

**WALDPORT CITY COUNCIL
FEBRUARY 8, 2018
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, February 8, 2018 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER
2. ROLL CALL
3. MINUTES: *January 11, 2018*
4. PUBLIC COMMENTS/PRESENTATIONS
5. DISCUSSION/ACTION ITEMS
 - A) *City Facilities - Reserve Study*
 - B) *Goal Review*
 - C) *Development Code Amendments Update*
 - D) *CWACT Alternate Member Appointment*
 - E) *Other Issues*
6. COUNCIL COMMENTS AND CONCERNS
7. REPORTS
 - City Manager*
 - City Librarian*
 - Public Works Director*
 - City Planner*
8. GOOD OF THE ORDER
9. ADJOURNMENT

The City Council Meeting Room is accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall, (541)264-7417, during normal office hours.

* Denotes no material in packet

Notice given this 2nd day of February, 2018 - Reda Q. Eckerman, City Recorder

**WALDPORT CITY COUNCIL
JANUARY 11, 2018
MEETING MINUTES**

1. CALL TO ORDER: Mayor Woodruff called the meeting to order at 2:00 p.m.
2. OATH OF OFFICE FOR COUNCIL MEMBER: City Recorder Eckerman administered the Oath of Office to Janis Swan, who then took her seat at the Council table.
3. ROLL CALL: Mayor Woodruff and Councilors Swan, Dennis, Cutter and Holland answered the roll. Councilor Dunn arrived at 2:15. Councilor Christenson was excused. A quorum was present.
4. MINUTES: The Council considered the minutes from the December 14, 2017 meeting. Councilor Cutter moved to approve the minutes as presented. Councilor Dennis seconded, and the motion carried unanimously on a voice vote.
5. PUBLIC COMMENTS/PRESENTATIONS: Tom Cropper addressed the Council regarding proposed Measure 101. Christine Visneski addressed the Council about an idea for "movie night" on the back side of the Literacy Center. Steve Brandel asked about street lighting between the school and the industrial area. Councilor Cutter noted that Crestline at that point is a County street, though the Council will be having a joint meeting with the County Commissioners in a couple of months and they might bring the topic up at that meeting.

Mayor Woodruff introduced the new Code Compliance Officer Joan Davies, who addressed the Council and provided a brief background and overview of the position. A brief discussion ensued regarding issues such as people residing in travel trailers and the appearance of sidewalks and curbs,

6. DISCUSSION/ACTION ITEMS:

a. Approval of Budget Schedule for FY 2018-2019: Mayor Woodruff noted that there were two vacancies on the Budget Committee, and staff responded that those vacancies will be advertised. Councilor Holland **moved** to approve the proposed budget schedule. Councilor Swan **seconded**, and the motion **carried** unanimously. The first budget hearing is scheduled for April 24, 2018 from 1:30 to 5:00 p.m.

b. Consideration of Signatory Resolution: Councilor Cutter **moved** to adopt Resolution 1233. Councilor Dunn **seconded**, and the motion **carried** unanimously.

c. PERS Updates: A brief discussion ensued. Councilor Cutter reiterated that it appeared to be a wise move to remain independent, as the pool rate was higher. Mayor Woodruff agreed. No action was necessary.

d. Financial Management Policies: City Manager Kemp explained that the financial management policies are amended as needed, to meet statutory requirements or administrative actions. City Accountant Lawson clarified that these are two new policies; one acknowledging the State's Department of Administrative guidelines and formalizing the City's policy for cost accounting for public improvements, and the other which implements a risk management policy as recommended by the City's insurance carrier. Following a brief discussion, Councilor Cutter **moved** to adopt the policies as proposed. Councilor Holland **seconded**, and the motion **carried** unanimously.

e. Other Issues: None.

7. COUNCIL COMMENTS AND CONCERNS: Councilor Dennis asked about methods of providing information about current issues and projects. Councilor Cutter suggested a

review of the City's overall communication plan and Mayor Woodruff noted that this could be a topic to include in the upcoming goals discussion. Councilor Cutter reported that he has been appointed to the telecommunication and transportation committees at the League of Oregon Cities.

8. REPORTS: Written reports from the City Manager, City Librarian, Public Works Director, Code Compliance Officer and City Planner were included in the packet materials. City Manager Kemp noted that he is continuing to work with FEMA and the Office of Emergency Management with regard to the Open Space property transfer, and he anticipated that this may still take several months to accomplish. He also noted that utilizing the property may also be constrained by the necessity for official approval of specific projects, even if they are identified as permitted under the statutory guidelines. Following a brief discussion with Councilors Cutter and Dennis, it was determined that the first joint facilities committee meeting will be held on February 1. City Manager Kemp informed the Council that the City had received an appeal of a recent Planning Commission decision. Following discussion, it was determined that the Council will convene in a special meeting for the public hearing on February 22 at 2:30 p.m. Mr. Kemp also noted that Mr. Peterson had submitted his resignation from the Planning Commission. Councilor Cutter **moved** to declare the position vacant. Councilor Dennis **seconded**, and the motion **carried** unanimously. The vacancy will be advertised. Following a brief discussion, **consensus** of the Council was to approve Mr. Kemp's participation on the Lincoln County Commons committee. He distributed a planning document about the proposed Master Plan for the Commons facility at the Lincoln County Fairgrounds, and mentioned an online survey that interested citizens could participate in if they desired. With regard to the proposed disc golf course, Mr. Kemp noted that the City was formalizing the right of entry with the developers of the Land and Sea subdivision, and then the process for implementing the project can begin. Information on the Oregon Coast Public Arts Trail was provided to Councilor Holland, as this may be a project that the Waldport Arts Group would be interested in. Mr. Kemp noted that Mr. Alexander was still awaiting approval from OLCC for the brewery, but he had indicated he would like to be at the next Council meeting to provide an update. A brief discussion ensued regarding the revisions to Dahl's recycling program, and Councilor Cutter suggested that they be invited to a meeting to discuss some of the issues, including scheduling and pickup practices.

9. GOOD OF THE ORDER: Nothing further.

10. ADJOURNMENT: At 3:24 p.m., there being no further business to come before the Council, the meeting was adjourned.

Respectfully submitted,

Reda Q Eckerman, City Recorder

APPROVED by the Waldport City Council this ____ day of _____, 2018.

SIGNED by the Mayor this ____ day of _____, 2018.

Susan Woodruff, Mayor



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: City Facilities – Reserve Study

REQUESTED BY: City Council

FOR MEETING DATE: February 8, 2018

SUMMARY OF ISSUE:

This action is consider approving a consultant for building assessments and reserve studies.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review and discuss consultant proposals and select firm for completing studies.

BACKGROUND:

Staff received two proposals, one from IBI in Portland, and the other from Reserve Advisors (“RA”), nationwide with HQ in Milwaukee (Wisconsin, not Oregon), but apparently with experience along coastal Oregon. Attached are the proposals and other information, also summarized in the table. The prices appear comparable, but the RA study seemingly includes more elements than IBIs. After selecting a firm, staff could follow up with contacting references.

Company	Scope	Cost	Conditions/Other
IBI	Building Envelope Evaluation: Visual inspection of exterior (walls/roof systems) Report for each building with photos, issues and descriptions	\$7,130.25	Local knowledge may be superior
	Reserve Study (Level I): Identify reserve fund and plan for replacing major exterior components Level I: Establish inventory, evaluate condition, determine replacement cost	\$8,100	Includes HVAC & manufacturer contact, per IBI Includes Public Works Shop per IBI
	TOTAL	\$15,230.25	25% deposit; includes 10% reduction for doing BEE with RS
Reserve Advisors	Reserve Study: Report with spreadsheet (see overview)	\$14,600	Seems to include more elements Retainer \$7,300
	Optional Services: hard copies	\$75 each	
	Subscription for scenario modeling	\$1,460/yr	

Fiscal Impact: 43% General Fund (\$6,278 - \$6,549)
15% Economic Development (\$2,190 - \$2,285)
42% Public Works (\$6,132 - \$6,397)

Kerry Kemp

From: Kari Abbott <Kari@iibii.com>
Sent: Friday, January 12, 2018 6:21 PM
To: Kerry Kemp
Subject: 180112 - 17106 City of Waldport - Revised Proposal & References
Attachments: 180112 - 17106 City of Waldport - BEE - Proposal.pdf; 180112 - IBI References - Package.pdf

Hi Kerry,

Attached you'll find the revised Building Envelope Evaluation proposal for the City Buildings – per our conversation earlier this week and our Reference Sheet you requested. I'm hoping you also received the Reserve Study Proposal that was emailed separately to you through our new system.

I would like to speak to you on the phone regarding both proposals at some point on Monday, if you're available, just let me know a good time.

Thank you Kerry and I hope you have a fun and relaxing weekend!

KARI ABBOTT | Business Development Manager | IBI | Est. 1979
9320 SW Barbur Blvd, Suite 146, | Portland, OR 97219
Phone: (503) 646-5376 | Fax: (800) 717-8132 | Cell: (503) 826-4717



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To: kerry.kemp@waldport.org [Remove](#) this sender from my allow list

From: kari@iibii.com

You received this message because the sender is on your allow list.



PROPOSAL: Building Envelope Evaluation

January 12, 2018

City of Waldport Oregon
Attn: City Manager - Kerry Kemp
PO Box 1120
Waldport, OR 97394

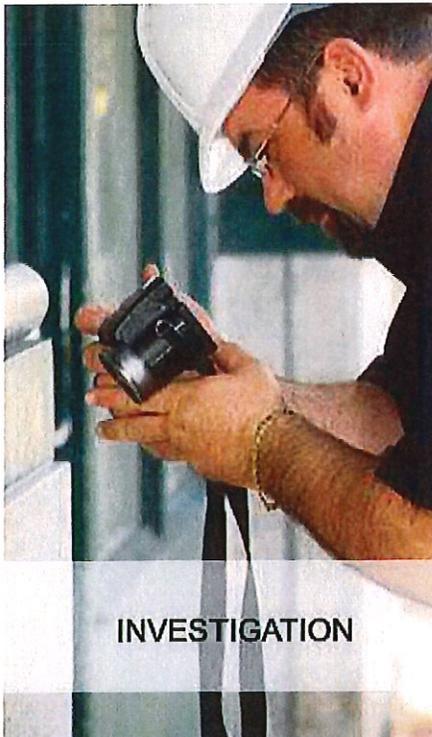


RE: Building Envelope Evaluations for the following properties:

- City Hall/Fire Station - 125 NE Alsea Highway, Waldport, OR 97394
- Library - 460 NW Hemlock Street, Waldport, OR 97394
- Community Center - 265 NW Hemlock Street, Waldport, OR 97394
- Museum/Museum Annex - 320 Grant Street & 945 NE Broadway Street, Waldport, OR 97394
- Shop Building - 555 N. Lint Slough Road, Waldport, OR 97394
- Cold Storage - 425 N. Lint Slough Road, Waldport, OR 97394
- Public Works Shop - 4028 Ann Street, Waldport, OR 97394

Dear Mr. Kemp,

IBI would like to thank you for the opportunity to propose Building Envelope Evaluations for your consideration.



VISUAL INVESTIGATION SCOPE OF WORK:

Building Envelope Evaluation

A Building Envelope Evaluation is a visual specialty examination of the exterior of the building to discover construction issues. Typical areas of evaluation include:

- Flashings
- Fasteners (Nails, Screws)
- Cladding (Siding)
- Windows
- Doors
- Penetrations (Products that pierce through the siding)
- Cladding to Roof Transitions
- Roofing Systems
- Downspouts and Gutters



DELIVERABLE: 3Pic® Report with Opinion

IBI's findings will be documented with digital photography and will be presented in an individual report for each building listed above. The report begins with an opinion letter stating IBI's findings and an interpretation of those findings. Following the opinion, the issues discovered during the observation are represented in our 3Pic® format.

Most of our clients are not construction experts, which is why we keep our reports simple and easy to understand. Each issue is presented on its own page. The issue is written at the top of the page and is described succinctly. Three pictures (the 3Pic®) are included at the bottom of the page to help you and your repair contractor easily locate each issue. The pictures show the elevation (face) the issue is located on, the specific area the issue is located at, and the issue itself. We strive to make it as easy as possible to understand.

Issue	Incorrect single lapping of the cap flashings.
Description	The parapet cap flashings require to be applied in a specific manner. As they are one of the most threatened locations for moisture entry on a roof system. This is also where the roof intersects with the vertical wall of the structure at the top. This application requires a minimum of 4" of lapping. This has not occurred.
Location	
Photo of Issue	

ISSUE #2

PROJECT 11001 Sample Client
DATE 110429

BUILDING CONSULTANTS

IBI

OR CCB #32734
WA LIC# IBIBUC908JZ
4805 SW Meadows Rd, Suite 300, Lake Oswego, OR 97035
© 2010 IBI Building Consultants. All rights reserved.



CLARIFICATION: Conditions

- IBI must be provided full access to the building exteriors, even for areas not expected to be included in the observation.
- IBI must be allowed to use ladders wherever the investigator(s) feels is necessary to perform the observation.
- Man-lifts or swing-stages will not be used.
- Maximum ladder height will be twenty four feet in height.
- IBI will be supplied with all available architectural and structural plans, and plat maps to better understand the projects make up.
- IBI will be supplied with a written list of pre-existing issues at least 48 hours prior to the inspection.
- One report for each building (listed above) will be supplied digitally to the individual who signs this proposal, unless IBI is requested in writing to supply it to additional individuals.
- The report may take up to two weeks for delivery.
- No Destructive Testing (removal of exterior products to determine the extent of damage below) will be performed.
- A 10% Discount has been applied to the Cost listed below for the Building Envelope Evaluation as long as this Evaluation is performed with the Reserve Study. If the Building Envelope Evaluation is performed solo, the 10% Discount will not apply.

COST OF SCOPE OF WORK : \$7,130.25

(Where taxes are applicable they shall be added to the appropriate costs incurred on the project.)



GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

The purpose of these general terms and conditions is to establish the contractual obligations of IBI and Client for IBI's performance of various professional consulting services for Client. IBI's services are described in further detail in the section titled "Scope of Work" above.

