1. Agenda

    Documents:

        WORK SESSION AGENDA.PDF

2. Meeting Materials

    Documents:

        501 USE PROPOSAL.PDF
        CAPE PROPOSAL SUPPORT LTR.PDF
        CITY MANAGER RECRUITMENT.PDF
        COUNCIL AGENDA FOR 06-14.PDF
        IT BUDGET NOTES.PDF
        NOTICE OF AWARD.PDF
        SHEPHERDING TASKS.PDF
        VACATION RENTALS - RECOMMENDATIONS.PDF

Yachats City Council Vision

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

CITY OF YACHATS

CITY COUNCIL WORK SESSION AND REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Wednesday, June 7, 2017 at 9:30am

WORK SESSION AGENDA

I. CALL MEETING TO ORDER

II. WORK SESSION DISCUSSION TOPICS

a) 501 building – uses and proposals
b) Vacation rentals – policies and proposed changes
c) IT Program Budget Review
d) Award bid for South Tank Project
e) Job listing for City Manager – review Prothman recruitment
f) Open contracts – Code Enforcement Officer and Commons Custodian
g) Cape Perpetua program proposal – Paul Engelmeyer
h) Council Shepherding Goals – reports
i) Approve agenda for June 14, 2017 City Council meeting

REGULAR MEETING AGENDA

I. BUSINESS

a) Award bid for South Tank project — VOTE
b) Cape Perpetua program proposal — VOTE
c) Approve appointments to Public Works & Street Commission (Mark Courtenay and Tom Bedell) — VOTE

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted **June 5, 2017**

Hello,

I'd like to introduce myself. My name is Wendy Weimer. I became a real estate agent in 2007, and, after becoming comfortable in the trade, I started Beachcomber Real Estate in June 2013. My business is currently based in Waldport in my home office. It has done quite well, and I am going to expand with a few other agents. I've been searching for a building that would be a good fit, and the 501 building appears to be so for many reasons. My focus is Yachats and Waldport, and the agents wishing to join me live in the area. After looking extensively at the building, I have in mind a couple of other business ideas that could blend well with my real estate office – and Yachats. I think I could utilize the entire space. I would have to do major remodeling after I solidify those ideas and garner people to run them.

I am willing to share the parking areas surrounding the 501 with the City of Yachats. Perhaps an easement would be in order. This is something we would have to work out. As far as I'm concerned, the more people who use the parking at 501, the better.

As far as an offer, I think leasing would be out of the question because I will need to remodel to make the whole building work. I won't do that on a lease, plus, I don't want to heat the whole building if I'm only using a third of it. If we did a one year lease-option, I would basically be in limbo for a year, again, only using a third of the building. So, what is left is to purchase the building outright. In order to do so, I need your help. Here's what I propose:

Purchase price to be $100,000; $10,000 down, City of Yachats to carry the balance at 5% per annum interest. Based on a ten year amortization, payments would be approximately $954/month. Closing on June 30th 2017.

Benefits to Yachats would include

- Continued use of most the parking spaces
- Putting a vacant building to good use
- Increase in employment
- New businesses to benefit Yachats year round
- Good use of the Hwy 101 frontage
- Yachats no longer has to maintain a large building that is currently serving no purpose.

I appreciate your thoughtful consideration in this matter, and look forward to meeting you next Wednesday at the council meeting. Please feel free to contact me to express concerns, etc.

Sincerely,

Wendy Weimer
Principal Broker/Owner
Beachcomber Real Estate, LLC
541-270-4849
wendyw@peak.org
www.orbeachcomber.com

Overleaf Lodge
Fireside Motel
P.O. Box 291
Yachats, Oregon 97498
541-815-0045
drew@overleaflodge.com

June 5, 2017

Gerald Stanley, Mayor
City Council
City of Yachats
P.O. Box 345
Yachats, OR 97498

RE: Support for funding of the Cape Perpetua Foundation(CPF)/Discover Your NorthWest(DYNW) Project: Tourism and Conservation at the Cape Perpetua Visitor Center

Dear Mayor Stanley and City Council,

I write to you in support of the CPF/DYNW request for partial funding of a part-time Outreach and Communications Coordinator at Cape Perpetua. I have been a vocal advocate for using Visitor Amenity funds properly (truly supporting the enhancement of the visitor experience during their time in Yachats) for 20 years. Even through Cape Perpetua is outside the city limits, I am a proponent of supporting activities at Cape Perpetua that enhance the visitor experience in Yachats. Cape Perpetua and Yachats are symbiotic partners – there is so much more we can do together to enhance the visitor experience in this area.

