



CITY OF OREGON CITY

CITY COMMISSION REGULAR MEETING

AGENDA

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Wednesday, June 05, 2024 at 7:00 PM

REGULAR MEETING OF THE CITY COMMISSION

Ways to participate in this public meeting:

- *Attend in person, location listed above*
- *Register to provide electronic testimony (email recorderteam@orcity.org or call 503-496-1509 by 3:00 PM on the day of the meeting to register)*
- *Email recorderteam@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

1. CONVENE MEETING AND ROLL CALL

2. FLAG SALUTE

3. CEREMONIES AND PROCLAMATIONS

[3a.](#) Pride Month Proclamation

[3b.](#) Parks and Recreation Month Proclamation

4. CITIZEN COMMENTS

[Citizens](#) are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Commission.

5. PRESENTATIONS

[5a.](#) Youth Advisory Commission Update

[5b.](#) Transportation Advisory Committee Annual Report

[5c.](#) Clackamas Water Environmental Services Annual Report

6. ADOPTION OF THE AGENDA

7. CONSENT AGENDA

This section allows the City Commission to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may only be discussed if it is pulled from the consent agenda.

[7a.](#) Resolution No. 24-19, Temporarily Exempting Construction Activities from the Prohibition Against Unlawful Noises for the Pleasant Avenue Townhomes and Declaring an Emergency

[7b.](#) Resolution No. 24-13, Temporarily Exempting Construction Activities from the Prohibition Against Unlawful Noises for the 2024 Oregon City Roadway Reconstruction Project PMUF and Declaring an Emergency

[7c.](#) Management, Supervisory and Confidential Employee Salary Cost of Living Adjustment (COLA) FY 2024-25

[7d.](#) Amendment No. 4, Extending Professional Service Agreement with C & R Reforestation for an Additional Year for Landscape Maintenance Services (PS 22-006)

[7e.](#) Intergovernmental Agreement with Clackamas County for Traffic Control Maintenance and Transportation Engineering Services

[7f.](#) Minutes of the April 9, 2024 City Commission Work Session

[7g.](#) Minutes of the March 6, 2024 City Commission Meeting

[7h.](#) Minutes of the March 12, 2024 City Commission Work Session

8. PUBLIC HEARINGS

[8a.](#) Resolution No. 24-18, Supplemental Budget for the 2023-25 Biennium

9. GENERAL BUSINESS

[9a.](#) Antique Fire Truck Donation

[9b.](#) Oregon City 20-year Facility Master Plan

[9c.](#) Proposals to Develop a Destination Management Organization (“DMO”)

[9d.](#) Draft of a Joint Statement in Support of Our Shared River Assets and Opportunities

10. COMMUNICATIONS**City Manager**

[a.](#) LUBA Appeal Update- Mann Construction LLC, Zone Change

Commissioners

Mayor

11. ADJOURNMENT

ORDINANCE NOTICE

If an ordinance is noticed above in this agenda, the text of the ordinance is available online with the posted agenda packet. In addition, three copies are provided for public review in the Office of the City Recorder upon request.

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments. Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

PROCLAMATION

PRIDE MONTH

Whereas, all human beings are born free and equal in dignity and rights, and this nation was founded on the principle that every individual has infinite dignity and worth; and

Whereas, members of the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) community have fought bravely to live openly and authentically, and to celebrate who they are and who they love; and

Whereas, because of the acts of courage by the millions who came out and spoke out to demand justice, and by those who quietly toiled and pushed for progress, our country has made great strides in recognizing what those brave individuals long knew to be true in their hearts - that no person should be judged by anything but the content of their character; and

Whereas, the efforts and achievements of the LGBTQ+ community have allowed all to enjoy greater dignity, freedom, justice, and equality; and

Whereas, acknowledgement and education remain essential to help eliminate prejudice wherever it may exist; and

Whereas, the City of Oregon City is unequivocally committed to supporting visibility, dignity, and equality for LGBTQ+ people in our diverse community; and

Whereas, LGBTQ+ individuals have made immeasurable contributions to the cultural, civic, and economic successes of our country; and

Whereas, recognizing, celebrating, and standing with the LGBTQ+ community provides an opportunity for all Oregon City residents to strengthen alliances, build acceptance, advance equal rights, and create a better, more inclusive community.

Now, Therefore, I, Mayor Denyse C. McGriff, hereby proclaim:

June, 2024

as

Pride Month

And, call upon the people of Oregon City to join their fellow citizens across the United States in recognizing and participating in this special observance.

In Witness Whereof, I have hereunto set my hand this 5th day of June, 2024.

Denyse C. McGriff, Mayor

PROCLAMATION

PARKS AND RECREATION MONTH

- Whereas,** Parks and Recreation is an integral part of communities throughout this country, including Oregon City; and
- Whereas,** Parks and Recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and
- Whereas,** Parks and Recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and
- Whereas,** Parks and Recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools, and many other activities designed to promote active lifestyles; and
- Whereas,** Parks and Recreation is a leading provider of healthy meals, nutrition services, and education; and
- Whereas,** Parks and Recreation programming and education activities, such as out-of-school time programming, youth sports, and environmental education are critical to childhood development; and
- Whereas,** Parks and Recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and
- Whereas,** Parks and Recreation is fundamental to the environmental well-being of our community; and
- Whereas,** Parks and Recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and
- Whereas,** our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and
- Whereas,** the U.S. House of Representatives has designated July as Parks and Recreation Month; and
- Whereas,** Oregon City recognizes the benefits derived from Parks and Recreation resources.

Therefore, I, Denyse C. McGriff, Mayor of the City of Oregon City, hereby proclaim:

July 2024

as

Parks and Recreation Month

In Witness Whereof, I have hereunto set my hand this 5th day of June 2024.

Denyse C. McGriff, Mayor

May 22, 2024

Oregon City Commission

RE: Potential SDC Reductions for Historic Properties and Districts

Mayor and Commission Members,

It is my understanding that the Commission is considering a grant or some type of potential SDC reduction that would be applicable to historic properties and/or districts within the city. I strongly support any discussion involving the way in which SDC's are assessed and that might result in the decrease of these fees relative to historic buildings in the city.

