

1. Agenda

Documents:

[2023-01-13 City Council WS Meeting.pdf](#)

2. Meeting Material

Documents:

[Council 2022 Goals.pdf](#)

[Scott - Goals.pdf](#)

[Carey Goals 2023.Pdf](#)

[OShaughnessey 2023 Council Goals.pdf](#)

[Mayor Berdies Input 2023 Council Goals.pdf](#)

[2023 Parks And Commons Goals.pdf](#)

[City Council Road Map 2023 Suggested By Mayor Berdie.pdf](#)



**CITY OF YACHATS
CITY COUNCIL SPECIAL WORK SESSION MEETING**

441 Hwy 101 N. Civic Meeting Room

Yachats OR 97498

Friday January 13, 2023, at 1:00pm

To Be Held Hybrid (In-Person & Zoom)

Join Zoom Meeting

<https://us02web.zoom.us/j/83393857030>

Meeting ID: 833 9385 7030

One tap mobile

+13462487799,,83393857030# US (Houston)

+16694449171,,83393857030# US

Council Work Session

- I. 2023 Goals and Objectives Review and Revision
 - A. Review available Commission input
 - B. Review staff input
 - C. Draft Goals and discuss

- II. Potential Meeting Changes
 - A. Use of Consent Agenda
 - B. Use of Aye/Nay voting
 - C. Times and Days, Consider evening meetings
 - D. Change in order: Fixed time for Public Comments
Announcements/Correspondence/Proclamations at fixed later time
 - E. Meeting Focus, One Admin and Policy, One CIP/Finance/Project
 - F. Written staff reports and recommendations for action items
 - G. Commissions updates (No more than one per meeting)

- III. Meeting Focus Roadmap (time permitting)

- IV. Water Security Discussion (Time permitting)
 - A. Councilors' ideas for achieving long term water supply
 - B. Possible Solution: Water Supply Committee
 1. Membership
 2. Timeline estimate
 3. Resources

The Yachats City Council meetings are open to the public and interested citizens are invited to attend via Zoom. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. The meeting are accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 (TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. POSTED January 9, 2023, BY: Kimmie Jackson

Council's 2022 Goals

Improve timeliness, relevance, quality and effectiveness of city service delivery

1. Recruit, evaluate, and hire City Manager.
2. Track and measure resident satisfaction with City requested services.
3. Work on priority items from Water and Wastewater Master Plans.

Prioritize and demonstrate environmental responsibility in all actions and decisions

1. Take action on priorities relative to water sustainability.
2. Complete local wetland inventory and have it adopted by the state.

Strengthen relationships with Community

1. Conduct comprehensive community survey.

Provide a safe environment

1. Continue work on walkway project.
2. Ensure that intersections and streets have appropriate signage and other modifications to protect citizens and visitors.
3. Prioritize maintaining adequate water flows for fire safety and user needs.

Demonstrate Financial Responsibility

1. Pass an ordinance regarding the Finance Committee that addresses the expertise needed on the committee and the role of the committee.

Housing

1. Support avenues that address the lack of housing.

Public Works Staffing

1. Recognizing the importance of appropriately trained operators for City's water and wastewater plants, budget for public works hiring that addresses succession planning.

Begin forwarded message:

From: Greg Scott <coastguy46@gmail.com>
Date: January 8, 2023 at 1:04:44 PM PST
To: Craig Berdie <cberdie@gmail.com>
Cc: Heide Lambert <citymanager@yachatsmail.org>
Subject: council goals

I am only including my most critical items. I have not provided any details assuming there will be council discussion of each item during the meeting. Because I believe three of the items will require council approval, it seems appropriate to include them in the goals discussion.

2023 Council Goals

Continue to support the City Manager's administrative upgrade process.

Expand and extend the city's Urban Renewal program. Requires council action.

Authorize the use of Food & Beverage tax receipts for water projects and extend the life of this item. Requires council action.

Pursue alternate water supply options with the SW Lincoln County Water District and the City of Waldport. Will require council action for an Intergovernmental agreement at some point.

