



City Manager's Report February 17, 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.
- Working with Fire Department on assessment of lot in old fire station property
- Working with County and Farm Store/Brewery to address historical permit issues

Community Services Coordinator Report

To: Shannon Beaucaire, City Manager

From: Heather Hoen, Community Services Coordinator

Re: January 2021 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:

- I have been identifying and working with Parks and Commons on Capital Improvement Projects for the 21-22 FY for the Commons building.
- One siding board on the Commons building has been blown off in a storm.
- 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. (The County has approved and issued the permits for the Pole Building. The Contractor will be scheduling a date to start shortly.)



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- 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. (Met with Fresh Aire Engineering on the Little Log Church and Museum to help Narrow the scope of work for the remodel/renovation project. I will be meeting with them again on the 9th of February to continue the discussion.)

Project Management:

Below is a table of the expenditures that will go towards the grant monies from the USDA. I am working with the Finance department to make sure that the City can get all expenses covered that are eligible.

- Remodel of the 501 building into the City Hall.

Project Items	Budgeted Amount	Actual Cost	Difference
Heating	\$18,000	\$16,782	\$1,218 under
Painting	\$8,000	\$4,696.05	\$3,303.95 under
Flooring	\$20,000	\$22,341.50	\$2,341.50 over
Wiring/Electrical/data	\$10,000	\$10,263.74	\$263.74 over
Roof	\$70,000	\$91,136	\$21,136 over
Furniture	\$25,000	\$18,852.73	\$6,147.27 under
Contingency	\$15,000		
Total	\$166,300	\$164,072.02	\$2,227.98 under

- Modular wall expense of \$8,996.68 (in addition to costs noted above) installed for employee safety with COVID, funded through CARES
- Funding Sources
 - \$75,000 City Capital Improvement funds
 - \$91,300 USDA Grant
- 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.



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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 once a week for counseling sessions.

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 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.**



**City Manager's Report
February 17, 2021**

Public Works Report

To: Shannon Beaucaire, City Manager
From: Public Works Department
Re: January 2021 Public Works Report

Rain fall at Yachats Public Works:

Inches

	2021	2020	2019	2018
January	11.31	14.52	6.19	13.39
Rain year to date:	11.31	14.52	6.19	13.39
Total water production:	3,081,100 gallons		Water loss efficiency: 96%	
Total water Sold:	2,968,206 gallons			
Total wastewater treated:	9,871,000 gallons			

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

Streets:

Drainage:

- Culvert inspections.
- Culvert cleaning.
- Ditch cleaning.

Water Treatment Plant:

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



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Distribution Sys:

- Meter reading.
- Meter maintc.
- Installed five water meters.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.

Collection Sys:

- Lift station inspections.
- Inflow & Infiltration inspections.
- CCTV'd 200 feet of sewer main on Yachats Ocean Road.

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.

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.

City Manager's Report February 17, 2021



Public Works

CP List
2/17/2021

Gantt Chart

Project Code	From	Who	Details	Status	Estimated Cost	Budget	Actual	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
1. Wastewater																				
WAC-TRUCK	1	Dave	Sanitary provides 2-ltr composite samplers - DCO required.	100%	\$50,000	\$50,000	\$18,000	done												
WAC-TRUCK	2	Dave	Replace an equalized unit.	100%	\$90,000	\$90,000	\$90,000	done												
WAC-TRUCK	3	Dave	Greater rate standards. Analyze revenue/budgetary needs to recommend base unit cost.	95%	\$10,000	\$10,000	\$10,000	done												
POLEBLOC	4	Heather	Brookside building station and equipment storage.	15%	\$80,000	\$80,000	\$0													
WMMW	5	Dave	20Yr plan. Identify and outline infrastructure needs.	20%	\$55,000	\$85,000	\$0													
B&WR	6	Dave	Fix leaking sewer collector pipes and manhole debris.	10%	\$25,000	\$25,000	\$0													
PLUMBING	7	Dave	Convert Pump Station pumps from being electrically hardwired to PLC's for easy replacement.	15%	\$30,000	\$30,000	\$0													
WFMWMP	8	Dave	Provides variable speed motor pump - needed for WW process control.	100%	\$7,000	\$7,000	\$7,000	done												
Upcoming	9		Part of a consolidated project. Enter into budget process for 21/22	1%	\$0	\$0	\$0													
2. Water																				
WAC-TRUCK	1	Heather	Replaces an equalized unit.	100%	\$90,000	\$90,000	\$18,000	done												
WTRB&IS	2	Rick	Create rate standards. Analyze revenue/budgetary needs to recommend base unit cost.	100%	\$14,000	\$14,000	\$14,000	done												
WAST&R	3	Rick	20Yr plan. Identify and outline infrastructure needs.	80%	\$55,000	\$85,000	\$0													
COMMP	4	Rick	Outline how to manage our water as the City grows with limited water resources.	85%	Included	Included	\$0													
SOURCE&W	5	Rick	Create a strategy to protect the heavy, salmon and hatchery water basins.	70%	\$55,000	\$55,000	\$0													
ST&S&MC	6	Rick	An effort to retain more water after an earthquake. Increase value of trees.	25% Delayed	\$60,000	\$60,000	\$0													
WTR&WS&H	7	Rick	Finish engineering. Enter into budget process for 21/22.	25% Delayed	\$150,000	\$45,000	\$0													
Upcoming	8		Replace AC line. Consolidated project to reevaluate Enter into budget process for 21/22	1%	\$0	\$0	\$0													
3. Streets																				
DR&T&MOO	1	Rick	Adopt legal right-of-way. Add drainage, sidewalks, parking and paving. Consolidated project.	33%	\$165,000	\$165,000	\$0													
OR&N&E	2	Rick	Adopting from County. Reconnecting Court, Las, Strong & Sprague	50%	County \$	\$50,000	\$0													
Upcoming	3	Rick	Apply for grant. Begin the public process/budget process for 21/22				\$0													
4. Stormwater																				
Code	4. Stormwater		Details																	
Upcoming	1	Rick	Gender dr. other related items	Delayed			\$0													
5. Emergency Management																				
Code	5. Emergency Management		Details																	
Upcoming	1	Rick	Consolidated project. 21/22		\$10,000	\$10,000	\$0													
Code	6. Parks/Fris		Details																	
Upcoming	1	Rick	Build soccer field from 101 coming west	0%	0	\$50,000	\$0													
		Rick	Work with Triak committee	15%	\$1,000	\$1,000	\$0													
		Rick	Identify project and contract work	100%	\$5,000	\$5,000	\$16,216	done												
7. Grants																				
Code	7. Grants		Details																	
SOURCE&W	1		DIC Department Environmental Quality. Start date: July 30, 2019 - 2 Years	50%			\$0													
WAST&R	2		BO Business Oregon. Start date: December 6, 2018 - 2 Years	80%			\$0													
WMMW	3		BO Business Oregon. Start date: October 10th, 2019 - 2 Years	50%			\$0													
DR&T&MOO	4		SDIC Oregon Dept. of Transportation. Start date: December 15th, 2019 - 2 Years	50%			\$0													
DR&T&MOO	5		SDIC Oregon Dept. of Transportation. Start date: January 15, 2021 - 2 Years	0%			\$0													
Total					\$992,200		\$356,216													