As architects who have been based in Oregon City for over 30 years, we have been directly involved in numerous projects that have been significantly impacted by the assessment of extreme SDC fees. The negative effects of these SDC's on projects has included:

- Reduction of the scope of work
- Deferral of necessary building and site repairs and maintenance
- Downgrading of materials and systems
- Underutilization of properties
- Termination of the project
- Relocation to another jurisdiction

In some cases, the cost of the fees comes close to the cost of the proposed construction.

Based on the city's current structure for assessing fees, with credit only given to uses documented after the year 2000, there is essentially no incentive to redevelop and rehabilitate properties in our core historic districts. This encourages development in the outer boundaries of the city, as well as development outside of the city, rather than investment within established areas.

Oregon City's character, desirability and value is rooted in its history and historic infrastructure. It is what makes it unique from all other cities in the metropolitan area. It is what brought us to the city more than 30 years ago and continues to attract families today. Main Street, the 7th Street Corridor and the north Washington Street area are prime examples of what can be accomplished when the city encourages and assists businesses to invest in our core neighborhoods.

If the Commission wishes to continue the positive development trends that the city has seen in the last 10 years and avoid the potential decline and deterioration of our historic assets, it is critical to create policies that will ensure and prioritize building rehabilitation and renovation practices. I believe the reduction of SDC's for historic properties and districts will help to accomplish this.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jessica Iselin". The signature is fluid and cursive, with the first name "Jessica" written in a larger, more prominent script than the last name "Iselin".

Jessica Iselin
Iselin Architect, P.C.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: City Manager Tony Konkol

Agenda Date: 6-5-24

SUBJECT:

Youth Advisory Commission Update

EXECUTIVE SUMMARY:

The Youth Advisory Commission is wrapping up their second term. Chair Brianna Nizic will present an update of the group's accomplishments to the City Commission.

BACKGROUND:

The City Commission prioritized the creation of a Youth Advisory Commission to serve as a conduit between the City's younger residents and the Commission, and to help create future generations of involved community members.

The Youth Advisory Commission's second term is wrapping up. Chair Brianna Nizic will share what the Commissioners have learned, and their accomplishments during their tenure, including their Youth Clothing Drive.

RECOMMENDATION:

No action needed.

BUDGET IMPACT:

\$0

FY(s): 2023/2024 – 2024/2024

Funding Source(s): General Fund



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR
97045
503-657-0891

To: City Commission **Agenda Date:** 06/05/2023
From: Public Works Director John Lewis, PE

SUBJECT:

Annual report to the City Commission of Transportation Advisory Committee activities in calendar year 2023 and presentation of the 2024-2025 goals.

STAFF RECOMMENDATION:

Receive a presentation of the Transportation Advisory Committee activities from the previous year 2023 and the 2024-2025 goals.

EXECUTIVE SUMMARY:

In 2023, the Transportation Advisory Committee discussed a variety of topics, and received several informative presentations. During the year, the Committee listened to and acted on resident concerns throughout the City.

The Transportation Advisory Committee meets on the third Tuesday of the month in the City Hall Commission Chambers; the meetings begin at 6:00 pm.

BACKGROUND:

Ben Simmons was elected as Chair and Henry Mackenroth was elected as Vice Chair. Mayor McGriff swore in 3 new Transportation Advisory Committee Members, Christian Wadsworth, Julie Hernandez, and Raymond Rendleman.

The Transportation Advisory Committee Membership terms are as follows:

Member	Membership Term
Ben Simmons	April 2019 to December 2026
Bruce Fries	January 2022 to December 2024
Cedomir Jesic	January 2014 to December 2025
Christian Wadsworth	March 2023 to December 2025
Henry Mackenroth	December 2013 to December 2024
Julie Hernandez	March 2023 to December 2025

Petronella Donovan	May 2022 to December 2024
Raymond Rendleman	May 2023 to December 2025
Tim Morgan	January 2021 to December 2026

The Transportation Advisory Committee held 8 meetings in 2023.

- January 17
- February 21 (Canceled)
- March 21
- April 18
- May 16
- June 20
- July 18 (Summer Break)
- August 15 (Summer Break)
- September 19
- October 24
- November 21
- December 19 (Canceled)

Presentations

Throughout the year, the Transportation Advisory Committee received multiple presentations on a variety of topics including:

Holcomb Safe Routes to School

The Holcomb Safe Routes to School Grant for \$410,695.60 was approved at the City Commission meeting on January 12, 2023. The Transportation Advisory Committee provided a letter of support for the grant and Dayna Webb, City Engineer, continues to provide updates on the project.

McLoughlin Boulevard Enhancements: 10th Street to tumwata village

The City received a Metro Regional Flexible Fund Grant in 2020 for safe pedestrian and bicycle access along the river and to make a complete street for McLoughlin Boulevard from 10th Street to Railroad Avenue; the enhancements will add tourism, economic development, and culture to the City.

McLoughlin Corridor

The McLoughlin Corridor is a Special Transportation Area Designation that includes bicycles, pedestrians, and businesses. ODOT has adopted a blueprint for urban design. Public engagement and input were requested from the Committee members.

Speed Limits and Delegation Authority for Speed Zones, Crash Data and Traffic Studies

In 2021, Oregon City submitted a request to ODOT to change the speed limit on Hwy 213 at I-205 to Redland Road from 55mph to 50mph and at Glen Oak Road, from Hwy 213 to Beaver Creek Road from 35mph to 30mph. Updates were provided throughout the year.

Dayna Webb, City Engineer investigated the requirements for the City of Oregon City to be a delegated authority, how it would impact workload, costs and need for internal staff to assign the project. ODOT has requirements and criteria that could take years to meet before being approved. Oregon City will not pursue the application.

Presentations and discussion regarding this topic of speed limits and delegation authority for speed zones occurred throughout the year.

Speed Hump and Speed Cushions

Vance Walker, Assistant Public Works Director shared a new speed cushion policy. Prior to installing speed humps, Public Works will install temporary speed cushions for 3-6 months to see if speed humps will be a good solution. The installation requires minimal time and is low in cost.

Tolling Status Update

There were discussions with, and updates provided of the project status throughout the year.

Traffic Counts

Overview of frequency, streets, volume, and counts.

Updates

There were several updates throughout the year to keep the Transportation Advisory Committee members current on news and changes.

