CITY OF SWEET HOME
CITY COUNCIL
AGENDA

March 22, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi
PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit http://live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 226 531 982 #

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon Public Meeting Law, and have been approved by the Mayor and Chairperson of the meeting.

I. Call to Order and Pledge of Allegiance

II. Roll Call

III. Consent Agenda:

a) Approval of Minutes:

i) 2022-03-08 City Council Minutes - ES (pg. 3)

ii) 2022-03-08 City Council Minutes (pg. 5)

IV. Recognition of Visitors and Hearing of Petitions:

V. Old Business:

a) Information Only - Pacific Power Resiliency Grant for WTP Generator (pg. 10)

b) Request for Council Action - Downtown Streetscape and Parking Plan Final Adoption (pg. 74)

c) Request for Council Action – Radiator Supply Request (pg. 170)

VI. New Business:

a) Presentation and Request for Council Action – Council of Governments Recruitment Services IGA (pg. 174)

b) Request for Council Action - Music and Brews Public Address System Application (pg. 181)

c) Proclamation - Child Abuse Awareness (pg. 209)

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

d) Request for Council Action – Resolution No. 8 for 2022 – Intent to Appoint a City Manager (pg. 210)

e) Request for Council Action - ODOT US 20/OR 228 ADA Ramp Easement Offer Packet (pg. 213)

f) Request for Council Action - Community Services Consortium Water Assistance Contract (pg. 262)

g) Request for Council Action – Resolution No. 9 for 2022 – Surplus Equipment in Police and Public Works (pg. 270)

h) Request for Council Action - Resolution No. 10 for 2022 -Supplemental Budget for Police Department (pg. 274)

VII. Ordinance Bills

a) Request for Council Action and First Reading of Ordinance Bills

b) Second Reading of Ordinance Bills

c) Third Reading of Ordinance Bills (Roll Call Vote Required)

VIII. Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

i) 2022-03-15 Administration, Finance and Property Committee Minutes (pg. 277)

Area Commission on Transportation

Chamber of Commerce

Council of Governments

Legislative Committee

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

IX. Reports of City Officials:

Mayor's Report

City Manager's Report

X. Department Director's Reports (2nd meeting of the Month)

Public Works Director

i) Information Only: WWTP Final Design Task Order Amendment (pg. 279)

ii) Information Only: ODOT ADA Ramps Project Schedule (pg. 287)

Finance Director

i) Finance Department Monthly Report (pg. 291)

Police Chief

i) Police Department Monthly Report (pg. 296)

City Attorney

XI. Council Business for Good of the Order

XII Adjournment

CITY OF SWEET HOME
CITY COUNCIL EXECUTIVE SESSION
MINUTES

March 08, 2022, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi
PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.
Please sign in if you wish to speak as Executive Sessions are not open to the public.

Meeting Information

Call to Order

The meeting was called to order at 5:30 PM.

Roll Call

PRESENT
Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF
Christy Wurster, City Manager Pro Tem
Jeff Lynn, Police Chief
Jason Ogden, Captain
Brandon Neish, Finance Director (online)
Julie Fisher, Administrative Services Manager

Executive Session Announcement

Mayor Mahler read the Executive Session Announcement.

The executive session is held pursuant to ORS 192.660 (2) (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations

Official representatives of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on any of the discussions during the executive session, except to state the general subject of the session as previously announced. No formal actions may be taken in executive session.

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Council's regular session.

There were no decisions made during the Executive Session.

Adjournment

The meeting adjourned at 6:26 PM.

_____
Mayor

ATTEST:

_____
City Manager Pro Tem – Ex Officio City Recorder

CITY OF SWEET HOME
CITY COUNCIL
MINUTES

March 08, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
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Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM.

Roll Call

PRESENT
Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF
Christy Wurster, City Manager Pro Tem
Blair Larsen, Community and Economic Development Director
Julie Fisher, Administrative Services Director
Robert Snyder, City Attorney
Megan Dazey, Library Services Director
Jeff Lynn, Police Chief
Greg Springman, Public Works Director
Lagea Mull, Community Services Director
Brandon Neish, Finance Director (online)

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

MEDIA
Benny Westcott, The New Era

Consent Agenda:

Motion to approve the consent agenda made by Councilor Coleman, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Approval of Minutes:

a) 2022-02-18 City Council Meeting Minutes - ES

b) 2022-02-18 City Council Meeting Minutes - SP

c) 2022-02-22 City Council Meeting Minutes

Recognition of Visitors and Hearing of Petitions:

a) Rural Development Initiative (RDI) Presentation

The Rural Development Initiative Sweet Home Youth Leadership Program reported on their work in the community. Students AJ Rodrigues and Tea Herrera presented a project for the betterment of the community on mental health awareness. Mayor Mahler stated mental health awareness is important and he commended their bravery for coming forward and giving their testimony. Christine Gilmore, RDI Director talked about the benefits of the Youth Leadership Program in Sweet Home.

Old Business:

a) Request for Council Action – Radiator Supply Request

Motion to table the request and request the Administration, Finance, and Property Committee recommend a policy regarding these types of donation requests made by President Pro Tem Gerson, Seconded by Mayor Mahler.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman
Voting Nay: Councilor Sanchez, Councilor Richards

b) Request for Council Action - Intergovernmental Agreement with Linn County for Proposed RV Sewage Disposal Facility

Staff presented an agreement that was acceptable by Linn County that would include donating property to FAC for the unsheltered and retaining a portion for an RV sewage disposal site. An easement on City property on 24th avenue would be necessary for power, telecommunications, and a waterline. Other improvements would include pavement with a gravel base, multi-use path, drainage swales, concrete ribbon to the protect road base, and lamp posts. There would be a cost share with approximately $106K being paid by Linn County for roadway improvements and the City and FAC to pay for the remaining improvements estimated at $77K.

Brock Byers and Shirley Byrd read a statement to the Council that FAC is prepared to move forward without support of the City and withdraw from their agreement with the City if the IGA with Linn County is not signed.

Motion made to approve the Intergovernmental Agreement with Linn County for the proposed RV Sewage Disposal Facility by President Pro Tem Gerson, Seconded by Councilor Gourley.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Gourley, Councilor Coleman
Voting Nay: Councilor Trask, Councilor Sanchez, Councilor Richards

c) Request for Council Action - Agreement with FAC for Managed Outreach and Community Resource Facility

Motion to approve the agreement with FAC for a Managed Outreach and Community Resource Facility made by Councilor Gourley, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman
Voting Nay: Councilor Sanchez, Councilor Richards

d) Resolution No. 7 for 2022 - Terminating the State of Emergency due to COVID-19

Staff reported mask will be optional after March 12th at City facilities.

Motion to approve Resolution No. 7 for 2022 made by President Pro Tem Gerson, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

New Business:

a) Request for Council Action - Authorization to Fill a Vacant Position

Staff reported a need to fill a vacancy for a seasonal worker in Public Works.

Motion to approve the request for fill a seasonal vacancy made by Councilor Gourley, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

b) Request for Council Action – Chamber of Commerce Contract

Staff introduced the request to update the Chamber contract with changes in operating hours and reporting specifics.

Motion to approve the Chamber of Commerce Contract made by Councilor Gourley, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

c) Request for Council Action – City Manager Recruitment Strategy

City Manager Pro Tem introduced options for the Council to consider for recruitment of the next City Manager. Those options included utilizing in house staff, the Oregon Cascades West Council of Governments, or a firm who specializes in recruitments of this kind. The estimated cost for each option was presented.

Motion to utilize the Oregon Cascades West Council of Governments for assistance in recruitment for the City Manager made by Councilor Gourley, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Richards
Voting Nay: Councilor Sanchez

d) Request for Council Action – Revisions to City Manager Pro Tem Contract

Staff presented the request to update the City Manager Pro Tem contract to include the use of a CIty vehicle for on call purposes.

Motion to approve the revised City Manager Pro Tem contract made by Councilor Coleman, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

a) Ordinance Bill No. 2 for 2022 - Ordinance No. 1302 -Centurylink Franchise Agreement

Ordinance Bill No. 2 for 2022 was read by title only.

Motion to approve Ordinance No. 2 for 2022 - Ordinance No. 1302 made by President Pro Tem Gerson, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Reports of Committees:

Chamber of Commerce

Councilor Gerson reported the Chamber will meet again on the third Thursday.

Library Advisory Board

Councilor Coleman reported the Library Advisory Board meets this Thursday.

Youth Advisory Council

Councilor Gerson reported she will be meeting with students in recruitment efforts.

Reports of City Officials:

Mayor's Report

Mayor Mahler announced a successful retirement party for Councilor Trask celebrating 50 years of service to the Sweet Home Fire District fighting fires.

City Manager's Report

City Manager Pro Tem reported completing her first two weeks as Pro Tem. She stated the City has a very dedicated staff.

Pro Tem Wurster announced the Budget Message will be presented on April 4 and the Budget meetings will be set.

Community and Economic Development Director Blair Larsen reported on pedestrian safety efforts. The mid way block crossings in front of Safeway and Main and 13th are concerns. The Traffic Safety Plan is being updated and will include statistics on pedestrian crossing but is a long term project which could take up to 18 months.

a) Annual Chamber Banquet Info and RSVP

Department Director's Reports (1st meeting of the Month)

Library Services Director

a) February 2022 Statistics

Community and Economic Development Director

a) February 2022 Monthly Report

A written report was included in the packet. Community and Economic Development Director reported on the Willow Street LID.

Public Works Director

a) February 2022 Monthly Report

A written report was included in the packet. There were no questions from Council.

City Attorney

No Report

Council Business for Good of the Order

Council stated appreciation the the Police Department for covering extra patrols during a staffing shortage.

The success of our student athletes on various teams was noted.

Councilor Coleman stated although valid concerns were brought up during discussion there was a tone of shame brought to City Council, and she encouraged building bridges. Councilor Gourley apologized for her passion on certain topics.

Adjournment

The meeting adjourned at 8:10 PM

_____

Mayor

ATTEST:

_____

City Manager – Ex Officio City Recorder

Pacific Power Oregon Resiliency Funding Application

Pacific Power provides opportunities to qualifying parties to receive financial support to help advance the construction of qualifying new non-residential energy storage projects. For additional information on the Resiliency program and/or project funding please visit our website, pacificpower.net/resiliency.

How to Apply for Funds

Step 1	Review project requirements and eligibility, award recipient requirements, and evaluation and selection criteria at pacificpower.net/resiliency
Step 2	Email the completed application to communityresiliency@pacificorp.com • Subject: **Applicant name; Pacific Power Oregon Resiliency Application** • Attach the complete and signed application form in **Microsoft Word** format • Attach Supplemental Documents in **PDF** format • Multiple emails are acceptable based on the size of the application and appendices
Questions	Email communityresiliency@pacificorp.com

Timeline

October 11, 2021	Pacific Power begins accepting applications
January 14, 2022	5 p.m. PST – Application deadline
February 25, 2022 *(Tentative)*	Applicants will be notified in writing of award decision; applicants selected to receive funding will be asked to sign an agreement detailing the conditions and requirements of accepting Resiliency funds. Funds will be disbursed upon completion of the project and once reporting requirements are met.
August 25, 2023	Project installation and renewable portable generator procurement must be completed. Extensions to this timeline may be considered on a case-by-case basis for projects associated with the construction of a new building or structure.

Eligibility

Qualifying technologies:	Grid-tied Energy Storage
Project host:	Grid Tied Energy Storage Grant eligibility criteria. A project host must be a one of the following types of facility: police stations; fire stations; emergency response providers as defined in D.19 05 042; emergency operations centers; 911 call centers, also referred to as Public Safety Answering Points; medical facilities including hospitals, skilled nursing facilities, nursing homes, blood banks, health care facilities, dialysis centers and hospice facilities; public and private gas, water, wastewater or flood control facilities; jails and prisons; locations designated by the IOUs to provide assistance during PSPS events; cooling centers designated by state or local governments; and, homeless shelters supported by federal, state, or local governments; grocery stores, corner stores, markets and supermarkets that have average annual gross receipts of $15 million or less as calculated at a single location, over the last

	three tax years; independent living centers; and, food banks. (Load serving electric utilities and PacifiCorp affiliates are not eligible).

Applicant Information

The applicant should be the entity occupying the property where the renewable energy project will be installed.

Organization Name:	City of Sweet Home	Physical address where the project will be installed:	1500 47th Ave Sweet Home OR 97386
Type of organization:	Local government, public utility	Pacific Power meter number(s) at the installation site or the temporary meter number for new construction:	74264047 – treatment building 74264046 – raw water building
Website:	https://www.sweethomeor.gov	How did you hear about the Resiliency program?	contracted Engineer of Record, Preston Van Meter

Brief description of the applicant organization. Include the mission, purpose, and who the organization serves.

The City of Sweet Home provides public services including water and wastewater utilities to a population of 9,828 City residents. Area residents from outside of City Limits also come in for school and work, bringing the estimated service population to approximately 11,000. Sweet Home is recognized as an economically distressed community.

VISION STATEMENT

We, as City Council, have been entrusted to make decisions that do the most good, for the most people, for the longest period of time to enhance the quality of life for our community.

MISSION STATEMENT

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Council Goals to implement the Vision & Mission Statements are available here: https://www.sweethomeor.gov/citycouncil/page/council-goals

DEMOGRAPHICS

As of the 2020 census (source: https://data.census.gov/cedsci/profile?g=1600000US4171950), there are 9,828 people residing in the City, of which 24.7% are children under the age of 18, and 19.2% are seniors age 65 and over. The median age is 39.0 years. The city was documented as having 3,721 households of which 38.7% are married couples, 23.3% are male householders with no spouse, and 27.1% are female householders with no spouse. The average family size is 3.00 people.

The racial makeup of these residents is 86.2% White, 0.3% Black or African American, 1.5% Native American, 0.7% Asian, 0.1% Pacific Islander, 1.7% from other races, and 9.4% from two or more races. Hispanic or Latino residents of any race make up 5.8% of the population. 5.3% of residents speak a language other than English at home. The

median household income is $43,589, only 65% of the Oregon median of $67,058. 20.7% of residents are below the poverty line, nearly double the Oregon poverty rate of 11.4%. Only 5.9% of adults age 25+ have a bachelor's degree or higher. 27.4% of residents have a disability.

Primary Contact Information

This person should be able to answer questions about the application and will provide ongoing reporting for the project.

Name:	Greg Springman	Email address:	gspringman@sweethomeor.gov
Title:	Public Works Director	Phone number:	541-367-6359
Organization Name:	City of Sweet Home	Role in the project	Owner
Name of individual completing application *Include affiliation and contact information if different from primary contact*			
Trish Rice, City of Sweet Home, price@sweethomeor.gov, 541-936-2310 Preston VanMeter, West Yost Associates, pvanmeter@westyost.com, 503-784-9536			
Please verify that the project satisfies the *Requirements & Eligibility* provided above *Also available at pacificpower.net/resiliency*		☒ I certify that this project meets Pacific Power's Resiliency Grant funding award eligibility requirements	

Project Information

Physical address where the project will be installed:	1500 47th Ave, Sweet Home OR 97386
What is the purpose of the project?	This project will install backup power generators, solar generation & battery storage for the municipal Water Treatment Plant to operate the treatment process, SCADA system, and distribution pumps. (This is the "Comprehensive Resiliency" option identified in the 2021 Energy Storage Site Evaluation Report. See Attachment A, Site Evaluation Report.) There are two structures that will be served by the project as illustrated in Attachment B, Site Map and Attachment C, Site Photos. The Raw Water Building (power meter 74264046) receives influent from Foster Reservoir and pumps it to the Treatment Building. It will be equipped with 75kW diesel generator, 865 kWh storage, and 350kW-DC of solar production. The Treatment Building (power meter 74264047) houses the treatment processes and pumps the potable effluent into the distribution system. It will be equipped with 200kW diesel generator, 1130 kWh storage, and 175kW-DC of solar production.
How will the project contribute to community resiliency?	The City's Risk and Resiliency Assessment for the water system ranks power failure as an Extreme risk. The Water Treatment Plant is the sole source of potable water for

	the vast majority of residents, all medical facilities, and all firefighting water within City Limits. The WTP currently has no emergency generator and no battery storage. During an outage event, the City is unable to produce potable water and must rely solely on reservoir storage, and the SCADA system is inoperable. Our reservoir storage would accommodate at most about 4 days at low winter demand and 2 days at peak summer demand; that is assuming the reservoirs were full at the beginning of the power outage and that there are no major firefighting events during the outage, which could potentially deplete the stored water in a matter of hours. This project will ensure that the WTP continues to produce and distribute potable water during an extended emergency. This in turn will ensure that drinking water, medical services, and firefighting services remain available during crisis when they are most needed.
How many people will the project serve?	As of the 2020 census there are 9,828 City residents. Area residents from outside of City Limits also come in for school and work, bringing the estimated service population to approximately 11,000.
How are you involving the communities served in project planning and execution?	The project is subject to several public meetings throughout budgeting, design, and bidding phases. All of these meetings are advertised and accept public comment. The City budget, including capital improvement projects, is reviewed and approved annually by the Budget Committee which consists of 7 elected City Councilors and 7 citizens appointed from the community at large. Staff has presented the 2021 Energy Storage Site Evaluation Report findings to City Council and received project guidance. The project will be presented to City Council again at major design milestones to keep them updated, and requires Council authorization to post the bid and again for contract award after bidding.
In what ways will this project address the needs of historically underserved communities?	Children, elderly adults, disabled people, and people whose primary language is not English are generally considered vulnerable populations. Sweet Home has a substantial population of children (24.7%), elderly adults (19.2%), and disabled people (27.4%), and a small population whose primary language is not English (5.7%). Sweet Home also has a substantial poverty rate (20.7%). The vast majority of these vulnerable populations rely on the City for their only source of potable water. This project will increase the reliability of the City water treatment and distribution systems so that these vulnerable populations continue to have access to potable water throughout crisis situations.

A. Project Feasibility & Readiness

The scoring favors projects that are "shovel-ready" where technical concerns have been evaluated and mitigated by a qualified professional.

1. Discharge Capacity (kW)	275 kW

2. Storage Capacity (kWh)	1995 kWh
3. Existing Onsite Generation Type (e.g., solar, diesel, propane)	none
4. Existing Onsite Generation Size (kW)	none
5. Onsite Fuel Storage Capacity	none existing; 2,000 gal diesel storage proposed

6. **Technology:** Describe why the particular technology was chosen. What are the technical risks and how have they been mitigated? If the technology is proven and established, attach equipment specification sheets for the main system components. Attach any system design drawings (one-line diagram, site plan) and site photos.

Enhancing water system resiliency is a key goal of City staff and elected officials. The City has funding available to install a new standby diesel engine generator at the WTP that would provide fuel storage for 24-48 hours in an emergency situation where power is lost. This new generator would continue to operate during an extended outage as long as fuel delivery is available to the WTP site. However, the City of Sweet Home is located in a remote rural area that could have transportation challenges in a natural disaster. In planning for those potential longer-duration emergencies, the City desires water system resiliency of at least 2 weeks as per Oregon's Office of Emergency Management recommendations. This will be provided through the comprehensive resiliency measures of adding onsite battery storage and solar PV panels to allow the WTP to continue operating in periods when the new standby generator may be at risk of running out of fuel.

7. **Project team:** Describe the overall structure of the project team, the primary roles of each team member, and the team's motivation to see the project succeed. Either attach resumes or describe each project team members' relevant experience and credentials demonstrating their ability to satisfy their role. If certain key contractors have not yet been selected, describe your contractor selection process.

The project team includes the Sweet Home City Council, City staff, West Yost Associates (the City's contracted Engineer of Record); Landis Consulting (electrical engineering subconsultant to West Yost); Pacific Power providing technical assistance with the feasibility study; and the Oregon Health Authority (OHA).

Team member roles and qualifications:

- City Council – As public servants, City Councilors are highly motivated to rovide high-quality public services to the citizens to improve quality of life; provide high-level project direction; approve project budget and contract award.
- City staff – As public servants, City staff are highly motivated to provide reliable service to the citizens and are bound to protect public health and safety via safe drinking water.
    - Public Works Director Greg Springman – Provide mid-level project direction; develop & oversee department budget; promote projects that increase the reliability of the City water system.
    - Finance Director Brandon Neish – Procurement manager; oversee accounts payable; develop & monitor City budget; main contact for federal funding applications.
    - Utility Manager Steven Haney – Oversee the daily operations of the Water Treatment Plant; submit regulatory reporting to OHA; provide input on project design elements and provide operations-level plan review of designs.
    - Engineering Technician Trish Rice – Coordinate collaboration & information sharing between stakeholders; coordinate the capital improvement program for water treatment and distribution system projects; provide input on project design elements and provide operations-level plan review of designs; execute project procurement; provide daily project construction observation.
- Oregon Health Authority – Bound to protect public health and safety via safe drinking water; oversee regulatory compliance; perform plan review of water system improvements.

- West Yost Associates –
  - Project Manager Preston Van Meter, PE – Oversee civil design and coordinate disciplines; recommend best practices; develop project cost baseline; oversee development of bid documents; provide construction inspection support.
- Landis Consulting –
  - Provide electrical engineering discipline for project design.
- Pacific Power – Major funding partner; also provided technical assistance for this project via a previous Resiliency grant.

The construction contractor will be selected via public bid in accordance with public contracting law ORS 279C. The solicitation will be advertised on the City website, the Daily Journal of Commerce, and the local newspaper. The bid will be awarded to the lowest responsible bidder.

8. **Project site:** Describe the physical location of the proposed equipment and how the project site was selected. Describe the current condition of the site and any modifications that would be required prior to installation of the proposed project. Either describe or attach reports of any analysis that was completed to determine the technical feasibility of the location (site analysis, structural or geotechnical evaluation, electrical studies, etc).

Attachment B, Site Map contains illustrates the locations of the City's Water Treatment Plant and Raw Water Building. The proposed location of the new Standby Generator and battery storage is designed to be in close proximity to the main WTP switchgear. Solar panels would be located on the roof of the WTP Building. Solar panels for the Raw Water Building will be located in the open field in the middle of the site.

9. **Timeline and status:** Describe the current status of the project and any pre-development work that has been completed to date (permitting, interconnection agreement, property rights secured, construction contracts obtained, etc.). What is the plan for bringing the project to completion? What is the anticipated commissioning date? Identify potential challenges to completing the project on time and your strategy for mitigating those risks. Note: It is recommended to contact Pacific Power's Customer Generation Group early in the design process to identify potential interconnection concerns (www.pacificpower.net/savings-energy-choices/customer-generation.html).

The project is currently in design. City staff and consultant engineers are completing preliminary design in conjunction with grant funding applications. Final design and incorporation of energy storage elements will be based on available outside funding. City staff intend to complete design in 2022 and begin construction of the selected alternative in 2023. If material shortages and lead times continue as they are now, then commissioning is likely to occur in 2024.

10. **Energy Production:** Please provide a description of any generating systems that will be installed in conjunction with this project. Provide an estimate of the energy production from the new generating facilities.

The diesel generators will total 275kW and will provide short-term energy for operations. (75kW for the raw water building and 200kW for the treatment building.) Long-term energy production will come from the solar PV installation. The Site Evaluation Report recommends solar PV sizing of 525kW-DC. (350kW-DC for the raw water building and 175kW-DC for the treatment building.)

11. **Operations and Maintenance:** Describe the long-term O&M plan, including sources of funding to implement the plan. What are the maintenance activities and who will complete them? Will the equipment be covered by an insurance policy? Describe any warranties on equipment and labor. Will a reserve fund be set aside for repairs not covered by warranty or insurance? Describe any data monitoring capabilities and who will be responsible for reviewing the data and/or responding to data anomalies.

Long-term O&M will come through the City's water utility that is funded through utility fees. Routine maintenance of the equipment such as cleaning, checking filters, etc will be performed by City facilities maintenance staff. Maintenance or repairs requiring a licensed electrician is anticipated to be minimal and will be contracted out as needed.

Our standard construction contract requires a minimum 1-year warranty on equipment & labor which is provided via a performance bond. The equipment will also be covered by the manufacturer's warranty, typically 10 years, and will be covered by the City's property insurance policy.

B. Costs, Financing, & Additionality

The scoring favors projects that demonstrate the availability of matching funds, funding requests that offer a good value in the amount of community benefit, and funding requests where the amount requested is reasonable.

12. **Project Budget:** Describe efforts to ensure that the proposed budget represents the maximum value for the price. Were multiple bids received or vendors approached? Identify potential challenges to completing the project or purchasing the equipment within budget and your strategy for mitigating those risks, including contingency.

The preliminary project cost estimate is $3M. The engineer's estimate will continue to be refined through the design phase.

The project will be bid competitively as per Oregon public contracting laws using the final design completed by the City's engineering team. This will assure competitive bids are secured, while also pricing in current inflationary pressures and supply chain issues in the construction marketplace.

13. Fill in the table below and attach contractor/ vendor bid(s) to support the numbers listed.

Company Name	Cost ($)	Summary of scope of work
Project has not been bid yet.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Total	Click here to enter text.	Click here to enter text.

The following costs are NOT eligible for reimbursement:

- *Site improvements that would be considered general facilities maintenance (e.g. re-roofing, tree removal or trimming).*
- *Generation equipment for grid tied energy storage projects*
- *Administrative or project management costs*
- *Construction bond costs, interest and warranty charges*
- *Ongoing system or facility maintenance or repair costs*
- *Donated, in-kind or volunteer labor or materials*
- *Engineering/design costs incurred to date (e.g., site evaluations, estimates/bids)*
- *Interconnection studies*

14. **Funding Sources:** Describe the financial structure of the project, include information on renewable generation if included in the project scope. Include who will pay for and own the project, the different sources of funding that

have been secured, who will receive the financial benefits, who are the financial partners? Note that the Resiliency grant is a reimbursement and the applicant will need to secure the upfront costs to complete the project. Please include a summary of the host organization's current financial status and indicate how the host organization will fund its portion of project costs.

The preliminary project cost estimate is $3.9M. This is an increase from the $2.8M estimate given in the Site Evaluation Report to account for the rapid inflation seen in the construction market in 2021, and which better aligns with bids West Yost has seen recently on similar projects. The engineer's estimate will continue to be refined throughout the design phase.

The City has budgeted $1M of federal ARPA funds for this project. The remainder of the project funding is being sought through FEMA Mazard Mitigation Assistance BRIC program grants and the Energy Trust of Oregon.

15. **Additionality:** Describe efforts undertaken to explore alternate sources of funding. Why are funds from the Resiliency program needed to make the project successful? If the project is not awarded a Resiliency grant or is offered a partial award, what will happen to the project?

The remainder of the project funding is being sought through FEMA Mazard Mitigation Assistance BRIC program grants and the Energy Trust of Oregon. The BRIC program FY21 cycle has closed. We anticipate the FY22 application cycle to be announced this summer, which will allow us to leverage City funds and the Resiliency award as match funds in our BRIC application.

If the project is not fully funded then the scope will be reduced to the available funds. Final design and incorporation of energy storage elements will be based on available outside funding. If no external funding is awarded and City funds are the sole source, then the project will be reduced to the "Basic Resiliency" option which only includes the backup power generators and fuel storage, but no battery storage or solar generation. This option is undesirable because it still leaves the City dependent on third-party fuel suppliers during an extended emergency.

C. Community Benefits

Grant evaluation scoring favors projects that provide a substantial resiliency benefit to the community. Priority is also given to projects that have high visibility and are located in communities that are low-income, rural, and/or underserved.

23. **Community Benefits:** How will the project benefit the community? Will local contractors or locally-manufactured products be used? Will the project cultivate local careers in clean energy? Will the project help to meet any publicly-stated local or regional environmental goals (e.g., city climate action plan, etc.)? List any additional benefits to the local community.

This project helps meet City Council Goal #1, *Develop specific steps for implementation of the adopted infrastructure master plans.* The Water Treatment Plant is the sole source of potable water for the vast majority of residents, all medical facilities, and all firefighting water within City Limits. This project will ensure that the WTP continues to produce and distribute potable water during an extended emergency. This will in turn ensure that drinking water, medical services, and firefighting services remain available during crisis when they are most needed.

There are also significant utility bill savings associated with the comprehensive system option. The facility requires approximately 660,000 kWh annually at a cost of approximately $59,000/year. The savings are attributed primarily to the new solar arrays but also the storage component. Energy storage allows the facility to adapt and take advantage of demand reduction charge opportunities. The estimated annual energy savings is $53,200/year,

the vast majority of the energy bill. Subtracting the estimated O&M costs of $22,300/year, the net benefit to the ratepayers will be approximately $30,900/year.

24. **Educational Benefits:** What educational benefits are associated with the proposed project? How many people will see and learn from the project per year and at what level of engagement?

The City participates annually in the high school Career Day and we are developing an educational outreach program to introduce local students to the water industry as a career path. Career Day reaches approximately 100 students per year. The benefits of this project can easily be incorporated into presentations and facility tours to introduce children to real-world STEM applications. The City also has a communications program to distribute news via social media, City website, local newspaper and radio, and utility bill stuffers, which reach the majority of the City residents. The City will advertise this project to inform the community and lead by example emergency preparedness and interagency collaboration.

25. **Community Leadership:** What activities have taken place to involve the community in planning the project? Include any outreach beyond the project team. Is it likely that there will be actual or perceived negative impacts from this project? Have potential negative impacts been properly mitigated?

The project is subject to several public meetings throughout budgeting, design, and bidding phases. All of these meetings are advertised and accept public comment. The City budget, including capital improvement projects, is reviewed and approved annually by the Budget Committee which consists of 7 elected City Councilors and 7 citizens appointed from the community at large. Staff also presented the 2021 Energy Storage Site Evaluation Report findings to City Council and received project guidance. The project will be presented to City Council at major design milestones to keep them updated, and requires Council authorization to go to bid and again after bidding for contract award.

There are no anticipated negative impacts from this project.

26. **Diversity, Equity, and Inclusion:** Describe the project team's demonstrated commitment to diversity, equity and inclusion. Is the host organization located in and/or serve a low-income, rural, or underserved community?

Sweet Home is both a low-income and rural community. Sweet Home is situated in Linn County, which is recognized by the State of Oregon as an economically distressed area. (Source: https://www.oregon.gov/biz/reports/Pages/DistressedAreas.aspx) The median household income is $43,589, only 65% of the Oregon median of $67,058; and 20.7% of residents are below the poverty line, nearly double the Oregon poverty rate of 11.4%. (Source: https://data.census.gov/cedsci/profile?g=1600000US4171950)

The City Council and staff actively engage in projects to promote the welfare of all citizens of our community, especially the disadvantaged and impoverished. The City is an equal opportunity employer, both for internal hiring and for contractor selection. Examples of our commitment to diversity, equity, and inclusion include:

- Jan 25, 2022 City Council proclamation denouncing racism and condemning any words, behaviors, or attitudes that provoke fear, shame, or hostility towards another person;
- 2020-2022 extensive City Council and staff involvement in planning the development of a managed homeless shelter facility;
- 2019-2021 Redevelopment of Sankey Park (the primary City park) with all new hard-surface paths and all new ADA-compliant playground;
- 2016 formation of the ad-hoc Community Health Committee to improve residents' access to medical care;
- RFPs for services include additional scoring points given to COBID-registered businesses (minority-owned businesses, women-owned businesses, etc);

- Contracted with Sunshine Industries, a local agency that provides skills training and job opportunities to developmentally challenged adults, for City facility cleaning services;
- Contribution of City funds to Local Improvement Districts to extend water, sewer, and street infrastructure to unserved areas where residents can't afford the full project costs without assistance;
- Partnership with the Senior Center and Linn Shuttle to provide additional local services to disadvantaged citizens;
- Staff training on diversity/equity/inclusion laws and procedures;
- Staff training on interpretation services available to assist non-English speaking customers.

D. Supplemental Documents

Applicants should include the following documents for their project to be considered for funding. These documents can typically be provided by the installation contractor.

☐	**Equipment Specifications.** Include product specification sheets for all major components to be installed or procured to support the response to Question A.6.
☒	**Site Evaluation**. Include any reports to support the answer in Question A.8, including, but not limited to, site evaluation, structural or installation feasibility assessments, and interconnection analysis or documentation of discussions with the Pacific Power customer generation group.
☒	**Design Drawings**. Site plan showing the location of the project components on the property (if applicable). If available, provide a one-line electrical diagram and structural engineering drawings.
☒	**Site Photos**. Photos or renderings of the proposed project site and/or building with captions (if applicable).

☐	**Contractor Bid(s).** A bid should be included for each contractor listed in Question B.13. The bids must include a description of the scope of work to be included and a detailed breakdown of the project cost into the following categories:
	• Engineering & design costs (not yet incurred)
	• Equipment
	  ○ energy storage equipment
	  ○ inverters/power electronics
	  ○ other electrical equipment
	  ○ racking/structural components
	  ○ other equipment
	• Labor
	• Permitting fees
	• Data monitoring system
	• Other (signage, shipping, etc)

☒	**Project Development Timeline.** A Gantt chart or schedule that includes duration of each development stage and dates of major milestones.
☐	**Secured Funding Sources.** Documentation (i.e. award letters, confirmation emails, and other communication) confirming outside secured or granted funding sources and amounts.

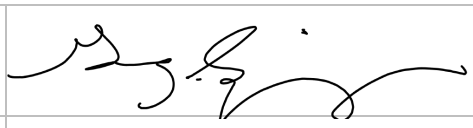
E. Certifications

The applicant certifies to each of the following:

☒	*I certify that the host organization owns the property or has a long-term lease agreement that allows for the installation of the proposed project.*
☒	*I certify that the host organization has operating funds and capacity necessary to complete and maintain the proposed project.*
☒	*I certify that in preparation for submitting this application I have reviewed the applicant as well as the award recipient requirements, understand that should this project be awarded funding, my organization will be able to meet the award recipient requirements as described on the Pacific Power website.*
☒	*I attest that the information provided above responding to this application is both accurate and current.*
☒	*I understand that submitting an application in no way obligates Pacific Power to provide funding and that funds are distributed at the sole discretion of Pacific Power.*

Signatures

The application form must be returned as a Microsoft Word document, but please feel free to provide your signed certification page in a separate document as a PDF or image file.

Signature	
Date	2-18-2022
Printed Name	Greg Springman
Title	Public Works Director
Organization	City of Sweet Home
Contact number	541-367-6359

If this request is being submitted by multiple parties or a party other than the host, please indicate below by providing the party's name, title and contact information. The project host/owner must approve the submittal on their behalf through signature demonstrating that all parties linked to installation have reviewed the application and support the project.

Signature	
Date	Click here to enter text.
Printed Name	Click here to enter text.
Title	Click here to enter text.
Organization	Click here to enter text.
Contact number	Click here to enter text.

Attachment A
Site Evaluation Report

ENERGY STORAGE SITE EVALUATION REPORT

Community Resiliency Pilot

Sweet Home: Water Treatment Plant

1500 47th Avenue

Sweet Home, Oregon 97386

May 14, 2021

PACIFIC POWER

POWERING YOUR GREATNESS

TRC

About

For over 100 years, Pacific Power has provided Oregon customers with safe, affordable, and reliable electricity service, but sometimes power disruptions occur. The cause of these potential disruptions can range from car-hit-pole accidents to a Cascadia Subduction Zone earthquake. Acknowledging that a power disruption may be more than just an inconvenience for facilities critical to emergency management and disaster recovery, Pacific Power developed the Community Resiliency Pilot to help customers at these critical facilities expand their understanding of energy storage and how they may be able to meet the resiliency needs of the communities they serve with energy storage. Community energy resilience is defined as the ability for a community to withstand "high-consequence, low-probability" events and to regain normal operational activity after such events occur. In addition to examining the benefits of energy storage for critical facilities, the pilot explores the available technologies, costs, use cases, and feasibility associated with installing energy storage on their site.

Methodology & Assumptions

The overall methodology for this analysis is designed to identify a technically feasible energy storage system to provide or supplement the resiliency of a critical facility. This begins with a high-level screening that looks at facility attributes, existing and planned resiliency resources such as existing backup generation, and data availability. After initial screening, more detailed facility information is collected, and a site visit is performed. From there, a trained energy engineer develops baseline conditions and assumptions about the electricity use patterns at the site. This model is used to perform iterative analysis on project configurations. These configurations can include existing or new backup generators, existing or new solar PV, and a new energy storage system resulting in different resiliency levels.

Disclaimer

The analysis in this report has been reviewed for technical accuracy. However, as energy savings ultimately depend on behavioral factors, the weather, and many other factors outside its control, Pacific Power does not guarantee the energy or cost savings estimated in this report. Costs included in this report are initial planning estimates for equipment and installation and may vary from actual quotes provided by contractors.

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Executive Summary

As a facility critical to community emergency management and disaster response, the Sweet Home Water Treatment Plant has interest in assessing their opportunity to increase community resiliency through the integration of solar generation and energy storage resources. Sweet Home Water Treatment Plant has an existing resiliency strategy but it's one that is solely reliant upon fossil fuel consumption from a backup generator which results in greater GHG emissions. Sweet Home Water Treatment Plant is seeking a resilient and sustainable approach the community can better depend upon during a long-term outage.

As analyzed through this report, a fully integrated energy storage system could be capable of supplying power during both short- and long-term grid outages and would reduce the risk of fuel supply interruption during disasters.

Adopting a solar plus storage system at the Sweet Home Water Treatment Plant would increase resiliency during a disaster event and may also provide additional benefits to the facility and the community.

This report provides a site evaluation and analysis of the feasibility of incorporating energy storage at the Sweet Home Water Treatment Plant to support a minimum two-week power outage event as recommended by the Oregon's Office of Emergency Management. It also includes a comparison, including the estimated costs, of three levels of resiliency.

- **Standard** – consisting of new, permanent backup generators only
- **Enhanced** – consisting of new, permanent backup generators, plus the addition of energy storage
- **Comprehensive** – consisting of new, permanent backup generators optimized and integrated with new solar generation and energy storage

The cost of adopting energy storage and associated technologies to increase resiliency depends on the level of resiliency desired.

The report considers the following services/benefits: (1) ability to provide backup power generation and community resiliency, (2) ability to reduce carbon footprint, and (3) ability to reduce energy costs.

Resiliency Benefits

All three levels of resiliency provide benefits to the Sweet Home Water Treatment Plant. The table below shares how the benefits accrue by resiliency level. Energy storage provides a more resilient back-up system than a standard backup generator and could pay for itself after a disaster event. Further information regarding the quantification of resiliency benefits is shared in subsequent sections.

Benefits	Standard Resiliency	Enhanced Resiliency	Comprehensive Resiliency
Capability to maintain emergency operations during resiliency events	X	X	X

Capable of addressing short-term resiliency events without generator		X	X
Reduces dependence on fuel deliveries during an outage		X	X
Minimizes carbon emissions			X

System Specifications

This analysis identifies the size of a battery energy storage system which could be paired with new diesel back-up generators and new solar arrays to support continuing operations at the facility during a two-week duration outage[1]. Financial analysis of the resiliency benefits assumes a single two-week duration outage during the life of the battery energy storage system. Any bill savings identified assumes annual use of the system during normal operations. The following table summarizes the changes to system component sizing, estimated costs, and estimated savings of each resiliency option.

There are a number of grants to support your facility in adopting a solar plus storage system to improve resiliency. More information is provided in the Financial Incentives and Grants Section.

	Standard Resiliency	Enhanced Resiliency	Comprehensive Resiliency
Estimated Benefits and Costs*			
Annual Bill Savings	$0	$6,500	$53,200
One-time Outage Resiliency Benefits**	$9,207,400	$9,209,100	$9,212,000
Capital Costs***	$110,000	$1,511,400	$2,835,500
One-time Outage Fuel Costs	$10,400	$8,300	$5,000
Annual Incremental O&M****	$9,600	$12,000	$22,300
System Specifications			
GHG Emissions (lbs CO_2)*****	885,400	908,800	417,000
Backup Generator Capacity (kW)	275	275	275
Solar Capacity (kW)	0	0	525
Energy Storage Capacity (kW)	0	275	400
Energy Storage Capacity (kWh)	0	1,520	1,995

**All benefits and costs in this report are high-level estimates and should be used only for initial planning purposes. Energy savings may vary depending on behavioral factors, the weather, and other factors outside PacifiCorp's control. Actual costs for equipment and installation may vary from the initial planning estimates. Thus, both actual costs and benefits should be evaluated when working with storage providers and contractors.*

***Resiliency benefits are calculated assuming one two-week disaster event over a 25 year project lifetime*

****Includes solar, energy storage, and backup generator-related costs*

*****Includes O&M costs related to new solar, energy storage, and/or backup generator equipment*

******Includes annual site emissions from electricity consumption during normal operations and backup generator operation during a two-week outage. Grid emissions based on Pacific Power's 2019 IRP Projected Emissions*

[1] As recommended by Oregon's Office of Emergency Management.

Introduction

Pacific Power designed the Community Resiliency Pilot to help communities understand what it will take to keep a critical facility online and operating during times when the power grid shuts down. The Pilot is specifically focused on the integration of energy storage and associated technologies to support critical operations during an outage.

Through a virtual audit and analysis, this report identifies resiliency options for the Sweet Home Water Treatment Plant. The plant provides municipal water to residences and business within the community. The plant is located near the Northeast border of the city of Sweet Home, Oregon, which has a population of roughly 9,620, and draws raw water from the Foster reservoir. During a disaster, the facility will need to maintain water filtration and pump operation to provide potable water to the Sweet Home community.

What is Energy Storage and Why Now?

Energy storage is the capture of electricity produced at one time and stored for use later. Energy storage can provide a solution for a community to keep a critical facility operating when the power grid shuts down during a short- or long-term power outage.

In the Pacific Northwest, electricity customers face looming risk from earthquakes, wildfire seasons, intense storms, droughts, flooding, and more, all of which have the potential to disrupt power supply. Pacific Power developed this Community Resiliency Pilot in order to assist communities in preparing for these natural disasters by exploring the feasibility of deploying battery-based energy storage to enhance critical facility resiliency[2].

What are the Benefits of Energy Storage?

Energy storage can help keep a community's critical facility online and operating during times when the power grid shuts down. This involves integrating battery storage technologies to support critical operations during an outage. These technologies can also provide benefits to site participants beyond traditional backup power, including long-term reduced energy costs and a reduced carbon footprint during non-resiliency periods.

What is in this Report?

This report provides a site evaluation and analysis of the feasibility of incorporating energy storage at the Sweet Home Water Treatment Plant to support a minimum two-week power outage event.

[2] Resiliency is defined as the ability for a community to withstand "high-consequence, low-probability" events and to regain normal operational activity after such events occur.

In this report, Pacific Power includes a comparison, including the estimated costs, of the following three levels of resiliency during a power outage event at West Side Fire Station:

1. Standard Resiliency: Utilize new permanent backup generation and relies entirely on backup generator and fuel deliveries to sustain continuous resiliency operations
2. Enhanced Resiliency: Utilize new permanent backup generation and add new energy storage system and reduces risk associated with fuel deliveries by creating wider windows for deliveries to occur.
3. Comprehensive Resiliency: Upgrade and optimize backup generation and add new energy storage system and new solar capable of eliminating dependency on fuel deliveries to sustain continuous resiliency operations.

These resiliency levels are evaluated based on each of the following services/benefits: (1) ability to provide backup power generation and community resiliency, (2) ability to reduce carbon footprint, and (3) ability to reduce energy costs.

The report includes the following sections:

- **Property Profile**: This section provides background on the property including a property description, energy usage and costs, and details on critical loads at this facility to support during an outage event.

- **Key Results**: This section details the recommended system and economic analysis for an energy storage system at the site.

- **Energy Storage Feasibility**: This section details the key considerations and constraints for storage at this site, including system sizing requirements, site availability, electrical, interconnection requirements, and operations and maintenance.

- **Financial Resources**: This section details available federal and state grants and incentives to offset installation costs for solar and storage.

Property Profile

The facility is part of the county's emergency operations management plan, and it has a role to support county efforts prior to, during, and after emergencies.

Property Name: City of Sweet Home: Water Treatment Plant

Address: 1500 47th Avenue, Sweet Home, Oregon 97386

Property Contact: Public Works Director | City of Sweet Home

Property Type: Water Treatment Plant

Property Description

The Water Treatment Plant (WTP) is a city of Sweet Home facility located in Sweet Home, Oregon, about 50 miles Southeast of Salem. The WTP is able to produce up to 6 Million gallons per day (MGD) of municipal water. It provides municipal water to Sweet Home citizens and water customers. The city of Sweet Home has a population of about 9,620 people. End-uses in the building include lighting, a small ductless heat pump unit in the server room, split-system AC units, and various sizes of pump motors and air blowers used in the water treatment and filtration process. There is a laboratory area, offices, conference room, storage areas, and a server room in addition to the main water processing area in the facility. Current resiliency resources at the site include plans for a mobile generator, which could support approximately half the plant.

During a disaster, the facility will continue to provide potable water to the community. In general, water treatment plants remove contaminants from raw water sources (such as lakes or rivers) to produce water that is pure enough for human consumption, without any adverse health effects.

Site Selection and Key Considerations

After conducting a screening process to determine suitability for participation in the Oregon Community Resiliency Pilot, Pacific Power selected the Sweet Home Water Treatment Plant to participate on January 14, 2021.

The following includes site selection highlights and key considerations for the Sweet Home Water Treatment:

Sweet Home Water Treatment: Site Selection Highlights

- ❑ Large amount of available space to site energy storage and solar (roof and ground mount)
- ❑ Disaster management plan in place to support energy storage for community resiliency
- ❑ Moderate wildfire activity in surrounding area

(Refer to Key Results section for detailed summary.)

Sweet Home Water Treatment: Key Considerations

- ❑ The site has plans to use a mobile backup generator in case of outage, but has no onsite fuel storage
- ❑ There are plans to increase pumping/processing capacity in the near future
- ❑ There are plans to upgrade main plant main service panel

Electricity Usage and Costs

The site is on a large commercial tariff with flat energy rates and a tiered demand rate structure. Electricity use profiles and statistics used in the analysis were developed based on available interval data and equipment information. There are plans to increase the pumping capacity at the main plant by about 100 hp, so this additional load was included in the modeled electricity use. Costs were then modeled based on the applicable tariff, and do not reflect actual costs incurred.

Average Electric Energy Consumption

The values in the following tables are the average typical electricity use by all end-uses or equipment at the site over the time period (day, month, year).

Raw Water Pumphouse

Daily	449 kWh
Monthly	13,654 kWh
Annual	163,843 kWh

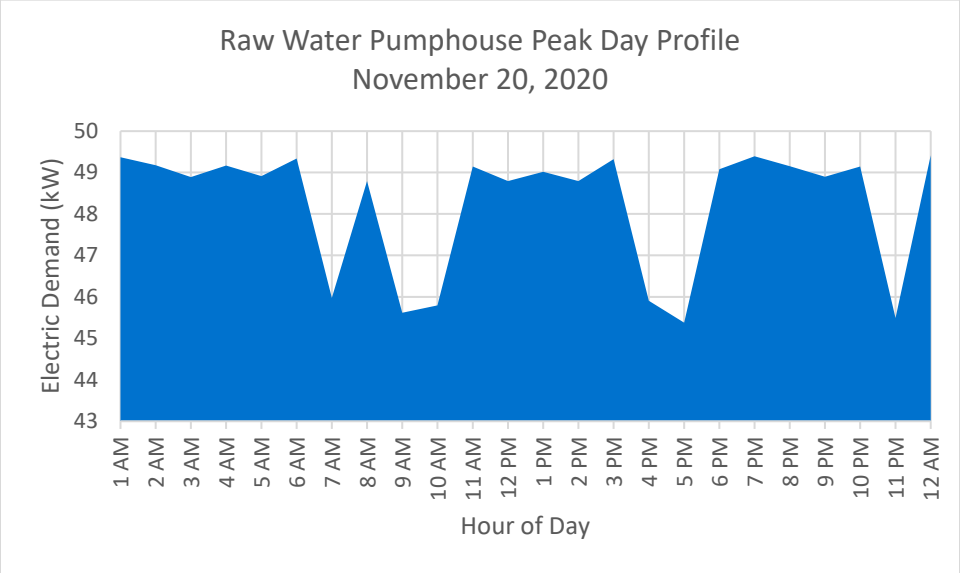
Main Plant

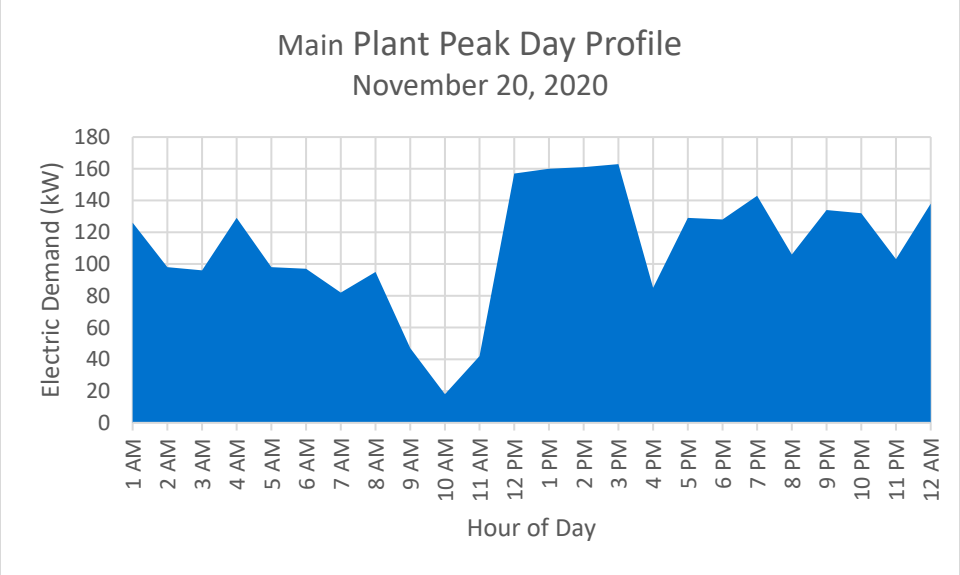
Daily	1,358 kWh
Monthly	41,311 kWh
Annual	495,737 kWh

(Refer to Appendix A: Monthly Electric Profiles for modeled monthly usage and costs.)

Annual Peak Day Electric Demand

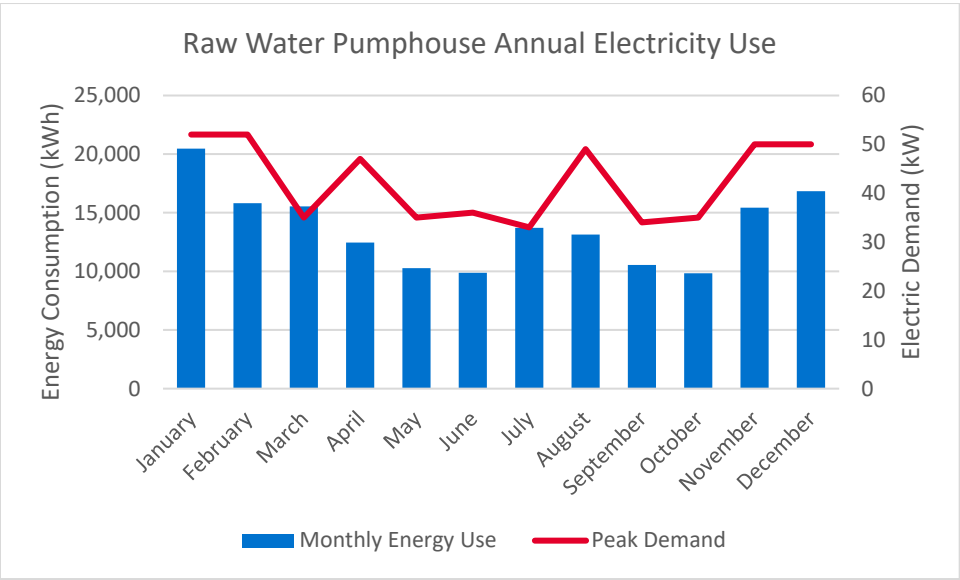
The following charts are the hourly electricity use for the day with the highest electricity use throughout the year for each meter (about 49 kW for Raw Water Pumphouse and 163 kW for Main Plant). From a technical standpoint, a feasible solution would need to, at minimum, meet the power needs of these peak days.



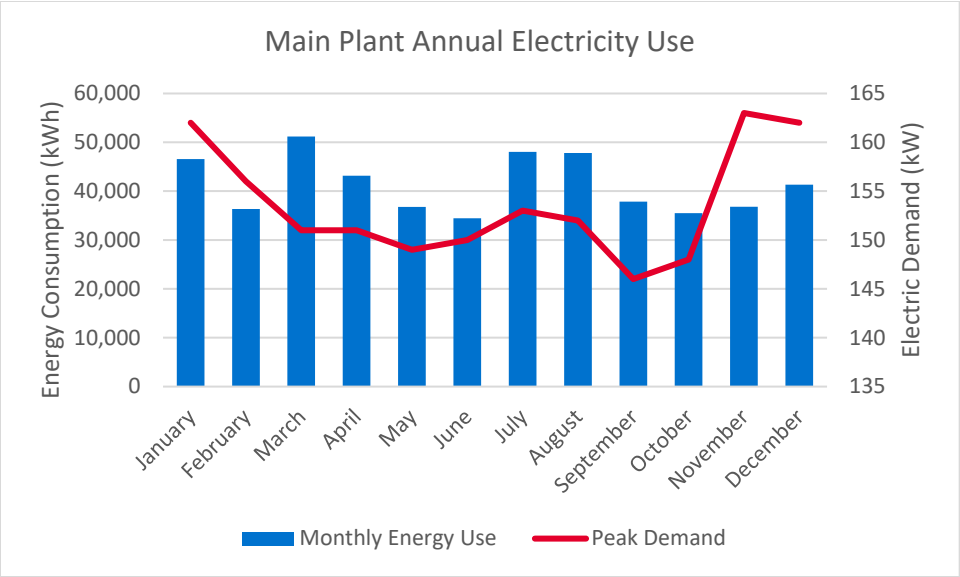


Annual Load Profile

The following charts represent the electricity use throughout the year for each meter at the facility. From the graphs, there does not appear to be a clear correlation between electricity use and seasonal/weather variations. This is due to the majority of energy use being associated with process loads at the facility which are operated based on customer water demands.



Monthly coincident peak demand at the site is between about 179 kW and 212 kW. The annual maximum demand is about 212 kW.


Main Plant Annual Electricity Use
Energy Consumption (kWh)
60,000
50,000
40,000
30,000
20,000
10,000
0
Electric Demand (kW)
165
160
155
150
145
140
135
January
February
March
April
May
June
July
August
September
October
November
December
Monthly Energy Use
Peak Demand

Critical Loads

Critical loads are those loads to which power supply must be maintained under any circumstances, as depicted in Figure 1.

During a resiliency event, the site could support electric demand of critical loads which support emergency operations. The evaluations in this report assumed normal demand use from all end-uses and equipment during an outage.

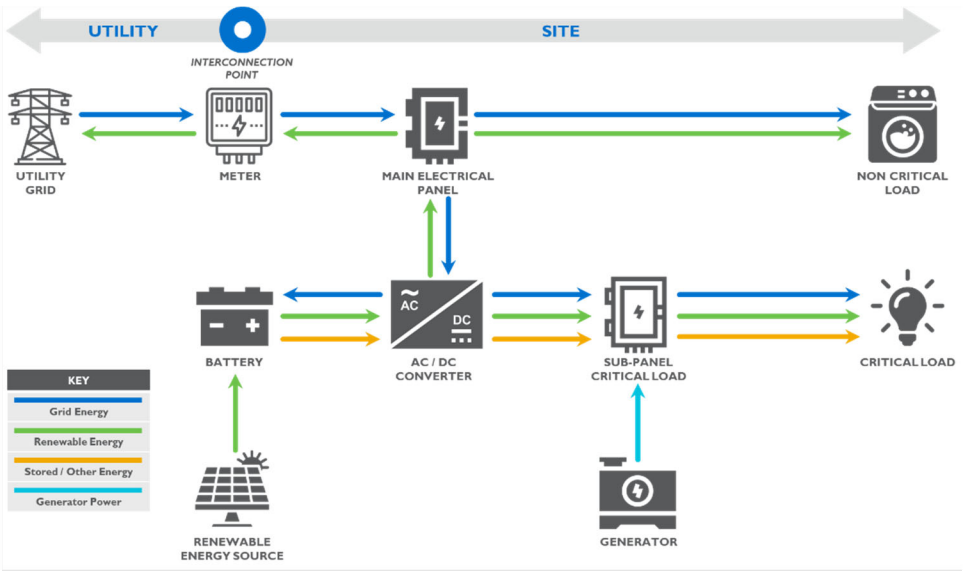


Figure 1: Typical Critical Load Scenario

The site currently does not have a permanent backup generator but has the capability to connect a mobile backup generator to supply power to a portion of the facility in the event of an outage. Facility representatives expressed interest in being able to supply power to the entire facility during an outage. Therefore, all loads are considered critical and would need to be downstream of any resiliency power system. The equipment and end-uses that would be part of the load supported during an outage are lighting, process pump motors, air blower motors, split-system AC units, server equipment and electric outlets for plug loads.

During the virtual audit, facility staff also indicated there are plans to increase the process pumping capacity by about 100 hp. The peak demand requirements of the site over the two-week outage, including this additional pumping capacity, was estimated to be about 163 kW[3]. This increase in demand was calculated using an extrapolation of a correlation between the current pumping capacity and demand use.

[3] Modified load assumption is based on conversations with facility and community representatives regarding resiliency operations of this site.

Key Results

Options for Backup Power Generation and Community Resiliency

This study analyzed three resiliency system options/scenarios.

1. Standard Resiliency: Would utilize new permanent 75 kW (Raw Water Pumphouse) and 200 kW (Main Plant) diesel backup generators. Capital and O&M costs are detailed in the table below.
2. Enhanced Resiliency: Would add 150 kW, 865 kWh (Raw Water Pumphouse) and 250 kW, 1,130 kWh (Main Plant) energy storage systems as well as utilize the new permanent 275 kW of backup generators to supply power to the critical loads and recharge the battery when it is depleted. The capital and O&M costs would be the same as those listed for energy storage in the component details table below.
3. Comprehensive Resiliency: Would add about 350 kW-DC (Raw water Pumphouse) 175 kW-DC (Main Plant) of solar to the energy storage systems identified in the Enhanced system and optimize the new permanent 275 kW backup generators to primarily be used for supplementing the solar and energy storage. Capital and O&M costs are detailed in the table below. For this facility, new diesel storage tanks and fuel supply skids are recommended to further reduce fuel delivery risks.

Since the Comprehensive system has the greatest potential for resiliency benefits and GHG reductions, the following focuses on the results and benefits of a Comprehensive system.

Comprehensive Resiliency

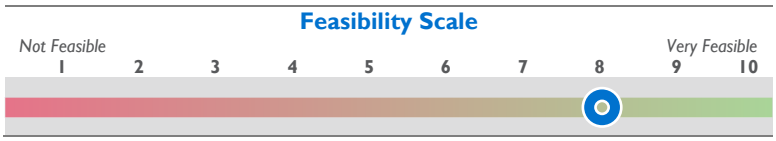
For the Sweet Home Water Treatment Plant, this evaluation analyzed how well an energy storage system could provide the following services/benefits to the site: (1) ability to provide backup power generation and community resiliency, (2) ability to reduce carbon footprint, and (3) ability to reduce energy costs.

The financial assessment performed utilized current utility tariff structures and equipment and technology pricing. While the system may be limited in providing some of these services and benefits under present conditions, utility tariffs are moving towards more dynamic rates, and the energy storage industry continues to mature, both factors which will increase the value of an energy storage system in the future.

- ❑ **Backup Power Generation & Community Resiliency | High Feasibility**

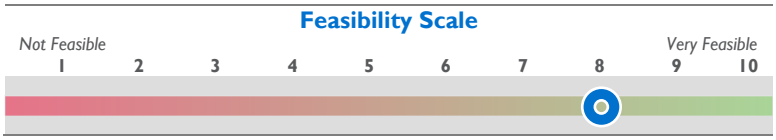
  Given the nature of the facility and its role and operations during an emergency, having the comprehensive resiliency system identified is a

technically feasible solution. The energy storage and solar components would reduce the fuel usage and run time of the backup generator and primarily use it to charge the energy storage during an extended outage.



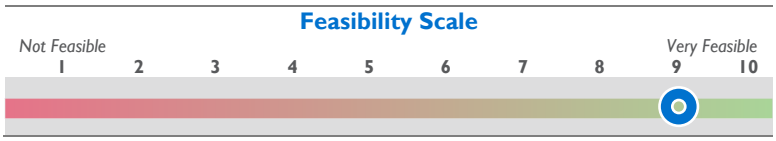
❑ **Reduced Carbon Footprint | High Feasibility**

The new solar arrays would eliminate a significant amount of GHG emissions related to grid electricity consumption and mitigate nearly all backup generator emissions when used in an outage.



❑ **Reduced Energy Costs | High Feasibility**

There are significant utility bill savings associated with the comprehensive system option. These savings are attributed primarily to the new solar arrays but also the storage component. Energy storage allows the facility to adapt and take advantage of demand reduction charge opportunities. Solar bill reductions would require service on a Net Metering Aggregation tariff.



The comprehensive resiliency system evaluated would utilize new permanent backup diesel generators, new solar photovoltaic (PV) arrays, and new energy storage systems. In addition to the generation and storage resource components, the project also includes adding 2,000 gallons of diesel fuel storage and fuel supply skids (in estimated backup generator installed costs).

System Component Details

Component	Solar PV	Energy Storage	Backup Generator
Installation Size	525 kW	400 kW/1,995 kWh	275 kW
Estimated Installed Cost	$889,200	$1,826,300	$120,000
Estimated Annual Expense	$8,700	$3,900	$9,600

This configuration would provide resiliency backup for up to two weeks, as recommended by Oregon's Office of Emergency Management. Further, it would significantly reduce and/or eliminate the site's dependence and risk related to fuel deliveries in a time of disaster. As a secondary benefit, during typical operations the system would also provide carbon and utility bill cost reductions. Further, the system has the capability to smooth/shave peak electric demands (kW) of the facility, should it become more beneficial to do so in the future.

The following table summarizes the initial, annual, and lifetime costs and annual energy savings from normal operations of the comprehensive resiliency system.[4]

Comprehensive Resiliency System Results

Energy Storage System Size:	**400 kW/1,995 kWh**
Generation Resources:	**525 kW-DC Solar PV** **275 kW Diesel Generators**
Estimated Annual Energy Savings:	**$53,200 /yr.**
Estimated System Capital Cost:	**$2,835,500**
Estimated Annual Operations and Maintenance Cost:	**$22,300 /yr.**
Estimated 25-year Lifetime Cost (Net Present Cost)*:	**$3,174,049**

*Net Present Cost estimated without tax credits or depreciation. Please consult with your financial advisor about your specific financial situation

(Refer to Appendix A: Detailed System Analyses for more details.)

The chart below illustrates the performance of the resiliency resources of the Comprehensive system during a two-week outage. The dashed line indicates the site's total electric power needs over the outage period. Under this curve, shaded areas illustrate which resource is providing power to the site. Shaded areas above the curve shows the resources that the energy storage system would use to charge. For this site, the energy storage system and solar arrays would provide most of the daily power to the site and the backup generator is used as a secondary source during low solar production periods and to charge the system and supply power to the site.

[4] This analysis reflects initial planning estimates. Actual savings and costs may vary based on a number of factors as discussed previously. Actual costs and benefits should be evaluated when working with storage providers and contractors.

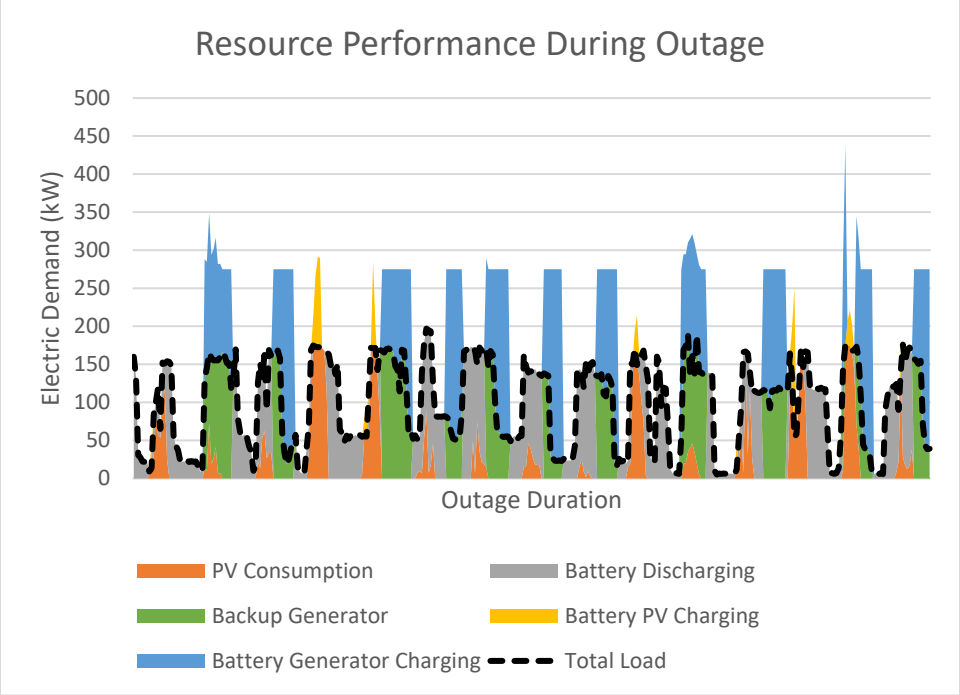


Figure 2: Performance of the Facility's Resiliency Resources During and Outage

Resiliency Capabilities and Benefits

During a resiliency event, the system would sense a grid outage, disconnect from the grid, and come online. The energy storage system would be the primary generation resource to meet facility demand. Solar PV arrays would power facility load and charge the energy storage system when excess generation is available. The backup generator would be available to provide charging to the energy storage system and/or meet facility demand not met by the solar PV arrays.

This Comprehensive system would be able provide these quantitative and qualitative resiliency benefits:

Adopting a solar plus storage system at the Sweet Home Water Treatment Plant would increase community resiliency by addressing shorter- and longer-term outages and reducing the risk of fuel supply interruption during disasters for backup generators.

Ability to address shorter and longer term resiliency events

- The facility is proximate to an area which regularly experiences wildfires, which may result in a disruption to the utility power supply.
- A comprehensive resiliency system could allow the facility to operate during these types of outages without the backup generator.

Reduction of risk during disaster events resulting in a more resilient community

- Ensuring power supply to the facility would ensure the capacity to provide emergency services to the community during outages.
- The addition of solar generation and energy storage would reduce the risk and dependency on diesel fuel supply in a long-term outage.
  - The comprehensive system would consume 50% less diesel than if the generator were to provide backup power alone over the two weeks.
  - Generator run time would be reduced by solar power production.
  - When the generator is run, it would be at full load rather than partial load. This is a more fuel-efficient operation.

Serves as a hedge against low probability, high cost disaster events

- FEMA Cost-Benefit Analysis (CBA) calculator estimates a value of $9,212,000 for the facility to operate the comprehensive system during a single two-week outage over the 25 year life of the project.

Energy Storage Feasibility

Key Considerations & Constraints

- ❑ The site has plans to use a mobile backup generator in case of outage, but has no onsite fuel storage
- ❑ There are plans to increase pumping/processing capacity in the near future
- ❑ There are plans to upgrade main plant main service panel

System Sizing & Requirements

The site currently does not have a permanent backup generator. During a two-week outage with backup generators as the only available resource, they would consume about 3,640 gallons of diesel.

The primary goal of this evaluation is to determine an energy storage system size which would reduce or eliminate the need to operate a backup generator during a two-week outage. To accomplish this, it would be necessary to utilize new solar generation, either developed on its own, or integrated with the existing solar generation resources at the facility. Secondary sizing considerations were based on any additional power or energy storage capacity needed to reduce electricity costs and potentially increase project viability.

Renewable Energy Potential

The site currently does not have existing solar arrays installed. However, there are some areas available for new solar arrays on a dirt lot, between the Main Plant and Raw Water Pumphouse (North of the main building), as well as on the roof of the Main Plant. New arrays would be on ground-mount structures or roof-mounted. Refer to Appendix B: *Site Visit Data Collection Report* for potential location details). The approximate new capacity that might be installed is about 525 kW-DC (~350 kW-DC ground-mount for the Raw Water Pumphouse and 175 kW-DC roof-mounted for the Main Plant).

In order to achieve the lowest risk resiliency system, maximizing solar at the facility would be key. More solar available in an outage means less backup generation run time, which means less fuel consumed, which means less risk and dependency associated with diesel fuel supply.

Site Availability

There are several areas which can host an energy storage system of the size contemplated. Typically, energy storage systems at this scale have a similar footprint to a medium commercial transformer, approximately eight to ten-foot square. One such area which could host an energy storage system of the size contemplated would be the same lot where solar arrays could be installed for the Raw Water Plant. Another might be on the large grass area by the utility transformer and main switch gear/panel. Facility representatives indicated there may be other locations as well but would require further investigation as there are potential civil, easement, or environmental concerns.

(Refer to Appendix B: Site Visit Data Collection Report for more site details.)

Electrical

Any energy storage system requires supporting components and/or auxiliary systems. These electrical components can consist of wiring, conduits, distribution panels, transfer switches, disconnects, and/or mechanical ventilation/air-conditioning.

(Refer to Appendix A: One-line Diagrams/Schematics and Controls Specifications for more details.)

Interconnection Requirements[5]

Pacific Power supports the implementation of energy storage and is currently developing a policy for battery interconnections. In the interim, the following technical requirements apply to battery system interconnect requests to ensure safe and reliable operation of the energy grid. These requirements may change as Pacific Power continues to develop its battery interconnection policy.

- Battery systems shall not export power through the point-of-interconnection (POI) to the energy grid.
- Battery inverters/converters shall be IEEE 1547 & UL 1741 Certified, with intentional islanding permitted.
- Battery systems shall comply with applicable electrical codes.
- A one-line drawing shall be required with each battery system interconnection request.
- An AC disconnect switch shall be required for every battery system.
- A transfer switch shall be required with every battery system.
- All inspections provided by the Authority Having Jurisdiction (AHJ) must clearly reflect inspection of the battery system.