City Manager's Report
February 17, 2021

Date: Feb 3rd, 2021
To: Shannon Beaucaire City Manager
From: Rick McClung, Water Department
Re: Water Master Plan **Subject:** Timeline

The water master plan was conceived in 2015 and has been on the books since around 2017, but it took a while to get traction.

2016-2019 The south reservoir engineering & construction project happened during this period, but this project was on the books for much longer before the trigger was pulled to start. I think it was around 2015 when Tom and I started attending "One Stop" meetings. These are when all the lending & government agencies get together in 1 room and work as a team to help you. It was an awesome experience; this is when the city received \$1.5 million loan @ 1% interest + it was 50% forgivable -that means a \$750,000 grant.

When the engineering and construction first started, we didn't have a city manager, but I agreed to be the project manager and Greg Scott shepherded the project for the Council until the city hired a city manager.

This project totally consumed all my free time outside of running the water plant and still did even after we hired a city manager. The #1 mission of the water dept. was to finish the project before a deadline and not lose the grant -our second city manager helped do that.

During this project it became clear that we didn't want these engineers to perform the water master plan, so we waited until their contract expired. We created RFP's for a new engineer of record and in 2019 we hired our current engineering company to be the cities engineer of record. Soon after they began working on the water master plan.

It was important to me to take our time to create this 20-year plan, there is more to it than you might think. When the engineers ask the council to adopt this plan -that means all of the council's names will be in the front part of a book that will be memorialized over the next 20 years and even longer in the archives.

March 2020 the pandemic hit, and nobody was really prepared to work from home including our engineers. It took a few months to learn how to function and gain continuity

Here we are today -1 month from having a Water Master Plan draft and I'm very excited to see it



City of Yachats Code Enforcement

January Report

**Matt Frank
City of Yachats
Code Enforcement Officer**

January Event Counts

The following are event types that were reported for the month. These events go into a daily report that is received by the city manager. It also builds a record for events that is searchable by location. In our system, we have added every address within the city limits of Yachats. This allows us to keep track of repeat offenders, and is building a searchable database for the future. It is important to remember that the event counts for this are based off of reportable events. If, for instance, a phone call is made and nobody answers, I don't consider that a reportable event.

City Park Patrols

9

These patrols are conducted at least once a morning that code enforcement is on duty. I patrol all parks within the city limits to ensure there are no illegal campers, abandoned vehicles, or damage such as graffiti to the parks. This also creates a presence in the community and gives me face time with the citizens.

Phone Contact

11

Phone contacts are exactly what they sound like. They can be anything from someone reporting a complaint, to me making contact with someone about a complaint or code violation.

Follow Up

7

Follow ups can be done either by phone or in person. This allows me time to make contact with the citizens involved in a complaint in order to determine if they have corrected the code violation.

Suspicious Vehicle

1

This is a more security related issue but from time to time if a suspicious vehicle is seen within the city, I will take the time to investigate it and contact the Sheriffs Office if I believe a crime has been committed. Factors that can make vehicles suspicious can include the way its parked, if no license plates are found, if the ignition seems to be tampered with, or if someone is acting suspiciously around the vehicle.

