



CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE AGENDA

October 06, 2020, 12:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Mission Statement

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

The Administration, Finance and Property Committee will hold a committee meeting at 12:00 p.m. (noon) 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, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. 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 committee 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 to provide comment on agenda items. Calling in for public comment will be available fifteen (15) minutes before and after the start of the meeting.

Call to Order

Roll Call

New Business

- a) [Interview David Lowman for Recommendation to Charter Review Committee Recommendation \(pg. 2\)](#)
- b) [Transfer of Fire Stations and property to SHF&AD \(pg. 4\)](#)
- c) [Lease/IGA Old City Hall to SHF&AD for Regional Training Facility \(pg. 8\)](#)
- d) Donation of Annex to City of Detroit
- e) [SHSD Junior High Building Inspection Fees \(pg. 12\)](#)
[Note: Jr High BLD Permit Info.xls split across two tabs in the Excel Document.](#)
- f) [Discussion of Emergency Management Co-Op Effort among East Linn County \(pg. 29\)](#)

Adjournment

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.

Charter Review Committee Interview Questions

Date: _____

Candidate: _____

Interviewed by: _____

The Charter Review Committee's role will be to review the City's current Charter and make recommendations for changes to the City Council. Any changes to the Charter must be authorized by a majority vote of the Sweet Home Citizens.

1. Will you give us a quick summary of why you chose to apply or how you selected the Charter Committee Review Board?

2. Are you aware of any issues in the current City Charter that need to be addressed?

3. Do you have any thoughts or ideas on how this committee might contribute to the quality of life in Sweet Home?

4. Are you able to commit to the meeting schedule and willing to serve on the Charter Review Committee until a recommendation is made to City Council?

Comments:

Recommendation for Appointment: _____YES

_____No



CITY MANAGER'S OFFICE

1140 12th Avenue
Sweet Home, OR 97386
541-367-8969 541-367-5113 FAX
jfisher@ci.sweet-home.or.us

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: DAVID L. LOWMAN

Permanent Address: [REDACTED] SWEET HOME, OR 97386

Mailing Address: SAME - AS - ABOVE

Contact Phone Number: [REDACTED]

E-Mail Address: davlw@AOL.COM

Preferred method of contact: ☒ Mail ☒ Phone ☐ Email

Occupation: UNEMPLOYED Employer: N/A

Please mark the Board, Commission or Committee in which you are interested in serving:

- | | | |
|---|--|--|
| ☐ Budget Committee | ☐ Planning Commission | ☐ Library Board |
| ☐ Traffic Safety Committee | ☐ Parks Board | ☐ Tree Commission |
| ☐ Board of Appeals | ☐ All Hazard Mitigation Committee | |

Are you applying for reappointment: ☐ Yes ☒ No ✓ CHARTER REVIEW COMMITTEE

If yes, how long have you served in this capacity: — Year(s) — Month(s)

1. How long have you lived in the area: 2 Year(s) 2 Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. PASS BUSINESS OWNER, SWEET HOME BUDGET COMMITTEE, PASS CITY AND COMMUNITY VOLUNTEER.

3. List current involvement in other community groups and/or activities.

N/A

4. What special contribution do you feel you can make to the group/position you are applying for?

POSITIVE FEED BACK.



January 1995 is target date...

Ground breaking for emergency ser

Alex Paul
Reporter

An exciting day for Sweet

That was the consensus Wednesday afternoon during a ground breaking ceremony for the emergency services building.

Members of the public watched Mayor Craig Fentiman, Don Perkins, chairman of the Sweet Rural Fire District and Dave Haden, chairman of the Sweet Ambulance District, tossed ceremonial first shovels of dirt.

"The partnership of the three groups has made this a reality for the community," said City Manager Dan Dean. "The community has wanted this for 15 years and it's exciting to see it come to fruition."

Former Fire Chief Jerry Wooley was all smiles. Wooley spent 36 years with the Fire Department, the last 10 as Volunteer Chief.

"I didn't think this would happen in my lifetime, but I'm really glad to be here today to see it come true," Wooley said. "I'm very excited because this is something that's been needed for many years. I tried years ago but didn't succeed."

Wooley joked that he hoped the

"The community has wanted this for 15 years and it's exciting to see it come to fruition."

Dan Dean
City Manager

construction company would "get working on the reviewing stand for all of us old retired guys." He added that recently retired Fire Marshal Keith Gabriel has been appointed to set up and take down lawn chairs for the unofficial "supervisors."

Gabriel spent 27 years with the department.

"This is fantastic, wonderful, marvelous," he said. "This is one of many positive things which are happening here."

The fact that three government groups united for a common cause also means savings for the taxpayers they serve, said Mayor Craig Fentiman.

"It's what government needs to do, to combine its efforts," Fentiman said. "I'm impressed, we've set a precedent. By securing the Community Development

Block Grant (\$600,000) and spreading the bond over many persons \$500,000 for five years) we are going to benefit a lot of people at minimal cost."

Volunteer Fireman Erv Reynolds pointed to the old Fire Hall. He noted that it had served the community well for five decades and the new emergency services building will do the same.

The support of the community for the project was gratifying according to Fire Chief Joe Mengore.

"It's been a long time coming, everyone is excited about this," Mengore said. "It's nice to see the hopes and dreams of people come true."

The community's support for the project was recognized by the project's architects, GLAs Architectural Group.

"I've been around this project since the '70s," said Reid Anderson. "I helped design the first set of plans that we've revamped for this project. It's evident the community really wants this building in place."

John Hyland of John Hyland Construction has been chosen as the project's general contractor. His company was founded in 1978 and operates out of the Eugene-Springfield area. It has 60 employees and specializes in

buildings of schools, hospitals, commercial buildings.

