

1. 2:00 P.M. Agenda

Documents:

[2023-07-19 City Council Regular Meeting Agenda.pdf](#)

2. Meeting Material

[2023-05-Fund-Balances-And-Contract-Exp](#)

[2023-05-Financial-Report-Council](#)

[2023-05-Financial-Report-Urban-Renewal](#)

Documents:

[FW For Your Consideration To Announce At The Next City Council Meeting .Pdf](#)

[City Manager Report July 2023 V2.Pdf](#)

[Public Works Report June.pdf](#)

[2023-06-01 Council Summary.pdf](#)

[2023-06-13 PWS Summary.pdf](#)

[2022 Regional Report.pdf](#)

[Council App-Torrance.pdf](#)

[Council App-Collins.pdf](#)

[Q4 TM - VC Report To City FINAL.pdf](#)

[2023-217 RES Hire RE Agent.pdf](#)

[2023-218 RES Solicit Engineering Firms - SDC.pdf](#)

[Revised Amendments - Fences, Walls, Hedges.pdf](#)

[Revised PC Goals For Council.pdf](#)

[Yachats Hiring Packet Final Revised 7.18.23.Pdf](#)

[Seaside_VF.pdf](#)



CITY OF YACHATS
441 N Hwy 101, Civic Meeting Room 1
CITY COUNCIL WORK SESSION & REGULAR MEETING
July 19, 2023, at 2:00 pm
To Be Held In-Person & Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/89654498587>

Meeting ID: 896 5449 8587

Regular Council Meeting

- I. Announcements, Proclamations, and Correspondence**
- II. Public Comment** - limited to items not on the agenda
(5-minute limitation per person)
- III. Consent Agenda** – Vote to Approve
 - a. City Manager Report
 - b. Public Works Report
 - c. Commission/Committee Meeting Summary's
 - d. Financial Reports
- IV. New Business**
 - a. Presentation by Oregon Cascade West Executive Director Ryan Vogt
 - b. City Councilor Interviews
 - c. Discuss Candidates
 - d. Vote on Candidate
 - e. Swear in New Councilor
- V. Ongoing Business**
 - 1. Little Log Museum Announcement & Report
 - 2. Chamber/Marketing
 - 3. Public Works
 - a. Approve Public Works and PW&S Commission to engage a real estate agent regarding property adjacent to the Water Plant.
 - b. Approve Public Works and PW&S Commission to solicit proposals from engineering firms for an SDC Study.
 - 4. Planning Commission
 - a. First Public Hearing: Fences, Walls, and Hedges Ordinance Changes (Vote if no public input)
 - b. Resiliency Grant Overview, Next Steps, and Implications
 - c. 2023 Goals
 - d. Grant for Planning Code implementation with Letter of support from city (JT – please prep)
 - 5. Appoint representative to Lincoln County Homeless Advisory Board and Cascade West Transportation

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 JULY 12, 2023 By: Kimmie Jackson Deputy City Recorder



6. Discuss and vote on City Manager recruiting profile.

VI. Discussion: Next meeting possible September Work Session topics

- a. Parking Plans: Structure of Actions, Resources, Costs
- b. How/should we transform STR into LTR
- c. Park Master Plan: Focus on City Campus and relationship to Resiliency and Comp. Plan
- d. Staff: Front of Office: Optimize Citizen Services – referrals – non city, intake city requests, referrals to commissions, (Need data and data analysis)
- e. Credit Card Processing Fees rules – Is it a problem and how much in \$.
- f. Water Study Committee: Broad Charter and composition
- g. IT demonstrations by OSU and Civic Plus

VI. Other Business

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

From: Mayor
Sent: Tuesday, July 18, 2023 10:34 AM
To: City Recorder
Subject: FW: For your consideration to announce at the next City Council meeting

Here is the letter from Joanne K.

From: [Joanne Kittel](#)
Sent: Monday, July 3, 2023 4:58 PM
To: [Mayor](#)
Cc: [Catherine Whitten-Carey](#); [Yachats City Manager](#)
Subject: For your consideration to announce at the next City Council meeting

Dear Mayor Berdie, For your consideration, will you announce this fact at the next City Council meeting?

Twelve-month period ending fiscal year 22-23, Trails / YIPS Committee Work Crew and Leaders worked 991 regular Saturday morning hours, 1,434 extra hours for a total of 2,425 hours. The hours not only include trail maintenance and ridding invasives, but also planning, researching and traveling to pick up materials, make major repairs that take ingenuity and skills, planting natives, occasionally helping OPRD (804 N) and SNF (Amanda) with trail maintenance and invasive eradication, planning, coordinating and executing larger trail / YIPS projects with partners, writing monthly reports to the Parks and Commons Commission and City newsletter, planning the fiscal year proposed budget, planning and executing the New Year's Day Peace Hike with competent partners including the Tribes. (Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians have three major events each year: Salmon Ceremony, Restoration Ceremony, and the New Year's Day Peace Hike.)

If the City paid contracted staff to perform this work at the Independent Sector Rate of \$29 + an hour, it would come to \$70,325 +. If that paid staff was an employee, the cost would be much more.

These numbers do not include the volunteer hours put in by the group who, under Shelly Shock's leadership, plan, construct, repair, plant and maintain the Hwy 101 garden project.

It is a fact, that Yachats volunteers that include the City Council, Commissions and very committed nonprofits like Polly Plumb, Yachats Ladies Club, Lions Club, YYFAP, View the Future, Presbyterian Church, the Yachats Chamber, and project work groups make Yachats and its greater community the gracious, beautiful, and welcoming place it is. If Trails/ YIPS is any proof, the volunteerism is only growing with the generous donation of its skilled citizens. Let's celebrate and brag about this fact!

Respectfully, Joanne Kittel, one of the very proud Yachats Trail Leaders and co-chair of View the Future who resides in Baja Yachats

Would also like to thank the Friends of the Library and the Little Log Church Museum

City Manager Report

Resiliency Plan is moving forward, with Jacqueline leading the charge.

We are working with Civic + to iron out some issues.

Boardwalk is actually beginning. Just had our first meeting with the engineers. My goal is to move this project through quickly.

Traffic plan is ongoing but I suspect it may move at a slower pace, partially dependent on outcomes of other projects.

The Commons is in critical need of repairs and simplifying of the reservation process. Many, many years of deferred maintenance and kicking the can down the road has resulted in a huge level of challenges.

SDC – Probable engineering cost of \$60k (requires water/waste/storm) combined to begin in November.

101 delineators – contract was sent to ODOT and recently was returned to us signed. We are now beginning the process.

Defibrillators arrived. We are installing them strategically at the Commons, City Hall, and Public Works locations. We are also receiving training.

A task force (Mayor, City Manager, Rick M, Tom) needs to be established to determine possibility of working with Southwest Lincoln PUD. It would be a mistake to assume that this would ensure water availability in my view.

Emergency cache is in process, new conex was already installed, progressing well. Great example of city cooperation including Fireside and Overleaf Resorts.

Backwash status is moving along well, very close to being done.

We have removed everything from the Little Log Museum and are now reviewing proposals for the rehab project. My expectation is to have an agreement signed within 3 weeks.

ARPA certification is in slow motion. We are working on it but waiting until after the deadline has made this really challenging. However, we are getting close.

Library status / engineering has begun, possibly room 7 for temp library / Polly Plumb has offered to give up their reservation for room 7 for the Celtic Festival.

Generator behind Commons. Rusted out, needs new generator breaker, breaker box and housing. We are proceeding with that right away because it is just patched together right now. The breaker box, however, is in the \$30K range.

2nd street started July 5 and will last about 45 days.

Water rates need to be evaluated. In addition, water availability needs to be addressed ASAP. A task force is being proposed.

Land acquisition needs to be started for property next to the wastewater plant.

Long term issue with benefit costs for city employees. This will need to be monitored.

In process of reorganizing structure in City Hall which will involve a cross-functional, self-directed work team approach. This will be comprised of a dynamic system that includes key players from City Hall, Commissions, consultants and City Council members as each project requires.



Date: July 8, 2023
To: Rick Sant, City Manager
From: Public Works Department
Re: June 2023 Public Works Report

Rainfall at Yachats Public Works:

	2023	2022	<u>Inches</u>	2021	2020
June	0.29	4.66		2.08	2.44
Rain year to date:	33.73	35.51		29.60	37.15

Total water produced: **4,992,400 gallons**

Total water accounted for: **N/A gallons** Water loss efficiency: **N/A %**

Total wastewater treated: **3,332,000 gallons**

The following is a list of what was done by Public Works staff in June 2023.

Streets:

- Curb cleaning.
- Street striping.
- Repaired and replaced 4th St. parking signs.

Storm Drainage:

- Cleared some weeds around Gender Creek.

Water Treatment Plant:

- Water systems operations.
- Plant Maintc.
- Water sample to Newport.

Distribution Sys:

- Meter reading and rereads.
- Meter maintc.
- Replaced valve handle on water line on Chief Albert.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- DEQ site visit for NPDES permit renewal.

Collection Sys:

- Lift station inspections.
- Degrease lift stations.
- CCTV'd 200 feet of sewer main on upper Radar Rd.

Public Works:

- Shop maintc. and clean up.
 - Fleet maintc. & repair.
 - Equipment maintc. and repair.
 - Multiple locates.
 - Brush box handling.
 - PW administration.
 - Piles picked up for Trails crew.
 - Garbage removal at the Commons.
 - PW yard clean-up.
 - City Hall work orders.
 - Power outage, generators deployed. No issues.
 - Assisted contractors with staging E.2nd St. CIP supplies.
 - Moved rock for Library.
 - Assisted with Whale Park spout repair.
-



	7.2022	8.2022	9.2022	10.2022	11.2022	12.2022	1.2023	2.2023	3.2023	4.2023	5.2023	6.2023
Gallons of Water Produced												
Water Plant	4,981,200	5,983,000	5,468,700	4,517,000	4,198,200	3,829,500	4,462,900	3,488,800	3,961,800	4,714,300	4,159,700	4,992,400
Total	4,981,200	5,983,000	5,468,700	4,517,000	4,198,200	3,829,500	4,462,900	3,488,800	3,961,800	4,714,300	4,159,700	4,992,400
Gallons of Accounted for Water												
Reservoir Level Feet	31.5	26.5	28.2	27.8	29.7	29	24.3	30	29.5	29.5	29.5	29.5
Reservoir +/- Gallons 41,666 per Foot	579,157	208,330	70,832	16,666	83,332	29,166	195,830	237,496	20,833	0	0	0
Waterline Flushing Gallons	610,000	0	0	0	0	0	0	0	0	0	0	0
Gallons Sold	3,502,419	5,267,797	4,206,601	4,327,576	2,554,239	3,103,279	3,671,984	3,030,641	3,344,150		4,062,701	
Total Water Accounted for	4,691,576	5,059,467	4,277,433	4,310,910	2,637,571	3,132,445	3,867,814	3,268,137	3,364,983		4,062,701	
Final Water Report												
Water Loss Efficiency	94%	85%	78%	95%	63%	81%	87%	93%	85%		98%	
Unaccounted Gallons per Month	289,624	923,533	1,191,267	206,090	1,560,629	697,045	595,086	220,663	596,817		1	
Unaccounted Gallons per Minute	6.7	21.3	27.6	4.7	36	16	13	5.1	13		2.2	



CITY OF YACHATS
CITY COUNCIL WORK SESSION, PUBLIC HEARING & REGULAR MEETING
June 1, 2023
Meeting Summary

Audience/Guests: 29

Mayor Craig Berdie called this meeting to order this June 1, 2023, at 9:30am via Zoom and in-person meeting. Members present: Mary Ellen O'Shaughnessy, Council President, Catherine Whitten-Carey, Ann Stott (arrived 10:58am) and Greg Scott. A Quorum was present. Staff: Kimmie Jackson Deputy City Recorder.

WORK SESSION

1. (0:01:00) Priority Items for Interim City Manager – City offices, Public Works and projects were indicated as priorities; job duties/descriptions and staff assessment, training and then the public; need to ensure City services are being performed, operations, paying bills, Planning, Wetlands Inventory, parking and housing, and Code Enforcement are all items of priority.
2. (0:20:31) Council financial report format is in progress, to be done by Council President O'Shaughnessey and Councilor Carey.
3. (0:20:57) Community Support/Beautification process status – Is being handled by Councilor Stott who is not present and will defer this item.

Close Work Session, Open Regular Meeting

REGULAR MEETING

1. (0:22:30) Correspondence: Received letter addressing both Risk & Safety and the approach to the walkway area is attached to the online packet. On July 20th at 11:30a-12:30p American Red Cross 2023 Wildfire & Recovery for elected city officials. June 16th at 3p-4p groundbreaking at the future site of the Samaritan Treatment & Recovery Services Facility in Newport. The flashing light on Hwy 101 are operational on both sides of the street.
2. (0:29:49) Public Comment: Sandy Dunn, 795 Driftwood, would like documents that are submitted during meeting be added to the online packet, and designated "additional documents added after the meeting". Also mention that June 2nd-4th is the Annual Pride Event & Puppy Parade.
3. (0:32:54) The City has signed the agreement for Rick Sant Interim City Manager, to start June 2nd, salary of \$7,800 per month, \$93,500/Annual. Motion was called to appoint Rick Sant as Interim City Manager as agreed to per the terms of the signed contract.

Aye: Carey, O'Shaughnessey, Scott & Berdie

Nay: None



Absent: Stott

4. (0:36:55) Public Hearing – Open up the Public Hearing for Public input. The City did not receive any comments regarding the budget. The hearing is now closed.

(0:38:12) The resolutions will be presented at the June 14th meeting, along with the final budget documents to approve. The form LB-1 has been submitted to the newspaper for publication. The Council will vote to adopt the FY2023-24 budget. At the next Council meeting June 14th, Dahl will give a presentation on rate increases for the next fiscal year.

5. (0:46:08) Designate non-Council permanent City Manager search core team member(s) and recruitment status and schedule – two council members, Berdie & O'Shaughnessey, one from staff, one from the community and Commission /Committee. The kickoff meeting is June 14th. The support person will be the City Recorder Kimmie Jackson. The interim City Manager Rick Sant to decide who from staff will be a part of this core team.

6. (0:53:29) Coordinated Office of Homelessness Appointee – A motion was presented to appoint Councilor Ann Stott as the contact person and Mary Ellen O'Shaughnessey, Council President as the backup person for this committee. The vote was called for:

Aye: Carey, O'Shaughnessey, Scott & Berdie

Nay: None

Absent: Stott

7. (0:55:10) Assign Signatory Authority for Delineator IGA - The agreement, in Section 8 was a concern for the City to be responsible for all compliance of ADA & the components of this project. ADA needs to remain accessible while construction is in process. The City Manager & Mayor will sign this document.

Motion was presented to approve the Interim City Manager and Mayor to sign contract. The vote was called, so moved and all are in favor and motion passes.

8. (1:01:14) Conex restocking and MOU with Yachats Rural Fire District – The Interim City Manager will work with staff regarding the purchase of supplies, the placement of the new Conex, and the signing of the MOU to make sure this moves forward.