VRD Inspection

3

VRD Inspections that are occurring right now are the new licensee's from the lottery. I have developed a sign up form using a program called JotForm that can be emailed to all the of the licenced vacation rentals that are due for an inspection this year. Once I have all the new VRD's inspected, those emails will be sent out with times and dates that I will be available for the inspections.

Driving Complaint

1

I do receive driving complaints from time to time from citizens that are concerned about traffic within the city. I do not make traffic stops as this is something that the sheriffs office conducts. I do however take information from the complainant, attempt to find the owner of the vehicle, and make contact with them in order to educate them about traffic expectations within the city.

Foot Patrol

3

I conduct foot patrols, usually on parts of the 804 trail. I don't document everytime that I'm out of the car walking around as a foot patrol but these are mostly focused attempts looking for any issues that may be occurring on the trail. I also look for signs of camp sites nearby to ensure that no illegal camping is taking place. This is also a great opportunity to run into citizens and have discussions regarding their concerns.

Contact

1

Contacts are essentially times when I get out and make contact with someone for an observed violation of a code in order to gain voluntary compliance. Contacts are low right now because with COVID, I try to make most of my contacts by phone or email.

Vegetation Related

2

Vegetation related events are typically not necessarily code violations, but something that is investigated as a potential violation. This could be anything from trees down that I report to public works, or many other scenarios.

Yachats Municipal Code Violations

When code violations are found and cannot be immediately corrected with voluntary compliance, a case is started and documentation starts on the violation. Below are the code violations that were discovered and opened as cases for the month.

4.04.040 <i>Business License Required</i>	1
5.08.090 <i>Fences</i>	1
5.08.110 <i>Noxious and Invasive Vegetation</i>	4
6.04.100 <i>Obstructing Streets or Other Public Prop.</i>	1
6.08.010 <i>Prohibited Parking</i>	1

Current Case Load

The current case load will give you numbers for the number of cases that are currently open and the number of cases that were closed this month. Open cases are very time consuming and typically take a lot of time to close as notices have to be sent and time allowed for compliance to be gained.

Open Cases: **10**

Cases Closed this Month: **3**

Notices

Notices have to be sent for most code violations. Typically the process requires a first notice to be sent and if the code violation isn't corrected in a certain period of time, a final notice has to be sent. Below are numbers for notices that were sent this month.

Notice of Violation: **1**

Final Notice of Violation: **4**

Vehicle Tracking

The vehicle that I use for my Code Enforcement Duties is equipped with a GPS and software that tracks the vehicles location. I have built a Geo Fence around the city limits and this allows me to run a report on the amount of time spend in the vehicle during my time with the city.

Date	Time	Distance
1/7/21	59 min	17.62
1/8/21	2 hr 20 min	33.02
1/14/21	2 hr 32 min	28.38
1/15/21	2 hr 52 min	27.59
1/21/21	1 hr 55 min	21.6
1/22/21	1 hr 14 min	13.77
1/28/21	1 hr 30 min	15.84
1/29/21	1 hr 13 min	15.14
Total	14 hr 35 min	172.96

February Plans

Below is a list of planned activities for next month

● Address Number Inspections

- *I have been working on a joint project with Yachats Rural Fire Protection District in order to gain compliance with the city code on address numbers. I asked Chief Frankie Petrick in December if she would be interested in working on the project with me in order to ensure that peoples address numbers are visible in case of emergency so that responders don't waste precious time looking for the correct location of the emergency. I will be making a list of homes that don't have visible address numbers and sending friendly reminders to them explaining what city code requires and what YRFPD suggests when it comes to home numbers.*

● Grease Trap Inspections

- *I have been working with Public Works to inspect some of the manholes and sewer lines ahead of conducting grease trap inspections. This will allow me to have a better understanding of what the lines look like on the other end of the line and see what the grease traps are missing.*

