

1. Agenda

Documents:

[CC_AGENDA_11-14-18.PDF](#)

2. Meeting Materials

Documents:

[CITY COUNCIL GOALS OCTOER 23 2018.PDF](#)
[DRAFT 10-03-18 CITY COUNCIL MINUTES.PDF](#)
[DRAFT 10-10-18 CITY COUNCIL MINUTES.PDF](#)
[DRAFT 10-23-18 CITY COUNCIL SPECIAL MINUTES.PDF](#)
[FINANCIAL REPORT .PDF](#)
[MNAAGERS EVAL RES-44.PDF](#)
[RES-42 PURCELL MBSHP.PDF](#)
[SUPPLEMENTAL BUDGET HEARING.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 MEETING

441 Hwy 101N, Yachats Commons, Room 1

Wednesday, November 14, 2018 at 6:00pm

Supplemental Budget Hearing

- I. **FY19 Supplemental Budget Hearing**
 - A. Hearing: FY19 Supplemental Budget
 - B. Vote: Resolution 43: FY18-19 Supplemental Budget

AGENDA

- II. Announcements, Correspondence and Proclamations
- III. Public Comment (topics not listed on the agenda: 5-minute limitation per person)
- IV. Minutes
 - A. Minutes: October 3 Work Session; October 10 Council Session; October 23 Special Meeting
- V. Resolutions
 - A. Resolution 41: EEO Affirmative/Action Policy Update
 - B. Resolution 42: Appointment of John Purcell to the Parks & Commons Commission
 - C. Resolution 44: City Manager Evaluation Format
- VI. Guests
 - A. Presentation by Tom Kerns on Climate Change, 20-25 minute Presentation
- VII. Reports
 - A. Financial Report
 - B. Council Reports
 - C. City Manager Report
- VIII. Other Business
 - A. From Mayor
 - B. From Council
 - C. From Staff

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 November 9, 2018

Yachats City Council Goals

September 11, 2018; revised October 23, 2018

HIGHEST PRIORITIES

1. Water security

- Increase quantity – storage at source (reservoir) or via other means (include future demand)
- Ensure quality - purchase/exchange watershed and develop as natural forest
- Evaluate drainage controls - holding ponds for new development, long-term viability of Commons wetland (eutrophication mitigation)
- Plan for end-of-life of sewer plant- capacity and costs (30-years?)
- Explore impact of climate change.

2. New Staff and Organization/Office Location

- Adequately staff city functions
- Organize staff and commissions to support city vision and objective
- Use short-term, project-based, ad-hoc/advisory panels to support objectives and increase citizen participation
- Secure on-going IT support and enhancement
- Provide enough workspace for City personnel
- Improve physical work environment for staff including "focus" areas
- Provide the City Manager with secure, closed office space

3. Infrastructure/Maintenance Schedule for City Buildings

Develop and prioritize a list of all street improvement projects (including undergrounded facilities)

Develop a short and mid-term plan to address the improvements on streets and buildings

Perform street improvements per plan

Create a funding stream or allocate budget appropriately to fund street improvements

Upgrade the Little Log Church and Library

Continue to address parking needs, especially for the downtown core

4. Protect Natural Resources

- Create an ordinance that actualize the Long-term comprehensive plan. (e.g., Enact tree ordinance (A. 11), watershed protection (A. 12), ridge line protection (G. 10)
- Proactively identify viewsheds and develop strategies to ensure their long-term health
- Actively support organizations that protect and maintain the environment
- Develop and promote city practices that minimize demands on the natural world
- Pursue dark sky compliance and ban on plastic bags

5. Effective Governance/Financial Reserves/Roles and Responsibilities

- Evaluate long-term capital needs and project costs
- Set aside adequate reserves as policy/practice
- Develop a fund dedicated to operating shortage in the event of economic downturn
- Establish Council budget review cycles and regular reporting
- Identify and apply for alternate funding sources available to small cities
- Lobby for a "fair-share" of our property tax payments
- Establish a plan for a grant writer/administrator
- Establish a program to educate citizens on how they can use government
- Establish Liaisons to Commissions and regular reports from Commissions
- Develop evaluation procedures for City Manager and for Council, including citizen surveys
- Collaborate with relevant governmental entities

6. Smart City/Digital Yachats

- Create small group to familiarize themselves with what is happening in small communities in the area of smart cities and suggest how this concept might enhance the spirit of Yachats
- Encourage exploration of alternative energy sources and continue to explore the EIP wind energy project
- Encourage green energy practices throughout the citizenry of Yachats
- Encourage alternative energy businesses to locate in Yachats
- Continuously improve digital work-flow within city functions and for public access; ensure IT systems are current and effectively used
- Ensure new capital purchases support digital monitoring (IoT/5G) and develop methodology to coordinate and monitor use, performance and maintenance
- Improve digital communication with citizens including digital forums and surveys to solicit their wants, needs and priorities
- Reduce costs through real-time responses to citizen questions and requests

7. Revise Charter

- Encourage education about Charter changes
- Identify potential changes in the Charter using the League of Oregon Cities model charter as a guide.

8. Healthcare for the Community

- Continue work to establish healthcare services in Yachats
- Encourage healthful practices such as community run/walk, commons activities, etc.

OTHER GOALS

A. Broadband Infrastructure

- Work with service-providers to ensure two or more competitively priced, state-of-art (e.g., gigabyte or better) internet access methods
- Plan for future deployment of emerging broadband technology like 5G LTE
- Support efforts to ensure broadband access at affordable prices for the communities surrounding Yachats and other rural communities throughout Oregon (collateral item – extend natural gas from Newport to Yachats?)

B. Emergency Planning

- Ensure emergency planning is adequately funded and staffed
- Maintain all city emergency caches and equipment and assist citizens in creating and maintaining their supplies (e. g. quarterly water and food exchanges, medical supply sales and other items as might be suggested by emergency planning committee)
- Create and update all appropriate documentation
- Practice emergency scenarios that engage all citizens and businesses in a fun manner

C. Attract and Encourage a Diverse and Creative Citizenry

- Create, in cooperation with experienced developers, work-liye space in underutilized buildings (e.g., Fire Station, Alder)
- Create, in cooperation with experience developers, shared workspace for artisans, makers, programmers, etc.
- Fund or support staff for promoting creativity and economic development
- Encourage low-density, affordable housing for workforce

D. Grow/Smooth Tourist Revenue

- Address the visual appeal of the City
- Complete Ocean View Drive project with enhanced 804 Trail and consistent, attractive fencing
- Create an interpretive kiosk with large screen digital display of existing videos of trails and attractions, including the Native American transformative story, the "Community History Timeline" created for the 50/100 anniversary
- Explore ways to utilize the unique interests and backgrounds of Yachadians to offer workshops, mentoring opportunities, and specialized trainings during the "off season" to attract targeted clientele
- Establish/support a full-time outfitter and equipment for recreational opportunities.
(Coordinate kayak, back-packing tours, bird-watching, Christmas light tours, etc.)

CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING

October 3, 2018

Draft Minutes

Mayor Gerald Stanley called the October 3, 2018 work session and regular meeting of the City Council to order at 9:30 am in Room 1 of the Yachats Commons. Council members present: Gerald Stanley, Jim Tooke, Barbara Frye, Craig Berdie, and Max Glenn. Staff present: City Manager Shannon Beaucaire, Clerk Judy Richter, Clerk Kimmie Jackson, Waste Water Treatment Plant Lead Dave Buckwald, Water Treatment Plant Lead Rick McClung. Audience: 25.

Mayor Stanley announced there would be a cell phone alert 11:18 am.

I. Work Session Discussion Topics

A. Yachats Biosolids Process

Water Treatment Plant Lead Dave Buckwald explained the biosolids process:

1. At the plant, the first step is to remove biomass in ponds with digesting enzymes and bugs, air, and time.
2. The residual is treated and tested for pathogens, solids concentrations, and other potential hazards.
3. The material is pressed into dry product
4. The dry biosolids are sent to the landfill in garbage cans or taken to Heard Farms in Roseburg, OR during dry times.

Buckwald the cost to haul one load to Heard Farms was between \$900-\$1,000. Biosolids sent to the landfill are put into the large bins that Dahl picks up at curbside. He estimated that the volume of a dump truck was 33,000-46,000 gallons or about 18,000 pounds. He noted that Yachats produced 0.8 dry tons (1,600 pounds) per month. Buckwald reported the plant produced 27.57 dry tons last year, of which 21 tons went to Heard Farms and 7 tons went to Dahl. He added that Heard Farms reprocesses and recycles the biosolids.

Buckwald stated that Lincoln County recently requested that the City not land-apply any biosolids until October 1, 2018. He noted Public Works had not land-applied biosolids in three years.

Frye asked for clarification on land-applications. Buckwald explained "raw sewage" was what comes into the plant. After processing and removing most of the pathogens and pollutants, the material was called, "biosolids." He reported that during the summer the raw sewage is processed for 43 days in the tanks and for 106 days in the winter.

Glenn asked how the land-application compared to what Heard Farms does. Buckwald stated that Yachats only produced Class B biosolids, a product that was reduced by 38% through aeration and that was controlled for odors, attraction of insects, and other undesirable attributes. Glenn clarified that these biosolids were a form of fertilizer. Buckwald recalled Lester Hall wanted all the biosolids to come to his property as it saved him money on fertilizer. Buckwald added that people could call Public Works if they were interested in receiving biosolids on their land.

1 Buckwald reported he recently attended a biosolids summit in the Siletz area. He stated that
2 while there was concern over biosolids polluting the Siletz River, there was not significant
3 evidence presented that the biosolids were the source of the pollution. Councilor Tooke noted a
4 video of the summit was available on the Lincoln County website under biosolids.

5
6 Buckwald reported the treatment plant had just been upgraded by DEQ from a Class II Sewage
7 Plant to a Class III Sewage Plant, which was a more complicated permit.

8
9 Glenn asked if there could be a revenue generating system with the plant products. Buckwald
10 explained, if they raised their standards to Class A, they could bag the biosolids and sell it as
11 fertilizer. However, this step would likely be cost-prohibitive for the City, as it could require
12 hundreds of thousands of dollars to be invested to produce Class A biosolids.

13
14 Glenn expressed appreciation for Buckwald and his crew and their competence.

15
16 Buckwald stated he was happy to give people a tour of the plant.

17
18 Consuelo Kammerer (329 Eastline Road) asked Buckwald if the process was similar to
19 composting toilets. Buckwald indicated he was not familiar with composting toilets.

20 21 **B. Discussion of plastic bag laws and eliminating Styrofoam from restaurants**

22 Consuelo Kammerer explained the importance of recycling garbage and the importance of this
23 matter in her life. She had taught environmental recycling for thirty years and worked with
24 schools on recycling programs. Kammerer explained that plastic bags and Styrofoam have no
25 recycling capability. Kammerer argued that if a city implements laws before the growth takes
26 over, they would have a better chance of keeping the city clean. She noted many businesses in
27 Yachats already follow the rules of best practices. She also suggested businesses that do not
28 use plastic bags and Styrofoam could be successful.

29
30 Kammerer made a power point presentation developed by Far West Fibers about the problems
31 they encounter with clogging their machinery in their sorting processes. She reported while
32 plastic film makes up less than 1% of the recyclables, film consumes 20-30% of sorting
33 resources.

34
35 Kammerer noted many cities in Oregon already have plastic bag bans. Councilors noted they
36 have information she provided earlier.

