



SCAPPOOSE *Oregon*

**MONDAY, FEBRUARY 5, 2024
CITY COUNCIL WORK SESSION ~ COMMUNITY VIDEO (CGI) SHOWING, 6:30PM**

**CITY COUNCIL MEETING AGENDA
REGULAR MEETING 7:00 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056**

ITEM AGENDA TOPIC	Action
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comment ~ Items not on the agenda	
Please sign a speaker request form and turn it in to the City Recorder along with any written testimony.	
1. Consent Agenda ~ December 11, 2023 City Council work session minutes; December 11, 2023 City Council meeting minutes; January 22, 2024 City Council meeting minutes; and January 27, 2024 Special City Council meeting minutes	
<u>Old Business</u>	
2. Res No. 24-01: A Resolution Adopting Public Contracting Rules and Procedures and Repealing Resolution No. 23-14	Approval
Public Works Contract Manager Charlotte Baker; Assistant to City Manager Isaac Butman;	
<u>New Business</u>	
3. Interim City Manager Contract	Approval
Mayor Backus	
4. Exploring Law Enforcement Options	
Councilor Holmes	
5. Grabhorn Park Discussion	
Public Works Director Dave Sukau	
Announcements – information only	
6. Calendar	
7. Updates: City Manager, Police Department, Councilors, and Mayor	
Adjournment PLEASE NOTE: IF YOU WOULD LIKE TO SPEAK WITH CITY STAFF ABOUT A PARTICULAR AGENDA ITEM, PLEASE CALL CITY HALL at 503-543-7146, EXT. 224, NO LATER THAN 3:00 PM ON THE DAY OF THE MEETING.	

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Hall at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938



SCAPPOOSE *Oregon*

MONDAY, DECEMBER 11, 2023

WORK SESSION – FACILITIES MASTER PLAN UPDATE, 6:30PM

COUNCIL CHAMBERS

33568 EAST COLUMBIA AVENUE

SCAPPOOSE, OREGON 97056

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: www.youtube.com/watch?v=L27OWOCeEP0.

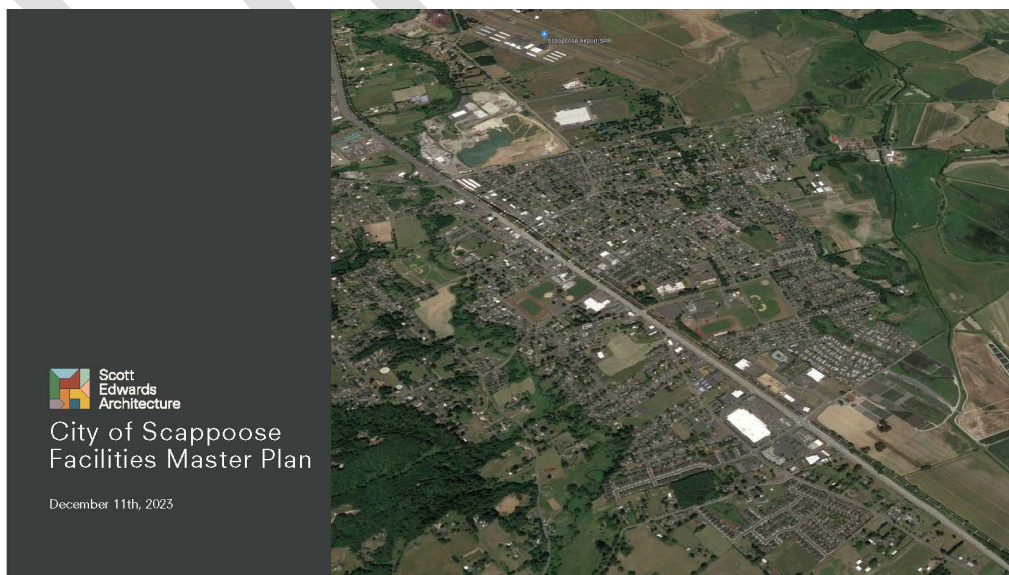
Mayor Backus called the work session to order at 6:30pm.

Present: Mayor Joseph A. Backus; Council President Megan Greisen; Councilor Tyler Miller; Councilor Jeannet Santiago; Councilor Kim Holmes; Councilor Andrew Lafrenz; Councilor Marisa Jacobs; City Manager Alexandra Rains; Assistant to City Manager Alexandra Rains; City Recorder Susan M. Reeves; Consultants Sid Scott and Brandon Dole with Scott Edwards Architecture.

Remote: Sara Jones; Paul Fidrych

City Manager Rains explained the consultant team is here that is going to be working with the City on the Facilities Master Plan. She explained this is very preliminary, it's really just to give you an idea of what to expect and give you a chance to ask questions if you have any.

Consultant Sid Scott gave an update on who they are and the process that they are going to be going through with the Facilities Study. He and Brandon went over the presentation that was included in the packet.



We start by listening and check our ego at the door.

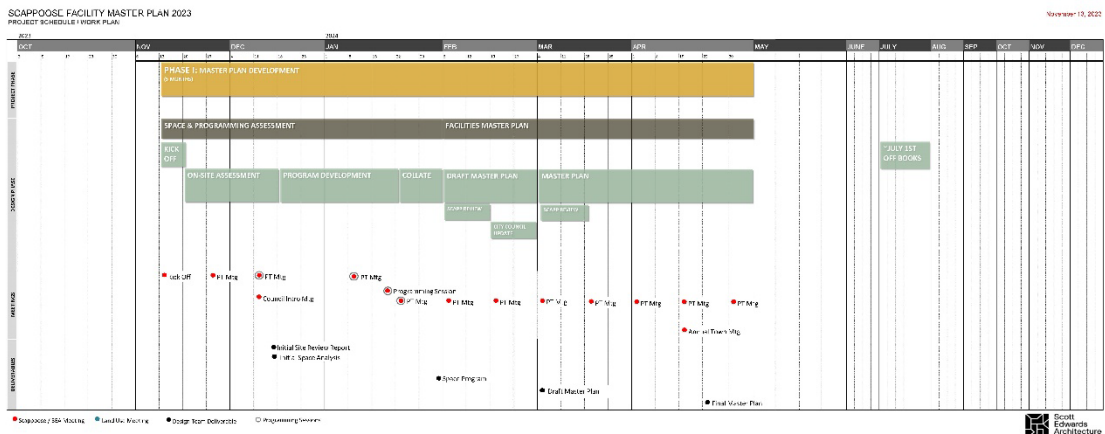
This project is yours, not ours.

PEOPLE FIRST | DESIGN FORWARD

Ensuring a Successful Project

A successful project starts with a clear understanding

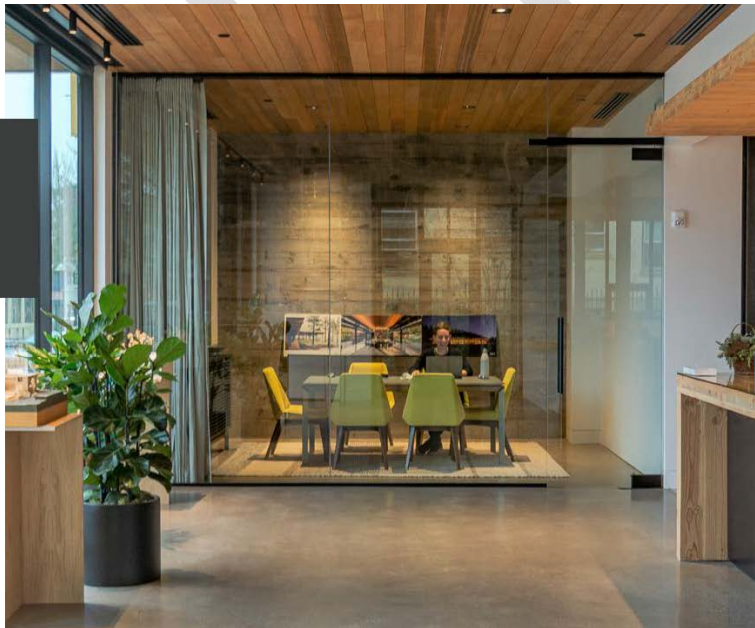
- | Get to know you
- | Move in and understand your current offices
- | Tour similar facilities
- | Understand your goals and vision
- | Programming sessions
- | Develop a strategy for the future





<p>23</p> <p>LEED ACCREDITED PROFESSIONALS</p>	<p>16</p> <p>CERTIFIED SUSTAINABLE PROJECTS</p>	 <p>MEMBER OF THE INTERNATIONAL LIVING FUTURES INSTITUTE</p>	 <p>FORMER CONSORTIUM MEMBER OF THE UOF O INSTITUTE FOR HEALTH IN THE BUILT ENVIRONMENT</p>
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We look forward to working with you!
Questions?



Thank you

Council thanked Sid and Brandon.

Adjournment ~ Mayor Backus adjourned the work session at 6:44pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC



SCAPPOOSE *Oregon*

**MONDAY, DECEMBER 11, 2023
CITY COUNCIL MEETING
REGULAR MEETING 7:00 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056**

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: www.youtube.com/watch?v=oomLZMry4fA.

Call to Order

Mayor Backus called the December 11, 2023 City Council meeting to order at 7:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Steven Lougal	Police Chief
Tyler Miller	Councilor	Isaac Butman	Assistant to City Manager
Jeannet Santiago	Councilor	Susan M. Reeves	City Recorder
Kim Holmes	Councilor	NJ Johnson	Associate Planner
Andrew Lafrenz	Councilor		
Marisa Jacobs	Councilor		

Remote: Sara Jones; Paul Fidrych (left at 8:08pm); and Beth Rajski (arrived at 7:09pm).

Approval of the Agenda

Councilor Jacobs moved, and Councilor Miller seconded the motion to approve the agenda. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Public Comments

Joel Haugen, Scappoose, read a letter to the Council.

Mayor & Council,

As we bring 2023 to a close, I would like to convey my thank you to you all for your willingness to serve and the time you volunteer to help make Scappoose the best it can be. Present for last week's parks, trails, & open space plan discussion, I could not help thinking that Council is analogous to a board of directors of a company. The shareholders are the citizens like me; and you (Council) delegate your (and the shareholders') vision to the city manager and staff who function as the chief executives and managers of the company. MIG did a fine job assembling the current iteration of the parks plan, but it does not appreciably differ from the 2017 version of the same, which was done at a fraction of the cost. As a grant requirement for Grabhorn development, the 2017 Plan could have simply been updated to include Grabhorn, at minimal effort and cost. My other take away is that MIG's plan does not reflect the aspirational directive of the "shareholders" or citizens, as a can-do approach to the challenges before us. As Councilor Jacobs so aptly noted in her recent interview for Council, we are at an inflection point in Scappoose and we need to improve to win. Improvements to parks, recreation opportunities, and the Scappoose environment, including protection of our green space and floodplain are elemental to a "winning" equation. These are the elements that should be front and center in both our parks plan and SO-year plan as you finalize both of these documents in 2024. Scappoose has the potential to become a more vibrant, livable, and prosperous community. This, I believe, requires bold and inspired leadership, you all are certainly most capable. Everyone benefits from setting the bar high and I encourage Council to be more proactive in shaping our city's future in 2024. Scappoose citizens and beyond will relish proactive efforts to set aspirational policies and vision for our city's growth and prosperity. I and "we" commend you for your dedication to our community.

Joel Haugen

end of letter

Council thanked Joel.

Consent Agenda –Reappointment of Ty Bailey and Michelle Brown to the Budget Committee

Councilor Holmes moved, and Councilor Lafrenz seconded the motion to approve the Consent Agenda – Reappointment of Ty Bailey and Michelle Brown to the Budget Committee. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

New Business

Hotel Market Study

Economic Development Committee Chair Christine Turner gave an overview of how the Hotel Market Study project started. She explained Columbia Economic Team was able to get the money to create a market study. She explained she has shown Choice; Windham; and Holiday Inn Express local sites and they are most interested in Wauna's property at this point. She explained she was asked what are the incentives that we as a City can offer to encourage

business. She gave some examples of what other cities incentives have been. She explained as the Chair of the Economic Development Committee it would be great if they could look at that as a project and see what other cities have done.

Columbia Economic Team Executive Director Paul Vogel gave an overview of the Hotel Market Study and the process of how it came about. He explained how ever they can help guide this they are happy to do. He stated they are limited in their tools except moral support, informational support, connection support, strategy. They will do what they can do.

Council thanked Christine and Paul.

Community Video

Associate Planner NJ Johnson gave an update of the community video. He then showed the updated version of the community video project. He explained we took your comments back to the video editing team at CGI.

Councilor Miller talked about a call to action being very important.

Council went over more suggestions for NJ to take back to CGI.

Council thanked NJ Johnson.

Recreational Immunity Letter

Councilor Holmes went over the recreational immunity letter draft.

Councilor Jacobs thanked Councilor Holmes for spearheading this. She stated she is in support of this.

Councilor Holmes thanked staff for taking on the draft letters.

Councilor Miller moved, and Councilor Jacobs seconded the motion that Council accept the Recreational Immunity letters as presented. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Res No. 23-19: A Resolution Declaring Police Department Surplus Property

Assistant to City Manager Isaac Butman went over the staff report. Consideration of Resolution 23-19 for declaring surplus equipment of the Police Department. The Scappoose Police Department has identified surplus property that no longer reliably meets the Department's needs. Pursuant to Resolution 23-14, Section I., Disposal of Surplus Property, a declaration of surplus property made by the City Council is required before the City may auction, donate, or dispose of such property. Staff recommends that the property be disposed of via public auction.

Financial Impact: Revenue from auctioned items. Staff recommends that Council adopt Resolution 23-19 – A Resolution Declaring Police Department Surplus Property.

Councilor Miller talked about looking at our policy to see if it specifies different things like computers or any devices that store personal information of potentially confidential information to make sure that we have a defined policy on how we go about disposing of those things.

Councilor Holmes moved, and Council President Greisen seconded the motion that Council adopt Resolution No. 23-19: A Resolution Declaring Police Department Surplus Property. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Discussion on potentially cancelling the January 2, 2024 City Council meeting

Council discussed this and agreed with cancelling the January 2, 2024 meeting.

They also discussed the training with CIS on 1-22-2024.

Councilor Santiago moved, and Council President Greisen seconded the motion to cancel the January 2, 2024 City Council meeting. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Announcements – information only

Calendar

Mayor Backus went over the calendar.

Updates: City Manager; Police Chief; Councilors; and Mayor

City Manager Rains explained the holiday dinner is on Wednesday night, and she hopes to see Council there.

Police Chief Lougal wished everyone a Merry Christmas and happy New Year. He gave an update on Donut Day and said it was very successful.

Councilor Jacobs explained herself, along with Mayor Backus, Councilor Miller, Council President Greisen, Councilor Santiago, and City Manager Rains went to a reception at OMIC for a potential economic opportunity for St. Helens and Scappoose. She explained it is for a solar manufacturing company and what she learned is this could be a pretty sizable investment for St. Helens as well as for Scappoose. She stated given it appears to be on a fairly accelerated

timeline she is going to connect with some key stakeholders and City officials just to learn more about this opportunity and just find out what this could be for us in the immediate future. She will come back and report findings.

Councilor Santiago wished everyone happy and safe holidays. She explained she attended the Port of Columbia strategic plan meeting, and it was very interesting, and they had a great turnout. She explained the Port did a survey but need more feedback from the community. The draft will be placed on the Port's website, in addition look out for surveys on their website.

Councilor Lafrenz wished everyone happy and safe holidays.

Councilor Holmes explained last week she mentioned trying to connect with the Sheriff to explore kind of what their new level of operations and resourcing can mean to services for those of us in the community. She explained they did get a chance to meet, and they talked about both their opportunity to provide coverage for us in the immediate, which she doesn't believe that we have exercised yet, but look forward to seeing what that can do to help us further get to our coverage goals. She explained they also did discuss the potential of more extended contracting services. She knows this is something that previous Councils or some Council Members have looked into in the past. She thinks it is a good opportunity to understand in the event that we would ever need to exercise another option, you know things can change very quickly sometimes, and that is not the time that you want to be fact finding and trying to find information and make large decisions. She is big into the idea of being prepared. She thinks if we can walk through and just gather a little information about what opportunities, what challenges it could present for is, is an option there that exists. She explained the Sheriff did put together a few numbers. We know that they are currently providing services in Clatskanie and so he sent her the agreement for that. We do know that this is a fairly common agreement for smaller communities that have found it difficult to continue to retain talent and build their force. She explained there is also some fiscal savings available when you start to kind of consultant services and create some efficiencies there and also, she feels it is our responsibility if you have an opportunity to save some tax dollars to look into whether it makes sense for a community or not. She stated we are looking at a tune of about \$375,000 in savings. She stated again, if we were ever in a place that we needed to walk down this road and explore it further. She does think with our goal setting coming up and the budget that we'll be preparing for what it's probably worth taking the time that we have just to continue to put together a list of questions, get a little more information so that we can come back and just have that information to share with Council and we can decide if it warrants continuing further investigation or not if we've just got enough information kind of in our pocket to draw upon in the future if we ever need it. She asked if there were others who would like to be a part of these conversations.

Mayor Backus said he would like to be a part of that.

Councilor Miller would also like to be a part of the conversations.

Councilor Holmes said if Council has any questions to let them know.