He said breaking ground is preparation v

Fa

What: Emergency Services Building
Structural: 100 feet, on bays, for kitchen, Location: current location
Partners: Sweet's Sweet's Total y
Areas: Sweet's 66 sq
6 sq
limits
Cost: \$500,000
Financing: \$500,000
Staff: seven

FIRE HALL

2020-10-06 Admin, Finance and Prop. Committee Meeting Packet pg. 5

Fast Facts

What: Emergency Services Building

Structure type: 12,000 square feet, one level, five equipment bays, four offices, training room, kitchen, living quarters, hose tower

Location: Long Street east of current facility

Partners: City of Sweet Home, Sweet Home Ambulance District, Sweet Home Rural Fire District. Total yearly budget of \$660,000.

Areas served: 1,000 square miles Sweet Home Ambulance District; 66 square mile of Fire District and 6 square miles within the city limits.

Cost: \$1.1 million

Financing: \$600,000 Community Development Block Grant and \$500,000 five-year bond

Staffing: 53 volunteers, plus seven paid staff members

Fire C
archit

0 an

CITY

COUNCIL

■ Passed a resolution to support the Corps of Engineers and Indiana County for closure of the road

INTERGOVERNMENTAL AGREEMENT FOR USE OF CITY PROPERTY

BETWEEN: Sweet Home Fire and Ambulance District, ("District")
an Oregon Special District under ORS Chapter 478,

AND: City of Sweet Home, ("City")
an Oregon municipal corporation.

EFFECTIVE: September 1, 2020.

RECITALS

- A.** City owns a building known as the old City Hall building ("City Hall") located at 1140 12th Avenue in the City of Sweet Home ("Property").
- B.** District desires to make use of City Hall for fire personnel training purposes and related District uses. City has no present use for City Hall or the Property and is willing to allow District to make use of City Hall as set forth in this Agreement. The City plans to demolish City Hall once the City develops its future plans for the Property.

AGREEMENT

Now, therefore, in consideration of the foregoing Recitals, which by this reference are incorporated herein, and of the mutual covenants, conditions and obligations on the part of each party to be kept and performed, it is hereby agreed as follows:

1. Term; Possession.

1.1 Term. The Agreement term shall commence on the effective date and continue until terminated as provided in this Agreement.

1.2 Acceptance of City Hall. City allows District to use and occupy City Hall as provided in this Agreement. District accepts City Hall and Property "AS IS," with no expectation of improvements or significant repairs made by the City.

2. Consideration. City agrees to allow District's use of City Hall as set out in this Agreement without payment. City's consideration is District's obligations under this Agreement and the benefits to the community in providing a place for District to train its fire personnel.

3. Use of City Hall and Property.

3.1 Permitted Use. District shall have the right to use and occupy City Hall for training purposes, so long as such training does not include live fire, water or purposeful destruction of the building or its fixtures. Generally speaking, the allowed

training activities are known as “dry” fire and rescue training and may include use of smoke. District may also make use of City Hall as a space for personnel exercise and work-outs.

3.2 Compliance with Laws. In connection with its use, District shall comply, at its sole expense, with all applicable federal, state and local laws, regulations and requirements of any public authority, including those regarding maintenance, operation and use of City Hall and the Property, except that District may withhold compliance in connection with a good faith dispute so long as City’s property interest is not jeopardized. City believes that the Property is free from all hazardous substances; however, District shall satisfy itself as to the condition of the Property prior to commencement of this Agreement.

4. Maintenance and Alternations. District, at its sole expense, shall keep City Hall in good repair, taking into account the age of City Hall and its intended future destruction. District’s obligation is to maintain the structure in a safe and habitable condition; District is not responsible for athletics or fitness of City Hall as an office space. District’s maintenance obligation will include keeping City Hall free of trash and providing basic janitorial services. District is responsible for securing City Hall from uninvited guests. District will not be obligated to make repairs or improvements to City Hall that would incur expenses in excess of \$5,000 in the aggregate over the term of this Agreement. City shall maintain the exterior areas of the Property, including the land, parking areas, sidewalks and landscaping. If repairs to City Hall would necessitate expenditure in excess of \$5,000, neither party is obligated to make such repairs, but either party may immediately terminate this Agreement if such repairs are necessary to maintain habitability of City Hall for District’s intended uses. City acknowledges that District’s training exercises and use of City Hall may damage non-structural elements of City Hall such as floor coverings and interior walls; District will be under no obligation to make repairs to such non-structural elements of City Hall.

5. Payment of Utilities Charges. District’s use of City Hall includes the use of the following basic utilities: water, sewer, and electricity. District shall be responsible for these basic utility charges and will reimburse City for the basic utility charges upon request by City.

6. Indemnification of City. To the extent permitted by the Oregon Constitution and subject to the Oregon Tort Claims Act, District will indemnify and hold City and City’s officers, employees and agents harmless against any and all claims, demands, losses, liabilities, costs and expenses (including, without limitation, attorney fees at trial and on any appeal or petition for review) arising during the term of this Agreement on account of injury to any person or damage to any property caused by District’s actions or inactions in relation to District’s use of the Property. District will not be required to indemnify or defend City for any liability arising out of acts of a third party, or a third party’s officers, employees, or agents. The provisions of this paragraph shall survive the expiration or earlier termination of this Agreement.

7. Insurance. District shall continuously maintain at its expense throughout the term of this Agreement public liability and property damage insurance with the combined single limit of not less than One Million Dollars (\$1,000,000). Such insurance shall provide coverage for bodily injury, death or property damage in connection with District's use and occupancy of the Property.