37
38 Glenn thanked Kammerer for the information and noted the ordinances from other cities. He
39 noted specifically the references to prohibitions on "single-use plastic carryout bags." Frye
40 indicated they would need to talk to businesses before doing anything. Councilor Berdie agreed
41 they need to involve the businesses and that paper bags have their own costs. Berdie
42 speculated on how behaviors might change if the bag fees were fifty cents rather than five
43 cents. He also noted the sorting facilities in Portland are behind the curve. Frye

44
45 Tooke echoed that plastics pollution was a worldwide problem and Yachats should do what it
46 could to reduce pollution. Mayor Stanley noted the proposed prohibition was only about single
47 use plastic bags. Frye suggested that Council direct the City Manager to develop an ordinance,
48 and then have public discussion about the ordinance.

49
50 Manager Beaucaire wanted to ask her contacts at other cities if there was a model ordinance to
51 start with.

1
2 Glenn reminded Mayor Stanley that, based on their discussion at the facilitated session, Council
3 should take official action to direct the City Manager.
4

5 **C. Debriefing and Next Steps from facilitated meeting**

6 Mayor Stanley explained there was a seven-hour meeting on September 10, 2018. Frye wanted
7 to see the minutes from the meeting before engaging in discussion about the session. Glenn
8 handed out a page with his thoughts after the meeting. He referred to the discussion with the
9 Newport City Manager and Mayor. Glenn recalled that Newport had a firewall between the
10 Council and the City Manager. He noted they meet on the first and third weeks, with the first
11 week being work session and the second being a formal meeting. He added that the City
12 Manager had a recommendation for each item on the agenda, and the Council would then begin
13 their discussion around that recommendation.
14

15 Glenn suggested this Council has operated under the expectation that everyone agree on an
16 issue before they even discuss something or vote on a motion. He noted Newport has a "3-2
17 mentality" where they proceed with discussion without having everyone in agreement. Glenn
18 liked the idea that goals were set in February and were tied to the ensuing budget discussions.
19 Glenn also liked the formal and informal evaluations every other year.
20

21 Berdie indicated he has drafted some objectives from the goals from the work session. He
22 provided Council with a handout summarizing his thoughts. He noted the Council could work
23 with the Planning Commission and other Committees/Commissions on implementing the goals.
24 He suggested all of this information could be applied to financial planning and to help the
25 Planning Commission decide what to focus on.
26

27 Frye asserted she looked at what they have done and what they need to do. She echoed the
28 importance of establishing goals. She wanted to look more thoughtfully at their list and refine
29 them. She recalled the shepherding system and suggested that Council should make a
30 decision around having liaisons on the Commissions. She stated Council needed to take action
31 on establishing the City Manager form of government in the Charter.
32

33 Frye wanted to further address whether Council positions should be two or four years, the City
34 Manager evaluations, a timeline for City Manager evaluations, and strategic planning around the
35 goals.
36

37 Mayor Stanley noted that Newport was a larger city and had absolutes that need not apply to
38 Yachats. Mayor Stanley did not agree with the policy that the City Manager never talked to
39 Council members and that the City Manager provides reports every few weeks. He suggested
40 one City Manager report per month was sufficient. Mayor Stanley was also uncomfortable with
41 the Newport Mayor's approach of being satisfied with a 4-3 decision.
42

43 Mayor Stanley believed they made progress in how they communicate with each other. He also
44 noted the importance of incorporating the City Manager position into the Charter. He expressed
45 some uncertainty on how extensively they formalize the goals and how much they pass to the
46 new council in 2019. He agreed that Council should discuss additional goals. Mayor Stanley
47 disagreed with Newport's process of using informal evaluations, as he believed the evaluation
48 should be formal each year.
49

50 Glenn agreed that they not focus on counting votes prior to each discussion. Glenn most
51 important take-away from the session was that they could talk to each other and disagree

1 without being unpleasant. Frye asked Glenn for clarification. Glenn said if three people are
2 ready to take action and two were not, they could still take action. He stressed that it was "OK to
3 not agree." Frye noted they have such limited time to think about things, and they sometimes
4 need more time to think about the issue. Frye indicated she was still not clear about Glenn's
5 point.

6
7 Frye noted there has been huge change over the last two, and she believed they had done well
8 on addressing these changes.

9
10 Berdie suggested they have a special session on addressing the goals and proposed actions
11 and policies. Frye suggested they could do strategic planning at this meeting. Glenn wanted to
12 address the City Manager's ideas around organizational structure. Mayor Stanley indicated he
13 wanted the special meeting to be the start of a discussion and not necessarily a time where they
14 vote on a document.

15
16 Manager Beaucaire clarified that Council wanted to have the meeting during the third or fourth
17 week of October.

18 19 **D. Approve agenda for 10/10/18 Council meeting**

20 Clerk Kimmie Jackson asked to add a proclamation for Domestic Violence month from My
21 Sister's Place.

22
23 Frye asked about the status One of Us Productions. Parks and Commons Commission Chair
24 John Moore reported at the last Commission meeting, Linda Hetzler offered to sponsor two
25 plays per year of nine productions each which the Drift Inn would pay for. He added that One of
26 Us withdrew their request for special consideration after that offer. Moore noted there was an
27 additional item on the Council agenda for October 10, 2018 about Commons policy. Mayor
28 Stanley noted the Council had not yet formally agreed to the arrangement with Big Band.

29
30 Council consented to the agenda with the above revisions.

31 32 **REGULAR MEETING**

33 34 **I. Announcements and Correspondence**

35 Frye reminded people to get their flu shots at the Presbyterian Church between 10:00 am and
36 2:00 pm.

37
38 Leslie Vaaler announced the League of Women Voters was hosting a Candidates Forum from
39 6:30 to 9:00 pm on October 17, 2018 in the multipurpose room. Mayor Stanley noted Jenny
40 Demaris would hold a forum on October 14, 2018 in Room 8 from 12:30 to 2:00 pm.

41
42 Drew Roslund (Overleaf Lodge) announced that local resident Heather Tincure-Overholser has
43 been promoted to Manager of the Overleaf Lodge.

44
45 Mayor Stanley announced that the annual blessing of the animals was at 3:00 pm at the Little
46 Log Church on Sunday, October 7, 2018 and that there was a Murals of Oregon presentation
47 sponsored by YAAS at 2:00 pm on October 7, 2018.

48
49 Berdie reported he went to the new Oregon State Parks native plant nursery in Beaver Creek
50 and was very impressed with the amount and quality of work by citizens, many of whom work
51 with Yachats' Trails group.

II. Public Comment/Citizens Concerns

Jacqueline Danos (116 Spring Hill Road) wanted to thank Manager Beaucaire and the team that developed the website RFP and select a great company. She highlighted the selected company has won many awards and seemed very successful in the municipal market.

Sue May (453 Horizon Hill) reported she was on the RFP selection committee and was speaking today because she would be gone for the next meeting. She indicated the selection committee spent significant time on the evaluations. She noted the committee several website developers and IT professionals. May reported they unanimously selected Civic Plus.

Glenn noted he has heard rumors that the committee did not have people on it who were capable of making the decision and asked May to clarify the matter. May stated the chair of the selection committee was Lincoln City's IT Director. She noted there was a tech specialist from California, an active local web developer (James Kerti), and two retired project managers.

James Kerti (252 Highway 101 S) supported May's comments. Kerti believed the committee was highly qualified and that Civic Plus' work was excellent. He was excited about the product that Civic Plus could create.

Tooke encouraged people to go to Civic Plus's website where there is a huge amount of information.

Frye asked if there was a reason why Manager Beaucaire did not share the names and backgrounds of the selection committee. Manager Beaucaire noted she did share information on several of the experts. Frye wanted to request that Manager Beaucaire include background information on RFP selection committees.

Heather Hoen (123 Greenhill Drive) wanted to thank Greg Scott and Mark Clements for the extensive work that they have done in website development for the City. She was very excited about Civic Plus, especially because they understand the uniqueness of Yachats, they will not make the website look like every other city, and they will work with what Yachats has.

Hoen added that Facebook blows up issues. She noted the rumors that doomsday for the website was coming. She emphasized that goyachats would not go away. She sympathized with Scott and Clements regarding the Facebook rumors. She hoped people would vet information before posting on social media.

III. Public Hearings

A. Ordinance 352: Amendments to Section 8.22 on Water Use Curtailment

Mayor Stanley opened the public hearing on Ordinance 352 on water use restrictions.

Manager Beaucaire noted this issue was previously before Council and citizens expressed concerns about it. Tooke and Berdie worked with the Attorney and City Manager to prepare a revised version of the ordinance.

Public Testimony

1. Drew Roslund (Overleaf Lodge and Fireside Motel) wanted to provide some reality to one of the clauses in the ordinance. He noted a clause in Phase 3 was that hotels would be required to send linens and laundry out to commercial cleaners. He noted the reality was they would need to send their laundry to Portland, which would require their committing to a five-year agreement.

1 He explored bringing in a water truck, but found the water trucks were occupied fighting fires.
2 He reported that if Phase 3 were to take effect, he would need to temporarily furlough
3 employees. He explained he and Hoen agreed to research the options for outside laundering
4 during the off-season.

5
6 Roslund wanted to know:

- 7 a. How close did we come to Level 2 this year?
- 8 b. At what point do they connect to South Lincoln County Water District?
- 9 c. Why are commercial laundromats exempted?

10
11 He noted there were additional fees on large users and asked that those revenues be
12 earmarked for water storage and impoundment.

13
14 Water Treatment Plant Lead Rick McClung reported the City was 25 gallons per minute away
15 from a Level 2 restriction, noting the supply flow went down to 225 gpm and Level 2 goes into
16 effect at 200 gpm. McClung noted Public Works was redoing the Water Master Plan this year,
17 which would address water resources. McClung indicated he did not see a need to go into a
18 Level 3 restriction as long as they can get water from South Lincoln. However, if South Lincoln
19 went into restrictions, the City of Yachats might need to move to Level 3. He stressed the need
20 to develop relations with South Lincoln and Waldport and to build infrastructure for water
21 delivery across the bridges. He noted this purchased water would be very expensive water and
22 suggested the City seriously explore raw water storage. He indicated Public Works would be
23 raising issues around water security as they develop a 20-year plan. He did not foresee
24 drawing water from the Yachats River, noting that the Yachats River was currently at 11 cfs and
25 30 cfs was the trigger for restrictions. He added that he did not want to give up water rights on
26 the Yachats River.

27
28 Tooke reported that the Mid-Cost Water Project, a State-funded resource agency, noted the
29 Siletz River was at an historic low. The Siletz supplies water to Seal Rock, Newport, Toledo,
30 and Georgia Pacific. The Siletz River was currently down to 60 cps and Newport alone draws 6
31 cfs now (1/10 of the total supply).

32
33 Berdie understood the severe impact of Phase 3, but he was not aware of any other options.
34 He had concerns about worsening conditions due to climate change. He wanted water security
35 to be the top goal for the City.

36
37 Berdie moved to approve Ordinance 352 amending the Yachats Municipal Code Chapter 8.22
38 related to water use curtailment: Aye – 5; No – 0.

39 40 **B. Ordinance 354: Light Industrial Uses**

41 Helen Anderson, Planning Commission Chair, noted the Commission had worked extremely
42 hard and held additional meetings to develop these code changes. Anderson explained that the
43 Code referenced “light industrial use” but there was no definition or regulations around industrial
44 use. She noted Section 1 of Ordinance added a definition, Section 2 added a standard for
45 required parking, and Section 3 added standards specific to light industrial use. She noted
46 there were additional standards that apply to all commercial uses and conditional uses such as
47 noise, pollution, lighting, and such.

48
49 Berdie asked whether a business wanted to do assembly without having a retail section.
50 Anderson indicated the Planning Commission would waive the 20% retail space restriction as

1 part of the conditional use application, but the Commission would be very unlikely to do so. She
2 explained the logic of this retail space requirement was to maintain the character of Yachats.