As a board member of the Oregon Coast Visitor Association, I participated in the Regional Cooperative Tourism Plan creation over the past 8 months. Part of the planning process included a survey of tourism related partners along the entire coast. Out of this survey, six goals were established - these goals are:

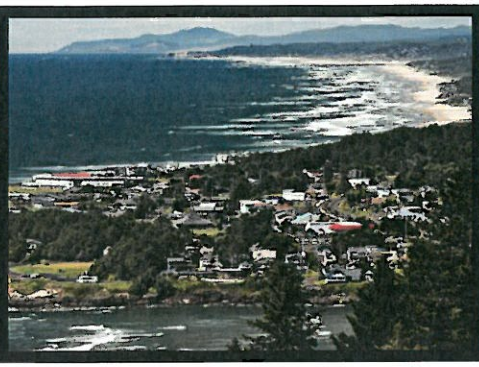
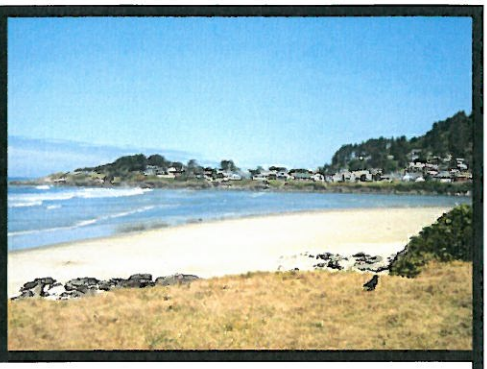
1) Identify and Execute strategies to increase Off-peak season visitation
2) Identify and Execute Strategies to Increase Availability of Skilled Workforce
3) Develop New Tourism Product and Experiences
4) Enhance Sustainability Programs
5) Increase Frequency, Methods, and topics of Communication with Industry Partners
6) Increase Access to and Capacity to Accommodate International Visitation

Paul Engelmeyer's proposed project supports all six of the goals at varying degrees, but most directly supports goals 2, 3 and 4 (I will not go into detail on the support of these goals as I feel is it self-evident within Mr. Engelmeyer's Application). Also, he addresses how the program will support goal 1 to provide programs into the fall and winter season, and fulfills Goal 5 by fostering communications and describing how the Coordinator will work with Go Yachats and the Yachats Visitor's Center to support each other. Goal 6 will be indirectly supported in that it will provide enhanced experiences to all guests, including international visitors.

Tourism is all about the holistic visitor experience. This gives a reason for a visitor to return, again and again. I support Mr. Engelmeyer's request of $10,000 to fund the coordinator through the 2017 season.

Sincerely,

Drew Roslund, President, Be Our Guest, Inc.
Representing the Overleaf Lodge and Fireside Motel

GEM OF THE YACHATS OREGON COAST

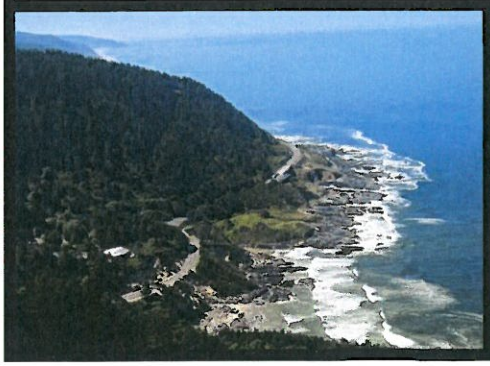
CITY MANAGER

$70,000 - $80,000 DOE

Plus Excellent Benefits

Apply by
July 9, 2017
(open until filled)

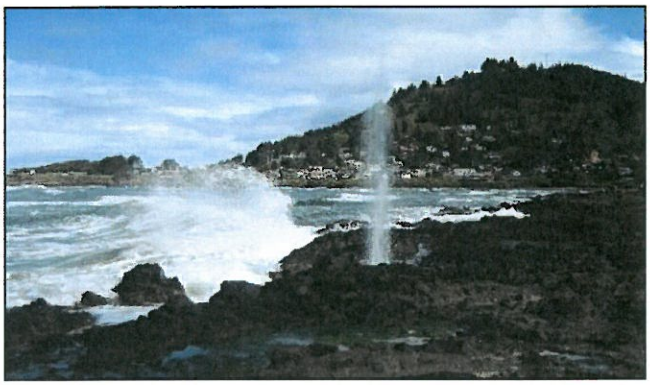
PROTHMAN



WHY APPLY?

