



SCAPPOOSE *Oregon*

MONDAY, MAY 6, 2024
CITY COUNCIL MEETING AGENDA

WORK SESSION WITH PLANNING COMMISSION ~ 50 YEAR PLAN, 6:00 PM

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

ITEM AGENDA TOPIC	Action
<p>Call to Order Pledge of Allegiance Roll Call Approval of the Agenda</p>	
<p>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.</p>	
<p>1. Consent Agenda ~ April 29, 2024 Special City Council meeting minutes; Appointment of Judy Isaman to the Economic Development Committee; and Resolution 24-03: A Resolution approving a Special Procurement for IT Services</p>	
<p>2. Proclamation VFW Buddy Poppies Proclamation National Mental Health Awareness Month National Public Works Week Vietnamese Remembrance Day Proclamation</p>	
<p><u>New Business</u></p>	
<p>3. Update on the City Manager Search Bob Larson, GMP Consultants</p>	
<p>4. Updated Council Liaison List Mayor Backus</p>	Approval
<p>5. 50 Year Plan Contract Amendment Community Development Director Laurie Joseph</p>	Approval
<p>Announcements – information only</p>	
<p>6. Calendar</p>	
<p>7. Updates: City Manager, Police Department, Councilors, and Mayor</p>	
<p>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, no later than 3:00 pm on the day of the meeting.</p>	

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

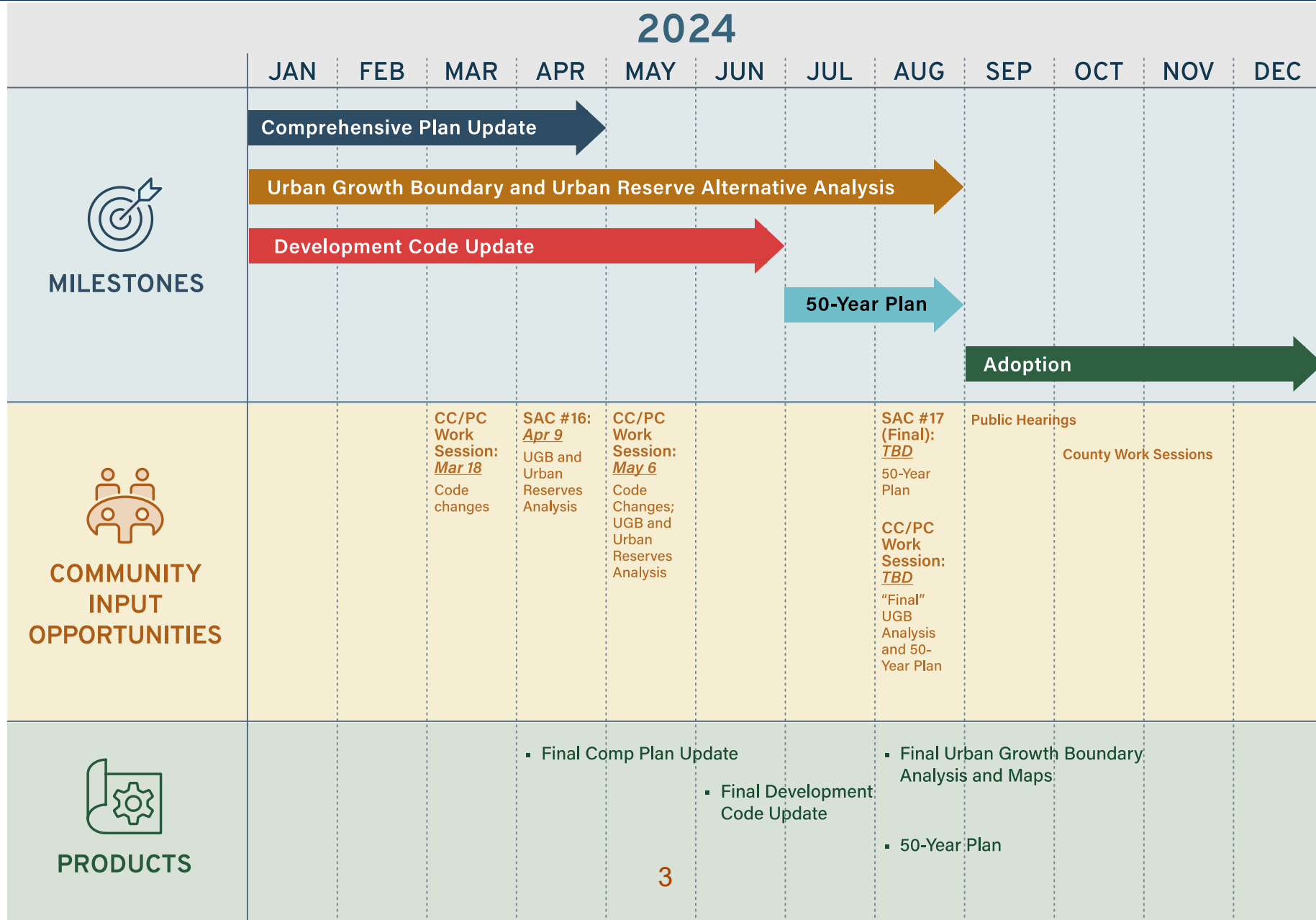


SCAPPOOSE

50 YEAR
PLAN

Urban Growth Boundary Expansion
City Council and Planning Commission Work Session
May 6, 2024

Schedule (2024)



Project Deliverables*

- 50-Year Plan Vision Statement - completed
- Housing Needs Analysis - completed
- Economic Opportunities Analysis - completed
- “Other Land Needs” - completed
- Land Use Efficiency Measures - completed
- Comprehensive Plan Update - completed
- Development Code Changes - in progress
- UGB Alternatives Analysis - in progress

Public Engagement

- Community Conversations - completed
- Community Events - ongoing
 - Annual Town Meetings
 - Farmers Market and Adventure Fest
- Visioning Surveys - completed
 - 2 completed
 - 457 total responses
- Newsletter Updates - ongoing
- Stakeholder Advisory Committee Meetings - 15 completed; final will be held in August
- Public Hearings - upcoming

*These are “draft” documents since they have not been approved by City Council yet



Land Need and Areas for the UGB Expansion

REVISED: Total Land Need with Efficiency Measures

Land Need (2023-2073) with Available Capacity in Gross Acres

Category	Land Deficit 2023-2043 (acres)	Land Deficit 2043-2073 (acres)	Land Deficit or Surplus 2023-2073 (acres)
Employment			
Commercial	(10)	(62)	(72)
Semi-Public	(4)	(7)	(11)
Housing			
Low-Density*	56	(187)	(187)
Med-Density	(33)	(58)	(91)
High-Density	(1)	(27)	(28)
Public			
Municipal	(10)	(17)	(27)
Parks	0	n/a	0
Semi-Public**	(1)	(2)	(3)
Total	(59)	(360)	(419)

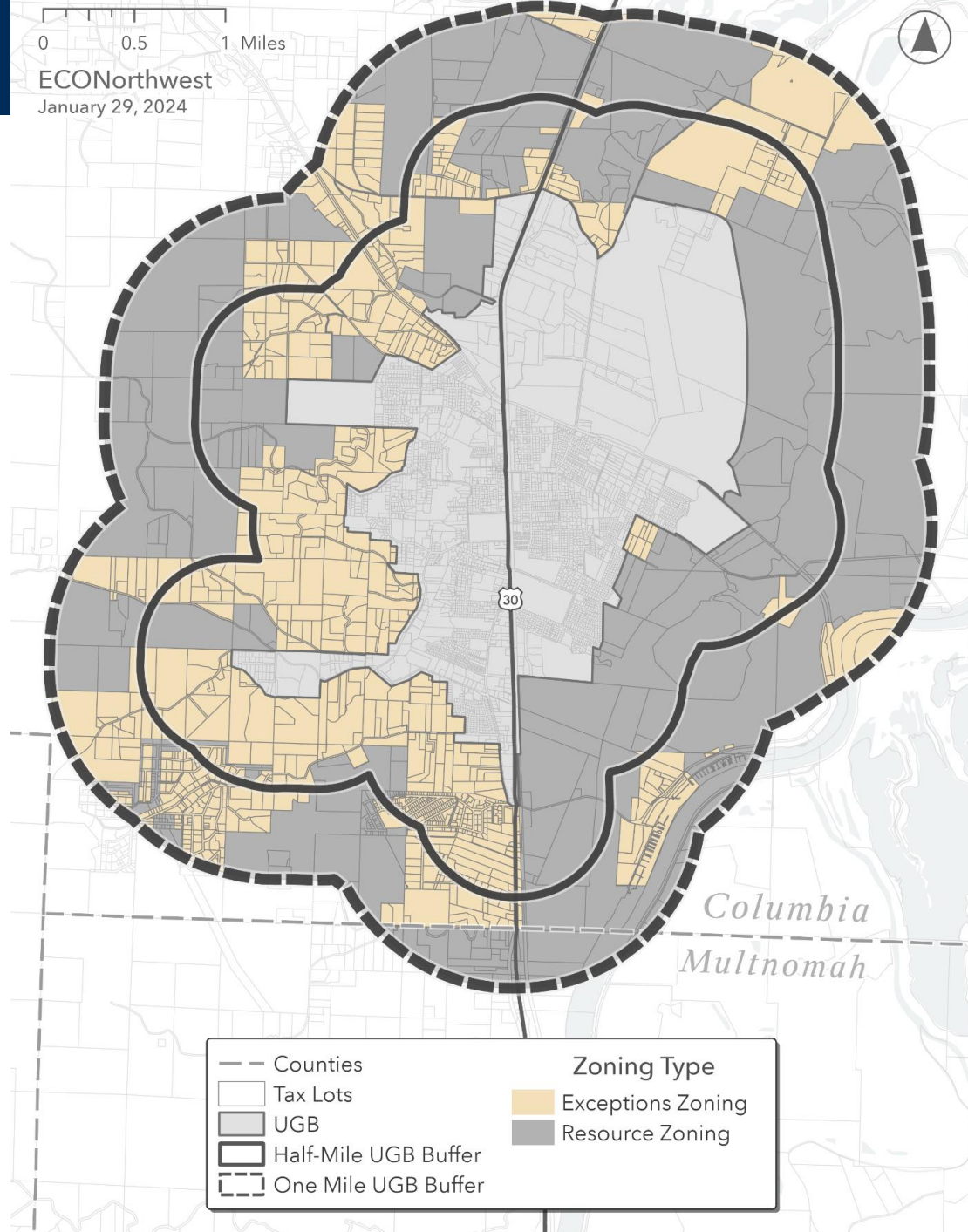
Land Use Efficiency Measures included:

- Density increases by 3% across all residential designations
- Rezone select parcels

*There is a surplus of 59 acres in low-density residential in the 2023-2043 period. Three acres needed for semi-public would be met by that surplus, leaving 56 acres of surplus in low density residential for the 2023-2043 period.

