



CITY OF YACHATS

PO Box 345 (501 N. Highway 101), Yachats OR 97498

Phone (541) 547-3565

Fax (541) 547-3063

Relay Oregon 800-735-2900 (TDD)

City Manager's City Council Report

3-16-22

Elected officials	<p>Provided weekly reports to council members. Worked on a Commission Project form and process. Started planning future council meetings and needed materials for agenda</p>
City Hall Operations	<p>Continued processing backlog of permits, licenses, taxes and utility billing March Hours: Tuesday, Wednesday, Thursday 9 am to 4 pm (please use the drive through) April Hours: Monday, Tuesday, Wednesday, Thursday 9 am to 4 pm Otherwise by appointment. Closed Friday, Saturday and Sunday and Noon to 1 pm for Lunch</p>
City Facilities	<p>Had birds (humanely) removed from the attic of City Hall. Met with Lincoln County LEADS (Law Enforcement Assisted Diversion) to work with our houseless population that are sleeping outside our facilities. City Hall March Hours: Tuesday, Wednesday, Thursday 9 am to 4 pm April Hours: Monday, Tuesday, Wednesday, Thursday 9 am to 4 pm (Please use the drive through) Otherwise by appointment. Closed Friday, Saturday and Sunday and Noon to 1 pm for Lunch</p>
Staff and Volunteers	<p>Met with Staff, Volunteers and contractors Interviewed for positions needed at City Hall Worked on Workflow Chart, job descriptions and personnel policy and procedures.</p>
Water/Waste Water Operations	<p>Maintained facilities operations, ordered and received materials and supplies. Attended meetings with commissions, contractors and coordinated professional services Reviewed, managed and reported on grants</p>
Public Works and Streets Commission	<p>Met with County over finalizing the city's incorporation Ocean view drive East 2nd Street: Review, discussion and planning around engineer's drawings Cleared city drains from debris; repaired and maintained city equipment</p>
Planning Commission	<p>Housing Needs Assessment (grant) committee held first meeting Received and reviewing Parking Assessment (grant)</p>
Library Commission	<p>Added the requested a part time Librarian to be staffed by the city to the personnel worksheet for the 22/23 budget.</p>
Friends of the Library	<p>Selected an Architect from RFQ and is requesting a proposal</p>
Parks and Commons Commission	<p>COMMONS: Interior Painting project continues in the Commons GREEN SPACE: Reviewed RFQ responses and selected 4 Architects for RFP request</p>
Friends of the Little Log Church	<p>Civil West is providing scope of work for the Structural Engineering Assessment Neighbors report of houseless community camping in garden</p>
Finance committee	<p>Reviewed current status of finances Prepared for annual audit Met twice for CIP (Capital Improvement Projects) current status review and future budgets.</p>



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Budget Committee	Reviewed current status 22/23 Budget Schedule proposed Accepting volunteer applications for Budget Committee
Trails Committee	AMANDA TRAIL: Suspension bridge project completed and will be dedicated (and celebrated) May 21,22 BOARDWALK: scope of work being produced by engineers 804: SHPO and archeologist consulted about pocket parks
Emergency Preparedness Committee	<ul style="list-style-type: none">●Met with Jenny Damaris and was orientated on trainings and certificates required (and provided) for myself, elected officials, staff and volunteers● Commission discussed placement of Conex for emergency supplies

NOTES:

Mayor Vaaler and I have been planning and preparing for future council meetings.

Future agenda contents for Council Packets:

Approval of Council minutes

Provide Commission and Committee minutes to council

Proclamations

Public comment

Commission Project Updates

Policy, Code and Ordinances changes

Finance Report

City Manager's Report

Councilor's comments

Upcoming Events