



City Manager's Report January 16, 2019

Dear Mayor Moore and Councilors,

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

- **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 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.

- Through meetings throughout the month of December, the following action items were developed:
 - **Property Easements:** Are with the City Attorney for review. Once approved legally, the City will work with each individual impacted Property Owner.
 - **Archeologist:** The City and County met with the State Archeologist and identified the areas for an archeological study. Requested drawings for the Boardwalk along Oceanview Drive and the guardrails have been submitted to the archeologist. The study is anticipated to occur in late January or February.
 - **Guardrails:** New Guardrails will be installed before the overlay is completed around mid-March.
 - **Culverts:** Yachats PWD identified 9 culverts running under Oceanview Drive. The County was going to send over their supervisor to talk to Yachats PWD about getting inserts ordered for the identified culverts that need them the most. These inserts will 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 about this item will occur January 24 and 30.
 - 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 7th and Oceanview Drive and the property towards the end of



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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 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. It is also in the 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.

Wayne Belmont is speaking at the January 16, 2019 Council meeting to discuss 2 opportunities for Yachats to participate. Two committees will be convened. The first, the technical advisory committee (TAC), will identify existing reports, data, codes, fees, and similar housing related materials that will be analyzed to see what gaps exist. Initial discussions between the County and the consultants identified planners for most of the jurisdictions as the members of this committee. But it is up to each municipality to identify who might best assist us. It can be more than a single person.

The second committee is the policy advisory committee (PAC) which will review the gap analysis, and the goals and strategies and implementation of the regional plan. The County envisioned this group would be made up of city or tribal managers/executive directors and/or elected officials. It again does not have to be a single individual for each partner, but can



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be multiple representatives. Also, there is no reason a person could not serve on both committees.

- **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) 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.
- On January 10, 2019 the City Manager was involved in the Kick-off meeting with Civic Plus. Timelines, process, and responsibilities of Civic Plus and the City were discussed. It was also discussed that a separate Civic Plus team will be involved with the development of the integrated reservation system (CivicRes).

The City Manager will be the primary point person for both implementation teams, with lots of assistance from the team to achieve all homework items and keep the process moving forward. During the kick-off call the City Manager adjusted initial project deadlines to allow for other project and meeting deadlines. An updated project timeline is scheduled to be released around January 18, 2019. The City's first homework assignments are due February 15, 2019. The next steps, as outlined are as follows:

Next Steps

- Complete the Team, Audience and Goals tabs in your [Project Workbook](#)
- Upload the following to your project SharePoint in the [Client Deliverables folder](#):
 - Photos for Design
 - Logo(s) & Branding Materials
 - Website Analytics (if available)
- Submit the [Design Discovery Form](#)
- Submit the [DNS Form](#)

Submit the [CP Pay Merchant Services Boarding Form](#) for CivicRec.

We will be utilizing the members of the RFP selection committee to review the project at appropriate points in development. This will allow for public engagement in the process as it continues to move forward.

- **Library Expansion/Remodel:**

- A new rendering, developed and approved by the Librarians and Library Commission, has been discussed at the January 11, 2019 meeting and submitted to the architect to develop plans suitable to going out to RFP. A draft RFP, and funding plan, are being developed for approval by Council.



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- **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.
 - At the January 11, 2019 meeting with the architect, the City Manager asked if the firm could help with developing a suitable drawing to go out to RFP. The Engineer's Analysis has been submitted and we are awaiting input.
- **Introduction of New Planner:**
 - Upon Larry's retirement, Dave Mattison is serving as our contract planner and code enforcement officer. Dave will be in Yachats on Tuesdays but will also be working remotely during the week to serve our community. Dave comes from an extensive planning background and has already spent the day with Larry learning about current projects. Larry will be available to answer questions as Dave comes on board. I asked Dave to do a little write up to tell a little about himself to the community and that has been posted on the City's Homepage.
- **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 being scheduled.
- **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.
 - The City Manager had the first 2-hour teleconference with the architect on Friday, January 11, 2019.
- **King Tide Filming**



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- Barry Campbell came into the office on Friday, January 11, 2019 to let us know that he was filming the King Tides in the State Parks with a drone. I asked him if he would give a short summary of what he was doing for the community and that has been posted on the City's homepage.
 - As a FAA Certified Commercial Drone Operator under Part 107 Rules: I am hoping to film with a Drone during the King Tides this month (January 18-23) depending on the weather. I'm filming with permission from the State Parks the coastal areas managed by the State Parks in the Yachats Community. The flights will be of relative short duration all being over the ocean and bay areas, not over people or private land following all FAA Part 107 Regulations.

- **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. Testing results can take up to two weeks. 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. As soon as we were made aware of this new development, we reached out to our community partners who were going to be using the building.

