



CITY OF YACHATS

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

Phone (541) 547-3565

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Relay Oregon 800-735-2900 (TDD)

City Manager's City Council Report

4-20-22

Elected officials	<p>Provided weekly reports to council members.</p> <p>Worked on a Commission Project form and process.</p> <p>Started planning future council meetings and needed materials for agenda</p> <p>Researched commission and committee rules and property purchasing</p> <p>Working through city staff structure and hiring practices</p>
City Hall Operations	<p>Hired a new receptionist, event coordinator and accounts payable</p> <p>Continued processing backlog of permits, licenses, taxes and utility billing</p> <p>Returned backlog of emails and phone calls of residents with various concerns</p>
City Facilities	<p>Worked on CIP (Capital Improvement Plan) to be sure that all facilities are included</p> <p>Moved office spaces and created room for new staff</p> <p>Creating new hiring processes and procedures and will implement with all staff</p>
Staff and Volunteers	<p>Met with Staff, Volunteers and contractors</p> <p>Worked on Workflow Chart, job descriptions and personnel policy and procedures.</p> <p>Met with several volunteers to discuss future events</p>
Water/Waste Water Operations	<p>Reviewing time sheets and discussed different ways time can be reported</p> <p>Have asked Public works and Utility workers to submit a weekly report of their tasks</p> <p>Worked on supplemental budget to adjust funds needed for unexpected expenses</p>
Public Works and Streets Commission	<p>Reviewed scope of work for engineers to complete E 2nd street</p> <p>Working with Rick and Linn on creating a Project file that includes history</p> <p>Need to order parking available signs from ODOT.</p>
Planning Commission	<p>Met individually with Commission Chair, Lance Bloch</p> <p>Researching training opportunities for the planning commission</p> <p>Received application for the open seat on Planning Commission</p>
Library Commission	<p>Met individually with Commission Chair, David Rivinus</p> <p>Toured Library and discussed future expansion and hiring of a Librarian</p> <p>The library is now running regular hours</p>
Friends of the Library	<p>Moved books for sale to be stored in the basement of the commons</p> <p>Exploring the idea of designating space in the basement as a permanent solution for storing books and hosting surplus book sales</p>
Parks and Commons Commission	<p>The reservations are coming in and events are starting to plan on returning</p> <p>The painting looks great; still need to paint the hallway, room 7 and the All-purpose room</p> <p>There will be a Boardwalk presentation on May 5th City council meeting</p>
Friends of the Little Log Church	<p>The volunteers are requesting to reopen, however the latest report that the city has received is it is unsafe. There is conflicting reports of how safe it is so I am asking Civil West to include this information in their scope</p>
Finance committee	<p>Annual Audit is nearly complete</p> <p>CIP is in the process of getting approved</p>
Budget Committee	<p>Scheduled is approved</p> <p>Working on the debt and loan worksheets with Don</p> <p>Working on the personnel worksheet</p>



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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 POCKET PARKS: Plants were purchased and being stored at State Park
Emergency Preparedness Committee	Met with Tom Fish; discussed the need for "Street Parties" where neighbors are asked to participate in an outdoor gathering, to meet each other and map their neighbors. Discussed the need to clean out and empty old Conex's to determine what other supplies are needed.

NOTES:

In several of the commission meetings the topic of our Houseless Community becomes topic. In the Martin v. Boise supreme court ruling, "cities can not enforce anti-camping ordinances if they do not have enough homeless shelter beds available for their homeless population." Yachats has no warming shelter or any beds available for our houseless population. The Lincoln County Sheriff's office has officially stated that they will not respond to calls about homeless people camping in public spaces. We have no jurisdiction to remove people from our public spaces. The city has ordered several portapotties to be available in public spaces that do not have bathroom access and extended the hours the pavilion is available under extreme weather conditions. The city welcomes any ideas of how to better address this issue.

I have been reading the City Council Rules, Commission Rules, City Administrative Rules, and Citizen Handbook, familiarizing myself with city expectations for community involvement in public service.

I am looking for a facilitator to conduct public meeting trainings for Council, Commissions and Committees.