

1. Meeting Materials

Documents:

[COMMITTEE-COMMISSION REVIEW 02-08-17.PDF](#)
[SHEPHERDING GOALS 2017 02-07-17.PDF](#)

Early in the council discussion about the organization review, it was suggested there be a comprehensive examination of the current commission and committee structure. There has been a general understanding that this work would wait for the arrival of the new city administrator.

Background

The city of Yachats has five commissions and two committees. Of these, two are enshrined in State statutes (Planning and the Budget Committee) where their purpose, objectives and processes are defined and documented. I therefore recommend that they be excluded from this review and are not included in the discussion that follows.

Commissions	Committees
Parks & Commons	Budget
Public Works & Streets	Finance
Planning	Trails
Library	
Little Log Church	

Discussion

Commissions exist to advise the city council, recommend policy and legislative changes, provide a forum for public comments and requests and suggest future capital projects. Less clear is the relationship with city operational activities especially where information gaps exist needed to support policy and legislative changes. This appears to be due to the lack of staff analyst resources.

The central topics to be addressed appear to be the following:

- What is the optimal number and mix of commissions and committees for Yachats?
- Clarify the role and structure of commissions.
- Clarify the informational role for commissions related to city operations. Related to this area is the need to make key analysis less dependent on volunteer commission members.

Are these the correct topics for review and discussion?

Study group composition

Given this project was originally given to the organization study group, I propose that group continue the work while substituting the city administrator for the previous staff individuals.

COUNCIL SHEPHERDING GOALS - 2017

DATED 01-12-17

Page 1	GOAL: Provide for the effective governance of the City of Yachats		
	OBJECTIVES	TEAM ASSIGNED	SHEPHERD
1	City management of State Park facilities: Yachats State Park, Smelt Sands, Yachats Ocean Road, 804 Trail		J Tooke
2	Appropriate uses for Visitor Amenities Funds (public arts/facilities/marketing)		G Stanley
3	Housing development for all levels; incentives	Glenn/Stamley	M Glenn
4	Diversify revenue opportunities: grant writing, utility fees, franchise fees, street fees. Coord w/Finance Com		J Tooke
5	Continue development of emergency planning and resilience preparedness		M Glenn
6	Communicating programs/activities/policies/topics/ processes to citizens		M Glenn
7	Library Commission strategic plan, including operations/location/funding/bequest		B Frye
	GOAL: Improve administrative processes to maintain and surpass previous high standards		
8	Database and IT capabilities development		G Scott
9	Develop/implement satisfaction survey		G Scott
10	Marketing committee leadership		G Stanley
	GOAL: Improve City infrastructure		
11	Increase parking in core business area		B Frye

PROGRESS

May/June 2016, Mayor Brean discussed with State Parks Regional Director

Agreed to pay Visitors Center \$20,000 to fund Events Director position

Comp Plan Goals J and K

June 2016, Brean suggested part of water and sewer fees go to streets fund

May/June 2016, worked with

EP on quake/tsunami drill 6/10

Commission meeting more often than just quarterly

Ongoing data integration

Prepared for January distribution

Currently working on 50/100 anniversary

May 2016, need adjoining lot access

Page 2	OBJECTIVES	TEAM ASSIGNED	SHEPHERD	PROGRESS
12	South Reservoir project - construction oversight		J Tooke	Property purchased 12/31/16
13	Work with County to complete upgrade and repairs to Ocean View Drive and 804 Trail South		G Stanley	June 2016, Brean talked with State & County; archaeologist
14	South Gate creation and placement (city limits)		B Frye	Funding postponed, but could still be looking at placement and design
	<i>Provide/facilitate opportunities for self-growth, education and participation in programs/projects to enhance quality of life</i>			
15	Health care services program for Yachats		B Frye	Sept. 2016, working with LCHC
16	Transportation options south to Florence		B Frye	Transit meeting Jan. 11, 2017
17	Formula business models ordinance		B Frye	Dec. 2016, referred to Council
18	Visual appeal of City; remove "blight"; facilitate the public display of art, especially kinetic		M Glenn	Planters/Portia statue obtained
19	Vacation rentals issue	All council	G Stanley	Multiple discussions, map made
	<i>Foster "Seventh Generation" thinking</i>			
20	Encourage alternative energy projects		G Scott	June 2016, Brean met with PUD re: EIP; preliminary plans reviewed
	Explore EIP wind energy project			
21	Raw water storage long-term development		J Tooke	Sept. 2016, IFA/Water Source met with
22	Dark Sky Community certification		G Scott	Referred from Planning Comm Dec. 2016
23	Wastewater bio-solids: work with other governments on more effective uses		J Tooke	Brean met with mayors from other cities
24	Banking services for the community		M Glenn	Dec. 2016 meeting with OCWCOG group

STANLEY: 2, 10, 13, 19; SCOTT: 8, 9, 20, 22; FRYE: 7, 11, 14, 15, 16, 17; GLENN: 3, 5, 6, 18, 24; TOOKE: 1, 4, 12, 21, 23