9. (1:02:20) Water Sustainability status and action items: Data & Property, NOAA El Nino Report – McClung met with SWLWD last week to start the conversation, the first step is to do the water survey on their creeks on how much water that have in there creeks; may take about a year for the study; the times of drought; the City still needs an agreement before any steps can be taken, this project relies on how much water is available; buildout concerns, urban renewal growth boundary issue, the cost to each party; will forward and meet with the Interim City Manager.

10. (1:11:32) 2nd Street schedule, notices, traffic flow, business impact update – The work to start at the end of June/beginning of July; the staging area will be the ball field; notifications will be sent out, door hangers will be placed in affected areas, will also use Facebook



1 notifications, newsletter and email. This project is scheduled to be completed within 45
2 days.

3
4 11. (1:15:50) Interruption – Councilor Scott regarding the appropriate level of discussion for
5 Council. The Mayor believes this level of information is to keep the public informed and
6 believes this information is important for communication to community.

7
8 12. (1:16:38) Wetlands Assessment and Storm Sewer Study status – McClung stated he's
9 been working with the engineer; the study is in progress and are determining what the
10 next steps are.

11
12 **Councilor Scott left the meeting (1:17:21))Thinks that this type of communication is too
13 detailed for the council).

14
15 13. (1:18:45) Ocean View Drive owner contact status and handover plans – The last property
16 just closed escrow and Recorder Jackson and Planner Guenther will contact the new
17 owners and try to have that done in the next week or so. The handover to the City process
18 should be reviewed. It was indicated that the city attorney has a punch list of what needs
19 to be done to move forward when the time comes.

20 14. (1:21:12) Resiliency Grant status and plans – CIP Coordinator stated she met with the
21 architect, to discuss the application and put together a work plan, then will present it to
22 Council; have six months to complete, also met with the chair of Planning.

23
24 15. (1:22:25) Diesel Tank – the city has a bid and are ready to move, the Interim
25 The City Manager need to sign the document.

26
27 16. (1:22:42) Skate park update – There has been more funding for the project, will get the
28 Interim City Manager involved; The concern about a previous study and it was determined
29 it was in a completely different location.

30 17. Wetland inventory status, the Planner stated it has move from Pacific Habitat to DSL,
31 received an email, this draft should be done soon and will schedule a public forum for
32 input.

33
34 18. (1:22:00) Current Year CIP Status: LLCM, Wetlands Bench, Pocket Parks- The church is
35 boxed up and is scheduled to be moved out of the building; need to use staff or
36 contractors; as for the pocket parks, the front loader needs to be used and again there is
37 a staffing issue, looking at having a contractor do the job; the boards project is also in
38 progress.

39
40 19. (1:29:00) Councilor Stott arrived.

41
42 20. 20. (1:29:00) The Chamber would like to know if the council would like to be in the parade.
43 Judy Kauffman is willing to bring the tractor manure spreader for the members to ride on.
44 Maybe even using an electric vehicle was suggested. Some of the members would like to
45 participate and the Mayor will work with the Interim city manager and the other
46 commissioners.



1 21. 21. Regarding the Yachats Mission statement changes should be address and that there
2 are some grammatical errors and Bob Langley suggested new wording should be
3 addressed at the June 14th council meeting.

4 22. 22. (1:35:24)The Mayor would like to review the city council rules, supervisory committee
5 to meet with the city manager on a regular cadence instead of annually. It's a question for
6 discussion and other rules are outdated and will be addressed later in the year.

7
8 23. The State has changed the rules to the Wetlands and the question is should the City still
9 be spending money. Planning will continue to proceed while things are unclear.

10
11 24. (1:38:25) Mayor adjourned the regular meeting and opened the URD Public Hearing

12
13 URBAN RENEWAL DISTRICT PUBLIC HEARING

14
15 (1:38:53) There was no public comments. A motion was made to accept the budget
16 information as presented:

17 Aye: Carey, Stott, O'Shaughnessey and Berdie

18 Ney: None

19 Absent: Scott

20
21 Closed URD Meeting

22
23 The Council meeting will be June 14, 2023, at 2p. Mayor Berdie adjourned the meeting at
24 11:11am.

25 Prepared by Kimmie Jackson on June 5, 2023

**City of Yachats
Public Works and Streets Commission
Meeting Summary
June 13, 2023**

1. Chair Wat called the meeting to order at 2:00 pm. Present: Kevin Erdahl, Alex Cox, Linn West, Bob Bennett, Don Groth and Don Phipps. Staff: Kimmie Jackson, Deputy City Recorder, David Buckwald, Wastewater Lead, Rick McClung, Water Lead,.
2. (0:44) Announcements/Correspondence: Received email from Layne Morrill regarding Radar Road, concerning the gravel road that needs to be properly graded. In the process to contracting this project.
(00:02:48) Parking Study at tomorrow's council meeting will be given by Planning but will be turned over to this commission. This paving project will be CIP for next year and to include the lower portion of Radar Road.
(00:12:40) Received a notice of CIP to purchase the Landmark. Trails and the Mayor proposed the purchase and will start the process next month.
(00:15:27) Carita Edson, Radar Road, is also concerned about the moving rock and that it is going to break the driveway she put in four years ago. There is now a drop off that is concerning.
(00:17:26) Randy Logic, Marine Drive, Speed regulation, the deer was hit by the chip truck and would like something done about enforcement. The J Breaks are also being used.
3. (00:) Citizens' Concerns - Received correspondence regarding the unfair utility billing by adding extra weeks on to the water bill which in turn increases the bill and is unfair to the residents that do not use more than 2 units of water a 30-day billing cycle. The correspondence is attached to the online packet.
4. (00:26:00) Public Works Report is attached to the online packet.
5. (00:38:05) Finance Report – Finance report is attached to the online packet.
6. (1:06:10) CIP Updates: Report attached to the online packet.
(01:08:57) Fire Dept Report: Table-top will be done by the fire department; approved the 3rd Conex project, add addendum to the MOU to paint the Conex, and to order the paving, shelving & supplies; The grant opportunity missed the due date, as the previous City Manager would not sign it; Lincoln County, Jenny Damaris gave the city an extension. Will check with the interim city manager to see if has been signed yet for \$2,500.

1 7. (01:23:21) The SDC Study is budgeted for next year: Motion was made to request
2 Council allow Public Works & Streets to solicit firms to do the SDC Study. The vote
3 was taken and all are in favor and passed unanimously.

4
5 8. (01:25:32) Utility Rates – after comments, rates are set to increase the rate by
6 5.7%; suggested the finance committee take a look at the water rates and come
7 up with some ideas and options. To still have Tim Tice do the review as it was
8 included in the original proposal. Invite Tom Lauritzen to attend the next meeting.

9
10 9. (01:41:39) Land acquisition: A Motion was made to ask the Council to approve
11 the hire of a Real Estate Agent to make a contingent offer based on the
12 geotechnical study, the vote was called:

13 Aye: Erdahl, Cox, West, Bennett, Groth and Phipps

14 Nay: None

15
16 10. (01:47:38) Parking Study- being proposed to Council and then will create a
17 CIP and come up with the budget for it.

18
19 11. (01:49:17) Safety Concerns – discussed lowering the speed throughout the
20 city.

21
22 Jacqueline Danos asked on behalf of the Chamber who is preparing a map and
23 wanted to know if there was any input from the commission. Alex Cox will contact
24 to forward the information.

25 No further business to discuss, meeting adjourned by West at 4:05pm.

26 Prepared by Kimmie Jackson Deputy Recorder on June 13, 2023.



2022 Annual Report

Oregon Cascades West Council of Governments
1400 Queen Avenue SE, Suite 201
Albany, OR 97322

A Year In Review

I am proud and excited to provide you with the 2022 Oregon Cascades West Council of Governments (OCWCOG) annual report. This report gives a snapshot of the work that is done throughout the communities we serve in the Linn, Benton, and Lincoln County region.



Over the next few pages, you will see highlights of the services we provide and how they have impacted the region in the past year, whether it has been delivering hot meals to those in need, providing small business loans, or orchestrating multi-million dollar transportation initiatives. OCWCOG has 25 member governments throughout the region who provide financial and directional support to the OCWCOG on the region's priorities. This year, we are providing each member agency with an annual report which shows some of the impact of our services, directly in their community. Individual member reports can be found on our website at OCWCOG.org/AnnualReports.

The work that is captured in this report is carried out by approximately 200 staff, 400 volunteers, and local contractors in every corner of the region. These dedicated individuals care deeply about the region and everyone in it, and are committed to promoting a thriving region through service, connectivity and innovation; making it a prosperous area for generations to come. It is an honor to serve alongside them each and every day.

I am grateful for the support of our staff and volunteers, our many community partners, and our active Board of Directors for the support and hard work it takes to provide these services to you.

Ryan Vogt
Executive Director



As Chair of the Board of Directors for the Cascade West Council of Governments (OCWCOG) it is my pleasure to offer a few opening remarks to this annual report.

OCWCOG is governed by elected officials from its member jurisdictions in Lincoln, Linn, and Benton Counties: this includes city and county governments, port districts and tribes. It is our job to provide fiscal and program oversight to the diverse portfolio of the business managed and carried out by this council. I consider it our responsibility and our privilege and honor to provide the foundation on which the council's dedicated staff and volunteers carry out their important work on behalf of the people of our region.

From building a stronger economy by helping businesses start and grow, to providing and overseeing care and services for our disabled and senior populations; from developing stronger road and public transportation systems to helping the veterans of our U.S. Military access the benefits they have earned; the people of OCWCOG are making a positive difference every day.

The area we serve encompasses a beautiful swath of Oregon, from the majestic Cascade Mountains to our rugged Pacific Ocean. We are all united in our dedication in developing stronger communities and improving the lives of all the citizens we serve.

Claire Hall
Lincoln County Commissioner

About Oregon Cascades West

MISSION & VISION

Mission

To promote a thriving region through service, connectivity, and innovation.

Vision

We are a regional leader and partner who provides inclusive services to meet individual and community needs.

We commit to:

- Measure ourselves by staff developed agency values
- Align our daily work with our strategic priorities
- Identify and respond to service gaps in the region
- Use data and consumer input to continually improve

VALUES

Compassion Actively caring for others

Collaboration Working together to achieve common goals

Diversity, Equity & Inclusion Creating an environment where everyone is welcomed, supported, and given the resources to thrive

Integrity Always doing the right thing

Respect Honoring one another

SERVICES

Senior and Disability Services

OCWCOG's Senior and Disability Services department serves as both the Area Agency on Aging (AAA), and the Medicaid long-term care agency for our region of Linn, Benton, and Lincoln Counties.

Community Service Programs

The Community Services Program department serves the region's older adult population, adults with long-term physical disabilities, and Veterans through a variety of programs.

Community and Economic Development

The Community and Economic Development Department provides the Region's economic development strategy, works on priority efforts under a regional action plan, provides comprehensive transportation and implementation work, and promotes coordinated economic development efforts.

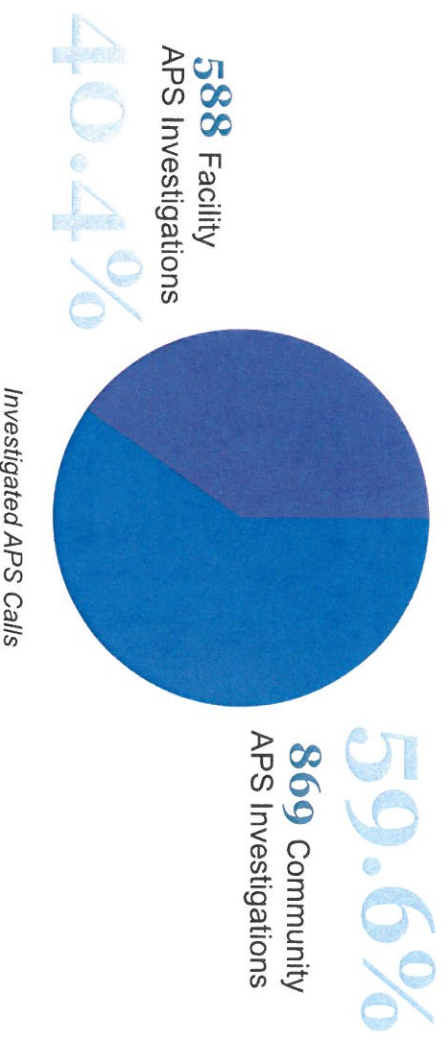
Senior & Disability Services

The Senior and Disability Services (SDS) department is committed to providing services and support to keep older adults and people with disabilities independent, safe, secure, and healthy in our communities. SDS staff provide case management and authorize and coordinate supportive services such as assistance with dressing, bathing, toileting, and grooming.

ADULT PROTECTIVE SERVICES

Adult Protective Services (APS) workers within the Senior and Disability Services department investigate allegations of abuse and/or neglect of seniors and adults with disabilities.

APS received **3,657** calls regarding elderly citizens throughout Linn, Benton and Lincoln Counties. Of those calls, **1,457** resulted in investigations by APS staff.



HOUSING SYMPOSIUM JOINS LOCAL LEADERS

OCWCOG brought together local leaders and decision makers for a Housing Symposium in October of 2022. This work session brought together those dedicated to improving services and support for medically fragile, care dependent, older adults and people with disabilities who are experiencing homelessness. Through a collaborative discussion, the attendees identified gaps and barriers to service and explored our current systems. Moving forward, input and data from the symposium will be compiled and work groups will be formed to begin work on the identified top priorities. There will also be discussion and planning related to future housing symposiums, with the goal of expanding the discussion and bringing more parties to the table.

AGING AND DISABILITY RESOURCE CONNECTION

The Aging and Disability Resource Connection (ADRC) is a free service that offers the public a single point of entry to access resources, information, and assistance on issues affecting older adults and people with disabilities regardless of their income.



7,943
TOTAL NUMBER
OF CALLS RECEIVED

3 Call Center Agents answered a total of 7,943 calls from residents across the region requesting information and assistance.



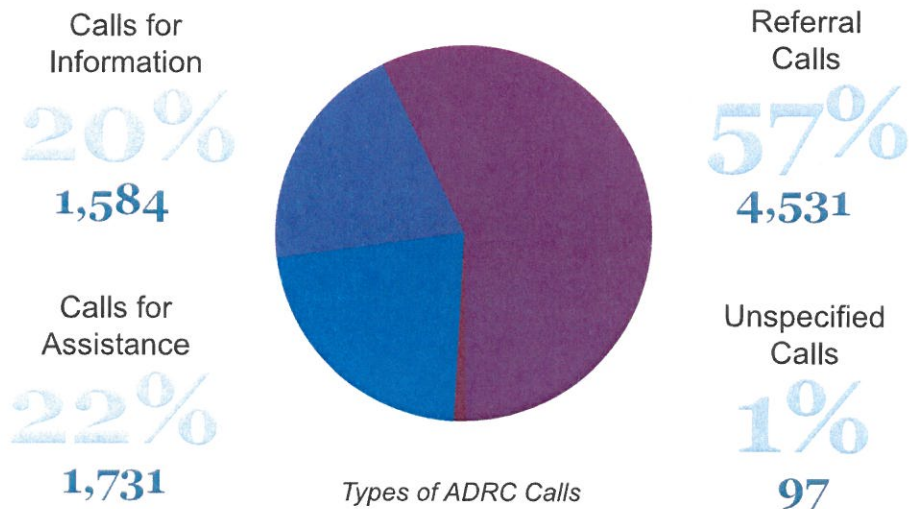
7,845
TOTAL CASES
COMPLETED

Of the 7,943 calls received, 7,845 of them resulted in access to resources and assistance. This is a 99% completion rate.



