

1. 10:00 A.M. Agenda

Documents:

[2022-12-07 Finance Committee Agenda.pdf](#)

2. Meeting Material

Documents:

[CIP HANDBOOK CC V7.Pdf](#)

[Pocket Parks.pdf](#)

[DB Library.pdf](#)

[DB LLCM.pdf](#)

[DB Second Street.pdf](#)

[DB Skatepark.pdf](#)

[CIP Project List 22-12-05 WORKING DRAFT.pdf](#)



**CITY OF YACHATS
FINANCE COMMITTEE MEETING
Wednesday, December 7, 2022, at 10:00am
CIVIC MEETING ROOM 1
441 HWY 101, YACHATS OR 97498**

In Person Meeting
Masks are provided and encouraged

AGENDA

441 Hwy 101 N., Yachats OR 97498

- I. Meeting Called to Order
- II. Announcements and Correspondence
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
- VI. New Business
 - a. Introduction to new members and staff
 - b. Introduction to the CIP Process
 - c. Discussion of project progress
- VII. Action Items

*******NOTICE OF POSSIBLE CITY COUNCIL & OTHER COMMISSIONS QUORUM*******

The Mayor, City Councilors or other members from other commissions may be attending the meeting and there may be a quorum during the event. However, this is not a City Council meeting: no City business, no Council deliberation or decision-making will be conducted during the event.

The Yachats City meetings are open to the public and being held via Zoom. These are open meetings under Oregon law. 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 12/01/22 By: Kimmie Jackson, Deputy City Recorder

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



A Guide
PENDING



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

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LOGIC MODEL	EXHIBIT E

THE CITY OF YACHATS
CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
GUIDE and DOCUMENTATION



YACHATS' CAPITAL IMPROVEMENT PLAN

The City of YACHATS' Capital Improvement Plan (CIP) establishes, prioritizes, and plans funding for critical projects. The CIP addresses **deferred** maintenance, identifies measures to improve **existing services**, and develop **new** infrastructure and facilities. A **CIP** works to promote **best use** of the City's limited financial resources. It functions to reduce overall costs, and assist in the coordination of public and private development.

YACHATS' CIP is a five-year roadmap which identifies major expenses over and above routine annual operating costs. While the CIP serves as a long range plan, it is formally reviewed and revised *annually*. As a living document, priorities may be changed due to funding opportunities or circumstances that cause a more rapid deterioration of an asset. As a basic tool for documenting anticipated capital projects, it also includes "unfunded" projects, for which new needs are identified, but specific solutions and funding have not yet been determined.

THE CAPITAL IMPROVEMENT PLAN and REPORT

This updated CIP is to be a *revision* of the previous infrastructure planning review *process*. Annual planning, described above, allows flexibility. As the City works to "catch-up" to address outstanding capital needs including significant deferred maintenance, improvement projects and long-deferred development projects - and also incorporate **current and newly** forming projects on the horizon -- a CIP is essential.

Yachats' 2023 CIP is developed in compliance with adopted policies (*YMC Chapter 3.10.20.5, and Ordinance 370*). It also complies with the Yachats' Comprehensive Plan, and is a result of engaging with public, professional staff, elected and appointed City officials. A **DRAFT CIP Application and Ranking Process** and **Yachats' 2023 CIP** will be made available to the public for comments, review and modifications. Adoption by the City Council is anticipated in mid-November 2022.

Projects evaluated for the **2022-2023 CIP** fiscal year are the basis for preparation of the City's budget for 2023-4. The **2023 CIP** will differ from the **2022 CIP** by including a more detailed summary of projects; capital improvements, scoring and ranking, estimated costs, work and resource schedules, and source of funding.

The **CIP** (as with previous plans) assigns approved projects into yearly projections based on functional and project categories. As Municipal Goals and Resources shift (as with the onset of a pandemic), or different needs arise, the CIP will be evaluated to revisit or reprioritize scheduling and budgeting.

THE CIP REVIEW PROCESS

New projects will be received by City Hall on a *rolling basis* and the City Manager will present potential projects to the City Council on a *monthly basis*. City Council will

CAPITAL PROJECTS REVIEW PROCESS

Yachats is fortunate to have an engaged community. City Administration welcomes the many presented opportunities and has created an **APPLICATION** and **DISCOVERY** process to support this welcome level of engagement. Application and Review Process is anticipated to start January 2023.

The **DISCOVERY** process will ensure that new projects are sufficiently vetted and funded, then reviewed, ranked and prioritized alongside of current and outstanding scheduled projects.

recommend to proceed, may request additional information, or deny applications. Approved projects go on to a more rigorous review *i.e.* due diligence (DISCOVERY) and scoring, costing and preliminary scheduling. Once through due diligence, projects are ranked and presented *twice per year* following standard grant cycles for City Council's final approval, budgeting and full scheduling.