- 1.) Fee: The fee for IBI's services is as described above. Invoices for IBI's services and expenses incurred shall be submitted to the Client. Client shall pay the fee in full to IBI upon receipt of the invoice. Time and materials fees are a two hour minimum which include portal to portal. If client pays and such payment is dishonored or rejected for any reason, IBI shall assess a Non-Sufficient Funds fee of \$25.00 dollars or 10% of past due invoice amount, whichever is greater. All past due invoices will be assessed a late fee at every billing cycle. Billing cycles are on the 15th and the last day of the month. Late fees are 10% of the past due balance, compounded at every billing cycle. All applicable taxes will be assessed in addition to all charges. Payment shall be applied first to any late charges or fees and then to any remaining balances.
2a.) Deposit: IBI shall commence work on this project upon receipt from the Client of a non-refundable deposit in the amount of 25% of the fixed cost as described above along with a signed copy of this agreement which shall be considered authorization to proceed. The deposit shall be applied to the final invoice at the completion or earlier termination of the work.
2b.) Retainer: IBI shall commence work on this project upon receipt from the Client of a retainer in the amount shown above along with a signed copy of this agreement which shall be considered authorization to proceed. The retainer shall be applied to each invoice until depleted and then Client will be invoiced for payment.
3.) Billing: Invoices for IBI's services and expenses incurred shall be submitted to the Client. Client shall pay the fee in full to IBI upon receipt of the invoice. If client pays and such payment is dishonored or rejected for any reason, IBI shall assess a Non-Sufficient Funds fee of \$25.00 dollars or 10% of past due invoice amount, whichever is greater. All past due invoices will be assessed a late fee at every billing cycle. Billing cycles are on the 15th and the last day of the month. Late fees are 10% of the past due balance, compounded bimonthly. All applicable taxes will be assessed in addition to all charges. Payment shall be applied first to any late charges or fees and then to any remaining balances.
4.) Right of Entry: Unless otherwise agreed, the Client will furnish IBI right of entry on real property and be responsible for the propriety of time, place and manner of entry upon the real property where IBI is to perform its services. IBI will take reasonable precautions to minimize damage to the real property and improvements, but has not included in the fee the cost of any restoration, unless specifically included in the scope of work. Unless resulting from IBI's gross negligence or willful misconduct, IBI shall not be liable for any damage to the real property and improvements caused by the performance of IBI's services. IBI is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions owned by Client and third parties, including but not limited to utilities, conduits, wells and the like. The Client will hold IBI harmless from any loss resulting from failure to disclose, mark or properly identify all locations of such conditions. Additionally, Client agrees to furnish IBI with all drawings, schematics, including "as builds," renderings, drawings and other documentation with respect to the real property and improvements thereon to assist IBI in its observations, surveys, evaluation and testing.
5.) Professional Liability and Limitations: In performing its professional services, IBI will use the standard of care and skill ordinarily recognized under similar circumstances by members or others in the same profession in the state and region at the time the services were performed. No other warranty, either expressed or implied, is made in connection with rendering of professional services herein. Any reports, conclusions, or recommendations provided by IBI to Client in connection with IBI's services constitute IBI's professional opinion only and are not guarantees or warranties of the matters discussed therein. IBI's services and work product are for the sole benefit and exclusive use of the Client. No other third party shall be entitled to rely upon any services or work product provided to Client and IBI shall not be responsible for any such third party with respect to any statements contained in any such reports. In no event shall IBI be responsible for any consequential losses that Client may suffer as a result of any breach of the limited warranty hereunder. IBI is neither responsible nor liable for any contractor or subcontractor actions, any products that may be reused for any reason, the project length and/or the contractor's speed on the project. Projects will be archived for only two years from the date of the last payment made. After two years, documents will be destroyed or deleted. IBI'S TOTAL LIABILITY TO CLIENT FOR ANY LOSS, LIABILITY, OR DAMAGE FOR ANY CLAIM ARISING OUT OF OR RELATED TO THIS AGREEMENT AND/OR IBI'S SERVICES HEREUNDER, REGARDLESS OF THE FORM OF ACTION, SHALL NOT EXCEED THE FEES PAID TO IBI UNDER SECTION 1 ABOVE.
6.) Contracted Work: IBI, including its sub-consultants, is retained hereunder for the limited purpose of performing certain observations, surveys, evaluation and testing, and thereafter making recommendations with respect to the data and information so gathered. IBI is not responsible for the overall environmental status, physical condition, or viability of any real property and structure or improvement thereon. The Client shall indemnify, defend and hold harmless IBI and its sub-consultants from any claims, damages, costs, losses and expenses, including but not limited to attorneys' fees and costs at arbitration, trial or appeal arising out of unauthorized or third party use of IBI's reports and findings. IBI does not provide legal opinions. Client should seek legal counsel for advice on issues such as the appropriateness of a particular scope of work to minimize legal liability.
7.) Force Majeur: Any delay or total or partial failure on the part of IBI in the performance of any of the services outlined herein caused by circumstances, events or conditions beyond the reasonable control of IBI, including but not limited to acts of God, acts on the part of a governmental authority, boycotts, strikes or any labor dispute, public disorders, fires, floods, earthquakes or severe weather conditions shall not constitute a default or breach of the agreement by IBI. Any time periods

- required for IBI's performance shall be extended accordingly.
8.) Costs Estimates: If requested, IBI will use its best efforts and experience to provide general estimates of costs for repairs, construction or other services as appropriate based on reasonable available data. However, such estimates are intended to provide information on the order of magnitude or scale of such costs and are not intended for use in actual budgeting or negotiation unless specifically agreed otherwise in writing with IBI. Client understands actual costs of such work can depend heavily on regional economics, local construction practices, material availability, site conditions, weather conditions, contractor skills and other factors beyond IBI's control. The actual costs to Client may vary significantly from any estimates or opinions provided by IBI.
9.) Confidentiality: Except as otherwise provided in Section 10, IBI will maintain as confidential any documents or information provided by the Client and will not release, distribute or publish the same to any third party without the prior written permission from the Client, unless compelled by law or order of a court or regulatory body.
10.) Publicity: Client authorizes IBI to photograph the inspected premises and otherwise document its services hereunder for IBI's advertising, marketing, and other purposes. All photos and similar documentation shall be the sole and exclusive property of IBI and may be used, displayed, reproduced, published, transmitted, and distributed by IBI, in its sole and absolute discretion.
11.) Priority Over Form Agreements/Purchase Orders: The parties agree that the provisions in these general terms and conditions shall control over and govern as to any form writings signed or submitted by the parties, Client purchase orders, change orders, work orders, etc., and that such forms may be issued by Client to IBI as a matter of convenience to the parties without altering any of the terms of the provisions herein stated. Any amendment or modification of the terms and conditions herein, including the Scope of Work described below, must be expressly approved in writing by IBI.
12.) Survival: All provisions of this agreement for indemnity or allocation of responsibility or liability between Client and IBI shall survive the completion of the services and the termination of this agreement.
13.) Assignment: This agreement may not be assigned by either party without the prior written permission of the other. No provisions of this agreement, express or implied, are intended or will be construed to confer rights, remedies, or other benefits to any third party under, or by reason of, this agreement. Notwithstanding the foregoing, IBI shall be entitled to subcontract the services to be provided hereunder.
14.) Termination: Either party can terminate this agreement at any time upon delivery of at least 10 days' prior written notice to the other party. If terminated prior to the completion of all services, IBI shall be entitled to its portion of fees in accordance with the above rate schedule for any work performed prior to termination and all expenses incurred prior to termination (including, if applicable, cancellation fees and expenses contracted for prior to termination that cannot be cancelled).
15.) Governing Law: This agreement shall be interpreted under the laws of the State of Oregon without giving effect to principles regarding conflict of laws. Any action or proceeding brought by any party against another arising out of or relating to this Agreement shall be brought in a state or federal court of competent subject matter jurisdiction located within Multnomah County in the State of Oregon, except for actions to enforce judgments of such courts, and each of the parties to this Agreement consents to the personal jurisdiction of those courts.
16.) Attorneys' Fees: If IBI brings any action to enforce its rights hereunder, the Client shall pay IBI's reasonable attorneys' fees and costs incurred in connection with such action, whether in pre-trial, trial, arbitration, appeal in any proceeding including bankruptcy, or in any action to enforce a judgment or award.
17.) Legal Costs: If IBI is requested to provide legal services by the Client, Attorney or the Court System then these services will be an hourly rate of \$290.00 per man-hour. Litigation services include, but are not limited to, mediation, arbitration, trial work, expert witness, fact witness, deposition, and to provide documentation production for any of the above. Time required to travel to and/or from any of the above mentioned legal procedures will be billed at the same rate.
18.) Taxes and Fees: Unless otherwise specified, quoted prices do not include taxes, duties, fees or transportation surcharges which are, or may be, levied upon the materials or the services on behalf of any taxing authority by reason of transfer or delivery to Owner. Any such costs incurred by Independent Building Inspections shall be invoiced and paid by Owner.
19.) Project Storage: IBI will destroy all documents two years after the completion date of the project.

THIS AGREEMENT SHALL NOT BE BINDING ON IBI UNLESS IBI RECEIVES THE REQUIRED RETAINER ALONG WITH A SIGNED COPY OF THIS AGREEMENT WITHIN 15 DAYS OF THE DATE OF THIS AGREEMENT SET FORTH ABOVE.

*Approval Signature: _____

IBI

*Print Name: _____

By: _____

*Email Address: _____

Print Name: _____

*Date: _____

Date: _____

*Required Field



9320 SW Barbur Blvd 146 • Portland, OR 97219 • Phone: 503-646-5376

Print-date: 1-17-2018

City of Waldport
Attn: Kerry Kemp
PO Box 1120
Waldport, OR 97394

IBI Would like to thank you for the opportunity to provide you a proposal regarding your project.

RESERVE STUDY

A Reserve Study is a budgeting tool that identifies the current Reserve Fund and presents a plan for future replacement of major exterior components. The main advantage of IBI Reserve Studies is that our inspectors are construction experts with extensive experience in the construction defects industry. They understand what a properly installed component looks like at various stages of its lifespan and can determine if the component is aging faster than or slower than average. Many other Reserve Study Analysts do not perform a thorough condition assessment, which means that their expected expense year may be inaccurate by a number of years. IBI performs a thorough condition assessment during every Level One and Level Two site visit to ensure that the replacement timeline is as accurately determined as possible.

Attached Files:

Reserve Study

Level One Reserve Study - City Hall / Fire Station

Level One: Full Initial Reserve Study with Site Visit -- First Year Only: Level One Full Initial Reserve Study with Site Visit IBI performs a review of the Association's responsibilities, establishes installed product quantities, evaluates the condition of the buildings and products, and determines current replacement costs. IBI determines replacement costs using two methods. One is to create a base standard by multiplying the RS Means cost by a percentage based on location. The second is to contact our vast professional network to receive estimates from contractors. We typically use the second method when we suspect that the cost of replacement from a qualified contractor may be drastically different than the cost of replacement by a non- or under-qualified contractor. The Level One Reserve Study is the most expensive of the three Reserve Study types.

Description

Level 1 - City Hall / Fire Station
125 NE Alsea Highway

Level One Reserve Study - Library

Level One: Full Initial Reserve Study with Site Visit -- First Year Only: Level One Full Initial Reserve Study with Site Visit IBI performs a review of the Association's responsibilities, establishes installed product quantities, evaluates the condition of the

buildings and products, and determines current replacement costs. IBI determines replacement costs using two methods. One is to create a base standard by multiplying the RS Means cost by a percentage based on location. The second is to contact our vast professional network to receive estimates from contractors. We typically use the second method when we suspect that the cost of replacement from a qualified contractor may be drastically different than the cost of replacement by a non- or under-qualified contractor. The Level One Reserve Study is the most expensive of the three Reserve Study types.

Description

Level 1 - Library
460 NW Hemlock Street

Level One Reserve Study - Community Center

Level One: Full Initial Reserve Study with Site Visit -- First Year Only: Level One Full Initial Reserve Study with Site Visit
IBI performs a review of the Association's responsibilities, establishes installed product quantities, evaluates the condition of the buildings and products, and determines current replacement costs. IBI determines replacement costs using two methods. One is to create a base standard by multiplying the RS Means cost by a percentage based on location. The second is to contact our vast professional network to receive estimates from contractors. We typically use the second method when we suspect that the cost of replacement from a qualified contractor may be drastically different than the cost of replacement by a non- or under-qualified contractor. The Level One Reserve Study is the most expensive of the three Reserve Study types.

Description

Level 1 - Community Center
265 NW Hemlock Street

Level One Reserve Study - Museum / Museum Annex

Level One: Full Initial Reserve Study with Site Visit -- First Year Only: Level One Full Initial Reserve Study with Site Visit
IBI performs a review of the Association's responsibilities, establishes installed product quantities, evaluates the condition of the buildings and products, and determines current replacement costs. IBI determines replacement costs using two methods. One is to create a base standard by multiplying the RS Means cost by a percentage based on location. The second is to contact our vast professional network to receive estimates from contractors. We typically use the second method when we suspect that the cost of replacement from a qualified contractor may be drastically different than the cost of replacement by a non- or under-qualified contractor. The Level One Reserve Study is the most expensive of the three Reserve Study types.

Description

Level 1 - Museum / Museum Annex
320 Grant Street / 945 NE Broadway

Level One Reserve Study - Shop Building

Level One: Full Initial Reserve Study with Site Visit -- First Year Only: Level One Full Initial Reserve Study with Site Visit
IBI performs a review of the Association's responsibilities, establishes installed product quantities, evaluates the condition of the buildings and products, and determines current replacement costs. IBI determines replacement costs using two methods. One is to create a base standard by multiplying the RS Means cost by a percentage based on location. The second is to contact our vast professional network to receive estimates from contractors. We typically use the second method when we suspect that the cost of replacement from a qualified contractor may be drastically different than the cost of replacement by a non- or under-qualified contractor. The Level One Reserve Study is the most expensive of the three Reserve Study types.

Description

Level 1 - Shop Building
555 N. Lint Slough Road

Level One Reserve Study - Cold Storage

Level One: Full Initial Reserve Study with Site Visit -- First Year Only: Level One Full Initial Reserve Study with Site Visit
IBI performs a review of the Association's responsibilities, establishes installed product quantities, evaluates the condition of the buildings and products, and determines current replacement costs. IBI determines replacement costs using two methods. One is to create a base standard by multiplying the RS Means cost by a percentage based on location. The second is to contact our vast professional network to receive estimates from contractors. We typically use the second method when we suspect that the cost of replacement from a qualified contractor may be drastically different than the cost of replacement by a non- or under-qualified contractor. The Level One Reserve Study is the most expensive of the three Reserve Study types.

Description

Level 1 - Cold Storage
425 N. Lint Slough Road

Description

10% Discount for quantity

Total Price: \$8,100.00

CONDITIONS & CLARIFICATION

- Those studies with a site visit will include one visit only for the purposes of Reserve Study documentation unless additional visits are determined necessary by IBI.
- The site visit includes a limited visual inspection of the general systems and components requested by the Client and/or included in the Association's responsibility documentation.
- During a site visit, all portions of the premises, including the interior areas of any building or residence, shall be made available to IBI Building Consultants.
- If interior access is required, the Association or Community Manager is responsible for facilitating access.
- The Reserve Study will be performed in accordance with applicable requirements of the Association's governing documents, industry standards among certified professional Reserve Study providers, and AHJ (Authority Having Jurisdiction) requirements.
- When the age of a particular Reserve item (as listed in the Reserve Study) is unknown, the Client shall provide his/her/their best estimate of the item's age to IBI Building Consultants.
- If the Client is unable to provide an estimate of a Reserve item's age, IBI Building Consultants shall make its own estimate of the age of the Reserve Item.
- If the Association's responsibility documents have been changed or updated, the Client is to provide IBI a copy of the documents prior to commencement of the following Reserve Study Update.
- Prior to a Level One Reserve Study, the Client is to fill out the attached Reserve Study Questionnaire Form and supply the information requested within it.
- One copy of the completed Reserve Study shall be delivered via email for the Client's ease of printing and viewing.
- All revisions must be received prior to 30 days from first draft. Final draft will be created at that point.
- This is a five year contract for and Oregon property and a four year contract for a Washington property to perform work consecutively
- Where taxes are applicable, they shall be added to the appropriate costs incurred on the project.
- A 10% Discount has been applied to this Reserve Study Contract as long as this Reserve Study is performed at the same time as the Building Envelope Evaluation. If the Reserve Study is performed solo, the 10% Discount will not apply.

Terms and Conditions

PAYMENT TERMS:

The fee for IBI's services is as described above. Invoices for IBI's services and expenses incurred shall be submitted to the Client. Client shall pay the fee in full to IBI upon receipt of the invoice. Time and materials fees are a two hour minimum which include portal to portal. If client pays and such payment is dishonored or rejected for any reason, IBI shall assess a Non-Sufficient Funds fee of \$25.00 dollars or 10% of past due invoice amount, whichever is greater. All past due invoices will be assessed a late fee at every billing cycle. Billing cycles are on the 15th and the last day of the month. Late fees are 10% of the past due balance, compounded at every billing cycle. All applicable taxes will be assessed in addition to all charges. Payment shall be applied first to any late charges or fees and then to any remaining balances.

DEPOSIT:

IBI shall commence work on this project upon receipt from the Client of a non-refundable deposit in the amount of 25% of the fixed cost as described above along with a signed copy of this agreement which shall be considered authorization to proceed. The deposit shall be applied to the final invoice at the completion or earlier termination of the work.