5,529
TOTAL
CONSUMERS

5,529 unduplicated customers reached out regarding services and assistance throughout the region.



ELIGIBILITY

Eligibility workers processed **18,401** applicants for food and medical benefits in Linn, Benton, and Lincoln Counties. Of those applicants, **10,901** were eligible to receive services.

Staff processed **9,074** Medicaid Renewal applications in 2022.

OCWCOG has **30,889** active medical cases across the region. This accounts for **31%** of all active medical cases in the district. There are **12,568** non-medical cases active in the region, which accounts for **24%** of all non-medical cases in the district.



111 INDIVIDUALS
REFERRED
for utility assistance

OCWCOG Eligibility Services and Community Services Consortium (CSC) created a partnership to streamline referrals between the two units. 2022 was the first successful year of this partnership and resulted in 111 individuals being referred.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

OCWCOG's Senior and Disability Services administers the Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, for Linn, Benton, and Lincoln Counties on behalf of the State of Oregon to eligible, low-income individuals and families. SNAP assists those who are eligible to receive "Oregon Trail Cards" to use at grocery stores to purchase food.



28,739
TOTAL SNAP
CASES

TOTAL SNAP ISSUANCES

7,428
LINN & BENTON
COUNTY

2,441
LINCOLN
COUNTY

ADULT FOSTER HOMES

Adult Foster Homes (AFH) are single-family residents that offer 24 hour care for the elderly and adults with intellectual or developmental disabilities. These unique homes provide individuals with necessary care in a home-like setting, allowing residents to function at the highest level of independence possible.



50

ADULT FOSTER HOMES

provided up to 230 residents
safe housing in 2022.

There are **2** OCWCOG staff members that license all Adult Foster Homes in the county that house older adults and people with disabilities.

CARE SERVICES AND SUPPORT

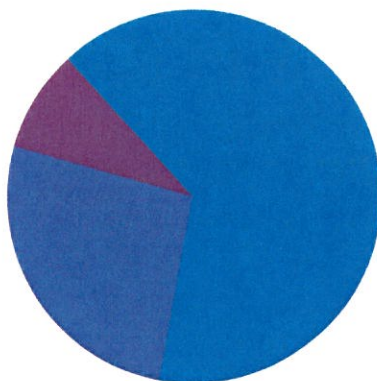
OCWCOG assisted a total of **2,536** residents in Linn, Benton, and Lincoln Counties with care services in 2022. Of these services, there were **1,636** that received in-home care, **671** that received community based care, and **229** were nursing facility consumers.

8.9%

Nursing Facilities

26.5%

Community Care



64.6%

In-Home Care

Types of Care Services

ACTIVE HOME CARE WORKFORCE

440 PROVIDERS
in Lincoln County

1,340 PROVIDERS
in Linn & Benton Counties

Community Service Programs

MEALS ON WHEELS

Meals on Wheels (MOW) serves fresh, hot, nutritionally balanced meals to older adults, adults with disabilities, and spouses/ life partners who often live alone and have limited resources or ability to care for themselves. Along with a nutritionally balanced meal, MOW provides a daily safety check and social connection, assisting limited-income, low mobility clients to remain safe and independent in their own home for as long as possible.



240,103 TOTAL MEALS SERVED

228,841 HOME DELIVERED MEALS

11,262 CONGREGATE DINING MEALS

4,361 BLIZZARD BOXES



\$172,974
COMMUNITY
DONATIONS



2,082
CLIENTS
SERVED

STAND BY ME

Stand By Me - Oregon (\$BM) is a financial empowerment program with a proven coaching model that helps provide financial stability to individuals and families. There are four primary outcomes: budgeting, reducing debt, improving credit scores, and building savings.



\$125,000
AMERICORPS
SENIOR FUNDS

AmeriCorps Senior Demonstration Funds received in 2022 were specifically used to hire administrative staff to help coordinate and train \$BM coaches.



\$41,920
SAVINGS BY
PARTICIPANTS

Clients work to build savings for various life events such as college, retirement, the purchase of a home, a safety net and more.



\$12,102
TOTAL DEBT
REDUCED

Coaches work with clients to reduce their overall debt and increase their credit score, improving their financial health and wellbeing.

OCW
COG



\$32,400
GRANT FUNDS
RECEIVED

Stand By Me received a \$32,400 grant from the Oregon Community Foundation to train bilingual coaches on financial issues specifically impacting Latinos and ensure that all coaching materials were translated in a culturally sound way with Latino-based Spanish.

MONEY MANAGEMENT

The Money Management program provides free assistance with personal money management tasks through specially trained volunteers. Service is personalized, confidential, and safe. It is offered free of charge to eligible individuals.

78 residents across the region were served in 2022.

27 **BILL PAY PROGRAM**
CLIENTS

Bill Pay clients receive assistance with their finances in the areas of budgeting and check writing.

51 **REPRESENTED PAYEE**
PROGRAM CLIENTS

A Representative Payee is someone appointed by the Federal Benefit payers to manage benefit payments on behalf of an incapable beneficiary.

OREGON PROJECT INDEPENDENCE

Oregon Project Independence (OPI) is a program providing assistance that supports daily activities of living which can be provided by home care workers or in-home care agencies. Examples of in-home assistance includes help with dressing, meal preparations, bathing, shopping, and housekeeping. OPI is an alternative to Medicaid and offers up to 20 hours a month of in-home assistance.

152 **CASE MANAGED CLIENTS**
IN OREGON PROJECT INDEPENDENCE

**OCWCOG Community Service Programs are supported
by over 400 volunteers across the region.**



AmeriCorps Seniors Programs

FOSTER GRANDPARENT PROGRAM

Foster Grandparent volunteers, sponsored by OCWCOG, tutor and mentor local youth ages 3-18 in public schools, after school, and through various literacy programs.



18,651
VOLUNTEER
HOURS

24 Foster Grandparent volunteers served in 2022, making a significant difference in the lives of youth across the region.



\$251,788
WORTH OF
SERVICE

The hours served by Foster Grandparents in 2022 provided over \$250,000 worth of service to the region.



SENIOR HEALTH INSURANCE BENEFIT ASSISTANCE PROGRAM

The Senior Health Insurance Benefit Assistance Program (SHIBA) is administered by OCWCOG on behalf of the State of Oregon. This program educates local residents on Medicare benefit elections. SHIBA counselors provide free one-on-one counseling services and are certified by the State.

1,598 residents in the region were served by SHIBA volunteers in 2022.

A total of **10** free “New to Medicare” seminars were held in-person or virtually to assist those new to the program in understanding their benefits.

SENIOR COMPANION PROGRAM

Senior Companion volunteers provide assistance and friendship to older adults who have difficulty with daily living tasks, such as shopping or paying bills. Through this program, volunteers keep seniors independent longer and provide respite to family caregivers. 2022 saw a spike in requests for Companionship Plans due to social isolation during Covid.

26 volunteers provided **8,152** hours of direct one-to-one service to older adults.

36 **COMPANIONSHIP**
CARE PLANS

Total Companionship Care Plans provide respite care, phone chats, and socialization for older adults across the region.

9 **TRANSPORTATION**
CARE PLANS

Total Transportation Care Plans provide rides to homebound seniors to assist them in completing important tasks such as grocery shopping and doctor appointments.

Community & Economic Development

Economic Development

CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT

OCWCOG provides staffing for the Cascades West Economic Development District (CWEDD), which creates, adopts, and works to implement the priorities of the Region's Comprehensive Economic Development Strategy (CEDs).



\$171,616
CARES FUNDS
DISPERSED

CWEDD dispersed \$171,616 of Coronavirus Aid, Relief, and Economic Security (CARES) funding to assist with 23 projects in various cities and economic development offices.



\$300,000
BROADBAND
STUDY

In 2022, CWEDD began managing the Broadband Feasibility Study grant, which was formerly with Lincoln County.



\$86,045
RURAL CAPACITY
FUND

An \$86,045 Rural Capacity Fund was received to assist communities throughout the region with identifying projects and grant opportunities.

CASCADES WEST BUSINESS LENDING

Cascades West Business Lending (CWBL) efforts aim to encourage new employment opportunities and promote a stable and diversified economy in the region. In 2022, loan administration was transferred to CCD, freeing up time for outreach and activities leading to more lending.

In 2022, **7** businesses successfully paid off their loans from CWBL.

4 new Small Business Loans totaling **\$759,000** were funded in 2022.



Seventeen
ACTIVE SMALL
BUSINESS LOANS



\$2.5 Million
OF LOAN FUNDS IN
THE COMMUNITY

Community Development

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

The Albany Area Metropolitan Planning Organization (AAMPO) represents the cities of Albany, Millersburg, Tangent and Jefferson, Linn and Benton Counties, and the Oregon Department of Transportation.



STATE FUND EXCHANGE PROGRAM

AAMPO facilitated conversations about changes in the State Fund exchange program and drafted a letter of support to maintain the program.



TRANSPORTATION IMPROVEMENT PROGRAM

AAMPO began development of the FY2024-27 Metropolitan Transportation Improvement Program and coordinated with Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Program.

CORVALLIS AREA METROPOLITAN PLANNING ORGANIZATION

The Corvallis Area Metropolitan Planning Organization (CAMPO) represents the cities of Corvallis, Adair Village, and Philomath, Benton County and the Oregon Department of Transportation.



DRAFTED LETTERS OF SUPPORT

CAMPO submitted a letter to the Oregon Transportation Commission regarding flexible funds from the Infrastructure Investment and Jobs act and wrote a letter of support to continue Mobility Hub design at Oregon State University and Linn Benton Community College.



DEVELOPED IMPROVEMENT PROGRAM

Began development of the FY2024-27 Metropolitan Transportation Improvement Program and coordinated with Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Program.



ADOPTED REGIONAL PLAN

Adopted the 2043 Regional Transportation Plan (RTP), which is a 20 year plan to guide transportation investments. This work was completed entirely in house, resulting in an estimated savings of over \$150,000.

PLANNING AND ECONOMIC DEVELOPMENT



BROWNFIELD WORKPLANS

OCWCOG developed an Environmental Protection Agency (EPA) Brownfield workplan for the region. Staff assisted The Confederated Tribes of the Siletz Indians with a Brownfield Request for Proposal (RFP) and began assisting Lincoln City with a Brownfield RFP.



WETLAND MITIGATION FEASIBILITY STUDY

Cascades West Regional Consortium (CWRC) completed phase one of the work with ECONorthwest on the Wetland Mitigation Bank Feasibility Study. Findings were presented in October of 2022.

Transportation

CASCADES WEST RIDE LINE

Cascades West Ride Line is the region's Non-Emergent Medical Transportation (NEMT) for physical, dental, drug and alcohol, and mental health treatment. In 2022, Ride Line was able to expand to Medicare consumers through benefits with the Samaritan Advantage Health Plan. Ride Line made an incredible impact on the residents of the region in 2022 by:

Answering **84,500** calls for service with a **95%** answer rate.

Providing **168,780** trips for a total of **3,868,739** miles. This is an average of **14,000** trips per month.



 **28** CONTRACTED PROVIDERS

 **95** CONTRACTED VEHICLES

 **600** AVERAGE WEEKDAY TRIPS

CASCADES WEST TRANSPORTATION OPTIONS

OCWCOG coordinates the regional Transportation Options Program, which supports people who commute to work via means other than driving alone in a vehicle and encourages more trips taken by foot, bike or bus. In 2022, the program assisted 4 large employers in setting up employee commute options. They also completed travel training, educating members of the public on how to safely navigate public transportation options.

 **684 Trips** DURING MAY BIKE MONTH

 **402 New** GET THERE CONNECT ACCOUNTS

 **3,700 Trips** DURING THE GET THERE CHALLENGE

CASCADES WEST TRAINING CENTER

Cascades West Training Center offers nationally certified training to OCWCOG's Regional transportation providers, including non-emergent medical transport, public transportation, human services transport, and volunteer drivers. Classes include Red Cross Adult CPR/First Aid and Blood Borne Pathogen Certification, National Safety Council Defensive Driving Certification, and Community Transportation Association of America (CTAA) Passenger Assistance Safety and Sensitivity (PASS) Certification.

43 FIRST AID/CPR CERTIFICATIONS

43 DEFENSIVE DRIVING CERTIFICATIONS

55 CTAA PASS CERTIFICATIONS

NATIONAL SAFETY COUNCIL DEFENSIVE DRIVING CERTIFICATIONS

14 SENIOR COMPANIONS

19 FOSTER GRANDPARENTS

CASCADES WEST AREA COMMISSION ON TRANSPORTATION

The Cascades West Area Commission on Transportation (CWACT) provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Linn, Benton, and Lincoln, County region. The CWACT is chartered by the Oregon Transportation Commission (OTC) and provides input, advice, and recommendations to the OTC and the Oregon Department of Transportation (ODOT) on State transportation plans and policies.



OREGON DEPARTMENT OF TRANSPORTATION

Staff coordinated closely with the Oregon Department of Transportation (ODOT) regional staff on statewide plans and programs and made sure local input was provided to the Oregon Transportation Commission.



DEVELOPED IMPROVEMENT PROGRAM

Began development of the FY2024-27 Metropolitan Transportation Improvement Program and coordinated with Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Program.

TRANSPORTATION PROJECTS



MOBILITY HUB DESIGN

This project aims to design two mobility hubs for regional/local transit connections at both Oregon State University and Linn Benton Community College. Conceptual plans (30%) were completed for both sites and reviewed. Site and utility surveys were conducted and a pre-application meetings were held with both cities.



HUMAN SERVICES COORDINATED PLANS

Human Services Coordinated Plans are long range plans that address the transit needs of seniors and people with disabilities in rural areas. They are required by counties in order to access rural transit funding. Provider surveys were distributed to transit providers, human service providers, volunteer programs, and private citizens regarding transportation services and gaps in the region.



SEAMLESS TRANSIT/ CASCADES WEST RIDE

The Seamless Transit and Cascades West Ride program implemented in 2022 saved transit partners hundreds of hours of staff time with real-time bus information via the Transit App and Cascades West Ride website.





2022 Yachats Annual Report

Senior, Disability & Community Services



2 FOSTER GRANDPARENT VOLUNTEERS

Two Yachats residents serve the Lincoln County area in the Foster Grandparent program. Together, the two served a total of **1,273** hours. Both served at Crestview Heights Elementary in Waldport. In the summer, they shift to Seashore Literacy Center for summer programming.

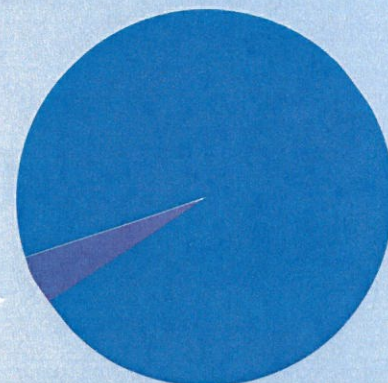
The Foster Grandparent program provides a stipend and mileage reimbursement to volunteers. When asked how this stipend helps, our volunteer said "Receiving a stipend and mileage reimbursement helps immensely with serving by defraying the cost of commuting."