PROPOSED DRAFT: Yachats City Council Goals 2023: Catherine Whitten-Carey 01 08 2023

S	M	A	R	T
Specific	Measureable	Achievable	Relevant	Time-Bound

1. Provide timeliness, quality and effectiveness of city service delivery	S	M	A	R	T
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- a. Supervise, guide, support, and evaluate the City Manager
- b. Provide the public with the City Manager’s Job Description (2b below)
- c. Provide 360 Degree evaluative feedback; support ways to improve
- d. Ensure the City Manager is upholding all responsibilities;
Hold City Manager accountable for positive moral and high productivity of city staff; confidentiality; timeliness of responses; ethical and moral behavior; keeping within the law
- e. Provide citizens with timely feedback after any phone call, email, in person request or concern. Document same.
- f. Track City Complaints and Requests for Service. What has come in, what’s been done, how long did it take, did the citizen receive feedback?

- g. Ensure that safety liabilities are taken care of immediately/quickly
- h. Provide for necessary City Manager training(s)
- i. Guide City Manager in best practices for the community
- j. Support the City Manager she/he provides trainings to staff (See below 3a)
- k. Ensure that available and relevant grants are applied for within timelines provided (e.g. Future Three Rivers Grants, Oregon Department of Energy Resiliency Planning Grant - due Feb. 15, 2023 [Part of a \$50M Grant program], etc.)

2. Coordinate involvement and communication with the Community	S	M	A	R	T
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- a. Update/upgrade City Website (i.e. easier to navigate, transparent information, no poor connections to Zoom meetings, etc.)
- b. Create transparency by making items easily accessible to the public: City Manager’s Job Description (1b above); Sharing CIP progress report with the community; creating a visual dashboard about city business, etc.
- c. Develop a system in which all phone calls to City Hall are answered within 3 rings; All emails to City Hall are acknowledged and answered within 12-24 hours. (See 1e)
- d. Support community involvement, the City Commissions, Committees, and volunteers; Hear their ideas and provide the resources to assist in adopted plans in a timely fashion; Have City Council representation at Commission meetings.
- e. Conduct a comprehensive community survey; present results to City Council and community
- f. Communicate regularly with community giving updates from Commissions, Committees, Fire District, Chamber of Commerce
- g. Conduct regular, periodic “coffee hours” with residents at rotating restaurants in the community

- h. Create a new, rustic, aesthetically pleasing sign (no neon) outside of the Commons to deliver messages to the community.
- i. Assess current residency rules for Commission Members. Consider changing to include some residents within the 97498 zip code, which would allow other enthusiastic & dedicated individuals within our community to participate.

3. Develop city staff support, education, and feedback	S	M	A	R	T
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- a. Develop protocol and provide trainings to all city employees & volunteers (mandatory for employees) on essential HR related issues (i.e. OSHA; ADA; Prevention of workplace Discrimination, Harassment, and Retaliation; Cultural Competency; Biases; New Employee Onboarding; Leveraging Interaction Skills; Hostile Intruder Training; Mandatory Reporting of Abuse, Conflict Management, etc.)
- b. Hire appropriately trained operators for the City’s water and wastewater plants; budget for appropriate Public Works’ hiring that address succession planning
- c. Include city staff in 360 Degree evaluation process of City Manager

4. Provide for a safe, welcoming, inclusive, legally upheld environment

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- a. Assess liabilities; Oversee that safety issues are quickly resolved. (1g above)
- b. Prioritize adequate water flows for fire safety and user needs.
- c. See 3a above: “Develop protocol and provide trainings to all city employees & volunteers (mandatory for employees) on essential HR related issues (i.e. OSHA; ADA; Prevention of workplace Discrimination, Harassment, and Retaliation; Cultural Competency; Biases; New Employee Onboarding; Leveraging Interaction Skills; Hostile Intruder Training; Mandatory Reporting of Abuse, Conflict Management, etc.)”
- d. Support the Emergency Preparedness Committee, its recommendations and others. Implement plans for “Mapping Your Neighborhood”, and other recommendations - e.g. Uphill emergency supply storage “caches”, etc.
- e. Ensure that all city buildings, establishments, and events are meeting ADA and Oregon regulations & standards regarding disabilities: accessibility and accommodations.
- f. Support recommendations put forth by the “Wheel the World Accessibility Assessment” in Yachats and the Chamber of Commerce. This project is being funded by a \$20,000 grant, through Travel Oregon, to assess ADA accessibility around town (hotels, restaurants, trails, etc.)
- g. Develop safety standards and protocols for City Hall. Create a welcoming and, yet, safe & secure public building for our employees (e.g. security cameras, no line of sight from front door to the (only) back exit door, alert buttons, rotate staff on duty in order to always have the front door monitored, etc.)
- h. Develop safety standards and protocols for The Commons.
- i. Streets:
 - Ensure the flashing 101 pedestrian crosswalk light is repaired ASAP
 - Complete delineator project: On 101 south to Yachats River Bridge

