

1. City Council Agenda

Documents:

[2019-11-20 Cc\\_Agenda.pdf](#)

2. City Council Meeting Materials

Documents:

[2019-11-20 Librarian Recognition.pdf](#)

[2019-10-02 City Council Minutes.pdf](#)

[2019-10-16 City Council Minutes.pdf](#)

[2019-11-20 EIF.pdf](#)

[2019-11-20 Financial.pdf](#)

[2019-11-20 Cm Report.pdf](#)



## CITY OF YACHATS

### CITY COUNCIL REGULAR COUNCIL MEETING 441 Hwy 101 N., Yachats Commons, Room 1, Yachats OR

**Wednesday, November 20, 2019 at 2:00 PM**

#### REGULAR COUNCIL MEETING

- I. Announcements, Correspondence and Proclamations
- II. Public Comment (topics not listed on the agenda: \_\_\_\_\_ 5-minute limitation per person)
- III. Consent Agenda
  - A. October Minutes
- IV. Public Hearing:

Council requests public input on whether commercial and/or R-4 zones should be exempt from a vacation rental cap
- V. New Business
  - A. FY19 Audit Update      Guest Teresa Hanford, Auditor
  - B. PERS Employer Incentive Fund
- VI. Reports
  - A. Financial
  - B. Council
  - C. City Manager
- VII. Other Business
  - A. From Mayor
  - B. From Council
  - C. From Staff

*The work session and regular council meeting are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 (TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

*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 November 14, 2019**

#### Yachats City Council Vision

*Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.*



## **CITY OF YACHATS**

### **PROCLAMATION**

**WHEREAS,** Janet Hickam has volunteered to serve the Yachats Public Library as Head Librarian for the past 11 years, and

**WHEREAS,** Janet Rackleff has volunteered to serve the Yachats Public Library as Children's Librarian for the past 8 years, and

**WHEREAS,** in the tireless performance of their roles, both Janet Hickam and Janet Rackleff have given to the community of Yachats an extraordinary gift of time and expertise, and

**WHEREAS,** largely because of their selfless commitment, the Yachats Public Library enjoys an enormous amount of support and respect from both its citizens and its visitors, and

**WHEREAS,** it is fitting to recognize and honor Janet Hickam and Janet Rackleff today,

**NOW, THEREFORE,** the Yachats City Council does proclaim and express its admiration and gratitude to Janet Hickam and Janet Rackleff and thanks them for their exceptional service to the community.

Dated this this 20th day of November 2019.

W. JOHN MOORE, Mayor



## CITY OF YACHATS

### CITY COUNCIL WORK SESSION & REGULAR MEETING

October 2, 2019

#### Draft Minutes

#### **I. Meeting Call to Order**

Mayor W. John Moore called the October 2, 2019 work session and regular meeting of the City Council to order at 9:30 am in the Multipurpose Room of the Yachats Commons. Council members present: W. John Moore, Max Glenn, James Kerti, Jim Tooke, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire, Water Treatment Plant Lead Rick McClung, and Facilities Manager Heather Hoen. Audience: 35.

#### **II. Discussion Topics**

##### **A. Review 2019 Council Goals**

1. New staff and organization/location: in process. Office space discussion later in meeting.

2. Transition for City website and accounting functions: complete

3. Infrastructure/Maintenance schedule for City buildings: Facilities Manager Hoen is working with Parks and Commons Commission. Councilor Glenn stated that Ameresco was a sponsor at the League of Oregon Cities meeting and noted they provide energy audits at no cost to cities. Manager Beaucaire noted that Central Lincoln PUD did an energy audit for City properties in February 2019, and she has given the Ameresco information to the Public Works and Streets Commission.

4. Revise City Charter: complete

5. Revise Admin Policies and Municipal Code: began earlier in the year and postponed until higher priority issues were completed. Councilor Kerti noted the Council recently passed the new sign code.

6. Emergency Preparedness: in process.

7. Complete transfer of Ocean View Drive: paving is complete; guardrails are forthcoming; all complete by end of year.

8. Fiscal Responsibility: mostly complete

1  
2 9. Review Vacation Rental Ordinance: discussion complete. Ready for ordinance.  
3

4 10. Protect Natural Resources: State took action on plastics. Kerti stated that considering  
5 an ordinance regarding the removal of trees was still a good idea but may be better for 2020.  
6 Viewshed and watershed discussion later in meeting. Mayor Moore clarified with the Planning  
7 Commission Chair that work on revising the lighting ordinance was in progress.  
8

9 11. Smart Cities: Glenn reported he attended a seminar where smart cities were  
10 discussed. He noted the concept centers around how the City uses its data.  
11

12 Mayor Moore noted all sessions at the League's conference were videotaped and will be  
13 available on their website.  
14

15 12. Smooth tourism revenue: Mayor Moore indicated the Chamber revitalization should  
16 help with this issue, especially with large hotel managers getting involved.  
17

18 13. Options for community involvement: Councilor Vaaler explained her original idea  
19 was to have the Council be vigilant to finding ways to get public input and to ensure Council was  
20 listening to ideas. She noted a potential public meeting on code enforcement and a citizen who  
21 wants wanting to have a Commons/Citizens Appreciation Day. Glenn added that the new  
22 website has helped to increase citizen involvement and to be interactive with the City.  
23

24 Vaaler stated she has had many citizens talk to her about adding benches, picnic tables, and other  
25 enhancements along Ocean View Drive as part of the transfer process. She suggested several  
26 ideas for soliciting public input, including some type of group to look closely into it. Manager  
27 Beaucaire noted the City often gets calls from people who want to donate benches. Manager  
28 Beaucaire encouraged people to work with Public Works and Streets and Parks and Commons  
29 Commissions to develop design standards and bring back a recommendation to Council. Mayor  
30 Moore recalled Parks and Commons Policy Manual had language about donations and how the  
31 benches should be maintained. Council concurred that Vaaler could get a group together to work  
32 with Parks and Commons and Public Works and Streets. Mayor Moore suggested having the  
33 working group start with generating ideas before Council provides input on a direction. Glenn  
34 asked for clarification on whether the group should get a recommendation from both  
35 Commissions or submit their ideas to Council. Council agreed to have the group work with the  
36 Commissions and without any formal action from the Commissions, present the ideas to Council.  
37

38 14. Community Health: Glenn reported Dr. Jai at the Yachats Health Center has  
39 expanded to include a Nurse Practitioner at the office one day each week. Vaaler reported the  
40 clinic was going to have an open house in October.  
41

42 15. Water Security: discussion later in the meeting.  
43

44 16. Work Force Housing: Mayor Moore indicated he had ideas that he would share at a  
45 later time.  
46

1           **B. Property Identification for Emergency Situations, Watershed Protection &**  
2           **Water Security**

3     Manager Beaucaire explained there has been a review of several properties in the area about  
4     emergency access and source water security. Councilor Tooke noted the Riggs property, the  
5     Evans/Betz property, and the Hancock property have all been investigated for possible  
6     acquisition to preserve the viewshed or protect the water sources. He noted several local groups  
7     and larger nonprofits have been discussing ways to approach the matter. Tooke reported the  
8     nonprofits were less interested in view protection and mostly interested in water security. He  
9     added that the Hancock property has willing sellers, and the local group was working with the  
10    McKenzie River Trust and possibly EcoTrust about acquiring the Hancock property. Tooke  
11    noted that once land was acquired, it would need to be managed. He also noted there were  
12    springs, a rock quarry, and water sources on this property.

13  
14   Manager Beaucaire added they received a grant for a source water protection plan that would  
15   analyze several properties and provide a recommendation for prioritizing potential properties.  
16   Manager Beaucaire noted Green Infrastructure was discussed at a recent training on community  
17   resiliency. She explained this topic was about what communities could do to increase resiliency  
18   in the event of storms, fires, or other natural disasters. She noted as the City enters the next  
19   budget period, they should consider building up reserves for this work.

20  
21           **C. Potential Uses for Lots between Marine and Aqua Vista**

22   Mayor Moore explained there were two parcels between Marine Drive and Aqua Vista Loop that  
23   have the 804 Trail access. He noted the Aqua Vista Loop property was zoned R-2 and the  
24   Marine Drive property was zoned R-1. Mayor Moore suggested one idea was to sell these  
25   properties to a nonprofit who could build workforce housing.

26  
27   Mayor Moore recalled there were several signers on the 804 Settlement Agreement. The  
28   remaining signers are the City, Lincoln County, and one other individual. He noted all the parties  
29   must agree on how these two properties are handled. Tooke asked that adjacent properties be  
30   part of the discussion as well. Vaaler clarified that deed restrictions had not been checked.  
31   Vaaler noted there was a 10-foot easement for the trail. Glenn indicated he has been urging the  
32   County to donate these properties to the City for many years to be used for workforce housing.  
33   Mayor Moore noted Lincoln County Counsel Wayne Belmont had indicated the signers could be  
34   amenable to this use of the land. Kerti wanted to know how interested nonprofits might be to get  
35   involved in a such a project. Kerti added that this area could also be used as a community park  
36   gathering area. Tooke clarified the County could not donate the property. Mayor Moore  
37   identified Proud Ground and NedCo (Florence) as nonprofits working in this area.

38  
39   Kerti asked what the organizations would need from the City to move forward. Mayor Moore  
40   suggested they could begin with a simple conversation. Mayor Moore clarified that the County  
41   would allow the City to be involved in the use of the property if the properties were sold at fair  
42   market value and those proceeds put back into the 804 Mitigation Fund. Manager Beaucaire  
43   noted the County was interested in closing out their role in the 804 Settlement and they would be  
44   putting a deadline on the project at some point in the future. Council concurred that Mayor  
45   Moore should contact Proud Ground and NedCo to ascertain their interest.

46  
47   Mayor Moore adjourned the work session at 10:18 am.

1  
2 **EXECUTIVE SESSION**

3 Council held Executive Session from 10:18 to 10:38 am.  
4

5 **REGULAR MEETING**

6 Mayor Moore opened the regular meeting of the City Council at 10:40 am.  
7

8 **III. Announcements, Correspondence and Proclamations**

9 Mayor Moore reported he and Glenn attended a League of Oregon Cities meeting in Bend. He  
10 noted there were seven cities in Lincoln County and two Lincoln County mayors were appointed  
11 to important statewide boards: Dean Sawyer, Mayor of Newport, was appointed to the League of  
12 Oregon Cities Board and Mayor Moore was appointed to the Oregon Mayors Association Board  
13 Mayor Moore presented a certificate to the City Manager to recognize that Yachats received a  
14 gold certification from CIS for zero workforce injuries during the past year.  
15

16 Mayor Moore read a proclamation to support Domestic Violence Awareness Month to recognize  
17 the work of My Sisters' Place and other domestic violence service providers.  
18

19 TJ and Ashley from My Sisters' Place spoke about the work of their organization. They noted  
20 programs including: 24-hour crisis line, court advocates, a bilingual advocate, a sexual assault  
21 advocate, an emergency shelter with 6 rooms and 12 beds, a heated pet kennel, and a transitional  
22 housing program. Ashley covered the programs for the people at the shelter. Ashley thanked the  
23 Yachats Ladies Club for making welcome bags with toiletries for people arriving at the shelter.  
24 Ashley announced a dine out night on Tuesday, October 22, 2019 at the Anchor in Newport.  
25

26 **IV. Public Comment (topics not on the agenda)**

27 No comments.  
28

29 **V. Consent Agenda**

30 No consent agenda.  
31

32 **VI. New Business**

33 **A. Angell Job Corps**

34 Speaker Brian Wilson was not present.  
35

36 **B. Housing Suggestions from Lincoln County Housing Plan**

37 Mayor Moore noted that suggestions were made by the City Planner at a previous meeting but  
38 the motion was tabled. Glenn asked that these recommendations be provided to the Planning  
39 Commission to use as a tool as conditional uses. Vaaler stated that she did not think this  
40 information was helpful to the Planning Commission.  
41

42 Recommendation 1: Allow duplexes in R-1 and triplexes in R-2 as a conditional use. Helen  
43 Anderson, Planning Commission Chair, indicated the Planning Commission could implement the  
44 recommendation but did not think it was appropriate at this time.  
45

1 Kerti recalled Council had previously decided not to ask the Planning Commission to take any  
2 action on these recommendations. He did not think the Planning Commission should instruct the  
3 Commission implement these recommendations.

4  
5 Tooke suggested it would be helpful to get public input on these issues. Kerti suggested Council  
6 could make this issue part of their 2020 Goals. Vaaler cautioned against fundamentally changing  
7 the definition of an R-1 zone.

8  
9 Anderson explained the Planning Commission did not agree with increasing densities largely due  
10 to the impacts on traffic and water use. She noted the were accepting of the building height limit  
11 increase but did not see that would make much difference in housing issues.

