

**WALDPORT URBAN RENEWAL AGENCY
FEBRUARY 13, 2020
MEETING NOTICE AND AGENDA**

THE WALDPORT URBAN RENEWAL AGENCY WILL MEET ON THURSDAY, FEBRUARY 13, 2020 AT 2:00 P.M. IN THE CITY COUNCIL MEETING ROOM, 125 ALSEA HIGHWAY TO TAKE UP THE FOLLOWING AGENDA:

1. ROLL CALL
2. CITIZEN COMMENTS AND CONCERNS
3. AGENCY MEMBER COMMENTS AND CONCERNS
4. MINUTES: *September 12, 2019*
5. DISCUSSION/ACTION ITEMS:
 - A. *Consideration of Resolution Amending Budget for FY 19/20*
 - B. *Crestline/Range Sidewalk Design Contract Approval*
 - C. *Other Issues*
6. 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, 264-7417, during regular business hours.

Notice given this 10th day of February, 2020

Reda Q. Eckerman, City Recorder



URBAN RENEWAL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Budget Amendment
Crestline/Range Sidewalk Design Contract Approval

REQUESTED BY: City Manager

FOR MEETING DATE: February 13, 2020

SUMMARY OF ISSUE:

The City has been working with Land & Sea development on a donation of land. The City has incurred some costs in this transaction, with a staff request to pay from Urban Renewal #2 funds. The City is also continuing to work on sidewalk design for Crestline and Range Drives in anticipation of applying for the next cycle of Safe Routes to School funding from the State.

STAFF RECOMMENDATION or ACTION REQUESTED:

That the Urban Renewal Agency i) approve Budget Amendment moving \$6,000 from contingency to Fees to cover costs associated with Land & Sea property donation and ii) approve Scope of Work and Fee Schedule for Westech Engineering to perform work related to Crestline Drive/Range Drive Sidewalk Project

BACKGROUND:

Budget Amendment

The City Council approved a donation of land from Land & Sea at its meeting on January 10, 2019 (see minutes below):

Proposed Property Donation from Land & Sea: City Manager Kemp explained that the owners of the Land and Sea development were proposing a donation of a 7.68 parcel of property from their subdivision, to be utilized as open space for park purposes. This property would be removed from their overall acreage, which would result in a reduction of the park assessment fee for the subdivision. The property in question was adjacent to City property currently being utilized for the Woodland Trail and the disc golf course. Following a brief discussion, Councilor Campbell moved to accept the donation. Councilor Woodruff seconded, and the motion carried unanimously.

The attached map shows the location of the site, which is located within Urban Renewal #2.

**WALDPORT URBAN RENEWAL AGENCY
SEPTEMBER 12, 2019
BOARD MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Pro-Tem Chair Holland called the meeting to order at 3:11 p.m. Board Members Virtue, Dunn, Dennis, Campbell, Woodruff and Holland answered the roll. Chair Cutter was excused. A quorum was present.

2. CITIZEN COMMENTS AND CONCERNS: None.

3. AGENCY MEMBER COMMENTS AND CONCERNS: None.

4. MINUTES: The Board considered the minutes from the June 13, 2019 meeting. Ms. Woodruff **moved** to approve the minutes as presented. Mr. Virtue **seconded**, and the motion **carried** unanimously.

5. DISCUSSION/ACTION ITEMS:

A. OCCC Small Business Management Program: Dave Price, representing the program, addressed the Agency, noting that they had appreciated the funding allocation that had been done last year, as the Agency's investment had enabled several local business representatives to complete the program. He provided a brief review of the materials covered in the course, and offered to come back at a more appropriate time in the fiscal year. Ms. Woodruff and Mr. Dunn noted the efficacy of the classes, and asked if there was any indication of the number of people who may be interested in taking them in the upcoming year. Mr. Price indicated that last year, eleven people had signed up for the program, and nine had completed it. Following a brief discussion, Ms. Woodruff **moved** to allocate \$10,000 from the Urban Renewal District #2 fund to be used for the program this year, to fund participants from within the Urban Renewal District #2 boundaries. Mr. Dunn **seconded**, and the motion **carried** unanimously.

B. Other Issues: None.

6. ADJOURNMENT: At 3:25 p.m., there being no further business to come before the Agency, the meeting was adjourned.

Respectfully submitted,

Reda Q. Eckerman, City Recorder

APPROVED by the Waldport Urban Renewal Agency this ____ day of _____,
20__.

SIGNED by the Chair this ____ day of _____, 20__.

