

1. Agenda

Documents:

[PC_AGENDA_07-19-18.PDF.PDF](#)

2. Meeting Materials

Documents:

[YACHATS PAVILLION - 7-19-2018.PDF](#)

[YACHATS PAVILLION LAYOUT - 7-19-2018.PDF](#)

[DRAFT COMMONS POLICY - 7-19-2018.PDF](#)

[FACILITIES MANAGER REPORT JULY 2018 - 7-19-2018.PDF](#)

[PARKS AND COMMONS MINUTES - 7-19-2018.PDF](#)

[TRAILS JULY 2018 - 7-19-2018.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, July 19, 2018 at 3:00pm

- I. Call meeting to order
- II. Approve Minutes of June 21, 2018
- III. Reports
 - A. Facilities Manager
 - B. Yachats Trails Committee
 - C. Year to date Revenues and Expenses
- IV. Business
 - A. Commons Policy Manual Update DISCUSSION / VOTE
 - B. South Entrance Sign DISCUSSION / VOTE
 - C. Picnic Shelter Decals DISCUSSION / VOTE
 - D. Multi Purpose Room Floor DISCUSSION / VOTE
 - E. Pad for garbage can garage DISCUSSION / VOTE
 - F. Yachats Big Band DISCUSSION / VOTE
 - G. Yachats Volunteer Appreciation Day DISCUSSION / VOTE
 - H. Heaters for council chamber DISCUSSION / VOTE
 - I. 804 Trail South DISCUSSION
- V. Other Business
 - A. From Commission
 - B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, August 16, 2018 at 3:00pm

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.



Estimate #2531

6/14/2018

Prepared For:

City of Yachats
Shannon
441 N. Hwy 101
Yachats, OR 97498

Phone: 541-547-3565

Fax:

Alt. Phone: 541-961-4258

Email: Shannon@YachatsMail.org

Prepared By:

Jeffery
Newport Signs
PO Box 105
4909 S.Coast Hwy, Suite 105
South Beach, OR 97366 USA

Phone: 541-867-7600

Fax: 541-867-7606

Alt. Phone: 503-508-1031

Email: jeffery@newportsignshop.com

Description:

Pavilion window graphics
2 - 14 inch round digitally printed logo decals.
1 - White cut vinyl lettering for windows.

Estimated Time For Production: 5 working days

Quantity	Description	Each	Total	Taxable
2	24.00 in x 24.00 in Orajet 3551 RA Top laminated with Oraguard 290	65.00	\$130.00	
1	61.50 in x 19.50 in graphic cut out of Premium (Standard Colors)	92.00	\$92.00	
1.5	Installation	80.00	\$120.00	
		Subtotal	\$342.00	
		Total	\$342.00	

Terms: This estimate good for 30 days. 50% due on signing, balance due on completion.

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by

Date

Amt. Paid Today



PAVILION

This is a smoke and fragrance
free environment.

Alcohol by permit only.



PAVILION

For the enjoyment of residents
and visitors alike.

*For assistance please contact
any city staff member.
541-547-3565*



YACHATS COMMONS

POLICY MANUAL

Adopted by City Council [August 8, 2018](#)
~~June 13, 2018~~ ~~July 9, 2015~~

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FACILITIES AND MANAGEMENT

The Commons includes the Commons building and the City-owned grounds (4.85 acres) between 4th Street and 6th Street. This area includes the playground, open area, sports field, and wetlands/woods to the east property line of lots on Ocean View Drive.

The Commons, as City property, is under the general supervision of the Yachats City Council. As established by ordinance, the Parks and Commons Commission is responsible for advising the Council. The Parks and Commons Commission comprises seven members appointed by the Council who serve three-year terms. The Commission elects one member to act as Chair. The City ~~Manager-Recorder~~, and City Hall support staff, ~~and User Support Manager~~ are responsible for daily operations of the facility.

The City has the right to deny any or all privileges to a party violating Commons policy. Any person suspended from a Commons event or program for misconduct will not be allowed to use any portion of the Commons building or grounds during the term of suspension.

Questions regarding facilities and management may be discussed with the City ~~Manager-Recorder~~, and City Hall support staff, ~~or the User Support Manager~~.

PARKS AND COMMONS COMMISSION

The Parks and Commons Commission formulates rules, regulations, and standards for the operation of the City's parks, Commons building, and grounds in a manner that assures the security of City assets and encourages use by renters, residents, and visitors alike; establishes rental rates for Commons use; plans for the regulation, development, and improvement of the City's parks; cooperates with volunteer organizations and City groups in the advancement of the Commons; and recommends items for the annual budget to the Budget Officer and the City Budget Committee.

STANDARDS

Decisions made by the Parks and Commons Commission are based on considerations that include:

- time availability
- environmental impact
- noise level
- availability of parking
- impact on neighbors
- potential for litter
- degree of renter's need for help from staff
- applicant's rental history, if any, at the Commons

FRIENDS OF THE COMMONS

~~The Friends of the Yachats Commons Foundation (Friends) is a nonprofit 501(c)(3) organization whose mission includes the support of the Commons as a community center. The Friends is a volunteer group, and membership is open to anyone in the community. The Friends elects a board of directors who manage the organization. Major goals are the development and management of fundraising events and the encouragement of diverse use. Funds raised are used to make improvements to the Commons~~

BULLETIN BOARDS AND ADVERTISING

City of Yachats
Reader Board Policy
Adopted June 13, 2018

The City has two Reader Boards within the Commons Building. This Policy applies to both Reader Boards.

The purpose of the City's Reader Boards is to provide space for local organizations, groups and individuals to display notices that promote awareness of services and events of interest to the community. The Reader Boards are not a public forum.

After City-related services and programs, notices will be posted on a first-come, first-served basis. Postings must be submitted to City staff and all postings must comply with this Policy. The City does not discriminate against postings based on viewpoint but reserves the right to determine which postings are unacceptable for the Reader Boards. Postings found to violate this Policy are subject to removal.