3
4 Frye asked if there were any light industrial uses currently in the City. Anderson indicated there
5 was not and explained the issue arose because the Farm Store had expressed interest in
6 manufacturing beer that they would distribute and sell outside of the City. Frye asked if the wind
7 generator assembly plant would be prohibited by this regulation. Anderson indicated it would if
8 they did not have a retail section.

9
10 Glenn stated that preclusion of the wind energy product would cause him to not support this
11 change. Anderson stated that they could have some retail office that could satisfy the retail
12 requirement. Glenn and Frye wanted to ensure that an assembly plant of a product like the
13 wind generators would be allowed to operate in Yachats.

14
15 Berdie asked for clarification on the conditional use process.

16
17 Leslie Vaaler (205 Radar Road) reported she previously raised a concern about odors that
18 might come from industrial uses. She recalled the Commission indicated they could ask
19 questions of an applicant about pollution such as odors and deny a permit on that basis.
20 Anderson noted Section 5.08.050 of the Code contains language about pollution that applies to
21 the entire City and 9.72.010 lists standards that apply to all conditional uses.

22
23 Frye moved to adopt Ordinance 354 amending the Yachats Municipal Code sections 9.04.030,
24 9.48.010, and 9.72.050 on Light Industrial Uses: Aye – 5; No – 0.

25 26 **C. Ordinance 355: Comprehensive Plan Update**

27 Anderson explained that the Code requires the Planning Commission to review the
28 Comprehensive Plan every two years. She noted the Commission had not reviewed the Comp
29 Plan since 2009. She explained the Comp Plan was the governing document from which Code
30 was developed. Anderson stated the Commission sought to remove language from the Comp
31 Plan that was really code and to keep the language more general. She reported there were no
32 substantial changes, except for adding language to support the development of affordable
33 housing as suggested by Layne Morrill.

34
35 Fran Morse (Marine Drive) asked Anderson to read the section on affordable housing.
36 Anderson reported Mr. Morrill had given the Commission details information on housing
37 statistics and arguments supporting the development of affordable housing. She stated the
38 Commission added a clause specifically addressing local workers to Goal J:

39
40 Goal J: The City encourages a variety of housing choices in appropriate locations to
41 accommodate a range of needs and incomes, including the housing needs of local
42 workers.

43
44 She also reported the Commission added a Policy 6 under Goal J:

45
46 6. The City strongly encourages developers to make government assisted housing units
47 available to income eligible persons who are employed in the local workforce on a
48 preferential basis to the extent allowed by law.

49
50 Tooke noted on page 13 on Policy 3 of Goal D there was a need to insert “of” to make the
51 clause read, “installation of energy efficient water heating systems.”

1
2 Frye had questions about including several specific issues such as trails and dark skies.
3 Manager Beaucaire noted Goal F, Policy 9 on page 16 stated, "The City shall develop and
4 maintain hiking, walking and biking trails throughout the community to provide recreation and
5 exercise." Anderson did not recall if dark sky was specifically mentioned in the Comp Plan.
6 Anderson cautioned that it might too restrictive for this document, noting the Plan already
7 provides ample justification for dark sky regulations. Frye also asked about regulations on
8 abandoned buildings. Anderson suggested there was already language in the Code about trash
9 and upkeep of properties.

10
11 Mayor Stanley noted this might not be the appropriate time to address other issues to include in
12 this ordinance. Anderson stated the Commission welcomes at any time suggestions for items to
13 add to the Comp Plan.

14
15 Berdie appreciated the work that went into this review but was not ready to approve the
16 changes until other issues were considered. Berdie wanted to meet with the Commission to
17 discuss his concerns. Mayor Stanley again clarified that the intent of this review was to approve
18 recommended updates, not to review the entire document. Frye had concern that Council was
19 being asked to only address what the Planning Commission raised and not other concerns that
20 they had. Anderson asserted that Councilors could make recommendations for updating the
21 Plan at any time.

22
23 Berdie did not think that they could look at one change in a particular line without review the
24 entire section. He noted on page 8 in the section on protection of natural resources, there was
25 reference to the protection of view sheds and corridors, but there was no mention of ridgelines
26 and no instruction to develop an ordinance.

27
28 Mayor Stanley suggested they postpone this recommendation to another meeting. Ron Urban
29 and Christine Orchard noted the hearing would need to be continued to a specific date for a
30 regular meeting, not work session.

31
32 Mayor Stanley continued the Public Hearing on Ordinance 355 to the November Council
33 meeting.

34 35 **D. Ordinance 356: Business Licenses**

36 Anderson explained the City Attorney had much feedback on the Commissions proposed
37 language. She noted the issue was raised because there were businesses in town that have
38 operated in violation of building codes. She stated the Planning Commission was tasked with
39 ensuring the safety of the citizens. Anderson recalled she noted at the last Council meeting the
40 Council suggested the Commission move forward with using both avenues of managing
41 business licenses of stating a reason to revoke a license and a reason to not issue a license.
42 She reported the Attorney asked if the Commission had ensured that certificate of occupancies
43 were available to all the businesses this regulation would apply to. Anderson reported she
44 called the Lincoln County Planning Department and learned the building code was not
45 implemented until 1974; therefore, any building erected before 1974 would not have a certificate
46 of occupancy on file. Anderson indicated she compiled a list of approximately 31 relevant
47 businesses. She noted the Attorney has suggested the City might be opening itself to a liability
48 if they required certificate of occupancies for business licenses but did not actually get one from
49 the business. Anderson suggested this concern was more relevant when there were 500
50 businesses to manage rather than 30. She added that once the certificate was on file, it stayed
51 on file. Anderson reported there were only 7 or 8 buildings on the list that were built after 1974.

1
2 Anderson explained the County Building Inspector suggested they use language around having
3 building permits for construction after 1974 rather than having certificate of occupancies, which
4 is what is in the proposed ordinance.

5
6 Drew Roslund (Overleaf) was concerned about the practicality of this application, noting part of
7 his hotel was built in the 1970s and 1990s, before he was owner. He did not know if this
8 building had proper licensing. He also wondered if this ordinance would create additional
9 burdens on staff.

10
11 Anderson noted the County has records for most of the buildings on the list, so nothing would
12 be required of the business owners. She explained that when a license request comes in that
13 was not already approved, Clerk Jackson would have to call the Lincoln County Building
14 Inspector to ensure permits were current. Anderson noted that if a building met code at the time
15 it was built, it would remain compliant; however, if a section were remodeled, the remodeled
16 portion would have to meet current code standards.

17
18 Berdie noted that Section 4.04.100 already stated public health and safety were reasons to
19 revoke a license and asked what the addition of Item 5 would add. Anderson explained the City
20 could use the existing language to pursue a case and it was the Attorney who suggested adding
21 stronger language in that section.

22
23 Berdie asked how many businesses this regulation would impact. Anderson said they only
24 knew of one business at present that was in violation of getting proper building permits. Berdie
25 asked what options would be available to that business. Anderson explained the City Attorney
26 and the City Planner were working with the owner on how to retroactively obtain building
27 permits. She noted if the owner did not fulfill his responsibility, the business could lose its
28 license.

29
30 Berdie asked if the Commission was ok with a business losing its license. Anderson stated that
31 the Planning Commission was concerned with ensuring the health and safety of the citizens.
32 Frye wanted to know how a business could get into compliance if they were in violation.
33 Anderson stated she hoped the City would allow a business a period of time to come into
34 compliance. Frye asked if there was a process outlined for this situation. Manager Beaucaire
35 explained processes would not be part of the Code but would be outlined in an ordinance.
36 Roslund noted they were able to retroactively get a building permit for a sign.

37
38 Glenn asked if this ordinance would impact the negotiations that were ongoing with the business
39 that was out of compliance. Anderson stated the City Planner was absolutely in favor of this
40 ordinance and she did not know the Attorney's position. Anderson stated her understanding
41 was that this legislation would enable the City to introduce a real consequence of failure to show
42 substantial progress to coming into compliance. Frye did not think this legislation would impact
43 the current negotiations. Anderson explained that as the licenses are issued annually, it would
44 apply to 2019 licensing.

45
46 Glenn moved to approve Ordinance 356 amending Yachats Municipal Code 4.04 on Business
47 License: Aye – 5; No – 0.

48
49 Mayor Stanley closed the public hearings.

50
51 **E. Resolution 2018-34 authorizing loan from Safe Drinking Water revolving fund**

1 Clerk Judy Richter explained this resolution was to follow up on the paperwork to approve extra
2 funding for the South Tank Project. She noted the resolution authorizes the Mayor to sign
3 Amendment 2 authorizing extra lending. Berdie clarified the loan was at 1% and there was a
4 portion of the loan that would be forgiven once they prove the project was complete. Mayor
5 Stanley asked if they would be able to meet the 60-day requirement to completion. Richter was
6 confident.

8 Glenn moved to adopt Resolution 2018-24 authorizing the Mayor to sign documents for the
9 intergovernmental loan for \$300,000 for the South Tank Project: Aye – 5; No - 0.

11 IV. Reports

12 A. Financial Report update

13 Richter explained she has been working with their accounting program providers to generate
14 reports. She reported the programmers require more time and \$90.00 to develop code for
15 additional reports. Richter handed out a sample report from the program and a sample report
16 done in Excel, noting the Excel report was subject to human error in hand-inputting data.

18 Mayor Stanley wanted to postpone the discussion, as they need time to review the sample
19 reports provided. Berdie mentioned the usefulness of a report form ClerkBooks, municipal
20 accounting software. He was surprised the City had a software provider that could not provide
21 an executive summary.

23 Berdie asked about reports related to water and sewer accounts. Richter noted all fund
24 transfers were made at the beginning of the year. She also noted the Public Works does a lot of
25 buying at the beginning of the year to get bulk pricing discounts, which results in frontloading of
26 expenses.

28 Frye moved to continue discussions with Chaves to produce a report that contains the
29 information they request and to provide a report at the next meeting: discussion

31 Frye suggested Council have a meeting to further refine what the Council wants in a report.
32 Glenn was not in favor of the motion because he has requests for certain information, such as
33 wanting to see beginning balances.

35 Frye withdrew her motion.

37 Stanley noted Councilors should provide written reports with what they want to see in a financial
38 report by the October 10, 2018 meeting.

40 B. Planning Commission: response to Newport Affordable Housing Initiatives

41 Anderson summarized that the State passed a law requiring that ADUs be allowed in
42 jurisdictions of population greater than 2,500 and the County passed legislation requiring that
43 ADUs be allowed in all areas under County control. Anderson explained that as Yachats' urban
44 growth boundary was the same as the City limits, there was no property in the City under
45 County jurisdiction that would fall under the County law.

47 Anderson explained that ADUs are allowed in C1, R4, and R3 (with limitations). Regarding R1
48 and R2 zones, the Commission perceived that residents bought property in these zones
49 expecting single-family homes. She reported the Commission reviewed a model ADU
50 ordinance provided by Planner Lewis and saw there was significant research that needed to be
51 done to address the questions posed.

1
2 Anderson reported the Commission felt very strongly about not increasing density when the City
3 already faces significant water and parking limitations. She noted the Commission asked Rick
4 McClung to come discuss the water supply. McClung told the Commission he roughly
5 estimated the City could supply another 50-100 homes with the existing water resources. He
6 told the Commission that the Water Master Plan would have more detailed information on water
7 resources. Anderson estimated there were up to 400 unbuilt lots in the City. She stated the
8 Commissions recommendation was to not pursue ADUs at this time, but the Commission would
9 proceed with drafting code should the Council ask them to.

10
11 Glenn indicated he did not think the Commission should invest more time on ADU legislation.
12 He noted the Commission indicated there was only one of the items in the Newport report that
13 fell under their jurisdiction, and he thought it was now up to the Council to examine the other
14 suggestions for encouraging affordable housing.

