



**CITY OF CARLTON
CITY COUNCIL WORK SESSION AGENDA
TUESDAY, JULY 06, 2021, 6:00 P.M.
CITY HALL, 191 EAST MAIN STREET, CARLTON**

The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.

1. CALL TO ORDER – ROLL CALL	<u>Pages</u>
1) Changes to the Agenda	
2. WORK SESSION AGENDA ITEMS	
1) Carlton Public Safety	6
2) Goal 2: Highway 47 Update	7
3) Goal 2.1.1: Economic Development Advisory committee	25
4) Goal 2.3.1: Sidewalk replacement/Expansion plan	65
3. FUTURE WORK SESSION AGENDA ITEMS	
4. ADJOURNMENT	

Future Work Session Topics	
Accessory Dwelling Units	Audit Presentation
Economic Committee creation	Downtown parking (Biking issues)
Police Department report	Bee City Designation
Sister City Relationship/Organization	Goal 3 Community Engagement education & involvement strategies
Goal 1.3 Carlton Civic Facility (City Hall/Police) next steps	Goal 1.4 Strategy to update the Comprehensive Plan and Development Code

*This facility is ADA accessible.
If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.*

CARLTON CITY COUNCIL

2021-22 GOALS

Overview: The Carlton City Council met on February 27, 2021 and identified three policy goals for FY 21-22. To provide clarity of intent and associated operational priorities, each goal is supported by policy strategies and selected specific projects/actions to help implement the goal.

The goals describe the Council's desired policy outcomes. Each strategy supports the associated goals by offering a more detailed focus to assist in policy decision-making. The projects/actions identify operational level activities that are seen as integral to moving the strategy, and hence goal, forward.

Some projects/actions were identified by the Council as a greater priority than others. Those projects/actions designated with "***" are considered "high priority." Those with "*" are considered priorities for implementation.

Keeping Goals in Focus: To ensure these goals remain on the radar for both them and staff during the year, Council identified the following measures:

- Quarterly updates from staff on the action/project items' progress.
- Council to have the goals, strategies, and projects/actions accessible to consult when needed during policy discussions.
- When relevant, identify associated goals with Council meeting agenda items.
- Staff to reference any relevant Council goals in presentations and reports.

Goal 1: Maintain and enhance effective, efficient, and fiscally prudent City services and infrastructure.

Strategy 1.1: *Support, enhance, and plan for infrastructure maintenance and improvements to meet current and future community needs.*

PROJECT/ACTION 1.1.1:	Continue to implement the five-year replacement plan and funding strategy for streets, water, and sewer assets.*
PROJECT/ACTION 1.1.2:	Continue to work with Yamhill Regional Water Authority for future water supply plan.
PROJECT/ACTION 1.1.3:	Update City Transportation System Plan.
PROJECT/ACTION 1.1.4:	Continue to conduct a water rate study.*

Strategy 1.2: *Maintain and enhance public safety and emergency services and plans that consistently promote community well-being.*

PROJECT/ACTION 1.2.1:	Update and maintain the City's emergency management plan.
PROJECT/ACTION 1.2.2:	Develop and implement a plan to educate, train, and engage community members in public safety activities and emergency planning.*

Strategy 1.3: *Maintain professional, effective, and efficient City services through provision of training, resources, and functional facilities.*

PROJECT/ACTION 1.3.1:	Identify and provide education and training opportunities for City Council, advisory boards/commissions, and staff.
PROJECT/ACTION 1.3.2:	Complete and begin implementing a plan, incorporating information from previous efforts, to provide a functional and safe City Hall and Police Precinct. **

Strategy 1.4: *Update City plans, ordinances, and Charter to be consistent with current laws, community needs, and policy direction.*

PROJECT/ACTION 1.4.1:	Begin to update the City's Comprehensive Plan.**
PROJECT/ACTION 1.4.2:	Begin to update City development code.**

**Identified as priority project*

***Identified as high priority project*

Goal 2: Foster, implement, and maintain an attractive environment for residents, businesses, and organizations to thrive and embrace a sense of community.

Strategy 2.1: Foster the development and sustainability of a physical and operational environment that attracts, supports, and retains businesses.

PROJECT/ACTION 2.1.1:	Establish an economic development advisory committee.*
PROJECT/ACTION 2.1.2:	Implement a downtown parking strategy to address parking for customers.*
PROJECT/ACTION 2.1.3:	Develop a proactive strategy to support businesses and residents during Highway 47 construction.

Strategy 2.2: Continue to enhance the physical character of Carlton through policies and programs that foster an attractive environment for both businesses, organizations, and residents.

PROJECT/ACTION 2.2.1:	Continue participation and support for Highway 47 realignment to reduce truck traffic in downtown area.**
PROJECT/ACTION 2.2.2:	Investigate potential strategies and work with Carlton Business Association to attract businesses to Carlton.

Strategy 2.3: Maintain and expand Carlton's physical/digital connectivity and interactive spaces to enhance access and build community.

PROJECT/ACTION 2.3.1:	Begin to develop a five-year replacement/expansion plan with benchmarks for sidewalks and trailways to increase accessibility for residents and businesses.*
PROJECT/ACTION 2.3.2:	Investigate opportunities to coordinate with regional partners to provide mutually beneficial community facilities.*

Strategy 2.4: Create opportunities to increase the supply and diversity of housing, as well as homeownership, in Carlton to promote financial accessibility and choice for all income levels.

PROJECT/ACTION 2.4.1:	Seek a common definition and understanding of affordable housing that can inform future policy decisions regarding housing.
PROJECT/ACTION 2.4.2:	Incorporate housing policy approaches consistent with this strategy in any updates of the Comprehensive Plan and/or development code.*
PROJECT/ACTION 2.4.3:	Develop policies for managing vacation/rental properties that are conducive to maintaining community livability.*

*Identified as priority project

**Identified as high priority project

Goal 3: Continue to identify, implement, and promote strategies and tools that expand community education and involvement in City government activities and decision-making.

Strategy 3.1: Expand tools, strategies, and processes to increase transparency of City business and activities.

PROJECT/ACTION 3.1.1:	Establish a comprehensive system of public communication with routine updates and multiple distribution venues (e.g., website, newsletter, and social media platforms).
PROJECT/ACTION 3.1.2:	Explore options to display upcoming City events and other timely information on or in front of City Hall.
PROJECT/ACTION 3.1.3:	Develop approaches to promote community involvement in City decision-making.
PROJECT/ACTION 3.1.4:	Provide leadership development and other volunteer opportunities for community members.

**Identified as priority project*

***Identified as high priority project*



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Carlton Public Safety
Date: July 6, 2021

Recommendation

None, informational only.

Background

The Carlton Police Department has undergone significant changes since 2010. Highlights can be reviewed in the 2010-2020 Department Report

https://www.ci.carlton.or.us/sites/default/files/fileattachments/police/page/141/10_year_department_report_version_11.pdf

The Department will be present to share information with Council and answer any questions.



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Goal 2: Highway 47 Update
Date: July 6, 2021

Recommendation

Staff recommends that the City Council review the attached draft letter to the Oregon Transportation Commission (OTC). Following discussion, if there are no concerns with the letter, the Mayor will sign, and it will be forwarded to the OTC.

Staff will follow up with ODOT on any questions Council has following this discussion.

Background

On April 7, 2021, Staff met via video conference with ODOT to discuss next steps to moving forward with the Highway 47 project. On April 23, 2021, an on-site meeting with ODOT, Staff, and local stakeholders met to discuss concerns and outline the process moving forward. Staff and ODOT have been in informal weekly communications about project next steps.

To further City Council's Project/Action 2.2.1, *Continue participation and support for Highway 47 realignment to reduce truck traffic in the downtown area*, the attached letter has been drafted to send to the Oregon Transportation Commission emphasizing the desire to work with ODOT to ensure the project is focused on community safety, investment in our businesses, and adheres and enhances the community's character.

The Oregon Transportation Commission is scheduled to meet July 15, 2021. Following approval from the Commission of the Highway 47's project scope, ODOT will then begin work on an Intergovernmental agreement (IGA) with the City of Carlton. The IGA will be presented and approved by the City Council.

Following City Council approval of the IGA, ODT, Staff, and the Community will restart conversations about the best design for the project to benefit the community in the present, as well as, its future.

ADA Component Work

A related, but separate, component of the ODOT work is regarding ADA ramps and accessibility. Following is the proposed schedule that portion of the work. Staff has spoken to ODOT about delaying on 2-4 ramps that would be completed during the Main Street work in conjunction with the Highway 47 realignment construction.

Estimated Schedule:

Design Acceptance plans review: 6/10/21 to 6/22/21

Advanced plans review: 9/1/21 to 9/8/21

Final plans review: 10/11/21 to 10/21/21

Plans specs and estimate due: 12/13/2021

Bid Open: 2/3/2022

Work to begin: 4/2022

Further, Staff has been working with ODOT on enhanced pedestrian safety at the intersections of E Polk/S Pine St. and W Grant St/S Pine St. As of June 21, 2021, ODOT provided an estimated cost to the City of Carlton of \$11,000 to provide enhanced crossing striping at both intersections and asked for a decision by July 1, 2021. To further City Council's Strategy 2.3 to improve Carlton's physical connectivity to enhance access, Staff authorized the enhanced crossing. This authorization is in alignment with Capital Improvement Fund: Transportation in the approved FY21/22 Carlton budget.

Relevance to Future Council Work

The Highway 47 realignment project touches upon several of the strategies and projects/actions in City Council Goal 2, including:

- Project/Action 2.1.2: Implement a downtown parking strategy
Through discussions with the community and ODOT, enhanced parking opportunities can be explored to support business and tourism parking in the downtown corridor.
- Project/Action 2.1.3: Develop a strategy to support the community during the project
Through discussions with the community, businesses, CBA, and ODOT, a proactive strategy can be explored as we move through the design process and begin execution of the realignment.
- Project/Action 2.2.2: Work with CBA to attract businesses to Carlton
In conjunction with another Council goal of economic development, discussions with the CBA about how the design of Highway 47 and other improvements associated with the project would assist in attracting businesses to Carlton.
- Project/Action 2.3.1: Increase accessibility for residents and businesses
In conjunction with development of a 5-year replacement/expansion plan, discussions of improvements to sidewalks and intersections impacted by the Highway 47 project will assist in achieving this action.

Alternatives

1. Do not send letter to OTC

Fiscal Impact

An estimated \$11,000 for enhanced pedestrian crossings at the two intersections noted above.

As discussions develop with ODOT on community enhancements through the Highway 47 project, the Council and Staff will have opportunities throughout the project development to discuss acceptable costs to the City, and potential grant opportunities for community improvements.

Exhibits

1. Example of an ODOT/City collaboration – Florence ReVision
<https://www.ci.florence.or.us/urbanrenewal/revision-florence>
https://www.ci.florence.or.us/sites/default/files/fileattachments/urban_renewal_fura/project/316/10.26.18_revision_florence_prebid_meeting_presentation.pdf



July 6, 2021

John W. Huestis, P.E. ODOT R2 – Area 3 Manager
Oregon Dept. of Transportation
455 Airport Road SE Building B
Salem, OR 97301-5395

RE: City of Carlton Highway 47 Realignment

Mr. Huestis,

The City Council and I are writing in support of the Highway 47 realignment project. We wish to work with ODOT to make improvements to Highway 47 to emphasize community and safety improvements for our community. While we understand the desire to maintain truck passage, we are excited to collaborate with ODOT, our businesses, and community members to develop a project that supports the goals of:

- Pedestrian, bicyclist, and vehicular safety in the corridor,
- Realignment of the corridor with the community's character,
- Reinvestment and promotion of businesses, job growth and creation in the corridor, and
- Promotion of tourism and expansion of tourist areas.

We envision a collective effort to discuss inclusion of highway safety elements such as:

- Visual cues to slow down traffic,
- ADA improvements,
- Street and pedestrian lighting,
- Pedestrian safety elements such as:
 - Four-way stops with minimal curb radius,
 - Elevated pedestrian walkway, and
 - Sidewalks,
- Defined parking,
- Landscaping, undergrounding utilities, and bike lanes.

We recognize this is a partnership effort and we look forward to working with ODOT to create a project that not only benefits the highway corridor, but also aligns with the character of Carlton and enhances the safety and future of our community.

Sincerely,

Linda Watkins
Mayor
City of Carlton

Cc: Oregon Transportation Commission



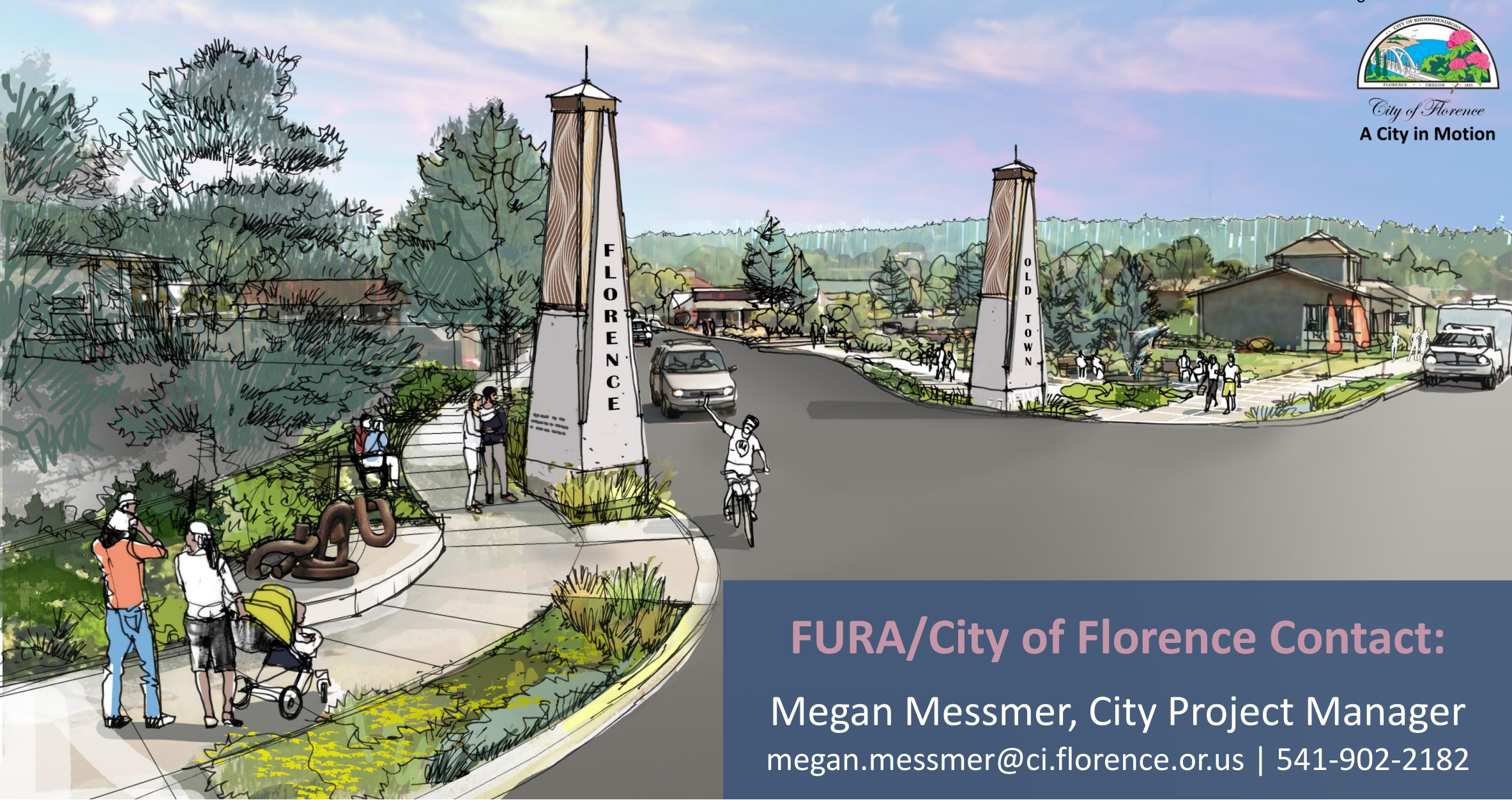
ReVision Florence Pre-Bid Meeting

K21346 OR126/US101: Spruce St. – Siuslaw River Bridge
Florence Urban Renewal Agency/City of Florence

October 26, 2018



City of Florence
A City in Motion



FURA/City of Florence Contact:
Megan Messmer, City Project Manager
megan.messmer@ci.florence.or.us | 541-902-2182

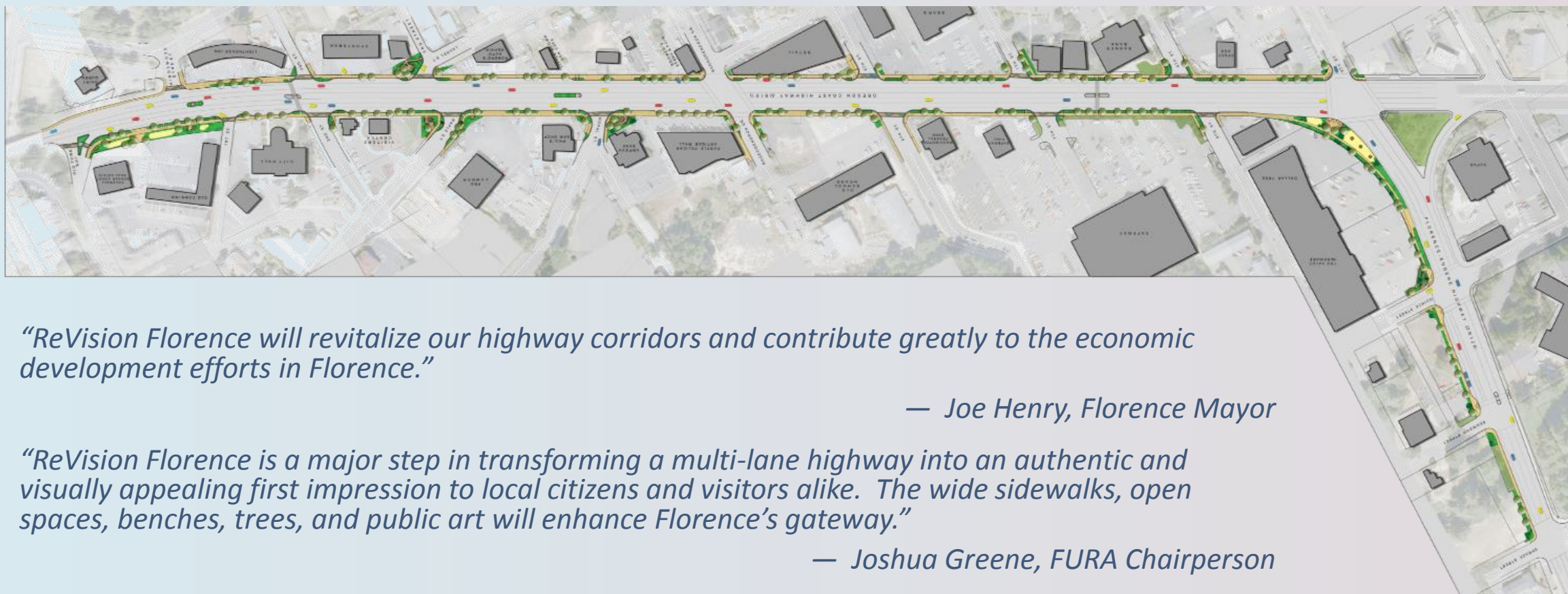


City of Florence
A City in Motion

ReVision Florence Project Area

Highway 101: Siuslaw River Bridge to Highway 126 Intersection

Highway 126: Highway 101 Intersection to Spruce Street



“ReVision Florence will revitalize our highway corridors and contribute greatly to the economic development efforts in Florence.”

— Joe Henry, Florence Mayor

“ReVision Florence is a major step in transforming a multi-lane highway into an authentic and visually appealing first impression to local citizens and visitors alike. The wide sidewalks, open spaces, benches, trees, and public art will enhance Florence’s gateway.”

— Joshua Greene, FURA Chairperson



City of Florence
A City in Motion

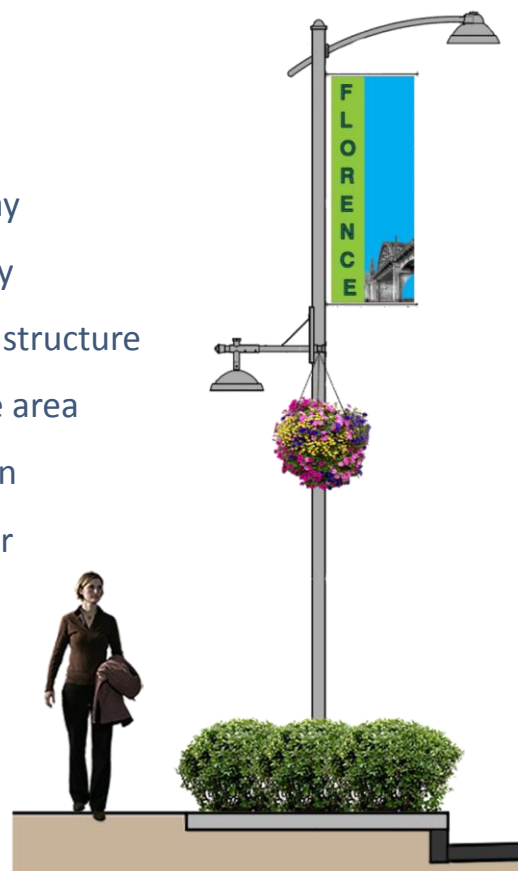
Why ReVision Florence?

Highway 101 is a federal highway, managed by the state, running through the heart of our community.

There are many competing needs for this section of roadway. ReVision Florence aims to address those needs in an impactful way.

Project Objectives

- Improve the aesthetics of the highway
- Improve pedestrian and bicycle safety
- Re-invest in the public highways infrastructure
- Promote private re-investment in the area
- Promote Job Growth and Job Creation
- Alignment with Community Character
- Promotion of Tourism
- Maintenance of Freight Mobility



Design Elements

Included in Contract

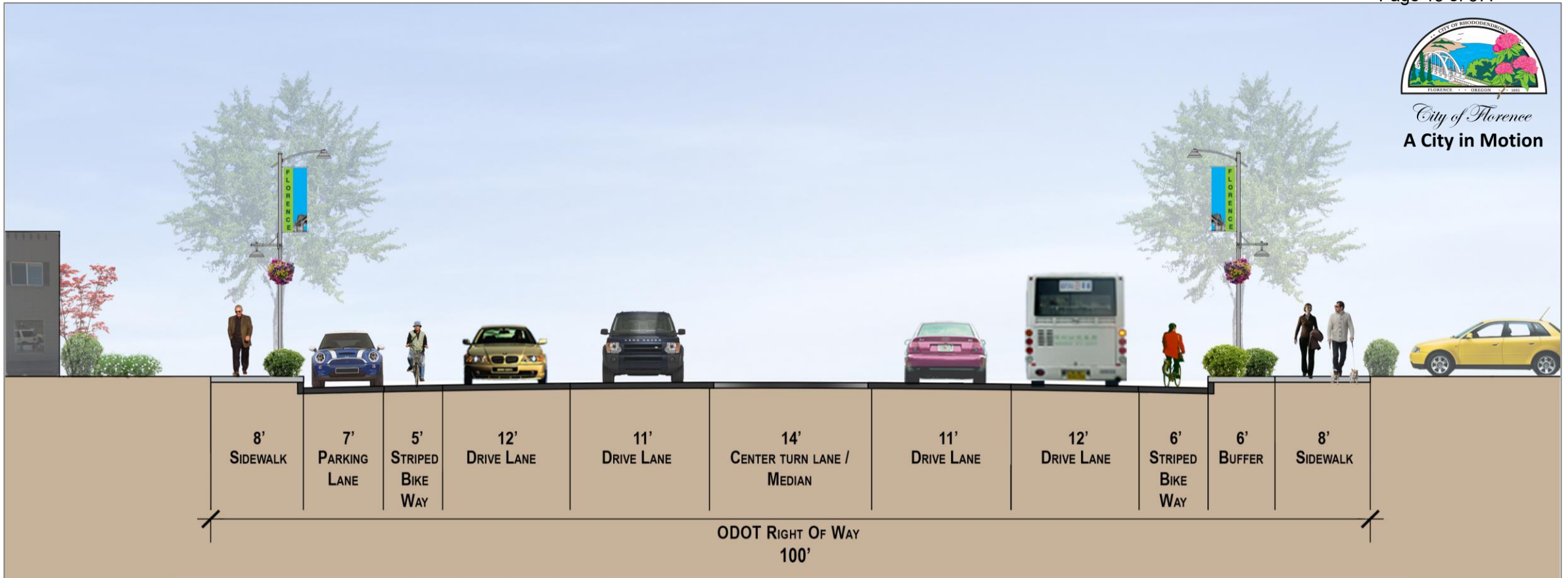
- News Sidewalks & Bike Lanes
- ADA Improvements
- Landscaping & Irrigation
- Pedestrian Plazas
- Gateway Monument Foundations
- Lighting Upgrades
- Undergrounding Utilities

Outside of Contract

- Pedestrian Amenities
 - Benches, Bike Racks, & Trash Receptacles
- Old Town Gateway Monuments
 - Maple Street & Quince Street
- Beautification
 - Flower Baskets & Banners
- Public Art Installation



City of Florence
A City in Motion



General Cross Section

Demonstrates travel lane widths, bike lanes, parking, landscaping, and sidewalks.



City of Florence
A City in Motion

Current Condition

Hwy 101 South View at Laurel Street





City of Florence
A City in Motion

Streetscape Rendering

Hwy 101 South View at Laurel Street





Hwy 101 & 126 Intersection

10/26/2018

K21346 OR126/US101: Spruce St. – Siuslaw River Bridge



Estimated Project Timeline

In July 2018, the FURA Board provided direction to proceed with revisions to the project scope to include the ODOT paving and revise the streetscape scope of work.

October 11
2018

Advertise Bid

The ODOT Office of Project Letting has the approved plans and is building the bid package. The project will be advertised for 5 weeks beginning October 11th.

October 26
2018

Pre-Bid Meeting

ODOT and the City will host a mandatory pre-bid meeting for prospective contractors on October 26th at the FEC. We will review the project and answer questions.

November 15
2018

Bid Opening

Bids will be opened on November 15th by ODOT. They will have 30 days to review the bids, perform due diligence, and award the contract.

January
2019

Pre-Construction

The approved contractor will receive the notice to proceed in January. That will be followed by a pre-construction meeting and the contract will begin the submittal process for review.

February
2019

Construction Begins

The initial submittal review period will occur at the end of January/beginning of February. Construction is scheduled to begin in February.



City of Florence
A City in Motion

Logistic Changes for Rebidding

The original bid package had some project management logistics that have been updated or changed. The updates as described below:

1

Lane Closure Restrictions

- **Winter Months**
 - Daytime West & East Sides Allowed
- **Summer Months**
 - Daytime East Side Allowed

10

2

Material Sourcing

- **Fewer Single Source Items**
- **Noise Variance Forms are available from the City.**
- **Artistic Elements to be Completed after Streetscape**

3

Project Scope & Timeline

- **One Combined Project**
 - Completed Fall 2019
- **Intermediate Completion Dates Removed**

10/26/2018

K21346 OR126/US101: Spruce St. – Siuslaw River Bridge



City of Florence
A City in Motion

City Communications Plan

The City's Communications Plan includes using:

- **ReVision Florence Project Webpage**
www.ci.florence.or.us/urbanrenewal/revision-florence
- **ReVision Florence Project Email Distribution List**
Sign up at www.ci.florence.or.us/newsletter/subscriptions
- **City of Florence Newsletter — Focus on Florence**
www.ci.florence.or.us/community/city-florence-newsletter
- **City of Florence Social Media**
- **Newspaper Ads for General Updates**
The Siuslaw News
- **Radio Spots for Traffic and General Updates**
Coast Radio KCST 106.7 & Florence Area Community Radio KXCR 90.7
- **Public Meetings & Open Houses**
- **Direct Mailings for Important Updates**



10/26/2018

K21346 OR126/US101: Spruce St. – Siuslaw River Bridge



City of Florence
A City in Motion

OPEN FOR *Business*

Business Coordination

The City desires to keep businesses informed throughout project construction.

- Maintain access to all businesses.
- Keep businesses informed on project schedule.
- Coordinate with businesses on work in the construction easements.
- Open for Business signage and temporary routing signage.



Questions?

Contact:

Megan Messmer, City Project Manager
megan.Messmer@ci.florence.or.us



This page intentionally left BLANK.



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Goal 2.1.1: Economic Development Committee
Date: July 6, 2021

Recommendation

Staff recommends that upon discussion of the following four options, that Council provide direction to Staff on which option(s) Council would like more information on or for Staff to pursue.

Background

SEDCOR is an agency that offers multiple opportunities. SEDCOR works with local governments to attract businesses and keep them thereby providing jobs and revenue. They also connect partners to help with solutions for issues within the community.

In speaking with the Yamhill County Economic Development Manager, Abisha Stone, SEDCOR may be able to assist in achieving the Council goal of establishing an economic development advisory committee. Ms. Stone offered the following four options:

1. County-level Committee: SEDCOR has an economic development advisory committee at the County level. The City of Carlton is a member of this committee. This committee is current and already operating. The committee is county-wide focused. If the Council wanted something more Carlton focused, then the Council would want to explore options 2-4 in addition to this option.
2. Utilization of Existing Organizations: SEDCOR can work with the Carlton Business Association (CBA) and City Staff on a regular basis (quarterly or every other month) to enhance existing associations and economic development focus within the City of Carlton.

I have spoken with the CBA about their interest in pursuing this partnership with the City and SEDCOR. It was an initial conversation to gauge interest, and I emphasized that even if there were initial interest, if it didn't fit either organization's needs, then this option could be revisited at a later point.

3. Develop a New Structure focused on Economic Development: SEDCOR can work with City Staff to build a new structure/organization focused on Carlton's economic development.
4. Community Visioning: SECOR can work with the City of Carlton to assist with a

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

Community Visioning process of economic development in Carlton. An example of this work was completed with the City of Yamhill.

SEDCOR assisted in partnering Yamhill and Rural Development Initiatives (RDI), along with a Ford Family Foundation grant, to create a facilitated community visioning process that included community surveys and community listening sessions. From that process several overarching goals developed and sub-groups formed, including an advisory committee to implement the economic goals that came out of the community visioning process.

Relevance to Future Council Work

Economic development can impact several areas Councilors have expressed interest in, such as:

- Code Enforcement – through discussions of what is needed to attract and maintain businesses in Carlton, may impact refinement and further development of the City’s municipal codes. Examples include, but are not limited to, façade improvements, zoning flexibility, housing and vacation rental policies (Council Project Actions 2.4.2 and 2.4.3)
- Community Engagement – through the development of economic opportunities to support business diversity, businesses and citizens are engaged and Council goal 2 is advanced.

Council Goal 2: Foster, implement, and maintain an attractive environment for residents, businesses, and organizations to thrive and embrace a sense of community.

Alternatives

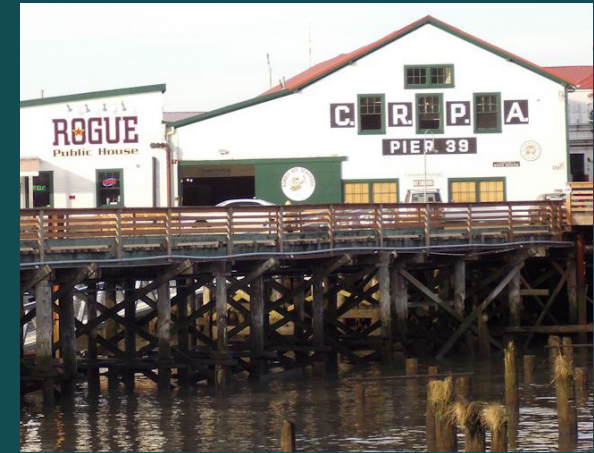
1. Do not move forward with any of the presented options and discuss alternatives to implementing project/action 2.1.1.

Fiscal Impact

None at this time. Grants can be evaluated and pursued for any process that may involve costs.

Exhibits

1. Example of Community Development developing a 5-year economic development strategy – City of Astoria https://www.astoria.or.us/Economic_Development.aspx
https://www.astoria.or.us/Assets/dept_3/pm/pdf/cai.astoria_eds%202017.pdf



advance astoria >>

A Five-Year Economic Development Strategy
for the City of Astoria, Oregon

July 2017



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

cai community
attributes inc

acknowledgements >>

Advance Astoria has been generously supported by financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration, and the Ocean and Coastal Management Program, Department of Land Conservation and Development. Thank you to the Oregon Department of Land Conservation & Development for their continued support of strategic land use planning in Astoria.

Astoria City Council

Tom Brownson
Bruce Jones
Arline LaMear, Mayor
Zetty Nemlowill
Cindy Price

Astoria Planning Commission

Jennifer Cameron-Lattek
Kent Easom
Sean Fitzpatrick
Jan Mitchell
Daryl Moore
Dave Pearson, President
Frank Spence

City of Astoria Staff

Kevin A. Cronin, AICP, Community Development Director
Brett Estes, City Manager
Nancy Ferber, City Planner
Anna Stamper, Administrative Assistant
Sherri Williams, Administrative Assistant (Retired)

Project Consultants

Spencer Cohen, Community Attributes, Inc.
Kristina Gallant, AICP, Community Attributes, Inc.
Mark Goodman, Community Attributes, Inc.
Bryan Lobel, AICP, Community Attributes, Inc.
Chris Mefford, AICP, Community Attributes, Inc.
Elliot Weiss, AICP, Community Attributes, Inc.

Technical Advisory Committee

Denise Löffman, Columbia River Estuary Study Task Force (CREST)
Tom Hogue, Oregon Department of Land Conservation & Development (DLCD)
Jeff Hazen, Sunset Empire Transportation District
Shawna Sykes, Oregon Employment Department
Camille Padilla, WorkSource Oregon
Christina DeWitt, Oregon State University Seafood Lab
Ken Shonkwiler, Oregon Department of Transportation (ODOT)
Heather Hansen, Clatsop County Community Development Dept.

Advance Party

Andrew Bornstein, Bornstein Seafoods
Alisa Dunlap, Pacific Power
Jorge Gutierrez, Lower Columbia Hispanic Council
Jim Knight (Gary Kobes), Port of Astoria
David Kroening / Josh Allison, Buoy Beer / Reach Break Brewing
Kevin Leahy / David Reid, CEDR / SBDC
Mary McArthur, Col Pac
Leslie McCray - Owner, Sweaterheads
Walt Postlewait / Scott Huddleston - CRAFT3
Jim Servino / Skip Hauke, Astoria Warrenton Chamber of Commerce
Erik Thorsen, Columbia Memorial Hospital
JoAnn Zahn, VP of Finance, Clatsop Community College



contents >>

Guided By A Vision	5
Background & Purpose	6
Foundational Strategies & Actions	
one Housing	14
two Workforce Development	16
three Branding & Identity	18
four Development & Permitting	20
five Placemaking	22
six Infrastructure	24
seven Partnerships & Organization	26
Batch Strategies & Actions	
eight Craft Beverage & Fermentation	28
nine Education, Medicine & R&D	30
ten Maritime	32
eleven Microenterprise	34
twelve Seafood Processing	36

[BLANK]

guided by a vision >>

At its heart, the Advance Astoria project refined and reinforced a community vision for what Astoria's economy can and should be. This vision has earned broad community support and represents a guiding principle for goal-setting and planning for the economic future of Astoria.

This five-year, action-oriented plan is designed to provide near-term guidance as City of Astoria staff and partners, as well as local institutions, businesses, entrepreneurs, non-profit organizations and others work to make this vision a reality.



Astoria is the North Coast center for economic development and international commerce and seeks to be the sustainable leader to support family wage jobs, entrepreneurs, and private investment.

Astoria will work with its partners to grow 200 high wage jobs by 2021 and expand economic opportunities and prosperity for all Astorians.



background & purpose >>

A Batch Strategy: Growing Our Economy Smarter

An industry-based approach to economic development is referred to as a “cluster strategy.” However, here in Astoria we do things differently. Astoria makes things in **batches** — whether it’s world class beer, warm and fuzzy hats to brave the weather, or fresh-caught seafood.

A “batch strategy” then is strategy rooted in the specific needs and attributes of a group of geographically concentrated, inter-related businesses. Companies, institutions, and entrepreneurs that locate in a batch benefit from a skilled labor force, increased innovation, coordinated advocacy efforts, synergistic supply chains, and a cross pollination of knowledge. A batch strategy can facilitate interaction in ways that establish competitive advantages through the creation and incorporation of new knowledge into products and services, and the processes that produce them.

The City of Astoria understands and embraces the importance of building strong connections among its industry batches, and that’s why we support initiatives that strengthen cooperation and competitive advantages for Astoria-based companies.

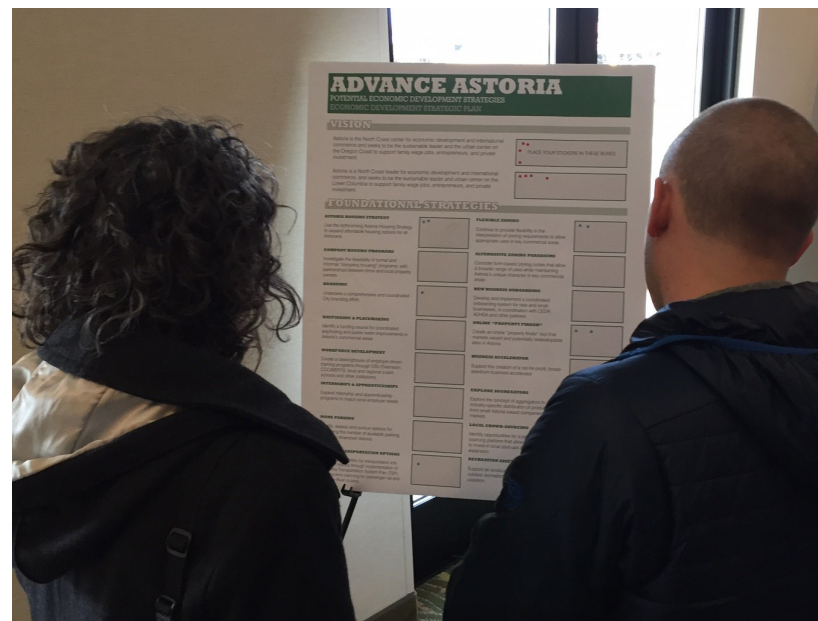
As a result, the City of Astoria has developed a batch strategy that targets **traded sectors** — sectors with markets outside the region, bringing new money into the community. The strategy also targets **knowledge-based sectors** that attract a highly skilled labor pool, growing research and development functions within local institutions. Lastly, Astoria supports home-grown industries that start in a garage, a backyard, or in a research lab. Astoria will continue to support home-based businesses and grow its local **entrepreneurial ecosystem** to support startups, spinoffs, and cultivate the next generation of businesses that are sustainable and competitive in a global marketplace.

Community Engagement


This economic development strategy began with rigorous data analysis and the creation of an Economic Opportunities Analysis (EOA), including a detailed land capacity analysis that meets the requirements of the State of Oregon. The project also included robust community engagement, the results of which helped to direct the development of the strategies and actions contained in this document.


The City employed multiple engagement methods in order to capture a significant number and wide variety of respondents and to ensure that all perspectives were represented. These methods included the following:


- >> The creation of the **Advance Party**, a technical advisory panel that meets periodically, reviews and advises on work products, represents critical industries and works to engage the broader public.
- >> The hosting of two **community forums** to disseminate project information and technical data to stakeholders and to obtain feedback from members of the community. Though the forums are primarily intended to convey information about the project to the community, comments have been encouraged and accepted and integrated into the data profile.
- >> **Panel discussions** featuring a diverse array of business and industry leaders have been scheduled to follow select forums and Advance Party meetings. The public is invited to attend these discussions, which generate interest in the project and provide insight into economic development challenges, as well as innovative solutions to these challenges, from other locations in the region.



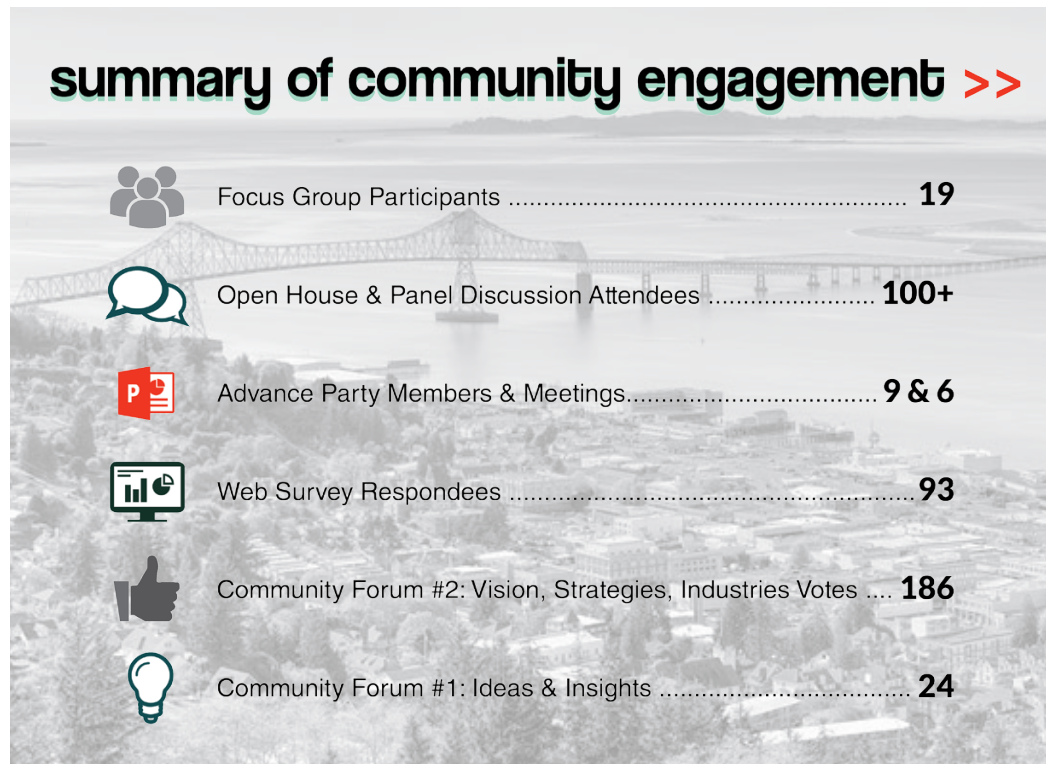
Participants at an Advance Astoria public forum cast their vote for economic development priorities.

- 

An online and print **survey** widely distributed and promoted at the community forums. The survey resulted in more than 90 individual responses to 13 unique questions about economic development challenges and opportunities in Astoria, and the results will be leveraged for the development of strategic priorities and tailored actions.
- 

A **pop-up display** was deployed at community events and meetings to engage people who were unable to attend the community forums and other activities. The three panel display was paired with a “postcard from the future”, where participants could share their specific and general visions for Astoria’s economic future.
- 

A series of five **focus groups** were conducted with key representatives of local industries to understand the factors affecting known industry clusters in Astoria. These intensive focus groups included up to eight participants and focused on industry-specific challenges and opportunities directly relevant to an economic development strategy. Numerous follow-up interviews were conducted to supplement focus group participation.



From March through June of 2017, the Advance Astoria project engaged hundreds of Astoria residents, business owners, employees, entrepreneurs and other stakeholders to contribute insights and ideas for economic development.

Proceeding from the Data

The aforementioned **Economic Opportunities Analysis (EOA)** evaluated socio-economic data, market data, and economic development trends at multiple scales and developed a forecast-based estimate of the demand for developable and redevelopable sites in Astoria. This estimate of demand was reconciled with an estimate of the supply of these sites based on the City of Astoria and Clatsop County's inventory of parcels and constraints to provide a quantitative, place-based understanding of local opportunities for growth. The data and analytics also highlighted a number of important strategic opportunities and challenges for economic growth, diversification, sustainability and equity in the City of Astoria and surrounding region.

The following excerpts summarize **key findings** from the analysis.

Global & National Trends

After the recession in 2009, the world economy has rebounded unevenly, with robust centers of growth emerging in Asian markets. China's growth, which has paced the planet for the last several years, is slowing, and the potential for a new wave of protectionist policies adds to an uncertain future for trade, especially in domestic regional economies that trade extensively with China and other Asian countries. China accounts for the vast majority of Port of Astoria exports.

The U.S. economy has generally improved since the recession, with decreased unemployment and increased real GDP. However, wages have been stagnant.

Regional Trends

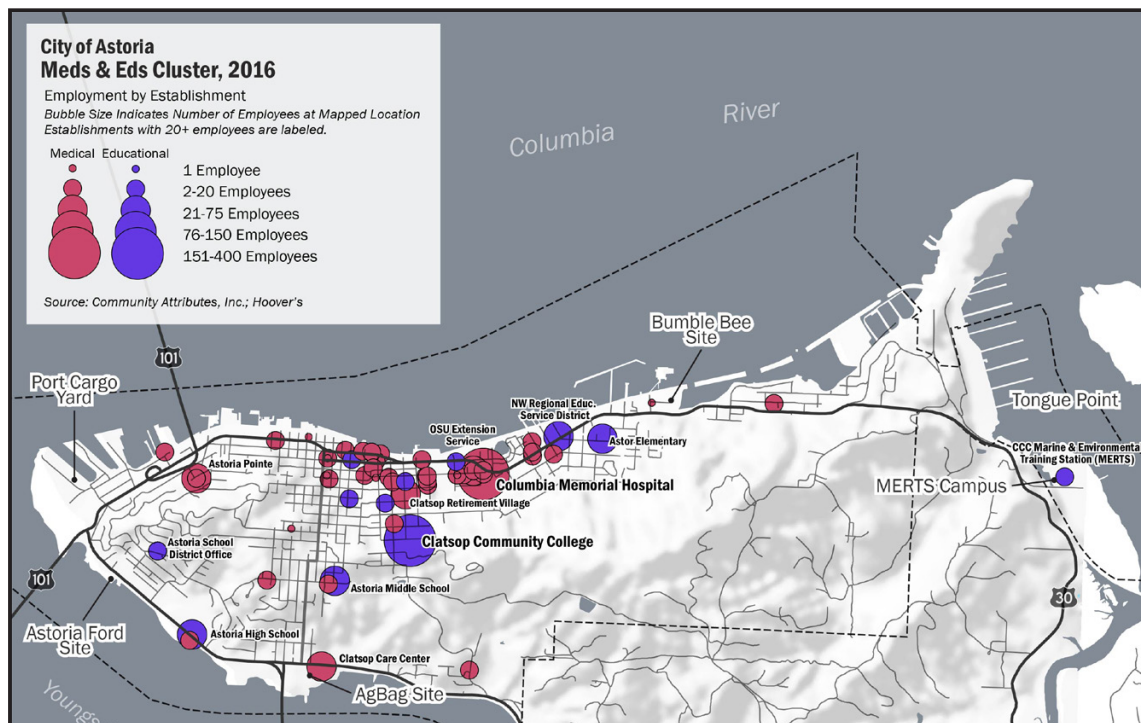
Northwest Oregon, like much of the Pacific Northwest, is experiencing a prolonged decline in resource-based employment. Some of these industries, such as sea-food processing, are likely to maintain a strong presence in Astoria into the future, while others may subside. New economic drivers will emerge, especially as a result of cross-pollination from larger metros like Portland.

Local Trends

The largest industry in Astoria, by far, is educational services, health care and social assistance. These jobs often pay good wages, and Astoria also benefits from relatively high levels of educational attainment. Nevertheless, anecdotal evidence suggests that housing affordability is a key issue.

Land Supply & Demand

The forecast indicates that employment in Astoria will grow by about 1% annually, adding about 1,400 net new jobs by 2040. This could require about 125 acres of developable and redevelopable land in Astoria. This study suggests that Astoria currently has enough land to meet this need, though some rezoning and intensification may be required to accommodate all new growth.



Map of Astoria's "Meds & Eds" cluster of local medical and educational institutions and related organizations and businesses.

strategies & actions >>

Navigating This Document

The following section presents **strategies, actions**, and supporting information aimed at diversifying, growing, and sustaining Astoria’s economy for the next five years. These strategies and actions benefit Astoria’s economic **foundations**, but also focus on specific, target industry “**batches**” that hold particular promise for Astoria. The section also presents supporting information to spur **implementation**, including “quick wins” — aimed at developing rapid momentum and excitement around individual strategies — lead and supporting actors, and instructive case studies.

The plan contains 12 **Focus Areas**, including 7 Foundational, and 5 Batch Focus Areas. Color-coded icon tabs and titles distinguish each.

One **Strategy** per Focus Area is listed at the beginning of each section. Strategies represent a cohesive approach to achieving a goal and consist of a number of specific, inter-related actions.

Actions are where the rubber hits the road in this plan. Specific, implementable tactical measures are highlighted and organized numerically.

Actions denoted as “**Quick Wins**” are marked by a stopwatch icon.

Lead actors and **Partners** suggest key organizations and partnerships for successful implementation.

On some pages, **Case Studies** are included to offer comparative examples from other locations.



four

>>

Development & Permitting

● **Foundational >> Strategy 4** Ensure that adopted permitting & development regulations provide adequate flexibility, clarity and predictability to foster economic growth

● **Action 4.1 Zoning Flexibility** 

Continue to provide flexibility in the interpretation and application of zoning requirements to encourage adaptive reuse and compatible commercial / industrial development

Lead: City of Astoria Community Development Dept.
Partners: None

● **Action 4.2 Online Permitting**

Continue to expand City of Astoria’s online permitting and development resources

Lead: City of Astoria Community Development Dept.
Partners: City of Astoria Public Works, Finance Dept.

CASE STUDY



Oregon Certified Shovel Ready Statewide, Oregon

Today’s business environment demands that a supply of market-ready, employment-oriented sites specifically zoned for industrial or traded-sector uses are available for development within 180 days or less. Oregon’s Certified Shovel Ready program meets this demand by verifying that a site is market-ready and developable. Certified sites are then advertised in the global real estate market to attract and grow traded-sector businesses in Oregon.

22
Five-Year Economic Strategy for the City of Astoria



Foundational >> Strategy 1 Expand the supply of affordable and market rate housing in Astoria

Action 1.1 Astoria Housing Strategy

Use the forthcoming Astoria Housing Strategy to expand housing options for all Astorians

Lead: City of Astoria

Partners: Clatsop Economic Development Resources (CEDR); Craft3

Action 1.2 Housing Typologies

Explore the viability of new housing types through workforce training partnerships that leverage construction trades

Lead: North Coast Building Industry Association

Partners: Astoria Makers, Astoria High School; Clatsop Community College



Action 1.3 Seasonal Co-Housing

Explore the feasibility of private sector co-housing programs and other extended stay lodging options for seasonal or specialty workers in resource and related industries

Lead: Batch Leads

Partners: Port of Astoria



Demand for housing in Astoria far outstrips supply; the lack of available housing units to meet demand across a range of affordability levels constrains economic development by making it difficult for qualified workers to find places to live. Source: Community Attributes


two


Workforce Development

Foundational >> Strategy 2 Leverage Astoria's significant educational resources to better meet the needs of local industries

Action 2.1 Online Clearinghouse

Create an online clearinghouse to centralize resources and information related to workforce training and development programs through OSU Extension, Clatsop Community College's Marine & Environmental Research & Training Station (MERTS), local and regional public schools and other institutions

Lead: City of Astoria (to convene & facilitate)

Partners: Astoria School District; Clatsop Economic Development Resources; Clatsop Community College; Oregon Employment Dept.; Workforce Development Board



Clatsop Community College in Astoria enjoys a close relationship with the community, adapting programs to needs, offering degrees & certificates in a variety of disciplines, and enriching the region's unique cultural offerings.

Source: Clatsop County Community College



Action 2.2 Internships & Apprenticeships

Partner with local industries and businesses to expand internship and apprenticeship programs to match local employer needs

Lead: TBD

Partners: Astoria School District; CEDR; CCC; Oregon Employment Dept.; Workforce Development Board; Educational Service District

Action 2.3 Scholarship Funding

Identify funding sources for scholarship programs targeting skilled workforce development related to Astoria's target batches

Lead: Clatsop Community College

Partners: Scholarships Inc.



three >> Branding & Identity

Foundational >> Strategy 3 Develop & market an Astoria brand rooted in the City's unique history, character and identity

Action 3.1 An Astoria Brand

Facilitate conversations within industry batches and between key stakeholders to identify and develop clear branding initiatives

Lead: City of Astoria

Partners: Astoria Warrenton Chamber of Commerce; Astoria Downtown Historic District Association (ADHDA); Travel Oregon; Batch Leaders

Action 3.2 Marketing & Messaging

Apply Astoria's brand to communications, marketing, and other materials to align marketing efforts

Lead: City of Astoria

Partners: Chamber of Commerce; ADHDA



Action 3.3 Communicating Successes

Communicate the City of Astoria's community and economic development successes via press releases, interviews, and social media

Lead: City of Astoria

Partners: Chamber of Commerce; ADHDA

Action 3.4 Social Media

Coordinate internally and externally to leverage social media channels for dissemination of information related to economic development assets, success stories, events, and networking and employment opportunities

Lead: Chamber of Commerce

Partners: Batch Leaders



four

>> Development & Permitting

Foundational >> Strategy 4 Ensure that adopted permitting & development regulations provide adequate flexibility, clarity and predictability to foster economic growth

Action 4.1 Zoning Flexibility

Continue to provide flexibility in the interpretation and application of zoning requirements to encourage adaptive reuse and compatible commercial / industrial development

Lead: City of Astoria

Partners: Oregon Department of Land Conservation & Development (DLCD)

Action 4.2 Online Permitting

Expand the functionality and utility of Astoria's front-facing online permitting and permit tracking system, including reference information and other resources

Lead: City of Astoria

Partners: Building Codes Division (BCD)

CASE STUDY



Oregon Certified Shovel Ready *Statewide, Oregon*

Today's business environment demands that a supply of market-ready, employment-oriented sites specifically zoned for industrial or traded-sector uses are available for development within 180 days or less. Oregon's Certified Shovel Ready program meets this demand by verifying that a site is market-ready and developable. Certified sites are then advertised in the global real estate market to attract and grow traded-sector businesses in Oregon.



Action 4.3 New Biz Onboarding

Develop and implement a coordinated onboarding system for new and small businesses, in coordination with Clatsop Economic Development Resources (CEDR), Astoria Downtown Historic District Association (ADHDA), and other partners

Lead: City of Astoria

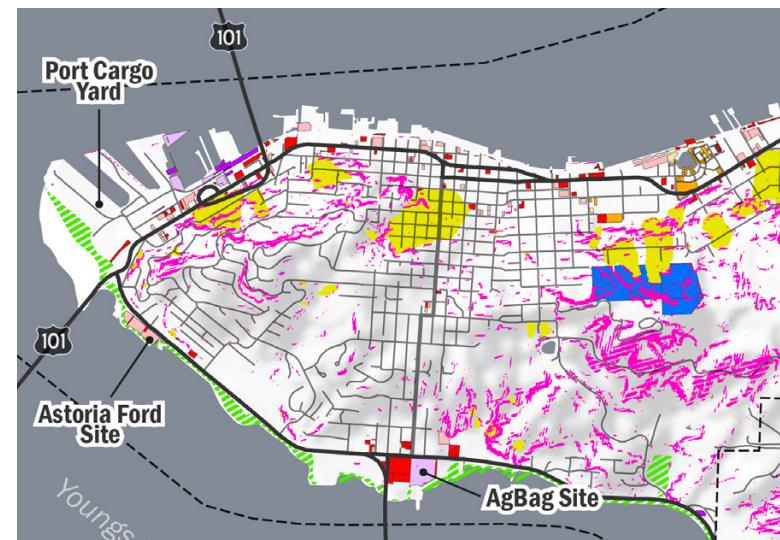
Partners: Clatsop Economic Development Resources (CEDR); Astoria Downtown Historical Development Association (ADHDA); Astoria Warrenton Chamber of Commerce

Action 4.4 Shovel-Ready Certification

Develop a "Shovel-Ready" certification to focus interest and resources on key industrial and commercial development sites in Astoria

Lead: City of Astoria

Partners: Business Oregon; Department of Environmental Quality; Port of Astoria; Private Property Owners



Key industrial and commercial development sites in Astoria, including the Port Cargo Yard, the Astoria Ford site, and the "AgBag" site, could benefit from a "Shovel-Ready Certification" to signal readiness of the sites for redevelopment. Source: Community Attributes



five >> Placemaking

Foundational >> Strategy 5 Continue to build on Astoria's reputation and attraction as northwest Oregon's most authentic and livable city

Action 5.1 Neighborhood Centers

Continue to build on retail and service provision in Astoria's Uniontown and South Slope neighborhoods

Lead: City of Astoria

Partners: Transportation & Growth Management Program

Action 5.2 Downtown Public Spaces

Consolidate, improve, and expand programming of public spaces in downtown Astoria; consider re-purposing underperforming spaces for commercial spec space

Lead: Astoria Downtown Historic District Association (ADHDA)

Partners: City of Astoria



Astoria's unique character and sense of place is a powerful tool for economic development.



Action 5.3 Facade Improvement

Expand Astoria's "extreme makeover" matching grant program for continued façade improvement in Astoria's commercial centers

Lead: City of Astoria

Partners: Astoria Downtown Historic District Association (ADHDA)

Action 5.4 Natural Assets

Promote Astoria's natural and recreational assets and enhance livability by expanding eco-tourism options available to Astoria visitors and residents

Lead: City of Astoria

Partners: Parks & Recreation; Astoria Warrenton Chamber of Commerce

Action 5.5 Arts, Culture & Heritage

Support Astoria's growing local arts, culture and heritage activities and offerings with marketing, space, and facilitation

Lead: City of Astoria

Partners: Astoria Visual Arts; Astoria Warrenton Chamber of Commerce

Foundational >> Strategy 6 Provide the infrastructure necessary to support business retention, recruitment, creation and expansion

Action 6.1 Filtration Capacity

Ensure the long-term supply of high-quality water in Astoria by planning for adequate filtration capacity

Lead: City of Astoria

Partners: Infrastructure Finance Authority (IFA)



Figure 8: Funding Gap for Aspirational Projects

Exhibit from Astoria's 2013 Transportation System Plan illustrating the projected funding gap for aspirational projects outlined in the plan.



Action 6.2 Community Broadband

Explore community broadband best practices to grow reliable high-speed data provision to homes and businesses in Astoria

Lead: City of Astoria (to convene & facilitate)

Partners: Craft3; Port of Astoria; IT Community

Action 6.3 TSP Implementation

Identify and secure funding sources for implementation of the Transportation System Plan and to expand local and regional transit service capacity

Lead: City of Astoria

Partners: Sunset Empire Transit District; Tongue Point Job Corps; Seafood Processing Batch; Oregon Department of Transportation (ODOT)

CASE STUDY



Universal 1GB Community Broadband Chattanooga, TN

Job opportunities are drying up in towns without broadband. Chattanooga, TN, turned its fortunes around by becoming the first city in the Western Hemisphere to have gigabit per second fiber Internet accessible to the entire city grid. The city, one of 82 cities and towns nationally that have implemented public, community, or nonprofit broadband networks, created a high-capacity publicly-owned and operated fiber network in partnership with its local public utility.



seven >> Partnerships & Organizations

Foundational >> Strategy 7 Leverage cooperative structures & financing tools to empower local businesses, foundations & not-for-profit organizations

Action 7.2 Funders Network Roundtable

Create a “Funders Network Roundtable” aimed at convening funders from Astoria and throughout Oregon to empower local capacity building efforts by Astoria foundations & non-profits

Lead: City of Astoria

Partners: Association of Oregon Non-Profits

Action 7.3 Made in Astoria

Develop & solicit membership in a "Made in Astoria" (or similar) campaign for certification, marketing and resources to support local production & technology

Lead: Astoria Makers

Partners: Astoria Downtown Historic District Association (ADHDA);
Astoria Warrenton Chamber of Commerce



Action 74 Commercial Kitchen

Facilitate a partnership to assess the feasibility of finding or developing a shared commercial kitchen for local value-added producers

Lead: City of Astoria (to convene & facilitate)

Partners: OSU Seafood Lab; Astoria Co-op; North Coast Food Web

Action 75 Equity Fund

Investigate foundation grants to underwrite an “Equity Fund” for small loans or to capitalize existing Revolving Loan Fund

Lead: City of Astoria

Partners: Craft3

CASE STUDY



Made In Tacoma Tacoma, WA

Made in Tacoma is a nascent movement in support of local manufacturers and makers in the model of SF Made. The program, still under development, seeks to “strengthen and empower the eco-system for artists, artisans, makers, and micro-manufacturers in our communities”. SFMade engages directly with entrepreneurs and growing small companies to offer industry-specific education, networking opportunities, and connection with powerful local resources. It also engages with the larger community, offering educational workshops, factory tours, and other programs to heighten public awareness of manufacturing, the craftspeople they employ, and their collective role in the local economy.



eight >> Craft Beverage & Fermentation

Batch >> Strategy 8 Leverage existing anchors and other resources to support and grow new and existing craft beverage & fermentation sector activity

Action 8.1 Fermentation Science Program

Support the creation and/or expansion of a fermentation science or similar program at Clatsop Community College with support from Oregon State University

Lead: Clatsop Community College

Partners: Oregon State University

Action 8.2 Lease This Brewery

Support a shared-equipment incubator concept or “lease this brewery” model to support the creation and growth of new craft beverage establishments

Lead: Batch Leaders

Partners: City of Astoria



Action 8.3 Brewing Coalition

Create a “brewing coalition” to share knowledge and talent, and foster new initiatives to improve sustainability practices

Lead: Batch Leaders

Partners: Astoria Warrenton Chamber of Commerce

Action 8.4 Targeted Recruitment

Engage and recruit beverage-makers to complement and strengthen existing craft beverage and fermentation batch activities in Oregon

Lead: City of Astoria

Partners: Astoria Warrenton Chamber of Commerce



*Oregon State University's Fermentation Science Program.
Source: Oregon State University*



nine >> Education, Medicine and R&D

Batch >> Strategy 9 Strengthen local educational and medical institutions that serve Astoria residents, create economic value and contribute to local innovation

Action 9.1 Value-Added Production

Recruit value-added products and services firms and research & development programs that leverage traditional North Coast natural resources

Lead: OSU Seafood Lab

Partners: City of Astoria

Action 9.2 Local Training

Expand local health care training & education programs

Lead: Columbia Memorial Hospital

Partners: Clatsop Community College; Oregon State University Extension Office

CASE STUDY



Cross-Laminated Timber

Cross-laminated timber (CLT) is a large-scale, prefabricated, solid engineered wood panel.



Hydrokinetic Turbine Energy

Rotating devices capture the kinetic energy of a flow of water, such as a tidal stream, ocean current or river, as it passes across a rotor. The rotor turns with the current, creating rotational energy that is converted into electricity by a generator.



Action 9.3 Hospital Master Plan

Ensure that Columbia Memorial Hospital can accommodate future growth through a master plan; including supportive zoning, targeted capital improvements and other tools

Lead: Columbia Memorial Hospital

Partners: City of Astoria

Action 9.4 Skilled Workforce Recruitment

Connect employers in education and health care to national skilled workforce pools through branding, recruitment, relocation incentives and other tools

Lead: Columbia Memorial Hospital

Partners: Clatsop Community College; Oregon State University Extension Office



Batch >> Strategy 10 Expand maritime assets and infrastructure to become a national hub for maritime operations, training & related manufacturing

Action 10.1 Maritime Expansion

Identify zoning and infrastructure-related challenges to the expansion of maritime and supporting uses on appropriate lands in Astoria

Lead: City of Astoria; Clatsop Community College

Partners: Batch Leads; Port of Astoria

Action 10.2 Maritime Center of Excellence

Pursue federal designation as a “Maritime Center of Excellence” for Clatsop Community College’s Marine and Environmental Research and Training Station (MERTS) Campus

Lead: Clatsop Community College

Partners: Federal Delegation

Action 10.3 Support MERTS

Increase support for MERTS by securing additional land, equipment, faculty & other key resources to expand training of workers in the maritime industry cluster & grow program development to meet industry needs

Lead: Clatsop Community College

Partners: Port of Astoria, Clatsop



Action 10.4 Synergistic Maritime

Profile up- and down-stream relationships and undertake targeted recruitment of synergistic maritime firms, including suppliers and distributors to the sector

Lead: Port of Astoria

Partners: Astoria Warrenton Chamber of Commerce

Action 10.5 U.S. Coast Guard

Partner with the locally-based U.S. Coast Guard Sector Columbia River to identify public sector needs & priorities related to local operations & employment

Lead: City of Astoria

Partners: U.S. Coast Guard, Clatsop County, Port of Astoria



Kvichiak Marine's aluminum boat-building works near the small Pacific fishing fleet mooring at Fisherman's Terminal in Seattle, WA. Source: Community Attributes



eleven >> Microenterprise

Batch >> Strategy 11 Nurture Astoria's burgeoning entrepreneurial ecosystem to expand and diversify local economic opportunities

Action 11.1 Astoria Sunday Market

Partner with the Astoria Sunday Market to create a strategic plan for continued operations and future expansion

Lead: Astoria Sunday Market

Partners: City of Astoria

Action 11.2 Design & Prototyping Programs

Establish design & prototyping programs for local entrepreneurs in partnership with local maker space and industry educators

Lead: Astoria Makers

Partners: Clatsop Community College, Astoria Warrenton Chamber of Commerce



Astoria Sunday Market was formed to revitalize historic downtown Astoria and to improve the economic viability and vitality of farmers, artists, artisans and other small business operators in the Pacific Northwest. Source: StreamingAround.com



Action 11.3 Astoria Co-Working Space

Support the creation of a co-working space in Astoria that allows employees and entrepreneurs to grow and work untethered

Lead: Pier 12

Partners: City of Astoria

Action 11.4 Rural Opportunities Initiative

Apply for Business Oregon's Rural Opportunities Initiative to bring more resources to entrepreneurs

Lead: City of Astoria

Partners: Business Oregon

 **twelve** >> **Seafood Processing**

Batch >> Strategy 12 Support strengthening & diversification of seafood processing as a lasting economic engine for Astoria and the region

Action 12.1 Value-Added Products 

Identify & expand local production of innovative value-added seafood products, including pre-packaged goods

Lead: Batch Leads

Partners: OSU Seafood Lab

Action 12.2 Supportive Activity

Target recruitment of supporting marine dependent businesses to waterfront, including boat-builders, net storage & repair, engine & hydraulic shops, and marine fabrication

Lead: Batch Leads

Partners: Port of Astoria, City of Astoria

Action 12.3 Research & Development

Identify research practices that can advance the industry and encourage innovation in product development

Lead: Batch Leads

Partners: OSU Extension Office

Action 12.4 Workforce Recruitment

Aid local companies in recruiting workers for seasonal and permanent job openings

Lead: Batch Leads

Partners: Clatsop Community College; MERTS



Oregon State University's Seafood Research & Education Center - the OSU Seafood Lab - conducts research focusing on production, quality and safety of seafood in Astoria, Oregon. Source: The Daily Astorian



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Goal 2.3.1: Sidewalk Replacement/Expansion Plan
Date: July 6, 2021

Recommendation

Staff recommends that upon discussion, that Council concur that Staff should continue pursuing a partnership with SEDCOR and Workforce Partnership to begin a replacement/expansion plan for sidewalks, focusing first on Main Street from 1st to 7th street.

Background

SEDCOR is an agency that offers multiple opportunities. SEDCOR works with local governments to attract businesses and keep them thereby providing jobs and revenue. They also connect partners to help with solutions for issues within the community.

In speaking with the Yamhill County Economic Development Manager, Abisha Stone, SEDCOR may be able to assist in achieving the Council goal of replacing and expanding sidewalks for increased physical connectivity and accessibility in Carlton.

SEDCOR has assisted other cities in partnering with the Willamette Workforce Partnership in replacing/expanding sidewalks in the community. The outline of the program is a partnership between homeowners, the City, and the program.

The program can be developed for the City's unique needs. Each partner in the program contributes to the project. Examples from other cities:

- City Responsibilities:
 - Pay for removal of sidewalk debris
 - Expedite permitting
 - Waiving permit fees
 - Identify project locations
 - Determine whether to offer a sidewalk grant and/or loan program for homeowner costs
- Property Owner Responsibilities
 - Pay for the cost of concrete (labor, etc. not charged to homeowner)

Chapter 12.04 of the municipal code requires property owners to repair and

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

install sidewalks that are in front of, adjacent to, or abutting the owners property.

