

1. 9:30 A.M. Agenda

Documents:

[2021-07-01 Council Agenda.pdf](#)

2. Meeting Materials

Documents:

- [\(1\) July 1 Worksession.pdf](#)
- [\(2\) Erdahl.pdf](#)
- [\(3\) Flagpole_Flags Recommendation.pdf](#)
- [\(4\) Informaton Tools.pdf](#)
- [\(5\) DB_Structure-2.Pdf](#)
- [\(6\) CASS Overview.pdf](#)
- [\(7\) Yachats Information Systems-3.Pdf](#)



**CITY OF YACHATS
CITY COUNCIL WORK SESSION & COUNCIL MEETING**

Yachats OR
Thursday, July 1, 2021 at 9:30am
To Be Held Via Zoom

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/88376972670>

Meeting ID: 883 7697 2670

One tap mobile

+12532158782,,88376972670# US (Tacoma)

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Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

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+1 929 205 6099 US (New York)

Meeting ID: 883 7697 2670

Find your local number: <https://us02web.zoom.us/u/kdMACOYuOQ>

Work Session

- I. Public input initiative
- II. City manager recruitment

Regular Council Meeting

- I. Announcements, Correspondence, Proclamation
- II. Public Comment: **Topics not listed on the agenda**

The Yachats City Council meetings 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.

5-minute limitation per person

III. New Business

- a. Consideration of possible appointment of Kevin Erdahl to the Public Works and Streets Commission seat D
- b. Discussion of signage for City Hall and consideration of recommendation from the Parks and Commons Commission for a flagpole in front of City Hall
- c. Pocket parks on Ocean View Drive between 3rd St. and 6th St. (Councilor Stott)

IV. Old Business

- a. Taskforce to seek and identify avenues to address the lack of affordable housing for moderate to low-income citizens. (Councilors O'Shaughnessey and Muirhead)
- b. Database project (Councilor Scott)

V. Other Business

- a. From Mayor
- b. From Council
- c. From Staff

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WORK SESSION:

Council discussion of two important projects needing to move forward:

- a. Public input initiative
- b. City manager recruitment

Each of these will likely need a project manager or project management team. In preparation for our work session, please give consideration to what direction is needed on each item before it can be handed off to a project manager and what resources should be provided to the project manager.

People willing to offer their assistance on one of these projects are encouraged to contact any Councilor and indicate what role they would be willing to take. A brief description of any relevant skills or experience might also prove helpful.

At it's June 8, 2021 meeting, the Public Works and Streets Commission interviewed Kevin Erdahl and voted 4-0 to approve the following motion.

Public Works & Streets Commission recommends the City Council accept the application for Commission made by Kevin Erdahl for Seat D.

Seat D expires in 12/31/2023.

At the June 1, 2021 meeting of the Parks and Commons meeting, the Commission voted 5 to 1 to recommend to City Council that a flag pole be erected in front of City Hall and the flags be moved from in front of the Commons Building.

The Mayor suggests that Council consider this recommendation in the larger context of what the City would like in front of City Hall.

During the recent budget process, the city manager's message made it clear that the new year capital focus would be investing in tools needed to enable the organization to meet key project objectives. While the bulk of these tools relate directly to various public works areas, there is an equally urgent need for better tools for records management, data gathering, analysis, decision making, efficiency improvements, communications and problem solving. Most people recognize the value of appropriate tools for public works staff. But although we are in the "information age" and new technology touches so much of our daily lives, many people are slow to grasp the potential of new information tools.

During the city goal discussion, several objectives were identified that would benefit significantly from improved information tools. Examples include the following areas:

- Survey residents to identify their experience with and expectations of City services.
- Evaluate the responsibilities of the City Manager, as well as those of staff members, to ensure that they meet the needs of the Yachats Community.
- Improve effectiveness of code enforcement.
- Communicate with citizens by providing written minutes, website content, and monthly newsletter, using updated contact information.

