

1. 9:30 A.M. Agenda

Documents:

[2021-01-15 Council Agenda1.Pdf](#)

2. Meeting Materials

Documents:

[2021-01-15 Finance Officer.pdf](#)

[2021-01-15 Organizational Charts.pdf](#)



**CITY OF YACHATS
SPECIAL CITY COUNCIL WORK SESSION
Yachats OR
Friday, January 15, 2021 at 9:30 am
To Be Held Via Zoom
Join Zoom Meeting**

Join Zoom Meeting

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WORK SESSION AGENDA

I. Personnel and Volunteer Discussion

The Yachats City Council meetings are open to the public and interested citizens are invited to attend. 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. Public meeting minutes are available for review at City Hall. The meeting place is 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.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a 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 1/11/2021

As the council explores options for a finance officer, it is important to frame this discussion in a larger context. Yachats has never had professional financial expertise on staff and yet financial decisions touch almost every aspect of city services and consume considerable council discussion time largely due to a lack of relevant data. Also missing from staff expertise is the ability to do professional analysis of financial and statistical examination of city projects, utility rates, and other topics that include financial or numerical data. Finally, when data is presented, it is rarely in a form that is understood. The pattern seems to be if a little data is good, a lot data must be better. Non-technical people are generally more visually oriented. What is needed is someone that understands both what the audience needs and how to present the data most effectively.

The finance committee was originally conceived to help fill this void and was chartered to look beyond the current time horizon to identify long term financial issues; examine the options and recommend to the city council solutions. It does not appear to be functioning in a proactive role as originally envisioned. This is not meant to be critical of the finance committee. Instead this is a failure of leadership to understand the original intent and provide the necessary guidance about the committee's role and tasks.

Historically the city has had two appointed positions. A city recorder and a public works director. When the public works director position was eliminated to help pay for the new city manager, the council and community lost that second voice. There is reason to believe that decision was a mistake.

At the council begins the discussion about the need for financial expertise, the following charter sections should be considered:

Section 5. Construction. The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law.

Section 18. Resolutions. The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The City of Yachats resolves as follows:"

Section 35. Appointive Officers. Additional officers as the Council deems necessary shall be appointed and may be removed by a majority vote of the entire Council.

As the city council begins the discussion about how to address the need for financial and analytical expertise, consider the following option. The council could create a new appointed position for a finance officer. Like the former public works director, this person would be hired by and report directly to the city council. This places the onus on the council to define the job both in terms of skill and scope of responsibility. The position could also serve as the budget officer which would be similar to the structure used by most cities.

Final Thoughts

After participating in two regional typical recruitments for a city manager, I have come to the realization this option is a mistake for a small community like Yachats. We simply can't afford to pay the salary that qualified people expect and that larger cities can afford. By the time Yachats is ready to make a decision, the better applicants have found jobs. I have come to the conclusion that an alternate recruitment process is the best option. One option could be a local search for an individual with financial and analytical skills but not necessarily city experience. More important than actual municipal experience is a willingness to understand the local culture and values; the capacity to learn; the ability to lead by example and the willingness to do what is necessary.

The council needs to do a better job defining council expectations; setting standards for performance and measuring outcomes.

Prepared by: Greg Scott
Reviewed by: Ann Stott



DATE: January 15, 2021

TO: Leslie Vaaler, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Organizational Structure

Attached is the organizational chart from 1) the October 2015 Organizational Study and 2) the December 2020 Organizational Memo.

For review you can find the following at:

December 2020 Organizational Memo:

<https://www.yachatsoregon.org/DocumentCenter/View/1280/2020-12-03-Organizational-Memorandum>

July 2019 Organizational Input:

<https://www.yachatsoregon.org/DocumentCenter/View/1281/2019-07-03-Organizational-Structure-Input>

October 2015 Organizational Study:

https://www.yachatsoregon.org/DocumentCenter/View/1282/2015-10-01-Yachats_Org_Study

2017 Organizational Chart:

<https://www.yachatsoregon.org/DocumentCenter/View/1286/2017-organization-chart->

2009 Organizational Chart:

<https://www.yachatsoregon.org/DocumentCenter/View/1285/2009-organization-chart->

2008 Organizational Chart:

<https://www.yachatsoregon.org/DocumentCenter/View/1284/2008-organization-chart->

2007 Organizational Chart:

<https://www.yachatsoregon.org/DocumentCenter/View/1283/2007-organization-chart>

Organization Chart - City of Yachats