Councilor Miller wished everyone a happy and safe holiday. He explained he will be giving updates on the two liaison roles that he has here. He gave an update from attending the Columbia County Board of Commissioners meeting. He also gave an update on the Columbia County 911 District meeting. He explained he is just going to kind of go through a timeline here and he thinks it tells its own story and he may have additional comments here at the end. Early in June 2023, the Columbia County Sheriff's Office, City of Columbia City, City of Vernonia and City of Scappoose entered into an agreement with Adcomm engineering. They are a local engineering firm in Oregon, and they have an actual licensed professional engineer, which is an actual thing. So, if you go and read the ORS chapter 279, there's different exceptions and different requirements for different things related to engineering and the qualifications of the engineer. He wanted to note that it's been discussed several times that the consultant company called Federal Engineering even though the word federal is in there he just wants to be clear that it is a private for-profit company. They don't actually have any professional engineers on their staff. That's what I've been told repeatedly by people in the industry, he has not independently verified that. Part of the scope of work of the agreement that CCSO and the cities that he mentioned had listed in their scope work for a Adcomm to complete was to develop all the need requirements and the specifications for those user agencies and then relay those in the terms of consultants, that engineers use for this type of thing 2901 and their consultant, and that included a request that we had made in the agreement to Adcomm that Susan Ronning, who's the principal and the professional engineer, actually review the things that they were sending to vendors to provide a proposal on because she wanted to make sure that it met the needs of all the agencies that had hired her. On August 31, 2023 Adcomm's principal engineer sent a letter to Mr. Fletcher at the 911 District with a technical memo and need requirements developed on behalf of the County and Cities. There was no reply by Mr. Fletcher. Ms. Ronning checked back on September 6 and received an email September 6 that said "I appreciate your effort" from Mr. Fletcher, who's the 911 District Director. At the October 9, 2023 911 District Board meeting, Mr. Fletcher provided a document to the Board that said, and this is a cut and paste from his document, "Federal Engineering has completed the development of system design requirements and expectations." This document was presented to Motorola as of October 10th, with a deadline of November 17th. There's a likelihood of a request for additional time to due to the holidays. On October 16, 2023, Ms. Ronning from Adcomm Engineering, emailed Mr. Fletcher the following: "Hi, Mike, could you please reply back with a copy of the engineering system design requirements and expectations document those redundant to Motorola as October 10th. I would like to review the document, the respect to the law agencies, user needs and system requirements previously submitted. Regards Susan." On October 16, 2023, Mr. Fletcher responded to Ms. Ronning, saying in part "Columbia 911 does not have a copy of the document you were seeking." On October 16th, Ms. Ronning replied to Mr. Fletcher and pointed out what he said to his Board in his update on October

19th, which he just read, saying that they had a document that they submitted to Motorola. Mr. Fletcher has not replied to Ms. Ronning since her reply on October 16th. On October 15th, he submitted a public records request, which is the District assigned 23455 as the records request number and he asked for all information submitted to Motorola related to the statement by C9CD Executive Director and he again copied and pasted what he said in his document and that was that Federal Engineering had completed the development assistant design requirements and expectations. This document was presented to Motorola as of October 10th and he got a reply back that the Public Directors request said the District has no public record responsive to this request. He explained there are some new Council Members since basically this whole endeavor started and the endeavor being that 911 is trying to replace the radio system and they're going to be asking for from what we've seen from their consultants anywhere from \$20 to \$35 million from the community and from everything they've said, it's going to be in the form of a bond and levy. So, there has been pushback about getting competitively bidding to do request for proposal and not just running to Motorola Solutions as an attempt to sole source. So far, that has not been the direction that they have went. They have, as you heard there, sent that opportunity only to Motorola and so that is a concern, especially concern of his at least because of the amount of money we're talking about and of course, we want to get the best deal that we can get from a qualified vendor that can meet all the requirements and from what we've seen so far that's not what's happening. So that's just an update on where they're at. You know that there's going to be additional revelations obviously in the coming months, but that's an update on what he calls lack of transparency and some very questionable conduct.

Council President Greisen explained the Scappoose Schools have been collecting food items to donate to the Scappoose Fire District Share and Care program. She explained she talks to her children about how others are struggling, and that we support when we can and there are a lot of families that are in need. She stated it is always heart warming to see our community come together for the Share and Care program. She just completed her seventh year as a Councilor, and she is looking forward to starting off the new year. She stated of course everyone at this point knows that her house is for sale, she does still live there and when the time comes, she will have to announce her resignation but until that time happens, she is here to work hard and is excited to be a part of the team.

Mayor Backus thanked Beth, from the City Budget Committee, and Sara, the new alternate on the Planning Commission for hanging in there online all night. He talked about the Historical Society Who-Ville being on Channel 12 news and if you haven't seen it, you should check it out. He thanked staff for helping him get through another meeting. He stated Merry Christmas and Happy New Year!

Adjournment

Mayor Backus adjourned the meeting at 8:29pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC

DRAFT



SCAPPOOSE *Oregon*

**MONDAY, JANUARY 22, 2024
CITY COUNCIL MEETING
REGULAR MEETING 7:00 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056**

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Call to Order

Mayor Backus called the January 22, 2024 City Council meeting to order at 7:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Brian Jensen	Interim Public Safety Director
Tyler Miller	Councilor	Dave Sukau	Public Works Director
Jeannet Santiago	Councilor	Isaac Butman	Assistant to City Manager
Kim Holmes	Councilor	Susan M. Reeves	City Recorder
Andrew Lafrenz	Councilor		
Marisa Jacobs	Councilor		

Remote: Public Works Contract Manager Charlotte Baker; Legal Counsel Ashleigh Dougill (left at 8:08pm); Legal Counsel Ashley Driscoll (left at 7:43pm); Associate Planner NJ Johnson (left at 8:38pm); Toni Chaffee (left at 7:40pm); B. Jones (left at 9:00pm); Larry Lehman (left at 7:43pm); and an unknown caller (left at 7:18pm).

Mayor Backus presented City Manager Rains a plaque and thanked her for all she did for him during his first year.

Approval of the Agenda

Mayor Backus explained he would like to move agenda item #6 to #2.

Council President Greisen moved, and Councilor Santiago seconded the motion to approve the amended agenda. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Public Comment

Forrest Hornaday, Scappoose, is here this evening to discuss the issues he has had with one neighbor. He has complained to the City several times. He would like to ask for a barricade to keep his neighbors trucks off the City property at the end of their street because it is a flood area. He appreciates the Council helping him with this issue.

Mayor Backus thanked Forrest and let him know we will look into this and get back to him.

Joel Haugen, Scappoose, explained he and Pete McHugh are hopefully going to resurrect the annual memorial chess tournament in Scappoose. They did it before and they would like to bring it back again working with the City and the School District. He stated the City can help by publicizing it and as a backstop in case they can't work out the schedule at the School District. He stated their date request is April 6. He stated if the School District location doesn't work out, he would like Council to entertain the notion of hosting here on site.

Assistant to City Manager Isaac Butman explained the City has tentatively scheduled the Annual Town meeting for April 6.

Joel Haugen explained the backstop would be if they could use the Council Chambers, the library and the Watts House on April 6, from 9am to 4pm.

Councilor Miller asked Joel how many are they expecting?

Joel Haugen replied we will probably go over a hundred people.

Mayor Backus talked about possibly the Senior Center or the gymnasium at the High School.

Council thanked Joel.

Consent Agenda ~ December 4, 2023 City Council work session minutes; and December 4, 2023 City Council meeting minutes

Councilor Santiago moved, and Councilor Holmes seconded the motion to approve the Consent Agenda ~ December 4, 2023 City Council work session minutes; and December 4, 2023 City Council meeting minutes. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

New Business

Discussion on the Remaining Funds for the Senior Center

City Manager Alexandra Rains explained there was \$20,000 put into the City budget to help support the Senior Center for this year. We had ultimately decided to take a portion of that which was just shy of \$6,000 to pay PSU's Center for Public Service to do a program with them to assess the Center and do four trainings. That training has now concluded and in the packet, you will see the final report on what that entailed and the recommendations on how to help them moving forward. There is a balance around \$14,000 left over from that total amount and now the question to Council is now that they have gone through that project is there something specific you want to earmark that money for or is it that you're wanting to give them the money with full flexibility to fund whatever it is they see fit at this time.

Clara Pell, with the Scappoose Senior Center, stated she personally would recommend any funds they do get go into building maintenance, as their building does need repairs.

Mayor Backus asked City Manager Rains when looking at the PSU recommendations is there anything in there that the City would recommend that would be beneficial?

City Manager Rains replied she does think all of the recommendations in there are certainly worthwhile. She knows one that kind of jump out to her is there were several comments about needing legal counsel and some other assistance with the bylaw revision and items like that. She explained that could certainly be a candidate for the funds.

Clara Pell gave an update on all the changes they have made after taking the trainings.

Mayor Backus would like to see them work on their volunteer program.

Councilor Miller stated he would rather help prioritize things that build a stable foundation and that for him is bylaws and any organizational type aspects.

Samuel Ketchum, Treasurer for the Scappoose Senior Center Board, gave an update.

Council President Greisen thanked Samuel Ketchum for his work in setting a system in place. She acknowledges the sacrifices that the Senior Center has made in the last year plus, to really sort of resurrect what had become a total dumpster fire. She agrees with Councilor Miller in regard to help prioritize things that build a stable foundation. She talked about the City helping and guiding along the way with the Senior Center moving ahead. She explained she doesn't feel comfortable right now just fully releasing those funds, She would like to earmark them specifically for the short-term goals.

Councilor Miller stated one other suggestion that he would like to see is what's called continuity and that is making sure that once they do get their bylaws in place and a good

competent understanding of how they operate the business every day is that you get a training program so everybody understands what the bylaws are, and what the standard operating procedures are and that you create redundancy so there is not just one person that knows how to do the job, but at least two, because we do have turnover.

Samuel Ketchum explained they have created financial standard operating procedures.

Council thanked all those who attended from the Senior Center.

Interim City Manager Discussion

Mayor Backus explained we are looking for an interim city manager. With the help of many we have had some names pop up and talked to a few about the position. He stated we have one that we want to focus on right now and Council has been given some information. The next step and what he is looking for tonight is an authorization to go into negotiation with Legal Counsel Ashley Driscoll to look at offering a contract.

Legal Counsel Ashley Driscoll explained it is her understanding that the City has narrowed it down to one candidate at the moment. The motion tonight after discussion is to approve moving forward with the appointment of Larry Lehman to fill the interim city manager position for the City of Scappoose and the direct Mayor Backus and herself to enter into contract negotiations with him.

Mayor Backus explained Larry's name came up from a recommendation of Mike Sykes. He explained he has spoke with people here at the City that have worked for him, and he talked to some of his references, and they all had good things to say about him.

Larry Lehman stated he did enjoy working for the City in 2014 and hopefully he can do a good job for the City this time.

Councilor Jacobs moved, and Councilor Santiago seconded the motion to approve Mayor Backus and Legal Counsel Ashley Driscoll to enter into negotiations to offer a contract with Mr. Lehman for Interim City Manager.

Councilor Miller asked do we have an idea of when we will ask Mr. Lehman to start, if approved by Council?

Larry Lehman replied February 5.

Mayor Backus explained if we can get to an agreement, it would go before Council on February 5 for approval, then he would start the next day, February 6.

Councilor Jacobs explained she had the opportunity to speak with Larry Lehman several weeks ago and she did thoroughly enjoy their conversation. She thinks for where we are at for an interim role, she thinks he will be very helpful in guiding us and helping us as we identify our full-time city manager. She has no hesitations with this motion.

Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Councilor thanked Legal Counsel Ashley Driscoll and Larry Lehman.

Res No. 24-01: A Resolution Adopting Public Contracting Rules and Procedures and Repealing Resolution No. 23-14

City Manager Alexandra Rains explained the contracting rules were recently updated to reflect the new dollar thresholds associated with certain contracting requirements. The majority of the edits are just bringing the rules into line with the public contracting code.

Legal Counsel Ashleigh Dougill went over the proposals.

The staff report explains in September 2023, Council adopted new thresholds for small and intermediate procurements in accordance with recent legislative changes to these thresholds in state statute. These new thresholds became effective this month. After the adoption of the amendments to Resolution 23-14, City staff had the City's new legal team, Beery Elsner and Hammond, LLP, (BEH) review the City's contracting resolution. Upon completion of their review, BEH made recommendations for additional changes that would add clarity and efficiency to the City's procurement and contracting processes. Analysis: Exhibit A includes all proposed redlines to Resolution 23-14. However, staff would like to draw Council's attention to and provide an overview of the more significant proposed changes:

Section A. Personal Services:

Changes to this section are the most extensive being proposed to the City's current contracting rules. Personal services are highly specialized and the legislature has recognized that this is an area where cities often need more flexibility. Per ORS 279A.055, 279A.070, and 279B.050, the state allows cities the flexibility to adopt their own procurement methods and thresholds for personal services without requiring adherence to any contracting limits currently assigned to procurement rules for regular services. That said, staff and legal counsel are proposing that the City's contracting rules for personal services follow state law for regular services, for increased transparency and accountability, with the one exception of allowing direct appointments to be made by the City Manager for contracts with an estimated value of up to \$75,000 rather than \$25,000. This aligns with the current City Manager contract approval authorization cap and would not change when a contract would require approval from Council. It would however

increase efficiency for the administration of the City by making procurement of certain specialized services less difficult.

Section B. Contracts for Construction-Related Personal Services:

The additions to this section are substantial, however, they simply mirror state law and add significant clarity for staff when using this document.

Section J. Disposal of Surplus Property:

The proposed language allows authorized staff to determine what property is of no further use or value to the City via the surplus process. For single items with an estimated market value less than \$1,000, or a group of items with an estimated market value of less than \$5,000, the City Manager or their designee may declare such property as “surplus” and dispose of such item(s) by any means outlined within the resolution without Council approval.

Section L. Notice of Intent to Award:

This section provides specific procedures for noticing. These procedures are in accordance with state law and are already being followed. However, including this information in this document provides clarity for staff.

Fiscal Impact: No direct fiscal impact, although it greatly increases efficiency and clarity.

Recommendation: Staff recommends that Council adopt Resolution 24-01 – A Resolution Adopting Public Contracting Rules and Procedures and Repealing Resolution 23-14 as written.

Councilor Miller explained he just wanted to confirm that 279A allows the City to create their own rules and that doesn't have to be at least as equal in requirements as the State's rules?

Legal Counsel Ashleigh Dougill replied it gets a little complicated. She explained 279A does permit you to adopt your own rules and that's in regard to the model policy and the model policy is what is in place if you don't do anything and that is in the OAR's. She stated however you still have to follow State Statute and there are a lot of requirements for procurement still set forth in State Statute. She explained a lot of what's here in Council Rules are the pull through of State Statute and then providing clarity to parts of Statute that are unclear in their opinion or that they have found legal interpretations for etc.

Councilor Santiago asked if we could implement the regulation which says that we can invite certified COBID firms to participate in solicitation processes? Is that something we can add to our policy.

Legal Counsel Ashleigh Dougill replied definitely you could if that is something you desired to do.

Councilor Santiago stated then she would like to add that to our procurement process.

There was a discussion on how this would be added into the contracting rules.

Councilor Miller wants to make sure this process isn't too time consuming or not even realistic.

Councilor Santiago stated it is just going into the COBID directory and then typing in the codes like you do on other sites. She stated this is just to encourage that we are inviting diverse, small businesses, women owned businesses to the solicitations, that is all it is.

Councilor Miller asked why don't we have Legal Counsel come back with proposed language that is legal and best tries to meet what Councilor Santiago is saying and then we review it at the next Council meeting.

Council thanked Ashleigh.

Purchase of American Flags and Hardware

Public Works Director Dave Sukau went over the staff report. Should the City of Scappoose pursue installing American flags along the Hwy 30 corridor on appropriate holidays. On August 21st, 2023, Public Works Director Dave Sukau presented some options to Scappoose City Council for the installation of the American flag within the City on National Holidays. After some discussion and Council feedback, a method was identified in which the flags would be attached to the streetlight poles along Hwy 30 in a 45-degree manner @ 10'-12' above the sidewalk. This concept was presented to ODOT as the poles the City would be using are property of ODOT. After a series of communications with ODOT representatives and engineers, the City has been granted approval for this method. The only condition presented by ODOT is that the City will have to submit a permit application to ODOT for every time the flags will be presented. Scappoose Public Works has inquired into the purchase of the flags and necessary hardware and determined that this project would cost less than \$3,000.00 in materials. Installation would be coordinated with the CRPUD for the initial installation of the brackets. Flags would be installed by Public Works staff prior to each holiday. City Staff is seeking Council's approval to move forward with the procurement of the flags and hardware for this project in an amount not to exceed \$3,000.00.

Council President Greisen moved, and Councilor Miller seconded the motion that Council approve the procurement and installation of American Flags and hardware not to exceed \$3,000.00 for the purpose of flying American flags on appropriate holidays. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

RFP #2023-10 - Community Branding Project

City Manager Rains went over the staff report. City Council adopted Goal #1, Objective #1: “Identify a process for community branding, prepare a scope of work and request for proposals (RFP)” to take effect during the current 2023-2024 Fiscal Year. Council and the Economic Development Committee (EDC) have had a collective 6 meetings in calendar year 2023 where community branding was a named topic of the agenda. Staff issued RFP #2023-10 - Community Branding Project on October 6, 2023 and the RFP closed on November 13, 2023. The RFP was widely advertised and the City received 11 proposals, which is significantly greater than RFPs for consultant services typically receive. The City allocated \$50,000 for this project. Each of the 11 proposers submitted a budget that exceeds this amount, with the most affordable proposal offering an estimated range of \$55,000-60,000 and the most expensive being \$175,200. In addition to being over the City’s initial budget, several proposers did not demonstrate a strong understanding of the project’s purpose or desired outcomes. For example, several firms assumed that the City was seeking support with developing document templates rather than discovering and promoting a *community* brand. Finally, the majority of proposers are from out of state and many proposed attending meetings and open houses virtually. This is not desirable because of the public-facing nature of this project with decision makers, stakeholders, and the community at large. According to advice from Legal Counsel, the City would need to reopen the RFP if it desires to change the scoring criteria or eligibility requirements. Currently, the City cannot select any of the 11 proposers and remain within budget since every proposed budget is greater than \$50,000. An adjustment to the Council Objective and/or the RFP is needed to proceed. Staff is seeking Council’s guidance on next steps. A list of options is provided in the Recommendation section. The City budgeted \$50,000 for this project. Depending on the direction of Council, funding from this project can be increased overall by providing additional funds in the upcoming Fiscal Year, significantly decreased to support a modified project scope, or eliminated if no further action on community branding is desired. Staff is seeking Council’s direction on Council Goal #1, Objective #1: Identify a process for community branding, prepare a scope of work and request for proposals (RFP).