- Workforce Partnership Responsibilities:
 - Provide stipend for youth and contractor
- Contractor responsibilities:
 - Provide skills to youth
 - Monitor and ensure sidewalks are correctly installed

The program would engage with a licensed and bonded contractor, who would be the contractor of record. The Workforce partnership would work to coordinate the City, the contractor, and a youth program. Through this partnership:

- Homeowners can get sidewalks replaced at a much-reduced cost,
- Sidewalk expansion and connectivity can be greatly improved,
- At-risk youth learn a valuable trade skill for their future through a licensed, bonded contractor of record,
- The City can begin work on replacing/expanding sidewalks on a regular schedule with demonstrated benchmarks

This program has successfully completed projects in the cities of Independence and Newburg.

A Replacement/Expansion Plan with Benchmarks

With the future work on Highway 47, downtown Main Street, and proposed work on Main Street from Pine to N 1st Street (paving and infrastructure improvements including sewer lines and sidewalks) the first proposed project would be to repair, replace, or add sidewalks on Main Street from 1st to 7th on both sides of the street.

If this project is larger than the youth can address, the City can contract directly with the contractor of record to complete the entire section.

The plan would be once Main Street is complete from 1st to 7th, that we would move out to the North and South of Main Street to address sections in a progressive sequence.

Council Question

Currently, Staff is asking Council if the proposed strategy and partnership is something Council wishes Staff to continue pursuing.

If yes, Staff will continue working with SEDCOR and Workforce Partnership to develop additional details and program specifics. This will take about a year to develop and implement. Therefore, sidewalk work would occur approximately in the Spring/Summer of 2022.

As details emerge, and questions arise, Staff would update and consult with Council throughout the program development. The program would include a community/neighbor opportunity notification.

Can Staff proceed working with SEDCOR and Workforce Partnership about developing a program to complete sidewalks on Main Street from 1st to 7th, on both sides of Main Street, and bring updates and questions to Council as meetings progress?

Alternatives

1. Identify a different area of focus (other than Main Street) for sidewalk enhancements in partnership with SEDCOR.
2. Do not move forward with sidewalk enhancements along Main Street with SEDCOR partnership.
3. Discuss alternatives replacement/expansion for sidewalks outside of partnership.

Fiscal Impact

None at this time. Grants can be evaluated and pursued.

Exhibits

None



This page intentionally left BLANK.



CITY COUNCIL WORK AND REGULAR SESSION AGENDAS

TUESDAY, JULY 06, 2021

VIA ZOOM, 191 E. MAIN STREET, CARLTON

6:00 PM WORK SESSION CEREMONY **PAGE**

- | | | | |
|-----------|--|--|----------|
| 1. | CALL TO ORDER & ROLL CALL | | |
| 2. | ANNOUNCEMENTS/REPORTS/PRESENTATIONS | | x |
| | A. CARLTON PUBLIC SAFETY | | |
| | B. GOAL 2: HIGHWAY 47 UPDATE | | |
| | C. GOAL 2.1.1: ECONOMIC DEVELOPMENT ADVISORY COMMITTEE | | |
| | D. GOAL 2.3.1: SIDEWALK REPLACEMENT/EXPANSION PLAN | | |
| 3. | ADJOURNMENT | | |

7:00 PM CITY COUNCIL REGULAR MEETING **Page**

- | | | | |
|-----------|--|--|----------|
| 1. | CALL TO ORDER | | |
| 2. | ROLL CALL | | |
| 3. | PLEDGE OF ALLEGIANCE | | |
| 4. | CHANGES OR ADDITIONS TO THE AGENDA | | x |
| 5. | CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS | | |
| 6. | CITIZEN COMMENTS | | |
| | <i>This section of the agenda allows members of the public to address the City Council for items on and not on the agenda. Please speak to the Mayor at the correct time. When invited by the Mayor members of the public should come forward and state their name and street address. Comments are typically limited to three (3) minutes unless additional time is allowed by the Mayor.</i> | | |
| | A. Items NOT on Agenda | | |
| | B. Items on the Agenda | | |
| 7. | CONSENT AGENDA | | |
| | A. Meeting Minutes – <i>Approve</i> | | |
| | 1. City Council – June 6, 2021 | | 74 |
| | B. Accounts payable report | | 77 |
| | C. Finance reports | | 81 |
| 8. | ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS | | |
| | A. Ordinance No. 2021-731: Ziplly Fiber Franchise agreement | | 96 |
| | B. Recology services and rates | | 106 |
| | C. League of Oregon Cities Line Program | | 114 |
| | D. Chalk Walk Special Event application | | 126 |
| | E. Carlton Crush Special Event application | | 147 |
| | F. Water Reservoir Dredging Project Recommendation of Award | | |
| | G. Goal 1.3.2: Municipal Building/Civic Center Discussion | | 173 |
| | H. Goal 1.4: Comprehensive Plan & Development Code Update Discussion | | 375 |
| 9. | ADJOURNMENT | | |

This facility is ADA accessible.

If you need special accommodations, please contact City Hall at 503.852.7575 at least 24 hours prior to this meeting.

CARLTON CITY COUNCIL

2021-22 GOALS

Overview: The Carlton City Council met on February 27, 2021 and identified three policy goals for FY 21-22. To provide clarity of intent and associated operational priorities, each goal is supported by policy strategies and selected specific projects/actions to help implement the goal.

The goals describe the Council's desired policy outcomes. Each strategy supports the associated goals by offering a more detailed focus to assist in policy decision-making. The projects/actions identify operational level activities that are seen as integral to moving the strategy, and hence goal, forward.

Some projects/actions were identified by the Council as a greater priority than others. Those projects/actions designated with "***" are considered "high priority." Those with "*" are considered priorities for implementation.

Keeping Goals in Focus: To ensure these goals remain on the radar for both them and staff during the year, Council identified the following measures:

- Quarterly updates from staff on the action/project items' progress.
- Council to have the goals, strategies, and projects/actions accessible to consult when needed during policy discussions.
- When relevant, identify associated goals with Council meeting agenda items.
- Staff to reference any relevant Council goals in presentations and reports.

Goal 1: Maintain and enhance effective, efficient, and fiscally prudent City services and infrastructure.

Strategy 1.1: *Support, enhance, and plan for infrastructure maintenance and improvements to meet current and future community needs.*

PROJECT/ACTION 1.1.1:	Continue to implement the five-year replacement plan and funding strategy for streets, water, and sewer assets.*
PROJECT/ACTION 1.1.2:	Continue to work with Yamhill Regional Water Authority for future water supply plan.
PROJECT/ACTION 1.1.3:	Update City Transportation System Plan.
PROJECT/ACTION 1.1.4:	Continue to conduct a water rate study.*

Strategy 1.2: *Maintain and enhance public safety and emergency services and plans that consistently promote community well-being.*

PROJECT/ACTION 1.2.1:	Update and maintain the City's emergency management plan.
PROJECT/ACTION 1.2.2:	Develop and implement a plan to educate, train, and engage community members in public safety activities and emergency planning.*

Strategy 1.3: *Maintain professional, effective, and efficient City services through provision of training, resources, and functional facilities.*

PROJECT/ACTION 1.3.1:	Identify and provide education and training opportunities for City Council, advisory boards/commissions, and staff.
PROJECT/ACTION 1.3.2:	Complete and begin implementing a plan, incorporating information from previous efforts, to provide a functional and safe City Hall and Police Precinct. **

Strategy 1.4: *Update City plans, ordinances, and Charter to be consistent with current laws, community needs, and policy direction.*

PROJECT/ACTION 1.4.1:	Begin to update the City's Comprehensive Plan.**
PROJECT/ACTION 1.4.2:	Begin to update City development code.**

**Identified as priority project*

***Identified as high priority project*

Goal 2: Foster, implement, and maintain an attractive environment for residents, businesses, and organizations to thrive and embrace a sense of community.

Strategy 2.1: Foster the development and sustainability of a physical and operational environment that attracts, supports, and retains businesses.

PROJECT/ACTION 2.1.1:	Establish an economic development advisory committee.*
PROJECT/ACTION 2.1.2:	Implement a downtown parking strategy to address parking for customers.*
PROJECT/ACTION 2.1.3:	Develop a proactive strategy to support businesses and residents during Highway 47 construction.

Strategy 2.2: Continue to enhance the physical character of Carlton through policies and programs that foster an attractive environment for both businesses, organizations, and residents.

PROJECT/ACTION 2.2.1:	Continue participation and support for Highway 47 realignment to reduce truck traffic in downtown area.**
PROJECT/ACTION 2.2.2:	Investigate potential strategies and work with Carlton Business Association to attract businesses to Carlton.

Strategy 2.3: Maintain and expand Carlton's physical/digital connectivity and interactive spaces to enhance access and build community.

PROJECT/ACTION 2.3.1:	Begin to develop a five-year replacement/expansion plan with benchmarks for sidewalks and trailways to increase accessibility for residents and businesses.*
PROJECT/ACTION 2.3.2:	Investigate opportunities to coordinate with regional partners to provide mutually beneficial community facilities.*

Strategy 2.4: Create opportunities to increase the supply and diversity of housing, as well as homeownership, in Carlton to promote financial accessibility and choice for all income levels.

PROJECT/ACTION 2.4.1:	Seek a common definition and understanding of affordable housing that can inform future policy decisions regarding housing.
PROJECT/ACTION 2.4.2:	Incorporate housing policy approaches consistent with this strategy in any updates of the Comprehensive Plan and/or development code.*
PROJECT/ACTION 2.4.3:	Develop policies for managing vacation/rental properties that are conducive to maintaining community livability.*

*Identified as priority project

**Identified as high priority project

Goal 3: Continue to identify, implement, and promote strategies and tools that expand community education and involvement in City government activities and decision-making.

Strategy 3.1: Expand tools, strategies, and processes to increase transparency of City business and activities.

PROJECT/ACTION 3.1.1:	Establish a comprehensive system of public communication with routine updates and multiple distribution venues (e.g., website, newsletter, and social media platforms).
PROJECT/ACTION 3.1.2:	Explore options to display upcoming City events and other timely information on or in front of City Hall.
PROJECT/ACTION 3.1.3:	Develop approaches to promote community involvement in City decision-making.
PROJECT/ACTION 3.1.4:	Provide leadership development and other volunteer opportunities for community members.

**Identified as priority project*

***Identified as high priority project*



City Council Regular Session Minutes
Tuesday, June 1, 2021
Via Zoom, Carlton, Oregon

REGULAR MEETING**7:00 PM****1. CALL TO ORDER**

Mayor Linda Watkins called the regular meeting to order at 7:00 PM.

2. ROLL CALL

Members Present: Mayor Linda Watkins, Councilors Grant Erickson, Kevin Skipper, Guilherme Brandao, Shirley Ward-Mullen, Jami Eglan, and Kathy Maher.

Members Absent: None.

Staff Present: City Manager Shannon Beaucaire, Assistant City Manager Christy Martinez, Police Chief Kevin Martinez, City Attorney Walt Gowell, Administrative Manager Aimee Amerson and City Attorney Representative Nicholas Peasley.

Others Present: Starla Pointer, Guy Frugia and Attorney Keenan Ordon-Bakalian

3. PLEDGE OF ALLEGIANCE**7:02 PM**

The Pledge of Allegiance was performed.

4. CHANGES OR ADDITIONS TO THE AGENDA**7:03 PM**

No changes made.

5. PUBLIC HEARING**7:04 PM****A. Fiscal Year 2021/2022 State Revenue Sharing (SRS) Funds (Legislative Hearing)**

Resolution No. 2021-310: Declaring the City's Election to Receive State Revenues

Resolution No. 2021-311: Certifying the City's Eligibility to Receive State Revenues

B. Fiscal Year 2021/2022 City Budget (Legislative Hearing)

Resolution No. 2021-312: Adopting the Fiscal Year 2021-22 City Budget, Making appropriations, and Imposing and Categorizing the Tax

Mayor Watkins opened the Public Hearing at 7:04 PM and asked for any conflicts of interests or absetentions to declare from Councilors. None were given. Mayor Watkins asked Assistant City Manager Christy Martinez to give an overview of the Resolutions. Martinez explained there were no changes from the previous approval in May.

Mayor Watkins opened the Public Testimony portion of the hearing at 7:05 PM. None was given. Mayor Watkins closed the Public Testimony at 7:06 PM. Watkins asked for any delibrations or motions from Councilors.

MOTION: Brandao/Maher to approve and authorize the Mayor to sign Resolution No. 2021-310 declaring the City's election to receive State Revenues in the Fiscal Year 2022. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

MOTION: Eglan/Maher to approve and authorize the Mayor to sign Resolution No. 2021-311 certifying the eligibility of the City of Carlton to receive state revenue funds. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

Councilor Maher asked to discuss Resolution No. 2021-312 before Council voted. Maher stated she wanted to remove any funding to City Hall or City Hall projects from the Budget being proposed. Councilors discussed this option. City Manager Beaucaire mentioned to Council that the Budget reflects the Council goals created in February. City Hall was a goal set at that meeting. Council decided to continue with the Resoulution with the added caveat that no monies are spent on City Hall without Council approval.

MOTION: Egland/Maher to approve and authorize the Mayor to sign Resolution No. 2021-312 adopting the fiscal year 2021-2022 City budget, making appropriations, and imposing and categorizing the tax and with no further expenditures for city hall, new capitatl expenditures without further discussion and authorization of the city Council. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

6. CITIZEN COMMENTS

7:32 PM

None given.

7. Announcements/Reports/Presentations

None at this time.

8. CONSENT AGENDA

7:33 PM

A. Meeting Minutes – Approve

1. City Council- May 4, 2021

B. Accounts Payable report

C. Financial reports

MOTION: Egland/Brandao to approve the consent agenda including City Council meeting minutes from May 4, 2021, the accounts payable report, and the financial reports as submitted. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

9. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS

7:34 PM

A. Resolution No. 2021-313: Updating the Master Fee Schedule

Assistant City Manager Martinez explained the changes from last years fees to the current schedule. She asked if Councilors had any questions or concerns regarding the fee updates and changes.

MOTION: Skipper/Erickson to approve and authorize the Mayor to sign Resoultion No. 2021-313, updating the Master Fee Schedule and charges for the City of Carlton with the rates included in the adoption of the FY 22 Budget. Motion carried. (7 Yes/ 0 No /0 Absent / 0 Abstain).

B. Resolution No. 2021-314: FY 20/21 Budget Adjustments

7:38 PM

Assistant City Manager Martinez explained the need for the adjustments. The ice storm damage and fees associated with that, as well as the cost and fees incurred for a new City Manager.

MOTION: Skipper/Maher to approve and authorize the Mayor to sign Resolution No. 2021-314, authorizing budget adjustments for Fiscal Year 20-21. Motion carried. (7 Yes/0 No /0 Absent /0 Abstain).

C. McMinnville Water and Light Agreement

7:41 PM

City Manager Beaucaire presented the draft agreement to the Council. She stated there may be minor changes to the copy in the packet, but they would be minor. She also introduced Attorney Keenan Ordon-Bakalian who worked on the agreement representing the City. Beaucaire advised Council to ask questions of him for clarification. Councilors asked questions about agreement verbiage, costs, and possible issues.

MOTION: Ward-Mullen/Maher to approve and authorize the Mayor to sign the finalized agreement to purchase water from MWL during planned repairs and improvements to Carlton’s raw water supply reservoir and water treatment plant which will take Carlton’s water supply off line for an estimated period of up to one year. Motion carried. (6 Yes/0 No /0 Absent /1 [Skipper] Abstain).

D. COVID updates (Pool, Council Meetings)

7:55 PM

City Manager Beaucaire asked Administrative Manager Aimee Amerson for an update on the pool. Amerson explained the proposed programming, fees and enhanced cleaning routine for the pool season. Councilors asked for clarification on capacity and method of keeping track of patrons. Council also inquired about the number of lifeguards and staff hired for the pool season and how that will affect the pool season.

Beaucaire asked Council how they would like to proceed with future Council meetings- Zoom or in person. Council stated they would like to meet in person at City Hall but also allow a Zoom option for those that are not comfortable meeting in person at this time.

10. ADJOURNMENT

8:15 PM

The Regular Session meeting adjourned at 8:15 PM.

APPROVED by the City of Carlton City Council on July 6, 2021.

ATTEST:

Aimee Amerson, Administrative Manager

Linda Watkins, Mayor

Accounts Payable

Checks by Date - Summary by Check Date

User: aamerson
 Printed: 6/29/2021 11:07 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
57630	Aflac	AFLAC	05/05/2021	37.00
57631	9985	CIS	05/05/2021	25,750.04
57632	9981	EFTPS	05/05/2021	9,333.05
57633	OreRev	Oregon Dept. of Revenue	05/05/2021	2,478.94
57634	9100	PERS	05/05/2021	6,832.30
57635	10004	VOYA- State of Oregon Plan	05/05/2021	2,410.00
57636	BotEqu	Botten's Equipment Rental	05/05/2021	68.23
57637	Comcas	Comcast	05/05/2021	251.70
57638	DatPro	Dataprose	05/05/2021	605.17
57639	DavAut	Davison Auto Parts	05/05/2021	46.66
57640	EdgAna	Edge Analytical Inc	05/05/2021	377.30
57641	GenTec	Genuine Technology Group, Inc.	05/05/2021	498.13
57642	Leaf	Leaf	05/05/2021	188.00
57643	LowHom	LOWE'S Home Improvement	05/05/2021	38.36
57644	OnliNW	McMinnville Access Co. DBA Online Nortl	05/05/2021	476.00
57645	NewReg	News-Register	05/05/2021	147.75
57646	OreRevCT	Oregon Department Of Revenue	05/05/2021	600.00
57647	PrinNW	Print NW	05/05/2021	54.00
57648	PV Sol	PV Business Solutions, Inc.	05/05/2021	298.50
57649	RecWes	Recology Western Oregon	05/05/2021	525.00
57650	SieSpr	Sierra Springs	05/05/2021	47.86
57651	USICLoc	USIC Locating Services, LLC	05/05/2021	609.00
57652	Ward J	Jill M Ward	05/05/2021	233.75
57653	YamShe	Yamhill County Sheriff's Office	05/05/2021	145.00
Total for 5/5/2021:				52,051.74
57654	AirNor	Airgas USA, LLC	05/12/2021	237.72
57655	AmeAim	Aimee Amerson	05/12/2021	2,772.00
57656	FirNet	AT&T Mobility	05/12/2021	1,013.09
57657	WesFir	AUCA Western First Aid and Safety, LLC	05/12/2021	161.90
57658	CarCor	Carlton Corner Service	05/12/2021	731.54
57659	CItBan	Citizens Bank	05/12/2021	2,588.55
57660	Comcas	Comcast	05/12/2021	498.36
57661	CorMai	Core & Main LP	05/12/2021	12,923.25
57662	CouGov	Council Of Governments	05/12/2021	978.75
57663	DepEnv	Dept of Environmental Quality	05/12/2021	100.00
57664	DraAwa	Drain Away Rooter	05/12/2021	415.00
57665	ExpSer	Express Services	05/12/2021	441.79
57666	FirFedCC	First Federal Card Services	05/12/2021	7,334.59
57667	WilFar	Wilco Farmers	05/12/2021	2,184.30
57668	GenTec	Genuine Technology Group, Inc.	05/12/2021	4,337.05
57669	OreHea	OHA-Drinking Water Services	05/12/2021	2,000.00
57670	OneCal	One Call Concepts, Inc.	05/12/2021	25.20
57671	DepVeh	Oregon DMV Services	05/12/2021	14.50
57672	PorGen	Portland General Electric	05/12/2021	1,070.75
57673	RecWes	Recology Western Oregon	05/12/2021	200.80

Check No	Vendor No	Vendor Name	Check Date	Check Amount
57674	VinBou	VinBound Marketing	05/12/2021	700.00
Total for 5/12/2021:				40,729.14
57679	AmeMai	American Maid LLC	05/19/2021	665.00
57680	BelLin	Linda Bells	05/19/2021	65.00
57681	CanSol	Canon Financial Services, Inc.	05/19/2021	524.19
57682	CasCol	Cascade Columbia Dist. Co.	05/19/2021	1,633.92
57683	CasInc	Caselle, Inc.	05/19/2021	136.00
57684	Comcas	Comcast	05/19/2021	87.58
57685	ConSup	Consolidated Supply	05/19/2021	1,558.72
57686	CooKim	Kim Cooper	05/19/2021	25.00
57687	EdgAna	Edge Analytical Inc	05/19/2021	49.70
57688	ExpSer	Express Services	05/19/2021	504.90
57689	GalCon	Galardi Consulting,LLC	05/19/2021	9,690.00
57690	JorTim	Timothy Jordan	05/19/2021	23.00
57691	Leaf	Leaf	05/19/2021	54.00
57692	McmPum	McMinnville Pumping LLC	05/19/2021	120.00
57693	NewReg	News-Register	05/19/2021	1,196.40
57694	OreChi	Oregon Assoc. Chiefs of Police	05/19/2021	100.00
57695	PorGen	Portland General Electric	05/19/2021	5,218.91
57696	PrinNW	Print NW	05/19/2021	110.76
57697	SieSpr	Sierra Springs	05/19/2021	29.92
57698	TranRis	Data Solutions, Inc TransUnion Risk and A	05/19/2021	75.00
57699	Univar	Univar Solutions	05/19/2021	2,237.67
57700	VerWir	Verizon Wireless	05/19/2021	80.02
57701	YamCom	Yamhill Communications Agency	05/19/2021	2,798.75
Total for 5/19/2021:				26,984.44
57675	9981	EFTPS	05/20/2021	9,553.52
57676	OreRev	Oregon Dept. of Revenue	05/20/2021	2,510.24
57677	9100	PERS	05/20/2021	7,029.74
57678	10004	VOYA- State of Oregon Plan	05/20/2021	2,410.00
Total for 5/20/2021:				21,503.50
57702	AirNor	Airgas USA, LLC	05/26/2021	3,865.58
57703	CasCol	Cascade Columbia Dist. Co.	05/26/2021	230.00
57704	Comcas	Comcast	05/26/2021	71.21
57705	CraRoc	Crabtree Rock Company, Inc.	05/26/2021	2,625.14
57706	EdgAna	Edge Analytical Inc	05/26/2021	206.30
57707	ExpSer	Express Services	05/26/2021	929.48
57708	GorPlu	Gormley Plumbing & Heating	05/26/2021	9.10
57709	UB*00498	Shawn MacMaster	05/26/2021	150.00
57710	UB*00497	David Prehn	05/26/2021	69.51
57711	TetTec	Tetra Tech, Inc	05/26/2021	101,288.73
Total for 5/26/2021:				109,445.05
57718	AmeLeg	American Legion Post 173	06/02/2021	400.00
57719	ArmRan	Randal Armstrong	06/02/2021	100.00
57720	CenLin	CenturyLink	06/02/2021	552.87
57721	Colvin	Chuck Colvin Ford Nissan	06/02/2021	52.65
57722	CJHansen	CJ Hansen Company, Inc.	06/02/2021	972.00
57723	Comcas	Comcast	06/02/2021	251.70

Check No	Vendor No	Vendor Name	Check Date	Check Amount
57724	ConSup	Consolidated Supply	06/02/2021	152.14
57725	DatPro	Dataprose	06/02/2021	168.66
57726	DavAut	Davison Auto Parts	06/02/2021	49.77
57727	EdgAna	Edge Analytical Inc	06/02/2021	405.90
57728	InnTec	Innova NW	06/02/2021	59.85
57729	JorRam	Jordan Ramis PC	06/02/2021	4,405.00
57730	Leaf	Leaf	06/02/2021	242.00
57731	LesSch	Les Schwab Tire Center	06/02/2021	44.20
57732	LowHom	LOWE'S Home Improvement	06/02/2021	56.53
57733	MahTer	Terrence Mahr	06/02/2021	200.00
57734	OnliNW	McMinnville Access Co. DBA Online Nortl	06/02/2021	476.00
57735	OreRevCT	Oregon Department Of Revenue	06/02/2021	1,120.00
57736	SieSpr	Sierra Springs	06/02/2021	41.86
57737	TraSaf	Traffic Safety Supply Co.	06/02/2021	197.39
57738	USICLoc	USIC Locating Services, LLC	06/02/2021	1,226.00
57739	ValCPR	Valley CPR LLC	06/02/2021	680.00
57740	WesAll	Western Alliance Bank	06/02/2021	45,928.25
57741	YamShe	Yamhill County Sheriff's Office	06/02/2021	320.00
Total for 6/2/2021:				58,102.77
57712	Aflac	AFLAC	06/05/2021	37.00
57713	9985	CIS	06/05/2021	25,750.85
57714	9981	EFTPS	06/05/2021	9,804.65
57715	OreRev	Oregon Dept. of Revenue	06/05/2021	2,602.49
57716	9100	PERS	06/05/2021	6,766.98
57717	10004	VOYA- State of Oregon Plan	06/05/2021	2,410.00
Total for 6/5/2021:				47,371.97
57742	AirNor	Airgas USA, LLC	06/09/2021	244.86
57743	BarBui	Barker Buildings Inc.	06/09/2021	17,100.00
57744	BotEqu	Botten's Equipment Rental	06/09/2021	106.70
57745	CarCor	Carlton Corner Service	06/09/2021	802.09
57746	CasInc	Caselle, Inc.	06/09/2021	136.00
57747	CltBan	Citizens Bank	06/09/2021	2,588.55
57748	Comcas	Comcast	06/09/2021	313.90
57749	DatPro	Dataprose	06/09/2021	946.06
57750	EdgAna	Edge Analytical Inc	06/09/2021	49.70
57751	ExpSer	Express Services	06/09/2021	527.85
57752	MunCor	Municipal Code Corporation	06/09/2021	225.00
57753	NewReg	News-Register	06/09/2021	1,680.05
57754	OneCal	One Call Concepts, Inc.	06/09/2021	50.40
57755	DepVeh	Oregon DMV Services	06/09/2021	3.00
57756	OreSta	Oregon Stationers	06/09/2021	380.00
57757	PorGen	Portland General Electric	06/09/2021	1,292.24
57758	PriUti	Private Utility Locating, LLC.	06/09/2021	300.00
57759	RecWes	Recology Western Oregon	06/09/2021	1,021.84
57760	TranRis	Data Solutions, Inc TransUnion Risk and A	06/09/2021	75.00
57761	UliShi	Uline Shipping Supply Specialists	06/09/2021	784.81
57762	UsaBlu	USABlueBook	06/09/2021	630.36
57763	VerVSAT	Verizon Wireless-VSAT	06/09/2021	50.00
57764	VinBou	VinBound Marketing	06/09/2021	700.00
57765	Ward J	Jill M Ward	06/09/2021	191.25
57766	WilFar	Wilco Farmers	06/09/2021	2,399.25
57767	WirWor	Wire Works LLC	06/09/2021	1,185.50

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 6/9/2021:	33,784.41
57768	AmeMai	American Maid LLC	06/16/2021	1,010.00
57769	BarBui	Barker Buildings Inc.	06/16/2021	23,100.00
57770	DJCORE	Bridge Tower OpCo, LLC	06/16/2021	363.00
57771	ByeBev	Beverlee Byers	06/16/2021	36.00
57772	Comcas	Comcast	06/16/2021	272.04
57773	CouGov	Council Of Governments	06/16/2021	1,718.25
57774	DanLea	Dan's Leak Detection LLC	06/16/2021	500.00
57775	ExpSer	Express Services	06/16/2021	550.80
57776	FarEle	Farnham Electric Co.	06/16/2021	991.22
57777	FirFedCC	First Federal Card Services	06/16/2021	4,871.34
57778	ZumInd	ZUMAR Industries, Inc. (WA)	06/16/2021	49.95
57779	GenTec	Genuine Technology Group, Inc.	06/16/2021	8,551.67
57780	HarJohn	John Harris	06/16/2021	1,200.00
57781	HauRue	Haugeberg, Rueter, Gowell	06/16/2021	5,713.50
57782	IndBil	Indoor Billboard	06/16/2021	253.35
57783	McmPum	McMinnville Pumping LLC	06/16/2021	120.00
57784	NewReg	News-Register	06/16/2021	601.21
57785	PorGen	Portland General Electric	06/16/2021	5,233.81
57786	SieSpr	Sierra Springs	06/16/2021	29.92
57787	TetTec	Tetra Tech, Inc	06/16/2021	84,267.37
57788	WirWor	Wire Works LLC	06/16/2021	2,928.74
			Total for 6/16/2021:	142,362.17
57789	9981	EFTPS	06/20/2021	10,052.23
57790	OreRev	Oregon Dept. of Revenue	06/20/2021	2,677.81
57791	9100	PERS	06/20/2021	7,044.74
57792	10004	VOYA- State of Oregon Plan	06/20/2021	2,410.00
			Total for 6/20/2021:	22,184.78
57793	AssetP	Asset Protection Partnership, LTD	06/23/2021	119.55
57794	FirNet	AT&T Mobility	06/23/2021	773.24
57795	BeaSha	Shannon Beaucaire	06/23/2021	3,607.99
57796	CanSol	Canon Financial Services, Inc.	06/23/2021	696.04
57797	UB*00500	Tobin Capell	06/23/2021	69.96
57798	CasCol	Cascade Columbia Dist. Co.	06/23/2021	1,701.00
57799	Comcas	Comcast	06/23/2021	71.21
57800	EdgAna	Edge Analytical Inc	06/23/2021	197.10
57801	GenTec	Genuine Technology Group, Inc.	06/23/2021	3,671.33
57802	UB*00499	Vince Hoffarth	06/23/2021	17.42
57803	KenLea	Ken Leahy Construction	06/23/2021	340.00
57804	MCMWAT	McMinnville Water and Light	06/23/2021	213.37
57805	ValCPR	Valley CPR LLC	06/23/2021	600.00
57806	VerWir	Verizon Wireless	06/23/2021	80.02
			Total for 6/23/2021:	12,158.23
			Report Total (177 checks):	566,678.20

General Ledger Revenue Analysis

User: cmartinez
Printed: 6/29/2021 10:40:58 AM
Period 12 - 12
Fiscal Year 2021



Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
001	General					
001-000-400100	Beginning Fund Balance	409,109.00	0.00	0.00	409,109.00	0.00
001-000-400150	XFR STF Shared Expense	3,515.00	0.00	3,515.00	0.00	100.00
001-000-400200	Current Taxes	915,000.00	0.00	861,175.10	53,824.90	94.12
001-000-400300	Delinquent Taxes	25,000.00	0.00	12,265.61	12,734.39	49.06
001-000-400400	Interest	13,000.00	0.00	6,806.69	6,193.31	52.36
001-000-400410	Tax Interest	500.00	38.00	695.86	-195.86	139.17
001-000-401300	PGE Light Franchise	95,000.00	0.00	85,984.23	9,015.77	90.51
001-000-401350	Radiate Holdings Franchise	2,000.00	0.00	2,000.00	0.00	100.00
001-000-401400	CenturyLink Franchise	1,500.00	0.00	1,494.98	5.02	99.67
001-000-401500	Comcast Franchise	32,000.00	0.00	18,973.77	13,026.23	59.29
001-000-401501	McMinnville Access-Online NW	0.00	0.00	2,291.66	-2,291.66	0.00
001-000-401600	Recology Franchise	9,000.00	1,331.68	8,171.28	828.72	90.79
001-000-402000	Business License	6,000.00	0.00	7,250.00	-1,250.00	120.83
001-000-402100	Building Permits	15,000.00	698.62	19,571.80	-4,571.80	130.48
001-000-402200	State Liquor Fees	43,000.00	0.00	40,775.29	2,224.71	94.83
001-000-402300	Cigarette Tax	2,300.00	0.00	2,003.79	296.21	87.12
001-000-402600	Swim Pool Receipts	40,000.00	0.00	-13.00	40,013.00	-0.03
001-000-402650	Park Rentals	1,400.00	825.00	2,900.00	-1,500.00	207.14
001-000-402675	Dog Licensing	2,500.00	0.00	2,301.76	198.24	92.07
001-000-402700	Miscellaneous Revenue	5,000.00	402.40	15,191.15	-10,191.15	303.82
001-000-402850	CopiesFaxesReports	500.00	149.10	1,258.05	-758.05	251.61
001-000-402900	Judge Fees	9,000.00	224.00	7,168.00	1,832.00	79.64
001-000-402950	City Liquor License Fees	3,800.00	35.00	1,690.00	2,110.00	44.47
001-000-403000	Fines and Forfeitures	25,000.00	2,610.50	25,967.98	-967.98	103.87
001-000-404000	Planning Fees	15,000.00	2,325.00	17,435.00	-2,435.00	116.23
001-000-404600	National Night Out Donations	1,500.00	0.00	0.00	1,500.00	0.00
001-000-405400	Grants	52,000.00	0.00	41,607.00	10,393.00	80.01
001-000-406000	Sale of Assets	0.00	0.00	0.00	0.00	0.00
001-000-406300	Transient Room Tax	12,500.00	0.00	12,272.48	227.52	98.18
	Revenue	1,740,124.00	8,639.30	1,200,753.48	539,370.52	69.00
001	General	1,740,124.00	8,639.30	1,200,753.48	539,370.52	69.00
005	Tourism					
005-000-400100	Beginning Fund Balance	10,311.00	0.00	0.00	10,311.00	0.00
005-000-400400	Interest	500.00	0.00	400.40	99.60	80.08
005-000-404550	Grants	2,000.00	0.00	0.00	2,000.00	0.00
005-000-406300	Transient Room Tax 70%	30,084.00	0.00	22,297.09	7,786.91	74.12
005-000-406400	SponsorshipsAdvertising	3,000.00	0.00	0.00	3,000.00	0.00
	Revenue	45,895.00	0.00	22,697.49	23,197.51	49.46
005	Tourism	45,895.00	0.00	22,697.49	23,197.51	49.46
011	Street					
011-000-400100	Beginning Fund Balance	258,610.00	0.00	0.00	258,610.00	0.00
011-000-400400	Interest	15,000.00	0.00	6,406.31	8,593.69	42.71
011-000-402400	Gasoline Tax	150,000.00	0.00	147,487.06	2,512.94	98.32
011-000-402500	State Revenue Sharing	40,000.00	0.00	36,467.87	3,532.13	91.17
011-000-402700	Miscellaneous Revenue	100.00	0.00	10.00	90.00	10.00
011-000-404050	Type A, B & ROW Permits	4,000.00	525.00	121,789.89	-117,789.89	3,044.75

Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
011-000-410300	Grants	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	467,710.00	525.00	312,161.13	155,548.87	66.74
011	Street	467,710.00	525.00	312,161.13	155,548.87	66.74
012	Water					
012-000-400100	Beginning Fund Balance	309,251.00	0.00	0.00	309,251.00	0.00
012-000-400400	Interest	12,000.00	0.00	6,005.91	5,994.09	50.05
012-000-402700	Miscellaneous Revenue	1,000.00	0.00	4,856.72	-3,856.72	485.67
012-000-402706	XFR Water SDC Fund to Water	20,000.00	0.00	0.00	20,000.00	0.00
012-000-403700	Water Receipts	1,310,000.00	109,369.11	1,306,276.70	3,723.30	99.72
012-000-403750	Backflow Device Inspection	3,000.00	0.00	3,625.00	-625.00	120.83
012-000-403800	Hook Up Fees	<u>13,000.00</u>	<u>0.00</u>	<u>26,000.00</u>	<u>-13,000.00</u>	<u>200.00</u>
	Revenue	1,668,251.00	109,369.11	1,346,764.33	321,486.67	80.73
012	Water	1,668,251.00	109,369.11	1,346,764.33	321,486.67	80.73
013	Sewer					
013-000-400100	Beginning Fund Balance	201,061.00	0.00	0.00	201,061.00	0.00
013-000-400400	Interest	14,000.00	0.00	6,005.91	7,994.09	42.90
013-000-402700	Miscellaneous Revenue	100.00	0.00	0.00	100.00	0.00
013-000-404400	Sewer Receipts	900,000.00	83,181.92	976,915.06	-76,915.06	108.55
013-000-404500	Hook Up Fees	3,000.00	0.00	7,800.00	-4,800.00	260.00
013-000-404800	Land Lease for Ag Use	<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
	Revenue	1,121,161.00	83,181.92	993,720.97	127,440.03	88.63
013	Sewer	1,121,161.00	83,181.92	993,720.97	127,440.03	88.63
017	Capital Improvement					
017-000-400001	XFR GF Cty Hall	50,000.00	0.00	50,000.00	0.00	100.00
017-000-400002	XFR ST to CIF Tran	250,000.00	0.00	0.00	250,000.00	0.00
017-000-400004	XFR SDC Parks CIF Parks	0.00	0.00	0.00	0.00	0.00
017-000-400005	XFR GF CIF Parks	45,000.00	0.00	45,000.00	0.00	100.00
017-000-400010	XFR GF Transportation	45,000.00	0.00	45,000.00	0.00	100.00
017-000-400014	XFR SF Cty Hall	100,000.00	0.00	100,000.00	0.00	100.00
017-000-400015	XFR WF Cty Hall	100,000.00	0.00	100,000.00	0.00	100.00
017-000-400100	Beginning Fund Balance	1,239,983.00	0.00	0.00	1,239,983.00	0.00
017-000-400200	XFR STF CIF Transportation	0.00	0.00	250,000.00	-250,000.00	0.00
017-000-400400	Interest	10,000.00	0.00	6,406.31	3,593.69	64.06
017-000-400444	XFR SWF to CIF SWR	175,000.00	0.00	175,000.00	0.00	100.00
017-000-400525	Loans	4,000,000.00	0.00	0.00	4,000,000.00	0.00
017-000-402700	Miscellaneous Revenue	500,000.00	0.00	0.00	500,000.00	0.00
017-000-402705	XFR SDC Tran to CIF Tran	0.00	0.00	0.00	0.00	0.00
017-000-406001	Intergovernmental	100,000.00	73,731.00	73,731.00	26,269.00	73.73
017-000-407000	Grants - CIF	4,665,000.00	0.00	303,226.57	4,361,773.43	6.50
017-000-407002	XFR WF CIF Water	<u>250,000.00</u>	<u>0.00</u>	<u>250,000.00</u>	<u>0.00</u>	<u>100.00</u>
	Revenue	11,529,983.00	73,731.00	1,398,363.88	10,131,619.12	12.13
017	Capital Improvement	11,529,983.00	73,731.00	1,398,363.88	10,131,619.12	12.13
020	SDC's					
020-000-400100	Beginning Fund Balance	2,383,775.00	0.00	0.00	2,383,775.00	0.00
020-000-400400	Interest-Water	3,000.00	0.00	1,201.21	1,798.79	40.04
020-000-400405	Interest-Sewer	3,000.00	0.00	1,201.17	1,798.83	40.04
020-000-400410	Reimbursement Water	106,920.00	0.00	219,400.00	-112,480.00	205.20
020-000-400411	Interest-Transportation	3,000.00	0.00	1,201.17	1,798.83	40.04
020-000-400412	Sewer Improvement	23,380.00	0.00	51,822.00	-28,442.00	221.65
020-000-400413	Sewer Compliance	4,060.00	0.00	9,002.00	-4,942.00	221.72
020-000-400420	Interest-Parks	3,000.00	0.00	1,201.17	1,798.83	40.04

Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
020-000-400425	Compliance Water	3,120.00	0.00	6,400.00	-3,280.00	205.13
020-000-400430	Interest Stormwater	3,000.00	0.00	1,201.17	1,798.83	40.04
020-000-403775	XFR Wtr	0.00	0.00	0.00	0.00	0.00
020-000-403800	Water Improvements	44,940.00	0.00	92,200.00	-47,260.00	205.16
020-000-403801	Sewer Reimbursement	133,220.00	0.00	295,305.00	-162,085.00	221.67
020-000-403805	Transportation SDC's	76,580.00	420.89	159,452.46	-82,872.46	208.22
020-000-403810	Park SDC's	38,960.00	0.00	77,920.00	-38,960.00	200.00
020-000-403815	Stormwater SDC's	<u>40,680.00</u>	<u>0.00</u>	<u>83,480.00</u>	<u>-42,800.00</u>	<u>205.21</u>
	Revenue	2,870,635.00	420.89	1,000,987.35	1,869,647.65	34.87
020	SDC's	2,870,635.00	420.89	1,000,987.35	1,869,647.65	34.87
024	Debt Service Pool Project					
024-000-400100	Beginning Fund Balance	9,308.00	0.00	0.00	9,308.00	0.00
024-000-400200	Current Property Tax	56,549.00	0.00	52,931.34	3,617.66	93.60
024-000-400300	Delinquent Property Tax	1,000.00	0.00	1,976.19	-976.19	197.62
024-000-400410	Interest on Delinquent Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	66,857.00	0.00	54,907.53	11,949.47	82.13
024	Debt Service Pool Project	66,857.00	0.00	54,907.53	11,949.47	82.13
026	Debt Service					
026-000-400100	Beginning Fund Balance	163,854.00	0.00	0.00	163,854.00	0.00
026-000-403700	XFR GF	0.00	0.00	0.00	0.00	0.00
026-000-403800	XFR Water Debt	259,211.00	0.00	257,308.00	1,903.00	99.27
026-000-403900	XFR SF	<u>129,513.00</u>	<u>0.00</u>	<u>129,513.00</u>	<u>0.00</u>	<u>100.00</u>
	Revenue	552,578.00	0.00	386,821.00	165,757.00	70.00
026	Debt Service	552,578.00	0.00	386,821.00	165,757.00	70.00
027	VERF					
027-000-400100	Beginning Fund Balance	28,749.00	0.00	0.00	28,749.00	0.00
027-000-401420	XFR GF to VERF	<u>25,000.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>	<u>100.00</u>
	Revenue	53,749.00	0.00	25,000.00	28,749.00	46.51
027	VERF	53,749.00	0.00	25,000.00	28,749.00	46.51
070	Urban Renewal					
070-000-400100	Beginning Fund Balance	238,650.00	0.00	0.00	238,650.00	0.00
070-000-400400	Interest	4,500.00	0.00	2,001.98	2,498.02	44.49
070-000-999991	Prior Yrs tax	2,600.00	0.00	2,141.83	458.17	82.38
070-000-999999	Current Taxes	<u>182,000.00</u>	<u>0.00</u>	<u>199,958.30</u>	<u>-17,958.30</u>	<u>109.87</u>
	Revenue	427,750.00	0.00	204,102.11	223,647.89	47.72
070	Urban Renewal	427,750.00	0.00	204,102.11	223,647.89	47.72
Revenue Total		20,544,693.00	275,867.22	6,946,279.27	13,598,413.73	0.3381

General Ledger

Expense vs Budget

User: cmartinez
 Printed: 6/29/2021 10:40:21 AM
 Period 12 - 12
 Fiscal Year 2021



Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
001	General					
001	Administrative					
001-001-500000	Salary	43,000.00	3,088.02	38,952.40	4,047.60	9.41
001-001-504600	Unemployment	100.00	3.08	38.93	61.07	61.07
001-001-504700	Social Security	4,300.00	236.25	2,979.88	1,320.12	30.70
001-001-504800	Health Insurance	13,000.00	0.00	6,672.07	6,327.93	48.68
001-001-504900	Workers Compensation	600.00	0.93	198.78	401.22	66.87
001-001-505000	Retirement	8,000.00	549.96	6,662.70	1,337.30	16.72
	Personal Services	69,000.00	3,878.24	55,504.76	13,495.24	19.56
001-001-600410	Lighting	25,000.00	0.00	29,933.12	-4,933.12	-19.73
001-001-600500	IT Services	1,000.00	3,607.99	3,607.99	-2,607.99	-260.80
001-001-600600	Travel and Training	3,000.00	79.00	1,206.00	1,794.00	59.80
001-001-600650	Committees	15,000.00	211.32	5,899.48	9,100.52	60.67
001-001-600700	Dues and Subscriptions	1,500.00	0.00	548.13	951.87	63.46
001-001-600800	Attorney Fees	15,000.00	3,329.00	21,491.20	-6,491.20	-43.27
001-001-601100	Advertising and Legal	500.00	0.00	0.00	500.00	100.00
001-001-601700	Insurance	200.00	0.00	0.00	200.00	100.00
001-001-608000	Supplies and Maintenance	1,000.00	0.00	271.65	728.35	72.84
001-001-608050	Vehicle Fuel and Maintenance	0.00	0.00	855.35	-855.35	0.00
001-001-608305	Abatement	2,000.00	0.00	725.00	1,275.00	63.75
001-001-608601	Professional Services	2,000.00	0.00	0.00	2,000.00	100.00
001-001-608680	Community Outreach	5,000.00	1,032.82	2,362.74	2,637.26	52.75
001-001-608801	Community Grant Program	6,000.00	400.00	3,400.00	2,600.00	43.33
	Materials & Services	77,200.00	8,660.13	70,300.66	6,899.34	8.94
001-001-620100	Equipment	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
001-001-630505	XFR VERF	25,000.00	0.00	25,000.00	0.00	0.00
001-001-630510	XFR CIF Park	45,000.00	0.00	45,000.00	0.00	0.00
001-001-630515	XFR CIF Trans	45,000.00	0.00	45,000.00	0.00	0.00
001-001-630520	XFR CIF City Hall	50,000.00	0.00	50,000.00	0.00	0.00
	Transfers	165,000.00	0.00	165,000.00	0.00	0.00
001	Administrative	311,200.00	12,538.37	290,805.42	20,394.58	6.55
002	Finance					
001-002-500000	Salary	53,500.00	4,225.98	37,780.40	15,719.60	29.38
001-002-504600	Unemployment	200.00	4.23	48.44	151.56	75.78
001-002-504700	Social Security	4,000.00	323.33	2,890.29	1,109.71	27.74
001-002-504800	Health Insurance	15,000.00	950.47	7,922.28	7,077.72	47.18
001-002-504900	Workers Compensation	800.00	1.79	56.18	743.82	92.98
001-002-505000	Retirement	8,000.00	605.15	5,737.33	2,262.67	28.28

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
	Personal Services	81,500.00	6,110.95	54,434.92	27,065.08	33.21
001-002-600200	Utilities	5,800.00	309.52	5,555.37	244.63	4.22
001-002-600201	Communications	4,500.00	176.53	3,729.42	770.58	17.12
001-002-600400	Maintenance and Repair	2,000.00	0.00	1,268.98	731.02	36.55
001-002-600401	Janitorial Services	4,000.00	333.30	3,214.23	785.77	19.64
001-002-600450	Garbage Service	800.00	0.00	450.07	349.93	43.74
001-002-600500	IT Services	16,000.00	1,431.23	15,699.88	300.12	1.88
001-002-600560	Codification of Ordinances	2,000.00	0.00	0.00	2,000.00	100.00
001-002-600600	Travel and Training	6,000.00	620.00	1,915.25	4,084.75	68.08
001-002-600700	Dues and Subscriptions	3,500.00	184.25	4,317.88	-817.88	-23.37
001-002-600800	Attorney Fees	500.00	0.00	0.00	500.00	100.00
001-002-600850	Audit	12,000.00	0.00	7,738.50	4,261.50	35.51
001-002-601100	Advertising and Legal	400.00	554.41	800.74	-400.74	-100.19
001-002-601700	Insurance	15,500.00	0.00	14,558.69	941.31	6.07
001-002-608000	Supplies and Maintenance	9,000.00	737.11	4,513.16	4,486.84	49.85
001-002-608050	Vehicle Fuel and Maintenance	500.00	0.00	10.00	490.00	98.00
001-002-608150	Merchant Bank Fees	10,000.00	0.00	8,825.25	1,174.75	11.75
001-002-608601	Professional Services	3,500.00	419.07	18,918.17	-15,418.17	-440.52
001-002-608650	Financial Software	10,000.00	0.00	11,002.45	-1,002.45	-10.02
001-002-608675	Copier	3,000.00	240.43	2,420.45	579.55	19.32
001-002-608800	Taxes on Rental Property	<u>5,200.00</u>	<u>0.00</u>	<u>5,093.65</u>	<u>106.35</u>	<u>2.05</u>
	Materials & Services	114,200.00	5,005.85	110,032.14	4,167.86	3.65
001-002-620100	Office Equipment	<u>4,000.00</u>	<u>0.00</u>	<u>2,191.81</u>	<u>1,808.19</u>	<u>45.20</u>
	Capital Outlay	4,000.00	0.00	2,191.81	1,808.19	45.20
001-002-640000	Contingency	<u>177,374.00</u>	<u>0.00</u>	<u>0.00</u>	<u>177,374.00</u>	<u>100.00</u>
	Contingencies	177,374.00	0.00	0.00	177,374.00	100.00
001-002-630560	Debt Service Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Transfers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
002	Finance	377,074.00	11,116.80	166,658.87	210,415.13	55.80
003	LandUse and Planning					
001-003-500000	Salary	14,500.00	1,242.72	14,706.66	-206.66	-1.43
001-003-504600	Unemployment	50.00	1.25	14.69	35.31	70.62
001-003-504700	Social Security	1,250.00	95.07	1,125.01	124.99	10.00
001-003-504800	Health Insurance	8,500.00	663.72	7,826.67	673.33	7.92
001-003-504900	Workers Compensation	300.00	0.64	195.67	104.33	34.78
001-003-505000	Retirement	<u>2,800.00</u>	<u>221.35</u>	<u>2,619.39</u>	<u>180.61</u>	<u>6.45</u>
	Personal Services	27,400.00	2,224.75	26,488.09	911.91	3.33
001-003-600600	Travel and Training	5,000.00	0.00	6,454.26	-1,454.26	-29.09
001-003-600700	Dues and Subscriptions	500.00	0.00	336.00	164.00	32.80
001-003-600800	Attorney Fees	4,000.00	275.50	7,483.50	-3,483.50	-87.09
001-003-600900	Engineering Services	50,000.00	5,768.00	73,239.67	-23,239.67	-46.48
001-003-601100	Advertising and Legal	1,500.00	0.00	902.44	597.56	39.84
001-003-608000	Supplies and Maintenance	100.00	0.00	85.00	15.00	15.00
001-003-608601	Professional Services	30,000.00	1,718.25	28,491.58	1,508.42	5.03
001-003-608701	Special Land Use	<u>4,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>100.00</u>

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
	Materials & Services	<u>95,100.00</u>	<u>7,761.75</u>	<u>116,992.45</u>	<u>-21,892.45</u>	<u>-23.02</u>
003	LandUse and Planning	122,500.00	9,986.50	143,480.54	-20,980.54	-17.13
004	Police					
001-004-500000	Salary	280,000.00	22,819.00	243,432.98	36,567.02	13.06
001-004-500005	Overtime	20,000.00	1,922.96	10,554.97	9,445.03	47.23
001-004-504600	Unemployment	500.00	24.74	273.87	226.13	45.23
001-004-504700	Social Security	24,000.00	1,892.77	20,959.99	3,040.01	12.67
001-004-504800	Health Insurance	110,000.00	7,313.88	80,547.92	29,452.08	26.77
001-004-504900	Workers Compensation	20,000.00	9.23	10,961.99	9,038.01	45.19
001-004-505000	Retirement	<u>50,000.00</u>	<u>5,159.37</u>	<u>55,716.88</u>	<u>-5,716.88</u>	<u>-11.43</u>
	Personal Services	504,500.00	39,141.95	422,448.60	82,051.40	16.26
001-004-600200	Utilities	4,500.00	321.41	3,838.56	661.44	14.70
001-004-600201	Communications	6,000.00	648.17	4,425.93	1,574.07	26.23
001-004-600350	Vehicle MaintenanceFuel	17,500.00	4,525.26	16,436.12	1,063.88	6.08
001-004-600500	IT Services	4,000.00	3,671.33	3,671.33	328.67	8.22
001-004-600600	Travel and Training	10,000.00	240.00	1,775.90	8,224.10	82.24
001-004-600800	Attorney Fees	2,000.00	0.00	900.00	1,100.00	55.00
001-004-601000	Reserve Equipment	2,000.00	0.00	1,431.97	568.03	28.40
001-004-601800	Dispatch	33,000.00	0.00	30,786.25	2,213.75	6.71
001-004-601900	Uniforms Allowance	6,500.00	0.00	3,830.91	2,669.09	41.06
001-004-602000	AmmunitionWeapon Repair	6,000.00	0.00	2,664.96	3,335.04	55.58
001-004-608000	Supplies and Maintenance	13,000.00	4,045.88	23,529.57	-10,529.57	-81.00
001-004-608250	Mobile Data Computers	4,000.00	0.00	490.03	3,509.97	87.75
001-004-608600	Professional Services	4,500.00	125.00	4,067.54	432.46	9.61
001-004-608675	Copier	3,000.00	209.46	2,464.78	535.22	17.84
001-004-608700	Dues and Subscriptions	10,000.00	372.55	22,339.83	-12,339.83	-123.40
001-004-608805	Prevention	2,500.00	103.97	1,087.62	1,412.38	56.50
001-004-608925	National Night Out	<u>6,000.00</u>	<u>0.00</u>	<u>800.00</u>	<u>5,200.00</u>	<u>86.67</u>
	Materials & Services	134,500.00	14,263.03	124,541.30	9,958.70	7.40
001-004-620500	Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
004	Police	639,000.00	53,404.98	546,989.90	92,010.10	14.40
005	Municipal Court					
001-005-500000	Salary	20,000.00	1,260.03	15,447.73	4,552.27	22.76
001-005-504600	Unemployment	100.00	1.25	15.42	84.58	84.58
001-005-504700	Social Security	1,600.00	96.39	1,181.77	418.23	26.14
001-005-504800	Health Insurance	6,400.00	473.56	5,549.75	850.25	13.29
001-005-504900	Workers Compensation	300.00	0.88	198.70	101.30	33.77
001-005-505000	Retirement	<u>1,800.00</u>	<u>117.55</u>	<u>1,433.33</u>	<u>366.67</u>	<u>20.37</u>
	Personal Services	30,200.00	1,949.66	23,826.70	6,373.30	21.10
001-005-600600	Travel and Training	1,000.00	0.00	0.00	1,000.00	100.00
001-005-600700	Dues and Subscriptions	100.00	0.00	0.00	100.00	100.00
001-005-608000	Supplies and Maintenance	300.00	0.00	0.00	300.00	100.00
001-005-608300	Court Costs	8,700.00	1,440.00	7,351.50	1,348.50	15.50
001-005-608601	Professional Services	<u>2,500.00</u>	<u>336.00</u>	<u>2,632.00</u>	<u>-132.00</u>	<u>-5.28</u>
	Materials & Services	12,600.00	1,776.00	9,983.50	2,616.50	20.77

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
001-005-620500	Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
005	Municipal Court	42,800.00	3,725.66	33,810.20	8,989.80	21.00
006	Parks					
001-006-500000	Salary	37,000.00	3,004.32	35,865.67	1,134.33	3.07
001-006-500002	Seasonal Worker	7,000.00	240.00	6,736.00	264.00	3.77
001-006-504600	Unemployment	100.00	3.25	42.76	57.24	57.24
001-006-504700	Social Security	3,500.00	248.19	3,259.32	240.68	6.88
001-006-504800	Health Insurance	21,000.00	1,451.13	17,961.18	3,038.82	14.47
001-006-504900	Workers Compensation	3,000.00	3.55	1,282.04	1,717.96	57.27
001-006-505000	Retirement	<u>7,500.00</u>	<u>581.50</u>	<u>6,933.13</u>	<u>566.87</u>	<u>7.56</u>
	Personal Services	79,100.00	5,531.94	72,080.10	7,019.90	8.87
001-006-600200	Utilities	1,200.00	76.43	938.00	262.00	21.83
001-006-600201	Communications	2,000.00	228.62	2,406.96	-406.96	-20.35
001-006-600450	Garbage Service	1,000.00	40.01	367.85	632.15	63.22
001-006-600500	IT Services	500.00	0.00	0.00	500.00	100.00
001-006-600600	Travel and Training	300.00	0.00	0.00	300.00	100.00
001-006-600800	Attorney Fees	100.00	0.00	0.00	100.00	100.00
001-006-601100	Advertising and Legal	200.00	0.00	136.27	63.73	31.87
001-006-608000	Supplies and Maintenance	15,000.00	3,245.75	22,759.50	-7,759.50	-51.73
001-006-608005	Small Tools	500.00	0.00	27.80	472.20	94.44
001-006-608100	Fuel	4,500.00	161.25	2,551.26	1,948.74	43.31
001-006-608200	Equipment Maintenance	2,000.00	44.20	2,625.89	-625.89	-31.29
001-006-608500	Tree Service Arborist	8,000.00	0.00	1,260.00	6,740.00	84.25
001-006-608601	Professional Services	<u>0.00</u>	<u>0.00</u>	<u>748.00</u>	<u>-748.00</u>	<u>0.00</u>
	Materials & Services	35,300.00	3,796.26	33,821.53	1,478.47	4.19
001-006-620500	Park Equipment	<u>10,000.00</u>	<u>0.00</u>	<u>3,716.59</u>	<u>6,283.41</u>	<u>62.83</u>
	Capital Outlay	<u>10,000.00</u>	<u>0.00</u>	<u>3,716.59</u>	<u>6,283.41</u>	<u>62.83</u>
006	Parks	124,400.00	9,328.20	109,618.22	14,781.78	11.88
007	Pool					
001-007-500000	Salary	75,000.00	0.00	4,957.33	70,042.67	93.39
001-007-504600	Unemployment	150.00	0.00	4.95	145.05	96.70
001-007-504700	Social Security	6,200.00	0.00	379.22	5,820.78	93.88
001-007-504800	Health Insurance	0.00	0.00	1,833.17	-1,833.17	0.00
001-007-504900	Workers Compensation	3,000.00	0.00	2,512.79	487.21	16.24
001-007-505000	Retirement	<u>0.00</u>	<u>0.00</u>	<u>487.99</u>	<u>-487.99</u>	<u>0.00</u>
	Personal Services	84,350.00	0.00	10,175.45	74,174.55	87.94
001-007-600200	Utilities	7,500.00	604.85	7,114.65	385.35	5.14
001-007-600201	Communications	5,200.00	332.31	4,136.87	1,063.13	20.44
001-007-600400	Supplies	3,500.00	110.64	145.14	3,354.86	95.85
001-007-600450	Garbage Service	200.00	0.00	0.00	200.00	100.00
001-007-600500	IT Services	200.00	0.00	0.00	200.00	100.00
001-007-600600	Travel and Training	300.00	0.00	0.00	300.00	100.00
001-007-600800	Attorney Fees	200.00	0.00	0.00	200.00	100.00
001-007-600902	Heating Fuel	3,000.00	328.00	403.00	2,597.00	86.57
001-007-601100	Advertising and Legal	200.00	0.00	127.40	72.60	36.30
001-007-608000	Supplies and Maintenance	5,000.00	21.77	914.30	4,085.70	81.71

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
001-007-608100	Chemicals	7,000.00	0.00	927.12	6,072.88	86.76
001-007-609000	Professional Services	<u>1,500.00</u>	<u>680.00</u>	<u>680.00</u>	<u>820.00</u>	<u>54.67</u>
	Materials & Services	33,800.00	2,077.57	14,448.48	19,351.52	57.25
001-007-620500	Equipment	<u>5,000.00</u>	<u>365.94</u>	<u>365.94</u>	<u>4,634.06</u>	<u>92.68</u>
	Capital Outlay	<u>5,000.00</u>	<u>365.94</u>	<u>365.94</u>	<u>4,634.06</u>	<u>92.68</u>
007	Pool	123,150.00	2,443.51	24,989.87	98,160.13	79.71
001	General	1,740,124.00	102,544.02	1,316,353.02	423,770.98	24.35
005	Tourism					
500	Tourism					
005-500-600100	Marketing Expense	13,000.00	0.00	1,128.64	11,871.36	91.32
005-500-600250	Events	5,500.00	0.00	0.00	5,500.00	100.00
005-500-600300	Social Media Campaign	9,800.00	700.00	8,400.00	1,400.00	14.29
005-500-600350	Memberships	1,995.00	0.00	395.00	1,600.00	80.20
005-500-600600	Travel and Training	0.00	0.00	595.00	-595.00	0.00
005-500-601050	Special Projects	15,500.00	0.00	0.00	15,500.00	100.00
005-500-601100	Advertising and Legal	<u>100.00</u>	<u>66.50</u>	<u>1,189.50</u>	<u>-1,089.50</u>	<u>-1,089.50</u>
	Materials & Services	<u>45,895.00</u>	<u>766.50</u>	<u>11,708.14</u>	<u>34,186.86</u>	<u>74.49</u>
500	Tourism	45,895.00	766.50	11,708.14	34,186.86	74.49
005	Tourism	45,895.00	766.50	11,708.14	34,186.86	74.49
011	Street					
110	Streets					
011-110-500000	Salary	15,000.00	942.06	11,174.25	3,825.75	25.51
011-110-504600	Unemployment	20.00	0.91	11.06	8.94	44.70
011-110-504700	Social Security	1,200.00	72.07	854.87	345.13	28.76
011-110-504800	Health Insurance	8,000.00	417.40	5,058.93	2,941.07	36.76
011-110-504900	Workers Compensation	1,500.00	0.43	1,259.85	240.15	16.01
011-110-505000	Retirement	<u>4,500.00</u>	<u>190.99</u>	<u>2,262.90</u>	<u>2,237.10</u>	<u>49.71</u>
	Personal Services	30,220.00	1,623.86	20,621.86	9,598.14	31.76
011-110-600110	Advertising and Legal	1,000.00	0.00	0.00	1,000.00	100.00
011-110-600200	Utilities	26,000.00	2,181.97	24,448.43	1,551.57	5.97
011-110-600201	Communications	300.00	11.02	103.23	196.77	65.59
011-110-600450	Garbage Service	250.00	13.34	122.69	127.31	50.92
011-110-600570	Uniform Allowance	250.00	0.00	0.00	250.00	100.00
011-110-600600	Travel and Training	250.00	0.00	0.00	250.00	100.00
011-110-600750	Street Signs	5,000.00	247.34	3,690.04	1,309.96	26.20
011-110-600800	Attorney Fees	1,500.00	0.00	0.00	1,500.00	100.00
011-110-600900	Engineering Services	10,000.00	-256.00	412.00	9,588.00	95.88
011-110-601700	Insurance	1,200.00	0.00	936.86	263.14	21.93
011-110-607050	Street Sweeping	15,000.00	0.00	15,220.00	-220.00	-1.47
011-110-608000	Supplies and Maintenance	20,000.00	52.24	14,047.44	5,952.56	29.76
011-110-608005	Small Tools	500.00	0.00	0.00	500.00	100.00
011-110-608050	Vehicle Fuel and Maintenance	2,500.00	0.00	270.00	2,230.00	89.20
011-110-608310	Street Striping	18,000.00	0.00	17,729.00	271.00	1.51
011-110-608601	Professional Services	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>100.00</u>
	Materials & Services	102,250.00	2,249.91	76,979.69	25,270.31	24.71

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
011-110-620500	Equipment	0.00	0.00	0.00	0.00	0.00
011-110-620505	Street Projects	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
011-110-640000	Contingency	<u>81,725.00</u>	<u>0.00</u>	<u>0.00</u>	<u>81,725.00</u>	<u>100.00</u>
	Contingencies	81,725.00	0.00	0.00	81,725.00	100.00
011-110-630570	XFR STF GF Internal Service	3,515.00	0.00	3,515.00	0.00	0.00
011-110-630600	XFR STF CIF Transportation	<u>250,000.00</u>	<u>0.00</u>	<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>
	Transfers	<u>253,515.00</u>	<u>0.00</u>	<u>253,515.00</u>	<u>0.00</u>	<u>0.00</u>
110	Streets	467,710.00	3,873.77	351,116.55	116,593.45	24.93
011	Street	467,710.00	3,873.77	351,116.55	116,593.45	24.93
012	Water					
120	Water					
012-120-500000	Salary	281,525.00	21,766.90	229,941.47	51,583.53	18.32
012-120-500005	Overtime	7,000.00	720.99	8,096.71	-1,096.71	-15.67
012-120-504600	Unemployment	350.00	22.52	238.08	111.92	31.98
012-120-504700	Social Security	22,168.00	1,720.34	18,209.95	3,958.05	17.85
012-120-504800	Health Insurance	122,966.00	8,516.10	96,834.50	26,131.50	21.25
012-120-504900	Workers Compensation	13,636.00	10.39	6,633.68	7,002.32	51.35
012-120-505000	Retirement	<u>53,000.00</u>	<u>3,717.03</u>	<u>41,867.07</u>	<u>11,132.93</u>	<u>21.01</u>
	Personal Services	500,645.00	36,474.27	401,821.46	98,823.54	19.74
012-120-600110	Advertising and Legal	1,000.00	571.23	738.66	261.34	26.13
012-120-600200	Utilities	13,000.00	950.78	10,873.11	2,126.89	16.36
012-120-600201	Communications	13,500.00	989.46	11,964.31	1,535.69	11.38
012-120-600401	Janitorial Services	3,500.00	343.40	3,311.54	188.46	5.38
012-120-600450	Garbage Service	2,000.00	40.01	1,329.18	670.82	33.54
012-120-600500	IT Services	17,500.00	1,474.59	15,872.77	1,627.23	9.30
012-120-600550	Billing Company Costs	5,000.00	304.37	3,589.76	1,410.24	28.20
012-120-600570	Uniform allowance	1,600.00	0.00	2,354.42	-754.42	-47.15
012-120-600600	Travel and Training	4,500.00	120.00	881.78	3,618.22	80.40
012-120-600700	Dues and Subscriptions	5,500.00	473.82	6,808.51	-1,308.51	-23.79
012-120-600800	Attorney Fees	3,000.00	0.00	564.20	2,435.80	81.19
012-120-600850	Audit	12,000.00	0.00	7,973.00	4,027.00	33.56
012-120-600900	Engineering Services	6,000.00	1,845.91	7,644.13	-1,644.13	-27.40
012-120-601700	Insurance	16,000.00	0.00	15,458.13	541.87	3.39
012-120-603300	Chemicals	55,000.00	1,945.86	57,917.39	-2,917.39	-5.30
012-120-604800	Testing	7,500.00	49.70	3,729.50	3,770.50	50.27
012-120-607000	Utility Locates	6,000.00	813.40	6,323.95	-323.95	-5.40
012-120-608000	Supplies and Maintenance	70,000.00	2,898.55	82,749.91	-12,749.91	-18.21
012-120-608001	Office Supplies	8,000.00	503.20	6,165.41	1,834.59	22.93
012-120-608005	Small Tools	1,500.00	0.00	298.00	1,202.00	80.13
012-120-608015	Water Meters	20,000.00	0.00	33,122.47	-13,122.47	-65.61
012-120-608050	Fuel	3,000.00	1,419.11	10,224.35	-7,224.35	-240.81
012-120-608160	Merchant Fees	9,000.00	0.00	8,564.25	435.75	4.84
012-120-608200	Equipment Maintenance	3,000.00	52.65	485.28	2,514.72	83.82
012-120-608600	Professional Services	9,000.00	431.76	24,336.69	-15,336.69	-170.41
012-120-608650	Financial Software	10,000.00	0.00	11,210.85	-1,210.85	-12.11
012-120-608675	Copier	3,000.00	247.72	2,493.87	506.13	16.87
012-120-620505	Water Meters	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
	Materials & Services	309,100.00	15,475.52	336,985.42	-27,885.42	-9.02
012-120-620300	City Hall Equipment	4,000.00	0.00	3,001.80	998.20	24.96
012-120-620500	Equipment	30,000.00	0.00	7,667.00	22,333.00	74.44
012-120-620510	Water Meter Lease	<u>25,806.00</u>	<u>0.00</u>	<u>25,806.46</u>	<u>-0.46</u>	<u>0.00</u>
	Capital Outlay	59,806.00	0.00	36,475.26	23,330.74	39.01
012-120-640000	Contingency	189,489.00	0.00	0.00	189,489.00	100.00
012-120-650000	Unappropriated Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingencies	189,489.00	0.00	0.00	189,489.00	100.00
012-120-630400	XFR WF CIF	250,000.00	0.00	250,000.00	0.00	0.00
012-120-630425	XFR WF CIF Cty Hall	100,000.00	0.00	100,000.00	0.00	0.00
012-120-630450	VERF-Equipment	0.00	0.00	0.00	0.00	0.00
012-120-630525	XFR WF Debt Service	<u>259,211.00</u>	<u>0.00</u>	<u>257,308.00</u>	<u>1,903.00</u>	<u>0.73</u>
	Transfers	<u>609,211.00</u>	<u>0.00</u>	<u>607,308.00</u>	<u>1,903.00</u>	<u>0.31</u>
120	Water	1,668,251.00	51,949.79	1,382,590.14	285,660.86	17.12
012	Water	1,668,251.00	51,949.79	1,382,590.14	285,660.86	17.12
013	Sewer					
130	Sewer					
013-130-500000	Salary	175,000.00	16,342.01	164,656.79	10,343.21	5.91
013-130-504600	Unemployment	200.00	16.35	164.61	35.39	17.70
013-130-504700	Social Security	15,000.00	1,250.12	12,596.11	2,403.89	16.03
013-130-504800	Health Insurance	64,000.00	5,271.58	60,072.61	3,927.39	6.14
013-130-504900	Workers Compensation	6,000.00	7.13	2,580.57	3,419.43	56.99
013-130-505000	Retirement	<u>35,000.00</u>	<u>2,668.82</u>	<u>28,960.62</u>	<u>6,039.38</u>	<u>17.26</u>
	Personal Services	295,200.00	25,556.01	269,031.31	26,168.69	8.86
013-130-600110	Advertising and Legal	500.00	554.41	718.85	-218.85	-43.77
013-130-600200	Utilities	30,000.00	2,061.49	25,669.40	4,330.60	14.44
013-130-600201	Communications	11,500.00	904.08	10,879.67	620.33	5.39
013-130-600401	Janitorial Services	3,000.00	333.30	3,214.23	-214.23	-7.14
013-130-600450	Garbage Service	1,900.00	40.01	1,314.13	585.87	30.84
013-130-600500	IT Services	16,000.00	1,431.23	15,487.05	512.95	3.21
013-130-600550	Billing Company Costs	5,000.00	304.37	3,589.77	1,410.23	28.20
013-130-600570	Uniform Allowance	500.00	0.00	266.55	233.45	46.69
013-130-600600	Travel and Training	2,000.00	120.00	1,009.25	990.75	49.54
013-130-600700	Dues and Subscriptions	4,000.00	74.25	4,338.61	-338.61	-8.47
013-130-600800	Attorney Fees	1,500.00	47.50	503.50	996.50	66.43
013-130-600850	Audit	12,500.00	0.00	7,738.50	4,761.50	38.09
013-130-600900	Engineering Services	15,000.00	1,845.91	4,460.74	10,539.26	70.26
013-130-601700	Insurance	15,000.00	0.00	14,989.71	10.29	0.07
013-130-603300	Chemicals	38,000.00	0.00	31,943.91	6,056.09	15.94
013-130-604800	Testing	6,000.00	603.00	5,740.35	259.65	4.33
013-130-607000	Utility Locates	2,500.00	763.00	4,558.25	-2,058.25	-82.33
013-130-608000	Supplies and Maintenance	70,000.00	1,534.58	82,043.46	-12,043.46	-17.20
013-130-608001	Office Supplies	8,000.00	489.02	5,889.42	2,110.58	26.38
013-130-608005	Small Tools	1,000.00	0.00	241.27	758.73	75.87
013-130-608050	Vehicle Fuel and Maintenance	2,500.00	522.16	7,868.18	-5,368.18	-214.73
013-130-608160	Merchant Fees	9,000.00	0.00	8,564.24	435.76	4.84
013-130-608200	Equipment Maintenance	3,000.00	0.00	594.30	2,405.70	80.19
013-130-608255	Permits	500.00	0.00	0.00	500.00	100.00
013-130-608600	Professional Services	10,000.00	419.07	23,763.17	-13,763.17	-137.63
013-130-608650	Financial Software	10,000.00	0.00	11,127.45	-1,127.45	-11.27