12  
13 The Council agreed to not go forward with these recommendations.

### 14 15 **C. City Hall ITB Authorization**

16 Manager Beaucaire explained the City has received conceptual designs for an office in the 501  
17 Building. She reported the engineer was currently developing plans. She noted the USDA grand  
18 funds were to be utilized within one year and the USDA would be approving the design plans.  
19 Mayor Moore clarified that the ITB was to solicit bids.

20  
21 Vaaler thanked Facilities Manager Hoen and Manager Beaucaire for their work on getting a  
22 grant and for going through the designs with her. Vaaler stated she was hesitant to move forward  
23 with this ITB as there had not been a Council discussion about what a City Hall should look like  
24 nor had there been public input solicited on City Hall. She also noted there were drawings  
25 without any specifications. Facilities Manager Hoen noted that the architect only created a  
26 conceptual drawing, not including the specifications, and that the engineer would be developing  
27 the specs for the design. Hoen explained that the ITB would include a set of drawings with the  
28 specifications. Hoen reviewed the conceptual plan, noted which items would be considered  
29 structural, and reviewed how the plans could change.

30  
31 Vaaler suggested that Council would not be doing its duty as a policy-making body if they did  
32 not first establish what they believe City Hall should provide to the community. Hoen explained  
33 the budget of the project was set and the City would need to provide matching funds. Mayor  
34 Moore stated the Council agreed that the current City Hall space was woefully inadequate. He  
35 noted that the 501 Building had been sitting vacant and this appeared to be an appropriate use of  
36 the space.

37  
38 Glenn reported he and former Councilor Sandy Dunn chaired a committee that received much  
39 community input and made recommendations to the Council. He believed this current step was  
40 the finalization of this work and it had received much community input. He noted there was a  
41 recommendation to have the Visitors Center in the 50, but the Visitors Center preferred their  
42 central location by the C&K Market. Glenn did not believe there was a need to start the process  
43 over. Glenn clarified what the options for the Library had been related to their using the 501  
44 Building.

45  
46 Kerti asserted that, as late as September 2018, there was not a consensus on the Council about  
47 using the 501 Building for City Hall. Kerti asked for clarification for how community input was  
48

1 received. Kerti shared Vaaler's concern that there has not been sufficient community  
2 involvement on the decision to move City Hall.

3  
4 Tooke recalled his experience with the 2+2 Committee on evaluating the 501 Building for the  
5 Library. He recalled the suggestion to move City Hall to the 501 Building was also a way to get  
6 YYFAP out of the basement. He favored moving forward with the project.

7  
8 Manager Beaucaire read the May 2016 report on assessing uses of the 501 Building, including  
9 the priorities established by the committee that conducted the research and evaluation and the  
10 uses considered. Mayor Moore concluded there had been considerable public input when the use  
11 of the 501 Building was examined in 2016.

12  
13 Mayor Moore was in favor of moving forward with this ITB. Tooke added that the Council had  
14 explored selling the building and only received very minimal offers on the property (\$150,000  
15 and \$225,000). Tooke added that the work of the Library Commission and library volunteers  
16 was extensive and he appreciated their work.

17  
18 Vaaler stated she was not aware of the Council having input on using a phased approach to  
19 establishing City Hall in the 501 Building. Vaaler indicated she did not think the City knew  
20 enough to know what the project would cost. Hoen reported the bid they got for the Library  
21 project was in line with what the engineer had estimated. Hoen believed the project could stay  
22 within the budgeted \$166,000. She also noted there were many aspects for remodeling and  
23 upgrading that could be optional.

24  
25 Vaaler stated she read the ITB and that it was highly favorable to the City in terms of what was  
26 required by the bidder. Hoen noted this recommendation was made by the City Attorney. Hoen  
27 added that some of this language was due to Oregon's procurement laws.

28  
29 Glenn moved to authorize the City Manager to move forward with the City Hall ITB as required  
30 documents are completed with the USDA and other necessary agencies: Aye – 3; No - 2 (Vaaler  
31 and Kerti).

#### 32 33 **D. Council Meeting Times/Days of Week**

34 Vaaler noted there was a recent decision to move the 6:00 pm meeting to 2:00 pm. She has  
35 heard from several constituents that they were not available during the day on Wednesdays.  
36 Vaaler asked that Council consider moving one of the meetings to a day other than Wednesday.

37  
38 Mayor Moore recalled a previous Council had meetings on the first Monday and the first  
39 Wednesday of the month. The previous City Manager Joan Davies changed that to the first and  
40 second Wednesdays. This Council moved the meeting to the first and third Wednesdays.

41  
42 Kerti favored keeping the meetings to the first and third weeks but to change one of the days. He  
43 suggested a Monday or a Thursday. Mayor Moore noted a meeting on Monday or Friday would  
44 preclude three-day weekends. Kerti added that Mondays are often holidays.

45  
46 Vaaler moved to change the Council Rules to have the first meeting of the month occur on the  
47 first Thursday of the month at 9:30 am: Aye – 5; No - 0.

1  
2       **E. TSP Community Survey Discussion**

3       Manager Beaucaire connected Justin Peterson from COG to the meeting. Peterson summarized  
4       that the first memo provided options for community visioning processes and the second memo  
5       went into more detail of different funding options. Dana Nichols from COG joined the meeting.  
6

7       Mayor Moore clarified this discussion was to decide which tools COG would provide. Manager  
8       Beaucaire explained the purpose was to get community input and to improve the chances of the  
9       City getting the grant for the Transportation Safety Plan (TSP). Glenn indicated he was  
10      impressed with the City's 2020 Vision plan when he first moved to town. He favored creating a  
11      new vision plan. He also wanted to include questions on telecom issues. Glenn favored  
12      conducting a comprehensive survey of the community but had questions about conducting focus  
13      groups.  
14

15      Kerti wanted Council to look at the quick response option for a TSP type plan. He did not  
16      believe a visioning process was needed at this time. He thought a visioning study should be  
17      developed independently of this TSP.  
18

19      Nichols indicated she spoke to an ODOT representative about doing a larger visioning idea. She  
20      noted the representative indicated that if the City did not know the questions that needed  
21      addressing, they would be unlikely to get the grant. Kerti noted there were very specific  
22      questions the City wanted to address, including traffic flow on Ocean View Drive, the curb  
23      issues, and a potential crosswalk/speed reduction on the north end of town. He did not think  
24      there was additional work needed from COG. Nichols stated she did not believe these questions  
25      were related to a TSP plan, as that plan would address broader issues around growth. She  
26      suggested these questions could be conversations with ODOT separate of the TSP. She noted  
27      neither the curbs nor the speed issue would require community visioning.  
28

29      Glenn stated he favored a TSP because Yachats was one of the few cities in Oregon that did not  
30      have a transportation plan.  
31

32      Tooke expressed concern about an extensive transportation plan as there were not many roads in  
33      Yachats and he did not see what would be gained.  
34

35      Mayor Moore recalled other mayors were astounded that that Yachats did not have a TSP, but he  
36      understood the limited traffic options in Yachats.  
37

38      Manager Beaucaire noted that the City made a decision on temporary striping on Ocean View  
39      Drive based upon moving forward with a transportation plan and that the engineer suggested  
40      they look at options for different modalities in the future. She indicated a TSP would prioritize  
41      projects and policies that could help with future grant funding and prioritizing limited resources.  
42      She read from information on ODOT's website about the purpose of a TSP.  
43

44      Mayor Moore clarified with Nichols that the City would be responsible for around 10% of the  
45      costs, some of which could be covered through staff time cost.  
46

1 Glenn noted Milwaukee had gone through an extensive process to create a vision plan. He  
2 wanted more information on this process before making a decision.

3  
4 Vaaler summarized she heard from the other Councilors that there was not great support for  
5 making a decision to go forward with a TSP at this time.

6  
7 Mayor Moore recalled there was a concern about the quick response option. Manager Beaucaire  
8 recalled the engineer had recommended the TSP as a way to help make decisions about how to  
9 navigate around Ocean View Drive or around the Post Office. Mayor Moore recalled public  
10 input favored one-way northbound yet the market needed to have one-way south to enable large  
11 truck passage. Manager Beaucaire reported the quick response program was to bridge the gap  
12 between long range planning and projects that needed to start soon within a three-year time  
13 frame.

14  
15 Tooke suggested there was not much community input on the design of what was done for the  
16 Highway 101 project. Mayor Moore explained the Highway 101 project was the first for ODOT  
17 after it had been sued on ADA compliance issues, and ODOT chose to be very conservative in  
18 their designs. Manager Beaucaire suggested the quick response program would not address the  
19 sidewalks and narrow streets question.

20  
21 Glenn suggested having the larger plan would put the City in a better position to negotiate with  
22 ODOT.

23  
24 Council agreed to table the discussion until the next meeting, and Kerti asked that they get more  
25 information on the quick response option before the next meeting.

## 26 27 **VII. Public Hearing**

### 28 **A. Ordinance 362 on Eliminating Vacation Rental License Cap Sunset**

29 Mayor Moore opened the Public Hearing on Ordinance 362 at 12:17 pm.

30  
31 Mayor Moore ready Ordinance 362 into the record. Mayor Moore noted there were currently  
32 140 or 141 licenses, and all of these can be renewed by December 29, 2019. He clarified that  
33 Council was only addressing the sunset provision in the ordinance.

#### 34 35 Public Testimony

- 36 1. Douglas Cochran (Olympia; owns two properties in the City) spoke against Ordinance  
37 362
- 38 2. Candy Neville (631 Shoreline Way, Eugene; 1430 King Street vacation rental) spoke  
39 against Ordinance 362
- 40 3. Cathy Hovell (2905 SW Red Fern Place, Gresham; 181 Reeves Circle vacation rental)  
41 spoke against Ordinance 362
- 42 4. Dale Yeaden (Lincoln Way) asked the City to do something to limit vacation rentals
- 43 5. Mary Ellen O'Shaughnessey (520 Marine Drive) spoke in favor of Ordinance 362
- 44 6. Paul Neville (631 Shoreline Way, Eugene; 1430 King Street vacation rental) spoke  
45 against Ordinance 362

7. Tom Garcy (PO Box 370, Brownsville; 503/505 3<sup>rd</sup> Street vacation rental) asked for clarification on posting notices and asked whether commercial properties were treated equally with this ordinance.
8. David Chamberlin (991 Ocean View Drive) spoke against Ordinance 362
9. Jamie Michelle (Tidewater; Sweet Homes office manager at 665 Highway 101) spoke against Ordinance 362
10. Robert Goad (250 Cedar Avenue) spoke in favor of Ordinance 362

An audience member asked if rentals had increased or decreased since the cap was put in place. Mayor Moore explained there was a grace period for people to apply for a license and the number of licenses did increase. He noted the number of unused licenses and indicated the number of active rentals was less than 125.

Mayor Moore explained at the time the ordinance was implemented, vacation rentals were growing at a disproportionate rate to the population and the objective was to keep Yachats from becoming a predominantly vacation rental town that would lose its sense of community. He stated the 125 cap was set to achieve a balance of full-time residents to vacation rental properties. Tooke explained the process that was used when the initial ordinance was instituted, and that it included a large public meeting.

Mayor Moore closed public testimony at 1:12 pm.

#### Council Discussion

Kerti stated he had heard from numerous full-time residents through letters, phone calls, and personal exchanges. He acknowledged the difficulty of the issue and indicated his major concern was over the neighbor density of rentals. He also noted issues around water and staffing support. He was open to adjusting the 125 cap in the future.

Tooke summarized his history of purchasing properties in Yachats and raised the issue of the vacation rental model that aims to generate as many vacation rentals as possible in a community. He stated his position was to keep a balance of vacation rentals and vote for the cap.

Glenn added that Council has been receiving input for many months, not just since one side of the issue sent a letter to all Yachats addresses. He noted there were 113 active rentals at this time, and at this time he will support the cap.

Vaaler reported she has read every letter she has received. She noted some have claimed that residents “hate vacation rentals,” and she stated she has used vacation rentals and did not hate them. She believed that the cap was striking a balance.

Mayor Moore spoke about his history with Yachats and his decision to retire in Yachats, noting he and his wife stayed at vacation rentals when visiting Yachats before they moved. He noted that no one was wanting to eliminate vacation rentals. He thought the cap of 125 was reasonable.