** Semi-Public land uses include cemeteries which are allowed in the Public land designation

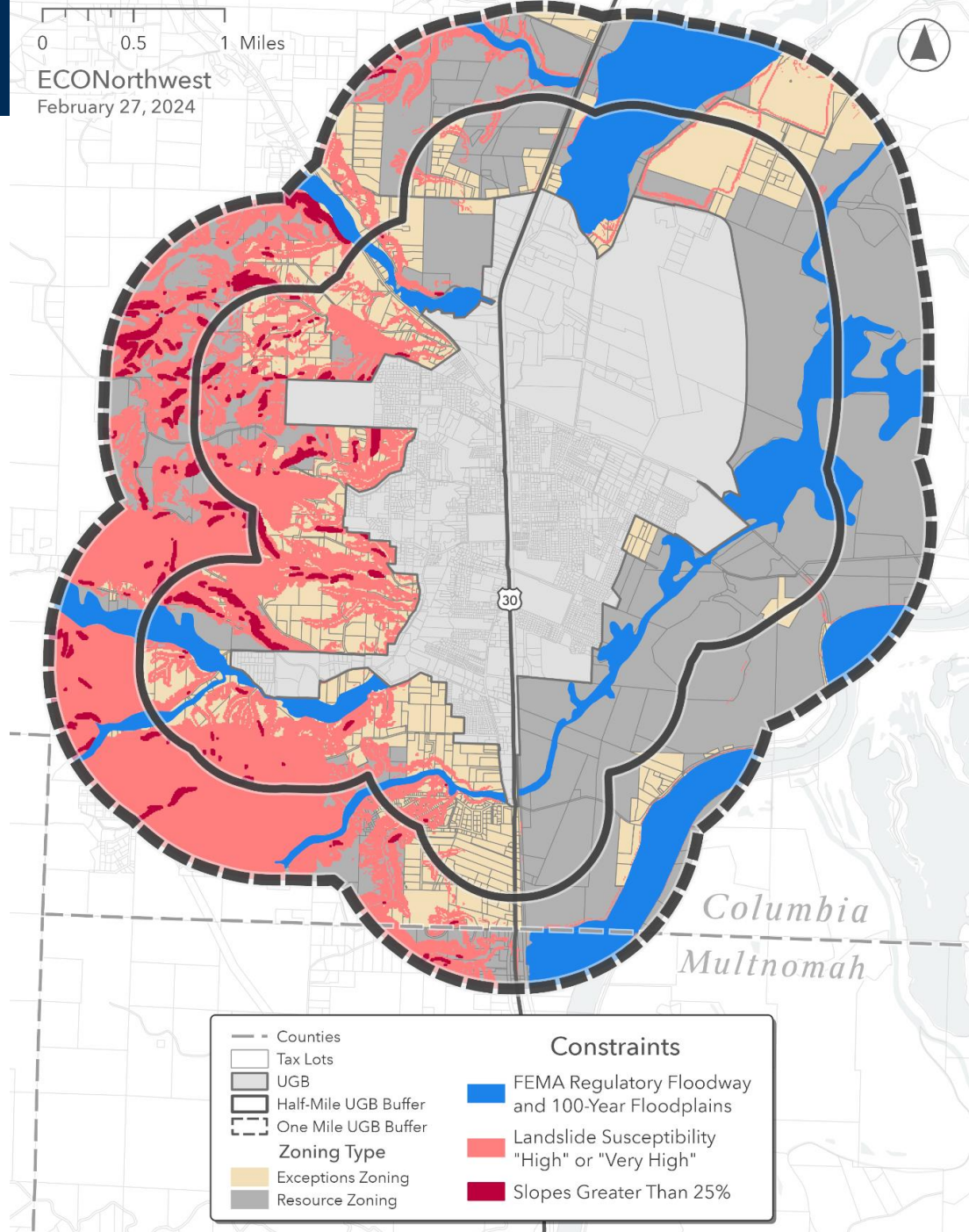
Priority for Inclusion in the UGB



ORS 197A.285 establishes the following priority of land for inclusion within a UGB:

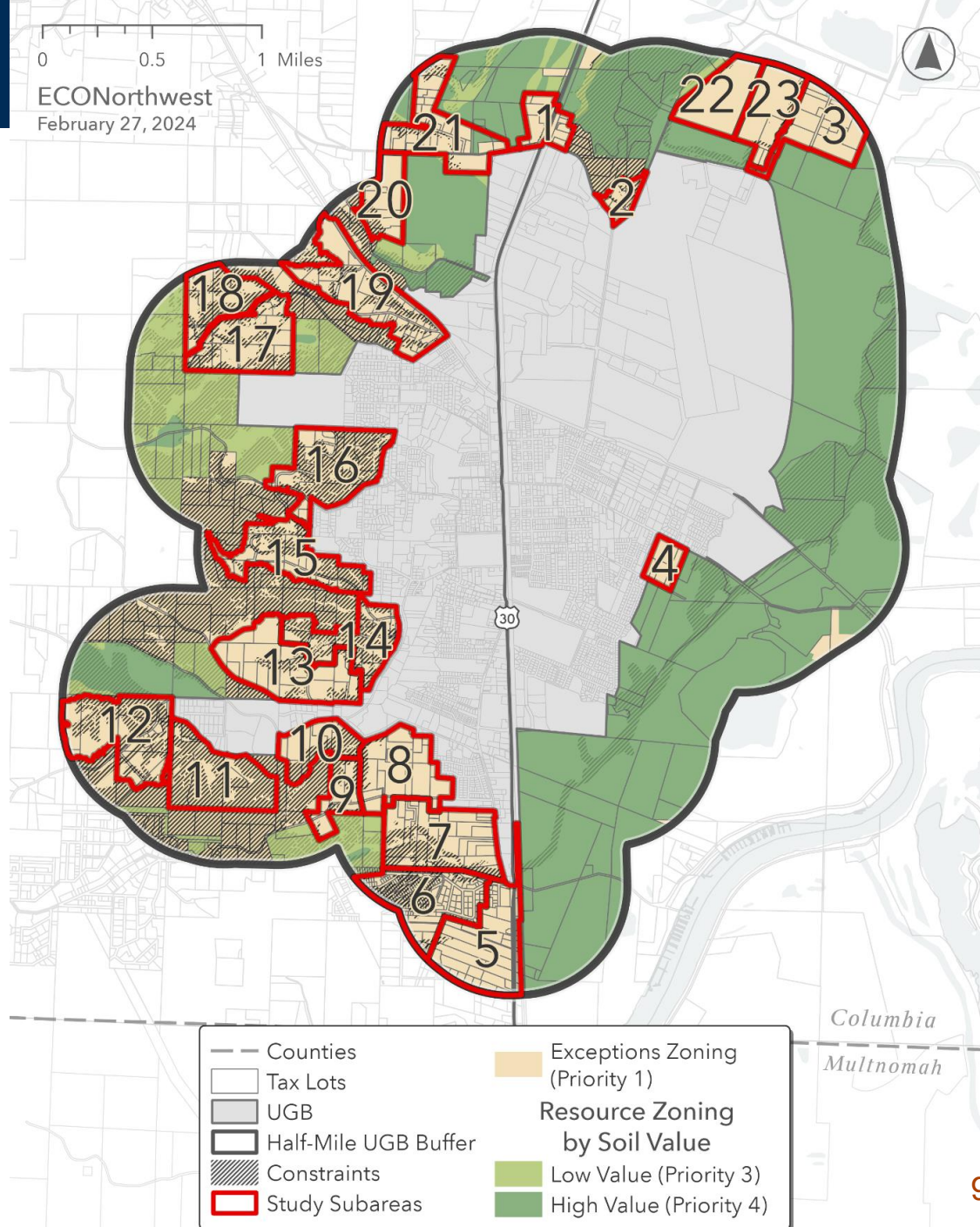
- First Priority is urban reserves
 - Scappoose does not have urban reserves
- Second Priority is exceptions land and nonresource land.
 - Scappoose does not have nonresource land but has plenty of exceptions land around the UGB
- Third Priority is marginal land
- Fourth Priority is forest or farmland that is not predominantly high-value
- Fifth Priority is agricultural land that is predominantly high-value

Map the Constraints



Identify the Constraints

- Floodplain and Floodway
- Slopes greater than 25%
- Landslide hazards



The Final Study Area includes:

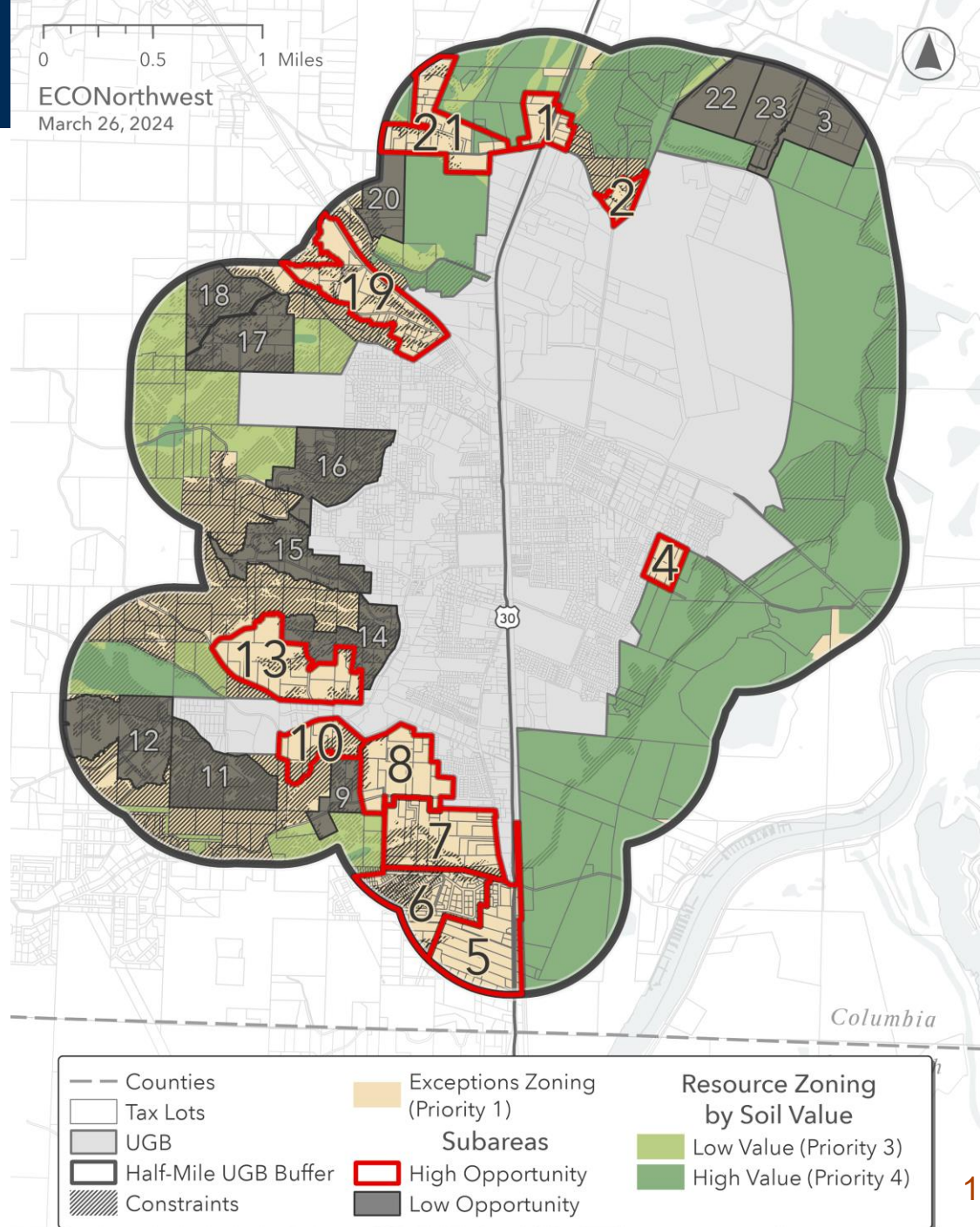
- 1,525 total acres (1,028 unconstrained acres)
- Broken down into 23 subareas for closer examination