Operations & Maintenance[6]

Energy storage systems have requirements for periodic maintenance and are typically identified by the energy storage system provider. Regular maintenance activities are minimal, but can include basic cleaning of the system enclosure, inspecting modules and other components for corrosion, regular capacity testing, and with larger systems changing any ventilation filters.

More proactive maintenance and inspection activities, however, can better sustain system uptime and availability. Preventive maintenance protocols depend on system size, design, complexity, and environment. These activities maximize system output, prevent more expensive failures from occurring, and maximize the life of an energy storage system. This can involve visual or thermal

[5] Pacific Power, Interim Battery System Technical Requirements, 2018 https://www.pacificpower.net/content/dam/pcorp/documents/en/pp-rmp/customer-generation/PC_Interim_Battery_System_Technical_Requirements.pdf

[6] NREL, Best Practices for Operation and Maintenance of Photovoltaic and Energy Storage Systems, 2018 https://www.nrel.gov/docs/fy19osti/73822.pdf

inspections of AC/DC wiring, real-time cell-level monitoring to identify and justify preventive maintenance that may not be visible at the battery string or battery bank level, and other methodologies for assessing when a product may be approaching a failure mode.

Operations and Maintenance (O&M) can be performed through service contracts or by facility staff, each with their pros and cons. In any case, preventive maintenance and/or system monitoring must be balanced by financial cost to the project.

Typical usable life for Lithium-Ion battery energy storage systems are approximately 10 to 15 years. Major maintenance on the system, such as outlined above, is usually necessary every 5 to 8 years to remain operational. However, the usable life of energy storage systems is also dependent on how often and how heavily the system is used. The ranges identified are based on 3,500 to 5,000 cycles at 80% depth of discharge. Most Lithium-Ion battery energy storage system providers or manufacturers offer warranties that cover typical operation and use cycles. These are usually at least 10 years in length and cover the system components and installation.

Financial Resources: Grants and Incentives

Participants in the Community Resiliency Pilot may be eligible for the following grant and incentive programs to offset costs for storage and solar systems recommended in this report.[7]

Name	Details	Eligible Systems
Federal Investment Tax Credit	The investment tax credit (ITC) is a tax credit that can be claimed on federal income taxes for a percentage of the cost of a solar photovoltaic (PV) or solar+storage eligible system that is placed in service during the tax year. Currently the ITC is 26 percent for projects commencing construction between January 1, 2020, and December 31, 2020, but placed in service before 2024.	Solar, Storage
Bonus Depreciation	Bonus depreciation is a tax incentive that allows a business to immediately deduct a large percentage of the purchase price of eligible assets. For qualified property acquired and placed in service after Sept. 27, 2017, and before Jan. 1, 2023, the bonus depreciation is 100 percent.	Solar, Storage
Modified Accelerated Cost Recovery System Depreciation	The modified accelerated cost recovery system (MACRS) is a depreciation system used for tax purposes which allows the capitalized cost of an asset to be recovered over a specified period via annual deductions. Solar and solar+storage systems would use the 5-year MACRS schedule.	Solar, Storage
Energy Trust of Oregon Solar for Business	Pacific Power commercial customers are eligible for up to $20,000 in incentives.	Solar
FEMA Hazard Mitigation Grant Program	FEMA provides up to 75 percent of the funds for mitigation projects. The remaining 25 percent can come from a variety of sources.	Solar, Storage
Oregon Energy Loan Program	Oregon's energy loan program offers fixed-rate, long-term loans for qualified projects that invest in energy conservation, renewable energy, alternative fuels, or create products from recycled materials.	Solar, Storage
Oregon Renewable Energy	Renewable Energy Development Grants, or RED Grants, support individuals and	Solar

[7] Pacific Power is exploring opportunities to provide grant funding for storage installations. Additional information will be provided to participants regarding funding.

Development Grants	organizations that are investing in renewable energy systems.

FEMA Grant Requirements

Community Resiliency Pilot participants may be eligible for the Federal Emergency Management Association's (FEMA) Hazard Mitigation Grant Program. FEMA provides up to 75 percent of the funds for mitigation projects. The remaining 25 percent can come from a variety of sources. To be eligible to receive funding through FEMA's mitigation grant programs, an application must be submitted. The scope of work, work schedule or timeline, and budget for the project must be integrated. While each element is independent, they include many common data points. Both planning and project grant applications share the following four elements:

- Scope of Work
- Schedule
- Project Cost Estimate
- Cost Share Allocation

This site evaluation report can be used to supplement a FEMA grant application, however additional analysis and project development is needed beyond the information presented in this report as detailed to the right.

These application elements are required for all mitigation grant programs. However, in addition to the basic elements described above, the application must also address:

- Decision-making Process
- Damage History
- Property Data
- Facility Data
- Engineering Feasibility
- Cost Effectiveness
- Environmental/Historic Preservation Compliance

Appendix A: Engineering Analysis

Detailed System Analyses

The following table summarizes the changes to system component sizing, estimated costs, and estimated savings at each step in the analysis. This analysis includes a one-time two-week duration outage.

	Standard Resiliency	Enhanced Resiliency	Comprehensive Resiliency
Capital Costs	$110,000	$1,511,400	$2,835,500
Annual Utility Costs	$58,900	$52,400	$5,700
Annual GHG Emissions (lbs CO2)*	885,400	908,800	417,000
Backup Generator Capital Cost	$110,000	$110,000	$120,000
Backup Generator Capacity (kW)	275	275	275
One-time Outage Fuel Usage (gal LP)	3,640	2920	1770
One-time Outage Fuel Costs	$10,400	$8,300	$5,000
Solar Capital Cost	$9,600	$9,600	$9,600
Solar Capacity (kW)	$0	$0	$889,200
Annual Incremental Solar O&M	0	0	525
Energy Storage Capital Cost	$0	$0	$8,700
Energy Storage Capacity (kW)	$0	$1,401,400	$1,826,300
Energy Storage Capacity (kWh)	0	275	400
Annual Energy Storage O&M	0	1520	1995
Annual Bill Savings	$0	$2,400	$3,900
One-time Outage Resiliency Benefits	$0	$6,500	$53,200

All benefits and costs in this report are high-level estimates and should be used only for initial planning purposes. Energy savings may vary depending on behavioral factors, the weather, and other factors outside PacifiCorp's control. Actual costs for equipment and installation may vary from the initial planning estimates. Thus, both actual costs and benefits should be evaluated when working with storage providers and contractors.

Includes annual site emissions from electricity consumption during normal operations and backup generator operation during a two-week outage. **Grid emissions based on Pacific Power's 2019 IRP Projected Emissions.

Backup Generator Only

Using only a backup generator over a longer-term outage still has an inherent risk associated with it. Generators pose the risk of being unavailable due to problems with maintenance, failing to start and support load, and failing to run for the duration of the outage. Fuel-related risks are highest for widespread, long outages. When the generator is working properly but stalls due to insufficient fuel, a failure of fuel supply (FFS) occurs. FFS for a generator generally occurs when resupply shipments are disrupted, and the generator exhausts its fuel tank. Under normal conditions, fuel can be replenished well before a generator exhausts its fuel tank. However, long outages often coincide with abnormal conditions, such as extreme weather events or disasters, which can close roads and impede normal transportation. Despite common assertions regarding the ability, or inability, to resupply generators during natural disasters, very little analysis has been conducted and no data set was identified with information on

the likelihood of resupply during long outages. For this analysis, a 14 percent likelihood of a failure of resupply was based on NREL's "A Comparison of Fuel Choice for Backup Generators"[8].

The first step in the technical analysis was to determine the baseline resiliency operation, which for this facility involved operating a new permanent backup generator the entire two-weeks. The facility has current plans to use a mobile generator, but it would not support all the loads at the facility, so a generator size was estimated based on electricity data and panel information provided. Estimated generator costs were for a typical diesel backup generator to be installed permanently. Generic generator specifications (e.g. fuel curve, power output, etc.) were input to the energy modeling software, which determined the total fuel consumption and cost.

Energy Storage Sizing

The next step involved determining the energy storage system size that would be capable of adequately charging from the generator and discharging to meet site demands and reduce the risk associated with fuel resupply. Reducing fuel supply risk comes from more efficient generator operation (running the generator at full load) and decreasing generator run time frequency. The calculations determined that above 175 kWh of storage capacity, the generator ran only marginally less. Further, the analysis determined that approximately 20kW of inverter capacity would be necessary to adequately charge from the generator and support any connected loads. These system parameters were entered into the energy modeling software to provide updated fuel consumption and estimated costs, estimated system capital costs, estimated system O&M costs, and resource performance charts.

Solar PV Sizing

After the initial storage sizing was determined, the analysis added solar PV arrays through an iterative process up to the physical limit at the site. Solar would further reduce risk associated with fuel resupply by further lessening the generator run time frequency. Ideally, enough solar would be included to eliminate the need for the backup generator for the entire two-week outage, but additional solar beyond the 30 kW identified did not significantly reduce fuel consumption/generator run time compared to the capital cost increase. The result was utilizing as much available space with solar as feasible. These system parameters were entered into the energy modeling software to provide updated fuel consumption and estimated costs, estimated system capital costs, estimated system O&M costs, and resource performance charts.

Reduced Energy Costs

Once a resiliency system was determined, we evaluated how it might provide electricity bill cost reductions during normal operations. Under the current rate structure, most of the savings from the Comprehensive system is achieved by the solar arrays, and savings from peak demand (kW) reduction is a lesser component of overall savings. As tariffs change over the life of the project, this composition of savings may also change, and more demand savings might be possible.

Monthly Electric Profiles

The following electric utility usage and cost profiles are for normal site operations. Pacific Power's Schedule 28 (General Service - Large Non-residential) for secondary voltage delivery service was used as the cost basis for the estimated monthly utility charges below.

[8] Ericson, Sean and Dan Olis. 2019. A Comparison of Fuel Choice for Backup Generators. Golden, CO: National Renewable Energy Laboratory. NREL/ TP-6A50-72509. https://www.nrel.gov/docs/fy19osti/72509.pdf

Raw Water Pumphouse

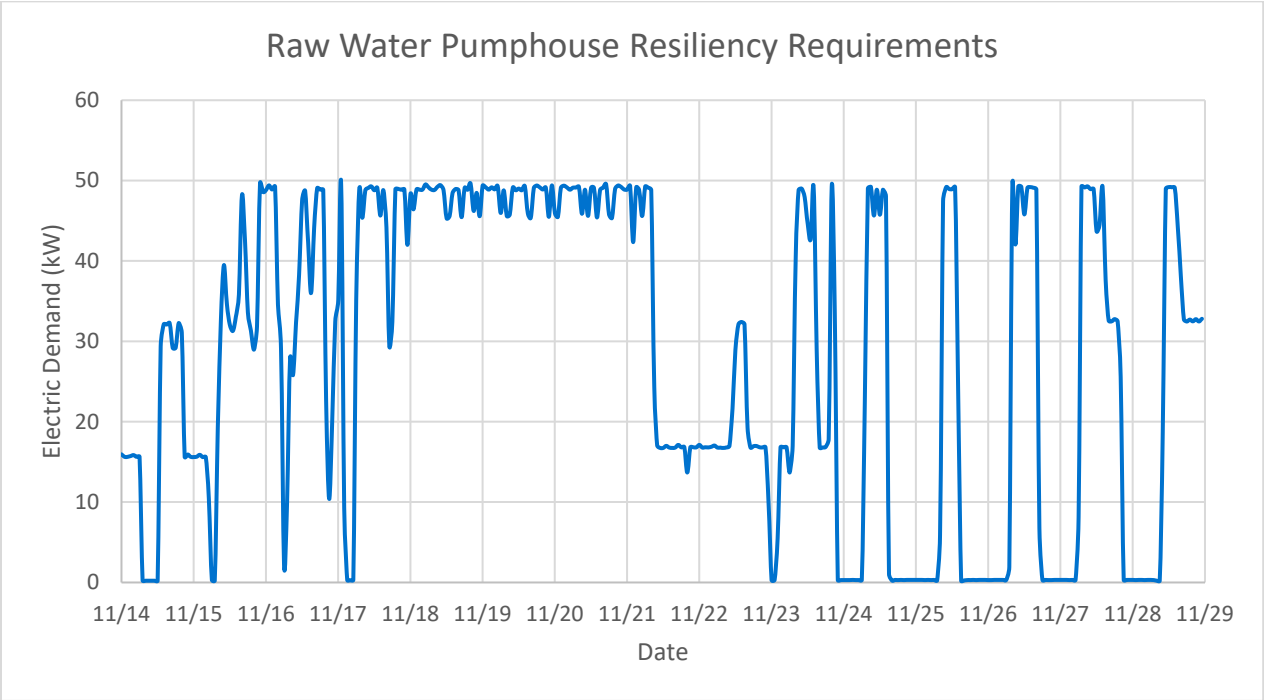
Month	Energy Purchased (kWh)	Energy Sold (kWh)	Net Energy Purchased (kWh)	Peak Load (kW)	Energy Charge	Demand Charge	Fixed Charge	Taxes	Total
January	20,459	0	20,459	52.1	$1,253	$357	$34	$56	$1,700
February	15,805	0	15,805	52.4	$968	$359	$34	$46	$1,407
March	15,536	0	15,536	35.4	$950	$243	$34	$42	$1,268
April	12,446	0	12,446	46.8	$764	$321	$34	$38	$1,158
May	10,269	0	10,269	34.8	$627	$238	$34	$31	$930
June	9,868	0	9,868	36.2	$606	$248	$34	$30	$919
July	13,700	0	13,700	32.9	$837	$226	$34	$37	$1,135
August	13,130	0	13,130	48.7	$804	$334	$34	$40	$1,212
September	10,538	0	10,538	34.2	$648	$235	$34	$31	$948
October	9,836	0	9,836	35.4	$601	$243	$34	$30	$907
November	15,428	0	15,428	49.7	$947	$341	$34	$45	$1,367
December	16,828	0	16,828	49.5	$1,031	$340	$34	$48	$1,452
Annual	163,843	0	163,843	52.4	$10,036	$3,485	$408	$475	$14,404

Main Plant

Month	Energy Purchased (kWh)	Energy Sold (kWh)	Net Energy Purchased (kWh)	Peak Load (kW)	Energy Charge	Demand Charge	Fixed Charge	Taxes	Total
January	46,566	0	46,566	162	$2,809	$1,062	$81	$135	$4,086
February	36,350	0	36,350	156	$2,200	$1,024	$81	$113	$3,418
March	51,177	0	51,177	151	$3,082	$993	$81	$142	$4,298
April	43,141	0	43,141	151	$2,606	$993	$81	$125	$3,806
May	36,770	0	36,770	149	$2,218	$980	$81	$112	$3,392
June	34,437	0	34,437	150	$2,093	$987	$81	$108	$3,268
July	48,017	0	48,017	153	$2,889	$1,005	$81	$136	$4,110
August	47,810	0	47,810	152	$2,889	$999	$81	$135	$4,104
September	37,863	0	37,863	146	$2,292	$961	$81	$114	$3,448
October	35,488	0	35,488	148	$2,142	$974	$81	$109	$3,306
November	36,811	0	36,811	163	$2,235	$1,068	$81	$115	$3,499
December	41,306	0	41,306	162	$2,495	$1,062	$81	$124	$3,762
Annual	495,737	0	495,737	163	$29,949	$12,107	$972	$1,467	$44,496

Hourly Load Profile(s) for Resiliency System Sizing

The hourly profile used for the resiliency technical feasibility analysis was based on a two-week period, which included the peak day. The gross load profile of the facility's typical operations was developed using the metered interval data. Using a correlation between the current pumping capacity and the electric demand use, the resiliency load profile for the main plant includes an additional 100 hp of pumping capacity.


Raw Water Pumphouse Resiliency Requirements
Electric Demand (kW)
60
50
40
30
20
10
0
11/14
11/15
11/16
11/17
11/18
11/19
11/20
11/21
11/22
11/23
11/24
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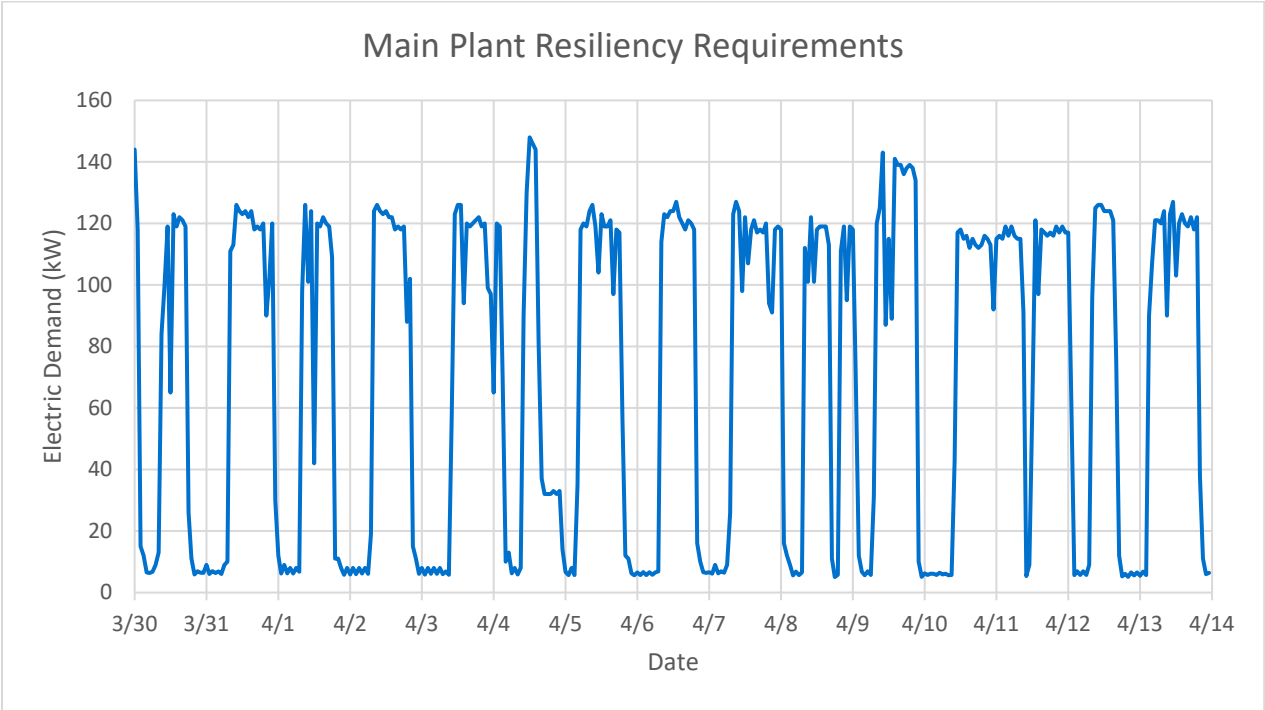
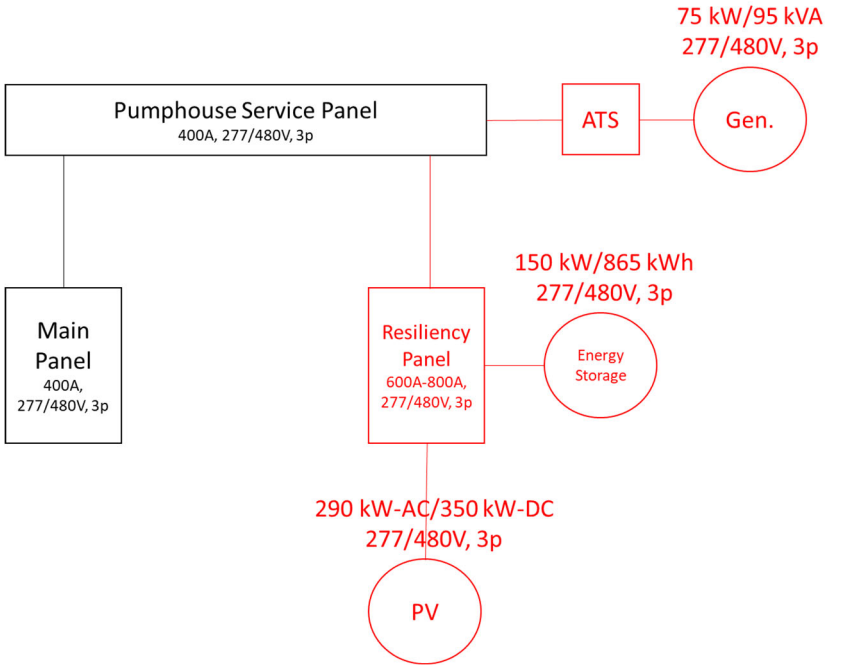
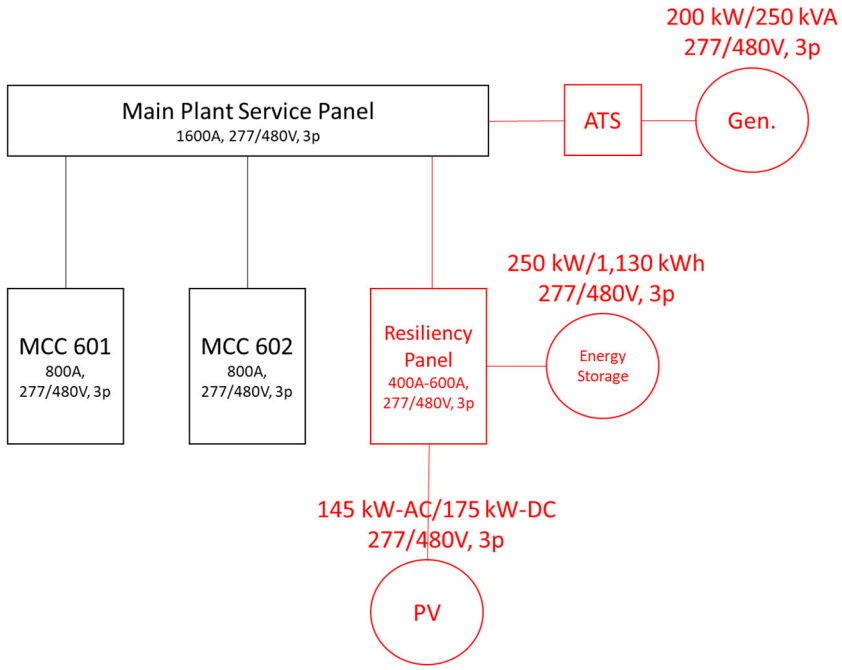
11/28
11/29
Date


Main Plant Resiliency Requirements
Electric Demand (kW)
160
140
120
100
80
60
40
20
0
3/30
3/31
4/1
4/2
4/3
4/4
4/5
4/6
4/7
4/8
4/9
4/10
4/11
4/12
4/13
4/14
Date

One-line Diagrams/Schematics

The following schematic illustrates the existing electrical panels and electrical equipment at the site and how the new comprehensive system might be connected. Modifications are marked in red. This is not intended to act as electrical engineering plans. Any electrical upgrades and sizing should be confirmed with a certified electrician and/or electrical engineer.





Controls Specifications

In order to effectively operate a Comprehensive resiliency system, whether under normal conditions or during an outage, there needs to be a practical way to control the individual resources as well as communication between system components, system operators (e.g. facility personnel), and potentially the utility. A control system would integrate the existing backup generator, new energy storage system, and solar arrays and enable the operation and management of the system. The following hierarchal multi-tiered control architecture would allow for both supervised and autonomous operation, optimization, and management:

- **Tier 1 (Component level):** Tier 1 controls include control equipment for individual components as well as facility load monitoring.
- **Tier 2 (Facility level):** These systems aggregate and control all Tier 1 systems.
- **Tier 3 (Utility supervisory control and data acquisition integration):** This tier does not communicate directly with any Tier 1 device, and instead connects the Tier 2 controls with any systems or devices outside the facility.

The control system would provide for local, as well as remote, operation and dispatch from the facility control center. The system would need to be programmable to establish parameters such as set points, algorithms, limits, etc. that are required for system monitoring and management.

Appendix B: Site Visit Data Collection Report

Sweet Home - Water Treatment Plant

Created	2021-05-06 16:42:33 UTC by Jeremy Del Real
Updated	2021-05-06 18:43:59 UTC by Jeremy Del Real
Location	,

General Information

Project/Client Name	Sweet Home - Water Treatment Plant
Site Address	1500 47th Ave Sweet Home, OR 97386
Facility Type	Potable water treatment plant
Facility Representative	Greg Springman, Public Works Director

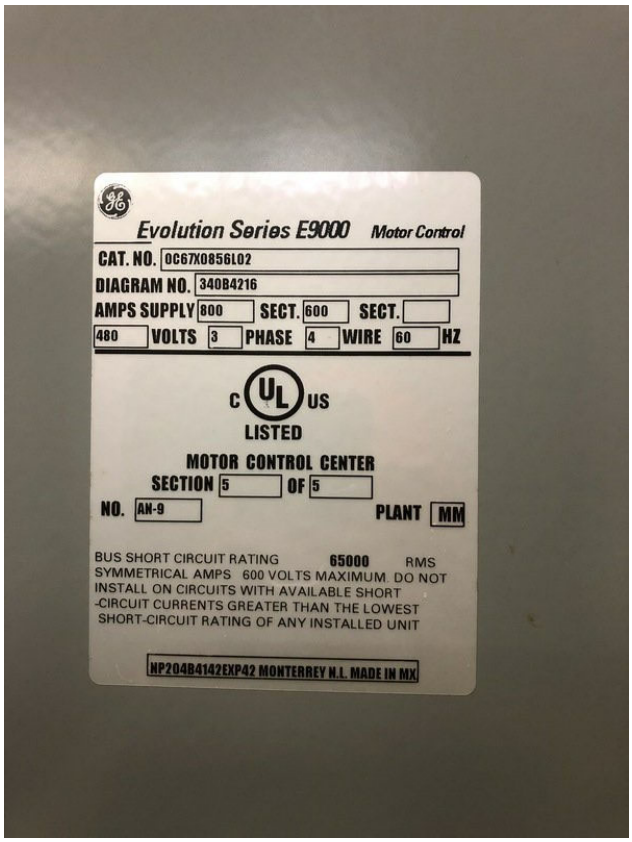
Electrical Infrastructure

Main Plant Service

Location/ID	Main Plant Service
Meter Number	74264047
Service Voltage/Phase	277/480 V, three phase
Capacity (A)	1600
Age/Condition	Fair/Average (Between 5 and 20 years)
Generation?	No

MCC 601

Subpanel Location/ID	MCC 601

Subpanel Photos	
	rated for 800 amps, only utilizing 600
Submetered?	No
Subpanel Service Voltage/Phase	277/480 V, three phase
Subpanel Capacity (A)	800
Subpanel Age/Condition	Fair/Average (Between 5 and 20 years)
Generation?	No

Process-Pump motors

Type of Equipment	Process-Pump motors
Equipment Description	Pumps used for water filtration and treatment
Critical Load?	Yes

Lighting, Interior

Type of Equipment	Lighting, Interior
Critical Load?	Yes

HVAC, Packaged or Split-System Unit

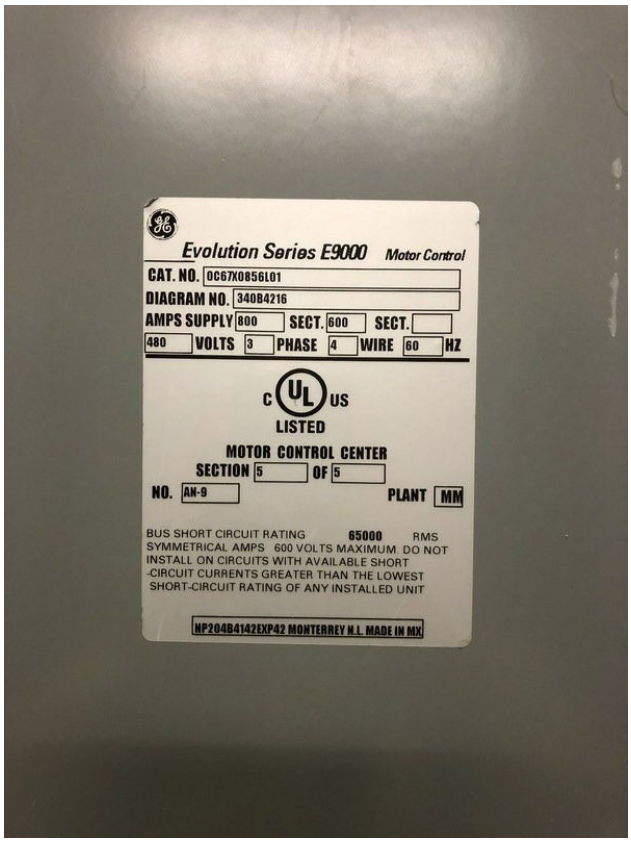
Type of Equipment	HVAC, Packaged or Split-System Unit

Equipment Description	DHP server room, Split AC office/conference rooms
Critical Load?	Yes

Miscellaneous (Plug Loads, etc.)

Type of Equipment	Miscellaneous (Plug Loads, etc.)
Equipment Description	includes some lab testing equipment
Critical Load?	Yes

MCC 602

Subpanel Location/ID	MCC 602
Subpanel Photos	 Rated for 800 amps, only using 600
Submetered?	No
Subpanel Service Voltage/Phase	277/480 V, three phase
Subpanel Capacity (A)	800
Subpanel Age/Condition	Fair/Average (Between 5 and 20 years)
Generation?	No

Process-Pump Motors

Type of Equipment	Process-Pump Motors
Equipment Description	Pumps used for water filtration and treatment
Critical Load?	Yes

Lighting, Interior

Type of Equipment	Lighting, Interior
Critical Load?	Yes

HVAC, Packaged or Split-System Unit

Type of Equipment	HVAC, Packaged or Split-System Unit
Equipment Description	DHP in server room, Split AC for office and conference room
Critical Load?	Yes

Miscellaneous (Plug Loads, etc.)

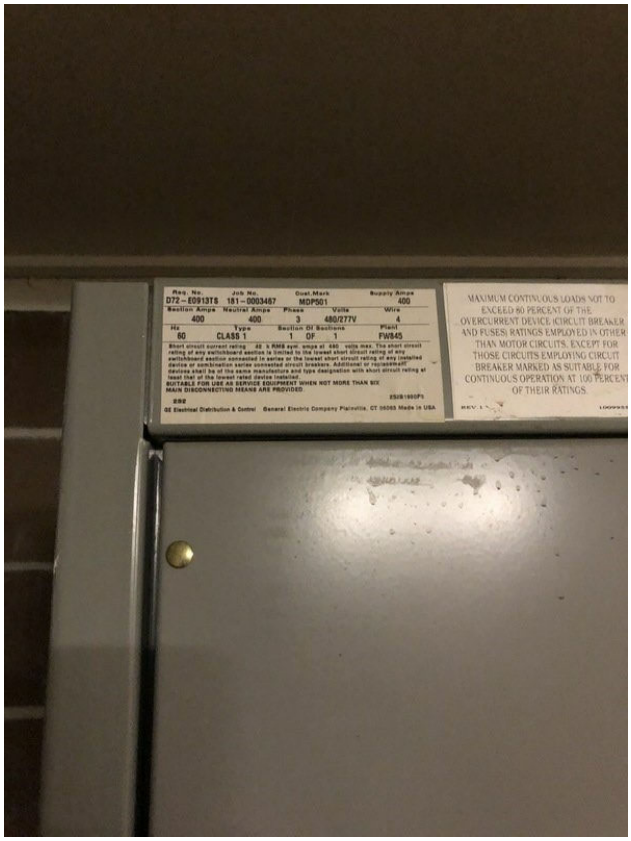
Type of Equipment	Miscellaneous (Plug Loads, etc.)
Equipment Description	includes some lab testing equipment
Critical Load?	Yes

Raw Water Pumphouse Service

Location/ID	Raw Water Pumphouse Service
Meter Number	74264046
Service Voltage/Phase	277/480 V, three phase
Capacity (A)	400
Age/Condition	Fair/Average (Between 5 and 20 years)
Generation?	No

Pumphouse Panel

Subpanel Location/ID	Pumphouse Panel

Subpanel Photos	
Submetered?	No
Subpanel Service Voltage/Phase	277/480 V, three phase
Subpanel Capacity (A)	400
Subpanel Age/Condition	Fair/Average (Between 5 and 20 years)
Generation?	No

Lighting, Interior

Type of Equipment	Lighting, Interior
Equipment Description	minimal lighting
Critical Load?	Yes

Process - Pump Motors

Type of Equipment	Process - Pump Motors
Equipment Description	Pumps used in water treatment and filtration process
Critical Load?	Yes

Distributed Generation Opportunities

Ground, Dirt Lot Between Main Plant and Pumphouse (North of Main Plant)

Area Type	Ground
Solar PV Location	Dirt Lot Between Main Plant and Pumphouse (North of Main Plant)
Orientation	South
Proximity to Potential Subpanel	within 50 to 100 yards
Potential Subpanel ID	Pumphouse Panel
Any significant shade?	No

Roof, Roof of Main Plant

Area Type	Roof
Solar PV Location	Roof of Main Plant
Orientation	South
Proximity to Potential Subpanel	50 to 100 yards
Potential Subpanel ID	MCC 601 and MCC 602
Any significant shade?	No

Energy Storage Opportunity

Exterior of pumphouse, dirt lot

Energy Storage Location	Exterior of pumphouse, dirt lot
Indoor/Outdoor	Outdoor
Energy Storage Technical Potential	Large open dirt area surrounding the pumphouse, can site close to panels (<100 ft)
Potential Subpanel ID	Pumphouse Panel

Near Main Service Panel, grass area

Energy Storage Location	Near Main Service Panel, grass area
Indoor/Outdoor	Outdoor
Energy Storage Technical Potential	Can site close to PCC (<100ft), large space for pad and large system
Potential Subpanel ID	MCC 601 and MCC 602

Energy Storage Other Notes	Large grass area, near utility transformer and main service panel

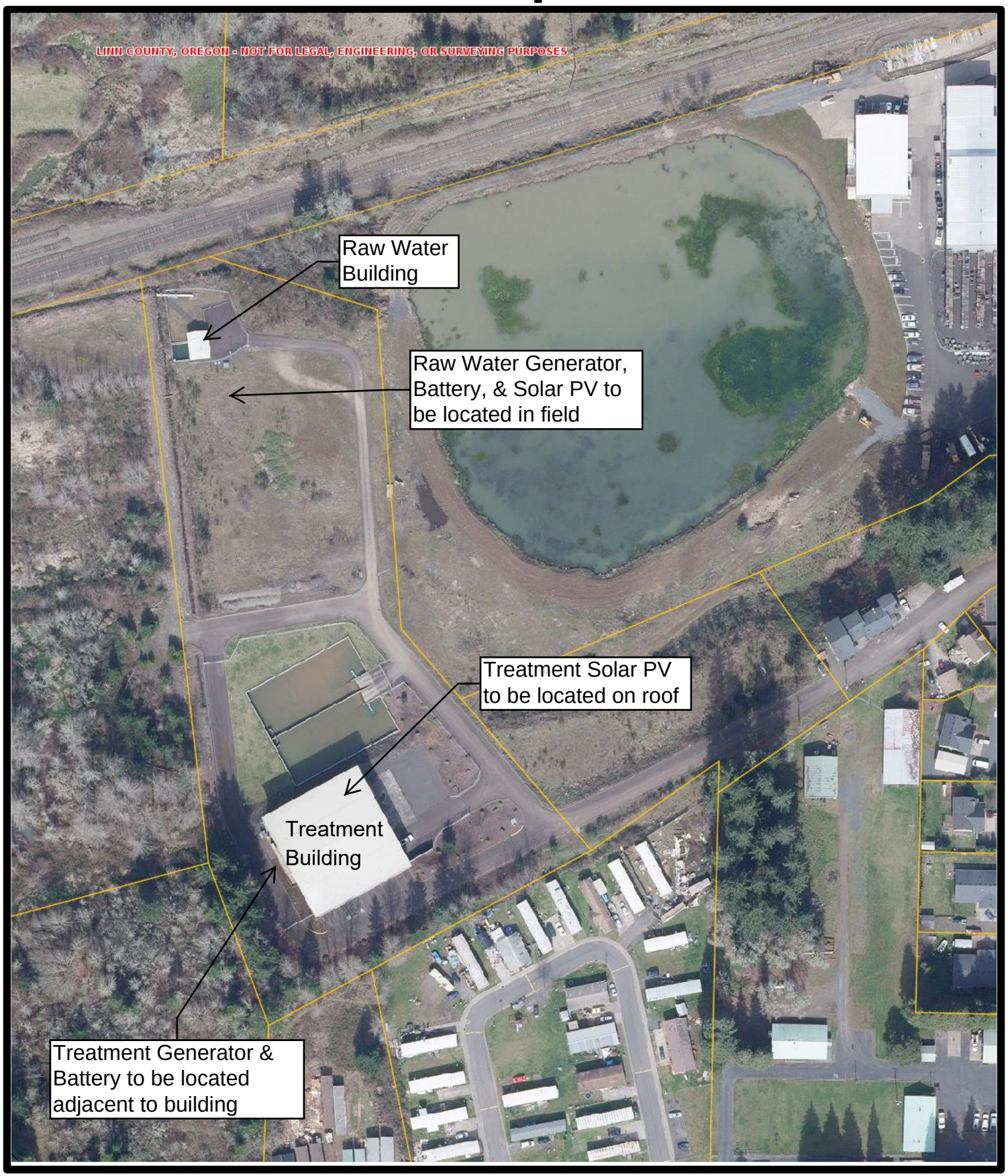
Additional/General Notes

General Notes

• How long can the main water treatment plant operate if the raw water site is offline?
• Is the holding pond identified in the flow diagram onsite at the main plant?
• Can the main plant operate off of the holding pond?
o If so, for how long?
o About once a week the timer/alarm goes off to clean filter
• Is the air wash Bldg at the main plant (air blowers?) or raw water site (compressed air?)?
• Is there any non-process loads at the plant? (e.g. lighting for small office, window AC, etc.) o Would these be critical loads in an outage?
Control computers are on these circuits so would need to have this going.
Looking for uninterrupted after transfer.
• Switch gear outside near service entrance 74264047o Near large transformer o Room for small generator (1/3 capacity) two MCCs at 500 amps each, the current switch is at about 350amps, sized for 1600 amps but only 500 amps going to each MCC
• Adding pumping capacity to plant (have HP and voltage on chart)
• Going to run 600 through each after upgrade
• Have lab, office, and conference room, server room (with own AC small DHP), split units for others (2)
• Large grass area by the large transformer and switch gear where exterior siting for storage could go.
• Also gravel area with cement pad within fence line, would have to look at it civil potential location as well
• Easement on property but can put more if needed along that property line.• MCC 601 and 602 room o Panels, scada, transformers, etc. o Service
• Raw water pumphouse: 74264046
o Has hook up for mobile generator (~100amp outlet) o Manual transfer switches existing, would like to have automatic transfer (as well as scada info) o Automatic valve (throttling valve)
• Typical operations runs two filters at a time, last three months running three
• Air blowers for secondary filtration need only one to run have second as backup
• Adding an additional 100 hp motor that will be running
• Siting would have to account that it is on a potable water source
• Large solar area on roof and ground between pumphouse and main plant (to north)• Stakeholder concerns (negligible) o Hidden away, not off highway o No neighbors in vicinity

Attachment B
Site Map

WTP Site Map



This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the p data and information sources to ascertain usability of the information.

Attachment C
Site Photos

Figure 1. East side of Water Treatment Plant main building

Figure 2. Raw Water Building to the north.

Figure 3. West side of Water Treatment Building.

Figure 4. View of Raw Water Building from the Treatment Building.

Figure 5. Raw Water Building with open field.

Figure 6. Access to Raw Water Building.

Figure 7. NE side of Raw Water Building

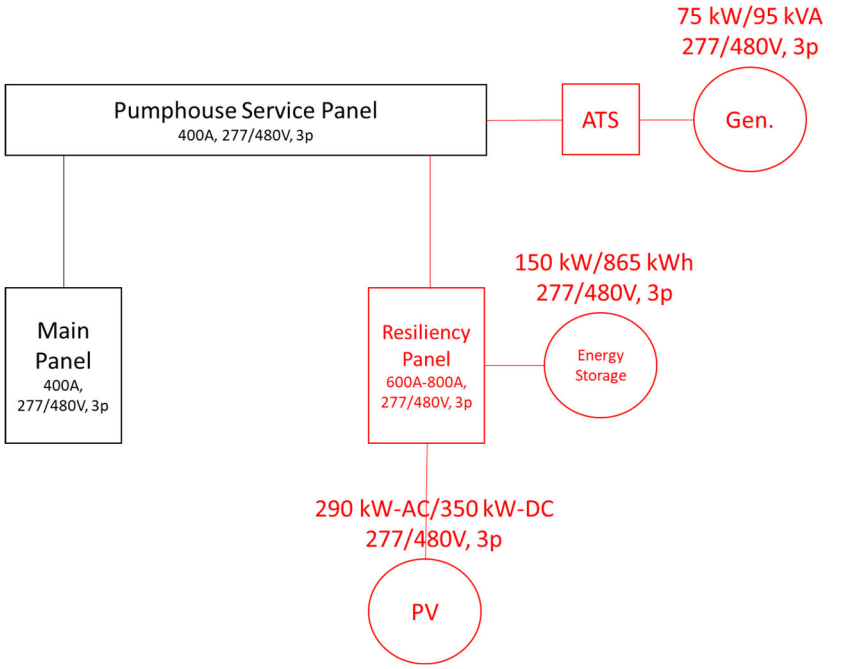
Figure 8. SE side of Raw Water Building.

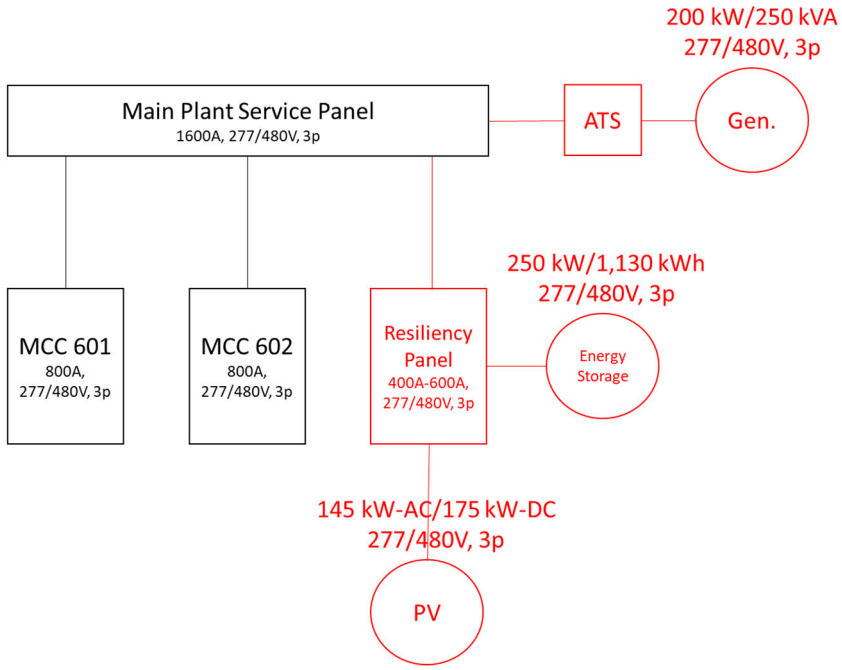
Figure 9. View of Treatment Building from the Raw Water Building.

Attachment D
One-Line Diagrams

One-line Diagrams/Schematics

The following schematic illustrates the existing electrical panels and electrical equipment at the site and how the new comprehensive system might be connected. Modifications are marked in red. This is not intended to act as electrical engineering plans. Any electrical upgrades and sizing should be confirmed with a certified electrician and/or electrical engineer.

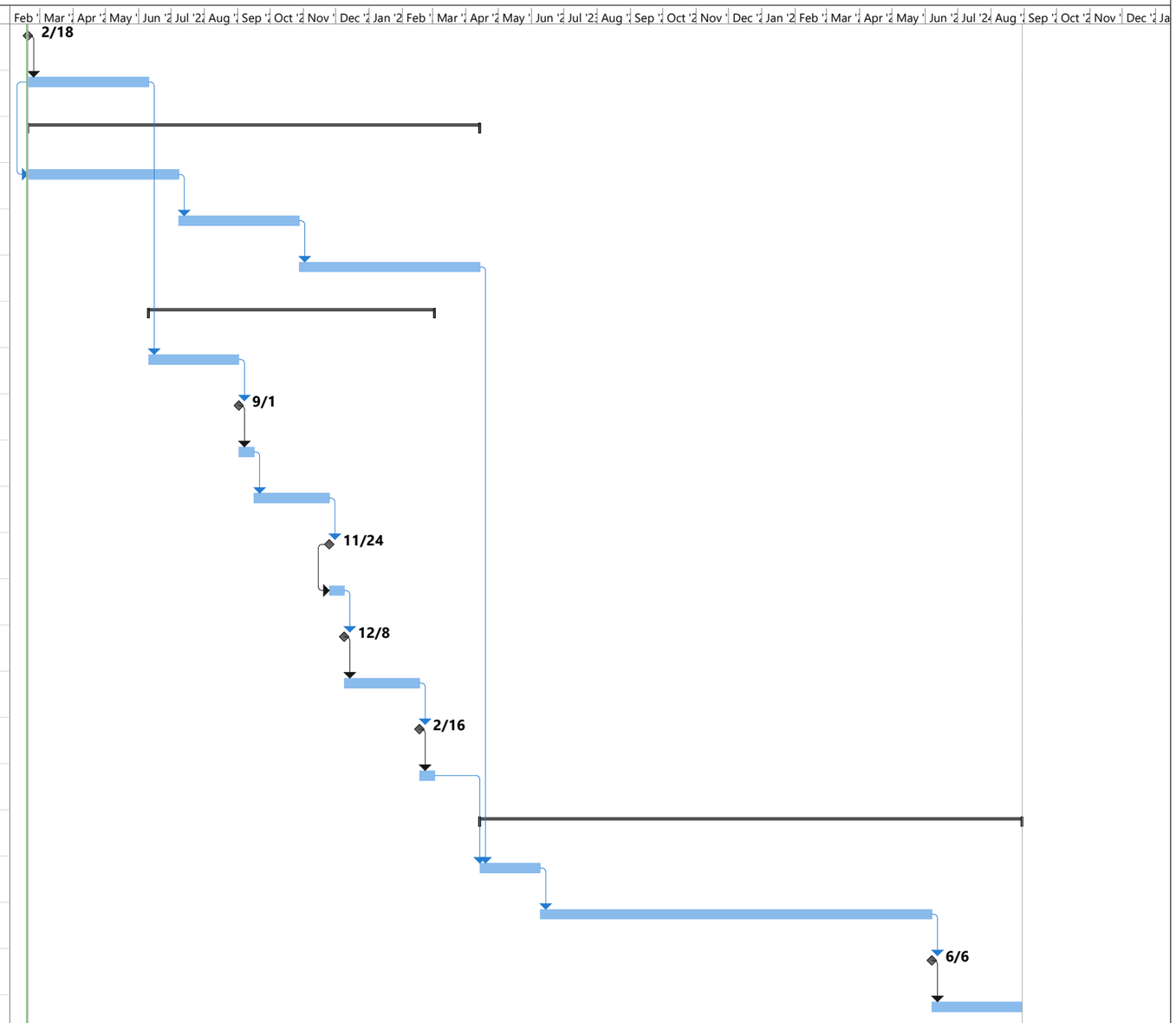




Attachment E
Project Schedule

Preliminary Project Schedule
Sweet Home WTP Standby Generator Project - Enhanced Resiliency Alternative

ID	Task Name	Duration	Start	Finish
1	**Pacific Power Grant Resiliency Project Grant Application Submittal**	**0 days**	**Fri 2/18/22**	**Fri 2/18/22**
2	WTP Generator and Resiliency Project Alternatives Evaluation	80 days	Fri 2/18/22	Thu 6/9/22
3	**Funding**	**300 days**	**Fri 2/18/22**	**Thu 4/13/23**
4	Pacific Power Resiliency Grant Application Review/Award	100 days	Fri 2/18/22	Thu 7/7/22
5	Prepare and Submit FEMA BRIC Funding Applicatoin	80 days	Fri 7/8/22	Thu 10/27/22
6	FEMA BRIC Funding Application Review/Award	120 days	Fri 10/28/22	Thu 4/13/23
7	**Design**	**190 days**	**Fri 6/10/22**	**Thu 3/2/23**
8	Complete 30% Preliminary Design	60 days	Fri 6/10/22	Thu 9/1/22
9	Preliminary Design Report Submittal	0 days	Thu 9/1/22	Thu 9/1/22
10	**City Review Period**	**10 days**	**Fri 9/2/22**	**Thu 9/15/22**
11	Complete 60% Final Design	50 days	Fri 9/16/22	Thu 11/24/22
12	**60% Design Submittal**	**0 days**	**Thu 11/24/22**	**Thu 11/24/22**
13	**City Review Period**	**10 days**	**Fri 11/25/22**	**Thu 12/8/22**
14	**60% Design Review Workshop**	**0 days**	**Thu 12/8/22**	**Thu 12/8/22**
15	Complete 90% Final Design	50 days	Fri 12/9/22	Thu 2/16/23
16	90% Design Submittal	0 days	Thu 2/16/23	Thu 2/16/23
17	**City Review Period**	**10 days**	**Fri 2/17/23**	**Thu 3/2/23**
18	**Bidding and Construction**	**360 days**	**Fri 4/14/23**	**Thu 8/29/24**
19	Bidding, Contracts and NTP	40 days	Fri 4/14/23	Thu 6/8/23
20	Construction to Substantial Completion	260 days	Fri 6/9/23	Thu 6/6/24
21	Substantial Completion Inspection	0 days	Thu 6/6/24	Thu 6/6/24
22	Commissioning and Final Completion	60 days	Fri 6/7/24	Thu 8/29/24



REQUEST FOR COUNCIL ACTION

Title:	Downtown Streetscape and Parking Plan Final Adoption
Preferred Agenda:	March 22, 2022
Submitted By:	Blair Larsen, Community & Economic Development Director
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution ___ Motion __X__ Roll Call ____ Other ____
Relevant Code/Policy:	N/A
Towards Council Goal:	Goal 4.4 Develop a Downtown Streetscape Plan, Goal 3.2: Community Safety
Attachments:	Downtown Streetscape and Parking Plan Plan Drawings Conceptual Renderings

Purpose of this RCA:

The purpose of this RCA is to formally adopt the Downtown Streetscape and Parking Plan, a project which has been in process since late 2020.

Background/Context:

In early 2020, the Council set a goal for the completion of a Downtown Streetscape and Parking Plan. The intent of the project was to create a standard plan for landscaping, trees, lighting, signage, street furniture and parking in the downtown core (identified as the Main and Long Street Corridors between 9th avenue and 18th Avenue). Ultimately, the goal is to make downtown Sweet Home a more appealing place for residents and visitors by beautifying the public right-of-way and making the area more pedestrian friendly. Private businesses and property owners will be able to capitalize on this increase in foot traffic by beautifying their own properties and increasing the offered products and services in the area.

This project was funded in the current budget within the Economic Development Fund. In addition, the City has received a $10,000 grant for the project from the Oregon Cascades West Council of Governments (which originated from Federal ARPA funds).

The Council approved the Request for Proposals in October, 2020, and approved a contract with DLA in January, 2021. Three public meetings were held on March 25th, June 15th, and December 14th 2021 in order to gather feedback from the public.

The presented document is the final version. This document will be used to communicate the City's vision for the area and support funding requests, including grants and private donations. The next steps are to divide the plan into phases, secure funding for one or more phases, produce engineering drawings of the necessary work, and finally construct the improvements.

The full buildout of these plans is a very large undertaking, and will require many years, cooperation from community partners, significant political will, and a big investment of public funds.

The Challenge/Problem:

How does the City accomplish its goal of creating a Downtown Streetscape and Parking Plan? Does the work produced by DLA satisfy the purposes of the project and fulfill the preferences expressed by the Public and the City Council? Will the City Council formally adopt the plan as presented?

Stakeholders:

- Sweet Home Residents – Residents deserve an appealing and walkable downtown area where they can spend their leisure time and find the services and products they want.
- Downtown Businesses and Property Owners – Downtown Businesses and Property Owners deserve a public right-of-way next to their buildings that properly directs the flow of both vehicle and foot traffic and provides typical downtown amenities that attract visitors and create a pleasant experience for patrons.
- Sweet Home City Council – The City Council has an interest in adopted plans for the downtown right-of-way that accomplish its goals and improve the overall quality of life within the City.

Issues and Financial Impacts:

This project has already been budgeted and spending has been authorized. This stage of the project does not include any additional financial impacts; however, any changes at this stage may cost additional money.

The next steps will require funding, which has not yet been identified.

Elements of a Stable Solution:

A stable solution includes formal adoption of the Downtown Streetscape and Parking Plan.

Options:

1. *Do Nothing* – The Council could choose to do nothing at this time, which would make the plan a concept only, and not of any use for securing grant funding.
2. *Formally adopt the Sweet Home Downtown Streetscape and Parking Plan as presented* – This action will communicate to City residents, businesses, and other government agencies that the proposed Plan is the will of the community, which will make future grant applications for the project more likely to succeed.
3. *Formally adopt the Sweet Home Downtown Streetscape and Parking Plan with changes* – This action will communicate to City residents, businesses, and other government agencies that the amended Plan is the will of the community, which will make future grant applications for the project more likely to succeed.

Recommendation:

Staff recommends option 2: *Formally adopt the Sweet Home Downtown Streetscape and Parking Plan as presented.*

The City of Sweet Home

Source: Barb Henry Photography

Conceptual Downtown Streetscape & Parking Plan

02.18.2022

Project Team

Client: City of Sweet Home
Blair Larsen
Director of Community & Economic Development Department

Prime Consultant and Landscape Architect:
DLA Inc.
David Dougherty, Lead Designer
Luzanne Smith, Associate
474 Willamette Street,
Suite 305,
Eugene, Oregon 97401

Transportation & Lighting Engineer:
Kelly Sandow, Sandow Engineering
160 Madison Street
Suite A
Eugene OR 97402

Civil Engineer:
KPFF
Matt Keenan Civil Engineer
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800 Willamette Street
Suite 400
Eugene, OR 97401

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Executive Summary

This document presents a conceptual streetscape plan and parking recommendations for the downtown core of Sweet Home, including Main Street (HWY 20) and Long Street from 9th to 18th street. The report will be utilized by the City of Sweet Home to help guide a multi-phase approach for improvements along these corridors. Refinement of this plan will continue into subsequent design phases.

Key contributors to this report include Sweet Home city staff and the Sweet Home Community. The plan has evolved over the last six months, as various design solutions were explored and collaborative input from the community was considered and integrated.

Currently, conditions along these corridors are vehicular focused and there are limited amenities for pedestrians. The sidewalks have utilities and trees located within the walkways and lack a cohesive layout. There are few safe pedestrian street crossings and the speed of the traffic deters pedestrians from crossing Main Street. The general feel of these streetscapes may be described as 'bleak', lacking in human scale and visual interest. The downtown core lacks landscape and amenities. For example, there is pedestrian scale lighting within the Main Street median but no pedestrian scale lighting along the sidewalks. Additional items to be considered are bicycle accommodations and wayfinding signage.

When implemented, the recommendations found in this document have the potential to transform this corridor into a vibrant, active, and inviting downtown core, consistent with the city's vision. Those entering Sweet Home along Hwy 20, will encounter a distinct change in character. The vehicular dominated highway will transition to a unique district filled with amenities. Art, landscaping, lighting, trees, and furnishings will encourage traffic to slow down and explore downtown. This is particularly important since Sweet Home is considered a gateway to the east and has a high volume of tourists passing through during the summer months.

Those on foot will enjoy improved sidewalks flanked by street trees, ornamental lighting, and pedestrian amenities. Corner plazas will offer seating opportunities to rest and enjoy local art nestled within the new landscape. Bicyclists will find safer, well defined bike routes that transition well to side streets and local destinations. Bike racks will allow safe places to park while shopping or enjoying lunch.

'Opportunity Sites' within the downtown will provide areas to activate the streetscape and draw in residents and visitors. 13th Avenue will be the heart of the downtown, providing a flexible and inviting space that can be used for several different types of events.

Upon completion, the new streetscape will be unlike any other. The ambiance will reflect the culture, history, the outdoors, and the Oregon Jamboree. As private investment follows and 'opportunity sites' are developed along the corridor, the transformation will continue well into the future. This report is the first step in realizing this vision.

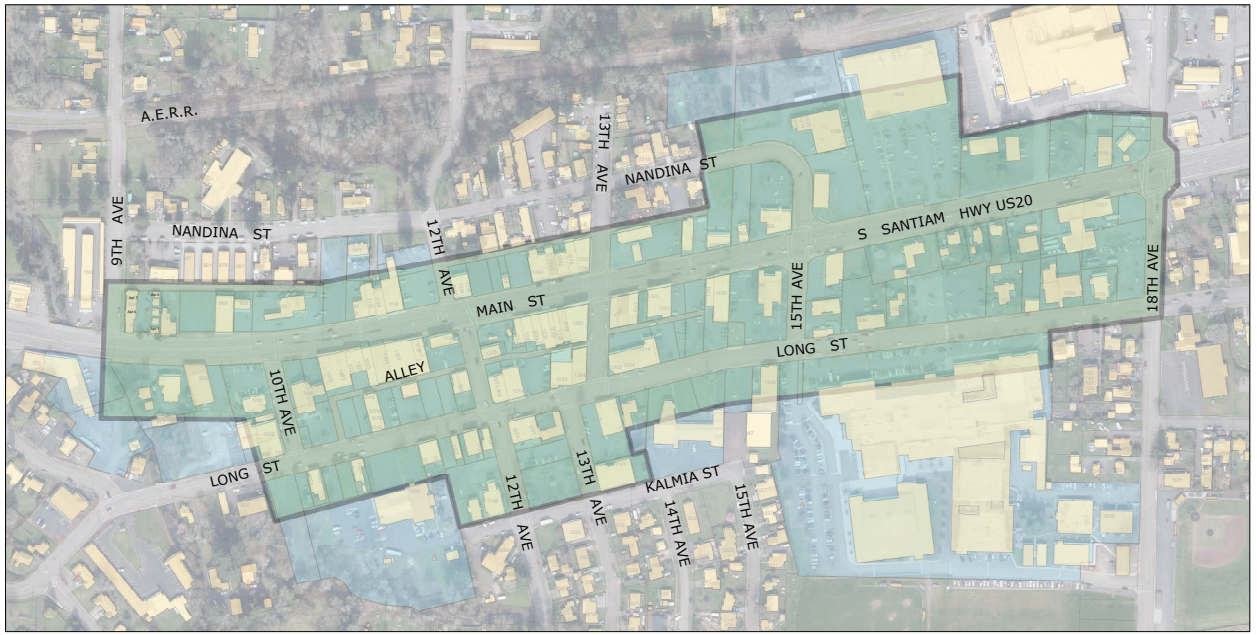
Background and Study Area

This conceptual master plan and parking study document provides recommendations for streetscape improvements, opportunities to activate the downtown, a parking analysis, recommendation, and a road map for how this vision can be implemented. The intent of this document is to develop a vision and provide recommendations that will build upon revitalizing and sustaining the downtown Sweet Home area as a destination, while maintaining a livable area for the community residents.

Project Goals

This project seeks to improve the downtown area by achieving the following objectives:

- General improvements for pedestrian oriented downtown environment.
- Standards for street tree and landscaping locations and species that can be distributed throughout the downtown.
- Standards and proposed locations for street furniture and other pedestrian amenities that can be distributed consistently throughout the project area.
- A lighting plan that will meet existing needs and complement future improvements identified through this project.
- A wayfinding plan for the area that identifies public sites and provides options for private businesses.



- A plan for improved utilization of both on-street and off-street public and private parking areas that will meet current and future needs while promoting pedestrian activity and making it easier for visitors to access private businesses and public amenities.
- Standards and recommended locations for street art and outdoor dining or other business uses of the public right-of-way typical of downtown areas.
- Recommended locations and layouts for a public plaza that can serve as an event venue and public gathering place.
- Proposed phasing and cost estimates for improvements made in accordance with the adopted plan(s).

Project Team

The Project Team for the Sweet Home Downtown Streetscape and Parking plan was led by DLA as the lead consultant (landscape architecture and urban design). Consultants included Sandow Engineering (transportation and lighting engineer) & KPFF (civil engineer).

Through the design process, DLA facilitated a number of open house meetings, highlighted opportunity areas, delivered various design ideas and determined a master plan for the project. Sandow Engineering analyzed the current parking conditions downtown. Sandow made recommendations for how to best utilize public and private parking within the new streetscape, outlined best practices and made recommendations for future parking needs. KPFF oversaw the cost estimates and worked with DLA from a civil engineering perspective.

A critical part of this process included an extensive outreach program to incorporate and account for the opinions of Sweet Home residents, property and business owners. Over the course of the planning process, the Project Team worked closely with the City of Sweet Home to ensure that the general public could provide comment, participate in the process either on-line or in person and assist with defining the primary goals for the downtown area.

DLA worked with the City Staff and the City Engineer to incorporate bike access, discuss ODOT limitations, emphasize pedestrian safety, incorporate the museum redesign , review previous design options and discuss options for one-way streets.

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Project Timeline

- RFP – Due November 13th 2020
- Project Kick-off Meeting- February 2nd 2020
- Open House Meeting - March 25th 2021
- Open House & Workshop– June 15th 2021
- Final Open House - December 14th 2021

Kick Off Meeting & Site Visit

Public Process

Over the course of the conceptual design process, two open house events were held to gain input from the general public. The final concept was presented in December 2021 to the City Council. During these open house events, the team presented several concepts. These include upgrades to Main Street with streetscape amenities and lighting, sidewalk extensions for Long Street, a possible public plaza, alley upgrades and the proposed location, and design for a Festival Street. The purpose of these open houses was to present designs to the public and to solicit feedback. A roll plan and boards were displayed in order to gather comments and preferences.

In addition to this, a survey was posted on-line that gathered a broad range of comments and community members e-mailed additional feedback after the events. (Survey results are included in the Appendix.)

2nd Open House Meeting

1st Open House Meeting

1st Open House Meeting

Observations

The existing corridor conditions present opportunities for streetscape improvements as well as constraints that the Project Team considered when developing the conceptual design.

Main Street (US Highway 20)

Main Street is the main connector route through town and is the corridor that visitors will pass through when going east or west. It is a US highway and is overseen by ODOT. The corridor is busy, with both local traffic and frequent use by the logging industry. During the public open houses the main complaint was that traffic is too fast and pedestrians do not feel safe crossing Main Street despite the designated crosswalks. These crosswalks do not have pedestrian activated beacons.

The architectural character of Main Street is mixed. On the south side most buildings are set back from the right-of-way a few feet or less. The north side is very different with several drive-through restaurants and retail making it more vehicular oriented. There are street trees and some landscape on both sides of Main Street. Until recently trees were in the median but those have been removed. This further reduced the limited landscape along Main Street. Pedestrian lighting is sparse and contributes to the perception that the area is unsafe, especially at night. Other streetscape amenities, such as benches, trash cans and bike racks are limited.

The current conditions reduce the perception that Sweet Home has an inviting downtown. However, the built environment along the south side of Main Street provides opportunities to support a lively pedestrian experience. The addition of lighting, streetscape amenities, art and street trees will provide a framework to activate the street and encourage people to stop, shop and explore what Main Street has to offer. In addition to this, pedestrian activated beacons at crosswalks would allow people to feel safe when crossing Main Street.

Long Street

Long Street is a secondary route and is predominantly used by residents. This street is much quieter with less traffic, wider lanes and no median. There are limited streetscape amenities, trees, and vegetation along Long Street. Many of the existing trees are poorly placed and their roots have damaged the sidewalk. There is limited pedestrian lighting and currently no bike route.

The architectural character of Long Street is mixed. From 10th Avenue to 13th Avenue most of the buildings are set back from the right-of-way a few feet or less. However, there are numerous gaps between the groups of buildings. From 13th Avenue to 18th Avenue there are several civic buildings including the post office, fire station and the high school.

Long Street has several restaurants and small stores that could provide a catalyst to enhance this street into a vibrant pedestrian environment. The oversized travel lanes (14' wide), will allow for a three foot extension of the sidewalk on both sides. This will create space to add pedestrian amenities, lighting and street trees while keeping on-street parking along Long Street. In addition, bulb-outs are proposed at the corners to create safer pedestrian crossings and provide spaces for pedestrian amenities. A sharrow bike lane will be added in both directions and will tie into the existing bike lanes on Oak Terrace.

13th Avenue

13th Avenue has wide travel lanes, narrow sidewalks, minimal lighting, no streetscape amenities and is underutilized. The buildings that front 13th Avenue lack visual interest and the street trees along the west side of the street block the sidewalk. There is parallel parking along both sides of the street but this is also underutilized due to of walking distance to Main and Long Street.

13th Avenue is at the heart of the downtown core and provides an excellent opportunity for a Festival Street. The Oregon Jamboree is an important annual event that takes place every year in the summer and there have been conversations to move the farmers market (currently located south of Long Street) to a more central location. The street is wide enough to increase the sidewalks on both sides. Converting 13th Avenue to a one-way street going south to north bound will increase the number of parking spaces. The design can also facilitate use for both transportation and events. The street can be blocked off during festivals, community gatherings, farmer's market or other markets. The alleys can also be activated and used as flexible spaces during these events. The proposed design will include pedestrian lighting, streetscape amenities, street trees and landscape to create an inviting multi-use space.

10th Avenue

10th Avenue provides another opportunity to increase the number of public parking spaces downtown. By converting it to a one-way street north bound it allows for an increase in parking spaces, the addition of streetscape amenities and opportunities for art. The proposed bulb-outs on Main Street create spaces for street trees and landscape and pedestrian amenities. This will also act as a gateway entering the heart of downtown Sweet Home.

Other Streets

The profiles of the other streets are proposed to remain as is but will be enhanced with street trees and lighting. 12th Avenue south of Long Street will be re-striped to include additional parking. The alleys are also proposed to remain as is with the exception of the alley that enters and exists from 13th Avenue. Here the alley will be one way going east bound to accommodate for the turning radius and the smooth flow of traffic onto 13th Avenue.

