1. Agenda

    Documents:

        CC WS AGENDA 11-07-2018.PDF

2. Meeting Materials

    Documents:

        DAHL ASBESTOS DISP UPDTE.PDF
        DRAFT AGENDA 11-14-18.PDF
        EPA SUS APP.PDF
        FINANCE COMM MEMBSHP .PDF
        IT REPORT 1.PDF
        ORD 354 BAN SGL USE BAGS DRAFT.PDF
        RES 38 - WTR SHORTAGE TERM.PDF
        RES 39 ADMIN POL 22.PDF
        RES 40 DAHL ADTL SVC.PDF
        RES 41 EEO POLICY.PDF
        VISITORS CENTER RPT.PDF

Yachats City Council Vision

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

CITY OF YACHATS

CITY COUNCIL WORK SESSION, REGULAR COUNCIL MEETING

441 Hwy 101 N., Yachats Commons, Room 1, Yachats OR

Wednesday, November 7, 2018 at 9:30am

WORK SESSION AGENDA

I. CALL MEETING TO ORDER
II. WORK SESSION DISCUSSION TOPICS
   A. Discussion: Proposed Draft Ordinance to Ban Single Use Plastic Bags, Straws, and Styrofoam
   B. Discussion: Potential Amendments to the Yachats Charter
   C. Discussion: Finance Committee Recommendation to Increase the Transient Lodging Tax
   D. Approve agenda for 11/14/18 City Council meeting **at 6:00pm in Room 1**

REGULAR COUNCIL MEETING

I. Announcements, Correspondence and Proclamations
II. Public Comment: T**opics not listed on the agenda**: 5-minute limitation per person
III. Resolutions:
   A. Resolution 37: Finance Committee Membership
   B. Resolution 38 Termination of Water Shortage Emergency
   C. Resolution 39: Administration Instruction 22
   D. Resolution 40: Dahl Service Addition & Asbestos Update
   E. Resolution 41: EEO/Affirmative Action Policy Update

IV. Reports
   A. Library Commission Update on Library Move
   B. Visitor Center Report
   C. IT Report
V. New Business
   A. Dahl Disposal Update on Asbestos Removal
   B. Vote: EPA Sustainability Application
VI. Other Business
   A. From Mayor
   B. From Council
   C. From Staff

The work session and regular council meeting are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted November 1, 2018

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

Dahl Asbestos Disposal Update

Question Before Council:

None.

Person/Group Initiating Request:

Dahl Disposal

Item Summary/Background:

Dahl Disposal has requested time to update the Council on asbestos removal.

DAHL DISPOSAL SERVICE

East County Transfer Center
5441 W. Hwy 20
PO Box 357
Toledo, OR 97391
Office: 541.336.2932
Fax: 541.336.4817

South County Transfer Center
235 SW Dahl Ave.
PO Box 1059
Waldport, OR 97394
Phone: 541.563.3888
Fax: 541.563.7373

Dear Valued Customer,

Disposal and trucking of friable and non-friable asbestos and asbestos containing material (ACM) is a service that Dahl Disposal Service provides, with approval and an appointment for delivery. **An approved and completed Asbestos Waste Profile and an ASN-4 form** must accompany each load. These forms are available upon request from your local transfer office. Two copies of the ASN-4 form will be kept at the landfill and one will be given to the hauler.

Friable and non-friable asbestos must be wetted and sealed in leak-tight containers such as labeled, double plastic bags with a minimum thickness of 6 mills each, or fiber or metal drums that have been lined with doubled 6 mill plastic with the asbestos warning labels fixed to the outside. Each bag or drum must show the address where the asbestos was generated. It is imperative that the container be sealed to prevent rupturing when unloaded. If you are considering using the burrito-wrap method, prior written approval must be obtained from Oregon Department of Environmental Quality.

In order to ensure that all asbestos containers are received in good condition a representative from the asbestos abatement company or the homeowner must accompany each load of asbestos to the landfill, so that id any containers are damaged upon delivery a repair can be made without rejecting the load.

Cost for asbestos is **$100.00 per ton (5-ton minimum), plus the per hour trucking charge, and a $10. per yard environmental fee.**

	Siletz	Toledo	Waldport	Yachats	County
Drop box truck per hour	$122.45	$131.60	$129.25	$129.05	$130.15

Please make sure that all drivers or representatives from the abatement companies, bringing asbestos waste to the landfill, have reflective vests and hardhats to wear during the offloading at the asbestos area. No exceptions.

Dahl Disposal Service, Inc.
541-336-2932
541-563-3888

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5441 W. Hwy 20
PO Box 357
Toledo, OR 97391
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CONSTRUCTION AND DEMOLITION WASTE ACCEPTANCE FORM

To protect the health and safety of our employees and customers, all loads of construction, remodeling and demolition waste brought to the South Lincoln Recycling & Transfer Center/Toledo Recycling & Transfer Center is screened before, during, and after unloading, for materials that may contain asbestos. This form is required for all such loads of waste that contain construction and demolition waste.

Analytical test results are required for the following products commonly known to contain asbestos:

- **Interior walls and ceilings:** acoustical tiles, glue dots, plaster, and textured surfaces
- **Exterior walls:** cement siding, stucco
- **Flooring:** vinyl tiles, sheet vinyl, some mastic adhesives
- **Insulation/fireproofing:** block, boiler, spray-applied, vermiculite, monokote, sink undercoating, thermal system insulation (fiberglass, cellulose, and mineral wool are exempt)
- **Gaskets:** furnace, mechanical, boiler, wood stove (automotive gaskets are exempt)
- **Heating:** white paper or seam tape on ducts, air-duct cement and insulation
- **Roofing materials:** tar paper, felt, silver/white roofing paint, Nicolite paper
  Note: three-tab composition shingles do not contain asbestos
- **Fire doors, fire/kiln brick and fireproofing**
- **Various compounds:** window glazing, adhesives, caulks, patching, mastics, vapor barrier products (plastic or synthetic materials such as Tyvek are exempt)
- **Electrical:** switch gear, circuit boxes and fuse panels; wiring with cloth insulation (Romex wiring is exempt)

INSTRUCTIONS FOR FILLING OUT THIS FORM

- This form is required for all loads containing construction, demolition, or renovation material.
- This form should be completed by the person responsible for and knowledgeable about the contents of the load.
- For multiple-load projects, copies of this form will be accepted, but the contents of the load must match the description of the waste materials on the form.

All parties involved (generator, contractor, and hauler) may be held responsible for the abatement of positive (greater than one percent asbestos by weight) asbestos-containing materials unloaded at the transfer stations, including but not limited to the costs for testing, a licensed abatement contractor, fines, and administration.

East County Transfer Center
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PO Box 357
Toledo, OR 97391
Office: 541.336.2932
Fax: 541.336.4817

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Phone: 541.563.3888
Fax: 541.563.7373

CONSTRUCTION AND DEMOLITION WASTE ACCEPTANCE FORM

1. When did the construction, demolition, or renovation materials originate from the structure or RV?
   - ☐ Was the material constructed after Jan 1, 2004 (skip to #3, you do not need an asbestos survey)
   - ☐ Is the material bare wood, metal, glass, or three-tab composition shingles with no tar paper? (skip to #3, you do not need an asbestos survey)
   - ☐ Was the material constructed before Jan 1, 2004 (proceed to #2)

2. Was an asbestos survey conducted?
   - ☐ Yes-if yes, attach the survey. A survey was conducted, if there was any asbestos containing materials (ACM), they were identified in the survey, and submittal of this form is my statement that the ACM materials are <u>not</u> present in this load. Proceed to #4.
   - ☐ No -**if no, a survey must be conducted on construction, demolition, or renovation debris constructed before 1/1/2004. We are sorry, we cannot accept your load without a survey.**

3. Material was constructed after Jan 1, 2004; therefore, no survey is required, and I verify there is no asbestos containing material present in this load.
Address of work site: _____

Property owner: _____

Phone: _____

Mailing address (if different than work site): _____

_____

4. Hauled by:
   - ☐ Dahl Disposal Service Drop Box
   - ☐ Self-Hauling
   - ☐ Construction Contractor

License plate number of hauling vehicle (not needed if it's a drop box): _____

Name of Contractor: _____

Contact Name: _____

Phone Number _____

5. Description of waste: (example- roofing, siding, decking, bathroom, flooring, whole house...)

_____

_____

6. Certification: I certify that the above information is true and correct to the best of my knowledge, and that the documentation presented represents the materials delivered to South Lincoln Recycling & Transfer Center/Toledo Recycling & Transfer Center. I also attest that the waste materials in this load do not contain asbestos.

Name (Print): _____ Signature: _____

State of Oregon Department of Environmental Quality

Analytical Laboratories

The following is a list of laboratories that perform PLM (Polarized Light Microscopy) and/or TEM (Transmission Electron Microscopy) sample analysis to determine if asbestos is present in materials. Other laboratories (not included on this list) may provide similar services. Including a laboratory's name on this list does not constitute an endorsement by the Department. Services provided and costs are determined solely between the laboratory and the customer.

Atlas Labs, Inc.
14795 SW 72nd Ave. Ste B.
Portland, OR 97224
503-430-5290
www.atlaslabsinc.com
office@atlaslabinc.com

Bullseye Analytical & Environmental
PO Box 28
Rickreall, OR 97371
503-835-7096
www.bullseyelab.com
bullseye@onlinemac.com

Certified Environmental Consulting
615 SE Chkalov Drive, Suite 12
Vancouver, WA 98683
503-221-7904
www.certified-environmental-consulting.com

Chemoptix Microanalysis
2767 Robinwood Way, Suite G
West Linn, OR 97068
503-636-9251
stancassell@chemoptix.com

Edge Analytical Laboratory
540 SW 3rd Street
Corvallis, OR 97333
541-753-4946
www.edgeanalytical.com

EMSL Analytical, Inc.
200 Route 130 North
Cinnaminson, NJ 08077
800-220-3675
www.emsl.com

Environmental Testing & Training NW (1)
2266 McGilchrist Street SE, Suite 220
Salem, OR 97302
971-303-8378
www.ettnw.com

Environmental Testing & Training NW (2)
317 Goodpasture Island Road, Suite F
Eugene, OR 97401
971-303-8378
www.ettnw.com
jim@ettnw.com or josh@ettnw.com

Great Northwest Environmental, Inc.
4800 Meadows Rd.
Lake Oswego, OR 97035
503-309-9925
www.greatnorthwestenvironmental.com

JSE Laboratory, Inc.
3315 SE Harrison Street, Suite C
Milwaukie, OR 97222
503-659-8338
www.jselabs.com
contact@jselabs.com

Net Compliance Environmental Service
2112 E. 26th Street
Vancouver, WA 98661
360-699-4015
www.net-compliance.com

PSI
6032 N. Cutter Circle, Suite 480
Portland, OR 97217
503-289-1778
www.psiusa.com

Scientific Investigators
3443 NW Port Court
Lincoln City, OR 97367
541-994-5659
sciencedave@hotmail.com

Structure Probe, Inc.
PO Box 656
West Chester, PA 19381
800-242-4774
www.2spi.com

LabCor
4321 SW Corbett Ave., Suite A
Portland, OR 97239
503-224-5055
www.labcor.net

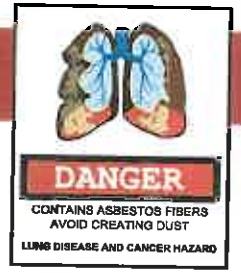
Pixis Laboratories
12423 NE Whitaker Way
Portland, OR 97230
503-254-1794
www.pixislabs.com

RGA Environmental
3317 3rd Ave. South, Suite D
Seattle, WA 98134
206-281-8858
www.rgaenv.com

Seattle Asbestos Test LLC
19701 Scriber Lake Road #103
Lynnwood, WA 98036
425-673-9850
www.seattleasbestostest.com

Updated July 30, 2018

Notice About Asbestos Materials



Determine if your materials require an Asbestos Survey

- Asbestos Surveys are <u>not required</u> for-
  Materials containing construction, demolition, and renovation from structures or an RV built after 1/1/2004, or for bare wood, bare glass, bare metal, and 3-tab (asphalt shingle) roofing (ex. bare wood would be free of sheet-rock, but it could be painted)

- Asbestos Surveys <u>are required</u> for-
  Materials containing construction, demolition, and renovation from structures or an RV built before 1/1/2004.
  NOTE- Flat/built-up roofing has to have test results showing it has no asbestos in it, regardless of when it was constructed. Below is a list of most of the materials that need tested:

Asbestos Containing Materials (ACM)

Acoustical Plaster	Ceiling Tiles and Lay-in Panels	Ductwork Flexible Fabric Connections	Fire Doors	Laboratory Hoods/ Table Tops	Spray-Applied Insulation
Adhesives	Cement Pipes	Electric Wiring Insulation	Fireproofing Materials	Packing Materials (for wall/floor penetrations)	Thermal Taping Compounds
Asphalt Floor Tile	Cement Siding	Electrical Cloth	Flooring Backing	Pipe Insulation (corrugated air-cell, block, etc.)	Textured Paints/ Coatings
Base Flashing	Cement Wallboard	Electrical Panel Partitions	Heating and Electrical Ducts	Roll Roofing	Thermal Paper Products
Blown-in Insulation	Chalkboards	Elevator Brake Shoes	High Temperature Gaskets	Roof Patching Cement	Vinyl Floor Tile
Boiler Insulation	Construction Mastics (floor tile, carpet, ceiling tile, etc)	Elevator Equipment Panels	HVAC Duct Insulation	Roofing Felt	Vinyl Sheet Flooring
Breaching Insulation	Cooling Towers	Fire Blankets	Joint Compounds	Roofing Shingles	Vinyl Wall Coverings
Caulking/Putties	Decorative Plaster	Fire Curtains	Laboratory Gloves	Spackling Compounds	Wallboard

quirements for Construction & Demolition Materials

Ph: 541.336.2932
www.dahldisposalservice.com

Ph: 541.994.5555
www.northlincolnsanitary.com

Ph: 541.265.7249
www.thompsonsanitary.com

GET PREPARED by visiting one of the above websites. There you can find information regarding abatement contractors, asbestos inspectors, and other required forms

If your material requires an asbestos survey, use an accredited asbestos inspector to survey your project for materials that may contain asbestos. (A list of inspectors can be obtained from your local hauler listed above).

If your report from the accredited asbestos inspector and lab results indicate no asbestos containing material (ACM):

1. The load of material can be accepted with a waste acceptance form provided by your hauler or transfer station.
2. Bring survey test results and waste acceptance form with your load.
3. Your local transfer station or drop-box service will provide you with the waste acceptance form to be completed prior to delivery.

If any suspect material is in your load and has not been tested and cleared, your entire load will be rejected.

EXCEPTIONS

- Bare wood, metal or glass does not require an asbestos inspection.
- A laboratory report from a self-taken sample will be accepted IF; you are the *primary resident* and are disposing of one suspect Asbestos Containing Material only.
- The Oregon DEQ has the discretion to approve requests to waive the asbestos survey requirement on a case-by-case basis.
- Three-tab composite roofing shingles (no tar paper)

Lincoln County Haulers

If your project contains Asbestos, contact your Lincoln County Hauler listed above or the Oregon Department of Environmental Quality: https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Information.aspx

Kimmie Jackson

From: Shannon Beaucaire
Sent: Monday, October 29, 2018 1:15 PM
To: Kimmie Jackson
Cc: c.lerwick@dahldisposalservice.com
Subject: FW: Asbestos update
Attachments: Asbestos Flyer Lincoln Co final.pdf

Kimmie,

Do we have room for Chuck on the November 7 meeting?

Shannon Beaucaire
City Manager
City of Yachats
Citymanager@yachatsmail.org
YachatsOregon.org
PO Box 345
Yachats, OR 97498
Phone: 541.547.3565
Fax: 541.547.3063

From: Chuck Lerwick <c.lerwick@dahldisposalservice.com>
Sent: Monday, October 29, 2018 12:07 PM
To: Shannon Beaucaire <Shannon@YachatsMail.org>
Subject: Asbestos update

Shannon,

Can you put me on the agenda for the next council meeting to visit about the asbestos update.

Chuck Lerwick
Operations Manager
Tel: 541.264.2241
Cell: 503.930.0291
www.dahldisposalservice.com

Notice About Asbestos Materials

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Requirements for Construction & Demolition Materials

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Ph: 541.265.7249
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Lincoln County Haulers Association

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Yachats City Council Vision

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CITY OF YACHATS

CITY COUNCIL MEETING

441 Hwy 101N, Yachats Commons, Room 1

Wednesday, November 14, 2018 at 6:00pm

Supplemental Budget Hearing

I. **FY19 Supplemental Budget Hearing**
   - A. Hearing: FY19 Supplemental Budget
   - B. Vote: Resolution 42: FY18-19 Supplemental Budget

AGENDA

II. Announcements, Correspondence and Proclamations

III. Public Comment (**topics not listed on the agenda:** 5-minute limitation per person)

IV. Minutes
   - A. Minutes: October 3 Work Session; October 10 Council Session; October 23 Special Meeting

V. Resolutions
   - A. Resolution 43: Appointment of John Purcell to the Parks & Commons Commission

VI. Guests
   - A. Presentation by Tom Kerns on Climate Change

VII. Reports
   - A. Financial Report
   - B. Council Reports
   - C. City Manager Report

VIII. New Business
   - A. Vote: Parks & Commons Commission update to Commons Manual
   - B. Vote: Review City Manager Evaluation Format

IX. Other Business
   - A. From Mayor
   - B. From Council
   - C. From Staff

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. ***POSTED November 7, 2018***

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

EPA Sustainability Application

Question Before Council:

Does the Council wish to participate in the EPA Sustainability Application

Person/Group Initiating Request:

EPA

Item Summary/Background:

Based upon the presentation Council received on October 10, does the Council wish to actively participate in the EPA Sustainability Application Development?

EPA
www.epa.gov/research
science in ACTION
INNOVATIVE RESEARCH FOR A SUSTAINABLE FUTURE

SUSTAINABILITY INDICATORS FOR SMALL AND RURAL COMMUNITIES: CONCEPT TESTING A NEW APPLICATION

Background

Small towns and rural communities are looking for ways to strengthen their economies, provide better quality of life, and build on local assets. They are creating their own paths to sustainability that enhance their distinctive characteristics and that fit their size, geography, and resources. In a series of discussions with smaller communities (<50,000 residents), EPA has heard that community leaders want a simple dashboard or compact set of tools that can help them assess and improve their sustainability profile.

Sustainability Snapshot Project

In response to this need, EPA's Pacific Northwest Regional Office (Region 10) and Office of Research and Development are collaborating with the Washington State Association of Communities and interested communities on a **Sustainability Snapshot Project**. The project is tailoring existing nationally-available indicators that use publicly-available data to match the unique needs of small communities. The emerging dashboard application is called **"Decision Integration for Strong Communities" or DISC**. It is designed to encourage smart growth and offer relevant, local, and readily-available information. For a community with fewer economic or staffing resources, the sustainability snapshot and toolkits that DISC provide may help communities know where to start, build consensus on improvement goals and projects, and measure changes in the community's sustainability profile over time.