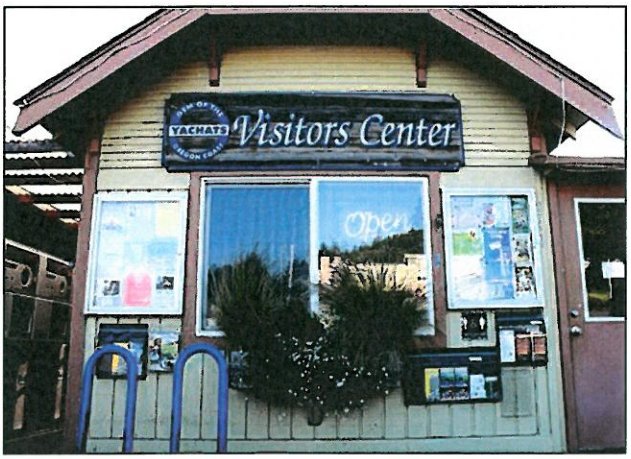
Located on the scenic Oregon Coast along Highway 101, Yachats borders lush forested mountains to the east and rhythmic Pacific surf to the west. Its stunning natural scenery and outdoor recreational opportunities make Yachats a popular tourist destination. Residents enjoy the perks of small town life with major urban cities nearby, including Portland just 3 hours to the northeast and Eugene, 2 hours to the east.

Yachats is committed to maintaining its unique character and sense of community while enhancing what makes it a special Pacific Northwest coastal town. If you are a public sector professional looking to lead a community toward a bright and exciting future while preserving its charm and protecting its natural beauty, this is the right position for you.



THE COMMUNITY

Incorporated in 1967, the City has a population of approximately 700, which can grow up to more than 4,000 at peak tourist season in July. Yachats boasts over two miles of rocky shoreline, with a number of beautiful, clean, sandy beaches in between. The Yachats River winds through the Siuslaw National Forest to the east, and the Cape Perpetua Scenic Area to the south. This stunning 2,700-acre park includes Devil's Churn, Cook's Chasm, Spouting Horn, Thor's Well, and the Cape Perpetua Overlook; the highest drivable point on the Oregon Coast. The Cape also includes 26 miles of interconnected hiking trails through old growth rain forest and breathtaking vistas.



Yachats enjoys a mild maritime climate and excellent air quality. The consistent breeze on the beaches makes Yachats one of the best places in the world for walking on the beach or windsurfing. Residents and visitors also enjoy nearby golfing, surfing, kayaking, fishing, sailing, hiking, cycling, rock hunting, whale watching, tide pooling, kite flying and boating. Yachats is both a tourist destination and a popular retirement center, with tourism driving the local economy. In 2007, Budget Travel named Yachats one of the "10 Coolest Small Towns", and in 2011, well known travel writer Arthur Frommer named Yachats as his seventh-favorite travel destination in the world.

This historic community is home to many cultural events, including the Yachats Music Festival in the summer, Mushroom Festival in October, and the Celtic Music Festival in November. Theatrical events, educational talks, nightly live music and family-oriented events are a common sight in Yachats. The area also offers a delightful mix of shops, art galleries, coffee houses, restaurants, wine bars, pubs and lounges, and astonishing ocean views. Yachats is a creative and talented community that boasts, with tongue in cheek, that it is the "Home of the World's Largest Ocean."

THE CITY

Yachats operates under a mayor-council form of government. The City Council is non-partisan, and comprised of four elected Council Members each serving four-year terms, and an elected Mayor who serves a two-year term. Yachats operates with a General Fund of just under $890,000. The full 2016-2017 budget can be viewed online at http://yachatsdocuments.info/library/Download.aspx?docid=5907

City departments include Public Works and City Hall, run by 8 FTEs. The City also employs contract workers for the positions of City Attorney, Judge, Planner, Code Enforcement, Mowing, Facilities Support, Engineering Design, and Technical Support. Unpaid volunteers are in charge of the Library, City Museum, Park & Trail Construction and Maintenance, and Invasive Plant Control. Various commissions and committees work in collaboration with City Council to offer a full range of city services, including Public Works & Streets, Planning, Parks & Commons, Library, Budget, Finance, Marketing, Little Log Church & Museum, and Emergency Planning. Neither police nor fire services are a City function. They are provided by Yachats Rural Fire District, Oregon State Police and Lincoln County Sheriff's Office.

During the recent economic downturn, most coastal cities were faced with varying degrees of belt-tightening, and in many cases this involved budget cuts. The City of Yachats did experience this. Recognizing the challenge early, the Council initiated a multi-year marketing program to attract visitors to the community and there were staff reductions. The small size of full-time staff, the large volunteer effort, and Council's willingness to innovate with technology and contracting for engineering and construction services helps in keeping down the long-term operational budget. With the Finance Committee focused on long-term funding needs and creative financial solutions, the community is in good financial shape for at least the next five years.

