



City Manager's Report June 19, 2019

Dear Mayor Moore and Councilors,

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

- **City Entrance Signs: PROJECT COMPLETED JUNE 11, 2019**
 - Updates to the North and South City entrance signs were approved in the FY19 City capital improvement plan. The artwork, and \$8,625.00 quote (which is less than the budgeted figure), were approved by the Parks & Commons Commission and City Council. The quote is attached to the December 12, 2018 City Manager report. Pictures are attached to the April 2019 Manager's report. Dahl Disposal donated equipment for the installation of the signs.
- **Lincoln County Partnerships:**
 - In subsequent conversations it appears that the County is willing to partner with Yachats and Waldport for code enforcement services in fiscal year 20-21. We will be continuing to work out details and I will update the Council accordingly for their review and decision among multiple items related to the vacation rental discussion.
- **Finance:**
 - **Auditors:** I've met with the auditors and gone over their initial checklist of items they wish to see. They will be onsite July 29, 30, 31.
 - **COG:** The clerk position that will be in Yachats 2-3 days/week to an individual out of Newport is currently at the Springbrook conference and will have orientation June 17 at COG. We still will have the involvement of all of COG's finance team from the director and more.
- **CIS Facility Reviews & Updates:**
 - We are awaiting facility review reports and will recommend next steps as those reports are received.
- **Insurance Rates:**
 - Our insurance rates have remained stable this fiscal year. Please see attachment at the end of this report. I have been advised to anticipate an increase of 10-12% across the board next year.
 - There are additional coverages that have been recommended 1) an increase from \$5million to \$10 million for general liability (breach of duty, employment, or auto claims); 2) an increase in crime coverage (embezzlement, social engineering); and 3) cyber crime. I will review the pros and cons with Council about additional coverage to make an informed decision about whether to increase coverages in any of these areas.
- **City Manager Time:**
 - Paragraph 5 of the Manager's contract states, in part, "Vacation leave must be used by June 30 of the respective fiscal year and is not carried forward, unless otherwise approved by Yachats City Council."



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- The Manager is requesting carry over of the 154 hours into the next fiscal year. The Manager has planned annual family leave in August and planned leave in July.

- **Lincoln County Housing Strategy Implementation Plans:**

The final report is pending and may be available by the July work session.

- **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.

Planner Dave Mattison participated in the TAC Committee meeting on April 9, 2019. The meeting was facilitated by the Angelo Planning Group, was broken down into a number of different pieces.

The Facilitators began by discussing the progress which includes:

- 1) Telephone interviews were conducted with over a dozen different organizations and stakeholders that provided an understanding of affordable housing and rehabilitation Loan programs and future steps for the County.
- 2) Advice for steps to revive City partnerships with the Home Rehab Loan program.
- 3) The need to speak to the Community Services Consortium.
- 4) Completion of a memo in a couple weeks addressing the rehab loan program.

A list of the stakeholders was presented to the Committee. It identified the key themes such as a need for all types and prices of housing in the County; and a response to each stakeholder's interest in and/or experience with housing within the County and its communities. A list of programs to support affordable housing and struggles with the programs was discussed. Once the consultants have completed the interviews, they will be able to draft a preliminary set of recommendations related to resuming the home loan rehab program in a couple weeks. Please refer to the attachments in the May 2019 Managers Report



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- **Ocean View Drive:**

We are working on multiple methods of notification – website, Facebook, door hangers – as the project begins moving. Trail work, paving prep, and culvert work is being completed. We are waiting on when paving will begin.

- **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.

