

1. Agenda

Documents:

[2019-05-14 City Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-04 City Manager Report.pdf](#)

[2019-04-03 City Council Minutes DRAFT.pdf](#)

[2019-04-17 City Council Minutes DRAFT.pdf](#)

[2019-04-30 Financial Report.pdf](#)

[2019-05-14 CIS Draft Volunteer Manual.pdf](#)

[2019-05-14 City Council Agenda.pdf](#)

[2019-05-14 Older Americans Month.pdf](#)

[2019-05-14 Proclamation Emergency Medical Services Week.pdf](#)

[2019-05-14 Proclamation Mental Health Month.pdf](#)

[2019-05-14 Proclamation Police Week.pdf](#)

[RES 2019-72 Farmers Market Authorization.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, Room 1

Tuesday, May 14, 2019 at 6:00pm

AGENDA

- I. Announcements, Correspondence and Proclamations
 - A. Mental Health Month
- II. Public Comment (topics not listed on the agenda: 5-minute limitation per person)
- III. Consent Agenda
 - A. April Minutes
 - B. Resolutions Memorializing Council Action
- IV. New Business:
 - A. Draft CIS Volunteer Policy Manual
 - B. Public Comment on Vacation Rental Pilot Program
- V. Reports
 - A. Financial Report
 - B. Council Reports
 - C. City Manager Report
- VI. 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 May 7, 2019



City Manager's Report
May 14, 2019

Dear Mayor Moore and Councilors,

It is my pleasure to update you on some of our current project highlights.

- **Website Redesign:**

- **Background:** In July 2017 the City issued an RFP for a website re-design. The background leading up to the issuance of the RFP is in the document library labeled *Council IT Memo*. Throughout an extensive process, the City decided to sign a contract with Civic Plus to redesign the City's website and provide a robust integrated reservation system. Civic Plus (www.civicplus.com) specializes in municipal web design and software. The Civic Plus contract is in the document library. The goal is to complete the redesign and reservation system on, or around, June 30, 2019.
- Implementation will require 2 processes. First for the Reservation system *CivicRec*. The second for the remainder of the website redesign *CivicEngage*. CivicEngage has a launch date of June 24, 2019.
- CivicRec launched May 10, 2019. This is the reservation component of the website. A link is located on the City's current homepage. This module is robust enough to tell us which rooms are rented out the most frequently, how much revenue is generated per room, and much more.
- Updates attached to previous reports:
 - Timelines: February City Manager Report
 - Updates: April City Manager Report (2 Memos)
- Other IT Items:
 - Document Library: We have worked with Mark Clements to download the existing document library onto a hard drive. Mark indicated that the document library currently stores all its documents as "blobs" in the database, so there was no backend file structure. Mark wrote a script to extract all files to a simple category structure and it is now stored on a hard drive. The document library has had several errors this month. We have worked with Mark to resolve the issues.
 - Financial/Utility Billing Services: Conversion work with Springbrook is underway.
 - Host Compliance: I will be meeting with the CEO. This software is intended to make it easy for municipalities to implement and enforce fair and effective short-term rental rules.

- **Finance:**

- **Auditors:** I am working with the Auditors to establish a workplan and costs for the 2018-19 Audit. I am working to get the auditors doing on-site work in early July so that when the 2018-19 books are closed the on-site work will be substantially complete. The auditors



City Manager's Report May 14, 2019

have informed us that they will be doing a full audit of all our fixed/capital assets. The goal of working with the auditors prior to the close of the fiscal year and establishing on site visits is to have an earlier completion of the annual audit.

- **COG:** We have interviewed, and offered, the clerk position that will be in Yachats 2-3 days/week to an individual out of Newport. They are slated to begin May 24, 2019. We still will have the involvement of all of COG's finance team from the director and more.
- **Budget:** Budget Committee is scheduled for May 15 at 10 AM. Binders have been made available for all Committee members and 1 copy for the public is located in City Hall with all appendices. The document, without the appendices, is posted on the website. Due to the size of some appendices, the attachments do not scan well and therefore are provided physically at City Hall.
- **Lincoln County Partnerships:**
 - I have been in contact with Wayne Belmont and the Sheriff Commander regarding 1) increase communication between the Sheriff and Planning Departments and the City, and 2) the situation regarding the deceased gentleman. I will continue to develop these partnerships. The Commander is willing to come to a public meeting to answer any community concerns if desired.
- **CIS Facility Reviews & Updates:**
 - CIS completed the first of 2 facility reviews on April 23. The Safety Committee and the Parks & Commons Vice-chair attended the tours of the Commons and City Parks. A second review, focusing on our water and wastewater plants will occur May 28. We will receive reports on improvements that can be done on our various facilities to keep our rates low.
 - CIS was very hesitant to provide workers compensation to exercise classes & by-donation events that the City assumed following the Friends of the Commons dissolution. After speaking to the instructors, they are fine without the coverage, so we will not be pursuing it. There will be a new resolution form that CIS will require beginning next year.
 - CIS has several recommendations for updates and I will be bringing those to the Council, including an update to the volunteer manual. CIS is recommending background checks on all volunteers. We are working to determine the best way to approach or phase this recommendation in.
- **DAHL Rate Review:**
 - I met with Dahl representatives on April 22. We will not be receiving a rate increase this year. I will bring a resolution to Council once I receive the full report from Dahl.
- **Lincoln County Housing Strategy Implementation Plans:**
 - **Background:** The signed MOU is in the document library attached to the December 12, 2018 City Manager Report & January 16, 2019 Council Packet. The MOU memorializes a no-cost working relationship between the Oregon Department of Land Conservation and



City Manager's Report May 14, 2019

Development and Lincoln County. The goal is to develop a regional housing implementation strategy for Lincoln County. The final report is to be completed on or before June 30, 2019.

On January 16, 2019 Wayne Belmont spoke to Council to discuss 2 opportunities for Yachats to participate. Planner Dave Mattison has been appointed to the technical advisory committee (TAC), which will identify existing reports, data, codes, fees, and similar housing related materials that will be analyzed to see what gaps exist.

Councilor Max Glenn has been appointed to the policy advisory committee (PAC) which will review the gap analysis, and the goals and strategies and implementation of the regional plan.

- Planner Dave Mattison participated in the TAC Committee meeting on April 9, 2019. The meeting was facilitated by the Angelo Planning Group, was broken down into a number of different pieces.

The Facilitators began by discussing the progress which includes:

- 1) Telephone interviews were conducted with over a dozen different organizations and stakeholders that provided an understanding of affordable housing and rehabilitation Loan programs and future steps for the County.
- 2) Advice for steps to revive City partnerships with the Home Rehab Loan program.
- 3) The need to speak to the Community Services Consortium.
- 4) Completion of a memo in a couple weeks addressing the rehab loan program.

A list of the stakeholders was presented to the Committee. It identified the key themes such as a need for all types and prices of housing in the County; and a response to each stakeholder's interest in and/or experience with housing within the County and its communities. A list of programs to support affordable housing and struggles with the programs was discussed. Once the consultants have completed the interviews, they will be able to draft a preliminary set of recommendations related to resuming the home loan rehab program in a couple weeks.

Please see attachments.

- **City Entrance Signs:**

- Updates to the North and South City entrance signs have been approved in the FY19 City capital improvement plan. The artwork, and \$5,375.00 quote (which is less than the budgeted figure), have been approved by the Parks & Commons Commission and City Council. The quote is attached to the December 12, 2018 City Manager report. Pictures are attached to the April 2019 Manager's report.
- Photos were included in the April 2019 Managers Report. At the time of this report, the facilities manager was following up on the timeframe for installation. Dahl disposal is donating the equipment to put the sign in place.



City Manager's Report May 14, 2019

- **Ocean View Drive:**

- **Background:** In October 2001, the City of Yachats entered into a settlement agreement. One of the items in the settlement agreement was for the County to transfer Marine and Ocean View Drive, and the trail to the City for transportation and pedestrian usage and to implement the Village Circulation Plan adopted by the City. This agreement is in the document library.

Work on this project paused around April 2017 due to attention required on other City and County projects. However, at the City Manager's request, monthly meetings to resume progress on this project began in October 2017. If weather conditions permit, it is the goal to complete this long outstanding project by June 30, 2019.

- **Summary Monthly Meetings:**
 - I have reached out to the County after the May 1, 2019 Council meeting and I am working on scheduling a meeting and obtaining the information Council requested.
 - **Property Easements:** Easement language has been drafted and approved by the City Attorney. The Planner is working with the 5 impacted property owners to finalize the easements. The County has offered to cover the costs of recording the easements.
 - **Archeologist:** The State Archeologist was supposed to deliver a scope of work for the identified areas for the City and County to review by February 15, 2019. This did not occur. Upon acceptance of the scope of work, the archeological study will begin. Delays here will impact the goal date to complete this project.
 - **Guardrails:** Subsequent to the Archeological Study findings, new guardrails will be installed before the overlay is completed. The original Mid-March timeline is delayed until the archeological study can be completed.
 - **Culverts:** Yachats PWD identified 9 culverts running under Oceanview Drive. One of the culverts runs underneath Highway 101. The City and County have identified culverts that have the most wear and will work on placing inserts in those culverts to extend the life of the culverts. These inserts can be installed around the end of March.
- **804 Trail Improvements:**
 - The County, City, and Trails Committee discussed, and agreed, to find and compact a better material to provide greater stability on the Trail.
 - The County, City, and Trails Committee discussed improving signage along the trail and including educational, wayfinding, and distance signage. Additional meetings are occurring to discuss these items and develop a signage plan.
 - The County, City, and Trails Committee discussed the Boardwalk that was taken to Council in 2018. The archeological study noted above will review this area.
 - The County, City, and Trails Committee discussed the possibility of having viewing decks at the park at 7th and Oceanview Drive and the property towards the end of Oceanview Drive where the pump house is located. A member of the Trails



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Committee will draw a rendering of the decks and the City and County will work together utilizing mitigation funds.

- Property Connection between Marine Drive: The 804 Trail is connected from Aqua Vista to Marine/Oceanview Drive through a property that links the 2 streets. The County has asked the City for input on ideas for the Property. The trail easement would be maintained; however, the question is what ideas would look like for the remainder of the property. Ideas ranged from affordable housing to selling the properties (retaining the trail easement) for development and placing those funds into the mitigation account.
 - City Planner, Larry Lewis provided renderings about what could be built on each lot with current code setback requirements. The lot on Marine Drive could do a footprint of approximately 1800 square foot building footprint and the lot on Aqua Vista could hold a 2450 square foot building footprint (document located in the December 12, 2018 City Manager's Report)
- Street Condition/Paving:
 - On December 13, 2018 the City's Engineer of Record (Westech), County, and City Representatives met to discuss the condition of Oceanview/Marine upon transfer. These discussions will continue as we develop more information from the archeological studies and warmer paving conditions develop.
- City Hall Proposal:
 - Background: At the direction of Council, the City Manager presented a proposal for architectural work to develop a conceptual design for City Hall at the 501 Building. The City Manager eliminated the multiple designs and 2 in-person trips by the architect, reducing the initial proposal by \$3400. We received designs from the architect.
 - We met with a potential grant for the city hall re-design in the 501 building on May 2, 2019. The granting agency will be coming back in a couple of weeks to assist with grant proposal development and submission. The grant is up to \$50,000.
 - Library Expansion/Remodel:
 - An RFP is being drafted. A cost plan and timeline will be brought to Council prior to issuance of the RFP.
 - Little Log Church and Museum Repairs:
 - Background: The Little Log Church walls are made from natural logs, setting on a post and beam foundation system. The original log structure was completed in 1930. Modifications to the exterior church walls were made in the mid 1990's, which consisted of replacing selected wall logs with new peeled logs. The attached museum structure has walls made from log siding material. The museum foundation has a concrete stem wall and footing around the perimeter, and interior post and beam floor support. There is a crawl space access on one side of the building, with a narrow opening for access. The full engineer's analysis is in the document library labeled



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LLC&M Engineers Analysis. We had been utilizing Red Hat Construction to narrow down options for the LLC&M, but due to the demands of the Contractor and concerns about the continued deterioration of the LLC&M, we moved forward with the Engineer's Analysis.

- Work with Parks & Commons and the Little Log Church & Museum Board to develop funding plans and a strategy for the preservation of our historical property.
- **FY19 Accomplishments:**
 - The City was awarded \$100,000 ODOT Small City Allotment grant towards the East 2nd Street Improvement Project. A copy of the grant is in the document library attached to the December 12, 2018 City Manager Report.
 - The City was awarded a \$20,000 grant for our Water Master Plan update by the Oregon Infrastructure Finance Authority.
 - Multi-purpose room flooring completed (April 2019).



**City Manager's Report
May 14, 2019**

Public Works Report:

Date: May 1, 2019
To: Shannon Beaucaire, City Manager
From: Public Works Department
Re: April 2019 Public Works Report

Rain fall at Yachats Public Works:

Year	<u>Inches</u>			
	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
April	9.11	8.32	7.77	2.78
Rain year to date:	30.61	34.14	46.15	27.28

Total water production: 3,633,500 gallons Water loss efficiency: 91.0 %

Total wastewater treated: 6,701,000 gallons

The following is a list of what was done by Public Works staff outside of normal operations:

Streets:

- Potholes filled on Aqua Vista, 4th St. and Overlook.
- Removed fallen tree on Horizon Hill.
- Flagged for Geotech company on Horizon Hill.

Drainage:

- No work on drainage system this month.

Water:

- Plant maintenance.
- Repaired water service truck in-house.



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Distribution Sys:

- Water main leak South of Windy Way repaired.
- Flushed distribution system.
- Completed Adobe fire hydrant replacement.
- Installed water service at Koho and at residence on Yachats Ocean Road.
- Corrected fire hydrant and installed bollards at site across from Pioneer Communications building.
- Repaired leaking water service on Yachats River Road.

Sewer:

- Plant maintenance.
- Screw press pump repair.

Collection Sys:

- Flushed and CCTV'd 300 ft of sewer main pipe on Combs Circle.
- Cleaned pump #2 at Pontiac lift station. (Plugged with clothing)
- Exposed paved over manhole on Horizon Hill.

Public Works:

- Shop cleaning and maintenance.
- Small equipment maintenance.
- Repaired Vac truck when broke down at work site.

Commons & City Hall

- Constructed a wind break fence for Commons trash cans.

Parks & Trails:

- Picked up brush piles for Trails crew.

Sewer & Water CIP:

- Pot-holing and prepping site for pole building at Public Works.
- Purchased 2000-gallon water truck. (Delivered)



HOUSING STRATEGY IMPLEMENTATION PLAN – TECHNICAL ADVISORY COMMITTEE MEETING #3

Location: Newport City Hall, 169 SW Coast Highway, Newport

Date: Tuesday, April 9, 2019, 12:30 – 2:30 p.m.

Project Manager: Wayne Belmont, County Counsel, Lincoln County; TAC members

Consultant: Matt Hastie, Angelo Planning Group

TIME	ACTIVITY
12:30 – 12:40 p.m.	Welcome/Introductions
12:40 – 12:50 p.m.	Project Update
12:50 – 1:00 p.m.	Revised Background Report/Gap Analysis
1:00 – 1:20 p.m.	Stakeholder Interviews Update
1:20 – 1:50 p.m.	Business Oregon and Non-Profits Meetings – Summary and Initial Findings
1:50 – 2:20 p.m.	Housing Strategies – Priorities Discussion
2:20 – 2:30 p.m.	Summary and Next Steps



To: Wayne Belmont, Lincoln County

From: Matt Hastie, Kyra Haggart, Andrew Parish and Brandon Crawford, Angelo Planning Group (APG)

Date: March 26, 2019

Re: Lincoln County Housing Strategy Plan (HSP) – Summary of County Field Tour

INTRODUCTION

This project is funded by a grant from the Department of Land Conservation and Development (DLCD). In 2018 the Oregon Legislature passed House Bill (HB) 4006 which allocated \$1.73 million to DLCD for planning technical assistance to jurisdictions working to make an impact on housing affordability in their communities.

Purpose of This Memorandum

The purpose of this memorandum is to summarize a site visit conducted by Matt Hastie and Andrew Parish in Lincoln County. This site visit was conducted as part of Task 3: Field Work and Stakeholder Interviews. The relevant scope language is included below.

Consultant to tour communities in Lincoln County to obtain a working familiarity with local conditions. The tour is also an opportunity for the County, Cities, and Tribe to highlight successful housing projects, the reasons for that success, and properties that are not developing and the reasons why that is the case. In addition to touring the communities, Consultant will conduct up to twenty (20) interviews with key stakeholders involved, at some level, with the provision of needed housing in Lincoln County. The interviews can occur by phone or in person. Consultant may want to hold TAC/PAC Meeting No. 2, perform field work, and conduct in-person interviews over a consecutive 2-3 day period.

The county field tour was conducted from Monday, March 4, 2019 to Wednesday, March 6, 2019. Consultants also met with stakeholders and conducted Technical Advisory Committee (TAC) and Policy Advisory Committee (PAC) meetings as part of this trip.

The remainder of this memorandum is a list of sites visited with brief notes and photographs. This memorandum is intended to be a brief documentation of the site tour, rather than an exhaustive summary or detailed set of notes.

Habitat for Humanity Housing Development, Newport



Wilder Development, Newport, including Neighborhood Commercial, Townhomes, and Cottage Cluster Housing



County Field Tour Summary



County Field Tour Summary



County Field Tour Summary



Neighborhoods in Waldport, primarily single-family homes



County Field Tour Summary



Tiny Home Village near Waldport



County Field Tour Summary





County Field Tour Summary



Yachats, including affordable housing development (apartments and townhomes), single-family homes and cottage cluster development



County Field Tour Summary



County Field Tour Summary



County Field Tour Summary





County Field Tour Summary

Siletz, including apartments and single-family homes



County Field Tour Summary

Toledo



County Field Tour Summary

Lincoln City





To: Wayne Belmont, Lincoln County
From: Matt Hastie and Andrew Parish, APG
Date: April 1, 2019
Re: Lincoln County Housing Strategy Plan (HSP) – Notes from Task 3 Stakeholder Interviews

INTRODUCTION

Matt Hastie and Andrew Parish of Angelo Planning Group and Brendan Buckley of Johnson Economics have conducted several interviews with key stakeholders involved with the provision of needed housing in Lincoln County. These interviews were conducted in person or by phone. The list of interviewees is below.

Laura Anderson	Local Ocean Seafood
Rich Belloni	Lincoln County School District
Steward Brannen	CEO, Siletz Tribal Business Corporation
Bob Cowen	Director, Hatfield Marine Science Center (OSU)
Tom Gerding	T. Gering Construction
Jim Patrick	Dolphin Construction
Kathy Kowtko	Housing Authority of Lincoln County
Diane Linn	Lincoln Community Land Trust (formerly, now back to Proud Ground)
Justin Metcalf	Wish Camper Partners
Mike Millucci	Pacific Seafoods
Layne Morrill	Our Coastal Village, Inc.
Daryn Murphy	The Commonwealth Companies
Brigetta Olson	Willamette Neighborhood Housing Services (pending)
Brian Plechaty	Halvorson-Mason
Bonnie Saxton	Advantage Real Estate
Bonnie Serkin	Landwaves (pending)
Michael Shilling	Fowler Homes
Paul Williams	Owns rental properties, works for school district

KEY THEMES

- We have heard repeatedly that there is a need across all types and prices of housing in Lincoln County.
- We have heard varying perspectives on whether Vacation Rentals are contributing to the lack of inventory, how much, and what possible remedies may be. This is clearly an issue on lots of peoples' minds.
- Many in the development world have said that fees such as Systems Development Charges contribute somewhat to development costs, but fundamentally the issue is of economics – getting a project to “pencil” – rather than removing regulatory barriers.
- Supply of land in the right locations and zoned for the right housing types and densities is an issue in a number of communities. There generally is an adequate supply of land overall but not necessarily on site that will support certain types of development cost-effectively.

SUMMARY OF COMMENTS

What is your interest in or experience with housing within Lincoln County and its communities?

- Developer, remodeling homes, resident since 1978. Work mostly in Newport. Some duplexes, haven't built any apartments. Family experience in property management.
- Low income housing, housing choice vouchers. We have 507 now. Veterans housing is hard to fill. Owns 262 units, 197 of them are income-restricted.
- Resident of Yachats, acquired a R-3 site in 2006 and did a 25-unit apartment project. "Fisterra Gardens" managed by the housing authority. Townhomes at 80% of AMI with permanent deed restriction.
- As an employer: recruiting talent is limited by availability/price of housing. But mostly availability. I had an employee leave because she applied for three different homes and couldn't close on one. Leads to instability in workforce.
- Real estate broker in the area, covering much of the county. Mostly on residential single family products.
- Major employer - Pacific Seafood. Background as a lawyer/social service. Policy for liquor control board. Now working on "Special Projects and Law" for Pacific Seafood. Looking at housing for employees.
- Property owner - I have short term vacation rentals and long term rentals. In the process of building more. Concerned about the direction of the vacation rental discussion currently.
- Executive director of Proud Ground, which provides home ownership opportunities for working families. Proud Ground has recently merged with the Lincoln County Community Land Trust. We work in home ownership - but partnering with Habitat we can serve 30-50% AMI population. We usually do 60-80% AMI. Permanent affordability, community land trust model. Holds land under houses and sells the homes at an affordable price.
- Owns a land development company, working mostly in Depoe Bay. Does market-rate single-family development, though has considered attached/multifamily projects in the past.
- Affordable housing developer with a national company. Runs the Portland office working on projects west of the Rocky Mountains.
- Director of Hatfield Marine Science Center, which is owned and operated by Oregon State University. The center has a total of about 300 employees and 100 students whose housing needs range from dormitories to low-cost rentals to higher end homes.