Locational Factors (Evaluation Criteria)

Goal 14 establishes location factors that must be considered when evaluating expansion areas:

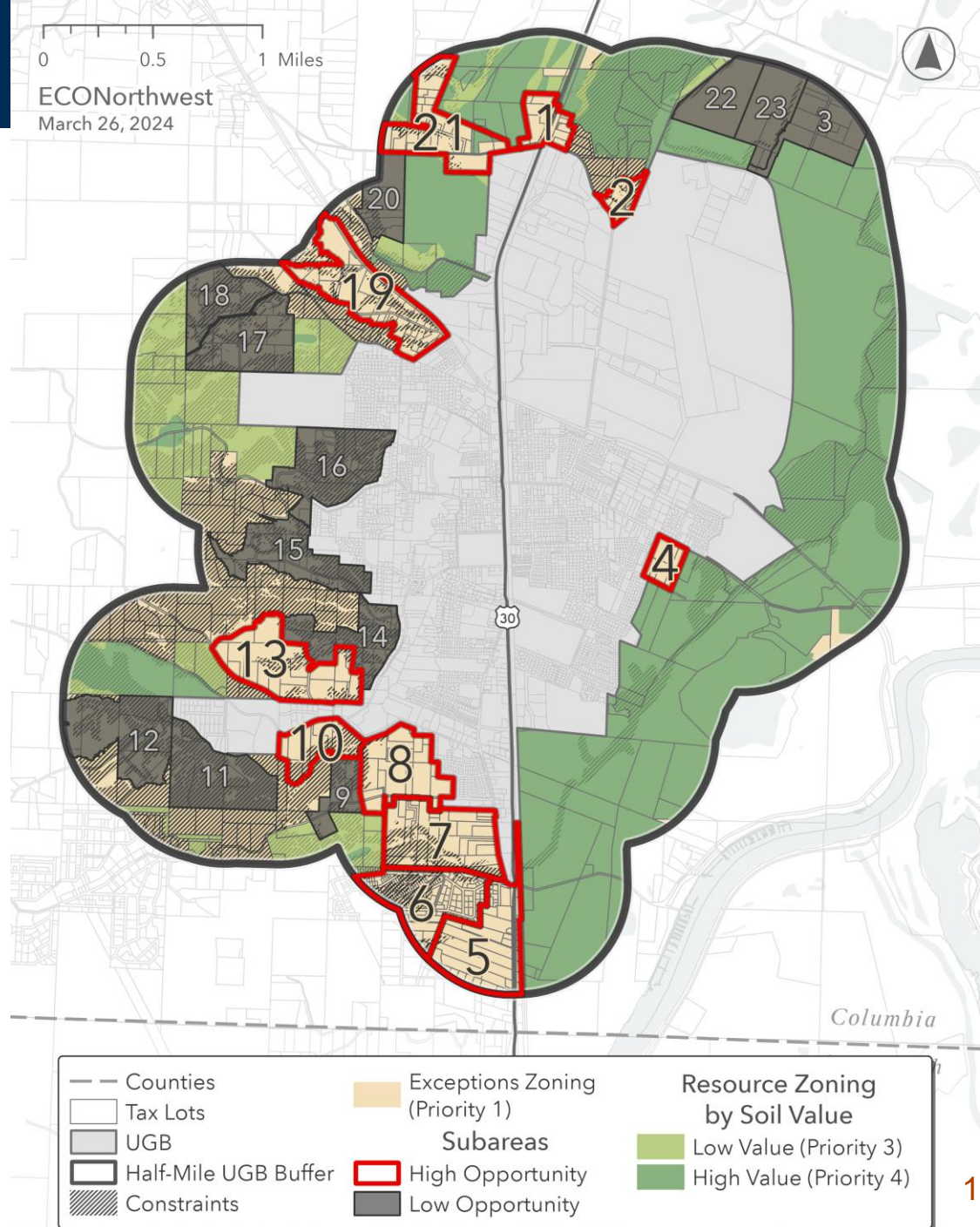
- Can the area **efficiently meet the City's needs**? (land is developable and connects well with existing neighborhoods)
- Can **public services and utilities** be extended to the area in a cost-effective and logical way?
- What impacts would development have on the **environment, local economy, and community life**?
- What impacts would development have on **nearby farms or forests**?

Areas Under Consideration



The areas highlighted in red are stronger candidates for inclusion in the UGB expansion or Urban Reserves.

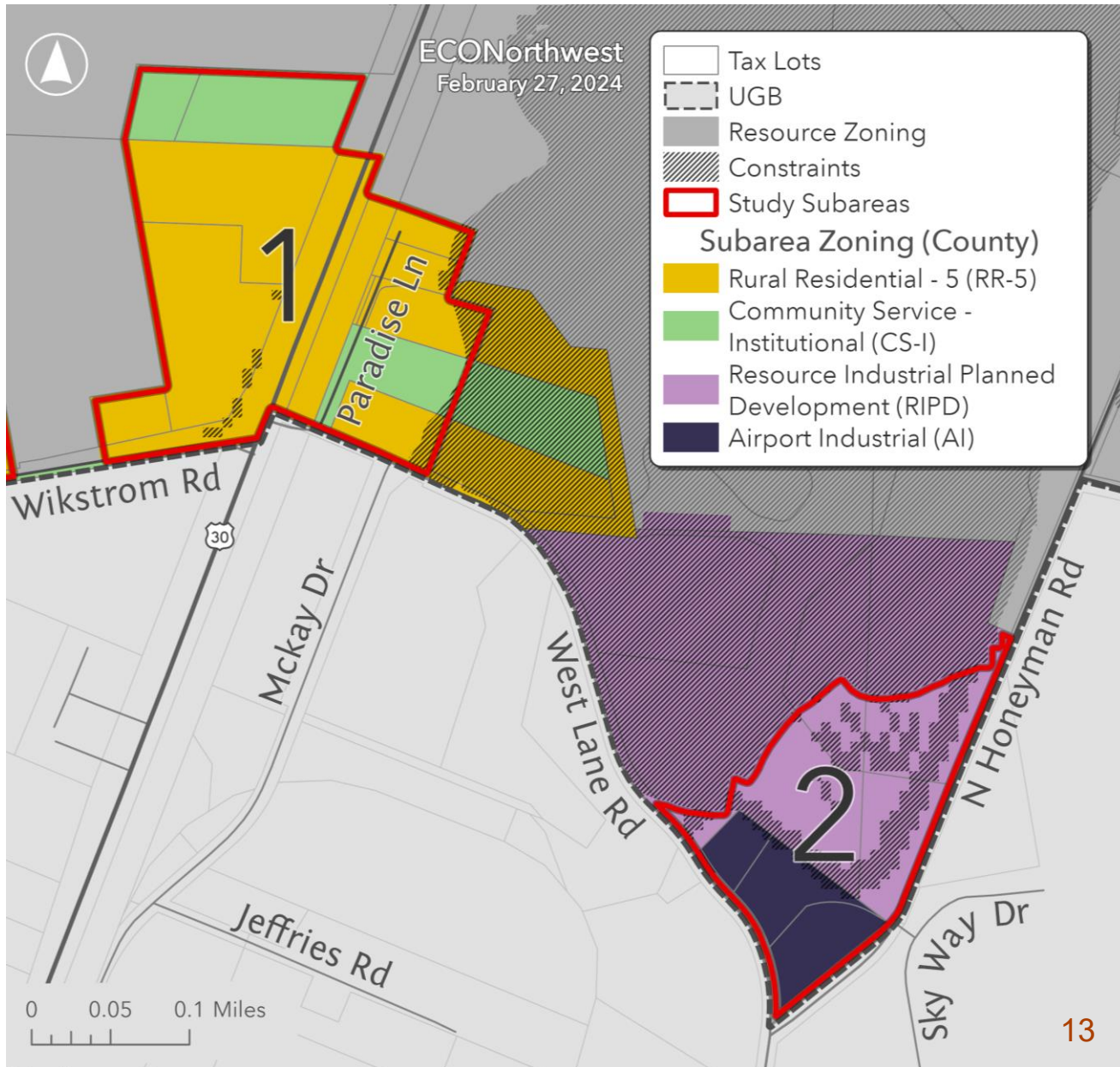
Areas Under Consideration



The areas identified as “low opportunity” are generally:

- A poor fit for **efficiently meeting the City’s housing and commercial** needs highly constrained, not adjacent to the UGB, or would create other difficulties.
- Have **higher costs** for extending public facilities or utilities, considering distance from city and existing utilities, need for higher cost investments, and other characteristics that increase costs.