City events / construction projects: Email notifications were provided of when to expect road and traffic interruptions.

A new “no left turn” sign at Main Street and 7th Street.

I-205 Tolling Nexus Project List and C4 Joint Agency response letter.

Clackamas County Emergency Management Plan for Evacuation.

Tri-Met Survey to improve the bus service.

Updates on ODOT Speed Study on Glen Oak Road and Hwy 213 at Redland Road and Prairie Schooner.

Actions

Items that the Transportation Advisory Committee acted on and collaborated with Public Works.

9th Street and Washington Street Crosswalk – McLoughlin Neighborhood

A representative from the McLoughlin Neighborhood presented a concern around pedestrian safety at the 9th and Washington Street crosswalk. The Committee and Public Works reviewed and discussed options, and after setting up a covert radar box and reviewing the data results, installed a “no parking here to corner” sign and painted the curb yellow to prevent cars from parking. This will help increase visibility of pedestrians approaching the crosswalk.

Berta Drive and Gaffney Lane

Bruce Fries, a Transportation Advisory Committee member brought to the Committee concerns related to safety from speeding vehicles and limited sight distance. This is an area where there are school bus stops. The Transportation Advisory Committee and Public Works reviewed and determined to install “Bus Stop Ahead” signs and painted yellow curbs.

Barker Avenue Speed Cushions

Temporary speed cushions were installed on Barker Avenue to address the increase of traffic due to the South End Road project being completed by Clackamas County.

Distracted Driving Campaign

The Transportation Advisory Committee pursued a distracted driving campaign by sharing handouts such as a flyer, large garbage can stickers used in previous years, and handouts provided by Oregon Impact at the Neighborhood Association Meetings.

Hiram Street Stop Signs, Park Place Neighborhood

A Park Place resident attended a Transportation Advisory Committee meeting to request that stop signs be added to the neighborhood on Hiram Street, where Rock, Gain and Clear Streets all meet and lead to Front Street to slow down speeding vehicles. Public Works inspected the streets and although stop signs are not generally set along these side streets, Public Works decided to install stop signs to keep the neighborhoods consistent.

Linn Avenue and Pearl Street Crosswalk – Elyville Neighborhood

A resident from Elyville Neighborhood attended a meeting to request a crosswalk at Linn Avenue and Pearl Street. This is a busy intersection and has a school and Tri-Met bus stop. Public Works responded quickly, and a new crosswalk was added immediately.

Neighborhood Association Meetings

The Transportation Advisory Committee set a goal of attending one meeting of each neighborhood association meeting throughout the year. The Transportation Advisory Committee attended 6 out of the 7 active Associations. The Committee members provided informational handouts and online resources.

Neighborhood Traffic Fact Sheet

The Neighborhood Traffic Fact Sheet was reviewed and updated by the Transportation Advisory Committee and Public Works.

**CITY OF OREGON CITY
TRANSPORTATION ADVISORY COMMITTEE
2024 - 2025 GOALS**

2024-25 TAC Goals		City Commission 2023-25 Goals					
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Goal 7
Provide an annual review in January of the Oregon City Neighborhood Traffic Fact Sheet and engage the public in utilizing this document and information contained herein to facilitate traffic safety.			X	X			
Engagement with the community, and education: - Neighborhood associations (1x year, minimally) 20 is Plenty - Participation in National Night Out - Present to the OC Youth Advisory Commission - Group Citizen Academy - Chief Advisory Group			X				
Member participation as needed on Community Advisory Committee(s) with work related to Oregon City transportation, with an emphasis on Safe Routes to schools. - October National Walk/Bike to school event. - Grant for giveaway items.				X			
Remain involved in larger developments related to transportation by tracking projects and providing comments.	X	X	X		X		
The TAC Campaign focus areas were distracted driving, and drunk driving awareness. TAC will pass this on to the Youth Advisory Commission.					X		
Advise on, and provide support of, transportation grant opportunities. McLoughlin Enhancement Project	X		X		X		
Participation in the County Transportation System Plan (TSP).		X			X		
Establish a recommendation for Standard Capacity		X					
Openly listen to citizen requests regarding transportation concerns.	X						

City Commission 2023-25 Goals

GOAL 1: Create a collaborative environment to promote diversity, equity, and inclusion resulting in a safe, inclusive community and organization.

GOAL 2: Invest in Current and Future Capital Needs for Safe, Sustainable Infrastructure and City Services

GOAL 3: Increase engagement efforts to bring more residents into the policy-making process and ensure all neighborhood associations are active with the Citizen Involvement Committee

GOAL 4: Enact homelessness plan and increase public knowledge of the plan and resources available for the homeless while reducing the visual and safety impacts of homelessness in the community

GOAL 5: Create and promote a tourism infrastructure that doesn't negatively impact neighborhoods and supports economic development to promote a healthy, sustainable local economy.

GOAL 6: Anticipate state mandates and tailor local policies to best fit the needs of the community while balancing public infrastructure investment for current and future residents.

Goal 7: Protect and preserve our environment and natural resources for a healthy, sustainable community.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: City Manager Tony Konkol

Agenda Date: 06/05/2024

SUBJECT:

Clackamas Water Environmental Services Annual Report

STAFF RECOMMENDATION:

No action is requested.

EXECUTIVE SUMMARY:

Mr. Greg Geist, Director of Clackamas Water Environmental Services, will be providing a presentation updating the City Commission on the accomplishments from 2023 and the upcoming projects and investments that are being made in Oregon City and throughout the region. Clackamas Water Environmental Services produces clean water, protects water quality, and recovers renewable resources. This is accomplished by providing wastewater services, stormwater management, and environmental education.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Public Works Director John M. Lewis, PE

Agenda Date: 06/05/2024

SUBJECT:

Resolution No. 24-19, Temporarily Exempting Construction Activities from the Prohibition Against Unlawful Noises for the Pleasant Avenue Townhomes and Declaring an Emergency

STAFF RECOMMENDATION:

Commission approves Resolution No. 24-19, Temporarily Exempting the Construction Activities in Pleasant Avenue Right-of-Way and Travel Lanes Associated with the Pleasant Avenue Townhomes Development from the Prohibition Against Unlawful Noises and Declaring an Emergency.