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
013-130-608675	Copier	<u>3,500.00</u>	<u>240.43</u>	<u>2,420.45</u>	<u>1,079.55</u>	<u>30.84</u>
	Materials & Services	282,400.00	12,287.81	278,934.41	3,465.59	1.23
013-130-620100	City Hall Equipment	4,000.00	0.00	3,041.06	958.94	23.97
013-130-620500	Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	4,000.00	0.00	3,041.06	958.94	23.97
013-130-640000	Contingency	<u>135,048.00</u>	<u>0.00</u>	<u>0.00</u>	<u>135,048.00</u>	<u>100.00</u>
	Contingencies	135,048.00	0.00	0.00	135,048.00	100.00
013-130-630400	XFR SF CIF Sewer	175,000.00	0.00	175,000.00	0.00	0.00
013-130-630425	XFR SF CIF City Hall	100,000.00	0.00	100,000.00	0.00	0.00
013-130-630600	XFR SF Debt Service	<u>129,513.00</u>	<u>0.00</u>	<u>129,513.00</u>	<u>0.00</u>	<u>0.00</u>
	Transfers	<u>404,513.00</u>	<u>0.00</u>	<u>404,513.00</u>	<u>0.00</u>	<u>0.00</u>
130	Sewer	1,121,161.00	37,843.82	955,519.78	165,641.22	14.77
013	Sewer	1,121,161.00	37,843.82	955,519.78	165,641.22	14.77
017	Capital Improvement					
017-000-400335	XRF UR CIF Storm	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Transfers	0.00	0.00	0.00	0.00	0.00
170	Capital Improvements Expense					
017-170-640000	Contingency	<u>1,564,983.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,564,983.00</u>	<u>100.00</u>
	Contingencies	<u>1,564,983.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,564,983.00</u>	<u>100.00</u>
170	Capital Improvements Expense	1,564,983.00	0.00	0.00	1,564,983.00	100.00
171	Facilities Special Projects					
017-171-630001	City Hall	4,000,000.00	48,122.73	141,867.13	3,858,132.87	96.45
017-171-630500	Special Projects	<u>500,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>100.00</u>
	Capital Outlay	<u>4,500,000.00</u>	<u>48,122.73</u>	<u>141,867.13</u>	<u>4,358,132.87</u>	<u>96.85</u>
171	Facilities Special Projects	4,500,000.00	48,122.73	141,867.13	4,358,132.87	96.85
172	Parks Projects					
017-172-630500	Parks Projects	<u>60,000.00</u>	<u>8,674.18</u>	<u>58,419.18</u>	<u>1,580.82</u>	<u>2.63</u>
	Materials & Services	60,000.00	8,674.18	58,419.18	1,580.82	2.63
017-172-610000	Ladd Park Pavillion	<u>125,000.00</u>	<u>0.00</u>	<u>113,878.25</u>	<u>11,121.75</u>	<u>8.90</u>
	Capital Outlay	<u>125,000.00</u>	<u>0.00</u>	<u>113,878.25</u>	<u>11,121.75</u>	<u>8.90</u>

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
172	Parks Projects	185,000.00	8,674.18	172,297.43	12,702.57	6.87
173	Transportation Projects					
017-173-603705	StreetProjects	40,000.00	0.00	33,473.96	6,526.04	16.32
017-173-630701	Pedestrian and Paving	<u>300,000.00</u>	<u>0.00</u>	<u>264,214.38</u>	<u>35,785.62</u>	<u>11.93</u>
	Capital Outlay	<u>340,000.00</u>	<u>0.00</u>	<u>297,688.34</u>	<u>42,311.66</u>	<u>12.44</u>
173	Transportation Projects	340,000.00	0.00	297,688.34	42,311.66	12.44
174	Water Projects					
017-174-630500	Water Projects	0.00	0.00	965.11	-965.11	0.00
017-174-630750	YRWA - McMinnville Agreement	50,000.00	4,618.37	10,290.87	39,709.13	79.42
017-174-630752	7 Mile Waterline	3,300,000.00	17,412.04	140,929.26	3,159,070.74	95.73
017-174-630760	Reservoir Dredging	<u>1,290,000.00</u>	<u>5,692.46</u>	<u>108,563.24</u>	<u>1,181,436.76</u>	<u>91.58</u>
	Capital Outlay	<u>4,640,000.00</u>	<u>27,722.87</u>	<u>260,748.48</u>	<u>4,379,251.52</u>	<u>94.38</u>
174	Water Projects	4,640,000.00	27,722.87	260,748.48	4,379,251.52	94.38
175	Sewer Projects					
017-175-630500	Sewer Projects	<u>300,000.00</u>	<u>446.50</u>	<u>15,164.68</u>	<u>284,835.32</u>	<u>94.95</u>
	Capital Outlay	<u>300,000.00</u>	<u>446.50</u>	<u>15,164.68</u>	<u>284,835.32</u>	<u>94.95</u>
175	Sewer Projects	300,000.00	446.50	15,164.68	284,835.32	94.95
017	Capital Improvement	11,529,983.00	84,966.28	887,766.06	10,642,216.94	92.30
020	SDC's					
200	SDC Fund					
020-200-600905	Improvements Water	10,000.00	0.00	12,923.25	-2,923.25	-29.23
020-200-600910	Reimbursement Water	10,000.00	0.00	0.00	10,000.00	100.00
020-200-600925	Compliance Water	10,000.00	0.00	0.00	10,000.00	100.00
020-200-600930	Sewer Reimbursement	10,000.00	0.00	0.00	10,000.00	100.00
020-200-600931	Sewer Improvement	10,000.00	0.00	0.00	10,000.00	100.00
020-200-600932	Sewer Compliance	10,000.00	38.00	2,684.00	7,316.00	73.16
020-200-608000	Materials and Services Sewer	0.00	0.00	0.00	0.00	0.00
020-200-608100	Material and Services Transpor	50,000.00	0.00	0.00	50,000.00	100.00
020-200-608220	Professional Services	0.00	0.00	0.00	0.00	0.00
020-200-608320	Stormwater Professional Serv	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Materials & Services	110,000.00	38.00	15,607.25	94,392.75	85.81
020-200-630100	Capital Outlay Water	756,599.00	0.00	0.00	756,599.00	100.00
020-200-630200	Capital Outlay Sewer	978,442.00	20,969.88	223,672.12	754,769.88	77.14
020-200-630300	Capital Outlay Transportation	339,344.00	0.00	93.00	339,251.00	99.97
020-200-630400	Capital Outlay Parks	103,389.00	0.00	24,950.43	78,438.57	75.87
020-200-630500	Capital Outlay Stormwater	<u>257,861.00</u>	<u>0.00</u>	<u>103.00</u>	<u>257,758.00</u>	<u>99.96</u>
	Capital Outlay	2,435,635.00	20,969.88	248,818.55	2,186,816.45	89.78
020-200-650000	Unappropriated Contingency	90,000.00	0.00	0.00	90,000.00	100.00
020-200-650100	Contingency Sewer	110,000.00	0.00	0.00	110,000.00	100.00
020-200-650200	Contingency Transportation	45,000.00	0.00	0.00	45,000.00	100.00
020-200-650300	Contingency Parks	15,000.00	0.00	0.00	15,000.00	100.00

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
020-200-650400	Contingency Stormwater	35,000.00	0.00	0.00	35,000.00	100.00
	Contingencies	295,000.00	0.00	0.00	295,000.00	100.00
020-200-620300	Transfers Water	20,000.00	0.00	0.00	20,000.00	100.00
020-200-620400	XFR Water SDC to Water Fund	0.00	0.00	0.00	0.00	0.00
020-200-620500	Transfers Transportation	0.00	0.00	0.00	0.00	0.00
020-200-630000	TXR SDC Parks to CIF Parks	0.00	0.00	0.00	0.00	0.00
	Transfers	20,000.00	0.00	0.00	20,000.00	100.00
200	SDC Fund	2,860,635.00	21,007.88	264,425.80	2,596,209.20	90.76
020	SDC's	2,860,635.00	21,007.88	264,425.80	2,596,209.20	90.76
024	Debt Service Pool Project					
240	Capital Project Pool Bond					
024-240-640000	Contingency	0.00	0.00	0.00	0.00	0.00
024-240-650000	Unappropriated Contingency	5,000.00	0.00	0.00	5,000.00	100.00
	Contingencies	5,000.00	0.00	0.00	5,000.00	100.00
024-240-620525	Western Alliance Principal	30,000.00	30,000.00	30,000.00	0.00	0.00
024-240-620550	Western Alliance Interest	31,857.00	15,928.25	31,856.50	0.50	0.00
	Debt Service	61,857.00	45,928.25	61,856.50	0.50	0.00
240	Capital Project Pool Bond	66,857.00	45,928.25	61,856.50	5,000.50	7.48
024	Debt Service Pool Project	66,857.00	45,928.25	61,856.50	5,000.50	7.48
026	Debt Service					
260	Dept					
026-260-640000	Contingency	0.00	0.00	0.00	0.00	0.00
026-260-650000	Unappropriated Contingency	163,854.00	0.00	0.00	163,854.00	100.00
	Contingencies	163,854.00	0.00	0.00	163,854.00	100.00
026-260-620415	IFA-S150008 Meadowlake Prin	30,929.00	0.00	39,028.87	-8,099.87	-26.19
026-260-620418	IFA S15008 Meadowlake Interest	63,921.00	0.00	53,921.05	9,999.95	15.64
026-260-620420	IFA-V17002 WW Study Prin	5,556.00	0.00	5,555.68	0.32	0.01
026-260-620425	IFA V17002 WW Study Interest	488.00	0.00	487.75	0.25	0.05
026-260-620535	Citizens Bank Principal Rental	0.00	2,002.64	20,883.72	-20,883.72	0.00
026-260-620540	Water Bond 2007 Prin	55,000.00	0.00	55,000.00	0.00	0.00
026-260-620545	Citizens Bank Interest Rental	0.00	585.91	10,178.88	-10,178.88	0.00
026-260-620550	Water Bond 2007 - Interest	22,123.00	0.00	22,122.50	0.50	0.00
026-260-620600	OBDD SWRL S99099 Princ	76,980.00	0.00	76,979.56	0.44	0.00
026-260-620610	OBDD SWRL S99099 Interest	9,763.00	0.00	9,762.93	0.07	0.00
026-260-620660	Bond Fees Water 2007	495.00	0.00	495.00	0.00	0.00
026-260-620700	OBDD Y09002 Swr Principal	62,507.00	0.00	62,507.08	-0.08	0.00
026-260-620710	OBDD Y09002 Swr Interest	60,962.00	0.00	60,961.75	0.25	0.00
	Debt Service	388,724.00	2,588.55	417,884.77	-29,160.77	-7.50
260	Dept	552,578.00	2,588.55	417,884.77	134,693.23	24.38

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
026	Debt Service	552,578.00	2,588.55	417,884.77	134,693.23	24.38
027	VERF					
127	Reserves					
027-127-620500	Vehicles and Equipment	<u>53,000.00</u>	<u>0.00</u>	<u>51,355.00</u>	<u>1,645.00</u>	<u>3.10</u>
	Capital Outlay	53,000.00	0.00	51,355.00	1,645.00	3.10
027-127-640000	Contingency	0.00	0.00	0.00	0.00	0.00
027-127-650000	Unappropriated Contingency	<u>749.00</u>	<u>0.00</u>	<u>0.00</u>	<u>749.00</u>	<u>100.00</u>
	Contingencies	<u>749.00</u>	<u>0.00</u>	<u>0.00</u>	<u>749.00</u>	<u>100.00</u>
		_____	_____	_____	_____	_____
127	Reserves	53,749.00	0.00	51,355.00	2,394.00	4.45
027	VERF	53,749.00	0.00	51,355.00	2,394.00	4.45
070	Urban Renewal					
700	Urban Renewal					
070-700-600801	UR Materials & Services	1,500.00	0.00	644.38	855.62	57.04
070-700-608600	Professional Services	<u>6,000.00</u>	<u>0.00</u>	<u>3,788.91</u>	<u>2,211.09</u>	<u>36.85</u>
	Materials & Services	7,500.00	0.00	4,433.29	3,066.71	40.89
070-700-620705	Projects	<u>310,250.00</u>	<u>16,404.97</u>	<u>44,210.71</u>	<u>266,039.29</u>	<u>85.75</u>
	Capital Outlay	310,250.00	16,404.97	44,210.71	266,039.29	85.75
070-700-640000	Contingency	<u>45,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,000.00</u>	<u>100.00</u>
	Contingencies	45,000.00	0.00	0.00	45,000.00	100.00
070-700-620900	IFA S150008 Meadowlake	<u>65,000.00</u>	<u>0.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>0.00</u>
	Debt Service	<u>65,000.00</u>	<u>0.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>0.00</u>
		_____	_____	_____	_____	_____
700	Urban Renewal	427,750.00	16,404.97	113,644.00	314,106.00	73.43
070	Urban Renewal	427,750.00	16,404.97	113,644.00	314,106.00	73.43
Expense Total		20,534,693.00	367,873.83	5,814,219.76	14,720,473.24	0.7169



This page intentionally left BLANK.



Memorandum

To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Ordinance No. 2021-731: Frontier Communications (dba Zply Fiber) Franchise Agreement
Date: July 6, 2021

Recommendation

Staff recommends that at its July 6, 2021 regular meeting the City Council approve and authorize the Mayor to sign Ordinance No. 2021-731, granting a franchise to Frontier Communications (dba Zply Fiber) to conduct general telecommunications business and a right to use Carlton public rights-of-way within the City limits.

Background

Frontier Communications (dba Zply Fiber) recently contacted the City to develop a franchise agreement for telecommunication services.

Alternatives

1. Do not approve.

Fiscal Impact

None

Attachments

1. Ordinance No. 2021-731: Frontier Communications Franchise Agreement

CITY OF CARLTON
ORDINANCE No. 2021-731

**AN ORDINANCE GRANTING FRONTIER COMMUNICATIONS NORTHWEST, LLC DBA
ZIPLY FIBER, A FRANCHISE TO CONSTRUCT, OPERATE & MAINTAIN A
TELECOMMUNICATIONS NETWORK WITHIN THE CITY OF CARLTON OREGON,**

WHEREAS: Frontier Communications Northwest, LLC dba Zply Fiber, ("Franchisee") desires to provide Title II, 47 U.S.C. Telecommunications services within the City of Carlton, Oregon; and

WHEREAS: Franchisee has applied for a Telecommunications Franchise pursuant to local ordinances relating to Telecommunications facilities located in the public Right-of-Way, and the City of Carlton "City" has reviewed said application and has determined that it meets the requirements of the City's Ordinance subject to the terms and conditions stated herein:

NOW THEREFORE, THE CITY OF CARLTON ORDAINS AS FOLLOWS:

Section 1: Definitions.

Gross Revenues: "Gross Revenues" shall have the meaning set forth in ORS 221.515, provided however, that in the event internet services are provided by Franchisee to its customers, and in the further event that City shall be authorized by applicable state or federal law, or by final binding judicial order or decree to charge a franchise fee on Franchisee "Gross Revenues" shall include revenue derived from the sale of internet services delivered through the Telecommunications Network, such revenue shall, for the purposes of this ordinance and franchise be considered received from exchange access service and shall be included in Franchisee's Gross Revenues.

Rights-of-Way: the present and future streets, viaducts, elevated roadways, alleys, public highways and avenues in the City, including Rights-of-Way held in fee, or by virtue of an easement or dedication, including the surface of, and the space above and below, any public street, highway, freeway, bridge, land path, alley, court, boulevard, sidewalk, parkway, way lane, public way, drive circle, or other public right-of-way, including, but not limited to , public utility easements, dedicated utility strips, or rights-of-way dedicated for compatible uses now or hereafter held by the City in the service area which shall entitle the Franchisee to the use thereof for the purpose of installing, operating, repairing, and maintaining the Telecommunications Network.

Telecommunications: the transmission between and among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

Telecommunications Network: infrastructure owned by Franchisee utilizing one or more facilities located within the City's Rights-of-Way, including, but not limited to, lines, poles, anchors, wires, cables, conduit, laterals, and other appurtenances, necessary and convenient to the provision of access to the Internet and Telecommunications service.

Telecommunications Service: exchange access service as defined in ORS 403.105.

Section 2: Grant of Franchise. The City hereby grants to Franchisee, its successors and assigns as authorized herein, a nonexclusive right, privilege, authority and Franchise to erect, construct, operate, inspect, repair and maintain in, under, upon, along, across and over the City's Rights-of-Way, its lines, poles, anchors, wires, cables, conduits, laterals and other necessary and convenient fixtures and

equipment, for the purposes of constructing, operating and maintaining a competitive Telecommunications network within the City.

Section 3: Franchise Not Exclusive. The Franchise granted herein (the “Franchise”) is not exclusive, and shall not be construed as any limitation upon the right of the City to grant to other persons or corporations, including itself, rights, privileges or authority the same as, similar to or different from the rights, privileges or authority herein set forth, in the same or other Rights-of-Way, by Franchise, permit or otherwise; provided, however, that any such grant shall be done in a competitively neutral and non-discriminatory manner with respect to the rights, privileges and authorities afforded Franchisee.

Section 4: Term. The term of this Franchise shall be ten (10) years, commencing with the effective date of this Ordinance.

Section 5: No Limitation of City Authority.

(a) Except as provided in Section 6 below, nothing in this Franchise shall in any way be construed or interpreted to prevent, or in any way limit, the City from modifying or performing any work in its Rights-of-Way, or granting other franchises for use of Rights-of-Way, or of adopting general ordinances regulating use of or activities in the Rights-of-Way, or of otherwise abrogating or limiting any rights, privileges or property interest the City now has in its Rights-of-Way, whether now owned or hereinafter acquired.

(b) In the event that any portion of the Franchisee’s infrastructure interferes with any present or future use the City desires to make of its Rights-of-Way, Franchisee shall, upon request, and at its sole expense, but subject to any applicable mandatory requirements for reimbursement in accordance with the Oregon Public Utilities Commission, -, promptly relocate such infrastructure, and restore the area where such relocation occurs to as good a condition as existed before the work was undertaken, unless otherwise directed by the City.

(c) Where the Franchisee had paid for the relocation costs of the same facilities at the request of the City within the past five (5) years, the Franchisee’s share of the cost of relocation will be paid by the City if it requested the subsequent relocation.

(d) Except as otherwise provided by law, and subject to Section 6 herein, nothing in this Franchise shall be construed to give the Franchisee any credit or exemption from any nondiscriminatory, generally applicable business tax, or other tax now or hereafter levied upon Franchisee’s taxable real or personal property, or against any permit fees or inspection fees required as a condition of construction of any improvements upon Franchisee’s real property and imposed under a generally applicable ordinance or resolution.

(e) Should it become a matter of public interest and convenience that a certain portion of the Franchisee’s aerial facilities and aerial facilities of other users of the public Right-of-Way be placed underground, the City shall conduct a hearing to determine whether the underground placement of such facilities will serve said public interest and convenience. The City shall provide written notice of this hearing to Franchisee, who shall be afforded a meaningful opportunity to comment at the hearing. In no event, however, shall the Franchisee be required to place more than 800 feet of its facilities underground in any given year at its sole expense.

(f) If during the course of the Franchisee’s construction, operation, or maintenance of the telecommunications services there occurs a disturbance of any Right-of-Way by the Franchisee, Franchisee shall replace and restore such Right-of-Way to a condition reasonably comparable to the condition of the Right-of-Way existing immediately prior to such disturbance. In the event Franchisee fails to restore the Right-of-Way to a condition reasonably comparable to the condition existing immediately prior to such disturbance, the City may restore or cause to restore such Right-of-Way at the expense of Franchisee; provided, that the City provides Franchisee with reasonable notice to restore and Franchisee fails to restore such Right-of-Way within the time period given by the City.

Section 6: Competitively Neutral Application. The City shall impose, on a competitively neutral and nondiscriminatory basis, similar terms, and conditions upon other similarly situated providers of telecommunications services operating within the City. Any requirement imposed on Franchisee that is determined not in compliance with this Section 6 shall be unenforceable against Franchisee.

Section 7: Construction, Maintenance and Repair of Infrastructure.

(a) Franchisee may make all needful excavations in any Right-of-Way for the purpose of placing, erecting, laying, inspecting, maintaining or repairing Franchisee's infrastructure, and shall repair, renew and replace the same as reasonably possible to the condition that existed prior to such excavation.

Franchisee shall obtain all necessary permits for such excavation and construction and pay all applicable fees. Such work shall be done only in accordance with plans or designs submitted to, and approved by, the City. Such work shall be performed in a good and workmanlike manner and in compliance with all rules, regulations, or ordinances which may, during the term of this Franchise, be adopted from time to time by the City, or any other authority having jurisdiction over Rights-of-Way. Prior to commencing excavation or construction, Franchisee shall give appropriate notice to other franchisees, licensees or permittees of the City owning or maintaining facilities which may be affected by the proposed excavation or construction.

(b) In the event emergency repairs are necessary for Franchisee's facilities, Franchisee may immediately initiate such emergency repairs. Franchisee shall give notice to the City's Department of Public Works by telephone, electronic data transmittal or other appropriate means as soon as is practicable after commencement of work performed under emergency conditions. Franchisee shall make such repairs in compliance with applicable laws, ordinances, and regulations, and shall apply for any necessary permits no later than the business day next following the discovery of the need for such repairs.

(c) Franchisee shall construct and maintain its Telecommunications system in such a manner so as to not interfere with City sewer or water systems, or other City facilities.

(d) General. At all times during the term of this Franchise, Franchisee, at its own cost and expense, shall provide the insurance specified in this section.

(1) Evidence Required. Within 30 days of the effective date of this Franchise, Franchisee shall provide the City with a certificate of insurance executed by an authorized representative of the insurer or insurers, evidencing that Franchisee's insurance complies with this section.

(2) Notice of Cancellation, Reduction, or Material Change in Coverage. Policies shall include a provision requiring written notice by the insurer or insurers to the City not less than 30 calendar days prior to cancellation, reduction, or material change in coverage. If insurance coverage is canceled, reduced, or materially changed, Franchisee shall, prior to the effective date of such cancellation, reduction, or material change, obtain the coverage required under this section, and provide the City with documentation of such coverage. Franchisee shall be responsible, to the extent not caused by the City's negligence or intentional misconduct, for the costs of any damage, liability, or injury, which are not otherwise covered by insurance or because of a failure to comply with this section.

(3) Insurance Required. The Franchisee shall maintain in full force and effect at its own cost, and expense, during the term of the Franchise, the following liability policies that protect the Franchisee and the Grantor, as well as the Grantor's officers, agents, and employees:

- A. Comprehensive general liability insurance with limits not less than:
 - A.1. Two million (\$2,000,000) dollars for bodily injury or death to each person
 - A.2. Two million (\$2,000,000) dollars for all other types of liability.
 - A.3. Two million (\$2,000,000) dollars for all other types of liability.
- B. Motor vehicle liability insurance for owned, non-owned and hired vehicles with a limit of one million (\$1,000,000) dollars for each person and two million (2,000,000) dollars for each accident.
- C. Workers' Compensation insurance within the statutory limits and employer's liability with limits of not less than \$1,000,000.
- D. The limits of the general liability insurance set forth above shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the state of Oregon. The coverage

must apply as to claims between insured on the policy. The City shall be designated as an additional insured. The certificate of insurance shall provide that the insurance shall not be cancelled or materially altered without 30 days prior written notice first being given to the Grantor. If the insurance is cancelled or materially altered, the Franchisee shall provide a replacement policy with the terms as outlined in this section. The Franchisee shall maintain continuous uninterrupted coverage, in the terms and amount required. The Franchisee may self-insure, or keep in force a self-insured retention plus insurance, for any or all of the above coverage.

(e) The Franchisee shall maintain on file with the grantor a certificate of insurance or proof of self-insurance acceptable to the Grantor, certifying the coverage required above.

Section 9: Transfers and Change in Control.

(a) Transfer. This Franchise shall not be sold, leased, assigned or otherwise transferred, nor shall any of the rights or privileges herein granted or authorized be leased, assigned, mortgaged, sold or transferred, either in whole or in part, nor shall title hereto, either legal or equitable, or any right, interest or property herein, pass to or vest in any person, except the Franchisee, either by act of the Franchisee or by operation of law, without the consent of the City, expressed in writing, such consent not to be unreasonably withheld. If the Franchisee wishes to transfer this Franchise, the Franchisee shall give City written notice of the proposed transfer and shall request consent of the transfer by the City. **In the event such transfer is approved by the Oregon Public Utilities Commission, the City will automatically consent.**

(b) Any transfer of ownership affected without the written consent of the City shall render this Franchise subject to revocation. The City shall have 60 days to act upon any request for approval of a transfer. If the City fails to render a final decision on the request within said 60 days, the request shall be deemed granted unless the Franchisee and the City agree to an extension of time.

(c) The Franchisee, upon any transfer, shall within 60 days thereafter file with the City a certified statement evidencing the transfer and an acknowledgment of the transferee that it agrees to be bound by the terms and conditions contained in this Franchise.

(d) The requirements of this section shall not be deemed to prohibit the use of the Franchisee's property as collateral for security in financing the construction or acquisition of all or part of a Telecommunications System of the Franchisee or any affiliate of the Franchisee. However, the Telecommunications System franchised hereunder, including portions thereof used as collateral, shall at all times continue to be subject to the provisions of this Franchise.

(e) The requirements of this section shall not be deemed to prohibit sale of tangible assets of the Franchisee in the ordinary conduct of the Franchisee's business without the consent of the City. The requirements of this section shall not be deemed to prohibit, without the consent of the City, a transfer to a transferee whose primary business is Telecommunications System operation and having a majority of its beneficial ownership held by the Franchisee, a parent of the Franchisee, or an affiliate, a majority of whose beneficial ownership is held by a parent of the Franchisee.

Section 10: Indemnification. The Franchisee agrees to indemnify, save and hold harmless, and defend, the City, its officers, City Council Members, agents, boards and employees, from and against any liability for damages and for any liability or claims resulting from property damage or bodily injury (including accidental death), which arise out of Franchisee's construction, operation, or maintenance of its Title II Telecommunications System, provided that the City shall give Franchisee written notice of its obligation to indemnify the City within 30 days of receipt of a claim or action pursuant to this Section 10 or such later time as shall be reasonable under the circumstances. Notwithstanding the forgoing, Franchisee shall not indemnify the City for any damages, liability, or claims resulting from the willful misconduct of, or to the extent of negligence of the City.

Section 11: Franchise Fees.

(a) Franchise Fee. In consideration of permission to use the streets and Rights-of-Way of the City for the construction, operation, and maintenance of a Telecommunications system within the Franchise area the Franchise shall pay to City during the term of this Franchise an amount equal to five percent (5%) of the Franchisee's Gross Revenues ("Franchise Fee"). Any net uncollectibles, bad debts or other accrued amounts deducted from Gross Revenues shall be included in Gross Receipts at such time as they are actually collected. Revenue from point to point or multi-point services is based on the pro-rata share of the revenue from those services.

(b) Late Fee. If Ziply Fiber fails to pay the Franchise Fee when due, Ziply Fiber shall be subject to interest on the unpaid balance at the legal rate of interest established by state statute. (b) Modification Resulting from Action by Law. Upon thirty days' notice from the City and in the event any law or valid rule or regulation applicable to this Franchise limits the Franchise Fee below the amount provided herein, or as subsequently modified, the Franchisee agrees to and shall pay the maximum permissible amount and, if such law or valid rule or regulation is later repealed or amended to allow a higher permissible amount, then Franchisee shall pay the higher amount commencing from the date of such repeal or amendment, up to the maximum allowable by law.

(c) Payment of Franchise Fees. Payments due under this provision shall be computed and paid quarterly for the preceding quarter, as of March 31, June 30, September 30, and December 31, each quarterly payment due and payable no later than 45 days after such dates. Not later than the date of each payment, the Franchisee shall file with the City a written statement, in a form satisfactory to the City and signed under penalty of perjury by an officer of the Franchisee, identifying in detail the amount of gross revenue received by the Franchisee, the computation basis and method, for the quarter for which payment is made. (d) The Franchise Fee includes all compensation for the use of the City's Rights-of-Way. Franchisee may offset against the Franchise Fee the amount of any fee or charge paid to the City in connection with the Franchisee's use of the Rights-of-Way when the fee or charge is not imposed under a generally applicable ordinance or resolution. The Franchise Fee shall not be deemed to be in lieu of or a waiver of any ad valorem property tax which the City may now or hereafter be entitled to, or to participate in, or to levy upon the property of Franchisee.

Section 12: Extension of City Limits. Upon the annexation of any territory to the City, the rights granted herein shall extend to the annexed territory to the extent the City has such authority. All Facilities owned, maintained, or operated by Franchisee located within any public Rights-of-Ways of the annexed territory shall be subject to all of the terms of this Ordinance.

Section 13: Right to Inspect Records. In order to manage the Franchisee's use of Rights-of-Way pursuant to this Franchise, and to determine and verify the amount of compensation due to the City under this Franchise, the Franchisee shall provide, upon request, the following information in such form as may be reasonably required by the City: maps of the Franchisee's Telecommunications System; the amount collected by the Franchisee from users of Telecommunications Service provided by Franchisee via its Telecommunications network; the character and extent of the Telecommunications Service rendered therefore to them; and any other relevant related financial information required for the exercise of any other lawful right of Franchisee under this Franchise. The City agrees that such information is confidential and that the City will use such information only for the purpose of managing its Rights-of-Way, determining compliance with the terms of this Franchise, and verifying the adequacy of Franchisee's Fee payments. The City further agrees to protect such information from disclosure to third parties to the maximum extent allowed by Oregon law.

Section 14: Right to Perform Franchise Fee Audit or Review; Default. In addition to all rights granted under Section 13, the City shall have the right to have performed, a formal audit or a professional review of the Franchisee's books and records by an independent private auditor, for the sole purpose of determining the Gross Receipts of the Franchisee generated through the provision of Telecommunications Services under this Franchise and the accuracy of amounts paid as Franchise Fees to the City by the Franchisee; provided, however, that any audit or review must be commenced not later than 3 years after the date on which Franchise Fees for any period being audited or reviewed were due.

The cost of any such audit or review shall be borne by the City. The City agrees to protect from disclosure to third parties, to the maximum extent allowed by State law, any information obtained as a result of its rights pursuant to this Section, or any compilation or other derivative works created using information obtained pursuant to the exercise of its rights hereunder.

Section 15: Right to Inspect Construction. The City or its representatives shall have the right to inspect all construction or installation work performed pursuant to this Franchise and to make such tests as it shall find necessary to ensure compliance with the terms of this Franchise and other pertinent provisions of law relating to management of the City's Rights-of-Way.

Section 16. Enforcement and Termination of Franchise. (a) Revocation. Should the City seek to revoke the Franchise after following procedures set forth in Sections (a) through (d) above, the City shall give written notice to the Franchisee of its intent. The notice shall set forth the exact nature of noncompliance. The Franchisee shall have ninety (90) days from such notice to object in writing and to state its reasons for such objection. In the event the City has not received a satisfactory response from the Franchisee, it may then seek public testimony regarding termination of the Franchise at a public hearing. The City shall cause to be served upon the Franchisee, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing and stating its intent to revoke the Franchise. At the designated hearing, Franchisee shall be provided a fair opportunity for full participation, including the right to be represented by legal counsel, to introduce relevant evidence, to require the production of evidence, to call the relevant officials, agents, employees or consultants of the City as permitted by law, to compel the testimony of other persons as permitted by law. A complete record consisting of all written exhibits, minutes and an audio tape shall be made of the hearing by the City. Following the public hearing, the City shall determine whether the franchise shall be revoked. If the City determines that the franchise shall be revoked, Franchisee may appeal such determination to an appropriate court, which shall have the power to review the decision of the City de novo. Franchisee shall be entitled to such relief as the court finds appropriate. Such appeal to the appropriate court must be taken within sixty (60) days of the issuance of the determination of the City.

The City may, at its sole discretion, take any lawful action which it deems appropriate to enforce the City's rights under the Franchise in lieu of revocation of the Franchise.

(b) Force Majeure. The Franchisee shall not be held in default under, or in noncompliance with, the provisions of the Franchise, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by circumstances reasonable beyond the ability of the Franchisee to anticipate and control. This provision includes work delays caused by waiting for utility providers to service or monitor their utility poles to which the Franchisee's Telecommunications Network within the Service Area is attached, as well as unavailability to materials and/or qualified labor to perform the work necessary. Furthermore, the parties hereby agree that it is not the City's intention to subject the Franchisee to penalties, fines, forfeitures or revocation of the Franchise for violations of the Franchise where the violation was a good faith error that resulted in no or minimal negative impact on the customers within the Service Area, or where strict performance would result in practical difficulties and hardship to the Franchisee which outweigh the benefit to be derived by the City and/or customers.

Section 17: Limited Waiver of Sovereign Immunity; Venue.

(a) The City may have sovereign or other immunities which might prevent or impair enforcement or enjoyment of the terms of this Franchise. Without making a general waiver, limitation or modification of such sovereign or other immunity, the City hereby expressly grants, in favor of Franchisee, a limited, non-assignable waiver of its immunities for claims arising under this Franchise, it being the intent of the parties that the waivers herein provided shall result in the terms and conditions of this franchise being enforced in a competitively neutral manner.

(b) Venue and Jurisdiction for any proceeding brought to enforce any term or condition of this Franchise shall be the local Circuit Court for Yamhill County and not in any other court or forum; provided, however, that for any proceeding that can only be brought in a federal forum, such proceeding shall be brought in

the U.S. District Court of Oregon in Portland, Oregon, with the parties stipulating to trial in Portland, Oregon.

(c) Notwithstanding any applicable statute of limitations or other law, these limited waivers of sovereign immunity shall expire when all obligations under this Franchise have been fully and completely performed, or the passage of twenty-four months from the termination of this Franchise, whichever is later.

Section 18: Limitation of Liability. The City and the Franchisee agree that neither shall be liable to the other for any indirect, special, or consequential damages, or any lost profits, arising out of any provision or requirement contained herein, or, in the event this Franchise, or any part hereof, is determined or declared to be invalid.

Section 19: Compliance with Applicable Laws. Franchisee shall comply with all applicable federal, state, and local laws, ordinances of the City, and regulations, whether now in existence or hereinafter enacted. Nothing contained in this Franchise shall be construed as authorizing the Franchisee, its officers, employees or agents, to violate any federal, state or local law, whether now in existence or hereinafter enacted, including, by way of illustration but not of limitation, any provision of Oregon anti-trust law, ORS 646.750-646.836, or the Oregon Unlawful Trade Practices Act, ORS 646.650-646.652. Nothing contained in this section shall be construed as requiring Franchisee to comply with any federal, state, or local law that is repealed or otherwise rendered unenforceable subsequent to the adoption of this Franchise.

Section 20: Notice. Any notice provided for under this Franchise shall be sufficient if in writing and (1) delivered personally to the other party or deposited in the U.S. Mail, postage prepaid, certified mail, return receipt requested; (2) sent overnight by commercial air courier; or (3) sent by electronic mail transmission, provided receipt of such facsimile is confirmed, in writing, on the first business day following the date of transmission. Notice shall be sent to the following address, or such other address as each party may specify in writing:

Name: Jessica Epley
 Title: Regulatory and External Affairs Director,
 Zply Fiber
 Address: 135 Lake Street South, Suite 1000
 Kirkland, WA 98033
 Phone: (503) 431-0458
 Email: legal@zply.com

Notice shall be deemed effective upon the earliest date of actual delivery; three business days after deposit in the U.S. mail as provided herein; one business day after shipment by commercial air courier; or the same day as transmitted by facsimile, provided transmission of such facsimile is confirmed in writing as provided herein.

Section 21: Captions. The captions to sections of this Franchise are intended solely to facilitate reading and reference of the sections and provisions contained herein and shall not affect the meaning or interpretation of any section or provision of this Franchise.

Section 22: Severability. If any part of this Franchise becomes or is held to be invalid for any reason, the determination will affect only the invalid portion of this Franchise. In all other respects this Franchise will stand and remain in full force and effect as if the invalid provision had not been part of this Franchise.

Section 23: Waiver.

(a) The City is vested with the power and authority to reasonably regulate, and manage, its Rights-of-Way in a competitively neutral and non-discriminatory manner, and in the public interest. Franchisee shall not be relieved of its obligations to comply with any provision of this Franchise by reason of the

failure of the City to enforce prompt compliance, nor does the City waive or limit any of its rights under this Franchise by reason of such failure or neglect.

(b) No provision of this Franchise will be deemed waived unless such waiver is in writing and signed by the party waiving its rights. However, if Franchisee gives written notice of a failure or inability to cure or comply with a provision of this Franchise, and the City fails to object within a reasonable time after receipt of such notice, such provision shall be deemed waived.

PASSED by the City Council and approved by the Mayor _____, 2021.

Mayor

Attest: _____
City Recorder

Accepted _____ (date)

Frontier Communications
Northwest, LLC dba Zipl
Fiber

By _____



This page intentionally left BLANK.



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Recology Services & Rates
Date: July 6, 2021

Recommendation

Staff recommends that the City Council move to authorize Recology's Request for a Rate Adjustment, effective August 1, 2021.

Due to the closure of the Riverbend landfill, Recology is holding off on providing quotes on new services until the impact of the closure is more certain. Furthermore, Recology is asking that the Debris box rate remain unchanged at this time.

Background

At the May meeting, Council discussed a citizen request for expansion of Recology services to include glass and yard debris collection services. The Council agreed to discuss this at its June work session and asked staff to obtain costs for the following scenarios for Yard Debris and Glass services to the City of Carlton:

Scenario 1: Curbside collection for all customers for glass and yard debris

Scenario 2: Curbside collection by subscription for both glass and yard debris

Scenario 3: Curbside collection by subscription for glass and for all customers for yard debris

Further, Recology is submitting a Rate Adjustment Request to be effective on August 1, 2021 to align with residential billing cycles. The details of this request are attached as exhibits.

Dave Larmouth will be available to answer Council questions.

Alternatives

1. Further discussion on the rate adjustment request

Fiscal Impact

A 2.91% rate adjustment to collection rates

Relevance to Future Council Work

Discussions of additional days throughout the year for dump day should include note of the following items:

- The cost of one day per year is included in our franchise agreement
- Requests for additional days require recology to submit a donation request for the costs they incur for hauling, containers, etc.
- The City always (even for the 1 guaranteed day) receives a bill for anything not able to be recycled (any trash going to the landfill)

Exhibits

1. Recology Rate Proposal
2. Revised Rates



Ms. Shannon Beaucaire
City of Carlton
191 E. Main St.
Carlton, OR 97111

June 8, 2021

RE: Revised Rate Adjustment Request

Dear Shannon:

Based on our recent conversations, I have revised our Rate Adjustment Request to include the following:

- 1) We propose to change the debris box ton rate by 1.26% to \$47.41/ton effective August 1, 2021, to reflect the change in the rate charged to us by Riverbend Landfill. This applies only to the garbage ton rate for large commercial customers or construction jobs which require multiple boxes.
- 2) We propose a 2.91% rate adjustment to most collection rates to cover the City's requested increase in the Franchise Fee from 3% (with certain revenues excluded) to 5% of Revenue (with no exclusions). Recology pays this fee to the City on revenue we collect from residents and businesses located within the Carlton city limits.

We request that the new rates be approved with an effective date of August 1, 2021 to align with the residential billing cycles. I have attached new rate sheets that reflect these changes.

We are working on a proposal to add Yard Debris and Glass services that includes the options you indicated the Council had selected for further consideration.

I look forward to discussing the details of these requests at an upcoming Council meeting, either in person or via computer, whichever option is more convenient for you. Please let me know if you have any other questions or service issues you want addressed at that time.

While our office remains closed to the public, you can reach me by phone at 503-437-0103, or via email at dlarmouth@recology.com.

Respectfully,

A handwritten signature in blue ink that reads 'Dave Larmouth'.

Dave Larmouth
Rate Analyst

RECOLOGY WESTERN OREGON**SUMMARY RATE SHEET****CAR CITY OF CARLTON (INCREASE FRANCHISE FEE)****EFF. DATE: 8/1/2021**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
-------------	--------------------	---------------------	--------------	-----------------	-----------------

CART SERVICES - CURBSIDE

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

32 GALLON CART SERVICE**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 16.76	2.91%	\$ 0.49	\$ 17.25
32GEC	32G CART EOW-CURBSIDE	\$ 10.86	2.91%	\$ 0.32	\$ 11.18
32GMC	32G CART MONTHLY-CURB	\$ 5.86	2.91%	\$ 0.17	\$ 6.03
OC3C	32 GAL CART ON CALL CURB	\$ 5.86	2.91%	\$ 0.17	\$ 6.03

ADDITIONAL CART - SAME RATE

90 GALLON CART SERVICE**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 27.90	2.91%	\$ 0.81	\$ 28.71
90GEC	90G CART EOW-CURB	\$ 18.12	2.91%	\$ 0.53	\$ 18.65
90GMC	90G CART OAM-CURB	\$ 9.77	2.91%	\$ 0.28	\$ 10.05
OC9C	90 GAL CART ON CALL CURB	\$ 9.77	2.91%	\$ 0.28	\$ 10.05

ADDITIONAL CART - SAME RATE

MONTHLY CART RENT (FOR ON-CALL SERVICE)

90GOC	90G CART WILL CALL-CURB	\$ 2.70	0.00%	\$ -	\$ 2.70
-------	-------------------------	---------	-------	------	---------

SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**RATE PER EACH**

SP32C	SPEC P/U 32G CART C/S	\$ 5.86	2.91%	\$ 0.17	\$ 6.03
SP90C	SPEC P/U 90G CART C/S	\$ 9.77	2.91%	\$ 0.28	\$ 10.05

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CART SERVICES - NON-CURBSIDE (SIDEYARD)

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

32 GALLON CART SERVICE**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 26.02	2.91%	\$ 0.76	\$ 26.78
32GES	32G CART EOW-SIDE	\$ 16.91	2.91%	\$ 0.49	\$ 17.40
32GMS	32G CART MONTHLY-SIDE	\$ 9.12	2.91%	\$ 0.27	\$ 9.39
OC3S	32 GAL CART ON CALL SIDE	\$ 9.12	2.91%	\$ 0.27	\$ 9.39

ADDITIONAL CART - SAME RATE

90 GALLON CART SERVICE**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 42.75	2.91%	\$ 1.24	\$ 43.99
90GES	90G CART EOW-SIDE	\$ 27.80	2.91%	\$ 0.81	\$ 28.61
90GMS	90G CART OAM-SIDE	\$ 14.97	2.91%	\$ 0.44	\$ 15.41
OC9S	90 GAL CART ON CALL SIDE	\$ 14.97	2.91%	\$ 0.44	\$ 15.41

ADDITIONAL CART - SAME RATE

MONTHLY CART RENT (FOR ON-CALL SERVICE)

90GOS	90G CART WILL CALL-SIDE	\$ 2.70	0.00%	\$ -	\$ 2.70
-------	-------------------------	---------	-------	------	---------

SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**RATE PER EACH**

SP32S	SPEC P/U 32G CART SIDE	\$ 9.12	2.91%	\$ 0.27	\$ 9.39
SP90S	SPEC P/U 90G CART SIDE	\$ 14.97	2.91%	\$ 0.44	\$ 15.41

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

RECOLOGY WESTERN OREGON**SUMMARY RATE SHEET****CAR CITY OF CARLTON (INCREASE FRANCHISE FEE)****EFF. DATE: 8/1/2021**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

OTHER SERVICES & FEES**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)****RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 4.42	2.91%	\$ 0.13	\$ 4.55
XBOX	EXTRA BOX	\$ 4.42	2.91%	\$ 0.13	\$ 4.55
XCAN	EXTRA CAN(S)	\$ 4.42	2.91%	\$ 0.13	\$ 4.55
XMISC	EXTRA MISC	\$ 4.42	2.91%	\$ 0.13	\$ 4.55
X32	EXTRA 32G CART(S)	\$ 4.42	2.91%	\$ 0.13	\$ 4.55
X90	EXTRA 90G CART(S)	\$ 6.97	2.91%	\$ 0.20	\$ 7.17

BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

RATE PER EACH

APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29
APL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
FURN	FURNITURE CHARGE	\$ 17.57	0.00%	\$ -	\$ 17.57
TREE	EXTRA CHRISTMAS TREE	\$ 8.85	2.91%	\$ 0.26	\$ 9.11
IRSC	IN ROUTE SERVICE CHARGE	\$ 20.57	2.91%	\$ 0.60	\$ 21.17
SC	SERVICE CHARGE (OUT-OF-ROUTE)	\$ 61.53	2.91%	\$ 1.79	\$ 63.32

RELATED FEES**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.00	0.00%	\$ -	\$ 10.00
CROR	CART REDELIVER OUT OF ROUTE	\$ 20.00	0.00%	\$ -	\$ 20.00
CORDF	CONTAINER RE-DELIVERY FEE	\$ 61.53	2.91%	\$ 1.79	\$ 63.32

Note: Re-Delivery fees apply for resume service after suspend.

RATE PER EACH

CCF	CART CLEANING FEE	\$ 10.00	0.00%	\$ -	\$ 10.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

RATE PER EACH

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

FRONT-LOAD CONTAINER SERVICE

(multiple stops/week available at additional cost)

1 YARD CONTAINERS**MONTHLY RATES**

1GW	1YD TRASH	\$ 124.05	2.91%	\$ 3.61	\$ 127.66
1GE	1YD TRASH EOW	\$ 74.97	2.91%	\$ 2.18	\$ 77.15
1GM	1YD TRASH MONTHLY	\$ 48.56	2.91%	\$ 1.41	\$ 49.97
1OC	ON CALL-1YD TRASH	\$ 24.91	2.91%	\$ 0.72	\$ 25.63
1XP	EXTRA PICK UP-1YD TRASH	\$ 24.91	2.91%	\$ 0.72	\$ 25.63

1.5 YARD CONTAINERS**MONTHLY RATES**

1HGW	1.5YD TRASH	\$ 154.78	2.91%	\$ 4.50	\$ 159.28
1HGE	1.5YD TRASH EOW	\$ 90.33	2.91%	\$ 2.63	\$ 92.96
1HGM	1.5YD TRASH MONTHLY	\$ 55.67	2.91%	\$ 1.62	\$ 57.29
1HOC	ON CALL-1.5YD TRASH	\$ 32.73	2.91%	\$ 0.95	\$ 33.68
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 32.73	2.91%	\$ 0.95	\$ 33.68

RECOLOGY WESTERN OREGON**SUMMARY RATE SHEET****CAR CITY OF CARLTON (INCREASE FRANCHISE FEE)****EFF. DATE: 8/1/2021**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
-------------	--------------------	---------------------	--------------	-----------------	-----------------

2 YARD CONTAINERS**MONTHLY RATES**

2GW	2YD TRASH	\$ 185.47	2.91%	\$ 5.40	\$ 190.87
2GE	2YD TRASH EOW	\$ 105.72	2.91%	\$ 3.08	\$ 108.80
2GM	2YD TRASH MONTHLY	\$ 62.76	2.91%	\$ 1.83	\$ 64.59
2OC	ON CALL-2YD TRASH	\$ 40.55	2.91%	\$ 1.18	\$ 41.73
2XP	EXTRA PICK UP-2YD TRASH	\$ 40.55	2.91%	\$ 1.18	\$ 41.73

3 YARD CONTAINERS**MONTHLY RATES**

3GW	3YD TRASH	\$ 246.92	2.91%	\$ 7.19	\$ 254.11
3GE	3YD TRASH EOW	\$ 136.41	2.91%	\$ 3.97	\$ 140.38
3GM	3YD TRASH MONTHLY	\$ 76.96	2.91%	\$ 2.24	\$ 79.20
3OC	ON CALL-3YD TRASH	\$ 56.16	2.91%	\$ 1.63	\$ 57.79
3XP	EXTRA PICK UP-3YD TRASH	\$ 56.16	2.91%	\$ 1.63	\$ 57.79

4 YARD CONTAINERS**MONTHLY RATES**

4GW	4YD TRASH	\$ 308.37	2.91%	\$ 8.97	\$ 317.34
4GE	4YD TRASH EOW	\$ 167.14	2.91%	\$ 4.86	\$ 172.00
4GM	4YD TRASH MONTHLY	\$ 91.14	2.91%	\$ 2.65	\$ 93.79
4OC	ON CALL-4YD TRASH	\$ 71.75	2.91%	\$ 2.09	\$ 73.84
4XP	EXTRA PICK UP-4YD TRASH	\$ 71.75	2.91%	\$ 2.09	\$ 73.84

5 YARD CONTAINERS**MONTHLY RATES**

5GW	5YD TRASH	\$ 369.67	2.91%	\$ 10.76	\$ 380.43
5GE	5YD TRASH EOW	\$ 197.85	2.91%	\$ 5.76	\$ 203.61
5GM	5YD TRASH MONTHLY	\$ 105.34	2.91%	\$ 3.07	\$ 108.41
5OC	ON CALL-5YD TRASH	\$ 87.35	2.91%	\$ 2.54	\$ 89.89
5XP	EXTRA PICK UP-5YD TRASH	\$ 87.35	2.91%	\$ 2.54	\$ 89.89

6 YARD CONTAINERS**MONTHLY RATES**

6GW	6YD TRASH	\$ 431.22	2.91%	\$ 12.55	\$ 443.77
6GE	6YD TRASH EOW	\$ 228.59	2.91%	\$ 6.65	\$ 235.24
6GM	6YD TRASH MONTHLY	\$ 119.52	2.91%	\$ 3.48	\$ 123.00
6OC	ON CALL-6YD TRASH	\$ 102.96	2.91%	\$ 3.00	\$ 105.96
6XP	EXTRA PICK UP-6YD TRASH	\$ 102.96	2.91%	\$ 3.00	\$ 105.96

8 YARD CONTAINERS (NO NEW CUSTOMERS AT THIS SIZE DUE TO SAFETY ISSUES)**MONTHLY RATES**

8GW	8YD TRASH	\$ 508.42	2.91%	\$ 14.80	\$ 523.22
8GE	8YD TRASH EOW	\$ 267.16	2.91%	\$ 7.77	\$ 274.93
8GM	8YD TRASH MONTHLY	\$ 137.34	2.91%	\$ 4.00	\$ 141.34
8OC	ON CALL-8YD TRASH	\$ 122.58	2.91%	\$ 3.57	\$ 126.15
8XP	EXTRA PICK UP-8YD TRASH	\$ 122.58	2.91%	\$ 3.57	\$ 126.15

CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
------	------------------	----------	-------	------	----------

FRONT-LOAD COMPACTORS - Additional charges apply for compacted waste.

RECOLOGY WESTERN OREGON**SUMMARY RATE SHEET****CAR CITY OF CARLTON (INCREASE FRANCHISE FEE)****EFF. DATE: 8/1/2021**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

DEBRIS BOX SERVICES**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)****RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 60.56	2.91%	\$ 1.76	\$ 62.32
10HG	TRASH BOX HAUL FEE (ALL SIZES)	\$ 153.84	2.91%	\$ 4.48	\$ 158.32
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 182.59	2.91%	\$ 5.31	\$ 187.90

DEBRIS BOX DISPOSAL FEES (\$\$/TON)**RATE PER TON**

DFDM	DISPOSAL FEE - DEMOLITION	\$ 46.82	1.26%	\$ 0.59	\$ 47.41
DFG	DISPOSAL FEE - GARBAGE	\$ 46.82	1.26%	\$ 0.59	\$ 47.41
DFYD	DISPOSAL FEE - YARD DEBRIS (PER YARD)	\$ 12.43	0.00%	\$ -	\$ 12.43

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

TEMPORARY DEBRIS BOXES - COD RATES (INCLUDES HAUL & AVERAGE DISPOSAL FOR BOX SIZE)

10DG	10 YARD BOX W/DISPOSAL	\$ 274.42	2.91%	\$ 7.99	\$ 282.41
20DG	20 YARD BOX W/DISPOSAL	\$ 385.20	2.91%	\$ 11.21	\$ 396.41
30DG	30 YARD BOX W/DISPOSAL	\$ 495.98	2.91%	\$ 14.43	\$ 510.41

RELATED FEES**RATE PER DAY**

RENTD	DAILY RENTAL FEE	\$ 10.17	2.91%	\$ 0.30	\$ 10.47
-------	------------------	----------	-------	---------	----------

Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

RATE PER MONTH

RENTM	MONTHLY RENTAL FEE	\$ 143.79	2.91%	\$ 4.18	\$ 147.97
-------	--------------------	-----------	-------	---------	-----------

Note: Monthly rent applies for customers who keep a box for a year or longer.

RATE PER HOUR

TIME	TRUCK TIME FEE	\$ 123.09	2.91%	\$ 3.58	\$ 126.67
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 123.09	2.91%	\$ 3.58	\$ 126.67
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 184.62	2.91%	\$ 5.37	\$ 189.99

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

TEMPORARY RENTAL CONTAINERS**RATE PER EACH**

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 88.73	2.91%	\$ 2.58	\$ 91.31
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 78.60	2.91%	\$ 2.29	\$ 80.89
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.00	0.00%	\$ -	\$ 2.00

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

BULKY ITEMS - DEBRIS BOX

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

RATE PER EACH

TOFFR	TIRE CHARGE NO RIM	\$ 4.69	0.00%	\$ -	\$ 4.69
TONR	TIRE CHARGE ON RIM	\$ 9.37	0.00%	\$ -	\$ 9.37
APPL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29

MEDICAL WASTE COLLECTION SERVICES**RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 26.07	0.00%	\$ -	\$ 26.07
M10SC	10 QT SHARPS CONTAINER	\$ 29.33	0.00%	\$ -	\$ 29.33
M23SC	23 QT SHARPS CONTAINER	\$ 51.55	0.00%	\$ -	\$ 51.55
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 50.47	0.00%	\$ -	\$ 50.47
M21BX	21 GAL MEDICAL WASTE BOX	\$ 57.01	0.00%	\$ -	\$ 57.01
M48BX	48 GAL MEDICAL WASTE BOX	\$ 63.97	0.00%	\$ -	\$ 63.97
M8GBP	RX MED WASTE TUB	\$ 97.47	0.00%	\$ -	\$ 97.47

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every three months, in advance.



This page intentionally left BLANK.



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: League of Oregon Cities – NLC Service Line Warranty Program
Date: July 6, 2021

Recommendation

Staff recommends, after Council review and discussion, that Council consider adopting the NLC service line warranty program for the citizens of Carlton.

Background

The National League of Cities (NLC) offers a service line warranty program to homeowners. The NLC service line warranty program educates homeowners about their service line responsibilities and provides, optional, affordable protection from unanticipated service line repair costs. Additional information about the program can be found in the attached letter from the League of Oregon Cities. This program is provided at no cost to the City of Carlton.

Homeowner responsibility:

Within the City Limits of Carlton:

- The City owns for the Water Main to the Water Meter and all apparatus.
- Homeowner owns from the meter to the tap.

Outside the City limits of Carlton:

- Homeowner owns for the Water Main to the tap meaning they are responsible for the service line. The City owns and maintains the water meter all apparatus within.

Natalie Westphal, from HomeServe, will be present via Zoom to answer Council questions about the program.

Alternatives

1. Do not approve moving forward with the program
2. Do not approve and direct staff to provide specific further information on the program for Council’s future consideration.

Fiscal Impact

None

Exhibits

1. League of Oregon Cities Letter on NLC Service Line Warranty Program
2. PowerPoint Presentation



SHIRLEY WARD-MULLEN
COUNCILOR
CITY OF CARLTON-OR
PO BOX 833
CARLTON, OR 97111-0833

May 25, 2021

Dear Shirley:

With the current challenges we are facing, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes, as well as helping residents avoid unexpected household repair expenses. The National League of Cities (NLC) Service Line Warranty Program, recommended by the League of Oregon Cities (LOC), provides this protection to homeowners.

Offered at no cost to League members, the NLC Service Line Warranty Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$8,500 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for Oregon cities to participate
- Revenue share component to help drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

The cities of Reedsport, Winston, Umatilla, Hines, Bandon, Coos Bay, Newberg, Glendale, Aurora, Estacada, Hermiston and Cottage Grove currently offer the program, which has saved Oregon homeowners over \$500,000 in repair costs over the past three years. This is the only program of its kind endorsed by the National League of Cities and multiple state leagues.

The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding national reputation. We encourage you to consider joining over 850 U.S. municipalities in adopting the NLC Service Line Warranty Program for your citizens.

For more information, please contact Natalie Westphal of HomeServe. Natalie Westphal can be reached at 412-216-4362 or Natalie.Westphal@homeserveusa.com. Their website is www.servicelinepartner.com.

Sincerely,



Mike Cully
Executive Director
League of Oregon Cities

City of Carlton, OR



we promise



Natalie Westphal

412-216-4362

Natalie.Westphal@homeserveusa.com

**NLC Service Line
Warranty Program**



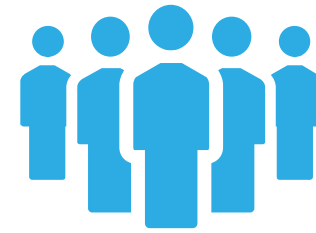
WHY CHOOSE UTILITY SERVICE PARTNERS?



EXPERIENCE



REPUTATION



PARTNERSHIP



BBB Torch Award for Marketplace Ethics

Trust • Performance • Integrity

2013 Winner
Western Pennsylvania Better Business Bureau®



This award underscores one of the primary reasons the National League of Cities selected USP as a partner and extended our agreement for another five years. The organization's exemplary record of customer service and transparency is what has driven the success of this partnership over the years.

— Clarence Anthony, Executive Director
National League of Cities

Dear Member,

With the current challenges we are facing, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses. The National League of Cities (NLC) Service Line Warranty Program, recommended by the League of Oregon Cities (LOC), provides this protection to homeowners. Offered at no cost to League members, the NLC Service Line Warranty Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$8,500 per occurrence. Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for Oregon cities to participate
- Revenue share component to help drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

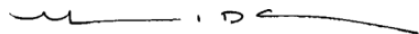
Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

The cities of Reedsport, Winston, Umatilla, Hines, Bandon, Coos Bay, Newberg, Glendale, Aurora, Estacada, Hermiston and Cottage Grove currently offer the program, which has saved Oregon homeowners over \$500,000 in repair costs over the past three years. This is the only program of its kind endorsed by the National League of Cities and multiple state leagues. The program is offered by HomeServe, a leading provider of home repair solutions in North America with an outstanding national reputation. We encourage you to consider joining over 650 U.S. municipalities in adopting the NLC Service Line Warranty Program for your citizens.

For more information please visit their website <https://servicelinepartner.com/oregon-partnerships/>.

Sincerely,



Mike Cully

Executive Director

League of Oregon Cities



PROGRAM BENEFITS

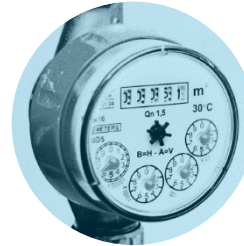
- Only Service Line Program Partnered with the National League of Cities and the League of Oregon Cities.
- Helps address the public policy issue of aging infrastructure
- **No cost for the Municipality to participate**
- **Ongoing Revenue Stream for the Municipality**
- Educates homeowners about their lateral line responsibilities
- Free Public Awareness Campaign
- Peace of Mind - with one toll-free call a reputable plumber is dispatched
- All repairs performed to code by local licensed contractors
- Contractors undergo rigorous vetting process to ensure quality service



OUR SERVICE AND WHAT IT COVERS



EXTERNAL
SEWER/SEPTIC
LATERAL COVERAGE



EXTERNAL
WATER/WELL
LINE COVERAGE

Homeowner repair protection for leaking, clogged or broken water and sewer lines from the point of utility connection to the home exterior

Coverage includes:

- Educating homeowners about their service line responsibilities
- Up to \$8,500 coverage per repair incident
- No annual or lifetime limits, deductibles, service fees, forms, or paperwork
- 24/7/365 availability
- Repairs made only by licensed, local contractors
- Affordable rates and multiple payment methods

OUR SERVICE AND WHAT IT COVERS




INTERIOR PLUMBING AND DRAINAGE

Homeowner repair protection for in-home water supply lines and in-home sewer lines and all drain lines connected to the main sewer stack that are broken or leaking inside the home after the point of entry

Coverage includes:

- Up to \$3,000 coverage per repair incident.
- Repair of clogged toilets
- Includes coverage for broken or leaking water supply, sewer, or drain lines under the slab or basement floor
- No annual or lifetime limits, deductibles, service fees, forms, or paperwork
- 24/7/365 availability
- Repairs made only by licensed, local contractors
- Affordable rates and multiple payment methods

MARKETING APPROACH

- No Public Funds are used in marketing, distribution, or administration of the program.
 - Only market by direct mail, no telemarketing
 - Would never mail without your review and approval of marketing material before each and every campaign
 - Limited mailing campaigns per year
 - Consumer friendly marketing
 - Always voluntary for the homeowner
- 
- Consumers can enroll one of three ways:
 - Calling into our toll free number that is provided on the mailing;
 - Returning the bottom of the letter to us in the self addressed stamped envelope provided
 - Visiting our consumer website www.slwofa.com at any time

OVER 900 UTILITY & MUNICIPAL PARTNERS IN 39 STATES

Including 22 in the state of Oregon

Alabama
Arkansas
Arizona
California
Colorado
Connecticut
Florida
Georgia
Idaho
Iowa
Illinois
Indiana
Kansas
Kentucky



Louisiana
Maryland
Massachusetts
Michigan
Minnesota
Missouri
Montana
North Carolina
Nebraska
New Jersey
New Mexico
Nevada
Ohio

Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Texas
Utah
Virginia
Washington
West Virginia
Wisconsin
Wyoming



Q & A





This page intentionally left BLANK.

EVENT APPLICATION

GENERAL INFORMATION

Applicant Name: Laurie Busse

Event Title: Carlton Chalkwalk

Main Contact Name: Laurie Busse **Phone Number** 971-832-9062

Description: YCCDC Director

Terry McIntyre 971-237-1045

- Event Category:**
- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Dance | <input type="checkbox"/> Bike Race |
| <input type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Carnival | <input type="checkbox"/> Run/Walk |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Circus | |
| <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Wedding | |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Protest | |
| <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Informational "Rally" | |
| <input type="checkbox"/> Special Attraction | <input type="checkbox"/> Church Activity | |

Anticipated Attendance: Total 25 Per Day _____

Anticipated Participants: Total 25 Per Day _____

DATE/TIME

Set up	Date <u>8/7</u>	Time <u>8am</u>	Day of Week <u>Sat</u>
Event Start	Date <u>8/7</u>	Time <u>8am</u>	Day of Week <u>Sat</u>
Event End	Date <u>8/7</u>	Time <u>10pm</u>	Day of Week <u>Sat</u>
Dismantle Start	Date <u>8/7</u>	Time <u>4pm</u>	Day of Week <u>Sat</u>
Dismantle End	Date <u>8/7</u>	Time <u>10pm</u>	Day of Week <u>Sat</u>

LOCATION

Address Main Street between Yamhill St and Pine Street.

Description Chalk art along the utility strip, adjacent to sidewalks.

What type of food will be sold during the event?

- Commercially prepared food
- Pre-packaged food
- BBQ
- "Home-made" food
- Other (specify) ① NONE

Yes No

Do you intend to cook food in the event area?

If yes,

What method of cooking will be used?

- Gas
- Charcoal
- Electric
- Other

How many food concessionaires will you have at your event? ①

OTHER CONCESSIONAIRES

Yes No

Will merchandise or services be sold at your event?

If yes, please attach a complete list of vendors

How many other concessionaires do you expect to have at your event? ①

BACKGROUND

- Yes No Have you held this event before? 2016, 2017, 2018, 2019
- Yes No Is your event part of a larger marketing campaign?
- Yes No Is the Host Organization a commercial entity?
- Yes No Is the Host Organization a bona fide tax exempt, non-profit entity?
If yes, you need to attach to this application a copy of your IRS 501(3)C tax letter providing proof and certifying your current tax Exempt, non-profit status.
- Yes No Is there a fee for people attending, or people working the event?
If yes,
Entry Fee \$ _____
- Other Fee(s) \$ _____ Describe: _____
- Yes No Are vendors or other fees required?
If yes,
Amount(s) \$ _____

PLANNING INFORMATION

SITE PLAN/ROUTE MAP

A site plan/route map **MUST** be submitted with your permit request. The site plan/route map must include, but is not limited to:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel, and all requested street or lane closures.
- The location of fencing, barriers and/or barricades, indicate any removable fencing for emergency access.
- The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- Location of first aid facilities, amplification equipment, generators, stages, platforms, scaffolding, bleachers, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Other event related components not listed above: _____

Please list all entertainment and activities that will occur along with items you are bringing into the park: Not using the City Park.

Do you need any street closures: Yes No

If yes, please complete and submit a "Street Closure Permit Application".

This request MUST be submitted thirty (30) days prior to the event.

Use the space below or attach a piece of paper with a drawing of your site plan.

See attached.

SECURITY (Required if you have more than 50 people attending the event)

Yes No Have you hired a security company to develop and manage your event's security plan or are volunteers being used?

Security Organization _____

Address _____

Contact Name _____ Telephone _____

What days/hours will you have security? _____

Please describe your security plan including crowd control, internal security, venue safety, or attach a copy of the plan to this application.

ALCOHOL

Yes No

Will your event involve alcohol?