THE POSITION

The City Administrator was a newly-created position for the City of Yachats last year, but was later changed to City Manager, when the full list of duties was realized. Appointed by the City Council, the City Manager serves at the pleasure of the Mayor and City Council. The City Manager is responsible for working with community leaders, City employees, contract service providers and the general public; general supervision over appointive City officers; and recruiting, interviewing, hiring, supervising, delegating assignments, disciplining, rewarding and evaluating all City employees.

Other responsibilities include:

- Ensures enforcement of all ordinances of the City including the provisions of all franchises, leases, contracts, permits, licenses and privileges granted by, or operating the City.
- Authorizes vendors for all departments of the City. All purchases shall follow the purchasing policies and guidelines of the City of Yachats.
- Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such exhibits and analysis necessary to present a comprehensive annual financial plan.
- Supervises all public utilities owned and operated by the City and have general supervision over City real, personal and intellectual property.
- Acts as business agent of the Council for the sale of real estate and matters relating to franchises and leases.
- Accountable for the operations of all services of the City. Analyzes and supervises the functions, duties and activities of City Staff. Coordinates the various committees / commissions and services of the City. Makes recommendations to the City Council as appropriate.
- City Manager shall develop and organize improvement projects/programs, and assist the City Council in carrying the same through to a successful conclusion.
- Chairs the finance committee and annual CIP process and includes representatives from all aspects of the city operations as appropriate.
- Custodian of record for all personal and real property owned by the City.
- Create, discover or implement leading practices which in his/her judgment will increase administrative/operational efficiency.
- Exhibit at all times the highest degree of tact, patience, and professional courtesy in his/her contacts with everyone.

Opportunities & Challenges

Leadership Opportunity: The Yachats City Council recently adopted a new management plan presented to them by a volunteer task force on restructuring the City's organization. The center piece for the report was the new City Manager position, designed to set the tone for staff leadership and support the Mayor and Council with broader community leadership, as well. Stepping forward in the right manner with this key new position is essential for the success of the community. Transitions in the past year involve staff changes and reassignments, as well as preparing for a new Mayor this past January. People turned to the Manager to provide both expertise and continuity with the transitions as they move forward.

Collaborative Culture: The current level of project activity has increased the complexity of managing Yachats, and the city management structure has been challenged to keep pace with the demands. Yachats is striving to build a collaborative organizational culture which can tackle the new complex demands, and focus on continually improving service delivery through collaborative staff and volunteers working towards clear objectives.

Finance Department Improvements: The City of Yachats has recently moved from a financial recording process that included extensive manual effort, to an updated process. Now, the Council is looking to the City Manager to provide guidance and motivation in exploring new ideas to create a plan for long-term financial analysis and funding. The Manager will need to make decisions on best practices and help Council consider key financial policies, as major projects move forward.

Task Management: The Council looks for a decision maker to resolve conflicts with priority-setting for use of Public Works resources; create a formal maintenance program for major assets of the City; and establish an organizational process which will free up Public Works employees to perform City's Capital Improvement Projects.

Ideal Candidate Profile

The City of Yachats is seeking an experienced City Manager who understands all aspects of municipal government and has previous experience in an organization recognized for excellent customer service and continuous improvement. He or she will be adept at municipal financial projections, accounting techniques and best practices in personnel and labor relations.

The ideal candidate will be a proven leader who can support the elected leaders, or step to the front when issues and situations call for it. The successful new Manager will value volunteerism, knowing that a small community thrives and survives on a network of volunteers getting work done with passion and energy. "Change management" will be a practiced skill resulting in a steady hand being used to steer staff to achieve Council goals.

The successful candidate will be experienced in helping to form a vision for a community where the Mayor and Council drive the process and the new Manager works closely with them to formalize, share and explain the vision to internal and external stakeholders.

The ideal candidate will be approachable and responsive, and will embrace effective community engagement and involvement in City affairs. Reaching out to citizens and inspiring community involvement and trust will be a high priority. The new manager should be able to organize and express ideas through excellent oral and written communication to a wide variety of audiences. The new City Manager will also be an excellent listener working closely with City Council, City staff and the community, as a whole.

The selected candidate will be politically astute and must be able to accept and support decisions in a positive manner, taking a collaborative approach in providing City services. The successful candidate will have excellent organizational development skills, will delegate appropriately, and

have the ability to foster a strong team environment. He or she will be a skilled practitioner and effective team player and have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture.

The Council operates under a philosophy of deep involvement in a long list of desired accomplishments. They have assigned themselves Council Goals with "Shepherding Tasks" and each of them has chosen four to six goals to be in charge of and work towards fulfillment. These range from "provide for the effective governance of the City" to "provide and facilitate opportunities for self-growth, education and participation in programs and projects to enhance quality of life" to "foster 7th-generation thinking".