EXECUTIVE SUMMARY:

The Pleasant Avenue Townhomes project, located behind a single-family house at 770 Pleasant Avenue, is requesting a noise exemption to install new water lines, for a new fire hydrant and water service to support the new development. To accomplish this, water must be shut off to the surrounding homes and businesses that will negatively impact these businesses as water use is vital to their economic and mobility interests.

Oregon City Municipal Code (OCMC) per 9.12.023(E) prohibits, "The construction, demolition, alteration or repair of any building or the excavation of any streets and highways in a residentially zoned neighborhood that occurs: between the hours of 6:00 PM and 7:00 AM, Monday through Friday; and between 6:00 PM and 9:00 AM on Saturday and Sunday." The Public Works Department reviewed and approved the design plans for this construction and request a temporary noise exemption be granted to permit this construction to occur during night hours.

BACKGROUND:

The Pleasant Avenue Townhome Development involves adding water lines for a new fire hydrant and new water service to support 10 new townhomes. The existing water main is cast-iron and must be cut to install the new water lines. To accomplish this, the water main must be shut off, which will negatively impact the nearby businesses.

The right-of-way permit detailing the specifics of the work will be written to minimize the impacts of the night work by requiring all surface preparation be done during the day, limiting the earthwork to minimize the use of heavy equipment at night, and dictating that the shut-off be scheduled after regular business hours but early enough to avoid working late into the night. If work proceeds as anticipated the shut-down should be limited to 4 hours.

To account for schedule delays or unforeseen circumstances this request is to grant approximately one week (June 6 – 14, 2024) to perform construction during the night hours of 6:00 PM to 9:00 AM, Monday through Friday night. Work will take place on Pleasant Avenue, in front of 770 Pleasant Ave. The increased noise and disruption, to regular traffic patterns from the construction activities, will indirectly impact residentially zoned areas near 770 Pleasant Ave.

As a part of the project notification, the contractor will provide written notification to properties within 300 feet. Public outreach will include the appropriate contact information for voicing concerns about noise levels, or impacts to property, during this construction, such as utility disruptions, impacts to driveways, etc.

Per OCMC 2.52.020, “emergencies” include “utility or transportation emergencies.” OCMC 2.52.040 (L) authorizes the City, in cases of emergency, to “order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency.”

OPTIONS:

1. Approve Resolution No. 24-19, as requested.
2. Approve Resolution No. 24-19, with specific modifications.
3. Deny Resolution No. 24-19. If the Commission chooses to deny the Resolution, staff requests direction on how to proceed.

RESOLUTION NO. 24-19**A RESOLUTION DECLARING AN EMERGENCY AND TEMPORARILY EXEMPTING THE CONSTRUCTION ACTIVITIES IN PLEASANT AVENUE RIGHT-OF-WAY AND TRAVEL LANES ASSOCIATED WITH THE PLEASANT AVENUE TOWNHOMES DEVELOPMENT FROM THE PROHIBITION AGAINST UNLAWFUL NOISES**

WHEREAS, Oregon City Municipal Code (OCMC) 2.52.020 defines “emergencies” to include “utility or transportation emergencies”; and

WHEREAS, OCMC 2.52.040(L) authorizes the City, in cases of emergency to “order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency”; and

WHEREAS, the City would be acting in the best public interest by facilitating the completion of the water line serving the Pleasant Avenue Townhomes Development (“Project”) and within the Pleasant Avenue travel lanes; and

WHEREAS, transportation in the vicinity of the Project is vital to the community, and completing the needed work at night is vital to the economic and mobility interests of the City; and

WHEREAS, OCMC 9.12.023(E) declares the construction, demolition, alteration or repair of any building or the excavation of any streets and highways in a residentially zoned neighborhood between the hours of 6:00 PM and 7:00 AM, Monday through Friday; and between 6:00 PM and 9:00 AM on Saturday and Sunday to be a violation.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. The City Commission declares an emergency, limited to the water utility construction within the Pleasant Avenue travel lanes associated with the Pleasant Avenue Townhomes Development (“Project”) as shown in the map attached as **Exhibit A** to this resolution. Consistent with OCMC 2.52.070 and, by this resolution, the Commission declares an emergency from June 6, 2024, to June 14, 2024 from 6:00 PM to 7:00 AM.

Section 2. Based on the emergency identified above, the City Commission grants the construction activities in Pleasant Avenue rights-of-way exemption from Section 9.12.020 of the Oregon City Municipal Code for construction activities associated with constructing the water line in the Project area and affecting the Pleasant Avenue traffic, during the period identified above in Section 1 of this resolution.

Section 3. This resolution shall take effect immediately upon its adoption by the City Commission.

Section 4. The City Commission hereby directs the City Manager and City staff to undertake all appropriate and practical measures to lessen the impacts of night-time work on City residents and businesses as authorized by this resolution.

Section 5. The City Commission adopts these procedures to prevent, minimize, respond to or recover from the emergency consistent with OCMC 2.52.040.

Approved and adopted at a regular meeting of the City Commission held on the 5th day of June 2024.

Item 7a.