Dann Cutter, Chair

Urban Renewal RESOLUTION # _____

AMENDING THE BUDGET FOR FISCAL YEAR 2019/2020

WHEREAS, ORS 294.463 provides for transfers of appropriations within a fund or from one fund to another,

WHEREAS, ORS 294.338 (2) provides for the expenditure of grants, gifts or devises transferred to a municipal corporation in trust for specific purposes,

THEREFORE, THE CITY OF WALDPOR RESOLVES that budget appropriations for the fiscal year 2019/2020 are hereby amended as follows.

Urban Renewal	Resource or Revenue	Amount Increased (Decreased)	Requirement or Expenditure	Amount Increased (Decreased)
Contingency	Resource	(\$6,000.00)	UR # 2 Fees	\$6,000.00

(a) Move contingency to cover survey on donated land.

Adopted by the Waldport City Council this 13th day of February 2020

Signed by the Mayor this ____ day of February 2020

Dann Cutter, Mayor

Attested by Reda Eckerman, City Recorder

Although the donation was at no cost for the property, we did agree to pick up the cost of the survey and mapping that needed to be done for the land partition. The cost for this work ended up being \$5,115. As you know, the General Fund is strapped in the current fiscal year, but there are contingency funds available in Urban Renewal #2. Staff requests reducing contingency from \$87,403 to \$81,403 and increasing UR#2 Fees line-item by \$6,000 to cover mapping and any closing costs paid by the City. The final step is recording the deed transferring the property.

Crestline Sidewalk Design Readiness

The City applied for a Safe Routes to Schools (“SRTS”) grant in 2018. The City was not awarded any dollars, scoring 360 out of a possible 500 points. Half of the deficit was due to scoring low in the “Readiness” priority area, where we scored only 10 out of a possible 80 points. Readiness includes the following categories:

- Right of Way
- Utilities
- Stormwater
- Environmental
- Public Process
- Design

In anticipation of the next round of SRTS applications, the City approved appropriating \$100,000 in Urban Renewal #2 budget for Sidewalk Design & Readiness. The City Engineer has submitted the following proposed scope of work and not-to-exceed \$98,000 to be billed on a time and materials basis for the Sidewalk Project, in anticipation of submitted an SRTS application later in 2020 (the application window will probably open in September or so). The work includes seven tasks:

1. Topographic Survey
2. Geotechnical
3. Wetlands, Cultural and Threatened/Endangered Species
4. Public Outreach
5. 75% Drawings to Satisfy Readiness Criteria
6. Cost Estimates
7. Assist with Preparation of SRTS Application

Staff request approval to proceed with this contract with Westech.



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WESTECH ENGINEERING, INC.
CONSULTING ENGINEERS & PLANNERS

January 28, 2020

Scott Andry
Public Works Director
City of Waldport
PO Box 1120
Waldport, OR 97394

RE: Crestline/Range Drive Sidewalk Project
JO 3008.2000.0

Dear Scott:

Westech Engineering is pleased to offer this proposal for consulting services to assist with the City with the preparation of the design for the Crestline/Range Drive sidewalk project. The remainder of this letter proposal is divided into the following sections.

- Background Information
- Scope of Work
- Fee Schedule

Short discussions on these items follow.

BACKGROUND INFORMATION

Pedestrian safety along Crestline Drive is a significant concern in the City. Crestline Drive lacks sidewalks and students must walk along the edges of the paved roadway surface to and from school. To address this problem, the City would like to construct a multi-use path along Crestline Drive from Range Drive to the High School. The City would also like to improve the sidewalks along the north side of Range Drive and along the west side of Crestline Drive, north of Range Drive. The proposed project limits are shown in the attached figure.

In an attempt to procure grant funds for the project, the City submitted an application to the Safe Routes to Schools program administered by ODOT in the fall of 2018. The City's application was not successful. Generally speaking, the proposed project scored well, except in the "readiness" categories. Since detailed design plans had not been prepared, the City's application lacked detail regarding right of way needs, stormwater issues, environmental issues, and other similar criteria that can only be identified during a detailed design process.

At this time, the City would like to develop the design in greater detail to support an application to the 2020 Safe Routes to Schools Program. The goal is to better identify many of the design details needed to improve the City's score in the "readiness" categories.

We propose to assist the City with this work effort by performing the work tasks described below.

SCOPE OF WORK

Our proposed scope of work includes the design of the following work tasks.

Task 1: Prepare Topographic Survey

Prior to completing any design work a detailed topographic survey of the work area is required. We will retain Barker Surveying, Inc. as a subconsultant to prepare the topographic survey for the project. The end product of this task will be a topographic survey in pdf and Autocad format. We can share this information with the City if desired.

Task 2: Prepare Geotechnical Investigation

This task includes collecting core samples of the existing asphalt roadway along Crestline Drive to characterize the existing pavement section. This information will be analyzed to assess the adequacy of the existing pavement section to support existing and projected vehicular loads. Crestline Drive is currently under Lincoln County jurisdiction. We understand that there has been some mutual interest in the potential for the City to take over jurisdiction. The proposed geotechnical work can be used by the City as part of any negotiations with the County regarding improvements to the road prior to any change in ownership. We will retain Foundation Engineering, Inc. as a subconsultant to perform the geotechnical investigations. A geotechnical report will be prepared to provided to the City.

