



NEWSLETTER



CITY OF YACHATS

February 2002

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ANNUAL BUDGET



By Mayor Lee Corbin

Each year the city prepares a line item budget for each department, which determines expenditures for the forthcoming fiscal year which is from July 1 through the following June 30. City budgeting, although similar to preparation of a household or business budget, differs in several respects. One of the most important differences is that the budget must be balanced—that is approved expenditures cannot exceed expected receipts. To accomplish this requires a significant amount of careful forecasting as funds to run the city come from a variety of sources and are impacted by such things as inflation, the state budget, tourism and legislative actions. The city finance officer, Nancy Otterson, starts this process early in the year to be prepared for budget hearings in April. She provides the revenue side of the proposed budget from these forecasts as well as developing a large part of the proposed expenditures. The balance of the expenditures comes from each commission and department.

So who decides the final budget? The budget committee, consisting of the 5 council members plus 5 independent citizens, meet for whatever time it takes to reach consensus for each of the 11 “funds” that make up the one inch thick budget document. Normally this is accomplished in two or three evening sessions of 3 to 4 hours each. Once the budget

committee approves the budget it goes to the City Council who adopt it and then it is forwarded to the State Department of Revenue and becomes our operating budget for the next fiscal year. This forms the road map for city operations and is one of the most important things that we do. This year we are looking for two citizens to serve on the budget committee. This is one of the best ways to help preserve a fiscally responsible government. If you have an interest, please check with city hall for an application. Thanks.



TRANSIENT RENTAL TAX DISCUSSED

City Council is looking for ways to fund projects like developing and maintaining a trail system, and, an increase in the room tax has been suggested as a possibility. At their February meeting City Council solicited comments regarding the current room tax rate as part of their discussion.

Several members of the Lodging Association urged Council not to increase the tax rate, stating that many of the things the tax money funds do not benefit the tourists that pay it. Lodging Association President, Drew Roslund, stated that guests who stay at his Overleaf Lodge for one week pay more in room tax than most property owners pay in general fund property taxes each year and it would be unfair to increase the tax. Roslund and other motel owners said that a local option levy would be the best way to pay for services and projects that benefit the residents.

Council has made no decision on the matter yet, and they will continue to talk about it at the next meeting.



CITY COUNCIL APPROVED NEW PUBLIC WORKS POSITION

At the January City Council meeting Director of Public Works, John McClintock, told the City Council that there are not enough people in the public works department to do the work that needs to be done. McClintock said that it is difficult for any public works department to do what they have to do on a daily basis, day after day; and, when you add emergency situations to the duties it can start to run everyone ragged.

McClintock also said that there are a lot of things that the City of Yachats can do in-house cheaper than contracting out, but another employee is needed. McClintock said that he would like to find someone who is proficient in all aspects of the public works department. The City Recorder reported there is enough money this budget year since the City is saving money by contracting with Waldport for the Director on a part-time basis

City Council authorized McClintock to advertise for the position.



COMMISSIONS SET GOALS FOR 2002

Public Works and Streets Commission Goals 2002

- Monitor the progress of the Sewer Master Plan.
- Monitor the need to develop additional water sources.
- Develop a long-term fiscal plan for water and sewer systems.
- Make recommendations on standard specifications and details for trail systems. Identify trail segments (including Gateways) and prioritize construction of each.
- Monitor and participate in the TGM/ODOT Transportation/Parking/Circulation Study.
- Review the five-year Street/Storm System Plan and budget figures.
- Study the feasibility of a road district.
- Assess the desirability of paving unimproved City streets and determine funding options.

Parks and Commons Commission Year 2002

Goals

The goal of the Parks and Commons Commission is to oversee operations of the facilities - the Commons building and grounds, City parks and open spaces - directing the maintenance and enhancement of these facilities.

Objective A - Maintain the Facilities

Tasks for 2002

- Develop and oversee a routine and long-term maintenance plan for the facilities, including equipment and playground.
- Complete painting of the exterior and interior of the Commons building.
- Finalize storage facilities for tables and chairs.
- Oversee maintenance of the trails and grounds of the facilities.
- Organize and participate in the annual cleanup.
- Review the Commons Manual.
- Coordinate joint meetings with the Friends of the Commons, Yachats Youth and Family Activity Program, Public Works and Streets Commission, Planning Commission, and the City Council.
- Develop and monitor a budget and explore sources of funding, including grants, for the above tasks.