If yes, you must fill out the "Alcohol Permit Application" and submit it in addition to all other applications.

MEDICAL *(Required if you have more than 50 people attending the event)*

Yes No

Will there be a first aid station on site?

*@ Farmers Market
Hand washing station too.*

Yes No

Will there be a Nurse or an EMT on site?

If yes:

Name _____ Telephone Number _____

Yes No

Have you hired a licensed professional emergency medical services provider?

If yes:

Name _____ Telephone Number _____

PARKING AND SHUTTLE

Yes No

Will your event involve the use of parking and/or shuttle service?

If yes, please describe or provide an attachment of your plan.

Yes No

Will you need areas designated as no parking areas?

Please explain _____

N/A Yes No

Will there be designated spots for handicap parking?

§ 12.12.020 Park Rules and Regulations

All city parks have been designated for recreational use consistent with ORS 105.682. For the conduct of persons using or frequenting the public parks of Carlton, Oregon the following rules and regulations to be observed and enforced within said public parks are established:

- A. Parks open dawn to dusk except during special occasions as authorized by order of the city council.
- B. Open fires are not permitted. Barbeque use is permitted in picnic areas only.
- C. No dogs allowed on sports field and play structure areas in Wennerberg Park. In the Upper Park dogs must be on a leash. Any person failing to clean up after their dog is subject to a five hundred dollar (\$500.00) fine.
- D. Motor vehicles, motorcycles and trailers shall be operated on roadways at the posted speed and park in designated areas.
- E. All park visitors are expected to treat others in a polite and respectful manner at all times. Any park visitor using abusive or profane language may be expelled from the Carlton park system.
- F. Any person participating in any act of vandalism to any city park plants, trees, rocks, soil or structures or other city property will be subject to a minimum fine of five hundred dollars (\$500.00).
- G. All waste material shall be properly disposed of in the provided receptacles or hauled away by the park user.
- H. No public defecating or urinating. Restrooms are provided for your convenience.
- I. Permits will be required for the placement of signs or assembly of persons in the city park to which the general public is invited when it is reasonably expected that such assembly will be attended by ten (10) or more persons.
- J. Any form of recreation that is determined by city staff to have the potential to harm another park user is prohibited.

(Ord. 675 § 1, 2008; Ord. 668 § 1, 2007; Ord. 482 § 2, 1980)

GARBAGE AND RECYCLING

N/A

- _____ Number of trash cans
- _____ Number of dumpsters with lids
(One for every 400 persons or increments thereof)
- _____ Number of recycling containers

Equipment setup
Date _____ Time _____
Equipment pickup
Date _____ Time _____

Supplier of garbage/recycling equipment _____

Telephone _____

Please describe your plan for removal of garbage and recyclable goods during and after your event _____

SANITATION

- 0 Number of portable toilets
- 0 Number of ADA approved portable toilets
- 3 Number of wash stations (@ farmers market)

Yes No Is there access to permanent restrooms?

Yes No Will your toilets and wash stations be serviced during the event?

Equipment setup
Date _____ Time _____
Equipment pickup
Date _____ Time _____

Supplier of sanitation equipment _____

Telephone _____

AMPLIFIED EQUIPMENT

Yes No Will amplified equipment be used? If yes, you must fill out the "Amplified Equipment Permit Application: and submit in addition to all other applications.

FOOD CONCESSION OR PREPARATION

Yes No Does your event include food concession and/or preparation area? If yes, Please describe how food will be served and/or prepared _____

OTHER CONCESSIONS

N/A

This section is designated to let the City know if any merchandise vendors will be set up at your event. Please list or describe concessionaires if applicable.

NO vendors

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

ALCOHOL PERMIT APPLICATION

N/A

To apply for alcohol, you must meet 1 of 2 requirements

1. OLCC Temporary Sales License (TSL) when alcohol will be sold, or;
2. A person with an OLCC Servers Permit in charge of distributing alcohol when alcohol will be hosted by the event (provided, but not for sale)

If you have questions, please contact the City of Carlton at 503-852-7575.

APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone _____

Please list the dates and times that alcohol will be served

Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____

- Yes No Will you have a closed beer garden?
 Yes No Will you be using armbands to identify those ages 21 and over?

Please check all that apply:

- Free/Host Alcohol Alcohol Sales Beer Wine Distilled Spirits

OLCC Server Permit No. and Name _____

Please describe your security plan to ensure the safe sale/distribution of alcohol at your event _____

Print Name _____ Event Title _____

Signature _____ Date _____

Alcohol Permit: For Office Use Only	
<input type="radio"/> Approved	By Department _____ Date _____
<input type="radio"/> Denied	By _____ Time _____

AMPLIFIED EQUIPMENT PERMIT APPLICATION

N/A

APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone _____

EVENT INFORMATION

Please list the dates and times that amplified equipment will be used

Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____

- Yes No Will there be a patron dance?
 Yes No Will there be live music?
 Yes No Will there be any live performances?

What type of amplification equipment will be used? _____

Where will the amplification equipment be set up? _____

Performance Schedule

<u>Name of Band/Performer</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>Start Date</u>	<u>Start Time</u>	<u>End Time</u>

***ALL AMPLIFIED EQUIPMENT LEVELS MUST NOT EXCEED 80 DECIBELS DURING THE ENTIRE EVENT.**

Print Name _____ Event Title _____

Signature _____ Date _____

Amplified Equipment Permit: For Office Use Only		
<input type="radio"/> Approved	By Department _____	Date _____
<input type="radio"/> Denied	By _____	Time _____

AFFIDAVIT OF APPLICATION

INSURANCE REQUIREMENTS

Commercial General Liability Insurance including Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include contractual liability for the indemnity provided in this application, and shall include products and completed operations. Such insurance shall be primary. Coverage shall be a minimum of two million dollars (\$2,000,000.00) per occurrence. The applicant will name the City of Carlton, its elected and appointed officials, its officers, agents and employees and volunteers as additional insureds for use of City facilities. Coverage for participant accident is provided.

UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE, AND AUTHORIZATION FOR USE OF FACILITIES

-not requesting use of facilities

Whereas, YCCDC (name of organization) desires ^{not} to use City owned facilities at the City of Carlton, and the City has approved the use of these facilities, the undersigned agrees as follows:

1. To assume full legal and financial responsibility for any and all damages to City owned buildings, parks, facilities, and/or equipment used while conducting this program, and to be responsible for removal of all personal materials prior to leaving the building, park or facility at the completion of each program/event. Charges will be assessed to the undersigned for restoration and property removal if applicable. The use of confetti and/or affixing tape to any painted surface is prohibited.;
2. To grant the City, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve the health and safety of participants during the use of these facilities including authorizing medical treatment on behalf of participants at the participants expense and of returning the participant to their home;
3. To conform to all applicable policies, rules, regulations and standards of conduct as established by the City;
4. To waive any claim for damages or compensation resulting from fire, casualty or other circumstances rendering the fulfillment of this agreement impractical or impossible, and understands that the City shall not be liable for any loss whatsoever as a result of such changes, with or without notice;
5. To voluntarily indemnify and to hold harmless the City of Carlton, the Mayor, the City Council, their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising

from the use of City owned buildings/parks/facilities, which do not arise out of the negligent acts or omissions of any officer, employee, or agent of the City and/or City council.

6. This agreement is valid for City building/park/facility use on N/A
_____ (date) in the _____ (location);
7. Acknowledges reading this document and understands and accepts the terms as stated:



Authorized Signature

6/13/2021

Date

Co-Signature

Date

YCCDC

Name of Organization

Signature for the City of Carlton

Signature Title Date

Upon payment of deposit (if required) and return of this signed form, and all required application forms, this building/park/facility is permanently reserved for the date(s) requested by the above party. Copies of facility reservations will be sent to the above party after receipt of all required forms and documentation, and will identify any applicable charges that will be billed after the event.

Cancellation of the event and use of the facilities must be made no later than 48 hours in advance, and the party will pay charges incurred up to that point.



use of utility strip

PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

You must attach a map of street area to be closed.

I/we, the undersigned, request that the Carlton City Council allow temporary closure of the following streets.

Street Closure #1			
Street Name	Main street		
Beginning Point	Yamhill	Ending Point	Pine
Start Date	8/7/2021	End Date	8/7/2021
Time to Begin Closure	8am	Time to Reopen	10pm
Purpose of Closure	Carlton Chalkwalk		
Street Closure #2			
Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			
Street Closure #3			
Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			

Approval of emergency responders: (required)

Carlton Fire District	Date	Police Department	Date	Public Works	Date
343 W. Roosevelt St.	503.852.6233	191 E. Main St.	503.852.7575	191 E. Main St.	503.852.7575

DECLARATION

I/we understand that any barricades or other devices to close off the street must be provided at my (our) expense or may be provided by the City at my/our expense for specific times and dates. I/we also understand that arrangements for placement of barricades/devices must be made with the Public Works Department (503.852.7575). I/we certify that I/we have notified all affected property owners, business owners and/or tenants in person or in writing of my/our intent to close the street/s listed above and that written consents of each are attached. It is my/our belief that there are no major conflicts with this closure.

Petitioner Signature [Signature] Date Signed 6/9/2021
 Print Name Laune Busse Phone 971 832 9062
 Mailing Address PO BOX 381 City, State, Zip Carlton, OR 97111

Petitioner Signature _____ Date Signed _____
 Print Name _____ Phone _____
 Mailing Address _____ City, State, Zip _____

FOR OFFICIAL USE ONLY

Date Rec'd _____ Rec'd by _____ Date sent to CC _____ City Council Approved Denied Meeting date _____

Attested _____, City Manager Date _____



City of Carlton
 191 East Main Street ♦ Carlton, Oregon 97111 ♦ (503) 852-7575

Temp. use utility strip
CITY STREET CLOSURE NOTIFICATION FORM

Block # 3 cont.
 Block # 4

Applicant must take this form to each affected business and residence and obtain notification signatures. If an affected location is not occupied or contact with the responsible party is unsuccessful, a notification document will be left advising of the events date and times. Documentation of this can be made in the below listed box.

Applicant: Laurie Busse YCCDC Phone 971 832 9062
 Name of Event Carlton Chalkwalk Date(s) of Event AUG 7 Time(s) 8am-10pm
 Street(s) to be ^{used} closed for event Main Street from Pine to Yamhill
sidewalk/utility strip use only.

The following affected businesses/individuals have been contacted and informed of the event listed above. Residents are encouraged to contact Chad Olsen, City Manager at 503-852-7575 if they have concerns about the event which they desire the City Council to consider, prior to issuing the permit.

Location <u>Park & Main</u> Name <u>Dustin Wyatt</u> Signature <u>[Signature]</u> Printed name <u>Dustin Wyatt</u> Date signed <u>6/8/21</u>
Location <u>Rough cut soaps</u> Name <u>Darcy Kendingrass</u> Signature <u>[Signature]</u> Printed name <u>Darcy Kendingrass</u> Date signed <u>6/11/21</u>
Location <u>Carlton Bakery</u> Name <u>Josie Sibert</u> Signature <u>[Signature]</u> Printed name <u>Josie Sibert</u> Date signed <u>6/9/21</u>
Location <u>Stone Garden Winery</u> Name <u>[Signature]</u> Signature <u>[Signature]</u> Printed name <u>[Signature]</u> Date signed _____

Location <u>Common Grounds</u> Name <u>Brenda Hess</u> Signature <u>[Signature]</u> Printed name _____ Date signed <u>6-9-21</u>
Location <u>Star Carlton Coast</u> Name <u>John Ah</u> Signature <u>[Signature]</u> Printed name _____ Date signed _____
Location <u>Carlton Corners</u> Name <u>Danna Dwyer</u> Signature <u>[Signature]</u> Printed name _____ Date signed <u>6/9/21</u>
Location <u>Elements Hair Design</u> Name <u>[Signature]</u> Signature <u>[Signature]</u> Printed name <u>Heather M West</u> Date signed _____

Return this to City Hall with your
 Petition for Temporary Closure of City Street(s)



City of Carlton
191 East Main Street ♦ Carlton, Oregon 97111 ♦ (503) 852-7575

Temporary use of utility strip
CITY STREET CLOSURE NOTIFICATION FORM

BLOCK # 2
BLOCK # 3 partial

Applicant must take this form to each affected business and residence and obtain notification signatures. If an affected location is not occupied or contact with the responsible party is unsuccessful, a notification document will be left advising of the events date and times. Documentation of this can be made in the below listed box.

Applicant Laurie Busse, YCCDC Phone 971 832 9062
Name of Event Carlton Chalkwalk Date(s) of Event AUG 7 Time(s) 8am-10pm
Street(s) to be closed for event Main Street from Pine to Yamhill
sidewalk / utility strip use only.

The following affected businesses/individuals have been contacted and informed of the event listed above. Residents are encouraged to contact Chad Olsen, City Manager at 503-852-7575 if they have concerns about the event which they desire the City Council to consider, prior to issuing the permit.

Location <u>K&M</u> Name _____ Signature <u>Elke Theris-Beam</u> Printed name _____ Date signed _____
Location <u>Barking Frog</u> Name _____ Signature <u>Maury Lindquist</u> Printed name _____ Date signed _____
Location <u>Barrell 47</u> Name _____ Signature <u>Corey Beck</u> Printed name _____ Date signed _____
Location <u>Pike Rd.</u> Name <u>Dave Campbell</u> Signature <u>D. Campbell</u> Printed name _____ Date signed _____

Location <u>Herse Radish</u> Name _____ Signature <u>Kate Aust</u> Printed name _____ Date signed _____
Location <u>Marshall Davis</u> Name _____ Signature <u>[Signature]</u> Printed name _____ Date signed _____
Location <u>Cathedral Ridge Winery</u> Name _____ Signature _____ Printed name _____ Date signed _____
Location <u>Carlton Coffee Co.</u> Name <u>GIVNY RAKE</u> Signature <u>Givny Rake</u> Printed name <u>Givny Rake</u> Date signed <u>8-9-21</u>

Return this to City Hall with your
Petition for Temporary Closure of City Street(s)



City of Carlton
191 East Main Street ♦ Carlton, Oregon 97111 ♦ (503) 852-7575

Temp. use Utility Strip
CITY STREET CLOSURE NOTIFICATION FORM

BLOCK # 1

Applicant must take this form to each affected business and residence and obtain notification signatures.
If an affected location is not occupied or contact with the responsible party is unsuccessful, a notification document will be left advising of the events date and times. Documentation of this can be made in the below listed box.

Applicant Laurie Busse YCCDC Phone 971 832 9062
Name of Event Carlton Chalkwalk Date(s) of Event AUG 7 Time(s) 8am-10pm
Street(s) to be closed for event Main Street from Pine to Yamhill.
used
sidewalk/utility strip use only.

The following affected businesses/individuals have been contacted and informed of the event listed above. Residents are encouraged to contact Chad Olsen, City Manager at 503-852-7575 if they have concerns about the event which they desire the City Council to consider, prior to issuing the permit.

Location <u>Curve</u>
Name <u>GILBERT HENRY</u>
Signature <u>[Signature]</u>
Printed name _____
Date signed _____
Location <u>Main Street market</u>
Name _____
Signature <u>Jana M Bischof</u>
Printed name _____
Date signed _____
Location <u>Bull Run</u>
Name _____
Signature <u>[Signature]</u>
Printed name _____
Date signed <u>6/11/2021</u>
Location _____
Name _____
Signature _____
Printed name _____
Date signed _____

Location _____
Name _____
Signature _____
Printed name _____
Date signed _____
Location _____
Name _____
Signature _____
Printed name _____
Date signed _____
Location _____
Name _____
Signature _____
Printed name _____
Date signed _____

Return this to City Hall with your
Petition for Temporary Closure of City Street(s)

Carlton Chalk Walk 2021 COVID-19 Plan

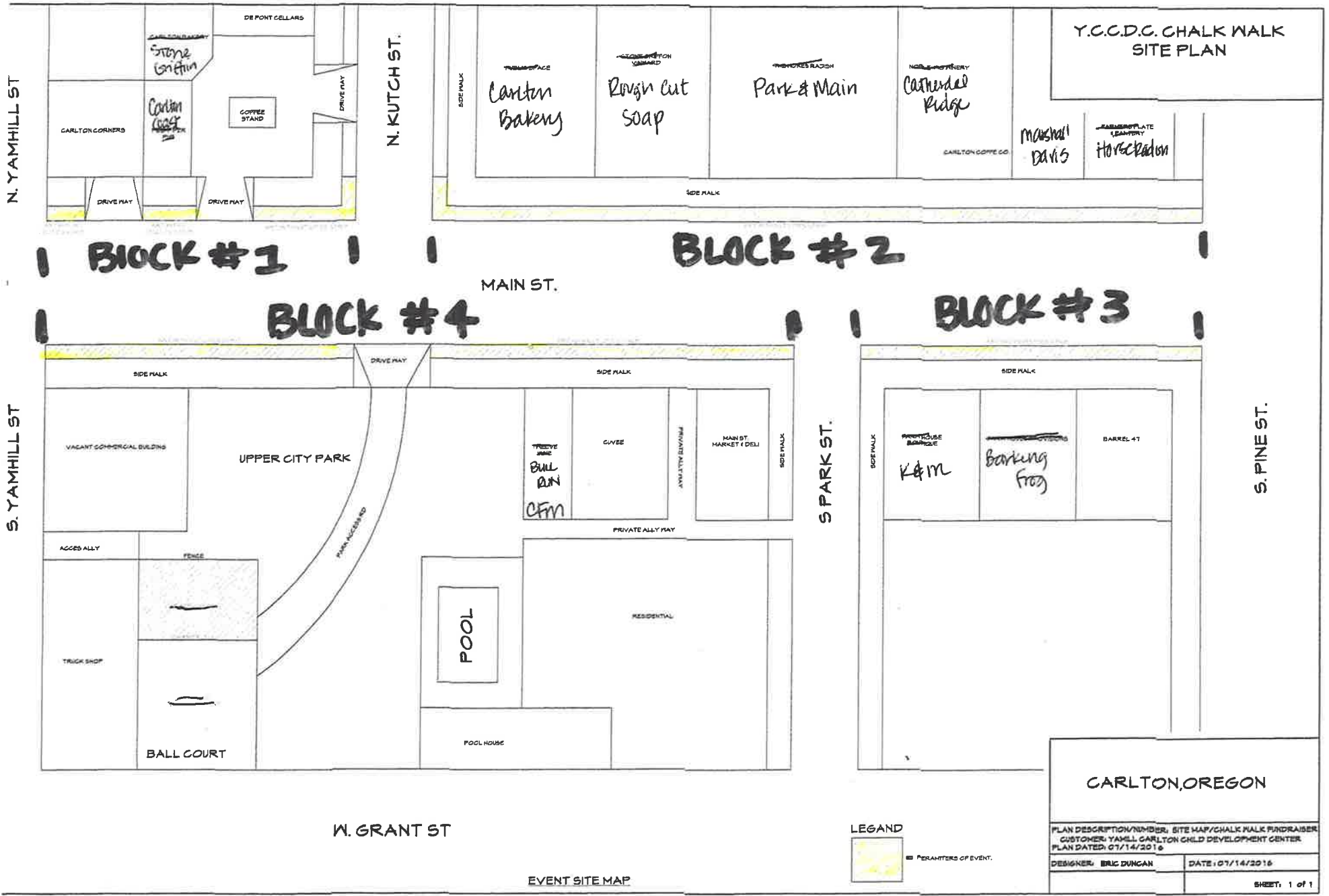
Artists' squares will be 6 feet apart, and alternating every other square. Giving space in between squares. Participants and attendees will also be advised to wear masks and stay 6 feet apart in order to maintain public safety at all times.

Public safety is a priority and volunteers will strictly adhere to appropriate safety precautions. Social distancing, masks, and regularly sanitizing any shared tool or space after single use. Participants and attendees will be advised if experiencing any COVID-19 symptoms to stay home or retreat from the event immediately.

Outdoor hand washing station will be available at the Carlton Farmers Market, and cuvée will be open for indoor plumbing options. Hand sanitizer to be included in the artist packet this year to ensure all participants have access.

Carlton Chalk Walk Parking Plan 2021

Attendees and participants are encouraged to walk or bike if local and staggered time. Parking for this event has not been an issue in prior years due to local participation from both artists and volunteers. This will reduce the amount of traffic at one time and the city's parking lot is adequate to accommodate anticipated attendees.



NO USE OF PARK.



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CoverWallet, Inc. 25 W 45th Street, Floor 15 New York NY 10036	CONTACT NAME: Stefano Korlou PHONE (A/C, No, Ext): (646) 844-9933 FAX (A/C, No): E-MAIL ADDRESS: customer.service@coverwallet.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Markel Insurance Company	NAIC # 38970
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		CCG20038973-03	11/16/2020	11/16/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							\$
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
UMBRELLA LIAB							EACH OCCURRENCE \$
<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE							AGGREGATE \$
							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT \$
Y / N N / A							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as additional insured with respect to the General Liability per the policies terms and conditions.

CERTIFICATE HOLDER City of Carlton 191 E Main Street Carlton, OR, 97111	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: right;"><i>Margaret M. Reff</i></div>
---	---

YAMHILL-CARLTON CHILD DEVELOPMENT CENTER PRESENTS:

“CARLTON CHALK WALK” 2021

SATURDAY AUG 7TH

MAIN STREET, CARLTON OREGON

**Artist Registration \$5
(Artist provide chalk)**

Name	
Address	
Phone	
Email	

office use:	<input type="checkbox"/> paid	<input type="checkbox"/> square #
--------------------	--------------------------------------	--

Applicants are required to follow the rules and regulations as listed below:

- I understand that only chalk will be used and that the surface is cement. I will use NO fixatives, No oil pastels, NO Chalk Paint, NO Spray Paints and NO large areas of “black.” I also understand I may be responsible for cleanup and costs incurred if these rules are not followed.
- I understand only artists ages 13 to adult may register and will create art in their assigned space. All others must use the public area.
- I understand that I am to keep my art family-friendly, non-political, non-violent and advertisement-free. I understand that YCCDC has the right to remove any art that does not comply with these guidelines.
- I understand that I can start anytime after 2pm on Friday Aug 2nd, and art is to be complete and ready for judging by 2pm on Saturday Aug. 3rd.
- I acknowledge that the YCCDC may use photos or reproductions of my artwork and that I have no Ownership to the photos or reproductions of completed images.
- Adhere to all current COVID policies and procedures

I have read the above rules and regulations and agree to these terms.

Signature: _____ Date: _____

*Signature of Parent/ Guardian (for ages 13-17) _____

Please send/email your registration to: Yamhill-Carlton Child Development Center, PO Box 381, Carlton, OR 97111. lauriebusse6@gmail.com

YAMHILL-CARLTON CHILD DEVELOPMENT CENTER PRESENTS:

“CARLTON CHALK WALK” 2021

SATURDAY AUG 7TH

MAIN STREET, CARLTON OREGON

Business Sponsorship Registration

Businesses can sponsor the square in front of their business, and will be provided a Guest Artist to use this space. \$50 suggested donation per square, \$100 for custom advertisement by Featured Artist.

Business Name:	
Contact Person:	
Email:	
<input type="checkbox"/> Guest Artist (Suggested Donation \$50 per square)	<input type="checkbox"/> Custom advertisement (Suggested Donation \$100)

Make checks payable to: Yamhill-Carlton Child Development Center (YCCDC)

Thank you for your interest in supporting our communities earliest learners.

Your Friends at the Yamhill-Carlton Child Development Center and Carlton Farmers Market.

Please send/email your registration to:

Yamhill-Carlton Child Development Center

PO Box 381

Carlton, OR 97111

or

lauriebusse6@gmail.com

Thank you again for this opportunity to collaborate with the local businesses of Carlton.



This page intentionally left BLANK.



Dear City of Carlton,

The Carlton Business Association is hoping to host Carlton Crush on Saturday, September 11th, 2021. This popular harvest event has been a long running community fundraiser for local charities, local sports teams, and the CBA itself. Forty percent of monies raised will be shared with several local groups that need this help. Due to uncertainty of hosting events, we are a little behind our normal planning timeframe. In early-June we formed a committee to help bring success to this event and to the business community in Carlton.

Due to constant evolution of state and county regulations for events, we are going to make an effort to follow the regulations of whichever risk level Yamhill County is in during the event date. We will have fewer vendors this year and spread them out over a larger area. The time frame has been shortened to 11 am to 5 pm versus 11 am to 6 pm. The check-in team will maintain the number of people attending the event and or limiting how many people attend.

The CBA is excited to host this event and wish to make this very successful for the entire community. This will also be our only fundraising event for 2021 and believe that we can make it both safe and fun for everyone involved.

Thank you for your consideration,

CBA Board

City of Carlton – Event Application and Planning Guide

OTHER CONCESSIONS

This section is designated to let the City know if any merchandise vendors will be set up at your event. Please list or describe concessionaires if applicable.

Vendor Name: SO Cheesy Food Cart

Merchandise being sold: Food

Vendor Name: Elephant Ears

Merchandise being sold: Pastries, (Elephant Ears)

3 more vendors

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

City of Carlton – Event Application and Planning Guide

EVENT APPLICATION

GENERAL INFORMATION

Applicant Name: Carlton Business Association

Event Title: Carlton Crush

Main Contact Name: Joylin Kent Phone Number 503-757-1577

Description: A fun grape stamp with food and wine vendors. There will be live music and fun kids games.

- Event Category:
- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Dance | <input type="checkbox"/> Bike Race |
| <input type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Carnival | <input type="checkbox"/> Run/Walk |
| <input checked="" type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Circus | |
| <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Wedding | |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Protest | |
| <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Informational "Rally" | |
| <input type="checkbox"/> Special Attraction | <input type="checkbox"/> Church Activity | |

Anticipated Attendance: Total 300 Per Day 1

Anticipated Participants: Total _____ Per Day _____

DATE/TIME

Set up	Date <u>9/11/21</u>	Time <u>9 AM</u>	Day of Week <u>Saturday</u>
Event Start	Date <u>9/11/21</u>	Time <u>11 AM</u>	Day of Week <u>Saturday</u>
Event End	Date <u>9/11/21</u>	Time <u>6 pm</u>	Day of Week <u>Saturday</u>
Dismantle Start	Date _____	Time _____	Day of Week _____
Dismantle End	Date _____	Time _____	Day of Week _____

LOCATION

Address Pine Street Parking Lot, Carlton, OR 97111

Description A grape stamping festival

City of Carlton – Event Application and Planning Guide

BACKGROUND

- Yes No Have you held this event before?
- Yes No Is your event part of a larger marketing campaign?
- Yes No Is the Host Organization a commercial entity?
- Yes No Is the Host Organization a bona fide tax exempt, non-profit entity?
If yes, you need to attach to this application a copy of your IRS 501(3)C tax letter providing proof and certifying your current tax Exempt, non-profit status.
- Yes No Is there a fee for people attending, or people working the event?
If yes,
Entry Fee \$ 0
- Other Fee(s) \$ _____ Describe: _____
- Yes No Are vendors or other fees required?
If yes,
Amount(s) \$ 50-100

PLANNING INFORMATION

SITE PLAN/ROUTE MAP

A site plan/route map **MUST** be submitted with your permit request. The site plan/route map must include, but is not limited to:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel, and all requested street or lane closures.
- The location of fencing, barriers and/or barricades, indicate any removable fencing for emergency access.
- The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- Location of first aid facilities, amplification equipment, generators, stages, platforms, scaffolding, bleachers, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Other event related components not listed above: _____

Please list all entertainment and activities that will occur along with items you are bringing into the park: A stamping stage, 10x10ft pop up tents, tables

City of Carlton – Event Application and Planning Guide

Do you need any street closures: Yes No

If yes, please complete and submit a "Street Closure Permit Application".

This request MUST be submitted thirty (30) days prior to the event.

Use the space below or attach a piece of paper with a drawing of your site plan.

Attached

SECURITY (Required if you have more than 50 people attending the event)

Yes No Have you hired a security company to develop and manage your event's security plan or are volunteers being used?

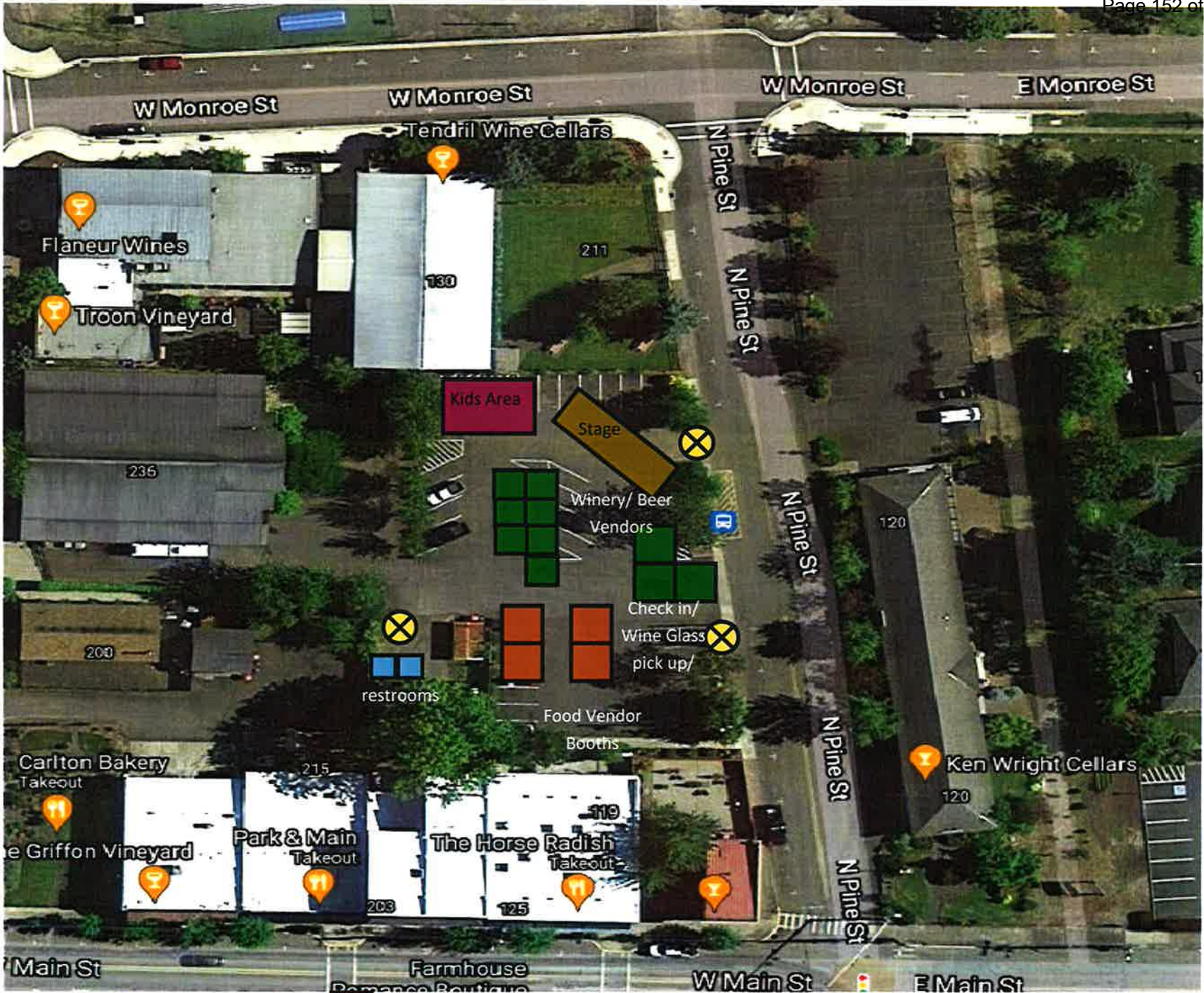
Security Organization Volunteers

Address _____

Contact Name _____ Telephone _____

What days/hours will you have security? _____

Please describe your security plan including crowd control, internal security, venue safety, or attach a copy of the plan to this application.



 Alcohol Monitor

 Tents 10 x 10

City of Carlton – Event Application and Planning Guide

ALCOHOL

- Yes No Will your event involve alcohol?
 If yes, you must fill out the "Alcohol Permit Application" and submit it in addition to all other applications.

MEDICAL (Required if you have more than 50 people attending the event)

- Yes No Will there be a first aid station on site?
- Yes No Will there be a Nurse or an EMT on site?
 If yes:
 Name _____ Telephone Number _____
- Yes No Have you hired a licensed professional emergency medical services provider?
 If yes:
 Name _____ Telephone Number _____

PARKING AND SHUTTLE

- Yes No Will your event involve the use of parking and/or shuttle service?
 If yes, please describe or provide an attachment of your plan.

A trolley will be hired for this event.

- Yes No Will you need areas designated as no parking areas?
 Please explain _____
- Yes No Will there be designated spots for handicap parking?

§ 12.12.020 Park Rules and Regulations

All city parks have been designated for recreational use consistent with ORS 105.682. For the conduct of persons using or frequenting the public parks of Carlton, Oregon the following rules and regulations to be observed and enforced within said public parks are established:

- A. Parks open dawn to dusk except during special occasions as authorized by order of the city council.
- B. Open fires are not permitted. Barbeque use is permitted in picnic areas only.
- C. No dogs allowed on sports field and play structure areas in Wennerberg Park. In the Upper Park dogs must be on a leash. Any person failing to clean up after their dog is subject to a five hundred dollar (\$500.00) fine.
- D. Motor vehicles, motorcycles and trailers shall be operated on roadways at the posted speed and park in designated areas.
- E. All park visitors are expected to treat others in a polite and respectful manner at all times. Any park visitor using abusive or profane language may be expelled from the Carlton park system.
- F. Any person participating in any act of vandalism to any city park plants, trees, rocks, soil or structures or other city property will be subject to a minimum fine of five hundred dollars (\$500.00).
- G. All waste material shall be properly disposed of in the provided receptacles or hauled away by the park user.
- H. No public defecating or urinating. Restrooms are provided for your convenience.
- I. Permits will be required for the placement of signs or assembly of persons in the city park to which the general public is invited when it is reasonably expected that such assembly will be attended by ten (10) or more persons.
- J. Any form of recreation that is determined by city staff to have the potential to harm another park user is prohibited.

(Ord. 675 § 1, 2008; Ord. 668 § 1, 2007; Ord. 482 § 2, 1980)

City of Carlton – Event Application and Planning Guide

GARBAGE AND RECYCLING

- 4 ~~8~~ Number of trash cans
- 1 Number of dumpsters with lids
(One for every 400 persons or increments thereof)
- 4 Number of recycling containers

Equipment setup	
Date _____	Time _____
Equipment pickup	
Date _____	Time _____

Supplier of garbage/recycling equipment Recology

Telephone _____

Please describe your plan for removal of garbage and recyclable goods during and after your event We will ~~remove~~ remove every garbage can from the lot. The parking lot will be swept afterwards.

SANITATION

- 2 Number of portable toilets
- 1 Number of ADA approved portable toilets
- 1 Number of wash stations

Equipment setup	
Date <u>9/11</u>	Time <u>9 AM</u>
Equipment pickup	
Date <u>9/12</u>	Time <u>9 AM</u>

- Yes No Is there access to permanent restrooms?
- Yes No Will your toilets and wash stations be serviced during the event?

Supplier of sanitation equipment 1

Telephone _____

AMPLIFIED EQUIPMENT

- Yes No Will amplified equipment be used? If yes, you must fill out the "Amplified Equipment Permit Application: and submit in addition to all other applications.

FOOD CONCESSION OR PREPARATION

- Yes No Does your event include food concession and/or preparation area? If yes, Please describe how food will be served and/or prepared _____
- _____
- _____

City of Carlton – Event Application and Planning Guide

What type of food will be sold during the event?

- Commercially prepared food
- Pre-packaged food
- BBQ
- "Home-made" food
- Other (specify)

Yes No Do you intend to cook food in the event area?

If yes,

What method of cooking will be used?

- Gas
- Charcoal
- Electric
- Other

How many food concessionaires will you have at your event? 2-3

OTHER CONCESSIONAIRES

Yes No Will merchandise or services be sold at your event?

If yes, please attach a complete list of vendors

How many other concessionaires do you expect to have at your event? 75

City of Carlton – Event Application and Planning Guide

ABOUT ALCOHOL PERMITS

If alcoholic beverages will be available at your event, you are required to obtain the necessary licenses and permits. See below for more information.

If alcoholic beverages will be available for purchase at your event, you are required to obtain the necessary licenses and permits. The City may require you to obtain additional insurance for alcohol. A license must be obtained from the Liquor Control Commission. For special events you will most likely be required to obtain a Temporary Sales License (TSL). For more information regarding the proper licenses and permits, please contact:

**Oregon Liquor Control
Commission (OLCC)**

The City requires that you have alcohol liability insurance if you are approved for alcohol in the park. The coverage amount will be determined by the City during the review of your application and is dependent on your event.

To use alcohol in public parks, you must also obtain special approval from the City of Carlton and pay a \$35.00 additional fee. If alcohol will be provided, but not be sold (in cases where alcohol being provided by the event at no charge to consumers), the City will require that one person with an OLCC Servers Permit will be in charge of distributing the alcohol.

§ 9.02.009 DRINKING IN PUBLIC PLACES.

It shall be unlawful for any person to drink any intoxicating liquor upon any street or in any public place; provided, however, that nothing in this section contained shall be deemed to apply to the drinking of any intoxicating liquor in any establishment wherein the same may be sold for premise consumption under the laws of the State of Oregon.

(Ord. 234 § 9, 1940)

APPLICATION INFORMATION

- Applicant information (name, address, phone number)
- Event information (name or description of event, location, date(s), start time and other details.
- Provide your security plan to ensure safe sales/distribution
- Proof of OLCC license(s)
- Proof of Liquor Liability insurance in the form of a Certificate of Insurance, and a Liquor Liability Additional Insured Endorsement naming the City of Banks, it's elected officials and officers as additional insured with appropriate limits of insurance as determined by the City.

City of Carlton – Event Application and Planning Guide

ALCOHOL PERMIT APPLICATION

To apply for alcohol, you must meet 1 of 2 requirements

1. OLCC Temporary Sales License (TSL) when alcohol will be sold, or;
2. A person with an OLCC Servers Permit in charge of distributing alcohol when alcohol will be hosted by the event (provided, but not for sale)

If you have questions, please contact the City of Carlton at 503-852-7575.

APPLICANT INFORMATION

*We will have ~~the~~ wine and 1 ~~beer~~ brewery.

Applicant Name Jaylin Kent
 Address PO Box 294, Carlton, OR 97111
 Telephone 503-757-1517

Please list the dates and times that alcohol will be served

Date 9/11/21 Start Time 11 AM End Time 5pm
 Date _____ Start Time _____ End Time _____
 Date _____ Start Time _____ End Time _____
 Date _____ Start Time _____ End Time _____

- Yes No Will you have a closed beer garden?
 Yes No Will you be using armbands to identify those ages 21 and over?

Please check all that apply:

- Free/Host Alcohol Alcohol Sales Beer Wine Distilled Spirits

OLCC Server Permit No. and Name # 564860 B. Jaylin Kent

Please describe your security plan to ensure the safe sale/distribution of alcohol at your event

The parking lot will be enclosed by fencing. Anyone over 21 who has their ID checked will receive a

Print Name Wristband. Event Title _____
 Signature [Signature] Date 6/24/21

Alcohol Permit: For Office Use Only			
<input type="radio"/> Approved	By Department _____	Date _____	
<input type="radio"/> Denied	By _____	Time _____	

City of Carlton – Event Application and Planning Guide

ABOUT AMPLIFIED EQUIPMENT PERMITS

Per the City of Carlton Code of Ordinances:

§ 8.16.090 UNNECESSARY NOISE.

A. Notwithstanding any other provision of this chapter, and in addition thereto, it is unlawful for any person without justification to make or continue, or cause or permit to be made or continued, any unnecessary, excessive or offensive noise which disturbs the peace or quiet of any neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area.

B. The factors which will be considered in determining whether a violation of the provisions of this section exists will include, but not be limited to, the following:

1. The volume of noise;
2. The intensity of the noise;
3. Whether the nature of the noise is usual or unusual;
4. Whether the origin of the noise is natural or unnatural;
5. The volume and intensity of the background noise, if any;
6. The proximity of the noise to residential sleeping facilities;
7. The nature and zoning of the area within which the noise emanates;
8. The density of the inhabitation of the area within which the noise emanates;
9. The time of the day or night the noise occurs;
10. The duration of the noise;
11. Whether the noise is recurrent, intermittent or constant;
12. Whether the noise is produced by a commercial or noncommercial activity;
13. Whether it is pure tone noise; or whether it is an impulse noise.

(Ord. 614 § 9, 2001)

PERMIT INFORMATION

To obtain a permit, you must fill out the "Amplified Equipment Permit Application", and submit it in addition to all other applications. It is very important that your start and end times are listed accurately, as all amplified equipment can only be used during this time. All amplified sound must be turned off by 10:00pm. All amplified equipment levels must not exceed 80 decibels during the entire event.

APPLICATION INFORMATION

- Applicant information (name, address, phone number)
- Event information (name or description of event, location, date(s), start time and other details.
- Performance schedule (if there will be any performances that will be using the amplified equipment, you must provide the performer's name, contact person's name, phone number, and the start and end time of their set).
- It is important that amplified levels do not exceed 80 decibels during the entire event.

City of Carlton – Event Application and Planning Guide

AMPLIFIED EQUIPMENT PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name Jaylin Kent
 Address PO Box 0294, Carlton, OR 97111
 Telephone 503-757-1577

EVENT INFORMATION

Please list the dates and times that amplified equipment will be used

Date	<u>9/11/2021</u>	Start Time	<u>1:30</u>	End Time	<u>5pm</u>
Date	_____	Start Time	_____	End Time	_____
Date	_____	Start Time	_____	End Time	_____
Date	_____	Start Time	_____	End Time	_____

- Yes No Will there be a patron dance?
 Yes No Will there be live music?
 Yes No Will there be any live performances?

What type of amplification equipment will be used? _____

Where will the amplification equipment be set up? _____

Performance Schedule

Name of Band/Performer	Contact Name	Phone Number	Start Date	Start Time	End Time
<u>Macey Gard Band</u>	<u>Tracey Graham</u>	<u>503-789-7112</u>	<u>9/11</u>	<u>1:30</u>	<u>3pm</u>
<u>Manny Humlic</u>					

***ALL AMPLIFIED EQUIPMENT LEVELS MUST NOT EXCEED 80 DECIBELS DURING THE ENTIRE EVENT.**

Print Name _____ Event Title _____

Signature _____ Date _____

Amplified Equipment Permit: For Office Use Only		
<input type="radio"/> Approved	By Department _____	Date _____
<input type="radio"/> Denied	By _____	Time _____

City of Carlton – Event Application and Planning Guide

ABOUT STREET CLOSURE PERMITS

This permit is required in any case where the streets or public right of ways will be closed to through traffic. All street closures require review and approval from the City of Carlton, Carlton Police Department and Carlton Fire District. It is important that you allow adequate time for the approval process.

Parades: Contact City Hall.

Block Parties: The City will deliver and pick up barricades at the requested street. It will be your responsibility to ensure that the barricades are moved into place and that detours are set up to properly redirect traffic. Remember that you must keep a twenty (20) foot fire lane clear for emergency access.

Block parties are only permitted between the hours of 10:00am and 10:00pm. You must provide written consent to the party from at least 75 percent of all residents living along the portion of street to be closed. If your block party is within 500 feet of any school, church, hospital, nursing home, or similar operation, you must also obtain written approval by the management of the institution.

PERMIT INFORMATION

To obtain a permit, you must fill out the "Street Closure Permit Application," and submit it in addition to all other applications. You must submit your request for a street closure thirty (30) days prior to your event.

APPLICATION INFORMATION

- Applicant information (name, address, phone number)
- Event information (name or description of event, location, date(s), start time and other pertinent details.
- List the streets that need to be closed.
- Provide a map or drawing of the streets that will be closed. If you are responsible for closing the streets, please indicate where detour signs will be used.

Parade Permit Specifics

- Contact ODOT and fill out an Application and Permit to Occupy or Perform Operations on a State Highway if the route requires.
- Submit a copy of the parade route with your application.
- Submit a copy of the Liability Release for Community Services Activities
- Submit a copy of the General Liability and Auto Liability Summary Certificate (See "Insurance Requirements section")

City of Carlton – Event Application and Planning Guide

Block Party Specifics

- Attach the written consent of at least 75 percent of residents affected.
- Provide written approval from institutions within 500 feet of event, as listed above.

City of Carlton – Event Application and Planning Guide

STREET CLOSURE PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name Joylin Kent, Carlton Business Association
Address PO Box 294, Carlton, OR 97111
Telephone 503-757-1577

EVENT INFORMATION

Please list the dates and times that you are requesting to close the street(s)

Date 9/11/2021 Start Time 9 AM End Time 6:30pm
Date Start Time End Time
Date Start Time End Time
Date Start Time End Time

Will you be using detour signs to help local traffic around the street closure(s)?

Will you be alerting the local neighborhood of street closures prior to the event?

If yes, please describe plan: We will communicate in person with the neighboring businesses and residents in this area.

List the street(s) that need to be closed during the above-mentioned dates and times:

City parking lot on 9/11/2021 9AM - 6pm

IMPORTANT INFORMATION

- For block parties, the applicant is responsible for installing and removing barricades and detour signs.
Please make sure that you have attached a drawing or map of the streets to be closed and the position of any detour signs if applicable.
For block parties, please attach the written consents of at least 75% of residents who live along the portion of street to be closed.
For block parties, if held within 500 feet of any school, church, hospital, nursing home, or similar operation, please submit approval from the management of the institution.
Street closures are NOT guaranteed, and must be approved by the City of Carlton, Carlton Police Department, and the Carlton Fire District.

Print Name Event Title

Signature Date

Street Closure Permit: For Office Use Only
Approved By Department Date
Denied By Time

City of Carlton – Event Application and Planning Guide

AFFIDAVIT OF APPLICATION

INSURANCE REQUIREMENTS

Commercial General Liability Insurance including Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include contractual liability for the indemnity provided in this application, and shall include products and completed operations. Such insurance shall be primary. Coverage shall be a minimum of two million dollars (\$2,000,000.00) per occurrence. The applicant will name the City of Carlton, its elected and appointed officials, its officers, agents and employees and volunteers as additional insureds for use of City facilities. Coverage for participant accident is provided.

UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE, AND AUTHORIZATION FOR USE OF FACILITIES

Whereas, Carlton Business Association (name of organization) desires to use City owned facilities at the City of Carlton, and the City has approved the use of these facilities, the undersigned agrees as follows:

1. To assume full legal and financial responsibility for any and all damages to City owned buildings, parks, facilities, and/or equipment used while conducting this program, and to be responsible for removal of all personal materials prior to leaving the building, park or facility at the completion of each program/event. Charges will be assessed to the undersigned for restoration and property removal if applicable. The use of confetti and/or affixing tape to any painted surface is prohibited.;
2. To grant the City, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve the health and safety of participants during the use of these facilities including authorizing medical treatment on behalf of participants at the participants expense and of returning the participant to their home;
3. To conform to all applicable policies, rules, regulations and standards of conduct as established by the City;
4. To waive any claim for damages or compensation resulting from fire, casualty or other circumstances rendering the fulfillment of this agreement impractical or impossible, and understands that the City shall not be liable for any loss whatsoever as a result of such changes, with or without notice;
5. To voluntarily indemnify and to hold harmless the City of Carlton, the Mayor, the City Council, their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising

City of Carlton – Event Application and Planning Guide

from the use of City owned buildings/parks/facilities, which do not arise out of the negligent acts or omissions of any officer, employee, or agent of the City and/or City council.

- 6. This agreement is valid for City building/park/facility use on 9/11/2021 (date) in the City Parking Lot on Pine (location);
- 7. Acknowledges reading this document and understands and accepts the terms as stated:

Jay D 6/24/2021
 Authorized Signature Date

[Signature] 6/24/2021
 Co-Signature Date

Carlton Business Association
 Name of Organization

Signature for the City of Carlton

Signature	Title	Date
-----------	-------	------

Upon payment of deposit (if required) and return of this signed form, and all required application forms, this building/park/facility is permanently reserved for the date(s) requested by the above party. Copies of facility reservations will be sent to the above party after receipt of all required forms and documentation, and will identify any applicable charges that will be billed after the event.

Cancellation of the event and use of the facilities must be made no later than 48 hours in advance, and the party will pay charges incurred up to that point.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McMinnville Office PayneWest Insurance, Inc. 1411 NW Adams McMinnville, OR 97128	CONTACT NAME: PHONE (A/C, No, Ext): (503) 472-2121		FAX (A/C, No): (503) 434-5872
	E-MAIL ADDRESS:		
INSURED Carlton Business Association PO Box 224 Carlton, OR 97111	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Philadelphia Indemnity Insurance Company		18058
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PHPK2149659	8/24/2021	8/24/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Crush Harvest Festival 2021
 Certificate holder is additional insured as respects liability arising out of the activities by and on behalf of the named insured.

CERTIFICATE HOLDER City of Carlton 191 E Main St CARLTON, OR 97111	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Melody Cooper Osgood</i>
--	---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**GENERAL LIABILITY DELUXE ENDORSEMENT:
HUMAN SERVICES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposure is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

Coverage Applicable	Limit of Insurance	Page #
Extended Property Damage	Included	2
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit	2
Non-Owned Watercraft	Less than 58 feet	2
Damage to Property You Own, Rent, or Occupy	\$30,000 limit	2
Damage to Premises Rented to You	\$1,000,000	3
HIPAA	Clarification	4
Medical Payments	\$20,000	5
Medical Payments – Extended Reporting Period	3 years	5
Athletic Activities	Amended	5
Supplementary Payments – Bail Bonds	\$5,000	5
Supplementary Payment – Loss of Earnings	\$1,000 per day	5
Employee Indemnification Defense Coverage	\$25,000	5
Key and Lock Replacement – Janitorial Services Client Coverage	\$10,000 limit	6
Additional Insured – Newly Acquired Time Period	Amended	6
Additional Insured – Medical Directors and Administrators	Included	7
Additional Insured – Managers and Supervisors (with Fellow Employee Coverage)	Included	7
Additional Insured – Broadened Named Insured	Included	7
Additional Insured – Funding Source	Included	7
Additional Insured – Home Care Providers	Included	7
Additional Insured – Managers, Landlords, or Lessors of Premises	Included	7
Additional Insured – Lessor of Leased Equipment	Included	7
Additional Insured – Grantor of Permits	Included	8
Additional Insured – Vendor	Included	8
Additional Insured – Franchisor	Included	9
Additional Insured – When Required by Contract	Included	9
Additional Insured – Owners, Lessees, or Contractors	Included	9
Additional Insured – State or Political Subdivisions	Included	10

Duties in the Event of Occurrence, Claim or Suit	Included	10
Unintentional Failure to Disclose Hazards	Included	10
Transfer of Rights of Recovery Against Others To Us	Clarification	10
Liberalization	Included	11
Bodily Injury – includes Mental Anguish	Included	11
Personal and Advertising Injury – includes Abuse of Process, Discrimination	Included	11

A. Extended Property Damage

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions, Paragraph a. is deleted in its entirety and replaced by the following:

a. Expected or Intended Injury

“Bodily injury” or property damage” expected or intended from the standpoint of the insured. This exclusion does not apply to “bodily injury” or “property damage” resulting from the use of reasonable force to protect persons or property.

B. Limited Rental Lease Agreement Contractual Liability

SECTION I – COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions, Paragraph b. Contractual Liability is amended to include the following:

- (3) Based on the named insured's request at the time of claim, we agree to indemnify the named insured for their liability assumed in a contract or agreement regarding the rental or lease of a premises on behalf of their client, up to \$50,000. This coverage extension only applies to rental lease agreements. This coverage is excess over any renter's liability insurance of the client.

C. Non-Owned Watercraft

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions, Paragraph g. (2) is deleted in its entirety and replaced by the following:

- (2) A watercraft you do not own that is:
- (a) Less than 58 feet long; and
 - (b) Not being used to carry persons or property for a charge;

This provision applies to any person, who with your consent, either uses or is responsible for the use of a watercraft. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess or contingent.

D. Damage to Property You Own, Rent or Occupy

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE

LIABILITY, Subsection 2. Exclusions, Paragraph j. Damage to Property, Item (1) is deleted in its entirety and replaced with the following:

- (1) Property you own, rent, or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property, unless the damage to property is caused by your client, up to a \$30,000 limit. A client is defined as a person under your direct care and supervision.

E. Damage to Premises Rented to You

1. If damage by fire to premises rented to you is not otherwise excluded from this Coverage Part, the word "fire" is changed to "fire, lightning, explosion, smoke, or leakage from automatic fire protective systems" where it appears in:

- a. The last paragraph of **SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. Exclusions**; is deleted in its entirety and replaced by the following:

Exclusions c. through n. do not apply to damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **SECTION III – LIMITS OF INSURANCE**.

- b. **SECTION III – LIMITS OF INSURANCE, Paragraph 6.** is deleted in its entirety and replaced by the following:

Subject to Paragraph 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems while rented to you or temporarily occupied by you with permission of the owner.

- c. **SECTION V – DEFINITIONS, Paragraph 9.a.,** is deleted in its entirety and replaced by the following:

A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";

2. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Subsection 4. Other Insurance, Paragraph b. Excess Insurance, (1) (a) (ii)** is deleted in its entirety and replaced by the following:

That is insurance for fire, lightning, explosion, smoke, or leakage from automatic fire protective systems for premises rented to you or temporarily occupied by you with permission of the owner;

3. The Damage To Premises Rented To You Limit section of the Declarations is amended to the greater of:

- a. \$1,000,000; or
- b. The amount shown in the Declarations as the Damage to Premises Rented to You Limit.

This is the most we will pay for all damage proximately caused by the same event, whether such damage results from fire, lightning, explosion, smoke, or leaks from automatic fire protective systems or any combination thereof.

F. HIPAA

SECTION I – COVERAGES, COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY, is amended as follows:

1. Paragraph 1. **Insuring Agreement** is amended to include the following:

We will pay those sums that the insured becomes legally obligated to pay as damages because of a "violation(s)" of the Health Insurance Portability and Accountability Act (HIPAA). We have the right and the duty to defend the insured against any "suit," "investigation," or "civil proceeding" seeking these damages. However, we will have no duty to defend the insured against any "suit" seeking damages, "investigation," or "civil proceeding" to which this insurance does not apply.

2. Paragraph 2. **Exclusions** is amended to include the following additional exclusions:

This insurance does not apply to:

- a. **Intentional, Willful, or Deliberate Violations**

Any willful, intentional, or deliberate "violation(s)" by any insured.

- b. **Criminal Acts**

Any "violation" which results in any criminal penalties under the HIPAA.

- c. **Other Remedies**

Any remedy other than monetary damages for penalties assessed.

- d. **Compliance Reviews or Audits**

Any compliance reviews by the Department of Health and Human Services.

3. **SECTION V – DEFINITIONS** is amended to include the following additional definitions:

- a. "Civil proceeding" means an action by the Department of Health and Human Services (HHS) arising out of "violations."
- b. "Investigation" means an examination of an actual or alleged "violation(s)" by HHS. However, "investigation" does not include a Compliance Review.
- c. "Violation" means the actual or alleged failure to comply with the regulations included in the HIPAA.

G. Medical Payments – Limit Increased to \$20,000, Extended Reporting Period

If **COVERAGE C MEDICAL PAYMENTS** is not otherwise excluded from this Coverage Part:

1. The Medical Expense Limit is changed subject to all of the terms of **SECTION III - LIMITS OF INSURANCE** to the greater of:

- a. \$20,000; or
- b. The Medical Expense Limit shown in the Declarations of this Coverage Part.

2. **SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS**, Subsection 1. **Insuring Agreement**, a. (3) (b) is deleted in its entirety and replaced by the following:

- (b) The expenses are incurred and reported to us within three years of the date of the accident.

H. Athletic Activities

SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, Subsection 2. **Exclusions**, Paragraph e. **Athletic Activities** is deleted in its entirety and replaced with the following:

e. Athletic Activities

To a person injured while taking part in athletics.

I. Supplementary Payments

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS - COVERAGE A AND B are amended as follows:

1. **b.** is deleted in its entirety and replaced by the following:

1. **b.** Up to \$5000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these.

1.**d.** is deleted in its entirety and replaced by the following:

1. **d.** All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$1,000 a day because of time off from work.

J. Employee Indemnification Defense Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B the following is added:

We will pay, on your behalf, defense costs incurred by an "employee" in a criminal proceeding occurring in the course of employment.

The most we will pay for any "employee" who is alleged to be directly involved in a criminal proceeding is \$25,000 regardless of the numbers of "employees," claims or "suits" brought or persons or organizations making claims or bringing "suits."

K. Key and Lock Replacement – Janitorial Services Client Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B is amended to include the following:

We will pay for the cost to replace keys and locks at the "clients" premises due to theft or other loss to keys entrusted to you by your "client," up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that you or any of your partners, members, officers, "employees", "managers", directors, trustees, authorized representatives or any one to whom you entrust the keys of a "client" for any purpose commit, whether acting alone or in collusion with other persons.

The following, when used on this coverage, are defined as follows:

- a. "Client" means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.
- b. "Employee" means:
 - (1) Any natural person:
 - (a) While in your service or for 30 days after termination of service;
 - (b) Who you compensate directly by salary, wages or commissions; and
 - (c) Who you have the right to direct and control while performing services for you; or
 - (2) Any natural person who is furnished temporarily to you:
 - (a) To substitute for a permanent "employee" as defined in Paragraph (1) above, who is on leave; or
 - (b) To meet seasonal or short-term workload conditions;
 while that person is subject to your direction and control and performing services for you.
 - (3) "Employee" does not mean:
 - (a) Any agent, broker, person leased to you by a labor leasing firm, factor, commission merchant, consignee, independent contractor or representative of the same general character; or
 - (b) Any "manager," director or trustee except while performing acts coming within the scope of the usual duties of an "employee."
- c. "Manager" means a person serving in a directorial capacity for a limited liability company.

L. Additional Insureds

SECTION II – WHO IS AN INSURED is amended as follows:

- 1. If coverage for newly acquired or formed organizations is not otherwise excluded from this



This page intentionally left BLANK.



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Bid Award – Reservoir Dredging Project
Date: July 6, 2021

Recommendation

Staff recommends that the City Council approve a bid award to Bioterra Inc. to complete the raw water reservoir dredging project for \$743,000.00.

Background

The bid opening was held virtually on June 29, 2021 at 2PM. The City received one bid. The scope of work consists of the following: dredging 13,000 cubic yards of material from the raw water reservoir, dewatering the material and spreading on Weyerhaeuser property. This also includes improvements to the access road from the water treatment plant to the raw water reservoir.

The bids were as follows:

<u>Contractor</u>	<u>Amount</u>
Bioterra Inc.	\$743,000.00

The contractor was checked on the States list and are in good standing. It is recommended that the award be made to Bioterra Inc. in the amount of \$743,000.00.

The City has negotiated with McMinnville Water and Light to obtain water while the water plant is offline, beginning August 4, 2021. This agreement was approved by the City Council at its May 2021 meeting. The City has executed an agreement with Weyerhaeuser to deposit the reservoir dredged sediments onto their lands. The City has obtained the required state and federal permits associated with completing this project.

Alternatives

1. Do not approve, delay work, and rebid
2. Cancel project and not accept funds from the State of Oregon

Fiscal Impact

The project was budgeted in the Capital Improvement Fund (CIF) and will be paid for by grant funds.

Exhibits

1. Recommendation to award



June 29, 2021

Shannon Beaucaire
City of Carlton
191 East Main Street
Carlton, OR 97111

**Subject: Raw Water Reservoir Dredging Project
Recommendation of Contract Award**

Dear Shannon:

Attached is the bid tabulation for the Raw Water Reservoir Dredging Project which was opened using a virtual platform at 2:00 PM on June 29, 2021. The project is dredging material from the raw water reservoir and disposing of it on Weyerhaeuser land near the reservoir. This project includes the base bid for the dredging and one additive alternative to improve the access road.

One bid was received. The math was checked, and no errors were found.

The low bidder was Bioterra Inc. at \$743,000.00 This includes: Base Bid and the additive alternative. Bioterra Inc. appears to have sufficient experience and expertise to successfully complete the project. We have checked the Oregon Construction Contractors Board website for debarment and have checked references. The Contractor is in good standing and the references check out. The engineers estimate was \$2,200,000.

The City received a grant for \$2,400,000 for this project which was to cover all aspects of the work including engineering, permitting, construction and change orders. The City will be able to cover all the costs for the projects with the grant, and have more than sufficient funds for potential change orders.

Based on the above, Tetra Tech recommends the City award the Raw Water Reservoir Dredging project to Bioterra Inc. for the bid amount of \$743,000.00.

Please call if you have any questions about this material.

Sincerely,
Tetra Tech, Inc.

A handwritten signature in black ink, appearing to read 'Gordon Munro', written over a white background.

Gordon Munro, P.E.
Project Manager

Attachment
c: *Central Files*



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: City Council Goal 1.3.2: Complete & implement a plan, incorporating information from previous efforts to provide a functional and safe municipal building to provide civic services
Date: July 6, 2021

Recommendation

It is recommended that Council review and discuss the 3 options related to Council project/action 1.3.2, as well as provided materials, and provide direction for completing and implementing a plan to provide a functional and safe municipal building.

Following a decision on which option to pursue, the Council can have discussions at future meetings about specifics related to the chosen option.

Background

The current City Hall was built in 1974 and has had little renovating over the last 47 years and requires significant maintenance updates. The City Council and community have been discussing the needs of a municipal building to provide civic services since 2003.

In February 2021 the City Council established 3 overarching goals with strategies to achieve those goals. Within each strategy, projects, or actions, were identified to achieve the strategies. Council goal 1.3.2 recognizes the discussion the City Council and community have been having since 2003 and strives to implement a path forward.

City Council Goal 1:

Maintain and enhance effective, efficient, and fiscally prudent City services and infrastructure.

Strategy 1.3:

Maintain professional, effective, and efficient City services through provision of training, resources, and functional facilities.

Project/Action 1.3.2:

Complete and begin implementing a plan, incorporating information from previous efforts to provide a functional and safe municipal building to provide civic services.

****Original wording adjusted to reflect additional feedback from Council that this is not just about 1 or 2 sets of city services (e.g. administration or police) but about the entire**

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

suite of services provided by the city to serve its citizens.

As the Council discusses pivotal decision points to provide direction to staff on implementation of City Council Goal 1.3.2, information from previous efforts will be utilized, as well as information from another municipality that recently went through a very similar process – Florence, Oregon.

Summary of Previous Efforts

Expenditures to Date:

1. **\$395,060.16** - Inclusive of surveys, architects, engineers, planning fees, seismic, RFP and community meeting. This does not include staff time or the purchase of two buildings Council intended to be used for municipal expansion “around the block.”
2. **\$320,611.52** – In addition to costs above, purchase of two buildings Council intended to be used for municipal expansion “around the block.”
 - a. 1st & Monroe Property: Purchased for \$145,000
 - i. Property sold and will close by June 30, 2021. After repayment of debt, net proceeds of approximately \$196,000 will go towards the municipal building project as decided by City Council.
 - b. Building next to existing City Hall (police location): Purchased for \$175,611.52

Municipal Building Work to Date - (for more details, please see City Hall timeline):

- 1912 – 1942: (30 years) Municipal building serves as city hall until the building burns.
- 1942 – 1974: (32 years) Municipal building services delivered out of Kutch St. building.
- 1974 – 2003: (29 years) In 2003, Citizen group request drafting of new city hall. Cost \$10,000.
Action: Only roof replacement completed.
- 2008: Council decision: Extend life of current building due to loan
- 2010: Council decision: City hall has safety & security vulnerabilities
- 2011: Council decision: City hall has “no more room”.
- 2012: Council & Community produce a Needs Assessment Report.
Action 1: Report conclusion – expansion needed.
Action 2: Funding Plan created for expansion.
- 2016: Council decision: Architect hired (Marsia Mikesh Architecture).
Action: Proceed with construction because remodel costs too high (remodel costs estimated at \$1 million)
- 2017: Council decision: Architect Hired (FFA)
Action 1: Accept citizen advisory group recommendation to go to out for bond for part of the cost due to rising cost of construction (estimated costs from FFA).

Action 2: May 15, 2018 Election Bond question: Shall the city issue a bond not exceeding \$2.3 million for construction of the public safety part of the city hall and finance the remainder.

Result: 745 total votes. 450 voted No.

- 2018: Council decision: Collaboration with George Fox & Community. FFA advises that project cost has increased from 6 million to over 7 million.
- 2019: Council decision: Architect Hired (Holst Architecture) Public presentations to Council and community.
- 2020: Geotech Reports: Building does not meet current seismic code for safety.

City Council Options to Accomplish Project/Action 1.3.2

Discussion points for each option are considered in further detail below.

Option 1: Do Nothing or Postpone a Decision

Option 2: Remodel and proceed with repairs

Option 3: New Construction

Option 1: Do Nothing or Postpone a Decision

The first decision point is whether to defer the project in its entirety. If the project is deferred, there will be cost and service implications to the City.

Over \$800,000 in maintenance items has been deferred in anticipation of the Council making a decision on the current buildings. If the decision is to do nothing, or to postpone a decision, the existing buildings will continue to deteriorate. Buildings are capital assets. The City's Fiscal Policies state that capital assets are property owned in-common by the community and that these assets will not be "degraded, given away, or allowed to deteriorate except by action of the City Council."

Furthermore, there are service implications to the City. While the existing building is sufficient to meet present operating requirements, it is at maximum capacity for workspace. The current configuration is not conducive for an efficient and productive environment. Use of offices/meeting space to access the front door, as well as, conversations with colleagues, citizens, webinars, and zoom calls often bleed between workspaces create considerable interruptions. Modifications would need to be made to existing workspaces and/or we would have to utilize space located in another building which would result in additional service inefficiencies.

While no monies would be spent on municipal facilities, several systems in the current buildings are failing, therefore, the decision would be in contradiction of Council goal 1 and strategy 1.3 to maintain effective and efficient City services and infrastructure.

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

Council Question: *Is doing nothing or postponing a decision on the current buildings a viable option given the needed repairs to the current buildings?*

If **YES**, action 1.3.2 will be removed from the Council 2021 goal list and no further staff time will be spent on this item.

If **NO**, review and discuss option 2.

Option 2: Remodel and proceed with repairs

Should Council decide that Option 1 is not viable, the second decision point is whether it is more “effective, efficient, and fiscally prudent” to remodel and proceed with repairs or to rebuild. This section will focus solely on the cost and service impacts of remodeling and repairing existing buildings. The following section will discuss the cost and service impacts of Option 3 – Rebuild.

Repairs: As noted above, the current municipal buildings are almost 50 years old and requires several maintenance updates. Prior to investing significant fiscal and time resources in procurement requirements and maintenance related items, staff obtained rough, educated estimates of the costs associated with the necessary updates. **Note: These estimates are high-level, obtained over the last 12-18 months, and have not updated. Therefore, there may be adjustments depending on cost of materials.**

Repair Description	Estimated Cost	Reason
Generator	\$200,000	Ability to function and serve citizens in the event of a power outage (e.g. ice storm)
Parking lot	\$200,000	Repair failing pavement and meet Planning Commission requirements of meeting downtown building standards
Improve accessibility for all citizens and remove trip hazards	\$175,000	Citizens have tripped and injured themselves with the uneven grades around the buildings. The ADA requires local governments to make their programs and services accessible to all persons, including those with disabilities.

HVAC System	\$150,000	System is failing
Roofing	\$50,000	Roof is leaking/failing
Misc. Small Items Inside wiring, AV equipment, water line repair, and exterior painting	\$64,000	Wiring to support current systems and audio-visual equipment to support access and participation in public meetings. Repair failed water line to provide water to outside of building and paint to maintain exterior.
Estimated Total	\$839,000	

Seismic Sustainability and Other Unknown Costs: As noted in the above timeline, in 2016 the costs to remodel were \$1 million dollars. Without consideration of the seismic and other unknown costs outlined below, the estimated costs for necessary repairs are within 16% of the one (1) million dollars.

Unknown Costs:

1. Refining estimate numbers: To further refine the estimates above, staff would be required to follow procurement requirements. In some cases that would be 3 bids, in other cases that would require an RFP process. We do know that the numbers listed above do not include any permit fees, contingency, or increased costs due to future increases. Council should add to the estimated costs a 20% contingency, 10% future start cost, and 20% for soft costs (e.g. permits, engineering, etc.).
 - a. The benefit to this approach is that it would define the numbers. The disadvantage to this approach is that it would take staff time away from other projects if Council was leaning in another direction.
2. Project scope unknowns: In every project there are unknowns that occur. There may be dry rot beneath the surface in the roofing structure in which structural treatment or replacement may be required to ensure the roofs stability. The ducts may need replacement along with the HVAC system. Hazardous materials may be encountered and may need to be removed according to health guidelines. Base for paving and accessibility projects may be more extensive than considered prior to digging up the pavement. Water lines might require additional repair and AV (audio-visual) equipment may require additional items because of the limitations of working with CMU (concrete masonry units) block walls*.