What is the greatest need in terms of housing in Lincoln County? What types of housing are needed that aren't being developed?

- Need is across the board. Nobody can move up into nicer housing because of lack of inventory, which keeps lower-end housing more expensive.
- Second homes are what's getting built. Few apartments have been built, and those that were subsidized. Other apartments are really old. Biggest need is apartments.
- 1-bedroom units, located close to services/medical/transit. There's an excess of 3-bedroom units owned by the housing authority, people don't need that type as much anymore. Limited quantity of small, individual homes (many are vacation rentals or second homes). Low priced homes tend to need a lot of work, housing stock is old and not well maintained.
- Affordable workforce housing, for people who work at the hotels and restaurants in Yachats. Apartments needed, but for Our Coastal Village developments eventual ownership is the goal.
- Not much high-quality housing available.
- Homes for younger single people. Less restrictive leases.
- Had to buy a house to keep an employee.
- High commuting costs.
- High demand, low supply
- Homes under 300k-\$350k. Low interest rates mean cheap houses are getting snapped up. Median price in the mid 300s.
- Rentals are needed. But the recession hurt the high-end of the housing market. There is a very limited supply of low-end housing (though there is more in Toledo and Waldport).
- Samaritan (hospital) leases homes for employees in Wilder development.
- Coastal communities (we have seafood plants in warrenton, astoria, Westport too) are struggling due to supply and demand. Workers can't find housing - rent is high and supply is low. We don't want to be in the housing game but we find that we need to. We could buy an apartment and kick people out, but we don't want to have that role in communities, so we're building new housing. One of our plants generally has about 150 seasonal workers.
- Our workers sometimes have a criminal background or bad credit and many of them don't drive - it's hard for them to find places to live.
- Low and moderate income homes are sorely needed. Workforce housing. Vacation rentals are competing with workforce housing to some extent.
- Until about 2012 the housing picture was the opposite here - it was hard to rent out places, they'd have to sit vacant a while. Hard to find good renters. Now, if you have a rental you have a line of good applicants. Population has increased, particularly the proportion of the population making around or slightly above minimum wage.
- Subdivisions with houses in the low 200s. The city would need to remove a lot of red tape to make this work.
- There is a great need all across the board. Commonwealth was relocating people in order to develop a site in Newport, but it was very difficult to find a place for them. Rental properties had a huge waiting list (over a year) everywhere.
- Inventory is tight across the board - we worry about availability of housing in hiring and generally advise new hires to expect to rent for a few months while looking for a home.
- There is clearly a need for housing at the lowest income levels as well as midrange workforce housing.

What are some recent projects you've seen or been part of? What were their challenges and successes?

- Community college has some housing recently. Townhome and apartment project going up. Challenge is being close to services and medical.
- Wilder Homes has been able to put a variety of housing together on their site. They have deep pockets and it still took a long time to sell out (because the lots are small). Their buyers have tended to be retirees, but a high percentage of them are permanent residents.
- You see gated communities that have lots and lots of 2nd homes.
- The Wilder cottage cluster is a good model and scalable. However, it is located far away from other attractions and amenities.
- Housing is being built in Siletz.
- Developing a dormitory project in Newport with a central kitchen. We changed the zoning code to allow this development to occur and the City has been supportive. Purchased an office building to convert to residences. We could also buy a motel but they are more expensive. There will be 75 to 100 people living in that building. We used to rent hotels for employees, which was costly, and people want us to assume high levels of liability for employees.
- Constructing new modest home with the intent to rent it out, in Waldport.
- Working on 110 units in Agate Beach using tax credits, looking to break ground in May. All 60% AMI restricted income housing. We try to serve families usually with 3 bedroom units. What they heard in Newport is there is a need for 1-bedroom units. Easier to make projects work if there are more bedrooms - this project has a mix of 1, 2, 3 bedrooms.
- We tend to work outside of urban areas (there is plenty of development capacity in urban areas). Newport has less capacity.
- We have plans for expansion and are looking to build new dormitories. They may also have some affordable 1-2 bedroom units for graduate students. It is a challenge to find land at the appropriate size (5-7 acres) that is close enough to the Hatfield center.

What are the major barriers to housing development in Lincoln County?

- Very little development activity happening currently. It's not one thing, it's lots of things. Land cost, building codes are onerous. Achievable rents are low. Not enough contractors - many have moved to the valley or to Bend. Wind blows the rain sideways here, construction practices are different.
- There's a monopoly on some materials here - one concrete place in the area.
- Costs of construction, insurance and paperwork for voucher applicants. Competition for homes. Not many contractors. Some zones require ground-floor commercial which would be difficult for the housing authority to manage.
- Yachats is a small city run by volunteers - not much capacity to do deal-making.
- Subdivisions take a long time to sell here, it's just a slow pace of growth.
- It's cheaper to build in the county - fewer SDCs and other costs.
- Costs of development is high due to infrastructure.
- Most vacation rental houses are large, expensive, with a view, etc. These will never be affordable rental homes - they do not compete with low-income renters.
- The government often gets in the way. SDCs are a disincentive to developing affordable housing or multi-family housing. I wanted to build a four-plex but the SDCs would be \$65k (as opposed to the \$15 for a single family dwelling).

Stakeholder Interviews Summary

- Required studies, application requirements drive costs of housing up.
- Required affordable housing creates a problem of "comps" affecting all property owners.
- Vacation homes are a problem, they take homes out of circulation for use as second homes. Upwards of 30-40% of housing stock is tied up in vacation rentals/second homes.
- We faced a classic NIMBY situation trying to create an affordable product near Nye Beach.
- There is a lack of local developers with interest in developing property - this inhibits housing production.
- We look for multifamily land: there isn't a lot to be found. We don't like to rezone land, neighbors often are opposed. We got one of the last good multifamily parcels in Newport. The ones that are left are steep, don't have utilities, etc.
- Newport has empty commercial lots but they don't permit MF. Some places let you do residential over commercial, but we don't build commercial. This is a barrier to some developers, and particularly nonprofit developers that aren't experienced financing mixed-use projects. "Community room" doesn't count as commercial space typically.
- There is a premium on construction right now - it is adding 20-25% to our previous cost estimates. We are recruiting people from all over the state and even from California in order to do big projects.
- Vacation home rentals impact availability but there are pros and cons. If managed right they bring income to the community. Though I think a lot aren't registered.
- Utility fees, SDCs, sidewalks, and other upgrades add to the cost of development. For low income housing that makes construction unaffordable.
- Availability of suitable property especially outside of tsunami areas.
- The market doesn't support the rents needed to build a lot of housing types.

Does the development review process lead to good outcomes in your experience?

- Yachats code is very flexible for the PUD provisions. Planning commission offered further flexibility. Comp plan mentions policy for affordable housing. 1.5 cars per unit and smaller parking spaces were allowed.
- The water district in the county allows for cheap development outside city limits. All of these areas are on septic though.
- Low interest rates, rural FHA development loans, VA loans are allowing people to buy in the area. More and more people are moving here from other parts of the country.
- City has been supportive of changes needed to get large dormitory project going.
- Staff has been helpful and flexible.
- I believe there is sufficient residential land available so that's not the core issue.
- Lincoln City has been difficult to work with.
- Proud Ground has been working in the Wilder development to get some units to be permanently affordable. Permitting process has been somewhat difficult. Recognizes that it is important work but it does complicate things, slow the process down, and cost money.
- The development review process in Newport was good overall. We're having to provide infrastructure which makes sense for the community, but it adds costs.

What barriers exist to housing in Lincoln County?

- Lincoln city has lots and lots of 2nd homes. Eventually they retire into them.
- Still have foreclosures on the appraisal list which lowers property values.

Stakeholder Interviews Summary

- No developers are lining up for land inside the Newport UGB. It's hard to serve, or steep, or needs bridges, etc.
- Not many buildable lots.
- Funding/financing takes time for the housing authority.
- Location - you may have an apartment unit in Toledo but need to work in Newport. Transit is poor.
- Lack of local experience in apartment development. Hard to do it at all, and doubly hard to make it affordable. Apartment projects on the coast are too small for a Portland developer to want to bother with. Challenging to get contractors to do the work.
- Not much multi-family land in Yachats - it has mostly been developed as single family.
- Lack of housing limits the stability of our workforce.
- Low incomes, high costs of producing housing.
- Development fees are about \$10k to the City of Waldport, about \$5k to the County. Done as cheaply as possible, I can't make a house that I could rent for less than about \$1k a month.
- Inventory is the serious challenge in Lincoln County. Homes being built are intended to be "janky summer homes", and won't withstand the impact of the weather over time. These are not appropriate for long term affordability. Or you have brand new huge homes that are out of reach for anyone. So what is desperately needed is some single family, townhouses, cottage clusters, duplexes, tris and quads.
- We're building an affordable condo in Portland and testing the model of multi-family ownership for Proud Ground - beach condos don't have to be on a view property and can be integrated into the community easily. 2-3 bedroom would be ideal but even 1 bedroom would be good. Must be built with an eye toward affordability.
- Lots of little small barriers lead to an overall lack of housing. Land use planning + predevelopment requirements, lack of funding, lack of local commitment to affordable housing.
- Land prices are a barrier. Achievable rents aren't high enough for missing middle market-rate housing to get built oftentimes.
- Lack of building over the last 10-20 years caused this. Especially little multifamily has been built. At this point, we are playing catch-up. There is a similar situation all along the coast.

What kinds of housing would you like to see more of in Lincoln County?

- Anything.
- One-two bedroom units, units without stairs.
- We are always a couple of years behind the rest of the state in terms of real estate trends.
- I would beat the competition for great employees if I could offer housing.
- Student housing and seasonal housing (potentially dorm-style housing) would be appropriate.
- "Quads" - structures with a shared kitchen space between four units.
- Need a mix of housing.
- We are open to sharing the space, or management of the space in the dormitory project with local housing authority or other nonprofit.
- Multifamily units are more affordable per unit.
- Four plexes, or groups of four plexes together, would provide multifamily units with a form that is closer to single family homes.
- Single family homes on small lots with small yards.

What tools or strategies do you think would be effective in creating more desired housing in Lincoln County?

- Newport is trying all kinds of things. They're considering regulations on vacation rentals currently.

Stakeholder Interviews Summary

- But it's just the basic economics of it - it doesn't pencil out to build apartment buildings here.
- Lincoln City is dysfunctional - adversarial culture of staff. Toledo has the mill with odor problems. Waldport is a bedroom community for Newport.
- Adu's.
- Newport isn't putting any roadblocks in the way.
- Mixed income projects worth looking into.
- Washington Federal - Shelly Pac in the Bend office has been really good to work with in financing affordable developments.
- SDC Deferrment from the City was useful. County grant of \$10k. Other grants, private foundation money. "Preference" for families with employees in this zip code, families with children is allowed per fair housing rules.
- Incentives for apartment housing for low-income households.
- Older people are moving here and they like the status quo. There needs to be a balance with newcomers in order to build a community.
- Not sure what the city/county can do. Lowering SDC costs and permitting costs perhaps - they are limitations to business generally. Parking requirements were very high, not many developments could have accommodated that requirement.
- Need a region-wide picture of housing need/supply in order to have a cohesive dialogue.
- Address commuting as an issue for employees here.
- More cottage cluster developments.
- If the City is doing its job, private developers will build housing if the demand is there.
- Educate citizenry in zoning and other issues, publicize incentives to develop or move there.
- HB 219 - is it enough?
- Low interest loans would help local developers (and me personally) build affordable housing in order to help the local tourism industry survive.
- Zoning flexibility to open up some space/lots to residential development would be helpful.
- As much as I hate to admit it, I think a bond for affordable housing might be a good idea.
- Smaller lot sizes - 5000 is to big 3000 might make more sense in a lot of areas.
- More flexibility on the part of the Cities - waived fees and requirements.
- I heard about a program that restricts the amount a buyer can turn around and sell a home for - certain percentage a year. Something like that might be appropriate.
- Lincoln City owns some land - if they are interested in affordable housing buying the land would be beneficial.
- We are looking into modular homes as part of the answer - pre-fabricated homes could bring costs down significantly.
- SDCs are needed for the community, but there are times that they need to be waived if a project meets other community goals. Waivers should be considered on guaranteed-affordable projects.
- Working on education of the public, the development community, employers, etc.
- Jurisdictions could help with identifying inventory on the market that would be suitable for a Community Land Trust or other program.
- Jurisdictions could help with attracting resources from Salem, grant funding, etc.
- It's not enough to remove barriers, it needs actual resources/funding.
- Establishing more Construction Excise Taxes in Lincoln County and perhaps utilizing Inclusionary Zoning.
- Eventually the State of Oregon will have to look into the mortgage interest deduction. We are spending a billion dollars every year subsidizing homeownership for those who don't need the help.
- Low-return equity fund would be helpful for affordable housing projects.
- SDC waivers are beneficial for affordable housing projects, but in our case that just meant needing to ask the State of Oregon for less money - the public pays either way.

Stakeholder Interviews Summary

- Newport's tax exemptions have been helpful for us as nonprofit developers.
- Public-private partnerships to help ameliorate some of the high costs, to incentivize builders to participate in low-cost housing. Financing to allow things to be paid over longer periods time. This amounts to spreading wealth a little bit - taxing more expensive homes to pay for less expensive ones, and is an overall benefit to this community.

Which tools or strategies are a poor fit for this community?

- CET was too complicated for Yachats to administer.
- CCRs prohibit ADUs in parts of Yachats.
- High fees will just keep people from building anything at all.
- County Commissioner Hall has been a guiding light on this issue
- Overregulating vacation rentals will harm tourism in our community. Vacation rentals open up areas south of Lincoln City to overnight visitors, people visiting in groups, etc. That brings lots of money into the community and allows us to hire tourism workers, who we also need to house.
- Regulating vacation rentals is misguided - this is income for this resort area. Most of these houses are so large that they will never be affordable to most people. Vacation rentals create tourism jobs (cleaning, maintenance, etc.).
- Even affordable homes need to be high quality - the impact of the weather can't be overstated.
- Need to be careful not to build tenements - maintenance is very important for community buy-in and for the personal pride of people living in low-income developments.

Additional Thoughts

- If the housing picture changes in the area, we would want to sell the buildings and get out of the housing business. They are being constructed so they could be converted into hotel or other use.



To: Wayne Belmont, Lincoln County
From: Matt Hastie and Andrew Parish, APG
Date: April 4, 2019
Re: Lincoln County Housing Strategy Plan (HSP) – Task 4 Cover Memorandum

The Project Team has conducted telephone interviews with the Lincoln County Affordable Housing Partners, Business Oregon, and Willamette Neighborhood Housing Services. Summaries of these interviews are included. These conversations have provided the project team with a good understanding of how affordable housing and home rehabilitation loan programs work, tips for success, and potential future steps for Lincoln County. In particular, we have received good advice for steps to take to resume the Home Rehabilitation Loan program in partnership with one or more cities in Lincoln County.

At the time of this writing, we have yet to speak with Community Services Consortium, who most recently managed the County's home rehabilitation loan program. Once Pegge McGuire returns from medical leave we will have this discussion - She indicated on March 6 she would be out for about a month, so we expect to be in contact soon.

We may also contact representatives of two jurisdictions identified by Business Oregon as particularly successful in funding and managing these types of programs – Jackson and Yamhill County Housing Authorities.

Once we've had a chance to talk to Pegge, and others, we'll be able to draft a preliminary set of recommendations related to resuming the home loan rehab program. We expect to complete that memo within one to two weeks.



To: Wayne Belmont, Lincoln County
From: Matt Hastie and Andrew Parish, APG
Date: March 19, 2019
Re: Lincoln County Housing Strategy Plan (HSP) – Notes from Lincoln County Affordable Housing Partners Meeting

INTRODUCTION

Meeting Date:

Monday 3/11/2019

12pm-1:30pm

This was a meeting of a group of public and non-profit organizations who are providing housing and housing-related services to residents of Lincoln County, with a focus on serving households with low incomes or specific housing or service needs. The group has met several times to discuss how best to serve these populations in a coordinated and collaborative manner. They devoted a portion of their March 11 meeting to discussing issues associated with the Lincoln County Housing Strategy Plan. Matt Hastie of APG participated in the meeting by telephone.

Attendees:

- Rachel Cotton, City of Newport
- Blair Bobier, Regional Director, Legal Aid
- Ralph Breitenstein, Community Member & Newport Vision 20/40 Committee
- Sharon Cox, Case Manager, Housing- Community Services Consortium
- Haley Emerson, Family Advocate, DHS Housing Contractor, Community Services Consortium
- Lola Jones, Executive Director, Samaritan House
- Elise Jordan, Family Advocate, DHS Contractor, Community Services Consortium
- Kathy Kowtko, Director, Housing Authority of Lincoln County
- Brigetta Olson, Deputy Director Willamete Neighborhood Housing Services
- Sheila Stiley, Executive Director, Northwest Coastal Housing
- Lucinda Taylor, Executive Director Habitat for Humanity of Lincoln County
- Katey Townsend, Director, Lincoln County School District HELP Program
- Matt Hastie, APG (by phone)

WHAT DO YOU SEE AT THE MOST SIGNIFICANT HOUSING GAP IN LINCOLN COUNTY?

- Housing for people with mental health issues
- Housing for people with disabilities and the closing of [Shangri-La](#) housing
- Senior housing
- Veterans housing
- Housing for homeless families
- Housing for low income, low functioning individuals
- Housing for unaccompanied youth
- Repair programs to keeping owners of deteriorated housing in their homes

WHAT DO YOU SEE AS SOME OF THE PRIMARY SOURCES OF THESE GAPS?

- Availability of land for multifamily development
- People getting evicted due to spread of vacation rentals
- “There used to be lots of housing and no money to help people get into housing. Now we have money to help people but no housing to put them in”
- Locational access to resources. All areas of the county are not able to access resources equitably (resources and opportunities concentrated in north and central county)
- Case managers leaving, limited capacity for client and resident services
- Limited capacity to maintain vulnerable people in housing (high costs, primarily related to staffing needs for resident and client services, stabilizing clients with mental health and addiction issues, and helping people access benefits)

HOW COULD THE COUNTY AND CITIES STRENGTHEN THEIR RELATIONSHIPS WITH YOUR ORGANIZATION AND BEST ASSIST YOUR MISSION?

- Creativity around density
- Partner in capacity building for non-profits
- More and better messaging around development solutions/tools to the community and AHP (Affordable Housing Partners)
- SDC waivers for affordable housing development
- Expand capacity for upstream public health work, including eviction prevention and mental health services
- Partner in acquisition/preservation of existing affordable and workforce housing
- Provide more technical assistance to non-profit developers
- More flexibility around required public improvements (e.g. street paving and required widths, sidewalks, infrastructure), potentially including subsidies for non-profit developers

Lincoln County Affordable Housing Partners Meeting Summary

- Quantify permitting process (expectations vs. reality), consider using case studies of recent multi-family projects and development timelines
- Consider partnering on a dedicated staff person to provide technical assistance on housing and development throughout Lincoln County (potential Americorps or RARE position)



To: Wayne Belmont, Lincoln County
From: Matt Hastie and Andrew Parish, APG
Date: April 4, 2019
Re: Lincoln County Housing Strategy Plan (HSP) – Notes from Revolving Home Repair Loan Fund Discussion with Business Oregon

INTRODUCTION

This memorandum summarizes a March 19, 2019 phone call between the consultant team and Business Oregon staff. The purpose of the consultation with Business Oregon was to afford partners and the project team an opportunity to better understand how the Community Development Block Grant (CDBG) program, administered by Business Oregon, could be leveraged with the assistance of non-profits to expand housing related services, including steps that can be taken to make an existing pool of CDBG low-income housing rehabilitation funds available for use throughout the County.

Participants:

- Becky Baxter, Business Oregon
- Fumi Schaadt, Business Oregon
- Arthur Chaput, Business Oregon
- Brendan Buckley, Johnson Economics
- Matt Hastie, Angelo Planning Group
- Andrew Parish, Angelo Planning Group

BACKGROUND OF THE REVOLVING LOAN PROGRAM

History of the program – when was it started, how long was it active and how many loans were generated?

- Becky: Used to work at Oregon Housing & Community Services (OHCS), met Peggy McGuire.
- Percentage of CDBG allocation was provided to OHCS. This was used in part for regional housing centers – (educational opportunities for prospective homebuyers). Part of funds used for minor rehab kind of projects.
- In 2011 OHCS decided not to renew the Intergovernmental Agreement
- Housing repair program moved back to Business Oregon. Funded through CDBG state program, about 28% of the program goes into housing repair. 3 million per year.
- Cities and counties can apply for those funds. When awarded, they enter into sub-grant agreement.
- Community Services Consortium was a sub-grantee that served the Lincoln County area. They decided not to continue being a sub-grantee.