- **Property Easements:** Easement language has been drafted and approved by the City Attorney. The Planner is 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 7th and Oceanview Drive and the property towards the end of Oceanview Drive where the pump house is located. A member of the Trails Committee



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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.
- 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.
 - Implementation will require 2 processes. First for the Reservation system *CivicRec*. The second for the remainder of the website redesign *CivicEngage*. CivicEngage has a launch date of June 24, 2019.
 - CivicRec launched May 10, 2019. This is the reservation component of the website. A link is located on the City's current homepage. This module is robust enough to tell us which rooms are rented out the most frequently, how much revenue is generated per room, and much more.
 - Updates attached to previous reports:
 - Timelines: February City Manager Report
 - Updates: April City Manager Report (2 Memos)
 - Other IT Items:



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- Financial/Utility Billing Services: Conversion work with Springbrook is underway. Our systems will be shutdown on June 28 for final data pulls and conversion. Kimmie was able to attend the Springbrook conference June 12-14 in Portland.
- Host Compliance: I've met with the CEO and I will be providing Council with options regarding code enforcement and vacation rentals.
- **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. We received designs from the architect.
 - A Grant proposal public hearing will be held June 19
 - **Library Expansion/Remodel:**
 - An RFP is being drafted. A cost plan and timeline will be brought to Council prior to issuance of the RFP.
 - **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.
 - Work with Parks & Commons and the Little Log Church & Museum Board to develop funding plans and a strategy for the preservation of our historical property.
- **FY19 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 was awarded a \$20,000 grant for our Water Master Plan update by the Oregon Infrastructure Finance Authority.
 - Multi-purpose room flooring completed (April 2019).



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Public Works Report:

Date: June 3, 2019

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: May 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>
May	1.92	0.45	3.49	0.70
Rain year to date:	32.53	34.59	49.64	27.98

Total water production: **4,038,100** gallons Water loss efficiency: **8.9 %**

Total wastewater treated: **3,480,000** gallons

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

Streets:

- Pot-holes filled on E. 2nd Street.
- Side-arm moving on Green Hill, E.3rd, 2nd and W. 7th St.
- Trimmed tall grass for safe visibility at Yachats River Rd. & Hwy 101 N, and Green Hill & Hwy 101 S.
- Installed four fiberglass posts on E2nd St. to help with visibility.

Drainage:

- Re-established ditch line on Horizon Hill.
- Repaired culvert at W.6th & Oceanview Drive.

Water:

- Plant maintenance.
- Repaired filter #2 leak.



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Distribution Sys:

- Water service disconnected on King St.
- Meter maintc.
- Repaired water service break on Windsong.
- Installed new meter on Radar Rd.

Sewer:

- Plant maintc.
- Replaced screw press pump shaft and stator.

Collection Sys:

- CCTV'd 104 feet on Radar Rd.
- Sewer main cleaning 180 feet, on 1st St.
- CCTV'd 40 feet of sewer main at 10th & Hanley.

Public Works:

- Shop maintc. for CIS inspection.
- Small equipment maintc. and repair.
- Equipment and generator fueling.
- Storage yard clean-up.
- City Hall work orders and customer complaints.
- Fleet maintc.
- 10-yard dump truck to Florence and back for ram-cylinder replacement.
- U.S. Flags up.
- Public Works and City Hall staff took a sewer backflow training class presented by CIS.
- CIS building inspections at Public Works and the water plant.

Commons & City Hall

- Repaired basketball hoop in the Common gym.

501 Bldg.:

- Washed exterior walls of building.

Parks & Trails:

- Picked up piles x2.
- Repaired North entry sign light.
- Working to repair Whale Park spray system.



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Emergency Planning:

- Installed "Assembly Area" tsunami signs.

Sewer & Water CIP:

- Tanker truck licensing and small additions.

City Beautification:

- Curb painting and street striping.

PREMIUM SUMMARY

POLICY TERM: 07/01/2019-07/01/2020

CARRIER & AM BEST RATING		PREMIUM
Property Including Earthquake and Flood	City County Insurance Services (CIS) – Not Rated Admitted	\$ 28,748.91
Public Entity Liability	City County Insurance Services (CIS) – Not Rated Admitted	\$ 13,085.72
Auto Liability	City County Insurance Services (CIS) – Not Rated Admitted	\$ 3,367.52
Auto Physical Damage	City County Insurance Services (CIS) – Not Rated Admitted	\$ 2,400.36
Multi Line Credit	City County Insurance Services (CIS) – Not Rated Admitted	\$ (\$3,570.19)
SUB TOTAL PREMIUM		\$ 44,032.31
Workers Compensation	City County Insurance Services (CIS) – Not Rated Admitted	\$ 38,056.46
TOTAL PREMIUM		\$ 82,088.77

The information obtained from A.M. Best's Rating is not in any way a warranty or guaranty by Brown & Brown Northwest of the financial stability of the insurer and this information is current only as of the date of publication.