BILLING:

Invoices for IBI Construction's services and expenses incurred shall be submitted to the Client. Client shall pay the fee in full to IBI upon receipt of the invoice. If client pays and such payment is dishonored or rejected for any reason, IBI shall assess a Non-Sufficient Funds fee of \$25.00 dollars or 10% of past due invoice amount, whichever is greater. All past due invoices will be assessed a late fee at every billing cycle. Billing cycles are on the 15th and the last day of the month. Late fees are 10% of the past due balance, compounded bimonthly. All applicable taxes will be assessed in addition to all charges. Payment shall be applied first to any late charges or fees and then to any remaining balances.

WARRANTY:

IBI Construction (IBI) 1-Year Transferable Craftsmanship Warranty covers all installation labor provided by IBI. IBI warrants that all labor supplied by IBI will be performed in a good and workmanlike manner according to industry standards. IBI warrants installation labor for a period of one (1) year from the date of substantial completion. This warranty is transferable within the one (1) year warranty period from the date of substantial completion. If transferred to a new owner, this warranty will begin from the date of substantial completion. Caulking and painting (if part of the scope of work) labor is warranted for one (1) year from substantial completion. Caulking requires inspection at least once per year by Owner. Owner is required to re-caulk any failed or worn caulking or notify IBI of failed or worn caulking. Caulking maintenance is a very important factor in the prevention of water intrusion and leaks into your home. IBI shall not be liable for any damages caused as a result of Owner's failure to perform caulking inspection and/or maintenance on an annual basis. IBI can, for an additional charge, perform such annual caulking maintenance. Warranty expressly excludes any claims of damage caused by mold or mildew. Warranty does not include the repair or replacement of work not installed by IBI; including painting, staining, trim, interior repairs, alarm systems, or other similar work. This warranty does not include intentional misuse or abuse. Damage caused by Acts of God, vandalism, or other similar situations typically covered by insurance policies are not included. This warranty is only valid when the property or its improvements are subject to normal use and care by the Owner(s) and provided that the Owner has fully complied with all the terms, conditions and payment provisions of the Contract. Warranty will be issued and is valid only after Owner makes final and complete payment to IBI. Owner shall provide IBI with the opportunity to repair or replace any mutually acknowledged repairs or corrections during construction and throughout the warranty period. Any manufacturer's warranties shall pass to the benefit of the Owner and are assigned to the Owner by IBI. Should Owner observe any water leaks or water penetration in the vicinity of IBI's work during construction or the warranty period, Owner shall immediately notify IBI by telephone of any such water leak or water penetration and shall further notify IBI in writing of such water leak or water penetration within 48 hours of first observing such conditions. Owner agrees that IBI shall not be liable for any damages allegedly resulting from water leaks or water penetration if they fail to notify IBI of such water leaks or water penetration in a timely manner. Owner agrees that IBI shall not be liable for any water, wind, or air leaks or infiltration caused by weather or climate conditions that exceed the design standards of products installed by IBI. Owner is responsible for any repairs, damage, or related work caused by such conditions.

PAINT:

(If Paint is part of the work to be performed by IBI): Prices specified for Paint work are based upon no more than three color such as body, trim and door (if applicable). Unless otherwise specified herein, Paint Work does not include painting corner trim or window trim a different color than the body paint. Location of paint must be identified within the scope of work otherwise. Paint will be applied per manufacturer application requirements. Light colors (such as white or yellow) may require additional coats of paint or primer especially when applied to dark or of natural products such as cedar. Additional coats of paint or primer will require an additional charge to Owner. IBI will notify Owner if additional coats of paint or primer are needed and the additional costs to apply the additional coats. Any additional Painting work will be billed on a time & materials basis as specified in the Changes Section. Paint Work does not include the painting of wood windows, doors, shutters, railings, decks, columns, detached buildings or any other items not otherwise specified herein. Paint Work includes minimal preparation and priming to the above specified areas that will be painted. Paint Work does not include the removal of excessive dirt, mildew, fungus, or moss growth from gutters, downspouts or other existing surfaces. Any additional painting preparation, including pressure washing work will be billed on a time & materials basis as specified in the Changes Section. Owner shall promptly provide IBI with their selected paint color(s) in order to ensure that IBI may commence work as scheduled. In the event Owner changes the color of paint they previously selected, Owner will be charged for any paint purchased by IBI for the Project and any additional work performed by IBI as a result of Owner changing colors. HOMES RESIDED WITH CEDAR (ESPECIALLY CLEAR-FINGER JOINT OR CVG) MAY EXPERIENCE SOME TANNIN "BLEEDING" (SMALL PERCENTAGE OF HOMES). TANNINS ARE OILS IN THE WOOD, AND MAY SURFACE AROUND NAILS OR JOINTS. TANNINS ARE YELLOWISH IN COLOR AND TYPICALLY DIMMINISH AFTER 6 TO 24 MONTHS. SUCH TANNIN BLEEDING IS BEYOND THE CONTROL OF IBI AND ITS SUPPLIERS. TANNINS CAN BE REMOVED BY THE APPLICATION OF A MILD DETERGENT AND WATER. IBI AND ITS SUPPLIERS SHALL NOT BE LIABLE FOR TANNIN BLEEDING, OR CLEAN-UP AND TOUCH-UP PAINTING RESULTING FROM THE PRESENCE OF TANNINS.

STANDARD EXCLUSIONS:

Unless specifically included in the work to be performed by IBI, or in subsequently executed Change Orders, this Agreement does not include labor or materials for the following work: moving Owner's property around the site; final construction cleaning beyond "broom swept" condition; landscaping repair or work of any kind; temporary power; correction of existing out-of-plumb or out-of-level conditions in existing structure; correction of concealed substandard framing; removal and replacement of existing rot or insect infestation; and exact matching of existing finishes. IBI shall not be responsible for the repair of secondary results of demolition and/or installation, including, but not limited to, sheetrock cracks and holes, and damage to concealed items such as wires, cabling, and pipes. IBI will make a reasonable effort to remove all existing siding; however, IBI may be unable to remove siding from behind or under decks, trellises, awnings, concrete and other physical barriers.

CHANGES:

IBI shall be entitled to additional compensation beyond the contract price in the event IBI performs work beyond the scope of work specified herein or if IBI's work is made more difficult or time consuming as a result of issues beyond the control of IBI. See also the Unknown or Concealed Conditions Section. The Contract Price shall be adjusted for additions or changes in the work to be performed by IBI as follows: IBI shall charge \$65.00 per man hour, plus the cost of materials x 1.25, plus any other costs incurred by IBI x 1.25, for all additional work or changes performed by IBI. The Time for Performance of IBI's work shall also be extended as the result of IBI performing additional work. Billings for changes, modifications, or additions will be issued upon substantial completion of the additional work. Failure of IBI or Owner to sign a change order shall not preclude recovery for changes, modifications or additions made by IBI, and acceptance of said work or materials shall be presumed unless there is written notice to the contrary.

TIME OF PERFORMANCE:

IBI shall begin performance of its work within a reasonable period of time following Owner's timely acceptance of this Agreement and/or as otherwise specified herein. IBI shall complete its work within a reasonable period of time unless specifically stated otherwise herein. IBI shall not be responsible for delays that are beyond its control. Delays beyond IBI's control shall include, but not be limited to, the following: modified or additional work ordered by the Owner; act or neglect of an architect or another contractor; fire; flood; wind; adverse weather conditions not suitable for the performance of IBI's work; delays in material deliveries or unavailability of materials; delays caused by any lender, and any other delay beyond the control of IBI. IBI shall not be liable for any damages (special, indirect, or consequential) arising in any manner from delays in the performance of IBI's work.

UNKNOWN, CONCEALED, OR NOT VISUAL CONDITIONS:

This Agreement is based solely on the observations IBI was able to make with the site and structure in its current condition at the time this Agreement was bid and the conditions of the site and structure as represented by Owner. Should IBI encounter unknown or concealed conditions (such as dry rot, infestation, wires, cables, pipes, and concealed and physical conditions below the surface of the ground) before or during the performance of the work that are at variance with the conditions indicated by the Owner or in the contract documents, or differ materially from those generally inherent in the type of work being provided in this Agreement, IBI shall be entitled to an adjustment of the Contract Price and/or Time for Performance and the Price and/or Time of Performance shall be adjusted as per the Changes Section herein. Owner's authorization to IBI to address any concealed conditions shall entitle IBI to compensation for any additional work performed as a result of concealed conditions as specified in the Changes Section above.

HAZARDOUS MATERIALS:

IBI is not responsible for the removal of hazardous materials such as asbestos, asbestos siding, lead-based paint, or other similarly hazardous substances that have not been rendered harmless. Should IBI encounter what they reasonably believe is hazardous materials or hazardous conditions, IBI shall immediately stop work and report the condition to the Owner. If the subject home was constructed before 1978, Owner acknowledges receipt of the lead pamphlet, "Renovate Right," from IBI

MOLD:

IBI has no responsibility under this Agreement relating to mold, mold remediation, or indoor air quality and pollution, including, but not limited to, health issues, health impacts, physical ailments, mold remediation, ventilation system remediation, property damage, containments for the removal of any building materials, special debris disposal costs, HEPA vacuuming, any cleaning relating to mold remediation, negative air machines, or anything else related to mold or indoor air quality and pollution. IBI shall not be liable for any damages whatsoever relating to mold and indoor air quality and pollution.

OWNER'S OBLIGATIONS:

Owner shall provide IBI complete and continuous access to the premises during the progress of the work and shall not interfere with IBI's on premises activities. Owner shall clear the immediate work area and any adjacent areas that may be impacted by the work and shall remove or trim back shrubs, trees, flowers, or landscaping elements which may hinder or delay the work and which are situated in a position where they may be damaged or destroyed during the course of IBI's work. Owner shall be responsible for removing any items affixed to interior walls that may fall as a result of IBI's on site construction activities. IBI has no control over such items and shall not be responsible for any damage to them as a result of IBI's on site construction activities. IBI shall not be responsible for damage to lawns and landscaping resulting from IBI's on site construction activities. Owner shall provide IBI with reasonable access to all work areas and walking areas to access all work areas. Homes with limited access may experience more damage to the surrounding areas than normal. Owner shall not dispose of any debris in the drop boxes provided by IBI for the disposal of debris from the Project. Owner shall be responsible for all additional drop box charges resulting from the disposal of debris by someone other than IBI and its subcontractors into the drop boxes provided by IBI. Owner shall provide IBI access and permission to install temporary or permanent safety equipment. This may include one or more permanent roof safety anchors in order for installers to connect safety harnesses. IBI shall not be liable for repair or replacement of any building materials affected by the installation of temporary or permanent safety equipment.

IBI'S OBLIGATIONS:

IBI shall be responsible for all construction under this agreement. IBI shall coordinate the work of all subcontractors. IBI shall substantially comply with all laws, rules, ordinances, regulations or orders relating to the performance of the work described herein. IBI shall maintain general liability and workers' compensation insurance as required by the State of Oregon Construction Contractors Board or the State of Washington Department of Labor & Industries. IBI shall keep the job site reasonably clean during the progress of the work and upon completion of the work shall remove all waste materials and rubbish from the work site and conduct general "broom swept" cleanup of the work site.

DISPUTES:

Owner agrees to direct all concerns regarding IBI's work to IBI. In the event of a dispute relating to this Agreement, Owner and IBI shall first attempt to resolve any issues amongst themselves. Owner and IBI agree to exercise their best efforts in good faith to resolve all disputes between themselves. Any disputes, except for construction lien foreclosure, not resolved amongst the parties or through mediation shall be resolved through binding arbitration. Owner shall provide notice to IBI of any alleged construction defects and provide IBI with an opportunity to inspect and cure any such alleged defects prior to initiating any action against IBI.

ATTORNEY FEES:

Owner agrees to pay IBI's reasonable attorney fees, including collection fees, costs and disbursements incurred without filing suit, which IBI may incur to enforce any right granted in this Agreement. In the event suit, action or arbitration is instituted to enforce any right granted in this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees to be fixed by the arbitrator or court at trial or on appeal plus its costs and disbursements.

FINAL AND COMPLETE AGREEMENT:

This Agreement (including all Addendums & documents attached hereto at the time of signing the Agreement and any written Change Orders executed during construction) contains the entire agreement between IBI & Owner, and no other prior oral or written inducement or promise has been made to, or extended from either party as a part of this Agreement.

WAIVER:

No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision contained within this Agreement. Nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

REQUIRED RESIDENTIAL CONSTRUCTION NOTICES:

For Oregon projects - Owner acknowledges that IBI provided them with the "Information Notice to Owner About Construction Liens," "Consumer Protection Notice," and "Notice of Procedure," as required by the State of Oregon Construction Contractors Board. *For Washington projects* - Owner acknowledges that IBI provided them with the "Notice To Owner" and "Model Disclosure Statement" as required by the State of Washington Department of Labor & Industries Construction Compliance Division.

BUYER'S RIGHT TO CANCEL:

If this Agreement was solicited at a residence other than that of the seller (IBI) and you do not want the goods or services, you may cancel this Agreement without any penalty, cancellation fee or other financial obligation by mailing a notice to the seller. The notice must say that you do not want the goods or services and must be mailed before 12 midnight of the third business day after you sign this Agreement. The notice must be mailed to: IBI Construction, 9320 SW Barbur Blvd, Suite 146, Portland, Oregon 97229. However, you may not cancel if you have requested the seller to provide goods or services without delay because of an emergency, and (1) The seller in good faith makes a substantial beginning of performance of the contract before you give notice of cancellation; and (2) In the case of goods, the goods cannot be returned to the seller in substantially as good condition as when received by the buyer.

IBI'S RIGHT TO CANCEL:

This Agreement is subject to approval by IBI Management. IBI reserves the right to cancel this Agreement without penalty before on-site construction commences. IBI shall not be liable for any damages (special, indirect, or consequential) arising from cancellation. IBI will refund any deposits made by Owner, less the cost of any goods or services provided to Owner.

Signature

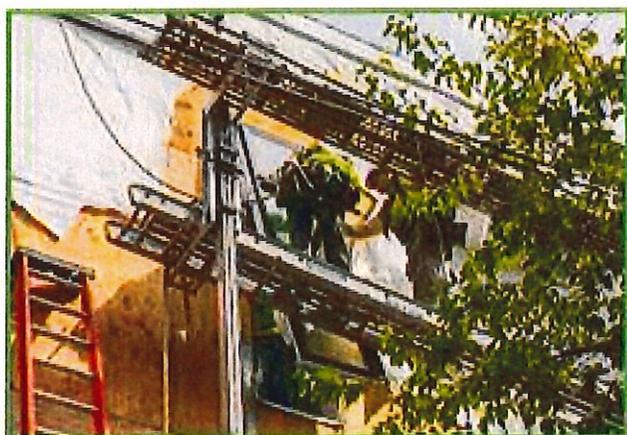
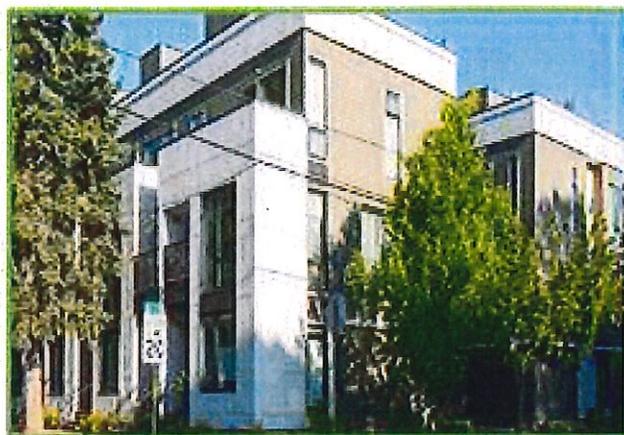
Print Name:

Date:



TANZAMOOK CONDOMINIUMS

Buildings: 2 Buildings
Units: 10 Units
Project: Full Reclad & Decks Rebuild
Contractor: Charter Construction
Project Cost: 1.5 Million

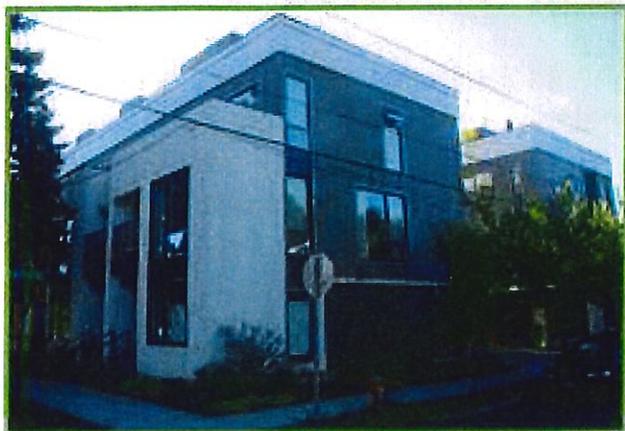


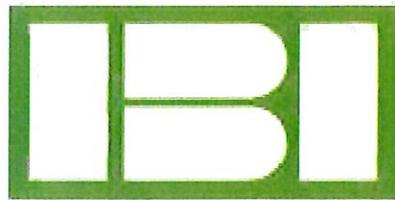
PROJECT OVERVIEW

This two-building ten unit condominium community is located in Portland's historic Irvington neighborhood.

