

1. 2:00 P.M. Agenda

Documents:

[2022-11-16 City Council Regular Meeting Agenda.pdf](#)

2. Meeting Materials

Documents:

[Emergency Shelter Cold Weather Proposal 11 2022.Pdf](#)
[2022-11 City Mnager Eval Form.pdf](#)

3. Additional Documents Added After Meeting

Documents:

[CAPITAL IMPROVEMENT PLAN \(CIP\) Project Status Update.pdf](#)



**CITY OF YACHATS
CITY COUNCIL REGULAR MEETING**

Yachats OR

**Wednesday, November 16, 2022, at 2:00 pm
To Be Held Via Zoom**

City of Yachats is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83380335391>

Meeting ID: 833 8033 5391

One tap mobile

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+1 564 217 2000 US

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+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 386 347 5053 US

Meeting ID: 833 8033 5391

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

Regular Council Meeting

- I. Announcements, Proclamations, and Correspondence
- II. Public Comment - limited to items not on the agenda
(5-minute limitation per person)
- III. New Business
 - a. Emergency Housing Proposal
- IV. Old Business
 - a. CIP Update by Holly Hamilton, CIP Coordinator
 - b. Report on November 7th Council Executive Session and consideration
of City Manager compensation

The Yachats City Council meetings are open to the public and interested citizens are invited to attend via Zoom. 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. The meeting are 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. 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 11/09/22



- V. Other Business
 - a. From the Mayor
 - b. From Council
 - c. From Staff

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Wednesday, November 16, 2022
Yachats City Council Meeting

Emergency Cold Weather Shelter Proposal

In the Fall of 2021 a committee was formed in response to concerns around providing shelter during extreme weather conditions. As a result, the Commons Pavilion was used to provide emergency shelter. In October of this year, the city relayed to the committee that, after discussion with the Fire Marshall, the Pavillion will not be available for housless people this winter. Since then, the Unhoused Committee has reconvened to explore other options.

Recently, Pastor Bob Barrett, Nan Scott and Barb Loza-Muriera went to tour the Emergency Cold Weather Shelter in Florence and met with Patricia Burke, the Director of the program. The shelter is located roughly one half mile north of Munsel Road and Fred Myers, on small plot of land, just off the highway. It consists of 21 pallet structures that can shelter two individuals at a time. All shelters are heated and insulated and come with two bunk beds and electrical outlets for phones, etc. Currently, as per the director, the shelter is opened only “when the weather is cold and rainy---below 40 degrees--3 straight days of soaking rain-- or below 34 degrees, regardless of the weather.” (Note: Our criteria may differ.)



Pastor Bob has had several meetings with City Manager Heidi Lambert to brainstorm potential solutions to this crisis, and she indicated that there might be some City funding available to purchase pallets for emergency shelter in Yachats, if the church would commit to finding a suitable location. Since these discussion Pastor has met with the church leadership to discuss the proposal. On Sunday November 6th the church council approved hosting up to five pallet shelters on our church property, 360 7th Street, in/on the west parking lot, contingent upon the city’s purchase of the units.

At this time, we are asking the City of Yachats to purchase five (5) 64 square foot Pallet Units, to be placed on church property. These five pallets would be used to house up to ten individuals during severe inclement weather.

Additionally, we are requesting that the city pay for the installation of fencing and electrical hook-ups, both of which are required by the Pallet company for all of their projects. The Unhoused Committee will take on management and supervision of this project. Committee members were confident that they could draft enough volunteers to monitor on the nights the shelter is open.

There are other infrastructure issues to be considered such as bathroom and handwashing access (Port-a-Potty) that would require some additional funding beyond purchase of the pallets, fencing and electricity. That being said, we feel that this could be funded with the support of the community and private/public dollars via the County and philanthropy.



Lastly, in the wake of the loss of our friend, Don Dougherty, there has been an outpouring of support towards helping the houseless. To honor Don, the committee has agreed to the working title of this project as "The Don Dougherty Emergency Cold Weather Shelter" or "Don's Place".

Drawing by Corina Rose

Respectfully submitted by the Yachats Unhoused Committee

Bob Barrett
Morgen Brodie
Dayna Capron
Mary Deriberprey
Barb Loza-Muriera
Jill McLean
Mila Niemi
Laura Rains
Nan Scott
Gerald Stanley

ATTACHMENT 1

Cost Estimates

Pallets: \$59,445 (delivered and assembled)

Fencing: Up to \$5,000 (based on on-line estimates)

Electrical: Up to \$5,000 (based on on-line estimates)

Miscellaneous Costs: Up to \$,5000

- **Total Request:** Not to exceed \$75,000

ATTACHMENT 2

YCPC In Kind Services

YCPC currently provides the following services to the Yachats and South County community:

Food Pantry: Originally housed in The City of Yachats City Hall, the Food Pantry was moved to YCPC at the beginning of the COVID Pandemic in 2020 after City Hall was closed to the public in observation of COVID mandates. Initially housed a small utility closet in City Hall, after moving to YCPC the Pantry was expanded into a 120 square foot space, ideally located by our main entrance, with a large, sliding glass “service window” that provides easy access. The pantry is currently fully staffed with 20 regular volunteers who rotate throughout the month. Open Monday, Wednesday and Friday from 11AM – 1:00 PM, with evening hours on Wednesday from 5:00-7:00 PM, the Food Pantry is accessible to anyone, without restrictions. No proof of residency or identification of any type is required. For tracking purposes, people are (respectfully) asked “how many people will this food be feeding?” This helps us record how many people are being served and assists us in making sure the Pantry has adequate inventory. It should be noted that answering this question is voluntary.