These objectives are all areas where an information tool like a database using business logic and a system of integrated data, offers significant improvements in ways to address tissues while reducing labor intensive tasks staff would have to perform. Companies and organizations are using tools like this to survey people, track items, manage complex processes, perform analysis, improve communications, improve services and organizational efficiency. Given the current outlook for skilled staff recruitment, the sooner the city begins looking at innovative ideas to improve, the sooner our community, council, commissions and staff will begin to enjoy the benefits.

To move this process forward, I am recommending an intergovernmental agreement between the City of Yachats and Oregon State University's Center for Applied Systems and Software (CASS). Once the agreement is in place, CASS will need to do an assessment of the existing code, applications, and the scope of work that the City of Yachats desires. Because of the size and complexity of the project, CASS is recommending a phased approach.

The initial phase will require a temporary development domain based on the old YachatsOregon.org code (Phase 1) followed by migration of the GoYachats.com apps the city wants to retain (Phase 2) and finally the new applications the council approves (Phase 3). Phase 1 will allow the city to bring the old document library on-line along with all the dynamic reports and limited access to the property inventory.

Since CASS works on a time and materials contract model, the initial review will require a small budget somewhere between \$3-4,000. This will produce a more accurate estimate of the cost of phase one of the project and time to complete. Conceptually, the report is equivalent to an engineering estimate for a public works project. The council can then decide on how to proceed.

CASS is an OSU student internship program. So most of the coding work is done by students under the design supervision of OSU staff. Clients benefit from the lower billing rates for student workers while providing students with real world development experience. One of the supervising staff is the person responsible for both the GoYachats.com and original YachatsOregon.org sites. His knowledge of and experience with the Yachats database should be a significant factor in helping the development group come up to speed much faster than starting at ground zero with an outside development group.

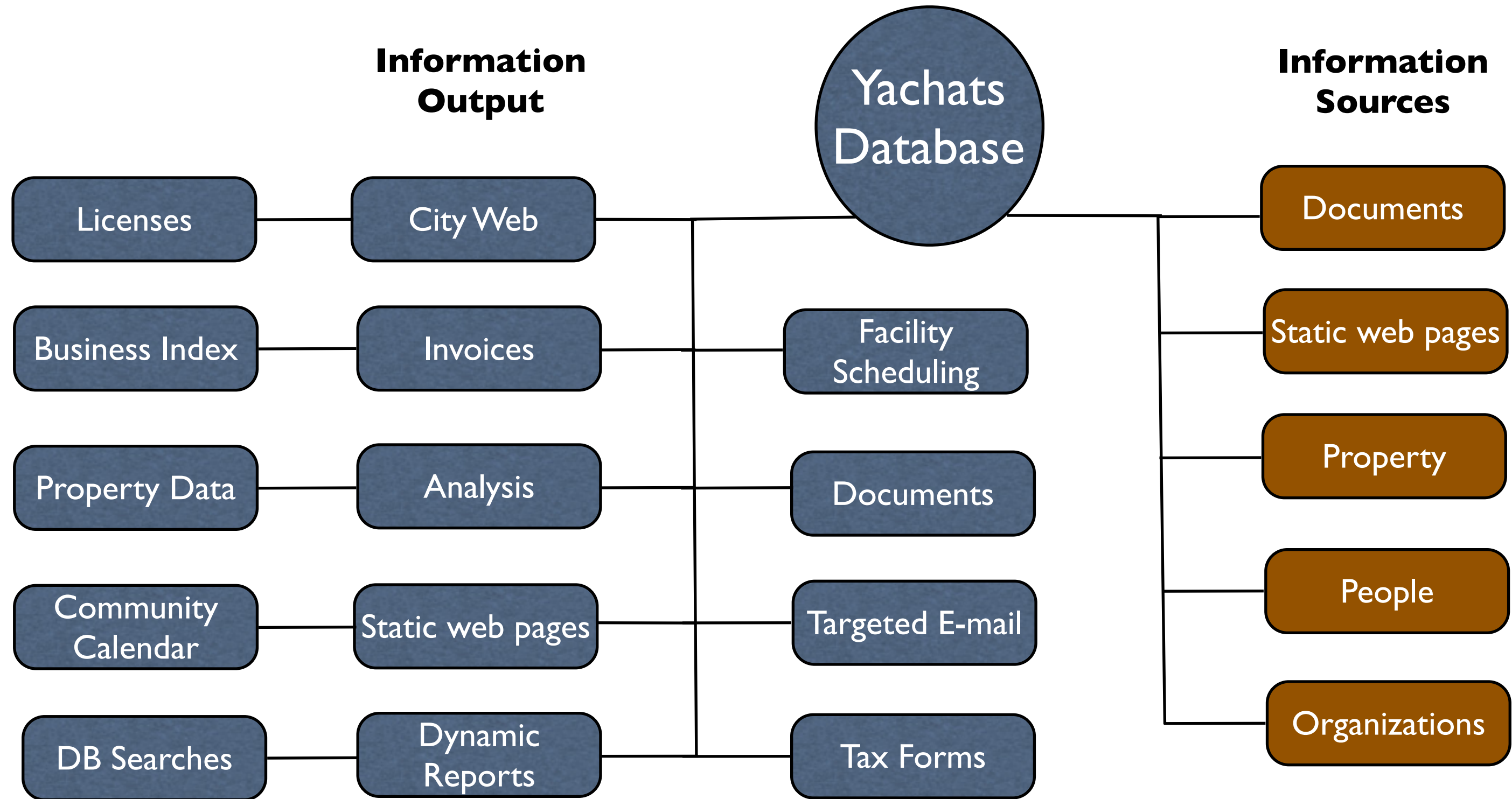
Given the current efforts between the city and the chamber of commerce, it makes sense to phase out the GoYachats.com site as a visitor information source. Long term, all city web services would be delivered from the YachatsOregon.org domain resulting in a direct savings of \$11,000 a year while improving information available to the council, commissions, staff and the public. Initially it will take time to bring services like the document library current. This would be a perfect exercise for a small group of volunteers to migrate city documents from the past three year to the document library and I would be happy to organize that effort once a few improvements have been made.