THE CIP REVIEW TEAM

The **Initial** CIP Review Team is to be comprised of members of City Staff (City Manager), Finance Committee and Leadership from the Commons, Public Works, and Library Commissions and appointed City Council officials. This team will work in collaboration with the CIP Coordinator and Public Works leadership to review capital project requests and rankings. It will then summarize recommendations for presentation to City Council. The operational CIP Review Team will be comprised of a smaller representation of the above members.

FUNDING LIMITS

On an annual basis, funding for CIP projects will be limited based on municipal budget, priority, granting, and potential bonding opportunities. Funding for different project types will be developed as the CIP program evolves. Projects will be evaluated for source or sources of funding available. Current forms of funding include:

- Direct Funding
- Development or SDC Fees
- Outside Funding
 - Grants
 - Federal
 - State
 - County
 - Donations
 - Cooperative Efforts or Matched Funding
- General Obligation (GO) Bonds,
- Revenue Bonds
- Certificates of Obligation (COs)

PROJECT CATEGORIES

Projects will fit within the five primary categories identified below. Emergency or resiliency measures will be assigned within the project specific category.

UTILITIES:	Projects involving the Water, Sewer and Storm infrastructure.
TRANSPORTATION:	Multi-modal Projects affecting streets, bike lanes, pedestrian crossings, paths and trails.
FACILITIES / EQUIPMENT:	Projects involving buildings, structures, equipment, and vehicles the city owns/manages.
PARKS AND RECREATION:	Projects affecting parks and open spaces.
TECHNOLOGY:	Projects addressing hardware, software, and infrastructure that improves or supports technology.

DETERMINATION OF A CIP PROJECT

A project is defined as a capital project, per *Yachats Municipal Code, Chapter 3.10.20.5, and Ordinance 370*, when it is valued at a minimum of \$5,000, is *nonrecurring*, provides at least five (5) years of benefit and is an addition to Municipal assets. Capital improvement projects include facilities, utilities, streets, parks and recreation, or common space.

CIP CRITERIA and PROJECT RANKING:

As there are more project requests than can be funded in the five-year CIP period, as well as a backlog of outstanding projects, the CIP Review Team will conduct an internal project ranking process. The following weighting and criteria used in scoring and ranking include:

1. INFRASTRUCTURE (15%)

Infrastructure defines items relating to infrastructure needs for The City of Yachats as well as overall safety. Capital Expenditure Items include waterlines and water supply, sewer lines, wastewater treatment, resiliency, streets, buildings, facilities, stormwater and drainage. Projects which address employee safety issues and proactively manage risk, are included. A new raw water tank directly impacts citizens, scoring high in this category. New softball fields may not directly affect the health and public safety of the citizens, therefore scoring low.

2. MANAGED GROWTH (10%)

Managed growth and economic development relates to what a city does to attract housing, business, and tourism. Providing infrastructure, development and rehabilitation of the central core and civic campus would score high in this category. Re-constructing a storm drain line through a residential neighborhood would score lower in the managed growth and economic development category.

3. QUALITY of LIFE / HEALTH and WELLNESS (15%)

A project which serves the greatest good, for the greatest number, for the longest time has the greatest impact on a Community's Quality of Life / Health and Wellness. **QL/HW** is a characteristic that makes Yachats a favorable place to live *eg.* a park with amenities to satisfy all citizens would positively impact the overall quality of life and health and wellness of its constituents. A city maintenance building is an example of a project that does not directly affect the citizen's quality of life but improves services. Bike, walking and jogging trails, recreational amenities improve the overall health of the community.

4. MASTER PLAN (5%) *INTERIM PENDING COMPLETION OF MASTERPLAN*

A Master Plan provides the City of Yachats a critical supplement to the Comprehensive Plan to articulate and exceed goals set forth by City departments, commissions, and citizens at-large. Master Plans include documents that will be prepared with the assistance of consulting agencies to ensure adherence to state and industry best practices. Master Planning includes public discussion and citizen engagement to identify values and goals.

5. PERFORMANCE, REGULATORY COMPLIANCE, PUBLIC HEALTH & SAFETY (10%)

This includes compliance with regulatory mandates such as FEMA or environmental directives, Americans With Disabilities Act, and other Federal, State or County regulations; also self-imposed municipal ordinances, sewer line capacity, fire flow/pressure demands, stormwater/storm surge/flooding concerns based on documented professional consultants' analyses.

6. TIMING and LOCATION (15%)

The timing and location of the project is an important piece of a project. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category.

7. FUNDING (15%)

Capital improvement projects can be funded through sources other than the City funds. Developer funding, grants through various agencies and donations can all be sources of external funding for a project. The percentage of total cost funded by an outside source, matching funds, and committed municipal funds will determine the score in this category.

8. IMPACT ON OPERATIONAL BUDGET (10%)

Some projects may affect the operating budget for the next few years or for the life of the facility. A new waste treatment plant will need to be adequately staffed and supplied, therefore having an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. Replacing a street light with a more energy efficient model may decrease operational costs.