Main Street (HWY 20)

Looking north at the vacant lot near A&W

Looking South down 13th Avenue

Existing Pocket Park

Looking east down Main Street

Looking west down Main Street

Long Street

Looking west at 10th Avenue

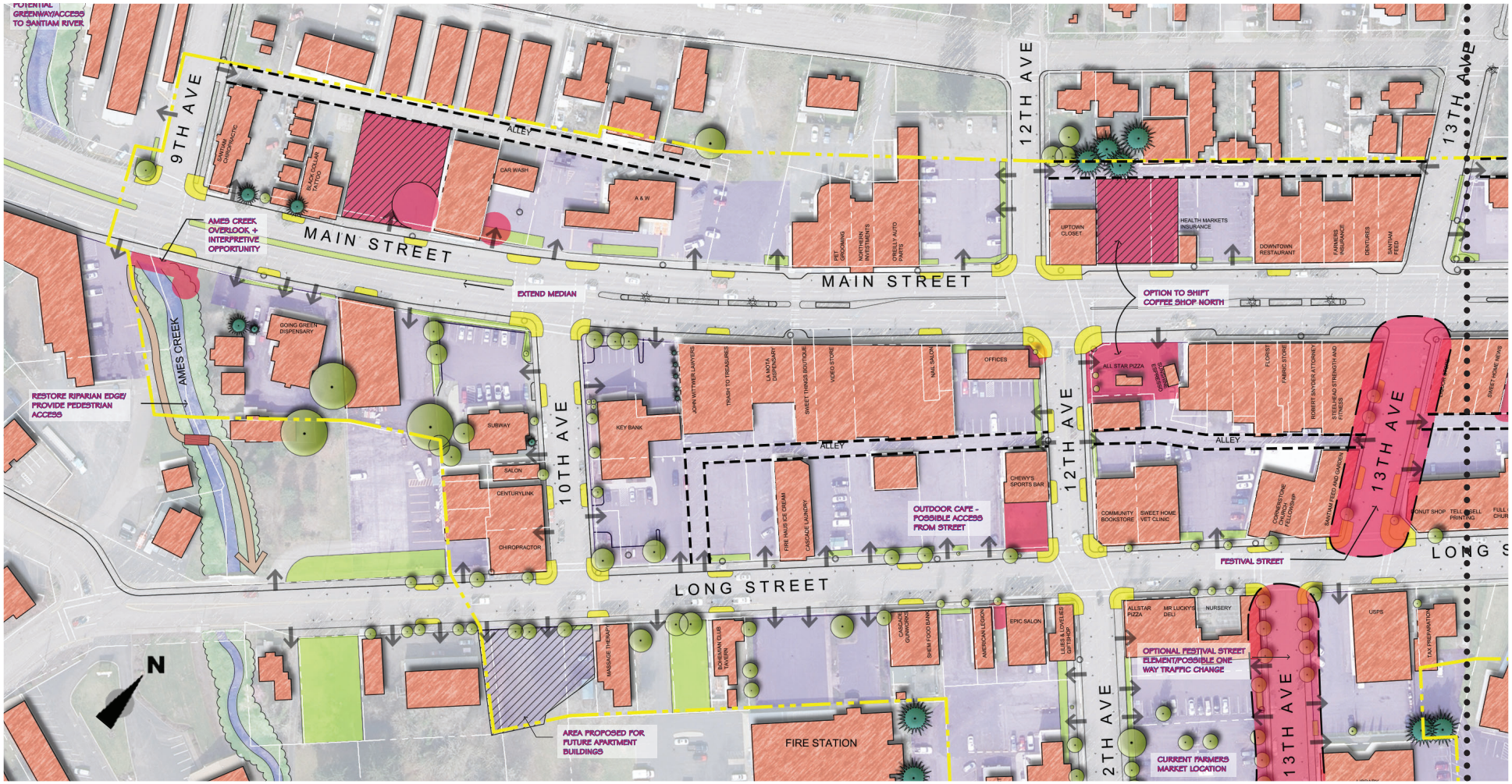
Looking east on Long Street

Parking lot between the Rio and Cafe

Looking north at Chewy's Bar

Looking south east at All Star Pizza

Conceptual Design



LEGEND

- LANDSCAPE OPPORTUNITIES
- PARKING LOT
- BUILDING INFILL
- PEDESTRIAN CONNECTIONS
- ORNAMENTAL STREETLIGHT
- EXISTING ALLEYS
- EXISTING CONIFER TREES
- PROJECT WORK SCOPE
- KEY OPPORTUNITY SITES
- EXISTING BUILDINGS
- POCKET PARKS (POSSIBLE)
- PEDESTRIAN IMPROVEMENTS
- COBRA-HEAD LIGHTS
- EXISTING DRIVEWAYS
- EXISTING DECIDUOUS TREES

3.1 Downtown Opportunities

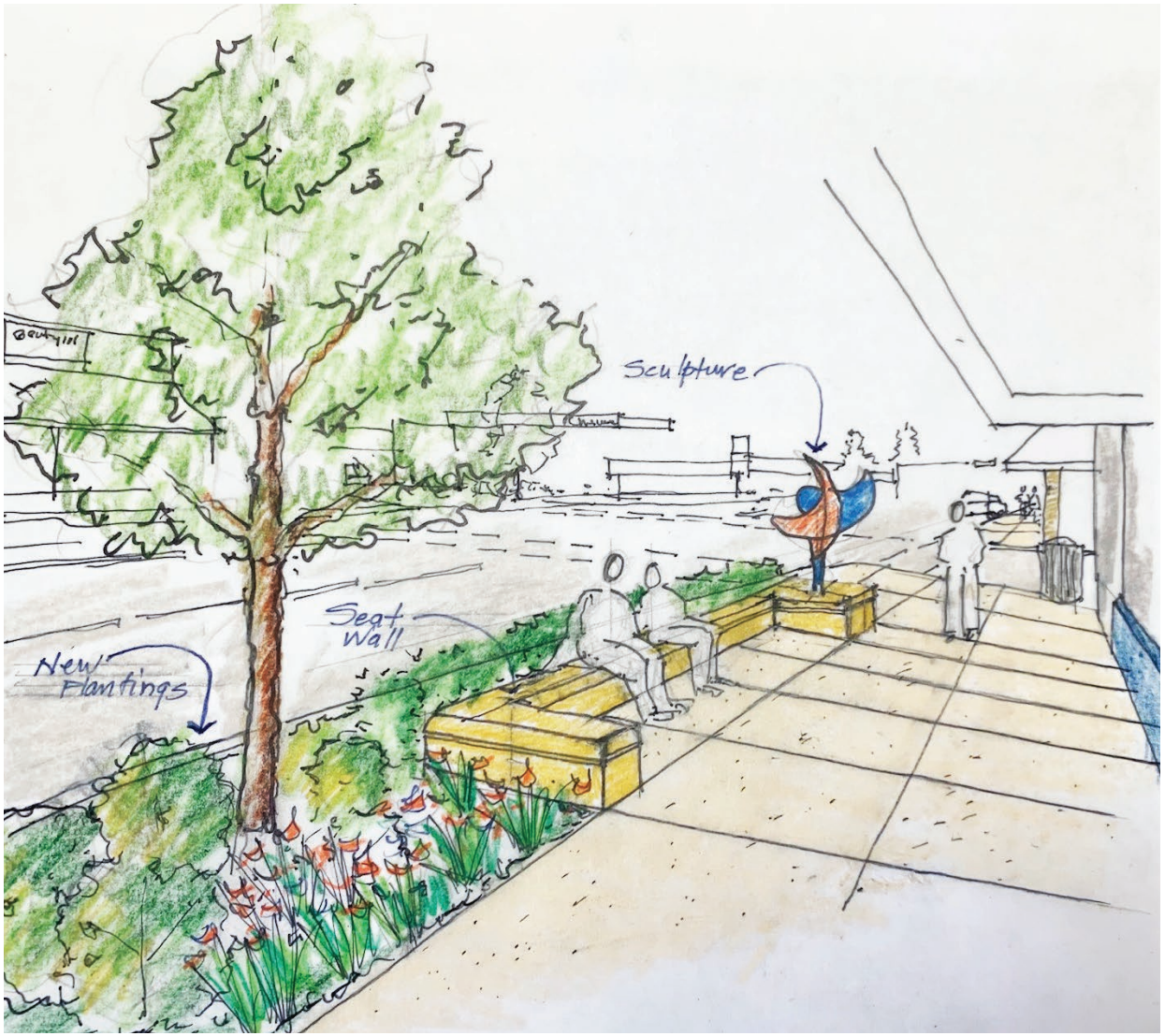
CONCEPTUAL DESIGN RECOMMENDATIONS

- Pedestrian amenities & connections
- Additional pedestrian crossings
- Improved & increase sidewalks
- Curb extensions (bulb-outs)
- Add street trees
- Pedestrian scale lighting
- Festival street location
- Plazas opportunities
- Public art
- Activating the alleys
- Building infill opportunities

Main Street Options

There are several sidewalk enhancement sopportunities along Main Street. For example, the image below shows the intersection of 13th Avenue and Main Street. By adding seating, art and landscape a once unused corner can be activated. Additional bulb-outs can be added to further enhance the pedestrian environment and create the space needed to provide trees, pedestrain amenities, lighting and landscape. The city's Facade Enhancement Program has potential to further transform Main Street and spur economic investment in the downtown core.

Existing Conditions



Possible Main Street Improvements

ADD STREETSCAPE AMENITIES

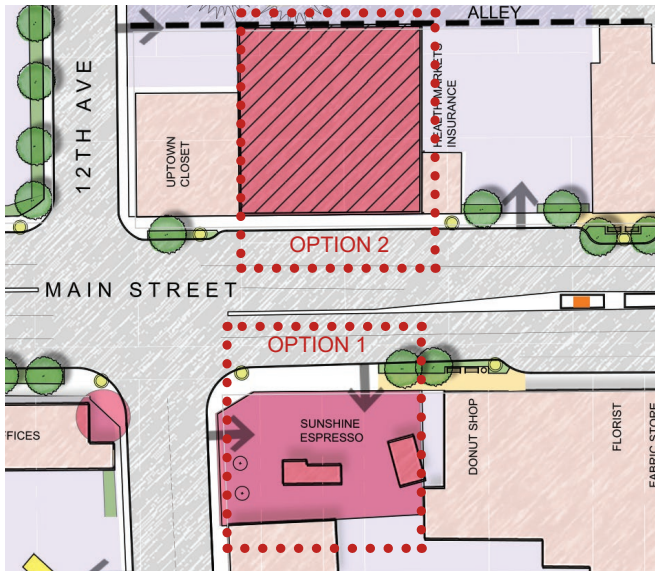
ACTIVATE SIDEWALK & ADD TREES

INCORPORATE ART

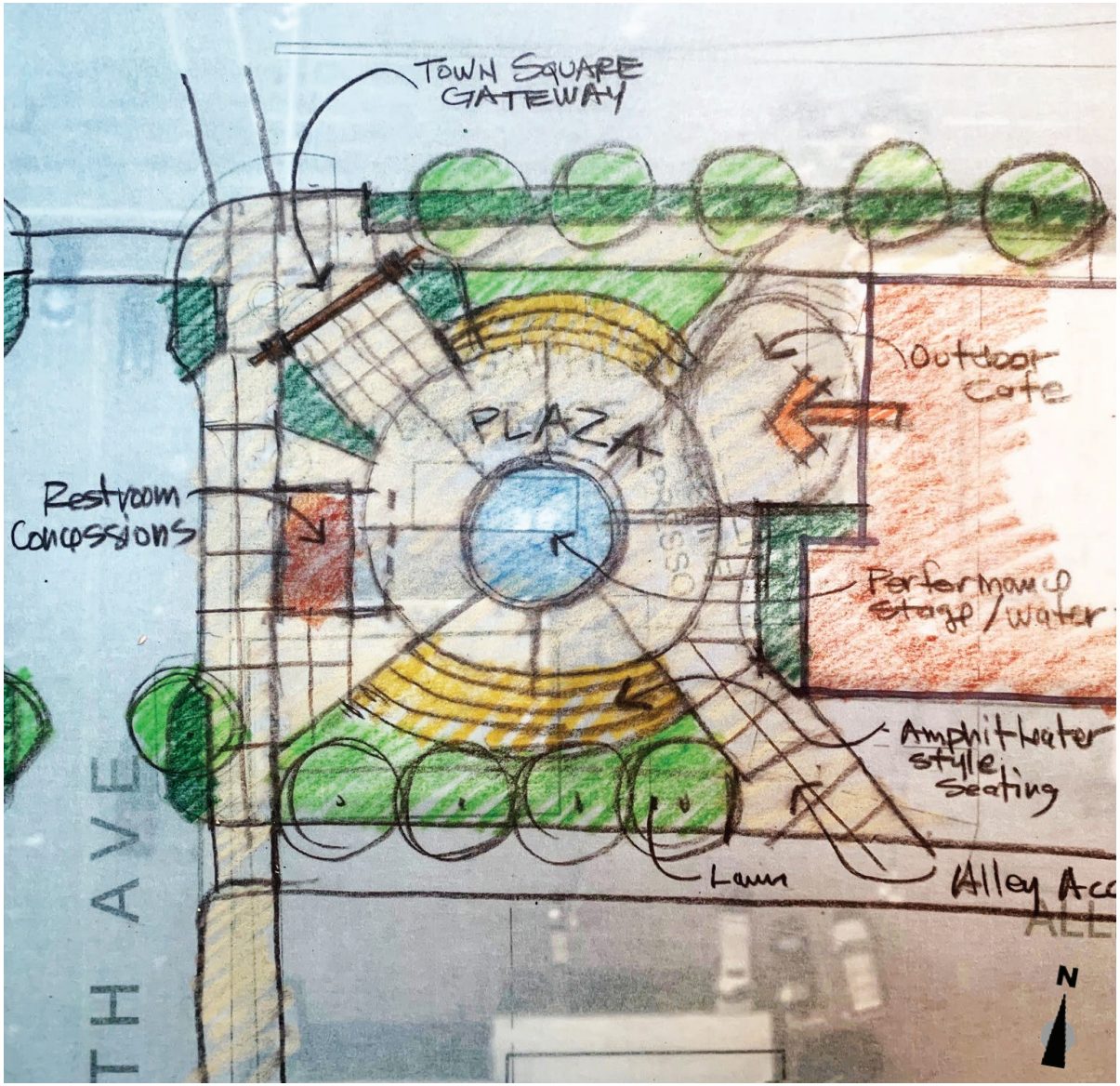
Exploring Town Plaza Options

There are several sites along Main Street that would provide an excellent location for a town plaza. The site shown to the right is the current location of the Sunshine Espresso drive thru coffee kiosk (Option 1 below). This would be a prime location for a gathering space/plaza. This corner site would provide an opportunity for a gateway and the main space can function as a multi-use public space with areas for performance, seating and a possible restroom/concession building. The existing coffee kiosk could potentially be relocated across the street where the alley will provide improved access.

Alternatively, Option 2 below provides an opportunity for a plaza on the north side of Main Street



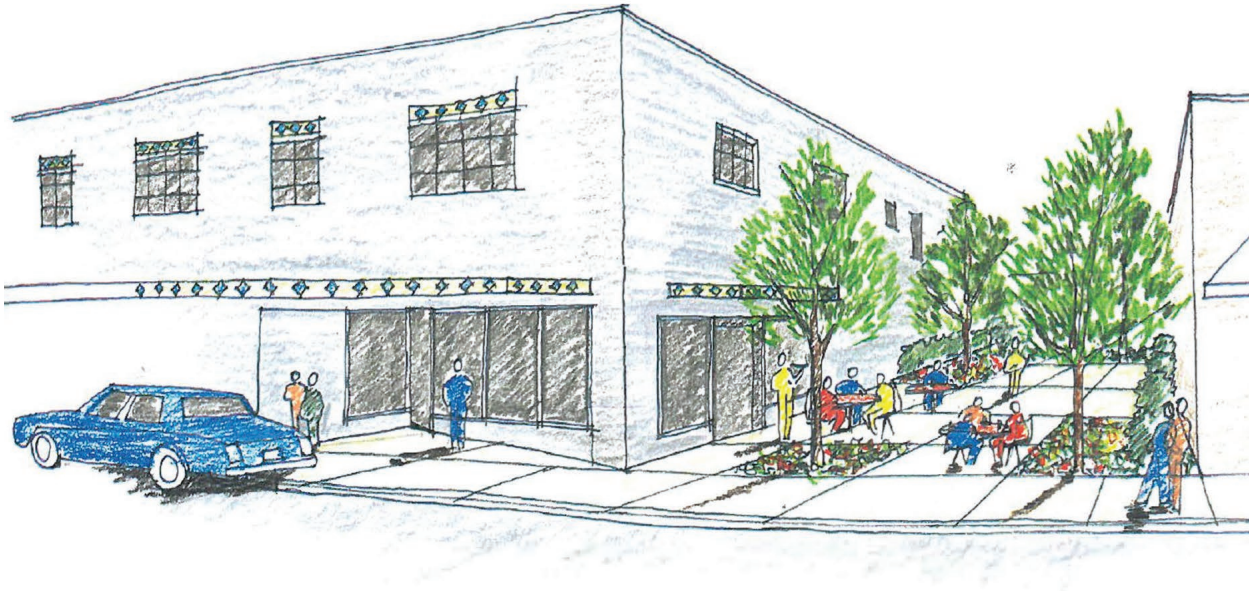
Possible Locations



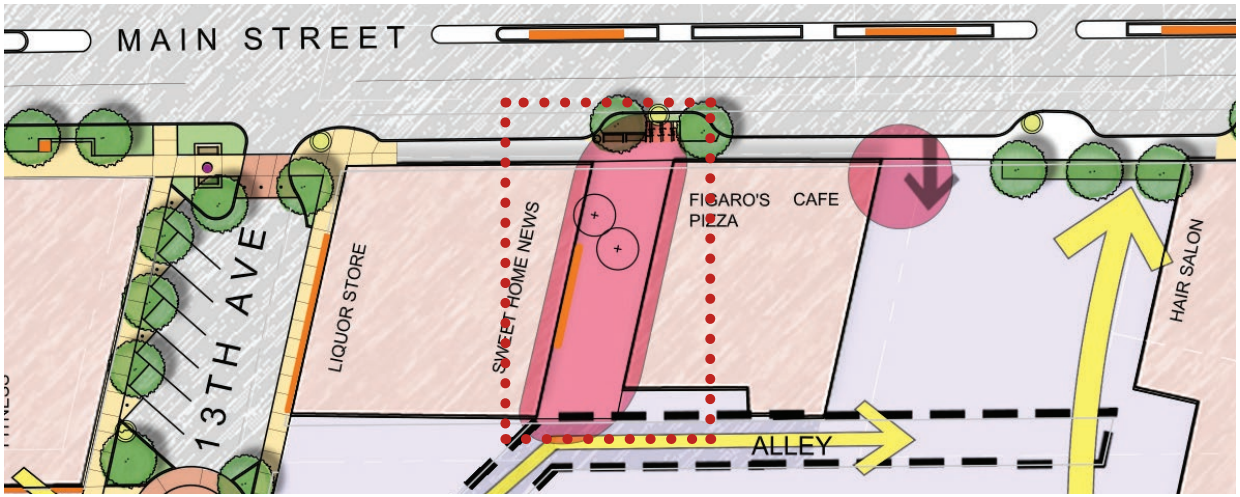
Town Plaza Design Option (SE corner of 12 Avenue and Main Street)

Pocket Park Option

There is also an opportunity on Main Street to activate an existing pocket park. Currently the park is fenced off and unkept, as shown in the existing image below. The key to success is to develop the space, activate the adjacent businesses and provide passive surveillance. This can be done by redesigning to create an open and inviting park with streetscape amenities, trees and lighting that enhance the space and make it usable for all.



Existing Conditions

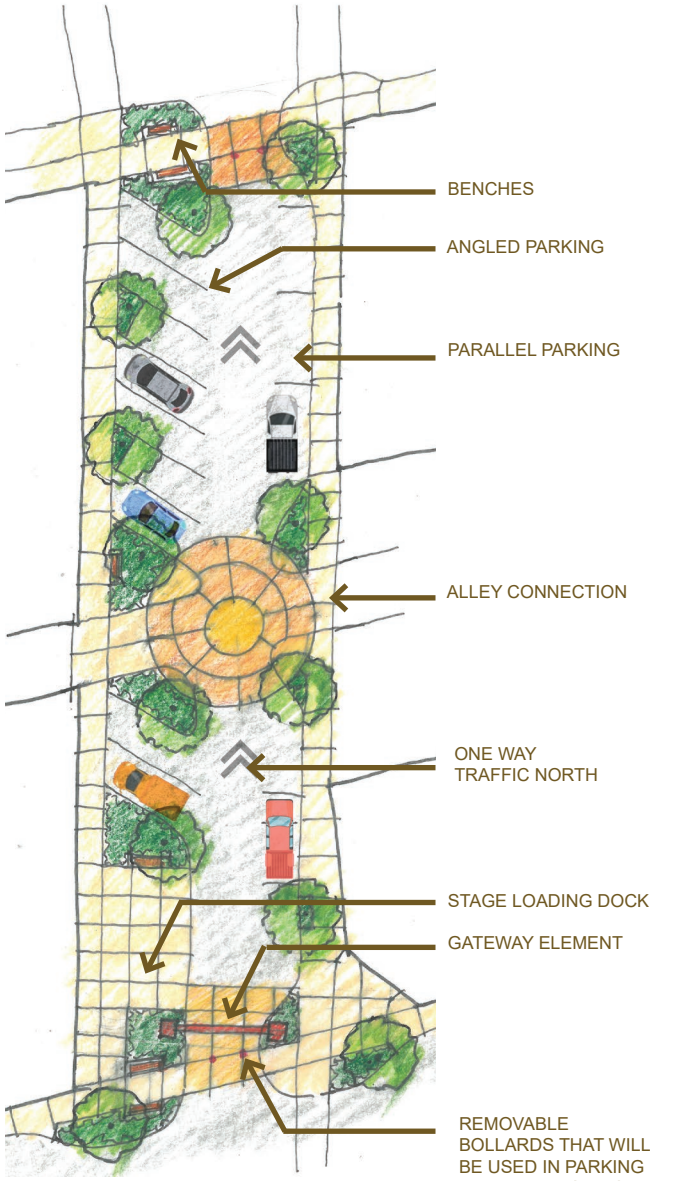


Possible Pocket Park Location

Festival Street Option

A Festival Street along 13th Avenue in the downtown core would provide a public space that will stimulate economic activity and be a catalyst to a more vibrant downtown. This flexible space will be programmed with events throughout the year, with the street otherwise be open to traffic. The Festival street will be a perfect location to host community events such as a Christmas Market, other outdoor markets and performances. This concept creates a unique space to bring residents and visitors to the downtown.

OUTDOOR MUSIC VENUE



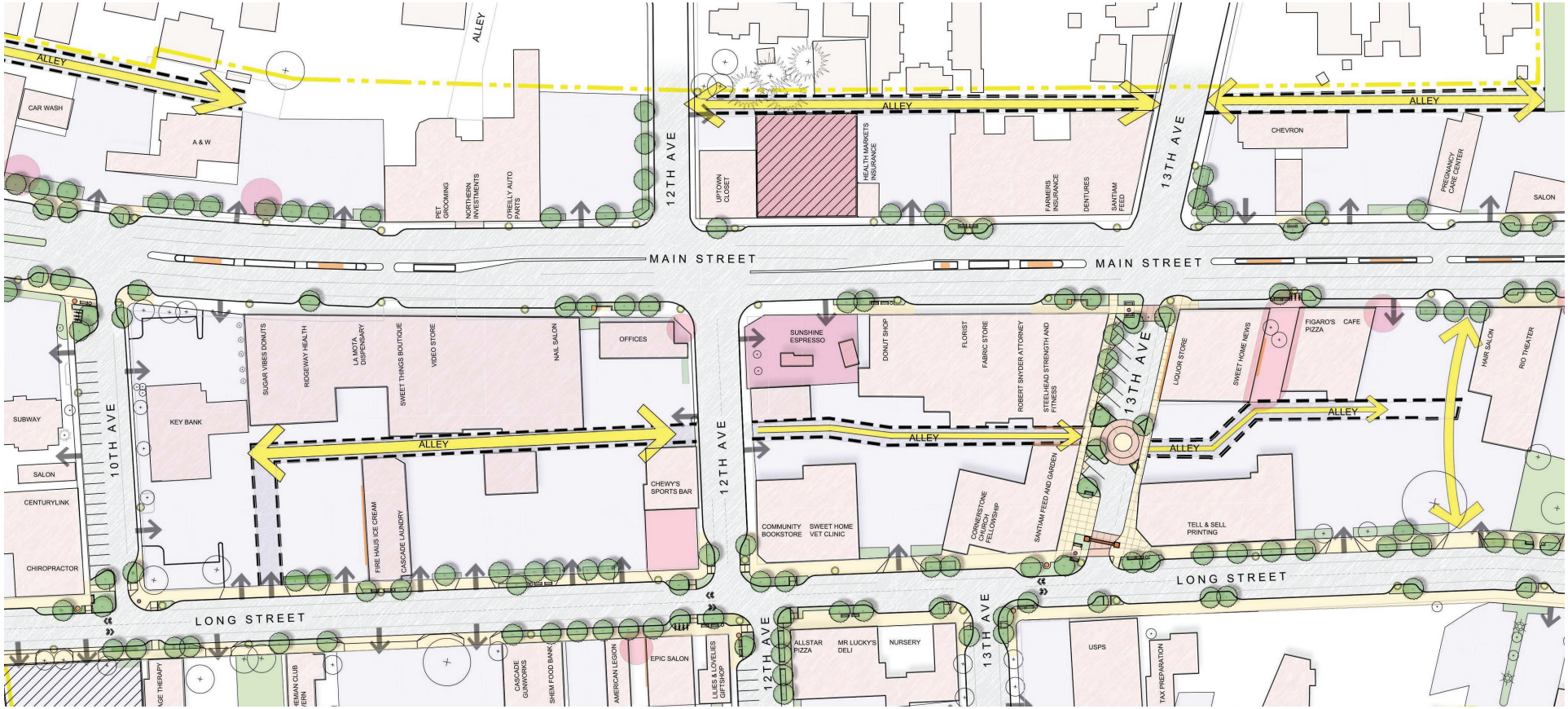
FESTIVAL STREET ENLARGEMENT

Enlargement of the Downtown Core

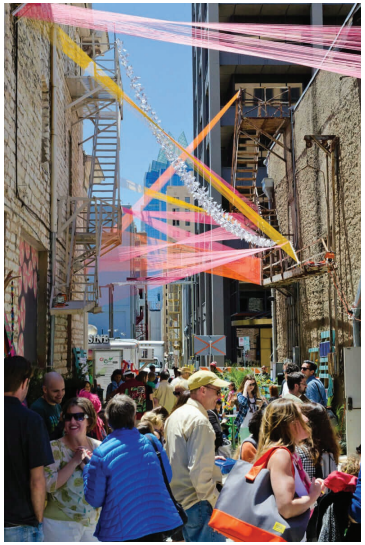
Activating the Alleys

The alleys in Sweet Home provide several opportunities to activate the downtown. The location and connectivity of these alleys between 10th Ave and 15th Ave allow for shared pedestrian/vehicular links. These spaces can be developed into interesting connectors through the incorporation of art, lighting, a change in paving or the use of the alleys by adjacent businesses.

These flexible spaces will allow businesses to spill out into the alleys during the busy hours. By activating these alleys Sweet Home can create a unique experience that will draw residents and visitors to explore and engage in the downtown. These alleys can also be used to convey the rich history of Sweet Home's logging industry and highlight the surrounding natural beauty.

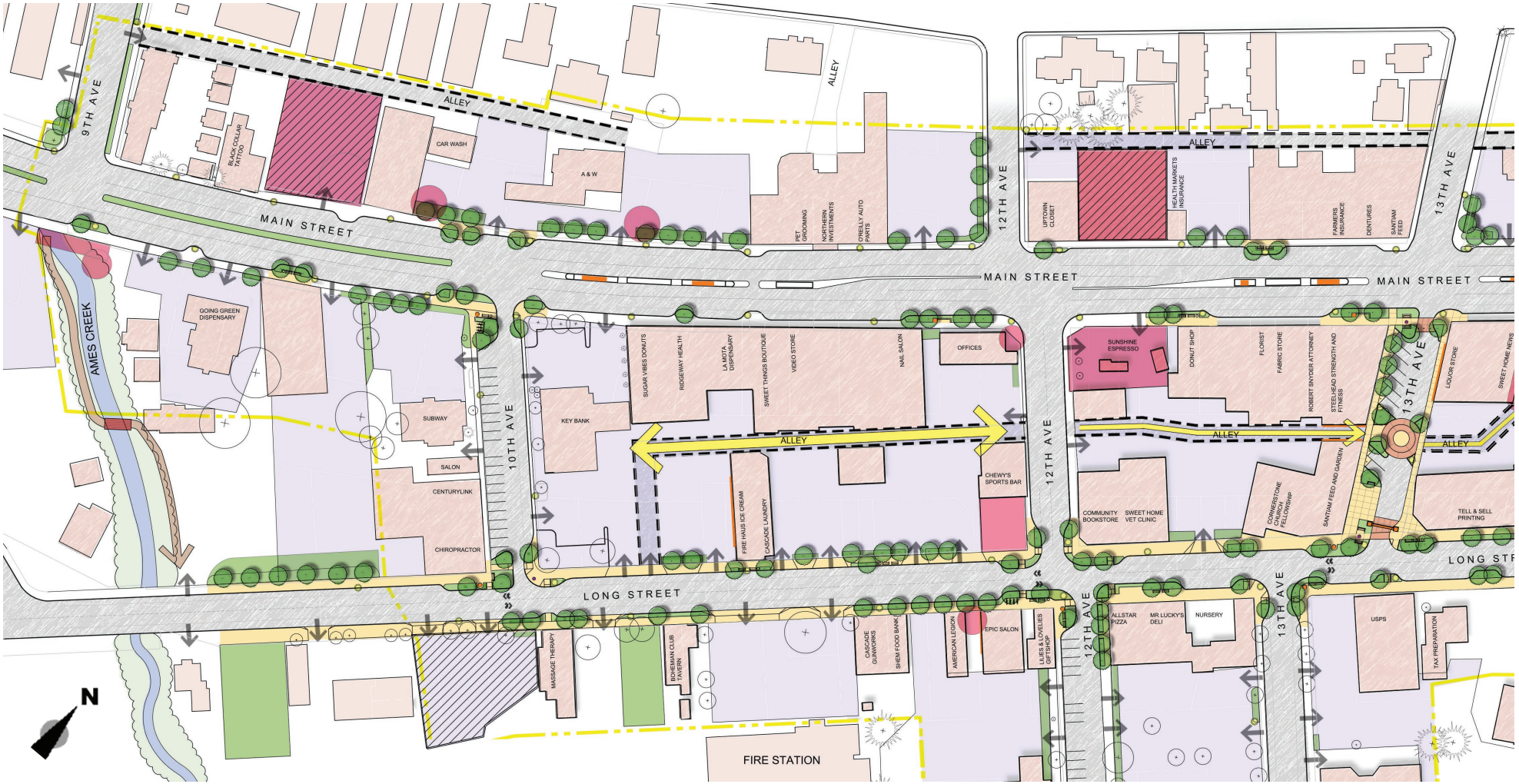


PLAN SHOWING DIRECTIONAL ARROWS FOR ALLEYS



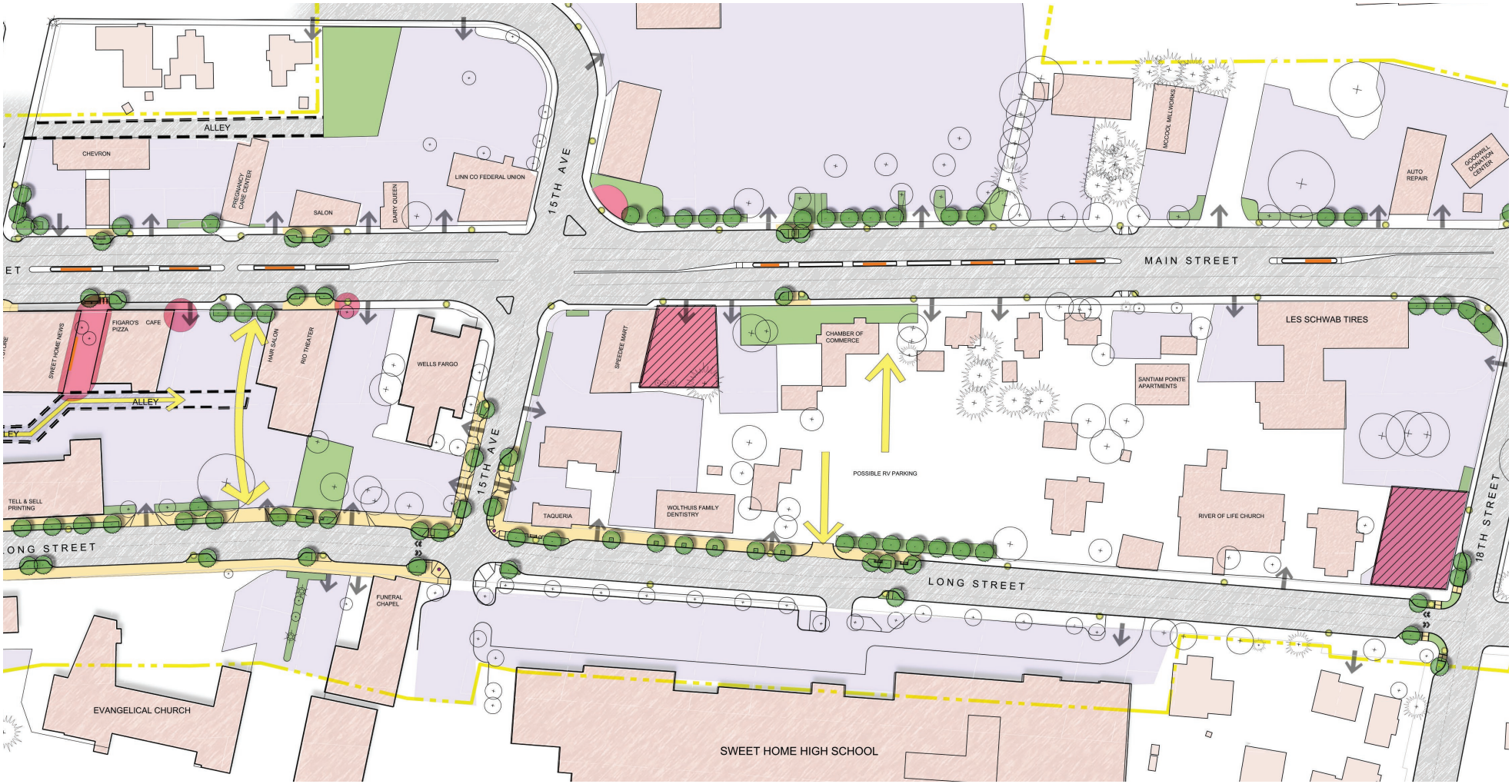
CREATIVE OPTIONS TO ACTIVATE ALLEYS THROUGH PAVING, LIGHTING, ART AND MUSIC

USE THE ALLEYS TO TELL THE HISTORY OF SWEET HOME THROUGH IMAGES AND MURALS



LEGEND

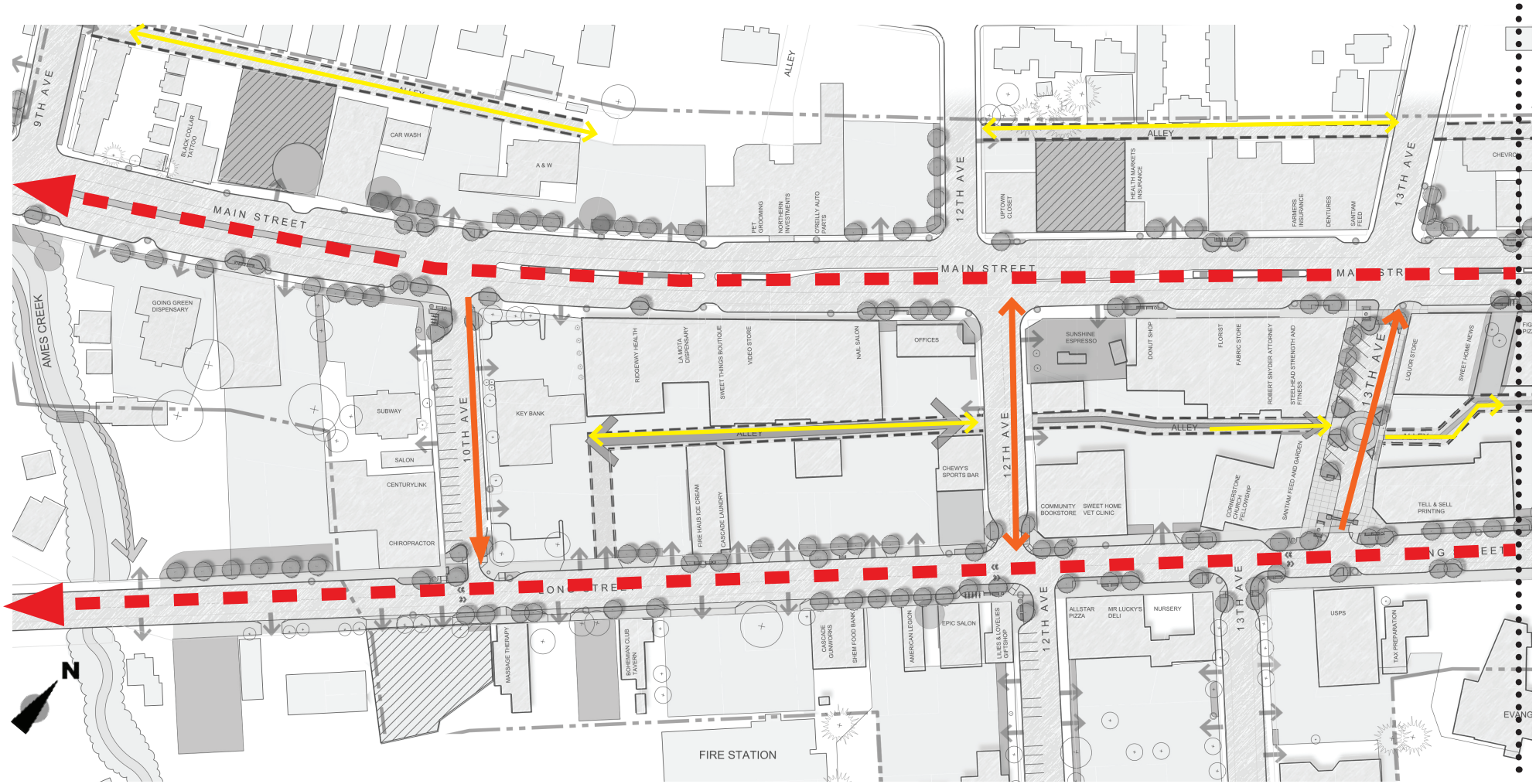
- LANDSCAPE AREAS
- POSSIBLE BUILDING INFILL
- PARKING LOTS
- NEW STREET TREES
- BIKE LANE (SHARROW)
- EXISTING ALLEYS
- STREETSCAPE AMENITIES
- OPPORTUNITY SITES
- PEDESTRIAN IMPROVEMENTS
- EXISTING BUILDINGS
- EXISTING TREES
- DRIVEWAY ACCESS
- PEDESTRIAN CONNECTIONS
- ART OPPORTUNITIES



CONCEPTUAL DESIGN RECOMMENDATIONS

These recommendations aim to improve the pedestrian environment, promote economic vitality, and provide an analysis of current and future parking throughout downtown. The conceptual design illustrates several opportunity areas, building infill sites, pedestrian improvements, lighting, streetscape amenities, landscaping, art, and pedestrian connections. The existing framework and flexibility of the downtown provide opportunities for a vibrant and pedestrian friendly. environment. The next section of this report describes these opportunities and provides examples.

4.1 Circulation Diagram



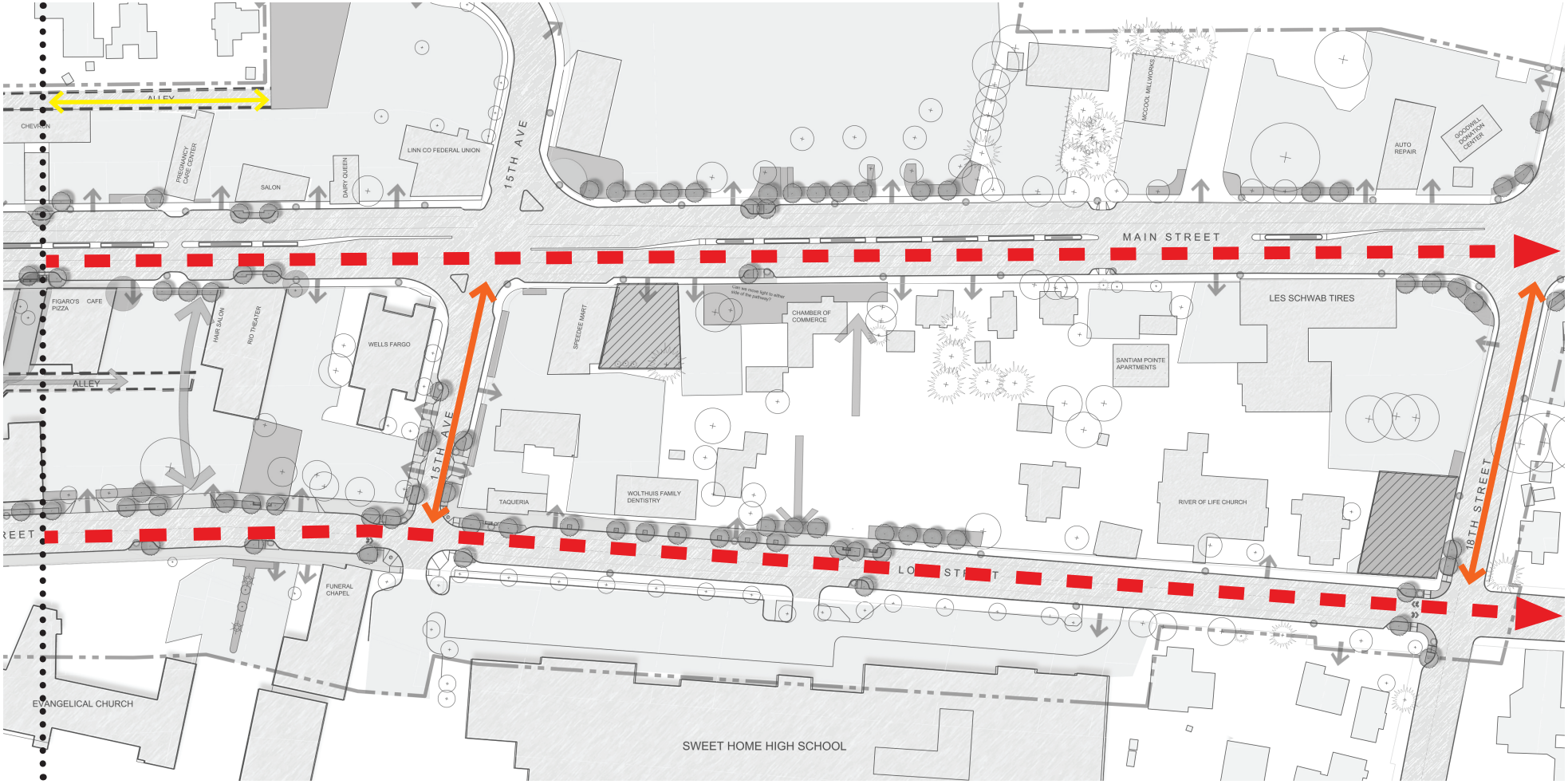
LEGEND

MAJOR ROADWAYS
MAIN STREET & LONG STREET

SIDE STREETS

ALLEYWAYS

4.1 Circulation Diagram



PROPOSED CIRCULATION UPGRADES

The circulation diagram shows the basic flow of traffic throughout the downtown core. As shown, most of the streets and alleyways will remain as is. The key changes occur on 13th Avenue, 10th Avenue and the alleyways that connect to 13th Avenue. With numerous connector streets between Main and Long Street the proposal shows 10th and 13th becoming one-way streets. This proposal increases the number of public parking spaces and improves the pedestrian environment along both these streets. The alleyways connecting to 13th Avenue are being proposed as a one- way loop to allow for the Festival Street design and to ensure the smooth flow of traffic.

Parking Study

1.0 INTRODUCTION

The following provides an evaluation of parking demand and utilization within the downtown area of Sweet Home as it pertains to the modifications proposed in the concept Streetscape and Parking Plan Update.

Previously, the City of Sweet Home commissioned a Downtown Parking Study (2003) that evaluated the parking demand and utilization rates of parking within the downtown areas with recommendations for managing the parking. The data collection and recommendations within the 2003 study used for evaluating the parking demand (inventory of parking spaces utilized, peak parking demand, and turn-over rate) were reviewed and taken into consideration for this analysis. New utilization and demand data were not collected as impacts from Covid 19 on traffic volume patterns, and utilization throughout the State have resulted in temporary traffic patterns that are not necessarily accurate for typical usage.

This study focuses on areas where parking is modified as part of the Streetscape Plan and if the parking demand associated with adjacent uses can be accommodated within the proposed modifications.

2.0 PROPOSED STREETSCAPE IMPROVEMENTS

The proposed Streetscape Improvements focus on modifications to areas within the street Right of Way that:

- Provide landscaping along the sidewalk edge. There are areas where the plan considers the removal of on-street parking spaces to add a landscape buffer between the vehicle travel way and the sidewalk.
- Provide pedestrian islands. There are locations where pedestrian island or curb bulb-outs are provided that impact on-street parking.
- Widen sidewalks. There are locations where the sidewalk is proposed to be widened that will impact the width available for on-street parking.
- Revise lane striping to add parking. There are areas within the plan where narrowing the travel lanes results in additional width that can be used for on-street parking, adding possible on-street parking to some areas.

CONCEPT PLAN BY DLA: SHOWING REMOVAL OF ON-STREET PARKING TO ADD LANDSCAPING BETWEEN THE SIDEWALK AND THE TRAVEL WAY.

- Revise roadway striping to add head-in parking. There are locations identified where there is sufficient roadway width to add head-in angle parking on one side, increasing the number of parking spaces on these roadways.

3.0 PARKING

3.1 EXISTING PARKING

On-street parking is provided along all streets within the Downtown study area defined by Nandina Street to the north, Long Street to the south,

9th Ave to the west, and 18th Ave to the east. All on-street parking is striped and restrictions to some of the on-street parking are:

- 15-min time limit
- 1-hour time limit
- 2-hour time limit
- No truck parking

3.2 MODIFICATIONS TO PARKING

As stated previously, the Streetscape Concept Plan will modify the existing on-street parking by providing pedestrian curb extensions, landscaping islands, widening the sidewalk, revising on-street striping, and roadway configurations. An inventory of existing on-street parking and estimated on-street parking with the Streetscape Concept Plan is provided in Table 1 on the right.

Throughout the downtown area, there is an increase of 5 parking spaces. Some street segments will see a decrease in parking, while other segments will see an increase in parking. See pages 28 & 29 for a diagram showing parking recommendations and Appendix' 1' for a detailed description.

3.3 PARKING DEMAND

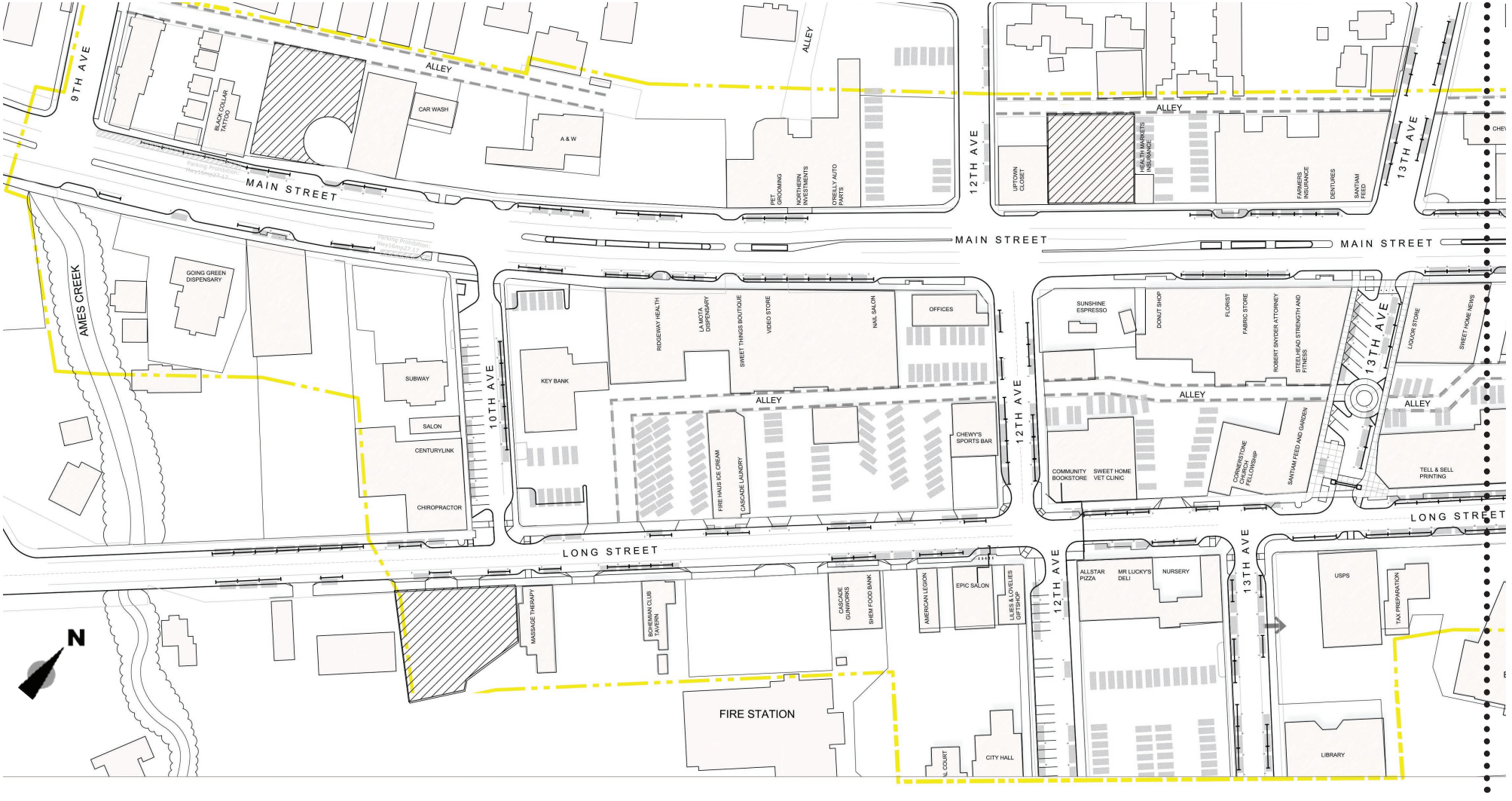
The previously prepared parking study (2003) illustrated that, in general, the areas within the core downtown area had a parking utilization of 53% of on-street and 23% off-street parking during the peak hours. The current field studies indicate that this data is still relevant. This indicates that there is a substantial amount of parking available within a reasonable walking distance to the businesses within the Downtown area.

TABLE 1: ON-STREET PARKING

		Available Spaces				
		Existing		With Streetscape Plan[1]		
Street	Section	North Side	South Side	North Side	South Side	Change
Santiam Hwy /Main St	9th & 10th	5	5	9	4	**3**
	10th & 12th	9	12	8	12	**-1**
	12th St &13th	7	5	5	5	**-2**
	13th & 15th	8	9	9	8	**0**
	15th & 18th	14	21	14	22	**1**
Long St	Terrace & 10th	9	5	8	6	**0**
	10th & 12th	9	13	6	10	**-6**
	12th & 13th	5	4	4	2	**-2**
	13th & 15th	14	15	12	14	**-3**
	15th & 18th	28	26	25	29	0
		East Side	West Side	East Side	West Side	
10th Ave	Main & Long	6	5	18	5	**12**
12th Ave	Nandina & Main	0	6	0	6	**0**
	Main & Long	5	5	5	5	**0**
	Long & Kalmia	5	6	15	0	**4**
13th Ave	Nandina & Main	5	5	5	5	**0**
	Main & Long	5	5	9	5	**4**
	Long & Kalmia	7	6	6	5	**-2**
15th Ave	Nandina & Main	4	3	4	3	**0**
	Main & Long	4	4	2	3	**-3**
18th Ave	Main & Long	6	4	5	4	**-1**
Total						**5**

Currently, the high parking demand areas are mostly locations/ businesses with enough off-street parking for the typical demand. The other areas of demand are the retail buildings with frontage along Main Street and Long Street. There will continue to be sufficient parking within a reasonable walking distance for these businesses.

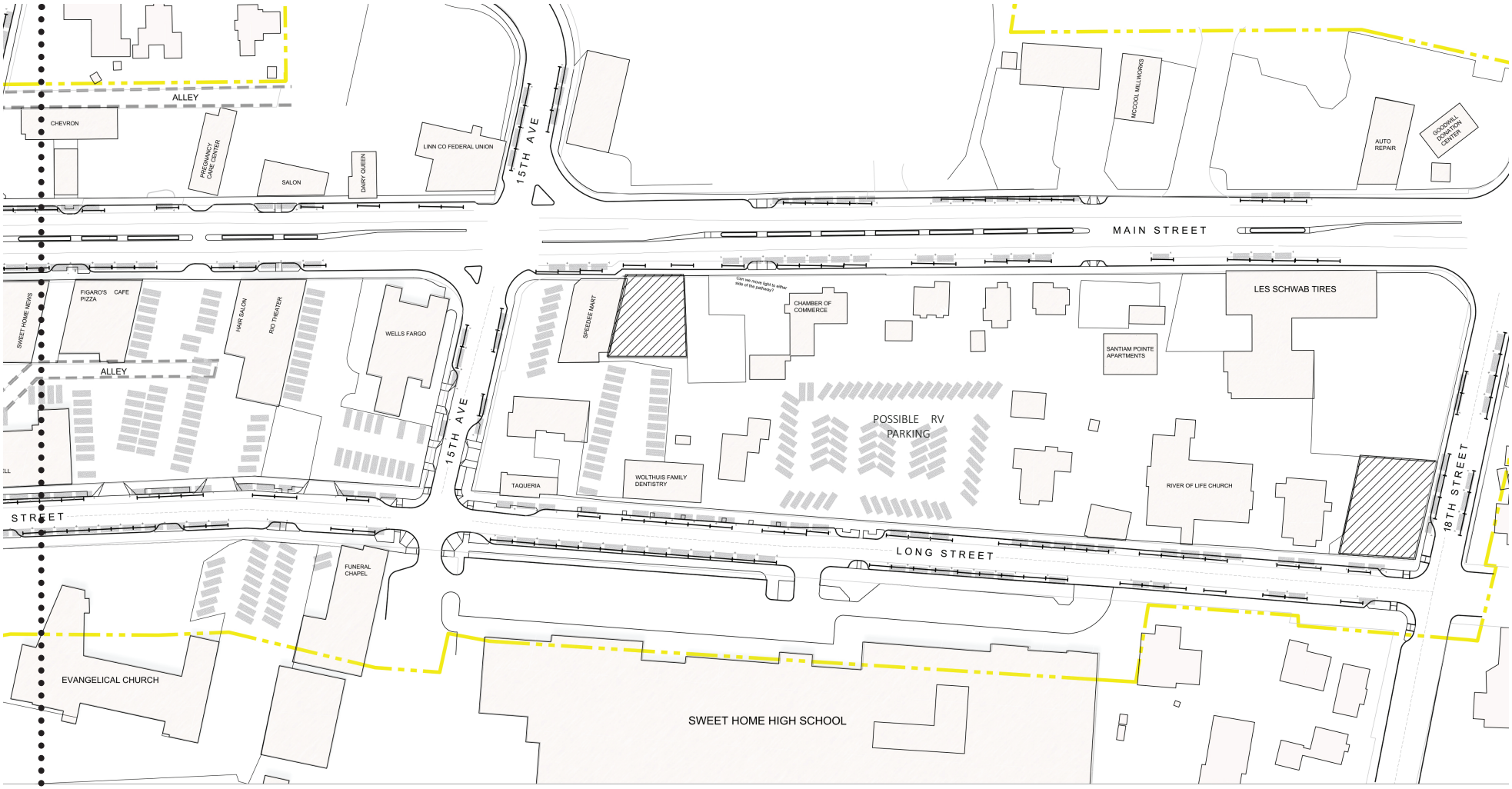
4.2 Parking Recommendations



PARKING RECOMMENDATIONS LEGEND

EXISTING PARKING LOCATIONS
(SHOW BOTH PUBLIC & PRIVATE PARKING)

PROPOSED PARKING LOCATIONS



ALTERNATIVE PARKING OPTIONS FOR CONSIDERATION

The diagram above shows existing and proposed parking in the downtown. In addition to the parking study, there are a few additional items for consideration that were raised during the public comment process. These include EV & RV parking. The city may want to consider renting private parking from either the school or Safeway during the summer for RV's. There was also some discussion about changing the proposed 90 degree parking on 12th Ave, south of Long Street to angled parking or making the spaces bigger to allow for trucks and larger vehicles to park.

4.2 Parking Recommendations

PARKING RECOMMENDATIONS

A review of the parking needs and available parking indicates that there is a substantial amount of on-street and off-street parking available for typical daily use. The Streetscape Plan will not significantly affect the parking within the area, and sufficient parking will still be available after the Streetscape Plan is implemented.

The City had implemented time restrictions on parking. It is recommended that the time restrictions be monitored and with City work with local businesses to determine if additional time restriction would be beneficial, i.e., some restaurants are in urban areas are finding one or two 15-minute parking spaces are beneficial for the convenience of quick pick up for takeout food. .

5.0 BEST PRACTICES

The guidelines for parking in downtown Sweet Home are based on the desire to create a system of parking access that supports facilities and contributes to a healthy downtown. The guidelines serve as a framework for near and long-term decision-making and implementation of parking decisions and management in Downtown.

These guidelines are based on the premise that the long-term development of the Downtown will require an integrated and comprehensive package of strategies to stimulate economic development and redevelopment. The parking component of that overall plan is the element of a larger approach to downtown improvements.

- Make the Downtown accessible to all users. Access should be provided to all users of the Downtown, including pedestrians, bicyclists, transit users, motorists, and delivery vehicles. The City should strive to create and implement as many access options as possible.
- Make the downtown parking convenient for customers and visitors. The core area of Downtown should provide parking that supports its role as the central point from which the priority users, customers, and visitors, are connected to shops, businesses, and visitor facilities. The most convenient parking spaces should be reserved to support customer and visitor access to Downtown.
- Provide sufficient parking. Enough parking should be provided to support desired and priority economic activities.
- Provide adequate employee parking. Adequate parking with reasonable access should be provided to meet employee needs, in conjunction with a transportation system that provides balanced travel mode options.
- Preserve and expand on-street parking wherever possible. On-street parking should be preserved along strategic corridors to improve customer/visitor accessibility and to facilitate the revitalization of street-level activities. On-street access should, in some cases, take priority over street capacity and vehicle speeds.
- Improve access linkages between other parts of the city and downtown core. Access linkages within the core and other parts of the city should be clearly identified through signage, way-finding measures, and other communication strategies to increase customer understanding of the downtown parking system.
- Implement education and communication programs to improve downtown parking. Efforts should be made to educate employees, customers, and other users of the Downtown of the general purpose and intent for parking and access in the Downtown.

PARKING MANAGEMENT PLAN

This section presents the recommended parking management for downtown Sweet Home. This plan establishes consistency with the Parking Policies and gives direction to future decision-making. The Management Plan provides a flexible system of parking management that is triggered by demand.
The purpose of the parking management plan is to:

- Clearly define the intended use and purpose of the parking systems,
- Manage the supply and enforce the parking policies,
- Monitor use and respond to changes in demand, and
- Maintain the intended function of the overall system.

The Rule of 85%

The rule of 85% is a measure of parking utilization that acts as a benchmark against which parking management decisions are based. Within the parking industry, it is assumed that when an inventory of parking exceeds 85% occupancy in the peak hour, the supply becomes constrained, and may not provide full and convenient access to its intended user. Once a supply of parking routinely exceeds 85% occupancy in the peak hour, the Rule of 85% would require that parking management strategies be implemented to bring peak base occupancies to a level below 85% to assure that intended uses are conveniently accommodated.
The recently completed parking inventory for Sweet Home revealed that existing peak hour occupancies are significantly less than 85%. Having the Rule of 85% in effect will assure that a process for evaluating and responding to future parking activity in the Downtown is in place.

4.2 Parking Recommendations

Downtown Parking

The purpose of parking in Downtown is to support and enhance the vitality of the Downtown core. In the Downtown core, the following management rules should apply:

- All on-street parking will be 2-hour parking based on the principle that:
  - ◊ The 2-hour time stay allows adequate customer, visitor, and client access to the retail core, and
  - ◊ Uniform time stays foster a parking environment that is easy for the customer, visitor, and client to understand.

- The priority for on-street parking in Downtown will be 2-hour parking. As strategies within this plan are implemented, any co-street spaces of longer duration will be transitioned to off-street locations within the Core Zone and immediately adjacent to it.
- The priority for off-street parking in the Downtown will be stays of less than 4 hours to accommodate customer visitors and clients. These facilities are intended to provide for a moderately longer time stay than allowed on street.
- The City will conduct regular utilization and turn-over studies to ascertain the actual peak hour utilization and average turn-over of parking resources in the downtown area. If utilization of on-and off-street parking exceeds 85% and turn-over meets desired rates, the City will evaluate and implement one, or a combination of, the following implementation steps triggered by the 85% Rule:
  - ◊ Increase the level of enforcement to assure the desired rate of turn-over and minimize abuse (i.e., exceeding time stay, employees moving to evade a parking ticket.)
  - ◊ Transition overall mix of short-term or 15-minute stalls to 2-hour stalls
  - ◊ Reduce on-street time stays to increase turn-over (e.g., 2-hours to 90 minutes)
  - ◊ Transition employees parking in the core into less centrally located parking
  - ◊ Pursue shared use agreements with private lots to provide for additional parking capacity in Downtown.
  - ◊ Create new public supply of parking in Downtown

The City will establish policy guidelines for exceptions to the short-term parking requirements in the Downtown.

- ◊ Handicapped/disabled access
- ◊ 15-minute zones
  - » Specific criteria for approval (i.e., by specific business type)
  - » Specific locations (i.e., end of block vs. mid-block)
  - » Number per geographic area
- ◊ Loading zones
  - » Maximum number per block face(s)
  - » Limitation on member per geographic area (e.g., no more than two for every three continuous block faces).

Signing and Striping

- The City should consider directional signage on the roadways that direct customers to specific facilities. This will be of greatest importance at primary portals into Downtown, at major traffic intersections within Downtown, and at primary points of ingress at specific facilities.
- The City should create a uniform sign system for off-street facilities owned or operated by the City of Sweet Home.
- The City should establish a consistent sign package that incorporates a uniform design, logo, and color package into all information signage related to parking.
- Each off-street public facility should be named by its location (e.g., Frost at 10th)
- City signs at off-street facilities should direct customers to the nearest available visitor lot (e.g., "Employee Parking Only, Visitor Parking at Frost & 10th)
- The City should work with ODOT to maintain the marked individual parking spaces along Main Street to increase efficiency.

Marketing and Communications

The City of Sweet Home should develop a marketing and communication system for downtown parking. This can consist of the following items:

- Develop maps that visually display the parking areas and lots and identify the location of visitor versus employee facilities
- Validation program. Evaluate the feasibility of retail and theater validation systems if the City moves to enforcement and ticketing.
- Transportation Demand Management (TDM) alternatives. Incorporate alternative mode options (i.e., shuttles, transit, and bicycle) into parking materials.

Pricing

Given the size of Sweet Home and its current and anticipated growth, it is not suggested that the City implement parking pricing at the present time. However, as the 85% Rule is triggered, additional and more aggressive management of the supply is needed. Sweet Home may, at some future point, consider pricing parking. At that point, pricing would be intended to (a) facilitate more efficient turn-over, (b) encourage the use of specific facilities in specific management zones (i.e., short-term vs. employee parking), (c) encourage the use of alternative modes, and (d) provide a funding source for new supply and alternative mode options. The following options may be considered:

- Meter on-street parking to increase efficiency and capacity
- Charge for parking in publicly owned off-street facilities
- Establish a "Downtown Parking Fund" from revenues derived from downtown public parking.

RECOMMENDATIONS FOR PARKING IMPROVEMENTS

Near-Term Implementation

- Mark on-street parking spaces to increase efficiency
- Create an agreement with property owners for public use of additional off-street parking lots. Possible lot usage options are:
  - ◊ The City leases the lot for public use at all times.
  - ◊ Restricted parking during the typical M-F 7 AM-5 PM business hours for business use. After-hours parking becomes available for any public use. This will help for festivals, farmers markets, evening and weekend restaurant usage, etc.
  - ◊ Identify lots that can be used for public parking for event parking only.
- Mark spaces as "reserved for" specific uses
- Stripe and sign several pull-through RV spaces in public lots (dual-use
- Create a clear parking signage program
  - ◊ Develop a logo/identity for off-street public parking lots
  - ◊ Upgrade on-street directional signage to incorporate logo/identity
  - ◊ Install uniform signage at all public off-street parking facilities.
  - ◊

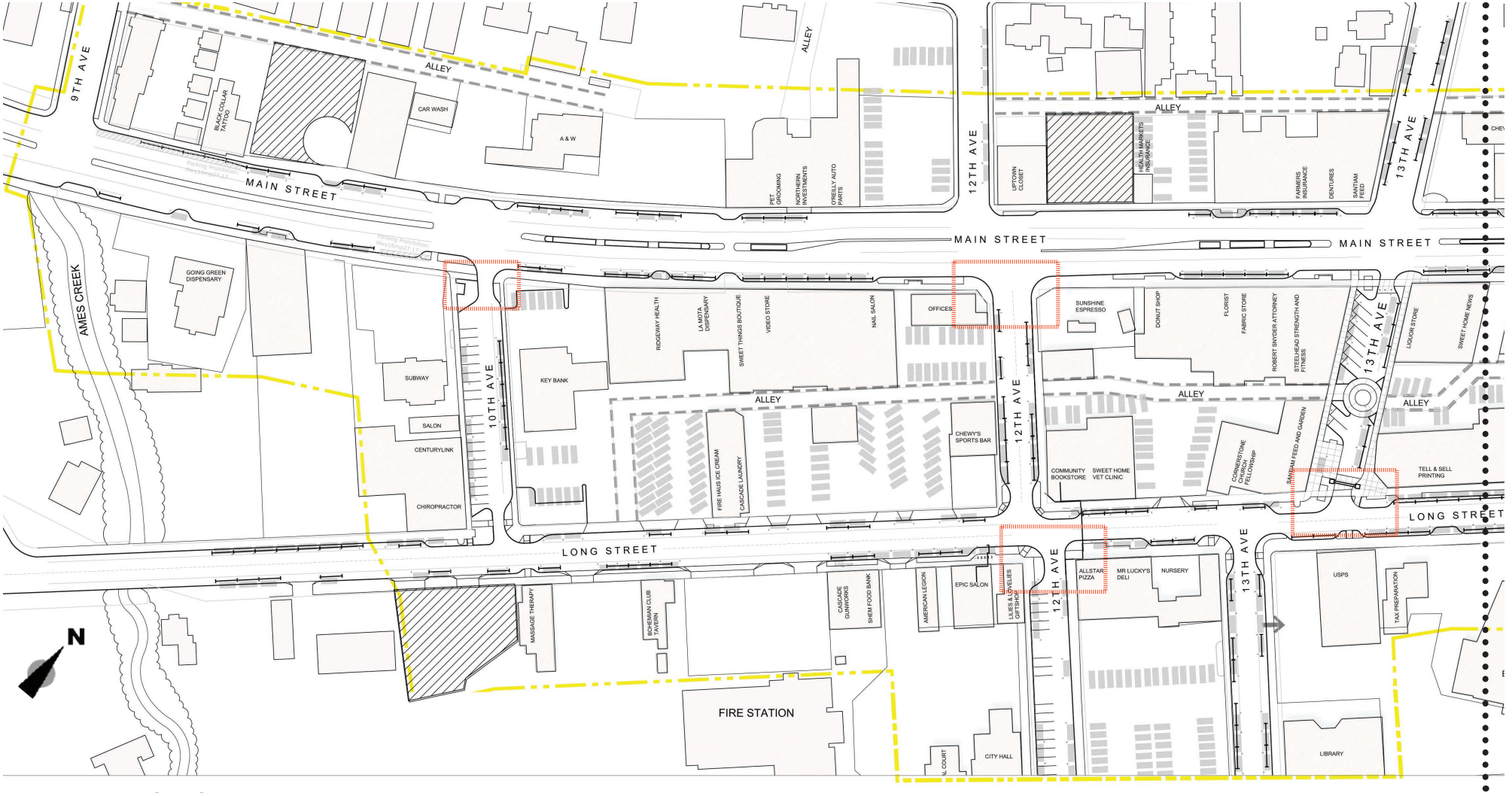
Additional Study

- Re-do utilization study during "peak season"- after boating season begins
- Perform a turn-over study (measures how long parking spaces are being used.

Longer-Term

- Continue to repeat utilization studies- implement 85% Rule
- Create additional RV spaces in the downtown area
- Improve pedestrian access between Long St parking lot and Main St
- Consolidate or remove driveway cuts on Main St and Long St to increase on-street parking.
- Disclose clear zone length with ODOT and reduce if possible
- Implement a parking management program:
  - ◊ Enforce 2-hour parking on-street
  - ◊ Mark off-street parking for 4-hour or "all-day"
  - ◊ Evaluate and reduce 15-minute stalls if they are underutilized

4.3 Wayfinding Recommendations

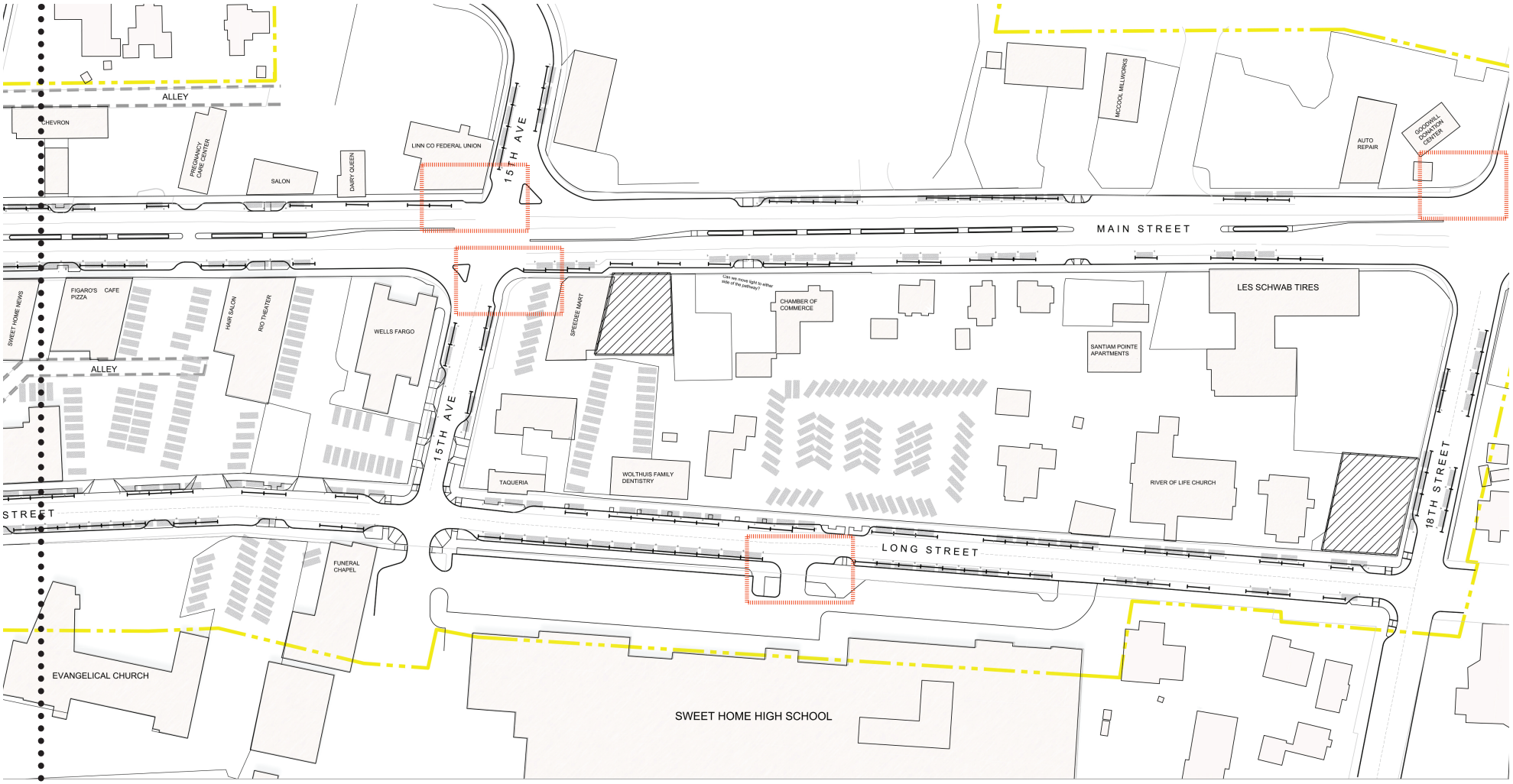


WAYFINDING RECOMMENDATIONS LEGEND

POSSIBLE LOCATIONS FOR ADDITIONAL WAYFINDING

OPTIONS FOR WAYFINDING

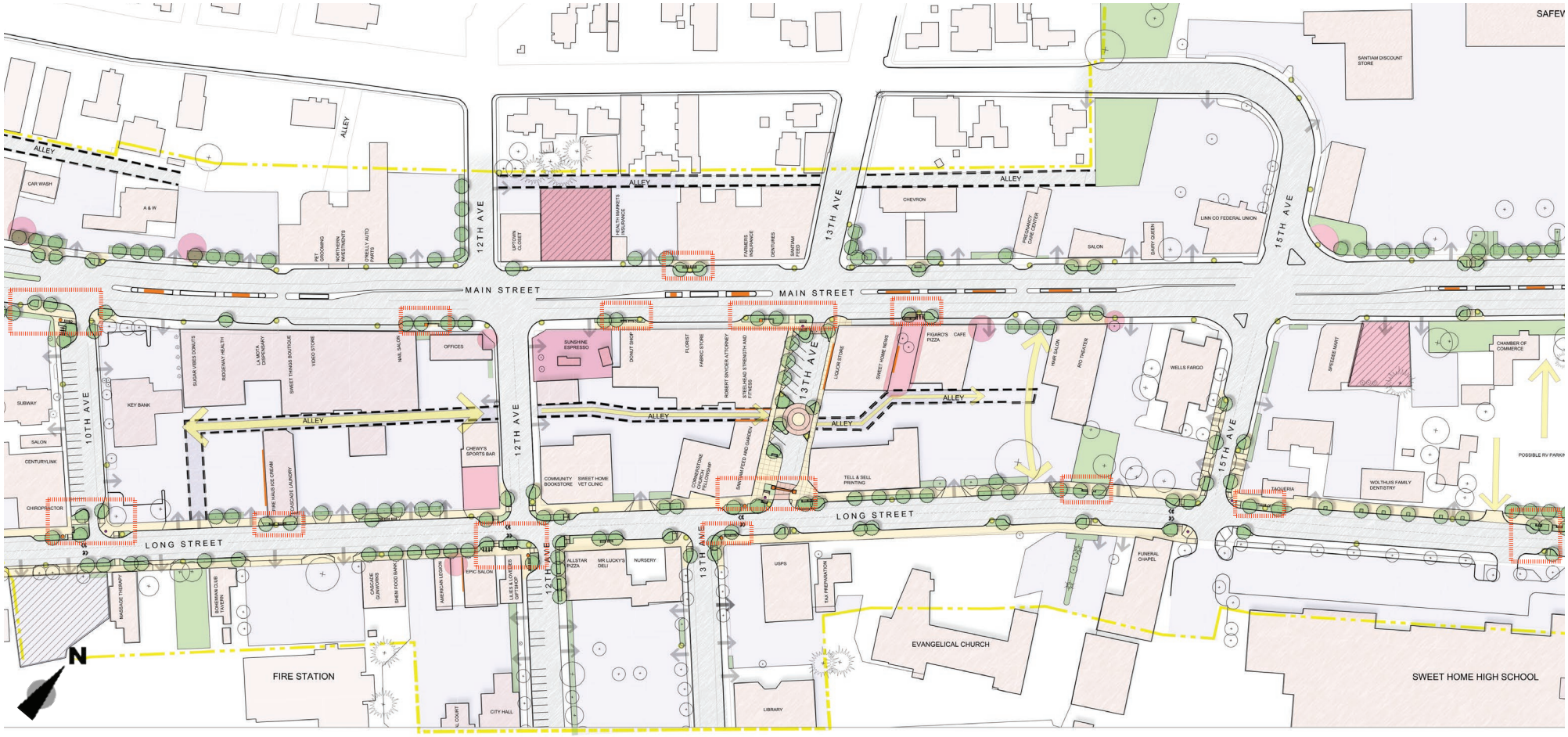
4.3 Wayfinding Recommendations



RECOMMENDATIONS

A review of the wayfinding signs show that most of the typical wayfinding signs are accounted for. The additional recommendations would be to add signage at the locations shown above. These signs will highlight, amenities, parking (including RV and electric vehicle parking) , businesses and key locations such as the Festival Street. It is recommended that the signs are designed as a group , as shown on the adjacent page. When designing the signage, consideration should be given to the proposed lighting and streetscape amenities. This will provide continuity and create a clear wayfinding strategy for the downtown core.

