

1. 2:00 P.M. Agenda

Documents:

[2021-07-21 Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[PCC - Morse Application And Letter.pdf](#)

[Library - Garrison Application.pdf](#)

[PWS - Cox Application.pdf](#)

[IIla Resolution 2011-07-01.Pdf](#)

[2021-184 RES Committee Appointments.pdf](#)

[IIlb David Gomberg.pdf](#)

[LLCM Presentation.pdf](#)

[IIId Yachats EOP - Letter Of Promulgation.pdf](#)

[Letter Of Promulgation To VCity Council.pdf](#)

2.I. Draft Job Description

Documents:

[Job Description, Deputy City Recorder - Accounting -07-20 Draft.pdf](#)



**CITY OF YACHATS  
REGULAR CITY COUNCIL MEETING  
Yachats OR  
Wednesday, July 21, 2021 at 2:00 pm  
To Be Held Via Zoom  
Join Zoom Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/88944916404?pwd=QStYUUJpTTI0RHAXVTRtWTViYiVlQT09>

Meeting ID: 889 4491 6404

Passcode: 432196

One tap mobile

+12532158782,,88944916404#,,, \*432196# US (Tacoma)

+13462487799,,88944916404#,,, \*432196# US (Houston)

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)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 889 4491 6404

Passcode: 432196

Find your local number: <https://us02web.zoom.us/u/kx4R849JO>

**REGULAR COUNCIL MEETING**

I. Announcements, Correspondence, and Proclamations

II. Public Comment:

**Topics not listed on the agenda 5 Minute limitation per person**

*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.*

*Posted 06/11/2021*



### III. New Business

- a. Consideration of Commission Appointments: Fran Morse to Parks and Commons seat D, Alicia Garrison to Library seat B, Alex Cox for appointment to the Public Works and Streets Commission seat E
- b. Legislative update with guest David Gomberg, (State Representative District 10)
- c. Presentation by the Friends of the Little Log Church
- d. Emergency Operation Plan
- e. Consideration of in-person meeting or hybrid in-person/zoom meetings

### IV. Old Business

- a. Post July 4 fireworks discussion
- b. Code enforcement

### V. Reports

- a. Financial
- b. Council
- c. City Manager

### VI. Other Business

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

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*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 06/11/2021*

Print

City of Yachats Volunteer Agreement - Submission #95

Date Submitted: 6/3/2021



City of Yachats  
441 Highway 101 N  
PO Box 345  
Yachats, OR 97498

Phone: 541-547-3565  
Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

First Name\*

Fran

Last Name\*

Morse

Address\*

P.O. Box 953

City

Yachats

State

OR

Zip Code

97498

Daytime Phone\*

541-590-5536

Evening Phone

same

Email\*

fran@maxglenn.com

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Volunteer Activity

Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.\*

applying to join Parks &amp; Commons Commission

Please list the date(s) or range of dates for which you would like to volunteer

can join Zoom meetings in July &amp; August 2021; could do in-person meetings starting September 2021

"Any time" can be a stated date range.

## Statement of Interest or Related Experience for Commissions &amp; Committees

served on Planning Commission 2009-10 -- served on Parks & Commons Commission 2010-12 --  
served as President of the Friends of the Commons 2012-2013 -- (dates approximate)

Please provide a short narrative about why you chose to apply for this particular committee or commission. You may attach a document below, if needed.

## Upload document, if needed

Browse... No file selected.

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References

Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.

## Reference 1

First Name\*

Carl

Last Name\*

Miller

**Address**

PO Box 18

**City**

Yachats

**State**

OR

**Zip Code**

97498

**Phone Number**

541-961-5148

**Relationship\***

friend

**Years Known\***

21 years

**Reference 2****First Name\***

Leon

**Last Name\***

Sternner

**Address**

PO Box 497

**City**

Yachats

**State**

OR

**Zip Code**

97498

**Phone Number**

541-961-4258

**Relationship\***

friend

**Years Known\***

20 years

**Emergency Information**

Name and contact information for the person(s) to reach in the event of an emergency.

**Name**

Max Glenn

**Phone Number**

541-961-3095

**Relationship**

spouse

**Name**

Richard B. Ebling

**Phone Number**

801-856-6209

**Relationship**

nephew

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

**Signature**

Fran Morse

**Date**

6/3/2021

**Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement**

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

**Parent/Guardian****Minor****Signature****Date**

mm/dd/yyyy

**Version 2019-04-16**

## Kimie Jackson

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**From:** Fran morse <fran@maxglenn.com>  
**Sent:** Wednesday, June 9, 2021 3:16 AM  
**To:** Kimie Jackson  
**Cc:** Leslie Vaaler  
**Subject:** Fwd: Reasons for P&CC application

Kimie, I wrote this to be attached to my application for the P&CC. Would you please include it with the application in their agenda packet. It could shorten the eventual interview quite a bit, I believe, and maybe allay some anxieties about my application. Thanks, Fran

Begin forwarded message:

**From:** Fran morse <fran@maxglenn.com>  
**Subject:** Reasons for P&CC application  
**Date:** June 9, 2021 at 2:42:19 AM PDT  
**To:** Fran morse <fran@maxglenn.com>

My first reason is the Commons, itself. I want to apply to the P&CC in particular, because this is a crucial time in deciding what to do with, and in, the Commons. The Commons has been an anchor in the definition of what Yachats community could be since its purchase and renovation as a community center. (I was happy to see the survey, and am very interested in the results.)

It has been noted by other outside observers, and travelers from other coastal towns, that having a central gathering place like the Commons sets this village apart, in its opportunities to build the kind of community we want.

I know the Commons needs to help pay for itself, but it cannot become nothing more than an events center. We depend on a tourism economy, but we must have "local amenities as well as visitor amenities." If we want to preserve the Yachats we have all come to know and love, then we must keep the Commons accessible, useable and affordable for small and informal local groups, as well as a venue for larger, money-making events.

My first life in Yachats was filled with local community events at the Commons: pot luck dinners, even on actual holidays, like TG and Xmas. Plays full of local citizens put on by One of Us. Lectures which drew as many as 200 people put on by YAAS. Martin Luther King Day memorials by the youth group. Talent shows. Big Band dances. The Gala Opening of the local film "Ghoul from the Tidepool." The first production I attended was a 4th of July weekend local production of "HAIR" in the summer of 2000.