Please visit:
www.yachatsoregon.org

Experience & Education

A bachelor's degree from a four-year college or university in public administration, business administration, or a closely-related field is required. A master's degree in a related field is preferred. Five years of experience, with a minimum of four years of related experience as a City Manager or City Administrator, Deputy City Manager, or exempt level department head, is strongly desired. Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

Compensation & Benefits

- **$70,000 - $80,000 DOE**
- Family Medical, Dental, and Vision
- Paid Holidays and Sick Leave
- Oregon PERS

The City of Yachats is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 9, 2017** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online,** go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.

PROTHMAN

www.prothman.com

371 NE Gilman Blvd., Ste 310
Issaquah, WA 98027
206.368.0050

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Yachats City Council Vision

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CITY OF YACHATS

CITY COUNCIL MEETING

441 Hwy 101N, Yachats Commons, Room 1

Wednesday, June 14, 2017 at 2:00pm

AGENDA

I. Announcements and Correspondence
   - A. Governor's Arts Awards nominations

II. Public Comment (topics not listed on the agenda;5-minute limitation per person)

III. Minutes and Accounts Payable
   - A. Minutes: 05/03/17 Work Session; 05/10/17 Council; 5/15/17 Budget Comm — VOTE
   - B. Accounts Payable for Approval — VOTE

IV. Reports
   - A. Council Reports
   - B. Department Reports: Manager, Public Works, Emergency Planning, Code Enforcement
   - C. Legislative Update

V. Public Hearings
   - A. Resolution 2017-06-01 Workers' Compensation Coverage for Volunteers — VOTE
   - B. Resolution 2017-06-02 Receiving Unexpected Revenues (Library bequest) — VOTE
   - C. Resolution 2017-06-03 Transferring Funds — VOTE
   - D. Resolution 2017-06-04 Declare City's Election to Receive State Revenues — VOTE
   - E. Resolution 2017-06-05 Adopt 2017-18 Capital Improvement Plan — VOTE
   - F. Resolution 2017-06-06 Adopt 2017-18 Urban Renewal Agency Budget — VOTE
   - G. Resolution 2017-06-07 Adopt 2017-18 City Budget, Make Appropriations, Levy Taxes and Categorize Taxes — VOTE

VI. Business
   - A. Vacation Rentals – proposed ordinance changes — DISCUSSION
   - B. Ordinance 347 – Prohibition against Non-motorized Vehicles on City Property — VOTE
   - C. Ordinance 348 – Amendment to Ordinance 347 – Prohibiting Non-motorized Vehicles Parked Overnight on City Right-of-Way — VOTE

VI. Other Business
   - A. From Mayor
   - B. From Staff
   - C. From Council

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IT Budget Review

6/5/2017

- If we have learned anything from the past year it is systems that lack visibility & some form of external review, like web based access, often contain errors or missing information. Decisions based on inaccurate or missing data have cost the city a lot of money over the last 15 years. The council is aware of this issue while most residents are not.

- The primary reasons for a budget increase are (1) council pressure to accelerate the development schedule, (2) the need to spend more time on maintenance of existing systems. A considerable amount of time the past year has been devoted to an upgrade of the web security model to support easier logins for new users, new services on the city web sites, and a hardening of our site's security.

- Systems currently supported:

  - facility reservations - commons, Log Church, picnic shelter
  - community calendar
  - city tax reporting
  - city licenses & billing
  - property inventory for research, analysis, & public works data access in the field
  - document library upgrade
  - two web sites (YachatsOregon.org & GoYachats.com)
  - e-mail service for messages to businesses, residents and property owners
  - water use analysis & reporting - still under development
  - system wide data search of all city on-line public systems

- Project priorities are based on needs or problems & are designed to make data access for staff, council, commissions, & the public feasible.

- Work distribution is approx. 1/3 problem fixes & changes to existing systems & 2/3 new development.

- Funding is based on 50% from the city & 50% from a grant.

- Budget was increased during 2016-17 to meet increased demand for work; new developer was hired to handle increased development work. A $30,000 budget works out to an average of $800 a month per developer for 12.3 hours of work & does not include any benefits or other payroll costs. <u>The net cost to the city for all the IT database support and development is $1,250 a month</u>.

- Database project management, new systems design, testing, training, quality control, and some data entry is all provided at no cost to the city.

- As a result of previous work that resulted in significant savings in staff time, one staff position was cut from the budget during the 2016-17 budget year. However, the more significant change has been access to accurate data by staff, council, commissions & the public for information and analysis.