8. Casualty Damage. If fire or other casualty causes damage to any improvements on the Property, City in City's sole discretion shall decide whether insurance proceeds covering the Property shall be used for the repair or replacement of such improvements. City shall not have any obligation to repair or replace City Hall. If City elects to not make repairs or replace damage to the Property, and the damage reasonably impacts District's use, District may immediately terminate the Agreement upon written notice to City.

9. Termination. This Agreement may be terminated by either party with or without cause upon giving 30 days' prior written notice to the other party. Termination will not impact District's obligations under Section 5 to reimburse City for basic utility charges up through the date of termination. Upon termination, District shall vacate City Hall and tender occupancy of City Hall to City free of District equipment and other personal property and in a broom clean condition, wear and tear excepted taking into account Section 4.

10. Dispute to be Arbitrated. If any dispute arises between the parties, either party may request arbitration. The parties shall choose an arbitrator. If the choice of an arbitrator is not made within ten (10) days, then either party may apply to the presiding judge of the Linn County Oregon Circuit Court for the appointment of the required arbitrator. The arbitrator shall proceed according to the Oregon Uniform Arbitration Act, ORS 36.600 et seq., and the award of the arbitrator shall be binding upon both parties.

11. General Provisions.

11.1 Nonwaiver. Waiver of performance of any provision of this Agreement shall not be a waiver of nor prejudice the party's rights otherwise to require performance of the same provision or any other provision.

11.2 Transfer. District shall not transfer its interests under this Agreement to a third party.

11.3 Notices. Any notice required or permitted under this Agreement shall be given when actually delivered or when deposited with postage prepaid in the United States mail as registered or certified mail, addressed as follows:

To City: Ray Towry, City Manager
City of Sweet Home
3225 Main St
Sweet Home, OR 97386

To District: Dave Barringer, Fire Chief
Sweet Home Fire and Ambulance District
1099 Long St
Sweet Home, OR 97386

or to such other address as may be specified from time to time by either of the parties in writing.

11.4 Inspection. City shall have the right to enter upon the Property for inspecting District's compliance with this Agreement or to perform needed repairs. Entry shall be at reasonable times following notice to District except in case of emergency.

11.5 Entire Agreement. This Agreement contains the entire agreement between the parties concerning the Property and supersedes all prior agreements, oral and written. This Agreement may be modified only in writing, signed by the parties.

City

District

By: Ray Towry
Title: City Manager
Date: _____

By: Dave Barringer
Title: Fire Chief
Date: _____

Sweet Home School District No. 55

1920 Long Street, Sweet Home, OR 97386-2395

Tom Yahraes, Superintendent
Phone: (541) 367-7126
Fax: (541) 367-7105
tom.yahraes@sweethome.k12.or.us



Kevin Strong, Business Manager
Phone: (541) 367-7122
Fax: (541) 367-7104
kevin.strong@sweethome.k12.or.us

April 25, 2019

Ray Towry
City Manager
City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386

Dear Ray:

The Sweet Home School District is diligently reviewing every bill for the Sweet Home Junior High School renovation project to make sure that taxpayers receive their money's worth.

We were surprised to receive an \$83,009.92 charge from the City of Sweet Home for the project's building permit fee, structural plan review and fire/life safety review.

Our architect said this amount is roughly double the cost of other projects of similar size. He also said that the straight fee calculation is not really appropriate for larger projects. Instead, a negotiated fee is often used.

The negotiated fee approach seems reasonable to us. Shawn Eaton with Northwest Code Professionals told us that he expects to visit the job site approximately 100 times during construction. The current fee works out to \$830 per visit. Assuming one hour per visit, this charge seems excessive.

I look forward to hearing from you.

Sincerely,

Tom Yahraes

Dear Ray,

Our contractor needs the permits for construction ASAP, so Kevin will be bringing the check over on Wednesday morning. We need to execute the construction ASAP or a whole series of things get complicated in the construction pipeline, but we still wish to resolve the fee amount.

In short, we'll pay the bill, but it's about double as to what we anticipated. We still wish for the charges to be reviewed.

Sincerely,
Tom

Give Every Student, Every Chance to Become a Thriving Citizen and Achieve
Their Potential!

Go Sweet Home!

Tom Yahraes, Superintendent
Sweet Home School District #55
Superintendent's Office
PH: [541-367-7126](tel:541-367-7126)

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Public Records Law Disclosure: This e-mail is a public record of the Sweet Home School District #55 and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

----- Forwarded message -----

From: **Tom Yahraes** <tom.yahraes@sweethome.k12.or.us>

Date: Fri, Apr 26, 2019 at 9:34 AM

Subject: SHJH Permit Fee Calculation Concerns

To: Raymond Towry <rtowry@sweethomeor.gov>, Raymond Towry <rtowry@ci.sweet-home.or.us>

April 25, 2019

Ray Towry
City Manager
City of Sweet Home

1140 12th Avenue
Sweet Home, OR 97386

Dear Ray:

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Sincerely,

Tom Yahraes

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Go Sweet Home!

Tom Yahraes, Superintendent
Sweet Home School District #55
Superintendent's Office
PH: [541-367-7126](tel:541-367-7126)

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From: Tom Yahraes <tom.yahraes@sweethome.k12.or.us>
Sent: Thursday, October 1, 2020 3:49 PM
To: Raymond Towry <rtowry@sweethomeor.gov>; Blair Larsen <blarsen@sweethomeor.gov>
Cc: Jason Redick <jason.redick@sweethome.k12.or.us>; Josh Darwood <josh.darwood@sweethome.k12.or.us>; Kevin Strong <kevin.strong@sweethome.k12.or.us>
Subject: Re: Building Inspection Fees

Hi Ray,

Blair must have connected with you regarding my response concerning the City's desire for our property. Thanks for the updates and invites. So the right-hand knows what the left hand is doing and for efficiencies in efforts, I am including Blair, Kevin Strong, and Josh Darwood in this message.