Pros/Cons of the Subareas



Subarea 1:

- Few constraints; located along Hwy 30; adjacent commercial and residential designations
- Cost of infrastructure: Medium/High

Possible Land Need Met: Commercial – URA

Subarea 2:

- Existing commercial uses; adjacent industrial and airport uses
- Cost of infrastructure: Low/Medium

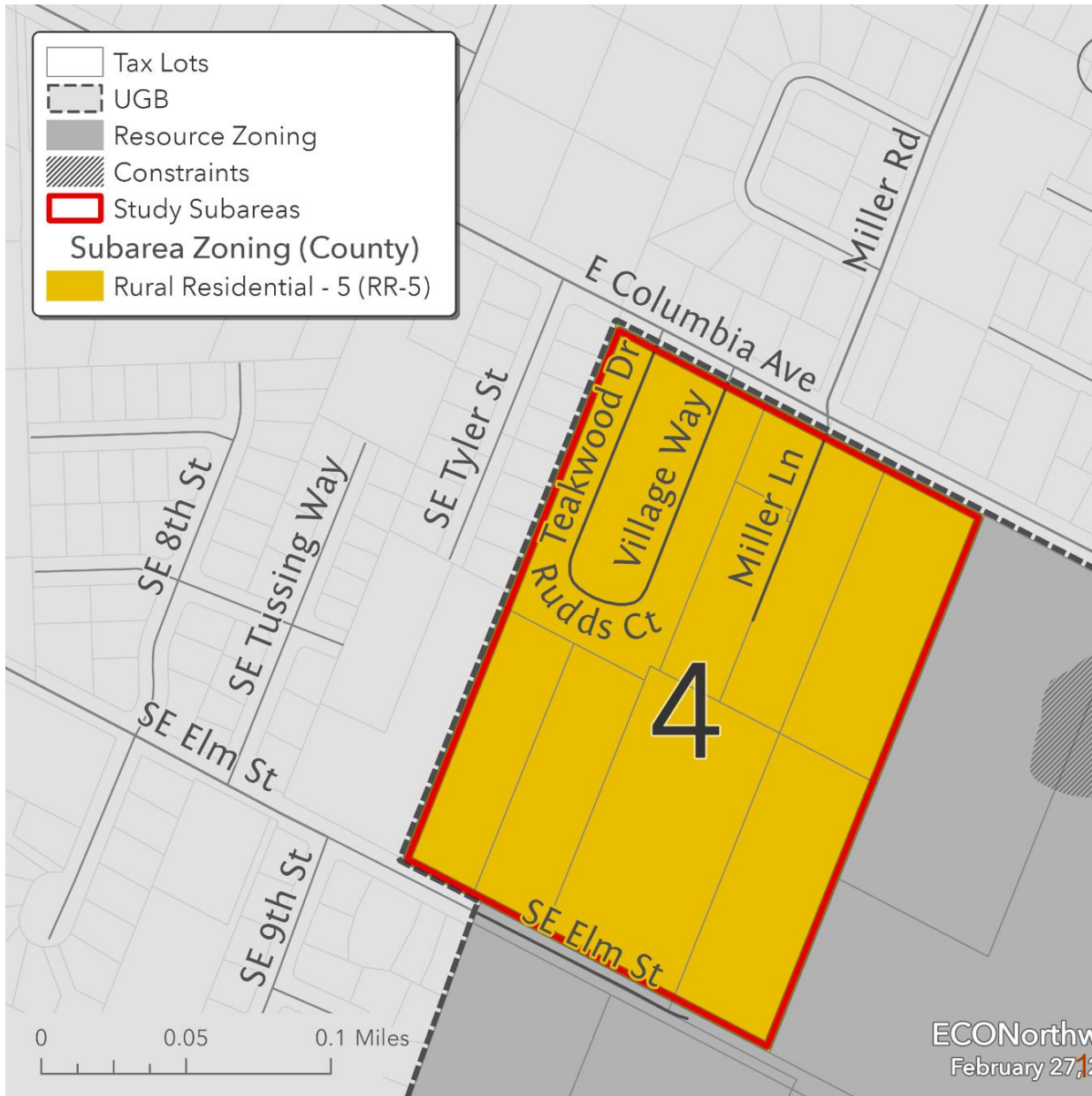
Possible Land Need Met: Commercial – UGB

Pros/Cons of the Subareas

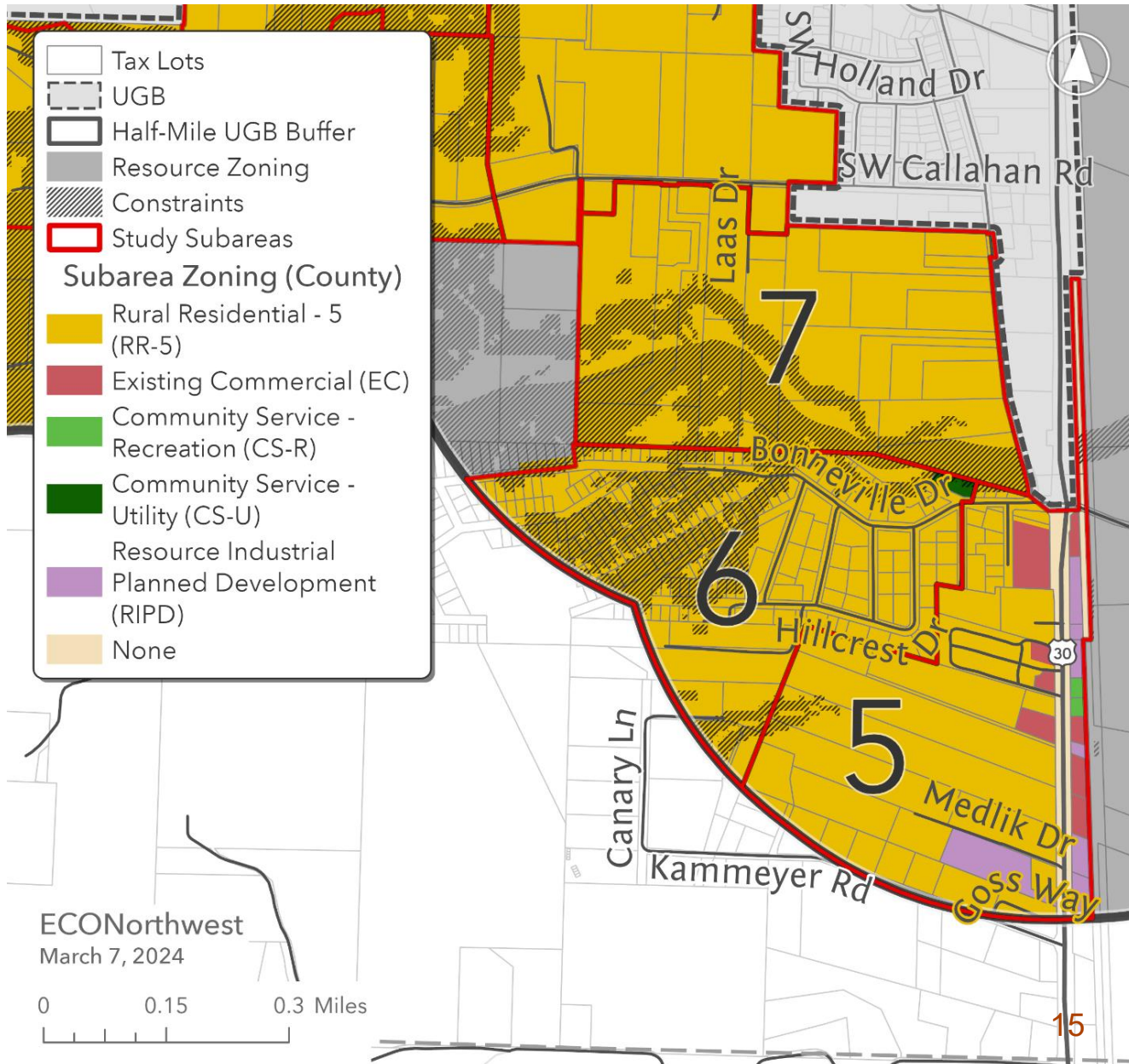
Subarea 4:

- Few constraints; adjacent to existing neighborhoods; partially built out
- Inclusion would fix existing septic system issues for existing houses
- Cost of infrastructure: Low/Medium

Possible Land Need Met: Residential – UGB



Pros/Cons of the Subareas



Subarea 5:

- Few constraints; located along Hwy 30; need (parts of) subareas 6 & 7 to also come in
- Cost of infrastructure: Medium/High

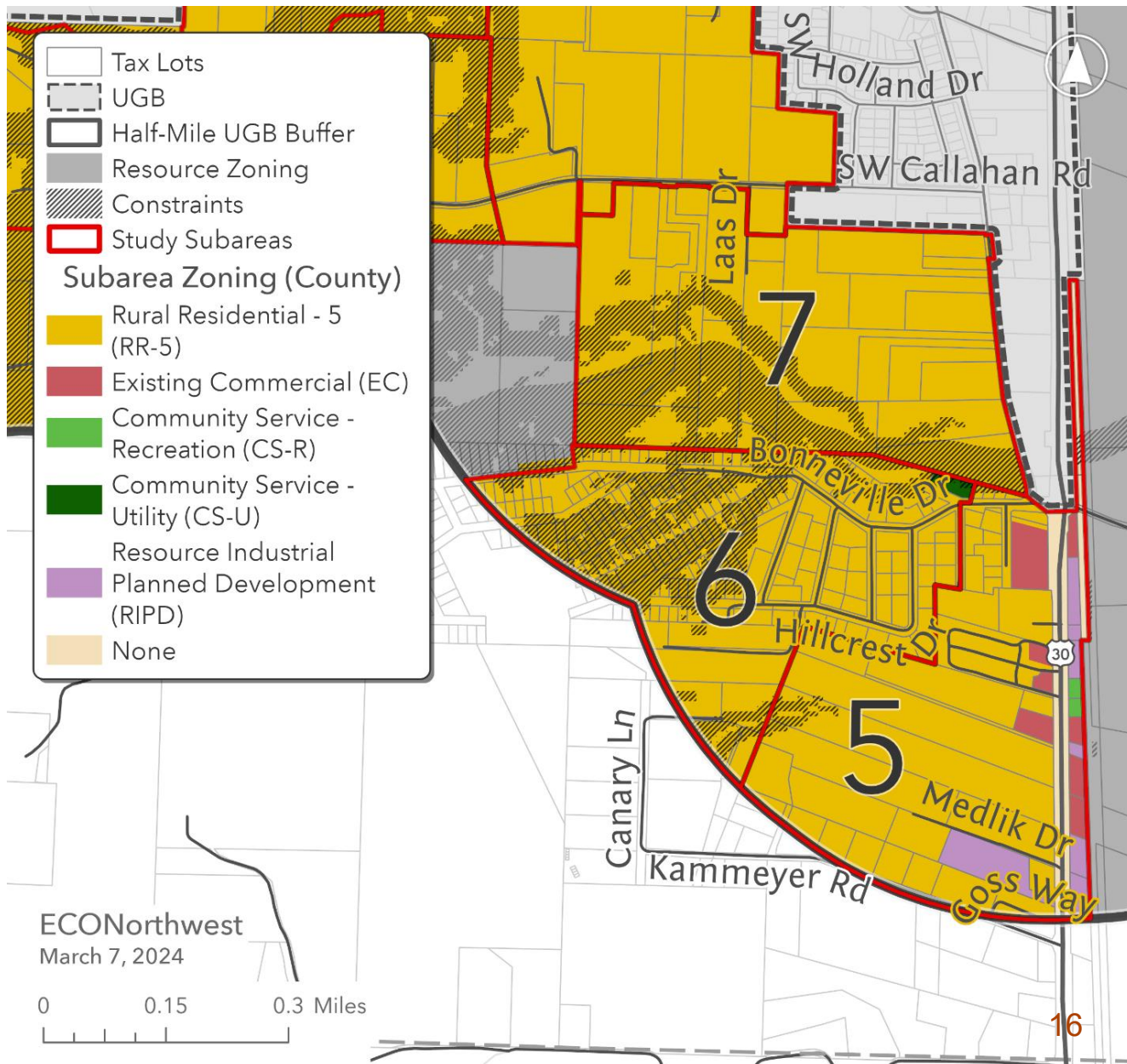
Possible Land Need Met: Commercial and Residential – URA

Subarea 6:

- Western portion highly constrained, parcelized, and partially developed; need subareas 5 & 7
- Cost of infrastructure: Medium

