



City Manager's Report January 20, 2021

Dear Mayor Vaaler and Councilors,

Following, please find updates on numerous projects our team has been working on.

- Oceanview Drive:
 - Fencing is in the process of being completed along the easements. Easements include both North and South sides of Aqua Vista and the connection from Aqua Vista to Marine where the fence had fallen and required repair/replacement due to the damage. We continue to work with the homeowners.
- We continue to work with Local, State and Federal officials on changing COVID-19 regulations and reimbursement opportunities, as well as, Fire/Wind event FEMA reimbursement opportunities.

Community Services Coordinator Report

To: Shannon Beaucaire, City Manager

From: Heather Hoen, Community Services Coordinator

Re: December 2020 Community Services Coordinator's Report

Below are bullet points for each part of my job function. The points will be the larger action items of the month, there is some overlap on projects, they will be placed according to their major component. New Work will be added in Parentheses ()

Facilities maintenance:

- Met with Newport Signs to discuss what can be done to the reader board, fixing and updating. (Decals on the doors of City Hall have been completed.)
- One siding board on the Commons building has been blown off in a storm. A contractor has been contacted and it can be expected to be fixed any day.
- The garbage can garage came down in a storm. Public work repaired the damages.
- Reviewing Asset Management software for tracking maintenance on the buildings.
- Winterizing buildings
- Weekly walk around through the Commons, Library, Little Log Church and Museum, and 501 buildings to inspect/check for safety and structural issues. **This task is ongoing.**

Procurement:

- Acquisition of materials for COVID-19. **This task is ongoing.**
- Public Works Garage/ Pole building structure for the Biosolids loading area. Award granted work to begin in the near future. Budget \$80,000 awarded contract \$49,023.00. Plans are in review with the County and State for approval. (DLCD have approved the plans for the building. As soon as the County signs the permit we can schedule with the contractor for the build.)



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- Spent 8 hours in State Procurement trainings on writing a Statement of Work vs a Scope of Work, and other Contract needs.
- Issued a Request for Information on the Little Log Church renovations to better prepare a formal solicitation in the future. (The request for information did not provide any new information. I have spoken to engineering and architectural firm that has some interest in the job. They are willing to sit down with me and discuss the project and the scope of work to help draft formal documents to go out to bid with.)

Project Management:

- Remodel of the 501 building into the future City Hall.

Project Items	Budgeted Amount	Actual Cost	Difference
Heating	\$18,000	\$16,782	\$1,218 under
Painting	\$8,000	\$4,696	\$3,304 under
Flooring	\$20,000	\$22,341.50	\$2,341.50 over
Wiring/Electrical	\$10,000	\$6,572.50	\$3,427.50 under
Roof	\$70,000	\$88,900.00	\$18,900 over
Furniture	\$25,000	\$18,370.73	\$6,629.27 under
Contingency	\$15,000		
Total	\$166,000	\$157,662.73	\$8,337.27 under

- Heating system was installed.
- Painting has been contracted and will begin on August 4th. (Painting Finished)
- Flooring has been contracted and will begin the first week of September. Flooring will be installed on September 8th. (Flooring complete.)
- Roofing job has been awarded. (The roof has been completed.)
- Working with a company on modular walls to be able to divide workspaces safely and productively for employees and the community we serve. (The walls and furniture have been ordered and set for an install date in January.)
- Have met with Pioneer and wiring contractor to get ethernet drops for workstations. (complete.)
- City Hall moved to 501 building October 26th-30th. All services transferred.
- The finalization of the project is well on its way. I am working with the USDA to make sure that we have met all of the requirements to get the project done and closed.

Reservations:

- Many of the reservations for the current year have been moved the 2021 because of COVID-19.
- The Pavilion is receiving small reservations, as we move into Fall and Winter, I anticipate that reservations will slow if not come to a complete stop.
- All Large events have been canceled or moved due to COVID-19; I am exploring what can be done virtual.
- Kitchen was used twice for counseling sessions.



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Insurance:

- Managing the Risk Management Module provided by Brown and Brown. Inputting and tracking Certificates of insurance by outside vendors. **This task is ongoing.**
- Implementing the Cyber Security policy that Council and CIS approved.
- Ensuring that the buildings and their contents remain safe per CIS requirements.

