



**CITY ADMINISTRATOR REPORT**  
*Status Updates for Monthly City Council Meeting*

**DATE:** October 1, 2021

**TO:** Mayor and City Council

**FROM:** Chad Sweet, City Administrator

**Day-to-Day**

- BUILDING DEPARTMENT
  - ◆ Still negotiating modular building lease renewal → negotiating building official/department contract renewal
  
- CODE ENFORCEMENT
  - ◆ A few reports of tree cutting; no violations occurred
  
- PUBLIC WORKS
  - ◆ On the agenda for funds request
  - ◆ Water main break off H St last week handled promptly
  
- STAFF/ADMINISTRATION
  - ◆ Fire Chief position update → interviews for the Top 2 candidates are set to occur the third week of October
  - ◆ Council Goals Timeline update
  
- VACATION RENTALS
  - ◆ 3 have sold → 73 Active

**Special Projects**

- CITIZEN ADVISORY COMMITTEES
  - ◆ No activity; not currently meeting.
  
- EMERGENCY CACHE PROGRAM
  - ◆ The next access date is October 23rd @ 10a (fire department)
  
- ODOT HWY 101 CORRIDOR PROJECT
  - ◆ Ken Shonkwiler → will give an update at the November meeting
  
- RIDGE PATH
  - ◆ 95% done! Finishing touches underway

- ELK COLLABORATIVE UPDATE
  - ◆ All stakeholders signed the Declaration of Cooperation last month
- PLAYGROUND EQUIPMENT
  - ◆ New Designs! Kompan from Highwire
- FIRE STATION UPDATE
  - ◆ Will discuss during Old Business

### **Grants**

- NWSC
  - ◆ No replacement hired yet to provide grant update.
- ODOT Small City Allotment grant “Call for Projects” application submitted
  - ◆ Sidewalks are the main focus → announcements occur end of October
- FEMA BRIC
  - ◆ Ineligible; projects must be additions/remodels/retrofitting vs. relocation

### **On Our Radar**

- SPECIAL MEETING / Public Hearing
  - ◆ Contractor Work Hours Ordinance - October 12th @ 6p
- WORKSESSIONS
  - ◆ Tuesday, November 30th at 6:30p
    - Tentative Agenda: Fireworks, City Charter

### **Of Note**

- GREAT OREGON SHAKEOUT
  - ◆ October 21st @ 10:21a; “10/21 @ 10:21”

**Gearhart Council Goals / Projects 21-2022**

v. 6/29/2021

Item	Priority	Status	Action Item / Tasks	Assigned To	Comp %	Start	Proj Comp
1	1	in process	Water meter replacement	Mark McFadden	80.00%		07/21
2		In process	Hire company (Delayed)			06/21	08/21
3		in process	Database Update			06/20	
4			Meter Purchase			07/21	12/21
5							
6	1	in process	Evacuation supplies and facilities	CERT Paulina/Dan			Ongoing
7		complete	Inventory and organization				06/21
8							
9	1	in process	Workforce / Affordable Housing / Housing Study	Dan Jesse			
10		in process	Census	US Govt			
11							
12	1		Water Rights / Water Rate Study	Staff			
13			Locate Consultant Rate Study	Mark - KJ			
14			Update Water Conservation Plan	Mark - KJ		09/21	03/22
15		in process	Water Loss Percentage Project	Mark - Krysti		04/21	12/21
16		in process	Database update	Krysti		06/20	12/21
17							
18	1	complete	Dune Vegetation Ord	Staff			
19							
20	1	in process	Parks & Trails Master Plan	Staff - Grant			
21			Awaiting completion of PMP	Committee/Staff			
22							
23	1	in process	Fire Station / Resilience / Preparedness	Staff - Committee			
24			Alternative Power Supply Reservoir	Mark - Chad		10/21	12/21
25			Gas Fuel Supply	Mark - Krysti - Chad		10/21	12/21
26							
27	1	in process	Policies / Procedures / Operation Man / Org Chart	Staff - Paulina			
28							
29	1	in process	Ridge Path Extension	Staff			
30			Path maintenance / Clearing	Mark		07/21	10/21
31		in process	Duncan Crossing Handrail column	Chad		06/21/21	07/16/21
32			Duncan Crossing Decking	Chad		07/19-23	
33		complete	Duncan Crossing Columns and Structure	Mark - Russ			
34							