Possible Land Need Met: Residential – could be UGB or URA

Pros/Cons of the Subareas



Subarea 7:

- Constraints limited to southern portion; adjacent to commercial and residential designations
- Cost of infrastructure: Medium

Possible Land Need Met:

Commercial and/or Residential – UGB

Pros/Cons of the Subareas

Subarea 8 :

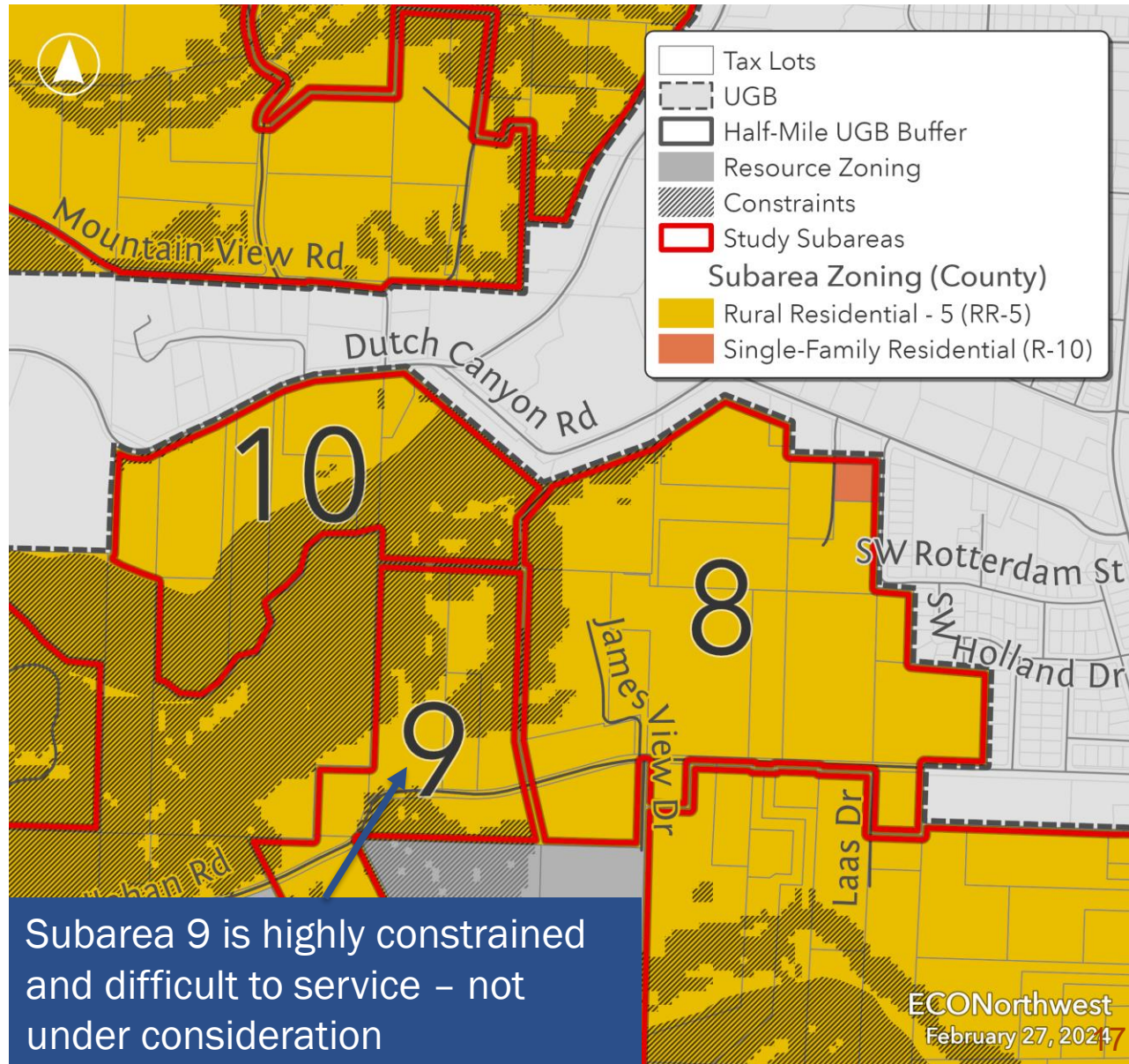
- Few constraints; adjacent to existing residential neighborhood
- Cost of infrastructure: Low/Medium

Possible Land Need Met: Residential – UGB

Subarea 10 :

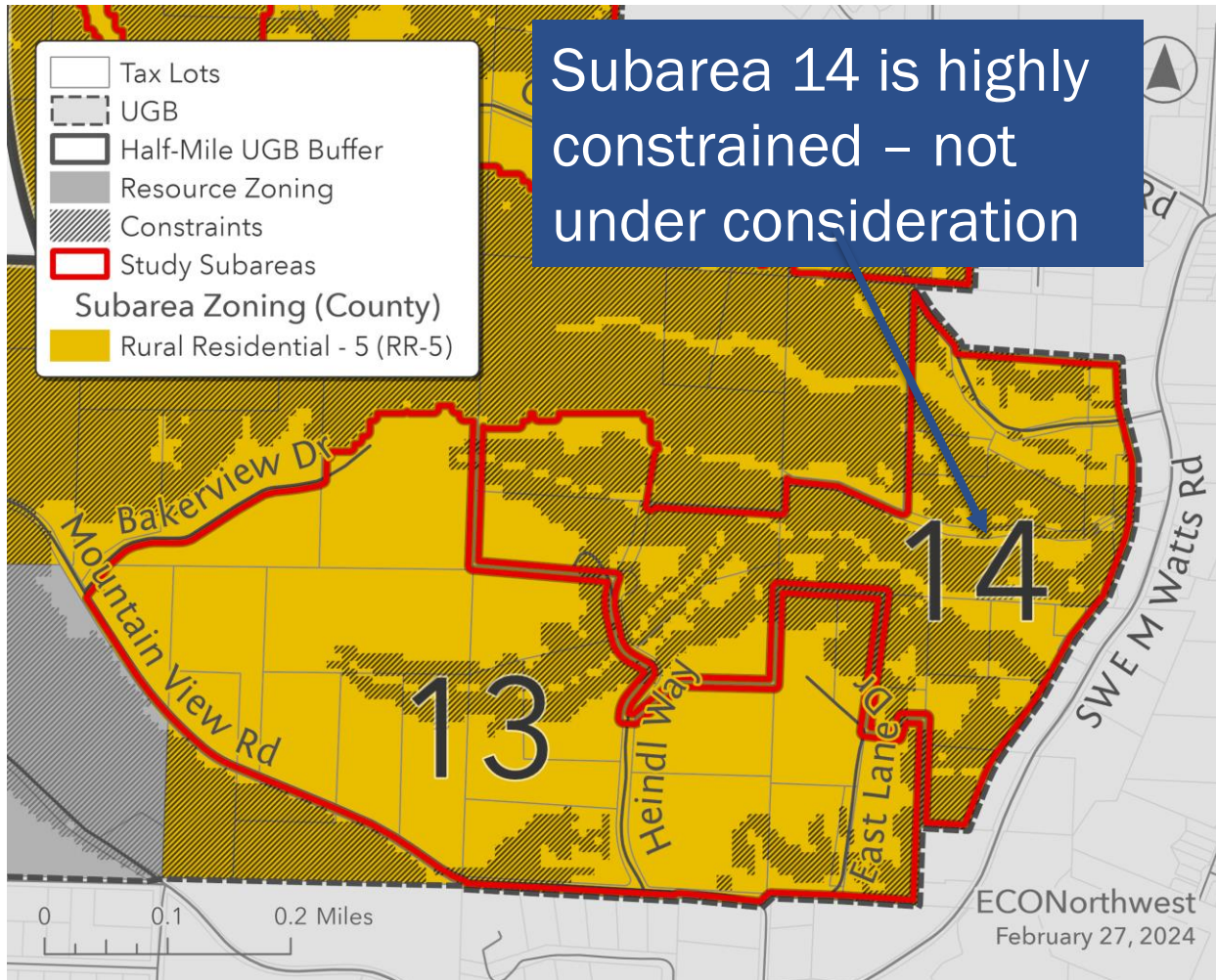
- Southern and eastern portion highly constrained; existing large estate homes could limit development
- Cost of infrastructure: Medium/High

Possible Land Need Met: Residential – URA



Subarea 9 is highly constrained and difficult to service – not under consideration

Pros/Cons of the Subareas



Subarea 13:

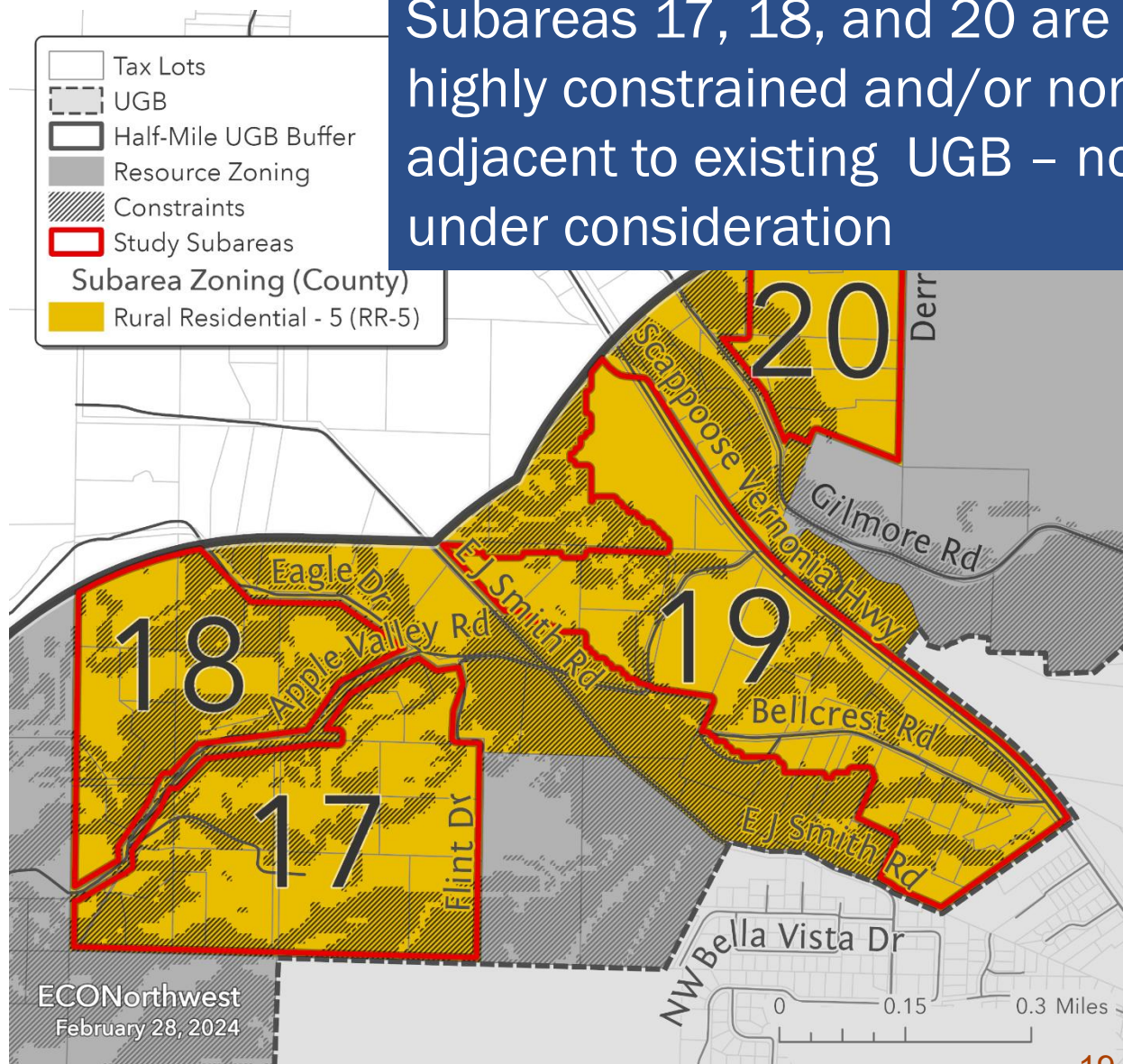
- Few constraints; large parcels with little existing development
- Cost of infrastructure: Medium