We want to make sure that we can continue our valuable community events while we wait for test results, so we have placed a piece of plywood over the small section of exposed tiles by the storage room. We have placed an area rug over the plywood and taped both of those down. Community events and classes have resumed.

We will look at resuming work in March to allow plenty of time for the testing and our community events scheduled throughout January and February. Due to the extra work to remove the tiles underneath, it is anticipated that it will take 2-3 weeks to complete installation of the flooring. This information, as well as updates, will be posted on the City's Homepage.

- **FY19 Financial Accomplishments:**

- The City was awarded \$100,000 ODOT Small City Allotment grant towards the East 2nd Street Improvement Project. A copy of the grant is in the document library attached to the December 12, 2018 City Manager Report.

The City also applied for West 1st Street Improvements. The City did not receive the grant for W 1st street; however, we were notified that applications for 2020 funding will be accepted in a few months.

Public Works Report:



**City Manager's Report
January 16, 2019**

Date: January 2, 2019
To: Shannon Beaucaire, City Manager
From: Public Works Department
Re: December 2018 Public Works Report

Rain fall at Yachats Public Works:

Year	<u>2018</u>	<u>2017</u>	<u>Inches</u>	<u>2016</u>	<u>2015</u>
December	10.53	4.41		7.82	25.63
Rain year to date:	59.66	76.31		70.71	68.33

Total water production: 4,0044,300 gallons
Total wastewater treated: 7,104,000 gallons

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

Streets:

- Storm clean-up—street cleaning of storm debris.

Drainage:

- Cleaned culverts after storm.

Water:

- Plant maintenance.

Distribution Sys:

- Hydrant maintenance on hydrant at Mitchell Lane and Yachats Ocean Drive.
- Water leak on Hill Court. **See Attached Report**
- Hydrant repair on hydrant at Hill Court.
- Water main repair on Hill Court.
- Water service repair on E. 3rd St.
- Water service test on Driftwood Lane.
- Installed water service on 8th St.
- Attempted to send water to SLWD.
- Meters read.



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Sewer:

- WWTP Maintenance

Collection Sys:

- Pulled pumps at Parkside P.S. for inspection.
- CCTV'd 320 feet of sewer main on 8th St. 120 feet on Hwy 101 N.
- Flushed and cleaned 160 feet of sewer main on 8th St.
- Assisted Nathen Benard with sewer service issue. **See Attached Report**

Sewer & Water CIP:

- Searching for 2000-gallon tanker truck.
- Gathering information for the pole barn company.

Public Works:

- Fueled generators.
- Old jetter motor dismantling.
- Responded to storm issues and power outages.
- Storm clean-up—street cleaning, down tree removal, PW fence repair and culvert cleaning.
- Hauled pallets to the Commons bonfire site.

Commons & City Hall

- Hauled pallets to the Commons bonfire site.
- Replaced Commons roof cover.

Emergency Preparedness:

- Contracted to have 200 feet of the top of Crestview Drive cleared to relocate the South Emergency container.

Hill Court Water Leak Report

12/10/18

4am

Leak begins

5:41am

Received a call from the answering service stating a channel 4 alarm at the water plant.

5:55am

Arrived at the water plant and could not find an alarm on the control panel.

- Checked SCADA alarms and found it flashing red and in alarm mode.
- SCADA system said 250k Reservoir was at a low level alarm.
- Checked another page on the SCADA system and found the South Reservoir was at 9.7 ft and dropping.
- The 1M gallon reservoir showed a level of 18.5 +/- ft.



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6:05am Drove to the South Reservoir to investigate and found the level gauge on the side of the tank reading 8 foot.

- Immediate began inspection of the new pipe installation area but did not find anything.

6:12am Called Water lead at home and told him what was happening. Water lead dispatched to City and continued search for the leak.

- Looked on Windy Way working my way North on Hwy 101.

6:38am Saw a “river” water flowing down the ditch on Hill Ct.

- Located an enormous amount of water coming out of the ground around the fire hydrant.
- Called Water lead's work cell and told him the leak is found.
- Water lead arrived to see and I shut the valve to the water line.
- Leak stopped.
- Placed cones around the affected area.

- 3.14 feet was lost from 1,000,000 gallon reservoir equaling 104,666 gallons
- 20.2 feet was lost from new 250,000 gallon reservoir (South Tank) equaling 157,812 gallons – alarm triggered
- A total of 262,478 gallons was lost in the matter of 2.5 hours at the rate of 1,700 gallons per minute.
- Although the major part of the leak was contained, there was still an 8 gpm leak happening while we waited for utility located.

6:50am Drove up to the South Reservoir and saw the staff gauge to be about 3 ft.

7:30am Dispatched 3 team members to assess the problem and make the repair.

