1. Agenda

    Documents:

        11-07-16_CC_WS_AGENDA_11-07-2016.PDF

2. Meeting Materials

    Documents:

        11-05-16_MAYOR-COUNCIL-ADMINISTRATOR_DUTIES.PDF
        11-07-16_CC_WS_AGENDA_11-07-2016.PDF
        11-07-16_F0G-BOD-TSS_GOALS.PDF
        11-07-16_HWY_101_PROJECT_UPDATES_AND_SCHEDULE.PDF
        11-07-16_SATISFACTION_SURVEY.PDF
        11-07-16_SHEPHERDING_PROGRESS_MATRIX_2016_UPDATED_11-07-16.PDF
        11-07-16_VACATION_RENTALS_INFO_ONLY.PDF
        11-10_CC_MINUTES_10-13-16.PDF
        CC_AGENDA_11-10-16.PDF

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

CITY COUNCIL WORK SESSION

441 Hwy 101 N., Yachats Commons, Room 1

Monday, November 7, 2016 at 9:30am

AGENDA

I. Call meeting to order

II. Status update: Hwy 101 Project update

III. Status update: Water supply, tank site status

IV. Status update: FOG/BOD/TSS wastewater committee and goals

V. Continued discussion: Vacation Rentals

VI. Continued discussion: Service Satisfaction Survey

VII. Continued discussion: Affordable housing

VIII. Continued discussion: Proposed construction excise tax

IX. Continued discussion: Mayor transition/council goals

X. New discussion: Nuisance abatement

XI. Monthly review: Measurable Objectives/Goals (Shepherding)

XII. Approve agenda for November 10, 2016 City Council meeting

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted Nov. 5, 2016

MAYOR - COUNCIL PRESIDENT - COUNCIL - ADMINISTRATOR - STAFF

Mayoral role - may be strong or weak; changes with office holder
Council performs as board of directors
Different audiences dictate leadership roles of mayor/council members
Partnership between Mayor and council members
Rotate assignments of shepherding between Mayor, council members
Council President will help train future mayors
Council President will act as a mentor for new members
Mayor, Council President, Administrator work with attorney, engineer
Mayor, Council President, Administrator work with planner, insurance
Council will monitor committees, commissions; assign seats as needed
Mayor, Council, Administrator, City Clerk III may all sign checks
Mayor, Council, Administrator, staff will attend meetings as City needs
Mayor, Council represent City in various aspects and authorities
Mayor, Council, staff will research, present written reports in meetings
Mayor and Council accept shepherding goal assignments
Mayor maintains relationships with other governmental entities
Mayor participates in meetings with organizations on behalf of City
Mayor is encouraged to participate in LOC, COG, OCCZMA, OCWCOG
Mayor, Council President act as first-line supervisors to Administrator
Mayor, Council represent City at social functions, information meetings
Mayor, Council maintain phones and/or email to facilitate emergencies
Mayor, Council advise Administrator of planned absences, availability

MAYOR - Elected to serve a two-year term	**Mayor**
Presides over & facilitates meetings	X
Preserves order, enforces council rules	X
Determines order of business, under council rules	X
Has a vote on the council	X
Does not have veto authority	X
Appoints commission/committee members, with consent of council	X
Must sign all records of council decisions	X
Serves as the political head of the city government	X
Substituted for by council president, elected by council	X
Is elected to two-year term	X
Must be a qualified elector under state law	X
Must reside within the city for at least one year before takes office	X
May not be employed by the city	X
COUNCIL - Elected to serve a four-year term each	
Council consists of the Mayor and four other councilors	
At its first meeting of the year, must elect a president from council	
Has legislative, administrative, quasijudicial authority	
Legislative - ordinance; administrative - resolution; quasijud - order	
May not delegate its authority to adopt ordinances	
Must adopt rules by resolution to govern its meetings	

Must meet at least once a month, at a place designated by rule				
May meet at other times, in accordance with the rules				
A majority of members is a quorum to conduct business				
A small number may meet, compel attendance of absent members				
Express approval of majority of quorum required for council decision				
A majority of the council may be required by Charter on occasion				
A record of meetings must be kept according to council rules				
COUNCIL PRESIDENT				
Presides in the absence of mayor, or Mayor's inability to act				
Acts as first-line supervisor of Administrator, in conjunction with Mayor				
Works closely with City Administrator, staff as-needed on projects				
Provides input/advice for financial plans and IT projects within City Hall				
Represents City in meetings, intergovernmental projects, as needed				
		City Admin.	**Public Works**	**City Hall**
CITY RECORDER - Position removed; Administrator has duties				
Implements policy under general direction of council		X		
Administers, plans, directs overall budgeting & finance functions		X		X
Oversees and/or performs work relating to maintaining records		X		X
Acts as Chief Financial Officer and operates under law/council rules		X		
Works with department heads and city council		X		X
Attends all city council meetings		X		
Ensures minutes and journal of proceedings are kept		X		X
Counter-signs all writings authorized by the council		X		
Confers with all department heads on programs, procedures, issues		X		
Meets with reps of various governmental agencies on problems		X		
Coordinates flow of information between other agencies, public		X		X
Coordinates flow of information between council, employees, etc.		X		X
Provides administration for grants and contracts		X		
Develops and revises city policies for approval by council		X		
Analyzes administrative problems, recommends solutions to council		X		
Attends public entity meetings as a rep of the muni government		X	X	X
Maintains thorough and up-to-date knowledge of Legislative action		X		
Maintains a thorough and up-to-date knowledge of all laws re: cities		X		
Assists citizens seeking info or making complaints		X	X	X
Attempts to dispose of complaints to best advantage of all parties		X	X	X
Maintains cooperative working relationship with staff and public		X	X	X
Follows all safety rules and procedures for work areas		X	X	X
Provides ordinance enforcement		X		
Issues citations and provides info to Muni Court re: infractions		X		
City Elections Officer, prepares canvass of votes, posts notices		X		
Prepares ordinances and resolutions for review by city attorney		X		
Supervises management of all City records and archives		X	X	X
Oversees publication of City newsletter		X		X
Prepares council agendas, provides info and documents for agendas		X		
Maintains insurance records on all City property; confers with agents		X		