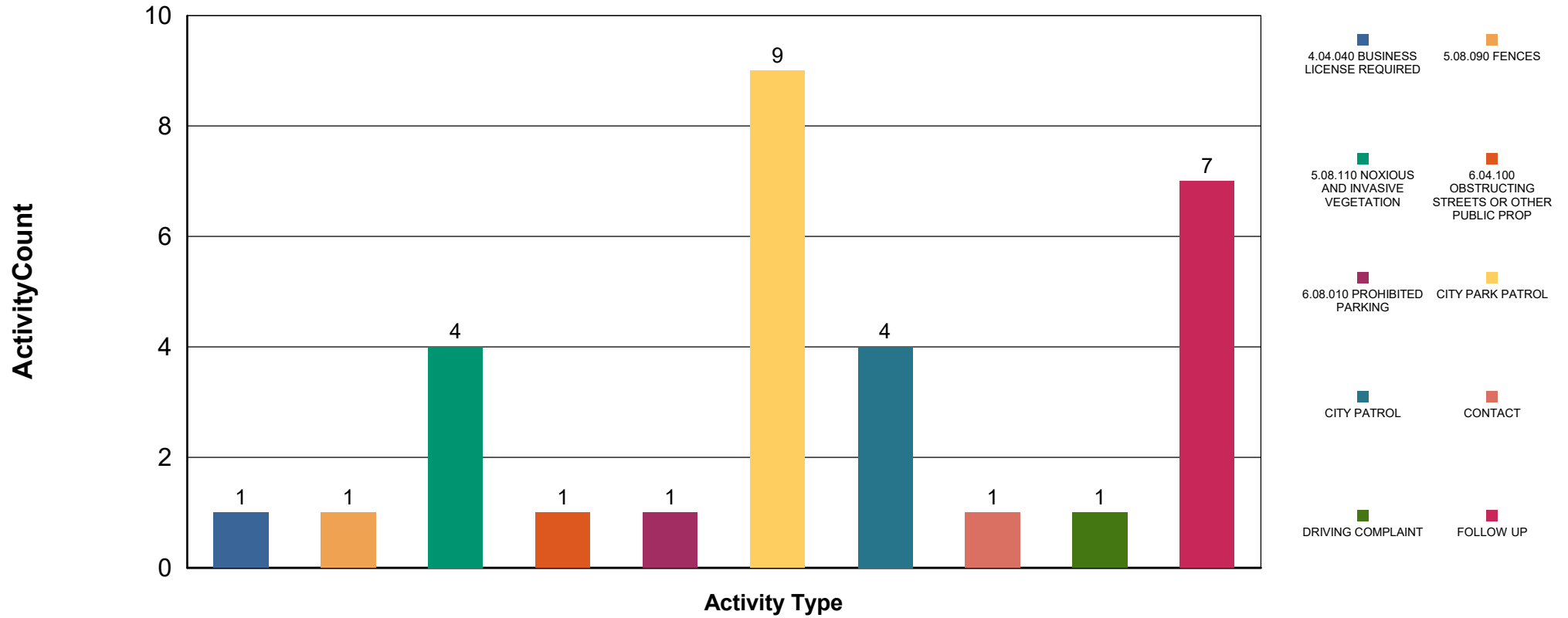
● Previous Record Organization

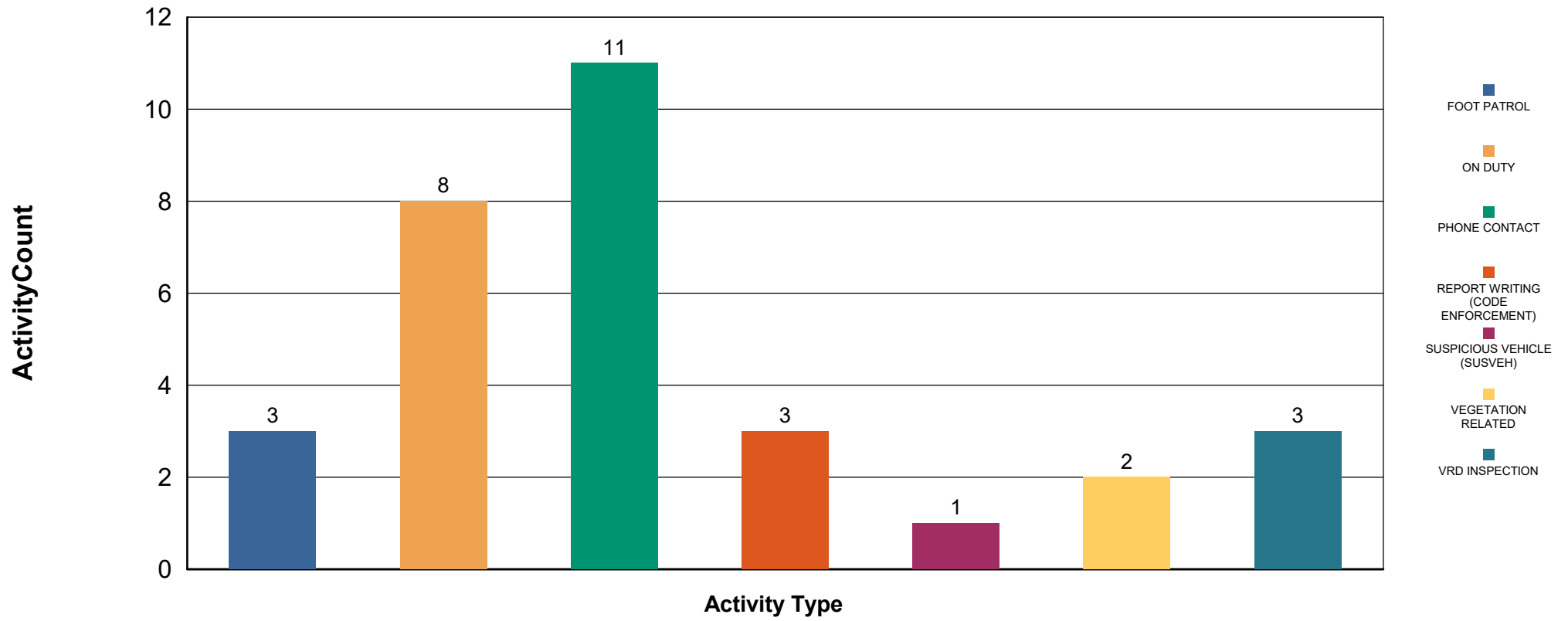
- *While looking through records from years past, I have found that different code enforcement officers of the past, had different ways of filing. This has made it difficult to research the history or complaints. I plan on spending some time to organize these files in a uniform manner to make it easier to research previous complaints.*