Lincoln County Affordable Housing Partners Meeting Summary

- So the fund hasn't gone away – it was a business decision for Community Services Consortium to stop being the sub-grantee.
- The way the program works:
 - o 80% AMI and below apply at the non-profit. They have an inspection, decide eligible activities (ie roof repair, foundations, ADA ramps, dry rot, step in bathtubs).
 - o Nonprofit does a lot of the work. Homeowner selects their own contractor.
 - o Funds are disbursed on a reimbursement basis.
- The program used to be just loans, but now it could be grants as well (As of about 2012). This allows people with little equity or in mobile homes to apply – they would be ineligible for a loan.
- Loans are paid back at the time that the homeowner sells the house, so it is essentially “free” for the homeowner.
- Lincoln county has not applied for housing rehab funds in a long time.
- There are 13-14 organizations throughout the state that have provided documentation that they are able to run a rehab information. Gentleman's agreement over the organization's “jurisdiction” – reach. Lincoln County used to be in Community Services Consortium's “jurisdiction”.
- Loans are repaid to the nonprofits...so Community Services Consortium may still be doing this work but not receiving new grants.
- Willamette Neighborhood Housing Services is interested in becoming the sub-grantee for the Lincoln County area. We have . (we have Brigetta Olson of that organization as a scheduled interviewee as part of this process)

HOW MUCH FUNDING IS AVAILABLE AND HOW DOES IT GET ALLOCATED?

- The agency gets 12 million a year in the CDBG program from the US Department of Housing and Urban Development (HUD).
- State sets the priorities – what percentage goes to what priority, etc.
- Housing rehab gets 28% of the allocation. About 2.8-3.2 million per year. That's the pot for all of non-Metro Oregon. Also outside of Salem/Eugene
- Max request is 400k for an applicant. So this is about 5 awards per year – Business Oregon tries to distribute these throughout the state.
- This includes grant administration/program management. So you get \$250k to \$300k for the actual homeowners. These are typically large repairs, so \$10 to \$25k per loan.
- Mostly the loans are 0%, until you sell the home. Not even a repayment timeframe. Some have a small amount of interest (non-compounded).
- This is not really a revenue stream. It will never be a self-sustaining fund – the program always needs capital infusion.
- So CSS getting out of this was a business decision...no money to service the debt. Lots of issues with it as a loan program – grants may be simpler.
- Most successful grantees combine this with other services, such as a weatherization program.
 - o Weatherization is a separate program. Oregon Housing administered, money comes from utilities or Dept of Energy. Different eligibility and rules, but sometimes can be complimentary.
 - o So sometimes there are things you can't do with the weatherization equation (ROI), but you can supplement with CDBG funds.

- Funds go directly to Community Action Agencies, awarded on a per capita basis. Pretty different in how its administered.
- Over 19 years we have something like \$25 million across the state in housing rehab loans.
- But you don't know when you get those funds back (sale, deaths of homeowners).
- Whenever home prices rise, people refinance and we get payoffs.
- Need to decide whether to buy a property when foreclosed.

WHO HAS BEEN GOOD AT ADMINISTERING THIS PROGRAM?

- Willamette Neighborhood
- Yamhill County Housing Authority
- Jackson County Housing Authority
- They would be able to tell us why these programs are difficult to administer. The more rural the more difficult. If you're doing this in places where home prices are going up and you don't have to drive far its easier.
- Economy is doing better, harder to get contractors to do the work. This has been an issue for implementing the program

WHY LOANS INSTEAD OF GRANTS?

- Even though the revenue stream isn't consistent, they're flexible. Maybe you can use them to buy a foreclosed property. Funds can become "defederalized" once paid back. Still should be used for a low income benefitting program. As the applicant, the County can negotiate what happens with the funds when they get paid back.

WHAT WERE THE OBSTACLES WITH PREVIOUS IMPLEMENTATION OF THE FUND?

- Lots of federal requirements. Not easy to run. Labor intensive. Environmental review.
- Need experience, the nonprofits need to be savvy and the applicants need to have time to administer. We review the capacity of these organizations – want to make sure they can complete open projects before moving forward with new funding.
- Once established, can move "like a well-oiled machine."
- It's a good program even though there are challenges.
- Helps lots of people, especially if there are community-driven targets. Helping people stay in home. Not a revenue source for nonprofits but good for specific projects.
- Example: 90 homeowners in manufactured home parks in a 19 month period were helped.
- We allow an additional 100k for manufactured homes in a park. Can add on to other funds.
- Jurisdiction/nonprofit has leeway to design a program to fit their needs

HOW OFTEN ARE ORGANIZATIONS COMING BACK FOR CDBG FUNDS?

- Typically 18-24 months. Some come in more than others.
- Usually try to spend their grant funds down before coming back. So some nonprofits spread it out between several jurisdictions. Take turns being the “recipient” but the whole region is eligible for the funds. A few places have some competition – they don’t play together.

HOW DO YOU DIVVY UP FUNDS ACROSS THE STATE?

- If we aren’t getting applications from somewhere we’ll try to “scare one up”

RECOMMENDATIONS FOR THE COUNTY IN TRYING TO RESTART THIS PROGRAM.

- **Call Arthur.**
- Melissa Murphy will tell you to call Arthur
- County should meet with Arthur.
- Needs to figure out who might be the nonprofit. Could be Community Services Consortium but they need to be re-certified.
- Needs some kind of partnership with a nonprofit to be the program administrator.
- Identify the needs first. What kind of rehab, where is it most important? What kind of program would best meet those needs?
- We don’t do multifamily housing developments, but maybe we can help with infrastructure that leads to that development.
- Again, it looks like CSS is trying to get out of the rehab funds business.



To: Wayne Belmont, Lincoln County
From: Matt Hastie and Andrew Parish, APG
Date: April 4, 2019
Re: Lincoln County Housing Strategy Plan (HSP) – Notes from call with Brigetta Olson from Willamette Neighborhood Housing Services

INTRODUCTION

Call with Brigetta Olson, COO of Willamette Neighborhood Housing Services

3/28/19

2:30pm

Participants:

- Brigetta Olson
- Andrew Parish, APG
- Brendan Buckley, Johnson Economics

BACKGROUND ABOUT THE ORGANIZATION

- We are in transition...we just merged with Nedco with offices in Clackamas County and Lane county. Two strong orgs that came together to have broader impact
- Merger came out of a strategic plan. Currently, we still have different names, emails, etc. End of the year will have a new brand, name, etc.
- Now our organization has services in 7 counties in Oregon.
- We offer homeownership services - navigating the system, avoiding foreclosure, etc.
- We run a home repair/housing rehab loan program for Linn County.
- We are a developer as well. The organization owns 425 multifamily units/homes. We want to develop more affordable housing and increase that line of business.
- We push for policy change around health equity and are very interested in upstream public health efforts. Health navigators work on our properties and try to provide healthy food, child care, etc.
- Homeownership services do touch Lincoln county – we provide homebuyer education and counseling, foreclosure avoidance. No developments in Lincoln County currently but are open to that idea.
- We run a Community Land Trust development from Lift funding in Cottage Grove.

LINCOLN COUNTY HOME REHABILITATION LOAN PROGRAM

- Willamette Neighborhood is anxious and waiting for the opportunity to get the loan program from Community Services Consortium.
- Liza Newcomb is the manager for our housing rehabilitation program and she is very skilled.

- Linn county is where the rehab loan program is currently. Recently expanded to Albany. Sweethome or so is the farthest, nine different municipalities and unincorporated areas.

WHAT DOES THE COUNTY NEED TO GET AN EFFECTIVE PROGRAM GOING?

- Our organization benefits from an economy of scale. Large pool of funds. Linn county is about \$5 million. Nimbleness - having a staff person who can work on rehab loans sometimes and also internal rehab work.
- We have our own loan officer that is licensed, can split duties. Organized program support.
- CDBG funds are quite bureaucratic - we don't always break even on this program but we can sometimes subsidize with other lines of business.
- Can secure modest amounts of money to supplement rehab loan programs (veterans home repair program, Neighborworks America)
- We are advocates in Salem. Active at legislature and have lofty agenda through housing alliance to get more resources around home repair - we need more than \$4 million. We hope to be effective so we can get more funds to do this important work.
- Need to be more creative about loan products - have only had zero interest loans so far.
- Recent merger gave us consumer lending options that may have more breadth to be able to do some other types of loans to keep funds revolving, etc.

DO SENIORS MAKE UP A LARGE SHARE OF THE HOMEOWNERS YOU'RE HELPING?

- Yes. It's a small program in the grand scheme of things (not too much advertising because we can't deliver that much with the funds available). Folks who aren't on the web or have trouble filling out forms. The clientele needs a lot of hand holding.

HOW DOES THIS PROGRAM WORK?

- Acquired assets of Linn county affordable housing in 2007. RFP sent out to transfer assets. LCHRP (quasi-governmental entity that has a loan pool) - the local jurisdictions make up this nonprofit. City managers or other delegated individuals. They administer the loan program and apply for the grant from Oregon Business.
- Example - Sweethome applies on behalf of LCHRP, gets awarded \$500k, Willamette Neighbors subcontracted to deliver the home loan service.
- Craig Martin at City of Toledo used to work at Sweethome - he should know how the LCHRP works. They don't think it's super burdensome. The nonprofit does the grant-writing.

HOW MANY REHAB PROJECTS AT A TIME, HOW LONG A TYPICAL PROJECT WOULD TAKE?

- Last year we did like 14 or 15. This was an exceptionally good year.

Lincoln County HSP Meeting Summary

- ☛ **There is a contractor shortage. Even harder in coastal communities. People may have to wait 6 months or so to get a contractor (once selected by the homeowner). Running a pilot to help quickly address damages on a faster timescale.**



CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING

April 3, 2019

Draft Minutes

WORK SESSION

I. Meeting Call to Order

Mayor W. John Moore called the April 3, 2019 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: W. John Moore, Max Glenn, James Kerti, Jim Tooke, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire and Water Plant Lead Rick McClung. Audience: ?.

II. Work Session Discussion Topics

A. Single Use Plastic Ban

Councilor Kerti favored proceeding with development of a single use plastics ban on plastic bags, and possibly for plastic straws if considerations for people with disabilities was considered. Councilor Vaaler was not opposed to this work but asked if there were more important issues to pursue first. Councilor Tooke stated the City should do something with a single use plastic bags ban at some point in time. Councilor Glenn was in favor of developing a draft ordinance. Councilors noted they State might be developing a policy. Mayor Moore noted Council will know by the end of June if they were going to take up this issue. Mayor Moore indicated he was inclined to wait to see what the State decides. Kerti concurred with waiting but wanted to get feedback from businesses on their opinions.

Chuck Lerwick with Dahl Disposal stated he did not like the word “ban” and preferred “stand.” He noted issues with bags blowing away when the bins were dumped into the trucks and problems plastic bags create at the sorting plants. He noted the bags clog the machinery and require shutting down to remove them with knives. He also explained the bags can get into the drive mechanisms and radiators of the big earth-moving equipment in the landfills.

Lerwick also reported Dahl is up to 100,000 pounds of yard debris since the beginning of the curbside debris bin program, noting they have not had the heaviest spring season. Lerwick suggested people look at the video of the sorting plant on Dahl’s website.

Tooke asked what Dahl was doing with Styrofoam. Lerwick stated drivers had many complaints about Styrofoam. Tooke noted there was a plant in Portland that recycled Styrofoam.

1
2 Vaaler suggested two Councilors could get together to start drafting a document on single use
3 plastics ban. Tooke indicated he had been reading ordinances, and he and Kerti agreed to create
4 a draft for the next meeting.
5

6 **B. Appoint Committee Re: Visitor Amenities, Off-Season Tourism, Chamber**

7 Mayor Moore recalled they had discussed possibilities of getting businesses more involved in
8 planning and possibly revising the Chamber of Commerce. Vaaler recalled they had discussed
9 who might be on this committee. She wanted clarification on whether there would be one group
10 or groups for each of the topics. Mayor Moore shared how he had seen Chambers operate in
11 other small cities. Manager Beaucaire reported she recently spoke with Jessie Dolan of Travel
12 Oregon who has been contacting Chambers along the coast to develop a regional strategy for
13 coastal communities. Glenn wanted there to be a focus on creative ideas for bringing tourists to
14 Yachats in the winter months.
15

16 Kerti raised the question of the parameters under which this committee would operate and how
17 that would impact the membership. Manager Beaucaire indicated that any group that makes
18 recommendations to a policy making body was subject to public meeting laws. Tooke noted a
19 committee would need to take minutes and post meetings.
20

21 Drew Roslund (Overleaf) recalled the Chamber used to be active and had a lot of involvement
22 from real estate agents. He noted adding the marketing element now with the Visitor's Center
23 had changed how the Chamber operates. He also noted that Jesse Dolan was with the Oregon
24 Coast Business Association. Mayor Moore suggested he meet with Bev Wilson who has been
25 doing the marketing work and report back. Tooke suggested Caroline Bowman as a potential
26 resource. Roslund indicated he would talk to Bowman about her interest. Glenn emphasized the
27 importance of having a working relationship with the Chamber of Commerce.
28

29 **C. Council Rules**

30 Section 2.3: Mayor Moore stated the Council had left off at section 2.3 in the Council Rules
31 addressing written notice of meetings. Vaaler recalled she and Kerti were simply wanting to
32 ensure Councilors were contacted in an efficient manner. Kerti read from language from the
33 League of Oregon Cities that indicated notices would be made by phone or email. Kerti
34 suggested stating, "by phone and email." Council concurred.
35

36 Section 2.4.2: Vaaler suggested the section as written was difficult to understand. She suggested
37 rephrasing to read, "Representatives of the news media shall be allowed to attend Executive
38 Sessions to the extent mandated by Oregon State law." Mayor Moore suggested they keep the
39 final sentence as well. Council concurred.
40

41 Section 3.1.1: Vaaler indicated she was concerned about having a quorum in order to compel
42 attendance. Council agreed to leave as is.
43

44 Section 3.1.6: Vaaler noted while this item was technically correct, she believed it could be
45 omitted. Council agreed to leave as is.
46

1 Section 3.2.5.1: Vaaler noted seating capacity of the room should be posted. Manager Beaucaire
2 noted it was posted outside the room.

3
4 Section 3.3: Vaaler noted there was a second edition of Keesey. Council agreed to add “the
5 current edition” to this statement.

6
7 Section 4.3: Vaaler wondered whether the requirement to have a complete meeting packet
8 posted online by the Friday before the meeting should be modified, noting this action does not
9 always happen. Mayor Moore noted there had not been a packet for the audience as the
10 statement requires. Glenn was satisfied with the intent of the policy and noted humans will not
11 always be perfect. Council agreed to leave as is.

12
13 Section 6.5: Vaaler questions whether they should keep the stipulation that Councilors shall not
14 make edits to resolutions during the meeting.

15
16 Mayor Moore indicated they would resume the discussion with Section 5.1 at the next work
17 session.

18 19 **REGULAR MEETING**

20 **I. Announcements, Correspondence and Proclamations - none**

21
22 **II. Public Comment – none**

23
24 Drew Roslund (Overleaf Lodge) handed out a history of the Transient Lodging Tax in Yachats.
25 He also handed out an article from the New York Times on Air BnB’s and other rental
26 companies. He explained some people will advertise a short-term rental in an area where rentals
27 are allowed, but then use that location only to provide a key to the actual facility that is in an area
28 where short-term rentals are not allowed. He noted the fine for a first-time violation of this
29 nature was \$20,000. Roslund explained he was not previously aware of how these third-party
30 rental companies were only providing lump sum revenue information. He indicated he was
31 investigating how to get better transparency in tax collections.

32
33 Tooke added that the article also noted that some people were renting apartments and converting
34 the apartments to vacation rentals.

35
36 Bob Bennett (196 Shell Street) announced Clean Sweep will take place on June 20-23, 2019. He
37 noted the event has been staffed by Public Works and Streets Commissioners, but wanted to
38 invite anyone to work a 4-hour shift. Mayor Moore clarified the shifts would roughly be 9:00 am
39 to 1:00 pm or 1:00 pm to 5:00 pm. Bennett asked people to give their names to either to the
40 Public Works Commission or to City Hall. Mayor Moore encouraged Councilors to all take a
41 shift at Clean Sweep.

42
43
44 Alice Beck (YYFAP Director) and Michelle Korgan (YYFAP Board President) handed out
45 information on the program. Beck noted the program has been going for over 24 years and
46 reviewed the various components of the program. She thanked the City for its support, which

1 enables them to get funding from other granting agencies. Korgan added that one of her greatest
2 concerns about living in Yachats was having some program for her kids, both for their social life
3 and for being able to work at her restaurant. She noted how much the program has grown and
4 how thankful she was for the City's support. Beck added that community partnerships have also
5 been invaluable (e.g., Quiet Water, the Lions Club, and the Presbyterian Church).

6
7 Korgan announced that their main fundraising event will be on May 3, 2019 and will feature
8 local musicians and a catered surf and turf dinner from Ona Restaurant.

9
10 Craig Berdie (319 E 3rd Street) recalled that someone at the meeting on the transient lodging
11 taxes claimed that Yachats was the only municipality charging the tax on ancillary services such
12 as the cleaning fee. His research indicated these services clearly should be taxed.

13
14 Linda Johnson (21 Catkin Loop) wanted the Clean Sweep to be more inclusive. Mayor Moore
15 suggested Johnson address the Public Works and Streets Commission as they set the rules for the
16 event.

17
18 **III. Consent Agenda – none**

19
20 **IV. New Business**

21 **A. Financial Software**

22 Manager Beaucaire recalled she has been educating the Council on the issues with the City's
23 current financial software. She reported she has negotiated an agreement with Springbrook to
24 provide software that was cost-neutral to the existing software. She added that she has managed
25 to get the setup costs greatly reduced. She noted the implementation costs were valued at
26 \$70,000 and were negotiated to \$12,800. Manager Beaucaire indicated several example reports
27 were included in the meeting packet. Mayor Moore noted there would be a substantial labor
28 savings with the Springbrook software. Kerti clarified the cost-neutral portion was for the
29 annual costs.

30
31 Kerti asked Manager Beaucaire to explain where the funding for the implementation cost would
32 come from. Manager Beaucaire explained there was approximately \$15,000 in the IT CIP and
33 \$18,000 in contingency funds for City Hall.

34
35 Glenn moved to direct the City Manager to enter into a contract with Springbrook as per the
36 quotes presented on April 3, 2019: Aye – 5; No – 0.

37
38 **B. Public Works and Streets Update**

39 Bob Bennett, Public Works and Streets Chair, and Rick McClung, Public Works, explained the
40 resolution in the packet was to allow for an audit of the large water users to determine if rates
41 were being assessed correctly.

42
43 McClung reported Public Works had paving projects that were ready to be started. He reported
44 W 1st Street was estimated at \$80,000 and around \$20,000 under budget. He noted both W 1st
45 Street and E 2nd Street will need drainage work. McClung added that the E 2nd Street drainage
46 was designed to keep runoff from deteriorating adjacent areas. He estimated the cost for E 2nd

1 Street was approximately \$100,000. He reported the RFPs were ready to be submitted, noting W
2 1st Street could begin in August and E 2nd Street could begin after Labor Day. He added that
3 getting the RFP out now would place Yachats higher on the contractor priority list and would
4 enable bundling the two projects to save money.

5
6 Vaaler asked if the issue on Horizon Hill was less of a priority given that they were moving
7 forward with paving. McClung indicated that engineers would be installing devices next week to
8 measure land movement on Horizon Hill, and that study could take a year. Manager Beaucaire
9 reported the City applied for grant funding for both W 1st and E 2nd, but the grantor would only
10 fund one project. She noted they could apply again in August 2019.

11
12 Vaaler moved to direct Rick McClung to issue the RFP for paving W 1st Street and E 2nd Street:
13 Aye – 5; No – 0.

14
15 Vaaler moved to proceed with the large user energy audit: Aye – 5; No – 0.

16 17 **C. Resolution: Emergency Operations Plan**

18 Bennett asked Council to proceed with approving the revised Emergency Operations Plan, noting
19 it was critical to renewing the City's Storm Ready and Tsunami Ready status. Manager
20 Beaucaire reported she had spent several hours with Bennett going over the particular items
21 related to Yachats.

22
23 Glenn moved to approve Resolution 2019-70 A resolution for replacement of previous
24 Emergency Operations Plan: Aye – 5; No – 0.

25 26 **D. Resolution: Budget Committee Reappointment**

27 Mayor Moore explained Brad Webb was inadvertently left off of the resolutions for Budget
28 Committee Appointments.

29
30 Kerti moved to appoint Brad Webb to the Budget Committee: Aye – 5; No – 0.