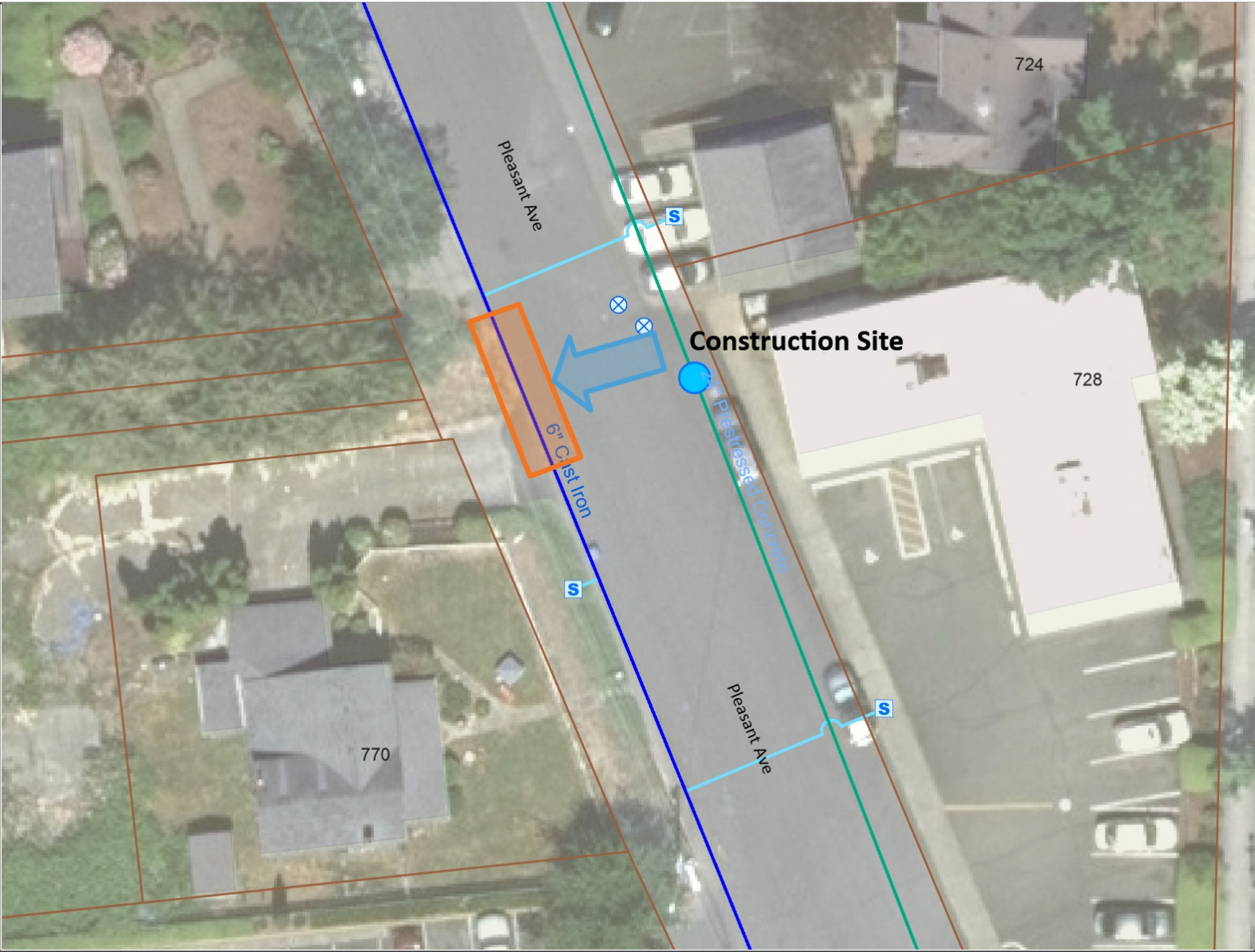
Denyse C. McGriff, Mayor

Attested to this 5th Day of June, 2024

Approved as to legal sufficiency:

Jakob Wiley, City Recorder

City Attorney



Legend

Street Names

Taxlots

Unimproved ROW

Water Hydrants

OC

CRWD

Private

(Other owner)

Water Service Meters

OC (linked to UB account)

OC (not linked to UB account)

CRW

Private

Water Master Meters

OC

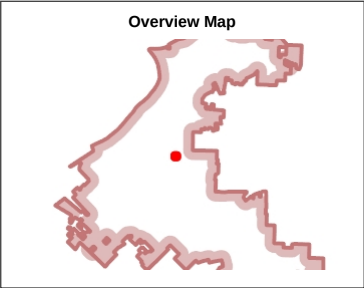
(Other owner)

Water Irrigation Meters

OC

CRWD

Notes



The City of Oregon City makes no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. This map is not suitable for legal, engineering, surveying or navigation purposes. Notification of any errors is appreciated.



1:360
Pleasant Avenue Townhomes

City of Oregon City
PO Box 3040
625 Center St
Oregon City
OR 97045
(503) 657-0891



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Public Works Director John M. Lewis, PE

Agenda Date: 06/05/2024

SUBJECT:

Resolution No. 24-13, Temporarily Exempting Construction Activities from the Prohibition Against Unlawful Noises for the 2024 Oregon City Roadway Reconstruction Project PMUF and Declaring an Emergency

STAFF RECOMMENDATION:

Commission Approves Resolution No. 24-13, Temporarily Exempting the Construction Activities in 10th Street Associated with the 2024 Oregon City Roadway Reconstruction Project PMUF (CI 24-007) from the Prohibition Against Unlawful Noises.

EXECUTIVE SUMMARY:

The City is under contract with S-2 Contractors, Inc. for the 2024 Oregon City Roadway Pavement Project (CI 23-007). This project requires repaving road surfaces and will impact two-way traffic on 10th Street, between McLoughlin Boulevard and Main Street, a high-traffic area.

Oregon City Municipal Code (OCMC) 9.12.023(E) prohibits, "The construction, demolition, alteration or repair of any building or the excavation of any streets and highways in a residentially zoned neighborhood that occurs: between the hours of 6:00 PM and 7:00 AM, Monday through Friday; and between 6:00 PM and 9:00 AM on Saturday and Sunday." Due to the high traffic counts on 10th Street, during daytime hours, staff feel it is appropriate to require night work.

BACKGROUND:

On May 1, 2024, City Commission approved a contract with S-2 Contractors, Inc. for the 2024 Oregon City Roadway Pavement Project (CI 23-007). This project will repave roadways on 10th Street, between McLoughlin Boulevard and Main Street, a high traffic counts area.

To avoid disruption to traffic flow, during daytime hours and allow for successful completion of this project, staff request that night construction be temporarily permitted. This construction work is anticipated to occur between 8:00 PM to 5:00 AM, between

July 7, 2024, and July 18, 2024; with work on 10th Street (between McLoughlin Boulevard and Main Street) occurring at various times within this timeframe. The increased noise and disruption, to regular traffic patterns from the construction activities, will indirectly impact residentially zoned areas north and east of 10th Street.

City staff is providing special outreach to property and business owners (within the area) via mailed letters, social media postings and website updates. In addition, staff have already discussed this project with the owners of the two largest businesses at this intersection. These owners voiced preferences for this work to be completed at night due to the amount of traffic in this area. This preference is consistent with Public Works opinion that nightwork is preferable to avoid disruption to traffic flow.