4.4 Streetscape Amenities



STREETSCAPE AMENITIES LEGEND

PROPOSED LOCATIONS FOR KEY STREETSCAPE AMENITIES

STREET LIGHTS

BENCHES

BIKE RACKS

LITTER RECEPTACLES

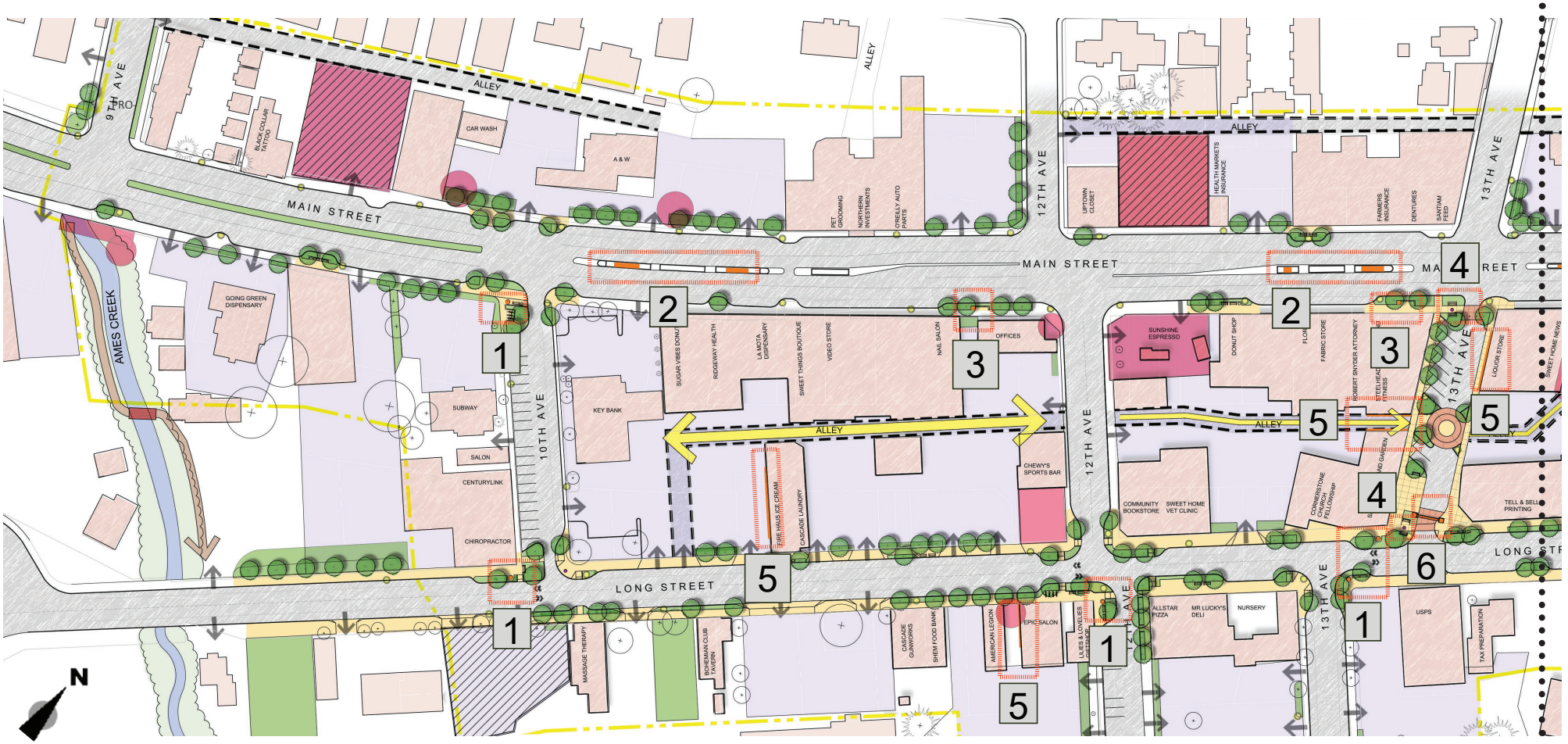
SELECTED LIGHT POLE

SELECTED BENCH, LITTER RECEPTACLE & BIKE RACK

STREETSCAPE AMENITY RECOMMENDATIONS

Several options for streetscape amenities and lighting were presented at the open houses. The selected pedestrian lights, as shown above, tie into the historical timber industry. Streetscape amenities are robust and create a consistent palette through the downtown core. These will be placed at key locations as shown on the plan, to provide a walkable and safe downtown.

4.5 Art Opportunities



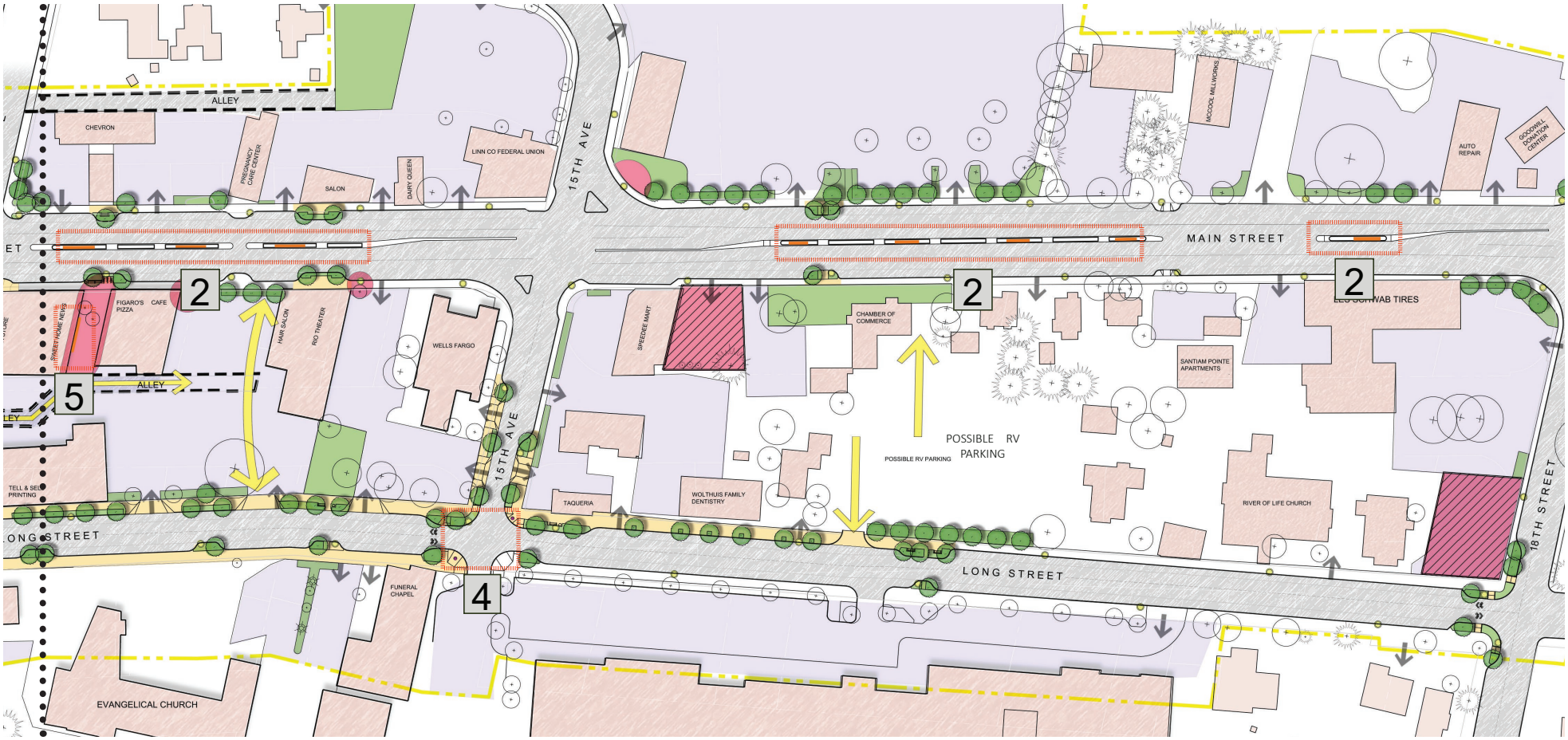
ART LEGEND

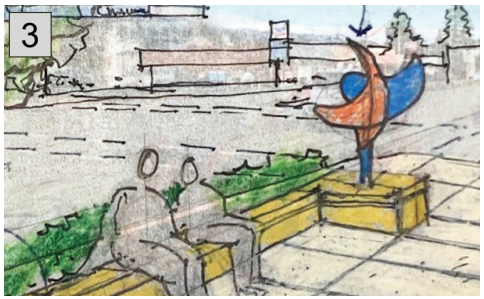
- ROUND ART PLINTHS
- METAL INLAYS
- ART IN THE MEDIAN
- WALL MURALS
- SQUARE ART PLINTHS
- GATEWAY FEATURE

ROUND ART PLINTH

ART OPTIONS FOR THE MEDIAN

4.5 Art Opportunities





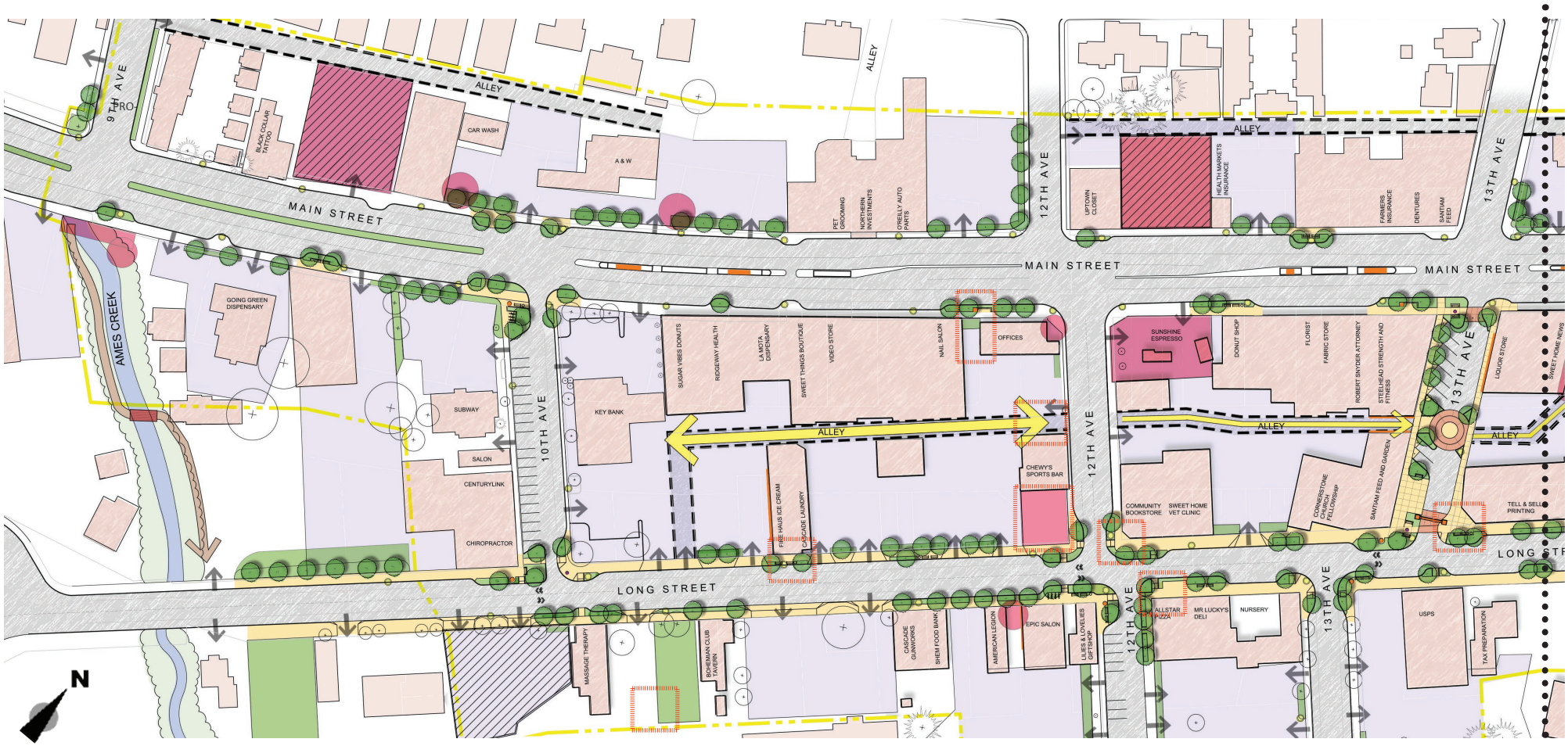
SQUARE ART PLINTH

METAL INLAYS

WALL MURALS

GATEWAY FEATURE

4.6 Options to Activate the Street



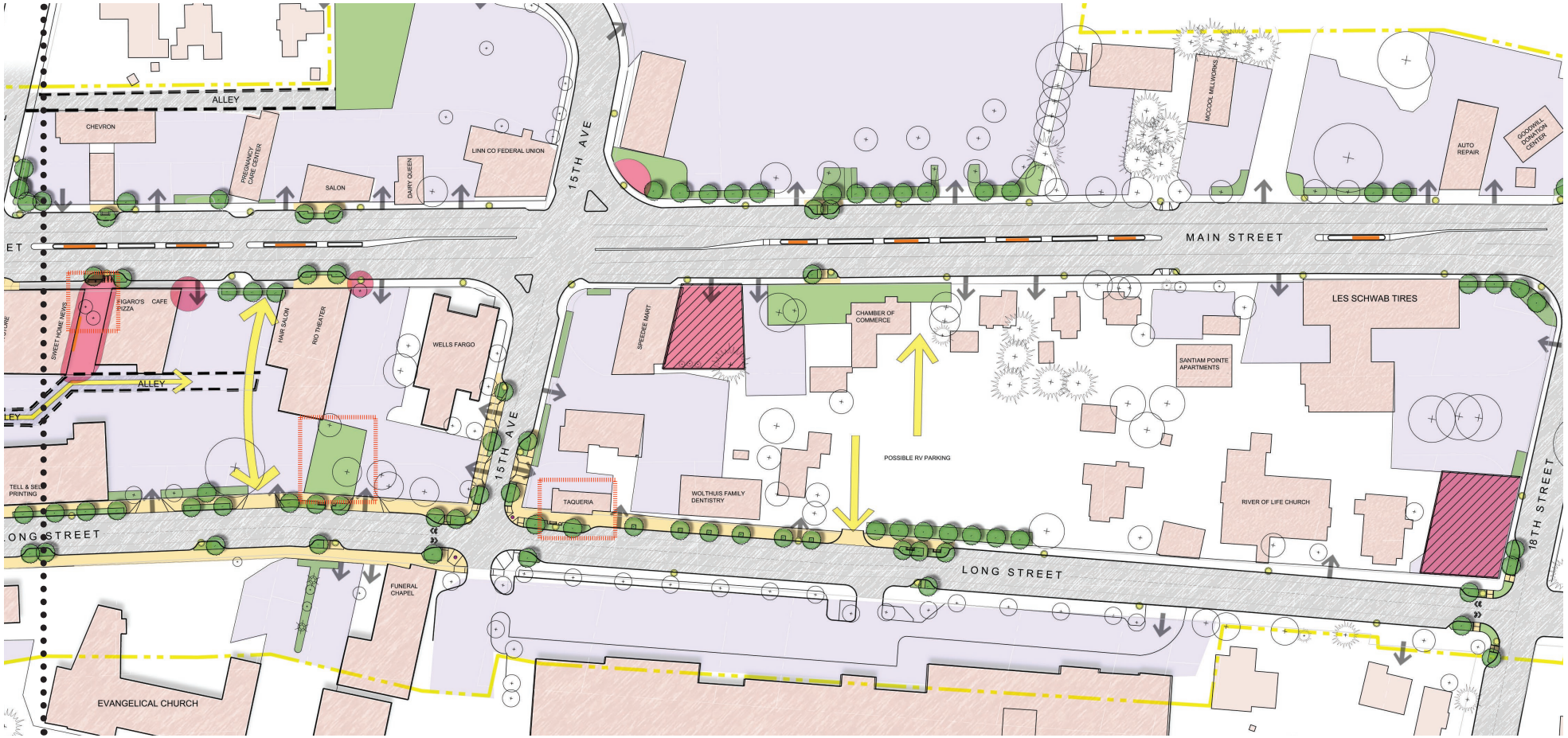
LEGEND

POSSIBLE LOCATIONS TO ACTIVATE THE STREET & PROVIDE OUTDOOR DINING OPPORTUNITIES

ACTIVATE THE ALLEYS

DEVELOP POCKET PARKS

PROVIDE FLEXIBLE SEATING



CREATE OUTDOOR DINING OPTIONS

Existing Street Tree Evaluation

Street trees within the downtown core are generally poorly positioned. Damage has been done to the surrounding sidewalk from the root. There are various species of trees with no clear standards for selection and many are not well suited for a downtown environment. The conceptual plan shows proposed locations for new street trees. The selected trees on the next page provide a standard palette for the downtown and beyond. These trees have been selected for several reasons, these include:

- Long term performance and good health.
- Maximum height of 45' to avoid interference with overhead utility lines.
- Maximum width of 40' to be compatible with the selected pedestrian-scale lighting.
- Do not have invasive roots to minimize impacts to damage to the sidewalk.
- Not messy or high maintenance.
- Provide color and seasonal interest.
- 'Business-friendly' with open branching habit.

When locating these trees there are several key considerations that will need to be taken into consideration. These include:

- Proximity to business entrances and visibility of signage.
- Preserving important views.
- Size of the space in relation to existing conditions.
- Maintenance requirements.

The proposed palette provides several species of trees for the various conditions observed within the corridors. Pages 46-49 show proposed locations for the recommended trees. These recommendations take into consideration the overall pattern to achieve aesthetic balance, whilst also considering the existing context. It is important to note that proper infrastructure including size of tree well and irrigation is vital to the success of trees in an urban environment.

Large Street Trees

IMPERIAL HONEY LOCUST (GLEDITSIA TRIACANTHOS 'IMPCOLE')
Dimensions: H 35', W 35'
Shape: Rounded
Foliage: Fine textured,
Fall Color: Yellow

GINKGO TREE (GINKGO BILOBA)
Dimensions: H 45', W 30'
Shape: Pyramidal to oval
Foliage: Medium green, 1-4"
Fall Color: Bright Yellow
Gender: Male

SUMMIT ASH (FRAXINUS PENNSYLVANICA 'SUMMIT')
Dimensions: H 45', W 25'
Shape: Upright branches, narrow oval
Foliage: Medium green, seedless
Fall Color: Yellow

RED SUNSET MAPLE (ACER RUBRUM 'FRANKSRED')
Dimensions: H 45', W 35'
Shape: Upright branching
Foliage: Dark green, glossy
Fall Color: Brilliant orange-red to red

GREEN VASE ZELKOVA (ZELKOVA SERRATA 'GREEN VASE')
Dimensions: H 45', W 25'
Shape: Vase, upright arching branches
Foliage: Green, 2-3"
Fall Color: Orange

BLACK TUPELO (NYSSA SYLVATICA)
Dimensions: H 35', W 20'
Shape: Pyramidal when young, spreading with age
Foliage: dark glossy green, 2-5" long
Fall Color: Coppery Red

Columnar, Medium & Small Street Trees

ACER RUBRUM (ARMSTRONG GOLD MAPLE)
Dimensions: H 40', W 12'
Shape: Narrow tightly fastigiate
Foliage: Medium green
Fall Color: Golden/Orange

PAPER BARK MAPLE (ACER GRISEUM)
Dimensions: H 25', W 18'
Shape: Upright Oval
Foliage: Dark green, trifoliate.
Fall Color: Red

CERCIS CANADENSIS 'FOREST PANSY' (FOREST PANSY RED BUD)
Dimensions: H 20', W25'
Shape: Upright spreading branches, rounded.
Fall Color: Magenta rose

ZELKOVA SERRATA (CITY SPRITE ZELKOVA)
Dimensions: H 24', W 18'
Shape: Compact oval to vase
Foliage: Bright green, fine textured
Fall Color: Yellow

TILIA CORDATA 'HALKA' (SUMMER SPRITE LINDEN)
Dimensions: H 20, W 15'
Shape: Semi dwarf, rounded pyramid
Foliage: green
Fall Color: Yellow

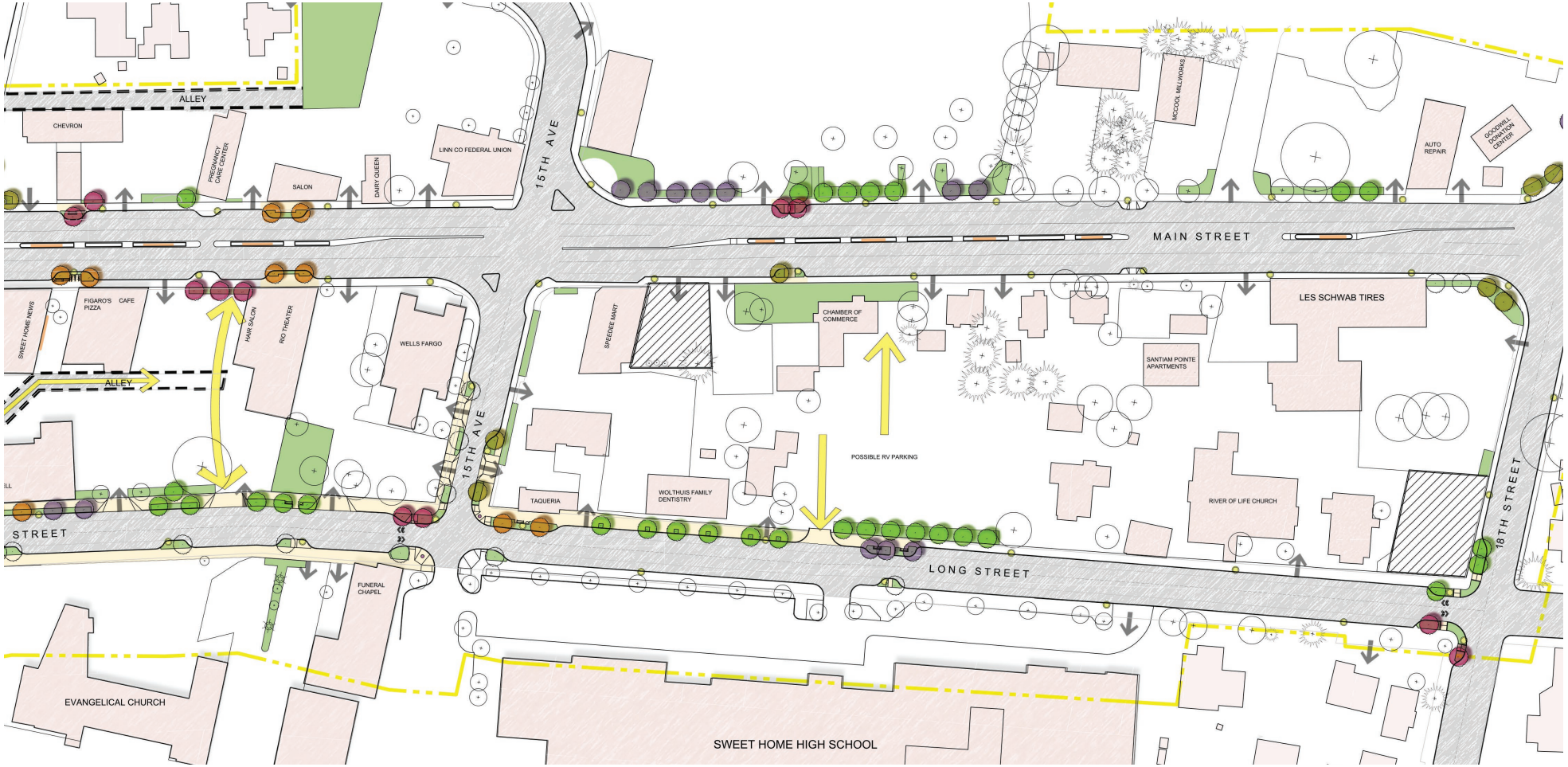
FRAXINUS EXCELSIOR 'AUREAFOLIA' GOLDEN DESERT ASH
Dimensions: H 30', W 20'
Shape: Less of a spread, compact, rounded head
Foliage: Broadleaf, green
Fall Color: Yellow -gold

Location of Columnar, Medium and Small Trees

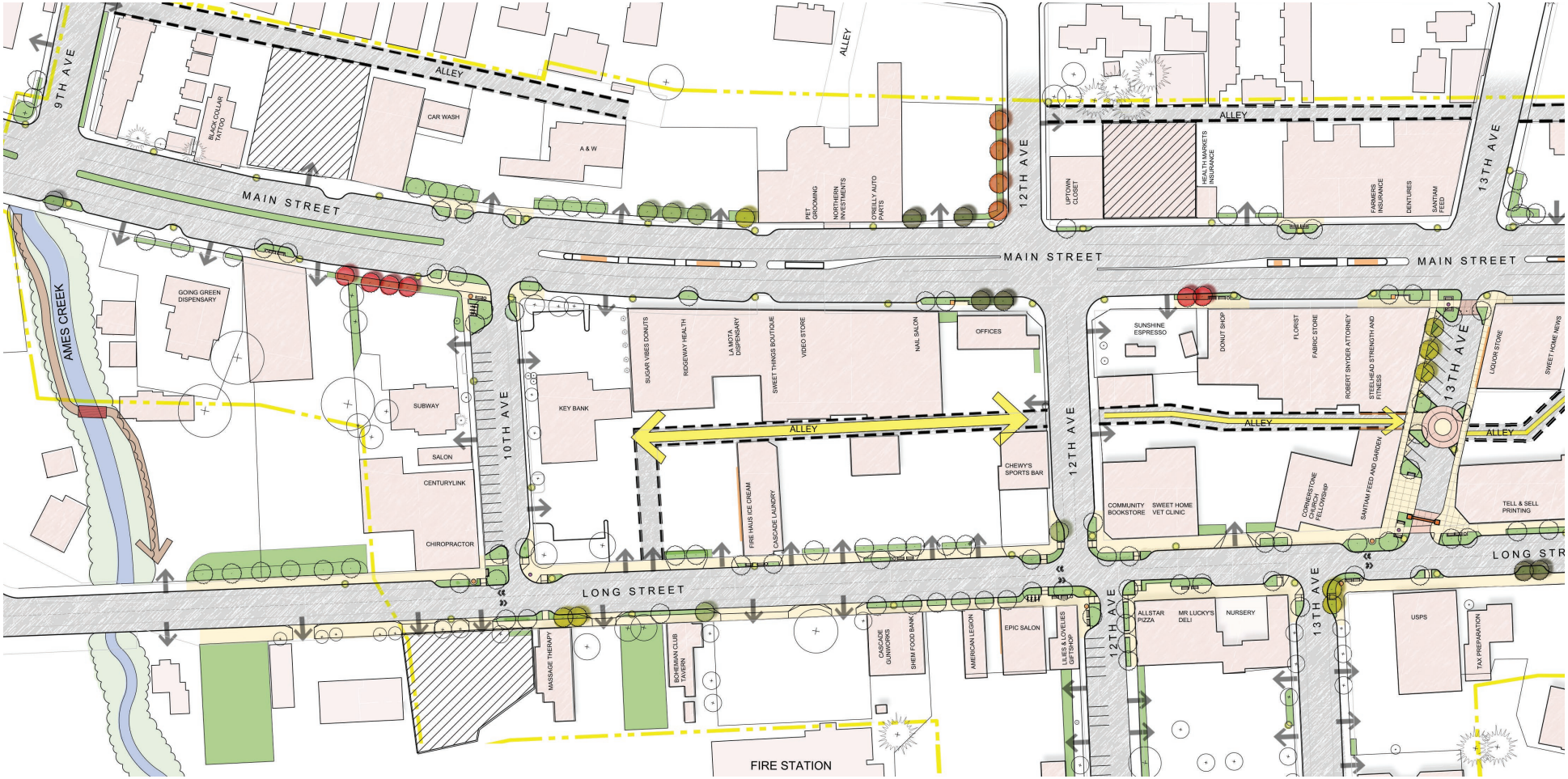
LEGEND FOR COLUMNAR, MEDIUM & SMALL TREES

- ACER RUBRUM ARMSTRONG GOLD MAPLE
- CERCIS CANADENSIS FOREST PANSY' FOREST PANSY RED BUD
- TILIA CORDATA 'HALKA' SUMMER SPRITE LINDEN
- PAPER BARK MAPLE ACER GRISEUM
- ZELKOVA SERRATA CITY SPRITE ZELKOVA
- GOLDEN DESERT ASH FRAXINUS EXCELSIOR 'AUREAFOLIA'

4.7 Standards for Street Trees



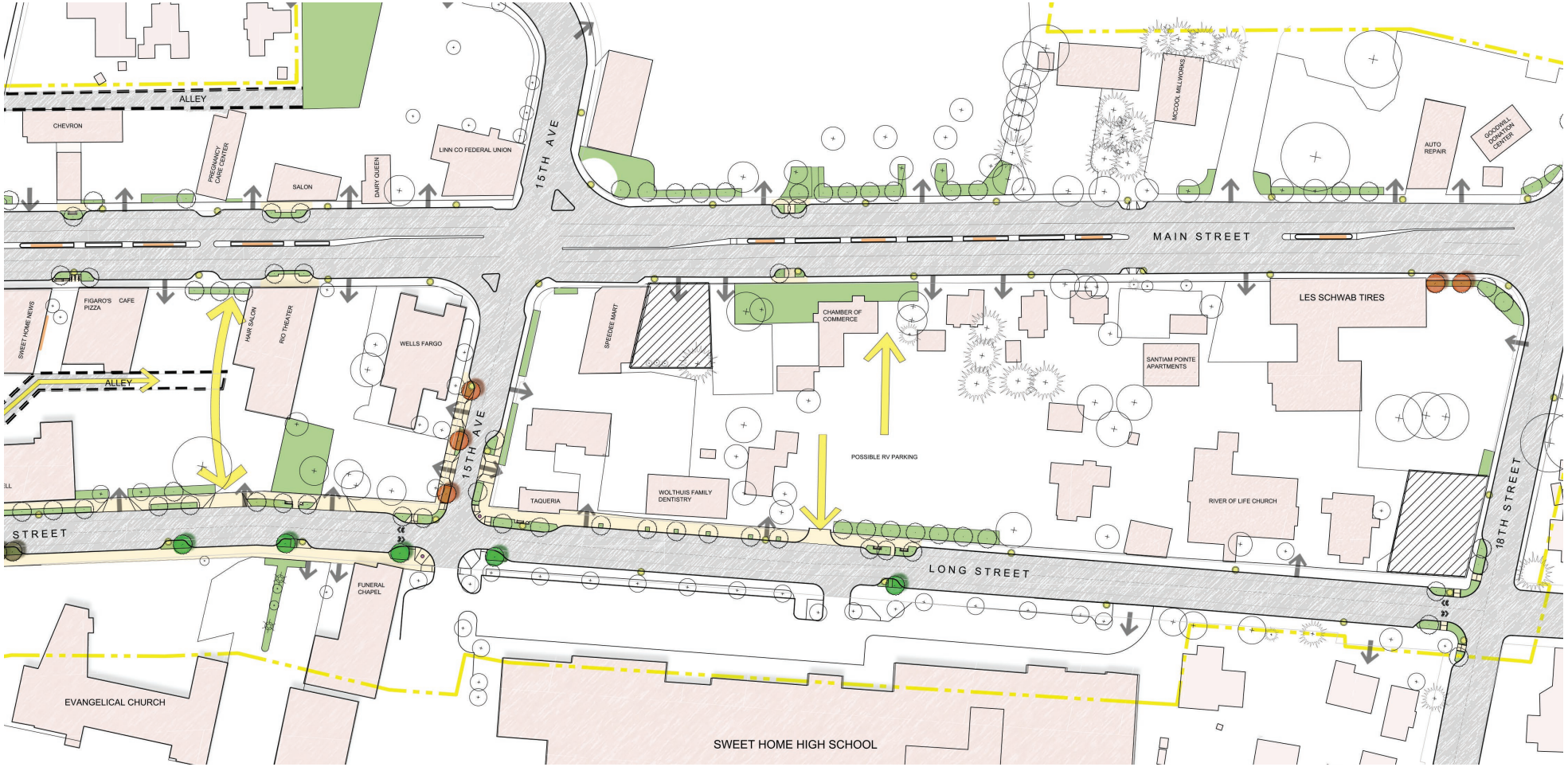
Location of Large Trees



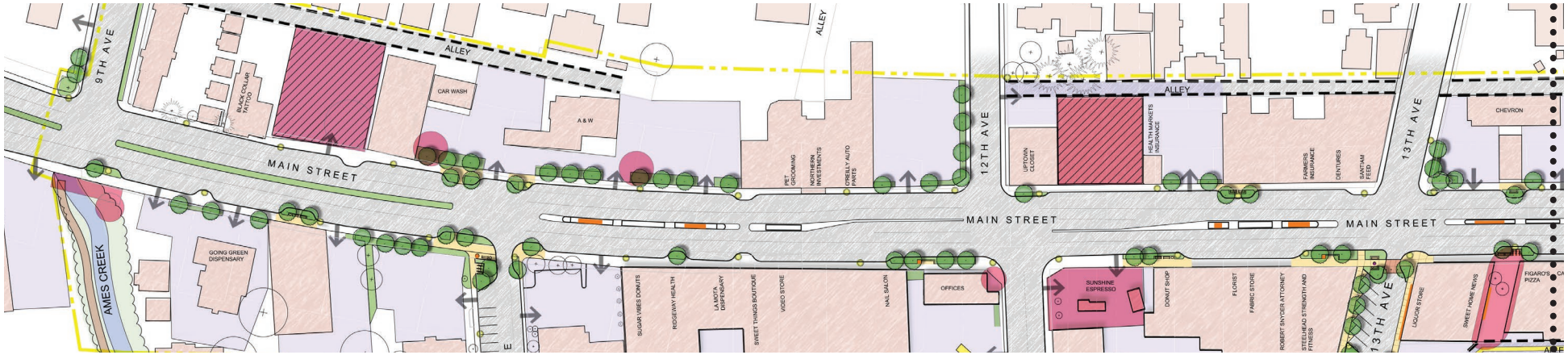
LEGEND FOR LARGE TREES

- IMPERIAL HONEY LOCUST
  GLEDITSIA TRIACANTHOS 'IMPCOLE'
- SUMMIT ASH
  FRAXINUS PENNSYLVANICA 'SUMMIT'
- GREEN VASE ZELKOVA
  ZELKOVA SERRATA 'GREEN VASE'
- GINKGO TREE
  (GINKGO BILOBA)
- RED MAPLES
  ACER RUBRUM
- BLACK TUPELO
  NYSSA SYLVATICA

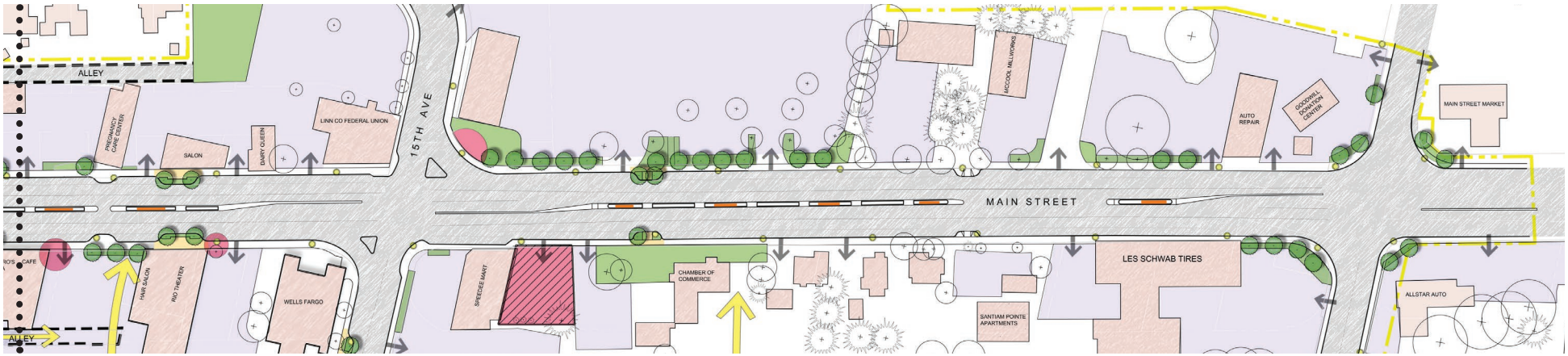
4.7 Standards for Street Trees



Plan View of Main Street



10TH AVE TO 13TH AVE



13TH AVE TO MID WAY BETWEEN 15TH & 18TH AVE

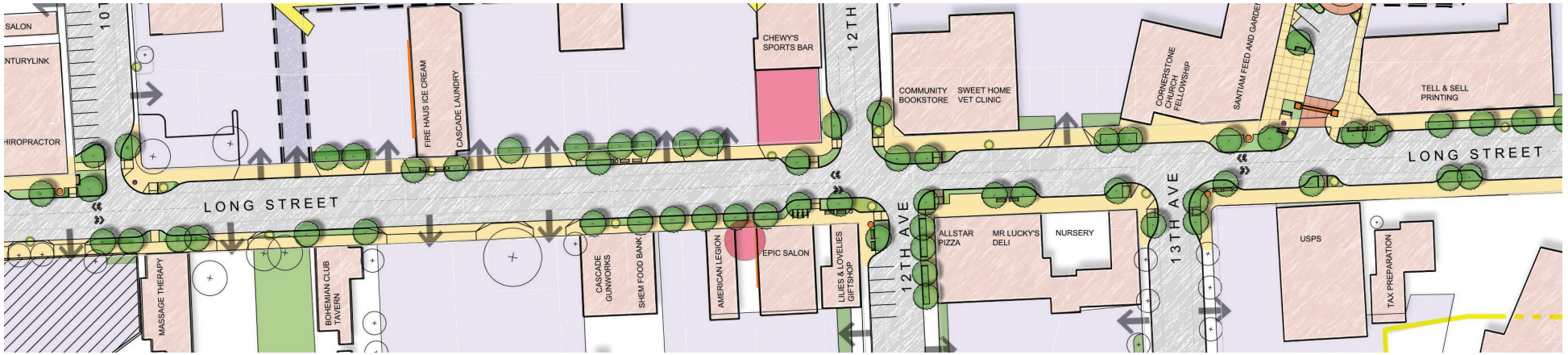
PROPOSED UPGRADES TO MAIN STREET

Main Street will see the addition of bulb-outs along the corridor to provide spaces for lighting, streetscape amenities and trees. In addition to this, we recommend adding a median and removing the pedestrian lighting from the existing median. This will provide greenery and an opportunity to incorporate art.

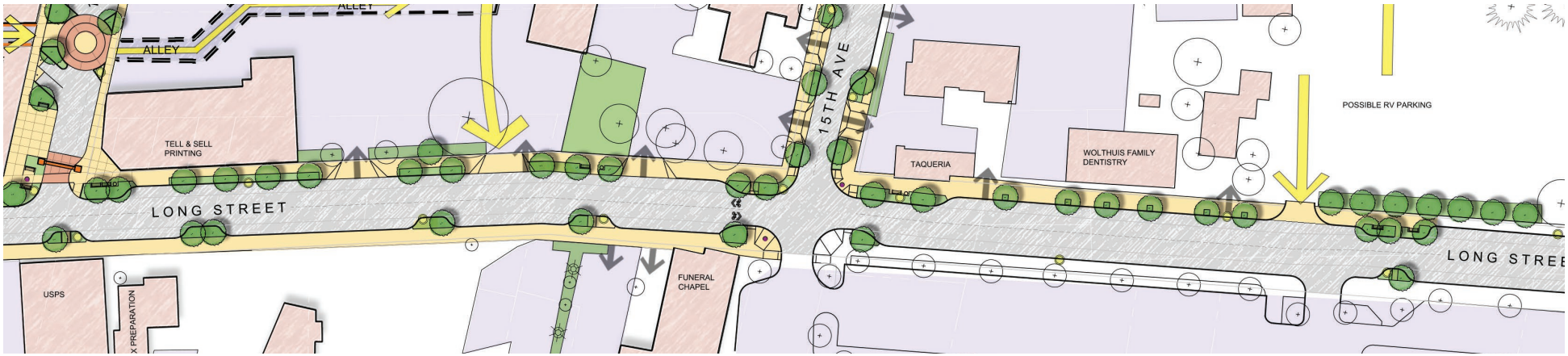
Theatre
RIO

STEELHEAD

Plan view of Long Street



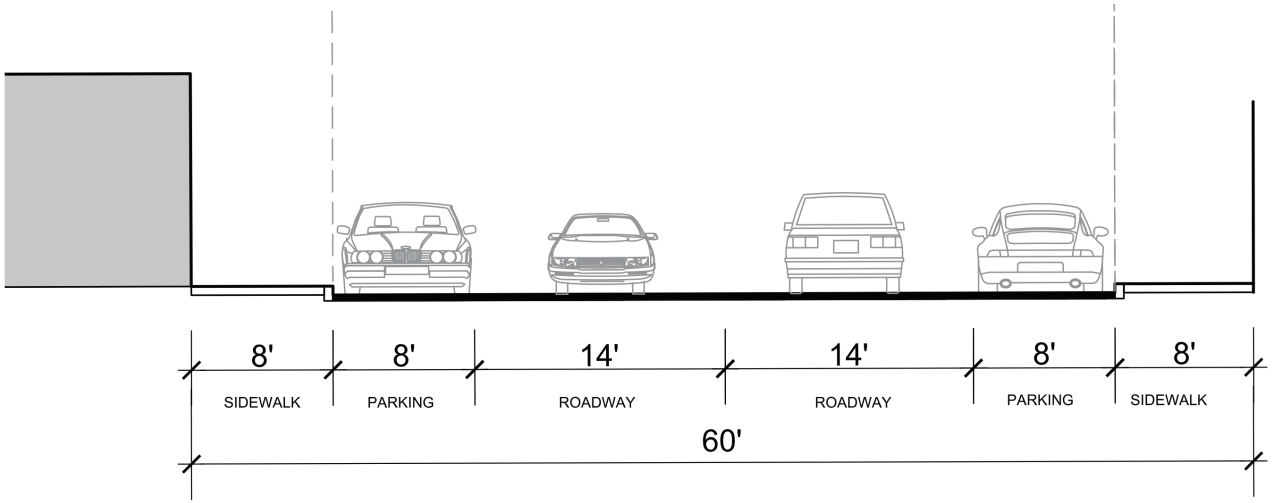
10TH AVE TO 13TH AVE



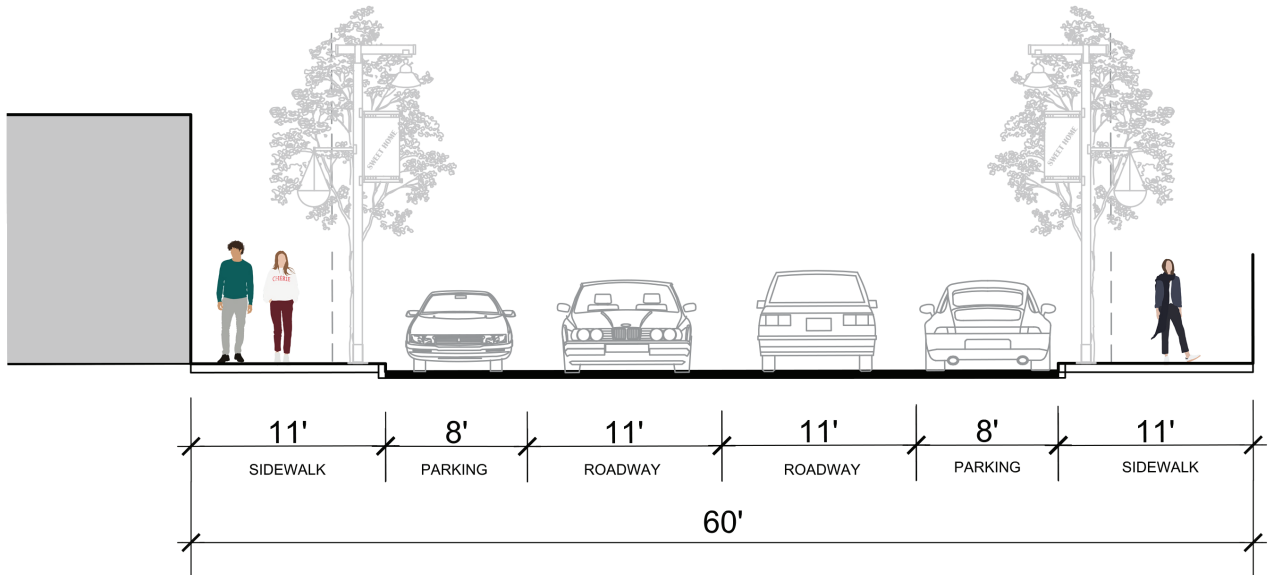
13TH AVE TO MID WAY BETWEEN 15TH & 18TH AVE

PROPOSED UPGRADES TO LONG STREET

The proposed plan recommends 11'sidewalks, 8'parking lanes and 11'travel lanes. These improvements extends from 10th Ave to midway between 15th and 18th Ave. This provides an additional 3'to each sidewalk and includes bulb-outs at the intersections. All sidewalks to be widened are shown in beige.



EXISTING SECTION



PROPOSED SECTION

Existing View

Proposed View

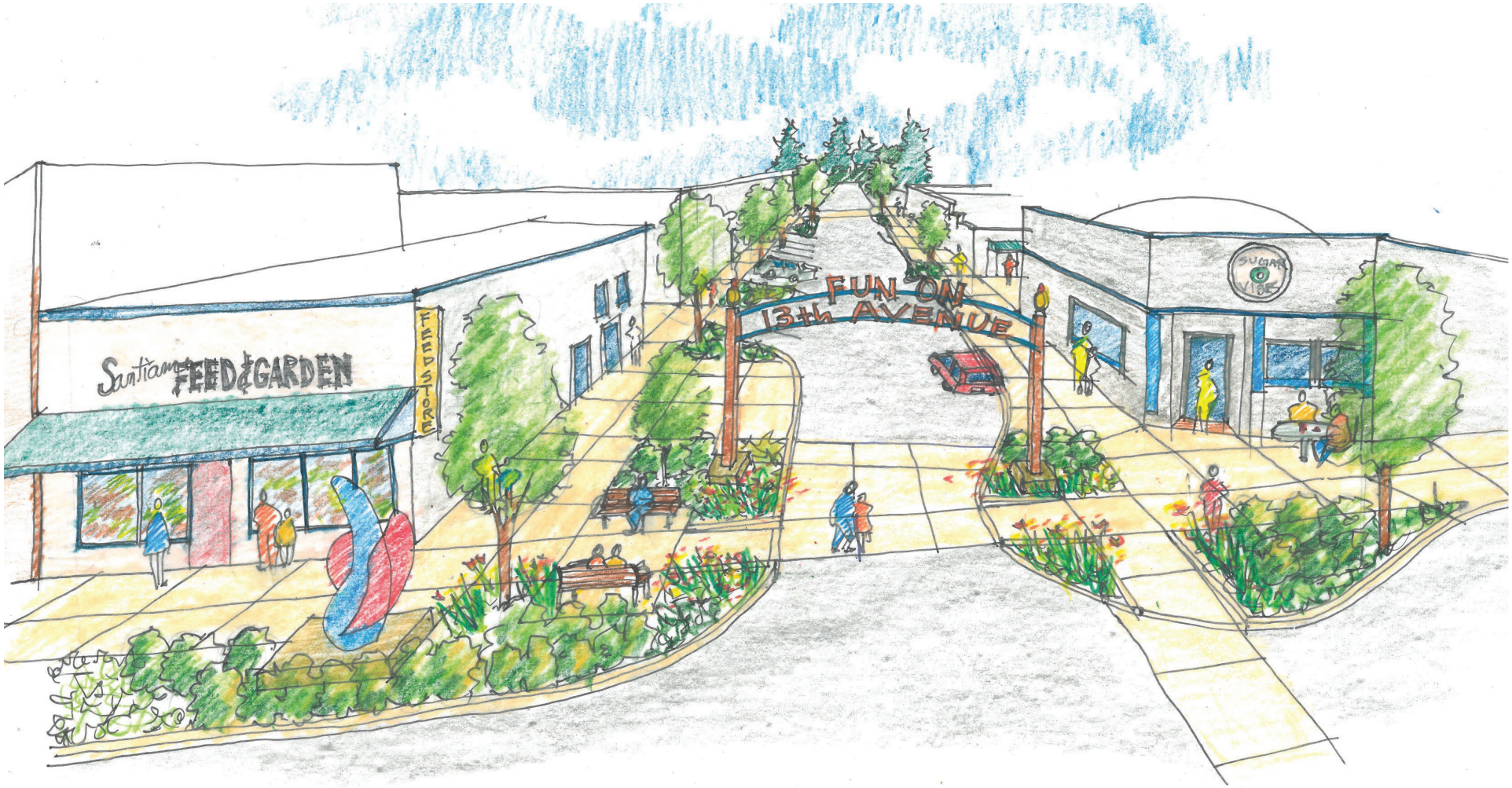
Existing View

Proposed View

4.10 13th Ave (Festival Street) Opportunities

Existing View

4.10 13th Ave (Festival Street) Opportunities



Proposed View

Cost Estimate Main Street

ITEM NUMBER	ITEM DESCRIPTION	QUANTITY		UNIT PRICE	ITEM COST
PART 00200 - TEMPORARY FEATURES AND APPURTENANCES					**$ 361,000.00**
0210-0100000A	MOBILIZATION	1	LS	$ 164,000.00	$ 164,000.00
0221-0101000A	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	1	LS	$ 164,000.00	$ 164,000.00
0280-0100000A	EROSION CONTROL	1	LS	$ 33,000.00	$ 33,000.00
PART 00300 - ROADWORK					**$ 95,100.00**
0305-0100000A	CONSTRUCTION SURVEY WORK	1	LS	$ 33,000.00	$ 33,000.00
0310-0106000A	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	$ 33,000.00	$ 33,000.00
0330-0105000K	GENERAL EXCAVATION	970	CUYD	$ 30.00	$ 29,100.00
PART 00400 - DRAINAGE AND SEWERS					**$ 92,800.00**
0445-035012AF	12 INCH STORM SEWER PIPE, 5 FT DEPTH	240	FOOT	$ 100.00	$ 24,000.00
0470-0101000E	CONCRETE STORM SEWER MANHOLES	8	EACH	$ 5,600.00	$ 44,800.00
0470-0315000E	CONCRETE INLETS, TYPE G-2	8	EACH	$ 3,000.00	$ 24,000.00
PART 00600 - BASES					**$ 21,150.00**
0641-0102000M	AGGREGATE BASE	470	TON	$ 45.00	$ 21,150.00
PART 00700 - WEARING SURFACES					**$ 302,290.00**
0744-0302000M	LEVEL 3, 1/2 INCH ACP MIXTURE	460	TON	$ 150.00	$ 69,000.00
0759-0103000F	CONCRETE CURBS, CURB AND GUTTER	290	FOOT	$ 60.00	$ 17,400.00
0759-0110000F	CONCRETE CURBS, STANDARD CURB	1,630	FOOT	$ 40.00	$ 65,200.00
0759-0110000F	CONCRETE CURBS, PARKING LOT	1,390	FOOT	$ 40.00	$ 55,600.00
0759-0126000J	CONCRETE DRIVEWAYS	760	SQFT	$ 15.00	$ 11,400.00
0759-0128000J	CONCRETE WALKS	6,790	SQFT	$ 11.00	$ 74,690.00
0759-0144000J	10 INCH CONCRETE SURFACING	0	SQFT	$ 40.00	$ -
0759-0154100E	EXTRA FOR NEW CURB RAMPS	6	EACH	$ 1,500.00	$ 9,000.00

PART 00800 - PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES					$	**33,000.00**
865-MISC	STRIPING	1	LS	$ 33,000.00	$	33,000.00
PART 00900 - PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS					$	**433,000.00**
0940-MISC	SIGNING	1	LS	$ 33,000.00	$	33,000.00
0970-MISC	ILLUMINATION	1	LS	$ 400,000.00	$	400,000.00
PART 01000 - RIGHT OF WAY DEVELOPMENT AND CONTROL					$	**300,000.00**
1040-MISC	LANDSCAPING(Includes plant bed, irrigation & all streetscape amenities)	1	LS	$ 300,000.00	$	300,000.00
				CONSTRUCTION SUBTOTAL	$	**1,638,340.00**
				CONTINGENCY (40.0%)	$	**655,300.00**
				CONSTRUCTION TOTAL	$	**2,293,640.00**

Notes:

1. Estimate based on standard measurement and payment practices as specified in the 2021 Oregon Standard Specifications for Construction
2. Unit prices based on ODOT Weighted Average Item Prices - Last 3Y thru 6/1/2021
3. Estimate does not include stormwater quality infrastructure
4. Estimate does not include relocations of utilities
5. Estimate does not include costs for Right-of-Way acquisition and temporary construction easements

Cost Estimate Long Street

ITEM NUMBER	ITEM DESCRIPTION	QUANTITY		UNIT PRICE	ITEM COST
PART 00200 - TEMPORARY FEATURES AND APPURTENANCES					**$ 599,000.00**
0210-0100000A	MOBILIZATION	1	LS	$ 272,000.00	$ 272,000.00
0221-0101000A	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	1	LS	$ 272,000.00	$ 272,000.00
0280-0100000A	EROSION CONTROL	1	LS	$ 55,000.00	$ 55,000.00
PART 00300 - ROADWORK					**$ 191,300.00**
0305-0100000A	CONSTRUCTION SURVEY WORK	1	LS	$ 55,000.00	$ 55,000.00
0310-0106000A	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	$ 55,000.00	$ 55,000.00
0330-0105000K	GENERAL EXCAVATION	2,710	CUYD	$ 30.00	$ 81,300.00
PART 00400 - DRAINAGE AND SEWERS					**$ 150,800.00**
0445-035012AF	12 INCH STORM SEWER PIPE, 5 FT DEPTH	390	FOOT	$ 100.00	$ 39,000.00
0470-0101000E	CONCRETE STORM SEWER MANHOLES	13	EACH	$ 5,600.00	$ 72,800.00
0470-0315000E	CONCRETE INLETS, TYPE G-2	13	EACH	$ 3,000.00	$ 39,000.00
PART 00600 - BASES					**$ 61,200.00**
0641-0102000M	AGGREGATE BASE	1,360	TON	$ 45.00	$ 61,200.00
PART 00700 - WEARING SURFACES					**$ 1,013,800.00**
0744-0302000M	LEVEL 3, 1/2 INCH ACP MIXTURE	760	TON	$ 150.00	$ 114,000.00
0759-0103000F	CONCRETE CURBS, CURB AND GUTTER	4,430	FOOT	$ 60.00	$ 265,800.00
0759-0110000F	CONCRETE CURBS, STANDARD CURB	0	FOOT	$ 40.00	$ -
0759-0110000F	CONCRETE CURBS, PARKING LOT	860	FOOT	$ 40.00	$ 34,400.00
0759-0126000J	CONCRETE DRIVEWAYS	4,820	SQFT	$ 15.00	$ 72,300.00
0759-0128000J	CONCRETE WALKS	43,300	SQFT	$ 11.00	$ 476,300.00
0759-0144000J	10 INCH CONCRETE SURFACING	0	SQFT	$ 40.00	$ -
0759-0154100E	EXTRA FOR NEW CURB RAMPS	34	EACH	$ 1,500.00	$ 51,000.00

PART 00800 - PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES				$	55,000.00
865-MISC	STRIPING	1 LS	$ 55,000.00	$	55,000.00
PART 00900 - PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS				$	325,000.00
0940-MISC	SIGNING	1 LS	$ 55,000.00	$	55,000.00
0970-MISC	ILLUMINATION	1 LS	$ 270,000.00	$	270,000.00
PART 01000 - RIGHT OF WAY DEVELOPMENT AND CONTROL				$	325,000.00
1040-MISC	LANDSCAPING	1 LS	$ 325,000.00	$	325,000.00
			CONSTRUCTION SUBTOTAL	$	2,721,100.00
			CONTINGENCY (40.0%)	$	1,088,400.00
			CONSTRUCTION TOTAL	$	3,809,500.00

Notes:

1. Estimate based on standard measurement and payment practices as specified in the 2021 Oregon Standard Specifications for Construction
2. Unit prices based on ODOT Weighted Average Item Prices - Last 3Y thru 6/1/2021
3. Estimate does not include stormwater quality infrastructure
4. Estimate does not include relocations of utilities
5. Estimate does not include costs for Right-of-Way acquisition and temporary construction easements

Cost Estimate 10th Avenue

ITEM NUMBER	ITEM DESCRIPTION	QUANTITY		UNIT PRICE	ITEM COST
PART 00200 - TEMPORARY FEATURES AND APPURTENANCES					**$ 44,000.00**
0210-0100000A	MOBILIZATION	1	LS	$ 20,000.00	$ 20,000.00
0221-0101000A	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	1	LS	$ 20,000.00	$ 20,000.00
0280-0100000A	EROSION CONTROL	1	LS	$ 4,000.00	$ 4,000.00
PART 00300 - ROADWORK					**$ 12,500.00**
0305-0100000A	CONSTRUCTION SURVEY WORK	1	LS	$ 4,000.00	$ 4,000.00
0310-0106000A	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	$ 4,000.00	$ 4,000.00
0330-0105000K	GENERAL EXCAVATION	150	CUYD	$ 30.00	$ 4,500.00
PART 00400 - DRAINAGE AND SEWERS					**$ 34,800.00**
0445-035012AF	12 INCH STORM SEWER PIPE, 5 FT DEPTH	90	FOOT	$ 100.00	$ 9,000.00
0470-0101000E	CONCRETE STORM SEWER MANHOLES	3	EACH	$ 5,600.00	$ 16,800.00
0470-0315000E	CONCRETE INLETS, TYPE G-2	3	EACH	$ 3,000.00	$ 9,000.00
PART 00600 - BASES					**$ 3,600.00**
0641-0102000M	AGGREGATE BASE	80	TON	$ 45.00	$ 3,600.00
PART 00700 - WEARING SURFACES					**$ 63,720.00**
0744-0302000M	LEVEL 3, 1/2 INCH ACP MIXTURE	50	TON	$ 150.00	$ 7,500.00
0759-0103000F	CONCRETE CURBS, CURB AND GUTTER	330	FOOT	$ 60.00	$ 19,800.00
0759-0110000F	CONCRETE CURBS, STANDARD CURB	0	FOOT	$ 40.00	$ -
0759-0110000F	CONCRETE CURBS, PARKING LOT	0	FOOT	$ 40.00	$ -
0759-0126000J	CONCRETE DRIVEWAYS	0	SQFT	$ 15.00	$ -
0759-0128000J	CONCRETE WALKS	2,220	SQFT	$ 11.00	$ 24,420.00
0759-0144000J	10 INCH CONCRETE SURFACING	0	SQFT	$ 40.00	$ -
0759-0154100E	EXTRA FOR NEW CURB RAMPS	8	EACH	$ 1,500.00	$ 12,000.00

PART 00800 - PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES					**$**	**4,000.00**
865-MISC	STRIPING	1	LS	$ 4,000.00	$	4,000.00
PART 00900 - PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS					**$**	**24,000.00**
0940-MISC	SIGNING	1	LS	$ 4,000.00	$	4,000.00
0970-MISC	ILLUMINATION	1	LS	$ 20,000.00	$	20,000.00
PART 01000 - RIGHT OF WAY DEVELOPMENT AND CONTROL					**$**	**10,000.00**
1040-MISC	LANDSCAPING	1	LS	$ 10,000.00	$	10,000.00
				CONSTRUCTION SUBTOTAL	**$**	**196,620.00**
				CONTINGENCY (40.0%)	**$**	**78,600.00**
				CONSTRUCTION TOTAL	**$**	**275,220.00**

Notes:

1. Estimate based on standard measurement and payment practices as specified in the 2021 Oregon Standard Specifications for Construction
2. Unit prices based on ODOT Weighted Average Item Prices - Last 3Y thru 6/1/2021
3. Estimate does not include stormwater quality infrastructure
4. Estimate does not include relocations of utilities
5. Estimate does not include costs for Right-of-Way acquisition and temporary construction easements

Cost Estimate 13th Avenue (Festival Street)

ITEM NUMBER	ITEM DESCRIPTION	QUANTITY		UNIT PRICE	ITEM COST
PART 00200 - TEMPORARY FEATURES AND APPURTENANCES					**$ 209,000.00**
0210-0100000A	MOBILIZATION	1	LS	$ 95,000.00	$ 95,000.00
0221-0101000A	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	1	LS	$ 95,000.00	$ 95,000.00
0280-0100000A	EROSION CONTROL	1	LS	$ 19,000.00	$ 19,000.00
PART 00300 - ROADWORK					**$ 62,000.00**
0305-0100000A	CONSTRUCTION SURVEY WORK	1	LS	$ 19,000.00	$ 19,000.00
0310-0106000A	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	$ 19,000.00	$ 19,000.00
0330-0105000K	GENERAL EXCAVATION	800	CUYD	$ 30.00	$ 24,000.00
PART 00400 - DRAINAGE AND SEWERS					**$ 69,600.00**
0445-035012AF	12 INCH STORM SEWER PIPE, 5 FT DEPTH	180	FOOT	$ 100.00	$ 18,000.00
0470-0101000E	CONCRETE STORM SEWER MANHOLES	6	EACH	$ 5,600.00	$ 33,600.00
0470-0315000E	CONCRETE INLETS, TYPE G-2	6	EACH	$ 3,000.00	$ 18,000.00
PART 00600 - BASES					**$ 18,900.00**
0641-0102000M	AGGREGATE BASE	420	TON	$ 45.00	$ 18,900.00
PART 00700 - WEARING SURFACES					**$ 257,060.00**
0744-0302000M	LEVEL 3, 1/2 INCH ACP MIXTURE	400	TON	$ 150.00	$ 60,000.00
0759-0103000F	CONCRETE CURBS, CURB AND GUTTER	570	FOOT	$ 60.00	$ 34,200.00
0759-0110000F	CONCRETE CURBS, STANDARD CURB	0	FOOT	$ 40.00	$ -
0759-0110000F	CONCRETE CURBS, PARKING LOT	0	FOOT	$ 40.00	$ -
0759-0126000J	CONCRETE DRIVEWAYS	710	SQFT	$ 15.00	$ 10,650.00
0759-0128000J	CONCRETE WALKS	6,310	SQFT	$ 11.00	$ 69,410.00
0759-0144000J	10 INCH CONCRETE SURFACING	1,770	SQFT	$ 40.00	$ 70,800.00
0759-0154100E	EXTRA FOR NEW CURB RAMPS	8	EACH	$ 1,500.00	$ 12,000.00

PART 00800 - PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES					$	19,000.00
865-MISC	STRIPING	1	LS	$ 19,000.00	$	19,000.00
PART 00900 - PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS					$	59,000.00
0940-MISC	SIGNING	1	LS	$ 19,000.00	$	19,000.00
0970-MISC	ILLUMINATION	1	LS	$ 40,000.00	$	40,000.00
PART 01000 - RIGHT OF WAY DEVELOPMENT AND CONTROL					$	250,000.00
1040-MISC	LANDSCAPING	1	LS	$ 250,000.00	$	250,000.00
				CONSTRUCTION SUBTOTAL	$	944,560.00
				CONTINGENCY (40.0%)	$	377,800.00
				CONSTRUCTION TOTAL	$	1,322,360.00

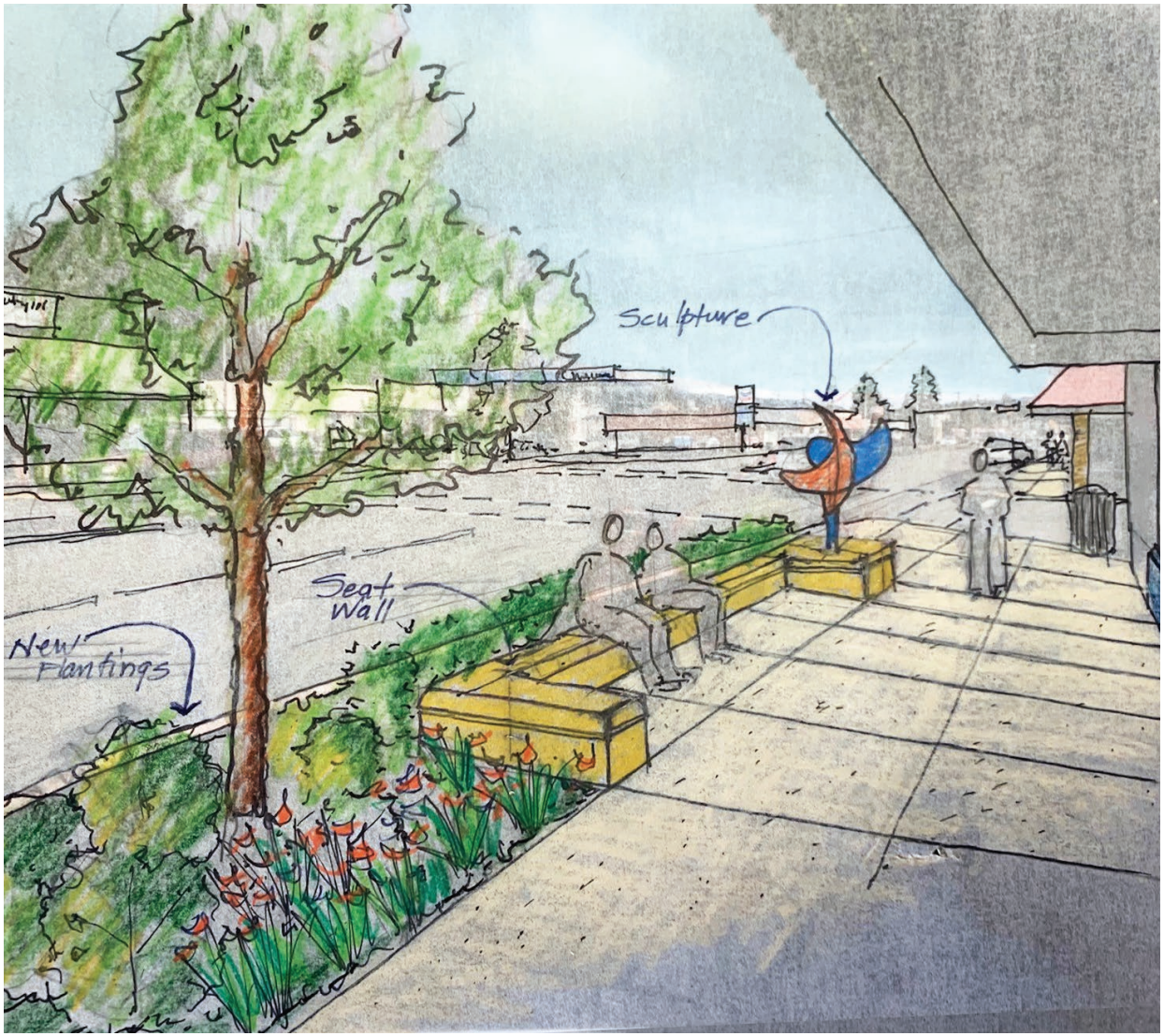
Notes:

1. Estimate based on standard measurement and payment practices as specified in the 2021 Oregon Standard Specifications for Construction
2. Unit prices based on ODOT Weighted Average Item Prices - Last 3Y thru 6/1/2021
3. Estimate does not include stormwater quality infrastructure
4. Estimate does not include relocations of utilities
5. Estimate does not include costs for Right-of-Way acquisition and temporary construction easements

Next Steps

The next step for the project is to determine the priorities based upon community preferences, associated budgets and funding opportunities. Based on these decisions a phasing plan can be established. Typically the design process follows the steps below:

- Conceptual Design (Complete)
- Establish Phasing Plan
- Schematic Design (Phase 1)
- Design Development
- Construction Drawings
- Bidding
- Construction



Closing Remarks

The proposed conceptual streetscape design when implemented will be a major step to revitalize and sustain Downtown Sweet Home as a destination for visitors and residents. The conceptual design presented in this document provides a vision and plan for improving the streetscape and providing a safer pedestrian environment. The concepts are based on the preferred alternatives selected by the Project Team and presented to the City and the community at open house events. These improvements will help attract visitors and business to the corridor and stimulate long term economic growth in the area.