Corrections to ordinance document:

1. Sixth Whereas clause: Insert “of” after “preservation” in the clause, “necessary for the preservation of the City’s community...”
2. Page 2, Item C: Vaaler suggested adding after the first sentence, “However, that limit will not be applied to reject the properly executed license application of an existing license holder for a currently licensed vacation rental.” Mayor Moore and Manager Beaucaire stated that issue was addressed in the statement about giving existing license holders priority if renewal was submitted by the deadline. No change was made.
3. Last sentence under Item C: Vaaler asked if the Council was to be part of the process to determine how new licenses are issued, noting the ordinance stipulates this process would be “identified through administrative policy.” Mayor Moore recalled previous Council discussion of a process that would look at new applications beginning in February 2020. Glenn noted Administrative Policies are something that Council determines. No change was made.

An audience member asked if a license could be transferred to heirs. Mayor Moore explained the policy was not to allow the licenses to be transferrable long before the 2017 ordinance. Tooke added that the City Attorney had strongly advised to not have license transfers.

Glenn moved to adopt Ordinance 362 removing the license cap sunset in Yachats Municipal Code Section 4.08.040 and declaring an emergency: Aye – 5; No - 0.

Audience members made the following statements:

- The Council did not represent the majority of the vacation rental owners.
- It was not balance for an owner’s children to not be able to rent their property.
- Owners can always rent their homes as long-term rentals.

Mayor Moore adjourned the meeting at 1:35 pm.

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W. JOHN MOORE, Mayor

ATTEST:

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Shannon Beaucaire, City Manager

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Date



CITY OF YACHATS

**CITY COUNCIL MEETING**

October 16, 2019, 2019

Draft Minutes

**Meeting Call to Order**

Mayor W. John Moore called the October 16, 2019 regular meeting of the City Council to order at 2:00 pm in Room 1 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, James Kerti and Leslie Vaaler. Staff present: City Manager Shannon Beaucaire, Facilities Manager Heather Hoen, Clerk Kimmie Jackson, Water Treatment Plan Lead Rick McClung, and Wastewater Plant Lead Dave Buckwald. Audience: 44.

**I. Announcements, Correspondence, and Proclamations**

Councilor Glenn announced there will be a town hall meeting at 6:00 pm at the Lions Club regarding the recent changes to the ban on aerial pesticide spraying.

**II. Public Comment**

1. Nathan Barnard (Farm Store and Yachats Brewing) spoke against moving City Hall to the 501 Building. He believed a million-dollar City Hall for a town of Yachats' size was outrageous. He believed this Council was unbridled in its regulations and expansion. He stated he would initiate a recall petition for all Councilors and the Mayor.

2. Steven Lescai (20080 Overleaf Loop and 2120 Overleaf Loop) stated having his home as a vacation rental would not diminish his neighborhood. He claimed the Council was elitist.

**III. Consent Agenda**

**A. September 4 and 18, 2019 Minutes**

**B. Resolutions Memorializing Council Action**

Glenn moved to approve the consent agenda: Aye – 5; No – 0.

**IV. New Business**

**A. Utility Rate Study Discussion with Tim Tice, OAWU**

Tim Tice from the Oregon Association of Water Utilities provided some background on the Association. He stated they provide guidance on water systems management, operations, rates, and other areas of assistance.

1 Councilor Kerti asked about the group's experience with water rate studies. Tice indicated they  
2 typically work with cities who need help finishing projects or help with keeping water operations  
3 solvent. He stated they do around three water rate studies each year.

4  
5 Kerti asked what results the City could expect. Tice explained the process of what they work  
6 with and the parameters they consider.

7  
8 Glenn asked about the amount of time covered by the study. Tice stated they would provide  
9 analysis for four-year time period with recommended adjustments for each year. Glenn clarified  
10 that OAWU would not be looking at history. Glenn asked if previous issues with billing and  
11 with the opinions about the proportion off what residents pay would be addressed. Tice  
12 indicated he would need more information to answer that question.

13  
14 Mayor Moore noted that one concern was to identify how much of the revenues should go to  
15 reserves, such as a \$100,000 versus \$200,000 contribution. Tice indicated the numbers he has  
16 seen would indicate that the city would be wanting at least \$200,000 going toward reserves.

17  
18 Councilor Tooke asked if this type of studies helps with getting grants. Tice stated if the City's  
19 rates fall within certain criteria, the grant process would be expedited.

20  
21 Councilor Vaaler clarified that Tice has received the information he needed to do the work. Tice  
22 believed he has and noted that Yachats has set their contingency at 8%, while the national  
23 standard was between 10% and 20%. He noted base rates appeared to be on target and that the  
24 per unit rates reflected a wide range of usage. Vaaler clarified that the City would receive a  
25 report by the end of this calendar year. Vaaler also clarified that everything Tice had discussed  
26 was included in the price quoted.

27  
28 Nathan Barnard asked what the cost of the study would be and why the City was doing the study.  
29 Mayor Moore explained the City was looking for a third party to recommend a fair pricing plan.  
30 Manager Beaucaire stated the cost was \$24,000 for both water and sewer.

31  
32 Tice explained the standards that would be applied, such as meter ratios. He provided an  
33 example of a standard that a 5/8 meter has a 1:1 ratio and a 2" meter has 2.9:1 ratio.

34  
35 Vaaler asked about factoring in longer term projects. Tice discussed the use of contingency  
36 funds. He also discussed prioritizing projects. Mayor Moore added that the water improvements  
37 are funded through the General Fund, noting the City has about \$1.6 million for costs, of which  
38 \$1 million comes from rate revenues, \$330,000 comes from the Urban Renewal District, and  
39 another portion comes from the food and beverage tax.

40  
41 Duke Tracy asked what the guidelines covered for lines in the ground. Tice talked about how  
42 water loss was handled.

43  
44 Barnard asked if rate payers would see a tangible benefit. Mayor Moore explained that it was  
45 conceivable some users could see a decrease in rate.

1 Vaaler stated she was in the minority on a previous vote on conducting this study and she now  
2 believed the best approach was to get the most out of the OAWU work. Vaaler indicated she  
3 shared a concern that the City did too many studies.

4  
5 Manager Beaucaire added that one net benefit was to enhance water serves and to be able to  
6 continue providing services.

7  
8 Glenn moved to proceed with the water rate study using a \$200,000 amount for capital reserves:  
9 Aye - 5; No - 0.

10  
11 Drew Roslund stated the study was related to System Development Charges (SDC) and clarified  
12 that this study would not address SDCs.

### 13 14 **B. DLCD and City IGA Hazard Mitigation with Jenny Demaris, LCEM**

15 Jenny Demaris, Lincoln County Emergency Manager, stated the county was required to have a  
16 hazard mitigation plan in place that was reviewed every five years. She noted this plan was to  
17 provide for both disaster preparations and disaster recovery. She stated this plan was needed for  
18 grants. Demaris stated that to be included as partner, the City would be responsible for providing  
19 support, which could be through in-kind services. She noted the City and benefit from having a  
20 third party for doing a large amount of research and leg work. Demaris reiterated that the in-kind  
21 contribution could be met with the City Manager time, Public Works time, Planner time, and  
22 other personnel time.

23  
24 Vaaler asked about the information required from the City. Demaris explained the City has  
25 previously identified and prioritized plans for preparation and recovery. Demaris explained how  
26 the mitigation plan could be used for projects and for finding funding. She also reviewed some  
27 of the elements that need to be researched when putting together a plan, such as changes to  
28 standards, criteria, and legislation.

29  
30 Demaris explained that most of the coastal towns in Lincoln County were similar enough that it  
31 was much more efficient for the cities to be included as addendum partners rather than to create  
32 their own plan.

33  
34 Glenn moved to approve the IGA between the City and the Oregon Department of Land  
35 Conservation and Development on being addendum partner on the Lincoln County Natural  
36 Hazards Mitigation Plan: Aye - 5; No - 0.

37  
38 Glenn asked Demaris about the 911 program. Demaris indicated 911 services are handled by the  
39 County Sheriff and the Yachats Fire Department. Glenn explained Salem answers 911 calls  
40 from Yachats and an emergency vehicle was recently sent to a city other than Yachats. Demaris  
41 suggested Glenn talk to the County Sheriff.

42  
43 Demaris praised the Emergency Preparedness Committee members for their engagement in  
44 trainings and planning.

45  
46 Demaris asked everyone to participate in the Great Oregon ShakeOut tomorrow (October 17,  
47 2019). She encouraged participants to register so there would be a record of participation.

1  
2 **C. TSP and Quick Response Program with David Helton, ODOT**

3 Manager Beaucaire connected David Helton from ODOT and Dana Nichols from COG by  
4 telephone. Manager Beaucaire asked Helton to give an overview of the plans. He stated his  
5 organization provides grants for communities to do Transportation System Plans (TSP). In  
6 addition, he noted they also have a transportation systems assessment.  
7

8 Helton explained the Quick Response Program was an option for when a City needs additional  
9 help on a specific planning issue.  
10

11 Manager Beaucaire noted the City would be assuming a road that was experiencing erosion and a  
12 decision was needed on traffic flow. She also noted a need for an additional crosswalk and  
13 possible adjustments to curbs. Manager Beaucaire stated the City currently has a Village  
14 Circulation Plan. Nichols added that the City did not have a formal TSP and such a plan would  
15 be needed to meet statewide requirements.  
16

17 Helton explained cities are required to have a transportation plan under Oregon Administrative  
18 Rules (OAR) Section 660.012.0055. He noted subsection 7 of OAR 660.012.0055 allows cities  
19 of less than 10,000 people to apply for an exemption for the transportation planning  
20 requirements.  
21

22 Kerti noted the three concerns for traffic flow direction, problematic curbs, and an additional  
23 crosswalk or change in speed limit. He asked if these issues met the scope of a Quick Response  
24 Project. Helton was not sure that any of these issues would fall under a Quick Response Project  
25 because they were not urgent. He noted the City Engineer would be the one to make a  
26 recommendation on traffic flow or urgency.  
27

28 Mayor Moore recalled the public meeting input where one-way north was preferred, but the issue  
29 with delivery trucks needed the route to be one-way south. Mayor Moore explained ODOT  
30 narrowed the street openings so that trucks cannot use the side streets to reach the stores. Helton  
31 indicated this issue could be addressed in the TSP.  
32

33 Vaaler reported the curbs were causing legitimate concerns about someone getting hit and/or  
34 injured and asked if this would meet the urgency criterion under a Quick Response. Helton  
35 noted there could be a case for a Quick Response given the larger issue Vaaler noted.  
36

37 Vaaler noted there was a new housing development that was causing increased concern because  
38 of the increase of people who need to cross Highway 101. Helton noted this issue could be  
39 addressed on a one-on-basis with ODOT. He also reported that cities can request a speed study  
40 from ODOT. Manager Beaucaire stated she spoke with someone from ODOT who indicated a  
41 crosswalk would require a pedestrian island and lighting at a cost of \$150,000. Helton indicated  
42 the City could apply for a grant for this work.  
43

44 Barnard noted every issue Mayor Moore brought up to Helton was raised by citizens with the  
45 ODOT plans for Highway 101. Mayor Moore told Barnard that Yachats was the first project  
46 after ODOT settled a lawsuit about ADA compliance so ODOT approached the project very  
47 conservatively.