- Major systems current & pending projects are:
  - migration & upgrade of document library - includes a new search engine, ability for staff to reorder agenda items, eliminates requirement for text files; includes ability to search PDF files based on an image instead of text; reduced work for staff to add documents
  - finish new web site - department pages for Library, Trails, Public Works
  - create a commons billing system for rental rates - reservation system currently does not include any calculation or billing for facility rental. This upgrade would incorporate all the changes Parks & Commons Commission has identified & would generate an invoice & payment tracking process similar to tax reporting.
  - reports - water use, water efficiency, & property water history, vacation rentals analysis
  - upgrade e-mail using property data to support public distribution lists - provides staff the ability to generate targeted mailing to community members. Allows city groups like the trails or library to send messages to their members or interested parties about activities or events while meeting State archive requirements for electronic messaging without having to spend money for additional e-mail accounts. Uses e-mail addresses already in the database.
  - provide an on-line complaint system - current complaint system is entirely paper based making tracking & reporting labor intensive and inefficient.
  - add geo-hazard files to properties for city planner
  - add photo management system that includes auto resizing for city news & service records on GoYachats

- Operational Issues
  - new license requests when owner already exists in the database
  - incorrect water consumption data coming from Munibilling for readings since Feb 2016.
  - News formatting tool for YachatsOregon.org home page - will be part of the web site upgrade for departments
  - The property inventory has always supported a property notes field. Moving this information from the old Access database to the property inventory would be a simple cut & paste operation for staff.

Prepared by: Greg Scott

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE OF AWARD

Date of Issuance:

Owner:	City of Yachats	Owner's Contract No.:	
Engineer:	Civil West Engineering Services, Inc.	Engineer's Project No.:	3401-002
Project:	**City of Yachats, South Tank**	Contract Name:	
Bidder:	Clackamas Construction, Inc.		

Bidder's Address: P.O. Box 279 Boring, OR 97009

TO BIDDER:

You are notified that Owner has accepted your Bid dated May 9, 2017 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: **City of Yachats, South Tank**

The Lump Sum Contract Price of the awarded Contract is: **One-million eighty-five thousand and sixty-five dollars ($ 1,085,065)**.

[3] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

[3] sets of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [__3__] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC 5.01).
3. Deliver with the executed Contract Documents the Certificates of Insurance as specified in the General Conditions (Article 5) and associated Supplementary Conditions with required parties listed as "Insured" and "Additional Insured".
4. Other conditions precedent prior to starting any Work at the Site:

   a. Receive Notice to Proceed from Owner

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Yachats

Authorized Signature

By: Joan Davies

Title: City Manager

Copy: Engineer

Civil West Engineering Services, Inc.
www.civilwest.com

Missoula, MT Office
1500 Clark Fork Lane
Missoula, MT 59801
541-290-4055

Rogue Valley Office
10558 Hwy 62, Ste. B-1
Eagle Point, OR 97524
541-326-4828

Albany Office
937-3 Geary Street
Albany, OR 97321
541-223-5130

Coos Bay Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Newport Office
609 SW Hurbert Street
Newport, OR 97366
541-264-7040

May 11, 2017

Attn: All Plan Holders/ Bidders

RE: City of Yachats
South Tank
Project No. 3401-002
Notice of Intent to Award

The Bid opening for the City of Yachats, South Tank project was held and read aloud at 2:00 pm on May 9th, 2017 at City Hall, City of Yachats, Lincoln County, Oregon.

We appreciate the efforts by all who submitted bids, thank you. Based on the determination of responsible bidders per ORS 279C.375 and the results of the above-mentioned Bid opening and observations, this letter is to inform you it is the Intent of the City of Yachats to award the project to:

Clackamas Construction, Inc.

This letter is not a Notice of Award and does not constitute the formation of a contract between the Owner and apparent successful bidder but is to serve only as a Notice of Intent to Award.

OAR 137-049-0450 requires any protest to this Notice of Intent to Award be filed with the City of Yachats within seven (7) calendar days after the date this notice was issued. Any protest of this Intent to Award must be in writing and specifically identify the grounds for the protest as provided in OAR 137-049-0450 (4). The contract may be awarded upon the later of the following: seven (7) calendar days after the date this Notice of Intent to Award was issued or after the Owner provides a written response to all timely-filed protests that deny the protest and affirms the award.

Respectfully,

Civil West Engineering Services, Inc.