31 32 **E. Approve April 17 Agenda**

33 Kerti clarified the meeting would be held in the Multi-purpose Room and focus on Ocean View
34 Drive.

35 Glenn moved to approve the April 17, 2019 City Council Agenda: Aye – 5; No – 0.

36 37 **V. Other Business**

38 39 **A. From the Mayor**

40 41 **B. From the Council**

42 Kerti appreciated the report from Beck and Korgan about YYFAP and asked if Visitor Amenities
43 funds could be used to support YYFAP.

44 Tooke reported he attended a story-telling conference called, "The Heart." He explained the
45 program was designed to encourage community building and provided examples of activities
46 going on in other cities. He indicated he would try to set up one of their events in Yachats.

1
2 Glenn reported he attended the Oregon Cascades West Council of Governments quarterly
3 meeting and was impressed with how they presented their annual budget. He indicated Manager
4 Beaucaire was going to use that model for the City's budget.
5
6

7 **C. From Staff**

8 Manager Beaucaire recalled someone suggested at a previous meeting that the City might not be
9 following laws around intermediaries collecting transient rental taxes on the City's behalf. She
10 reported the City has been following state law, the current legislature was discussing bills to
11 require itemization of these taxes, and the 9th Circuit Court of Appeals upheld a ruling that a city
12 could require third-party intermediaries to itemize these taxes.
13

14 Tooke also noted SB-621 in the State legislature was still alive and people could reach out to
15 their legislators to voice their opinion on the issue.
16
17

18 With no further business before Council, Mayor Moore adjourned the meeting at approximately
19 11:30 am.
20
21
22

23 _____
24 W. JOHN MOORE, Mayor
25

26 ATTEST:
27
28
29

30 _____
31 Shannon Beaucaire, City Manager

Date



CITY OF YACHATS

CITY COUNCIL MEETING

April 17, 2019

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the April 17, 2019 regular meeting of the City Council to order at 6:00 pm in the Multipurpose Room of the Yachats Commons. Council members present: W. John Moore, Jim Tooke, Max Glenn, and Leslie Vaaler. Absent: James Kerti. Staff present: City Manager Shannon Beaucaire and Clerk Kimmie Jackson. Audience: 34.

II. Announcements, Correspondence, and Proclamations

A. Child Abuse Prevention Month

Mayor Moore read the proclamation for Child Abuse Prevention Month. Paul Schrader from the Children's Advocacy Center thanked the Council and provided information on their services. Schrader stressed the importance of early childhood intervention.

B. Sexual Assault Awareness Month

Mayor Moore ready the proclamation for Sexual Assault Awareness Month. Ashley, the transitional housing manager from My Sisters' Place, summarized the services provided by My Sisters' Place. She highlighted the Survivors Walk on April 20, 2019 and Teal Tuesdays where people wear teal ribbons in support of those facing sexual violence

III. Public Comment

1. Bob King (Horizon Hill Road) reported there had been much construction on the road, which meant large, heavy equipment was driving up. King noted the closed gate at the top of Horizon Hill made it difficult for these trucks to turn around. He noted the increase in both pedestrian and vehicle traffic. He asked that the gate be opened for safety reasons and to have traffic be allowed one-way going down Horizon Hill Road to Gimlet Lane.

2. Gary Hofer (Horizon Hill Road) expressed concern over fire danger and lack of emergency egress to at the top of the hill. He asked that the gate at the end of Horizon Hill Road be opened to one-way traffic.

IV. Consent Agenda

A. March Minutes

B. Resolutions Memorializing Council Actions

1 1. Resolution 2019-71 Authorizing the City Manager to enter into a contract with
2 Springbrook
3

4 Councilor Glenn moved to approve the consent agenda: Aye – 4; No – 0.
5

6 **V. New Business**

7 **A. Public Input on Oceanview Drive**

8 Mayor Moore recalled he chaired a meeting in May 2018 where approximately 100 people were
9 present to discuss traffic flow. He recalled about two-thirds of those present wanted to have
10 traffic move one-way on Oceanview Drive from 2nd to 7th Street and one-way westbound from
11 Pontiac to the State Park. They also wanted to keep Highway 101 to Pontiac two-way.
12 Following that meeting, several Parks and Commons Commissioners had concerns and the
13 matter was referred to the City's Engineer. Since then, the County has agreed to make road
14 improvements, to conduct archeological studies, and to replace the guard rails once the
15 archeological study is complete. He noted the County will pave Oceanview Drive in May or
16 June 2019 and will stripe the pavement once the City decides on traffic flow. Mayor Moore
17 noted there was still an issue with large RVs and vehicles towing trailers not being able to turn
18 around in the State Park. Mayor Moore opened the floor to public comment.
19

- 20 1. Gerald Stanley (236 4th Street) asked that the one-way traffic run from 2nd to 4th Streets,
21 not 2nd to 7th Streets. He noted the Lion's Club, Ladies Club, and Little Log Church
22 would be better served by this traffic flow change.
- 23 2. Judy Kaufmann (Pontiac and Oceanview) noted excessive speeding in that area around
24 her house and asked that they City consider placing speed bumps on Oceanview near
25 Pontiac. She asked also asked the City to mow the grass on City property that is in that
26 area.
- 27 3. Jannette Square (1197 Oceanview Drive) asked for clarification on flow direction and
28 stated she preferred two-way traffic but was ok with one-way.
- 29 4. Kerry Kemp (420 W 1st Street) noted he submitted a letter to Council dated March 12,
30 2019. He noted his history of urban planning and city management. He handed out
31 photographs of the area. He was most concerned about the area around the State Park.
32 He noted the erosion has gotten worse during the five years he has lived in that area. He
33 argued that forcing large RVs to use 101 to Oceanview to access the Park was a bad idea
34 due to the heavy traffic and the narrow roads. He also noted most cars enter the park
35 from the north and suggested 2nd and 3rd Streets are better roads to enter the park rather
36 than the south end of Oceanview. He explained his five scenarios. He referred to the
37 City Vision that emphasized the protection of natural resources.
- 38 5. Gary Hofer (Horizon Hill) suggested a traffic circle around the 2nd Street area.
39 Mayor Moore noted the State Park controls everything that happens within the State Park.
- 40 6. Pat Armstrong (2nd Street) asked if the engineer has looked at the erosion issue between
41 2nd and 3rd street.
- 42 7. Adam Olson (586 Oceanview) supported one-way traffic from the park northbound. He
43 also suggested erecting dividers to separate the pedestrian and vehicle traffic. He also

asked that the signage for no overnight camping be reinstalled to prevent the recent increase in overnight camping.

8. Christine Lathrop (17 Reeves Circle) asked that the road from Oceanview at Highway 101 remain two-way so people coming from the south could get to the Post Office.

9. Ginny Hafner (168 Jennifer) asked Council to more simply explain how the large trucks would move through the area. She wanted to know how pedestrian traffic could remain safe with the truck traffic, noting she sometimes feels unsafe around the trucks on the narrow roads.

Manager Beaucaire explained the trucks that serve restaurants on Oceanview park on Oceanview to unload. She added there has been discussion about putting in a boardwalk to carry pedestrians in that section of Oceanview. She noted the trucks serving the C&K are skilled at backing into the loading docks and use 3rd Street to loop over to 2nd Street.

10. Janet Square asked if there were going to be weight limits on Oceanview Drive. Manager Beaucaire reported weight limits were being considered.

11. Craig Berdie (319 E 3rd Street) reported he saw a large truck pulled off between 3rd and 4th and a truck on 6th that had driven between the stones, both only a few feet from the edge.

Mayor Moore reported the Council would discuss this issue at the May 1, 2019 meeting and will hopefully vote at that meeting.

VI. Reports

A. Yachats Visitors Center Quarterly Report

No discussion as Bev Wilson was not present.

B. Financial Report

No comments

C. Council Reports

Mayor Moore reported he:

- Attended Lincoln County Economic Development Alliance conference at Salishan with the City Manager
- Met with individually with Drew Roslund, Anthony Muirhead, and Bev Wilson about how to revive the Chamber of Commerce
- Attended the monthly Marketing Committee meeting
- Will attend meeting next month with Congressman Kurt Schrader

Glenn reported he chairs the community relations council for Angell Job Corps and people were very excited with the new director, Brian Wilson. Wilson began his position with 42 vacancies and now they are down to 12. Glenn added that Jobs Corps was not allowed to self-promote, but he had permission to share their newsletter.

D. City Manager's Report

Manager Beaucaire reported:

1. The Lincoln County Housing Strategy Implementation Plan Technical Advisory Committee met on April 9, 2019 where City Planner Dave Mattison was in attendance. She noted highlights were summarized in her report.
2. Planner Mattison attended the Coastal Managers meeting where concerns around landslides were discussed. She added that there were plans to increase the requirements for building in landslide hazard areas and steep slopes of 12% or greater.
3. The website redesign is proceeding is on schedule. She reported programmer Mark Clements has downloaded the document library to a hard drive that can be searched by people who come to office. Glenn asked Project Leader Helen Anderson to explain the pdf and ADA Compliance issues. Anderson summarized the ADA compliance requirements and how older, non-searchable documents did not meet ADA requirements. She added the website designers do a lot of work in this area and they suggest that the City focus on the services it provides. Manager Beaucaire added that recent changes at the US Department of Justice have led to the growth of a profitable cottage industry that looks for ADA noncompliance and large public records requests.
4. The Library Expansion and Remodel is progressing with a more economical design and would be going out for RFP soon.
5. The City Engineer was assessing the Little Log Church and Museum to determine the needed repairs or rebuild.
6. Work was progressing on the FY20 budget and a hearing would occur in May 2019.
7. The Multipurpose room floor was complete and significant dry rot was removed and repaired.
8. The City received three proposals for the Farmer's Market which would be addressed at the Parks and Commons Commission meeting on May 18, 2019.

VIII. Other Business

A. From Mayor - none

B. From Council - none

C. From Staff - none

Mayor Moore adjourned the meeting at 6:50 pm.

W. JOHN MOORE, Mayor

ATTEST:

Shannon Beaucaire, City Manager

Date

City Council Action Item Cover Sheet

DATE: May 14, 2019

Agenda Item:

Financial Report

Question Before Council:

None

Person/Group Initiating Request:

City Manager

Item Summary/Background:

5/06/19
10:48 AM
YIKIMMIE
FUND-100 GENERAL FUND
DEPT-100 NON DEPARTMENTAL

CITY OF YACHTS
REVENUE/EXPENDITURE REPORT
4/01/19 THRU 4/30/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	400,000	--	633,047.87	233,047.87-	158
	REVENUE	400,000	--	633,047.87	233,047.87-	158
3-30-1500	INTEREST EARNED	--	--	--	--	0
3-30-4110	PROPERTY TAXES CURRENT YR	50,000	--	37,779.94	12,220.06	76
3-30-4120	PROPERTY TAXES PRIOR YRS	1,000	--	790.02	209.98	79
3-30-4210	BUSINESS LICENSES	11,000	240.00	10,918.91	81.09	99
3-30-4211	VACATION RENTAL LICENSES	38,000	--	31,640.00	6,360.00	83
3-30-4221	CABLE TV FRANCHISE TAX	19,000	--	16,085.96	2,914.04	85
3-30-4222	TELEPHONE FRANCHISE TAX	4,000	--	3,851.00	149.00	96
3-30-4223	DISPOSAL FRANCHISE TAX	11,000	3,261.04	13,069.62	2,069.62-	119
3-30-4224	ELECTRIC FRANCHISE TAX	44,000	4,974.14	40,097.78	3,902.22	91
3-30-4230	PERMITS & FILING FEES	2,000	--	175.00	1,825.00	9
3-30-4235	FINES OR LIENS	--	--	--	--	0
3-30-4240	TRANSIENT ROOM TAX	950,000	160,130.90	1,057,947.29	107,947.29-	111
3-30-4490	OTHER LOCAL SOURCES	3,000	4,340.32	15,765.04	12,765.04-	526
3-30-4610	CIGARETTE TAX	1,000	--	539.47	460.53	54
3-30-4620	LIQUOR TAX	10,000	887.75	10,078.30	78.30-	101
3-30-4622	MARIJUANA TAX	1,200	--	505.77	694.23	42
3-30-4630	STATE REVENUE SHARE	8,000	--	8,910.01	910.01-	111
3-30-4690	OTHER STATE SOURCES	--	--	--	--	0
3-30-4810	ADMIN REIMBURSEMENT URD	13,000	--	13,000.00	--	100
3-30-4852	EARNINGS FROM TEMP INVEST	--	--	39,518.00	39,518.00-	0
	REVENUE	1,166,200	173,834.15	1,300,672.11	134,472.11-	112
T O T A L DEPT 100 R E V E N U E		1,566,200	173,834.15	1,933,719.98	367,519.98-	123
E X P E N S E S						
5-60-7121	INTERFUND TRANS: STREETS	35,000	--	35,000.00	--	100
5-60-7122	OP TRANSFER-LIBRARY	63,080	--	63,080.00	--	100
5-60-7123	OP TRANSFER-MUSEUM	3,225	--	3,225.00	--	100
5-60-7124	OP TRANSFER-COMMONS	93,000	--	93,000.00	--	100
5-60-7125	TRANSFER-VISITOR AMEN	369,000	--	369,000.00	--	100
5-60-7126	INTERFUND TRANS: CAP RSRV	--	--	--	--	0
5-60-7127	OP TRANSFER - PARKS/TRAIL	9,125	--	9,125.00	--	100
5-60-7130	TRANSFER TO PERS RESERVE	--	--	--	--	0
5-60-7174	OP TRANSFER-STORM DRAINS	39,000	--	39,000.00	--	100
5-60-7175	OP TRANSFER CITY HALL	40,000	--	40,000.00	--	100
	INTERFUND TRANSFERS	651,430	--	651,430.00	--	100
	TOTAL PERSONAL SERVICES	--	--	--	--	0
	TOTAL MATERIAL & SERV	--	--	--	--	0
	TOTAL CAPITAL OUTLAY	--	--	--	--	0
	TOTAL ALL OTHER	651,430	--	651,430.00	--	100
T O T A L DEPT 100 E X P E N D I T U R E		651,430	--	651,430.00	--	100
T O T A L FUND 100 R E V E N U E		1,566,200	173,834.15	1,933,719.98	367,519.98-	123
	FUND PERSONAL SERVICES	--	--	--	--	0
	FUND MATERIAL & SERV	--	--	--	--	0

5/06/19
 10:48 AM
 YIKIMMIE
 FUND-100 GENERAL FUND
 DEPT-100 NON DEPARTMENTAL

CITY OF YACHTS
 REVENUE/EXPENDITURE REPORT
 4/01/19 THRU 4/30/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	651,430		651,430.00		100
TOTAL FUND 100 EXPENDITURE		651,430		651,430.00		100
	FUND PRIOR BALANCE	1,108,455.83				
	NET FUND BALANCE	1,282,289.98				
	GRAND TOTAL REVENUE	1,566,200	173,834.15	1,933,719.98	367,519.98-	123
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	651,430		651,430.00		100
	GRAND TOTAL EXPENDITURE	651,430		651,430.00		100
	PRIOR BALANCE	1,108,455.83				
	NET FUND BALANCE	1,282,289.98				

5/06/19
10:49 AM
YIKIMMIE
FUND-100 GENERAL FUND
DEPT-101 CITY HALL

CITY OF YACHTS
REVENUE/EXPENDITURE REPORT
4/01/19 THRU 4/30/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
E X P E N S E S						
5-10-5110	WAGES-GROSS PAY					0
5-10-5120	EMPLOYER PAYROLL TAXES					0
5-10-5121	HEALTH CARE BENEFITS					0
5-10-5160	ALLOCATED LABOR	115,000	8,731.30	80,165.31	34,834.69	70
	PERSONNEL SERVICES	115,000	8,731.30	80,165.31	34,834.69	70
5-20-5209	EMER PREP & PUBLIC SAFETY	10,000	162.15	1,445.20	8,554.80	14
5-20-5210	DUES/MEMBERSHIPS/FEES	9,000	941.69	5,080.51	3,919.49	56
5-20-5212	CODE ENFORCEMENT	80,000	30.04	13,715.75	66,284.25	17
5-20-5213	EDUC - COUNCIL & COMMISS	2,000		1,455.24	544.76	73
5-20-5222	INSURANCE	8,000		4,429.43	3,570.57	55
5-20-5240	OFF MATERIALS & SUPPLIES	10,000	943.53	6,003.56	3,996.44	60
5-20-5251	OFFICE PHONE/CELL/DSL	3,000	239.36	2,552.02	447.98	85
5-20-5252	OFFICE UTILITIES	3,000	220.60	1,576.53	1,423.47	53
5-20-5253	POSTAGE	200	78.34	78.34	121.66	39
5-20-5255	EDUCATION & TRAINING	5,000		1,138.71	3,861.29	23
5-20-5259	IT VENDOR SUPPORT	10,000	4,018.06	15,555.70	5,555.70	156
5-20-5260	PROFESSIONAL SERVICES	30,000	527.84	19,519.74	10,480.26	65
5-20-5261	AUDITOR	4,000		4,000.00		100
5-20-5264	CITY PLANNER	40,000		29,046.01	10,953.99	73
5-20-5270	TRAVEL	7,000	267.87	7,027.55	27.55	100
5-20-5311	EQUIPMENT RENTAL	2,000	146.00	1,744.78	255.22	87
5-20-5320	YARD DEBRIS DUMPSTER	7,000		4,395.16	2,604.84	63
5-20-5330	BUILDING OR LAND MAINTEN	5,000	295.00	1,256.33	3,743.67	25
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	2,000	348.73	1,278.47	721.53	64
5-20-5411	STREET LIGHTING					0
5-20-5422	LEGAL NOTICES	1,000	511.46	1,125.88	125.88	113
5-20-5439	PUBLIC SERVICES - MSC	39,000		38,250.00	750.00	98
5-20-5440	OFFICE EXPENSES - OTHER	6,000		286.81	5,713.19	5
5-20-5445	RENT ALLOCATION - BLDGS	17,800		17,800.00		100
5-20-5470	EQUIPMENT REPAIR/MTG	3,000			3,000.00	0
5-20-5490	MATERIALS/SERVICES OTHER	3,000		2,275.19	724.81	76
	MATERIALS AND SERVICES	307,000	8,730.67	181,036.91	125,963.09	59
5-40-5641	CAP OUT: EQUIPMENT					0
	CAPITAL OUTLAY					0
5-50-5800	CONTINGENCIES	18,000	4,324.38	4,324.38	13,675.62	24
	OTHER USES	18,000	4,324.38	4,324.38	13,675.62	24
	TOTAL PERSONAL SERVICES	115,000	8,731.30	80,165.31	34,834.69	70
	TOTAL MATERIAL & SERV	307,000	8,730.67	181,036.91	125,963.09	59
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	18,000	4,324.38	4,324.38	13,675.62	24
TOTAL DEPT 101	E X P E N D I T U R E	440,000	21,786.35	265,526.60	174,473.40	60
TOTAL FUND 100	R E V E N U E					0
	FUND PERSONAL SERVICES	115,000	8,731.30	80,165.31	34,834.69	70
	FUND MATERIAL & SERV	307,000	8,730.67	181,036.91	125,963.09	59
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	18,000	4,324.38	4,324.38	13,675.62	24
TOTAL FUND 100	E X P E N D I T U R E	440,000	21,786.35	265,526.60	174,473.40	60

5/06/19
10:49 AM
YIKIMMIE
FUND-100 GENERAL FUND
DEPT-101 CITY HALL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
4/01/19 THRU 4/30/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
	FUND PRIOR BALANCE	243,740.25-				
	NET FUND BALANCE	265,526.60-				
	GRAND TOTAL REVENUE					0
	TOTAL PERSONAL SERVICES	115,000	8,731.30	80,165.31	34,834.69	70
	TOTAL MATERIAL & SERV	307,000	8,730.67	181,036.91	125,963.09	59
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	18,000	4,324.38	4,324.38	13,675.62	24
	GRAND TOTAL EXPENDITURE	440,000	21,786.35	265,526.60	174,473.40	60
	PRIOR BALANCE	243,740.25-				
	NET FUND BALANCE	265,526.60-				

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 YIKIMMIE
 FUND-100 GENERAL FUND
 DEPT-102 501 BUILDING

CITY OF YACHTS
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	11,700		3,136.98	8,563.02	27
	PERSONNEL SERVICES	11,700		3,136.98	8,563.02	27
5-20-5222	INSURANCE	2,500		2,363.00	137.00	95
5-20-5252	UTILITIES	3,000	420.00	1,675.65	1,324.35	56
5-20-5330	BUILDING OR LAND MAINTEN	8,000	266.00	3,616.89	4,383.11	45
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	1,000			1,000.00	0
	MATERIALS AND SERVICES	14,500	686.00	7,655.54	6,844.46	53
	TOTAL PERSONAL SERVICES	11,700		3,136.98	8,563.02	27
	TOTAL MATERIAL & SERV	14,500	686.00	7,655.54	6,844.46	53
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 102 E X P E N D I T U R E		26,200	686.00	10,792.52	15,407.48	41
T O T A L FUND 100 R E V E N U E						0
	FUND PERSONAL SERVICES	11,700		3,136.98	8,563.02	27
	FUND MATERIAL & SERV	14,500	686.00	7,655.54	6,844.46	53
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER					0
T O T A L FUND 100 E X P E N D I T U R E		26,200	686.00	10,792.52	15,407.48	41
	FUND PRIOR BALANCE	10,106.52-				
	NET FUND BALANCE	10,792.52-				
	GRAND TOTAL REVENUE					0
	TOTAL PERSONAL SERVICES	11,700		3,136.98	8,563.02	27
	TOTAL MATERIAL & SERV	14,500	686.00	7,655.54	6,844.46	53
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
	GRAND TOTAL EXPENDITURE	26,200	686.00	10,792.52	15,407.48	41
	PRIOR BALANCE	10,106.52-				
	NET FUND BALANCE	10,792.52-				