Possible Land Need Met:

Residential – URA

Pros/Cons of the Subareas

Subareas 17, 18, and 20 are highly constrained and/or non-adjacent to existing UGB – not under consideration

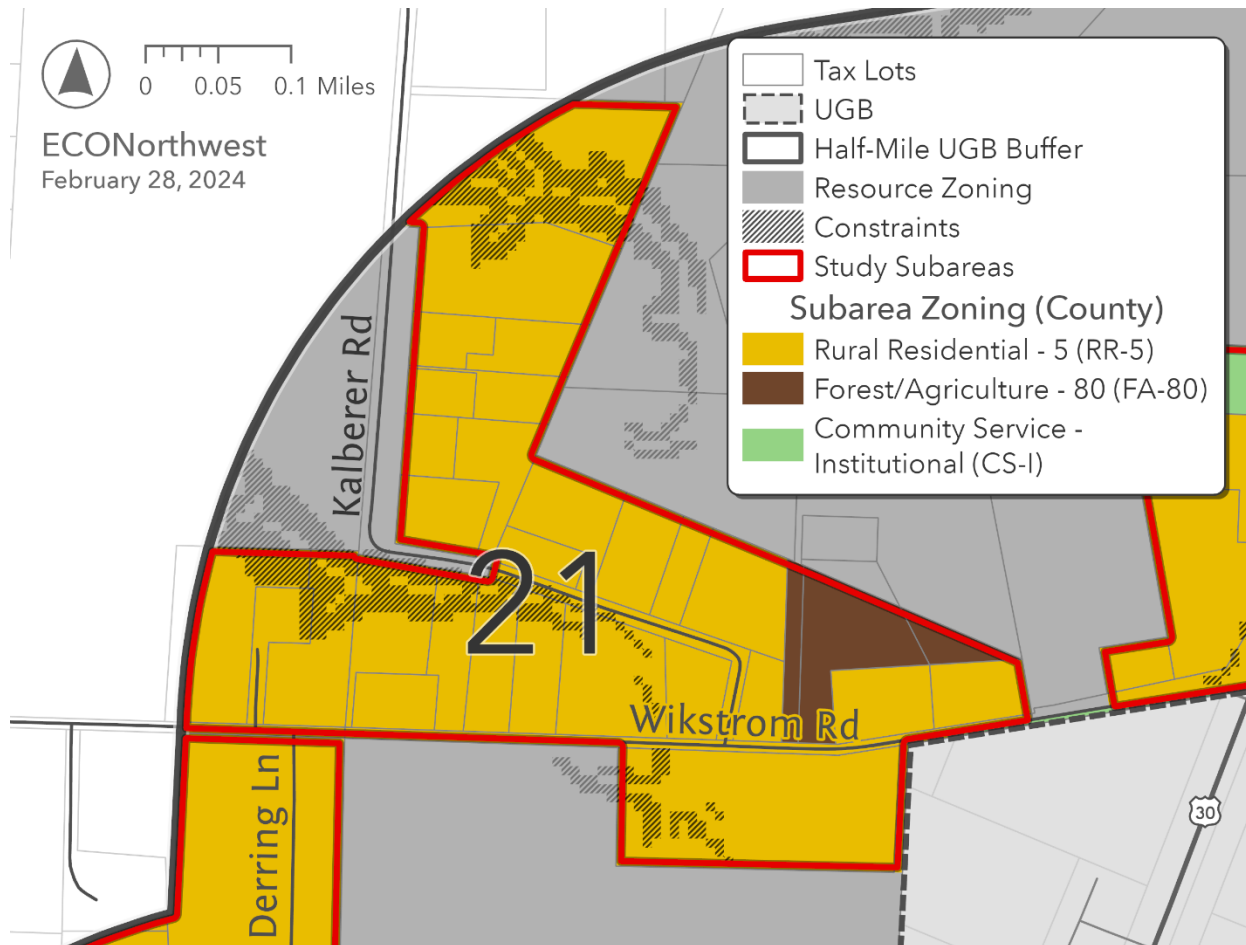


Subarea 19:

- Constraints run throughout the site; direct connection to UGB via Scappoose Vernonia Highway
- May consider a portion of subarea
- Cost of infrastructure: Medium/High

Possible Land Need Met: Residential – URA

Pros/Cons of the Subareas



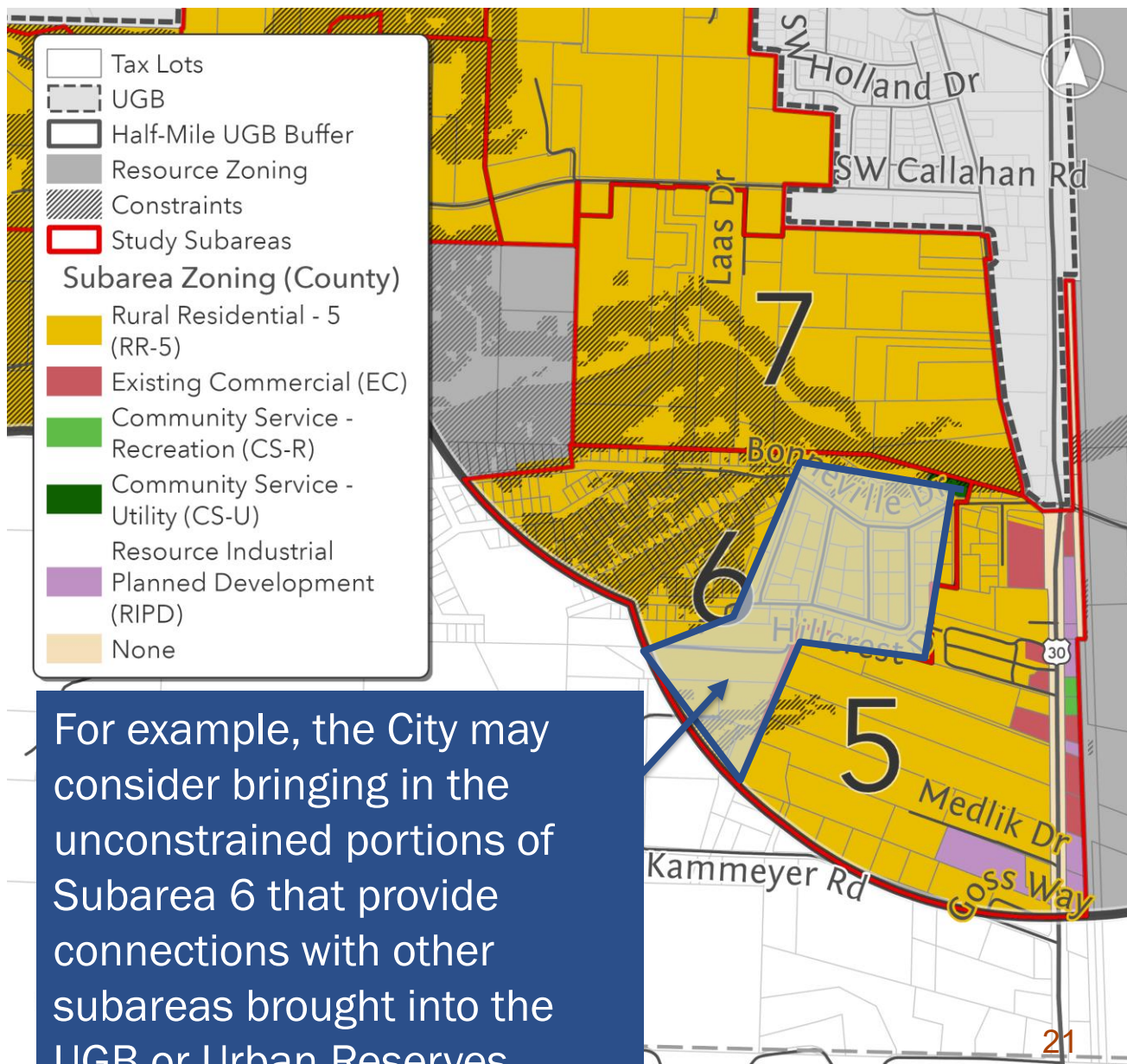
Subarea 21:

- Limited connection to rest of UGB but eastern portion may make sense to include; few constraints
- Includes a small amount of high value Forest/Agriculture land
- Cost of infrastructure: High

Possible Land Need Met:

Residential – URA

Additional Evaluation/Consideration



For example, the City may consider bringing in the unconstrained portions of Subarea 6 that provide connections with other subareas brought into the UGB or Urban Reserves.

Next, the City will identify the specific areas to include in the UGB and Urban Reserves.

This may involve splitting subareas to bring in the land that fit best with the evaluation criteria.

- Finalize the UGB and Urban Reserves Analysis
- Develop 50-Year Plan document
- Next CC/PC work session: TBD
- County Work Sessions: TBD
- Public Hearings: TBD



Image source: City of Scappoose Facebook page

ECONorthwest

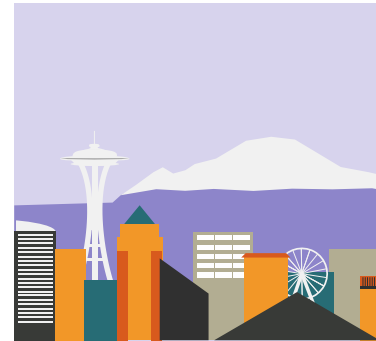
ECONOMICS • FINANCE • PLANNING



Los Angeles



Portland



Seattle



Boise



SCAPPOOSE *Oregon*

MONDAY, APRIL 29, 7:00 PM
SPECIAL CITY COUNCIL MEETING MINUTES
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=oMRI67P7JeU and www.youtube.com/watch?v=KaiVI2oyDJI.

