N D I T U R E | 615,150 | 46,937.07 | 296,259.97 | 318,890.03 | 48 |
| | FUND PRIOR BALANCE | 61,394.47- | | | | |
| | NET FUND BALANCE | 53,674.25- | | | | |

**Date:** November 2, 2018

**To:** Shannon Beaucaire, City Manager

**From:** Public Works Department

**Re:** October 2018 Public Works Report

Rain fall at Yachats Public Works:

| | Inches | | | |
|---|---|---|---|---|
| **Year** | **2018** | **2017** | **2016** | **2015** |
| October | 4.56 | 6.50 | 15.78 | 7.15 |
| **Rain year to date:** | 42.03 | 61.07 | 48.13 | 31.92 |

Total water production: **3,416,000** gallons
Total wastewater treated: **3,694,000** gallons

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

## Streets:

- Working on reducing curb height on curb at 2nd and Beach St.
- Repaired asphalt edge on 10th St.
- Patched asphalt saw cut on Ocean View Drive.

## Drainage:

- Completed Pacific View drainage system.
- Installed a culvert extension on Green Hill Drive.
- Cleaned drainage at Wastewater Plant.
- Cleaned culvert on Horizon Hill Road.
- 5 loads of fill to City fill site.

## Water:

- Plant maintc. (Installed two new valves).
- Meters.

## Distribution Sys:

- Maintenance on fire hydrant at Marine and Ocean View Drive.
- Installed water valve box on Elk Mt. Rd.

### Sewer:
- 3 loads of biosolids to Heard Farm in Roseburg.
- Repaired and cleaned digester #1.

### Collection Sys:
- Repair-maintc. on Quiet Water lift station.
- Degreased Main lift station. 20 manhours.
- Degreased Riverside and Parkside lift station. 5 manhours.
- Degreased Pontiac lift station. 3 manhours.
- Jetted sewer main on Ocean View Drive East from Pontiac St. 670 feet.
- Smoke tested in Quiet Water.

### Sewer & Water CIP:
- Researching pole buildings, tanker truck and Vac-truck.

### Public Works:
- Shop maintc.
- Equipment maintc.
- Vehicle maintc.
- OSHA required Bloodborne Pathogen Training for City Hall and Public Works staff.
- OSHA required repairs. (Life ring at WWTP).
- Installed bus sign at Little Log Church.
- Banners removed.

### Commons & City Hall
- Removed fallen cable at the Commons.
- Removed flower hangers at the Commons.
- Moved boxes at City Hall.
- Repaired door at City Hall.

### Emergency Preparedness:
- Brush cut around Emergency Container South of town.
- Attended Webinar NHMP Quarterly Meeting
- Attended w/City Manager Lincoln County Public Safety Briefing, Winter Weather & TTX