Activity Count

Patrol Services

Report Range : 1/1/2021 12:00:00AM To 1/31/2021 11:59:59PM Report Title :





CITY OF YACHATS

4.04.040 BUSINESS LICENSE REQUIRED

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/22/2021 1030	01/22/2021 1400	3 Hr 30 Min	CITY OF YACHATS :	MATT FRANK

CITY OF YACHATS

Total Man Hours Primary Officer : 3 Hr 30 Min

Total Events : 1

Total Man Hours Backup Officer : 0 Hr 0 Min

Activity Type Percentage : 2%

4.04.040 BUSINESS LICENSE REQUIRED

Total Man Hours : 3 Hr 30 Min

5.08.090 FENCES

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/21/2021 1130	01/21/2021 1200	0 Hr 30 Min	CITY OF YACHATS :	MATT FRANK

CITY OF YACHATS

Total Man Hours Primary Officer : 0 Hr 30 Min

Total Events : 1

Total Man Hours Backup Officer : 0 Hr 0 Min

Activity Type Percentage : 2%

5.08.090 FENCES

Total Man Hours : 0 Hr 30 Min

5.08.110 NOXIOUS AND INVASIVE VEGETATION

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/29/2021 0930	01/29/2021 1100	1 Hr 30 Min	CITY OF YACHATS :	MATT FRANK
01/29/2021 1100	01/29/2021 1230	1 Hr 30 Min	CITY OF YACHATS :	MATT FRANK
01/29/2021 1400	01/29/2021 1445	0 Hr 45 Min	CITY OF YACHATS :	MATT FRANK
01/29/2021 1445	01/29/2021 1530	0 Hr 45 Min	CITY OF YACHATS :	MATT FRANK

CITY OF YACHATS

Total Man Hours Primary Officer : 4 Hr 30 Min

Total Events : 4

Total Man Hours Backup Officer : 0 Hr 0 Min

Activity Type Percentage : 7%

5.08.110 NOXIOUS AND INVASIVE VEGETATION

Total Man Hours : 4 Hr 30 Min

6.04.100 OBSTRUCTING STREETS OR OTHER PUBLIC PROP

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/21/2021 0945	01/21/2021 1100	1 Hr 15 Min	CITY OF YACHATS :	MATT FRANK

CITY OF YACHATS**Total Man Hours Primary Officer : 1 Hr 15 Min****Total Events : 1****Total Man Hours Backup Officer : 0 Hr 0 Min****Activity Type Percentage : 2%****6.04.100 OBSTRUCTING STREETS OR
OTHER PUBLIC PROP****Total Man Hours : 1 Hr 15 Min****6.08.010 PROHIBITED PARKING**

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/28/2021 0905	01/28/2021 0915	0 Hr 10 Min	CITY OF YACHATS : PARKS : SMELT SANDS STATE PARK	MATT FRANK

CITY OF YACHATS**Total Man Hours Primary Officer : 0 Hr 10 Min****Total Events : 1****Total Man Hours Backup Officer : 0 Hr 0 Min****Activity Type Percentage : 2%****6.08.010 PROHIBITED PARKING****Total Man Hours : 0 Hr 10 Min****CITY PARK PATROL**

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/07/2021 1030	01/07/2021 1045	0 Hr 15 Min	CITY OF YACHATS	MATT FRANK
01/08/2021 0900	01/08/2021 0915	0 Hr 15 Min	CITY OF YACHATS	MATT FRANK
01/14/2021 0900	01/14/2021 0920	0 Hr 20 Min	CITY OF YACHATS	MATT FRANK
01/14/2021 1155	01/14/2021 1156	0 Hr 1 Min	CITY OF YACHATS	MATT FRANK
01/15/2021 0900	01/15/2021 0920	0 Hr 20 Min	CITY OF YACHATS	MATT FRANK
01/21/2021 0900	01/21/2021 0920	0 Hr 20 Min	CITY OF YACHATS : PARKS	MATT FRANK
01/22/2021 0900	01/22/2021 0920	0 Hr 20 Min	CITY OF YACHATS : PARKS	MATT FRANK
01/28/2021 0900	01/28/2021 0945	0 Hr 45 Min	CITY OF YACHATS : PARKS	MATT FRANK
01/29/2021 0900	01/29/2021 0920	0 Hr 20 Min	CITY OF YACHATS : PARKS	MATT FRANK

CITY OF YACHATS**Total Man Hours Primary Officer : 2 Hr 56 Min****Total Events : 9****Total Man Hours Backup Officer : 0 Hr 0 Min****Activity Type Percentage : 15%****CITY PARK PATROL****Total Man Hours : 2 Hr 56 Min****CITY PATROL**

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/07/2021 1200	01/07/2021 1300	1 Hr 0 Min	CITY OF YACHATS	MATT FRANK
01/08/2021 1030	01/08/2021 1200	1 Hr 30 Min	CITY OF YACHATS	MATT FRANK

