CITY OF SWEET HOME
CITY COUNCIL
AGENDA

June 22, 2021, 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 Council will hold a Regular City Council meeting at 6:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council 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 City Council meeting live, online visit **live.sweethomeor.gov**. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 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 has been approved by the Mayor as Chairperson of the meeting.

Cell phones should not be used in the Council Chambers by city staff or Council during this meeting for any reason, including text messages, emails, or phone calls. If a member of the public needs to utilize their cell phone for a call, please exit the Council Chambers.

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda:

Approval of Minutes:

a) 2021-06-08 City Council Meeting Minutes (pg. 4)

Recognition of Visitors and Hearing of Petitions:

Old Business:

a) Sweet Home Sanitation Presentation

b) Request for Council Action - Resolution No. 14 for 2021 - Oregon Jamboree (pg. 9)

c) Request for Council Action - 2021 Overlay Project Phase 2 - Project Scope Directive (pg. 58)

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 - City Integrator of Record Service Contract Authorization (pg. 114)

e) Request for Council Action - Resolution No. 15 for 2021 - Adopting a Budget for 2021-2022, Making Appropriations and Levying Taxes (pg. 179)

New Business:

a) Request for Council Action - Resolution No. 16 for 2021 - Declaring the City's Election to Receive State Revenues (pg. 185)

b) Request for Council Action - Resolution No. 17 for 2021 - Certifying the City Provides Four or More Services (pg. 188)

c) Request for Council Action - Resolution No. 18 for 2021 - Certifying Compliance with ORS 745B Related to Marijuana Sales Inside City Limits (pg. 191)

d) Request for Council Action – Resolution No. 19 for 2021 - 2021-2023 Planning Assistance Grant—Housing Needs Analysis (pg. 194)

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

a) Ordinance No. 3 for 2021 - In the Matter of Water, Street, Sidewalk, Curb, Gutter and Storm Drain Improvements for the Willow-Yucca Street Neighborhood LID (with potential for an Expediency Clause) (pg. 206)

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

a) Ordinance Bill No. 5 for 2021 – Ordinance No. 1296 - An Ordinance Amending the Sweet Home Municipal Code 17.24.090, 17.28.090, and 17.30.090: Manufactured Homes on Individual Lots and Declaring a Need for an Expediency Clause. (pg. 216)

Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Council of Governments

Legislative Committee

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

Reports of City Officials:

Mayor's Report

City Manager's Report

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

Community and Economic Development Director

a) CEDD Monthly Report - May 2021 (pg. 223)

Finance Director

a) May 2021 Monthly Report (pg. 228)

Police Chief

a) Police Department Monthly Report (pg. 236)

City Attorney

Council Business for Good of the Order

a) Comcast Notice to Council - June 2021 (pg. 237)

Adjournment

CITY OF SWEET HOME
CITY COUNCIL
MINUTES

June 08, 2021, 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 Council will hold a Regular City Council meeting at 6:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. Individuals attending public meetings in person will be required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council 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 City Council meeting live, online visit **live.sweethomeor.gov**. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID: 473 954 605#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting.

Cell phones should not be used in the Council Chambers by city staff or Council during this meeting for any reason, including text messages, emails, or phone calls. If a member of the public needs to utilize their cell phone for a call, please exit the Council Chambers.

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
City Manager Ray Towry
City Attorney Robert Snyder
Finance Director Brandon Neish
Communication Specialist Lagea Mull

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.

Administrative Assistant Julie Fisher
Police Chief Jeff Lynn
Public Works Director Greg Springman
Community and Economic Development Director Blair Larsen

Consent Agenda:

Approval of Minutes:

a) 2021-05-19 City Council Training Meeting Minutes

b) 2021-05-25 City Council Minutes - ES

c) 2021-05-25 City Council Minutes

Motion to approve the Consent Agenda made by Councilor Gourley, Seconded by President Pro Tem Gerson.
Roll Call Vote: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Recognition of Visitors and Hearing of Petitions: None

Old Business:

a) Request for Council Action - Willow/Yucca Street Neighborhood Local Improvement District (LID)

Community and Economic Development Director Blair Larsen gave a history regarding the Local Improvement District (LID) on Willow Street. The LID came to staff as a petition from residents of the Willow/Yucca Street neighborhood to extend City water infrastructure and service to the neighborhood, construct sidewalks, and street improvements. As per SHMC 3.16, three unbiased members of the public volunteered and investigated the LID. They made their recommendation of methodology in a Viewer's Report per SHMC. Public meetings were held on April 20 and April 29. An additional public meeting was held during a city council meeting. CEDD Larsen provided maps and updated estimated costs that proposed $300,000 be paid by the City. CEDD Larsen explained without a cost share from the City, the cost would be excessive to the homeowners.

There was a time for questions of staff from the Council. Staff Engineer Joe Graybill gave a history on the property which was annexed in 1977.

Kari Jones,1877 Yucca Street, was opposed to the LID. She noted there would be additional cost to homeowners not included in the LID.

Carmen Espinosa, 2009 18th Avenue, was also opposed to the LID. She noted the area is populated by many elderly and low income families who cannot afford to live elsewhere, nor can they afford any additional payment. Mrs. Espinosa did agree that water is needed in the area.

David Jones, 1803 Yucca Street, stated he has never had an issue with his well or septic. He understands the needs for hydrants, especially due to the closeness of neighboring manufacture homes. He is opposed to the LID.

Josh Victor, 4404 Wiley Creek, spoke regarding the dry wells, noting he pumps water to many of the neighbors because their wells have gone dry. He spoke to the advantages of having streets and sidewalks. Mr. Victor was in favor of the LID. Mr Victor stated he owns many of the properties in the area and has forfeited any city contribution to his properties so that the cost would be less for the surrounding neighbors.

James Mellein ,1805 Willow Street, thanked the Council and staff for coming back with a more reasonable approach. He also thanked Josh Victor for being willing to bear a third of the LID cost. He stated the area is without paved streets and sidewalks. He spoke of the difficulty of elderly or disabled traversing the roads which are gravel. He stated this is a

livability issue. He reminded the Council the neighborhood has asked for the LID via petition. He encouraged the Council to consider the LID, locking in the construction cost now, with the third of the cost being born by a developer.

Council discussion ensued regarding the differences between a loan versus a bond.

Douglas Henthmon (online participant) 2000 18th Avenue was against the LID. His opinion was that the City should pay for the entire project or not do it at all.

Rebuttal: Carmen Espinosa stated there is a water need, but sidewalks can wait. She is willing to pay for water that is necessary for life.

Josh Victor spoke regarding a LID on Vine street that opted water only and noted there are still no sidewalks. He encouraged the project to be completed in full for livability.

Kari Jones spoke to livability and her opinion was that sidewalks and streets won't help the neighbor with the older manufacturing homes coming in.

Motion to direct staff to proceed with the preparing the ordinance for the LID as currently proposed made by Councilor Trask, Seconded by Councilor Gourley.
Roll Call Vote: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman
Voting Nay: Councilor Sanchez, Councilor Richards

New Business:

a) Request for Council Action - Regional Emergency Management Agreement

City Manager Towry introduced the request for the Regional Emergency Management Agreement. There were no additional questions from the Council.

Motion made by President Pro Tem Gerson, Seconded by Councilor Richards.
Roll Call Vote: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

b) Request for Council Action - 2021 Oregon Jamboree

Chief Jeff Lynn introduced the request for the Oregon Jamboree. Representatives of the Jamboree were not in attendance.

Motion to table until the next meeting made by President Pro Tem Gerson, Seconded by Councilor Gourley.
Roll Call Vote: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

c) Public Hearing - Resolution No. 16 for 2021 - Adopting a Budget for 2021-2022, Making Appropriations and Levying Taxes

The Public Hearing was opened at 8:33pm.

Mayor Mahler asked of the Council if there were any Personal Bias, ExParte Information, or Conflict of Interest. There were none.

Staff Report: Finance Director Neish gave a history of the budget process and the Budget Committee meetings, included the Budget Committee adoption of the presented budget. The Public Hearing for adoption will follow on June 22, 2021. The required LBI notice was posted in the New Era May 19, 2021 and May 26, 2021.

Councilor Gourley recommend the marijuana money go to the housing needs for the homeless and any remainder put into the General Fund. There was discussion on the marijuana money and how it could be used.

Public Comment: None

The Public Hearing was closed at 8:55 pm.

Motion to make a priority to add expenditure authority to spend $50,000 of the marijuana funds to the homelessness issue and return to the Council for any additional funds. Motion made by Councilor Gourley, Seconded by Councilor Richards.
Roll Call Vote: 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

a) Request for Council Action – Ordinance No. 5 for 2021 - Manufactured Home Code Changes with an Expediency Clause.

Motion to move Ordinance Bill No. 5 for 2021 to first reading made by President Pro Tem Gerson, Seconded by Councilor Coleman.
Roll Call Vote: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards.

Ordinance Bill No, 5 for 2021 was read into the record in its entirety.

Motion to move Ordinance No. 5 for 2021 to second reading with expediency made by Coleman, Seconded by Councilor Gourley.
Roll Call Vote: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Second Reading of Ordinance Bills

Ordinance No. 5 for 2021 – Manufactured Home Code Changes was read by title only.

Motion to move Ordinance No. 5 for 2021 to third and final reading made by Councilor Coleman, Seconded by Councilor Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Council of Governments

Legislative Committee

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

Reports of City Officials:

Mayor's Report

Mayor Mahler announced a first-place winner in the State “If I Were Mayor” poster contest. Madelyn Coleman has been announced as the State winner and will be recognized at the Oregon Mayor's Association Conference.

City Manager's Report

City Manager Towry reported it has been discovered that several properties along the South Hills Trails, have encroached upon the property with the addition of fencing and some have even removed trees. CM Towry stated the Code Compliance Officer will be notifying property owners of the need to move from City owned property.

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

Library Services Director

a) Library Use Statistics

A written report was included in the packet.

Community and Economic Development Director

a) CEDD Monthly Report

A written report was included in the packet.

Public Works Director

a) Public Works Monthly Report of Activities - May 2021

A written report was included in the packet.

City Attorney

None

Finance Director Neish reported 61 accounts are scheduled for shut off tomorrow.

Council Business for Good of the Order

Adjournment

The meeting was adjourned at 9:20 PM.

_____

Mayor

ATTEST:

_____

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	2021 Oregon Jamboree Packet
Preferred Agenda:	May 25, 2021
Submitted By:	Angela Clegg, Associate Planner Jeff Lynn, Chief of Police
Reviewed By:	R. Towry, City Manager
Type of Action:	Resolution __X__ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	SHMC 5.12.10; 5.04.010; 12.12.100; ORS 811.615; 9.20.030; 09.20.030
Towards Council Goal:	Goal #4: Economic Strength Goal #3: Essential Services
Attachments:	Oregon Jamboree Packet Resolution 14 for 2021

Purpose of this RCA:

The Oregon Jamboree has presented a list of requests to the City to conduct the 2021 Oregon Jamboree. The requests are:

1. Complete closure of Sankey Park and Weddle Bridge from 6:00 AM on Monday, July 26th, 2021 to 10:00 PM on Monday, August 2nd, 2021.
2. Partial closure of 18th Avenue from Long St. to Mountain View Rd. with designation of portions of 18th Ave (between Long St. and concert grounds) as Disabled Parking Only and the designation of No Parking (on Ames Creek Rd. between Grape St. and Mountain View Rd.)
3. Approval of OLCC Temporary Sales License Applications.
4. Waiver of SHMC 5.12.010 Transient Merchant License requirements for all Oregon Jamboree vendors.
5. Waiver of water service, equipment and some employee service fees.
6. Granting of Public Address System Permits; One for the Main Stage, another for Sankey Park and a third for Thursday night only on 18th Avenue adjacent to Jamboree Grounds.
7. Permission to use City property, including a portion of Sankey Park, for beer gardens and recommended approval of Liquor License.
8. Permission to use Upper Sankey Park, Northside Park and City Hall for camping
9. Waiver of Event Fee as established under SHMC 5.04.010 which is $50 per day.
10. General assistance from the City.

Background/Context:

This is the twenty-eighth Oregon Jamboree. Because of Covid-19, the Jamboree will be modifying and limiting the attendance at the site. During typical years, the Oregon Jamboree estimates approximately 18,000 people in attendance and volunteering. This year, they are planning on 5,000 guests, a sharp decrease. Sankey Park will again be utilized by the event and will host a beer garden, a second stage, a children's play area and various vendor booths.

The Jamboree is requesting that the park be closed to the public several days in advance. They have asked for park possession four days in advance of the event. A portion of 18th Ave will again be blocked off 24 hours a day during the event to protect concert patrons.

The Police Department will maintain staffing during the event. With the reduced crowds, we anticipate being able to reduce our presence both inside the Jamboree grounds and outside, around the City. Officers will still be on foot and in vehicles covering not only the Jamboree Grounds but also the nearby surrounding campgrounds. The jamboree will continue to augment police staffing using DPSST certified private security personnel to deal with unruly patrons.

The Oregon Jamboree also has 18 camp sites of varying sizes throughout the City and surrounding area. There are roughly 1959 camp sites that are rented out throughout the weekend.

The Challenge/Problem:

How does the City of Sweet Home help facilitate an event of this size while minimizing its impact on the entire community?

Stakeholders:

- City of Sweet Home Citizens – The community members are directly affected by the Oregon Jamboree event. The affects range from a significant increase in the size of our community for at least 4 days to potential economic benefits for local business.
- City of Sweet Home Staff – An event of this size and scale stretches our staffing resources to their limits.
- City of Sweet Home City Council – The City Council must balance the economic benefits of the Oregon Jamboree with the increased stress on the community. City Ordinances and past practice dictates that the Council approve specific requests for the event to be safely held.

Issues and Financial Impacts:

This event has substantial impact on several City agencies. Although extremely unlikely, funds spent in support of this event may impact our ability to provide general services to the City later in the year, should an emergency arise.

Conversely, the event has a powerful and positive impact on the community as a whole and the City's support of the event is warranted.

During the event, the Police Department increases patrol staffing and requires all officers and dispatchers to work additional shifts which results in overtime costs. The Oregon Jamboree does reimburse the Department for the staffing cost associated with personnel assigned to the interior. Below are costs that City Staff believe are incurred by the City as a result of the Oregon Jamboree. Included with the numbers are the revenues that are received from the Oregon Jamboree. The revenue includes the reimbursement that the Oregon Jamboree pays for the additional police staffing inside the venue and the Transient Occupancy Taxes received.

City Property Fee Waiver	Amount	Days	Total
Sankey Park	$ 100.00	8	$ 800.00
Northside Park	$ -	4	$ -
Outdoor Event Center	$ 100.00	8	$ 800.00
Event Fee	$ 50.00	4	$ 200.00
Water Service Fee Waiver	**2019***	**2018**	**2017***
Water Consumption Waived	$ -	172.92	$ -
Transient Merchant Fee	No Fee	No Fee	No Fee
Public Works	**2019***	**2018**	**2017**
Personnel Costs	$ 1,807.00	$ 1,807.00	$ 1,750.00
Equipment Costs	$ 322.00	$ 322.00	$ 192.00
"Local Traffic" sign waiver fee	$ 120.00	$ 120.00	$ 120.00
"Street Closed" sign waiver fee	$ 160.00	$ 160.00	$ 160.00
"No Through Traffic" sign waiver fee	$ 240.00	$ 240.00	$ 240.00
"No Parking" sign waiver fee	$ 216.00	$ 216.00	$ 216.00
Water Jersey Barricade waiver	$ 96.00	$ 96.00	$ 96.00
Lighted Barricade waiver fee	$ 132.00	$ 132.00	$ 132.00
Street Barricade waiver fee	$ 264.00	$ 264.00	$ 264.00
Police	**2019**	**2018**	**2017**
Total Personnel Costs	$ 12,460.00	$ 11,401.00	$ 8,584.00
Jamboree Reimbursement	$ 9,010.00	$ 7,661.00	$ 6,285.00
Personnel Expense	$ 3,450.00	$ 3,740.00	$ 2,299.00
Estimated City Costs and Waivers	**2019**	**2018**	**2017**
	$ 8,607.00	$ 9,069.92	$ 7,269.00
Transient Occupancy Tax	**2019**	**2018**	**2017**
Revenue Received	$ 18,070.20	$ 8,307.00	$ 12,746.94
* No Records			

Elements of a Stable Solution:

A stable solution is for the City of Sweet Home to continue to support the Oregon Jamboree as it has done in the past. The Jamboree has a powerful and positive impact on the community as a whole and the City's support of the event, so far, outweighs the issues and financial impacts.

Options:

1. *Approve Application as submitted and Move to approve Resolution No. 14 for 2021.* The Oregon Jamboree has been holding the event at its current location for 27 years. Most requests are a result of past experiences to improve the overall safety and function of the event.
2. *Approve a portion of the application or alter the submitted application.*
3. *Direct staff to re-engage the Oregon Jamboree to modify their application.*

Recommendation:

Staff recommends option 1, *Motion to approve the Application and Resolution No. 14 for 2021*.

OREGON JAMBOREE music festival

Date: May 11, 2021

To: City of Sweet Home
City Council Members
1140 12th Ave
Sweet Home, OR 97386

Applicant: Sweet Home Economic Development Group, Inc.
dba The Oregon Jamboree
401 Main Street, Suite D
Sweet Home, OR 97386

Contact: Robert Shamek

Subject: The 2021 Oregon Jamboree in Sweet Home

The Sweet Home Economic Development Group, Inc. (SHEDG) and the Oregon Jamboree Management (OJM) are proud to present the 28th Annual Oregon Jamboree in Sweet Home on July 30-August 1, 2021. The event will be held at the community field located behind the high school. With the support of the City of Sweet Home, Sweet Home School District #55, the Sweet Home community and the dedication of over 800 volunteers; the Oregon Jamboree in Sweet Home has become a national entertainment attraction which offers tremendous benefit and unlimited potential for the community of Sweet Home.

List of attached documents:

1. City of Sweet Home Special Event Permit Application
2. Letter of Intent regarding insurance
3. 2021 Oregon Jamboree Additional Information
    a. Land Use City Property
    b. Dates and intentions of use: Sankey Park/Weddle Bridge, Camping, Beer Garden, Street Closures, Street Closure Schedule with Map
    c. Residential Passes
    d. Requested Assistance from the Sweet Home Police Department
    e. Conflict Resolution
    f. Event Chain of Command
    g. Admission Policy
    h. Requested Assistance from Public Works & **Equipment Request**
    i. Liability Insurance; named additional insured
    j. Requested Assistance from City of Sweet Home
    k. Sample of Team plans
4. Security Proposal
5. City Permit Addendum #1 regarding additional concrete barriers
    a. Street Closure with Rental Request
    b. Barricade Map
6. RV Parking Proposal and Campground Description & Marking plan
7. Overview city map of campground locations
8. Oregon Jamboree RV & Tent Regulations
9. Vendor Attachment
10. COVID-19 Proposed Safety Plan
11. Oregon Health Authority Occupancy Resource

Angela Clegg

From: Robert Shamek <robert@oregonjamboree.com>
Sent: Friday, April 16, 2021 9:52 AM
To: Angela Clegg
Subject: Re: Jamboree Special Events Application

Your point of contact will be Peggy Curtis.
Peggy@oregonjamboree.com

The insurance for the event does not get issued until right before the event but I do have a letter from our insurance company that stated what our coverage is going to be.
OBS is in the same situation and both policies could change based on how many people the state will allow at the time.

On Tue, Apr 13, 2021 at 12:12 PM Angela Clegg <aclegg@sweethomeor.gov> wrote:

Robert,

Moving forward, I will be the point of contact for the Special Events Application that you submitted for the Jamboree. A couple of things that I still need from you:

- A copy of the Liquor License for Oregon Beverage Services
- Certificate of Insurance with the Endorsement

If you can get these to my by this Friday, latest Monday then I can get the RCA on the April 27th City Council meeting, if not it will be in May.

I will be out for training tomorrow and Thursday, but will be checking emails.

Sweet Home
Oregon, at its best!

p:541-367-8113

CONNECT WITH US

Angela Clegg | Associate Planner
Community and Economic Development Dept.
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

KEESECKER
INSURANCE

1195 Main Street
PO Box 9
Sweet Home, OR 97386
(541) 367-2141
(541) 367-3904 fax
www.keeseckerinsurance.com

April 12, 2021

To whom it may concern:

Sweet Home Economic Development Group Inc. (SHEDG Inc.) has intent to purchase Commercial General Liability insurance for the 2021 Oregon Jamboree. I, Blake Keesecker, licensed insurance agent, have submitted applications on behalf of SHEDG Inc. for Commercial General Liability Insurance and are in the process of reviewing pricing and coverages.

SHEDG Inc. will be obtaining insurance with a $2,000,000 per occurrence and $3,000,000 aggregate limit of liability.

Those who require additional insured status from SHEDG Inc.'s insurance policy will be furnished a certificate of insurance showing additional insured status.

Attached is a sample certificate of insurance of what coverages SHEDG Inc. will obtain.

Regards,

Blake Keesecker
Keesecker Insurance Inc.
PO BOX 9
Sweet Home, OR 97386
541-367-2141
blake@kee-ins.com

SPECIAL EVENT PERMIT APPLICATION

1. **Name of Event:** The 28th Annual Oregon Jamboree **Date(s) of Event** July 30-August 1, 2021
2. **Setup Start Time/Date:** Monday, 7/26/2021 6:00am **Event Start Time:** Friday, 7/30/2021 1:00 pm
3. **Event End Time:** Monday, 8/2/2021 11:00am **Clean Up End Time/Date:** Monday 8/2/2021 10:00 pm
4. **Sponsoring Organization:** Sweet Home Economic Development Gropu, Inc. dba The Oregon Jamboree
5. **Event Coordinator/Primary Contact:** Robert Shamek
6. **Mailing Address:** 401 Main St, Suite D., Sweet Home, OR 97386
7. **Day Time Phone:** 541-367-8800 **Cell Phone:** 541-730-0194
8. **Email:** robert@oregonjamboree.com **Fax:** 541-367-8400
9. **Secondary Contact:** Peggy Curtis **Phone:** 541-367-8800 or Cell: 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)? Sanky Park for festival grounds; Upper Sankey Park, Northside Park and City Hall for Camping
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?** 5000 patrons

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

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

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

PERMIT APPROVED: ○ Yes ○ No

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

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 — The Oregon Jamboree

PRINT NAME — **AUTHORIZED AGENT FOR**

SIGNATURE OF APPLICANT: _____ April 1, 2021

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.

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			

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 Pages 10-33...

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*
		See Pages 10-11...	

OREGON JAMBOREE music festival

2021 Oregon Jamboree Additional Information

Land Use Proposal City Property

This written application is submitted as a proposed plan for permission to use Sankey Park and additional properties owned by the City of Sweet Home as described below.

The Oregon Jamboree will take full responsibility to repair/replace any damages incurred to the City of Sweet Home properties while under the permitted use by the Oregon Jamboree; with exception of uncontrollable events produced by natural forces (*Force Majeure Event*).

Usage will be for concert production and campsites per the date and time schedule indicated below.

Dates and Intentions of Use

Monday, July 26, 2021 6:00 AM through Monday, August 2, 2021 10:00 PM

Sankey Park and Weddle Bridge Use

We propose to close Sankey Park/Weddle bridge to the public from 6:00 AM of Monday July 26, 2021 through Monday, August 2, 2021 to provide maximum-security and eliminate potential safety hazards. Lower Sankey Park will be used for a children's activity area, patron attractions, beer gardens, a seating area, a second stage, Jamboree volunteer check-in, and volunteer parking. On-site RVs may be provided for the convenience of the volunteers. Only authorized Jamboree Volunteers, paid security services, personnel and working staff will be admitted through the park during this time. During the festival, the general public will only have access to the Sankey park amenities by crossing the Weddle Bridge. Special passes will be issued for vehicle admission.

Beginning at 6:00 AM on July 26, 2021 through 10:00 PM on August 2, 2021 Sankey Park shall be closed to all persons except those authorized by the Oregon Jamboree or the Chief of Police.

Camping

We propose to use Upper Sankey Park and the City Hall location for RV/tent campsites and Northside Park for tent-only campsites. The sites will be sold for $120-$140 each for the entire weekend. Each camp site will have a pass allowing them to go in and out with their vehicle only; RV's will remain parked for the duration of the festival, with the exception of emergency situations. Attached, please find a Camp Site Map, individual *Campground Maps and the Oregon Jamboree RV& Tent Camping Rules and Regulations.*

Historically, the Oregon Jamboree pays an occupancy tax to the City of Sweet Home based on camping sites sold within the city limits. This year we would like to propose, that in the spirit of economic development and increased tourism within Sweet Home, a portion of that tax would be utilized for marketing of other events within the community.

Beer Garden and Serving Areas

We propose to use city owned property to the south and the west of the concert site and a portion of the Sankey Park area for Beer Gardens (see attached map). The beer gardens will be managed by Oregon Beverage Services. Oregon Beverage Services personnel will ensure

that beer garden operations are in strict compliance with all city and state laws; including proper liquor permits, security and insurance.

Street Closures

The Oregon Jamboree requests permission to close 18th Avenue from Long Street to Mountain View and 14th Avenue from Kalmia Street to Grape Street in order to establish a safety corridor. Oregon Jamboree security and parking teams will monitor all road closures closely to ensure the utmost safety for patrons and residents.

Street Closure Schedule (Map Attached)

Thursday July 29, 2021 through Sunday August 1, 2021.

18th Avenue from Long Street to Mountain View shall be closed and blocked of to "through traffic" from 7:00 AM on Thursday 7/29/2021 through 9:00 PM on Sunday 8/1/2021 at the direction of the Chief of Police. Residential traffic will be allowed to ingress and egress by use of special permits.

The portion of 18th Avenue immediately adjacent to the concert grounds and serving no residential properties shall be completely blocked off to all vehicles from 11:00 AM on Thursday 7/29/2021 to 10:00 PM on Sunday 8/1/2021. In addition, during the above time frame, all areas of 18th Avenue between Long Street and the concert grounds (including the 1800 block of Kalmia Street) shall be designed and signed as "Disabled Parking" only and the Chief of Police is directed to enforce the provisions of ORS 811.615.

Residential Passes

All residents of 18th Avenue and Kalmia Street will receive passes allowing them to proceed to and from their homes. In order to establish a safety corridor, this will also include "No Parking" along 18th Avenue; resident vehicles must be parked on their property and not on the street. In addition, 18th Avenue between Long Street and the concert entry (including the 1800 block of Kalmia Street) will be designated "Disabled Parking" only; 18th Avenue between Grape Street and the bus barn will be designated "No Parking. " Residents will be notified by mail on Monday, July 5, 2021 with a letter and a map instructing them how to pick up their passes. All passes not picked up by Friday, July 16, 2021 will be mailed out via USPS with a return receipt on Monday, July 26, 2021.

It should be noted that, due to the roadblock on 18th Avenue at the concert entry, residents of Grape Street and 18th Avenue, south of the bus barn, will need to access their homes via Ames Creek Road.

We are requesting these closures to maximize pedestrian safety, reduce traffic congestion and to encourage the use of student sponsored parking lots.

Requested Assistance from the Sweet Home Police Department

We are requesting adequate manpower from the Sweet Home Police Department to assist with concert security and safety based on our projection of between 4500-5000 patrons per day. In addition, we request the assistance of a police officer at the bus loading area each night. This manpower will be based on a financial proposal/contracted bid provided by the Chief of Police.

OREGON JAMBOREE music festival

Conflict Resolution

As in the past, our plan for conflict resolution will be as follows:

- Anyone causing problems will be asked to leave the premises.
- A complaint will be made to the Police Department and the person(s) will be subject to arrest for trespassing or disorderly conduct.
- The Chief of Police has the final say in every matter. We ask to be informed of all emergencies and outcomes so that we can act in the appropriate way for conflict resolution.

Event Chain of Command

Every attempt will be made to begin at the top of the chain of command and only work down the chain based on availability:

1. Police Chief
2. Fire Chief
3. Festival Director
4. Staff/Management Team
5. Production Manager
6. Paid Security
7. Volunteer Supervisors

Admission Policy

We will again have an open gate policy, because it has proven to be the most effective over the years. If current State of Oregon protocols require it, gates will be limited to one time through the gate per day.

There will be a search at the gate conducted by paid security and volunteer personnel. No alcohol, food, beverages or weapons will be allowed to enter the festival gates.

Wristband passes will be issued for festival re-entry. The Front Gate Team will be doing .....

Requested Assistance from Public Works & Equipment Request

We will supply street passes and wristbands for easy access in an emergency. We also request the use of the following equipment:

- "Local Traffic Only" Signs 3
- "Street Closed Ahead" Signs 4
- "No Through Traffic" Signs 6
- "No Parking" Signs 18
- Water Jersey Barricades 8
- Lighted Barricades 11
- Street Barricades 22
- Install sign pole receptacles on east and west side of 19th Avenue for temporary "No Parking" signs.

OREGON JAMBOREE music festival

Liability Insurance

The Oregon Jamboree will provide proof of liability insurance policy purchased by the Oregon Jamboree with a list of parties that will be named as additional insured entities (this is not an all-inclusive list):

- City of Sweet Home
- Comcast
- Freeman Enterprises, Inc.
- MVI Multi-vision Inc
- Oregon Department of Transportation (ODOT)
- Pacific Power
- Safeway
- Stage Pro
- Sweet Home Fire and Ambulance District
- Sweet Home School District #55
- Sweet Home Church of Christ
- Sweet Home Community Chapel
- Gary Burns
- Brent Ellis
- Lee
- Other campground owners

Requested Assistance from the City of Sweet Home

Deliver barricades and requested signs to Sankey Park on set up day (Thursday, July 29, 2021) and pick them up on Monday, August 2, 2021. The Security Director and Public Works Maintenance Superintendent will coordinate the deliver and set up of the barricades and signs on 14th Avenue and 18th Avenue.

We thank you, in advance, for your help in making the Oregon Jamboree a reality in Sweet Home. Local merchants, school, civic clubs and other groups are benefitting greatly from the tourism dollars generated by the concert patrons. –Oregon Jamboree Staff

---

OREGON JAMBOREE music festival

Sample Team Plans

The following attached proposals are a sampling of individual team plans that will impact the overall flow and safety of the Oregon Jamboree:

1. Clean UP/Sanitation Proposal
2. Concessions Proposal
3. Safety Proposal

1. Clean Up/Sanitation Team Plan

Sunshine Industries will contract with the Oregon Jamboree for clean-up and sanitation services before and after the festival.

The Clean-Up and Sanitation volunteer team plans to keep the concert site and surrounding areas in as near spotless condition as possible. We will accomplish this goal by having continuous trash patrol before and during each concert. Because of the possibility of injury or contamination, we will only allow trash to be picked up when the state lights are on, if it is after dark.

Rubber gloves and "grapplers" will be provided for handing trash. Proper sized garbage bags will be readily available to replace full bags as needed. Full bags will be put into dumpsters strategically placed through the concert area; dumpsters will be emptied daily by Sweet home Sanitation. Concessionaires will be asked to separate cardboard and glass for recycling.

Porta-potties will be provided at a minimum of 35 (plus two handicap accessible) per 5,000 people in attendance. This will be determined by ticket sales. Hand washing sinks will also be provided near the port-potties.

Areas to be cleaned (including port-potty distribution) include concert grounds, RV and tent campgrounds and 14th Avenue, 18th Avenue and Sankey Park.

Additional COVID-19 considerations are addressed in the attached COVID-19 Safety Plan.

2. Concessions Team Plan

We have planned for a maximum of 25 food booths, three drink booths and six merchandise booths.

Our plans are laid out and understood by the concessionaires, regarding location of the electrical and water outlets. Water lines will be laid to within a few feet of each booth from the main water spigots already in place. Power will be supplied from the existing power stations set up. Defined menus and workable plans to serve large groups of people will be established.

Vendor team schedule is a follows: *

- Thursday, July 29, 2021—Set up 10:00 AM—6:00 PM
- Friday, July 30, 2021—Health inspections begin 11:30 AM
- Friday, July 30, 2021—Vendor Booths open 1:00 PM- 11:30 PM
- Saturday, July 31, 2021—Vendor booths open 11:00 AM-11:45 PM
- Sunday, August 1, 2021—Vendor Booths open 11:00 AM- 9:00 PM

*all days and times are subject to change without notice.

3. Safety Team Plan

The team goal is to maintain a safe environment for participants, volunteers and the public while maintaining compliance with all state, county and city regulations.

The Safety Team gives the following items utmost priority:

- Provide coordination for safe ingress/egress from concert sites, RV campsites, City Public Works Department and Security and Sign Committee Chairpersons.
- Provide oversight of concert participants to ensure compliance with all County Health Department regulations.
- Assist the fire marshal with the electrical needs for concessions, RV parks and all other necessary inspections.
- Provide concert patrons adequate water supply
- Provide assessable First Aid Station

4. Staff Team Plan

Provide a supervisor and approximately six volunteers with the following qualifications:

- Ability to make logical decisions
- Calm action under stressful or emergency situations
- Tact and diplomacy
- Basic hospitality

Provide the following equipment for staff use:

- Emergency generators with lights (two)
- Radios
- Flashlights
- Barrier Gloves (latex and/or rubber)

2021 Oregon Jamboree
Safety & Security Proposal

Safety & Security Purpose:
To provide a secure, safe and enjoyable environment for all concert patrons, performers, volunteers and the community.

Safety & Security Plan:
The 2021 Oregon Jamboree will be held on July 30th – 31st & August 1st, 2021.

The festival site will be located between 18th Avenue and 14th Avenue and encompass both Sweet Home School District property and City of Sweet Home property.

The event site will be secured through a fenced perimeter. Event entry requires a ticket, wristband or credential and all patrons must pass through a security screening that includes bag searches along with metal detector screening.

Capacity at the 2021 event will be limited to approximately 5,500 individuals.

Capacity number includes all spectators, volunteers, vendors and staff.

In addition to the primary concert site, there will be approximately 15 camp sites throughout the City of Sweet Home.

We will be utilizing crowd management volunteers, guest services volunteers, private security personnel, Sweet Home Police Department personnel, Sweet Home Ambulance and Fire District personnel and if available, soldiers from the Oregon National Guard.

The primary responsibility for the Oregon Jamboree Festival security will consist of volunteer Crowd Management personnel as well as paid Security personnel.

A determination of the number of law enforcement and medical personnel required will be at the discretion of the Chief of Police and Fire Chief as they will be responsible for all emergency responses and criminal matters.

A safety tent manned by crowd management volunteers will be on site and visible to concert patrons. A police/fire command trailer and 2 first aid tents will also be on the concert grounds and visible to the patrons.

Staff:

1. Approximately 60 crowd management volunteers will patrol the concert grounds at various key locations working a minimum of three 8-hour shifts.
   a) Reserved and General seating access and aisle ways.
   b) Autograph lines.
   c) All aisle ways within the grounds, maintaining open hazard free walkways and fire lanes.
   d) Gates including front gate, volunteer access gate, vendor gate and backstage gates.
   e) Sankey Park and Weddle Bridge
   f) Other areas within the concert grounds as needed.

2. Paid Security to patrol the concert grounds and camping areas at various key locations. We will be utilizing a minimum of 60 paid security guards during peak hours and 15 during non peak hours.
   a) Front gate wanders.
   b) Front gate bag searchers.
   c) Vendor gate
   d) Weddle Bridge
   e) Accounting areas
   f) Will Call
   g) Campground Security
   h) Shuttle staging area

3. 60-80 Guest Services Volunteers at various key locations working a minimum of two 8-hour shifts.
   a) Front gate directing patrons.
   b) General seating chair placement.
   c) Reserved seating ushering.

4. 48 National Guard Soldiers or Paid Security manning the traffic barricades.
   A minimum of 16 soldiers per day.
   a) 18th & Long
   b) 18th & Kalmia
   c) 18th & Grape
   d) 14th & Kalmia
   e) 14th & Hawthorne

Please refer to the 2021 Oregon Jamboree Safety Addendum and Covid guidelines.

Prepared By: Penny Leland, Security Director
Approved By:

OREGON JAMBOREE music festival

City Permit Addendum #1

At the request of the Sweet Home Chief of Police, in the interest of heightened public safety, additional concrete barriers will be placed on the traffic side of the water jersey barricades located in front of the baseball field and tennis courts on 18th avenue.

OREGON JAMBOREE music festival

Street Closure and Rental Form Attachment #1

Location of Equipment

"No Through Traffic" signs will be posted at the following locations:

- 18th Avenue and Long Street
- 18th Avenue and Mountain View Street
- 14th Avenue and Kalmia Street
- 18th Avenue and Baseball Field
- 18th Avenue and Tennis Courts

"Local Traffic Only" signs will be posted at the following locations:

- 14th Avenue and Elm Street
- 14th Avenue and Grape Street
- 15th Avenue and Kalmia Street

"Street Closed" signs will be posted at the following locations:

- 18th Avenue and Kalmia Street
- 18th Avenue and Long Street
- 18th Avenue and Mountain View Street
- 18th Avenue and Hawthorne Street

"Handicapped" signs will be posted at the following locations:

- 18th Avenue between Long Street and Kalmia Street

Barricades will be posted at the following locations:

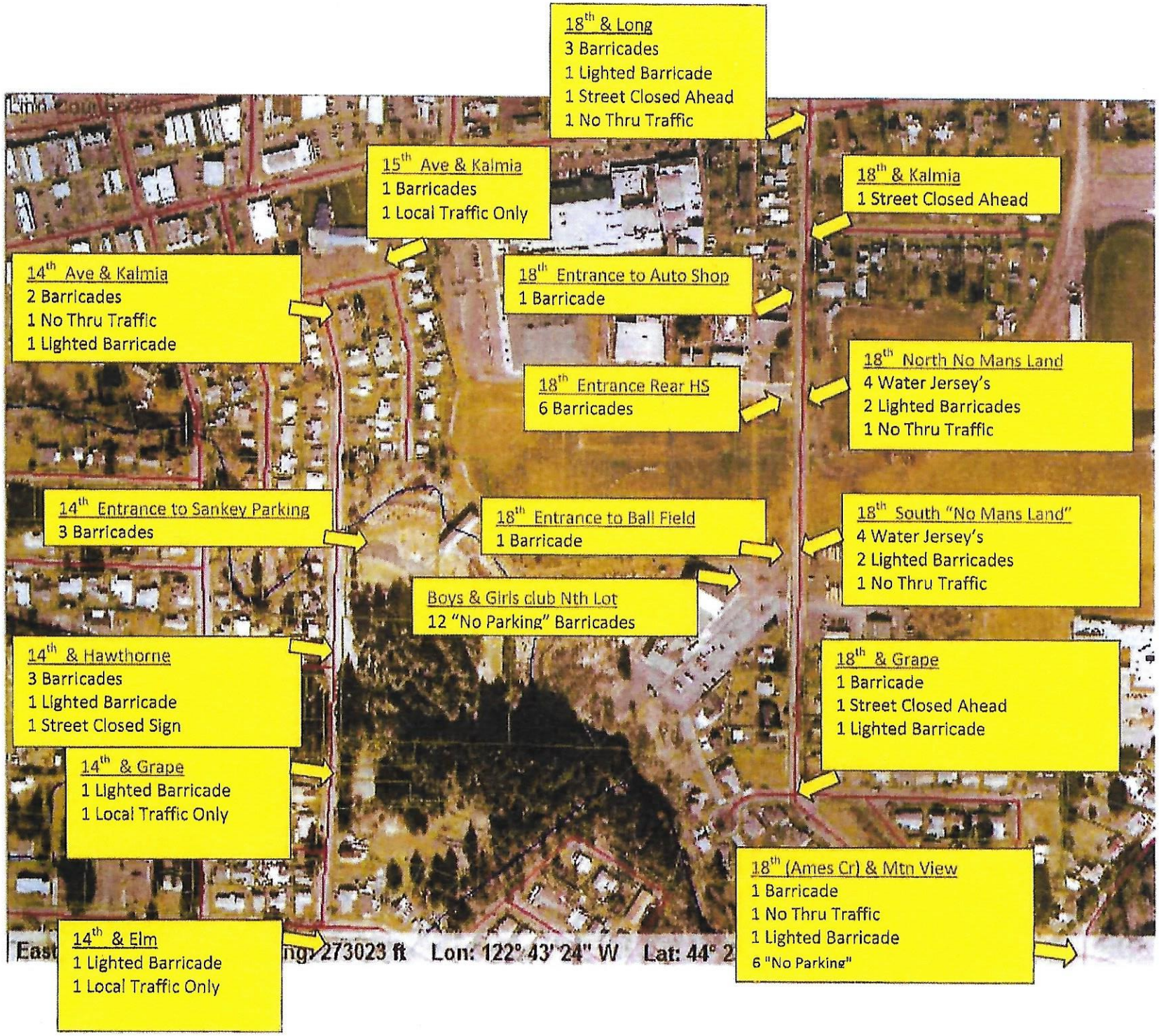
- 14th Avenue and Kalmia Street
- 14th Avenue and Sankey Park
- 14th Avenue and Hawthorne Street
- 15th Avenue and Kalmia Street
- Ames Creek Road and Mountain View
- 18th Avenue and Long Street
- 18th Avenue and Entrance to Auto Shop
- 18th Avenue and Entrance to Rear of High School
- 18th Avenue and Grape Street

Lighted Barricades will be placed at the following locations:

- 14th Avenue and Kalmia Street
- 14th Avenue and Elm Street
- 14th Avenue and Hawthorne Street
- Ames Creek Road and Mountain View
- 18th Avenue and Long Street
- 18th Avenue and Baseball Field
- 18th Avenue and Tennis Courts
- 18th Avenue and Grape Street

Water Jersey Barricades will be placed at the following locations:

- 18th Avenue and Baseball Field
- 18th Avenue and Tennis Courts


18th & Long
3 Barricades
1 Lighted Barricade
1 Street Closed Ahead
1 No Thru Traffic
15th Ave & Kalmia
1 Barricades
1 Local Traffic Only
18th & Kalmia
1 Street Closed Ahead
14th Ave & Kalmia
2 Barricades
1 No Thru Traffic
1 Lighted Barricade
18th Entrance to Auto Shop
1 Barricade
18th North No Mans Land
4 Water Jersey's
2 Lighted Barricades
1 No Thru Traffic
18th Entrance Rear HS
6 Barricades
14th Entrance to Sankey Parking
3 Barricades
18th Entrance to Ball Field
1 Barricade
18th South "No Mans Land"
4 Water Jersey's
2 Lighted Barricades
1 No Thru Traffic
Boys & Girls club Nth Lot
12 "No Parking" Barricades
14th & Hawthorne
3 Barricades
1 Lighted Barricade
1 Street Closed Sign
18th & Grape
1 Barricade
1 Street Closed Ahead
1 Lighted Barricade
14th & Grape
1 Lighted Barricade
1 Local Traffic Only
18th (Ames Cr) & Mtn View
1 Barricade
1 No Thru Traffic
1 Lighted Barricade
6 "No Parking"
14th & Elm
1 Lighted Barricade
1 Local Traffic Only
Lon: 122° 43' 24" W
Lat: 44° 2

OREGON JAMBOREE music festival

RV Parking Proposal

Objective:
To ensure there is an adequate controlled RV parking system set up in a safe and friendly manner. We are working with 16 RV parking areas and two tent camping areas for approximately 2,160 spaces.

Campgrounds

#1 Upper Sankey—Located in the 600 block of 14th Avenue on city property, southwest of the concert site in upper Sankey Park; with the entrance and exit on 14th Avenue. 59 spaces.

#2 High School Pool—Located at 1641 Long Street on school district property northwest of the concert site and west of the High School; with the entrance and exit on Long Street. 38 spaces.

#3 Parking Lot—Located in the 1100 block of 22nd Avenue on school district property east of the concert site and north of the High School track; with the entrance and exit on 22nd Avenue. 53 spaces.

#4 Football Field—Located in the 1000 block of 22nd Avenue on school district property east of the concert site and south of the High School Track; with the entrance and exit on 22nd Avenue. 265 spaces.

#6 Hawthorne—Located at 3205 Long Street on school district property approximately one mile east of the concert site and south of the High School track; with the entrance and exit on 22nd Ave. 265 spaces.

#7 Oak Heights—Located at 605 Elm Street on school district property approximately 15 blocks SW of the concert site; with the entrance and exit on Elm Street. 123 spaces. Serviced by shuttle bus.

#8 Junior high School—Located at 880 22nd Avenue on school district property approximately southeast of the concert site; with the entrance and exit on 22nd Avenue through the school parking lot. 46 RV/tent sites and 19 tent-only spaces.

#9 Rodeo Grounds West—Located at 4001 Long Street on leased city property approximately 1.2 miles east of the concert site; with the entrance and exit on Long Street. 199 RV/tent spaces. Serviced by shuttle bus.

#10 Rodeo Grounds East—Located at 4001 Long Street on leased city property approximately 1.3 miles east of the concert site; with the entrance and exit on Long Street. 185 RV/tent spaces. Serviced by shuttle bus.

OREGON JAMBOREE music festival

#12 Long Street—Located on school district property north of the concert site and across the street from the front of the High School, with the entrance and exit on Long Street. 21 RV spaces.

#14 Tent—Located at 42250 Ames Creek Road on the property of Gary Burns just one mile southeast of the festival entrance. 129 tent spaces. Serviced by shuttle bus.

#15 RV—Located at 42250 Ames Creek Road on the property of the Sweet Home Community Chapel just one mile southeast of the festival entrance. 173 RV spaces. Serviced by shuttle bus.

#16 RV2—Located at 42250 Ames Creek Road on the property of Hyung Lee just one mile southeast of the festival entrance. This camping site has about 194 RV spaces. Serviced by shuttle bus.

#18 Sweet Home City Hall (formally known as Ranger Station)—Located at 3225 Main Street. 111 Tent and RV spaces. Serviced by shuttle bus.

#20 Clark Mill—Located approximately .9 miles east of the concert site, owned by Marilyn Richards and Michael Garber, entrance and exit on Clark Mill Road. 106 RV/tent spaces. Serviced by shuttle bus.

#21 Foothills—Located on city property north of the concert site with entrance and exit on Foothills Drive. 119 RV/tent spaces.

#22 Northside Park—Located on city property north of the concert site in Northside Park with the entrance and exit on 11th Avenue. Volunteer camping only. 10 RV spaces and 30 tent spaces.

#23 RV—Located at the 3700 Block of Long Street. Entrance and Exit is from Main street, near the City Hall. 110 RV/tent spaces. Serviced by shuttle bus.

Tent A, Baseball Diamond—Located in the 1100 block of 18th Avenue on school district property east of the concert site; with the entrance and exit on 18th Avenue. 79 tent spaces.

Strawberry Park—Located at the end of Westwood Lane in the Strawberry Loop area, on City property. This will be used for RV and Tent camping. 100 RV/Tent Spaces, approx. Serviced by shuttle bus.

OREGON JAMBOREE music festival

Camp Marking

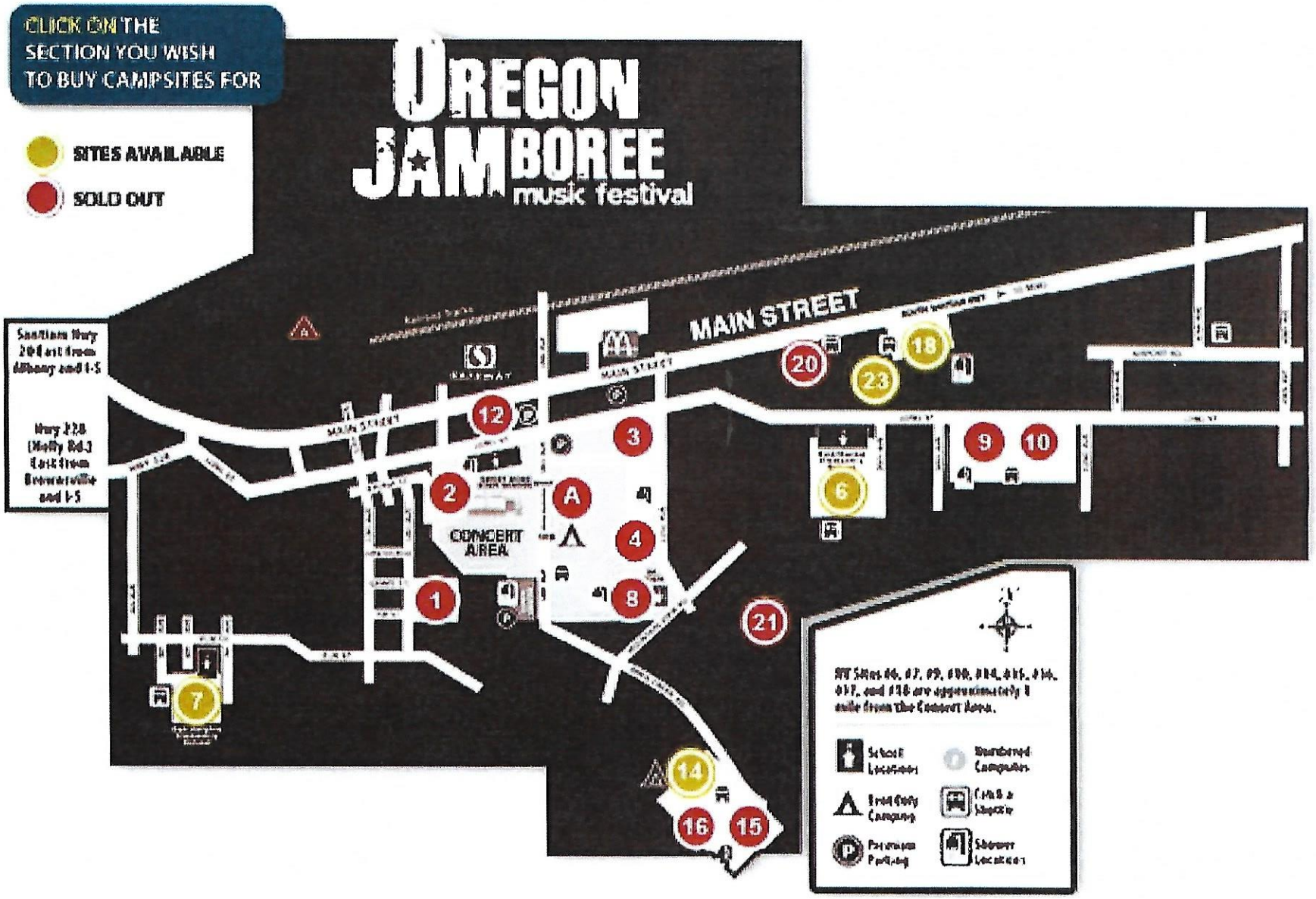
Camp sites and spaces will be clearly marked before the event with sanitation, garbage and signs in place. The properties have been measured and mapped to ensure that city and county requirements are being met while also allowing for the maximum number of spaces per site. We endeavor to design parking that is friendly and safe for our guests, as well as accessible for potential emergency needs. On event weekend, we will have camp hosts in place by Thursday.

Because most RV's have an additional (towed) vehicle for short trips, we require that RV's remain stationary during the event. Noise levels will be elevated for the weekend and neighbors should be advised through local media outlets.

Monday following the festival is the designated day to tear down and restore campgrounds to their original conditions (including garbage collection and removal of signs).

Camp Host:

Most campsites will have at least two camp hosts (four people) assigned so that at least one "host" team will be on site at all times. Some campsites will have more hosts due to their greater size (RV #9, #10, and #4) and one (#12) will only have one host team due to the smaller size. Hosts will assist in the parking on Thursday and Friday and in the exit process on Sunday night and Monday morning.


CLICK ON THE SECTION YOU WISH TO BUY CAMPSITES FOR
SITES AVAILABLE
SOLD OUT
OREGON JAMBOREE
music festival
MAIN STREET
CONCERT AREA
Santiam Hwy 20 East from Albany and I-5
Hwy 228 (Holly Rd.) East from Brownsville and I-5
1
2
3
4
6
7
8
9
10
12
14
15
16
18
20
21
23
A

★ **AMENITIES:** Water (when possible), portable toilets, recycling, and sanitation services are provided at each campground. There are **NO HOOK-UPS** available at any of the campgrounds.

★ **CAMP HOSTS:** Each campground has volunteer Camp Hosts. They are available to check you in, help locate your site if needed, and to answer questions. Please be courteous and cooperate fully with your Jamboree Camp Hosts. They are there to help make your stay pleasant & safe and have the authority to evict persons violating Jamboree rules.

★ **CHECK-IN TIME:** begins Thursday before concert after 2:00 pm. Please do not arrive before 2:00 pm. Once you are parked in the camp site, you will not be allowed to move RVs or tents.

★ **CHECK-OUT TIME:** no later than Monday after concert at 10 am. Please leave your site as clean or cleaner than when you arrived. We appreciate it!

★ **FIRES:** Absolutely NO FIRE WORKS, CAMP FIRES, OPEN FLAME FIRES, OR OPEN FLAME CANDLES will be allowed. This includes charcoal or pellet grills, and other open flame devices. Propane stoves, fire pits, grills & barbeques with shut-off valves are allowed. Traegers are not allowed. When in grass areas, please be cautious when smoking. ANY UNATTENDED BURNING DEVICE WILL BE TURNED OFF. IF FOUND A SECOND TIME, IT WILL BE DIS-ALLOWED. Festival Management reserves the right to prohibit use of open flame devices when left unattended.

★ **PASSES:** Your camp host will exchange your ticket for a camping pass. Camping passes **must be visible at all times** while in the campground & for re-entry to the campground. The campsite fee includes your RV or tent & your transportation vehicle. You are allowed one (1) extra vehicle pass per site. Additional vehicle passes are $25 for the weekend and are sold by the camp host on a space available basis. No extra vehicles are permitted in Camp A. If you have more than one site, the per-site count of RV's and vehicles cannot exceed the total number for your sites, but can be located anywhere in your sites. All RVs, tents, vehicles, and property must be kept within your site boundaries. Multiple sites can be laid out to your choosing as long as all equipment is within your sites' boundaries. A camping ticket must be presented for each site in use. All roads in campgrounds are classified as fire-access roads and cannot be blocked. **Vehicles or any other property blocking the fire roads will be removed at the owner's expense.**

★ **PATRONS** who behave in a way that could be considered obscene, indecent, lewd, racially offensive, suggestive, harassing, threatening, objectionable, or unlawful shall be subject to loss of band(s), removal from all festival properties, & punishable to the full extent of the law.

★ **PETS:** We discourage you from bringing pets along, as most of your time will be spent inside the concert grounds, not in camp. NO PETS will be allowed into the festival site.

★ **PROTECT YOUR BELONGINGS** and lock-up all valuables including coolers, bikes and generators when leaving them unattended and overnight. The Oregon Jamboree, City of Sweet Home and Sweet Home School District are not responsible for lost, stolen, or damaged personal property of any kind.

★ **QUIET TIME:** Please be considerate of your neighbors and observe the established quiet time: Thursday & Sunday: 10:00 pm to 7:00 am.; Friday & Saturday: midnight to 7:00 am. Generator use is allowed outside of quiet time hours only if it does not disturb or asphyxiate the other campers. Festival management reserves the right to prohibit use of any generator at any time.

★ **RV versus TENT:** "RV camping" is considered anything with wheels (fifth-wheels, motor homes, camper-vans, travel-trailers, truck campers, tent-trailers). "TENT-only camping" is restricted to tents (no tent-trailers).

★ **SHOWERS** will be available at the High School Gym, Football Field, the Jr. High, the Boys & Girls Club, the Community Chapel (RV16), RV-9 Rodeo Grounds, & RV18 Ranger Station for a minimal fee. Exact times & locations will be posted at each campground & at the entrance to the Will Call building.

★ **SHUTTLE** Service is provided for Camps 6, 7, 9, 10, 14, 15, 16, 18, and 20. ALL RV sites are on a 20- to 30-minute schedule on concert days. A schedule will be posted at each campground and at the entrance to the Will Call building.