Included in the council packet are documents that outline the functional areas and needed improvements in the current information tool. The text document titled [Yachats Information System](#) lists key objectives for this project; provides some examples and attempts to explain the concept of [Business Logic](#) as it applies in information systems. The CASS document provides background information about the Center for Applied Systems & Software.

Council approval will authorize councilor Scott working with the city manager to complete and submit an intergovernmental agreement (IGA) and payment to OSU CASS for the purpose of estimating the time and cost of phase 1 on the Yachats database upgrade and deployment. Once the IGA is signed by both OSU and City of Yachats city manager, CASS staff will be granted access to the Yachats database and code. Database work will only commence after council approval of phase 1.

Prepared by: Greg Scott

Yachats Database / Web Structure



City of Yachats Database Services

Existing Services

Licenses

Searches

Facility
Scheduling

Business Index

Static web pages

Document
Library

Property Data

Analysis

Targeted E-mail

Tax Forms

Invoices

Community
Calendar

Dynamic
Reports

Proposed

Complaints

Service Tracking

Survey Module

Vacation Rentals

Upgrades

Invoicing

Reservations

Task Tickler
System

Database User
Interface

Business
Licenses

Current Database Services That Are Unavailable

Community
Calendar

Document
Library

Facility
Scheduling

Business Index

Full DB Search

Targeted E-mail

Property Data

Analysis

Tickler Service

Data Integration

Dynamic
Reports

Water
Integration

Application Work That Is Needed

Invoice Upgrade

Reservation System Upgrade

Property Inventory Upgrade

Business License Update - finish

Vacation Rental Tax Upgrade

Document Library Search Update

Complaint System - new

Service Requests Module - new

Task Tickler Module - finish new

Survey Module - new

Web Interface Update

Needed System Upgrades

These upgrades need to be done before any other work

Server Operating System

Database

Comments

Most of the database code is more than 12 years old and badly in need of updating to bring the code base current and improve the user interface. Updating the code base will open new options for other improvements as well as improve security and user ease of access. There are a number of small known design problems that need to be corrected like the situation with vacation rental tax invoices when a property changes hands in the middle of a tax quarter. This will also create an opportunity for user input to be reflected in user interface design changes across all database areas.