1  
2 Manager Beaucaire asked if a TSP would help prioritize projects or to get grant funding. Helton  
3 indicated a TSP would prioritize projects and could be helpful in getting grants. He stated his  
4 organization did provide grants for this project. He stated they get 15-20 applications each year  
5 and award 5-6 projects each year. He noted some cities need to apply multiple times to get the  
6 grant. He suggested an application from Yachats would likely score high due to the absence of  
7 an existing plan.  
8

9 Manager Beaucaire asked about what the City could do to help get the grant and if a community  
10 survey could be beneficial. Helton stated the process of creating the plan would involve the  
11 community. Nichols added that she had previously stated that community surveys or visioning  
12 might help with a grant. Helton clarified that ODOT was looking for support from the  
13 community and a community survey was not required. He stated something like the trucks  
14 having problems accessing the businesses could be a justification for receiving a grant.  
15

16 Kerti asked what the advantage of a Quick Response was over a TSP. Helton stated the Quick  
17 Response would be faster, noting a TSP would not be getting under way until 2021 and a Quick  
18 Response could happen in three to six months. Helton stated a speed study could be requested  
19 separately or as part of the TSP. Vaaler clarified that a single application for the traffic direction  
20 and the curb issue was possible. Helton stated having the State Park be part of the issue would  
21 greatly enhance the chances of getting a Quick Response.  
22

23 Helton stated a Quick Response program was partially grant funded and the City could provide  
24 its required match in the form of staff time and related expenses.  
25

26 Mayor Moore clarified that it would take three to six months to conduct the Quick Response in  
27 addition to three to six months to find a consultant. Helton summarized it would take six to  
28 twelve months to get recommendations.  
29

30 Helton indicated a TSP was most useful when a new development was planned and design  
31 standards were needed.  
32

33 A resident stated there has already been a traffic fatality in the area where the crosswalk was  
34 needed. Doug Connor noted there was a State Park right by that area. Connor also noted the  
35 addition of the fire department to that area.  
36

37 Helton apologized for having caused problems with the new curbs installed by ODOT.  
38

39 Glenn asked if the City could do both studies. Helton indicated it was possible to do both and to  
40 get funding for both. He stated the findings of a Quick Response project could be used to help  
41 supplement the application for a TSP.  
42

43 Tooke suggested the City apply for the Quick Response now, then go ahead with the TSP. Kerti  
44 suggested the City do the Quick Response, then see if a TSP was needed.  
45

1 Glenn moved to proceed with applying for a Quick Response grant and study for addressing the  
2 directionality on Ocean View Drive and the curbs on the side streets and to proceed with  
3 contacting Helton at ODOT about the crosswalk issue: Aye – 5; No – 0.  
4

#### 5 **D. Parks and Commons Rental Deposit Increase Recommendation**

6 John Purcell, Chair of Parks and Commons Commission, thanked the Council for the work they  
7 do. Purcell explained there was a recent event where the deposit was \$100 and the group  
8 decided to forego their deposit in order to not have to clean up after the event. Purcell stated the  
9 cleanup work took 2 ½ days. He stated the Commission was recommending a \$500 deposit for  
10 private events and holding a credit card on file to cover potential damages. Drew Roslund  
11 explained that holding a credit card on file does not guarantee a payment as if the cardholder  
12 does not sign a receipt, they can ask their issuing company to deny the charge and they will win.  
13 He explained the hotel industry knows that one must have a signature.  
14

15 Clerk Jackson stated that cards are charged for deposits when a user comes in to get keys and the  
16 city gets a signature.  
17

18 Mary Coello stated that she works with the preschool and asked that users put items back where  
19 they find them. She suggested this could be part of a decision to keep a portion of a deposit.  
20

21 Kerti moved to approve the recommendation from Parks and Commons to set a \$500 deposit for  
22 wedding events and to keep on file a credit card to cover other possible damages: Aye – 5; No –  
23 0.  
24

#### 25 **E. Library Commission Update**

26 Marv Wigle, Chair of the Library Commission, stated that, after 11 years, Janet Hickam has  
27 stepped down as Head Librarian and, after eight years, Janet Ratcliff has stepped down as the  
28 Children's Librarian. He reported the Commission appointed Dianne Allen and Rose Valentine  
29 to be Co-Head Librarians. He noted that Jane and Michael Shay will be appointed as Co-  
30 Children's Librarians.  
31

32 Wigle reported Marg Petersen has graciously donated the personal library of her late husband,  
33 Bent Petersen, and also made a \$150,000 donation to the Library.  
34

35 Wigle reported the City received one bid for the Library expansion project for \$320,000. Wigle  
36 provided pros and cons of three options to:

- 37 1. Complete the current expansion
- 38 2. Expand the project by the legally allowed 25% to a total amount of around \$400,000
- 39 3. Reject the current bid and leverage the funding on hand to get additional grants for an  
40 expanded project.  
41

42 Wigle reported the Commission was recommending Option 3. He stated their recommendation  
43 included a recommendation to assess the potential for grants and to conduct a library needs  
44 assessment at a cost of \$12,000-\$20,000. He believed this option provided the most  
45 comprehensive approach to meeting library needs. Mayor Moore clarified Wigle's cost estimate  
46 was based on projections.  
47

1 Vaaler summarized that the Library has \$350,000 on hand, including 100,000 of the Hall  
2 Bequest. Wigle stated they were reserving \$50,000 of the Hall Bequest for future needs. Wigle  
3 indicated the \$350,000 included \$50,000 from the City and \$50,000 in grants and fundraising  
4 from the Friends of the Library. Vaaler noted the bid received was 65% above the expected  
5 number rather than an expected 25%.

6  
7 Kerti thank the Petersen family for their generous donation. Kerti asked Facilities Manager  
8 Hoen how rejecting this bid would impact grant opportunities. Hoen explained the City has yet  
9 to apply for grants for this project. She noted the Commission's recommendation would require  
10 drafting a whole new scope of work. Wigle stated the Friends have a grant for \$11,500 that  
11 would likely time out if Council goes with the recommendation of the Commission.

12  
13 Wigle stated the primary grant target was the Ford Family Foundation. Tooke noted the water  
14 partnership has worked with the Ford Family Foundation and the Foundation definitely supports  
15 rural communities.

16  
17 Hoen noted the performance bonds requirement in the intent to bid added an additional 30% to  
18 the estimate, which accounts for the 65% difference Vaaler had previously noted. She stated the  
19 performance bond was \$70,000 per contract worker.

20  
21 Hoen explained there were no legal ramification if they were to reject the bid before the deadline  
22 of November 15, 2019. She noted the attorney and herself were concerned about losing this  
23 bidder on this and other possible contracts. She stated any job over \$100,000 requires the  
24 performance and surety bonds. She explained how these requirements complicate the ability to  
25 estimate a cost because different contractors have different costs associated with their  
26 performance and surety bonds. She also noted the bond requirements limit the type of bidder.  
27 She stated it was very important to identify the project fully before going out to bid due to  
28 constraints around asking the contractor to engage in design work.

29  
30 Kerti noted the current Commission proposal stipulates hiring a person to conduct a needs  
31 assessment. Kerti suggested holding a joint work session with the Library Commission to go  
32 over the needs of the Library that are not met by the current bid.

33  
34 Vaaler thanked the Library Commission for their work. She stated a work session with the  
35 Library Commission could be beneficial. Vaaler stated she was comfortable rejecting the current  
36 bid but wanted to hold off on approving the expense on consultants until the Council could get  
37 more information.

38  
39 Manager Beaucaire stated it would be courteous to give the bidder as much notice as possible if  
40 the decision were to reject the bid.

41  
42 Tooke moved to approve the Library Commission's recommendation: Aye – 2: No – 3 (Glenn,  
43 Moore, and Kerti).

44  
45 Glenn was ready to approve the rejection of the bid but not to spend money on a consultant until  
46 more information could be presented.

1 Kerti noted the Commission made a recommendation to do a needs assessment and thought it  
2 would be fruitful to have a joint meeting with the Commission and Council to ensure they were  
3 considering all of the needs. He also wanted to hold off on rejecting the bid until they know  
4 where they were with meeting the needs.

5  
6 Vaaler moved to reject the current bid for the Library Expansion project: Aye – 4; No - 1  
7 (Kerti).

8  
9 Mayor Moore asked if it would be acceptable to the Library Commission to have a joint meeting.

10  
11 Purcell noted the Library just received a gift of \$150,000 the recommended study was only 8%  
12 of that.

13  
14 Tooke moved to authorize the Library Commission to conduct a needs assessment study:  
15 discussion

16  
17 Hoen stated the needs assessment study would help determine some issues about what grant  
18 funding was available. She explained that to officially be a “public library,” there needs to be a  
19 paid librarian. She believed it to be extremely useful to get this information.

20  
21 Call for vote: 3 - 2 (Kerti and Vaaler)

22  
23 Mayor Moore announced a change in agenda to accommodate the Finance staff.

## 24 25 **VI. Reports**

### 26 **A. Financial Report**

27 Sue Forty from COG introduced the new COG Finance Manager, Martha Jirovic. Forty  
28 explained that the COG Executive Director had resigned and she was going to serve as interim  
29 Executive Director. Starting in December 2019, Ellen Myhrvold would no longer be contracting  
30 with Depot Bay and would be in at City Hall five days each week.

31  
32 Forty reported that it normally takes six months to do a full conversion and the City has done it  
33 in two months.

34  
35 Forty highlighted that the beginning balance numbers would be input once the City’s audit  
36 comes back, likely in December 2019. She noted some items were low because of the timing of  
37 funds. Forty also noted COG typically separates out legal fees and thought this would be  
38 valuable for Yachats to do. She noted some items have been moved from the contracts category  
39 to their own category. Forty stated interfund transfers will be done quarterly.

40  
41 Forty explained the financial software has the ability to do project management. The feature  
42 creates a single line for CIPs, and the individual project information can be obtained through a  
43 separate report.

44  
45 Forty stated she would be in Yachats on November 13 and 14, 2019 and was willing to take  
46 questions.

1 Vaaler asked what numbers to expect for COG expenses going forward. Forty explained many  
2 of her staff were on site to get the software implemented over five days and were on site to work  
3 with the auditors. She believed their work has stabilized. She noted Myhrvold's contract would  
4 continue to be \$6,500. She added that mileage and overnight expenses would go away.

5  
6 Don Groth asked that Forty attend the Finance Committee meeting at 10:00 am on November 13,  
7 2019.

#### 8 9 **IV. New Business – continued from above**

##### 10 **F. Resolution 2019-92 Setting Fees for Vacation Rental Licenses and Inspection Fees**

11 Mayor Moore read the proposed license fees amounts. He stated the increase in fees was to  
12 cover administration and code enforcement costs associated with vacation rentals. Diane Allen  
13 asked if code enforcement was actually happening, noting it has been absent for some time.

14  
15 Kerti stated that the Resolution asserted that the inspections are every five years and asked if that  
16 should be changed to match what was going to be discussed in the ordinance to have inspections  
17 every two years. Mayor Moore indicated it was proper to make this change now so that these  
18 rates would be in effect for renewals in December 2019.

##### 19 20 **Glenn moved to accept Resolution 2019-92 setting fees for vacation rental licenses and** 21 **inspection fees: discussion**

22  
23 1. Drew Roslund (2090 Overleaf Lodge) provided some history on how the Overleaf manages  
24 their vacation rentals, including multiple drive-by inspections of their homes. Roslund stated the  
25 City was penalizing all vacation rentals for a few bad apples. He believed the fees were  
26 vindictive and felt like a "kick in the mouth."

27  
28 Roslund speculated that a new code enforcer would find something minimal to be addressed,  
29 then the owner would be charged another \$100 for a return visit. Roslund argued each home  
30 contributes an average of \$2,000 per year in transient rental taxes. He believed this money  
31 should cover the costs stated above. He noted the City has one code enforcer for 700 people  
32 while Bend has one code enforcer for 80,000 people. He noted the license fees have increased  
33 by over 1000%. He also noted the Overleaf is zoned R-4. He stated he had previously worked  
34 with the Planning Commission and City Council about allowing for a resort community which  
35 included no limits on vacation rentals.

36  
37 2. Bob Bearworth (34 Highway 101 S) stated his house has three living units, including three  
38 kitchens. He explained his situation of not being able to get back a vacation rental license he did  
39 not renew because he was doing a temporary longer-term rental. He was against the cap and  
40 thought Council was too greedy.

41  
42 Mayor Moore stated the cap was to prevent the rapid escalation of vacation rentals in Yachats  
43 and the cap was to create a balance.

44  
45 3. Mike Ruane (591 Aqua Vista Loop) asked for an explanation of the point of the cap. He  
46 argued the cap does not create affordable housing.

1 4. Candy Neville (631 Shoreline Way, Eugene and vacation rental at 1430 King Street) stated  
2 she thought \$400 was greedy and \$900 was way too high. She recalled Council discussed how  
3 they could double the revenues from the fees. She did not want to pay \$900 just to be monitored.  
4 She wanted to be respected for being an honest person.

5  
6 5. Mike Rufner (562 Highway 101 S) stated he felt like a cash cow for the City and like he was  
7 treated differently than a resident. He did not believe owners had been given a justification for  
8 the fee increases. He claimed his property value went down \$150,000 in value because of the  
9 cap.

10  
11 6. Tricia Rains (491 and 497 W 3<sup>rd</sup> Street) suggested the City was getting in the way of itself.  
12 She stated Yachats was a fabulous vacation town and was centered around vacationers. She  
13 stated Yachats was lacking services and was not a real town. She asserted vacation rental owners  
14 make the town beautiful.

15  
16 7. Helen Anderson (77 E 8<sup>th</sup> Street) stated the 400 people who live in Yachats year-round think  
17 of themselves as a town and it was insulting to say we were not a town. She said the City was  
18 not taking away vacation rentals. She said the issue was about maintaining a balance.

19  
20 Glenn noted this issue has been discussed before and there was consensus to move forward with  
21 the resolution. Vaaler stated there was transparency when Mayor Moore first presented his  
22 numbers on fees. She noted there could be discussion on the percentage of code enforcement  
23 that fees covered. She researched fees along the coast and noted great variance, such as  
24 Manzanita with a flat \$725 fee. Kerti has reservations about the fee increase. He noted the  
25 budget for code enforcement was set before Council suggested the fee increase. He noted the  
26 City was still assessing the exact needs of the code enforcer and suggested wait to reassess the  
27 need for a fee increase until these needs have been identified. Tooke agreed with Kerti. Kerti  
28 asked to hold off on looking at fees until next year. Tooke noted he has consistently heard  
29 complaints about code enforcement. Glenn had concerns about the inactive users and he recalled  
30 the increase was to encourage those holders to drop their licenses. Vaaler preferred to go  
31 forward with the resolution. Mayor Moore also preferred to not delay the resolution and  
32 believed it would not be likely to have license holders who do not use the license drop off the list  
33 .