IT:

- New server has been delivered and data will gradually be moved from the old one. (Data was migrated on the 22nd of December.)
- Managing PCI compliance. (Payment Card Industry) is mandated to ensure security of credit card transactions. **This Task is ongoing.**
- Exploring modules that will interface with the City's website to make it more user friendly for business licenses, tax payments and other services. Reviewing two different modules. (A third Company has come to our attention and looks very promising.)
- Exploring a module that will interface with the City's website that will allow Live Streaming of the Council and Commission meetings all in one place, that will be easy to use for both the public and City's councilors/commissioners.
- Working collaboratively with Anita Sites/Admin desk on website updates.

Liaison for outside Departments and Agencies:

- Working with McKenzie River Trust, View the Future and Sam Hillman (RARE associate) for the next 11 months to ensure a mutually beneficial relationship for all parties involved with Water Source Protections and land interests. **This is ongoing for the next few months.**
- Working with Public Works and the Planner to develop GIS maps of the City's water lines, Sanitary lines and Storm drains.
- Working with Code Enforcement to facilitate the needs of the Community. **This is Ongoing.**
- Working with the Yachats Visitors Center to ensure that the Community and City are being represented safely during the COVID-19 Pandemic. **This is Ongoing.**
- Helped facilitate some electrical work on Whale Tail Park, trees to be removed from Prospect Trail.

Public Works Report

To: Shannon Beaucaire, City Manager
From: Public Works Department
Re: December 2020 Public Works Report

Rain fall at Yachats Public Works:



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Inches

	2020	2019	2018	2017
December	9.43	7.26	10.53	4.41
Rain year to date:	60.67	50.43	59.66	76.31

Total water production: **3,347,500 gallons** Water loss efficiency: **94.3%**

Total water Sold: **3,157,831 gallons**

Total wastewater treated: **7,606,000 gallons**

The following is a list of what was done by Public Works staff in December 2020.

Streets:

- One load of rock for Shellmidden.
- Potholes filled on Shell Midden.

Drainage:

- Culvert inspections.
- Culvert cleaning.

Water Treatment Plant:

- Water systems operations.
- Plant maintc. & clean-up.
- Opened Reedy Creek access road.
- Cleaned Reedy Creek intake gallery.
- Lagoon pump maintc.

Distribution Sys:

- Meter reading.



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- Meter maintc.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Electrician at WWTP for repairs.
- WW samplers installed and operational.

Collection Sys:

- Lift station inspections.
- Main lift station pump #2 removed and repaired. Reinstalled.
- Degreased all lift stations.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Yard clean-up.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Storm clean-up.
- Fueled equipment.
- Replaced lights on three ornamental poles on Hwy 101.
- Installed COVID-19 signs throughout town.



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- Repaired trash can fence at the Library and City Hall.
- Vac-truck licensed in Florence.
- Short school training two staff members.
- Hydro excavated post holes for pole building at WWTP.

Parks:

- Piles picked up for Trails.

COVID-19:

- 30 minutes spent daily to discuss safety measures and disinfecting the Public Works area.
- Crew is using appropriate PPE where appropriate.



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December 2020 Capital Project Update