Posting Guidelines

1. Postings are subject to the availability of space. Preference will be given to items that are no larger than 11" x 17".
2. The City reserves the right to refuse or remove any posting that does not comply with these the following requirements:
 - A. Postings should relate to topics of community interest or community events.
 - B. Personal, commercial or profit-making postings ~~will~~may not be accepted.
 - C. Postings should not: advertise or solicit for businesses; advocate illegal activity or violence; promote products or political organizations; endorse a position or particular stance on current political

campaigns, candidates or ballot measures; endorse a particular religious belief; infringe on copyrights, trademarks or intellectual property rights of others; contain abusive or vulgar language, sexually explicit subject matter, hate speech, derogatory terms or offensive content; contain threatening or defamatory remarks about a person's race, religion, color, sex, national origin, marital status, age, disability, sexual orientation, gender identity, source of income, domestic partnership or familial status; or contain information that may compromise the safety or security of the public, invade privacy, or pertain to an on-going investigation.

3. The City is not responsible for the preservation or protection of postings.

4. Postings are subject to removal and disposal after two weeks.

5. Submission of a posting constitutes acceptance of this Policy, which may be revised from time to time.

~~All items to be posted on the bulletin boards must be left with City Hall staff. Postings regarding commercial events or sales or business advertisements are not allowed.~~

MAIN HALLWAY BULLETIN BOARD

This board is used solely for posting information about Commons events or community events held in the Commons and information pertaining to the City of Yachats.

NORTH HALLWAY BULLETIN BOARD

This board is used for posting information about Greater Yachats and regional events and local nonprofit programs and classes.

OUTSIDE READER BOARD

The reader board is managed ~~and kept current~~ by the ~~Facilities Manager~~ ~~Friends and kept current by Friends volunteers~~. Use of the reader board is prioritized as follows:

1. Emergencies
2. Commons ~~Friends~~ events

To have an event considered for display ask the ~~Facilities Manager~~ ~~Commons User Support Manager~~ when renting the space.

HEALTH AND SAFETY

~~TOBACCO~~SMOKING

The Commons building is a **NON SMOKING OR VAPING** ~~NO TOBACCO~~ area. **Smoking** or **vaping** ~~Tobacco~~ use is prohibited on Commons property.

DOGS

During normal business hours, and at any other time when any part of the Commons building is in use, dogs accompanying their owners into the Commons building must be leashed. Dogs providing security when the building is not in use by the public may be off leash. Dogs are not allowed in Room 5 (Kitchen) except service dogs.

FIRE SAFETY

Attendance in any space may not exceed the capacity of that space posted on the emergency exit plan or vary from the specified type of use. Tables, chairs, and other objects may not be placed or allowed to remain in corridors, hallways, or doorways per fire codes. The Yachats Fire District Chief may be asked to inspect the setups for any large event to ensure compliance with fire and safety codes.

Flammable materials, including but not limited to oils, candles, combustible fuels, kerosene, gasoline, or pyrotechnics (fireworks), may not be used or stored in the building, with the exception of Sterno-heated chafing dishes used by a licensed food establishment, with permission granted by the City ~~Manager~~ Reorder or City Hall support staff.

~~All public meetings must be held in rooms with two exits. Rooms 3 and 7 have only one exit each.~~

VIOLATIONS

Any renter found in violation of the health and safety regulations above will be given written notice that no future contracts for use of the Commons by that renter will be approved by the City.

ENVIRONMENTAL VALUES

FRAGRANCES

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The City of Yachats supports sustaining healthy indoor air quality. In the interest of promoting the health and safety of the City's citizens, staff, and visitors, City facilities open to the public are encouraged to maintain a fragrance-free environment. Please refrain from using scents, including those related to personal care, laundry, and cleaning products. Thank you for your consideration of others in providing an environment in which every person can feel safe and comfortable. Your cooperation is greatly appreciated.

DISPOSABLE PLASTIC BOTTLES

~~Yachats is a village that values natural resources. Water packaged in disposable plastic bottles and transported from remote locations unnecessarily consumes fossil fuel resources and creates a lasting waste management problem not only for our community, but for the entire planet. Therefore, the City Council requests that users of the Yachats Commons and other City properties refrain from the use and sale of water pa~~

~~ckaged in disposable plastic bottles.~~

SECURITY

Security and proper supervision of events are major concerns. All events must have adult supervision.

Hired security personnel may be required for out-of-town sponsors of active recreational, dance, or concert events, or evening events lasting more than 2 hours and/or attended by more than 50 people in the multipurpose room or a major portion of the building. ~~A volunteer may provide services, but to be security and be paid for services there must be a certificate from the State of Oregon.~~

When professional security services are required, the City may contract with the Lincoln County Sheriff's Office on an hourly basis. Security costs are not included in the room rental rates and will be charged in advance at the going rate. Upon payment of the invoice for the Sheriff's services, any remaining money will be returned to the renter.

Users wishing to contract for security privately must provide acceptable proof of such contract with a certified professional security provider.

Determinations regarding the need for security will be made case by case on the basis of information on the contract or by interview with the renter. Decisions regarding security are made at the discretion of the City ~~Manager Recorder~~ or City Hall support staff in consultation with the ~~User Support~~Facilities Manager.

ALCOHOL USE/SALE

The sale or consumption of alcohol at events in the Commons and on Commons grounds will be by written permission ~~from City Council only~~the City Manager. Requests for such permission must be presented in writing on an Application for Use of Alcohol on City Property form. These forms are available at City Hall. The completed form must be submitted to the City ~~Manager Recorder~~ for approval ~~by either the Mayor or City Council President~~.