01/14/2021 1145	01/14/2021 1315	1 Hr 30 Min	CITY OF YACHATS	MATT FRANK
01/15/2021 1200	01/15/2021 1330	1 Hr 30 Min	CITY OF YACHATS	MATT FRANK

CITY OF YACHATS

Total Man Hours Primary Officer : 5 Hr 30 Min

Total Events : 4

Total Man Hours Backup Officer : 0 Hr 0 Min

Activity Type Percentage : 7%

CITY PATROL

Total Man Hours : 5 Hr 30 Min

CONTACT				
<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>

01/14/2021 1645	01/14/2021 1648	0 Hr 3 Min	CITY OF YACHATS :	MATT FRANK
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CITY OF YACHATS

Total Man Hours Primary Officer : 0 Hr 3 Min

Total Events : 1

Total Man Hours Backup Officer : 0 Hr 0 Min

Activity Type Percentage : 2%

CONTACT

Total Man Hours : 0 Hr 3 Min

DRIVING COMPLAINT				
<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>

01/14/2021 1015	01/14/2021 1017	0 Hr 2 Min	CITY OF YACHATS	MATT FRANK
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CITY OF YACHATS

Total Man Hours Primary Officer : 0 Hr 2 Min

Total Events : 1

Total Man Hours Backup Officer : 0 Hr 0 Min

Activity Type Percentage : 2%

DRIVING COMPLAINT

Total Man Hours : 0 Hr 2 Min

FOLLOW UP				
<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>

01/07/2021 1245	01/07/2021 1247	0 Hr 2 Min	CITY OF YACHATS :	MATT FRANK
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01/08/2021 0927	01/08/2021 0943	0 Hr 16 Min	CITY OF YACHATS :	MATT FRANK
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01/08/2021 1500	01/08/2021 1501	0 Hr 1 Min	CITY OF YACHATS :	MATT FRANK
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01/14/2021 1230	01/14/2021 1235	0 Hr 5 Min	CITY OF YACHATS :	MATT FRANK
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01/28/2021 1430	01/28/2021 1500	0 Hr 30 Min	CITY OF YACHATS :	MATT FRANK
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01/28/2021 1500	01/28/2021 1630	1 Hr 30 Min	CITY OF YACHATS :	MATT FRANK
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01/28/2021 1640	01/28/2021 1700	0 Hr 20 Min	CITY OF YACHATS :	MATT FRANK
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CITY OF YACHATS**Total Man Hours Primary Officer : 2 Hr 44 Min****Total Events : 7****Total Man Hours Backup Officer : 0 Hr 0 Min****Activity Type Percentage : 11%****FOLLOW UP****Total Man Hours : 2 Hr 44 Min****FOOT PATROL**

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/08/2021 1330	01/08/2021 1345	0 Hr 15 Min	CITY OF YACHATS	MATT FRANK
01/22/2021 1300	01/22/2021 1330	0 Hr 30 Min	CITY OF YACHATS : PARKS : YACHATS OCEAN ROAD STATE PARK	MATT FRANK
01/22/2021 1727	01/22/2021 1800	0 Hr 33 Min	CITY OF YACHATS : 804 TRAIL	MATT FRANK

CITY OF YACHATS**Total Man Hours Primary Officer : 1 Hr 18 Min****Total Events : 3****Total Man Hours Backup Officer : 0 Hr 0 Min****Activity Type Percentage : 5%****FOOT PATROL****Total Man Hours : 1 Hr 18 Min****ON DUTY**

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/07/2021 0902	01/07/2021 1725	8 Hr 23 Min	CITY OF YACHATS	MATT FRANK
01/08/2021 0857	01/08/2021 1719	8 Hr 22 Min	CITY OF YACHATS	MATT FRANK
01/14/2021 0950	01/14/2021 1706	7 Hr 16 Min	CITY OF YACHATS	MATT FRANK
01/15/2021 0851	01/15/2021 1811	9 Hr 20 Min	CITY OF YACHATS	MATT FRANK
01/21/2021 0842	01/21/2021 1443	6 Hr 1 Min	CITY OF YACHATS	MATT FRANK
01/22/2021 0854	01/22/2021 1800	9 Hr 6 Min	CITY OF YACHATS	MATT FRANK
01/28/2021 0903	01/28/2021 1706	8 Hr 3 Min	CITY OF YACHATS	MATT FRANK
01/29/2021 0849	01/29/2021 1652	8 Hr 3 Min	CITY OF YACHATS	MATT FRANK

CITY OF YACHATS**Total Man Hours Primary Officer : 64 Hr 34 Min****Total Events : 8****Total Man Hours Backup Officer : 0 Hr 0 Min****Activity Type Percentage : 13%****ON DUTY****Total Man Hours : 64 Hr 34 Min****PHONE CONTACT**

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/04/2021 1353	01/04/2021 1354	0 Hr 1 Min	CITY OF YACHATS : <input type="text"/>	MATT FRANK