★ **TENT CAMP A CAMPERS** will not be allowed to park on the grass by your tents. No extra vehicles are permitted. Designated parking for Camp A is along 18th Avenue next to the camp. Reserved parking is not available or permitted. The campsites are an easy walk from the parking area. No swimming pools are allowed on the grass.

OREGON JAMBOREE music festival

2021 Oregon Jamboree COVID-19 Safety Plan

Operations

Oregon Jamboree will, per Oregon Health Authority (OHA) requirements:

- Operate within OHA's guidelines for cleaning and disinfecting for outdoor entertainment establishments.
- Limit the capacity of the entire event area to 75% capacity or guidelines set by the state of Oregon.
- Comply with closure times for outdoor entertainment establishments for the designated risk level of Linn County during the dates of the 2021 Festival.
- Require all individuals who work, volunteer or visit the Oregon Jamboree to comply with the Statewide Mask, Face Covering, Face Shield Guidance. Face masks will be for sale from No Dinx, the exclusive Oregon Jamboree merchandise vendor. The medical tent will have paper masks available to anyone who is in need..
- Will ensure all facilities have equipment in good condition, according to any applicable maintenance, operations manuals, and standard operating procedures.
- Post clear signage referencing face covering requirements on festival grounds.
- Post clear signage regarding COVID-19 symptoms, asking all to stay home and who to contact if they need assistance if they are experiencing symptoms.
- Will use wands to search patrons as they enter the gate.

Additionally the Oregon Jamboree will, per suggested OHA guidelines:

- Provide a COVID Compliance Manager with a volunteer staff to monitor and advise volunteers, vendors and staff on COVID compliance measures and enforcement.
- Use cashless payment options and scan tickets without contact with attendees. The 2021 Festival will not have scrip options. *Vendors who make pre-festival arrangements might accept limited cash.
- Position seating at least 15' from stage front
- Sell tickets in advance and send them electronically to patrons. Tickets can be scanned electronically at gate. Paper tickets will be available at Will Call for patrons without the ability to receive electronic tickets and for patrons that have purchased this option.
- Provide Guest Services personnel to manage attendee flow and monitor physical distancing while patrons are waiting in line, and during entering and exiting.
- Ensure all fire exits are clear at all times.

OREGON JAMBOREE music festival

2021 Oregon Jamboree COVID-19 Safety Plan

- Provide security to monitor physical distancing requirements.
- Guest Services will monitor attendee access to common areas such as restrooms so that visitors do not congregate.
- Oregon Jamboree will limit the number of volunteers who serve or interact with each party, where possible.

OREGON JAMBOREE music festival

2021 Oregon Jamboree COVID-19 Safety Plan

Distance and Occupancy

The Oregon Jamboree will, per OHA's requirements:

- Assign greeters to manage patron flow and monitor physical distancing while in parking lots, waiting in line, ordering, using restrooms, using the playground, and during entering and exiting. Fire exits will never be blocked.
- Ensure that physical distancing will be six (6) feet or the recommended state distance, whichever is less, and will be referred to in the remaining document as the 'appropriate physical distancing.'
- Give due consideration to ticket holder groups in reserved seating areas
- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. (Please see pg. 2 OHA2351S03252021, attached.)
- Patrons in different parties will be restricted from congregating in any area of the facility, both indoor and outdoor, including in Jamboree managed parking lots
- Post signage requiring appropriate physical distancing.
- Mark Que areas with flow direction.
- Will follow protocol outlined by the Sweet Home School District with regard to bus transportation to and from the campgrounds. Busses will be provided, as in the past, to ensure safe rides for campers.

Additionally, the Oregon Jamboree will, per OHA's suggested guidelines:

- Publish suggested staggered entry times for patrons, with 250 maximum patrons allowed in staging area, subject to change per Oregon COVID-19 safety guidelines
- Will install state mandated barriers per State of Oregon mandates.
- Provide multiple entrances including an ADA entrance for entry into the festival grounds with separate lines for volunteers.

OREGON JAMBOREE music festival

2021 Oregon Jamboree COVID-19 Safety Plan

Cleaning and Disinfection:

The Oregon Jamboree, will, per OHA's required guidelines:

- Provide training to all volunteers and staff on cleaning operations and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.
- Ensure sanitation attendants frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in outdoor entertainment establishments.
- Ensure radios and communication devices are routinely cleaned, and staff/volunteers will not be permitted to share radio and communications devices, if at all possible.
- Disinfect all sound gear, including microphones, between uses and prohibit sharing of microphones, instruments or other equipment between performers, as needed.

Additionally, the Oregon Jamboree will, per OHA's suggested guidelines:

- Provide hand-washing facilities for attendee use in and around the festival grounds.
- Disinfect bathrooms at regular intervals
- Disinfect the playground at regular intervals

OREGON JAMBOREE music festival

2021 Oregon Jamboree COVID-19 Safety Plan

Staff, Volunteer & Vendor Protocol:

- All staff, volunteers, and vendors must be agree to contract tracing
- If staff, volunteers, and/or vendors arrive and show symptoms or have a temperature, they will not be able to work their shift.
- Face masks will be required for staff, volunteers, and vendors at all times.
- Staff, volunteers, and vendors will be asked to social distance from patrons and other staff/volunteers at all times. Work group "bubbles" will be used when possible.
- Oregon Jamboree will collect COVID-19 safety plans from vendors and contractors prior to contracting, that can be provided as needed to OSHA or other governing authorities
    - Sweet Home School District
    - Sweet Home Fire Department
    - Freeman Enterprises Production Company
    - Oregon Beverage Company
    - Individual food and merchandise vendors
- 2021 Festival will not be offering indoor receptions at The Boys and Girls Club, nor Bingo.

OREGON JAMBOREE music festival

2021 Oregon Jamboree COVID-19 Safety Plan

Food, Beverage, Merchandise Sales:

- Beer, soda and water will be sold in cans or bottles, not into cups.
- Patrons will not be allowed to try on merchandise before purchase
- Vendors, unless pre-approved by staff before the festival, will not be allowed to accept cash. Credit and debit cards are key to a cashless, safer environment

Contact Tracing:

To the extent possible, the Oregon Jamboree will:

Maintain contact information of attendees. If there is a positive COVID-19 case associated with the 2021 festival, information regarding it will be provided to the Department of Public Health if requested. This information will be stored for a minimum of 60 days.

Patrons, to receive tickets, will be required to electronically sign an Oregon Jamboree 2021 COVID-19 waiver of liability. An email will be sent just prior to the festival reminding attendees of COVID-19 symptoms.

Communication:

- The Oregon Jamboree website will be updated with all current COVID-19 Safety plans and protocols
- As protocols are ever in flux, the Oregon Jamboree will be following the most current guidelines per the State of Oregon guidelines
- The 2021 Oregon Jamboree can be cancelled at any time by State mandates due to the ongoing pandemic
- The Oregon Jamboree will be making social media posts emphasizing COVID-19 protocols, and highlighting new changes in Oregon Jamboree offerings due to the pandemic.

OFFICE OF THE DIRECTOR
Kate Brown, Governor

Oregon Health Authority

500 Summer St NE E20
Salem OR 97301
Voice: 503-947-2340
Fax: 503-947-2341

Maximum Occupancy Resource for COVID-19

This resource is to provide businesses with information about how to determine the COVID-19 "Maximum Capacity Limit" while operating within the Sector Risk Level Guidance Chart.

You must first determine your business's general occupant load, which is found in the Oregon Fire Code (OFC), Allowable Floor Area per Occupant in square feet, Table 1004.5. Occupancy load refers to the number of people permitted in a building at one time based on the building's floor space and function, as the number of people permitted in a building is based on the means of egress (exit pathways).

Your general occupant load shall include both staff members and business customers. For additional assistance on how to determine what your business's general occupant load is, prior to incorporating and determining what the COVID-19 "Maximum Capacity Limit" is, please reach out to the local fire agency with jurisdiction in your area.

It will be each business's responsibility to determine and support their calculations of the COVID-19 "Maximum Capacity Limit" as guided by the Sector Risk Level Guidance Chart. The local fire agency can assist on determining the general occupancy load, but will not be able to support requests for percentage calculations to determine the reductions required by the COVID-19 "Maximum Capacity Limit".

A list of local Oregon's Fire Service Agencies and their contact information can be found here: https://www.oregon.gov/osp/programs/sfm/Pages/Fire-Agency-Contact-List.aspx

Acronyms:

- **"GLA"** means Gross Leasable Area
- **"OLF"** means Occupant Load Factor
- **"sf"** means Square footage

Definitions:

- **"Determining Oregon Fire Code (OFC) general occupant loads"** means the occupant load determined by dividing either the net or gross floor area (sf) of the space by the occupant load factor (see table 1004.5).
- **"Floor area, gross"** means the floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, ramps, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided

with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

- **"Floor area, net"** means the actual occupied area not including unoccupied accessory areas such as corridors, stairways, ramps, toilet rooms, mechanical rooms and closets.

Determining what your business's general occupant load is in accordance with the Oregon Fire Code

What is your business's use?

Eating and drinking establishments: These are considered an **Assembly** occupancy per the OFC.

- Without fixed seats 15 sf net per person. For fixed seats, count the actual number of fixed seating. For booths, utilize one person for each 24 inches of booth length.

Faith institutions, funeral homes, mortuaries, cemeteries: These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. For benches or pews, utilize one person for each 18 inches of bench or pew length.

Indoor entertainment establishments: These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. For fixed seats, count the actual number of fixed seating.

Indoor and outdoor shopping centers/malls: These are considered a **Mercantile** occupancy per the OFC.

- Mercantile: Occupant load factor (OLF = 0.00007)(GLA) + 25.

Indoor recreation and fitness establishments: These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person. Exercise rooms 50 sf gross area per person.

Offices: These are considered a **Business** occupancy per the OFC.

- 150 sf gross area per person.

Outdoor recreation and fitness establishments: These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person.

LIST OF VENDORS

NAME OF VENDOR	APP?	CONTACT	EMAIL	PHONE NUMBER
		See Page 35...		

OREGON JAMBOREE music festival

2021 Oregon Jamboree Vendor List

1. Bates Steakhouse and Catering
2. Chop Chop Chicken Sundaes
3. Cowgirl Cookn at the Campfire
4. Figaros Pizza
5. High Roller Wraps
6. Island Noodles
7. Keoke Cactus Jacks and Pasta Garden
8. Monsterfoods
9. Oregon BBQ
10. Paradise Shaved Ice
11. Surfs Up Expresso
12. The Shaka Brah (Aloha Concessions)
13. Tippaliepa Funnel Cake & Lemondaes
14. We're the Wurst

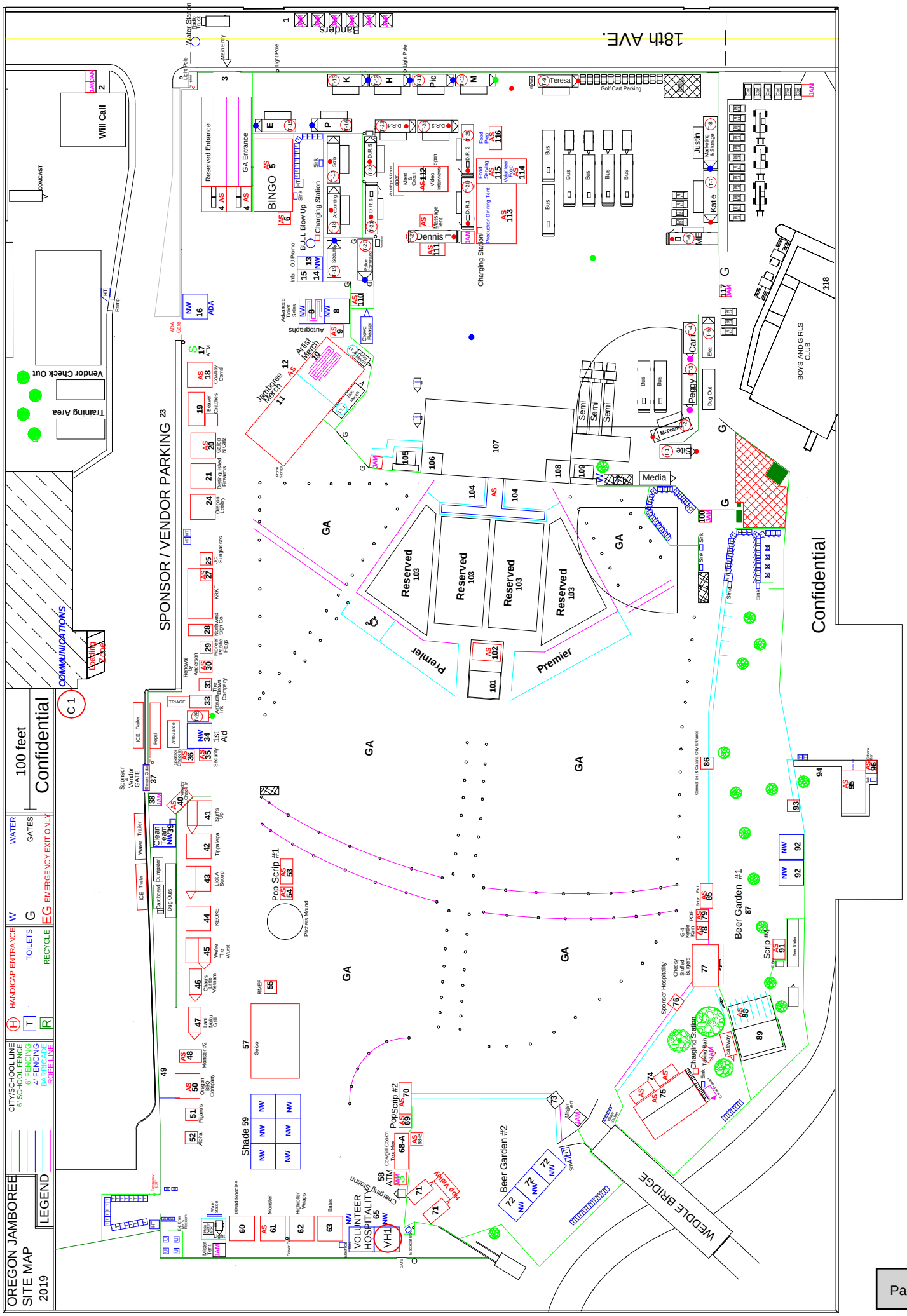
**List is tentative pending full applications received in office by 4/30/2021. If vendors do not comply with application process, alternate vendors will be considered*

Insert Event Overview Map

See Page 38...

Insert Vendor Site Map

See Page 38...


OREGON JAMBOREE
SITE MAP
2019
LEGEND
CITY/SCHOOL LINE
6' SCHOOL FENCE
6' FENCING
4' FENCING
BARRICADE
ROPE LINE
HANDICAP ENTRANCE
TOILETS
GATES
EMERGENCY EXIT ONLY
WATER
RECYCLE
100 feet
Confidential
SPONSOR / VENDOR PARKING
COMMUNICATIONS
Vendor Check Out
Training Area
Will Call
18th AVE.
Bandera
Water Station
Reserved Entrance
GA Entrance
BINGO
BULL Blow Up
Charging Station
Dennis
Jamboree Merch
Artist Merch
Autographs
Media
Confidential
Reserved
Premier
GA
Pop Scrip #1
PopScrip #2
Beer Garden #1
Beer Garden #2
Shade
Sponsor Hospitality
Charging Station
VOLUNTEER HOSPITALITY
WEDDLE BRIDGE
BOYS AND GIRLS CLUB
Golf Cart Parking
Page 49

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

OREGON JAMBOREE music festival

May 12, 2021

Oregon Jamboree
401 Main St, Ste D
Sweet Home, OR 97386
541-367-8800

Angela Clegg
Community and Economic Development Dept.
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

Angela,

This letter is in regard to your request for a copy of our 2021 OLCC license. Our Premier vendor, Oregon Beverage Services (OBS) managed by Carroll Unruh, will providing Oregon Jamboree a copy of the permit no later than 2 weeks before the 2021 Oregon Jamboree, which is expected to be held July 30, 31, and August 1st. He will be submitting the request for the permit to the State of Oregon approximately 6 weeks prior to the event, to allow for processing.

In the past, when we managed the Beer Gardens and staffed it primarily with volunteers, we followed the above timeline for submission. The 2019 OLCC Packet submitted to the City of Sweet Home, as part of our Permit Package was a copy of our OLCC Liquor License Application, rather than our actual license. I believe we submitted the secured OLLCC license to you as soon as it was processed and finalized.

For 2021, we will forward the copy of the OLCC license issued to OBS, as soon as we receive it.

Sincerely,

Peggy Curtis
Oregon Jamboree Office Manager

Angela Clegg

From: Peggy Curtis <peggy@oregonjamboree.com>
Sent: Tuesday, April 27, 2021 4:37 PM
To: Angela Clegg
Subject: Sankey Park... YES!

I keep forgetting to tell you that yes, we will certainly need to use the park... just not for the actual concerts. We will not be having vendors in there as well. Maybe a volunteer rest area, and of course a gate is going to be there this year, for patrons as well as volunteers.

If you have any questions, please let me know!

Peggy Curtis
Oregon Jamboree Staff
401 Main Street, Suite D
Sweet Home, OR 97386

541.367.8800

Sweet Home Police Department

City of Sweet Home
1950 Main Street
Sweet Home, OR 97386
541-367-5181
Fax 541-367-5235
www.ci.sweet-home.or.us
shpd@ci.sweet-home.or.us

April 28th, 2021

TO: Angela Clegg

FROM: Chief Jeff Lynn

SUBJECT: 2021 Oregon Jamboree

I have reviewed the 2021 Oregon Jamboree Special Event Application and have no significant concerns over it. I believe that, Pandemic Restrictions permitting, we can assist in putting on a safe, secure, and fun event for the Community.

I have spoken with the Sweet Home Fire and Ambulance Chief and have worked on an operation plan that addresses safety needs and emergency responses. I will be clarifying the "Event Chain of Command" as listed page 12 of the Special Event Application. Below is a brief depiction of how Emergency Services will operate.

Command and Control

The incident command structure of the 2021 Oregon Jamboree will be managed in one of two modes: 1) event management or 2) incident management. Each mode comes with its own roles and responsibilities.

In Event Management Mode the Oregon Jamboree Director will be located at the event site to coordinate the planning of the operational aspects of the event. The Sweet Home Police Department's on- site Officer-In-Charge (OIC) will assist with the planning of safety related issues. A full Incident Management Team may be staffed up in Incident Mode.

In Incident Mode, unified command between the Sweet Home Police Department, the Sweet Home Fire and Ambulance District, the Oregon Jamboree, and the City of Sweet Home will be implemented to jointly determine incident public safety objectives, strategies, tactics, plans, and priorities and work together to execute integrated operation and incident action plans and maximize the use of resources.

When an incident or emergency has occurred that strains assigned public safety resources at the Even and more resources are needed to stabilize the incident, then Police Command, Fire Command and Oregon Jamboree Director must contact one another to quickly assess the situation. This meeting should determine the level of response to the incident.

The Dates and Intentions of Use for City owned property and road closures are consistent with past proposals and have functioned appropriately. All of the listed road closures are easy to implement, they do however, impact local property owners in the vicinity of the Oregon Jamboree Grounds. After conversations with Oregon Jamboree staff, the use of Sankey Park will differ from previous years. During this year's event, there will not be second stage set up in

the park. The park will still be used by the Jamboree and its patron, but not to the extent of the past. With this in mind, I have talked to Jamboree staff about the actual need to close 14th Avenue to through traffic. Based on the described use of Sankey Park and the reduced size of the crowd, I believe that the safety concerns are minimized and the need to close 14th Avenue is not necessary.

Below is an estimate of the overall personnel costs of the Police Department associated with the Oregon Jamboree. The anticipated reduced amounts correlate with the smaller nature of the festival.

Police	2021 Anticipated	2019	2018	2017
Total Personnel Cost	$8,955	$12,460	$11,401	$8,584
Jamboree Reimbursement	$6,935	$9,010	$7,661	$6,285
Personnel Expense	$2,020	$3,450	$3,740	$2,298

I have yet to receive an OLCC Liquor License Application from the Oregon Beverage Service. They will be the entity that is obtaining the licensing and operating the beer gardens and hospitality areas. I am familiar with the level of service that they have provided in the past and would have not concerns about their ability to serve alcohol in a responsible manner.

Angela Clegg

From: Greg Springman
Sent: Thursday, May 6, 2021 7:49 AM
To: Angela Clegg
Cc: Jeff Lynn; Blair Larsen; Dominic Valloni
Subject: FW: Jamboree Application Comments

Public Works does not have any comments related to the Oregon Jamboree Event packet.

-Greg

Greg Springman | Public Works Director
Public Works Department
City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386
p:541-367-6359
f:541-367-7592

CONNECT WITH US

Confidentiality Notice: This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If you have received this message by mistake, please notify us immediately by replying to this message or telephoning us, and do not review, disclose, copy or distribute it. Thank you.

Public Records Law Disclosure: This e-mail is a public record of the City of Sweet Home and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

From: Dominic Valloni <DValloni@sweethomeor.gov>
Sent: Thursday, May 6, 2021 7:07 AM
To: Greg Springman <gspringman@sweethomeor.gov>
Subject: RE: Jamboree Application Comments

I really don't have any. We will do what we can to assist or help and the rest is up to council and police.

Thanks,

Dominic Valloni | Public Works Operations Manager
Public Works Department
City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386
p:541-818-8006
c:541-393-7405

CONNECT WITH US

RESOLUTION NO. 14 FOR 2021

A RESOLUTION CONCERNING THE OREGON JAMBOREE, PARK CLOSURES, STREET CLOSURES AND RESTRICTIONS.

WHEREAS, on July 30th, July 31st, and August 1st, 2021, the Oregon Jamboree will hold a concert requiring street and park closures; and

WHEREAS, traffic patterns and parking issues need to be addressed to accommodate the events; and

WHEREAS, Sweet Home Municipal Code 10.04.030 provides that the City Council may, by resolution, establish or alter traffic and parking control;

WHEREAS, Sweet Home Municipal Code 12.12.010 and Sweet Home Charter Section 2 provide that the City Manager can limit park use.

NOW, THEREFORE, the City of Sweet Home does resolve as follows:

Traffic and park regulations shall be kept in effect as follows:

A. From 7:00 AM on Friday, July 30, 2021 through 9:00 PM on Sunday, August 1, 2021, 18th Avenue from Long Street to Mountain View shall be closed and blocked off to through vehicular traffic at the direction of the Chief of Police or his designated representative; provided, residents living within the blocked off area, with no alternate routes, will be allowed ingress and egress.

B. From 11:00 AM on Thursday, July 29, 2021 through 10:00 PM on Sunday, August 1, 2021, the portion of 18th Avenue immediately adjacent to the concert grounds and serving no residential properties, shall be completely blocked off to all vehicular traffic at the direction of the Chief of Police.

C. From 11:00 AM on Thursday, July 29, 2021 through 10:00 PM on Sunday, August 1, 2021, all areas of 18th Avenue between Long Street and the concert grounds (including the 1800 block of Kalmia Street) shall be designed and signed as “Disabled Parking Only” and the Chief of Police is directed to enforce the provisions of ORS 811.615.

D. From 6:00 AM Monday, July 26, 2021 through 10:00 PM on Monday, August 2, 2021, Sankey Park and Weddle Bridge shall be closed to all persons except those authorized by the Oregon Jamboree or the Parks Director and signage and fencing shall be in place to affect the safe closure;

E. From 2:00 PM on Thursday, July 29, 2021 through 11:00 PM on Sunday, August 1, 2021, Upper Sankey Park and City Hall shall be available and utilized for RV and tent camp sites and Northside Park shall be available and utilized for tent sites for the Oregon Jamboree event.

F. From 4:00 PM on Thursday, July 29, 2021 through 10:00 PM on Sunday, August 1, 2021, SHMC 12.12.100 shall be waived for Sankey Park only. SHMC 12.12.100 limits the sale, consumption, or possession of alcoholic

beverages in parks.

G. From 4:00 PM on Thursday, July 29, 2021 through 10:00 PM on Sunday, August 1, 2021, SHMC 9.20.030, Consumption or Possession of Alcoholic Beverages in Public Places, shall be waived for the area of 18th Avenue immediately adjacent to the concert grounds.

H. Appropriate and authorized fencing, signs, barricades or other markings which shall be installed by the Oregon Jamboree, at their own cost, to carry out the provisions of this resolution, and they shall become effective upon their installation pursuant to this resolution.

PASSED by the Council and approved by the Mayor this 22nd day of June, 2021.

_____
Mayor

ATTEST:

_____
City Manager - Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	2021 Overlay Project Phase 2 - project scope directive
Preferred Agenda:	June 22, 2021
Submitted By:	Trish Rice, Engineering Tech 2 Greg Springman, Public Works Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution ___ Motion ___ Roll Call ____ Other __X__
Relevant Code/Policy:	n/a
Towards Council Goal:	Goal 1.1c Develop specific steps for implementation of the adopted infrastructure master plans (streets)
Attachments:	Addendum 1 Addendum 2 Revised 2021 Overlay Project Phase 2 contract Revised 2021 Overlay Project Phase 2 plans

Purpose of this RCA:

Staff requests Council directive for the scope of the 2021 Overlay Project Phase 2.

Background/Context:

On March 23 Council approved the concept of doing this season's street overlays in two phases due to concerns about the timing of funding availability. Phase 1 was advertised on March 24 and bids closed April 20. On May 25 staff presented Phase 1 scope changes and lessons learned regarding project design to City Council. Two schedules were removed from Phase 1 with the intent to add them to Phase 2. Phase 1 construction is now complete. The total cost of Phase 1 was $112,790.60, well below the $240k that had been budgeted.

Phase 2 advertised on April 28. The original bid closing date was May 28, but has been extended to allow time for scope changes resulting from the lessons learned in Phase 1. A mandatory pre-bid meeting has been scheduled for June 25 as requested by Council on May 25. The project scope changes were: adding the two schedules that we moved from Phase 1; verifying & correcting road widths and connections to existing driveways; prep work; and areas requiring extra paving thickness. Addendum 2 was posted June 9 with the closing date on July 16.

The original engineer's estimate for Phase 2 was $362,844. After the scope changes, Phase 2 engineer's estimate is currently $884,115. Staff recommends allowing $1.05M to provide construction contingency (18% contingency). The FY2022 budget allocates $600k for overlays. Staff requests Council direction on whether to decrease the size of Phase 2 to get

under $600k, or to prepare a supplemental budget to increase the spending authority to cover the full project. There are funds available to cover the project. If directed, the supplemental budget will be brought to Council on July 13.

Schedule	Location	Engineer's Estimate
	Mobilization	~~$60,474.00~~ **$147,352.50**
A	Kalmia St and 45th-47th Aves	**$245,597.50**
C	Juniper St and 32nd Ct	**$116,920.00**
~~E~~	~~4th Ave North of Holley Rd~~ Removed due to residents' questions & legal history about road closure decision, will be a future topic for Council.	~~$33,110.00~~
F	42nd Ave South of Long St	~~$56,450.00~~ **$60,052.50**
G	Locust St and 54th Ave	~~$24,147.50~~ **$25,780.00**
H	Larch St and Locust St off 49th	~~$43,197.50~~ **$84,122.50**
I	Poplar St and Osage St between 52nd between and 53rd Ave, and 52nd Ave	~~$54,730.00~~ **$61,555.00**
J	Vine St off of 18th	~~$28,022.50~~ **$56,072.50**
K	Poplar St west of 9th Ave	~~$16,050.00~~ **$24,750.00**
L	13th Ave and Osage St	~~$37,837.50~~ **$49,437.50**
M	Nandina St between 54th & 56th	~~$8,825.00~~ **$12,475.00**
	Total Bid Estimate	~~$362,844.00~~ **$884,115**

The Challenge/Problem:

How do we make efficient use of limited funds to complete needed streets projects?

Stakeholders:

- Sweet Home Residents – Residents deserve well-maintained City infrastructure that meets their needs and improves their quality of life.
- Sweet Home City Council – The City Council has a goal to provide viable and sustainable infrastructure that serves development and improves residents' quality of life.
- Sweet Home City Staff – City Staff have an interest in completing projects that empower them to meet the Council's goals and which reduce staff time spent repairing poor quality streets.

Issues and Financial Impacts:

The engineer's estimate for Phase 2 has increased to $884,115. Staff recommends allowing $1.05M to provide construction contingency (18% contingency). There is budgeted $600k in FY2021-2022 for overlay projects. Staff requests Council direction on whether to decrease the size of Phase 2 to get under $600k, or to prepare a supplemental budget to increase the spending authority to cover the full project. There are funds available to cover the project. If directed, the supplemental budget will be brought to Council on July 13.

If Council chooses to proceed with the existing project scope, Phase 2 will be primarily paid for out of the ODOT fund exchange money (approx. $625k available). The remainder will be paid out of the gas tax fund (which is estimated to have an ending fund balance of approximately $560k) and, if necessary, the street maintenance improvement fund.

Elements of a Stable Solution:

A stable solution will provide efficient completion of needed street maintenance and improvements.

Options:

1. *Option 1 – Do Nothing.* Not recommended. This is only a temporary delay in making a decision. The project is currently out for bid and closes July 16. Council will be required to make a decision after bids close. It is advantageous to have Council direction prior to the pre-bid meeting with contractors on June 25.
2. *Option 2 – Direct staff to reduce the scope of the 2021 Overlay Project Phase 2 to the current budget.* Staff will cut the project down to the $600k budget.
3. *Option 3 – Direct staff to prepare a supplemental budget to increase the project budget to $1.05M.* Staff will prepare a supplemental budget to fund the full project, and present it to Council at the next meeting on July 13. This option makes the best use of the time-value of the City's funds due to inflation. Construction materials continue to get more expensive, so it's advantageous to pave as much as you can while you can.
4. *Option 4 – Direct staff to both reduce the project scope and increase the project budget.* This is a halfway point between Options 2 and 3 that would reduce the project less drastically. Staff will cut the project down to a budget specified by Council, prepare a supplemental budget as needed to fund it, and present it to Council at the next meeting on July 13.
5. *Option 5 – Cancel the solicitation.* Not recommended.

Recommendation:

1. Staff recommends *Option 3 – Direct staff to prepare a supplemental budget to increase the project budget to $1.05M.* Staff will prepare a supplemental budget to fund the full project, and present it to Council at the next meeting on July 13. This option makes the best use of the time-value of the City's funds due to inflation. Construction materials continue to get more expensive, so it's advantageous to pave as much as you can while you can.

CITY OF SWEET HOME
2021 Overlay Program Project Phase 2
ADDENDUM #1

SECTION 1: PURPOSE

The purpose of this addendum is to extend the bid closing date.

SECTION 2: MODIFICATIONS

The bid closing date is extended from Friday May 28, 2021 to **Friday June 11, 2021.**

CITY OF SWEET HOME
2021 Overlay Program Project Phase 2
ADDENDUM #2

SECTION 1: PURPOSE

The purpose of this addendum is to change the scope of the project and to extend the bid closing date.

SECTION 2: MODIFICATIONS

Revised copies of the contract document and the plan set are posted as part of this Addendum which incorporate the full extent of the project modifications. A brief summary is below.

A mandatory pre-bid meeting has been added. It will be held on **Friday, June 25, 2021**.

A deadline for project element questions has been added. **Questions are due by Tuesday, July 6, 2021.**

The bid closing date is extended from Friday, June 11, 2021 to **Friday, July 16, 2021.**

Schedules A and C are added. Schedule E is removed. Alterations have been made to all project schedules to better identify necessary prep work, driveway connections, and ancillary storm drainage work.

Bid items have been added for Full Rebuild and Road Base Regrade areas. Bid items have been added for minor ancillary storm drainage work.

FOR CONSTRUCTION OF

CITY OF SWEET HOME
FY 2021 Overlay Program Project Phase 2

Department of Public Works, Engineering Division
1400 24th Avenue
Phone 541.367.6359

June 9, 2021
Incorporates Addendum #2

TABLE OF CONTENTS 2
INSTRUCTIONS TO BIDDERS 3
BID 4
CONTRACT 7
BID BOND 9
PAYMENT BOND 10
PERFORMANCE BOND 13
FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM 16
BID FORM 17
PREVAILING WAGE for PUBLIC WORKS CONTRACTS 20
PAYMENT OF MEDICAL CARE AND PROVIDING WORKERS' COMPENSATION 20
PUBLIC WORKS BOND 21
RECIPROCAL PREFERENCE LAW 21
PROJECT DRAWINGS (SEPARATE ATTACHMENT) 22
SPECIAL PROVISIONS I 23
SPECIAL PROVISIONS II 30

Sealed bids for the **FY 2021 Overlay Program Project Phase 2** will be received on behalf of the City of Sweet Home by Greg Springman at 1400 24th Avenue, Sweet Home, OR 97386 until bid closing time of **2:00 PM local time on Friday, July 16, 2021**. Bids will be held but not opened until **4:00 PM** (the submittal deadline for the "First-Tier Subcontractor Disclosure Form"). The outside of the Bid envelopes shall be clearly marked **FY 2021 Overlay Program Project Phase 2** and show (1) the Bidder's name, (2) the Bid Opening time and date and (3) the Bidders CCB license number, and shall be delivered to the City of Sweet Home by or before the above listed bid closing time.

The City will require that for projects greater than $100,000, the "First-Tier Subcontractor Disclosure Form" as contained in the bidding documents, be submitted with the bid documents in a separate sealed envelope by the Bid Closing or within two working hours of the Bid Closing, not later than **4:00 PM local time Friday, July 16, 2021** The envelope shall be clearly marked "**Disclosure Form for FY 2021 Overlay Program Project Phase 2**", and shall include (1) Bidders name, and (2) the submittal time and date deadline. Bidders who fail to submit the required disclosure will be considered non-responsive. Immediately following the disclosure deadline, the bids shall be opened and publicly read. **Submittals by Facsimile or Electronic Data Interchange (EDI) will not be accepted**.

Contract specifications, and plan sets – in PDF file format –, may be obtained from the Bids and RFPs menu off the Government on the City of Sweet Home website at https://www.sweethomeor.gov/rfps. Questions about the project elements may be directed to Trish Rice, Engineering Technician, Sweet Home Public Works, 1400 24th Avenue, Sweet Home, Oregon, 97386, contact by phone at 541-818-8037, or email price@sweethomeor.gov. **Questions must be submitted by 4:00pm on Tuesday, July 6, 2021.**

Each bidder must possess or have access to the 2021 Oregon Standard Specifications for Construction. These are available online at: https://www.oregon.gov/ODOT/Business/Pages/Standard_Specifications.aspx

No bid shall be received or considered unless the bidder is registered with the Construction Contractors Board for construction projects or licensed with the Landscape Contractors Board for landscaping projects.

Bidders Checklist: All prospective bidders must include the following:

- Each bid must contain a statement as to whether the Bidder is a resident Bidder, as defined in ORS 279C.365. In determining the lowest responsible bidder, the City of Sweet Home will, for the purpose of awarding the Contract, add a percentage increase on the bid of a nonresident bidder equal to the percentage, if any, of the preference given to that bidder in the state in which the bidder resides.
- All bids shall contain a statement declaring that the Bidder agrees to comply with the provisions of ORS 279C. 800 to 279C.870 regarding payment of prevailing wages and the Bureau of Labor and industries fee.
- The project bid document set, with names and corporate information of the bidder, schedule of prices completely filled out, additional addendum items if any; however, project drawings do not need to be included.
- The First-Tier Subcontractor Disclosure Form as noted above.
- Each bid must contain Surety and Bond information.
- A 10% bid bond, certified check, or cashier's check shall accompany each bid on all projects and shall be forfeited if the bidder fails to enter into a Contract with the City of Sweet Home within ten (10) days after the date of the Notice of Award.

The City may reject any bid not in compliance with all prescribed public procedures and requirements, and may reject for good cause any and all submittals upon a finding of the City that it is in the best interest to do so, as determined solely by the City.

To the Honorable Mayor and City Council
City of Sweet Home, Oregon 97386

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned Bidder declares that the Contract Documents for the construction of the proposed improvement have been carefully examined; that the site has been personally inspected; that the Bidder is satisfied as to the quantities of materials, items of equipment and conditions or work involved including the fact that the description of the quantities of work and materials as included herein is brief and is intended only to indicate the general nature of such items and to identify the said quantities with the detailed requirements of the Contract Documents; and that the bid is made according to the provisions and under the terms of the Contract Documents, which documents are hereby made a part of this bid. The bidder has received and considered the following Addenda to specifications, if any, of revisions and/or additions to the plans;

No. _____ to No. _____ , inclusive; Plan Revision Sht. No. _____ ; Plan Addition Sht. No. _____ .

The minimum bid submittal requirement for this project shall include this Bid form and schedule(s) of prices, bid bond as required, first-tier subcontractor form and all other required attachments. All Contract Documents are included in this Bid by reference, whether attached or not.

The Bidder further declares that the only persons or parties interested in this bid are those named herein: that this bid is in all respects fair and without fraud: that it is made without collusion with any official of the City of Sweet Home, and that the bid is made without any connection or collusion with any person making another bid on this Contract.

The Bidder further declares that the provisions required by the Oregon Revised Statutes ORS 279C.800 relating to Prevailing Wage Rates shall be included in and made a part of the Contract. The Bidder further declares that all applicable sections relating to Public Contracts as set forth in ORS 279A to 279C have been complied with in making this bid, and, as required, shall be made a part of the Contract Documents as completely as if the same were fully set forth herein.

The Bidder further declares that they are registered, or shall become registered if awarded a contract, with the Construction Contractor's Board, and possess such additional licenses and certifications as required by law for the performance of the Work proposed herein as required by OAR 812.

The Bidder further agrees that its own judgment has been exercised regarding the interpretation of subsurface information and all data, which it believes pertinent from the Engineer, Owner, and other sources in arriving at these conclusions, have been utilized.

CONTRACT EXECUTION, BONDS AND CERTIFICATES OF INSURANCE

The Bidder agrees that if this bid is accepted, a Contract with the City of Sweet Home, Oregon, will be executed within ten (10) days after the date of the Notice of Award, in the form of Contract annexed hereto, and will at that time, deliver to the City of Sweet Home the Performance and Payment Bond required by Subsection 00130.4 of the Oregon Standard Specifications for Construction (as revised), the certificates of insurance as specified in these documents, and will, to the extent of this bid, furnish all machinery, tools, apparatus, and other means of construction and do the work and furnish all of the materials necessary to complete the work in the manner, in the time, and according to the methods as specified or shown in the Contract Documents.

It is the intent of the City of Sweet Home to award the Contract to the lowest responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Contract Documents and does not exceed the funds available. The City of Sweet Home shall have the right to waive informalities or irregularities in a Bid received and to accept the Bid which, in the City of Sweet Home's judgment, is in the City of Sweet Home's own best interest. In submitting this Bid, it is understood that the City of Sweet Home reserves the right to accept or reject in part or in whole, any and all bids received, to adjust the scope of the work within reasonable limits, to postpone award for a reasonable time, or award to the selected firm or contractor any subsequent engineering design and construction services contract, part or in whole, for recommended capital projects as allowed by law. The RFB does not commit the City of Sweet Home to pay any costs incurred to prepare a bid.

BIDDING, CONSTRUCTION, AND COMPLETION DATES

The mandatory pre-bid meeting will be held at beginning at the City of Sweet Home Public Works Department at 1400 24th Avenue and then proceeding into the field, starting at

1:00pm on Friday, June 25, 2021 *(Time & Date)*

Questions about the project elements must be submitted by

4:00pm on Tuesday, July 6, 2021 *(Time & Date)*

Sealed bids will be received at the City of Sweet Home Public Works Department at 1400 24th Avenue until

2:00pm on Friday, July 16, 2021 *(Time & Date)*

with 1st Tier Subcontractor Disclosure Forms until

4:00pm on Friday, July 16, 2021 *(Time & Date)*

The Bidder agrees to begin work within 10 calendar days after the date of the Notice to Proceed issued on or near;

July 27, 2021 *(Date)*

and, to complete the construction, in all respects by;

November 12, 2021 *(Date)*

Completion schedule – if not defined to certain date above – shall be set per #s of days as follows:

(Days)

Calendar days that inclement weather or adverse site conditions preclude normal construction activities shall be considered exempt.

RETAINAGE

To ensure the proper performance of the Contract, the City shall retain five (5%) of the amount of each progress payment until final completion and acceptance of all work covered by this contract.

LIQUIDATED DAMAGES

In the event the Bidder is awarded the Contract and shall fail to complete the work within the time stated above or extended time agreed upon, as more particularly set forth in the Contract Documents, liquidated damages, if required as specified in the Special Provisions I portion of this contract documents, shall be paid to the City of Sweet Home, Oregon, as provided under Subsection 00180.85 of the Oregon Standard Specifications.

BID BOND

Accompanying this bid is a certified check, cashier's check or Bidder's Bond in the sum of

Dollars & Cents ($), *(10% of total contract price)*

according to the General Requirements of the Contract Documents which is to be forfeited as liquidated damages, if, in the event that this bid is accepted, and the Bidder shall fail to execute the Contract and furnish satisfactory Performance and Payment Bond under the conditions and within the time specified in the Contract Documents; otherwise said check or bond is to be returned to the Bidder.

SURETY

If the Bidder is awarded a construction Contract on this bid, the Surety which will provide the Performance and Payment Bond will be:

(Name)

(Address)

(City, State)

LUMP SUM OR UNIT PRICE WORK, MANNER of PAYMENT

The Bidder further proposes to accept as full payment for the work proposed herein the amounts computed under the provisions of the Contract Documents and based on the following lump sum or unit price amounts, it being expressly understood that the unit prices are independent of the exact quantities involved. The Bidder agrees that the lump sum prices and the unit prices represent a true measure of the labor and materials required to perform the work, including all allowances for overhead and profit for each type and unit of work called for in these Contract Documents. The amounts shall be shown in both words and figures. In the case of a discrepancy, the amount shown in words shall govern.

BIDDER

The name of the Bidder submitting this bid is:

(Name)

(Address)

(City, State, Zip)

(Telephone)

(Email)

(Federal Tax ID No)

(Construction Contractor Board No)

(Workers' Comp Ins. Co.)

(Workers' Comp Policy/Binder No)

The above Bidder's name and address is the address to which all communications concerned with this bid and with the Contract shall be sent.

In accordance with ORS 279C.365, Bidder hereby declares that it (circle correct designation) **is / is not** a resident Bidder. If the bidder is non-resident, indicate _____5_____ % preference of your state resident bidders.

In accordance with ORS 279C.800 to 279C.870, Bidder hereby declares that it complies with provisions for labor, materials, Industrial Accident Fund, liens, withholding taxes, and employee drug testing.

The names of the principal officers of the corporation submitting this bid, or of the partnership, or of all persons interested in this bid as principals, are as follows:

If Sole Proprietor of Partnership: IN WITNESS hereto the undersigned has set his/her hand this _____day of _____, 20_____.

(Signature of Bidder)

(Title)

If Corporation: IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this _____ day of _____, 20____.

(Name of Corporation)

(By)

(Title)

(Attest)

Secretary (*Mandatory Signature*)

(SEAL)

CONTRACT

THIS CONTRACT, made between the CITY OF SWEET HOME, a municipal corporation, hereinafter called "Owner" and _____. hereinafter called "Contractor".

WITNESSETH:

The Contractor, in consideration of the sums to be paid and other covenants herein contained, agrees to perform and complete the work herein described and to furnish all necessary machinery, tools, apparatus, equipment, supplies, materials, and labor and perform all work in accordance with the 2021 Oregon Standard Specifications for Construction, the Special Specifications bound herewith, and in accordance with such alterations or modifications of the same as may be made by the City, and according to such directions as may from time to time be made or given by the Engineer under the authority and within the meaning and purpose of this Contract. This agreement shall be binding upon the heirs, executors, administrators, successors, and assigns of the Contractor.

The applicable Drawings, the Oregon Standard Specifications for Construction, the Special Specifications, and the Schedule of Contract Prices bound herewith are hereby specifically referred to and by reference made a part hereof, and shall by such reference have the same force and effect as though all of the same were fully inserted herein.

The Contractor shall faithfully complete and perform all of the obligations of this Contract, and in particular, shall promptly, as due, make payment of all just debts and obligations incurred in the performance of said Contract and shall not permit any lien or claim to be filed or prosecuted against the City.

The Contractor, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.

The Contractor agrees to protect, indemnify, and hold harmless the Owner, its officers, agents, and employees harmless against any and all loss, claims, or suits (including costs and attorney's fees) for or on account of injury to or death of persons, damage to, or destruction of property belonging to either the Owner or others occurring by reason of the act or neglect of the Contractor, Contractor's employees, or agents (including subcontractors) in connection with the performance of this Contract.

It is expressly understood that this Contract shall be governed by the laws of the State of Oregon. The statutes of the State of Oregon for public works contracts, specifically but not exclusively ORS 279C, as amended or superseded, including the latest additions and revisions, are incorporated by reference as part of the contract documents, and the party contracting with the Owner hereby covenants and agrees to comply with all of the obligations and conditions applicable to public contracts pursuant to ORS 279C as though each obligation or condition were set forth fully herein. In addition, if the contract identified above calls for a public improvement as that term is defined by ORS 279A.010, the party contracting with the Owner further agrees to comply with all obligations and conditions applicable to public contracts for public improvements pursuant to ORS 279C as though each obligation or condition were set forth fully herein.

The Contractor further declares by the signing of this Contract that all the provisions required by ORS 279A to 279C relating to Public Contracts, Purchasing, and Prevailing Wage Rates for work performed under the Contract with the Owner are made part of this Contract as completely as if the same were fully set forth herein.

In consideration of the faithful performance of all of the obligations herein set out and in consideration of the faithful performance of this Contract, the Owner agrees to pay to the Contractor the amount earned, as determined from the actual quantities of work performed and prices and other basis of payment specified, taking into consideration any amounts that may be deductible, under the terms of the Contract.

The Contractor agrees to complete the work within the time specified herein and to accept as full payment hereunder the amounts computed as determined by the Contract Documents and based on the said bid.

Said improvements shall be completed by the date specified in said Contract Documents and if not so completed, unless said time for completion is extended, as provided in the Contract Documents, or if extended, if the same is not completed within the time extended, the City will be caused to incur liquidated damages as specified in the

Contract Documents. Liquidated damages shall be retained out of any monies due or to become due under this agreement.

Payments shall be made as provided in the Contract Documents.

Should suit or action be undertaken to enforce any of the terms of this agreement or to seek damages for its breach, the prevailing party shall be entitled to an award of its reasonable attorney fees, including those incurred on appeal.

IN WITNESS WHEREOF the parties hereto have executed or caused to be executed by their duly authorized officials, the Contract and affixed their respective official seals.

CONTRACTOR:

DATE: _____

By: _____

Title: _____

By: _____

Title: _____

(Note: Signatures of two officers are required for a corporation.)

_____
Corporation Tax No. (if incorporated)

_____
Social Security No. (if individual)

OWNER:
CITY OF SWEET HOME, OREGON:

APPROVED AS TO FORM:

_____
City Attorney

DATE: _____

By: _____
Public Works Director

By: _____
City Manager

BID BOND

DATE. _____

BOND NO. _____.

AMOUNT OF BID: _____($).

KNOW ALL MEN BY THESE PRESENTS, that we

(Name of Contractor)

as Principal, hereinafter called the PRINCIPAL, and

(Name of Surety)

a corporation duly organized under the laws of the State of _____ having its principal place of business at _____, in the State of _____, and authorized to do business in the State of Oregon, as SURETY, hereinafter called the Surety, are held firmly and bound unto the City of Sweet Home, Oregon, as Obligee, hereinafter called the OBLIGEE, in the sum of

Dollars & Cents ($), *(10% of total contract price)*

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT:

WHEREAS, the PRINCIPAL is herewith submitting his or its Bid for _____, said Bid, by reference thereto, being hereby made a part hereof.

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contracts Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or on the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

A certified copy of the agent's power-of-attorney must be attached hereto.

Signed and sealed this _____ day of _____, 20____

PRINCIPAL	SURETY
By: _____	By: _____
Title: _____	Title: _____

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

PAYMENT BOND

DATE. _____

BOND NO. _____

TOTAL BID AMOUNT: _____

KNOW ALL MEN BY THESE PRESENTS, that we

(Name of Contractor)

as CONTRACTOR (Principal), and

(Name of Surety)

a corporation, duly organized to do a general surety business in the State of Oregon as SURETY, jointly and severally, bind ourselves, our heirs, executors, administrators, successors, and assigns firmly in the sum of

Dollars & Cents ($), *(total contract price)*

to the Owner for the payment of labor, materials, and equipment furnished for the use in the performance of the Contract, which is incorporated herein by reference. The Contractor and Surety, jointly and severally, agree that this Bond shall be deemed amended automatically and immediately, without formal and separate amendments, hereto, upon amendment to the Contract not increasing the Contract Price more than twenty five percent (25%). The term "amendment wherever used in this Bond, and whether referring to this Bond, the Contract, or the loan documents, shall include any alteration, extension, or modification of any character whatsoever.

With respect to the Owner, this obligation shall be null and void if the Contractor: 1) promptly makes payment, directly or indirectly, for all sums due Claimants, and 2) defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity whose claim, demand, lien or suit is for the payment of labor, materials, or equipment furnished for use in the performance of the Contract.

With respect to Claimants, this obligation shall be null and void if the contractor promptly makes payment, directly or indirectly, for all sums due.

A Claimant is defined as persons claiming to have supplied labor or materials, for the prosecution of the work provided for in the Construction Contract, including any person having a direct contractual relationship with the Contractor furnishing the Bond or direct contractual relationship with any subcontractor, or an assignee of such person, or a person claiming monies due to the State Accident Insurance Fund Corporation, State Department of Unemployment Trust Fund, or the Department of Revenue, in connection with the performance of the Construction contact, has a right of action on the Contractor's Board as provided in ORS 279C.380 only if: 1) the person or the assignee of the person has not been paid in full; and 2) the person gives written notice of claim, as prescribed in ORS 279C.605, to the Contractor and the Secretary of State, in the Construction Contract with a state agency, or the clerk or auditor if the public body is other than a state agency.

The intent of this Bond shall be to include without limitation, the terms 'labor, materials or equipment, that part of water, gas, power, light, heat, oil. Gasoline, telephone service or rental equipment used in the Contract, architectural and engineering services required for performance of the work of the Contractor, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

The Contractor and Surety hereby jointly and severally agree with the Owner that every Claimant, who has not paid in full before the expiration of a period of one hundred twenty (120) days after the date on which the last of such Claimant's work or labor was done or performed, or materials were furnished by such Claimant, for which claim is made, may have a right of action on this Bond. The Owner shall not be liable for the payment of any costs or

expenses including attorneys' fees which the Owner may incur in connection with its defense of any such right of action.

No suit or action shall be commence on this Bond by any Claimant: 1) Unless claimant shall have given written notice to the Contractor and the Secretary of State, if the Contractor with a state agency, or the clerk or auditor of the public body which let the Contract if the public body is other than a state agency, within one hundred twenty (120) days after such Claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, or hand delivered in an envelope addressed to the Contractor, and such other entity who is to receive notice, at any place where that party maintains an office, conducts business, or at its residence, or delivered to that location. 2) After the expiration of two (2) years from the date on which the Claimant last performed labor, materials or equipment. Any limitation embodied in this Bond, which is prohibited by any law controlling the project, shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by law.

When the Claimant has satisfied the conditions of the above, the Surety shall promptly and at the Surety's expense take the following actions: 1) Send an answer to the Claimant, with a copy to the Owner, within forty-five (45) days after receipt of the claim, stating the amount that are undisputed and the basis for challenging any amount that are disputed. 2) pay or arrange for payment of any undisputed amounts.

The Surety's total obligation shall not exceed the amount of the bond and any amendment thereto as outlined above, and the amount of this Bond shall be credited for any payments made in good faith by Surety.

Amounts owed by the Owner to the Contractor under the Contract shall be used for the performance of the Contract and to satisfy claims, if any, under any Construction Performance Bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Contract are dedicated to satisfy obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

The Surety shall not be liable to the Owner, Claimants or others for obligation of the contractor that are unrelated to the Contract. The Owner shall not be liable for payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligations to make payments to, give notices on behalf of, otherwise have obligations to Claimants under this Bond.

The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and to other obligations.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirements shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.

Definitions: 1) Construction Contract; The agreement between the Owner and the Contractor identified on the signature page, including all contract Documents and changes thereto.

IN WITNESS THEREOF, the parties hereto have caused this bond to be executed this _____ day of _____, 20_____.

(Corporate Seal)

Principal

Title:

Street/City Address

(Corporate Seal)

Surety

Title:

Street/City Address

(Corporate Seal)

Surety Witness:

Title:

Street/City Address

City of Sweet Home, 1400 24th Avenue, Sweet Home OR 97386 *(Owner)*

FY 2021 Overlay Program Project Phase 2 *(Project)*

None *(Bond Modifications)*

PERFORMANCE BOND

DATE. _____

BOND NO. _____

TOTAL BID AMOUNT: _____

KNOW ALL MEN BY THESE PRESENTS, that we

_____
(Name of Contractor)

as CONTRACTOR (Principal), and

_____
(Name of Surety)

a corporation, duly organized to do a general surety business in the State of Oregon as SURETY, jointly and severally, bind ourselves, our heirs, executors, administrators, successors, and assigns firmly in the sum of

_____ Dollars & Cents ($_____), *(total contract price)*

to the Owner for the performance of the Construction Contract and any extension thereof, and during the twelve (12) month guaranty period which contract, extension and guaranty are incorporated herein by reference.

If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except to participate in conferences as provided in the following paragraph.

If there is no Owner Default, the Surety's obligation under this Bond shall arise after: 1) The Owner has notified the Contractor and the Surety at its address described on the signature page herein, that the Owner is considering declaring the contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held no later than fifteen (15) days after receipt of such notice to discuss methods of performing the Construction Contract. If the Owner, the Contractor and Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any subsequently to declare a Contractor Default; and 2) The Owner has declared a Contractor Default and formally terminated the Contractor's right to complete the contract. Such Contractor Default shall not be declared earlier than twenty (20) days after the Contractor and the Surety have received notice as provided in the above paragraph; and 3) The Owner has agreed to pay the Balance of the Contract Price to the Surety in accordance with the terms of the Construction Contract or to a contractor selected to perform the construction contract in accordance with the terms of the contract with the Owner.

When the Owner has satisfied the conditions of the above paragraph, the Surety shall promptly and at the Surety's expense take one of the following actions: 1) Arrange for the Contractor with consent of the Owner, to perform and complete the Construction Contract; or 2) Undertake to perform and complete the Construction Contract itself, through its agents or through independent contractors, which agents or independent contractors shall be acceptable to the Owner; or obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in the following paragraph in excess of the Balance of the Contract Price incurred by the Owner resulting from the Contractor's default; or 4) Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances: 4a) After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, tender payment therefore to the Owner; or 4b)Deny liability in whole or in part and notify the Owner citing reasons therefore.

If the Surety does not proceed as provided in the above paragraph with reasonable promptness, the Surety shall be deemed to be in default on this Bond fifteen (15) days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to

enforce any remedy available to the Owner. If the Surety proceeds as provided in the above paragraph, and the Owner refuses the payment tendered or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

After the Owner has terminated the Contractor's right to complete the Construction Contract, and if the Surety elects to act under the second above paragraph, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. To the limit of the amount of this Bond, but subject to commitment by the Owner of the Balance of the Contract Price to mitigation of costs and damages on the Construction Contract, the Surety is obligated without duplication for: 1) The responsibilities of the Contractor for correction of defective work and completion of the Construction Contract; 2) Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under the second above paragraph; and 3) Liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted with two (2) years after Contractor Default or within two (2) years after the Contractor ceased working or within two (2) years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

The Surety shall not be liable to the Owner or others for obligation of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators or successors.