The recommended process for moving forward is entering into an intergovernmental agreement with Oregon State University and engaging their database design group to examine the existing code and the scope of work the City of Yachats desires. This would form the basis for an estimate of the cost to complete the project. The city would agree to pay for this review.

If the project work is successful, the Yachats would have the option to continue the agreement with OSU for future work / maintenance. Most of the work would be done by OSU students working under the supervision of OSU staff as part of an internship program. This is the same OSU program used by the Oregon Department of Transportation for all their database work as well as other State agencies and OSU departments.



Oregon State
University

COLLEGE OF ENGINEERING | School of Electrical Engineering
and Computer Science

CASS

Center for Applied
Systems & Software

Open Source Lab

Software Development Group

CASS.OREGONSTATE.EDU



Who is Cass?



Oregon State University
College of Engineering

CASS

Center for Applied
Systems & Software

Experiential Learning Program

Solving problems with experiential learning...



Who is CASS?



Oregon State University
College of Engineering

CASS
Center for Applied
Systems & Software



- **Open Source Lab**

- Open Source project server hosting
- DevOps automation and testing
- Hands on data center management experience



- **Software Development Group**

- Design, development and hosting of applications
- Usability testing & early feedback loops
- Full software lifecycle support

For additional info, visit us at cass.oregonstate.edu

- **OSL** – Lance Albertson, Director
- **SDG** – Carrie Hertel, Director
 - Mark Clements, Bharatwaj Appasamy
- Pam Bielenberg, Office Manager
- ~20 to 40 students



Software Development



Oregon State University
College of Engineering



Cost Recovery Business Model

- Primarily Project Funded
- Time and Material Contract Model
- Ideal Projects: Medium Size (6-12 Mo.)

Full Life-Cycle Software Project Support

- Value Driven Agile Approach
- Partnership Focus
- Project Management Built-in
- Analysis, Development, Hosting & Maintenance
- Wide Range of Technologies (Best-Fit Approach)

Student Experience

- Real Problems – Real Software – Real Timelines
- Direct Customer Interaction (Full-Time Staff Supported)
- Team Environment (Pair Programming, Peer Review, Mentorship)