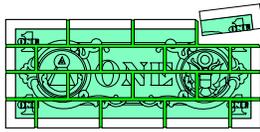
Objective B - Enhance the Facilities

Tasks for 2002

- Rebuild the gutter system.
- Improve the aesthetic quality of the interior of the Commons.
- Upgrade the heating system.
- Develop a plan for a trail system within the Commons grounds.
- Help in the planning and development of the citywide trail system.
- Market the Commons.
 - a. Expand the coordinator's job description to allow marketing.
 - b. Resolve insurance questions regarding event coverage.
 - c. Develop guidelines for appropriate use of the facilities.
- Develop a master calendar for the Commons.
- Explore the feasibility of including the Yachats Visitor Center in the Commons building.
- Develop and monitor a budget and explore sources of funding, including grants for the above tasks.

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**CURRENT BUDGET YEAR ADJUSTMENTS
APPROVED**

City Council adopted a resolution making some minor changes to the current year's budget. The reallocation of funds was necessary to transfer funds not spent in one category to other areas where more money was needed to cover expenses for things like the meter replacement and training related travel for staff. The bottom-line was not changed, and no additional appropriations were approved.

**VILLAGE CIRCULATION PLAN
PROJECTS REPRIORITIZED**



Several years ago the City was awarded a grant to complete several projects in the Village Circulation Plan as part of a Federal Scenic By-Ways project. Total project costs were to be over a quarter of a million dollars; and, the City's share was around \$64,000. The project included a pedestrian trail between the Yachats River Road/Hwy 101 intersection and the bridge to enhance safety by eliminating the need to walk around the dangerous curve; and, construction of a T-intersection at the southern intersection of Yachats Ocean Road and Hwy 101 to make it safer to turn north from Yachats Ocean Road onto the main highway. Other improvements to that area will include a parking area for people wishing to use the various connecting trails to hike around town or south to Cape Perpetua.

The project completion date has been extended twice; and, it doesn't look like the September 30, 2002 deadline will be made either.

Last year City Council was faced with making a decision about which part of the project was the top priority because complications had raised the price and there was not going to be enough to finish both elements. At that time City Council decided that the pedestrian trail should be given top priority.

Further complications in obtaining easements on Bay View Terrace has hampered the process and at their meeting in February City Council decided that short of taking the access under eminent domain there was little chance of getting the trail finished as planned. So, they reluctantly decided to reprioritize the project once again, giving top priority to the T-intersection phase.

ODOT, which is serving as the project grant manager, will be responsible for the timeline and tasks related to completing that part of the project, and the City should receive information about that within the next couple of months.

**CONTRACT WITH SHERIFF'S
OFFICE CONSIDERED**



At the February meeting the Council considered a request from the City of Waldport to join them in a shared contract with the Lincoln County Sheriff's for police services. Waldport City Administrator, Nancy Leonard, explained that Waldport was concerned about their ability to continue their current contract due to a shrinking budget and suggested a more regional approach; one in which Yachats would share the costs and benefits of a defined coverage area.

Yachats City Council decided that there just wasn't any money in the budget unless the voters passed a local option tax levy.

**CITY COUNCIL CHANGES MEETING
TIME**



At their February meeting City Council decided to change the time for their regular meeting from 7:00 in the evening to 2:00 in the afternoon. City Council agreed most people who regularly attend the meeting would still be able to come to a day meeting and there may be many more people who would attend the meetings if they did not have to go out at night.

The change will also reduce personnel costs because staff members will be able to attend during the normal workday.

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The new time starts with the March 14 meeting for a three-month trial.



PASSPORT APPLICATIONS ARE AVAILABLE AT YACHATS CITY HALL.

As another service to the community the City Recorder recently became certified to act as a passport application acceptance agent. Applications for renewals by mail if you have a current passport are also available. The passport fee for an adult passport is \$45 with an application fee of \$15.

So if you are heading off on vacation, or just want to get a passport for identification purposes, head down to City Hall. Please call ahead for an appointment since there is only one person at City Hall that can accept and process an application.



PARKING

City Council and City Hall staff regularly receive complaints about vehicles parked in violation of the code. Those vehicles inconvenience residents and business owners alike. Vehicles are not suppose to be parked on the public right-of-way for more than 72 hours, nor are they to be parked on a street for the principal purpose of displaying the vehicle for sale; repairing or servicing the vehicle except for repairs necessitated by an emergency; or to sell merchandise from the vehicle, except when authorized.

City Council and the Planning Commission are working on resolutions for the parking problems in the city, and citizens can help out by being thoughtful and courteous of their neighbors.

