

1. 2:00 P.M. Agenda

Documents:

[2022-11-14 Emergency Preparedness Agenda.pdf](#)

2. Meeting Materials

Documents:

[CIP Process Outline.pdf](#)



**CITY OF YACHATS
EMERGENCY PREPAREDNESS COMMITTEE
YACHATS, OR 97498
ZOOM MEETING
November 14, 2022, at 2:00pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/86268718302>

Meeting ID: 862 6871 8302

One tap mobile

+12532158782,,86268718302# US (Tacoma)

+13462487799,,86268718302# 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: 862 6871 8302

Find your local number: <https://us02web.zoom.us/u/kdqURp5n4Y>

AGENDA

- I. CALL MEETING TO ORDER – ROLL CALL
- II. CORRESPONDENCE / COMMUNICATIONS
 - a. Communications amongst Committee
- III. REPORTS
 - a. Fire Department Relations – (*No report this month*)
 - b. The Great Shakeout
- IV. CURRENT BUSINESS
 - a. EOP Update for Signatures
 - b. CIP Coordinator Presentation of Project Process
 - c. Map Your Neighborhood – What Neighborhoods are Organized/How
- V. OLD BUSINESS
 - a. Committee Chair – Alex Cox
- VI. NEW BUSINESS
 - a. Existing Cache Inventory
 - b. Notification – Alerts – How
 - c. Meeting Summary (Informational only)
- VII. OTHER BUSINESS
 - a. From Committee
 - b. From Staff

***NEXT MEETING: MONDAY, DECEMBER 5, 2022, AT 2:00PM
*****NOTICE OF POSSIBLE CITY COUNCIL QUORUM***

This is a sub-committee working on behalf of Public Works & Streets Commission. This meeting is open to the public and interested citizens are invited to attend. This is not a community forum; audience participation is at the discretion of the sub-committee members. The Audio of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org. 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 10/31/22

CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS
SUMMARY of PROJECT APPROVAL PROCESS



INDIVIDUAL, COMMUNITY GROUP or COMMISSION
Pre-application meeting with CITY MANAGER and/or PLANNER
Complete **PROPOSED PROJECT REQUEST FORM**

STEP 1

- A **NEW IDEA** which is NOT part of current CIP, an emergency, or a planned development
- CITY MANAGER presents for discussion and review with CITY COUNCIL
 - City Council may support project -- advise to proceed, recommend to revise or deny

<\$10K BUDGET
PROJECT MAY
PROCEED TO DIS-
COVERY and DUE
DILIGENCE

CITY MANAGER / PLANNER / FINANCE COMMITTEE
Review and Rank completed **DISCOVERY PROJECT APPLICATIONS**

recommend
2 dates per year to
align with common
grant cycles

STEP 2

- CM / PLANNER presents **RANKED FORMAL REQUESTS** to CC for **APPROVAL**
- CM / PLANNER recommends, compels change, identifies next steps
 - City Council approves/denies **DISCOVERY PROJECT APPLICATION** and **RANKING**
 - City Council assigns project to Commission(s) for Oversight
 - City Council identifies scope of Community Participation
 - Project proceeds to **DISCOVERY** or **DUE DILIGENCE PHASE**

- ☐ Set up file and accounts
- ☐ Set up **MOU** of participants/agencies
- ☐ Identify environmental impacts (w/Planner and/or consultant)
- ☐ Complete and submit studies, surveys, applications as identified on **GUIDED DUE DILIGENCE WORKSHEET**. Coordinate with Planning.
- ☐ Establish project budget
- ☐ Identify funding source(s)
- ☐ Gather Community input
- ☐ Complete Project Charter: Timeline and alignment with Yachats' Comprehensive Plan

DISCOVERY PHASE

STEP 3

- Present **FINAL PROJECT** to City Council
- Aesthetics review
- Finalize schedule on **CIP Project List**
- Provide regular updates to City Council on project status

RFQ/RFP BID PROCESS and CONTRACT PHASE

- Grant reporting begins
- Project tracked in **CIP Schedule**
- Accounting assumes day-to-day management of invoicing, coding and payment to vendors