The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and to other obligations.

Notice to the Surety, the Owner or the Contractor shall be mailed by certified or registered mail or delivered to the address shown on the signature page.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirements shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Definitions: 1) Balance of the Contract Price; The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

2) Construction Contract; The agreement between the Owner and the Contractor identified on the signature page, including all contract Documents and changes thereto.

3) Contractor Default; Failure of the contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Construction contract.

4); Owner Default; Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction contract or to perform and complete or comply with the other terms thereof.

IN WITNESS THEREOF, the parties hereto have caused this bond to be executed this _____ day of _____, 20_____.

(Corporate Seal)

Principal

Title:

Street/City Address

(Corporate Seal)

Surety

Title:

Street/City Address

(Corporate Seal)

Surety Witness:

Title:

Street/City Address

City of Sweet Home, 1400 24th Avenue, Sweet Home OR 97386 *(Owner)*

FY 2021 Overlay Program Project Phase 2 *(Project)*

None *(Bond Modifications)*

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

Project Name: **FY 2021 Overlay Program Project Phase 2**

Bid Closing Date & Time: Friday, July 16, 2021, 2:00 PM.

Bid Open Time: Friday, July 16, 2021, 4:00 PM.

Disclosure Due Date & Time: Friday, July 16, 2021, 4:00 PM.

Bid total greater than $100,000? _____ (Yes / No, if No, subcontractor information is not required).

If the bidder will not be using any subcontractors that are subject to the above disclosure requirements, the Bidder is required to indicate "NONE" on this form.

Bidders are required to disclose information about certain first-tier subcontractors when the contract value for a Public Improvement is greater than $100,000, see ORS 279C.370. Specifically, when the contract amount of a first-tier subcontractor furnishing labor or labor and materials would be greater than or equal to: (i) 5% of the project Bid, but at least $15,000 whichever is greater; or (ii) $350,000 regardless of the percentage of the total project bid, the Bidder must disclose the following information about that subcontractor either in its Bid submission, or within two hours after Bid Closing:

- The name of each subcontractor, and
- The category of work to be performed, and
- The dollar value of the subcontract.

Compliance with the disclosure and submittal requirements outlined herein and in ORS 279C.370 and its amendments is a matter of Responsiveness. Bids that are submitted by the Bid Closing Time, but for which the disclosure submittal has not been made by the specified deadline, are not Responsive and shall not be considered for Contract award.

Subcontractor's Name	Category of Work	Dollar Value of Subcontract

Use additional sheets of this page if necessary.

Submitted by: _____ (Bidder & Contact Name), _____ (Phone #).

	ITEM DESCRIPTION WITH BID UNIT PRICE	UNIT	APPROX. QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	Mobilization, Cleanup, Traffic & Erosion Control	LS	1	LUMP SUM	

Bid Schedule A. Kalmia St and 45th, 46th, 47th Aves					
2	Road Surface Pretreatment	SY	8,465		
3	Level 2, 1/2" ACP Mixture	TON	1,540		
4	Full Rebuild - Aggregate Base	TON	435		
5	Valve Can Adjustment	EA	13		
6	Manhole Adjustment	EA	9		
7	Driveway	TON	230		
	Total Bid Project Cost, Schedule A				

Bid Schedule C. Juniper St. from 32nd Ct to 35th Ave, and 32nd Ct					
8	Road Surface Pretreatment	SY	2,530		
9	Level 2, 1/2" ACP Mixture	TON	555		
10	Full Rebuild - Aggregate Base	TON	210		
11	Road Base Regrade	LS	1	LUMP SUM	
12	Valve Can Adjustment	EA	4		
13	Manhole Adjustment	EA	3		
14	Driveway	TON	20		
15	Install Catch Basin Per Plans	LS	1	LUMP SUM	
16	Expose and Repair Culvert Per Plans	LS	1	LUMP SUM	
	Total Bid Project Cost, Schedule C				

Bid Schedule F. 42nd Ave South of Long St					
17	Road Surface Pretreatment	SY	2,785		
18	Level 2, 1/2" ACP Mixture	TON	465		
19	Full Rebuild - Aggregate Base	TON	5		
20	Valve Can Adjustment	EA	6		
21	Manhole Rim Adjustment	EA	4		
22	Driveway	TON	35		
	Total Bid Project Cost, Schedule F				

Bid Schedule G. Locust St and 54th Ave					
23	Road Surface Pretreatment	SY	970		
24	Level 2, 1/2" ACP Mixture	TON	215		
25	Full Rebuild - Aggregate Base	TON	5		
26	Manhole Rim Adjustment	EA	1		
27	Driveway	TON	20		
	Total Bid Project Cost, Schedule G				

Bid Schedule H. Larch St and Locust St off 49th					
28	Road Surface Pretreatment	SY	3,115		
29	Level 2, 1/2" ACP Mixture	TON	510		
30	Full Rebuild - Aggregate Base	TON	15		
31	Valve Can Adjustment	EA	3		
32	Manhole Rim Adjustment	EA	2		
33	Pedestrian Ramp	EA	4		
	Total Bid Project Cost, Schedule H				

Bid Schedule I. Poplar St and Osage St between 52nd between and 53rd Ave, and 52nd Ave					
34	Road Surface Pretreatment	SY	2,170		
35	Level 2, 1/2" ACP Mixture	TON	520		
36	Full Rebuild - Aggregate Base	TON	5		
37	Valve Can Adjustment	EA	2		
38	Manhole Rim Adjustment	EA	2		
39	Driveway	TON	45		
	Total Bid Project Cost, Schedule I				

Bid Schedule J. Vine St. off of 18th					
40	Road Surface Pretreatment	SY	1,615		
41	Level 2, 1/2" ACP Mixture	TON	350		
42	Full Rebuild - Aggregate Base	TON	5		
43	Road Base Regrade	LS	1	LUMP SUM	
44	Valve Can Adjustment	EA	1		
45	Manhole Rim Adjustment	EA	2		
46	Driveway	TON	20		
	Total Bid Project Cost, Schedule J				

Bid Schedule K. Poplar St west of 9th Ave					
47	Road Surface Pretreatment	SY	500		
48	Level 2, 1/2" ACP Mixture	TON	80		
49	Full Rebuild - Aggregate Base	TON	1		
50	Valve Can Adjustment	EA	1		
51	Manhole Rim Adjustment	EA	1		
52	Pedestrian Ramp	EA	2		
53	Driveway	TON	15		
	Total Bid Project Cost, Schedule K				

Bid Schedule L. 13th Ave and Osage St					
54	Road Surface Pretreatment	SY	1,225		
55	Level 2, 1/2" ACP Mixture	TON	200		
56	Full Rebuild - Aggregate Base	TON	5		
57	Valve Can Adjustment	EA	1		
58	Manhole Rim Adjustment	EA	1		
59	Pedestrian Ramp	EA	4		
60	Driveway	TON	5		
	Total Bid Project Cost, Schedule L				

Bid Schedule M. Nandina St between 54th & 56th					
61	Road Surface Pretreatment	SY	450		
62	Level 2, 1/2" ACP Mixture	TON	80		
63	Full Rebuild - Aggregate Base	TON	20		
64	Manhole Rim Adjustment	EA	1		
65	Driveway	TON	10		
	Total Bid Project Cost, Schedule M				

Total Bid Project Cost					

PREVAILING WAGE for PUBLIC WORKS CONTRACTS

OREGON BOLI SPECIFICATIONS

All the provisions required by ORS 279C.800 through ORS 279C.870 relating to the payment of prevailing wage rates for work performed under the Contract with the City of Sweet Home shall be complied with.

Each worker in each trade or occupation employed in the performance of this contract either by the contractor, subcontractor, or other person doing or contracting to do, or contracting for the whole or any part of the work on this contract, must be paid not less than the applicable state prevailing rate of wage in accordance with ORS 279C.838 and 279C.840.

Each year the Oregon Bureau of Labor and Industries (BOLI) publishes two rates publications (and amendments to both) that are available by calling 971-673-0839 or online at the BOLI website at:
https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx

Prevailing wage rates that apply to this contract are the January 1, 2021, Prevailing Wage Rates for Public Works Contracts in Oregon and the October 1, 2020, PWR Apprenticeship Rates.

FY 2021 Overlay Program Project Phase 2 does not use federal funds and does not require Davis-Bacon rates. Only Oregon BOLI Prevailing Wage Rates apply to this project.

If the contractor fails to pay for any labor or services, the City can pay for this labor or services and withhold these amounts from payments due the contractor. ORS 279C.520; OAR 839-025-0020(2)(b).

The contractor shall pay daily, weekly, weekend and holiday overtime as required in ORS 279C.540.

The contractor shall give written notice to the workers of the number of hours per day and days per week they may be required to work. ORS 279C.520(2); OAR 839-025-0020(2)(c)

Contractors and subcontractors are required to prepare weekly certified payroll reports and statements and submit them to the City by the fifth business day of each month (ORS 279C.845; OAR 839-025-0010). Contractor payment will be withheld until the City is in receipt of these certified weekly payroll reports. Information submitted on certified statements may be used only to ensure compliance with the provisions of ORS 279C.800 through ORS 279C.870.

Contractors and subcontractors which are on BOLI's List of PWR Contractors Ineligible to Receive Public Works Contracts, as well as any firm, corporation, partnership or association in which the contractor or subcontractor has a financial interest, are ineligible to receive public works contracts until removed from the list. The current version of the list is available on the BOLI website at:
https://www.oregon.gov/boli/employers/Pages/pwr-ineligible-contractors.aspx

PAYMENT OF MEDICAL CARE AND PROVIDING WORKERS' COMPENSATION

Oregon BOLI Law ORS 279C.530

The contractor shall make prompt payment for all medical services for which the contractor has agreed to pay, and for all amounts for which the contractor collects or deducts from the worker's wages. ORS 279C.530; OAR 839-025-0020(2)(d)

All subject employers working under this Contract shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements.

PUBLIC WORKS BOND

Oregon Public Contracting Law

In addition to the required payment bond and performance bond, unless exempt under ORS 279C.836 (7), (8), or (9), the contractor and every subcontractor is required to file a $30,000 Public Works Bond with the Construction Contractor's Board before starting work on the project, to be used exclusively for unpaid wages determined to be due by BOLI.

The contractor shall include in every subcontract a provision requiring the subcontractor to have said Public Works Bond filed with the Construction Contractor's Board before starting work on the project, unless the subcontractor is exempt. The contractor is required to verify that subcontractors, unless exempt, have filed a public works bond before permitting a subcontractor to start work on a project.

The Statutory Public Works Bond form is available from BOLI upon request or may be downloaded from https://www.oregon.gov/boli/employers/Documents/public-works-bond.pdf.

RECIPROCAL PREFERENCE LAW

Oregon's Reciprocal Preference Law

Oregon's reciprocal preference law, ORS 279A.120, requires public contracting agencies, in determining the lowest responsible bidder, to add a percent increase to each out-of-state bidder's bid price which is equal to the percent of preference given to local bidders in the bidder's home state. For example, if the low bidder is from a state that grants a 10 percent preference to its own in-state bidders, the Oregon agency must add 10 percent to that bidder's price when evaluating the bid.

OAR 125-246-0310: Reciprocal Preferences.

(1) When evaluating offers according to OAR 125-247-0255 through 125-247-0260, 125-249-0390 or 125-249-0640 through 125-249-0660, Authorized Agencies must add a percentage increase to the Offer of a Nonresident Offeror equal to the percentage, if any, of the preference that would be given to that Offeror in the state in which the Offeror resides. An Authorized Agency may rely on the list maintained by the Department according to ORS 279A.120(4) to determine:
   (a) Whether the Nonresident Offeror's state gives preference to in-state Offerors; and if so,
   (b) The amount of such preference (Percentage).

(2) Authorized Agencies must add a percentage to the Offer that matches the Percentage described in Section (1) before determining Tie-Offers in accordance with OAR 125-246-0300.

The National Association of Procurement Officials (NASPO) has gathered information on preference laws of all states. See https://www.naspo.org/research-innovation/state/OR for more details. This list is for your use in making contract awards under Oregon's reciprocal preference law. If you are in need of any assistance in the application of this law, please call or contact the State Procurement Office:

State of Oregon
Department of Administrative Services
State Procurement Office
1225 Ferry Street SE, U-140,
Salem, OR 97301-4285.
Tel: 503-378-4642.

See Attached.

The Oregon Standard Specifications for Construction (as revised), American Public Works Association (APWA) and American Water Works Association (AWWA) Standard Specifications, and ADA Accessibility Guidelines for Buildings and Facilities (ADAAG), etc. as applicable, are the Construction Specifications for this project. Other sections of the Oregon Standard Specifications may also apply and their omission as a direct reference herein does not relieve the Contractor from those standards. The cost of other items not specifically called for in the bid will be considered incidental to the Project and no additional payments will be made.

The General Requirements and Information references, as provided in the Special Provisions I are general in nature, those descriptions and references in the Technical Specification portion of the Special Provision II section are related more specifically to the particulars of the Project.

NOTE: All codes, standards, workmanship, material testing, general items, products, execution, special provisions, measurement and payments etc., are well documented in the Specifications noted above, and are NOT repeated here, but are included herein in whole or in part as reference and shall be applicable.

DESCRIPTION NARRATIVE OF WORK

The project work is the AC Paving Overlay, application of tack coat, construction of transitions, construction of pedestrian ramps, and related utility work on various city streets as noted in the schedule listing below. All quantities are estimated.

Schedule A is the Paving Improvement Work on Kalmia Street between 45th Street and 47th Street, and 45th Avenue, 46th Avenue, and 47th Avenue between Long Street and Kalmia Street. The Work in this Schedule includes the pretreatment of 8,465 square yards of roadway, full rebuild of sections of road requiring 435 tons of aggregate base, placement of 1,540 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. In addition, this Schedule includes the overlay of gravel driveways requiring an additional 230 tons of Level 2 Asphalt Concrete, and the adjustment of 13 valve cans and 9 manhole lids.

Schedule C is the Paving Improvement Work on Juniper Street and 32nd Court. The Work in this Schedule includes the pretreatment of 2,530 square yards of roadway, full rebuild of sections of road requiring 210 tons of aggregate base, regrading the road base of sections of 32nd Court, and the placement of 555 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. In addition, this Schedule includes the overlay of gravel driveways requiring an additional 20 tons of Level 2 Asphalt Concrete, and the adjustment of 4 valve cans and 3 manhole lids. This Schedule also includes the installation of a Catch Basin on 32nd Court and the repair of a 12" ADS Culvert that runs underneath 32nd Court.

Schedule F is the Paving Improvement Work on 42nd Avenue South of Long Street. The Work in this Schedule includes the pretreatment of 3,750 square yards of roadway, full rebuild of sections of road requiring 5 tons of aggregate base, and the placement of 820 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. In addition, this Schedule includes the overlay of gravel driveways requiring an additional 35 tons of Level 2 Asphalt Concrete, and the adjustment of 6 valve cans and 4 manhole lids.

Schedule G is the Paving Improvement Work on Locust Street and 54th Avenue. The Work in this Schedule includes the pretreatment of 970 square yards of roadway, full rebuild of sections of road requiring 5 tons of aggregate base, and the placement of 215 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. In addition, this Schedule includes the overlay of gravel driveways requiring an additional 20 tons of Level 2 Asphalt Concrete, and the adjustment of 2 manhole lids.

Schedule H is the Paving Improvement Work on Larch Street and Locust Street East of 49th Avenue. The Work in this Schedule includes the pretreatment of 3,115 square yards of roadway, full rebuild of sections of road requiring 15 tons of aggregate base, and the placement of 515 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. The Work includes the construction

of 4 ADA Compliant Pedestrian Ramps. In addition, this Schedule includes the adjustment of 3 valve cans and 2 manhole lids.

Schedule I is the Paving Improvement Work on Poplar Street and Osage Street between 52nd Avenue and 53rd Avenue and 52nd Avenue between Poplar Street and Osage Street. The Work in this Schedule includes the pretreatment of 2,170 square yards of roadway, full rebuild of sections of road requiring 5 tons of aggregate base, and the placement of 475 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. In addition, this Schedule includes the overlay of gravel driveways requiring an additional 45 tons of Level 2 Asphalt Concrete, and the adjustment of 2 valve cans and 2 manhole lids.

Schedule J is the Paving Improvement Work on Vine Street East of 18th Avenue. The Work in this Schedule includes the pretreatment of 1,615 square yards of roadway, regrading the road base of Sections of Vine Street, full rebuild of sections of road requiring 1 tons of aggregate base, and the placement of 355 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. In addition, this Schedule includes the overlay of gravel driveways requiring an additional 20 tons of Level 2 Asphalt Concrete, and the adjustment of 1 valve can and 2 manhole lids.

Schedule K is the Paving Improvement Work on Poplar Street West of 9th Avenue. The Work in this Schedule includes the pretreatment of 500 square yards of roadway, full rebuild of sections of road requiring 1 tons of aggregate base, and the placement of 110 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. The Work includes the construction of 2 ADA Compliant Pedestrian Ramps. In addition, this Schedule includes the overlay of gravel driveways requiring an additional 15 tons of Level 2 Asphalt Concrete, and the adjustment of 1 valve can and 1 manhole lids.

Schedule L is the Paving Improvement Work on 13th Avenue and Osage Street. The Work in this Schedule includes the pretreatment of 1,225 square yards of roadway, full rebuild of sections of road requiring 5 tons of aggregate base, and the placement of 270 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. The Work includes the construction of 4 ADA Compliant Pedestrian Ramps. In addition, this Schedule includes the overlay of gravel driveways requiring an additional 5 tons of Level 2 Asphalt Concrete, and the adjustment of 1 valve can and 1 manhole lid.

Schedule M is the Paving Improvement Work on Nandina Street East of 54th Avenue. The Work in this Schedule includes the pretreatment of 450 square yards of roadway, full rebuild of sections of road requiring 5 tons of aggregate base, and the placement of 80 tons of Level 2 Asphalt Concrete on roadways and raising the gravel shoulder to match the new road surface. In addition, this Schedule includes the overlay of gravel driveways requiring an additional 10 tons of Level 2 Asphalt Concrete, and the adjustment of 1 manhole lid.

TIME AND PLACE OF RECEIVING BIDS

Sealed bids will be received at the City of Sweet Home Public Works Department at 1400 24th Avenue, Sweet Home, Oregon, at which time as noted in the bid documents, the sealed bids will be publicly opened and read. Bids submitted after the specified time will not be received or opened.

The City of Sweet Home reserves the right to accept the bids and award a contract to the lowest responsible bidder; to postpone the acceptance of the Bid and the award of the contract for a period not to exceed thirty (30) calendar day; or to reject any and all bids received and further advertise the project for bids. The City of Sweet Home may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding of the City that it is in the public interest to do so.

The City of Sweet Home reserves the right to accept all, or any component in part, any Bid Schedule (e.g. A, B,…) grouped bid items, or individual bid items as noted in the specifications.

CONSTRUCTION SCHEDULE

The work, as described in these Plans and Specifications, is to begin no earlier than that approved by City Council and noted in the Notice to Proceed. Following the Award of Contract, and prior to issuance of the Notice to Proceed, a Pre-Construction meeting will be held, at which the Contractor shall submit a written Work Schedule, Traffic Control Schedule, Erosion Control Plan, or other documents to the Engineer. The Work Schedule shall specify the project work days to be utilized within the allowable completion time. Failure to complete the work

within the completion time prescribed shall be considered cause for assessing liquidated damages, as set forth in Paragraph "LIQUIDATED DAMAGES" of these Special Provisions.

The construction schedule, as approved by the Engineer, will be an integral part of the Contract and will establish interim contract completion dates for the various activities. "Day" used throughout the Contract, unless otherwise stated, means "calendar day". Should any activity not be completed within five (5) days after the stated scheduled date, the Engineer shall have the right to order the Contractor to expedite completion of the activity by whatever means the Engineer deems appropriate and necessary without additional compensation to the Contractor.

It is expressly understood, and agreed, that failure by the Engineer to exercise the option to either order the Contractor to expedite an activity, or to expedite the activity by other means, shall not be considered precedent setting for any other activities.

TYPE OF BID

The Bid for the work is to be submitted on a unit price basis as called for in the Bid. The estimate of quantities of work to be done as tabulated in the Bid, and although stated with as much accuracy as possible, is approximate only, and is assumed solely for the convenience of the Contractor while assembling the Bid.

BASIS OF AWARD

Award, if made, will be to a lowest responsible bidder (as defined by O.R.S.) for any combination of schedules as stated above which is determined by the City to be in the City's best interest to award.

PERMITS

The contractor shall be responsible for acquiring any permits necessary for the completion of the work, i.e. fill & grade, water & wastewater plumbing, stormwater, or building construction on private property.

INCIDENTAL ITEMS

It is the intent of these documents that the bid items listed in the Bid shall provide full and complete payment for this project, as described in the Plan and Specifications. Payment for any incidental items, whether noted on the Plans and Specifications or not, which are necessary for the completion of the project as designed, but not listed explicitly as or with a bid item, shall be considered to have been included with the Bid.

PREQUALIFICATION

Prequalification is not required for this project.

When they occur if stated in the Instructions to Bidders, statements on standard ODOT or AGC Form 40 forms must be received by the City of Sweet Home on the date stated. Prequalification shall state the bidder's experience in handling work of this type and magnitude, availability of equipment and supervisory personnel, giving references on previous similar projects, etc. Bids that are submitted by Contractors that have not prequalified will be considered non-responsive, and the bid will not be opened. Faxed Prequalification statements will not be accepted.

UTILITIES

The utilities shown on the Plans are located to the best degree possible from the information available, but are not guaranteed to be either accurate or complete. The existence of existing utility conflicts, not indicated on the Plans, shall not be the basis of extra work claims except that the cost of extra materials actually required to perform the work, and incorporated into the work, may be submitted for reimbursement in accordance with the General Conditions. The decision of the Engineer, as to the validity of such claims, shall be final. IN ACCORDANCE WITH ORS 757.542 TO 757.562 inclusive, it shall be the responsibility of the Contractor to notify all utility companies and organizations of his intention to begin construction. The Contractor alone shall be responsible for protecting all utilities and replacing utilities damaged by the Contractor during construction.

LIMITATION / SUBMISSION REQUIREMENTS

The City of Sweet Home reserves the right to:

- Accept or reject any or all bids received as a result of the RFB,
- Negotiate with qualified Bidders, as allowed by law.
- Cancel any RFB, in part or in whole, if it is determined to be in the best interest of the City to do so,
- Award to the selected firm or contractor any subsequent engineering design and construction services contract, part or in whole, for recommended capital projects,
- The RFB does not commit the City of Sweet Home to pay any costs incurred to prepare a bid.

SAFETY REQUIREMENTS

The Contractor shall have the sole responsibility for complying with the requirements of the Oregon Occupational Safety and Health Code, particularly Division 3, OAR 437-003, "Construction". Failure of the Contractor to comply with specific requirements shall be the Contractor's liability. No liability for safety violations will be assumed by the Engineer, City, or other involved parties. The Contractor shall comply with all Federal, State, County and City regulations.

PROTECTION OF FACILITIES

The Contractor shall make provisions for protection of all work during the period of construction, and shall repair or replace any facilities damaged by flood, fire, vandalism, neglect, or other means prior to acceptance of the completed facility by the Owner.

INSPECTION/ENGINEER

The term Inspector, Engineer, or the authorized representative of the Owner, for the purposes of approving materials and workmanship, shall be the City of Sweet Home.

SPECIFICATIONS

The Contractor shall perform all work in conformance with the construction drawings, special provisions and in compliance with the Oregon Standard Specifications for Construction (as revised) as if said specifications were bound herewith, or as they may be modified by the Special Provisions herein.

PROJECT WARRANTY

In addition to other specific warranties required by these Specifications, all work, including material and workmanship supplied by the Contractor shall be warranted to be free of defect for one (1) year from the date the written Final Acceptance by the City of Sweet Home. The Contractor also agrees to hold the City harmless from claims of any kind arising from damage due to said defects. The Contractor shall make all repairs, and replacements promptly upon receipt of written orders for same from the Owner. If the Contractor fails to make the repairs and replacements promptly, the Owner may do the Work, and the Contractor and his surety shall be liable for the cost thereof.

TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC

This shall include all temporary protection and direction of traffic per Oregon Standard Specifications for Construction, ODOT specifications, and as shown on the drawings or as stated herein. Traffic Control shall be per current edition of the Manual on Uniform Traffic Control Devices (MUTCD).

Traffic control devices which are expected to be in place for the duration of the project may be shown on the drawings. The Contractor shall provide such other traffic control devices as may be required at locations where construction is of short duration (i.e., street intersections and access to private property).

Adequate warning protection will be required for pedestrians, residents, and any material stored in a staging area in the right-of-way, or roadway. Night time protection with lighted barricades may be required. Emergency vehicles must have access or have access provided when needed.

A traffic control plan shall be submitted to the Engineer for review and approval. Following approval, the plan SHALL BE ADHERED TO AT ALL TIMES. The Contractor may find it necessary to consider various traffic control options for different stages of construction. Limited street closure to through traffic will not be allowed on this project. The Contractor must submit and receive approval from the Engineer **prior** to any modifications to the approved plan. If, in the opinion of the Engineer, the Contractor fails to comply with the drawings or the approved traffic control plan, or fails to protect the public safety, in addition to other penalties as described in the Standard Construction Specification, payment for this item shall be reduced at the discretion of the Engineer

The Contractor shall furnish the Engineer with the name and phone number of a responsible person with authority to ensure that the provisions of the plan are complied with, particularly with regard to 24 hour availability to provide a one (1) hour response to problems. The Contractor shall, at all times, protect access to private property.

Access for all residents must be maintained at all times, provide 48 hour written notice to the residents when specific driveways may be out of use. Maintaining access at all times to adjoining properties shall be incidental to the Contract and no extra payment shall be made for work relating to maintaining access, including temporary rock or asphalt necessary for the convenience and safety of the public.

EROSION CONTROL

As required per DSL, COE, DEQ, and any other National permits. All construction activities shall conform to City NPDES permit and Stormwater Control Best Management Practices.

Erosion control measures shall protect excessive sediment runoff into catchbasins or ditch channels located at or near the work areas. Material deposits in excess must be removed by the contractor. The City of Sweet Home will not provide removal. This will include control of runoff from any areas used for staging when or if the staging area is in a portion of the street right-of-way.

FINAL CLEANUP

Final cleanup of all work sites or staging areas shall remove construction materials, equipment, debris, and dirt or gravel from all surfaces, as well as from catch basins and storm drains, that may have been impacted by construction activities. This may also include periodic street sweeping regularly since there are local residents within the work zone.

LIQUIDATED DAMAGES

Liquidated Damages will **not** be necessary on this project.

On projects if they were to occur, and would be as noted in the Instructions to Bidders, liquidated damages would be assessed as described in Section 00180.85 of the Oregon Standard Specifications for Construction. Liquidated damages shall apply against the Contractor and accrue to the Owner at the rate of Two Hundred Dollars ($200) per day per Schedule for each and every day that the project remains uncompleted beyond the time period outlined in the Construction Schedule.

BONDING REQUIREMENTS

A performance bond and payment bond in the amount of 100% of the contract price shall be furnished to the City of Sweet Home upon executing the contract.

A warranty bond for one year is required from the date of the acceptance by the City. The City of Sweet Home shall be named on the bond as the project Owner.

QUALITY CONTROL TESTING

The Owner reserves the right to perform any testing as may be required to determine compliance with the specifications. Costs for such testing shall be the Owner's responsibility unless testing indicates noncompliance. Costs for such testing indicating noncompliance shall be borne by the Contractor. Noncomplying Work shall be corrected and testing will be repeated until the Work complies with the specifications. Contractor shall pay any costs for retesting non-complying Work.

The Contractor shall cooperate in every respect with the activities of the testing agency.

PROPERTY PIN AND SURVEY/GPS MONUMENT PROTECTION

All property pins adjacent to and within the work area shall be protected from disturbance. If property corners are disturbed during the course of the work, and are not specifically referenced in the Bid Tabulations as requiring setting or resetting, they shall be replaced by a licensed surveyor at the Contractor's expense.

The care and protection, and replacement of damaged or dislodged property monumentation shall also apply to all City and Linn County Survey Markers, GPS Monuments, DLC Corner Monuments, and other position control points.

PRE-BID MEETING

A mandatory Pre-Bid meeting will be held at 1:00 pm on Friday, June 25, 2021 at Sweet Home Public Works, 1400 24th Avenue, Sweet Home OR 97386. The meeting will begin in the office and proceed into the field.

PRE-CONSTRUCTION MEETING

A Pre-Construction meeting will be required on this project after the bidder award. When it occurs as noted in the Instructions to Bidders, the meeting will be located at City Hall, and scheduled to take place anytime within ten (10) working days following the Notice of Award. Weather and or other construction scheduling issues may modify this time frame. The Construction Contract and the Notice to Proceed will generally be issued at the meeting.

RETAINAGE

To ensure the proper performance of the Contract, the Owner shall retain five (5%) of the amount of each progress payment until final completion and acceptance of all work covered by this contract.

WAGES AND SALARIES

Attention of Contractors is particularly called to the requirements concerning wages to be paid to certain categories and classifications of employees.

DISPOSAL OF EXCESS MATERIAL

All excess trench excavation, existing sidewalk or curb, and other materials designated to be removed under the contract shall be disposed of off site at the Contractor's expense and in a legal manner. Fill permits, stating Contractor provided quantity, transportation carrier, and fill destination, if within the City Limits, shall be acquired by the City as needed.

PAYMENT

The contractor shall accept the compensation as full payment for furnishing all materials, labor, tools, and equipment necessary to complete the work. Compensation shall include loss or damage arising from the nature of the work or action of the elements, or any unforeseen difficulties, which may be encountered during the prosecution of the work.

The quantities listed in the bid schedule do not govern final payment. Payments to the contractor will be made only for the actual quantities of the work performed and for the quantities of work performed as extra work or under supplemental agreement. When items of work are not listed in the bid schedule, the work shall be considered incidental and no separate payment shall be paid.

If the contract cost is determined wholly or in part, on a lump-sum basis, Engineer may use unit prices bid by Contractor in making progress estimates on the work. In case said unit prices do not, in the opinion of the Engineer, truly represent actual relative costs of different parts of work, a percentage of the unit price may be used in making progress estimates.

END OF GENERAL REQUIREMENTS AND INFORMATION

The Oregon Standard Specifications for Construction (as revised), American Public Works Association (APWA) and American Water Works Association (AWWA) Standard Specifications, and ADA Accessibility Guidelines for Buildings and Facilities (ADAAG), etc. as applicable, are the Construction Specifications for this project. Other sections of the Oregon Standard Specifications may also apply and their omission as a direct reference herein does not relieve the Contractor from those standards. The cost of other items not specifically called for in the bid will be considered incidental to the Project and no additional payments will be made.

The General Requirements and Information references, as provided in the Special Provisions I are general in nature, those descriptions and references in the Technical Specification portion of the Special Provision II section are related more specifically to the particulars of the Project. The cost of other items not specifically called for in the Bidder's Bid will be considered incidental to the Project and no additional payments will be made.

NOTE: All codes, standards, workmanship, material type, material testing, general items, products, execution, special provisions, measurement and payments etc. related to the items noted below, are well documented in the Standard Specifications 00100 through 03010 and are NOT repeated here, but are included herein by reference.

Notification to immediately adjacent corner residents shall be made in writing by the contractor 48 hours in advance of the work. Notification shall state Project Name, Contractor Company Name, contact and phone, City Contact and Phone, the date of the work scheduled and a request to keep parked vehicles out of the corner area. Adequate warning protection will be required for pedestrians, residents, and any material stored in a staging area in the right-of-way, or roadway. Access for all residents must be maintained at all times, provide 48 hour written notice to the residents when specific driveways may be impacted.

Following this section is a map(s) showing the project work site location in Sweet Home.

Bid Items.

BID ITEM NO. 1 – Mobilization, Cleanup, Staking, Traffic & Erosion Control.
This item shall include all mobilization and final cleanup within the project area. This will also include periodic street sweeping and to provide final cleanup of all work sites or staging areas to remove construction materials, equipment, debris, and dirt or gravel from all surfaces, as well as from catch basins and storm drains, that may have been impacted by construction activities, since there are local residents within the work zone. This includes any staging area required.

This item shall include all Work Zone Traffic Control required by the City of Sweet Home, OHSA MUTCD, and Oregon Department of Transportation Standards. This bid item shall be considered full pay for all labor, materials, and equipment required to plan for, coordinate, sign, flag, detour, or direct traffic impacted by this project in accordance with Section 00225 of the ODOT Standard Specifications. A general traffic control plan shall be submitted – and approved – to the City prior to the beginning of work.

Adequate warning protection will be required for any material stored in a staging area in the right-of-way, or along the longitudinal cut drop off running lengthwise on the roadway. Night time protection of stored materials with lighted barricades may be required. This will include control of runoff from any areas used for staging when or if the staging area is a portion of the street right-of-way. Material deposits in excess must be removed by the contractor. The City of Sweet Home will not provide removal.

Access for all residents must be maintained at all times, provide written notice to the resident when specific driveways may be out of use. Emergency vehicles must have access or have access provided when needed.

This item shall include erosion control measures to protect runoff into catchbasins or drainage ditches located on the local streets where the work will be performed. Bio-Filter bags or other forms of sediment barriers may be used.

BID ITEM No. 2, 8, 17, 23, 28, 34, 40, 47, 54, 61. – Road Surface Pretreatment.
This per square yard bid item is for the cleaning of the road surface and application of tack coat on all roadways per Oregon Standard Section 00730. Application rate shall be 0.08 gal/square yard. Tack Coat shall only be applied to clean dry surfaces, all loose material should be removed prior to application. Payment for Road Surface Pretreatment shall be at the Unit Price as stated on the Bid Form for the Project, and shall include, but not limited to, all labor, materials, equipment, and permitting required to complete the Work. No additional measurement for this item will occur.

This material is for the roadway travel lane areas only, it is not necessary to use on driveway aprons. This bid item includes the base lift(s) of Level 2, 1/2" ACP Mixture required for the Full Rebuild and the Road Base Regrade areas.

BID ITEM NO. 3, 9, 18, 24, 29, 35, 41, 48, 55, 62. – Level 2, 1/2" ACP Mixture.
This per Ton bid item shall include the wearing course lift of 2" thick, Level 2 Asphalt Concrete Pavement per Oregon Standard Section 00744. It shall be used for all roadway areas and work area shoulder excavations and infills. See plan set for details. This bid item includes edge widening lifts, pre-level applications necessary for the primary overlay lift, and raising the gravel shoulder to match the new road surface. City and Contractor to verify locations. Payment for Level 2, 1/2" ACP Mixture shall include, but not limited to, all labor, material, equipment, and permitting required to complete the Work. No separate measurement for these items will occur.

Level 2, 1/2" ACP Mixture required under the Driveways Bid Item shall be measured and paid under the Driveways Bid Item.

BID ITEM NO. 4, 10, 19, 26, 30, 36, 42, 56, 63 – Full Rebuild - Aggregate Base.
This per Ton bid item shall include the placement of all compacted aggregate base, as well as, all excavation, sawcutting, and demolition of existing roadway surfaces required for the placement of Aggregate Base. Payment for Aggregate Base shall include, but not limited to, all labor, material, equipment, and permitting required to complete the Work. No separate measurement for these items will occur. Aggregate Base required under the Driveways Bid Item shall be measured and paid under the Driveways Bid Item.

Aggregate Base included in under this line item be 3/4"-0 and be used as the base in roadways and driveways. Place as shown on Plan Set or as directed by City. Use of 1"-0 is an acceptable alternative. Material used shall be per Oregon Standard Section 02640.

Excavation included under this line item shall include all materials and debris removed as necessary to perform the work. This material includes all existing concrete, roadway asphalt, base rock, gravel roadway or topsoil and general excavation necessary for the design depth of the constructed elements. Debris shall be hauled to an approved landfill or otherwise disposed of in an approved manner. If excavated material is used as fill on a property located within City of Sweet Home limits, a Fill & Grade permit will be necessary from the City Building Program office in City Hall, 3225 Main St (Contact 541-367-7993 for additional information).

Sawcutting included under this line item shall include all concrete or asphalt saw cutting necessary to separate sections to be removed. All roadway locations shall be cut in a straight line, parallel to the travel lane alignment. All driveway aprons shall be cut in a straight line, perpendicular to the travel path where possible, or as specified.

BID ITEM NO. 11, 43. – Road Base Regrade.
This lump sum bid item shall include all saw cutting, removal of existing asphalt, grading and compaction of the existing road base. Road base shall be reshaped per the Plan Set or as directed by the City. The existing roadway shall be sawcut and the asphalt concrete removed. The existing road bases shall then be regraded per plan set or as directed. All Road Base Regrade work must be approved by City before the asphalt overlay is placed. Payment shall include, but not be limited to, all labor, material, equipment, and permits required to complete the Work. No separate measurement for these items shall occur.

BID ITEM NO. 5, 12, 20, 31, 37, 44, 50, 57. – Valve Can Adjustment.
This per unit bid item shall include all valve cans that fall within the overlay. Adjustment all cans to match new road surface elevation or as directed by City. Work shall be conducted per OSSC Section 00490. Payment shall include, but not be limited to, all materials, labor, equipment, and permitting required to complete the Work. No separate measurement for these items shall occur.

BID ITEM NO. 6, 13, 21, 26, 32, 38, 45, 51, 58, 64. – Manhole Rim Adjustment.
This per unit bid item shall include all manholes that fall within the overlay. Adjust all manhole rims to match new road surface elevation or as directed by City. Work shall be conducted per OSSC Section 00490. Payment shall include, but not be limited to, all materials, labor, equipment, and permitting required to complete the Work. No separate measurement for these items shall occur.

BID ITEM NO. 33, 52, 59. – Pedestrian Ramp.
This per unit bid item shall include all materials and labor required to construct an American Disability Act (ADA) compliant pedestrian ramp. This item includes the demolition of the existing ramp and all form work required to construct the ramp. Ramp design, form work, and construction shall conform to all ADA and ODOT requirements. Non-compliant ramps will not be accepted and shall be replaced at the Contractors expense. Payment shall include, but not be limited to, all materials, labor, equipment, and permitting required to complete the Work. No separate measurement for these items shall occur.

BID ITEM NO. 7, 14, 22, 27, 39, 46, 53, 60, 65. – Driveways.
This per ton bid item shall include the wearing course lift of 2" thick, Level 2 Asphalt Concrete Pavement, per Oregon Standard Section 00744. It shall be used for all driveway apron areas. Pave only to the property line or position per direction from City. Existing driveways of asphalt or concrete that extend to the roadway do not need to be overlaid. This bid item includes any pre-level applications necessary for the primary overlay lift. City and Contractor to verify locations. Payment for Driveways shall include, but not limited to, all labor, material, equipment, and permitting required to complete the Work. No separate measurement for these items will occur.

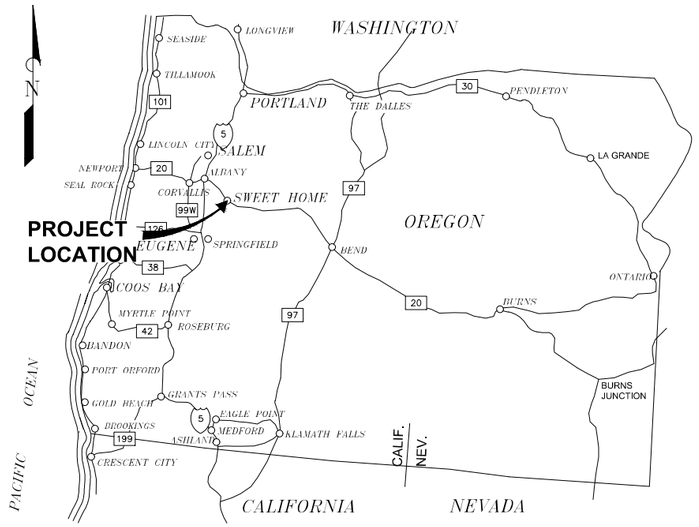
BID ITEM NO. 15. – Install Catch Basin Per Plans.
This lump sum item shall include the installation of a Catch Basin at the location as shown on the plans. The catch basin shall be tied into an existing storm culvert per direction from the City. Payment shall include all excavation, backfill, materials, labor, equipment, and permitting required to complete the Work. No separate measurement for these items will occur.

BID ITEM NO. 16. – Expose and Repair Culvert Per Plans.
This lump sum item shall include the excavation and repair of the 12" ADS Culvert at the location shown on the plans per direction from City Payment for this item shall include all excavation, backfill, materials, labor, equipment, and permitting required to complete the Work. No separate measurement for these items will occur.

END OF GENERAL TECHNICAL REQUIREMENTS

CITY OF SWEET HOME

LINN COUNTY, OREGON



LOCATION MAP

SHEET INDEX

SHEET NO.	SHEET TITLE
G1	COVER SHEET, INDEX, LEGEND, LOCATION, & VICINITY MAP
E	4TH AVE NORTH OF HOLLEY RD
F	42ND SOUTH OF LONG ST
G	LOCUST ST & 54TH AVE
H	LARCH ST & LOCUST ST
I	52ND AVE & OSAGE ST & POPLAR ST
J	VINE ST
K	POPLAR ST
L	13TH AVE & OSAGE
M	NANDINA ST & 56TH AVE
D1	TYPICAL STREET SECTIONS
D2	TRANSITION DETAILS
D3	ODOT VALVE CAN DETAIL
D4	ODOT SEWER MANHOLE DETAIL
D5	STORM DRAIN MANHOLE
D6	ODOT RD 920
D7	ODOT RD 922

Sweet Home
Oregon at its best!

LEGEND EXISTING

- CATCH BASIN
- MANHOLE
- VALVE CAN (WATER, GAS etc...)
- PROPERTY LINE/ROW

LEGEND NEW

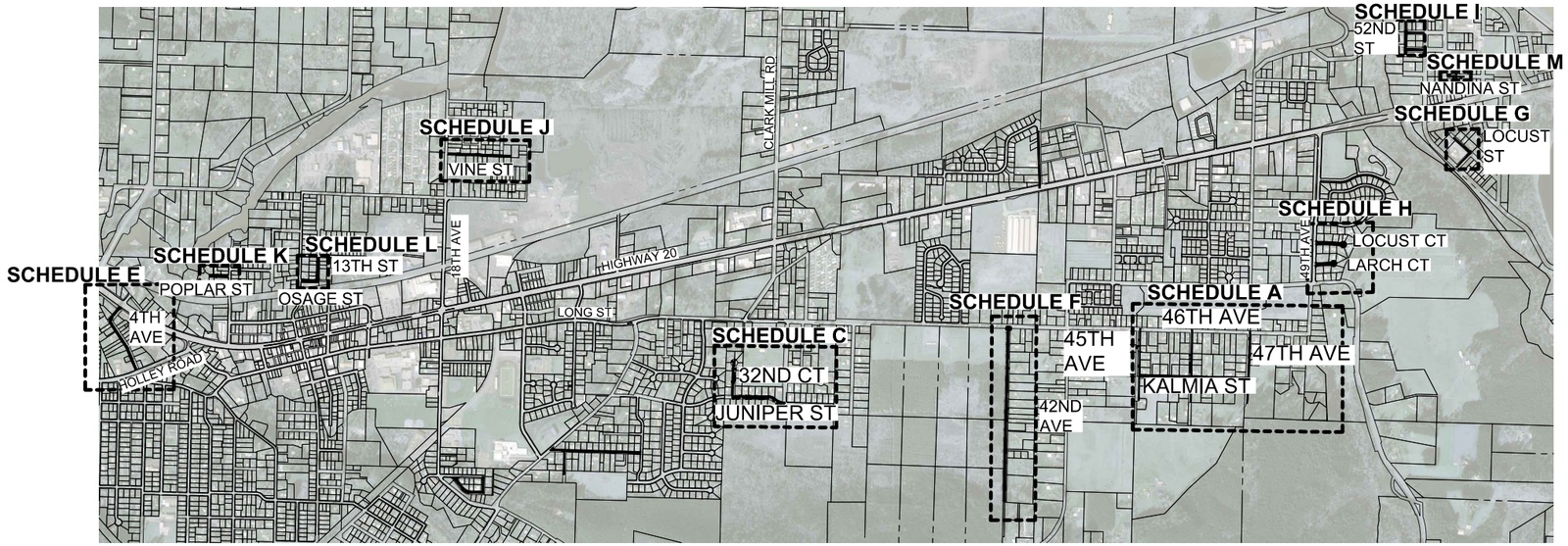
- DRIVEWAY TRANSITION
- AC OVERLAY AREA
- OVERLAY TRANSITION
- ROAD BASE REGRADE AREA 4" AC THICKNESS
- FULL REBUILD AREA 4" AC THICKNESS

2021 PAVEMENT OVERLAY PROJECT PH. 2

PROJECT NO. 2817-003
JUNE 9, 2021

GENERAL NOTES

1. OREGON LAW REQUIRES YOU TO FOLLOW THE RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH 952-001-0090 AND ORS 757.542 THROUGH ORS 757.562 AND ORS 757.993. YOU MAY OBTAIN COPIES OF THE RULES FROM THE CENTER BY CALLING (503) 246-1987.
2. THE CONTRACTOR SHALL CONTACT 'ONE CALL' FOR UTILITY LOCATES PRIOR TO EXCAVATION OR START OF CONSTRUCTION. (1-800-332-2344)
3. THE OVERHEAD ELECTRICAL DISTRIBUTION SYSTEMS ARE NOT SPECIFICALLY INDICATED ON THE DRAWINGS BUT DO EXIST ALONG THE PAVING IMPROVEMENT ROUTES.
4. THE EXISTING VALVE BOXES AND MANHOLES MAY NOT BE SPECIFICALLY INDICATED ON THE DRAWINGS BUT DO EXIST ALONG THE PAVING IMPROVEMENT ROUTES. CONTRACTOR SHALL LOCATE PRIOR TO THE START OF CONSTRUCTION AND PROTECT AS REQ'D FOR A COMPLETED PAVING IMPROVEMENT PROJECT.
5. ALL MATERIALS AND WORK SHALL BE AS SPECIFIED AND CONFORM TO THE LATEST EDITION OF THE OREGON STANDARD SPECIFICATIONS (OSS) FOR CONSTRUCTION AND THE AMERICAN PUBLIC WORKS ASSOCIATION (APWA).



VICINITY MAP

NOT TO SCALE

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
200 Ferry St.
Albany, Oregon 97321
541-266-8601
www.civilwest.com

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

COVER SHEET, INDEX, LEGEND, LOCATION, + VICINITY MAP

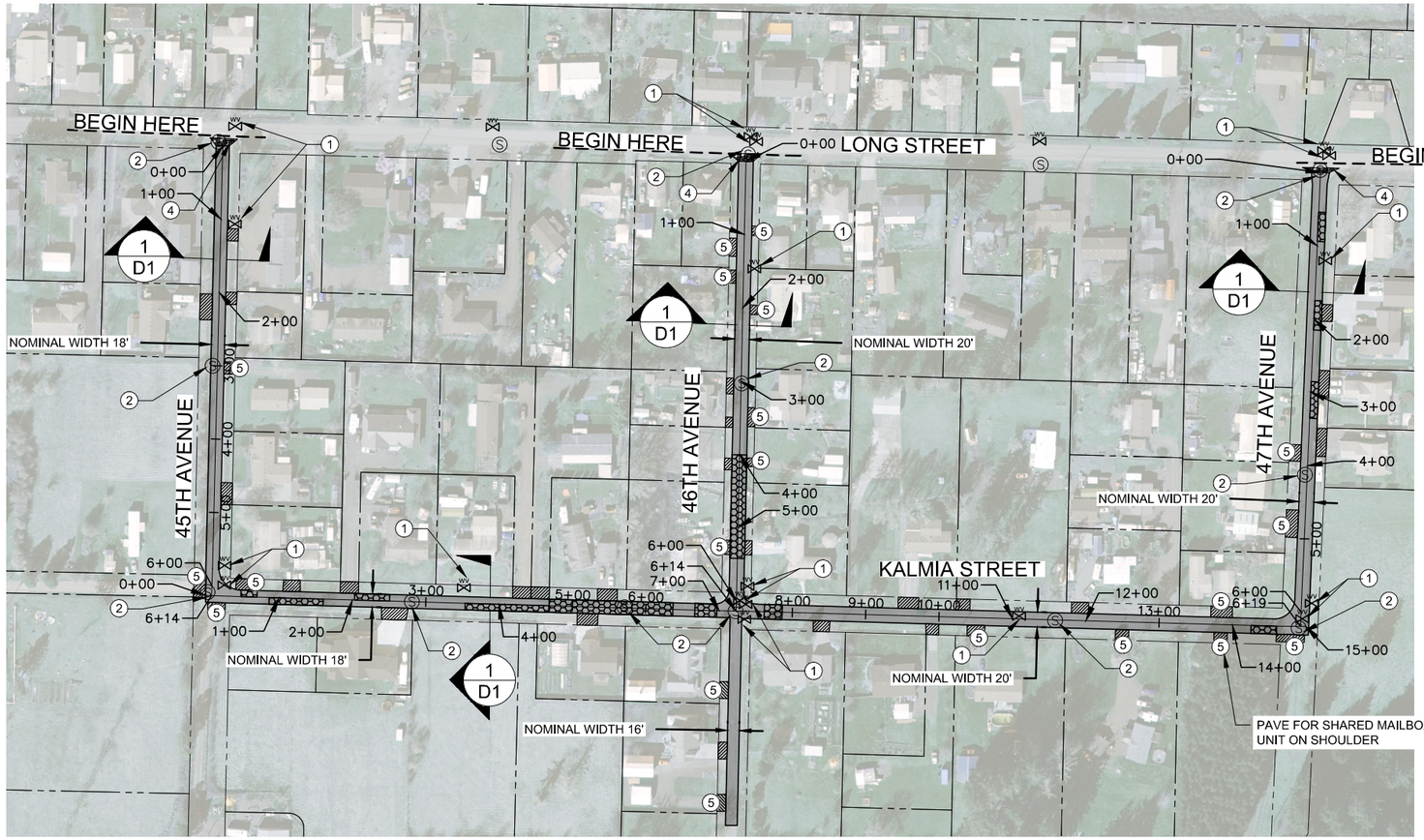
Sheet No. G1
Date JUNE 9, 20

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

	KEYED NOTES
1	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
2	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D4 & D5
3	STORM DRAIN GRATE PROTECTION TYPICAL
4	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
5	GRAVEL DRIVEWAY APRON, SEE DETAIL 2 SHEET D2

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.



N

1/A KALMIA ST, 45TH, 46TH, & 47TH

PLAN SCALE

200' 0 100' 200' 400'

1" = 200'

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2009
MATTHEW D. WADLINGTON

RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
200 Ferry St.
Albany, Oregon 97321
541-266-8601
www.civilwest.com

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-403

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

KALMIA ST, 45TH, 46TH, + 47TH

Sheet No. A

Date **JUNE 9, 20**

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.

	KEYED NOTES
1	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
2	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D4 & D5
3	CATCH BASIN TO BE INSTALLED BY CONTRACTOR PER ODOT RD 378, SEE SHEET D8. PRECISE LOCATION PER CITY.
4	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
5	GRAVEL DRIVEWAY APRON, SEE DETAIL 2 SHEET D2
6	REMOVE ASPHALT SURFACE AND REGRADE BASE TO RE-ESTABLISH CROWN AND ROAD WIDTH.
7	REMOVE ASPHALT SURFACE AND REGRADE BASE TO DRAIN TOWARDS CATCH BASIN.
8	EXPOSE AND REPAIR BREAK IN EXISTING 12" ADS CULVERT

1/C JUNIPER ST & 32ND CT

N

PLAN SCALE

100' 0 50' 100' 200'

1" = 100'

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

REGISTERED PROFESSIONAL ENGINEER
83524PE
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

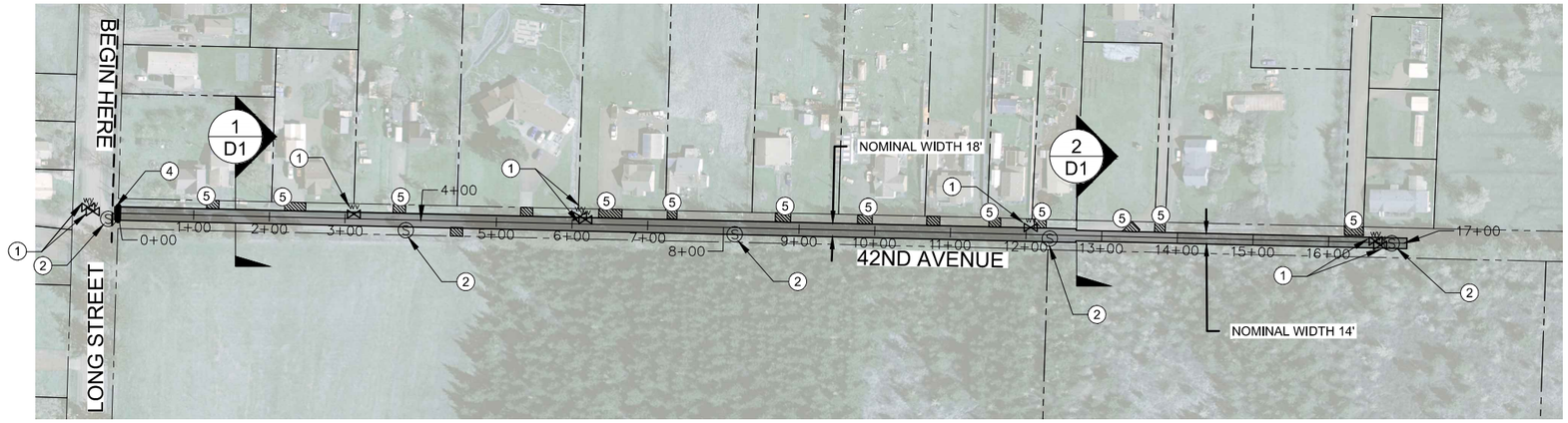
CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

JUNIPER ST + 32ND CT

Sheet No. C

Date: **JUNE 9, 20**



1
F

42ND SOUTH OF LONG ST

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.

	KEYED NOTES
1	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
2	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEETS D4 & D5
3	STORM DRAIN CATCH BASIN PROTECTION TYPICAL.
4	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
5	GRAVEL DRIVEWAY APRON, SEE DETAIL 2 SHEET D2

N

PLAN SCALE

200' 0 100' 200' 400'

1" = 200'

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
200 Ferry St.
Albany, Oregon 97321
541-266-8601
www.civilwest.com

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

42ND SOUTH OF LONG ST

Sheet No. F

Date JUNE 9, 20

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.