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YIKIMMIE
FUND-100 GENERAL FUND
DEPT-107 MARKETING

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-60-4862	OP TRANS MARKETING/AMENIT OPERATING TRANSFERS	138,000 138,000		138,000.00 138,000.00		100 100
T O T A L DEPT 107 R E V E N U E		138,000		138,000.00		100
E X P E N S E S						
5-10-5160	ALLOOCATED LABOR PERSONNEL SERVICES	6,500 6,500	97.45 97.45	1,007.56 1,007.56	5,492.44 5,492.44	16 16
5-20-5202	VISITOR CENTER OPERATIONS	65,000	16,191.25	64,765.00	235.00	100
5-20-5214	MARKETING GRANT PROG/EVEN	5,000			5,000.00	0
5-20-5220	MARKETING AND WEBSITE	16,650	4,068.75	10,962.69	5,687.31	66
5-20-5260	PROFESSIONAL SERVICES	20,000			20,000.00	0
5-20-5280	CITY BEAUTIFICATION	12,850	2.98	1,494.54	11,355.46	12
5-20-5320	FIREWORKS	2,000		2,000.00		100
5-20-5439	CAPE PERPETUA SUPPORT	5,000		5,000.00		100
5-20-5490	MARKETING & SERVICES OTHE MATERIALS AND SERVICES	5,000 131,500	5,215.56 25,478.54	7,108.70 91,330.93	2,108.70- 40,169.07	142 69
	TOTAL PERSONAL SERVICES	6,500	97.45	1,007.56	5,492.44	16
	TOTAL MATERIAL & SERV	131,500	25,478.54	91,330.93	40,169.07	69
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 107 E X P E N D I T U R E		138,000	25,575.99	92,338.49	45,661.51	67
T O T A L FUND 100 R E V E N U E		138,000		138,000.00		100
	FUND PERSONAL SERVICES	6,500	97.45	1,007.56	5,492.44	16
	FUND MATERIAL & SERV	131,500	25,478.54	91,330.93	40,169.07	69
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER					0
T O T A L FUND 100 E X P E N D I T U R E		138,000	25,575.99	92,338.49	45,661.51	67
	FUND PRIOR BALANCE	71,237.50				
	NET FUND BALANCE	45,661.51				
	GRAND TOTAL REVENUE	138,000		138,000.00		100
	TOTAL PERSONAL SERVICES	6,500	97.45	1,007.56	5,492.44	16
	TOTAL MATERIAL & SERV	131,500	25,478.54	91,330.93	40,169.07	69
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
	GRAND TOTAL EXPENDITURE	138,000	25,575.99	92,338.49	45,661.51	67
	PRIOR BALANCE	71,237.50				
	NET FUND BALANCE	45,661.51				

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YIKIMMIE
FUND-621 STREETS
DEPT-100 NON DEPARTMENTAL

CITY OF YACHTS
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	42,000		77,630.03	35,630.03-	185
	REVENUE	42,000		77,630.03	35,630.03-	185
3-30-0101	BEGINNING FUND BALANCE					0
3-30-4650	STATE HIGHWAY ALLOCATION	44,000	2,992.37	48,836.80	4,836.80-	111
	REVENUE	44,000	2,992.37	48,836.80	4,836.80-	111
3-60-4861	INTERFUND TRANS GEN FUND	35,000		35,000.00		100
	OPERATING TRANSFERS	35,000		35,000.00		100
T O T A L DEPT 100 R E V E N U E		121,000	2,992.37	161,466.83	40,466.83-	133
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	33,000	1,023.22	21,766.80	11,233.20	66
	PERSONNEL SERVICES	33,000	1,023.22	21,766.80	11,233.20	66
5-20-5222	INSURANCE	4,500		1,095.55	3,404.45	24
5-20-5258	ENGINEERING SERVICES	3,000		2,004.00	996.00	67
5-20-5311	EQUIPMENT LEASE	1,500		105.60	1,394.40	7
5-20-5312	EQUIP-FUEL/TIRES/PARTS	4,200	305.74	3,482.36	717.64	83
5-20-5313	EQUIPMENT REPAIR	2,000		821.13	1,178.87	41
5-20-5317	TOOLS & SMALL EQUIPMENT	1,500			1,500.00	0
5-20-5353	OUTSIDE SERVICES	2,000			2,000.00	0
5-20-5361	SYSTEM PARTS	2,500		973.89	1,526.11	39
5-20-5362	COLLECTION SYS-CONSUMMABL	500		19.20	480.80	4
5-20-5411	STREET LIGHTING	14,000	1,515.34	15,243.85	1,243.85-	109
5-20-5474	MOWING & TRIMMING	20,000	2,275.00	11,899.00	8,101.00	59
5-20-5476	TREE TRIMMING & REMOVAL	5,000			5,000.00	0
	MATERIALS AND SERVICES	60,700	4,096.08	35,644.58	25,055.42	59
5-60-7126	INTERFUND TRANS-CAP RESER	4,000		4,000.00		100
	INTERFUND TRANSFERS	4,000		4,000.00		100
	TOTAL PERSONAL SERVICES	33,000	1,023.22	21,766.80	11,233.20	66
	TOTAL MATERIAL & SERV	60,700	4,096.08	35,644.58	25,055.42	59
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	4,000		4,000.00		100
T O T A L DEPT 100 E X P E N D I T U R E		97,700	5,119.30	61,411.38	36,288.62	63
T O T A L FUND 621 R E V E N U E		121,000	2,992.37	161,466.83	40,466.83-	133
	FUND PERSONAL SERVICES	33,000	1,023.22	21,766.80	11,233.20	66
	FUND MATERIAL & SERV	60,700	4,096.08	35,644.58	25,055.42	59
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	4,000		4,000.00		100
T O T A L FUND 621 E X P E N D I T U R E		97,700	5,119.30	61,411.38	36,288.62	63
	FUND PRIOR BALANCE	102,182.38				
	NET FUND BALANCE	100,055.45				

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YIKIMMIE
FUND-621 STREETS
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
	GRAND TOTAL REVENUE	121,000	2,992.37	161,466.83	40,466.83-	133
	TOTAL PERSONAL SERVICES	33,000	1,023.22	21,766.80	11,233.20	66
	TOTAL MATERIAL & SERV	60,700	4,096.08	35,644.58	25,055.42	59
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	4,000		4,000.00		100
	GRAND TOTAL EXPENDITURE	97,700	5,119.30	61,411.38	36,288.62	63
	PRIOR BALANCE	102,182.38				
	NET FUND BALANCE	100,055.45				

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YIKIMMIE
FUND-630 STORM DRAINS
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	75,000		86,392.82	11,392.82-	115
	REVENUE	75,000		86,392.82	11,392.82-	115
3-30-0101	BEGINNING FUND BALANCE					0
	REVENUE					0
3-60-4861	INTERFUND TRANS-GEN FUND	37,000		37,000.00		100
	OPERATING TRANSFERS	37,000		37,000.00		100
T O T A L DEPT 100 R E V E N U E		112,000		123,392.82	11,392.82-	110
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	25,000	97.45	10,484.05	14,515.95	42
	PERSONNEL SERVICES	25,000	97.45	10,484.05	14,515.95	42
5-20-5313	EQUIPMENT REPAIR	1,500	123.50	659.57	840.43	44
5-20-5317	TOOLS & SMALL EQUIPMENT	1,500			1,500.00	0
5-20-5361	STORM DRAIN PARTS	6,000			6,000.00	0
5-20-5362	STORM DRAIN SYS CONSUMMAB	500			500.00	0
5-20-5363	OUTSIDE SERVICES	2,500			2,500.00	0
	MATERIALS AND SERVICES	12,000	123.50	659.57	11,340.43	5
	TOTAL PERSONAL SERVICES	25,000	97.45	10,484.05	14,515.95	42
	TOTAL MATERIAL & SERV	12,000	123.50	659.57	11,340.43	5
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 100 E X P E N D I T U R E		37,000	220.95	11,143.62	25,856.38	30
T O T A L FUND 630 R E V E N U E		112,000		123,392.82	11,392.82-	110
	FUND PERSONAL SERVICES	25,000	97.45	10,484.05	14,515.95	42
	FUND MATERIAL & SERV	12,000	123.50	659.57	11,340.43	5
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER					0
T O T A L FUND 630 E X P E N D I T U R E		37,000	220.95	11,143.62	25,856.38	30
	FUND PRIOR BALANCE	112,470.15				
	NET FUND BALANCE	112,249.20				
	GRAND TOTAL REVENUE	112,000		123,392.82	11,392.82-	110
	TOTAL PERSONAL SERVICES	25,000	97.45	10,484.05	14,515.95	42
	TOTAL MATERIAL & SERV	12,000	123.50	659.57	11,340.43	5
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
	GRAND TOTAL EXPENDITURE	37,000	220.95	11,143.62	25,856.38	30
	PRIOR BALANCE	112,470.15				
	NET FUND BALANCE	112,249.20				

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YIKIMMIE
FUND-660 WATER SYSTEM
DEPT-100 NON DEPARTMENTAL

CITY OF YACHTS
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	17,000		142,422.31	125,422.31-	838
	REVENUE	17,000		142,422.31	125,422.31-	838
3-30-0101	BEGINNING FUND BALANCE					0
3-30-4310	WATER SERVICE	606,000	49,940.11	494,529.53	111,470.47	82
3-30-4312	CAPITAL RESERVE FEES	37,000	2,864.62	32,199.00	4,801.00	87
3-30-4320	INSTALLATION CHARGES	3,000	3,400.00	12,750.00	9,750.00-	425
3-30-4450	CREDIT CARD FEES	3,500-		2,226.56-	1,273.44-	64
	REVENUE	642,500	56,204.73	537,251.97	105,248.03	84
T O T A L DEPT 100 R E V E N U E		659,500	56,204.73	679,674.28	20,174.28-	103
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	285,000	20,553.57	205,605.30	79,394.70	72
	PERSONNEL SERVICES	285,000	20,553.57	205,605.30	79,394.70	72
5-20-5210	DUES/MEMBERSHIPS/FEES	2,000	200.34	1,864.67	135.33	93
5-20-5222	INSURANCE	15,000		13,656.99	1,343.01	91
5-20-5240	OFFICE MATERIALS/SUPPLIES	6,000	245.75-	6,421.12	421.12-	107
5-20-5251	OFFICE PHONE/CELL/DSL	9,500		8,320.21	1,179.79	88
5-20-5253	POSTAGE	3,000	123.30	3,368.90	368.90-	112
5-20-5255	EDUCATION & TRAINING	3,000			3,000.00	0
5-20-5258	ENGINEERING SERVICES	7,000			7,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000	23.51	5,169.14	1,169.14-	129
5-20-5260	PROFESSIONAL SERVICES	10,000	412.33	10,716.33	716.33-	107
5-20-5261	AUDITOR	6,000		5,000.00	1,000.00	83
5-20-5270	TRAVEL	3,000			3,000.00	0
5-20-5311	EQUIPMENT LEASE	3,000	146.00	1,841.29	1,158.71	61
5-20-5312	EQUIP - FUEL/TIRES/PARTS	4,000	429.03	4,379.96	379.96-	109
5-20-5313	EQUIPMENT REPAIR	4,000		1,020.26	2,979.74	26
5-20-5317	TOOLS & SMALL EQUIPMENT	3,500		327.43	3,172.57	9
5-20-5330	BUILDING/LAND MAINTENANCE	2,000	25.00	1,919.69	80.31	96
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500		166.28	333.72	33
5-20-5342	PLANT UTILITIES	23,000	2,239.70	20,969.97	2,030.03	91
5-20-5351	MAIN PLANT PARTS	7,000	2,202.99	19,392.80	12,392.80-	277
5-20-5352	MAIN PLANT CONSUMABLES	10,000	273.64	5,405.18	4,594.82	54
5-20-5353	MAIN PLANT OUTSIDE SVCS	40,000	280.27	20,994.70	19,005.30	52
5-20-5361	DISTRIBUTION SYS PARTS	14,000	1,916.32	18,171.22	4,171.22-	130
5-20-5362	DIST SYSTEM CONSUMABLES	2,000	6.50	1,546.94	453.06	77
5-20-5363	DIST SYS OUTSIDE SERVICES	2,000	45.00	5,797.19	3,797.19-	290
5-20-5440	OFFICE EXPENSES - OTHER	500		177.18	322.82	35
5-20-5470	EQUIPMENT REPAIR/MAINTEN	1,500			1,500.00	0
5-20-5474	MOWING & TRIMMING	9,000	1,753.00	6,035.00	2,965.00	67
	MATERIALS AND SERVICES	194,500	10,723.75	162,662.45	31,837.55	84
5-50-5800	CONTINGENCIES	15,000	4,324.36	4,324.36	10,675.64	29
	OTHER USES	15,000	4,324.36	4,324.36	10,675.64	29
5-60-7126	INTERFUND TRANS-CAP RESER	100,000		100,000.00		100

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 YIKIMMIE
 FUND-660 WATER SYSTEM
 DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
5-60-7129	INT FUND TRANS-REST RESER	43,000	--	43,000.00	--	100
5-60-7131	INT FUND -STREET CAP RES	5,000	--	5,000.00	--	100
	INTERFUND TRANSFERS	148,000		148,000.00		100
	TOTAL PERSONAL SERVICES	285,000	20,553.57	205,605.30	79,394.70	72
	TOTAL MATERIAL & SERV	194,500	10,723.75	162,662.45	31,837.55	84
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	163,000	4,324.36	152,324.36	10,675.64	93
T O T A L DEPT 100 E X P E N D I T U R E		642,500	35,601.68	520,592.11	121,907.89	81
T O T A L FUND 660 R E V E N U E		659,500	56,204.73	679,674.28	20,174.28-	103
	FUND PERSONAL SERVICES	285,000	20,553.57	205,605.30	79,394.70	72
	FUND MATERIAL & SERV	194,500	10,723.75	162,662.45	31,837.55	84
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	163,000	4,324.36	152,324.36	10,675.64	93
T O T A L FUND 660 E X P E N D I T U R E		642,500	35,601.68	520,592.11	121,907.89	81
	FUND PRIOR BALANCE	138,479.12				
	NET FUND BALANCE	159,082.17				
	GRAND TOTAL REVENUE	659,500	56,204.73	679,674.28	20,174.28-	103
	TOTAL PERSONAL SERVICES	285,000	20,553.57	205,605.30	79,394.70	72
	TOTAL MATERIAL & SERV	194,500	10,723.75	162,662.45	31,837.55	84
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	163,000	4,324.36	152,324.36	10,675.64	93
	GRAND TOTAL EXPENDITURE	642,500	35,601.68	520,592.11	121,907.89	81
	PRIOR BALANCE	138,479.12				
	NET FUND BALANCE	159,082.17				

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YIKIMMIE
FUND-670 WASTEWATER SYSTEM
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
4/01/19 THRU 4/30/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	120,000		186,506.88	66,506.88-	155
	REVENUE	120,000		186,506.88	66,506.88-	155
3-30-0101	BEGINNING FUND BALANCE					0
3-30-4310	WASTEWATER SERVICES	590,000	46,103.22	473,142.91	116,857.09	80
3-30-4312	CAPITAL RESERVE FEES	40,000	2,800.82	30,443.33	9,556.67	76
3-30-4320	INSTALLATION CHARGES	2,500	1,525.00	5,664.00	3,164.00-	227
3-30-4450	CREDIT CARD FEES	4,500-		2,226.53-	2,273.47-	49
	REVENUE	628,000	50,429.04	507,023.71	120,976.29	81
T O T A L DEPT 100 R E V E N U E		748,000	50,429.04	693,530.59	54,469.41	93
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	265,000	20,261.22	222,238.95	42,761.05	84
	PERSONNEL SERVICES	265,000	20,261.22	222,238.95	42,761.05	84
5-20-5210	DUES/MEMBERSHIPS/FEES	750	455.34	1,049.00	299.00-	140
5-20-5211	DEQ FEES	3,500	160.00	2,417.00	1,083.00	69
5-20-5222	INSURANCE	18,000		15,348.96	2,651.04	85
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	634.40	5,263.73	1,936.27	73
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	496.45	5,021.61	978.39	84
5-20-5253	POSTAGE	3,000	123.31	3,368.87	368.87-	112
5-20-5255	EDUCATION & TRAINING	1,100		1,266.20	166.20-	115
5-20-5258	ENGINEERING SERVICES	5,000			5,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000	23.50	5,169.12	1,169.12-	129
5-20-5260	PROFESSIONAL SERVICES	7,000	412.33	10,716.33	3,716.33-	153
5-20-5261	AUDITOR	6,000		5,000.00	1,000.00	83
5-20-5270	TRAVEL	1,000		28.74	971.26	3
5-20-5311	EQUIPMENT LEASE	2,000	146.00	1,967.78	32.22	98
5-20-5312	EQUIP - FUEL/TIRES/PARTS	5,000	277.08	4,473.16	526.84	89
5-20-5313	EQUIPMENT REPAIR	9,000	7.98	711.97	8,288.03	8
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	176.96	731.62	268.38	73
5-20-5330	BUILDING OR LAND MAINTENC	1,500	25.00	922.13	577.87	61
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	600		188.25	411.75	31
5-20-5342	PLANT UTILITIES	30,000	2,780.58	24,384.11	5,615.89	81
5-20-5351	MAIN PLANT - PARTS	20,000	906.34	12,265.16	7,734.84	61
5-20-5352	MAIN PLANT -CONSUMABLES	10,000	114.47	9,350.28	649.72	94
5-20-5353	MAIN PLANT OUTSIDE SERVIC	12,000	900.57	4,778.83	7,221.17	40
5-20-5361	COLLECTION SYSTEM -PARTS	5,000		1,130.65	3,869.35	23
5-20-5362	COLL SYSTEM -CONSUMABLES	2,500	183.18	1,653.47	846.53	66
5-20-5363	COLL SYSTEM OUTSIDE SERVI	5,000	3,576.38	12,989.06	7,989.06-	260
5-20-5364	COLLECTION - I & I	20,000		2,163.65	17,836.35	11
5-20-5440	OFFICE EXPENSES - OTHER	500		161.40	338.60	32
5-20-5470	EQUIPMENT REP/MAINT	1,500			1,500.00	0
5-20-5474	MOWING & TRIMMING	2,000	597.00	1,724.00	276.00	86
	MATERIALS AND SERVICES	190,150	11,996.87	134,245.08	55,904.92	71
5-50-5800	CONTINGENCIES	15,000	4,324.36	4,324.36	10,675.64	29
	OTHER USES	15,000	4,324.36	4,324.36	10,675.64	29

5/06/19
 10:50 AM
 YIKIMMIE
 FUND-670 WASTEWATER SYSTEM
 DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
 REVENUE/EXPENDITURE REPORT
 4/01/19 THRU 4/30/19

PAGE 2
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
5-60-7126	INTERFUND TRAN- CAP RESER	80,000	--	80,000.00	--	100
5-60-7129	INTFUND TRANS-DEBT SERVIC	60,000	--	60,000.00	--	100
5-60-7131	INT FUND TRAN-STREET CAPI	5,000	--	5,000.00	--	100
	INTERFUND TRANSFERS	145,000		145,000.00		100
	TOTAL PERSONAL SERVICES	265,000	20,261.22	222,238.95	42,761.05	84
	TOTAL MATERIAL & SERV	190,150	11,996.87	134,245.08	55,904.92	71
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	160,000	4,324.36	149,324.36	10,675.64	93
T O T A L DEPT 100 E X P E N D I T U R E		615,150	36,582.45	505,808.39	109,341.61	82
T O T A L FUND 670 R E V E N U E		748,000	50,429.04	693,530.59	54,469.41	93
	FUND PERSONAL SERVICES	265,000	20,261.22	222,238.95	42,761.05	84
	FUND MATERIAL & SERV	190,150	11,996.87	134,245.08	55,904.92	71
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	160,000	4,324.36	149,324.36	10,675.64	93
T O T A L FUND 670 E X P E N D I T U R E		615,150	36,582.45	505,808.39	109,341.61	82
	FUND PRIOR BALANCE	173,875.61				
	NET FUND BALANCE	187,722.20				
	GRAND TOTAL REVENUE	748,000	50,429.04	693,530.59	54,469.41	93
	TOTAL PERSONAL SERVICES	265,000	20,261.22	222,238.95	42,761.05	84
	TOTAL MATERIAL & SERV	190,150	11,996.87	134,245.08	55,904.92	71
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	160,000	4,324.36	149,324.36	10,675.64	93
	GRAND TOTAL EXPENDITURE	615,150	36,582.45	505,808.39	109,341.61	82
	PRIOR BALANCE	173,875.61				
	NET FUND BALANCE	187,722.20				

City Council Action Item Cover Sheet

DATE: May 14, 2019

Agenda Item:

Draft CIS Volunteer Policy Manual

Question Before Council:

Review of 2012 manuals and current CIS recommendation. Provide feedback to City Manager.