In between regular Pantry hours of operation, should someone come to YCPC in need of groceries, YCPC Pastor, administrative assistant or other YCPC volunteers at the church are free to assist the individual and provide them food from the Pantry, as necessary. Delivery of food to homebound individuals is also available, by request.

The Food Pantry carries canned (and glass jar) food items, in addition to grains, pastas, cereals, beans and other dry goods. The Pantry stocks meats, cheese, milk, butter, eggs, frozen foods and seasonally donated vegetables and fruits. Dog and cat food are also available. Non-food products include an array of toiletries (i.e. feminine products, toilet paper, toothbrushes, soap, etc.) and other miscellaneous products. During the winter months of 2021, the Pantry received private donations of brand new sleeping bags, socks, hats, rain ponchos, tarps, and blankets. Lastly, COVID-19 Test Kits, supplied through Lincoln County Public Health, are currently available, free of charge, to anyone who wants or needs a test-kit.

The Food Pantry is supported through community and visitor cash donations, as well as direct donations of food and other products from citizens, local businesses, organizations, farms and community gardens. Business partner “Cash n Carry” offers discounts on Pantry purchases, as well as donations of food, including meat products. Each year at Thanksgiving and Christmas, family sized food baskets—including frozen

turkeys and ham-- are provided through our partnership with South Lincoln Resources. For the past two years, YCPC has spent nearly \$20,000 on keeping the Food Pantry fully stocked.

On average, we see 50-70 individuals per week, and provided 2–3-days' worth of food, feeding 125-175 people per week. (Note: This is up from 40-60 people per week in May of 2021). During the 2021 over 1200 individuals benefitted from the food they received at the Food Pantry. We have seen an increase of Pantry usage since the beginning of 2022 and expect this trend to continue given the current inflationary pressures driving up the cost of living. The Pantry spends approximately \$2300 per month, excluding large donations of food from Grocery Outlet, Dollar General and bags of food from private citizens.

South Lincoln Resources Emergency Voucher Program: YCPC currently partners with South Lincoln Resources (SLR) to provide vouchers for utilities, gasoline and limited number of emergency purchases. This program operates on locally raised and pooled funds from a small collective of Faith Based Organizations, of which YCPC is a member. The voucher program is designed to provide emergency relief for residents of South County. Vouchers are capped at \$300 per year, per person, annually for utilities; \$25/30 per gas voucher—with individuals being limited to a few times a year, as per discretion.

Though limited in funds and scope, the SLR Emergency Voucher Program allows YCPC to provide assistance to individuals who are unable to cover energy bills or are facing shut-off notices on electricity, water or phone lines; requiring gas for their vehicle to get to get to work, a medical appointment, or other basic transportation needs; in need of propane or firewood; to provide phone cards to keep cell phones operation; help with medication purchases. Bus tickets for the local Connector bus line between Yachats, Waldport and Newport are also made available through the program.

Lions Club Voucher Program: YCPC is fortunate to have a partnership with the Yachats Lions Club, which operates two thrift store locations within Yachats. Vouchers of up to \$25.00 are available for individuals to purchase clothing, coats, shoes, linens and miscellaneous camping/outdoor related equipment. There are no residency or income requirements; vouchers are provided as needs dictate.

Local Assistance Fund : Through the generous donations by YCPC members and friends, YCPC is able to provide a limited amount of funds to assist community members with addressing a range of emergency situations. Most common examples include: motel stays; rental assistance; car repairs; funds to help make ends meet between paychecks/benefit checks; emergency home repairs; transportation costs for transport outside of the local bus line; items not readily available at the Food Pantry, or at the Lion's Thrift Store.

Numbers Served:

Since January 1 2022 to May 2022, YCPC estimates:

- 150 points of service contact (72 via the front office staff, 78 points of contact via the Pastor.)
- Representing 54 separate individuals—
 - 22 of which are houseless, either living in their cars or living outdoors full time;
 - 2 living (fulltime) in motels;
 - 8 are seniors between the ages of 62 and 73, on very limited income and/or medically fragile.

Note: From January 1 through August 31, 2022 we have served approximately 83 (unduplicated) individuals through 294 points of contacts. Currently, we see on average 7-10 unique individuals seeking support services.

Resource Information and Referral: While YCPC makes every effort to work with individuals to meet their needs, very often more assistance is required.

