



# 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

5-5-22

Elected officials	<p>Provided weekly reports to council members.</p> <p>Continue the work on a Commission Project form and process.</p> <p>Started planning future council meetings and needed materials for agenda</p> <p>Researched Visitors Amenity Fund usage</p>
City Hall Operations	<p>Learning my responsibilities as the City Recorder, Public Works Director and Finance Officer</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 Project Process and creating a standard for each city project file</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> <p>Met with Newport Signs and designing new sign for City Hall</p>
Staff and Volunteers	<p>Met with Staff, Volunteers and contractors</p> <p>Continuing work on Workflow Chart, job descriptions and personnel policy</p> <p>Working with Volunteers to have participants at the Commons to sign waive forms.</p>
Water/Waste Water Operations	<p>Working with Public Works Leads on staffing needs and assignments</p> <p>Creating new job descriptions for Public Works</p> <p>Worked with Leads on next fiscal years budget</p>
Public Works and Streets Commission	<p>Working with Rick and Linn on creating a Project file that includes history</p> <p>Ordered parking available signs from ODOT.</p>
Planning Commission	<p>Empty seat was appointed, and a resignation for another seat was received</p> <p>Started the Parking Assessment process</p>
Library Commission	<p>Approved Job description for new part time Librarian</p> <p>Had National Business Services come and maintain public computers</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>Writing MOU for 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>Working with Newport Signs to clean up reader board for summer traffic</p> <p>There will be a Boardwalk presentation on May 5<sup>th</sup> City council meeting</p>
Friends of the Little Log Church	<p>It is not within our jurisdiction to not allow people to sleep, sit or rest on public land (Martin v. Boise) but it has been suggested that we may ask them to move during business hours.</p>
Finance committee	<p>CIP has been approved. All meetings have been cancelled until the next fiscal budget has been approved.</p> <p>Next meeting scheduled for Wednesday August 3, 2022 at 10 am on zoom</p>
Budget Committee	<p>First meeting is Monday May 9<sup>th</sup> at 9 am on zoom</p> <p>Second meeting is Monday May 23 at 9 am on zoom</p> <p>Public Hearing is June 15<sup>th</sup> at 2 pm on zoom</p>



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Trails Committee	AMANDA TRAIL: Suspension bridge project completed and will be dedicated (and celebrated) May 21,22 BOARDWALK: presentation to council May 5 2022 POCKET PARKS: Plants were purchased and being stored at State Park
Emergency Preparedness Committee	Researched past Lincoln County Grant that was awarded but never reported on Worked with Committee to purchase Business License for the Vendors at the Fair Enrolled in required trainings for myself

## NOTES:

I have found the League of Oregon Cities to have a wealth of training videos. I invite everyone to watch them. Available is:

Roles and Authority of a High Functioning Council

Public Meetings in Oregon- Legal Requirements and Best Practices

Ethic Awareness- Understanding Your Legal Obligations

Public Records in Oregon – What City Officials Need to Know

Legal Powers and Impediments Affecting Elected Officials

[Orcities.org/education/training](http://Orcities.org/education/training)