What I pitched to Blair is the same thing I pitched to you for a win-win--fair deal. As a starting point:

- 1) We would partner with the City for wells on school district property. The wells would serve the community as an alternative source of water in case a fire, chemical spill or other event cuts off the City's current water supply. The wells would also provide water so school fields could be irrigated for youth sports and community recreation.
- 2.) As part of the City-School District partnership, we develop a plan for the Foster Elementary School arboretum allowing a swale to be developed and maintained to handle water runoff from Highway 20 and the proposed sidewalk.

Building Inspection Fees

We have already made budget reductions at Sweet Home Junior High School to offset the City's building inspection fees. The reductions include delaying the purchase of gym bleachers and delaying the purchase of lockers for the boys' and girls' locker rooms. There is no need to meet to discuss building inspection fees, beyond what we have stated over a year ago. We have already made reductions to pay for the City's fees. That ship has sailed.

The Sweet Home School District has accomplished a lot in the past five years to help improve our community's livability. Husky Stadium's turf field is a huge community asset. We have seismically upgraded the Sweet Home High School auditorium, Hawthorne Elementary School, Foster Elementary School and Holley Elementary School while also making these facilities more welcoming and aesthetically pleasing. The Sweet Home Junior High School renovation project has received overwhelmingly positive community feedback. We also continue to develop strong academic programs utilizing staff members that work in Sweet Home rather than sending students to other communities for school--and to be clear, we do not prohibit students from gaining academic credit from other colleges or universities from which students can incorporate coursework into their Sweet Home transcript. Moreover, we have accomplished all of this while lowering the school district's tax rate.

Regarding any agreements: In speaking on behalf of all district operations, I will not agree to any City management agreements or expectations of City oversight regarding district properties. We run and maintain our properties for the benefit of our K-12 programs and community.

Sincerely,

Tom Yahraes

Give Every Student, Every Chance to Become a Thriving Citizen and Achieve
Their Potential!

Go Sweet Home!

Tom Yahraes, Superintendent
Sweet Home School District #55
Superintendent's Office
PH: [541-367-7126](tel:541-367-7126)

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Shawn Eaton - Building Inspector/Plans Examiner/Building Official

Updates (as of 9-17-20) in yellow

Inspections		RATE	Plan Review		RATE	Review of Special Inspection Reports			RATE
Date	Time/Hours	\$90/hr	Date	Time	\$90/hr	Date	Time (as of 1/7/20)		\$90/hr
12/23/2019	2.25		1/28/2019	3		55 Dates	20 minutes each		
12/19/2019	2.5		1/24/2019	5					
12/16/2019	1.25		1/23/2019	5		Total	1100 minutes		
12/11/2020	2		1/22/2019	5			18 hrs 34 minutes - approx.		\$1,665.00
12/9/2020	1.5		3/21/2019	2.5					
12/3/2020	1.75		3/18/2019	3					
12/3/2020	1.25		3/13/2019	1					
11/29/2020	2.25		4/19/2019	1.5					
11/21/2020	2		4/2/2019	2.5		Phone/Conversations			
11/8/2020	1.75		9/24/2019	1.75		15 minutes a week			
11/4/2020	2.25		9/19/2019	1		9 months (5/19-1/20)			
11/4/2020	1		9/17/2019	2		573 minutes			
10/31/2020	1		10/22/2019	3		9 hours, 30 minutes (roughly)			\$855.00
10/31/2020	1.25								
10/28/2020	1.25		TOTAL HRS	36.25	\$3,262.50				
10/23/2020	1.75								
10/21/2020	1.5								
10/10/2020	2								
10/9/2020	2.5								
10/3/2020	1.25								
9/3/2020	1.5								
10/1/2020	1.25								
9/16/2020	1.25								

9/4/2020	1
9/10/2020	1
8/28/2020	1.5
8/27/2020	1.25
8/23/2020	1.25
8/20/2020	1.5
8/5/2020	1.75
8/1/2020	0.75
7/24/2020	1
1/1/1900	1.5
7/22/2020	1
7/12/2020	0.75
7/9/2020	1
7/8/2020	1.75
7/2/2020	0.75
6/25/2020	2.25
6/17/2020	1.5
6/13/2020	1.5
6/6/2020	1
6/3/2020	1.25
5/29/2020	1.75
5/28/2020	1.5
5/21/2020	1.25
5/20/2020	1
1/7/2020	2.25
7/10/2020	1.75

TOTAL Hrs	73	\$6,570.00
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7/27/2020	1	
8/18/2020	1	
Total Hrs (to date 9-17-20)		
	75	\$6,750.00

Trish Rice - City employee in Public Works Dept.

Various Dates 20 hrs. Inspection

6/1/2020 2.5 hrs.	46.18	\$ 1,039.05
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Dominic Valloni - City employee in Public Works Dept.

Various Dates 2 hrs. Inspections

6/1/2020 2 hrs.	71.04	\$ 284.16
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Joe Graybill - City employee (at time was in Public Works Dept.)