The sale and consumption of alcohol will be contained within well-defined boundaries. Hours of sale and security requirements will be determined by the Oregon Liquor Control Commission (OLCC) with input from the Lincoln County Sheriff's Office.

The sponsoring group will be responsible for maintaining adequate controls to ensure that:

- servers are at least 21 years of age
- no person under the age of 21 is served
- alcohol will be consumed within designated areas
- no cans/bottles of alcohol will be brought into the event area from outside the event area
- no person will be served who appears to be intoxicated

Security must be provided by the sponsoring group or the Lincoln County Sheriff's Office solely at the expense of the renter. Security staff must be situated at each point of distribution to enforce regulations and the end of event. Alcohol will be limited to beer and wine only, two cups per customer per visit and dispensed in cups only -- cans or bottles are not to be sold.

The City, OLCC, or Sheriff's Office may close the sale of alcohol at any time during an event at their discretion.

The City ~~Council~~Manager may require a written statement outlining how an applicant plans to comply with the OLCC regulations as well as OLCC service permits for any group that will be serving alcohol.

FIREARMS SALE/DISPLAY

The Commons building, including its grounds, is a public facility by state law, and is also used for Municipal Court. Sale or display of firearms, as defined by state law, is prohibited in the Commons or on the grounds by any renter holding a Yachats

Commons Use Permit/Contract. Any violation of the firearms policy may be cause for and result in cancellation of an existing permit/contract and a ban on future rental of the Commons by the violator of this policy. **Paid security staff with proper permits [and certifications](#) are allowed to carry firearms.**

RESERVATIONS

All reservations for use of the facilities of the Commons including the picnic shelter and sports field must be made through the *GoYachats.com* reservations system. This process ensures a record of facility rentals that meets state record and retention policies. For information and assistance, the **Facilities ~~User Support~~ Manager** may be called at 541-**272-4213**.

Renters shall be allowed to reserve rooms up to three years in advance.

Arts and Crafts Festivals, when the primary activity is vender booth selling to the public, are limited to eight (8) per year.

ROOM DESCRIPTIONS AND DETAILS

ALL RESERVATIONS

When room rentals are made, the type of activity and associated noise level will be considered. The working hours of City Hall (8:30 a.m. - 4:30 p.m. weekdays) will be taken into consideration. Noisier events will normally be held in the north end of the building.

Food shall not be prepared or served in any rooms that are carpeted. During building-wide events, food must be prepared and served out of Room 5 (Commons Kitchen) only. Any exceptions shall be made at the discretion of the City ~~Manager Recorder~~ or City Hall support staff in consultation with the ~~Facilities User Support~~ Manager.

With the exception of lease agreements with the Yachats Youth and Family Program, no room will be allocated for exclusive permanent rental.

Room 1 (Civic Meeting Room) Not available for rent.

This room is used by City Hall from 8:30 a.m. to 4:30 p.m. for City Council meetings, Commission meetings, work sessions, and other open public meetings. At the discretion of the City ~~Manager Recorder~~ or City Hall support staff, ~~the audience half of the room~~ may be rented for conferences and seminars, ~~or for events that book the Multi-purpose room, the Kitchen, Rooms 8 and 3, and need additional space~~ at times when not in use by the City.

Room 2 (City Hall Offices) Not available for rent.

Room 3

This room has a capacity of 49 seats without tables. It has a small pull-down screen for presentations. Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 25 people at no charge.

Room 4 (Preschool)

This room is rented on a long-term basis to the Yachats Youth and Family Activities Program (YYFAP) for use as a preschool. Renters wishing to use this room shall contact YYFAP to inquire about use of this space.

Room 5 (Commons Kitchen)

Room 5 is the designated Commons Kitchen and has an exterior exit door. All food for an event shall be prepared and/or served from Room 5. If an event requires use of the kitchen facilities, the kitchen rental rate will be charged in addition to the rent for any room(s) being used for the event. Room 5 may also be rented without the use of the

kitchen facilities. Renters of this room may be impacted by multipurpose room noise. Maximum occupancy: 49 people, with or without tables.

The kitchen facilities are commercially approved and include a 6-burner gas stove, double-wide reach-in cooler, filtered drinking water, coffee-maker, triple sink, and 150 place settings.

Room 6 (Friends/User Support Facilities port Manager's office) Not available for rent.

Room 7

Room 7 has a capacity of 27 seats without tables. A wall of north-facing windows provides soft light. **Room 7 is not available to rent individually, but may be rented for large events that also book the Multi-Purpose Room, the Kitchen, Rooms 8 and 3, and that need additional space.**

Room 8

Room 8 has a capacity of 49 people without tables. A wall of north-facing windows provides soft light. This room has an exterior exit door.

Multipurpose Room/Stage

This large room with a stage at one end and two basketball hoops is used for recreation, sports, dances, plays, concerts, and exercise classes. It is also appropriate for seminars, conferences, and festivals. Event lighting is available, as well as spotlights for the stage. Audio is also available.

Stage use shall be limited to pre-approved theater and performance events. Exceptions shall be considered on a case-by-case basis by the City **Manager Recorder or their designee.**

Maximum occupancy for theater seating is 225, with no more than 17 chairs in a row and a 4-foot aisle. Other configurations with fewer chairs in a row and more aisles may be approved if adequate safety precautions are provided. Maximum occupancy with tables: 162 people including serving staff; 14 round tables, 8 people per table. Serving table allowed. Aisle between double doorways must be left open. Aisle of 4 feet between all tables for craft show setup. Clearance on southwest door 4 feet.

Basement (Yachats Youth and Family Program and storage) Not available for rent.