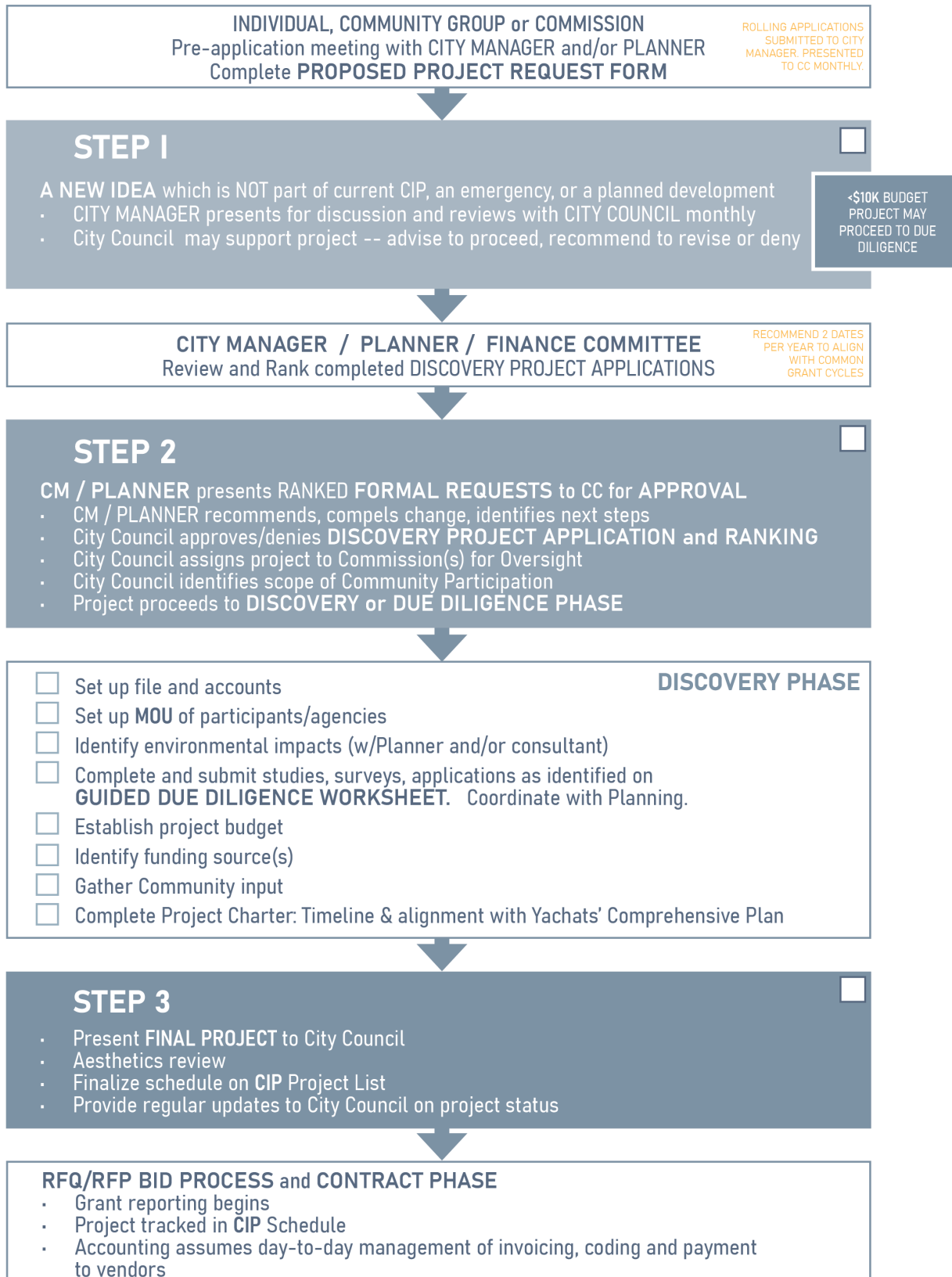
9. INNOVATION (2.5%)

The City of Yachats seeks to look forward to produce solutions, solve new problems, and meet new challenges that come from a rapidly changing world. Demographic, social, technological, and economic changes compel municipalities to adapt and embrace change.

10. OPEN (2.5%) RESERVED CATEGORY for COMMITTEE USE



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



CIP FORM 1

DEC22

THE CITY OF YACHATS
CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
PROPOSED PROJECT REQUEST FORM



PROJECT REQUEST FORM					STEP I				
DATE SUBMITTED:	PRIORITY:				LOW	MED > LOW	MED	MED > HIGH	HIGH
					☐	☐	☐	☐	☐
INITIATING COMMISSION OR COMMITTEE:									
PRIMARY CONTACT:									
PREPARED BY:									
PROJECT TITLE:									
GOAL OR MISSION:									
REQUEST:									
COMMUNITY IMPLICATIONS:									
BUDGETARY IMPLICATIONS:									
ENVIRONMENTAL:									
ADDITIONAL NOTES:									
FOR OFFICE USE ONLY									
DATE:									
RECEIVED BY:									
CITY MANAGER:									
SCHEDULED AGENDA DATE:									
REVIEW NOTES:									
PRF APPROVED:									
PRF DENIED:									
PROCEED TO RANKING AND FINANCE COMMITTEE REVIEW:									
ASSIGNED PROJECT CODE:									