Community Engagement

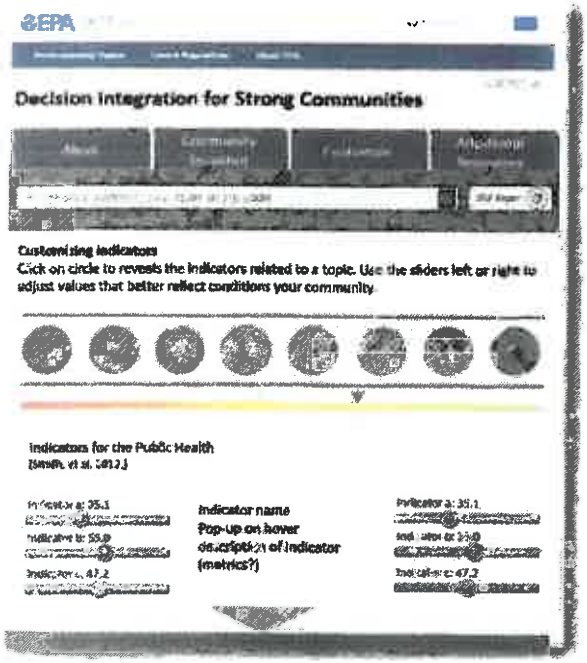
To ensure DISC is useful to a variety of smaller and rural communities, EPA staff will consult interested communities and potential users at different steps of the development process. For example, community planners from five or six small Oregon and Washington communities will cooperate in testing a DISC prototype. If the usability of the prototype proves successful, EPA may further develop DISC and make it available as an executable, downloadable file for beta testing.

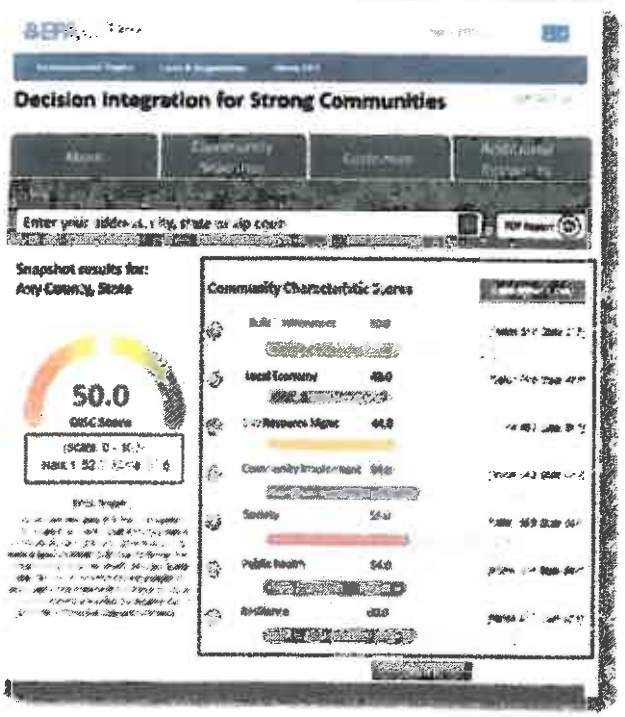
Use of Existing Indicators

All of the scientific content available through DISC will be curated from existing environmental indicators (nationally consistent measurements) for various topics such as the built environment, community involvement, education, natural resource management, equity, hazard vulnerability, housing, local economy, public health, resilience planning, society and transportation. These indicators are derived from a broad collection of socio-economic, health and ecological data collected from publicly available sources. Continuing discussions with community participants will help Agency researchers identify key topic areas, and incorporate the indicators into applications and tools that are useful and accessible for smaller communities. The topic areas will be used as the basis for populating a community characteristics dashboard, a user-friendly graphic interface display that presents information in an accessible, easily understood format.

DISC Prototype

DISC is an application of existing indicators that offers relevant, local and readily-available information to help smaller communities advance their sustainability goals. The figure to the right illustrates how the tool may represent an overall community sustainability score, and its component scores for community characteristics relating to the topic areas of interest. Upon initial use, communities will be provided with information on sustainability attributes such as environment, natural resource management, transportation, and most importantly, information on resources they can potentially target to implement projects to improve the community's resilience and long-term success. Users can score or





weight the indicators to reflect their community's constraints and priorities (figure to the left), creating a highly customized snapshot of local conditions and sustainability factors. They can also save their snapshot as a downloadable, easy-to-share pdf file. The DISC application may also be used to track and monitor the benefits and impacts of local sustainability projects. The application is being designed to be flexible and readily upgradeable, making it applicable for exploring current conditions with the confidence that it will be available to future assessments, and comparing and contrasting growth and change in the future.

CONTACTS

For more information, or to partner with EPA in the development of DISC, please contact:

- David Olszyk, Ph.D., EPA Office of Research & Development, 541-754-4397, olszyk.david@epa.gov
- Viccy Salazar, EPA Region 10, 206-553-1060, salazar.viccy@epa.gov
- Bruce Duncan, Ph.D., EPA Region 10, 206-553-0218, duncan.bruce@epa.gov

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

Finance Committee Membership

Question Before Council:

Approval of Resolution 2018-37. Direction as to whether to revise Section 3.10.010 Membership

Person/Group Initiating Request:

City Manager

Item Summary/Background:

In response to Council's inquiry about the history of the Finance Committee, the City Manager has found Resolution 2007-10-01 which discusses the duties and membership of the Finance Committee. Additionally, Ordinance 330 outlines the changes to the CIP Planning Subcommittee completed in 2014. The language in Ordinance 330 reflects the current language in the Code.

Resolution 2007-10-01 clearly outlines membership of the Finance Committee. With the addition of the Library, this membership makes sense as it ensures that each Commission, the Budget committee, Council, and the Administrators office is a member. I have included a lined version of the suggested changes, as well as, a cleaned-up version of 2018-37 for discussion.

Resolution Recommendation: Upon discussion and review, the City Manager recommends that the Council consider the following motion: I move to accept Resolution 2018-37; A Resolution Modifying the Yachats Advisory Finance Committee.

Ordinance Recommendation: Upon discussion, the City Manager Recommends that the Council provide direction to the City Manager as to whether to modify Section 3.10.010 to go back to more specificity in CIP Subcommittee membership.

CITY OF YACHATS

RESOLUTION NO. 2007-10-01

WHEREAS, small cities lack staff resources to provide comprehensive financial analysis. Existing staff that could do this work are assigned other duties and don't have the time studies and analysis often require; and

WHEREAS, there tends to be a reliance on financial consultants who are expensive; and

WHEREAS, the City Recorder would benefit from the opportunity to discuss financial issues with other professionals; and

WHEREAS, Yachats has retired volunteers with financial and analytical skills;

NOW THEREFORE, the City of Yachats resolves to authorize the creation of the Yachats advisory finance committee to provide financial expertise in recommendation to the City Council and Commissions.

Duties:

- Provide financial expertise in recommendations to the City Council and commissions for utility rates studies, property taxes decisions, changes in other taxes, other sources of revenue and financial agreements.
- Provide a long term horizon for fund balance projections (3-5 years)
- Provide a "state of the City" financial report to the City Council – This would be a snapshot of how the financial long term picture looks given certain assumptions.
- Provide a financial framework for a Drainage utility fund
- Assist the City Recorder on special projects like:
    - Review and recommend changes to the City budget document
    - Review and comment on the CIP document and process
    - Is development paying their fair share of the infrastructure and operational costs?
    - How can the City organize / present information to improve decision making?
- Other projects assigned by the City Council

The committee's role is advisory.

Membership:

- Members should have skills in finance, analysis, budgets, and taxes.
- Experience with Excel and an e-mail account are desirable.
- Members will include one individual from Public Works, Planning, Parks & Commons, Budget Committee, Council, and the City Recorder

This Resolution is memorializing an action taken by City Council at the October 11, 2007 meeting and was effective as of that date.

Attest:

Susanne Smith, Mayor

Nancy Batchelder, City Recorder

CITY OF YACHATS
ORDINANCE NO. 330

AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE CHAPTER 3.10 – CAPITAL IMPROVEMENT PLANNING AND PLANNING SUB-COMMITTEE

WHEREAS, the procedure used to develop the Capital Improvement Plan has become a function of the Finance Committee; and

NOW THEREFORE, the City of Yachats ordains that Chapter 3.10 – Capital Improvement Planning and Planning Sub-Committee shall be amended to read as follows:

Chapter 3.10 - Capital Improvement Planning And Planning Sub-Committee

Sections:

3.10.010 Membership
3.10.020 Powers and Duties
3.10.030 Capital Improvement Program - Annual Report to City Council
3.10.040 Capital Improvement Program - Adoption and Appropriations
3.10.050 Capital Improvement Program - Public Report

Section 3.10.010 Membership

~~The City Council shall establish and appoint a Sub-committee to be known as the CIP Sub-committee. The Sub-committee shall be composed of representatives of entities with capital improvement authority. The Sub-committee shall include one member of the Little Log Church and Museum Board, the Library Commission, the Public Works and Streets Commission, the Parks and Commons Commission, one citizen at large, the Public Works Director, and the Budget Officer. The chair shall be the Budget Officer. A quorum of four members is required to meet.~~ The City Council shall establish and appoint a Finance Committee which shall also serve as the Capital Improvement Planning Committee (CIP Committee). The Chair of the Finance Committee shall also serve as the Chair of the CIP Sup-Committee.

(Ord. 248, Add, 12/10/2004)

Section 3.10.020 Powers and Duties

The Sub-committee, at public meetings, shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which: 1) are purchased or undertaken at intervals of not less than five years; 2) have a useful life of at least five years; and 3) cost over $5,000. Each year, commission chairs, boards, and department heads, shall submit capital project requests to the Sub-committee including information for all anticipated projects requiring Council action during the ensuing ~~six~~ five to ten years. Submissions shall be on the proscribed forms provided by the City's budget officer. The Sub-committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the city. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Sub-committee's report or the Sub-committee shall first have submitted a report to the City council explaining the omission.

(Ord. 248, Add, 12/10/2004)

Section 3.10.030 Capital Improvement Program - Annual Report to City Council

The Sub-committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program ~~Including~~ including recommended capital improvements for the

following five fiscal years. The report shall be submitted to the City Ceouncil for its consideration and approval. The first year amounts shall be included in the proposed budget for the next year.
(Ord. 248, Add, 12/10/2004)

Section 3.10.040 Capital Improvement Program - Adoption and Appropriations
Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals and the like; but no such expenditure shall be incurred on projects which have not been so approved by the city through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.
(Ord. 248, Add, 12/10/2004)

Section 3.10.050 Capital Improvement Program - Public Report
The Sub-committee's report and the Council's recommended Capital Budget shall be published and made available to the public. The Sub-committee shall deposit its original report with the City Recorder.
(Ord. 248, Add, 12/10/2004)

PASSED AND ADOPTED by the City Council of the City of Yachats on this _____day of _____.

Ayes:_____ Nays:_____ Abstentions:_____ Absent:_____

APPROVED by the Mayor this ____ day of _____.

Attest:

_____ _____
Ronald L Brean, Mayor Nancy Batchelder, City Recorder

CITY OF YACHATS

RESOLUTION NO. ~~2007~~2018-~~10-01~~37

A RESOLUTION MODIFYING THE YACHATS ADVISORY FINANCE COMMITTEE

WHEREAS, small cities lack staff resources to provide comprehensive financial analysis. Existing staff that could do this work are assigned other duties and don't have the time studies and analysis often require; and

WHEREAS, there tends to be a reliance on financial consultants who are expensive; and

WHEREAS, the City ~~Recorder~~ Manager would benefit from the opportunity to discuss financial issues with other professionals; and

WHEREAS, Yachats has ~~retired~~ volunteers with financial and analytical skills;

NOW THEREFORE, the City of Yachats resolves to authorize the creation of the Yachats advisory finance committee to provide financial expertise in recommendation to the City Council and Commissions.

Duties:

- Provide financial expertise in recommendations to the City Council and commissions for utility rates studies, property taxes decisions, changes in other taxes, other sources of revenue and financial agreements.
- Provide a long term horizon for fund balance projections (3-5 years)
- Provide a "state of the City" financial report to the City Council – This would be a snapshot of how the financial long term picture looks given certain assumptions.
- Provide a financial framework for a Drainage utility fund
- Assist the City ~~Recorder~~ Manager on special projects like:
    - Review and recommend changes to the City budget document
    - Review and comment on the CIP document and process
    - Is development paying their fair share of the infrastructure and operational costs?
    - How can the City organize / present information to improve decision making?
- Other projects assigned by the City Council

The committee's role is advisory.

Membership:

- Members should have skills in finance, analysis, budgets, and taxes.
- Experience with Excel and an e-mail account are desirable.
- Members will include one individual from Public Works, Planning, Parks & Commons, Library, Budget Committee, Council, and the City ~~Recorder~~Manager's Office

~~This Resolution is memorializing an action taken by City Council at the October 11, 2007 meeting and was effective as of that date.~~Effective Date: This Resolution shall take effect immediately upon its adoption. Passed and adopted by the Yachats City Council the 7th day of November, 2018

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Attest:

_____ _____

~~Susanne Smith~~Gerald Stanley, Mayor
City ~~Recorder~~ Manager

~~Nancy Batchelder~~Shannon Beaucaire,

~~2007-10-01 - Finance Committee~~2007-10-01 - Finance Committee
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CITY OF YACHATS

RESOLUTION NO. 2018-37

A RESOLUTION MODIFYING THE YACHATS ADVISORY FINANCE COMMITTEE

WHEREAS, small cities lack staff resources to provide comprehensive financial analysis. Existing staff that could do this work are assigned other duties and don't have the time studies and analysis often require; and

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    - Review and recommend changes to the City budget document
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Membership:

- Members should have skills in finance, analysis, budgets, and taxes.
- Experience with Excel and an e-mail account are desirable.
- Members will include one individual from Public Works, Planning, Parks & Commons, Library, Budget Committee, Council, and the City Manager's Office

Effective Date: This Resolution shall take effect immediately upon its adoption. Passed and adopted by the Yachats City Council the 7th day of November, 2018

Attest:

Gerald Stanley, Mayor

Shannon Beaucaire, City Manager

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

IT RFP Report

Question Before Council:

Update on IT RFP Process

Person/Group Initiating Request:

City Council

Item Summary/Background:

Council requested that the City Manager obtain further information from Civic Plus to resolves outstanding questions. The City Manager arranged for a meeting between Civic Plus and the current Programmer, Mark Clements. Through that 1 hour meeting we discussed that several options are available. Mark Clements is available for a LIMITED specified timeframe to assist in transitioning the business logic modules to the Civic Plus Platform. Further, Civic Plus partners with several programming firms. These firms have provided services to other Civic Plus clients (usually only very large cities require custom applications such as ours). These firms could maintain or improve our current custom business logic applications.

Further, the City Manager had Mr. Clements map our current system. Based upon that map, and Mr. Clements agrees with this assessment, YachatsOregon.org can easily be transitioned to Civic Plus. GoYachats will require additional time and detail to transition as noted in the above paragraph.

The City Manager also arranged for a meeting with Councilor Berdie and Civic Plus. Councilor Berdie will update Council on that meeting.

As a result of those meetings, Council has before it:

1. A sample timeline for Yachats. This is dependent upon A) when the contract is signed, B) how much time Staff can dedicate to answering Civic Plus questions (as outlined in their proposal), and C) integration of business logic modules.
2. Mark Clement's mapping of our current system.
3. Selected information from the Civic Plus proposal on Client Engagement, how they meet the requirements the City put forth, project plan, and cost.
4. An informational brochure on CivicRec that upon review may be recommended to handle our current complex reservation system.
5. An information brochure on Civic Clerk. ***Upon review, it appears that the standard software will handle how we currently do agendas. This option would be available either now or in the future should we wish to upgrade how meetings are handled throughout the City.***
6. A list of Software developer that could assist in transitioning, supporting, maintaining, and upgrading our current business logic applications.

The following is a summary from Civic Plus:

CivicRec Brochure: This is a visual highlight of the capabilities the Parks and Recreation Platform offers. Base Price: [Implementation - $3,000] [Annual Hosting/Subscription - $4,500. **3-Year Contract - $5,500/yr**]

CivicClerk Brochure: This is a visual highlight of the capabilities the Parks and Recreation Platform offers. Base Price: [Implementation - $1,825] [Annual Hosting/Subscription - $3,600. **3-Year Contract - $4,208/yr**]

Yachats OR Sample Timeline: This document is a sample timeline of when your website will launch. It also includes each milestone with descriptions, what is expected and the start and end dates of when website implementation, onsite consulting, training and when content migration will happen.

Software Developers: This is a list of Software Developers we have worked with in the past. When considering someone to maintain the current databases as Marks time becomes limited.

Further, Mark Clements time is limited. He will only be able to transition and support our current software for 6 months to a year. After that, if we have not transitioned we will need to put out an RFP for a Programming firm capable of maintaining the current system.

The following may be helpful in analyzing the Return on Investment in Civic Plus for the financial sustainability and future for Yachats:

Over the last five (5) fiscal years, the following is solely what the City has spent on database/website development. The Scott's generous annual grant is noted.

Fiscal Year	Grant Amount	Actual Expenditures
2013/14	$10,000	$16,293.75
2014/15	$10,000	$18,874.81
2015/16	$10,000	$26,911.42
2016/17	$15,000	$27,400.83
2017/18	$15,000	$30,936.80
TOTALS	***$60,000***	***$120,417.61***

Civic Plus Proposal:

As noted in the packet, the 1-year investment is $27,900. Annual Maintenance is $5,000. If we were to break the costs into a 5-year contract $10,725 for 4 years and $5,250 for the 5th year.

Civic Rec:

The module can handle the complexity of our multiple price, multi-room rental situation. Commons expenses average around $170,000, we do receive approximately $20,000 annually in rents that help in maintaining this valuable community center.

The Civic Rec Module is priced at $3.000 for implementation and $4,500 a year hosting/subscription. If we were to break the costs into a 3-year contract it would be $5,500/year.

Recommendation:

The City Manager recommends the Council consider all of the included information and make a motion to direct the City Manager to either 1) ask additional questions of Civic Plus or 2) pursue a contract with Civic Plus. The contract can be just the base implementation or also include CivicRec.

If the Council recommends pursuing a contract, the City Manager recommends adding approval of the Civic Plus contract to the November 14 agenda.

This is a sample timeline for Yachats OR. Resources will be reserved after contract signing and will be based on resource availability and client need. No resources have been reserved at this time.