Matt Wadlington, PE
Area Manager, Albany

cc: City of Yachats
File

COUNCIL GOALS WITH SHEPHERDING TASKS - 2017 DATED 06-01-17

Page 1	***GOAL: Provide for the effective governance of the City of Yachats***			
	OBJECTIVES	**TEAM ASSIGNED**	**SHEPHERD**	**PROGRESS**
1	City management of State Park facilities: Yachats State		J Tooke	Made contact with State Parks in March
	Park, Smelt Sands, Yachats Ocean Road, 804 Trail			
2	Appropriate uses for Visitor Amenities Funds		G Stanley	Agreed to pay Visitors Center $20,000
	(public arts/facilities/marketing)			to fund Events Director position
3	Housing development for all levels; incentives	Glenn/Stanley	M Glenn	Comp Plan Goals J and K
4	Diversify revenue opportunities: grant writing, utility		J Tooke	June 2016, Brean suggested part of water
	fees, franchise fees, street fees. Coord w/Finance Com			and sewer fees go to streets fund
5	Continue development of emergency planning and		M Glenn	May/June 2016, worked with
	resilience preparedness			EP on quake/tsunami drill 6/10
6	Communicating programs/activities/policies/topics/		M Glenn	Various meetings
	processes to citizens			
7	Library Commission strategic plan, including		B Frye	Commission has been meeting monthly
	operations/location/funding/bequest			to develop strategic plan, discuss move
	GOAL: Improve administrative processes to maintain and surpass previous high standards			
8	Database and IT capabilities development		G Scott	Ongoing data integration
9	Develop/implement satisfaction survey		G Scott	Prepared for January distribution
10	Marketing committee leadership		G Stanley	Currently working on 50/100 anniversary
	GOAL: Improve City infrastructure			
11	Increase parking in core business area		B Frye	Looking at options to purchase or develop

Page 2	OBJECTIVES	TEAM ASSIGNED	SHEPHERD	PROGRESS
12	South Reservoir project - construction oversight		J Tooke	Award contract 06-07-17; finish by 04/2018
13	Work with County to complete upgrade and repairs to		G Stanley	Discussed at joint meeting in April 2017
	Ocean View Drive and 804 Trail South			
14	South Gate creation and placement (city limits)		B Frye	Funded - need placement and design
	Provide/facilitate opportunities for self-growth, education and participation in programs/projects to enhance quality of life			
15	Health care services program for Yachats		B Frye	Working with LCHC, seeking public input
16	Transportation options south to Florence		B Frye	Flo-Yac bus to start on August 1
17	Formula business models ordinance		B Frye	City Attorney working on ordinance terms
18	Visual appeal of City; remove "blight"; facilitate the		M Glenn	Searching for kinetic art; working on plants
	public display of art, especially kinetic			or rock for spaces along Hwy 101
19	Vacation rentals issue	All council	G Stanley	Changes proposed, taking input; July vote
	Foster "Seventh Generation" thinking			
20	Encourage alternative energy projects		G Scott	Met with EIP - Burkles, got current status
	Explore EIP wind energy project			
21	Raw water storage long-term development		J Tooke	Nothing current
22	Dark Sky Community certification		G Scott	Dark Sky lamp posts (18) placed in June
23	Wastewater bio-solids: work with other governments		J Tooke	Nothing current
	on more effective uses			
24	Banking services for the community		M Glenn	Nothing current

STANLEY: 2, 10, 13, 19; SCOTT: 8, 9, 20, 22; FRYE: 7, 11, 14, 15, 16, 17; GLENN: 3, 5, 6, 18, 24; TOOKE: 1, 4, 12, 21, 23

Vacation Rental (VR) I Recommended Ordinance Changes May 10, 2017

The Yachats city council has reviewed and discussed the following ordinance changes. A public hearing will be scheduled for the evening council meeting in July. Before the public hearing occurs, it seems prudent to request a review of the draft recommendations by the city attorney. If the city attorney identifies a legal issue with any of these recommendations, we would appreciate alternate language or suggestions to achieve the desired outcome.

Guiding principles used while evaluating options:

- The city needs to improve the way we track and analyze VR activity.
- Minimize the need for staff workload increases
- Where possible & appropriate, make issue & solution information available to the public
- Seek a reasonable balance between the desires of VR property owners & their neighbors
- Solutions need to be simple, easy to understand, administer and enforce

- **Should Yachats limit the number of VRs?**
  There is a growing awareness about the lack of available long term rental property in Yachats. Capping the number of VRs could make more property available for long term renting and reduce the impact of VR activity in residential neighborhoods. The license count has been stable the last four years. This suggests now might be a good time to impose a limit on the number of licenses without impacting existing license holders. The current license count is 124.

  - We have data for the current neighborhood distribution. (see attached) Recommend a VR limit of 130 units. This represents 28% of single family homes zoned R-1 in Yachats.

  - Recommend an effective date of Nov. 1, 2017 so it is effect for the next cycle of license applications. Priority will be given to existing license holders. If licenses have not been renewed by Dec. 29, 2017 and there is a waiting list, that new licenses be considered in the order they were received.

- **Are license fees appropriate?**
  Current license fees do not cover the cost of VR management, enforcement and administration.

  - Recommend new license applicants have to submit all the required information along with a check for the license fee and inspection at the time they make the initial license application. If after 30 days, the applicant has failed to provide the required information, the application will be considered terminated and the fee will be forfeited.