Attends all meetings, produces minutes, case files, public notices		X		X
Drafts or finalizes staff reports, forwards to Council		X	X	X
Prepares agendas in coordination with chair of each body		X		X
Researches, provides materials, supporting data for agenda items		X	X	X
Performs follow-up action, as necessary		X	X	X
Approve and suggest training for all department employees		X	X	X
Assign and approve all overtime accruals		X	X	
Annual evaluation of employees		X	X	
Discipline employees within guidelines of rules and contracts		X		
Investigate complaints against persons supervised		X		
Periodic review of position descriptions		X	X	X
Hire and terminate employees in the department		X		
Budget Officer, supervises preparation of annual budgets		X		
Approves departmental needs, transmits to Budget Committee		X		
Prepares Budget Message		X		
Supervises recording of assessment liens and collections		X		X
Invests City funds; supervises all financial processes		X		
Maintains knowledge of grant programs available		X		
Supervises preparation of grant application, administers all grants		X		
Fiscal supervision over City Budget and expense control		X		
Direct supervision of all clerical, finance personnel in City office		X		
CITY ADMINISTRATOR				
Chief Administrative Officer		X		
Work with community leaders, City employees, contractors, public		X	X	X
Act on broad policy, planning and budget decisions for operations		X		
Advise Mayor and Council of affairs and needs of the City		X		
Provide for all ordinances to be administered		X		
Ensure that all terms of franchises, leases, contracts are fulfilled		X		
Supervise and control personnel in their service to the City		X		
Organize or reorganize the departmental structure of City		X		
Prepare and transmit to Council an annual budget		X		
Supervise City contracts and operations of all City properties		X		
Sit with the Council and take part in Council discussions		X		
Plan and direct activities of all City departments		X		
May also serve as City Recorder		X		
Control, general supervision over employees, appointive officers		X		
Delegates assignments, evaluates work of all City employees		X		
All staff and contractors report to CA, under general supervision		X		
Employ, discipline, reward or dismiss any employee, under rules		X		
Attend all council meetings, unless excused		X		
Authorize vendors and all purchases, under guidelines		X		
Analyze, interpret, prepare, proposed to Budget Committee		X		
Provide supporting exhibits for comprehensive financial plan		X		
Supervise all public utilities and properties owned by City		X		
Business agent for sale of real or personal property		X		
Accountable for all City operations		X		

Analyze, supervise committee functions, commissions, services		X		
Develop and organize projects and programs, assist in conclusion		X		
Chair Finance Committee and annual CIP process, with input		X		
Custodian of record for all personal, intellectual, real property		X		
Analyze, create, discover, implement leading efficiency practices		X		
Exercise tact, patience, professional courtesy on behalf of City		X	X	X
Attend various meetings as representative of City		X		
Supervise City employees, directly or indirectly; set goals, evaluate		X		
Perform such other related duties as assigned		X		
PUBLIC WORKS DIRECTOR - Position removed; Administrator has duties				
Supervise and control all public works personnel and contractors		X		
Responsible for public works programs and facilities		X	X	
Plan and organize the work of all persons and functions			X	
Direct, schedule work of all persons and functions supervised			X	
Personnel management duties of a supervisor		X		
Prepare training programs			X	
Assign, approve overtime		X	X	
Annual evaluations of employees		X	X	
Discipline employees under rules and contract		X		
Investigate complaints against persons supervised		X		
Periodic review of position descriptions		X	X	
Hire/terminate employees in the department		X	X	
Obtain estimates, quotes or bids from contractors		X		
Coordinate department work with affected business or agencies		X	X	
Advise public of service interruptions and emergencies		X	X	
Investigate reports and complaints of service failures, resolve		X	X	
Maintain accurate and orderly records of work accomplished		X	X	
Maintain maps, diagrams, correspondence, written reports		X	X	
Report to City Administrator or Council, as appropriate		X	X	
Recommend legislation to improve compliance with operations		X	X	
Attend Council or committee meetings as assigned		X	X	
Assist Budget Officer in preparing annual budget for department		X	X	
Maintain cooperative working relationship with staff, public		X	X	
Follow , ensure all safety rules and procedures for work areas		X	X	
Perform other work as directed by City Administrator, Council		X	X	
Work with City Engineer on projects, land development		X	X	
Not required to work with crew, have CDL or operate equipment		X		

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

CITY COUNCIL WORK SESSION

441 Hwy 101 N., Yachats Commons, Room 1

Monday, November 7, 2016 at 9:30am

AGENDA

I. Call meeting to order

II. Status update: Hwy 101 Project update

III. Status update: Water supply, tank site status

IV. Status update: FOG/BOD/TSS wastewater committee and goals

V. Continued discussion: Vacation Rentals

VI. Continued discussion: Service Satisfaction Survey

VII. Continued discussion: Affordable housing

VIII. Continued discussion: Proposed construction excise tax

IX. Continued discussion: Mayor transition/council goals

X. New discussion: Nuisance abatement

XI. Monthly review: Measurable Objectives/Goals (Shepherding)

XII. Approve agenda for November 10, 2016 City Council meeting

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted Nov. 5, 2016

CITY OF YACHATS

PO Box 345 (441 N. Highway 101), Yachats OR 97498
Phone (541) 547-3385 Fax (541) 547-3362 Relay Oregon 800-735-2900 (TDD)