- Maintain intersections and streets to have appropriate signage, indicating parking accessibility, trail markings, etc.
 - Create defined parking spaces, markings and signage on 2nd Street and Pontiac Street (30+ parking spaces) & other areas that have accessible public parking; Review opportunity to invite visitors to park in City Hall and the Commons' parking areas during evenings, weekends and holidays.
 - Investigate upgrade to dangerous sidewalk curbs within the city (liability?)
 - Provide prompt (within one week) repair of any street delineator that is broken.
- j. Complete Sunset Parks Project (Pocket Parks)
 - k. Complete Bike Rack installation
 - l. Complete Walk-Way project along the bay/Ocean View Drive
 - m. Complete Little Log Church & Museum repairs/reconstruction
 - n. Complete Library extension project
 - o. Repair wetland boardwalk
 - p. Ensure that the Planning Commission and other Commissions' recommendations are being heard and addressed in a timely manner; Ensure that building code standards & regulations are being adhered to.
 - q. Evaluate that the Code Enforcement Officer is addressing violations & concerns in a timely manner.
 - r. Work with ODOT to put in more 25 MPH signs, both north and south through town & exiting town; Add radar detection stating current speed going south towards bridge/over bridge; add signs/flashing light to indicate a cross-section at 101 and Lori Lane; add walkway across 101 at Lori Lane, etc.
 - s. Reconcile inequities within our community regarding health care;
Search out & create new opportunities to establish health care alternatives with-in the city limits. (i.e. physical and mental health resources)

5. Provide financial responsibility	S	M	A	R	T
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- a. Refine & implement CIP process. Discuss & determine how project prioritization will be most appropriately addressed.
- b. Maintain “Life Cycle” inventory of all capital items with date of purchase, installation date, and expected expiration/replacement date (e.g. when was The Commons’ new heating system put in & when will it need replacing?)
- c. Communicate the City’s “Financial Health” with community at least quarterly through a website dash-board, presentations at City Council Meetings, and/or via the Newsletter.

6. Oversee and implement environmental responsibility in all actions and decisions	S	M	A	R	T
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- a. Develop a plan for acquisition of additional available lands for city parks, trails, and recreational use. Implement the same.
- b. Produce wetlands assessment and improve that area
- c. Develop the City’s greenspace with emphasis on topographical aesthetics, enjoyment, relaxation, safety, a space for dogs to run, possible open-air venue for entertainment, and native plants
- d. Upgrade lighting ordinance to direct that all lights, private and public need to abide with limited lumen, directionality, and spectrum to ensure stars can be seen at night, private homes are not invaded, citizens and visitors are safe, and that Wildlife is safe.
- e. Buy environmentally safe, disintegrating doggie bags for dog waste bag receptacles

- f. Create expanded recycling opportunities (i.e. recycle glass from residences, invasive species vs. non-invasive species brush pick-up, etc.)
- g. Evaluate if the city can support/assist in “Net-Zero” alternatives in housing projects

7. Implement plans that ensure water security and waste water management	S	M	A	R	T
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- a. Evaluate long-term water supply needs and resources
- b. See 3b above: “Hire appropriately trained operators for the City’s water and wastewater plants; budget for appropriate hiring that address succession planning”
- c. Actualize the Water & Wastewater Master Plan; See CIP Plan
- d. Evaluate ways to conserve water and incentivise homeowners (e.g. gutter water-barrels, etc.)