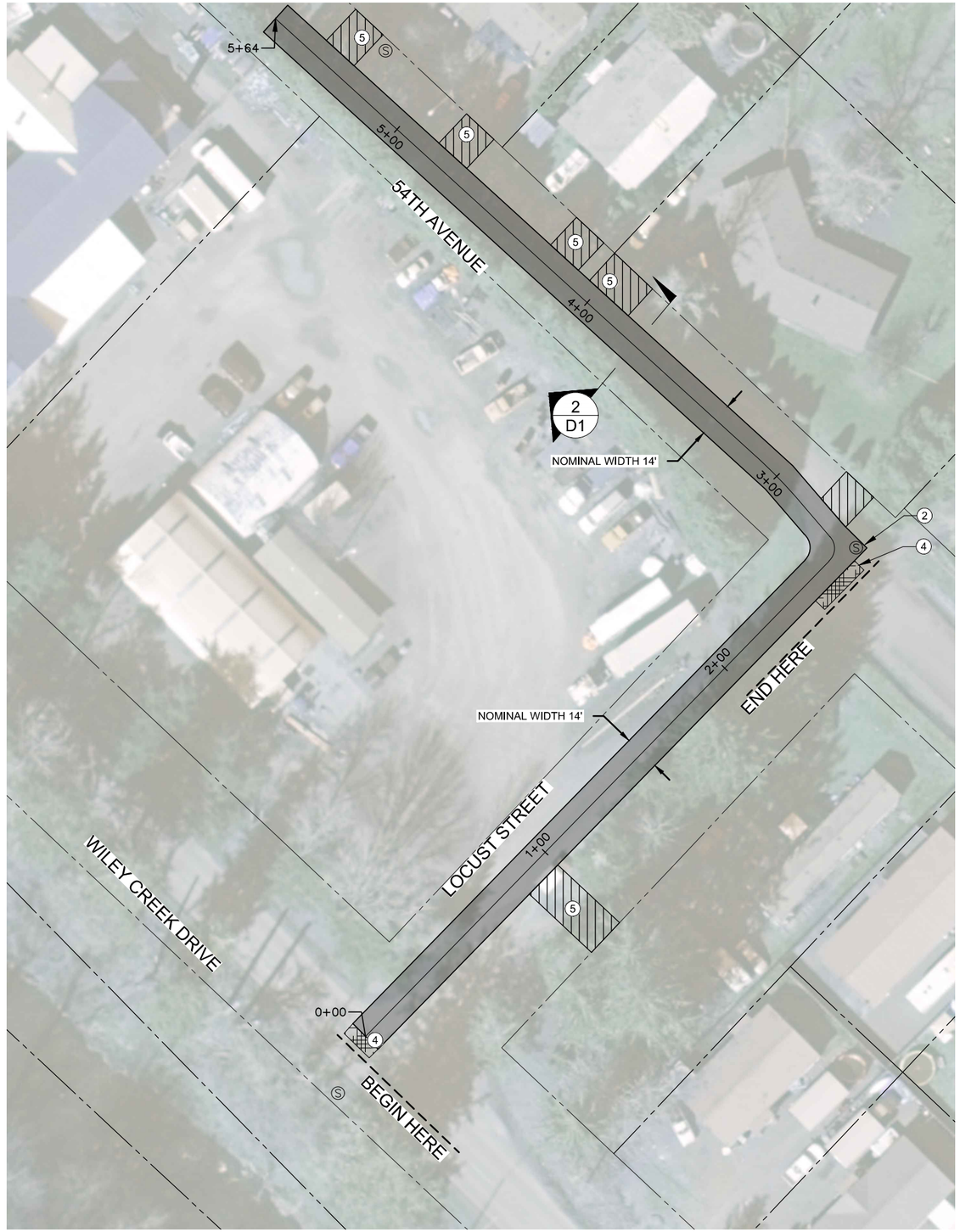
	KEYED NOTES
(1)	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
(2)	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEETS D4 & D5
(3)	STORM DRAIN CATCH BASIN PROTECTION TYPICAL.
(4)	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
(5)	GRAVEL DRIVEWAY APRON, SEE DETAIL 2 SHEET D2

N

PLAN SCALE

50' 0 25' 50' 100'

1" = 50'



1/G LOCUST ST & 54TH AVE

REGISTERED PROFESSIONAL ENGINEER
83524PE
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

LOCUST ST + 54TH AVE

Sheet No. G

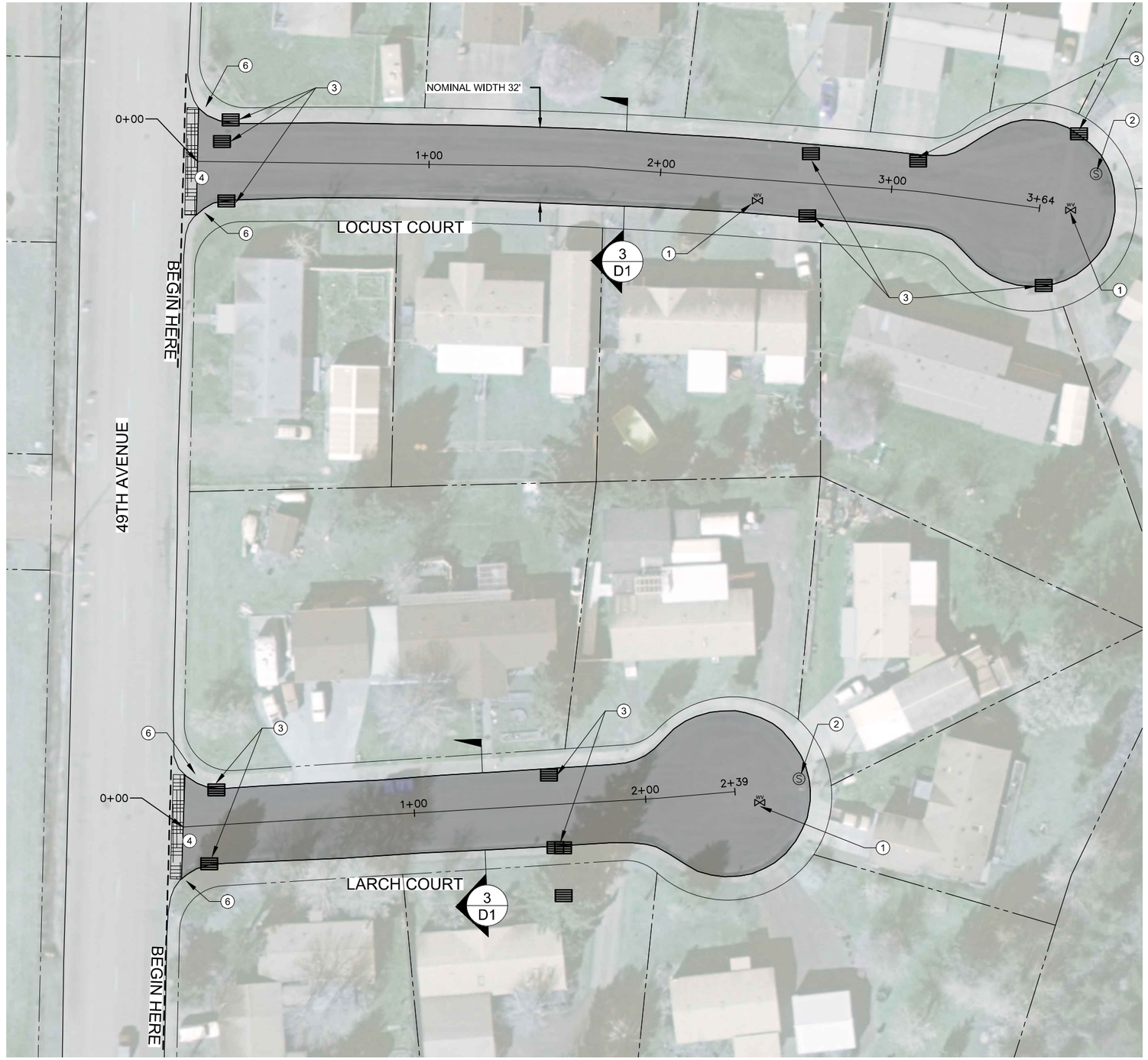
Date **JUNE 9, 20**

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\OverHays.dwg

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.

	KEYED NOTES
(1)	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
(2)	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEETS D4 & D5
(3)	STORM DRAIN CATCH BASIN PROTECTION TYPICAL.
(4)	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
(5)	GRAVEL DRIVEWAY APRON, SEE DETAIL 2 SHEET D2
(6)	REMOVE EXISTING PEDESTRIAN RAMP, CONSTRUCT ADA COMPLIANT PEDESTRIAN RAMP, SEE SHEETS D6 & D7



N

1 / H — LARCH ST & LOCUST ST

PLAN SCALE
50' 0 25' 50' 100'
1" = 50'

REGISTERED PROFESSIONAL ENGINEER
83524PE
OREGON
NOV 10, 2009
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
200 Ferry St.
Albany, Oregon 97321
541-266-8601
www.civilwest.com

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

LARCH ST + LOCUST ST

Sheet No. H

Date **JUNE 9, 2**

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.

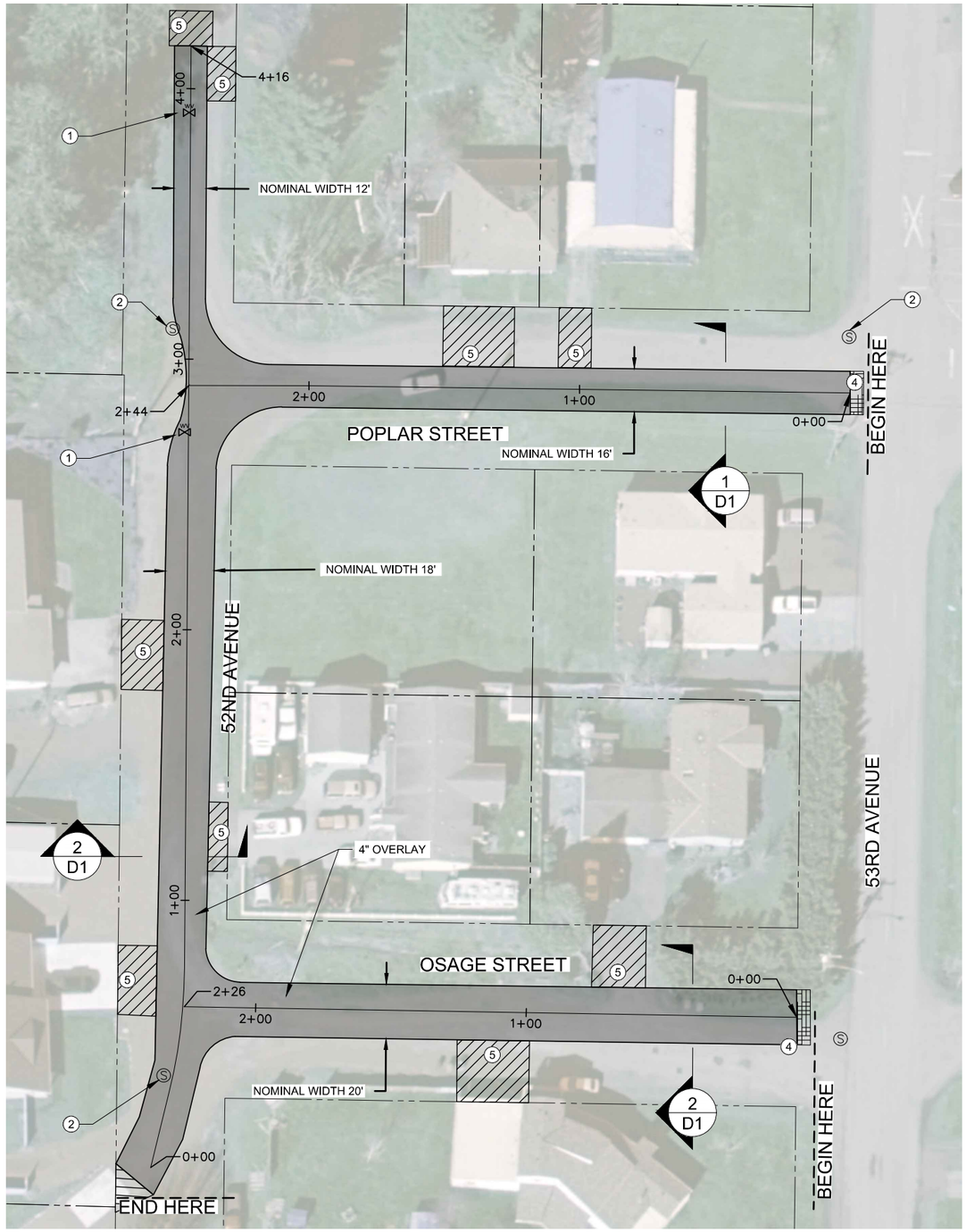
	KEYED NOTES
(1)	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
(2)	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEETS D4 & D5
(3)	STORM DRAIN CATCH BASIN PROTECTION TYPICAL.
(4)	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
(5)	GRAVEL DRIVEWAY APRON, SEE DETAIL 2 SHEET D2

N

PLAN SCALE

50' 0 25' 50' 100'

1" = 50'



1/I 52ND AVE & OSAGE ST & POPLAR ST

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2005
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM Drawn By: ERM Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

52ND AVE + OSAGE ST + POPLAR ST

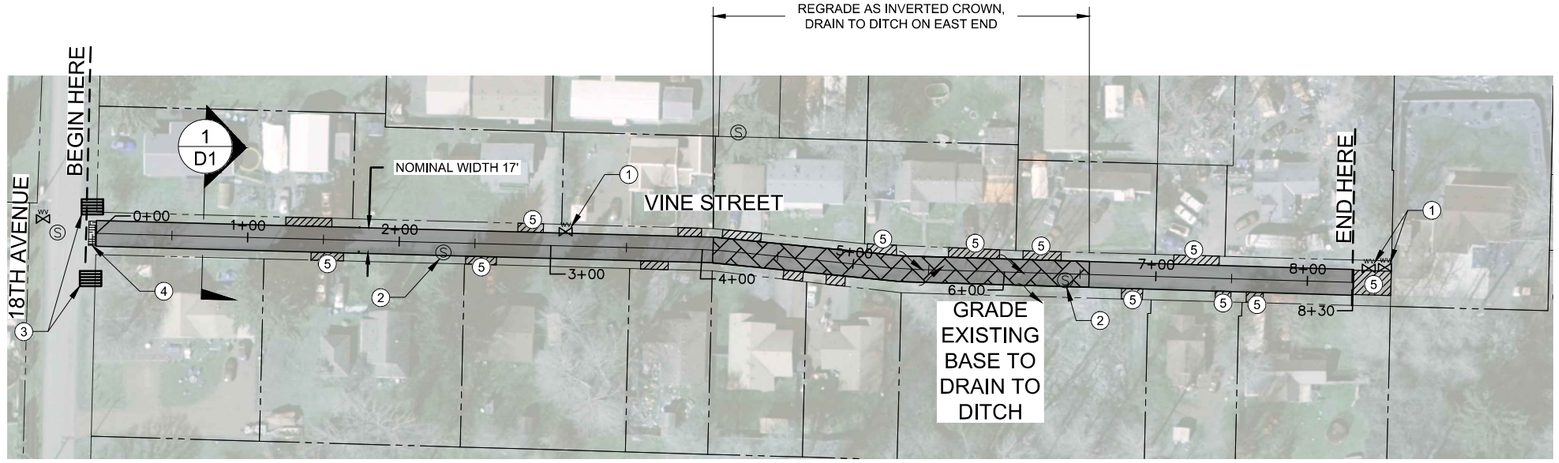
Date: JUNE 9, 2

Sheet No.

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.



1/J VINE ST

PLAN SCALE

100' 0 50' 100' 200'

1" = 100'

	KEYED NOTES
1	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
2	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEETS D4 & D5
3	STORM DRAIN CATCH BASIN PROTECTION TYPICAL.
4	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
5	GRAVEL DRIVEWAY APRON, SEE DETAIL 2 SHEET D2

REGISTERED PROFESSIONAL ENGINEER
83524PE
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
200 Ferry St.
Albany, Oregon 97321
541-266-8601
www.civilwest.com

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

VINE ST

Sheet No. J

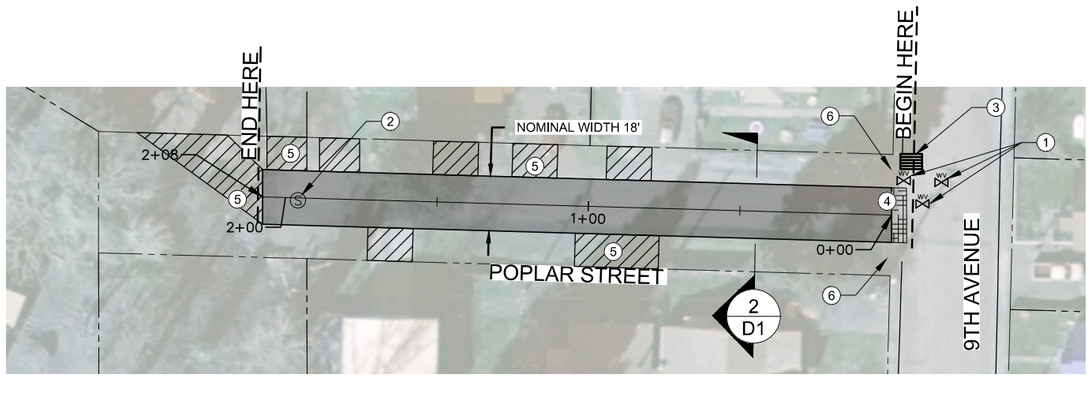
Date **JUNE 9, 2**

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.

	KEYED NOTES
(1)	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
(2)	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEETS D4 & D5
(3)	STORM DRAIN CATCH BASIN PROTECTION TYPICAL.
(4)	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
(5)	GRAVEL DRIVEWAY APRON, SEE DETAIL 2 SHEET D2
(6)	REMOVE EXISTING PEDESTRIAN RAMP, CONSTRUCT ADA COMPLIANT PEDESTRIAN RAMP, SEE SHEETS D6 & D7



1
K
POPLAR ST

N

PLAN SCALE

50' 0 25' 50' 100'

1" = 50'

REGISTERED PROFESSIONAL ENGINEER
83524PE
OREGON
NOV. 10, 2009
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
200 Ferry St.
Albany, Oregon 97321
541-266-8601
www.civilwest.com

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

POPLAR ST

Sheet No. K

Date **JUNE 9, 2**

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.

	KEYED NOTES
(1)	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
(2)	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEETS D4 & D5
(3)	STORM DRAIN CATCH BASIN PROTECTION TYPICAL.
(4)	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
(5)	GRAVEL DRIVEWAY APRON, SEE DETAIL 2 SHEET D2
(6)	REMOVE EXISTING PEDESTRIAN RAMP, CONSTRUCT ADA COMPLIANT PEDESTRIAN RAMP, SEE SHEETS D6 & D7

1/L 13TH AVE & OSAGE

PLAN SCALE

50' 0 25' 50' 100'

1" = 50'

N

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

13TH AVE + OSAGE

Sheet No. L

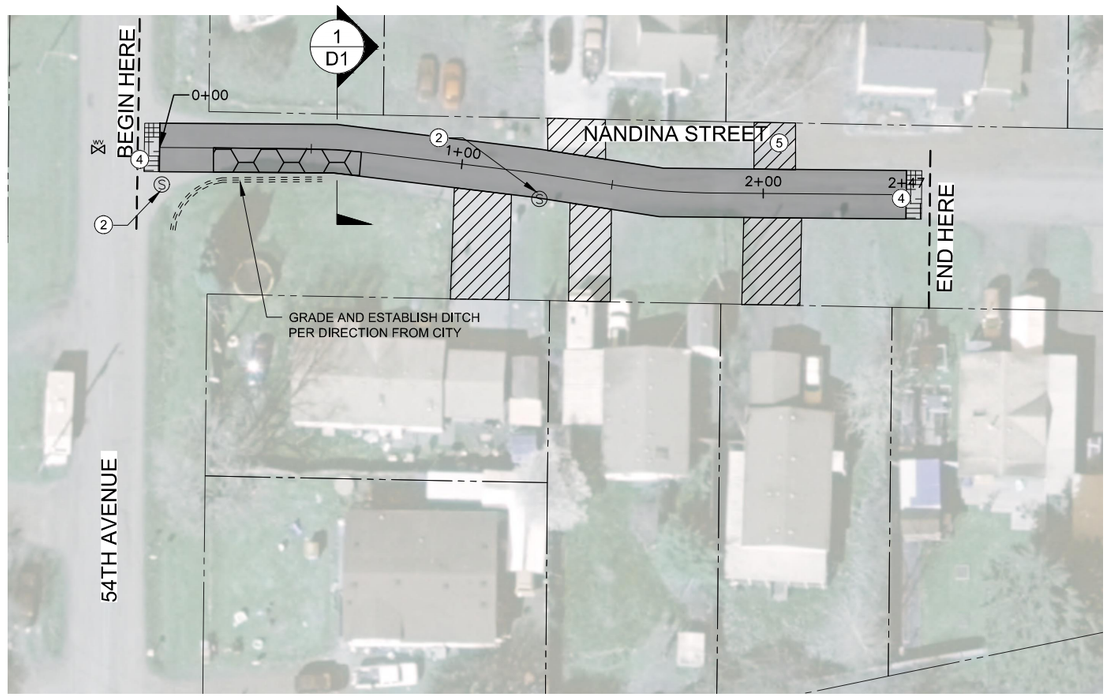
Date JUNE 9, 2

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

SHEET NOTES:

1. BEGIN AND END OF CONSTRUCTION SHALL BE TAPERED TO MATCH EXISTING PAVEMENT.
2. EXISTING SEWER AND STORM DRAIN MANHOLES; VALVE CANS; AND ALL OTHER UTILITIES ALONG ROAD IMPROVEMENT AREA AS INDICATED ON THE PLANS ARE TO BE VERIFIED IN FIELD AND SHALL BE PROTECTED IN PLACE OR REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER BY CONTRACTOR. ADDITIONAL UTILITIES MAY EXIST AT THE SITES.
3. CONTRACTOR TO RAISE EXISTING UTILITIES TO MATCH NEW ASPHALT SURFACE.
4. EXISTING MONUMENTS SHALL BE PROTECTED IN PLACE AND RAISED TO MATCH NEW ASPHALT SURFACE.
5. CONTRACTOR TO MAINTAIN ONE LANE OF TRAFFIC OPEN AT ALL TIMES DURING COURSE OF CONSTRUCTION.
6. CONTRACTOR TO PROVIDE A CLEAN TRANSITION BETWEEN NEW IMPROVEMENTS AND EXISTING SITE SURFACES. CONTRACTOR SHALL PAY SPECIAL ATTENTION TO TRANSITIONS AT CROSS STREETS AND DRIVEWAYS.
7. ALL CROSS STREETS AND DRIVEWAYS ARE IDENTIFIED AT THE APPROXIMATE LOCATIONS. ACTUAL WIDTH OF DRIVEWAYS AND CROSS STREETS MAY VARY. CONTRACTOR SHALL FIELD VERIFY.
8. PAVEMENT MARKINGS SUCH AS STOP BARS, CROSS WALKS ETC. SHALL BE FIELD VERIFIED AND SHALL BE REPLACED BY THE CONTRACTOR AFTER COMPLETION OF OVERLAY RESURFACING. ADDITIONAL PAVEMENT MARKINGS MAY EXIST AT THE SITES.
9. OVERLAYED SURFACE SHALL BE CURED AND OPEN TO TRAFFIC BY 5:00 PM EACH DAY.

	KEYED NOTES
(1)	VALVE CAN PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEET D3
(2)	MANHOLE PROTECT IN PLACE, RAISE AS NECESSARY, SEE SHEETS D4 & D5
(3)	STORM DRAIN CATCH BASIN PROTECTION TYPICAL.
(4)	OVERLAY TRANSITION, SEE DETAIL 1 SHEET D2
(5)	GRADE DRIVEWAY APRON, SEE DETAIL 2 SHEET D2



1/M NANDINA ST

PLAN SCALE

50' 0 25' 50' 100'

1" = 50'

N

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2009
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

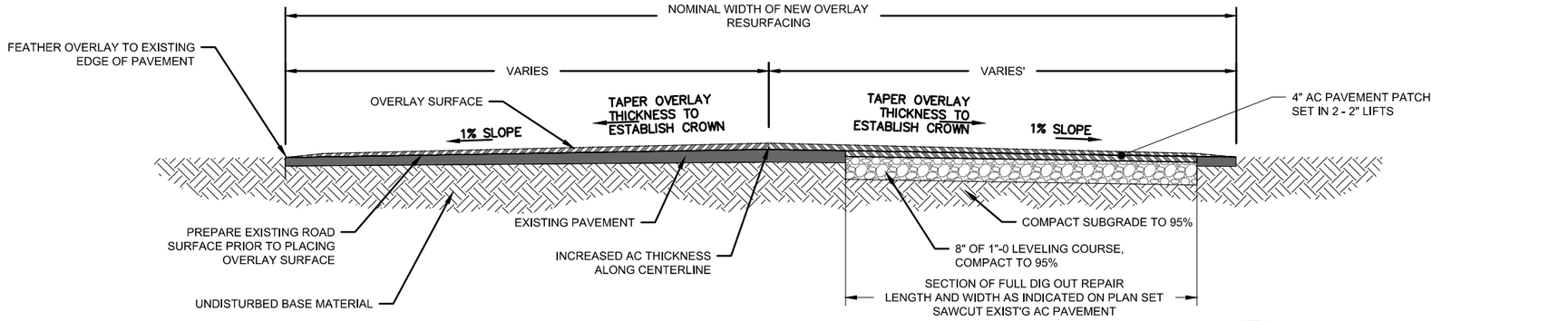
2021 PAVEMENT OVERLAY PROJECT PH. 2

NANDINA ST

Sheet No. M

Date JUNE 9, 2

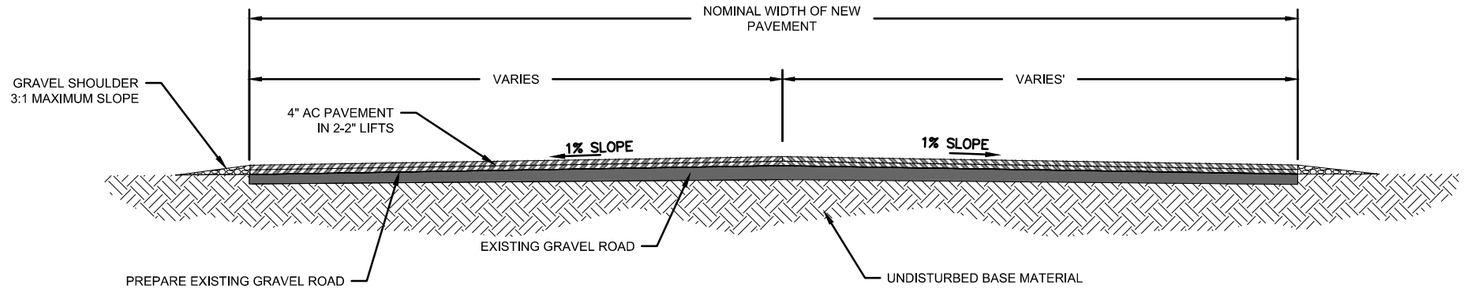
DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg



NOTES:

1. NOMINAL DEPTH OF AC OVERLAY SHALL BE 2"
2. AC PAVEMENT SHALL BE A LEVEL 2-1/2 DENSE HMAC
3. MINIMUM CROSS SLOPE 0F 1%

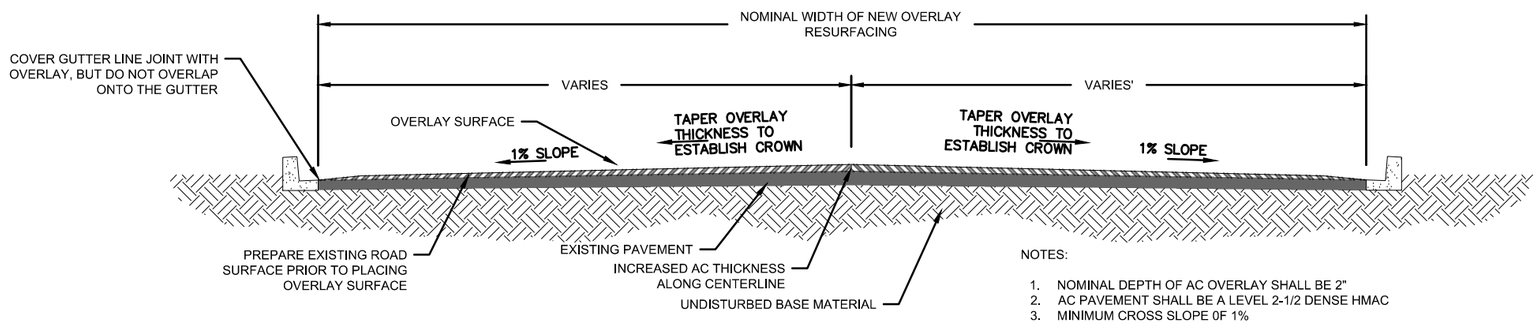
1 / D1 TYPICAL OVERLAY SECTION
NOT TO SCALE



NOTES:

1. AC PAVEMENT SHALL BE A LEVEL 2-1/2 DENSE HMAC
2. MINIMUM CROSS SLOPE 0F 1%

2 / D1 TYPICAL NEW PAVEMENT STREET SECTION
NOT TO SCALE



NOTES:

1. NOMINAL DEPTH OF AC OVERLAY SHALL BE 2"
2. AC PAVEMENT SHALL BE A LEVEL 2-1/2 DENSE HMAC
3. MINIMUM CROSS SLOPE 0F 1%

3 / D1 CURB & GUTTER TYPICAL OVERLAY SECTION
NOT TO SCALE

REGISTERED PROFESSIONAL ENGINEER
83524PE
OREGON
NOV. 10, 2009
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

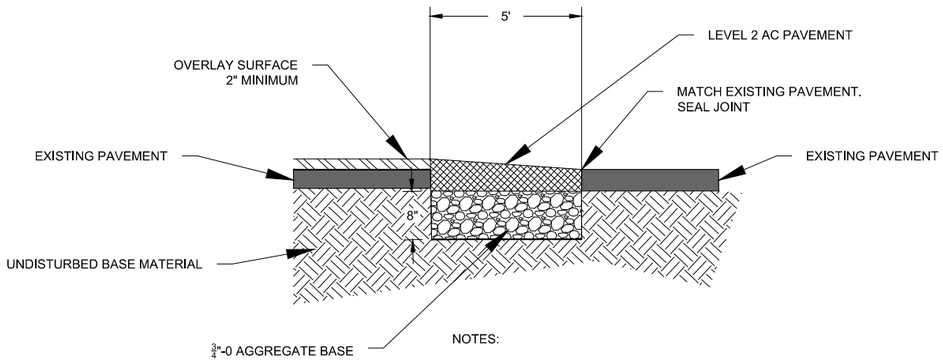
CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

TYPICAL STREET SECTIONS

Sheet No. D1
Date JUNE 9, 2

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

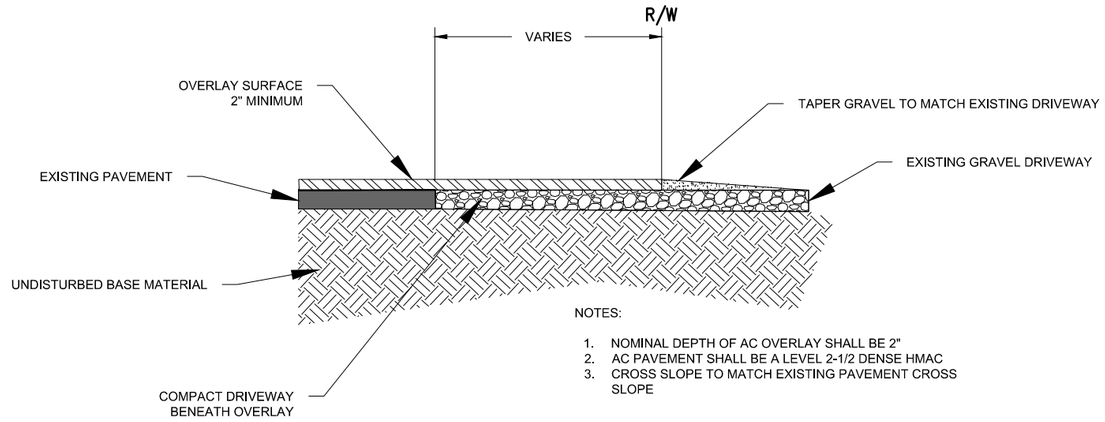


NOTES:

1. NOMINAL DEPTH OF AC OVERLAY SHALL BE 2"
2. AC PAVEMENT SHALL BE A LEVEL 2-1/2 DENSE HMAC
3. CROSS SLOPE TO MATCH EXISTING PAVEMENT CROSS SLOPE

1 / D2 — OVERLAY TRANSITION DETAIL
NOT TO SCALE

GRAVEL DRIVEWAY TRANSITION



NOTES:

1. NOMINAL DEPTH OF AC OVERLAY SHALL BE 2"
2. AC PAVEMENT SHALL BE A LEVEL 2-1/2 DENSE HMAC
3. CROSS SLOPE TO MATCH EXISTING PAVEMENT CROSS SLOPE

2 / D2 — DRIVEWAY TRANSITION DETAILS
NOT TO SCALE

REGISTERED PROFESSIONAL ENGINEER
83524PE
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
200 Ferry St.
Albany, Oregon 97321
541-266-8601
www.civilwest.com

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

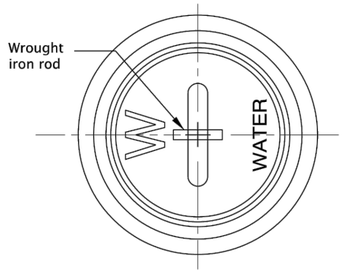
CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

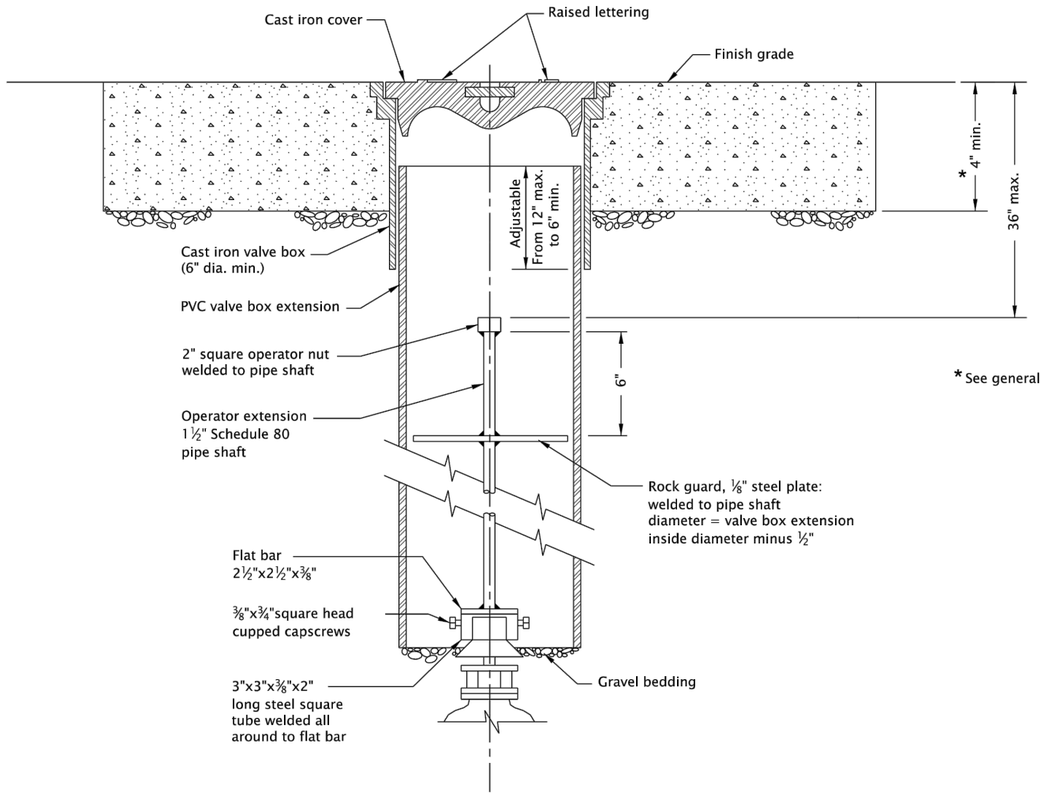
TRANSITION DETAILS

Sheet No. D2
Date JUNE 9, 2

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

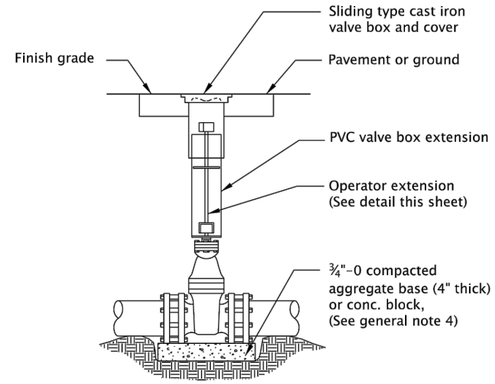


COVER PLAN



* See general note 8

VALVE BOX EXTENSION SECTION



**VALVE BOX
ASSEMBLY DETAIL**

GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

1. Valve box not to rest on operating assembly.
2. Operator extension required when valve nut is deeper than 4' from finish grade.
3. Center valve box on axis of operator nut.
4. Valves 12" and smaller shall be provided with compacted aggr. base on undisturbed ground. Valves greater than 12" shall be installed on precast concrete block, (4" thick).
5. Welds shall be minimum ¼" all around.
6. Hot dip galvanize operator extension after fabrication.
7. Casting shall meet H20 load requirement.
8. Provide concrete or asphalt pad (24" square, 4" thick), when required.
9. See project plans for details not shown.

CALC. BOOK NO. N/A

SDR DATE 25-JUL-2017

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

OREGON STANDARD DRAWINGS

VALVE BOX AND OPERATOR EXTENSION ASSEMBLY

2021

DATE	REVISION DESCRIPTION

RD258

Effective Date: December 1, 2020 - May 31, 2021

RD258

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON

RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
200 Ferry St.
Albany, Oregon 97321
541-266-8601
www.civilwest.com

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

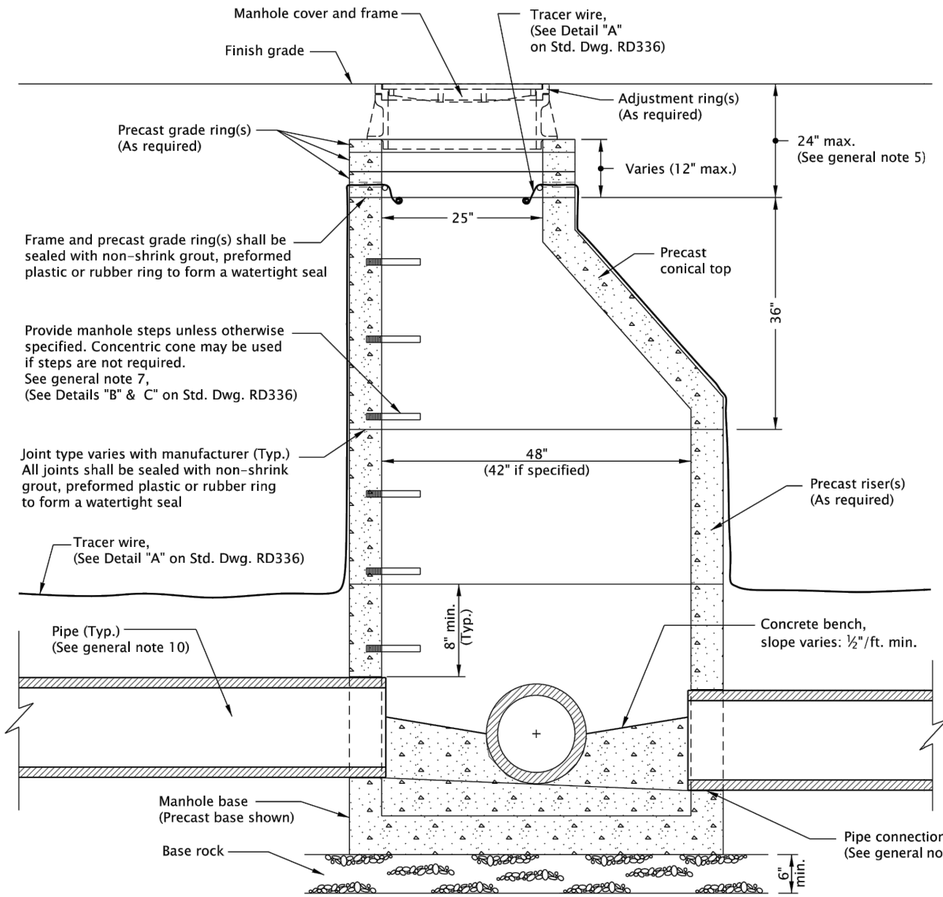
ODOT VALVE CAN DETAIL

Sheet No. D3

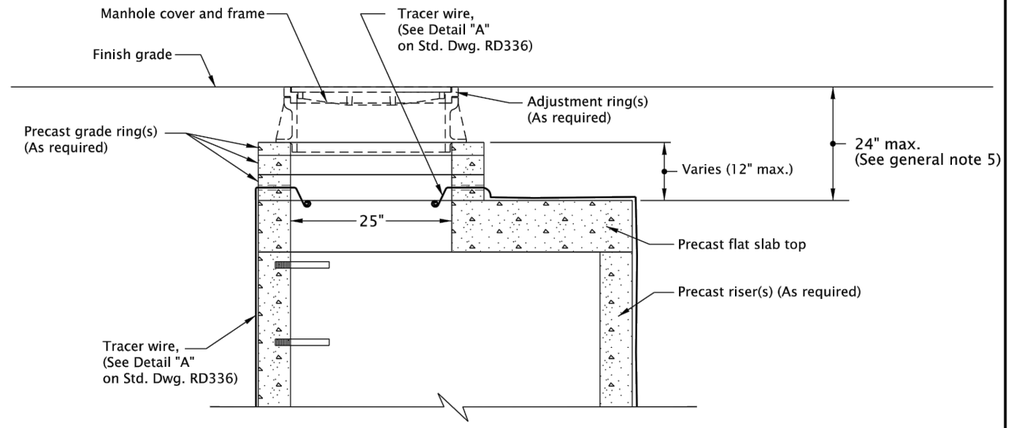
Date JUNE 9, 2

rd258.dgn 20-JUL-2020

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg



MANHOLE WITH PRECAST CONICAL TOP



MANHOLE WITH PRECAST FLAT SLAB TOP

GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

1. All precast products shall conform to requirements of ASTM C478.
2. Standard precast manhole section diameter shall be 48". Use 42" if specified by the Engineer.
3. See Std. Dwg. RD345 for pipe to manhole connections.
4. See Std. Dwg. RD344 for manhole base section.
5. Adjust 24" maximum.
6. All connecting pipes shall have a tracer wire, or approved alternate.
7. See Std. Dwg. RD336 for manhole steps.
8. See Std. Dwg. RD336 for details not shown.
9. See Std. Dwg. RD356 for manhole covers and frames, manhole adjustment rings, etc.
10. Max. pipe diameter varies with pipe material.
11. See Std. Dwg. RD342 for shallow manholes.
12. Location, elevation, diameter, slope, and number of pipe(s) varies, see project plans.
13. This detail limited to interior drop of 24".
    See Std. Dwgs. RD350 or RD352 for drop manhole details for drops in excess of 24".

CALC. BOOK NO. N/A

SDR DATE 21-JUN-2019

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.

OREGON STANDARD DRAWINGS

STANDARD SANITARY SEWER MANHOLE

2021

DATE	REVISION DESCRIPTION

RD338

Effective Date: December 1, 2020 - May 31, 2021

RD338

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV 10, 2009
MATTHEW D. WADLINGTON

RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

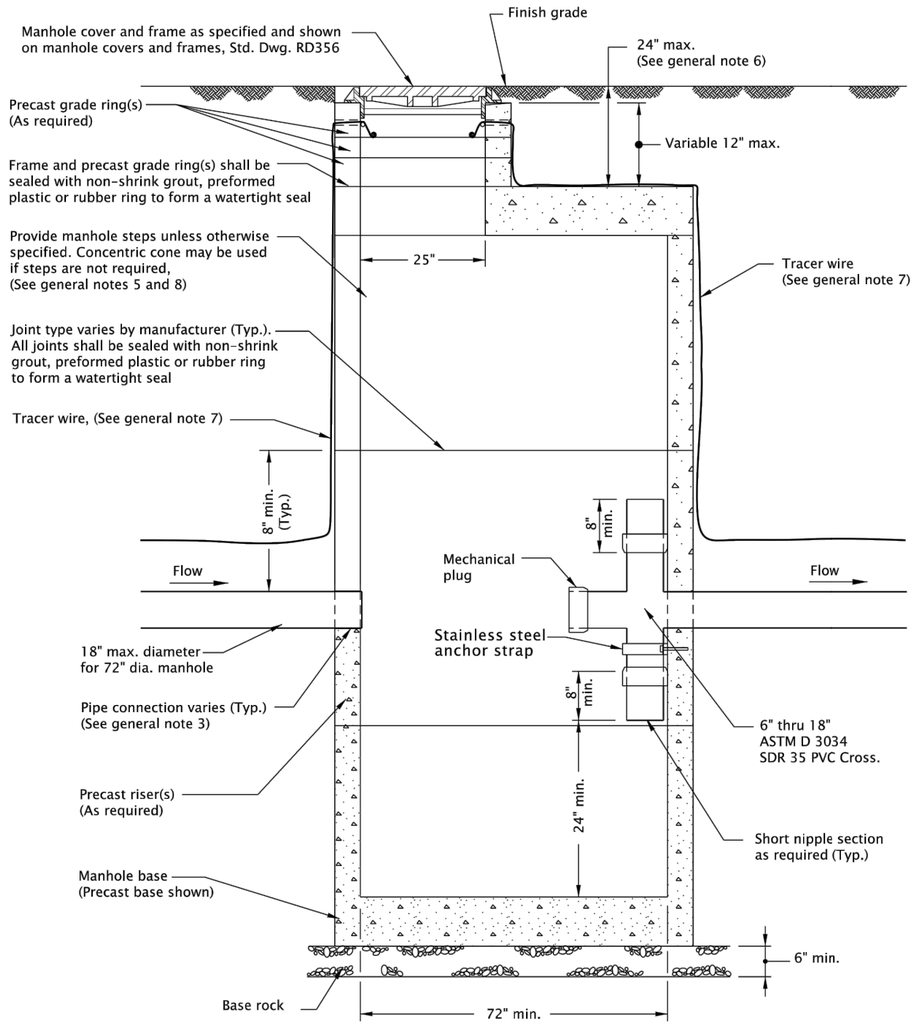
2021 PAVEMENT OVERLAY PROJECT PH. 2

ODOT SEWER MANHOLE DETAIL

Sheet No. D4

Date JUNE 9, 2

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\OverHays.dwg
rd338.dgn 20-JUL-2020



GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

1. All precast products shall conform to requirements of ASTM C478.
2. Standard precast manhole section diameter shall be 72".
3. See Std. Dwg. RD345 for pipe to manhole connections.
4. See Std. Dwg. RD344 for manhole base section, for details not shown.
5. See Std. Dwg. RD336 for manhole steps details, and flat slab top orientation.
6. Adjust 24" max.
7. See Std. Dwg. RD336 for tracer wire details.
8. See Std. Dwg. RD336 for manhole steps.
9. Max. pipe diameter varies with pipe material.
10. Location, elevation, diameter, slope, and number of pipe(s) varies, see project plans.

CALC. BOOK NO. N/A

SDR DATE 16-JAN-2019

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.

OREGON STANDARD DRAWINGS

STORM SEWER POLLUTION CONTROL MANHOLE

2021

DATE	REVISION DESCRIPTION

RD340

Effective Date: December 1, 2020 - May 31, 2021

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2009
MATTHEW D. WADLINGTON

RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
200 Ferry St.
Albany, Oregon 97321
541-266-8601
www.civilwest.com

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

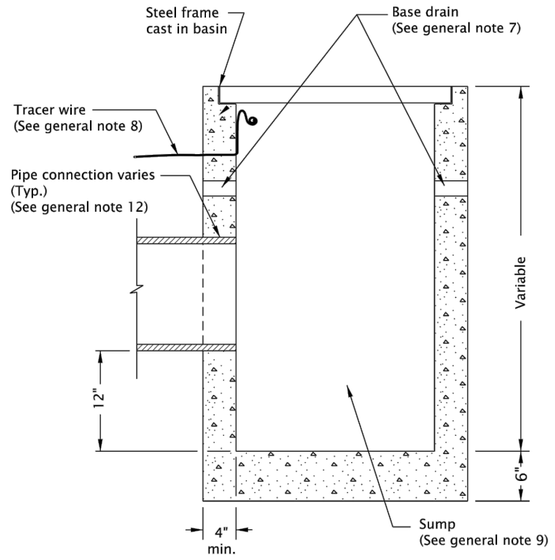
STORM DRAIN MANHOLE

Sheet No. D5

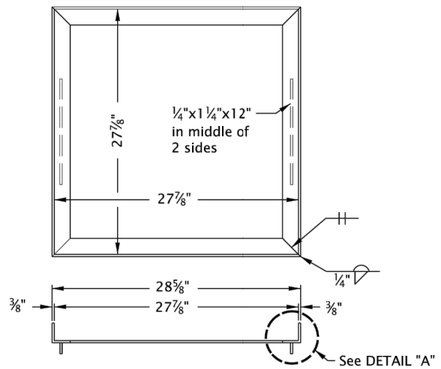
Date JUNE 9, 2

RD340

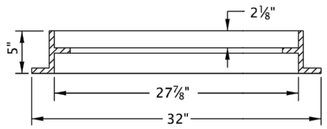
DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg
rd340.dgn 20-JUL-2020



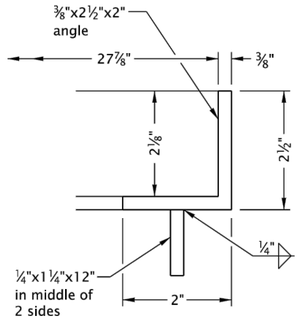
SECTION A-A



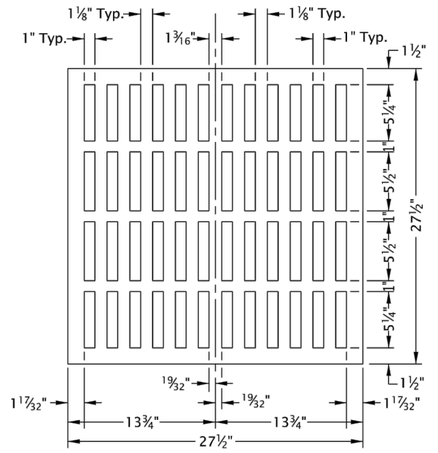
TYPE 3 FRAME - STEEL
(Hot-dip galvanize after fabrication)



OPTIONAL CAST IRON FRAME
FOR A MORTAR-ON TYPE 3 CATCH BASIN

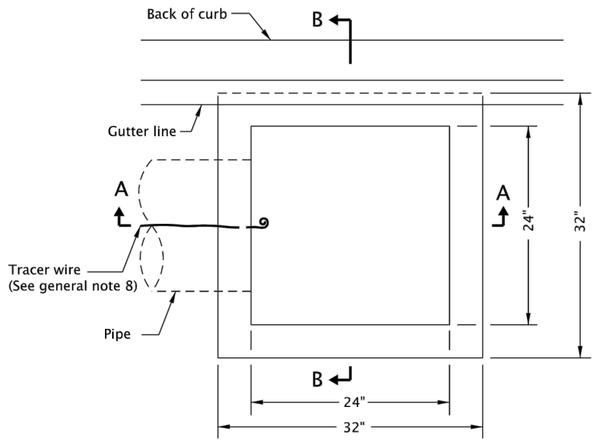


DETAIL "A"

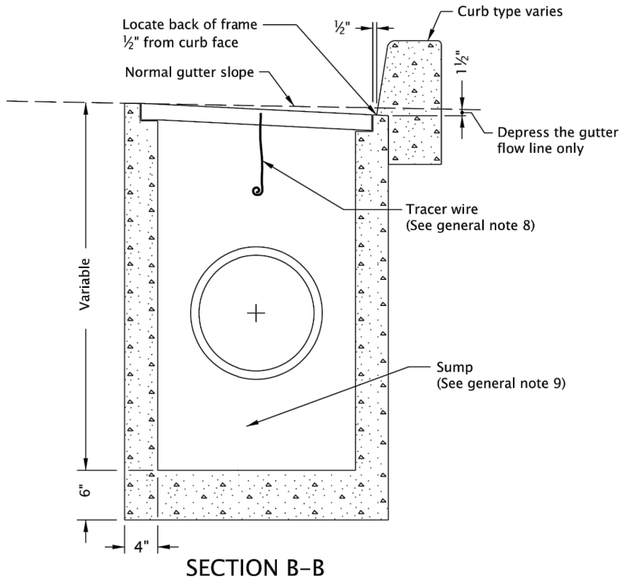


TYPE 3 CATCH BASIN GRATE

PRECAST RISER



PLAN



SECTION B-B

GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

1. Catch basin & grate shall meet H20 loading.
2. All concrete shall be commercial grade concrete.
3. Precast walls shall be a minimum of 4" thick.
4. For use by local agencies on low volume residental facilities as directed.
5. Depress gutter flowline and transition gutter as shown in Std. Dwg. RD366 perspective view.
6. Knockouts allowed for precast option.
7. If directed, install 3" dia. base drain with field installed mesh screen for subgrade drainage.
8. See Std. Dwg. RD336 for tracer wire details, or approved alternate.
9. Provide sump only where shown on plans, and allowed by jurisdiction.
   For sump details, see Std. Dwg. RD364.
10. Max. pipe diameter varies with pipe material.
11. All precast inlets shall conform to requirements of ASTM C913.
12. See Std. Dwg. RD339 for pipe to structure connections.
13. See project plans for details not shown.

CALC. BOOK NO. N/A

SDR DATE 21-JUL-2015

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.