PUBLIC WORKS DEPARTMENT

David Buckwald

As a result of the Council assigning the Public Works & Streets Committee the task of addressing a sewer rate structure for industrial users, including commercial businesses that discharge wastewater with concentrations above normal residential wastewater strength or discharge visible amounts of Fats, Oils and Grease (FOG), we have formed an ad hoc committee that is working on language and framework to address those problems. Members of the committee include the two Public Works Leads, three members of the Public Works & Streets Committee, and the City Administrator.

We are gathering statistics on water usage now, and following a further organizational meeting in December, we will be inviting local business owners to join us and give input into the program before bringing it to the Council for approval. We have completed research of FOG, BOD (Biochemical Oxygen Demand) and TSS (Total Suspended Solids) regulations in a number of Oregon cities, as well as one in Washington state, to ensure that we are using the latest in technological measurements, and creating a fair and equitable program that will serve in the best interests of the entire community.

Examples of higher level, concentrated BOD and TSS would be cooking oil (restaurant frying), dairy products (ice cream, gravy, creams, milks), alcohol, and anything typically run through garbage disposals or commercial food waste grinders (i.e., egg shells, vegetable peelings, coffee grounds). Strangely, we continue to find articles of clothing wrapped around pumps at the Pontiac pump station. The system, at its best, is not made to deal with textiles or any food product that congeals or stays in a solid form. That increases our manual labor, to save the pumps and process and haul the biosolids.

It is our hope that the local enterprises who contribute the largest amounts of FOG, BOD and TSS will recognize that their voluntary cooperation will lessen their exposure to harsher regulations or penalties, while reducing the wear and tear on the facilities the community is paying for, and ultimately reducing the costs to the City for personnel and equipment.

Following analysis of the water usage statistics, we will bring forward to the City our proposals for regulations and incentives, and then invite business owners to a January meeting for their input.

The City of Yachats OR 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.

HWY 101 PROJECT UPDATE **11-07-16**

1. Locates (finding and marking location) for sewer force main were not accurate. No tracer wire for locating the line was installed years ago. Hard to determine accurately.

2. Storm drain was not originally laid in a straight line. Slight curve made locating difficult.

3. City crew has put in 47 man hours and 23.5 vac-truck hours hydro-excavating (pot-holing) to find exact utility locations.

4. Contractor needed a 42-inch trench to lay a new 24-inch storm drain pipe and catch basins. With electric, phone, water and a sewer force main all on the same side of the road and in direct proximity of the trench, trench can't be moved. Only option is realigning the sewer force main.

5. Realignment of the sewer force main will require diverting storm drain water to another location. Also will require two tanker trucks (rented) to transport sewer water from Riverside and Parkside pump stations to manholes downstream of East 3rd St.

6. Had to dead-end 90 feet of a two-inch water line in front of the Drift Inn that Public Works was unaware of (line was not on the historic map).

7. Now considering placing six-inch HDPE force main pipe in existing 12-inch storm drain, but doing so is weather-dependent. It is the rainy season, but it would save $40,000.

8. Pac-Ex recommends boring the pipe underground (sideways) for approximately $91,000.

SCHEDULE UPDATE THROUGH 11/26/16

11/07	Saw-cut and set-up for north storm drain
11/08-11	North parking lot storm drain
11/14-18	North 101 storm drains and storm drain basins
11/17	Franchise utility meeting
11/21-26	SSFM relocation

Yachats Service Satisfaction Survey

1. **How satisfied are you with the taste of the water delivered by the City of Yachats?**

Taste is poor	Taste is OK	Excellent, tastes great
☆	☆	☆

2. **How satisfied are you with your water pressure?**

Pressure is too low	Pressure is too high	Pressure is just right
☆	☆	☆

3. **How is the City doing managing odors from the wastewater plant?**

poor - needs improvement	OK - occasional smells	Excellent - never smell anything
☆	☆	☆

4. **How is the City doing keeping you informed about community issues?**

Poor - I never hear anything	OK but could be better	Excellent - I am well informed
☆	☆	☆

5. **How satisfied are you with the appearance of our town?**

	Needs Work	OK	Looks Great
With City facilities	◯	◯	◯
Streets & Sidewalks	◯	◯	◯
Parks	◯	◯	◯
Trails	◯	◯	◯
Business Store Fronts	◯	◯	◯

6. If you have had contact with a City public works staff in the past six months, How well were you treated? Select a response from the drop-down window below.

7. If you have had contact with a City pubic works staff in the past six months, was the issue successfully resolved?

No	Yes
☆	☆

8. **If you have had a contact with a City hall staff in the past six months, How well were you treated? Select a response from the drop down window below.**

9. If you have had contact with a City hall staff in the past six months, was the issue successfully resolved?

No	Yes
☆	☆

10. How satisfied are you with the City park facilities (playground, picnic shelter, ball field) in Yachats? Select an option from the drop-down menu.