Oregon State
University

ECampus SOC
College of Education
OSU Seed Lab
OSU Fee Book



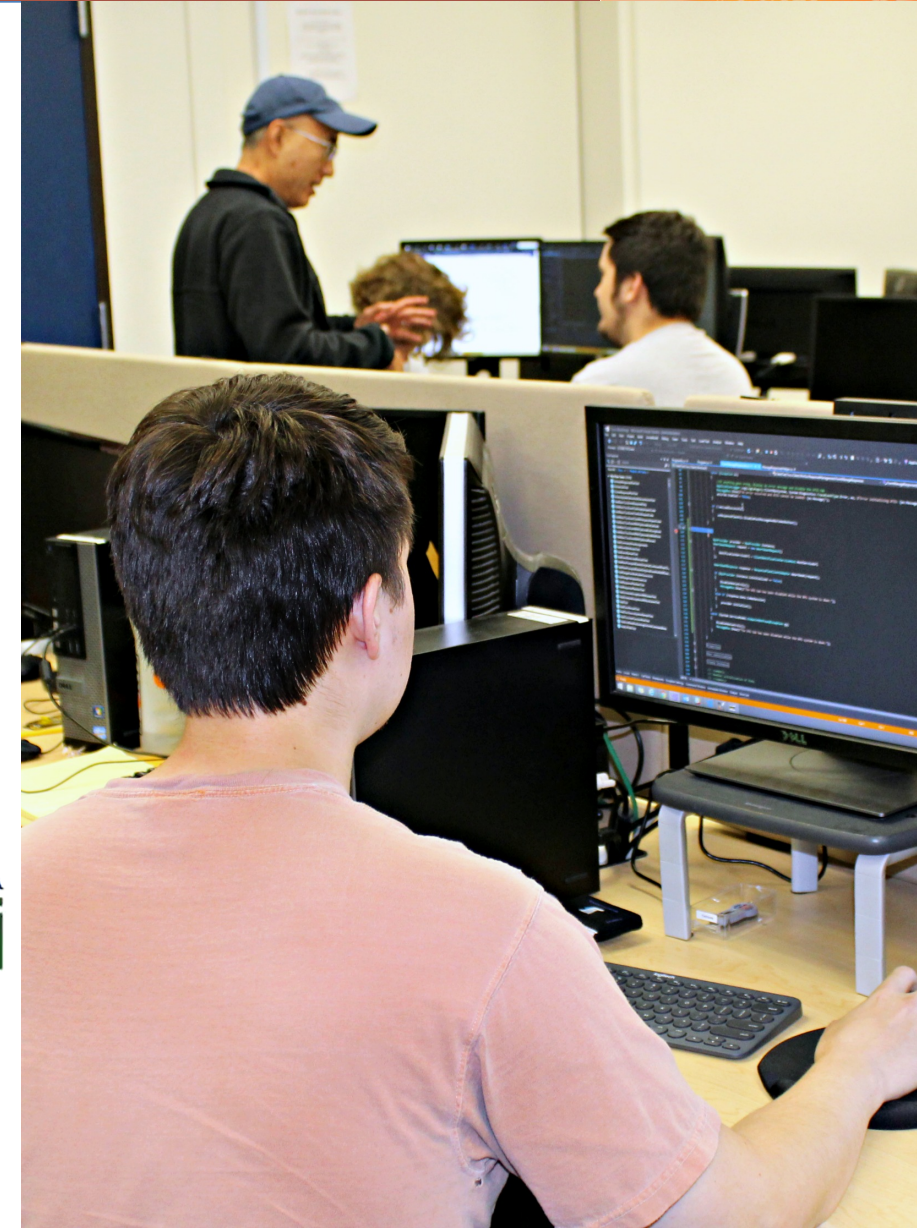
State of Oregon
Department of
Environmental
Quality



THE
LINUX
FOUNDATION



BREEDING
Insight



CASS Student Employee Experience



Oregon State University
College of Engineering



- ✓ Students gain hands-on experience while in school, supporting themselves financially
- ✓ 4:1 student-staff ratio and 2 year “commitments” for adequate mentorship and career development
- ✓ Unique experiences and opportunities in delivering critical services and software on-time and to spec
- ✓ Real-world experience architecting, deploying, troubleshooting, supporting, and maintaining production systems for customers
- ✓ Establish relationship with potential employers while still in school, graduates highly sought after on the job market
- ✓ Communicating and engaging with customers to solve issues and fulfill requests

CASS Project Process



Oregon State University
College of Engineering



Initial discovery, vision & scope and contract to create partnership with customer.



Students & staff engage with customer to **iteratively create solutions** using the technologies and techniques which meet their needs.



Students **participate in all phases of project**; requirements gathering, design, development, testing, delivery, hosting and support.



Professional staff provide **project management and supervision** to ensure quality goals and deadlines are met.



Students and staff interact directly with customers **and develop an understanding and appreciation for the business** and culture.

Contact



Oregon State University
College of Engineering



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Questions?



