

City Manager's City Council Report

6/14/2023

SWOT Analysis

Strengths:

- Engaged personnel in City Hall and Public Works
- Outstanding volunteers, highly engaged citizens
- Excellent Chamber of Commerce driving engaged business community
- Important YYFAP programs
- Excellent Water/Wastewater/Public Works that is well funded
- Impressive grant writing and grant award success

Weaknesses:

- City Hall staff has not been sufficiently trained
- Volunteer groups feel that they have not always received support from City Hall
- Project approval process has been slow and possibly fail to consider the city's General Plan
- Communication across the entire City's system has not been clear
- Lack of staffing appears to have caused citizens and groups to not receive the attention they deserve

Opportunities:

- Fully leverage the commissions by encouraging increased coordination
- Better define targets and goals of each commission so that there isn't overlap
- Create a more comprehensive General Plan that takes into account a rapidly changing world
- Streamline plan acceptance and implementation that is aligned with the General Plan
- Rapidly get training for City Hall staff and review current job alignment/staffing so that it is efficient
- Purchase better backup for IT systems

Threats:

- City Hall is understaffed
- City Hall morale was very low, (it's getting better), with high frustration and a sense of hopelessness
- City Hall staff lacks training which is adding to extreme frustration
- Processes have been abandoned or are seriously broken down
- Inadequacies in City Hall skill sets are hampering staff's ability to respond to complaints and concerns
- There is a large back log of problems including billing questions and code enforcement issues
- The overall system is dysfunctional
- IT issues are currently creating added challenges

Projects Update

ODOE Grant - Coordinate w/ Charles Kelley and Heather Flint Chatto (start date is now out to August 2023)

- recommend starting community engagement process (determine funding) before then. Need to respond back to them. ***This is a potentially transformative project and needs to be done with great care. It will ripple through the community in numerous ways. The General Plan needs to be updated.***

Library - Coordinate w/David Rivinius - **Project Management will fall primarily on the city. Need to meet to review process, project meetings, status of Permit Set. We will conduct weekly review meetings to ensure milestones are hit.**

Skatepark - Website Edits for Fundraising. Support Meredith Howell re: Project Development. Determine if November is right fit for construction start date. **We need to ensure there is sufficient funding for this.**

Security

- Installation of Iconopro Security Lock – today. Issues with sufficient power supply. **Will not be operational until end of week.**

- Getting quote from OCI to move counters forward to create lobby, and controlled access to staff area, requesting 2nd proposal to support relocation of city hall - should be coming in the next week or so - met with Karen Davis last week.

- First phase of FOB locks in place (not wifi'd yet), need to complete installation of MESH which provides wifi to outdoor area and Commons which then completes software support of creating/maintaining FOB access.

- Change exterior keys all to Medeco once FOBs are in place (Pacific Coast Locksmith - now has Medeco keys on hand).

Commons

- Awaiting report from Tim Gross (expected this week) which will outline the scope of the work to be done to bring the Commons into compliance and support the next level of conversation regarding programming; community engagement for future use ie. reorganization, expansion, resilience

-Tim is on site tomorrow to test the generator. Is bringing contractor with him. Will discuss whats involved with expanding functionality of generator and relocation. **In my view, the Commons is critical to Yachats as a central hub. How does it fit with the General Plan? How does it fit with Resiliency? Are we treating this as a one-off when it should play an important role to our overall vision?**

Little Log Church

- Move contents to storage unit up in Waldport (Friday)

- Coordinate inspection by contractors - next week - determine phasing and RFP, next steps. **There is credible concern that the building has extensive damage. We have to ensure that this doesn't turn into a money pit.**

Civic+ Implementation

- Website Update (implementation change started w/Dayna) - includes creation of a separate 'Department Center' ie. Community Development)
- Addition of Springbrook Interface - for Miscellaneous Bill Payments - either continue with reduced CivicRec portion OR continue w/Greg Scott to develop module. **We will have meetings with both groups so that they can provide an overview of what their respective systems do and what may be lacking. The entire team will review the systems.**
- Interface is in place, next step is to coordinate alignment with Licensing, Bookings etc.
- Set up Bill Pay Kiosk (after counter relocation or before?)

Miscellaneous

- Defibrillators are being installed soon. The locations will probably be the Commons, City Hall, and Water/Wastewater plants.
- Pocket Parks are happening!

***Longer Term:* Commons**

- Coordinate removal of diesel tank from South Elevation of the Commons - we may want to wait now for the end of the summer to do this. **This can be a can of worms. If there is any contamination found, we may have a long process of measuring and possibly removal of contamination.**
 - Add storage (best to locate several storage units together, relocate the generator) - same wait for close of summer
- Again, how does any of this fit within the General Plan?**

Public Works

- Coordinate site visit, bids for garage door installation
 - Lighting update
- Street improvements begin, backwash system starting, no high risk issues.