11. How satisfied are you with City trails in Yachats? Select an option from the drop-down menu.

12. How successful is the Yachats Commons in its efforts to :

	Needs Work	OK	Very Successful
Support community events?	○	○	○
Serve as a community center?	○	○	○
Encourage and enhance tourism?	○	○	○

13. Are you a user of the Yachats Library?

No ☆ Yes ☆

14. How satisfied are you with the selection of books and other library resources? Select an option from the drop-down menu.

15. Were library volunteers helpful to you? Select an option from the drop-down menu.

16. Do you have a specific request for additional library services?

17. Are you aware that the Little Log Church is a City owned and sponsored museum?

No ☆ Yes ☆

18. How often do you use / visit the museum? Select the drop-down menu option that best describes your use.

19. To what degree do you find the exhibits interesting? Select the drop-down menu option that best describes your assessment.

20. Do you bring out-of-town guests to the museum or recommend it to visitors?

No ☆ Yes ☆

21. What areas of concern do you have that might be addressed by the Planning Commission?

COUNCIL PROGRESS MATRIX 2016 ***GOAL: To provide for the effective governance of the City of Yachats***

Goal/Objective	Individual or Team Assigned	Shepherd	Progress
Convene a team to consider City management of the State Park facilities in Yachats. a. Yachats State Park b. Smelt Sands c. Yachats Ocean Road d. 804 Trail	Team to be convened	Brean	*06-01-16* Discussed possibility of City taking over State Park. A future meeting needed. *05-09-16* Conversations with State Parks Regional Director.
Hire and work with City Administrator for fully coordinated transition to the new structure and evaluate staff roles as it relates to the organizational study.	City Administrator	Frye	*05-09-16* City hired City Administrator COMPLETED
Convene an ad-hoc committee to consider appropriate uses of Visitor Amenities funds to attract visitors and to serve the needs of the residents as well. (Public art, visitors serving facilities, marketing efforts, festival support, etc.). Committee will make recommendations to the City Council.	Committee to be convened	Brean	*09-07-16 Ongoing* Administrator working with Events Coordinator/Facility Manager on events *05-09-16* Approved $50k in 2016-17 budget for projects and a contract with Chamber to hire coordinator. Task Force still needs to convene.
Continue development of emergency plans and resilience preparedness.	Emergency Preparedness Committee	Glenn	*06-01-16* Worked with committee, media on notices for drill *05-09-16* Coordinated with the media for the June 10 Drill
Convene an ad-hoc committee to consider methods of more effectively communicating the programs, activities, policies, processes, topics of council discussion to the citizens of Yachats. Recommendations of this committee will be made to Council, including general communications, social media considerations and new ideas. This committee will be chaired by the new City Administrator.	Committee to be convened	Glenn	*09-07-16* Still waiting to hear from Chamber about social media position; using multiple sites for info outlets
Develop plans for diversifying revenue opportunities. a. Franchise fees b. Street district or utility fee c. Grant writing d. Methods for funding workforce housing	Finance Committee	Brean (Glenn assisting with item d.)	*06-01-16* Glenn asked Planner to look into inclusionary housing. Brean: talked with County regarding workforce housing on two small lots as part of 804 Trail Settlemt Agrmnt. Brean: possible street fee to put within water/sewer bill, not as an increase. Money could be used for streets now, transferred to reserves accounts if not needed later.
Work with Library Commission to develop/revise a strategic plan. a. Library operations b. Library location c. Funding strategies d. Bequest allocation	Library Commission	Dunn	*05-09-16* Library sub-committees set up to meet more often to work on plan. *04-11-16* Library Commission will meet more often to begin work on updating strategic plan. Task Force to start needs assessment.

New accounting software	IT Committee	Scott	*12-15-16* cash register and technical set-up scheduled *10-19/20-16* trained in new software for accounting system *09-07-16* Scott has reviewed several programs and has found one that fits City's needs; working on coordination now
Develop 50-year city anniversary logo for council approval	Marketing Committee	Dunn	*04-11-16* Agreed to hire a graphic artist to design logo COMPLETED
Database development	IT Committee	Scott	*09-7-16* Integrating data. Google log-in process completed for the City's database site and the Facebook capabilities will be done shortly. He is also working on the integration of data to the City's database from the MuniBilling records
Continue improvements in IT capabilities Develop and implement service satisfaction instruments	City Administrator and IT Team	Scott	*06-01-16 Ongoing* Scott has been researching online survey capabilities for the service satisfaction instrument and found one that is reasonable. Mayor to develop survey questions.
Use of the 501 bank building	Bank Team	Glenn	Now scheduling events with Events Coordinator and Facilities Manager *09-07-16* HVAC, window cleaning, electrical outlets, grounds and tree care done. Next is plumbing repairs. *06-01-16* Working on interviews for remodeling – on hold *05-09-16* Recommendations for 501 Building Study Group is on May 12, 2016 agenda
Complete Highway 101 improvements including undergrounding of electric service	Public Works	City Council	*11-07-16 Ongoing* Project underway *09-07-16* Project to begin 09-12-16
Complete south city reservoir project	Public Works	City Council	*12-06-16* public hearing; EIS received; awaiting geo-tech *10-07-16* Purchase offer accepted; awaiting geo-tech testing *09-07-16* Negotiating with owners;