After our investigation, the buildings were found to have water intrusion and needed a full re-clad.

The scope included complete removal of the existing stucco/lap siding, windows and doors and the siding was replaced with new siding as well as all of the decks received new waterproofing.





CLAYBORN CONDOMINIUMS

Buildings: 1 Building
Units: 30 Units
Project: Full Reclad,
Stair Replacement and
Concrete Waterproofing on
Exterior & Garage Walls
Contractor: I & E Construction
Project Cost: 1.3 Million



PROJECT OVERVIEW

This condominium community is a four story building which consists of 30 units located in SW Portland.

After our investigation, the building was found to have water intrusion in the siding, the stairs were dilapidating and the foundation and garage had multiple leaks.

The scope included removal and replacement of the siding, concrete waterproofing of exterior and garage walls, stair replacement and conversion of an awning to a roof and handrails replacing half walls to walkways surrounding the courtyard area.



4570 Churchill Street, Suite 110
Shoreview, MN 55126

December 11, 2017

Mr. Kerry Kemp, City Manager
City of Waldport
PO Box 1120
Waldport, OR 97394

Dear Mr. Kemp:

Thank you for the opportunity to present City of Waldport with a reserve study proposal. At Reserve Advisors, we're dedicated to providing peace of mind.

Reserve Advisors is uniquely positioned to provide you...

- **Experienced engineers who listen to your concerns** and create a custom reserve study with your objectives in mind.
- **Property-specific condition assessments and recommendations** that help you prioritize and communicate the most cost effective use of capital funds for the property.
- **Accountability during and after the assignment** - Our engineers and senior management are available to you and dedicated to making your experience of using the reserve study exceptional.
- **Excel spreadsheets with formulas** that allow you to easily explore multiple what-if scenarios and alternatives.

I'm always available to speak directly with the committee, listen to their goals and answer questions.

Thank you again and when the committee is ready to get started, please see the Confirmation of Services page. We look forward to providing an exceptional reserve study experience that you will rely on with complete confidence.

Sincerely,

Jacquie Martin
West Regional Account Manager
Jacque@reserveadvisors.com

Reserve Study Benefits

- Minimizes unexpected surprises
- More consistent annual budgeting
- Reduces long-term cost of maintaining the common property
- Curb appeal increases demand for homes
- Expert advice on replacement projects
- Saves hours in budget meetings for replacements
- Minimizes owner concerns with a properly and well maintained village



Distinct Reasons to Choose Reserve Advisors

- ✓ **Dedication and Commitment to You** with an exceptional experience during and after the study. Our staff of more than 30 engineers values their client relationships and puts great effort and dedication into providing owner satisfaction. Our dedication and service don't stop after your study is complete. We're always available.
- ✓ **Comprehensive Reports** prioritize your major projects and solve problems before they escalate. You'll also receive:
 - Thorough condition assessments with property-specific advice
 - Best practices and technical illustrations for major common elements designed to save your village money
- ✓ **Local Project Costs** provide the basis for realistic and adequate, not excessive, reserve budgets. Our database of *actual* local client project costs determines your specific budget needs rather than standardized information.
- ✓ **Our Unique Team Approach** identifies the best solutions for your village. Multiple engineers participate in your reserve study. Our full-time staff of civil, mechanical, structural and environmental engineers use their in-depth knowledge of construction, systems, materials and conditions to problem-solve for you.
- ✓ **Unbiased Recommendations** – Your best interest is our only goal. We don't provide design or project management services, nor do we profit from your capital projects.
- ✓ **Unmatched Local Experience** – We know the local costs and conditions that affect your community. Visit our website [Experience Map](#) for a map of our experience near your community.

Using Your Reserve Advisors Study Has Never Been Easier

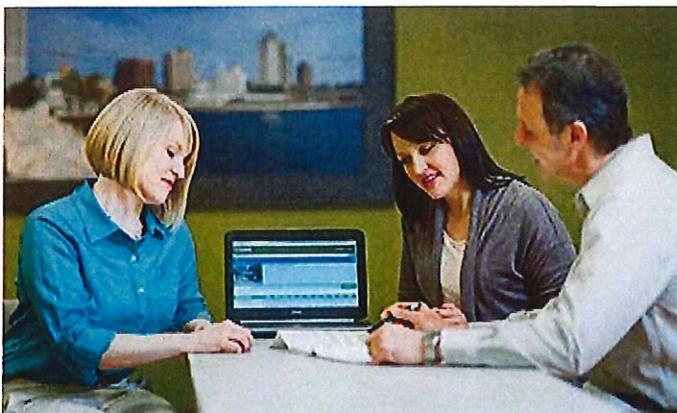
We listened and responded to our clients with three tools to quickly access and use your custom-comprehensive reserve study.

- ✓ **The Report** – Comprehensive and Customized to Your Community
 - One-Click to read online
 - Executive Summary communicates key findings and recommendations *at a glance*
 - Flip through your report copy which includes panoramic 11" x 17" spreadsheets
 - Helps committee planning with a prioritized capital project schedule

- ✓ **The Numbers** – Always Quick and Easy
 - One-Click to open your Expenditures & Funding Plan spreadsheets
 - Print your spreadsheets on any printer in panoramic multi-page format

- ✓ **Planning Your Village's Future** – Taking your Reserve Study to the next level
 1. Your Reserve Study comes with **formulas in an Excel™ spreadsheet** for what-if alternative scenarios
 2. Also use **ForeSite™** a cloud-based software solution
 - a. **Free in ForeSite™ Basic** - store your photos and capital project documents
 - b. **Free in ForeSite™ Basic** - record comments, track dates and costs of your *actual* capital projects
 - c. Optionally, subscribe to **ForeSite™ Plus** to create/explore unlimited models/scenarios of replacements & funding for alternate consideration
 - i. Change quantities, replacement times and costs, and funding levels
 - ii. Multiple users can share and collaborate models/scenarios with one subscription
 - d. Full support with **Webinars and Tutorials**

ForeSite™ brings everything together as management and committee members can collaborate, comment, make changes and plan for the future in one place from anywhere.



FORESITE™
Tracking Your Past. Forecasting Your Future.

Our Commitment to You



John Poehlmann and Theodore Salgado are the strategic leaders of Reserve Advisors. They've provided tens of thousands of comprehensive reserve studies for communities across America and abroad for over 25 years.

Collectively, John and Ted have lived in and served associations for decades. They've served on CAI's (Community Associations Institute) national Board of Trustees and as a past President of APRA (the Association of Professional Reserve Analysts), respectively. Both were instrumental in establishing CAI's National Standards for Reserve Study providers.



Jacquie Martin
West Regional Account Manager

We deliver. In all we do, we go the extra mile for you. Our core values are integrity, customer service, professionalism, accountability and technical quality. Our employees are hard-working individuals who value their client relationships and put great effort and dedication into providing the highest level of satisfaction to our clients.

As we have since 1991, Reserve Advisors will continue to use our values, people and services to provide reserve studies that help secure the financial health of communities and peace of mind to their owners.

The specific property to be included in your custom-comprehensive reserve study includes:

City Hall/Fire Station

- Exterior Building Elements
- Sloped Roofs including Roofing Assembly
- Gutters & Downspouts
- Exterior Wall Finishes
- Garage Doors
- Windows & Doors
- Light Fixtures
- Additional Building Elements
- Offices
- Built-ins (Cabinets, Lockers, Bookcases)
- Council Chambers
- Restroom
- Kitchenette
- Server Closet
- Storage Closet
- Plumbing & Mechanical Systems
- Electrical
- HVAC (heating, ventilating & air conditioning) Systems
- Interior Finishes including Paint Finishes, Wall Coverings, Light Fixtures, Floor Coverings, etc.
- Vehicle Bays
- Day Room
- Dormitory Rooms
- Locker Room
- Shower
- Weight Room
- Laundry
- Toll Room
- Mechanical Room

Property Description (Continued)

Library

- Exterior Building Elements
- Sloped Roofs including Roofing Assembly
- Gutters & Downspouts
- Exterior Wall Finishes
- Windows & Doors
- Light Fixtures
- Additional Building Elements
- Library Office
- Built-ins (Cabinets, Bookcases)
- Computer Lab
- Reading Foyer
- Library
- Mechanical Room
- Plumbing & Mechanical Systems
- Electrical
- HVAC (heating, ventilating & air conditioning) Systems
- Interior Finishes including Paint Finishes, Wall Coverings, Light Fixtures, Floor Coverings, etc.

Community Center

- Exterior Building Elements
- Sloped Roofs including Roofing Assembly
- Gutters & Downspouts
- Exterior Wall Finishes
- Windows & Doors
- Light Fixtures
- Additional Building Elements
- Offices
- Closets
- Commercial Kitchen & Banquet Room
- Built-ins (Cabinets, Counters, Bookcases)
- Plumbing & Mechanical Systems
- Electrical
- HVAC (heating, ventilating & air conditioning) Systems
- Interior Finishes including Paint Finishes, Wall Coverings, Light Fixtures, Floor Coverings, etc.

Property Description (Continued)

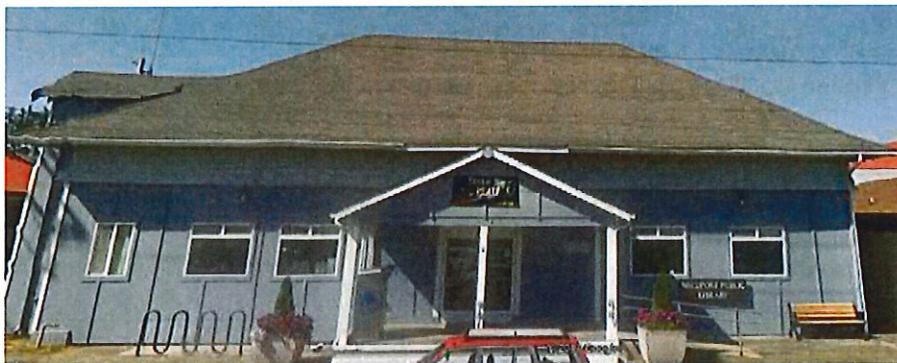
Museum/Museum Annex

- Exterior Building Elements
- Sloped Roofs including Roofing Assembly
- Gutters & Downspouts
- Exterior Wall Finishes
- Windows & Doors
- Light Fixtures
- Additional Building Elements
- Office
- Museum
- Restroom
- Built-ins (Cabinets, Counters)
- Plumbing & Mechanical Systems
- Electrical
- HVAC (heating, ventilating & air conditioning) Systems
- Interior Finishes including Paint Finishes, Wall Coverings, Light Fixtures, Floor Coverings, etc.

Public Works Shops/Shop Building/Cold Storage

- Exterior Building Elements
- Sloped Roofs including Roofing Assembly
- Gutters & Downspouts
- Exterior Wall Finishes
- Overhead Doors
- Light Fixtures
- Additional Building Elements
- Office
- Carpentry Shop
- Plumbing & Mechanical Systems
- Electrical
- Unit Heaters

City of Waldport Reference Photographs:



Confirmation of Services for City of Waldport

Full Reserve Study for an investment of **\$14,600** (includes all expenses)
***Fee does not include moveable furniture or equipment*

Report

- Electronic PDF Report format with Reserve Expenditures and Funding Plan tables for printing in 8 1/2" x 11" panoramic multi-page format on *any printer*
- Excel® spreadsheet of Reserve Expenditures and Funding Plan with formulas for "what-if" alternative scenarios

Support

- We listen and respond to your questions and suggestions
- Meeting with our engineer on the day of our visual property inspection
- Unlimited video/teleconference support with our engineer during and after reserve study delivery

ForeSite™ Basic – Read your reserve study online, print it, download a copy of Excel spreadsheets, store comments, photos and bid documents. And, try **ForeSite™ Plus** free for 60 days.

Optional Services – Initial to authorize:

_____ **One (1) Bound Report hard copy** (no charge); **Additional copies** at \$75 ea. (indicate quantity _____)

_____ **ForeSite™ Plus** 3-year subscription empowers multiple users to create, share and collaborate with unlimited models and scenarios for **\$1,460** per year

Sign and Send to Get Started:

Email: Jacque@reserveadvisors.com or
Fax: (414) 272-3663

by: 
Jacque Martin, West Regional Account Manager
for Reserve Advisors, Inc.,
on December 11, 2017
Ref. 172159

Mail \$7,300 retainer to:

Reserve Advisors, Inc.
735 N. Water Street, Suite 175
Milwaukee, WI 53202

Signature: _____ Date: _____

(Print Name) _____

Title _____

for **City of Waldport**

You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal is valid for 45 days.

Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Following receipt of balance due, you may request one set of complimentary changes within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, Inc. (RA) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan to create reserves for anticipated future replacement expenditures of the property.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in our report. The inspection is made by employees generally familiar with real estate and building construction but in the absence of invasive testing RA cannot opine on, nor is RA responsible for, the structural integrity of the property including its conformity to specific governmental code requirements for fire, building, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the report. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services; nor does RA investigate water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions. RA assumes no responsibility for any such conditions. The Report contains opinions of estimated costs and remaining useful lives which are neither a guarantee of the actual costs of replacement nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. You agree to indemnify and hold RA harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any director, officer, employee, affiliate, or agent of RA. Liability of RA and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

Report - RA completes the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations and is deemed complete. RA, however, considers any additional information made available to us within 6 months of issuing the Report if a timely request for a revised Report is made. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit.

Your Obligations - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

Use of Our Report - Use of our Report is limited to only the purpose stated herein. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and you shall hold RA harmless from any consequences of such use. Use by any unauthorized third party is unlawful. The Report in whole or in part *is not and cannot be used as a design specification for design engineering purposes or as an appraisal*. You may show our Report in its entirety to the following third parties: members of your organization, your accountant, attorney, financial institution and property manager who need to review the information contained herein. Without the written consent of RA, you shall not disclose the Report to any other third party. *The Report* contains intellectual property developed by RA and *shall not be reproduced or distributed to any party that conducts reserve studies without the written consent of RA*.

RA will include your name in our client lists. RA reserves the right to use property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

Payment Terms, Due Dates, and Interest Charges - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court for the State of Wisconsin.