8. Coordinate and support housing needs	S	M	A	R	T
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- a. Create and complete plans to address the housing needs assessment and workforce housing needs.
- b. Continue to support the cooperative engagement to supply the unhoused with protection from inclement weather in the new “Don’s Place” units outside the Presbyterian Church.
- c. Maintain and enhance relationships with other groups who can assist in providing

services to those in need.

- d. Revisit and reassess the City's Rental Housing rules. Are these rules the most viable and beneficial for the community? Could incentives be utilized to persuade more to provide long-term, appropriately priced rentals?

PROPOSED DRAFT: Yachats City Council Goals 2023: Catherine Whitten-Carey 01 08 2023

These suggestions are by no means comprehensive as we will be reviewing input from all the councilors and I attempted not to be repetitive.

Mary Ellen O'Shaughnessey

Complete HR process of writing job descriptions and hiring permanent staff

Identify priorities and projects that provide for the safety and sustainability of water resources for the next 20 years

Educate the community including commercial businesses, restaurants, households, vacation rentals, and hotels about best practices for water conservation

Review building codes and ordinances that provide guidance that encourages/incentivizes the use of sustainable building practices

Provide written guidance to Commissions and Committees regarding Council expectations for 2023

Undertake a survey of safety issues in our community, prioritize the findings and address the issues in a timely fashion

Review the recommendations from the Housing Needs Analysis Report and identify next steps with an awareness of our local business's desperate need for employee housing

Initiate, monitor and review the use of the CIP evaluation for all City projects in the coming year making suggested changes that add clarity and efficiencies.

Identify ways for community members to provide input on City initiatives and projects

Continue to educate City Council members and the Mayor about their roles and responsibilities in the Council-City Manager form of government

Review the Findings and Recommendations of the Parking Management Study and identify those that can be implemented before the summer of 2023

Mayor Berdie's Input - Council's 2023 Goals

Improve timeliness, relevance, quality and effectiveness of city service delivery

1. Track and measure resident satisfaction with City requested services.
2. Implement priority items from Water and Wastewater Master Plans.
3. Develop visual dashboards based on key indicators: Finance, Office, Project.

Prioritize and demonstrate environmental responsibility in all actions and decisions

1. Take action on CIP priorities relative to water sustainability.
2. Complete local wetland inventory and have it adopted by the state.
3. Develop and sustain city greenspaces with an emphasis on native plants
4. Explore expanded recycling opportunities

Strengthen relationships with Community

1. Conduct a comprehensive community survey and present the results.

Provide a safe environment

1. Complete engineering, let bids and initiate construction of walkway project.
2. Complete delineator project on 101 from Ocean View Drive to Yachats River
3. Ensure that intersections and streets have appropriate signage and other modifications to protect citizens and visitors. (?? Include trail markings; are there specific signs??)
4. Prioritize adequate water flows for fire safety and user needs.
5. Ensure maintenance safety issues are prioritized and quickly resolved
6. Reinvigorate Emergency Preparedness including caches and/or other practices.

Demonstrate Financial Responsibility

1. Refine and improve CIP evaluation process
2. Include "revenue" potential in financial decisions
3. Inventory all capital items with date purchased or installed and expected replacement date.

Housing

1. Complete plans to address the lack of workforce housing.
2. Develop relationships with entities to provide humane shelter and houseless services

Staffing

1. Recognizing the importance of appropriately trained operators for City's water and wastewater plants, budget for public works hiring that addresses succession planning.
2. Assign facility management responsibilities for city properties
3. Identify areas that require significant staff resources and explore tools to improve efficiency with current staff levels.

Water Security

1. Identify long-term water supplies or other means of ensuring adequate drinking water during traditional dry months. This may include the establishment of a special committee.
2. Implement water conservation ordinances and develop best practices for households and commercial users.

