



**City Manager's Report  
February 20, 2019**

Dear Mayor Moore and Councilors,

It is my pleasure to update you on some of our current project highlights.

- **South Water Storage Tank:**
  - The City has received the Closeout Letter (attached) from Business Oregon that signifies that the project has been formally closed and the Principal Forgiveness portion of the loan has been forgiven/discharged.
  - ***Summary Business Oregon Terms***
    - Full loan amount \$1,730,000 with \$700,000 forgiven for a repayment balance of \$1,030,000
      - Original 2016 Award total \$1,400,000 (\$900,000/loan + \$500,000/forgivable loan (disadvantaged community status (maximum allowed))
      - Amendment #1 increased award \$15,000 (project management 100% forgivable)
      - Amendment #2 increased award \$315,000 (\$270,000/loan + \$45,000/forgivable loan
      - The \$700,000 Forgiveness is broken out as follows:
        - \$500,000 -- disadvantaged community status (maximum allowed)
        - \$170,000 -- all projects receive 10% of award as forgivable loan up to \$250,000 (10% of \$1,700,000 = \$170,000, when calculating the 10% we do not include the \$30,000 that is already forgivable loan for project management and labor standards compliance)
        - \$15,000 -- project management
        - \$15,000 -- labor standards compliance
      - The original 2016 interest rate and term was 2.2% for 20 years
        - Because we completed it within the 36-month window and the system user rate was above \$41.86 per 7,500 gallons of water (per the loan agreement) we received the forgiveness and a reduced interest rate of 1% for a 30-year term.
  - As noted in the May 9, 2018 City Manager Report, the original Construction price was \$1,085,065.00 and the Engineering price was \$162,310.00 for a total project price of \$1,247,375.00. Several change orders had increased costs 21% for construction and 53% for engineering/project management. The table below summarized the project's finances in May.
    - Regular on-site & off-site meetings with the Engineer & Contractor were implemented improving communication & accountability. Further, the following was negotiated:



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- A final cost amendment for engineering/project management. Through that negotiation, the total amendment was reduced 11% (\$5,491.00), and an additional \$25,041.00 of Engineering/project management services were include in that total amount. These services included items such as engineering of the sewer line and funding agency and project management work.
- A 56% decrease in the Waterline change order that was required due to changed conditions in connecting the line under Highway 101, a \$10,860.00 total savings.
- An additional 4% decrease in the addition of the wastewater line, a \$7,000.00 savings.
- Notation: May 2018 projected final cost was \$1,7800,255 v. actual final costs of \$1,730,000 as a result of negotiations for liquidated and special damages as a result of the delay on the Contractors part.

<b>CONSTRUCTION</b>	<b>Date</b>	<b>Amount</b>
Original Construction Contract Price	3/28/2018	\$ 1,085,065.00
Change Orders (approved)		
C.O. #1 (Additional Clearing)	9/12/2017	\$ 27,144.00
C.O. #2 (Tank Moving, Retaining Wall)	10/31/2017	\$ 171,519.00
C.O. #3 (Slope protection)	12/1/2017	\$ 13,791.00
C.O. #4 (Contractor Support for Retaining Wall)	3/12/2018	\$ 19,838.00
Current Construction Contract Price		\$ 1,317,357.00
Upcoming Change Orders		
(Sanitary Sewer) C.O. #6		\$162,000.00
(Hwy 101 Crossing) C.O. #5		\$8,399.00
Potential Construction Contract Price		\$ 1,487,756.00
<b>ENGINEERING</b>		
Original Contract Price	4/27/2015	\$ 162,310.00
Amendment #1 (New Tank Site)	9/19/2016	\$ 58,224.00
Amendment #2 (Contract and Bid Documents)	3/17/2017	\$ 12,007.00
Amendment #3 (Geotech Construction Oversight)	8/3/2017	\$ 3,999.00
Drainage Design	1/1/2017	\$ 11,950.00
Amendment #4	2/21/2018	\$ 44,009.00
Current Engineering Contract Price		\$ 292,499.00
<b>TOTAL (current) PROJECT COST</b>		<b>\$ 1,609,856.00</b>
<b>TOTAL (potential) PROJECT COST</b>		<b>\$ 1,780,255.00</b>

- **Ocean View Drive:**
  - **Background:** In October 2001, the City of Yachats entered into a settlement agreement. One of the items in the settlement agreement was for the County to transfer Marine and



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Ocean View Drive, and the trail to the City for transportation and pedestrian usage and to implement the Village Circulation Plan adopted by the City. This agreement is in the document library.