15
16 Paul Thompson (1153 Driftwood Lane) indicated he and his wife were horrified at the thought of
17 building denser housing when parking and water issues are so problematic. Thompson noted
18 several properties in the Marine Drive/Driftwood area with second structures that are
19 problematic rentals. He asked Council to support the current situation of not allowing ADUs in
20 R-1 and R-2.

21 22 **V. New Business**

23 **A. Evans/Betz Property request to Council**

24 John Purcell (116 Spring Hill) explained View the Future has been pursuing the acquisition of 30
25 acres of land adjacent to the Yachats River. He was asking the City to renew the pledge to
26 enable them to pursue grants to purchase the property. Andrea Scharf noted one of their main
27 grants requires matching funds of 20%, or approximately \$200,000.

28
29 Manager Beaucaire noted the Finance Committee did not include this project into the current
30 fiscal year CIPs. Frye wanted clarification on why the commitment was tabled. Manager
31 Beaucaire noted the status of the Evans/Betz project was in limbo when decisions were made
32 about the CIP. She added that both the Budget Committee and the City Council approved the
33 CIP.

34
35 Purcell reported View the Future was about to contribute \$10,000 for an appraisal, and they did
36 not want to proceed without assurance that the City was still behind the project.

37
38 Frye stated the money would likely come from Visitors Amenities. Frye clarified they do not
39 need the funding in the current fiscal year. Manager Beaucaire noted Council could make a
40 pledge but could not bind a future Council.

41
42 Purcell explained View the Future needed to do the appraisal soon in order to meet a March
43 2019 grant deadline. He noted they needed an appraisal to approach the potential sellers to
44 determine if they were willing to sell, which would then allow them to pursue the grant. Manager
45 Beaucaire noted they could make a pledge with a caveat that funding in the next year was
46 available for the project. Purcell believed this approach could work.

47
48 Purcell noted this land would provide access to an area that could be used for raw water
49 storage, and were pursuing the purchase for use as a park to be eligible for Visitors Amenities
50 funds.

1 Glenn moved to pledge up to \$200,000 to the Evans/Betz Project contingent upon the
2 availability of funds in the 2019-2020 fiscal year: Aye – 5; No - 0.
3

4 **VI. Other Business**

5 **A. From Mayor**

6 **B. From Council**

7 Frye moved to direct the City Manager to search for a model ordinance and for existing
8 ordinances on prohibiting plastic bags and to suggest a process for engaging businesses in the
9 discussion: Aye – 5; No – 0.
10

11 Glenn moved to authorize the City Manager to enter into negotiations with Civic Plus to
12 demonstrate they can meet all the functionalities the City needs and to develop a plan with Mark
13 Clements for smooth transition from the functionality of the current databases to the new
14 system: discussion
15

16 Glenn believed this motion would enable the process of determining the functionality of the Civic
17 Plus product.
18

19 Berdie wanted to change “negotiations” to “discussions.” Glenn did not believe that “discussion”
20 was a strong enough word. He wanted the City Manager to be able to make firm criteria about
21 what the provider would need to provide. Manager Beaucaire noted they could say “discussion
22 and negotiation.”
23

24 Frye was still bothered that there were no bids from west coast companies, and she had
25 concerns about the provider being so far away. She also had concerns that the programmer
26 had limited time to devote to project.
27

28 Mayor Stanley asked Berdie if he provided questions to Manager Beaucaire after the
29 presentation at the last meeting as he indicated he would. Berdie indicated he provided his
30 questions yesterday. He also noted Greg Scott had concerns over the content migration. He
31 argued the Civic Plus product was primarily a website. Berdie argued that functionality needed
32 to be embedded in the new website or be provided by Civic Plus. Manager Beaucaire reported
33 she asked the programmer to map out the business logic systems that Scott was concerned
34 about losing and to preserve the work done by Scott and Clements. She also noted, for
35 purposes of emergency planning, they need to establish that they could recreate the systems
36 should they get hacked or somehow lose the site. Berdie expressed concerns about the road
37 map for moving forward and noted enterprise systems are notoriously difficult to use.
38

39 **Call for vote: Aye – 5; No – 0.**
40

41 Berdie wanted to know why the City received such a small portion of property taxes and
42 proposed they examine this issue in more detail at a future time.
43

44 **Berdie moved to have the City Manager, at a time determined by her, present to Council the**
45 **details of the property tax system and options for the future: Aye – 5; No – 0.**
46

47 Frye reported she met with the new director of Lincoln County Mental Health who indicated they
48 were still interested in pursuing healthcare in Yachats.
49

50 **C. From Staff - none** 51

1 Mayor Stanley adjourned the meeting at 1:34 pm.
2
3
4

5 _____
6 GERALD STANLEY, Mayor
7

8 ATTEST:
9

10 _____
11 Shannon Beaucaire, City Manager
12
13

Date

DRAFT

CITY OF YACHATS
CITY COUNCIL MEETING
October 10, 2018

Draft Minutes

Mayor Gerald Stanley called the October 10, 2018 meeting the City Council to order at 6:00 pm in Room 1 of the Yachats Commons. Council members present: Gerald Stanley, Jim Tooke, Barb Frye, Craig Berdie, and Max Glenn. Staff present: City Manager Shannon Beaucaire, Clerk Judy Richter, and Facilities Manager Heather Hoen. Audience: 38.

I. Announcements, Correspondence, Proclamations

A. Announcements

Mayor Stanley announced:

1. The Friends of the Commons Banner Auction and Artist Reception on October 13, 2018.
2. The League of Women Voters Candidates Forum on October 17, 2018 at 6:30 pm.
3. The Annual Mushroom Festival on October 19-21, 2018
4. The Art Quilt Show on October 28, from 10:00 am to 4:00 pm

Councilor Tooke announced the Mid-Coast Water Partnership meeting would be on October 30, 2018 from 4:00 to 8:00 pm in the Multipurpose Room.

B. Proclamations

Noel, Outreach and Volunteer Coordinator, and TJ, Shelter Manager and Advocate, from My Sister's Place thanked the Council and Ladies Club for their support. Noel explained the services offered at the Shelter. TJ reported they have an emergency shelter with 12 beds with facilities for pets. TJ also indicated there was a "Wants and Needs" list in the packet they distributed.

Councilor Glenn asked if My Sisters Place had seen an increase in service requests in light of the recent national discussions of sexual assault. TJ indicated they typically get one call per night on their crisis line and they were now getting 4 to 6 calls each night.

Mayor Stanley read the Proclamation into the record.

Glenn moved to proclaim the month of October 2018 as Domestic Violence Awareness Month in Yachats and to urge all citizens to work with these invaluable community agencies to help alleviate this problem in our community: Aye – 5; No – 0.

II. Public Comment

1. Fran Morse (636 Marine Drive) indicated no one has heard her statement prior to tonight and Carl Miller did not ask that she make this statement. Morse explained she has spent her career trying to get warring entities to make peace. Morse believed while One of Us has a financial arrangement, they are still "homeless." She wanted to reframe the discussion as a cultural one and not a financial one. She likened the Council to a parent of One of Us. She believed fees got comingled with cultural values in the recent policy changes.

Morse believed grandfathering could be a means to give One of Us a home.

1 Councilor Frye stated she believed Morse clearly identified the issue at hand. Glenn asked if
2 there were other groups she thought should be included. Morse stated she was also asking for
3 YAAS and Big Band as she believed the City needed to “co-own” these groups.
4

5 John Moore, Chair of Parks and Commons, indicated Morse was on the agenda for the Parks
6 and Commons Commission’s October meeting. He reported One of Us has a sponsor for two
7 plays. Frye asked where the Commission was regarding the policy manual. Moore explained
8 he would have a revised policy document for the next Council meeting.
9

10 Dave Cowden (3501 Hwy 101 N), Board Member of One of Us, wanted to clarify the meeting
11 with the sponsor did not happen, so as far as the Board was concerned, they have no
12 agreement. Cowden read an email from Christine Hennessey.
13

14 **III. Minutes**

15 **A. September 5, 2018 Work Session**

16 Page 5, Line 11: Collie should be Colley

17 Page 6, Line 51: add “if” before “the websites...”
18

19 Glenn moved to approve the September 5, 2018 meeting minutes of the City Council as
20 amended: Aye – 5; No – 0.
21

22 **B. September 10, 2018 Facilitated Work Session**

23 Page 2, Line 30: “disturbed” should be “distributed”

24 Page 2, Lines 30-31: separate the raising of an issue and the distribution of a document
25 into two sentences. The document was on Council Rules.

26 Page 6, Line 9: “five” should be “four”

27 Page 6, Line 3: “proposed” should be “suggested”

28 Page 6, Line 13: change “explained she was is proposing” to “shared her thoughts about
29 using”

30 Page 9, Line 31: “flush” should be “flesh”

31 Page 10, Line 2: “Sodaville” not “Soderville”
32

33 Councilor Berdie moved to approve the September 10, 2018 special work session minutes of
34 the City Council as amended: Aye – 5; No – 0.
35

36 **C. September 12, 2018 Regular Meeting**

37 Page 1, Line 28: add straws to the items prohibited

38 Page 6, Line 25-28: Stanley believed the added sentence should go into a different
39 section. [Anderson later noted the statement was correct as presented in the draft
40 minutes.]

41 Page 2, Line 42: last sentence beginning with, “He also noted...” should be changed to
42 read, “He also noted that a modified document would automatically update throughout
43 the site.”
44

45 Frye moved to approve the September 12, 2018 meeting minutes of the City Council as
46 amended: Aye – 5; No – 0.
47

48 **IV. Reports**

49 **A. Council Reports**

50 Tooke reported:

1. He attended a meeting in Seal Rock of the Mid-Coast Water Partnership. Manager Beaucaire indicated she would put the RSVP information on the City's website for the event to be hosted in Yachats.
2. He attended the Finance Committee meeting where the following issues were discussed:
 - a. How to replace the refund to Mr. Scott and the Committee decided to postpone the replacement of any funds once they know more clearly the costs with Civic Plus
 - b. The need to move money to pay for the south entrance sign from Visitors Amenities
 - c. A need for another \$20,000 to pay prevailing wages for the cost of installing a new roof
 - d. A need for \$32,000 for the flooring in the Multi-Purpose room, income of \$8,500 from the original floor contractor, leaving \$23,500 to be taken from the Commons Reserves fund
 - e. A need for an additional \$2,000 for the repairs of the Hanley culvert.
 - f. A need for \$12,000 to pave the Driftwood Water Line, to be taken from Water Reserves
 - g. The completion of Crestview Sewer Line, which took advantage of the open trenches for South Tank Project, will require an additional \$20,000 from SDC Reserves
 - h. Funding of \$20,000 for a pole building at the Water Treatment Plant to cover biosolids and to store equipment, noting Buckwald was trying to keep the project under \$50,000 to avoid prevailing wage requirements
 - i. Potential funding of up to \$25,000 for the Mid-Coast Water Project
3. The Finance Committee approved the application from Glen Aukstikalis to join the Committee and moved to recommend to Council a raise of the transient rental lodging tax by 1% to make it equal to what is assessed in the County. The Committee also noted Public Works was working to catch up on deferred maintenance, such as refurbishing the 55 fire hydrants in the City. He added utility rates were also discussed.

Frye asked if Council could have an agenda item to discuss role of the Finance Committee and whether they could appoint a member without approval of the City Council.

Frye noted View the Future talked at the last meeting about the City's commitment of \$200,000. Frye noted the item was removed from the budget without having a discussion with Council. Tooke explained OWEB pulled out of the deal, the process came to a halt, and so they put the money back into the Visitors Amenities Fund. Frye did not believe the Finance Committee had the authority to make that decision. Tooke noted the Budget Committee reviewed and approved the budget and CIP plan. Tooke noted the Council might need to reexamine the pledge of \$200,000 at the last meeting in terms of the how the State regulates how Visitors Amenities funds can be spent. Mayor Stanley noted that funding was subject to availability.