ROOM USE CATEGORIES AND RENTAL RATES

ROOM USE CATEGORIES

Free Use

- Yachats government (City Council and Commissions)
- Community events to raise funds for the Commons
- ~~Friends of the Commons fundraising events~~
- Yachats Youth and Family Program
- Friends of the Yachats Library for their book sale
- Fee-waived groups and activities for public information/input at the City Recorder's discretion (e.g., candidates' forum; government agencies)
- Other federal, state, or county government agencies

Use by Donation

- Open community gym and exercise programs, and recurring open community events that do not generate income for the instructor, sponsors or individuals (e.g., yoga, zumba, tai chi, discussion groups, song circles). Sponsors should solicit donations with all donations submitted to City Hall the Facilities Manager for credit to Parks and Commons in lieu of rent.

Community Use

* Room 3 is available by reservation for individuals or groups to hold small meetings in which no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 25 people at no charge.

Non Profit Use ~~Community Use~~

- Non-recurring nonprofit events that build a stronger sense of community while benefitting the individual: educational, sports, cultural and arts, recreation, social
- Nonexclusive service clubs/organizations
- Tax-supported agencies (e.g., community colleges)
- ~~Other federal, state, or county government agencies~~
- Commercial events open to the public that are sponsored by nonprofit groups or organizations (e.g., Chamber of Commerce Arts and Crafts Fair)
- Use sponsored by individuals for commemorative life events (e.g., birthdays, anniversaries, memorials) where the public is invited and donations are solicited for the benefit of local nonprofits or the Commons
- Hardship fundraising events not involving commercial activities, organized by a group of community members to benefit another community member in need

Private Use

- Private meetings or events with restricted access (e.g., family reunions, wedding receptions)
- Fundraising events involving commercial activities organized by a group of community members to benefit another community member in need (e.g., a fair or show where the funds for the community member in need are raised from the rental of space to commercial vendors who will be selling products for their own profit).

- Use sponsored by individuals for commemorative life events (e.g., birthdays, anniversaries, memorials) not involving donations to local nonprofits or the Commons, whether public or private.

Commercial Use

- Commercial or for-profit events open to the public, i.e., activity for which the purpose of the rental is to make profits for an individual or company.

RENTAL RATES AND OTHER FEES

Rental Rates for Commons Rooms

Space	Commercial Use	Private Use	Non Profit Use
Meeting Rooms 3, 5, 7, 8	\$36/hr \$180/day	\$18/hr \$90/day	\$9/hr \$45/day
Meeting Room 3	\$24/hr \$120/day	\$12/hr \$60/day	\$6/hr \$30/day
Multipurpose room	\$60/hr \$300/day	\$30/hr \$150/day	\$15/hr \$75/day
Kitchen	\$100/half-day \$200/day	\$50/half-day \$100/day	\$25/half-day \$50/day
Use of coffee-maker only	\$15	\$10	\$5

Rental Rates for Equipment

Equipment	Rental Price	Rental on Site?	Rental off Site?
Dishes	\$15	yes	No
Black chairs	\$2.50 each	no	Yes
Folding chairs	\$1.50 each	no	Yes
Rectangular tables	\$5.00 each	no	Yes
Round tables	\$5.00 each	no charge	Yes
Theater lighting	\$100	Yes	No
Folding chairs	n/a	n/a	n/a
Digital projector	n/a	n/a	n/a
Cordless mike	n/a	n/a	n/a

Rental of Commons equipment for off-site use is based on availability and the needs of Commons users and renters, who have priority in all cases. Equipment shall not leave the building except as approved by City Hall staff. Rental forms must be completed and fees paid to the City before any equipment can be released.

Rehearsal Time

Rehearsal time for events under contract will be free and available within reason. Rehearsal times will be accommodated as much as possible provided the space is not needed for paying events. If paying events come up, rehearsals will need to be rescheduled or moved to another room. Rehearsal time can be guaranteed by paying Community rates.

Set-Up/Clean-Up

~~Renters paying Commercial and Private rates will be charged for set up and clean up time exceeding one hour. The fee will be charged by the hour or by the day, whichever is less.~~

- No charge for setup time after 5:00 p.m. the day prior to the event.
- If 1-3 hours is needed prior to 5:00 p.m., the charge would be one half the hourly rate
- If 4 or more hours is needed prior to 5:00 p.m., the charge would be one half the daily rate

If One of Us Productions requires rehearsal time, there would not be a charge for rehearsal time so long as they are willing to use whatever room is available.

Cleaning/Damage Deposit

~~A refundable cleaning/damage deposit of \$200 for the multipurpose room and \$100 for each meeting room is required and is to be paid in advance.~~

A \$100.00 refundable damage/cleaning deposit for any full-day or multiple-day event for reservations of 1 or 2 rooms. Reservations for more than 2 rooms requires a \$500.00 refundable damage/cleaning deposit for any full-day or multiple-day event. Fifty percent of the rental fees are required up front; applicable to the total rent due.

If the reservation is cancelled at least 30 days prior to the event, tenant would receive 100% of their deposit back. If cancelled between 15-30 days, they would receive 50% of their deposit back. If cancelled within the last 14 days, the deposit would be forfeited.

A deposit will not be charged for memorial services. All other uses require a deposit to be paid up front.

Renters will be financially responsible for the value of any lost equipment or damage beyond normal wear and tear in excess of the deposit amount.

If the facility is left clean, the deposit will be returned. City Hall staff in consultation with the ~~Facilities User Support~~ Manager has the right to charge users for whatever cleaning or repair may be required, based on actual time and materials needed.

CONTRACTS AND APPEALS

City Hall staff in consultation with the ~~Facilities User Support~~ Manager will determine rental categories. Special contracts may be negotiated with the Parks and Commons Commission.

Contracts for ongoing renters are generally issued on a multi-month basis and are reviewed at least annually and extended at any time by the City ~~Manager-Recorder~~. Contracts may be revoked at any time by the City ~~Manager-Recorder~~.

Decisions made by the City ~~Manager Recorder~~ or City Hall staff may be appealed to the Parks and Commons Commission. Decisions made by the Parks and Commons Commission may be appealed to City Council.