Title	Description	Start	End	Meeting
INITIATE	Align goals and objectives in order to set the stage for a successful project.			
Project Initiation & Review	Project Manager will review the contract, Statement of Work (SOW) and any other documentation from the sales process. Project Manager will send initial project kickoff information to the client. Project Manager will validate that applications and tools have been set up appropriately. Project Manager and Sales Representative will discuss information gathered during the sales process that is pertinent to the project.	12-Nov-18	16-Nov-18	
Project Kickoff Meeting	Project Manager will set the expectations for the website implementation process, assign client deliverables / due dates and collaborate with the client to understand goals for the project.	19-Nov-18	30-Nov-18	Meeting
Consulting Engagement Coordination	Consultant will review project documentation and connect with client to discuss consulting schedule, logistics and technology requirements to prepare for engagement.	3-Dec-18	7-Dec-18	
Project Timeline Preparation	Project Manager will coordinate the complete project timeline based on the agreed due date of the client deliverables established during the Project Kickoff Meeting and available internal resources. Project Manager will provide this timeline for the client to review and approve.	3-Dec-18	7-Dec-18	

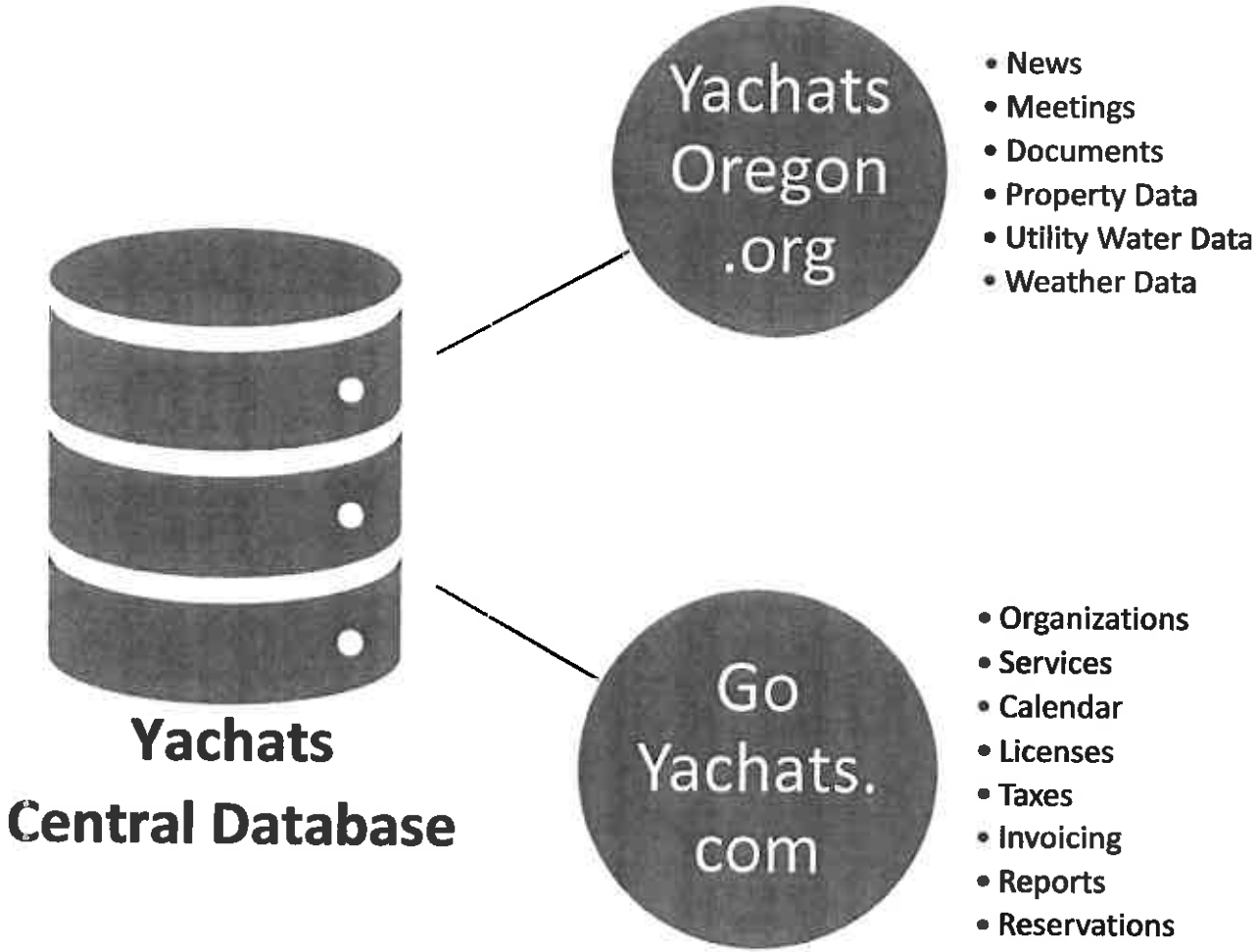
Project Timeline Review & Approval	Client will review the Project Timeline and request any changes necessary due to scheduling conflicts. Client will submit the Project Timeline Approval Form to indicate confirmation of final Project Timeline. Resource allocations will be released if the Project Timeline Approval Form is not received by the due date of this task.	10-Dec-18	14-Dec-18	
ANALYZE	Collaborate as a team on design and content goals			
Client Deliverables	Client will submit deliverables as outlined.	3-Dec-18	28-Dec-18	
Website Content Review	Web Content Specialist will conduct an initial review of the client's existing website to gain an understanding of what will be required for content development.	31-Dec-18	4-Jan-19	
DNS Configuration	Systems Engineer will prepare domain name transfer or setup according to the specifications in the submitted DNS Worksheet.	31-Dec-18	11-Jan-19	
Site Map Creation	Content Analyst will create a site map documenting the client's existing website and note any questions requiring client feedback.	31-Dec-18	4-Jan-19	
Design & Configure Consulting Engagement	Consultant will perform stakeholder alignment and deliver need-based recommendations for the project regarding website goals, design, content and best practices.	14-Jan-19	18-Jan-19	On Site Meeting
Design & Configure Strategy Meeting	Consultant, Project Manager, Art Director and Content Specialist will meet with you to present findings from your current state analysis, as well as our recommended website design and content build strategy for your team.	14-Jan-19	18-Jan-19	Meeting
Project Workbook: Content Preparation & Updates	Client will review and update existing website in preparation for content development. All updates must be made prior to the due date to ensure they are included in the Content Migration & Optimization.	14-Jan-19	12-Apr-19	
Mood Board & Layout Creation	Art Director will prepare the Mood Board and Layout based on discussions from the Design Discovery Meeting. The Mood Board will be shared via email when complete.	21-Jan-19	25-Jan-19	

Mood Board & Layout Review & Approval	If needed, client will provide feedback on the Mood Board & Layout. Client will submit the Mood Board Approval Form to indicate confirmation of final Mood Board & Layout.	28-Jan-19	8-Feb-19	
DESIGN & CONFIGURE	Apply design to website based on team collaboration			
Design Creation	Creative Services team will create the Design Concept.	11-Feb-19	15-Feb-19	
Design Preparation	Graphic Designer will prepare the website design files for design setup.	18-Feb-19	22-Feb-19	
Quality Control - Design	Art Director will review, provide feedback and approve the website design before it is prepared for website development.	11-Feb-19	15-Feb-19	
Quality Control - Design Revisions	If needed, Graphic Designer will make adjustments requested by Art Director.	18-Feb-19	22-Feb-19	
Design Setup	Web Developer will convert the prepared design into a functioning production website to be shared during the Design Concept Meeting.	25-Feb-19	1-Mar-19	
Quality Control - Design Setup	Art Director will review the design setup prior to the Design Concept Meeting.	25-Feb-19	1-Mar-19	
Department Header Package Design - DEPT NAME	Creative Services team will prepare a functioning Department Header Package design to present during the Design Concept Meeting.	18-Feb-19	8-Mar-19	
Design Creation - DEPT NAME - DHP	Creative Services team will create the Design Concept for the Department Header Package.	18-Feb-19	22-Feb-19	
Design Preparation - DEPT NAME - DHP	Graphic Designer will prepare the website design files for design setup.	18-Feb-19	22-Feb-19	
Design Setup - DEPT NAME - DHP	Graphic Design will convert the prepared Department Header design into a functioning production website to be shared during the Design Concept Meeting.	4-Mar-19	8-Mar-19	
Quality Control - Design Setup - DEPT NAME - DHP	Art Director will review the design setup prior to the Design Concept Meeting.	4-Mar-19	8-Mar-19	
Design Concept Meeting	CivicEngage team will present the Design Concept in a working production environment.	11-Mar-19	15-Mar-19	Meeting
Design Concept Review & Approval	If necessary, client will provide feedback on the Design Concept. Client will submit the Design Concept Approval Form to indicate approval of final Design Concept.	18-Mar-19	12-Apr-19	

Design Concept Review & Approval - DEPT NAME - DHP	If necessary, client will provide feedback on the Department Header Package Design Concept. Client will submit the Design Concept Approval Form to indicate approval of final Design Concept.	18-Mar-19	11-Apr-19	
Design Concept Revisions	If applicable, CivicEngage team will make requested changes to the Design Concept. Completed changes will be returned to client for any additional feedback or approval.	18-Mar-19	12-Apr-19	
Design Concept Revisions - DEPT NAME - DHP	If applicable, CivicEngage team will make requested changes to the Design Concept. Completed changes will be returned to client for any additional feedback or approval.	18-Mar-19	12-Apr-19	
Training Engagement Coordination	Trainer will review project documentation and connect with client to discuss training schedule, logistics and technology requirements to prepare for engagement.	4-Mar-19	12-Apr-19	
Project Workbook: Change Tracking	Client will keep a record of all changes made to their existing website during Content Development. Client will have access to make updates and changes recorded during / after training in preparation for Website Launch. All updates must be made prior to the Content Preparation & Updates due date to ensure they are included in Content Migration & Optimization.	15-Apr-19	17-May-19	
Site Map Review	Content Analyst will review the site map documenting the client's existing website and update based on any changes.	1-Apr-19	5-Apr-19	
Content Migration Setup	Web Content Specialist will prepare project for migration process.	8-Apr-19	12-Apr-19	
Content Migration & Optimization	Content Team will migrate content from client's existing website to the production website and optimize using best practices for usability and accessibility.	15-Apr-19	19-Apr-19	
Quality Control - Content	Content Analyst will review production website to ensure usability and consistency.	22-Apr-19	26-Apr-19	
Quality Control - Content Revisions	If needed, content will be updated as requested by the Content Analyst.	22-Apr-19	26-Apr-19	

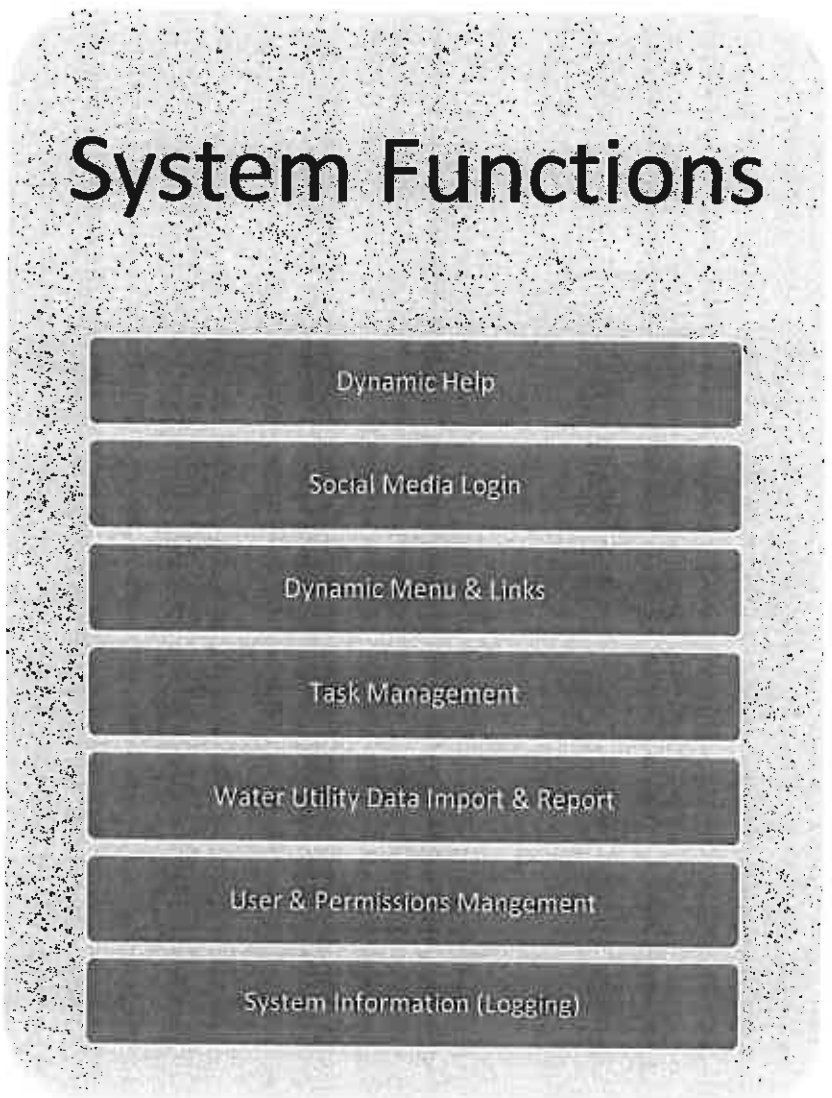
Final Content Report Creation	Web Content Specialist will create final content report to be shared with client.	22-Apr-19	26-Apr-19	
Design Templates & Tools	Graphic Designer will create templates and other design tools for website maintenance.	15-Apr-19	19-Apr-19	
Design Templates & Tools - DEPT NAME - DHP	Graphic Designer will create templates and other design tools for website maintenance.	15-Apr-19	19-Apr-19	
Quality Control - Production Website	CivicEngage team will execute a thorough review of the production website in preparation for the Website Reveal Meeting.	22-Apr-19	26-Apr-19	
Website Reveal Meeting	CivicEngage team will present the completed website, including finished design and content.	6-May-19	10-May-19	Meeting
OPTIMIZE	Review and finalize the website design and content to ensure a successful training experience			
Training Engagement Research & Preparation	Trainer completes internal coordination for engagement.	29-Apr-19	3-May-19	
Website Finalization	Client will evaluate the completed production website and confirm all expectations were met in accordance with the Statement of Work / project contract.	6-May-19	17-May-19	
Project Workbook: Finalization Planning Worksheet	Client completes Finalization Planning Worksheet in the workbook. Project Manager coordinates resources and remaining items.	6-May-19	10-May-19	
Website Corrections	CivicEngage team completes outstanding items from the Finalization Planning Worksheet.	13-May-19	17-May-19	
EDUCATE	Empower users with the tools and skills to maintain their new website			
Training Engagement	Trainer delivers product training.	20-May-19	24-May-19	Meeting
LAUNCH	Transition from implementation to ongoing customer care.			
Website Launch Preparation	CivicEngage team will collaborate with client to complete final requirements in preparation for Website Launch.	27-May-19	31-May-19	
Website Launch Confirmation Meeting	Project Manager will review the launch process.	27-May-19	31-May-19	Meeting
Project Workbook: Pre-Launch Checklist	Client will complete the Pre-Launch Checklist from the Project Workbook.	27-May-19	31-May-19	
Website Launch Administration	CivicEngage team will complete final tasks related to website launch.	27-May-19	31-May-19	

Website Approval	Client will submit the Website Approval Form to indicate statement of work has been fulfilled.	3-Jun-19	7-Jun-19	
Website Launch	The new website is scheduled to be made available to the public with live domain name.	10-Jun-19	14-Jun-19	
Project Close Procedures	Project Manger will complete the administrative tasks related to transitioning project from implementation to client care.	17-Jun-19	21-Jun-19	



Document Developed by Mark Clements October 2018

YachatsOregon.org
News (Read Only)
Meetings (Read Only)
Meeting Documents
Document Library
Property Inventory
Weather Data

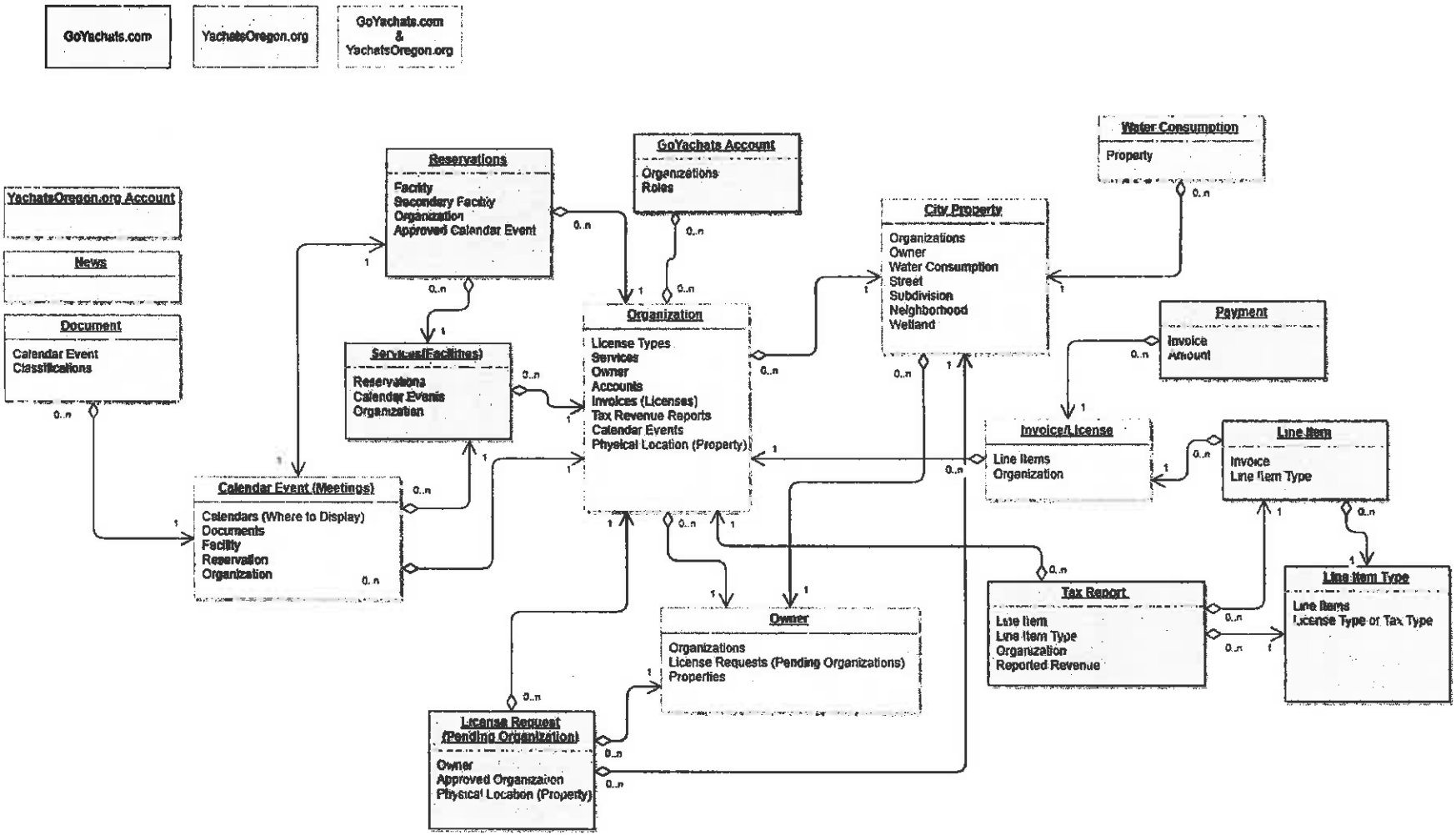

System Functions
Dynamic Help
Social Media Login
Dynamic Menu & Links
Task Management
Water Utility Data Import & Report
User & Permissions Mangement
System Information (Logging)

GoYachats.com

- Organizations
- Services & Facilities
- Facility Reservations
- Community Calendar
- Attractions (Static Content)

System Functions

- Licenses
- Taxes
- Invoicing (Licenses & Taxes)
- License Requests
- Email Communication
- Communication Templates
- Manage Property Data
- Manage Organizations
- Manage YachatsOregon News
- Reports
- User & Permissions Mangement
- Logging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YachatsOregon.org Account
News
Document
Calendar Event
Classifications
Reservations
Facility
Secondary Facility
Organization
Approved Calendar Event
GoYachats Account
Organizations
Roles
Water Consumption
Property
City Property
Organizations
Owner
Water Consumption
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Subdivision
Neighborhood
Wetland
Payment
Invoice
Amount
Organization
License Types
Services
Owner
Accounts
Invoices (Licenses)
Tax Revenue Reports
Calendar Events
Physical Location (Property)
Services/Facilities)
Reservations
Calendar Events
Organization
Calendar Event (Meetings)
Calendars (Where to Display)
Documents
Facility
Reservation
Organization
Invoice/License
Line Items
Organization
Line Item
Invoice
Line Item Type
Tax Report
Line Item
Line Item Type
Organization
Reported Revenue
Line Item Type
Line Items
License Type or Tax Type
Owner
Organizations
License Requests (Pending Organizations)
Properties
License Request (Pending Organization)
Owner
Approved Organization
Physical Location (Property)