Public Works
CIP List
1/5/2021

Gantt Chart

Project Code	1. Wastewater	2. Water	3. Streets	4. Stormwater	5. Emergency Management	6. Parks/Trails	7. Grants	Other	Item	Who	Details	Status	Estimated Cost	Budget	Actual Cost	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
WACTRUC	1	Done							Sample Testing Equipment	Done	Sample provides 24hr composite sample. BOD required.	100%	\$20,000	\$20,000	\$18,000	done												
WACTRUC	2	Done							Waste Truck 50/50	Done	Replace antiquated unit.	100%	\$90,000	\$90,000	\$90,000	done												
WACTRUC	3	Done							Waste Study	Done	Create a set standards. Analyze revenue/budgetary need to recommend baseline cost.	95%	\$10,000	\$10,000	\$10,000	done												
PCOLBUDG	4	Waiting							Pool Building	Waiting	Bookends building station and equipment storage.	15%	\$80,000	\$80,000	\$80,000													
WVWMP	5	Waiting							Wastewater Master Plan	Waiting	30yr plan. Identifies and outlines infrastructure needs.	20%	\$85,000	\$85,000	\$85,000													
WVWMP	6	Waiting							Water Collection 181	Waiting	Fix/leaking sewer collection pipes and manhole vents.	10%	\$25,000	\$25,000	\$25,000													
WVWMP	7	Waiting							Submersible Pump Elec. Plug	Waiting	Cover pump station pumps from being electrically hardwired to plug ins for easy replacement.	15%	\$30,000	\$30,000	\$30,000													
WVWMP	8	Waiting							WVWMP 7/13	Waiting	Provides variable speed motor pumps. needed for WY process control.	100%	\$7,000	\$7,000	\$7,000	done												
WVWMP	9	Waiting							WVWMP 7/13	Waiting	Part of a consolidated project. Enter into budget process for 2122.	1%	\$7,000	\$7,000	\$7,000													
WACTRUC	10	Waiting							Waste Truck 50/50	Waiting	Replace antiquated unit.	100%	\$90,000	\$90,000	\$90,000	done												
WACTRUC	11	Waiting							Waste Study	Waiting	Create a set standards. Analyze revenue/budgetary need to recommend baseline cost.	95%	\$14,000	\$14,000	\$14,000	done												
WACTRUC	12	Waiting							Waste Master Plan	Waiting	30yr plan. Identifies and outlines infrastructure needs.	80%	\$85,000	\$85,000	\$85,000	done												
WACTRUC	13	Waiting							Waste Management	Waiting	Outlines how to manage our waste as the City grows with limited water resources.	10%	\$80,000	\$80,000	\$80,000													
WACTRUC	14	Waiting							Waste Management	Waiting	Create a strategy to protect the body, salmon and Yachats water basin.	45%	\$35,000	\$35,000	\$35,000													
WACTRUC	15	Waiting							Waste Management	Waiting	Be effort to retain stored water after an earthquake. Retention tanks.	25% Delayed	\$60,000	\$60,000	\$60,000													
WACTRUC	16	Waiting							Waste Management	Waiting	Final engineering. Enter into budget process for 2122.	25% Delayed	\$150,000	\$150,000	\$150,000													
WACTRUC	17	Waiting							Waste Management	Waiting	Replace AC line. Consolidated project. To renovate. Enter into budget process for 2122.	1%	\$7,000	\$7,000	\$7,000													
WACTRUC	18	Waiting							Waste Management	Waiting	Details																	
WACTRUC	19	Waiting							Waste Management	Waiting	Details																	
WACTRUC	20	Waiting							Waste Management	Waiting	Details																	
WACTRUC	21	Waiting							Waste Management	Waiting	Details																	
WACTRUC	22	Waiting							Waste Management	Waiting	Details																	
WACTRUC	23	Waiting							Waste Management	Waiting	Details																	
WACTRUC	24	Waiting							Waste Management	Waiting	Details																	
WACTRUC	25	Waiting							Waste Management	Waiting	Details																	
WACTRUC	26	Waiting							Waste Management	Waiting	Details																	
WACTRUC	27	Waiting							Waste Management	Waiting	Details																	
WACTRUC	28	Waiting							Waste Management	Waiting	Details																	
WACTRUC	29	Waiting							Waste Management	Waiting	Details																	
WACTRUC	30	Waiting							Waste Management	Waiting	Details																	
WACTRUC	31	Waiting							Waste Management	Waiting	Details																	
WACTRUC	32	Waiting							Waste Management	Waiting	Details																	
WACTRUC	33	Waiting							Waste Management	Waiting	Details																	
WACTRUC	34	Waiting							Waste Management	Waiting	Details																	
WACTRUC	35	Waiting							Waste Management	Waiting	Details																	
WACTRUC	36	Waiting							Waste Management	Waiting	Details																	
WACTRUC	37	Waiting							Waste Management	Waiting	Details																	
WACTRUC	38	Waiting							Waste Management	Waiting	Details																	
WACTRUC	39	Waiting							Waste Management	Waiting	Details																	
WACTRUC	40	Waiting							Waste Management	Waiting	Details																	
WACTRUC	41	Waiting							Waste Management	Waiting	Details																	
WACTRUC	42	Waiting							Waste Management	Waiting	Details																	
WACTRUC	43	Waiting							Waste Management	Waiting	Details																	
WACTRUC	44	Waiting							Waste Management	Waiting	Details																	
WACTRUC	45	Waiting							Waste Management	Waiting	Details																	
WACTRUC	46	Waiting							Waste Management	Waiting	Details																	
WACTRUC	47	Waiting							Waste Management	Waiting	Details																	
WACTRUC	48	Waiting							Waste Management	Waiting	Details																	
WACTRUC	49	Waiting							Waste Management	Waiting	Details																	
WACTRUC	50	Waiting							Waste Management	Waiting	Details																	
WACTRUC	51	Waiting							Waste Management	Waiting	Details																	
WACTRUC	52	Waiting							Waste Management	Waiting	Details																	
WACTRUC	53	Waiting							Waste Management	Waiting	Details																	
WACTRUC	54	Waiting							Waste Management	Waiting	Details																	
WACTRUC	55	Waiting							Waste Management	Waiting	Details																	
WACTRUC	56	Waiting							Waste Management	Waiting	Details																	
WACTRUC	57	Waiting							Waste Management	Waiting	Details																	
WACTRUC	58	Waiting							Waste Management	Waiting	Details																	
WACTRUC	59	Waiting							Waste Management	Waiting	Details																	
WACTRUC	60	Waiting							Waste Management	Waiting	Details																	
WACTRUC	61	Waiting							Waste Management	Waiting	Details																	
WACTRUC	62	Waiting							Waste Management	Waiting	Details																	
WACTRUC	63	Waiting							Waste Management	Waiting	Details																	
WACTRUC	64	Waiting							Waste Management	Waiting	Details																	
WACTRUC	65	Waiting							Waste Management	Waiting	Details																	
WACTRUC	66	Waiting							Waste Management																			