* The CMU building structure limits the effectiveness of AV equipment. Acoustic panels are required, wiring can not be done in the ceiling due to minimal space between ceiling panels, hard-wiring access points (versus wireless) is required due to the CMU's

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

impact on signals (the thickness of the stone impacts wireless effectiveness significantly). Additionally, any metal such as plumbing or mesh in the walls also interferes with wireless signals. These factors add to the cost of any AV improvements for remote participation in Council and other Commission/Committee meetings.

3. Seismic Sustainability:

Three (3) seismic reports completed during this project's consideration. The scope of the first, completed in March 2017 by Aspect Consulting, included site reconnaissance, subsurface explorations, and geotechnical engineering evaluations. The report gave a number of construction considerations based upon the understanding that the proposed city hall and police station will replace existing structures.

The second report, completed October 2018 by Tetra Tech, was a high-level assessment of existing structures to determine if the structures were suitable to reuse or remodeling. The report concluded: 1) that interior reconfiguration of the existing city hall is feasible, and 2) a police station is considered a Risk Category IV and it was unlikely the structure will meet those requirements without significant modifications and overhaul of structural systems. Alternatives to upgrading the existing structural systems are included on page 4 of the report.

The third report, completed February 2020 by Froelich Engineers, is a review of the existing city hall structure to determine feasibility of reusing the structure as a police station when administrative offices move into an adjacent new building. Ground penetrating radar (GPR) scanned the concrete and CMU. The report concluded that 1) the foundation stem walls do not have any rebar, and 2) the CMU has reinforcement present but it does not extend into the building footings, and there does not appear to be enough reinforcement to meet code and therefore would be considered unreinforced per code. Seismic retrofit triggers and items are included in the report.

Emergency Preparedness: We are aware of the challenges the City faced during the most recent ice storm. Water and Sewer were able to remain operational due to a large generator; however, with no generator to power the buildings, phone lines and computers did not work and staff was unable to serve the community's needs at city hall. Police were unable to charge radios and flashlights and had to operate out of their police cars. Due to the lack of power and heat, the buildings also did not provide for a location for staff to safely manage the event or address the needs of citizens in unheated homes, who also did not have the ability to charge phones, medical equipment, etc.

I've included a handout from citizens regarding expectations for government.

City of Carlton Future Needs: As noted in Option 1 above, the existing building is at maximum capacity for workspace and would benefit from modification to improve the efficiency and productiveness of the environment. When the City of Florence was faced with a similar decision, it conducted a needs assessment that evaluated current operational space and needs, and future space needs for a population increase. The analysis evaluated the population increase over a 20-year period and the staffing needs to serve that population increase.

I have included the City of Florence's needs assessment for the Council's review and consideration during its discussions.

Council Questions:

1. In 2016, the Council decided that the \$1 million remodel estimate was too high. With estimated repair costs within 16% of that figure, with the project scope unknowns, is \$1 million still the benchmark as the trigger to proceed to a rebuild?
 - a. If not, what is the new benchmark amount?
2. Are the existing buildings viable to:
 - a. Serve citizens in the event of an emergency?
 - b. Sustain an earthquake event and serve citizens in the aftermath of the quake?
 - c. Serve the City of Carlton's growing population with current operational space?

If YES, determine the monetary benchmark amount that is acceptable to repairs. If estimated and unknown costs approach the new benchmark, staff will come back to Council for further discussion, otherwise work will be implemented on repairs and remodel.

If NO, review and discuss option 3.

Option 3: Rebuild

Should Council decide that Options 1 and 2 are not viable, the third decision point is whether it is more “effective, efficient, and fiscally prudent” to rebuild.

Just like option 2, there are a number of factors to take into account when determining to pursue a rebuild, such as, cost of construction, interest rates, and the future needs of the City of Carlton to serve its community.

Cost of Construction and Financing Rates: The costs of construction have risen significantly. While it is predicted that prices may lower in the future, it has been stated that they will not return to pre-pandemic levels.

Conversely, interest rates have lowered significantly. As presented to Council earlier this year commercial building loan rates have gone from:

- 2016 4.25%
- 2019 3.51%
- 2021 2.24% (Note: rates are from an earlier presentation)

While construction costs may lower, interest rates may raise, negating construction cost savings.

Opportunities:

There are opportunities to:

- Set an example for the vision of what future development ‘should look like’
- Incorporate Council/Community ideas of uses that are beneficial for the entire Carlton Community. Ideas I have heard thus far:
 - Retail space – especially if the building was multi-story, including a portion of the area that fronts the sidewalk for retail/insurance/small businesses.
 - Community space – opportunities for classes, community meetings, internal and external meeting spaces, etc.
 - Improve building accessibility for all individuals, including ADA requirements
 - Improve customer service with better interaction locations
 - Improve emergency preparedness to keep essential services functioning and aid and assist in emergency situations
 - Consider green building techniques, such as, solar panels, etc.
- Pursue grants for specific areas. Examples include, but are not limited to: Federal and state grants for public safety facilities, seismic, green building, etc.
- Address key issues, such as:
 - Improved safety and security for staff and visitors, through building access

- points for administration and public safety
- Improved workflow for staff with better connectivity
- Centralized records retention system
- Provide a public restroom
- Coordination in updates and replacements of items that are currently on the list of maintenance items, i.e. generator, HVAC, roofing, infrastructure, etc.
 - Building maintenance costs typically go down for the first several years. The first year is usually covered under a builder's warranty and you can expect lower costs thereafter for the first 10 years. Around year 8, the City will want to budget for projected increase in maintenance costs as systems age.
- Updated City Council Chambers with modern technologies to improve both in-person and remote meeting participation for Council and Committees

While some of these opportunities can also be explored with a remodel, due to the structural limitations of the existing structures, opportunities are also limited with a remodel.

Council Question:

1. With the above factors, is this the right time to pursue a new building?

If YES, please discuss with staff specific next steps you wish to see at upcoming meetings (e.g. redesign incorporating green building materials, retail, community room, etc.

If NO, please discuss next steps, removal from goal list, or specific information Council requires to make a decision on this goal.

Future Work

If option 2 or 3 is chosen, future Council discussions can focus on the costs associated with desired uses or opportunities (for example cost of incorporating green building, community space, or retail), construction, and façade.

Fiscal Impact

In accordance with the City's fiscal policies, in 2012, the Council authorized a funding plan for a future municipal building. It was determined that in conformance with Policy V.b. (attached), this long-term capital asset would be funded through proportionate equity asset share. As a result, each year through the budgetary process, the general, water, and sewer funds have contributed to the Special Project budget line.

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

This plan fulfills Policy VI.e. (attached) specifying that no debt will be incurred if the City is not confident that a sufficient, specifically-identified revenue source is available for repayment.

This budgetary line has paid for Council approved projects such as the vehicle building and future required replacement to the parking lot. Should debt be incurred for Option 2 or 3, this budgetary line would change from a Capital Improvement line to a Debt Services line to pay the incurred debt.

Exhibits

1. City of Carlton Fiscal Policy –
 - a. Capital Improvement and Asset Management Plan Policies
 - b. Debt Policy
2. Geotech reports (3)
3. City of Carlton Emergency Preparedness handout from citizens
4. Florence City Hall Needs Assessment
5. City Hall Timeline
6. Holst Presentation City Hall Designs

City Council Goal 1.3.2
Complete & Implement a plan,
incorporating information
from previous efforts to
provide a functional and safe
municipal building to provide
civic services

Option 1:
Do Nothing or
Postpone a Decision

Option 2:
Proceeding with
Remodel

Option 3:
New Construction

Discussion Points:
• Do Nothing or
Postpone a Decision

Factors in decision tree

1. Interest rates
2. Viability of existing buildings
3. Cost of repair
4. Emergency readiness



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: City Council Goal 1.3.2: Complete & implement a plan, incorporating information from previous efforts to provide a functional and safe municipal building to provide civic services
Date: July 6, 2021

Recommendation

It is recommended that Council review and discuss the 3 options related to Council project/action 1.3.2, as well as provided materials, and provide direction for completing and implementing a plan to provide a functional and safe municipal building.

Following a decision on which option to pursue, the Council can have discussions at future meetings about specifics related to the chosen option.

Background

The current City Hall was built in 1974 and has had little renovating over the last 47 years and requires significant maintenance updates. The City Council and community have been discussing the needs of a municipal building to provide civic services since 2003.

In February 2021 the City Council established 3 overarching goals with strategies to achieve those goals. Within each strategy, projects, or actions, were identified to achieve the strategies. Council goal 1.3.2 recognizes the discussion the City Council and community have been having since 2003 and strives to implement a path forward.

City Council Goal 1:

Maintain and enhance effective, efficient, and fiscally prudent City services and infrastructure.

Strategy 1.3:

Maintain professional, effective, and efficient City services through provision of training, resources, and functional facilities.

Project/Action 1.3.2:

Complete and begin implementing a plan, incorporating information from previous efforts to provide a functional and safe municipal building to provide civic services.

****Original wording adjusted to reflect additional feedback from Council that this is not just about 1 or 2 sets of city services (e.g. administration or police) but about the entire**

suite of services provided by the city to serve its citizens.

As the Council discusses pivotal decision points to provide direction to staff on implementation of City Council Goal 1.3.2, information from previous efforts will be utilized, as well as information from another municipality that recently went through a very similar process – Florence, Oregon.

Summary of Previous Efforts

Expenditures to Date:

1. **\$395,060.16** - Inclusive of surveys, architects, engineers, planning fees, seismic, RFP and community meeting. This does not include staff time or the purchase of two buildings Council intended to be used for municipal expansion “around the block.”
2. **\$320,611.52** – In addition to costs above, purchase of two buildings Council intended to be used for municipal expansion “around the block.”
 - a. 1st & Monroe Property: Purchased for \$145,000
 - i. Property sold and will close by June 30, 2021. After repayment of debt, net proceeds of approximately \$196,000 will go towards the municipal building project as decided by City Council.
 - b. Building next to existing City Hall (police location): Purchased for \$175,611.52

Municipal Building Work to Date - (for more details, please see City Hall timeline):

- 1912 – 1942: (30 years) Municipal building serves as city hall until the building burns.
- 1942 – 1974: (32 years) Municipal building services delivered out of Kutch St. building.
- 1974 – 2003: (29 years) In 2003, Citizen group request drafting of new city hall. Cost \$10,000.
Action: Only roof replacement completed.
- 2008: Council decision: Extend life of current building due to loan
- 2010: Council decision: City hall has safety & security vulnerabilities
- 2011: Council decision: City hall has “no more room”.
- 2012: Council & Community produce a Needs Assessment Report.
Action 1: Report conclusion – expansion needed.
Action 2: Funding Plan created for expansion.
- 2016: Council decision: Architect hired (Marsia Mikesh Architecture).
Action: Proceed with construction because remodel costs too high (remodel costs estimated at \$1 million)
- 2017: Council decision: Architect Hired (FFA)
Action 1: Accept citizen advisory group recommendation to go to out for bond for part of the cost due to rising cost of construction (estimated costs from FFA).

Action 2: May 15, 2018 Election Bond question: Shall the city issue a bond not exceeding \$2.3 million for construction of the public safety part of the city hall and finance the remainder.

Result: 745 total votes. 450 voted No.

- 2018: Council decision: Collaboration with George Fox & Community. FFA advises that project cost has increased from 6 million to over 7 million.
- 2019: Council decision: Architect Hired (Holst Architecture) Public presentations to Council and community.
- 2020: Geotech Reports: Building does not meet current seismic code for safety.

City Council Options to Accomplish Project/Action 1.3.2

Discussion points for each option are considered in further detail below.

Option 1: Do Nothing or Postpone a Decision

Option 2: Remodel and proceed with repairs

Option 3: New Construction

Option 1: Do Nothing or Postpone a Decision

The first decision point is whether to defer the project in its entirety. If the project is deferred, there will be cost and service implications to the City.

Over \$800,000 in maintenance items has been deferred in anticipation of the Council making a decision on the current buildings. If the decision is to do nothing, or to postpone a decision, the existing buildings will continue to deteriorate. Buildings are capital assets. The City's Fiscal Policies state that capital assets are property owned in-common by the community and that these assets will not be "degraded, given away, or allowed to deteriorate except by action of the City Council."

Furthermore, there are service implications to the City. While the existing building is sufficient to meet present operating requirements, it is at maximum capacity for workspace. The current configuration is not conducive for an efficient and productive environment. Use of offices/meeting space to access the front door, as well as, conversations with colleagues, citizens, webinars, and zoom calls often bleed between workspaces create considerable interruptions. Modifications would need to be made to existing workspaces and/or we would have to utilize space located in another building which would result in additional service inefficiencies.

While no monies would be spent on municipal facilities, several systems in the current buildings are failing, therefore, the decision would be in contradiction of Council goal 1 and strategy 1.3 to maintain effective and efficient City services and infrastructure.

Council Question: *Is doing nothing or postponing a decision on the current buildings a viable option given the needed repairs to the current buildings?*

If YES, action 1.3.2 will be removed from the Council 2021 goal list and no further staff time will be spent on this item.

If NO, review and discuss option 2.

Option 2: Remodel and proceed with repairs

Should Council decide that Option 1 is not viable, the second decision point is whether it is more “effective, efficient, and fiscally prudent” to remodel and proceed with repairs or to rebuild. This section will focus solely on the cost and service impacts of remodeling and repairing existing buildings. The following section will discuss the cost and service impacts of Option 3 – Rebuild.

Repairs: As noted above, the current municipal buildings are almost 50 years old and requires several maintenance updates. Prior to investing significant fiscal and time resources in procurement requirements and maintenance related items, staff obtained rough, educated estimates of the costs associated with the necessary updates. **Note: These estimates are high-level, obtained over the last 12-18 months, and have not updated. Therefore, there may be adjustments depending on cost of materials.**

Repair Description	Estimated Cost	Reason
Generator	\$200,000	Ability to function and serve citizens in the event of a power outage (e.g. ice storm)
Parking lot	\$200,000	Repair failing pavement and meet Planning Commission requirements of meeting downtown building standards
Improve accessibility for all citizens and remove trip hazards	\$175,000	Citizens have tripped and injured themselves with the uneven grades around the buildings. The ADA requires local governments to make their programs and services accessible to all persons, including those with disabilities.

HVAC System	\$150,000	System is failing
Roofing	\$50,000	Roof is leaking/failing
Misc. Small Items Inside wiring, AV equipment, water line repair, and exterior painting	\$64,000	Wiring to support current systems and audio-visual equipment to support access and participation in public meetings. Repair failed water line to provide water to outside of building and paint to maintain exterior.
Estimated Total	\$839,000	

Seismic Sustainability and Other Unknown Costs: As noted in the above timeline, in 2016 the costs to remodel were \$1 million dollars. Without consideration of the seismic and other unknown costs outlined below, the estimated costs for necessary repairs are within 16% of the one (1) million dollars.

Unknown Costs:

1. **Refining estimate numbers:** To further refine the estimates above, staff would be required to follow procurement requirements. In some cases that would be 3 bids, in other cases that would require an RFP process. We do know that the numbers listed above do not include any permit fees, contingency, or increased costs due to future increases. Council should add to the estimated costs a 20% contingency, 10% future start cost, and 20% for soft costs (e.g. permits, engineering, etc.).
 - a. The benefit to this approach is that it would define the numbers. The disadvantage to this approach is that it would take staff time away from other projects if Council was leaning in another direction.
2. **Project scope unknowns:** In every project there are unknowns that occur. There may be dry rot beneath the surface in the roofing structure in which structural treatment or replacement may be required to ensure the roofs stability. The ducts may need replacement along with the HVAC system. Hazardous materials may be encountered and may need to be removed according to health guidelines. Base for paving and accessibility projects may be more extensive than considered prior to digging up the pavement. Water lines might require additional repair and AV (audio-visual) equipment may require additional items because of the limitations of working with CMU (concrete masonry units) block walls*.

* The CMU building structure limits the effectiveness of AV equipment. Acoustic panels are required, wiring can not be done in the ceiling due to minimal space between ceiling panels, hard-wiring access points (versus wireless) is required due to the CMU's

impact on signals (the thickness of the stone impacts wireless effectiveness significantly). Additionally, any metal such as plumbing or mesh in the walls also interferes with wireless signals. These factors add to the cost of any AV improvements for remote participation in Council and other Commission/Committee meetings.

3. Seismic Sustainability:

Three (3) seismic reports completed during this project's consideration. The scope of the first, completed in March 2017 by Aspect Consulting, included site reconnaissance, subsurface explorations, and geotechnical engineering evaluations. The report gave a number of construction considerations based upon the understanding that the proposed city hall and police station will replace existing structures.

The second report, completed October 2018 by Tetra Tech, was a high-level assessment of existing structures to determine if the structures were suitable to reuse or remodeling. The report concluded: 1) that interior reconfiguration of the existing city hall is feasible, and 2) a police station is considered a Risk Category IV and it was unlikely the structure will meet those requirements without significant modifications and overhaul of structural systems. Alternatives to upgrading the existing structural systems are included on page 4 of the report.

The third report, completed February 2020 by Froelich Engineers, is a review of the existing city hall structure to determine feasibility of reusing the structure as a police station when administrative offices move into an adjacent new building. Ground penetrating radar (GPR) scanned the concrete and CMU. The report concluded that 1) the foundation stem walls do not have any rebar, and 2) the CMU has reinforcement present but it does not extend into the building footings, and there does not appear to be enough reinforcement to meet code and therefore would be considered unreinforced per code. Seismic retrofit triggers and items are included in the report.

Emergency Preparedness: We are aware of the challenges the City faced during the most recent ice storm. Water and Sewer were able to remain operational due to a large generator; however, with no generator to power the buildings, phone lines and computers did not work and staff was unable to serve the community's needs at city hall. Police were unable to charge radios and flashlights and had to operate out of their police cars. Due to the lack of power and heat, the buildings also did not provide for a location for staff to safely manage the event or address the needs of citizens in unheated homes, who also did not have the ability to charge phones, medical equipment, etc.

I've included a handout from citizens regarding expectations for government.

City of Carlton Future Needs: As noted in Option 1 above, the existing building is at maximum capacity for workspace and would benefit from modification to improve the efficiency and productiveness of the environment. When the City of Florence was faced with a similar decision, it conducted a needs assessment that evaluated current operational space and needs, and future space needs for a population increase. The analysis evaluated the population increase over a 20-year period and the staffing needs to serve that population increase. I have included the City of Florence's needs assessment for the Council's review and consideration during its discussions.

Council Questions:

1. In 2016, the Council decided that the \$1 million remodel estimate was too high. With estimated repair costs within 16% of that figure, with the project scope unknowns, is \$1 million still the benchmark as the trigger to proceed to a rebuild?
 - a. If not, what is the new benchmark amount?
2. Are the existing buildings viable to:
 - a. Serve citizens in the event of an emergency?
 - b. Sustain an earthquake event and serve citizens in the aftermath of the quake?
 - c. Serve the City of Carlton's growing population with current operational space?

If YES, determine the monetary benchmark amount that is acceptable to repairs. If estimated and unknown costs approach the new benchmark, staff will come back to Council for further discussion, otherwise work will be implemented on repairs and remodel.

If NO, review and discuss option 3.

Option 3: Rebuild

Should Council decide that Options 1 and 2 are not viable, the third decision point is whether it is more “effective, efficient, and fiscally prudent” to rebuild.

Just like option 2, there are a number of factors to take into account when determining to pursue a rebuild, such as, cost of construction, interest rates, and the future needs of the City of Carlton to serve its community.

Cost of Construction and Financing Rates: The costs of construction have risen significantly. While it is predicted that prices may lower in the future, it has been stated that they will not return to pre-pandemic levels.

Conversely, interest rates have lowered significantly. As presented to Council earlier this year commercial building loan rates have gone from:

- 2016 4.25%
- 2019 3.51%
- 2021 2.24% (Note: rates are from an earlier presentation)

While construction costs may lower, interest rates may raise, negating construction cost savings.

Opportunities:

There are opportunities to:

- Set an example for the vision of what future development ‘should look like’
- Incorporate Council/Community ideas of uses that are beneficial for the entire Carlton Community. Ideas I have heard thus far:
 - Retail space – especially if the building was multi-story, including a portion of the area that fronts the sidewalk for retail/insurance/small businesses.
 - Community space – opportunities for classes, community meetings, internal and external meeting spaces, etc.
 - Improve building accessibility for all individuals, including ADA requirements
 - Improve customer service with better interaction locations
 - Improve emergency preparedness to keep essential services functioning and aid and assist in emergency situations
 - Consider green building techniques, such as, solar panels, etc.
- Pursue grants for specific areas. Examples include, but are not limited to: Federal and state grants for public safety facilities, seismic, green building, etc.
- Address key issues, such as:

- Improved safety and security for staff and visitors, through building access points for administration and public safety
- Improved workflow for staff with better connectivity
- Centralized records retention system
- Provide a public restroom
- Coordination in updates and replacements of items that are currently on the list of maintenance items, i.e. generator, HVAC, roofing, infrastructure, etc.
 - Building maintenance costs typically go down for the first several years. The first year is usually covered under a builder's warranty and you can expect lower costs thereafter for the first 10 years. Around year 8, the City will want to budget for projected increase in maintenance costs as systems age.
- Updated City Council Chambers with modern technologies to improve both in-person and remote meeting participation for Council and Committees

While some of these opportunities can also be explored with a remodel, due to the structural limitations of the existing structures, opportunities are also limited with a remodel.

Council Question:

1. With the above factors, is this the right time to pursue a new building?

If YES, please discuss with staff specific next steps you wish to see at upcoming meetings (e.g. redesign incorporating green building materials, retail, community room, etc.

If NO, please discuss next steps, removal from goal list, or specific information Council requires to make a decision on this goal.

Future Work

If option 2 or 3 is chosen, future Council discussions can focus on the costs associated with desired uses or opportunities (for example cost of incorporating green building, community space, or retail), construction, and façade.

Fiscal Impact

In accordance with the City's fiscal policies, in 2012, the Council authorized a funding plan for a future municipal building. It was determined that in conformance with Policy V.b. (attached), this long-term capital asset would be funded through proportionate equity asset share. As a result, each year through the budgetary process, the general, water, and sewer funds have contributed to the Special Project budget line.

This plan fulfills Policy VI.e. (attached) specifying that no debt will be incurred if the City is not confident that a sufficient, specifically-identified revenue source is available for repayment.

This budgetary line has paid for Council approved projects such as the vehicle building and future required replacement to the parking lot. Should debt be incurred for Option 2 or 3, this budgetary line would change from a Capital Improvement line to a Debt Services line to pay the incurred debt.

Exhibits

1. City of Carlton Fiscal Policy –
 - a. Capital Improvement and Asset Management Plan Policies
 - b. Debt Policy
2. Geotech reports (3)
3. City of Carlton Emergency Preparedness handout from citizens
4. Florence City Hall Needs Assessment
5. City Hall Timeline
6. Holst Presentation City Hall Designs

EXHIBIT 1

City of Carlton - Fiscal Policies

- IV. Capital Improvement Plan Policies** – Annually review and monitor the state of the City’s capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.
- a. The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.
 - b. The City will maintain its physical assets at a level adequate to protect the City’s capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
 - c. Capital projects will conform to the following criteria:
 - Will be part of an approved City plan;
 - Will be part of an adopted maintenance or replacement schedule;
 - Will minimize operating costs; and
 - Will be selected according to the established Capital Improvement Plan.
 - d. The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.
- V. Capital Asset Management Policies** – The capital assets of the City of Carlton are property owned in-common by the citizens of our community.
- a. These community assets will not be degraded, given away or allowed to deteriorate except by action of the City Council.
 - b. Funding new, long-term capital assets will be the responsibility of the community as a whole and should be funded through general obligation bonds, System Development Charges (SDC), proportionate equity asset share, grants and gifts or volunteer contributions when appropriate.
 - c. The Capitalization threshold used to determine if a given asset qualifies for capitalization, are non-consumable assets with a purchase price of \$5,000 or greater and a useful life of more than one year.
 - d. The Finance Department will oversee a physical count/inspection of all capital assets at least on a biennial basis. All additions, deletions and depreciations of infrastructure will be reported consistent with the requirements of the Government Accounting Standards Board (GASB) Statement Number 34.
 - e. Adequate insurance will be maintained on all capital assets.

- VI. Debt Policy** – Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.
- a. The City will confine long-term borrowing to capital improvements too large to be financed from current revenues and to avoid depleting the capital reserve funds.
 - b. The City will follow a policy of full disclosure on every financial report and bond prospectus.
 - c. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing cost are minimized and access to the credit market is preserved.
 - d. The City shall ensure its debt margins are within the 3% true cash value limitation as set forth in ORS 287.004.
 - e. No debt shall be issued for which the City is not confident a sufficient, specifically-identified, revenue source is available for repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.

EXHIBIT 2

GEOTECHNICAL REPORT
Carlton City Hall & Police Station
191 E Main Street
Carlton, Oregon

Prepared for: City of Carlton

Project No. 160463 • March 27, 2017

earth + water





GEOTECHNICAL REPORT
Carlton City Hall & Police Station
191 E Main Street
Carlton, Oregon
Prepared for: City of Carlton

Project No. 160463 • March 27, 2017

Aspect Consulting, LLC



Mark Swank, RG, CEG
Senior Engineering Geologist
mswank@aspectconsulting.com



Andrew Holmson, PE
Senior Geotechnical Engineer
aholmson@aspectconsulting.com

Peter Stroud, RG, CEG
Senior Associate Engineering Geologist
pstroud@aspectconsulting.com

V:\160463 City of Carlton\Deliverables\Geotechnical Report\160463_Carlton Geotech Report_032717.docx

Contents

1	Introduction	1
1.1	General	1
1.2	Scope of Services	1
1.3	Project Understanding	1
2	Site Conditions	2
2.1	Site Description	2
2.2	Geologic Setting	2
2.2.1	Regional Geology	2
2.2.2	Local Geology	3
2.2.3	Faults and Seismicity	4
2.3	Subsurface Conditions	4
2.3.1	Subsurface Explorations	4
2.3.2	Soil and Bedrock	5
2.3.3	Groundwater	5
3	Conclusions and Recommendations	6
3.1	General	6
3.2	Seismic Considerations	6
3.2.1	Seismic Design Criteria	7
3.2.2	Seismic Hazards	7
3.3	Foundation Considerations	7
3.3.1	Shallow Foundation Design	8
3.3.2	Floor Slabs and Modulus of Subgrade Reaction	8
3.3.3	Embedded Basement Walls	9
3.3.4	Buoyancy	9
3.4	Pavement Design	9
4	Construction Considerations	10
4.1	Site Preparation	10
4.1.1	Proofrolling/Subgrade Verification	10
4.1.2	Haul Roads/Construction Access	10
4.1.3	Wet-Weather/Wet-Soil Conditions	11
4.1.4	Dry Weather Conditions	11
4.1.5	Subgrade Repair	12
4.2	Excavation	12
4.3	Slopes	12
4.4	Structural Fill	12
4.4.1	On-Site Soil	13
4.4.2	Borrow Material	13

ASPECT CONSULTING

4.4.3	Select Granular Fill	13
4.4.4	Crushed Aggregate Base.....	13
4.4.5	Capillary Break.....	13
4.4.6	Granular Drain and Wall Backfill.....	13
4.4.7	Utility Trench Backfill.....	14
4.4.8	Stabilization Material.....	14
4.5	Drainage and Moisture	15
4.5.1	General	15
4.5.2	Perimeter Footing Drains.....	15
4.5.3	Vapor Flow Retarder.....	15
5	Additional Services	16
6	References	17
7	Limitations.....	19

List of Tables

1	2014 OSSC Seismic Design Parameters.....	7
---	--	---

List of Figures

1	Site Location Map
2	Site Plan

List of Appendices

A	Soil Boring Logs
B	Soil Laboratory Tests

1 Introduction

1.1 General

This report summarizes Aspect Consulting, LLC's (Aspect) observations, conclusions, and recommendations made during a geotechnical evaluation for the proposed City Hall and Police Station (Project) at 191 E Main Street in Carlton, Oregon (Site). We performed our geotechnical engineering evaluation in accordance with our agreed upon scope of work and signed contract dated January 20, 2017. The Site location is shown on Figure 1, *Site Location Map*.

1.2 Scope of Services

Our scope of services included a literature review, Site reconnaissance, subsurface explorations, and geotechnical engineering evaluations. This report includes:

- Distribution and characteristics of subsurface soils and groundwater based on four drilled soil borings;
- Laboratory test results;
- Groundwater elevation and considerations;
- Geologic and seismic setting and related hazards;
- Shallow foundation design recommendations and allowable bearing pressure(s);
- Site preparation recommendations and general construction recommendations;
- Seismic design criteria in accordance with the 2014 Oregon Structural Specialty Code (OSSC) for an essential structure per Oregon Revised Statutes (ORS) 455.447;
- Lateral earth pressures for embedded wall design; and
- Parking area pavement section recommendations

1.3 Project Understanding

The proposed Carlton City Hall and Police Station will be located at 191 E Main Street and will replace the existing structures. We understand the Project plans are in the preliminary development phase, and that current options include a multistory structure that may include a basement, paved parking lot(s) and drive ways, and landscaped areas. FFA Architecture provided three conceptual plans (dated February 10, 2017) showing potential building types, approximate footprints, and layouts. From these plans, we understand the proposed building will be approximately 14,000 square feet (sq ft) and constructed in the front of Tax Lots 02800 and 03100 along E Main Street. Parking will be constructed behind the new building.

The building is designated an *essential structure* per ORS 455.447, and this report includes specific information and designs associated with these requirements that are described in the 2014 OSSC.

2 Site Conditions

2.1 Site Description

The Site includes adjacent Tax Lots 02800 and 03100 with addresses of 191 E Main Street and 128 W Main Street, respectively. The Site is generally flat and is a combined approximately 0.5 acres in size. The existing City Hall and Police Station building is near the front of Tax Lot 02800 along E Main Street, with storage sheds, steel pre-fab buildings, and paved and gravel lots behind it. The approximately 2,400 sq ft existing City Hall and Police Station building is cinder block construction on shallow foundations. Wine tasting rooms and storage businesses occupy the 3,000 sq ft building within the adjacent Tax Lot 03100.

According to the 2014 US Geologic Survey (USGS) topographic map of the Carlton Quadrangle, the Site is at about elevation 199 feet (above mean sea level, North American Vertical Datum 1988 [NAVD88]). The existing Site layout, and the locations of our subsurface explorations are shown on Figure 2, *Site Plan*.

2.2 Geologic Setting

2.2.1 Regional Geology

The Site lies in the northern part of the central Willamette Valley portion of the Willamette Lowland physiographic province, on the eastern flank of the Coast Range and south of the Chehalem Mountains. Four separate basins are generally recognized in the Willamette Lowland: 1) the southern Willamette Valley; 2) the northern Willamette Valley; 3) the Tualatin Basin; and 4) the Portland Basin (Gannett and Caldwell, 1998). Narrow ridges underlain by the Columbia River Basalt Group separate the basins. Basins and tributary valleys, such as those in the Carlton area created by the North Yamhill River, are generally filled with unconsolidated alluvial deposits derived from surrounding highland areas and the Columbia River Basin (Gannett and Caldwell, 1998; O'Connor et al., 2001). The Missoula Floods (approximately 12,000 to 15,000 years ago) caused widespread inundation of the valley, with up to 250 feet of silt, sand, and gravel being deposited in the eastern Portland Basin, and up to 130 feet of silt, known as the Willamette Silt, were deposited elsewhere in the valley (Woodward et al., 1998).

2.2.2 Local Geology

Locally, the Site geology is mapped as upper Pleistocene Missoula Flood deposits (Qff) consisting of unconsolidated clay, silt, and fine sand deposited by glacial outburst floods that flowed down the Columbia River from glacial Lake Missoula (Wheeler et al., 2009). These floods filled the Willamette Valley to a depth of about 400 feet and back-flooded up the Yamhill River, depositing 6 to 15 feet of clay, silt, and sand in upland areas, thickening to 100 feet elsewhere in the Willamette Valley.

Upper middle Eocene Yamhill Formation (Ty) siltstone and mudstone bedrock underlies the Qff deposits. The bedrock is typically dark gray and thin to massively bedded with thin sandstone beds in the upper part of the unit. It typically forms the lowland and low hills in the area, which are thinly mantled by the Missoula flood deposits below about 400 feet elevation.

2.2.3 Faults and Seismicity

The Site is located within an area of active seismicity that is subject to earthquakes on shallow crustal faults and deeper subduction zone earthquakes. Though no fault traces are mapped as underlying the Site, several fault zones are located within 25 miles, and the Cascadia Subduction Zone (CSZ) is located approximately 70 miles west, off the Oregon Coast. The following subsections describe the seismic sources and nearby faults that are pertinent to the Site and Project.

2.2.3.1 Shallow Crustal Faults

The northwest-striking Gales Creek fault zone is mapped approximately 6 miles north of the Site. The fault zone has no unequivocal evidence of deformation of Quaternary deposits, but a thick sequence of silty sediment deposited by the Missoula Floods covers much of the southern part of the fault trace. The fault zone is considered capable of generating a Mw 6.8 (moment magnitude) earthquake (Personius, 2017).

The northwest-striking Newberg fault is part of the Gales Creek-Mount Angel structural zone and mapped approximately 8 miles east of the Site. The fault zone has no unequivocal evidence of deformation of Quaternary deposits, but a thick sequence of silty sediment deposited by the Missoula Floods covers much of the southern part of the fault trace. The fault zone is considered capable of generating a Mw 6.8 (moment magnitude) earthquake (Personius, 2002a).

The northwest-striking Mount Angel fault offsets Miocene rocks of the Columbia River Basalt Group in the subsurface of the central Willamette Valley and is mapped approximately 17 miles southeast of the Site. The fault appears to have controlled emplacement of the Frenchman Spring Member of the Wanapum Basalt and thus must have a history that predates the Miocene age of these rocks. The Mount Angel fault is near where earthquake swarms in 1990 occurred near Woodburn and the ML 5.6–5.7 1993 Scotts Mills earthquake. The Mount Angel fault has only been identified in the subsurface, but historic seismicity and possible deformation of late Pleistocene fluvial surfaces and changes in stream patterns across the concealed trace of the fault near Mount Angel suggests latest Quaternary displacement (less than 15,000 years ago) (Personius, 2011).

The Tillamook Bay fault zone is a major northwest-striking fault that offsets the Eocene Tillamook Volcanics on the west flank of the Coast Range and is mapped approximately 23 miles northwest of the Site. No displacements in Quaternary deposits have been documented, but the fault zone parallels the mountain front that controls the northeastern margin of Tillamook Bay, and thus has geomorphic expression consistent with Quaternary displacement. As with other folds and faults located in the Cascadia forearc, it is unknown if coseismic displacements on this fault are always related to great megathrust earthquakes on the subduction zone, or whether some displacements are related to smaller earthquakes in the North American Plate (Personius, 2002b).

The northwest-striking Salem-Eola Hills homocline is mapped about 20 miles south of the Site. Older undated gravels of probable Quaternary age that occupy a bedrock channel in the Salem water gap slope northward are about 25 times steeper than the present channel of the Willamette River; this increase in slope probably reflects uplift or faulting

ASPECT CONSULTING

in the Salem Hills and Eola Hills. The fault zone has no unequivocal evidence of more recent Quaternary deformation, but a broad convexity in the modern channel profile of the Willamette River that is roughly coincident with the locations of the Salem Hills and Eola Hills may also be caused by deformation on the homocline (Personius, 2002c)

2.2.3.2 Cascadia Subduction Zone

The CSZ megathrust represents the boundary between the subducting Juan de Fuca tectonic plate and the overriding North American tectonic plate. Based on studies of the geologic record, recurrence interval estimates have been generated ranging from about 300 to 600 years. Geologic evidence suggests the most recent earthquake occurred in January 1700 and probably ruptured much of the approximate 620 miles (1,000 km) length of the CSZ with estimated moment magnitudes M_w 9.0. The horizontal distance from the edge of the CSZ megathrust, located offshore from Carlton, is approximately 70 miles with an uncertainty of ± 30 miles (50 km). Two types of subduction zone earthquakes are possible in the region: intraplate and interplate.

A deep intraplate earthquake on the seismogenic part of the subducting Juan de Fuca Plate typically occurs at depths of between 30 and 60 km and is capable of generating an event with a M_w of up to 7.5.

CSZ interplate earthquakes occur on the boundary between the subducting Juan de Fuca and the overriding North American tectonic plates. The magnitudes for such earthquakes are estimated to range from approximately $M_w = 7.0$ to 9.0 with the current US Geological Survey (USGS, 2008) risk-based maximum credible earthquake for CSZ megathrust of M_w 9.2.

2.3 Subsurface Conditions**2.3.1 Subsurface Explorations**

Our subsurface explorations generally correlate well with the geologic map of the area (Wheeler et al., 2009). We inferred subsurface conditions at the Site using our completed field explorations, readily available geologic data, and our experience with the local geology. On February 22, 2017, borings B-1 through B-4 were advanced to between 6.5 feet and 31.5 feet below the ground surface (bgs). The locations of the borings are shown on Figure 2.

Detailed descriptions of the subsurface conditions encountered in our explorations, as well as the depths where characteristics of the soils changed, are on the soil boring logs presented in Appendix A. Soils were classified per the Unified Soil Classification System (USCS) in general accordance with the American Society for Testing and Materials (ASTM) D2488, Standard Practice for Description and Identification of Soils (Visual and Manual Procedure). A key to the symbols and terms used on the logs is provided in Figure A-1. The depths on the logs where conditions changed may represent gradational variations between soil types; actual transitions may be more gradual.

2.3.2 Soil and Bedrock

The soil conditions observed during the subsurface exploration are summarized below.

ASPECT CONSULTING

- Ground Surface* Borings B-1, B-2, and B-3 were drilled through the asphalt concrete (AC) pavement. The pavement section had between 2 and 4 inches of AC with 2 to 6 inches of aggregate base. Boring B-4 was drilled in the gravel lot and encountered approximately 1 foot of silty GRAVEL (GM).
- Fill* Borings B-1 and B-2 encountered 1 to 2 feet of fill beneath the AC pavement. The fill was gray brown SILT (ML) that contained gravel, glass, and nails. The soil was medium stiff to stiff with N-values between 5 and 9 blows per foot (bpf).
- Missoula Flood Deposits (Qff)* Fine-grained flood deposits were encountered underlying the fill in all four borings. The deposits were drilled through in borings B-1 and B-2 and were approximately 15 to 20 feet thick. Borings B-3 and B-4 terminated in these deposits to the total depth explored of 6.5 feet bgs.
- The deposits consisted of light brown or gray CLAY (CL). The consistency of the soil was medium stiff to very stiff with N-values between 5 and 16 bpf. The fine-grained constituents were moist and had medium to high plasticity.
- Yamhill Formation (Ty)* At 20 feet bgs, approximately 10 feet of decomposed sandstone was encountered in borings B-1 and B-2 underlying the flood deposits. The decomposed sandstone consisted of light brown clayey SAND (SC) with fines that had low to medium plasticity. The decomposed sandstone was medium dense to very dense with N-values between 22 and greater than 100 bpf.
- Borings B-1 and B-2 were terminated in the weathered siltstone, which was encountered at 30 feet bgs. The siltstone was hard with N-values between 36 and greater than 100 bpf.

2.3.3 Groundwater

Groundwater was measured in borings B-1 and B-2 at approximately 7 feet and 9 bgs, respectively, shortly after drilling. No groundwater was encountered in borings B-3 and B-4. The groundwater levels at the Site will fluctuate seasonally with changes in precipitation as well as with changes in Site and near-Site usage.

3 Conclusions and Recommendations

3.1 General

Based on our geotechnical evaluation of the Site that included data review, Site reconnaissance, and subsurface explorations, the proposed Project can be constructed provided the recommendations contained in this report are incorporated.

The key findings and conclusions include:

- The subsurface conditions at the Site consist of fine-grained silt and clay deposits underlain by decomposed and weathered bedrock.
- Groundwater at the Site is shallow and would be above the excavation depths of a basement.
- The shrink / swell potential of the clay soil is anticipated to be low since the moisture content is unlikely to change significantly seasonally.
- Shallow foundations are appropriate for the proposed structure, which is assumed to be steel-framed construction with no more than 2-stories.
- Strong ground shaking is anticipated during shallow and CSZ earthquakes.
- Excavation with conventional equipment is feasible for construction over the majority of the Site.

The grading and final development plans for the Project had not been completed at the time this report was prepared. Thus, we have not evaluated the impacts of Site grading on settlement of the underlying soils. Once completed, Aspect should be engaged to review the Project plans and update our recommendations, as necessary.

3.2 Seismic Considerations

The OSSC requires a seismic site hazard investigation for an *essential structure*. A summary of our characterization of the seismic hazards at the Site and seismic design recommendations is provided below.

3.2.1 Seismic Design Criteria

Inertial seismic forces are expected to affect the Site and structure. Appropriate design of the structure in accordance with the current version of the 2014 OSSC will mitigate seismic hazards. The OSSC requires structure design for a “Maximum Considered Earthquake (MCE)” with a 2 percent probability of exceedance (PE) in 50 years (2,475-year return period).

The 2014 OSSC design methodologies express the effects of site-specific subsurface conditions on the ground motion response in terms of the “site class.” The site class can be correlated to the average standard penetration resistance (SPT) in the upper 100 feet of the soil profile. Based on the results of our subsurface exploration program, the anticipated near-surface bedrock, and using the 2014 OSSC criteria, we recommend the Site be characterized by a Seismic Site Class D.

Based on the Site’s latitude and longitude (45.29422°N, -123.17588°W), the code-based seismic design criteria (in accordance with the 2014 OSSC) are summarized in Table 1.

ASPECT CONSULTING

Table 1 - 2014 OSSC Seismic Design Parameters

Parameter	Short Period	1 Second
Maximum Credible Earthquake Spectral Acceleration	$S_s = 1.00 \text{ g}$	$S_1 = 0.47 \text{ g}$
Site Class	D	
Site Coefficient	$F_a = 1.1$	$F_v = 1.53$
Adjusted Spectral Acceleration	$S_{Ms} = 1.10 \text{ g}$	$S_{M1} = 0.72 \text{ g}$
Design Spectral Response Acceleration Parameters	$S_{DS} = 0.73 \text{ g}$	$S_{D1} = 0.48 \text{ g}$
Design Spectral Peak Ground Acceleration	0.48 g	

Notes: g – acceleration due to gravity

3.2.2 Seismic Hazards

3.2.2.1 Liquefaction and Lateral Spread

Liquefaction is defined as a decrease of the shear resistance of loose, saturated, cohesionless soil (i.e., sand) or low plasticity silt soils due to the buildup of excess pore-water pressures generated during an earthquake. This results in a temporary transformation of a susceptible soil deposit into a viscous fluid. Liquefaction can result in ground settlement, foundation bearing capacity failure, and lateral spreading of ground.

Based on a review of the Liquefaction Hazard through the Oregon Department of Geology and Mineral Industries (DOGAMI) Statewide Geohazards Viewer program (<http://www.oregongcology.org/hazvu/>), the Site is in an area of “high” potential for relative liquefaction hazard. However, based on the plasticity and consistency / relative densities of the subsurface soils encountered in the borings, we do not anticipate liquefaction to be a significant hazard at the Site.

In addition, we do not anticipate significant lateral spread at the Site due to a lack of sloping topography, nearby free face geometry, and liquefaction potential.

3.2.2.2 Surface Fault Rupture

As no fault traces are mapped within 6 miles of the Site, we do not anticipate surface fault rupture during an earthquake to be a significant hazard.

3.2.2.3 Other Seismic Hazards

Additional potential seismic hazards that could occur during an earthquake include tsunamis, seiches, earthquake-induced landslides, and dam inundation. Due to the Site’s distance from water bodies and the flat topography, none of these hazards are anticipated to impact the Site. No information was readily available describing dam inundation.

3.3 Foundation Considerations

3.3.1 Shallow Foundation Design

Based on our observations of the subsurface conditions at the Site, shallow foundations on spread footings may be used for building supports. With or without a basement, the bearing strata of the structure will consist of medium stiff to very stiff CLAY (CL). We recommend an allowable foundation bearing pressure of 1,500 pounds per square foot (psf) for design, including both dead and live loads for the proposed structure. Recommendations within Section 4.1 *Site Preparation* and Section 4.4 *Structural Fill* of

ASPECT CONSULTING

this report must be followed in order for this allowable bearing pressure to be used. An increase in the above-mentioned bearing pressure of one-third may be used for short-term wind or seismic loading.

Spread footings should be buried at least 24 inches into the surrounding soil and be a minimum of 24 inches wide. No footing should be founded in or above yielding/loose or organic soils and should be below an imaginary line projecting at a 1H:1V (horizontal to vertical) slope from the base of any adjacent, parallel utility trenches.

We estimate the total settlement of the foundation designed in accordance with our recommendations will be less than 1 inch. Our experience indicates the majority of these settlements will occur during construction. Differential settlements can be expected to be less than half of the total settlement.

Wind, earthquakes, and unbalanced earth loads will subject the proposed structure to lateral forces. Lateral forces on a structure will be resisted by a combination of sliding resistance of its base or footing on the underlying soil and passive earth pressure against the buried portions of the structure.

For use in design, an ultimate coefficient of friction of 0.35 may be assumed along the interface between the base of the footing and subgrade soils. An ultimate passive earth pressure of 300 pounds per cubic foot (pcf) may be assumed for native soils adjacent to below-grade elements. The upper 1 foot of passive resistance should be neglected in design. The recommended coefficient of friction and passive pressure values are ultimate values that do not include a safety factor. We recommend applying a factor of safety of at least 1.5 in design for determining allowable values for coefficient of friction and passive pressure.

3.3.2 Floor Slabs and Modulus of Subgrade Reaction

Concrete slabs-on-grade should be designed in accordance with the American Concrete Institute (ACI) Committee 360 Guide to Design of Slabs-on-Ground (ACI, 2010). We recommend overexcavating any loose soil or deleterious matter and replacing it with structural fill beneath all structural slabs. To provide uniform support for the floor slab and to provide a capillary break, we recommend the floor slab be underlain by a capillary break section. The capillary break section should be a minimum of 8 inches thick. A suitable vapor barrier should be placed directly over the capillary break.

Slab-on-grade floors prepared as described above can be designed assuming a modulus of subgrade reaction of 100 pounds per cubic inch (pci).

3.3.3 Embedded Basement Walls

Nonyielding walls, such as basement walls, should be designed using a lateral earth pressure based on an equivalent fluid having a unit weight of 55 pcf. This earth pressure assumes drained conditions and that the final elevation of the basement will not extend below the groundwater level at the Site. Drained conditions above the groundwater level should be achieved by a minimum 2-foot-wide zone of free draining rock installed immediately behind the wall. A 6-inch-diameter perforated drain pipe should be installed at the base of the drain rock and routed to a suitable discharge point approved by the civil engineer.

Depending on the final elevation of the basement, drained conditions may not be possible, and the basement may need to be designed as water-tight to resist hydrostatic pressure and uplift associated with elevated groundwater. For portions of the basement wall below the groundwater level, the lateral earth pressure should be increased to an equivalent fluid having a unit weight of 90 pcf.

The lateral seismic soil pressure for design of the retaining walls was derived using the Mononobe Okabe method. Taking into account the possible backfill soil properties, ground shaking representing the calculated peak ground acceleration, and assuming a relatively flat backslope behind the retaining wall, the average lateral seismic soil pressure is equivalent to $10H$ (where H is the height of the wall). The seismic increment is represented by a uniform rectangular pressure along the height of the wall.

Lateral forces that may be induced on the wall due to other surcharge loads should be considered by the structural engineer.

3.3.4 Buoyancy

If the final elevation of the basement extends below the groundwater level, the structure will be subjected to upward buoyancy forces. The groundwater at the Site should be assumed at 7 feet bgs for the calculation of uplift pressures. The structure should be designed to resist this upward force and to prevent possible heave and cracking of the structure base. The weight of the structure will resist the uplift forces, and the uplift resistance of a structure can be increased by placing backfill over an extended base of the structure. We recommend assuming a backfill unit weight of 120 pcf for buoyancy calculations. We recommend a minimum factor of safety against buoyancy of 1.30.

3.4 Pavement Design

At the time of this report, estimates of traffic volume and loading patterns were not yet determined. The following general pavement design recommendations are provided for planning purposes.

In non-roadway and non heavy traffic parking areas, a pavement section consisting of 3 inches of AC over 8 inches of crushed rock base (CRB) is recommended. However, along access drives or in areas of heavy traffic, we recommend a minimum section of 4 inches of AC over 10 inches of CRB.

We are available to provide detailed pavement design as the Project plans evolve.

4 Construction Considerations

4.1 Site Preparation

Construction of the new structure will involve demolition of the existing structures along with limited clearing and grubbing of existing vegetation. Demolition debris should be removed completely. Materials generated during earthwork should be transported off site or stockpiled in areas designated by the owner's representative.

4.1.1 Proofrolling/Subgrade Verification

Following Site preparation and prior to placing aggregate base for the pavement sections or installing forms for footings, the exposed subgrade should be evaluated either by proofrolling or another method of subgrade verification. The subgrade should be proofrolled with a fully loaded dump truck or similar heavy, rubber-tire construction equipment to identify unsuitable areas. If evaluation of the subgrades occurs during wet conditions, or if proofrolling the subgrades will result in disturbance, they should be evaluated by Aspect using a steel foundation probe. We recommend that Aspect be retained to observe the proofrolling and perform the subgrade verifications. Unsuitable areas identified during the field evaluation should be compacted to a firm condition or be excavated and replaced with structural fill.

4.1.2 Haul Roads/Construction Access

The stabilization material described in Section 4.4.8 should be used to construct haul roads. The thickness of the haul roads to access the Site and staging areas will depend on the amount and type of construction traffic. A 12- to 18-inch-thick mat of stabilization material should be sufficient for light staging areas. The stabilization material for haul roads and areas with repeated heavy construction traffic typically needs to be increased to between 18 to 24 inches. The actual thickness of haul roads and staging areas should be based on the contractor's approach to site work and the amount and type of construction traffic, and is the contractor's responsibility. Protection of the subgrade is the responsibility of the contractor.

The stabilization material should be placed in one lift over the prepared, undisturbed subgrade and compacted using a smooth-drum, non-vibratory roller. Additionally, a geotextile fabric should be placed as a barrier between the subgrade and stabilization material. The geotextile should meet Oregon Department of Transportation (ODOT) specifications SS Section 02320.10 and SS 02320.20, Table 02320-4 for soil separation. The geotextile should be installed in conformance with ODOT SS 00350.00 – Geosynthetic Installation.

4.1.3 Wet-Weather/Wet-Soil Conditions

If earthwork is to be performed or fill is to be placed in wet weather or under wet conditions when soil moisture content is difficult to control, the following recommendations apply:

- Track-mounted excavating equipment may be required during wet weather.
- Earthwork should be performed in small areas to minimize exposure to wet weather. Excavation or the removal of unsuitable soils should be followed

ASPECT CONSULTING

promptly by the placement and compaction of select granular fill. The size and type of construction equipment used may have to be limited to prevent soil disturbance.

- The ground surface within the construction area should be graded to promote runoff of surface water and to prevent the ponding of water.
- The ground surface within the construction area should be covered or sealed, and under no circumstances should be left uncompacted and exposed to moisture. Soils that becomes too wet for compaction should be removed and replaced with clean granular materials.
- Excavation and placement of fill should be observed by Aspect to verify that all unsuitable materials are removed and suitable compaction and site drainage is achieved.
- Appropriate erosion and sedimentation best management practices (BMPs) should be strategically implemented in accordance with Yamhill County BMPs.

4.1.4 Dry Weather Conditions

Medium to high plasticity subgrade soils under pavements and foundations should not be allowed to dry significantly. These soils should be covered within 4 hours of exposure by 4 inches of crushed rock or plastic sheeting during the dry season, and exposure should be coordinated with the geotechnical engineer so that the subgrade suitability can be evaluated prior to being covered.

4.1.5 Subgrade Repair

Repair of soil subgrades is typically accomplished in one of three ways: scarification (i.e., drying) and recompaction, overexcavation and replacement with structural fill, or stabilization by amending the soils with cement.

Drying fine-grained soils to within a few percentages of optimum moisture will require warm, dry weather and frequent aeration by tilling or discing. This may involve ripping with a dozer, or aeration using a farm disc. Once the soils are near optimum moisture, they can be compacted using conventional carthwork equipment.

Overexcavation and replacement with structural fill involves removing soft and/or disturbed soil to expose firm subgrade conditions, placing a stabilization geotextile fabric on the exposed subgrade, and backfilling with structural fill. Structural fill should consist of select granular fill and may be imported crushed rock, recycled concrete, or a mixture of sand and gravel. If overexcavating below a footing, the excavation should extend beyond the edges of the footing for a distance equal to the depth of overexcavation.

Subgrade stabilization of fine-grained soils with cement amendment generally requires a minimum of 5 to 7 percent cement (by dry weight of soil) tilled to a minimum depth of 12 inches bgs. Higher plasticity soils will require several passes with the tiller to achieve adequate mixing. Following tilling, the soils are graded flat with a dozer or grader, then compacted using a segmented pad roller. The final passes at subgrade elevation are typically completed using a smooth-drum roller. Following tilling, the final passes with

ASPECT CONSULTING

the compactor should be completed within approximately 4 hours. The subgrade should be allowed to cure for a minimum of 72 hours prior to being trafficked.

4.2 Excavation

The near-surface soils at the Site can be excavated with conventional earthwork equipment. Sloughing and caving should be anticipated in loose, non-cohesive materials. Aspect should be retained to review the grading and utility plans when they become available for comparison with encountered field conditions; additional work may be required to better define the impact on the Project.

All excavations should be made in accordance with applicable Occupational Safety and Health Administration (OSHA) and State regulations. The contractor is solely responsible for adherence to the OSHA requirements. Trench cuts should stand relatively vertical to a depth of approximately 4 feet bgs, provided no groundwater seepage is present in the trench walls. Open excavation techniques may be used in the clay, silt, silty sand, and sandy silt, provided the excavation is configured in accordance with the OSHA requirements, groundwater seepage is not present, and with the understanding that some sloughing may occur. The trenches should be flattened if sloughing occurs or seepage is present. If shallow groundwater is observed during construction, use of a trench shield or other approved temporary shoring is recommended for cuts that extend below groundwater seepage, or if vertical walls are desired for cuts deeper than 4 feet bgs. If dewatering is used, we recommend that the type and design of the dewatering system be the responsibility of the contractor, who is in the best position to choose systems that fit the overall plan of operation.

4.3 Slopes

If the Project will include slopes or open excavation, temporary cut slopes up to 10 feet high may be inclined at 1.5H:1V and temporary fill and all permanent slopes at 2H:1V, respectively. Access roads and pavements should be located at least 5 feet from the top of slopes. Surface water runoff should be collected and directed away from slopes to prevent water from running down the face of a slope.

4.4 Structural Fill

Structural fill, including base rock, should be placed over subgrades that have been prepared in conformance with the *Site Preparation* and *Wet-Weather/Wet-Soil Conditions* sections (Sections 4.1. and 4.1.2) of this report. Structural fill material should consist of relatively well-graded soil, or an approved rock product that is free of organic material and debris, and contains particles not greater than 4 inches nominal dimension.

4.4.1 On-Site Soil

On-Site soils encountered in our explorations are generally suitable for placement as structural fill during moderate, dry weather when moisture content can be maintained by air drying and/or adding water. The fine-grained fraction of the Site soils is moisture sensitive, and during wet weather, may become unworkable because of excess moisture content. In order to reduce moisture content, some aerating and drying of fine-grained soils may be required. The material should be placed in lifts with a maximum

uncompacted thickness of approximately 8 inches and compacted to at least 92 percent of the maximum dry density, as determined by ASTM D 1557 (unless otherwise noted).

4.4.2 Borrow Material

Borrow material for general structural fill construction should meet the requirements set forth in ODOT SS 00330.12 – Borrow Material. When used as structural fill, borrow material should be placed in lifts with a maximum uncompacted thickness of approximately 8 inches and compacted to not less than 92 percent of the maximum dry density, as determined by ASTM D 1557 (unless otherwise noted).

4.4.3 Select Granular Fill

Selected granular backfill used during periods of wet weather for structural fill construction should meet the specifications provided in ODOT SS 00330.14 – Selected Granular Backfill. The imported granular material should be uniformly moisture conditioned to within about 2 percent of the optimum moisture content and compacted in relatively thin lifts using suitable mechanical compaction equipment. Selected granular backfill should be placed in lifts with a maximum uncompacted thickness of 8 to 12 inches and be compacted to not less than 95 percent of the maximum dry density, as determined by ASTM D 1557 (unless otherwise noted).

4.4.4 Crushed Aggregate Base

Crushed aggregate base course below AC pavements should be clean, crushed rock or crushed gravel that contains no deleterious materials. It should meet the specifications provided in ODOT SS 02630.10 – Dense-Graded Aggregate, and have less than 5 percent by weight passing the US Standard No. 200 Sieve. The crushed aggregate base course should be compacted to at least 95 percent of the maximum dry density, as determined by ASTM D 1557 (unless otherwise noted).

4.4.5 Capillary Break

Capillary break material for beneath concrete slabs should consist of a minimum of free-draining, crushed rock or well-graded sand and gravel compacted to at least 95 percent of the maximum dry density, as determined by ASTM D 1557 (unless otherwise noted). The capillary break material should meet the specifications provided in ODOT SS 02610.10 Special Filter Material.

4.4.6 Granular Drain and Wall Backfill

Drain backfill placed in the 2-foot zone against the back of retaining walls and used for subsurface trench drains should consist of granular drain rock meeting the specifications provided in ODOT SS 02610.10 – Special Filter Material. The granular drain rock should be wrapped in a geotextile fabric that meets the specifications provided in ODOT SS Section 02320.10 and SS 02320.20, Table 02320-4 for separation geotextile. The geotextile should be installed in conformance with ODOT SS 00350.00 – Geosynthetic Installation.

Backfill material placed behind retaining walls and extending a horizontal distance of $0.5H$ (where H is the height of the retaining wall) should consist of select granular fill as defined above. We recommend the select granular fill be separated from general fill,

ASPECT CONSULTING

native soil, and/or topsoil using a geotextile fabric that meets the specifications provided in ODOT SS Section 02320.10 and SS 02320.20, Table 02320-4 for separation geotextile. The geotextile should be installed in conformance with ODOT SS 00350.00 – Geosynthetic Installation.

The wall backfill should be compacted to a minimum of 92 percent of the maximum dry density, as determined by ASTM D 1557 (unless otherwise noted). However, backfill located within a horizontal distance of 3 feet from the retaining walls should only be compacted to approximately 90 percent of the maximum dry density, as determined by ASTM D 1557. Backfill placed within 3 feet of the wall should be compacted in lifts less than 6 inches thick using hand-operated tamping equipment (such as a jumping jack or vibratory plate compactor).

4.4.7 Utility Trench Backfill

Bedding placed to uniformly support pipe barrels should meet specifications provided in ODOT SS 00405.12 – Pipe Zone Bedding. The pipe zone that extends from the top of the bedding to at least 8 inches above utility lines should consist of material prescribed by ODOT SS 00405.13 – Pipe Zone Material. The pipe zone material should be compacted to at least 90 percent of the maximum dry density, as determined by ASTM D 1557, or as required by the pipe manufacturer.

Under pavements or paths, the remainder of the trench backfill should consist of well-graded granular material, with less than 10 percent by weight passing the US Standard No. 200 Sieve, and should meet standards prescribed by ODOT SS 00405.14 – Trench Backfill, Class B or D. This material should be compacted to at least 92 percent of the maximum dry density, as determined by ASTM D 1557 or as required by the pipe manufacturer. The upper 2 feet of the trench backfill should be compacted to at least 95 percent of the maximum dry density, as determined by ASTM D 1557. Controlled low-strength material (CLSM), ODOT SS 00405.14 – Trench Backfill, Class E, can be used as an alternative.

Outside of new pavement areas, trench material placed above the pipe zone may consist of general structural fill materials that are free of organics and meet ODOT SS 00405.14 – Trench Backfill, Class A. This general trench backfill should be compacted to at least 90 percent of the maximum dry density, as determined by ASTM D 1557, or as required by the pipe manufacturer or local jurisdictions.

4.4.8 Stabilization Material

Stabilization rock should consist of pit or quarry run rock that is well-graded, angular, crushed rock consisting of 4- or 6-inch-minus material with less than 5 percent passing the US Standard No. 4 Sieve. The material should be free of organic matter and other deleterious material. ODOT SS 00330.16 – Stone Embankment Material can be used as a general specification for this material with the stipulation of limiting the maximum particle size to 6 inches.

4.5 Drainage and Moisture

4.5.1 General

The perimeter ground surface and hard-scaping should be sloped to drain away from all structures and adjacent slopes. Gutters should be tight-lined to a suitable discharge and maintained as free-flowing. All crawl spaces should be adequately ventilated and sloped to drain to a suitable, exterior discharge. Slabs should be underlain by a capillary break and vapor barrier.

If a basement is planned, the basement should be designed as water-tight due to the relatively shallow groundwater levels and incorporate the appropriate design considerations, as described in Section 3.3.3.

4.5.2 Perimeter Footing Drains

Due to the relatively low permeability of Site soils and shallow groundwater, we recommend perimeter foundation drains be installed around the proposed structure. The foundation subdrainage system should include a minimum 4-inch-diameter perforated pipe in a drain rock envelope. A nonwoven geotextile filter fabric should be used to completely wrap the drain rock envelope, separating it from the native soil and footing backfill materials. The geotextile should meet the specifications provided in ODOT SS Section 02320.10 and SS 02320.20, Table 02320-4 for separation geotextile. The geotextile should be installed in conformance with ODOT SS 00350.00 – Geosynthetic Installation. The invert of the perimeter drain lines should be placed approximately at the bottom of footing elevation.

The subdrainage system should be sealed at the ground surface. The perforated subdrainage pipe should be laid to drain by gravity into a nonperforated, solid pipe and finally connected to the Site drainage stem at a suitable location. Water from downspouts and surface water should be independently collected and routed to a storm sewer or other outlet. This water must not be allowed to enter the bearing soils.

4.5.3 Vapor Flow Retarder

A continuous, impervious barrier must be installed over the ground surface in the crawl spaces and beneath concrete slabs. The type of vapor barrier used should be approved by the structural engineer of record or based on Yamhill County Code and be installed per the manufacturer's recommendations.

ASPECT CONSULTING

5 Additional Services

At the time of this report, Site plans, Site grading, structural plans, and construction methods have not been finalized, and the recommendations presented herein are based on preliminary Project information. If Project developments result in changes to the assumptions, we should be contacted to determine if our recommendations should be revised. We recommend that, once Project design plans are fully developed, Aspect is consulted in order to verify that our recommendations were properly interpreted and applied.

We are available to provide geotechnical engineering and monitoring services during construction. The integrity of the foundation depends on proper Site preparation and construction procedures. In addition, engineering decisions may have to be made in the field if variations in subsurface conditions become apparent.

6 References

- American Concrete Institute (ACI), 2010, Guide to Design of Slabs-on-Ground, Reported by ACI Committee 360, April 2010.
- American Society for Testing and Materials (ASTM), 2012, American Society for Testing Materials Annual Book of Standards, Vol. 4.08, West Conshohocken, Pennsylvania. 2012.
- Atwater, B.F., S. Musumi-Rokkaku, K. Satake, Y. Tsuji, K. Ueda, and D.K. Yamaguchi, 2015, The orphan tsunami of 1700—Japanese clues to a parent earthquake in North America, US Geological Survey, Professional Paper 1707.
- Gannett, M.W., and Caldwell, R.R., 1998, Geologic framework of the Willamette lowland aquifer system, Oregon and Washington, U.S. Geological Survey, Professional Paper 1424-A, 1:250,000, 1988.
- International Building Code (IBC), 2015, International Building Code. Prepared by International Code Council, January.
- O'Connor, J.E., Sarna-Wojcicki, A., Wozniak, K.C., Polette, D.J., and Fleck, R.J., 2001, Origin, Extent, and Thickness of Quaternary Geologic Units in the Willamette Valley, Oregon: U.S. Geological Survey Professional Paper 1620, 52 p. Orr, F.L., Orr, W.N., and Baldwin, E.M., 1992, Geology of Oregon (fourth edition): Kendall/Hunt Publishing Company, Dubuque, Iowa, 2001.
- Oregon Department of Transportation (ODOT) SS. (2014, updated 2015). Oregon Standard Specifications for Construction. Salem, Oregon. Oregon Department of Transportation.
- Oregon Department of Geology and Mineral Industries, Statewide Geohazard Viewer (HazVu), website: <http://www.oregongeology.org/hazvu/>.
- Oregon Structural Specialty Code (OSSC), 2014, Based on IBC. (2012). International Building Code. Country Club Hills, IL: International Code Council, Inc.
- Personius, S.F., and Haller, K.M., compilers, 2017, Fault number 718, Gales Creek fault zone, in Quaternary fault and fold database of the United States: U.S. Geological Survey website, <https://earthquakes.usgs.gov/hazards/qfaults>, accessed 03/08/2017 03:34 PM.
- Personius, S.F., and Lidke, D.J., compilers, 2011, Fault number 873, Mount Angel fault, in Quaternary fault and fold database of the United States: U.S. Geological Survey website, <https://earthquakes.usgs.gov/hazards/qfaults>, accessed 03/08/2017 03:42 PM.
- Personius, S.F., compiler, 2002a, Fault number 717, Newberg fault, in Quaternary fault and fold database of the United States: U.S. Geological Survey website, <https://earthquakes.usgs.gov/hazards/qfaults>, accessed 03/08/2017 03:35 PM.

ASPECT CONSULTING

- Personius, S.F., compiler, 2002b, Fault number 881, Tillamook Bay fault zone, in Quaternary fault and fold database of the United States: U.S. Geological Survey website, <https://earthquakes.usgs.gov/hazards/qfaults>, accessed 03/08/2017 03:49 PM.
- Personius, S.F., compiler, 2002c, Fault number 719, Salem-Eola Hills homocline, in Quaternary fault and fold database of the United States: U.S. Geological Survey website, <https://earthquakes.usgs.gov/hazards/qfaults>, accessed 03/08/2017 03:53 PM.
- U.S. Geological Survey (USGS), 2008, U.S. Seismic Design Maps, Website, Accessed on March 11, 2017, <http://earthquake.usgs.gov/designmaps/us/application.php>.
- U.S. Geological Survey (USGS), 2014, Carlton Quadrangle, Oregon-Yamhill County, 7.5-Minute Series, 1: 24,000.
- Wheeler, K.L., Wells, R.E., Minervini, J.M., and Block, J.L., 2009, Geologic Map of the Carlton Quadrangle, Yamhill County, Oregon, U.S. Geological Survey. Open-File Report 2009-1172, 1: 24,000.
- Woodward, D.G., Gannett, M.W., and Vaccaro, J.J., 1998, Hydrogeologic framework of the Willamette lowland aquifer system, Oregon and Washington: U.S. Geological Survey, Professional Paper 1424-B, scale 1:250,000.

7 Limitations

Work for this project was performed for the City of Carlton (Client) for specific application to the proposed Project as described herein, and this report was prepared in accordance with generally accepted professional practices for the nature and conditions of work completed in the same or similar localities, at the time the work was performed. This report may be used only by the Client and for the purposes stated, within a reasonable time from its issuance. This report does not represent a legal opinion. No other warranty, expressed or implied, is made.