The Commons was where we met and got to know each other — in the special way that sharing joy and laughter brings people together. I am afraid we are in danger of losing that, if we are not careful.

This is still City property, as the library is City property, and the Little Log Church. It doesn't matter that the City offices are no longer here. They were closed for most of the events I have just listed anyhow. Their presence insured that people had ordinary daytime contact with the Commons building, and were accustomed to going in and out, but we would hope to ensure that normal daytime access in other

ways, with other programming. The City offices have never occupied the library, but the City provides that service as an amenity for locals, as well as for visitors. The LLC is the City's historical memory, and its icon. It also has provided a venue for local events, including my own 30th wedding anniversary celebration.

My second reason for wanting to serve now is the nature of the time we are in. This community has been fractured before, and has healed before. I have been part of that suffering and that healing. My background helps, in dealing with organizations, boards, and conflict resolution in many settings, including here in Yachats.

I served as President of the Friends of the Commons during an earlier period of upheaval, also. The community was split then, as it has been recently, with various sub-groups taking "sides" in a conflict. Personalities, positions and contracts were involved then, too. I believe I have something to offer in these times.

I believe in the democratic method, as our best hope of resolving conflicts in a decent, civil and respectful way. I believe in what used to be called "Statesmanship," where you could disagree ferociously, but respectfully, and then still be friends afterwards. I believe in communication and am willing to devote time to it. Conflict is inevitable, but it can be used to build trust in relationships, and not just to weaken and destroy them. Words matter. Timing matters. Inclusion matters.

It is possible to go from "the 3 R's to the 3 C's" as it is said in team-building trainings: from resistance, rebellion and revenge, to clarity, cooperation, and commitment. My whole life and career have been devoted to this premise.

Finally, I believe that relationships matter. I believe the saying, "When people get along, anything can be worked out; when people don't get along, nothing can be worked out." I fear that this is the greatest danger facing Yachats at this time. We need to go back to a time of giving each other the benefit of the doubt, even when there seems to be no chance that the other person is anything but crazy — or at least wrong and bad. I try hard to remember the axiom: Never attribute to malice what can be explained by incompetence. It helps.... a little.... I am here to make new relationships.

=====

As I said at the beginning, I have been out of circulation for the past four years. One reason was my ongoing class. Another reason was my husband, Max Glenn. I believe that needs to be addressed. He was the public figure for that time. (I have been astonished at the — very unliberated — way I have often been lumped together with him, as no more than a "Mrs. Max."). I stayed out of the limelight, partly so as not to compete with him, to let him have his space. Now that is not a concern.

For any of you who may still fear that I am merely a mouthpiece for his opinions and agenda, let me assure you that no one who knows me could ever think that — including Max! I have been with Max for 5 years; I had been myself for over 70 years before he came along. What he offers me is history and connection. He has more years of actively serving Yachats in various capacities than I have. I can ask him about when something happened, who was involved, how it came about, and what the issues were. I don't ask him what to think about it.

**Print**

**City of Yachats Volunteer Agreement - Submission #93**

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**Date Submitted: 4/19/2021**



City of Yachats  
441 Highway 101 N  
PO Box 345  
Yachats, OR 97498

Phone: 541-547-3565  
Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

**First Name\***

Alicia

**Last Name\***

Garrison

**Address\***

1830 Northwest Garfield Avenue

**City**

Corvallis

**State**

OR

**Zip Code**

97330

**Daytime Phone\***

5035049652

**Evening Phone**

**Email\***

garrison.alicia@gmail.com

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**Volunteer Activity**

**Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.\***

I am interested in joining the library commission.

**Please list the date(s) or range of dates for which you would like to volunteer**

Any time

"Any time" can be a stated date range.

**Statement of Interest or Related Experience for Commissions & Committees**

I chose this commission based on my experience and skills relevant to the needs of the position. I am also passionate about preserving our libraries on the coast.

Please provide a short narrative about why you chose to apply for this particular committee or commission. You may attach a document below, if needed.

**Upload document, if needed**

No file selected.

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**References**

Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.

**Reference 1****First Name\***

Karmel

**Last Name\***

Abrams

**Address****City****State****Zip Code****Phone Number****Relationship\*****Years Known\*****Reference 2****First Name\***

**Last Name\***

Mortensen

**Address****City**

Portland

**State**

OR

**Zip Code****Phone Number****Relationship\***

Friend

**Years Known\***

22

**Emergency Information**

Name and contact information for the person(s) to reach in the event of an emergency.

**Name**

Mike Engeholm

**Phone Number**

9713224186

**Relationship**

Husband

**Name****Phone Number****Relationship**

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

**Signature**

Alicia Garrison

**Date**

4/19/2021

**Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement**

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

**Parent/Guardian****Minor****Signature****Date**

mm/dd/yyyy

**Version 2019-04-16**

Print

City of Yachats Volunteer Agreement - Submission #97

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Date Submitted: 6/21/2021



City of Yachats  
441 Highway 101 N  
PO Box 345  
Yachats, OR 97498

Phone: 541-547-3565  
Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

**First Name\***

Alex

**Last Name\***

Cox

**Address\***

315 Radar Rd

**City**

Yachats

**State**

OR

**Zip Code**

97498

**Daytime Phone\***

541 547 6111

**Evening Phone**

541 547 6111

## Email\*

tombstone@fastmail.com

## Volunteer Activity

Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.\*

Public Works and Streets Commission

Please list the date(s) or range of dates for which you would like to volunteer

Any time.

"Any time" can be a stated date range.

## Statement of Interest or Related Experience for Commissions &amp; Committees

I'm a feature film director, and though it might not seem apparent, the job of organizing a film is primarily one of logistics. It's a planning, budgeting, and management process which if all goes well enables the actors and crew to do their wonderful thing. I taught film production at CU Boulder for four years and was on various search and policy committees there. I've been a volunteer in the Colestin/Hilt Fire Dept (primarily wildland firefighting). Now that my home's in Yachats, I'm interested in learning how the city works, and, if appropriate, being of assistance.

Please provide a short narrative about why you chose to apply for this particular committee or commission. You may attach a document below, if needed.

## Upload document, if needed

Browse... No file selected.

## References

Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.