Call to Order

Mayor Backus called the April 29, 2024 Special City Council meeting to order at 7:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Larry Lehman	Interim City Manager
Tyler Miller	Council President	Brian Jensen	Interim Public Safety Director
Jeannet Santiago	Councilor	Carol Almer	Finance Administrator
Kim Holmes	Councilor	Isaac Butman	Assistant to City Manager
Andrew Lafrenz	Councilor	Susan M. Reeves	City Recorder
Marisa Jacobs	Councilor		

Remote: Legal Counsel Ashley Driscoll

Excused: Councilor Ty Bailey

Approval of the Agenda

Councilor Holmes moved, and Councilor Santiago seconded the motion to approve the consent agenda. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Public Comment

There were no public comments.

Executive Session ~ ORS 192.660(2)(d) Labor Negotiations

Mayor Backus read the Executive Session statement and went into Executive Session at 7:03pm.

Open Session

Mayor Backus came into open session at 9:16pm.

Adjournment

Mayor Backus adjourned the meeting at 9:17 pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC

Council Action & Status Report

Date Submitted: April 29, 2024
Agenda Date Requested: May 6, 2024
To: City Council
From: Isaac Butman, Assistant to City Manager
Subject: Resolution 24-03: A Resolution approving a Special Procurement for IT Services

TYPE OF ACTION REQUESTED:

- [X] Resolution [] Ordinance
[] Formal Action [] Report Only

ISSUE: The City's current personnel services contract for IT services with Dave Maller is expiring on July 17, 2024. The City needs to maintain IT services and the City believes it will be best served by engaging in a special procurement to directly appoint Mr. Maller as our contracted IT services provider.

ANALYSIS: The current contract the City holds with Mr. Maller for IT Services is expiring and has reached its maximum term of extension. Our current contracting rules (Appendix A) hold that for contracts with an annual cost of less than \$75,000 the City Manager does not need to seek Council Approval to contract. However, the threshold for total contract cost is currently \$250,000, and over the proposed years of service to come, the total contract cost will exceed this cap.

Our Contracting Rules allow special procurements in certain circumstances; see section D(1). Staff believes it is in the best interest of the public to directly appoint Mr. Maller and approve a new contract with him for IT Services by approving Resolution 24-03: A Resolution approving a Special Procurement for IT Services (Appendix B).

ORS 279B.085 (Appendix C), which our local rules require we follow for special procurements, permits special procurements (including direct appointment) when it can be demonstrated that a direct appointment:

- 1. Is unlikely to encourage favoritism or to substantially diminish competition; and
2. a. Is reasonably expected to result in substantial cost savings for the City; or
b. Otherwise substantially promotes the public interest in a manner that could not practicably be realized by issuing a formal RFP.

Written Findings: The City of Scappoose has unique IT Service’s needs; we need both “normal” government IT Services, as well as specialized Police Department IT Services. These two parts of our organization have different standards of service and security that are required, as well as different IT needs in terms of software, hardware, and user support. To the City’s knowledge there are very few service providers that could provide all of the needed services, stay within our budget, and engage with our network architecture in the way Mr. Maller can.

Regarding ORS 279B.085:

- 1) Directly appointing Mr. Maller and approving his contract will not encourage favoritism or substantially diminish competition. This contract would be the only personnel services contract that the City has sought a special procurement for under our new rules; it would not constitute a practice of seeking these kinds of exceptions, and because this is not an exception that is used frequently, is not part of a pattern of favoritism or curtailment of competition. The City believes that finding a firm or individual that could provide services at the current level of service, at the budgeted cost is highly unlikely.
- 2)
 - a. Due to Mr. Maller's familiarity with both the City network and the Police Department network, having been our IT Services provider for 6 years, as well as all our hardware, software, and end-user needs, a contract with Mr. Maller will result in massive savings realized through:
 - i. No need for onboarding, training, or bringing a new service provider up to speed. Mr. Maller built the networks from the ground up, and has been involved in every piece of network, hardware, software, and end-user support in place at the City.
 - ii. Mr. Maller's familiarity with the network will reduce costs in terms of troubleshooting. He is also involved in all our ongoing IT upgrades, so the transition between contracts will be seamless.
 - iii. His unique understanding of every piece of our IT infrastructure has resulted and will continue to result in efficiencies and costs savings.
 - b. Directly appointing Mr. Maller will result in efficiencies for the Public. Mr. Maller has a unique and special understanding of our networks, knows each piece of hardware and software, and is currently running every IT project we have. Further, Mr. Maller holds a job with the City of Portland Police Department. In that capacity he gains training and experience we cannot offer, but most certainly can benefit from.

All of these points show that it is in the public interest to directly appoint Mr. Maller and approve his contract for continued IT services.

Fiscal Impact:

Item	Old Rate	New Maximum Rate
Police Department Run & Maintain	\$750.00/month	\$900.00/month
City Run & Maintain	\$750.00/month	\$850.00/month
Hourly Rate for other work	\$70.00/hr.	\$82.50/hr.

Mr. Maller has provided full scale IT services for the City and Police Department for the last 6 years and has never raised his rates. Over the last six years the City’s IT needs have drastically increased. Examples of new projects and IT responsibilities include:

- Managing Police Mobile Data Computers

Request for Council Action

- VPN – City and Police Department
- End-user support
- Managing mobile data, archiving, single sign-on, multi-factor authentication, Microsoft 365 Integration.
- Physical network infrastructure: City (City Hall, CDC, Public Works, Water and Wastewater treatment facilities), and Police Department (physical building, as well as in-car and mobile computing infrastructures).

Since 2018 inflation has increased by 26%. If Mr. Maller had indexed his rates, we should be paying:

Police Run & Maintain \$945.00/month.

City Run & Maintain \$945.00/month.

Hourly Rate \$88.20/hr.

Mr. Maller has shown his commitment to serving the City through his years of service; highly responsive, innovative, and fiscally conscious provision of IT services; and his commitment to providing his services at a reduced cost to benefit the City and the residents of Scappoose.

Staff worked with the Finance Department to ensure our budget can accommodate the increase in price. While these numbers represent an increase in cost, they are less than a standard market rate adjustment, and likely reflect lower than market rates.

RECOMMENDATION: Staff recommends that Council create an exception to our contracting rules and directly appoint Mr. Maller as our contracted IT services provider by approving Resolution 24-03: A Resolution approving a Special Procurement for IT Services.

SUGGESTED MOTION: I move that City Council approve Resolution 24-03: A Resolution approving a Special Procurement for IT Services.

Appendix A

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 5, 2024.



Mayor Joseph A. Backus

ATTEST:



City Recorder Susan M. Reeves, MMC

EXHIBITA

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 \$1 00,000. 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, 279 A, 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.

Appendix B

RESOLUTION NO. 24-03

A Resolution Approving A Special Procurement for IT Services

WHEREAS, The City of Scappoose is in need of IT Services; and

WHEREAS, specialized knowledge and abilities are needed to provide the best possible service to the public; and

WHEREAS, special circumstances exist where the City has the ability to procure services from a uniquely qualified and situated individual, who has knowledge particular to our network infrastructure and IT needs; and

WHEREAS, City of Scappoose Resolution 24-01 adopts contracting rules; and

WHEREAS, Resolution 24-01, Exhibit A (D) (1) provides that the Local Contract Review Board (City Council) can approve Special Procurements; and

WHEREAS, the Local Contract Review Board can find it in the best interest of the public to engage in a Special Procurement, and do so through sole source contracting or direct appointment;

NOW THEREFORE BE IT RESOLVED that the Scappoose Local Contract Review Board adopts the following findings approving a Special Procurement for IT Services:

- The City of Scappoose has unique IT Service’s needs; it needs both “normal” government IT Services, as well as specialized Police Department IT Services. These two halves of the organization have different standards of service and protection that are required, as well as different IT needs in terms of software, hardware, and user support. To the City’s knowledge there are very few service providers that could provide all of the needed services, stay within our budget, and engage with our network architecture in the way Mr. Maller can.
- Directly appointing Mr. Maller and approving his contract is unlikely to encourage favoritism or substantially diminish competition. This contract would be the only personnel services contract that the City has sought a special procurement for; it would not constitute a practice of seeking these kinds of exceptions, and because this is not an exception that is used frequently, is not part of a pattern of favoritism or curtailment of competition. The City believes that finding a firm or individual that could provide services at the current level of service, at the budgeted cost is highly unlikely.
- Due to Mr. Mallers familiarity with both the City network and the Police Department network, having been our IT Services provider for 6 years, as well as all City hardware, software, and end-user needs, a contract with Mr. Maller will result in massive savings realized through:
 - No need for onboarding, training, or bringing a new service provider up to speed.

Mr. Maller built the networks from the ground up, and has been involved in every piece of network, hardware, software, and end-user support in place at the City.

- Mr. Maller's familiarity with the network will reduce costs in terms of troubleshooting. He is also involved in all our ongoing IT upgrades, so the transition between contracts will be seamless.
- His unique understanding of every piece of the IT infrastructure has resulted and will continue to result in efficiencies and costs savings.
- Directly appointing Mr. Maller will result in efficiencies for the Public. Mr. Maller has a unique and special understanding of our networks, knows each piece of hardware and software, and is currently running every IT project we have. Further, Mr. Maller holds a job with the City of Portland Police Department. In that capacity he gains training and experience we cannot offer, but most certainly can benefit from.

The Local Contract Review Board recognizes the unique nature of this situation, and the benefits the City will realize from approving a Special Procurement.

It is in the best interest of the public to adopt this Special Procurement, and the Local Contract Review Board approves of this Special Procurement to directly appoint Dave Maller as the City's contracted IT Services provider, and approves the City Manager to enter into a contract with Dave Maller for IT Services.