Task 3: Prepare Wetland, Cultural Resource, and T&E Species Investigations. The purpose of this task to identify any impacts to wetlands, cultural resources, and threatened and endangered species. On-site field investigations will be performed to identify any wetland areas. If any wetland areas are found, they will be delineated and surveyed so that the project impacts can be quantified. We do not anticipate any impacts to cultural resources or T&E species due to the relatively small area of undeveloped ground that will be impacted by the proposed project. For this reason, the cultural resource and T&E species assessments will be "desktop" investigations that will consist of a review of documented resources in the area. No field work is proposed for the cultural resource and T&E species assessments. The results of the evaluations will be summarized in technical memorandums or letter reports. We will retain SWCA Environmental Consultants as a subconsultant to perform this work.

Task 4: Public Outreach. The proposed project will impact the properties that front the work areas. Impacts to private driveways, walkways, and landscaping are likely to be required. The project may require the construction of stairs, ramps, retaining walls, handrails, and other similar features to blend the improvements with the adjacent properties. We do not anticipate the need to acquire additional right of way. However, many homeowners do not realize the extent of property in front of their home that is actually within the public right of way and a fair amount of public interest in the project should be anticipated. We recommend that the City schedule a meeting with all of the relevant properties in an "open-house" format. At this meeting, we can provide an overview of the project and meet with key property owners individually to discuss the specific impacts to their respective properties. The recommended fee listed below is based on the assumption that we will attend a single open-house meeting. In order to keep our fees reasonable, we have also assumed that the City will coordinate with all of the property owners, provide notifications, and schedule the open house meeting. Our role will be to attend the meeting, provide a general overview of the project and meeting with individual property owners at the meeting. For this work task, we have also assumed that we will attend a single city council meeting.

Task 5: Prepare 75% Complete Design Plans

This task includes the preparation of the design drawings for the project. The drawings will be prepared to approximately the 75% completion level. The drawings will not be suitable for bidding purposes, but will be sufficient to identify all readiness criteria listed in the Safe Routes to Schools program application. Should the City decide to proceed with construction of the project, some work will be required to finalize the design drawings, prepare bidding documents, and prepare technical specifications. We envision that this will be done as part of a future work effort not included in the scope of work described herein.

Task 6: Prepare Estimate of Project Costs

This task includes the preparation of a detailed cost estimate for the construction of the proposed improvements. The 75% design plans will be used as the basis for the estimate. Soft costs such as engineering, legal, permitting, and administration costs will also be included in the budget.

Task 7: Assist the City with the Preparation of the Safe Routes to Schools Application

This task includes assisting the City with the application materials. We anticipate that the City will prepare the application and that we will provide technical assistance only. Our role will be to provide the technical information needed to help the City respond to the various questions in the application.

FEE SCHEDULE

Westech Engineering proposes to provide the services listed above on a time and materials basis at our regular hourly rates. Total fees will not to exceed **\$98,000** without prior authorization from the City. The fee estimate is based on the project understanding and scope of work described above. Major changes to any of these items may result in the need for fee adjustments.

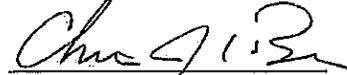
If the City decides to proceed with the work scope summarized herein, we assume the City will authorize us to proceed with these services under our existing city engineering contract (we will provide separate invoices for this work to allow the City to accurately track costs).

Upon your authorization to proceed, we are prepared to start work immediately. This proposal is valid for 6 months from today's date.