			exec session 09-15-16. Appraisal completed *06-01-16* McClung reported on the alternative site and the cost savings if the tank were built there instead of current site.
Increase parking in the core business area	City Planner	Frye	*5-9-16* Brean reported that City is looking at a lot, trying to make an agreement with an adjoining property owner for access, to increase the number of available spaces and make the lot easier to develop for parking.
Complete south city entrance sign	Public Works	Dunn	On hold
Work with the County to complete upgrade and repairs to Ocean View Drive and the 804 south trail	Public Works	Brean	*06-01-16* Brean working with State and County on Ocean View Drive improvements that would allow City to take over jurisdiction. State Park naturalists want to move the camas. The archaeologists also need to assess area before road can be moved.
Participate in programs that seek to bring health care services to Yachats.	Frye	Frye	*09-07-16* Info meeting held 08-28 at 501; 45 attended; good interaction with LCHC staff *05-09-16* Lincoln Community Health Clinic conducted a site visit to look at potential places for clinic. Board Meeting May 10. They liked the space in the Commons if City Hall moved to the 501.
Revisit backyard chicken concept	Brean	Brean	*05-09-16* Council agreed to pilot program. Res. 2016-05-05 adopted on 05-12-16.
Continue efforts to develop public transportation options to the south	Dunn	Dunn	*05-09-16* Grant received for a pilot Lincoln County-Florence transportation connection project. Money comes July 1
Continue to participate and provide leadership in marketing endeavors that enhance business opportunities and that provide benefit to residents,as well.	Marketing Team	Dunn	*09-07-16* Team working on events for 50/100 anniversary.
Find appropriate means of protecting the character of Yachats from the negative implications of formula business models.	Planning Commission	Frye	*11-15-16* public hearing for formula business proposal *09-07-16* Planning Comm still working on ordinance language

Improve the visual appeal of Yachats: a. Address "blight" appearance in neighborhoods and business areas. b. Devise a method of encouraging and displaying public art, especially kinetic art.	Convene an ad-hoc Committee	Glenn	*6-1-16* Glenn is putting together a list of names for ad-hoc committee to improve City visual appeal. Glenn thinks City needs public art plan, but planters have already been installed and fund raising going for "Portia" statue. *05-09-16* Glenn: not sure who should convene committee; now he knows he is authorized, he will.
Re-visit and solidify City policies related to vacation rentals	City Council	City Council	*09-07, 10-07, 11-07-16* Vacation rentals on agenda *05-09-16* City Council began discussion regarding possible cap on the number.
1. Participate in alternative energy projects. a. Encourage solar systems. b. Explore opportunities for city participation in EIP wind energy project.	Finance Committee	Brean	*06-01-16* Brean said he and others met with PUD regarding the preliminary plans. Burkle device can actually store energy even if power is made by Bonneville. *05-09-16* Met with PUD to talk about Burkle's energy machine.
Work with Planning Commission to develop appropriate policies for industrial businesses.	Planning Commission	Scott	*05-09-16* Still working on definition. *06-01-16* Plan Comm working on definition of "light industrial" Will hold public hearing; wants any industrial use to include retail space.
Work with other governmental entities to explore more efficient and productive use of wastewater bio-solids.	Public Works	Brean	
Plan for the long-term development of additional raw water storage.	Finance Committee and Public Works	Brean	*09-07-16* McClung and Davies met 08-17-16 with IFA and Water Source Protection *06-01-16* McClung said the City could qualify for a matching grant to develop additional raw water storage. There are some steps the City will need to take first, such as a water source protection plan and a feasibility study. May be a small grant for study.

Work with the Planning Commission on developing policies that might lead to certification as an International Dark Sky Community.	Planning Commission	Scott	*09-07-16* Dark Sky considerations included in Hwy 101 project lighting considerations. No Commission changes yet. *06-01-16* working on formula businesses and new steep slope building regulations, may be some time before they get to Dark Sky. *05-09-16* Planning Commission will add Dark Sky to agenda.
Affordable housing	Glenn	Glenn	*10-07-16* Glenn requested to be assigned affordable housing

Created date: March 29, 2016

Last update: November 7, 2016

INFO ONLY

Neighborhoods	2017 VR	# Houses	Density
2nd E. / 3rd.	5	62	8%
Aqua Vista	5	35	14%
Bayview	2	8	25%
Coolidge / Lemwick	4	34	12%
Crest View	4	46	9%
Downtown	2	2	100%
East Hillside	0	2	0%
First / Third Addition	27	83	33%
Horizon Hill	1	38	3%
Hwy 101 NE.	0	7	
King	3	78	4%
Ocean Crest	21	94	22%
Overleaf / Fireside	8	25	32%
Quiet Water	4	54	7%
Radar	1	26	4%
Reeves	9	44	20%
River Road	1	11	9%
Smelt Sands / Adobe	0	0	
Yachats Beach Homes	6	27	22%
Yachats Community Park	0	0	
Yachats Ocean Rd N.	8	39	21%
Yachats Ocean Rd S.	14	37	38%
2 VR's on a single lot	2		
Total	127	752	
# of VR Licenses	129		

% Density	# VR
10.0%	75
11.0%	83
12.0%	90
13.0%	98
14.0%	105
15.0%	113
16.0%	120
17.0%	128
17.5%	132
18.0%	135
19.0%	143
20.0%	150
21.0%	158
22.0%	165
23.0%	173
24.0%	180
25.0%	188