CIP PRELIMINARY APPLICATION - STEP 1

DEC22

THE CITY OF YACHATS
CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
DISCOVERY PROJECT APPLICATION and RANKING



COMPLETE FOR DISCOVERY and RANKING						STEP 2	
ORIGINAL DATE SUBMITTED:		PRIORITY:	LOW ☐	MED > LOW ☐	MED ☐	MED > HIGH ☐	HIGH ☐
COMMISSION/ COMMITTEE:							
PRIMARY CONTACT:			PREPARED BY:				
PROJECT TITLE:							
GOAL OR MISSION:							
PROJECT DESCRIPTION:			PROJECT #:				
REQUESTED SCHEDULE:	APPROXIMATED START: APPROXIMATED END:						
DURATION OF PROJECT:	ONE YEAR: ☐	ON-GOING: ☐	MULTI-YEARS: ☐	#OF YEARS: ____ ☐			
FISCAL NOTES: (COST ESTIMATE DERIVED FROM)	FORMAL ESTIMATE: ☐ PRELIMINARY BID: ☐ APPROXIMATED COST: BASED ON SIMILAR PROJECTS: ☐ NOT SUPPORTED: ☐						
FUNDING NOTES:							
Attach additional pages as needed.							
ITEMIZE:	DISCOVERY COSTS						
	PROJECT COSTS						
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL	
	OPERATING COSTS						
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL	
TOTALS:							

**CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS
DISCOVERY APPLICATION and RANKING**

THE CITY of YACHATS
CIP REVIEW PROCESS



SUSTAINABILITY: DESCRIBE HOW THE CAPITAL PROJECT CONTRIBUTES TO MUNICIPAL SUSTAINABILITY

OUTCOMES: METHODS FOR MEASURING DESCRIBED OUTCOMES and/or PROJECT PERFORMANCE

	PROJECT CRITERIA:	APPLICABLE		COMMENTS (SEE PAGE 4 REFERENCE)
		YES	NO	
1	INFRASTRUCTURE: Does this project preserve or improve public health, safety and welfare?			
2	MANAGED GROWTH and ECONOMIC DEVELOPMENT: Does this project support economic development, tourism in a thoughtful, managed way?			
3	QUALITY OF LIFE HEALTH & WELLNESS: Does this project promote recreation for the community, health and wellness, and improve aesthetics?			
4	MASTER PLAN and COMPREHENSIVE PLAN: Does this project align with the Comprehensive Plan or contribute to the development of the Master Plan?			
5	PERFORMANCE, REGULATORY COMPLIANCE, HEALTH and SAFETY: Does this project reflect a regulatory mandate for compliance or performance?			
6	TIMING and LOCATION: Does this project have critical time lines or project coordination requirements?			
7	FUNDING: Does this project currently have funding and/or funding commitments?			
8	IMPACT ON OPERATIONAL BUDGET: Does this project improve service delivery or reduce maintenance costs?			
9	INNOVATION: Is this project innovative, or forward thinking?			

CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS
DISCOVERY APPLICATION and RANKING

THE CITY of YACHATS
CIP REVIEW PROCESS



RANKING CRITERIA

1. INFRASTRUCTURE (15%)

Infrastructure defines items relating to infrastructure needs for The City of Yachats as well as overall safety. Capital Expenditure items include waterlines and water supply, sewer lines, wastewater treatment, resiliency, streets, buildings, facilities, stormwater and drainage. Projects which address employee safety issues and proactively manage risk are included. A new raw water tank directly impacts citizens, scoring high in this category. New softball fields may not directly affect the health and public safety of the citizens, therefore scoring low in this category.

2. MANAGED GROWTH (10%)

Managed growth and economic development relates to what a city does to attract housing, business, and visitors. Providing infrastructure, development and rehabilitation of the central core and civic campus would score high in this category. Re-constructing a storm drain line through a residential neighborhood would score lower in the managed growth and economic development category.

3. QUALITY of LIFE / HEALTH and WELLNESS (15%)

A project which serves the greatest good, for the greatest number, for the longest time has the greatest impact on a Community's **Quality of Life / Health and Wellness**. **QL/HW** is a characteristic that makes Yachats a favorable place to live *eg.* a park with amenities to satisfy all citizens would positively impact the overall quality of life and health and wellness of its constituents. A city maintenance building is an example of a project that does not directly affect the citizen's quality of life but improves services. Bike, walking and jogging trails, recreational amenities improve the overall health of the community.

4. MASTER PLAN (5%) *INTERIM RANKING PENDING COMPLETION OF MASTERPLAN*

A Master Plan provides the City of Yachats a critical supplement to the Comprehensive Plan to meet and exceed goals set forth by City Departments, Commissions, Committees and Citizens at-Large. Master Plans include documents that will be prepared with the assistance of a consulting agency to ensure adherence to state and industry best practices. Master Planning includes public discussion and citizen engagement to identify values and goals.