Staff have identified the following options:

1. Provide \$_____ of additional funding in the upcoming Fiscal Year 2024-2025 budget to support a consultant contract greater than the \$50,000 currently budgeted for.
2. Reopen the RFP with the inclusion of the budget limit for this project and/or criteria that proposers must be able to attend every public meeting in person.
3. Rename Goal #1, Objective #1 to “Update the City’s logo using design materials from the 100-Year Centennial Event logo”, cancel the RFP, and seek a local business who would be willing and able to provide that service to the City.
4. Remove Goal #1, Objective #1 from the list of Council Goals, cancel the RFP, and take no further action on community branding.

Council and staff discussed the community branding project RFP process and how they want to proceed.

Councilor Holmes asked about circling back with the Economic Development Committee and see if they would like to take more of a leadership role in tackling some of this work.

City Manager Rains replied she feels the question is are they really willing to take on that level of effort because staff doesn't have capacity to really take that on, nor are we branding professionals.

Mayor Backus stated he appreciates all the work that has been done on this. He mentioned in one part of this it says at the end we're just buying a logo. He asked do we need this; do we need to dive into the scope and really go through all of this process?

Councilor Miller stated he has a problem paying \$50,000 for a logo design.

Council and staff discussed this more and Mayor Backus talked about tabling this for now.

Councilor Miller moved, and Councilor Jacobs seconded the motion to table Goal #1, Objective #1 from the list of Council Goals, cancel the RFP, and take no further action on community branding. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Councilor Santiago suggested getting an RFI next time.

Announcements – information only

Calendar

Mayor Backus went over the calendar.

Updates: City Manager, Police Department, Councilors, and Mayor

City Manager Rains welcomed Interim Public Safety Director Brian Jensen back. She stated she is very grateful for her time here, everything she got to do, and everything she got to learn. She does really appreciate all the time she got to spend with staff. The team here is really, really good. She wishes Council all the best. She thanked Council.

Interim Public Director Brian Jensen thanked Council for having him back. He gave some updates on the Police Department.

Councilor Lafrenz welcomed Brian Jensen. He thanked Alex for everything she has done, along with helping him throughout the year.

Councilor Holmes thanked Brian Jensen for being here and helping out with the Department. She thanked Alex for her help this year in getting Council up and running, her door was always open. She stated they didn't always see eye to eye on things but it also speaks volumes when

they have really productive conversations around hard things. She always appreciated her approach and handling of that too. She wishes her the best!

Councilor Miller thanked Alex for everything that she has done and putting up with him. He wishes her the best in her career. He thanked Brian for coming back again and helping us out. He gave an update for the Columbia County Commissioner meetings he has attended in his role as liaison. He explained at the meeting the new emergency management director presented a new emergency plan for Columbia County. He explained larger cities have their own emergency management departments and they come up with their own plans. However smaller cities like Scappoose we defer to the County's emergency plan. As he was listening to him present to the County Commissioners the plan for adoption it became apparent that we probably need to interface with the County to come in and give City Council an overview of what the emergency plan is how and how that impacts Scappoose. He explained it seems like something we would really be interested in. He stated maybe that is something we can discuss more in goal setting. He explained at the January 10 County Commissioner meeting they had a public hearing regarding the revised next renewable fuels application for Clatskanie. He stated what was apparent is there was a lot more people being opposed to it, than people for it. He will get more information and give an update at the next City Council meeting. He stated Happy New Year!

Councilor Santiago thanked Alex for everything, good luck, and we appreciate your hard work. She explained she is excited to have Brian here.

Council President Greisen explained she received a personal thank you today about how Public Works handled the weather in regards to how they handled the plowing and gravel. She was very grateful to see them to working while others weren't able to. She stated thanks! She explained in terms of Traffic Safety the schools have been at the top of their list the last several meetings. She explained Lieutenant Fluellen has organized a meeting for watching the buses and cars coming into the schools and what that looks like for pedestrians. She is also on the Site Council for Otto Petersen and the agenda item this week is parking lot safety. She explained this is definitely a priority for us and the School District. She thanked our first responders in our community. She talked about when there was a lockdown situation at the schools and when it came time for the students to be released there was a Scappoose Police Officer at the doors to assist with the release and made sure everyone was safe. She stated she is decided to see Brian back. She explained a document went out last week regarding contracting policing on our City social media, etc., and of course all the comments are going to be alarming or most the time defensive or unsure about those sorts of things. She can imagine if you don't sit at this desk it can be difficult to understand and that what may be discussed at these meetings amongst this group, trusting that this is the only location that occurs. She stated fortunately, there are public meeting laws that do hold us accountable, and legal counsel along with our City

Manager are assuring that we're all staying in line. She personally has not discussed approving any sort of contract policing here at the dais or outside of Chambers with any other Councilors and she fully trusts that the research that Councilor Holmes and Councilor Miller are initiating in terms of researching 24/7 police coverage that they are doing it with the best of intentions and without bias, just to provide information. At the root, the goal is to keep the citizens of Scappoose as safe as possible, and she is confident that these inquiries are merely that. From where she sits, no decisions have been made as a collective group, nor have previous discussions taken place and that the information currently being gathered would be used to provide the community with the opportunity to respond and give insight, whether that's in person or a survey and that discussions are to follow and those would happen in collaboration with our current Police Staff. She stated nothing would be done without having those conversations. She stated however it is her personal hope that we keep the Scappoose Police Department intact and functioning independently. We have made really tremendous progress with our staffing, and leadership changes. She stated at the city manager level things really got dealt with in the last several years under Alex, as well as the Police Chief level. Unfortunately, we've had some turnover there recently, but we have really pushed the department in a positive direction, and she has great hopes for the mentorship skills of our new Public Safety Director Brian Jensen, that he brings with him, and she looks forward to seeing Scappoose PD thrive in the future. She explained Alex's presence in a room makes you want to be a little more professional or a little more put together. She talked about how proud she is for all that Alex has done and accomplished at the City. She stated she is thankful to Michael for the opportunities he gave Alex. She stated Oregon City is very lucky to have her and she is sad to see her go, but she is excited and proud that she accepted the role, and she hopes they appreciate and value her for all that she brings. She wished Alex the best!

Mayor Backus thanked Brian Jensen for being able to come back and help the City. He thanked City Manager Rains for all she did to help him during his first year as Mayor. He stated Alex did a great job and he thinks she is going to do a great job in the next endeavor. He stated Scappoose is a special place and Alex is definitely a part of it and always will be.

Adjournment

Mayor Backus adjourned the meeting at 8:59pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC



SCAPPOOSE *Oregon*

**SATURDAY, JANUARY 27, 2024, 1:00 PM
SPECIAL MEETING CITY COUNCIL MEETING**

(Please note location)

**OMIC TRAINING CENTER AT PCC COLUMBIA COUNTY CENTER, ROOM 114
34001 NE WAGNER COURT
SCAPPOOSE, OR 97056**

Call to Order

Mayor Backus called the January 27, 2024 Special City Council meeting to order at 1:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Dave Sukau	Public Works Director
Tyler Miller	Councilor	Chris Fluellen	Police Lieutenant
Jeannet Santiago	Councilor	Carol Almer	Finance Administrator
Kim Holmes	Councilor	Susan M. Reeves	City Recorder
Andrew Lafrenz	Councilor	Laurie Oliver Joseph	Community Development Director
Marisa Jacobs	Councilor	Isaac Butman	Assistant to City Manager

Approval of the Agenda

Councilor Miller moved, and Councilor Jacobs seconded the motion to approve the agenda. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Public Comment - Items not on the agenda

Scott Burge, former Mayor of Scappoose, expressed his appreciate for City Manager Rains and wished her the best!

Appointment of Acting City Manager

Mayor Backus explained with City Manager Rains leaving and until Larry Lehman comes on board, they would need to appoint an acting city manager.

Councilor Miller moved, and Councilor Holmes seconded the motion to appoint Public Works Director Dave Sukau as the acting city manager until Larry Lehman is on board. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Adjournment

Mayor Backus adjourned the Special City Council meeting at 1:04 p.m.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC

DRAFT

City of Scappoose Council Action & Staff Report

Date Submitted: January 30, 2024

Agenda Date Requested: February 5, 2024

To: Scappoose City Council

From Isaac Butman, Assistant to the City Manager
Charlotte Baker, Contract Administrator

Subject: Resolution 24-01

Type of Action Requested:

<input checked="" type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Formal Action	<input type="checkbox"/>	Report Only

Background: In September 2023, Council adopted new thresholds for small and intermediate procurements in accordance with recent legislative changes to these thresholds in state statute. These new thresholds became effective this month. After the adoption of the amendments to Resolution 23-14, City staff had the City’s new legal team, Beery Elsner and Hammond, LLP, (BEH) review the City’s contracting resolution. Upon completion of their review, BEH made recommendations for additional changes that would add clarity and efficiency to the City’s procurement and contracting processes.

At the January 22, 2024 Council meeting, these changes were introduced to Council. Council approved of the changes generally, but staff was directed to add language to the Contracting Resolution that would encourage staff to invite businesses on the Certification Office for Business Inclusion and Diversity (COBID) database to bid on projects that fall under the large and intermediate procurement thresholds. Inviting additional bidders can increase the number of bids or proposals received by the City, as well as provide opportunities to businesses that might otherwise not have submitted a bid or proposal.

Analysis: Exhibit A includes all proposed redlines to Resolution 23-14.

Fiscal Impact: No direct fiscal impact.

Recommendation:

Staff recommends that Council adopt Resolution 24-01 – A Resolution Adopting Public Contracting Rules and Procedures and Repealing Resolution 23-14 as written.

Suggested Motion:

I move Council adopt Resolution 24-01 – A Resolution Adopting Public Contracting Rules and Procedures and Repealing Resolution 23-14.

Exhibits:

Exhibit A – Redlined changes to Resolution 23-14.

Exhibit B – Resolution 24-01– A Resolution Adopting Public Contracting Rules and Procedures and Repealing Resolution 23-14.

RESOLUTION NO. 24-01

A RESOLUTION ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES AND REPEALING RESOLUTION NO. 23-14

WHEREAS, the City of Scappoose (“City”) is an Oregon municipal corporation which is subject to Oregon’s public contracting laws; and

WHEREAS, the City Council of the City serves as the City’s Local Contract Review Board (“LCRB”); and

WHEREAS, and the City Council wishes to amend its existing rules to align with state law and to increase efficiency and clarity of the contracting and procurement process;

WHEREAS, the City is required to adopt public contracting rules consistent with the revised Public Contracting Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That, except as otherwise provided herein, the City hereby adopts the Oregon Attorney General’s Model Public Contracting Rules (“Model Rules”) as the contracting rules for the City, as such Model Rules now exist or are later modified.
2. That the City adopts the public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to the Model Rules.
3. That the City shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Exhibit A Rules are consistent with current law.
4. This resolution shall take effect on date of adoption.

APPROVED AND ADOPTED on February ____, 2024.

Mayor Joseph A. Backus

ATTEST:

City Recorder Susan M. Reeves, MMC

EXHIBIT A

PUBLIC CONTRACTING RULES AND PROCEDURES

A. Personal Services (other than Construction-Related Personal Services).

(1) Definition. "Personal Services" shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects; engineers; land surveyors; photogrammetrists; transportation planners; attorneys; accountants; auditors; computer programmers; artists; designers; performers; and consultants. The City Manager or designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

(2) Large Procurements. When the estimated payment to the contractor for personal services is above \$250,000, the City shall seek competitive sealed proposals in accordance with OAR 137-047-0260. When practical, the City shall attempt to advertise such proposals to COBID-certified businesses.

(3) Intermediate Procurements. The following informal selection procedure may be used when the estimated payment to the contractor is equal to or less than \$250,000 and above \$75,000. The City Manager or designee will contact a minimum of three (3) prospective contractors qualified to offer the services sought, including, when practical, COBID-certified businesses. The City Manager will request an estimated fee, and make the selection consistent with the City's best interests. If three (3) quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.

(4) Small Procurements. The City Manager may enter personal service contracts when the estimated payment is less than \$75,000 in any manner the City Manager finds practical or convenient, including direct selection or award. However, the City Manager must make reasonable efforts to choose the most qualified contractor to meet the City's needs. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.

(5) Sole Source. The City Manager may negotiate with a single source for personal services if the services are available from only one contractor, or the prospective contractor has special skills uniquely required for the performance of the services. The City must make written findings to demonstrate why the proposed contractor is the only contractor who can perform the services desired, in general compliance with ORS 279B.075, and shall present such findings to City Council for review and approval.

(6) Emergency. The City Manager may select a contractor without following any procedures when an emergency is determined to exist. In such instances, the City Manager must make written declarations of the circumstances that justify the emergency appointments.

B. Contracts for Construction-Related Personal Services.

(1) Purpose. This section implements ORS 279C.100 to 279C.125. The City will rely on these rules, not the Model Rules, for a contract with an architect, engineer, photogrammetrist, land surveyor, as each is defined in ORS 279C.100, and (in very narrow instances) a transportation planner (collectively referred to herein as "Construction-Related Personal Services").

(2) Applicability. This section applies only to a Construction-Related Personal Service contract that meets the following criteria:

(a) The estimated payment to the contractor exceeds \$100,000; and

(b) The contract is for a personal service that is *legally required* to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For

example: hiring an architect to design a building or hiring an engineer to design a wastewater system. Because the law requires licensed professionals to design buildings and infrastructure, the City may rely on this subsection to hire someone to perform those services. However, if the City is hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under Section A of these Rules. *See* definition of “Related Services” below.

- (c) If either (a) or (b) above is not satisfied (i.e. the contract is for a personal service that is legally required to be provided by a licensed architect, etc. *but* is estimated to not exceed \$100,000; *or* the contract will require an engineer, etc. to perform a Related Service) then the City may rely on Section A of these rules to solicit and award the contract.

(3) Mixed contracts. Some contracts will contain a mixture of services covered by this Section (i.e. services that only the particular consultant may legally perform) and Related Services. Whether the City uses this Section or Section A to solicit and award a mixed contract will depend upon the predominate purpose of the contract. The City will determine the predominate purpose based upon either the amount of money it estimates it will spend for covered services versus Related Services or the amount of time it estimates that the consultant will spend working on covered services versus Related Services. If covered services predominate, the City will solicit the contract under this Section. If Related Services predominate, the City will solicit the contract under Section A.

(4) Small Procurements. For clarity’s sake, the City Manager may enter Construction-Related Personal Service contracts when the estimated payment is less than \$100,000 in any manner the City Manager finds practical or convenient, including direct selection or award. However, the City Manager must make reasonable efforts to choose the most qualified contractor to meet the City’s needs. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.

(5) Exception for Emergencies. Pursuant to ORS 279C.110(9), the City may directly appoint a Construction-Related Personal Service contract in an emergency.

(6) Definitions. The following definitions apply to this Section:

- (a) “Transportation Planning Services” only includes project-specific transportation planning required for compliance with the National Environmental Policy Act, 42 USC 4321 et seq. and no other types of transportation planning services. By way of example only, Transportation Planning Services do not include transportation planning for corridor plans, transportation system plans, interchange area management plans, refinement plans and other transportation plans not associated with an individual Project required to comply with the National Environmental Policy Act, 42 USC 4321 et. seq.

- (b) “Related Services” means personal services, other than architectural, engineering, photogrammetric, mapping, transportation planning or land surveying services, that are related to planning, designing, engineering or overseeing public improvement projects or components of public improvements, including, but not limited to, landscape architectural services, facilities planning services, energy planning services, space planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services, and owner’s representation services or land-use planning services. In other words, personal services that are *not required by law* to be performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor.

(7) Intermediate Procurements. The following informal selection procedure may be used when the estimated payment to the consultant for Construction-Related Personal Services is equal to or less than

\$250,000 and above \$100,000. The City Manager or designee will contact a minimum of three (3) prospective consultants qualified to offer the services sought, including, when practical, COBID-certified businesses. The City Manager will request an estimated fee, and make the selection consistent with the City's best interests, to the most qualified consultant. If three (3) quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.

(8) Large Procurements.

- (a) When the estimated cost of the contract for Construction-Related Personal Services is greater than \$250,000, a contract shall be awarded following a qualifications based selection procedure focusing on the consultant's qualifications for the type of professional service required, taking into account the candidate's specialized experience, capabilities and technical competence; resources; record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration; ownership status and employment practices regarding minority, women and emerging small businesses or historically underutilized businesses; availability to the project locale; familiarity with the project locale; and proposed project management techniques. When practical, the City shall attempt to advertise such bid or proposal to COBID-certified businesses.
- (b) Unless the City follows the process set forth in subsection (c) of this Section, the City may not solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation until after the City has selected a qualified professional for award.
- (c) Notwithstanding subsection (b) of this Section, the City may request pricing policies or pricing proposals from prospective consultants, including an estimate of the number of hours that will be needed to perform the work described in the solicitation, and a schedule of hourly rates, if the City:
 - (i) States in the following in its solicitation document:
 - a. That the City will screen and select prospective consultants as provided in ORS 279C.110(5);
 - b. How the City will rank proposals from prospective consultants, with a specific focus on:
 - 1. Which factors the City will consider in evaluating proposals, including pricing policies, proposals or other pricing information, if the City will use pricing policies, proposals or other pricing information in the evaluation; and
 - 2. The relative weight the City will give each factor, disclosing at a minimum the number of available points for each factor, the percentage each factor comprises in the total evaluation score and any other weighting criteria the City intends to use;
 - c. An estimate of the cost of professional services the City requires for the procurement; and
 - d. A scope of work that is sufficiently detailed to enable a prospective consultant to prepare a responsive proposal.
 - (ii) Evaluates each prospective consultant on the basis of the prospective consultant's qualifications to perform the professional services the City requires for the procurement.