ADULT PROTECTIVE SERVICES

15 total Adult Protective Services (APS) investigations took place in 2022. This accounts for 4.7% of the total investigations in Lincoln County.

Yachats APS Investigations

4.7%



COMPASSION • COLLABORATION
DIVERSITY, EQUITY & INCLUSION • INTEGRITY • RESPECT

SENIOR HEALTH INSURANCE BENEFITS ASSISTANCE

30 Yachats residents received one-on-one counseling on their Medicare benefits through the Senior Health Insurance Benefits Assistance (SHIBA) program.

4 **MEDICARE 101 CLASSES**
were available to residents via
virtual learning sessions

Medicare 101 classes covered the basics of Medicare A, B, C, and D and were designed for anyone new to Medicare or those who would like a better understanding of benefits and options.



YACHATS MEALS ON WHEELS PROGRAM

2,365 **TOTAL MEALS SERVED**
1,346 **HOME DELIVERED MEALS**
50 **CONGREGATE DINING MEALS**
961 **BLIZZARD BOXES**

The Waldport Meals on Wheels (MOW) Meal Site served 22 Yachats residents nutritious meals in 2022. This not only provided hot meals, but gave these residents an important safety check which has allowed them to remain living independently in their own homes.



Community & Economic Development



BROADBAND FOCUS

Cascades West Economic Development
District Staff Convening Meeting

OCWCOG is convening a Lincoln County Manager's Meeting with a focus on broadband.



CASCADES WEST RIDE LINE

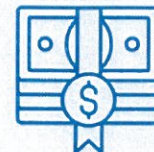
Provided 1,055 rides to Yachats residents

Cascades West Ride Line coordinates transportation services for eligible Oregon Health Plan (OHP) and Medicaid clients traveling to and from covered non-emergency medical services. OCWCOG has 19 Ride Line Staff to assist Yachats residents with their non-emergent medical transport needs.

CASCADES WEST BUSINESS LENDING

1

**SMALL
BUSINESS
LOAN**



**21 Jobs
in the
community**

This business has the potential to create at least 21 new jobs in Yachats.

SEA AIRE ASSISTED LIVING

Print

City of Yachats Application for Vacant Council Position - Submission #206

Date Submitted: 7/8/2023



City of Yachats
501 Highway 101 N

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

441 Highway 101 N, Civic Meeting
Room

PO Box 345

Yachats, OR 97498

COUNCIL VACANCY APPLICATION

Length of Appointment

Remaining term of vacated position:
through December 31, 2024

Expected Time Commitment

2 Council regular session meetings per month; 1 council work sessions per month, including meeting materials reading & meeting preparation. Potential Additional Commitments: Committee meeting(s) as Council liaison; Special Meeting(s) as needed; Budget Meeting(s) in Spring; Representation on outside agency boards & committees.

Meeting days/times:

City Council: Regular Sessions are 3rd Wednesday of every month at 2:00PM; Work Session followed by Regular Session is 1st Thursday of every month at 9:30AM; Committee Liaison assignments depend upon appointment.

Qualifications for Office

Registered Oregon Voter and City of Yachats resident for 12 months prior to taking office.

City Councilor Responsibilities

Ability to become knowledgeable on a wide variety of issues affecting the city. Willingness to consider differing opinions in arriving at a position that will be in the best interest of the city as a whole. Understanding of how the city operates through its City Charter and how the Council functions.

Background / Experience Which Will Be Useful

Ability to make a decision and to accept the will of the majority of your fellow councilors. Good communication skills. Prior committee membership in a private or public organization. Analytical skill. Ability to accept public criticism. Sense of humor.

First Name

Kathryn

Last Name

Torrence

Address

[REDACTED]

City

YACHATS

State

Oregon

Zip Code

97498

Phone Number



Email Address



Are you a registered voter?*

- ☒ Yes
- ☐ No

What do you think are the biggest issues facing the City?*

Water resources
Affordable housing
Recycle resources
Wetland protection

What is your primary motivation for seeking the vacant Council seat?

To become better acquainted with the community and use some of my time resourcefully. I like being involved with community and contributing to positive outcomes.

Please list any previous involvement, such as City Council, Commission member, Committee member, or other community service in Yachats or elsewhere

I have volunteered the past two years for the Chamber of Commerce/Visitor Center in Yachats. Additional volunteer time with events held in this community.
I volunteered in Florence Oregon for the Alzheimer program for family relief.

What other experience or education have you had relevant to serving as a Council member?*

I am a retired nurse from Peace Health hospital system. For several years in the end of my career I held the position of Clinical Content Decision Support Consultant. This position consisted of facilitating several work groups throughout all ten hospitals to create clinical content for documentation for providers for best practice support to ensure good patient outcomes.
Several years prior I was a project manger for implementation for work flow process and computerized health records.

What are your major interest in, or concerns with our Community?

Maintain the scenic and high quality of living in this beautiful city.

What are your major interest in, or concerns with City Departments and/or administration?

Provide informed decisions, taking in the big picture of the issues for the best outcome for our community.

Do you have any other major interests or concerns?

I have many interest I would be glad to share if given the opportunity to interview. I think I would be a good addition to your team as I work well with others and can maintain a good sense of humor when appropriate.

Applications are due to City Hall by 1:00 PM July 17, 2023

This information is a matter of public record, and may be published or reproduced.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Kathryn M Torrence

Print

City of Yachats Application for Vacant Council Position - Submission #205

Date Submitted: 7/3/2023



City of Yachats
501 Highway 101 N

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

441 Highway 101 N, Civic Meeting
Room

PO Box 345

Yachats, OR 97498

COUNCIL VACANCY APPLICATION

Length of Appointment

Remaining term of vacated position:
through December 31, 2024

Expected Time Commitment

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work sessions per month, including meeting materials
reading & meeting preparation. Potential Additional
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Qualifications for Office

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12 months prior to taking office.

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Ability to become knowledgeable on a wide variety of
issues affecting the city. Willingness to consider differing
opinions in arriving at a position that will be in the best
interest of the city as a whole. Understanding of how the
city operates through its City Charter and how the Council
functions.

Background / Experience Which Will Be Useful

Ability to make a decision and to accept the will of the majority
of your fellow councilors. Good communication skills. Prior
committee membership in a private or public organization.
Analytical skill. Ability to accept public criticism. Sense of
humor.

First Name

Barry

Last Name

Collins

Address



City

Yachats

State

OR

Zip Code

97498

Phone Number



Email Address



Are you a registered voter?*

☒ Yes

☒ Yes

What do you think are the biggest issues facing the City?*

The lack of affordable housing impairs civic progress in many ways. First, it subverts the economic viability of the City when employers cannot find employees to operate the businesses that sustain the city's economy. Equally important, a lack of economic diversity puts the City in danger of transforming into an elitist enclave, which would be contrary to our historical acceptance of all who feel at home here.

(Additional responses below.)

What is your primary motivation for seeking the vacant Council seat?

Nothing more – and nothing less – than a feeling of obligation to do my part. In my life, I have worked for and been affiliated with many organizations and I have always felt a need to help make the organization run as smoothly as possible.

Please list any previous involvement, such as City Council, Commission member, Committee member, or other community service in Yachats or elsewhere

For about 6 years, I have been a Certified SHIBA Counselor. Our organization assists seniors with issues involving Medicare and other forms of health coverage.

What other experience or education have you had relevant to serving as a Council member?*

I am a retired attorney. For the bulk of my career, I worked in a labor law firm in Chicago. My own practice was limited to representing multiemployer health and pension plans. Prior to law school, I earned a B.A. in Philosophy and an M.A. in Organizational Communications.

What are your major interest in, or concerns with our Community?

(Continuation of response to the first question:)

I would hope to help promote a civil social fabric that avoids the polarization that cripples our state and nation.

What are your major interest in, or concerns with City Departments and/or administration?

(Continuation of response to the first question:)

I favor maximizing cooperation with other governmental entities and agencies to enable the city to recover from any disaster.

I support maintaining an infrastructure that will continue to provide residents with an adequate water supply.

Do you have any other major interests or concerns?

Other than the concerns listed above, my major interests involve minor things. I am detail-oriented. If appointed, I promise to point out the typos in documents I review. For instance, there is a typo ("nay") in this question and in the antepenultimate one ("interes"). I also promise to maintain a sense of humor and to be grateful when others correct my typos. Finally, I promise not to use the term "antepenultimate" again.

Applications are due to City Hall by 1:00 PM July 17, 2023

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☒ I agree.

Electronic Signature

Barry G. Collins

Yachats Area Chamber of Commerce

241 Hwy 101 N; Box 728, Yachats, OR 97498

[\(541\) 547-2345](tel:(541)547-2345)

Tourism Promotion & Visitor Center

April- June 2023

Quarterly Report

Off Season Events	Yachats Sip n Stroll- This was a first-time event and was highly successful. Sixteen local businesses hosted wineries and breweries from all over Oregon. We sold 281 tickets to the event. The Yachats Chamber utilized the SeaAire Assisted Living facilities bus to transport people throughout town safely. As well as assist in getting people from the north end of town to the south end. This type of event had a dual purpose: to bring people into town during the shoulder season and send them directly into businesses. In the post-event survey, we found from the respondents that 50% were from 50 miles away or further. 75% of the respondents utilized the bus system, 100% went into stores they had never been to, and 100% of the business felt it was a good marketing opportunity. La De Da & 4th of July- Not off-season, but an event the Chamber is organizing the efforts to execute these traditions. The parade applications went out in April, with 33 being received by the time of parade placements the last week of June. The Western Display Fireworks contract was signed and paid for. The Yachats Area Chamber has organized all of the necessary pieces for the execution of the fireworks, from the fireline placement, chalking, and signing of the roads to volunteer organization. The sand for explosives set up is being delivered on July 4th at 9 am, and all the portable toilets are delivered at noon on July 3rd. No parking 24-hour signs in the fire zone are being put up on July 3rd. The chamber has been helping all other organizations promote their 4th of July activities. 2023 Mushroom Festival- Brainstorming and preparations are starting for the Mushroom Festival slated for October 20-22, 2023. There are some enjoyable ideas that we are looking to put into place; *A keynote speaker and mushroom cookoff dinner on the opening Friday of the event. *Looking to utilize the SeaAire bus once again to transport the walking groups to their location to limit the number of cars at each parking location. *Doing a treasure hunt with locally made mushroom figures that will
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	be placed in participating local businesses. Events like this will assist in driving business into the businesses during this event *Top-notch keynote speakers and workshops are getting put into place. *Looking to order flag post signs to place as a marketing piece for the event Christmas Tree Lighting & Cocoa Stroll- Brainstorming and planning are underway to connect small business season and buying local while getting in the Holiday spirit in Yachats surrounding the tradition of the Christmas Tree Lighting.
Chamber Update	Chamber membership The Chamber continues to grow; we are now at 85 members—a growth from 5 members at the end of January. The website continues to grow and develop; we recently launched our “Learn from the Locals” blog. A digital marketing method for the summer, providing educational pieces on how to be in Yachats. Visitors are already coming; this teaches them how to be here respectfully, learn about the place, and connect to the place. Each “Learn from the Local” blog will go onto our social media as a paid-for post that directs them back to the whole piece on our website. Chamber Mixers- The Chamber has held three Mixers, slated to be held quarterly with a combined goal of networking and educational opportunities. The June Mixer was held at the Yachats Inn, with excellent attendance. Oregon Coast Community College presented Funding opportunities for electric vehicle chargers, ODOT rebates, and the future of tourism and electric vehicle usage. Ribbon Cuttings- The Chamber has held ribbon-cutting ceremonies at two local businesses' grand opening celebrations. The community and businesses received them very well. Celebrations like these are a great way to celebrate the hard work of opening a new business. We recognize that many of our businesses have been around long before the chamber started this as a membership benefit. We will do these for anniversary celebrations or remodel unveilings, etc.
Partnerships/ Collaboration	Printed Materials- We’re creating a couple of Yachats pieces to use as visitor pieces (mentioned in more detail below). In both of these pieces, we’ve shared with View the Future, planning and roads commission members, and the Cape perpetual collaborative to review for accuracy in the creation process.
Regional & State Activities	Oregon Coast Visitors Association- Quarterly check-in with OCVA on the Accessibility work on the Oregon Coast.

	Wheel the World Grant- The group is still doing their audits along the coast and is starting to release the findings into their travel planning platform format. Yachats still is waiting for a few more audits; we're in the 50% completion. All work is due with the grant by December 31st.
Advertising Negotiation	Traditional Print- All of our traditional print advertisements have been printed for the year in the format of annual pieces. Quarterly pieces with Willamette Living are updated quarterly to remain fresh. We placed Ads or written pieces in; The Oregon Coast Inspiration Guide, Travel Oregon Visitors Guide, Here & Now, Oregon Coast Today Quarterly Magazine with Yachats as the Cover image and center two-page article, Willamette Living. Digital- We have placed Ads with Yachats News, participated in select monthly emails sent out by Travel Oregon and OCVA, and made purchases on Facebook and Instagram. We put a lot of effort into digital content creation. Utilizing local people to write educational pieces being shared, photography to match those stories, and video to help tell the story in a digital world. Attached are social media and website analytics on the efforts in that area. Yachats News- We have a contract to highlight upcoming events throughout the year with Advertising. On the survey for the Sip N' Stroll, when asked how they heard of the event, Yachats News was first, and Facebook was second. Travel Oregon - March Core 2023 (text ad): • 331 clicks (5.4% of the total) • This was the best-performing ad of this issue • Next is the August/September issue that will focus on Yachats in the Fall OCVA- March 2023 (banner): • 69 clicks (6.8% of the total) • It was the 2nd best-performing ad and outperformed two of the editorial stories as well. • Next is the August/September that will focus on Fall in Yachats Google Ads- We have been working on getting these going. We've wanted to have a specific campaign to put in the message. We'll use our Learn from the Locals series now that that has been developed and we have a place to send them too. The other campaign that will run is one we're just about to launch,

	which is “Visit Yachats on Foot,” encouraging people to park and walk around town or leave their vehicles where they're staying and walk in. We have been working on our 2023/2024 Marketing Plan and would like to present that to the council when there is space in their agendas.
Promotional / Visitors Material	Yachats Youth Outdoor Activities Guide- We worked with Dream Coast Media to put our ideas into a design. This Magazine is for kids and their adults. The inspiration behind the creation of these is to encourage kids to put down their video games or iPhones, get outside, and explore with a guide that will help to create a connection to the place they are visiting. The next generation is an important one to teach to care and learn about the places they visit. This aligns with our tourism messaging of teaching people to be here like a local and provide education to those already. The coolest part is that when they complete the guide, they can take it to the Visitor Center and receive a Yachats Youth Explorer Patch. This was printed and distributed to local hotels, restaurants, and the Visitor Center. The patches arrive on July 3, and these will be promoted heavily on our social media and one of the messages in the Google Ads we're working toward creating. Yacats Visitor Guide- We are creating a large fold-out map of Yachats that will feature businesses, trails, parking, and public restrooms, making which of all these are accessible. The back side of the map will have local information and imagery. This and the Youth Guide are being reviewed with commissions and local organizations to ensure accuracy. These will be distributed to Visitor Centers up and down the Coast and throughout the community when they are complete.
Visitor Center	April visitor count: 805 The highest visitor day was Saturday, April 15, with 66 The lowest visitor days were three Thursdays, each having 8 May visitor count: 1,052 The highest day was Sunday, May 28 - 72 The lowest day was Monday, May 8 - 11 June visitor count: 1,532 for June 1-2 The highest total was 68 on two days - Friday, June 23 and Saturday,