    - Recommend new applicants provide proof of ownership with license application. A paid water bill will be sufficient.

    - Recommend increasing a vacation rental license to $300 each year.

    - Recommend inspection fees be increased to $100 the first year and $50 for subsequent years. If more than two trips are required, there should be an additional $50 for each inspection trip.

    - Recommend an effective date of Nov. 1, 2017 for all items in this section.

Prepared by: Max Glenn, Joan Davies, Greg Scott

- **Are fines for VR license violations sufficient to encourage compliance?**
  There are several code areas that could be reviewed to eliminate gray areas and encourage license compliance. This topic also includes the effectiveness of management oversight.

  - Recommend increasing the fine for operating a VR without a license to $1,000 per incident (per day).

  - Recommend a fine for advertising higher occupancy than what is approved for their property.

  - Change how repeat offenders are held accountable. Within any 12 month period, first offense receives a written warning; second offense citation with a potential fine; third offense license suspension for a full year.

  - Recommend an effective date of Jan. 1, 2018 for all items in this section.

- **Is VR complaint process adequate / transparent / efficient**?
  The current VR complaint process and historical data isn't transparent and oversight is difficult because of the manual nature of the data.

  - Recommend that all VRs be managed by a professional property manager. This is necessary to effectively respond to issues like garbage, parking, noise. It also ensures that an independent party is tracking use and timely payment of fees and taxes.

  - Recommend the current complaint process be replaced by developing a new complaint tracking system that ties to the existing license / tax / property database. This solution could address several other issue areas while providing the most cost effective and transparent solution for the long term.

  - Recommend an effective date of Jan. 1, 2018.

- **Valid e-mail address(es), contact name & contact phone number needs to be a condition for retaining a license**
  Yachats operates with a very small staff. To avoid having to add staff to address VR issues, requires owners to keep the city current on changes in e-mail addresses. Making this a condition of retaining their license could address this problem.

  - Recommend that a condition for <u>receiving and retaining</u> a VR license is that the owner is required to provide current e-mail address for each of the following: Owner; local contact; property manager; tax reporting. In addition the current information is required for local contact: name and phone number for the owner and local contact.

  - Recommend an effective date of Nov. 1, 2017.

- **A few properties claim they are not renting homes while a steady flow of different vehicles and people arrive and depart every week.**
  All the evidence suggests these are vacation rentals. They have regular garbage, landscaping services and a property manager. If vehicle traffic is very high, sometimes as many as 4 to 6 cars are present, there may be a violation. However, the city may be unsuccessful in establishing an exchange of cash, although the property agent may accept donations to pay expenses. The city

has an interest in regulating traffic, parking, noise, trash and other activities related to visitors staying in town.

- **Current Vacation Rental definition**: "Vacation rental" means a single-family dwelling, duplex or triplex which is rented or available for rent for a period of less than 30 days, such as by the day or week. The dwelling may consist of individual units or be in a contiguous form to be considered a vacation rental dwelling, however, each individual unit is to be considered separately for licensing and regulation purposes. A home which is listed with an agent as a vacation rental, advertised, available by referral, word of mouth, commendation and reputation are some of, but not limited to, the ways of identifying a vacation rental."

- Recommend an ordinance change to create code for vacation rentals that establishes a process for identifying vacation rentals operating without a license. If property is owned by a non-resident, and is visited by different vehicles over the course of a month, and this pattern is repeated for more than three months and can be documented by photo evidence of different vehicles, it shall be considered a vacation rental and required to have a license and pay a vacation rental tax. Add a new definition for "compensation" to include non-cash exchanges of value. The minimum fee in-lieu-of a tax should be high enough to encourage collection and payment of taxes due the city. Recommend a $30 a day fee in-lieu-of a tax when there is no documented exchange of value. Part of the rational here is the city council has an interest in regulating traffic, parking, trash and recycling cans, noise, and other activities inconsistent with a Yachats residential neighborhood.

- Recommend an effective date of Jan. 1, 2018.

- When vacation rentals are used by the owner or other family members, it is very difficult for code enforcement staff to differentiate between renters and owners when they see VR violations.

  - Recommend an ordinance change that states, "when a property owner elects to rent their property, they are agreeing to abide by all the vacation rental conditions and restrictions when they and family and friends are using the property".

  - Recommend this be included in the 2018 license application and made effective Jan 1, 2018.

- VR properties need to have a house number visible from the street.

  - Recommend that all VR properties have an easy to read house number from the street and that this requirement be included in the regular inspection process.

  - Recommend an effective date of Nov. 1, 2017.

Prepared by: Max Glenn, Joan Davies, Greg Scott