Appendix 1: Parking Memo

SANDOWENGINEERING
160 MADISON STREET, SUITE A • EUGENE, OREGON 97402 • 541.513.3376

Parking Study

DATE: November 23, 2021

TO: City of Sweet Home

FROM: Kelly Sandow P.E.
Sandow Engineering

RE: Evaluation of On-Street Parking Modifications- Sweet Home Downtown Streetscape and Parking Plan

1.0 INTRODUCTION

The following provides an evaluation of parking demand and utilization with the downtown area of Sweet Home as it pertains to the modifications proposed in the concept Streetscape and Parking Plan Update.

Previously, the City of Sweet Home commissioned a Downtown Parking Study (2003) that evaluated the parking demand and utilization rates of parking within the downtown areas with recommendations for managing the parking. The data collection and recommendations within the 2003 study used for evaluating the parking demand (inventory of parking spaces utilized, peak parking demand, and turn-over rate) were reviewed and taken into consideration for this analysis. New utilization and demand data were not collected as impacts from Covid 19 on traffic volume patterns, and utilization throughout the State have resulted in temporary traffic patterns that are not necessarily accurate for typical usage.

This study focuses on areas where parking is modified as part of the Streetscape Plan and if the parking demand associated with adjacent uses can be accommodated within the proposed modifications.

2.0 PROPOSED STREETSCAPE IMPROVEMENTS

The proposed Streetscape Improvements focus on modifications to areas within the street Right of Way that:

- Provide landscaping along the sidewalk edge. There are areas where the plan considers the removal of on-street parking spaces to add a landscape buffer between the vehicle travel way and the sidewalk.
- Provide pedestrian islands. There are locations where pedestrian island or curb bulb-outs are provided that impact on-street parking.
- Widen sidewalks. There are locations where the sidewalk is proposed to be widened that will impact the width available for on-street parking.
- Revise lane striping to add parking. There are areas within the plan where narrowing the travel lanes results in additional width that can be used for on-street parking, adding possible on-street parking to some areas.
- Revise roadway striping to add head-in parking. There are locations identified where there is sufficient roadway width to add head-in angle parking on one side, increasing the number of parking spaces on these roadways.

Concept Plan by DLA: showing Removal of on-street parking to add landscaping between the sidewalk and the travel way.

3.0 PARKING

3.0 EXISTING PARKING

On-street parking is provided along all streets within the Downtown area defined by Nandina Street to the north, Kalmia St to the south, 9th Ave to the west, and 18th Ave to the east. All on-street parking is striped. Some of the on-street parking has the following time limit restrictions:

- 15-min time limit

- 1-hour time limit
- 2-hour time limit
- No truck parking

3.2 MODIFICATIONS TO PARKING

As stated previously, the Streetscape Concept Plan will modify the existing on-street parking by providing pedestrian curb extensions, landscaping islands, widening the sidewalk, revising on-street striping, and revising roadway configurations. An inventory of existing on-street parking and estimated on-street parking with the Streetscape Concept Plan is provided in Table 1 below.

TABLE 1: ON-STREET PARKING

		Available Spaces				
		Existing		With Streetscape Plan[1]		
Street	Section	North Side	South Side	North Side	South Side	Change
Santiam Hwy /Main St	9th & 10th	5	5	9	4	**3**
	10th & 12th	9	12	8	12	**-1**
	12th St &13th	7	5	5	5	**-2**
	13th & 15th	8	9	9	8	**0**
	15th & 18th	14	21	14	22	**1**
Long St	Terrace & 10th	9	5	8	6	**0**
	10th & 12th	9	13	6	10	**-6**
	12th & 13th	5	4	4	2	**-2**
	13th & 15th	14	15	12	14	**-3**
	15th & 18th	28	26	25	29	0
		East Side	West Side	East Side	West Side	
10th Ave	Main & Long	6	5	18	5	**12**
12th Ave	Nandina & Main	0	6	0	6	**0**
	Main & Long	5	5	5	5	**0**
	Long & Kalmia	5	6	15	0	**4**
13th Ave	Nandina & Main	5	5	5	5	**0**
	Main & Long	5	5	9	5	**4**
	Long & Kalmia	7	6	6	5	**-2**
15th Ave	Nandina & Main	4	3	4	3	**0**
	Main & Long	4	4	2	3	**-3**
18th Ave	Main & Long	6	4	5	4	**-1**
Total						**5**

Throughout the Streetscape area, there is an estimated reduction of 1 parking space within the downtown area. Some street segments will see a decrease in parking, while other segments will see an increase in parking. The segments with the most notable changes in parking are:

- **Main Street between 9th Ave and 10th Ave:** Restriping the travel lanes on Main Street from 12 feet to 11 feet will provide enough width to provide additional on-street parking in this section. The restriping can provide 3 additional spaces in this segment.

- **Santiam Highway between 12th Ave and 13th Ave:** A landscape curb extension is proposed on the north side of the street, approximately mid-block. The curb extension will remove 2 parking spaces (depending on size and location). The loss of parking spaces will be in front of the building containing multiple retail establishments. There are 36 (approximately) off-street parking spaces located adjacent to the building to the west and north, and 15 on-street parking spaces located to the south and west of the building. Additionally, there is significant on-street parking on Nandina St within 400 feet of the retail building. The loss of the 2 parking spaces on Main St frontage is not anticipated to have an adverse effect.

- **Long St between 10th Ave and 12th Ave:** The sidewalk is proposed to be widened on both the north and south sides of the street to include planter strips and wider sidewalks. The curb radius, driveway wings, and ADA slopes have the potential to reduce on-street parking. Parking on this section could be reduced as little as 2 spaces and as many as 7, depending on the final design. Each of the businesses along this section of street have substantial off-street parking. Additionally, 12th Ave (south of Long St) is proposed to be reconfigured to add additional spaces. The removal of 7 spaces in this section is not anticipated to have a significant effect.

- **Long St between 13th Ave and 15th Ave:** The addition of curb extensions at the intersections and mid-block has the potential to remove up to 5 total spaces on this section of roadway. Each of the businesses along this section of street have substantial off-street parking. The spaces being removed are on the north side of the street from mid-block to the east. No parking will be removed from in front of the Tell and Sell Printing. The removal of up to 5 spaces on this block is not anticipated to have a significant effect.

- **10th Ave between Santiam and Long St:** The proposal is to redesignate this street to one-way southbound. The one-way direction will allow the on-street parking to be reworked to allow head-in 90-degree parking. The revised layout will result in 12 additional on-street parking spaces on this block.

Appendix 1: Parking Memo

From: Kelly Sandow PE
RE: Sweet Home Streetscape Parking Evaluation
Date: 11.23.21
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- **13th Ave between Main St and Long St:** This roadway is being revised to one-way northbound travel. This revision will allow head-in angled parking on the west side and increase the number of parking spaces on this street.

- **12th Ave between Long St and Kalmia St:** There is enough roadway width to convert the parking to head-in 90-degree stalls along the west side and maintain two-way travel. The revised layout will increase the number of parking spaces on this street.

3.3 PARKING DEMAND

The previously prepared parking study (2003) illustrated that, in general, the areas within the core downtown area had a parking utilization of 53% of on-street and 23% off-street parking during the peak hours. The current field studies indicate that this data is still relevant. This indicates that there is a substantial amount of parking available within a reasonable walking distance to the businesses within the Downtown area.

Currently, the high parking demand areas are mostly locations/businesses with enough off-street parking for the typical demand. The other areas of demand are the retail buildings with frontage along Main Street and Long Street. There will continue to be sufficient parking within a reasonable walking distance for these businesses.

4.0 RECOMMENDATIONS

A review of the parking needs and available parking indicates that there is a substantial amount of on-street and off-street parking available for typical daily use. The Streetscape Plan will not significantly affect the parking within the area, and sufficient parking will still be available after the Streetscape Plan is implemented.

The City had implemented time restrictions on parking. It is recommended that the time restrictions be monitored and with City work with local businesses to determine if additional time restriction would be beneficial, i.e., some restaurants are in urban areas are finding one or two 15-minute parking spaces are beneficial for the convenience of quick pick up for takeout food.

5.0 BEST PRACTICES

The guidelines for parking in downtown Sweet Home are based on the desire to create a system of parking access that supports facilities and contributes to a healthy downtown. The guidelines serve as a framework for near and long-term decision-making and implementation of parking decisions and management in Downtown.

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RE: Sweet Home Streetscape Parking Evaluation
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These guidelines are based on the premise that the long-term development of the Downtown will require an integrated and comprehensive package of strategies to stimulate economic development and redevelopment. The parking component of that overall plan is the element of a larger approach to downtown improvements.

- **Make the Downtown accessible to all users.** Access should be provided to all users of the Downtown, including pedestrians, bicyclists, transit users, motorists, and delivery vehicles. The City should strive to create and implement as many access options as possible.

- **Make the downtown parking convenient for customers and visitors.** The core area of Downtown should provide parking that supports its role as the central point from which the priority users, customers, and visitors, are connected to shops, businesses, and visitor facilities. The most convenient parking spaces should be reserved to support customer and visitor access to Downtown.

- **Provide sufficient parking.** Enough parking should be provided to support desired and priority economic activities.

- **Provide adequate employee parking.** Adequate parking with reasonable access should be provided to meet employee needs, in conjunction with a transportation system that provides balanced travel mode options.

- **Preserve and expand on-street parking wherever possible.** On-street parking should be preserved along strategic corridors to improve customer/visitor accessibility and to facilitate the revitalization of street-level activities. On-street access should, in some cases, take priority over street capacity and vehicle speeds.

- **Improve access linkages between other parts of the city and downtown core.** Access linkages within the core and other parts of the city should be clearly identified through signage, way-finding measures, and other communication strategies to increase customer understanding of the downtown parking system.

- **Implement education and communication programs to improve downtown parking.** Efforts should be made to educate employees, customers, and other users of the Downtown of the general purpose and intent for parking and access in the Downtown.

PARKING MANAGEMENT PLAN

This section presents the recommended parking management for downtown Sweet Home. This plan establishes consistency with the Parking Policies and gives direction to future

decision-making. The Management Plan provides a flexible system of parking management that is triggered by demand.

The purpose of the parking management plan is to:

- Clearly define the intended use and purpose of the parking systems,
- Manage the supply and enforce the parking policies,
- Monitor use and respond to changes in demand, and
- Maintain the intended function of the overall system.

The Rule of 85%

The rule of 85% is a measure of parking utilization that acts as a benchmark against which parking management decisions are based. Within the parking industry, it is assumed that when an inventory of parking exceeds 85% occupancy in the peak hour, the supply becomes constrained, and may not provide full and convenient access to its intended user. Once a supply of parking routinely exceeds 85% occupancy in the peak hour, the Rule of 85% would require that parking management strategies be implemented to bring peak base occupancies to a level below 85% to assure that intended uses are conveniently accommodated.

The recently completed parking inventory for Sweet Home revealed that existing peak hour occupancies are significantly less than 85%. Having the Rule of 85% in effect will assure that a process for evaluating and responding to future parking activity in the Downtown is in place.

Downtown Parking

The purpose of parking in Downtown is to support and enhance the vitality of the Downtown core. In the Downtown core, the following management rules should apply:

- All on-street parking will be 2-hour parking based on the principle that:
    - The 2-hour time stay allows adequate customer, visitor, and client access to the retail core, and
    - Uniform time stays foster a parking environment that is easy for the customer, visitor, and client to understand.

- The priority for **on-street parking** in Downtown will be 2-hour parking. As strategies within this plan are implemented, any co-street spaces of longer duration will be transitioned to off-street locations within the Core Zone and immediately adjacent to it.

- The priority for **off-street parking** in the Downtown will be stays of less than 4 hours to accommodate customer visitors and clients. These facilities are intended to provide for a moderately longer time stay than allowed on street.

- The City will conduct regular utilization and turn-over studies to ascertain the actual peak hour utilization and average turn-over of parking resources in the downtown area. If utilization of on-and off-street parking exceeds 85% and turn-over meets desired rates, the City will evaluate and implement one, or a combination of, the following implementation steps triggered by the 85% Rule:
    - Increase the level of enforcement to assure the desired rate of turn-over and minimize abuse (i.e., exceeding time stay, employees moving to evade a parking ticket.)
    - Transition overall mix of short-term or 15-minute stalls to 2-hour stalls
    - Reduce on-street time stays to increase turn-over (e.g., 2-hours to 90 minutes)
    - Transition employees parking in the core into less centrally located parking
    - Pursue shared use agreements with private lots to provide for additional parking capacity in Downtown.
    - Create new public supply of parking in Downtown

- The City will establish policy guidelines for exceptions to the short-term parking requirements in the Downtown.
    - Handicapped/disabled access
    - 15-minute zones
        - Specific criteria for approval (i.e., by specific business type)
        - Specific locations (i.e., end of block vs. mid-block)
        - Number per geographic area
    - Loading zones
        - Maximum number per block face(s)
        - Limitation on member per geographic area (e.g., no more than two for every three continuous block faces)

Signing and Striping

The City should consider directional signage on the roadways that direct customers to specific facilities. This will be of greatest importance at primary portals into Downtown, at major traffic intersections within Downtown, and at primary points of ingress at specific facilities.

The City should create a uniform sign system for off-street facilities owned or operated by the City of Sweet Home.

- The City should establish a consistent sign package that incorporates a uniform design, logo, and color package into all information signage related to parking.

- Each off-street public facility should be named by its location (e.g., Frost at 10th)

Appendix 1: Parking Memo

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- City signs at off-street facilities should direct customers to the nearest available visitor lot (e.g., "Employee Parking Only, Visitor Parking at Frost & 10th)
- The City should work with ODOT to maintain the marked individual parking spaces along Main Street to increase efficiency.

Marketing and Communications

The City of Sweet Home should develop a marketing and communication system for downtown parking. This can consist of the following items:

- Develop maps that visually display the parking areas and lots and identify the location of visitor versus employee facilities.
- Validation program. Evaluate the feasibility of retail and theater validation systems if the City moves to enforcement and ticketing.
- Transportation Demand Management (TDM) alternatives. Incorporate alternative mode options (i.e., shuttles, transit, and bicycle) into parking materials.

Pricing

Given the size of Sweet Home and its current and anticipated growth, it is not suggested that the City implement parking pricing at the present time. However, as the 85% Rule is triggered, additional and more aggressive management of the supply is needed. Sweet Home may, at some future point, consider pricing parking. At that point, pricing would be intended to (a) facilitate more efficient turn-over, (b) encourage the use of specific facilities in specific management zones (i.e., short-term vs. employee parking), (c) encourage the use of alternative modes, and (d) provide a funding source for new supply and alternative mode options. The following options may be considered:

- Meter on-street parking to increase efficiency and capacity
- Charge for parking in publicly owned off-street facilities
- Establish a "Downtown Parking Fund" from revenues derived from downtown public parking.

RECOMMENDATIONS FOR PARKING IMPROVEMENTS

Near-Term Implementation

- Mark on-street parking spaces to increase efficiency
- Create an agreement with property owners for public use of additional off-street parking lots. Possible lot usage options are:

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  - The City leases the lot for public use at all times.
  - Restricted parking during the typical M-F 7 AM-5 PM business hours for business use. After-hours parking becomes available for any public use. This will help for festivals, farmers markets, evening and weekend restaurant usage, etc.
  - Identify lots that can be used for public parking for event parking only.
- Mark spaces as "reserved for" specific uses
- Stripe and sign several pull-through RV spaces in public lots (dual-use)
- Create a clear parking signage program
  - Develop a logo/identity for off-street public parking lots
  - Upgrade on-street directional signage to incorporate logo/identity
  - Install uniform signage at all public off-street parking facilities

Additional Study

- Re-do utilization study during "peak season"- after boating season begins
- Perform a turn-over study (measures how long parking spaces are being used.

Longer-Term

- Continue to repeat utilization studies- implement 85% Rule
- Create additional RV spaces in the downtown area
- Improve pedestrian access between Long St parking lot and Main St
- Consolidate or remove driveway cuts on Main St and Long St to increase on-street parking.
- Disclose clear zone length with ODOT and reduce if possible.
- Implement a parking management program:
  - Enforce 2-hour parking on-street
  - Mark off-street parking for 4-hour or "all-day"
  - Evaluate and reduce 15-minute stalls if they are underutilized

Nandina St
36th Avenue
Santiam Hwy
Long St
Kalmia St
16th St
Existing On-Street Parking Locations
Number of existing on-street parking spots
Driveways
N
Figure 1: Existing On-Street Parking
Sweet Home Parking Study, Sweet Home, OR
SANDOWENGINEERING

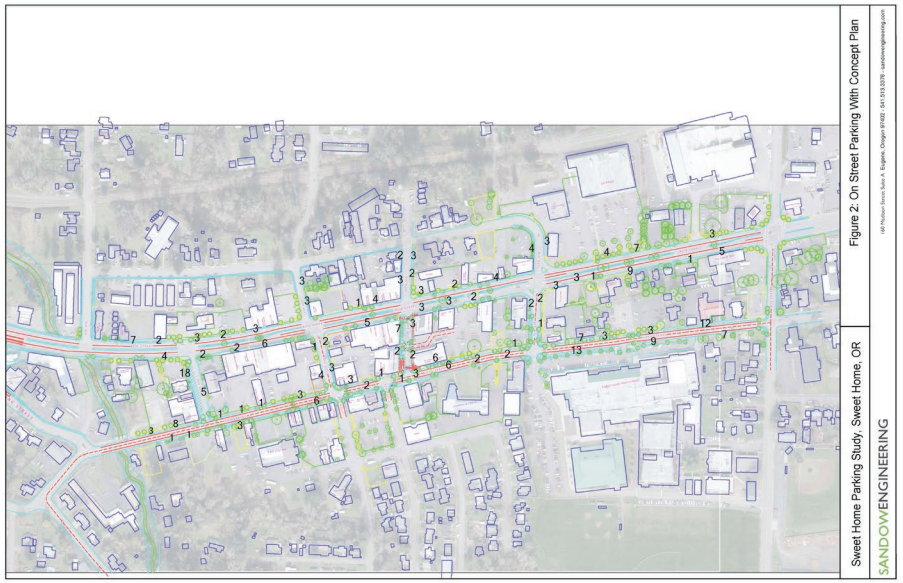


Figure 2: On Street Parking With Concept Plan
Sweet Home Parking Study, Sweet Home, OR
SANDOWENGINEERING

Appendix 2: Community Feedback

Summary from Community Meeting and Web Feedback

1 Site Furnishings Opportunities	Plainwell Landscape Forms	Scarborough Landscape Forms	Generation 50 Landscape Forms	Freesia Victor Stanley Landscape Forms
From Web	3	4	5	1
From Community meeting	5	12	2	2
Total	8	**16**	7	3

Comments

a Recycled plastic if it would last better than wood.

b I think metal would be cold in the winter and hot in the summer. Plastic would be best in my opinion.

c Metal is "cleaner and more modern" looking. Can be painted ANY color in the future. Metal doesn't attract Mason Bees. Metal waste receptacles won't warp with rain and time as wood strips do.

d I like the metal and wood together look.

e These would look really amazing with the timber style lighting! Modern yet they have a rustic twist.

f Elderly and disabled people need arms on bench to assist in getting up from seated position. There is also more security with a full enclosed back for several reasons, young children unable to slip through and personal belongings securer just to mention a couple.

g Add middle arm rest to benches

2 Lighting Options	Acorn Light	Square Wood Light	Solana Series
From Web	4	11	1
From Community meeting	14	3	1
Total	**18**	14	2

Comments

a Keep thing consistent

b Acorn is metal. Metal lasts, just needs painting. Wood rots.

c I love the idea of having more lighting throughout. Makes it feel more inviting and keeps things safer.

d These would look lovely, while also tying our history in a modern way

e I like the idea of a rustic timber frame light that reflects timber/logging culture and economy of the area.

f Dark Sky lid to prevent uplight

	Do you like this concept? Yes	No
3 **Bulb Outs**	**10**	1
Landscaping/Trees	8	0
Benches	9	0
Public Art	6	2
Public Art feedback from Community Meeting	5	

Comments

a I am against eliminating any downtown parking.

b SAFETY ALERT! Pedestrians are VERY difficult to see when exiting Steelhead Fitness Bldg. due to large brick structure supporting bldg. in front of door. Keep this in consideration when adding additional outdoor elements near the 3 nearby crosswalks. OTHERWISE, I REALLY LIKE this concept but perhaps in another area.

c I like the idea of metal deer for the art

d Seems like art would just end up ruined or defaced

e I like the idea of benches on the sidewalks for people who really need to rest or have limited mobility. I think I'm a little fearful of homeless people mistreating the bench spaces.

f Wood benches and room for lush landscaping would create a warm and welcoming space amongst all the concrete downtown!

g Public art should be wood with local theme

	Do you like this concept? Yes	No
4 **Long Street Opportunities**	**8**	3
Curb bulb-outs on corners	6	
Mid-block curb bulb-outs	7	
Landscaping/Trees	9	
Benches	9	
Public Art	8	
Bike Lanes	3	
Outdoor Seating	2	

Comments

a I am against narrowing the car lanes on Long Street. In my neighborhood (12th Street and Redwood) cars regularly move to the center of the street and block traffic to go around cars.

b Partially "Like" this design. Safer crosswalks with bulb-outs or at least reflective diagonal stripes and BETTER LIGHTING at EVERY CROSSWALK. Bike lanes helpful/safer. Tasteful & professional quality Public Art that's enhancing themes/ attractive/upbeat NOT random, poor quality, amateur visual distraction.

Saying "Do Not Like" to ANY landscaping that requires VOLUNTEER upkeep. SH Volunteers work hard enough already.

c I think this whole plan is a waste of time and money. What you guys really need to do is discuss with whatever business owners we have left in town and ask them why are all the other businesses closing down. A lot will say the increase of property taxes the increase of homeless people and where they are allowed to camp anywhere and for however long without suffering the consequences like us home resident owners do. In all honesty kinda funny they think this will save the town but in all reality it's just a waste of money that we pay taxes into. But like I say no matter how many of us or all of us say no to this you guys will find a way to use our taxes on unnecessary stuff just like the city hall upgrade.

d I like the concept of permeable pavers where ever pavement is going to be removed. Also bus shelters would be nice with a bike rack, trash receptacles. Mister systems in outdoor venture areas; and a water courtyard would be nice in the summer.

e I love this idea. It creates beauty in town and places for people to enjoy small businesses and the outdoors. We are so excited to see sweet home thrive in small business.

f Long St. is used heavily - lots of traffic. I think there could be improvements, as long as the property owners actively participate.

g Another nice use of a wider road. Providing for wider sidewalks and bulb outs, could facilitate out door dining. It would be a nice connection to 13th street if the same improvements were made there. For public art, it would be nice if murals could once again grace our buildings in Sweet Home.

	Do you like this concept? Yes	No
5 **Gathering Space Opportunities**	**10**	0

E.g. between Figaro's Pizza and Sweet Home News

Comments

a I'd be concerned about vandalism

b This would be amazing for the community.

c if it's a large enough area like in that back parking area to have a gas fireplace and dancing area would be fantastic. maybe add food cart stalls.

d GREAT ideal Check out Lebanon's version with access to the food & drink establishment, electrical, stage, lighting hook-ups, permanent seating. (May need gates) ***Might also work in larger parking lot space between Downtown Lounge and Heresco Bldg.

e I really like the side street concept. It creates a little more privacy while also being able to enjoy the small business areas.

f The locations should be very visible, so that vagrants will not congregate

g Pocket parks add such charm to a town!

h Love the town square idea put it between the library and the old town hall

		Do you like this concept?	
		Yes	No
6	**Festival Street Concept - 13th Ave**	13	1

	Comments
a	Severe shortage of parking makes me hesitant about this idea. Where do I park if I want to go to the hardware store? You have confiscated all their parking spaces. Also taking parking from in front of the Post Office is a problem. Where do people park if they want to come to the festival?
b	I love the idea of cleaning up our downtown and making it a safe/fun environment. Benches, trees, fresh paint, block parties, Farmers Market are all excellent ideas!
c	18 th where the mill is located would be a beautiful face lift to that area, and would be nice to revamp that area of Sweet Home
d	LOVE this idea!!! Give some consideration to temporary overhead cover from sudden rain so more festivals can attract more people. The need for covered, even temporarily covered spaces, needs to be addressed in all SH Cityscape planning. Otherwise, 3 months per year of sunny skies limits opportunities for outdoor community engagement.
e	I think this would be a great opportunity for a fun place to go when people of our community want somewhere fun to go and interact with others and do something fun. And it would help the youth of the community like teens staying out of trouble.
f	I haven't looked into whether a different location would be better. But love the idea and love that the city is looking to make downtown more attractive and desirable. Our city's downtown looks worn out and dreadful. It does not attract community. It needs a face light in a big way. Even paint on the buildings would improve as a first step. We have a very desirable location to live, that would attract new business and residents. But driving through downtown on Hwy. 20, your just treated to empty, old worn out buildings with no life, no community, no pride. Our downtown and city could be so much better. There could be life in downtown. We desperately need a facelift. Other towns have done it with our size. Sweet Home has a lot going for it with the beauty of our location. I'm very happy and glad you are addressing making our downtown better with the Festival Street idea. I know if we start making downtown better this would attract better and more business. Thanks!
g	13th Ave has been used sporadically for years as a 'festival/event' area, usually being closed off. It makes a perfect location for narrowed street scape, wide sidewalks, inviting people there.
h	A nice use of a very wide street. Addition of wider sidewalks would accommodate planting strips. Adding shrubs and small trees would increase the "park" feel which would be appropriate for small festivals such as craft fairs, art walks, music venues.
i	Woonerf Style street

7	**Other comments**	
a	**Murals for art**	
b	Below are properties for City to consider	
		Auto Parts store on Ames Creek - rebuild on some traded property
		Old Marie's Ceramic Building (now marijuana)
		Bohemian Tavern in front of fire station
		Chewy's Tavern 12th & Long
		Old Metal Storage Building and adjacent property by Alley in Block 10
c	Add City parking along Long St	
d	Locate a Chamber building with restrooms in area of marijuana store to tie all together with Museum Corner for small park and beautiful entry to Sweet Home	
e	Cross walks with crossing lights & Pedestrian Alley from Key Bank to the Theater	
f	Raised Pedestrian Lanes across 12th & 13th	
g	New facades, lanterns and signage on side streets	
h	Consider removing some of the older buildings	
i	Foot bridge across Ames Creek	
j	**Public Restrooms**	
k	International Christmas Event	
l	**Bowling Alley / mini golf**	
m	Taco Bell to replace skyline	
n	**Store Front improvements**	
o	**Breakfast Café, bakery , taphouse/ brewery**	
p	**Entertainment for Kids**	
q	Veteran's flag off Main or use flag poles for another flag. Do a flag competition	
r	**Water feature, EV charger**	
s	Concert destination or Motorcycle tourist destination	

Appendix 2: Community Feedback

March 25, 2021

Blair Larsen - City of Sweet Home
David Dougherty et.al Eugene, Oregon

Thanks to each of you for a nice meeting this evening. There were a lot of good ideas shared, and I am following up with ideas and suggestions that you can add to the list.

City
Save some money for future acquisitions, or consider some property trades.
Some properties for the city to consider – when the opportunity arises:
Auto Parts Store on Ames Creek - Maybe they could rebuild on some traded property
The old Marie's Ceramic Building (Now Marijauna)
Bohemian Tavern – in front of fire station
Chewy's Tavern - 12th and Long
Old Metal Storage Building and adjacent property by Alley in Block 10
(owned by Mary Spear Parker – Halsey, Oregon)

With that said, the city could dramatically improve streetscape, perhaps add some city parking on Long Street, and then with a lot of vision, locate a Chamber Building (along with some public restrooms associated with the Chamber) in the area of the Marijauna store and tie it all together with the Museum and Corner for a small park and beautiful entry into Sweet Home. Use some professional designer for his entire project.

After reviewing and studying the "Revitalization of Brownsville Texas" on the internet, , and what they did at the end of the video with their alleys, we could likewise create a beautiful pedestrian friendly alley all the way from Key Bank to the Theater. Include "raised pedestrian lanes" across 12th and 13th (not just dang speed bumps). The raised pedestrian lanes would slow traffic in these two locations, where they should not be going over 20 or so anyway (These are very short blocks). The store owners adjacent to this alley would need to work on their own buildings, to make the rear of the buildings attractive and inviting to this "mall atmosphere". This may mean some newer facades, lanterns, inviting signage etc.

Buildings that in reality are already "beyond their date" could be removed, which would include two taverns, a metal garage building (tied to the old Western Auto Store – now Sweet Home Botique), the marijauna Store (Old Maries Ceramics), the Auto Parts Store etc. This could invite a beautiful park setting for this whole corner. Consider some type of temporaary parking in the area of the Auto Parts store (including RV's) with a drive through back to Long Street, and of course a really attractive foot bridge across Ames Creek to a Chamber building (In the area of the current Marijauna Shop).

I like the ideas of some sidewalk build-outs. Brownsville Texas points out that this reduces the distance that a pedestrian needs to pass across traffic lanes , and apparently has reduced traffic fatalities significantly. Of course, lets avoid creating problems for larger vehicles (trucks, fire apparatus etc.)

I really like the ideas of more and more effective lighting fixtures on the sidewalks.

I also like the idea of being able to close a street periodically for special events. I will talk some special event ideas under separate cover.

We definitely need some public restrooms, and if they were included as part of (perhaps to the rear) of a Chamber Building, we might have a little more control of maintenance, and avoiding it becoming part of a homeless situation, but they may need to use them periodically too.

Note: A visit to NYC where all of the stores had signs "No Public Restrooms", was not very friendly or inviting to visitors. On the other hand, a visit to Kohala Hi., there was a obvious sign directing you to the Chamber Office and notifying visitors that public restrooms were available. Then volunteers at the Chamber Office had nice conversations with the visitors, had displays about the Big Island, and pointed out all of the interesting things to do. Of course, the restrooms would need cleaning.

The alley's mentioned above, could even have some water features, and perhaps some performing platforms (permanent or temporary), with proper lighting etc. See my notes about activities.

Nuff Said for Now.

Henry B. Wolthuis
Sweet Home Planning Commission

March 25, 1921

Blair Larsen, City Planning
David Dougherty – Architects

City Activities:

Dear Gentlemen:

Thanks again for a nice meeting this evening, and I enjoyed some of the conversation about closing off some streets on occasion for special events.

Actually, I have been thinking about some special events, not just city but as a business promotional and to involve the Chamber and other Groups. Of course, we borrow from what others have done, and credit should be given where it is due. In the book on Leavenworth Washington, they have a Christmas Lighting Event. I am realistic enough to not think we can replicate them, but here are some thoughts.

First Week of December: INTERNATIONAL CHRISTMAS EVENT.

Encourage business's in "Olde Town" (10th to 15th) to decorate their buildings – lighting and all for Christmas and more especially on the alley side of 10th to the Theater. I am putting names down, without having spoken to these individuals, so I am doing a disclaimer that these are only ideas.

Solicit from all of the business's in Sweet Home, some gifts that could be used for raffle. The first week of December, we could have some warming fires (in Patio steel fire pits) – perhaps just east of the Laundromat. Vendors could set up wares and sell. This could include items made in Sweet Home, Christmas decorations (I know that we have a large event in the High School Auditorium – we could locate this even where described, or on school grounds – we would work together – not competing). Perhaps Larry Chaffin would bring his horses and wagons and we could raffle a few tickets for rides, but primarily sell tickets for rides. I would see what we could do to find a fiddle player, perhaps a tuba or trombone player (High School Band) and I would volunteer myself and accordian, and along with some song sheets could sell rides for Christmas Caroling and some German Music, along a designated route and repeated each half hour or so. Maybe could find a Santa Claus to join us on the wagon.

Vendors could sell their goods. This could include local restaurants, so we could have Italian, German, Dutch, Mexican, and other types of foods. I know we have a lot of old settlers from Oklahoma and Arkansas - What are their favorite foods and music?????

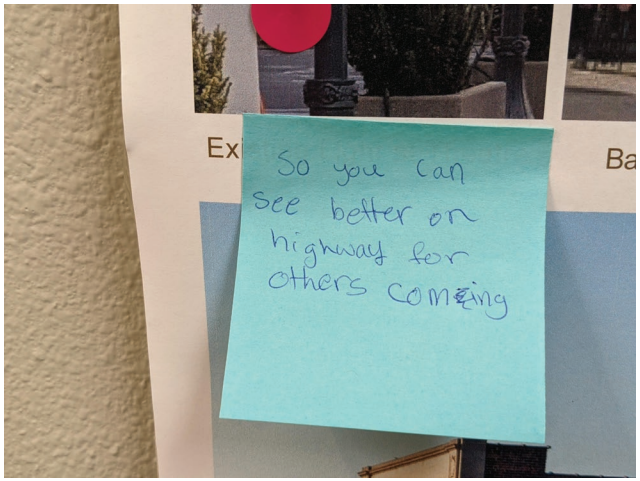
This event could perhaps start mid afternoon, and extend to maybe 9:00 P.M. With a raised stage, we could have different groups perform each half hour or so. I think the High School has some risers that could be used, and the Rotary Club has had access to a portable PA system for Easter Egg Hunts. We would need to see where and if available. SHOWCASE could be a big help in lining up local talent (Shirley Austin and others). After collecting a number of gifts from local business's (It is really advertising), we could have a raffle every 30 minutes. Raffle tickets could be distributed, one per person. I am hesitant to say this, but it is human nature to flock to something that is free, or we could sell raffle tickets really cheap, so no one would be deprived. The Raffles should give recognition and some advertisement to the local business's. There are probably 30-40 business's in Sweet Home, that could be invited to participate.

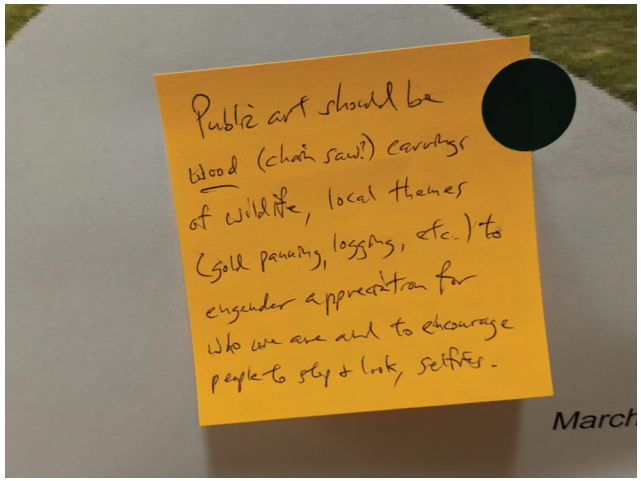
Jim and Lisa Gourley are involved with others in trying to promote more Christmas Spirit. Perhaps they should be contacted. The Rotary Club may want to get involved – if they are not already overwhelmed.

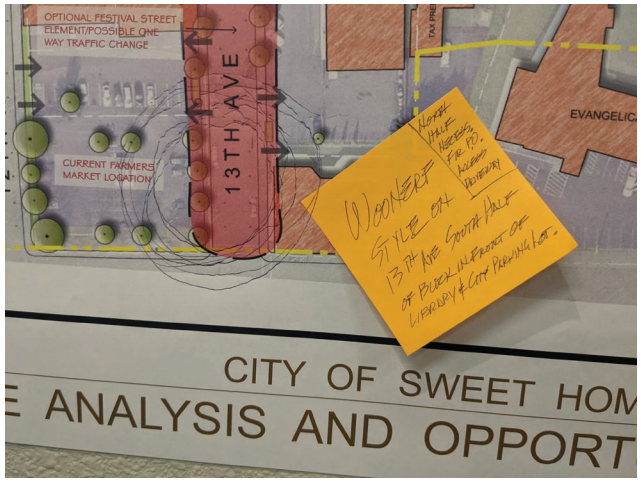
Do you think this is something that we would want to consider???

Henry B. Wolthuis

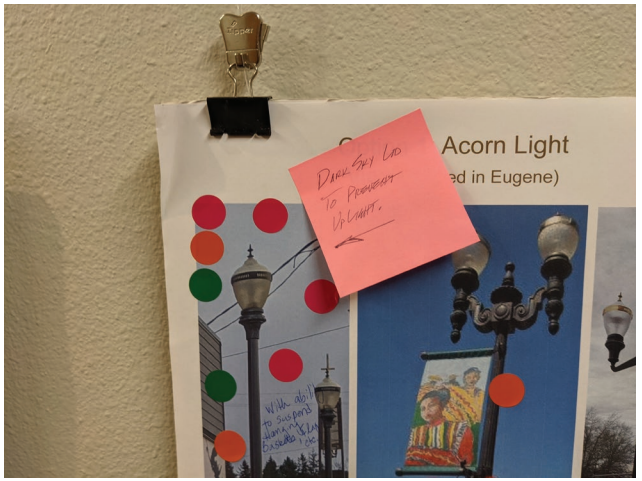
Appendix 2: Open House Meeting 1






OPTIONAL FESTIVAL STREET ELEMENT/POSSIBLE ONE WAY TRAFFIC CHANGE
13TH AVE
CURRENT FARMERS' MARKET LOCATION
CITY OF SWEET HOM
ANALYSIS AND OPPORT

MAIN STREET
LONG STREET
CITY OF SWEET HOME
ALYSIS AND OPPORTUNITIES PLAN
LEGEND

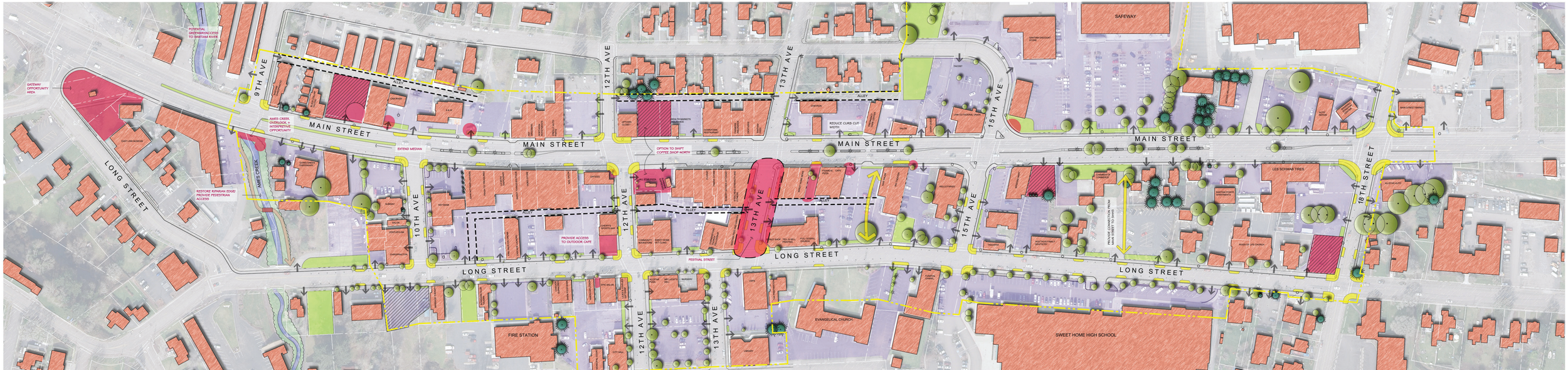

Acorn Light

Acorn Light
Option 2: Square Wood Light
Timber Wood Products
Option 3: Solano Series
CITY OF SWEET HOME
LIGHTING OPPORTUNITIES

Option 1: Plainwell
Landscape Forms
Option 2: Generation 50
Landscape Forms
Option 3: Scarborough
Landscape Forms
Option 4: Freesia
Victor Stanley
CITY OF SWEET HOME
POSSIBLE SITE FURNITURE AMENITIES

EXISTING CONDITIONS
POSSIBLE IMPROVEMENTS
FLEXIBLE USE SPACE
OUTDOOR DINING
MARKETS
CITY OF SWEET HOME
GATHERING SPACE OPPORTUNITIES

Appendix 2: Open House Meeting 2



DLA
474 Willamette Street
Suite 305
Eugene, Oregon 97401
P 541.683.6803
F 541.683.8183
www.DLAdesign.com

Sweet Home

CITY OF SWEET HOME

SITE ANALYSIS AND OPPORTUNITIES PLAN

LEGEND

- LANDSCAPE OPPORTUNITIES
- KEY OPPORTUNITY SITES
- POCKET PARKS (POSSIBLE)
- PARKING LOT
- BUILDING INFILL (POSSIBLE)
- PEDESTRIAN CONNECTIONS
- PEDESTRIAN IMPROVEMENTS
- ORNAMENTAL STREETLIGHT
- COBRA-HEAD LIGHTS
- EXISTING BUILDINGS
- PROJECT WORK SCOPE
- EXISTING ALLEYS
- EXISTING DRIVEWAYS
- EXISTING CONIFER TREES
- EXISTING DECIDUOUS TREES

0 10 25 50 100 200
SCALE: 1" = 50'-0"

NORTH

DLA
474 Willamette Street
Suite 305
Eugene, Oregon 97401
P 541.683.5803
F 541.683.8183
www.DLAdesign.com

Sweet Home

CITY OF SWEET HOME
DOWNTOWN OPPORTUNITIES PLAN

February 18th, 2022

LEGEND

- LANDSCAPE AREAS
- OPPORTUNITY SITES
- BUILDING INFILL (POSSIBLE)
- PEDESTRIAN IMPROVEMENTS
- PARKING LOTS
- EXISTING BUILDINGS
- DRIVEWAY ACCESS
- DIRECTIONAL ACCESS
- PROJECT WORK SCOPE
- NEW STREET TREES
- EXISTING TREES
- PROPOSED STREET LIGHTS
- BENCHES & LITTER RECEPTACLE
- BIKE RACKS
- ART LOCATIONS
  GATEWAY, MURALS, PLINTHS & METAL INLAYS

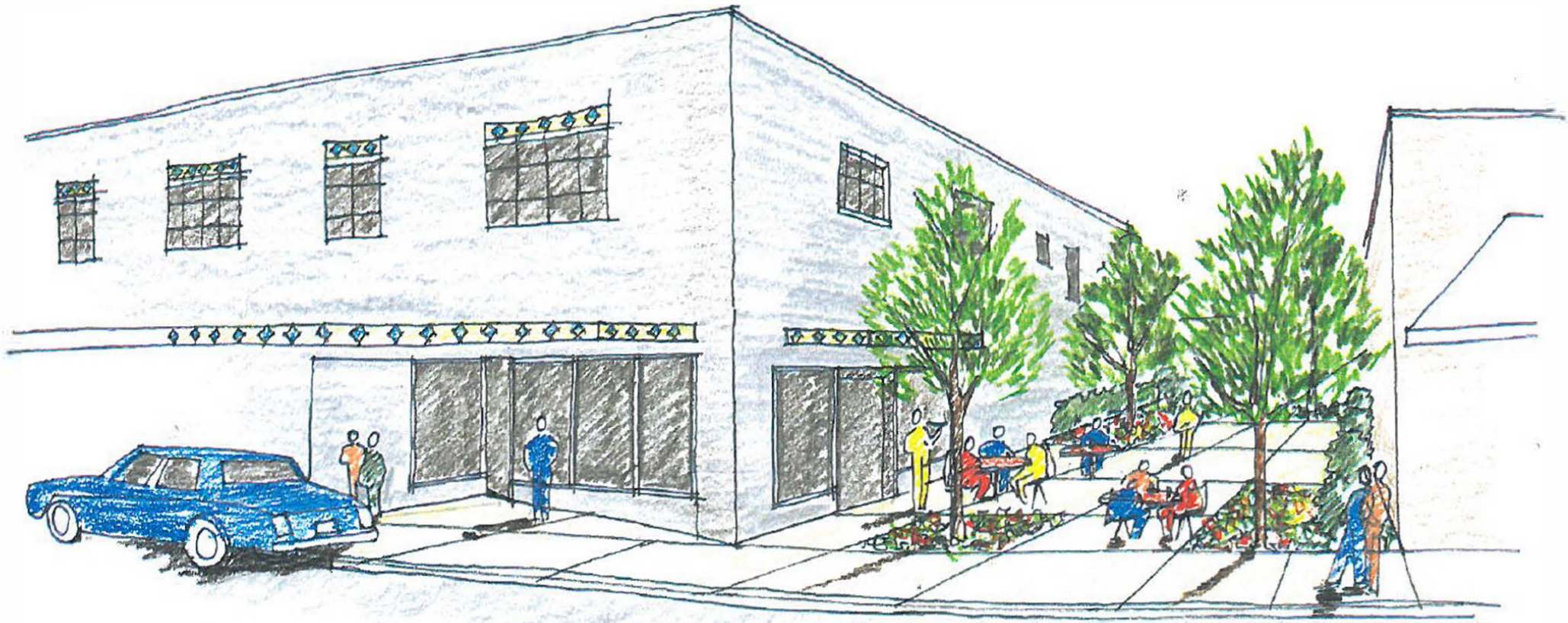
0 10 25 50 100 200
SCALE: 1" = 50'-0"

NORTH

Page 120

Theatre
RIO

Sculpture
Seat Wall
New Plantings



VIEW FROM MAIN STREET

STEELHEAD

Santiam FEED & GARDEN
FEED STORE
FUN ON
13th AVENUE
SUGAR
VIBE

STREET ART
BULB OUTS
STREET LIGHTS
BENCHES
PARKING LANE
PARKING LANE
WIDER SIDEWALKS
(NARROWER STREET)
STREET TREES
AND PLANTINGS

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Radiator Supply Request
Preferred Agenda:	March 22, 2022 March 8, 2022 Introduced
Submitted By:	Julie Fisher, Administrative Services Manager
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution ___ Motion __x __ Roll Call ____ Other ____
Relevant Code/Policy:	City of Sweet Home Financial Policy
Towards Council Goal:	Vision Statement: We aspire to make Sweet Home a community people find desirable to live in. We aspire to create an economically strong environment in which businesses prosper. Be an effective an efficient government: (5) Continue to implement financial "best" practices. Economic Strength: (3) Collaborate with regional partners
Attachments:	Photos submitted by RSH Economic Development Fund Report

Purpose of this RCA:

For Council decision on the request from Radiator Supply House to support their nationwide barbeque contest as part of Economic Development efforts in the amount of $15k.

Background/Context:

The Administration, Finance and Property Committee met on March 15, 2022 and discussed the request. They recommended the Council consider the request between $5K and $10K from the Economic Development Fund and ask RSH to promote the Sweet Home community as well as add the City's logo as a sponsor of the event.

Radiator Supply House hosted the first competition last year raising $13k which was given as prizes to the 41 teams who competed in the event. Although the event was private due to the COVID-19 pandemic regulations, over 400 people attended.

This year Radiator Supply House has guaranteed a $30k payout to competitors. In addition to the barbeque, there will be beverages and live music. Radiator Supply has a goal to attract over 4,000 people to this Jack Daniels Sponsored event which will be great for our community. The event is scheduled for the July 2nd as a Kick-off to Sportsman Holiday.

The Jack Daniels sponsored event will attract competitors nationwide including Shag Arington from Iron Resurrection and The BBQ Ninja from Florida who have both confirmed. The event is estimated to cost $75k of which $25k has been raised by local business sponsors including Ram Trucking, Karla Hogan with HomeSmart, Cascade Timber Consulting, Wendi Melcher with Cadwell Realty, O&M Tire Factory, Buck Sanitation, The Point, Fast Cash, Anderson Enterprises, Travis Luttmer with Country Financial, and Umpqua Bank. Any support from the City will be used to promote the event and will not be used as payout to competitors.

Radiator Supply has submitted the attached photos and the following link: https://www.sweethomenews.com/story/2021/04/14/news/bbq-competition-organizers-aiming-to-bring-big-one-to-sweet-home/24107.html

The Challenge/Problem:

How do we continue to support Economic Development efforts in a transparent manner that ensures an appropriate return on the taxpayer's investment?

Stakeholders:

- *City Residents*. Residents, their friends, and family are the funding source through tourism funds and taxes. They invest taxes and trust us to operate our local government as efficiently as possible.
- *City Councilors*. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible. They must balance leadership with representation.
- *Business Community*. Local organization comprised of business owners. Each business adds to the economic vitality of the community as a whole.
- *Tourists*: Events such as the nationwide barbeque contest and the Music and Brews events draw tourists who visit our community.

Issues and Financial Impacts:

A Report of the Economic Development Funds is attached.

Elements of a Stable Solution:

The best use of Economic Development funds to meet Council goals, support Sweet Home businesses, events, and draw Economic Development opportunities to Sweet Home.

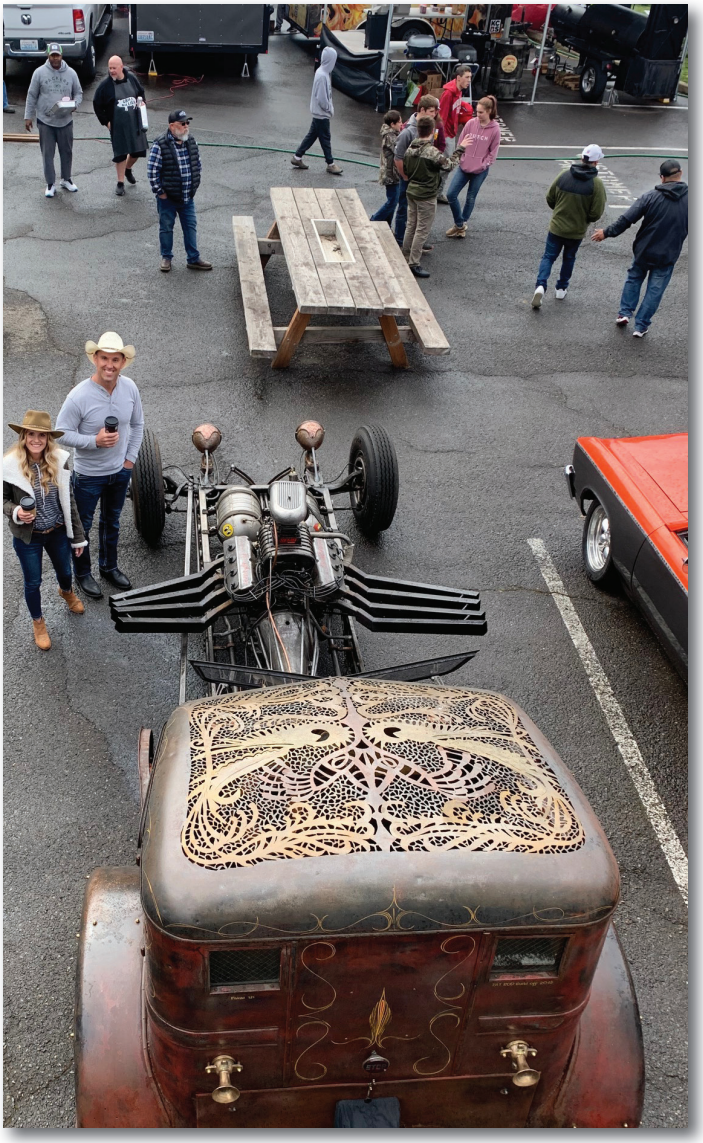
Options:

1. *Option #1* – Make a motion to approve the request for $15,000 to Radiator Supply House for Economic Development purposes.
2. *Option #2* – Make a motion to approve the request in a different amount from $5K to 10K to Radiator Supply House for Economic Development purposes as recommended by the Administrative, Finance, and Property Committee.
3. *Option #3* – Do nothing

Recommendation:

NA

RSH ICEBOX 2021 BBQ EVENT



General Ledger
Budget to Actual

User: bneish
Printed: 3/3/2022 12:55:02 PM
Period 01 - 13
Fiscal Year 2022

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
760-000-300-000	BEGINNING FUND BALANCE	-471,482.83	-456,512.00	0.00	-424,678.27	0.00	93.03
760	*ECONOMIC & COMMUNITY DEVELOP.*	*-471,482.83*	*-456,512.00*	*0.00*	*-424,678.27*	*0.00*	*93.03*
000	**Dept**	**-471,482.83**	**-456,512.00**	**0.00**	**-424,678.27**	**0.00**	**93.03**
760-006-361-010	Interest	-3,174.47	-8,184.00	0.00	0.00	0.00	0.00
760	*ECONOMIC & COMMUNITY DEVELOP.*	*-3,174.47*	*-8,184.00*	*0.00*	*0.00*	*0.00*	*0.00*
006	**Community & Economic Dev.**	**-3,174.47**	**-8,184.00**	**0.00**	**0.00**	**0.00**	**0.00**
760-006-465-320	Professional Services	0.00	0.00	0.00	38,320.45	0.00	0.00
760-006-465-540	Advertising	1,821.59	0.00	0.00	7,500.00	0.00	0.00
760-006-465-612	Operating Supplies	0.00	0.00	0.00	56.99	0.00	0.00
760-006-465-614	Tools & Small Equipment	0.00	0.00	0.00	706.52	0.00	0.00
760-006-465-803	Special Events	41,504.95	0.00	0.00	10,000.00	0.00	0.00
760-006-465-804	CEIP	32,476.75	0.00	0.00	63,770.04	0.00	0.00
760-006-465-809	Grant Expense	289,458.27	0.00	0.00	125,158.00	0.00	0.00
760-006-465-810	Economic Development	0.00	464,696.00	0.00	1,500.00	0.00	0.32
760	*ECONOMIC & COMMUNITY DEVELOP.*	*365,261.56*	*464,696.00*	*0.00*	*247,012.00*	*0.00*	*53.16*
006	**Community & Economic Dev.**	**365,261.56**	**464,696.00**	**0.00**	**247,012.00**	**0.00**	**53.16**

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Council of Governments Recruitment Services IGA
Preferred Agenda:	March 22, 2022
Submitted By:	Julie Fisher, Administrative Services Manager
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution ___ Motion _x___ Roll Call ____ Other ____
Relevant Code/Policy:	City of Sweet Home Financial Policy
Towards Council Goal:	Goal 2.1: Update & Streamline Process Goal 2.5: Continue to Implement Best Financial Practices
Attachments:	OCWCOG IGA

Purpose of this RCA:

To review a proposed IGA between the City of Sweet Home and OCWCOG for Recruitment Services.

Background/Context:

ORS 190.010 permits units of local government to enter into agreements for the performance of required duties or the exercise of permitted powers.

Staff requested direction from Council on their preferred recruitment strategy during the March 8, 2022 City Council meeting. The Council decided to use services by Oregon Cascades West Council of Governments (OCWCOG) for the executive search of our next City Manager via motion.

The OCWCOG will be performing the following as per Exhibit A Scope of Work:

- OCWCOG will attend meetings with Sweet Home staff and City Council as requested.
- Survey the City Council and City staff to gather information on what they are looking for in a City Manager.
- Provide standards and criteria for the development of a position profile.
- Identify and recruit candidates thru various advertisements.
- Evaluate/screen prospective candidates and make recommendations to the City Council.
- Develop interview questions for all rounds of interviews with input from the City Council.
- Facilitate the interview process as requested.
- Aide in selection and employment including reference checks.
- Additional services as requested by the City of Sweet Home.

The Challenge/Problem:
Should the City of Sweet Home enter into an IGA with Oregon Cascades West Council of Governments for Recruitment Services not to exceed $4,500?

Stakeholders:
City of Sweet Home – entering into an IGA with OCWCOG ensures a successful recruitment for our next City Manager.
Oregon Cascades West Council of Governments- provides clarity on charges and fees.

Issues and Financial Impacts:

The services will cost no more than $4500 including all cost.

Elements of a Stable Solution:
Approval or disapproval of the contract.

Options:
1. *Do Nothing*.
2. *Make a Motion to authorize staff to inter into an Intergovernmental Agreement with Oregon Cascades West Council of Governments for Recruitment Services.*

Recommendation:
Option #2 Make a Motion: *Authorize staff to enter into an Intergovernmental Agreement with Oregon Cascades West Council of Governments for Recruitment Services in an amount not to exceed $4,500.*

INTERGOVERNMENTAL AGREEMENT
Between
City of Sweet Home
and
Oregon Cascades West Council of Governments
For
Recruitment Services

This Agreement is made and entered into upon execution by and between City of Sweet Home, a municipal corporation of the State of Oregon, hereinafter known as CITY, and Oregon Cascades West Council of Governments, hereinafter known as OCWCOG.

Recitals

A. ORS 190.010 permits units of local government to enter into agreements for the performance of required duties or the exercise of permitted powers.

B. Both CITY and OCWCOG are units of local governments under ORS 190.010.

C. CITY has the need of Recruiting Services.

D. OCWCOG has staff with the proper credentials, licensing, and experience to provide such service.

E. OCWCOG is an Independent Contractor and shall not receive any benefits as an employee of the City.

THEREFORE, the parties to this intergovernmental agreement agree to the following terms and conditions:

Agreement

SECTION 1. SCOPE OF SERVICES

This agreement shall be for the purpose of providing executive search assistance as outlined in Exhibit A attached, for the next City Manager of Sweet Home by working with City staff and the Sweet Home City Council to recruit, and present qualified candidates who meet the criteria for the position.

SECTION 2. CITY RESPONSIBILITY

A. CITY will provide access to records and documents relevant to work requested.

B. CITY shall prioritize and communicate recruiting activities to OCWCOG and provide direction as tasks are completed for any follow-up activities.

C. CITY shall pay OCWCOG within thirty (30) days after receiving OCWCOG's invoice.

SECTION 3. OCWCOG RESPONSIBIILTY

A. Provide services as outlined in Scope of Work attached as Exhibit A.

B. OCWCOG will respond to CITY requests of recruiting services in a timely manner.

C. OCWCOG shall track time spent on tasks and bill corresponding tasks with brief description of the work accomplished

SECTION 4. PROVISIONS

A. Contract Period: This agreement shall be effective on March 22, 2022 and shall terminate on March 21, 2023, unless this agreement is hereafter modified in writing.

B. Payment: OCWCOG will submit an invoice for hours worked to the CITY for work outlined in the Scope of Work based on an hourly rate ranging between $55 to $94 with an aggerate amount not to exceed $4500 including costs and with no other payment or benefit. No deduction shall be taken by CITY from the hourly rate. OCWCOG shall be responsible for any taxes and Worker's Compensation and other required deductions from their contracted amount. Compensation shall be paid within thirty days of completion of deliverables.

Requests for work not described above can be accommodated at a rate up to $94 per hour. Compensation shall be paid for actual time and materials. Authorization by the CITY for additional work will be communicated in writing. Requests for services will be made to: Ryan Schulze Human Resource Manager .

C. Termination: This agreement may be terminated by either party. Suspension in whole or in part of this agreement by either party will require thirty (30) days written notice to the other party. In the event of termination, CITY shall compensate OCWCOG for all services provided through the date of termination.

D. Assignability: This contract is for the exclusive benefits of the parties hereto. It shall not be assigned, transferred, or pledged by either party without the prior written consent of all the remaining parties.

E. Discrimination: The parties agree to comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

F. Indemnification: To the extent possible under the limits of the Oregon Tort Claims Act for local governments, CITY and OCWCOG shall hold each other harmless, indemnify and defend each other's officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the worked described in this agreement, except liability arising out of the sole negligence of either party or its employees. Such indemnification shall also cover claims brought against either party or

its officers, agents, and employees under state or federal workers compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

G. Public Contracts: All parties shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this agreement, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279B.220-279B.235, as amended.

H. Personal Identifying Information: OCWCOG agrees to safeguard personal identifying information in compliance with Oregon Revised Statutes ORS 646A.600, the Oregon Consumer Theft Protection Act and the Fair and Accurate Credit Transaction Act Provisions of the Federal Fair Credit Reporting Act. In the event of any inadvertent disclosure or release of information protected by any of these provisions, OCWCOG shall immediately notify CITY and shall hold harmless, defend, and indemnify CITY for any costs related to notification, mitigation or remediation required by the disclosure by OCWCOG.

I. Waiver: Waiver of any breach of any provision of this agreement by either party shall not operate as a waiver of any subsequent breach of this same or any other provision of this agreement.

J. Dispute Resolution: Unless otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in questions between CITY and OCWCOG arising out of or relating to this Agreement or the breach of it will be decided, if the parties mutually agree, by mediation, or if they fail to agree, by arbitration. Arbitration will be conducted according to rules and procedures set out by the Arbitration Service of Portland, or as otherwise agreed by the parties.

K. Workers Compensation: All employers, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Recipient shall require and ensure that each of its subcontractors complies with these requirements.

L. Severability: If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

M. Amendments: Any amendment to this agreement shall be in writing and signed by authorized representatives of both parties. There are no understanding, agreements, or representations, oral or written, regarding this agreement except as specified or referenced herein.

N. Time of Essence: Time is of the essence of this agreement.

Signed:

Ryan Vogt
Executive Director
Oregon Cascades West
Council of Governments
1400 Queen Ave SE Ste. 201
Albany, OR 97322

Date: Mar 17, 2022

Mayor Greg Mahler
Mayor of Sweet Home
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

Date: _____

Christy Wurster
City Manager Pro Tem
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

Date: _____

Exhibit A
Scope of Work

OCWCOG will provide professional recruitment services to undertake portions of work described herein as prioritized and directed by the City which may include the following duties, responsibilities, tasks and programs:

1. Attend meetings with Sweet Home staff and City Council as requested.
2. Survey the City Council and City staff to gather information on what they are looking for in a City Manager.
3. Provide standards and criteria for the development of a position profile.
4. Identify and recruit candidates thru various advertisements.
5. Evaluate/screen prospective candidates and make recommendations to the City Council.
6. Develop interview questions for all rounds of interviews with input from the City Council.
7. Facilitate interview process as requested.
8. Aide in selection and employment including reference checks.
9. Additional services as requested by the City of Sweet Home.

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action - Music and Brews Public Address System Application
Preferred Agenda:	March 22, 2022
Submitted By:	Jeff Lynn, Chief of Police
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution ___ Motion __X__ Roll Call ____ Other ____
Relevant Code/Policy:	SHMC 9.20.020 Unnecessary Noise
Towards Council Goal:	Goal #4 – Economic Strength
Attachments:	Application – Public Address System

Purpose of this RCA:

The Oregon Jamboree has applied to host an outdoor event on private property at 1306 Long Street, Sweet Home, Oregon on April 15th, 2022, and April 16th, 2022. The event will include live music, food trucks, vendors, and alcohol service. As part of this outdoor event, a Public Address (PA) permit has been requested.

Background/Context:

The Oregon Jamboree is hosting a Music and Brews event in downtown Sweet Home. The event is scheduled to be held on April 15th and April 16th, 2022. The event is to be held in the private parking lot at 1306 Long Street in Sweet Home.

A portion of the event will be open to the public and will include food and merchandise vendors, face painting, a balloon artist, local artisans, alcohol service and live music. The Oregon Jamboree is also working with the Sweet Home School District to provide some camping opportunities. It is estimated to attract approximately 1000 attendees.

The alcohol service will be provided and managed by the Oregon Beverage Service (OBS). The OBS is the same company that operates the alcohol sales at the Oregon Jamboree event.

The live music portion of the event will begin at 5:00 p.m. on Friday, April 15th, and run through 11:00 p.m. On Saturday, April 16th, the live music is scheduled between 4:00 p.m. and 10:30 p.m.

The application for the PA permit indicates that the broadcasted sound will travel beyond 1000 feet which according to SHMC 9.20.020 will need to be approved by the City Council.

City staff has been approached by one adjacent business/property owner that expressed concerns over the amplified music and the potential to negatively impact their business financially.

The Challenge/Problem:

The challenge of the request for the PA Permit is associated with blending the interests of all the business and the community in general.

The Oregon Jamboree is requesting the PA Permit for the outdoor event that runs for two days. The music will play until 11:00 p.m. on April 15th and until 10:30 p.m. on April 16th. The intent of the request is to promote economic interests within the community.

Stakeholders:

- City of Sweet Home Citizens – Citizens and businesses that live and operate within proximity to the event may have their level of livability affected by the sound amplification coming from the event. Other citizens and community members may benefit from the entertainment offered by the event.
- Oregon Jamboree – By allowing the requested times on the PA Permit, the event and business will be enhanced.
- City of Sweet Home Police Staff – The on-duty Supervisor needs a defined time to for the allowed amplification of music to ensure that it is complied with.
- City of Sweet Home City Council –SHMC 9.20.020 dictates that the Council may suspend the 1000-foot limitation and grant a sound amplifying permit.

Issues and Financial Impacts:

The city and the Police Department will not be impacted financially by the event. Any issues and potential financial impacts will be associated with the Oregon Jamboree, surrounding businesses, and the surrounding neighborhoods.

Elements of a Stable Solution:

The Sweet Home City Council should determine a fair and equitable solution associated with the PA Permit and its times. The needs of the business and the needs of the surrounding neighborhood have to be considered.

Options:

1. *Approve the requested PA Permit*. This would allow for the Oregon Jamboree to play amplified music in the outdoor venue from 5:00 p.m. until 11:00 p.m. on Friday (04/15/22) and 4:00 p.m. until 10:30 p.m. on Saturday (04/16/22).

2. *Deny the request.* This would not allow for the amplification of music at the outdoor event.

3. *Amend the requested PA Permit.* The City Council can choose to amend the request by adjusting the times permitted on one or all days.

Recommendation:

Staff recommends option #1 – Approve the requested PA Permit which would allow for the Oregon Jamboree's Music and Brews Event to play amplified music in the outdoor venue from 5:00 p.m. until 11:00 p.m. on Friday (04/15/22), and 4:00 p.m. until 10:30 p.m. on Sunday (04/16/22).

City of Sweet Home Police Department
1950 Main Street
Sweet Home, OR 97386
(541) 367-5181 Fax (541) 367-5235
Email: shpd@ci.sweet-home.or.us

APPLICATION-PUBLIC ADDRESS SYSTEM

Date of Application: 3/11/2022

Requestor's Name: Shamek, Robert
(Last) (First) (Middle)

Home Address: 1040 1st Ave, Sweet Home, OR 97386

Date of Birth: 8/13/1974 Phone: 541-730-0194 Email robert@oregonjamboree.com

Organization Name: Sweet Home Economic Development Group Inc

Organization Address: 401 Main St, Ste D, Sweet Home OR 97386

Organization Phone: 541-367-8800 Email info@oregonjamboree.com

Address of PA use: 1306 Long Street, Sweet Home, OR 97386

Nature of Business or Event: Music and Brews Presented by the Oregon Jamboree

Date(s) and Time(s) of Message: 04/15/2022 5:00pm to 11:00pm
(Date) (From) (To)
4/16/2022 4:00pm to 10:30pm
(Date) (From) (To)
(Date) (From) (To)

Vehicle(s) to be used: Grey 2005 Land Rover 099 FZB OR
(Color) (Year) (Make) (License) (State)

Type of Sound Amplification Equipment to be used: Cascade Sound will be providing amplified sound equipment. For more specific information, please email us at info@oregonjamboree.com

Message type (music, announcer, etc): Music, Emcee

Will PA broadcast sound travel beyond 1000 feet? Yes (If yes, application must be processed and submitted to the City Council for approval and must therefore be submitted at least 20 days in advance.)

Approval Date: _____

By: _____
Chief of Police

SHPD Case #: 2022-01560

SHPD 07-11-2011

OREGON LIQUOR & CANNABIS COMMISSION

APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE (TUAL)

FULL ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption ***off*** the licensed premises.
- May deliver factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption ***off*** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery can only occur during the date and time of the special event.

LIMITED ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION

- Sell at retail malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption ***off*** the licensed premises.
- May deliver factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption ***off*** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery can only occur during the date and time of the special event.

OLCC LICENSE FEE

- The license fee is a $10.00 per license day or any part of a license day. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **Make payment by check or money order, payable to OLCC.**
- **License Days:** In #11 below, you may apply for a maximum of **seven** license days per application form.

Process Time
OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #11 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.