	June 24. The lowest total was 26 on Thursday, June 8
Social Media & Website performance	Please see attached Analytic report
Conference group reach out and start-up	Ideas: Electric Vehicle Conference/Car show, Native Plants event, Homesteaders conference, Arts & Crafts events, OSU meetings

YACHATS, OREGON

SOCIAL MEDIA INSIGHTS

Account Overview | April - June 2023

Reach

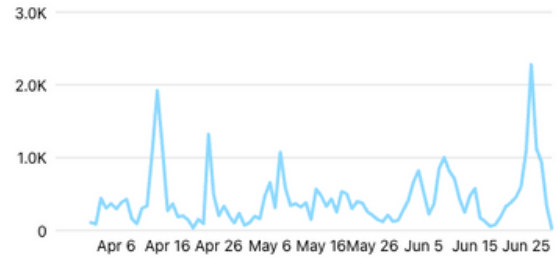
Facebook reach ①

142,705 ↑ 446.8%



Instagram reach ①

13,221 ↑ 27.6%



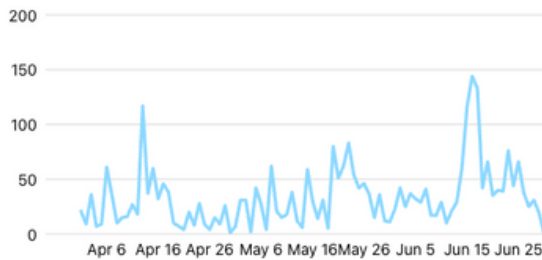
Facebook Reach 142,705 | +446%
Posts 63 | +100 %
Stories 7 | +100%

Instagram Reach 13,221 | +27.6%
Posts 43 | +19 %
Stories 136 | -10%

Page and profile visits

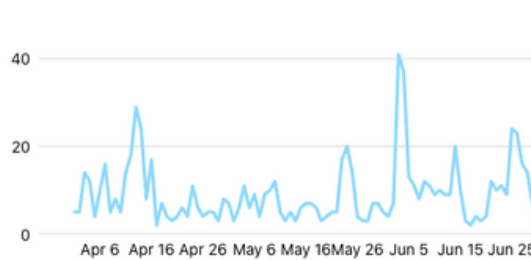
Facebook visits ①

3,045 ↑ 85%



Instagram profile visits ①

836 ↑ 7.5%



Facebook Page Visits
3,045 | +85%

Instagram Profile Visits
836 | +7.5%

New likes and follows

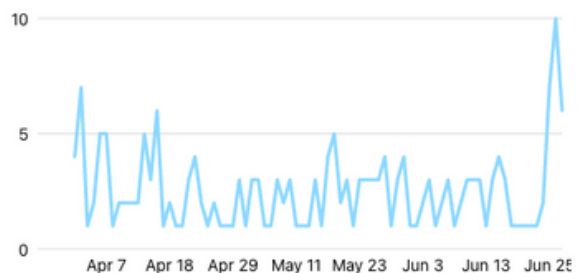
Facebook Page new likes ①

137 ↓ 4.9%



New Instagram followers ①

199 ↓ 6.1%



Facebook New Likes
137 | -4.9%

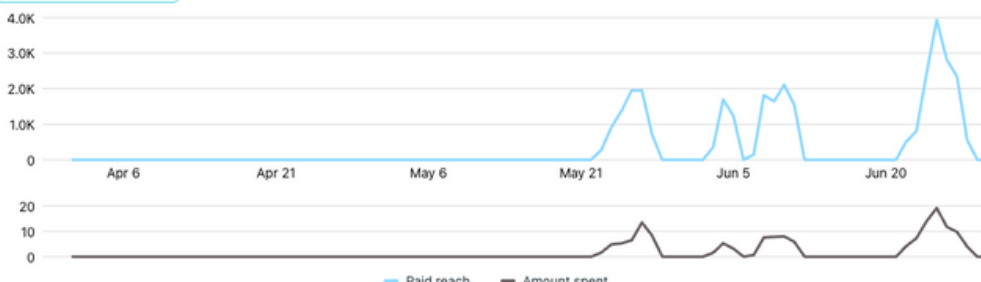
Instagram New Followers 199 |
-6.1%

Paid reach ①

22,356 ↑ 100%

Paid impressions ①

35,410 ↑ 100%



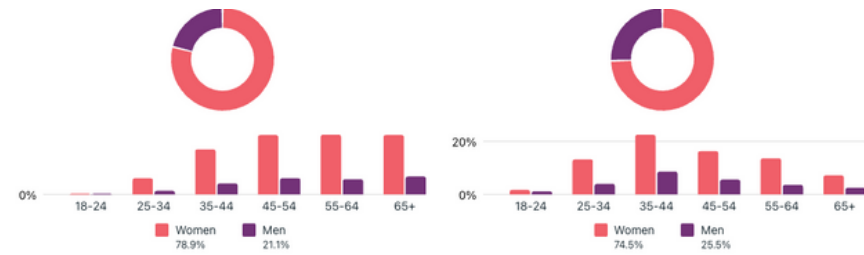
Facebook Ad Trends
Paid Reach
22,356 | +100%

Paid Impressions
35,410 | +100%

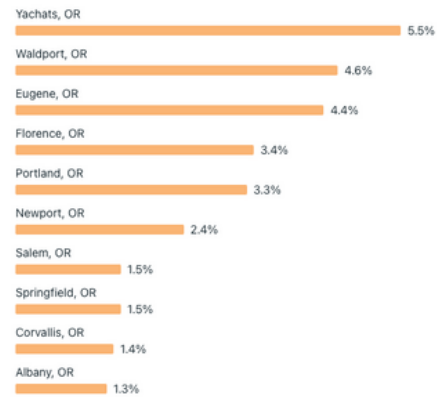
YACHATS, OREGON

SOCIAL MEDIA INSIGHTS

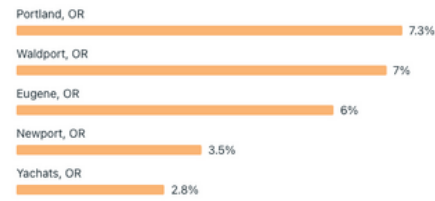
Account Overview | April - June 2023



Top cities



Top cities



Top countries

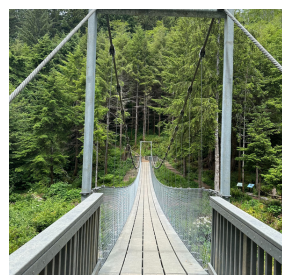
United States
Canada
Mexico
Australia
Germany

Top countries

United States
Canada
Nigeria
India
Argentina



Facebook Best Post
Cape Perpetua
This post reached
17,303% more people
(80,230 people)
than the median post
(461 people)



Instagram Best Post
Amanda Bridge Reel
This post reached 396%
more people
(2,722people)
than the median post
(559people)



YACHATS, OREGON

WEBSIGHT INSIGHTS

Yachats.org Overview | April - June 2023

Traffic

Custom

\$ USD

VISITS

12K

+100% yr/yr

BOUNCE RATE

60.72%

+100% yr/yr

UNIQUE VISITORS

10K

+100% yr/yr

PAGEVIEWS

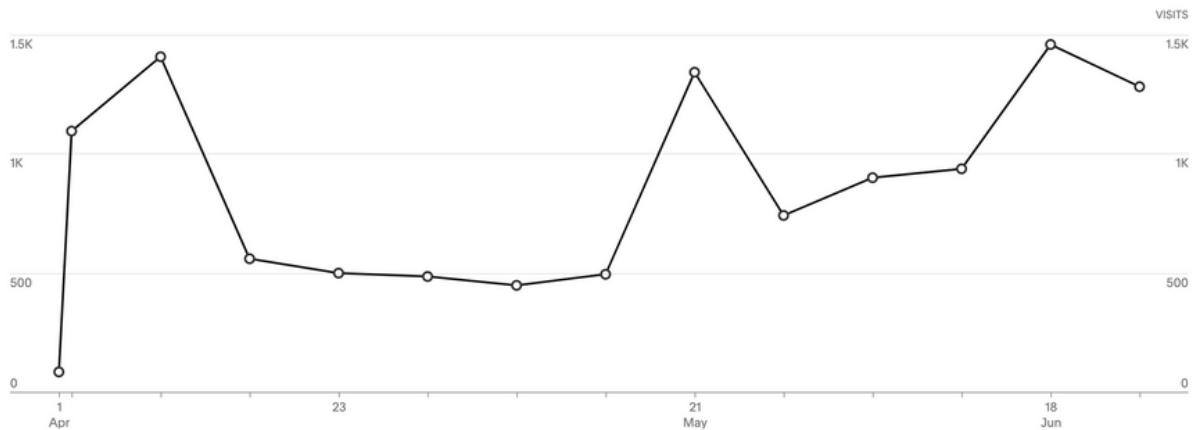
22K

+100% yr/yr

Visits

Apr 1-Jun 30, 2023 • 11,722 Total +100% yr/yr

Weekly

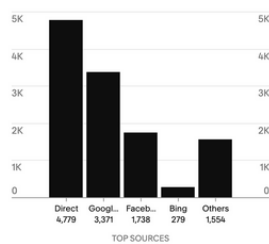


Traffic

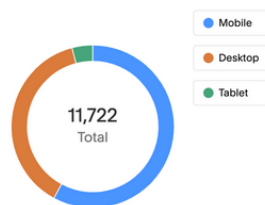
Custom

\$ USD

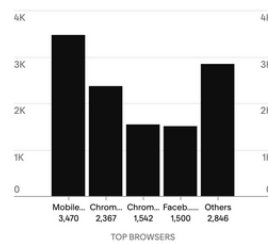
Top Sources by Visits



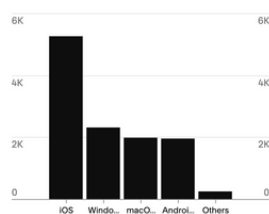
Top Devices by Visits



Top Browsers by Visits



Top Operating Systems by Visits



YACHATS, OREGON

WEBSIGHT INSIGHTS

Yachats.org Overview | April - June 2023

Traffic Sources

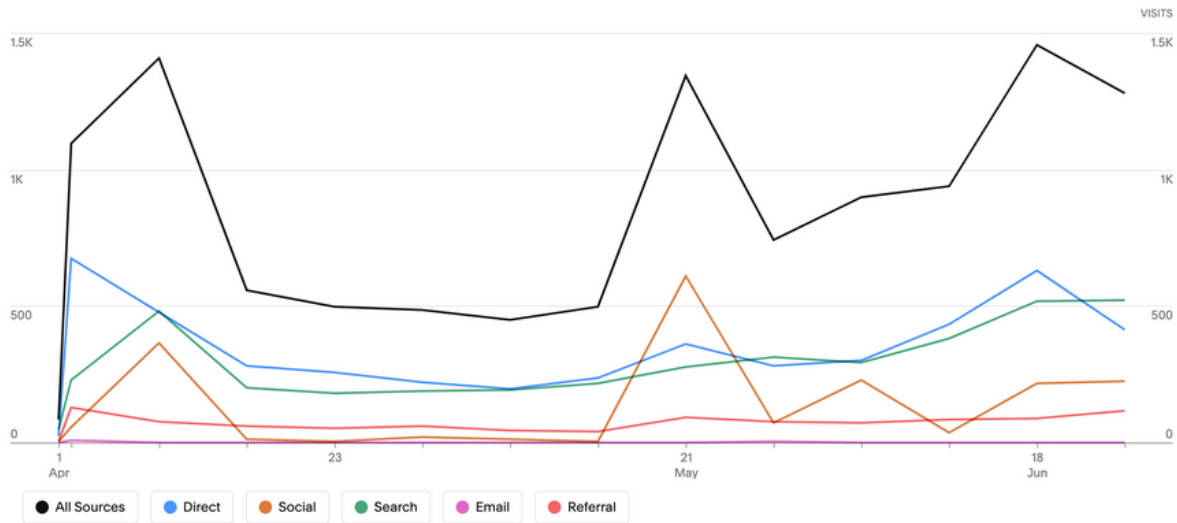
Custom

\$ USD

Visits

Apr 1-Jun 30, 2023 • 11,720 Total

Weekly



Traffic Sources

Custom

Referral

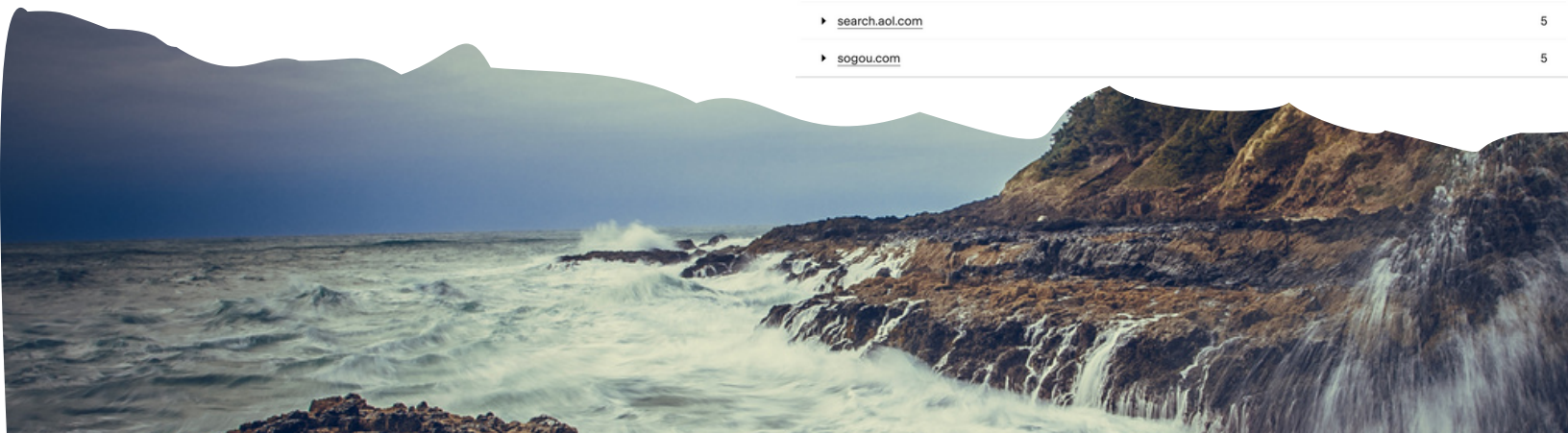
1,004 (8.57%)

▶ yachatsnews.com	224
▶ business.yachats.org	187
▶ business.oregonfestivals.org	166
▶ seaperchvresort.com	101
▶ yachatsoregon.org	86
▶ myemail.constantcontact.com	41
▶ oregonlive.com	29
▶ traveloregon.com	24
▶ beachconnection.net	23
▶ oregoncoastmagazine.com	13
▶ search.brave.com	10
▶ cityoftoledo.org	5
▶ search.aol.com	5
▶ sogou.com	5

Traffic Sources

Custom

Source	Visits
Direct	4,781 (40.8%)
▶ Search	4,050 (34.6%)
▶ Social	1,871 (16.0%)
▶ Referral	1,004 (8.57%)
▶ Email	16 (0.14%)





CITY OF YACHATS RESOLUTION 2023-217
A RESOLUTION APPROVING THE PUBLIC WORKS & STREETS COMMISSION
REQUEST TO MOVE FORWARD TO HIRE A REAL ESTATE AGENT

WHEREAS, the Public Works & Streets Commission discussed moving forward with hiring a Real Estate Agent regarding the property adjacent to the Water Plant at their July 11, 2023, meeting; and

WHEREAS, on July 19, 2023, Council passed a motion to accept the request to hire a Real Estate Agent to begin the process for said property; and

NOW THEREFORE, the City of Yachats resolves to approve Public Works & Streets Commission to start negotiations regarding the property adjustment to the Water Plant.