PASSED AND ADOPTED by the Scappoose City Council this day of , 2024, and signed by me and the City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

DRAFT

Joseph A. Backus, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

Appendix C

ORS 279B.085

Special procurements

- (1) As used in this section and ORS 279B.400 (Protests and judicial review of approvals of special procurements):
 - (a) “Class special procurement” means a contracting procedure that differs from the procedures described in ORS 279B.055 (Competitive sealed bidding), 279B.060 (Competitive sealed proposals), 279B.065 (Small procurements) and 279B.070 (Intermediate procurements) and is for the purpose of entering into a series of contracts over time or for multiple projects.
 - (b) “Contract-specific special procurement” means a contracting procedure that differs from the procedures described in ORS 279B.055 (Competitive sealed bidding), 279B.060 (Competitive sealed proposals), 279B.065 (Small procurements) and 279B.070 (Intermediate procurements) and is for the purpose of entering into a single contract or a number of related contracts on a one-time basis or for a single project.
 - (c) “Special procurement” means, unless the context requires otherwise, a class special procurement, a contract-specific special procurement or both.
- (2) Except as provided in subsection (3) of this section, to seek approval of a special procurement, a contracting agency shall submit a written request to the Director of the Oregon Department of Administrative Services or the local contract review board, as applicable, that describes the contracting procedure, the goods or services or the class of goods or services that are the subject of the special procurement and the circumstances that justify the use of a special procurement under the standards set forth in subsection (4) of this section.
- (3) When the contracting agency is the office of the Secretary of State or the office of the State Treasurer, to seek approval of a special procurement, the contracting agency shall submit a written request to the Secretary of State or the State Treasurer, as applicable, that describes the contracting procedure, the goods or services or the class of goods or services that are the subject of the special procurement and the circumstances that justify the use of a special procurement under the standards set forth in subsection (4) of this section.
- (4) The director, a local contract review board, the Secretary of State or the State Treasurer may approve a special procurement if the director, board, Secretary of

State or State Treasurer finds that a written request submitted under subsection (2) or (3) of this section demonstrates that the use of a special procurement as described in the request, or an alternative procedure prescribed by the director, board, Secretary of State or State Treasurer:

- (a) Is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; **and**
- (b) Intentionally left blank —Ed.
- (A) Is reasonably expected to result in substantial cost savings to the contracting agency or to the public; **or**
- (B) Otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055 (Competitive sealed bidding), 279B.060 (Competitive sealed proposals), 279B.065 (Small procurements) or 279B.070 (Intermediate procurements) or under any rules adopted thereunder.
- (5) Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055 (Competitive sealed bidding) (4).
- (6) If a contracting agency intends to award a contract through a special procurement that calls for competition among prospective contractors, the contracting agency shall award the contract to the offeror the contracting agency determines to be the most advantageous to the contracting agency.
- (7) When the director, a local contract review board, the Secretary of State or the State Treasurer approves a class special procurement under this section, the contracting agency may award contracts to acquire goods or services within the class of goods or services in accordance with the terms of the approval without making a subsequent request for a special procurement. [2003 c.794 §57; 2005 c.103 §8d; 2007 c.764 §7]

(Cancellation, Rejection and Delay of Invitations for Bids or Requests for Proposals)

Location:

https://oregon.public.law/statutes/ors_279b.085

Original Source: Section 279B.085 — Special procurements, https://www.oregonlegislature.gov/bills_laws/ors/ors279B.html (last accessed Aug. 25, 2023).



VFW Buddy Poppies Proclamation

WHEREAS, the annual distribution of Buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by governmental leaders since 1922; and

WHEREAS, VFW Buddy Poppies are assembled by disabled veterans, and the proceeds of this worthy fund-raising campaign are used exclusively for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans; and

WHEREAS, the basic purpose of the annual distribution of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to “Honor the Dead by Helping the Living”; and

WHEREAS, leadership within the City of Scappoose is built upon the philosophy that daily decisions and actions must incorporate individual accountability and ethical character qualities such as honesty, dedication, personal integrity, courage, compassion, love and respect for all people.

NOW, THEREFORE BE IT RESOLVED, I, Joseph A. Backus, Mayor of the City of Scappoose do hereby urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through your donations for Buddy Poppies on May 17th and 18^h, 2024, for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

FURTHER, I urge all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this ____ day of May, 2024.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest: _____
City Recorder Susan M. Reeves, MMC



SCAPPOOSE *Oregon*

National Mental Health Awareness Month

WHEREAS, mental health is an essential part of overall well-being, impacting individuals, families, and communities across the City of Scappoose and the rest of the world; and

WHEREAS, one in five American adults experiences a mental health condition each year and everyone faces challenges in life that can impact their mental health; and

WHEREAS, despite its prevalence, mental health remains shrouded in stigma, preventing many from seeking help; and

WHEREAS, early intervention and access to quality care are crucial for managing mental health conditions and improving quality of life; and

WHEREAS, May is recognized nationally as Mental Health Awareness Month, providing an opportunity to raise awareness, combat stigma, and promote mental health resources;

THEREFORE, BE IT PROCLAIMED that May is Mental Health Month in the City of Scappoose.

I encourage all residents of Scappoose to:

- Educate themselves and others about mental health conditions, treatment options, and available resources.
- Challenge stigma by speaking respectfully and inclusively about mental health.
- Seek help if they are struggling with their mental health and encourage others to do the same.
- Support organizations that provide mental health services and advocacy.
- Create safe and supportive environments for open conversations about mental health.
- Together, we can create a community where everyone feels empowered to prioritize their mental wellbeing and seek help when needed.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this _____ day of May, 2024.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC



SCAPPOOSE *Oregon*

National Public Works Week Proclamation

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works department is materially influenced by the people's attitude and understanding of the importance of the work they perform,

THEREFORE, BE IT RESOLVED that I, Joseph A. Backus, Mayor of the City of Scappoose, do hereby proclaim the week of May 19 - 25, 2024, as "National Public Works Week" in the City of Scappoose, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this _____ day of May, 2024.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC



Vietnamese Remembrance Day Proclamation

WHEREAS, Vietnamese refugees have proudly resided in Prineville, the state of Oregon since the conclusion of the Vietnam War on April 30*, 1975; and

WHEREAS, Vietnamese Americans have put forth their full toiling energy building the city of Prineville, State of Oregon in a multitude of prominent areas including industry, economy, culture, education, and military service; and

WHEREAS, Vietnamese Americans have counted on the State of Oregon, USA as being their second heart, mind, and family homeland and

WHEREAS, Every year, Vietnamese Americans celebrate Remembrance Day on April 30th to solemnly honor the 58,000 American soldiers, and more than 300,000 South Vietnamese soldiers who sacrificed their lives in the line of duty for freedom and democracy in South Vietnam from 1955 to 1975.

NOW, THEREFORE: I, Joseph A. Backus, Mayor of Scappoose, does hereby proclaim April 27th, 2024 to be recognized as:

Vietnamese Remembrance Day

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this ____ day of May, 2024.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest: _____
City Recorder Susan M. Reeves, MMC



2024 CITY COUNCIL LIAISON

COLUMBIA COUNTY: Council President Tyler Miller

COLUMBIA ECONOMIC TEAM (CET): Mayor Joseph Backus

ECONOMIC DEVELOPMENT COMMITTEE: Councilor Jeannet Santiago

HISTORICAL SOCIETY/WATTS HOUSE: Mayor Joseph Backus

PARKS COMMITTEE: Councilor Marisa Jacobs

SCHOOLS: Councilor Ty Bailey

SENIOR CENTER: Interim City Manager Larry Lehman

TRAFFIC SAFETY: Councilor Andrew Lafrenz

50-YEAR VISION PROCESS: Councilor Kim Holmes; Councilor Jeannet Santiago

911 COMMUNICATIONS: Council President Tyler Miller

Approved by Council on 2-20-2024 and _____

**City of Scappoose
Council Action & Staff Report**

Date Submitted: April 30, 2024

Agenda Date Requested: May 6, 2024

To: Scappoose City Council

From: Laurie Joseph, Community Development Director

Subject: 50 Year Plan Contract Amendment

Type of Action Requested:

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

Issue: Additional funding is needed to complete the 50 Year Plan project due to increased scope. This is related to Council Goal 2.1 - Continue Development of the 50 Year Plan.

Analysis: The 50 Year Plan contract was executed on January 10, 2022, between ECONorthwest and the City of Scappoose with a total not to exceed amount of \$278,954. This 3 + year project includes a large variety of deliverables, including:

- Community visioning process resulting in a 50 Year Plan vision statement,
- Economic Opportunities Analysis (EOA),
- Housing Capacity Analysis (HCA),
- Extensive updates to the development code and comprehensive plan,
- UGB and Urban Reserves analysis,
- Ongoing project management meetings with consultants and staff,
- Ongoing stakeholder advisory committee meetings,
- Ongoing joint City Council and Planning Commission work sessions,
- Attendance at the last 3 Annual Town Meetings to discuss the project with the community,
- Production of a 50 Year Plan document to summarize the project, and
- Adoption support

The consultant team has worked diligently to stay within budget; however, there have been some areas of the project that required more hours than were budgeted for or that were not part of the original scope, but that are important to add in order to complete the project.

In terms of what items were not included in the original scope of work, the main item was that the County adoption process was not considered when developing the original scope of work; therefore, ECONorthwest did not include in their original scope of work the time to prepare for or attend meetings associated with the County's adoption of the UGB expansion and Urban Reserves. Staff have since been in communication with the County Planning Department and understand that they will require the following:

- 1 internal work session with County Planners, City Planners and DLCD (Department of Land Conservation and Development) representative
- 1 work session with the County Planning Commission
- 1 work session with the Board of Commissioners
- 1 County Planning Commission hearing, subject to the request for additional hearings
- 1 Board of Commissioners hearing, subject to the request for additional hearings

Since UGB expansions and establishment of Urban Reserves could be contentious, city staff would prefer to budget for two hearings with the County Planning Commission and two hearings with the Board of Commissioners up front, so that the money is accounted for in the upcoming budget. This would add 7 meetings for ECONorthwest to attend related to the County adoption process in order to answer technical questions related to the completed studies (EOA and HCA) or questions related to the UGB/Urban Reserves analysis.

The other item not initially included in the scope of work was the drafting of legally defensible findings related to the adoption of the Housing Capacity Analysis (HCA) and the Economic Opportunities Analysis (EOA). These are technical findings which are required to be written to show compliance with Oregon's Statewide Planning Goal 9 (Economic Development) in regard to the adoption of the EOA and Statewide Planning Goal 10 (Housing) in regard to the adoption of the HCA. The need for more extensive and robust findings increased as a result of an external advocacy group requesting these findings¹ and due to the fact that the City will be pursuing a UGB expansion as part of this project and these studies are the basis for establishing the land need for housing and employment uses.

Fiscal Impact: The total additional scope amount requested is \$50,000, which covers the following:

- Consultant attendance at 7 additional meetings: \$17,500
- HNA/EOA adoption findings: \$5,000
- Complete the UGB/UR analysis: \$7,000
- Project management/quarterly updates: \$4,500

¹ Fair Housing Council of Oregon

- Contingency \$16,000

This additional contract amount of \$50,000 has been included in the upcoming draft 2024 – 2025 fiscal year budget to ensure that it works with all other budgeted needs within the City.

Contingency of \$16,000 is requested in order to cover any additional analysis needed if for any reason changes to the UGB expansion or Urban Reserves areas is required once we enter the adoption process or for any other additional efforts that are needed to complete the project.

The addition of \$50,000 to the contracted amount would be on a time and materials not-to-exceed basis, so if the two additional County hearings are not needed or we do not need to use the contingency in order to complete the project, then that money would not be spent.

Recommendation: In order to complete this project as efficiently and timely as possible, staff recommends that the Council approve the \$50,000 contract amendment to support the adoption process and completion of the remaining work. This will fulfill Council Goal 2.1.

Suggested Motion: I move that Council approve the \$50,000 contract amendment for completion of the 50 Year Plan in support of Council Goal 2.1.

CITY OF SCAPPOOSE

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council work session 6pm Council meeting 7pm	7	8	9 Planning Commission 7pm	10	11 Farmers Market 9am – 2pm
12	13	14	15	16 Park & Rec 6pm	17	18 Farmers Market 9am – 2pm
19	20 Council work session 6pm Council meeting 7pm	21	22	23 EDC noon Planning Commission 7pm	24	25 Farmers Market 9am – 2pm
26	27 City Offices closed in observance of Memorial Day	28	29	30	31	