34 Mayor Moore postponed a vote until the November 7, 2019 work session.

35  
36 Diane Allen (111 Greenhill Drive and a vacation rental owner on 17 Shell Street) stated her  
37 home holds up to 14 people. She stated she has an inactive rental license and did not believe  
38 penalizing others was a way to get her to give up her license. She asked the Council to start a  
39 waiting a list.

#### 40 41 **G. Resolution 2019-93 Termination of the Water Shortage Emergency**

42 Vaaler moved to approve Resolution 2019-93 terminating the water shortage emergency: Aye –  
43 5; No – 0.

#### 44 45 **V. Hearings**

##### 46 **A. Ordinance 364 Amending Section YMC 4.08 Related to Vacation Rentals**

47 Mayor Moore opened the public hearing on Ordinance 364 at 5:27 pm.

1  
2 Item 9 - New licenses as conditional use: Mayor Moore reviewed the attorney comments and  
3 noted, for item 9, the attorney suggested the address the suggestion to have vacation rental be a  
4 conditional use be done by separate ordinance and be first addressed by the Planning  
5 Commission.

6  
7 Council agreed to send this item to the Planning Commission.  
8

9 Item 15 - Waiting List: Mayor Moore noted the attorney stated that, per section 4.08.040(C), this  
10 issue was already addressed and that the City should already have a waiting list. He recalled  
11 Council wanted to give people a reasonable amount of time to submit an application, then have  
12 the order of those submissions determined by lottery.

13  
14 Vaaler wanted to have commercial properties at the top of a waiting list. She also wanted to give  
15 R-4 zoned properties a higher priority. Mayor Moore noted there have been requests to allow  
16 unlimited number of vacation rentals in a commercial zone. He was also open to allowing  
17 unlimited licenses in R-4 zones. Clerk Jackson indicated they did not currently have a list of  
18 vacation rentals by zone, but she would provide a list of vacation rentals in the R-4 and C-1  
19 zones.

20  
21 Council agreed to discuss this issue at the November 7, 2019 work session.  
22

23 Comment 3 – Parking regulations for trailers: Mayor Moore stated that more clarification was  
24 needed for parking a boat trailer as the “moderate size” designation was unclear. Vaaler noted  
25 there was a definition for a parking space in YMC 9.040.030, specifically to be nine by eighteen  
26 feet. She suggested the boat size should be limited to this size. Manager Beaucaire noted there  
27 were standards used in the recent paving of E 2<sup>nd</sup> Street.

28  
29 Council agreed to discuss this issue at the November 7, 2019 work session.  
30

31 Comment 4 – Penalty amount: Mayor Moore noted the attorney stated a fee lower than \$1,000  
32 per day would be preferable on vacation rentals operating without a license.

33  
34 Council agreed to discuss this issue at the November 7, 2019 work session.  
35

36 Item 7 – Inspection frequency: Vaaler asked that they clarify who would be inspected if they  
37 were to move from every five years to every two feet, noting there would be a need to inspect  
38 every unit that was not inspected last year in the coming year. Manager Beaucaire stated she has  
39 been talking with the code enforcer about a process for doing these inspections.

40  
41 Vaaler asked about the possibility of requiring a permit number on advertising vacation rental  
42 because there were people who used online advertising who were not reporting taxes and/or were  
43 operating an unlicensed rental. Manager Beaucaire indicated she would follow up on this issue.

44  
45 An audience member asked why Council was assuming so many people would be applying for a  
46 license.  
47

1 Duke Tracy suggested that Council define what a complaint is as referenced in Item 17. Mayor  
2 Moore indicated he had thought about this item and suggested they should state it as an option to  
3 require it rather than to outright requirement.

4  
5 Moore indicated they should talk about this item at the November 7, 2019 work session.

6  
7 At 5:40 pm, Mayor Moore continued the public hearing to the November 7, 2019.

8  
9 **B. Ordinance 363 Amending YMC Sections 9.04.030, 9.52.030 and 9.64.010 Design**  
10 **Standards for Street Construction and Design**

11  
12 Mayor Moore opened the public hearing on YMC 9.04.030, 9.52.030 and 9.64.010 at 5:40 pm.

13  
14 Planning Commission Chair Helen Anderson explained this issue arose when someone  
15 complained about a hedge and a previous code enforcer did not think the height limit in the  
16 required yard could be enforced because the street was a private street. She stated the Planning  
17 Commission believed the requirement applied regardless of street type, and the attorney noted  
18 the section of the code on clear sight was in the wrong section of the code.

19  
20 Anderson stated this ordinance moves the relevant section of code and revises the definition of  
21 streets to specifically state a reference to streets includes both public and private.

22  
23 Mayor Moore noted there was a stipulation in YMC 9.64.010(B) for fences, hedges and walls  
24 located in any required yard which abuts a street other than an alley. He explained abut could be  
25 interpreted to mean a hedge that is perpendicular to the street. He suggested adding a clause that  
26 indicates, "and runs parallel to."

27  
28 Doug Connor (Lemwick Lane) asked if corrective action could be taken immediately. Manager  
29 Beaucaire expected the code enforcer would speak with the owner as soon as the change was in  
30 effect. Manager Beaucaire clarified Connor did not need to file another complaint but it would  
31 not hurt to do so.

32  
33 Connor noted there was noted there was no height limit on fences other than this clear sight area.  
34 He recalled previous planner Lewis had said there was an eight-foot limit. He asked that the City  
35 implement some fence height restrictions.

36  
37 Christine Lothrop (15 Reeves Cir) asked about the hedge on her property that runs along  
38 Highway 101. Anderson indicated she would need to know where her property line was and she  
39 could apply for a variance if the hedge was in the required yard.

40  
41 Glenn moved to approve Ordinance 363 amending YMC Sections 9.04.030, 9.52.030 and  
42 9.64.010 design standards for street construction and design with the modification to add,  
43 "required yard which abuts and runs parallel to:" Aye – 5; No – 0.

44  
45 Mayor Moore closed public hearing at 6:00 pm.

46  
47 **VI. Reports**

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DATE: November 20, 2019

TO: W. John Moore, Mayor  
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: PERS Employer Incentive Fund

---

SB 1049 appropriated dollars to an Employer Incentive Fund. The Fund provides a 25% match on qualifying lump-sum payments. I've attached information on the Fund and a FAQ sheet from the Public Employees Retirement System (PERS) website.

The City of Yachats proactively established a PERS reserve account. An excel worksheet notes a reserve balance of approximately \$60,000. The PERS site notes that the City of Yachats Unfunded Actuarial Liability at 139% as a percentage of payroll.

The minimum contribution to participate is \$25,000 (Total account funds after match \$31,250) and the maximum of \$1,200,000 (Total account funds after match \$1,500,000).

I recommend that the City of Yachats make a Fund application on December 2, 2019 to take advantage of the 25% match and potential rate offset.



**Public Employees Retirement System (/pers/Pages/index.aspx) / EMPLOYERS (/pers/EMP/Pages/index.aspx) / Employer Incentive Fund (EIF)**

## **Employer Incentive Fund (EIF)**

**Funds matched for 2019: \$13,224,696.94**

**Funds allocated for 2020: \$2,141,933.95**

**Funds remaining: \$84,632,369.11**

*Information through November 1, 2019, dates and amounts are subject to change. **EIF approved employers list (/pers/EMP/Documents/Employer-Incentive-Fund.xlsx)** .*

The Employer Incentive Fund (EIF) provides a 25% match (up to the greater of 5% of an employer's UAL or \$300,000) on qualifying employer lump-sum payments made after June 2, 2018. Employers **must apply** ([https://www.surveymonkey.com/r/PERS{EIF\\_2019}](https://www.surveymonkey.com/r/PERS{EIF_2019)) to receive matching funds (see details below). Participation in the EIF is a key opportunity for employers to proactively manage their employer rates over time and increase their actuarial assets.

PERS will accept applications from **all employers** beginning at **10 a.m. on Monday, December 2, 2019**. **View this list to see your minimum and maximum potential EIF match (/pers/EMP/Documents/EIF\_All\_Employers\_2019.xlsx)** .

The first 90 days of the application cycle are reserved for employers with an unfunded actuarial liability (UAL) that exceeds 200% of their payroll, as of the December 31, 2017 actuarial valuation. **View this list to see if you qualify for the first 90-day period, find your minimum and maximum potential EIF match (/pers/EMP/Documents/EIF%20Employers%20201%20UAL\_August%202019.xlsx)** and **apply by Wednesday, November 27**. If you submit an application but are not eligible to apply in the first 90-day period, your application will be rejected.

Applications will be approved on a first come, first served basis. The application period will remain open until August 31, 2020, or until all available funds have been paid.

Employers interested in applying for the EIF must submit an application ([https://www.surveymonkey.com/r/PERS{EIF\\_2019}](https://www.surveymonkey.com/r/PERS{EIF_2019)), noting their intention to make at least the required minimum lump-sum payment amount, providing the date of the intended lump-sum payment, verifying that the funds are not sourced from borrowed money, and providing proof of participation in the **UAL Resolution Program (UALRP) (/pers/EMP/Pages/UALRP.aspx)**.

**Review the application questions and gather your supporting information (/pers/EMP/Pages/EIF-Application-Support.aspx).**

**Eligible employers can apply for matching funds now:**

**[https://www.surveymonkey.com/r/PERS\\_EIF\\_2019](https://www.surveymonkey.com/r/PERS_EIF_2019)**

**([https://www.surveymonkey.com/r/PERS\\_EIF\\_2019](https://www.surveymonkey.com/r/PERS_EIF_2019))**

**Have further questions about the EIF? Read this FAQ (</pers/EMP/Pages/Employer-Incentive-Fund-FAQs.aspx>).**

### **Eligibility**

- Employers must make a lump-sum payment of at least \$25,000. This payment may establish a new side account or be an additional payment into an existing side account.
- The money you intend to use for this lump-sum payment cannot be borrowed.
- Employers must participate in the **UAL Resolution Program (UALRP)** (</pers/EMP/Pages/UALRP.aspx>). This requirement is satisfied by answering the last two questions in the EIF application.
- State and Local Government Rate Pool (SLGRP) employers must pay their transition liability before they are eligible for a side account. Transition liabilities are not eligible for matching funds from the Employer Incentive Fund.
- These lists (**200%+ UAL only** ([/pers/EMP/Documents/EIF%20Employers%20201%20UAL\\_August%202019.xlsx](/pers/EMP/Documents/EIF%20Employers%20201%20UAL_August%202019.xlsx)), **all employers** ([/pers/EMP/Documents/EIF\\_All\\_Employers\\_2019.xlsx](/pers/EMP/Documents/EIF_All_Employers_2019.xlsx))) show the minimum and maximum amount you may receive through the Employer Incentive Fund.
- Employers agree to the terms defined in Oregon Administrative Rules 459-009-0084 or 459-009-0085, 459-009-0091, and 459-009-0092.

### **Side Accounts 101**

Side accounts do not "pay off" an employer's UAL, and there is no direct mechanism to "pay off" the UAL. The UAL represents the difference between the assets an employer has, and the liabilities, or responsibilities, it has to its members. To reduce the UAL, an employer needs to either increase its assets or reduce its liabilities. Side accounts, established with lump-sum payments, increase an employer's assets by pre-paying pension obligations. Side accounts pay a portion (or all) of what an employer pays on their employer statements. Side accounts are an increase in an employer's assets, reducing the gap between assets and liabilities, thereby reducing the employer's UAL.

- Employers have two options to create a side account:
  - Pay for an actuarial calculation to start employer rate offset early
    - This allows the employer to choose a rate offset date and, if applicable, amortization period (requires a contribution of \$10 million or more).
    - Requires 45 days' notice to PERS and 30 days of processing for the PERS actuary before the desired rate offset date.
    - Provides the employer with a document from the PERS actuary indicating the amount of rate offset the employer can expect to receive before committing to make the lump-sum payment.
    - Initial fee for calculation related to one lump-sum payment is \$1,000. Each additional lump-sum payment calculation or rate offset date is an additional \$250.
  - Forgo an actuarial calculation
    - An employer can make a lump-sum payment with 30 days' notice to PERS.