Passed and adopted July 19, 2023. This Resolution is effective upon adoption.

CITY OF YACHATS

By: _____
Craig Berdie, Mayor

ATTESTED TO BY:

Rick Sant, Interim City Manager



CITY OF YACHATS RESOLUTION 2023-218
A RESOLUTION APPROVING THE PUBLIC WORKS & STREETS COMMISSION
REQUEST TO MOVE FORWARD IN HIRING AN ENGINEERING FIRM (SDC)

WHEREAS, the Public Works & Streets Commission discussed moving forward with soliciting engineering firms to perform a System Development Charge (SDC) Study at their July 11, 2023, meeting; and

WHEREAS, on July 19, 2023, Council passed a motion to accept the request to solicit engineering firms to perform an SDC Study; and

NOW THEREFORE, the City of Yachats resolves to approve the Public Works & Streets Commission to start soliciting engineering firms.

Passed and adopted July 19, 2023. This Resolution is effective upon adoption.

CITY OF YACHATS

By: _____
Craig Berdie, Mayor

ATTESTED TO BY:

Rick Sant, Interim City Manager

Proposed Amendments to YMC Titles 5 and 9
Regarding Fences, Walls, and Hedges, as Further Amended and Approved
by the Planning Commission on January 17th, 2023

(Note: text with strikethrough is to be deleted; underlined text is new, to be added. All other text is existing.)

Section 5.08.060 Maintenance of property – Nuisances.

C. To allow a construction site where there has been no noticeable progress toward completion for a period of six (6) months or more to become unsightly with construction debris, mud, standing water, overgrown vegetation, open ditches, or uneven bare ground;

To keep or maintain a structure in such condition that it would be considered a “dangerous building” under the following definitions:

1. A structure which, for the want of proper repairs or by reason of age and dilapidated condition or by reason of poorly installed electrical wiring or equipment, defective chimney, defective gas connection, defective heating apparatus, or for any other cause or reason, is especially susceptible to fire and which is so situated or occupied as to endanger any other building or property or human life. Every fence shall be maintained in a condition of reasonable repair, and not be allowed to become or remain in a condition of disrepair including noticeable leaning or missing sections, broken supports, non-uniform height, and growing or noxious vegetation.

Section 5.08.090 Fences.

- ~~A. Barbed Wire. No owner or person in charge of property shall construct or maintain a barbed wire fence, or permit barbed wire to remain as part of a fence, along a sidewalk or other public way, except such wire may be placed above the top of other fencing not less than six (6) feet, six (6) inches high.~~
- ~~B. Electric Fence. No owner or person in charge of property shall construct, maintain or operate an electric fence along a sidewalk or other public way or along the adjoining property line of another person.~~
- A. Every fence shall be maintained in a condition of reasonable repair, and not be allowed to become or remain in a condition of disrepair including noticeable leaning or missing sections, broken supports, non-uniform height, and growing or noxious vegetation. Residential fences shall be constructed of material specifically designed and manufactured for fencing purposes. Use of any material which will do bodily harm, such as electric or barbed wire, upturned barbed selvage, broken glass, spikes, or any other

hazardous or dangerous materials shall be prohibited. (refer to Section 9.04.030 of YMC for definition of “selvage”).

Section 9.04.030 Definitions.

“Clear-Vision Area”: Means a triangle defined on two (2) sides by a minimum distance along vehicle pathways from the intersection of the curb line or, where no curb exists, the edge of the street, alley, or driveway surface edge, and on the third side by the line across the corner of the non-intersecting ends of the two (2) other sides. See the regulations of Section 9.64.010.A of this Title.

“Hedge”: Means typically vegetation planted for the purpose of serving as a boundary, buffer, or divider between areas, for landscaping or privacy.

“Required Yard”: Means the area of a lot within the building setbacks. The required yard varies with the zoning of the property.

“Screening Buffer”: Means a fence, hedge, or wall that blocks at least seventy (70) percent of the view between uses. The buffer shall not be less than five (5) feet in height, nor more than eight (8) feet in height, except in a clear-vision area.

“Selvage”: Means the finished top edge of a chain-link fence, consisting of either knuckle or twist (barb). Knuckle selvage is rounded and safer because it has no sharp points to catch on clothing or people, and is appropriate for residential chain link systems. Twisted or barbed selvage has sharp ends for high security purposes and is appropriate for commercial or high-security fence systems.

“Sight-Obscuring Fence” (or, “Sight-Obscuring Screen”): Means a continuous fence, wall, hedge, or combination thereof, constructed and/or planted so as to effectively screen the particular use from view.

Section 9.12.040 Standards.

B.7. A fence, wall, or sight-obscuring fence may be established and maintained immediately adjacent to an abutting property line provided it is no more than six (6) feet in height (except where the clear-vision area would be impaired as defined in YMC Section 9.64.010), or no more than eight (8) feet in height when permitted by conditional use in accordance with Chapter 9.80 of the YMC. When such a fence, wall, or sight-obscuring fence is placed above a retaining wall immediately adjacent to a property line, the combined height of the wall and fence shall not exceed eight (8) feet.

Section 9.16.040 Standards.

B7. A fence, wall, or sight-obscuring fence may be established and maintained immediately adjacent to an abutting property line provided it is no more than six (6) feet in height (except where the clear-vision area would be impaired as defined in YMC Section 9.64.010), or no more than eight (8) feet in height when permitted by conditional use in accordance with Chapter 9.80 of the YMC. When such a fence, wall, or sight-obscuring fence is placed above a retaining wall immediately adjacent to a property line, the combined height of the wall and fence shall not exceed eight (8) feet.

Section 9.20.040 Standards.

B7. A fence, wall, or sight-obscuring fence may be established and maintained immediately adjacent to an abutting property line provided it is no more than six (6) feet in height (except where the clear-vision area would be impaired as defined in YMC Section 9.64.010), or no more than eight (8) feet in height when permitted by conditional use in accordance with Chapter 9.80 of the YMC. When such a fence, wall, or sight-obscuring fence is placed above a retaining wall immediately adjacent to a property line, the combined height of the wall and fence shall not exceed eight (8) feet.

Section 9.24.040 Standards.

B7. A fence, wall, or sight-obscuring fence may be established and maintained immediately adjacent to an abutting property line provided it is no more than six (6) feet in height (except where the clear-vision area would be impaired as defined in YMC Section 9.64.010), or no more than eight (8) feet in height when permitted by conditional use in accordance with Chapter 9.80 of the YMC. When such a fence, wall, or sight-obscuring fence is placed above a retaining wall immediately adjacent to a property line, the combined height of the wall and fence shall not exceed eight (8) feet.

Section 9.48.010 General Requirements.

G. Except for parking to serve dwellings, parking and loading areas adjacent to or within residential zones or adjacent to residential uses shall be designed to minimize disturbance of residents by the erection between the uses of a sight-obscuring fence of not less than five (5) feet in height ~~where vision clearance is required~~ and not to exceed eight (8) feet except in clear-vision areas as defined in YMC Section 9.64.010.

Section 9.64.010 Design Standards.

9.64.010(A)(2): No temporary or permanent obstruction (e.g., structure, fence, or shrub vegetation) ~~between greater than~~ three (3) feet in height shall be placed in clear-vision areas on streets, driveways, or alleys, as shown in the clear-vision area ~~Area-diagram figure- shown in~~ Section 9.64.010(B). Trees exceeding this height may be located in this area provided all branches and foliage are removed to a height of eight (8) feet above grade.

9.64.010(B): Fences, Hedges and Walls. Fences, ~~hedges~~ hedges, and ~~walls~~ walls may be located within required yards as permitted by zoning, but shall not exceed three (3) feet in height ~~in any required yard which abuts and runs parallel to a street other than an alley within the clear-vision area as illustrated in the diagram shown below~~. Hedges that front Highway 101 are exempt from this height requirement as long as the height does not interfere with clear-vision area requirements of Section 9.64.010(A)(3).

Chapter 9.68 – Manufactured Dwellings, Manufactured Dwelling Parks and Recreational Vehicles.

9.68.030 (C)(15) Buffering or screening, if required by the Planning Commission, shall ~~be sight-obscuring fence, wall, evergreen or other suitable planting at least six feet high, or higher~~ be screened with a screening buffer (see definition in YMC Section 9.04.030).

Section 9.72.050 Standards and Procedures Governing Conditional Uses.

9.72.050 (G)(3) Outdoor storage shall be on the side or rear of the building, and shall be screened with a ~~sight-obscuring fence, hedge or wall~~ screening buffer (see definition in YMC Section 9.04.030).

2023 Planning Commission Goals and Recommendations

In response to the request from the Mayor and City Council to review their 2023 Goals, the Yachats Planning Commission has the following additional goal recommendation:

'To promote sustainable and equitable growth through effective community planning.'

To these ends we further recommend the continuation and development of the following proposals and projects which the Planning Commission believes fall under this goal:

1. Structure and project development:

- a. Integration between the Planning Commission and the other commissions and committees.
 - Discuss the possibility of quarterly meetings.
 - Joint development of projects and submission of project application form(s)
 - Monthly chair roundtable updates
- b. Citizen Involvement in Land Use Planning
Citizen involvement is part of the responsibility of the Planning Commission. Both the Parking and Housing Studies were good examples of better citizen participation. How can the Planning Commission grow that participation?
 - City website use:
 - o Planning Commission documents folder to the best advantage
 - o Landing page
 - o Citizen input page
 - Facebook
 - Surveys and casual meetings

City staff are integral to the implementation of these efforts.

2. Several projects were started in 2022 which the Planning Commission will be continuing its work on. Those projects are:

- a. **Fences, Walls, and Hedges Amendment to Title 9, Yachats Municipal Code (YMC)**
This amendment is scheduled for Council action in April of this year.
- b. **Local Wetlands Inventory (LWI) Completion**
Receipt of DSL approval anticipated by late spring/early summer; may require Council action on YMC amendment.
- c. **City Center Parking Management Plan**
Final report with recommendations has been received from the consultants, Studio Davis. Recommendations for action, with support of the Public Works and Street Commission, should be ready to be forwarded to City Council by May 2023.
- d. **Housing Studies**
The first phase of the housing work that the Planning Commission has undertaken was finalized with the receipt from the consultants, Cascadia Partners, of the Housing Needs Analysis (HNA) Final Report. Phase Two of the process, the Housing

Implementation Plan (HIP) has begun as of January. The timeline for completion of this second phase is June 2023, after which final Planning Commission recommendations will be forwarded to the City Council for consideration and action by Council.

- Actions for Council consideration are expected to include:
 1. Amendments to the City's Comprehensive Plan related to Housing goals, policies, and actions.
 2. Amendments to City Zoning map and Title 9 of the Yachats Municipal Code (YMC) enhancing opportunities for development of a mix of housing options including but not limited to affordable housing.
 3. Non-regulatory tools and practices

e. Minor Amendments to Title 9, YMC

New terms and definitions, and related zoning provisions, identified by the Planning Commission as "immediate priority" should be ready to be forwarded to the City Council by May 2023 for consideration/adoption.

Upcoming work/projects that the Planning Commission recommends that the City Council consider are as follows:

1. Further Comprehensive Plan Audit

The Planning Commission recommends a review of the sections in the Yachats Comprehensive Plan that have not had a review in the past several years.

- a. Goals **A**-Protection of Natural Resources, **B**-Protection of Estuarine Resources, **C**-Protection of Shoreline Resources, **E**-Protection from Natural Hazards and Disasters, and **L**-Beaches have been updated but not incorporated into the Yachats Comprehensive Plan as of February 2023. The **DRAFT** language dated July 30, 2020, has been considered and adopted by the City Council. This language should now be incorporated into the official Yachats Comprehensive Plan. The Yachats Municipal Code has been updated to reflect the revised Comprehensive Plan for the Goals mentioned.
- b. In June 2023, with the completion of the work being conducted on housing, Cascadia Partners will submit for consideration and approval the language needed for the update to the **Goal J** – Meeting Housing Needs.
- c. In June the Planning Commission will report to the City Council on needed updates to the Comprehensive Plan not already addressed. This recommendation will include possible funding opportunities for any needed technical planning assistance, depending on the extent of identified revisions.

2. Demolition and Grading Amendment to Title 9, YMC

Consideration of amendments to Title 9 to address the demolition of structures and improve regulation of land disturbance for construction purposes. If the City Council deems it worthy of review recommendations provided would be provided to City Council, no later than December 2023.

3. Transportation Systems Plan

If pursued by the City and funded by ODOT in 2023, the Planning Commission would like to partner with the Public Works and Streets Commission, City Water Lead, and City Planner, to work with a selected transportation planning consultant to prepare a Transportation Systems Plan for Yachats. This Plan would replace the City's Village Circulation Plan and be a major element of an amended City Comprehensive Plan.

Budgetary implications:

1. GIS mapping software and education of staff or outside consultant.
 - a. There are free courses online available such as through Coursera.
 - b. Software through QGIS, a free and open-source GIS online platform.
 - c. Software – ARCGIS Pro would be approx. \$765/year for the subscription service.
ESRI Training - **ESRI – 877-377-4575 ext 5757 Megan Burlington(?) – left message.**
2. To lessen the workload on City staff due to the recommended enhancements for community input & communications a Civic Plus integrated third-party service for updating and posting information on the existing City website.
3. Consultant fees and grant writing for specific projects
 - a. It seems that as of February 2023 an outside consultant, Forage Design+Planning has been contracted for limited grant writing and public engagement(?)
4. Legal fees – in connection with ordinance and code review
5. Conference and training attendance for Planning Commissioners and staff

YACHATS CITY MANAGER RECRUITMENT 2023

Adoption of Official Position Documents

Official adoption of certain documents is required under Oregon law for a City Council to hold an executive session for the purpose of considering the employment of a new City Manager (per ORS 192.660(2)(a) and ORS 192.660(7)(d)). These documents include:

- Position Profile (containing Hiring Standards, Criteria, and Policy Directives)
- Hiring Procedures

The City of Yachats recruitment consultant, Jensen Strategies, LLC, gathered input through one-on-one interviews, online staff and community surveys, and an offered public input session, which was used to prepare a draft position profile and hiring procedures for the City's 2023 City Manager Recruitment. These documents are attached hereto as Appendices A and B, respectively. The documents will be reviewed, considered, and if deemed appropriate, approved at a meeting of the Yachats City Council that affords an opportunity for public comment.