## Reference 1

## First Name\*

Steve

**Last Name\***

Avgaris

**Address****City****State****Zip Code****Phone Number**

541 821 8339

**Relationship\***

Fire Chief, Hilt/Colestin Rural FD

**Years Known\***

25

**Reference 2**

**First Name\***

Ernesto

**Last Name\***

Acevedo-Munoz

**Address****City****State****Zip Code****Phone Number**

303 735 2322

**Relationship\***

Former Chair, Film Studies, CU Boulder

**Years Known\***

10

**Emergency Information**

Name and contact information for the person(s) to reach in the event of an emergency.

**Name**

Tod Davies

**Phone Number**

5414828779

**Relationship**

spouse

**Name****Phone Number****Relationship**

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature

Alex Cox

Date

6/21/2021

**Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement**

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian

Minor

Signature

**Date**

mm/dd/yyyy

**Version 2019-04-16**

**CITY OF YACHATS**  
**RESOLUTION NO. 2011-07-01**

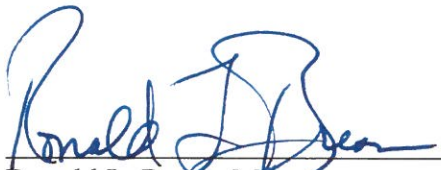
**NOW THEREFORE**, the City of Yachats resolves to define Residency for the purposes of serving on commissions as following:

In order to be considered a resident of Yachats for purposes of serving on commissions or in an elected capacity the following must apply:

1. Voter Registration to an address in Yachats
2. Primary Residence in Yachats

Primary residence is defined as either the sole residence of the individual or, if multiple residences are a factor, the home at which the individual spends the majority of his/her time, where mail is received, and where vehicles are registered.

Attest:

  
\_\_\_\_\_  
Ronald L. Brean, Mayor

  
\_\_\_\_\_  
Nancy Batchelder, City Recorder



**CITY OF YACHATS  
RESOLUTION NO. 2021-184  
A RESOLUTION MAKING APPOINTMENTS TO THE PUBLIC WORKS AND  
STREETS COMMISSION, THE LIBRARY COMMISSION, AND THE PARK AND  
COMMONS COMMISSION**

**WHEREAS,** The following applicants have agreed to accept appointments if offered, and

**WHEREAS,** The City Council discussed the appointments at the July 21, 2021 meeting;

**NOW THEREFORE,** the City of Yachats resolves that the following appointments are made:

Public Works & Streets Commission:

- o Alex Cox, Seat E, expiring 12/23

Yachats Library Commission:

- o Alicia Garrison, Seat B, expiring 12/23

Parks & Commons Commission:

- o Fran Morse, Seat D, expiring 12/23

**Passed and adopted July 21, 2021. This Resolution is effective upon adoption.**

Attest:

\_\_\_\_\_  
Leslie Vaaler, Mayor

\_\_\_\_\_  
Katherine Guenther, City Manager

Leslie Vaaler

**To:** Rep Gomberg <Rep.DavidGomberg@oregonlegislature.gov>

**Cc:** Leslie Vaaler; Katherine Guenther

Dear Luke,

I appreciate the representative's offer, especially since unlike most of Lincoln County, the City of Yachats lies outside Representative Gomberg's district. Our Council is indeed having a meeting on July 21 (starting at 2 PMon ZOOM), and I would be interested in having him give a short presentation (10 -15 minutes) and then possibly answer a few questions. I hope that he will focus on issues that are of particular interest to Yachats' Council and citizens. These include:

- Affordable housing (most especially for our workers)
- Water sustainabiity and funding for water projects (Yachats just sent a Water Master Plan to the State for approval)
- Fire prevention including any measures to further limit fireworks Statewide
- Work on taxes including any discussion of changing or clarifying usage of Transient rental taxes
- Third Party Building inspections/SB 866
- Measures that will significantly impact Lincoln County

Please let me know whether this seems reasonable. If so, I will work to give him an approximate presentation time.

My apologies for being slow getting back to you. I really do appreciate the offer.

Best regards to you and to David,  
Leslie

**July 2021**

To: Yachats City Council

From: Little Log Church and Museum Board

We believe we have an important opportunity to move forward in addressing the key repairs needed for the Little Log Church and Museum.

To recap, chief among those issues are:

1. The lack of foundation under the building
2. Holes in the siding
3. Dry rot

Some studies conducted in the last few years had initially suggested repair costs that would be untenable, which was why our board agreed with the City's suggestion to tear down the structure and build a replica in its stead.

Increased construction costs due to the pandemic have since led to even higher estimates for what a full such project would cost.

Recently conversations between the City, our board, and mechanical engineer Larry Thornton, who now lives in Yachats, have revealed the opportunity for another path.

Larry has met multiple times with our board and the City to explain the design/build approach with which he has extensive familiarity.

He laid out the possibility for conducting exploratory work on the siding, which would allow us to discover the extent of the needed repairs and come up with more accurate cost estimates, a full project plan for the work needed to be done to stabilize the structure, and clarify opportunities for raising and allocating necessary funds.

He and members of our board will be present at the July 21, 2021 Yachats City Council meeting to discuss the project and next steps.





charlie@mcclainconstruct.com  
CCB#: 228154

7 July 2021

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# 1. Firm Experience

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McClain Construction is a Southern Willamette based General Contractor located in Eugene, OR with years of experience in MEPS, construction management, preconstruction, and estimating. We have built long term relationships with most, if not all of our clients. We have a solid reputation for finishing complex projects on time and on budget. Most of our repeat-clients rely on us heavily for preconstruction planning and early budgeting and estimating for all trades.

Our natural approach to projects is aligned with the CM/GC model for construction which works very well for the owner, designer, and contractor.

## Volume, Financial, and Bonding Capabilities

**Volume:** McClain Construction averages between \$5-\$7 million in construction projects per year.

**Financial Capacity:** McClain Construction has a solid financial base with \$700k of company liquidity for consistent payment with our sub trades and suppliers.

**Bonding Capacities:** Total bonding is held by *Markel Insurance Company*.

## Specific Facility Experience

- We are leaders in major mechanical, electrical, plumbing, and structural steel renovations in Lane County.
- We've performed extensive work in both the Public, Private, and Government sectors. McClain Construction has performed projects for local school districts, healthcare, city, and county municipalities.
- We are experienced with public contract statutes and requirements as well as BOLI wage recording and accounting.
- We have performed renovations to thousands of square feet of facilities and buildings in Oregon - including institutional, manufacturing/ industrial, and healthcare.
- Our ultimate goal is to solicit local qualified subcontractors and vendors for your project. We find that qualified local subtrades have more dependable and consistent care for their local project.