Summary of Associated Costs:

12/10/18 06:30am thru 12/12/18 12:00pm = 29.5 hrs x 60min x 8 gpm = 14,160 gallons

Total gallons lost due to the leak event;

104,666 from big reservoir

157,812 gallons from new reservoir

14,160 gallons lost in repair time

276,638 gallon/748 = 369.8 units of water x \$5.18 = \$1,915.50

- 748 are the number of gallons per unit of water



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- \$5.18 is the price per gallon without the base rate

Labor cost;

40 hours x \$55 = \$2,200

Total cost of leak:

Labor \$2,200 + Lost water \$1,915.5 = **\$4,115.50**

Conclusion

- Manufacturer of Earthquake valve stated it was calibrated within the parameters and if the valve was adjusted lower it might close during a fire is 2 hydrants where in use. So, PWD is leaving the valve as is.
- Alarm system worked great. Alarm was activated when the reservoir hit 12 feet (alarm set point)
- Public Works staff responded with expertise to save the reservoir storage total.
- It appears that when the fire hydrant was installed (years ago) the bolts, underground, were not tight and that over the years they loosened until the hydrant came off the line.



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Sewer Line Report

This timeline incorporates the work that went into the Sewer Issue Property owner raised at December 12, 2018 meeting.

Background: Per PWD property owner said his sewer service was plugged and felt it was caused by work done during the undergrounding of utilities phase of the Hwy 101 Project. When PWD located his service connection, PWD could not give an exact position. There was concern that the blockage may be under the new sidewalk.

City Manager's goal was to identify who was responsible and facilitate resolution for property owner, whether that meant the City taking responsibility or whether that meant facilitating communications between property owner and contractor responsible for the damage.

Thursday, December 6, 2018

- PWD was notified that property owner needed his sewer lateral located for his blue building in front of the Commons.
- PWD CCTV'd the sewer main line and located approximately where property owner connection is. It appeared that dirt was showing in the lateral connection.

Friday, December 7, 2018

- **10:50am** PWD notified by City Office that property owner had exposed his sewer lateral and wanted to talk with me about it.
 - PWD looked at property owner hole dug and discussed with property owner options to find the plug in his sewer lateral.
 - PWD suggested to property owner that he should install a clean-out at his property line and if he did we could use our CCTV to see if the City side was plugged.
 - Updated City Manager
- **2:00pm** property owner called and requested PWD come over with the CCTV because he opened the pipe.
 - 2 PWD workers arrived on site and used the camera to look at the City side of the sewer lateral and found it to be free of debris and sound in structure.
 - PWD then used the camera to examine the sewer lateral going from the opening in the pipe to the property facilities and found it to be collapsed (crushed).
 - property owner expressed concern that tenants that were expecting a sewer inspection the early the following week. He wanted to know if the City was going to fix it or he can do it and bill the City.
 - PWD told property owner that they did not have authority to authorize any work and PWD needed to discuss it the City Manager first.
 - PWD went to City Hall and asked that a message be given to City Manager to call me when she had a chance to.
 - At some point between **4:30pm-5:30pm** City Manager called Wastewater Lead at home. We discussed the situation and that Nathen would fix it and bill the City due to his time line he



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was working on. PWD told City Manager that the trench had a 240 volt power line in it and it take time for us to fix it.

- City Manager stated that the City would facilitate the communication between property owner and the contractor responsible to resolve the issue. City Manager instructed PWD to tell property owner that he can come to City Hall the following Monday and talk about resolving the problem.
- **5:46pm** Water Lead read and responded to Wastewater Lead email about the property owner's sewer lateral break that appeared to be caused by the undergrounding of electric utilities during the 101 project.

Saturday, December 8, 2018

- PWD called property owner phone number and left a message. PWD told him the problem was PUD/Pac-Ex issue but the City would help him with resolving it and to come in Monday to discuss it. PWD also told him if he chooses to move forward with fixing it then property owner should document everything.