To that end, we make every effort to keep up to date with all available resources within the central coast area and provide that information to the individuals we serve. We also offer any necessary assistance for a connection to be made, such as making calls-- or printing application forms, researching and explaining application processes, assisting in making appointments, as well as connecting individuals with family members who may be able to help--for example. Service providers we refer to are located in both Lincoln and Lane counties. Current program referral list* includes:

Lincoln County:

- South Lincoln Resources & 7th Day Adventist Clothing Program: Food, clothing, furniture, medical equipment
- Community Services Consortium – Energy Assistance Program
- Yachats Youth and Family Programs: children's programs, family resources.
- Legal Aid / Homeowners Assistance Program: Foreclosure assistance
- Grace Wins Haven: Showers, homeless support services, referrals, and consultation.
- Lincoln County Public Health
- Lincoln County Veterans Office: Information and services

Lane County (Florence)

- St Mary's of the Dunes: referral information, homeless/houseless support

- Three Roman Catholics (3 RCs): tents, tarps, camping equipment for the houseless; link to warming pallet community project manages by local Siuslaw Presbyterian Church.
- Siuslaw Outreach Services (SOS): Rehousing and homeless assistance; special victims assistance; domestic violence shelter; transportation vouchers.
- Florence Cold Weather Emergency Shelter.

* Note: We are currently seeking expand service referrals in the areas of: homelessness and recovery; mental health; senior support services. In addition, we are exploring funding to hire on-site case management services.



info@palletshelter.com
(208) 572-5538

Created Date 11/3/2022

Quote Number 00000987

Company Address 1930 Merrill Creek Pkwy, Suite A
Everett, WA 98203
USA

Expiration Date 12/30/2022

Contact Name Robert Barrett

Email agatepastor@peak.org

Bill To Name Yachats Presbyterian Community Church

Ship To Name Yachats Presbyterian Community Church

Ship To 360 West 7th Street
Yachats, OR 97498
United States

Product	Sales Price	Quantity	Total Price
Shelter 64 SQF .5" Insulated	\$7,495.00	5.00	\$37,475.00
120v Electrical Kit w/ 1500w Heater	\$1,299.00	5.00	\$6,495.00
Air Conditioner and Install Kit - Shelter 64	\$399.00	5.00	\$1,995.00
Folding Bunk Bed	\$349.00	10.00	\$3,490.00
Custom Fit Mattress Pad	\$299.00	10.00	\$2,990.00
Assembly Training	\$3,000.00	1.00	\$3,000.00

Subtotal \$55,445.00

Tax \$0.00

Shipping and
Handling \$4,000.00

Grand Total \$59,445.00

Notes

A 6,000 lbs. forklift with 8 foot forks will be needed onsite for delivery at the responsibility and cost of the customer. Pallet is not responsible for site grading, leveling of shelters, staking to the ground, or electrical connections to the shelters.

Prices are in USD

Terms and Conditions

NOTICE: This Quote contains the preliminary non-binding terms of purchase and sale by and between Pallet SPC and the Customer listed above. This Quote does not constitute an offer to sell, and shall automatically expire ninety (90) calendar days from the date of issuance, unless terminated sooner by: (i) written notice from Pallet SPC to Customer; or (ii) upon the delivery of an SOW by Pallet SPC to Customer. All Pallet SPC materials, publications and websites are maintained as sources of general information and are not quotations or offers to sell. All clerical errors are subject to unilateral correction by Pallet SPC, in its sole discretion. Any order, written or verbal, based in any way on this Quote, shall not be binding on Pallet SPC. All orders shall be based on, and governed by, the terms and conditions of the applicable Master Product and Services Agreement Statement of Work ("SOW"), issued by Pallet SPC after a request for a purchase order from Customer. No agreement to purchase or sell products or services shall be binding upon Pallet SPC absent a written and executed SOW.

City Council Evaluation of City Manager

Rate the City Manager using the scale below:

Instructions: Review the work performance for the entire period under review; refrain from basing the evaluation solely on recent events or isolated incidents. Disregard your general impressions concentrating instead on each factor, one at a time.

Rating	Description
1	Unsatisfactory performance
2	Requires Improvement
3	Meets Job Description
4	Generally exceeds Job Description
5	Substantially exceeds Job Description
N/O	No Opinion - Did not observe-or-does not apply to this employee

Leadership		
Does employee 1.) inspire others to succeed? 2.) actively promote efficiency in tasks/operations? 3.) demonstrate a high regard for personal ethics and integrity? 4.) help Commissions to focus their work so that it is most useful while encouraging positive relationships and morale	Rating	Comments:

Execution of Policies and Goals		
Does employee 1.) effectively implement policies, programs and goals approved by the City Council? 2.) display an understanding of the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:

Community Relations		
Does employee 1.) represent the City with a positive outlook, tact & diplomacy? 2.) avail themselves to & work well with citizens? 3.) maintain effective relations with media reps? 4.) adequately inform the public of information & events by utilizing various forms of correspondence?	Rating	Comments:

Administrative Duties		
Does employee 1.) demonstrate transparency, efficiency & organization? 2.) adequately prioritize tasks to ensure timelines are met? 3.) communicate clear, concise, and accurate information both verbally & written? 4.) handle HR issues well? 5.) foster a good working environment for staff?	Rating	Comments:

City Council Relations		
Does employee 1.) work well with City Council, making sure adequate info is available prior to meetings? 2.) accept direction/instruction positively? 3.) participate in discussions & make recommendations when appropriate? 4.) avail themselves to meet council members to address individual questions and issues?	Rating	Comments:

Financial Management / Budget		
Does employee 1.) prepare an understandable and realistic budget? 2.) control expenditures in accordance with budget & ensure monies are managed properly? 3.) make sound decisions that consider cost/benefit? 4.) exhibit forward planning for management of cash flow?	Rating	Comments:

Safety		
Does employee 1.) perform tasks with safety of self and others in mind? 2.) limit the City's risk of exposure to liability or other claims? 3.) follow all safety measures expected for the position?	Rating	Comments:

Additional Comments:

Name of Evaluator: _____

Date: _____



THE CITY OF YACHATS CAPITAL IMPROVEMENT PLAN (CIP) CAPITAL PROJECTS

STATUS UPDATE

CAPITAL IMPROVEMENT PLAN (CIP)
CAPITAL PROJECTS
STATUS UPDATE



CIP EFFORT

- Reviewing previous CIP Budgets, Expenditures and Processes (ongoing)
 - Meeting with Staff Leads, and Committee Leadership
 - Remaining committees – within the next month
 - Developing a Project Database
- Using Models to refine Review Process, Ranking, Funding and Task Assignments
 - Met with Mr. Lauritzen to understand broader Finance history for the community
 - Confirmation of direction of effort
- City Administration in 2016 > set aside CIP Project Meetings and Review
 - Occurred during HWY 101 Construction / COVID Restrictions
 - Scaled back CIP meetings took place in 2020-22

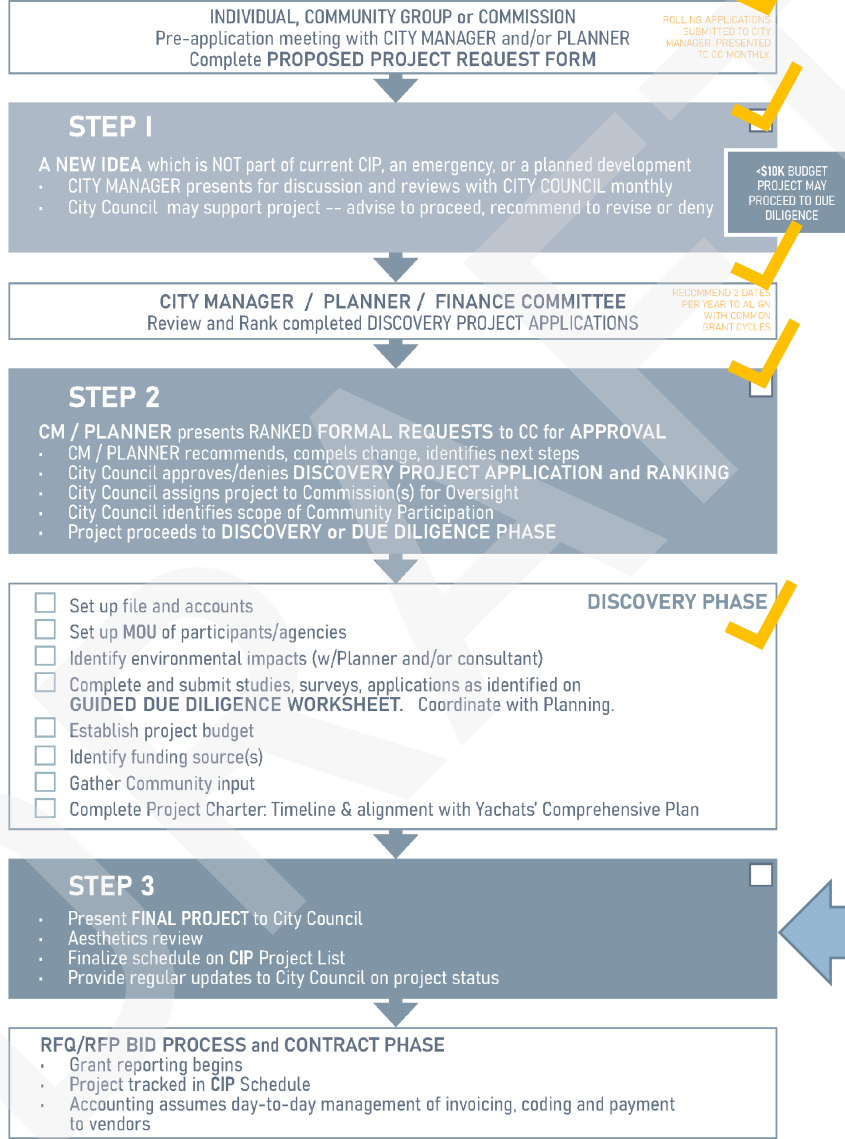


CAPITAL IMPROVEMENT PLAN (CIP) CAPITAL PROJECTS STATUS UPDATE

RECOMMENDED CIP and BUDGET TIMELINE

- December 2022 to mid-January 2023 Capital Improvement Project Requests Submitted
(Add a 2nd date and set aside funding?)
- January 1 to February 28, 2023 Finance Committee and Staff Meetings – take place
- March 2023 Projects Ranked and Reviewed are matched to potential
funds and implementation timelines
- April 1, 2023 CIP Completed
- June 30, 2023 Finalized Budget, Annual Report and 2024 Forecast
- For 2023 Supplemental Budget reviewed in February if needed
- Capital Project Proposals will be received on a rolling monthly basis – reviewed with City Council as
previously determined