Mayor Stanley noted the Council only approves membership to Commissions, not Committees. Mayor Stanley indicated he would like to re-examine this policy.

Councilor Berdie asked if the Committee discussed the appraisal cost for the Riggs property. Tooke indicated it was discussed.

Glenn reported Angell Jobs Corps was nearing the appointment of a new Director.

1
2 Mayor Stanley reported he:

- 3 1. Attended the Council of Governments tri-counties awards dinner, and area resident
4 Carole Dorning received an award for Best Volunteer for her work with Meals on
5 Wheels.
- 6 2. Attended the Marketing Committee meeting where it was noted that the Honey Lovers
7 Festival has obtained outside financial support, there is movement toward approving
8 Yachats as a Bee City, and the Chamber of Commerce was wanting to develop an
9 app to offer history tours.
- 10 3. Attended the Pollinator Project monthly meeting where they resolved the issue of
11 getting insurance for the highway flowerbeds through Lincoln County.
12

13 Councilor Input on Financial Reports

14 Clerk Richter noted she sent Councilors two sample reports by email. She noted the one done
15 in Excel (black line down center) has been setup and would require manual input, which would
16 be subject to human error. The second report was generated by the software, which could
17 output up to 30 pages. She noted Glenn asked for beginning fund balances. The software
18 programmer indicated that would cost additional money. Richter asked the Council to pick one
19 format and she would prepare reports for the next few months by that method to see if it
20 satisfied Council's needs.
21

22 Berdie indicated he like the visual presentation of the CheckBooks format. He was concerned
23 about hand entry with Excel version. He did not like the software-generated reports. Berdie
24 wanted to see every other month reports, a flow chart showing fund transfers, and information
25 on debt service. Richter noted the debt service report would not be part of fund accounting.
26

27 Frye liked Richter's Excel report, but thought five hours to input data was too much. Frye
28 wanted staff to tell Council what items they should be looking at. She did not think they needed
29 a 30-page document. Frye recalled Council used to get budget reports. Richter explained that
30 those reports were not accurate. Richter had indicated the next Excel report would not take the
31 full five hours as that included setting up the spreadsheet. Frye was concerned that they had a
32 system that could not produce reports.
33

34 Mayor Stanley noted Newport gets their financial report every three months.
35

36 Glenn was disturbed that the accounting company was not able to generate an executive report.
37 He was willing to use Richter's Excel version. He asked that she add a column for beginning
38 balances.
39

40 Richter explained the percentages on the report.
41

42 Mayor Stanley asked Councilors if they had specific questions about the budget.
43

44 Frye asked about personnel costs, particularly related to overtime and temporary help. Richter
45 stated there was just one total for personnel expenditures. Richter asked Frye if she wanted
46 personnel data per fund. Berdie thought that information was included, which Richter indicated
47 it was.
48

49 Tom Lauritzen explained two years ago when they changed to the City Manager system, the
50 general ledger was not in good shape. Lauritzen noted the ledger program they adopted was
51 used in Hines, which meant the City Manager was familiar with it. The City was also trying to

1 incorporate into the ledger the output of the City's database systems. Lauritzen noted the
2 program was cheap and they could transition to it quickly.

3 4 **B. City Manager Report**

5 Manager Beaucaire reported the South Tank Project was complete with the following
6 exceptions: final approval from the Oregon Health Authority, ensuring the contractor follows up
7 on items related to prevailing wages, getting the closeout folder from the contractors, and final
8 payments and disbursement requests from IFA. She stated the current cost was \$1,697,680
9

10 Manager Beaucaire asked to be excused from the November 7, 2018 meeting to go to required
11 Emergency Planning courses.

12
13 She noted she included information about City Charter in the meeting packet.

14
15 Manager Beaucaire reported she met with Lincoln County about the Ocean View Drive, and that
16 meeting well. She indicated the County was much more responsive to the City's concerns and
17 were amenable to some changes. The County would help draft language for the easements
18 with property owners, which means they do not have to be written by the City Attorney. She
19 reported they would meet again next month and Public Works would have a list of outflows that
20 need to be addressed by that meeting. She noted the next paving season begins around May
21 2019.

22
23 Berdie asked about the barriers along the bluff. Manager Beaucaire reported the County had
24 previously been reluctant to do anything to upgrade those barriers, but they were now willing to
25 work with the City over the next few months about possible options for barriers.

26
27 Glenn asked about the availability of the 804 Mitigation Funds. Manager Beaucaire noted the
28 money was still there, but it has very specific restrictions on how it could be used per the 804
29 Settlement Agreement. She indicated the County was willing to spend those funds.

30 31 **C. IT RFP Report**

32 Manager Beaucaire indicated there was a memo summarizing the IT RFP process in the
33 meeting packet. She specifically noted the background of the selection committee. She noted
34 the packet was in the document library. She indicated she tried to upload the RFP bids to the
35 document library, but they were too large to be posted on the City's website.

36 37 **V. New Business**

38 **A. Dahl Disposal: New Service Option Rate Proposal**

39 Joe Cook and Chuck Lerwick presented a proposal on plan options based on customer
40 requests. Dahl currently had monthly and weekly rates, and was proposing a once every two-
41 week rate. Cook indicated the Council needed to approve the addition of this service.

42
43 **Berdie moved to add the every-other-week plan to the Dahl rate structure: Aye – 5; No – 0.**
44

45 Lerwick reported they have had 28 collection days since the advent of curbside yard debris
46 collection, and they have collected 357,000 pounds of yard debris throughout the county. He
47 was pleased that the can contents have been very clean. Lerwick indicated Dahl takes the yard
48 debris to Rexius in Eugene where it gets processed for compost.

49 50 **B. EPA Presentation: Sustainability Application**

1 Manager Beaucaire welcomed David Olszyk from the EPA. Olszyk noted he was from the
2 research arm of the EPA, not regulatory arm. Olszyk introduced Alan Brooks, IT specialist, and
3 Christy Swisher, a student who is interested in how EPA interacts with communities.
4 Olszyk stated their goal was to develop ways to work better with smaller communities, noting
5 many of their tools were more appropriate for larger cities. He reported they have developed a
6 tool to direct cities to website links and other sources of useful information. He explained their
7 process was to meet with a community, take ideas back to IT, and then have IT develop
8 programs to help.
9

10 Olszyk emphasized the importance of community engagement. Swisher, a biologist, indicated
11 they were developing numerous metrics to develop a holistic view of the community. Olszyk
12 explained the model behind the approach where they have tried to condense large data into a
13 form that was more easily digested. The program creates an index that would generate a
14 relative sustainability score that could be used to compare to other communities. The system
15 also outputs a tear sheet that directs communities to other resources. He noted users could
16 customize weights to better reflect the values and emphasis of a community. Swisher noted
17 some communities have used this model to help in strategic planning, such as assessing the
18 impacts of a certain action.
19

20 Brooks explained the usefulness of tear sheet. Swisher stated the resources were broken into
21 categories of contacts, offices, toolkits, funding sources, and technical assistance.
22

23 Olszyk added that while EPA was known for its focus on air, water and solid waste, they are
24 also interested in community.
25

26 Glenn asked about current research on climate change. Olszyk replied that resiliency implicitly
27 addressed some variables related to climate changes, such as CO₂ levels. Olszyk reported the
28 services would be free.
29

30 Berdie discussed some of the differences between large and small communities, suggesting the
31 smaller communities find it hard to influence the environments outside of their area.
32

33 Tooke noted this would allow Yachats to resources that they are not aware of. Swisher
34 emphasized that the City's feedback was invaluable, even if the only feedback was why this
35 system would not be useful.
36

37 Mayor Stanley imagined this program could be a great City event. Brooks reported they have a
38 group in their lab that finds and researches the metrics and they do quality assurance.
39

40 **C. Commons Policy Manual: Amendment to Alcohol Policy**

41 John Moore reported that Linda Hetzler was planning to present tonight and he would try to
42 cover her part in his presentation. He noted the issue was brought to the Commission because
43 there was a vendor who wanted to have an Irish Whisky Tasting at the Celtic Festival. He
44 reported the recommendation of the Commission was to allow for service of hard liquor in the
45 Commons. He noted that Hetzler pointed out that there were OLCC standards for comparing
46 alcohol content in spirits versus beer and wine.
47

48 Frye clarified that the holder of liquor license would carry the liability. Berdie did not believe the
49 language was specific enough. Tooke clarified that the "two cups" applied to each trip to the
50 bar. Berdie clarified that the City Manager approved the liquor application before it went to
51 OLCC.

1
2 **Berdie moved to revise the Yachats Commons Policy Manual on alcohol as presented: Aye – 5;**
3 **No – 0.**
4

5 **D. Approve Special Session Agenda**

6 Mayor Stanley stated they needed to decide on a date for the special session. Frye wanted to
7 know how long the meeting would last. Stanley indicated they would not know the time know
8 until they set agenda. The Council discussed possible meeting dates.
9

10 Stanley asked about three items on the agenda. Berdie suggested that, if they were limiting
11 meeting to four hours, they should only address the first two items.
12

13 Stanley heard consensus that item C was removed from the agenda. Stanley clarified that the
14 following would not be addressed at this special meeting:

- 15 1. Review of the whole Comprehensive Plan
 - 16 2. Which documents they regularly review
 - 17 3. Revisions to Charter
 - 18 4. Work on how Commissions relate and report to the Council
- 19

20 Council set a meeting date of October 23, 2018 from 9:30 am to 12:00 pm.
21

22 Glenn asked Manager Beaucaire to follow up with Larry Dillenbeck on the program that could
23 help set priorities.
24

25 **VI. Other Business**

26 **A. From Mayor**

27 Mayor Stanley reported he and Manager Beaucaire were halfway through creating an
28 evaluation form for the City Manager. He stated the evaluation would occur in mid-November.
29

30 Frye asked Manager Beaucaire to send three dates in early November to set up a meeting on
31 the City Charter.
32

33 **B. From Council – none**
34

35 **C. From Staff**

36 Manager Beaucaire reported she has been reviewing the Administrative Policies. She indicated
37 Policy 22 clarified what documents could be notarized at no cost by City Staff at City Hall during
38 business hours. She clarified that the City's notary could notarize documents for a fee as long
39 as that transaction was not at City Hall. She added that the Policy specifically listed the
40 documents that could be notarized during business hours.
41

42 Frye expressed concern about an employee conducting a business on work time. Frye
43 asserted she believed if the City were paying for the training and certification of an employee,
44 that employee should only do work for the City. Glenn asked about advertising an employee's
45 personal business at City Hall. Manager Beaucaire indicated that there was no statement about
46 advertising a business at work in Policy 22. She added that the employee could conduct private
47 notary work outside of City Hall and City business hours.
48

49 **Frye moved to accept the recommended changes on Administrative Policy 22: Aye 5; No – 0.**
50

1 Manager Beaucaire indicated she would have a resolution at the next meeting to memorialize
2 this action. Frye asked why memorializing the action was necessary. Manager Beaucaire
3 stated the process was outlined in the policies and ensures documentation of major decisions.
4

5 Mayor Stanley adjourned the meeting at 8:58 pm.
6
7
8
9

10 _____
11 GERALD STANLEY, Mayor

12 ATTEST:
13
14

15 _____
16 Shannon Beaucaire, City Manager

17 _____
Date

CITY OF YACHATS
CITY COUNCIL SPECIAL MEETING
October 23, 2018

Draft Minutes

Mayor Gerald Stanley called the October 23, 2018 special meeting the City Council to order at 9:30 am in Room 1 of the Yachats Commons. Council members present: Gerald Stanley, Jim Tooke, Barb Frye, Craig Berdie, and Max Glenn. Staff present: City Manager Shannon Beaucaire. Audience: .