2023 Parks & Commons Goals

1. Improve communication and collaboration with Yachats City Council, other Commissions, city employees, and other partnership organizations. No silos.
2. Keep aesthetics and “green thinking” in mind when making any city decision.
3. Bring the Parks and Commons Commission up to full membership.
4. Identify and obtain grants to assist in the cost of projects.
5. Parks:
 1. Complete Sunset Parks, North and South, before April 1, 2023.
 2. Complete engineering and bid process and start construction of Ocean View Walkway & Overlooks: at least one grant applied for and awarded.
 3. Install Bicycle Racks before May 1, 2023.
 4. Complete design and implementation plan for the Commons Greenspace.
 5. Vendor selected and preliminary draft completed for a Master Park Plan.
 6. Evaluate trail signage and develop standards for new and existing signs.
 7. Purchase Ocean View Peace Park sign from designer and have it installed.
 8. Identify desirable land parcels and submit them to the City Council as part of Master Park plan (in conjunction with the Planning Commission and others)
 9. Explore ideas for additional public restroom for visitors and residents
6. Commons:
 1. Paint exterior and repair and paint gutters and fascia
 2. Establish upkeep & maintenance record keeping including timelines of when done and expected replacement/maintenance)
 3. Secure basement from flood damage. Consider dual pump and back-up power
 4. Create a new 101 sign regarding events and notices
 5. Evaluate North entrance upgrades: Further develop initial plans and costing for North entrance and steps/walkway from 101 sidewalk.
 6. Specify and implement Pavilion upkeep, improvements, and maintenance
 7. Improve event revenues and booking opportunities:
 1. Audio sound system update in multi-purpose room
 2. Lighting update in multi-purpose room
 3. Stage “greenroom for performers” update with comforts; add bathroom
 4. Add acoustic panels to multi-purpose room
 5. Ensure high quality internet/Wi-Fi access to performers and patrons
 8. Improve collaboration with city facilities staff: work processes, building system
7. Trails:
 1. Inventory existing trails to identify areas that will/may need infrastructure repairs and/or replacement and develop a prioritized list of projects
 2. Create a checklist of routine and ongoing trail maintenance items to decide which projects to work on in upcoming work sessions.
 3. Identify trail crew members capable of becoming Trail Leaders
 4. Identify and attend ongoing training for both Trail Leaders and crew members
 5. Maintain and expand partnerships with local organizations to sustain and promote Yachats trails
 6. Strengthen the understanding among the community of the value of trails

City Council 2023 Meeting Roadmap Suggested By Mayor Berdie

January	Work Session Goals, Meeting format and schedule	Meeting One Long Range Water Security Form and Format Solicit Budget Committee Members Planning Commission: Goals, Barriers, Resources	Meeting Two - CIP/Finance Focus Approved CIP Item Status and Schedule Appoint Budget Committee (To date)
February	CM Report Items and Format	Water Security Ordinance Approve Additional Budget Committee Members Public Work Commission: Goals, Barriers, Resources	Finance Committee Review. Charge, Resources Finalize Budget Committee Schedule Budget Committee Meetings
March	Citizen Survey (Consultants, Questions)	Water Committee Status Library Commission: Goals, Barriers, Resources	Budget Input - Citizens, Commission, Finance
April	Shovel Ready Grant Fund and Process	Finalize Citizen Survey Parks, Trails and Commons: Goals, Barriers, Resources	Budget Status
May	Workforce Housing	Beauty, Maintenance City Campus Invasive Species Ordinance Emergency Preparation: Goals, Barriers, Resources	Budget and Finance Committee Reports Shovel Ready Grant Fund and Process
June	Houseless Services	Final Review Appropriated CIP Status Water Security: Goals, Barriers, Resources	2023/4 CIP Final Review and Approval
July	Utility Billing Cost Savings	Citizen Survey Results, Goal review and revision Planning Commission: Goals, Barriers, Resources	CIP Schedule and Sequence Review Utility Agreements, Enhanced Recycling discussion
August	Emergency Preparedness	Water Conservation Ordinance and Incentives Emergency Preparedness Assignments and Training Public Work Commission: Goals, Barriers, Resources	Storm Water Master Plan
September	Land Acquisition: Water, Parks, Conservation	Water Committee Recommendations Library Commission: Goals, Barriers, Resources	Street and Sewer Schedule Final Plans
October	Commons: Long Range Funding	Parks, Trails and Commons: Goals, Barriers, Resources	Shovel Ready Changes to Budget Process