01/07/2021 0942	01/07/2021 0945	0 Hr 3 Min	CITY OF YACHATS :	MATT FRANK
01/08/2021 1320	01/08/2021 1326	0 Hr 6 Min	CITY OF YACHATS :	MATT FRANK
01/14/2021 0923	01/14/2021 0926	0 Hr 3 Min	CITY OF YACHATS :	MATT FRANK
01/14/2021 1156	01/14/2021 1208	0 Hr 12 Min	CITY OF YACHATS :	MATT FRANK
01/14/2021 1456	01/14/2021 1457	0 Hr 1 Min	CITY OF YACHATS :	MATT FRANK
01/14/2021 1527	01/14/2021 1527	0 Hr 0 Min	CITY OF YACHATS :	MATT FRANK
01/15/2021 1016	01/15/2021 1018	0 Hr 2 Min	CITY OF YACHATS :	MATT FRANK
01/15/2021 1135	01/15/2021 1136	0 Hr 1 Min	CITY OF YACHATS :	MATT FRANK
01/15/2021 1414	01/15/2021 1418	0 Hr 4 Min	CITY OF YACHATS :	MATT FRANK
01/28/2021 1054	01/28/2021 1055	0 Hr 1 Min	CITY OF YACHATS :	MATT FRANK

CITY OF YACHATS

Total Man Hours Primary Officer : 0 Hr 34 Min

Total Events : 11

Total Man Hours Backup Officer : 0 Hr 0 Min

Activity Type Percentage : 18%

PHONE CONTACT

Total Man Hours : 0 Hr 34 Min

REPORT WRITING (CODE ENFORCEMENT)				
<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/07/2021 1539	01/07/2021 1540	0 Hr 1 Min	CITY OF YACHATS :	MATT FRANK
01/22/2021 1424	01/22/2021 1426	0 Hr 2 Min	CITY OF YACHATS :	MATT FRANK
01/22/2021 1539	01/22/2021 1540	0 Hr 1 Min	CITY OF YACHATS :	MATT FRANK

CITY OF YACHATS

Total Man Hours Primary Officer : 0 Hr 4 Min

Total Events : 3

Total Man Hours Backup Officer : 0 Hr 0 Min

Activity Type Percentage : 5%

REPORT WRITING (CODE ENFORCEMENT)

Total Man Hours : 0 Hr 4 Min

SUSPICIOUS VEHICLE (SUSVEH)				
<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/28/2021 0930	01/28/2021 0945	0 Hr 15 Min	CITY OF YACHATS : PARKS : YACHATS OCEAN ROAD STATE PARK	MATT FRANK

CITY OF YACHATS

Total Man Hours Primary Officer : 0 Hr 15 Min

Total Events : 1

Total Man Hours Backup Officer : 0 Hr 0 Min

Activity Type Percentage : 2%

SUSPICIOUS VEHICLE (SUSVEH)

Total Man Hours : 0 Hr 15 Min

VEGETATION RELATED

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/07/2021 1215	01/07/2021 1217	0 Hr 2 Min	CITY OF YACHATS :	MATT FRANK
01/15/2021 1430	01/15/2021 1542	1 Hr 12 Min	CITY OF YACHATS :	MATT FRANK

CITY OF YACHATS**Total Man Hours Primary Officer : 1 Hr 14 Min****Total Events : 2****Total Man Hours Backup Officer : 0 Hr 0 Min****Activity Type Percentage : 3%****VEGETATION RELATED****Total Man Hours : 1 Hr 14 Min****VRD INSPECTION**

<u>Event Start</u>	<u>Event End</u>	<u>Man Hours</u>	<u>Location</u>	<u>Officer</u>
01/21/2021 1400	01/21/2021 1415	0 Hr 15 Min	CITY OF YACHATS :	MATT FRANK
01/26/2021 1600	01/26/2021 1615	0 Hr 15 Min	CITY OF YACHATS :	MATT FRANK
01/29/2021 1700	01/29/2021 1715	0 Hr 15 Min	CITY OF YACHATS :	MATT FRANK

CITY OF YACHATS**Total Man Hours Primary Officer : 0 Hr 45 Min****Total Events : 3****Total Man Hours Backup Officer : 0 Hr 0 Min****Activity Type Percentage : 5%****VRD INSPECTION****Total Man Hours : 0 Hr 45 Min****Totals For Group CITY OF YACHATS****Group Total Man Hours Primary Officer : 89 Hr 54 Min****SubTotal Group Events : 61****Group Total Man Hours Backup Officer : 0 Hr 0 Min****Group Total Man Hours : 89 Hr 54 Min****Grand Totals****Total Man Hours Primary Officer : 89 Hr 54 Min****Total Events : 61****Total Man Hours Backup Officer : 0 Hr 0 Min****Total Man Hours : 89 Hr 54 Min**



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MEMORANDUM

DATE: February 5, 2021
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 in January. I traveled to Yachats most weeks and worked remotely if I had a schedule conflict. I traveled to Yachats January 5th, 19th, and 26th.

I will be available to serve as the City Planner until the end of February. The contract for January and February will be updated to reflect the reduction in hours. Starting in March I can still serve in a limited supportive role if requested. The contract, if continued, will be on an hourly basis.