MISSING DATA ON TWO ISSUED LICENSES

35 houses that exist, but don't show water service

HouseNumbe	CityStreet	Structure	UtilityAccount	HasWaterService
CK MAP	1st St. W.	House		FALSE
211 addn	1st St. W.	House		FALSE
319	3rd St. E.	House		FALSE
20	Catkin Loop	House	07-0787-01	FALSE
28	Catkin Loop	House		FALSE
34	Catkin Loop	House	7/1/88, 12:00	FALSE
148	Chief Albert D	House	04-1680-01	FALSE
211	Chief Albert D	House		FALSE
261	Combs Circle	House		FALSE
87	Crestview Dr.	House		FALSE
968	Driftwood Ln.	House		FALSE
370	Horizon Hill R	House	03-1290-01	FALSE
1676	Hwy 101 N.	House		FALSE
2056	Hwy 101 N.	House		FALSE
168	Jennifer Dr.	House		FALSE
30	Joni's Way	House		FALSE
310	King St.	House		FALSE
1496	King St.	House		FALSE
2045	Overleaf Lp.	House		FALSE
60	Reeves Circle	House		FALSE
153	Spruce Ave.	House		FALSE
240	Windsong St.	House		FALSE
67	Windy Way	House		FALSE
48	1st St. W.	House		FALSE
211	1st St. W.	House		FALSE
277	1st St. W.	House		FALSE
284	Lemwick Ln.	House		FALSE
1750	Hwy 101 N.	House		FALSE
1670	Hwy 101 N.	House		FALSE
1132	Ocean View D	House		FALSE
206	Chief Albert D	House	4/1/00, 12:00	FALSE
1040	Hanley Dr.	House	4/1/50, 12:00	FALSE
301	King St.	House		FALSE
625635	Lemwick Ln.	House	01-0790-01	FALSE
350	Village Ln.	House	08-0455-01	FALSE

Two properties have two VR's on one lot & are under counted by the property search	
Houses	754
Houses with water service	719
	35
Data as of Nov 4, 2016	

INFO ONLY

Regular Meeting of the Yachats City Council
October 13, 2016
MINUTES

The regular meeting of the City Council was called to order by Mayor Ronald Brean at 2:00pm in the Civic Meeting Room at the Yachats Commons. Council members present: Greg Scott, Barbara E. Frye and Max Glenn. Sandy Dunn participated by phone. Also in attendance: City Administrator Joan Davies, Wastewater Department Lead Dave Buckwald, Water Department Lead Rick McClung; and an audience of 5.

I. Announcements and Correspondence

The Ladies Club has a fundraiser dinner Friday night, from 5-7pm. They have a scholarship fund of $3,000 and three of their recipients will be working at the dinner. They will be serving meatloaf, potatoes, green beans and apple crisp, with proceeds going to the scholarships.

Thank you letter from League of Oregon Cities for the City's donation. The City has benefited more than one time from the LOC scholarship program that helps members attend conferences, Mayor Brean said. He then read aloud an email complaining about food and beverage taxes, and blaming the taxes on "Californians". The Mayor pointed out that at the time the F&B tax was put into place, no former Californians were on the council, to even have input, and it was put to a vote of the town. The tax results in the visitors and not the residents to pay for the increased water usage by tourists. Councilor Sandy Dunn stated the tax was patterned after the City of Ashland.

II. Citizen's Concerns

(None)

III. Consent Agenda

A. Minutes of August 8, 2016 Work Session and August 11, 2016 Regular Meeting

B. Bills for Approval

Councilor Max Glenn moved to accept the minutes and approve the bills. Four ayes on the minutes (Councilor Greg Scott had not been present at the August meeting, so he did not vote on the minutes); all five voted to approve the bills.

Continuing hearing on Ordinance 346:

Mayor Brean opened and closed the continuing hearing on Ordinance 346. No comments made.

IV. Reports

A. Council Reports:

Councilor Greg Scott reported that he and Rick McClung had attended the Mid Coast Water meeting. The State will fund four local study groups, from Lincoln County to Yachats. Only coastal cities will be in the group, determining the feasibility of a partnership to connect all

systems together. Newport is taking the lead and asking cities to join in participation to discuss the long-term needs to ensure adequate delivery of water. They will continue to monitor the delivery and factor any future plans into the future CIP Plan. Mayor Brean said the topic has come up from time to time and has died when it comes to a point of giving up power. There is a need to share higher-level licenses for utility system as there is a great deal of potential to increase the water potential. Councilor Scott stated Seal Rock and Waldport are discussing a pipeline under the river. Seal Rock currently gets their water from Toledo, through the wetland.

Councilor Scott report he has met with the lead IT developer, and in the next two months, he will finish the utility/property bill conversion, but is waiting on Munibilling. He is taking a different method to speed up the download of 850 accounts and bringing on a third developer in January 2017. They will migrate to the Document Library and focus on a more-nuanced level of security.

Councilor Barbara Frye reported that the LCHC work towards a Yachats clinic continues slowly. She also just learned that the LCHC Director died unexpectedly yesterday.

Mayor Brean attended the LOC conference in Salem, which was his last one before his term ends. He encouraged the Council to continue membership and advised them to utilize the LOC data added to the LOC website compare cities and matched, sorted, created filters and export comparison to Yachats, in reference to Transient Room Tax. Comparing to other cities of less than 2,500 population per capita basis is useful, although water billing info doesn't necessarily translate.

Councilor Sandy Dunn pointed out the Chamber already has banners that are put on the highway street light posts, so she wondered why Administrator Davies had applied for a grant for banners. The City Administrator replied that she didn't know the Chamber had banners, and the Chamber, in fact, was a partner in the grant application, so maybe they were different from the old ones.

Mayor Brean asked about changing the December work session date from 12/5/16 to 12/2/16. After he checks his schedule, that change may be made.

Councilor Glenn moved to sign the agreement to accept the donation of a vacant lot at 200 Crestview Drive, Yachats, from property owner Charles Reiber; all ayes, motion carried.