Person/Group Initiating Request:

City Manager

Item Summary/Background:

CIS reviews volunteer manuals as part of its annual municipal review. Attached are the draft manual most recently updated 6.2.2014. Also attached is the 2012 CIS Template & the 2012 Approved Volunteer Manual.

Please review the 3 documents and determine if you wish to have additional information included in the updated volunteer manual (dated 6.2.2014). Provide feedback to City Manager at 5.14.19 meeting. The City Manager will make those changes and bring to the June 5 2019 meeting.



Volunteer Policy Manual

Introduction

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.

Thank you for your interest in volunteering for the City of Yachats. Volunteers play a vital role in delivering services to our City. It is important to offer volunteer experiences that benefit both the volunteer and the community. The City of Yachats understands volunteering allows citizens to give back to their community in meaningful ways and is a critical resource to the organization. Your service is highly valued and appreciated.

The City of Yachats is firmly committed to the safety of our volunteers. We make every reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards.

Volunteer Definition

A volunteer is any person, approved by The City of Yachats, who donates service in a Yachats sponsored volunteer program without expectation of pay or remuneration, other than reimbursement of approved incidental expenses for those services rendered. Types of volunteers include:

- Elected officials
- Board members
- Community Emergency Response Teams (CERT) (*To be developed*)
 - In the event that emergency operations and procedures have been activated, a volunteer may be assigned to perform emergency volunteer duties authorized by the City of Yachats. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.
- City of Yachats employees may volunteer in other departments if:
 - The volunteer position is with an established Yachats volunteer program,
 - Duties of the position are outside the employee's normal work duties,

Revised by CIS 6.2.2014

- No work time is used to perform the volunteer duties,
- The volunteer duties are performed solely at the option of the employee and there is no expectation, direct or implied, that the employee performs volunteer service, and
- The employee signs a waiver indicating that the decision to volunteer is entirely his/her own and no payment for the work will be rendered.

Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer registration form is signed and approved by the City of Yachats and a parent or guardian.

Who is Not a Volunteer?

- Work release inmates (by election) – Volunteer Accident Policy coverage provided with waiver.
- Community service workers (by election) – Volunteer Accident Policy coverage provided with waiver.
- Persons not approved by the City of Yachats for volunteer service.
- Individuals under the age of 18 without a registration form signed and approved by parent or guardian.
- Individuals or groups that are volunteering for another agency are not covered by the City of Yachats. Example: Boys Scouts performing services at a public event or volunteers of another entity responding in a mutual aid agreement.

Policies and Procedures to Become a Volunteer

Registration/Application

Potential volunteers must contact the City of Yachats prior to performing a volunteer project or job. The Volunteer Project Coordinator oversees the Volunteer Program and will assist potential volunteers in determining the job specifics that best meet the needs of the City of Yachats and the volunteer.

All volunteers must complete and sign the Volunteer Registration Form and waiver form, and return the completed forms for approval prior to start of work. Emergency contact information will be obtained from the Volunteer Registration Form in the event of an emergency.

Screening Process

Interviews may be conducted for certain positions prior to selection. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments. Certain volunteer positions may require an additional Authorization to Release information to be completed for a background check.

Approval

Volunteers will receive approval of acceptance in the City of Yachats Volunteer Program prior to starting work.

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Certification Process

Upon development, CERT members will be required to be certified.

Job Description and Physical Requirements

A job description for each volunteer position or project will be provided detailing the duties, scope, and physical requirements of the work. Volunteers should carefully review the requirements and check with their personal physician if there any questions about their physical ability to perform the duties. Some positions may require medical release prior to volunteer work.

Vehicle Policy

Volunteers may be cleared to drive as part of their volunteer work. The volunteer must complete and submit an approved driving history release form (in some departments the DMV Motor Vehicle check is performed as part of the criminal history check) prior to driving for the City of Yachats. A valid driver's license and an acceptable driving record are required before a volunteer will be permitted to drive while performing duties as a volunteer on behalf of the City of Yachats.

Volunteers operating public vehicles must have an acceptable driving record that meets the City of Yachats' requirements for acceptable driving (or as outlined in the City of Yachats's Fleet Policy). Accidents must be reported immediately to the City Manager and an incident report and accident investigation form should be completed as soon as possible.

Volunteers who drive personal vehicles are required to provide proof of insurance that meets statutory requirements* or the City of Yachats' fleet policy, whichever is higher.

- The owner of the personal vehicle's auto liability insurance is the primary payer. The City of Yachats' insurance is secondary to private coverage.
- Proof of current coverage must be provided each renewal by a copy of the vehicle owner's policy declaration page or certificate of insurance.

*Oregon statutory requirements (ORS 806.010): \$25,000 per person; \$50,000 per crash for bodily injury to others; and \$20,000 per crash for damage to others property.

Orientation

After approval and prior to the onset of volunteer work, the volunteer receives a departmental and job-specific review of procedures, duties, and scope of volunteer activities from supervisor. Any required personal protective equipment will be reviewed and provided. Safe work rules and rules of conduct are reviewed along with the volunteer policy and Fleet Policy, if applicable. All personnel and safety rules apply to volunteer workers. Failure to comply with safety and personnel rules can terminate the volunteer relationship.

Safety Requirements

No volunteer will be required to perform work that he or she believes to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers are encouraged to report unsafe

conditions or hazards and must report incidents/accidents immediately to supervisor. Training, if required, will be provided for operation of specific equipment, machinery, or tools. Additionally, OR-OSHA training may be required to perform some volunteer duties

Volunteers are required to follow all safety and security procedures while performing volunteer duties, on or off the City of Yachats' premises. Volunteers are required to wear appropriate protective equipment, clothing, and footwear at all times.

Emergency Procedures

Emergency procedures for each volunteer worksite will be documented and provided to supervisors and to volunteer staff at time of orientation. Procedures will include:

- Emergency contact numbers for Fire/Police/Ambulance (especially if 911 service is not available in the area),
- A map showing the location and routes to emergency exits,
- The location of first aid supplies and equipment, and
- Actions to take in the event of a medical emergency or accident.

Incident and Accident Reporting

Injuries and accidents must be reported immediately to a supervisor and an incident and accident investigation form completed, if applicable. If appropriate, secure the scene for investigation and documentation of the incident.

Insurance Coverage

Normally, volunteers are considered "agents" and are covered by the City of Yachats general liability insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers.

For work related injuries, the City of Yachats provides:

Workers compensation insurance – statutory requirement to maintain volunteer rosters. Exception: Exercise classes and by-donation events are not covered.

Record Keeping

Volunteer workers must track and submit hours on a weekly basis to their supervisor using the approved form provided by the City of Yachats. This is an Oregon statutory requirement. A record of volunteer hours is used to demonstrate when a volunteer is on the job for accident claims, and can be used to verify work experience for job references. It is required to compile the the City of Yachats' annual workers' compensation premium audit.

Performance Management

Evaluation and feedback of the performance of volunteer duties should be provided regularly, including recognition for volunteer service. Supervisors should monitor and take disciplinary

Revised by CIS 6.2.2014

action including and up to termination of volunteer relationship when policy or work practices are unacceptable.

Forms

The forms listed below are required to be retained in the office of the City Manager.

- Volunteer registration/application form
- Release for driving record and background check
- Job description
- Proof of vehicle insurance
- Volunteer agreement/acknowledgement
- Volunteer waiver(s)
- Parent or guardian authorization for minors
- Emergency contact Information
- Volunteer check list (for non-public safety volunteers)
- Completed time cards or rosters
- Vehicle use policy (if applicable)



City of Yachats Volunteer Handbook

**A Volunteer Guide to Safety Policies & Procedures
to Support a Safety-Conscious Environment for Helping Others**

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Appreciation for your Service

Regardless of your contribution to the City of Yachats, you are making a dramatic difference in the lives of others by volunteering your time. You are a vital resource for the City and it could not survive without the assistance and determination of community members like yourself. While partaking in this experience you should feel a sense of giving to others and thoroughly enjoy the impact you have made on someone else's life. The City of Yachats understands that the joy you feel can turn to remorse in the event that you are injured or harmed while assisting our organization. As a result, we are committed to taking the appropriate precautions to ensure your safety. Thank you for your time and effort with this organization.

Commitment to Safety



The City of Yachats recognizes that our volunteers drive the organization. As the most critical resource, volunteers will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by The City of Yachats's volunteers will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than volunteer health and safety.

The City of Yachats is firmly committed to the safety of our volunteers. We will do everything possible to prevent accidents and we are committed to providing a safe working environment for all volunteers.

We value our volunteers not only as volunteers but also as human beings critical to the success of their family, the local community, and The City of Yachats.

Volunteers are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents—no matter how slight—are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and City policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, The City of Yachats will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, The City of Yachats subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds The City of Yachats in higher regard with community members, and increases productivity. This is why The City of Yachats will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management (or volunteer coordinators?) is responsible for providing the safest possible workplace for volunteers. Consequently, The City of Yachats is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Volunteers are responsible for following safe work practices and (entity) rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from volunteers where safety and health are concerned.
6. *Management and supervisors* of The City of Yachats will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, *management* must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of this organization. Everyone's goal must be to improve safety awareness constantly and to prevent accidents and injuries.

Everyone at The City of Yachats (and its entities?) must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy.

Mayor

Risk Manager

Date:

Date:

CIS Template

Volunteer Checklist

Volunteer Risk Management Assessment

1. Volunteers' complete an application form.	Yes	No	n/a
2. Backgrounds, experience and skills are carefully reviewed to match volunteers to appropriate assignments.	Yes	No	
3. Criminal background checks are conducted on all volunteers who work with children or other vulnerable populations in unsupervised or one on one situations	Yes	No	n/a
4. Position descriptions are used for volunteer assignments.	Yes	No	
5. Position descriptions and volunteer applications have been recently reviewed by an attorney or other qualified professional.	Yes	No	
6. Volunteers are interviewed prior to being selected.	Yes	No	
7. Staffs responsible for interviewing potential volunteers are trained in proper interview techniques.	Yes	No	
8. Volunteers who drive vehicles are required to be properly licensed and their motor vehicle record has been reviewed.	Yes	No	n/a
9. Volunteers are provided appropriate training for their assignments.	Yes	No	
10. The paid staff of the organization supervise the volunteers	Yes	No	
11. Volunteers are not placed in situations in which a reasonable person would consider to be dangerous.	Yes	No	
12. Volunteers under the age of 18 if used are closely supervised and receive additional training	Yes	No	n/a
13. Informed consent forms are used that are drafted to relieve the organization from inherent risks of certain activities but that do not attempt to excuse the organization from responsibility for its own negligence	Yes	No	n/a
14. When young children are involved in an activity, parental consent forms are used.	Yes	No	n/a
15. The organization has insurance to cover the acts, errors and omissions of its volunteers; my organization understands the exceptions and limitations of its insurance coverage	Yes	No	
16. Procedures are in place to respond to an accident or other incident involving a volunteer, including medical procedures, contacting family members and completing an incident report.	Yes	No	
17. The risk management plan includes identify our potential risk and implanting plans to avoid reduce and control risk.	Yes	No	
18. The federal Volunteer Protection Act and its limitations have been reviewed with volunteers.	Yes	No	
19. The state laws that address volunteers and nonprofit organization liability have been reviewed and addressed in the risk management plan	Yes	No	
20. If the organization becomes aware of, or is informed of a dangerous or potentially dangerous situation immediate action is taken even if that requires removing a volunteer from an assignment.	Yes	No	

Volunteer Risk:

Less than 3 "No" responses: Minimal risk. Keep up the good work.

3-5 "No" responses: So risk areas that should be addressed. Consider reviewing some of your policies and procedures.

6 or more "No" responses: Significant exposure to exist. Review volunteer program and implement programs

Volunteer Definition

A. Volunteer Definition: A volunteer is any person, approved by the City, who donates approved service to The City of Yachats without pay or other remuneration other than reimbursement of approved incidental expenses for those services rendered. Volunteers include:

- Persons who are in non-paid job experience or on-the-job training programs.
- Non-paid practicum students and interns.
- City employees who are approved by the City for volunteer service

Note: The City of Yachats employees may not volunteer to do the same work they normally do in their paid positions without H.R. approval.

B. City Employees as Volunteers:

- City employees may volunteer in other City entity if the following criteria are met:
 - The volunteer position is with an established City volunteer program.
 - The duties of the position are outside the employee's normal work duties.
 - No work time is used to perform the volunteer duties.
 - The volunteer duties are performed solely at the option of the employee and there is no expectation direct or implied by the City that the employee performs the volunteer service.
 - The employee signs a waiver indicating that the decision to volunteer is entirely his or her own and no payment for the work will be rendered.

C. Emergency Volunteers:

In the event that The City of Yachats emergency operations and procedures have been activated, a person may be assigned to perform emergency volunteer duties authorized by The City of Yachats. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

D. Who is Not a Volunteer:

- Work-release inmates
- Community service workers
- Anyone who has is not approved by Human Resources for volunteer service
- Individuals under the age of 18 are not eligible for City volunteer service unless the volunteer application is signed and approved by a parent or guardian
- Individuals or groups that are volunteering for another agency and performing community service—for example, Boy Scouts performing services at a City event

Volunteer Screening Process

The City of Yachats has a screening process for accepting individuals as volunteers for the organization. Should you express interest in becoming a volunteer after obtaining a description of the positions available, you will be required to complete one or more of the following: a written application, an interview and a personal reference check. This process should provide you with the basic understanding of the position and the expectations that The City of Yachats has of its volunteers.

Notice the chart below. The left side indicates the various duties completed by volunteers in an array of positions. The top row indicates the screening requirement necessary to ensure the safety of the client The City of Yachats is serving. The colored X's indicate the likelihood that you will be required to complete the screening requirements based on the duties required of the position. Note: Subject to change.

POSITION SCREENING REQUIREMENT	Application	Orientation Interview	In-Depth Interview	Reference Check	Motor Vehicle Records Check	Criminal History Records Check	Drug & Alcohol Tests	Medical Tests	Home Visit
POSITION DUTY									
Unsupervised contact with a vulnerable client	3	3	3	3	2	2	2	0	2
Access to confidential client information	3	3	2	2	1	2	1	0	0
Transportation of clients	3	3	2	2	3	2	2	1	0
Handling organization's or client's funds	3	3	2	2	0	2	0	0	0
Extensive contact with client in a live-in situation	3	3	3	3	2	2	2	1	3
Physical exertion in a remote setting with children	3	3	3	3	2	3	3	3	0
Visiting at client's home	3	3	3	2	2	2	2	0	0
Supervised client contact in a group setting	3	3	2	2	0	1	0	0	0
Helping clients change clothes, bathe or other personal activities	3	3	3	2	1	2	2	0	0
Coaching youth sports	3	3	3	2	2	3	2	0	0
Delivering meals to a client's home	3	3	2	1	2	2	0	0	0

SOURCE: Corporation for National and Community Service

KEY: The likelihood the organization will require the listed information

3: Extremely Likely 2: Probable 1: Neutral 0: Not Likely

Training Program

Once the screening process is complete, volunteers will go through training to prepare themselves to work with community members. The training content and length will depend on the following criteria:

- The position and the duties required
- The experience and training the volunteer has prior to becoming a volunteer
- The client's special needs
- The position and the policies outlined by the Board of Directors

At minimum, in the volunteer training session, the volunteer will be briefed on the position within the organization and the behaviors that are considered acceptable and unacceptable by The City of Yachats. The volunteer will receive an official welcome and the opportunity to learn more about The City of Yachats's history, services and mission statement.

The volunteer will also learn the specific responsibilities of the position and any additional training for the use of equipment or tools. Finally, the volunteer will receive information on the policies of the organization and will be required to sign the *Commitment to Safety Form* and a *Volunteer Acknowledgement Form* provided in this manual. These forms serve as an official waiver in the event that the volunteer is injured while serving as a representative of The City of Yachats.

Volunteer Safety Responsibilities

The primary responsibility of the volunteers of The City of Yachats is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of your time spent with the organization, volunteers **MUST** become familiar with, observe, and obey The City of Yachats's rules and established policies for health, safety, and preventing injuries while at work. Additionally, volunteers **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, a volunteer should review applicable and appropriate safety rules.

If a volunteer has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with a supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with a supervisor, a volunteer still has questions or concerns, he or she is required to contact the City Volunteer Coordinator.

NO VOLUNTEER IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, "practical jokes," etc., are forbidden. Volunteers are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the volunteers or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol while volunteering or on volunteer time are forbidden. Reporting as a representative of the organization while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

Injury Reporting

All volunteer-related injuries must be reported to a supervisor immediately.

Safety Orientation Training

The City is committed to providing safety- and health-related orientation and training for all volunteers at all levels of the organization. The City will maintain and support a program to educate and familiarize volunteers with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Organization-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Volunteer accident reporting requirements
8. Any OSHA required training not included or addressed above

Off-Site Safety (If Applicable)

- a. Volunteers of The City of Yachats are required to follow all safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards consider the following:
 - Emergency exit location(s);
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs, maintain three point contact (hand on rail and feet on stairs);
 - When visiting construction sites, eye protection, hearing protection, and hard hats are required. This equipment will be in the possession of the City of Yachats volunteers and not provided by the site contact person.
 - Wear shoes that support your feet and are slip resistant.
 - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in dismissal.

When working at different locations, volunteers are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the organization.

Periodic Inspections

It is the policy of the City that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, volunteers, and community members.

All volunteers are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Incident Reporting

Any work-related injury or suspected injury must be reported immediately to a supervisor. An *801 Claim Form* must be completed. Failure to report an injury promptly may result in dismissal.

An accident investigation will be conducted to determine the root cause of the accident. The injured volunteer will be asked to participate in the investigation.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - Internal Emergency Number (Insert)
- Know where the exits are located
- **In the event of any emergency, do not take elevators; use the stairs**
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not "get in trouble"
- **First aid supplies and emergency equipment are located (insert location) for use by those who are authorized and properly trained**

Evacuation

- **Volunteers will be notified of a fire alarm either by the fire alarm system a paged announcement.**
- Upon becoming aware of a fire alarm, volunteers should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for fellow volunteers. In addition, all doors should be closed as the last person passes through. **(Note: never use elevators during fire alarm situations.)**
- Supervisors should be the last persons to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any volunteers having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through a supervisor.
- Upon exiting the building, all personnel should report for a headcount.
- If any volunteer is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
- Volunteers should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene.

- Volunteers in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Supervisors will make any necessary notifications to family members of the person suffering the medical emergency

Severe Weather

- **The supervisor will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately page the following announcement: [insert announcement]. (This announcement will be repeated three times).**

Volunteers will be instructed where to go for safety. The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

Fire Safety

- Alert other persons in the immediate hazard area.
- **Activate a fire alarm or call [insert name] to page an emergency announcement.**
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

- P=Pull the safety pin
- A=Aim the nozzle at the base of the fire
- S=Squeeze the operating lever
- S=Sweep side to side covering the base of the fire

**When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

Organization Violence

- Any volunteer who feels that she/he has been threatened should immediately report their concern to a supervisor.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify a supervisor and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to discuss the issue with a supervisor confidentially so that a prevention plan can be developed.

Emergency Contact Information

FIRE DEPARTMENT: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

DOCTOR: _____

ADDRESS: _____

TELEPHONE: _____

JOBSITE TELEPHONE NUMBERS (IF APPLICABLE):

PROJECT NAME/NUMBER:

ADDRESS: _____

TELEPHONE: _____

SITE SUPERVISOR: _____

Cell/Home TELEPHONE: _____

Volunteer General Liability – Third Party Injury

Normally volunteers are agents and are covered by the Entity's general liability insurance while they are acting within the scope of their duties. The company is normally responsible for the work-related torts (civil wrongs, negligence, slander, unlawful discrimination, etc.) of its volunteers just as it is for its paid employees. With volunteers, the coverage question can be more difficult if volunteer duties are vague and ill defined. It is especially problematic when duties are not in writing.

Clearly defined duties can help you avoid loss to your organization. Perform these tasks before an accident occurs:

- Develop written job duties for your volunteers.
- Train your volunteers to operate within their assigned duties.

Your liability insurance may not cover volunteers when:

- The volunteer is serving their own interest. Example: Using a car owned by the non-profit or public entity for unauthorized errands.
- When the volunteer is serving the interest of another organization. Example: Performing work for an independent contractor of a state agency.
- When the volunteer is clearly outside the scope of their duties.

Volunteers do not use power equipment unless they are trained and have the appropriate personal protection.