- (iii) Announces the evaluation scores and rank for each prospective consultant after completing the evaluation described in paragraph (ii) of this subsection. The City may determine that as many as three of the top-ranked prospective consultants are qualified to perform the professional services the City requires for the procurement and may request a pricing proposal for the scope of work stated in paragraph (i)(d) of this subsection from each of the top-ranked consultants. The pricing proposal must consist of:
 - a. A schedule of hourly rates that the prospective consultant will charge for the work of each individual or each labor classification that will perform the professional services the City requires for the procurement, in the form of an offer that is irrevocable for not less than 90 days after the date of the proposal; and
 - b. A reasonable estimate of hours that the prospective consultant will require to perform the professional services the local contracting agency requires for the procurement.
 - (iv) Permits a prospective consultant identified as qualified under paragraph (iii) of this subsection to withdraw from consideration for the procurement if the prospective consultant does not wish to provide a price proposal.
 - (v) Completes the evaluation and selects a consultant from among the top-ranked prospective consultants that have not withdrawn as provided under paragraph (iv) of this subsection, giving not more than 15 percent of the weight in the evaluation to each prospective consultant's price proposal
- (d) If the City and the professional are unable to negotiate a reasonable and fair amount of compensation, as determined solely by the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate and may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the contracting agency terminates the consultant contracting process.

C. Delegation.

- (1) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the City Council.
- (2) Unless expressly limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the City Manager or the City Manager's designee, including the authority to enter into emergency contracts pursuant to ORS 279B.080.
- (3) All contracts estimated to cost more than \$75,000 in a calendar year must be approved by City Council. All public contracts estimated to cost \$75,000 or less in a calendar year may be entered into by the City Manager or designee without Council approval.
- (4) The authority delegated to the City Manager under Subsection (3) of this Section shall not include intergovernmental agreements authorized by ORS Chapter 190 or agreements for loans or grants from state or federal agencies, financial institutions or otherwise; provided however, that nothing herein shall preclude the City Manager or their delegate from applying for such grants or loans.

(5) Except as provided within these Rules, City public contracting is governed by the Oregon Public Contracting Code (ORS Chapters 279, 279A, 279B and 279C) (the “Public Contracting Code”) and the Oregon Attorney General’s Model Public Contract Rules (OAR Chapter 137, divisions 46, 47 and 49) (the “Model Rules”).

D. Special Procurements, Sole Source, and Exemptions.

(1) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.

(2) The Local Contract Review Board may award a contract for goods or services from a single source if the goods or services are available from only one company, or the prospective company has special skills uniquely required for the provision of the goods or the performance of the services. The City must make written findings to demonstrate why the proposed company is the only company who can provide the goods or perform the services desired, in general compliance with ORS 279B.075.

(3) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements or Construction-Related Personal Services from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

E. Small Procurements (Under \$25,000) for Goods and Services, and Public Improvements.

(1) Public contracts under \$25,000 are not subject to competitive bidding requirements. The City Manager or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the City.

(2) The City may amend a public contract awarded as a small procurement beyond the \$25,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum that is greater than \$31,250.

(3) A procurement may not be artificially divided or fragmented to avoid this Section.

F. Intermediate Procurements for Goods and Services, and Public Improvements.

(1) If a contract for procurement of goods and services estimated to cost between \$25,000 and \$250,000, or a contract for a public improvement that is estimated to cost between \$25,000 and \$100,000, the City Manager or designee will contact a minimum of three (3) prospective contractors qualified to offer the goods or services or public improvement sought, including, when practical, COBID-certified businesses. The City Manager will request an estimated fee, and make the selection consistent with the City’s best interests. If three (3) quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.

(2) The City may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800 or OAR 137-049-0910, as applicable, provided the cumulative amendments shall not increase the total contract price to a sum that is greater than \$312,500.

(3) A procurement may not be artificially divided or fragmented to qualify for this Section.

G. Large Procurements for Goods and Services, and Public Improvements.

(1) When the estimated payment to the contractor for goods or services is above \$250,000, the City shall either seek competitive sealed bidding in accordance with OAR 137-047-0255 or competitive sealed proposals in accordance with OAR 137-047-0260.

~~(2)~~ When estimated payment to the contractor for a public improvement is above \$100,000, the City shall follow the solicitation procedures set forth in OAR 137-049-0200.

~~(2)(3)~~ When practical, the City shall attempt to advertise such bids or proposals to COBID-certified businesses.

~~(3)~~ A procurement may not be artificially divided or fragmented to avoid this Section.

~~(4)~~

H. Emergency Contracts.

(1) "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition."

(2) The Mayor, the City Manager, or a designee of the City Manager shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

(3) Emergency contracts may be awarded as follows:

(a) Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080 and section C, "Delegation," of these Rules.

(b) Public Improvements. The City hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

I. Local Preference Allowed in Evaluation of Bids or Proposals.

When possible, the City shall use solicitation documents and evaluation criteria that give preference to goods that are fabricated or processed, or services that are performed entirely within the State of Oregon if the cost of the goods or services does not exceed 110% of the cost of the goods or services not fabricated or processed or performed entirely within the State of Oregon. If more than one bidder or proposer qualifies for this preference, the City may give an additional 5% preference to a qualifying bidder or proposer that resides in or is headquartered in the State of Oregon.

J. Disposal of Surplus Property.

(1) "Surplus Property" is defined as any personal property under the ownership or control of the City that has been determined by the appropriate authority as being of no further, or minimal use or value to the City.

(a) When the current estimated market value of a single item of personal property is equal to or greater than \$1,000.00, or a group of items greater than a single discrete item is equal to or greater than \$5,000.00, a shall be submitted request to the City Council for an approval to declare such property as Surplus Property. The City Council shall, by resolution, declare such property Surplus Property and authorize the means by which the City may dispose of the property, including granting the City Manager discretion to dispose of the property in any appropriate manner, including in accordance with Section (3) below. The City Council may require the City Manager to obtain an appraisal of the property prior to disposition.

(b) When the current estimated market value for a single item of personal property is less than \$1,000, or a group of items greater than a single discrete item is less than \$5,000, the City Manager or their designee are authorized to declare such property as Surplus Property and dispose of the item(s) by any means described in Section (3) below.

(c) Vehicles and large equipment always require Council authorization to declare as Surplus Property, regardless of the estimated market value.

(2) Surplus Property may be disposed of in the manner that is most advantageous to the City or the community at large, with a preference towards auctioning or donating surplus items whenever possible, including, but not limited to, the following:

(a) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the Surplus Property. Employees of the City may purchase Surplus Property from the City only at an advertised auction, and only if the employee submits the highest bid for such property.

(b) Donation. Surplus Property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.

(c) Disposal. Surplus Property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

(d) Electronics and Computers Containing Digital Information. Any computers or electronics determined to be Surplus Property will have hard drives or other internal storage electronically wiped prior to disposal so as to prevent retrieval of data, or will have hard drives or other internal storage removed and destroyed prior to disposal, in accordance with any applicable City IT policies. For cell phones, tablets, and other mobile devices, this includes a factory reset, or resetting in a manner by which any data native to the device placed there by the City of Scappoose shall be permanently removed.

K. Appeals of Prequalification Decisions and Debarment Decisions.

(1) Review of the City's prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply to hearings on such decisions by the LCRB:

(a) Notices shall be submitted in writing to the City Manager. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.

(b) Upon opening of the hearing, City staff shall explain the City's decision being appealed and the justification thereof. The appellant shall then be heard. Time for the appellant's testimony shall be established by the Mayor. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Mayor.

(c) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the City's decision shall be provided time to be heard, with time limits established by the Mayor. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Mayor shall close the hearing.

(d) When issued in writing according to the requirements of ORS 279B.425, the LCRB's decision and order shall be final.

L. Notice of Intent to Award Certain Contracts.

(1) At least seven days before the award of a public contract solicited under any invitation to bid or request for proposals, the City will post or provide to each bidder or proposer notice of the City's intent to award a contract.

(2) If stated in the solicitation document, the City may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the City's intent.

(3) As an alternative, the City may provide written notice to each bidder or proposer of the City's intent to award a contract. This written notice may be provided electronically or through non-electronic means.

(4) The City may give less than seven days' notice of its intent to award a contract if the City determines in writing that seven days is impracticable.

(5) This Section does not apply to any goods or service contract, public improvement contract or class of public improvement or goods or services contracts exempted from competitive bidding requirements.

(6) A protest of the City's intent to award a contract may only be filed in accordance with OAR 137-047-0740, OAR 137-048-0240, or OAR 137-049-0450, as applicable. Protests to the City's intent to award a personal service contract under Section A may only be filed in accordance with OAR 137-047-0740.

M. Concession Agreements.

(1) A "concession agreement" is a contract that authorizes and requires a private entity or individual to promote or sell, for its own business purposes, specified types of goods or services from a site within a building or upon land owned by the City, and under which the concessionaire makes payments to the City based, in whole or in part, on the concessionaire's sales revenues. The term "concession agreement" does not include an agreement which is merely a flat-fee or per-foot rental, lease, license, permit, or other arrangement for the use of public property.

(2) Concession agreements are not required to be competitively bid. However, when it is in the City's best interests to do so, the City may obtain competitive proposals for concession agreements using the procedures described in ORS 279B.060.

N. Purchases from Federal Catalogs.

(1) By Resolution No. 05-01, the LCRB has adopted the following rules for procurement of goods from federal catalogues:

Subject to applicable Council approval requirements stated in the City's Contracting Rules, the City may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

O. Electronic Advertising

(1) Pursuant to ORS 279C.360 and ORS 279B.055, electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The City

Manager or designee shall have the authority to determine when electronic publication is appropriate, and consistent with the City's public contracting policies.

(2) Notwithstanding the foregoing, any advertisement for a public improvement contract with an estimated cost over \$125,000 must be published at least once in a trade newspaper of general statewide circulation, such as the Daily Journal of Commerce.

EXHIBIT B

PUBLIC CONTRACTING RULES AND PROCEDURES

A. Personal Services (other than Construction-Related Personal Services).

(1) Definition. "Personal Services" shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects; engineers; land surveyors; photogrammetrists; transportation planners; attorneys; accountants; auditors; computer programmers; artists; designers; performers; and consultants. The City Manager or designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

(2) Large Procurements. When the estimated payment to the contractor for personal services is above \$250,000, the City shall seek competitive sealed proposals in accordance with OAR 137-047-0260. When practical, the City shall attempt to advertise such proposals to COBID-certified businesses.

(3) Intermediate Procurements. The following informal selection procedure may be used when the estimated payment to the contractor is equal to or less than \$250,000 and above \$75,000. The City Manager or designee will contact a minimum of three (3) prospective contractors qualified to offer the services sought, including, when practical, COBID-certified businesses. The City Manager will request an estimated fee, and make the selection consistent with the City's best interests. If three (3) quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.

(4) Small Procurements. The City Manager may enter personal service contracts when the estimated payment is less than \$75,000 in any manner the City Manager finds practical or convenient, including direct selection or award. However, the City Manager must make reasonable efforts to choose the most qualified contractor to meet the City's needs. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.

(5) Sole Source. The City Manager may negotiate with a single source for personal services if the services are available from only one contractor, or the prospective contractor has special skills uniquely required for the performance of the services. The City must make written findings to demonstrate why the proposed contractor is the only contractor who can perform the services desired, in general compliance with ORS 279B.075, and shall present such findings to City Council for review and approval.

(6) Emergency. The City Manager may select a contractor without following any procedures when an emergency is determined to exist. In such instances, the City Manager must make written declarations of the circumstances that justify the emergency appointments.

B. Contracts for Construction-Related Personal Services.

(1) Purpose. This section implements ORS 279C.100 to 279C.125. The City will rely on these rules, not the Model Rules, for a contract with an architect, engineer, photogrammetrist, land surveyor, as each is defined in ORS 279C.100, and (in very narrow instances) a transportation planner (collectively referred to herein as "Construction-Related Personal Services").

(2) Applicability. This section applies only to a Construction-Related Personal Service contract that meets the following criteria:

(a) The estimated payment to the contractor exceeds \$100,000; and

(b) The contract is for a personal service that is *legally required* to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For

example: hiring an architect to design a building or hiring an engineer to design a wastewater system. Because the law requires licensed professionals to design buildings and infrastructure, the City may rely on this subsection to hire someone to perform those services. However, if the City is hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under Section A of these Rules. *See* definition of “Related Services” below.

- (c) If either (a) or (b) above is not satisfied (i.e. the contract is for a personal service that is legally required to be provided by a licensed architect, etc. *but* is estimated to not exceed \$100,000; *or* the contract will require an engineer, etc. to perform a Related Service) then the City may rely on Section A of these rules to solicit and award the contract.

(3) Mixed contracts. Some contracts will contain a mixture of services covered by this Section (i.e. services that only the particular consultant may legally perform) and Related Services. Whether the City uses this Section or Section A to solicit and award a mixed contract will depend upon the predominate purpose of the contract. The City will determine the predominate purpose based upon either the amount of money it estimates it will spend for covered services versus Related Services or the amount of time it estimates that the consultant will spend working on covered services versus Related Services. If covered services predominate, the City will solicit the contract under this Section. If Related Services predominate, the City will solicit the contract under Section A.

(4) Small Procurements. For clarity’s sake, the City Manager may enter Construction-Related Personal Service contracts when the estimated payment is less than \$100,000 in any manner the City Manager finds practical or convenient, including direct selection or award. However, the City Manager must make reasonable efforts to choose the most qualified contractor to meet the City’s needs. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.

(5) Exception for Emergencies. Pursuant to ORS 279C.110(9), the City may directly appoint a Construction-Related Personal Service contract in an emergency.

(6) Definitions. The following definitions apply to this Section:

- (a) “Transportation Planning Services” only includes project-specific transportation planning required for compliance with the National Environmental Policy Act, 42 USC 4321 et seq. and no other types of transportation planning services. By way of example only, Transportation Planning Services do not include transportation planning for corridor plans, transportation system plans, interchange area management plans, refinement plans and other transportation plans not associated with an individual Project required to comply with the National Environmental Policy Act, 42 USC 4321 et. seq.

- (b) “Related Services” means personal services, other than architectural, engineering, photogrammetric, mapping, transportation planning or land surveying services, that are related to planning, designing, engineering or overseeing public improvement projects or components of public improvements, including, but not limited to, landscape architectural services, facilities planning services, energy planning services, space planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services, and owner’s representation services or land-use planning services. In other words, personal services that are *not required by law* to be performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor.

(7) Intermediate Procurements. The following informal selection procedure may be used when the estimated payment to the consultant for Construction-Related Personal Services is equal to or less than

\$250,000 and above \$100,000. The City Manager or designee will contact a minimum of three (3) prospective consultants qualified to offer the services sought, including, when practical, COBID-certified businesses. The City Manager will request an estimated fee, and make the selection consistent with the City's best interests, to the most qualified consultant. If three (3) quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.

(8) Large Procurements.

- (a) When the estimated cost of the contract for Construction-Related Personal Services is greater \$250,000, a contract shall be awarded following a qualifications based selection procedure focusing on the consultant's qualifications for the type of professional service required, taking into account the candidate's specialized experience, capabilities and technical competence; resources; record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration; ownership status and employment practices regarding minority, women and emerging small businesses or historically underutilized businesses; availability to the project locale; familiarity with the project locale; and proposed project management techniques. When practical, the City shall attempt to advertise such bid or proposal to COBID-certified businesses.
- (b) Unless the City follows the process set forth in subsection (c) of this Section, the City may not solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation until after the City has selected a qualified professional for award.
- (c) Notwithstanding subsection (b) of this Section, the City may request pricing policies or pricing proposals from prospective consultants, including an estimate of the number of hours that will be needed to perform the work described in the solicitation, and a schedule of hourly rates, if the City:
 - (i) States in the following in its solicitation document:
 - a. That the City will screen and select prospective consultants as provided in ORS 279C.110(5);
 - b. How the City will rank proposals from prospective consultants, with a specific focus on:
 - 1. Which factors the City will consider in evaluating proposals, including pricing policies, proposals or other pricing information, if the City will use pricing policies, proposals or other pricing information in the evaluation; and
 - 2. The relative weight the City will give each factor, disclosing at a minimum the number of available points for each factor, the percentage each factor comprises in the total evaluation score and any other weighting criteria the City intends to use;
 - c. An estimate of the cost of professional services the City requires for the procurement; and
 - d. A scope of work that is sufficiently detailed to enable a prospective consultant to prepare a responsive proposal.
 - (ii) Evaluates each prospective consultant on the basis of the prospective consultant's qualifications to perform the professional services the City requires for the procurement.

- (iii) Announces the evaluation scores and rank for each prospective consultant after completing the evaluation described in paragraph (ii) of this subsection. The City may determine that as many as three of the top-ranked prospective consultants are qualified to perform the professional services the City requires for the procurement and may request a pricing proposal for the scope of work stated in paragraph (i)(d) of this subsection from each of the top-ranked consultants. The pricing proposal must consist of:
 - a. A schedule of hourly rates that the prospective consultant will charge for the work of each individual or each labor classification that will perform the professional services the City requires for the procurement, in the form of an offer that is irrevocable for not less than 90 days after the date of the proposal; and
 - b. A reasonable estimate of hours that the prospective consultant will require to perform the professional services the local contracting agency requires for the procurement.
 - (iv) Permits a prospective consultant identified as qualified under paragraph (iii) of this subsection to withdraw from consideration for the procurement if the prospective consultant does not wish to provide a price proposal.
 - (v) Completes the evaluation and selects a consultant from among the top-ranked prospective consultants that have not withdrawn as provided under paragraph (iv) of this subsection, giving not more than 15 percent of the weight in the evaluation to each prospective consultant's price proposal
- (d) If the City and the professional are unable to negotiate a reasonable and fair amount of compensation, as determined solely by the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate and may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the contracting agency terminates the consultant contracting process.

C. Delegation.

- (1) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the City Council.
- (2) Unless expressly limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the City Manager or the City Manager's designee, including the authority to enter into emergency contracts pursuant to ORS 279B.080.
- (3) All contracts estimated to cost more than \$75,000 in a calendar year must be approved by City Council. All public contracts estimated to cost \$75,000 or less in a calendar year may be entered into by the City Manager or designee without Council approval.
- (4) The authority delegated to the City Manager under Subsection (3) of this Section shall not include intergovernmental agreements authorized by ORS Chapter 190 or agreements for loans or grants from state or federal agencies, financial institutions or otherwise; provided however, that nothing herein shall preclude the City Manager or their delegate from applying for such grants or loans.