OREGON STANDARD DRAWINGS

TYPE "3" CATCH BASIN, FRAME AND GRATE

2021

DATE	REVISION DESCRIPTION

RD378

Effective Date: December 1, 2020 - May 31, 2021

rd378.dgn 20-JUL-2020

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON

RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

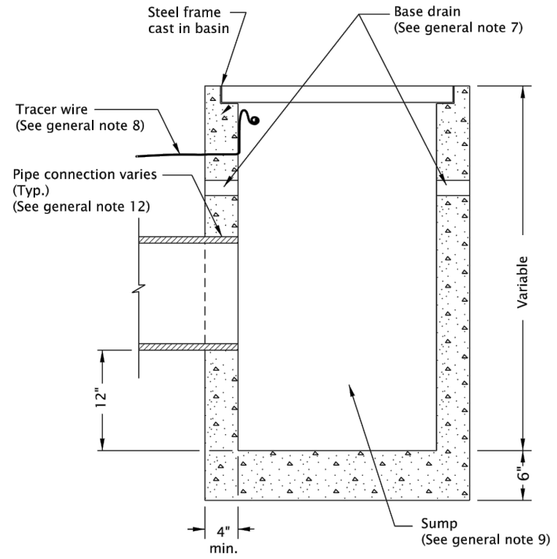
CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

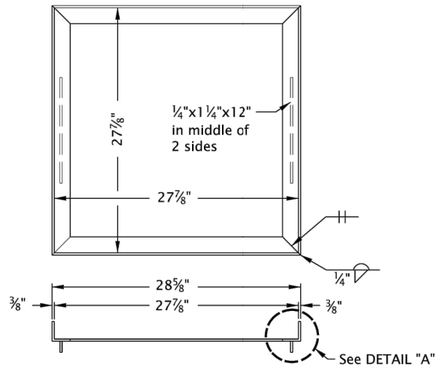
ODOT RD 920

Sheet No. D6

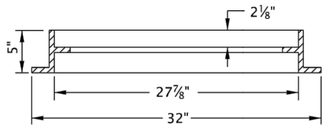
Date JUNE 9, 2



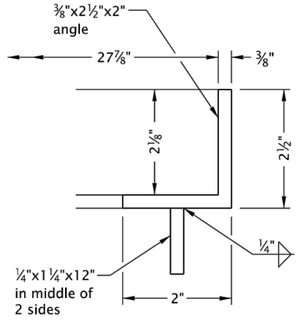
SECTION A-A



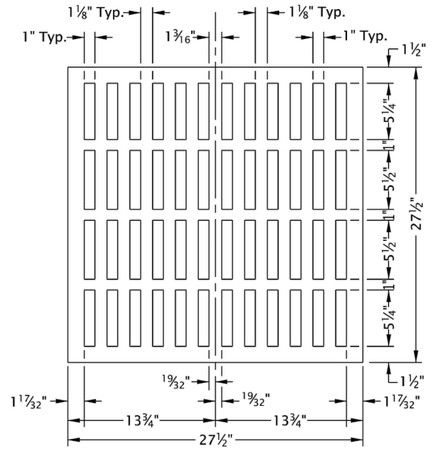
TYPE 3 FRAME - STEEL
(Hot-dip galvanize after fabrication)



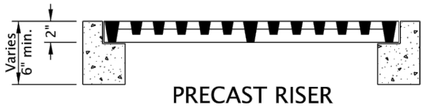
OPTIONAL CAST IRON FRAME
FOR A MORTAR-ON TYPE 3 CATCH BASIN



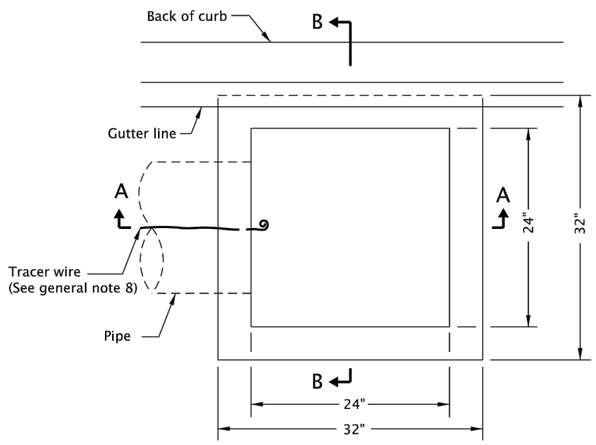
DETAIL "A"



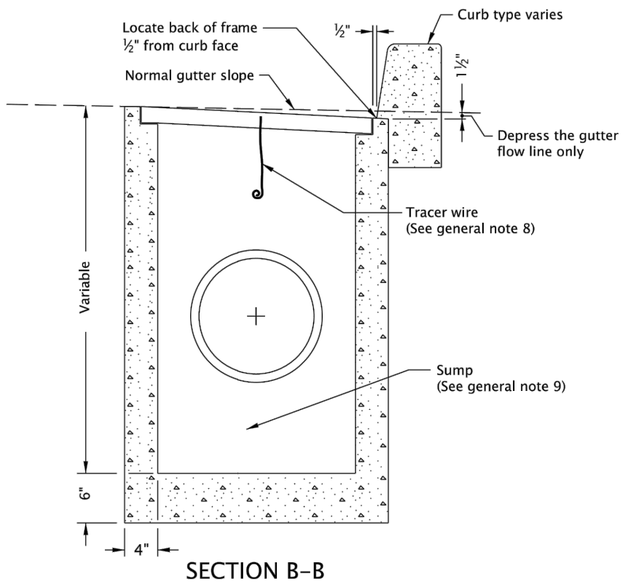
TYPE 3 CATCH BASIN GRATE



PRECAST RISER



PLAN



SECTION B-B

GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

1. Catch basin & grate shall meet H20 loading.
2. All concrete shall be commercial grade concrete.
3. Precast walls shall be a minimum of 4" thick.
4. For use by local agencies on low volume residental facilities as directed.
5. Depress gutter flowline and transition gutter as shown in Std. Dwg. RD366 perspective view.
6. Knockouts allowed for precast option.
7. If directed, install 3" dia. base drain with field installed mesh screen for subgrade drainage.
8. See Std. Dwg. RD336 for tracer wire details, or approved alternate.
9. Provide sump only where shown on plans, and allowed by jurisdiction. For sump details, see Std. Dwg. RD364.
10. Max. pipe diameter varies with pipe material.
11. All precast inlets shall conform to requirements of ASTM C913.
12. See Std. Dwg. RD339 for pipe to structure connections.
13. See project plans for details not shown.

CALC. BOOK NO. N/A

SDR DATE 21-JUL-2015

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

OREGON STANDARD DRAWINGS

TYPE "3" CATCH BASIN, FRAME AND GRATE

2021

DATE	REVISION DESCRIPTION

RD378

Effective Date: December 1, 2020 - May 31, 2021

20-JUL-2020 rd378.dgn

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

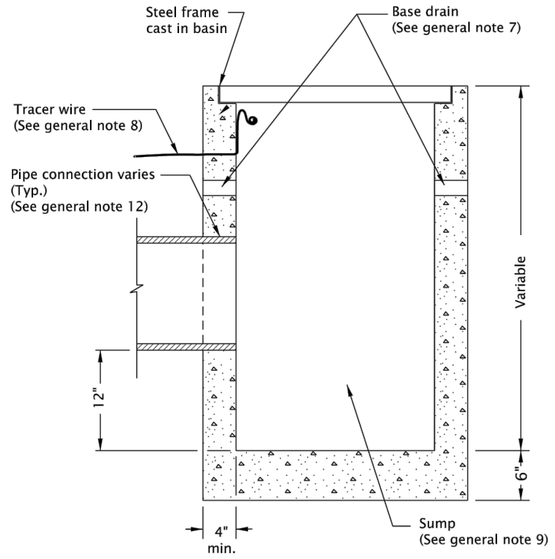
CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

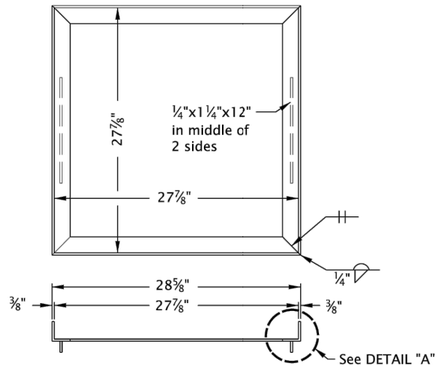
ODOT RD 922

Sheet No. D7

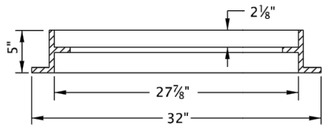
Date JUNE 9, 2



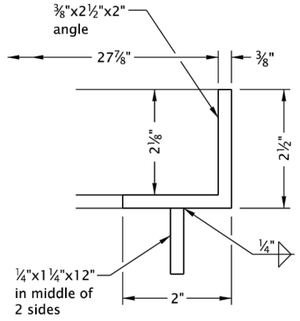
SECTION A-A



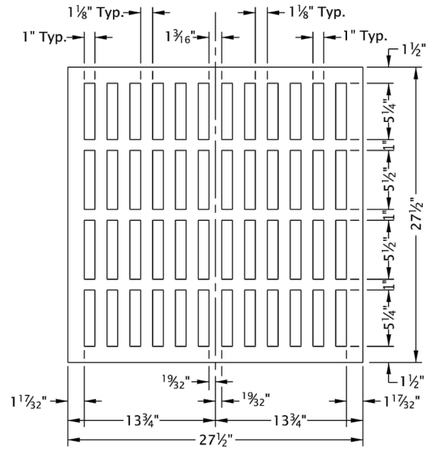
TYPE 3 FRAME - STEEL
(Hot-dip galvanize after fabrication)



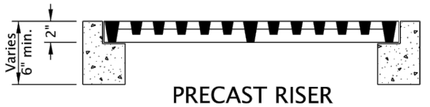
OPTIONAL CAST IRON FRAME
FOR A MORTAR-ON TYPE 3 CATCH BASIN



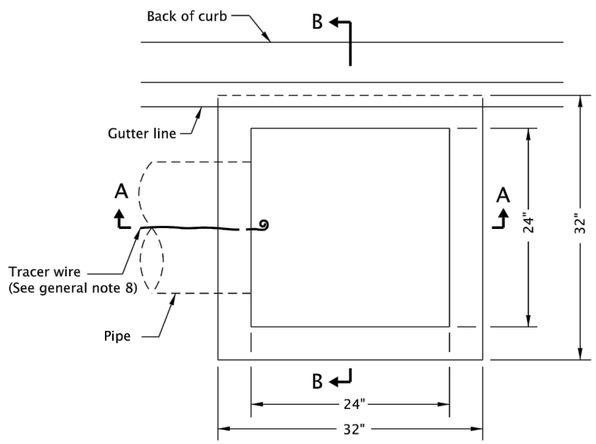
DETAIL "A"



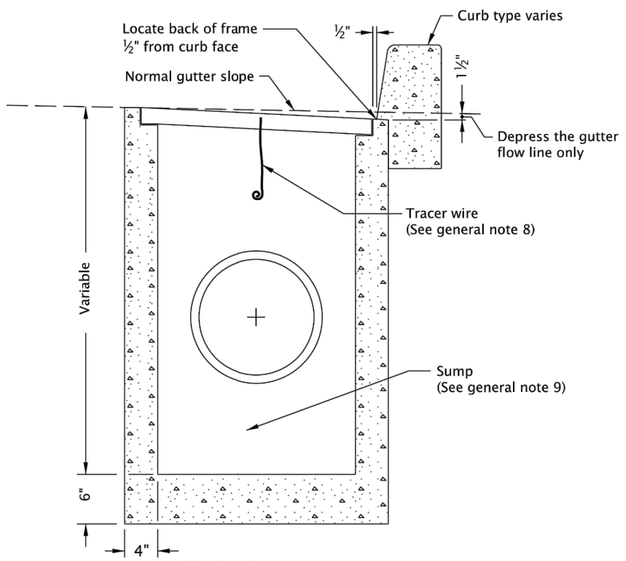
TYPE 3 CATCH BASIN GRATE



PRECAST RISER



PLAN



SECTION B-B

GENERAL NOTES FOR ALL DETAILS ON THIS SHEET:

1. Catch basin & grate shall meet H20 loading.
2. All concrete shall be commercial grade concrete.
3. Precast walls shall be a minimum of 4" thick.
4. For use by local agencies on low volume residental facilities as directed.
5. Depress gutter flowline and transition gutter as shown in Std. Dwg. RD366 perspective view.
6. Knockouts allowed for precast option.
7. If directed, install 3" dia. base drain with field installed mesh screen for subgrade drainage.
8. See Std. Dwg. RD336 for tracer wire details, or approved alternate.
9. Provide sump only where shown on plans, and allowed by jurisdiction.
   For sump details, see Std. Dwg. RD364.
10. Max. pipe diameter varies with pipe material.
11. All precast inlets shall conform to requirements of ASTM C913.
12. See Std. Dwg. RD339 for pipe to structure connections.
13. See project plans for details not shown.

CALC. BOOK NO. N/A

SDR DATE 21-JUL-2015

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.

OREGON STANDARD DRAWINGS

TYPE "3" CATCH BASIN, FRAME AND GRATE

2021

DATE	REVISION DESCRIPTION

RD378

Effective Date: December 1, 2020 - May 31, 2021

20-JUL-2020 rd378.dgn

DATE:6/9/21 FILE:O:\CW_Projects\2817 Sweet Home\2817-003 2021 Pavement Overlay\04 Final Design\Drawings\Dwg\Overlays.dwg

REGISTERED PROFESSIONAL ENGINEER
83524PE
Matt Wadlington
OREGON
NOV. 10, 2006
MATTHEW D. WADLINGTON
RENEWS: 06/30/2022

Civil West Engineering Services, Inc.
541-266-8601
www.civilwest.com
200 Ferry St.
Albany, Oregon 97321

REV.	DATE	DESCRIPTION	BY

Designed By: ERM
Drawn By: ERM
Checked By: MDW
Project No: 2817-003

CITY OF SWEET HOME
LINN COUNTY, OREGON

2021 PAVEMENT OVERLAY PROJECT PH. 2

ODOT RD 378

Sheet No. D8

Date JUNE 9, 2

REQUEST FOR COUNCIL ACTION

Title:	City Integrator of Record Service Contract Authorization
Preferred Agenda:	June 22, 2021
Submitted By:	Trish Rice, Engineering Tech 2 Steven Haney, Utilities Manager Greg Springman, PWD
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution ___ Motion ____ Roll Call __X__ Other ____
Relevant Code/Policy:	N/A
Towards Council Goal:	2.6: Employ sound technology to maximize efficiency
Attachments:	Contract for City Integrator of Record Service

Purpose of this RCA:

Staff is requesting authorization to execute the attached contract for City Integrator of Record Service.

Background/Context:

The Integrator of Record will provide maintenance/repair/emergency support services for our water and sewer automated systems; assist the City with repairs and functionality improvements to the Water Treatment Plant and the distribution system; help us make sure that the new systems at the Wastewater Treatment Plant get integrated to our satisfaction; ensure all City facilities have compatible systems; and assist staff with identifying and planning for long-range capital projects of our water and sewer control systems. The level of technology requires programming and other specialized knowledge.

The City does not currently have an Integrator of Record. Instrument integration has been individually procured on a project-by-project basis. This piecemeal history has complicated/contributed to many operational issues in the Water Treatment Plant and the distribution system which results in a great deal of staff time being spent on tasks that should be automated.

With the upcoming in-house treatment plant operations and the WWTP upgrades project, this is a crucial time to bring on an Integrator of Record to resolve current issues and reduce future issues, and is a critical step to ensuring success on multiple projects.

City Council authorized staff to solicit proposals for a new City Integrator of Record on April 27, 2021. Advertisements were placed on the City website, the Daily Journal of Commerce, and the New Era. The RFP closed on May 26, 2021, and we received 4 proposals.

The City used a qualifications-based selection (QBS) process for engineering-related personal service contracts in accordance with ORS 279C.120(b) and the City's Contract Review Board Rules of Procedure, Section 11. Pursuant to the QBS process, selection of the most qualified candidate was made without regard to the price of the services. A three-member staff committee scored and ranked each proposal using the criteria given in the RFP. The ranking is:

1. The Automation Group
2. Taurus Power & Controls
3. Control Systems NW
4. Verus

Only after selection of the most qualified candidate did the City enter contract negotiations with said candidate for the price of the services. The City and The Automation Group have agreed on the contract terms and the fee schedule. The proposed duration of the contract is 3 years and is renewable for additional 3-year terms.

The Challenge/Problem:

How do we repair & maintain city operations to the ratepayers' expected level of service within budget restraints and being fiscally responsible?

Stakeholders:

- *City Ratepayers*. Ratepayers are the customers who deserve good service with the highest return on their fees that we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.
- *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 at the lowest possible cost. They must balance leadership with representation.
- *Public Works Department Staff.* Department staff are the hands that keep the plants running. Because the automated systems are not working correctly, operating the treatment plants requires more staff time than it should, and the work is reactive instead of proactive. Contracting with an Integrator of Record will provide a means to alleviate many operational issues and become proactive.
- *Management Team*. Comprised of five 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:

Public Works Budget – The City used a qualifications-based selection (QBS) process for personal service contracts in accordance with ORS 279C.120(b) and the City's *Contract Review Board Rules of Procedure*, Section 11. As a result, selection of the most qualified candidate was made without regard to the price of the services.

TAG's fee schedule is based on an hourly rate schedule (Exhibit E of the attached contract). There is money budgeted to pay for professional services.

Elements of a Stable Solution:

Ability to resolve operational issues within the City's utility treatment and distribution facilities and provide for efficient processes by ongoing maintenance.

Options:

1. *Cancel the Solicitation*. Not recommended. This will delay the completion of needed repairs and improvements at the Water Treatment Plant. Staff will spend a great deal of time on tasks that should be automated. Integration services will continue to be procured on a case-by-case basis.
2. *Award the Integrator of Record contract to The Automation Group*. Recommended. This option will provide the needed services in a timely fashion to begin resolving issues at the treatment plants.
3. *End negotiations with The Automation Group and open negotiations with the second-ranked proposer, Taurus Power & Controls*. Not recommended. Staff find no reason not to award the contract to the highest-ranked proposer.
4. *Reject all proposals and re-advertise the RFP.* Not recommended. This will delay the completion of needed repairs and improvements at the Water Treatment Plant.

Recommendation:

Staff recommends Option 2, *Award the Integrator of Record contract to The Automation Group*.

City of Sweet Home
Personal Services Contract for
City Integrator of Record Services

This Contract is by and between the City of Sweet Home ("City") and _____ ("Integrator") for the performance of utility control system and instrumentation integration services for City, on an as needed basis.

A. RECITALS

City has conducted a formal solicitation for proposals from integration firms pursuant to Public Contracting law.

Integrator submitted its proposal, having examined the Request for Proposals (RFP), and was chosen as the most highly qualified Integrator, best suited to meet City's needs pursuant to the RFP criteria.

City has awarded the contract to Integrator.

B. CONTRACT EXHIBITS

The following exhibits are hereby incorporated by reference into this Contract:

Exhibit A – Scope of Work
Exhibit B – Oregon Personal Services Public Contracting Code Requirements
Exhibit C – Request for Proposal
Exhibit D – Integrator's Proposal
Exhibit E – Integrator's Schedule of Rates and Charges

C. AGREEMENT

1. Term

The term of this Contract shall be from its execution to June 30, 2024, for an initial three (3) year term. Thereafter, it may be extended for additional three (3) year terms upon written consent of both parties. Such extension(s) will consider adjustments to Integrator's schedule of charges attached within Exhibit E to this Agreement.

2. Scope of Work

Integrator shall provide all services and deliver all materials as specified in the attached Exhibits A, C and D, which are hereby incorporated into this Contract by this reference, and as may be described by future addenda to this Contract.

3. Compensation

3.1 Compensation. For the services described and performed by Integrator, the City agrees to pay, and the Integrator agrees to accept, compensation in accordance with the Schedule of Rates and Charges, attached within Exhibit E.

3.2 Invoices. Invoices for services of Integrator shall be billed to the City in summary form, itemized by projects and/or work tasks, on or about the first day of each month for all services performed through the last day of the previous month. Reimbursable expenses shall be itemized and backup invoices provided if required by City.

3.3 Payments.

a. City will review Integrator's invoice and within ten (10) days of receipt notify Integrator in writing if there is a disagreement or dispute with the invoice. If there are no such disputes with the invoice, City shall pay the invoice amount in full within thirty (30) days of invoice date.

b. If City fails to make any payment due Integrator for services and expenses within thirty (30) days of the date on Integrator's invoice therefore, late fees will be added to amounts due Integrator at the rate of 1.0 percent per month from original invoice date. Invoices in dispute are not subject to such late fees until such time as they are no longer in dispute. In addition, Integrator may, after giving seven (7) days written notice to City, suspend services under this Contract until Integrator has been paid in full all amounts due for services, expenses, and charges, except any invoices in dispute.

4. Contractor Is an Independent Contractor

Integrator shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Contract. While City reserves the right to set various schedules and evaluate the quality of Integrator's completed work, City cannot and will not control the means and manner of Integrator's performance. Integrator is responsible for determining the appropriate means and manner of performing work. Integrator is responsible for all federal and state taxes applicable to compensation and payment paid to Integrator under the Contract and will not have any amounts withheld by City to cover Integrator's tax obligations. Integrator is not eligible for any City fringe benefit plans.

5. Notices

All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

City:	Public Works Department City of Sweet Home 1400 24th Avenue Sweet Home, OR 97386	Phone: (541) 367-6359 Fax: (541) 367-7592

Integrator: _____ Phone: _____
_____ Fax: _____
_____

6. Indemnification

Integrator shall indemnify and hold harmless City and its representatives, officers, directors, and employees from any loss or claim made by third parties to the extent arising directly or indirectly from Integrator's negligent performance and/or fault of Integrator, its employees, representatives, or subcontractors. If the loss or claim is caused by the joint concurrent negligence or other fault of City and Integrator, the loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each.

For claims based upon professional negligence, Integrator's obligation to indemnify indemnitees for defense costs (as defined) is not immediate and shall be satisfied at the time of any settlement or judgment as to Integrator's indemnity obligations under this Agreement.

7. Insurance Requirements

7.1 During the term of this Contract, Integrator shall maintain, at its own expense, the following types of insurance in the following amounts:

a. Commercial General Liability insurance, including coverage for premises operations, independent contractors, protected products, completed operations, contractual liability, personal injury, and broad form for property damage (including coverage for explosion, collapse, and underground hazards, if applicable):

   $2,000,000 – each occurrence (bodily injury)
   $2,000,000 – general aggregate
   $2,000,000 – property damage, contractual, etc.
   $2,000,000 – umbrella liability coverage
   Coverage shall also include contractual liability coverage for the indemnity provided under this contract.

b. Automobile Liability insurance limit shall not be less than $1,000,000 combined single limit per accident.

c. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than $1,000,000 per occurrence.

d. Errors and Omissions insurance covering Integrator's liability arising out of negligent acts, errors or omissions in its performance of work or services under this Contract. Such policy will have a combined single limit of not less than $2,000,000 per each claim, incident or occurrence for the term of the Project. Such policy will be on a claims made basis and will have an extended claims reporting period of five (5) years after final completion.

e. The limits required in this Section 7.1 may be met with a combination of underlying and umbrella coverage.

7.2 Except as required in 7.1(d) above, if any of the above required insurance is arranged on a “claims made” basis, “tail” coverage will be required at final completion or termination of this Contract for a duration of two (2) years.

7.3 Policies shall provide that City, its council, officers, representatives, employees, and agents will be included as an additional insured with respect to the coverages required in Section 7.1(a) and a waiver of subrogation against them shall be obtained for all coverages.

7.4 All coverages under Section 7.1 shall be primary over any insurance City may carry on its own.

7.5 City shall be solely responsible for any loss, damage or destruction to its own property, equipment, and materials used in conjunction with the work or services under this Contract.

7.6 All policies of insurance shall be issued by good, responsible companies, with a rating reasonably acceptable to City and that are qualified to do business in the state of Oregon.

7.7 Integrator shall furnish City with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by City, Integrator shall furnish City with executed copies of such policies of insurance. Integrator shall furnish City with at least 30 days’ written notice of cancellation of, or any modification to, the required insurance coverages. Failure to maintain any required insurance coverages in the minimum required amounts shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.

7.8 All liability insurance, except for Workers’ Compensation, Professional Liability, and Network Security and Privacy Liability (if applicable), required under this Contract must include an additional insured endorsement with the certificate of insurance specifying the City of Sweet Home, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Contractor's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of your ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 04 13 or equivalent and attached to Certificate of Insurance.

8. Workers’ Compensation

8.1 Integrator, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers’ Compensation Law and shall comply

with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.

8.2 Integrator warrants that all persons engaged in Contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Integrator shall indemnify City for any liability incurred by City as a result of Integrator's breach of the warranty under this paragraph.

9. Hours of Employment

Integrator shall comply with all applicable state and federal laws regarding employment.

10. Assignments and Subcontractors

Integrator may not assign or subcontract any of its responsibilities under this Contract without City's prior written consent. Integrator's assigning or subcontracting of any of its responsibilities under the Contract without City's consent shall constitute a material breach of this Contract. Regardless of any assignment or subcontract, Integrator shall remain liable for all of its obligations under this Contract.

11. Labor and Material

Integrator shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all Contract work, all at no cost to City other than the compensation provided in this Contract.

12. Ownership of Work and Documents

All work performed by Integrator and compensated by City pursuant to this Contract shall be the property of City upon full compensation for that work performed or document produced to Integrator, and it is agreed by the parties that such documents are works made for hire. Integrator hereby conveys, transfers and grants to City all rights of reproduction and the copyright to all such documents. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

13. Termination for Convenience

13.1 This Contract may be terminated by mutual consent of the parties upon written notice. In addition, City may terminate all or part of this Contract upon determining that termination is in the best interest of City by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against Integrator. Upon termination under this paragraph, Integrator shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) City has against Integrator. Pursuant to this paragraph, Integrator shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by Integrator. City shall not be liable for any costs invoiced later

than thirty (30) days after termination unless Integrator can show good cause beyond its control for the delay.

13.2 City may unilaterally order Integrator to suspend all or part of the services under this Contract. If City suspends certain services under this Contract and later orders Integrator to resume those services, Integrator will be entitled to reimbursements for the costs actually and reasonably incurred, if any, in re-starting the suspended services.

14. Termination for Cause

City may terminate this Contract effective upon delivery of written notice to Integrator, or at such later date as may be established by City, under any of the following conditions:

14.1 If City funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.

14.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.

14.3 If any license or certificate required by law or regulation to be held by Integrator to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

15. **Termination for Default**

Either City or Integrator may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.

If Integrator fails to perform in the manner called for in this Contract or if Integrator fails to comply with any other provisions of the Contract, City may terminate this Contract for default. Termination shall be effected by serving a notice of termination on Integrator setting forth the manner in which Integrator is in default. Integrator shall be paid the Contract price only for services performed in accordance with the manner of performance as set forth in this Contract.

16. Remedies

In the event of breach of this Contract the parties shall have the following remedies:

16.1 If terminated under paragraph 15 by City due to a breach by Integrator, City may complete the work either itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Integrator shall pay to City the amount of the reasonable excess.

16.2 In addition to the above remedies for a breach by Integrator, City also shall be entitled to any other equitable and legal remedies that are available.

16.3 If City breaches this Contract, Integrator's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Integrator is entitled.

16.4 City shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.

16.5 Upon receiving a notice of termination, and except as otherwise directed in writing by City, Integrator shall immediately cease all activities related to the services and work under this Contract. As directed by City, Integrator shall, upon termination, deliver to City all then existing work product that, if the Contract had been completed, would be required to be delivered to City.

17. Nondiscrimination

During the term of this Contract, Integrator shall not discriminate against any employee or applicant for employment on the basis of any protected class as defined in ORS279A.112(b).

18. Governing Law; Jurisdiction; Venue

This Contract shall be governed by and construed in accordance with the laws of the state of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between City and Integrator that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Linn County for the state of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. INTEGRATOR BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Nothing herein shall be construed as a waiver of City's protections under the Oregon Tort Claims Act.

19. Compliance with Laws and Regulations

Integrator shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the services under this Contract. Without limiting the generality of the foregoing, Integrator expressly agrees to comply with: (i) ORS 659a.142; (ii) all regulations and administrative rules established pursuant to the foregoing laws; and (iii) City's performance under this Contract is conditioned upon Integrator's compliance with all applicable provisions of the Oregon Public Contracting Code, as more particularly set forth in Exhibit B and incorporated herein by this reference. Integrator, its sub-consultants and all employers providing work, labor or materials under this Contract are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers. Integrator shall adhere to all safety standards and regulations established by City for work performed on its premises or under its auspices.

20. Experience, Capabilities and Resources

By execution of this Contract, the Integrator agrees that:

Integrator is an experienced integration firm having the skill, legal capacity, and professional ability necessary to perform all the services required under this Contract to design or administer any work within the scope and complexity contemplated by this Contract.

Integrator has the capabilities and resources necessary to perform the obligations of this Contract.

Integrator is familiar with all current laws, rules, and regulations which are applicable to the design and construction of work which may fall within the scope of this Contract, and that all drawings, specifications, and other documents prepared by Integrator shall be prepared in a manner consistent with the professional skill and care ordinarily provided by firms practicing in the same or similar locality under the same or similar circumstances (herein the “Standard of Care”) and shall exercise the Standard of Care in complying with applicable and non-conflicting laws, rules, and regulations.

21. Drawings, Specifications and Other Documents

Integrator hereby agrees that it will, in a manner consistent with its standard of care defined in above in Section 20, prepare all drawings, specifications, and other documents pursuant to this Contract so that they are complete and that any project, if constructed in accordance with the intent established by such drawings, specifications, and other documents, shall be structurally sound and a complete and properly functioning facility.

22. Errors and Omissions

Integrator shall be responsible for correcting any errors or omissions in the drawings, specifications, and/or other documents which deviate from the standard of care set forth in Section 21. Integrator shall correct at no additional cost to City any and all such errors and omissions in the drawings, specifications, and other documents prepared by Integrator or its sub-consultants. Integrator further agrees to assist City in resolving problems relating to any project designs or specified materials that are caused by deviations from the Standard of Care

23. Contract Performance

Integrator shall at all times carry on the services diligently, without delay and punctually fulfill all requirements herein. Integrator shall not be liable for delays that are beyond Integrator’s control. Contract expiration shall not extinguish, prejudice, or limit either party's right to enforce this Contract with respect to any breach of Integrator’s warranties or a default or defect in performance by Integrator that has not been cured.

24. Access to Records

For not less than three (3) years after the Contract expiration and for the purpose of making audit, examination, excerpts, and transcripts, City, and its duly authorized representatives shall have access to Integrator's books, documents, papers, and records that are pertinent to this Contract. If, for any reason, any part of this Contract, or any resulting construction contract(s) is involved in litigation, Integrator shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. Integrator shall provide full access to these records to City, and City's duly authorized representatives in preparation for and during litigation.

25. Representations and Warranties

Integrator represents and warrants to City that (1) Integrator has the power and authority to enter into and perform this Contract, (2) when executed and delivered, this Contract shall be a valid and binding obligation of Integrator enforceable in accordance with its terms, (3) Integrator shall, at all times during the term of this Contract, be duly licensed to perform the services, and if there is no licensing requirement for the profession or services, be duly qualified and competent, (4) the services under this Contract shall be performed in accordance with the professional skill, care and standards ordinarily used by professionals performing similar services under similar conditions. No other warranties are expressed or implied in this Agreement.

26. City Obligations

26.1 City shall provide full information in a timely manner regarding requirements for and limitations on projects and work tasks. With regard to subcontractor liens, City shall furnish to Integrator, within fifteen (15) days after receipt of a written request, information necessary and relevant for Integrator to evaluate, give notice of, or enforce lien.

26.2 City shall establish and update, if necessary, overall project budgets, including consulting and construction costs.

26.3 City shall furnish the services of consultants, when such services are requested by Integrator, reasonably required by the scope of a project, and agreed to by City.

26.4 City shall furnish all testing as required by law or the contract documents.

26.5 City shall furnish all legal accounting, auditing and insurance services as necessary for projects to meet the City's needs and interests, after Integrator has performed requisite project management and oversight duties.

26.6 City shall provide prompt written notice to Integrator if City becomes aware of any fault or defect in a project, including any errors, omissions or inconsistencies in Integrator's design or performance under the contract.

26.7 City shall pay Integrator in accordance with paragraph 3 and Exhibit E of this Contract, upon receipt of Integrator's submission of monthly invoices, and satisfactory progress and performance made in accordance with the scope of work. Payments shall reflect work completed, or progress made on a project to date, on a pro rata basis.

26.8 City shall report the total amount of all payments to Integrator, including any expenses, in accordance with federal Internal Revenue Service and State of Oregon Department of Revenue regulations.

26.9 City shall guarantee access to, and make all provisions for Integrator to enter upon public and private property necessary for performance of the Scope of Work over which City exercises control.

26.10 Extra work or work on contingency tasks is not permitted unless authorized by the City in writing. Failure of Integrator to secure written authorization for extra work shall constitute a waiver of all rights to an adjustment in the Agreement price or Agreement time.

27. Arbitration

All claims, disputes, and other matters in question between the City and Integrator arising out of, or relating to this Contract, including rescission, reformation, enforcement, or the breach thereof except for claims which may have been waived by the making or acceptance of final payment, may be decided by binding arbitration in City's sole discretion, in accordance with Uniform Oregon Arbitration Act ORS 36.600 et seq. and any additional rules mutually agreed to by both parties. If the parties cannot agree on rules within ten (10) days after the notice of demand, the presiding judge of the Linn County Circuit Court will establish rules to govern the arbitration. The City shall have the sole discretion as to whether or not dispute will be decided by arbitration rather than through the court process.

A claim by Integrator arising out of, or relating to this Contract must be made in writing and delivered to the City Manager not less than 30 days after the date of the occurrence giving rise to the claim. Failure to file a claim with the City Manager within 30 days of the date of the occurrence that gave rise to the claim shall constitute a waiver of the claim. A claim filed with the City Manager will be considered by the City Council at the Council's next regularly scheduled meeting. At that meeting the Council will render a written decision approving or denying the claim. If the claim is denied by the Council, the Integrator may file a written request for arbitration with the City Manager. No demand for arbitration shall be effective until the City Council has rendered a written decision denying the underlying claim. No demand for arbitration shall be made later than thirty (30) days after the date on which the City has rendered a written decision on the underlying claim. The failure to demand arbitration within said 30 days shall result in the City Council's decision being binding upon the City and Integrator.

Notice of demand for arbitration shall be filed in writing with the other party to the agreement. The demand for arbitration shall be made within the 30-day period specified above. The City, if not the party demanding arbitration, has the option of allowing the matter to proceed with binding arbitration or by written notice within five (5) days after receipt of a demand for arbitration, to reject arbitration and require the Integrator to proceed through the courts for relief. If arbitration is followed, the parties agree that the award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to modifications or appeal except to the extent permitted by Oregon law.

28. Attorney Fees

If suit, action or arbitration is brought either directly or indirectly to rescind, reform, interpret or enforce the terms of this contract to the extent due to the negligent performance of the Integrator's employees, representatives or subcontractors, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in such proceeding, in both the trial and appellate courts, as well as the costs and disbursements. Further, if it becomes necessary for City to incur the services of an attorney to enforce any provision of this contract without initiating litigation, Integrator agrees to pay City's attorney's fees so incurred. Such costs and fees shall bear interest at the maximum legal rate from the date incurred until the date paid by losing party.

29. Successors and Assigns

The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

30. Limitation of Liabilities

City shall not be liable for (i) any indirect, incidental, consequential, or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms. Integrator shall not be liable for any consequential damages under this Contract.

31. Foreign Contractor

If Integrator is not domiciled in or registered to do business in the state of Oregon, Integrator shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. Integrator shall demonstrate its legal capacity to perform the work under this Contract in the state of Oregon prior to entering into this Contract.

32. Confidentiality

Integrator shall maintain the confidentiality of any of City's information that has been so marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent Integrator from establishing a claim or defense in an adjudicatory proceeding. Integrator shall require similar agreements from City's and/or Integrator's sub-consultants to maintain the confidentiality of information of City.

33. Force Majeure

Integrator shall not be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such is due to causes beyond its reasonable control, including, but not limited to, acts of God, acts of civil or military authorities, fires, floods, windstorms, earthquakes, strikes or other labor disturbances, civil commotion or war, epidemics, pandemics, declared states of emergency, closing or reduction of force by the contractors or governmental permit reviewing entities, the enactment of governmental actions which cause delays or limit travel..

34. Waivers

No waiver by City of any provision of this Contract shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by Integrator of the same or any other provision. City's consent to or approval of any act by Integrator requiring City's consent or approval shall not be deemed to render unnecessary the obtaining of City's consent to or approval of any subsequent act by Integrator, whether or not similar to the act so consented to or approved.

35. Severability

Any provision of this Contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and such remaining provisions shall remain in full force and effect.

36. Survival

All provisions of this Agreement that would reasonably be expected to survive the termination of this Agreement will do so.

37. Headings

The captions contained in this Contract are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

38. Integration and Modification

This Contract, including the attached exhibits referenced in Section B, contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Contract. Any modifications or amendments to this Contract will only be effective when made in writing and signed by authorized parties for each party to this Contract.

39. Authority

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to make this Contract.

40. Certificate of Compliance with Oregon Tax Laws

By executing this Contract, Integrator certifies under penalty of perjury that Integrator is, to the best of Integrator's knowledge, not in violation of any Oregon tax laws described in ORS 305.385(6) and (7).

41. Time is of the Essence

Time is of the essence under this Contract.

CITY OF SWEET HOME

By:_____

Name: Ray Towry

Title: City Manager

Date: _____

Authorized & Approved by the City Council.
City Manager approves contract.

Approved as to form.

By:_____

Name: Robert Snyder

Title: City Attorney

Date: _____

INTEGRATOR

By:_____
Authorized Signature

Name: _____

Title: _____

Date: _____

Exhibit A

Scope of Work

SERVICES AND RESPONSIBILITY OF INTEGRATOR

1. Instrumentation, Controls, Supervisory Control and Data Acquisition (SCADA) / Human Machine Interface (HMI), Industrial Network, Wireless Network, and Security Systems Design and Programming. Work will be subject to consulting review/modifications as required or as requested by the City.

2. Technical Writing, Drafting, and Documentation to obtain approvals from the appropriate agencies.

3. Assist the City Engineer, or other City Contracted Consultant(s), with the design of instrumentation, controls, and SCADA/HMI systems as requested for City projects.

4. Installation, construction, and startup of new City instrumentation, controls, networking, security, and SCADA/HMI systems as requested by the City.

5. Perform new installations and modify existing electrical systems in City owned facilities as necessary to install instrumentation, controls, networking, security, and SCADA/HMI systems as requested by the City.

6. Perform repairs, modifications, and other tasks as required by the City to maintain functionality of the instrumentation, SCADA/HMI, Industrial Network, Wireless Network, and Security Systems. This includes after hours and emergency callouts.

7. Perform submittal reviews of new equipment and instrumentation to ensure compatibility with existing City systems.

8. Perform life cycle cost analysis, Capital Projects cost projections, and other budgetary forecasting as requested by the City.

Exhibit B

Oregon Public Contracting Requirements

ORS CHAPTERS 279B AND 279C REQUIREMENTS

(1) Consultant shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor.

(2) Consultant shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Consultant or Subcontractor incurred in the performance of the contract.

(3) Consultant shall not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted.

(4) Consultant and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

(5) If Consultant fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Consultant or a Subcontractor by any person in connection with the contract as such claim becomes due, the City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Consultant by reason of the contract. The payment of a claim in the manner authorized hereby shall not relieve the Consultant or his surety from his or its obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or material furnished, the City may withhold from any current payment due Consultant an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

(6) Consultant shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Consultant, of all sums which the Consultant agrees to pay for such services and all monies and sums which the Consultant collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

(7) Consultant shall pay Consultant’s employees who work under the public contract at least time and a half for all overtime the employees work in excess of 40 hours in any one week, except for employees under a personal services public contract who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

(8) The Consultant must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

(9) All subject employers working under the Consultant are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

(10) All sums due the State Unemployment Compensation Fund from the Consultant or any Subcontractor in connection with the performance of the contract shall be promptly so paid.

(11) The contract may be canceled at the election of City for any willful failure on the part of Consultant to faithfully perform the contract according to its terms.

(12) Consultant certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

(13) Consultant certifies that it has not discriminated against minorities, women or emerging small business enterprises in obtaining any required subcontractors.

Exhibit C

Request for Proposals

City of Sweet Home, Oregon

Request for Proposals
Integrator of Record Service

Closes 4:00 pm, May 26, 2021

Table of Contents

1. General Information 3
1.1. Introduction 3
1.2. Background & Purpose 3
1.3. Selection Schedule 4
1.4. Pre-Proposal Submission Walkthrough 5
2. Scope of Services 5
3. Proposal Instructions 6
3.1. Proposal Submittal and Due Date 6
3.2. Inquiries 6
3.3. Minimum Qualifications 7
3.4. Proposal Format 7
3.5. Proposal Contents 7
3.6. Reservation of Rights 9
3.7. Protests 10
3.8. Public Records 10
3.9. Costs 10
4. Proposal Evaluation 11
4.1. Evaluation Criteria 11
4.2. Selection 11
4.3. Contract 12

City of Sweet Home, Oregon
Request for Proposals
Integrator of Record Service

1. General Information

1.1. Introduction

The City of Sweet Home (City) is soliciting proposals for an Integrator of Record (Integrator) to provide water and wastewater control system and instrumentation integration services as an independent contractor to the City. Services typically conducted by the Integrator include, but are not necessarily limited to the items listed in Section 2 of this RFP. Work shall be provided to City on an as-needed basis, as authorized by the City Manager, Public Works Director, or Utilities Manager.

This RFP, issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home, invites qualified firms (Proposers) to submit their Proposals to provide the services described.

1.2. Background & Purpose

General

The City of Sweet Home is an Oregon municipal corporation with city limits covering approximately 6 square miles. The population of the City is approximately 9,225. The City is located in Linn County, 25 miles east of I-5, and is the third largest city in the county. The City Council consists of the Mayor and six council members elected from the city at large. The Council acts as the local contract review board for the City. The City operates under a City Manager form of government.

The City has an annual expenditure budget of over $14.3 million with revenue from a variety of sources. The funding is derived primarily from property tax support, fees, grants and contracts.

Through the Public Works Department, the City owns and operates various utility systems and infrastructure that serve the residents including the water system and the wastewater system.

The City does not currently have an Integrator of Record. Integration services have been individually procured on a project-by-project basis. The City desires to evaluate the consultant market to provide this service.

The City's goal is *"Do the most good, for the most people, for the longest period of time."* To that end the City's objective with this RFP is a successful partnership with an Integrator who will support the City's financial and operational long-term interests.

Infrastructure

The City owns and operates a number of public facilities including the following:

- 6 MGD Water treatment plant (Trident HS package filters, expandable to 10MGD).
- Water storage reservoirs (5), booster pump stations (2), and distribution system (54 miles of pipe).
- Wastewater collection system (49 miles of gravity pipe, no lift stations).
- 6 MGD Wastewater treatment plant (activated sludge). The City is in design for major plant upgrades to 12MGD which includes full automation of the upgraded plant.

The City draws surface water from Foster Reservoir. Current demand varies seasonally 1-2 MGD. Raw water is conveyed by gravity from Foster Dam to the WTP site on 47th Avenue, where it is pumped into the treatment building. Finished water is then pumped directly from the plant's clearwell into the distribution system. (There are no transmission mains from the plant to the reservoirs.) The five reservoirs are located at 3 sites around the south and west edges of the distribution system.

Direct pumping of the finished water into the distribution system causes water hammer with each on/off cycle. The plant's backwash system also draws water from the distribution system which also causes hammer and low delivery pressures during backwash. The City is in design for finished water pump VFDs and a backwash pump from the clearwell to correct these functional issues. Integrating these improvements is a high priority.

The City also desires to recover staff time by restoring the plant's automated functions. The streaming current monitors, sludge recirculation system, turbidimeters, fluoride, and Siemens panel each have functionality issues (some due to end-of-life and some due to incomplete integration). The SCADA system is suspect for inaccuracies and needs to be thoroughly vetted.

The Wastewater Treatment Plant is located on Pleasant Valley Rd. It has no SCADA and very limited automation. There is an HMI that tracks flow, chlorine residual, and some alarms. The City is currently in design for major plant improvements which will replace most treatment equipment and provide full automation. Construction is anticipated for 2022 and 2023. The selected Integrator will be part of the City's design review team and may be tasked with providing integration service for the improvements. The 60% design package is viewable on the City website at https://www.sweethomeor.gov/publicworks/project/wwtp-improvement-project.

1.3. Selection Schedule

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

RFP Advertised	April 28, 2021
Proposal Due Date	**4:00 pm, May 26, 2021**

Invitation to Interview (if needed)	June 4, 2021
Begin negotiations with selected Proposer	June 21, 2021
Award Contract	July 13, 2021

1.4. Pre-Proposal Submission Walkthrough

There will be no scheduled pre-proposal submission walkthrough. Applicants can schedule one before the submittal date.

2. Scope of Services

- Serve as the City's Integrator of Record.
- Troubleshoot issues with City facilities and make recommendations for improvements.
- Update or replace any existing programming that is not functioning as intended.
- Perform ongoing routine maintenance and repairs on the existing control system and instrumentation and affected components.
- Design and integrate any control systems and instrumentation required for future expansion of the water and wastewater systems.
- Provide emergency support services.
- Work with architects, engineers and contractors as needed concerning public improvements.
- Serve as the City's representative as requested during the instrument/component selection, design review, plan approval, construction management, and project closeout phases of any capital project, development or planning project prepared by others and submitted to the City for approval. Provide written recommendations from a control systems and instrumentation perspective when requested.
- To be determined at the City's discretion, provide integration services for the Wastewater Treatment Plant Improvement Project.
- In addition to the general and recurring activities listed above, there may be ad hoc duties including verbal communications with the Mayor, City Council, City Manager, or authorized department heads and City employees in elements of prudent administration of the city's infrastructure systems.
- Subconsultants may be used, subject to written approval by the City, on design projects or where supplemental expertise is desired.

The City intends to undertake a number of projects over the next few years. These projects may include, but are not limited to:

- Water Treatment Plant repairs & functionality improvements.
- Wastewater Treatment Plant Improvement Project.
- Review water distribution system controls & prioritize needed improvements.
- Update of system master plans.

The Integrator reports directly to the Utilities Manager. The work will include site visits, telephone conferences and e-mail. Inquiries from the general public and/or press are outside

the purview of the Integrator. Any and all inquiries for the Integrator's time shall be channeled through the Utilities Manager, Public Works Director, or the City Manager, who must authorize such request prior to the Integrator taking any action.

The Integrator may be directed to undertake specific projects for the City that have a finite scope of work, are relatively large in scale, or for any other reason the City wishes to assign the work on a task-basis to the Integrator. For such projects, the Integrator shall provide a work order upon written request from the City. The work order shall include a detailed proposal and scope of work, schedule and cost proposal.

3. Proposal Instructions

3.1. Proposal Submittal and Due Date

Proposals shall be submitted in a sealed envelope clearly marked: "Confidential: City of Sweet Home City Integrator of Record Proposal". Proposals shall meet the requirements set forth in Sections 3.4 Proposal Format, and 3.5 Proposal Contents.

Proposals shall be submitted by **4:00 p.m. on May 26, 2021** to:

Greg Springman
Public Works Director
1400 24th Ave
Sweet Home, OR 97386

The City of Sweet Home assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by the above specified time and date will not be considered. Faxed or emailed proposals will be rejected as non-responsive.

3.2. Inquiries

Steven Haney, Utilities Manager shall act as the facilitator for this proposal process. Questions concerning this RFP should be submitted in writing to:

Steven Haney
Utilities Manager
1400 24th Ave
Sweet Home, OR 97386
Email: shaney@sweethomeor.gov

Oral instructions or information concerning the RFP or the project given out by elected officials, employees, agents or representatives of the City of Sweet Home to prospective Proposers shall not bind the City of Sweet Home and shall not be relied upon.

3.3. Minimum Qualifications

Proposers must meet the following minimum qualifications to be evaluated:

- 5 years of experience providing Water and Wastewater integration and support services.
- Good legal standing in Oregon, and in home state if other than Oregon. (No bankruptcy, fraud, or illegal activities for the last 10 years.)
- Ability to provide the integration work needed by the City to the standards required by the City, County and State.
- Ability to furnish insurance coverage as specified in Section 7 of the attached contract form.

3.4. Proposal Format

Proposers shall provide three (3) hard copies and one (1) digital copy in .PDF format on a USB storage drive of the proposal in a sealed envelope clearly marked: "Confidential: City of Sweet Home City Integrator of Record Proposal".

If your proposal contains proprietary information protected under Section 3.8 of this RFP, please provide an additional redacted digital copy on the USB storage drive.

Proposals, including attachments, shall not exceed thirty (30) standard size (8 ½" x 11") pages, minimum 11-point font. For the purpose of demonstrating workflows or timelines in a legible manner, Proposers may use up to two larger sheets of paper not to exceed 11" x 17". If such use is made, it must be for legibility purposes only and will be considered part of the page count.

3.5. Proposal Contents

Please include the following sections in your proposal:

Cover Letter (limited to 2 pages)

An introductory letter shall be prepared by each Proposer and included as the first page of the proposal. The letter should express the Proposer's interest in the project and summarize any key qualifications or other relevant information. The letter shall be signed by an officer of the company with the authority to commit to contractual obligations on behalf of the company.

The cover letter must include:

- Date
- RFP name
- Proposer's name
- Tax identification number
- Contact person
- Telephone number
- Email address
- Complete mailing and street address

- A description of the firm or organization (corporation, partnership, etc) that will serve as the contracting party
- Identify proposed subcontractors, if applicable.
- Include a statement confirming that the Proposer meets the minimum qualifications stated in Section 3.3.
- Identify COBID ownership status and/or employment practices regarding COBID businesses, if applicable.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- An explanation of any potential or actual conflicts of interest within the jurisdictional boundaries of the City. Conflict of interest is defined for purposes of this RFP and any resulting contract as proposer's provision of services to any private property owner or developer within the City's jurisdictional boundaries.

Project Approach

Describe the Proposer's project management techniques. Describe the overall project approach for identifying and performing necessary control system and instrumentation repairs and/or improvements and for providing ongoing maintenance and support services. Information concerning the design and current state of the facilities should be provided and convey a clear understanding of the City's existing facilities. Multiple aspects of the project approach should be addressed such as design/hardware, software/platform, installation, maintenance, training, and ease of operator use. Demonstrate understanding of municipal long-term capital planning & budgeting to accomplish projects in phases as budget becomes available.

Technical Expertise & Qualifications

Address proposer's familiarity with operations, construction and maintenance of the City's current systems. Describe Proposer's expertise in the following areas:

- Water treatment and distribution facilities.
- Activated sludge wastewater treatment facilities.
- SCADA, PLC, and HMI systems.
- Programming and integration of chemical feed pumps, variable frequency drives, and process instruments.
- Public finance and infrastructure financing.

Provide a current résumé for the individual who will serve as the Integrator project lead and of professional persons who will assist the project lead in performing the work. Include description of qualifications, skills, and responsibilities, and any relevant licenses or certifications. The City is interested in professionals with experience serving small governmental entities and especially serving cities comparable in size to Sweet Home.

Provide a list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis.

Similar Experience and Past Performance

Provide a description of similar previous work demonstrating quality of work, ability to meet schedules, ability to provide emergency support, cost control, contract administration, and the ability to maintain good long-term business relationships. Provide a list of at least five (5) clients similar in size and character to Sweet Home's facilities. For each project provide the following information:

- Project Title/Name
- Name and address of client
- Client contact person and contact information
- Summary of project scope and services provided
- Duration of service to client

Support Proximity & Availability to the City of Sweet Home

Describe the availability of personnel to the City of Sweet Home to respond for repairs, general maintenance, and emergencies. Detail the proximity of personnel or offices that will be providing on-site services, the approximate response time, and the availability and hours of support provided over the telephone.

Ancillary Support Services Provided

Describe any ancillary support services the Proposer typically offers or may offer through existing subcontractor relationships. Examples of such services could include:

- Electrical Engineering services
- Licensed Electrician services
- Development of system one line diagrams
- Providing UL listed cabinets
- Provide mobile device access to system information
- Programming, adjusting operations, and/or servicing backup power generation

3.6. Reservation of Rights

The City reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

3.7. Protests

Proposers are directed to the protest procedures contained in Public Contracting Rule OAR 137-048-0240.

Protests of Solicitation

Proposers are directed to the protest procedures contained in OAR 137-048-0240. Proposers may submit a written protest of anything contained in an RFP and may request a change to any provision, specification or Contract term contained in an RFP, no later than seven (7) calendar days prior to the date Proposals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or Contract terms.

Protests of Contract Award

Proposers are directed to the protest procedures contained in OAR 137-048-0240. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the Contracting Agency no later than seven (7) calendar days after the date of the selection notice. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Services described in the RFP.

3.8. Public Records

All proposals submitted are the property of the City of Sweet Home, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after City's notice of intent to award this contract is issued. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law. Marking all, or substantially all, or your proposal as "Proprietary" is not permitted and may be grounds for the City considering your proposal nonresponsive, at the City's sole discretion. If your proposal contains proprietary information protected under this section, please provide an additional redacted digital copy on the USB storage drive.

3.9. Costs

Proposers responding to this RFP do so solely at their own expense.

4. Proposal Evaluation

4.1. Evaluation Criteria

In evaluating the proposal, the City will utilize the requirements outlined in this section to identify the contractor best qualified to perform the services.

Completeness & Responsiveness (all must be yes)

- Timeliness of submittal
- Satisfies minimum qualifications
- Satisfies content & format requirements

Scoring Criteria

Proposals meeting the above Completeness & Responsiveness requirements will be evaluated by the City using the following criteria:

(20%) Specialized experience, capabilities and technical competence, which the prospective consultant may demonstrate with the prospective consultant's proposed approach and methodology to meet the project requirements.

(20%) Resources committed to perform the services and the proportion of the time that the prospective consultant's staff would spend to perform services for the contracting agency, including time for specialized services, within the applicable time limits.

(15%) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration.

(2%) Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses. (COBID businesses.)

(25%) Availability to the project locale.

(10%) Familiarity with the project locale.

(8%) Proposed project management techniques.

4.2. Selection

The City is using a qualifications based selection (QBS) process for personal service contracts in accordance with ORS 279C.120(b) and the City's Contract Review Board Rules of Procedure, Section 11. As a result, selection of the most qualified candidate will be made

without regard to the price of the services. Only after selection of the most qualified candidate will the City and selected candidate enter into contract negotiations for the price of the services.

Each member of the evaluation committee shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in Section 4.1 of this RFP. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its evaluation process, results of the evaluation will be posted to the RFP listing on the City website and will be emailed to the primary contact identified in each proposal, and the City will begin negotiating a contract with the highest ranking candidate. The City shall direct negotiations toward obtaining written agreement on the Integrator's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

Upon reaching agreement, the notice of intent to award will be posted and the contract will be presented to City Council for approval. If City Council approves the award of the contract as presented, then the agreement will be executed.

It is the desire of the City to have a contract in place no later than July 31, 2021.

4.3. Contract

The City desires to enter into a professional services agreement in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

It is anticipated that the City of Sweet Home will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for additional three (3) year terms.

Any contract requires that awardee will comply with all applicable federal and state laws, rules and regulations.

The City of Sweet Home is an Equal Opportunity/Affirmative Action Employer.
Women, Minorities and Disabled Persons are encouraged to apply.

This RFP is issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home. Authorized & approved for posting by the City Council and the City Manager. Staff can amend the RFP and contract form to meet the best interests of the City with the approval of the City Manager.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

Exhibit D

Integrator's Proposal

May 20, 2021

RFP Response from:

The Automation Group, Inc. [TAG]
4678 Isabelle Street
Eugene, OR 97402
Phone (541) 359-3755
Fax (541) 982-2266

Regarding:

City of Sweet Home, Oregon
Request for Proposals
Integrator of Record Service

May 20, 2021

City of Sweet Home
Attn: Greg Springman
Public Works Director
1400 24th Ave
Sweet Home, OR 97386

RE: City of Sweet Home RFP Integrator of Record Service

The Automation Group [TAG] is pleased to provide a Proposal for the Integrator of Record Service (RFQ)

Contact: Gary Jenks
Phone: 541-912-3766
Fax:541-982-2266
Email: gjenks@tag-inc.us
Address: 4678 Isabelle St, Eugene OR 97402
FEIN 20-5766904
Addendum received: 0

The Automation Group (TAG) is a products and services company with over 15 years in the industry located in Eugene, Oregon. TAG meets the minimum qualifications listed in section 3.3 of the RFP and is in good legal standing in the State of Oregon. We meet and will maintain the insurance requirements as described in section 7 of the contract form. TAG can provide the integration services and work listed in the RFP.

Our Capabilities include in-house UL508a/UL698a panel shop, Allen Bradley and GE Systems Integrator status, field technicians experienced in water, wastewater and pump station start-up and commissioning, and Project Management systems in place to ensure a successful project. TAG is a recognized system integrator with multiple manufacturers as well as a representative for products such as Endress & Hauser, Hach, Chemtrac (analytical instruments), Cattron (formerly Antx) , and Catalyst (Autodialers), Walchem (Metering Pumps) and in-house products produced by TAG including the RA-1100 MTU/ RTU, Cellular Dialer System, Mobile Monitoring System for external Plant Control and chemical feed systems. TAG has inhouse Electrical Design for SCADA/PLC Systems and Panels and can provide Certified Startup for VFD Systems and Flow/Level Devices. TAG can also provide instrument Calibration to meet State requirements for certification/verification.

TAG has a Secondary Company, Delta Environmental that provides Certified State Reporting and pump maintenance for Customers that do not employ operators for Water & Wastewater applications like mills and home owners associations. We have level 1&2 Operators on staff.