## **Current Workload**

- **Industrial Source Phase 2 Office Addition - Springfield, OR**  
Description: \$500,000  
Status: 25%  
Completion: May 2021
- **Metro Movie Theater Phase 3 Expansion – Eugene, OR**  
Description: \$150,000  
Status: 50%  
Completion: March 2021
- **507 Willamette Seismic Rehabilitation – Eugene, OR**  
Description: \$980,000  
Status: 10%  
Completion: May 2021
- **Quality Metal Finishing Anodizing Line and H3 Expansion – Eugene, OR**  
Description: \$675,000  
Status: 90%  
Completion: April 2021

## **Recent CM/GC Project History of Similar Size and Scope**

### **CM/GC Related Experience**

98% of our work is Design-Build or Construction Management/General Contractor. McClain Construction has been assisting engineers, architects, and owners since 2007 with constructability evaluations, cost-estimating, early project development, and value engineering.

## Project

### Triangle Lake Charter School Seismic Retrofit Phase 1

Summer 2019

20264 Blachly Grange Rd.



## Description

CM/GC Preconstruction/ Construction Method

15,000 seismic retrofit of an existing school gymnasium and associated buildings.

- Preconstruction and estimating
- Constructability reviews for engineer
- Development and implementation of Project Schedule
- Removal of all existing mechanical components completely new mechanical equipment overhaul
- New sheathing and top-of-wall hold downs for entire roof
- New roofing package.
- Installed in-plane/ out-of-plane seismic connections and drag beams throughout the entire area of work
- Abated existing asbestos encased piping and replaced with new
- Rehabilitation of existing glulam beams
- Undermined structure and reinforced with new concrete footings and new full-height concrete pilasters.
- Removed existing plate-glass entrance and replaced with new storefront system with shatterproof glazing.

## Architect/ Engineer

ZCS Engineering  
127 NW D St.  
Grants Pass, OR 97526

## Client

Blachly School District  
#90

## Contract Amount

\$1.5 Million

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## Project

### Triangle Lake Charter School Seismic Retrofit Phase 2

Summer 2020

20264 Blachly Grange Rd.  
Blachly, OR 97412



## Description

CM/GC Preconstruction/ Construction Method

15,000 seismic retrofit of an existing school gymnasium and associated buildings.

- Preconstruction and estimating
- Constructability reviews for engineer
- Development and implementation of Project Schedule
- Relocation of water main and main electrical feed to building
- New roof sheathing and top-of-wall hold downs for entire roof
- New 20k square foot roofing package.
- Installed in-plane/ out-of-plane seismic connections, foundation anchor plates, drag beams, and shear walls throughout the entire area of work
- Asbestos abatement of flooring and steam pipe
- New breezeway post and beam and seismic connections
- New 300'x 20'x5' rip rap stabilizing buttress wall
- Removed existing unreinforced brick columns, rebuilt, and replaced with corten steel.

## Architect/ Engineer

ZCS Engineering  
127 NW D St.  
Grants Pass, OR 97526

## Client

Blachly School District  
#90

## Contract Amount

\$2.2 Million

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## Project

### Industrial Source

Winter 2019

3500 Commercial Ave,  
Springfield, OR 97478



## Description

45,000 square foot H3 tenant infill of existing concrete tilt-up building and site development:

- Preconstruction, estimating, permitting.
- Plans, reports, compliance for Hazardous Occupancy
- New public restrooms
- New retail space and storefront
- New sewer and storm
- New Loading Dock
- New stormwater bio swale
- New flammable liquid gases filling station
- Cryogenics piping and accessories installation
- New Server Room
- H3 mechanical full upgrade with night-purge
- PUE and Right-Away connection into City Municipalities
- Self-perform structural steel portal frame seismic upgrade, stairwells, awnings, trash enclosure.

