

Dear Commission Member,

2022-02-11

Thank you for your willingness to serve on the Yachats Parks and Commons Commission. Yachats is fortunate to have individuals such as yourself who volunteer their time, knowledge, and experience to our Commissions. Our Commissions, and the volunteers on them, are integral to the functioning of our city.

The Council desires to improve the efficiency and effectiveness of the process by which the Commissions move their work forward to the Council. We have discussed areas that we believe could be improved and now wish to present a solution.

The Council asks that when you have a project, recommendation, or request needing Council action, your Commission submits the Project Request Form (PRF) to the City Manager. The following information will be required:

Commission Name:

Date submitted:

Name of Submitter:

Title of Project, priority of project, recommendation, or request:

Community Implications:

- Briefly describe the background of how this item came forward, the history and how it contributes to the health and safety of our citizens and visitors.
- Referencing sources, describe input obtained from citizens, commissions, staff, consultants, and others that resulted in the recommendation being brought forward.

Budgetary implications

- What is the estimated cost for this project? What is the source of this estimate, and your confidence that it is within 10% of the actual cost? Has funding for the project been identified and or approved? Will you be applying for grants?
- Recommended timeline for start and finish. Explain any critical dates.

Environmental Considerations

- Describe real or potential impact of this project on the environment (Air, water, earth, natural resources).

The PRF will provide important information to help the Council understand the request and to act on it in a timely manner.

Following submission, the City Manager, in collaboration with the Mayor, will determine placement on the Council Agenda and will notify the Commission Chair. If the proposal is approved, the City Manager assumes the administrative responsibility for the project.

The City Council looks forward to a productive year working with the Parks and Commons Commission. Should you have any questions or comments, please contact Mayor Vaaler.