Client Engagement Methodology

Phase 1: Initiate

Deliverable: Project Timeline

CivicPlus Will:

- Assign CivicEngage project team
- Complete administrative setup of project tools and resources
- Review and confirm sales documentation
- Facilitate Project Kick-Off Meeting to include project expectations, contract and Project Scope/Statement of Work review, project management software introduction, process overview, client deliverables task and action items
- Prepare comprehensive Project Timeline based on project needs
- Schedule needed CivicEngage resources to complete project work

What We Need From You:

- Attend and participate in project Kick-Off Meeting
- Review Project Timeline provided and request changes if needed
- Submit Project Timeline approval by date indicated in Project Timeline

Phase 2: Analyze

Deliverable: Mood Board; CivicAdvise Content Management Facilitation Services (Three (3) days on-site)

CivicPlus Will:

- Perform Content Management Engagement (Three (3) days on-site) to include team alignment, audience identification, goal setting, strategy recommendations, best practices, and content needs assessment
- Facilitate Design & Configure Strategy Meeting to include design preferences, design recommendations, content migration and optimization process, CivicEngage best practices, content preparation and update task/action items
- Prepare mood board with recommended color palette and imagery examples

What We Need From You:

- Submit client deliverables as outlined
- Attend and participate in Content Management Engagement
- Attend and participate in Design & Configure Strategy Meeting
- Review mood board provided and request changes if needed
- Submit mood board approval by date indicated in Project Timeline
- Complete assigned content preparation action items during dates provided in Project Timeline

Phase 3: Design & Configure

Deliverable: Completed Website

CivicPlus Will:

- Create a responsive design concept in a working website environment
- Facilitate the Design Concept Meeting to include functioning design concept presentation and initial feedback
- Migrate and optimize 250 pages of existing content based on best practices and agreed specifications
- Migrate current year plus 3 previous years' agendas and minutes in PDF or WORD format
- Coordinate Training Engagement with client
- Conduct a quality review of the website to ensure the statement of work is met, after approval of design and functionality
- Facilitate the Website Reveal Meeting to include: completed website presentation

What We Need From You:

- Attend and participate in Design Concept Meeting
- Review design concept provided and request changes if needed
- Submit design concept approval by date indicated in Project Timeline
- Track changes and updates made to existing website during dates provided in Project Timeline
- Confirm Training Engagement dates and coordinate resources
- Attend and participate in Website Reveal Meeting

Phase 4: Optimize

Deliverable: Pre-Launch Checklist

CivicPlus Will	What We Need From You
■ Prepare for training engagement ■ Resolve content/design errors as needed ■ Prepare Pre-Launch Checklist for items to be completed prior to website launch	■ Review completed website and report content/design errors

Phase 5: Educate

Deliverable: Training Engagement (three (3) days virtual for up to six (6) staff members per session)

CivicPlus Will	What We Need From You
■ Train System Administrator(s) on CivicEngage website administration and user / group permissions ■ Train users on pages, modules, and widgets ■ Provide access to online training manuals and videos for additional assistance	■ Attend and participate in Training Engagement

Phase 6: Launch

Deliverable: Website Launch

CivicPlus Will	What We Need From You
■ Collaborate with client to prepare website for launch ■ Confirm Website Launch with client ■ Provide launch assistance/action based on specifications from DNS Form	■ Collaborate with CivicEngage to prepare website for launch ■ Complete Pre-Launch Checklist items ■ Submit Website Approval and Launch Confirmation by date indicated in Project Timeline ■ Provide launch assistance / action based on specifications from DNS Form

Project Requirements

The CivicEngage CMS is a robust and flexible CMS that has all of the features and functionality you need today and in the future.

Developed for organizations that have a need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The system allows non-technical employees the ability to easily update any portion of your website with ease. The CivicPlus content management system, CivicEngage utilizes Microsoft SQL Server, C# MVC, HTML5, AngularJS and CSS3 for web development.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Project Requirements

The City of Yachats desires a website that provides electronic access to services and information with clean, obvious, and intuitive one- or two-click access to desired resources. Priority information includes forms and applications, processes and procedures, meeting information including agendas and minutes, policies, reservations, the calendar, and other activities

The following table contains the functionality requirements for the project. Proposals should indicate how the numbered requirements are met. Applicants may opt to complete the table and attach to their proposal.

ID	TOPIC	OBJECTIVE	HOW DOES VENDOR FULFILL OBJECTIVE?
1	DESIGN THEME	Create an appearance with: a. Consistent format and graphical look for all pages b. Use of graphics/icons to visually enhance text c. Menu dropdowns, popups, and hovers that provide intuitive location within the site. d. Clear link to homepage from all pages	You will work closely with your Project Manager and Design team to come up with a design that meets all your points. All four points are our goals as well. We will rely on you to provide the imagery that our designers will use to meet all of your goals.
2		Promote a consistent image of the City as a welcoming and active community	We know and understand that consistency on a website breeds trust and our system can help keep that consistency.
3		Promote the ability of citizens to self- service (access to forms, payment processing, etc.)	Use of good, service based navigation will help promote these areas as well as the rest of the design for Graphic Links/Buttons.
4	NAVIGATION	Have intuitive, simple navigation to be user-friendly to experienced and novice users	The goal of Naviagation is easy to use and service based. Most residents do not know which department does each service, so we take an audience based approach to navigation. Sections such as "How/Where Do I?" help put the website in the terminology of the site visitor.
5		Clear site, one- or two-click, site navigation using intuitive menus (hover dropdowns) to key departments and resources, including Planning/Land Use, Public Works, Code Enforcement, Accounting and Billing, Utilities, Council and Commissions, Facilities Reservations, Government Business, Policies and Regulations, Library, Trails, etc.	We utilize Mega-Menus to show the first and second levels of navigation as well as the Service based navigation.
6		Locate city staff/official contact information search with ability to send email from site.	Staff contact information can be found on each department's landing page in addition to the Staff Directory module. Emails can be posted on the site for easy access or you can use a contact form from the Form Center module to hide staff email addresses.
7		Enable easy citizen self-service access to forms, payment processing, and information. Simple, intuitive navigation functionality to accommodate experienced and novice site users.	See above.

8	SITE SEARCH	Full search capability for documents by type (policies, regulations, minutes, schedule/calendar, forms), key word (Commons, reservations, meetings), date (upload date, event/meeting date) or title.	search engine is of our own creation and is predictive meaning the user just needs to enter a couple letters into the search field to start seeing results. We index everything on the website at midnight, including documents, text inside text based documents (not a scanned image of a document/PDF), as well as SEO/Description fields, tags, and meta-tags.
9		Ability to create special purpose pages (emergency notifications, county/state emergency/disaster pages) and to promote those pages under certain conditions.	We have a module for that. It's called the Alert Center and it can display on just the Home Page of the site, every page of the site, or show up as a widget on individual pages. You can also create multiple versions of a page that can be set to show up on the site and remove itself after a period of time that you decide. If you are looking for a more complete emergency notifications system, we also have CivicReady which is another platform under the same umbrella of CivicPlus.
10	CONTENT	Have one host site (combine yachatsoregon.org and goyachats.com)	Not a problem. The two sites can be set up as a parent/subsite with the ability to keep the URLs and point them to specific pages if needed.
11		Integrate separate websites into one site, such as Trails (yachatstrails.org), Library, Public Works (yachatspw.com). Ability for website to combine multiple sites/departments into a single location. Ability to migrate data & content from existing websites managed by the City	See above. All content (exception of calendar/news items) will be migrated and optimized for webpage readability, organization, and Search Engine Optimization.
12		Postings for news updates, including integration for specific posts to be shared onto social media. Ability for specific document updates or postings to be directed to social media Ability to access links on site to email/phone City staff	CivicEngage utilizes RSS feeds from modules like Calendar and News to push content to Social Media through dlvr.it. You can customize which feed goes to what Social Media site. As for emailing links, there is an "Email this page" on every page on the website where you can email someone a link straight from the public side of the site. There is also a link function from the administrative side that will give users a link to every piece of content on the site.

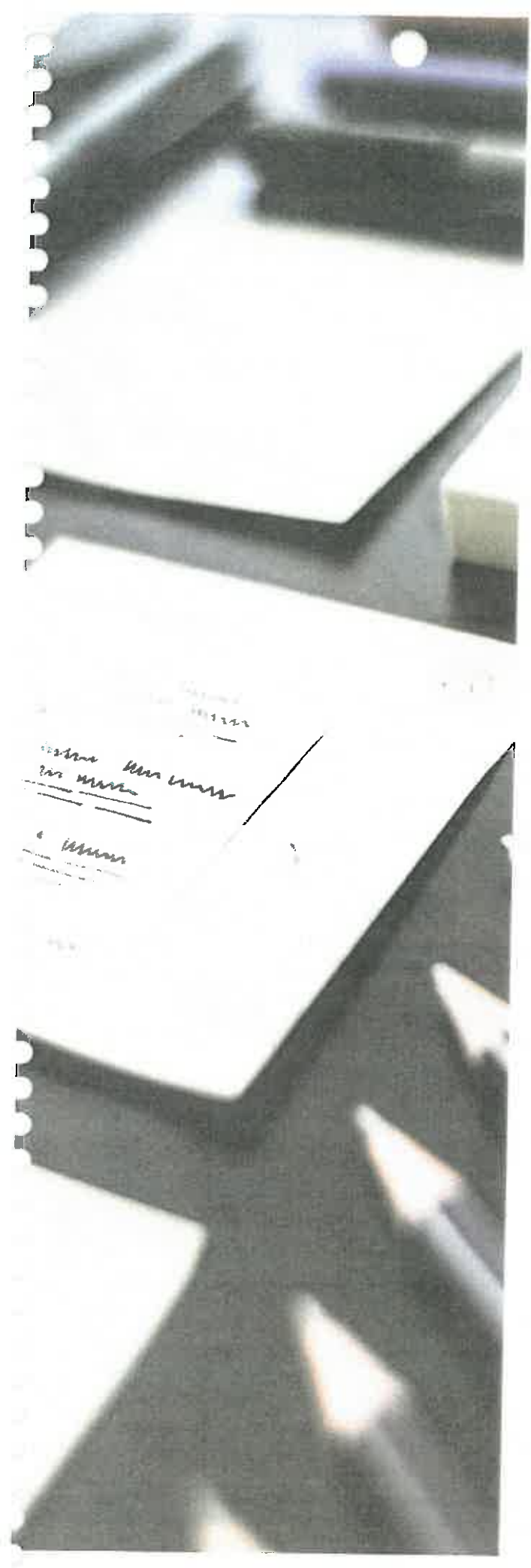
13		Ability for us[illegible] sign up for notification of changes to specific content areas and to receive Newsletter and other updates. Ideally would allow for email or text message notifications	Ema[illegible]d text notifications are done through the Notify Me module in conjunction with the module that holds the content (Agenda Center, Alert Center, Bids, Blog, Calendar, Jobs, NewsFlash). Most notices are automated so that after something is updated, you can send a new/updated message. Newsletters can be created inside the Notify Me module or for a more robust newsletter you can use CivicSend.
14	MANAGEMENT	Allow for easy updating of site components by non-technical staff to post, edit, and upload without coding skills	Live Edit is editing the website from viewing the public side of the site. Content is added by a drag and drop of widgets that are clearly named and easy to work with. No coding skills are necessary to update the site.
15		Ability for public users to upload documents to a public portal and allow staff to post to site. Public Photo Gallery. Ability to link mapping locations (Google/Bing Maps)	Yes to all.
16		Allow different levels of access for content management by non-technical staff. Staff should be able to add/modify forms, add/update news items, send email/SMS notifications, upload documents, revise content, post meeting automatic date controls (expiration dates)	Yes to all. Permissions are set to internal/external groups and users are assigned to a group. The group can have mixed permissions to different areas of the site. There are four levels of permission/access: View (uncheck this box for Intranet access), Author (create and submit for approval by someone in one of the following groups), Publisher (create and publish live), Owner (System Administrator access for an assigned area), System Administrator (full access).
17		Allow a given document to be linked in multiple site locations so that updates to the document are reflected throughout the site. Document links to single or multiple locations.	Each document is assigned an identification number that you can use anywhere in the site (single or multiple locations). When creating/updating pages, there is a tool that will take you to the Document Center where you can select the document already there, or upload the document through a drag and drop function.

18		Track .ument workflow upload date, changes/date edited, and author/editor – pre-stage, current, archive	available by viewing the properties of a document in conjunction with Archives (can be public or internal only) to view old versions.
19		Be automated for editing so that a change in one place occurs throughout the site. Allow for automated document link updates so that changing a document location or category on the site updates the existing links.	Yes to all.
	APPLICATIONS & MODULES		
20	A. DOCUMENT LIBRARY	Must be fully searchable by title, keyword and date	Yes to all.
21		Must offer simple, streamlined upload of new documents	"Drag and drop" or Browse button. Microsoft Office documents can be converted to (searchable) PDF during the upload process.
22		Front page access to agendas, minutes, and meeting packets (City Council, 5 Commissions, 3 Committees)	This can be accomplished any number of ways. Please mention this to your design staff and they can offer suggestions.
23	B. FORMS	Ability for staff to create and manage forms and have form content be directed to relevant parties. Ability to fill out forms related to filing complaints, permit applications, land use matters & other issues.	Our Form Center or Citizen Request Tracker modules can cover all areas mentioned.
24		Need ability to direct a given form to relevant parties	This can be done on each separate form and can even be specific to a radio button or checkbox question.
25		Create online fillable forms for applications, permits, and various request forms (Estimated at least 35 forms)	You can create as many forms as you need. We can also include forms to be converted for you as part of your page migration (1 form = 5 pages). There is also a Citizen Request Tracker that a user can log in to to create and see the status of submitted requests. You can also use ePay with the Form Center.
26		Interactive online forms with ability to add survey questions & route responses to relevant departments (radio buttons, multiple choice, rating scales, etc.)	Yes to all. See above.
27		Ability to route form responses to relevant parties and export data collected to Excel. Ability to route emails from specific content areas to appropriate staff.	Citizen Request Tracker will allow you to set responsible parties for specific form submissions. Those parties can transfer to other members as well as changing the form type. Your users can export the data that is exported to a CSV file that will open in Excel. There are mapping tools and analytics that are also included.

28	C. RESERVATIONS SYSTEM	Room reserva[illegible]n calendar system that provides appropriate levels of access to the public and City staff to request, manage, respond and update to reservations to City building, equipment and other resources. Provide reservation system for 12 spaces that can:	Yes [illegible]l. Check out Liberty Township, OH. - http://www.liberty-township.com/Facilities/Facility/Details/Reserves-Park-9. Depending on your need, we also have CivicRec. Http://civicrec.com.
29		Enable viewing and printing by day, week, and month	Yes.
30		Have public and administrative distinctions in what can be viewed	Yes.
31		Interface with City meeting calendar (public version)	Yes, the Facilities and Reservations calendar will sync with our Calendar module. Office 365 - Outlook can also be integrated through use of an API. Please bring up this need as there may need to be more discussion.
32		Allow for backend blocking of time for administration, such as setup and cleanup	Yes.
33		Allow for recurring events (weekly, monthly)	Yes.
34		Allow for booking of different rooms and times in one reservation	Yes.
35		Integrate rental costs	Yes.
36	D. CALENDAR	Calendar for public meetings and events on City property (should pull events from reservations system). Manage multiple calendars including the ability to merge calendars into a single document. Ability to send ICS or other email calendar file to subscribers.	Yes to all.
37	E. VOLUNTEER LOG	Enable creating user (public) accounts to track hours volunteered that could provide summary data on all volunteer activities	Users can create an account that will keep track of all submissions. They can then use a Form Center or Request Tracker form to submit their hours. In both modules users can export the data to a CSV file.
38	F. UTILITY BILLING	Incorporate online payment portal for utility billing (Munibilling)	Can be accomplished through an iFrame of the Munibilling site or a link to their page. I would also suggest a Graphic Button on your homepage. This may need additional scoping.

39		Inte[illegible]e with existing utility billing system for uploading meter reads (using Sensus software on City computers), exporting usage data to Munibilling, and creating customer bills (using standard formats such as XML, JSON)	[illegible]will depend on the available integrations of the third party. Do they have similar API access as ours? This will need additional discovery. XML and JSON formats are availble.
40	G. PAYMENT PROCESSING	Make recommendations for payment collection and reporting for tax collection (food and beverage, transient rentals), licensing fees, rental fees, and property- related development charges with integration to City's bank & 3rd party billing providers. This system could interface with the existing payments systems or be incorporated as separate modules. Ability to link internal and external payment systems. Ability to link external finance applications or export data into standard formats (XML, JSON)	Our ePay center has gateways established with a few recommendations as well as a generic gatway for use with other providers. A similar discovery meeting will help to solidify the requested integrations.
41	PROPERTY DATA BASE	Incorporate interface with existing City applications databases such as property database where applicable	See "F. Utility Billing" above.
42		Retain property data base editing capabilities	See "F. Utility Billing" above.
43	POSTS	Provide real-time news and content, such as latest news section on home page, site crawler, pop-up, or other feature	Yes. The NewsFlash module can be placed on any page on the site and is subscribable through email and text message.
44	SOCIAL MEDIA	Allow users to share across various social media platforms. Social Media integration.	Yes, site visitors can share any content through email and/or Social Media of their choosing. Content from the website (Calendar, News Flash, etc) can also use an RSS feed to automatically push to the social media channel of your choosing.
45	GENERAL DESIGN	Allow for quick loading pages, files, and images. Ability to link external websites.	Yes.
46		Ability for users to print pages from site to local devices	Yes.
47		Prioritize access to information over presentation of pictures/graphics	Yes.
48		Provide a framework that permits future expansion and addition of new online services such audio and/or video streaming of meetings	Yes.

49		Techniques t sure Search Engine Optimization (SEO) and compatibility across multiple browsers	Yes, cription, Key words, and meta tag fields are availble for every page and description fields for every document and form. The site visitor can use any browser and platform, Administrative users need the current or last two stable versions of Internet Explorer/Edge, Chrome, Firefox, or Safari.
50		Optimize for mobile devices	Yes.
51		Meet current ADA Web Content Accessibility Guidelines	Yes. Section 508, WCAG 2.0 A, AA.
52		Compliant with Oregon public records laws	Yes.
53	SECURITY	Incorporate a timely backup system	Yes. Backups are performed every day, week, month, quarterly, and annually.
54		Include disaster/recovery plan. Audit reports or history which detail actions performed on the site.	Yes. Disaster/Recovery plan is in place. System Administrators have access to the History Log which records every change to the site, including changes made by our staff.
55		Incorporate role based security system that controls management and access of all site elements such as public user, administrative user hierarchy with ability to tailor both roles with specific functional permission. Document security processes (upload, edit, move); Document controls (approval, deletion)	Yes. See #16 above.
56	CONTENT MIGRATION	Transfer relevant content from exiting sites to new site and archive unused information	Yes.
57	ANALYTICS	Ability to report on site metrics (site usage, popular documents, email traffic and responses).	Yes through use of Piwik/Matomo site analytics or Google Analytics if you are using it and want to continue.