APPENDIX A

YACHATS CITY MANAGER RECRUITMENT

CITY MANAGER PROFILE

Required Minimum Education / Experience

The City Manager position requires a bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience. The City Council will consider equivalent combinations of education and experience.

Preferred Education / Experience

The City prefers a candidate with an advanced degree in public administration or related field and five or more years of increasingly responsible public sector experience. Previous service as a City Manager, current membership with the International City County Managers Association (ICMA), as well as experience related to municipal public works and coastal destination communities is highly desired.

Desired Skills / Attributes

Leadership & Management

The City Manager should be an honest, committed, well-rounded, leader and manager for a active coastal City. The City Manager should promote stability in the organization by providing clear direction to support multiple municipal services. This includes an active role in coordinating necessary financing, planning, and staff to move multiple high visibility and priority initiatives forward and build consensus around a shared organizational vision. A depth of management and team facilitation experience is necessary to foster a collaborative cross functional approach. This includes effectively coordinating limited staff, developing an atmosphere of staff trust and accountability, supporting professional development and succession planning, and promoting staff retention. A leadership style that espouses strong ethics, regular communication, listening, collaboration, humility, follow through, and problem solving is important. The City desires a person who's demeanor is approachable, inclusive, respectful, empathetic and demonstrates cultural competency.

Council & Citizen Commission Relations

The City Council expects the City Manager to proactively develop a City environment that is professional, neutral, ethical, transparent, timely, and productive to support their work as the City's policy making body. The City Manager should have experience to effectively coordinate City resources to implement Council direction, to support the work of the City's four active

citizen commissions and associated committees, and to facilitate a cohesive organizational operating environment. Knowledge and experience to oversee the City's legal obligations and regulatory compliance including record keeping, foster informed decision-making, and support clear and consistent communication with Council and other key stakeholders is essential. The City Manager should possess strong facilitation skills and public meeting experience to support Council's policy decision-making. This includes provision of helpful background information, support of smooth and efficient meetings, establishment of team building or goal setting frameworks. Promotion of collaboration and consensus building is essential. The City Manager should have Interpersonal skills to support appropriate and resilient working relationships.

Understanding of City Government Roles

The City Manager should have a thorough understanding of the Council-Manager form of government and the proper roles of bodies and individuals within such governments. The City Manager will help ensure the City Council, staff, and advisory bodies, including four well established citizen commissions, are all operating efficiently and effectively with each other, in alignment with Council goals, and within their legally defined roles.

Community Engagement

The City Manager is expected to maintain and enhance the City's efforts to inform and engage the Yachats community in City activities and decisions that may impact them. The City Manager should be a visible leader that recognizes and bolsters Yachats' culture of strong civic engagement, practices transparency and professionalism and is respectful of differing views and interests. It is important the next City Manager possess skills and experience to facilitate meaningful community dialogue and consensus building as well as the ability to explain complex civic and regulatory matters. The City Manager should clearly communicate project prioritization, delivery, and service outcomes to community stakeholders and groups. The City Manager should practice and value the principles of appreciation, listening, transparency, inclusion, and collaboration when working with the community.

Public Finance

The City Manager should have a strong foundation in public finance skills to lead the City budget process and provide a high level of professionalism in the City's financial operations. This includes skills and knowledge to effectively plan for current and future needs and ensure adherence to reporting and other regulatory requirements. Expertise coordinating a diverse municipal finance team including contracted staff, a citizen finance committee, and a citizen budget committee is essential. The Manager will have proficiency in daily municipal best-practices and strategic fiscal management that aligns with City goals. They should be familiar with diverse revenue approaches, including grants, to support the Cities priorities. The next City Manager should develop and apply a prudent approach to prioritizing projects given limited public funds. They will effectively communicate these financial decisions to all stake holders. Experience with Oregon budget law and requirements, utilities, and use of transient lodging taxes is helpful.

Human Resources

The City Manager should possess staff management skills as well as human resources experience to provide and sustain an effective City and volunteer workforce. The Manager should have the ability to conduct workforce planning, effectively budget for personnel, support appropriate hiring and employment practices for permanent, temporary, and contracted staff, and provide regular staff feedback and evaluation. Skills to facilitate effective employee onboarding, promote cross training and professional development, and encourage retention are necessary. The City Manager will use management approaches that provide effective oversight, create clear roles, acknowledge successes, and delegate important City responsibilities as appropriate. An ability to work effectively with unions is essential.

Communication

It is imperative the City Manager have exemplary communication skills to provide internal and external coordination. An ability to effectively engage and/or collaborate with diverse City audiences and stakeholders including, but not limited to, City Council, staff, citizen commissions and committees, local government officials, community members and groups, nonprofits, and businesses is essential. The City Manager should demonstrate humility, honesty, diplomacy, inclusion, and emotional competency when communicating with all individuals or groups. Further, the City Manager is expected to have skills facilitating and encouraging respectful two-way discussions of complex policy issues involving many passionate stakeholders. Communication, both verbally and written, should be clear, substantive, and with conciseness.

Public Works

As the acting Public Works Director, the City Manager should have demonstrated experience related to management of public works operations, maintenance, and projects regarding water, sewer, and streets infrastructure in coordination with tenured staff. Skills to facilitate large, complex capital projects focusing on current and future water supply and wastewater capacity needs including planning, maintenance, and financing is important. Knowledge of street asset maintenance and enhancement as well as the ability to support negotiations related to right of way issues is helpful. Experience developing traffic management approaches to support livability while facilitating a high volume of visitors and through traffic is beneficial. The City Manager should have the capability to coordinate and collaborate with intergovernmental and community partners to ensure completion of important infrastructure projects.

Intergovernmental Relations

It is essential that the City Manager work effectively with other local or regional jurisdictions to coordinate the provision of high-quality County provided or outsourced public services, including public safety, fire protection, education, and building inspection services. The City Manager should have skills to enhance and expand strong working relationships, operate effectively, and pursue mutually beneficial cooperative opportunities with other local governments including County, State, regulatory agencies, Tribal governments, and other key organizations.

Housing Policy

The City Manager should have skills to support effective planning and policy-making related to housing development, codes, and overall management in coordination with the Planning Commission and the City Planner. Knowledge of current housing legislation and policy approaches related to housing supply, affordability, workforce housing options, vacation rentals or second homes, and/or accessory dwelling units is desirable. Experience managing housing policy in a tourism impacted environment is beneficial. Knowledge or experience with collaborative approaches to reduce the impacts and provide resources to address rural homelessness as well as awareness of current legislation is also valuable.

Community Development

The City Manager should have knowledge and experience to support necessary financing, planning, communication, and implementation of projects related to parks, community spaces, business support, and tourism. Strong municipal project management and communication skills to effectively balance a multitude of City and community priorities and promote livability with limited available and buildable lands is essential. Knowledge of City planning, Oregon land use law, and urban renewal management is helpful.

Emergency Planning

The City Manager should have relevant experience coordinating with multiple agencies and community organizations to prepare for potential disaster, emergency, and public safety needs. It is important that the City Manager can support existing City preparedness efforts in coordination with the Emergency Preparedness Committee such as the Resiliency Project and proactively address emergency preparedness through infrastructure improvements, inter-agency planning, and community training.

Appreciation for Yachats

The City Manager role is a high-profile local leader who should embrace and take pride in Yachats' small-town feel, spirit of volunteerism, and sense of history. An appreciation and respect for Yachats natural beauty through a demonstrated commitment to sustainability and responsible natural resource management is essential. The City Manager should be willing to become an active member of Yachats' diverse community.

Policy Directives

Water Supply & Distribution

The City of Yachats has a variety of important intergovernmental negotiations and long-term infrastructure projects in various stages of development to ensure an adequate ongoing supply and access to water resources for future demand and emergency use. To address supply concerns, the City is working to enhance its relationship with the South Lincoln Water District and negotiate an agreement to provide regular water service. Further planning is required to ensure sustainable municipal and emergency water supplies respective of a changing climate. There are also many major and minor water and sewer infrastructure projects underway, including but not limited to: seismic infrastructure improvements for one of the City's water tanks, installation of a submersible pump plug and other sewer infrastructure maintenance, a water plant clarifier rehabilitation, water storage evaluation and the purchasing of a property for possible water storage and/or a location for municipal trucks for emergency preparedness. An ability to strategically finance these important projects, including water rate evaluation, is important. Additionally, the City Manager should support long term staff succession planning for the Public Works Department to retain key knowledge and services.

Workforce Planning

The City of Yachats has experienced critical staffing shortages and turnover during the last years resulting in reliance on temporary positions, and inconsistency in City services. To ensure ongoing delivery of expected services and projects and to support continuing community growth, the next City Manager will be expected to evaluate current roles and responsibilities of the City's workforce, develop operational effectiveness strategies and address the overall staffing needs while justify these positions to the Budget Committee. It will be essential for the City Manager to work effectively with the City's union and implement policies/procedures to promote staff retention.

Parks & Community Spaces

The Yachats community takes pride in the quality and variety of parks and community spaces available. Notably, the citizen led Parks and Commons Commission and Trails Committee play substantial roles in the planning and maintenance of City owned parks. There are a plethora of high visibility park and community space enhancement projects that have been delayed due to the need for additional financing, planning, or staff capacity to implement. These projects include but are not limited to:

- The Oceanview Road Estuary Boardwalk project: This project is dependent on the transfer of road ownership from the County. Once completed the City plans to construct a boardwalk along the Yachats River estuary. Further public input, consensus building, planning, and financing will be necessary to appropriately implement this highly desired project.
- The Commons is a 100-year-old multi-use, beloved, and historic community space facing a growing amount of deferred general maintenance and upgrade needs to improve features such as building accessibility, security, and ability to serve as an emergency center when necessary. In coordination with the Parks and Commons Commission, Trails

Committee, and the recently hired facility manager, the next City Manager will play a key role identifying priorities and supporting subsequent planning and financing for a variety of building improvements.

- The Yachats Library is undergoing a major renovation and expansion that will double the building's size. The project has received substantial grant and donation support in addition to substantial City contributions, however additional financing work may be needed to complete the renovation.
- The Little Log Church & Museum is another historic community space that is operated by the City. The building was closed to the public due to extensive exterior deterioration and weather-proofed to prevent further damage while closed and there are now concerns about continuing damage. As such, the next City Manager will be responsible for reviewing existing engineering information and obtaining new as needed, evaluating options, and facilitating discussion to determine and implement an agreed upon remediation approach.

APPENDIX B

YACHATS CITY MANAGER RECRUITMENT

HIRING PROCEDURES

Phase 1: Position Advertisement

- 1.1 Recruitment Brochure Development:** The consultant will develop a professional, comprehensive recruitment brochure designed to attract the highest quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the community with quality-of-life details. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.
- 1.2 Position Advertisement:** The consultant will execute a comprehensive position advertisement process designed to attract a diverse pool of qualified and well-suited candidates. The approach will be multi-faceted and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, and in other forums as appropriate. The consultant will also leverage an extensive professional network to directly contact qualified managers and inform them of the opening.

Phase 2: Screening of Candidates

- 2.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies recruitment questionnaire. The consultant will review the application (resume, cover letter, and supplemental question submission) against the City Manager Profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.
- 2.2 Preliminary Interviews:** The consultant will conduct preliminary interviews via Zoom with the candidates who best fit the candidate profile, as well as with any veterans who meet the position's minimum qualifications (as required by Oregon law).

- 2.3 Recommendation of Finalists:** The consultant, in a City Council executive session, will present the results of the initial review process and provide recommendations of up to four finalists. For transparency purposes, the consultant will provide information on other candidates interviewed but not recommended as finalists. The consultant will facilitate a discussion to assist the Council in reaching consensus on the finalists they want to be interviewed. Subsequently, the Council will announce the finalists in a regular business meeting after candidates are notified and permission is received for public disclosure of their candidacy.
- 2.4 Formal Council Designation of Finalists:** In accordance with Oregon public meetings law, the City Council will formally designate the finalists at a regular business meeting open to the public.
- 2.5 Background Checks on Finalists:** The consultant will engage a background check firm to perform comprehensive background checks on all finalists. Background checks will include:
- County criminal searches
 - State criminal searches
 - Federal criminal searches
 - National criminal database searches
 - Sex offender searches
 - Motor vehicle searches
 - Education/degree verification
 - Employment verification
 - Credit checks
 - Civil litigation
- 2.6 Reference Checks on Finalists:** Upon selection as a finalist, candidates are asked to provide a minimum of four professional references. The consultant will take the necessary time to thoroughly discuss the candidates with references they provide, as well as other knowledgeable contacts, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the city.
- 2.7 Finalist Receptions:** Prior to the final interviews, two receptions will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will have an opportunity to provide online feedback concerning their impressions of the finalists to help inform the final selection process.

- 2.8 Finalist Interviews:** Finalists will be interviewed in-person by three panels consisting of (1) the City Council, (2) local government managers from other jurisdictions, and (3) a panel of community members. Interviewers will receive an informational packet containing interview questions and comprehensive information on each finalist. After panel interviews have been completed, the Council, in an executive session, will be presented with feedback from the other three panels, the staff and community receptions, and results of background and reference checks. The consultant will facilitate the Council in reaching consensus on its preferred candidate.
- 2.9 Formal Council Designation of Preferred Candidate:** In accordance with Oregon public meetings law, the City Council will formally designate its preferred candidate at a regular business meeting open to the public.

City Manager Recruitment Schedule

Week of	Actions
Week of July 17 th	Council official adoption - July 19 th Recruitment brochure finalization
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APPENDIX A

YACHATS CITY MANAGER RECRUITMENT

CITY MANAGER PROFILE

Required Minimum Education / Experience

The City Manager position requires a bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience. The City Council will consider equivalent combinations of education and experience.

Preferred Education / Experience

The City prefers a candidate with an advanced degree in public administration or related field and five or more years of increasingly responsible public sector experience. Previous service as a City Manager, current membership with the International City County Managers Association (ICMA), as well as experience related to municipal public works and coastal destination communities is highly desired.

Desired Skills / Attributes

Leadership & Management

The City Manager should be an honest, committed, well-rounded, leader and manager for a active coastal City. The City Manager should promote stability in the organization by providing clear direction to support multiple municipal services. This includes an active role in coordinating necessary financing, planning, and staff to move multiple high visibility and priority initiatives forward and build consensus around a shared organizational vision. A depth of management and team facilitation experience is necessary to foster a collaborative cross functional approach. This includes effectively coordinating limited staff, developing an atmosphere of staff trust and accountability, supporting professional development and succession planning, and promoting staff retention. A leadership style that espouses strong ethics, regular communication, listening, collaboration, humility, follow through, and problem solving is important. The City desires a person who's demeanor is approachable, inclusive, respectful, empathetic and demonstrates cultural competency.