## Architect/ Engineer

Pioneer Engineering  
1717 Centennial Blvd #9  
Springfield, OR 97477

## Client

Eugene Welders Supply  
Company  
1574 W. 6th Ave

## Contract Amount

\$3 Million

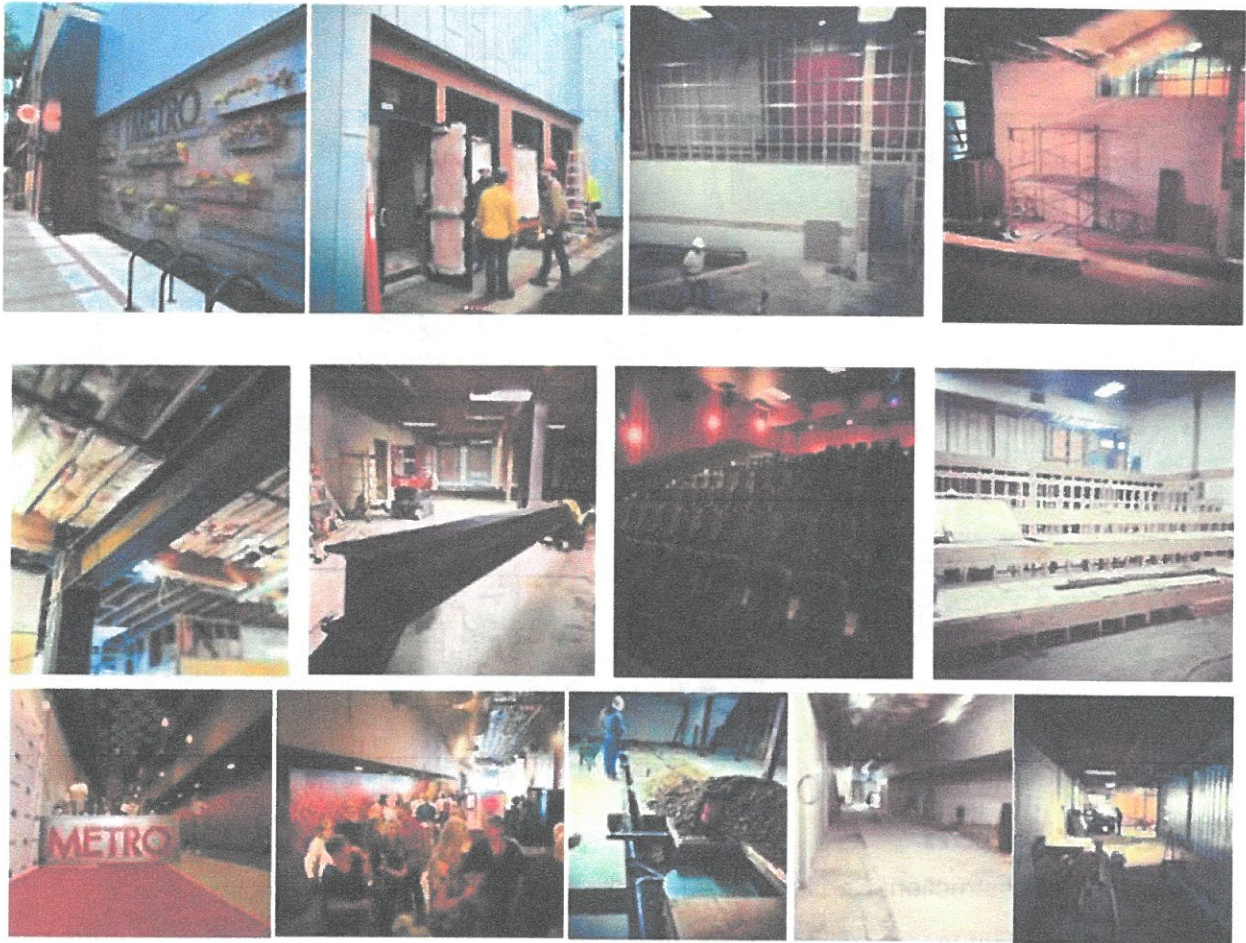
## Project

### Metro Movie Theater

Spring 2019

888 Willamette St.

Eugene, OR 97401



## Description

CM/GC Preconstruction/ Construction Method

9,500 square foot complete overhaul of existing building and tenant infill of 225 seat 3 Movie Theaters, Restrooms, Commercial Kitchen, Lobby.

- Preconstruction and estimating
- Complete Seismic upgrade of existing unreinforced two-story CMU Structure
- Full Commercial Kitchen
- Complete overhaul and upgrade of MEPS.
- New exterior corten facade
- New ADA entrance

## Architect/ Engineer

GMA Architects  
860 W Park St #300  
Eugene, OR 97401

**Client**  
**Edward Schiessl**  
Owner

## Contract Amount

\$1 Million

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## Project

**Bobahead Tea**  
**Corvallis OSU Campus**  
*March 2020*  
Corvallis, OR



## Description

CM/GC Preconstruction/ Construction Method

5,000 square foot tenant infill for tea/ coffee shop.

- Preconstruction, design, and estimating
- New plumbing plan, waste water, supply lines, and fixtures
- New electrical plan, rough-in and finish for new electrical fixtures and lighting
- New framing, carpentry, casework, and finishes
- HVAC commissioning and startup
- New restroom

## Architect/ Engineer

Pioneer Engineering  
1717 Centennial Blvd #9  
Springfield, OR 97477

## Client

**Shuang Han**  
*Owner*

## Contract Amount

\$200,000

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## Project

### ABCS

Winter 2019

90858 La Lone Rd

Springfield, OR 978478



## Description

CM/GC Preconstruction/ Construction Method

2,500 square foot ground-up metal building with new steel structure for chemistry laboratory chemical plant.

- Preconstruction and estimating
- Excavated for footings and slab and poured new 2,500 square foot slab on grade
- Selected, procured, and erected engineered steel structure
- Design/Build Mechanical, Electrical, Plumbing, and Sprinkler essential to laboratory operations
- All new casework, fixtures, and finishes
- Fabricated and installed new steel casework and other steel components

## Architect/ Engineer

Pioneer Engineering  
1717 Centennial Blvd #9  
Springfield, OR 97477

## Client ABCS Inc.

## Contract Amount

\$1 Million

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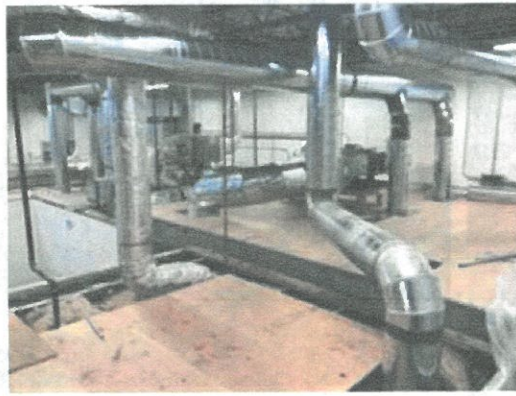
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## Project

**Sublime Solutions, LLC**

*Fall 2018*

500 S. Danebo Ave  
Eugene, OR 97402



## Description

CM/GC Preconstruction/ Construction Method

- Preconstruction and estimating
- Laboratory manufacturing Plant Tenant Infill
- Walk-In laboratory booth and mechanical backup

## Architect/ Engineer

Pioneer Engineering  
1717 Centennial Blvd #9  
Springfield, OR 97477

## Client

J.T. Thompson

## Contract Amount

\$1 Million

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## 2. Key Personnel

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### Charlie McClain

Senior Project Manager/  
Project Executive

#### Relevant Qualifications

- ☐ Project Management
- ☐ Cost-Estimating
- ☐ Value Engineering
- ☐ Scheduling
- ☐ Occupied building experience
- ☐ Project Planning
- ☐ Fast-Track CM/GC Projects
- ☐ K-12 seismic renovation
- ☐ Rough/ Finish Carpentry
- ☐ Welding and Fabrication
- Extensive working-knowledge of Mechanical, Electrical, Plumbing, Steel Fabrication/ Erection, and Fire Suppression Systems.