(5) Except as provided within these Rules, City public contracting is governed by the Oregon Public Contracting Code (ORS Chapters 279, 279A, 279B and 279C) (the “Public Contracting Code”) and the Oregon Attorney General’s Model Public Contract Rules (OAR Chapter 137, divisions 46, 47 and 49) (the “Model Rules”).

D. Special Procurements, Sole Source, and Exemptions.

(1) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.

(2) The Local Contract Review Board may award a contract for goods or services from a single source if the goods or services are available from only one company, or the prospective company has special skills uniquely required for the provision of the goods or the performance of the services. The City must make written findings to demonstrate why the proposed company is the only company who can provide the goods or perform the services desired, in general compliance with ORS 279B.075.

(3) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements or Construction-Related Personal Services from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

E. Small Procurements (Under \$25,000) for Goods and Services, and Public Improvements.

(1) Public contracts under \$25,000 are not subject to competitive bidding requirements. The City Manager or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the City.

(2) The City may amend a public contract awarded as a small procurement beyond the \$25,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum that is greater than \$31,250.

(3) A procurement may not be artificially divided or fragmented to avoid this Section.

F. Intermediate Procurements for Goods and Services, and Public Improvements.

(1) If a contract for procurement of goods and services estimated to cost between \$25,000 and \$250,000, or a contract for a public improvement that is estimated to cost between \$25,000 and \$100,000, the City Manager or designee will contact a minimum of three (3) prospective contractors qualified to offer the goods or services or public improvement sought, including, when practical, COBID-certified businesses. The City Manager will request an estimated fee, and make the selection consistent with the City’s best interests. If three (3) quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.

(2) The City may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800 or OAR 137-049-0910, as applicable, provided the cumulative amendments shall not increase the total contract price to a sum that is greater than \$312,500.

(3) A procurement may not be artificially divided or fragmented to qualify for this Section.

G. Large Procurements for Goods and Services, and Public Improvements.

(1) When the estimated payment to the contractor for goods or services is above \$250,000, the City shall either seek competitive sealed bidding in accordance with OAR 137-047-0255 or competitive sealed proposals in accordance with OAR 137-047-0260.

(2) When estimated payment to the contractor for a public improvement is above \$100,000, the City shall follow the solicitation procedures set forth in OAR 137-049-0200.

(3) When practical, the City shall attempt to advertise such bids or proposals to COBID-certified businesses.

(4) A procurement may not be artificially divided or fragmented to avoid this Section.

H. Emergency Contracts.

(1) "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition."

(2) The Mayor, the City Manager, or a designee of the City Manager shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

(3) Emergency contracts may be awarded as follows:

(a) Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080 and section C, "Delegation," of these Rules.

(b) Public Improvements. The City hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

I. Local Preference Allowed in Evaluation of Bids or Proposals.

When possible, the City shall use solicitation documents and evaluation criteria that give preference to goods that are fabricated or processed, or services that are performed entirely within the State of Oregon if the cost of the goods or services does not exceed 110% of the cost of the goods or services not fabricated or processed or performed entirely within the State of Oregon. If more than one bidder or proposer qualifies for this preference, the City may give an additional 5% preference to a qualifying bidder or proposer that resides in or is headquartered in the State of Oregon.

J. Disposal of Surplus Property.

(1) "Surplus Property" is defined as any personal property under the ownership or control of the City that has been determined by the appropriate authority as being of no further, or minimal use or value to the City.

(a) When the current estimated market value of a single item of personal property is equal to or greater than \$1,000.00, or a group of items greater than a single discrete item is equal to or greater than \$5,000.00, a shall be submitted request to the City Council for an approval to declare such property as Surplus Property. The City Council shall, by resolution, declare such property Surplus Property and authorize the means by which the City may dispose of the property, including granting the City Manager discretion to dispose of the property in any appropriate manner, including in accordance with Section (3) below. The City Council may require the City Manager to obtain an appraisal of the property prior to disposition.

(b) When the current estimated market value for a single item of personal property is less than \$1,000, or a group of items greater than a single discrete item is less than \$5,000, the City Manager or their designee are authorized to declare such property as Surplus Property and dispose of the item(s) by any means described in Section (3) below.

(c) Vehicles and large equipment always require Council authorization to declare as Surplus Property, regardless of the estimated market value.

(2) Surplus Property may be disposed of in the manner that is most advantageous to the City or the community at large, with a preference towards auctioning or donating surplus items whenever possible, including, but not limited to, the following:

(a) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the Surplus Property. Employees of the City may purchase Surplus Property from the City only at an advertised auction, and only if the employee submits the highest bid for such property.

(b) Donation. Surplus Property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.

(c) Disposal. Surplus Property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

(d) Electronics and Computers Containing Digital Information. Any computers or electronics determined to be Surplus Property will have hard drives or other internal storage electronically wiped prior to disposal so as to prevent retrieval of data, or will have hard drives or other internal storage removed and destroyed prior to disposal, in accordance with any applicable City IT policies. For cell phones, tablets, and other mobile devices, this includes a factory reset, or resetting in a manner by which any data native to the device placed there by the City of Scappoose shall be permanently removed.

K. Appeals of Prequalification Decisions and Debarment Decisions.

(1) Review of the City's prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply to hearings on such decisions by the LCRB:

(a) Notices shall be submitted in writing to the City Manager. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.

(b) Upon opening of the hearing, City staff shall explain the City's decision being appealed and the justification thereof. The appellant shall then be heard. Time for the appellant's testimony shall be established by the Mayor. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Mayor.

(c) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the City's decision shall be provided time to be heard, with time limits established by the Mayor. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Mayor shall close the hearing.

(d) When issued in writing according to the requirements of ORS 279B.425, the LCRB's decision and order shall be final.

L. Notice of Intent to Award Certain Contracts.

(1) At least seven days before the award of a public contract solicited under any invitation to bid or request for proposals, the City will post or provide to each bidder or proposer notice of the City's intent to award a contract.

(2) If stated in the solicitation document, the City may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the City's intent.

(3) As an alternative, the City may provide written notice to each bidder or proposer of the City's intent to award a contract. This written notice may be provided electronically or through non-electronic means.

(4) The City may give less than seven days' notice of its intent to award a contract if the City determines in writing that seven days is impracticable.

(5) This Section does not apply to any goods or service contract, public improvement contract or class of public improvement or goods or services contracts exempted from competitive bidding requirements.

(6) A protest of the City's intent to award a contract may only be filed in accordance with OAR 137-047-0740, OAR 137-048-0240, or OAR 137-049-0450, as applicable. Protests to the City's intent to award a personal service contract under Section A may only be filed in accordance with OAR 137-047-0740.

M. Concession Agreements.

(1) A "concession agreement" is a contract that authorizes and requires a private entity or individual to promote or sell, for its own business purposes, specified types of goods or services from a site within a building or upon land owned by the City, and under which the concessionaire makes payments to the City based, in whole or in part, on the concessionaire's sales revenues. The term "concession agreement" does not include an agreement which is merely a flat-fee or per-foot rental, lease, license, permit, or other arrangement for the use of public property.

(2) Concession agreements are not required to be competitively bid. However, when it is in the City's best interests to do so, the City may obtain competitive proposals for concession agreements using the procedures described in ORS 279B.060.

N. Purchases from Federal Catalogs.

(1) By Resolution No. 05-01, the LCRB has adopted the following rules for procurement of goods from federal catalogues:

Subject to applicable Council approval requirements stated in the City's Contracting Rules, the City may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

O. Electronic Advertising

(1) Pursuant to ORS 279C.360 and ORS 279B.055, electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The City

Manager or designee shall have the authority to determine when electronic publication is appropriate, and consistent with the City's public contracting policies.

(2) Notwithstanding the foregoing, any advertisement for a public improvement contract with an estimated cost over \$125,000 must be published at least once in a trade newspaper of general statewide circulation, such as the Daily Journal of Commerce.

TEMPORARY EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this February 6, 2024, by and between the CITY OF SCAPPOOSE, an Oregon municipal corporation, (hereinafter "City") and Larry Lehman, (hereinafter "Employee").

RECITALS

WHEREAS, the City has appointed Employee as Interim City Manager with the full authority of the City Manager position as provided in the Charter of the City of Scappoose and the Scappoose Municipal Code; and

WHEREAS, it is the desire of the City Council to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties.

City agrees to employ Employee as Interim City Manager of the City of Scappoose to perform the City Manager functions and duties specified in the Charter of the City of Scappoose and the Scappoose Municipal Code and to perform such other legally permissible and proper duties and functions as the City Council shall assign. The Job Description for the City Manager Position is attached hereto and incorporated into this Agreement as Exhibit A.

Section 2. Term.

A. This Agreement will be for up to a six (6) month term, beginning February 6, 2024 and concluding July 1, 2024, unless terminated pursuant to the terms of the Agreement.

B. At, or before, the expiration of the Agreement, City Council will appoint a permanent City Manager to the position, whether that be the existing Employee or another candidate, or renegotiate this Agreement. If the City Council appoints another individual as the permanent City Manager during the term of this Agreement, this Agreement shall terminate.

C. This Agreement may be terminated by either the City or the Employee upon giving not less than thirty (30) calendar days' written notice to either party.

Section 3. Compensation and Other Benefits.

A. City agrees to pay Employee \$12,000 per month in wages payable on the same schedule as it pays the City's regular employees subject to all withholdings required by law. Council may

approve unpaid leave during the term of this Agreement. Such unpaid leave will be deducted from the Employee's monthly wages.

B. Employee shall receive only those benefits required by law and specifically described in this Agreement; Employee shall not receive benefits pursuant to the City's personnel policies.

C. Employee remains employed subject to rights and responsibilities of personnel policies except as modified by this Agreement.

D. Employee shall receive the same paid holidays as other management level employees.

E. If Employee is receiving state PERS benefits, it is Employee's sole responsibility to track and manage PERS eligibility.

Section 4. Hours of Work.

A. Employee will use his best efforts and devote his full time to this position and its responsibilities. Employee must not engage in any other employment or engage in any other business activity that interferes with City duties and responsibilities.

B. Employee will generally work from Monday through Thursday. Employee may flex his hours within reason during the work week.

Section 5. General Provisions

A. Professional Liability. City agrees to defend, hold harmless and indemnify Employee from any and all demands, claims, suits, actions and legal proceedings brought against Employee in his individual or in his official capacity as agent and/or employee of the City consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).

B. Nothing shall restrict the ability of the City and Employee to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both an authorized representative of the City Council on behalf of the City and Employee. Employee reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as Employee deems appropriate.

C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.

D. Applicable Law. This Agreement is subject to the Municipal Code of the City of Scappoose and the laws of the State of Oregon and this Agreement shall be interpreted pursuant to the law of the State of Oregon. Additionally, Employee agrees that City has given Employee the opportunity to have this document reviewed by an attorney, and that the parties negotiated

the terms herein. This Agreement shall not be interpreted more strictly against either party merely because the party drafted it.

E. Attorney Fees. In the event legal proceedings are instituted to enforce the terms of this agreement, each party shall pay their attorney fees.

F. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

SIGNED:

CITY OF SCAPPOOSE

EMPLOYEE

DRAFT

DRAFT

Joseph A. Backus, Mayor

Larry Lehman

Date

Date

ATTEST:

Susan M. Reeves, City Recorder

JOB DESCRIPTION: City Manager

Department: Administration	FLSA: Exempt
Reports to: Mayor and City Council	Representation: Non-Represented
Pay: \$7,735 to \$12,000 per month	Date Adopted: 05/15/2018 Date Revised: 4/12/2021

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY:

Plans, organizes, and directs the overall administrative activities and operations of the City; advises and assists the City Council; and represents the City's interests with other levels and agencies of government, business interests, and the community at large.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

TASKS, TOOLS & TECHNOLOGY:

Tasks

Develops, plans, and implements, with council participation, goals, and objectives for the City; recommends and administers policies and procedures necessary to provide municipal services; approves new or modified programs, systems, administrative and personnel policies and procedures.

Provides highly responsible administrative staff assistance to the City Council; directs specific and comprehensive analyses of a wide range of municipal policies; prepares and submits to City Council annual reports of financial and administrative activities.

Directs, oversees, and participates in the development of the City work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.

Develops and reinforces organizational goals as set by the City Council.

Prepares and submits to Council recommendations relative to all matters requiring Council action, placing before Council such facts, information, and reports as are available to ensure informed decision making

Directs the development, presentation, and administration of the City budget; prepares and oversees the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; implements midyear adjustments.

Appoints, trains, motivates, and evaluates all City employees; establishes performance objectives; prepares and presents employee performance reviews; implements discipline procedures; hears and rules on employee appeals to disciplinary actions; has the ability to terminate employees.

Directs and confers with executive staff concerning administrative and operational problems; makes appropriate decisions or recommendations for City Council adoption.

Oversees the enforcement of all City ordinances; monitors all contractual agreements with franchises and contractors.

Represents the City in the community and at professional meetings; participates on a variety of boards and commissions; attends all City Council meetings.

Negotiates contracts and solutions on a variety of administrative, fiscal, and special projects; participates in the preparation of program or special project budgets; analyzes and prepares recommendations on budget requests; monitors appropriate budget accounts.

Administers specific program activities by planning, organizing, and supervising activities; establishes and implements, with approval, operating policies, and procedures.

Confers with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern; interprets, analyzes, and explains policies, procedures, and programs.

Coordinates City activities with other governmental agencies and outside organizations; appoints administrative committees for coordination of services and activities.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Performs all duties as may be prescribed by City Council action.

Follow all OSHA and City safety rules and procedures for work areas.

Tools

All specialized equipment utilized in a traditional office setting, to include, desktop, laptop, tablet and notebook computers, handheld meter reading devices, digital cameras, fax machine, mail machine, multi-line telephones, mobile phones and photocopiers.

Technology

Personal computer, including word-processing software, spreadsheet software, office suite software, map creation software, database and report writing software, iPad, phone, and two-way mobile radio. Electronic mail software and internet browser software and Microsoft Office Suite.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Language- Ability to read, analyze, and interpret common administrative and financial documents. Respond to common inquires and complaints for customers, regulatory agencies, or members of the business community. Effectively present information to customers and other City Employees.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Organizational Skills- Ability to organize, file and maintain accurate records.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Writing — Communicating effectively in writing as appropriate for the needs of the department with correct spelling and grammar.

Abilities

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

WORK STANDARDS:

- Regular Attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Accept constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Required Minimum Education / Experience:

The City Manager position requires a bachelor’s degree in public administration, planning, political science, or related field, and at least three years of upper-level local government management experience or any equivalent experience

Preferred Education / Experience

The City prefers a City Manager with an advanced degree in public administration or related field (e.g., planning, organizational development), and/or seven years of increasingly responsible public sector experience. Experience and/or training in economic development, public finance, union relations, and Oregon land use is desired.

Minimum Qualifications:

Considerable knowledge of modern public administration theory, principles, and practices; working knowledge of municipal finance, land use planning, human resources, public safety, public works, and community development.

Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs.

Ability to prepare and analyze comprehensive reports; ability to maintain effective and efficient municipal systems and procedures; ability to effectively hire, train, evaluate, and supervise staff; ability to establish and maintain effective working relationships with employees and City officials.

The City Manager should appreciate the impact of their work on the community as well as embracing the benefits of small-town living. A desire and willingness to live in, or in close proximity, to the city.

Proven demonstration of a high level of integrity and loyalty.

Must be able to pass a background check.

Ability to communicate effectively both orally and in writing.

Proficient in Microsoft Office products.

Outstanding communication and organization skills.

Strong customer service focus.

Ability to anticipate the needs of others.

Attention to detail.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Must possess and maintain a valid Oregon driver's license with a good driving record.

Must possess CJIS level II certification within 30 days of employment.

WORKING CONDITIONS

City of Scappoose is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. City of Scappoose will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on City of Scappoose operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact your immediate supervisor.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a City Manager. Detailed information may be available in a supplemental document.

Work locations are office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent may be required to sit/stand for extended periods while performing various duties.

WORK SCHEDULE:

As City Manager will be expected to work 40 hours per week Monday through Friday from 8:00 am to 5:00 pm. You will be assigned to work five day 8 hours shifts. The position will be required to attend various meetings, including evening and occasionally on the weekends. The hours of work will be set at the discretion of the Mayor and City Council.

NON-ESSENTIAL JOB FUNCTIONS

Serve as a back-up for other City staff.

Perform other duties as assigned.



SCAPPOOSE
Oregon

COMMUNICATION FROM THE CITY COUNCIL

**EXPLORING OPTIONS FOR ACHIEVING
24/7/365, ON DUTY LAW ENFORCEMENT
IN SCAPPOOSE CITY LIMITS**

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Background

Public safety is one of the most important services our tax dollars fund. Achieving 24/7/365 police coverage inside city limits is a priority for the city council, and the residents of Scappoose. To explore all the available options for achieving, and sustaining this level of service, the Scappoose City Council has supported an **initial exploration to evaluate** contracting with the Columbia County Sheriff's Office ("CCSO"). The city council understands the information gathered during this process is of interest to the community. The information gathered during this process will be shared with all council members and made available to staff and residents to review and provide input.

The information below is a general outline of what is being explored and how this process is intended to unfold.

What does 24/7/365 coverage mean?

Considering the population of Scappoose (approximately 8,200), the city council has a goal to have at least two officers on duty at all times **within the city limits** to achieve a sufficient level of 24/7 service, 365 days a year.

Currently, when a Scappoose Police Department ("SPD") Officer is not on duty, the city has an officer on-call to respond to priority incidents, however on-call officers may live outside the city, causing a delayed response that is not ideal. On duty sheriff's office deputies and OSP troopers are sometimes asked to respond and make the situation safe until the on-call SPD Officer can arrive on scene to take over the incident. Nonpriority incidents are typically "held" until the next on-duty SPD Officer is available.