4570 Churchill Street, Suite 110
Shoreview, MN 55126

December 11, 2017

City of Waldport
c/o PO Box 1120
Waldport, OR 97394

RETAINER INVOICE #
1762605R
Amount Due Now:
\$7,300

PROPERTY:
City of Waldport
Waldport, Oregon

Contract Number: 172159

RETAINER DUE: **\$7,300**

Terms: *Retainer Due Upon Receipt of Authorized Contract and Prior to Inspection*

Mail retainer to:

Reserve Advisors, Inc.
735 N. Water Street, Suite 175
Milwaukee, WI 53202

OR

CONTACT US FOR
CREDIT CARD PAYMENT



Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Following receipt of balance due, you may request one set of complimentary changes within six months of the report shipment. Any outstanding balance after 30 days of the final invoice date is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

RESERVE STUDY **OVERVIEW**



Condominiums

Townhomes

Homeowner Associations



RESERVETM
ADVISORS

Long-term thinking. Everyday commitment.

DEDICATION, EXPERIENCE, EASE OF USE

At Reserve Advisors, we're dedicated to providing an exceptional reserve study experience and delivering a professional, easy-to-use report that your board can depend on with complete confidence. Thousands of clients have come to rely on our long-term thinking and everyday commitment for more than 25 years.

Our dedication to your community is exemplified by a team of multidisciplinary engineers who:

- Listen to your concerns and keep your objectives in mind
- Create a truly customized reserve study
- Are always available to speak with you for free after your study is complete

Our comprehensive reserve study presents:

- Executive Summary lists key findings and prioritizes your near-term major projects
- Condition assessments with property-specific advice to solve problems before they escalate
- Best practices and technical illustrations designed to save your community money and communicate the most cost effective use of association funds for your community
- Exclusive one-page spreadsheets/graphs to view all of your expenditures and funding at a glance

With unmatched local experience, we know local costs and conditions that affect your community. Our reports include valuable information not found in other studies - realistic component remaining lives, replacement alternatives and unbiased replacement costs. Our database of actual local client project costs determines your specific budget needs rather than standardized information.

Using your Reserve Advisors Study has never been easier. Our convenient and easy-to-use tools, not found elsewhere, will help you plan your community's future.

1. **PDF** report link for immediate access, review and sharing of reserve study findings
2. **Excel** spreadsheet with formulas for conducting what-if alternative scenarios
3. **ForeSite™** a cloud-based software solution for the whole board to collaboratively:
 - a. Access, read or print your reserve study anytime from anywhere
 - b. Store your photos, comments, bid and project documents
 - c. Track dates and input costs of your actual capital projects

Optionally, subscribe to ForeSite Plus to create/explore and save unlimited models/scenarios of replacements and funding for alternative consideration.

At Reserve Advisors, our entire team of professionals is dedicated to providing peace of mind to boards, homeowners and their families. We're eager to put our experience to work for you.



Reserve Studies



Most reserve studies, often called "custom," include 1) a condition assessment and replacement cost estimates of a community association's common elements and 2) a reserve funding plan to pay for future replacements when they are incurred. Often times, the "custom" reserve study is presented in a series of computer generated tables of theoretical remaining lives and generalized costs.

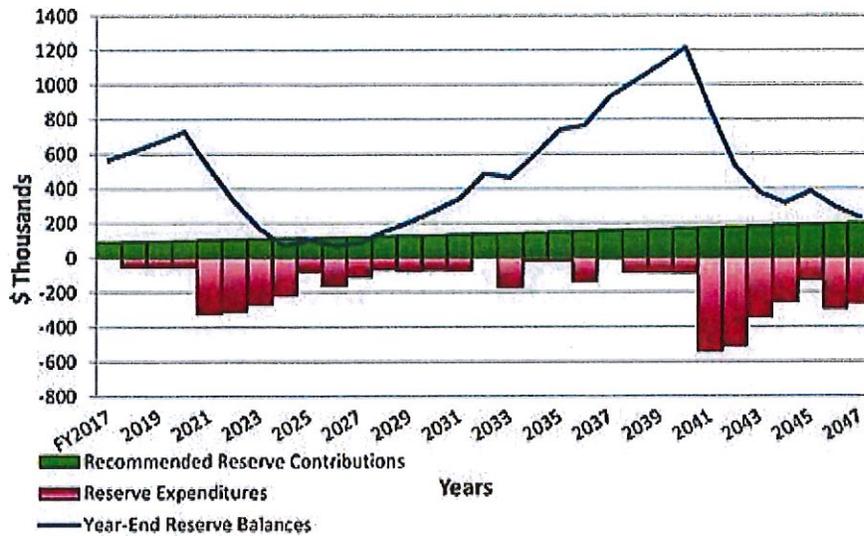
Our Easy-to-Use Reserve Study includes detailed information not found in other reports. From local project costs to project-specific best practices, we provide the details you rely on to manage your association with total confidence. Better yet, a Reserve Study from Reserve Advisors is an interactive system that provides a dynamic platform to evaluate alternative funding levels and individual projects to better plan for the future.

Contents of a Reserve Advisors Reserve Study

Ease-of-use is the product of our 30+ multi-disciplined engineers who collaborate on your report to ensure you're getting a realistic funding plan and cost-saving recommendations. Inside your comprehensive Reserve Study, you'll find...

Executive Summary with:

- Project Prioritization listing near-term and major projects.
- Key findings and recommendations in a concise table at a glance.



Color Tables & Graph

- Reserve Expenditures – View everything on one spreadsheet from current and future costs, quantities, timing and remaining lives of common elements.
- Funding Plan – Reasonable reserve contributions that meet your future project needs and minimizes homeowners’ fear of special assessments.
- Reserve Funding Graph – Easily communicate your community’s financial plan to homeowners with a single graph that indicates annual expenditures, reserve contributions and the reserve account balance for the next 30 years.

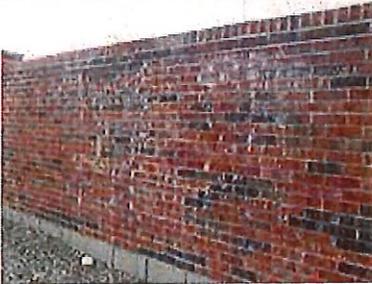
Recommended Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2018	95,500	616,749	2028	126,900	150,102	2038	162,600	1,021,107
2019	99,000	670,898	2029	130,100	205,080	2039	166,700	1,114,485
2020	102,500	727,897	2030	133,400	272,403	2040	170,900	1,211,004
2021	106,000	618,635	2031	136,700	340,699	2041	175,200	850,028
2022	109,500	325,111	2032	140,100	485,728	2042	179,600	533,735
2023	112,200	169,210	2033	143,600	464,314	2043	184,100	378,898
2024	115,000	67,109	2034	147,200	598,835	2044	188,700	315,947
2025	117,000	108,851	2035	150,900	738,213	2045	193,400	383,748
2026	120,800	70,728	2036	154,700	765,999	2046	198,200	291,292
2027	123,800	87,478	2037	158,600	930,844	2047	203,200	232,557

Comprehensive Report including specific insight on each common element

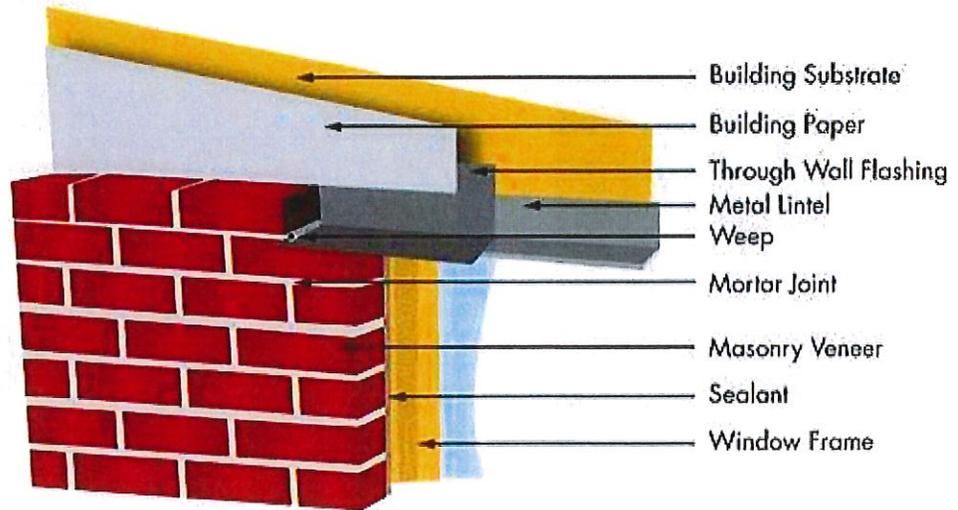
- Accurate assessment of your property’s condition, prioritized replacements and realistic costs.
- Documentation of early signs of problems to address before they escalate.



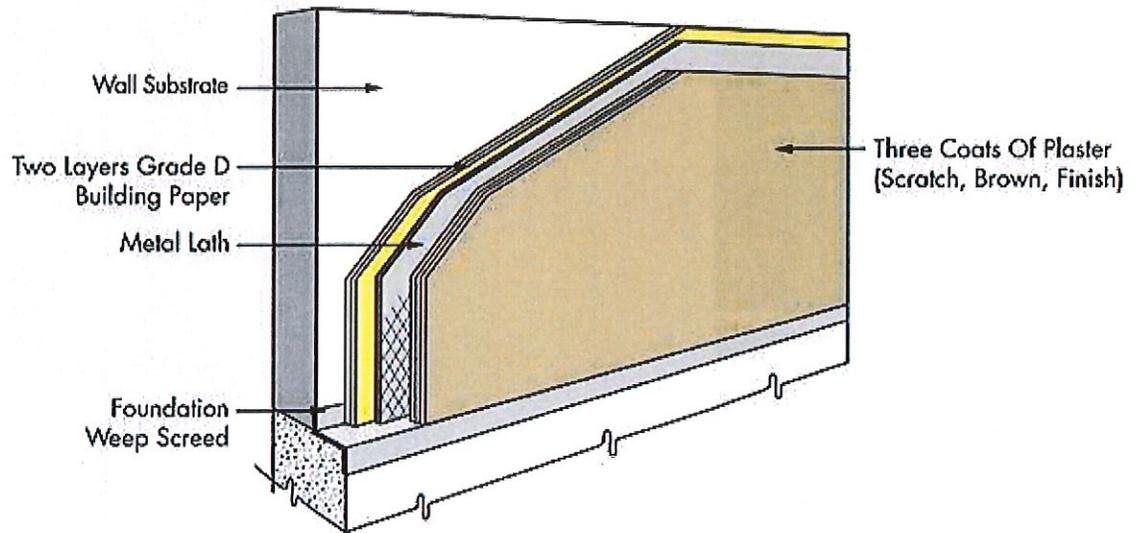


- Element-specific opportunities to save money through alternative replacement options such as partial replacement to extend useful lives.
- Detailed information to help you understand the scope of future projects, including construction methodology and best practices.
- In depth insight and project-specific diagrams to help you compare contractor bids and help you negotiate thousands of dollars in savings.

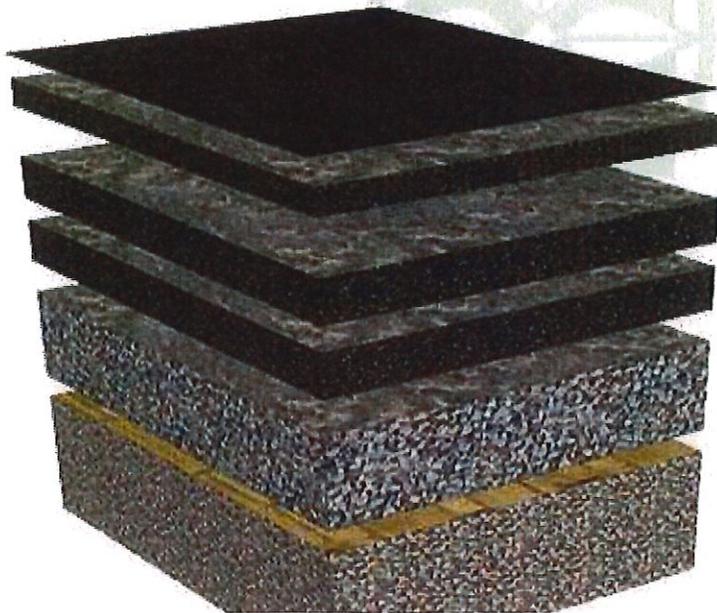
MASONRY WALL, METAL LINTEL AND WEEP SYSTEM DETAIL



STUCCO DETAIL



ASPHALT DIAGRAM



Sealcoat or Wearing Surface

Asphalt Overlay Not to Exceed
1.5 inch Thickness per Lift or Layer

Original Pavement Inspected and
milled until sound pavement is found,
usually comprised of two layers

**Compacted Crushed Stone
or Aggregate Base**

**Subbase of Undisturbed
Native Soils** Compacted to
95% dry density

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Using your study has never been easier. Our remarkably simple reserve study system:

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ForeSite - Our cloud-based solution promotes easy collaboration with your board. Track actual project costs and reserve contributions in real-time. Record comments/photos and store contractor bid documents so new and existing board members have access to these files.

ForeSite Plus - Allows multiple users to create/model, explore and save various scenarios of replacements and reserve contributions, allowing your board to easily and efficiently plan for the future.

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Corporate Headquarters
735 N. Water Street Suite 175
Milwaukee, WI 53202
800-221-9882



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Goal Review

REQUESTED BY: City Council

FOR MEETING DATE: February 8, 2018

SUMMARY OF ISSUE:

The City has approved goal statements, which have been updated for review for calendar 2018.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review draft goals update and provide direction as necessary.
Approve at today's meeting or direct staff to bring revisions to March meeting if desired.