Monday, December 10, 2018

- **9 AM:** City Manager
 - Visited site with property owner. Explained City not responsible but would facilitate in helping get the situation resolved
 - Researched excavation contract – spoke with City attorney to confirm contract language
 - property owner stated if it took too long he would do repair
- **9:30 AM** City Manager spoke with PWD about 3 potential responsible parties
- **10 AM** – City Manager instructed team to call County to see if permit required to do repair work
- **PWD** Met with property owner. True nature of the lateral blockage is still own known. Owner is excavating and searching for the sewer lateral on the north side of the building.
- **PWD** Contacted Reece Engineering (Engineer of 101 project) – Reece stated past 1 year warranty but would call Pac Ex
- **PWD** Received a phone message from property owner that he had exposed the other end of his collapsed sewer lateral and wanted to know if we could come over with our “Vac truck” to clean the ditch.
- **3:30 PM PWD** spoke with property owner. Property owner had dug back to building and revealed more pipe. Property owner pursuing with fixing issue. Met with property owner and learned the sewer lateral was actually on the south side of the building. Owner excavated the length of the sewer lateral and found that while Pac-Ex(101 project) was under grounding the power from 101 to the building dug through the sewer lateral. It was obvious. Expressed to the owner that if he wanted to be reimbursed for the repair that it would most likely take 1 or 2 weeks for the City to narrow down the exact responsible party. Property owner expressed he needed to get it done sooner and was going to move forward on the repair with the expectations of being reimbursed one way or another. Rick did not notify City Manager of this conversation.
- **4:30 PM** – City Manager received confirmation from attorney. Concerns of documentation, destruction of evidence.



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Tuesday, December 11, 2018

- City Manager:
 - **8 AM** – Asked Planner to contact Reece Engineering and see if can get movement past warranty claim.
 - **10 AM** – PWD advised property owner was moving ahead. City Manager called both Planner and PWD in to discuss:
 - Destruction of evidence, other permit and license issues
 - Directed PWD to relay information to Property Owner as PWD was the last to talk to Property Owner about Property owner repairing the sewer himself
 - Planner had gotten Reece engineering to negotiate with PacEx Excavation to repair the work within 10 days.
- **PWD 10:30 AM** Talked with property owner on the phone and told him that PWD and the City manager recommended he should halt the repair work and let the discovery process and search for responsible parties last a little longer.
 - This was unacceptable to the property owner and told PWD he was moving forward.
- **City Manager: 11 – 11:45 AM**
 - Property owner called and claimed city manager was causing trouble with County and selectively enforcing on property owner. Several times City Manager had to ask property owner to stop screaming through the phone. Property owner spoke about his impact on the community, threatened to sue. Property owner circled numerous times in conversation and continued to scream. City Manager stated that it was as simple as getting a permit if needed. Property owner accused City of dragging its heels in resolving matter. City Manager offered to provide number to person that offered to fix the situation. Property owner refused Reece's number because he stated couldn't get along with them.
- **3:30 PM City Manager:** Property owner came into office angry. Accused City of not having roof permit – City Manager stated contractor was to obtain one. Property owner accused again of selective enforcement. City manager stated respect for property owner's opinions but recognized that they saw the "facts" differently. Property owner accused City Manager of not knowing the city and doing her job. After 20 minutes, property owner began circular arguments again and city manager stated need to get to a report that was on a timeline. Property owner stormed out after stating save time at Council tomorrow night for me.
- **3:30 PM Planner** – had call from Al at County. Can't find permit for Commons roof contractor was to obtain. County had permit application by 4:33 PM – contractor needed to get info to County. Planner called contractor
- **4:30 PM Shannon** – Left Voicemail for Property owner, stated City Manager had wrong information about tenant filing land use compatibility statement – City Manager stated they did actually file. Noted that was part of the trouble with rushing information – the research was not actually completed and yielded wrong information until further time and digging allowed. Also stated County informed no permit on file for Commons and City was filing as City needed to meet the law just like everyone else.



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Wednesday, December 12, 2018

- Property owner arrived at Council and provided public comment

Thursday, December 13, 2018

- **10 AM Facilities Manager** Confirmed Contractor had talked to County about Commons roof permit
- **10:30 AM PWD** Negotiated with the Reece and PacEx to reimburse the property owner for repairs, they agreed, if the final bill was non-inflated and fair. City Manager directed PWD to contact the property owner and told him the good news. He was happy with that result and told the city thank you. As a courtesy, City Manager directed PWD to inform the owner that all he must do is hand the bill into the City and we will facilitate the reimbursement.

Friday, December 14, 2018

- City Manager emailed county noting we wanted a copy of the final permit for the Commons
- Additionally, City Manager asked for the list of the 8 roofing projects in the City that property owner referred to at council that did not have permits for City to follow up on.

Monday, December 17, 2018

- **9 AM**– County building official. Stated he did not know what property owner was talking about regarding the 8 roofing projects. County stated that he did not talk directly to property owner; however, property owner spoke with another employee and asked about 3 buildings: The Commons (which City fixed), The Drift addition (permitted) and another restaurant remodel - which is also permitted.

Thursday, January 10, 2019

- City Manager had PWD follow up with owner several times to get a copy of the bill. On January 10 it was finally submitted and City forwarded it to PacEx for reimbursement as promised.
- A second issue regarding the storm drain line was discovered this same week and the City has already reached out to PacEx to determine how best to facilitate resolution for the property owner.
- Commons Roof Permit issue is resolved and the City has the permit.