Work on this project paused around April 2017 due to attention required on other City and County projects. However, at the City Manager's request, monthly meetings to resume progress on this project began in October 2017. If weather conditions permit, it is the goal to complete this long outstanding project by June 30, 2019.

- Summary of January's Monthly Meeting:
  - Property Easements: Easement language has been drafted and approved by the City Attorney. The Planner will be working with the 5 impacted property owners to finalize the easements. The County has offered to cover the costs of recording the easements.
  - Archeologist: The State Archeologist was supposed to deliver a scope of work for the identified areas for the City and County to review by February 15, 2019. This did not occur. Upon acceptance of the scope of work, the archeological study will begin. Delays here will impact the goal date to complete this project.
  - Guardrails: Subsequent to the Archeological Study findings, new guardrails will be installed before the overlay is completed. The original Mid-March timeline is delayed until the archeological study can be completed.
  - Culverts: Yachats PWD identified 9 culverts running under Oceanview Drive. One of the culverts runs underneath Highway 101. The City and County have identified culverts that have the most wear and will work on placing inserts in those culverts to extend the life of the culverts. These inserts can be installed around the end of March.
  - 804 Trail Improvements:
    - The County, City, and Trails Committee discussed, and agreed, to find and compact a better material to provide greater stability on the Trail.
    - The County, City, and Trails Committee discussed improving signage along the trail and including educational, wayfinding, and distance signage. Additional meetings are occurring to discuss these items and develop a signage plan.
    - The County, City, and Trails Committee discussed the Boardwalk that was taken to Council in 2018. The archeological study noted above will review this area.
    - The County, City, and Trails Committee discussed the possibility of having viewing decks at the park at 7<sup>th</sup> and Oceanview Drive and the property towards the end of Oceanview Drive where the pump house is located. A member of the Trails Committee will draw a rendering of the decks and the City and County will work together utilizing mitigation funds.
  - Property Connection between Marine Drive: The 804 Trail is connected from Aqua Vista to Marine/Oceanview Drive through a property that links the 2 streets. The County has asked the City for input on ideas for the Property. The trail easement would be maintained; however, the question is what ideas would look like for the remainder



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of the property. Ideas ranged from affordable housing to selling the properties (retaining the trail easement) for development and placing those funds into the mitigation account.

- City Planner, Larry Lewis provided renderings about what could be built on each lot with current code setback requirements. The lot on Marine Drive could do a footprint of approximately 1800 square foot building footprint and the lot on Aqua Vista could hold a 2450 square foot building footprint (document located in the December 12, 2018 City Manager's Report)
- Street Condition/Paving:
  - On December 13, 2018 the City's Engineer of Record (Westech), County, and City Representatives met to discuss the condition of Oceanview/Marine upon transfer. These discussions will continue as we develop more information from the archeological studies and warmer paving conditions develop.

- Lincoln County Housing Strategy Implementation Plans:

- **Background:** The signed MOU is in the document library attached to the December 12, 2018 City Manager Report & January 16, 2019 Council Packet The MOU memorializes a no-cost working relationship between the Oregon Department of Land Conservation and Development and Lincoln County. The goal is to develop a regional housing implementation strategy for Lincoln County. The final report is to be completed on or before June 30, 2019.

On January 16, 2019 Wayne Belmont spoke to Council to discuss 2 opportunities for Yachats to participate. Planner Dave Mattison has been appointed to the technical advisory committee (TAC), which will identify existing reports, data, codes, fees, and similar housing related materials that will be analyzed to see what gaps exist.

Councilor Max Glenn has been appointed to the policy advisory committee (PAC) which will review the gap analysis, and the goals and strategies and implementation of the regional plan.

- Website Redesign:

- **Background:** In July 2017 the City issued an RFP for a website re-design. The background leading up to the issuance of the RFP is in the document library labeled *Council IT Memo*. Throughout an extensive process, the City decided to sign a contract with Civic Plus to redesign the City's website and provide a robust integrated reservation system. Civic Plus ([www.civicplus.com](http://www.civicplus.com)) specializes in municipal web design and software. The Civic Plus contract is in the document library. The goal is to complete the redesign and reservation system on, or around, June 30, 2019.
- Implementation will require 2 processes. First for the Reservation system *CivicRec*. The second for the remainder of the website redesign *CivicEngage*. CivicRec has a launch date



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of May 10, 2019 and CivicEngage has a launch date of June 24, 2019. See attached timelines.