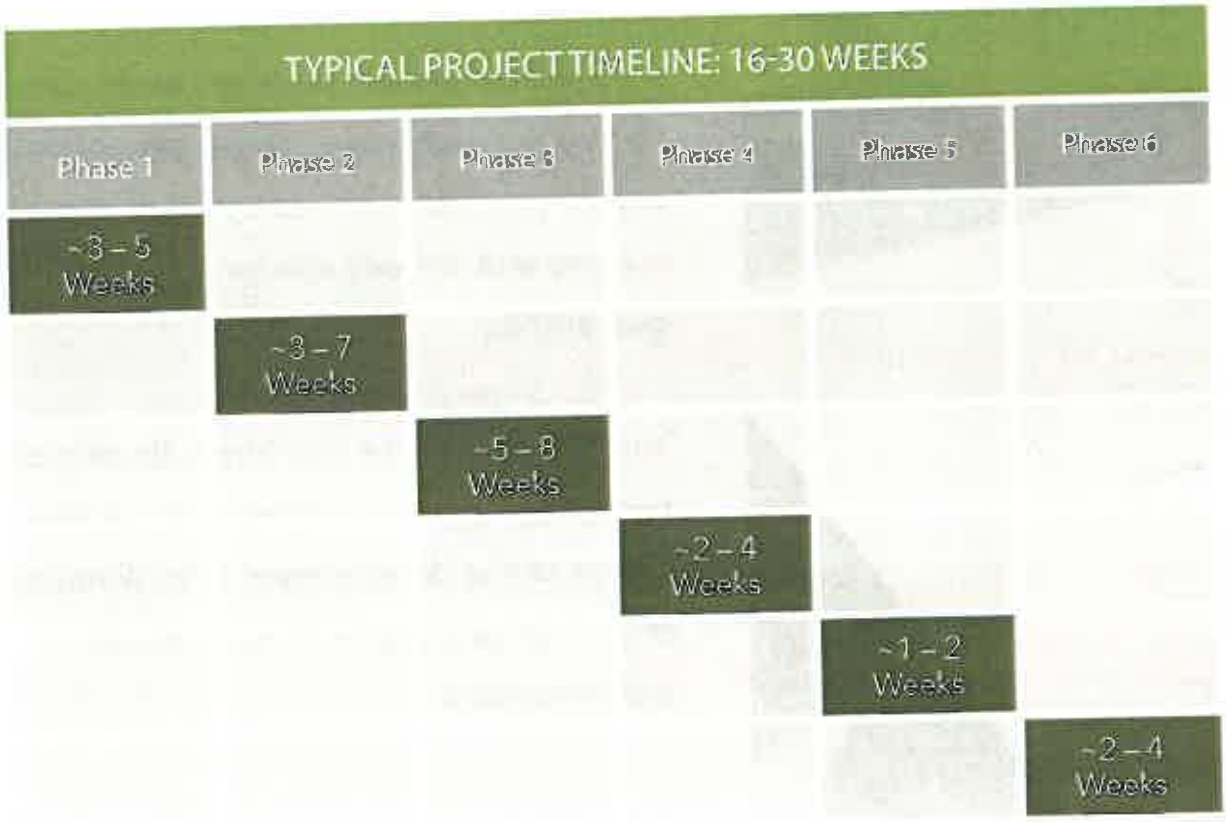
Project Plan

A dedicated project team will assist you throughout our proven development process to ensure your new website achieves your vision of success and delivers you complete satisfaction - guaranteed.

Your website will be designed, developed and hosted by CivicPlus trained professionals. No aspect of the development or implementation of your project will be outsourced, or subcontracted.

Typical Project Timeline

Design creation, accessibility, usability guidance, content optimization, and dedicated training - CivicPlus delivers all of this and more during the development of your new website. Project timeline, tasks, and communication will be managed and visible to you via Mavenlink – our project management software. Your exact project timeline can vary based on determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, approval dates kept, and other factors. Based on our experience, the estimated timeline for the successful completion of your CivicEngage project is approximately 16-30 weeks.



PROJECT PHASE DESCRIPTIONS

Phase 1: Initiate

PROJECT KICK-OFF MEETING

During the Project Kick-Off Meeting, your project manager will perform introductions, detail items needed from you, provide a high-level overview of the development process, and introduce you to the tools and resources used to manage the project.

PLANNING & SCHEDULING

Your project manager will create a comprehensive project timeline based on your project scope and specific needs. CivicEngage will schedule the design, content, development, and training resources needed to implement your new website to ensure on-time completion of your website project.

Project Phase Descriptions

Phase 2: Analyze

DESIGN DISCOVERY & CONTENT PREPARATION

The CivicEngage Team will collaborate with you to determine the goals and objectives you would like to achieve with your new website and use that information to develop a strategy for your content and design. CivicEngage professionals will outline our best practices and standards, and you will work with your project team to determine how you want your website to look, feel, and function.

MOOD BOARD

Your Project Team will present a custom mood board reflecting the color and imagery that will set the tone for your design. A mood board is a collection of colors, textures, images, graphics, text, and descriptive words. Once approved, these design features will be used to develop the design concept for your website.

Phase 3: Design & Configure

DESIGN CONCEPT DEVELOPMENT & REVIEW

You'll be presented with a responsive design prototype allowing you to review the design concept in a working and functional environment. The concept is hosted on a unique web address so it can be viewed on multiple devices and easily shared with key stakeholders.

You will have the opportunity to evaluate the design concept presented and collaborate with the CivicEngage Project Team on proposed changes. If needed, design concept revisions can be made before the approval deadline that you and your project manager agree upon in your timeline.

CONTENT MIGRATION & OPTIMIZATION

During the previous phases, your staff has the role of updating the content on your current primary site based on CivicEngage recommendations. Our content development team will then migrate, optimize, and reorganize your content based on best practices for consistency, accessibility, and usability.

WEBSITE REVEAL

The CivicEngage Team will present to you a completed website featuring your approved design and optimized content. Your new website will be built with all the accessibility features necessary to ensure your site is compliant with accessibility standards outlined within Section 508 and WCAG Level A & AA.

Project Phase Descriptions

Phase 4: Optimize

WEBSITE FINALIZATION

You will evaluate the completed website and confirm expectations were met in accordance with the Statement of Work and the goals outlined have been achieved. The CivicEngage Team will work with you to prioritize and plan any final needs for the website.

Phase 5: Educate

USER TRAINING

Our goal is to give your staff the skills and tools they need to quickly and easily keep your website current. CivicPlus will provide in-person or online training to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future.

Regardless of technical ability, we will help your staff gain the confidence to effectively use and maintain your website. Your training plan will be customized to the needs and skill levels of your site users and administrators. The training session will utilize your production website so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

Phase 6: Launch

LAUNCH PREPARATION

This is an exciting time; it is the last step before your new site launches! Your Project Team will provide you with a pre-launch checklist to complete and ample time to complete any updates before your website launch.

During this time, you will be able to add, create, and make adjustments to content on your production site, as well as ensure overall satisfaction with your website.

WEBSITE LAUNCH

After website launch confirmation is received, your domain name is directed to the newly developed website and your beautiful new website is made available to the world.

Your Role

We will need your help to create the best possible website for your community. During the process, we will ask for you to complete various action items in that effort:

CLIENT DELIVERABLES

At the beginning of your project, we will ask you to complete and submit the following to help us get started:

- **Photos for Design** – 10-15 high-quality photos you would like used in the overall design of your website
- **Logo(s) & Branding Materials** – Provide any logo(s) and/or seal(s) to be used in your website design, along with any color specifications or brand standards we will need to utilize
- **Website Statistics** – Analytics to be utilized in reorganizing your website content / navigation and determining design needs
- **Design Discovery Form** – Used to specify your design preferences and evaluate design maintenance capabilities
- **DNS Form** – Technical information needed to set up the domain name(s) for your new website

CONTENT UPDATES & MAINTENANCE

Your Web Content Specialist will provide you with tasks related to:

- Updating your website content in preparation for migration and optimization
- Tracking website updates to be completed during your training session

REVIEW & APPROVALS

During the development process, you will be asked to review and provide official approval for the following:

- Consulting Dates
- Project Timeline
- Mood Board
- Design Concept
- Training Dates
- Final Website Approval
- Website Launch

TRAINING PREPARATION

To get ready for your training session, you will want to:

- Update your web browser to the most recent version (Chrome is recommended.)
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources - computers, conference phone, etc.

Content Discussion

Content Management Facilitation

Direct users to the most useful web content. Engage your website editors. Take time to understand the content on your site.

We have included this package as a minimum requirement for a successful project in Yachats. This engagement is designed to review what your web traffic is trying to find and determine whether your current website navigation and content are getting them what they need. Attendees will review content and navigation structure down to the appropriate department, team, or service level and will plan the best way to implement, sustain, and measure a fully functioning website.

Who is this course for? Anyone who has ownership in a department's or service's success.
A successful website is one where the end user can find information quickly and navigate through the website fluidly. That success is dependent on the planning that goes into the content and navigation, before the website is implemented.

- **Establish global navigation components.** Discuss essential content and establish a top-level navigation to get priority information front and center for end users.
- **Plan department content priorities.** Critically examine current content with department-level editors to establish whether it is valuable and up-to-date.
- **Identify website modules to replace or integrate with applications.** Explore how to simplify current tools or applications either by integration into or replacement by the website.

Navigate Deliverables:

- Website navigation recommendation
- Department goals and tracking report
- Action plan for training report
- Post launch action plan report

Continuing Service & Support

AROUND-THE-CLOCK SERVICE & SUPPORT

With technology, unlimited support is crucial. Our live support personnel based in the United States are ready to answer your staff members' questions and ensure their confidence in using our site. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls, emails, and live chat. Emergency services are available free of charge after regular hours with our on-call staff 24-hours a day.

CivicPlus is also proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our clients' websites.

SUPPORT	MAINTENANCE OF CIVICPLUS APPLICATION & MODULES
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) / 24/7 Emergency Support	Install service patches for OS system enhancements
4-hour response during normal hours	Fixes
Dedicated support personnel	Improvements
Integration of system enhancements	Integration
Usability improvements	Testing
Online training manuals	Development
Proactive support for updates & fixes	Unlimited Administrative Users
Monthly newsletters/Ongoing follow-up check-ins	
CivicPlus Help Center Community Forum	

WWW.CIVICPLUS.HELP - THE CIVICPLUS HELP CENTER

CivicPlus clients and their visitors have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. The Help Center also provides our release notes to keep you in the loop on upcoming enhancements and maintenance. The Community Forum allows your staff and your users to interact with each other, send CivicPlus feedback and suggestions for future system enhancements, and view trending topics among members - along with other functional and engaging features and capabilities.

DEDICATED ACCOUNT MANAGEMENT

CivicPlus has a team of dedicated account managers to help you implement the tools needed to successfully meet the level of community engagement that you desire. Upon website Launch, you will have a dedicated member of this team to help you keep up on new CivicPlus products and optimize your site. This specialized team member can provide you with further information on how to engage your citizens, utilizing the tools that CivicPlus has put into place on your new website.

Project Budget

CivicPlus prices on a per project basis. We have found that this type of pricing structure eliminates surprise costs and is overall more cost effective. Our goal is not to "nickel and dime" our clients with hidden fees or hourly rates. We have presented the most cost effective solution while still meeting your needs. This model of pricing eliminates the uncertainty of paying by the hour and provides you with a concrete price that only varies if additional functionality of work outside of the original project scope is requested.

Year 1 Investment Proposal

All quotes are priced per project and presented in US dollars.
Pricing is valid for 60 days from August 8, 2018.

As detailed in the proposal, Yachats' project development includes:

Website Design, Development & Deployment

- CivicEngage Content Management System (including upgrades, hosting, maintenance, and support)
- Migration of up to 200 pages of existing content for URL: www.yachatsoregon.org
- Included Hosting and Security Package
- One (1) SSL Certificate

Professional Services & Training

- Three (3) Days Virtual Implementation Training for up to six (6) staff members/session
- Three (3) Days On-Site Content Management Facilitation (travel costs included)

Project Enhancements & Functionality

- Department Header Package with Theme
- Migration of 50 pages of existing content for URL: www.goyachats.com

Total Investment – Year 1 $27,900

Annual Investment

Year 2 and Beyond

Annual Hosting/Maintenance Service (Beginning year 2)

Receive maximum benefit at minimal cost while protecting your investment. Each year of your contract, you'll receive system enhancements, maintenance, and optimization and have full access to our support staff so your site stays up-to-date with our latest features and functionality. Your annual services fee includes redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, and access to the CivicPlus community. Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 (for non-CPA payment projects) and beyond.

Annual Hosting & Maintenance (Beginning year 2)

$5,000

Optional Migration

Migrate existing PDFs to fillable forms in your new Form Center - $150 per form.

CivicPlus Advantage - Alternate Payment Plan

The CivicPlus Advantage (CPA) provides zero interest, level payments that divides the Total Investment - Year One expense of your project over the first four (4) years of your contract. Each payment also includes your Annual Hosting/Maintenance Services. Our CivicPlus Advantage payment plan lowers your initial "out of pocket" expenses dramatically.

1st Year CPA Payment $10,725

2nd Year CPA Payment.....$10,725

3rd Year CPA Payment.....$10,725

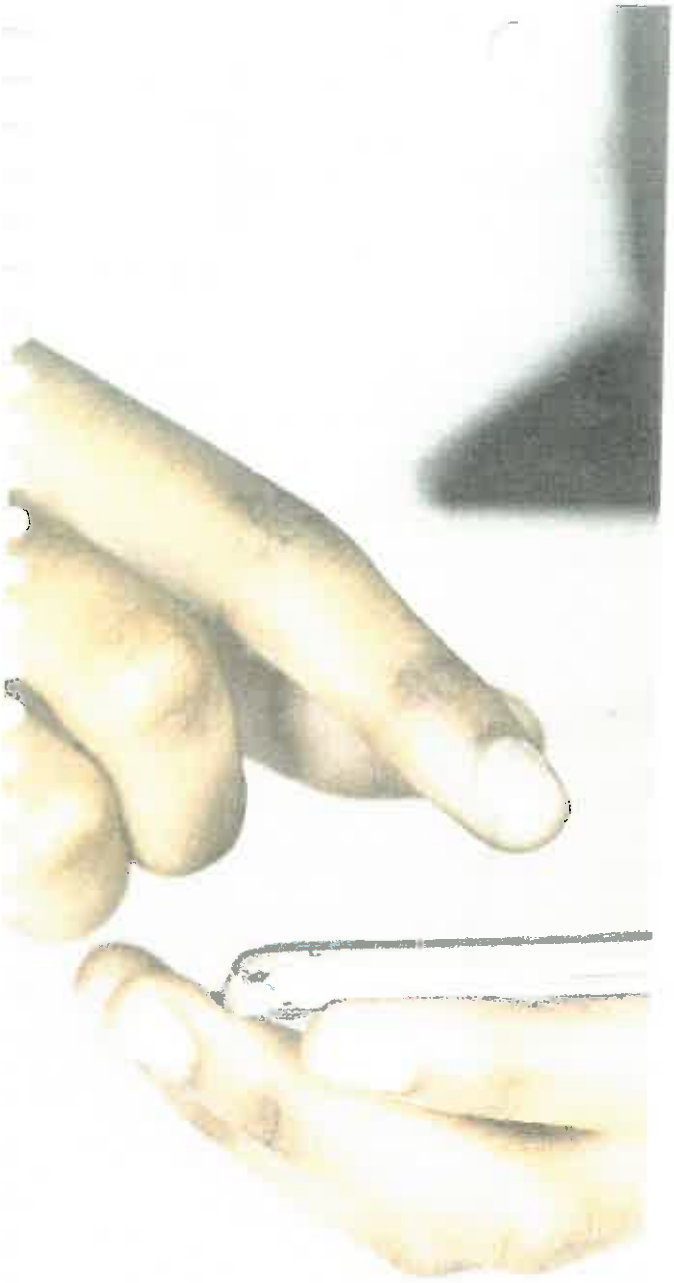
4th Year CPA Payment.....$10,725

5th Year Annual.....$5,250
(annual + 5% technology fee)

Redesign Guarantee

At the end of your fourth year of continuous service with us, you are eligible to receive a basic website redesign with no further out-of-pocket expense. Keep your website fresh, innovative, and up-to-date!

100% REDESIGN GUARANTEE



Optional Project Enhancements

The following items are not included in your project, but can be provided as a scope adjustment or following the completion of the website development.

- CivicRec®
- CivicReady®
- CivicClerk®

Optional Product Enhancements

CivicRec Recreation Management System

Facilitate Easier. Manage Better. Participate Faster.

CivicRec is a hosted, web-based application specifically designed to meet the needs of recreation and park districts and municipal recreation departments. Our system is a Software as a Service (SaaS) solution that is ready to go off-the-shelf.

- Activity Registration – Ask prompts at checkout, have waivers confirmed, present forms to your registrants, process credit cards, and more. Makes activity registration easy.
- League Management – Organize and manage leagues year-round. Registrations can be done by team or individuals. Schedule for regular season and tournaments.
- Ticketing – Create, sell, and scan tickets for events.
- Facility Management – Take facility rentals and requests online or in office. Use the simple click and reserve interface to complete your bookings quickly.
- Membership Management – Sell memberships in house or online, print membership cards, or use pre-printed dongles, and quickly check people in and out of the facility.
- Point of Sale – An enterprise level system built right in. Process a registration, book a facility, or sell merchandise in the POS screen from anywhere in the system.
- Reporting – Advanced access, control, and customization of reports. Print, export, e-mail, save, and automate from within the system.
- And more!

Optional Product Enhancements

CivicReady Mass Notification System

The most complete communications tool for local governments,

CivicReady is a cloud-based mass notification system that is designed to empower local governments to communicate routine and emergency information to citizens quickly and effectively, no matter where they are in the community.

MASS NOTIFICATION SYSTEM

- Easy to use, consistent workflow process for all communications
- Generate a message by text, email, call, or mobile app
- Innovative integrations and features, such as two-way messaging, ESRI mapping, social media, and more
- Reliable, optimized message speeds, security, and uptime

EMERGENCY NOTIFICATIONS

- Geo-targeted notifications via Environmental Systems Research Institute (ESRI)
- One-click quick launch templates
- IPAWS capabilities to send notifications to all cell phones in your area, local TV and radio broadcasts, digital road signs, and various other locations instantaneously

ROUTINE COMMUNICATION

- Rich text notifications
- One-click messaging interface
- Multimedia supported communications
- Scheduled notifications
- Unlimited notification templates
- Interdepartmental communications
- Scheduled notifications
- Both opt-in/opt-out methods of registration

OPTIONAL TOOLS

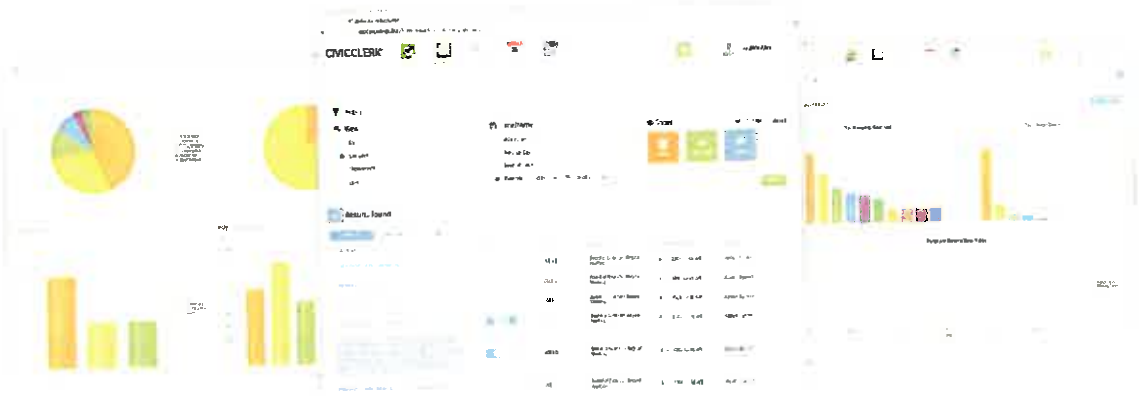
- Automated Weather Notifications
- IPAWS Integration
- CivicReady Mobile App
- Interactive Voice Response
- Conference Bridge Calling
- Geofencing with Mobile App

Optional Product Enhancements

CivicClerk Agenda Management System

Effortless Meeting and Agenda Management

A manual, agenda process typically requires significant time and effort, including creating the agenda items, getting items approved, organizing all of the supporting documents, creating the agenda, and building the agenda packet—not to mention, converting files to PDF, publishing to your website, delivering it to the council and board members, etc.