THE CITY OF YACHATS
CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
SUMMARY of CIP PROJECT DEVELOPMENT



CIP FORM 1

NOV22

CIP PROCESS PROJECT MODEL 1

PROJECT TRACKING and DISCOVERY

PROJECT: Yachats Public Library Addition MODEL 1

Go to Print Add Task Save Common Tasks Close

NAME: Yachats Public Library Addition MODEL 1 ID 1

Ranking Discovery Project Funding Project Tasks

PROJECT DETAILS

COMMISSION: LIBRARY

PRIMARY: David Rivinus

PHONE:

CATEGORY: 8-CIVIC BLDGS

STATUS: In Progress

PRIORITY: 5-HIGH

COMMISSION or PROJECT MISSION:

COMMUNITY LIBRARY

PROJECT DESCRIPTION:

Construction of a 1200 SF addition to the Yachats Municipal Library. Rehabilitation / Remodel of Existing Space.

UPDATED DISCOVERY PROCESS:

Completed Discovery Phase (Step 3)

Currently Fundraising

In Design Development

to present to City Council once through DD

ATTACHMENTS:

Yachats Public Library
New Addition

PROJECT #:

2006-01

APPLICATION DATE:

11/6/2022

START DATE:

1/1/2006

END DATE:

12/31/2023

BUDGET:

\$750,000.00

BUDGET / DAYS:

365

PROJECT DURATION:

3 YEARS

HOW PROJ VALUED:

FORMAL ESTIMATE, PRELIM BID

DISCOVERY BUDGET:

\$0.00

PROJECT BUDGET:

\$750,000.00

ANNL OPRTG BUDGET:

\$8,416.00

FUNDING NOTES:

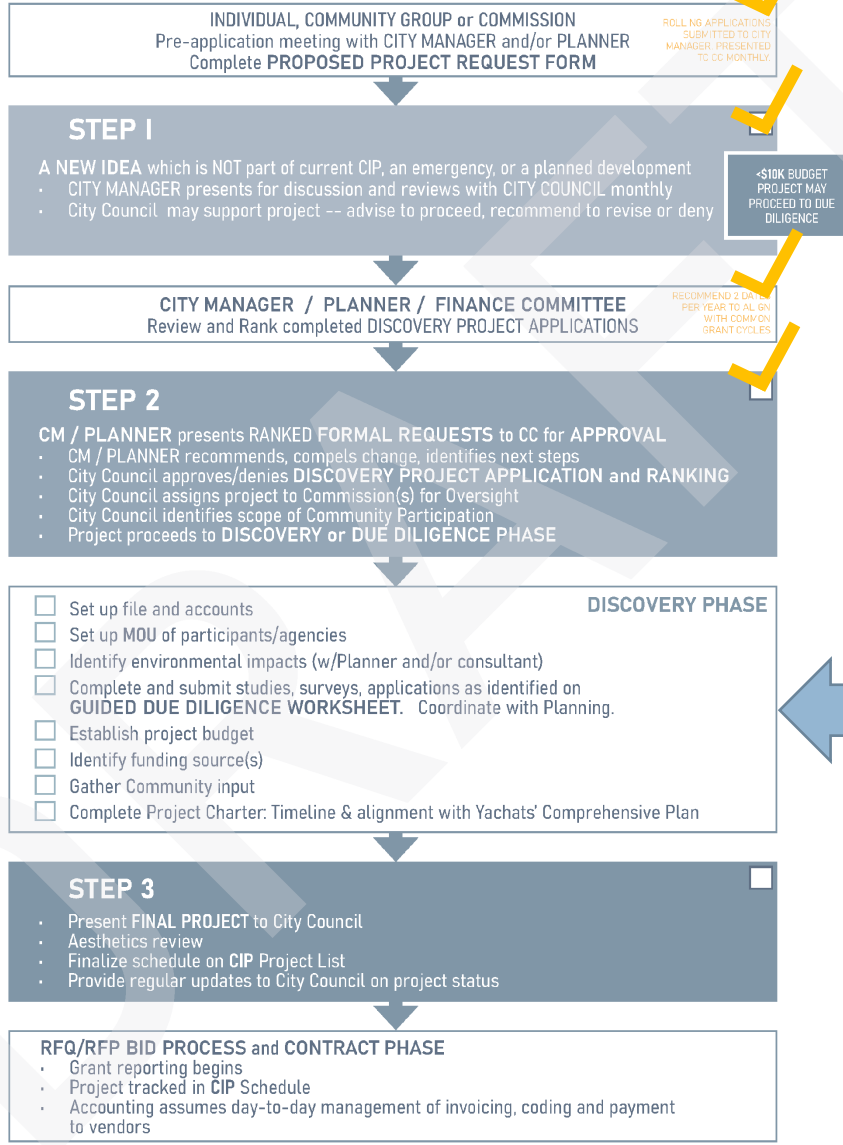
PREVIOUS	\$ 14,415	Expended as of 3/18/19	3.8%
FY19-20	\$ 60,585	General Fund	16.2%
	\$ 75,000	Library Reserves	20.0%
	\$ 20,000	Friends of Library & Grants	5.3%
	\$205,000	Expected Grants	55.0%
FY22-23	\$315,000	Library Capital Reserves	
		Portion is "Hall Request"	
	\$230,000	Accrued Funds	
		Current Friends of Library	
	\$765,000	Current Grant Applications	