5. PERFORMANCE, REGULATORY COMPLIANCE, PUBLIC HEALTH and SAFETY (10%)

This includes compliance with regulatory mandates such as FEMA or environmental directives, Americans With Disabilities Act, and other Federal, State or County regulations; also self-imposed municipal ordinances, sewer line capacity, fire flow/pressure demands, stormwater/storm surge/flooding concerns as determined through professional consultants' analyses.

6. TIMING and LOCATION (15%)

The timing and location of the project is a critical aspect of the ranking analysis. If the project is not needed for many years it would score low in this category. If the project is close in proximity to many other projects and/or if a project may need to be completed before another one can be started it would score high in this category.

7. FUNDING (15%)

Capital improvement projects can be funded through sources other than the City funds. Developer funding, grants through various agencies and donations can all be sources of external funding for a project. The percentage of cost funded by an outside source, matching agencies, or the City of Yachats will determine scoring.

8. IMPACT ON OPERATIONAL BUDGET (10%)

Some projects may affect the operating budget for the next few years or for the life of the facility. A new waste treatment plant will need to be adequately staffed and supplied, therefore having an impact on the operational budget for the life of the facility. Replacing a waterline will not require any additional resources from the operational budget. Replacing a street light with a more energy efficient model may decrease operational costs.

9. INNOVATION (2.5%)

The City of Yachats looks forward to produce solutions, solve new problems, and meet new challenges that come from a rapidly changing world. Demographic, social, technological, and economic changes compel municipalities to adapt and embrace change.

10. OPEN (2.5%)

Reserved category to include additional comments/concerns related to the Project and Review Committee.

CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
COMMITTEE and STAFF
RANKING WORKSHEET



CRITERIA and SCORING

PROJECT TITLE:					
PROJECT #:					
PREPARED BY:					
DATE SUBMITTED:					
PROJECT CONTACT:					
CATEGORY:	☐ UTILITIES	☐ TRANSPORTATION	☐ FACILITIES and EQUIPMENT	☐ PARKS and RECREATION	☐ TECHNOLOGY

1. INFRASTRUCTURE (15%)

Infrastructure defines items relating to infrastructure needs for The City of Yachats as well as overall safety. Capital Expenditure Items include waterlines and water supply, sewer lines, wastewater treatment, resiliency, streets, buildings, facilities, stormwater and drainage. Projects which address employee safety issues and proactively manage risk, are included.

Select as applicable:

- ☐ The infrastructure project has been ranked in a separate PW Masterplan and should be reprioritized
- ☐ The infrastructure project is a newly proposed project and should be elevation for consideration
- ☐ The proposed project impacts the safety of Yachats' residents, employees or resiliency of the community
- ☐ The project is not in the Transportation plan and fosters safer and/or accessible modes of travel

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
- The safety or infrastructure need is low - The project addresses existing or new(er) infrastructure	↔	- The safety or infrastructure need is moderate - The project addresses a serious safety issue that has a limited impact - The issue serves the broader community - The project addresses a new or existing infrastructure	↔	- The safety or infrastructure level of the project is high; - The project addresses serious health/ public safety issues that has a widespread impact - The project addresses existing infrastructure - The ancillary benefits are well-defined	

2. MANAGED GROWTH (10%)

Managed growth and economic development related to how Yachats attracts housing, business, and tourism.

Select as applicable:

- ☐ The project has the potential to increase economic development in the civic core or CBD
- ☐ The project has the potential to create new economic development
- ☐ The projects supports growth in alignment with the Mission Statement and Yachats' Community values
- ☐ The project will attract specific new residents, businesses or visitors to the City

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
- The project will not aid in growth and economic development - The project may have a negative growth impact	↔	- Equal portions of the project will promote growth and economic development - The project may have overall limited impact on growth and economic development	↔	The project will encourage future economic growth	

CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
PROJECT APPLICATION

THE CITY of YACHATS
CIP REVIEW PROCESS

3. QUALITY of LIFE / HEALTH and WELLNESS (15%)

A project which serves the greatest good, for the greatest number, for the longest time has the greatest impact on a Community's **Quality of Life / Health and Wellness**. **QL/HW** is a characteristic that makes Yachats a favorable place to live.

Select as applicable:

- ☐ The project directly enhances QL/HW of a wide range of citizens
- ☐ The project targets the QL/HW of various citizens or targets one demographic
- ☐ The project improves the appearance and image of the City
- ☐ The project will encourage increased participation in a variety of recreational and cultural activities accessible to all

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
The project does not affect the Quality of Life for Yachats community members.	↔	The project has a moderate impact on the Quality of Life for Yachats community members.	↔	The project greatly impacts the Quality of Life for Yachats community members.	