The Company does not provide insurance coverage for personal property, equipment, or vehicles owned by volunteer workers.

Injury to Volunteers

To the Company: The coverage choices that you have are:

(1) Provide no coverage. If volunteers are hurt through your negligence, tort liability coverage would apply if a claim or suit were brought against your organization. If the volunteer's injury is not your fault, they must look to their own insurance or resources to cover the costs.

(2) Provide an Accidental Medical and Disability policy. See the following website <http://www.cimaworld.com/htdocs/volunteers.cfm> for Volunteer Insurance.

(3) Arrange Volunteer Coverage through your Workers Compensation Insurance program.
(See ORS 656.031)

Although it can be the right choice, consider if:

- The work your volunteers do is essential to your mission; and,
- Volunteers work under the same controls, conditions and risk as your paid employees; and,
- The work that the volunteers are doing is high risk in its nature, such as a Reserve Police Officer; and
- Can you afford it? You must pay premium on an assumed wage.

Under this coverage, the volunteer is entitled to all of the benefits of a paid employee. These include:

- Time loss benefit based on an assumed wage.
- Medical benefit for all care related to the covered injury.
- Permanent impairment award.
- Vocational Rehabilitation services.

Injury claims must be filed with your workers compensation insurance carrier. The injury must meet the conditions of compensability set out in ORS 656. If the claim is not compensable, there is no benefit due. Keep in mind claims filed by volunteer may affect the rates you pay in the same manner employee claims would.

Sexual Harassment Policy

The City does not tolerate harassment of its volunteers, employees, community members or guests. Any form of harassment related to a volunteer's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature. The intentions to harass another individual sexually, expressed through language, expressions and proximity to another is as detrimental as the actual act. Further, as of 1998, the Supreme Court recognizes that Title VII of the Civil Rights Act of 1964 also applies to same-sex harassment.

Violation of this policy by a volunteer shall subject that volunteer to immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

Physical Actions:

- Neck or shoulder massaging
- Hugging, kissing or patting another's body
- Touching oneself with sexual overtones while in the proximity of another

Verbal Actions:

- Whistling or making cat calls at another individual
- Discussing sexual topics that make others uncomfortable
- Making comments about another individual's body parts and/or clothing

Non-Verbal Actions:

- Making sexual gestures with one's hands, tongue or other body parts
- Looking an individual up and down
- Winking, licking lips or blowing kisses at another individual

If you believe that you are being subjected to harassment while at the organization, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to a supervisor or City Hall.
3. Report any additional incidents that may occur to one of the above resources.

All reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given The City of Yachats's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against a volunteer who reports a suspected incident of sexual harassment is prohibited. A volunteer

who violates this policy or retaliates against a volunteer in any way will be subject to disciplinary action up to and including immediate dismissal.

Access to Volunteer Exposure & Medical Records (If Applicable)

Volunteers and former volunteers, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by the organization upon request.

Vehicle Use Policy (If Applicable)

To: All drivers of The City of Yachats
Effective: 04/01/10

- This policy applies to:
 - Vehicles owned, leased, or rented to The City of Yachats.
 - Personally owned vehicles driven by volunteers on behalf of The City of Yachats.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and The City of Yachats.

- Volunteer drivers must be at least 18 years of age
- Volunteer drivers must possess a valid driver's license. Permits or restricted licenses are not acceptable.
- Volunteers operating your vehicles must have a driving record acceptable to your insurance carrier for the type of duties they will perform.
- Procedures for verification of acceptable driving record. DMV driving record checks may be done upon acceptance as a volunteer, a periodic review and at the time of a vehicle incident.
- Procedure for appropriate actions when a driving record is not acceptable.
- Procedure for reporting vehicle incidents.
- Procedure for handling citizen complaints and/or notice of police citation.
- Defensive Driving Training requirements.
- Review of vehicle incidents

When operating your own vehicle for The City of Yachats business:

- Your Personal Auto Liability insurance is the primary payer. The City of Yachats's insurance is in excess of your coverage.
- You should carry at least \$[insert amount] per occurrence liability coverage. Evidence of insurance coverage is to be provided to The City of Yachats each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- The City of Yachats is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to The City of Yachats as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Volunteer's Signature

Date

Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years] (If Applicable)

The following chart serves as a guideline for evaluating a volunteer's Motor Vehicle Record (MVR). A volunteer with an MVR grade of "poor" will possibly not be insurable by our insurance carrier and could jeopardize their commitment with the organization if they are unable to be insured. Note that any "major" violation is a "poor" score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	▪ Driving under influence of alcohol/drugs ▪ Failure to stop/report an accident ▪ Reckless driving/speeding contest ▪ Driving while impaired ▪ Making a false accident report ▪ Homicide, manslaughter or assault arising out of the use of a vehicle ▪ Driving while license is suspended/revoked ▪ Careless driving ▪ Attempting to elude a police officer

OSHA Compliance Programs (If Applicable)

Hazard Communication

1. All The City of Yachats volunteers have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. At The City of Yachats, the MSDS collection is located at [insert location]. Volunteers are free to utilize the MSDS as needed.
3. General rules for handling chemicals in an office environment are:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More is not better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your Job Site Manager and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - **FIRE** (red background color) - will the material burn?
 - **HEALTH** (blue background) - is the material dangerous to my body?
 - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, and Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious

Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others also to do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.

4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

Personal Protective Equipment (PPE)

If you are in an area where specific PPE is required, you are expected to wear it. Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another volunteer or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

Respiratory Protection

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use, and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.
4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respiratory equipment according to manufactures recommendations after each use.

6. Store respiratory equipment in a clean and sanitary location.

Fire Prevention & Electrical Safety

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the organization facility.

Electrical Safety (If Applicable)

1. With the exception of independently fused multi-tap cords for computers, extension records are not allowed except for maintenance or construction work.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
 - Exit doors,
 - Aisles,
 - Electrical panels, and
 - Fire extinguishers.

General Safety Precautions (If Applicable)

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.

12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Aggression Control Procedures

1. If you perceive no immediate physical threat:
 - a. Notify other volunteers or a supervisor and have a stand-by to render assistance.
 - b. State clearly who you are, what you can do to help and what your time limits are as a volunteer.
2. If you perceive the possibility of severe physical injury:
 - a. Assume a non threatening physical posture and voice tone.
 - b. State in clear concise terms what you want the individual to do.
 - c. State what you can do to help.
 - d. Speak with authority.
 - e. Make direct commands.
 - f. Set a time limit. At the end of set time, seek assistance from another volunteer or supervisor.
3. If you are assaulted:
 - a. Leave the area.
 - b. Report the assault to a supervisor.
 - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
 - a. Do not attempt to break it up alone.
 - b. Call for help from other volunteers or call security.
 - c. Stay out of the immediate area.

- d. Wait for help from at least one other person. Do not intervene alone.

Office Safety (If Applicable)

1. Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.
2. Never use carbon tetrachloride for typewriter cleaning.
3. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
4. Do not stand on a swivel chair.
5. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
6. Do not compact material in the waste basket with your hands or your feet.
7. Do not use cardboard boxes as waste receptacles
8. Do not leave file drawers open; always use the handles to close them.
9. Do not stack file cabinets on top of one another.
10. Open one file cabinet drawer at a time.
11. Put heavy files in the bottom drawers of file cabinets.

Food Service Safety

1. Unplug electrical appliances, such as blenders, grinders, and coffee pots from their power source before cleaning them.
2. Wear your closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "Degreaser" to clean the grease off of the hood filters.
5. Store cleaning equipment such as brooms, mops, carts, and pails in the utility closet.
6. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
7. Cut in the direction away from your body when using knives.
8. Store knives in knife blocks or in sheaths after using the knives.
9. Use the knife that has been sharpened; do not use knives that have dull blades.
10. Do not use honing steels that do not have disc guards.
11. Do not attempt to catch a falling knife.
12. Use knives for the operation for which they are named.
13. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
14. Do not use knives that have broken or loose handles.
15. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
16. Do not leave knives in sinks full of water.
17. Do not pick up knives by their blades.
18. Carry knives with their tips pointed towards the floor.

Electrical Safety

1. When using an extension cord:
 - a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord;
 - b. Do not run the cord through doorways, holes in ceilings, walls or floors;
 - c. Never remove, bend or modify any metal prongs on the plug of the cord;
 - d. Do not use the cord under wet conditions;
 - e. Do not plug one extension cord into another;
 - f. Never drive over, drag, step on or place objects on a cord, or walk on it;
 - g. Always unplug the cord when you have finished using it;
 - h. Do not use the cord as a permanent power source.
2. When working on live circuits, use the tools that have the blue rubber handgrips, and that have the UL approval label on the tool; these tools are insulated.
3. When doing electrical work from a ladder, do not use a metal ladder.
4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
9. Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use your safety belt when climbing poles.
11. Wear your safety glasses when you are working with the drill.
12. When working in an area that has signs posted "High Voltage Area," wear your insulated gloves. If the gloves have cracks or "pin pricks," do not use the gloves.

Hazardous Materials Safety

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable," observe the following safety procedure:
 - a. Only use red color-coded, metal containers for transferring the liquid.
 - b. Electrically ground and bond the containers as follows:
 - (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.

(2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.

(3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.

6. Do not use chemicals from unlabeled containers and unmarked cylinders.
7. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
8. Do not drag containers labeled "Flammable."
9. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
11. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net, regardless of gender.

Heavy Equipment Safety

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
3. No passengers are permitted on heavy equipment.
4. Keep windows and windshield clean.
5. Do not use heavy equipment if its horn and backup alarm do not sound.
6. Do not crawl under the raised dump body during inspection of a dump truck.
7. Turn off the engine before leaving heavy equipment unattended.
8. Do not jump "off" or "on" any heavy equipment.
9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
10. When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
11. Keep heavy equipment in gear when going down grade. Do not use neutral.
12. Do not enter the bucket swing radius while the equipment is in operation.
13. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Painter Safety

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable " or in an explosive atmosphere such as paint spray booths or rooms.
5. Perform all spray painting operations in the spray booth or room.
6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.
8. When mixing paint and thinner, wear your face shield.
9. Use your safety line (lanyard) to haul paint up to a job.
10. Wear your face shield and safety gloves when using airless spray guns.
11. Do not use window jacks when painting windows; use a bucket instead.
12. Wear your protective gowns, read and follow the MSDS sheet for the paint that you are using, as well as read and follow the label on the paint can, before mixing any paint.
13. When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.
14. Wear the respirator issued to you when applicable.

Volunteer Acknowledgement Form

The City of Yachats is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all volunteers. We value you not only as a volunteer but also as a human being critical to the success of your family, the local community, and The City of Yachats. You are encouraged to report any unsafe work practices or safety hazards encountered while at the organization. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and The City of Yachats policies and procedures. Failure to comply with these policies may result in dismissal. Respecting this, The City of Yachats will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, The City of Yachats subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good practice. It minimizes human suffering, promotes better working conditions for everyone, holds The City of Yachats in higher regard with customers, and increases productivity. This is why The City of Yachats will comply with all safety and health regulations that apply to the course and scope of operations.
4. The organization is responsible for providing the safest possible workplace for volunteers. Consequently, the organization is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Volunteers are responsible for following safe work practices, organization rules, and for preventing accidents and injuries. Supervisors will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from volunteers where safety and health are concerned.
6. Management and supervisors of The City of Yachats will set an exemplary example with good attitudes and strong commitment to safety and health. Toward this end, management must monitor the organization's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of this organization. Everyone's goal must be to improve safety awareness constantly and to prevent accidents and injuries.

Everyone at The City of Yachats must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of The City of Yachats's volunteer safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Volunteer Signature

Date

Sample Volunteer Waiver for Members of Volunteer Groups

**WAIVER, RELEASE, AND HOLD HARMLESS AGREEMENT
For the following activity:**

The undersigned is a volunteer for the group: _____

Participant's Name (please print): _____

Date of Performance: _____

Service Event (Please describe the volunteer service event)

I having read and understood the contents and nature of this agreement, state that I understand and agree that:

- I will perform the volunteer services pursuant to the above information.
- The above described activities may expose me, other members of my performance group, and volunteers to a variety of hazards. Dependant on the nature of the performance, the risk of injury attendant with the performance, whether foreseen or unforeseen, cannot be eliminated due to the nature of the performance.
- I am trained for the type of services to be provided and agree to assume full responsibility for my own safety, and the safety of other members of my group.

By signing this release form, I agree to waive and discharge any and all claims and to hold harmless _____ its Board of Education, officers, employees, volunteers, and agents from any claims for injury or damages, except for our sole negligence, that may arise from, or in connection with my volunteer service described above.

I understand this Agreement, I have read this Agreement in its entirety, and I freely and voluntarily assume all risks and responsibilities associated therewith, and notwithstanding such, I agree to perform pursuant to this agreement and be bound by its conditions.

This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

Signature of Participant (or parent if child is under 18)

Date



CITY OF YACHATS Volunteer Manual

A Volunteer's Guide to Safety Policies & Procedures

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Appreciation for your Service

To all Volunteers:

Through the voluntary contribution of your time and energy to the City of Yachats you are making a dramatic difference in the lives of others. You are a vital resource for the City and our success is largely dependent on the assistance and determination of community members like you.

It is our hope that your volunteer service gives you a sense of giving to others and the opportunity to enjoy the impact you make on the lives of your neighbors. The City understands that the benefits you derive from your contribution can be lost if you were harmed or injured in any way while providing your volunteer service. As a result, we are committed to taking the appropriate precautions to ensure your safety. Thank you for your time and effort with the City of Yachats.

Sincerely,

Mayor, City of Yachats

Commitment to Safety

The City of Yachats recognizes that our volunteers drive our organization. As the most critical resource, volunteers will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by City of Yachats volunteers will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than volunteer health and safety.

The City of Yachats is firmly committed to the safety of its volunteers. We will do everything possible to prevent accidents and we are committed to providing a safe working environment for all volunteers.

We value our volunteers not only as a resource but also as human beings critical to the success of their family, our local community, and the City of Yachats.

Volunteers are encouraged to report any unsafe work practices or safety hazards encountered on the job. Each facility (or activity) will have a Volunteer Coordinator. The City Volunteer Coordinator and City Risk Management Coordinator will in turn provide assistance and coordination for all volunteers at all facilities. All accidents/incidents—no matter how slight—are to be immediately reported to the facility Volunteer Coordinator, the City Volunteer Coordinator or the City Risk Management Coordinator.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and city policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, the City of Yachats will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the City of Yachats subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds the City of Yachats in higher regard with the community, and increases productivity. This is why the City of Yachats will comply with all safety and health regulations that apply to the course and scope of operations.
4. The appointed City of Yachats Risk Management Coordinator is responsible for providing the safest possible workplace for volunteers. Consequently, the City of Yachats is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Volunteers are responsible for following safe work practices as well as facility and advisory commissions, committees, or task force rules and for preventing accidents and injuries. The appointed Facility Volunteer Coordinator(s) will establish lines of communication to solicit and receive comments, information, suggestions and assistance from volunteers where safety and health are concerned.
6. The appointed City of Yachats City Council, Management, and Facility Volunteer Coordinators will set an example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, the appointed Safety Committee members must monitor City of Yachats safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of the City of Yachats. Everyone's goal must be to improve safety awareness constantly and to prevent accidents and injuries.

Everyone at the City of Yachats, its facilities, and advisory commissions, committees, or task forces must be involved as a team and committed to safety. Together, we can prevent accidents and injuries and keep each other safe and healthy.

Volunteer Definition

A. Volunteer Definition:

A volunteer is any person, approved by the City or its Facility Volunteer Coordinators, who donates approved service(s) to the City of Yachats without pay or other remuneration other than reimbursement of approved incidental expenses for those services rendered.

Volunteers include:

- Persons who are in non-paid job experience or on-the-job training programs
- Non-paid practicum students and interns
- City employees who are approved by the City for volunteer service

Note: The City of Yachats employees may not volunteer to do the same work they normally do in their paid positions without City of Yachats Management approval.

B. City Employees as Volunteers:

- City of Yachats employees may volunteer at City facilities (other than City Council) if the following criteria are met:
 - The volunteer position is with an established City volunteer program.
 - The duties of the position are outside the employee's normal work duties.
 - Work time is not used to perform the volunteer duties.
 - The volunteer duties are performed solely at the option of the employee and there is no expectation direct or implied by the City that the employee performs the volunteer service.
 - The employee signs a waiver indicating that the decision to volunteer is entirely his or her own and no payment for the work will be rendered.

C. Emergency Volunteers:

In the event that the City of Yachats emergency operations and procedures have been activated, a person may be assigned to perform emergency volunteer duties authorized by the City of Yachats. Emergency volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

D. Who is Not a Volunteer:

- Work-release inmates
- Community service workers
- Anyone who has is not approved by the City of Yachats or its Facility Volunteer Coordinators for volunteer service
- Individuals under the age of 18 are not eligible for City volunteer service unless the volunteer application is signed and approved by a parent or guardian
- Individuals or groups that are volunteering for another agency and performing community service—for example, Boy Scouts performing services at a City event

Volunteer Safety Responsibilities

The primary responsibility of the volunteers of The City of Yachats is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of your time spent with the organization, volunteers must become familiar with, observe, and comply with City of Yachats rules and established policies for health, safety, and preventing injuries while at work. Additionally, volunteers must learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, a volunteer should review applicable and appropriate safety rules.

If a volunteer has any questions about how a task should be done safely, he or she is under instruction not to begin the task until he or she discusses the situation with the Facility Volunteer Coordinator. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with the Facility Volunteer Coordinator, a volunteer still has questions or concerns, he or she is required to contact the City Volunteer Coordinator.

No volunteer is ever required to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, "practical jokes," etc., are forbidden. Volunteers are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the volunteers or others at risk or which threatens or intimidates others is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol while volunteering or on volunteer time is/are forbidden. Reporting as a representative of the City of Yachats while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

Clean up several times throughout the day. Dispose of trash and waste in approved containers. Wipe up any drips/spills immediately and put equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles and Exits
- Access to Fire Extinguishers and Emergency Equipment
- Access to All Electrical Breakers, Controls, and Switches

Injury Reporting

All volunteer-related injuries must be reported to the Facility Volunteer Coordinator, the City Volunteer Coordinator or the City Risk Management Coordinator immediately in person or via telephone.

Safety Orientation Training

The City of Yachats is committed to providing safety- and health-related orientation and training for all volunteers at all levels of the organization. The City will maintain and support a program to educate and familiarize volunteers with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to:

1. Organization-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Volunteer accident reporting requirements
8. Any OSHA required training not included or addressed above

Off-Site Safety (If Applicable)

- a. Volunteers of The City of Yachats are required to follow all safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards consider the following:
 - Emergency exit location(s);
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs, maintain three point contact (hand on rail and feet on stairs);
 - When visiting construction sites, eye protection, hearing protection, and hard hats are required. This equipment will be in the possession of the City of Yachats volunteers and not provided by the site contact person.
 - Wear shoes that support your feet and are slip resistant.
 - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in the relief of duties..

When working at different locations, volunteers are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the organization.

Periodic Inspections

It is the policy of the City that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, volunteers, and community members.

All volunteers are responsible for cooperating during these inspections and managers and Facility Volunteer Coordinators are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Incident Reporting

Any work-related injury or suspected injury must be reported immediately to a Facility Volunteer Coordinator. An *801 Claim Form* must be completed. Failure to report an injury promptly may result in the relief of duties.

An accident investigation will be conducted to determine the root cause of the accident. The injured volunteer will be asked to participate in the investigation.

Mandatory Safety Meetings

Volunteers at each City of Yachats facility shall have a mandatory safety meeting each quarter, at which time the facility safety inspection is completed.

Quarterly safety meetings may take place as part of a regular monthly meeting or separately.

All safety meetings must be documented in writing and readily available for viewing in the event OSHA performs an inspection.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance: **911**
 - Internal Emergency Number 24/7: **(541) 547-3565**
- Know where the exits are located
- Do not hesitate to call or alert Facility Volunteer Coordinators or the Risk Management Coordinator if you believe that an emergency is occurring; you will not “get in trouble”
- Know where the First aid supplies and emergency equipment are located.

Evacuation

- **Volunteers will be notified of a fire alarm either by the fire alarm system or a verbal announcement.**
- Upon becoming aware of a fire alarm, volunteers should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for fellow volunteers. In addition, all doors should be closed as the last person passes through.
- Any volunteers having mobility, visual, hearing, or other conditions, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through a Facility Volunteer Coordinator or the City’s Risk Management Coordinator.
- Upon exiting the building, all personnel should report for a headcount.
- In the event of a city-wide emergency, an Incident Commander will be assigned to coordinate response efforts. If any volunteer is missing, an immediate report should be made to the *incident commander*, who will in turn report to the first available fire department officer.
- Volunteers should stay together in a group so that periodic updates on the situation can be issued.
- The order to reoccupy the building or job site will be issued by the *incident commander*.
- In the event of inclement weather, the *incident commander* will make arrangements for all personnel to move to shelter.