Oregon State University
College of Engineering



Key Objectives:

- improve bidirectional communications with the public
- provide data for decision making
- improve transparency of city decisions and work
- return public access to historical public documents
- improve consistency and accuracy of city work
- provide institutional memory and public access to city records
- reduce long term operational costs

A primary objective that encapsulates the project design thinking is a desire to minimize city long term costs by embedding business logic in the information tools that are part of the Yachats Database system. Business logic can be defined as the rules and assumptions that define what needs to be done; when; what information is needed, who is involved; how communications are to occur; and the timing for each step in the process. The logic can include calculations that are required, rates/amounts that are appropriate, and penalties that might apply. Business logic can include triggers that respond to events. For example, when someone submits a form, the system can be told what to do; who to notify; send a message in reply; create a record that is visible to the public; enable tracking of work and actions.

A good example of business logic is a complaint system. When a complaint is submitted using an on-line form, it will include a property address. This makes it possible to track where and when the complaint occurred and the type of complaint. A note could be added to a web page with information about the complaint. (Where, when, type of complaint and status). Anyone can monitor the status of open complaints. When the status changes, a message can be sent to the person filing the complaint and the complaint page would be update automatically. A record of all complaints would be maintained. Dynamic reports could be generated that summarize complaints by address, street, zoning, type of complaint, business type, subdivision, neighborhood, date or status (open or closed). Report data can be exported to Excel for further analysis. The only staff involvement would be the time required in responding to the initial problem. All the record keeping and notification would be handled by the database and the business logic. That logic could include specific instructions included in the complaint ordinance. There would be tools that allow staff to update business logic when ordinance changes are approved without having to write new code. No off the shelf software will ever offer this level of flexibility and customization. The current web site vendor has been unable to replicate Yachats business logic applications.

A core concept around the data system was to reduce or eliminate staff time to manage data while providing the council, commissions, the public, and staff access to information for decision making or operational management. One full-time position was eliminated when the city implemented the business license and tax reporting system which both use business logic customized to fit Yachats. This saved around \$50,000 a year in salary and benefits when one position was eliminated. Yachats can't afford to "staff up" like traditional cities. We need to think outside the box using technology so that citizen members on governing bodies (council, commissions, & committees) have access to data that helps them understand what is happening

and can do research and analysis without staff assistance. It is unlikely you would find a system like this elsewhere because Yachats' small size makes it possible to implement a fully integrated data system.

Not many people know about the property inventory that has been developed for Yachats. It contains data on all the lots in town. It makes possible the ability to ask property related questions. Here are a few examples.

How many undeveloped lots are there? What is the zoning of these lots?
What is the zoning of all the vacation rentals? Where are all the vacation rentals located?
What is the water consumption for all the houses on a given street?
Where are all the lots with septic tanks?
How many houses are in the local or distant tsunami zone?
Which streets are gravel, paved, private? What is each street width and right-of-way?
What houses are served by each city water tank?
Where is the location of all business licenses?

This is just a small sample of the kind of questions that can be asked. Much of the data is static [tax lot number, lot size, address, water service, water meter information, street data, subdivision, neighborhood, tsunami zone, wetland, # of bedrooms, parking spaces, etc.] and requires virtually no staff time to manage.

Some information is dynamic [water use, assessed value, license info, business info] and was updated in batch operations requiring minimal staff time to upload a spreadsheet once a month or year. Business information is entered and maintained by each business.

The database can contain telephone numbers and e-mail addresses for every piece of property and business in Yachats. It is fairly easy to be able send messages to everyone on a given street, subdivision, commercial zone or a number of other field options in the database.

The items so far only describe a small range of the capabilities that are possible. The key is to maintain one set of data that many applications can use. To be successful there needs to be a clear policy statement that the Yachats Database is the master property and user record for the city of Yachats. Currently, the utility billing system is the master property record but it does not include lots that do not have water service and is not accessible by other city applications and it does not include any non-water related data like zoning, property size, neighborhoods, wetlands, streets or tsunami zone to name just some of the community elements.

All of the data still exists and the database is still in use to provide the business license application, tax reporting and collection services. A general restart process will require some work to bring older code current, upgrade the databases and update property records. The business license code upgrade is 80% complete and could be implemented quickly.

Prepared by: Greg Scott