Annual Budget Summary Report for Fiscal Year July 1, 2001 – June 30, 2002

| <i>Reporting Through</i> Program | <i>1/31/02</i> Budget | Year to Date |
|--|---------------------------------|---------------------|
| General Administration | \$467,190 | \$304,281 |
| Library | \$13,000 | \$6,906 |
| Little Log Church & Museum | \$9,499 | \$2,878 |
| Parks & Commons* | \$92,948 | \$59,715 |
| Streets | \$99,555 | \$43,323 |
| Water | \$581,775 | \$230,705 |
| Sewer | \$330,209 | \$180,447 |
| In Reserve for Future Uses | \$885,229 | \$693,796 |
| Debt | <u>\$178,509</u> | <u>\$134,842</u> |
| | <u>\$2,657,914</u> | <u>\$1,656,893</u> |



LOW INCOME WAIVER ON WATER BILLS

Yachats Code allows the City Recorder to grant a partial waiver if the consumer is eligible.

A waiver of 50% of the monthly base water charge may be considered by the City Recorder based upon written request by the user, and documentation of eligibility for low income assistance from the State of Oregon. Based on the current base rate that waiver is \$11.50 per month.



If you meet the criteria, and would like your case considered contact the City Office.

EMERGENCY NUMBERS

Although there are answering machines at both the Sewer Plant and the Water Treatment Plant, those Public Works Department numbers are not the best numbers to use when reporting emergencies. The City Hall number is forwarded to an answering service after hours and on weekends so it is answered by *real people* **24 hours a day**, making it the best one to use for reporting any situation that requires a timely response. The answering service will dispatch the Public Works Department crewmember currently on call.



THE CITY IS OPEN FOR BUSINESS 24 HOURS A DAY ON THE INTERNET

The City web page is the place to check out information about:

- *City Council and Commission Members, Minutes, and General Government*
- *The City Code, Comprehensive Plan, and Land Use*
- *The Commons, Little Log Church, and Library*
- *News*
- *History*
- *Emergency Information*
- *Links to other County and State Government Internet Sites*

www.ci.yachats.or.us



2 - Parks and Commons Commission

- 1 - Two Year Term ending December 31, 2003
- 1 - Three Year Term ending December 31, 2004

2 - Library Commission

- 1 - Two Year Term ending December 31, 2002
- 1 - Three Year Term ending December 31, 2004

2 - Budget Committee

- 1 - One Year Term ending December 31, 2002
- 1 - Three Year Term ending December 31, 2004

Volunteers are required to attend the monthly meetings and may be asked to attend training sessions.

For a complete description of the duties and requirements, please ask at City Hall.

Those interested in serving on the Commissions or Committee can pick up a Volunteer Application Form at City Hall, 441 N. Hwy 101, between the hours of 8:30 am and 4:30 p.m.

In order to provide the Commissions the opportunity to review the applications and make recommendations to City Council please submit as soon as possible.



FIREWORKS COMMITTEE NEEDS HELP

A local committee is working hard to make sure Yachats has fireworks this year, and they need donations. If you

are interested in contributing please call Toni at (Coldwell Banker) 547-3171 or (home) 563-4438.



NEWSLETTER DISTRIBUTION

Starting with this issue there will be a limited number of newsletters left at the Library and the Visitor's Center in addition to those that are mailed. Issues are provided free of charge to:

- All current water/sewer account customers and upon request:
- Renters within the City limits
- Property owners, within the City limits, not currently connected to water/sewer service
- Property owners, within the City limits, whose tenants receive the water/sewer bill
- Any government unit or agency, special district, or tax supported unit or agency
- Community non-profit organizations
- The Media

An annual subscription rate of \$20 is charged all others.



Commons News

By Susan Garner - Commons Coordinator

January was a rather busy month at the Commons. We hosted a two-day writer's workshop, a painting class, first aid, belly dance classes, and a number of private events.

The Commons is filling up fast these days, but there are still slots where it would be good to have activities happening in the building, so if you have an interest you would like to share or an activity going on - stop by and we can schedule a room.

The Friends have purchased table dollies for the tables in the building, and the next phase of building improvements will include finishing the painting around the building and work on the gutters.

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PUBLIC WORKS DIRECTOR'S REPORT

John McClintock, Director

The City has received a letter from the DEQ in which a civil penalty was assessed for the sewage spill last September. The fine is \$3,600, which is about as low as is possible under the State guidelines. The fine may turn out to be a good thing in that it may be great ammunition for getting grant consideration.

One of the motors was pulled from the pump station and repaired; it was replaced yesterday.

A major leak was found and fixed in late January. It may have been going on for quite a long time. The pumps now run for only about one hour per day, which is a significant reduction. This leak may have accounted for about 25% of the lost water; crews are continuing to monitor the system to determine if the initial assessment is correct.

The water running down Prospect is storm water and the storm drain system will be improved soon.

Many of the storm drains, culverts and catch basins have been cleaned.