1. My Annual License is a:	✓	FULL ON-PREMISES	☐ LIMITED ON-PREMISES

2. Licensee Name (please print):
Unruh Management & Consulting, LLC - DBA Oregon Beverage Services, LLC

3. Email:
Heather@OregonBeverage.com

4. Trade Name of Business:	**5.** Fax (Optional)
Oregon Beverage Services	
6. Address of Annual Business:	**7.** City
500 Wilco Hwy	Mt Angel
8. Contact Person:	**9.** Contact Phone:
Hether Irwin	503-409-4328

10. Event Name (if one):
Music and Brews presented by Oregon Jamboree

11. Date(s) of event (no more than **seven** days): April 15th and 16th, 2022

12. Start/End hours of alcohol service: 12 pm (am / pm) to 12 am (am / pm)

13. Address of Special Event (Street, City and Zip):
1304 Long Street, Sweethome OR 97386

14. Is the event, or any part of the event, outdoors? ✓ Yes ☐ No

14a. If yes, submit a drawing showing the licensed area and its boundaries.

15. List the name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:
Jason Unruh, DOB 4/22/1972, Permit 589546

16. What is the expected attendance *per day* in the area where alcohol will be sold or consumed? 1200

If the expected attendance is 301 or more per day, the event must have at least $300,000 of liquor liability insurance coverage (ORS 471.168) and you must *also* answer questions 17 and 18. If your answer is 300 or fewer per day, please skip questions 17 and 18.

17. Insurance Company:	**18.** Policy #:
Cincinnati Specialty Insurance	CSU0182377

19. GOVERNMENT RECOMMENDATION: You must obtain a recommendation from the local city **OR** county **before** submitting this application to the OLCC.

19a. Name the **CITY** if the event address is within a city's limits: Sweethome

OR

19b. Name the **COUNTY** if the event address is outside the city's limits: Linn

I affirm the following:

- Minors (people under the age of 21) and visibly intoxicated people will not be allowed to buy, possess, or consume alcohol.
- The only open containers of alcohol that may be taken off the licensed area are securely covered containers (growlers) of malt beverages, wine, or cider. I will not allow any other open container of alcohol to leave the licensed premises.
- Marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the special event licensed premises.
- The event will meet the food service requirements of a Temporary Use of an Annual License.
- I affirm I am authorized to sign this application on behalf of the applicant.

20. Licensee Name (print): Heather Irwin	
21. LICENSEE SIGNATURE:	**22.** Date: 3/4/22

CITY OR COUNTY USE ONLY

The city/county named in #19 above recommends:

☐ Grant ☐ Acknowledge ☐ Deny (attach written explanation of deny recommendation)

(Optional) City/County Contact Person:

(Optional) Phone Number or Email:

City/County Signature: Date:

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY Fee Paid: Date: Receipt #:

License is ☐ Approved ☐ Denied

OLCC Signature: Date:

FOOD REQUIREMENTS FOR TEMPORARY USE OF AN ANNUAL LICENSE (TUAL)

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **TWO SUBSTANTIAL FOOD ITEMS**: A Full On-Premises Sales Licensee **not** providing distilled spirits at the event and a Limited On-Premises Sales Licensee must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- **FIVE SUBSTANTIAL FOOD ITEMS**: A Full On-Premises Sales Licensee providing distilled spirits at the event must provide at all times and in all areas where alcohol service is available at least five different substantial food items.

WHAT IS A SUBSTANTIAL FOOD ITEM?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

WHAT DOES "DIFFERENT" MEAN?

"Different" means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

IS THERE AN EXCEPTION TO PROVIDING THE TWO OR FIVE DIFFERENT SUBSTANTIAL FOOD ITEMS?

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one substantial food item if you are **not** providing distilled spirits or one to four different substantial food items if you are a Full On-Premises Sales Licensee providing distilled spirits. The OLCC will work with you to make this determination prior to approving your application.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE "AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE"?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

MAY I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO MAY THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract may be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

PLAN TO MANAGE SPECIAL EVENTS

The OLCC may require some applicants for a special event license to submit this completed form to the OLCC prior to the OLCC approving an application for a special event.

Typically, the OLCC is likely to require this form with events where minors and alcohol will be allowed together and the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more. However, please note that there may be other circumstances under which the OLCC may require an applicant to submit this form.

If there will be more than one applicant applying to make alcoholic beverages available in the same area(s) of the same event, all applicants may agree to submit and follow one plan.

1. Applicant Name: Unruh Management & Consulting, LLC - DBA, Oregon Beverage Services

2. Email: Heather@OregonBeverage.com

3. Event Name: Music and Brews presented by Oregon Jamboree

4. Date(s) of event: April 15th - 16th, 2022

5. Start/End hours of alcohol service: 12 (am / (pm)) to 12 ((am) / pm)

6. Event Street Address: 1304 Long Street, Sweethome OR 97386

7. City: Sweethome 8. County: Or 9. Zip 97386

(If multiple addresses, please submit the Address Supplemental form)

10. Will minors be allowed at the event? [✓] Yes [ ] No

11. If yes, will minors and alcoholic beverage be allowed together in the same area? [✓] Yes [ ] No

12. Will any portion of the licensed premises be prohibited to minor patrons? [✓] Yes [ ] No

If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area:
Wrist bands and/or hand stamps will be used to identify who has had their ID checked prior to purchase. Two drinks per person, per sale to prevent hand offs. No minors after 6 pm. All minors will be removed prior to 6 pm. Fencing will keept he space secure.

13. Estimated total attendance per day in area(s) where alcoholic beverage will be sold or consumed: 1200

14. List name(s) and contact phone(s) of **alcohol manager(s)** on-duty and in the licensed area:
Jason Unruh, DOB 4/22/1972, Permit 589546

15. Describe the primary activities within the licensed area:
Entertainment - Food

16. Do you estimate that 30 percent or more of the people attending the event will be between 15 and 20 years of age?
[ ] Yes [✓] No

17. Do you estimate the number of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? [ ] Yes [✓] No If no, what are the estimated times that a greater number of patrons will attend? **1:00 - 5:00 pm**

PLAN TO MANAGE SPECIAL EVENTS

18. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior? 4-8+

19. Will **Alcohol Monitors** work in the licensed area? *(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)*

[✓] Yes [ ] No

20. If yes to #19, list the minimum number of **Alcohol Monitors** you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:

4 Minimum number during estimated times of greater patron attendance

1 Minimum number during estimated times of regular patron attendance

21. If yes to #19, describe how **Alcohol Monitors** will be readily identifiable as such to patrons:

Alcohol Monitors will be from a licensed, insured and bonded agency, wear logo attire with identifying logos and badges.

22. Will all **Alcohol Monitors** be required to have a service permit? [✓] Yes [ ] No

23. If no to #22, those **Alcohol Monitors** without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s):

24. Is the applicant a nonprofit or charitable organization registered with one of the following?

* Oregon Secretary of State. Check this site to determine if your organization has an Oregon Registry Number: Oregon Secretary of State
* Oregon Department of Justice. Check this site to determine if your organization is a charitable organization registered in Oregon: Oregon Department of Justice - search for Oregon Charities

[ ] Yes

[✓] No

24a. If yes to #24, will the applicant use servers who don't hold a service permit? [ ] yes [✓] no

24b. If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

25. Will security or ID checkers be required to have a service permit? [✓] yes [ ] no

If no, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

PLAN TO MANAGE SPECIAL EVENTS

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? [✓] yes [ ] no If yes, please describe:
All staff will be wearing logo attire indicating their positions.

27. Describe the alcoholic beverages meant for consumption in the licensed area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages	16 oz	16 oz
Wine	7 oz	6 oz
Cider	16 oz	16 oz
Distilled Liquor	12 oz	1.25 oz

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

Beer/Cider will be in logo brand plastic cups, wine will be in a narrow clear plastic cup, and distilled s

29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time? 2

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

[✓] A level of lighting sufficient to read common newspaper print; or

[ ] A level of lighting that will be (please describe):

Alcohol Monitors will be from a licensed, insured and bonded agency, wear logo attire with identifying logos and badges.

31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan): Alcohol Monitors and DPSST will be present throughout the event. They will be watching for VIP's, minors, and any potential issues. Handstamps and/or wristbands will be used to identify those who have had their ID checked and are of legal age.

32. Applicant Name (please print): Heather Irwin

33. Applicant Signature: _____ 34. Date: 3/4/22

ESTD 1986

OREGON BEVERAGE SERVICES

P.O. Box 2234, Salem, OR 97308
(503) 3623391

COMPLIANCE PLAN
2022 Music & Brews

This Compliance Plan relates to Unruh M&C LLC. DBA Oregon Beverage Services planned operations for the 2022 Music & Brews In, to be held on Long Street in a parking lot.

VENUE
The Venue is 1304 Long Street next to the print shop in the parking lot area. Unruh M&C LLC DBA Oregon Beverage Services, is under contract with Oregon Jamboree to provide EXCLUSIVE alcoholic beverages service for this event.

Alcoholic beverages will be available at:

- The Beverage Center will be adjacent to the stage and alongside the food vendors.

STYLE OF OPERATION
During the hours of 12-6 pm minors will be allowed in the event space. Leading to 6 pm, minors will no longer be allowed and will be removed for the remainder of the event hours. Alcoholic beverages will be allowed throughout the venue. There will also be alcohol monitors roving the licensed premise during this time. The event, where minors can be present, is "walk beer". We will have one roving team of alcohol monitors. These areas are fenced and secure.
Wristbands will be used to identify anyone who has had their ID's checked. We will check all patrons that appear to be 30 years old or younger.

OFFERINGS
Alcoholic beverages will be beer and malt based coolers served in a brand identified cup or can, wine served in a 7 ounce plastic cup and 1oz of spirits in brand identified cups. In compliance with the OLCC rules.

STAFFING
All service locations offering alcoholic beverages will be staffed with servers who have an OLCC license. Only licensed servers will be dispensing alcoholic beverages.

SECURITY/ALCOHOL MONITORS
Unruh M&C, LLC, DBA Oregon Beverage Services, will employ, from a bonded and licensed security service. the appropriate number of uniformed security/ alcohol monitors. During the event it is those security personnel's responsibilities to observe patrons, monitor alcohol

consumption, assure that minors are not receiving or consuming alcohol, ensuring that no alcohol leaves the premises and look for patrons who exhibit visible signs of intoxication.

SIGNAGE

All areas will be signed with the following information :

- ALL PATRONS UNDER 30 MUST BE CHECKED FOR PROOF OF AGE
- HAVE YOUR ID AVAILABLE
- TWO BEERS PER PURCHASE

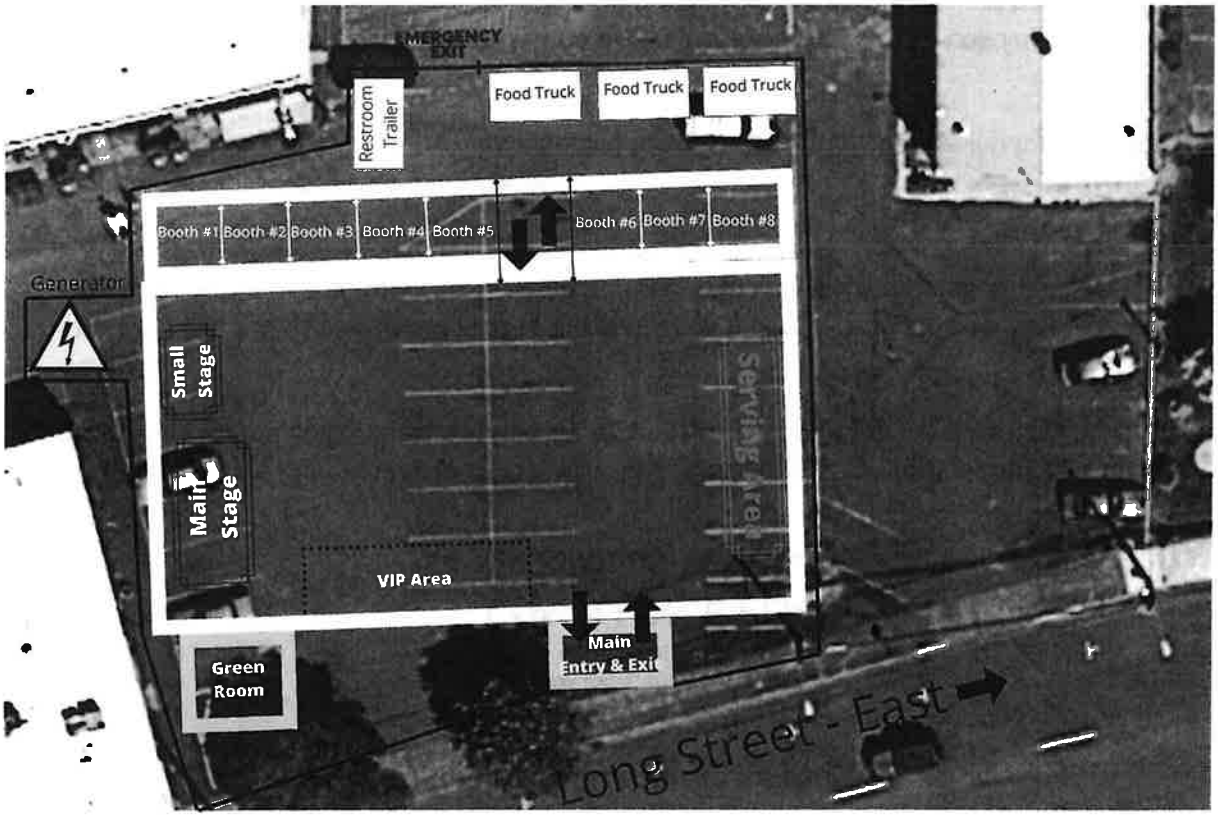
ANYONE VIOLATING OREGON LIQUOR CONTROL LAWS AND REGULATIONS WILL BE EVICTED FROM THE PREMISES.

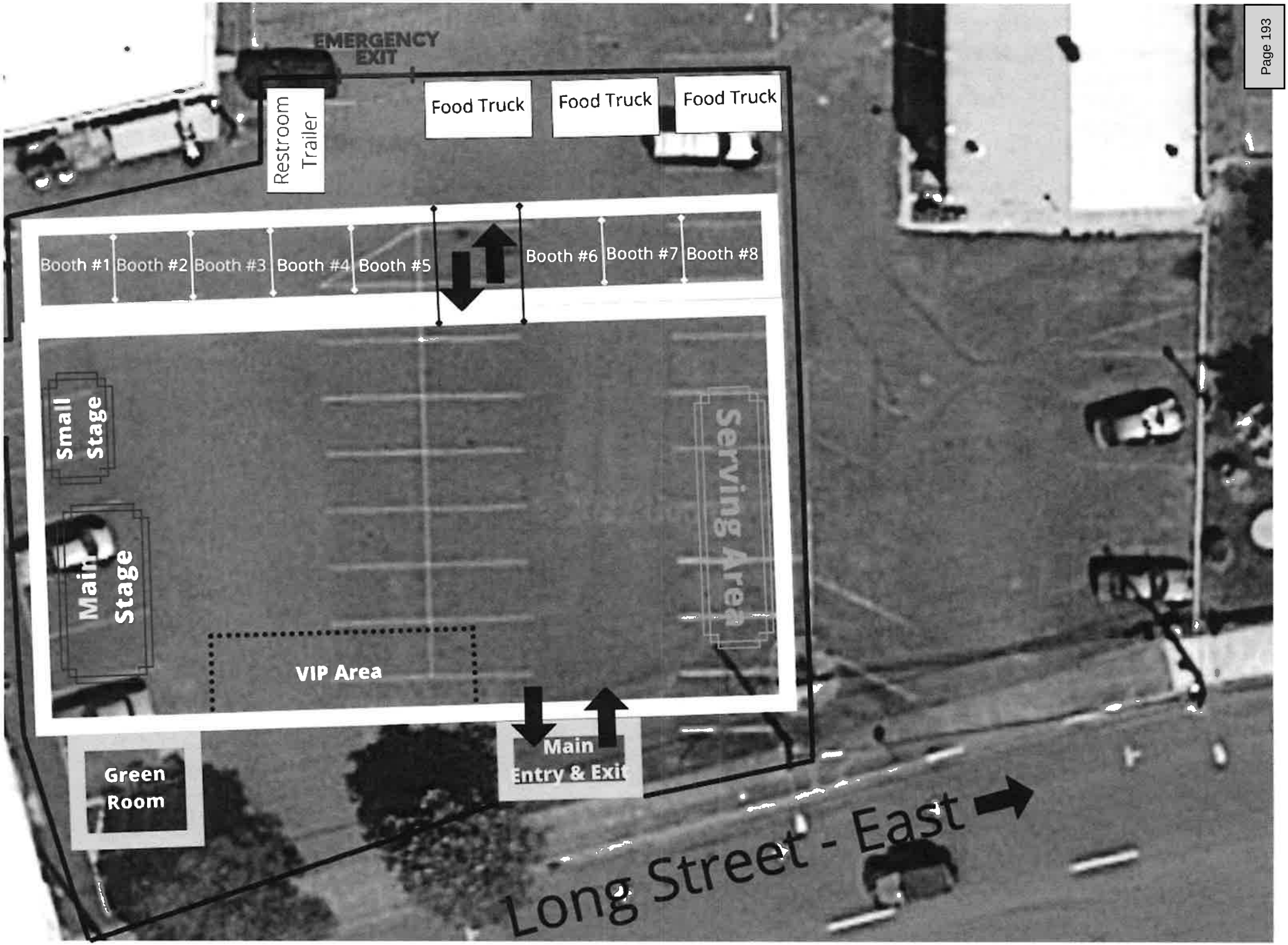
In addition, pregnancy and alcohol warning signs will be posted, as well as signs at entrance/exit gates prohibiting alcohol from leaving the designated areas

HOURS OF OPERATION

Daily Hours or Operation

12:00 pm - 12:00 am




EMERGENCY EXIT
Restroom Trailer
Food Truck
Food Truck
Food Truck
Booth #1
Booth #2
Booth #3
Booth #4
Booth #5
Booth #6
Booth #7
Booth #8
Small Stage
Main Stage
Serving Area
VIP Area
Green Room
Main Entry & Exit
Long Street - East

Community and Economic Development Department

SPECIAL EVENT PERMIT APPLICATION

1. **Name of Event:** Music and Brews **Date(s) of Event** April 15-16, 2022
2. **Setup Start Time/Date:** 5:00pm 4/14 **Event Start Time:** 12:00pm 4/15
3. **Event End Time:** 11:30pm 4/16 **Clean Up End Time/Date:** 5:00pm 4/17
4. **Sponsoring Organization:** Oregon Jamboree
5. **Event Coordinator/Primary Contact:** Robert Shamek
6. **Mailing Address:** 401 Main St, Ste D, Sweet Home, OR 97386
7. **Day Time Phone:** 541-367-8800 **Cell Phone:** 541-730-0194
8. **Email:** robert@oregonjamboree.cc **Fax:** _____
9. **Secondary Contact:** Peggy Curtis **Phone:** 269-967-1711
10. **Is Alcohol Being Served?** ☑ Yes ○ No **If YES include a copy of the State Liquor Permit.**
11. **Do you wish to utilize any City property, such as a park?** ○ Yes ☑ No
    If YES, which one(s)? _____
12. **Will this event include Food Vendors of any type?** ☑ Yes ○ No
    If YES, all vendors must apply for a Temporary Restaurant License with the Linn County Health Department 541.967.3821, (ORS 624.025). The Vendors must apply three weeks before the start of the event. A list of vendors is required to be submitted with this application.
13. **Anticipated Number of Attendees?** 1000

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

FOR OFFICE USE ONLY:			
Planning		Police Chief	
CEDD Director		Public Works Director	
Fire Chief			
STAFF – INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS			

PAYMENT AMOUNT: N/A CASH CC CHECK # _____

RECEIVED BY: Angela Clegg DATE: 03.03.22

PERMIT APPROVED: ○ Yes ○ No ☐ Entered on Events Calendar

Authorized City Signature: _____ **Date:** _____

Event and Equipment Rental Fees

Description	Fees: Non-Refundable	Fees: Refundable	Replacement Costs	Total Owed	Total Paid	Date Paid
Bandstand	$15.00/hour or $100 maximum	$100.00				
Outdoor Event Center	$15.00/hour or $100 maximum	$100.00				
Gazebo	$15.00/hour or $100 maximum	$100.00				
Sankey Hut	$15.00/hour or $100 maximum	$100.00				
Weddle Bridge	$15.00/hour or $100 maximum	$100.00				

Total Equipment Items not to exceed a $400.00 replacement costs. Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental.

Description	Fees: Non-Refundable	Fees: Refundable	Replacement Costs	Total Owed	Total Paid	Date Paid
Tables	$5.00/table	$100.00	$60.00			
Chairs	$1.00/chair					
2' Fold Up Barricade	$3.00/ Barricade		$25.00			
2' Fold Up Plastic Barricades	$3.00/Barricade		$40.00			
8' Barricade	$3.00/Barricade		$45.00			
Small Barricade – "No Park"	$3.00/Barricade		$24.00			
Photo Cell Battery Light	$3.00/Light		$20.00			
18" Traffic Cones	$3.00/Cone		$10.00			
28" Traffic Cones with Reflective Strip	$3.00/Cone		$19.00			
Construction Signs with Sign Holders	$10.00/Sign		$50.00			
Slow/Stop Paddle	$3.00/Each		$18.00			
Slow/Stop Paddle with 30" Handle	$5.00/Each		$20.00			
Slow/Stop Paddle with 60" Handle	$5.00/Each		$21.00			
Hydrant Wrench	$5.00/Each		$35.00			
Safety Vests			$12.00/Each			

HOLD HARMLESS AGREEMENT

IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY PROPERTY OR FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT ("INDEMNITOR") AGREES TO THE FOLLOWING:

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City of Sweet Home from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.

2. The INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.

3. The INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Department as safe for the particular event or facility.

4. The INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Oregon law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.

5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO THE CITY.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: Robert Shamek — Oregon Jamboree

PRINT NAME — AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: [signature] 3-3-22

SIGN NAME — DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OD USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY PUSUANT TO Sweet Home Code of Ordinances 17.80 Conditional Uses. All applications must be reviewed and approved before a permit can be issued.

Community and Economic Development Department

SANKEY HUT RENTAL

Pass Code:_____ (given by staff upon payment of fees)

Please read and initial each line below:

__ I agree to not share my pass code with anyone else.
- Pass codes will be distributed by authorized City employees only.

__ I agree to report any problems or damage to the Community Development Department immediately. During regular business hours (7am-4pm), call **541-367-8113**. At other times call the police non-emergency number, **541-367-5181**.

__ I agree to set up and remove all equipment, structures, and materials for the reserved hut activity within the block of time specified in the park permit.

__ I agree to pick up and properly dispose of all trash, litter, and food from the reserved hut activity.

__ I agree to properly dispose of garbage that exceeds the capacity of the garbage receptacles at the hut facility. You can rent a dumpster through a private vendor or haul off your bagged garbage and recyclables yourself. Excess garbage left at the rental facility will be removed at your expense. A fee for service will be deducted from your security deposit.

__ I agree to remove all signs or markings associated with the reserved hut activity. Paint is not permitted for marking pavement or structures. Chalk is acceptable but must be removed immediately after the event.

I agree to obtain an underground utility locate and permission from the Community Development Department if sign posts, stakes, or spikes will be driven into the ground.

__ I agree to accept the hut facilities, including the premises and equipment, in their present condition.

__ I agree to reimburse the City for all damages to the premises or property resulting from their use, other than ordinary wear and depreciation, as determined by the City.

__ I agree to conform to all rules and regulations of the City.

__ I agree to provide adequate supervision and be responsible for any improper conduct of the attendees, both individually and collectively, while on the City premises or utilizing facilities.

__ I agree that the use of the facilities and this permit is revocable by the City at any time at the City's option.

__ I agree to hold the city harmless and indemnify the city from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the permittee.

__ I agree that the permittee and any other person who allows or causes damage to hut facilities, park areas, and any other property owned by the city shall be liable to the city for the damage caused.

I agree to abide by all Federal, State, and municipal equal opportunity laws and regulations prohibiting discrimination.

Staff Use Only:

Clean up verified by Staff _____ (Date), _____ (signature of staff)

Deposit Returned _____ (Date), _____ (signature of staff)

FACT SHEET

* See attached fact sheets and email

Community and Economic Development Department

SPECIAL EVENT TASK LIST / TIME LINE

DATE	TIME	EVENT TASK	RESPONSIBLE PARTY
e.g. *06/20/18*	*e.g.* *9:00 am*	*e.g.* *All Scheduled Streets Closed*	*e.g.* *City of Sweet Home*
		No streets will need to be closed	
		*see attached	

LIST OF VENDORS

NAME OF VENDOR	APP?	CONTACT	EMAIL	PHONE NUMBER
Figaros		James Newman	newmanjr2@comcast.net	503-884-2183
The Supper Club		Angie Tack	angie@tackfoods.com	541-974-1491
Super Skewer		Victor Perez	bbqvictorperez360@gmail.com	503-871-5165
The Rio Theater (Invited)		Thomas Baham	sales@sweethomerio.com	541-401-0401
Jenni B Jeweled		Jenni Babcock	jenni@jennibjeweled.com	541-913-1051
Sweet Things Boutique		Cassie Richey	shsweetthingsboutique@gmail.com	541-405-0163
Distinguished Firearms Jewelry		Wendy Jones	distinguishedfirearms@gmail.com	541-281-9727
Ed Beedle		Ed Beedle	kinged6@hotmail.com	541-297-5649
Oregon Jamboree Merch		Peggy Curtis	peggy@oregonjamboree.com	269-967-1711
Vincent Sansone		Vincent Sansone	vincemagic1313@yahoo.com	541.525-2048

Insert Event Overview Map

* see attached . . .

Insert Vendor Site Map

* see attached . . .

SPECIAL EVENT APPLICATION CHECKLIST

- ○ Review the Instructions for completing the Special Event Permit.
- ○ Complete the Special Event Permit Application.
- ○ Scheduled and Attended a meeting with the Community and Economic Development Department to review the application and supporting documentation.
- ○ Obtained and submitted a Certificate of Insurance.
- ○ Review and signed the Hold Harmless Agreement.
- ○ Completed the Rental Fees form.
- ○ Completed Sankey Hut Rental form (if applicable)
- ○ Completed the Fact Sheet
- ○ Completed the Special Event Task List / Time Line. (if applicable)
- ○ Completed the List of Vendors. (if applicable)
- ○ Submitted an Event Overview Map. (If applicable)
- ○ Submitted a Vendor Map. (if applicable)
- ○ Turned in or mailed all the above items to the City of Sweet Home

Community and Economic Development Department
Special Event Permit
3225 Main Street
Sweet Home, OR 97386

EMERGENCY EXIT
Restroom Trailer
Food Truck
Food Truck
Food Truck
Booth #1
Booth #2
Booth #3
Booth #4
Booth #5
Booth #6
Booth #7
Booth #8
Generator
Small Stage
Main Stage
Seating Area
VIP Area
Green Room
Main Entry & Exit
Long Street - East

OREGON JAMBOREE music festival

Music and Brews FAQ's

APRIL 15 & 16, 2022
1306 Long Street, Sweet Home, OR 97386

The Oregon Jamboree is excited to present Music & Brews with the help of our friends at the City of Sweet Home this April 15th & 16th in downtown Sweet Home! An exciting community event, Music & Brews presented by the Oregon Jamboree is open to the public and will include food and merchandise vendors, face painting, a balloon artist, as well as local artisans, and, of course, there will be LIVE music! The event will be hosted under a large outdoor tent so, no matter the weather, the fun will not be impacted! Camping is available for the two-day event so buy the weekend package for the best deal!

Schedule:

April 15, 2022 – Friday
Between noon and 5:00 pm, the event is free and open to the public with fun activities, contests, a DJ, and beverages being served from Oregon Beverage Services. Starting at 5:00 pm*, the event will be ticketed, and the live music will be starting with three different country music artists taking the stage!
**age 21+ restricted*

April 16, 2022 – Saturday
Gates will open at 11:00 am and the event will remain free until 4:00 pm*, where four different country music artists will take the stage for top-notch live country music.
**age 21+ restricted*

Camping:
We are excited to offer camping on the grounds of the Sweet Home High School and it will be dry camping only so plan accordingly. You can purchase direct camping passes or you can bundle and save with weekend passes included.
Generators are allowed outside of quiet hours (10:00 pm to 7:00 am).

Oregon Jamboree Music & Brews
Sweet Home, OR
April 15th 16th

Friday, April 15, 2022 -Free Gates 12:00 Ticketed 5:00

Second Stage				Set Length
12:00 PM	Professional Line Dance Lessons	Confirmed	$1,200.00	45
1:00 PM	Karaoke By Can't Stop Entertainment	Confirmed	$2,500.00	45
2:00 PM	Local Artist's		$0.00	30 & 30
3:00 PM	Professional Line Dance Lessons	Confirmed	$0.00	45
4:00 PM	Karaoke By Can't Stop Entertainment	Confirmed	$0.00	45

MainStage				
5:00 PM	Boondock Boys	Confirmed	$1,000.00	60
6:30 PM	Summer Dean	Confirmed	$0.00	60
8:00 AM	Lace & Thorn	Confirmed	$1,600.00	60
9:30 PM	Jesse Daniel	Confirmed	$5,000.00	90

Saturday, April 16, 2022 - Gates 11:00

Second Stage

11:00 AM	Professional Line Dance Lessons	Confirmed	$0.00	45
12:00 PM	Karaoke By Can't Stop Entertainment	Confirmed	$0.00	45
1:00 PM	Local Artist's		$0.00	30 & 30
2:00 PM	Professional Line Dance Lessons	Confirmed	$0.00	45
3:00 PM	Karaoke By Can't Stop Entertainment	Confirmed	$0.00	45

Main Stage				
4:00 PM	Twain Tribute	Confirmed	$1,200.00	60
5:30 PM	Fogline	Confirmed	$1,500.00	60
7:00 PM	Jessie G	Confirmed	$2,500.00	90
9:00 PM	Kurt Van Meter	Confirmed	$2,000.00	90

$18,500.00

Music and Brews FAQ's

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1306 Long Street, Sweet Home, OR 97386

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Generators are allowed outside of quiet hours (10:00 pm to 7:00 am).

Angela Clegg

From: Peggy Curtis <peggy@oregonjamboree.com>
Sent: Thursday, March 3, 2022 1:56 PM
To: Angela Clegg
Cc: Robert Shamek
Subject: 2022 Music and Brews Application
Attachments: Music and Brews App for City of SH.pdf

Angela,

Attached is our mostly completed application. Here are more notes on the following incomplete areas: insurance, liquor license, and vendors.

Insurance: Blake @ Keesecker Insurance is working on the policy and even if we paid for it today or tomorrow, we will not see the paperwork until next week. We will forward it just as soon as we get it.

Liquor License: Similar to the Oregon Jamboree Festival, Carroll Unruh at Oregon Beverage Services has to take care of this for us, since he is the designated vendor. He will give it to the SH Police Chief who will approve it and then send it off to you. I will continue to follow up regarding this as well.

Vendors: As we discussed on the phone, this is still very much in flux. We had one cancel on us and we are still recruiting 1-3 more. I included what we have so far and am working with Linn County Health Department as well so they know who will need to have inspections. They also have a list of our food vendors.

In the application/package, the last three pages have our schedule, a brief FAQ's sheet with the information you can also find our website, and a full map with vendor & tent placement.

Please let me know if you have any questions!

Peggy Curtis
Oregon Jamboree Staff
401 Main Street, Suite D
Sweet Home, OR 97386

541.367.8800

Child Abuse Prevention Month Proclamation

Whereas, children are vital to our Oregon's future success, prosperity and quality of life as well as being our most vulnerable assets;

Whereas, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development;

Whereas, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community;

Whereas, communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential;

Whereas, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

Therefore, I Greg Mahler, mayor, do hereby proclaim April as Child Abuse Prevention Month and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Proclaimed this 22nd day of March 2022.

_____
Greg Mahler - Mayor

ATTEST:

_____
City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Resolution No. 8 for 2022 – Intent to Appoint a City Manager
Preferred Agenda:	March 22, 2022
Submitted By:	Julie Fisher, Administrative Services Manager
Reviewed By:	Blair Larsen, Community and Economic Development Director
Type of Action:	Resolution __X__ Motion __X__ Roll Call ____ Other ____
Relevant Code/Policy:	Sweet Home Charter
Towards Council Goal:	2.1: Update & streamline process 2.3: Invest in long term staff stability & training 2.5: Continue to implement best financial practices
Attachments:	Resolution No. 8 for 2022

Purpose of this RCA:

Council Consideration of Resolution No. 8 for 2022

Background/Context:

The Charter of the City of Sweet Home states that the City Council adopt a resolution of its intention to appoint a City Manager and no such appointment shall be made until at least four weeks after adoption of the resolution.
Christy Wurster was appointed by the City Council as the City Manager Pro Tem at their meeting on February 22, 2022 and shall serve for a period up to six months as defined in the Charter.

The Challenge/Problem:

Council declaration of intention to appoint a City Manager for the City through a selection process approved by the City Council.

Stakeholders:

- *City Residents*. Residents deserve the best professional administration available.
- *Council Members*. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible and return on the taxpayer's investment. They must balance leadership with representation.
- *Management Team*. Comprised of six department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.

Issues and Financial Impacts:
None known

Elements of a Stable Solution:

The first step in the recruitment of the City Manager calls for Council to declare the Intent to Hire a City Manager.

Options:

1. *Option #1* – Do Nothing
2. *Option* #2– Make a Motion to Approve Resolution No 8 for 2022

Recommendation:

Staff Recommends Option #2– Make a Motion to Approve Resolution No 8 for 2022

RESOLUTION NO. 8 FOR 2022

A RESOLUTION STATING THE INTENTION OF CITY COUNCIL TO APPOINT A CITY MANAGER

WHEREAS, the Charter of the City of Sweet Home states that the City Council adopt a resolution of its intention to appoint a City Manager and no such appointment shall be made until at least four weeks after adoption of the resolution; and

WHEREAS, the Charter of the City of Sweet Home states that the City Council shall appoint a City Manager within a reasonable time after the adoption of the resolution of intention; and

WHEREAS, the Charter of the City of Sweet Home states that the City Council during the interim when the City Council is seeking a City Manager, shall appoint a City Manager Pro Tem who possess the powers and can discharge the duties of the City Manager; provided however that a City Manager Pro Tem shall have no authority to appoint or remove any city officer or employee except with approval of five members of the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME COUNCIL: that it is the intention of the City Council of the City of Sweet Home to appoint a City Manager for the City through a selection process approved by the City Council.

IT IS FURTHER RESOLVED that a Christy Wurster was appointed by the City Council as the City Manager Pro Tem at their meeting on February 22, 2022 and shall serve for a period up to six months as defined in the Charter.

This resolution shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor this 22nd day of March 2022.

_____
Mayor

ATTEST:

_____
Manager Pro Tem - Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action - ODOT US 20/OR 228 ADA Ramp Easement Offer Packet
Preferred Agenda:	March 22, 2022
Submitted By:	Trish Rice, Engineering Tech II
Reviewed By:	Greg Springman, Public Works Director
Type of Action:	Resolution ___ Motion ____ Roll Call __X__ Other ____
Relevant Code/Policy:	N/A
Towards Council Goal:	Goal 3.2: Community Safety
Attachments:	Easement Offer Packet

Purpose of this RCA:

The purpose of this RCA is to seek Council approval of an easement compensation offer ODOT has extended with regard to the ODOT US 20 / OR 228 ADA Curb Ramps project.

Background/Context:

ODOT is methodically working to update ADA ramps to meet current guidelines throughout the state. Construction is commencing in Sweet Home. ODOT has been contacting adjacent landowners where easements and/or additional right-of-way are required for ramp construction. ODOT has notified City staff easements will be required across City-owned land in order to make way for the improved ramp at 1st Avenue and Main St (Clover Memorial Park). The easements sought are a temporary construction easement (347 sq ft) and a permanent easement (133 sq ft). A site map and photographs are included in the attached offer packet.

ODOT has assessed the value of the land and improvements and has offered $2,100 compensation. ODOT will pay the title fees, recording fees, and other associated administrative costs.

Impacts to public enjoyment of Clover Memorial Park are negligible. The area in question is currently landscaped. Minor adjustments to the sprinkler system may be required. The offered $2,100 includes $1,000 to compensate for sprinkler system adjustments.

The Challenge/Problem:

How does the City, as a land owner, respond to ODOT's need to acquire encroachment easements for legally-mandated highway pedestrian facilities?

Stakeholders:

- Sweet Home City Council – The City Council has ultimate authority over City-owned real estate and is responsible for approving agreements with other governmental agencies.

- Sweet Home Residents – Residents deserve pedestrian crossings that are ADA compliant and safe for both pedestrians and motorists.
- Sweet Home Staff – Staff work to address residents' concerns and accomplish the Council's goals.
- ODOT– ODOT has jurisdiction over any improvements made within the US 20 and OR 228 rights-of-way. ODOT is legally mandated to construct these pedestrian improvements.

Issues and Financial Impacts:

ODOT has offered $2,100 in exchange for these easements and will pay the title fees, recording fees, and other associated administrative costs. This figure includes $1,000 to compensate for sprinkler system adjustments.

Elements of a Stable Solution:

A stable solution includes intergovernmental cooperation for the public good, and the fair and equitable use of public land.

Options:

1. *Option 1 – Do Nothing.* Not recommended. ODOT will continue seeking a response from the City. At the extreme, ODOT could enact eminent domain to obtain the required land for their ramp.
2. *Option 2 – Move to accept the offer and authorize signatories.* Recommended.
3. *Option 3 – Move to reject the offer.* Not recommended. ODOT may attempt to redesign the ramp but has already made efforts to minimize encroachments on adjacent properties. At the extreme, ODOT could enact eminent domain to obtain the required land.
4. *Option 4 – Move to negotiate the offer.* – Not recommended. As a public entity, the value of ODOT's offers are prescribed by law. Staff do not see any worthwhile gains to be sought by negotiation.

Recommendation:

Staff recommends *Option 2 – Move to accept the offer and authorize signatories.*

Oregon Regional Office
10300 SW Greenburg Rd., Suite 370
Portland, OR 97223
(503) 213-3977
epicland.com

January 21, 2022

City of Sweet Home, Oregon, an Oregon municipal corporation
1140 12th Ave.
Sweet Home, Oregon 97386

File No.:	9736-025
Grantor:	City of Sweet Home, Oregon, an Oregon municipal corporation
Section:	US20/OR228 curb ramps (Sweet Home)
Highway:	016 - SANTIAM
County:	Linn
FAP No.:	SA00(409)e.d.12/31/24

RE: File 9736-025, 1470 1st Ave., Sweet Home, OR 97386

Dear Property Owner:

Epic Land Solutions, Inc. has been hired by the Oregon Department of Transportation to assist with obtaining the right of way interest needed to construct the above referenced project. Enclosed is the State's Offer for your consideration. If you accept the State's Offer, the following documents require execution as noted below and returned to my attention in order to process the closing paperwork and issue payment:

☒ **Terms of State's Offer** – This document must be signed and dated by authorized signor(s).

☒ **Permanent Easement** – This document must be signed in the presence of a notary public.

☒ **Taxpayer Identification Form W-9** – Due to IRS requirements, this form is required for the State to issue payment in the name of Grantor. Please complete the form with the appropriate information (including the address for the check to be sent to) and sign where indicated.

☒ **Signing Authority Documentation** – Provide authorization for transaction and documentation indicating who has authority to sign on behalf of the City of Sweet Home.

☒ **Grantors' Obligation(s) Agreement** – This document must be signed and dated by authorized signor(s).

Please send executed documents, as well as any supporting documentation that you wish to send in advance, to my attention as follows:

Epic Land Solutions
Attn: Jessie Medina
10300 SW Greenburg Rd., Suite 370
Portland, OR 97223

If you have any questions or concerns, please feel free to contact me directly at 503-213-3973 or by email at jmedina@epicland.com. Thank you for your cooperation in this matter.

Sincerely,

Jessie Medina
Right of Way Agent, Epic Land Solutions, Inc.
Contractor for the Oregon Department of Transportation

Enclosures:
Owner Offer Letter
Relocation Benefit Summary
Acquisition Summary Statement
Permanent Easement with Exhibit
Terms of State's Offer
Grantors' Obligation(s) Agreement
Sketch Map
Appraisal
Preliminary Title Report
Brochure: "Acquiring Land of Highways & Public Projects"
Brochure: "Moving Because of Highway or Public Projects"
W-9
Self-Addressed Stamped Envelope
Business Card

Oregon
Kate Brown, Governor

Department of Transportation
Region 2 Right of Way
455 Airport Road SE, Building A
Salem, OR 97301-5397
Phone: (503) 986-2601
Fax: (503) 986-2622
Toll Free: (888) 769-7342

January 21, 2022

City of Sweet Home, Oregon, an Oregon municipal corporation
1140 12th Ave
Sweet Home , Oregon 97386

File No.:	9736-025
Grantor:	City of Sweet Home, Oregon, an Oregon municipal corporation
Section:	US20/OR228 curb ramps (Sweet Home)
Highway:	016 - SANTIAM
County:	Linn
FAP No.:	SA00(409)e.d.12/31/24

The Oregon Department of Transportation (ODOT) plans to proceed with the US20/OR228 curb ramps (Sweet Home) project. As part of this project, we need to acquire a permanent easement for highway right of way and a temporary easement for work area from your property. A determination of just compensation for the needed portion of your property has been made by a qualified appraiser based on market information. This compensation amount is outlined in the attached "**Acquisition Summary Statement**." This offer is accompanied by either the written appraisal or written explanation of the bases and method by which the valuation was made.

Oregon law provides a **minimum** 40 days from the date of this initial written offer for you, the owner, to consider accepting or rejecting it. You may choose to accept or reject the offer at any time prior to the expiration of the 40-day period. If no attempt has been made to resolve issues and the offer is neither accepted nor rejected at the end of the 40-day period, the offer will be considered rejected. The 40-day provision does not apply when an emergency has been declared by the road authority.

The enclosed Acquistion document(s) and "Terms of State's Offer" cover the terms of our proposed real property agreement. Please read these documents carefully and, if acceptable, sign where indicated. The Acquisition documents must be notarized. Return these signed documents to this office. After the Right of Way Manager accepts the Acquisition document(s) and related agreements, you will receive notification of that acceptance and payment will follow.

The State will pay recording costs, title insurance premiums, and all other normal costs of sale. Outstanding encumbrances, including taxes and other interests, may need to be paid out of the compensation in order to provide sufficient title to the state. Taxes will be prorated as of the date of possession or transfer of title, whichever is earlier.

You have the right to donate the property if you wish. Should you desire to do so, please notify me, and I will see that you receive the necessary forms and instructions.

RELOCATION BENEFITS

For an outline of any relocation benefits available to you, see the "Relocation Summary Statement" which is also attached.

ODOT has hired a consulting firm to assist in the right of way acquisition process. ODOT's agent, Jessie Medina, of Epic Land Solutions, Inc., will be working directly with you and is available at (503) 213-3973. Jessie Medina is also prepared to meet with you at your convenience and will be available to assist you and work with you throughout the process.

Thank you for your time and timely attention to this matter. We look forward to working closely with you through successful completion of the acquisition process.

Sincerely,

David Thiessen
Region 2 Right of Way / Utility Manager

DT:JM

ACQUISITION SUMMARY STATEMENT

January 21, 2022

File No.:	9736-025
Grantor:	City of Sweet Home, Oregon, an Oregon municipal corporation
Section:	US20/OR228 curb ramps (Sweet Home)
Highway:	016 - SANTIAM
County:	Linn
FAP No.:	SA00(409)e.d.12/31/24

Valuation	**Comment**	**Value**
Land:	Permanent Easement: Highway Right of Way Purposes, Temporary Easement: Work Area	$458
Improvements:	Lawn, Landscaped Area with Ground Cover Plants and Irrigation	$642
Other:	None	$0
Damages:	Cut, Cap and Replace Irrigation	$1,000
TOTAL JUST COMPENSATION:		**$2,100**

Uneconomic Remainder:	None	$0
Fencing Allowance:	None	$0

LAND ACQUIRED:		
Parcel #	**Rights to be Acquired**	**Area of Taking**
Parcel 1	Permanent Easement: Highway Right of Way Purposes	133 Sq Ft
Parcel 2	Temporary Easement: Work Area	347 Sq Ft

NOTICE TO VACATE:

The State will not require you to vacate the property being acquired earlier than 90 days following this letter or within 30 days after payment (less deposits) whichever is later. You will be given the specific date to vacate the area acquired, when payment is made to you.

THE FOLLOWING SEPARATELY-HELD OWNERSHIP INTERESTS ARE NOT INCLUDED IN THE TOTAL JUST COMPENSATION:

APPRAISAL INFORMATION:	
Appraisal/Valuation By:	Bruce Cuff
Date of Valuation:	November 9, 2021
Value:	$2,100
Date Written:	December 6, 2021

January 21, 2022

Benefit Determination For:

City of Sweet Home, Oregon, an Oregon municipal corporation

File No.:	9736-025
Grantor:	City of Sweet Home, Oregon, an Oregon municipal corporation
Section:	US20/OR228 curb ramps (Sweet Home)
Highway:	016 - SANTIAM
County:	Linn
FAP No.:	SA00(409)e.d.12/31/24

Federal and State laws provide relocation benefits for displaced businesses, farms, and non-profit organizations. You may be eligible for the following assistance. **Please read the booklet, *Your Rights and Benefits as a Displaced Person*,** for additional information concerning this assistance.

☐ **RELOCATION ADVISORY ASSISTANCE:** To provide you with current information regarding availability of comparable properties, and to provide information on Federal and State assistance programs, etc.

☐ **SEARCH EXPENSES** in locating a new site, not to exceed $2,500. Expenses may include transportation expenses, meals and lodging away from home, time spent searching based on reasonable salary and earnings, fees paid to a real estate agent or broker to locate a replacement site, exclusive of any fees or commissions related to the purchase of the replacement site.

☐ **ACTUAL DIRECT LOSSES TO TANGIBLE PERSONAL PROPERTY**: This benefit is intended to compensate for personal property that cannot be moved. The payment is based on the actual value of the items not moved or the estimated cost to move the item(s), whichever is less.

☐ **MOVING COST - BASED ON ESTIMATES**: A payment to you for moving your personal property 50 miles (80 kilometers) or less. This amount is based on the lower of two estimates prepared by qualified estimators. **We must be notified of when you plan to move.**

☐ **COMMERCIAL MOVE COST**: A payment based on the actual and reasonable documented cost of moving your personal property 50 miles (80 kilometers) or less by a certified moving company. **We must be notified of when you plan to move.**

☐ **REESTABLISHMENT EXPENSES**: In addition to the payments for actual, reasonable, and related moving expenses, you may be eligible to receive a payment not to exceed $25,000 for expenses incurred in reestablishing your business, farm, or non-profit organization at a replacement site.

☐ **FIXED PAYMENT**: If you apply and are found eligible, no other relocation benefits will be paid. If eligible, a payment of not less than $1,000 nor more than $40,000 will be made. This payment is based on the average annual net earnings of your operations, during the two taxable years prior to displacement.

☒ **YOU ARE NOT ELIGIBLE FOR THE RELOCATION BENEFITS LISTED ABOVE**: A review of this acquisition indicates that you will not be displaced by this project.

☒ **RELOCATION APPEAL:** If you have been denied eligibility for relocation benefits, or if you do not agree with the amount of a relocation payment, you have the right of appeal, and you may file a written request for an appeal of your relocation benefits within 60 days of this notification.

File: 9736-025
Map: RW9736M

PERMANENT EASEMENT

CITY OF SWEET HOME, OREGON, an Oregon municipal corporation, Grantor, for the true and actual consideration of $**2,100.00**, does grant to the **STATE OF OREGON, by and through its DEPARTMENT OF TRANSPORTATION,** Grantee, its successors and assigns, a permanent easement to construct, reconstruct, repair, and maintain a public highway and its appurtenances and facilities, and also to construct and maintain water, gas, electric and communication service lines, fixtures and facilities, and appurtenances therefore, upon, over, under and across the property described as **Parcel 1 on Exhibit "A" dated 8/11/2021** attached hereto and by this reference made a part hereof.

Grantor also grants to Grantee, its successors and assigns, a temporary easement for a work area for construction purposes over and across the property described as **Parcel 2 on Exhibit "A" dated 8/11/2021**, attached hereto and by this reference made a part hereof.

IT IS UNDERSTOOD that the temporary easement rights herein granted shall terminate two (2) years from the date hereof or upon completion of the State of Oregon Department of Transportation's construction project, whichever is sooner.

IT IS ALSO UNDERSTOOD that the temporary easement herein granted does not convey any right or interest in the above-described Parcel 2, except as stated herein, nor prevent Grantor from the use of said property; provided, however, that such use does not interfere with the rights herein granted.

Grantor covenants to and with Grantee, its successors and assigns, that Grantor is the owner of said property, and will warrant the easement rights herein granted from all lawful claims whatsoever.

AFTER RECORDING RETURN TO:
OREGON DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY SECTION
4040 FAIRVIEW INDUSTRIAL DRIVE SE MS#2
SALEM OR 97302-1142

Map and Tax Lot #: 13S01E31BC-701

Property Address: 1470 1st Ave.
Sweet Home, OR 97386

Grantor agrees that the consideration recited herein is just compensation for the property or property rights conveyed, including any and all reduction in value to Grantor's remaining property, if any, which may result from the acquisition or use of said property or property rights. However, the consideration does not include damages resulting from any use or activity by Grantee beyond or outside of those uses expressed herein, if any, or damages arising from any negligence.

In construing this document, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this document shall apply equally to corporations and to individuals.

It is understood and agreed that the delivery of this document is hereby tendered and that terms and obligations hereof shall not become binding upon the State of Oregon Department of Transportation, unless and until accepted and approved by the recording of this document.

Dated this _____ day of _____, 20____.

APPROVED AS TO FORM:

By_____

CITY OF SWEET HOME, OREGON,
an Oregon municipal corporation

By_____
Mayor

By_____
Auditor

STATE OF OREGON, County of _____

Dated _____, 20____. Personally appeared _____ and _____, who, being sworn, stated that they are the Mayor and Auditor of the City of Sweet Home, Oregon, and that this instrument was voluntarily signed on behalf of said municipal corporation by authority of its Ordinance No. _____, passed by the Council of said City on the _____ day of _____, 20_____.

_____
Notary Public for Oregon
My Commission expires_____

Accepted on behalf of the Oregon Department of Transportation

_____

File 9736025
Drawing RW9736M
8/11/2021

Parcel 1 – Permanent Easement for Highway Right of Way Purposes

A parcel of land lying in the Lowell Ames, Sr. D.L.C. No. 48, Township 13 South, Range 1 East, W.M., Linn County, Oregon and being a portion of that property described in that Deed to the City of Sweet Home, recorded May 14, 1970 in Book 349, Page 119 of Linn County Records; said parcel being that portion of said property included in a strip of land variable in width, lying on the Southerly side of the “N1” center line of the Santiam Highway, which center line is more particularly described as follows:

Beginning at Engineer's center line Station “N1” 1475+52.00, said station being South 76°40'21" West 330.83 feet from the Northwest corner of the Lowell Ames Jr. D.L.C. No. 47, Township 13 South, Range 1 East, W.M.; thence South 56°04'45" East 747.29 feet; thence on a spiral curve left (the long chord of which bears South 58°48'04" East 749.32 feet) 750.00 feet; thence on a 2,630.81 foot radius curve left (the long chord of which bears South 71°31'28" East 666.57 feet) 668.37 feet; thence on a 5,745.24 foot radius curve left (the long chord of which bears South 80°08'08" East 267.31 feet) 267.34 feet; thence on a 1,435.73 foot radius curve left (the long chord of which bears South 84°52'47" East 170.85 feet) 170.95 feet to Engineer's center line Station “N1” 1501+55.95.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Southerly Side of Center Line
“N1” 1476+73.00		“N1” 1477+03.00	55.00 in a straight line to 101.00
“N2” 1477+03.00		“N2” 1477+21.00	101.00

Bearings are based upon Oregon Coordinate Reference System (OCRS), Salem Zone, NAD83, (2011) Epoch 2010.

This parcel of land contains 133 square feet, more or less.

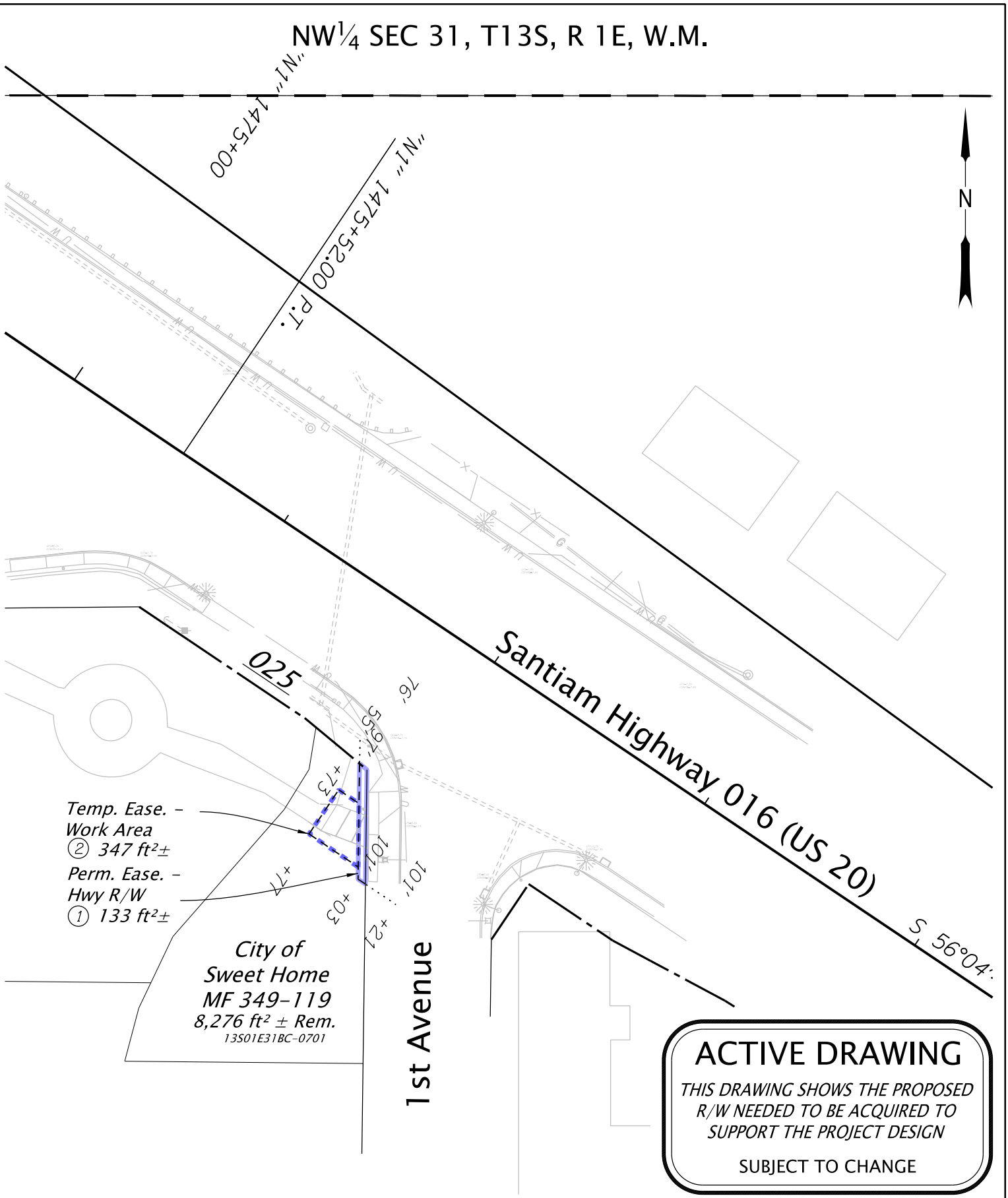
File 9736025
Drawing RW9736M
8/11/2021

Parcel 2 – Temporary Easement for Work Area (2 years or duration of Project, whichever is sooner)

A parcel of land lying in the Lowell Ames, Sr. D.L.C. No. 48, Township 13 South, Range 1 East, W.M., Linn County, Oregon and being a portion of that property described in that Deed to the City of Sweet Home, recorded May 14, 1970 in Book 349, Page 119 of Linn County Records; said parcel being that portion of said property lying Southeasterly of a line at right angles to the "N1" center line of the Santiam Highway at Engineer's Station "N1" 1476+77.00 and lying between lines parallel with and 76.00 feet Southwesterly and 97.00 feet Southwesterly of said "N1" center line, which center line is more particularly described in Parcel 1.

EXCEPT therefrom Parcel 1.

This parcel of land contains 347 square feet, more or less.



OREGON DEPARTMENT OF TRANSPORTATION RIGHT OF WAY ENGINEERING SKETCH MAP	SECTION	OR228 & US20 REGION 2 ADA (SWEET HOME)	
	HIGHWAY	SANTIAM HIGHWAY (016)	SCALE 1" = 50'
	COUNTY	LINN COUNTY	FILE 9736025
	DATE	AUGUST 2021	SEE DRAWING RW9736

FILE #: 9736-025

TERMS OF STATE'S OFFER

THE STATE'S OFFER IS AS DESCRIBED IN THE ENCLOSED ACQUISITION SUMMARY STATEMENT AND ACQUISITION DOCUMENT(S) AND INCLUDES THE FOLLOWING ADDITIONAL TERMS:

1. The State will pay recording costs, title insurance premiums, and all other normal costs of sale.

2. Outstanding encumbrances, including taxes and other interests, may need to be paid out of the just compensation in order to provide sufficient title to the State.

3. Pursuant to ORS 311.412-311.414, the State will pay the taxes proportional to the part of the property acquired and prorated as of the date of the acquisition.

4. As part of this acquisition for this Project, the State will require the following actions:

   A. **Bonds.** The State and all subcontractors shall maintain a public works bond in full force and effect, as required by Oregon statutes, and shall obtain the mandatory insurance coverage required by the construction contract. The contractor shall verify subcontractors have filed a public works bond and required insurance certificates before the subcontractor begins work. All construction shall be completed in conformance with standard engineering and construction practices.

   B. **Utilities.** (Check appropriate box)

   ☒There will be no changes to public utilities to the property.

   ☐Public utilities will be reconnected to improvements on the remainder property, except for the following: **NA.**

   ☐Public utilities will be made available within the right-of-way adjacent to the remainder property, except for the following: **NA.**

   ☐Public utilities will not be available to the remainder property in the after.

   If a public utility on the property is not reconnected, just compensation (payment) is provided.

   C. **Access.** (Check appropriate box)

   ☒Access to the remainder property will remain the same.

   ☐There will be no access to the remainder property.

   ☐Access to the remainder property will remain the same, except for the following access:

   Access #1 located at: NA , is modified, relocated or closed as a result of:

   ☐the access modification letter dated: **NA**(attached)

   ☐this Project as follows: **NA**.

   Access #2 located at: NA, is modified, relocated or closed as a result of:

   ☐the access modification letter dated: **NA**(attached)

☐this Project as follows: **NA**.

Access #3 located at: **NA**, is modified, relocated or closed as a result of:

☐the access modification letter dated: **NA**(attached)

☐this Project as follows: **NA**.

After construction of the project, if any access to the property has been modified, relocated or closed, other than a reservation(s) of access noted in the acquisition document(s), the altered access shall be public access; said access before and after the Project is subject to the government's police powers.

The following access, **NA**, to be removed or modified as part of the project, shall remain open for access to the remainder property until the Project has completed construction of the new access as described above.

Access to the property shall remain open during construction with at least one lane for vehicle traffic, except for minimal closures (up to 2 hours) that are reasonably necessary pursuant to the Oregon Standard Specifications for Construction, Volume 2, Chapter 00220.02.

D. **Improvements.**

Private improvements in any easement areas shall be protected in place, or returned to a same or similar condition, except for the following: **lawn, landscaped area with ground cover plants and irrigation**.

Any sidewalks in the acquisition area, that are impacted by the Project, will be reconnected to preexisting sidewalks, except at the following locations: **NA**.

E. **Fencing on the Property.**

☒Will not be affected.

☐Will be replaced as follows: **NA**.

☐Will not be replaced.

F. Other terms of offer:

Temporary Easement for Work Area: The State will not occupy the Temporary Easement more than two (2) years with a one year period of active use. The State will protect or replace in kind the concrete sidewalk, sign, and bridge fencing.

5. To accept this offer, each of the persons listed on the attached signature page must (i) sign and return this document; and (ii) sign, notarize and deliver to ODOT all of the necessary acquisition document(s), in an original and unaltered form sufficient for transferring title and recording in the appropriate county recorder's office.

6. If this offer is addressed to multiple persons, it is a joint offer to all of those persons and must be accepted by all of the persons listed (or provide evidence showing any non-accepting persons do not have an interest in the property). If accepted, the just compensation in a joint offer may be apportioned among the persons listed in any mutually agreed upon manner.

7. The persons executing this offer each warrant and represent that they have authority to act for and bind their respective party with respect to the transfer of the real property interests that are the subject of this offer.

8. The "Terms of State's Offer" may be signed in counterparts. Once the signature of each person as set forth on the attached signature page has been affixed to one or more counterparts and returned to ODOT, this document shall be deemed fully executed as if all of the signatures were contained in a single document.

9. The Terms of State's Offer does not apply to any uneconomic remainder as identified in the appraisal.

[*See attached Signature page*]

GRANTORS' OBLIGATION(S) AGREEMENT

January 4, 2022

File No.:	9736-025
Grantor:	City of Sweet Home, Oregon, an Oregon municipal corporation
Section:	US20/OR228 curb ramps (Sweet Home)
Highway:	016 - SANTIAM
County:	Linn
FAP No.:	SA00(409)e.d.12/31/24

Grantors agree to do the following at their own cost and expense:

- Grantor to cut and cap the irrigation system by April 4, 2022.

City of Sweet Home, Oregon, an Oregon municipal corporation

Date

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting,* later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code,* later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code,* later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code,* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships,* earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov.* You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint.* You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

ADA ONLY
ADMINISTRATIVE DETERMINATION OF JUST COMPENSATION

File Number: 9736-025

Owner:	City of Sweet Home
Key Number:	K22391
Project Name:	US20/OR228 curb ramps (Sweet Home)
Date of Description:	08/11/2021
Date of Inspection:	11/09/2021
Date of Valuation:	11/09/2021

The Proposed Project:

The US20/OR228 curb ramps (Sweet Home) project will construct curb ramps to meet compliance with the Americans with Disabilities Act (ADA) standards. Currently, throughout the limits of the project, the majority of the curb ramps in Sweet Home are non-compliant. The project will improve mobility for pedestrians by bringing up to standard non-compliant ramps.

The project duration is one year with construction set to begin in 2022. Temporary Easement terms acquired are for two years or the length of the project, whichever comes first, to allow for construction flexibility and schedule changes. Actual occupation will be less than a total of one year.

Brief Description of the Subject including Access:

The subject is a vacant parcel that is a landscaped area with Entering Sweet Home sign, located at 1470 1st Avenue, Sweet Home, OR 97386.

The larger parcel defines the area to be considered in the appraisal for purposes of finding comparable market transactions. This is the parcel or grouping of parcels that share the same ownership, use and are contiguous. In this case the larger parcel consists of tax lots: 13S01E31BD 00701, 00702, & 00703. The tax lots meet the criteria to be considered a part of the larger parcel as they have the same ownership, the same use, and are contiguous.

This parcel is approximately 0.97 acres and zoned R1 (low density residential). Access to the subject property is from 1st Avenue or Osage Street. Access will not be impacted by the project.

Highest and Best Use:

This parcels highest and best use is the use that is physically possible, legally allowable, financially feasible and returns the highest rate of return to the owner. Highest and best use is established as if the land was vacant without improvements for the purpose of this valuation.

Based on this information the highest and best use of the subject is residential for purposes of this valuation.

Description of Acquisition:

The acquisition is for a Permanent Easement for Highway Right of Way purposes and a Temporary Easement for Work Area. The permanent easement area is needed for the construction of ADA curb ramps. The temporary easement area will be used to allow construction access to aid in setting forms and for work area to complete ADA curb ramp construction. Access to the local city street and/or the highway will remain the same.

Parcel 1: 133 sq. ft. Permanent Easement: Highway Right of Way Purposes. See Sketch map for location.

Parcel 2: 347 sq. ft. Temporary Easement for Work Area (2 years or duration of Project, whichever is sooner). See Sketch map for location.

Valuation of Land/Acquisition:

A reviewed sales book was completed for this project and reviewed on 11/08/2021. The most comparable sales were reviewed ResDev5 and ResDev6. The most likely selling unit of this parcel is per lot. Residential parcels sell on the market on a per lot basis and minor variations in square footage of the lot does not affect the overall selling price. Based upon the most probable unit of value being per lot, the most comparable sales were reviewed and the price per square foot value used for this valuation is $2.37 per sq. ft. ($100,000 per lot divided by 42,253 sq. ft. in the lot for $2.37 per square foot.)

The ODOT standard for valuing Permanent Easement for Highway Right of Way purposes for ADA Projects only, is to value them at 95% of fee value. The value of the Permanent Easement for Highway Right of Way purposes for this valuation is $2.26 / sq. ft.

All Temporary Easements for Work Area should be valued by applying a rate of return to the acquisition area. The ODOT standard for valuing Temporary Easements for Work Area for ADA projects only, is to apply a 4% rate of return. The parcel is therefore valued at 4% for 2 years. (4% times 2) times $2.37 per square foot results in a price per square foot value for the temporary easement of $0.19.

Valuation of Improvements:

Improvement that add value within the acquisition area include approximately 200 sq. ft. of lawn and landscaped area with ground cover plants ($3.21 / sq. ft.) and irrigation (covered in landscaped area costs).

The landscaped area estimate is based on total acquisition area of 480 sq. ft. less approximately 280 sq. ft. of sidewalk. Improvements to be preserved and protected, or replaced in kind includes concrete sidewalk, sign and bridge fencing. (The value of the compensable improvements was estimated utilizing the Marshall Valuation Service Section 66, Pages 1-9.)

No personal property was in the acquisition area at the time of inspection.

Damages or Cost to Cure:

A cost to cure has been applied to cut and cap the system and to replace the irrigation outside of the permanent easement area. For ADA projects only, the ODOT standard cost to cure for impacts to irrigation is $1,000.

Land: Project Sales Book Available Upon Request

Parcel	Area	$/Unit	
Parcel 1: Permanent Easement for Hwy ROW purposes	133 sq. ft.	$ 2.26	$ 301
Parcel 2: Temporary easement for work area	347 sq. ft.	$ 0.19	$ 66
		Total Land	$ 367

Improvements: (List – see improvements section for details)

Improvements within the acquisition that add value: $ 642

- Landscaped area (200 sq. ft. X $3.21 / sq. ft.)

Improvements within the acquisition to be replaced in like kind: $-0-

- Concrete Sidewalk, if damaged
- Bridge Fencing, if damaged
- Sign, may be relocated.

Total Improvements $ 642

Personal Property: (List)

No personal property was in the acquisition area at the time of inspection.

Cost to Cure/Damages: $ 1000

Total Value (land, improvements and damages and/or cost to cure): $ 2,009

Estimate of **Fair Market Value** (rounded)**:** $ 2,100

Bruce A. Cuff

Admin Preparer

12/06/2021

(Date)

Inspected on 11/09/21

Attachments: Photo Sheet, Legal Description, Sketch Map, Construction plan sheet

Photo Record of Subject Property

Address: 1470 1st Street Sweet Home OR 97386
File No.: 9736-025
Map & Tax lots: 13S01E31BD 00701, 00702, & 00703
Date Pictures Taken: 11/09/2021

File 9736025
Drawing RW9736M
8/11/2021

Parcel 1 – Permanent Easement for Highway Right of Way Purposes

A parcel of land lying in the Lowell Ames, Sr. D.L.C. No. 48, Township 13 South, Range 1 East, W.M., Linn County, Oregon and being a portion of that property described in that Deed to the City of Sweet Home, recorded May 14, 1970 in Book 349, Page 119 of Linn County Records; said parcel being that portion of said property included in a strip of land variable in width, lying on the Southerly side of the "N1" center line of the Santiam Highway, which center line is more particularly described as follows:

Beginning at Engineer's center line Station "N1" 1475+52.00, said station being South 76°40'21" West 330.83 feet from the Northwest corner of the Lowell Ames Jr. D.L.C. No. 47, Township 13 South, Range 1 East, W.M.; thence South 56°04'45" East 747.29 feet; thence on a spiral curve left (the long chord of which bears South 58°48'04" East 749.32 feet) 750.00 feet; thence on a 2,630.81 foot radius curve left (the long chord of which bears South 71°31'28" East 666.57 feet) 668.37 feet; thence on a 5,745.24 foot radius curve left (the long chord of which bears South 80°08'08" East 267.31 feet) 267.34 feet; thence on a 1,435.73 foot radius curve left (the long chord of which bears South 84°52'47" East 170.85 feet) 170.95 feet to Engineer's center line Station "N1" 1501+55.95.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Southerly Side of Center Line
"N1" 1476+73.00		"N1" 1477+03.00	55.00 in a straight line to 101.00
"N2" 1477+03.00		"N2" 1477+21.00	101.00

Bearings are based upon Oregon Coordinate Reference System (OCRS), Salem Zone, NAD83, (2011) Epoch 2010.

This parcel of land contains 133 square feet, more or less.

File 9736025
Drawing RW9736M
8/11/2021

Parcel 2 – Temporary Easement for Work Area (2 years or duration of Project, whichever is sooner)

A parcel of land lying in the Lowell Ames, Sr. D.L.C. No. 48, Township 13 South, Range 1 East, W.M., Linn County, Oregon and being a portion of that property described in that Deed to the City of Sweet Home, recorded May 14, 1970 in Book 349, Page 119 of Linn County Records; said parcel being that portion of said property lying Southeasterly of a line at right angles to the "N1" center line of the Santiam Highway at Engineer's Station "N1" 1476+77.00 and lying between lines parallel with and 76.00 feet Southwesterly and 97.00 feet Southwesterly of said "N1" center line, which center line is more particularly described in Parcel 1.

EXCEPT therefrom Parcel 1.