Countless hours are spent creating the agenda and packet for every council, board, and committee meeting. CivicClerk, formerly BoardSync, simplifies the entire meeting process from start to finish while providing staff with a central location for all board and committee meeting documentation with the same simple, consistent process.

Customers choose CivicClerk for our features, ease of use, and modern design. Think about it: If you stop using a manual process and transition to a paperless agenda system that makes it more complicated, you're not saving any time. Trees are precious, but so is your time.

CIVICREC®

Recreation Management Software

2,500+
Local Governments

55,000+
Users

60+ Million
People Impacted

CivicPlus was founded over 20 years ago to help local governments achieve more with less.

CIVICPLUS

CIVICREC

Community Recreation Management Made Easy

"Our membership, participants, and activities have grown tremendously. I can make a call and receive help in minutes. The system features are so robust that we only use a portion of what is offered!"

Bryce K.
RECREATION & LEISURE SERVICES DIRECTOR

Parks & Recreation Software

CivicRec is one of the most powerful software solutions available in the recreation industry. The interface is easy for staff and citizens to use and robust tools make managing activities, facilities, and transactions simple. It conveniently connects to other CivicPlus products through the CivicPlus Platform dashboard via secure single sign on (SSO).

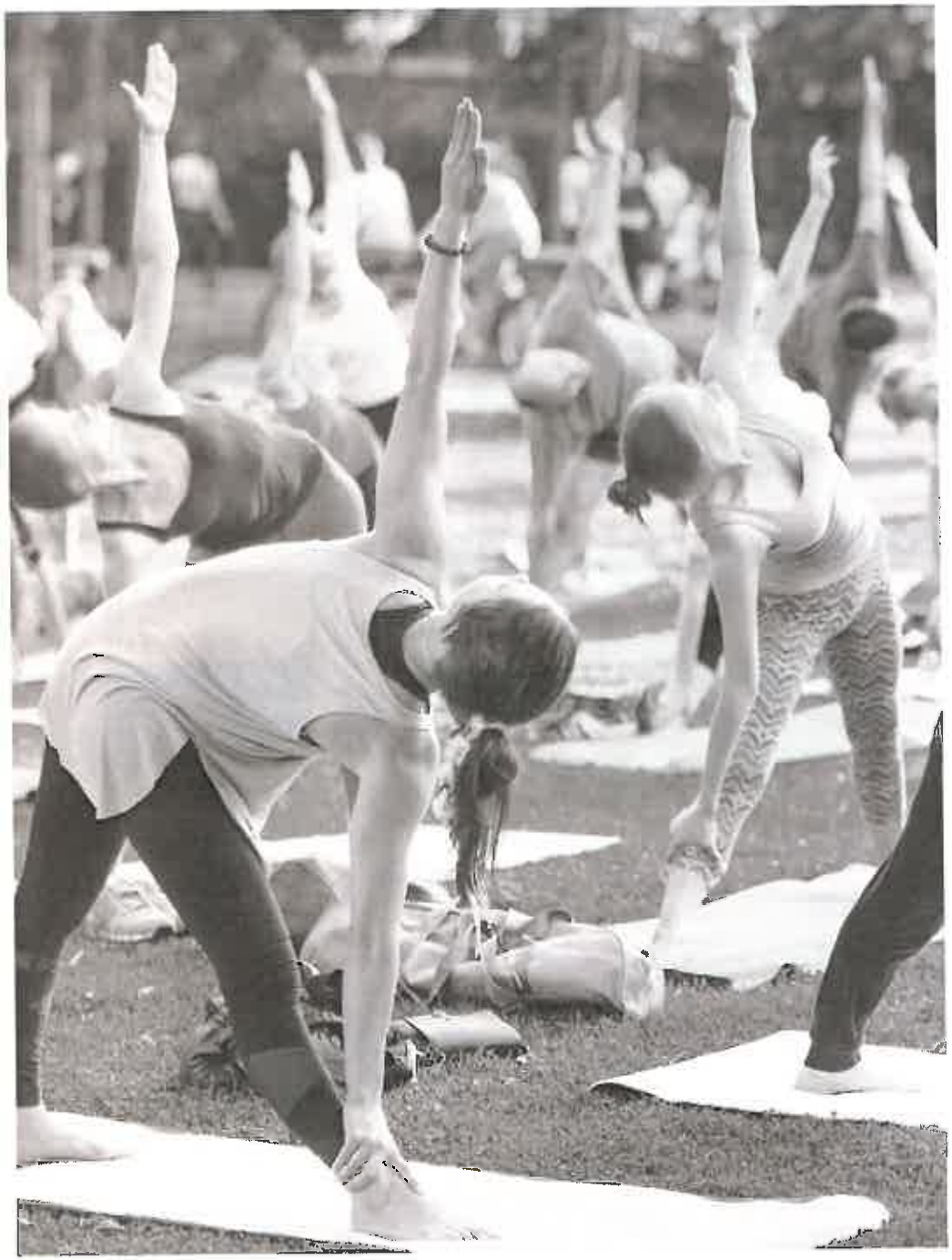
CivicRec empowers your team to manage memberships, instructors, sports leagues, and ticketing. Our accounting tools, reports, and financial integrations allow you to share accurate data with local government. For citizens, the public portal allows users to track activities, reserve facilities, and more — and the responsive design displays seamlessly on any device.

Robust
The complete solution needed to run an efficient organization. There is no need to pick and choose as all modules and future releases are included.

Custom Experience
The responsive design ensures that the public portal is optimized for any device.

Modern and Intuitive
From the citizen dashboard to built-in marketing tools, CivicRec's all-in-one solution was built from the ground up specifically for local government.

Simple, Scalable Pricing
Big tools, small pricing. A simple pricing structure that is scalable to any size local government.



Streamline Your Recreation Management

Activity Registration
Make activity registration easy both in-house or securely online. With a fully designed registration page to match your department website, the course catalog is easy to use and search.

Facility Management
With numerous rooms, fields, and facilities to manage, departments need a robust Facility module. Our interface enables reservations online or in-office. Set waivers, prompts, and forms using the same functionality available for activity registrations.

Sports Leagues
Organize sports leagues year-round. Set up registrations by team or individual, manage assessments, track game results, and auto-schedule games and tournaments with drag-and-drop adjustments.

Point-of-Sale
We've included an enterprise level, touchscreen-friendly point-of-sale (POS) system for administrators to process registrations, book facilities, or sell merchandise from anywhere in the POS system using just one interface.

Membership Management
Manage member-level details from one location. Sell memberships, punch cards, or key-fobs in-house or online. Scan members in and out of the facility. Set recurring member billing and streamline payments for departments and citizens.

All-In-One Recreation Software Solution

Ticketing

Summer movie night? Breakfast with Santa? Father-daughter dance? Create, sell, and scan tickets for events in-house, online, or from a mobile device.

Streamlined Citizen Dashboard

Our Public User dashboard allows citizens to easily access the information they need without searching through web pages or calling multiple civic departments. Citizens can conveniently view notifications, inbox messages, and calendars upon logging in, then easily browse and register for programs and rent facilities.

Instructor Management

CivicRec gives instructors, swim coaches, and other contractors the ability to self-manage their classes and registrants, freeing-up your staff for other administrative needs. Your instructors can receive contracts, be assigned activities, and manage participants without needing direct access to secure administrative data.

Digital Engagement

Do more than just take registrations. Give citizens a rich catalog experience that promotes all your community offers, and even displays locations in a map view. Connect to your community's social networking profiles and invite citizens to connect as well. Encourage feedback and solicit future participation in upcoming events.

Built-In Marketing

CivicRec includes built-in marketing features that can promote events and activities — from simple word-of-mouth tools, like empowering citizens to share recent sign-ups on social media, to the ability to send mass emails to current and past participants.

Intuitive Calendars

To give flexibility and control over data access, CivicRec offers powerful filters for location, program, reservation type, activity schedules, league games, and more. View facilities by availability, and share calendars to Google Calendar or Microsoft Outlook.

Create, sell, and scan tickets for events in-house, online, or from a mobile device.

Customizable Tools for Your Department

Mobile Experience
Manage community recreation events from the palm of your hand. An unmatched mobile experience for local government parks and recreation departments. Mobile-responsive recreation software that never requires an app installation or inconvenient software update, and offers all of the same robust features as the desktop version.

Reports
Report data and insights to civic leadership with advanced access and control. Choose from over 100 predefined, frequently used reports or custom-create reports from within the system. Create and export your reports as Excel or PDF documents to send to key stakeholders. Save time by auto-scheduling reports for email delivery to any email address at any time.

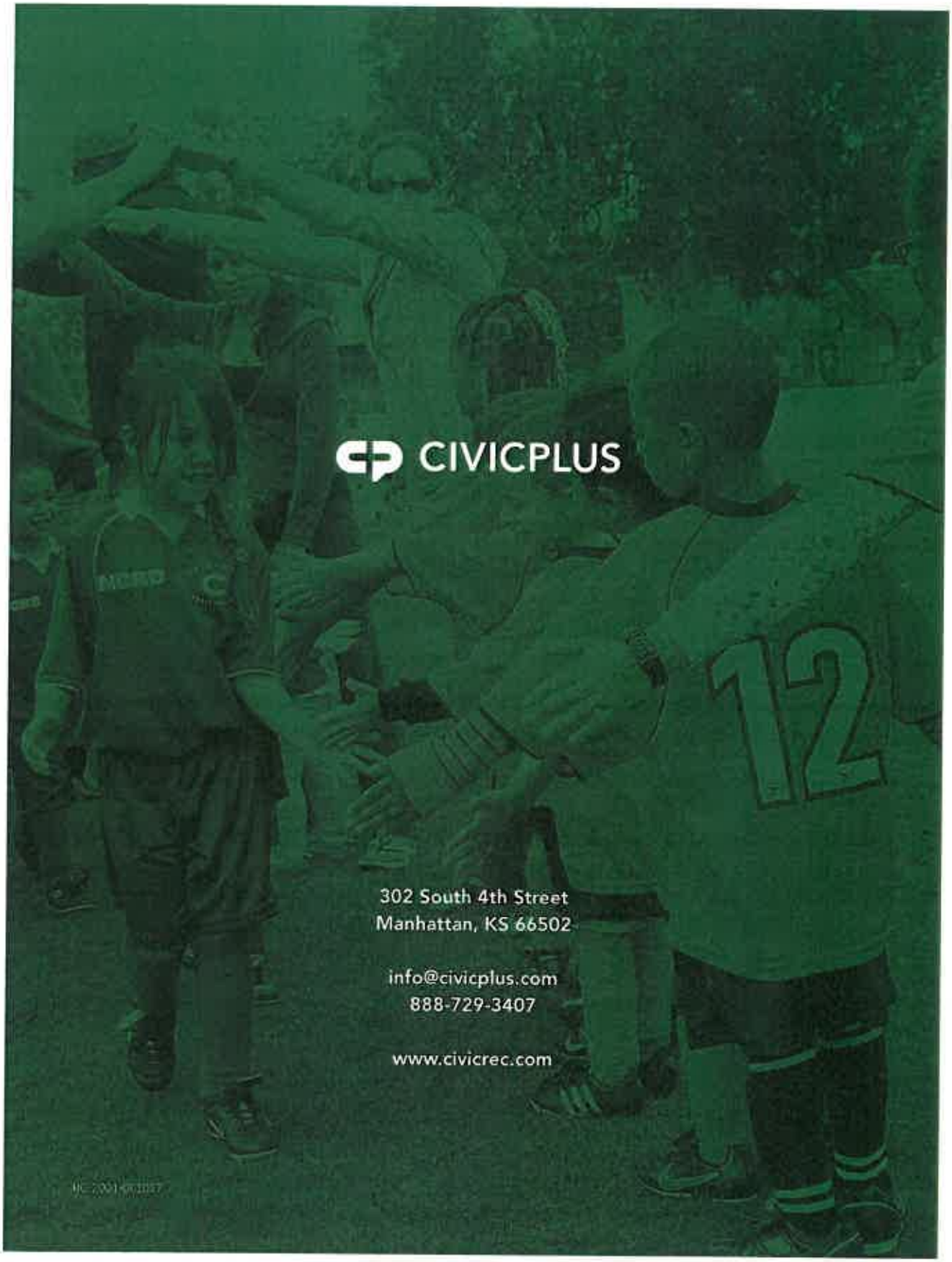
Social Sign-on
Meet citizens where they are. With Facebook and Google sign-on options, there is no need for citizens to remember another password or create another account. Convenient access to their CivicRec account via social sign-on will help to increase solution adoption and increase regular use.

Text/Email Alerts
Keep citizens engaged with automatic alerts. Set up text or email reminders the day before a class, alert citizens of weather cancellations, and more.

Customizable Templates
There's a template for that! From receipts, to membership cards, to permits, there's a fully customizable and professional template to ensure communications look professional and are consistent with your community branding.

Surveys
It's important to gain feedback and insight from citizens to ensure your community is meeting their needs. Easily send surveys after an activity or rental to gain valuable citizen feedback.

Additional Time Saving Features
Forms, waivers, add-ons, discounts, residencies, and scholarships are all components of your recreation management processes that you can conveniently manage from a single software solution with CivicRec.



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Manhattan, KS 66502

info@civicplus.com
888-729-3407

www.civicrec.com

CIVICCLERK®

Agenda and Meeting Management
Software for Local Government

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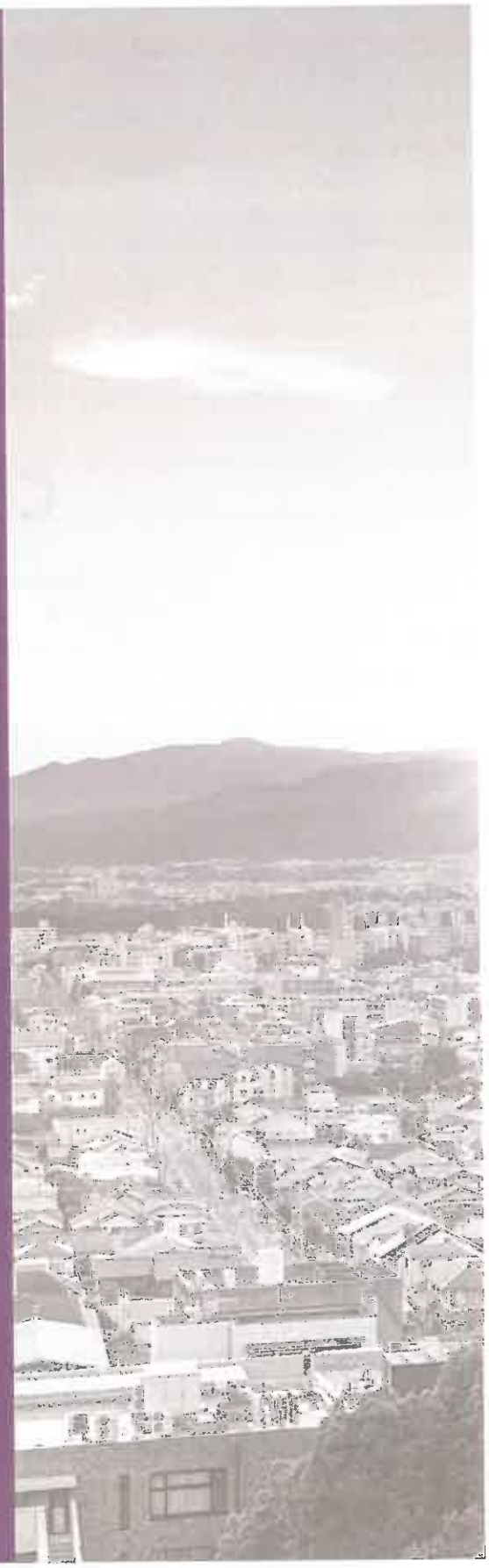
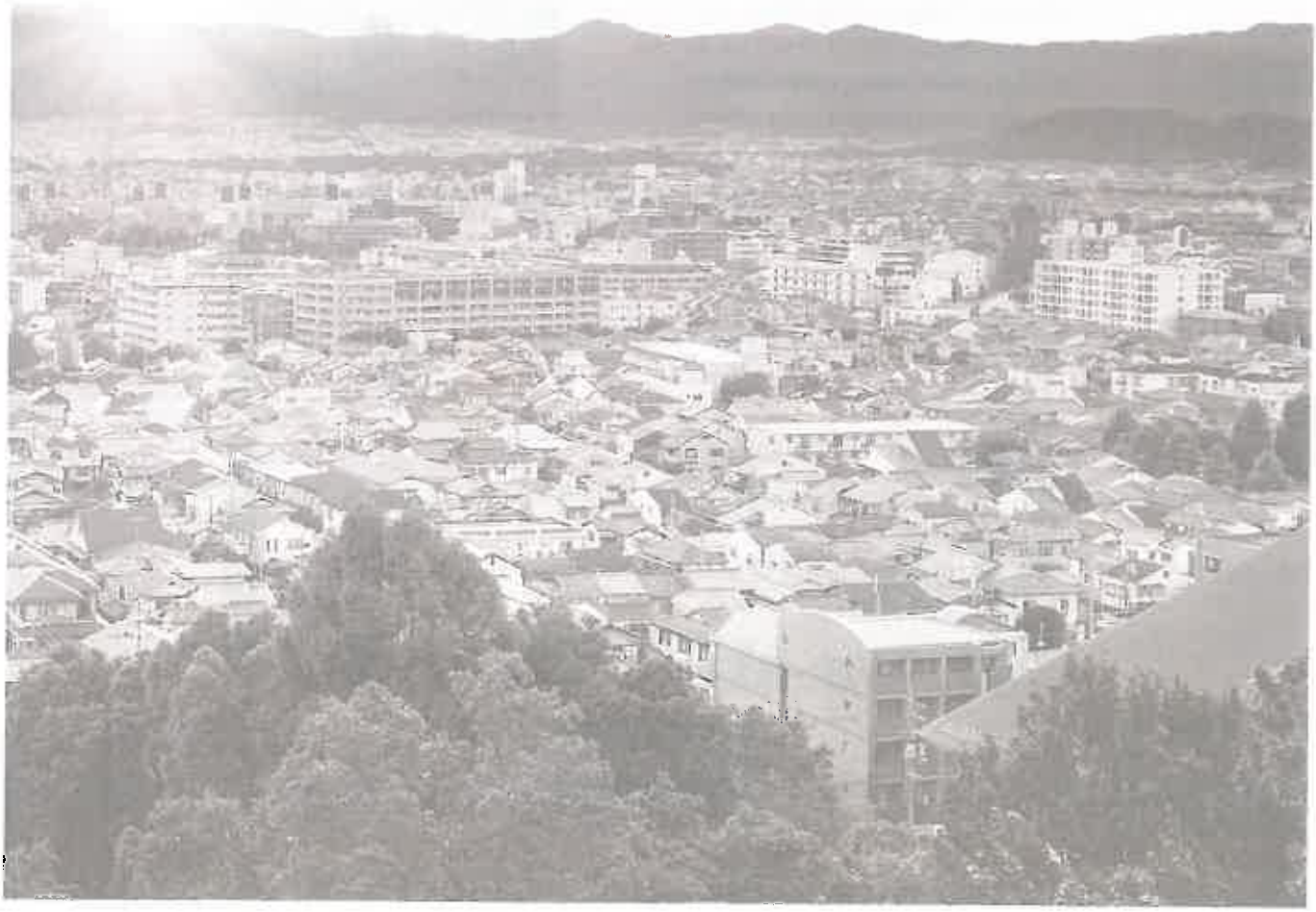
CivicPlus® was founded over 20 years ago to help local governments achieve more with less.