INSURANCE

Certain activities, performances, events, and instructional classes require insurance and the documentation of a Certificate of Liability Insurance if Commons facilities or grounds are to be used.

The following lists represent the types of uses that will require certificates of insurance. They should not be considered complete listings.

A. Organized dance or sports instruction and participation.

- Recreational dance
- Tumbling
- Baton
- Martial arts
- Cheerleading

Meetings

B. Single-event activities.

- Festivals
- Concerts
- Dances

C. Multiple or long-term educational or recreational programs involving children.

- Preschool, day care
- Alternative education
- Baton, dance, or physical fitness instruction

D. Instructional programs involving overtly hazardous equipment, tools, or materials.

Liability insurance will have a \$500,000 single limit.

Documentation of coverage through existing business, residential, or organization insurance may be acceptable. The City of Yachats shall be listed as Certificate Holder.

Certificates of Insurance for single events are to be attached to rental contracts. For ongoing events, records must be kept of annual dates, certificates that expire, and notice given to renters prior to such expiration.

Determination regarding the need for certificate may be necessary on a case-by-case basis, depending on information on the rental contract or by interview. Certificate of Insurance must be received (with contract and rental fee) prior to the event.

OTHER RENTAL CATEGORIES

GRAND PIANO

Residents of Yachats and visitors are encouraged to use the grand piano. In order to maintain this fine instrument and ensure its prolonged use, the following guidelines have been established.

The piano will be kept in a secured garage on the stage of the multipurpose room when not in use.

The piano will be moved in and out of its garage only by experienced users or under the supervision of City Hall staff, ~~the User Support or the Facilities Manager, or a Friends~~ [volunteer](#).

The piano will be tuned as needed. The tunings will be scheduled by City Hall staff. The piano may receive additional tunings at the renter's discretion and expense. However, a technician approved by City Hall staff must be used.

Persons wishing to use the piano must fill out a request form and submit it to City Hall staff for approval.

There are to be absolutely no food or drinks on or near the piano.

Students under the age of 16 using the piano must be supervised by an adult at all times.

A small console piano is available for use by community members at no fee. Please see City Hall staff to use it.

Daily Rental Rates for Grand Piano

Commercial	Private	Community
\$100	\$50	\$25

A damage deposit of \$100 is required of all renters.

Fees may be waived at the discretion of the City ~~Recorder-Manager~~ for groups ~~such as Friends of the Commons or One of Us Productions~~ that have supported and made substantial contributions to the Piano Fund and to the Commons, or for individuals who sponsor fundraising events to raise money for the Commons.

STAGE/SOUND/LIGHTING

~~The Friends have installed P~~professional-grade sound and lighting equipment on the Commons stage ~~in order is there~~ to provide the opportunity for community and commercial activities such as theatrical events, music and dance performances and recitals, lectures, speeches, poetry readings, and screening of films and videos.

~~In order to maintain this equipment and provide for its prolonged use, the following guidelines have been established. A \$100 stage lighting fee will be charged. This fee is split 50/50: \$50 for stage lighting equipment and \$50 for an authorized trained stage lighting technician. The Friends may provide assistance for a donation. Community theater groups may have members trained as authorized technicians.~~

Rental of the stage will be at the discretion of the City ~~Manager Recorder~~ for uses other than events that are usual and customary activities associated with a stage.

Structures, stage sets, attachments, or equipment added to the stage will be approved by the City ~~Manager Recorder~~.

No food ~~or drinks are is~~ allowed on the stage. Liquids are acceptable on stage only in spill proof containers.

Only UL-approved electrical cords in safe working condition may be used and are to be connected to wall outlets in such a manner as not to interfere with the drapes.

Children under age 18 must be supervised by a responsible adult at all times.

The main drape on the stage shall be pulled closed when events in the multipurpose room might cause damage to the stage and/or its equipment (e.g., basketball, volleyball, softball, etc.)

RENTERS' RESPONSIBILITIES

Oregon law (ORS 105.682, et seq.) provides that the owner of land is not liable in contract or tort for injury, death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. Fees charged for a particular use in building and/or park, such as use of a meeting room or the picnic shelter, do not apply to other uses of the building, the park or the public trails, or to your ability to enter other areas of the building, park or public trails. Therefore, the City of Yachats is not liable for injuries, death or property damage arising out of any use of building, park or public trails for recreational purposes when no specific charge has been made for that use or for the right to enter that part of the property.

1. All applicants for rental space must be 18 or older.
2. City Hall is responsible for working with renters to ensure compliance with policies and any contract agreement(s); however, the renter is liable for that compliance.
3. The Commons ~~Facilities User-Support~~ Manager will coordinate with each renter to determine equipment needs and will check rooms/equipment for damage and cleanliness at the beginning and end of an event. Each renter is responsible for special needs on the reservation form prior to the event and for leaving the rooms clean/usable or better for the next renter. Renters are responsible for setting up and tearing down their own events and returning Commons property to its original location(s).
4. Renters must also determine the need to use their own personal equipment (e.g., extension cords).
5. City Hall does not clean rooms, wash dishes, or empty trash (with the exception of the rest rooms). The cleaning supply closet across the hall from Room 4 is stocked with brooms, mops, paper products, etc. It should be relocked after use. Trash containers should be emptied into the dumpster in back of the Commons and new liners put into the containers. Recycle bins are available outside near the southwest wall.
6. All renters are responsible for obtaining the proper permits and licenses needed for their particular events or food service. Copies of those permits and licenses must be submitted to City Hall and attached to the rental contract. The Yachats Prepared Food and Beverage Tax shall be collected and submitted when applicable.