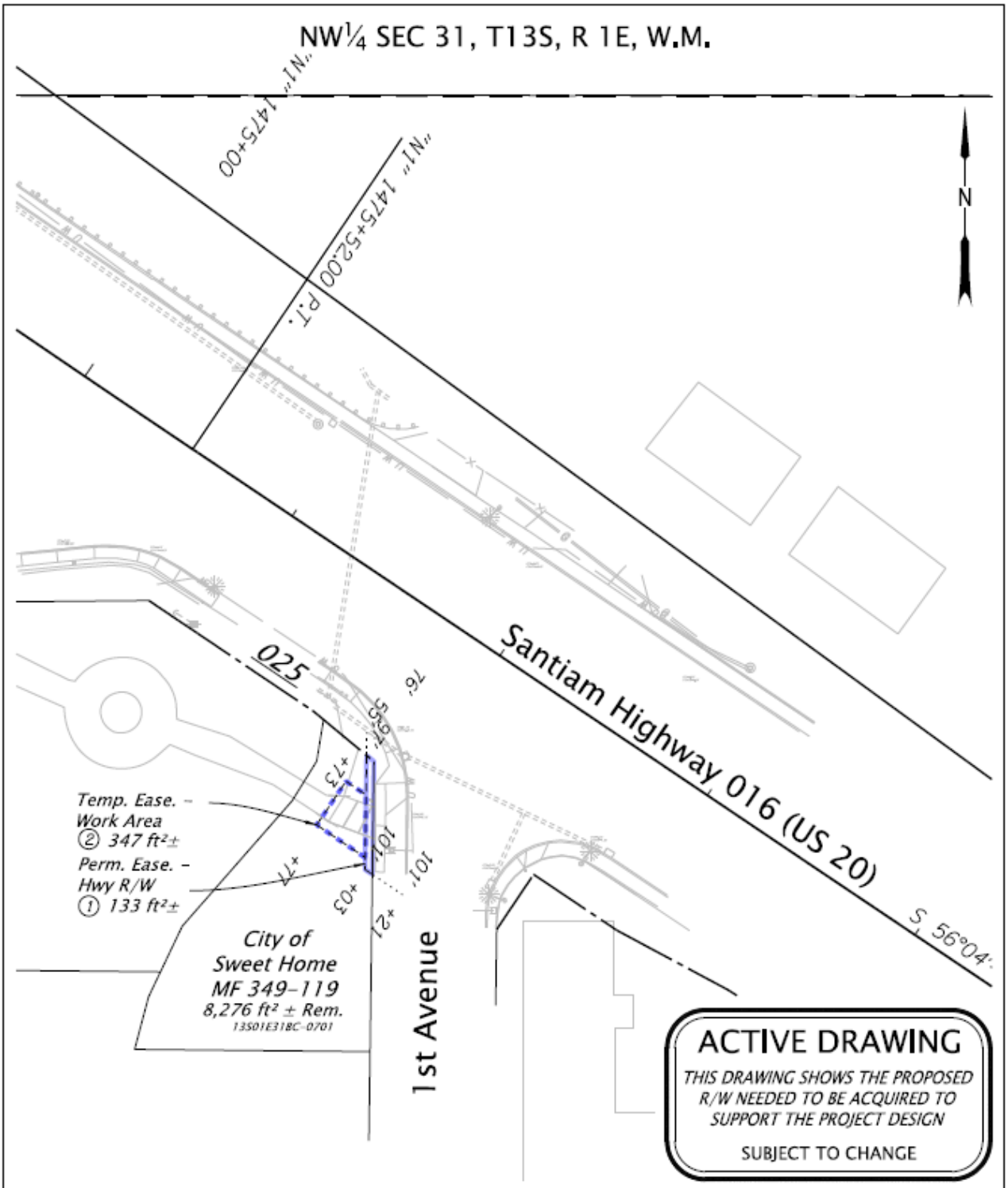
This parcel of land contains 347 square feet, more or less.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Digitally Signed Aug 11 2021 3:17 PM

OREGON
JANUARY 10, 2017
RALPH H. MORGAN III
91619

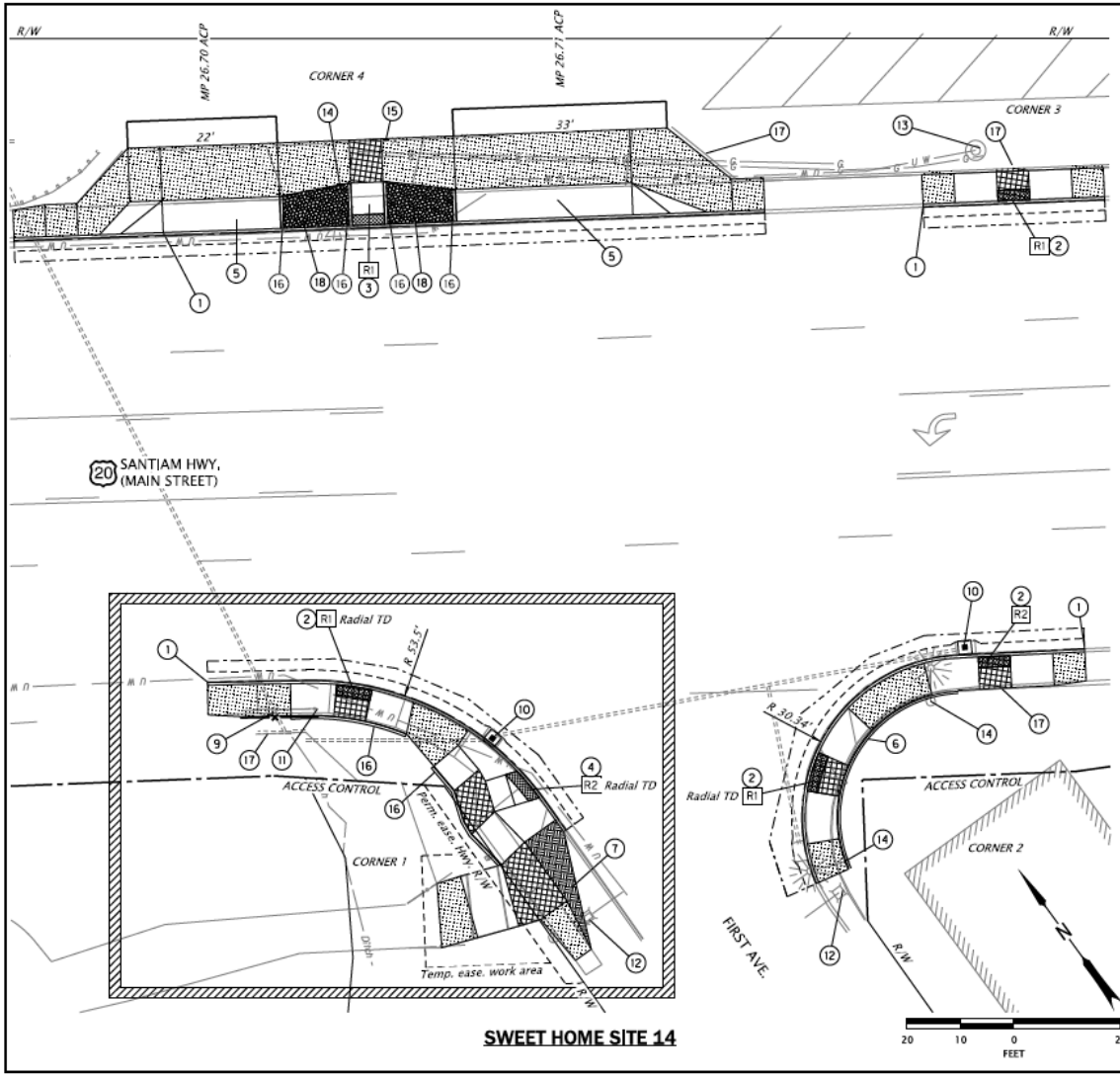
RENEWS: 12-31-2022



OREGON DEPARTMENT OF TRANSPORTATION RIGHT OF WAY ENGINEERING SKETCH MAP	SECTION	OR228 & US20 REGION 2 ADA (SWEET HOME)		
	HIGHWAY	SANTIAM HIGHWAY (016)	SCALE	1" = 50'
	COUNTY	LINN COUNTY	FILE	9736025
	DATE	AUGUST 2021	SEE DRAWING RW9736M	

S_K22391_rw_bas_01.dgn :: Sketches 8/11/2021

55V-019



1. Remove extg. curb
   Const. curb and gutter with pavement repair
   (For details, see sht. BA01)
2. Remove sidewalk
   Const. curb ramps, parallel (PL-1) – 4
   Inst. safety yellow truncated domes on new surface – 47 sq.ft.
   PCC surfacing
3. Remove sidewalk
   Const. curb ramp, Perpendicular (PR-1)
   Inst. safety yellow truncated domes on new surface – 12 sq.ft.
   PCC surfacing
   (See dwg. no. RD912)
4. Remove sidewalk
   Const. curb ramps, Perpendicular (PR-1)
   Inst. safety yellow truncated domes on new surface – 12 sq.ft.
   PCC surfacing
5. Const. PCC dwy., option (D) – 2
   Const. ACP connection
   (See dwg. no. RD730)
6. Remove and reinstall landscape block wall
7. Const. landscaping, bark mulch
   (For details, see sht. BA03)
9. Inst. pedestrian fence – 3 EA
   (For details, see sht. BA02)
10. Adjust inlet – 2
    (For details, see sht. BA02)
11. Remove extg. handrail
12. Maintain and protect extg. water meter – 2
13. Maintain and protect extg. manhole
14. Maintain and protect extg. utility pole – 3
15. Maintain and protect extg. chain link fence and gates
16. Const. std. curb
17. Maintain and protect extg. retaining wall – 3
18. Const. landscaping, grouted durable rock
    (For details, see sht. BA03)

General Notes:

- Fill slope
- Cut slope
- R1 Ramp 1
- R2 Ramp 2

Right-of-Way delays or access delays – 2
See 00180.65.

REGISTERED PROFESSIONAL ENGINEER
82399PE
OREGON
JANUARY 14, 2020
ERIC MICHAEL WILDER
RENEWS: 06-30-2022

DAVID EVANS AND ASSOCIATES INC.
530 Center Street N.E. Suite 605
Salem Oregon 97301
Phone: 503.361.8635

US20/OR228 CURB RAMPS (SWEET HOME) PROJECT
HALSEY-SWEET HOME & SANTIAM HWYS.
LINN COUNTY

Designer: Shaun-Garey Wilder | Reviewer: Terry Wheeler
Drafter: Alan Mitchell | Checker: Paul Tappana

GENERAL CONSTRUCTION | SHEET NO. C13

Preliminary Report

Fidelity National Title - Oregon
1433 SW 6th Ave, Portland, OR 97201

File No.: 60222105916

Property Address: 1470 1st Avenue, Sweet Home, OR 97386

Introducing LiveLOOK

LiveLOOK title document delivery system is designed to provide 24/7 real-time access to all information related to a title insurance transaction.

Access title reports, exception documents, an easy-to-use summary page, and more, at your fingertips and your convenience.

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Effortless, Efficient, Compliant, and Accessible

Fidelity National Title
Company of Oregon

PRELIMINARY REPORT

In response to the application for a policy of title insurance referenced herein Fidelity National Title Company of Oregon hereby reports that it is prepared to issue, or cause to be issued, as of the specified date, a policy or policies of title insurance describing the land and the estate or interest hereinafter set forth, insuring against loss which may be sustained by reason of any defect, lien or encumbrance not shown or referred to as an exception herein or not excluded from coverage pursuant to the printed Schedules, Conditions and Stipulations or Conditions of said policy forms.

The printed Exceptions and Exclusions from the coverage of said policy or policies are set forth in Exhibit One. Copies of the policy forms should be read. They are available from the office which issued this report.

This report (and any supplements or amendments hereto) is issued solely for the purpose of facilitating the issuance of a policy of title insurance and no liability is assumed hereby.

The policy(s) of title insurance to be issued hereunder will be policy(s) of Fidelity National Title Insurance Company, a/an Florida corporation.

Please read the exceptions shown or referred to herein and the Exceptions and Exclusions set forth in Exhibit One of this report carefully. The Exceptions and Exclusions are meant to provide you with notice of matters which are not covered under the terms of the title insurance policy and should be carefully considered.

It is important to note that this preliminary report is not a written representation as to the condition of title and may not list all liens, defects and encumbrances affecting title to the land.

This preliminary report is for the exclusive use of the parties to the contemplated transaction, and the Company does not have any liability to any third parties nor any liability until the full premium is paid and a policy is issued. Until all necessary documents are placed of record, the Company reserves the right to amend or supplement this preliminary report.

Countersigned

Randall S. Leeper Jr.

Fidelity National Title
Company of Oregon

1433 SW 6th Ave, Portland, OR 97201
(503)646-4444 FAX (877)334-2996

PRELIMINARY REPORT

TITLE OFFICER: Tina Turner
tina.turner@titlegroup.fntg.com

ORDER NO.: 60222105916

TO: Epic Land Solutions, Inc
Kim Scott
10300 SW Greenburg Road, Suite 370
Portland, OR 97223

OWNER/SELLER: City of Sweet Home

BUYER/BORROWER: TBD

PROPERTY ADDRESS: 1470 1st Avenue, Sweet Home, OR 97386

EFFECTIVE DATE: June 14, 2021, 08:00 AM

1. THE POLICY AND ENDORSEMENTS TO BE ISSUED AND THE RELATED CHARGES ARE:

		AMOUNT		PREMIUM
ALTA Owner's Policy 2006	$	TBD	$	TBD
Other Title Fees			$	250.00

2. THE ESTATE OR INTEREST IN THE LAND HEREINAFTER DESCRIBED OR REFERRED TO COVERED BY THIS REPORT IS:

   A Fee

3. TITLE TO SAID ESTATE OR INTEREST AT THE DATE HEREOF IS VESTED IN:

   City of Sweet Home, Oregon, an Oregon municipal corporation

4. THE LAND REFERRED TO IN THIS REPORT IS SITUATED IN THE CITY OF SWEET HOME, COUNTY OF LINN, STATE OF OREGON, AND IS DESCRIBED AS FOLLOWS:

   SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

EXHIBIT "A"

Legal Description

A tract of land in Section 31, Township 13 South, Range 1 East of the Willamette Meridian, City of Sweet Home, Linn County, Oregon, described as follows:

Beginning in the center of a creek which is South 0°22' West 384.5 feet and North 89°01'30" 345.45 feet from the Northeast corner of the Lowell Ames, Sr. Donation Land Claim No. 48, Township 13 South, Range 1 East; thence South 89°01'30" East 95.7 feet to the West right of way line of 1st Avenue; thence North 0°25' East 128.07 feet, along the said West right of way line of 1st Avenue, to the South right of way line of O Street; thence North 53°23' West 23.22 feet, along the Southerly right of way line of said O Street to the centerline of creek; thence, along the centerline of said creek, as follows: South 9°48' West 26 feet; South 32°15' West 18.7 feet; South 41°38' West 66.6 feet; South 25°32' West 31.3 feet; South 15°25' West 21.7 feet to the point of beginning.

SAVE AND EXCEPT that portion conveyed to the State of Oregon, by and through its Department of Transportation, by deed recorded August 18, 1975, Volume 113, Page 470.

AS OF THE DATE OF THIS REPORT, ITEMS TO BE CONSIDERED AND EXCEPTIONS TO COVERAGE IN ADDITION TO THE PRINTED EXCEPTIONS AND EXCLUSIONS IN THE POLICY FORM WOULD BE AS FOLLOWS:

GENERAL EXCEPTIONS:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.

2. Any facts, rights, interests or claims, which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.

3. Easements, or claims of easement, which are not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.

4. Any encroachment (of existing improvements located on the Land onto adjoining land or of existing improvements located on adjoining land onto the subject Land), encumbrance, violation, variation or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the subject Land.

5. Any lien or right to a lien for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

SPECIFIC ITEMS AND EXCEPTIONS:

6. The subject property is under public, charitable, fraternal, or religious organization ownership and is exempt from ad valorem taxation. Any change in ownership prior to delivery of the assessment roll may result in tax liability.

Tax Account No.: 247698
Map No.: 13S01E31BC00701

7. City Liens, if any, in favor of the City of Sweet Home.

8. Rights of the public to any portion of the Land lying within streets, roads and highways.

9. Rights of the public, riparian owners and governmental bodies as to the use of the waters of an unnamed creek and the natural flow thereof on and across that portion of the subject land lying below the high water line of said waterway.

10. Limited access to and from the Land as set forth in Deed shown below, which provides that there shall be no right of easement or right of access to, from or across the State Highway other than as expressly provided for in said Deed:

Grantor: City of Sweet Home
Grantee: State of Oregon, by and through its Department of Transportation, Highway Division
Recording Date: August 18, 1975
Recording No.: Volume 113, Page 470

11. Please be advised that our search did not disclose any open Deeds of Trust of record.

ADDITIONAL REQUIREMENTS/NOTES:

A. Note: No utility search has been made or will be made for water, sewer or storm drainage charges unless the City/Service District claims them as liens (i.e. foreclosable) and reflects them on its lien docket as of the date of closing. Buyers should check with the appropriate city bureau or water service district and obtain a billing cutoff. Such charges must be adjusted outside of escrow.

B. Note: There are NO conveyances affecting said Land recorded within 24 months of the date of this report.

C. Recording Charge (Per Document) is the following:

County	First Page	Each Additional Page
Marion	$86.00	$5.00
Benton	$108.00	$5.00
Polk	$91.00	$5.00
Linn	$105.00	$5.00

Note: When possible the company will record electronically. An additional charge of $5.00 applies to each document that is recorded electronically.

Note: Please send any documents for recording to the following address:
Portland Title Group
Attn: Recorder
1433 SW 6th Ave.
Portland, OR. 97201

D. Notice: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.

E. In addition to the standard policy exceptions, the exceptions enumerated above shall appear on the final 2006 ALTA Policy unless removed prior to issuance.

F. THE FOLLOWING NOTICE IS REQUIRED BY STATE LAW: YOU WILL BE REVIEWING, APPROVING AND SIGNING IMPORTANT DOCUMENTS AT CLOSING. LEGAL CONSEQUENCES FOLLOW FROM THE SELECTION AND USE OF THESE DOCUMENTS. YOU MAY CONSULT AN ATTORNEY ABOUT THESE DOCUMENTS. YOU SHOULD CONSULT AN ATTORNEY IF YOU HAVE QUESTIONS OR CONCERNS ABOUT THE TRANSACTION OR ABOUT THE DOCUMENTS. IF YOU WISH TO REVIEW TRANSACTION DOCUMENTS THAT YOU HAVE NOT SEEN, PLEASE CONTACT THE ESCROW AGENT.

G. Note: This map/plat is being furnished as an aid in locating the herein described Land in relation to adjoining streets, natural boundaries and other land. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the Company does not insure dimensions, distances or acreage shown thereon.

H. NOTE: IMPORTANT INFORMATION REGARDING PROPERTY TAX PAYMENTS

Fiscal Year:	July 1st through June 30th
Taxes become a lien on real property, but are not yet payable:	July 1st
Taxes become certified and payable (approximately on this date):	October 15th
First one third payment of taxes is due:	November 15th
Second one third payment of taxes is due:	February 15th
Final payment of taxes is due:	May 15th

Discounts: If two thirds are paid by November 15th, a 2% discount will apply.
If the full amount of the taxes are paid by November 15th, a 3% discount will apply.

Interest: Interest accrues as of the 15th of each month based on any amount that is unpaid by the due date. No interest is charged if the minimum amount is paid according to the above mentioned payment schedule.

EXHIBIT ONE

2006 AMERICAN LAND TITLE ASSOCIATION LOAN POLICY (06-17-06)
EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy and the Company will not pay loss or damage, costs, attorneys' fees or expenses that arise by reason of:

1. (a) Any law, ordinance or governmental regulation (including but not limited to building and zoning) restricting, regulating, prohibiting or relating to
   (i) the occupancy, use, or enjoyment of the Land;
   (ii) the character, dimensions or location of any improvement erected on the land;
   (iii) the subdivision of land; or
   (iv) environmental protection;
   or the effect of any violation of these laws, ordinances or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
   (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
   (a) created, suffered, assumed or agreed to by the Insured Claimant;
   (b) not known to the Company, not recorded in the Public Records at Date of Policy, but known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
   (c) resulting in no loss or damage to the Insured Claimant;
   (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 11, 13, or 14); or
   (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Insured Mortgage.
4. Unenforceability of the lien of the Insured Mortgage because of the inability or failure of an Insured to comply with the applicable doing-business laws of the state where the Land is situated.
5. Invalidity or unenforceability in whole or in part of the lien of the Insured Mortgage that arises out of the transaction evidenced by the Insured Mortgage and is based upon usury or any consumer credit protection or truth-in-lending law.
6. Any claim, by reason of the operation of federal bankruptcy, state insolvency or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is
   (a) a fraudulent conveyance or fraudulent transfer, or
   (b) a preferential transfer for any reason not stated in the Covered Risk 13(b) of this policy.
7. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the Insured Mortgage in the Public Records. This Exclusion does not modify or limit the coverage provided under Covered Risk 11(b).

The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage.

SCHEDULE B - GENERAL EXCEPTIONS FROM COVERAGE

This policy does not insure against loss or damage (and the Company will not pay costs, attorneys' fees or expenses) which arise by reason of:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof, water rights, claims or title to water.
4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
5. Any lien for services, labor or material heretofore or hereafter furnished, or for contributions due to the State of Oregon for unemployment compensation or worker's compensation, imposed by law and not shown by the Public Records.

2006 AMERICAN LAND TITLE ASSOCIATION OWNER'S POLICY (06-17-06)
EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy and the Company will not pay loss or damage, costs, attorneys' fees or expenses that arise by reason of:

1. (a) Any law, ordinance or governmental regulation (including but not limited to building and zoning) restricting, regulating, prohibiting or relating to
   (i) the occupancy, use, or enjoyment of the Land;
   (ii) the character, dimensions or location of any improvement erected on the land;
   (iii) the subdivision of land; or
   (iv) environmental protection;
   or the effect of any violation of these laws, ordinances or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
   (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
   (a) created, suffered, assumed or agreed to by the Insured Claimant;
   (b) not known to the Company, not recorded in the Public Records at Date of Policy, but known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
   (c) resulting in no loss or damage to the Insured Claimant;
   (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 9 and 10); or
   (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title.
4. Any claim, by reason of the operation of federal bankruptcy, state insolvency or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is
   (a) a fraudulent conveyance or fraudulent transfer, or
   (b) a preferential transfer for any reason not stated in the Covered Risk 9 of this policy.
7. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage.

SCHEDULE B - GENERAL EXCEPTIONS FROM COVERAGE

This policy does not insure against loss or damage (and the Company will not pay costs, attorneys' fees or expenses) which arise by reason of:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof, water rights, claims or title to water.
4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
5. Any lien for services, labor or material heretofore or hereafter furnished, or for contributions due to the State of Oregon for unemployment compensation or worker's compensation, imposed by law and not shown by the Public Records.

WIRE FRAUD ALERT

This Notice is not intended to provide legal or professional advice.
If you have any questions, please consult with a lawyer.

All parties to a real estate transaction are targets for wire fraud and many have lost hundreds of thousands of dollars because they simply relied on the wire instructions received via email, without further verification. **If funds are to be wired in conjunction with this real estate transaction, we strongly recommend verbal verification of wire instructions through a known, trusted phone number prior to sending funds.**

In addition, the following non-exclusive self-protection strategies are recommended to minimize exposure to possible wire fraud.

- **NEVER RELY** on emails purporting to change wire instructions. Parties to a transaction rarely change wire instructions in the course of a transaction.
- **ALWAYS VERIFY** wire instructions, specifically the ABA routing number and account number, by calling the party who sent the instructions to you. DO NOT use the phone number provided in the email containing the instructions, use phone numbers you have called before or can otherwise verify. **Obtain the number of relevant parties to the transaction as soon as an escrow account is opened.** DO NOT send an email to verify as the email address may be incorrect or the email may be intercepted by the fraudster.
- **USE COMPLEX EMAIL PASSWORDS** that employ a combination of mixed case, numbers, and symbols. Make your passwords greater than eight (8) characters. Also, change your password often and do NOT reuse the same password for other online accounts.
- **USE MULTI-FACTOR AUTHENTICATION** for email accounts. Your email provider or IT staff may have specific instructions on how to implement this feature.

For more information on wire-fraud scams or to report an incident, please refer to the following links:

Federal Bureau of Investigation:
http://www.fbi.gov

Internet Crime Complaint Center:
http://www.ic3.gov

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FIDELITY NATIONAL FINANCIAL
PRIVACY NOTICE

Effective January 1, 2021

Fidelity National Financial, Inc. and its majority-owned subsidiary companies (collectively, "FNF," "our," or "we") respect and are committed to protecting your privacy. This Privacy Notice explains how we collect, use, and protect personal information, when and to whom we disclose such information, and the choices you have about the use and disclosure of that information.

A limited number of FNF subsidiaries have their own privacy notices. If a subsidiary has its own privacy notice, the privacy notice will be available on the subsidiary's website and this Privacy Notice does not apply.

Collection of Personal Information

FNF may collect the following categories of Personal Information:

- contact information (*e.g.*, name, address, phone number, email address);
- demographic information (*e.g.*, date of birth, gender, marital status);
- identity information (*e.g.* Social Security Number, driver's license, passport, or other government ID number);
- financial account information (*e.g.* loan or bank account information); and
- other personal information necessary to provide products or services to you.

We may collect Personal Information about you from:

- information we receive from you or your agent;
- information about your transactions with FNF, our affiliates, or others; and
- information we receive from consumer reporting agencies and/or governmental entities, either directly from these entities or through others.

Collection of Browsing Information

FNF automatically collects the following types of Browsing Information when you access an FNF website, online service, or application (each an "FNF Website") from your Internet browser, computer, and/or device:

- Internet Protocol (IP) address and operating system;
- browser version, language, and type;
- domain name system requests; and
- browsing history on the FNF Website, such as date and time of your visit to the FNF Website and visits to the pages within the FNF Website.

Like most websites, our servers automatically log each visitor to the FNF Website and may collect the Browsing Information described above. We use Browsing Information for system administration, troubleshooting, fraud investigation, and to improve our websites. Browsing Information generally does not reveal anything personal about you, though if you have created a user account for an FNF Website and are logged into that account, the FNF Website may be able to link certain browsing activity to your user account.

Other Online Specifics

Cookies. When you visit an FNF Website, a "cookie" may be sent to your computer. A cookie is a small piece of data that is sent to your Internet browser from a web server and stored on your computer's hard drive. Information gathered using cookies helps us improve your user experience. For example, a cookie can help the website load properly or can customize the display page based on your browser type and user preferences. You can choose whether or not to accept cookies by changing your Internet browser settings. Be aware that doing so may impair or limit some functionality of the FNF Website.

Web Beacons. We use web beacons to determine when and how many times a page has been viewed. This information is used to improve our websites.

Do Not Track. Currently our FNF Websites do not respond to "Do Not Track" features enabled through your browser.

Links to Other Sites. FNF Websites may contain links to unaffiliated third-party websites. FNF is not responsible for the privacy practices or content of those websites. We recommend that you read the privacy policy of every website you visit.

Use of Personal Information

FNF uses Personal Information for three main purposes:

- To provide products and services to you or in connection with a transaction involving you.
- To improve our products and services.
- To communicate with you about our, our affiliates', and others' products and services, jointly or independently.

When Information Is Disclosed

We may disclose your Personal Information and Browsing Information in the following circumstances:

- to enable us to detect or prevent criminal activity, fraud, material misrepresentation, or nondisclosure;
- to nonaffiliated service providers who provide or perform services or functions on our behalf and who agree to use the information only to provide such services or functions;
- to nonaffiliated third party service providers with whom we perform joint marketing, pursuant to an agreement with them to jointly market financial products or services to you;
- to law enforcement or authorities in connection with an investigation, or in response to a subpoena or court order; or
- in the good-faith belief that such disclosure is necessary to comply with legal process or applicable laws, or to protect the rights, property, or safety of FNF, its customers, or the public.

The law does not require your prior authorization and does not allow you to restrict the disclosures described above. Additionally, we may disclose your information to third parties for whom you have given us authorization or consent to make such disclosure. We do not otherwise share your Personal Information or Browsing Information with nonaffiliated third parties, except as required or permitted by law. We may share your Personal Information with affiliates (other companies owned by FNF) to directly market to you. Please see "Choices with Your Information" to learn how to restrict that sharing.

We reserve the right to transfer your Personal Information, Browsing Information, and any other information, in connection with the sale or other disposition of all or part of the FNF business and/or assets, or in the event of bankruptcy, reorganization, insolvency, receivership, or an assignment for the benefit of creditors. By submitting Personal Information and/or Browsing Information to FNF, you expressly agree and consent to the use and/or transfer of the foregoing information in connection with any of the above described proceedings.

Security of Your Information

We maintain physical, electronic, and procedural safeguards to protect your Personal Information.

Choices With Your Information

If you do not want FNF to share your information among our affiliates to directly market to you, you may send an "opt out" request as directed at the end of this Privacy Notice. We do not share your Personal Information with nonaffiliates for their use to direct market to you without your consent.

Whether you submit Personal Information or Browsing Information to FNF is entirely up to you. If you decide not to submit Personal Information or Browsing Information, FNF may not be able to provide certain services or products to you.

For California Residents: We will not share your Personal Information or Browsing Information with nonaffiliated third parties, except as permitted by California law. For additional information about your California privacy rights, please visit the "California Privacy" link on our website (https://fnf.com/pages/californiaprivacy.aspx) or call (888) 413-1748.

For Nevada Residents: You may be placed on our internal Do Not Call List by calling (888) 934-3354 or by contacting us via the information set forth at the end of this Privacy Notice. Nevada law requires that we also provide you with the following contact information: Bureau of Consumer Protection, Office of the Nevada Attorney General, 555 E. Washington St., Suite 3900, Las Vegas, NV 89101; Phone number: (702) 486-3132; email: BCPINFO@ag.state.nv.us.

For Oregon Residents: We will not share your Personal Information or Browsing Information with nonaffiliated third parties for marketing purposes, except after you have been informed by us of such sharing and had an opportunity to indicate that you do not want a disclosure made for marketing purposes.

For Vermont Residents: We will not disclose information about your creditworthiness to our affiliates and will not disclose your personal information, financial information, credit report, or health information to nonaffiliated third parties to market to you, other than as permitted by Vermont law, unless you authorize us to make those disclosures.

Information From Children

The FNF Websites are not intended or designed to attract persons under the age of eighteen (18). We do not collect Personal Information from any person that we know to be under the age of thirteen (13) without permission from a parent or guardian.

International Users

FNF's headquarters is located within the United States. If you reside outside the United States and choose to provide Personal Information or Browsing Information to us, please note that we may transfer that information outside of your country of residence. By providing FNF with your Personal Information and/or Browsing Information, you consent to our collection, transfer, and use of such information in accordance with this Privacy Notice.

FNF Website Services for Mortgage Loans

Certain FNF companies provide services to mortgage loan servicers, including hosting websites that collect customer information on behalf of mortgage loan servicers (the "Service Websites"). The Service Websites may contain links to both this Privacy Notice and the mortgage loan servicer or lender's privacy notice. The sections of this Privacy Notice titled When Information is Disclosed, Choices with Your Information, and Accessing and Correcting Information do not apply to the Service Websites. The mortgage loan servicer or lender's privacy notice governs use, disclosure, and access to your Personal Information. FNF does not share Personal Information collected through the Service Websites, except as required or authorized by contract with the mortgage loan servicer or lender, or as required by law or in the good-faith belief that such disclosure is necessary: to comply with a legal process or applicable law, to enforce this Privacy Notice, or to protect the rights, property, or safety of FNF or the public.

Your Consent To This Privacy Notice; Notice Changes; Use of Comments or Feedback

By submitting Personal Information and/or Browsing Information to FNF, you consent to the collection and use of the information in accordance with this Privacy Notice. We may change this Privacy Notice at any time. The Privacy Notice's effective date will show the last date changes were made. If you provide information to us following any change of the Privacy Notice, that signifies your assent to and acceptance of the changes to the Privacy Notice.

Accessing and Correcting Information; Contact Us

If you have questions, would like to correct your Personal Information, or want to opt-out of information sharing for affiliate marketing, visit FNF's Opt Out Page or contact us by phone at (888) 934-3354 or by mail to:

Fidelity National Financial, Inc.
601 Riverside Avenue,
Jacksonville, Florida 32204
Attn: Chief Privacy Officer

General Summary of Relocation Benefits			
Residential		Business, Farm, Non-Profit	
Owner-occupant of 90 days or more prior to initiation of negotiations for the parcel		Owner-occupants and tenant-occupants entitled to the same benefits	
May be eligible for:		**May be eligible for:**	
Replacement Housing Differential Payment Including Costs incidental to purchase or replacement dwelling And including: Increased interest cost on replacement dwelling Or Rent Supplement	$31,000 $7,200	Actual reasonable moving costs Or Negotiated moving costs payment not to exceed lower of two estimates secured by agency Plus Tangible personal property loss due to relocation Plus Reasonable cost of search for new site Plus Storage of personal property for up to twelve months with prior approval Plus Reestablishment expenses at the replacement site Or Fixed payment in lieu of all other benefits; requires approval of agency	Actual No more than lowest estimate Actual value or estimated costs to move, whichever is lower $2,500 max. Actual $25,000 max. Average of annual net earnings for two years prior to year of relocation of $1,000 min., $40,000 max.
All displacees may be eligible for:			
Actual reasonable moving costs And Storage of personal property up to twelve months with prior approval Or Moving costs based upon schedule	Actual Actual		

Oregon Department of Transportation

Moving Because of Highway or Public Projects?

A description of the
Oregon Department of Transportation
Relocation Assistance Program

Department of Transportation policy requires that no family or individual will be required to vacate any dwelling until such displacee has found or has been offered comparable replacement housing.

All replacement housing offered will be fair housing open to all persons regardless of race, color, religion, sex, or national origin.

Relocation payments and relocation advisory services, pursuant to State and Federal law, may not be provided to an alien unless the alien is lawfully present in the United States, except in cases of exceptional or extreme hardship. Displacees will be asked to sign a "Certification of Legal Residency in the United States."

Relocation legislation, because of its wide scope, is somewhat complicated and difficult to read and interpret. For the benefit of those who are affected by the Department of Transportation property acquisitions, this brochure summarizes the principal provisions of relocation services and benefits. However, persons reading this brochure are urged not to form advance opinions as to the benefits and amounts to which they may be entitled. The Right of Way Agent assigned to purchase property will have detailed information for displaced persons.

No relocation payment received by a displaced person under this part shall be considered as income for the purpose of the Internal Revenue code of 1954, which has been redesignated as the Internal Revenue Code of 1986 or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act or any other Federal law, except for any Federal law providing low-income housing assistance.

■ Relocation Services

The Department of Transportation maintains Regional Right of Way offices in the following locations:

Region 1
123 N.W. Flanders St.
Portland, OR 97209
(503) 731-8200
(888) 769-7341

Region 2
455 Airport Rd SE, Bldg. A
Salem, OR 97301
(503) 986-2601
(888) 769-7342

Region 3
3500 Stewart Pkwy., Ste. 164
Roseburg, OR 97470
(541) 957-3559
(888) 769-7343

Region 4
63055 N. Hwy 97, Bldg. M
Bend, OR 97701
(541) 388-6196
(888) 769-7344

Region 5
3012 Island Ave.
La Grande, OR 97850
(541) 963-7552
(877) 851-9091

These offices maintain current lists of replacement dwellings, businesses, and farms for displaced persons, as well as current data regarding required deposits for utilities, closing costs, typical down payments, interest rates, and FHWA and VA requirements and information. The offices also have maps showing the location of schools, parks, playgrounds, and shopping areas. Public transportation routes are shown, and schedules and fare information are available. Experienced Right of Way Agents are available to aid displaced persons to the fullest extent. Right of Way Agents do not expect and will not accept any fee for any service rendered.

■ Eligibility

It is important to note that eligibility for any of the following benefits is not established until you have received a written notice of eligibility from the State.

■ **General Moving Expenses**
Service charges for reconnecting utilities are reimbursable except under schedule move procedures.

■ **Individual and Family Moving Expenses**
Any individual or family displaced by a Department of Transportation project is entitled to receive a payment for actual and reasonable expenses for moving personal property a distance not to exceed a 50-mile radius or to the nearest available and adequate site.

In order to obtain a moving expense payment, a displaced person must file, within 18 months after displacement, a written claim with the Department of Transportation on a form provided for that purpose. In some cases, a written arrangement with the Department of Transportation will allow the displaced person to present an unpaid commercial moving bill, and the Department of Transportation will make payment directly to the mover. If the residential displacee chooses, costs may be reimbursed according to set schedule based upon the number of rooms of furniture to be moved.

■ **Residential Moving Schedule**

Unfurnished (Relocatee owns furniture)
$600 (1 room) **$800** (2 rooms)
$1,000 (3 rooms) **$1,200** (4 rooms)
$1,400 (5 rms) **$1,600** (6 rms) **$1,800** (7 rms) **$2,000** (8 rms)
Plus **$200** for each additional room

Furnished (Relocatee does not own furniture)
$350 for first room plus $100 for each added room

■ **Re-establishment Payment** (Businesses, farms, non-profit organizations only)
Displaced small businesses, farm operations, and non-profit organizations may receive a payment not to exceed $25,000 for expenses actually incurred to relocate and re-establish themselves at a replacement site. Eligible expenses can include repairs and improvements required by law, replacement of soiled and worn surfaces at the replacement site and other modifications, exterior signing, advertisement of the replacement location, and estimated increased cost of operation of the first two years.

■ **Business, Farm and Non-Profit Organization Moving Expenses**
Displaced businesses, farm operations, and non profit organizations are entitled to receive actual reasonable moving expenses for moving personal property a distance not to exceed a 50-mile radius or to the nearest available and adequate site. The actual and reasonable cost of searching for a replacement location may be claimed in an amount up to $2,500 for a farm, non-profit organization, or business. Such payments must be supported by receipted bills or other evidence of expenses incurred.

As an alternate moving expense procedure, in the case of a self-move, the business, farm operation, or non-profit organization may be paid an amount not to exceed the lower of two estimates secured by the Department of Transportation from qualified moving companies.

Under certain conditions, businesses, farms, and non-profit organizations may receive payments for direct loses of tangible personal property resulting from the necessity to relocate.

A displaced or discontinued business, non profit organization or farm operation, except advertising sign owners, may, under certain conditions, elect to receive a fixed payment in an amount equal to the average annual net earnings of the business or farm preceding the year in which such business or farm operation during the two tax years immediately preceding the year in which such business or farm operation is displaced. The payment cannot exceed $40,000 and will not be less than $1,000. Those who choose the fixed payment are not eligible for any other relocation benefit payment.

■ **Storage of Personal Property**
Storage of personal property requires the written approval of the Department of Transportation and may not exceed twelve (12) months except in unusual circumstances. It should be clearly understood that those dislocatees who accept the scheduled move or fixed payment are not eligible to receive the storage expense benefit.

■ **Replacement Housing**
A displaced owner-occupant of a dwelling owned and occupied for 90 days or more immediately prior to the initiation of negotiations for such property may be eligible for additional payments, the combined total of which may not exceed $31,000. The replacement housing payment is the amount, if any, which when added to the amount for which the State acquired his or her dwelling, equals the actual cost which the owner is required to pay for a decent, safe, and sanitary replacement dwelling or the amount determined by the State as necessary to purchase a comparable dwelling, whichever is less. This payment includes compensation for increased interest costs for financing the replacement dwelling and actual closing costs incidental to the purchase of replacement housing.

The rent payment is the increase in rent necessary to rent a comparable dwelling for 42 months or the amount determined by the State as necessary to rent a comparable dwelling for 42 months, whichever is less. To be eligible for these benefits, the displaced occupant must purchase or rent and occupy a decent, safe, and sanitary replacement dwelling within one year after the required date of displacement or within one year after the actual date of displacement, whichever is later.

Claims for replacement housing differential payment and rent supplements must be made in writing on a Department of Transportation form supplied for this purpose and must be filed with the Department of Transportation no later than 18 months after the date of displacement.

Before payments for any replacement dwelling benefits can be made, the replacement dwelling must be checked by Department of Transportation personnel to ascertain that it meets the decent, safe, and sanitary standards established by the Federal Department of Transportation. It is recommended that this determination be made prior to a commitment to rent or buy. The decent, safe, and sanitary inspection of the replacement dwelling by agency personnel is for the sole purpose of determining a relocatee's eligibility for a relocation payment.

■ **Possession**
No person lawfully occupying real property shall be required to move from his home, farm, or business location without at least 90 days' written notice. A displaced residential occupant will not be required to move earlier than 90 days after the date comparable replacement housing is made available.

The displacee will again be notified 30 or more days prior to the date the property must be vacated. The 30-day notice will not be given until the property owner has been paid for his or her property. However, if a purchase does not require the person to move, the agreement to purchase the property may require the person to surrender possession of his or her property upon payment.

■ **Appeals**
Any person who is dissatisfied with a determination of his or her eligibility or claim for any relocation benefit payment shall have the right of appeal. Any person making such an appeal will be given a choice of appealing for an optional reconsideration conference or for an administrative hearing. A reconsideration conference is an optional process to afford a displacee an opportunity to present additional relevant information that may not have been considered by the department or to correct factual errors and for the Department to reconsider the claim with the new or corrected information. An administrative hearing is a formal hearing process conducted by the Office of Administrative Hearings according to the Administrative Procedures Act, ORS 183.310 to 183.550. Either type of **appeal must be filed within 60 days of relocation benefit or claim determination**, and must be submitted on Form 734-3623 which is available from the Right of Way Agent assigned to the file.

■ **Right of Way Agent**
Relocatees will be given information regarding their eligibility and possible benefits by the Right of Way Agent assigned to acquire the property.

▪ Possession

You are not required to surrender possession of your property until you have been paid the agreed purchase price or an amount equal to the Department's established estimate of just compensation has been deposited with the court for your benefit.

When negotiations begin, you, as well as any tenants occupying your property, will be notified in writing that it is the Department's intent to acquire the property. You will not be required to move from your home, farm, or business location earlier than 90 days following that notice or within 30 days after payment, whichever is later. However, if the purchase does not require you to move, the agreement to purchase your property may require you to surrender possession of your property upon payment.

The Department is aware of the need for a reasonable time for relocation. If your property is not needed for several months, your continued occupancy may be permitted on a short-term basis. The amount of rent the Department may charge you, or another tenant, may not exceed the fair rental value of the property to a short-term occupant.

▪ Right of Way Offices

For your convenience the Department maintains Regional Right of Way Offices in the following locations:

Region 1 – Portland
123 NW Flanders
Portland, OR 97209
Voice: 503-731-8200
Fax: 503-731-8458
Toll Free: 888-769-7341

Region 2 – Salem
455 Airport Road SE Bldg. A
Salem, OR 97301-5397
Voice: 503-986-2601
Fax: 503-986-2622
Toll Free: 888-769-7342

Region 3 – Roseburg
3500 Stewart Parkway Suite 164
Roseburg, OR 97470
Voice: 541-957-3559
Fax: 541-957-3563
Toll Free: 888-769-7343

Region 4 – Bend
63085 N Highway 97 Suite 102
Bend, OR 97701-9901
Voice: 541-388-6196
Fax: 541-388-6381
Toll Free: 888-769-7344

Region 5 – LaGrande
3012 Island Avenue
LaGrande, OR 97850
Voice: 541-963-7552
Fax: 541-962-9819
Toll Free: 877-851-9097

734-3773 (11-2004)

Oregon Department of Transportation

Acquiring Land for Highways & Public Projects

A description of the
Department of Transportation
Land Acquisition Program

When improving highway facilities, the Department of Transportation has the task of acquiring right of way. It is the aim and desire of the Department to obtain right of way with fairness and equity.

The State is empowered to acquire private property for public use. With this power goes the obligation to protect the rights of the individual property owner. The Department thus has a dual responsibility. It is to recognize and protect the individuals who are affected by acquisition of land, as well as competent and efficient service to the public.

▪ Public Hearings

Public hearings, when required, are held during the location and design stages of a project. Such hearings provide opportunities for public participation to ensure that highway locations and designs are consistent with Federal, State and Local goals and objectives.

The corridor hearing is held after preliminary studies have been made on several possible routes. During the course of this hearing, testimony is recorded for study by Department personnel and the Transportation Commission.

Upon selection of a corridor, a detailed survey within that corridor is made and a preliminary design plan developed for presentation at a "Design Hearing".

The "Design Hearing" provides an opportunity to present testimony about the final highway design.

In an instance where a choice of corridors is not involved, such as the case of an improvement to an existing highway, a single "Combination Corridor-Design Hearing" may be held.

After all data and testimony has been studied, a final design is adopted by the Transportation Commission and the acquisition of rights of way is authorized.

▪ Just Compensation

Owners of property needed for a highway project will be offered Just Compensation for the required rights of way. Just Compensation includes the estimated value of all the land and improvements within the needed area. In addition, if only a part of a property is to be acquired, Just Compensation will also include any measurable loss in value to the remaining property due to the partial acquisition.

Just Compensation is based on the Department's valuation of the needed property and its estimation of any damages to the remaining property. Department procedures, guided by Federal Regulations, have been designed to protect both owners of properties needed for highway rights of way as well as other taxpayers. The valuation process will be conducted either by an experienced and qualified employee of the Department or by an independent fee appraiser under a contract with the Department. The value arrived at will be by comparison of similar properties in the market that have recently sold, by knowledge and consideration of costs and depreciation for any improvement(s) to be acquired, and when applicable, by the property's income potential. The final value determination will be based on this type of information from the local real estate market.

The property to be acquired is inspected by a qualified appraiser during the first part of the valuation process. With complex acquisitions involving large portions of the property, major buildings or improvements on the property, displacement of residents, and/or damages to the remaining part of the property not being acquired, property owners will be given 15 days to prepare the property, and will be given the opportunity to accompany the appraiser during a detailed inspection of their property.

Any increase or decrease in the value of needed property brought about by public knowledge of the upcoming highway project, is disregarded in the valuation process.

The final value estimate is reviewed for completeness and accuracy, and Just Compensation is established by the Department's Review Appraiser. In addition to this estimate of Just Compensation, the Department will make an offer to purchase any remaining property determined to have no remaining economic value to the owner.

▪ Acquisition Procedure

The Right of Way Agent who calls on you has studied the Department's valuation of the needed property and can illustrate with maps and other data how the acquisition will affect your property. The Department's offer will be confirmed in writing, together with an acquisition summary statement, and an appraisal, or evaluation sheet, which provides the basis for that amount. The Agent is authorized to obtain a deed from you to purchase your property, subject to the approval of the Transportation Commission. The Agent is unable, under Department procedures governing acquisitions, to engage in "horse trading"; rather the Agent is confined to those monetary values indicated by the appraisal process.

However, the Department is ready and willing to reconsider its position in light of any new evidence of value presented by you including a documented professional appraisal.

The Department may not take any action which would coerce you into accepting its offer. Prohibited actions include advancing the time of condemnation, deferring negotiations or condemnation or postponing the deposit of funds in court for your use.

You need not accept the State's offer or enter an agreement felt to be unfair. Owner's have a minimum 40-day period to accept or reject the offer, unless an emergency has been declared. A refusal is simply a case of disagreement between the two parties on the value of the property.

In the event the parties are still unable to agree as to the compensation to be paid, or you cannot clear the title, mediation of differences between parties, conducted by an independent mediator, can be arranged by the Department in order to reach settlement prior to filing any condemnation action. Mediation is a non-binding process where all parties reach agreement.

In the event parties are still unable to agree as to compensation to be paid, or if title cannot be cleared, a condemnation action will be filed. Once condemnation is filed, a trial date will be determined. However, an owner can elect binding arbitration prior to trial, through the Court, for amounts of $20,000 or less, and non-binding arbitration for amounts between $20,000 and $50,000. Arbitration is not available above $50,000.

Discussions and mediation can, of course, continue even after a condemnation action is filed in an effort to resolve differences. The filing allows the State to proceed with the construction project.

▪ Improvements

When the Department acquires an interest in your land, it must acquire an equal interest in your house or any other improvements located on the land acquired. If buildings are required to be removed, the Department may allow the owner to retain the improvements. If you are interested, this can be discussed with the Right of Way Agent.

▪ Payment

If you sign a deed and any accompanying agreements, and the Transportation Commission approves it, then the transfer of title and payment may proceed. As in a private sale, you are responsible for clearing encumbrances to the title such as unpaid taxes, assessments, mortgages, outstanding leases and other liens against your property. The Right of Way Agent will assist you in clearing title. No payment can be made until a warranty deed conveying clear title to the Department has been recorded in the appropriate county records.

At the time the deed is available for recording, authorization is given to prepare a check for your property. Normally, when no cloud obscures the title, you will receive payment for your property about four weeks after you give the Department a deed to the property.

If the condemnation action has been filed, the amount established by the Department as Just Compensation will be deposited with the court for distribution in accordance with the order of the court.

You are entitled to be reimbursed for fair and reasonable costs you incur for expenses incidental to conveying your property to the Department. Such expenses could be, but are not necessarily limited to, penalty costs for prepayment of any pre-existing recorded mortgage encumbering your property, mortgage release fees, and the State's portion of real property taxes.

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action - Community Services Consortium Water Assistance Contract
Preferred Agenda:	March 22, 2022
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Blair Larsen, Community & Economic Development Director
Type of Action:	Resolution ___ Motion __X__ Roll Call ____ Other ____
Relevant Code/Policy:	
Towards Council Goal:	Goal 3.3: Develop partnerships with regional services and work to connect them with the appropriate members of the public
Attachments:	Community Services Consortium Water Assistance Contract

Purpose of this RCA:

To review a contract between the City of Sweet Home and the Community Services Consortium for water assistance provisions.

Background/Context:

Community Services Consortium, CSC, is a state-designated community action agency the provides programs and services to Linn, Benton and Lincoln counties. The City of Sweet Home has worked with CSC previously related to utility assistance payments and have directed customers in need of additional assistance to CSC along with other local organizations. In 2021, CSC entered into an agreement with Oregon Housing and Community Services (OHCS) who received $13.8 million for a new federal program, the Low-Income Household Water Assistance (LIHWA) program. The program is designed to provide LIHWA funds to local agencies on behalf of eligible utility customers. In order for the Sweet Home community to be eligible for this assistance, a contract with CSC must be signed which will allow funds to flow from CSC to the City and allow the City to provide utility account information to CSC. The City Council has previously requested that contracts be brought before the Council for review. Once the contract is approved, residents of Sweet Home can begin applying for assistance under the new federal program.

The Challenge/Problem:

How does the City provide essential services and ensure that those who need additional support can obtain the help needed?

Stakeholders:

- Sweet Home utility account holders – It happens occasionally that customers get behind on their utility bills and, once behind, sometimes cannot catch up. Community services groups

such as CSC can assist customers who meet specific qualifications (in accordance with the federal program rules).

- City of Sweet Home Finance Department – Execution of this contract allows the City to share information with CSC which will aid in the decision to provide support to customers. Without the contract, information sharing is limited per state law.
- Sweet Home City Council – The City Council adopts the annual budget and reviews any utility rates for water, wastewater and storm water. The Council has expressed desires to limit costs for residents and provide assistance where able to ensure everyone has access to essential services.

Issues and Financial Impacts:

The financial impacts to the City are null other than staff time required to facilitate information sharing amongst the City and CSC. Providing utility assistance to customers can aid the City's enterprise funds in addition to residents as the increased utility revenue can be used for additional capital and operational needs.

Elements of a Stable Solution:

A decision on the contract with CSC would promote a stable solution.

Options:

1. *Do Nothing* – The City may continue to receive CSC payments through other programs available at CSC's disposal but no information sharing on arrears would occur.
2. *Move to approve the contract with Community Services Consortium* – The additional federal funds could be extremely useful for residents who have fallen on hard times and could make a huge difference. The City's involvement in administering these funds is zero and requires little staff time to interact with CSC staff.
3. *Propose changes to the included agreement* – The City Council could request changes to the agreement which staff would work to incorporate and obtain approval from CSC before being brought to a future Council meeting.
4. *Attempt to find another partner or solution for assisting utility customers*: The City Council could direct staff to pursue our own utility assistance program or find another agency with similar offerings. The OHCS has already initiated grant agreements with CSC to disburse these funds so another organization may not have the same capacity as CSC.

Recommendation:

Staff recommends option 2, *move to approve the contract with Community Services Consortium*. The CSC is built for these types of programs and already has the necessary contracts with state agencies to distribute these funds.

CONTRACT FOR WATER ASSISTANCE PROVISIONS
BETWEEN
COMMUNITY SERVICES CONSORTIUM
AND
CITY OF SWEET HOME

This Low-Income Household Water Assistance (LIHWA) Program Agreement ("Agreement") is entered into by and between COMMUNITY SERVICES CONSORTIUM ("Agency"), CITY OF SWEET HOME ("Vendor"), and the Oregon Housing and Community Services Department, together with its successors and assigns ("Department"), (each a "Party" and collectively the "Parties") under the following terms:

1. Entire Contract
    a) This Agreement is the mechanism by which all Parties can carry out the provisions of the Low-Income Household Water Assistance (LIHWA) Program.
    b) It is understood and agreed that the entire contract between the Parties is contained in this Agreement.
    c) This Agreement supersedes all previous commitments, promises, and representations either oral or written, between the Parties relating to the subject matter hereof.
    d) The person signing this Agreement on behalf of the Vendor certifies and attests that the Vendor has the power and authority to enter into and perform this Agreement and that the signor has full and complete authority to bind the Vendor.
    e) All the words and phrases used in this Agreement shall have the meanings given herein or as used in the LIHWA Program Requirements and other related requirements unless the context clearly requires otherwise.

2. Definitions
    a) Authorization means a form that contains the Eligible Household's account number, name of person applying for LIHWA assistance, name on the account, address of Eligible Household, and amount of the LIHWA Payment to be applied to the Eligible Household's account.
    b) Commitment means the initial communication that an Eligible Household has qualified for LIHWA Payments and serves as notice of the forthcoming Authorization.
    c) Eligible Household means a household receiving services from the Vendor that has been determined, by the Agency in accordance with LIHWA eligibility guidelines, to be eligible for a LIHWA Payment.
    d) LIHWA Payment(s) includes regular and crisis payments made by the Agency to the Vendor on behalf of Eligible Households for eligible drinking water and/or wastewater service charges (including re-connection charges, fees, penalties, or reduction of current charges and fees).

3. The Agency agrees to do the following:
    a) To assign a vendor number/business code to each Vendor after the Agreement is fully executed.
    b) To obtain an Eligible Household's consent through a Release of Information in order for the Agency to initiate two-way communication with the Vendor regarding Account information (such as current amount owed, status of service, and crisis situation indicators).
    c) To effectuate LIHWA Payments to the Vendor on behalf of Eligible Households, including:
        i. Notifying the Vendor of Commitments through an agreed-upon format (i.e., direct portal input, written, oral, etc.),
        ii. Notifying the Eligible Household of Commitments made to Vendor,
        iii. Pursuant to Commitment, submitting payment to the Vendor promptly and no later than 45 days after Commitment issued, and
        iv. Prior to receipt of payment, notifying Vendor of any changes to Commitments caused by federal or state law.
    d) To issue to Vendor a single check or Automated Clearing House (ACH) payment that includes benefits for all Eligible Households. A payment register precedes the check or ACH deposit. The register includes the names

of the Eligible Households, the account names and numbers, the amounts to be applied to each account, and the addresses and counties of residence of the Eligible Households.

e) To inform the Vendor in the case an Eligible Household is in crisis or life-threatening situation and speaking to the Vendor on behalf of the Eligible Household when a member of the Eligible Household is not present or does not have accessibility to such a discussion.

4. The Vendor agrees to do the following:
   a) To refer its customers to the Agency for assistance.
   b) To charge all Eligible Households using the Vendor's normal billing process.
   c) To charge all Eligible Households the price normally charged for drinking water and/or wastewater services supplied to non-eligible households, except for other billing assistance and/or discount programs.
   d) Not to exclude or discriminate against any Eligible Households with respect to cost of services, terms, deferred payment plans, credit, conditions of sale, or discounts and programs offered to non-eligible households.
   e) Not to treat any Eligible Households adversely because of receipt of LIHWA assistance.
   f) To continue to apply the regular drinking water and/or wastewater service charges and credits of payments in regular fashion, even in consideration of a Commitment or LIHWA Payment.
   g) To process all LIHWA Payments, on behalf of Eligible Households from the Agency, including:
      i. Applying a credit notation to the Eligible Household's account as soon as the Vendor receives a LIHWA Authorization from the Agency.
         1. This credit can only be applied to water and wastewater related charges and fees.
         2. This credit cannot be applied to charges and fees including but not limited to police, streetlights, and garbage service.
      ii. Applying and itemizing LIHWA Payments for all Eligible Households identified in the LIHWA Payment Register as directed by the Agency.
      iii. Posting all payments to Eligible Household accounts promptly after being received, no later than the next billing cycle.
      iv. If a LIHWA Payment cannot be credited to the Eligible Household's account, processing a refund, according to the Oregon LIHWA Vendor Refund Policies, directly to the Eligible Household within thirty (30) days.
   h) To discuss the Eligible Household's crisis or life-threatening situation with the Agency, speaking on behalf of the Eligible Household when a member of the Eligible Household is not present or does not have accessibility to the discussion.
   i) To cooperate with the Agency, once informed of the crisis or life-threatening situation and in receipt of a Commitment, to resolve the Eligible Household's situation related to drinking water and/or wastewater services with urgency.
   j) To comply with Oregon LIHWA Vendor Refund Policies, as described below in this Agreement.
   k) To maintain an accounting system and supporting fiscal records that represent the amounts and billing of drinking water and/or wastewater services provided to Eligible Households.
   l) To fully cooperate with the Department's and Agency's monitoring practices, including but not limited to providing requested documentation for Federal representatives or Oregon Secretary of State representatives within set time frames, as well as communicating with Department or Agency staff.
   m) To provide at no cost to the Department, Eligible Household, or Agency, written information on an Eligible Household's drinking water and/or wastewater services costs, bill payment history, and/or arrearage history for no more than the previous 12 monthly billing periods, even when it may be from a prior occupant household.
   n) To provide at no cost to the Department or Agency, or an authorized agent to the Department or Agency, for the purposes of research, evaluation, and analysis, information on household drinking water and/or wastewater services costs and usage for Eligible Households.
   o) **Program Requirements:** Vendor agrees to timely satisfy all requirements of this Agreement, including all LIHWA Regulations or other forms of LIHWA federal guidance, as applicable, and all other applicable federal, state, and local statutes, rules, regulations, ordinances, and orders (all of the foregoing, as amended from time to time, collectively, the "Program Requirements") to the satisfaction of Department or Agency.

5. Termination
    a) This Agreement shall terminate upon the earliest to occur of the following events:
        i. A change in the requirements of applicable Federal of State regulations for LIHWA administration,
        ii. A change in the state plan for administering LIHWA that affects the terms and conditions of this Agreement,
        iii. Thirty (30) days' written notice of termination by any Party,
        iv. Mutual consent of all Parties,
        v. Any license or certificate required by law or regulation to be held by the Vendor to provide services outlined in this Agreement is denied, revoked, or not renewed, or
        vi. The end of the LIHWA program year, which begins on January 1, 2022 and ends on September 30, 2023.
    b) This Agreement will terminate effective immediately upon determination by the Department that the Vendor is not in compliance with the terms of this Agreement, including the Program Requirements. The Vendor will be notified within ten (10) days of termination.
    c) Termination by any Party shall not discharge any obligations owed by any Party to another or to an Eligible Household or any liability, which has accrued prior to termination.
    d) The rights and remedies of any Party provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

6. Miscellaneous
    a) **Subcontracts:** The Vendor shall not enter into any subcontracts, beyond those already in place for normal and current billing operations, for any of the services provided under this Agreement without obtaining prior consent from the Department or Agency. The Vendor shall also provide the subcontract agreement(s) with this Vendor Agreement (see Attachment A).
    b) **Amendments:** The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument between the Parties.
    c) **Execution and Counterparts:** This Agreement may be executed in counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
    d) **Severability:** If any court of competent jurisdiction shall hold any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.
    e) **Assignment:** The Vendor shall not assign or transfer its interest in this Assignment without the express written consent of the Department and Agency.
    f) **Waiver:** The failure by any Party to enforce any provision of this Agreement shall not constitute a waiver by another Party of that or any other provision.
    g) **Independent Contractors/Workers' Compensation Coverage:** Vendor and Agency are independent contractors under this Agreement; and both covenant, warrant, and affirm that neither they nor any of their agents, representatives, or employees are an officer, employee, or agent of the other party. Vendor and Agency further covenant, warrant and affirm that they shall provide Workers' Compensation insurance for their prospective employees and require such by their subcontractors.
    h) **Indemnity:** Subject to any applicable limitations in the Oregon Constitution and the Oregon Tort Claims Act, each Party (the "Indemnifying Party") shall save, defend (consistent with ORS chapter 180), indemnify, and hold harmless the other Party, the Department and each of their officers, agents, employees, and members (the "Indemnified Parties") from all claims, suits, or actions of whatsoever nature (collectively, "Claims") to the extent resulting from or arising out of the negligent or wrongful acts or omissions of the Indemnifying Party or its subcontractors, agents, or employees in its performance or non-performance of its obligations under this Agreement unless such Claims primarily result from the Indemnified Party or Parties' negligence, gross negligence, or willful misconduct. In no event shall either Party be liable to the other for Claims in an amount more than $50,000 per event.
    i) **Successors in Interest:** The provisions of this Agreement shall be binding upon and shall insure to the benefit of the Parties hereto, and their respective successors and assigns, if any.
    j) **Force Majeure:** A Party shall not be held responsible for delay or default as a result of an event or action beyond its reasonable control, including without limitation, fire, riots, acts of God, or war.
    k) **Governing Law:** This Agreement is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.

l) **Merger:** This Agreement constitutes the entire Agreement between the Parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties.

m) **Mediation:** In the case the Parties become involved in a dispute regarding any part of this Agreement, the Parties shall submit to mediation prior to the commencement of litigation to enforce this Agreement. The mediator shall be an individual mutually acceptable to all Parties. Each Party shall pay its own cost for the time and effort involved in mediation and agrees to split equally the cost of the mediator. All Parties agree to exercise best efforts and act in good faith to resolve all disputes.

n) **Eligible Household Information Confidentiality:** Due to the obligations outlined in this Agreement, all Parties will have access to Confidential Information of Eligible Households, including but not limited to household member names, social security numbers, addresses, account numbers, account payments and balances, and income information. All Parties shall use appropriate safeguards to prevent the disclosure of Confidential Information to unauthorized third parties (which excludes, for example, compliance with applicable Public Records Laws or as required by an official court order) and shall prevent employees, agents, or subcontractors from accessing, copying, disclosing, or using any such Confidential Information.

o) **Red Flag Rules:** All Parties agree to establish, maintain, and abide by reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft related to Eligible Households through the administration of LIHWA.

p) **Funds Available and Authorized:** The Vendor understands and agrees that payment of amounts under this Agreement is contingent on the Department receiving appropriations or other expenditure authority sufficient to allow the Department and Agency to continue to make payments under this Agreement.

q) **Effective Date and Duration:** This Agreement shall be effective upon execution by all Parties and shall remain in effect until terminated as described in the "Termination" section herein.

r) **Further Acts**: Vendor will do, make, execute, and deliver all such further acts or writings as Department or Agency may require to protect the Department or Agency's rights under this Agreement.

s) **False Claims Act:** The Parties acknowledge the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) made by (or caused by) a Party that pertains to this Agreement or LIHWA Payments for Eligible Households. The Parties certify that no claim is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. Each Party further acknowledges, in addition to the remedies under this Agreement, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the Party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized representatives as of the date(s) written below.

VENDOR: CITY OF SWEET HOME

By: _____ Date: _____

Print: _____ Title: _____

AGENCY: Community Services Consortium

By: _____ Date: _____

Print: Pegge McGuire Title: Executive Director

Oregon's Low-Income Household Water Assistance (LIHWA) Program Vendor Refund Policy

1. Credit Balances – Unless there is an event otherwise noted in this Refund Policy, all LIHWA Payments that create a credit balance remain on the Eligible Household's account until exhausted.

2. Ineligible Credit Balances – In the event that a LIHWA Payment cannot be applied to the Eligible Household's account, the remaining balance shall be returned to the Eligible Household within thirty (30) days after the Vendor receives the LIHWA Payment.

3. Deposits – All deposits and accrued interest become the property of the Eligible Household and shall be returned to the Eligible Household at the time specified in the deposit agreement in a manner consistent with applicable administrative rules, approved tariffs, and other law.

4. Voluntary Closure and Moves – If the Eligible Household voluntarily closes the account that received a LIHWA Payment or moves to another service address that the Vendor does not represent, any credit balances resulting from a LIHWA Payment shall be refunded to the Eligible Household. If the Eligible Household moves to another service address by which the Vendor does represent, any credit balances resulting from a LIHWA Payment shall be transferred to the new address.

5. Inability to Locate Eligible Household – In the event that the Vendor is unable to locate the Eligible Household within one (1) year after service has been discontinued for any reason, any unused portion of a LIHWA Payment shall be returned to the Oregon Department of State Lands as unclaimed property.

6. Deceased Eligible Household – In the event a LIHWA Payment remains on the Eligible Household's account and the account is closed, the Vendor shall return the LIHWA Payment credit balance to the Department no later than the end of the program year. The Vendor shall submit a check to the Department with the notation of number six of this Refund Policy.

7. Return Address for Refunds to the State of Oregon – Mail refunds to:

   OREGON HOUSING AND COMMUNITY SERVICES, ENERGY SERVICES SECTION
   ATTN: LIHWA PROGRAM REFUND
   725 SUMMER STREET NE, SUITE B
   SALEM, OR 97301
   Refunds must include the following information: Eligible Household name, Eligible Household address, Name of Agency that provided LIHWA Payment to Eligible Household, Date of LIHWA Payment to Vendor, Reason for the return.

8. Incorrect Payments – All Agencies and Vendors are required to review the LIHWA Payments register for accuracy. In the event an Agency makes a payment in error, the Agency must correct the error within thirty (30) days of the error's discovery; and the Agency is responsible for any applicable late charges, interest, or other penalties that cannot be waived in good faith. LIHWA Payments made in error must be corrected by the Agency and will be refunded from subsequent LIHWA Payments made to the Vendor. In the event the Vendor credits an account in error due to causes other than Agency error or otherwise misappropriates LIHWA Payments, the Vendor must correct the error within thirty (30) days of the error's discovery and is responsible for any applicable late charges, interest, or other penalties that cannot be waived in good faith.

Drinking Water and/or Wastewater Utility Vendor Information

Vendor Name		
Primary Contact Name	Primary Contact Phone	Customer Service Phone
Primary Contact Mailing Address	Primary Contact Fax	Primary Contact Email
Payment Contact Name	Payment Contact Phone	
Payment Contact Mailing Address	Payment Contact Fax	Payment Contact Email

Legal Name (For tax purposes)			
Taxpayer Identification Number (TIN)			
Type of TIN			
	Federal Employer ID Number (FEIN)		Social Security Number (SSN)
	Individual Taxpayer ID Number (ITIN)		
Type of Entity			
	Individual/Sole		Limited Liability Company
	Corporation		Government Entity

Counties served (Please check all that apply)							
	Baker		Douglas		Lake		Tillamook
	Benton		Gilliam		Lane		Umatilla
	Clackamas		Grant		Lincoln		Union
	Clatsop		Harney		Malheur		Wallowa
	Columbia		Hood River		Marion		Wasco
	Coos		Jackson		Morrow		Washington
	Crook		Jefferson		Multnomah		Wheeler
	Curry		Josephine		Polk		Yamhill
	Deschutes		Klamath		Sherman		

Tribes Served (Please check all that apply)			
	Burns Paiute		Confederated Tribes of Warm Springs
	Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians		Cow Creek Band of Umpqua Indians
	Confederated Tribes of Grand Ronde		Coquille Indian Tribe
	Confederated Tribes of Siletz		Klamath Tribes
	Confederated Tribes of Umatilla Reservation		

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Resolution No. 9 for 2022 – Surplus Equipment in Police and Public Works
Preferred Agenda:	March 22, 2022
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution _X_ Motion _X_ Roll Call ____ Other ____
Relevant Code/Policy:	SHMC § 3.08.030 – City Surplus Property Local Contract Review Board Rules of Procedure
Towards Council Goal:	Goal 1.2(c): Increase community awareness of infrastructure needs and appropriate planning documents Goal 2: Be an effective and efficient government
Attachments:	Resolution No. 9 for 2022

Purpose of this RCA:

To review Resolution No. 9 for 2022, authorizing the surplus and sale of existing capital assets.

Background/Context:

The City maintains various capitalized equipment consisting of vehicles, buildings and, prior to 2019, equipment purchased that exceed a value of $200. Over time, this equipment is replaced, upgraded or exceeds its useful life expectancy. When this occurs, a decision must be made on whether to keep those items on the City's books or to dispose of them in accordance with City policy and state law.

Previously, staff brought a list of surplus items to Council that was approved through Resolution No. 10 for 2021. This included Public Works vehicles and various equipment items that were damaged or no longer served a purpose in the City's inventory. The items listed below are additional items that have outlived their useful life with the City that necessitate the disposal of assets that were broken or are of no further value to the City. These items are as follows:

- 2006 Ford F-150 FX4 PICKUP/ VIN: 1FTPX14VX6NB50151
- 1998 Dodge Ram 2500/ VIN: 3B7KC2660WM264218
- 2008 Mercury Mariner / VIN: 4M2CU91188KJ44886
- 2002 Ford F-250 SD XL Super Cab/ VIN: 1FTNX21L02EC78070
- 1999 Ford F-250 SD Lariat Super Cab/ VIN: 1FTNX21F0XEA66495
- 1992 Ford LNT9000 CONVENTIONAL CAB
- Husky Aluminum Truck box
- Bostitch 18v Lithium Drill/Impact set
- Western Snowplow
- Target PAC IV Cutter
- MTD Convertible Vacuum Blower
- Small Equipment Lot (Air Compressor, Power Washer, Generator)
- Search Light- 0680
- Decibel meter- 0903
- Spell Checker- 0735
- Night vision- 0865
- Intoxilyzer- 1938A

The Challenge/Problem:

The challenge is to maintain modern, reliable equipment, including vehicles, that will meet the needs of the City. At different points in the life of equipment or vehicles, the maintenance cost associated with them begin to increase and the cost/benefit of that equipment comes into question.