Premiums may be subject to audit
 Premiums include Terrorism Coverage

PAYMENT TERMS

Premium is due on effective date. Premium can be paid as follows:

- Payment due to CIS by August 15, 2019

Workers Compensation Quarterly Payment Schedule Option

Estimated Annual Contribution: \$38,056.46

Payment #	Date Due	Amount Due
1	August 15 th 2019	\$9,514.12
2	October 1 st 2019	\$9,514.12
3	January 1 st 2020	\$9,514.12
4	April 1 st , 2020	\$9,514.10

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

CIS Member Comparison Report - City of Yachats

FY 2019-20 to 2018-19



citycounty insurance services
cisoregon.org

General Liability	2019-20	2018-19
Limit:	\$5,000,000	\$5,000,000

Cyber Liability	2019-20	2018-19
Population:		
Limit:		

Excess Crime	2019-20	2018-19
Employee Count:		
Limit:		

Excess Flood	2019-20	2018-19
Limit:		

Excess Quake	2019-20	2018-19
Limit:		

Difference in Conditions	2019-20	2018-19
Limit:		

WC	2019-20	2018-19
Mod:	1.59	1.84

Auto Exposures	2019-20	2018-19	Difference	% Change
AL:	11	11	0	0.00%
APD:	10	10	0	0.00%

Property Exposures	2019-20	2018-19	Difference	% Change
Content Value:	\$1,619,942	\$1,557,635	\$62,307	4.00%
Equip. Insured Value:	\$251,730	\$251,730	\$0	0.00%
PIO:	\$212,610	\$204,434	\$8,176	4.00%
Property Value:	\$21,332,377	\$20,316,549	\$1,015,828	5.00%
Total Insured Value:	\$23,416,659	\$22,330,349	\$1,086,310	4.86%

WC Exposures	2019-20	2018-19	Difference	% Change
Estimated EE Payroll:	\$553,798	\$553,798	\$0	0.00%

P/L Premium Summary*	2019-20	2018-19	Difference	% Change
General Liability:	\$13,086	\$12,878	\$208	1.62%
Cyber Liability:			\$0	0.00%
Excess Liability:			\$0	0.00%
Auto Liability:	\$3,368	\$3,396	(\$29)	(0.84%)
Auto Physical Damage:	\$2,400	\$2,381	\$19	0.81%
Property:	\$28,749	\$28,253	\$496	1.75%
Excess Crime:			\$0	0.00%
Excess Flood:			\$0	0.00%
Excess Quake:			\$0	0.00%
Difference in Conditions:			\$0	0.00%
Total Premium:	\$47,603	\$46,908	\$695	1.48%

Disc/Prem Summary	2019-20	2018-19	Difference	% Change
GL Aggregate Credit:	\$0	\$0	\$0	0.00%
P/L Direct Discount:	\$0	\$0	\$0	0.00%
P/L Multi-Line Discount:	\$3,570	\$3,518	\$52	1.48%
Total P/L Premium Due:	\$44,032	\$43,390	\$642	1.48%
WC State Tax:	\$3,029	\$3,072	(\$43)	(1.39%)
WC Multi-Line Discount:	\$2,840	\$3,032	(\$192)	(6.32%)
WC Direct Discount:	\$0	\$0	\$0	0.00%
Total WC Premium Due:	\$38,056	\$40,462	(\$2,405)	(5.94%)
Total Premium:	\$82,089	\$83,852	(\$1,763)	(2.10%)

2019-20: values with a Policy Termination Date equal to 7/1/2020 2018-19: values with a Policy Termination Date equal to 7/1/2019