2/15/2019 4 hrs Plan Review

6/1/2020 2 hrs.	53.25	\$ 319.50
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Brian Womack - City employee

6/1/2020 2 hrs.	43.09	\$ 86.18
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Molly Laycock - City employee in CEDD - Building Program

33.54/hr

Approximate time in hours spent to process 7 permits/paperwork - 15.50 hrs

Approximate time spent to process every inspection - 71 inspections / 15 minutes each = 17.75 hrs

Approximate time spent to process every inspection - additional: 2 inspections / 15 minutes each = .50 hrs

\$ 1,131.98

TOTAL	\$ 15,393.37
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Permits

1	827-18-000179-SD	\$54.50
2	827-18-000242-DEMO	\$360.00
3	827-19-000014-STR	\$89,206.54
4	827-19-000071-FIRE	\$715.68
5	827-19-000089-MECH	\$4,355.23
6	827-19-000091-PLM	\$5,346.30
7	827-19-000301-STR	\$3,764.66
8	827-19-000267-STR	\$1,185.76
TOTAL		\$104,988.67

**Record Fees**

827-19-000267-STR
880 22ND AVE, SWEET HOME, OR 97386

3225 Main Street
Sweet Home, OR 97386
Phone: 541-367-7993

www.sweethomeor.govshpermit@sweethomeor.gov**Work Description:** Jr. High School - Mechanical Chase Roof Cover (not on original plans)**Contractor Provided Job Value:** \$82,000.00

Fee	Qty	Fee Amt	Fee Status	Amt Paid	Balance Due
Structural plan review fee	1 Ea	\$435.45	INVOICED	\$435.45	\$0.00
Structural building permit fee	1 Ea	\$669.92	INVOICED	\$669.92	\$0.00
State of Oregon Surcharge - Bldg (12% of applicable fees)	1 Ea	\$80.39	INVOICED	\$80.39	\$0.00

Total Fees:	\$1,185.76
Total Invoiced Fees:	\$1,185.76
Total Fees Paid:	\$1,185.76
Total Balance Due:	\$0.00



Record Fees

827-19-000301-STR
880 22ND AVE, SWEET HOME, OR 97386

3225 Main Street
Sweet Home, OR 97386
Phone: 541-367-7993

www.sweethomeor.gov

shpermit@sweethomeor.gov

Work Description: Jr. High School - Fire Suppression System - deferred submittal

Contractor Provided Job Value: \$404,000.00

Fee	Qty	Fee Amt	Fee Status	Amt Paid	Balance Due
Eng - Document plan copies - paper 24x36, per page	4 Ea	\$16.00	INVOICED	\$16.00	\$0.00
Structural plan review fee	1 Ea	\$1,284.82	INVOICED	\$1,284.82	\$0.00
Structural building permit fee	1 Ea	\$1,976.64	INVOICED	\$1,976.64	\$0.00
Deferred submittal fee	1 Ea	\$250.00	INVOICED	\$250.00	\$0.00
State of Oregon Surcharge - Bldg (12% of applicable fees)	1 Ea	\$237.20	INVOICED	\$237.20	\$0.00

Total Fees:	\$3,764.66
Total Invoiced Fees:	\$3,764.66
Total Fees Paid:	\$3,764.66
Total Balance Due:	\$0.00

**Record Fees**

827-19-000071-FIRE
880 22ND AVE, SWEET HOME, OR 97386

3225 Main Street
Sweet Home, OR 97386
Phone: 541-367-7993

www.sweethomeor.gov

shpermit@sweethomeor.gov

Work Description: Jr. High School - upgrade Fire Alarm System for existing structures; also includes Fire Alarm System for new structures

Contractor Provided Job Value: \$45,000.00

Fee	Qty	Fee Amt	Fee Status	Amt Paid	Balance Due
Fire life safety plan review	1 Ea	\$188.34	INVOICED	\$188.34	\$0.00
Structural building permit fee	1 Ea	\$470.84	INVOICED	\$470.84	\$0.00
State of Oregon Surcharge - Bldg (12% of applicable fees)	1 Ea	\$56.50	INVOICED	\$56.50	\$0.00

Total Fees:	\$715.68
Total Invoiced Fees:	\$715.68
Total Fees Paid:	\$715.68
Total Balance Due:	\$0.00



Record Fees

827-19-000089-MECH
880 22ND AVE, SWEET HOME, OR 97386

3225 Main Street
Sweet Home, OR 97386
Phone: 541-367-7993

www.sweethomeor.gov

shpermit@sweethomeor.gov

Work Description: Jr. High new and remodel - mechanical

Contractor Provided Job Value: \$683,100.00

Fee	Qty	Fee Amt	Fee Status	Amt Paid	Balance Due
Commercial mechanical permit (based on mechanical job value)	1 Ea	\$3,179.00	INVOICED	\$3,179.00	\$0.00
Mechanical plan review	1 Ea	\$794.75	INVOICED	\$794.75	\$0.00
State of Oregon Surcharge - Mech (12% of applicable fees)	1 Ea	\$381.48	INVOICED	\$381.48	\$0.00

Total Fees: \$4,355.23

Total Invoiced Fees: \$4,355.23

Total Fees Paid: \$4,355.23

Total Balance Due: \$0.00

**Record Fees**

827-18-000242-DEMO
880 22ND AVE, SWEET HOME, OR 97386

3225 Main Street
Sweet Home, OR 97386
Phone: 541-367-7993

www.sweethomeor.govshpermit@sweethomeor.gov**Work Description:** Junior High School - demolition per plans, erosion control per PW

Fee	Qty	Fee Amt	Fee Status	Amt Paid	Balance Due
Basic Right-of-Way permit	1 Ea	\$60.00	INVOICED	\$60.00	\$0.00
Demolition permit fee	1 Ea	\$250.00	INVOICED	\$250.00	\$0.00
Erosion Control - plan review/permit for parcel >1acre, with eros ctl cert - enter # of acres	1 Acres	\$50.00	INVOICED	\$50.00	\$0.00

Total Fees:	\$360.00
Total Invoiced Fees:	\$360.00
Total Fees Paid:	\$360.00
Total Balance Due:	\$0.00