- No actuarial calculation fees are required.
  - From the time of payment until rate calculation, the lump-sum payment is invested in the Oregon Public Employees Retirement Fund (OPERF).
  - The value of the lump-sum payment will be used in calculating the employer's rates in the actuarial valuation for the year in which the employer makes the lump-sum payment, and will be made effective July 1 of the year following publication of that valuation.
- Once a side account is established, an employer may make up to two additional payments to the account in a year with no minimum payment requirements.
  - A \$1,500 administrative fee on the side account is charged at the end of the first calendar year as part of earnings crediting. The administrative fee is reduced to \$500 for subsequent years.
  - Once an employer makes a side account payment, it becomes a part of the trust fund, and while it will be used solely for the employer's benefit, it cannot be refunded to the employer.
  - Side accounts are invested by the Oregon State Treasury in the Oregon Public Employees Retirement Fund (OPERF). Earnings or losses are applied to the account at the end of each year.

## Do you want a rate offset when you apply for the EIF?

When applying for the EIF, you have the option to pay for an actuarial calculation (\$1,000 initial fee) and select a specific rate offset date. Your application will notify PERS Actuarial Services of your interest. Upon approval, PERS Actuarial Services will reply with next steps and further information.

If you choose a specific rate offset date, your contribution rate will be reduced as of that date (the first of any month). To allow time to work with the PERS actuary, please review the chart below.

| If you want your rate offset to start: | The PERS actuary must receive your check, invoice, and contract for a new rate calculation by: | The last date you can notify PERS Actuarial Services of your intent to make a lump-sum payment: |
|----------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| January 1, 2020                        | December 2, 2019                                                                               | December 27, 2019                                                                               |
| February 1, 2020                       | December 18, 2020                                                                              | January 29, 2020                                                                                |
| March 1, 2020                          | January 16, 2020                                                                               | February 26, 2020                                                                               |
| April 1, 2020                          | February 17, 2020                                                                              | March 27, 2020                                                                                  |
| May 1, 2020                            | March 17, 2020                                                                                 | April 28, 2020                                                                                  |
| June 1, 2020                           | April 17, 2020                                                                                 | May 27, 2020                                                                                    |
| July 1, 2020                           | May 18, 2020                                                                                   | June 26, 2020                                                                                   |
| August 1, 2020                         | June 17, 2020                                                                                  | July 29, 2020                                                                                   |
| September 1, 2020                      | July 20, 2020                                                                                  | August 27, 2020                                                                                 |

Please note, the actuarial documents must be **mailed** to the PERS actuary.

**If you do not want to pay for an actuarial calculation, or you do not want a specific date for a rate offset:**

| The last date you can notify PERS Actuarial Services of your intent to make a lump-sum payment: | Your lump-sum payment must be received by: | Your rate offset will be applied: |
|-------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------|
| December 26, 2019                                                                               | December 31, 2019                          | July 1, 2021                      |
| August 31, 2020                                                                                 | September 3, 2020                          | July 1, 2022                      |

Upon approval, PERS Actuarial Services will contact you with next steps and further information.

### **Need help? Want more information?**

If you have any comments, questions, or concerns, please email **Side.Account.Legislation@pers.state.or.us** (<mailto:Side.Account.Legislation@pers.state.or.us>) .

To receive updates on this topic, please **sign up for GovDelivery notifications** ([https://public.govdelivery.com/accounts/ORPERS/subscriber/new?topic\\_id=ORPERS\\_63](https://public.govdelivery.com/accounts/ORPERS/subscriber/new?topic_id=ORPERS_63)).

**Return to the main Employer Rate Relief Programs webpage** (</pers/EMP/Pages/Employer-Rate-Relief-Programs.aspx>).

## **Employer Incentive Fund FAQs**

**Review information about the Employer Incentive Fund (/pers/EMP/Pages/Employer-Incentive-Fund.aspx).**

### **1) When does the application period start?**

- Employers with a UAL of greater than 200% (**view the list here (/pers/EMP/Documents/EIF%20Employers%20201%20UAL\_August%202019.xlsx)** ) may apply through **November 27, 2019**.
- The application opens to all employers (**view the list here (/pers/EMP/Documents/EIF\_All\_Employers\_2019.xlsx)** ) on **December 2, 2019**.

### **2) What will the application ask?**

- Employers will need to provide the following:
  - Their intended lump-sum payment amount
  - Their intended payment date
  - Confirmation that their payment is not from borrowed funds
  - Confirmation that they have participated in the UAL Resolution Program (UALRP)
    - There will be questions in the application to verify that you have reviewed information on the **UALRP website (/pers/EMP/Pages/UALRP.aspx)**

Review the **full application summary webpage (/pers/EMP/Pages/EIF-Application-Support.aspx)** to confirm you have everything you need. That page includes information on every question that will be asked and some screenshots of the SurveyMonkey application.

### **3) How will applications be approved?**

- By law, applications will be approved in the order they are received, until all projected money is paid out.

### **4) When does the application period end?**

- The first complete application cycle ends August 31, 2020, or when all EIF money has been paid to employer side accounts.

## **5) How will employers know how much money is available?**

- PERS will provide regular updates on the **EIF webpage (/pers/EMP/Pages/Employer-Incentive-Fund.aspx)**, indicating how much money is allocated (matched but not paid) to employers, how much money has been paid to employers, and how much money remains to be allocated.

## **6) Do employers need to have payment ready when they apply?**

- No, employers should apply right away to reserve their match. However, employers may establish a payment date for their lump-sum payment any time until August 31, 2020.

## **7) I have a transition liability, can I still apply for the Employer Incentive fund?**

- Yes, however, you are required to pay for your transition liability first and this amount is not eligible for matching funds. Additionally, paying off your transition liability requires an actuarial calculation which will cost \$1,000. The actuarial calculation for a transition liability is similar to the side account, you choose the date you would like to pay your transition liability and the PERS actuary will calculate the payoff amount as of that date. You can apply for EIF and have the transition liability deducted from your lump sum payment and whatever remains, as long as it is more than \$25,000 will be matched with 25% from EIF or you can pay the transition liability separately. When budgeting for your transition liability payoff, consider that you can also have your side account rate offset calculated at the same time for an additional \$250; this would allow you to benefit from the reduction in rate from the removal of the transition liability rate and the added reduction from the side account rate offset on the same date.
- To get an accurate estimate using the Employer Rate Projection Tool without your Transition Liability, you will need to deduct your transition liability rate from your total net contribution rates then input just your side account amount (including match) in the side account field.

## **8) How much is an actuarial calculation for a specific rate offset date?**

- An actuarial calculation for one specific rate offset date and one lump-sum payment is \$1,000. If you have additional dates, additional lump-sum payments, or also need to calculate the amount to pay off your transition liability (State and Local Government Rate Pool (SLGRP) only), each additional calculation will be \$250.

## **9) Are there other fees associated with side accounts?**

- In the first year of your side account, a \$1,500 administrative fee will be deducted automatically. Each year thereafter, the administrative fee is reduced to \$500, which will be deducted automatically.

## **10) If I do not pay for an actuarial calculation, when will I receive my rate offset?**

- Your rate offset will be calculated in the actuarial valuation for the year you make your payment, and the rate offset will be effective July 1 following the publication of that valuation. For example, if an employer makes a payment December 1, 2019, the actuarial valuation for 2019 is published in 2020, and the rate offset would be effective July 1, 2021.

## **11) What can an employer do if they want to get a payment in by the end of 2019, but are worried they will not have enough time during their application period?**

- Employers can make lump-sum payments now (with or without an actuarial calculation) and apply for a match (during the application period) to be put into their account as an additional payment. Contact **Actuarial.Services@pers.state.or.us** (<mailto:Actuarial.services@pers.state.or.us>) to establish a side account.
- While the additional payment (matching funds) will not provide an immediate rate offset, it will be invested in the Oregon Public Employees Retirement Fund (OPERF). The additional payment will be calculated in the actuarial valuation for the year the employer makes the payment, and the rate offset will be effective July 1 following publication of that valuation. For example, if an employer makes a payment on October 1, 2019, applies for and is granted matching funds on December 15, 2019, the additional rate offset from matching funds will occur on July 1, 2021.

## **12) Will there be a waitlist if all of the money is matched early? How will it work?**

- Yes. Employers can continue to apply during the application period and will be notified if they have been placed on the waitlist. If an approved employer notifies PERS they are unable to submit their lump-sum payment, PERS will contact the first employer on the waitlist and notify them of the match available. The employer on the waitlist will have the option to accept the match or decline the match. If the employer declines, PERS will move down the waitlist.

## **13) Will there be additional EIF application periods?**

- PERS anticipates at least one additional EIF application cycle in 2021 from revenue identified in Senate Bill 1529 (2018). Additionally, Senate Bill 1049 (2019) established a new revenue stream from sports betting. PERS does not yet have a timeline for when, or if, to expect sports betting revenues, but when that becomes available, it will be used to match qualifying employer lump-sum payments.

**Return to the main Employer Incentive Fund webpage ([/pers/EMP/Pages/Employer-Incentive-Fund.aspx](http://pers/EMP/Pages/Employer-Incentive-Fund.aspx)).**





DATE: November 20, 2019

TO: W. John Moore, Mayor  
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Financial Update

---

The Council met with the Finance team the week of November 11 to go over the new system and answer any questions. The Council received the ability to review reports and individual items.

After review and discussion with the Finance Team, the Finance Committee recommends to the Council that Financial reports provided to advisory committees and Council be delivered after the month closing of the financial books.



**City Manager's Report  
November 20, 2019**

Dear Mayor Moore and Councilors,

It is my pleasure to update you on some of our current project highlights.

- **Grants:**
  - The City has been awarded \$20,000 for the Wastewater Master Plan update and \$100,000 from small cities grant program for the paving of Driftwood.
- **CIS Facility Reviews & Updates:**
  - A spreadsheet has been developed to track progress on identified items (see attached)
- **Ocean View Drive:**
  - **Street Condition/Paving:**
    - Paving and graveling is complete. Temporary striping, authorized by Council at their August 7, 2019 meeting, from 2<sup>nd</sup> to 7<sup>th</sup> is likely to occur in the Spring due to weather.
    - We are awaiting word from ODOT on a quick response options for directionality, curbing, as well as, speed and crosswalk north of town. With more information from ODOT, Council may review their August 7 decision to pursue grant funding for the TSP. The grant application is due in Spring of 2020.

Council also made decisions on sections of Ocean View Drive as follows:

- Pontiac to the State Park: leave as 2-way traffic but increase signage for one-lane road and stripe to delineate a pedestrian path,
  - 2<sup>nd</sup> – 7<sup>th</sup> Street: stripe for one-way southbound with signage for a one-way road, and stripe to delineate a pedestrian path.
- 
- **Background:** In October 2001, the City of Yachats entered into a settlement agreement. One of the items in the settlement agreement was for the County to transfer Marine and Ocean View Drive, and the trail to the City for transportation and pedestrian usage and to implement the Village Circulation Plan adopted by the City. This agreement is in the document library.
- Work on this project paused around April 2017 due to attention required on other City and County projects. However, at the City Manager's request, monthly meetings to resume progress on this project began in October 2017.
- **Property Easements:** The County is making some adjustments to accommodate some resident requests. Finalization is in the works. The County has offered to cover the costs of recording the easements.
  - **Archeologist:** Since the September 3 meeting with, individuals from the County, trails committee, parks and commons commission, Council and myself the project is going a little slower than anticipated but is progressing.



## City Manager's Report November 20, 2019

- Guardrails: Subsequent to the Archeological Study findings, new guardrails will be installed before the overlay is completed. The original Mid-March timeline is delayed until the archeological study can be completed.
- Culverts: Yachats PWD identified 9 culverts running under Oceanview Drive. One of the culverts runs underneath Highway 101. The City and County have identified culverts that have the most wear and placed inserts in those culverts to extend the life of the culverts.
- 804 Trail Improvements:
  - The County is reviewing trail erosion in a couple of areas along the roadway and will provide recommendations.
  - The County, City, and Trails Committee discussed, and agreed, to find and compact a better material to provide greater stability on the Trail.
  - The County, City, and Trails Committee discussed improving signage along the trail and including educational, wayfinding, and distance signage. Additional meetings are occurring to discuss these items and develop a signage plan.
  - The County, City, and Trails Committee discussed the Boardwalk that was taken to Council in 2018. The archeological study noted above will review this area.
  - The County, City, and Trails Committee discussed the possibility of having viewing decks at the park at 7<sup>th</sup> and Oceanview Drive and the property towards the end of Oceanview Drive where the pump house is located. A member of the Trails Committee will draw a rendering of the decks and the City and County will work together utilizing mitigation funds.
- Property Connection between Marine Drive: The 804 Trail is connected from Aqua Vista to Marine/Oceanview Drive through a property that links the 2 streets. The County has asked the City for input on ideas for the Property. The trail easement would be maintained; however, the question is what ideas would look like for the remainder of the property. Ideas ranged from affordable housing to selling the properties (retaining the trail easement) for development and placing those funds into the mitigation account.
  - City Planner, Larry Lewis provided renderings about what could be built on each lot with current code setback requirements. The lot on Marine Drive could do a footprint of approximately 1800 square foot building footprint and the lot on Aqua Vista could hold a 2450 square foot building footprint (document located in the December 12, 2018 City Manager's Report). Council reviewed options at its Oct 2 meeting and will continue affordable housing discussion in November
- City Hall Proposal:
  - Background: At the direction of Council, the City Manager presented a proposal for architectural work to develop a conceptual design for City Hall at the 501 Building. The City Manager eliminated the multiple designs and 2 in-person trips by the architect, reducing the initial proposal by \$3400. We have received a \$91,300 grant from the USDA. A bid document will be drafted, along with designs for Council approval.