#### Years of Experience

- ✓ 25

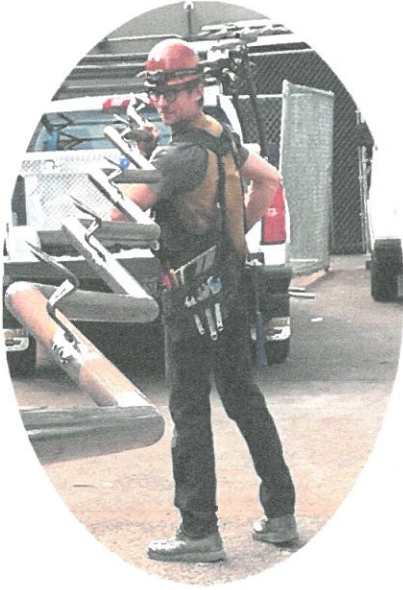
#### Education/ Training

- ✓ Industrial Maintenance  
Mechanic Journeyman License  
#0442755
- ✓ Limited Maintenance  
Electrician Journeyman  
License #5745LME
- ✓ Universal Technician  
HVAC License #1563
- ✓ Major in Psychology – 3 years

*University of Oregon*

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**Mickey**  
**Hornbeck Site**  
Superintendent/  
Project Manager

**Relevant Qualifications**

- ☐ Project Management
- ☐ Cost-Estimating
- ☐ Value Engineering
- ☐ Scheduling
- ☐ Occupied building experience
- ☐ Project Planning
- ☐ Fast-Track CM/GC Projects
- ☐ K-12 seismic renovation
- ☐ Extensive knowledge of design development and construction document interpretation and constructability.

**Years of Experience**

✓ 15

**Education/ Training**

- ✓ Bachelor of Science – Interior Architecture  
*Art Institute of Pittsburgh*
- ✓ AutoCad
- ✓ Revit Architecture
- ✓ Adobe Creative Suite
- ✓ Technical Hand-Drawing
- ✓ Rough/ Finish Carpentry
- ✓ Mig Welding and Fabrication
- ✓ Locksmithing
- ✓ Laser Safety Officer Training
- ✓ OSHA 30 Training



## **Denis Cacan**

### **Lead Construction Foreman**

#### **Relevant Qualifications**

- ☐ Over 30 years Lead Equipment Operator and Civil Superintendent
- ☐ Preconstruction and Value Engineering
- ☐ Expertise in Concrete Forms and Finishing
- ☐ Advanced skills in Rough/ Finish Carpentry
- ☐ Extensive site prep activities knowledge specializing in major industrial construction projects
- ☐ Strong supplier and subcontractor relationships for best value
- ☐ Extensive knowledge in Hoisting and Rigging
- ☐ Commitment to client satisfaction and post-construction warranty
- ☐ Proven cost, quality and schedule delivery methods
- ☐ High level of commitment to safety

#### **Years of Experience**

✓ 40

#### **Education/ Training**

- ✓ CDL License
- ✓ Expertise in operating GPS Equipment - Including Job Modeling and Grade Control
- ✓ Expert examination of site conditions and soil analyses.
- ✓ Expert Operator of excavators, earth movers, graders, backhoes, and front loaders.
- ✓ Capability in supervising a team of 4 -12 providing training to optimize workflow and ensure operations comply with regulatory requirements
- ✓ Coordinate major equipment repairs with vendors and perform daily safety and operability inspections
- ✓ Proven cost, quality and schedule delivery methods



## **Dan Coven**

**Construction Foreman**

### **Relevant Qualifications**

- ☐ Over 30 years Field and Shop Management experience
- ☐ Rough/ Finish Carpentry
- ☐ Seismic/ Structural Fabrication
- ☐ Welding Tig, Mig
- ☐ Hoisting and Rigging
- ☐ Extensive knowledge in Structural steel erection and layout

### **Relevant Experience –**

see appendix

### **Years of Experience**

- ✓ 40

### **Education/ Training**

- ✓ 10 Welding Certificates for All Position
  - D11 (3) Stick and Wire - Struct Steel
  - D15 Stick and Wire – Bridge
  - 2G All Position
  - D12 (4) Aluminum welds
- ✓ Telescoping boom-crane SS Crane Operator Certificate
- ✓ Fixed-cab Crane Operator Certificate
- ✓ Heavy Equipment Operator
- ✓ Army Corp of Engineers Supervisor Quality Control Certificate
- ✓ Machining
- ✓ Heavy Equipment Mechanic

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### 3. CM/GM Project Approach

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We have a very simple goal as CM/GC for the Yachats Little Log Church and Museum: to deliver your project on-schedule, within budget, and to provide a safe environment for the community for years to come. Value-engineering for our projects starts in preconstruction and continues throughout the course of the project. We are always looking for innovative ways to create savings for our clients.

#### Organizing the Project

- We take a common-sense approach to managing our projects from the beginning. Our construction managers are all field-trained professionals who start the project during estimating/preconstruction and manage the project until the end. We have a very unique construction management team that works effectively in all areas of construction – from general labor, carpentry, miscellaneous construction, to estimating, scheduling, and managing.
- Most problems that arise during construction can be avoided through effective communication. Our team is well-versed in communication methods with engineers and construction subcontractors alike. We believe this allows us to avoid common problems that arise during construction through miscommunication.
- We will create an early construction schedule outlining any items with long lead times. Your project at the Yachats Little Log Church and Museum may require early procurement for some crucial building elements, which will be included in an early work package and schedule. It may be crucial to get a jump on these items to complete the project in a timely schedule.
- Because of our dynamic construction team, McClain Construction has wide-ranging abilities to self-perform demolition, plumbing, HVAC, structural and architectural steel fabrication, rough carpentry, finish carpentry, earthwork and concrete work.
- Often times an Owner will develop a “Wishlist” of facility improvement needs that may or may not fall outside the parameters of the design development stage of the project. Having this list accessible to the CM/GC team will make it easier for us to allocate savings in the budget to other areas.

#### Phasing and Bid Packaging

- Phasing of the project plays a crucial role in rehabilitation work in historical buildings. We fully understand that there are some areas of your facility that need to be finished with construction and occupied earlier than others.

We recommend identifying the areas of work and their phasing early in preconstruction. We will help you categorize which areas of your facility may be ready for construction before others.

- We have very good relationships with our local sub-trades. As we work through constructability reviews, our sub-trades are quickly updated with any changes so that pricing and schedule can be adjusted as needed. We advise the selection of sub-trade contractors as early as possible.