BACKGROUND:

The City Council held goal setting sessions each year from 2015 – 2017. This item is to review and consider this year's goals, and fold them into the budget process that comes later, as needed. Attached for review and consideration is a draft 2017 update, with the following significant changes from last year's goal statements:

1. Added a new Section I Administration for those items that are broad in nature or that cross functions or areas
2. Changed Community Development Section to Planning/Community Development
3. Changed Public Works, Infrastructure, and Facilities to Public Works/Utilities
4. Added communications policy to General Administration
5. Added risk management and security measures to General Administration
- 6.
7. Added Community Center to Community Services/Parks
8. Added Development Code to Planning/Community Development
9. Added Asset Management to Public Works
10. Moved industrial park sewer line to service industrial park from Community Development to Urban Renewal
11. Consolidated Community Resiliency

Attachment: City of Waldport Goals (Updated DRAFT February 2018)

CITY OF WALDPOR GOALS

J) GENERAL ADMINISTRATION	Partners	Constraints & Opportunities	Priority	Timeframe (from 2018)	UPDATE 2018
A) Evaluate City and community facilities, in conjunction with other entities as needed 1) Library 2) Community Center 3) City Hall 4) Fire Station 5) Museum/Museum Annex 6) Alesia Bay Interpretive Center	Fire District, Library, ODOT, Chamber of Commerce	Fire Hall lease up 2022 Museum lease up 2019 Opportunities for co-locating of facilities	High	6 months – 2 years	Commenced building evaluation/reserve study Subcommittee formed with Fire District Board Library/Museum Boards evaluating their needs ODOT divesting from Interp Cntr; meeting w/ staff 2/16 Potential deliverables: 1. Strategic Facility Plan 2. Reserve account financial policies
B) Evaluate franchise agreements	Utilities/franchisees		Medium	1 year	Assessment and evaluation of opportunities and constraints Subcommittee with Councilor Cutter and one other Councilor Councilor Cutter on LOC Telecom committee
C) Evaluate communications policy and procedures			Medium	6 months	Identify and evaluate pros and cons for various modes of communication, and implement program

Goals – DRAFT UPDATE 2018

J) GENERAL ADMINISTRATION	Partners	Constraints & Opportunities	Priority	Timeframe (from 2018)	UPDATE 2018
D) Evaluate risk management and security measures			High	Ongoing	Community Center security: new door locks Library security & cameras City Hall security City hiring 3 rd party agent; reviewing insurance coverages
E) Evaluate and enhance revenue sources			Medium	1 year	Review data and prospective uses for marijuana tax revenues Review transient lodging tax increase from 7% to 9%

Goals – DRAFT UPDATE 2018

II) COMMUNITY SERVICES/PARKS	Partners	Constraints & Opportunities	Priority	Timeframe (from 2018)	UPDATE 2018
A) Complete MOU for former HS-Open Space Project	LCSD				Completed
B) Update Waldport Parks and Recreation Master Plan					Completed
C) Implement Parks, Recreation & Trails Master Plan		State OEM/FEMA (Open Space)	Lesser to Medium to High	Ongoing	Undertake maintenance plan and schedule Completed Lint Slough Trail; named John Mare' Trail Shorter-term project list: 1. Disc Golf @ Crestline Park 2. Waziyata Beach Access 3. Open Space* HMSC Wetlands Mitigation Project Longer-term project list: 1. Open Space* 2. New Veterans Park 3. _____ *Naming of the former Waldport HS site – community charrette working title: "Tidelands"
D) Evaluate library building, operations, and programming					See strategic facilities plan in Section I above
E) Community Center	COG (Meals on Wheels)	Fair and equitable rates	Medium	1 year	Evaluate use policy & rates; Wednesday market

Goals – DRAFT UPDATE 2018

III) PLANNING/COMMUNITY DEVELOPMENT	Partners	Constraints & Opportunities	Priority	Timeframe (from 2018)	UPDATE 2018
A) Prepare Transportation System Plan	ODOT	TSP Grant	High	2 years	Consultant selected (Kittelson); scope of work and contract negotiations in progress
B) Define and identify problems and obstacles limiting workforce affordable housing and commercial development C) Identify and evaluate options and tools to facilitate workforce housing and commercial development and growth		County-wide coalition efforts	Low – Med	Ongoing	*See table below for stats Form local focus group/task force Research down payment assistance program (see Newport) Amend Development Code (see below)
Residential Building and Land Division Activity: SFR (New) SFR (Addition/Remodel) MFR Land Division		2015 – 2017 4 + 8 + 7 = 19 9 + 6 + 16 = 31 0 2 + 0 + 2 = 4 (Skyline Terrace 6 lot PD; Crestview 38 lot PD; Fernwood 3 lot partition; Vista View 34 lot PD)			
D) Amend Development Code	Planning Commission		High	6 months	Planning Commission approved initial draft list, which City Council will consider at its 2/8 meeting
E) Participate in business and tourism support and marketing efforts	Chamber of Commerce, County, Travel Oregon, OCVA	Coordinate and leverage marketing efforts	Medium	Ongoing	Assess and budget contribution to Chamber and any requirements/ accounting for use of funds (Budget Committee) Assess and budget other annual contributions (Budget Committee) Work with OCVA/County

Goals – DRAFT UPDATE 2018

III) PLANNING/COMMUNITY DEVELOPMENT	Partners	Constraints & Opportunities	Priority	Timeframe (from 2018)	UPDATE 2018
F) Incorporate public art in projects and the community	LCSD, OCCO, local artists, "Waldport Arts Group" (WAG)		Low – Med	Ongoing	Sea Lion placement is completed Oregon Coast Public Art Trail being developed
F) Prepare master site plan for the industrial area					Completed
G) Secure shovel-ready certification for industrial area – Industrial Site Readiness Program	County, Economic Development Alliance, Business Oregon, Property Owners and Businesses	Water/sewer Transportation linkages to 101	Medium	Ongoing; 1 – 4 years	RSIA completed for Waldport Industrial Park Certifications more than likely developed on a property-by-property basis
H) Identify and pursue viable industry clusters/sectors or businesses	Economic Development Alliance/ Business Oregon	Locational considerations	Medium	Ongoing; 1 – 4 years	Working with County and Business Oregon
I) Continue forming core Aisea Highway Scenic Byway Committee, and soliciting funds or in-lieu services for preparation of the Corridor Management Plan	Lincoln, Linn & Benton Counties; Cities of Philomath, Corvallis & Tangent; Aisea Community Effort (ACE) Federal & State agencies, COG, BLM, US Forest Service				Completed
J) Prepare Corridor Management Plan for the Aisea Highway Scenic Byway					Completed and submitted Oregon Scenic Byways Committee meetings scheduled for 1/25, 2/22 & 3/15

Goals – DRAFT UPDATE 2018

IV) PUBLIC WORKS/UTILITIES	Partners	Constraints & Opportunities	Priority	Timeframe (from 2018)	UPDATE 2018
<p>A) Update Utility Master Plans</p> <ul style="list-style-type: none"> 1) Water System Master Plan 2) Wastewater System Master Plan 3) Storm Water Master Plan 	State		High	6 months – 2 years	Water master plan is 20% complete. Other master plans will be scheduled in series with one-year completion time each.
<p>B) Prepare digital maps for water distribution and wastewater collection</p>					Completed; reviewing new programs through State
<p>C) Inventory, assess and plan/program for future utility system infrastructure needs and demands (Asset Management)</p> <ul style="list-style-type: none"> 1) Wastewater system 2) Water system 3) Street system 	County, State			1 – 2 years	<p>Complete McKinney Bridge water relocation</p> <p>Prepare asset management plans in this order: wastewater, water, streets</p> <p>Develop replacement program & strategy/reserves for funding</p> <p>Evaluate policy and procedures on street maintenance and repairs for county, state, city and private roads</p> <p>Identify all water/sewer utility conflicts in ODOT rights-of-way</p> <p>Evaluate rights-of-way issues such as repaving county roads and ODOT utility relocations</p>

Goals – DRAFT UPDATE 2018

M) URBAN RENEWAL	Partners	Constraints & Opportunities	Priority	Timeframe (from 2018)	UPDATE 2018
A) Expend remaining Urban Renewal #1 funds		Needs to be downtown or old town area	High	6 months – 2 years	Façade improvement zero interest loan program adopted in 2017
B) Prepare maps and engineering plans for sewer to industrial area	Urban Renewal #2		High	6 months	Underway & project budgeted UR#2 2018
C) Amend Urban Renewal #2 or create Urban Renewal #3	County, other taxing agencies	May add 20% to current plan, 25% to overall land in City	Lesser	1 – 2 years	Options: A. Adopt minor amendment to UR#2 B. Adopt major amendment to UR#2 C. Adopt new project area
D) Prepare maps and engineering plans for street and sidewalk improvements along Crestline and Range Drives	County, Urban Renewal, LCSD	ROW width, utilities in ROW where walkway is located Safe Routes to School?	Medium	1 – 2 years	County graded and improved walking path on east side of Crestline Evaluate new development requiring undergrounding of utilities (currently required for new streets in subdivisions)

Goals – DRAFT UPDATE 2018

VI) COMMUNITY RESILIENCY	Partners	Constraints & Opportunities	Priority	Timeframe (from 2018)	UPDATE 2018
A) Relocate Public Works facility					Completed
B) Designate Emergency Operations Center				Ongoing	Completed
C) Continue purchasing and storing supplies and equipment	County	Annual funding via matching County grant up to \$2500	High	Ongoing	New grant application being submitted (enhancing radio communications capabilities)
D) Train staff and conduct response exercises; public outreach and education	County, Fire District, LCSD, CERT	Use LCSD and FEMA resources	High	Ongoing	Tsunami preparedness presentation by County being tentatively set for February Tsunami presentation with State OEM being scheduled for 3/15 @ Community Center, in conjunction with Fire District and CERT
E) Prepare communications plan and standard operating procedures	Other agencies, businesses and non-profits, Lincoln County Amateur Radio Club		High	Ongoing	Purchased ham radios; city operator's licenses TBD Coordinate with County on streamlining and troubleshooting notification system and process

**CITY OF WALDPORT
MEETING AGENDA COVER SHEET FOR
DISCUSSION / ACTION ITEMS**

TITLE OF ISSUE

Waldport Development Code Amendments

REQUESTED BY

City Manager and City Planner

FOR MEETING DATE

February 8, 2018

SUMMARY OF ISSUE

In October 2017, the City Council authorized the Planning Commission to proceed with review of the Waldport Development Code and consider amendments. At the January 12, 2018 Planning Commission meeting, the Commission reviewed the process for making code amendments as well as an initial draft list of potential code amendments. The attached memorandum identifies this process and initial list.

This is a request for the City Council to review the process and initial list, and provide any input you may have. You may have comments on this list of potential code amendments or you may have additional items to add.

STAFF RECOMMENDATION or ACTION REQUESTED:

City Council input regarding the Code amendment process and items to be addressed.

January 12, 2018

To: Waldport Planning Commission

From: Larry Lewis, City Planner

Re: 2018 WALDPOR T DEVELOPMENT CODE AMENDMENTS

The Planning Commission identified the need for amendments to the Waldport Development Code. The City Council authorized the Planning Commission's request to proceed with the amendments. The process for developing and implementing the amendments will be as follows:

1. The Planning Commission will develop a draft list of potential amendments.
2. The City Council and the Planning Commission will review, discuss, and amend the list.
3. The Planning Commission will develop draft amended language.
4. The Oregon Department of Land Conservation & Development (DLCD) Proposed Plan Amendment form and draft amendments will be sent to DLCD a minimum 35 days prior to the Planning Commission public hearing.
5. Notices of the Planning Commission public hearing will be distributed in accordance with time limits prior to the hearing.
6. The Planning Commission will hold a public hearing and make a recommendation to the City Council.
7. The City Council will hold a public hearing to consider adoption of the amendments.

INITIAL DRAFT LIST OF CODE AMENDMENTS

A. Multi-Family Housing Lot Sizes

Sections 16.12-16.24. The City has had at least two people say an impediment to multi-family development (work force and affordable housing) is the small lot size of multi-family zoned property. Is this a valid concern? If so, is there anything to change in the development code to address this?

B. Recreational Vehicle (RV) Occupancy

Sections 16.12-16.24. RVs are allowed to be parked and stored on lots however they are not allowed to be occupied. RV occupancy has become more prevalent over the past few years. Should there be consideration to allow RV occupancy under certain conditions?

C. Accessory Dwelling Units (ADU)

ADUs, sometimes called "mother-in-law units", are a way to increase smaller, more affordable housing. Should ADUs be allowed in certain zoning districts with standards?

D. Screen Outdoor Storage in D-D Zone

Section 16.30. Screening outdoor storage is required in the commercial zoned districts but not in the Downtown District.

E. Food Trucks/Mobile Vending Regulations

Do food trucks/mobile vending stands need regulatory standards?

F. Look at other C-1 Standards that should be in the Downtown District (D-D)

Section 16.30

G. Conex Containers – Restrict, Prohibit, At Least in the D-D Zone

Sections 16.12-16.32. Should conex or other types of containers be allowed to be placed on properties? If so, should some zoning districts, e.g. the Downtown District, prohibit containers. If allowed should there be any restrictions other than current setback restrictions?

H. Planned Industrial Zone (I-P)

Section 16.36. Review standards.

I. Planned Development – Overall Review and Update

Section 16.60. Overall look at the Planned Development ordinance, i.e. procedure, exceptions, explanations, etc.

J. Subdivision and PD Time Limits

Sections 16.60 and 16.100. The time limits of tentative subdivision and preliminary plan approvals for PDs do not match development market conditions.

K. Notification for Land Use Applications

Section 16.108. For planned development and subdivision applications, the City has received complaints that the notice of the Planning Commission public hearing is not distributed to as many property owners as it should be. State law requires notices be sent to property owners within 100' of the perimeter of the subdivision/PD property. The City sends notices within 250' of the subdivision/PD property.

L. Appeal Timing and Proceedings

Section 16.108. Review and update timing, proceedings, and requirements of the appeal process.

Kerry Kemp

From: Emma Chavez <EChavez@ocwcog.org>
Sent: Friday, January 26, 2018 8:58 AM
Cc: Emma Chavez
Subject: Response Requested: CWACT Full Commission Nominations

Importance: High

Good morning,

You are receiving this email because your jurisdiction has a vacant seat for an Alternate member to the Cascades West Area Commission on Transportation (CWACT). The Term of Expiration for your Primary and Alternate members is 2018.

Please review the email below and provide us with the contact information for your Alternate member to the CWACT.

Thank you,

Emma

From: Phil Warnock [mailto:pwarnock@ocwcog.org]
Sent: Tuesday, December 05, 2017 8:02 AM
To: Emma Chavez <EChavez@ocwcog.org>
Subject: Response Requested: CWACT Full Commission Nominations

[View this email in your browser](#)



CWACT

Full Commission Member Nominations

The **Cascades West Area Commission on Transportation (CWACT)** provides a forum for local governments in the Linn, Benton, and Lincoln County Region to collaborate on transportation issues of Regional and State significance.

The terms of 28 Members of the CWACT **Full Commission** will expire on December 31, 2017. The Membership list and the date that each Member's term expires can be found by clicking [HERE](#). *Please review this list to see when the term of the Member from your jurisdiction expires. Click [HERE](#) to nominate a new Member or Alternate to the CWACT Full Commission by January 31, 2018. Nominations only need to be submitted for those with expiring terms, or to nominate a new Member or Alternate for any reason.*

The primary Member for each jurisdiction must be an elected official. Alternates do not need to be elected officials. Nominations must be made during a legally convened public meeting of the City Council, Commission, or Tribal Council, as appropriate.

The CWACT Full Commission meets in Albany from 5:00 pm to 7:00 pm, the fourth Thursday of every other month (beginning in January), with video conferencing in Toledo. Nominated Members need to commit to attend the meetings.

The CWACT is a standing committee of the Oregon Cascades West Council of Governments (OCWCOG), and the OCWCOG Board of Directors will formally appoint the Full Commission Members in early 2018. More information about the CWACT is available at www.OCWCOG.org/Transportation/CWACT.

If you have any questions, please contact Emma Chavez at 541-924-8405 or echavez@ocwcog.org.

Thank you,
Phil

Phil Warnock

Community and Economic Development Director
Oregon Cascades West Council of Governments
1400 Queen Ave SE, Suite 205

Albany, OR 97322

(541) 924-8474

pwarnock@ocwcog.org

###

About the Cascades West Area Commission on Transportation

The Cascades West Area Commission on Transportation (CWACT) provides a forum for local governments to communicate and collaborate on local, regional, and state transportation issues. The CWACT is chartered by the Oregon Transportation Commission (OTC) as an advisory body, and provides input, advice, and recommendations to the OTC and the Oregon Department of Transportation. The CWACT is staffed by the Oregon Cascades West Council of Governments. For more information, visit www.ocwcog.org/transportation/cwact/.

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Our mailing address is:

Oregon Cascades West Council of Governments
1400 Queen Avenue SE, Suite 201
Albany, OR 97322

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CITY COUNCIL MEETING – February 8, 2018
CITY MANAGER REPORT

1. Financial Report

The January report summary is attached.

2. Emergency Preparedness

The City and Central Coast Fire District are interested in having Virginia (Jenny) DeMaris from Lincoln County here sometime in the next month or two to discuss County emergency operations, and follow up on questions and concerns regarding the recent tsunami watch communications and alert. We are also planning on meeting internally with Jenny and Susan Graves with the Lincoln County School District to continue and coordinate local agency planning efforts.

Althea Rizzo with the State Office of Emergency Preparedness will be here to present and have a Q&A session on tsunami preparedness at the State level on **March 15th in the late morning, at the Waldport Community Center**. More information will be forthcoming. We will also have local information available.