**Gearhart Council Goals / Projects 21-2022**

v. 6/29/2021

35	3		New City Hall				
36							
37							
38	3		Self sustaining community - Energy efficient	Paulina			
39			Investigate alternative fuel vehicles				
40			Planning				
41							
42	3	in process	Review Urban Growth Area				
43			Fire/Police Station Expansion				
44			Census				
45							
46	3		Upgrade water main along hwy 101	Mark Mcfadden			
47			Part of the HWY 101 improvement planning				
48							
49		in process	Develop dashboard metrics? What do we have to celebrate? Provides vision.				
50			Monthly/Quarterly Reports				06/21
51							
52		in process	Celebrate different department goals, council goals - report quarterly				
53			Project Tracking	Chad			05/21 09/21
54							
55			Planning Department - Comp Plan as vision and Goal - Succession was lost				
56							
57			Planning - Educational Program to guide them to the Comp Plan - Create a system to quickly educate.				
58							
59			Update public contracting in Charter				
60			Review current ord and plan update	Peter - Chad			09/02 12/21
61							
62			Clean Signs	Mark McFadden			
63			Ongoing				
64							
65			Sidewalks Repair	Mark McFadden			
66			Inventory Damaged Sidewalks				9/21 12/21
67			Consider Extension at key locations				

**Gearhart Council Goals / Projects 21-2022**

v. 6/29/2021

68							
69		in process	Trees overhanging	Mark McFadden			
70			Ongoing				
71							
72	1	in process	Financial - Accrual vs Cash	Staff			
73			Recommendation from Auditor			07/21	
74							
75	1	in process	Review Budget Statement/process (more like Seaside's?!)	Staff			
76							
77			Produce a video document about why Gearhart is Gearhart?	Staff			
78							
79			A2 and Riparian Zones - tighten up definitions/borders	Planning			
80							
81		in process	Kids Play Equipment	Krysti / Paulina / Chad			
82		in process	Receive draft plan and quotes from vendor	Krysti / Chad		05/21	07/07/21
83							
84			Parking Ordinance				
85		in process	Worksession	Staff / Council		04/21	06/29
86			After action				
87							
88			Noise Ordinance	Staff / Council			
89			Worksession			04/21	06/29
90			After action				
91							
92			Zoning Small Space Housing	PC / CC			
93							
94			Legacy Tree Project	CC Reita			
95							
96			Vibrant Downtown	CC			
97			Business Committee	CC Brent			
98							
99			Culvert Pacific Way / Neacoxie	CC Kerry			
100							
101			Water Bond Refi	CC			8/23/2021
102							

**Gearhart Council Goals / Projects 21-2022**

v. 6/29/2021

			Update codes and ordinances book	Staff			
			Combine Old and New Ord book				
			Police Chief recommended changes	Chief/CC/Staff			
103			Audit	Staff			07/09/21
104			<i>Goals list from City Administrator's review:</i>	<i>Feb/Mar 2021 review</i>			
105		in process	Successful (!) Fire Station bond September or November / Place the Fire Station bond financing on the ballot	per Paulina & Brent		2016	08/23
106			See Timeline				
107							
108		in process	Dashboard for council goals developed and reported and goals on track greater than 50%	per Paulina		02/21	
109		in process	Design and Maintain	Chad		02/21	10/21
110							
111		in process	Successful change in staff due to retirement(s)	per Paulina		02/21	
112		in process	Fire Chief Position	Chad			08/21
113		in process	Police Officer Position	Jeff		06/21	?
114							
115		in process	Implement recommendation from the Park Committee	per Brent			
116							
117		after DOC	Determine how the City's commitment to the Oregon Solutions Elk project will impact: building, open spaces, consumer education, etc	per Brent			
118							
119			Hire a code enforcement officer	per Reita			
120			Discussion / Need / Timeline				
121			Budget				
122		In process	Planning Assistant	Chad			11/21
123							