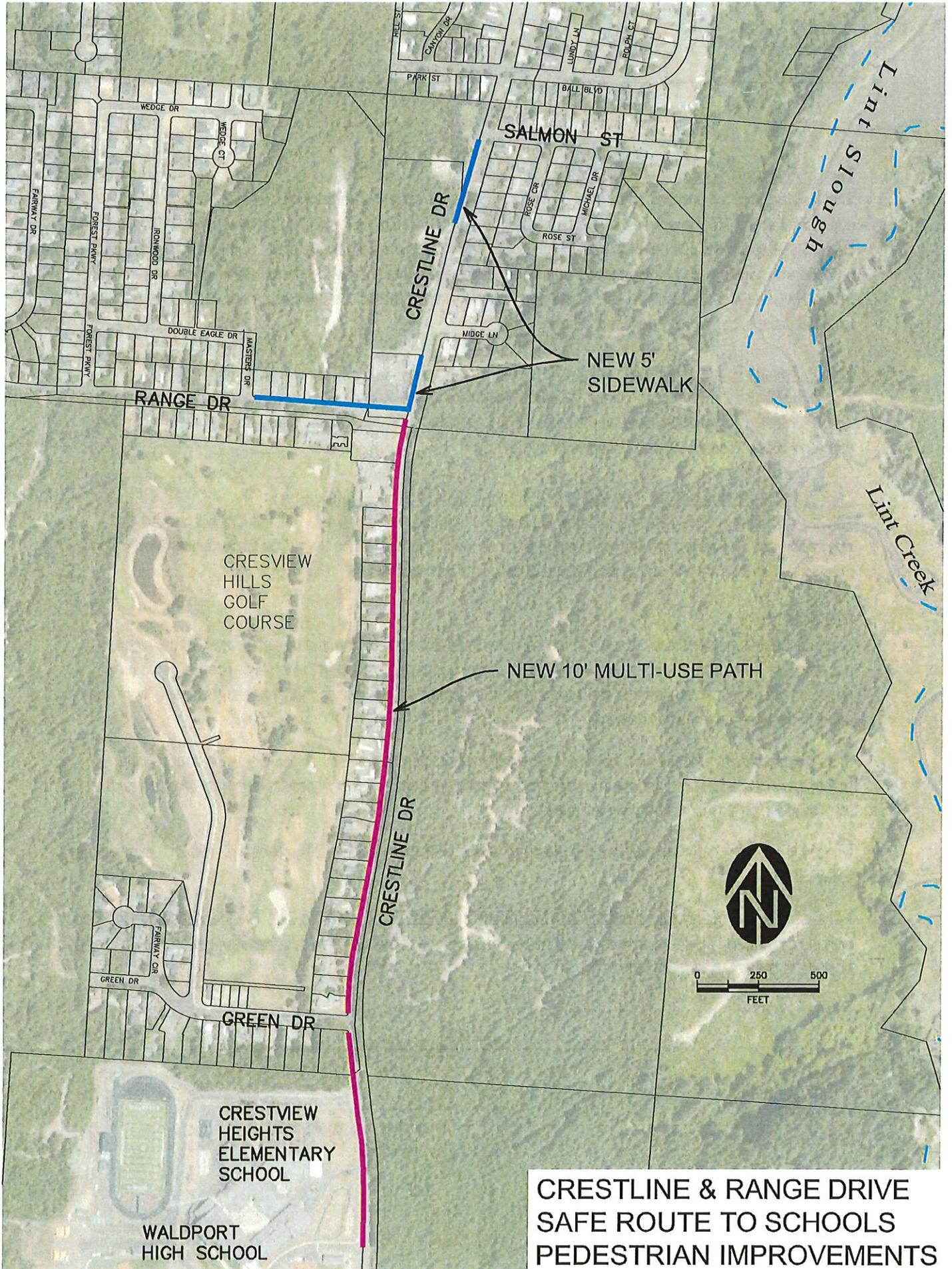
We appreciate the opportunity to present this engineering services proposal to the City. We look forward to working with the City on this important project. If you have any questions or require any additional information, please do not hesitate to contact us at (503) 585-2474.

Sincerely,

WESTECH ENGINEERING, INC.



Christopher J. Brugato, P.E.
Vice President



**CRESTLINE & RANGE DRIVE
SAFE ROUTE TO SCHOOLS
PEDESTRIAN IMPROVEMENTS**

WALDPART

Priority Area	Categories	Sub-categories	Score for each sub-category	Total score possible in each category	
Equity	Title I school	41-60%	150	200	
		61-80%	10		
		81-100%	20		
Readiness	Right of Way Utilities	started: 0.5 credit completed/mitigated: 1 credit	0	2.580	
		2 = 0	0.5		
		3 = 20	0.5		
		4 = 30	0.5		
		5 = 70	0.5		
		6 = 80	0.5		
Safety	Crashes	Non-serious injury	5	90	
		30 mph	10		
		35 mph +	5		
		3 lanes, or greater than 30 feet	10		
		4 lanes + or greater than 40ft crossing	5		
		3000-5,999	10		
		6000+	50		
		Lanes or crossing distance	3 lanes, or greater than 30 feet		10
			4 lanes + or greater than 40ft crossing		5
		Average Annual Daily Traffic	3000-5,999		10
6000+	50				
Multiple School Benefit	Priority Safety Corridor	two or more schools affected	15	15	
		1/2 mile or less	15		
		K-8 or any combo	90		
		Past programming	5		
Proximity to School	School Type	Planned programming	8	10	
		Current programming	10		

$-20 = 180$

$-70 = 10$

$90 - 25 = 65$

$15 - 15 = 0$

$15 - 0 = 15$

$90 - 0 = 90$

$10 - 10 = 0$

$500 - 140 = 360$