Per Oregon City Municipal Code (OCMC) 2.52.020, “emergencies” include “utility or transportation emergencies.” OCMC 2.52.040 (L) authorizes the City, in cases of emergency, to “order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency.”

OPTIONS:

1. Approve Resolution No. 24-13, as requested.
2. Approve Resolution No. 24-13, with specific modifications.
3. Deny Resolution No. 24-13. If the Commission chooses to deny the Resolution, staff requests direction on how to proceed.

RESOLUTION NO. 24-13

**A RESOLUTION DECLARING AN EMERGENCY AND TEMPORARILY EXEMPTING THE
CONSTRUCTION ACTIVITIES IN 10th STREET ASSOCIATED WITH THE 2024 OREGON CITY
ROADWAY RECONSTRUCTION PROJECT PMUF (CI 23-007) FROM THE PROHIBITION AGAINST
UNLAWFUL NOISES**

WHEREAS, Oregon City Municipal Code (OCMC) 2.52.020 defines “emergencies” to include “utility or transportation emergencies”; and

WHEREAS, OCMC 2.52.040(L) authorizes the City, in cases of emergency, to “order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency”; and

WHEREAS, the City would be acting in the best public interest by facilitating the completion of paving work within the 10th Street travel lanes (between 99E and Main Street) required of the Roadway Reconstruction Project (“Project”); and

WHEREAS, transportation in the vicinity of the Projects is vital to the community, and completing the needed work at night is vital to the economic and mobility interests of the City; and

WHEREAS, OCMC 9.12.023(E) declares the construction, demolition, alteration, or repair of any building or the excavation of any streets and highways in a residentially-zoned neighborhood between the hours of 6:00 PM and 7:00 AM, Monday through Friday; and between 6:00 PM and 9:00 AM on Saturday and Sunday, to be a violation.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. The City Commission declares an emergency, limited to paving activities within 10th Street associated with the Roadway Reconstruction Project (“Project”) as shown in the **Exhibit A** – Site Map attached to this resolution. Consistent with OCMC 2.52.070 and by this resolution, the Commission declares an emergency from July 7, 2024, at 9:00 PM to July 18, 2024, at 7:00 AM.

Section 2. Based on the emergency identified above, the City Commission grants the construction activities in the 10th Street rights-of way exemption from Section 9.12.020 of the Oregon City Municipal Code for paving activities in 10th Street, during the period identified above in Section 1 of this resolution.

Section 3. This resolution shall take effect immediately upon its adoption by the City Commission.

Section 4. The City Commission hereby directs the City Manager and City staff to undertake all appropriate and practical measures to lessen the impacts of night-time work on City residents and businesses as authorized by this resolution.

Section 5. The City Commission adopts these procedures to prevent, minimize, respond to, or recover from emergencies consistent with OCMC 2.52.040.

Approved and adopted at a regular meeting of the City Commission held on the 5th day of June, 2024.

Item 7b.

Denyse C. McGriff, Mayor

Attested to this 5th Day of June, 2024

Approved as to legal sufficiency:

Jakob Wiley, City Recorder

City Attorney

Item 7b.

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CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Human Resources Director, Patrick Foiles

Agenda Date: 6/5/2024

SUBJECT:

Management, Supervisory and Confidential Employee Salary Cost of Living Adjustment (COLA) FY 2024-25

STAFF RECOMMENDATION:

Staff recommends the City Commission approve a three and one-half percent (3.5%) COLA increase to salary ranges for the City's thirty-eight (38) budgeted Management, Supervisory and Confidential positions for fiscal year July 1, 2024 to June 30, 2025.

EXECUTIVE SUMMARY:

Represented employees receive a COLA based increase to salary as a function of their negotiated and Commission approved collective bargaining agreements. Management and non-represented employees require separate Commission notice and approval of salary range adjustments. The recommended COLA adjustment is three and one-half percent (3.5%). The total financial impact of a 3.5% COLA for the Management employee group for fiscal year 2024-25 is approximately \$161,000 (\$278,000 with roll-ups) and is supported by the City's approved budget.

BACKGROUND:

Represented employees receive a COLA based increase to salary as a function of their negotiated and Commission approved collective bargaining agreements. Management and non-represented employees require separate Commission notice and approval of salary range adjustments.

The City Commission ratified the OCPEA and AFSCME bargaining agreements in early 2023, of which include a three percent (3.0%) COLA for OCPEA and a three percent (3.0%) COLA plus an additional 1% of deferred compensation contributions for AFSCME, FY 2024-25. A three and one-half percent (3.5%) Management COLA will prevent additional compression between represented and management employee salaries and is supported by the City's approved budget.

FY	AFSCME	OCPEA	Management
7/1/2022	4.50%	4.0%	4.5%
7/1/2023	3.0% + 1.0%	4.0% + 1.0%	3.0%
7/1/2024	3.0% + 1.0%	3.0%	3.5%

CPI-W West, Size Class B/C (Consumer Price Index for All Urban Consumers), which reflects the buying habits of urban wage earners and clerical workers and is based on cities with populations of less than 2,500,000 in 13 Western states, increased three and six-tenths percent (3.6%) for the calendar year of December 2022 to December 2023. The rate was released in April 2024. The annual average for the same index in 2023 was 4.3%. The CPI has been used in the past to guide and provide context to determine an appropriate adjustment to salaries.

OPTIONS:

1. Approve the three and one-half percent (3.5%) COLA increase to salary ranges for Management, Supervisory and Confidential positions for FY 2024-25.
2. Discuss and change the percentage of the COLA increase for Management, Supervisory and Confidential positions for FY 2024-25.
3. Deny the three and one-half percent (3.5%) COLA increase to salary ranges for Management, Supervisory and Confidential positions for FY 2024-25.

BUDGET IMPACT:

Amount: Approx. \$278,000

FY(s): 2024-25

Funding Source(s): Multiple funds throughout the budget. The BY 2023-25 budget sufficiently includes this action.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission **Agenda Date:** 06/05/2024
From: Director of Public Works – John M. Lewis, P.E.

SUBJECT:

Amendment No. 4, extending Professional Service Agreement (PS 22-006) one (1) additional year for landscape maintenance services with C & R Reforestation.