The Dyer Partnership completed their flow monitoring last week. The infiltration problem (through broken pipes, etc) is not as bad as had been anticipated. The problem seems to be more of an inflow problem, which is much easier to fix.



It has been suggested that it would make the town a much more pleasant place for everyone if pet owners would clean up after their animals.



CITY CODE HIGHLIGHT

City Code Section 5.080 deals with "junk" and keeping the city clean. Violations of this section are handled in much the same way that weeds on a lot are. However, sometimes it is even harder for the City staff to make a determination if a violation exists because, after all, one's man's junk is another man's treasure. It is the City's policy to first establish if the complaint is a public or private nuisance. If it is determined that

the complaint effects a relatively few number, such as the immediate neighbor, in most cases it is considered a private nuisance. It is always best if neighbors can work things out amicably, so the complainant will be asked to contact the other property owner to request action, such as removing the junk. If the situation can not be worked out that way, or if the complainant does not get a response, the City will mail a complaint notice giving the property owner a limited time to correct the problem to the satisfaction of the complainant. If no action is taken, and if the original complainant wishes to continue the issue, a citation will be issued, and a municipal court hearing date set. At the hearing the original complainant will have the opportunity to make their case to the Judge. The majority of complaints received by the City are handled in this manner. In all past cases, a resolution has been worked out before a citation was issued.

If it is determined that the nuisance is a public one, testimony of the original complainant will be made a part of the record, and the City will act as complainant.

Yachats Municipal Code

5.08.100

A. No person shall keep junk outdoors on a street, lot, or premises or in a building that is not wholly or entirely enclosed except for doors used for ingress and egress.

B. The term "junk" as used in this section, includes, but is not limited to, all motors, motor vehicle parts, abandoned or discarded vehicles, machinery, machinery parts, appliances, iron or other metal, glass, paper, lumber, wood or other waste or discarded material.

C. This section does not apply to junk kept in a licensed junk yard or automobile wrecking facility. (Ord. 174 § 19, 1995)

5.08.120

No person shall deposit, on public or private property, rubbish, trash, debris, refuse or any substance that would mar the appearance, create a stench or a fire hazard, detract from the cleanliness or safety of the property or would be likely to injure a person, animal or vehicle traveling on a public way. (Ord. 174 § 21, 1995)

SAVING WATER INDOORS



Never put water down the drain when there may be another use for it such as watering a plant or garden, or cleaning.

Verify that your home is leak-free, because many homes have hidden water leaks. Read your water meter before and after a two-hour period when no water is being used. If the meter does not read exactly the same, there is a leak.

Repair dripping faucets by replacing washers. If your faucet is dripping at the rate of one drop per second, you can expect to waste gallons per year, which will add to the cost of water and sewer utilities, or strain your septic system.

Check for toilet tank leaks by adding food coloring to the tank. If the toilet is leaking, color will appear within minutes. Check the toilet for worn out, corroded or bent parts. Most replacement parts are inexpensive, readily available and easily installed. (Flush as soon as test is done, since food coloring may stain tank.)



Avoid flushing the toilet unnecessarily. Dispose of tissues and other such waste in the trash rather than the toilet.

If the toilet flush handle frequently sticks in the flush position, letting water run constantly, replace or adjust it.



Take shorter showers. Replace your showerhead with an ultra-low-flow version. Some units are available that allow you to cut off the flow without adjusting the water temperature knobs.

Use the minimum amount of water needed for a bath by closing the drain first and filling the tub only half full. Stopper tub before turning water on. The initial burst of cold water can be warmed by adding hot water later.

Don't let water run while shaving or washing your face. Brush your teeth first while waiting for water to get hot, then wash or shave after filling the basin.

Retrofit all wasteful household faucets by installing aerators with flow restrictors.

Operate automatic dishwashers and clothes washers only when they are fully loaded or properly set the water level for the size of load you are using.



Store drinking water in the refrigerator rather than letting the tap run every time you want a cool glass of water.

Do not use running water to thaw meat or other frozen foods. Defrost food overnight in the refrigerator or by using the defrost setting on your microwave.

Kitchen sink disposals require lots of water to operate properly. Start a compost pile as an alternate method of disposing food waste instead of using a garbage disposal. Garbage disposals also can add to the volume of solids in the sewer system which can lead to problems and higher maintenance costs.

Consider installing an instant water heater on your kitchen sink so you don't have to let the water run while it heats up. This will reduce heating costs for your household.

Insulate your water pipes. You'll get hot water faster plus avoid wasting water while it heats up.

When adjusting water temperatures, instead of turning water flow up, try turning it down. If the water is too hot or cold, turn the offender down rather than increasing water flow to balance the temperatures.