7. The Commons building is a NO ~~SMOKING TOBACCO~~ area. ~~Tobacco use~~ Smoking or vaping is prohibited on Commons property.
8. Alcohol use will not be permitted without prior written approval of City Council. An Application for Use of Alcohol on City Property form must be submitted and approved prior to the event. This form is available inside City Hall.
9. Renters should be aware of the statement on fragrances under the Environmental Values heading and should make reasonable efforts to comply with its requests.
- ~~10. Renters should be aware of the information on disposable plastic bottles under the Environmental Values heading and should make reasonable efforts to comply with its requests.~~
- ~~11.10.~~ Only those rooms contracted for are to be used. Renters will contact City Hall if any changes in rooms are to be made, additional space is required, or equipment needed.
- ~~12.11.~~ The driveway in front of the Commons is for dropoff and handicap access only. Renters must ensure that no vehicles are parked in that area during events.
- ~~13.12.~~ No tables, chairs, or other objects may be placed or allowed to remain in the hallways except as approved by the Fire Marshall or Yachats Fire District Chief.
- ~~14.13.~~ Equipment may not be removed from the building without prior approval of City Hall staff in consultation with the ~~User Support~~Facilities Manager.
- ~~15.14.~~ Renters are responsible for locking the room(s) they have used at the end of the scheduled use. Renters shall also coordinate with other users to ensure that all rooms in the building and the building's main doors are locked at the end of the day. If the key checked out to them for their use will not lock any doors they find unlocked, they should call the ~~User Support~~Facilities Manager at 541.961.4258 for assistance. Should problems arise that renters do not feel comfortable dealing with, they should call 911.
- ~~16.15.~~ Renters are responsible for replacement of lost or damaged equipment and repairs to rooms. Nails or tacks, etc., are prohibited as a means of securing items to walls, railings, ceilings, etc. Only painters' tape is permitted.
- ~~17.16.~~ Renters will make reasonable efforts to assure that any person who conducts him/herself in a disorderly manner and/or minors who have consumed alcoholic beverages do not remain on any part of the premises during activities. Should problems arise that renters do not feel comfortable dealing with, they should call 911.
- ~~18.17.~~ Renters will not permit violations of federal, state, or local laws to occur in connection with their activities.
- ~~19.18.~~ Renters should contact City Hall Monday-Friday from 8:30 to 4:30 (except holidays) for assistance at 541.547.3565. Otherwise, the ~~Facilities~~ User Support Manager is available at 541.961.4258.
- ~~20.19.~~ Linens, catering, and all decorations are the renter's responsibility.
- ~~21.20.~~ The City of Yachats is not responsible for lost items.
- ~~22.21.~~ Reservations are not firm until a completed contract has been signed by renter and City.

~~23-22.~~ If there is a need for clarification or interpretation of the Rental Agreement, a request may be made to speak to the Chairperson of the Parks and Commons Commission.

USE OF KEYS

GENERAL RULES

Keys are only for the use of the person/organization checking them out and only for the scheduled rental(s). Renters/users are reminded that they must clear any extra or extended use with City Hall ahead of time. Keys may be picked up at the City Hall office M-F, 8:30-4:30.

If the key checked out to renters for their use will not lock any doors they find unlocked at the end of their event/activity, they should call the **Facilities** ~~User Support~~ Manager (541-~~272-4213~~) for assistance.

Renters owing money (e.g., fines, etc.) related to Commons use are not allowed further room rental or key checkout until the money is paid

MASTER KEYS

These keys are for maintenance, security, and fire protection personnel only. They will not be checked out to renters/users.

LONG-TERM USE

Renters/users with a signed contract/agreement that use the Commons more than once a week may be given a key on a long-term basis. This privilege may be requested when the rental agreement is signed. Approval can be given by the City **Manager** ~~Recorder~~ and will be reviewed regularly.

CHECKOUT

Keys are checked out for scheduled events. City Hall staff may collect deposits and will keep appropriate records.

DEPOSITS

~~A refundable deposit of \$15 per key may be collected at checkout. The deposit will be refunded upon prompt return of keys. The deposit may be waived by the City Recorder.~~

KEY RETURN

Keys are to be returned within 24 hours after the end of the scheduled use or by the next business day to City Hall or to the City's drop box at the southernmost doors in the front of the building.

LOST KEYS

All costs related to re-keying and duplicate keys will be charged to the renter/user at the going business rate.

STORAGE

As negotiated with the City Hall staff in consultation with the [Facilities User Support](#) Manager, cabinets in the Commons may be used for storage. This convenience is primarily for long-term renters. Users are responsible for all materials and supplies stored and for locking them up. Users must supply City Hall with a set of keys for any lock installed.

If additional storage is needed that could require replacement of a portable cabinet, case, or large items in rooms, arrangements must be made with City Hall staff in consultation with the [Facilities User Support](#) Manager.

The City is not liable for anything stored or lost in the Commons.

DUMPSTER

For some large events, organizations or groups will be required to provide an additional dumpster or pay for an extra pickup of the City dumpster.

CONCESSIONS

If food service is planned for an event, concessions are allowed. All concessionaires and caterers will comply with Business License and Prepared Food and Beverage Tax laws.

BUMPING

Occasionally, in the event of a time conflict, regular or intermittent users may be asked to yield to special uses. When this occurs, City Hall staff will give notice to the designated representative of the user to be bumped.

COMMONS OPEN SPACE

The Commons open space consists of 4.85 acres including a playground, enclosed picnic shelter, sports field, woods, wetland area, open space, and parking.

The exclusive use of the sports field and/or picnic shelter must be made through the GoYachats.com reservation system.

.Family use or pickup sports games are permissible as long as events are not scheduled in the area.

PLAYGROUND

The playground is available to individuals or families for their use on a first-come, first-served basis. Use is at one's own risk.

ENCLOSED PICNIC SHELTER

Rental Rates

Commercial Use	Private Use	Community Use
\$36/hr. \$120/day	\$18/hr. \$60/day	\$9/hr. \$30/day

PARKING

Maximum parking available in the area of the Commons building and grounds is 198 spaces, including 8 handicap. Some parking is on private property.