STAFF RECOMMENDATION:

Authorize the City Manager to execute Amendment No. 4 to the Personal Services Agreement (PS 22-006) with C & R Reforestation in the amount of \$437,102.39.

EXECUTIVE SUMMARY:

Amendment No. 4 will extend the City's existing landscape contract one (1) additional term.

BACKGROUND:

The Public Works Stormwater Division is responsible for a variety of ongoing landscape maintenance including approximately 125 sites and 36 acres of stormwater ponds, roadside planters, swales, ditches, City-owned tracts, and abutting rights-of-way.

Historically, these landscaping needs were maintained using outside contractors, community service crews, and in-house crews.

The original contract states an option to renew for an additional three (3), one (1) year terms at the Consumer Price Index (CPI-U) rate unless sooner terminated pursuant to provisions of agreement. Staff and C & R Reforestation would like to exercise the renewal option of this Personal Services Agreement (PS 22-006), extending the agreement for one (1) additional year. This is the first of three (3) to exercise the option to renew.

Amendment No. 4, for the total of \$437,102.39 includes the following:

- A 3.45% Consumer Price Index (CPI-U) increase was applied to the original contracted one-year amount, Amendment No. 1, and Amendment No. 2, increasing the total annual contracted amount by \$14,096.39.

- Plus, four (4) sites were newly added to the landscape services in the amount of \$14,415.00.

Previously approved Amendments included the following:

- Amendment No. 1, added maintenance care along several locations of Meyers Road from Highway 213 to Highschool Lane for the remaining 20 months of the contract. This amendment was within the signing authority of the Public Works Director, and was approved administratively.
- Amendment No. 2, added maintenance care at the following sites for: Parker Knoll Swale along Reddaway Avenue and Leland Road, and Hillock Heights Pond and roadside planters, along Hillock Lane and Hunter Avenue to Holcomb Road. This amendment was within the signing authority of the Public Works Director and was approved administratively.
- Amendment No. 3, to cover one month of services until the new one-year agreement, Amendment No. 4, is fully executed. The service includes maintenance at the originally contracted sites, Amendment No. 1, Amendment No. 2, and four new sites at the Stormwater quality facility locations: Clairmont Drive, Juniper Meadows and Dotson Farms, and the Stormwater planters at Laurel Ridge roadside. This amendment was within the signing authority of the City Manager and was approved administratively.

Contract	Date Range	Duration of Contract	Sites	Total
Original Contract	4/20/2022 - 4/20/2024	24 months	117 sites	\$ 783,222.00
Amendment 1	4/20/2022 - 4/20/2024	20 months	Meyers Road	\$ 19,000.00
Amendment 2	8/1/2023 - 4/20/2024	8 months	Hillock Heights Road & Parker Knoll and planters	\$ 4,185.00
Amendment 3	5/1/2024 - 5/31/2024	1 months	All sites listed above Clairmont Drive Dotson Farms Pond Juniper Meadows Roadside Planter Laurel Ridge Stormwater Planter	\$ 36,425.20
Amendment 4	6/1/2024 - 5/31/2025	12 months	1 year of service for all sites listed above, adjusted for CPI-U	\$ 437,102.39
Total Contracted Amount				\$ 1,279,934.59

The total Contract Amount shall not exceed \$1,279,934.59.

OPTIONS:

1. Authorize the City Manager to execute the amendment as proposed.
2. Authorize the City Manager to execute the amendment with specific modifications.
3. Deny the amendment. If the Commission chooses to deny the amendment, staff requests direction on how to proceed.

BUDGET IMPACT:

Amount: \$437,102.39
Fiscal Year(s): 23/24 & 24/25
Funding Source(s): Stormwater Fund

CITY OF OREGON CITY
Amendment No. 4 to Personal Services Agreement

LANDSCAPE SERVICES – STORMWATER DIVISION (PS 22-006)

This is an Amendment to the Personal Services Agreement by and between the City of Oregon City (hereinafter City), and **C & R REFORESTATION** hereinafter called "PS Contractor," which was previously entered into on **April 20, 2022** ("Contract") for **LANDSCAPE SERVICES – STORMWATER DIVISION** and Whereas, the parties wish to amend the Contract as set forth below:

WITNESSETH:

1. The **Scope of Work** is hereby amended as follows:

The Scope of Work includes landscape maintenance of the original contracted sites (117 sites), Amendment No. 1: Meyers Road, Amendment No. 2: Parker Knoll Swale, Leland Road, Hillock Heights Pond and roadside planters along Hillock Lane and Hunter Avenue to Holcomb Road, and new maintenance care at the Stormwater quality facility locations: Clairmont Drive, Juniper Meadows and Dotson Farms, and Stormwater planters at Laurel Ridge roadside.

2. The **Duration of Contract** is hereby amended as follows:

The duration of the contract is amended for one (1) additional year, per the original contract option to renew for an additional three (3) one (1) year terms. This is the first, one (1) year of three (3), that the option is being exercised.

3. The **Payment Provisions** are hereby amended as follows:

The payment provision includes a 3.45% increase applied for the Consumer Price Index for all site costs previously approved.

Amendment No.4 is a total of \$437,102.39 (\$36,425.20 a month) to cover a full year of landscape services. The total contract price including the original contract and amendments 1-4 shall not exceed \$1,279,934.59.

All other provisions of the Personal Services Agreement referenced above shall remain in full force and effect.

CITY OF OREGON CITY

C & R REFORESTATION

By: _____

By: _____

Name: John Lewis, P.E.

Name: _____

Title: Public Works Director

Title: _____

Dated: _____, 2024.

Dated: _____, 2024.

By: _____

Name: Anthony J. Konkol III

Title: City Manager

Dated: _____, 2024.