TAG has a solid reputation in working in such environments through the projects that it has completed. The mission statement of TAG is to *be the recognized leader in providing the most innovative Software Development, Control System and Instrumentation Solutions for Mission Critical Systems addressing Water/Wastewater Treatment, Energy Management, and Public Utility Applications. We strive to consistently exceed our customer's expectations.*

TAG has 34 employees in the Northwest. Our Primary Branch is Located in Eugene with a smaller Office in Salem with local people in Portland and Heppner Oregon.

The Automation Group is an Equal Opportunity Employer. In order to provide equitable employment and advancement opportunities to all employees, TAG takes into account the following: merit, past performance, qualifications, attitude, abilities, and other similar factors as determined by management. Our policy is to grant equitable employment opportunities to all qualified persons. It is against our policy to discriminate against any employee or applicant on the basis of race, religion, color, age, sex, pregnancy, national origin, veteran status, disability marital status, sexual orientation, or any other classification protected by federal, state, and local laws per TAG's company handbook.

TAG may use 2 subconsultants for future Sweet Home projects. Daron Wilson who is a fiber and telemetry antenna installation technician. Our other consultant will be Brad Hite with Intertech and is a Simplicity expert and is familiar with the existing water plant system. We have included their resumes in our proposal.

The Automation Group has no conflicts of interest within the jurisdictional boundaries of the City of Sweet Home.

Thank you for the opportunity to present this proposal. Sincerely,

Gary Jenks
President/Owner
gjenks@tag-inc.us

Project Approach

TAGs project approach is to work with the Customer to identify their long-term needs and goals. The first step is to sit-down with the Customer and look at projects and sort them into two categories, immediate needs and future needs. Projects that need immediate attention are reviewed with the Customer for options and approach and a project budget is put together for approval. Projects that are not an immediate need will be given a priority for planning. TAG will then meet with the Customer to define what is needed in the order of priority and place a budget together to help identify when the Customer will have the funds to complete the projects in a phased approach much like a Master Plan. TAG will also work with the Customer to establish a life expectancy spread sheet to identify items that need replacing do to EOL so that budget planning can be done to prepare for expenses needed before a downtime failure occurs.

The Wastewater Treatment Facility is currently a standalone hardwired system with minimal integration. TAG will work with the Design Engineers to assist in SCADA design/review to allow for a completely integrated system. TAGs approach to a successful project is to keep the lines of communication open between all parties and respond in a timely manner. TAG will offer experience with industry solutions and navigate the never-ending hardware/software changes that effect the SCADA/PLC Systems.

The Water Plant is currently under improvements adding a new backwash pump and new VFDs for the Finished Water Pumps as well as Fluoride and Chlorine equipment. Part of the System upgrade will include a new/revised SCADA system to match the one specified for the Wastewater Plant. During the upgrade of the pumps the City will be installing a new PLC Cabinet to allow for a phased upgrade of the existing Filter PLC (Siemens) combined with a shared level transducer to allow the new Finished Water Pumps to be operated under Phase 1 of the SCADA/PLC Upgrade. An outline of project approach is listed below.

1. Design Meeting with Owner
    a. Review Project
    b. Recommendation of Hardware/Software
    c. Finalize approach
2. Place budget together for project
    a. Design system
    b. Quote phases
3. Review budget with Owner
4. Receive approval before starting
5. Coordinate with the Owner and Provide a schedule
6. Mobilize Crew and start work
7. Schedule periodic meetings with the Owner throughout the project
    a. Design review

   b. Establish a sequence of operation
   c. Get input for Screen Design and PLC Logic
   d. Discuss Trends and data needed
8. Create a startup plan and review with the Owner
9. Provide training before, during and after startup to familiarize the Operators on how to use the new systems.
   a. System login
   b. System Operations
   c. Setpoint Entry
   d. Maintenance
10. After the project is complete, the following task will be completed
   a. Backup of all Programs
   b. As-builts of all Drawings

Technical Expertise & Qualifications

Below is TAGs Experience with the Cities current Systems.

General Overview:

TAG was part of the Team for the build of the Water Treatment Plant in 2009 and supplied all of the non-filter panels and telemetry. Programming and graphics were done by another integrator. TAG has been on call for the City for several years assisting in Electrical, controls and programming including some calls in the middle of the night. TAG has a unique ability to service the City from both out Eugene location (50miles) and our Salem location (65miles) with Programmers and Electricians. TAG has a unique combination of Programmers that have both Electrical Licenses and Programming qualifications to help reduce the cost to our Customers by only needing a single person to respond if available. TAGs approach is to have a full turn key approach in house from Engineering, UL Panel shop, Programmers, telemetry, low voltage, VFD Certified, Instrumentation and Cellular Data Providers and also has a Mechanical Division called Delta Environmental to assist if needed. TAG uses 2 sub consultants to assist depending on project needs.

Expertise in the following areas:

1. Water treatment and distribution facilities.
    a. TAG has been an IOR and involved with all types of facilities from traditional media filters, Reverse osmosis, to membrane system. TAG has worked with packaged systems like Siemens, Pall and Westec integrating delivery and storge to seamlessly work together. TAG is also able to support packaged systems for the Owner after installation if requested for a complete system.
2. Activated sludge wastewater treatment facilities.
    a. TAG has been working with Activated sludge plants for over 20 years and has been involved in complete 2nd and 3rd generation plant improvements.
3. SCADA, PLC, and HMI systems.
    a. TAG is a Rockwell Certified Systems Integrator for over 15years and requires all Integrators to have a high level of knowledge for support. TAG has a Training facility at the Eugene location and actively trains groups from the Army Corps, Clorox Corporation, Georgia Pacific and Northwest Natural gas among others.
    b. TAG has programmers for all of the major systems like Allen Bradley, Rockwell, Siemens, Automation Direct, GE, Cimplicity, iFix, Ignition and many more.
4. Programming and integration of chemical feed pumps, variable frequency drives, and process instruments.

a. TAG has extensive experience programming all types of chemical metering systems with some in-house algorithms that have been proven over time. TAG also provides Walchem pumps and works closely with Hach as an instrumentation provider.
b. TAG has Factory Certified VFD startup people that can certify and extend warranty for the following Manufactures. TAG VFD technicians have the ability to program and troubleshoot any VFD on the market as well.
    i. Allen Bradley
    ii. ABB
    iii. Cutler Hammer

5. Public finance and infrastructure financing.
    a. TAG is familiar with financing methods including fiscal year spending deadlines and budgeting and has worked directly with department heads to refine yearly budgets. TAG has also worked in conjunction with Cities on Rural Development, DEQ and other funding agency to secure funding as needed.

Project Personnel:

Integrator Project Lead – See resumes in other area

- Gary Jenks – President
    - Owner of TAG with 35 years of Process Experience
    - Certified in VFD Startup
    - Oregon Electrical Journeyman Lic
    - PLC/HMI/SCADA Programming, Telemetry, Instrumentation, Process Control
    - Certified Integrator – Plant PAX Systems
- Daren Dawson
    - Electrical Engineer – OSU Graduate
- Rick Jobe
    - PLC & HMI
- Tim Boyd
    - Radio Specialist
    - PLC
- Justin Heide
    - SCADA/HMI Specialist
    - Graphics Design
- Eddie Jenks - Eugene
    - Journeyman Electrician

- Alan Rauda - Salem
    - Journeyman Electrician
- Daron Wilson (Sub-Consultant)
    - Low Voltage – Ethernet cabling/switches
    - Telemetry antenna systems
- Bradley Hite (Sub-Consultant)
    - Cimplicity expert (Familiar with the existing build install at the water plant)
    - PLC Programming/HMI

TAG provides a full turn-key solution and or is IOR for over 75 municipalities or Districts in Oregon, Washington, and California.

The Automation Group
KEY STAFF & TEAM RESUMES

- Gary Jenks – Lead Integrator
- Tim Boyd – Assistant Integrator
- Richard Jobe – Assistant Integrator
- Alan Rauda – Electrical
- Tony Glover – Electrical
- Eddie Jenks – Electrical
- Daren Dawson – Design Engineer
- Joel Judd – Design Engineer
- Glen Goins – Project Manager
- Justin Heide - HMI Systems Integrator/Graphic Design

Subconsultants

- Daren Wilson – Fiber and Telemetry Antenna Installations
- Brad Hite – Cimplicity Expert who is familiar with existing water plant system

The Automation Group
The Automation Group, Inc. [TAG]
4678 Isabelle Street
Eugene, OR 97402
Phone (541) 359-3755
Fax (541) 982-2266

Gary Jenks

President of The Automation Group

Experience

2006 - PRESENT The Automation Group, Inc. Eugene, OR

President

- PLC/HMI Programming
- Factory Authorized AF Drive Start-up
- Project Start-up and commissioning

2001 - 2006 LH Morris Electric, Inc. Springfield, OR

Controls Division Manager

- PLC/HMI Programming
- Factory Authorized AF Drive Start-up
- Project Start-up and commissioning
- Responsible for the Daily operations of the Controls Division

1995 - 2001 NW Industrial Electric Springfield, OR

Project Manager/Foreman

- PLC/HMI Programming
- AF Drive Start-up
- Project Start-up and commissioning
- Electrical Installations

1990 - 1995 Emerald Industrial Electric Springfield, OR

Foreman

- PLC/HMI Programming
- Electrical Installations

Education

1990 - 1993 BOLI Salem, Oregon

Inside Wireman Apprenticeship

Summary of qualifications

1993

General Journeyman License

Accreditations Rockwell Automation System Integrator

Certified Drive Start-up Technician: Allen Bradley, ABB, Cutler Hammer

Advisory Board for Electronic Technology at Lane Community College

Tim Boyd

Technician/Supervisory Electrician

- Commercial and Industrial Wiring
- Industrial Control Design and Installation
- Variable Frequency Drive Installation & Commissioning
- Power Distribution and Transformers
- CCTV Systems
- Irrigation and Liftstation Systems
- Testing & Troubleshooting
- Programming of PLC, HMI (Rockwell: RSLogix 500, RSView 32, Factory Talk View)
- Radio Commissioning: CalAmp, Viper and IP Radios

Professional Experience

The Automation Group, Inc (TAG) • **Technician, 2012**
City of Florence, Oregon – 2012-13

- Replaced 38 existing Motorola Moscad-L Remote units with TAG RTU containing Viper IP Radio and MicroLogix 1100 processor.
- Programmed and commissioned TAG RTUs and modified SCADA system at Wastewater Treatment Facility to reflect RTU upgrades.

Ridgeline Pipe Manufacturing, Eugene, Oregon – 2012

- Co-designed Automated Blender system for PVC Pipe Extrusion operation.
- Tested and commissioned the system which upgraded an antiquated mixing process into a streamlined system.

JVNW – Shmaltz Brewery System – 2013

- Programmed Brewery system including PLC & OIT (Logix 500/Factory Talk View)
- Checked out Main Control Panel and field tested the system at JVNW manufacturing facility.

Rite Way Electric, Inc. - Albany, OR • **Journeyman Electrician, 2005 – 2011 / Apprentice Electrician, 2002 – 2005**
Installed, upgraded, and maintained commercial, industrial, and agricultural facility wiring and equipment.
Specialized in industrial controls and technology, as demonstrated below:

- Printing Press

Directed the electrical portion of a project relocated to a large, multi-unit commercial offset printing press to an alternate facility. Disconnected and reinstalled power and controls to four printing units, DC drive/control cabinet, control console, print web dryer, emissions equipment as well as performed start up at new site.

- Nuclear Research Reactor Model

Corrected and standardized instrumentation and control wiring on a 1/3 scale reactor model at the Oregon State University nuclear engineering facility. Assisted in verification and testing of instruments and devices.
Jimco Electrical Contracting, Inc. - Albany, OR • **Apprentice Electrician, 2001 – 2002**
New industrial construction of process equipment in a paper mill.

- Installed switchgear, rigid conduit, and cable tray according to blueprints.
- Terminated instrumentation and control devices.

General Supervising Electrician, 2011 - State of Oregon
General Journeyman Electrician, 2005 - State of Oregon
Electrical Apprenticeship Lab Instructor, I.E.C. Area II Inside Electrical JATC - 2008-Present

- Develop and implement lab projects for apprenticeship students.
- Projects include motor control and transformer, and basic electrical installation.

Richard D. Jobe

2428 27th Ave SE
Albany, OR 97322
503-250-4867
rjobe2010@gmail.com

Objectives:

Work in an environment where I am able to use all my technical and professional attributes to succeed as well as to help others and the company succeed.

Skills and Qualifications:

Electronics

- Knowledgeable in electrical design
- Troubleshoot AC, DC circuitry
- Experience with measuring equipment: calipers, oscilloscope, digital multi-meter
- Knowledgeable Microsoft Office: PowerPoint, Excel, Word
- Extensive operational skills with power tools and, hand tools
- Knowledgeable in automotive repair
- Able to read and understand blueprints and schematics
- Manufacturing and installation of HVAC systems
- Operated heavy equipment: Forklift, front end loader
- Studied computer repair: hardware and software

Operating Systems

- Installation and repair of Microsoft Operating Systems:
- Programmable Logic Control Systems
- Proficient in ControlLogix and RSLogix
- Knowledge of RMC100 Motion Controllers
- Knowledgeable of In-Sight Vision System programming Language
- Knowledgeable in G-code
- Computer Numerically Controlled operations
- CAD: Design PLC cabinet layouts
- Axis IP Cameras and Software
- Knowledge of MySQL and SQL DB
- Inductive Automation: Ignition Certified
- AllenBradly FactoryTalk View SE and ME
- GE Proficy SCADA Software

Leadership

- Department Supervisor
- Associate and customer Training
- Company Metrics
- Safety Programs and Training

General Knowledge

- Strong visual and verbal learning skills
- Great production operating and management skills

Education

Bachelor of Science Degree, Industrial Automation Engineering Technology
ITT Technical Institute, Portland, OR -Graduated June 2007
Cumulative G.P.A.: 3.43
Alpha Beta Kappa

Associate of Applied Science Degree, Computer and Electronic Engineering Technology
ITT Technical Institute, Portland, OR- Graduated September 2005
Cumulative G.P.A.: 3.65

Professional Experience

TAG – The Automation Group Inc — April 2015 – Present
Systems Integrator
- PLC Design and Programming
- Instrumentation
  - Flow Meter
  - Level Sensors
  - Turbidity Meter
- SCADA / HMI / OIT Programming
- ACAD
- Troubleshooting

Hampton Affiliates – Tillamook Division – Tillamook, OR — November 2010 – April 2015
Process Control
- Installation of automated lumber equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Design PLC and Drive cabinet layouts
- Design IP Camera Systems
- Network Layouts
- Onsite IT support

Sierra Pine Composite Solutions – Springfield, OR — September 2007 – November 2010
Process Control / Electrical Supervisor
- Installation of automated equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Onsite IT Support

U.S. Natural Resources - Woodland, WA — June 2006 – August 2007
Field Engineer
- Installation of automated lumber equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Design electrical and mechanical parts
- Optimization Tech support

Intel Corporation- Hillsboro, OR — November 2005 -June 2006
Manufacturing Technician
- Manufacturing microprocessors/chipsets
- Operator of TEL Act8/12, Biorad laser measuring system, Optistation
- Owner of Area Bullpen Technical support

- Further Employment Upon Request

Hobbies

Outdoors, Camping, Water sports, Motorcycles, Fishing

References Available Upon Request

Alan Rauda

General Journeyman Electrician

3000 Market St. NE Salem, OR 97301
Phone: 503-983-6015
E-mail: arauda@tag-inc.us

Education

September 2015 – May 2019

Chemeketa Community College
4000 Lancaster Dr. NE
Salem, OR 97305

Electrical Apprenticeship Training Program, completed

Related Coursework

- Specialization in Electrical Theory
- Intensive studies of the National Electric Code
- Focus on wiring of Residential, Commercial, and Industrial Facilities

Professional Experience

August 2013 – July 2014

Rojo's Contracting Services Position:
Residential Electrician, Cumming, GA

- Install switches, receptacles, wiring, lights, fans and circuit breakers.
- Maintain, fix and install wiring and electrical equipment in private homes and apartments.
- Install phone, cable TV and doorbell wiring and garage door opener wiring.
- Install outdoor landscape lighting.
- Repair and replace switches, receptacles, circuit breakers and lights.
- Work cooperatively in a team environment.

September 2014 – January 2015

Stelcor Energy
Position: Electrical Installer, Wilsonville, OR

- Install, maintain, & repair the racking, panels, & stand offs for photovoltaic solar systems
- Install, maintain, & repair the mechanical/structural mounting of racking, modules & electrical equipment
- Organize & maintain system components in warehouses, company trucks, & at job sites
- Document completion of completed installation

February 2015 – July 2015

DND Electrical Contractors
Position: Inside Electrician, McMinnville, OR

- Install and repair building electrical systems in agricultural and industrial settings
- Install conduit, EMT, GRC, and PVC, per plans and with compliance with the NEC
- Work closely with and follow the instructions of a licensed Oregon General Journeyman

July 2015 – July 2017

Industrial Commercial Electric Co.

Position: Inside Electrician, Wilsonville, OR

- Install and repair building electrical systems in commercial and industrial settings
- Install conduit, per plans and with compliance with the NEC
- Install low voltage systems for communication purposes

July 2017 – June 2019

Safety Electric Inc.

Position: Inside Electrician Salem, OR

- Install and repair building electrical systems in commercial and industrial settings
- Repair and troubleshoot drives, soft starts, motors and pumps, and their control systems
- Install conduit, EMT, GRC, and PVC, per plans and with compliance with the NEC

August 2019 – Present

The Automation Group

Position: Technician, Eugene, OR

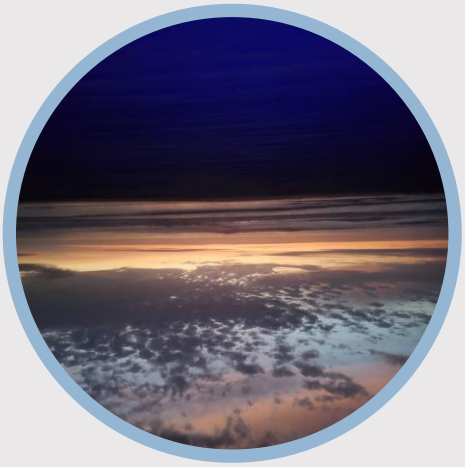
- Install and repair building electrical systems in industrial settings
- Install conduit, per plans and with compliance with the NEC
- Install and troubleshoot control electrical systems for various food processing facilities, cold storage facilities, concrete and cement making facilities, water treatment plants, and wastewater treatment plants

Major Electrical Projects

- Multifamily dwelling units and custom houses
- Tenant improvement at restaurants
- Automatic car wash for major car dealer
- Three asphalt plants
- Various additions to rock mining facilities
- Button melter at research facility
- Service electrician for Oregon school district
- Service electrician water treatment facilities
- Service electrician for wastewater treatment facilities
- Service electrician for food manufacturing facilities

Additional Skills

- Proficient in Windows 10, Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook)
- Intermediate skills in PLC programming
- Strong customer relationship skills
- Quick learner and self-starter
- Highly organized and detail oriented
- Strong ethics and willingness to work hard to achieve employers' objective



TONY GLOVER

Integrator/ Electrician

CONTACT

PHONE:
541-520-9805

WEBSITE:
http://www.tag-inc.us

EMAIL:
tglover@tag-inc.us

HOBBIES

Boating at the Lake
Riding the Side by Side
Hunting
Fishing

EDUCATION

Elmira High
1986 - 1990
General studies

Lane Community College
2001 - 2005
Electrical General Journeyman Apprenticeship Program

WORK EXPERIENCE

United States Marine Corp. Sergeant
1990–1996
Squad Leader

Country Coach. Electrical Dept and Rover
1996–2000
Electrical install on coaches. Including troubleshooting and repair

Olsson Industrial Electric. Lead Electrician
2000–2011
Ran a crew of 12 Electricians

Seneca Sawmill Maintenance Electrician/ Programmer
2011–2016
Maintaining facility through electrical upgrades, troubleshooting and programming.

The Automation Group Inc. Integrator
2016–Present
Onsite Project Management, Electrical Installs, Troubleshooting and Programming.
Certified in the following for Water and Waste Water drive startups:

- ABB ACS880
- Allen Bradley Powerflex 750 series

EDDIE JENKS

GENERAL JOURNEYMAN ELECTRICIAN

Address: 43510 Big Fall Creek Rd., Fall Creek, OR 97438

E-mail: Eddiej@tag-inc.us

Professional Experience

2020 – present
Electrician, The Automation Group (TAG)

2015-2020
Lead Electrician, Atkore international

2005-2015
Electrician, Swanson Group

2002-2005
Electrician, LH Morris

2001-2002
Electrician, Ericson Electric

1995-2001
Electrician, Estimator, Northwest Industrial Electric

1991-1995
Electrician, Emerald Industrial Electric

Additional Skills:

- Commercial and Industrial conduit and wiring including concentric conduit bending.
- Industrial control / PLC wiring
- VFD installation and wiring
- Testing and Troubleshooting

Daren Dawson

Electrical Design Engineer

Experience

2013 - PRESENT The Automation Group, Inc. Eugene, OR

Electrical Design Engineer

- Complete design build for UL508 control panels
- In charge of coordinating Drives and Starters for motor control
- Oversee Design and O & M/Submittal Department
- Produce complete drawings/details/specs/O&M's for review and construction

2005 - 2013 New Way Electric Eugene, OR

Electrical Design Engineer/Project Manager

- Experienced in coordinating and managing electrical aspects of Commercial/Industrial projects from design concept to finished project
- Interface electrical design with Developers, Architects, Engineers, Contractors & Utilities
- Project cost estimates, scheduling, purchasing & coordinating with other trades
- Calculate project load summaries, fault currents & voltage drops
- Coordinate with utilities & inspectors regarding locations, installations & requirements
- Produce complete drawings/details/specs/O&M's for review & construction

2005 New Way Electric Eugene, OR

Electrical Design Engineer/Project Intern

- Used AutoCAD to produce electrical blueprint designs
- Exposed to codes and industry regulations
- Worked with Electrical Designer's Software program
- Performed project cost estimating
- Submitted projects; interfaced with other experts on projects to gain professional development

Education

2001-2005 Oregon State University Corvallis, Oregon

B.S. in Electrical Engineering

- Emphasis on power systems, power electronics, electric machines, & fault studies
- Dynamic testing performance of synchronous, induction, DC, & switched reluctance motors using oscilloscopes, power analyzers, & function generators in OSU power lab
- Power electronics labs investigating components of variable frequency drives & induced variables when using VFD's to drive different motors

Summary of qualifications

- Electrical Analysis, Load Calculations & Producing Plans (AutoCAD)
- Electrical Designer's Reference (Software)
- Fluke Power Analyzers, Electrical Testing Equipment
- National Electric Code (NEC)
- Fluke Power Analyzers, Electrical Testing Equipment

The Automation Group
INTEGRATION • SCADA • CONTROLS • INSTRUMENTATION

Resume

Joel Judd

joel@juddfamily.info

5245 E Street
Springfield, OR 97478
(541) 868-6425

EDUCATION
B.S. Electrical and Computer Engineering, June 2012
Oregon State University, Corvallis, OR

RELEVANT COURSEWORK
Engineering Economics, Sustainability and Renewable Energy, Power Electronics, System Dynamics and Controls, Electromechanical Energy Conversion, Dynamics, Statics, Digital Logic, Atmel AVR, Technical Writing

SKILLS
- Extensive use of AutoCAD, Microsoft Word, Excel, PowerPoint and Access
- Communication with customers for design needs
- Laboratory experience with oscilloscope instruments
- Focused classwork on energy production and distribution

ACADEMIC ENGINEERING PROJECTS
Timed Power Supply, Oregon State University, Corvallis, OR (2012)
For my senior design project we designed and built a programmable timed power supply for a company that needed to stress test resistors for space and military applications. My team and I began the design by designing the system in LTSpice where we could model our idea checking for any unforeseen difficulties. We then then implemented safety protocols and built our project to specifications. The sponsoring company is now using our project in their research.

WORK EXPERIENCE
Electrical Engineer (June 2017 – present)
The Automation Group
- AutoCAD design
- Instrument integration
- Industrial control panel design including load and thermal calculations
- Trained in UL508A proceedures

Purchasing Manager / Inside Sales. (October 2014 – February 2017)
Eugene Winsupply
- Educated customers on product specifications
- Created job submittals
- Coordinated drivers schedules and routes

Office Assistant (June 2006 – December 2008)
Principle Property Management, Eugene, OR
- Communicated with tenants and owners in order to resolve problems
- Developed new web-based marketing tools in order to broaden our companies market visibility
- Showed properties to prospective tenants.

Purchasing Agent (2004 – September 2005)
Monaco Coach Corporation, Coburg, OR
- Acquired products needed for repairs of recreational vehicles
- Managed the purchasing department as relief supervisor while my supervisor was at rallies throughout the year
- Provided customized options for any client request

Service Technician (June 2000 – 2004)
Monaco Coach Corporation, Coburg, OR
- Production line quality assurance repairs
- Customized work for customers
- Provided maintenance on customer vehicles

HONORS AND ACTIVITIES
- Sigma Alpha Pi: National Society of Leadership and Success
- Achieved rank of Eagle Scout (1998)

GLEN GOINS

Linked in http://www.linkedin.com/pub/glengoins

541.525.4127 glen_goins@msn.com

SUMMARY

Analytical **Automation Manager** with experience in all phases of PLC, CNC, HMI and SCADA systems. Highly adept at driving production development efforts for existing products and the creation of new products. Extensive experience in precision manufacturing, wood products, and automotive industries. Skilled in a variety of engineering environments and capacities from design of complete industrial automation projects, to implementation, troubleshooting, and facility management thereof. The "go to person" when things needed to get done.

EXPERIENCE

THE AUTOMATION GROUP, Eugene, OR (**TAG**) **2013 – pres.**

MONACO RV LLC, Coburg, OR (Division of NAVISTAR, Inc.) **2003 – 2012**

Automation Manager / Environmental Manager
Led Robotics, PLC, and CNC departments and technologies. Managed automation team of 2 direct reports and 12 indirect reports over several hundred successful projects.

- Oversaw Oregon and Indiana Monaco RV Automation and environmental operations.
- Maintained a 100% uptime rating on all essential operations. Responsible for budgeting, R&D, design, bidding, build, installation, troubleshooting, and maintenance thereof.
- Identified and anticipated safety / health concerns by surveying environmental, operational, and occupational conditions. Established new procedures and recommend preventative programs.

ROSBORO LUMBER COMPANY, Springfield, OR **1990 – 2003**

Engineering Technician / Projects Supervisor / Control Systems Technician
Supervised maintenance groups of 12 indirect reports for equipment control processes.

- Engineered mechanical drawings, installations and capital project management, resulting in substantial savings for Rosboro.
- Project supervisor on $8M Automated Central Barking Project Install with an on- time installation timeframe while within budget.
- Maintained all plant automated processes (64 separate processes) for 100% uptime rating. This is one of the greatest contributors to the company's success during 1996-2003.

ARMY & AIR FORCE EXCH. SERVICE, Munich, GDR **1985 – 1989**

Retail Manager / Computer Specialist/ Surveillance Specialist
Hired, trained, coached, and supported team members.

- Promoted in house ahead of peers and established norms.
- Rewarded with outstanding evaluations and achievement awards.
- Completed formal Business Management School with in-house placement.
- Led Incident / Interrogation/ Accident Remediation and Safety training.
- Help Desk call in support manager for European operations of over 123 site stores.

EDUCATION

Bachelor of Science, Management, Linfield College, McMinnville, OR.

TRAINING

Management School / Training, AAFES – Europe
Electronic Technical Courses, North Coast Eugene,
OR Environmental and Safety, DEQ, DOT, EPA, OSHA
DOD Specialized European Operator

Justin Heide

HMI Systems Integrator / Graphic Design

Key Skills

Graphic Design, HMI/OIT Design and Implementation, Reporting, Alarming, IP Camera Systems.

Computer Software: FactoryTalk View Studio, RSView 32, WonderWare, RSLogix 500 and 5000 (Studio 5000), Sytech XLReporter, Microsoft Excel, Word, Corel Draw, Adobe Photoshop.

Employment History

3/2011 to Present **The Automation Group**
HMI Systems Integrator

Job Description:

- Develop SCADA and PanelView displays in FactoryTalk View SE and ME.
- Develop intelligent alarm strategies using FactoryTalk Alarm & Events.
- PLC Programming
- Develop reports for customers to supply to the State/Government using XLReporter.
- Implement alarm dial-out systems to alert customers of important events.
- Install VPN appliances to allow customers to remote view their SCADA systems.

9/1998 to 3/2011 **Instaprint/Shelton Turnbull**
Graphic Designer
Mail Processing/Digital Printing Manager

Job Description:

- Developed digital printing solutions for use in variable print applications. Used V.I.P.P (Variable Intelligent Postscript Print) to create statement processing applications for Credit Unions.
- Developed mail-merge applications that used customer databases and processed them through mail software to apply discounted postage using barcodes.
- Created logos and brochures for customers.

Education

2016 Rockwell Tech Ed – FactoryTalk SE, Studio 5000

1997 Lane Community College – Graphic Design

Daron J. Wilson, RCDD

EXPERIENCE

2007 - Present SYSTEMS INTEGRATOR
OREGON ELECTRIC GROUP, INC. **PORTLAND, OREGON**

- Integration of communications systems
- Specification, Design and Installation of SCADA radio telemetry systems
- Specification, Design and Installation of fire and burglar alarm systems
- Specification, Design and Installation of industrial fiber, Ethernet and radio networks

1999 - 2006 TELECOMMUNICATIONS MANAGER
LH MORRIS ELECTRIC, INC **NEWPORT, OREGON**

- Design and sales of communications systems
- Installation and programming of analog and digital telephone systems
- Installation of fire and burglar alarm systems
- Design and installation of data networks including Category 5 and fiber optic backbones

1990 – 1999 OWNER
MULTITEK COMMUNICATIONS **LINCOLN CITY, OREGON**

- Sales and installation of analog and digital telephone systems
- Sales and installation of voice mail systems, data networks, networking equipment, and computer systems
- Contract installation and repair of digital and analog phone and voice mail systems from Astoria to Coos Bay
- Two-way radio installation and repair
- Radio Broadcast equipment installation and maintenance including remote controls, antenna systems, transmitters
- Installation and alignment of satellite receiving equipment
- Installation of audio equipment including speaker systems, amplifiers and controls

1989 - 1990 ALARM TECHNICIAN
ALARMSWEST **LINCOLN CITY, OREGON**

- Installation and programming of residential and commercial alarm systems
- Maintenance and additions to commercial fire alarm systems
- General Locksmithing

SPECIFIC CERTIFICATIONS:

- 1996 Tie/Nitsuko Telephone System Certification
- 1998 Macrotel Telephone System Certification
- 2000 Ortronics Structured Wiring Systems Certification
- 2000 Sprint Protégé Telephone System Certification
- 2000 OnQ Automation Controller Certification
- 2001 Certified Fiber Optic Technician #3754
- 2002 Norstar Modular ICS certification
- 2002 BICSI RCDD
- 2004 Data-Linc SCADA System Design
- 2004 ESTEEM Wireless Ethernet Design
- 2006 Leviton Structured Wiring System Certification

Professional Biography

Bradley G Hite

Vice President, Intertech Incorporated

Bradley Hite is the Vice President and CTO of Intertech Incorporated in Corvallis Oregon.

Brad has been working in the industrial automation and controls industry since 1991. He received a Bachelor of Science degree in Agricultural Engineering from Oregon State University in 1989.

Brad joined Intertech Incorporated in 1996. Prior to joining Intertech Brad worked for two (2) different Food Processing companies in a variety of rolls, including as a Process Engineer and an Assistant Plant Manager. Since joining Intertech Brad has been responsible for providing Technical Education Classes on a variety of Industrial Automation Control systems as well as providing technical services and expertise in a wide variety of process and manufacturing disciplines including:

- Water and Waste Water Treatment
- Wood Products
- Food Processing
- Mining
- Metal Fabrication
- Silicon Chip Fabrication
- General Manufacturing

Brad has expertise and years of experience working with multiple vendors' hardware and software related to Industrial Automation and Control Equipment including:

- Programmable Automation Controllers (PACs)
- Programmable Logic Controllers (PLCs)
- Multiple forms of network communications, Wired and Wireless
- SCADA and Operator Interface systems
- Variable Frequency Drives (VFDs)
- Instrumentation of various types and capabilities

Brad has significant expertise as a Project Engineer gained through years of experience implementing systems and integrating architectures utilizing multiple vendors' hardware and software to create a perfect union between hardware, software, and the client's vision for controlling their process. No problem or process eludes his imagination or engineering expertise in his quest to fulfill the goal of meeting and surpassing the requirement or specifications of any given project. Brad excels at applying application-specific, oriented engineering assistance, that helps operators, technicians, and engineering personnel obtain the maximum efficiency from their industrial control systems, thereby increasing a facilities' efficiency and productivity.

The Automation Group [TAG] is pleased to provide past work experience and references. We work with Owners and General Contractors to provide the best quality of work possible to help build and maintain long term relationships with our customers. Our contract administration makes sure that all contracts and insurance requirements are executed prior to performing any work. TAG makes every effort stay within budget with minimal change orders as possible. TAG strides to meet their schedule and project needs. We can also provide 24/7 emergency support.

City of Scappoose

TAG has supplied flow and measuring instrumentation, controls, SCADA/PLC programming Services for the Keys & Miller Water Treatment Plants. Keys Road SCADA (SCADA PAK) Programming, added control logic to Dutch Canyon Well. Provided on call services. TAG has Serviced the City of Scappoose for 15 years. (Keys & Miller WTP)

Darryl Sykes
Plant Supervisor
34485 E. Columbia
Ave. Scappoose,
OR 97056
503-543-5894

City of Veneta

We have worked with the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 4 well sites, 3 Reservoirs, pump stations and a Water Plant. Over the years we have been involved with all aspects of construction for the water system with new reservoirs, wells, a new treatment plant and provide remote connections for the operators. We are currently the city's "System Integrator of Record".

Jack Kelly Pump Station
Kyle Schauer
Public Works Director
PO Box 458
Veneta, Oregon 97487
541-935-2191

City of Junction City

We have worked for the city for 10 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 5 well sites, 3 Reservoirs, and a Water Plant. Over the years we have been involved with all aspects of construction for the water system with new elevated reservoirs, wells, new treatment plant and remote connections for the operators. We are currently the city's "System Integrator of Record".

New Filter System
Jason Knope
Public Works Director
1171 Elm St.
Junction City, OR 97448

City of Bandon

We have worked for the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 2 intakes, and 1 reservoir. Over the last 18 years we have been involved with upgrading the SCADA system, new UV and provide remote connections for the operators. We are currently the city's "System Integrator of Record".

Instrumentation & SCADA Upgrade
Bill Nielson
Plant Supervisor
PO Box 67
Bandon, OR 97411
541-347-9122

City of Cottage Grove

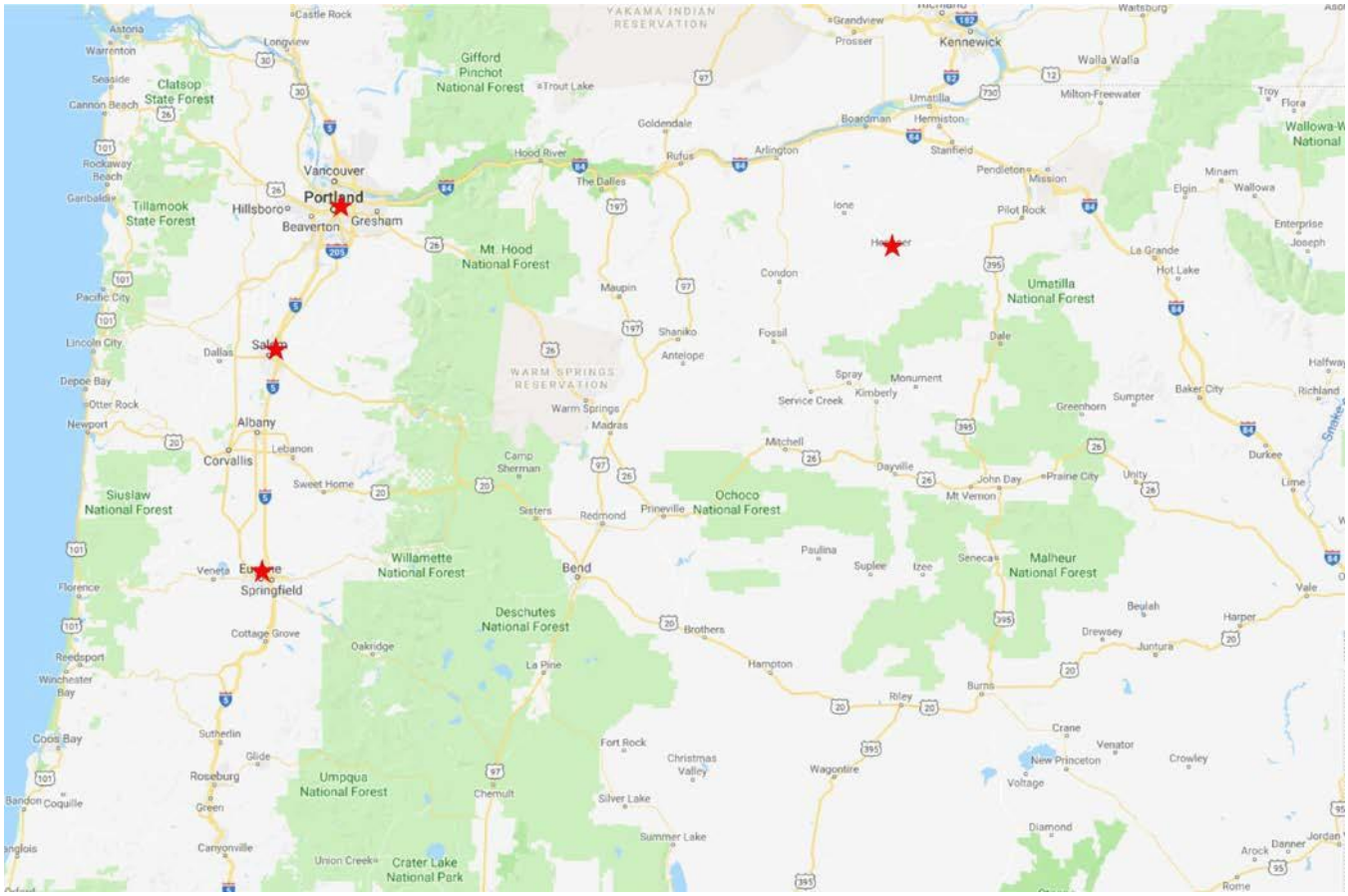
We have worked for the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 1 intake, 5 Pump Stations and 3 reservoirs. Over the last 18 years we have been involved with upgrading the SCADA system, and are currently involved in the new filter train and provide remote connections for the operators. We are currently the city's "System Integrator of Record".

New Pump Stations
Ray Pardee
Water Production Superintendent
3300 Row River Road
Cottage Grove, OR 97424
541-942-7094

City of Lebanon

We have worked for the city for 2 Years and provide SCADA/HMI Services, instrumentation and telemetry services including a river intake, and 2 Reservoirs. Over the last 2 years we have been involved with the New Water Treatment Plant and provided a PlantPAX SCADA System for high level situational awareness to meet the new concepts of SCADA.

New Water Treatment Plant
Brent Hurst
Director
40 N 2nd Street
Lebanon, OR 97355
541-258-4245



TAG has worked directly with Engineering Firms or Owners to specify and design all parts of Water & Wastewater Systems and implementation phases utilizing our staff from any of our locations in Oregon. Panels will be built in our Eugene UL Panel Shop

Our Local onsite support for the Owner will be located in Eugene, Oregon with support from our Salem Integrator. TAG is located about 50 miles from Sweet Home. TAG is available 24/7 for emergency services and phone support.

TAG Currently Supports over 75 Water/Wastewater sites in Oregon.

TAG has Engineers and CAD Drafters Located at our Eugene Facility.

- Daren Dawson
- Joel Judd
- CJ Connelly
- Bryce Jenks
- Gary Jenks

Providing UL listed control system cabinets

- TAG has a UL Panel Shop located in Eugene, Oregon
  - Listing for 508a for standard control panels
  - Listing for 698a for Hazardous Location

Providing mobile device access to system information

- TAG offers a "Mobile Monitoring System" for customers to login to their facility SCADA system that will give them the ability to do anything just like they are sitting at the Plant.
  - Cisco VPN for Complex Systems
  - TosiBox for Simple Systems
- Support for the following devices
  - Windows Laptop or desktop
  - IOS
    - iPhone
    - iPad
  - Android
    - Any Android phones
    - Any Android tablets

Providing SCADA system computer support

- All of TAGs Programmers/Techs are capable of supporting computer systems
- TAG is a Rockwell Certified Systems Integrator but can support any of the below Primary SCADA Systems
  - Rockwell/Allen Bradley
  - Wonderware
  - Inductive Automation
  - iFix
  - Cimplicity
  - And others

Servicing of automatic hydraulic control valves

- TAG works with the following manufactures for valves
  - Bray
  - Roto torque
  - EIM
  - Auma

Servicing and installation of pressure transducers, Flow Meters, Level Transducers and many others.

- TAG can provide, install and calibrate most any instrumentation device
  - Endress & Hauser – TAG is the West Coast E&H Factory Provider and can provide a 3-year warranty with every device and can perform Certified Factory Startup
  - Rosemount
  - Neptune
  - Dwyer
  - Siemens
  - Dayton
  - And many more

Programming, adjusting operations, and/or servicing backup power generators

- TAG can provide integration to all Generator Systems and Transfer Switches.
- TAG works with the following Generator system Manufactures
  - Caterpillar
  - Kohler
  - Onan
  - MTU
  - Generac

Programmable Logic Controllers (PLC)

- TAG is a certified System Integrator for the following
  - Allen Bradley
- TAG can program many PLCs, below is a list of a few manufactures
  - Modicon
  - Automation Direct
  - ScadaPack
  - GE
  - Siemens
  - Omron

Variable Frequency Drives (VFD)

- TAG can provide Certified Startup and Programming for the following drives and extend the warranty
  - Allen Bradley
  - ABB
  - Cutler Hammer
- TAG can also program other drives as listed below and many more
  - Square D
  - Siemens
  - Yaskawa
  - Automation Direct
  - GE
  - And many more

Radio Systems

- TAG is a Distributer for CalAmp for the Pacific NW
- TAG can perform Radio Studies

Analytical Instrumentation

- TAG works with the following Manufactures
  - Hach
  - Chemtrac
  - Rosemount
  - And others

Delta Operations – Sub Division of The Automation Group

- Water and Wastewater Pump and Lift Station Maintenance
  - DEQ-certified operators, skilled field technicians, and experienced staff to service water monitoring needs
  - Professional services company offering water and wastewater consulting, compliance reporting, day-to-day operations, and maintenance services.
  - Full turn-key operations or temporary set ups.

Exhibit E

Integrator's Schedule of Rates and Charges

2021 Sweet Home TAG Rates

- **Programming – HMI/OIT: $142.50**
- **Instrument Calibration: $142.50**
- **Engineering-Design: $150.00**
- **Panel Shop Labor: $71.50**
- **Electrical: $98.00**
- **Mechanical: $125.00**
- **Fab Shop Labor: $93.50**
- **Admin/Purchasing: $71.50**

- **Sub Consultants Rates:** Sub Consultant Rates are at Cost Plus %15 Mark up for Labor and Materials Rates are available upon request.

- **Straight Time:** 8:00am to 4:30 pm, Monday thru Friday. Swing or Graveyard work can be prearranged at straight time rates if required for customer.

- **Over Time:** After 4:30pm (or after 8 hours) Weekdays and all day Saturdays & Sundays. (Time & ½ x straight time rates.)

- **Double Time:** Holidays (2 x straight time rate.)

TAG Charges hourly service rate from Portal to Portal
Services are rendered in half- hour increments only with a 2 hour minimum billing charge, unless otherwise noted or arranged.

- **Expenses:** *Expenses of transportation (ie…airline tickets, rental cars, taxis) will be billed at cost plus 10% processing fees.*

- **Standard Per Diem Rates: $150/per night lodging and $50/per day for meals.**

Standard Fuel/Mileage Rates:

- Round Trip from TAG office up to 50 Miles = $30.00
- Round Trip from TAG office up to 100 miles = $60.00
- Round Trip from Tag Office *Over 100 miles at $0.59 per Mile

REQUEST FOR COUNCIL ACTION

Title:	Adoption of 2021-2022 Operating Budget
Preferred Agenda:	June 22, 2021
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	SH Charter Chapter 6; Sec. 20 (8) SH Financial Policy ORS Chapter 294
Towards Council Goal:	Goal 1.2: Increase community awareness of infrastructure needs and appropriate planning documents Goal 2: Be an effective and efficient government Goal 3.2: Improve community safety, Police, community design, etc. Goal 4.2: Lead community economic development efforts
Attachments:	Resolution No. 15 for 2021

Purpose of this RCA:

To review and adopt the 2021-2022 Budget for the City of Sweet Home.

Background/Context:

The City of Sweet Home Budget Committee, consisting of the seven community members and the seven City Councilors, met on April 22, 2021 to receive the Budget Message from the City Budget Officer and begin deliberations on the 2021-2022 Proposed Budget. The committee met two additional times on May 6th and May 13th to discuss appropriations and state shared revenues for the upcoming fiscal year. The committee unanimously approved an amended budget and approved the property tax rates for 2021-2022 at their May 13th meeting. The LB-1 form was posted on the City's website, social media pages and The New Era on May 19, 2021 and May 26, 2021. A public hearing on the approved budget was held during the June 8, 2021 City Council meeting. With the completion of the Public Hearing, all steps for the adoption of the 2021-2022 budget have been completed per Oregon Local Budget Law (Oregon Revised Statutes Chapter 294).

The Challenge/Problem:

Will the City Council adopt the 2021-2022 Budget in the amount of $25,105,513 with transfers and contingencies, make appropriations and levy taxes for the City to continue operating after June 30, 2021?

Stakeholders:

- State of Oregon – State law requires most local government entities to adopt a budget prior to the start of each fiscal year. Additional resolutions are also necessary to receive State Revenue Sharing funds each fiscal year.
- City of Sweet Home residents – Citizens are provided essential services as a result of the adopted budget and expect those services will continue annually.
- City of Sweet Home City Council – Adopting the budget is required annually per Oregon Revised Statutes (ORS) Chapter 294 which necessitates the approval of spending and priorities contained therein by Council members.
- City of Sweet Home City Staff – Staff is responsible for compiling the budget annually based on the goals established by the City Council and priorities for citizens. An adopted budget allows staff to continue operations in their departments each year after June 30.

Issues and Financial Impacts:

Without a budget for the new fiscal year in place, the City's authority to spend money or incur obligations expires on June 30, 2021. The City's ability to impose a property tax is also contingent on following the budgeting process outlined in ORS. Compliance with Oregon Local Budget Law is critical for local governments.

Elements of a Stable Solution:

ORS Chapter 294 outlines the processes local governments must follow in Oregon to prepare and adopt a budget. The supplied Resolution complies with Oregon Local Budget Law and needs to be adopted by the City Council to ensure continued operations for the 2021-2022 fiscal year beginning July 1, 2021.

Options:

1. *Do Nothing*. Council could choose to move forward without adopting a budget for the coming fiscal year.
2. *Amend the 2021-2022 Approved Budget*. The document presented to the Council for the public hearing was unanimously approved by the Budget Committee during their May 13th meeting. Following the public hearing, the City Council chose to amend the budget by adding $50k to the General Fund's materials & services line for homelessness projects in the coming year. The Council could choose to revise the amended budget further by increasing any expenditure, transfer out or contingency by $5,000 or 10% (whichever is greater) in any fund. Increases in fund expenditures, transfers out and/or contingency by more than the aforementioned increase would require republishing the LB-1 form and holding a second public hearing before July 1. Council can reduce the approved budget with no such limitations.
3. *Adopt Resolution No. 15 for 2021, Adopting a budget for 2021-2022, Making Appropriations and Levying Taxes*. Council could choose to adopt Resolution No. 15 completing the budget process for the 2021-2022 fiscal year.

Recommendation:

Staff recommends option 3, *Adopt Resolution No. 15 for 2021, Adopting a budget for 2020-2021, Making appropriations and Levying Taxes*. The Budget Committee reviewed the budget and heard from the public regarding the proposed budget and chose to move the document,

with adjustments, forward to the City Council for adoption. The Council chose to amend the approved budget to include funds for homelessness projects. The amended budget provided meets various Council goals and includes staff best efforts to provide “real numbers” and demonstrate, through allocations, its plans and priorities for the coming fiscal year.

Resolution No. 15 for 2021

A RESOLUTION ADOPTING A BUDGET FOR 2021-2022, MAKING APPROPRIATIONS AND LEVYING TAXES.

WHEREAS, the Budget Committee of the City of Sweet Home reviewed and recommended for adoption the budget estimates and appropriations for the City of Sweet Home for the fiscal year beginning July 1, 2021 and ending June 30, 2022;

NOW, THEREFORE, THE CITY OF SWEET HOME RESOLVES

That the City Council of the City of Sweet Home hereby imposes the taxes provided for in the adopted budget at the rate of $1.4157 per $1,000 of assessed value for General Fund operations, the rate of $7.85 per $1,000 of assessed value for the Police Local Option Levy, the rate of $1.17 per $1,000 of assessed value for the Library Services Local Option Levy and non-advalorum – customer sewer usage charges not to exceed $32,600.78 and that these taxes are hereby imposed and categorized for tax year 2021-2022 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
Permanent Tax Rate	$1.4157 per $1,000	
Local Option Levies	$9.0200 per $1,000	
Customer Sewer Usage Charges		$32,600.78

Be it further resolved that the City Council adopts the 2021-2022 budget approved by the Budget Committee in the total sum of $25,105,512 now on file at City Hall and hereby provides that appropriations are made for the fiscal year beginning July 1, 2021 as follows:

General Fund		
Municipal Court	278,035	
Community & Economic Development	715,744	
Parks & Facilities	502,225	
Materials & Services	754,329	
Capital Outlay	180,000	
Operating Contingency	90,298	
Transfers to Other Funds	107,056	$ 2,627,687.00
Special Revenue Funds		
Public Safety:		
Police Department	3,178,615	
Operating Contingency	268,918	
Transfers to Other Funds	68,430	$ 3,515,963.00
Library Services:		
Library	464,748	
Operating Contingency	19,084	
Transfers to Other Funds	287,800	$ 771,632.00
Internal Services:		
Executive & Legislative	466,273	

Finance	587,517	
Public Works Administration	503,004	
Personnel Services	122,168	
Materials & Services	22,393	
Operating Contingency	80,076	$ 1,781,431.00
State Gas Tax:		
Streets	471,373	
Capital Outlay	600,000	
Operating Contingency	37,298	
Transfers to Other Funds	66,208	$ 1,174,879.00
Street Maintenance & Improvements:		
Streets	250,500	
Transfers to Other Funds	- 0 -	$ 250,500.00
Project & Equipment Reserve:		
Police Department	- 0 -	
Public Works	46,892	
Transfers to Other Funds	40,000	$ 86,892.00
Path Program:		
Streets		$ 75,000.00
Building Reserve:		
Debt Service		$ 91,407.00
Public Transit Grant:		
Materials & Services		$ 125,000.00
Weddle Bridge:		
Parks & Facilities		$ 5,100.00
Special Events:		
Materials & Services		$ 6,000.00
Economic & Community Development:		
Economic Development		$ 464,696.00
Community Center Operations:		
Materials & Services		$ 36,700.00
Parks & Recreation:		
Parks & Facilities		$ 14,500.00
Police/Emergency Dispatch Facility G.O. Bond:		
Transfers to Other Funds		$ 4.00
Special Assessments:		
Transfers to Other Funds		$ 4,592.00

Reserve Funds

Narcotic Enforcement Reserve:	
Police Department	$ - 0 -

Storm Water System Development (SDC)		
Storm Water		$ - 0 -
Capital Project Funds		
Water Capital:		
Water Operations		$ 262,500.00
Water Depreciation Reserve:		
Water Operations		$ 858,500.00
Wastewater Capital:		
Wastewater Operations		$ 65,000.00
Storm Water Capital:		
Storm Water Operations		$ 125,000.00
Wastewater Depreciation Reserve:		
Wastewater Operations		$ 5,255,000.00
Storm Water Depreciation Reserve:		
Transfer to Other Funds		$ - 0 -
Enterprise Funds		
Water Fund:		
Water Treatment	768,505	
Water Operations	1,498,105	
Debt Service	344,675	
Operating Contingency	92,549	
Transfers to Other Funds	546,922	$ 3,250,756.00
Wastewater Fund:		
Wastewater Treatment	948,565	
Wastewater Operations	845,774	
Debt Service	332,876	
Operating Contingency	60,633	
Transfers to Other Funds	1,825,333	$ 4,013,181.00
Storm Water Fund:		
Storm Water	44,622	
Transfers to Other Funds	198,970	$ 243,592.00
Total Appropriations		**$ 25,105,512.00**

PASSED by the Council and approved by the Mayor this 22nd day of June, 2021.

_____

Mayor

_____

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Declaration of election to receive State Revenue Sharing funds
Preferred Agenda:	June 22, 2021
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	ORS 221.770
Towards Council Goal:	Goal 2: Be an effective and efficient government Goal 3.2: Improve community safety, Police, community design, etc.
Attachments:	Resolution No. 16 for 2021

Purpose of this RCA:

To declare the City's election to receive state revenues as required by Oregon Revised Statutes (ORS) 221.770.

Background/Context:

To receive State Revenue Sharing funds in 2021-2022, Sweet Home must have levied property taxes in the preceding year and adopt a resolution approving participation in the program by July 1. Public hearings must be held with the Budget Committee to discuss possible uses of the funds and before City Council on the proposed uses of the funds in relation to the entire budget.

A copy of the included resolution must be filed with the Department of Administrative Services (DAS) Operations Division by July 31.

The Challenge/Problem:

Will the City Council adopt Resolution No. 16 for 2021 declaring the City's election to receive state revenues as required by ORS 221.770?

Stakeholders:

- State of Oregon - State law requires cities who wish to receive State Revenue Sharing funds must submit a resolution authorizing such receipt to DAS by July 31.
- City of Sweet Home Residents - Adopting this resolution ensures residents receive the taxes they pay when purchasing liquor, cigarettes, gasoline and marijuana back as resources for Sweet Home services.

- City of Sweet Home City Council – Adopting this resolution allows for diversification of revenue for the City and ensures State support for the City of Sweet Home.
- City of Sweet Home City Staff – Adoption of this resolution allows staff to continue operations in their departments.

Issues and Financial Impacts:

If Resolution No. 16 for 2021 is not heard by the public in the form of a public hearing, nor adopted, the City will lose $296,300 in resources resulting in budgetary reductions likely impacting service offerings.

Elements of a Stable Solution:

ORS 221.770 establishes processes for cities to request State Revenue Sharing funds. Adoption of the included resolution complies with Oregon law and needs to be adopted by the City Council to ensure funding for the 2021-2022 fiscal year.

Options:

1. *Do Nothing*. Council could choose to move forward without adopting this resolution and forgoing State Revenue Sharing funds.
2. *Adopt Resolution No. 16 for 2021*.

Recommendation:

Staff recommends option 2, *Adopt Resolution No. 16 for 2021*. Inaction on this resolution results in the loss of $296k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 16 for 2021

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

The City of Sweet Home resolves as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2021-2022.

PASSED by the Council and approved by the Mayor this 22nd day of June, 2021.

_____

Mayor

_____

City Manager – Ex Officio City Recorder

* I certify that a public hearing before the Budget Committee was held on May 6th, 2021 and May 13th, 2021 and a public hearing before the City Council was held on June 8th, 2021, giving citizens an opportunity to comment on use of State Revenue Sharing.