Building Permits

In January the City of Yachats received three building permits. I spoke to a few property owners that may submit building permits this year. Historically, building permits increase in late February to early March. I spoke to Lincoln County and they indicated Yachats had a high volume of new homes last year compared to other Lincoln County cities. Based on the number of inquiries and the already submitted two new home permits it appears the permit volume may stay high again this year.

Date Received	Type of Permit	Zoning	Address	Status
1/12/2021	Single-Family Home and Garage	R-1	561 Overlook Drive (14-12-34 AC TL 2100)	Pending
1/14/2021	Single-Family Home and Garage	R-1	280 Spruce Avenue (14-12-26 CB TL 6800)	Pending
1/21/2021	Garage, deck, and interior remodel	R-1	1076 King Street (14-12-27 AA TL 7700)	Pending

Projects

- Staff had a meeting with DLCD's Laura Buhl in December discuss Parking. DLCD Staff put together a memo about potential options. Planning Commission reviewed the Memo at the January Planning Commission meeting. A formal recommendation will be made at the February meeting.
- The Natural Hazard Mitigation Plan (NHMP) resolution was approved by City Council and sent to the consultant.
- The Hazard Ordinance was approved by City Council and will be read by title at the February meeting.
- Planning continues to work with Planning Commission and City Council on the Lighting Ordinance.



Yachats Visitor Center Report

January 2021

We've stepped into the new year following a challenging month of increased COVID cases and restrictions.

As I've kept in touch with local businesses, we're all trying to make the best of these circumstances. I've continued to hear that business has been strong, especially during some of these sunny winter weekends we've had in between the storms.

As we get going in the first quarter of 2021 with vaccinations starting to roll out in the county, state, and nation, much is still in flux, but there's a spirit of cautious optimism for what this year will bring.

Thank you,

James Kerti
Yachats Visitor Center



Yachats Visitor Center in the Commons

We've expanded our brochure and pamphlet selection that is available at our outdoor window, including new tide tables for 2021 that have been popular (more on these later).

We're continuing to upgrade our space inside with beautiful new brochure holders and furniture.

When we can finally welcome visitors into the building safely again, it'll be a good experience.

I'm continuing to work in coordination with the City on use of the building.

I'm grateful for the help of my volunteers, who have been a big help in answering the phone, helping with mailers, and talking with visitors through the window.

Visitor activity

Businesses and lodging providers reported a strong final quarter, especially prior to the increased COVID restrictions that began when the winter wave hit.

It's encouraging to see a steady presence in visitor numbers even without the events and festivals we usually expect to attract people during the autumn and winter. It's unclear what exactly to take away from this evidence at this stage, but we're glad to see the businesses doing well.

Most of the visitor influx during this period has been from in-state, especially from cities like Portland and Eugene, as well as from other communities in central Oregon. It's been a mix of planned trips and people making the decision to come out to the coast on a winter weekend with pleasant weather.

As people in cities have been holed up inside during these cold months during the pandemic, many of them have been coming out to the coast for open skies and fresh air.

Community partnerships

Regular meetings with local businesses and community groups has provided a lot of helpful information, including the trends shared above. We're not able to have the level of face-to-face interactions a visitor center is used to having, so being able to hear from the businesses has been essential.



We've worked hard during this last quarter to expand our relationships with regional partners, particularly with the Waldport Chamber of Commerce. We're working to build a more collaborative relationship between the two cities, including sharing resources and advertising opportunities. In this past quarter, we ran our first shared ad with Waldport and Seal Rock. And we've just released a new colorful set of tide tables that our three communities will share.

We worked with the City of Yachats in participating in the Halloween Trick-or-Treating event. In addition to the visitor center serving as a stop on the trip, we helped with the marketing and publicity, both before and after the event. We've also been coordinating with the City on several other potential initiatives.

We also helped with this year's reworked (virtual) New Year's Peace Hike, which was brilliantly organized by the Yachats Trails Committee. We assisted with the promotion of the event, including the Amanda video they put together, and served as a key distribution point for the commemorative buttons. (Passing the buttons out through the visitor center window worked well.)

Digital platforms

George Mazeika has been an enormous help as a team member, especially with his work on our [Discover Yachats Facebook page](#).

He's been instrumental in honing our strategy and the growth of the platform for us.

We've continued to roll out our presence on other platforms, including Instagram, YouTube, and our website.

Marketing and advertising

Advertising has been a challenge this winter.

After working with several publications to set advertising plans for 2021, a number of them realized they were facing a more difficult market than they expected.

Some of them have had to postpone or cancel publication due to insufficient resources and opportunities. The pandemic has hit publications hard. It's taken extra effort from us to work with publications on these ever changing schedules and arrangements.



Nevertheless we continue to run print and digital ads in 2021, and will look more toward digital advertising as we get further into the year.

Event planning

In addition to keeping in touch with groups that are considering events for the next year, the visitor center is working with the Oregon Coast Honey Lovers Festival on an event for this year.

It is **very tentatively (!)** scheduled for Saturday, August 7.

Keeping in mind that such an event requires months of planning, we're laying the groundwork to be able to host a safe version of the event if the Commons is open and the developing public health situation allows. The event will of course be postponed if that is not the case.