I. Call to Order

Mayor Stanley announced that this meeting was convened as a special regular meeting rather than a work session to allow Council to vote if needed. He explained citizens would have an opportunity to speak at the end of the meeting.

Councilor Frye suggested that it was an odd time to be setting goals, as a new Council would convene in two months. Councilor Berdie stated this work could serve as a framework for the future Council. Councilor Glenn stated he looked at the vision statement in relation to the goals they identified at the facilitated session. Mayor Stanley did not see this work as directing a new Council. He suggested this work would be a statement of where the City currently stands and what the new Council might want to focus on.

Mayor Stanley explained he had outlined a process on how they should proceed with the two agenda item. He had provided a document from facilitator Larry Dillenbeck on collaborative decision making. The Council discussed how they should proceed with the discussion.

Mayor Stanley asked if Councilors wanted to discuss the 2016-17 Council Goals and shepherding assignments and how that document might relate to the 2018 goals. Glenn suggested they start with the 2018 goals and use supporting documents as needed.

II. New Business

A. Review and Prioritize Goals from Facilitated Meeting

Mayor Stanley asked if Councilors wanted to add goals to the list. Frye wanted to add Roles and Responsibilities of Council. Councilor debated where revising the City Charter should be its own goal. Frye asked to change "Community Health Care" to "Heath Care for the Community." Mayor Stanley wanted to have encouraging more low-density, affordable housing for the workforce as a goal rather than objective.

Council tentatively set the following goals as of highest priority (not in order):

1. Water Security
2. New Staff and Organization/Office Locations
3. Streets and Infrastructure/Maintenance for City Buildings
4. Protect Natural Resources
5. Effective Governance/Financial Reserves
6. Smart City/Digital Yachats
7. Revise Charter

1. Water Security

1 Glenn asked to add, "Explore impact of climate change." Tooke asked to add, "Evaluate future
2 demand." Berdie suggested the future demand could be included under "Increase quantity."
3 Mayor Stanley noted how vacation rentals use higher amounts of water.
4

5 2. New Staff, Organization, and Office Locations

6 Glenn wanted to ensure the Civic Plus IT work was included in this section. Berdie thought that
7 issue was part of "Secure on-going IT support."
8

9 Frye asked to include, "Establish a plan for a grant writer/administrator" and "Establish a
10 program to educate citizens on how they can use government," and Mayor Stanley suggested
11 these items could go under Goal 5 on effective governance.
12

13 Berdie asked about studying community opinions around Commissions and Committees.
14 Mayor Stanley suggested that item would be appropriate under Goal 5 on effective governance.
15

16 Mayor Stanley stated the Council should begin now to address office space. Frye and Tooke
17 debated what the Library decided about possibly moving to the 501 Building versus remodeling
18 the current facility. Tooke noted the Library Commission unanimously voted to only have the
19 architect examine options for the current facility. Frye did not believe the Library Commission
20 had ruled out re-evaluating the costs for the 501 Building. Glenn suggested the Council needed
21 to act quickly on this issue. Frye indicated the Council should respect the process of the Library
22 Commission and wait until the Library officially reports their decision to Council.
23

24 Tooke suggested code enforcement was very important to citizens, and Manager Beaucaire
25 indicated it should go under staff needs.
26

27 3. Improve Streets and Infrastructure

28 Frye suggested the Library and the Little Log Church should go under "Improve Streets and
29 Infrastructure." Manager Beaucaire indicated she kept the office location issue under Goal 2
30 and added the Little Log Church and Library to Goal 3. Frye asked to add a statement about
31 establishing a maintenance schedule for building. Glenn wanted to see a plan to address
32 building maintenance.
33

34 Glenn suggested adding, "on streets and buildings" to the end of the statement to, "Develop a
35 short and mid-term plan to address the improvements." Glenn also wanted to add, "Continue to
36 address parking needs, especially for the downtown core."
37

38 4. Protect Natural Resources

39 Berdie explained believed this topic should have a high priority, as people are attracted to the
40 City because of the natural resources. He wanted to ensure that the City remain how it is and
41 suggested the Planning Commission could establish some regulations to prevent developers
42 from destroying the natural resources. Berdie noted this issue was the first statement in the
43 vision statement.
44

45 Glenn asked Berdie what he intended by "promote City practices that minimize demands on the
46 natural world." Berdie provided examples, such as adopting some renewable energy source.
47 Frye noted that banning plastic bags and adopting dark sky criteria would fall under this item.
48

49 Tooke asserted the Riggs property, the Evan/Betz, and the south view shed (Hancock property)
50 were critical to the future of Yachats. Frye noted View the Future and some other groups are

exploring options for these properties. Tooke wanted to assess what was important to the citizens of Yachats.

5. Effective Governance/Financial Reserves/Roles and Responsibilities

Frye reminded Council of her suggestion of "Establish a plan for a grant writer/administrator" and "Establish a program to educate citizens on how they can use government." Frye also added, "Financial reports on a regular basis" and "Liaisons to Commissions and regular reports from Commissions." Frye suggested that Council should examine the tax structure. Berdie noted he included "lobby for 'fair share' of property tax payments" under Effective Governance. Frye asked to add, "Develop evaluation procedures for City Manager and for Council." She suggested, "Conduct satisfaction surveys of the citizens," and Berdie suggested this item would be a method of evaluation.

Glenn suggested adding, "Collaborate with relevant governmental entities."

Glenn asked to remove "Create ordinance than mandates reserves for capital projects" under Financial Reserves. Council agreed.

6. Digital Yachats

Mayor Stanley noted this goal was previously listed as, "Long Range Revisioning as a Smart City with Community Input." Glenn did not want to lose the concept of "Smart City" and suggested adding an objective of, "Create small group to familiarize themselves with what is happening in small communities in the area of smart cities and suggest how this concept might enhance the spirit of Yachats."

Frye asked for clarification on what was meant by improving digital communications. Council discussed perspectives.

Glenn suggested revising the last objective under Long Range Revisioning to state, "Encourage exploration of alternative energy sources and continue to explore the EIP wind energy project." Berdie noted the EIP project is very long term and suggested generalizing the clause. Council agreed to include two points: "Encourage green energy practices throughout the citizenry of Yachats" and "Encourage alternative energy businesses to locate in Yachats."

7. Revise the City Charter

Mayor Stanley noted the goal is to have this revision ready for the May 2019 ballot. He believed it was better to review the entire charter rather than to just focus on one item, as he speculated that citizens would be more likely to approve changes if they read the entire document rather than voting on just one change. Council agreed to objectives of, "Encourage education about Charter changes" and "Identify potential changes in the Charter using the League of Oregon Cities model charter as a guide."

Tooke wanted clarification on whether the Council planned to present these objectives as a recommendation to the new Council in January 2019 or wanted to vote on a revision by December 2018. Councilors discussed having a special meeting to discuss the Charter or only

1 discussing the topic during a work session. Manager Beaucaire indicated she added this topic
2 to the November 7, 2018 work session to begin the discussion.

3
4 Mayor Stanley asked if any Councilor believed one of the above seven items should be of lesser
5 importance and if the Council was comfortable with presenting this to the public. Frye raised
6 the topics of emergency planning and healthcare. Mayor Stanley questioned the high priority
7 on protecting natural resources.

8
9 Glenn suggested dividing the goals into three categories: goals only the City can do, goals the
10 City needs to form a partnership with community in order to accomplish, and goals the City
11 needs to form a private partnership in order to accomplish. He suggested healthcare would fall
12 under the third option.

13
14 Frye stressed that not having healthcare on this list would send a bad signal to outside agencies
15 and the citizens, suggesting people would see Yachats as not supporting healthcare. Council
16 agreed to add "Healthcare for the Community" as a high-priority goal. She suggested the
17 objectives of, "" and the objective for encouraging healthful practices. She stated the objective
18 about leveraging services was not needed. Council agreed to:

19 8. Healthcare for the Community

- 20 - Continue work to establish healthcare services in Yachats
21 - Encourage healthful practices such as community run/walk, commons activities, etc.

22
23 Berdie suggested "encouraging broadband access" infrastructure did not rise to the level of
24 these eight objectives. He noted the government has allowed private cell providers to put their
25 5G transmitters on any street pole. He also suggested they discuss what the City could do to
26 help businesses. He believed they had spent adequate time today on emergency planning.

27
28 Berdie noted he had an objective for low-density, affordable housing and getting away from
29 affordable housing being rows of condominiums. He wanted to highlight affordable housing. He
30 suggested pursuing creative solutions such as repurposing existing structures like the Alder
31 Bistro and the existing Fire Department.

32
33 Glenn did not believe crafts defined Yachats and suggested they would want a person to focus
34 on creativity and economic development.

35
36 Attract and Encourage a Diverse and Creative Citizenry

- 37 - Create, in cooperation with experienced developers, work-liye space in underutilized
38 buildings (e.g., Fire Station, Alder)
39 - Create, in cooperation with experience developers, shared workspace for artisans,
40 makers, programmers, etc.
41 - Fund or support staff for promoting creativity and economic development
42 - Encourage low-density, affordable housing for workforce

43
44 Regarding Grow/Smooth Tourist Revenue, Glenn suggested adding the following statements:

45 Grow/Smooth Tourist Revenue

- 46 -Address the visual appeal of the City
47 - Complete Ocean View Drive project with enhanced 804 Trail and consistent, attractive
48 fencing

- Create an interpretive kiosk with large screen digital display of existing videos of trails and attractions, including the Native American transformative story, the "Community History Timeline" created for the 50/100 anniversary
- Explore ways to utilize the unique interests and backgrounds of Yachatsians to offer workshops, mentoring opportunities, and specialized trainings during the "off season" to attract targeted clientele

Berdie suggested the City was not leveraging the unique environment of Yachats. Mayor Stanley asked Berdie to write a generalized statement on this topic for the Grow/Smooth Tourism goal.

Frye recalled there was interest in have art along the highway when they were planning the Highway 101 project. She would recommend to the new Council that they resume this objective. Mayor Stanley suggested Berdie could add creative artworks to his statement.

Mayor Stanley believed that, while very important, work was already being done in the area of emergency planning. Berdie suggested there might be was to personalize and make more fun the emergency planning process. Tooke pointed out that emergency planning was an ongoing process rather than a goal that would be completed.

Mayor Stanley suggested giving Berdie's document to the incoming Council.

B. Discussion of Goal Impacts on 2018/19 Budget

Mayor Stanley asked Manager Beaucaire what she was expecting from this agenda item. Frye asserted that the Council needed to address the goals in the context of financial planning.

Manager Beaucaire noted there were four meetings remaining for this Council, and she suggested Council stipulate what they want to accomplish at these meetings.

Glenn asked to add a presentation by Tom Kerns on climate change for the November 14, 2018 Council agenda. Mayor Stanley suggested that when they get the Library Commission update, they would need to address the utilization of all City facilities. He suggested "best use of City properties" for the November 14, 2018. Glenn suggested they could direct the City Manager to discuss with the architect what it would take to move City Hall to the 501 Building. Frye wanted to see a more thoughtful presentation from the City Manager about what she needs.