4. MASTER PLAN (5%) *INTERIM PENDING COMPLETION OF MASTERPLAN*

Project proposed aligns with Comprehensive and Master Plan goals. Both the Comp and Master Plans articulate the City of Yachats goals established by City departments, commissions, and citizens at-large and include documents prepared with the assistance of consulting agencies. Master Plans in Oregon require citizen engagement to identify values and goals.

Select as applicable:

- ☐ This project is or should be a key part, or keystone of the future Master Plan
- ☐ The proposed project is identified as a high priority, or over time has become a high priority of staff
- ☐ There has been sufficient public discussion (timely), and an appropriate level of citizen engagement around the project
- ☐ There appears to be broad community support

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
The project is not anticipated to be part of the Master Plan process.	↔	- The project will be included in the Master Plan, but may not be high in priority - Conclusive Citizen Engagement has not yet taken place - The project is not included in the Master Plan but is a high priority and as been well -vetted	↔	The project is included in a Master Plan, is a high priority, and has been well-vetted	

5. PERFORMANCE, REGULATORY COMPLIANCE, PUBLIC HEALTH & SAFETY (10%)

This project addresses compliance with regulatory mandates such as FEMA, EPA, Americans With Disabilities Act, and other Federal, State or County regulations; and includes self-imposed municipal ordinances. Examples include sewer line capacity, fire flow/pressure demands, hazard, storm and flooding regulations, etc.

Select as applicable:

- ☐ The project addresses a regulatory mandate (0- 5 years)
- ☐ The future project will impact foreseeable regulatory issues (5-10years)
- ☐ The project will have a lasting impact on promoting regulatory compliance over the long-term (>10 years)

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
The project does not address a regulatory compliance issue.	↔	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future.	↔	The project resolves a pressing or long- term regulatory compliance issue.	

CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
PROJECT APPLICATION

THE CITY of YACHATS
CIP REVIEW PROCESS

6. TIMING and LOCATION (15%)

The timing and location of the project is a critical aspect of the project: the project may not be needed for many years, is close in proximity to many other projects or the project may need to be completed before another project.

Select as applicable:

- ☐ The project is needed immediately
- ☐ Other projects require this project to be completed first
- ☐ This project requires others to be completed first
- ☐ This project can/should be done in conjunction with other projects
- ☐ The project has been deferred repeatedly

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
- The project does not have a critical timing/ location component. - The critical timing is not applicable.		The project has either a timing or location factor critical to it.		Both timing and location are critical components of the project.	

7. FUNDING (15%)

Capital improvement projects funding source/

Select as applicable:

- ☐ Grants through various agencies and donations
- ☐ Other external funding (note)
- ☐ Matching funds required
- ☐ Appropriated Municipal, State or Federal Funds

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
0-20% EXTERNAL FUNDING	21-40% EXTERNAL FUNDING	41-60% EXTERNAL FUNDING	61-80% EXTERNAL FUNDING	81-100% EXTERNAL FUNDING	
0-20% MATCHING FUNDING	21-40% MATCHING FUNDING	41-60% MATCHING FUNDING	61-80% MATCHING FUNDING	81-100% MATCHING FUNDING	
0-20% DEDICATED MUNICIPAL FUNDING	21-40% DEDICATED MUNICIPAL FUNDING	41-60% DEDICATED MUNICIPAL FUNDING	61-80% DEDICATED MUNICIPAL FUNDING	81-100% DEDICATED MUNICIPAL FUNDING	

8. IMPACT ON OPERATIONAL BUDGET (10%)

The proposed projects will/will not affect the operating budget of the City of Yachats / Operations for the next ____ years or for the life of the facility.

Select as applicable:

- ☐ The proposed project or facility will require additional personnel to operate
- ☐ The proposed project or facility will require significant annual maintenance
- ☐ The proposed project or facility require additional equipment not included in the budget
- ☐ The proposed project or facility will reduce staff time or other resources having a net positive effect (include)

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
The project will have a negative effect on the budget. It will require additional funds to operate.		The project will not affect the operating budget as it is cost / revenue neutral		- The project will have a positive effect on the budget. - It will have significant savings in time, materials and/ or maintenance - The new project will generate revenue to more than offset costs.	

CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS PROCESS
PROJECT APPLICATION

THE CITY of YACHATS
CIP REVIEW PROCESS

9. INNOVATION (2.5%)

The Project is innovative and forward looking; producing solutions, solving challenges in an innovative, cost-saving or time-saving manner.