Mayor Brean read aloud the Proclamation from Lisa Morton, Executive Director of My Sister's Place. She advised those in attendance that Oct. 8, 2016 from 3pm-5pm is the final Sanctuary Night for the organization. They have raised $1,600.00 for helping domestic violence victims. Councilor Scott said it is a great program and the Council supports it. Council Glenn moved to proclaim against domestic violence; all ayes, motion carried.

Smoke, chemical and fragrance-free policy

Councilor Scott stated that in order for the policy to work, the City needs to make the community aware of the policy and educate others, along with a commitment from the larger community. Mayor Brean said he would like to wait for Parks & Commons to review and approve this policy.

Progress Matrix

Councilor Glenn explained that during the past year, the Council created objectives and developed assignments for each member, with about five issues apiece.

Mayor Brean discussed the state park facilities. County has to fix up Ocean View Drive before the City can accept it. One corner has archaeological issues that have to be addressed. The County has 801 Trail settlement money they could use; could tie into our mowing program. The most recent information was that the local parks manager was going to bring a specific proposal to us. It's not dead, it's just languishing.

Councilor Barbara E. Frye reported that her goal of hiring a City Administrator was conclude and now they are working on the changing role of mayor.

Mayor Brean reported that an ad hoc committee is still needed, in reference to the Visitor Amenities fund. The money has to be spent on legitimate, needed projects, and needs to serve both visitors and residents. There was discussion of kinetic art that moves with the rain and wind.

Councilor Glenn discussed the Emergency Plan. Bob Bennett's report is in the packet. Rick McClung now has stencils to print on the street surface to increase the safety level. Blue designs will be on the street, indicating feet above sea level.

Councilor Glenn brought up the gossip on the community pages on Facebook. Mayor Brean agreed it is difficult to stay on top of rumors. Councilor Glenn said he was amazed at the vitriol expressed. He didn't realize opposition would rise again, to the point of some of them saying that the new mayor would be able to put an end to the project. Mayor Brean added that there was also a rumor that he was moving to Montana, just based on a trip he made.

Mayor Brean stated the City still needs to diversify the revenue sources and should look at applying part of the water and sewer revenue to the street fund, as the economical turn-down demonstrated.

Councilor Dunn asked to have each section in the Progress Matrix numbered. Library Commission was meeting at the same time as the Council this week, so she couldn't attend the library meeting.

Councilor Scott stated the City has obtained a new accounting system. He and Tom Lauritzen have worked on revamping and moving forward. Training on the new system is next week. Payroll will move to the new system as of 1/1/17 and Accounts Payable will move to the new system on or about 11/1/16. They examined a lot of firms, before choosing Chaves Consulting. The new program gives good quality at a good rate, and is the best option available. They work with multiple Oregon cities and counties, under Oregon budget law. He has confidence in the Chaves staff's ability to manage the City budget.

Councilor Glenn stated that Administrator Davies is increasing usage of the former bank building (501) as an events center. He is going to push OCWCOG about the bank project in which several cities could benefit from a mobile bank or other services. Councilor Scott stated that given the support of using the 501 building for entertainment, he would like to ask the Finance Committee to pay for upkeep of the 501 building. Tom Lauritzen agreed it was a good idea, but also agreed they should run it by the Finance Committee first.

Mayor Brean reminded the Council that they will discuss the status of the 101 project and the South Reservoir project tomorrow. Gerald Stanley asked the meeting would be open to the public.

Councilor Frye reported that in reference to the parking in the downtown area, she is still waiting to hear about the lots next to the Alder Bistro. Mayor Brean said they need to talk to the City Planner about those.

Councilor Dunn reminded the Council that the money budgeted for the south city entrance was re-directed, so her project is on hold. She said there is nothing new about the transit to Florence, or at lease she has not been updated. The grant was awarded to Lane County Transit, and she has no information about the marketing.

Councilor Scott said the Planning Commission is in the final stages of reviewing the formula business language and the Council should see it in November.

Councilor Max Glenn stated he likes the visual appeal assignment. An old vehicle was moved from along Hwy 101, but the derelict building there has not been torn down. The owner of the Salty Dog in Waldport has bought a property in downtown, along Hwy 101, to put in a piano bar and apartments above with parking all around. The shack on the site will be torn down.

Mayor Brean continued the vacation rental discussion. He asked that people think about it, talk about it again, and then they can weigh in on it. He said the Finance Committee has been "chugging along nicely", and the City Administrator is now the chair. They met yesterday and talked about the CIP. Councilor Scott said he thought the industrial part was done, but he will check. Mayor Brean Rick McClung may be part of the Mid Coast committee studying water needs. Councilor Scott reported that the subject of Dark Sky certification has been pushed back by the Planning Commission, because they are going to work on the subject of building homes on slopes.

Councilor Glenn wants "work force" housing as a separate heading for the matrix. He's been working with businesses, the planner, and the county, has stimulated some business owners to look at alternatives. Councilor Scott feels the City's role should be minor. Mayor Brean made reference to the old company town concept, when employers built housing for their workers. Councilor Glenn said he had found that ski resorts have some of the same problems, with little housing for seasonal workers who then don't have a job off-season to easily pay their rent.
Councilor Scott pointed out that the hotels and one restaurant are providing worker housing, and that local businesses need to have ownership of the issue and provide leadership.

CIP Project/URD Changes

Mayor Brean stated the CIP amendment to the five-year plan takes care of these changes. Tom Lauritzen shared a spreadsheet, and stated the five-year plan is somewhat separate from Urban Renewal District money. The items in red are changes from the original CIP. They changed the timing of the plan to re-direct resources. Councilor Scott moved to approve the changes to the CIP Plan. Councilor Dunn asked if this was the same plan from two months ago, when they re-directed the funds for the South Gate, and Mr. Lauritzen said it was. All ayes; motion carried.