### **Project Management**

- The purpose of Project Management is to plan, initiate, implement and take the project to closure. Our Project Managers have a multitude of responsibilities to ensure the project's success.
- We believe the best management of a construction project happens at close-range. A McClain Construction Project Manager presides over the planning/preconstruction phases, is on site during construction, and communicates progress to the team. This allows open-communication of project components to happen in real time, which assists the Project Team in confidently tracking project schedules and budgets.

### **Organizational Tools**

- McClain Construction uses project control system task protocol which is a fancy way of saying we use check lists on all of our projects. It allows us to assign responsibilities to necessary tasks and attach scheduling and processes to it. When the tasks are finished, the responsible party closes out the action item. We manage Requests for Information (RFI's) from the engineer in a very similar fashion.
- The project control task is also utilized during preconstruction to identify estimating items and other early construction work items, which can be linked to construction tasks.

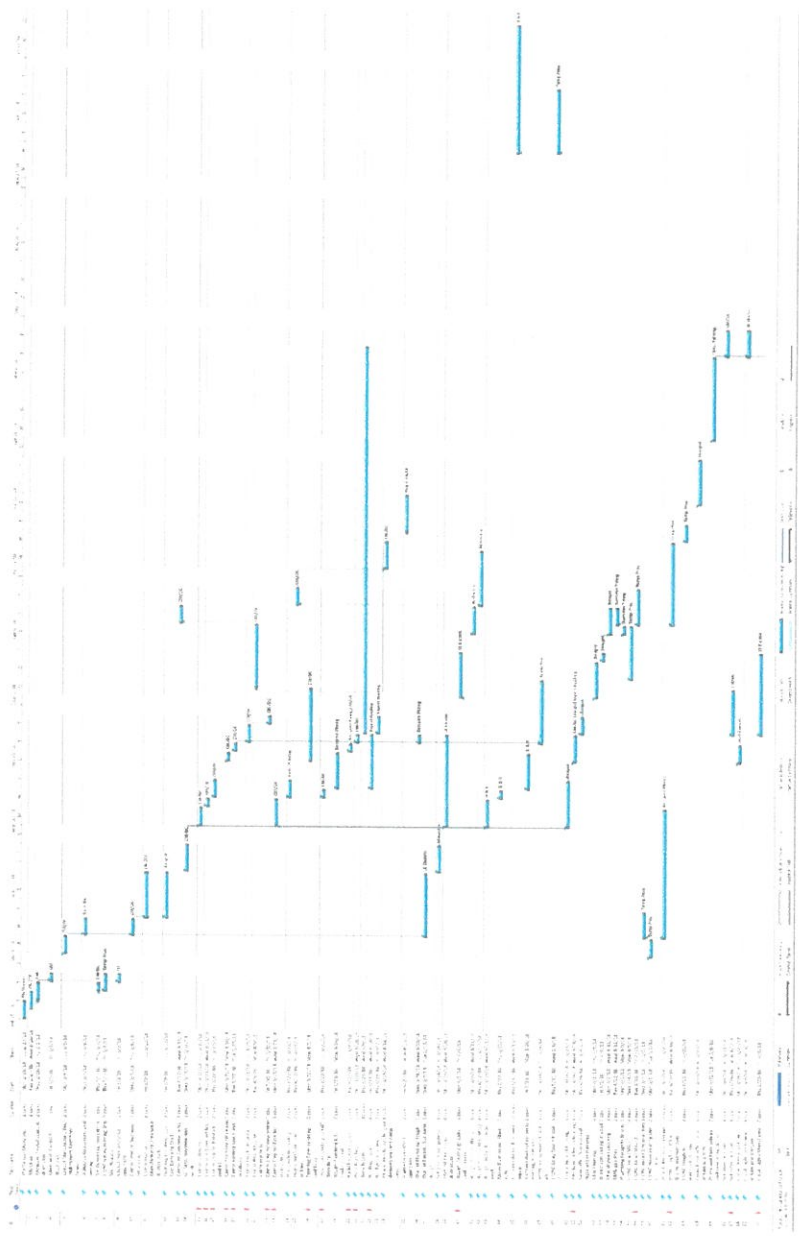
### **Problem Solving**

- Problem solving is really where McClain Construction excels, because we truly enjoy complex projects that require clean solutions. Our team has a design and construction knowledge-base that spans most of the construction trades.
- We firmly believe that the entire team is accountable when solving a problem, which makes communication the most integral facet to our

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problem-solving style. We achieve this by maintaining close relationships and frequent communication with the entire project team from preconstruction to closeout.



# Letter of Promulgation

To All Recipients:

Promulgated herewith is the Emergency Operations Plan for the City of Yachats. This plan supersedes any previous plans. It provides a framework within which the City can plan and perform its emergency functions during a disaster or national emergency.

This Emergency Operations Plan is a component of the City's comprehensive approach to emergency management that ensures that the City is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the City.

Focused on response and short-term recovery activities, this Emergency Operations Plan provides a framework for how the City will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of City personnel and/or volunteers and departments, outlines the steps for coordinating with response partners, and establishes a system for incident management. The outlined framework is consistent with the National Incident Management System.

This plan has been reviewed by the City Manager, reviewed and approved by the City Council. It will be revised and updated as required. All recipients are requested to advise the Emergency Preparedness Committee of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2018.

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Leslie Vaaler, Mayor

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Anthony Muirhead, President

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Mary O'Shaughnessy, Council Member

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Greg Scott , Council Member

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Ann Stott, Council Member

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Katherine Guenther, City Manager

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| <b>Table 1-4 City Lines of Succession</b>                                                                                              |                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Emergency Coordination</b>                                                                                                          | <b>Emergency Policy and Governance</b>                                                                 |
| 1. Mayor, City Manager, designee(s)<br>2. Public Works Lead Workers<br>3. Rural District Fire Chief<br>4. Emergency Preparedness Comm. | 1. Mayor and Council members (order of succession)<br>2. City Manager, or designee<br>3. City Attorney |

Individual personnel and/or authorized volunteers within the City are responsible for developing and implementing continuity of government and operations plans to ensure continued delivery of essential functions during an emergency.

## **Emergency Preparedness Committee**

The Emergency Preparedness Committee supports the City Manager in the day to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Preparedness Committee works with the Executive Group to ensure that there are unified objectives with regard to the City's emergency plans and activities, including coordinating all aspects of the City's capabilities. The Emergency Preparedness Committee coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls.