We'd like to reiterate that it is of paramount importance that families and individuals make their own efforts to plan for any type of disaster, and not rely on others to do the work for them. Related to that, attached is a media release from the Fire District regarding the new South Lincoln County CERT Chapter.

3. McKinley Slough Bridge/Utility Relocation

Oregon Department of Transportation and the Industrial Finance Authority have approved the City's portion of the Utility Relocation (yay!). The project went to bid on January 31st. A pre-bid meeting is scheduled for February 14th, with bids to be opened 2 pm on March 1st at Westech in Salem.

In an email from Chris Brugato at Westech: *"ODOT has asked the City to complete the work by the end of July. In order to accomplish this, the construction contract needs to be in place by about mid-April to provide the contractor with enough time to complete submittal paperwork, materials procurement, and other mobilization activities. Therefore, the council should approve the bid award sometime during the month of March to provide sufficient time for contract execution by mid-April. Please let us know if this schedule is not feasible for the City. Thanks."*

In order to meet the schedule, I am asking City Council to hold a special meeting to approve the bid award, since the March 8th meeting is only one week after bids are opened, and staff reports/agendas typically go out the Friday before the meeting, which isn't time to evaluate and make recommendations. **Therefore, would March 15th be available for a special meeting of the Council?**

4. Council of Governments: Legislative Policy Education – Broad Issue Areas

As a follow up to last month's report, attached is a memorandum from Fred Abousleman, Executive Director of the Cascades West COG.

5. 2018 Northwest Transportation Conference – Panel Discussion

The League of Oregon Cities and ODOT reached out to me to be on a panel entitled "Difficult Transportation Decisions" at the Northwest Transportation Conference in Corvallis on March 13th. Other panelists for this full attendee session include Mike Quilty from Rogue Valley Metropolitan Planning Organization and Travis Brouwer, ODOT Assistant Director.

6. Statement of Economic Interest (SEI) Filing

From: ogec.notification@egov.com [mailto:ogec.notification@egov.com]

Sent: Friday, February 02, 2018 12:11 PM

To: Reda Eckerman <reda.eckerman@waldport.org>

Subject: Jurisdictional Contact Training Opportunity

During the month of February, Jurisdictional Contacts can participate in live, online demonstrations presented by Oregon Government Ethics Commission training staff on how to navigate the Electronic Filing System. With the upcoming Annual Verified Statement of Economic Interest (SEI) filing period nearing, it is that time again to log into the Electronic Filing System to ensure that all SEI filers' information is correct for the upcoming filing period.

The online training opportunities will provide step-by-step instructions. For new Jurisdictional Contacts, you will learn not only how to create your own user profile, but also about your responsibility to instruct filers about their filing requirement. For those Jurisdictional Contacts who are not new, you will receive a refresher course on how to manage the positions within the jurisdictions assigned to you, and on how to instruct filers about their filing requirements. During these live sessions, participants will have the opportunity to ask questions.

As an added bonus, the course calendar for Statement of Economic Interest (SEI) filers is included in this notice. Please advise your filers about this training opportunity.

- To access the scheduled online Jurisdictional Contact course calendar click [here](#).
- For the online Statement of Economic Interest (SEI) filer course calendar click [here](#).
- To access online video training tutorials please click [here](#).

If you have questions, please contact training staff at 503-378-5105 or email to ogec.training@oregon.gov.

Please do not reply to this email as replies will not be delivered to the Commission.

Thank you,

Oregon Government Ethics Commission
3218 Pringle Rd. SE, #220
Salem, OR 97302-1544

City of Waldport

PO Box 1120, Waldport, OR 97394

Phone: (541) 264-7417

Email: finance@waldport.org



FINANCIAL REPORT FOR PERIOD ENDING JANUARY 31, 2018

FINANCIAL SUMMARY OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES

Revenues and expenditures have been categorized into operating (ongoing) and capital (long term). Capital revenues are committed, either by state or council, to fund improvements to the systems or to repayment of debt for such improvements.

Funds	General, Community	Street, Road District	Urban Renewal	Public Works	Water	Wastewater	Totals
Operating Revenues	964,690	201,316	-	518,111	343,341	346,927	2,374,385
Operating Expenses	670,707	129,848	352	490,070	343,083	358,198	1,992,258
Net Operations	293,983	71,468	(352)	28,040	258	(11,271)	382,127
Capital Revenues	69,395	-	65,623	-	129,645	50,444	315,107
Capital Outlays	42,922	-	115,000	-	95,865	27,809	281,597
Debt Service	86,053	-	-	30,370	31,340	-	147,763
Net Capital	(59,580)	-	(49,377)	(30,370)	2,440	22,634	(114,253)
Net Revenue (Loss)	234,403	71,468	(49,729)	(2,330)	2,698	11,364	267,873
Beginning Balances	640,926	178,313	301,580	110,115	176,828	378,531	1,786,293
Ending Balances	875,329	249,781	251,851	107,785	179,526	389,895	2,054,166
Net Revenue (Loss)	37%	40%	-16%	-2%	2%	3%	15%

REVENUE HIGHLIGHTS

General fund received franchise taxes of \$16,961 and transient room taxes of \$12,699.

Street fund received state gas taxes of \$11,003.

Utility usage and billings are comparable to the previous year.

Water fund received IFA proceeds of \$17,165 for the Water Master Plan and McKinney Slough waterlines.

	YTD Usage	YTD Billings
Water		
Residential	14,250	86,304
Commercial	2,219	17,959
Multiple Dwelling	2,301	10,523
Total Water	18,770	114,786
YTD for Last Year	17,666	111,352
Wastewater		
Residential	5,559	66,258
Commercial	2,219	22,344
Multiple Dwelling	2,128	20,455
Total Wastewater	9,906	109,057
YTD for Last Year	9,903	102,045

EXPENDITURE HIGHLIGHTS

Public works paid Beggs Tire and Wheel \$2,796 for vehicle repair and maintenance.

Public Works Internal Services	YTD Billings	% of Total
Water Plant	128,250	25%
Distribution	90,722	18%
Wastewater Plant	155,524	30%
Collection	69,670	13%
Streets, Storm	60,175	12%
Other Projects	13,062	3%
Total	517,403	100%

CAPITAL PROJECTS OVERVIEW

Capital Outlay Projects	YTD Activity	Project to Date	Project Budget
√ Network Server, Firewall, Switch	10,753	10,753	11,830
Transportation System Plan	-	-	176,000
Lint Slough Trail	20,759	39,176	40,080
Waziyata Beach Access	989	4,283	21,400
√ Parks & Recreation Master Plan	2,450	48,634	42,530
Disc Golf	461	461	18,000
Crestline Playground, Skate Park	-	-	25,000
√ Industrial Area Master Plan	7,511	162,414	170,000
Way Finding, Beach Access	-	-	25,000
Commercial Facade Improvements	-	-	50,000
Wastewater Infrastructure to IP	-	-	440,000
√ WWTP UV System Upgrade	115,000	115,000	115,000
Water Rights	5,470	71,613	-
2MG Reservoir Rehabilitation	20,197	403,984	350,000
Eckman Creek Flood Repairs	7,519	26,651	225,282
WTP Upgrade, Master Plan	26,769	42,876	195,000
Skyline/Chad Waterline Tie In	-	-	10,000
McKinney Slough Waterlines	24,272	40,953	464,000
√ Eckman Pump Station Repair	11,637	11,637	-
Inflow & Infiltration Mitigation	11,873	34,356	52,483
√ Lagoon Sludge Removal	15,936	17,106	32,000
Wastewater Master Plan Update	-	-	75,000
Grinder Station Rehab	-	-	10,000
Pump Station Upgrade	-	-	25,000
WWTP Electronic Actuators	-	-	12,000
Totals	281,597	1,029,898	2,585,605

√ Completed projects

Kittelson & Associates was selected as traffic engineering consultant for Waldport's Transportation System Plan, contract negotiations are underway.

Lincoln County Parole worked on Lint Slough trail in December, chainsaw work, hauling chips, and building benches.

State permit and easement are in place for Waziyata Beach Access, but estimates for engineered storm drainage came in well above budget. We are researching options for proceeding.

We have completed the permit amendment application to change the place of use and point of diversion for Waldport's permit on Southworth Creek.

Instead of repaving the county road, we are pursuing an alternative waterline location within the public ROW. Then will elicit bids for Eckman Creek water line, with construction scheduled for spring.

The water plant upgrade is complete. Work on the Water Master Plan is proceeding.

Plans and specs for McKinley Slough Bridge waterline relocations were submitted to ODOT for review and have been approved. The project is out to bid.



Fire Chief Gary A. Woodson
P.O. Box 505
145 NW Alsea Hwy
Waldport, Oregon 97394
(541) 563-3121
Fax (541) 563-3190

MEDIA RELEASE FOR IMMEDIATE RELEASE

Date: January 9, 2018

Contact: Chief Gary A. Woodson
(541) 563-3121
g.woodson@centralcoastfire.net

ANNOUNCING THE NEW “SOUTH LINCOLN COUNTY CERT CHAPTER”

(01.09.18 – South Lincoln County, Oregon)

On December 6, 2017 Central Oregon Coast Fire and Rescue (Waldport) Chief, Gary Woodson, officially signed the new sponsorship memorandum of understanding (MOU) for the consolidated South Lincoln County CERT (Community Emergency Response Team) Chapter.



The consolidation includes the three existing CERT Chapters of Seal Rock, Waldport and Yachats communities. Preparations for this consolidation had been in the works for months and when the MOU was signed between the Fire Chief and the current CERT Chapter Leaders there was a collective sigh of relief heard by all.

The history of these chapters goes as far back as 2007 when CERT was originated here in South Lincoln County communities. Seal Rock was initiated by Volunteers Russ and Lynda Engle, Yachats by Betty Johnston (retired) and Chief Petrick and Waldport by Linda and Bob Carskadon.

From then to now there have been times of struggle due to changes in CERT Chapter Leadership (retirees), lack of individuals wanting to act as the volunteer coordinator and sponsorship.

The current Chapter Leaders for Seal Rock and Waldport, Lynda and Linda, working with the new Central Oregon Coast Fire and Rescue Chief Woodson recognized that perhaps one central South County chapter would be more effective for the volunteer coordination, training and recruitment vs. three individual chapters. Many discussions were held with current CERT members and those interested possible new members in Yachats. After a collective agreement that this was the most effective path to maintaining an active CERT Chapter for the South County communities the new sponsorship agreement was enacted.

The newly formed South Lincoln County CERT Chapter will be incorporated into the Lincoln County Citizens Coordinating Council (LC5), <http://www.co.lincoln.or.us/cccc> as an active CERT Chapter.

Community Members are encouraged to get involved, volunteer and receive the free CERT training in their South Lincoln County communities. It's important for everyone to know that you can take this training course but are NOT required to volunteer officially. The value of CERT at the National level is to train local communities how to help each other during their greatest time of need; CERT Training provides this.

The South Lincoln County CERT Chapter plans to offer a basic CERT training course in 2018; for questions or to receive more information please contact one of the two Co-Team Captains at info below.

- South Lincoln County CERT Email: slcocert@gmail.com
- Linda Carskadon at 503-680-0284 or
- Lynda Engle at 541-921-4008

CERT is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number. CERT is a positive and realistic approach to emergency and disaster situations where citizens will be initially on their own and their actions can make a difference. Through training, citizens can manage utilities and put out small fires; treat the three killers by opening airways, controlling bleeding, and treating for shock; provide basic medical aid; search for and rescue victims safely; and organize themselves and spontaneous volunteers to be effective.

In Lincoln County, the leaders of each CERT chapter are members of the Lincoln County Citizen Corps Coordinating Council, which was authorized by the Lincoln County Board of Commissioners to coordinate CERT response throughout the county. CERT Chapters

are individually sponsored as noted below, however, the Lincoln County Sheriff's Office assists the Chapters by utilizing the Volgistics program for online volunteer applications, background checks, training records and volunteer assignments.

CERT is a program of the US Citizen Corps which is coordinated nationally by the Department of Homeland Security's Federal Emergency Management Agency (FEMA). Find out more about the Federal and local CERT programs at:

- Federal <http://www.citizencorps.gov/cert/>
- Lincoln County <http://www.co.lincoln.or.us/cccc/page/cert-chapters-lincoln-county-oregon>

###

Respectfully submitted,

Gary A. Woodson

Gary Woodson, Fire Chief-Paramedic
P.O. Box 505
145 NW Alsea Hwy
Waldport, Oregon 97394
(541) 563-3121 Office
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(541) 967-8720 • FAX (541) 967-6123

MEMORANDUM

DATE: January 24, 2018
TO: OCWCOG Board of Directors
FROM: Fred Abousleman, Executive Director
RE: **Legislative Policy Education - Broad Issue Areas**

Background

The Board of Directors (Board) for the Oregon Cascades West Council of Governments (OCWCOG), representing 25 local, tribal and port districts in Linn, Benton, and Lincoln Counties has developed the following policy education issue areas for consideration for legislative and administrative action. These areas represent the coordinated efforts of local elected leaders and staff in developing solutions to problems facing our residents, businesses, and governments in our tri-counties Region. These areas are inclusive and supportive of the League of Oregon Cities (LOC), the Association of Oregon Counties (AOC), our industry, and national associations, but may, in some cases, reflect priorities most relevant to our localities or affecting specific geographic or policy areas in detail.

The OCWCOG service area, spanning the three Counties, serves five Senate, seven House districts, and two Congressional districts. Linn, Benton, and Lincoln Counties are home to a population of over 270,000 residents, Oregon State University, Linn-Benton Community College, Oregon Coast Community College, Hatfield Marine Science Center, the Environmental Protection Agency's Western Ecology Division Laboratory, the U.S. Department of Energy's Albany Research Center, two major fishing and fleet repair ports, numerous docking ports, the National Oceanic and Atmospheric Administration Marine Operations Center - Pacific Research Fleet, and numerous international and national high tech, marine, science, and manufacturing and distribution businesses. Our Region has an expanding international aquaculture and agriculture presence worth hundreds of millions of dollars. The three Counties are also intersected by Interstate 5 and 101, and State routes 34 and 20, all with increasing commuter and truck traffic, four commuter airports, and numerous rail lines.

Local Control

The core tenant of OCWCOG programs is to support local control over State and Federal funding to the greatest extent possible. As such, OCWCOG supports increased local control, autonomy, and funding for local jurisdictions, tribes, and special districts in statutory and legislative decision making. Local governments have diverse and varied needs, and need the ability to respond effectively with "home-grown" solutions to complex situations, as appropriate.

Issues to address:

- *Impacts of Legislation and State agency actions on small cities and rural counties*
Policy, and the costs associated with implementation, may not be effective for small cities and rural counties. OCWCOG supports procedural changes pertaining to Legislation and State agency actions, to improve research and information gathering practices regarding policy cost implications on small and/or rural communities.

Transportation – Equity, Mobility, Access, and Safety

OCWCOG supports comprehensive and robust State and Federal funding to maintain, build, and support a safe, balanced, multimodal, and intermodal transportation system in our tri-County Region. OCWCOG supports a fair, transparent, and equitable allocation of resources to local and tribal governments. Linn, Benton and Lincoln Counties are unique in their needs, including urban and rural connectivity, supporting Valley growth in population, the distribution of goods and services, the support of our maritime facilities, and the individuality of valley and coastal connectivity.

Issues to address:

- *Improving working relationships with the Oregon Department of Transportation (ODOT)*
Local jurisdictions attempting to work with ODOT for capital improvements can face inefficiencies, creating additional costs, delays, and confusion around policy. OCWCOG supports improvements in procedures relating to ODOT, specifically regarding transparency, data sharing and accuracy, timeliness of processes, cost-effectiveness, and overall efficiencies.