## City Manager's Report November 20, 2019

- City Manager and Facilities Manager met with Engineer on October 10, 2019 to review transitioning conceptual drawings to engineered drawings. The Engineer did bring back drawings. Upon review the City Manager sent them back for additional work.
- **Little Log Church and Museum Repairs:**
  - **Background:** The Little Log Church walls are made from natural logs, setting on a post and beam foundation system. The original log structure was completed in 1930. Modifications to the exterior church walls were made in the mid 1990's, which consisted of replacing selected wall logs with new peeled logs. The attached museum structure has walls made from log siding material. The museum foundation has a concrete stem wall and footing around the perimeter, and interior post and beam floor support. There is a crawl space access on one side of the building, with a narrow opening for access. The full engineer's analysis is in the document library labeled *LLC&M Engineers Analysis*. We had been utilizing Red Hat Construction to narrow down options for the LLC&M, but due to the demands of the Contractor and concerns about the continued deterioration of the LLC&M, we moved forward with the Engineer's Analysis.
  - Working with Parks & Commons and the Little Log Church & Museum Board to develop funding plans and a strategy for the preservation of our historical property.
- **FY19 Accomplishments:**
  - Grants:
    - \$20,000 - The City was awarded a grant for our Water Master Plan update by the Oregon Infrastructure Finance Authority.
    - \$30,000 – the City was awarded a grant for our Source Water Protection Plan
    - \$91,300 – the City was awarded a Grant from the USDA for City Hall relocation to the 501 building.
    - \$100,000 - The City was awarded an ODOT Small City Allotment grant towards the East 2<sup>nd</sup> Street Improvement Project. A copy of the grant is in the document library attached to the December 12, 2018 City Manager Report.
  - Multi-purpose room flooring completed (April 2019).
  - City Entrance Signs completed (June 2019)
- **FY20 Accomplishments:**
  - Website and Reservation System Upgrade (July 2019)
  - Integrated Financial & Utility Billing System Upgrade (July 2019)
  - Lincoln County Housing Strategy Implementation Plan Stud (September 2019)



**City Manager's Report  
November 20, 2019**

**Public Works Report:**

**Date:** November 1, 2019  
**To:** Shannon Beaucaire, City Manager  
**From:** Public Works Department  
**Re:** October 2019 Public Works Report

Rain fall at Yachats Public Works:

|                           | <u>Inches</u> |              |              |              |
|---------------------------|---------------|--------------|--------------|--------------|
| <b>Year</b>               | <b>2019</b>   | <b>2018</b>  | <b>2017</b>  | <b>2016</b>  |
| September                 | 2.42          | 4.56         | 6.50         | 15.78        |
| <b>Rain year to date:</b> | <b>40.79</b>  | <b>42.03</b> | <b>61.07</b> | <b>48.13</b> |

**Total water production:** 4,759,800 gallons % efficient.  
**Total wastewater treated:** 3,787,000 gallons

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

**Streets:**

- Painted "No Parking" in multiple areas around town.
- Investigating sluffing roadside on Radar Road.
- Cone and sign maintc. on Ocean View Drive (several times).

**Drainage:**

- CCTV'd culvert on Driftwood Lane.
- Tested catch basins on E.2<sup>nd</sup> St.
- Opened culvert under driveway to the Community Garden.



**City Manager's Report  
November 20, 2019**

**Water:**

- Plant maintc.

**Distribution Sys:**

- Meter maintc.
- Fire hydrant maintc.
- Searched for water leaks in town.
- Water service break repaired on lot on Lily Court.
- Removed out of service fire hydrant on Yachats River Road.
- Swept off 200k reservoir.

**Sewer:**

- Plant maintc. & clean-up.

**Collection Sys:**

- Located and exposed three missing manholes.
- CCTV'd 70ft of sewer main on Pontiac and 380ft on Radar Road.
- Flushed 300ft of sewer main on Radar Road.
- Removed pump #1 from Parkside pump station for maintenance and installed new pump #3.

**Public Works:**

- Shop maintc.
- Fleet maintc.
- Equipment maintc.
- Ins. Meeting.
- Four Public Works sent to short school in Florence, OR.
- Power outage, no issues.
- Recovered county sign from rocks below Ocean View Drive.
- Assisted the Planning Dept. and Code Enforcement with projects.
- New front tires and repairs to the F-250 service truck.
- Time spent on brush-box.
- Several staff to a procurement class in Toledo, OR.
- Staff member took online class for continuing education credits.



## City Manager's Report November 20, 2019

- Multiple locates marked.

### Parks & Trails:

- Piles picked up for trails.
- Maintc. on the log tire stops at the ballfield.

### City Hall

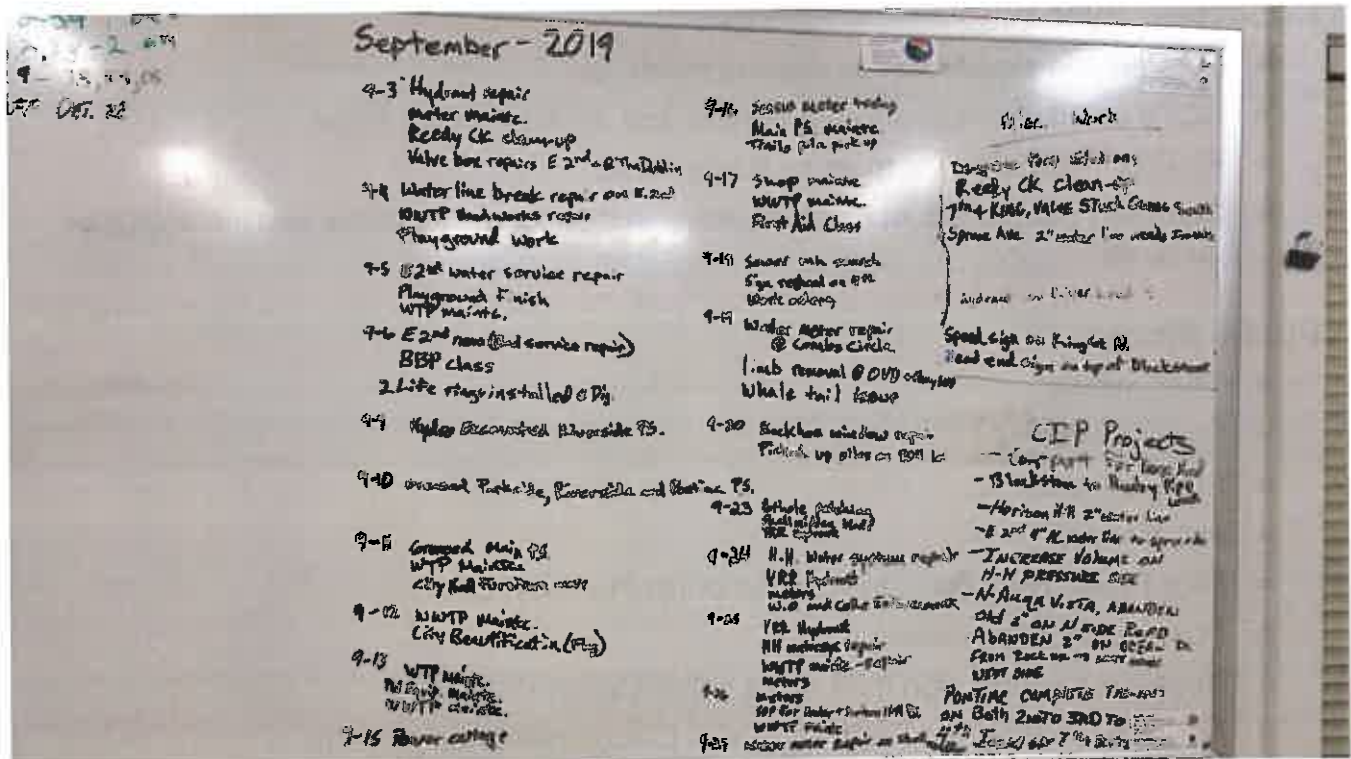
- Moved boxes for City Hall.

### City Beautification:

- None.

### Sewer & Water CIP:

- Installed cement pad for slide gate at Public Works.
- Working on Pole Bldg., Sliding doors for U.V. system and Slide Gate for Public Works.





## **City Manager's Report November 20, 2019**

### **Code Enforcement Report**

**Summary of Code Enforcement - October 10<sup>th</sup> - November 4<sup>th</sup> 2019**

**This is a summary of all the work that has been done on code enforcement:**

**I have inspected 15 out of the 16 restaurants or businesses in the city for our FOG (Fats, Oils and Grease) program. Most businesses had a Passing grade with a few needing re - inspection. I have also re-inspected those businesses and all are in compliance. I have issued a total of 18 Weed abatement notices to property owners. Of the 18 letters a total of 9 have come into full compliance. I am currently sending final notice letters to 4 properties. The remaining lots are a work in progress, waiting for homeowners to respond. I also spoke with several homeowners that have cleared their lots voluntarily and no letters were sent to them.**

**I have been composing a newly updated Vacation rental Inspection form. I contacted the Vacation Rental property managers and other Vacation Rental owners to get them updated with the newest forms. I recently went out with Property Manager (Sweet Homes) and did 10 Vacation Rental inspections to get an idea of how long each rental unit takes to complete. It took 3 hours to do 10 inspections. I am still working on an issue at the Dollar General about their outdoor lighting. This has been an ongoing issue since it was built: see attached letter. I have also found Four companies operating without a Yachats business license. Three out of the Four have all come down to City Hall and reinstated or paid for a new license. I have had numerous phone calls and an interaction with Lincoln County Sheriff's department over transient issues and overnight camping in vehicles. I have also reached out to our State Park Rangers for help with issues at those areas. More issues that have come to my attention are complaints thru our website using request tracker. Other issues have been, Dogs off leashes at Vacation rentals, Homeless person living in homeowner's carport, racoons living in a vacant residence and cyclists overnight camping within city limits. The issues have been resolved.**



**City Manager's Report  
November 20, 2019**

**REQUEST TRACKER REPORT**

| <b>Summary</b>                |                        |           |                          |              |                                      |                  |           |
|-------------------------------|------------------------|-----------|--------------------------|--------------|--------------------------------------|------------------|-----------|
| Category Name                 | 10/1/2019 - 10/31/2019 |           |                          |              |                                      | As of 10/31/2019 |           |
|                               | Total Requests         |           | Average Requests Per Day |              | Avg. Time to Close a Request (hours) | Summary          |           |
|                               | Submitted              | Closed    | Submitted                | Closed       |                                      | Open             | Closed    |
| <u>iPhone</u>                 | 0                      | 0         | 0                        | 0            | 0                                    | 0                | 0         |
| <u>IT Issue</u>               | 1                      | 0         | 0.032                    | 0            | 0                                    | 1                | 0         |
| <u>Miscellaneous</u>          | 2                      | 2         | 0.065                    | 0.065        | 196.5                                | 1                | 12        |
| <u>Noise</u>                  | 0                      | 0         | 0                        | 0            | 0                                    | 1                | 1         |
| <u>Public Records Request</u> | 0                      | 0         | 0                        | 0            | 0                                    | 0                | 5         |
| <u>Sewer</u>                  | 0                      | 0         | 0                        | 0            | 0                                    | 0                | 0         |
| <u>Storm Drains</u>           | 1                      | 1         | 0.032                    | 0.032        | 3                                    | 0                | 2         |
| <u>Streets</u>                | 14                     | 5         | 0.452                    | 0.161        | 338.2                                | 14               | 9         |
| <u>Trash or Litter</u>        | 1                      | 1         | 0.032                    | 0.032        | 49                                   | 0                | 1         |
| <u>Vacation Rentals</u>       | 2                      | 2         | 0.065                    | 0.065        | 106.5                                | 0                | 6         |
| <u>Vegetation Issues</u>      | 0                      | 2         | 0                        | 0.065        | 1385.5                               | 2                | 4         |
| <u>Vehicles and Parking</u>   | 0                      | 0         | 0                        | 0            | 0                                    | 0                | 0         |
| <u>Water</u>                  | 0                      | 0         | 0                        | 0            | 0                                    | 0                | 1         |
| <b>Total:</b>                 | <b>21</b>              | <b>13</b> | <b>0.677</b>             | <b>0.419</b> | <b>393.846</b>                       | <b>19</b>        | <b>41</b> |