Council's priorities include:

- Achieving 2 officers on duty **within the city limits, at all times.**
- Officers continue to attend and engage at community events.
- Identifying a method (tools/technology) to ensure compliance with any agreement terms and the city's expectations, should the city determine contracting with CCSO is the most appropriate solution.
- Ensuring the highest level of professionalism is continued to be maintained by the officers serving the community, include training, professional appearance, and other common professional standards within law enforcement agencies.
- Assessing the level of service desired can be achieved within the current budget of the police department, avoiding additional costs to taxpayers, while improving shift coverage.

If the city council determines a contract with CCSO is the best option for our community, all SPD employees would be retained, and transferred to CCSO (also required by law).

Why explore CCSO as an option?

Cities contracting law enforcement services to their county sheriff's office is an increasingly common arrangement for small and medium-sized cities in Oregon, among many other states. The contracts can create certain efficiencies in operations that allow for a greater range of services than individual cities can achieve on their own, and at times with cost savings.

The terms and expectations of this type of arrangement are defined by a contractual agreement between the city and the agency providing the law enforcement services. There are a lot of questions/information needed before any sort of determination can be made.

Some of the retention challenges that smaller police departments face can also be addressed when officers become integrated into larger agencies with more opportunities for professional development and growth, including special assignments, that includes detectives, marine patrol, corrections, truck inspections, civil process, and more opportunities to be promoted to sergeant, lieutenant, or higher ranks.

Some communities in Oregon that currently contract with their county sheriff's office as the sole provider of law enforcement services include:

- Clackamas County: Happy Valley and Wilsonville
- Washington County: Cornelius, North Plains, Gaton and Banks
- Deschutes County: Sisters
- Lane County: Veneta and Creswell
- Yamhill County: Amity, Dayton, Lafayette, Sheridan, and Willamina

Outreach to some of these communities to learn about their experiences will be part of the exploration process.

How will the exploration process unfold?

The process will include multiple rounds of inquiry ("discovery") to CCSO. The first inquiry round was submitted to CCSO by Councilor Kim Holmes on December 20, 2023.

We anticipate the information obtained will be shared in the city council work packet for discussion at the February 5, 2024, city council meeting. The council's work packets are available to the community on the city's website.

If at that time the city council would like to continue the exploration process, the next set of questions will be developed with input from all city councilors. The process will be repeated until all council and staff questions are addressed.

Once the information has been gathered, it will be made publicly accessible for the public to view, and if necessary, provide input to the city council. These phases will occur before the city council makes any final determination regarding any potential law enforcement services contract with the Columbia County Sheriff's Office.

Exploring Options for Achieving 24/7/365, On Duty Law Enforcement In Scappoose City Limits

2023-2024 Scappoose Police Department Budget

Police Department Expenditures	Actual FY 20-21	Actual FY 21-22	Budget FY 22-23	Estimated FY 22-23	Budget FY 23-24
Personnel Services	\$ 1,523,452	\$ 1,347,085	\$ 2,135,730	\$ 1,336,399	\$ 2,251,569
Materials & Services	191,956	391,043	360,109	263,748	387,501
Capital Outlay	52,732	130,606	135,689	136,300	135,600
Transfers	85,768	82,697	115,216	115,216	105,332
Debt Services	18,760	18,760	0	0	0
Total Expenditures	\$ 1,872,668	\$ 1,970,192	\$ 2,746,744	\$ 1,851,663	\$ 2,880,002

Police Department Line Item Detail Account	Description	Actual FY 20-21	Actual FY 21-22	Budget FY 22-23	Estimated FY 22-23	Budget FY 23-24
	Police Department Salaries	943,277	888,416	1,269,037	892,189	1,326,062
10-140-146	Health Insurance	214,039	134,844	304,818	181,293	347,396
10-140-148	Retirement Benefits	264,442	239,692	409,923	187,530	426,320
10-140-150	Social Security	71,034	64,424	104,174	62,137	108,341
10-140-152	Workers' Compensation	23,660	14,710	41,778	10,250	43,450
10-140-155	Taxable Fringe Benefits	0	0	0	0	0
10-140-156	Hiring Incentive	7,000	5,000	6,000	3,000	0
10-140-157	ORS 181A.620 Reimbursement	0	0	0	0	0
	Total Personnel Services	1,523,452	1,347,085	2,135,730	1,336,399	2,251,569
10-140-200	Building Maintenance	2,227	3,820	7,400	8,000	8,500
10-140-202	Equipment Maintenance	2,191	0	6,000	1,726	6,000
10-140-203	Maintenance Agreements	4,609	5,875	19,440	13,000	19,038
10-140-204	Vehicle Maintenance	46,771	90,747	90,975	45,000	78,140
10-140-205	Small Equipment	11,094	10,285	14,639	10,000	9,000
10-140-216	Office Supplies	8,825	3,837	8,680	4,100	8,300
10-140-218	Operational Supplies	917	806	7,765	6,400	8,100
10-140-228	Utilities	31,152	30,242	36,900	24,822	38,400
10-140-230	Contractual/Professional Ser	43,461	203,114	89,900	85,000	110,900
10-140-236	Medical Mandates	3,994	1,262	5,675	5,500	6,000
10-140-238	Insurance	0	1,192	0	0	0
10-140-240	Travel/Training	1,636	9,761	15,000	12,000	20,000
10-140-242	Dues/Fees/Subscriptions	23,069	23,835	32,922	31,000	47,823
10-140-244	Publications/Notices/Advertising	459	2,798	1,000	2,200	3,300
10-140-252	Uniforms	11,550	3,470	22,963	15,000	23,000
10-140-253	Special Investigations	0	0	850	0	1,000
	Total Materials & Services	191,956	391,043	360,109	263,748	387,501
10-140-300	Equipment	18,421	106,292	93,000	93,700	115,600
10-140-311	Equipment Fund	34,311	24,314	42,689	42,600	20,000
	Total Capital Outlay	52,732	130,606	135,689	136,300	135,600
10-140-401	Transfer to Unemployment Fun	0	0	0	0	0
10-140-402	Transfer to GF ISF	85,768	82,697	115,216	115,216	105,332
	Total Transfers	85,768	82,697	115,216	115,216	105,332
10-140-500	Vehicle Lease Principal	0	0	0	0	0
10-140-501	Vehicle Lease Interest	0	0	0	0	0
10-140-502	Equipment Lease Principal	16,630	17,663	0	0	0
10-140-503	Equipment Lease Interest	2,130	1,097	0	0	0
	Total Debt Services	18,760	18,760	0	0	0
	Total Expenditures	1,872,668	1,970,192	2,746,744	1,851,663	2,880,002

Exploring Options for Achieving 24/7/365, On Duty Law Enforcement In Scappoose City Limits

Police Department		Adopted 2022-23	Budget 2023-24	2023-24 Budget vs. 2022-23 Adopted
Comparison 2024 Budget to 2023				
REQUIREMENTS				
Personnel Services		2,180,730	2,251,569	103.25%
Materials & Services		360,109	387,501	107.61%
Capital Outlay		90,689	135,600	149.52%
Operating Budget		2,631,528	2,774,670	105.44%
Transfers		115,216	105,332	
Debt Service		0	0	0.00%
Total Expenditures		115,216	105,332	91.42%
TOTAL APPROPRIATIONS		2,746,744	2,880,002	104.85%



POLICE DEPARTMENT CIP						
Project	Amount	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 26 and Beyond
Patrol Vehicles	180,000		45,000	45,000	45,000	45,000
Weapons upgrade	10,000		10,000			
Vehicle & Body Cameras	18,000		6,000	6,000	6,000	
MDC for Patrol Vehicles	25,200	25,200				
Rifle Racks	5,000	5,000				
Vehicle & Portable Radios	8,000	8,000				
Total	246,200	38,200	61,000	51,000	51,000	45,000

Source: https://www.scappoose.gov/sites/default/files/fileattachments/city_hall/page/681/2023_24_city_adopted_budget.pdf, pages 61-64

Phase 1 Discovery Questions Submitted to Sherrif Pixley

Submitted: December 20, 2023. Answers received from Sheriff Pixley on December 28, 2023

1. Estimated Costs

We appreciate the preliminary numbers you provided on December 11, 2023, via email. Can you please confirm these numbers (for the public record)? Please fill in additional numbers where needed, and confirm these estimates include all necessary equipment and training.

Position	Annual Cost
1 - Lieutenant (the of this position would be split 25%/75% between the county and the City of Scappoose). The city would pay 75% for 75% of the lieutenant’s time allocation to the City of Scappoose, in this scenario.	\$166,275
2 - Sergeants (dedicated 100% to a City of Scappoose Law Enforcement Services Partnership and paid 100% by the City of Scappoose).	\$402,224
10 - Patrol Deputies (dedicated 100% to a City of Scappoose Law Enforcement Services Partnership and paid 100% by the City of Scappoose).	\$1,465,990
1 - Seasonal School Resource Deputy (dedicated 70% to a City of Scappoose Law Enforcement Services Partnership and paid 70% by the City of Scappoose or the school district (to be determined), during the school season. During school summer vacation, the sheriff’s office would pay (30%) for all expenses related to the position. The sheriff’s office could use this position for river patrol or another assignment on the sheriff’s office side during the school summer vacation months (30%).	\$102,620
1 – Part time Community Services Officer (dedicated 32 hours per week, to the City of Scappoose Law Enforcement Services Partnership and paid for by the City of Scappoose). This would be an unarmed/non-certified/non-sworn position. This position would be part time, 32 hours per week on a 4/8 schedule, in this scenario. This position would be responsible for community programs like neighborhood watch program management, citizen academy, general community engagement, social media engagement, code enforcement, etc.	(Pending Cost) Sheriff’s Response: “We do not have this position, so we would have to do some research to give an accurate figure.”

Exploring Options for Achieving 24/7/365, On Duty Law Enforcement In Scappoose City Limits

1 - Records Clerk (dedicated 100% to a City of Scappoose Law Enforcement Services Partnership and paid 100% by the City of Scappoose). The records clerk would work out of the Scappoose City Hall facility as they do now, to retain local “customer service” needs to the Scappoose community, M-F.	\$116,894
1 - Part Time Property & Evidence Technician (the technician would work out of the Scappoose City Hall facility as they do currently, parttime, as needed.	\$25,000
Total Personnel Cost:	\$2,279,003

Editorial Note: The Scappoose PD is currently funded for 12 total “sworn” positions: 1 chief, 1 lieutenant, 2 sergeants, 8 officers, and 2, “nonsworn” positions: 1 records clerk and 1 part time property and evidence tech. In contrast, the above includes 14 “sworn”/officer (deputy) positions and 3 “nonsworn” positions.

Expenses	Annual Cost
Overtime	\$75,000
Fuel	\$85,000
Cell Phone/Hot Spots/AVL service (details below)	\$26,400
Other? [BWC]. Please create additional lines as needed to itemize expenses by type.	\$11,700
CCSO Administrative Costs (10% of contract)	\$238,408
Total for Expenses	\$436,508
Total for Personnel and Expenses	\$2,715,511

Other Potential Costs

1a. K9 unit(s), how will this be reflected in the budget? In this scenario, we would like to see the county have at least 2, K9’s. We understand there is only one right now. We would prefer the K9 unit to be maintained and part of CCSO (not the city contract – council would likely see this is a potential “value-added” aspect).

Sheriff’s Response: Scappoose would have to pay for the cost of the K9 since that is not in our budget. There is also 10-20 hours of training per month and a 5% incentive pay for K9 Deputies.

1b. What space in the current SPD office/city hall would the sheriff's office need?

Sheriff's Response: We could either use the upstairs area or just choose two offices for us to utilize.

1c. Building expenses/lease: how would those costs be reflected in CCSO budget or would the contract state those costs would be directly covered by Scappoose City budget? This is for the sheriff's office's use of the current Scappoose Police Department Space.

Sheriff's Response: Either Scappoose would bear those costs, or we could just utilize CCSO for report writing and not use any Scappoose office space. If the city wanted to charge us for using the space, it could be negotiated in the contract.

1d. Are there any immediate or long-term equipment needs (vehicles, etc.) that are not included in the amounts listed above?

Sheriff's Response: The main ones I can think of are vehicles. These would need to be on a replacement schedule (we do 4-year rotations now). Scappoose and CCSO could cost share those vehicles, currently at about \$73,000 per vehicle. I do not know how many vehicles the city currently has, but we would most likely need to purchase additional vehicles up front to cover the added FTE's. We could cost share those vehicles but can't give you an accurate figure until I know how many vehicles are currently in your inventory and compare that to the # of FTE's you would want.

1d. Pertaining to the contract the Sheriff's Office has with the City of Clatskanie, how has the formula for the annual fee for services translated to actual costs each year? In other words, how accurate has that formula proved to be? What percentage increases have actually occurred annually?

Sheriff's Response: CCSO must notify the City of Clatskanie anytime there is an estimated cost of more than 3% annually.

1e. Relating to escalating annual costs, would Scappoose have any control over annual fee increases or cost increases year-over-year?

Sheriff's Response: We could build in a cap for the annual cost each year, for example, not to exceed 10% of previous year. I'm not opposed to negotiating something like that.

1e. Could a cap on annual increases be explored? (i.e., cost increases could not exceed 7%?)

Sheriff's Response: See 1e above.

1f. Would the City of Scappoose have a seat at the table when CBAs are being bargained, or any other process that could cause cost increase to the city greater than an agreed to percentage?

Sheriff's Response: No, as this is a contract between Columbia County and the union (CCDSA).

1g. Since we have a few new vehicles and other recently purchased equipment, would we be compensated for any of those items? Please explain how the transfer of those assets would occur and how the city would be compensated for the transferred equipment.

Sheriff's Response: Those assets would be transferred to CCSO and there would be no compensation as this same equipment would be used by Deputies assigned to Scappoose.

For comparison with current costs, we'd like to understand what current SPD staffing levels would cost the City if those functions were offered through CCSO today:

Position	Annual Cost
1 – Chief	\$230,646
1 - Lieutenant	\$221,700
2 - Sergeants	\$402,224
8 – Patrol officers	\$1,173,792
1 – Records Clerk	\$93,514
.49 – Evidence Tech	\$34,466
Total Personnel Cost	\$2,156,342

Editorial Note: Budgeted personnel services for the Scappoose Police Department was \$2,251,569 in the 2023-24 annual budget (page 6). The City and SPD will be launching union negotiations, soon, which could result in an increase in PD personnel services cost for the 2024-25 budget and beyond.

The numbers provided by CCSO in the table above include the raises that CCSO deputies have already begun to receive, so no major personnel cost increases, aside from Cost-of-Living Increases (COLA) would be anticipated over the first term of a contract with CCSO.

We also need to confirm what position withing CCSO the “Chief” role equates to and confirm that is a cost that would be eliminated under the contracted services.

2. Level of Service

2a. Can you confirm the personnel numbers for Deputies and Sergeants (10 deputies/2 sergeants) listed in the Budget section above will give the city a minimum of 2 deputies/sergeants on duty **in the city limits 24 hours per day, 7 days per week, 365 days per year?**

Sheriff's Response: Yes, would have to backfill for vacations / sick days with overtime.

2b. Once a contract is signed, how long do you estimate until we could hit the staffing level to support at least two deputies on duty within the city limits for 24/7/365?

Sheriff's Response: This is difficult to tell and would be based on the employment conditions at the time of hire, but I believe we could get there within 1 year.

2c. As the city's population grows, how would that impact our necessary level of service and ultimately costs? What would be the process for adding positions to the partnership/contract?

Sheriff's Response: That would consist of a contract modification and agreement between the City and the County if additional positions are desired by the City of Scappoose.

2d. If the sheriff's office's patrol levy passed in 2023 expires and renewal fails, how would that impact costs to the City of Scappoose? If the county had a budget shortfall, how, if at all, would that impact the city's cost or level of service?

Sheriff's Response: That would not affect the City contract at all. We may have to lay off Patrol Deputies funded out of the levy or the county's general fund budget, but any county shortfalls would not affect the contract.

3. Contract Terms

3a. Would CCSO be willing to enter into a 5-year contract?

Sheriff's Response: I think a 5-year contract would be the minimum amount of time I would look at.

3b. Who could terminate the contract, with what notice and under what circumstance(s)?

Sheriff's Response: The current Clatskanie contract states: "8.13. Termination. Either party may terminate this Agreement for any reason by giving written notice to the other party no later than April 15 prior to the start of the upcoming fiscal year. Upon such notice, the termination date will be July 1 of the following fiscal year, unless otherwise agreed by the parties." I would expect the same or similar terms.

3c. If the city were to choose to terminate the contract, could all equipment be transferred to the city that that has been used under the contract? It’s assumed the city has paid for the equipment under the contract cost.

Sheriff’s Response: If there was equipment in use that the City solely paid for, I don’t see any reason why those assets wouldn’t be transferred back to the City of Scappoose. If there is equipment that was a shared cost, I would expect the City to reimburse CCSO for any portion that we paid for.

3d. If the county or CCSO were to encounter funding shortfalls, how might this impact services provided to the City of Scappoose?

Sheriff’s Response: Please see the answer to 2d above.

4. Personnel

Please list the county’s classification and pay scale current Scappoose Police Department employees would be subject to if a transfer to county employ were to take place:

Position	County Pay Scale	Other benefits
Police Chief		
Lieutenant	E06 – FLSA Exempt	“Take-home” vehicle
Sergeant	Grade 28	“Take-home” vehicle
Patrol Officer	113/133/103	“Take-home” vehicle
Office Administrator - Police	122	No

4a. It is our desire to keep the current, specific, Office Administrator assigned to and working at the Scappoose Police Department/city hall facility to ensure Scappoose community members have local access to law enforcement related admin services (reports, fingerprints, vehicle releases, etc.), as they do now. If possible, we’d also like to expand the CWP service to the location to at least 2 days per week and limited it to residents who have a Scappoose address. Who would the Office Administrator’s direct supervisor be? Is the sheriff willing to accommodate this request?

Sheriff’s Response: She would report directly to our Office Manager, Christina Chapman. Yes, I would want to keep TimmiSue at Scappoose due to her familiarity. Our CHL’s are done mostly on-line now but she could process local applications as needed.