Manager Beaucaire noted there was an outstanding motion to move City Hall to the 501 Building that had never been rescinded. Frye asserted there was disagreement about this motion. Glenn asserted there was a unanimous vote by Council. Manager Beaucaire asked Council for more clarity on what they wanted her to include in a preliminary report. Frye did not think a motion was needed to direct the City Manager to prepare a preliminary report. Glenn suggested Council was now giving the City Manager to explore options for the 501 Building, including consultation with the architect. Frye wanted a recommendation from the City Manager before talking to the architect, and Glenn disagreed with this request. Mayor Stanley suggested they leave the decision to consult with the architect up to the City Manager. Manager Beaucaire stated she heard she was to report on what was needed for staff for comfortable, secure, efficient, optimal use of space including additional personnel. Berdie suggested Manager Beaucaire make these recommendations without reference to a specific building. Manager Beaucaire indicated she did not need to consult with the architect prior to the Library Commission presenting their recommendations.

1 Mayor Stanley announced the League of Oregon Cities had adopted all four of Yachats'
2 recommendations. He urged the City to continue to work with the League on priorities for
3 legislative issues.

4
5
6 Mayor Stanley adjourned the meeting at 12:05 pm.
7
8
9

10 _____
11 GERALD STANLEY, Mayor
12

13 ATTEST:
14
15

16 _____
17 Shannon Beaucaire, City Manager
18

Date

City Council Action Item Cover Sheet

DATE: November 14, 2018

Agenda Item:

Financial Reports

Question Before Council:

Monthly Financial Reports

Person/Group Initiating Request:

Judy Richter, City Clerk

Item Summary/Background:

I have prepared Revenues & Expenditures Reports for September & October 2018. A column for Beginning Balances has been added per request. I have also added a listing of labor, budgeted vs. actual per request. I have prepared a breakdown of the long-term debt for the City. I do not have all of the details yet on the loan for the South Tank. Those should be coming very soon as the project is completed. I am expecting that the first payment will be due in December sometime.

The last report is a recap of Transient Rental Tax and Food & Beverage Tax Collections for the last several years. There is a comparison of previous years showing increases (decreases) both in dollars and by percentage. The first quarter collection for 2018-2019 is included. Please keep in mind that what is collected by the City in the first quarter (July, August & September) actually reflects what the businesses collected the previous quarter (April, May, June.

I am trying to figure out how to present the interfund transfers in a report that will make sense. I hope to have that by next month for you.

Any questions, please let me know.

Revenues and Expenditures Fiscal 2018-2019 as of September 30, 2018

Account	Beginning Balance	Budgeted Reve	Revenue to Date	Difference	% Received	Outliers 0.25%	Budgeted Exper	Expenditures to	Difference	% Expended	Outliers 0.25%
General (100)	633,048	1,166,200	288,700	(877,500)	24.76%		649,430	649,430	-	100.00%	?
City Hall							422,000	70,606	351,394	16.73%	
501 Bldg							26,200	5,342	20,858	20.39%	
Marketing		138,000	138,000	0			138,000	26,577	111,423	19.26%	
Visitor Amenities (120)	119,446	369,000	369,000	0	100.00%		435,870	435,870	-	100.00%	?
Capital Reserve (150)	1,535,191	390,000	115,787	(274,213)	29.69%		365,000	365,000	-	100.00%	?
City Hall		40,000	40,000	0			55,000	17,666	37,334	32.12%	
501 Bldg											
Streets		74,000	74,000	0			253,500	488	253,013	0.19%	
Library		46,100	46,100	0			50,000	4,440	45,560	8.88%	
LLCM		116,600	116,600	0			150,000	98	149,903	0.07%	
Commons		27,000	27,000	0			65,000	66,263	(1,263)	101.94%	
Parks		68,000	68,000	0			60,000	-	60,000	0.00%	
Water		100,000	100,000	0			310,000	3,933	306,067	1.27%	
Sewer		230,000	230,000	0			240,000	63,242	176,758	26.35%	
Restricted Reserves (155)	523,959										
Debt Service (17)		43,000	43,000	0	100.00%		42,850	-	42,850	0.00%	
GO Bond		44,000	-	(44,000)			44,670	-	44,670	0.00%	
South Tank		100,000	100,000	0			40,000	-	40,000	0.00%	
Sewer Debt (76)		560,000	560,000	0			509,733	-	509,733	0.00%	
Sys. Dev. (160)	236,321	235,668	200,997	(34,671)	85.29%		190,000	190,000	-	100.00%	?

City Amenities (240)	500										
Library (122)		32,400	30,052	(2,348)	92.75%		32,400	7,638	24,762	23.57%	?
Log Church Museum (123)		15,900	13,996	(1,904)	88.03%		15,900	6,187	9,713	38.91%	?
Commons (124)		162,800	139,198	(23,602)	85.50%		162,800	57,996	104,804	35.62%	?
Parks & Trails (125)		37,000	36,500	(500)	98.65%		37,000	4,136	32,864	11.18%	?
Streets (621)	776,330	121,000	52,178	(68,822)	43.12%		97,700	25,983	71,717	26.59%	?
Storm Drains (630)	86,393	37,000	37,000	0	100.00%		37,000	7,617	29,383	20.59%	?
Water (660)	142,422	642,500	196,935	(445,565)	30.65%		642,500	250,517	391,983	38.99%	?
Water Construction (668)	(35,442)	138,500	150,000	11,500	108.30%		328,500	126,708	201,792	38.57%	?
Sewer (670)	186,507	628,000	187,928	(440,072)	29.92%		615,150	249,323	365,827	40.53%	?
URD (90)	204,015	271,000	5,548	(265,452)	2.05%		229,000	226,058	2,942	98.72%	?
Totals	4,408,691	5,833,668	3,366,519	(2,467,149)	57.71%		6,245,203	2,861,117	3,384,086	45.81%	

Total Income over Expenditures

505,403

All Interfund Transfers are done at the first of the Fiscal Year

Budgeted Expenditures do not include contingencies or beginning balances

Labor

	Budgeted	Actual	Difference % used YTD	
City Hall	115,000	24,535	(90,465)	21.33%
501	11,700	3,137	(8,563)	26.81%
Marketing	6,500	415	(6,085)	6.39%
CIP-Streets	15,000		(15,000)	0.00%
CIP-Library	6,000		(6,000)	0.00%
CIP-LLCM	1,000		(1,000)	0.00%
CIP-Commons	1,500		(1,500)	0.00%
CIP-Parks	2,650		(2,650)	0.00%
CIP-Water	45,250	285	(44,965)	0.63%
CIP-Wastewater	12,750	1,047	(11,703)	8.21%
Library	2,000	52	(1,948)	2.60%
LLCM	2,500	415	(2,085)	16.61%
Commons	40,000	9,365	(30,635)	23.41%
Parks	6,000	410	(5,590)	6.83%
Streets	33,000	9,940	(23,060)	30.12%
Storm Drains	25,000	7,171	(17,829)	28.69%
Water	285,000	59,735	(225,265)	20.96%
South Tank	7,500	7,419	(81)	98.92%
Wastewater	265,000	75,633	(189,367)	28.54%
Totals	883,350	199,561		

Revenues and Expenditures Fiscal 2018-2019 as of October 31, 2018

Account	Beginning Balance	Budgeted Revenue	Revenue to Date	Difference	% Received	Outliers	Budgeted Expenditures	Expenditures to Date	Difference	% Expended	Outliers
						0.33%					0.33%
General (100)	633,048	1,166,200	745,366	(420,834)	63.91%		649,430	649,430	-	100.00%	?
City Hall							422,000	107,336	314,664	25.44%	
501 Bldg							26,200	5,673	20,527	21.65%	
Marketing		138,000	138,000	0			138,000	43,540	94,460	31.55%	
Visitor Amenities (120)	119,446	369,000	369,000	0	100.00%		435,870	435,870	-	100.00%	?
Capital Reserve (150)	1,535,191	390,000	272,394	(117,606)	69.84%		365,000	365,000	-	100.00%	?
City Hall		40,000	40,000	0			55,000	18,381	36,619	33.42%	
501 Bldg											
Streets		74,000	74,000	0			253,500	488	253,013	0.19%	
Library		46,100	46,100	0			50,000	10,852	39,148	21.70%	
LLCM		116,600	116,600	0			150,000	98	149,903	0.07%	
Commons		27,000	27,000	0			65,000	76,297	(11,297)	117.38%	
Parks		68,000	68,000	0			60,000	-	60,000	0.00%	
Water		100,000	100,000	0			310,000	3,985	306,015	1.29%	
Sewer		230,000	230,000	0			240,000	63,242	176,758	26.35%	
Restricted Reserves (155)	523,959										
Debt Service (17)		43,000	43,000	0	100.00%		42,850	-	42,850	0.00%	
GO Bond		44,000	1,024	(42,976)	2.33%		44,670	-	44,670	0.00%	
South Tank		100,000	100,000	0			40,000	-	40,000	0.00%	
Sewer Debt (76)		560,000	560,000	0			509,733	-	509,733	0.00%	
Sys. Dev. (160)	236,321	235,668	200,997	(34,671)	85.29%		190,000	190,000	-	100.00%	?

City Amenities (240)	500										
Library (122)		32,400	30,245	(2,155)	93.35%		32,400	9,132	23,268	28.18%	?
Log Church Museum (123)		15,900	14,386	(1,514)	90.48%		15,900	7,047	8,853	44.32%	?
Commons (124)		162,800	140,308	(22,492)	86.18%		162,800	66,990	95,810	41.15%	?
Parks & Trails (125)		37,000	36,500	(500)	98.65%		37,000	5,801	31,199	15.68%	?
Streets (621)	776,330	121,000	57,136	(63,864)	47.22%		97,700	30,756	66,944	31.48%	?
Storm Drains (630)	86,393	37,000	37,000	0	100.00%		37,000	8,978	28,022	24.26%	?
Water (660)	142,422	642,500	253,836	(388,664)	39.51%		642,500	294,697	347,803	45.87%	?
Water Construction (668)	(35,442)	138,500	150,000	11,500	108.30%		328,500	158,329	170,171	48.20%	?
Sewer (670)	186,507	628,000	242,586	(385,414)	38.63%		615,150	296,260	318,890	48.16%	?
URD (90)	204,015	271,000	6,233	(264,767)	2.30%		229,000	226,083	2,917	98.73%	?
Totals	4,408,691	5,833,668	4,099,710	(1,733,958)	70.28%		6,245,203	3,074,263	3,170,940	49.23%	

Total Income over Expenditures 1,025,446

All Interfund Transfers are done at the first of the Fiscal Year

Budgeted Expenditures do not include contingencies or beginning balances

Labor

	Budgeted	Actual	Difference	% used YTD
City Hall	115,000	32,699	(82,301)	28.43%
501	11,700	3,137	(8,563)	26.81%
Marketing	6,500	415	(6,085)	6.39%
CIP-Streets	15,000		(15,000)	0.00%
CIP-Library	6,000		(6,000)	0.00%
CIP-LLCM	1,000		(1,000)	0.00%
CIP-Commons	1,500		(1,500)	0.00%
CIP-Parks	2,650		(2,650)	0.00%
CIP-Water	45,250	338	(44,912)	0.75%
CIP-Wastewater	12,750	1,047	(11,703)	8.21%
Library	2,000	52	(1,948)	2.60%
LLCM	2,500	703	(1,797)	28.12%
Commons	40,000	12,786	(27,214)	31.97%
Parks	6,000	515	(5,485)	8.58%
Streets	33,000	11,693	(21,307)	35.43%
Storm Drains	25,000	8,532	(16,468)	34.13%
Water	285,000	82,092	(202,908)	28.80%
South Tank	7,500	9,448	1,948	125.97%
Wastewater	265,000	101,941	(163,059)	38.47%
Totals	883,350	265,398		

[illegible]