**Record Fees**

827-19-000091-PLM
880 22ND AVE, SWEET HOME, OR 97386

3225 Main Street
Sweet Home, OR 97386
Phone: 541-367-7993

www.sweethomeor.govshpermit@sweethomeor.gov**Work Description:** Jr. High School - new and remodel

Fee	Qty		Fee Amt	Fee Status	Amt Paid	Balance Due
Sanitary sewer - Total linear feet	420	LnFt	\$240.00	INVOICED	\$240.00	\$0.00
Storm sewer - Total linear feet	1695	LnFt	\$720.00	INVOICED	\$720.00	\$0.00
Water service - Total linear feet	100	LnFt	\$80.00	INVOICED	\$80.00	\$0.00
Other - plumbing	109	Qty	\$2,725.00	INVOICED	\$2,725.00	\$0.00
Plumbing plan review	1	Ea	\$1,129.50	INVOICED	\$1,129.50	\$0.00
State of Oregon Surcharge -Plumb (12% of applicable fees)	1	Ea	\$451.80	INVOICED	\$451.80	\$0.00

Total Fees:	\$5,346.30
Total Invoiced Fees:	\$5,346.30
Total Fees Paid:	\$5,346.30
Total Balance Due:	\$0.00



Record Fees

827-18-000179-SD
880 22ND AVE, SWEET HOME, OR 97386

3225 Main Street
Sweet Home, OR 97386
Phone: 541-367-7993

www.sweethomeor.gov

shpermit@sweethomeor.gov

Work Description: Junior High School - remove raised bed in the middle of parking lot (large oak tree also)

Fee	Qty	Fee Amt	Fee Status	Amt Paid	Balance Due
Grading permit fee - 101 cubic yards and greater - enter cubic yards	135 Qty	\$54.50	INVOICED	\$54.50	\$0.00

Total Fees:	\$54.50
Total Invoiced Fees:	\$54.50
Total Fees Paid:	\$54.50
Total Balance Due:	\$0.00

**Record Fees**

827-19-000014-STR
880 22ND AVE, SWEET HOME, OR 97386

3225 Main Street
Sweet Home, OR 97386
Phone: 541-367-7993

www.sweethomeor.govshpermit@sweethomeor.gov

Work Description: Jr. High School - New construction of gym/cafeteria, renovation of administration w/minor remodel of interior classrooms; new & revamped access driveways; Sprinkler system; HVAC units.

10-22-19 Revised: DEFERRED submittal - Metal Joists - pd fees

Contractor Provided Job Value: \$10,032,921.00

Fee	Qty	Fee Amt	Fee Status	Amt Paid	Balance Due
Structural plan review fee	1 Ea	\$26,320.22	INVOICED	\$26,320.22	\$0.00
Basic Right-of-Way permit	1 Ea	\$60.00	INVOICED	\$60.00	\$0.00
SC Inspection - driveway access - new, widen, reconstruct	1 Ea	\$30.00	INVOICED	\$30.00	\$0.00
SC Inspection - sewer service lateral connection to main	1 Ea	\$30.00	INVOICED	\$30.00	\$0.00
Structural - additional plan review per hour	8 Hours	\$487.50	INVOICED	\$487.50	\$0.00
Fire life safety plan review	1 Ea	\$16,197.06	INVOICED	\$16,197.06	\$0.00
INF Inspection - half/full street improvements, enter lineal feet	250 Qty	\$100.00	INVOICED	\$100.00	\$0.00
Structural building permit fee	1 Ea	\$40,492.64	INVOICED	\$40,492.64	\$0.00
Deferred submittal fee	1 Ea	\$250.00	INVOICED	\$250.00	\$0.00
Development plan review, up to five hours	1 Ea	\$300.00	INVOICED	\$300.00	\$0.00
Erosion Control - plan review/permit for parcel >1acre, with eros ctl cert - enter # of acres	2 Acres	\$80.00	INVOICED	\$80.00	\$0.00
State of Oregon Surcharge - Bldg (12% of applicable fees)	1 Ea	\$4,859.12	INVOICED	\$4,859.12	\$0.00

Total Fees:	\$89,206.54
Total Invoiced Fees:	\$89,206.54
Total Fees Paid:	\$89,206.54
Total Balance Due:	\$0.00

DISASTER PREPAREDNESS-COMMUNITY EDUCATION COORDINATOR

DEFINITION

Under general direction, provides a variety of professional administrative assistance to the Disaster Preparedness and Public Education programs of the Livermore-Pleasanton Fire Department. Will be responsible for assistance with disaster preparedness program development and training, will maintain emergency operations centers for both the City of Livermore and the City of Pleasanton in a state of operational readiness, will coordinate and deliver public education programs such as CERT, CPR and First Aid and other related work.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the EMS-Disaster Preparedness Manager. Exercises no supervisory responsibility.

TYPICAL DUTIES

1. Provides analytical assistance to the City of Livermore and City of Pleasanton in their respective disaster preparedness programs.
2. Assists in coordinating emergency management activities with city staff, community representatives and agencies to promote continuity of effort, efficiency of function and standardization.
3. Assists in developing, coordinating and administering emergency management training and education programs and activities for designated city employees.
4. Assists in developing and conducting operational training and exercises for public safety agencies.
5. Coordinates emergency management activities with local community-based organizations and community volunteers.
6. Implements community emergency response team (CERT) training for local businesses, schools and neighborhoods.
7. Implements programs involving emergency management-related technology, equipment, trends and innovations to meet state and federal emergency planning standards and funding criteria.
8. Participates in specialized training, conferences and seminars as available and appropriate.
9. Implements policies, procedures and standards to promote efficient and effective operations of assigned functions.