Parking for the Commons is available in the lot at the north end of the building on the south side of 5th Street [and in front of and alongside the 501 Building](#). ~~The north side of the lot is used by the Bank of the West during business hours.~~ Parking is also available in the back of the Commons. Parking should take place on the south side of the fenced area. For larger events, parking may occur on the north side of the fenced area and on the edge of the grassy area. Parking is also available along 4th Street and west of the retaining wall behind ~~the 501 Building~~ [Bank of the West](#). At all times be aware that children may be in the area. Care should be taken when driving in the vicinity. Vendor use of this area is by permission only.

The driveway in front of the Commons is for drop-off and handicap access only. Renters must ensure that no vehicles are parked in that area during events.

WETLANDS

A part of the open area to the west of the Commons is a delineated wetlands and shall be respected as such. Trails may not be cut in the woods or wetlands area. Pick up all

litter and dispose in appropriate trash containers. Do not dispose of any chemicals or liquids in the area. Do not attempt to feed the fish or birds.

WALKING PATH

The walking path and boardwalks on the Commons property are available to the public. Please stay on the path.

SPORTS FIELD

The sports field is to be used primarily for athletic and play activities. Other uses must be approved by the City Staff. Any organized events/team play must be scheduled through the *GoYachats.com* reservation system. Unless reservations have been so scheduled, the field is available on a first-come, first-served basis.

SKATEBOARDING

Skateboarding is allowed in ~~a designated area~~ [the skateboard park](#) with ramps in back of the [Commons501 Building](#). ~~The area may be used by skateboarders unless an event is scheduled in this area. Then all ramps must be removed and all skateboarding will stop. Loading and unloading of equipment into the Commons building may also occur in this area and require skateboarding to stop.~~ Skateboarders may not interfere with events that occur in the Commons or on Commons grounds. This includes YYFAP activities and events.

Appendix A – Making a Room Reservation in the Commons Using the GoYachats Calendar/Reservation System

Facilities Manager Report

July 2018

With the dissolution of the Friends of the Commons I have worked with our insurance company and developed a volunteer agreement that will cover the by donation classes, so they can continue the way they have. All proceeds received will then come to the City.

On the 6th of July Florence heating was out and serviced our ductless units as well as showed me what can be and should be done to care for the units to prolong their life and efficiency. I will be receiving an estimate for the cost of the units needed for City Hall and Council chambers.

I have spoken to Aaron from Northwest Roofing and we are still looking good for a start on the 23rd of this month. There should also be minimal effect on the day to day business that occurs in the building.

We have received from Alsea Bay \$8,500.00 for the replacement of the faulty flooring in the Multi-Purpose room. I have received to bids and am working on a third for the cost to have it redone with the appropriate material.

The locks for the Pavilion have been installed. I am still working on a schedule for hours that it will be open for use. There is a key in City Hall if someone would like to use it and it has not been unlocked during business hours.

Public Works has begun the process for the mending of the cracks in the floor at the 501 building according to the engineer's specs.

Respectfully Submitted

Heather Hoen

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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

June 21, 2018

Draft Minutes

Chair John Moore called to order the June 21, 2018 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Moore, Linda Johnson, Dean Shrock, Ruth Bass, Scott Gordon, and Michael Hempen. Absent: Derek Ojeda. Also Present: Facilities Manager Heather Hoen, Trails Leads Joanne Kittel and Loren Dickenson. Audience: 8.

I. Minutes

Commissioner Hempen moved to approve the May 17, 2018 minutes: Aye – 6; No – 0.

II. Reports

A. Facilities Manager

Facilities Manager Hoen asked for questions about her report. Commissioner Bass asked why she is suggesting an expensive mini split rather than something cheaper when the chambers had limited use. Hoen indicated the choice was consistent with the approach used throughout the building. Bass suggested a Cadet heater could cost \$200 as opposed to several thousand for a ductless one. Hempen noted the ductless also provided air conditioning. Hoen added she is looking long-term and does not know who would be using this room in the future. She added the number of units needed would depend on air circulation calculations and the installer would be able to provide efficiency measures of various heating system types.

Hempen asked about the current needs for the 501 Building. Hoen explained the floor cracks need grinding out and filling with a special epoxy. Hoen explained the structural engineer concluded the cracks were due to expansion/contraction and would likely not continue (expansion joints were not originally installed).

B. Yachats Trails Committee

Loren Dickenson noted an update to the ivy removal on OPRD native plant nursery was occurring now, not next month. Joanne Kittel added the information on the Amanda Bridge was subject to change.

C. Year to Date Revenues and Expenses – Moore noted expenses are under budget and revenues are appropriate.

III. Business

A. Volunteers Needed

Moore explained the picnic tables in the picnic shelter are in need of refinishing. Commissioners Ojeda, Hempen, Shrock, Gordon, and Johnson volunteered to help,

1 depending on the day and time. Anderson indicated she had two belt sanders and
2 several other hand ones.

3
4 **B. Heaters for Council Chambers** – postpone recommendation to next month

5
6 **C. Commons Policy Update**

7 Moore explained the changes in the document reflect the rates and policies they
8 recently made, with editorial changes to change User Support Manager to Facilities
9 Manager and City Administrator/Recorder to City Manager.

10
11 Given the pending dissolution of the Friends of the Commons, Moore suggested they
12 delete the Friends section on page 2.

13
14 Moore explained the City Manager developed a new Bulletin Boards and Advertising
15 policy on June 13, 2018.

16
17 Shrock noted in the past, private events held in the Commons could be advertised, but
18 item 2B appeared to preclude posting. Ojeda explained that section was more about the
19 right to refuse, not an outright preclusion to post. Hempen suggested they include
20 something in writing the provision. Bass noted 2B says, “will not be accepted.” Hoen
21 noted she has approved anything that is occurring in the building. Shrock suggested
22 using “may not” instead of “will not.” The first sentence of item 2 includes an extra
23 “these” (“comply with these the following...”).