4b. Please explain how current SPD employees' seniority will be impacted once they become county employees. Please fully explain all aspects of county/sheriff's office employment where seniority is considered.

Sheriff's Response: This would be governed by ORS 236.604 – 236.640. Which means that the Officers currently at Scappoose would come to CCSO with their full seniority intact. This means a 10-year Scappoose Cop would be plugged into CCSO's seniority with 10 years of seniority.

4c. Please explain how CCDSA membership will work for the transferred employees. Which classifications are eligible, what is the union name for each classification, are they required to join, and what are the dues?

Sheriff's Response: Current dues are \$65/month. There was recent legislation that (in substance) states, employees are not required to join the union or pay union dues, but if they choose that option, they have to pay the current dues rate to a charity of their choice. Records Clerk, Evidence Tech and Officers would be Columbia County Deputy Sheriff's Association (CCDSA) which is currently represented by the Fraternal Order of Police (FOP), Sergeants and above are not part of any union.

4d. What are the effective dates for the current Collective Bargaining Agreement(s) (CBAs) that cover the classifications for each transferred employee?

Sheriff's Response: Current CBA expires 6/30/2025

4e. Is it correct that all transferred employees from SPD to CCSO will retain at least their current pay, benefits and paid leave time? Please fully explain.

Sheriff's Response: I can't answer this question as I do not know what their current benefits and leave time are through your current CBA. Once they become CCSO employees, they would be subject to the CCDSA CBA. As far as their pay is concerned, they would not receive less than they are making now. I believe in most cases they would receive an increase as our (county's) pay scale is higher than the City of Scappoose's.

4f. Where can a detailed explanation of benefits (health, paid leave time, etc.) for the related county positions be located?

Sheriff's Response:

https://www.columbiacountyor.gov/media/Human%20Resources/Union%20Contracts/CCDSA%20Signed%20CBA%202023-2025_Searchable.pdf

4g. If Scappoose PD has an employee or employees on paid or unpaid administrative or medical leave, will the City of Scappoose be expected to continue to manage those processes, related legal aspects and responsibilities, or will the county/sheriff's office be willing to fully assume those processes, legal aspects and responsibilities? Please explain.

Sheriff's Response: The City of Scappoose would be responsible to maintain those processes/ legal aspects and responsibilities prior to them coming to the county/sheriff's office.

4h. If it is alleged that there was a policy or law violation by an SPD employee who was transferred to the county, would the city's process and policies (in place at the time of the violation) be applied, or county/sheriff's office process and policy? Please explain.

Sheriff's Response: Once the services are contracted, all employees would be subject to the rules and processes afforded to Columbia County employees and not subject to the City's policies. Those transferred employees would become Columbia County employees.

4i. Generally, what training will employees from the city transferred to the county be expected to successfully complete?

Sheriff's Response: We would submit the sworn staff to a Field Training and Evaluation (FTEP) process to familiarize them with Columbia County Policies / Procedures and expectations.

4j. Within the first 60 days of being transferred to county employment, will the sheriff's office management personnel complete a thorough review of all training and certification records for all employees transferred from SPD?

Sheriff's Response: Absolutely

4k. Explain all the different positions and assignments the sheriff's office offers that could be available to employees that meet the position's requirements, assuming there is a vacancy for the position.

Sheriff's Response: We currently have 1 general detective, 2 marijuana detectives, a K9 program, Marine Deputy, Search and Rescue Coordinator, Mounted Posse Coordinator, Major Crimes Investigator and truck inspector. I expect to have a Parks Deputy in the next couple of years.

4l. For internal openings, will the sheriff's office open the position up to everyone qualified within the sheriff's office and allow all those current employees who meet the minimum qualifications to apply and be considered through a fair evaluation process?

Sheriff's Response: Absolutely, they would have the right to bid or apply for any openings in which they qualify for.

4m. Are the personnel related policies that apply to all county employees, including the sheriff's office, available online and publicly accessible to view? If so, please provide the link.

Sheriff's Response: Yes.

https://sheriff.columbiacountyor.gov/media/Information/Policies/RELEASE_20221129_T043442_CCSO%20Policy%20Manual.pdf

<https://www.columbiacountyor.gov/media/Board/BOC/Order%20Resolutions/Order%20Resolutions%202022/43-2022%20In%20the%20Matter%20of%20Adopting%20the%20Columbia%20County%20Personnel%20Rules.pdf>

4n. If any, what "Value Added Service(s)" can the sheriff's office offer the city through a possible Scappoose Law Enforcement Services Partnership? E.g., K9, detectives, major crimes investigators, chaplain, volunteers (Search & Rescue, VIPS, mounted posse, reserves), dedicated HR, dedicated payroll, "in-house" legal counsel, etc.

Sheriff's Response: All the above.

4o. Please provide the county's adopted equal employment opportunity policy.

Sheriff's Response: Please see 4m above.

4p. Please provide the county's policy (if one exists), or other official information that illustrates how the county continuously recruits, encourages and embraces diversity among its workforce.

Sheriff's Response: Please see 4m above.

4q. When the sheriff's office has open positions, does the sheriff's office proactively recruit and encourage candidates with diverse backgrounds and protected classes to apply?

Sheriff's Response: Yes

4r. Are there any specific examples you can provide that articulate the sheriff's office's culture?

Sheriff's Response: At CCSO we foster a positive work environment / culture by training our staff and empowering them to not only do their job, but to do the right thing and I believe this has worked as my employees seem happy and productive. I would encourage you to speak to my staff and determine the answer to this question yourselves. That way you get it straight from the line.

4s. Can you provide a written explanation regarding the sheriff's office's employee retention over the last 3 years, to include numbers and demographics of those hired and those who have left for any reason?

Sheriff's Response: Since 2020, we have lost 5 employees. One Deputy (Deputy Pesio) was hired by Bend PD, so his family moved there. Moving to the Bend area was his long-term goal, so he just realized his goal. 2 Deputies; Fiebich and Beam, left to work at MCSO and one took a Sergeant position with Scappoose. MCSO offered more money and was closer to where they lived. 1 Deputy (Detective Olsen), passed away. I can also share a historic staffing level that encompasses the last 10 years.

4t. Would the City of Scappoose be required to continue/maintain our municipal court and Prosecutor or is that a function that could be transferred to the County, and if transferred, do you know the related costs to the city, if any?

Sheriff's Response: You would not be responsible to maintain the court / city prosecutor. CCSO Deputies are currently authorized to cite into Circuit court or Columbia County Justice Court. I spoke to Kim regarding this and have an email to the Justice Court Judge to help shed additional light and thoughts on this topic.

4u. Would the City of Scappoose still need an evidence Technician, and if yes, would Terri Etter still be assigned to us?

Sheriff's Response: This position would be covered under the contract. Yes, Terri would still be a shared asset.

5. Administration of Services

5a. Can we review the type of citizen complaints received over the past two years, including the outcome (sustained, not sustained, unfounded). Since the services the city may seek do not involve detention facility services, this request excludes complaints stemming from the jail.

Sheriff's Response: Yes.

5b. Would CCSO be willing to use a vehicle location/GPS tool to show time spent within the contractually agreed upon areas of the city limits?

Sheriff's Response: If this was bargained into the contract and paid for under the contract, then yes.

5c. Is CCSO willing to maintain a level of presence at Scappoose community events? Can you share ideas of how we might integrate CCSO personnel into our events (sport events, movies in the park, earth day, etc. summer community events, shop with a cop, parades, etc.)?

Sheriff's Response: Community Policing is very near and dear to my heart. At least the on-duty staff would be required to attend. Other CCSO staff, including myself, would also be present. We authorize overtime for community events so typically these are well attended.

5d. What would be the level of welcomed input and insight from the Scappoose City Manager regarding CCSO services to the community? Would there be regular check-ins with the city manager? Could those meetings be at least monthly or more frequent, if needed? What type of information would be regularly shared with the city regarding calls, contact with the community, shifts covered, etc.? Are you willing to include into the contract what details the city would want to review at agreed to intervals?

Sheriff's Response: I would always welcome input from the Mayor / City Council / City Manager as I currently do with the City of Clatskanie. These are typically addressed either at City Council Meetings (The Lieutenant assigned to Scappoose would attend these meetings) or through me directly. I currently meet with the Clatskanie City Manager, and sometimes the mayor, at least quarterly but would invite more meetings. That way we can collaborate of any concerns, and we can adjust CCSO expectations as necessary. Yes, I would expect there to be performance measures and what info to be reviewed as part of the contract.

Appendix 1: Discovery Phase 1 notes received from Sheriff Pixley

Received: December 28, 2023

Section 1:

- Annual Cost for Positions: We do not currently have a CSO (Community Service Officer) job description or pay scale. This figure will not be included in the total cost estimate. I also increased the shared Lieutenant position to 25% CCSO and 75% SPD so more time can be devoted to running the police operations in Scappoose.
- Unused OT money would be returned to Scappoose.
- Fuel costs could be removed if the patrol folks assigned to Scappoose could use Scappoose pumps at the city shops.
- All employee costs are listed as roll up costs and under the current CBA. We will be renegotiating the CBA in 2025.
- 1d. If I could get an accurate accounting of all City owned Police vehicles and mileage, I can give you a better estimate on this request.

Section 4 – Personnel:

- I spoke with Kim regarding this list and why I can't fully address it. I did list the pay scales associated with each position though. Staff would be credited for years of service and placed appropriately on our pay scale.
- To answer your questions regarding pay scale and step, I would have to know what step and salary they are currently at. The Police Chief would not be a position if Scappoose Contracted, would have to have further discussion as to that position and would be governed by ORS 236.604 – 236.640. All sworn staff has "take home" vehicles (provided they live within 25 miles of the county line).

Appendix 2: Exploration of Municipal Court

Email correspondence based on Councilor Holmes' inquiry as to if Scappoose would need to maintain a municipal court if a contract if the City of Scappoose were to contract with the sheriff's office.

From: Brian Pixley
Sent: Friday, December 22, 2023 11:40 AM
To: Diana Taylor
Cc: Kim Holmes
Subject: [External] Re: Justice Court Question

Thank you for the quick reply, I appreciate it.

Sheriff B. Pixley
Columbia County Sheriff's Office
Phone: 503.366.4610
Dispatch: 503.397.1521
Fax: 503.366.4644

From: Diana Taylor
Sent: Friday, December 22, 2023 11:38 AM
To: Brian Pixley
Cc: Kim Holmes
Subject: Re: Justice Court Question

Good morning, Brian and Kim.

The Columbia County Justice Court DOES have concurrent jurisdiction, meaning that it would be legally permissible to have the Justice Court handle Scappoose Municipal Court matters.

From a practical standpoint, however, this would not be feasible because the Justice Court does not adjudicate crimes at this time. The Scappoose Municipal Court adjudicates misdemeanors and traffic violations. Defendants charged with violations are not entitled to court-appointed counsel; defendants charged with any offense involving possible jail time, i.e, crimes, ARE entitled to court-appointed counsel. The Scappoose Municipal Court has a roster of attorneys who accept appointments from the City to represent defendants who are charged with crimes, as well as a City Attorney who prosecutes those crimes.

The Justice Court is located in Vernonia. When the Justice Court used to adjudicate crimes, those crimes were prosecuted by the Columbia County District Attorney's Office. That office decided not to prosecute matters in Justice Court any longer due to the expense (time and mileage) involved with traveling between St. Helens and Vernonia. The Justice Court's budget for court-appointed counsel has been largely eliminated. There is also the issue of difficulty developing jury pools due to the Court's location.

The Justice Court **WOULD** be able to absorb the traffic violations that originate out of Scappoose, but the crimes would have to go to Circuit Court.

I hope this information is helpful to both of you. If you have any additional questions, please do not hesitate to let me know.

I hope you have a wonderful Christmas and New Year's as well!

Diana M. Shera Taylor

Justice of the Peace

COLUMBIA COUNTY JUSTICE COURT

1001 Bridge Street

Vernonia, OR 97064

(503) 429-2441

From: Brian Pixley

Sent: Friday, December 22, 2023 10:46 AM

To: Diana Taylor

Cc: Kim Holmes

Subject: Justice Court Question

Judge Taylor,

I have Cc'd Scappoose City Councilor Kim Holmes in this email.

The City of Scappoose is exploring a potential service contract with CCSO to see if it makes sense for the City and they had a question concerning their municipal court that I thought you would be able to answer better than me. If they ultimately decide to contract with CCSO, would they need to continue to have a Municipal court or could the Justice court be a solution for that? I appreciate any input / expertise you may have to share.

On a personal note, I hope you have a GREAT Christmas and a wonderful New Year!

Sheriff B. Pixley

Columbia County Sheriff's Office

Phone: 503.366.4610

Dispatch: 503.397.1521

Fax: 503.366.4644

Appendix 3: Information regarding retention of current Scappoose Police Department Employees if services were contracted with the Sherrif's office.

From: Brian Pixley
Sent: Wednesday, December 13, 2023 3:44 PM
To: Kim Holmes
Subject: [External] Employee Retention During Contract

Kim,

Please see ORS 236.604 - 236.640 for a more detailed answer regarding the employee retention question you asked. I also passed it along to Chief Lougal. Let me know if you have any additional questions.

Brian

https://oregon.public.law/statutes/ors_236.605

[ORS 236.605 – Definitions for ORS 236.605 to 236.640](#)

As used in ORS 236.605 (Definitions for ORS 236.605 to 236.640) to 236.640 (Reemployment right of employee at end of cooperation agreement),...

oregon.public.law

Sheriff B. Pixley
Columbia County Sheriff's Office
Phone: 503.366.4610
Dispatch: 503.397.1521
Fax: 503.366.4644

23-24 General Fund budget Overview

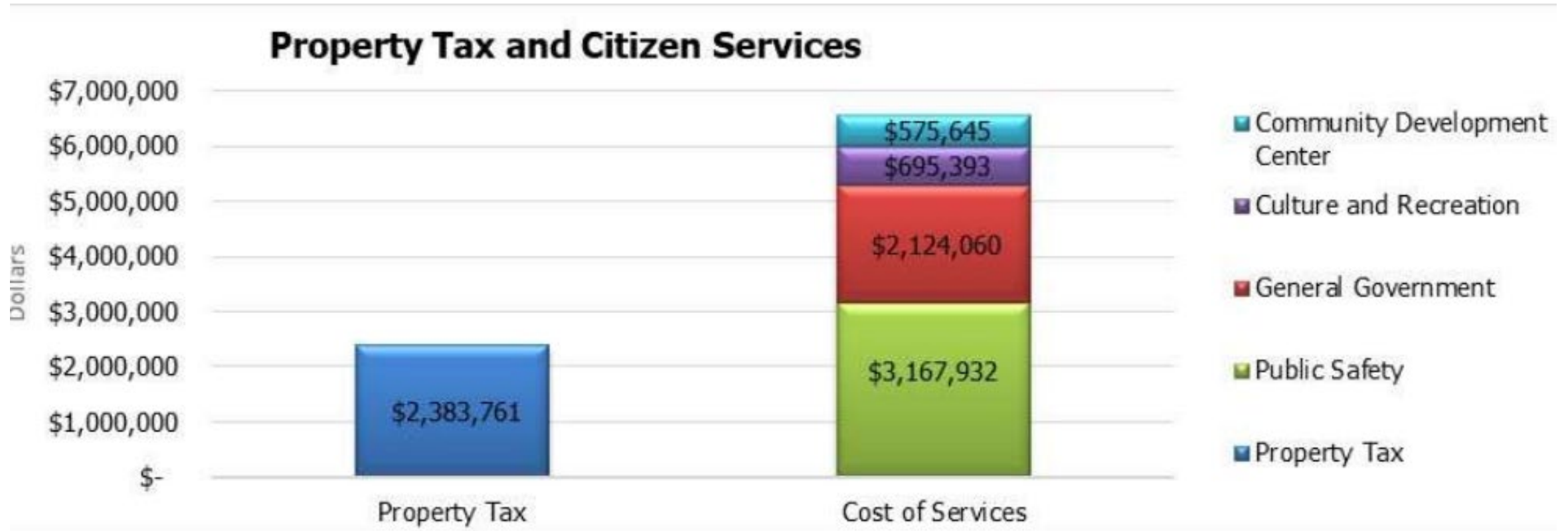
City Council

February 5, 2024



SCAPPOOSE
Oregon

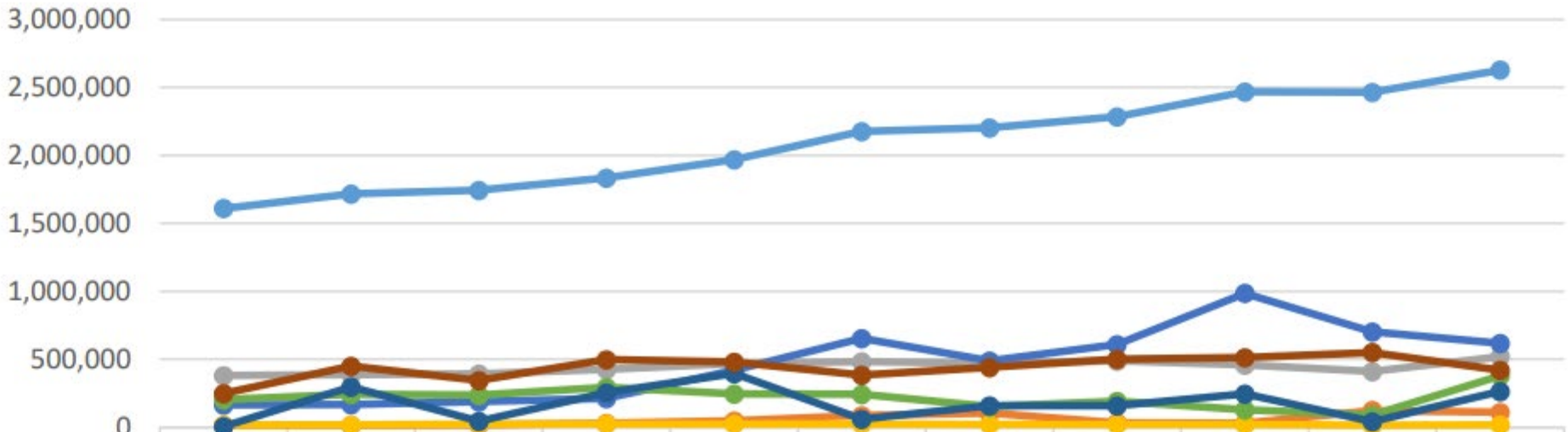
23-24 General fund distribution to services