B. Written Reports:

VI. Business

(None)

VII. Other Business

Councilor Frye moved to increase the City Administrator's salary by 10%, effective 12/01/2016. Feedback from the Council, the staff and the public all show a stellar job is being done by Joan Davies, beyond what was expected. She is doing really fabulous, Frye added, and it will be her six months anniversary, so it is an opportune time to grant the raise. They looked at salaries and the City Administrator's salary is by no means the largest. Councilor Scott stated it is not obvious to the community-at-large what takes place; Joan Davies has navigated a lot of land mines, while being truly collaborative. Councilor Glenn stated he is not only pleased with all of that, but noticed today that Joan Davies arranged for PUD to be at the park and prepared for storm outages. Mayor Brean said there was little he could say that had not already been said. All ayes; motion carried.

Storm report. Rick McClung reported the usual pre-storm preparations have been completed. All vehicles are fueled up, saws sharpened, suspect areas identified and they have prepped heavily on Crestview. The major concern is Saturday, which may be comparable to the Columbus Day storm in the 1960s. They have doubled the on-call workers for the weekend, so that one worker won't be responding alone. Dave Buckwald said there is a good chance of seeing around 2.25" of rain, or 500 gallons per minute through the system. The City has gone from drought to flood in one week.

Mayor Brean said the Council has talked about vacation rentals and how to measure them: What if they restrict by neighborhood to 20% density? Then the heaviest neighborhood would not be allowed additional licenses. Then evenly distribute vacation rentals at 20% for the whole town. There are eight homes in Bay View Terrace. Councilor Glenn stated 15 out of 22 have the ability to get a new license. Councilor Scott said he has a boatload of concerns, as to unintended consequences. They could push new licenses into a neighborhood with great effect. Oceanside is mostly vacation rentals now, and most residents have gotten used to it. The economic impact on homeowners has to be considered. It is an economic reality that being licensed as a vacation rental increases their ability to sell property as such. That should be a big lightning rod to go slow.

Councilor Frye said that they have gone slow, for awhile now. Councilor Scott said, not with this particular proposal. Mayor Brean stated this does not affect the current licenses and it would take a while to go into effect. Councilor Dunn stated that in considering doing this by neighborhood, the Council needs to look at the picture: the neighborhoods are not all the same size. The Overleaf is very compact, as opposed to Ocean Crest. She does agree with Councilor Greg Scott's two comments. Councilor Greg Scott added that "one size fits all" doesn't sit well. Mayor Brean stated he doesn't disagree, and had added two houses to Hillside in the scenario he created. He suggested they consider multiple "what if" scenarios: one year from now, what will have changed?

Councilor Frye said it tries to be equitable. Oceanfront owners haven't all accepted it. Councilor Glenn asked when they had talked about capping the number of licenses. Mayor Brean said they have talked about capping, a 500-yard limit, license location, and licensing the property, as opposed to licensing the individual. Councilor Glenn recalled something about the number of days it could be rented per year. Councilor Dunn stated there is a comparison in the research paper she wrote. Councilor Scott pointed out that a special economic zone would allow a lower threshold to be set, maybe at two per cent. A property owner can only hold one vacation rental license, although there are property management companies who handle multiple rentals for the owners. But they have not dealt with Air BnB, or other on-line rental companies. Councilor Dunn stated that no matter how a property is rented, the owner still needs to follow the licensing regulations. They are a rental agent, not an owner. Mayor Brean said B & Bs are part of the character of the community, and he gets it that it affects home sales. Councilor Scott said he believes people will bend rules like gangbusters, if it is not clear. Councilor Dunn said that zone changes would have a major effect on property value, and pointed out that Lincoln City was sued over some of their vacation rental choices. Mayor Brean stated a zoning overlay could be a can of worms.

A. From the Council

(None)

B. From the Staff

City Administrator Davies advised the council that she has been working with a number of residents who requested that street lights in their areas either have a shade put on them or be turned off completely. In the area of West 2nd and 3rd Streets, the street lights shine out sideways and into upstairs bedrooms, making it difficult to sleep. Residents also complained of not being able to see the night sky, enjoy the fireworks or see the ocean waves they live right next to. She took a survey of owners and started out with wattage reduction by half. PUD advises some of the street lights can't have shades added, so if the reduction doesn't work, they can shut them off.

There being no further business before the City Council, the meeting was adjourned at 3:52pm.

_____

Ronald L. Brean, Mayor

Attest:

_____

Joan Davies, City Administrator

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

CITY COUNCIL MEETING

441 Hwy 101N, Yachats Commons, Room 1

Thursday, November 10, 2016 at 2:00pm

AGENDA

I. Announcements and Correspondence

II. Citizen's Concerns

III. Consent Agenda
- A. Minutes: 10/11/16 Work Session; 10/13/16 Council Meeting; 10/14/16 Special Meeting
- B. Bills for Approval

IV. Reports
- A. Council
- B. Written Reports:
  Administrator, Code Enforcement, Public Works, Emergency Preparedness Committee

V. Public Hearing Continued – Ordinance 346: Amendments to Yachats Municipal Code Chapter 9

VI. Business
- A. Tobacco-free and fragrance-free policy VOTE
- B. Nuisance abatement – specific properties VOTE
- C.

VII. Other Business
- A. From the Council
- B. From the Staff

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Posted Nov. 7, 2016