CIVICPLUS



CIVICCLERK

Time-saving agenda and meeting management platform built to fit the transparency and content accessibility needs of the public sector and the citizens they serve.



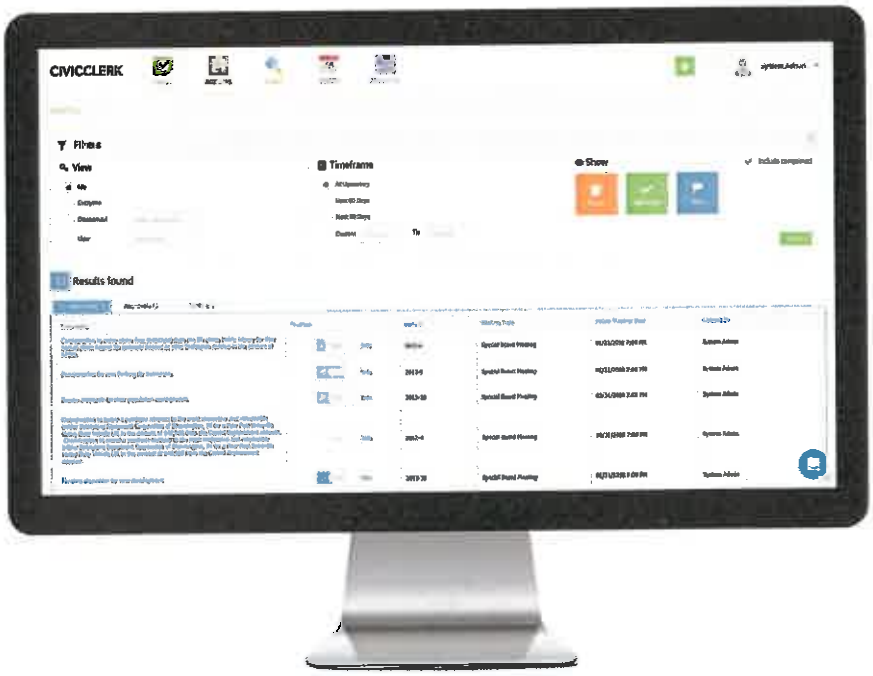
Agenda and Meeting Management Software for Local Government

CivicClerk is the fastest, most intuitive way to automate agenda management, meeting minutes management, and the sharing of meeting content with board members, staff, and citizens. It provides time-saving automation and integrated content curation for clerks facing shrinking budgets, smaller teams, and higher expectations for on-demand access to a wider variety of civic resources.

CivicClerk is designed to help government offices run more effectively and efficiently. By reducing manual, time-consuming workflows and redundancies, civic leaders can focus their time on the issues and projects with the most significant impact on citizens' lives. With CivicClerk, local governments improve communications, collaboration, participation, and engagement among administrators, managers, board members, and citizens.

Unmatched Service

We offer live, 24-7 emergency support tailored specifically to your organization.



Why CivicClerk

CivicClerk has the experience and expertise to help any administration, whether in a community of one thousand or one million, to simplify the entire meeting management process.

Our CivicClerk solution has been specially designed to enable local governments to:

- Streamline the entire agenda packet collaboration and approval process.
- Save time recording roll calls, motions, votes, speakers, and discussions with automated functionality.
- Increase staff and citizen engagement by documenting and sharing interactive meeting minutes.
- Link agenda items to specific goals and initiatives of the strategic plan.
- Enable greater meeting participation by broadcasting meetings live or via social media and save recorded content for on-demand viewing.
- Give board members the personal access they need to view and manage content using the integrated Board Portal.
- Provide transparency and instant access to public data.
- Keep meetings organized and participants informed by displaying meeting content live for constituents in attendance.
- Automate board management responsibilities for appointments, applications, and communications.
- Customize content security based on staff member access rights.
- Access clear reporting insights on progress, goals, workflow and meeting actions.
- Reduce paper and increase staff efficiency with mobile-optimized solutions.

> CivicClerk's Agenda's new look and feel is sleek, modern, and has made the system easier to use than ever. The layout is sharp and amazingly easy to navigate—our staff has made the transition to the new product with almost zero assistance or training! We love it!
>
> – *Amethyst Sloane, City Secretary, City of Kennedale TX*

Part of the Integrated CivicPlus® Platform

With a full suite of solutions built for local government, by the experts of local government, CivicPlus is committed to setting the standard in website design, talent management, emergency communications, recreation management and meeting and agenda management. This commitment is what pushes our product innovation teams, ensuring our solutions evolve as the needs of local government evolve.

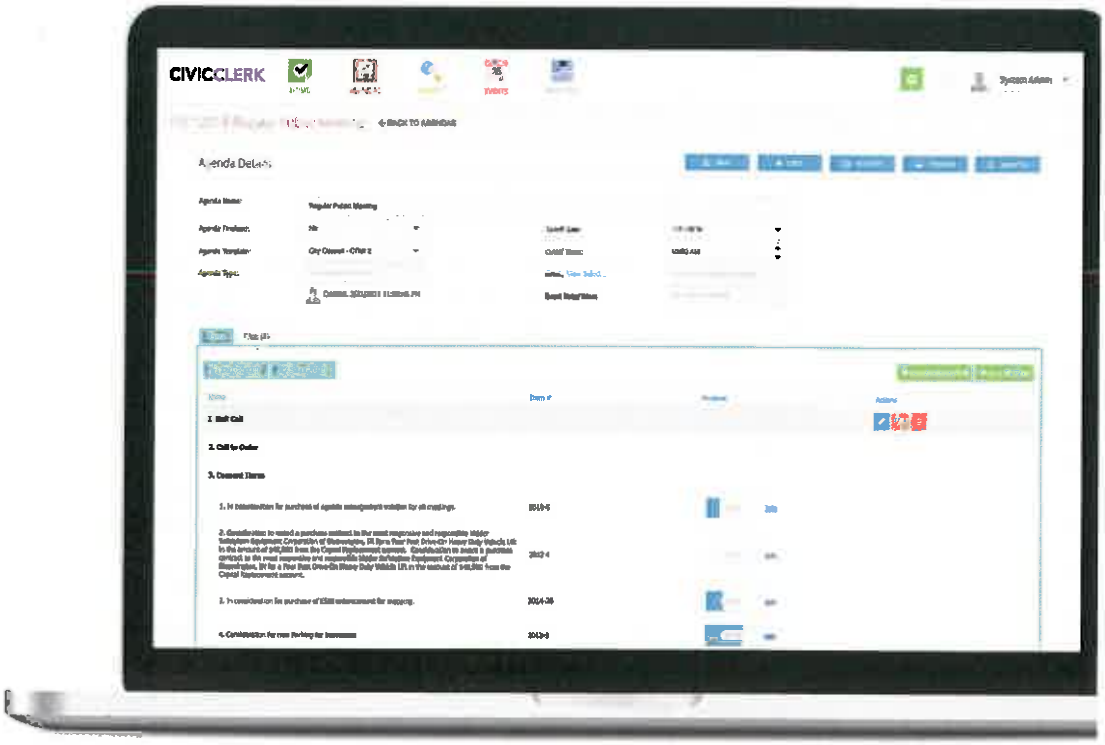
Automate Agenda Item Collaboration and Distribution

- **Create Agenda Items in Seconds –** What once was a time-consuming, manual process that required hours of content and document management is now automated and streamlined with CivicClerk. With our agenda management system, clerks can track essential information, create tasks, and to-do reminders for individual staff members.

- **Customize Agendas to Meet Your Needs –** CivicClerk is fully customizable to fit the administrative needs and unique approval processes of your local government. Create and manage content with custom designs and templates, wording, numbering, and ordering.

- **Enable Better Meeting Preparation –** Distribute agendas further in advance for more productive meetings. The City of Port Orange, FL, for example, began posting agendas an average of six hours earlier once it implemented CivicClerk, giving members more time to prepare for meetings.

> BoardSync (now CivicClerk) has helped me organize our agenda process and make it more effective and efficient. It has easily saved me full days of work tracking down agenda items and posting to our website.
>
> - Robin Fenwick, City Clerk, Port Orange FL



- **Agenda Approval Tracking –** Obtain approvals on agenda items faster without time-consuming, manual follow-ups. CivicClerk's powerful approval engine streamlines the routing of email notifications, sends automated reminders to content contributors, and manages backup approvers in the event a member is out on vacation. Such automations free up clerks to focus on other essential responsibilities. Even last-minute changes are easy to handle and stress-free.

- **Efficiently Manage Agenda Packets of Any Size –** It only takes a couple of clicks to create a packet of any size. Easily build different versions based on the inclusion of confidential or executive session materials. The PDF packets automatically include bookmarks and links with no extra steps, bookmark conversions, or manual set up. Our open government platform allows you to immediately publish packets to your public portal, allowing for instant transparency and convenient access to local information.

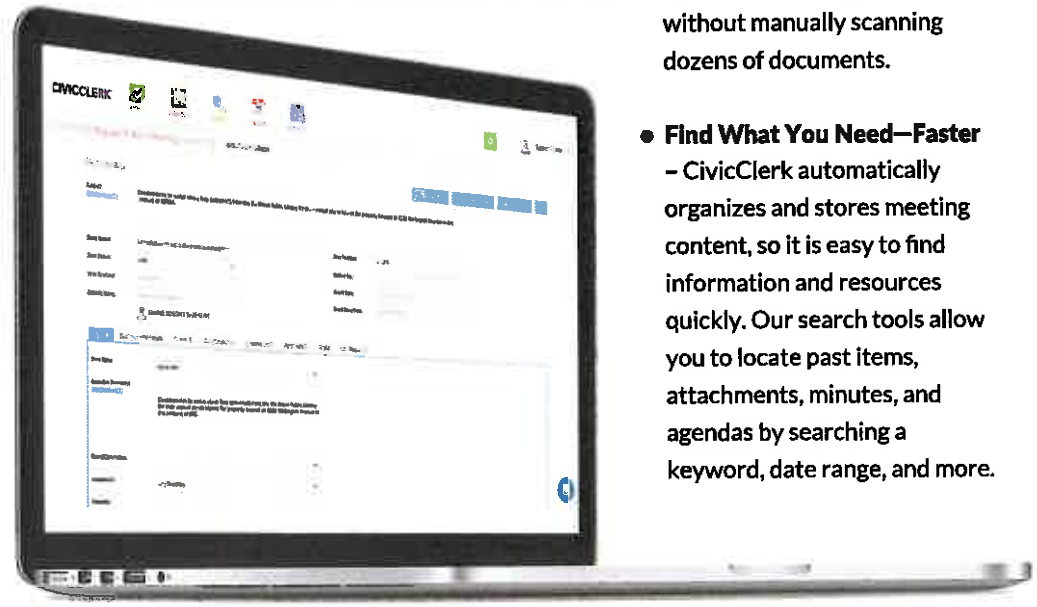
Ensure Transparency and Proper Documentation with Meeting Management

- **Automated Minute Creation and Distribution –** By automating routine processes, staff will have more time for other vital functions and your board will have faster, more convenient access to meeting documentation.

- **Easily Record Roll Calls, Motions, and Votes –** All meeting actions can be captured in one simple step, reducing duplicative processes. Record meeting actions on your desktop, laptop, or tablet, and easily copy similar motions and votes to other items. Publish to your public portal for easy access and transparency.

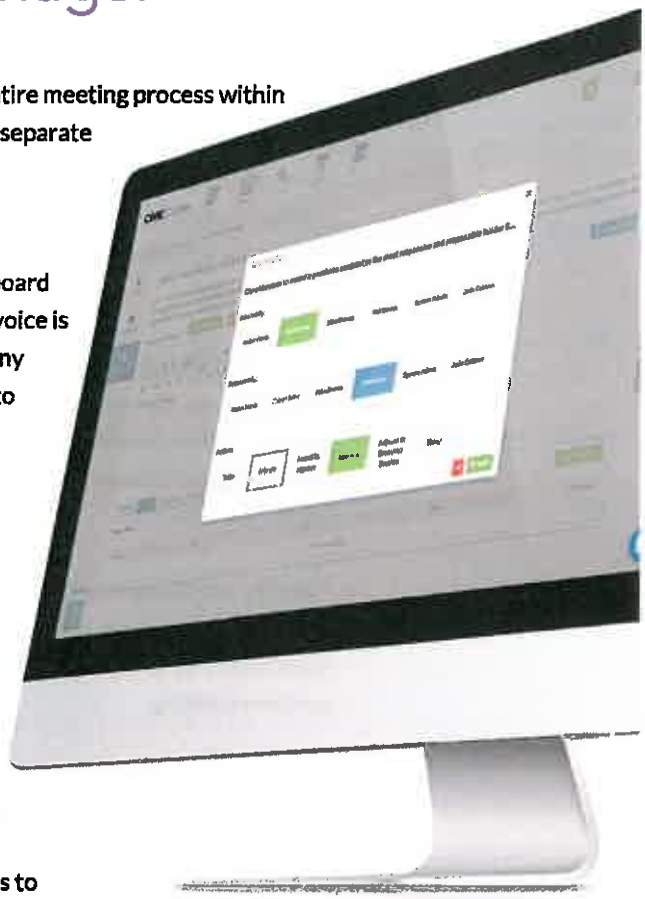
- **Automated Follow-ups –** Ensure action items are completed, enhancing visibility, and improving staff accountability to move the legislative meeting process forward.

- **Integrated Comments and Discussions –** Document, save and refer to key discussions and action items using the Notes and Comment features. Quickly access comments and discussion summaries from previous meetings at any time, without manually scanning dozens of documents.



- **Find What You Need—Faster –** CivicClerk automatically organizes and stores meeting content, so it is easy to find information and resources quickly. Our search tools allow you to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more.

Increase Civic Participation with Live Meeting Manager



- **Live Meeting Manager –** Run your entire meeting process within CivicClerk. No system integrations or separate software necessary.

- **Speaker Manager –** Allow your board members to request to speak via the board portal instantly to ensure everyone's voice is heard during important discussions. Any staff member or citizen can be added to the discussion at any time, while the built-in speaker timer helps keep meetings running efficiently.

- **Flexible Voting –** Record votes instantly and automatically via voice vote or electronic voting. Board members can electronically vote from the board portal from any device for total convenience.

- **Automatic Video Bookmarking –** Automatically timestamp agenda items to their corresponding discussion in the meeting video so those watching the recording can quickly access topics of particular interest.

- **Display Pages –** Keep meeting participants informed and engaged by displaying the current item, speaker, or vote results automatically to the constituents attending the meeting.

> We absolutely love the new release from CivicClerk. This new version feels fresh with the addition of colors and button features.
>
> *– City Secretary, City of Colleyville, TX*

Enable Staff to Stay Organized with Board Portal

- **Flexible Access –** Your board members can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, download, or board portal. CivicClerk is optimized for all devices including desktops, laptops, tablets, and smartphones.

- **A Personal Meeting Repository –** Give board members a personal, dedicated location to review, notate, and annotate all meeting content including agendas, supporting documents, minutes, and media. To quickly find the necessary meeting content, board members can search across all meetings for instant access and research.

- **Simplify the Board Management Process –** Access to an easy-to-use dashboard that tracks open seats, applicants and appointments. Quickly auto-generate letters and emails to board members, applicants and appointees along with custom reporting.

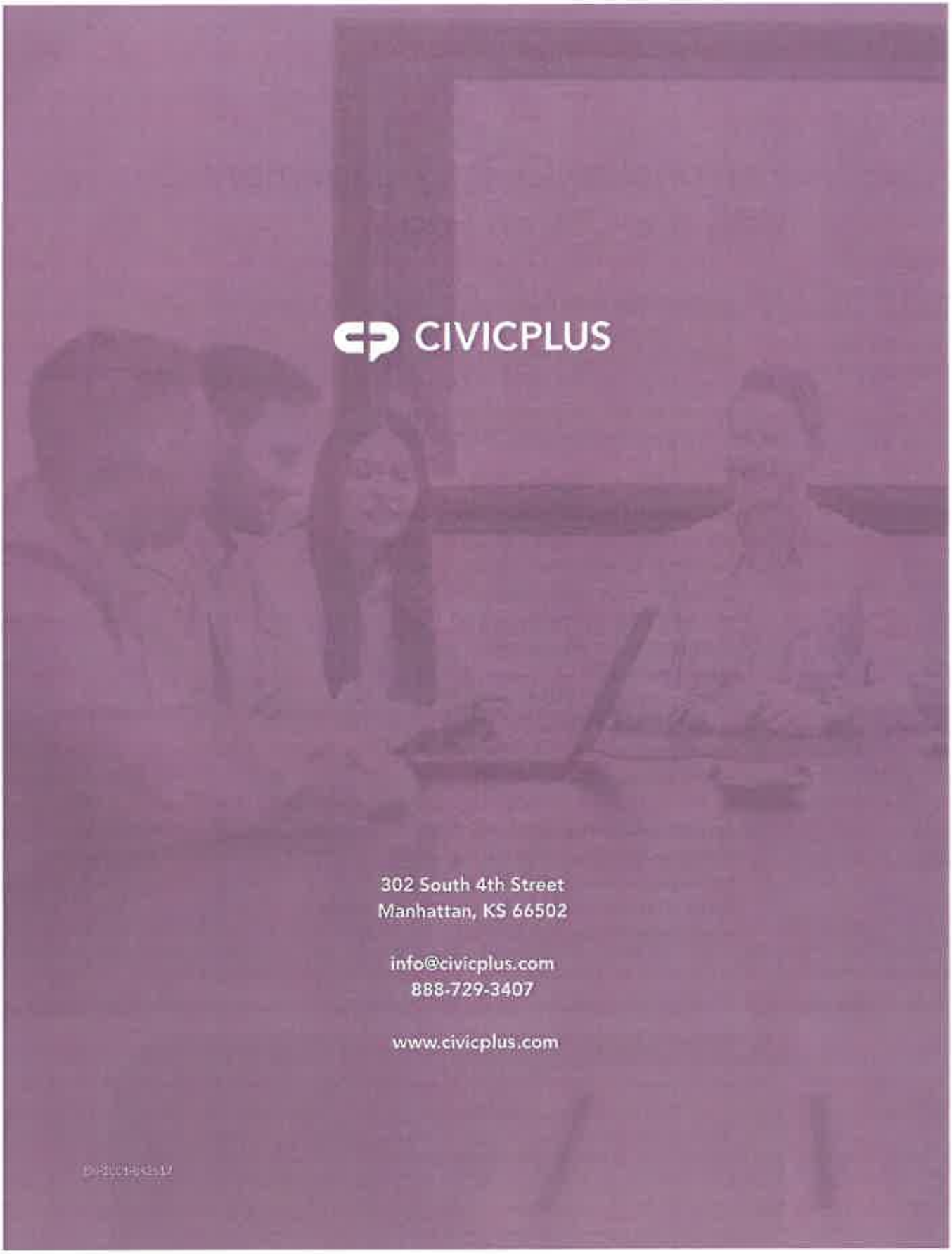
Personalize Civic Engagement with the Citizen Portal

- **Insightful Public Portal Dashboard** – CivicClerk's public portal provides valuable insights into how your voters are interacting with your meeting publications. The Public Portal Dashboard offers a keyword analysis, so you can better understand for what content citizens are searching, while our other user-friendly metrics help you analyze trends and monitor citizen behavior and engagement so you can remain focused on those topics that your citizens find most pressing.