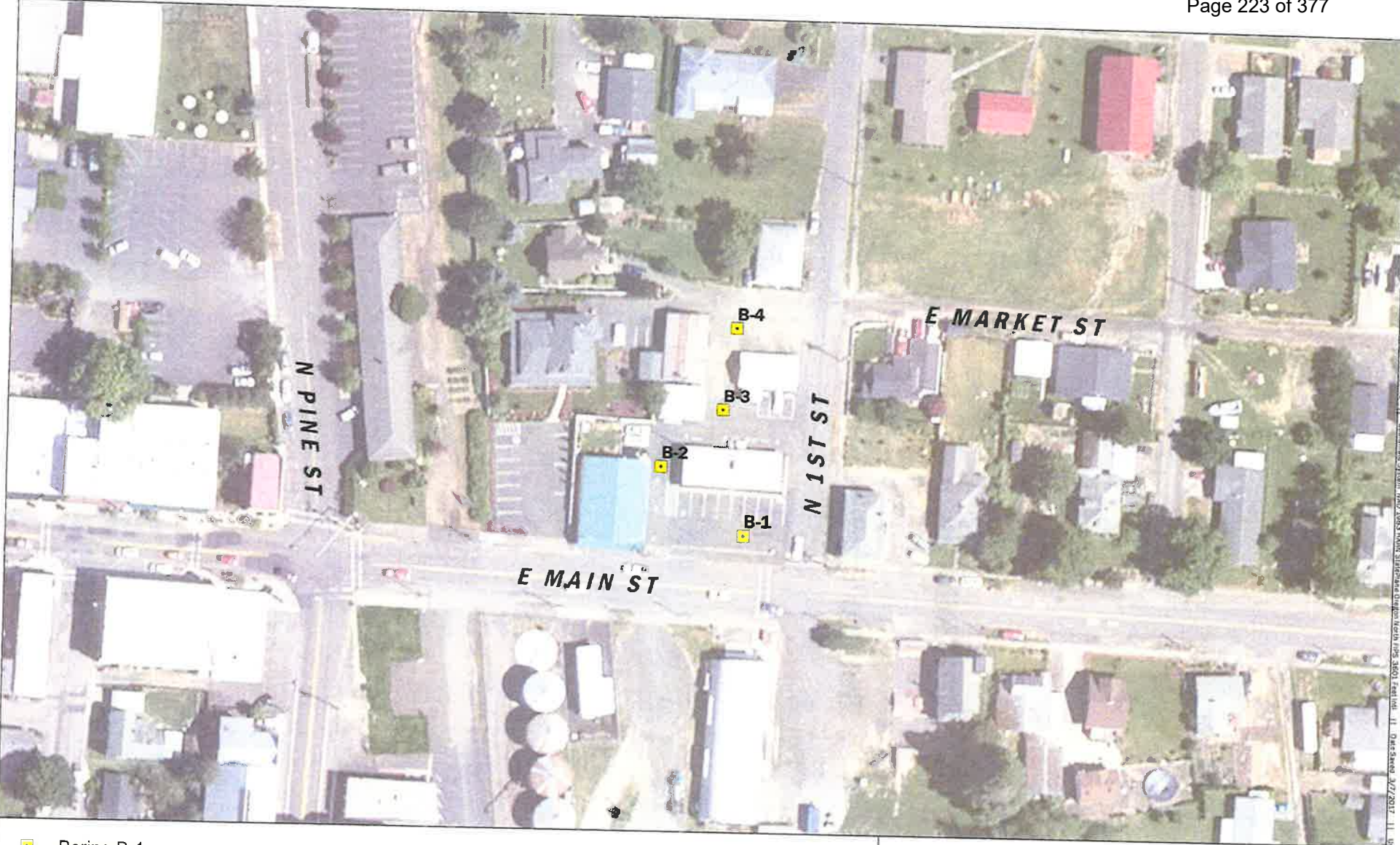
All reports prepared by Aspect Consulting for the Client apply only to the services described in the Agreement(s) with the Client. Any use or reuse by any party other than the Client is at the sole risk of that party, and without liability to Aspect Consulting. Aspect Consulting's original files/reports shall govern in the event of any dispute regarding the content of electronic documents furnished to others.

Recommendations presented herein are based on data that we acquired, our geotechnical engineering calculations, and judgment in accordance with our mutually agreed-upon scope of work. Variations may exist between soil and groundwater conditions reported, and those actually underlying the Site. The nature and extent of such soil variations may change over time and will not be evident before construction begins. If any soil conditions are encountered at the Site that are different from those described in this report, we should be notified immediately to review the applicability of our recommendations.

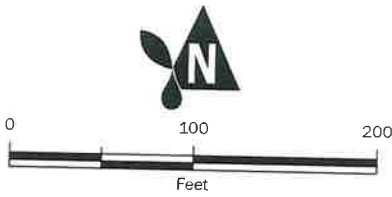
It is the Client's responsibility to see that all parties to this project, including the designer, contractor, subcontractors, etc., are made aware of this report in its entirety. The use of information contained in this report for bidding purposes should be done at the contractor's option and risk.

Our scope of our work does not include services related to construction safety precautions. Our recommendations are not intended to direct the contractors' methods, techniques, sequences or procedures. Our scope of our work also excludes the assessment of environmental characteristics, particularly those involving potentially hazardous substances in soil or groundwater.

FIGURES



■ Boring B-1



Site Plan
 City of Carlton City Hall
 191 E Main Street
 Carlton, Oregon

	MAR-2017	BY ECS / EAC	FIGURE NO. 2
	PROJECT NO. 160463	REVISED BY: ---	

Basemap Layer Credits | Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

058 Path: I:\projects_Michael\michael\GIS\160463\160463.dwg | Date: 3/27/2017 11:05:00 AM | User: mcolburn | Plot Date: 3/27/2017

APPENDIX A

Soil Boring Logs

A. Field Exploration Program

A.1. Soil Borings

Four machine drilled borings, B-1 through B-4, were advanced on the Site on February 22, 2017. The machine-drilled borings were advanced using solid-stem auger methods by Dan J Fischer Excavating, Inc. (under subcontract to Aspect), using a trailer-mounted drill rig equipped with a 140-pound cathead-safety hammer. Samples were obtained every 2.5 feet to 15 feet below ground surface (bgs) and then every 5 feet to the depths explored using the Standard Penetration Test (SPT) in general accordance with American Society for Testing and Materials (ASTM) Method D1586.

The SPT method involves driving a 2-inch-outside-diameter split-barrel sampler with a 140-pound hammer free-falling from a distance of 30 inches. The number of blows for each 6-inch interval is recorded, and the number of blows required to drive the sampler the final 12 inches is known as the Standard Penetration Resistance ("N") or blow count. The resistance, or N-value, provides a measure of the relative density of granular soils or the relative consistency of cohesive soils. If a total of 50 blows are recorded for a single 6-inch interval, the test is terminated and the blow count is recorded as 50 blows for the total inches of penetration. Samples were placed in labeled plastic jars and taken to a laboratory for further classification.

The locations of explorations are shown on Figure 2 and were collected in the field using a global positioning system (GPS). The borings were backfilled with bentonite chips and capped with cold-patch AC, in accordance with Oregon State Water Resources Department regulations.

Terms Describing Relative Density and Consistency

Coarse-Grained Soils	Density	SPT ⁽²⁾ blows/foot	Test Symbols FC = Fines Content G = Grain Size M = Moisture Content A = Atterberg Limits C = Consolidation DD = Dry Density K = Permeability Str = Shear Strength Env = Environmental PID = Photoionization Detector
	Very Loose	0 to 4	
	Loose	4 to 10	
	Medium Dense	10 to 30	
	Dense	30 to 50	
Fine-Grained Soils	Very Dense	>50	
	Consistency	SPT ⁽²⁾ blows/foot	
	Very Soft	0 to 2	
	Soft	2 to 4	
	Medium Stiff	4 to 8	
Stiff	8 to 15		
Very Stiff	15 to 30		
Hard	>30		

Component Definitions

Descriptive Term	Size Range and Sieve Number
Boulders	Larger than 12"
Cobbles	3" to 12"
Gravel	3" to No. 4 (4.75 mm)
Coarse Gravel	3" to 3/4"
Fine Gravel	3/4" to No. 4 (4.75 mm)
Sand	No. 4 (4.75 mm) to No. 200 (0.075 mm)
Coarse Sand	No. 4 (4.75 mm) to No. 10 (2.00 mm)
Medium Sand	No. 10 (2.00 mm) to No. 40 (0.425 mm)
Fine Sand	No. 40 (0.425 mm) to No. 200 (0.075 mm)
Silt and Clay	Smaller than No. 200 (0.075 mm)

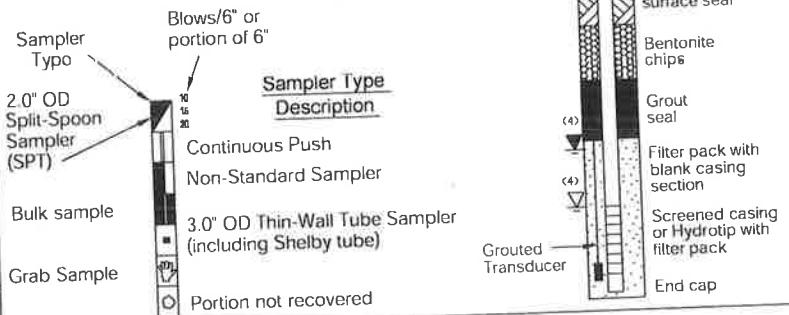
(3) Estimated Percentage

Percentage by Weight	Modifier
<5	Trace
5 to 15	Slightly (sandy, silty, clayey, gravelly)
15 to 30	Sandy, silty, clayey, gravelly
30 to 49	Very (sandy, silty, clayey, gravelly)

Moisture Content

- Dry - Absence of moisture, dusty, dry to the touch
- Slightly Moist - Perceptible moisture
- Moist - Damp but no visible water
- Very Moist - Water visible but not free draining
- Wet - Visible free water, usually from below water table

Symbols



- (1) Percentage by dry weight
- (2) (SPT) Standard Penetration Test (ASTM D-1586)
- (3) In General Accordance with Standard Practice for Description and Identification of Soils (ASTM D-2488)
- (4) Depth of groundwater: ∇ ATD = At time of drilling; ▽ Static water level (date)
- (5) Combined USCS symbols used for fines between 5% and 15% as estimated in General Accordance with Standard Practice for Description and Identification of Soils (ASTM D-2488)

Soil Classification	Coarse-Grained Soils - More than 50% Retained on No. 200 Sieve		Soil Description
	Gravels - More than 50% of Coarse Fraction Retained on No. 4 Sieve	Sands - 50% or More of Coarse Fraction Passes No. 4 Sieve	
GW	Well-graded gravel and gravel with sand, little to no fines		
GP	Poorly-graded gravel and gravel with sand, little to no fines		
GM	Silty gravel and silty gravel with sand		
GC	Clayey gravel and clayey gravel with sand		
SW	Well-graded sand and sand with gravel, little to no fines		
SP	Poorly-graded sand and sand with gravel, little to no fines		
SM	Silty sand and silty sand with gravel		
SC	Clayey sand and clayey sand with gravel		
ML	Silt, sandy silt, gravelly silt, silt with sand or gravel		
CL	Clay of low to medium plasticity; silty, sandy, or gravelly clay, lean clay		
OL	Organic clay or silt of low plasticity		
MH	Elastic silt, clayey silt, silt with micaceous or diatomaceous fine sand or silt		
CH	Clay of high plasticity, sandy or gravelly clay, fat clay with sand or gravel		
OH	Organic clay or silt of medium to high plasticity		
PT	Peat, muck and other highly organic soils		

Classifications of soils in this report are based on visual field and/or laboratory observations, which include density/consistency, moisture condition, grain size, and plasticity estimates and should not be construed to imply field or laboratory testing unless presented herein. Visual-manual and/or laboratory classification methods of ASTM D-2487 and D-2488 were used as an identification guide for the Unified Soil Classification System.



Exploration Log Key

DATE	PROJECT NO.
DEVELOPER	
DRAWN BY	FIGURE NO.
REVISIONS	A-1



Carlton City Hall & Police Station - 160463

Geotechnical Exploration Log

191 E. Main Street - Project Address & Site Specific Location
 Carlton, OR, Parking lot, south side of existing building

Coordinates

Exploration Number

Contractor

Equipment

Sampling Method

NA

B-1

Dan Fischer Excavating

Trailer-mounted drill rig

Rope & cathead

Ground Surface (GS) Elev.

199'(est)

Operator

Exploration Method(s)

Work Start/Completion Dates

Top of Casing Elev.

Depth to Water (Below GS)

Craig

Solid Stem Auger

2/22/2017

NA

7' (ATD)

Depth (feet)	Elev. (feet)	Exploration Completion and Notes	Sample Type/ID	Blows/foot					Blows/6'	Tests	Material Type	Description	Depth (ft)
				0	10	20	30	40					
		Borehole backfilled with bentonite chips and capped with cold patch asphalt mix											
			S-1						6		Asphalt (2 inches) and pavement base course (2 inches)		
									5		FILL Stiff, gray brown SILT (ML); low plasticity, moist, contained piece of glass, nail, and gravel fragments.		
									4				
			S-2						5		FINE-GRAINED FLOOD DEPOSITS Medium stiff to very stiff, light brown CLAY (CL); medium to high plasticity, moist.		
									7				
									7				
			S-3						3	MC			
									7				
									9				
		▽ 2/22/2017											
			S-4						2	AL			
									4				
									4				
			S-5						3				
									3				
									5				
			S-6						2				
									3				
									2				
			S-7						3	MC			
									3				
									6				

Legend

- No Soil Sample Recovery
- Split Barrel 2" X 1.375" (SPT)

Plastic Limit — Liquid Limit

Water Level

▽ Water Level ATD

See Exploration Log Key for explanation of symbols

Logged by: ECS
 Approved by: MWS

Exploration Log B-1

Sheet 1 of 2

ASPECT STANDARD EXPLORATION LOG TEMPLATE P:\GINT\PROJECTS\CARLTON CITY HALL.GPJ March 22, 2017



Carlton City Hall & Police Station - 160463

Geotechnical Exploration Log

Project Address & Site Specific Location
191 E. Main Street - Carlton, OR, Alleyway, west side of existing building

Coordinates

Exploration Number

Contractor
Dan Fischer Excavating

Equipment
Trailer-mounted drill rig

Sampling Method
Rope & cathead

Ground Surface (GS) Elev.
200'(est)

B-2

Operator
Craig

Exploration Method(s)
Solid Stem Auger

Work Start/Completion Dates
2/22/2017

Top of Casing Elev.
NA

Depth to Water (Below GS)
9.5' (ATD)

Depth (feet)	Elev. (feet)	Exploration Completion and Notes	Sample Type/ID	Blows/foot					Blows/6'	Tests	Material Type	Description	Depth (ft)
				0	10	20	30	40					
		Borehole backfilled with bentonite chips and capped with cold patch asphalt mix.											
			S-1	▲					2			Asphalt (4 inches) and pavement base course (2 inches)	
									3				
									2			FILL	
												Medium stiff, gray brown SILT (ML); low plasticity, moist.	
												FINE-GRAINED FLOOD DEPOSITS	
												Medium stiff, light brown CLAY (CL); medium to high plasticity, moist.	
			S-2	▲					1	MC			
									2				
									3				
			S-3	▲					1	AL			
									3				
									3				
			S-4	▲					2				
									2				
									5				
		▽ 2/22/2017											
5	195		S-5	▲					2				
									2				
									3			Becomes with trace organics	
			S-6	▲					3				
									3				
									4				
			S-7	▲					2	MC			
									4				
									5			Becomes stiff	
10	190												
15	185												

Legend

- ☐ No Soil Sample Recovery
- ▣ Split Barrel 2" X 1.375" (SPT)

Plastic Limit — Liquid Limit
▽ Water Level

See Exploration Log Key for explanation of symbols

Logged by: ECS
Approved by: MWS

Exploration Log B-2

Sheet 1 of 2

ASPECT STANDARD EXPLORATION LOG TEMPLATE P:\GINT\PROJECTS\CARLTON CITY HALL\OP.J March 22, 2017

Aspect CONSULTING		Carlton City Hall & Police Station - 160463				Geotechnical Exploration Log				
Contractor		Project Address & Site Specific Location				Coordinates		Exploration Number		
Dan Fischer Excavating		191 E. Main Street - Carlton, OR, Alleyway, west side of existing building				NA		B-2		
Operator		Equipment		Sampling Method		Ground Surface (GS) Elev.		Depth to Water (Below GS)		
Craig		Trailer-mounted drill rig		Rope & cathead		200'(est)		9.5' (ATD)		
		Exploration Method(s)		Work Start/Completion Dates		Top of Casing Elev.				
		Solid Stem Auger		2/22/2017		NA				
Depth (feet)	Elev. (feet)	Exploration Completion and Notes	Sample Type/ID	Blows/foot	Water Content (%)	Blows/6'	Tests	Material Type	Description	Depth (ft)
				0 10 20 30 40 50						
			S-5			5	MC		YAMHILL FORMATION Medium dense, light gray brown clayey SAND (SC); low to medium plasticity, fine to medium sand, moist (decomposed sandstone).	
						10				
						15				
25	175		S-9			7				25
						11				
						16				
30	170		S-10			6			Hard, gray SILT (ML); low plasticity, slightly moist (weathered siltstone).	30
						16				
						20				
									Bottom of exploration at 31.5 ft. bgs.	
35	165									35

ASPEC - STANDARD EXPLORATION LOG TEMPLATE P:\GINT\PROJECTS\CARLTON CITY HALL.GPJ, March 22, 2017

Legend

- No Soil Sample Recovery
- Split Barrel 2" X 1.375" (SPT)
- Water Level
- Water Level ATD

Plastic Limit — Liquid Limit

See Exploration Log Key for explanation of symbols

Logged by: ECS
Approved by: MWS

Exploration Log B-2

Sheet 2 of 2



Carlton City Hall & Police Station - 160463

Geotechnical Exploration Log

Project Address & Site Specific Location
191 E. Main Street - Carlton, OR, Driveway, north side of existing building

Coordinates
NA

Exploration Number
B-3

Contractor
Dan Fischer Excavating

Equipment
Trailer-mounted drill rig

Sampling Method
Rope & cathead

Ground Surface (GS) Elev.
200'(est)

Operator
Craig

Exploration Method(s)
Solid Stem Auger

Work Start/Completion Dates
2/22/2017

Top of Casing Elev.
NA

Depth to Water (Below GS)
No Water Encountered

Depth (feet)	Elev. (feet)	Exploration Completion and Notes	Sample Type/ID	Blows/foot					Blows/6"	Tests	Material Type	Description	Depth (ft)
				0	10	20	30	40					
5	195	Borehole backfilled with cuttings and capped with cold patch asphalt mix.	S-1						8		Asphalt (2.5 inches) and pavement base course (6 inches)		
									7				
									7				
			S-2						3	MC	FINE-GRAINED FLOOD DEPOSITS Stiff, gray brown with orange veins, CLAY (CL); medium to high plasticity, moist.		
									7				
									8				
									8				
			S-3						3		Becomes blue gray		
									3				
									6				
									6				
											Bottom of exploration at 6.5 ft. bgs.		
10	190												
15	185												

Legend

- No Soil Sample Recovery
- Split Barrel 2" X 1.375" (SPT)

Plastic Limit ——— Liquid Limit

Water Level

No Water Encountered

See Exploration Log Key for explanation of symbols

Logged by: ECS
Approved by: MWS

Exploration Log B-3

ASPECT STANDARD EXPLORATION LOG TEMPLATE P:\GINT\PROJECTS\CARLTON CITY HALL.GPJ March 22, 2017

Aspect CONSULTING	Carlton City Hall & Police Station - 160463		Geotechnical Exploration Log	
	Project Address & Site Specific Location 191 E. Main Street - Carlton, OR, Gravel yard, north of existing building		Coordinates NA	Exploration Number B-4
Contractor Dan Fischer Excavating	Equipment Trailer-mounted drill rig	Sampling Method Rope & cathead		Ground Surface (GS) Elev. 199'(est)
Operator Craig	Exploration Method(s) Solid Stem Auger	Work Start/Completion Dates 2/22/2017		Top of Casing Elev. NA
			Depth to Water (Below GS) No Water Encountered	

Depth (feet)	Elev. (feet)	Exploration Completion and Notes	Sample Type/ID	Blows/foot	Water Content (%)	Blows/6'	Tests	Material Type	Description	Depth (ft)
		Borehole backfilled with cuttings.	S-1	12		12			FILL Medium dense, gray, sandy, silty GRAVEL (GM)	
			S-2	3		3			FINE-GRAINED FLOOD DEPOSITS Stiff, gray brown CLAY (CL); medium to high plasticity, moist.	
5	195		S-3	3		3		MC		5
				4		4				
				6		6				
									Bottom of exploration at 6.5 ft. bgs.	
	190									10
	185									15
	180									

ASPECT STANDARD EXPLORATION LOG TEMPLATE: P:\GINT\PROJECTS\CARLTON CITY HALL GPJ March 22, 2017

Legend

- No Soil Sample Recovery
- Split Barrel 2" X 1.375" (SPT)

Plastic Limit — Liquid Limit

Water Level

No Water Encountered

See Exploration Log Key for explanation of symbols

Logged by: ECS
Approved by: MWS

Exploration Log B-4
Sheet 1 of 1

APPENDIX B

Soil Laboratory Tests



A Division of Northwest Geotech, Inc.

9120 SW Pioneer Court, Suite B, Wilsonville, Oregon 97070 | ph: 503.682.1880 fax: 503.682.2753 | www.nwgeotech.com

TECHNICAL REPORT

Report To: Mr. Mark Swank, CEG, LEG
Aspect Consulting
522 SW Avenue, Suite 1300
Portland, Oregon 97204

Date: 3/8/17

Lab No.: 17-034

Project: Laboratory Testing – 160463

Project No.: 3106.1.1

Report of: Moisture content, Atterberg Limits and amount of material passing the number 200 sieve

Sample Identification

NTI completed moisture content, Atterberg Limits and amount of material passing the number 200 sieve testing on samples delivered to our laboratory on March 3, 2017. Testing was performed in accordance with the standards indicated. Our laboratory test results are summarized on the following tables.

Laboratory Testing

Moisture Content of Soil (ASTM D 2216)			
Sample ID	Moisture Content (Percent)	Sample ID	Moisture Content (Percent)
B-1 S-3 @ 5 ft.	31.6	B-2 S-8 @ 20 ft.	43.7
B-1 S-7 @ 15 ft.	32.5	B-3 S-2 @ 2.5 ft.	32.5
B-2 S-2 @ 2.5 ft.	35.3	B-4 S-3 @ 5 ft.	33.2
B-2 S-7 @ 15 ft.	30.3		

Atterberg Limits (ASTM D4318)			
Sample ID	Liquid Limit	Plastic Limit	Plasticity Index
B-1 S-4 @ 7.5 ft.	47	24	23
B-2 S-3 @ 5 ft.	50	24	26

Amount of Material Finer than the No. 200 Sieve (ASTM D1140)		
Sample ID	Moisture Content (%)	Percent Passing the No. 200 Sieve
B-1 S-8 @ 20 ft.	40.5	45.8

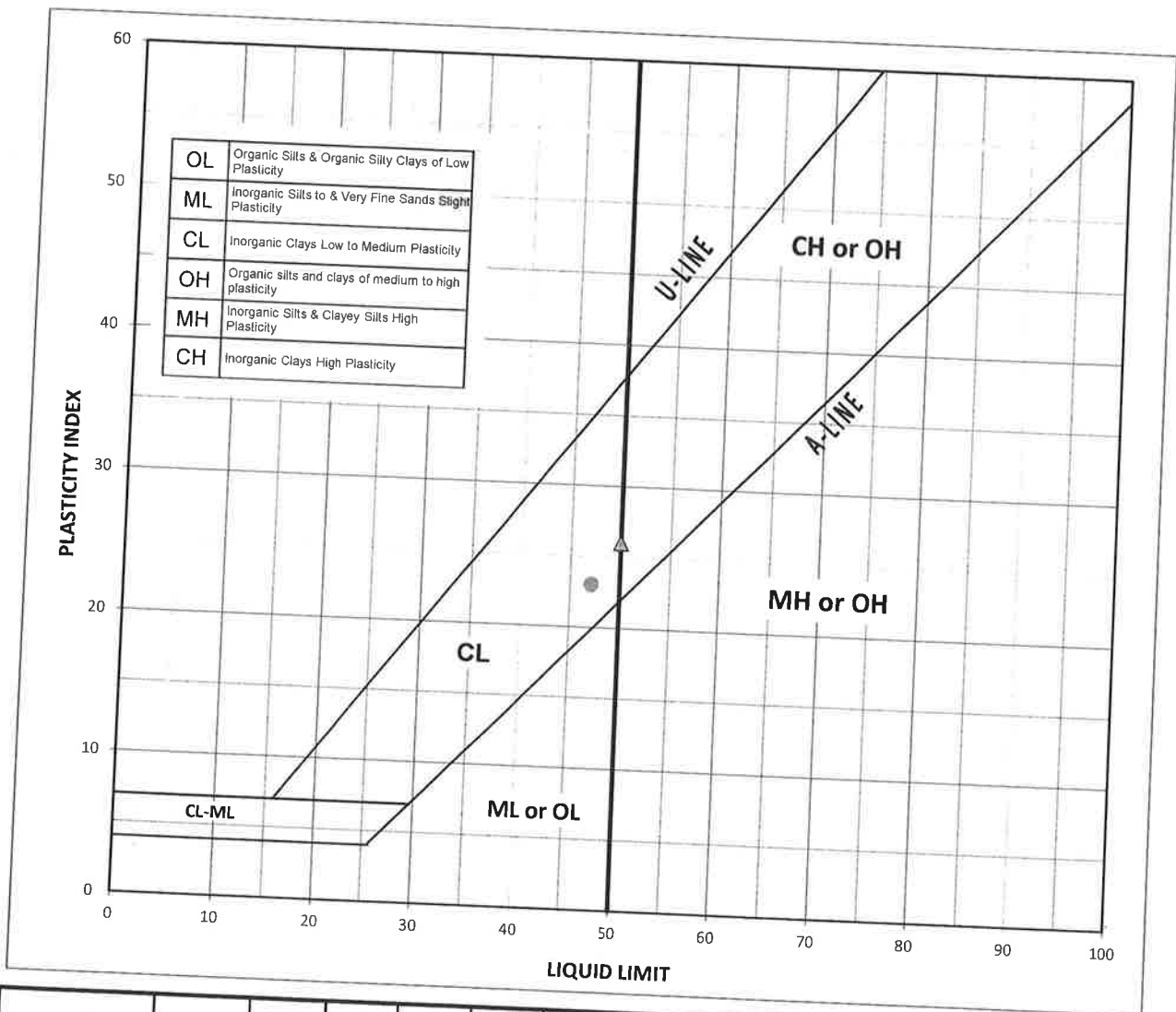
Copies: Addressee

This report shall not be reproduced except in full, without written approval of Northwest Testing, Inc.
SHEET 1 of 1

REVIEWED BY: Bridgett Adame *BKA*

TECHNICAL REPORT

\\192.168.1.197\Laboratory\Lab Reports\2017 Lab Reports\3106.1.1 Aspect Consulting\17-034 Moistures, Atterbergs & 200 Wash.docx



EXPLORATION	SAMPLE	DEPTH (ft)	USCS	LL	PL	PI	MC (%)	SOIL DESCRIPTION	
○	B-1	S-4	7.5	CL	47	24	23	0	
▲	B-2	S-3	5.0	CL-CH	50	24	26	0	
□									
◇									
⊗									
+									

Project Name: City of Carlton City Hall

Project No.: 160463

C:\Users\mswank\Desktop\Aspect Atterberg Limits_CCHC.xlsx

Atterberg Limits
Method ASTM D4318

Figure: B1

Site Visit Report

Site Visit Date:	October 10, 2018	Time:	10:00am
Location:	City Hall / Carlton, OR		
Project:	City Buildings Condition Assessment	Project Number:	135-13914-16001-02
Purpose of Visit:	Assess feasibility of remodeling two existing structures		

Conditions at time of visit (weather, activity, etc.)

60F, sunny, facility under typical operation

Participants

Name:	Affiliation/Role:
Ryan Maas	Tetra Tech / Structural Engineer
Tom Roth	Tetra Tech / Architect
Gordon Munro	Tetra Tech / Project Manager
Dennis Durham	City of Carlton / City Manager

Tetra Tech was asked to perform a high-level assessment of two structures and determine if the structures are suitable for reuse or remodeling. The two structures are City Hall and an adjacent commercial use structure. The location of the structures is shown in Figure 1.



Figure 1. Site Layout

CITY HALL

Background

Currently, City Hall is occupied by both City staff and the police department. It is our understanding that the City desires to relocate the police department to the adjacent commercial building and reconfigure the existing space. This would not result in a change of occupancy or change of use. In the future, the City would also like to make an addition to this building to provide a larger City Council Chamber.

Existing Conditions

In general, the City Hall structure appeared to be in good shape and well maintained. In our opinion, the building is suitable to be reconfigured without structural modifications.

City Hall is a single-story structure, approximately 28 feet by 72 feet in plan. Based on conversations with City staff, it is estimated that the structure was built in the 1970's. The roof consists of a flat built-up roof supported by wood trusses. It appeared that the trusses span the entire 28-foot width of the building. Exterior walls are of concrete masonry unit (CMU) construction. It is unknown if they are reinforced, but based on the date of construction, they likely are. No record drawings were available at the time of the site visit.



Figure 2. City Hall

Alterations and Required Structural Upgrades

The 2014 Oregon Structural Specialty Code contains the requirements for modifications to existing buildings. If the reconfiguration does not increase the load on any structural elements or reduce or alter the load-carrying capacity of any structural elements, then the existing structural systems do not need to be brought up to current code and may be left as is. Based on our observations, it appeared that the roof is supported only by the exterior walls, so the interior walls may be reconfigured without affecting the structural systems and no modifications would be required.

Conclusion

Based on our observations of the construction, reconfiguration of the space is feasible without modification to the structural systems. The building is suitable for interior reconfiguration.

COMMERCIAL BUILDING

Background

Currently, the commercial building is occupied by two commercial tenants. It is our understanding that the City desires to relocate the police department from City Hall to this building and reconfigure the existing space. As described to us, the street front elevation would be closed off and the entrance moved to face City Hall. A draft layout of the proposed reconfiguration was shared with Tetra Tech.

Existing Conditions

The commercial building is a single-story structure, approximately 51 feet by 60 feet in plan. According to City staff, it is estimated the structure was built in the 1940s or the 1950s, however this was unable to be confirmed. In general, the building structure appeared to be in decent shape, but is showing its age. At some point during the building's life, a metal roof was added on top of the original double gable roof. The single gable metal roof consists of metal roofing on skip sheathing attached to wood joists. The joists are supported by timber framing along the ridge of the roof and on top of the old roof near the edges, see Figure 3. In addition, several modifications to openings at the rear of the building have been made that utilize timber headers in ad-hoc nonconforming applications.



Figure 3. Commercial Building

Alterations and Required Structural Upgrades

According to the Oregon Structural Specialty Code, moving the police into the commercial building would not result in a change in occupancy (B-Occupancy), other than for the accessory (I-Institutional) occupancy for a holding cell. That said, the move would be considered a change of use (from retail business to police station) resulting in a change in risk category classification. This is the case whether the structure is reconfigured or not. The risk category for the commercial tenants is Risk Category II. A police station would be considered Risk Category IV. This increase in risk category would require the structure to conform to the seismic requirements for a new structure of the higher risk category resulting in the need for extensive structural upgrades.

The change in risk category results in an increase in snow, wind, and seismic loads. According to the Oregon Structural Specialty Code, the structure must be analyzed and must comply with the applicable provisions of the current International Building Code. The only exceptions would be specific detailing provisions that may be waived by the building official if it can be shown that an equivalent level of performance and seismic safety is obtained by an alternate method.

Conclusions, Alternatives, and Recommendations

Based on our observations of the construction, it is unlikely the structure will meet the code requirements without significant modifications and a complete overhaul of the structural systems. The building appeared to lack structural capacity, detailing, and the components required to meet current code requirements. Based on visual observations of the construction, the building had inadequate roof diaphragm connections, inadequate shear wall detailing, lacked a properly detailed roof diaphragm, and likely had unreinforced or under-reinforced masonry walls. We do not believe it is practical to modify the existing structural systems to be in compliance with the current code. Alternatives to upgrading the existing structural systems include:

1. Complete demolition of the existing building and the construction of a new facility.
2. Demolition and removal of the existing roof(s) and roof structure. Construct a new structure within the existing building's CMU shell. This new structure would have to meet current code requirements. The existing CMU walls would become a façade for the new internal structure and would no longer be load bearing elements. For example, the hybrid structure may consist of the existing CMU as a façade with structural wood framed walls on the inside of the CMU. The new wood walls then become the gravity load carrying system and the lateral force resisting system. A new foundation for the wood walls would need to be constructed adjacent to the existing walls and a new roof and roof structure would be added.

A cost analysis of the above two alternatives is advised. We strongly recommend reviewing the above conclusions and recommendations with the building official of the authority having jurisdiction. The building official may have different interpretations of the code requirements or be willing to allow exceptions to the code for this specific use. The conclusions presented in this report reflect our code interpretations only.



FROELICH
ENGINEERS

Memorandum

Date: February 11, 2020
To: Mark Schmidt
From: Seth Davis, PE
Re: Existing Carlton City Hall Building



EXPIRES: 12/31/21

Purpose:

Froelich Engineers has been commissioned to review the construction of the existing structure the Carlton city hall is located at 191 E Main St in Carlton, Oregon in to determine the feasibility of reusing the structure as the police station when the city offices move into the adjacent new building to be constructed. Drawings of the existing structure were not available at the Carlton or Yamhill county offices. The building was visually observed, and the concrete and CMU was scanned using ground penetrating radar (GPR) with no selective demo taking place.

Existing Structure:

-Foundation: Concrete slab on grade with concrete stem walls. The stem wall on the east side of building was exposed and able to be scanned with GPR and appears to not have any rebar. We assume this is the case throughout.

-Walls: The exterior walls consist of partially grouted CMU blocks with vertical reinforcement located approximated 4'-0" oc (#4 bars assumed) and horizontal reinforcement at 2'-0" oc (k-web assumed). The vertical bars do not appear to extend into footing. Although there is reinforcement present, there does not appear to be enough to meet code minimums and so the walls are to be considered unreinforced per code.

-Roof framing: The roof consists of plywood over gang-nailed wood trusses spanning north-south with a cantilever on the south end of the building.

Seismic Retrofit Triggers:

Per the 2019 Oregon Structural Specialty Code (OSSC) the following changes to the building are potential triggers that would require a full seismic retrofit:

-Change of occupancy that results in the seismic importance factor of the building to increase from II to an importance factor IV. Assuming the existing occupancy of the city hall structure has a seismic importance factor of II, moving the police into the building would require the seismic importance factor to be IV as required per the code classification of police departments being essential facilities.

-Any modification to the structure that add more than 10% to the demand capacity ratio of any lateral resisting element will require that element to be brought up to current code. This could happen by the addition of new openings or enlarging existing openings in the exterior walls, additional weight added to due to more interior walls braced to roof, or a new attached addition.

www.froelich-engineers.com

<input checked="" type="checkbox"/>	MAIN OFFICE	17700 SW Upper Boones Ferry Rd. Suite 115 Portland, Oregon 97224	503-624-7005
<input type="checkbox"/>	CENTRAL OREGON	745 NW Mt. Washington Dr., Suite #204 Bend, Oregon 97703	541-383-1828
<input type="checkbox"/>	DENVER OFFICE	940 Kimbark St., Suite # 3 Longmont, Colorado 80501	720-799-1001

If the existing structure is considered to have an importance factor of IV and if no modifications take place that increase the demand capacity ratio of any lateral element in the building, then a seismic upgrade may not be required per code.

Seismic Retrofit Items:

Below is a list of likely upgrades that would need to take place to fully upgrade this building to an immediate occupancy structure:

- Provide 2x4 structural furring walls along the inside of all of the CMU exterior walls and attach CMU to wood studs effectively making the CMU a veneer. The wood walls would become the bearing walls with new beams over openings
- Add new footing under exterior wood stud walls around entire building
- New wood shear wall(s) running north-south in center portion of building
- Build pony walls on top of new exterior wood walls to underside of roof sheathing and detach CMU walls from roof trusses so they can act independently in a seismic event.
- Verify sheathing of existing roof and increase diaphragm nailing

Please call our office directly if you have any questions or comments. (503) 624-7005.

Structural Observation by:



Seth Davis, PE
Froelich Engineers

EXHIBIT 3

City of Carlton Emergency Preparedness
(Fires, Floods, Major Storms, Major Earthquake)
Handout for June 3, 2021 Meeting with city officials

Thoughts & Questions from concerned citizens: Marilyn Shultz (26 year resident), William Rizer, Carolyn Thompson-Rizer (14 year residents), Kurt Roth, Lisa Roth (4 year residents).

Each citizen must prepare for disasters. City Government should be prepared to help citizens during emergencies by providing Communications about Safety, & Health. According to ICMA.org (International City Managers Assoc. 2021) "Regardless of community size or the nature of the disaster, local government leaders are responsible for overseeing all four phases of emergency management—preparedness, response, recovery, and mitigation. Federal and state governments play a supporting role in the immediate aftermath and in providing funding and guidance for long-term recovery and mitigation. [This article examines how local leaders can best prepare their communities in the area of first response.]"

During the prolonged Feb. 14, 2021 ice storm, the city did a good job of keeping on the water.

If the emergency is large scale (big earthquake) the priorities of State and Federal Government will be getting the major population areas up and running and it could be months before our rural roads and bridges would be repaired. This would cause a major interruption in our ability to get basic supplies (food, water, gas etc.) and services (water, electric etc.). We would need to be self-reliant for weeks or months. In the event of a fire or flood emergency we would need a plan to evacuate people to a safe place. The key is for our local emergency responders (police and fire) as well as our individual citizens to be prepared to decrease the impact of the disaster.

We expect that our city officials are in contact with Emergency Response planners in Yamhill County (Brian Young), nearby towns, and the Oregon Office of Emergency Management.

We expect that Carlton has safe building(s) for daily city work, and a dedicated space for our Emergency Operations Center (with back-up power, tested during monthly drills).

We expect Police, Fire, School Board (shelters), and city government to work together, as our local emergency response team, during a disaster. Communication and annual drills are vital. Our City website should list the members.

We expect our city to have planned evacuation routes (wild fire, flood) and to have planned ways to communicate with all citizens (reverse 911) especially if cell towers and Internet/Comcast are compromised (door to door? siren? Carlton amateur radio operators?). Plan for bridges failing or route blocked by fire, flood, or down trees for emergency vehicles.

We suggest using our city website and city events to continuously educate citizens to prepare for disasters. For example information on making Emergency Kits (food/water/meds) & back-up power options. Getting the whole community involved and educated about emergency preparedness is a major part of preparing Carlton for any disaster. Emergency preparedness education could also help to raise public awareness of our need for a safe, up-to-date building for our Emergency Operations Center and for the daily business of our city leaders and police department.

~~ over for our questions ~~

Our questions:

1. How did the Feb. 14, 2021 ice storm/power disruption emergency go for the city? Police? Fire? Any communication problems?
2. What is the plan if our city building(s) become damaged in an emergency ... where do you plan to move your center of operations? Also during any major retrofitting or rebuilding of buildings where will you relocate?
3. Has the city applied for grants to upgrade existing buildings or construct new building?
4. Can Carlton host events that include or focus on Emergency Preparedness information?

*McMinnville has done this in the past few years with vendors, Yamhill County Community Emergency Response Team (CERT) info about free training classes; Yamhill County Emergency Management handouts on disaster preparedness, etc.

*Newberg, George Fox Univ. hosted a speaker on "The Big One" open to the community.

*Amity hosted public CERT training in firehouse training room.

EXHIBIT 4



City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016



Presented by:

hsr | waterleaf



City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

Table of Contents

- Executive Summary
- Drawings
- Narrative
- Estimate
- Development Cost Worksheet
- Hazmat Report
- Space Requirements



City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

Executive Summary

hsr|waterleaf

City of Florence, Oregon
City Hall
Preliminary Floor Plans and Project Cost Estimate
 May 11, 2016



In December of 2015 hsr / Waterleaf presented the findings of a space needs programming effort requested by the City of Florence for its City Hall based on current and future growth.

That Study was not intended to make recommendations on whether to stay in the existing facility either as is or renovated, or to relocate to another existing building or to a new location/building. The Programming was intended to provide information to City Leaders to help them make decisions on how to move forward.

The Study's conclusion stated:

With respect to the current City Hall site, we believe the site is likely of sufficient size for a facility that can meet the estimated staffing and space requirements of an enlarged City Hall to meet Florence's growth of approximately twice or more of its present population.

In February of this year hsr / Waterleaf was asked by City Staff to determine what modifications could be made to the floor plans of the existing city hall to meet the intent of the programming requirements (with the exception of some non-essential support areas, such as long term storage, omitted to fit into the existing building) to serve the City of Florence for 100% population growth, to present a dignified face of the City, to attract and retain quality staff members and to provide a satisfying experience for the public when conducting City Hall business.

The preliminary estimated costs of an on-site expansion/remodel are as follows:

<u>Construction</u> (By Architectural Cost Consultants LLC). Includes a 20% contingency and 6% future start cost escalation factor)	\$1,545,000.
<u>Soft Costs</u> (by City Staff)	
Architectural and Engineering:	\$150,000
Other Soft Costs per Worksheet	
Attached:	<u>\$260,000</u>
<u>Total Soft Costs</u>	<u>\$ 410,000</u>
Total Preliminary Project Cost	\$1,955,000

Note: Soft Costs = 25.5% of construction cost.

hsr master planning &
 architecture llc
 838 nw bond st. suite #2
 bend, or 97701
 p: 541.389.3904
 harshick.com

waterleaf architecture,
 interiors & planning
 419 sw 11th ave. suite #200
 portland, or 97205
 p: 503.228.7571
 waterleaf.com

City of Florence, Oregon – City Hall
May 11, 2016
Page 2

The City also commissioned a review of Hazardous material (asbestos) present in the building by Koos Environmental. It is located in some floor tile and glue, paneling glue and some drywall. Actual cost of remediation cannot be determined at this time. The Contractors means and methods of construction will determine what material will need to be removed. It should be covered by a portion of the 20% contingency currently in the budget.

Process

To achieve our task we first held a “design blitz” in Florence to jump start the process. We met with the City Manager and the Assistant to the City Manager, the Interim Finance Director and Assistant Finance Director, the City Recorder / Economic Development Coordinator, the Community Development Director and the Public Works Director. Together we reviewed the programming and existing floor plans to determine what modifications would be required to meet the future needs.

We spent the next day drawing preliminary modification plans based on the previous days input.

The following day we met with the staff members above as a whole to review the plans and seek approval.

Over the next week we had several phone conferences with the Interim Finance Director and the Assistant to the City Manager to further refine the plans.

The final results are attached.

A Structural Engineer provided a preliminary review of the load capacity of the attic storage area. It is found to be able to withstand a load of 50 psf (pounds per square foot) at the north and south areas and 75 psf in the middle portion. This equates to about 2 rows of banker boxes stacked 3 high on the floor with a 4' access aisle between.

Architectural Cost Consultants LLC (ACC) then provided a preliminary construction cost estimate based on the plans and a descriptive narrative (also attached). The estimate was reviewed and vetted by hsr / Waterleaf, then with City Staff. The attached estimate is the third revision.

We provided City Staff with our Overall Project Cost Worksheet to determine the soft costs (relocation, permit, SDC's, Architectural / Engineering and furniture, Fixtures and Equipment etc). It is CRITICAL that soft costs be included in addition to construction cost for any similar project so that the true project cost is considered.

City of Florence, Oregon – City Hall
 May 11, 2016
 Page 3

MODIFICATIONS TO PLANS

Accessibility

The Community Development director who has responsibility for the Building Department was present at our meetings. Overall accessibility was discussed, and will need to be verified with the Building Official as the project moves forward to Schematic Design. Items to note are:

- In addition to code required quantity of exits, one accessible entry / egress (one required for remodel per building code) must be provided at the lower and main level.
- An elevator will not be required to be added because both the lower and main level have direct access at grade to the exterior, and the attic is used for storage only and has no public uses.
- Toilet rooms for both public and staff will need to be modified to meet current accessibility standards.
- Accessible route from upper and lower level accessible parking stalls to the entries must be provided / maintained.

Attic

- The existing north stair does not meet building code requirements. If a new stair is added as shown (priced as an alternate) the attic can continue to be used as storage providing the load does not exceed the engineers recommended maximum.
- If the new north stair is not built the minimum travel distance to the building exterior required by code from the attic cannot be met. The attic should not be used unless arrangements are agreed to by the Building Official defining its use.
- Because the attic is only to be used for storage and there is no need for public access

Lower Level

- In addition to a stair to the main level, this area has direct access to the parking area outside to the east of the building. Therefore, staff requiring access to loading and city vehicles would occupy this level including Information Technology (I.T.), Inspectors and Code Enforcement.
- An accessible restroom and shower are provided.
- The rest of the Community Development Department is located directly up the stairs to the mail level.

Main Level

- A 812 (+/-) square foot addition is added to the west side of the building to accommodate a relocated Council Chambers. This will allow the two sides of the building currently separated by the existing Chambers to be united allowing:
 - Direct staff collaboration.
 - Secure nonpublic circulation between departments,
 - Shared staff facilities behind secure perimeter.

- The Chambers Addition will support the City's efforts to rejuvenate the appearance of the City Hall and address City efforts to rejuvenate development fronting 101.
- The Chambers would accommodate about the same number of spectators as the existing, but can accommodate additional folks in a large conference room adjacent to the north with a movable wall into the chambers. Video and other technologies would be updated to current standards. The conference room mentioned above off the lobby will provide additional public meeting space as well as a work area for council.
- The Public Lobby is secured from the staff areas.
- The main public entry is modified to present a clear identifiable point of entry.
- A plaza would be created outside the main entry, with access off the Council Chambers if desired.
- Public restrooms are modified to meet current accessibility standards.
- A Permit Center "One Stop Shop" is located off the lobby to the south. A roll down screen will secure it during off hours when the rest of the lobby is in public use for Council or Public Meetings.
- The Community Development Department is adjacent to the Permit Center to the south of the building.
- The City Management offices are located on the north side of the building.
- A conference room is located in the City Management area that connects to the large conference room adjacent to the Council Chambers that can serve staff as well as City Council.
- Shared staff facilities are located between the two main staff office areas providing accessible restrooms with showers (4 unisex rooms), conference, printing and work areas, file storage, break area and reception.
- East side of building entrances, stair and walkways to remain and be secured.

Conclusion

With the modifications shown on the Preliminary Plans, the existing City Hall Building should accommodate the City's needs as the community's size population size doubles. Some sharing of support staff office space may be required.

The appearance and functionality of the City Hall will be updated as well, providing an attractive facility that will enhance public interaction with the City of which the citizens of Florence can be proud.

Next Steps

Should the City decide to move forward, the next step is to start the final design process to take the project to the next level of detailed information including analysis and further design of site requirements, building code, mechanical, structural and electrical systems.

City of Florence, Oregon – City Hall
May 11, 2016
Page 5

Community participation should be included to determine stakeholder reaction, comments and vision for the renovated City Hall and the image it projects to the public.

hsr / Waterleaf wishes to thank the City of Florence for the opportunity to assist with the compilation of this preliminary design information. Please do not hesitate to contact us should you have questions or require clarifications, or wish any further assistance. We will be happy to help!

Respectfully,


John Ralston


Leslie Hare Shick


Tom Whittaker


Bill Bailey



City of Florence, Oregon

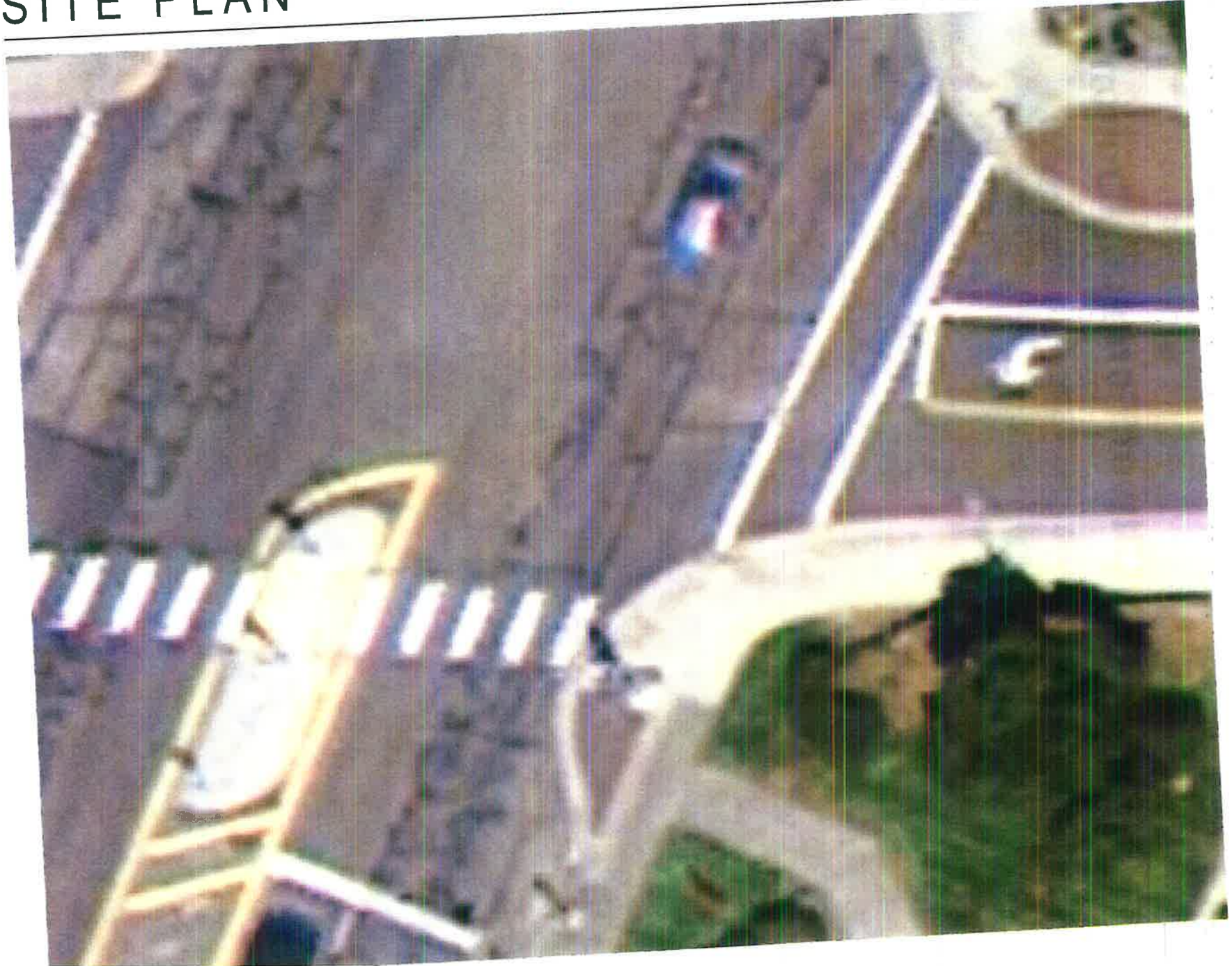
City Hall Space Needs Report

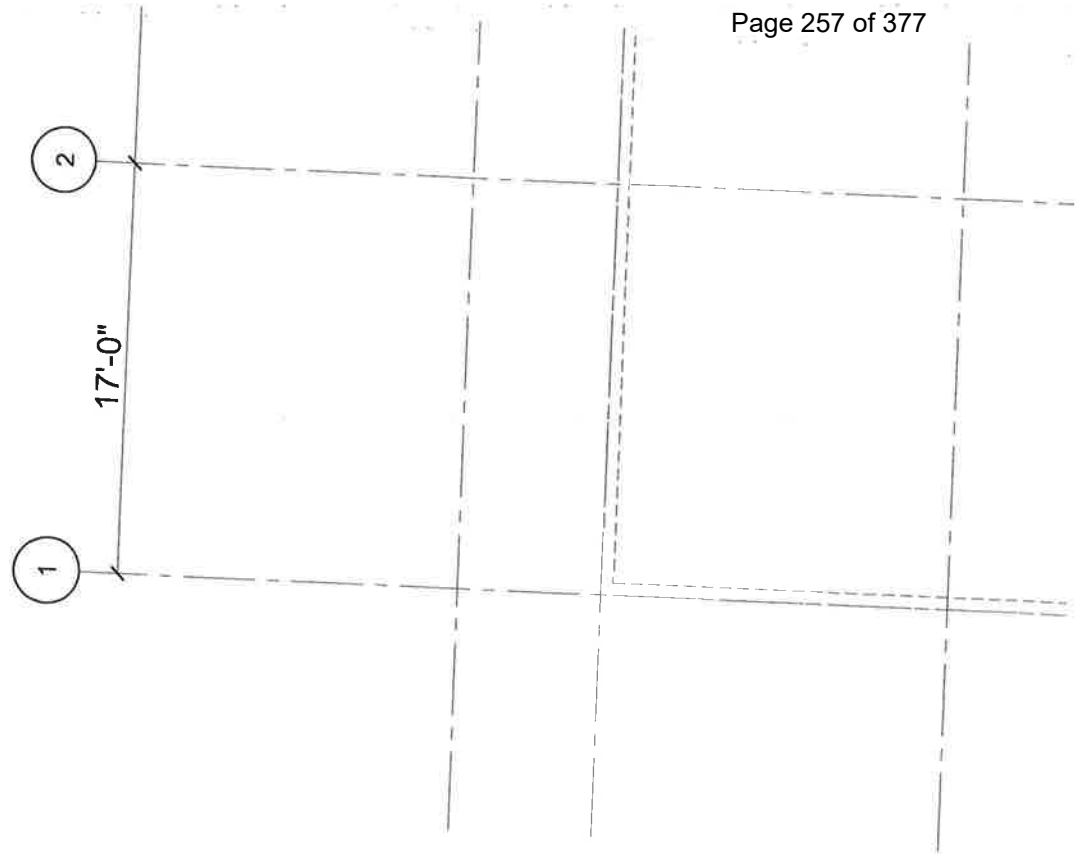
May 11, 2016

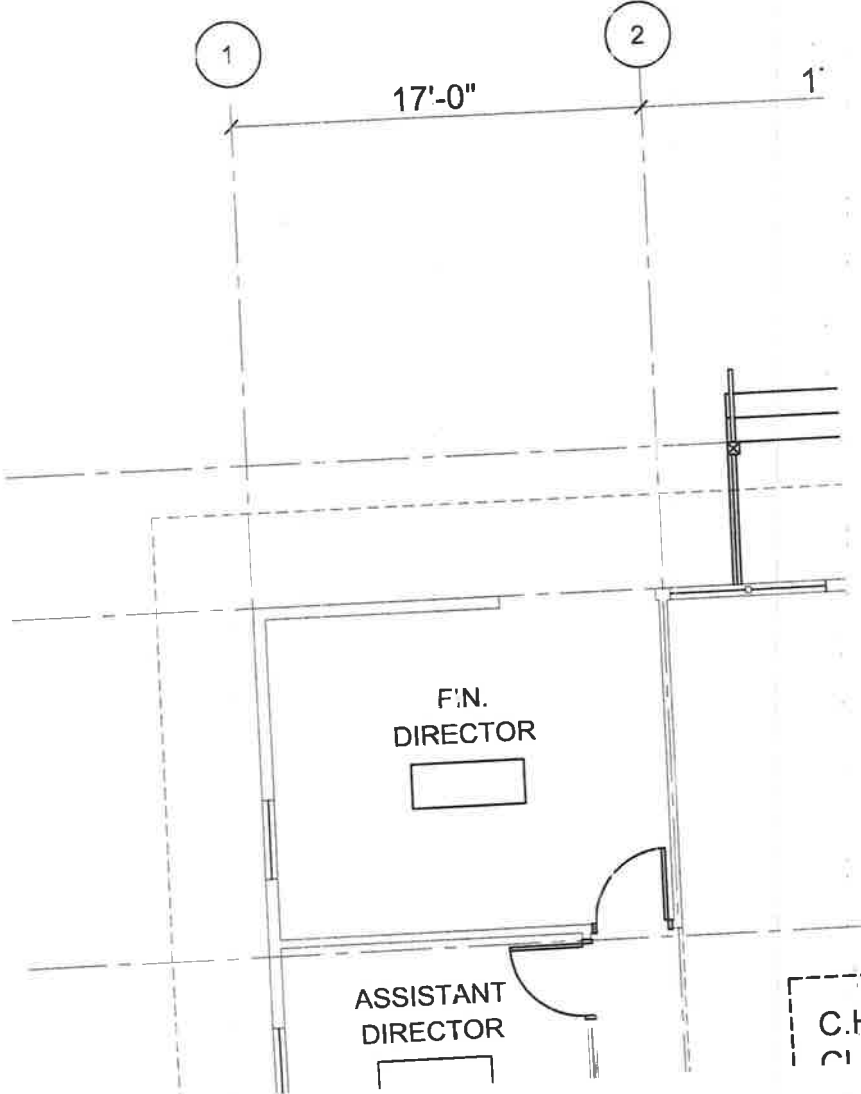
Drawings

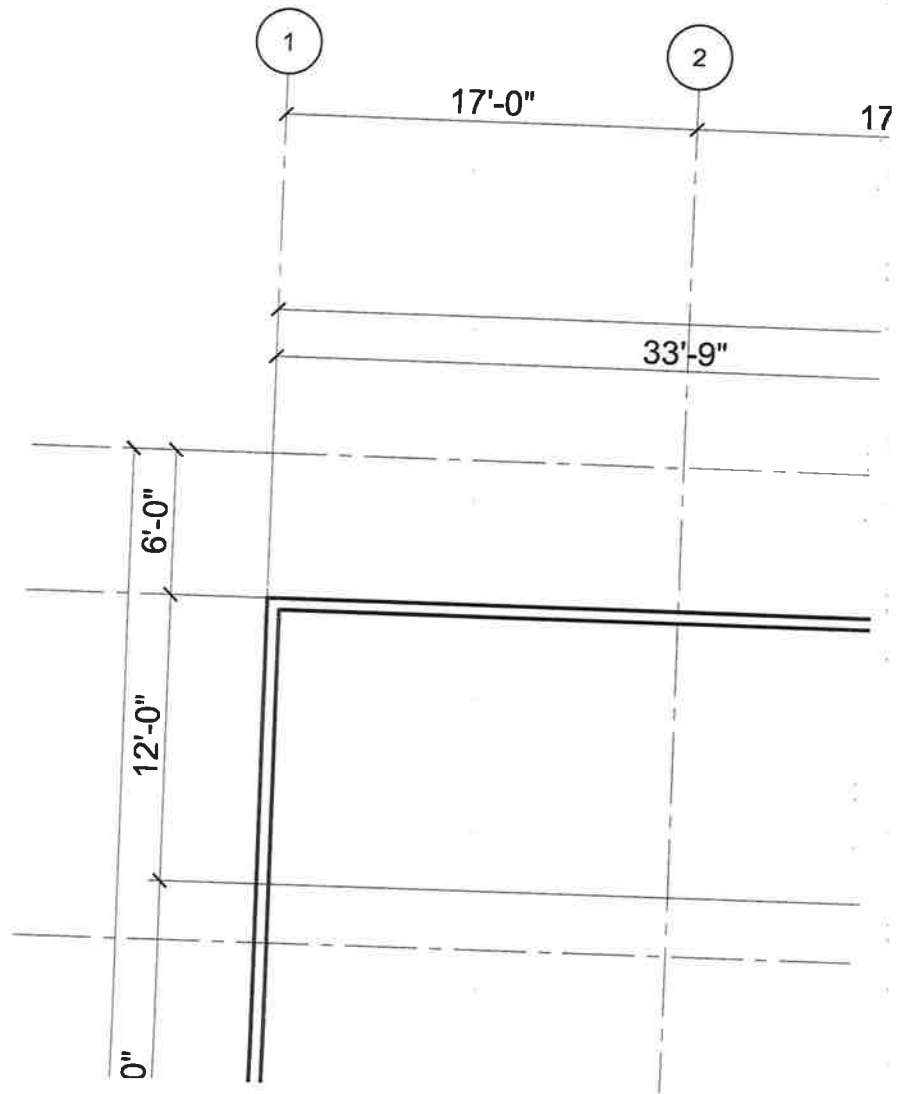
hsr|waterleaf

SITE PLAN











City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

Narrative

hsr | waterleaf

City of Florence

City Hall Renovation and Expansion

March 31, 2016

Project Summary

Project Scope: The work includes the renovation and expansion of the current City Hall. The building was designed and constructed in 1966 and 1967, and portions have been modified including changes designed in 1991. In December of 2015, the team of HSR and Waterleaf Architects, working with City staff, developed a Space Needs Analysis to forecast space needs over several time projection.

In March, the HSR/Waterleaf team worked with City staff to develop the current schematic design for the next renovations to the City Hall Building. The following elements are planned in the proposed work:

The City will perform an analysis to determine if there are environmental and health risks with materials in the current construction. Mitigation of hazardous materials will be contracted to a licensed contractor trained in the specific mitigations.

It is expected that the City will relocate staff and functions to other facilities and vacate the current premises during the work of this project.

The site is east of Highway 101, and south of 2nd Street. The site slopes from the Highway, down to the east.

Existing Building

The existing building is a wood framed structure, with a partial daylight basement level (approximately 1,588 square feet), main floor (7,812 square feet), and an attic area (1,622 square feet). The building does not have an automatic fire suppression system. Current construction that will not be incorporated into the new renovations will be demolished and removed from the premises, and disposed of in concert with current environmental methods.

The existing roof appears to be in good condition, and, except as required for the expansion, will not be impacted or modified for the new expansion. Existing exterior walls are in generally sound condition with some repair for dry rot required. The exterior wood siding and trim will be cleaned and repainted as part of this work. Most of the existing exterior door and window systems will be retained.

Utilities serving the building include water, sewer, electrical and communications system. Natural gas is not available in Florence.

Existing HVAC units are relatively new, approximately 3 years old. There is not water heater, and electric instant on demand units provide hot water, although we understand that this is not adequate for the use required.

Renovations and Expansion

Building Expansion Spaces:

Proposed building expansion is to accommodate new Council Chambers as well as a new Large Conference space. A perimeter foundation using standard poured-in-place concrete footings and stem walls will be utilized. Framed floor, wall and roof framing will be wood construction. New exterior walls will be designed to meet current energy code requirements, be framed using 2 x 6 studs and R-19 batt insulation. Roof insulation will achieve an R-30 insulation value.

The new Council Chambers will have a 6 inch high raised platform and casework for Council Seating, as well as staff seating and casework, will have interior carpet and wall finishes appropriate for a Council chamber, high vaulted ceiling with upper level clerestory window on the north wall and storefront on the south wall, and will incorporate current A/V technologies including built-in projection and display systems. A ramp on one side and a step on the opposite side will be required for access from the main floor up to the raised platform. The south wall of the Council Chambers will have a portion that is a wood storefront system with a pair of glazed doors to the exterior. The ceiling will be raised to allow perimeter clerestory glazing.

An acoustical operable wall will separate the New Large Conference from the new Council Chambers.

Casework with a sink unit will be provided in both the Large Conference space as well as the Council Chambers.

Renovated Spaces will generally continue with the current types of interior finishes, i.e., carpet and tile flooring in wet areas, rubber base, painted gypsumboard walls on wood framing, and either painted gypsumboard or acoustical tile adhered to backer board or gypsum board substrates. Vaulted

Public Areas will be finished to a higher level than staff spaces, and reflect more of a municipal feeling. Glass display cases will be in the main lobby, along with casework to house recycle bins and information flyers. Wall paneling on perhaps some walls. Flooring will be non-skid tile, and wood base. Walls will be painted with at least one wall with an accent color. Ceiling will be acoustical tile similar to existing, which is adhered to a backer board and the ceiling joists.

Staff spaces will be much like an office interiors with painted gypsumboard walls, carpet and rubber base, sheet flooring in work areas and wet areas, and acoustical tile ceilings over a backerboard, referred to in the original drawings as "baxboard."

Building Mechanical

We understand the current HVAC equipment is about 3 years old, and is to be retained. We also understand that the system needs to be balanced to eliminate hot and cold spaces. Building Expansion Spaces will require a new, independent system for HVAC.

The building does not have an automatic fire suppression system, and none is anticipated in this project.

Although this needs to be confirmed, the electrical service for the building is expected to have enough added capacity to be retained. New lighting is to be placed throughout to achieve appropriate lighting levels and quality, as well as to realize energy savings.



City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

Estimate

hsr|waterleaf

Florence City Hall Remodel Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	ACC Cost Consultants, LLC Stanley J. Psczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April' 17
--	---	---

DIRECT CONSTRUCTION COST SUMMARY

Component	Area	\$ / SF	Total
Building Estimate	10,895 sf	\$132.09 /sf	\$1,439,167
Site Work Estimate			\$105,032
TOTAL DIRECT CONSTRUCTION COST	10,895 sf	\$141.73 /sf	\$1,544,199
Budget			0
Indicated Surplus / (Deficit)			(1,544,199)
<u>ALTERNATES</u>			
01 New North Stair		Add ±	14,661
02 High Density Storage		Add ±	1,876

The above estimates are for direct construction cost only. They do not include furnishings & equipment, architect and engineer design fees, consultant fees, inspection and testing fees, plan check fees, state sales tax, hazardous material testing and removal, financing costs, owners contingency, nor any other normally associated development costs.

The above estimates assume a competitively bid project, with at least three qualified bidders in each of the major sub-trades as well as the general contractors.

The above estimates assume a construction start date of: April' 17. If the start of construction is delayed beyond the date above, the estimates must be indexed at a rate of 5% to 7% per year compounded.

This is a probable cost estimate based on in-progress documentation provided by the architect. The actual bid documents will vary from this estimate due to document completion, detailing, specification, addendum, etc. The estimator has no control over the cost or availability of labor, equipment, materials, over market conditions or contractor's method of pricing, contractor's construction logistics and scheduling. This estimate is formulated on the estimator's professional judgment and experience. The estimate makes no warranty, expressed or implied, that the quantities, bids or the negotiated cost of the work will not vary from the estimator's opinion of probable construction cost.