PROJECT or PROCESS NOTES:

Current Library Area: 2016 SF

Budget In Days	365.00	Budget	\$750,000.00
Total Task Cost In Days	0.00	Total Task Cost	\$0.00
Balance of Days	365.00	Balance	\$750,000.00

THE CITY OF YACHATS
CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
SUMMARY of CIP PROJECT DEVELOPMENT



CIP FORM 1

NOV22

CIP PROCESS PROJECT MODEL 2

PROJECT TRACKING and DISCOVERY
PROJECT: Little Log Church Museum MODEL 2
CITY OF YACHATS
CIP / PROJECTS

Go to [] Print Add Task Save Common Tasks Close

NAME: Little Log Church Museum MODEL 2 ID 7

Ranking	Discovery	Project Funding	Project Tasks
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PROJECT DETAILS

COMMISSION: COMMITTEE
PRIMARY: Holly Hamilton
PHONE:
CATEGORY: 8-CIVIC BLDGS
STATUS: In Progress
PRIORITY: 4-MED HIGH

PROJECT #: 2019-01
APPLICATION DATE: 11/7/2022
START DATE: 1/1/2019
END DATE: 3/31/2023
BUDGET: \$300,000.00
BUDGET / DAYS: 365

COMMISSION or PROJECT MISSION: FRIENDS OF LOG CABIN CHURCH MUSEUM

PROJECT DESCRIPTION:
UPDATED DISCOVERY PROCESS:

- In Discovery Phase (Step 2)
- Completed Engineering Review / Inspections
- CIP to Review Programming and Scope of Work
- Present to City Council - December
- Finalize Funding, Grant Applications
- Proceed to Obtain RFP/Qs
- Construction Bids for Rehabilitation

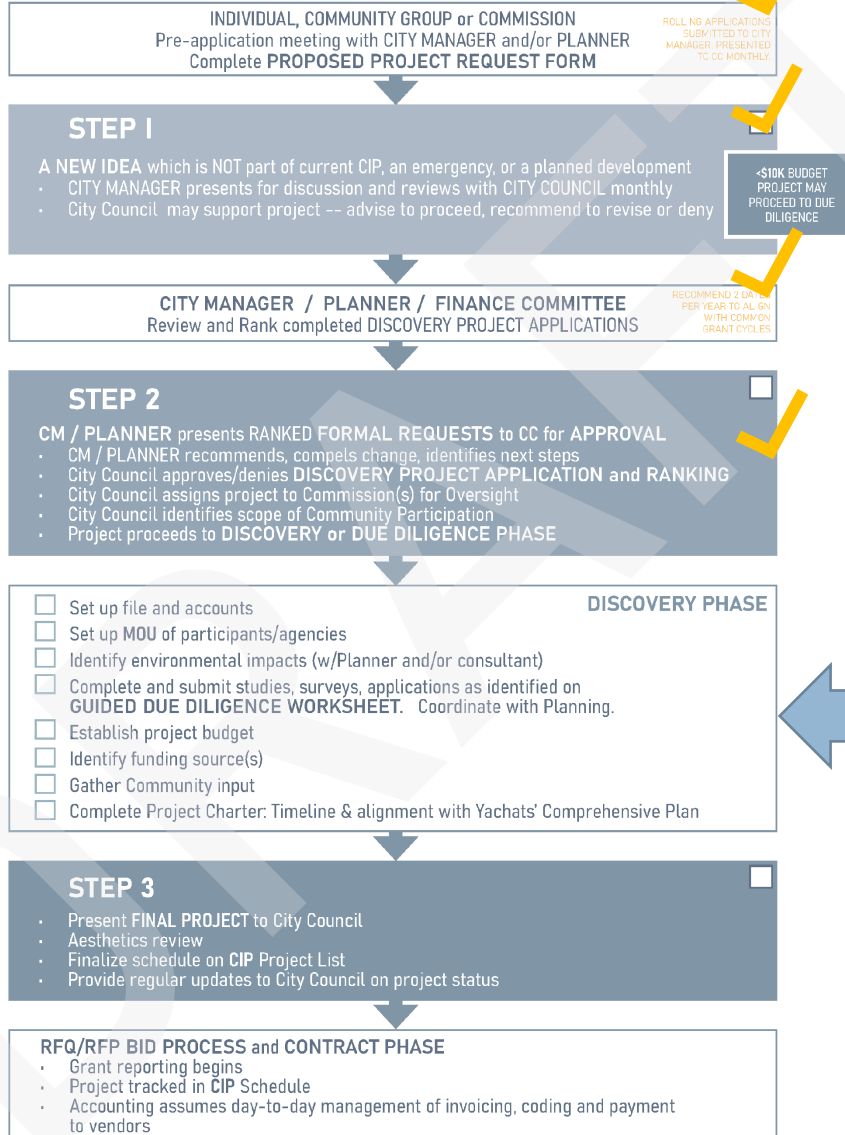
ATTACHMENTS:

FUNDING NOTES:
Funds set aside:
Current Budget is Pending Evaluation, RFQ/P Process
General Funds
Visitor Amenities
Operational Costs to be recalculated

PROJECT or PROCESS NOTES:
Report on File: 2019 project desc. full demolition and reconstruction of building. CivicWest report; scope revised to recommend rehabilitation. Structural integrity, greater than originally described. Perimeter beam intact. Interior drywall requiring replacement, insulation etc. Exterior siding, weatherproofing, windows, seals etc. to be replaced. Review condition of roofing, eaves, wiring. Evaluate grounds, security.

Budget In Days	365.00	Budget	\$300,000.00
Total Task Cost In Days	0.00	Total Task Cost	\$0.00
Balance of Days	365.00	Balance	\$300,000.00

THE CITY OF YACHATS
CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
SUMMARY of CIP PROJECT DEVELOPMENT



CIP FORM 1

NOV22

CIP PROCESS PROJECT MODEL 3

PROJECT TRACKING and DISCOVERY

PROJECT: Pocket Parks MODEL 3

Go to

Print

Add Task

Save

Common Tasks

Close

NAME: Pocket Parks MODEL 3

ID 18

Ranking

Discovery

Project Funding

Project Tasks

PROJECT DETAILS

COMMISSION: PARKS REC

PRIMARY: Craig Berdie

PHONE:

CATEGORY: 6-PARKS&REC

STATUS: In Progress

PRIORITY: 4-MED HIGH

PROJECT #:

20-001

APPLICATION DATE:

11/13/2022

START DATE:

11/13/2022

END DATE:

3/30/2023

BUDGET:

\$19,000.00

BUDGET / DAYS:

365

PROJECT DURATION:

1 YEAR

HOW PROJ VALUED

FORMAL ESTIMATE, PRELIM BID

DISCOVERY BUDGET:

\$0.00

PROJECT BUDGET:

\$19,000.00

ANNL OPRTG BUDGET:

\$0.00

FUNDING NOTES:

General Funds - To Be Confirmed

PROJECT DESCRIPTION:

DISCOVERY:

Project Design - Largely Complete

City Council has approved plantings/expenditure

Outstanding Due Diligence Items:

Transfer of Land from LC / MOU

Public Input on Signage

Dimensioned Site Plan for ADA Access / Area of Concrete

Confirm Bench Placement and #

ATTACHMENTS:

PICTURE 2

PROJECT or PROCESS NOTES:

Scope:

Landscaping and Plantings

Benches

Signage

Protective Barriers

Budget In Days	365.00	Budget	\$19,000.00
Total Task Cost In Days	0.00	Total Task Cost	\$0.00
Balance of Days	365.00	Balance	\$19,000.00

THE CITY OF YACHATS
CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
SUMMARY of CIP PROJECT DEVELOPMENT



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

ROLLING APPLICATIONS
SUBMITTED
MANAGER, PRESENTED
TO CC MONTHLY

STEP 1

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

<\$10K BUDGET
PROJECT MAY
PROCEED TO 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**

DISCOVERY 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 & alignment with Yachats' Comprehensive Plan

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

CIP FORM 1

NOV22

**CIP PROCESS
PROJECT MODEL 4**

PROJECT TRACKING and DISCOVERY

PROJECT: CIVIC CENTER Skate Park MODEL 4

Go to

Print

Add Task

Save

Common Tasks

Close

CITY OF YACHATS
CIP / PROJECTS

NAME: CIVIC CENTER Skate Park MODEL 4

ID 17

Ranking

Discovery

Project Funding

Project Tasks

PROJECT DETAILS

COMMISSION: CITY HALL ADMIN

PRIMARY: HEIDE LAMBERT

PHONE:

CATEGORY: 7-CIVIC CAMPUS

STATUS: In Progress

PRIORITY: 3-MED

COMMISSION or PROJECT MISSION:

REPLACEMENT OF SKATEPARK

PROJECT DESCRIPTION:

REPLACE EXISTING SKATEPARK
WORKING WITH DREAMLAND, ORG IN LINCOLN COUNTY

FULLY GRANT FUNDED

DISCOVERY:

STEP 1
PROJECT EVALUATION / COORDINATION

ATTACHMENTS:

PROJECT #:

22-002

APPLICATION DATE:

11/13/2022

START DATE:

11/13/2022

END DATE:

12/1/2023

BUDGET:

\$100,000.00

BUDGET / DAYS:

365

PROJECT DURATION:

1 YEAR

HOW PROJ VALUED:

FORMAL ESTIMATE

DISCOVERY BUDGET:

\$0.00

PROJECT BUDGET:

\$100,000.00

ANNUAL OPRTG BUDGET:

\$0.00

FUNDING NOTES:

Grant Funds

PROJECT or PROCESS NOTES:

Budget In Days	365.00	Budget	\$100,000.00
Total Task Cost In Days	0.00	Total Task Cost	\$0.00
Balance of Days	365.00	Balance	\$100,000.00

DISCOVERY

STEP I APPLICATION: Completed Step I: ☒

CITY COUNCIL REVIEW: Completed CC Step I Review: ☐

DISCOVERY NOTES: Completed DISCOVERY: ☐

STEP 2: Completed Step 2: ☐

RANKING: Completed Ranking: ☐

FUNDING: Funding Complete: ☐

CITY COUNCIL REVIEW: Completed CC Step 3 Review: ☐

RFQ / RFP / BID STATUS: Completed RFQ/Bids ☐

RANKING

1 INFRASTRUCTURE: 0 Null

2 MANAGED GROWTH: 0 Null

3 QUALoFLIFE HEALTHWELLNESS: 0 Null

4 MASTERPLAN: 0 Null

5 PERFORMANCE REGS SAFETY: 0 Null

6 TIME LOCATION: 0 Null

7 FUNDING -A: 0 Null

7 FUNDING -B: 0 Null

7 FUNDING -C: 0 Null

8 BUDGET IMPACT: 0 Null

9 INNOVATION: 0 Null

10 OPEN: 0 Null

PROJECTTASKS							
Title	Assigned To	Start Date	Due Date	Priority	Status	% Co	
Application Submitted	Hamilton	11/14/2022	11/15/2022		Completed		
Site Plan and Park Dims	Hamilton	11/14/2022	11/15/2022		Completed		
*		11/16/2022			Not Started		
Total							

CIP PROJECT – MODEL 4

Budget In Days	365.00	Budget
Total Task Cost In Days	0.00	Total Task Cost
Balance of Days	365.00	Balance

Budget In Days	365.00	Budget
Total Task Cost In Days	0.00	Total Task Cost
Balance of Days	365.00	Balance

Budget In Days	365.00	Budget	\$100,000.00
Total Task Cost In Days	0.00	Total Task Cost	\$0.00
Balance of Days	365.00	Balance	\$100,000.00

PROJECT TRACKING and DISCOVERY

CITY OF YACHTS
CIP / PROJECTS

PROJECT: PUBLIC WORKS - 2nd Street Repair

Go to

Print

Add Task

Save

Common Tasks

Close

NAME: PUBLIC WORKS - 2nd Street Repair
ID 16

Ranking

Discovery

Project Funding

Project Tasks

PROJECT DETAILS

COMMISSION: PUBLIC WORKS
PRIMARY: Linn West
PHONE: 0
CATEGORY: 4-TRANSPORTATION
STATUS: In Progress
PRIORITY: 4-MED HIGH

PROJECT #: 21-001 PW
APPLICATION DATE: 11/13/2022
START DATE: 11/13/2022
END DATE: 12/1/2023
BUDGET: \$0.00
BUDGET / DAYS: 365
PROJECT DURATION: 2 YEARS
HOW PROJ VALUED: FORMAL ESTIMATE, PRELIM BID
DISCOVERY BUDGET: \$0.00
PROJECT BUDGET: \$0.00
ANNL OPRTG BUDGET: \$0.00

COMMISSION or PROJECT MISSION:

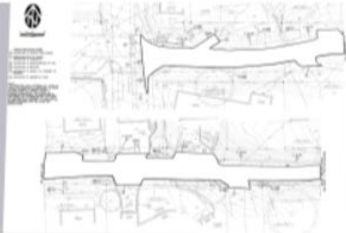
PROJECT DESCRIPTION:

E 2nd Upgrade scope includes:

Engineering
General Construction
Paving
Replaced Water, Wastewater and Storm
Striping, Curbs and Gutters

CURRENTLY REVIEWING STORM DRAIN DESIGN

ATTACHMENTS:



FUNDING NOTES:

General Funds
Urban Renewal District
Visitor Amenities
Grants

PROJECT or PROCESS NOTES:

Budget In Days	365.00	Budget	\$0.00
Total Task Cost In Days	0.00	Total Task Cost	\$0.00
Balance of Days	365.00	Balance	\$0.00

CIP PROCESS PROJECT MODEL 5

REVIEW PROCESS for PUBLIC WORKS:

- includes Ranking and Discovery (CIP Coordinator)

2nd Street – Phases I/II/III

- Has completed review, Engineering, Contract Phases
- Bids received were higher than anticipated
- Back in Discovery – reviewing Storm drainage

NEXT STEPS

- Finalize CIP Projects, Confirm Expenditures to Date
- Modelled Projects – Address Outstanding Items / Tasks:

Library: Awaiting Design Development and Funding, Proceeds to Step 3

Log Cabin: Define Programming with Committee
Call for RFQs (Establish Contractor List and Quals)
Obtain Drawings for Permitting
Material and Assembly Selection (Siding and Windows), Bids
Resubmit for CC Review, Step 3

Pocket Parks: Finalize Site Layout (Drawings), MOUs or Land Transfer, SHPO
Finalize Bids / Review

Skatepark: CC to recommend/not recommend to proceed to Discovery

Recommend Development of Survey Process - not specific to Pockets

2nd Street: PW to review Stormwater drainage design