Economics, Development, and Environment

OCWCOG supports a comprehensive, but balanced approach to the economic future of our tri-County Region, and to ensuring its continued environmental qualities in water, land, and air. OCWCOG recognizes the unique nature of our three Counties, their role in innovation, education, manufacturing, maritime, and scientific industries, as well as the need to identify and support local businesses and growth opportunities.

OCWCOG supports creating access to opportunities in housing, job training and support, and other essential areas that allow the building and support of a well-trained and flexible workforce; access to capital to build business; and environmental policy that protects our natural resources, ensures our quality of life, and integrates with housing, transportation, and business needs.

Issues to address:

- *Housing affordability and availability*
Access to affordable, quality housing is a regional problem with broad impacts, including health and economic stability. OCWCOG supports increased State and Legislative focus in implementing and funding localized policies, to promote increases in affordable, quality housing, with emphasis on low-income and workforce populations.
- *Wetlands*
Wetlands permeate the OCWCOG Region, creating confusion and challenges regarding land development. OCWCOG supports increased clarity, transparency, timeliness, and consistency regarding working with the US Army Corps of Engineers, and the Department of State Lands. OCWCOG supports improvements regarding analysis of wetlands locations, and policies and procedures for mitigation, while supporting our water, land, and environmental quality. This issue may be more administrative in nature.
- *Disaster resiliency and planning*
OCWCOG's Region is an economic hub with diverse industries and access needs. Planning for disaster recovery and resiliency is essential to ensuring the wellbeing of residents, and the ability of our Region to recover quickly in a post-disaster environment. OCWCOG supports increased initiatives regarding disaster resiliency and planning, including localized disbursements of funding for improved effectiveness.
- *Land use planning*
In our geographically diverse State, land use issues vary greatly, as do urban growth needs and annexation issues. OCWCOG supports greater local control pertaining to land use issues, including annexation processes, and development of urban growth boundaries.

Health, Community and Social Services

As a lead agency in Medicaid delivery, transportation options, services for seniors and people with disabilities, *Meals on Wheels*, and a myriad of other programs for our aging and susceptible populations, OCWCOG supports a State and Federal commitment to protecting our most vulnerable populations.

Issues to address:

- *Continued and sustainable funding for programs serving seniors and people with disabilities*
OCWCOG supports efficient and effective care for senior and disabled populations as a vital part of community health. Thus, OCWCOG supports continued and consistent funding for Medicaid programs, as well as other cost-saving programs such as *Oregon Project Independence (OPI)* and the *OPI Pilot*.
- *Improvements in Home Care Worker (HCW) programs*
HCWs continue to be in high-demand. OCWCOG supports investments in systems and supports to improve the quality, safety, and satisfaction of HCWs, by providing improved administrative support, trainings, and timely background checks. This issue may be more administrative in nature.
- *Improving working relationships with the State's Aging and People with Disabilities (APD) program*
Oftentimes agencies working with APD can experience confusion regarding budgetary allocations, creating problems as individual Area Agencies on Aging attempt to anticipate impacts on their programs. OCWCOG supports improved transparency and better quality of data regarding funding allocations. This issue may be more administrative in nature.

**Waldport Public Library
Board of Trustees
Minutes of Regular Meeting November 14, 2017**

Members Present:

Shirley Hanes, Chair
Jan Hansen, Vice Chairman
Brian Fodness
Barbara Smith-Huggins
Gary Hodges

Others Present:

Sue Bennett, Library Director
Kerry Kemp, City Manager

Members Absent:

Call to order, introductions & review of agenda: Shirley Hanes, Chair, called the meeting to order at 9:35 a.m.

Minutes: The minutes from the October meeting were unanimously approved.

Financial Report: The financial report was reviewed and the budget is on track.

Committee Reports: No Report

City Manager Report: City Manager, Kerry Kemp, attended the meeting to update the Board of plans for the City to conduct a facility analysis of all city buildings. A firm will be chosen to analyze buildings, what type of condition they are in and if any repairs are needed. The City will then determine how to move forward.

The City will continue to look at the possibility of moving the library to a larger location or building a new library. Mr. Kemp provided information on how to determine space needs for the library and asked the library staff and library board to come up with a wish list of what they would like to see in a new library.

Director's Report: Ms. Bennett provided a review of the programs that occurred during the month of October and upcoming events for November.

Participation in the adult and children programs continues to grow for both children and adult programs.

The City Manager approved for the library to move from the City network and away from OrcoTech as our technical support. The library has hired a local individual with over 30 years in the IT field to provide technical support for the library at a considerable decrease in cost.

Usage statistics continue to grow slightly over this time last year.

Old Business:

New Business:

Board Members concerns: None stated.

Actions or Recommendations to the City Council: None.

Public Comment: None.

Announcements: None.

Next Regular Meeting: January 16, at 9:30 a.m.

Adjournment: Ms. Hanes adjourned the meeting at 10:45 a.m.

Waldport Library February 2018 Adult Events

—Tues., Feb. 6—6:30–8 p.m.—**Library Knitting & Fiber Group**. Contact Laura Mayer, 541 867-4920, laumays513@gmail.com.

—Sat., Feb. 3 & 10—**Teen & Beyond Table Top Games**, 1p.m. Come and join in on a board or card game.

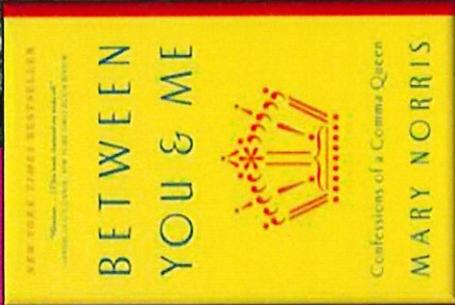
—Tues., Feb. 13, 2 p.m.—**Local Author, C. Edwin Fender**, discusses his book: “**Idyllic Peru.**”

—Thurs., Feb. 22—**Adult Craft Night**, 5 p.m. Scrapbook Journals. All supplies provided. Free program.

—Sat., Feb. 24—**Central Oregon Coast Button Club**, 1–4 p.m. Bring your buttons! Contact Maeona Urban at urbanart@peak.org or 541 547-4299.

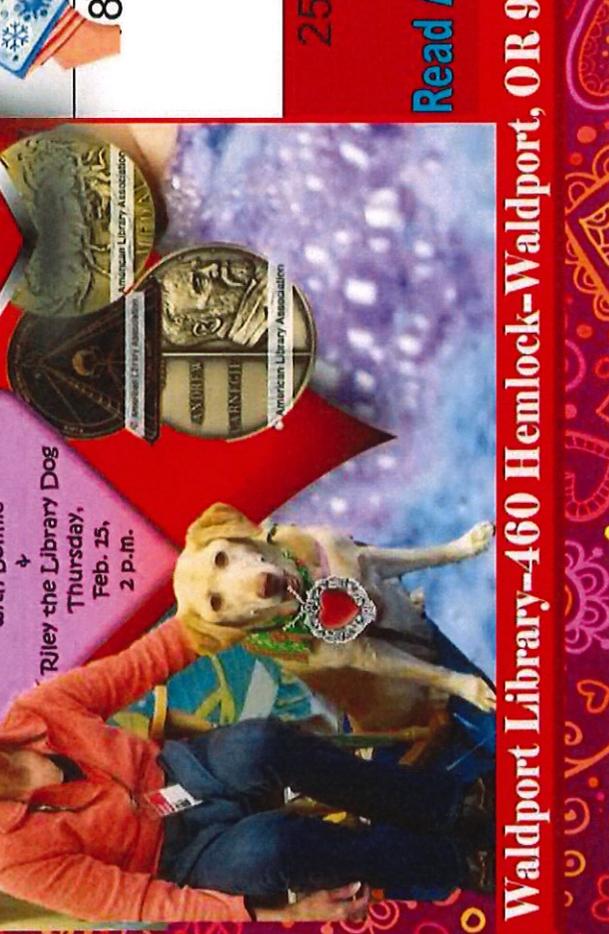
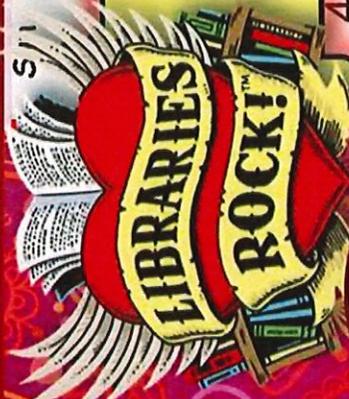
—Mon. Feb. 26—**Waldport Book Club**. This month’s book is: “**Between You & Me—Confessions of a Comma Queen**” by Mary Norris
<http://www.waldportlibrary.org/news-events/lib-nes/waldport-library-book-club>
 or contact the Waldport Library at 541 563-5880.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
						Teen & Beyond Table Top Games 1 p.m.
		6	7	8	9	Teen & Beyond Table Top Games 1 p.m.
		Knit & Fiber Group 6:30–8 p.m.				
		Local Author Visit Ed Fender “Idyllic Peru” 2 p.m.	14	15	16	
			Happy Valentines Day			
		19	20	21	22	23
		Library Closed Presidents' Day			Adult Craft Night--5 p.m. Scrapbook Journals	Central Oregon Coast Button Club 1–4 p.m.
		26	27			
		Waldport Book Club 10:30 a.m.				



Waldport Library February 2018 Youth Events

Baby Story Time: Wednesdays, 10 a.m.-Thursday Story Time, 2 p.m.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<p>TEENS: WALDPOR LIBRARY YOUNG WRITERS' COMPETITION 2018 Deadline: March 23, 2018</p>		<p>1 Once Upon A Time</p>	<p>2 3 p.m. LEGO</p>	3
				<p>7 2018 Winners Celebration</p>	<p>9 3 p.m. LEGO</p>	10
				<p>14 My Valentines</p>	<p>16 3 p.m. LEGO</p>	17
				<p>20 Party Days!</p>	<p>22 Quilt Tales</p>	24
				<p>25 Library Closed</p>	<p>23 3 p.m. LEGO</p>	
				<p>26 Pajama Day</p>		
				<p>28 Dr. Seuss' Day!</p>		

Read Across America Week - March 2: Dr. Seuss' Day!

Waldport Library-460 Hemlock-Waldport, OR 97394-541 563-5880-waldportlibrary.org-Facebook

Public Works Department Report for the month of January 2018

Water Treatment Plant

Plant Production:	<u>6.1</u>	MG
Rainfall:	<u>12.9</u>	inches

Wastewater Treatment Facility

Effluent Flow	<u>9.2</u>	MG
Rainfall:	<u>13.4</u>	Inches

Public Works Dept.

Alarm call outs:	<u>1</u>
Locates:	<u>7</u>
Sewer plugs:	<u>2</u>
Water service installations:	<u>3</u>
Sewer connections:	<u>3</u>
Water Leaks:	<u>2</u>

Department General Overview

The City of Waldport Public Works Department has been busy in January. We hired a couple temporary employees through BBSI in Newport to fill the gap of the departments vacant position. The crew spent the month working on some sewer projects, cleaning storm drains and upkeeping our community's infrastructure. In addition, we also added a snow plow to the equipment inventory which hopefully won't be needed this year.

The plant operators have been busy with a few extra projects. Some maintenance was deferred at the wastewater plant which was corrected and reported during December of 2017.

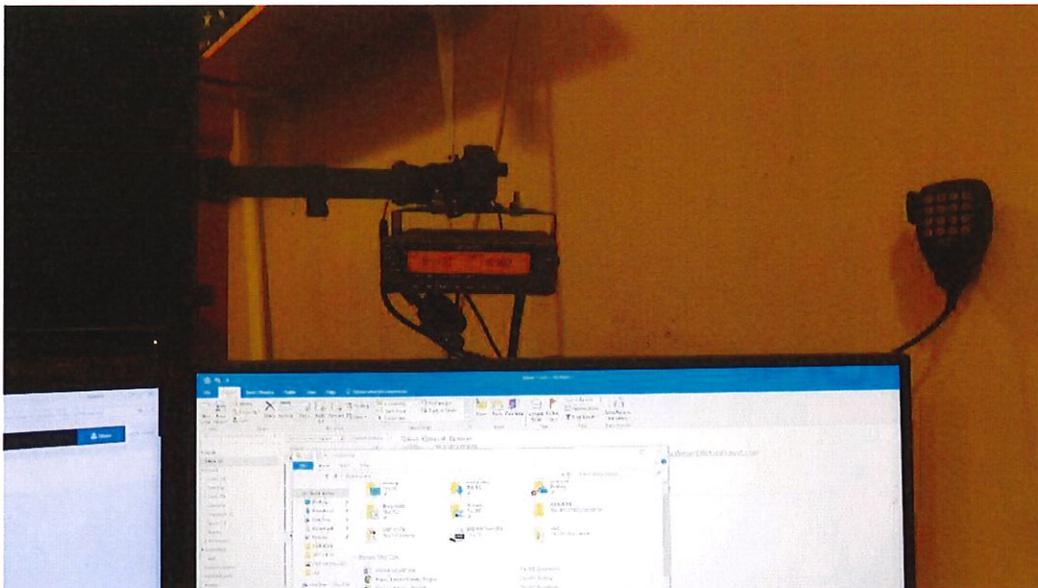
Administratively, we have been working hard planning our future direction as a successfully operating department. The last couple months were spent evaluating our future equipment needs, planning our winter and finding avenues to prepare for the upcoming spring. Mike, Reda and I participated in the recent Tsunami Watch and were very successful with our response. Attached is a short description of the Departments response to the Tsunami, along with some photos of the Emergency Operations Center.

January 23rd Tsunami Warning

On January 23rd at 3:33 we received the first notification from the Lincoln County alerts followed by a phone call. Reda put a Facebook notification out immediately following. I immediately called Mike and we met at the Public Works Shop at around 3:45 A.M. At approximately 4 P.M. we attended the Lincoln county briefing conference call generated by the Lincoln County Emergency team. During the phone conference the Tsunami Warning was cancelled.

Attached are some pictures of the City's Emergency Operation Center located in the Public works facilities.

Ham radio that can currently communicate with Newport EOC. We are planning on purchasing a new base that can communicate directly with Salem, and which will include data messaging.



The Ham radio antenna.



TV that is linked to computer for command center operations.



Handheld radios and Tsunami Map.



FEMA Emergency Paperwork and Waldport Emergency Operation Plan.



The City stores a few items at the EOC for the use of the Emergency Response Team. The following are a few photos of those items.



Water barrels



Food is stored in this mobile sealed tote.



The Mesh covering the food bars keeps the critters out.



Some First Aid Kits.



As stated earlier, this small cache is for the Command Center personnel. The larger public caches are kept at the school facility and other locations.

**City of Waldport
2018 LAND USE / BUILDING PERMIT ACTIVITY**

Date	Application/ Activity	Applicant	Zoning	Tax Map/Lot Location	Description	Status
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For the Period December 11, 2017 through December 31, 2017

12/22/17	Building Permit	St. Anthony's Catholic Church	C-2	13-11-19AA/1900 320 Pine St	Add garage	Approved 12/22/17
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For the Period January 1, 2017 through January 15, 2017

12/29/17	Building Permit	Michael Schlosser	D-D	13-11-19AC/2001 350 Alder St	New mixed use building	Approved 1/5/18
1/2/18	Appeal of Planning Commission Decision	Hollis Lundeen (Appellant)	R-1	13-11-10CC/120 South end of Norwood Dr	34-lot Planned Development	Pending 2/22/18 City Council public hearing
1/4/18	Building Permit	Duane Snider & Linda Dies	R-1	13-11-19CD/1000 745 Dolores Dr	New single family dwelling	Pending confirmation of lot consolidation. Approved 1/12/18
1/8/18	Manufactured Home Placement Permit	Robert Jacobson	R-3	13-11-28AB/5900 1260 Jefferson St Peterson Park	Replace manufactured home with new manufactured home	Approved 1/8/18