City of Yachats
Fiscal Year Collections
Transient Rental & Food & Beverage Tax

		Transient Lodging Tax	Food & Beverage Tax	Better (Worse) to Last Year \$\$		Better (Worse) to Last Year %	
				Transient Lodging Tax	Food & Beverage Tax	Transient Lodging Tax	Food & Beverage Tax
First Quarter	2014/15	113,338.00	62,929.00				
Second Quarter	2014/15	245,092.00	110,271.00				
Third Quarter	2014/15	101,503.00	50,546.00				
Fourth Quarter	2014/15	108,386.00	55,905.00				
Total Fiscal Year 14-15	2014/15	<u>568,319.00</u>	<u>279,651.00</u>				
First Quarter	2015/16	147,980.00	76,591.00	34,642.00	13,662.00	31%	22%
Second Quarter	2015/16	299,120.00	122,309.00	54,028.00	12,038.00	22%	11%
Third Quarter	2015/16	117,169.00	56,783.00	15,666.00	6,237.00	15%	12%
Fourth Quarter	2015/16	136,542.00	61,078.00	28,156.00	5,173.00	26%	9%
Total Fiscal Year 15-16	2015/16	<u>700,811.00</u>	<u>316,761.00</u>	<u>132,492.00</u>	<u>37,110.00</u>	<u>23%</u>	<u>13%</u>
First Quarter	2016/17	213,865.23	88,026.00	65,885.23	11,435.00	45%	15%
Second Quarter	2016/17	411,571.00	127,509.00	112,451.00	5,200.00	38%	4%
Third Quarter	2016/17	167,639.00	52,940.00	50,470.00	(3,843.00)	43%	-7%
Fourth Quarter	2016/17	134,105.00	54,571.00	(2,437.00)	(6,507.00)	-2%	-11%
Total Fiscal Year 16-17	2016/17	<u>927,180.23</u>	<u>323,046.00</u>	<u>226,369.23</u>	<u>6,285.00</u>	<u>32%</u>	<u>2%</u>
First Quarter	2017/18	238,860.12	84,941.91	24,994.89	(3,084.09)	12%	-4%
Second Quarter	2017/18	454,779.13	156,741.36	43,208.13	29,232.36	10%	23%
Third Quarter	2017/18	188,678.48	62,970.21	21,039.48	10,030.21	13%	19%
Fourth Quarter	2017/18	157,741.67	70,295.66	23,636.67	15,724.66	18%	29%
Total Fiscal Year 17-18	2017/18	<u>1,040,059.40</u>	<u>374,949.14</u>	<u>112,879.17</u>	<u>51,903.14</u>	<u>12%</u>	<u>16%</u>
First Quarter	2018-19	251,797.17	100,786.87	12,937.05	15,844.96	5%	19%

City Council Action Item Cover Sheet

DATE: November 14, 2018

Agenda Item:

Resolution 2018-44 - City Manger Evaluation process

Question Before Council:

To approve Resolution 2018-44

Adopting protocol and evaluation document containing criteria for review

Person/Group Initiating Request:

Mayor & City Manager

Item Summary/Background:

CITY OF YACHATS
RESOLUTION NO. 2018-44

A RESOLUTION ADOPTING PROTOCOL AND AN
EVALUATION DOCUMENT CONTAINING CRITERIA FOR THE
REVIEW AND EVALUSATION OF THE CITY MANAGER'S JOB
PERFORAMANCE

WHEREAS, the City of Yachats wishes to adopt a process to assist it and the City Manager in evaluating the City Manager's job performance; and

WHEREAS, the City Council wishes to use an evaluation document in performing its evaluation;

NOW THEREFORE BASED ON THE FOREGOING, THE City of Yachats hereby resolves as follows:

1. The Mayor and City Council will complete the City Manager Evaluation Form in November each year.
2. The Mayor will tabulate the results.
3. The Mayor, Councilors and Manager meet in Executive Session for review.

PASSED AND ADOPTED this 14th day of November 2018. THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

Attest:

Gerald Stanley, Mayor

Shannon Beaucaire, City Manager

City Manager Performance Evaluation

City of Yachats

Evaluation Period: October 1, 2017 to October 1, 2018

The Yachats City Council approved the City Managers Evaluation to be annually completed in November.

Council Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to Mayor, Gerald Stanley. The deadline for submitting this performance evaluation is November 21, 2018. Evaluations will be summarized and included on the agenda for discussion at an executive session on TBD.

Mayor's Signature

November 14, 2018

Date

Council Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains eight (8) categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5= **Excellent** (almost always exceeds the performance standard)
- 4= **Above average** (generally exceeds the performance standard)
- 3= **Average** (generally meets the performance standard)
- 2= **Below average** (usually does not meet the performance standard)
- 1= **Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3=Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS (University of Tennessee, Institute of Public Service)

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgement
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ _____ score for this category.

2. PROFESSIONAL SKILLS AND STATUS (University of Tennessee, Institute of Public Service)

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipated and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal ____ ÷ 5 = score for this category

3. CITY COUNCIL RELATIONSHIP (City of Sodaville Performance Evaluation, Pg 2)

- _____ Effective implements policies and programs approved by the City Council
- _____ Reporting to the City Council is timely, clear concise and thorough
- _____ Accepts direction/instructions in a positive manner
- _____ Effectively aids the City Council in establishing long range goals
- _____ Keeps to City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.

Add the values from above and enter the subtotal ____ ÷ 5 = score for this category

4. POLICY EXECUTION (University of Tennessee, Institute of Public Service)

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical.

Add the values from above and enter the subtotal ____ ÷ 5 = score for this category

5. INTERGOVERNMENTAL AFFAIRS (City of Sodaville Performance Evaluation)

- _____ Maintains effective communication with local, regional, state and federal government agencies
- _____ Financial resources (grant) from other agencies are pursued
- _____ Contributes to good government through regular participation in local, regional and state committees and organizations
- _____ Lobbies effectively with legislators and state agencies regarding City programs and projects

Add the values from above and enter the subtotal ____ ÷ 5 = score for this category

6. CITIZEN RELATIONS (University of Tennessee, Institute of Public Service)

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal ____ ÷ 5 = score for this category

7. STAFFING RELATIONS (University of Tennessee, Institute of Public Service)

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, encouraging training opportunities, setting goals and objectives, assessing progress, and providing feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = score for this category

8. FISCAL MANAGEMENT (City of Sodaville Performance Evaluation)

- _____ Prepares realistic annual budget
- _____ Seeks efficiency, economy and effectiveness in all programs
- _____ Controls expenditures in accordance with approved budget
- _____ Keeps City Council informed about revenue and expenditures, actual and projected
- _____ Ensures that the budget addresses the City Council's goals and objectives

Add the values from above and enter the subtotal _____ ÷ 5 = score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period? _____

[illegible]

What Performance area(s) would you identify as most critical for improvement?

[illegible]

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

[illegible]

CITY OF YACHATS
RESOLUTION NO. 2018-42

WHEREAS, The Parks & Commons Commission made recommendations to the City Council concerning the appointment of members to serve on the Commissions, and

WHEREAS, The Parks & Commons Commission discussed the recommendation at the October 18, 2018 meeting;

NOW THEREFORE, the City of Yachats resolves that the following appointments are made:

- Parks & Commons Commission: John Purcell – Seat C - Term ending December 31, 2020

EFFECTIVE DATE: This Resolution shall take effect immediately upon its adoption.

Passed and adopted by the Yachats City Council this 14th day of November 2018.

Attest:

Gerald Stanley, Mayor

Shannon Beaucaire, City Manager

City Council Action Item Cover Sheet

DATE: November 14, 2018

Agenda Item:

Supplemental Budget Hearing

Question Before Council:

Additional Funding needed to complete some projects that were not done last year or were started but not completed last fiscal year. Not enough was budgeted for the Commons roof replacement. Problems with the floor in the Multi-Purpose room have recently been discovered.

Person/Group Initiating Request:

Judy Richter, City Clerk at request/recommendation of the Finance Committee

Item Summary/Background:

There wasn't information available at the time of the budget preparation to plan for these expenditures. Passage of the supplemental Budget will allow these projects to be completed.

CITY OF YACHATS
RESOLUTION NO. 2018-43

A RESOLUTION ADOPTING THE SUPPLEMENTAL
BUDGET CHANGES FOR FISCAL YEAR 2018-2019

WHEREAS, a budget is a financial plan containing estimates of revenues and expenditures for a single financial year; and

WHEREAS, circumstances can make it necessary to make adjustments in the budget from time to time and as recommended by the Finance Committee of the City of Yachats; and

WHEREAS, the notice of the Supplemental Budget was posted and published as is required by Oregon Revised Statute prior to the Public Hearing; and

WHEREAS, the Gateway Sign was not replaced in fiscal 2017-2018 as expected and now is scheduled to be done in fiscal 2018-2019 and,

WHEREAS, Repairs and upgrades have become necessary for the Commons building at 441 Highway 101 N that were not known at the time the budget was adopted for the current fiscal year and unexpected revenue has been received to pay for part of the repairs, and

WHEREAS, the paving was not completed at the time the culvert was replaced on Hanley Drive last fiscal year, and

WHEREAS, the paving was not completed at the time the Driftwood waterline was installed last fiscal year, and

WHEREAS, the amount budgeted for the Solids Pole Building is not enough to cover the installation cost, and

WHEREAS, the total cost of the Crestview Sewer line was not known at the time the budget was prepared,

NOW THEREFORE, the City of Yachats resolves the changes to the budget will be adopted, amending the Budget for Fiscal Year 2018-2019 as follows;

Supplemental Budget Reconciliation

	<i>Adopted Budget</i>	<i>Budget Adjustments</i>	<i>Amended Budget</i>
Fund 621 Streets-- Gateway Sign Resources			
<i>Street Reserves</i>	=	(14,000)	(14,000)
<i>total resources</i>	=		(14,000)
Requirements			
<i>Capital Outlay Project - Gateway Signs</i>		14,000	14,000
<i>Total Requirements</i>			14,000
Fund 150 Commons Resources			
<i>Unanticipated Revenue</i>		(3,500)	(3,500)
<i>Commons Reserves</i>	(65,000)	(41,500)	(106,500)
<i>Total Resources</i>			(115,000)
Requirements			
<i>Commons Roof</i>	65,000	16,000	81,000
<i>Floor MP Room</i>		34,000	34,000
<i>Total Requirements</i>			115,000
Fund 150 Storm Drains Resources			
<i>Trans from General Fund</i>		(2,000)	(2,000)
<i>Total Resources</i>			(2,000)
Requirements			
<i>Street Paving, Hanley Culvert</i>		2,000	2,000
<i>Total Requirements</i>			2,000
Fund 150 - Water Resources			
<i>Water Reserves</i>		(12,000)	(12,000)
<i>Total Resources</i>			(12,000)
Requirements			
<i>Paving, Driftwood Waterline</i>		12,000	12,000
<i>Total Requirements</i>			12,000

Fund 150- Sewer**Resources**

<i>Transfer from SDC Fees</i>	(20,000)	(20,000)
<i>Sewer Reserves</i>	(20,000)	(20,000)
Total Resources		(40,000)
Requirements		
<i>Completion Crestview Sewer line</i>	20,000	20,000
<i>Increase Pole Building Budget</i>	20,000	20,000
Total Requirements		40,000

Fund 100 - General Fund**Resources**

<i>Available Reserves</i>	(2,000.00)	(2,000.00)
Total Resources		(2,000.00)

Requirements

<i>Trans to 150 - Storm Drains</i>	2,000.00	2,000.00
Total Requirements		2,000.00

Fund 160 - SDC**Fees****Resources**

<i>Available Reserves</i>	(20,000.00)	(20,000.00)
Total Resources		(20,000.00)

Requirements

<i>Trans to 150- Sewer</i>	20,000.00	20,000.00
Total Requirements		20,000.00

PASSED AND ADOPTED this 14th day of November 2018. THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

Attest:

Gerald Stanley, Mayor

Shannon Beaucaire, City Manager