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Housing Policy

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Appreciation for Yachats

The City Manager role is a high-profile local leader who should embrace and take pride in Yachats' small-town feel, spirit of volunteerism, and sense of history. An appreciation and respect for Yachats natural beauty through a demonstrated commitment to sustainability and responsible natural resource management is essential. The Manager should embrace a spirit of inter-community collaboration and appreciation of partnership with our local tribes. The City Manager should be willing to become an active member of Yachats' diverse community.

Policy Directives

Water Supply & Distribution

The City of Yachats has a variety of important intergovernmental negotiations and long-term infrastructure projects in various stages of development to ensure an adequate ongoing supply and access to water resources for future demand and emergency use. To address supply concerns, the City is working to enhance its relationship with the South Lincoln Water District

and negotiate an agreement to provide regular water service. Further planning is required to ensure sustainable municipal and emergency water supplies respective of a changing climate. There are also many major and minor water and sewer infrastructure projects underway, including but not limited to: seismic infrastructure improvements for one of the City's water tanks, installation of a submersible pump plug and other sewer infrastructure maintenance, a water plant clarifier rehabilitation, water storage evaluation and the purchasing of a property for possible water storage and/or a location for municipal trucks for emergency preparedness. An ability to strategically finance these important projects, including water rate evaluation, is important. Additionally, the City Manager should support long term staff succession planning for the Public Works Department to retain key knowledge and services.

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Parks & Community Spaces

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- The Oceanview Road Estuary Boardwalk project: This project is dependent on the transfer of road ownership from the County. Once completed the City plans to construct a boardwalk along the Yachats River estuary. Further public input, consensus building, planning, and financing will be necessary to appropriately implement this highly desired project.
- The Commons is a 100-year-old multi-use, beloved, and historic community space facing a growing amount of deferred general maintenance and upgrade needs to improve features such as building accessibility, security, and ability to serve as an emergency center when necessary. In coordination with the Parks and Commons Commission, Trails Committee, and the recently hired facility manager, the next City Manager will play a key role identifying priorities and supporting subsequent planning and financing for a variety of building improvements.
- The Yachats Library is undergoing a major renovation and expansion that will double the building's size. The project has received substantial grant and donation support in addition to substantial City contributions, however additional financing work may be needed to complete the renovation.

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APPENDIX B

YACHATS CITY MANAGER RECRUITMENT

HIRING PROCEDURES

Phase 1: Position Advertisement

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- 1.2 Position Advertisement:** The consultant will execute a comprehensive position advertisement process designed to attract a diverse pool of qualified and well-suited candidates. The approach will be multi-faceted and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, and in other forums as appropriate. The consultant will also leverage an extensive professional network to directly contact qualified managers and inform them of the opening.

Phase 2: Screening of Candidates

- 2.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, and a Jensen Strategies recruitment questionnaire. The consultant will review the application (resume, cover letter, and supplemental question submission) against the City Manager Profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.
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CITY MANAGER
CITY OF SEASIDE, OREGON



CITY MANAGER

CITY OF SEASIDE, OREGON

\$126,000 to \$156,000 plus excellent benefits

POPULATION

7,115

BUDGET

\$33.4 MILLION

FTE POSITIONS

81

CITY DEPARTMENTS

[Business Office](#)

[Building](#)

[Finance](#)

[Fire & Rescue](#)

[Human Resources](#)

[Planning](#)

[Police](#)

[Public Library](#)

[Public Works](#)

[Cemetery](#)

[Engineering](#)

[Sewer](#)

[Streets & City Parks](#)

[Water](#)

[Seaside Municipal Airport](#)

[Seaside Civic &
Convention Center](#)

BENEFITS

Medical/Dental/Vision

Excellent Retirement Benefits

Life Insurance

COMMUNITY

Historic District & Promenade

Beaches

Water Recreation

Trails & Hiking

Community Pride

International Events



THE COMMUNITY

The City of Seaside (population 7,115), part of Clatsop County, sits at the mouth of the Necanicum River on Oregon's North Coast. Seaside is an iconic tourist destination, with Oregon's Coastal Highway 101 running through town, the community offers a stunning natural environment in addition to ample recreation, local attractions, and famous convention events and sport tournaments. From serving as the final destination of Hood to Coast, the largest running and walking relay in the world, to the attractions like the Seaside Aquarium and the shopping and restaurants of the Historic Gilbert District, Seaside has a variety of amenities and events to draw tourists locally and around the world. The City's scenic beauty, historic charm, and vibrant atmosphere is treasured by residents and tourists alike.

Incorporated in 1899, Seaside values its rich history of exploration, economic development, and tourism. The area has been home for Clatsop, Chinook, and other tribal communities and past archeological digs uncovered artifacts as old as two thousand years and comprise some of the artifacts on display in the Seaside Historical Society Museum. It is also located just 15 miles south of a Lewis and Clark Expedition base camp, leading to the "Salt Works" development, now the frequented Lewis and Clark Salt Cairn National Monument, which was established in the Seaside's Cove in 1806 to provide much needed salt for the expedition's food preservation. Today, Seaside's coastal charm and abundance of activities maintain its reputation as a thriving tourist destination.





THE COMMUNITY (CONT.)

Walkable streets, miles of coast, parks, beaches, the Historic Seaside Promenade, Necanicum Estuary, and the Sunset Empire Parks and Recreation District (including an indoor pool) provide ample opportunities for residents and tourists to recreate and enjoy the area's beautiful surroundings. The beaches and water recreation provide excellent fishing, clam digging, kayaking, and surfing opportunities. The recently renovated Seaside Civic and Convention Center supports internationally renowned events in addition to other popular attractions that happen annually in the City such as the

largest beach volleyball tournament in the world, hosting the Pacific Basketball League, and many others. The Funland Arcade and Seaside Carousel Mall continue to provide generations of visitors with fun and shopping in the city. Seaside's welcoming small community offers a sense of big city adventure with unequivocal coastal beauty.

THE ORGANIZATION

The City of Seaside employs a Council-Manager form of government with the legislative and policy-making body composed of a 6-member Council and the Mayor. Four Councilors are elected from each of the four Wards, one Councilor is elected at large from Wards One and Two, one Councilor is elected at large from Wards Three and Four, and the Mayor is elected from the City at large and has a vote on Council matters. The Council appoints the City Manager as well as City Attorney and Municipal Judge. The City Manager is the City government's administrative head and is responsible for all City business administration. City departments include Administration, Building, Finance, Fire & Rescue, Human Resources, Planning, Police, Public Library, Public Works, the Seaside Civic and Convention Center, and the Seaside Municipal Airport. The City employs 81 full-time equivalent employees, and its 2021-2022 budget is approximately \$33.4 million.

THE POSITION

Under the direction and supervision of the City Council, the City Manager serves as the chief administrative officer of the City government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all City operations, hiring of key personnel, provides leadership and expert guidance, spearheads long-term planning efforts,

and serves as a critical link between the policy-making and operational functions of the City.

THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **Strong leadership and management abilities** to provide clear direction, manage multiple departments, balance priority initiatives, and foster a professional and responsive organizational environment. Management experience to support staff development and organization policy updates for effective service is important. Value and practice collaboration, transparency, personal growth, and empathy. Supportive of staff as their primary representative with the City Council and community while promoting a culture of accountability, fairness, and high-quality work. Employ a management style that is highly organized, personable, communicative, inclusive, respectful, even-tempered, professional, and approachable is desired. Experience to manage human resources and union relations is essential.
- **Strong public finance skills** to continue the City's responsible fiscal management by anticipating, planning, and adequately funding services and financial needs as well as provide continuity of financial duties through staff transitions. Ability to utilize a broad spectrum of revenue approaches to strategically integrate financial

planning with the City's long-term goals. Experience in a tourism-based economy as well as skills to facilitate City accounting system upgrades and Oregon budget law requirements is important.

- **Strong communication skills** to effectively engage multiple City audiences including City Council, staff, local government officials, businesses, community groups, nonprofit organizations, residents, visitors, and tourists. Demonstrates a commitment to accessibility, transparency, and timely communication. A communication style that actively encourages and respects two-way dialogues and is responsive to community concerns. Skills to effectively communicate complex policy issues with all audiences and to help build consensus on civic issues. An ability to communicate orally and in writing with clarity, substance, and conciseness.
- **Ability to foster effective intergovernmental relations** to build and maintain collaborative working relationships and actively represent Seaside in the region. Ability to manage ongoing projects and build new or expanded relationships with peer local governments, the County, the State, and other agencies through cost effective agreements, collaboration, proactive communication, and accountability.
- **Relevant emergency planning experience** to support ongoing disaster, emergency, and public safety needs working in coordination with multiple agencies. Proactively addresses infrastructure improvements,

interagency planning, community training, and public notification system needs. Skills to effectively communicate information to the community and other audiences regarding tsunami, earthquake, and other emergency preparedness plans and resources is important.

- **A knowledge and experience with public infrastructure management, planning, maintenance, and funding** for bridges, streets, wastewater, and other improvement projects. Experience developing traffic management approaches in areas impacted by tourism and with elevated emergency risks is beneficial. Ability to engage community and intergovernmental interests to build project approaches, planning, and implementation will be important.
- **Ability to foster effective Council relations** through responsiveness, accessibility, and inclusivity. Proactively stays aware of City operations and informs the Council on issues important to them to facilitate informed, strategic decision-making processes. Ability to maintain and enhance an environment that promotes Council's ability to collaborate, set goals, and navigate challenging civic and other issues is beneficial.
- **Demonstrated experience in housing policy** approaches to support supply and affordability in a tourism-based economy. Expertise to appropriately manage housing developments, assess buildable land, and ability to engage the community in building shared visions of growth is helpful. Knowledge of Oregon land use law in





addition to rules related to wetlands, watersheds, and state managed forest lands, as well as experience to address issues related to houseless communities important.

- **Proactively inform and engage the community** in City activities and decisions that may impact them. Willingness to be accessible, open-minded, a listener, while committing to follow through on citizen inquiries and employing an even-handed approach to different views and interests. Maintain, strengthen, and expand the City's community involvement approaches to uphold the principles of transparency, inclusion, and public participation. Serve as a visible leader in the community and region.
- **Appreciation of the unique Seaside community attributes** that make it a friendly town with a strong sense of community. Embraces Seaside's distinctive environment and willing to integrate themselves into the City and community.
- **Thorough understanding of city government roles** including the Council-Manager form of government and the proper roles of bodies and individuals within such governments. Ability to help the City Council, staff, and advisory bodies operate effectively with each other and within their legally defined roles.

POLICY PRIORITIES

The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:

▪ **Emergency Preparedness & Public Safety**

Given its coastal location and proximity to the Cascadia Subduction Zone, Seaside is committed to enhancing emergency planning efforts. In addition, as a tourist destination, the impacts on the community increase public safety challenges and concerns and the City has undertaken significant efforts to address these needs. Preparation for natural disasters will require ongoing and long-term work to prioritize, plan, and finance needs. These needs include repair of four of seven critical bridges, street improvement to accommodate traffic flow if emergency exodus is needed to safe sites such as the recently constructed disaster prepared school building, establishment of safe pathways to evacuate, emergency shelter options, and others. Furthermore, the City's regular influx of up to 60,000 visitors/tourists contributes to local and regional public safety strains that the City Manager will need to help address. These include supplementing public safety funding, supporting negotiations for plans to consolidate regional 911 dispatch operations cost effectively while providing adequate coverage, and pursuing strategies to maintain appropriate levels of paid and volunteer firefighters.

▪ **Tourism Management**

Seaside, one of the oldest tourist destinations in the state, is host to a number of locally, nationally, and internationally renowned events that dramatically increase the City's population. The Seaside community regularly accommodates a substantial tourism influx, peaking during



the summer months, that generates additional public resource strains related to traffic, litter, and other public safety concerns such as illegal fireworks. As such, the City seeks a manager to effectively lead and leverage tourism related policies, financial revenue and cost implications, additional community public safety and emergency planning demands, while pursuing long term quality of life goals for the community. The City Manager will also be responsible for effective coordination and support of the Convention Center and Seaside Municipal Airport.

■ Housing Supply

Like many cities, Seaside has experienced a rise in housing supply issues including lack of affordable workforce housing and impacts from people without shelter that are generating community concern. As a destination community, there are a large number of second homes, remote workers, and vacation properties that the City Manager will need to help address through effective policy and other approaches to accommodate housing for residents including the local workforce. Additionally, there have been ongoing and increasing social service and public safety challenges related to unsheltered people living in the city. The City Manager

will need to engage with the community and work with appropriate agencies and partners to identify potential solutions. Approaches may include providing effective oversight for the recently approved 200 housing and apartment units and other ongoing developments, assessments of buildable land, options to expand the City's Urban Growth Boundary respectful of borders challenging geographic constraints and federal lands, and effective allocation of Urban Renewal District funds.

■ City Staffing

The City of Seaside has a number of important projects underway and has benefited from long tenured employees but is now facing several current and future Department Head and key staff retirements in addition to increased service demands and the need to optimally organize staff responsibility assignments. Additional analysis will be required to assess appropriate staffing levels to manage impacts from hiring freezes as a result of COVID-19, tourism, and city growth. Ability to effectively manage succession planning, union relations, and labor contract negotiation are also important. The City Manager will need to help preserve institutional memory, provide continuity of operations, and recruit for

RECRUITMENT PROCESS

Applications Due

April 18, 2022

Preliminary Online Video Interviews

Week of April 25, 2022

Finalist Interviews & Selection

May 17-20, 2022

To apply:

For additional details, application materials, and instructions on how to apply, visit jensenstrategies.com/recruitment/seaside-citymanager

Questions may be directed to:

Emily Rehder
Jensen Strategies, LLC
503-477-5615
emily@jensenstrategies.com

*The City of Seaside is
an Equal Opportunity
Employer.*



these upper management positions. Skills to effectively staff the city workforce while maintaining a collaborative working environment will be important.

▪ Public Infrastructure Improvements

Seaside has begun major efforts to update and improve the City's wastewater treatment and sewer system including addressing leaks and investing in a \$3-4 million dollar sewage dryer and other needed updates. These projects are intended to ensure adequate local capacity as well as provide opportunities to offer wastewater treatment services for nearby communities as well as generate revenue from associated energy production. The City Manager will be expected to oversee implementation of this infrastructure improvement and expansion including facilitating financing through bonds, American Rescue Plan Act (ARPA), and other measures as well as negotiation of mutually beneficial arrangements for services with peer communities.

The City is also actively engaged with the Oregon Department of Transportation's work on a \$7 million dollar project to improve the safety and efficiency of Highway 101, which runs through town, by adding a turn lane. Ongoing coordination with the agency and mitigation of construction impacts on businesses, residents, and visitors/tourists will be important. Traffic and road improvements are also needed to provide adequate infrastructure and communication to establish safe access to the new disaster prepared school building.

EDUCATION/EXPERIENCE

A bachelor's degree in public administration, planning, political science, or related field, and at least three years of upper-level government management experience are required. An advanced degree in Public Administration or related field, and/or five years of increasingly responsible public sector experience is preferable. Experience and/or training in public finance, human resources, union relations, and emergency planning is highly desired.