Medical Emergency

- Upon discovering a medical emergency, **call 911**.
- Notify the Facility Volunteer Coordinator or Risk Management Coordinator and report the nature of the medical emergency and location.
- Stay with the person involved being careful not to come in contact with any bodily fluids.
- Volunteers in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Facility Volunteer Coordinators should either make the necessary notifications to family members of the person suffering the medical emergency, or contact City Hall so City Staff can make the contact.

All Hazards Warnings

NOAA Receivers are in place at the Little Log Church & Museum and the Yachats Public Library. The radios will alert volunteers of:

- **Natural** (e.g., tsunamis, earthquakes, floods, severe weather)
- **Technological** (e.g., chemical release, oil spill, maritime accidents)
- **AMBER Alerts** (child abduction emergency)
- **Terrorist Attacks**

Each Wednesday morning the radios will perform a test by sounding the alarm tone. During the first Wednesday of each month the Fire District performs a Tsunamis Alert by sounding the siren.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

P=**Pull** the safety pin

A=**Aim** the nozzle at the base of the fire

S=**Squeeze** the operating lever

S=**Sweep** side to side covering the base of the fire

**When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

Organization Violence

- Any volunteer who feels that she/he has been threatened should immediately report their concern to the Facility Volunteer Coordinator.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify the Facility Volunteer Coordinator and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the Lincoln County Sheriff's Department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at the location where you volunteer, you are urged to discuss the issue with the Facility Volunteer Coordinator confidentially so that a prevention plan can be developed.

Emergency Contact Information

For All Medical, Police, or Fire Emergencies **call 911** be prepared to give your specific address or location including cross streets, NATURE

YACHATS RURAL FIRE PROTECTION DISTRICT / EMS: _____

LINCOLN CO. SHERRIF'S DEPARTMENT: _____

HOSPITAL: _____

JOB SITE TELEPHONE NUMBERS (IF APPLICABLE):

PROJECT NAME/NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

SITE VOLUNTEER COORDINATOR: _____

Cell/Home TELEPHONE: _____

Injury to Volunteers

The City of Yachats provides Volunteer Coverage through the City's Workers Compensation Insurance program. Under this coverage, the volunteer is entitled to all of the benefits of a paid employee. These include:

- Time loss benefit based on an assumed wage.
- Medical benefit for all care related to the covered injury.
- Permanent impairment award.
- Vocational Rehabilitation services.

Injury claims must be filed with the City Volunteer Coordinator using the proper OSHA form.

No Name, No Claim

In order to be covered by the City's Workers Compensation Insurance a volunteer must be included on the current volunteer roster. If a volunteer has not completed the registration form their name will not be on the roster, and no insurance coverage will be provided.

Sexual Harassment Policy

The City does not tolerate harassment of its volunteers, employees, community members or guests. Any form of harassment related to a volunteer's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature. The intentions to harass another individual sexually, expressed through language, expressions and proximity to another is as detrimental as the actual act. Further, as of 1998, the Supreme Court recognizes that Title VII of the Civil Rights Act of 1964 also applies to same-sex harassment.

Violation of this policy by a volunteer shall subject that volunteer to immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

Physical Actions:

- Neck or shoulder massaging
- Hugging, kissing or patting another's body
- Touching oneself with sexual overtones while in the proximity of another

Verbal Actions:

- Whistling or making cat calls at another individual
- Discussing sexual topics that make others uncomfortable
- Making comments about another individual's body parts and/or clothing

Non-Verbal Actions:

- Making sexual gestures with one's hands, tongue or other body parts
- Looking an individual up and down
- Winking, licking lips or blowing kisses at another individual

If you believe that you are being subjected to harassment while at the organization, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to a Facility Volunteer Coordinator or City Hall.
3. Report any additional incidents that may occur to one of the above resources.

All reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given The City of Yachats's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against a volunteer who reports a suspected incident of sexual harassment is prohibited. A volunteer who violates this policy or retaliates against a volunteer in any way will be subject to disciplinary action up to and including immediate the relief of duties..

Access to Volunteer Exposure & Medical Records (If Applicable)

Volunteers and former volunteers, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by the City of Yachats upon request.

Vehicle Use Policy

- Volunteers do not operate City vehicles. If it is necessary for a volunteer to use their own vehicle their personal automobile insurance carrier will be the payer. Volunteers should carry at least an amount equal to or more than Oregon' minimum per occurrence liability coverage (see below). Evidence of insurance coverage is to be provided to The City of Yachats each year, by a copy of your policy's Declaration page or a Certificate of Insurance.

Per Oregon's Mandatory Insurance Law [ORS 806.010](#) the minimum liability insurance a driver must have is:

Bodily Injury and Property Damage Liability

\$25,000 per person / \$50,000 per crash for bodily injury to others

\$20,000 per crash for damage to the property of others

State law also requires every motor vehicle liability policy to provide:

Personal Injury Protection

\$15,000 per person

Uninsured Motorist Coverage

\$25,000 per person

\$50,000 per crash for bodily injury

- The City of Yachats is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to The City of Yachats as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Volunteer's Signature

Date

Fire Prevention & Electrical Safety

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the organization facility.

Electrical Safety (If Applicable)

1. With the exception of independently fused multi-tap cords for computers, extension records are not allowed except for maintenance or construction work.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
 - Exit doors,
 - Aisles,
 - Electrical panels, and
 - Fire extinguishers.

General Safety Precautions (If Applicable)

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.

12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Aggression Control Procedures

1. If you perceive no immediate physical threat:
 - a. Notify other volunteers or a Facility Volunteer Coordinator and have a stand-by to render assistance.
 - b. State clearly who you are, what you can do to help and what your time limits are as a volunteer.
2. If you perceive the possibility of severe physical injury:
 - a. Assume a non threatening physical posture and voice tone.
 - b. State in clear concise terms what you want the individual to do.
 - c. State what you can do to help.
 - d. Speak with authority.
 - e. Make direct commands.
 - f. Set a time limit. At the end of set time, seek assistance from another volunteer or Facility Volunteer Coordinator.
3. If you are assaulted:
 - a. Leave the area.
 - b. Report the assault to a Facility Volunteer Coordinator.
 - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
 - a. Do not attempt to break it up alone.
 - b. Call for help from other volunteers or call security.
 - c. Stay out of the immediate area.
 - d. Wait for help from at least one other person. Do not intervene alone.

Office Safety (If Applicable)

1. Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.
2. Never use carbon tetrachloride for typewriter cleaning.
3. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
4. Do not stand on a swivel chair.
5. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
6. Do not compact material in the waste basket with your hands or your feet.
7. Do not use cardboard boxes as waste receptacles
8. Do not leave file drawers open; always use the handles to close them.
9. Do not stack file cabinets on top of one another.
10. Open one file cabinet drawer at a time.
11. Put heavy files in the bottom drawers of file cabinets.

Food Service Safety

1. Unplug electrical appliances, such as blenders, grinders, and coffee pots from their power source before cleaning them.
2. Wear your closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "Degreaser" to clean the grease off of the hood filters.
5. Store cleaning equipment such as brooms, mops, carts, and pails in the utility closet.
6. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
7. Cut in the direction away from your body when using knives.
8. Store knives in knife blocks or in sheaths after using the knives.
9. Use the knife that has been sharpened; do not use knives that have dull blades.
10. Do not use honing steels that do not have disc guards.
11. Do not attempt to catch a falling knife.
12. Use knives for the operation for which they are named.
13. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
14. Do not use knives that have broken or loose handles.
15. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
16. Do not leave knives in sinks full of water.
17. Do not pick up knives by their blades.
18. Carry knives with their tips pointed towards the floor.

Electrical Safety

1. When using an extension cord:
 - a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord;
 - b. Do not run the cord through doorways, holes in ceilings, walls or floors;
 - c. Never remove, bend or modify any metal prongs on the plug of the cord;
 - d. Do not use the cord under wet conditions;
 - e. Do not plug one extension cord into another;
 - f. Never drive over, drag, step on or place objects on a cord, or walk on it;
 - g. Always unplug the cord when you have finished using it;
 - h. Do not use the cord as a permanent power source.
2. When working on live circuits, use the tools that have the blue rubber handgrips, and that have the UL approval label on the tool; these tools are insulated.
3. When doing electrical work from a ladder, do not use a metal ladder.
4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
9. Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use your safety belt when climbing poles.
11. Wear your safety glasses when you are working with the drill.
12. When working in an area that has signs posted "High Voltage Area," wear your insulated gloves. If the gloves have cracks or "pin pricks," do not use the gloves.

Hazardous Materials Safety

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable," observe the following safety procedure:
 - a. Only use red color-coded, metal containers for transferring the liquid.
 - b. Electrically ground and bond the containers as follows:

- (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
 - (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - (3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
6. Do not use chemicals from unlabeled containers and unmarked cylinders.
 7. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
 8. Do not drag containers labeled "Flammable."
 9. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
 10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
 11. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net, regardless of gender.

Heavy Equipment Safety

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
3. No passengers are permitted on heavy equipment.
4. Keep windows and windshield clean.
5. Do not use heavy equipment if its horn and backup alarm do not sound.
6. Do not crawl under the raised dump body during inspection of a dump truck.
7. Turn off the engine before leaving heavy equipment unattended.
8. Do not jump "off" or "on" any heavy equipment.
9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
10. When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
11. Keep heavy equipment in gear when going down grade. Do not use neutral.
12. Do not enter the bucket swing radius while the equipment is in operation.
13. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Painter Safety

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable " or in an explosive atmosphere such as paint spray booths or rooms.
5. Perform all spray painting operations in the spray booth or room.
6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.
8. When mixing paint and thinner, wear your face shield.
9. Use your safety line (lanyard) to haul paint up to a job.
10. Wear your face shield and safety gloves when using airless spray guns.
11. Do not use window jacks when painting windows; use a bucket instead.
12. Wear your protective gowns, read and follow the MSDS sheet for the paint that you are using, as well as read and follow the label on the paint can, before mixing any paint.
13. When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.
14. Wear the respirator issued to you when applicable.

Volunteer Acknowledgement Form

The City of Yachats is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all volunteers. We value you not only as a volunteer but also as a human being critical to the success of your family, the local community, and The City of Yachats. You are encouraged to report any unsafe work practices or safety hazards encountered while at the organization. All accidents/incidents (no matter how slight) are to be immediately reported to the Facility Volunteer Coordinator on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and The City of Yachats policies and procedures. Failure to comply with these policies may result in the relief of duties.. Respecting this, The City of Yachats will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the City of Yachats subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good practice. It minimizes human suffering, promotes better working conditions for everyone, holds The City of Yachats in higher regard with customers, and increases productivity. This is why The City of Yachats will comply with all safety and health regulations that apply to the course and scope of operations.
4. The organization is responsible for providing the safest possible workplace for volunteers. Consequently, the organization is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Volunteers are responsible for following safe work practices, organization rules, and for preventing accidents and injuries. Volunteer Coordinators will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from volunteers where safety and health are concerned.
6. Management and Volunteer Coordinators of The City of Yachats will set an exemplary example with good attitudes and strong commitment to safety and health. Toward this end, management must monitor the organization's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of this organization. Everyone's goal must be to improve safety awareness constantly and to prevent accidents and injuries.

Everyone at The City of Yachats must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of The City of Yachats's volunteer safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Volunteer Signature

Date

Volunteer Waiver for Members of Volunteer Groups

WAIVER, RELEASE, AND HOLD HARMLESS AGREEMENT For the following activity:

The undersigned is a volunteer for the group: _____

Participant's Name (please print): _____

Date of Performance: _____

Service Event (Please describe the volunteer service event)

I having read and understood the contents and nature of this agreement, state that I understand and agree that:

- I will perform the volunteer services pursuant to the above information.
- The above described activities may expose me, other members of my performance group, and volunteers to a variety of hazards. Dependant on the nature of the performance, the risk of injury attendant with the performance, whether foreseen or unforeseen, cannot be eliminated due to the nature of the performance.
- I am trained for the type of services to be provided and agree to assume full responsibility for my own safety, and the safety of other members of my group.

By signing this release form, I agree to waive and discharge any and all claims and to hold harmless the City of Yachats its employees, volunteers, and agents from any claims for injury or damages, except for our sole negligence, that may arise from, or in connection with my volunteer service described above.

I understand this Agreement, I have read this Agreement in its entirety, and I freely and voluntarily assume all risks and responsibilities associated therewith, and notwithstanding such, I agree to perform pursuant to this agreement and be bound by its conditions.

This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

Signature of Participant (or parent if child is under 18)

Date

Facility Volunteer Coordinators Forms

Volunteer Checklist

Volunteer Risk Management Assessment

1) Volunteers complete an application form.	Yes	No	N/A
2) Backgrounds, experience and skills are carefully reviewed to match volunteers to appropriate assignments.	Yes	No	
3) Criminal background checks are conducted on all volunteers who work with children or other vulnerable populations in unsupervised or one on one situations	Yes	No	N/A
4) Position descriptions are used for volunteer assignments.	Yes	No	
5) Position descriptions and volunteer applications have been recently reviewed by an attorney or other qualified professional.	Yes	No	
6) Volunteers are interviewed prior to being selected.	Yes	No	
7) Staff responsible for interviewing potential volunteers are trained in proper interview techniques.	Yes	No	
8) Volunteers who drive vehicles are required to be properly licensed and their motor vehicle record has been reviewed.	Yes	No	N/A
9) Volunteers are provided appropriate training for their assignments.	Yes	No	
10) The paid staff of the organization supervise the volunteers	Yes	No	
11) Volunteers are not placed in situations in which a reasonable person would consider to be dangerous.	Yes	No	
12) Volunteers under the age of 18 if used are closely supervised and receive additional training	Yes	No	N/A
13) Informed consent forms are used that are drafted to relieve the organization from inherent risks of certain activities but that do not attempt to excuse the organization from responsibility for its own negligence	Yes	No	N/A
14) When young children are involved in an activity, parental consent forms are used.	Yes	No	N/A
15) The organization has insurance to cover the acts, errors and omissions of its volunteers; my organization understands the exceptions and limitations of its insurance coverage	Yes	No	
16) Procedures are in place to respond to an accident or other incident involving a volunteer, including medical procedures, contacting family members and completing an incident report.	Yes	No	
17) The risk management plan includes identify our potential risk and implanting plans to avoid reduce and control risk.	Yes	No	
18) The federal Volunteer Protection Act and its limitations have been reviewed with volunteers.	Yes	No	
19) The state laws that address volunteers and nonprofit organization liability have been reviewed and addressed in the risk management plan	Yes	No	
20) If the organization becomes aware of, or is informed of a dangerous or potentially dangerous situation immediate action is taken even if that requires removing a volunteer from an assignment.	Yes	No	

Volunteer Risk:

≤3 No responses: Minimal risk. Keep up the good work.

3-5 No responses: So risk areas that should be addressed. Consider reviewing some of your policies and procedures.

≥6 No responses: Significant exposure to exist. Review volunteer program and implement programs

Volunteer Screening Process

The City of Yachats has a screening process for accepting individuals as volunteers for the organization. Should an individual express interest in becoming a volunteer after obtaining a description of the positions available, he/she will be required to complete one or more of the following: a written *Volunteer Information* form; or an interview and a personal reference check. This process should provide the volunteer with the basic understanding of the position and the expectations that the City of Yachats has of its volunteers.

Not sure about this table provided didn't work	Yes	No	N/A
Are volunteers qualified to perform the tasks they are assigned?			
Comments:			
Are volunteers trained to perform their assigned tasks in a safe manner?			
Comments:			
Will volunteers be supervised to ensure they are performing their tasks safely?			
Comments:			
Will volunteers be driving a vehicle for the event? If yes, have you checked their motor vehicle records?			
Comments:			
If volunteers are driving their own vehicles during the event, have you required proof of their personal automobile insurance? Are their limits of insurance adequate?			
Comments:			
If volunteers are driving public entity vehicles, do they have appropriate licenses?			
Comments:			
Are volunteers trained to operate the types of vehicles being provided?			
Comments:			
Are volunteers required to sign waivers and releases of liability prior to working on the City's behalf?			
Comments:			
Do you have persons participating in high-risk activities (such as working with toxic chemicals)?			
Comments:			

Training Program

Once the screening process is complete, volunteers will go through training to prepare themselves to work with the public. The training content and length will depend on the following criteria:

- The position and the duties required
- The experience and training the volunteer had prior to becoming a volunteer
- The entity's special needs
- The position and the policies outlined by the *Little Log Church & Museum* Board of Directors or the *Yachats Public Library* Commission or the *Trails Committee*

At minimum in the volunteer training session the volunteer will be briefed on the position within the *facility or activity* and the behaviors that are considered acceptable and unacceptable by City of Yachats. The volunteer will receive an official welcome and the opportunity to learn more about the City of Yachats's and the entities history, services, and mission statement.

The volunteer will also learn the specific responsibilities of the position and any additional training for the use of equipment or tools. Finally, the volunteer will receive information on the policies of the organization and will be required to sign the *Commitment to Safety Form* and a *Volunteer Acknowledgement Form* provided in this manual. These forms serve as an official waiver in the event that the volunteer is injured while serving as a representative of The City of Yachats.

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, Room 1

Tuesday, May 14, 2019 at 6:00pm

AGENDA

- I. Announcements, Correspondence and Proclamations
 - A. Mental Health Month
- II. Public Comment **(topics not listed on the agenda:** 5-minute **limitation per**
person)
- III. Consent Agenda
 - A. April Minutes
 - B. Resolutions Memorializing Council Action
- IV. New Business:
 - A. Draft CIS Volunteer Policy Manual
 - B. Public Comment on Vacation Rental Pilot Program
- V. Reports
 - A. Financial Report
 - B. Council Reports
 - C. City Manager Report
- VI. 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 May 7, 2019



PROCLAIMING MAY 2019 AS OLDER AMERICANS MONTH

A PROCLAMATION

Whereas, City of Yachats includes a growing number of older Americans who enrich our community through their diverse life experiences; and

Whereas, City of Yachats is committed to strengthening our community by connecting with and supporting older adults, their families, and caregivers, and acknowledging their many valuable contributions to society; and

Whereas, City of Yachats recognizes the importance of bringing together all generations and engaging in activities that promote physical, mental, and emotional well-being for the benefit of all; and

Whereas, City of Yachats can enhance the lives of older Americans in our community by:

- promoting home- and community-based services that support independent living;
- involving older adults in community events and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

NOW, THEREFORE, we, the Mayor and City Council, do hereby proclaim May 2019 to be *Older Americans Month*. We urge every resident to take time during this month to recognize older adults and the people who serve them as essential and valuable members of our community.

Dated this 14th day of May, 2019

W. JOHN MOORE, Mayor



**PROCLAIMING THE WEEK OF MAY 19-25, 2019
AS EMERGENCY MEDICAL SERVICES WEEK**

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

THEREFORE, I, W. John Moore, do hereby proclaim May 19-25, 2019 as Emergency Medical Services Week in Yachats, Oregon. With the theme, EMS Strong: Beyond the Call, I encourage the community to observe this week with appropriate programs, ceremonies and activities.

Dated this 14TH day of May 2019.

W. JOHN MOORE, Mayor



PROCLAIMING MENTAL HEALTH MONTH 2019
“#4Mind4Body”

WHEREAS, mental health is essential to everyone’s overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions; and

WHEREAS, there is a strong research that animal companionship, humor, spirituality, religion, recreation, social connections, and work-life balance can help all Americans protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health and other chronic health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen share the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

THEREFORE, I, W. John Moore, do hereby proclaim May 2019 as Mental Health Month in Yachats, Oregon. As the Mayor, I also call upon the citizens, government agencies, public and private institutions, businesses and schools in Yachats to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Dated this 14TH day of May 2019.

W. JOHN MOORE, Mayor



PROCLAIMING MAY 12-18, 2019 NATIONAL POLICE WEEK

A PROCLAMATION

Whereas, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Lincoln County Sheriff's Department;

Whereas, according to FBI statistics, there have been 60,211 assaults against law enforcement officers in 2017, resulting in approximately 17,476 injuries;

Whereas, since the first recorded death in 1791, 21,127 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including 163 law enforcement officers killed in the line of duty in 2018;

Whereas, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

Whereas, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's Annual Candlelight Vigil, on the evening of May 13, 2019;

Whereas, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

NOW, THEREFORE, we, the Mayor and City Council, do hereby proclaim May 12-18, 2019 to be *Police Week*, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Dated this 14th day of May, 2019

W. JOHN MOORE, Mayor



**CITY OF YACHATS
RESOLUTION NO. 2019-72
A RESOLUTION AUTHORIZING THE CITY
TO ENTER INTO A CONTRACT WITH YACHATS FARMERS MARKET**

The City of Yachats Resolves as follows:

WHEREAS, The Yachats City Council heard from, and discussed, the top two proposals submitted for the Farmers Market at its May 1, 2019 meeting;

NOW THEREFORE, The Yachats City Council resolves to authorize the City Manager to enter into a contract with Yachats Farmers Market to run the farmers market in 2019.

This Resolution is memorializing an action taken by City Council at the May 1, 2019 meeting and was effective as of that date.

W. JOHN MOORE, Mayor

Attest by:

SHANNON BEAUCAIRE, City Manager