City of Pleasanton
Disaster Preparedness-Community Education Coordinator
Page Two

10. Reviews and verifies the timely and accurate publication and distribution of policy and procedure manuals, standard operating procedures, training manuals and other related documents.
11. Continually monitors and evaluates the various educational programs related to identified community needs, emergency activities and Livermore-Pleasanton Fire Department goals.
12. Coordinates the activities of Livermore-Pleasanton Fire Department Operations Division personnel and community volunteers in the area of fire-related public education. Maintains accurate records of program activities.
13. Identifies and coordinates safety programs in response to the needs of certain age, special interest or special needs groups.
14. Coordinates the Livermore-Pleasanton Fire Department's public relations program, including station tours, the Fire Safety House, equipment demonstrations, press releases, and public information outreach.
15. Coordinates the department's mobile sign displays and materials at various public venues, street fairs, parades and shopping centers.

Knowledge, Skills and Abilities

Knowledge of:

1. Methods, techniques and trends involved in the development, administration, implementation and evaluation of emergency management training programs.
2. Fire safety, emergency preparedness, and community organizations and agencies.

Skill and ability to:

1. Present educational programs and training materials.
2. Read, interpret and apply rules, policies and procedures.
3. Communicate effectively verbally and in writing.
4. Effectively deliver presentations for groups of varying size, age and background.
5. Establish and maintain effective working relationships with the public, media, schools, community groups and public officials.

City of Pleasanton
Disaster Preparedness-Community Education Coordinator
Page Three

6. Understand and operate a variety of audio-visual and computer equipment and programs to present information in an effective way.
7. Understand and carry out oral and written instructions.

DESIRABLE QUALIFICATIONS

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's degree in Public Administration, Communication, Emergency Management or a related field is preferred, however an Associate of Arts degree with relevant experience may be qualifying.

Experience:

Two years of professional experience in emergency services, conducting training and community outreach. Relevant experience in public outreach or marketing skills may be exchanged for the emergency services requirement.

License:

A valid California Driver's License is required.



City of Albany, Oregon
Human Resources Department
Job Classification/Position Description

1. CLASSIFICATION INFORMATION

Classification Title
City Emergency Manager/Safety Officer

Position #
20273-001

Department	Division
Fire	City Emergency Management

Location
City Hall

Position Status		
☒ Regular	☐ Temporary	☐ Seasonal
☒ Full Time	☐ Part Time	☐ On-Call

FLSA*
☐ Non-Exempt
☒ Exempt

* Pertains to the position's eligibility for overtime pay according to the Fair Labor Standards Act (FLSA).

Incumbent Name
Charles Perino

2. GENERAL DESCRIPTION OF CLASSIFICATION

a) NATURE OF WORK

Develop, recommend, and implement emergency management programs to ensure effective emergency services; plan, develop, and coordinate mitigation, preparedness, and response and recovery activities; work with private and public sector agencies to obtain a coordinated preparedness and response effort; plan and coordinate exercises to test planning documents; and present training and presentations. Administer City safety program; coordinate Citywide safety training, reporting, and records.

b) SUPERVISION RECEIVED/REVIEW OF WORK

Works under the general guidance and direction of the Fire Chief.

3. PURPOSE OF POSITION

The primary purpose of this position is to implement emergency management programs to ensure a safe community and to administer the City's safety program and represent the City during OSHA inspections; must work independently in administering areas of responsibility. Discretion is required in applying general goals and policy statements; in development of recommendations, policies, and procedures; and in resolving program issues.

4. ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

a) DUTIES

Classification Function/Duty

1. Plan, coordinate, and oversee development of City emergency management and may function as Director of the City's Emergency Coordination Center or Safety Officer during an emergency incident.
2. Write grants to solicit funding for City Emergency Management programs.
3. Plan and implement emergency management public education endeavors.
4. Maintain compliance with local, state, and federal mandates, procedures, and emergency management related requirements for the City.
5. Plan for, write, and maintain the City's Natural Hazard Plan, Emergency Operations Plan (EOP), Debris Management Plan, Disaster Recovery Plan, and additional documents as appropriate.
6. Participate in community outreach planning for emergencies and assist with mitigation planning efforts and related documents.
7. Participate on the Linn County Emergency Management Council, Local Emergency Planning Committee, and all pre-disaster mitigation planning efforts for the City.
8. Conduct tabletop, functional, and full-scale exercises in accordance with EMPG, HSEEP, and City guidance; prepare exercise reports and after-action reviews; and provide instruction and conduct exercises with local Incident Management Team.
9. Provide state, federal, or other required data tracking related to City emergency management.
10. Maintain and exercise the City's Emergency Coordination Center (ECC) and communications equipment.
11. Provide City staff training related to emergency management and staffing positions throughout the ECC.
12. Review, plan, upgrade, and maintain City's Ham Radio System for use in the ECC.
13. Participate in the development and maintenance of the Linn-Benton Alert System for the City.
14. Maintain Continuity of Operations Plans for the City; evaluate existing plans; and make recommendations for improvement.
15. Host and attend relevant training and presentations.
16. Administer City of Albany safety program, including but not limited to: Chair of the Citywide Safety Committee; maintain and update safety manual and all safety policies and procedures in conjunction with the Human Resources Department; act as lead contact for OR-OSHA; represent City during OR-OSHA inspections; assist departments with safety compliance; maintain safety database, collect data, and file OR-OSHA annual reports as required; ensure adherence to all federal, state, and local safety laws; research innovative safety programs to better manage and control loss.
17. Coordinate Citywide safety training and development by teaching classes and/or through use of outside training consultants or internal subject matter experts, to include: blood-borne pathogens, lock out/tag out, confined-space entry, etc.
18. Coordinate annual hearing tests and maintain appropriate records.
19. Coordinate City's Hepatitis immunization program.
20. May represent City in hearings related to safety violations/issues, such as unemployment insurance claims and employee discipline arbitrations.
21. Assist other City departments, government agencies, and private sector agencies in coordinating their emergency response plans.
22. Build community partnerships when necessary and foster/maintain existing partnerships.
23. Maintain records of facilities, personnel, and equipment useful in a disaster.
24. Provide reports as required.
26. Serve as a member of various county committees related to emergency preparedness.
27. Assist other City staff in the performance of their duties pertaining to emergency preparedness.
25. Represent the City of Albany by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
28. Maintain regular job attendance and adherence to working hours.