Florence City Hall Remodel

Florence, Oregon
Waterleaf Architects
Portland, Oregon
SD Estimate 1.4

ACC Cost Consultants, LLC

Stanley J. Pszczolkowski
8060 SW Pfaffle Street, Suite 110
Tigard, Oregon 97223-8489
Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com

Estimate Date: 20-Apr-16
Document Date: 31-Mar-16
Print Date: 20-Apr-16
Print Time: 11:04 AM
Constr. Start: April '17

SUMMARY**Building Estimate****Site Work****Total****DIRECT CONSTRUCTION COSTS****\$/sf****Cost****Cost**

Area				
	10,895 sf			
02 EXISTING CONDITIONS				
03 CONCRETE	\$6.35	\$69,179	\$4,434	\$73,613
04 MASONRY	1.89	20,540		20,540
05 METALS	0.00	0		-
06 WOOD, PLASTICS & COMPOSITES	0.77	8,363		8,363
07 THERMAL & MOISTURE PROTECTION	20.91	227,847		227,847
08 OPENINGS	7.18	78,255		78,255
09 FINISHES	9.03	98,369		98,369
10 SPECIALTIES	16.10	175,364		175,364
11 EQUIPMENT	4.24	46,245		46,245
12 FURNISHINGS	0.46	5,000		5,000
13 SPECIAL CONSTRUCTION	0.77	8,432		8,432
14 CONVEYING EQUIPMENT	0.00	0		-
21 FIRE SUPPRESSION	0.00	0		-
22 PLUMBING	0.00	0		-
23 HVAC	4.33	47,206		47,206
26 ELECTRICAL	6.54	71,204		71,204
31 EARTHWORK	10.82	117,929		117,929
32 EXTERIOR IMPROVEMENTS	0.73	7,990	8,750	16,740
33 UTILITIES			58,478	58,478
SUB-TOTAL			0	-
	\$90.13	\$981,923	\$71,662	\$1,053,585
Estimating Contingency / Location Factor	20.00%	18.03	196,385	14,332
Index To Construction Start	6.00%	6.49	70,698	5,160
General Conditions / Insurance / Bond	10.00%	11.46	124,901	9,115
General Contractor OH & Profit	4.75%	5.99	65,261	4,763
TOTAL DIRECT CONSTRUCTION COST	\$132.09	\$1,439,167	\$105,032	\$1,544,199

Florence City Hall Remodel

Florence, Oregon
Waterleaf Architects
Portland, Oregon
SD Estimate 1.4

ACC Cost Consultants, LLC

Stanley J. Psczolkowski
8060 SW Pfaffle Street, Suite 110
Tigard, Oregon 97223-8489
Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com

Estimate Date: 20-Apr-16
Document Date: 31-Mar-16
Print Date: 20-Apr-16
Print Time: 11:04 AM
Constr. Start: April '17

Building Estimate

Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
----------	------	-------------	------	------------	----------

02 | EXISTING CONDITIONS

Structure Demolition					
remove shingle roofing @ raised roof only	1,700	sf	1.25	\$2,125	
remove part of exist roof shtg	0	sf	0.00	0	reduced per review
remove existing roof structure	0	sf	0.00	0	delete per review
cut access for roof supt @ raised roof	130	lf	20.00	2,600	delete per review
remove storefront @ entries	54	lf	35.00	1,890	add after review
remove exterior wall	87	lf	35.00	3,045	
remove ramp & platform	290	sf	3.50	1,013	
remove casework	24	lf	15.00	360	
remove interior partitions, basement	62	lf	20.00	1,240	
remove interior partitions, main level	395	lf	20.00	7,900	
remove doors and frames, basement	5	ea	75.00	375	
remove doors and frames, main level	39	ea	75.00	2,925	
remove ceilings, basement	0	sf	0.00	0	delete per review
remove ceilings, main level	7,812	sf	0.75	5,859	some exist will remain
remove flooring, basement	1,588	sf	0.75	1,191	
remove flooring, main level	7,812	sf	0.75	5,859	
dust protect/ cleanup	10,895	sf	0.25	2,724	
temporary weather protection	9,300	sf	0.45	4,185	
misc. mep demolition / removals	9,300	sf	0.35	3,255	
misc. demolition / cut / patch	10,895	sf	1.50	16,343	allowance
haul & disposal	1	sum	6,290.00	6,290	
Sub-total	10,895	sf	6.35 /sf	69,179	
SUB-TOTAL 02 EXISTING CONDITIONS			6.35 /sf	\$69,179	

03 | CONCRETE

Poured-In-Place Concrete					
footing	31.2	cy	375.00	11,700	
foundation wall	260	sf	34.00	8,840	
Sub-total	10,895	sf	1.89 /sf	20,540	
SUB-TOTAL 03 CONCRETE			1.89 /sf	\$20,540	

04 | MASONRY

Concrete Masonry Units (CMU)					
no work required		sf	0.00	0	
Sub-total	10,895	sf	0.00 /sf	0	
SUB-TOTAL 04 MASONRY			0.00 /sf	\$0	

05 | METALS

Structural Steel - Beams, Columns, Etc.					
canopy over entry walkway	10,895	sf	0.00	0	see sitework
Sub-total			0.00 /sf	0	
Miscellaneous Metals					
railings	130	lf	35.00	4,550	
stair handrail, wall mounted	10,895	sf	0.35	3,813	allowance
miscellaneous	10,895	sf	0.77 /sf	8,363	
Sub-total			0.77 /sf	8,363	
SUB-TOTAL 05 METALS			0.77 /sf	\$8,363	

Florence City Hall Remodel Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	ACC Cost Consultants, LLC Stanley J. Pszczolkowski 8060 SW Pfaffe Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April 17
--	---	--

Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
06 WOOD, PLASTICS & COMPOSITES						
Rough Carpentry	1,993	sf	7.25	14,449		incl's wall shg on ext. reduce to 2x4 per review changed after review included above assume 16" oc incl's ramp only @ new extension @ raised roof & extension areas changed per review reduced per review reduced per review
ext. wall framing - 2x6	5,700	sf	4.50	25,650		
int. wall framing - 2x4	1,700	sf	10.00	17,000		
support for raised roof	0	lf	0.00	0		
beams to support raised roof	1,040	lf	7.50	7,800		
floor joists @ lg conf/council ch	292	lf	8.75	2,555		
roof joists @ lg conf/entry	224	sf	15.00	3,360		
raised platform @ council chambers	16	ea	350.00	5,600		
roof trusses @high roof extension	300	sf	5.00	1,500		
roof framing @ lg conf/ entry	134	lf	10.00	1,340		
fascia bds	1,285	sf	2.50	3,213		
floor sheathing	10,895	sf	1.00	10,895		
floor prep/repair exist	2,957	sf	2.00	5,914		
roof sheathing	2,000	sf	1.00	2,000		
tie in to existing	10,895	sf	0.75	8,171		
repair exist dry rot	10,895	sf	0.50	5,448		
temporary supports	10,895	sf	0.45	4,903		
miscellaneous blocking & framing	1	sum	5,990.00	5,990		
fasteners & hardware	10,895	sf	11.55 /sf		125,788	
Sub-total						
Interior Finish Carpentry / Millwork	370	lf	14.00	5,180		@coun ch/public hall/lg conf allowance
wood base	480	sf	32.00	15,360		
wainscot @ public hall/council chamb	10,895	sf	1.89 /sf		20,540	
Sub-total						
Architectural Wood Casework						plan plan reduce per review allowance
permit center	42	lf	300.00	12,600		
counters						
reception counter	12	lf	300.00	3,600		
council chambers						
base cabinet, coffee	10	lf	350.00	3,500		
wall cabinet, coffee	10	lf	150.00	1,500		
council casework	1	sum	35,000.00	35,000		
large conference						
base cabinet	17	lf	350.00	5,950		
wall cabinet	17	lf	150.00	2,550		
restroom						
lav counter	20	lf	160.00	3,200		
misc. casework	10,895	sf	1.25	13,619		
Sub-total	10,895	sf	7.48 /sf		81,519	
SUB-TOTAL 06 WOOD, PLASTICS & COMPOSITES				20.91 /sf	\$227,847	

07 THERMAL & MOISTURE PROTECTION						
Waterproofing & Damproofing	260	sf	1.00	260		
damproof foundation wall	10,895	sf	0.02 /sf		260	
Sub-total						
Insulation						deleted per review @ extensions & attic areas
rigid insulation	0	sf	0.00	0		
roof, r-30						
batt insulation	1,757	sf	2.00	3,514		
roof, r-30	1,285	sf	2.25	2,891		
under floor						

Florence City Hall Remodel

Florence, Oregon
Waterleaf Architects
Portland, Oregon
SD Estimate 1.4

ACC Cost Consultants, LLC

Stanley J. Pszczolkowski
8060 SW Pfaffle Street, Suite 110
Tigard, Oregon 97223-8489
Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com

Estimate Date: 20-Apr-16
Document Date: 31-Mar-16
Print Date: 20-Apr-16
Print Time: 11:04 AM
Constr. Start: April' 17

Building Estimate

Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
07 THERMAL & MOISTURE PROTECTION - Continued					
Insulation - continued					
ext. walls, r-19	3,693	sf	1.00	3,693	
vapor & weather barriers	4,062	sf	0.60	2,437	
Sub-total	10,895	sf	1.15 /sf	12,535	
Wood Siding Systems					
new ext. wood siding	3,693	sf	10.00	36,930	
clean exist wood siding	3,600	sf	1.00	3,600	
Sub-total	10,895	sf	3.72 /sf	40,530	prep for re painting
Membrane Roofing					
TPO	784	sf	10.00	7,840	
Sub-total	10,895	sf	0.72 /sf	7,840	
Metal Roofing					
prefinished metal roofing	0	sf	0.00	0	
slip sheet / ice & water shield	0	sf	1.00	0	deleted per review
Sub-total	10,895	sf	0.00 /sf	0	
Shingle Roofing					
composite asphalt shingle, 40 year	2,657	sf	4.00	10,628	
slip sheet	2,923	sf	0.20	585	added per review
Sub-total	10,895	sf	1.03 /sf	11,213	
Flashing & Sheet Metal					
gutters	160	lf	10.00	1,600	
downspouts	75	lf	10.00	750	verify
flashing					verify
miscellaneous	3,441	sf	0.55	1,893	
Sub-total	10,895	sf	0.39 /sf	4,243	only @ new roofing
Caulking & Sealants					
caulking / firestopping	10,895	sf	0.15	1,634	
Sub-total	10,895	sf	0.15 /sf	1,634	reduced per review
SUB-TOTAL 07 THERMAL & MOISTURE PROTECTION			7.18 /sf	\$78,255	
08 OPENINGS					
Doors, Frames & Hardware (includes installation)					
exterior					
entry doors	1	pair	3,000.00	3,000	
egress doors	3	ea	1,600.00	4,800	
interior doors					
single passage	13	ea	1,250.00	16,250	
rehang exist drs on new frames	11	ea	500.00	5,500	reduced per review
bi-fold doors	2	pair	850.00	1,700	re use 11 exist doors & hdwr
access panels / doors	1	sum	1,250.00	1,250	
Sub-total	10,895	sf	2.98 /sf	32,500	
Relites & Sidelites					
various locations	10,895	sf	0.30	3,269	
Sub-total	10,895	sf	0.30 /sf	3,269	allowance

Florence City Hall Remodel Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	ACC Cost Consultants, LLC Stanley J. Psczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April' 17
	Building Estimate	

	Quantity	Unit	Cost / Unit	Cost	Suh-totals	Comments
08 OPENINGS - Continued						
Windows storefront	536	sf	70.00	37,520		@ entry/council chamb - verify
windows aluminum frame - @council ch/lg conf	456	sf	55.00	25,080		clerestory @ coun ch/lg conf
Sub-total	10,895	sf	5.75 /sf		62,600	
			9.03 /sf		\$98,369	
SUB-TOTAL 08 OPENINGS						

09 FINISHES						
Gypsumboard Systems	13,393	sf	2.50	33,483		int. walls, i/s ext. walls
gypbd Interior	1,870	sf	1.00	1,870		@ public hall/rr's per review
acoustic at int. walls, ceiling	1,520	sf	7.50	11,400		rr's, misc. - allowanco
suspended gypsum bd ceilings	1,495	sf	7.00	10,465		allowance
coffered ceilings - new	7,812	sf	0.75	5,859		allowance
patch existing coffered ceiling	1	sum	4,415.39	4,415		
accessories, miscellaneous, bracing, etc.	10,895	sf	6.19 /sf		67,492	
Sub-total						
Ceilings	1,643	sf	4.00	6,574		new extensions
acoustical tile	7,812	sf	0.50	3,906		
patch existing	10,895	sf	0.96 /sf		10,480	
Sub-total						
Ceramic Tile	1,160	sf	15.00	17,400		public hall & rr's
floor tile	100	lf	13.00	1,300		rr's only
base	0	sf	12.00	0		verify
wall tile	10,895	sf	1.72 /sf		18,700	
Sub-total						
Resilient	1,300	sf	6.00	7,800		@ rr's/records/permit ctr
sheet vinyl	2,045	lf	2.50	5,113		
base	10,895	st	1.10 /cf		12,913	
rubber						
Sub-total						
Carpet	941	sy	35.00	32,935		
carpet	10,895	sf	3.02 /sf		32,935	
Sub-total						
Wall Coverings		sf	0.00	0		verify
no work required	10,895	sf	0.00 /sf		0	
Sub-total						
Paint & Wallcoverings	3,893	sf	1.00	3,693		ext. siding
exterior painting	16	lvs	95.00	1,520		
paint / finish door & frame	1,894	sf	1.00	1,894		
paint gypboard ceilings / fascias	13,393	sf	0.80	10,714		
paint new interior walls	8,600	sf	0.80	6,880		
paint exist interior walls	1,819	sf	1.00	1,819		
paint gypbd ceilings	3,600	sf	1.00	3,600		
paint exist exterior siding	10,895	sf	0.25	2,724		reduce per review
miscellaneous specialty painting, touchup	10,895	sf	3.01 /sf		32,844	
Sub-total						
			16.10 /sf		\$175,364	
SUB-TOTAL 09 FINISHES						

Florence City Hall Remodel

Florence, Oregon
Waterleaf Architects
Portland, Oregon
SD Estimate 1.4

ACC Cost Consultants, LLC

Stanley J. Psczolkowski
8060 SW Pfaffle Street, Suite 110
Tigard, Oregon 97223-8489
Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com

Estimate Date: 20-Apr-16
Document Date: 31-Mar-16
Print Date: 20-Apr-16
Print Time: 11:04 AM
Constr. Start: April' 17

Building Estimate

Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
----------	------	-------------	------	------------	----------

10 | SPECIALTIES

Visual Display Systems glass display cases in public hall Sub-total	42 lf 10,895 sf		500.00 1.93 /sf	21,000 21,000	allowance - verify
Signage Systems no work required Sub-total	1 sum 10,895 sf		0.00 0.00 /sf	0 0	verify
Folding Panel Partition operable partition @ council chb Sub-total	250 sf 10,895 sf		70.00 1.61 /sf	17,500 17,500	btwn council chambers/lg conf
Toilet Accessories (includes installation) mirrors	9 ea		175.00	1,575	@ sinks
paper towel dispenser / receptacle	7 ea		425.00	2,975	
janitor tool holder	1 ea		80.00	80	
hooks	7 ea		15.00	105	
toilet paper dispenser	8 ea		45.00	360	
seat cover dispenser	8 ea		65.00	520	
soap dispenser	7 ea		115.00	805	
paper towel dispenser Sub-total	7 ea 10,895 sf		55.00 0.62 /sf	385 6,805	
Fire Extinguisher & Cabinets fec Sub-total	4 ea 10,895 sf		235.00 0.09 /sf	940 940	allowance
SUB-TOTAL 10 SPECIALTIES			4.24 /sf	\$46,245	

11 | EQUIPMENT

Equipment Clock @ west face council chambers Sub-total	1 sum 10,895 sf		5,000.00 0.46 /sf	5,000 5,000	allowance - verify
Residential Appliances no work required Sub-total	ea 10,895 sf		0.00 0.00 /sf	0 0	verify
SUB-TOTAL 11 EQUIPMENT			0.46 /sf	\$5,000	

12 | FURNISHINGS

Window Treatment shades, mecho, manual Sub-total	992 sf 10,895 sf		8.50 0.77 /sf	8,432 8,432	verify
SUB-TOTAL 12 FURNISHINGS			0.77 /sf	\$8,432	

13 | SPECIAL CONSTRUCTION

Special Construction no work required Sub-total	1 sum 10,895 sf		0.00 0.00 /sf	0 0	
SUB-TOTAL 13 SPECIAL CONSTRUCTION			0.00 /sf	\$0	

Florence City Hall Remodel
 Florence, Oregon
 Waterleaf Architects
 Portland, Oregon
 SD Estimate 1.4

ACC Cost Consultants, LLC
 Stanley J. Pszczolkowski
 8060 SW Pfaffle Street, Suite 110
 Tigard, Oregon 97223-8489
 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com

Estimate Date: 20-Apr-16
 Document Date: 31-Mar-16
 Print Date: 20-Apr-16
 Print Time: 11:04 AM
 Constr. Start: April '17

Building Estimate	Quantity	Unit	Cost / Unit	Cust	Sub-totals	Comments
14 CONVEYING EQUIPMENT						
Elevators no work required		stop	0.00	0		
Sub-total	10,895	sf	0.00 /sf		0	
SUB-TOTAL 14 CONVEYING EQUIPMENT			0.00 /sf		\$0	
21 FIRE SUPPRESSION						
Fire Sprinklers no work required		sf	0.00	0		verify
Sub-total	10,895	sf	0.00 /sf		0	
SUB-TOTAL 21 FIRE SUPPRESSION			0.00 /sf		\$0	
22 PLUMBING						
Waste Drainage Systems	35	lf	12.16	426		
abs waste & vent ug 2"	15	lf	18.22	273		
abs waste & vent ug 3"	40	lf	24.69	988		
abs waste & vent ug 4"	110	lf	10.38	1,142		
abs waste & vent ag 2"	40	lf	15.57	623		
abs waste & vent ag 3"	35	lf	21.10	739		
abs waste & vent ag 4"	1	ea	500.00	500		
4" backwater valve	4	ea	263.00	1,052		
fd-1) floor drain	2	ea	310.00	620		
2"-3" vtr flashing	1	ea	221.00	221		
floor cleanout 3" - 4"	2	ea	145.00	290		
wall cleanout 2"	2	ea	762.00	1,524		
tp-1 thru 5) trap primers	90	lf	56.00	5,040		
saw cut / excavate / backfill	10,895	sf	1.23 /sf	13,438		
Sub-total						
Domestic Hot & Cold Water	40	lf	14.00	560		
l-cu dist. piping 1/2"	26	lf	16.33	425		
l-cu dist. piping 3/4"	24	lf	19.63	471		
l-cu dist. piping 1"	30	lf	23.00	690		
l-cu dist. piping 1-1/4"-1-1/2"	2	ea	120.00	240		
access panels	2	ea	55.00	110		
fire caulk piping penetrations	10,895	sf	0.23 /sf	2,496		
Sub-total						
Piping Insulation	120	lf	12.00	1,440		
piping insulation	10,895	sf	0.13 /sf	1,440		
Sub-total						
Condensate Piping	30	lf	14.00	420		
l-cu piping 1"	1	ea	103.78	104		
p-trap assembly	10,895	sf	0.05 /sf	524		
Sub-total						
Plmbg Fixtures/Commercial	9	ea	240.00	2,160		
demo existing plumbing fixtures/cap piping	2	ea	1,136.00	2,272		
wc-1) wall hung with flush valve and carriers	4	ea	1,136.00	4,544		
wc-2) wall hung with flush valve and carriers	6	ea	925.00	5,550		
lv-1) lavatory - c/top	1	ea	2,126.00	2,126		
df-1) drinking fountain	2	ea	1,020.00	2,040		
s-1) coffee sink						

add sink @ breakroom

Florence City Hall Remodel Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	ACC Cost Consultants, LLC Stanley J. Pszczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Apr-16
		Document Date: 31-Mar-16
		Print Date: 20-Apr-16
		Print Time: 11:04 AM
		Constr. Start: April 17

Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
22 PLUMBING - Continued						
Plmbg Fixtures/Commercial - continued						
s-2) large conference room sink	1	ea	1,150.00	1,150		
sh-1) shower complete	2	ea	3,250.00	6,500		
Sub-total	10,895	sf	2.42 /sf		26,342	
Plumbing equipment						
ewh-1) electric water heater - 52 gallon hi-ef	1	ea	1,052.00	1,052		
circ. pump & interconnect piping	1	sum	940.00	940		
det-1) expansion tank	1	ea	974.00	974		
Sub-total	10,895	sf	0.27 /sf		2,966	
SUB-TOTAL 22 PLUMBING			4.33 /sf		\$47,206	
23 HVAC						
Insulation						
liner	885	sf	1.96	1,735		
ductwork fg ash 1-1/2" thick	1,547	sf	2.68	4,146		
Sub-total	10,895	sf	0.54 /sf		5,881	
HVAC equipment						
2.5 -ton split systems w/hp condensers	2	ea	6,250.00	12,500		
refrigeration piping	80	lf	62.00	4,960		
disconnect and fire-safing	1	sum	450.00	450		
Sub-total	10,895	sf	1.64 /sf		17,910	
Exhaust/Return Fans						
ef-1 thru 3) exhaust fans	1	sum	2,550.00	2,550		
rigging	1	sum	525.00	525		
Sub-total	10,895	sf	0.28 /sf		3,075	
Sup/Ret/Gen. Exh. Duct						
galvanized duct s/a [60% re-use / 40% new]	2,856	lb	7.00	19,992		
galvanized duct r/a [60% re-use / 40% new]	924	lb	7.00	6,468		
galvanized duct exhaust & osa	430	lb	7.00	3,010		
Sub-total	10,895	sf	2.70 /sf		29,470	
Flexible Duct						
insulated flex duct to diffusers	170	lf	9.39	1,596		
Sub-total	10,895	sf	0.15 /sf		1,596	
Air Distribution Devices						
supply air diffusers	20	ea	67.00	1,340		
return air grills w/filters	11	ea	196.00	2,156		
exhaust grills	3	ea	112.00	336		
volume dampers	29	ea	60.00	1,740		
fsd's with access panels	2	ea	750.00	1,500		
firecaulking	1	sum	1,500.00	1,500		
Sub-total	10,895	sf	0.79 /sf		8,572	
ATC Controls						
programmable thermostats	2	ea	1,120.00	2,240		
Sub-total	10,895	sf	0.21 /sf		2,240	

Florence City Hall Remodel Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	ACC Cost Consultants, LLC Stanley J. Psczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com			Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April 17
--	---	--	--	--

Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
-------------------	----------	------	-------------	------	------------	----------

23 HVAC - Continued						
Air & Water Balancing	1	sum	2,460.00	2,460		
air balancing	10,895	sf	0.23 /sf		2,460	
Sub-total						
			6.54 /sf		\$71,204	
SUB-TOTAL 23 HVAC						

26 ELECTRICAL						
<u>Remodel</u>	9,400	sf	8.50	79,900		allowance
Electrical	9,400	sf	8.50 /sf		79,900	
Sub-total						
<u>New</u>	1,495	sf	3.25	4,859		
power	1,495	sf	3.25 /sf		4,859	
Sub-total						
Lighting	1,495	sf	10.00	14,950		
Sub-total	1,495	sf	10.00 /sf		14,950	
Low Voltage	1,495	sf	3.25	4,859		
av equipment/installation allowance	1	sum	7,500	7,500		equipment is FF & E
Sub-total	1,495	sf	8.27 /sf		12,359	
Fire Alarm/Security	9	ea	181	1,629		
install smoke detectors	5	ea	194	970		
install notifications devices	1	ea	3,262	3,262		
card access locations	1,495	sf	3.92 /sf		5,861	
Sub-total						
			10.82 /sf		\$117,929	
SUB-TOTAL 26 ELECTRICAL						

31 EARTHWORK						
Excavation & Fill - Building Related	143	cy	30.00	4,283		allowance
excavate for addition, haul off	78	cy	25.00	1,950		
footing excavation	47	cy	30.00	1,404		
footing backfill	1,414	sf	0.25	353		
vapor barrier	10,895	sf	0.73 /sf		7,990	
Sub-total						
			0.73 /sf		\$7,990	
SUB-TOTAL 31 EARTHWORK						

SUB-TOTAL		90.13	981,923	\$981,923	
Estimating Contingency / Location Factor	April 17	20.00%	196,385		change per review
Index To Construction Start		6.00%	70,898		@ ± 6% per year
General Conditions / Insurance / Bond		10.00%	124,901	457,244	46.57%
General Contractor OH & Profit		4.75%	65,261		
TOTAL DIRECT CONSTRUCTION COST					
Building Estimate	10,895	sf	\$132.09 /sf		\$1,439,167
	Existing		New		
Basement	1,588	sf	0 sf		
Main Level	7,812	sf	1,495 sf		
	9,400	sf	1,495 sf		

Florence City Hall Remodel Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	ACC Cost Consultants, LLC Stanley J. Psczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April '17
--	---	---

	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
Site Work Estimate						
02 EXISTING CONDITIONS						
Site Demolition	10,896	sf	\$0.25	\$2,724		
site demolltion	10	lf	10.00	100		
sawcut concrete	300	sf	4.00	1,200		
remove exist walkway	1	sum	410.00	410		
haul & disposal	10,896	sf	0.41 /sf		\$4,434	
Sub-total					\$4,434	
SUB-TOTAL 02 EXISTING CONDITIONS			0.41 /sf		\$4,434	
31 EARTHWORK						
Clearing & Grubbing	10,896	sf	0.10	1,090		
clear & grub	1	sum	160.00	160		
haul & disposal	10,896	sf	0.11 /sf		1,250	
Sub-total						
Site Excavation & Fill	1	sum	5,000.00	5,000		
mobilization / misc. site work	10,896	sf	0.46 /sf		5,000	
Sub-total						
Erosion & Sedimentation Controls	1	sum	2,500.00	2,500		
erosion control	10,896	sf	0.23 /sf		2,500	
Sub-total						
SUB-TOTAL 31 EARTHWORK			0.80 /sf		\$8,750	
32 EXTERIOR IMPROVEMENTS						
Canopy @ entry walkway	544	sf	55.00	29,920		
Canopy	10,896	sf	2.75 /sf		29,920	
Sub-total						
Site Walls	40	lf	35.00	1,400		
earthwork	40	lf	8.00	320		
footing drain	9	cy	375.00	3,500		
footings	200	sf	34.00	6,800		
walls, retaining	0	sf	0.00	0		delete after review
brick veneer	0	lf	0.00	0		delete after review
cap	100	lf	100.00	10,000		reduce after review
trellis / decorative structure	10,896	sf	2.02 /sf		22,020	
Sub-total						
Landscape / Irrigation Repair / Improvements	10,896	sf	0.50	5,448		allowance
landscape	10,896	sf	0.10	1,090		allowance
irrigation	10,896	sf	0.60 /sf		6,538	
Sub-total						
SUB-TOTAL 32 EXTERIOR IMPROVEMENTS			5.37 /sf		\$58,478	
33 UTILITIES						
Utilities		sf	0.00	0		verify
no work required	10,896	sf	0.00 /sf		0	
Sub-total						
SUB-TOTAL 33 UTILITIES			0.00 /sf		\$0	

Florence City Hall Remodel Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	ACC Cost Consultants, LLC Stanley J. Pszczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April' 17																											
Site Work Estimate	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Quantity</th> <th style="width: 10%;">Unit</th> <th style="width: 15%;">Cost / Unit</th> <th style="width: 15%;">Cost</th> <th style="width: 15%;">Sub-totals</th> <th style="width: 20%;">Comments</th> </tr> </thead> </table>	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments																						
Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments																								
SUB-TOTAL																													
Estimating Contingency / Location Factor Index To Construction Start General Conditions / Insurance / Bond General Contractor OH & Profit	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;"></td> <td style="width: 10%;"></td> <td style="width: 15%; text-align: center;">6.58</td> <td style="width: 15%; text-align: right;">71,662</td> <td style="width: 15%; text-align: right;">\$71,662</td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">April' 17</td> <td style="text-align: center;">20.00%</td> <td style="text-align: right;">14,332</td> <td></td> <td rowspan="4" style="vertical-align: top;"> change per review @ ± 6% per year 46.57% </td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">6.00%</td> <td style="text-align: right;">5,160</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">10.00%</td> <td style="text-align: right;">9,115</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">4.75%</td> <td style="text-align: right;">4,763</td> <td style="text-align: right;">33,370</td> </tr> </tbody> </table>			6.58	71,662	\$71,662			April' 17	20.00%	14,332		change per review @ ± 6% per year 46.57%			6.00%	5,160				10.00%	9,115				4.75%	4,763	33,370	
		6.58	71,662	\$71,662																									
	April' 17	20.00%	14,332		change per review @ ± 6% per year 46.57%																								
		6.00%	5,160																										
		10.00%	9,115																										
		4.75%	4,763	33,370																									
TOTAL DIRECT CONSTRUCTION COST Site Work Estimate	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;"></td> <td style="width: 10%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">10,896</td> <td style="text-align: center;">sf</td> <td style="text-align: center;">\$9.64</td> <td style="text-align: center;">/sf</td> <td style="text-align: right;">\$105,032</td> </tr> </tbody> </table>								10,896	sf	\$9.64	/sf	\$105,032																
	10,896	sf	\$9.64	/sf	\$105,032																								

Florence City Hall Remodel Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	ACC Cost Consultants, LLC Stanley J. Pszczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April '17
--	--	---

ALTERNATES

Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
01 New North Stair					
Alternate One					
	interior partitions				
336	sf	\$4.50	\$1,512		
80	sf	7.50	600		
18	risers	98.00	1,764		
40	sf	6.00	240		
456	sf	0.50	228		
456	sf	0.50	228		
336	sf	1.00	336		
672	sf	2.50	1,680		
80	sf	7.50	600		
1	sum	503.16	503		
72	lf	10.00	720		
752	sf	1.00	752		
24	lf	35.00	840		
10,895	sf	0.92 /sf		\$10,003	
SUB-TOTAL 01 New North Stair			10,003	\$10,003	
Estimating Contingency					
Index To Construction Start		April' 17	20.00%	2,001	
General Conditions			6.00%	720	@ ± 6% per year
General Contractor OH & Profit			10.00%	1,272	
			4.75%	665	46.57%
TOTAL DIRECT CONSTRUCTION COST					
01 New North Stair		10,895 sf	\$1.35 /sf	\$14,661	
02 High Density Storage					
Alternate Two					
	remove floor sheathing				
80	sf	1.50	\$120		
80	sf	10.00	800		
80	sf	1.00	80		
80	sf	1.00	80		
80	sf	2.50	200		
80	sf	16.00 /sf		\$1,280	
SUB-TOTAL 02 High Density Storage			1,280	\$1,280	
Estimating Contingency					
Index To Construction Start		April' 17	20.00%	256	
General Conditions			6.00%	92	@ ± 6% per year
General Contractor OH & Profit			10.00%	163	
			4.75%	85	46.57%
TOTAL DIRECT CONSTRUCTION COST					
02 High Density Storage		10,895 sf	\$0.17 /sf	\$1,876	



City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

Development Cost Worksheet

hsr | waterleaf

HSR PROJECT DEVELOPMENT COST WORKSHEET

	Last Revised March 23, 2016			
ITEM	DESCRIPTION	Responsible	Notes	Costs
1	STUDIES			
1.1	Feasibility Studies			
	a. Phase I Feasibility			
	b. Phase II Feasibility			
	c. Bond Prep			
1.2	Environmental Assessment			
1.3	Geotechnical Survey Basic			
1.4	Geotechnical Survey Essential Facility			
1.5	Hazmat Abatement Study			
1.6	ALTA Survey			
1.7	Traffic Study			
1.8	Storm Water System			
1.9	DEQ			
1.10	Land Survey			\$2,000
1.11	Title Report			
	Sub Total			\$2,000
2	DEVELOPMENT COSTS			
2.1	Land and Rights			
	a. Land Acquisition			
	b. Appraisal			
	c. Right-of-way			
	d. Partitions			
	e. Lot line adjustment			
	f. Consolidation			
	g. Design Review / Conditional Use			
2.2	Hazmat Abatement/Brownfield issues			
2.3	Demolition			
2.4	Site Work			
2.5	Off Site Improvements			
	a. Streets			
	b. Sewer			
	c. Water			
	d. Power			
	e. Gas			
	d. Data/Communications			
2.6	Construction			
2.7	Structural Construction Testing			
2.8	Project Construction Insurance			
2.9	Temporary Utilities			
2.10	1.5% Construction Cost for Solar			
2.11	Art		Calculated at 1.5% of total	\$25,000
2.12	LEED			
	Sub Total			\$25,000

HSR PROJECT DEVELOPMENT COST WORKSHEET

	Last Revised March 23, 2016			
ITEM	DESCRIPTION	Responsible	Notes	Costs
3	PRECONSTRUCTION COSTS			
3.1	Arch/Eng Fees			
	a. Architectural			
	b. Interiors			
	c. Civil / Structural			
	d. Structural			
	e. Mechanical			
	f. Elect / Plumb			
	g. Data/Communication			
	h. Security			
	i. Kitchen Consultant			
	j. Building Envelope Consultant			
	k. Acoustic Consultant			
	l. LEED Consultant			
	m. Landscape			
	n. Specifications			
	o. Cost Estimate			
	p. Planning and Zoning Coord.			
3.2	10% Consultant Coordination			
3.3	Reimbursable Expenses			
	Sub Total			\$0
4.00	CITY/COUNTY/STATE FEES/PERMITS			
4.1	System Development Changes			
	a. Transportation			\$600
	b. Sewer			\$1,500
	c. Stormwater			\$500
	d. Stormwater Permit			
	e. Water			\$1,200
4.2	Site & Design Review Type III			
	a. Conditional Use Type III			
	b. Pre app fee			\$1,500
4.3	Building Permit Fees			\$15,000
	a. Building Permit			
	b. Bldg. Plan Review			
	c. Fire/Life and Safety Review			
	d. Bldg Permit State Surcharge			
	e. School Tax			
	f. Metro Tax			
	g. Electrical			
	h. Plumbing			
	i. Mechanical			
	j. Deferred Submittal Fee			
4.4	DEQ Fees			
4.5	EPA Fees			
	Sub Total			\$20,300
5	ADMINISTRATION COSTS			
5.1	Administration			
5.2	Furnishings			\$100,000
5.3	Equipment			
	a. Phone/Data		AV in Council Chambers	\$30,000

HSR PROJECT DEVELOPMENT COST WORKSHEET

	Last Revised March 23, 2016			
ITEM	DESCRIPTION	Responsible	Notes	Costs
	b. Security			
	c. Generator			
	d. UPS			
	e. Communication between buildings			
	f. Assisted Listening			
	g. Media in Comm/EOC Confs & brief			
5.4	Bond measure expenses		Debt Insurance	\$25,000
5.5	Funding/Grant/Admin Consultatnt			
5.6	Legal Expenses			
5.7	Owner's Project Manager			
5.8	Relocation During Construction Costs			\$35,000
5.9	POD/Storage Unit for Records			\$2,000
5.10	FEC Charges for Meetings			\$5,000
5.11	Updates to JC Round Room			\$15,000
	Sub Total			\$212,000
6	MISCELLANEOUS			
6.1	Relocation Expenses			
	a. Office Stationary			
	b. Moving			
	Sub Total			\$0
	SUB TOTAL ABOVE			\$259,300
7	CONTINGENCY			
7.1	Project			
7.2	Inflation			
	Sub Total			\$0
	SUB TOTAL ABOVE			\$0
	GRAND TOTAL			\$259,300



City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

Hazmat Report

hsr | waterleaf

KOOS Environmental Services, Inc

Mike Miller
Public Works Director
City of Florence
Florence OR 97439

2 May 2016
K-4242

Re: Asbestos Survey at the Florence City Hall, 250 Highway 101, Florence OR.

You requested KOOS Environmental Services, Inc. conduct an asbestos survey at Florence City Hall, 250 Highway 101, Florence Oregon.

- **Background information**

The building is a level public building used as the Florence Oregon City Hall, the inspection only deals with areas that are expected to be disturbed during the remodel, if there are materials that are found during the remodel care must be taken to not disturb the materials until a certified asbestos inspector is consulted.

- **Building description**

The structure was built in the 1970's and is predominantly a cement building. The interior has an upper main floor where the majority of business is conducted and a small amount of offices in the basement. The floors have a mix of sheet vinyl, tile and carpeting and the walls are wood with sheet rock & texture and a small amount of paneling.

- **Survey methodology**

The survey was conducted in accordance with the sampling protocol in 40 CFR 763.86. There was no attempt to breach any covered or inaccessible areas. The classification of asbestos are as used in the AHERA standards, either SM (Surfacing Material), TSI (Thermal System Insulation), or MBM (Miscellaneous Building Material). Each is further characterized as either friable or non-friable. The condition of the ACM (Asbestos Containing Material) is further indicated, as is the potential for future disturbance. Each assessment is divided into the respective functional space they are found. The analysis of the suspect material has been done in a laboratory accredited by NIST (National Institute of Standards and Technology) under NVLAP (National Voluntary Laboratory Accreditation Program). The primary identification will be PLM (Polarized Light Microscopy) using EPA 600/R-93/116 method, the current accepted standard for bulk analysis of asbestos containing material.

Twelve samples were taken for testing during the inspection from inside of the building as directed for the future remodel project. See Lab results for samples taken.

- Asbestos identification

- MBM 4242 BBFSV 1

- basement bathroom flooring 25% Chrysotile
 - Description: friable
 - Condition: good
 - Potential for Disturbance: high

- MBM 4242 BBSR & JC 3

- sheet rock joint compound 2% Chrysotile
 - Description: friable
 - Condition: poor
 - Potential for Disturbance: high

- MBM 4242 MRRFT 4

- Staff, Men's Rest room floor tile 5% Chrysotile
 - Description: friable
 - Condition: good
 - Potential for Disturbance: high

- MBM 4242 CRPG 7

- Conference room paneling glue 5% Chrysotile
 - Description: friable
 - Condition: good
 - Potential for Disturbance: high

- MBM 4242 CRFT & M 8

- Conference room floor tile 5% Chrysotile
 - Description: friable
 - Condition: good
 - Potential for Disturbance: high

- Recommendations

All asbestos containing materials must be abated by a licensed asbestos contractor prior to damaging the materials. If there are any suspect materials found during the demolition all work must stop and a licensed asbestos building Inspector contacted for identification and disposition. The floor tile and sheet rock joint compound are considered homogeneous throughout the building. Materials with the same appearance and qualities MUST be treated the same as those tested positive or negative for asbestos. Once the work is ready to begin it may be beneficial for the city to have the inspector walk through the building with the general contractor in charge of the project to clarify any concerns.

Asbestos Survey Florence City Hall, 250 Highway 101, Florence OR.

- Supporting information

Inspection Firm: KOOS Environmental Services, Inc.
P.O. Box 4068
Coos Bay, OR 97420 Phone 541 266-0511
OR CCB #: 135210/LBP OR DEQ #: FSC665 ORHD# 1153

Inspector: Ken Newman, KOOS Environmental Service, Inc.
EPA/AHERA Building Inspector ID# 1003-16

Laboratory: SanAir Technologies, Inc.
1551 Oakbridge Drive Suite B
Powhatan, VA 23139
Phone 888-895-0070
NVLAP #: 200870-0

Owner/Customer Mike Miller
Public Works Director
City of Florence
Florence, OR 97439

Structure Inspected: Florence City Hall
250 Highway 101
Florence OR 97439

Inspection Purpose: For identification of hazardous materials prior to remodeling.

Inspection Dates: Physical survey done 18 April 2016
Report completed 2 May 2016

Attached: Analysis by SanAir Technologies report
Chain of custody for samples

Ken Newman

EPA/AHERA Building Inspector

SanAir Technologies Laboratory

Analysis Report

prepared for

**KOOS Environmental Services,
Inc.**

Report Date: 4/21/2016
Project Name: Florence City Hall
Project #: K-4242
SanAir ID#: 16013179



NVLAP LAB CODE 200870-0



Certification # 652931



License # LAB0166



804.897.1177

www.sanair.com



SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070
Web: <http://www.sanair.com> E-mail: iaq@sanair.com

KOOS Environmental Services, Inc.
PO Box 4068
Coos Bay, OR 97420

April 21, 2016

SanAir ID # 16013179
Project Name: Florence City Hall
Project Number: K-4242

Dear Ken Newman,

We at SanAir would like to thank you for the work you recently submitted. The 12 sample(s) were received on Wednesday, April 20, 2016 via FedEx. The final report(s) is enclosed for the following sample(s): 4242 BBFSV 1, 4242 BBCB 2, 4242 BBSR & JC 3, 4242 MRRFT 4, 4242 HCBM 5, 4242 HSRJC 6, 4242 CRPG 7, 4242 CRFT & M 8, 4242 CR SR & JC 9, 4242 MMR SR & JC 10, 4242 PO CBM 11, 4242 PO SR & JC 12.

These results only pertain to this job and should not be used in the interpretation of any other job. This report is only complete in its entirety. Refer to the listing below of the pages included in a complete final report.

Sincerely,

Sandra Sobrino
Asbestos & Materials Laboratory Manager
SanAir Technologies Laboratory

Final Report Includes:

- Cover Letter
- Analysis Pages
- Disclaimers and Additional Information

sample conditions:

10 sample(s) in Good condition 2 sample(s) in Layer Missing condition



SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070
Web: http://www.sanair.com E-mail: iaq@sanair.com

16013179

FINAL REPORT

Name: KOOS Environmental Services, Inc.
Address: PO Box 4068
Coos Bay, OR 97420

Project Number: K-4242
P.O. Number:
Project Name: Florence City Hall

Collected Date: 4/18/2016
Received Date: 4/20/2016 10:35:00 AM
Report Date: 4/21/2016 9:38:07 AM
Analyst: Vaughan, Nathaniel

Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 BBFSV 1 / 16013179-001 Basement Bathroom Floor Sheet Vinyl	Beige Non-Fibrous Heterogeneous		75% Other	25% Chrysotile

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 BBCB 2 / 16013179-002 Basement Bathroom Cove Base Mastic, Cove Base	Black Non-Fibrous Heterogeneous		100% Other	None Detected
4242 BBCB 2 / 16013179-002 Basement Bathroom Cove Base Mastic, Mastic	Yellow Non-Fibrous Heterogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 BBSR & JC 3 / 16013179-003 Basement Sheet Rock And Joint Compound, Sheetrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other	None Detected
4242 BBSR & JC 3 / 16013179-003 Basement Sheet Rock And Joint Compound, Joint Compound	White Non-Fibrous Heterogeneous		98% Other	2% Chrysotile

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 MRRFT 4 / 16013179-004 Mens Rest Room Floor Tile And Mastic, Floor Tile	Grey Non-Fibrous Heterogeneous		95% Other	5% Chrysotile
4242 MRRFT 4 / 16013179-004 Mens Rest Room Floor Tile And Mastic, Mastic	Black Non-Fibrous Heterogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 HCBM 5 / 16013179-005 Hall Cove Base Mastic	Brown Non-Fibrous Heterogeneous		100% Other	None Detected

Certification

Analyst: 
Analysis Date: 4/20/2016

Approved Signatory: 
Date: 4/21/2016



SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070
Web: <http://www.sanair.com> E-mail: iaq@sanair.com

16013179

FINAL REPORT

Name: KOOS Environmental Services, Inc.
Address: PO Box 4068
Coos Bay, OR 97420

Project Number: K-4242
P.O. Number:
Project Name: Florence City Hall

Collected Date: 4/18/2016
Received Date: 4/20/2016 10:35:00 AM
Report Date: 4/21/2016 9:38:07 AM
Analyst: Vaughan, Nathaniel

Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 HSRJC 6 / 16013179-006 Hall Sheet Rock And Joint Compound, Sheetrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other	None Detected
4242 HSRJC 6 / 16013179-006 Hall Sheet Rock And Joint Compound, Joint Compound	White Non-Fibrous Heterogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 CRPG 7 / 16013179-007 Conference Room Paneling Glue	Olive Non-Fibrous Heterogeneous		95% Other	5% Chrysotile

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 CRFT & M 8 / 16013179-008 Floor Tile And Mastic Under Carpet (Conference Room), Mastic	Yellow Non-Fibrous Heterogeneous		100% Other	None Detected
4242 CRFT & M 8 / 16013179-008 Floor Tile And Mastic Under Carpet (Conference Room), Floor Tile	Brown Non-Fibrous Heterogeneous		95% Other	5% Chrysotile
4242 CRFT & M 8 / 16013179-008 Floor Tile And Mastic Under Carpet (Conference Room), Mastic	Black Non-Fibrous Heterogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 CR SR & JC 9 / 16013179-009 Conference Room Sheet Rock & Joint Compound, Sheetrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other	None Detected
4242 CR SR & JC 9 / 16013179-009 Conference Room Sheet Rock & Joint Compound, Joint Compound				Not Submitted

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 MMR SR & JC 10 / 16013179-010 Mens Rest Room Sheet Rock And Joint Compound, Sheetrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other	None Detected
4242 MMR SR & JC 10 / 16013179-010 Mens Rest Room Sheet Rock And Joint Compound, Joint Compound				Not Submitted

Certification

Analyst: 
Analysis Date: 4/20/2016

Approved Signatory: 
Date: 4/21/2016



SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070
Web: <http://www.sanair.com> E-mail: iaq@sanair.com

16013179

FINAL REPORT

Name: KOOS Environmental Services, Inc.
Address: PO Box 4068
Coos Bay, OR 97420

Project Number: K-4242
P.O. Number:
Project Name: Florence City Hall

Collected Date: 4/18/2016
Received Date: 4/20/2016 10:35:00 AM
Report Date: 4/21/2016 9:38:07 AM
Analyst: Vaughan, Nathaniel

Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 PO CBM 11 / 16013179-011 Planning Office Break Room Cove Base Mastic, Cove Base	Grey Non-Fibrous Heterogeneous		100% Other	None Detected
4242 PO CBM 11 / 16013179-011 Planning Office Break Room Cove Base Mastic, Mastic	Yellow Non-Fibrous Heterogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 PO SR & JC 12 / 16013179-012 Planning Office Break Room Sheet Rock, Shootrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other	None Detected
4242 PO SR & JC 12 / 16013179-012 Planning Office Break Room Sheet Rock, Joint Compound	White Non-Fibrous Heterogeneous		100% Other	None Detected

Certification

Analyst: 
Analysis Date: 4/20/2016

Approved Signatory: 
Date: 4/21/2016

Disclaimer

The final report cannot be reproduced, except in full, without written authorization from SanAir. Fibers smaller than 5 microns cannot be seen with this method due to scope limitations. The accuracy of the results is dependent upon the client's sampling procedure and information provided to the laboratory by the client. SanAir assumes no responsibility for the sampling procedure and will provide evaluation reports based solely on the sample and information provided by the client. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. government.

For NY state samples, method EPA 600/M4-82-020 is performed.

Polarized- light microscopy is not consistently reliable in detecting asbestos in floor covering and similar non-friable organically bound materials. Quantitative transmission electron microscopy is currently the only method that can be used to determine if this material can be considered or treated as non-asbestos containing.

NY ELAP lab ID 11983

SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B - Powhatan, VA 23139
 804-897-1177 / 888-895-1177 / Fax 804-897-0070
 www.sanair.com

**Asbestos
Chain of Custody**

SanAir ID Number
 16013179

Company: KOOS Environmental Services Inc.		Project #: K-4242	Phone #: 541-266-0511
Address: PO Box 4068		Project Name: Florence City Hall	Phone #: 541-404-8642
City, St., Zip: Coos Bay OR 97420		Date Collected 4-18-16	Fax #: 541-266-8721
Samples Collected By: Ken Newman		P.O. Number:	Email: kneuman@koosenvironmental.com

Asbestos Analysis Types

Bulk		Air		Soil/Vermiculite	
ABB	PLM EPA 600/R-93/116 <input checked="" type="checkbox"/>	ABA	PCM NIOSH 7400 <input type="checkbox"/>	ABSE	PLM EPA 600/R-93/116 (Qual.) <input type="checkbox"/>
	Positive Stop <input type="checkbox"/>	ABA-2	OSHA w/ TWA* <input type="checkbox"/>	ABSP	PLM CARB 435 (LOD <1%) <input type="checkbox"/>
ABEPA	PLM EPA 400 Point Count <input type="checkbox"/>	ABTEM	TEM AHERA <input type="checkbox"/>	ABSP1	PLM CARB 435 (LOD 0.25%) <input type="checkbox"/>
ABB1K	PLM EPA 1000 Point Count <input type="checkbox"/>	ABA IN	TEM NIOSH 7402 <input type="checkbox"/>	ABSP2	PLM CARD 435 (LOD 0.1%) <input type="checkbox"/>
	PLM EPA NOB <input type="checkbox"/>	ABT2	TEM Level II <input type="checkbox"/>		
ABBCH	TEM Chatfield <input type="checkbox"/>				
ABBTM	TEM EPA NOB <input type="checkbox"/>	Water		Dust	
ABBNY	TEM NY ELAP 198.4 <input type="checkbox"/>	ABHE	EPA 100.2 <input type="checkbox"/>	ABWA	TEM Wipe ASTM D-6480 <input type="checkbox"/>
OTHER/ Matrix :	<input type="checkbox"/>			ABDMV	TEM Microvac ASTM D-5755 <input type="checkbox"/>

Turn Around Times	3 HR (4 HR TEM) <input type="checkbox"/>	6 HR (8HR TEM) <input type="checkbox"/>	12 HR <input type="checkbox"/>	24 HR XX	
	2 Days <input type="checkbox"/>	3 Days <input type="checkbox"/>	4 Days <input type="checkbox"/>	5 Days <input type="checkbox"/>	
Sample #	Sample Identification/Location	Volume or Area	Sample Type	Flow Rate*	Time* Start - Stop
4242 BBFSV 1	basement bathroom floor sheet vinyl				
4242 BBCB 2	Basement bathroom cove base mastic				
4242 BBSR & JC 3	Basement sheet rock and joint compound				
4242 MRRFT 4	Mens rest room floor tile and mastic				
4242 HCBM 5	Hall cove base mastic				
4242 HSRJC 6	Hall sheet rock and joint compound				
4242 CRPG 7	Conference room paneling glue				
4242 CRFT & M 8	Floor tile and mastic under carpet (conference room)				
4242 CR SR&JC 9	Conference room sheet rock & joint compound				
4242MRR SR&JC10	Mens rest room sheet rock and joint compound				
4242 PO CBM 11	Planning office break room cove base mastic				
4242 PO SR&JC 12	Planning office break room sheet rock & joint compound				

Special Instructions

Relinquished by	Date	Time	Received by	Date	Time
<i>[Signature]</i>	4-18-16	1500	<i>[Signature]</i>	APR 20 2016	10:35AM

Unless scheduled, the turn around time for all samples received after 5 pm Friday will begin at 8 am Monday morning. Weekend or Holiday work must be scheduled ahead of time and is charged for rush turn around time. Work with standard turn around time sent Priority Overnight and Billed To Recipient will be charged a \$10 shipping fee.



City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

Space Requirements

hsr | waterleaf



City of Florence, Oregon

Space Requirements for City Hall Facility

December 8, 2015



Presented by:

hsr|waterleaf

City of Florence, Oregon Space Requirements for City Hall Facility

December 8, 2015



hsr / Waterleaf was asked to determine square foot space needs for the City of Florence City Hall Facility based on: current need (beyond existing), 10% population increase (range of 0 – 10 years), 25% population increase (range of 5 – 20 years), 50% population increase (range of 10 – 25 years and 100% population increase (range of 15 – 30+ years).

This Study is not intended to make recommendations on whether to stay in the existing facility either as is or renovated, to relocate to another existing building or to a new location/building. The Programming is intended to provide an initial estimate of area requirements based on present and forecasted staffing requirements to serve the community of Florence now and into the future and to provide information to City Leaders to help them make decisions on how to move forward.

Process

We sent a questionnaire to, and then met with: the City Manager and the assistant to the City Manager, the Interim Finance Director and Assistant Finance Director, the City Recorder / Economic Development Coordinator, the Community Development Director and the Public Works Director. We used the information from the questionnaire and interviews to compile a Programming Spreadsheet with square foot space needs for incremental population growth.

We also met with the department representatives as a group to hear about current issues regarding the existing City Hall and future goals and ideas for improving the delivery of city services with an improved facility floor plan.

Staff Input

Staff members' comments were very informative and similar in terms of how to best foster a cooperative work environment and how to provide the best services to the public visiting the City Hall. The comments could be incorporated in a remodel at the existing site (a possible expansion/addition may be required) or at a new location. They include:

- It must be a priority to make it easy, convenient, and efficient for the public to do business at City Hall.
- A Central Lobby / Reception Area for all departments with centralized reception to direct visitors.
- Convenient access to utilities, permits and business licenses would be located in the Central Lobby.
- Open areas for waiting, children and customer service stations.

**hsr master planning &
architecture llc**

62930 deschutes road
bend, or 97701
p: 541.389.3904
www.hsrarch.com

**waterleaf architecture,
interiors & planning**

419 sw 11th ave. suite #200
portland, or 97205
p: 503.228.7571
www.waterleaf.com



- Meeting rooms off the lobby would provide an area for private meetings, pre-application reviews and other city business without visitors going beyond the public areas.
- Also off the Public Lobby would be restrooms and the City Council Chambers (similar in size to the existing).
- A Council meeting room located off the Chambers and adjacent to city offices could be a Council Conference / Work Room shared by the rest of city staff when not used by the Council.
 - These rooms could also be designed to be stand alone for use after business hours.
- Provide City Services in a safe and secure environment for City Staff.
 - Maintain separation of staff work areas from the public egress and ingress circulation.
 - Locate non-public staff areas and offices in a secure area that is easily accessible to Public Lobby areas.
- Locate the City Departments/staff work areas adjacent to each other and not separated by public areas.
- Provide shared and conveniently accessible facilities such as break, copy/collating/mail, restrooms and recycling.
 - Building design and layout should provide for “coincidental staff interactions”.
- Provide shared meeting rooms so that individual departments do not need their own designated conference rooms and offices do not need to be oversized to allow conference tables.
 - Insulate walls for sound isolation of confidential conversations.

hsr master planning & architecture llc

62930 deschutes road
bend, or 97701
p: 541.389.3904
www.hsrarch.com

**waterleaf architecture,
interiors & planning**

419 sw 11th ave, suite #200
portland, or 97205
p: 503.228.7571
www.waterleaf.com

Programming Summary

Spread Sheets compiling the results of the staff interviews are contained in this report. A 25% “circulation factor” (hallways, areas around work spaces and stations etc.) was used for most areas. These reflect remodel / renovation conditions. 5% area savings may result with a new building design. There is also a “gross-up factor” which accounts for actual wall thicknesses, shafts etc. A synopsis of those findings is:



City Population	Estimated Years	Estimated Staffing (FTE's)	Estimated Total Square feet
8,565	Current	18.65	11,237
9,420 (+10%)	0-10	19.75	11,378
10,700 (+25%)		22.00	12,076
12,850 (+50%)		27.50	13,536
17,130 (+100%)		33.50	15,002

Space for long term file archive in high-density storage systems is not included. Space for archival storage may not be suitable in the ground floor of the existing facility due to tsunami/flood concerns, and because of limited access requirements and value of City Hall space. An archival storage space could be programmed off site.

The existing City Hall building has approximately 1,665 SF on the lower level, 8,025 SF on the main level and 1,725 SF of storage space in the attic. Total area is 11,415 SF +/-, and 9,690 SF +/- without the attic storage. The building foundations and attic floor structure will require an engineer's examination to determine suitability to carry substantial paper storage or to accommodate an additional floor and what if any upgrades would be required.

Conclusion

Although the existing City Hall facility appears sufficient to meet present operating requirements, the programming analysis indicates its square footage falls short of current needs. In its current configuration the layout is poorly designed (due to many alterations over the years) resulting in inefficiencies and duplication, negatively. Additionally, City Hall is not of sufficient size to meet the City's future space needs even if remodeled. The current floor plan is not easily expanded to meet space and staffing needs as the community grows. Prior to investing in improvements to the current facility we encourage the City to complete its due diligence on facility alternatives noted below.

With respect to the current City Hall site, we believe the site is likely of sufficient size for a facility that can meet the estimated staffing and space requirements of an enlarged City Hall to meet Florence's growth of approximately twice or more of its present population.

Next Steps

Should the City wish to move forward, we suggest the following next steps:

Determine the preferred location

- Remain at the existing site as is or with a remodel with or without additional space. Provide archive storage elsewhere
- Relocate to another site with an existing building
- Relocate to another site and build a new facility

hsr master planning & architecture llc

62930 deschutes road
bend, or 97701
p: 541.389.3904
www.hsrarch.com

waterleaf architecture, interiors & planning

419 sw 11th ave. suite #200
portland, or 97205
p: 503.228.7571
www.waterleaf.com



Investigation of the existing facility or consideration of another site or building would include:

- At the existing facility perform structural, mechanical and electrical analysis and parking and zoning requirements/limitations. Determine scope of upgrades / remodel / addition desired. Verify that the existing site is of adequate size to accommodate to meet future space staff and parking requirements.
- To assist with the evaluation of potential sites for a new facility determine site area requirements for a 1, 2 or 3 story building including building footprint, landscape, site circulation and parking.
- Sites for possible relocation would be evaluated based on the programming requirements and extent of renovation required.
- Prepare preliminary cost estimates for improvements required for selected options based on industry square foot costs.
- A matrix would be created to evaluate possible sites and options including location and proximity to downtown, flood hazard, construction and property costs. Ability to expand in the future without disruption of services should also be considered. As it becomes obvious that sites will not be suitable further investigation (and related expense) of that site would cease.
- A timeline schedule for options would be created based on the specific requirements of each: existing facility, new or other existing building.

hsr master planning & architecture llc

62930 deschutes road
bend, or 97701
p: 541.389.3904
www.hsrarch.com

**waterleaf architecture,
interiors & planning**

419 sw 11th ave. suite #200
portland, or 97205
p: 503.228.7571
www.waterleaf.com

The City may want to draft a preliminary overall timeline schedule (based on length of time, not dates) to include all the steps above. This will provide an idea of how long the process could take. This schedule would require periodic refinement as the process is implemented and decisions made that affect it.

The process above will help the City to make an informed decision on how to move forward.

hsr / Waterleaf wishes to thank the City of Florence for the opportunity to assist with the compilation of this information. We believe the City is well positioned to perform an evaluation of its options and determine a direction. Please do not hesitate to contact us should you have questions or require clarifications, or wish any further assistance.

Respectfully,


John Ralston


Leslie Hare Shick


Tom Whittaker


Bill Bailey

Building Area Summary

Population growth:

Item	Department	Current Need	10%	25%	50%	100%	
1.0	Executive, Recorder, Economic Development	1,238	1,239	1,330	1,443	1,602	
		11.0%	10.9%	11.0%	10.7%	10.7%	
2.0	Finance and IT	1,018	1,042	1,302	1,734	1,860	
		9.1%	9.2%	10.8%	12.8%	12.4%	
3.0	Community Development	1,676	1,791	1,950	2,360	2,741	
		14.9%	15.7%	16.1%	17.4%	18.3%	
4.0	Public Areas	3,159	3,159	3,159	3,159	3,535	
		28.1%	27.8%	26.2%	23.3%	23.6%	
5.0	Staff and Building Support	4,147	4,147	4,335	4,840	5,264	
		36.9%	36.4%	35.9%	35.8%	35.1%	
	TOTAL SQUARE FEET	11,237	11,378	12,076	13,536	15,002	

Staffing		Population Growth				
Item	Department	Current Need	10%	25%	50%	100%
1.0	Executive, Recorder, Economic I					
1.1	Executive Department					
1.1-1	City Manager	1.00	1.00	1.00	1.00	1.00
1.1-2	Assistant to City Manager/Public Information	1.00	1.00	1.00	1.00	1.00
1.2	Recorder/Economic Development					
1.2-1	City Recorder/ Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00
1.2-2	Economic Development Director	-	-	-	-	-
1.2-3	Economic Development Assistant/ Business Licensing Specialist	-	-	-	-	-
1.2-4	City Hall Clerk/Deputy City Recorder	-	-	-	-	-
1.2-5	Intern/Flex	0.25	0.25	0.50	0.50	1.00
1.3	Human Resources					
1.3-1	Human Resources	1.00	1.00	1.00	1.00	1.00
	Office Assistant	-	-	-	0.50	1.00
2.0	Finance and IT					
2.1-1	Finance Director	1.00	1.00	1.00	1.00	1.00
2.1-2	Assistant Finance Director/Accountant	1.00	1.00	1.00	1.00	1.00
2.1-3	Budget Manager/Financial/ Management Analyst	-	-	-	-	-
2.1-4	Accountant/Accounts Payable/Payroll	1.00	1.00	1.00	1.50	1.00
2.1-5	Utility Billing Clerk	1.00	1.00	1.00	1.50	1.00
2.1-6	Reception/Exec Assistant	1.00	1.00	1.00	1.50	2.00
2.1-7	Finance/Management Analyst	-	-	0.50	1.00	1.00
2.1-8	Purchasing Agent	-	-	-	-	1.00
2.2	IT					
2.2-1	Information Technologists	0.40	1.00	1.25	2.00	2.50
3.0	Community Development					
3.1	Permit Center					

1.0 Executive, Recorder, Economic Development

Item	Position/description	Space Size			Room Type	Current Need		10%		25%		50%		100%		Note #	
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF	Units	NSF		
1.1	Executive Department																
1.1-1	City Manager	14	16	224	PO	1.00	224	1.00	224	1.00	224	1.00	224	1.00	224	2	Locate cl
1.1-2	Assistant to City Manager/Public Information	10	12	120	PO	1.00	120	1.00	120	1.00	120	1.00	120	1.00	120		Locate ne
1.2	Recorder/Economic Development																
1.2-1	City Recorder/ Economic Development Coordinator	10	14	140	PO	1.00	140	1.00	140	1.00	140	1.00	140	1.00	140	3	Locad ad staff
1.2-2	Economic Development Director	10	14	140	PO	-	-	-	-	-	-	-	-	-	-		City not lil Developn
1.2-3	Economic Development Assistant/ Business Licensing Specialist	10	12	120	WS	-	-	-	-	-	-	-	-	-	-		City not lil Developn
1.2-4	City Hall Clerk/Deputy City Recorder	8	10	80	WS	-	-	-	-	-	-	-	-	-	-	4	Position ir
1.2-5	Intern/Flex	8	8	64	WS	0.25	64	0.25	16	0.50	32	0.50	-	1.00	64	5	
1.3	Human Resources																
1.3-1	Human Resources	10	14	140	PO	1.00	140	1.00	140	1.00	140	1.00	140	1.00	140		
	Office Assistant	8	8	64	WS	-	-	-	-	-	-	0.50	64	1.00	64		
1.4	Storage																
1.4-1	Active File Storage -Includes Finance	14	14	196	ER	1.00	196	1.25	245	1.50	294	1.75	343	2.00	392		
	SUBTOTAL						884		885		950		1,031		1,144		
	CIRCULATION					0.25	221		221		238		258		286		
	GROSS UP					0.12	133		133		143		155		172		
	TOTAL SQUARE FOOTAGE						1,238		1,239		1,330		1,443		1,602		

1 General

1.a Business license customers pay via the Finance Dept. -locate close to Finance and Planning/Building.

2 Records

2.a Record storage-original and hard copy- should be limited with digital copies made, originals filed in separate facility- can be outside of City Hall.

2.b City Recorder's Office is involved with records management including confidential records. Provide a locking file cabinet in a selected office.

2.c Currently need a considerable amount of document storage.

3 Economic Development

3.a Economic Development and business license program to be close to Planning

1 Finance Department

- 1.a Currently the Finance Dept is the primary public contact at City Hall to accept payments, greet visitors, dispense information and answer incoming phone calls.
- 1.b Majority of work is performed at back office desks which can be performed almost anywhere with computers and considerable paper.
- 1.c In the future it is anticipated that the amount of paper will be reduced significantly as processes are automated.
- 1.d The current Finance Department proximity is convenient, but not required.
- 1.e Excluding meeting with City Staff it is also anticipated that foot traffic and the need for physical location proximity will be reduced in the future as customers/citizens
- 1.f Utility Billing and Miscellaneous Billing-likely outsourced within next six months
- 1.g Accounts Payable and Payroll-automate-paperless
- 1.h Cash Receipting-automated-less foot traffic
- 1.i Inter-departmental interactions are generally at City Hall. We can meet with other departments at their offices, which may open up some additional lines of communication awareness amongst the finance staff of issues incurred by the other departments.
- 1.j Employee-desk/work area with sufficient work surface area: computer, phone and calculator.
- 1.j.1 Partial walls or dividers to provide better acoustics, create privacy and define work space.
- 1.j.2 Phone, electrical and internet connections to allow reconfiguration of desks.
- 1.j.3 Temperature regulation of work area
- 1.j.4 Where needed provide sound proof offices
- 1.k Finance counter- one or two computers, cash drawers and printers.
- 1.l Vault-fireproof, secure

2 Information Technology

- 2.a IT support services provided by contract services. No assigned location in City Hall.
- 2.b City's servers are at the Justice and Events Centers.
- 2.c Ideally, City servers would be located outside the flood/tsunami zone, are secure, temperature and climate controlled with fire suppression and room to service/relocate

3.0 Community Development

Item	Position/description	Space Size			Room Type	Current Need		10%		25%		50%		100%		Loca
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF	Units	NSF	
3.1	Permit Center															
3.1-1	Receptionist	8	8	64	WS	-	-	-	-	-	-	-	-	-	-	Open to Lobby
3.1-2	Child Waiting Area	8	10	80	OA	1.00	80	1.00	80	1.00	80	1.50	120	1.00	80	
3.1-3	Self Help Kiosks	5	5	25	WS	1.00	25	1.00	25	1.00	25	2.00	50	2.00	50	
3.1-4	Help Desks	8	8	64	OA	-	-	-	-	-	-	-	-	-	-	small offices w
3.1-5	General Space	15	20	300	OA	-	-	-	-	-	-	-	-	-	-	space provide sufficient
3.2	Community Development															
3.2-1	Department Bull Pen	14	16	224	OA	1.00	224	1.10	246	1.25	280	1.50	336	1.50	336	Lay out files, s
	-Includes active file storage															
	-Behind secure perimeter															
3.2-2	Planning Director	12	14	168	PO	1.00	168	1.00	168	1.00	168	1.00	168	1.00	168	
3.2-3	Assistant Planner	10	12	120	PO	1.00	120	1.50	180	1.50	180	2.00	240	3.00	360	
3.2-4	Planning Admin Assistant	8	8	64	WS	1.00	64	1.00	64	1.00	64	1.50	96	2.00	128	
3.2-5	Building Official	10	14	140	PO	1.00	140	1.00	140	1.00	140	1.00	140	1.00	140	Contract Posit
3.2-6	Inspectors-Bldg, Mech., Elect.	6	6	36	OA	2.00	72	2.00	72	2.50	90	3.00	108	4.00	144	Carols
3.2-7	Code Enforcement	10	12	120	PO	1.00	120	1.00	120	1.25	150	1.50	180	2.00	240	
3.2-8	Public Works	10	12	120	PO	1.00	120	1.00	120	1.00	120	1.00	120	1.00	120	
3.2-9	Technician	8	8	64	WS	1.00	64	1.00	64	1.50	96	2.00	128	3.00	192	
	SUBTOTAL						1,197		1,279		1,393		1,686		1,958	
	CIRCULATION					0.25	299		320		348		422		490	
	GROSS UP					0.12	180		192		209		253		294	
	TOTAL SQUARE FOOTAGE						1,676		1,791		1,950		2,360		2,741	

1 General

- 1.a Planning/building Dept provides a significant amount of customer service assistance for business licenses.
- 1.b Currently 700 customer visits per month
- 1.c Would like to have payments close by-one stop shopping for customers/public

2 Planning

- 2.a -Administers all current and long range land -use
- 2.b -Processes land use development and change of use applications at staff, Planning Commission and City Council levels
- 2.c -Long range planning, land use, policy implementation, city development
- 2.d -Administration for park volunteers and parks, transit and solid waste management programs.

3 Building Department

- 3.a -Administers all functions related to execution of State Building code Regulations.

4 Code Enforcement

- 4.a -Handles implementation and enforcement of building and planning codes and nuisance code issues.