# City of Yachats

## Facility and Park Safety PROJECT LIST

Inspection Conducted by CIS: April 23, 2019 and May 28, 2019

Purpose: Track status of action items

|          |                                |             |           |
|----------|--------------------------------|-------------|-----------|
| Critical | 4Q19 STATUS:                   |             |           |
| High     | (Insert date of when inputted) |             |           |
| Consider | Not Yet                        | In-Progress | Completed |
| Low      | Started                        |             |           |

| Main Area | Location                                 | Issue                                                                                                                                     | Notes                                                              | PRIORITY | Assigned To | Inspected By<br>Safety Officer | November<br>2019 | December<br>2019 | January 2020 | 4Q<br>Inspection<br>Completed<br>On |
|-----------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------|-------------|--------------------------------|------------------|------------------|--------------|-------------------------------------|
| City Hall |                                          |                                                                                                                                           |                                                                    |          |             |                                |                  |                  |              |                                     |
|           | Basement<br>and Learning<br>Center       | Consider caution sign for low clearance, base of stairs interior entrance                                                                 |                                                                    | Consider | Heather H.  |                                |                  |                  |              |                                     |
|           |                                          | Recommend electrical outlet covers for all outlets not in use. This throughout rooms utilized by young children through learning programs |                                                                    | High     |             |                                |                  |                  |              |                                     |
|           |                                          | Remove stored items from windowsills                                                                                                      |                                                                    | Critical |             |                                |                  |                  |              |                                     |
|           |                                          | Ensure all ceiling lights have covers and no wires stored across ceiling are within contact to light fixtures                             |                                                                    | Critical |             |                                |                  |                  |              |                                     |
|           |                                          | Store cleaning solutions in secured area, out of reach from children                                                                      |                                                                    | Critical |             |                                |                  |                  |              |                                     |
|           |                                          | Recommend illuminated Exit sign overhead exterior door                                                                                    |                                                                    | Critical |             |                                |                  |                  |              |                                     |
|           | City Hall,<br>Main Floor<br>and Exterior |                                                                                                                                           |                                                                    |          | Heather H.  |                                |                  |                  |              |                                     |
|           |                                          | Secure to wall, bookcases in excess of four (4) feet. To prevent tip-over                                                                 |                                                                    | Consider |             |                                |                  |                  |              |                                     |
|           |                                          | Ensure large items stored over desk top bookcases are secured or removed, to prevent injury in the event of an earthquake                 |                                                                    | Consider |             |                                |                  |                  |              |                                     |
|           |                                          | Keep all hallways free of stored items, maintaining a 22" clearance at all times                                                          | If fire alarms and sprinkle systems are impacted, becomes Critical | Consider |             |                                |                  |                  |              |                                     |
|           |                                          | All outlets near sink to be on GFCI protected outlet                                                                                      |                                                                    | High     |             |                                |                  |                  |              |                                     |
|           |                                          | Power strips cannot be used as sources for permanent electrical outlets. Appliances should be plugged directly into a wall outlet         |                                                                    | Critical |             |                                |                  |                  |              |                                     |

### Facility and Park Safety PROJECT LIST

**Purpose:** Track status of action items

[illegible]

# City of Yachats

## Facility and Park Safety PROJECT LIST

Inspection Conducted by CIS: April 23, 2019 and May 28, 2019

Purpose: Track status of action items

|          |                                |             |           |
|----------|--------------------------------|-------------|-----------|
| Critical | 4Q19 STATUS:                   |             |           |
| High     | (Insert date of when inputted) |             |           |
| Consider | Not Yet                        |             |           |
| Low      | Started                        | In-Progress | Completed |

| Main Area   | Location            | Issue                                                                                                                                  | Notes                           | PRIORITY | Assigned To                                       | Inspected By<br>Safety Officer | November<br>2019 | December<br>2019 | January 2020 | 4Q<br>Inspection<br>Completed<br>On |
|-------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------|---------------------------------------------------|--------------------------------|------------------|------------------|--------------|-------------------------------------|
|             | City Library        |                                                                                                                                        |                                 |          | Heather H.                                        |                                |                  |                  |              |                                     |
|             |                     | Consider installation of handrail to right of exterior front entrance                                                                  |                                 | Low      |                                                   |                                |                  |                  |              |                                     |
|             |                     | Ensure all fire extinguishers have maintenance tags and are up to date                                                                 |                                 | Critical |                                                   |                                |                  |                  |              |                                     |
|             |                     | Consider adding electrical outlet plugs in children's area, for outlets not in use                                                     |                                 | High     |                                                   |                                |                  |                  |              |                                     |
|             |                     | All electrical panels should be free from storage in front for emergency access, maintaining 30 x 36" clearance at all times           | Remind employees to clear areas | Critical |                                                   |                                |                  |                  |              |                                     |
|             | Log Church & Museum |                                                                                                                                        |                                 |          | Heather H.                                        |                                |                  |                  |              |                                     |
|             |                     | Consider adding anti-theft deterrents; security cameras, watch signs, locks on outbuildings and property fencing. Daily cash turnovers |                                 | Consider |                                                   |                                |                  |                  |              |                                     |
|             |                     | Consider testing for mold. Back storage had very strong odor, suggesting possibility of mold                                           |                                 | High     |                                                   |                                |                  |                  |              |                                     |
|             |                     | Consider back-up measure for historical documents                                                                                      |                                 | Consider |                                                   |                                |                  |                  |              |                                     |
| City Limits | Parks and Boardwalk |                                                                                                                                        |                                 |          | Trails and Parks in conjunction with Public Works |                                |                  |                  |              |                                     |
|             |                     | Regularly inspect parks to maintain adequate level of fall protection under playground equipment                                       |                                 | Consider |                                                   |                                |                  |                  |              |                                     |
|             |                     | Maintain and trim trees back from areas accessed for play                                                                              |                                 | Consider |                                                   |                                |                  |                  |              |                                     |
|             |                     | Consider sign advising those accessing the tree stand, not to jump from top while using                                                |                                 | Consider |                                                   |                                |                  |                  |              |                                     |

# City of Yachats

## Facility and Park Safety PROJECT LIST

Inspection Conducted by CIS: April 23, 2019 and May 28, 2019

Purpose: Track status of action items

|                       |                             |                                                                                                                                                                                                                            |                                                                       | <div> <div> Critical<br/>High<br/>Consider<br/>LOW </div> <div> 4Q19 STATUS:<br/>(Insert date of when inputted)<br/> Not Yet Started   In-Progress   Completed </div> </div> |             |                             |               |               |              |                            |
|-----------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------|---------------|---------------|--------------|----------------------------|
| Main Area             | Location                    | Issue                                                                                                                                                                                                                      | Notes                                                                 | PRIORITY                                                                                                                                                                     | Assigned To | Inspected By Safety Officer | November 2019 | December 2019 | January 2020 | 4Q Inspection Completed On |
|                       | Parks and Boardwalk (cont.) | Boardwalk – consider sign which states to stay on Boardwalk and surrounding trails. Maintain walkways to reduce hazards associated with trips and falls                                                                    |                                                                       | Consider                                                                                                                                                                     |             |                             |               |               |              |                            |
|                       |                             | Ocean View Park – consider signs at park entrance to caution use at own risk and secondary signage at border to Ocean, noticing of abrupt edge. Consider fencing or other barrier option, to prevent fall from abrupt edge |                                                                       | Consider                                                                                                                                                                     |             |                             |               |               |              |                            |
| Water Treatment Plant | 501 Hwy 101 N               | Replace MSDS materials and update to reflect new SDS standards                                                                                                                                                             | SDS records need to be kept for 30 years. Need index and GHS training | High                                                                                                                                                                         | Rick M.     |                             |               |               |              |                            |
|                       |                             | Electrical panels must have 30 x 36" clearance, free from storage                                                                                                                                                          |                                                                       | High                                                                                                                                                                         |             |                             |               |               |              |                            |
|                       |                             | Sinks closest electrical outlet should be on GFCI outlet                                                                                                                                                                   |                                                                       | High                                                                                                                                                                         |             |                             |               |               |              |                            |
|                       |                             | Ensure adequate lighting and covers to light fixtures                                                                                                                                                                      |                                                                       | Consider                                                                                                                                                                     |             |                             |               |               |              |                            |
|                       |                             | Eye wash/shower units must be plumbed, where plumbing option is provided and not more than two doors away in accessibility nor to exceed 100' access                                                                       |                                                                       | Consider                                                                                                                                                                     |             |                             |               |               |              |                            |
|                       |                             | Water heaters should be secured to wall by bracket                                                                                                                                                                         |                                                                       | Consider                                                                                                                                                                     |             |                             |               |               |              |                            |
|                       |                             | Strongly recommend replacement of electrical cord in hallway, found frayed. Do not fix with electrical tape, should be fully replaced                                                                                      |                                                                       | Critical                                                                                                                                                                     |             |                             |               |               |              |                            |
|                       |                             | Upper deck electrical panel showing signs of rust. Continue to monitor signs of wear, to prevent water from contacting interior                                                                                            | Check monthly                                                         | Critical                                                                                                                                                                     |             |                             |               |               |              |                            |

## Facility and Park Safety PROJECT LIST

**Purpose:** Track status of action items

| Main Area                                                                                                       | Location                                                               | Issue                                                                                                                                          | Notes  | PRIORITY | Assigned To | Inspected By<br>Safety Officer | November<br>2019 | December<br>2019 | January 2020 | 4Q<br>Inspection<br>Completed<br>On |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|-------------|--------------------------------|------------------|------------------|--------------|-------------------------------------|
|                                                                                                                 | 501 Hwy 101 N (cont.)                                                  | Fencing to northwest corner of property in need of repair                                                                                      |        | Critical |             |                                |                  |                  |              |                                     |
| Public Works Facility and Wastewater Treatment Plant                                                            | 500 West 7th Street                                                    | Bookcases in excess of 4 feet, should be secured to prevent tip-over                                                                           |        | Consider | David B.    |                                | In-Progress      |                  |              |                                     |
|                                                                                                                 |                                                                        | Recommend toe boards are installed on digester, to prevent water-related injury                                                                |        | Consider |             |                                | In-Progress      |                  |              |                                     |
|                                                                                                                 |                                                                        | Recommend adequate life rings are provided where work adjacent or over the top of water occurs, along with required safety rope specifications |        | Consider |             |                                | Completed        |                  |              |                                     |
|                                                                                                                 |                                                                        | Recommend shield over rotating pump motor. To prevent catch or pinch-point related hazard.                                                     |        | Consider |             |                                | In-Progress      |                  |              |                                     |
|                                                                                                                 |                                                                        | Priority Item: "suicide" nozzles are considered illegal. Replace immediately                                                                   |        | Critical |             |                                | In-Progress      |                  |              |                                     |
|                                                                                                                 |                                                                        | Consider adding load capacity signage to gantry hoist                                                                                          |        | Low      |             |                                | In-Progress      |                  |              |                                     |
|                                                                                                                 |                                                                        | Backhoe becoming greatly worn, consider replacement options sooner rather than later                                                           |        | Low      |             |                                | Not Yet Started  |                  |              |                                     |
|                                                                                                                 |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
|                                                                                                                 |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
|                                                                                                                 |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
| INCIDENT LIST                                                                                                   |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
| Review incident list for the following time-frames and determine if caused by or contributed by the above items |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
| Timing:                                                                                                         | Incident                                                               |                                                                                                                                                | Status |          |             |                                |                  |                  |              |                                     |
| 2017                                                                                                            |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
| 2018                                                                                                            |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
| 2019 to date                                                                                                    |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
|                                                                                                                 |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
| MISCELLANEOUS NOTES                                                                                             |                                                                        |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
|                                                                                                                 | 1 Keep hallways, doorways, and fire equipment with 3 feet of clearance |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
|                                                                                                                 | 2 Keep record of number of GFC outlets and outlet covers               |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |
|                                                                                                                 | 3 Public Works to check PPE for damage and accessibility               |                                                                                                                                                |        |          |             |                                |                  |                  |              |                                     |