- **Live Streaming and On-Demand Video** – Increase citizen engagement and participation by sharing live video feeds of your meetings directly from CivicClerk. Stream live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Additional fees apply.

- **Content Transparency** – Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping voters engaged and informed.

> The transition was seamless. The instructional video was very helpful and was shared with all my users. The system is definitely user-friendly and there have been absolutely no issues with any of the users from here.
>
> – *Lisa Watson County Clerk, Douglas County, GA*



CIVICPLUS

302 South 4th Street
Manhattan, KS 66502

info@civicplus.com
888-729-3407

www.civicplus.com

Software Developers

- Imagemakers - If you're interested in them owning the solution and create a SPA. They may not be interested in just a maintenance contract. We have had great client feedback from using them. They do great work.
  Dan Holmgren
  (888) 865-8511
  Email

- Rural Sourcing Inc - if she wants just someone to maintain it.
  Jack Young
  (404) 873-9511
  Email

- Xpanxion – Interested in augmenting your staff with an onshore or offshore resource to manage these systems. We've used in past they are honest and good.
  Trevor Odom Business Development
  Office: 678-867-0699 x 7147 | Mobile: 404-394-6104
  Email: todom@xpanxion.com

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

Proposed Ordinance to Ban Single Use Plastic Bags, Straws, and Styrofoam

Question Before Council:

None. Discussion Only

Person/Group Initiating Request:

City Council

Item Summary/Background:

City Council directed the City Manager to draft an ordinance banning the use of single use plastic bags, straws, and Styrofoam. A draft ordinance is attached.

The Council wanted to utilize this draft ordinance to begin discussions and receive input from the businesses and community.

Recommendation: After discussion, the City Manager recommends Council consider the following motion: I move to add a Public Hearing to the November 10 and December 5 Council agendas to receive input from businesses and the community on this proposed ordinance.

CITY OF YACHATS
ORDINANCE NO. 354

AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE TITLE 5 HEALTH AND SAFETY;
ADDING CHAPTER 5.14 ADOPTING A PROHIBITION ON THE DISTRIBUTION OF SINGLE USE PLASTIC BAGS & STRAWS AND STYROFOAM

Whereas, the City desires to encourage the reduction of many single use items that negatively impact the local environment and likewise encourage the use of reusable products when safe and practical to reduce the volume of the community's waste stream.; and

Whereas, single use plastic bags and straws increase litter, degrade local wildlife habitat and are seldom recycled; and

NOW THEREFORE, the City of Yachats ordains as follows:

Yachats Municipal Code Chapter Title 5.

Section 1

Chapter 5.14 Definitions.

As used in this title:

A. ASTM standard. The American Society for Testing and Materials (ASTM)'s International D-6400

B. Carryout bag. Any bag that is provided by a retail establishment at the point of sale to a customer for use to transport or carry away purchases, such as merchandise, goods or food, from the retail establishment. "Carryout bag" does not include:
(a) Bags used by consumers inside retail establishments to:

1. Package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;
2. Contain or wrap frozen foods, meat, fish, whether packaged or not;
3. Contain or wrap flowers, potted plants, or other items where dampness may be a problem;
4. Contain unwrapped prepared foods or bakery goods; or
5. Pharmacy prescription bags;

(b) Laundry-dry cleaning bags or bags sold in packages containing multiple bags intended for use as garbage waste, pet waste, or yard waste bags;
(c) Product bags.

C. City sponsored event. Any event organized or sponsored by the city or any department of the city.

D. Customer. Any person obtaining goods from a retail establishment or from a vendor.

E. Food provider. Any person in the city that provides prepared food for public consumption on or off its premises and includes, without limitation, any retail establishment, shop, sales outlet, restaurant, grocery store, delicatessen, or catering truck or vehicle.

F. Grocery store. Any retail establishment that sells groceries, fresh, packaged, canned, dry, prepared or frozen food or beverage products and similar items and includes supermarkets, convenience stores, and gasoline stations.

H. Pharmacy. A retail use where the profession of pharmacy by a pharmacist licensed by the state of Oregon's Board of Pharmacy is practiced and where prescription medications are offered for sale.

I. Product bag. Any bag provided to a customer for use within a retail establishment to assist in the collection or transport of products to the point of sale within the retail establishment or to protect a specific single purchased item for transport. A product bag is not a carryout bag.

J. Recyclable paper bag. A paper bag that meets all of the following requirements:
(a) Is 100% recyclable and contains a minimum of 40% recycled content;
(b) Is capable of composting consistent with the timeline and specifications of the ASTM Standard as defined in this section.

K. Retail establishment. Any store or vendor located within or doing business within the geographical limits of the city that sells or offers for sale goods at retail.

L. Reusable bag. A bag made of cloth or other material with handles that is specifically designed and manufactured for long term multiple reuse and meets all of the following requirements:
(a) If made of natural or synthetic fabric, is washable or otherwise able to be sanitized; or
(b) If plastic, has a minimum plastic thickness of 4.0 mils.

M. Single-use plastic carryout bag, straws, or Styrofoam. Any plastic carryout bag, straws or Styrofoam made available by a retail establishment to a customer at the point of sale. It does not include reusable bags, recyclable paper bags, or product bags or plastic straws.

N. Vendor. Any retail establishment, shop, restaurant, sales outlet or other commercial establishment located within or doing business within the geographical limits of the city, which

provides perishable or nonperishable goods for sale to the public.

O. Undue hardship. Circumstances or situations unique to the particular retail establishment such that there are no reasonable alternatives to single-use plastic carryout bags or a recyclable paper bag pass-through, plastic straw or styrofoam cannot be collected.

Section 2 Regulations.

(a) No retail establishment shall provide or make available to a customer a single use plastic carryout bag, plastic straw or styrofoam;

(b) Retail establishments that choose to provide customers a paper bag at the point of sale must provide a recyclable paper bag meeting or exceeding the minimum standards defined in Section 1, L (b).

(c) No person shall distribute a single-use plastic carryout bag at any city facility, city managed concession, city sponsored event, or city special events permit activity.

Section 3 Plastic Bag Use -Cost Pass-Through.

When a retail establishment makes a recyclable paper bag available to a customer at the point of sale, the retail establishment shall:

(a) Charge the customer a reasonable pass-through cost of not less than 10 cents per recyclable paper bag provided to the customer; and

(b) Indicate on the customer's transaction receipts the total amount of the recyclable paper bag pass-through charge.

Section 4 Plastic Bag Use -Exemptions.

Notwithstanding sections 5.12 of this code:

(a) Single-use plastic carryout bags, plastic straws or styrofoam may be distributed to customers by food providers for the purpose of safeguarding public health and safety during the transportation of hot prepared take-out foods and prepared liquids intended for consumption away from the food provider's premises.

(b) Retail establishments may distribute product bags and make reusable bags available to customers whether through sale or otherwise.

(c) A retail establishment shall provide a reusable bag, recyclable paper bag or straw at no cost at the point of sale upon the request of a customer who uses a voucher issued under the Women,

Infants and Children Program established in the Oregon Health Authority under ORS 413.500 (2011).

(d) Vendors at retail fairs such as a farmers' market or holiday fair are not subject to indicating on the customer's transaction receipt the total amount of the recyclable paper bag pass through charge required.

(e) The city council or the designee may exempt a retail establishment from the requirement set forth in this code for a period of not more than one year upon the retail establishment showing, in writing, that this code would create an undue hardship or practical difficulty not generally applicable to other persons in similar circumstances. The decision to grant or deny an exemption shall be in writing, and the city council or designee's decision shall be final.

Section 5. Effective date.

Pursuant to the Yachats Charter, this ordinance shall take effect 30 days after adoption.

Passed and adopted by the City Council of the City of Yachats on this ___ day of _____, 2018.

_____ Attest: _____

Gerald Stanley, Mayor Shannon Beaucaire, City Manager

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

Resolution 38

Question Before Council:

Approval of Resolution 2018-38.

Person/Group Initiating Request:

City Manager

Item Summary/Background:

Due to the amount of precipitation received, the City is no longer in drought conditions.

Resolution 2018-38 terminates the water shortage declaration, phase 1 that Council declared earlier this year.

Recommendation: After discussion, the City Manager recommends Council consider the following motion:

I move to approve Resolution 2018-38, a resolution declaring termination of water shortage, phase 1.

CITY OF YACHATS

RESOLUTION NO. 2018-38

A RESOLUTION DECLARING THE TERMINATION OF A WATER SHORTAGE EMERGENCY

WHEREAS, As the result of the recent precipitation received the City of Yachats is no longer in drought condition; and

WHEREAS, The City Council, declares the termination of a water shortage emergency as per the Yachats Municipal Code, Section 8.22; and

NOW THEREFORE, As per section 8.22.090, the City Council Declares termination of a Water Shortage Emergency, Phase 1.

Adopted by the Yachats City Council on November 7, 2018

_____

Gerald Stanley, Mayor

ATTEST:

_____

Shannon Beaucaire, City Manager

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

Resolution 39

Question Before Council:

Approval of Resolution 2018-39.

Person/Group Initiating Request:

City Manager

Item Summary/Background:

On October 10, the Council approved, by motion, changes to administrative policy 22.

Resolution 2018-39 memorializes Council action on administrative policy 22.

Recommendation: After discussion, the City Manager recommends Council consider the following motion:

I move to approve Resolution 2018-39, a resolution approving changes to administrative policy 22.

CITY OF YACHATS

RESOLUTION NO. 2018-39

A RESOLUTION ADOPTING CHANGES TO

ADMINISTRATIVE POLICY 22

WHEREAS, City Council reviewed and revised Administrative Policy 22;

NOW THEREFORE, the City of Yachats resolves to adopt Administrative Policies number 22, as attached, effective as of October 10, 2018

This Resolution is memorializing an action taken by City Council at the October 10, 2018 meeting and was effective as of that date.

Attest:

Gerald Stanley, Mayor

Shannon Beaucaire, City Manager

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

Resolution 40

Question Before Council:

Approval of Resolution 2018-40.

Person/Group Initiating Request:

City Manager

Item Summary/Background:

On October 10, the Council approved, by motion, adding every other week garbage service to the Dahl service schedule.

Resolution 2018-40 memorializes Council action on to add every other week garbage service.

Recommendation: After discussion, the City Manager recommends Council consider the following motion:

I move to approve Resolution 2018-40, a resolution approving changes to Dahl services.

CITY OF YACHATS
RESOULTION 2018-40

A RESOLUTION APPROVING A DAHL SERVICE ADDITION FOR EVERY OTHER WEEK WASTE DISPOSAL SERVICES

WHEREAS, as per Yachats Municipal Code Section 5.10.160 – Uniform Rate Reporting – Determination of Rates for Yard Debris, Dahl Disposal appeared before the City Council at their meeting on October 10, 2018 to request approval to add every other week garbage service;

WHEREAS, the City Council discussed the proposal to add every other week garbage service;

NOW THEREFORE, the City of Yachats resolves

Yard Debris Disposal Rates for Dahl Disposal have been approved as attached and marked "Exhibit A" effective October 10, 2018

This Resolution is memorializing an action taken by City Council at the October 10, 2018 meeting and was effective as of that date.

_____
Gerald F. Stanley, Mayor

Attest by:

_____
Shannon Beaucaire, City Manager

Attachment A

Dahl Disposal Service

Rate adjustment effective July 1, 2018

City of Yachats

35 gal once a week curb refuse and recycling service	$82.60	per month
35 gal every other week curb refuse and recycling service	$27.70	per month
35 gal once a month curb refuse and recycling service	$25.00	per month
35 gal on call curb refuse and recycling service	$25.00	per month
65 gal once a week curb refuse and recycling service	$54.55	per month
65 gal every other week curb refuse and recycling service	$38.20	per month
65 gal once a month curb refuse and recycling service	$27.05	per month
65 gal on call curb refuse and recycling service	$27.05	per month
95 gal once a week curb refuse and recycling service	$78.90	per month
95 gal every other week curb refuse and recycling service	$55.25	per month
95 gal once a month curb refuse and recycling service	$39.45	per month
Additional fee for refuse service curb enclosure	$8.20	
Additional fee for refuse service driveway (Walk in) per 100 ft	$15.00	
Additional fee for refuse service driveway (Drive in) per 100 yards	$10.00	
Additional fee for refuse service driveway enclosure	n/a	
Additional fee for recycling service / YD curb enclosure	$8.20	
Additional fee for recycling service /YD driveway (Walk in) per 100 feet	$15.00	
Additional fee for recycling service / YD driveway (Drive in) per 100 yards	$10.00	
Additional fee for recycling service driveway enclosure	n/a	
Lid up	$3.50	Each
Extras ar the curb (Garbage or recycling)	$7.05	Each

	EOW	Monthly
	11.25	3.75
	7.50	2.50

	EOW	Monthly
	11.25	3.75
	7.50	2.50

10/10/18 HANDOUT

Exhibit E

Dahl Disposal Service

Rate adjustment effective July 1, 2018

City of Yachats

Temp. container rent per day no weekly service	$4.50/day	Per Day
Drop Box Rentals (Solid Waste/Woody Debris)		
Minimum charge per box	$528.05	Each
Compactor service additional per pull	$50.00	Each
PLUS DISPOSAL		
- Compactor drop boxes (min. dumped twice per month)	$120.00	Per Ton
- Loose drop box rates (solid waste)	$120.00	Per Ton
- Woody debris drop box	$140.00	Per Ton
Minimum charge per woody debris box	$404.85	Each
Metal boxes	Market	
Drop box delivery fee (solid waste/woody debris)	$158.40	Each
Drop box rent after 7 days, weekends included	$9.46	Per Day
Drop box truck per hour	$129.05	Per Hour
You call, We Haul		
Deposit	$55.00	Each
One employee with a pick up	$70.00/hour	Per Hour
Extra employee per hour	$85.00/hour	Per Hour
Deposit (extra employee per hour)	$50.00	Per Hour
Minimum of two employees to enter a house	$100.00/hour	Per Hour
Deposit (two employees to enter a house)	$50.00	Each
Disposal - minimum $25.00 (certain items incur add' charges at disposal site)	$ 120.00	Each

Exhibit E

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

Resolution 41

Question Before Council:

Approval of Resolution 2018-41

Person/Group Initiating Request:

Mayor Gerald Stanley

Item Summary/Background:

Mayor Stanley wanted to update the City's EEO policy to include gender identity, military status, and political affiliation.

Resolution 2018-41 includes these updates.

Recommendation: After discussion, the City Manager recommends Council consider the following motion:

I move to approve Resolution 2018-41, a resolution approving changes to the City's EEO policy.

CITY OF YACHATS
RESOULTION 2018-41
A RESOLUTION EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE ACTON POLICY
RESTATING RESOLUTION 220, DATED JULY 10, 1992

WHEREAS, State and federal laws prohibit discrimination in employment on the basis of race, color, religion, sex, handicap or national origin, and;

WHEREAS, The City of Yachats supports Equal Employment Opportunity/ Affirmative Action for all.

NOW THEREFORE, be it resolved, that:

1. The City of Yachats provides Equal Employment Opportunity (EEO) to all qualified employees and applicants without unlawful regard to race, color, creed, religion, gender or gender identity, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, military status, political affiliation, or any other status protected by applicable federal, Oregon, or local law. This EEO policy applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall and termination of employment.

2. Say the City is an equal opportunity employer in all job announcements;

3. Take affirmative action steps when necessary to assure all persons are afforded an equal opportunity to apply for city employment.

EFFECTIVE DATE: This Resolution shall take effect immediately upon its adoption.

Passed and adopted by the Yachats City Council this 7th day of November, 2018.

_____
Gerald F. Stanley, Mayor

Attest by:

_____
Shannon Beaucaire, City Manager

C I T Y O F Y A C H A T S

RESOLUTION NO. 220

Equal Employment Opportunity/Affirmative Action Policy

WHEREAS, State and federal laws prohibit discrimination in employment on the basis of race, color, religion, sex, handicap, or national origin, and;

WHEREAS, the City of Yachats supports equal employment opportunities for all,

NOW, THEREFORE, BE IT RESOLVED that it is the policy of the City of Yachats to:

1. Afford equal opportunities for employment to all persons regardless of race, color, religion, sex, handicap, or national origin;

2. Say the City is an equal opportunity employer in all job announcements;

3. Take affirmative action steps when necessary to assure all persons are afforded an equal opportunity to apply for city employment.

EFFECTIVE DATE

This Resolution will take effect July 10, 1992.

_____
Nancy Reynolds, Mayor

Attest:

_____
Janice C. Victoria, City Recorder

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

Visitors Center Report

Question Before Council:

Receive and Discuss Visitors Center Report

Person/Group Initiating Request:

City Council

Item Summary/Background:

The Yachats Visitor Center is required to submit quarterly reports per their contract. Attached is the 1st quarter report for FY2018-19.

After discussion, please forward any questions to the City Manager.

Recommendation: After discussion, the City Manager recommends Council consider the following motion:

I move to accept the first quarter report of the Yachats Visitor Center.

YACHATS VISITORS CENTER
FY 2018/2019 QUARTERLY BUDGET REPORT
submitted 10/5/2018

BUDGET ITEM	2018/2019 BUDGET	FY 2018 Quarter 1 July-Sept 2018	FY 2018 Quarter 2 Oct-Dec 2018	FY 2019 Quarter 3 Jan-Mar 2019	FY 2019 Quarter 4 Apr-June 2019	YEAR TO DATE
FACILITY						
Rent	6,600.00	1,675.00				1,675.00
Repair & Maintenance	575.00	0.00				0.00
Restroom - cleaning and supplies	750.00	200.00				200.00
Supplies - Office/Misc	1,250.00	123.18				123.18
Accounting	500.00	0.00				0.00
PERSONNEL						
Contract Director	37,850.00	6,308.32				6,308.32
Administrative Assistant						
History Walking Tour Dev	7,590.00	160.00				160.00
Volunteer Training	500.00	0.00				0.00
PROMOTION						
Yachats Brochure/2-year surplus	1,750.00	0.00				0.00
Printing Costs - Lists, Postcards, Attractions Map	2,550.00	1,668.53				1,668.53
Postage: Information/Mail-outs	1,750.00	0.00				0.00
Telecommunications - Phone/800#	2,250.00	484.74				484.74
Memberships - OLA, OCVA	600.00	400.00				400.00
Travel OR Brochure Dist	250.00	0.00				0.00
Oregon Coast Magazine	0.00					
OCVA and Travel Oregon	0.00					
Willamette Living (& Portland Monthly & Salem editions)	0.00					
Radio	0.00					
Social Media and Video	0.00					
TOTAL	**64,765.00**	**11,019.77**	**0.00**	**0.00**	**0.00**	**11,019.77**
Advertising with City Manager approval. Outside of the City/Chamber Contract						

YACHATS VISITORS CENTER
FY 2018/2019 QUARTERLY BUDGET REPORT
submitted 10/5/2018

NOTE TO ME: Travel OR Event Guide (Pamplin charge	210.00	Bev said to Add to budget but need to reduce something else				