29. Operate a motor vehicle safely and legally.
30. Establish and maintain effective working relationships with state and county officials and City department directors, managers, supervisors, and employees.
31. Establish and maintain effective relationships with external partners (EMS, Fire Departments, City/County Law Enforcement, Businesses, State Agencies, etc.).

The following duties are intended only as illustrative examples of the various types of work that may be performed by individuals in this position.

Position Function/Duty

b) SUPERVISION EXERCISED

Positions in this classification are responsible for the supervision of other employees in the organization. This position performs the following work in a supervisory role:

Yes/No	Duty/Responsibility	Number of Employees	Classification(s) of Employees
☐ Yes ☒ No	Hiring/Firing		
☒ Yes ☐ No	Train Others		City Staff
☒ Yes ☐ No	Plan Work		City Staff
☒ Yes ☐ No	Assign Work		City Staff
☒ Yes ☐ No	Review Work		City Staff
☒ Yes ☐ No	Approve Work		City Staff
☐ Yes ☒ No	Evaluate Performance		
☐ Yes ☒ No	Approving Salary Adjustments		

5. PHYSICAL DEMANDS OF JOB/POSITION

The physical demands described here (including lifting, mobility, movement, and manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

a) PHYSICAL DEMANDS

In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards, calculator, and telephones.

b) TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee may use the following tools and/or equipment: personal computer and various software programs, calculator, phone, cellular phone, pager, base radio, copy and fax machines, motor vehicle, and other related tools and equipment. Employee is to use appropriate PPE when warranted.

6. WORK ENVIRONMENT/WORKING CONDITIONS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

a) WORK ENVIRONMENT/WORKING CONDITIONS

In the performance of the job duties, the employee will mainly be working in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The employee may occasionally be exposed to increased noise levels, noxious odors, and other hazardous conditions during safety inspections and investigations.

Occasional travel may include local and regional meetings, and occasional visits to work sites around the city.

This position may occasionally be required to work evenings and weekends.

7. JOB/POSITION QUALIFICATION REQUIREMENTS

a) EDUCATION AND EXPERIENCE

- Bachelor's degree in emergency preparedness and/or response, planning, communications, or related field, or equivalent training; and four years' experience in emergency management or response (fire, ambulance, or criminal justice) with an emphasis on Environmental Health and Safety, Industrial Safety, or Occupational Health & Safety.
- Experience in writing grant applications.
- Meet National Incident Management System training requirements for command and general staff.
- Completion of Federal Emergency Management Agency's Professional Development Series.
- Knowledge of OSHA regulations preferred.

b) KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the national, state, and local laws, rules, regulations, grant programs, and protocols.

Ability to apply this understanding in assisting with the coordination and implementation of comprehensive emergency management and homeland security strategies and programs and in assisting with ensuring that the City meets all state and federal planning requirements.

Ability to follow complex oral and written instructions.

Skill in writing, speaking, and listening in order to effectively communicate in a variety of situations for a variety of audiences.

Ability to assist with the creation or revision of grant proposals and emergency or contingency plans.

Knowledge of the National Incident Management System, the Incident Command System, and Emergency Operations Center (EOC) operational protocols.

Ability to assist in managing the interface between on-scene command activities, the ECC, multi-agency coordination centers, and area command structures.

Skill in conducting training for emergency management personnel and employees.

Knowledge of generally accepted safety practices and OSHA regulations.

Ability to design and present safety training (e.g., Blood Borne Pathogens).

Ability to organize, plan, and administer a Citywide safety program.

c) SPECIAL REQUIREMENTS

Must be 21 years of age or older at time of hire.

Possession of or ability to obtain a valid Oregon driver's license without record of suspension or revocation in any state.

Must pass pre-employment screening to include a thorough background investigation and drug screen.

Ability to read and write the English language; meet Departmental physical standards.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

8. OTHER/ADDITIONAL JOB INFORMATION

No additional information or special instructions are specified for this position.

SIGNATURES

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. The knowledge and skills are required for initial consideration. Abilities may be required for initial consideration, at any time during the selection process, or during a training/probationary period as a final stage of the selection process. No attempt is made to describe every KSA required for all positions. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job/position change.

_____ Charles Perino Incumbent Name	_____ Incumbent Signature	_____ Date
_____ Shane Wooton Supervisor Name	_____ Supervisor Signature	_____ Date
_____ Danette Jamison Human Resources Director Name	_____ Human Resources Director Signature	_____ Date

Date Revised: 06/2016

Grade	Job Title	Step 1	Step 1	Step 2
N130	CITY EMERGENCY MANAGER/SAFETY OFFICER	\$ 38.11	\$ 79,269.88	\$ 39.25

Nonbargaining								
Step 2		Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6
\$ 81,637.26		\$ 40.43	\$ 84,091.86	\$ 41.64	\$ 86,621.22	\$ 42.89	\$ 89,212.88	\$ 44.18

Step 6	Step 7	Step 7	Step 8	Step 8
\$ 91,904.23	\$ 45.50	\$ 94,645.40	\$ 46.87	\$ 97,498.72