_____

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Certification of Eligibility to receive State Revenue Sharing funds
Preferred Agenda:	June 22, 2021
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager Robert Snyder, City Attorney
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	ORS 221.760 ORS 221.770
Towards Council Goal:	Goal 2: Be an effective and efficient government Goal 3.2: Improve community safety, Police, community design, etc.
Attachments:	Resolution No. 17 for 2021

Purpose of this RCA:

To certify the City provides four or more services as required by Oregon Revised Statutes (ORS) 221.760.

Background/Context:

To receive State Revenue Sharing funds in the 2021-2022 fiscal year, Sweet Home must have levied property taxes in the preceding year and pass an ordinance or adopt a resolution approving participation in the program by July 1. Public hearings must be held with the Budget Committee to discuss possible uses of the funds and before City Council on the proposed uses of the funds in relation to the entire budget.

Certification of eligibility to receive State Revenue Sharing funds must be filed with the Department of Administrative Services (DAS) Operations Division by July 31.

The Challenge/Problem:

Will the City Council adopt Resolution No. 17 for 2021 certifying the city provides four or more services as required by ORS 221.760?

Stakeholders:

- State of Oregon – State law requires cities who wish to receive State Revenue Sharing funds must certify they meet the requirements to receive such funds under ORS 221 to DAS by July 31.

- City of Sweet Home residents – Adopting this resolution ensures residents receive the taxes they pay when purchasing liquor, cigarettes, gasoline and marijuana back as revenue for Sweet Home services.
- City of Sweet Home City Council – Adopting this resolution allows for diversification of revenue for the City and ensures state support for the City of Sweet Home.
- City of Sweet Home City staff – Adoption of this resolution allows staff to continue operations in their departments.

Issues and Financial Impacts:

If Resolution No. 17 for 2021 is not heard by the public in the form of a public hearing nor adopted, the City will lose $296,300 in resources resulting in budgetary reductions likely impacting service offerings.

Elements of a Stable Solution:

ORS 221.760 establishes processes for cities to request State Revenue Sharing funds. Adoption of the included resolution complies with Oregon law and need to be adopted by the City Council to ensure funding for the 2021-2022 fiscal year.

Options:

1. *Do Nothing*. Council could choose to move forward without adopting the resolution and forgoing State Revenue Sharing funds.
2. *Adopt Resolution No. 17 for 2021*.

Recommendation:

Staff recommends option 2, *Adopt Resolution No. 17 for 2021*. Inaction on this resolution results in the loss of $296k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 17 for 2021

A RESOLUTION CERTIFYING THE CITY PROVIDES FOUR OR MORE SERVICES IN ORDER TO RECEIVE STATE REVENUES.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

(1) Police Protection
(2) Fire Protection
(3) Street Construction, Maintenance and Lighting
(4) Sanitary Sewer
(5) Storm Sewers
(6) Planning, Zoning and Subdivision Control
(7) One or more Utility Services

and;

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

NOW, THEREFORE, BE IT RESOLVED, that the City of Sweet Home hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

Police Protection
Street Construction, Maintenance and Lighting
Sanitary Sewer
Storm Sewers
Planning, Zoning and Subdivision Control
One or more Utility Services

This resolution shall be effective July 1, 2021.

PASSED by the Council and approved by the Mayor this 22nd day of June 2021.

_____

Mayor

_____

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Marijuana Revenue Certification
Preferred Agenda:	June 22, 2021
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	ORS 475B
Towards Council Goal:	Goal 2: Be an effective and efficient government Goal 3.2: Improve community safety, Police, community design, etc.
Attachments:	Resolution No. 18 for 2021

Purpose of this RCA:

To certify the City complies sections of Oregon Revised Statutes (ORS) 475B related to marijuana production, processing, wholesale and retail sales.

Background/Context:

In 2014, Oregon voters decided to allow non-medical use of marijuana in the state of Oregon. Prior to this, only medical marijuana was allowed. After the passage of Measure 91, the state legislature passed, and the Governor signed, an emergency bill that allowed retail sales from dispensaries and required the OLCC to establish rules and taxing structures to support those sales. The result was a licensing structure managed by the OLCC and a 17% tax rate at the state level.

In 2016, the City of Sweet Home asked voters to establish a local tax on the sale of non-medical marijuana from dispensaries inside city limits. Ordinance 1251 established a 3% tax which is deposited into the General Fund.

A portion of the state proceeds are paid to cities which do not prohibit the sale of marijuana. The distribution of funds comes from the Oregon Department of Administrative Services (DAS) which also manages the State Revenue Sharing program. An additional certification is necessary through Council Resolution to certify that the City allows marijuana in Sweet Home to receive a portion of the state's marijuana funds.

Certification of eligibility to receive State Revenue Sharing funds must be filed with the Department of Administrative Services (DAS) Operations Division by July 31.

The Challenge/Problem:

Will the City Council adopt Resolution No. 18 for 2021 certifying the city complies with ORS 475B.070, 475B.090, 475B.100 and 475B.105?

Stakeholders:

- State of Oregon – State law requires cities who wish to receive State Revenue Sharing funds (includes marijuana revenues) must certify they comply with various sections under ORS 475B to DAS by July 31.
- City of Sweet Home residents – Adopting this resolution ensures residents receive the taxes they pay when purchasing marijuana back as revenue for Sweet Home services.
- City of Sweet Home City Council – Adopting this resolution allows for diversification of revenue for the City and ensures state marijuana funds for the City of Sweet Home.
- City of Sweet Home City staff – Adoption of this resolution allows staff to continue operations in their departments.

Issues and Financial Impacts:

If Resolution No. 18 for 2021 is not heard by the public in the form of a public hearing nor adopted, the City will lose $111,587 in resources resulting in budgetary reductions likely impacting service offerings.

Elements of a Stable Solution:

DAS has established a process for cities to request Marijuana State Revenue funds. Adoption of the included resolution complies with this new process and needs to be adopted by the City Council to ensure funding for the 2021-2022 fiscal year.

Options:

1. *Do Nothing*. Council could choose to move forward without adopting the resolution and forgoing marijuana State Revenue Sharing funds.
2. *Adopt Resolution No. 18 for 2021*.

Recommendation:

Staff recommends option 2, *Adopt Resolution No. 18 for 2021*. Inaction on this resolution results in the loss of $112k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 18 for 2021

A RESOLUTION CERTIFYING THE CITY COMPLIES WITH SECTIONS OF ORS 475B RELATED TO MARIJUANA SALES INSIDE CITY LIMITS.

WHEREAS, ORS 475B.010, the Adult and Medical Use of Cannabis Act contains the rules and regulations regarding the sale of recreational and medical marijuana in the State of Oregon, and;

WHEREAS, ORS 475B.070 establishes a license to produce marijuana, and;

WHEREAS, ORS 475B.090 establishes a license to process marijuana, and;

WHEREAS, ORS 475B.100 establishes a license for the wholesale sale of marijuana, and;

WHEREAS, ORS 475B.105 establishes a license for the retail sale of marijuana, and;

WHEREAS, Sweet Home Municipal Code (SHMC) Chapter 3.34 authorizes the sale of marijuana in the City of Sweet Home and establishes a tax of 3% on all retail sales.

NOW, THEREFORE, BE IT RESOLVED, that the City of Sweet Home hereby certifies that it allows the establishment of marijuana business under the aforementioned ORS' and further certifies the City is eligible and elects to receive revenue collected by the State for the purpose of state revenue sharing and the City's tax for fiscal year 2021-2022.

This resolution shall be effective July 1, 2021.

PASSED by the Council and approved by the Mayor this 22nd day of June 2021.

_____

Mayor

_____

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Resolution No. 19 for 2021 - 2021-2023 Planning Assistance Grant—Housing Needs Analysis
Preferred Agenda:	June 22, 2021
Submitted By:	Blair Larsen, Community & Economic Development Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution _X_ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	City of Sweet Home Comprehensive Plan Chapter 4: Residential Lands and Housing
Towards Council Goal:	Vision Statement: Aspiration I: Desirable Community
Attachments:	2021-23 Planning Assistance Grant Application Project Description & Work Program Resolution No. 19 for 2021: Technical Assistance Grant Application to DLCD

Purpose of this RCA:

The purpose of this RCA is to request Council authorization for the Mayor to sign a grant application to the Oregon Department of Land Conservation and Development for planning assistance to begin implementation of House Bill 2003 (Housing Supply) by conducting a Housing Needs Analysis.

Background/Context:

In 2019, the Oregon Legislature passed House Bill 2003, which mandated that cities with a population over 10,000 develop and adopt a housing needs analysis and housing production strategy. The population of the City of Sweet Home was estimated to be 9,415 in 2020, and is expected to exceed 10,000 in the near future.

The Department of Land Conservation and Development is offering grants to cities with a population under 10,000 to pay for a housing needs analysis in order to ensure that cities have an available land supply to accommodate their housing needs over the next 20 years.

The City of Sweet Home conducted a Housing and Economic Analysis in 2001. Since then, housing affordability has become a prominent state and national issue. The City is in need of a housing needs analysis to ensure opportunity for the provision of adequate numbers of needed housing units, the efficient use of buildable land within urban growth boundaries, and to provide greater certainty in the development process so as to reduce housing costs.

The City of Sweet Home applied for similar assistance in March, 2020, but was denied. Since then, the Oregon Legislature passed House Bill 3155 which extended additional assistance to cities under 10,000 population, provided that those cities satisfy the Housing Production Strategy requirements for cities between 10,000 and 25,000 population. These requirements include:

- Conduct a housing needs analysis to estimate housing needs for the next 20 years
- Inventory the supply of buildable lands available within the urban growth boundary to accommodate the estimated housing needs
- Adopt measures necessary to accommodate the estimated housing needs
- Update the housing needs analysis on a scheduled not to exceed once every eight years

The Challenge/Problem:

How does the City prepare for future housing needs in its policies and codes?

Stakeholders:

- Sweet Home Residents – Residents deserve to live in a community with a stable supply of affordable, quality housing.
- Sweet Home Employers – Employers seek to operate in cities that have adequate housing for their employees at a reasonable price.
- Sweet Home City Council – The City Council has set a goal to make Sweet Home a community that is desirable to live in.
- Sweet Home City Staff – Staff work more efficiently when City policies are in line with City goals, and when there are clear plans and data to guide their efforts.

Issues and Financial Impacts:

The grant program has no matching funds requirement, therefore there is no financial commitment or impact on the City.

Elements of a Stable Solution:

An approved grant application and resulting grant award that funds a Housing Needs Analysis for the City.

Options:

1. *Do Nothing* – Authorize no grant application for this purpose or work.
2. *Adopt Resolution No. 19 as currently proposed* – Adopt Resolution No. 19 as written and authorize staff to submit the grant application to DLCD.
3. *Adopt Resolution No. 19 with Changes* – Adopt Resolution No. 19 with specified changes and authorize staff to submit an amended grant application to DLCD.
4. *Direct Staff to research other options* – Direct staff to research other ways to plan for future housing.

Recommendation:

Staff recommends option 2: *Adopt Resolution No. 19 as currently proposed.*

RESOLUTION NO. 19 FOR 2021

A RESOLUTION IN SUPPORT OF THE 2021 TECHNICAL ASSISTANCE GRANT APPLICATION TO THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT FOR AN UPDATED HOUSING NEEDS ANALYSIS

WHEREAS, during the 2019 legislative session, the Oregon legislature passed House Bill 2003, requires cities with a population of greater than 10,000 to create and adopt an updated housing needs analysis prior to July 1, 2024; and

WHEREAS, the legislature has provided assistance to communities to implement the requirements of House Bills 2001 and 2003; and

WHEREAS, the population of the City of Sweet Home is nearing 10,000 and House Bill 3155, allows cities with populations of less than 10,000 to access to the funding and the requirements of House Bill 2003; and

WHEREAS, the City of Sweet Home last conducted a Housing Needs Analysis in May, 2001; and

WHEREAS, the City of Sweet Home desires to conduct an updated Housing Needs Analysis.

NOW, THEREFORE, the City of Sweet Home does resolve as follows:

Section 1. The City of Sweet Home City Council supports the request for funding assistance (Exhibits A and B) and agrees to provide a grant match in the form of staff wages and salaries.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PASSED by the Council and approved by the Mayor this 22nd day of June, 2021.

_____
Mayor

ATTEST:

_____
City Manager - Ex Officio City Recorder

Department of Land Conservation and Development

2021-23 PLANNING ASSISTANCE HOUSING NEEDS ANALYSIS - PROVIDED CONSULTANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. **Submit completed applications by June 30, 2021**.

Date of Application: June 11, 2021

Applicant: City of Sweet Home
(If council of governments, please also include the recipient jurisdiction name if applicable)

Street Address: 3225 Main Street
City: Sweet Home, OR
Zip: 97386

Contact name and title: Blair Larsen, Community & Economic Development Director

Contact e-mail address: blarsen@sweethomeor.gov

Contact phone number: 541-818-8036

Project Title:

City of Sweet Home Housing Needs Analysis

Project summary: (Summarize the project and products in 50 words or fewer)

The City of Sweet Home is seeking to conduct a Housing Needs Analysis to detail how much additional housing the City will need in the next 20 years, but also the proper mix of housing types in order to ensure affordability, flexibility, and sufficient supply of housing.

Project Description & Work Program

Please describe the proposed project, addressing each of the following in an attachment.

A. Goals and Objectives. The primary objective of this Project is to prepare hearings-ready draft comprehensive plan amendments to update the Housing Needs Analysis (pursuant to ORS 197.296) for the City. City adoption of the amendments is not required prior to project completion on or before June 30, 2023. Please state any additional goals or overall purposes of the project. Describe particular objective(s) the community hopes to accomplish.

B. Products and Outcomes. Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

C. Work Program, Timeline & Payment. A sample work program is provided in a separate attachment for your convenience and to outline the fundamental steps necessary to complete a Housing Needs Analysis. Local governments should review this sample to develop a comprehensive work program that best fits their community. Per Statewide Planning Goal 1, Public Involvement, public engagement is a necessary component of any planning process, but may be adjusted by the local government. Please also provide a preliminary schedule for the project, with identified target completion dates for each task. If other changes are necessary, please consult with your Regional Representative.

Please note that applicants are expected to submit detailed proposals that specify the work tasks, products, and timelines unique to their proposal. The attached sample work programs are not complete and will require refinement to suit specific proposals. Priority will be given to proposals that provide well-defined tasks, products, and timelines.

1. **Tasks and Products:** Provide a detailed outline the expected major tasks and deliverables for the Consultant and the City.

2. **Timeline:** List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. Please note that this project must be completed before the end of the biennium – June 30, 2023. To ensure adequate time for billing, work tasks must conclude no later than May 31, 2023. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

D. Evaluation Criteria. Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions ("Eligible Projects and Evaluation Criteria").

E. Project Partners. List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work; will advise; will contribute information or services, etc.).

F. Advisory Committees. List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program.

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city or county demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. *The application will not be complete if it does not include this item.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before assistance is awarded.

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail: DLCD.GFGrant@state.or.us

Please note that due to public health concerns, we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible to make arrangements.

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

Sean Edging, Housing Policy Analyst
sean.edging@state.or.us or (971) 375-5362

If you have questions about the Grant Program or application process, please contact:

Angela Williamson, Grants and Periodic Review Administrative Specialist
angela.williamson@state.or.us or (971) 345-1987

APPLICATION DEADLINE: June 30, 2021

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-8969
Fax 541-367-5007
www.sweethomeor.gov

A. Goals and Objectives.

The purpose of this project is to complete a Housing Needs Analysis (HNA) and update the housing element of the comprehensive plan.

In addition, in the 2019 Oregon Legislative Session House Bill 2001 passed, which applies to cities 10,000 and greater in size. Sweet Home's population is currently 9,612 as of 2017 and is projected to surpass 10,000 in the near future. The HB 2001 funding is primarily for cities larger than 10,000 is population but allows funding for a HNA for cities smaller than 10,000. The City of Sweet Home is projected to surpass 10,000 in the near future and wants to provide adequate needed housing.

In 2001, the City of Sweet Home contracted with ECONorthwest to prepare a Housing and Economic Analysis. Since then, housing trends, State policies, buildable lands, and other factors have changed. The proposed project is in response to circumstances that have changed significantly since the last major revision. A full evaluation of the housing element of the comprehensive plan has not been completed since 2001. Since 2001 housing affordability has become a prominent national issue and the housing needs of the community have changed significantly. A HNA should be updated regularly to ensure opportunity for the provision of adequate numbers of needed housing units, the efficient use of buildable land within urban growth boundaries, and to provide greater certainty in the development process so as to reduce housing costs.

Furthermore, the City of Sweet Home completed an Economic Opportunities Analysis (EOA) in April 2017. The EOA identifies that land in the Recreational Commercial Zone provides the city with an opportunity for economic development, but the current zoning is a barrier to most types of employment uses. The report recommended zone changes or the expansion of commercial or industrial uses allowed in the implementing zone. If the city expands the commercial or industrial uses in the implementing zones this could attract economic development to the city. The increase in economic development could lead to additional workforce housing demand. Therefore, the next logical step for the city is a HNA and to complete a development code update to ensure adequate housing supply.

The process will allow the city to take a holistic look at the existing and projected conditions in the city and refine the housing comprehensive plan element based on new information, changing housing needs, population growth, and other factors. The result will be a comprehensive plan housing element that positions the City of Sweet Home to encourage housing development in the city based on the identified housing needs and community vision and meet the community's housing needs.

The updated housing element and HNA will serve as the foundation for future development in the City of Sweet Home. Once the review period for the final housing element is finished the plan is anticipated to be adopted and will amend the comprehensive plan housing element (chapter four). By adopting this plan and the amendments, the city will ensure it is in compliance with applicable laws, rules,

regulations, plans, and programs. Importantly, the update will also ensure that the comprehensive plan reflects current community conditions and values.

B. Products and Outcomes.

The City of Sweet Home expects that this project will result in an updated Comprehensive Plan Housing Element and Housing Needs Analysis for the City.

We believe these products will result in clear, adopted City policies that clearly direct the Council, Planning Commission, and City Staff regarding the needed mix of housing types, location of housing and housing types, and any changes necessary to remain compliant with State and Federal housing policies and laws.

The City expects that the adoption of an updated Housing Needs Analysis will be a clear signal to developers, realtors, and employers that an increase in the housing supply is a major City priority. In addition, The City expects that theses updated documents will dictate this priority internally, and will result in the streamlining of regulatory processes that may currently hinder residential development within the City.

As a low-income community, the City expects that the improvements in housing development that will come from these updated policies will result in socioeconomic gains among all residents of the City.

C. Work Program, Timeline & Payment.

Sweet Home Housing Needs Analysis

Task 1: Project Kick-Off

Timeline: September, 2021

The purpose of the project kick-off is for Consultant to become familiar with local conditions and with the City of Sweet Home's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project. Consultant will contact City via conference call, or in person to inquire about establishing project expectations and familiarize themselves with city-specific concerns. Consultant will verify the action items identified through this initial conference call with the participating City and will develop and share a proposed schedule for the actions required for the completion of all tasks. The level of detail required for the proposed project schedule should be determined and with mutual agreement by the City and the Consultant.

Task 1 Consultant Deliverables:

- Summary of major tasks and action items for the Project
- Proposed Project schedule

Task 1 City Deliverables:

- Copy of relevant comprehensive plan and code sections
- Building permit and housing data to support the Housing Needs Analysis.

Task 2: Housing Needs Projection

Timeline: October 1, 2021 – January 31, 2022.

Consultant will prepare a draft housing needs projection consistent with OAR chapter 660, division 8, as applicable. The housing needs projection will be used to determine the City's residential land need in Task 4. The housing needs projection will be developed based on discussion with a project advisory committee at one or more committee meetings.

City will schedule, and provide notice and an agenda, for one advisory committee (AC) meeting to review the draft housing needs projection product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

Task 2 Consultant Deliverables:

- Draft housing needs projection
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (AC #1)
- Advisory committee meeting notes

Task 2 City Deliverables:

- Advisory committee appointments
- Advisory committee meeting notices and agendas

Task 3: Buildable Lands Inventory (BLI)

Timeline: February 1, 2022 – May 30, 2022

Consultant will prepare a draft inventory of buildable land consistent with OAR chapter 660, division 8, as applicable. The BLI will be used to determine the City's residential land need in Task 4. The BLI will be developed based on discussion with a project advisory committee at one or more committee meetings.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft BLI product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft housing needs and buildable lands data and findings. City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting(s).

Task 3 Consultant Deliverables:

- Draft BLI
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (AC #2)
- Advisory committee meeting notes
- Public meeting summary

Task 3 City Deliverable:

- Advisory committee meeting notices and agendas
- Public meeting notice(s)

Task 4: Residential Land Needs Analysis (RLNA)

Timeline: June 1, 2022 – September 30, 2022

Based on the outcomes of Tasks 2 and 3, Consultant will prepare a draft RLNA that addresses how much land and what zoning the City needs to accommodate its Housing Need, comparing the demand and supply provided in the deliverables produced in Tasks 2 and 3. The RLNA will be developed based on discussions with a project advisory committee at one or more committee meetings.

If the analysis shows that the Housing Need cannot be accommodated by the City's existing comprehensive plan, the RLNA will be developed concurrently with Task 5 in order to consider accommodating Housing Needs through changes to the comprehensive plan and land use regulations as required by OAR chapter 660, divisions 8 and 24.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft RLNA product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

Task 4 Consultant Deliverables:

- Draft RLNA
- Presentation materials to introduce preliminary residential land need analyses and findings to the advisory committee, the public, and interest groups (AC #3)
- Advisory committee meeting notes

Task 4 City Deliverable:

- Advisory committee meeting notices and agendas

Task 5: Measures to Accommodate Needed Housing

Timeline: June 1, 2022 – September 30, 2022

Consultant will identify options for changes to the City's comprehensive plan and land use regulations to address housing and residential land needs determined in previous tasks. This task may be completed concurrently with Task 4.

City will schedule and provide notice and an agenda for one or two advisory committee meeting to review the housing-accommodation product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft residential land need and housing accommodation data, findings, and recommendations. City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting(s).

Task 5 Consultant Deliverables:

- Options for changes to City's comprehensive plan and land use regulations to address housing and residential land needs
- Presentation materials to introduce housing accommodation recommendations to the advisory committee, the public, and interest groups (AC #4, AC #5 if needed)
- Advisory committee meeting notes
- Public meeting summary
- Final draft hearings-ready HNA

Task 5 City Deliverables:

- Advisory committee meeting notices and agendas
- Public meeting notice(s)

Task 5: Adoption

Timeline: October 1, 2022 – November 30, 2022

The City of Sweet Home will schedule and provide notice and an agenda for hearings to adopt the Housing Needs Analysis and associated updates to the Local Government's comprehensive plan and development code. Consultant will coordinate with the City on hearing arrangements and present updates to the Planning Commission and City Council.

Task 5 Consultant Deliverable:

- Presentation materials to explain final draft updates to the hearings body or bodies

Task 5 Local Government Deliverables:

- Hearings notices, agendas, and minutes

D. Evaluation Criteria.

As the City of Sweet Home is a low-income community in east Linn County with limited financial means that is facing a significant shortage of housing in the face of increasing demand, we feel that the City fits very well with the goals and priorities of this program.

Our top priority is to create a housing needs analysis (HNA) in accordance with ORS 197.296 and OAR chapter 660, division 8. Our current HNA was adopted over 20 years

ago and is woefully out-of-date. While our current population (estimated at 9,415 for 2020, US Census data is pending) is under 10,000, due to our housing demand and an uptick in development, we expect to exceed 10,000 within the next three years.

This project will be conducted in a manner that is entirely consistent with statewide planning goals. Since the majority of the work will be performed by hired consultants, City believes the objectives of this project are very reasonably achievable.

In the past the City has performed well with state grants, and has adequate capacity and capability to manage this project. We have completed or are on track to complete all of our state grant-funded projects on time and within budget. This project will be managed by our Community & Economic Development Director, who has managed several such projects in the past.

E. Project Partners.

The City expects that a consultant will do the bulk of the work, as directed and managed by City Staff. In addition, the Oregon Cascades West Council of Governments will play an advisory role, through its planning contract with the City.

F. Advisory Committees.

The City Council will appoint an ad hoc housing advisory committee specifically for this project. This committee will consist of one member of the Planning Commission, one member of the City Council, and three (3) Sweet Home citizens.

REQUEST FOR COUNCIL ACTION

Title:	Willow-Yucca Street Neighborhood Local Improvement District (LID)
Preferred Agenda:	June 22, 2021
Submitted By:	Blair Larsen, Community & Economic Development Director
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution ___ Motion _X__ Roll Call ____ Other ____
Relevant Code/Policy:	Sweet Home City Charter, Chapter VII, Section 28 SHMC Chapter 3.16
Towards Council Goal:	Aspiration I: Desirable Community, Aspiration III: Viable and Sustainable Infrastructure, Goal 1 Infrastructure
Attachments:	Ordinance Bill No. 3 for 2021 with an Expediency Clause Ordinance Bill No. 3 for 2021 without an Expediency Clause Exhibit A Exhibit B Exhibit C

Purpose of this RCA:

To present to the City Council a revised cost estimate and assessment methodology for the proposed Willow-Yucca Street Neighborhood Local Improvement District (LID) and seek direction from the City Council regarding the formation of this LID, as set forth in SHMC Chapter 3.16.

Background/Context:

In December 2019, residents of the Willow/Yucca Street neighborhood petitioned the City for the formation of a Local Improvement District (LID) to extend City water infrastructure and service to the neighborhood, and construct sidewalk and street improvements, all of which are currently lacking. City Staff developed a potential boundary, list of requested improvements, cost estimates, and an initial cost assessment methodology.

As dictated by SHMC Chapter 3.16, the four selected viewers met on January 18, 2021, and January 21, 2021 to investigate the proposed LID maps, cost estimates, and assessment methodology. They submitted their report and recommendations to the Council, which was reviewed at the February 23, 2021, Council Meeting.

The February 23, 2021, Council Meeting also included a public hearing on the matter. Residents of the neighborhood were given notice via certified mail of the public hearing, and several expressed their views on the issue. At that meeting, the City Council directed staff to

research ways to bring down the cost of the project and develop a more reasonable assessment of the costs.

City Staff revised the project by reducing some of the street infrastructure in the proposal, and developed some revisions to the assessment of costs in order to reflect the development potential of larger properties and delay the related payment to the time of development or 20 years, whichever comes first. In addition, one of the property owners, who owns a majority of the properties in the proposed LID, offered to forego any grant or City funding on his properties, and allow any such funding to be spread among all the other properties. This has resulted in significant cost reductions for many of the properties, dependent, of course, upon any grant or City contribution.

City Staff organized two community meetings regarding the revisions and notified residents of the meetings. These meetings were held on April 20th and April 29th, 2021. While lightly attended, those meetings enabled staff to explain the methodology and options in detail, and answer questions from residents regarding the impact of the LID specific to them. In addition, a reporter from the New Era was present and able to gather information for his audience.

Although not required by City Code, Staff determined that another public hearing should be held before the City Council on June 8th before proceeding further. This public hearing was advertised in the New Era, and multiple notices were sent to the owners of property within the proposed LID.

At the June 8, 2021 meeting, the Council voted to approve the LID as presented, and directed staff to draft the necessary ordinance.

The Challenge/Problem:

How can the City Council meet their goal of providing Citizens with viable and sustainable infrastructure in the Willow-Yucca Street neighborhood? How should the City respond to residents who have petitioned for the formation of a Local Improvement District?

Stakeholders:

- Sweet Home Residents – Sweet Home citizens deserve viable and sustainable infrastructure, effective and efficient government, and to have their taxes and fees spent wisely.
- Sweet Home City Council – The City Council has set a goal to provide viable and sustainable infrastructure to residents, and is responsible for adopting ordinances, such as the ordinances required for proposed local improvement districts.
- Willow and Yucca Street Neighborhood Residents – Residents within the LID deserve the same services and infrastructure that other City residents enjoy and deserve costs to be assessed in a fair and just way.

Issues and Financial Impacts:

Local Improvement Districts offer significant flexibility for the City. They can be assessed entirely on the property owners of the District and cost the City nothing. The City can also choose to contribute funds to the LID and bring the cost down for residents within the District. The current estimate and assessment methodology assumes a City contribution of approximately $300,000 over a 30 year period. This level of funding can be increased or decreased by the Council, to the benefit or detriment of LID property owners. The financial impact on LID property owners is detailed in the attached spreadsheet, however, those costs will likely be balanced by significant improvements to the neighborhood and a corresponding rise in property values.

Elements of a Stable Solution:

A stable solution would provide water and street infrastructure to the Willow and Yucca Street Neighborhood in a fair and just way to both property owners within the District, and all Sweet Home citizens.

Options:

1. *Do Nothing* – Without an enabling ordinance, the formation of the LID would be effectively canceled.
2. *Approve Ordinance Bill No.3 for 2021 with an expediency clause and conduct a first reading* – Approval of the Ordinance will create the LID and begin the process of financing and constructing the improvements without a requirement to wait 30 days after passage.
3. *Approve Ordinance Bill No.3 for 2021 without an expediency clause and conduct a first reading* – Approval of the Ordinance will create the LID and begin the process of financing and constructing the improvements 30 days after passage of the ordinance.
4. *Conduct a second reading of Ordinance Bill No. 3 for 2021* –After the ordinance is approved and a first reading is held, a unanimous vote by the Council to hold a second reading will allow a second reading to take place during the same meeting.
5. *Direct Staff to proceed with the formation of the LID with changes* – Direct staff to prepare the ordinance necessary to form the Willow-Yucca Street Neighborhood Local Improvement District with specified changes to the existing proposal.
6. *Direct Staff to research other options* – Direct staff to research other ways to serve the Willow and Yucca Street with water and construct street and sidewalk improvements.

Recommendation:

Staff recommends option 2: *Approve Ordinance Bill No.3 for 2021 with an expediency clause and conduct a first reading* and option 4: *Conduct a second reading of Ordinance Bill No. 3 for 2021*

ORDINANCE BILL NO. 3 FOR 2021

ORDINANCE NO._____

IN THE MATTER OF WATER, STREET, SIDEWALK, CURB, GUTTER AND STORM DRAIN IMPROVEMENTS FOR THE WILLOW-YUCCA STREET NEIGHBORHOOD LID AND DECLARING A NEED FOR AN EXPEDIENCY CLAUSE.

WHEREAS, The improvement project being the installation of water, street, sidewalk, curb, gutter and storm drain improvements, on Willow Street, Yucca Street, parts of 18th, 19th, and 20th Avenues and other roadways in the Local Improvement District (LID) area as set forth in Exhibit A and Exhibit B attached hereto;

WHEREAS, It is determined pursuant to SHMC Chapter 3.16 that the subject LID is established hereby and the estimated proper assessments of the benefits therefor to the respective properties benefitted thereby have been determined and set forth in the Estimated Costs and Assessment Methodology in the Project Costs Current Development and Project Costs Future Development columns for each property and as a total project cost as set forth in Exhibit C attached hereto; and

WHEREAS, This ordinance needs to be in effect as soon as possible to take advantage of financial opportunities to help pay for the improvements.

NOW THEREFORE, THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1. That assessments for said improvements are to be levied as to be determined and set by a subsequent city ordinance or resolution as allowed by SHMC Chapter 3.16. The assessments shall be based on the average of frontage and area of each property up to 150-foot depth, and modification factors for property size and proximity to sidewalks as set forth in Exhibit C.

Section 2. The assessment procedures and amounts set out in the Estimated Costs and Assessment Methodology as set forth in Exhibit C are hereby declared to be just and proper to the property benefitted thereby.

Section 3. The unpaid balances on assessments shall bear interest at a rate to be determined and set by the subsequent ordinance or resolution specified in Section 1. The unpaid balance of said assessments shall be paid in the time period given to the City to pay the financing that the City has to pay but not less than ten years.

Section 4. Said improvement project is hereby designated as the Willow-Yucca Street Neighborhood LID for water, street, sidewalk, curb, gutter and storm drain improvements.

Section 5. Exhibits A, B, and C attached hereto are by this reference made a part hereof.

Section 6. The City Council does hereby direct and order the work to be done in accordance with applicable State and City laws.

Section 7. Expediency Clause. It is hereby adjudged and declared that it is necessary that this Ordinance become effective immediately in order to take advantage of existing financing opportunities. Therefore, this Ordinance shall be in full force and effect after its passage by the City Council and approved by the Mayor.

PASSED by the City Council and approved by the Mayor this_____day of _____, 2021

_____
Mayor

ATTEST:

_____
City Manager-Ex Officio City Recorder

ORDINANCE BILL NO. 3 FOR 2021

ORDINANCE NO._____

IN THE MATTER OF WATER, STREET, SIDEWALK, CURB, GUTTER AND STORM DRAIN IMPROVEMENTS FOR THE WILLOW-YUCCA STREET NEIGHBORHOOD LID.

WHEREAS, The improvement project being the installation of water, street, sidewalk, curb, gutter and storm drain improvements, on Willow Street, Yucca Street, parts of 18th, 19th, and 20th Avenues and other roadways in the Local Improvement District (LID) area as set forth in Exhibit A and Exhibit B attached hereto;

WHEREAS, It is determined pursuant to SHMC Chapter 3.16 that the subject LID is established hereby and the estimated proper assessments of the benefits therefor to the respective properties benefitted thereby have been determined and set forth in the Estimated Costs and Assessment Methodology in the Project Costs Current Development and Project Costs Future Development columns for each property and as a total project cost as set forth in Exhibit C attached hereto.

NOW THEREFORE, THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1. That assessments for said improvements are to be levied as to be determined and set by a subsequent city ordinance or resolution as allowed by SHMC Chapter 3.16. The assessments shall be based on the average of frontage and area of each property up to 150-foot depth, and modification factors for property size and proximity to sidewalks as set forth in Exhibit C.

Section 2. The assessment procedures and amounts set out in the Estimated Costs and Assessment Methodology as set forth in Exhibit C are hereby declared to be just and proper to the property benefitted thereby.

Section 3. The unpaid balances on assessments shall bear interest at a rate to be determined and set by the subsequent ordinance or resolution specified in Section 1. The unpaid balance of said assessments shall be paid in the time period given to the City to pay the financing that the City has to pay but not less than ten years.

Section 4. Said improvement project is hereby designated as the Willow-Yucca Street Neighborhood LID for water, street, sidewalk, curb, gutter and storm drain improvements.

Section 5. Exhibits A, B, and C attached hereto are by this reference made a part hereof.

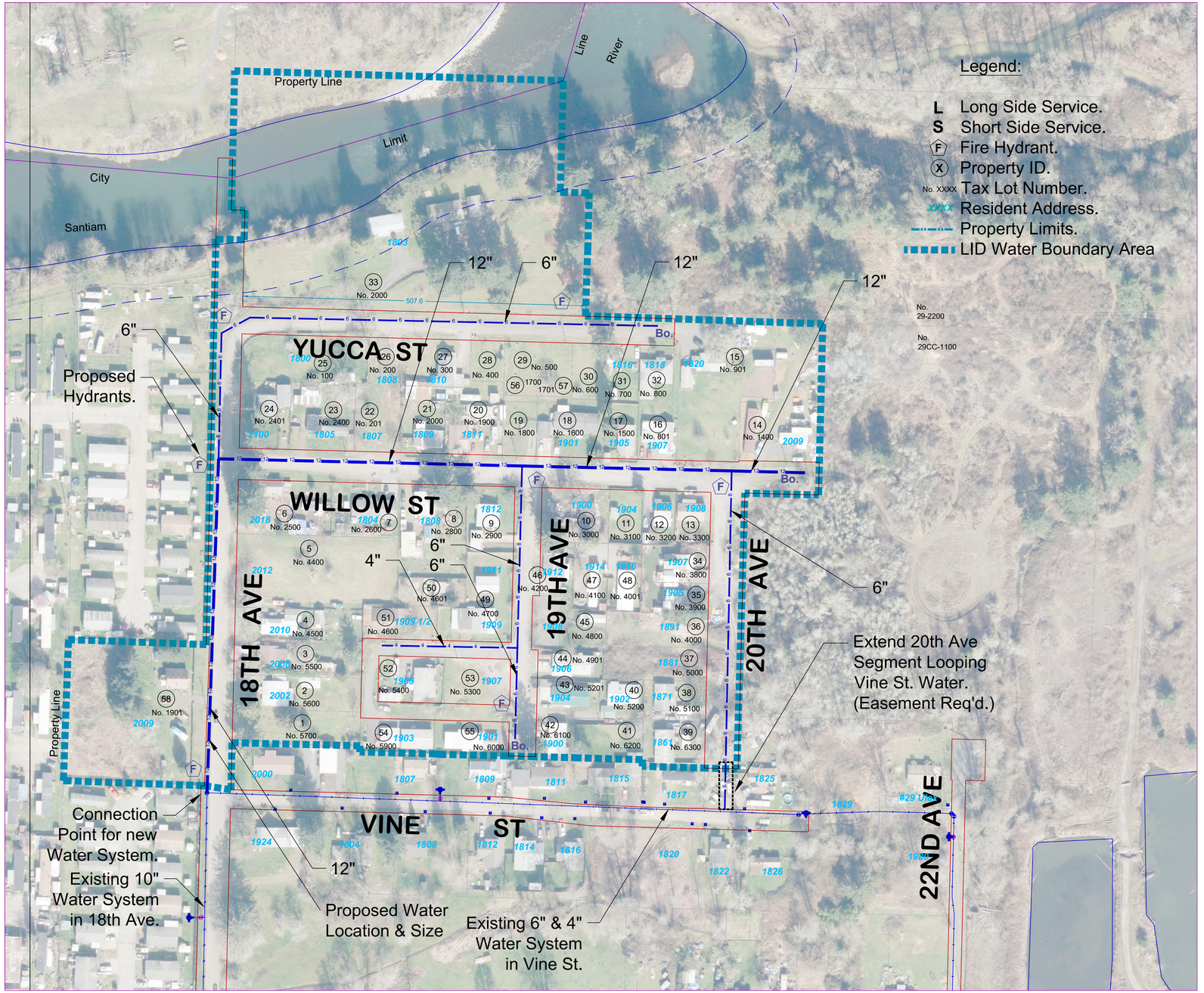
Section 6. The City Council does hereby direct and order the work to be done in accordance with applicable State and City laws.

PASSED by the City Council and approved by the Mayor this_____day of _____, 2021

_____
Mayor

ATTEST:

_____
City Manager-Ex Officio City Recorder



Project Overview

Horizontal Scale 1" = 80'

DWG No. g:\engr\Projects\Water\18thAve-WillowSt_WaterSys\ProposedNewWaterSys.dwg	Rev. / Description. / Date.	Exhibit A	CITY of SWEET HOME, Public Works Department, Engineering Division, 1140 12th Avenue, T:541-367-6977, F:541-367-6440
PRINT DATE 03-05-2020			LINE IS 2 INCHES FULL SIZE (IF NOT 2" SCALE ACCORDINGLY) 0 5 10 15 20
SCALE 1" = Varies; SHPW2008; START DATE 05-31-2019	Drawn: Checked: Approved: Approved:	SIZE D	

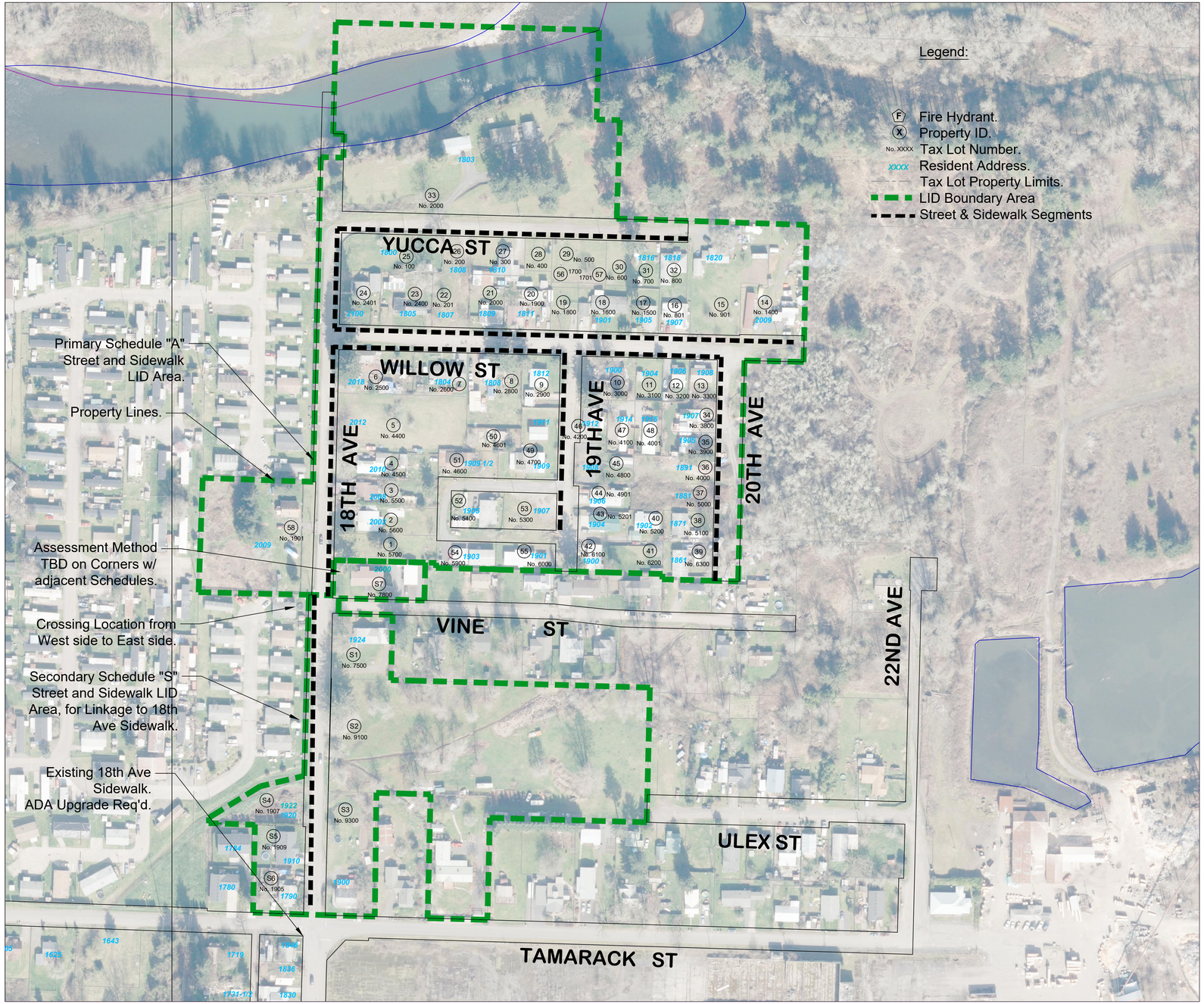
TITLE

Willow - Yucca St Neighborhood LID

Boundary Map of Waterline & Service Improvements

18th Ave, 19th Ave, 20th Ave, Willow St, Yucca St.

SHEET NUMBER



Project Overview

Horizontal Scale 1" = 100'

DWG No. g:\engr\Projects\Water\18thAve-WillowSt_WaterSys\ProposedNewStreetSidewalkSys.dwg		Rev.	Description.	Date.	Exhibit B	CITY of SWEET HOME, Public Works Department Engineering Division, 1140 12th Avenue, T:541-367-6977, F:541-367-6440	TITLE **Willow - Yucca St Neighborhood LID** Boundary Map of Street & Sidewalk Improvements 18th Ave, 19th Ave, 20th Ave, Willow St, Yucca St., Tamarack St Corner.	SHEET NUMBER
PRINT DATE 01-24-2020						LINE IS 2 INCHES FULL SIZE IF NOT 2" SCALE ACCORDINGLY 0 5 10 15 20		
SCALE 1" = 100'	Drawn:							
SHPW2008	Checked:							
SIZE D	Approved:							
	Approved:							

City of Sweet Home
3225 Main St
Sweet Home OR 97386
1-541-818-8039

Willow - Yucca St Neighborhood
Local Improvement District
Estimated Costs and Assessment Methodology
Exhibit C

6/17/2021

Assessment Method: 50/50 Averaging

Total = (Cost per frontage foot + Cost per square foot) / 2

Modification Factor #1 applies for properties that are odd shaped or oversize (<2X Area Average).

Modification Factor #2 applies for properties with "Sidewalk across the Street" proximity.

City Financing Options	City Contribution
Water LID City Partnership $ / Lot	0
Street LID City Partnership $ / Lot	0
City Partnership % / Lot	28.0%

Note: Costs are Estimates Only and are Subject to Change.

I.D.	Map Page	Tax Lot	Site Address	Owner of Record	Modification Factor #1	Waterline Project Costs	Modification Factor #1	Modification Factor #2	Street & Sidewalk Project Costs				Project Costs			
					Property Size	50/50 Averaging Method w/ Large Lot Reduction Factors	Property Size	Proximity Benefit	50/50 Averaging Method w/ Large Lot Reduction Factors	Total Project Costs	Potential Future Sites	Total Project Costs w/ Modification Factors	City % Partnership	Project Costs Current Development		Project Costs Future Development
						50/50 Avg			50/50 Avg							
1	131E29CC	5700	na	REVES DALE & BONNIE		$ 9,989.42			$ 11,520.57	$ 21,509.98		$ 21,509.98	$ 6,022.79	$ 15,487.19		
2	131E29CC	5600	2006 18th Ave	REVES DALE & BONNIE		$ 9,989.42			$ 11,520.57	$ 21,509.98		$ 21,509.98	$ 6,022.79	$ 15,487.19		
3	131E29CC	5500	2008 18th Ave	DUBRAY GARY D		$ 9,989.42			$ 11,520.57	$ 21,509.98		$ 21,509.98	$ 6,022.79	$ 15,487.19		
4	131E29CC	4500	2010 18th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 9,989.42			$ 11,520.57	$ 21,509.98		$ 21,509.98		$ 21,509.98		
5	131E29CC	4400	2012 18th Ave	VICTOR JOSHUA DBA NORTHERN INVESTMENTS		$ 21,776.93			$ 25,114.84	$ 46,891.76		$ 46,891.76		$ 46,891.76		
6	131E29CC	2500	2018 18th Ave	WINN LOIS, WHITE DAROLD C., WHITE JOY ANN		$ 15,272.15			$ 17,600.48	$ 32,872.63		$ 32,872.63	$ 9,204.34	$ 23,668.30		
7	131E29CC	2600	1804 Willow St	REYNOLDS WAYNE N & VERONICA SUSAN		$ 14,323.85			$ 16,419.57	$ 30,743.42		$ 30,743.42	$ 8,608.16	$ 22,135.26		
8	131E29CC	2800	1808 Willow St	DAVIS BILL & CHRISTINA		$ 19,009.41			$ 21,906.01	$ 40,915.41		$ 40,915.41	$ 11,456.32	$ 29,459.10		
9	131E29CC	2900	1812 Willow St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 10,988.04			$ 12,619.36	$ 23,607.40		$ 23,607.40		$ 23,607.40		
10	131E29CC	3000	1900 Willow St	VICTOR JOSHUA		$ 14,323.85			$ 16,419.57	$ 30,743.42		$ 30,743.42		$ 30,743.42		
11	131E29CC	3100	1904 Willow St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 7,161.92			$ 8,209.78	$ 15,371.71		$ 15,371.71		$ 15,371.71		
12	131E29CC	3200	1906 Willow St	VICTOR MANUEL DBA NORTHERN INVESTMENTS		$ 7,161.92			$ 8,209.78	$ 15,371.71		$ 15,371.71		$ 15,371.71		
13	131E29CC	3300	1908 Willow St	PHILLIPS DANIEL AUSTIN, PHILLIPS PENNY LEE, PRUITT SALLY		$ 7,161.92			$ 8,209.78	$ 15,371.71		$ 15,371.71	$ 4,304.08	$ 11,067.63		
14	131E29CC	1400	2009 Willow St	KIMBRELL KASSANDRA & KOLNICK JOE	0.5	$ 17,567.25	0.5		$ 20,150.36	$ 37,717.61	1	$ 18,858.81	$ 10,560.93	$ 27,156.68	$ 13,578.34	$ 13,578.34
15	131E29CC	901	1820 Yucca St	ANDREWS RODERICK D & CAROL A TRUSTEES	0.5	$ 18,075.16	0.5		$ 20,931.97	$ 39,007.13	1	$ 19,503.56	$ 10,922.00	$ 28,085.13	$ 14,042.57	$ 14,042.57
16	131E29CC	801	1907 Willow St	PRUITT JOHN F & JESSMON M		$ 7,370.72			$ 8,426.06	$ 15,796.78		$ 15,796.78	$ 4,423.10	$ 11,373.68		
17	131E29CC	1500	1905 Willow St	RICE JOHN H & LOIS J		$ 7,444.67			$ 8,540.86	$ 15,985.54		$ 15,985.54	$ 4,475.95	$ 11,509.59		
18	131E29CC	1600	1901 Willow St	GOODWIN TRAVIS L		$ 14,687.38			$ 16,845.24	$ 31,532.62		$ 31,532.62	$ 8,829.13	$ 22,703.49		
19	131E29CC	1800	na	GOODWIN TRAVIS L		$ 7,525.46			$ 8,635.46	$ 16,160.91		$ 16,160.91	$ 4,525.06	$ 11,635.86		
20	131E29CC	1900	1811 Willow St	DAVIS CHRISTINA L		$ 13,708.02			$ 15,747.84	$ 29,455.86		$ 29,455.86	$ 8,247.64	$ 21,208.22		
21	131E29CC	2000	1809 Willow St	NORTHERN INVESTMENTS		$ 10,201.32			$ 11,719.32	$ 21,920.64		$ 21,920.64		$ 21,920.64		
22	131E29CC	201	1807 Willow St	VICTOR MANUEL L		$ 9,604.75			$ 11,003.15	$ 20,607.90		$ 20,607.90		$ 20,607.90		
23	131E29CC	2400	1805 Willow St	MELLEIN JENNIFER		$ 15,142.58			$ 17,395.87	$ 32,538.45		$ 32,538.45	$ 9,110.77	$ 23,427.68		
24	131E29CC	2401	2100 18th Ave	STEDMAN-CRANE ESTELLE LYNN, HUGHES CURTIS ANTHONY		$ 11,954.67			$ 13,733.58	$ 25,688.25		$ 25,688.25	$ 7,192.71	$ 18,495.54		
25	131E29CC	100	1800 Yucca St	VICTOR MANUEL		$ 25,392.55			$ 29,066.37	$ 54,458.92		$ 54,458.92		$ 54,458.92		
26	131E29CC	200	1808 Yucca St	VICTOR MANUEL L		$ 7,767.82			$ 8,919.24	$ 16,687.05		$ 16,687.05		$ 16,687.05		
27	131E29CC	300	1810 Yucca St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 13,515.99			$ 15,473.63	$ 28,989.62		$ 28,989.62		$ 28,989.62		
28	131E29CC	400	na	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 6,354.07			$ 7,263.84	$ 13,617.91		$ 13,617.91		$ 13,617.91		
29	131E29CC	500	1812 Yucca St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 14,323.85			$ 16,419.57	$ 30,743.42		$ 30,743.42		$ 30,743.42		
30	131E29CC	600	1814 Yucca St	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 7,161.92			$ 8,209.78	$ 15,371.71		$ 15,371.71		$ 15,371.71		
31	131E29CC	700	1816 Yucca St	TUNNELL BRENDA		$ 7,161.92			$ 8,209.78	$ 15,371.71		$ 15,371.71	$ 4,304.08	$ 11,067.63		
32	131E29CC	800	1818 Yucca St	TUNNELL BRENDA L		$ 8,333.31			$ 9,581.39	$ 17,914.71		$ 17,914.71	$ 5,016.12	$ 12,898.59		
33	131E29	2000	1803 Yucca St	JONES DAVID L	0.2	$ 66,338.89	0.2	0.4	$ 47,558.81	$ 113,897.70	4	$ 17,072.48	$ 31,891.36	$ 82,006.34	$ 16,401.27	$ 65,605.07
34	131E29CC	3800	1907 20th Ave	BENITEZ SOCORRO		$ 8,766.76			$ 10,071.29	$ 18,838.05		$ 18,838.05	$ 5,274.65	$ 13,563.40		
35	131E29CC	3900	1905 20th Ave	ROBINSON TOM		$ 7,172.80			$ 8,240.15	$ 15,412.95		$ 15,412.95	$ 4,315.63	$ 11,097.32		
36	131E29CC	4000	1891 20th Ave	SHAHED OMAR		$ 9,989.42			$ 11,520.57	$ 21,509.98		$ 21,509.98	$ 6,022.79	$ 15,487.19		
37	131E29CC	5000	1881 20th Ave	SHAHED OMAR		$ 9,989.42			$ 11,520.57	$ 21,509.98		$ 21,509.98	$ 6,022.79	$ 15,487.19		
38	131E29CC	5100	1871 20th Ave	IVERSON STEPHEN E & CHRISTINE L		$ 5,546.64			$ 8,777.35	$ 14,323.98		$ 14,323.98	$ 4,010.72	$ 10,313.27		
39	131E29CC	6300	1861 20th Ave	IVERSON STEPHEN E & CHRISTINE L		$ 7,075.96			$ 10,532.82	$ 17,608.78		$ 17,608.78	$ 4,930.46	$ 12,678.32		
40	131E29CC	5200	1902 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 7,277.01			$ 8,316.33	$ 15,593.34		$ 15,593.34		$ 15,593.34		
41	131E29CC	6200	na	MARTIN MICHAEL D		$ 12,546.57			$ 14,338.50	$ 26,885.07		$ 26,885.07	$ 7,527.82	$ 19,357.25		
42	131E29CC	6100	1900 19th Ave	VICTOR JOSHUA J		$ 7,277.01			$ 8,316.33	$ 15,593.34		$ 15,593.34		$ 15,593.34		
43	131E29CC	5201	1904 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 9,244.94			$ 10,620.64	$ 19,865.58		$ 19,865.58		$ 19,865.58		
44	131E29CC	4901	1906 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 6,375.82			$ 7,324.58	$ 13,700.40		$ 13,700.40		$ 13,700.40		
45	131E29CC	4800	1908 19th Ave	COREY CHARLES		$ 13,397.93			$ 15,405.90	$ 28,803.83		$ 28,803.83	$ 8,065.07	$ 20,738.76		
46	131E29CC	4200	1912 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 9,520.23			$ 10,865.40	$ 20,385.63		$ 20,385.63		$ 20,385.63		
47	131E29CC	4100	1914 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 14,323.85			$ 16,419.57	$ 30,743.42		$ 30,743.42		$ 30,743.42		
48	131E29CC	4001	1916 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 14,323.85			$ 16,419.57	$ 30,743.42		$ 30,743.42		$ 30,743.42		
49	131E29CC	4700	1909 19th Ave	REYNOLDS EVERETT L & WAYNE N		$ 18,652.07			$ 21,353.61	$ 40,005.68		$ 40,005.68	$ 11,201.59	$ 28,804.09		
50	131E29CC	4601	na	ELLINGTON B. J. & ELLINGTON HOPE M		$ 11,254.00			$ 12,825.00	$ 24,079.00		$ 24,079.00	$ 6,742.12	$ 17,336.88		
51	131E29CC	4600	1909 1/2 19th Ave	NOE JAMES & PATSY		$ 13,090.31			$ 14,939.93	$ 28,030.24		$ 28,030.24	$ 7,848.47	$ 20,181.77		
52	131E29CC	5400	1905 19th Ave	NORTHERN INVESTMENTS, WESTBROOK RUSSELL L		$ 13,020.56			$ 14,902.33	$ 27,922.89		$ 27,922.89		$ 27,922.89		
53	131E29CC	5300	1907 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS		$ 13,020.56			$ 14,902.33	$ 27,922.89		$ 27,922.89		$ 27,922.89		
54	131E29CC	5900	1903 19th Ave	MUSGROVE JASON DON, YOUNG JERRY		$ 13,090.31			$ 14,939.93	$ 28,030.24		$ 28,030.24	$ 7,848.47	$ 20,181.77		
55	131E29CC	6000	1901 19th Ave	VICTOR MANUEL L DBA NORTHERN INVESTMENTS, RODGERS LARRY A		$ 13,090.31			$ 14,939.93	$ 28,030.24		$ 28,030.24		$ 28,030.24		
56	131E29CC	1700	na - small lot	GOODWIN TRAVIS L		$ -			$ -	$ -		$ -				
57	131E29CC	1701	na - small lot	GOODWIN TRAVIS L		$ -			$ -	$ -		$ -				
58	131E30D	1901	2009 18th Ave	ESPINOSA CARMEN & ERASMO JR	0.25	$ 41,697.82	0.25	0.4	$ 48,089.15	$ 89,786.97	3	$ 15,233.37	$ 25,140.35	$ 64,646.62	$ 16,161.65	$ 48,484.96
	Subtotals:			56	Total	$ 726,514.14		Total	$ 810,205.31	$ 1,536,719		$ 1,326,978				
18th Avenue from Tamarack St to Vine St.																
S1	131E29CC	7500	1924 18th Ave	NEHER SAM S & MISTY N			0.5	0.4	$ 23,222.37	$ 23,222.37		$ 4,644.47	$ 1,300.45	$ 3,344.02		
S2	131E29CC	9100	1824 Tamarack St	RICE GERALD & PATRICIA			0.5	0.4	$ 47,925.56	$ 47,925.56	1	$ 9,585.1	$ 13,419.16	$ 34,506.40	$ 17,253.20	$ 17,253.20
S3	131E29CC	9300	1900 18th Ave	JACKSON MELVIN K & N H			0.5	0.4	$ 39,474.39	$ 39,474.39	1	$ 7,894.9	$ 11,052.83	$ 28,421.56	$ 14,210.78	$ 14,210.78
S4	131E30D	1907	1920 & 1922 18th Ave	A1 AMERICAN BUILDING CONTRACTOR LLC					$ 17,683.44	$ 17,683.44		$ 17,683.4	$ 4,951.36	$ 12,732.07		
S5	131E30D	1909	1910 18th Ave	SHAMA FAMILY TRUST, SHAMA JOHN L TR					$ 14,360.95	$ 14,360.95		$ 14,361.0	$ 4,021.07	$ 10,339.89		
S6	131E30D	1905	1790 Tamarack St	TULLER JAMES D & JANICE D			0.5		$ 10,283.23	$ 10,283.23		$ 5,141.6	$ 1,439.65	$ 3,701.96		
S7	131E29CC	5800	2000 18th Ave	HETHMON DOUGLAS J & KATRINA M			0.233		$ 16,128.79	$ 16,128.79		$ 3,758.0	$ 1,052.24	$ 2,705.77		
	Subtotals:			7				AreaTotal	$ 169,078.73	$ 169,078.73		$ 63,068.48				
												$ 1,390,046.74				
	Note: Costs are Estimates Only and are Subject to Change.											$ 315,751.44	City Funds	Deferred:		**$ 173,175**
	Total			63.00		**$ 726,514**			**$ 979,284**	**$ 1,705,798**		**$ 1,705,798.18**	**$ 303,328**	Construction:	**$ 1,193,205**	

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Ordinance No. 5 for 2021 – Manufactured Home Code Changes.
Preferred Agenda:	June 22, 2021 (Third Reading) June 8, 2021 (Introduction, first and second reading)
Submitted By:	Angela Clegg, Associate Planner
Reviewed By:	Ray Towry, City Manager
Type of Action:	Resolution ___ Motion _X___ Roll Call ____ Other ____
Relevant Code/Policy:	SHMC 17.24.090, 17.28.090 and 17.30.090
Towards Council Goal:	Aspiration I: Desirable Community; Goal 2.1: Update and Streamline Processes
Attachments:	LA21-01 Staff Report Draft Planning Commission Minutes May 17, 2021 Ordinance No. 5 for 2021

Purpose of this RCA:

The purpose of this RCA is to present Ordinance No. 5 for 2021 for approval and to conduct a third and final reading. This ordinance was introduced June 8, 2021 and was unanimously voted by the Council to move to second reading June 8, 2021 with an expediency clause. Ordinance No. 5 for 2021 adopts text amendments (LA 21-01) to the Zoning Ordinance, which is Title 17.24, 17.28 and 17.30 of the Sweet Home Municipal Code (SHMC).

