



## City Manager's Report July 17, 2019

Dear Mayor Moore and Councilors,

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

- **Finance:**
  - *Auditors:* Onsite July 29, 30, 31.
  - *Springbrook:* Training occurred July 8-12. Work is continuing.
- **CIS Facility Reviews & Updates:**
  - We are awaiting facility review reports and will recommend next steps as those reports are received.
- **Insurance Rates:**
  - I confirmed we do not have any additional earthquake insurance. The only thing we have is included in our general liability coverage.
  - A memorandum discussing the recommended additional coverages is discussed in the Council agenda.
- **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.

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.

The final report is attached and discussed in the Council agenda.



## City Manager's Report July 17, 2019

- **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.

- **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 are currently being installed.
- **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



## City Manager's Report July 17, 2019

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](http://www.civicplus.com)) specializes in municipal web design and software. The Civic Plus contract is in the document library. Project specific updates were provided in the February and April City Manager report. CivicRec launched May 10, 2019.
  - Due to work with Springbrook it was determined to postpone Go Live on the Civic Plus Engage Site until on/or around July 22, 2019.
  - Citizen Request Tracker will follow numerous items such as Code Enforcement complaints
- **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 was pursued through the USDA during a Council meeting on June 19.
  - **Library Expansion/Remodel:**
    - Bidding documents and Financial Plans are being reviewed by the Commission. Those will be reviewed by Council earlier in the July 17 Agenda.
  - **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



## City Manager's Report July 17, 2019

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 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.
- 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).
- City Entrance Signs completed (June 2019)

### **Public Works Report:**

Date: July 1, 2019  
To: Shannon Beaucaire, City Manager  
From: Public Works Department  
Re: June 2019 Public Works Report

Rain fall at Yachats Public Works:

	<u>Inches</u>			
Year	2019	2018	2017	2016
June	1.38	1.68	2.86	1.25
Rain year to date:	33.91	36.27	52.50	29.23

Total water production: 3,684,000 gallons      Water loss efficiency: 91.2 %

Total wastewater treated: 3,409,000 gallons



## City Manager's Report July 17, 2019

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

### Streets:

- Potholes filled on 1<sup>st</sup> St. and on W.3<sup>rd</sup> St.
- Crosswalk sign repaired on Hwy 101.
- Electrician needed for light on North entry sign on Hwy 101.

### Drainage:

- Side-arm mowing and brush cutting in ditches.

### Water:

- Plant maintc.
- Contractor generator maintenance.

### Distribution Sys:

- Radio read water meter class at City Hall.
- Two water meters installed at Koho.
- Waterline under bridge repaired.
- Meter reading.
- Fire hydrant painting.

### Sewer:

- Plant maintc.
- Electrician needed for headworks control panel.
- 10-yard air brake repair (in-house).
- Two Biosolids trips to Roseburg.
- Contractor generator maintenance.

### Collection Sys:

- CCTV'd 100 feet of sewer main on E.3<sup>rd</sup> St.
- Degreased Main pump station.
- Contractor generator maintenance.

### Public Works:

- Shop maintc.
- Fleet maintc.



## **City Manager's Report July 17, 2019**

- Removed and maintc. on three air relief valves on water main alongside Yachats River Road.
- Clean sweep assistance.

### **Commons & City Hall**

- Contractor generator maintenance.

### **Library:**

- Completed two work orders.

### **Parks & Trails:**

- Repaired Whale Park.

### **Sewer & Water CIP:**

- Working on Pole Bldg. CIP

### **City Beautification:**

- Curb painting and street striping.

### **Ocean View Drive Project:**

- Replaced nine water valve cans in preparation for paving.