Select as applicable:

- ☐ The project is a creative and dynamic solution to opportunities and issues within the City of Yachats
- ☐ The project will meet emerging challenges, reduce costs, and better serve the public / community
- ☐ The project will achieve higher levels of service for the City of Yachats
- ☐ The project has multiple-functionality

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
The project meets industry, federal and state standards.		While the project may be innovative for the City of Yachats, there are many applications across the state and country		The project is one of the first examples of its kind in the state and or country	

10. OPEN (2.5%) RESERVED CATEGORY

SCORING SCALE

POINTS

1	2	3	4	5	SCORE
					

PROJECT CRITERIA		ASSIGNABLE SCORE	% WEIGHTING	SCORE	WEIGHTING	TOTAL
1	INFRASTRUCTURE:	0-5	15%	/5	X3	/15
2	MANAGED GROWTH and ECONOMIC DEVELOPMENT:	0-5	10%	/5	X2	/10
3	QUALITY OF LIFE, HEALTH AND WELLNESS:	0-5	15%	/5	X3	/15
4	MASTER PLAN and COMPREHENSIVE PLAN:	0-5	5%	/5	X1	/5
5	PERFORMANCE, REGULATORY COMPLIANCE, PUBLIC HEALTH & SAFETY:	0-5	10%	/5	X2	/10
6	TIMING and LOCATION:	0-5	15%	/5	X3	/15
7	FUNDING:	0-5	15%	/5	X3	/15
8	IMPACT ON OPERATIONAL BUDGET:	0-5	10%	/5	X2	/10
9	INNOVATION:	0-5	2.5%	/5	X0.5	/2.5
10.	OPEN:	0-5	2.5%	/5	X0.5	/2.5
TOTALS		50	100%	/50		/100



THE CITY of YACHATS
CIP REVIEW PROCESS
Logic Model

CAPITAL IMPROVEMENT PROJECTS PROJECT OVERVIEW and DISCOVERY

(NOT FOR PLANNED DEVELOPMENTS)

PROJECT: PROJECT # 22-
DATE:

CAPITAL PROJECTS - DISCOVERY CHECKLIST

- ☐ 1. Set up file/accounts
- ☐ 2. Set up MOU of participants/agencies
- ☐ 3. ID environmental impacts (planner/consultant)
- ☐ 4. Submit studies, surveys, applications as shown
- ☐ 5. Establish project BUDGET
- ☐ 6. Determine FUNDING source
- ☐ 7. Gather community input
- ☐ 8. Project Charter - Timeline and Alignment with Yachats Comprehensive Plan
- ☐ 9. Present to City Council
- ☐ 10. Inclusion in CIP Project List and Scheduling

STEP 3

REVIEW:
• CC may COMPEL CHANGES/EDITS
• ASSIGN TO COMMISSION(S) for OVERSIGHT
• IDENTIFY PUBLIC PARTICIPATION
• PROJECTS <\$10K BUDGET MAY SKIP

GUIDED DUE DILIGENCE PROCESS

PROCEED TO DUE DILIGENCE
DISCOVERY PHASE

HIGHLIGHT APPLICABLE
and CHECK COMPLETE

MOU, IGA REQUIRED, or ANNEXATION
PRIOR TO PROJECT START

☐ PRIVATE LAND

☐ MUNICIPAL LAND

☐ COUNTY LANDS

☐ STATE LANDS

☐ FEDERAL LANDS

☐ PARCEL < 1 ACRE

☐ PARCEL > 1 ACRE

☐ MULTIPLE SITES > 1 AC

☐ BUILT AREA < 200 SF

☐ RESIDENTIAL SINGLE or MULTI-FAMILY

☐ COMMERCIAL CONSTRUCTION*

☐ WITHIN 100' OF OCEAN SHORELINE: COASTAL SHORELANDS PROJECT SETBACK APPLIES

☐ WITHIN 50' OF RIVER or STREAM EDGE, EAST OF HWY 101 RIVER SHORELANDS and RIPARIAN CORRIDORS. PROJECT SETBACK REQUIREMENTS APPLY

☐ ONSITE WETLANDS: WETLANDS STUDY (SWI or LWI) or DSL DEMARCATION REQUIRED

☐ SHORE ARMAMENT (RIP RAP) DOCKS, BRIDGES

☐ PROJECT SITE IS HISTORICALLY SIGNIFICANT

SUBMIT SHPO

☐ PROJECT IS ADJACENT TO STATE PARK or TRAIL

SUBMIT OP&D

☐ SITE CONDITIONS: SLOPE EXCEEDING 12% GEOTECH REPORT

☐ PRIVATE EASEMENT for ACCESS EASEMENT FILED W/LC

☐ ROAD ACCESS to HWY 101 PERMIT APP TO ODOT

OWNERSHIP

SCOPE or AREA of DEVELOPMENT

BUILDING CODE and PERMITTING

PROXIMITY TO WATER, WETLANDS or SITE-WATER

HISTORIC or ARCHEOLOGICAL IMPACTS

STATE PARKS

SITE CONDITIONS

PROPOSAL SUBMITTED TO CITY COUNCIL FOR FINAL REVIEW and APPROVAL
PLACED ON CIP PROJECT LIST

CIP LOGIC MODEL

DEC22



THE CITY of YACHATS
ADDRESS
YACHATS, OR

CONTACT:

PROJECT TRACKING and DISCOVER

CITY OF YACHATS

PROJECT: Pocket Parks MODEL 1

CIP / PROJECTS

Go to

Print

Add Task

Save

Common Tasks

Close

NAME: Pocket Parks MODEL 1

ID

18

Ranking Discovery Project Funding Project Tasks

PROJECT DETAILS

COMMISSION: PARKS REC

PRIMARY: Craig Berdie

PHONE: 0

CATEGORY: 6-PARKS&REC

STATUS: In Progress

PRIORITY: 4-MED HIGH

PROJECT #: 20-_____

APPLICATION DATE: 11/13/2022

START DATE: 11/13/2022

END DATE: 6/1/2023

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

PROJECT DESCRIPTION:

Pocket Parks terminating 4th and 6th Streets

Landscaping and Plantings

Benches

Signage

Protective Barriers

FUNDING NOTES:

General Funds

COMMISSION or PROJECT MISSION:

PROJECT or PROCESS NOTES:

ATTACHMENTS:



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

PROJECT TRACKING and DISCOVER

PROJECT: Yachats Public Library Addition MODEL 2

Go to

NAME: Yachats Public Library Addition MODEL 2

ID

PROJECT DETAILS

COMMISSION:

PRIMARY:

PHONE:

CATEGORY:

STATUS:

PRIORITY:

PROJECT #: APPLICATION DATE: START DATE: END DATE: BUDGET: BUDGET / DAYS: PROJECT DURATION: HOW PROJ VALUED DISCOVERY BUDGET: PROJECT BUDGET: ANNL OPRTG BUDGET:

PROJECT DESCRIPTION:

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

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

UPDATED DISCOVERY PROCESS:

- Completed Discovery Phase (Step IV)
- Currently Fundraising
- In Design Development
- to present to City Council once through DD
- current funding:

COMMISSION or PROJECT MISSION:

COMMUNITY LIBRARY

PROJECT or PROCESS NOTES:

Current Library Area: 2016 SF

FUNDING NOTES:

Library Reserves:

General Fund:

Friends of Library Funds:

Additional Grants:

ATTACHMENTS:



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

PROJECT TRACKING and DISCOVER

PROJECT: Little Log Church Museum MODEL 4

Go to

NAME: Little Log Church Museum MODEL 4

ID 7

PROJECT DETAILS

COMMISSION: COMMITTEE
PRIMARY: Holly Hamilton
PHONE: 0
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

PROJECT DURATION: HOW PROJ VALUED

DISCOVERY BUDGET: \$0.00

PROJECT BUDGET: \$300,000.00

ANNL OPRTG BUDGET: \$9,114.00

PROJECT DESCRIPTION:

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.

UPDATED DISCOVERY PROCESS:

- In Discovery Phase (Step III)
- 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

COMMISSION or PROJECT MISSION:

FRIENDS OF LOG CABIN CHURCH MUSEUM

PROJECT or PROCESS NOTES:

Report on File

FUNDING NOTES:

Funds set aside:
General Fund
Visitor Amenities

ATTACHMENTS:



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

PROJECT TRACKING and DISCOVER

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
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PROJECT DETAILS

COMMISSION: PUBLIC WORKS

PRIMARY: Linn West

PHONE: 0

CATEGORY: 4-TRANSPORTATION

STATUS: In Progress

PRIORITY: 4-MED HIGH

PROJECT #: 21-00__

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

DISCOVERY BUDGET: \$0.00

PROJECT BUDGET: \$0.00

ANNL OPRTG BUDGET: \$0.00

PROJECT DESCRIPTION:

E 2nd Upgrade scope includes:

Engineering

General Construction

Paving

Replaced Water, Wastewater and Storm

Striping, Curbs and Gutters

FUNDING NOTES:

General Funds

Urban Renewal District

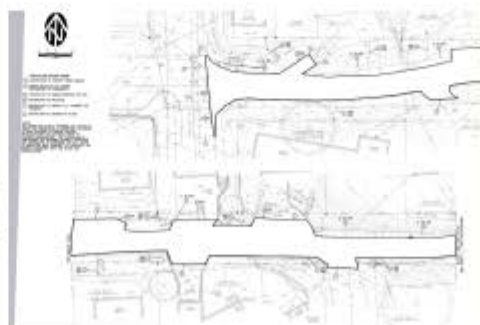
Visitor Amenities

Grants

COMMISSION or PROJECT MISSION:

PROJECT or PROCESS NOTES:

ATTACHMENTS:



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

PROJECT TRACKING and DISCOVER

PROJECT: CIVIC CENTER Skate Park MODEL 5

Go to

NAME: CIVIC CENTER Skate Park MODEL 5

ID 17

PROJECT DETAILS

COMMISSION: CITY HALL ADMIN
PRIMARY: Holly Hamilton
PHONE: 0
CATEGORY: 7-CIVIC CAMPUS
STATUS: In Progress
PRIORITY: 2-LOW MED

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

ANNL OPRTG BUDGET: \$0.00

PROJECT DESCRIPTION:

Replacement of Existing Structure

FUNDING NOTES:

Grant Funds

Contacts:

ATTACHMENTS:

COMMISSION or PROJECT MISSION:

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

[illegible]

[illegible]