Background/Context:

This legislative amendment, LA 21-01, consists of text amendments to Chapters 17.24, Residential Low-Density Zone; 17.28, Residential High-Density Zone; and 17.30, Medium Density Residential Zone, of the Sweet Home Municipal Code (SHMC). The proposed text amendments were identified by City Staff, based on feedback from the Planning Commission and City Council, as a method for improving the quality of housing within the City. Specifically, the proposed ordinance places additional requirements on manufactured homes to ensure that they meet current building code standards for energy efficiency and better match the neighborhoods in which they are placed.

These standards are included in the current draft of the City's new development code that is now being reviewed by the Planning Commission. However, due to the amount of time required for that review process, Staff and the Planning Commission decided to move this change forward now in order to put tighter standards in place sooner.

This proposal includes amendments to following sections of the SHMC 17.24: 17.24.090 Homes on individual lots. SHMC 17.28: 17.28.090 Homes on individual lots. SHMC 17.30: 17.30.090 Standards for homes on individual lots.

The following is a timeline of meetings associated with this project:

- March 23, 2021: Staff submitted the online PAPA.
- March 31, 2021: Notice Published in the New Era
- May 3, 2021: The Planning Commission held a public hearing on the proposed text amendments. The Planning Commission voted to continue the Public Hearing to the May 17, 2021 public hearing.
- May 17, 2021: The Planning Commission held a public hearing on the proposed text amendments. The Planning Commission voted to recommend that the City Council adopt the proposed amendments.

At the June 8, 2020 Council Meeting, the City Council held a public hearing regarding this legislative amendment, approved the application, declared a need or an expediency clause, and held two readings of the ordinance. One more reading of the ordinance is necessary in order to adopt the ordinance.

The Challenge/Problem:

Should the City impose additional requirements on manufactured homes in order to ensure that they meet current building code standards for energy efficiency and better match the neighborhoods in which they are placed?

Stakeholders:

- City of Sweet Home Residents – The proposed text amendments benefit residents with a more clear and efficient code and better-quality housing.
- Property Owners and Developers: Benefit from clear standards and have a responsibility to construct and place attractive, good-quality housing.
- Staff: Will be able to implement the SHMC with more efficiency and less discretion.

Issues and Financial Impacts:

This change will have no financial impact on the City. This change may increase costs for housing developers, but will likely decrease energy costs for the future residents of that housing.

Elements of a Stable Solution:

A stable solution involves adopting changes to the City's code that improve the quality of housing for current and future residents, without overly burdening property owners and developers in a way that is clear, consistent, and does not require staff interpretation. In addition, a stable solution would be consistent with the City's policies and goals.

Options:

1. *Approve Ordinance No. 5 for 2021 and conduct a third and final reading and subsequent vote;*
2. *Remand Ordinance No. 5 for 2021 to staff and the Planning Commission for revisions (specify).*
3. *Take no action; leave the code as is.*
4. *Other*

Recommendation:

Staff recommends option 1: *Approve Ordinance No. 5 for 2021 and conduct a third and final reading and subsequent vote;*

Alternate Verbiage

City of Sweet Home
Community and Economic Development Department- Planning Program
3225 Main Street, Sweet Home, OR 97386 541-367-8113

Legislative Amendment (LA) 21-01

This legislative amendment, LA 21-01, consists of text amendments to Chapters 17.24, Residential Low-Density Zone; 17.28, Residential High-Density Zone; and 17.30, Medium Density Residential Zone, of the Sweet Home Municipal Code (SHMC). The proposed text amendments were identified by City Staff, based on feedback from the Planning Commission and City Council, as a method for improving the quality of housing within the City.

This proposal includes amendments to following sections of the SHMC 17.24: 17.24.090 Homes on individual lots. SHMC 17.28: 17.28.090 Homes on individual lots. SHMC 17.30: 17.30.090 Standards for homes on individual lots.

FILE NUMBER:	LA 21-01
REVIEW AND DECISION CRITERIA:	Sweet Home Municipal Code Section(s): 17.24.090, 17.28.090, and 17.30.090.
PLANNING COMMISSION HEARING DATE &TIME:	May 3, 2020 at 6:30 PM
LOCATION:	City Hall Council Chambers 3225 Main Street, Sweet Home, Oregon 97386
CITY COUNCIL HEARING DATE &TIME:	May 11, 2020 at 6:30 PM
LOCATION:	City Hall Council Chambers 3225 Main Street, Sweet Home, Oregon 97386
STAFF CONTACT:	Angela Clegg, Associate Planner Phone: (541) 367-8113; Email: aclegg@sweethomeor.gov
REPORT DATE:	April 26, 2021

Municipalities are required to comply with Statewide Planning Goals. Goal 10 addresses Housing. This proposed ordinance interacts with Goal 10 only in that it affects housing types and could affect housing affordability.

The City's Comprehensive Plan points to its Housing Needs Analysis that was conducted in 2001. However, that document has not been updated since it was drafted and is of almost no beneficial use now, 20 years later. Efforts have been made to update both the City's Comprehensive Plan and Housing Needs Analysis, however despite years of attempts, funding has not been secured to accomplish this work. The City is fortunate, though, that it has much more available residential land within its Urban Growth Boundary than many other cities of our population size.

Staff has analyzed the proposed ordinance based on Statewide Goal 10 and determined that the proposed change does not leave the city with less than adequate residential land supplies in

the locations, types, and affordability ranges affected.

Location

The proposed ordinance does not include any changes to the locations where housing of any type can be developed. This ordinance does not restrict the availability of housing based on location.

Types

While the proposed ordinance is directed at manufactured homes, the only changes that it makes to the current development code are reasonable restrictions based on appearance and energy efficiency. This ordinance does not restrict the availability of housing based on type.

Affordability

The proposed ordinance does impact the cost of manufactured homes in that it will require developers to select homes that comply with the ordinance and may prevent developers from placing older manufactured homes on lots within the City. This may result in an increase in development costs for manufactured homes, however, the energy efficiency offered by homes that meet the standards of this ordinance will lower the heating and cooling costs for these same homes. Staff believes that these cost balance each other out, and while there may be an impact to upfront housing costs from the proposed ordinance, the decrease in energy cost will result in monthly savings for the resident. This ordinance may affect the supply of housing based on affordability.

Attachment A: Draft Ordinance

CITY OF SWEET HOME
ORDINANCE BILL NO. 5 FOR 2021
ORDINANCE NO. 1296

AN ORDINANCE AMENDING THE SWEET HOME MUNICIPAL CODE §17.24.090, §17.28.090, and §17.30.090: MANUFACTURED HOMES ON INDIVIDUAL LOTS AND DECLARING A NEED FOR AN EXPEDIENCY CLAUSE

WHEREAS, the City of Sweet Home seeks to ensure the safety of manufactured homes placed within the City; and

WHEREAS, the Planning Commission held a public hearing on May 3, 2021 for the proposed amendments to Sweet Home Municipal Code §17.24.090, §17.28.090, and §17.30.090; and

WHEREAS, the Planning Commission followed the text amendment procedures under Chapter 2.20.90 Powers and Duties, and has provided a report to the City Council along with its recommendation to consider the proposed text changes; and

WHEREAS, the City Council held a public hearing on these proposed text changes on June 8, 2021; and

WHEREAS, the City Council held a public hearing on these proposed text changes on June 8, 2021; and

WHEREAS, because the proposed amendments affect the safety of housing within the City, an expediency clause is deemed justified.

NOW THEREFORE,

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code §17.24.090, §17.28.090, and §17.30.090, each titled "Homes on Individual Lots" are retitled "Manufactured Homes on Individual Lots" and amended to read as follows:

> Manufactured homes are permitted in accordance with the following standards. The minimum lot area, setback, and height standards of the subject zone shall also apply to manufactured homes sited on individual lots.
>
> A. Size. The manufactured home shall be multi-sectional and have at least 1,000 square feet of gross floor area.
>
> B. Performance Standards. The exterior thermal envelope must meet the standards specified by state law for single family dwellings, as defined in ORS 455.010.
>
> C. Removal of Towing Equipment. All towing hitches, wheels, running lights, and other towing related equipment shall be removed within thirty (30) days after installation of the manufactured home.
>
> D. Foundations. The manufactured home shall be placed on an excavated and back filled foundation with no more than 12 inches of inclosing material exposed above

grade. Where the building site has a sloped grade, no more than 12 inches of the inclosing material shall be exposed on the uphill side of the home. If the home is placed on a basement, the twelve (12) inch limitation shall not apply. Furthermore, the twelve (12) inch limitation shall not apply if the requirements of the Flood Hazard District mandate that the home be elevated more than twelve (12) inches above grade.

The foundation shall meet building code and Flood Hazard Area (if applicable) standards. The base of the manufactured home shall be enclosed continuously at the perimeter with either concrete, concrete block, brick, stone, or a combination thereof.

E. Utilities. The manufactured home shall be provided with storm drainage, sanitary sewer, electric, telephone, and potable water utility services with easements dedicated where necessary to provide such services. All such utilities shall be located underground unless waived by The City Building Official where underground service would require an exception to local prevalent conditions. Manufactured homes shall not be occupied purposes unless connected to local water, sewer, and electrical systems.

F. Historical Sites. No manufactured home shall be located on property containing a historic landmark, or, on a lot or parcel immediately adjacent to property containing a historic landmark. For the purpose of this Chapter, a historic landmark is property designated by the Sweet Home Comprehensive Plan as containing a significant historical resource.

G. Roofing. The manufactured home must have a composition asphalt, fiberglass, shake, or tile roof with a nominal pitch of not less than three (3) feet in height for each twelve (12) feet in width.

H. Gutters and Down Spouts. The manufactured home shall be provided with gutters and down spouts to direct storm water away from the placements site, to the City storm water system, if available.

I. Exterior Siding and Finish. The exterior siding of the manufactured home must have wood or composite exterior siding, and otherwise use the same materials as neighboring houses.

J. Garage or Carport. A garage or carport of like material and color of the manufactured home is required. The garage or carport shall be placed on the property prior to occupancy of the manufactured home.

K. Off-Street Parking. Parking and improvements shall be as specified in Chapter 17.08.

Section 2. Expediency Clause. It is hereby adjudged and declared that existing conditions are such that this Ordinance is needed to be enforced immediately upon its passage and approval. Therefore, this Ordinance shall take effect and be in full force and effect from and after June 22, 2021.

Passed by the Council and approved by the Mayor this 22nd day of June, 2021.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

MEMORANDUM

TO: City Council
Ray Towry, City Manager
Interested Parties
FROM: Blair Larsen, Community and Economic Dev. Director
DATE: June 8, 2021
SUBJECT: Community and Economic Development Department Report for May 2021

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from May 1st, to May 31st, 2021.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	May, 2021	April, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	2	5	10	22	31.2
Residential Demolition	1	1	6	7	7
Residential Manufactured Dwellings	1	2	9	7	12.6
Residential Mechanical Permits	6	9	37	93	101.6
Residential Plumbing	3	4	18	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	4	9	27	55	44.6
Commercial Alarm or Suppression Systems	1	0	6	2	1.4
Commercial Demolition	0	1	2	4	3
Commercial Mechanical	0	2	6	17	14.8
Commercial Plumbing	1	0	1	9	11.6
Commercial Site Development	0	0	1	2	2.6
Commercial Structural	5	2	15	29	40.0
Total Permits	**24**	**35**	**138**	**274**	**297.8**
Value Estimate of All Permits	**$702,941.04**	**$2,095,549.79**	**$4,589,053.59**	**$15,074,659.04**	**$15,649,218.08**
Fees Collected	**$12,224.53**	**$25,779.99**	**$72,981.70**	**$212,454.67**	**$216,365.51**

- Our longtime Building Permit Technician, Molly Laycock, retired at the end of May. We are currently reviewing applications for her replacement. In the meantime our Associate Planner, Angela Clegg, is handling building permits, and is being assisted by Joe Graybill and NW Code Professionals. We hope to be fully staffed soon.

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	May, 2021	April, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	0	0	0	1	0.6
Conditional Use	3	2	6	5	6.6
Partition	1	4	9	8	5.6
Planned Development/Subdivision	0	0	2	1	0.6
Property Line Adjustments	4	0	7	15	8.8
Vacation	0	0	0	0	0
Variance	1	0	1	1	6.4
Zoning Map Amendment	0	0	1	4	1.4

- 5 land use applications were submitted in May.
- 10 Land Use Applications are pending final approval.
- 8 Fence Permits were issued in May.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. The Planning Commission is now meeting twice every month until they have completed their review of the new draft. It is expected that Planning Commission review will not be complete until the fall, at the earliest. Once the Planning Commission has completed their review, they will make a recommendation to the City Council, after which the Council will have an opportunity to review the document and consider changes.
- The City has received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. We continue to meet with ODOT to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- In order to better accommodate the Commissioners, the Planning Commission has changed their meeting scheduled to the first and third Thursday of every month, instead of Mondays. Their next meeting is scheduled for June 17, 2021.

3. ECONOMIC DEVELOPMENT

- Now that the contract with Dougherty Landscape Architects (DLA) for the Downtown Streetscape and Parking Plan, work has begun on that project. Staff conducted an on-site tour of downtown with the Consultants and is providing them with GIS data and other support. The first community meeting on March 25th went well, and Staff assisted DLA with gathering input from members of the public who were unable to attend the meeting in person. Another meeting was held on June 15th—a joint City Council-Planning Commission work session to review DLA's initial design. DLA is now using the feedback from that meeting to make further adjustments to its design.
- Staff is continuing to support our local businesses during the Coronavirus Pandemic. Efforts have focused on making sure that businesses know of state and federal programs that can

help them and researching how we can fill in the gaps. The City was able to obtain a shipment of Personal Protective Equipment (PPE) from the State for distribution to businesses at no charge. The State conducted an additional round of PPE distribution, Staff submitted and received an order on behalf of local businesses and is now distributing PPE to interested businesses.

- Work on a property partition and right-of-way width change for 24th Ave is proceeding now that DEQ has issued a No Further Action (NFA) designation for the southern part of the Public Works Yard. This is part of a comprehensive 24th Avenue Corridor Improvement Project. Staff has finalized the agreement with the adjacent property owners and is ready to bring forward a Request for Council Action to approve the partition application and adopt a resolution to swap the land, however, the project was stalled due to the other party's concerns about liability for any additional environmental cleanup. The adjacent property owners have completed their own legal review and have reached a tentative agreement with Staff and the City Attorney. We are continuing to work with the other party's attorney on the final legal documents. Once we have a final draft of the documents approved by the adjacent property owner, Staff will bring an RCA to the Council for approval.
- Staff has submitted an application to ODOT for a Rail Crossing at 24th Avenue. Meetings with Albany & Eastern Railroad (AERC) have been positive, and they have provided a letter of support that was included with the application. Linn County has provided a letter of support committing to additional ROW dedication and agreeing to the crossing. ODOT assigned a property manager and has reviewed the request and suggested modifications. Staff has provided ODOT with additional information, and the crossing order is now under review. If no other problems are found, ODOT could approve a crossing by the end of Summer.
- We continue to try to work with Linn County to develop a plan for the old Weyerhaeuser mill site. The remaining cleanup looks positive, and it is possible that it could be completed soon, however, some pollutants will be left in place, and would require a management plan that ensures that the ponds and the associated sediment are not disturbed. Staff has stayed in contact with DEQ regarding the cleanup efforts. Staff has recently met with a developer interested in the County's property, and a public-private-partnership to develop the City's property. Staff also recently met with our Regional Solutions Team regarding the property and the City's plans. That meeting included good news regarding the EPA lien on the property: it is now gone. In addition, we have recently learned that three portions of the property have received a "No Further Action" designation from DEQ. Both of these developments are major signs of progress toward getting the property redeveloped. Recently, Linn County put out a Request for Proposals from interested developers. This request indicates that a decision to sell to a private party will be made in July.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	May, 2021	April, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	5	5	30	76	N/A
New Officer-Detected Violations	28	8	52	N/A	N/A
Violations Resolved	24	12	77	195	326.33
Complaints Noted with No Violation Found	1	0	4	17	25
Open Cases at End of Period	29	21	29	28	N/A
Citations	0	0	3	5	1.67
Abatements	0	0	0	0	0
Enforcement Type	**May, 2021**	**April, 2021**	**2021 YTD**	**2020 Total**	**2018-2020 Annual Average**
Animal	2	1	15	49	50.33
Blight	0	0	2	1	1
Illegal Burn	0	0	0	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	2	1	7	24	9.33
Illegal Sign	0	0	1	6	3.33
Junk/Abandoned Vehicle	2	0	2	8	10.67
Minimum Housing	0	0	0	4	4.33
Occupying an RV	0	1	2	50	47.33
Open Storage	2	2	15	84	79.33
Other	0	0	3	7	24
Public Nuisance	1	1	8	103	59
Public Right-of-way	0	0	2	13	16.33
Tall Grass & Weeds	21	7	28	161	142
Vacant Lot	0	0	0	0	0.33

The City's Code Enforcement Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.

5. PARKS

- The Park and Tree Committee will meet next on June 16, 2021.
- Staff are planning Movies in the Park to be back in Sankey Park this Summer. The first will be on June 18th ("Scoob"). Tentative Dates for second and third movies are July 16th and August 13th.
- Staff are currently planning this year's Harvest Festival.

- Construction of Sankey Park Improvements is continuing. Construction on the play structures and concrete has been completed, as well as much of the lighting installation. Work on the asphalt paths, remaining electrical and irrigation lines is ongoing.

6. OTHER PROJECTS

- The Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, and we have received a proposed Intergovernmental Agreement from ODOT. However, Citizens have come forward seeking to add a roofed structure over the artwork to protect it from the weather. Staff is working with ODOT to modify the IGA in order to allow the construction of a roofed structure. Staff inquired to learn if City acquisition of the property was a possibility. Initially, ODOT informed us that such action was not a possibility. However, after additional follow-up, ODOT is indicating that a right-of-way vacation is possible, which would add some of the property to the East Linn Museum property. ODOT has begun work on this transfer of property, and Staff is coordinating with them and the East Linn Museum to complete the transaction.
- Willow Street Neighborhood LID: Appointed Viewers have reviewed the project scope and have recommended approval to the City Council to proceed, with concern on the cost burden for homeowners of both a water and a street project at the same time. A public meeting was held, and area residents stated concerns about cost and boundaries. Staff reviewed the project scope to try and 1) reduce the project cost, and 2) reduce or mitigate the proportionately large costs two large parcels have in relation to the whole of the neighborhood. Two “open house” style meetings for residents of the neighborhood and members of the Council to examine alternate proposals were held on April 20th and April 29th at 6 PM in the Council Chambers. While lightly attended, the information presented was well received. Based upon the feedback from those open houses, Staff will brought a proposal back before the Council at a public hearing on June 8th, where it was approved. Staff is now working on drafting the ordinance and associated exhibits, and is also beginning the financing process.
- The ODOT Foster Lake Sidewalk Project: Budgetary constraints have required that the project be limited to one side (the north) of US 20. The new scope also removes the section underneath the railroad bridge and calls for a soft-surface path in that location to be constructed by the City. Construction has been delayed until 2022, but engineering work is continuing throughout 2021. Staff is currently reviewing updated plans that we recently received from ODOT.
- The CEDD systems analysis is ongoing. This project will “map” out all department processes so that efficiencies can be identified, delays can be removed, and operations can be made easier for both customers and staff. These process maps will be documented for staff continuity and to share with other departments.
- Staff has begun meeting again with ODOT regarding a possible pedestrian crossing at 22nd Avenue and Main Street. State Funding has been identified, and we have a tentative agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. As things develop, we will keep you informed.

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
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – May 2021

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 month of ***May 2021***.

	May 2021	April 2021	YTD	Fiscal Year 2020	Prior Five-Year Average
Accounts Payable					
Chks printed	119	142	1,224	2,099	2,037
Exp. Total	$591,744.39	$632,683.98	$7,769,564.31	$9,419,358.90	$7,448,251.05
Passports					
Processed	35	36	216	305	299*
Photos taken	40	42	207	225	250*
Lien Searches	79	55	652	599	527

* Data back to August 2018

	May 2021	April 2021	YTD	Fiscal Year 2020	Prior Five-Year Average
Utility Billing					
Service requests	150	195	1,983	2,388	2,318*
New accounts	12	3	139	136	146*
Net account changes	+3	+4	+25	+19	+27*
Statements processed	3,187	3,185	35,448	37,199	36,640*
Past-due notices sent	790	667	10,071	12,213	11,678*
Accounts scheduled for turn-off	42	23	459	486	552*

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
92479	Drew Briese	Concrete work at Sankey Park	$ 50,400.00	General Fund (100)
92485	Correct Equipment, Inc.	Kamstrup water meters	$ 6,299.00	Water (500)
92489	David Dougherty	Streetscape Architecture fees	$ 6,200.00	General Fund (100)
92516	West Yost & Associates, Inc.	Water Treatment Plant VFD & Backwash engineering	$ 25,633.34	Water Capital (503)

Bank Reconciliation

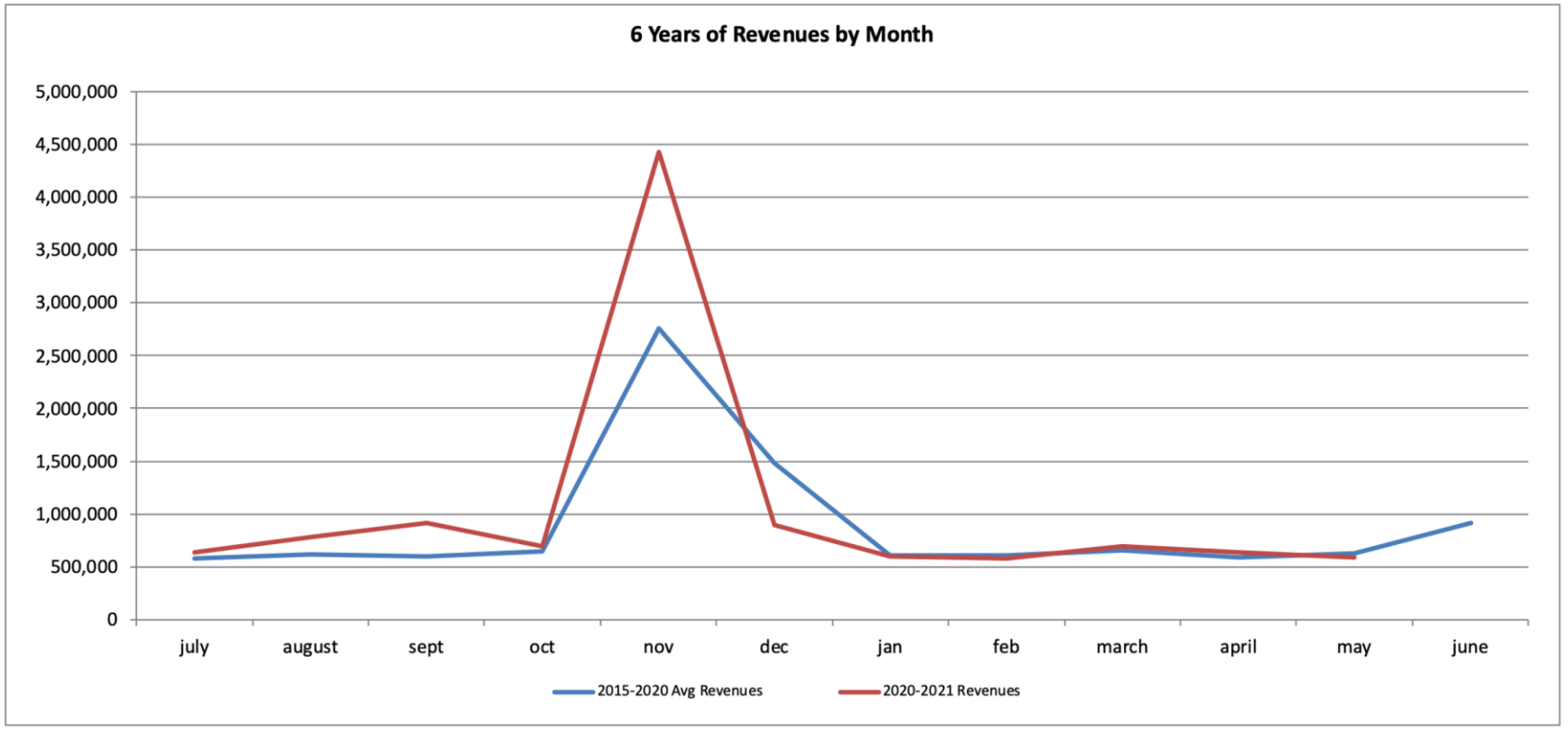
Checks by Date

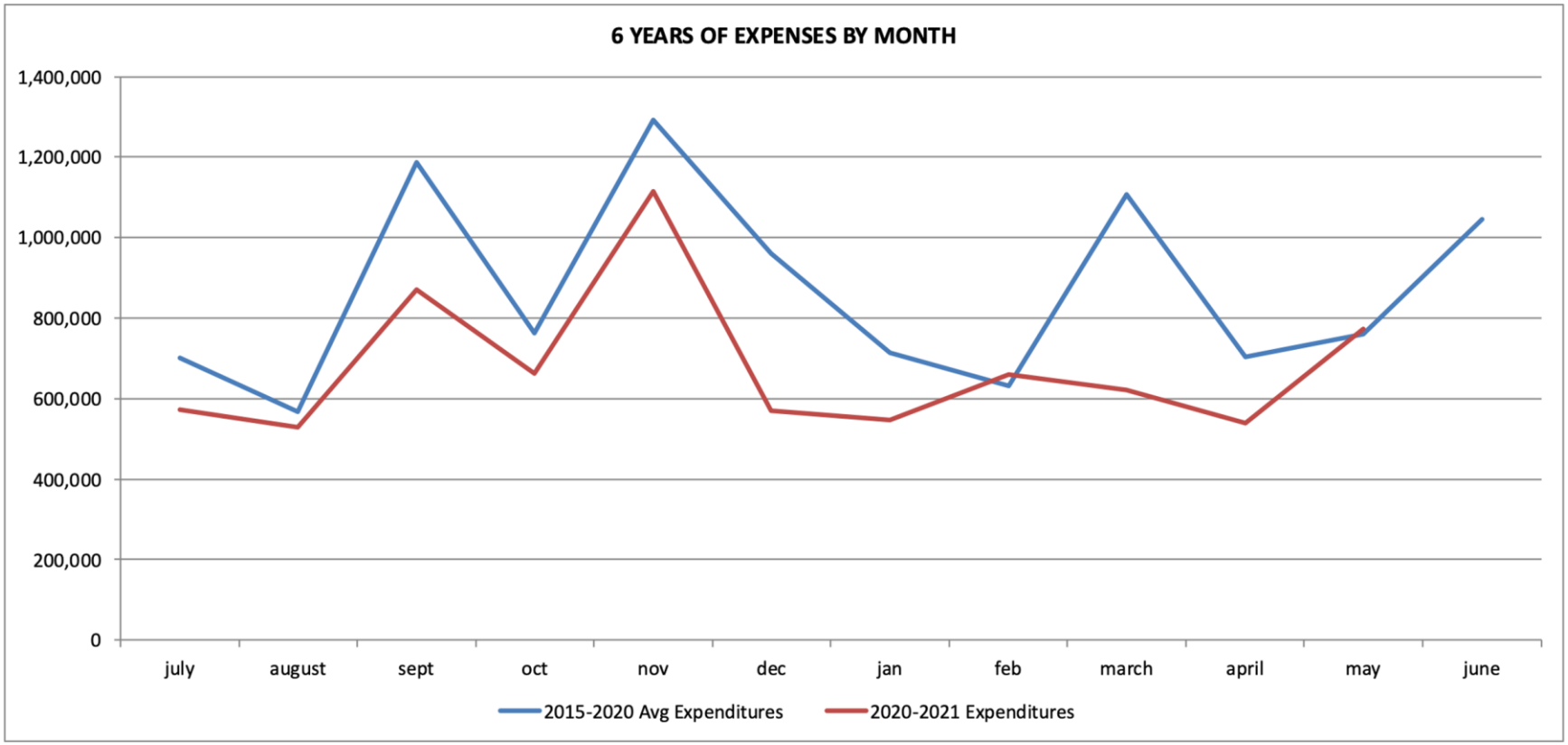
User: bneish
Printed: 06/15/2021 - 8:31PM
Cleared and Not Cleared Checks

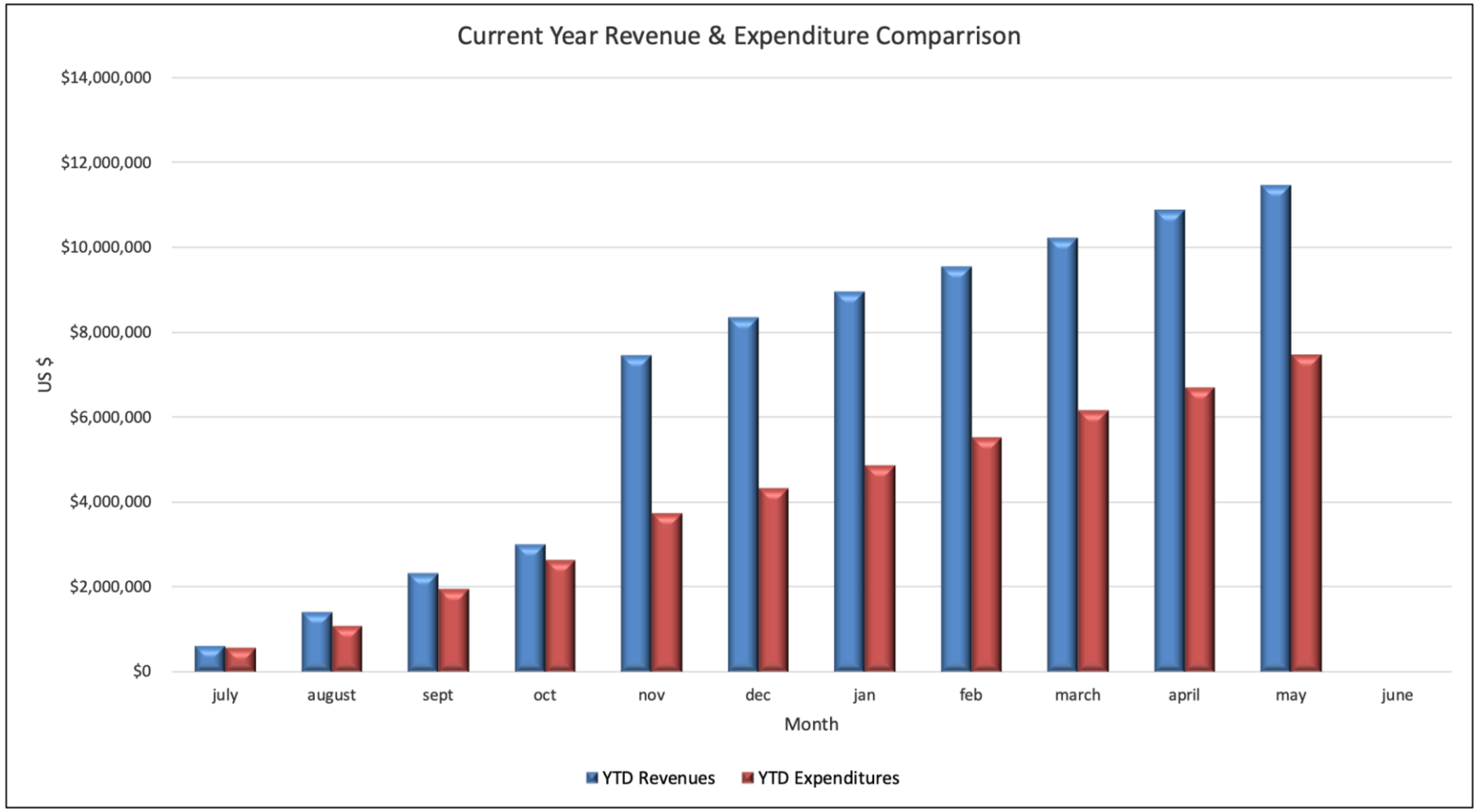
Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	5/4/2021	CENTURYLINK - Bus		AP		3,092.71
0	5/4/2021	CENTURYLINK		AP		39.99
0	5/4/2021	METEREADERS, LLC		AP		1,875.25
0	5/4/2021	Wex Bank		AP		1,340.20
0	5/4/2021	AT&T Mobility/First Net		AP		1,928.35
92477	5/4/2021	ALSCO		AP	5/31/2021	245.40
92478	5/4/2021	American Legal Publishing Corporation		AP	5/31/2021	37.05
92479	5/4/2021	Drew Briese		AP	5/31/2021	50,400.00
92480	5/4/2021	BULLFROG ENTERPRISES		AP	5/31/2021	208.46
92481	5/4/2021	Cascade Timber Consulting, Inc.		AP	5/31/2021	2,585.00
92482	5/4/2021	CH2M OMI, Inc.		AP	5/31/2021	88,439.17
92483	5/4/2021	COMCAST		AP	5/31/2021	93.24
92484	5/4/2021	COMCAST BUSINESS		AP	5/31/2021	3,019.00
92485	5/4/2021	Correct Equipment, Inc.		AP	5/31/2021	6,299.00
92486	5/4/2021	CPM Development Corporation		AP	5/31/2021	1,635.50
92487	5/4/2021	CUES, Inc.		AP	5/31/2021	1,100.00
92488	5/4/2021	Dormers Embroidery & Promo Product		AP	5/31/2021	798.26
92489	5/4/2021	David Dougherty		AP	5/31/2021	6,200.00
92490	5/4/2021	Ferguson Enterprises, LLC #3011		AP	5/31/2021	328.41
92491	5/4/2021	International City/County Management		AP	5/31/2021	999.46
92492	5/4/2021	KIP AMERICA, Inc.		AP	5/31/2021	240.00
92493	5/4/2021	Les and Bobs Sports and Apparel, Inc.		AP	5/31/2021	202.00
92494	5/4/2021	Les Schwab Tire Centers of Portland, In		AP	5/31/2021	305.41
92495	5/4/2021	MOONLIGHT BPO, INC.		AP	5/31/2021	748.73
92496	5/4/2021	Moore Holding Corporation		AP	5/31/2021	3,206.00
92497	5/4/2021	MURRAYSMITH, INC.		AP	5/31/2021	110,838.45
92498	5/4/2021	NATIONAL PHOTOCOPY CORPORA		AP	5/31/2021	835.47
92499	5/4/2021	Northwest Natural		AP	5/31/2021	1,888.61
92500	5/4/2021	OLD REPUBLIC SURETY COMPANY		AP	5/31/2021	584.00
92501	5/4/2021	OREGON ASSOC. OF WATER UTILI		AP	5/31/2021	1,150.00
92502	5/4/2021	O'REILLY AUTOMOTIVE, INC.		AP	5/31/2021	14.27
92503	5/4/2021	PACIFIC POWER		AP	5/31/2021	15,575.03
92504	5/4/2021	PRESIDENT'S CLUB		AP	5/31/2021	3,022.46
92505	5/4/2021	SOUTH FORK TRADING CO., INC.		AP	5/31/2021	33.52
92506	5/4/2021	SPEEDEE MART		AP	5/31/2021	14.92
92507	5/4/2021	SUNSHINE INDUSTRIES UNLIMITE		AP	5/31/2021	875.32
92508	5/4/2021	TK Elevator Corporation		AP	5/31/2021	92.95
92509	5/4/2021	TRAFFIC SAFETY SUPPLY CO., INC		AP	5/31/2021	1,323.55
92510	5/4/2021	TTC Communications, Inc.		AP	5/31/2021	596.55
92511	5/4/2021	USA BLUE BOOK		AP	5/31/2021	617.16
92512	5/4/2021	W. W. Grainger, Inc.		AP	5/31/2021	166.08
92513	5/4/2021	WALKER HEATING & AC, INC.		AP	5/31/2021	825.00
92514	5/4/2021	WELLS FARGO FINANCIAL LEASIN		AP	5/31/2021	734.00
92515	5/4/2021	RAY WEST		AP	5/31/2021	35.00
92516	5/4/2021	West Yost & Associates, Inc.		AP	5/31/2021	25,633.34
92517	5/4/2021	WILDISH SAND & GRAVEL CO.		AP	5/31/2021	481.52

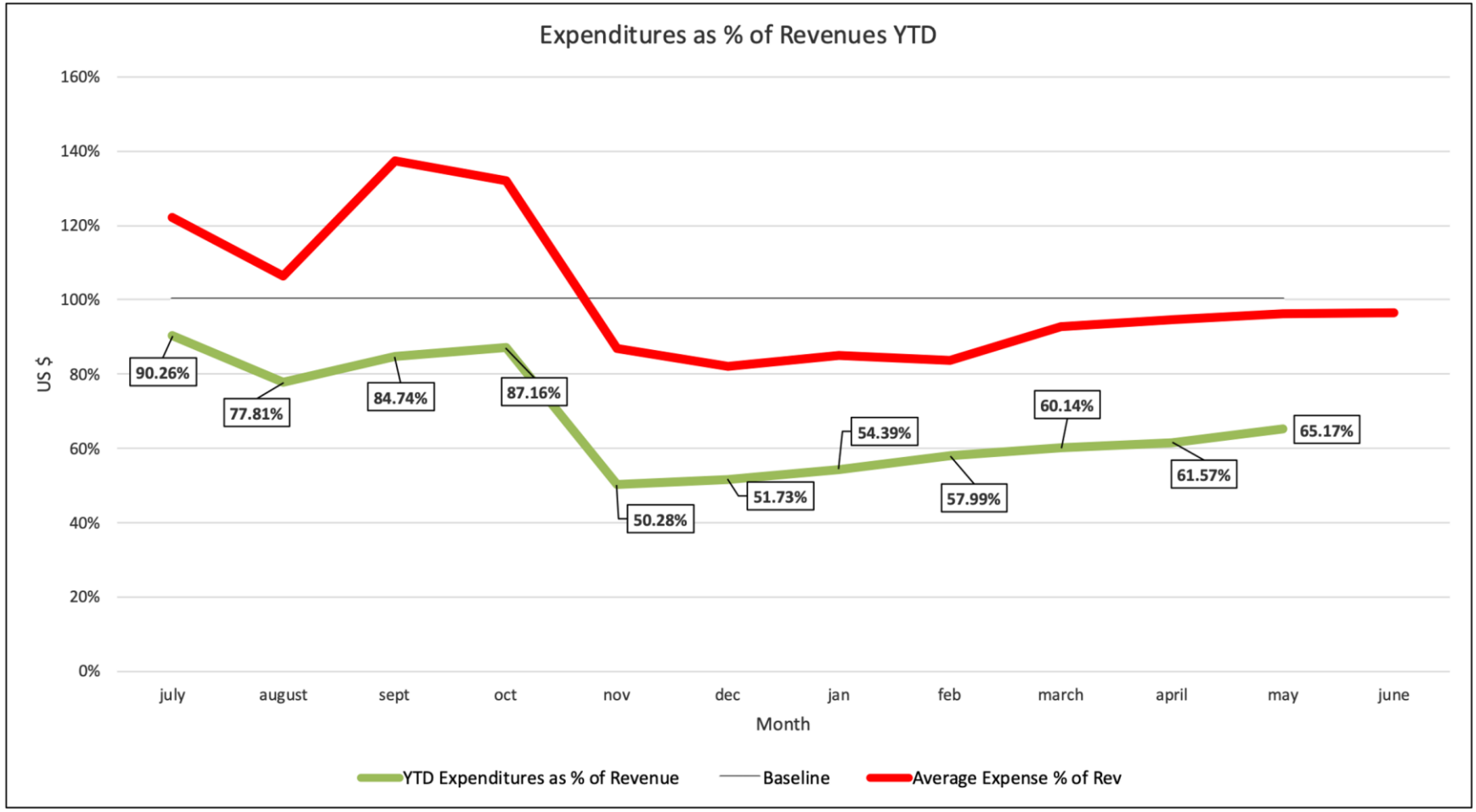
Check No	Check Date	Name	Comment	Module	Clear Date	Amount
92518	5/5/2021	911 SUPPLY		AP	5/31/2021	76.99
92519	5/5/2021	Albany Rifle and Pistol Club		AP	5/31/2021	150.00
92520	5/5/2021	Megan Alfaro		AP		170.60
92521	5/5/2021	ALSCO		AP	5/31/2021	45.44
92522	5/5/2021	BUCK'S SANITARY SERVICE, INC.		AP	5/31/2021	10.00
92523	5/5/2021	Consolidated Supply Co.		AP	5/31/2021	3,277.58
92524	5/5/2021	BridgeTower OpCo, LLC		AP	5/31/2021	55.66
92525	5/5/2021	Ferguson Enterprises, LLC #3011		AP	5/31/2021	1,070.43
92526	5/5/2021	Tanner Goble		AP	5/31/2021	190.36
92527	5/5/2021	SHERWIN JOHNSON		AP	5/31/2021	29.89
92528	5/5/2021	KATHY JURIC		AP	5/31/2021	23.15
92529	5/5/2021	Faron Kennedy		AP	5/31/2021	43.00
92530	5/5/2021	CATRINA LARSEN		AP	5/31/2021	52.11
92531	5/5/2021	LEBANON OREGONIAN		AP	5/31/2021	65.00
92532	5/5/2021	SARAH NAYLOR		AP	5/31/2021	29.89
92533	5/5/2021	NORTHWEST SIGN RECYCLING		AP	5/31/2021	340.00
92534	5/5/2021	Pro-Vision, Inc.		AP	5/31/2021	105.37
92535	5/5/2021	RENEWABLE RESOURCE GROUP, I		AP	5/31/2021	42.00
92536	5/5/2021	SAMARITAN HEALTH SERVICES, I		AP	5/31/2021	72.00
92537	5/5/2021	SOUTH FORK TRADING CO., INC.		AP	5/31/2021	39.56
92538	5/5/2021	JORGE TORRES		AP		29.89
92539	5/5/2021	Uline Shipping Supplies		AP	5/31/2021	275.57
92540	5/5/2021	WILDISH SAND & GRAVEL CO.		AP	5/31/2021	102.50
0	5/6/2021	EBS TRUST		AP		80,515.70
0	5/6/2021	AFLAC		AP		661.02
0	5/6/2021	FICA PAYROLL TAXES		AP		37,992.04
0	5/6/2021	MEDICARE		AP		9,062.42
0	5/6/2021	Vantagepoint Trf. Agents 705507		AP		508.33
0	5/6/2021	FEDERAL PAYROLL TAXES		AP		31,665.49
0	5/6/2021	SWEET HOME COMMUNITY FOUN		AP		149.13
0	5/6/2021	NATIONWIDE-PAYROLL DEDUCTI		AP		950.00
0	5/6/2021	Vantagepoint Trf. Agents 108524/10904		AP		31,496.11
0	5/6/2021	Vantagepoint Trf. Agents 300619		AP		2,470.00
0	5/6/2021	HSA - PAYROLL DEDUCTIONS		AP		1,465.00
0	5/6/2021	ASI-PAYROLL DEDUCTIONS		AP		341.50
0	5/6/2021	OREGON PAYROLL TAXES		AP		19,505.19
0	5/6/2021	PERS		AP		13,580.07
0	5/6/2021	SWEET HOME POLICE EMPLOYEE		AP		1,160.00
92541	5/6/2021	Mandarich Law Group LLP		AP	5/31/2021	508.41
92542	5/6/2021	OREGON AFSCME COUNCIL 75		AP	5/31/2021	975.41
92543	5/6/2021	PenServ Plan Services, Inc.		AP	5/31/2021	250.00
92544	5/6/2021	STEELHEAD STRENGTH & FITNES		AP	5/31/2021	553.80
92545	5/10/2021	ALSCO		AP	5/31/2021	200.63
92546	5/10/2021	BUCK'S SANITARY SERVICE, INC.		AP	5/31/2021	145.00
92547	5/10/2021	Angela Clegg		AP	5/31/2021	41.71
92548	5/10/2021	ANNA CLIFTON		AP	5/31/2021	121.14
92549	5/10/2021	COMCAST		AP	5/31/2021	88.40
92550	5/10/2021	CRAZY DOG GRILL LLC		AP	5/31/2021	57.20
92551	5/10/2021	DEBBE CROSS		AP	5/31/2021	77.32
92552	5/10/2021	Dormers Embroidery & Promo Product		AP	5/31/2021	181.35
92553	5/10/2021	FASTENAL COMPANY		AP	5/31/2021	41.32
92554	5/10/2021	Ferguson Enterprises, LLC #3011		AP	5/31/2021	202.68
92555	5/10/2021	HOY'S TRUE VALUE		AP	5/31/2021	390.55
92556	5/10/2021	KIM JAMES		AP	5/31/2021	67.00
92557	5/10/2021	LINN COUNTY CLERK		AP	5/31/2021	2,193.16
92558	5/10/2021	NET ASSETS		AP	5/31/2021	472.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
92559	5/10/2021	ONE CALL CONCEPTS		AP	5/31/2021	84.00
92560	5/10/2021	O'REILLY AUTOMOTIVE, INC.		AP	5/31/2021	4.14
92561	5/10/2021	Nicolas Pichardo		AP		159.99
92562	5/10/2021	PlayCore Wisconsin, Inc.		AP	5/31/2021	219.39
92563	5/10/2021	RENEWABLE RESOURCE GROUP, I		AP	5/31/2021	88.00
92564	5/10/2021	SOUTH FORK TRADING CO., INC.		AP	5/31/2021	11.85
92565	5/10/2021	TWGW, INC. NAPA AUTO PARTS		AP	5/31/2021	219.94
92566	5/10/2021	USA BLUE BOOK		AP	5/31/2021	465.56
92567	5/10/2021	WILDISH SAND & GRAVEL CO.		AP	5/31/2021	102.96
0	5/21/2021	UMPQUA BANK - ACH		AP		4,429.21
92568	5/26/2021	LIBERTY ROCK PRODUCTS		AP		364.82
92569	5/26/2021	PACIFIC NORTHWEST INVESTMEN		AP		30.33
92570	5/26/2021	CASSANDRA RODRIGUEZ		AP		92.26
92571	5/26/2021	BEAU ROGERS		AP		56.70
92572	5/26/2021	CONNIE SHIMON		AP		102.57
92573	5/26/2021	RANDY WILLIAMSON		AP		48.36
92574	5/26/2021	DAVID YAKOVLEV		AP		174.45
					Total Check Count:	119
					Total Check Amount:	591,744.39


6 Years of Revenues by Month
5,000,000
4,500,000
4,000,000
3,500,000
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
july
august
sept
oct
nov
dec
jan
feb
march
april
may
june
2015-2020 Avg Revenues
2020-2021 Revenues


6 YEARS OF EXPENSES BY MONTH
1,400,000
1,200,000
1,000,000
800,000
600,000
400,000
200,000
0
july
august
sept
oct
nov
dec
jan
feb
march
april
may
june
2015-2020 Avg Expenditures
2020-2021 Expenditures


Current Year Revenue & Expenditure Comparrison
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$0
US $
july
august
sept
oct
nov
dec
jan
feb
march
april
may
june
Month
YTD Revenues
YTD Expenditures


Expenditures as % of Revenues YTD
160%
140%
120%
100%
80%
60%
40%
20%
0%
US $
90.26%
77.81%
84.74%
87.16%
50.28%
51.73%
54.39%
57.99%
60.14%
61.57%
65.17%
july
august
sept
oct
nov
dec
jan
feb
march
april
may
june
Month
YTD Expenditures as % of Revenue
Baseline
Average Expense % of Rev

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	
	05/31/2021	04/30/2021	05/31/2020	05/31/2021	5 Year
Call Volume	778	731	660	3488	3561
CAD Calls	1451	1426	1267	6948	6998
ONIBR Person Crimes	14	21	15	84	68
ONIBR Person Crimes Cleared	13	18	13	68	49
ONIBR Property Crimes	47	28	43	188	213
ONIBR Property Crimes Cleared	6	6	13	42	65

Trends:

Sergeant Jason Van Eck is set to retire from the Sweet Home Police Department after 28 years of service. His last day will be on Monday, July 12th, 2021. Jason was hired as a police officer in July of 1993. He was then promoted to a Patrol Sergeant in December of 2001 where he has continued to serve. Jason has served with professionalism and respect for nearly 30 years. He had taken this profession to heart and brought a strong sense of compassion to the community as well as a sense of humor. Both will be missed.

We will have a retirement party for him at the Police Department on that day from 1:00 p.m. to 4:00 p.m. to celebrate his commitment to the community and to wish him well during the next phase of his life. The event will be open to the public and I would encourage all to come and thank Jason for his dedication and passion that he has shown, and continues to show, for Sweet Home.

With Sergeant Van Eck moving on into retirement, Sergeant Jason Ogden will be promoted to Captain on July 1st. The Captain's position is newly created and part of our Department's restructuring that has been discussed. Jason Ogden's selection was made after careful thought and consideration. He has demonstrated leadership, creativity in the use of resources and ideas to get the job done and willingness to make changes when and where they are needed. I look forward to exciting things from Jason in the coming years.

On June 26th, 2021 will be hosting our annual bicycle rodeo for kids. The event will take place in the Police Department parking lot. We will have a large bike course with different stations throughout. During the event there will be drawings for bikes and other items, door prizes, free bike helmets, free bike inspections and minor repairs, and hot dogs. All of this is designed to promote bicycle safety for the kids of our community. The event is made possible through the Police Department volunteers, the Santiam Spokes Club, and Doug Robin and Donna Short.

Our police officer hiring efforts are continuing. We currently have two openings (three when Sgt. Van Eck retires) that we are actively attempting to fill. We do have one job offer extended to an individual that is contingent on successfully completing the psychological exam required for all police officers. We should know the results of that exam soon and hope to have this individual hired and sworn in during the first part of July. Several other background investigations on potential applicants are underway and we are awaiting the results of those.

Person Crimes:	May-21	May-20
Assault(All)	3	2
Child Neglect	0	0
Criminal Homicide	0	0
Elder Abuse	0	0
Forcible Rape	1	0
Harassment	4	9
Menacing	2	1
Other Sex Offense	2	0
Person All Other	0	0
Strangulation	1	0
Violation Court Stalking Order	0	0
Violation Restraining Order	1	3
	14	15

Property Crimes:	May-21	May-20
Arson	1	0
Burglary	3	1
Criminal Mischief	6	6
Forgery	1	0
Fraud	0	3
Motor Vehicle Theft	1	1
Reckless Burning	0	0
Recovered Stolen	0	0
Robbery	1	0
Theft	34	32
	47	43

From: Acker, Sheri <Sheri_Acker@comcast.com>
Date: Thursday, June 10, 2021 at 10:05 AM
To:
Subject: Regional Sports Network Fees

Dear Franchise Administrator:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. As you may know, many sporting events and broadcasts were put on hold during the pandemic. We have been

working hard to recover the fees regional sports networks charged us for those sporting events and broadcasts during the hiatus to pass back to our customers.

We are currently notifying customers in your community of a courtesy adjustment related to these fees. This adjustment reflects what has been committed to us by the regional sports networks in your area to date. We will continue to work to recover additional funds where possible. We are committed to giving our customers 100% of what we receive.

For more information, visit www.xfinity.com/sportsadjustments.

Please feel free to contact me at 503-605-6015 (office), 801-631-9566 (mobile), or kirk_nord@comcast.com if you have any questions.

Sincerely,

Kirk Nord
Director, Government & Regulatory Affairs
Oregon/SW Washington Region

COMCAST