24
25 Moore noted “Tobacco” is changed to “Smoking.” Bass suggested updating the second
26 sentence to, “Smoking and vaping are prohibited on Commons property.”

27
28 Moore pointed out that the Commons allows dogs, but there is sign on the outside of the
29 building that indicates no dogs. Commissioners thought dogs should be allowed. Hoen
30 noted the kitchen needs a ban because it is certified commercial kitchen.
31 Commissioners decided to move the “No Dogs” sign to the kitchen.

32
33 Moore recommended removing Disposable Plastic Bottles on page 5, as plastic bottles
34 are recyclable at 10 cents each. He added it does not make sense to ban water bottles
35 but allow soft drinks. Hoen noted the ban on water bottles was hard to enforce at larger
36 events. Commissioners agreed to remove the section.

37
38 Under Room Use Categories on page 10, Moore suggested moving “other federal,
39 state, or county government agencies” from Non Profit Use to Free Use. Moore also
40 noted they could delete Friends of the Commons under free use.

41
42 Shrock asked whether YAAS would continue to get free usage. Hoen reported YAAS is
43 now under Polly Plumb Productions. Gordon speculated YAAS would have their own
44 account under Polly Plumb.

1 Shrock asked for clarification on rules around Room 3. Hoen pointed out the only the
2 free Community Use stipulated no charging. She added if someone is paying for room,
3 they could charge any amount.

4
5 Gordon noted the rates on page 11 should indicate, “5,7,8” not, “3,5,7,8” as is.

6
7 Moore suggested removing the key deposit requirement. Hoen noted they are
8 collecting larger deposits and a non-returned key cost could be deducted from that
9 deposit.

10
11 Commissioners discussed whether food or drinks should be allowed on stage. The “No
12 food or drinks are allowed on the stage” (page 16) requirement would be difficult to
13 enforce. Several noted performers often have beverages. Commissioners decided to
14 state, “No food allowed on stage. Liquids on stage must be in a spill-proof container.”

15
16 Gordon moved to approve the Commons Policy Manual as amended above: Aye – 6;
17 No – 0.

18
19 **D. 804 Trail South** – no update at this time

20 21 **IV. Other Business**

22 **A. From the Commission**

23 Hempen suggested creating a Yachats Volunteer Appreciation day, week, or month.
24 Rod Smith reported there is an annual volunteer appreciation dinner at a local
25 restaurant. Smith believed Bev Wilson coordinated the dinner. Commissioners
26 suggested discussing the topic it at the next meeting.

27
28 Johnson wanted to know how the Chamber related to the City. Gordon noted they
29 sponsor a Crafts Fair, the Mushroom Festival, and other events. Moore recommended
30 Johnson talk to Linda Hetzler, the Chamber President.

31 32 33 **B. From the floor**

34 Hoen noted she has been asked to have a court painted into the floor when new flooring
35 is installed. Gordon noted the potential for confusion if painted for all the different
36 sports. Hoen indicated she was told they only want one boundary that could be used
37 for pickletball, volleyball, and whiffle ball.

38
39 Rod Smith noted there is a recreation site about a mile up river that is managed by the
40 Port of Alsea which could be made into a park or bike camping area. Hoen explained
41 the site was just past water works/Salmon Creek on the north side of the road. Smith
42 stated the site is not currently maintained. Hoen estimated the area to be an acre if
43 blackberries were cleared. Johnson noted Port was planning to do something there 6-8
44 months ago, and she was under the impression that the Port was no longer going to
45 work on that project.

1 With no further business before the Commission, Moore adjourned the meeting at 3:54
2 pm.
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8 _____
9 W. John Moore, Chair

_____ Date

10 Minutes prepared by H.H. Anderson, July 9, 2018

DRAFT

TRAILS COMMITTEE – Parks and Commons report – July 19, 2018

YIPS! (6/16/2018) – Almost 20 volunteers, including out-of-town guests of some crew members, removed ivy, blackberry, morning glory, and other unwelcome plants from the Wetlands Park behind the Commons. Afterwards, most of us met at the Drift Inn where Linda Hetzler treated us to a drink and snacks in the recently-opened outdoor area.

Trails (7/7/2018) – The trails work session was spent trimming vegetation that has been growing across portions of the Amanda Trail, the Ya'Xaik Trail, the trail from Aqua Vista Loop to the ocean, and the short trail to the S of the Overleaf Lodge. On most of the trails, this was the first major trimming of the season so it resulted in large improvements.

Trails picnic – The annual Yachats Trails picnic will be on Saturday, 6/21 at the Quiet Water pool area just after the YIPS! session scheduled for the same day. Members of the Parks and Commons Commission and their families are invited to join us.

804 N Trail (6/15/2018) – OPRD moved a huge pile of gravel, previously staged at Smelt Sands State Park, to an area approximately 100 yards N of the Overleaf Lodge. From there, the gravel was spread over a 100 yard section of trail filling in many low spots and creating a flat surface.

Amanda Bridge Replacement Project – Cliff Serres, Engineering Manager for OPRD, was able to get a proposal from Miller Consulting Engineers. They've done bridge design work for our parks throughout the state and have a great reputation for getting the job done right. At the time this report, there has been no word from FEMA about approving a variance from a fiberglass bridge to a suspension bridge.

KLCC Public Radio: On July 12, Joanne gave an interview to KLCC about the Amanda Trail and its history to a reporter at the Amanda Gathering Area.

Volunteer hours – Johnni Prince, who records volunteer hours for us and for the City, compiled the totals for the 2017-2018 fiscal year. The total volunteer hours for that period were 2711.5; that is roughly equivalent to the number of hours that would be worked by 1.5 full-time employees.