- City team members are working with Civic Plus on all information by the deliverable dates on the timelines.
- There will be an opportunity for the public to be involved while the consultant is here in March.
- **Library Expansion/Remodel:**
  - We are still waiting for the architect to develop plans, reflecting the new rendering approved by the Librarians and Library Commission suitable to go out to RFP. A draft RFP, and funding plan, are being developed for approval by Council.
  - New fans were installed
- **Little Log Church and Museum Repairs:**
  - **Background:** The Little Log Church walls are made from natural logs, setting on a post and beam foundation system. The original log structure was completed in 1930. Modifications to the exterior church walls were made in the mid 1990's, which consisted of replacing selected wall logs with new peeled logs. The attached museum structure has walls made from log siding material. The museum foundation has a concrete stem wall and footing around the perimeter, and interior post and beam floor support. There is a crawl space access on one side of the building, with a narrow opening for access. The full engineer's analysis is in the document library labeled *LLC&M Engineers Analysis*. We had been utilizing Red Hat Construction to narrow down options for the LLC&M, but due to the demands of the Contractor and concerns about the continued deterioration of the LLC&M, we moved forward with the Engineer's Analysis.
  - We are still waiting to hear from the architect to help with developing a suitable drawing to go out to RFP. The Engineer's Analysis has been submitted and we are awaiting input.
- **City Entrance Signs:**
  - Updates to the North and South City entrance signs have been approved in the FY19 City capital improvement plan. The artwork, and \$5,375.00 quote (which is less than the budgeted figure), have been approved by the Parks & Commons Commission and City Council. The quote is attached to the December 12, 2018 City Manager report. Implementation is proceeding.
- **City Hall Proposal:**
  - **Background:** At the direction of Council, the City Manager presented a proposal for architectural work to develop a conceptual design for City Hall at the 501 Building. The City Manager eliminated the multiple designs and 2 in-person trips by the architect, reducing the initial proposal by \$3400. The proposal includes only 1 in-person trip with multiple teleconferences about special needs and desires for multiple uses within the 501 building. The architect also stated if the City wanted him to come to a Council meeting and/or do a Charette with the public, those would be at additional costs.



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- We are waiting for the initial designs from the architect. The last meeting was January 11, 2019.
- **Multi-Purpose Room Flooring:**
  - Monday, January 7, 2019 the Contractor discovered that the tile under the old laminate flooring is not stable enough to glue the new flooring to and must be removed – otherwise our new flooring would fail.

Due to a State Law that went into effect January 1, 2019, all building materials that are removed from a building - that were installed prior to 2008 - must be tested for asbestos before they can be removed. The laminate flooring - that had been laid on top of the tile and had been separating - was installed in 2012-13 so it doesn't need to be tested.

The tests revealed that there is no asbestos in the tiles. Installation will resume March 4 - 22, 2019.
- **Coordination with State Parks & Sheriff's Office:**
  - I met with State Parks and the Sheriff's Office on February 19 to determine what we need to do to better coordinate efforts throughout the City. State Parks is going to research MOU's they have with other cities. Dave M. and I received examples of items from Lincoln County that we will look at implementing. These items will come to Council as appropriate.
- **FY20 Budget:**
  - Team members from staff, commissions, and committees are working on draft budget numbers to bring back to the March Finance Committee Meeting. We will look at scheduling a Budget Committee meeting.
- **Farmer's Market:**
  - Heather is working with the Farmer's Market vendors to create a vendor run market. It will have a board comprised of vendors, as well as, regulations for vendors.
- **Energy Audit:**
  - An energy audit is in the process of being conducted on all city buildings.
- **FY19 Financial Accomplishments:**
  - The City was awarded \$100,000 ODOT Small City Allotment grant towards the East 2<sup>nd</sup> Street Improvement Project. A copy of the grant is in the document library attached to the December 12, 2018 City Manager Report.