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Request Tracker December 2020

Category Name	Total Requests	
	Submitted	Closed
<u>CP Training</u>	0	0
<u>iPhone</u>	0	0
<u>IT Issue</u>	0	0
<u>Miscellaneous</u>	4	1
<u>Noise</u>	0	0
<u>Parks & Trails</u>	0	0
<u>Planning & Zoning</u>	3	0
<u>Public Records Request</u>	2	1
<u>Sewer</u>	0	0
<u>Storm Drains</u>	1	0
<u>Street Lights</u>	0	0
<u>Streets</u>	1	1
<u>Trash or Litter</u>	0	0
<u>Trees</u>	2	1
<u>Vacation Rentals</u>	1	1
<u>Vegetation Issues</u>	0	3
<u>Vehicles and Parking</u>	0	0
<u>Water</u>	1	1
Total:	15	9



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MEMORANDUM

DATE: January 6, 2020
TO: City of Yachats
FROM: Justin Peterson, Planner, OCWCOG
RE: **Planner's Report**

Summary

The planner received a high number calls and emails from property owners, interested buyers, and other inquires during the first three weeks of December. I spent two full days in Yachats on the week of December 14th. The Holiday weeks were slower.

Moving forward, I will be on-site on Tuesday's or work from home. Oregon Cascades West Council of Governments (OCWCOG) is working with Shannon Beaucaire to identify next steps. A contract amendment is being finalized to reduce the number of hours per week. The reduction in hours may come with slower response times and a focus on current planning including day-to-day inquiries.

I will be available to serve as the City Planner until the end of February. At that time I need to shift my focus back to other projects. After that date I can still serve in a supportive role if requested.

Building Permits

In December the City of Yachats received two building permit. I spoke to a few property owners that may submit building permits in the next month. Building permits are slower this time of year which is similar to past years. Historically, building permits increase in late February to early March.

Date Received	Type of Permit	Zoning	Address	Status
11/16/2020	Public Works Building	P-F	500 West 7th (14-12-27 AC TL 5800)	Pending
11/18/2020	Non-structural partition in garage and new window	R-2	442 Ocean View Drive (14-12-27-DA TL 4800)	Approved 12/8/2020

Projects

- Staff had a meeting with DLCD's Laura Buhl to in December discuss Parking. DLCD Staff put together a memo about potential options.
- Planning will support the Inventory work, and mapping by the Planning Commission of Parking locations within the central business district of Yachats.
- The City Manager and Planner plan to meet to review next steps forward for GIS Mapping – to more effectively map and track, Zoning and Lots within Yachats.
- Planning continues to work with Planning Commission and City Council on the Lighting and Hazard Ordinances.