4.0 Public Areas

Item	Description	Space Size			Room Type	Current Need		10%		25%		50%		100%		Loca
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF	Units	NSF	
4.1	Public Areas															
4.1-1	Vestibule -2 Entries	8	9.5	76	ER	2	152	2	152	2	152	2	152	2	152	
4.1-2	Main Lobby -Recycling, displays, waiting	15	18	270	OA	1	270	1	270	1	270	1	270	1.5	405	Open to Permi
4.1-3	Child Waiting															3.1-2 in Permit
4.1-4	Public Counter	4	24	96	WS	1	96	1	96	1	96	1	96	1	96	
4.1-5	Self Help Kiosks	5	5	25	WS	0	-	0	-	0	-	0	-	0	-	Included in Co
4.1-6	Small Conference Rooms	12	14	168	CR	1	168	1	168	1	168	1	168	2	336	Used by Comr others
4.1-9	Women's Restroom -4 WC, 3 Lavs	10	25	250	RR180	1	250	1	250	1	250	1	250	1	250	
4.1-10	Men's Restroom -2 Urinals, 2 WC, 3 Lavs	10	25	250	RR180	1	250	1	250	1	250	1	250	1	250	
4.1-11	Drive through payment drop box	0	0	0		1	-	1	-	1	-	1	-	1	-	Located outsid
4.2	City Council															
4.2-1	Council Chambers	27.5	45	1238	ER	1	1,238	1	1,238	1	1,238	1	1,238	1	1,238	
4.2-2	Council Work Room This is in a secure location															See 5.1-3 Mec
4.2-3	City Council storage -Table and chair storage	10	12	120	ER	1	120	1	120	1	120	1	120	1	120	
	SUBTOTAL						2,544		2,544		2,544		2,544		2,847	
	CIRCULATION				0.15		382		382		382		382		427	
	GROSS UP				0.08		234		234		234		234		262	
	TOTAL SQUARE FOOTAGE						3,159		3,159		3,159		3,159		3,535	

- 1 **General**
- 1.a Provide an attractive entry to City Hall
 - 1.a.1 Weather/wind protected entrances
 - 1.a.2 Secure entries-not used as shelter for transients
- 1.b Quality space versus quantity
- 2 Customer Service
 - 2.a Utilities-most private utilities do not have local offices. Business is conducted over the phone, via mail and internet.
 - 2.b Cities have been the outlier in this area, although a majority of customers transact their business over the phone, via mail and internet
 - 2.b.1 The City has not experienced any real push back to exclude lunch availability.
 - 3 Small meeting room(s) off of public reception to meet with customrs/citizens/visitors for short meetings
 - 4 Public access to records should be done via internet or public kiosk if necessary. Access to hard copy/original records should continue to be reduced
- 5 Centralized Reception
 - 5.a Phone and in-person
 - 5.a.1 Currently provided for Finance and City Admin Staff
 - 5.a.2 May be opportunites to centralize Reception for other City Hall functions
 - 5.a.3 Community Development-Building and Planning
 - 5.a.4 Explore hours
 - City Hall could be 9-5 or 10-5
 - Community Development Customers often desire earlier hours, with technology this should be less of an issue.
 - 5.a.5 Include (3) areas
 - 1. City Hall Clerk/Reception
 - a. Business, Special Events, Liquor Licenses
 - b. City council Meeting Assistance
 - c. City Manager Reception and meeting arrangement
 - 2. Planning/Building Department
 - a. Planning and Building Permits
 - b. Business, Special Events, Liquor License backup
 - 3. Finance Department
 - a. Utility Billing
 - b. Dog Licenses
 - c. Etc.
 - 5.a.6 Space for customers/citizens/visitors should be constrained as the number at any given time is very limited.
- 6 Earthquake retrofitting
- 7 City Council Chambers
 - 7.a -Can this be located outside of City Hall?
 - 7.b -There are more work session than City Council meeting, consider flexibility for use of the space, i.e. no raised dais, chair/table storage
- 8 City Council Work Room
 - 8.a -Provide a dishwasher
- 9 Consider keeping the presence of City Hall as an important civic building in downtown.
 - 9.a Bring people downtown
- 10 Lobby

5.0 Staff and Building Support

Item	Description	Space Size			Room Type	Current Need		10%		25%		50%		100%		
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF	Units	NSF	
5.1	Staff and Building Support															
5.1-1	Vestibule	8	10	80	ER	1	80	1	80	1	80	1	80	1	80	
5.1-2	Small Conference Rooms	10	12	120	CR	1	120	1	120	2	240	2	240	3	360	
5.1-3	Med Conference/ Room	16	24	384	CR	1	384	1	384	1	384	1	384	1	384	Also
5.1-4	Large Conference Room/ combine to n	16	12	192	CR	0	-	0	-	0	-	1	192	1	192	use.1
5.1-5	Women's Restroom -2 WC, 1 Shower, 2 lavs	10	24	240	RR180	1	240	1	240	1	240	1	240	1	240	
5.1-6	Men's Restroom -1 Urinals, 2 WC, 1 shower, 2 Lav	10	24	240	RR180	1	240	1	240	1	240	1	240	1	240	
5.1-7	Archival Storage -High Density	24	28	672	ER	0	-	0	-	0	-	0	-	0	-	Off s Stor
5.1-8	Shipping and Receiving - include with c	3	20	60	ER	1	60	1	60	1	60	1.25	75	1.5	90	Cent
5.1-9	Main Copy Supply Room -Includes mail, large copy, printing, collating, binding, folding, stuffing, postage machine, office supplies	12	20	240	ER	1	240	1	240	1	240	1.25	300	1.5	360	Cent
5.1-10	Break Room	14	20	280	ER	1	280	1	280	1	280	1.3	364	1.6	448	Cent
5.1-11	Quiet/Lactation	8	10	80	ER	1	80	1	80	1	80	1	80	1	80	Cent
5.1-12	Building Maintenance Equip	8	10	80	ER	1	80	1	80	1	80	1	80	1	80	
5.1-13	Janitor Clos/Supplies/Work Station	8	10	80	ER	1	80	1	80	1	80	1	80	1	80	make
5.1-14	Janitor Closet	6	6	36	ER	2	72	2	72	2	72	2	72	2	72	If 2 s
5.1-15	Stairs	10	18	180		2	360	2	360	2	360	2	360	2	360	If 2 s
5.1-16	Elevator	8	9.5	76		1	76	1	76	1	76	1	76	1	76	If 2 s
5.1-17	Elevator Machine Room	6	7	42	ER	1	42	1	42	1	42	1	42	1	42	If 2 s
5.1-18	Electrical	10	12	120	ER	1	120	1	120	1	120	1	120	1	120	
5.1-19	Mechanical	12	16	192	ER	1	192	1	192	1	192	1	192	1	192	
5.1-20	Fire Riser Room	10	12	120	ER	1	120	1	120	1	120	1	120	1	120	
5.1-21	Miscellaneous Controls	6	8	48	WS	1	48	1	48	1	48	1	48	1	48	
5.1-22	Recycling	6	8	48		1	48	1	48	1.3	62	1.5	72	2	96	

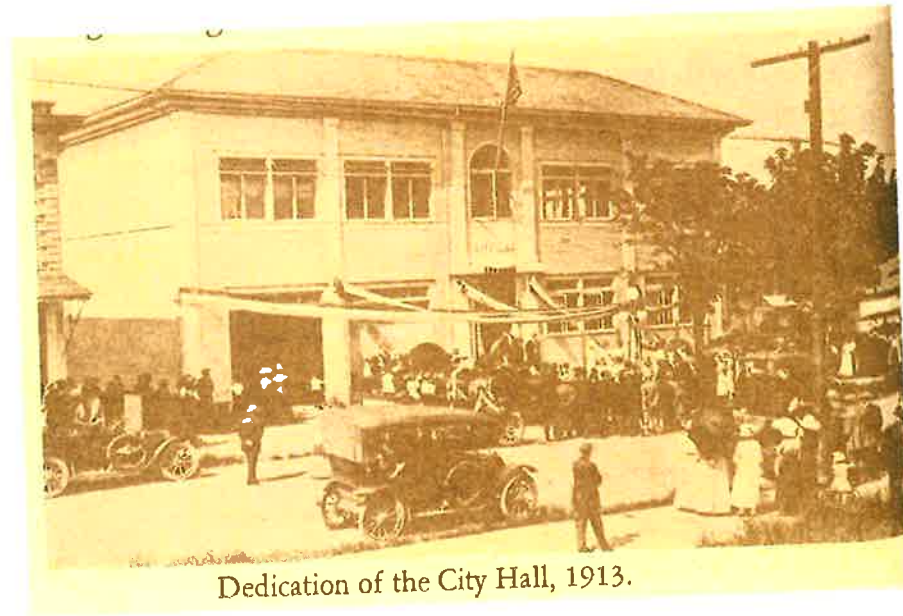
- 1 General
- 1.a Currently the departments are separated by the City Council Chambers-eliminate the separation between staff/departments
- 1.b Reduce hard copy storage via automation
 - 1.b.1 -Records-scanned and filed digitally
 - 1.b.2 -Evaluate Cloud storage to reduce requirements for technology equipment
- 1.c Security for staff is a significant consideration. Must retain openness to public. Striking an appropriate balance is needed.
 - 1.c.1 -A physical barrier between the public and staff that can be closed and locked.
- 1.d Provide appropriate acoustic qualities between working staff space and customer service areas
- 1.e Good lighting and ventilation
- 1.f Permanent Records storage for payroll and HR Records
- 1.g Locate all three administrative departments in the same general vicinity-City Manager, Planning and Finance

EXHIBIT 5

City of Carlton City Hall

City Hall and Fire Department
Share a building.

1913
Pop. 386



Dedication of the City Hall, 1913.

City of Carlton City Hall

- 1943-Share Building with Fire Department at the Old Fire Hall on Kutch Street.
- 1970-Move to the building on Pine and Main next to the theater-waiting for the new City Hall to be built in 1974.

Pop.864



1913

1960

City Hall Buildings



Current City Hall

Built in 1974: City Hall current age
47 years

POP. 1126



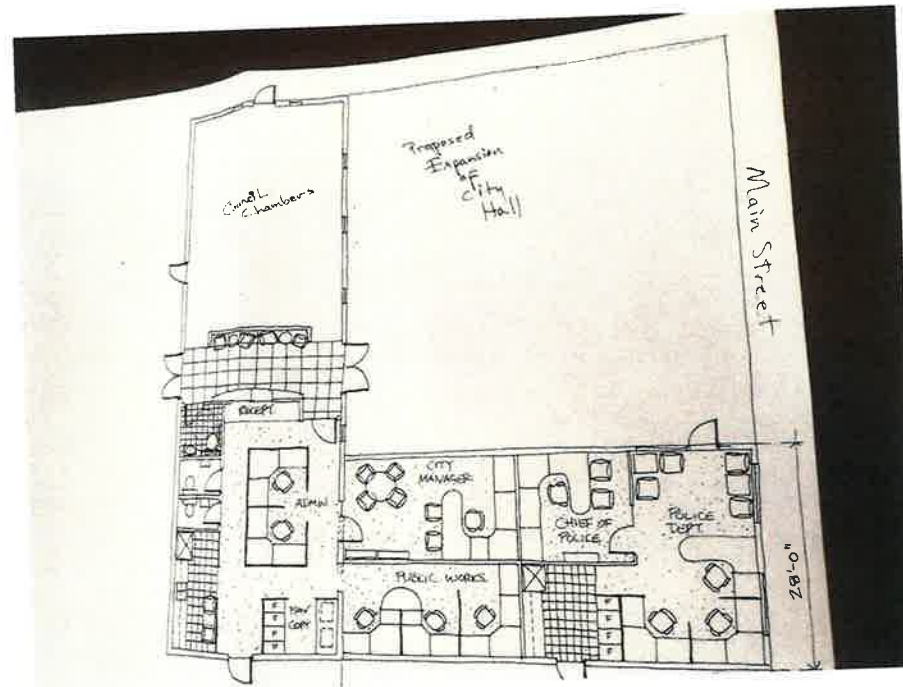
City of Carlton City Hall

Preliminary Drawing of an addition to City Hall drafted in 2003 at the direction of the Citizen groups request for a new City Hall.

Pop. 1514

- Drawing went to LDC Engineers.
- \$10,000 Engineering costs incurred.

(No further action taken)





Carlton City Hall Citizen Participation

Pictured:

City Hall Advisory
Committee

George Fox Students

Holst Architecture



Community Benefits

Proposed City Hall



- Operational command center for major incidents and/or extreme weather storms that will allow City staff to respond to the citizens emergency needs efficiently and effectively with up-to-date equipment and facilities.
 - Emergency area for citizens to retreat to safety.
 - Has separate areas for victims and suspects minimize safety concerns for administrative staff and citizens.
- Encourages citizen participation in Council meeting by having more room for our citizens.
- Citizens can use the community room for meetings.
- From floor to floor there are no barriers, the public will have access to everything except the offices and council chamber.
- Council chambers will be available for public presentations and events.
- City Hall is the first place citizens and visitors go to be directed to local activities and services
- Is a catalyst for future economic development that potentially brings jobs and increased tax revenue to the City.
- Mitigates City liability by allowing effective and timely response to citizens during emergency events.
- Common sitting area for staff and citizens to meet and discuss city and community matters in a relaxed environment.



Community Benefits



- Provides a public workstation area and charging station that a citizen can utilize if they need to fill out a form and/or use a computer to fill out forms, etc.
- Restroom facilities for citizens.
- Meets ADA compliance and other regulatory requirements that the City requires of other developments.
- Mitigates City liability by optimizing employee safety in the workplace.
- Operational efficiency gained from enhanced workspace.
- Low interest rates now, deferral will drive up future interest rates and building costs.
- Economy of scale related to City Hall and PD facilities addressed at the same time.
- Energy efficiency and reduced costs.
- Provides parking for public use and an alcove garden art area during and after business hours.

City Hall Timeline

- **1912**-New City Hall built.
- **1942**-City Hall burns down.
- **1942**-City Hall moves in with Fire Dept on Kutch Street.
- **1974**-Construction of new City Hall
- **2003**-LDC Design Group engineers plans for expansion of City Hall. City completes only a roof replacement.
- **2008**-Council decides to try and extend life of the current temporary Police building due to collateral on the loan
- **2010**-Council determines City Hall has security & safety issues from active bomb threat by individual entering city hall.
- **2011**-Council determines “We have no more room” in City Hall.
- **2012** - Community Members and Council “Sight Seers” produce a community needs report calling for expansion of City Hall.
- **2012**-City Manager and Council create funding plan for future City Hall.
- **2016**-Council approved Marsia Mikesh Architecture to develop remodel/addition options-Remodel costs were too high-proceed with New City Hall possibility due to cost estimate of 1million for remodel.
- **2017**-Council determines to go ahead with RFP and Citizens Advisory Committee-FFA Hired after RFP.

City Hall Timeline

- **2017**-Citizens Advisory recommends bond for Public Safety side due to rising cost of construction. The City Hall portion has funds already dedicated for financing 3.5 mil. The bond recommendation came from the Citizen Ad-Hoc Committee after receiving the costs from FFA.
- **2018**-The Bond for the Public Safety side of the building fails.
- **2018**-FFA advises project cost increased from 6 mil to over 7 mil.
- **2018**-Staff begins working with the George Fox students and community at-large on design for City Hall.
- **2019**-Council determines to do RFP for an architect.
- **2019**-Holst Architecture is hired.
- **2019** - Several public presentations to council and community.
- **2020**-Geotchinal found that current building does not meet seismic code and will need a full rebuild.

Commercial Building Loan Rates: **2016** 4.25% **2019** 3.51% **2021** 2.24%

City Hall Financing

Expenditures to-date
Total= \$388,892.28
 Planning Fees, Architect,
 Engineer, Survey, Attorney,
 And Staff time.

May 2018 Election Results (Bond failed)
 Citizens desired City Hall, but not extra taxes.
 Measure 36-192 - City of Carlton (Public Safety Bond) 764 ballots (0 over voted ballots, 0 overvotes, 19 blank voted), 1505 registered voters, turnout 50.76%
 (Total population approximately 2183)
 Yes - 295 - 39.60%
 No - 450 - 60.40%
 745 total votes—Difference of 155 between Yes and No votes
 760 registered voters that did not vote
 Approx. 1,438 of Carlton's citizens did not vote

City Hall Funding Plan
 Cash (1.3m) currently in the Capital Improvement Fund in combination with a Direct Obligation Loan for remaining costs.
No tax increase
 Annual Debt Payment programmed in budget since 2012 (\$150k - \$200k per year)
 Lowest interest in 25 years
 After Design is complete Grants are available for seismic and Command Center.

City Hall Build Comparators

- City of Carlton Pool Building-\$2m-3,500sq.
- Hubbard-Pop.3475-\$6m-14,890sq.
- Florence-Pop.9329-\$3m-11,500sq.
- Monmouth-Pop.10282-\$7m-15,000sq.
- Silverton-Pop.10242-\$18m-27,000sq.
- Cannon Beach-Pop.1491-\$22m-10,636sq.
- Lowell-Pop.1196-\$1.7m-5,005sq.



Design Ideas



Current City Hall Repair Needs

- Inside wiring \$32,000.
- Generator for building \$200,000. ✓
- HVAC system \$150,000. ✓
- Roofing \$50,000.
- Remove trip and fall hazards for citizens. \$175,000. ✓
- Painting exterior \$8,000.
- Parking Lot \$200,000. ✓
- Buildings will not be able to sustain an earthquake.
- **Figures base on rough estimates



All Yellow is trip hazard

EXHIBIT 6

H O L S T

05 May 2020

CITY OF CARLTON
CITY HALL

CARLTON, OR

City Council Presentation

H O L S T



PRECEDENTS - STUDENT WORK

THREE PRIMARY AESTHETIC GOALS CAME OUT OF STUDENT AND COMMUNITY COLLABORATION. THE EVOCATIVE IMAGERY BELOW DESCRIBES THE INTENT FOR PRIMARY STRUCTURE, EXTERIOR FINISH TEXTURES, AND INDOOR/OUTDOOR TRANSPARENCY. HEAVY TIMBER STRUCTURE CONNECTS WITH THE HISTORIC, LOCAL TIMBER INDUSTRY, WHILE THE BRICK RELATES DIRECTLY TO CARLTON'S DOWNTOWN. TRANSPARENCY COMMUNICATES THE WARMTH AND ACTIVITY OF THE INTERIOR OUT TO THE STREET WHILE BRINGING IN DAYLIGHT TO THE INTERIOR.



STRUCTURE

CARLTON CITY HALL HC.1ST



TEXTURE



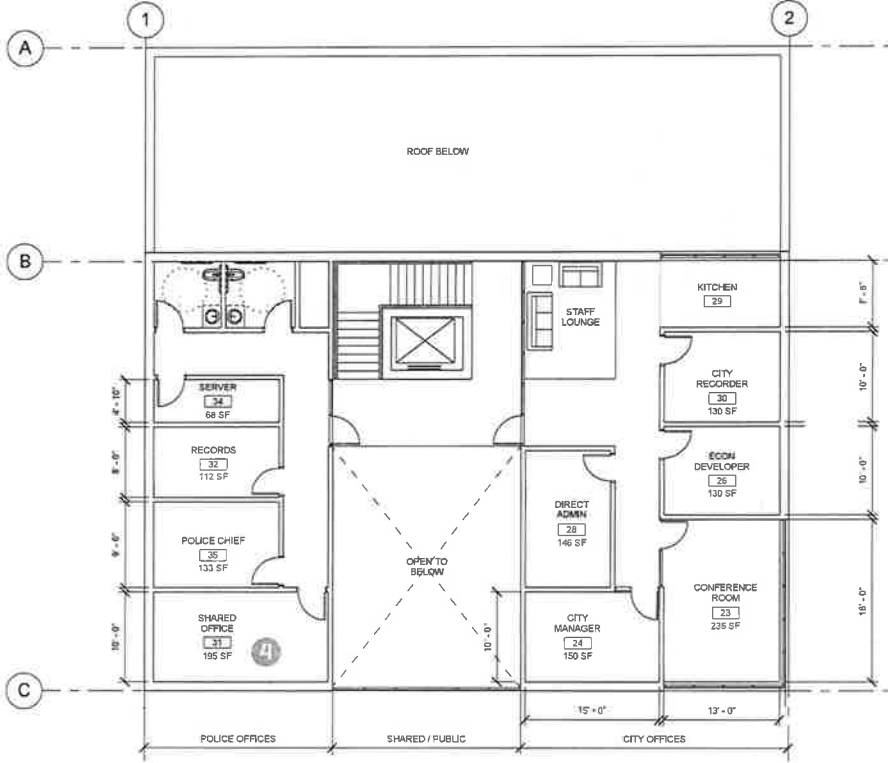
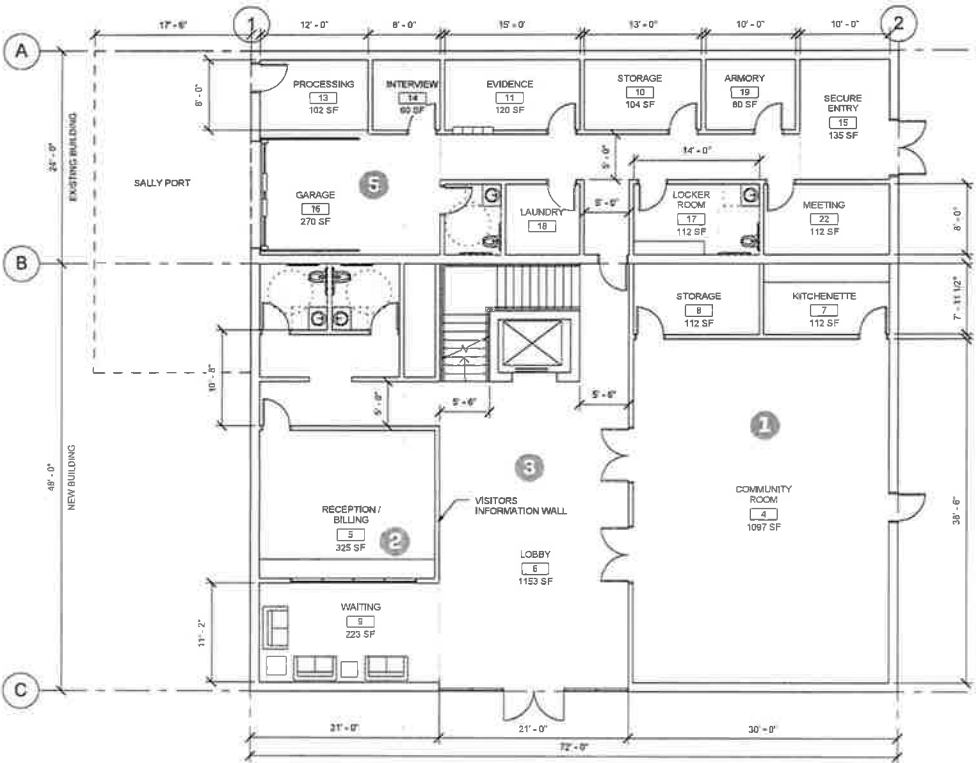
TRANSPARENCY

CHRISTOPHER

STUDENT DESIGN - PLANS

KEY DESIGN ELEMENTS

- 1 LARGE COMMUNITY ROOM ON THE CORNER
- 2 RECEPTION AND BILLING DIRECTLY OFF LOBBY
- 3 LOBBY ADJACENT TO COMMUNITY ROOM
- 4 POLICE OFFICES HAVE EYES ON MAIN
- 5 SECURE SEPARATION OF POLICE AND CITY HALL



STUDENT DESIGN - MAIN STREET VIEW

KEY DESIGN ELEMENTS

- 1 INVITING CENTRAL ENTRY
- 2 MATERIALS COMPLEMENT LOCAL ARCHITECTURE
- 3 VISUAL EXPRESSION OF WOOD STRUCTURE
- 4 RHYTHM OF PUNCHED OPENINGS
- 5 HORIZONTAL BANDING AT FLOOR LINE
- 6 TRANSPARENCY TO PUBLIC AREAS



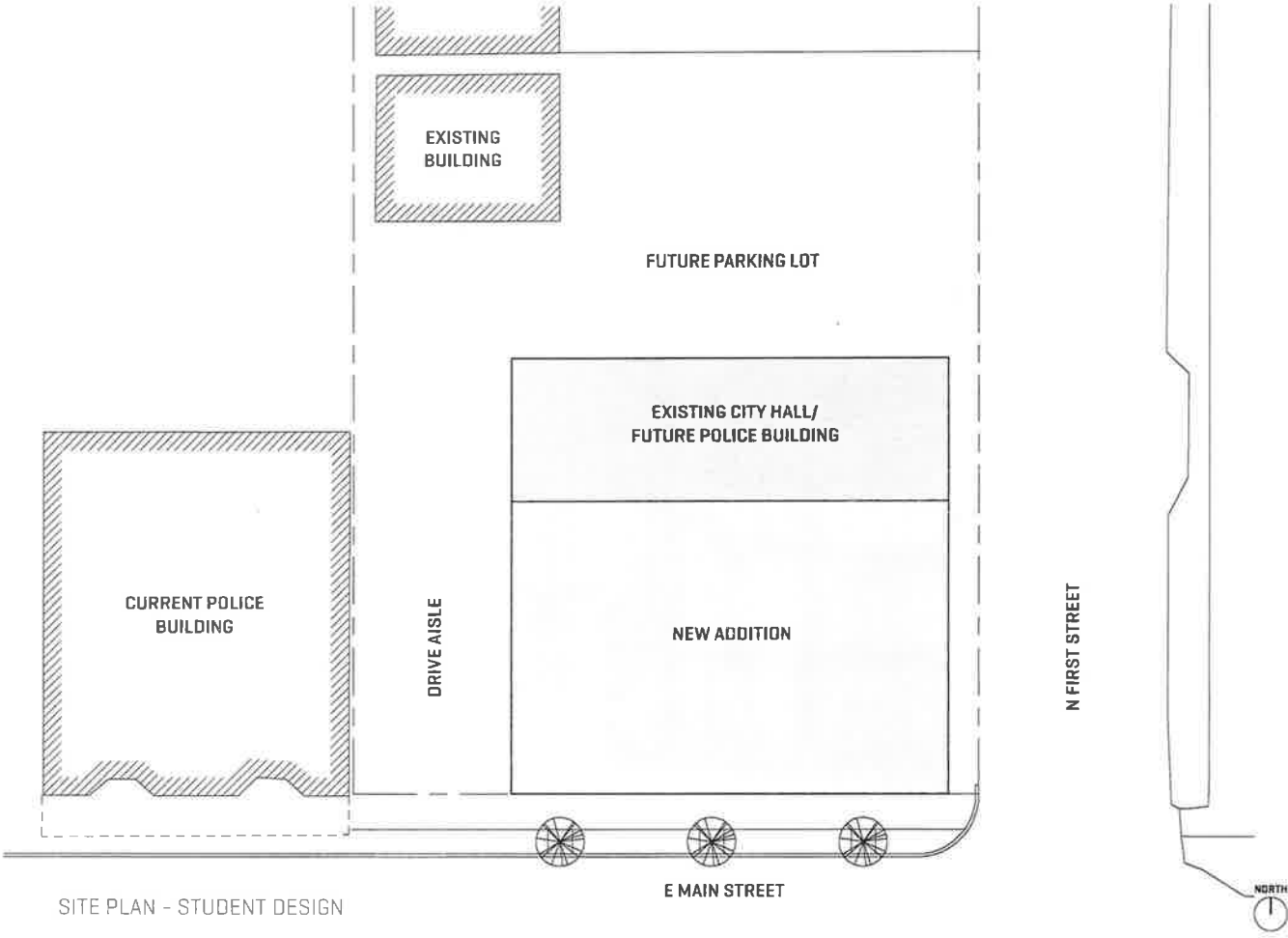
6 CARLTON CITY HALL HOLST

HOLST DESIGN PROCESS

ANALYSIS AND TEST FIT OF STUDENT DESIGN

DISCOVERIES

- > GPR REVEALS EXISTING BUILDING DOES NOT MEET RISK CATEGORY IV STRUCTURAL CODE
- > POLICE BUILDINGS ARE AN ESSENTIAL FACILITY BY CODE AND MUST MEET HIGHER STRUCTURAL RESILIENCE STANDARDS, MAKING THE EXISTING BUILDING NOT VIABLE FOR THIS PROGRAM
- > NEED FOR MORE EFFICIENT POLICE ADMIN AND BACK OF HOUSE CONNECTIONS
- > NEED FOR A LARGER EMERGENCY OPERATIONS CENTER THAN EXISTING BUILDING CAN HOUSE
- > DESIRE FOR MORE DIRECT PUBLIC BUILDING ENTRY FROM PARKING
- > WEST DRIVE AISLE AND INTEGRAL GARAGE NOT REQUIRED FOR THE POLICE PROGRAM
- > 7.5' DEDICATION REQUIRED FOR NORTH FIRST STREET RIGHT OF WAY, SHIFTING THE NEW BUILDING WEST TO ACCOMMODATE



SITE PLAN - STUDENT DESIGN

TEST FIT STUDIES

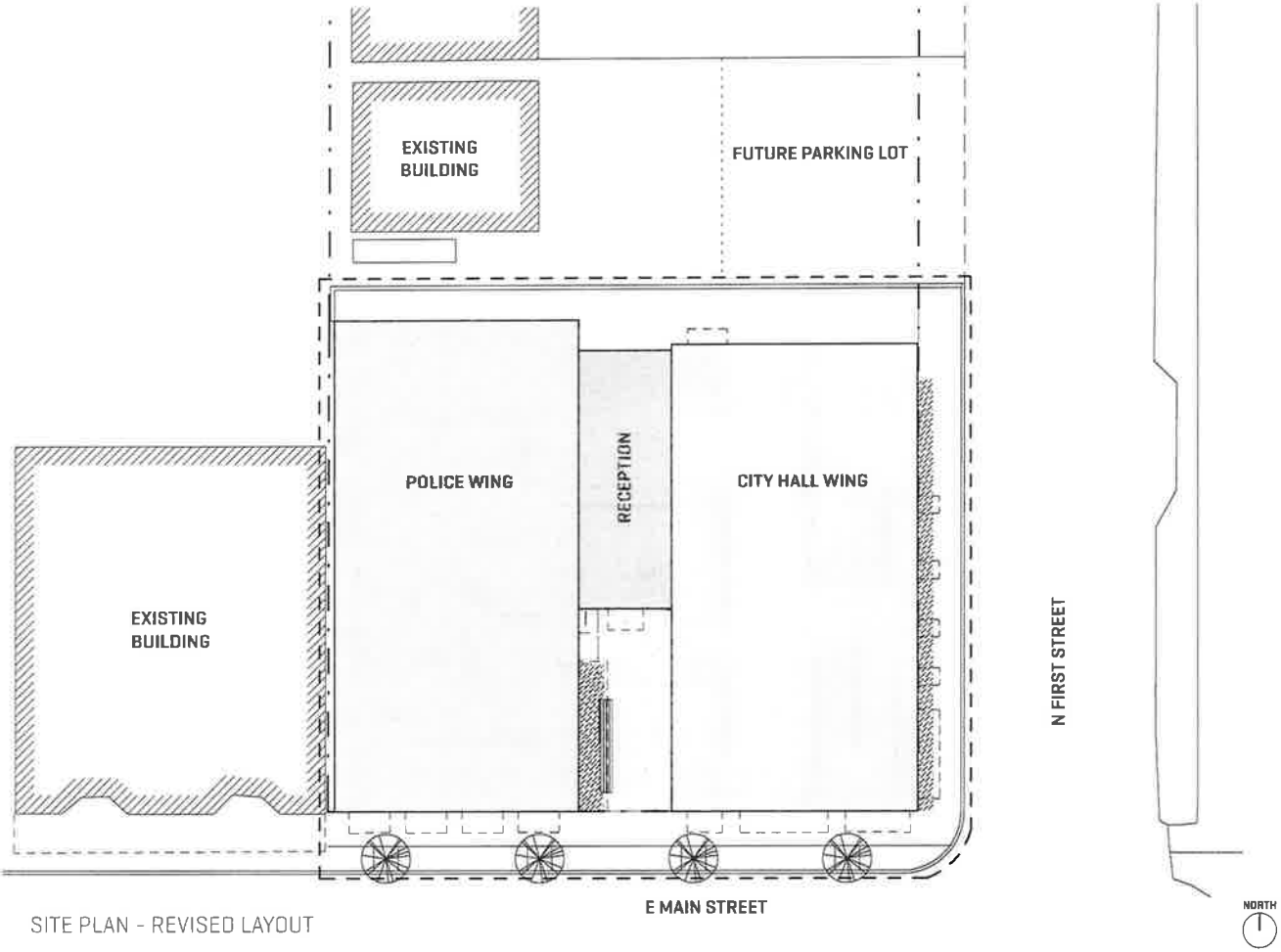
HOLST WENT THROUGH A SERIES OF IN-DEPTH DESIGN STUDIES TO BALANCE THE NEEDS OF THE PROJECT WITH THE NEW SITE CONSTRAINTS. EVERY EFFORT WAS MADE TO MAINTAIN KEY DESIGN ELEMENTS DEVELOPED BY STUDENT WORK, WHILE RESOLVING SOME THE PLAN ISSUES D SCOVERED



SITE PLAN REVISED LAYOUT

SOLUTIONS

- DEMO EXISTING CITY HALL STRUCTURE TO PROVIDE A MORE ADEQUATE STRUCTURE FOR POLICE AND SAVE ON OVERALL PROJECT COSTS ASSOCIATED WITH RETROFIT
- EXPAND NEW BUILDING TO BETTER UTILIZE SITE AND ACCESS TO DAYLIGHT
- CONDENSE POLICE ADMIN AND BACK OF HOUSE PROGRAM TO ONE WING OF THE NEW BUILDING
- NORTH SOUTH CITY HALL WING ALLOWS FOR DIRECT ACCESS AND CLEAR CIRCULATION FROM PARKING AND MAIN STREET
- CATEGORY IV SEISMIC DESIGN OF ENTIRE BUILDING ALLOWS FOR COMMUNITY ROOM AS EMERGENCY OPERATIONS CENTER
- PROVIDE DEDICATION TO IMPROVE FIRST STREET WIDTH



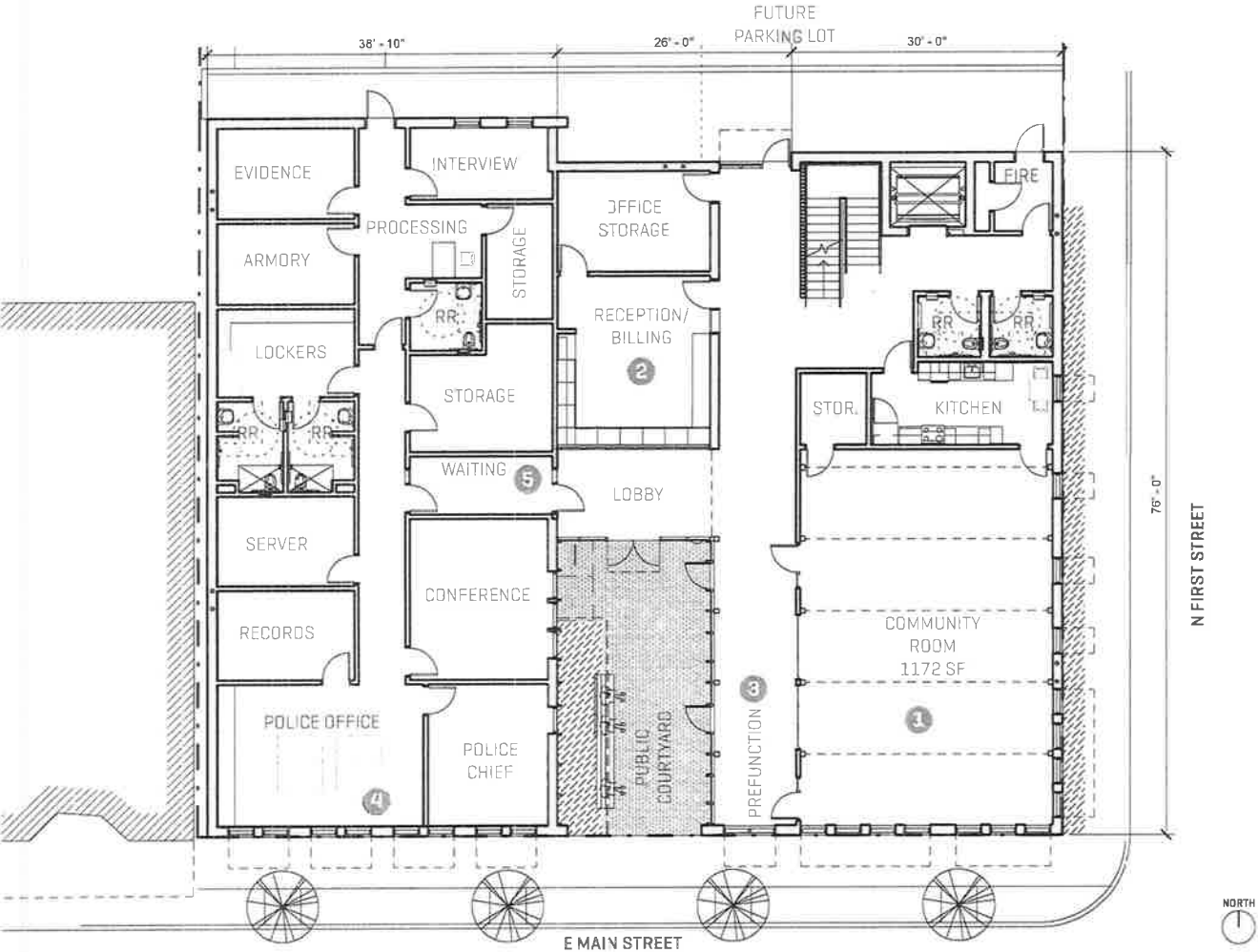
SITE PLAN - REVISED LAYOUT

GROUND FLOOR PLAN

KEY DESIGN ELEMENTS

WHILE THE SITE AND BUILDING LAYOUT WERE REORGANIZED OVERALL, THE FIVE KEY RELATIONSHIPS FROM THE STUDENT WORK ARE STILL PRESENT AND IMPROVED UPON.

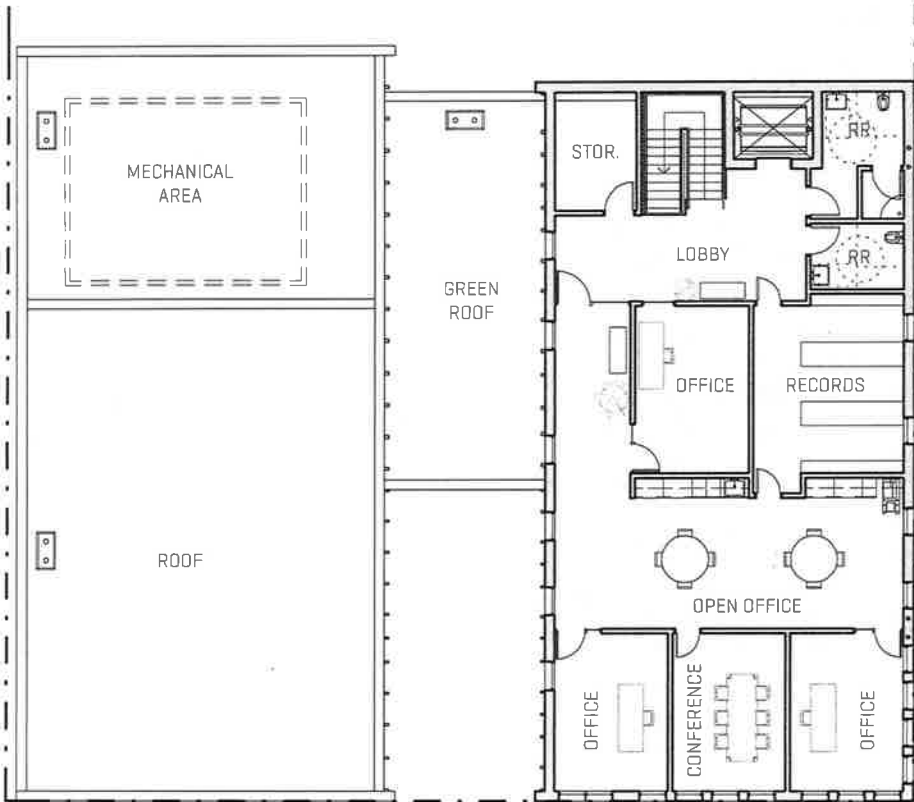
- 1 LARGE COMMUNITY ROOM ON THE CORNER, EOC
- 2 RECEPTION AND BILLING DIRECTLY OFF LOBBY
- 3 PRE-FUNCTION SPACE EXTENDS TO COURTYARD
- 4 POLICE OFFICES HAVE EYES ON MAIN STREET
- 5 SECURE SEPARATION OF POLICE AND CITY HALL



SECOND FLOOR PLAN

CITY HALL OFFICES

THE SECOND FLOOR IS COMPRISED OF THE CITY HALL ADMINISTRATIVE FUNCTIONS, ACCESS TO THE OFFICE IS SECURED AT THE LOBBY, AND THE ADDITION OF AN OPEN OFFICE AREA ALLOWS FOR EASY EXPANSION.



PRECEDENTS - STUDENT WORK

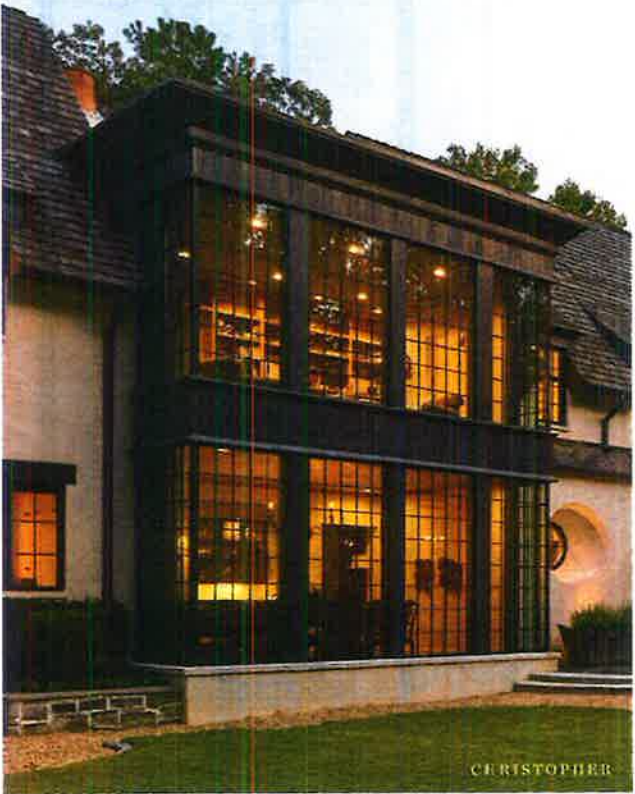
BASED ON THE NEW SITE AND BUILDING PLAN, AND WITH THE THREE MAIN AESTHETIC GOALS DISCOVERED BY THE STUDENT TEAM, HOLST PUT TOGETHER A SERIES OF PRECEDENT IMAGES THAT BUILD ON THEMES OF EXPOSED TIMBER STRUCTURE, CLASSIC BRICK TEXTURE AND WARMTH AND TRANSPARENCY.



STRUCTURE



TEXTURE



TRANSPARENCY

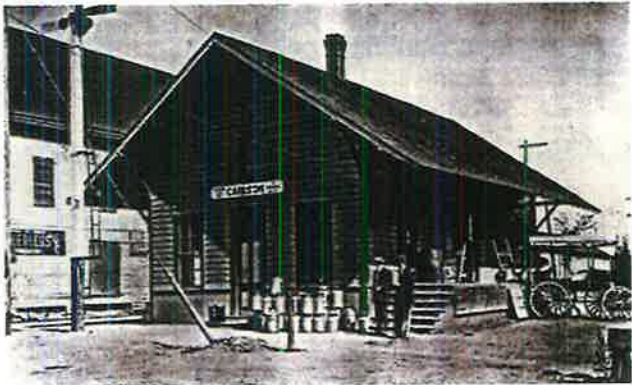
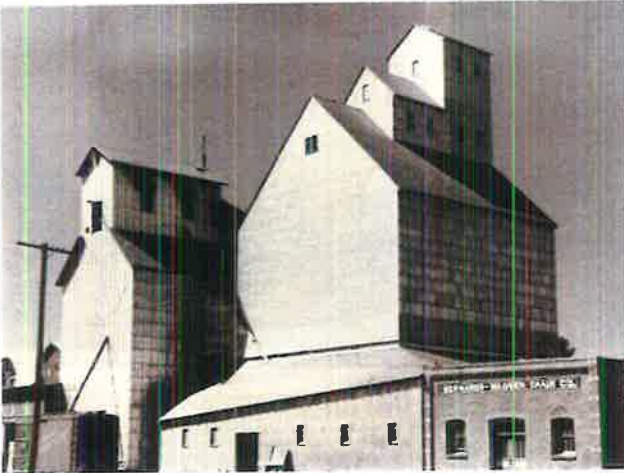
BARREL STRUCTURE PRECEDENTS

INVESTIGATION INTO THE BARREL STRUCTURE PRESENT IN THE STUDENT DESIGN LED TO THE DISCOVERY THAT MOST CURVING TIMBER ROOFS ARE PRESENT IN LARGE OPEN SPACES, SUCH AS GYMS, AIRPORTS AND LARGE ARENAS. SCALING THIS FORM DOWN TO FIT A MODESTLY SIZED CITY HALL MAKES THE BARREL LESS FUNCTIONAL AND MORE ORNAMENTAL, WHILE ALSO FEELING UNRELATED TO LOCAL ARCHITECTURE.



HISTORIC AND LOCAL PRECEDENTS

LOCAL ARCHITECTURE PROVIDES A FRAMEWORK TO WHICH THE NEW CITY HALL CAN RESPOND. GABLED ROOFS OF THE GRANARY AND TRAIN STATION ARE VISUAL NEIGHBORS WITHIN THE RAILROAD DISTRICT, WHILE CLASS C BRICK FACADES LINE OTHER AREAS OF MAIN STREET.



STRUCTURE PRECEDENTS

THE TEAM WAS INSPIRED BY THE SIMPLE EXPRESSION OF STRUCTURE, UTILIZING POST AND BEAM GLULAM CONSTRUCTION. A SLOPING ROOF FORM ENGAGES THE HISTORIC AGRICULTURAL CONTEXT, AND EXPOSURE OF STRUCTURAL ELEMENTS PROVIDES A WARM, NATURAL INTERIOR.



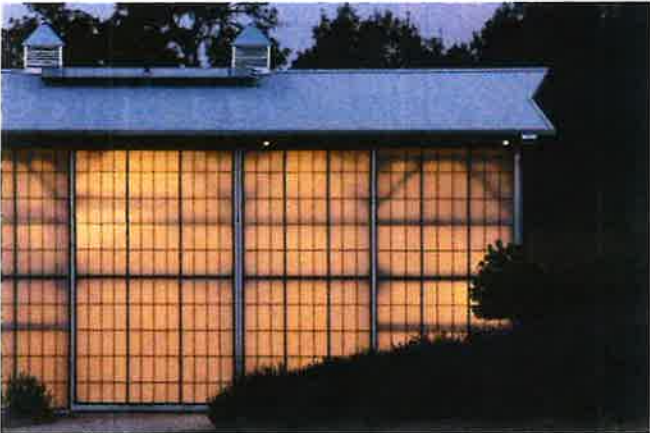
TEXTURE PRECEDENTS

USING BRICK AS THE PRIMARY FACADE MATERIAL OF THE NEW CITY HALL RESPECTS THE CHARACTER AND TEXTURE OF THE SURROUNDING HISTORIC DOWNTOWN. THE ADDITION OF WOOD ADDS VARIATION WHILE DRAWING INSPIRATION FROM LOCAL TIMBER AND WINE INDUSTRIES.

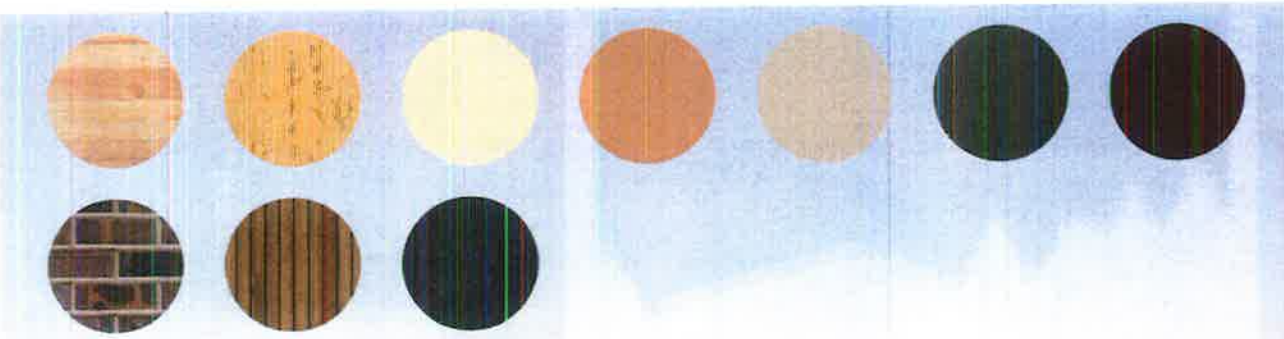


TRANSPARENCY PRECEDENTS

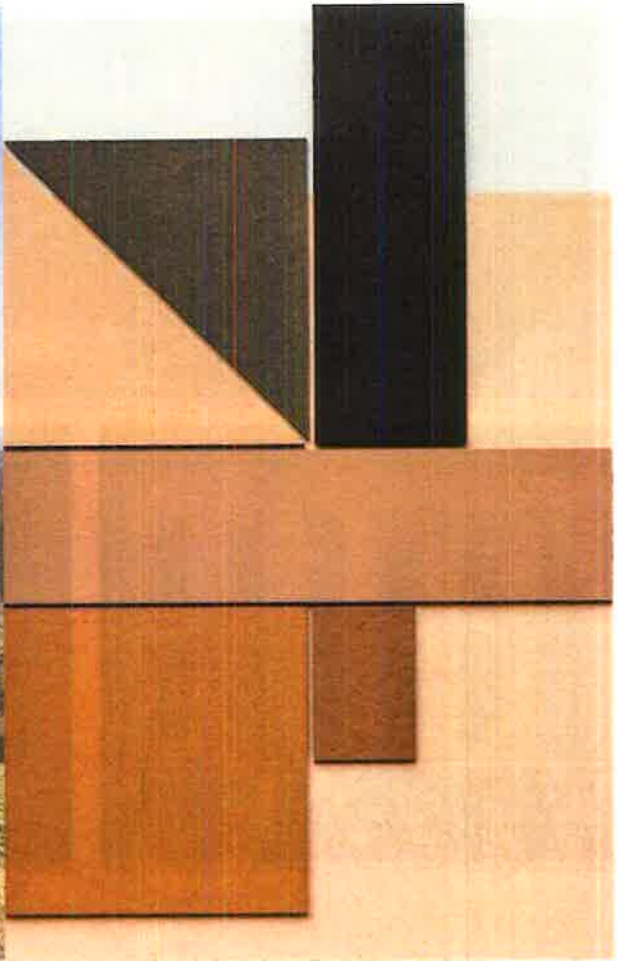
THE EXPRESSION OF WARMTH AND LIGHT CAN BE ACHIEVED BY A VARIETY OF METHODS. LAYERING AND SCREENING ELEMENTS PROVIDE A SUBTLE GLOW, WHILE EXPANSES OF GLASS ALLOW SPACES TO FLOW DIRECTLY BETWEEN INDOOR AND OUTDOOR ENVIRONMENTS.



MATERIAL BOARD



PRIMARY INFLUENCES FOR THE BUILDING MATERIAL PALETTE INCLUDE THE HISTORIC BUILT CONTEXT, LOCAL TIMBER AND WINE INDUSTRIES, AND EXPRESSION OF THE TERROIR, OR SURROUNDING LANDSCAPE. NATURAL WOOD, EARTH AND CLAY TONES ARE REPRESENTATIVE OF THE REGION.



MAIN STREET

POLICE AND CITY HALL BUILDING WINGS FLANK AN INVITING PUBLIC ENTRY COURTYARD THAT FLOWS DIRECTLY INTO THE LOBBY AND COMMUNITY ROOM. THE CLASSIC BRICK FACADE IS CARVED OUT TO REVEAL WOOD IN A SPECIAL MOMENT OF ARRIVAL. THE OPEN COURTYARD BRINGS DAYLIGHT TO THE INTERIOR SPACES, WHILE THE SLOPING ROOF FORMS ADDRESS EACH OTHER IN A RELATIONSHIP THAT IS REPRESENTATIVE OF LOCAL AGRICULTURAL STRUCTURES.



MAIN STREET - FLAT ROOF

THE FLAT ROOF ALTERNATIVE TO THE PRIMARY DESIGN QUIETS DOWN THE OVERALL FEEL OF THE MAIN ELEVATION, WHILE RELATING MORE DIRECTLY TO HISTORIC DOWNTOWN. THIS VERSION OF THE DESIGN FEELS MORE ORDINARY, WITH LESS OF A FOCUS ON THE ICONIC ROOF FORMS OF THE RAILROAD DISTRICT. REMAINING IMAGERY WILL FOCUS ON THE SLOPED ROOF DESIGN.



SOUTHWEST CORNER



SOUTHEAST CORNER

WINDOW PATTERNING PLACES THE DENSITY OF OPENINGS TOWARDS THE SOUTH, MAIN STREET ELEVATION OF THE BUILDING WHERE THE MAJORITY OF THE PUBLIC PROGRAMMING EXISTS. WINDOWS DECREASE IN FREQUENCY AS THE FACADE TURNS ONTO FIRST STREET AND MOVES NORTH.



FIRST STREET

BRICK TEXTURE AT THE NORTHEAST CORNER OF THE BUILDING CREATES A PLAYFUL PATTERNING THAT IS AN ABSTRACTION OF DOUG FIR FOREST STANDS. WOOD MATERIAL, INSET ON THE NORTH ELEVATION DIRECTS VISITORS ARRIVING FROM THE PARKING LOT INTO THE MAIN PUBLIC CORRIDOR.



AERIAL

THIS BIRDS EYE VIEW SHOWS THE OVERALL ORIENTATION OF THE BUILDING ON THE SITE, AND A SPECIAL MOMENT FOR A GREEN ROOF OVER THE BILLING AND RECEIPT ON ENTRY.





COURTYARD APPROACH

MAIN STREET ENTRY



RECEPTION AND BILLING COUNTER

VISITORS ARE GREETED UPON ENTRY BY THE CUSTOMER SERVICE DESK, WHICH IS THE PRIMARY CHECKPOINT FOR ALL BUILDING ACTIVITIES.

CUSTOMER SERVICE



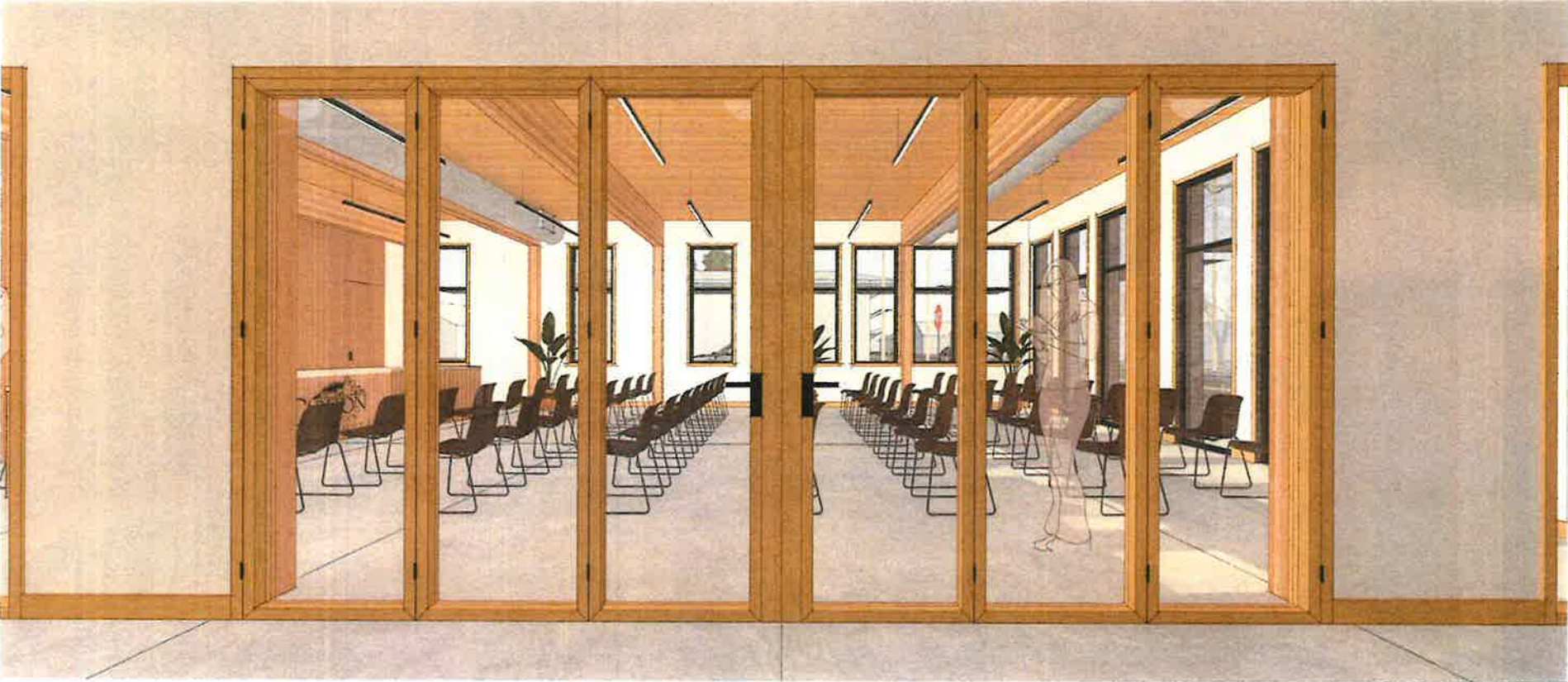
PREFUNCTION LOBBY

THE LOBBY OUTSIDE THE COMMUNITY ROOM PROVIDES A GENEROUS PREFUNCTION SPACE FOR EVENTS AND FLOWS TO THE EXTERIOR COURTYARD.



COMMUNITY ROOM ENTRY

LARGE DOORS INTO THE COMMUNITY ROOM CAN OPEN UP THE SPACE AS NEEDED FOR EVENTS, OR REMAIN CLOSED FOR MORE SEPARATION.



COMMUNITY ROOM - NORTH

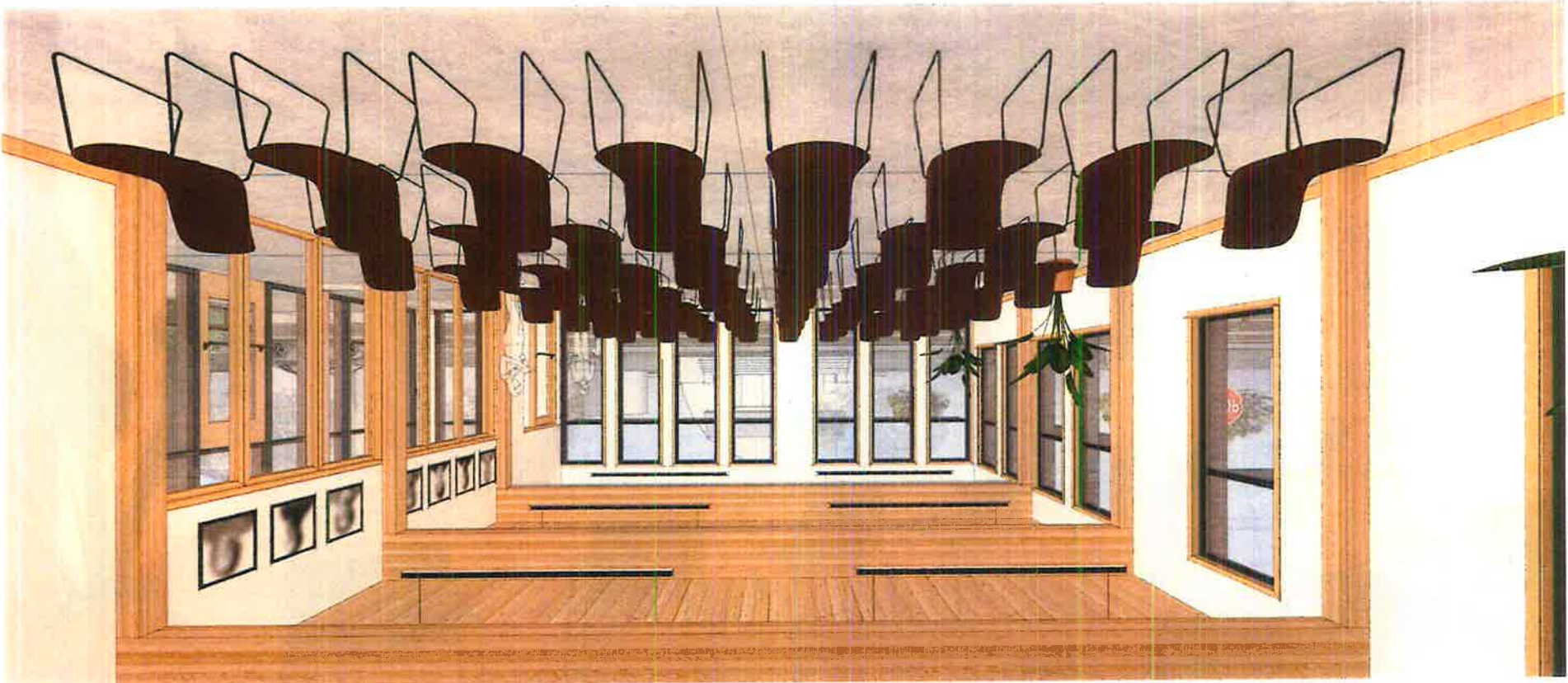
EXPRESSION OF THE WOOD STRUCTURE PROVIDES A WARM AND INVITING SPACE FOR PUBLIC MEETINGS AND EVENTS. WOOD SLATS ALONG THE NORTH WALL PROVIDE A BACKDROP FOR THE ROOM AND FURTHER THE NATURAL FEELING OF THE SPACE.



COUNCIL DAIS

THE BACKDROP OF THE NORTH WALL ALSO INCORPORATES DOORS TO CHAIR STORAGE AND KITCHEN.





THE VIEW SOUTH FROM THE COMMUNITY ROOM SHOWS A DIRECT CONNECTION TO MAIN STREET AND AN EXPANSE OF DAYLIGHT.

COMMUNITY ROOM - SOUTH

POLICE ENTRY AND RECEPTION

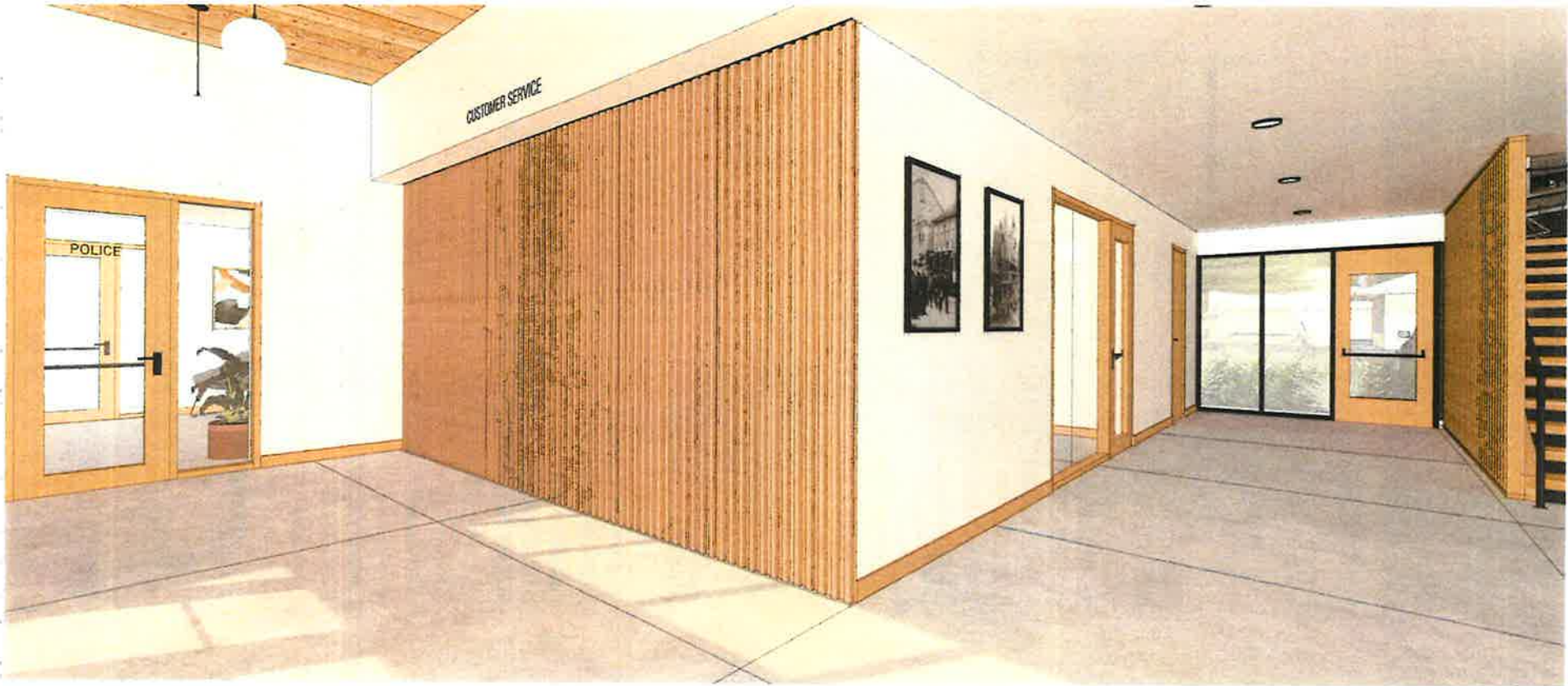
THE WELCOMING RECEPTION DESK CAN CLOSE DOWN AFTER HOURS, PROVIDING A WOOD BACKDROP TO THE ENTRY FOR EVENING EVENTS.



POLICE ENTRY AND RECEPTION



POLICE ENTRY AND RECEPTION



NORTH ENTRY

WOOD FINIS RELATING TO THE ENTRY COURTYARD LINE THE CORRIDOR SIDE OF THE STAIR AND DEFINE THE CIRCULATION TO THE CITY HALL OFFICES ABOVE.



STAIR AND ELEVATOR LOBBY



STAIR AND ELEVATOR LOBBY

WOOD SLATS CONTINUE UP THE STAIR TO WRAP THE CEILING AT THE LOBBY. THE LARGE GRAPHIC ALONG THE STAIR LANDING PROVIDES A GLIMPSE AT HISTORY, WHILE THE VIEW OUT THE WINDOW SHOWS THE PRESENT. OPEN WEB TRUSSES SUPPORT THE SLOPING ROOF ABOVE.



STAIR AND ELEVATOR LOBBY



CITY HALL OFFICE ENTRY

A SHORT TERM WAITING AREA OUTSIDE THE CITY HALL OFFICES ENTRY PROVIDES A SPACE FOR VISITORS TO MEET CITY HALL STAFF.



CITY HALL OFFICES

JORY SOIL EARTH TONES OF THE MAIN OFFICE ARE VISUALLY CONNECTED TO THE FOREST TONES OF THE ADJACENT STAIR AND ELEVATOR LOBBY. THE RHYTHM OF EXPOSED ROOF TRUSSES AND EXPOSED DECKING CONTINUES.



CITY HALL OFFICES



CONFERENCE ROOM





MAIN STREET

H O L S T

THANK YOU.



This page intentionally left BLANK.



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: City Council Goal 1.4: Begin to update the City's Comprehensive Plan and development code.
Date: July 6, 2021

Recommendation

Staff recommends that the City Council authorize the development of a Request for Proposal (RFP) to seek a professional land use planning firm to lead an update of the City's Comprehensive Plan and development code with a focus on public involvement and participation. The goal of the update process is to be open and inclusive to seek input from the community, staff, and officials.

Background

During the February 2021 Council goal setting session, the City Council identified the project/actions under strategy 1.4 as a high priority project.

City Council Goal 1:

Maintain and enhance effective, efficient, and fiscally prudent City services and infrastructure.

Strategy 1.4:

Update City plans, ordinances, and Charter to be consistent with current laws, community needs, and policy direction.

Project/Action 1.4.1:

Begin to update the City's Comprehensive Plan.

Project/Action 1.4.2:

Begin to update the City's development code.

Oregon has maintained a strong statewide program for land use planning since 1973. The focus of this program is a set of 19 planning goals. Adopted as administrative rules (Chapter 660, Division 015), the goals provide a statewide policy for land use and related topics such as citizen involvement, housing, and natural resource issues. The implementation of these statewide goals is achieved through local comprehensive planning.

This facility is ADA accessible.

If you need special accommodation please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

The City of Carlton's Comprehensive Plan was last updated in June 2009

https://www.ci.carlton.or.us/sites/default/files/fileattachments/planning/page/671/carlton_comprehensive_plan_-_june_2009_-_reduced.pdf.

The goals contained within the Comprehensive Plan provide direction for the future of the City of Carlton. The polices are supported and enacted by the provisions of the City of Carlton Development code (Title 17 of the Carlton Municipal Code)

https://library.municode.com/or/carlton/codes/code_of_ordinances?nodeId=TIT17DECO.

Comprehensive plans include community engagement on its vision for the future. That vision than needs to be turned into goals and policies that guide future growth and development and actions needed to implement the vision (Development code). This process can include multiple public hearings, as well as, include feedback from Staff on items identified as requiring updates, and councilors such as incorporating Great Neighborhood Principles

<https://www.mcminnvilleoregon.gov/planning/page/great-neighborhood-principles>.

Relevance to Future Council Work

Based upon meetings with individual councilors, once the Comprehensive Plan is updated, and the development code can build upon the Comprehensive Plan and be updated to implement the vision of the comprehensive plan. Development code updates can include concerns I have heard, such as, private streets, street trees, etc.

Upon the completion of those two items, other city plans can continued to be built upon those updates. Plans such as sections of the municipal code can be reviewed and updated to be consistent with the Comprehensive Plan and development code, as well as, address interest I have heard in the areas of:

- Dog etiquette in parks – including off-leash dogs,
- Code timelines,
- Parking in the right of ways (ROW),
- Storage of items on properties, etc.

Other future work of interest I have heard that can build upon these updates are:

- Park enhancements (public bathrooms and other infrastructure),
- Vacation of small City rights of way or use for corridor access etc.
- City-wide broadband access and wi-fi
- Working on improving walkability throughout town

Alternatives

1. Do not approve and postpone action on this goal
2. Do not approve and discuss capacity to conduct updates in-house or with the assistance of the Council of Governments

Fiscal Impact

The FY21/22 budget included \$20,000 to implement Council strategy 1.4. Upon Council approval to move forward, Staff can investigate potential grant opportunities to assist with costs associated with completing this strategy.

Exhibits

1. None