### **Public Works Report:**

**Date:** February 1, 2019



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**To:** Shannon Beaucaire, City Manager

**From:** Public Works Department

**Re:** January 2019 Public Works Report

Rain fall at Yachats Public Works:

Year	<u>Inches</u>			
	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
January	6.19	13.39	8.99	9.43
<b>Rain year to date:</b>	6.19	13.39	8.99	9.43

Total water production: **4,050,800** gallons    Water loss efficiency: **92%**

Total wastewater treated: **5,871,000** gallons

The following is a list of what was done by Public Works staff outside of normal operations:

**Streets:**

- Filled street cuts on 4<sup>th</sup> St. and Aqua Vista Drive.

**Drainage:**

- Dug a temporary drainage ditch on Horizon Hill until property owner can complete it.
- Inspected drainage areas during rain storms.

**Water:**

- Plant maintenance.
- Cleaned Reedy Creek pipe screen.

**Distribution Sys:**

- Fire hydrant rebuild completed on Mitchell Lane.
- Completed repair and reinstallation of fire hydrant on Hill Ct.
- Meters read.
- Exchanged Koho 1-inch water meter with smaller meter.
- Installed two new water meters in Koho.
- Working on fire hydrant at the Adobe.



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**Sewer:**

- WW annual I&I Report and Biosolids Reports submitted to Oregon DEQ.
- Plant maintenance.

**Collection Sys:**

- Pulled and inspected-cleaned pumps at Parkside pump station.
- Degreased Main pump station.
- Pulled #2 pump at Main pump station for repair.
- Inspected and cleaned pumps #1 & #3 at Main pump station.
- Flushed Blackstone sewer line.
- CCTV'd approx. 1,000 feet of sewer main on Gimlet Ln.
- Located sewer services on Gimlet Ln.
- Manhole inspections. Located manhole partially paved over on Hwy 101 North.

**Sewer & Water CIP:**

- Contracted surveyor to log elevations for pole building and Public Works.
- Searching for 2,000-gallon tanker truck.

**Public Works:**

- Disposed of old jetter motor.
- Removed banners and U.S. flags.
- Discontinued several water services at Fisterra.
- Fueled all generators.
- Removed deer carcass from Prospect park.
- Repair work on bucket truck.

**Commons & City Hall**

- Assisted Commons Facilities Manager with moving tables.
- Placed and removed reader board letters at Commons.

**CIP:**

Working on the Ocean View Drive Project



2/6/2019

Honorable John Moore  
Mayor of Yachats  
c/o Shannon Beaucaire, City Manager  
[citymanager@yachatsmail.org](mailto:citymanager@yachatsmail.org)  
PO Box 345  
Yachats, OR 97498

RE: Project Closeout for Safe Drinking Water Revolving Loan Fund, City of Yachats – South Water Storage Tank, Project #S16018

Dear Mayor Moore:

Thank you for your recent submission of the Project Completion Report for the above referenced project.

We have determined that the project is complete and the terms and conditions of the contract have been satisfied, including the conditions to receive Principal Forgiveness.

This letter signifies that the project has been formally closed, and *the Principal Forgiveness portion of the Loan has been forgiven/discharged.*

We are pleased to have been a part of your project. Should you have any questions or need further assistance, please do not hesitate to contact your Regional Project Manager, Michelle Bilberry at 503-986-0142 or [michelle.bilberry@oregon.gov](mailto:michelle.bilberry@oregon.gov)