General Fund revenue sources

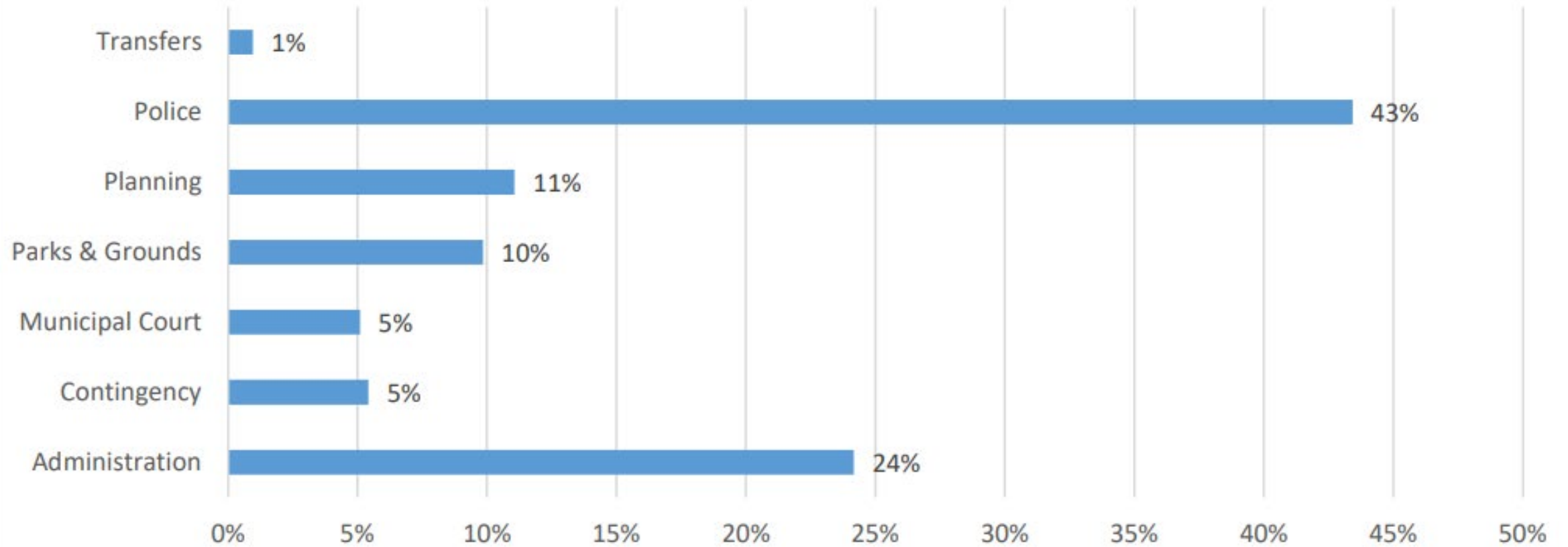
- Property Taxes – \$2,383,761
- Franchise Fees – \$520,300
- Business license fees and permits - \$15,100
- Intergovernmental revenue - \$617,000 (alcohol and cigarette taxes, funding from county, etc.).
- Charge for services - \$ 173,300 (police, municipal court, planning dept.)
- Interest income - \$110,000
- Misc. Revenue - \$262,000
- Transfer Revenue - \$418,666 (transfers from dept. to general fund for administrative costs)

General Fund Revenue 10 Year History

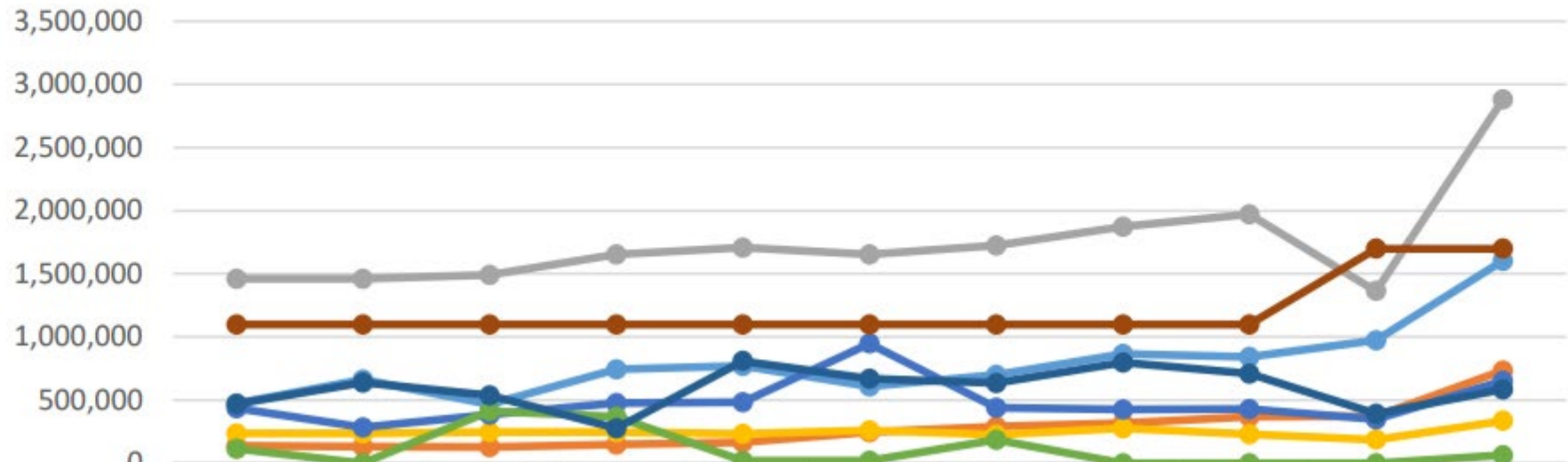


	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Actual	20/21 Actual	21/22 Actual	22/23 Budget	23/24 Budget
● Tax Revenue	1,610,84	1,717,77	1,745,01	1,834,11	1,968,33	2,177,63	2,204,36	2,283,67	2,468,72	2,463,32	2,628,62
● Interest	11,973	12,017	16,768	27,058	46,240	84,139	102,596	30,359	28,294	123,106	110,000
● Franchise Fees	380,543	386,201	390,687	424,192	467,931	481,890	471,259	488,005	458,206	411,192	520,300
● Licenses & Permits	13,955	16,315	22,908	22,757	21,201	20,942	20,069	19,248	18,301	14,342	15,100
● Intergovernmental	163,471	165,210	187,626	210,483	417,706	653,075	488,337	607,736	986,038	701,244	617,000
● Charges for Services	201,794	242,098	235,334	293,428	244,537	242,745	150,137	191,071	126,017	89,601	378,300
● Miscellaneous	5,421	294,348	43,515	254,859	394,873	59,192	157,957	155,971	245,149	39,543	262,000
● Transfers	247,613	448,076	343,483	496,214	478,892	383,034	439,506	498,786	510,585	549,615	418,636

General Fund Expenditures percent by Department



General Fund Expenditures 10 Year History



	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Actual	20/21 Actual	21/22 Actual	22/23 Budget	23/24 Budget
Administration	471,887	662,842	468,429	742,509	769,951	607,630	700,069	866,542	843,016	973,081	1,603,320
Planning	139,146	130,287	128,816	149,377	166,804	246,059	292,014	319,227	368,912	373,505	733,975
Police	1,460,584	1,461,855	1,491,861	1,653,648	1,707,917	1,653,435	1,724,819	1,872,668	1,970,192	2,136,597	2,880,002
Municipal Court	238,033	237,176	246,565	248,019	232,486	259,787	226,480	277,833	228,464	188,484	337,911
Parks & Grounds	435,630	284,023	385,737	477,550	484,750	948,755	439,981	426,154	430,754	347,286	652,798
Non-Departmental	116,000	0	414,000	370,000	20,000	20,000	185,000	0	0	0	64,000
Contingency	468,282	640,128	537,354	277,852	810,940	670,914	635,301	799,085	710,395	393,336	584,830
Unappropriated Ending Fund	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,700,000	1,700,000

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: January 30, 2024

Agenda Date Requested: February 5, 2024

To: Scappoose City Council

From: Dave Sukau, Public Works Director

Subject: Grabhorn Park

TYPE OF ACTION REQUESTED:

<input type="checkbox"/> Resolution	<input type="checkbox"/> Ordinance
<input checked="" type="checkbox"/> Formal Action	<input type="checkbox"/> Report Only

ISSUE: Prioritization of “Grabhorn Park” Development (note that Grabhorn Park has not been determined as an official name).

HISTORY: In April of 2020, the City of Scappoose purchased a 9.54 acre parcel at 33306 NW E.J. Smith Rd. for the purpose of constructing a park facility.

Upon completion of the real estate transaction, the City of Scappoose contracted with 3J Engineer’s to design a conceptual plan of a park for the public to review. There were items included in the design that concerned some City Councilors and community residents.

An Ad-hoc committee (GPAHC) was formed February of 2021 to review the design, determine the desired amenities and provide findings to the city’s Parks and Recreation Committee and City Council. GPAHC completed their work in September of 2021.

After presentation to Council, direction was given to staff to re-engage with the engineer to incorporate the feedback into the designs and provide phasing options for Council’s consideration. In late September of 2022, city staff presented 3 optional designs to the Scappoose Park and Recreation Committee (SPRC) for their review. After many questions and answers between the SPRC and city staff, the committee presented a list of recommendations in May of 2023.

In tandem with this project, the city has been working on a Parks Master Plan update with consultants from MIG. A component of the new master plan is to incorporate a design for

Request for Council Action

the Grabhorn Park into the plan. Inclusion in the Parks Master Plan is a requirement for having a project be eligible for grant funding. On August 17th 2023, the Public Works Director met with the SPRC at one of their regular meetings to discuss an amenities list for all of the parks and finalize a design to incorporate into the new master plan. At the conclusion of that meeting, the attached exhibit was agreed upon as the baseline plan moving forward.

ANALYSIS: Throughout the process of design and committee reviews, there have been some items of concern that will require additional levels of attention while moving through final design of the park. These items include but may not be limited to: trees adjacent to the property, wetlands identified on the Northern portion of the parcel, need for utilities to pass through, floodplain restrictions, lack of desire by some for roadway connection to Veterans Park and funding constraints.

FISCAL IMPACT: Immediate funding of this project will be a challenge for the city. While the property and preliminary designs have already been paid for, there are substantial costs necessary to complete the project. These costs include final design, wetland consultation services, wetland mitigation and construction.

The following is a combination of expenses occurred to date and estimates to complete the project:

- Land purchase	\$730,000
- Title Fees	\$14,220
- Preliminary design	\$57,136
- Final design	\$100,000
- Wetland consultant	\$25,000
- Wetland mitigation	\$177,000
- Construction	<u>\$3,272,519</u>
Total	\$4,375,875

Funding for park construction is comprised of multiple potential sources. Those sources are the Park Fund, Parks SDC Fund, grants and loans. While the property and preliminary design have already been paid for, an additional estimated \$3.75 million will be required.

Currently, the city only has approximately \$228,000 available for this project. The Local Government Grant Program (LGGP) would need to be utilized and a loan would be required to complete this project in the near future.

The city has recognized the need for park funding and began a savings program within the Park Fund that sets aside \$50,000 per year for future park development. Park SDC's are received when new homes are constructed. Construction of new homes has been

Request for Council Action

slow in recent years. This could likely be attributed to Covid, increased construction cost and increases in interest rates. It is also worth noting that the city depleted the funds when constructing Chief Concomly Park and is working to build these funds back.

It has been widely discussed amongst City Council, staff and committees, that the city would like to utilize the LGGP for this project as was done to help fund Chief Concomly Park. This grant has a maximum request of \$1 million and would require a 40% match. There has been some urgency in getting the preliminary design and Parks Master Plan updated in an effort to meet a grant requirement for utilizing the purchase of the land as a grant match. This deadline must be met within 6 years of the purchase for eligibility. If this deadline cannot be met, additional fund matches would be required.

The other consideration for completing this project is the potential need for a loan. If the city were successful in receiving a \$1,000,000 grant, an additional \$2.6 million +/- in loan funds would be necessary, based on the engineer's estimate of probable costs. An example loan of \$2,400,000 amortized over 20 years @ 5% interest would require an annual payment of \$195,000 +/- per year.

It is also worth noting that baseball fields and other amenities have been discussed for future additions to this facility. These costs are not factored into the current budget and would be in addition to the previously presented financial scenario.

REQUEST: City Staff is seeking Council's direction on next steps. Potential options for Council's consideration include:

Option A – Do nothing at this time and use the parcel as an open space park.

Option B – Move forward with final design of the park and continue to save money for construction.

Option C – Move forward with final design, apply for grant and pursue a loan for construction.

Request for Council Action

Option D – Redesign the park to utilize more economical amenities and re-evaluate.

Option E – Other Council recommendations

Request for Council Action

City of Scappoose

PROJECT NAME: Grabhorn Park	3J PROJECT NUMBER: 20602
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TO: Chris Negelspach, PE <i>City of Scappoose - City Engineer</i>	FROM: Jim Schmitt, PE <i>Civil Engineer</i>	DATE: December 1, 2023
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- GENERAL NOTES AND ASSUMPTIONS:**
- a. Contractor to furnish all materials, labor, and equipment to complete the above construction schedule items.
 - b. All unit costs assume in-place construction including all ancillary items required (i.e.. Backfill, fittings, shoring, etc.)
 - c. This estimate does not include costs associated with temporary or permanent buildings or other features requiring structural permitting
 - d. This estimate does not include costs associated with architectural amenities, landscaping, site furnishings or franchised utility service construction or demolition.
 - e. This estimate does not include permitting, construction staking, system development charges, fees in lieu or testing fees that may be associated with this project.
 - f. The estimate corresponds to a Class 4 Estimate as defined by the American Association of Cost Engineers (AACE).
 - g. Cost Estimate based on Preliminary Site, Utilities, and Grading Plans dated 10/13/2023
 - h. Cost Estimate does not include sport related field equipment (Soccer Goals, Softball Bases, etc.)

Park Improvements

SITE PREP AND EARTHWORK					
NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1.01	Mobilization	1	EA	\$30,000.00	\$30,000
1.02	Clearing & Grubbing	7,100	AC	\$12,000.00	\$85,200
1.03	Excavation	4,423	CY	\$6.00	\$26,538
1.04	Fill	6,921	CY	\$8.00	\$55,368
1.05	Haul Off (1/3 of Strippings)	1,889	CY	\$20.00	\$37,780
1.05	Import	1,571	CY	\$28.00	\$43,988
1.06	Block Retaining Walls (Field and Parking Lot)	920	SF	\$95.00	\$87,400
SUBTOTAL SITE PREP AND EARTHWORK					\$366,274

PUBLIC ROAD AND ACCESS DRIVEWAY IMPROVEMENTS					
NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
2.01	Curb & Gutter (with Aggregate Base)	1,606	LF	\$22.00	\$35,332
2.02	Concrete Sidewalk (4" Thick section)	4,914	SF	\$8.00	\$39,312
2.03	Concrete Driveway (6" Thick section)	283	SF	\$12.00	\$3,396
2.04	Asphalt Paving (4" Thick level 2, 1/2" dense ACP - 2 Lifts)	2,308	SY	\$28.00	\$64,624
2.05	Aggregate Base (2" 3/4"-, 10" 1-1/2"-)	2,308	SY	\$22.00	\$50,776
2.06	Public Street Lighting	7	EA	\$7,500.00	\$52,500
2.07	Private Driveway Lighting	4	EA	\$7,500.00	\$30,000
2.08	Street Trees	12	EA	\$450.00	\$5,400
2.09	Traffic Control	15	DAY	\$1,750.00	\$26,250
2.10	12" ASTM D3034 PVC Storm Pipe with Rock Backfill	883	LF	\$110.00	\$97,130
2.11	48" Standard Public Storm Manhole	5	EA	\$7,500.00	\$37,500
2.12	CG-2 Catch Basin	11	EA	\$2,500.00	\$27,500
2.13	8" ASTM D3034 PVC Sanitary Pipe with Rock Backfill	792	LF	\$90.00	\$71,280
2.14	48" Standard Public Sanitary Manhole	4	EA	\$7,500.00	\$30,000
2.15	Connect to Existing Sanitary Manhole	1	EA	\$1,000.00	\$1,000
2.16	8" AWWA C151 Ductile Iron Pipe with Rock Backfill	818	LF	\$135.00	\$110,430
2.17	Fire Hydrant Assembly	4	EA	\$4,000.00	\$16,000
SUBTOTAL PUBLIC ROAD AND ACCESS DRIVEWAY IMPROVEMENTS					\$698,430

PARKING LOT PAVING AND HARDSCAPE					
NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
3.01	Standard Curb (with Aggregate Base)	2,754	LF	\$16.00	\$44,064
3.02	Concrete Sidewalk (4" Thick section)	12,732	SF	\$8.00	\$101,856
3.03	Asphalt Paving (3" Thick level 2, 1/2" dense ACP)	5,863	SY	\$19.00	\$111,397
3.04	Aggregate Base (2" 3/4"-, 6" 1-1/2"-)	5,863	SY	\$15.00	\$87,945
3.05	Parking Lot Striping	2,726	LF	\$3.00	\$8,178

CITY OF SCAPPOOSE

February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Council work session 6:30pm Council meeting 7pm	6	7	8 Planning Commission meeting 7pm	9	10
11	12	13	14	15 EDC noon Park & rec 6pm	16	17
18	19 City Offices Closed	20 URA 6pm Council meeting 7pm	21	22	23	24
25	26	27	28 Appreciation Dinner 6pm	29		