Stakeholders:

- Sweet Home staff – Staff use the vehicles and equipment listed above to complete the necessary functions of their jobs. Without solid equipment, jobs can take more time to complete or injuries can occur. It is important to maintain the needed equipment to maintain an effective and efficient organization and provides needed tools for the staff.
- Sweet Home City Council – The City Council is charged with making decisions that do the most good, for the most people, for the longest period of time. The disposition of equipment and vehicles means the City will likely be spending money to replace these items. Is the purchase of the replacement equipment money well spent?
- Sweet Home community – The community expects the City to deliver on essential services such as water distribution, sewer collections, Police services and more. Vehicles and equipment in proper working order makes the delivery of those services possible (and at times, easier).

Issues and Financial Impacts:

Disposing of City assets has a positive financial impact and likely negative impact as well. With the disposition of assets, the City generally hosts an auction to sell the items that have exceeded their useful life or are being disposed based on an assumption of maximize the total benefit while minimizing costs. These auctions provide revenue for the City's departments that are disposing of assets. On the alternate side of the coin, generally the disposition of assets requires purchasing replacement equipment. This can have a negative financial impact, but all replacement purchases are part of the budget planning process reviewed and approved the Sweet Home Budget Committee and adopted by the City Council.

Elements of a Stable Solution:

A stable solution requires a decision on how to treat assets across the organization. A life-cycle plan and five-year capital plan are both elements of a stable solution and ensures dispositions and replacements are done within budget requirements.

Options:

1. *Do Nothing* – The City will keep the equipment and vehicles listed in its possession.
2. *Move to approve Resolution No. 9 for 2022* – These items have no further functional, useful value to the City.
3. *Select a portion of the assets listed to be disposed* – The City Council could decide that some of the listed items are still valuable to the City and therefore should be retained. Staff would return at a future meeting with an amended list of assets for disposition and an amended resolution.
4. *Request additional information on the specific items listed* – The City Council could request that staff return with additional information on the assets proposed for disposition.

Recommendation:

Staff recommends option 2, *move to approve Resolution No. 9 for 2022*. The assets listed have exceeded their useful life to the City and there are added maintenance time and costs required to upkeep the equipment to ensure viable use.

RESOLUTION NO. 9 FOR 2022

A RESOLUTION TO DESIGNATE CITY EQUIPMENT AND VEHICLES AS SURPLUS AND AUTHORIZE ITS LAWFUL DISPOSAL.

WHEREAS, the City has determined there is no longer a use for the following City property:

2006 Ford F-150 FX4 PICKUP/ VIN: 1FTPX14VX6NB50151

1998 Dodge Ram 2500/ VIN: 3B7KC2660WM264218

2008 Mercury Mariner / VIN: 4M2CU91188KJ44886

2002 Ford F-250 SD XL Super Cab/ VIN: 1FTNX21L02EC78070

1999 Ford F-250 SD Lariat Super Cab/ VIN: 1FTNX21F0XEA66495

1992 Ford LNT9000 CONVENTIONAL CAB

Husky Aluminum Truck Box

Bostitch 18v Lithium Drill/Impact Set

Western Snowplow

Target PAC IV Cutter

MTD Convertible Vacuum Blower

Small Equipment Lot (Air Compressor, Power Washer, Generator)

Search Light- 0680

Decibel Meter- 0903

Spell Checker- 0735

Night Vision- 0865

Intoxilyzer- 1938A

WHEREAS, the City recognizes this property as surplus and holds little value that should be sold and removed from the City's books.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Sweet Home does hereby declare the property listed above as surplus and available for sale or its lawful disposal.

Passed by the City Council and approved by the Mayor this 22th day of March, 2022.

_____

Mayor

_____

City Manager Pro Tem – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Supplemental Budget for Police Department
Preferred Agenda:	March 22, 2022
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Blair Larsen, Community & Economic Development Director
Type of Action:	Resolution __X__ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	ORS 294.471(1)(f)
Towards Council Goal:	Goal 2.6: Employ sound technology to maximize efficiency Goal 3.2: Look for methods to improve community safety, Police, Community Design, etc.
Attachments:	Resolution No. 10 for 2022

Purpose of this RCA:

To review a supplemental budget resolution for the Police Department and increase expenditure authority for the purpose of upgrading the department's access control system.

Background/Context:

The Justice Center located at 1950 Main Street was constructed in 2000 and included an access control system that provided the Police Department with a controlled facility and a system that was driven by a computer terminal to activate entry points around the facility and trigger door locks as well. The access control system is now 22 years old and is running on an old, Windows 7 based PC and cannot be upgraded as the access control software is not supported beyond Windows 7.

Staff has obtained a quote to replace the access control system with an updated, web-based system. The system matches the access control platform used at City Hall. The estimated cost is $55,542. To fund the upgrade, staff is proposing a supplemental budget to increase the department's expenditure authority from $3,515,963 to $3,590,963 ($75,000 increase) and use the forecasted excess revenue received from current year property taxes to offset the increase in expenses.

This action, if adopted, is allowed under Oregon Revised Statutes (ORS) Chapter 294.471, Section 1, subsection f which states, "Notwithstanding requirements as to estimates of and limitation on expenditures, during the fiscal year or budget period for which the original budget was adopted, the governing body of a municipal corporation may make one or more supplemental budgets under any of the following circumstances: (f) Ad valorem property taxes that are received during the fiscal year or budget period in an amount sufficiently greater than the amount estimated to be collected such that the difference will significantly affect the level of

government operations to be funded by the taxes as provided in the original budget or a previous supplemental budget for the current year or current budget period."

The Challenge/Problem:

The existing access control system is 20+ years old and cannot be upgraded. When the system fails, the Police Department will not have an available option on-hand to ensure a secure facility which could be a safety issue for staff and guests.

Stakeholders:

- Police Department personnel – The staff at the Police Department rely on the access control system to maintain security around the building. This ensures that the public cannot access sensitive information or materials and protects staff from anyone who seeks to harm them.
- Police Department visitors – Access to the Police Department is restricted to protect visitors. Holding cells, weapons and ammunition storage, and evidence are behind the access control system and a failure with that access control system could jeopardize the community who relies on the Police Department to keep them safe.
- Sweet Home City Council – The City Council has two stated goals to employ sound technology to maximize efficiency and improve community safety. The access control system (and proposed upgrade) are essential to community safety and updated technology will make security at the Justice Center easier to maintain and operate.

Issues and Financial Impacts:

The cost of an upgraded access control system ranges between $55-75k. This was not a planned expenditure and therefore requires a supplemental budget to ensure the Police Department has enough expenditure authority to maintain operations through the end of the fiscal year.

Elements of a Stable Solution:

A decision on next steps for the aging access control system is necessary for a stable solution.

Options:

1. *Do nothing* – The Police Department's existing access control system would remain in place until it can no longer be repaired. At such time, a new plan including a key system would need to be developed to ensure facility security is maintained.
2. *Move to adopt Resolution No. 10 for 2022* – The existing access control system cannot be replaced with the proposed solution and maintain state law related to expenditure limitations. The supplemental budget resolution ensures staff are spending compliant with Oregon Local Budget Law and using resources wisely and for essential functions.
3. *Propose an alternative solution to maintain a secure facility* – Other options are available when it comes to securing the Police Department. The City Council could direct staff to review alternate plans and return to Council with a new proposal that limits the cost.

Recommendation:

Staff recommends option 2, *move to adopt Resolution No. 10 for 2022*, adopting a supplemental budget for the Public Safety Fund. While other options for securing the facility are available, they likely require funding upfront to replace existing locks or expand physical keys to provide to staff. Staff believes updating the existing system is the best option and makes the most sense in regard to long-term implications. The system at the PD would also match that found at City Hall which makes maintenance and support easier and allows for one card type to access multiple locations.

RESOLUTION NO. 10 FOR 2022

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE STATE GAS TAX FUND

WHEREAS, the Sweet Home City Council adopted the 2021-2022 budget on June 22, 2021, and;

WHEREAS, the Police Department's expenditure authority was adopted at $3,515,963, and;

WHEREAS, property tax revenue was budgeted at $3,242,132 for the fiscal year, and;

WHEREAS, forecasted property tax revenue the City is to receive is $3,414,951, and;

WHEREAS, the Justice Center, which houses the Police Department and Municipal Court, was constructed in 2000, and;

WHEREAS, the building's existing access control system was installed during construction, and;

WHEREAS, the access control system is beyond its current life and support, and;

WHEREAS, the access control system provides extensive security for the Justice Center, and;

WHEREAS, a supplemental budget is necessary to replace the existing access control system using unanticipated revenue from property taxes.

THEREFORE, BE IT RESOLVED THAT THE CITY OF SWEET HOME adopts a supplemental budget authorizing $75,000 to be used to replace the access control system at the Justice Center located at 1950 Main Street using additional property tax revenues forecast for the 2021-2022 fiscal year.

This resolution shall take effect upon its approval and passage.

PASSED by the Council and approved by the Mayor this 22nd day of March, 2022.

_____

Mayor

_____

City Manager Pro Tem – Ex Officio City Recorder

CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE MINUTES

March 15, 2022, 1:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit http://live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 762 345 212 #

Call to Order

The meeting was called to order at 1 PM.

Roll Call

PRESENT
Councilor Diane Gerson
Councilor Dave Trask, Chair
Councilor Susan Coleman

STAFF
Christy Wurster, City Manager Pro Tem
Blair Larsen, Community and Economic Development Director
Robert Snyder, City Attorney
Brandon Neish, Finance Director (online)
Julie Fisher, Administrative Services Director

New Business

a) Special Event Support and Grant Policy Creation

The Committee discussed how to process donation requests brought to Council. Discussion included reviving the past Community Grants Program, giving additional funds to the Sweet

Home Community Foundation for their Grants Program, or finding another entity such as the Chamber of Commerce to process donation requests.

The committee discussed the option of providing funds to the Chamber of Commerce so the Chamber could partner with events that would meet tourism goals. It was suggested that the Chamber could form a Tourism Committee to review and grant requests. There was also discussion that by partnering with the Chamber under their non profit umbrella there may be additional grant funding available. The Committee discussed possible eligibility requirements that would address the type of event, location, and what the event does to promote Sweet Home.

There was a question on what would happen to the funds if they were given but not expended and the possibility of the grants being a reimbursement. Staff will reach out to the Chamber to see if they are interested in the partnership and if they have the capacity to oversee such a program.

There was discussion on the donation request from Radiator Supply House. Councilor Coleman stated the planned event is large already and it would be good to have the City's name associated with the event. The City has already given $10, 000 to support a similar event and this request is an economic development opportunity event. Councilor Coleman added this event meets the Council goal of improving the image of Sweet Home. There was additional discussion that the committee was supportive of a donation between $5,000 and $10,000 to support this event.

Motion to refer the donation request by Radiator Supply House to the City Council made by Councilor Coleman, Seconded by Councilor Gerson.
Voting Yea: Councilor Gerson, Councilor Trask, Councilor Coleman

Adjournment

The meeting adjourned at 1:47 PM.

_____
Chair

ATTEST:

_____

City Manager Pro Tem – Ex Officio City Recorder

Task Order No. 9, Amendment 1

City of Sweet Home WWTP Phase 1 Final Design

West Yost Job Number 936-50-21-09

In accordance with the Contract between the City of Sweet Home (Client) and West Yost Associates, Inc. (Consultant), dated September 2, 2020, Consultant is authorized to complete the work scope defined in this Task Order 9, Amendment 1 according to the schedule and budget defined herein.

The purpose of this Amendment 1 to Task Order 9 is to modify the Scope of Work to be consistent with the design approach developed following a deeper evaluation of the biological process design and overall project cost. As a result of this initial evaluation, it has been determined that design of Phases 1 and 2 should proceed in parallel.

This Task Order Amendment summarizes the updated Scope of Work, Budget and Schedule for the parallel design of Phases 1 and 2 and the associated re-allocation of the current project budget.

SCOPE OF WORK

After detailed review of previous 90% design, it has been determined that more significant modifications of the design are needed. As a result, the two project phases will be completed in parallel. Therefore, the original Scope of Work is being modified to the following four tasks:

- Task 1: Project Management
- Task 2: Project Initiation and Detailed Design Review
- Task 3: Phase 1 60% Design
- Task 4: Phase 2 30% Design

The updated Scope of Work is included as Attachment A.

COMPENSATION

This is a no cost Task Order Amendment and the project budget shall not exceed $1,137,477, as originally contracted. The updated budget breakdown for tasks based on the updated Scope of Work is included as Attachment B.

If additional funds are required to complete the services defined herein beyond this limit, Consultant shall notify Client in writing prior to reaching the authorized limit and will not proceed with work in excess of the limit without the prior written approval of Client.

SCHEDULE

The updated Project Schedule is included as Attachment C.

WEST YOST ASSOCIATES, INC.	CITY OF SWEET HOME
Corie Moolenkamp	Christy S. Wurster
Signature	Signature
Corie Moolenkamp	Christy S. Wurster
Printed Name	Printed Name
Business Sector Leader	City Manager Pro Tem
Title	Title
February 16, 2022	3/7/2022
Date	Date

ATTACHMENT A
SCOPE OF SERVICES FOR WWTP PHASE 1 IMPROVEMENTS PROJECT
February 15, 2022

West Yost proposes to modify the existing Sweet Home WWTP Improvements Project (Project) tasks to allow Phase 1 and Phase 2 to proceed in parallel. Phases 1 and 2 are anticipated to include the following major elements:

- Phase 1:
  - L Shaped "One Big Building" including:
    - New WWTP Headworks
    - New Solids Dewatering and Covered Cake Storage Area
    - Administration Area
    - Maintenance Area
  - New Self-Cleaning Trench Style Influent Pump Station
  - New Rectangular Primary Clarifiers, Primary Sludge Pump Station, Primary Scum Pump Station and Primary Effluent Control Structure
  - New Blower Building and Generator
  - Upper Plant Area Site Improvements and Yard Piping
  - WWTP Electrical and Controls Backbone Systems
- Phase 2:
  - New Aeration Basin and Mixed Liquor Control Structure
  - New Secondary Clarifier
  - New UV Disinfection
  - New Tertiary Filtration
  - Recycled Drain Pump Station
  - New Submersible RAS/WAS Pump Station
  - Lower Plant Area Site Improvements and Yard Piping
  - WWTP Electrical and Controls Backbone Systems
  - Solids Management and Treatment Facilities

The existing Project task budgets will be reallocated to the following tasks:

Task 1. Project Management

Task 2. Project Initiation and Detailed Design Review

Task 3. Phase 1 60% Design

Task 4. Phase 2 30% Design

The following task descriptions summarize the engineering services to be provided by West Yost on the Project:

Task 1. Project Management

Project management includes coordination of West Yost's internal team and subconsultants, quality assurance and quality control (QA/QC) activities, and preparation of monthly project updates and invoices.

Task 1.01. Contracts and Project Management Plan (PMP)

Coordinate with the City and Owner's Representative to finalize contracts for West Yost and our subconsultants. Prepare a Project Management Plan to guide the completion of the project, summarizing team coordination activities, reporting requirements, project scope, key schedule milestones, staffing plan, contingency planning for unforeseen changes in project scope, and other related project elements.

Task 1.02. Monthly Project Status Reports and Invoices

Prepare monthly project updates, including a summary of project status, monthly invoice for services performed, earned value analysis (EVA) assessing project completion versus budget utilized, key upcoming project milestones, and any anticipated issues that may impact project budget or schedule.

Task 1.03. Team Coordination Activities

West Yost will conduct bi-weekly project check-in conference calls with City staff to review and discuss design issues, track project budget and schedule status, identify key coordination items (e.g. permitting) and other elements pertinent to the Project. For budgeting purposes, 12 one-hour bi-weekly team conference calls to be attended virtually by West Yost's Project Manager, Deputy Project Manager and Mechanical Lead are included. West Yost's full design team will also conduct bi-weekly design team conference calls to discuss final design progress, coordinate discipline design efforts and keep the project on schedule and budget.

Task 1 Assumptions

- The project duration is anticipated to be six months, therefore six (6) monthly project progress reports and invoices are budgeted.
- Action items from bi-weekly project check-in conference calls will be sent to attendees via email.

Task 1 Deliverables

- West Yost will provide one electronic (PDF) copy of monthly progress reports with invoices.

Task 2. Project Initiation and Detailed Design Review

This task is unchanged from the original Scope of Work except for Tasks 2.08 and 2.09 which are deleted given the significant changes in the project for both design phases. Key deliverables for Phase 1 and Phase 2 design are summarized in Tasks 3 and 4, respectively.

DELETED - Task 2.08. DEQ Detailed Design Evaluation Findings Meeting

Meet with City staff and representatives from Oregon Department of Environmental Quality (DEQ) staff to discuss the design team transition, current design status and key findings, construction phasing approach, overall project schedule, WWTP outfall design concept, NPDES Permit renewal and other items critical for final permitting of the WWTP Improvements. The meeting will be attended by West Yost's Project Manager, Deputy Project Manager and Mechanical Lead.

DELETED - Task 2.09. Detailed Design Evaluation Findings Technical Memorandum

West Yost will consolidate and summarize all reviews and recommendations, meeting outcomes and other key findings in a Detailed Design Evaluation Findings TM-01 that will establish the path forward for final design. The memo will contain agreed upon final design modifications and overall project completion schedule assuming a phased design and construction approach.

Task 3 WWTP Phase 1 60% Design

Task 3.01. Phase 1 60% Design

Prepare the Phase 1 60% Design including all drawings and specifications table of contents, Engineer's Opinion of Probable Construction Cost (OPCC) and updated project schedule.

Drawings: West Yost anticipates a new 3D model and drawings will be developed for planned WWTP Phase 1 upgrades.

Specifications: A Specifications Table of Contents (TOC) will be developed along with Phase 1 design drawings.

Task 3.02. Phase 1 60% Design Review Workshops

Conduct a total of four (4) biweekly workshops with City staff to review the Phase 1 60% design. For budgeting purposes, the workshops will be attended by key members of West Yost's project team.

Task 3.03. Phase 1 60% Design Submittal

West Yost will prepare a 60% Design Submittal that includes 60% drawings focused on general, demolition, civil, mechanical, architectural, building MEP and instrumentation drawings, specifications TOC, updated project schedule and Engineer's OPCC.

Task 3.04. Permitting, Regulatory and Funding Agency Meetings and Reviews

Submit the Phase 1 60% Design to DEQ, Building Official and USDA for review. Lead agency meetings as required to obtain regulatory and funding agency approvals to proceed. This task assumes one (1) meeting with USDA, one (1) meeting with Oregon DEQ and one (1) meeting with the City's Building Official.

Task 3 Assumptions

- No geotechnical investigations, topographical surveying, hazardous materials survey or environmental documentation are anticipated to be required as part of the project or design.
- Drawings will be developed for printing and readability based on 11x17 half-size reductions.

Task 3 Deliverables

- Three (3) hard copies and one (1) electronic (PDF) copy of the WWTP Phase 1 60% Design Submittal.
- One electronic (PDF) copy of the agenda and minutes from each of the Phase 1 60% Design Review Workshops.
- One electronic (PDF) copy of the agendas and minutes from all regulatory and funding agency meetings.

Task 4 WWTP Phase 2 30% Design

Task 4.01. Phase 2 30% Design

Prepare the Phase 2 30% Design including all drawings and specifications table of contents, Engineer's Opinion of Probable Construction Cost (OPCC) and updated project schedule.

Drawings: West Yost anticipates new drawings will be developed for all Phase 2 improvements to facilitate development of an updated Phase 2 Engineer's OPCC.

Specifications: A Specifications Table of Contents will be developed along with Phase 2 design drawings.

Task 4.02. Biological Process Design Update

West Yost will update the biological process design to address noted deficiencies and assure WWTP capacity meets the City's needs for the 20-year planning horizon. Biological process design will utilize the existing Biowin© model developed by another consultant. Model input and design criteria will be reviewed and updated with process design modifications incorporated into the model and overall plan. A Biological Process Design Technical Memorandum will be prepared summarizing the process design, aeration demands, recycle streams and solids stream process design.

Task 4.03. Phase 2 30% Design Submittal

West Yost will prepare a WWTP Phase 2 30% Design Submittal including civil, mechanical, architectural, and instrumentation drawings, specifications TOC, updated project schedule and Engineer's OPCC.

Task 4.04. Permitting, Regulatory and Funding Agency Meetings and Reviews

Submit the Phase 2 30% Design to DEQ, Building Official and USDA for review. Lead agency meetings as required to obtain regulatory and funding agency approvals to proceed. This task assumes one (1) meeting with USDA, one (1) meeting with Oregon DEQ and one (1) meeting with the City's Building Official.

West Yost will update the existing USDA Preliminary Engineering Report (PER) and Environmental Review (ER) to summarize the changes to the design and address all USDA comments.

Task 4 Assumptions

- No geotechnical investigations, topographical surveying, hazardous materials survey or environmental documentation are anticipated to be required as part of the project or design.
- Drawings will be developed for printing and readability based on 11x17 half-size reductions.

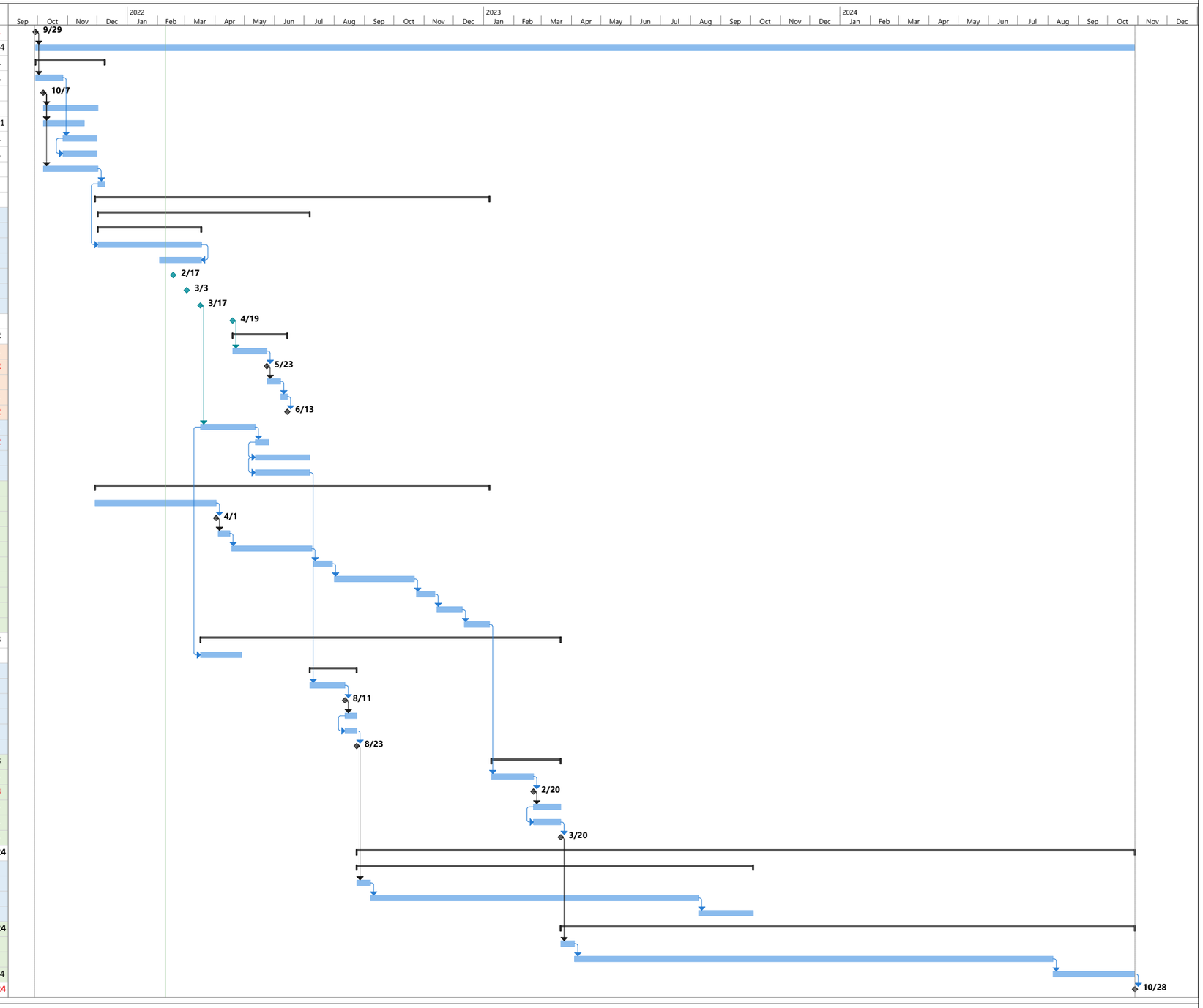
Task 4 Deliverables

- One electronic (PDF) copy of the Biological Process Design Technical Memorandum.
- Three (3) hard copies and one (1) electronic (PDF) copy of the WWTP Phase 2 30% Design Submittal, including drawings, specifications table of contents, and Engineer's OPCC and Schedule.
- One electronic (PDF) copy of the agendas and minutes from all regulatory and funding agency meetings.
- One electronic (PDF) copy of the current USDA Preliminary Engineering Report (PER) and Environmental Review (ER) with changes to address USDA comments.

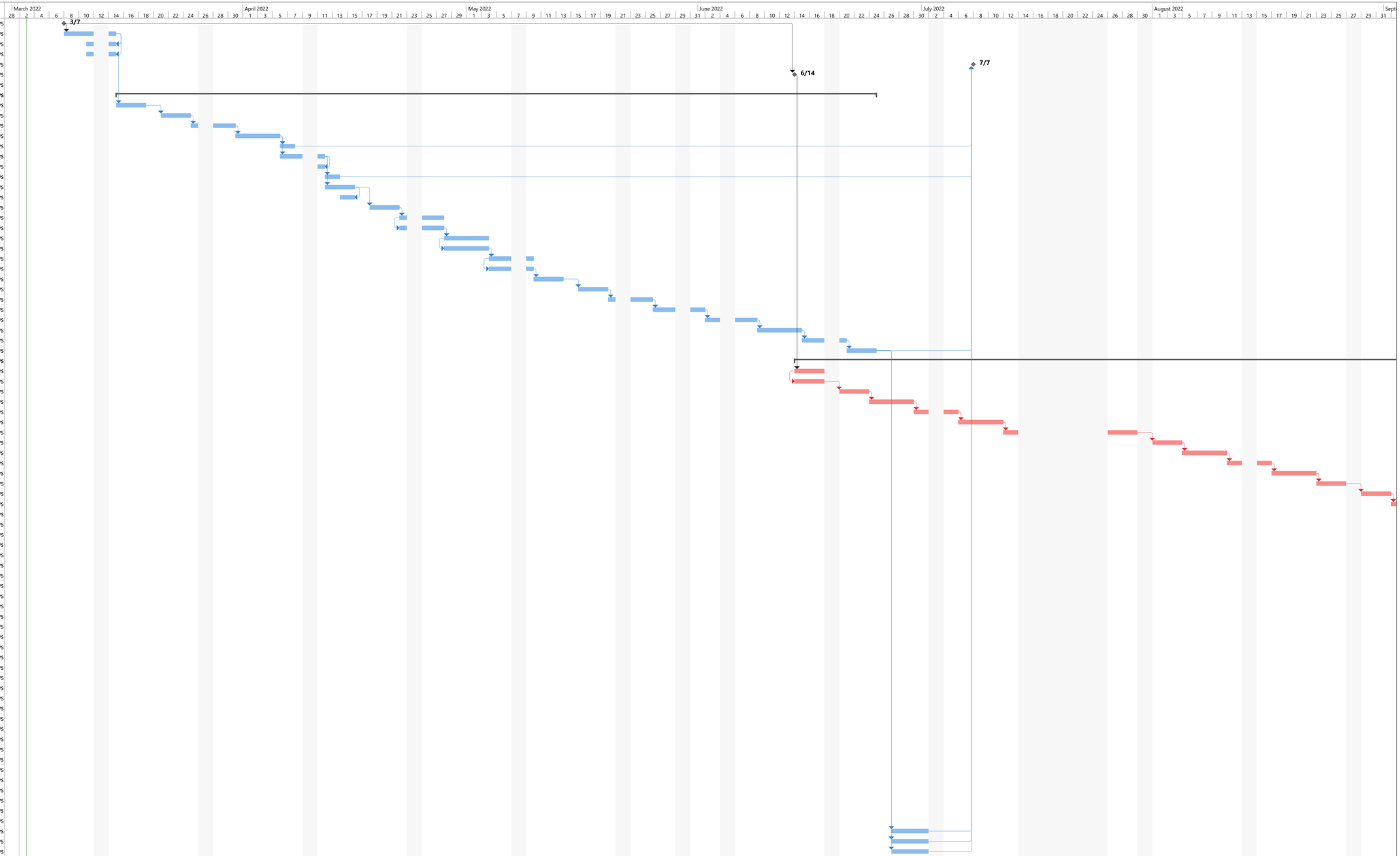
West Yost Associates **PROJECT: Sweet Home WWTP Phase 1 Final Design**	P/VP $290	SE/SS/SG II $233 Van Meter	SE/SS/SG I $222 Barry	PE/PS/PG II $263 Tartaglione	EM/SM/GM I $275 Gies	PE/PS/PG I $248 Schilling	SE/SS/SG II $233 Hardy	AE/AS/AG II $204 Schimberg	AE/AS/AG I $191 Drath	ESG II $178 Lang	CAD II $150 Barber	ADM III $119	P/VP $290 Banyai	Labor Hours	Labor Fee	del Fee #	Technology & Admin 6%	CAD	ACE	SWA	IFE	LCE	TAG	Costs Sub. w/ markup 5%	Costs Other Direct	Costs Total Costs
Task 1	***Project Management***																									
1.01 Contracts and PMP	4	16										16	2	38	$ 7,372		$ 442						$ 2,800	$ 3,570		$ 7,814
1.02 Monthly Project Status Reports and Invoices	4	8	8									8		28	$ 5,752		$ 345			$ 600						$ 9,667
1.03 Team Coordination Activities	24	24	24	24	8	24	8	24	24	24			8	216	$ 50,280		$ 3,017	$ 700	$ 3,450	$ 1,288	$ 600	$ 12,160	$ 1,600	$ 20,788		$ 74,085
Subtotal, Task 1 (hours)	**32**	**48**	**32**	**24**	**8**	**24**	**8**	**24**	**24**	**24**	**0**	**24**	**10**	**282**												
Subtotal, Task 1 ($)	**$ 9,280**	**$ 11,184**	**$ 7,104**	**$ 6,312**	**$ 2,200**	**$ 5,952**	**$ 1,864**	**$ 4,896**	**$ 4,584**	**$ 4,272**		**$ 2,856**	**$ 2,900**		**$ 63,404**		**$ 3,804**	**$ 700**	**$ 3,450**	**$ 1,888**	**$ 600**	**$ 12,160**	**$ 4,400**	**$ 24,358**		**$ 91,566**
Task 2	***Project Initiation and Detailed Design Evaluation***																									
2.01 Collect and Review Background Information		4	32	8	4				8	36		8		100	$ 20,128		$ 1,208		$ 600	$ 16,753	$ 3,713	$ 3,200	$ 4,560	$ 30,267	$ 500	$ 52,102
2.02 Project Kickoff Meeting and Site Visit		8	8	8					4	8		3	4	43	$ 9,449		$ 567	$ 1,200	$ 1,200	$ 2,400		$ 2,400	$ 1,140	$ 8,757	$ 1,600	$ 20,373
2.03 Biological Process Model Review and Recommendations		4		4	12		24					2	2	48	$ 11,694		$ 702									$ 12,396
2.04 Visual Hydraulics Model Review and Recommendations		12	6	6			4		20	16			2	66	$ 13,886		$ 833									$ 14,719
2.05 Design Calculations and Spreadsheet Reviews		4	8	8					8	8			2	38	$ 8,344		$ 501		$ 2,350			$ 8,000		$ 10,868		$ 19,712
2.06 Detail Drawing and AutoCAD Files Review		16	24	40	24				16	16	16		2	154	$ 35,060		$ 2,104	$ 6,000	$ 1,200			$ 15,000		$ 23,310		$ 60,474
2.07 Design Review Workshops and Site Visits		16	16	16	4		4		8	16		4		84	$ 18,372		$ 1,102		$ 1,200	$ 2,600		$ 6,080		$ 10,374	$ 2,000	$ 31,848
Subtotal, Task 2 (hours)	**0**	**64**	**94**	**90**	**44**	**0**	**32**	**0**	**64**	**100**	**16**	**17**	**12**	**533**												
Subtotal, Task 2 ($)		**$ 14,912**	**$ 20,868**	**$ 23,670**	**$ 12,100**		**$ 7,456**		**$ 12,224**	**$ 17,800**	**$ 2,400**	**$ 2,023**	**$ 3,480**		**$ 116,933**		**$ 7,016**	**$ 7,200**	**$ 6,550**	**$ 21,753**	**$ 3,713**	**$ 34,680**	**$ 5,700**	**$ 83,575**	**$ 4,100**	**$ 211,624**
Task 3	***WWTP Phase 1 60% Design***																									
3.01 Phase 1 60% Design	4	135	150	60		150		100	150	110	20	5	15	899	$ 195,470		$ 11,728	$ 71,600	$ 59,600	$ 30,335	$ 67,887	$ 97,090	$ 72,325	$ 418,779		$ 625,977
3.02 Phase 1 60% Design Review Workshops		8	8	8				8	8	8				48	$ 10,328		$ 620		$ 2,400	$ 2,400		$ 2,400	$ 2,400	$ 10,080		$ 21,028
3.03 Phase 1 60% Design Submittal	5	12	20	12		20		20	20	20		4	8	141	$ 31,058		$ 1,863								$ 1,600	$ 34,521
3.04 Permitting, Regulatory and Funding Agency Meetings and Reviews		4	4			4								12	$ 2,812		$ 169								$ 750	$ 3,731
Subtotal, Task 3 (hours)	**9**	**159**	**182**	**80**	**0**	**174**	**0**	**128**	**178**	**138**	**20**	**9**	**23**	**1100**												
Subtotal, Task 3 ($)	**$ 2,610**	**$ 37,047**	**$ 40,404**	**$ 21,040**		**$ 43,152**		**$ 26,112**	**$ 33,998**	**$ 24,564**	**$ 3,000**	**$ 1,071**	**$ 6,670**		**$ 239,668**		**$ 14,380**	**$ 71,600**	**$ 62,000**	**$ 32,735**	**$ 67,887**	**$ 99,490**	**$ 74,725**	**$ 428,859**	**$ 2,350**	**$ 685,257**
Task 4	***Phase 2 30% Predesign***																									
4.01 Phase 2 30% Predesign	4	25	30	60		30			30	30	30		15	254	$ 56,785		$ 3,407					$ 6,000	$ 6,000	$ 12,600	$ 200	$ 72,992
4.02 Biological Process Design Update					60		160					10		230	$ 54,970		$ 3,298									$ 58,268
4.03 Phase 2 30% Design Submittal		8	8	8		8		8	8	8		4	4	64	$ 13,948		$ 837									$ 14,785
4.04 Permitting, Regulatory and Funding Agency Meetings and Reviews		4	4			4								12	$ 2,812		$ 169									$ 2,981
Subtotal, Task 4 (hours)	**4**	**37**	**42**	**68**	**60**	**42**	**160**	**8**	**38**	**38**	**30**	**14**	**19**	**560**												
Subtotal, Task 4 ($)	**$ 1,160**	**$ 8,621**	**$ 9,324**	**$ 17,884**	**$ 16,500**	**$ 10,416**	**$ 37,280**	**$ 1,632**	**$ 7,258**	**$ 6,764**	**$ 4,500**	**$ 1,666**	**$ 5,510**		**$ 128,515**		**$ 7,711**					**$ 6,000**	**$ 6,000**	**$ 12,600**	**$ 200**	**$ 149,026**
TOTAL (hours)	**45**	**308**	**350**	**262**	**112**	**240**	**200**	**160**	**304**	**300**	**66**	**64**	**64**	**2,475**												
TOTAL ($)	**$ 13,050**	**$ 71,764**	**$ 77,700**	**$ 68,906**	**$ 30,800**	**$ 59,520**	**$ 46,600**	**$ 32,640**	**$ 58,064**	**$ 53,400**	**$ 9,900**	**$ 7,616**	**$ 18,560**		**$ 548,520**		**$ 32,911**	**$ 79,500**	**$ 72,000**	**$ 56,376**	**$ 72,200**	**$ 152,330**	**$ 90,825**	**$ 549,392**	**$ 6,650**	**$ 1,137,473**

Attachment C
Updated Project Schedule
Sweet Home WWTP Improvements Project

ID	Task Name	Duration	Start	Finish
1	**Project Start (Contracts Signed)**	**0 days**	**Wed 9/29/21**	**Wed 9/29/21**
2	Task 1 Project Management	804 days	Wed 9/29/21	Mon 10/28/24
3	**Task 2 Background Data Collection and Initial Design Activities**	**51 days**	**Wed 9/29/21**	**Wed 12/8/21**
4	Task 2.01 Collect and Review Background Information	20 days	Wed 9/29/21	Tue 10/26/21
5	**Task 2.02 Project Kickoff Meeting and Site Visit**	**0 days**	**Thu 10/7/21**	**Thu 10/7/21**
6	Task 2.03 Biological Process Model Review and Updates	40 days	Thu 10/7/21	Wed 12/1/21
7	Task 2.04 Visual Hydraulic Model Review and Updates	30 days	Thu 10/7/21	Wed 11/17/21
8	Task 2.05 Design Calculations and Spreadsheet Reviews	25 days	Wed 10/27/21	Tue 11/30/21
9	Task 2.06 Detail Drawing and AutoCAD Files Review	25 days	Wed 10/27/21	Tue 11/30/21
10	Task 2.07 Design Review Workshops and Site Visits	40 days	Thu 10/7/21	Wed 12/1/21
11	Task 2.08 DEQ/USDA Detailed Design Evaluation Findings Meeting	5 days	Thu 12/2/21	Wed 12/8/21
12	**Task 3 WWTP Design**	**290 days**	**Mon 11/29/21**	**Fri 1/6/23**
13	**Phase 1 WWTP Design**	**155 days**	**Thu 12/2/21**	**Wed 7/6/22**
14	**Phase 1 60% Design**	**76 days**	**Thu 12/2/21**	**Thu 3/17/22**
15	Phase 1 60% Design	76 days	Thu 12/2/21	Thu 3/17/22
16	**Phase 1 Design Workshops (Every 2 weeks)**	**31 days**	**Thu 2/3/22**	**Thu 3/17/22**
17	**Phase 1 60% C/M/I Submittal to City for review**	**0 days**	**Thu 2/17/22**	**Thu 2/17/22**
18	**Phase 1 60% C/M/E/I Submittal to City for review**	**0 days**	**Thu 3/3/22**	**Thu 3/3/22**
19	**Phase 1 60% Design Submittal with Drawings, Spec TOC, EOPCC, Schedule**	**0 days**	**Thu 3/17/22**	**Thu 3/17/22**
20	**City Council Work Session - WWTP Project Update**	**0 days**	**Tue 4/19/22**	**Tue 4/19/22**
21	**Update USDA PER and ER Documents**	**40 days**	**Tue 4/19/22**	**Mon 6/13/22**
22	Update USDA PER/ER Documents	25 days	Tue 4/19/22	Mon 5/23/22
23	**Draft PER/ER Revisions Submittal to City for Review**	**0 days**	**Mon 5/23/22**	**Mon 5/23/22**
24	PER Revisions Workshop & City Review Period	10 days	Tue 5/24/22	Mon 6/6/22
25	Incorporate City comments and finalize Updated PER	5 days	Tue 6/7/22	Mon 6/13/22
26	**Submit updated PER to USDA and DEQ**	**0 days**	**Mon 6/13/22**	**Mon 6/13/22**
27	Prepare 90% Final Design Submittal	40 days	Thu 3/17/22	Wed 5/11/22
28	**90% Design Review Workshop & City Review Period**	**10 days**	**Thu 5/12/22**	**Wed 5/25/22**
29	Permitting, Regulatory and Funding Agency Meetings & Reviews	40 days	Thu 5/12/22	Wed 7/6/22
30	Prepare Phase 1 Final Contract Documents (Phase 1 Final CDs)	40 days	Thu 5/12/22	Wed 7/6/22
31	**Phase 2 WWTP Design**	**290 days**	**Mon 11/29/21**	**Fri 1/6/23**
32	Phase 2 Pre-Design & OPCC	90 days	Mon 11/29/21	Fri 4/1/22
33	**Phase 2 30% Design Submittal to City for Review**	**0 days**	**Fri 4/1/22**	**Fri 4/1/22**
34	Pre-Design Review Workshop & City Review Period	10 days	Mon 4/4/22	Fri 4/15/22
35	**60% Design Submittal**	**60 days**	**Mon 4/18/22**	**Fri 7/8/22**
36	60% Design Submittal & City Review Period	15 days	Mon 7/11/22	Fri 7/29/22
37	90% Final Design Submittal	60 days	Mon 8/1/22	Fri 10/21/22
38	**90% Design Review Workshop & City Review Period**	**15 days**	**Mon 10/24/22**	**Fri 11/11/22**
39	Permitting, Regulatory and Funding Agency Meetings & Reviews	20 days	Mon 11/14/22	Fri 12/9/22
40	Prepare Phase 2 Final Contract Documents (Phase 2 Final CDs)	20 days	Mon 12/12/22	Fri 1/6/23
41	**Task 4 WWTP Bidding and Contracts**	**263 days**	**Thu 3/17/22**	**Mon 3/20/23**
42	Task 4.01 General Contractor Pre-Qualification (or CM/GC Selection)	30 days	Thu 3/17/22	Wed 4/27/22
43	**Phase 1 Bidding and Contracts**	**34 days**	**Thu 7/7/22**	**Tue 8/23/22**
44	Bid Support Services	26 days	Thu 7/7/22	Thu 8/11/22
45	**Bid Opening**	**0 days**	**Thu 8/11/22**	**Thu 8/11/22**
46	Bid Evaluation Support	8 days	Fri 8/12/22	Tue 8/23/22
47	Engineer's Recommendation of Award	8 days	Fri 8/12/22	Tue 8/23/22
48	**City Council Award**	**0 days**	**Tue 8/23/22**	**Tue 8/23/22**
49	**Phase 2 Bidding and Contracts**	**51 days**	**Mon 1/9/23**	**Mon 3/20/23**
50	Bid Support Services	31 days	Mon 1/9/23	Mon 2/20/23
51	**Bid Opening**	**0 days**	**Mon 2/20/23**	**Mon 2/20/23**
52	Bid Evaluation Support	20 days	Tue 2/21/23	Mon 3/20/23
53	Engineer's Recommendation of Award	20 days	Tue 2/21/23	Mon 3/20/23
54	City Council Award	0 days	Mon 3/20/23	Mon 3/20/23
55	**Task 5 WWTP Construction**	**569 days**	**Wed 8/24/22**	**Mon 10/28/24**
56	**Phase 1 Construction**	**290 days**	**Wed 8/24/22**	**Tue 10/3/23**
57	Notice to Proceed & Contractor Mobilization	10 days	Wed 8/24/22	Tue 9/6/22
58	Construction to Substantial Completion & Punch List	240 days	Wed 9/7/22	Tue 8/8/23
59	Final Completion, Startup & Demobilization	40 days	Wed 8/9/23	Tue 10/3/23
60	**Phase 2 Construction**	**420 days**	**Tue 3/21/23**	**Mon 10/28/24**
61	Notice to Proceed & Contractor Mobilization	10 days	Tue 3/21/23	Mon 4/3/23
62	Construction to Substantial Completion and Punch List	350 days	Tue 4/4/23	Mon 8/5/24
63	Final Completion, Startup & Demobilization	60 days	Tue 8/6/24	Mon 10/28/24
64	**Estimated Project Completion Date**	**0 days**	**Mon 10/28/24**	**Mon 10/28/24**

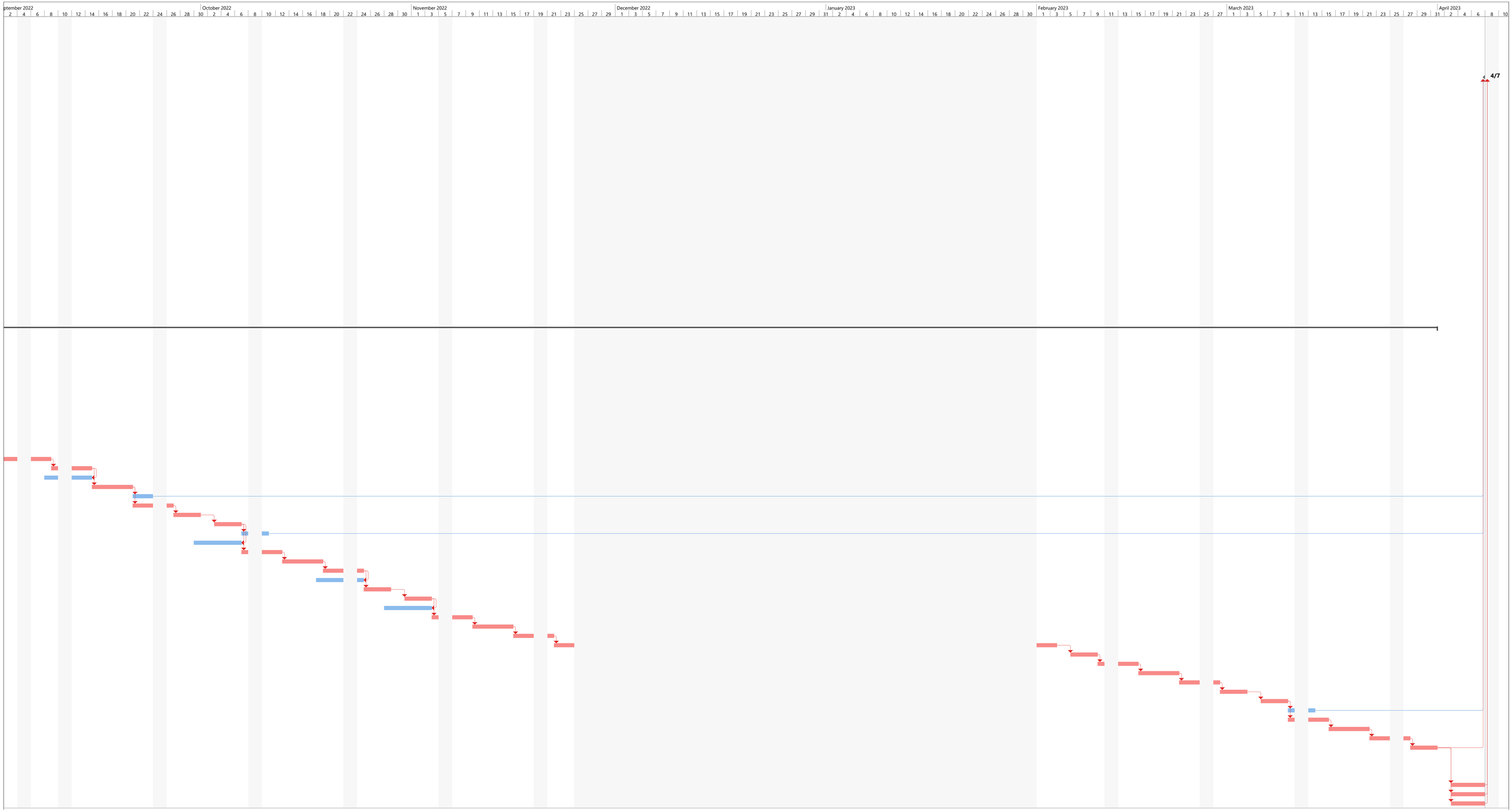


ID	Task Name	Duration	Start	Finish	Total Slack
1	Preconstruction Mtg	1 day	Mon 3/7/22	Mon 3/7/22	4 days
2	Mobilization	5 days	Tue 3/8/22	Mon 3/14/22	4 days
3	Temp Signs (initial)	2 days	Fri 3/11/22	Mon 3/14/22	216 days
4	Erosion Control (initial)	2 days	Fri 3/11/22	Mon 3/14/22	4 days
5	Ph 1 Deadline 180.50	0 days	Thu 7/7/22	Thu 7/7/22	0 days
6	Ph 2 ROW 180.65	0 days	Tue 6/14/22	Tue 6/14/22	0 days
7	Ph 2 / Project Deadline	0 days	Fri 4/7/23	Fri 4/7/23	0 days
8	**Table 1 Ramps**	**72 days**	**Tue 3/15/22**	**Fri 6/24/22**	**4 days**
9	Site 2	4 days	Tue 3/15/22	Fri 3/18/22	4 days
10	Site 4	4 days	Mon 3/21/22	Thu 3/24/22	4 days
11	Site 12	4 days	Fri 3/25/22	Wed 3/30/22	4 days
12	Site 13	4 days	Thu 3/31/22	Tue 4/5/22	4 days
13	Handrail	2 days	Wed 4/6/22	Thu 4/7/22	63 days
14	Site 14	4 days	Wed 4/6/22	Mon 4/11/22	4 days
15	R&R Block Wall	1 day	Mon 4/11/22	Mon 4/11/22	196 days
16	Ped Fence	2 days	Tue 4/12/22	Wed 4/13/22	59 days
17	Site 15	4 days	Tue 4/12/22	Fri 4/15/22	4 days
18	Block Wall	2 days	Thu 4/14/22	Fri 4/15/22	192 days
19	Site 16	4 days	Mon 4/18/22	Thu 4/21/22	4 days
20	Site 20	4 days	Fri 4/22/22	Wed 4/27/22	4 days
21	Site 23	4 days	Fri 4/22/22	Wed 4/27/22	4 days
22	Site 27	4 days	Thu 4/28/22	Tue 5/3/22	4 days
23	Site 28	4 days	Thu 4/28/22	Tue 5/3/22	4 days
24	Site 30	4 days	Wed 5/4/22	Mon 5/9/22	4 days
25	Site 31	4 days	Wed 5/4/22	Mon 5/9/22	4 days
26	Site 33	4 days	Tue 5/10/22	Fri 5/13/22	4 days
27	Site 34	4 days	Mon 5/16/22	Thu 5/19/22	4 days
28	Site 35	4 days	Fri 5/20/22	Wed 5/25/22	4 days
29	Site 36	4 days	Thu 5/26/22	Wed 6/1/22	4 days
30	Site 37	4 days	Thu 6/2/22	Wed 6/8/22	4 days
31	Site 39	4 days	Thu 6/9/22	Tue 6/14/22	4 days
32	Site 40	4 days	Wed 6/15/22	Mon 6/20/22	4 days
33	Site 41	4 days	Tue 6/21/22	Fri 6/24/22	4 days
34	**Table 2 Ramps**	**148 days**	**Tue 6/14/22**	**Fri 3/31/23**	**0 days**
35	Site 1	4 days	Tue 6/14/22	Fri 6/17/22	0 days
36	Site 2	4 days	Tue 6/14/22	Fri 6/17/22	0 days
37	Site 3	4 days	Mon 6/20/22	Thu 6/23/22	0 days
38	Site 5	4 days	Fri 6/24/22	Wed 6/29/22	0 days
39	Site 6	4 days	Thu 6/30/22	Tue 7/5/22	0 days
40	Site 7	4 days	Wed 7/6/22	Mon 7/11/22	0 days
41	Site 8	4 days	Tue 7/12/22	Fri 7/29/22	0 days
42	Site 9	4 days	Mon 8/1/22	Thu 8/4/22	0 days
43	Site 10	4 days	Fri 8/5/22	Wed 8/10/22	0 days
44	Site 11	4 days	Thu 8/11/22	Tue 8/16/22	0 days
45	Site 12	4 days	Wed 8/17/22	Mon 8/22/22	0 days
46	Site 13	4 days	Tue 8/23/22	Fri 8/26/22	0 days
47	Site 14	4 days	Mon 8/29/22	Thu 9/1/22	0 days
48	Site 16	4 days	Fri 9/2/22	Thu 9/8/22	0 days
49	Site 17	4 days	Fri 9/9/22	Wed 9/14/22	0 days
50	Holley Signal	5 days	Thu 9/8/22	Wed 9/14/22	97 days
51	Site 18	4 days	Thu 9/15/22	Tue 9/20/22	0 days
52	Ped Fence	3 days	Wed 9/21/22	Fri 9/23/22	90 days
53	Site 19	4 days	Wed 9/21/22	Mon 9/26/22	0 days
54	Site 20	4 days	Tue 9/27/22	Fri 9/30/22	0 days
55	Site 21	4 days	Mon 10/3/22	Thu 10/6/22	0 days
56	Ped Fence	2 days	Fri 10/7/22	Mon 10/10/2	79 days
57	12th Signal	5 days	Fri 9/30/22	Thu 10/6/22	81 days
58	Site 22	4 days	Fri 10/7/22	Wed 10/12/2	0 days
59	Site 23	4 days	Thu 10/13/2	Tue 10/18/2	0 days
60	Site 24	4 days	Wed 10/19/2	Mon 10/24/2	0 days
61	15th Signal	5 days	Tue 10/18/2	Mon 10/24/2	69 days
62	Site 25	4 days	Tue 10/25/2	Fri 10/28/22	0 days
63	Site 26	4 days	Mon 10/31/2	Thu 11/3/22	0 days
64	18th Signal	5 days	Fri 10/28/22	Thu 11/3/22	61 days
65	Site 27	4 days	Fri 11/4/22	Wed 11/9/22	0 days
66	Site 28	4 days	Thu 11/10/2	Tue 11/15/2	0 days
67	Site 29	4 days	Wed 11/16/2	Mon 11/21/2	0 days
68	Site 30	4 days	Tue 11/22/2	Fri 2/3/23	0 days
69	Site 31	4 days	Mon 2/6/23	Thu 2/9/23	0 days
70	Site 32	4 days	Fri 2/10/23	Wed 2/15/23	0 days
71	Site 33	4 days	Thu 2/16/23	Tue 2/21/23	0 days
72	Site 34	4 days	Wed 2/22/23	Mon 2/27/23	0 days
73	Site 35	4 days	Tue 2/28/23	Fri 3/3/23	0 days
74	Site 36	4 days	Mon 3/6/23	Thu 3/9/23	0 days
75	Ped Fence	2 days	Fri 3/10/23	Mon 3/13/23	19 days
76	Site 37	4 days	Fri 3/10/23	Wed 3/15/23	0 days
77	Site 38	4 days	Thu 3/16/23	Tue 3/21/23	0 days
78	Site 39	4 days	Wed 3/22/23	Mon 3/27/23	0 days
79	Site 40	4 days	Tue 3/28/23	Fri 3/31/23	0 days
80	Pavement Markings 202	5 days	Mon 6/27/22	Fri 7/1/22	4 days
81	Permanent Signs 2022	5 days	Mon 6/27/22	Fri 7/1/22	4 days
82	Landscape 2022	5 days	Mon 6/27/22	Fri 7/1/22	4 days
83	Pavement Markings 202	5 days	Mon 4/3/23	Fri 4/7/23	0 days
84	Permanent Signs 2023	5 days	Mon 4/3/23	Fri 4/7/23	0 days
85	Landscape 2023	5 days	Mon 4/3/23	Fri 4/7/23	0 days



Project: 3666 Project Schedule
Date: Thu 3/3/22

Task | Split | Milestone | Summary | Project Summary | Inactive Task | Inactive Milestone | Inactive Summary | Manual Task | Duration-only | Manual Summary Rollup | Manual Summary | Start-only | Finish-only | External Tasks | External Milestone | Deadline | Critical | Critical Split | Progress | Manual Progress



Project: 3666 Project Schedule
Date: Thu 3/3/22

Task	Milestone	Project Summary	Inactive Milestone	Manual Task	Manual Summary Rollup	Start-only	External Tasks	Deadline	Critical Split	Manual Progress
Split	Summary	Inactive Task	Inactive Summary	Duration-only	Manual Summary	Finish-only	External Milestone	Critical	Progress

Doc Express® Document Signing History

Contract: C15338 - US20/OR228 Curb Ramps (Sweet Home) Document: Project Work Schedule

This document is in the process of being signed by all required signatories using the Doc Express® service. Following are the signatures that have occurred so far.

Date	Signed By
03/03/2022	Kevin Friedel Wildish Electronic Signature (Submitted)
03/03/2022	Kevin Friedel Wildish Electronic Signature (Approved by Prime Contractor)
	(Reviewed by RE Office (New Document option))
	(Recommended by Project RE)
	(Accepted by RE Office)
	(Approved by Project RE)
	(Approved by ODOT RE (CPM/LAL Projects Only))
	(Accepted/Approved by Civil Rights)
	(RE Office Correction Made (Markup and New Document Option))
	(RAS Review Completed)

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-5128
Fax 541-367-1215
www.sweethomeor.gov

Finance Department

To: City Council
Christy Wurster, City Manager Pro Tem

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – February 2022

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. This department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts. The following information represents the department's activities during the months of ***February 2022.***

	February 2022	January 2022	YTD	Fiscal Year 2021	Prior Five-Year Average
Accounts Payable					
Chks printed	123	87	1,064	2,099	2,037
Exp. Total	$577,499.83	$540,018.02	$6,917,822.83	$9,419,358.90	$7,448,251.05
Passports					
Processed	30	31	193	260	280*
Photos taken	28	29	186	254	249*

* Data back to August 2018

Lien Searches	60	65	463	765	680
Utility Billing					
Service requests	201	193	1,621	2,000	2,119*
New accounts	13	15	117	138	138*
Net account changes	+5	+2	+16	+26	+26*
Statements processed	3,191	3,204	22,459	35,410	35,140*
Past-due notices sent	941	780	6,729	9,916	10,764*
Accounts scheduled for turn-off	58	58	395	503	516*

Below is a list of the checks that were equal to or exceeded $5,000 and their purpose (if not clear on check listing).

Check No.	Vendor	Description	Amount	Fund
93697	Conway Data, Inc.	Business Oregon ad	$ 7,500.00	Economic Development (760)
93701	Mary Gilds, LLC	CEIP	$ 7,885.63	Economic Development (760)
93715	Newco, Inc.	Chemicals for treatment plants	$ 9,126.00	Wastewater (550)
93765	Edge Analytical, Inc.	Monthly wastewater testing	$ 6,995.14	Wastewater (550)

Bank Reconciliation

Checks by Date

User: bneish
Printed: 03/17/2022 - 2:48PM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	2/1/2022	Stericycle, Inc.		AP		283.60
0	2/1/2022	METEREADERS, LLC		AP		1,785.70
0	2/1/2022	MOONLIGHT BPO, INC.		AP		570.73
0	2/1/2022	Wex Bank		AP		144.81
0	2/1/2022	AT&T Mobility/First Net		AP		1,144.93
0	2/1/2022	CENTURYLINK - Bus		AP		3,124.14
0	2/1/2022	PETROCARD		AP		2,299.19
93688	2/1/2022	A TEAM SERVICES LLC		AP		52.54
93689	2/1/2022	Jason Adamson		AP		1,365.00
93690	2/1/2022	ALSCO, INC.		AP		105.99
93691	2/1/2022	MEGAN BANKS		AP		48.97
93692	2/1/2022	Hunter Baxter		AP		195.00
93693	2/1/2022	RABI CHRISTIANSEN		AP		120.20
93694	2/1/2022	Renita Cohen		AP		60.00
93695	2/1/2022	COMCAST		AP		149.85
93696	2/1/2022	COMCAST		AP		94.06
93697	2/1/2022	Conway Data, Inc.		AP		7,500.00
93698	2/1/2022	Ferguson Enterprises, LLC #3011		AP		4,930.48
93699	2/1/2022	TERRY FISBECK		AP		33.12
93700	2/1/2022	GATEWAY IMPRINTS, INC.		AP		35.00
93701	2/1/2022	Mary Gilds, LLC		AP		7,885.63
93702	2/1/2022	Sean Hegge		AP		115.00
93703	2/1/2022	HOME DEPOT CREDIT SERVICES		AP		326.97
93704	2/1/2022	HOY'S TRUE VALUE		AP		20.00
93705	2/1/2022	INDUSTRIAL WELDING SUPPLY, IN		AP		29.75
93706	2/1/2022	Ivers Law Office, LLC		AP		100.00
93707	2/1/2022	L. N. CURTIS & SONS		AP		841.25
93708	2/1/2022	LINN COUNTY PARKS DEPARTMEN		AP		40.00
93709	2/1/2022	ANN LYON		AP		91.53
93710	2/1/2022	BRUCE MACDOWELL		AP		55.30
93711	2/1/2022	TRACY MOE		AP		70.20
93712	2/1/2022	Moore Holding Corporation		AP		3,206.00
93713	2/1/2022	NATIONAL PHOTOCOPY CORPORA		AP		762.66
93714	2/1/2022	New Flo Plumbing, Inc.		AP		152.00
93715	2/1/2022	Newco, Inc.		AP		9,126.00
93716	2/1/2022	NORM'S ELECTRIC, INC.		AP		3,879.52
93717	2/1/2022	Northstar Chemical, Inc.		AP		9,938.07
93718	2/1/2022	Northwest Sign Recycling, LLC		AP		145.24
93719	2/1/2022	OREGON DEPT. OF ENVIRONMENT		AP		1,386.00
93720	2/1/2022	Samantha Osborn		AP		50.00
93721	2/1/2022	PASTEGA COFFEE SERVICE		AP		122.14
93722	2/1/2022	Paypal		AP		40.00
93723	2/1/2022	Pointe Pest Control-OR, LLC		AP		285.00
93724	2/1/2022	Pro-Vision, Inc.		AP		3,462.63
93725	2/1/2022	Renewable Resource Group, Inc.		AP		255.00
93726	2/1/2022	RESERVE ACCOUNT		AP		600.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
93727	2/1/2022	Tyler Rucker		AP		200.00
93728	2/1/2022	SBRK Finance Holdings, Inc.		AP		1,979.50
93729	2/1/2022	Scottmiriam, Inc.		AP		52.00
93730	2/1/2022	Colby Seiber		AP		195.00
93731	2/1/2022	South Fork Industries, Inc.		AP		556.37
93732	2/1/2022	SUNSHINE INDUSTRIES UNLIMITE		AP		1,313.00
93733	2/1/2022	SWEET HOME ROTARY		AP		124.28
93734	2/1/2022	Sweet Home Veterinary Hospital		AP		35.00
93735	2/1/2022	Tell & Sell, Inc.		AP		92.00
93736	2/1/2022	The Automation Group, Inc.		AP		17,750.91
93737	2/1/2022	TRAFFIC SAFETY SUPPLY CO., INC		AP		2,198.11
93738	2/1/2022	SILVER TUNNELL		AP		89.23
93739	2/1/2022	Uline Shipping Supplies		AP		24.00
93740	2/1/2022	USA BLUE BOOK		AP		2,355.59
93741	2/1/2022	West Yost & Associates, Inc.		AP		11,543.16
93742	2/1/2022	Wildish Building Material Corporation		AP		271.70
0	2/2/2022	Amazon Capital Services, Inc.		AP		2,337.98
0	2/2/2022	Amazon Capital Services, Inc.		AP		2,247.42
0	2/2/2022	Amazon Capital Services, Inc.		AP		6,387.81
0	2/4/2022	Amazon Capital Services, Inc.		AP		2,969.25
0	2/8/2022	HSA - PAYROLL DEDUCTIONS		AP		23,557.00
0	2/8/2022	AFLAC		AP		673.06
0	2/8/2022	Vantagepoint Trf. Agents 300619		AP		4,180.00
0	2/8/2022	FICA PAYROLL TAXES		AP		38,876.32
0	2/8/2022	SWEET HOME POLICE EMPLOYEE		AP		1,260.00
0	2/8/2022	Vantagepoint Trf. Agents 108524/10904		AP		38,623.80
0	2/8/2022	MEDICARE		AP		9,268.66
0	2/8/2022	Cascade Centers, Inc.		AP		9.20
0	2/8/2022	NATIONWIDE-PAYROLL DEDUCTIC		AP		850.00
0	2/8/2022	SWEET HOME COMMUNITY FOUN		AP		139.13
0	2/8/2022	ASI-PAYROLL DEDUCTIONS		AP		330.41
0	2/8/2022	EBS TRUST		AP		72,013.61
0	2/8/2022	CENTURYLINK		AP		39.99
0	2/8/2022	Vantagepoint Trf. Agents 705507		AP		608.33
0	2/8/2022	PACIFIC POWER		AP		27,897.21
0	2/8/2022	FEDERAL PAYROLL TAXES		AP		28,551.93
0	2/8/2022	PERS		AP		10,209.58
0	2/8/2022	Corvallis Neighborhood Housing Servic		AP		53,658.00
0	2/8/2022	OREGON PAYROLL TAXES		AP		20,802.73
93743	2/8/2022	ALBERTSONS / SAFEWAY		AP		25.00
93744	2/8/2022	ALSCO, INC.		AP		182.85
93745	2/8/2022	BUSINESS TELECOM PRODUCTS, I		AP		241.52
93746	2/8/2022	CENTER POINT LARGE PRINT		AP		180.36
93747	2/8/2022	COMCAST		AP		199.75
93748	2/8/2022	COMCAST BUSINESS		AP		3,019.00
93749	2/8/2022	INGRAM LIBRARY SERVICES		AP		1,631.96
93750	2/8/2022	KIP AMERICA, Inc.		AP		240.00
93751	2/8/2022	Sudip Lamichhane		AP		100.00
93752	2/8/2022	LINN COUNTY TREASURER		AP		1,694.05
93753	2/8/2022	NATIONAL PHOTOCOPY CORPORA		AP		70.09
93754	2/8/2022	Net Assets Corporation		AP		484.00
93755	2/8/2022	O REILLY AUTOMOTIVE, INC.		AP		4.99
93756	2/8/2022	OREGON AFSCME COUNCIL 75		AP		1,259.57
93757	2/8/2022	PETTY CASH - MUNICIPAL COURT		AP		177.00
93758	2/8/2022	STEELHEAD STRENGTH & FITNES		AP		553.80
93759	2/8/2022	Sunset Electric, Inc.		AP		45.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
93760	2/8/2022	SUNSHINE INDUSTRIES UNLIMITE		AP		1,313.00
93761	2/8/2022	TK Elevator Corporation		AP		96.00
0	2/9/2022	Staples, Inc.		AP		589.13
93762	2/9/2022	ALSCO, INC.		AP		52.52
93763	2/9/2022	BI-MART CORPORATION		AP		43.97
93764	2/9/2022	Bucher Municipal North America, Inc.		AP		535.40
93765	2/9/2022	Edge Analytical, Inc.		AP		6,995.14
93766	2/9/2022	Ferguson Enterprises, LLC #3011		AP		6,412.22
93767	2/9/2022	HOY'S TRUE VALUE		AP		393.73
93768	2/9/2022	Eugene Kazemier		AP		70.00
93769	2/9/2022	Les Schwab Tire Centers of Portland, In		AP		40.99
93770	2/9/2022	MOOSE CREEK MACHINE & REPAI		AP		250.00
93771	2/9/2022	NORM'S ELECTRIC, INC.		AP		275.00
93772	2/9/2022	Northstar Chemical, Inc.		AP		4,483.08
93773	2/9/2022	OREGON ASSOC. OF WATER UTILI		AP		345.00
93774	2/9/2022	Polydyne, Inc.		AP		2,610.00
93775	2/9/2022	Renewable Resource Group, Inc.		AP		255.00
93776	2/9/2022	WELLS FARGO FINANCIAL LEASIN		AP		734.00
93777	2/9/2022	West Yost & Associates, Inc.		AP		90,032.79
93778	2/9/2022	Western Fire Chiefs Association, Inc.		AP		100.00
93779	2/9/2022	Wildish Building Material Corporation		AP		463.45
					Total Check Count:	123
					Total Check Amount:	577,499.83

SWEET HOME POLICE DEPARTMENT
CHIEF OF POLICE
1950 Main Street
Sweet Home, OR 97386
(541) 367-5181 Fax (541) 367-5235

	This Month	Last Month	Last Year	Year to Date	
	02/28/22	01/31/22	02/28/21	02/28/22	5 Year
Call Volume	596	666	642	1262	1318
CAD Calls	1101	1226	1266	2327	2679
ONIBR Person Crimes	12	16	13	28	25
ONIBR Person Crimes Cleared	7	11	10	18	17
ONIBR Property Crimes	40	44	44	84	77
ONIBR Property Crimes Cleared	7	10	16	17	23

Trends:

On April 4th, 2022, the current structure associated with the existing area where our homeless population is currently allowed to sleep will be changing. Those individuals that are experiencing homelessness will be allowed to sleep on a portion of the property located at 1140 12th Avenue in Sweet Home during the nighttime hours only. During daylight hours, all individuals will be required to vacate the property.

Our department has worked in partnership with the other outreach efforts regarding this change in structure. Steps are being taken to ensure that there are service providers, including mental health professionals, on scene when the transition happens.

Child Abuse Prevention Month

As part of National Child Abuse Prevention Month, Sweet Home Police Department invites the City Council and members of the public to join us at 10:00 a.m. on April 2, 2022, for our department's annual planting of a pinwheel garden and March for a Child walk. Those who attend should wear blue clothing.

During the month of April, we recognize National Child Abuse Prevention Month and the importance of communities working together to help families thrive and prevent child maltreatment. Throughout the year, communities are encouraged to increase awareness about child and family well-being and work together to implement effective strategies that support families and prevent child abuse and neglect.

We ask that members of the public display pinwheels and blue ribbons at their homes and businesses to support National Child Abuse Prevention Month. The goal of Child Abuse Prevention Month is to raise awareness and prevent child abuse. The pinwheels and blue ribbons are reminders that we all have a stake in preventing abuse.

We will distribute pinwheels free to everyone this year. They will be available for pickup at the Sweet Home Police Department, 1950 Main St.; the Chamber of Commerce, 1575 Main St.; and The New Era, 1313 Main St. We will continue to accept donations on behalf of organizations who help protect children and seek justice for child abuse. Donations may be given at each location.

In the last week of March, the Rotary Club, department volunteers and individual volunteers will plant pinwheels and tie blue ribbons in the median strip and businesses along Highway 20 and Long Street.