The EOP will be re-promulgated when a new senior elected or appointed official takes office or at a minimum of every five years to comply with State requirements. If awarded monies through the Emergency Management Performance Grant, this EOP will be reviewed every two years throughout the period of performance of the award.

This review will be coordinated by the **City Emergency Preparedness Committee** and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes.

In particular, the Emergency Preparedness Committee is responsible for:

- Leading the City in preparing and establishing plans for emergencies to continue critical operations.
- Maintaining this plan through seeking input and approval from key stakeholders.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.

**The Emergency Preparedness Committee** coordinates training for City personnel and/or volunteers and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region. Current training and operational requirements set forth under NIMS have been adopted and implemented by the City (see minimum training requirements in City of Yachats)

**The Emergency Preparedness Committee** is responsible for maintaining the readiness of the ECC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. The City Manager will be requested to designate personnel and/or volunteers who can be made available to be trained by the **Emergency Preparedness Committee** and to work in the ECC during an emergency. Other personnel may be requested to provide assistance in an emergency.

| Emergency Personnel and/or volunteers                                       | Training Required                             |
|-----------------------------------------------------------------------------|-----------------------------------------------|
| Direct role in emergency management or emergency response                   | ICS-100c<br>IS-700a                           |
| First-line supervisors, mid-level management, and Command and General Staff | ICS-100c, -200b<br>IS-700a                    |
| Supervisory role in expanding incidents or a management role in an ECC      | ICS-100c, -200b, -300<br>IS-700a              |
| Management capacity in an Area Command situation or ECC                     | ICS-100c, -200b, -300, -400<br>IS-700a, -701a |
| PIOs                                                                        | IS-702a                                       |
| Resource management                                                         | IS-703a                                       |
| Communication or incident information systems                               | IS-701a                                       |
| Development of mutual aid agreements and/or mutual aid operational plans    | IS 706                                        |
| Planning                                                                    | IS-800c                                       |

3.2.3.5 Information and Planning Primary Agency: City Administration Supporting Agencies: All other City personnel and/or volunteers, as requested State Agency: Office of Emergency Management (OEM) Federal Agency: Department of Homeland Security (DHS)

The following tasks are necessary for the City to activate and utilize its ECC to support and coordinate response operations during an emergency:

- Providing coordination of resources and emergency communications at the request of the on-scene Incident Commander.
- Maintaining contact with neighboring jurisdictions and the County EOC.
- Maintaining the City ECC in an operating mode, as required by the incident, or ensuring that the ECC space can be converted into an operating condition.
- Requesting department representatives (by title) to report to the ECC and developing procedures for crisis training.
- Ensuring that ECC personnel and/or volunteers operate in accordance with ICS.
- Ensuring accurate record keeping.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for ECC activation.

**ORGANIZATION: City of Yachats**

**DEPARTMENT: Administration/Finance**

**JOB TITLE: Deputy City Recorder - Accounting**

**PURPOSE OF POSITION:**

Perform specialized clerical work and full-cycle accounting activities including general ledger reconciliation, accounts payable, enter transaction data into the computerized accounting system, generate reports as requested, record all receipts, enter payroll data provided by City Manager, and perform other general tasks as assigned.

**ESSENTIAL JOB FUNCTIONS:**

1. Type technical records and documents as required in course of work; compose and type pertinent correspondence as directed.
2. Receive and screen visitors and telephone calls as needed. Assist callers and visitors by providing information and/or directing them to the appropriate resource. Give information to the public and other Departments.
3. Compile information from a variety of sources and prepare reports which may include quantitative analysis. Perform data gathering and preparation of reports for the City Manager's review and signature.
4. Maintain check register and accounts payable file; Process bills for approval; Generate approved checks. Post daily receipts to general ledger.
5. Monthly bank reconciliation.
6. Create and maintain Grant files for payment records for Auditor
7. Assist City Manager with compiling financial documents for Budget
8. Assist with retrieve, open, date-stamp and route mail as needed.
9. Assist Deputy City Recorder in records management and City files and records as needed. Assist the public, volunteers, and staff in accessing City records (paper, audio, tape, and database); Make copies; Assist with mailings.
10. Assist City Planner as needed by performing a variety of clerical duties including mailing notices to the public and/or state and local agencies regarding land use actions, ordinance changes, and Comprehensive Plan changes.
11. May act as back-up recording secretary for other City Commissions or City Council as needed
12. Perform data entry and word processing including correspondence, reports and other documents. Maintain database files.
13. Act as a Notary.
14. Maintain cooperative working relationship with City staff, other organizations, and the public.
15. Follow all safety rules and procedures for work areas.
16. Produce City Newsletter and to be reviewed by City Manager
17. Manage & maintain City Website and any Social Media content with City Manager's approval

**AUXILIARY JOB FUNCTIONS:**

1. May provide assistance to other department personnel as workload and staffing levels dictate.
2. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Knowledge of computerized, double-entry bookkeeping and accounting and the ability to learn public fund accounting. Knowledge of business language and writing, and mathematics. Knowledge of word processing and spreadsheets, using such tools as MS Office Suite (Word, Excel), internet research tools, and standard office equipment. Willing to learn municipal budget process, land-use planning, and local government structure. Ability to communicate effectively using both verbal and written forms. Equivalent to High School graduation and additional specialized training in business administration and two years' experience in an office administrative capacity or any satisfactory combination of education, training, and experience which demonstrates the required knowledge, skills, and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Notary Public license, or within 6 months of hire.

**DESIRABLE REQUIREMENTS:** Ability to work independently, using initiative and judgment in completing tasks. Experience in establishing and maintaining records, reports, and statistical data.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties may involve moving materials weighing up to 5 pounds on a regular basis and up to 50 pounds on an infrequent basis such as papers, files, boxes, light equipment, etc. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Overnight travel is not a typical requirement for this position unless for conference or training opportunities.

**WORKING CONDITIONS:**

Most of work period occurs under usual working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noise. Some evening work may be required of this position.

**SUPERVISORY RESPONSIBILITIES:**

Supervision of others is not a function assigned to this position. May provide training and orientation to newly assigned personnel.

**SUPERVISION RECEIVED:**

Work under the direction of the City Manager. Policies and procedures dictate most aspects of the work.

*This description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position.*