Sincerely,



Robert Ault, Business & Community Development Manager  
Business Oregon

cc: Melissa Murphy, Regional Development Officer  
File

Title	Start	Due	Tags	Link
Project Timeline Review & Approval	28-Jan-19	1-Feb-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374206935">https://mavenlink.com/workspaces/23742995#tracker/374206935</a>
Website Analytics	11-Jan-19	15-Feb-19	Client, Will send over	<a href="https://mavenlink.com/workspaces/23742995#tracker/374206965">https://mavenlink.com/workspaces/23742995#tracker/374206965</a>
Photos for Design	11-Jan-19	15-Feb-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374206975">https://mavenlink.com/workspaces/23742995#tracker/374206975</a>
Logo & Branding Materials	11-Jan-19	15-Feb-19	Client, No Branding	<a href="https://mavenlink.com/workspaces/23742995#tracker/374206985">https://mavenlink.com/workspaces/23742995#tracker/374206985</a>
DNS Worksheet	11-Jan-19	15-Feb-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374206995">https://mavenlink.com/workspaces/23742995#tracker/374206995</a>
Design Discovery Form	11-Jan-19	15-Feb-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207045">https://mavenlink.com/workspaces/23742995#tracker/374207045</a>
Design Discovery Meeting	18-Feb-19	1-Mar-19	2/20 at 1pm Pacific, Client, Meeting	<a href="https://mavenlink.com/workspaces/23742995#tracker/377022685">https://mavenlink.com/workspaces/23742995#tracker/377022685</a>
Content Process Meeting	25-Feb-19	8-Mar-19	2/26 at 11:00am Pacific, Client, Meeting	<a href="https://mavenlink.com/workspaces/23742995#tracker/377024395">https://mavenlink.com/workspaces/23742995#tracker/377024395</a>
Design & Configure Consulting Engagement	19-Mar-19	21-Mar-19	3 days onsite, 3/19, 3/20, 3/21	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207035">https://mavenlink.com/workspaces/23742995#tracker/374207035</a>
Project Workbook: Content Preparation & Updates	26-Feb-19	12-Apr-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207065">https://mavenlink.com/workspaces/23742995#tracker/374207065</a>
Mood Board & Layout Review & Approval	4-Mar-19	5-Apr-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207095">https://mavenlink.com/workspaces/23742995#tracker/374207095</a>
Training Engagement Facility & Technology Requirements	20-May-19	31-May-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207235">https://mavenlink.com/workspaces/23742995#tracker/374207235</a>
Project Workbook: Change Tracking	15-Apr-19	31-May-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207245">https://mavenlink.com/workspaces/23742995#tracker/374207245</a>
Website Reveal Meeting	6-May-19	10-May-19	1.5 hr Meeting, 5/7 at 1:00pm Pacific, Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207345">https://mavenlink.com/workspaces/23742995#tracker/374207345</a>
Website Finalization	8-May-19	31-May-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207365">https://mavenlink.com/workspaces/23742995#tracker/374207365</a>
Design Concept Review & Approval	8-May-19	31-May-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207205">https://mavenlink.com/workspaces/23742995#tracker/374207205</a>
Project Workbook: Finalization Planning Worksheet	8-May-19	31-May-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207375">https://mavenlink.com/workspaces/23742995#tracker/374207375</a>
Training Engagement	3-Jun-19	5-Jun-19	3 days virtual, 6/03, 6/04, 6/05, Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207405">https://mavenlink.com/workspaces/23742995#tracker/374207405</a>
Website Launch Preparation	6-Jun-19	28-Jun-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207425">https://mavenlink.com/workspaces/23742995#tracker/374207425</a>
Project Workbook: Pre-Launch Checklist	6-Jun-19	28-Jun-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207445">https://mavenlink.com/workspaces/23742995#tracker/374207445</a>
Website Launch Confirmation Meeting	17-Jun-19	28-Jun-19	6/20 at 11:00am Pacific, Client, Meeting	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207435">https://mavenlink.com/workspaces/23742995#tracker/374207435</a>
Website Approval	24-Jun-19	28-Jun-19	Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207465">https://mavenlink.com/workspaces/23742995#tracker/374207465</a>
Website Launch	24-Jun-19	28-Jun-19	6/24 at 8:30am Pacific, Client	<a href="https://mavenlink.com/workspaces/23742995#tracker/374207475">https://mavenlink.com/workspaces/23742995#tracker/374207475</a>

Meetings highlighted in Orange

Consulting and Training highlighted in Yellow

## CIVIC REC TIMELINE

### INITIATE

Kickoff Call	1-Feb ✓
Confrim Timeline	8-Feb ✓

### ANALYZE

Page Build/Mobile Logo	15-Feb ✓
Phase 2 Imports	15-Feb ✓
GL Codes	

### CP PAY

Merchant Application	15-Feb
Agreement & Review	27-Feb
Test Transaction	8-Mar
Hardware Testing	15-Mar

### DESIGN & CONFIGURE

Configuration Training	27-Feb 1-3 p
Facilities Training	12-Mar 1-3 p
Facilities Catalog Creation	8-Apr
Activities Training	9-Apr 8:30 - 10:30
Activities Catalog Creation	18-Apr
POS/Reporting Training	19-Apr 1-3 p

### OPTIMIZE

LAUNCH	10-May
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