APPROVED AS TO LEGAL SUFFICIENCY:

ORIGINAL CITY COMMISSION APPROVAL
(IF APPLICABLE):

By: _____
City Attorney

Date: April 20, 2022

C & R Reforestation

Reforestation & Wildfire Suppression

Farm & Forest License #35788

CCB #138794

April 10, 2024

City of Oregon City
Attn: Eric Hand
13895 Fir Street
Oregon City, OR 97045

Re: Quote for Clairmount Dr. SWQF's (2 sites)

Dear Eric,

Here is our quote for the above work:

Quote for yearly maintenance
Monthly cost

\$6000/year
\$500.00/month

Robin





C & R Reforestation

Reforestation & Wildfire Suppression

Farm & Forest License #35788

CCB #138794

New Quote - Amendment #3

April 10, 2024

City of Oregon City
Attn: Eric Hand
13895 Fir Street
Oregon City, OR 97045

Re: Quote for Dotson Farms Pond and Seven (7) Roadside Planters

Dear Eric,

Here is our quote for the above work:

Quote for yearly maintenance
Monthly cost

\$5,100.00/year
\$425.00/month

Robin





C & R Reforestation

Reforestation & Wildfire Suppression

Farm & Forest License #30824

CCB # 30824

New Quote - Amendment #3

April 10, 2024

Oregon City Public Works

Attn: Eric Hand

625 Center Street

Oregon City, OR 97045

RE: Quote for Juniper Meadows Roadside planter and DP

Dear Eric,

Here is my quote for the above project:

Yearly quote	\$2,295.00
Per month	\$191.25

Robin





C & R Reforestation

Reforestation & Wildfire Suppression

Farm & Forest License #35788

CCB #138794

New Quote - Amendment #3

April 18, 2024

City of Oregon City
Attn: Eric Hand
13895 Fir Street
Oregon City, OR 97045

Re: Quote for Laurel Ridge Stormwater Planters

Dear Eric,

Here is our quote for the above work:

Quote for yearly maintenance
Monthly cost

\$1020.00/year
\$85.00/month

Robin



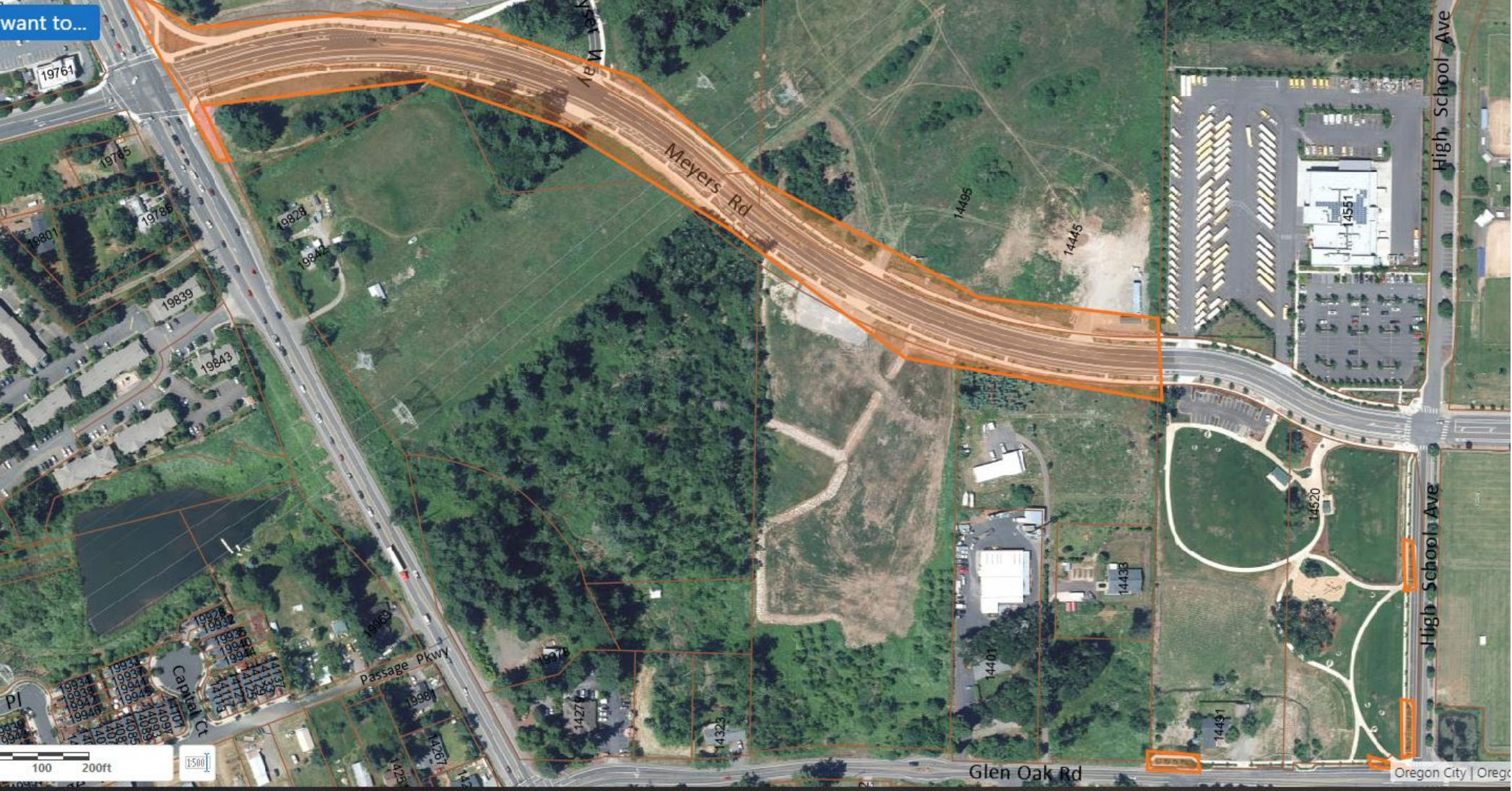














Hillock Heights

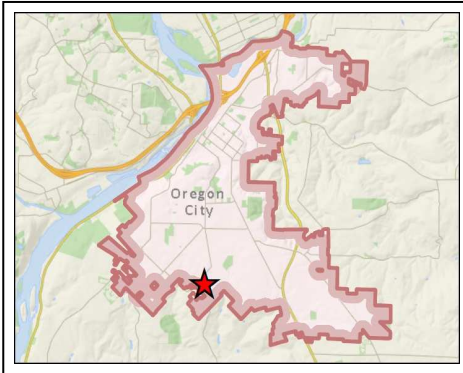


Stormwater Division - Pond Sites

RFP ID: Stm-1

Site Name: Leland Run Detention Pond

Location Map



Site Information

Site ID: Stm-1-3004

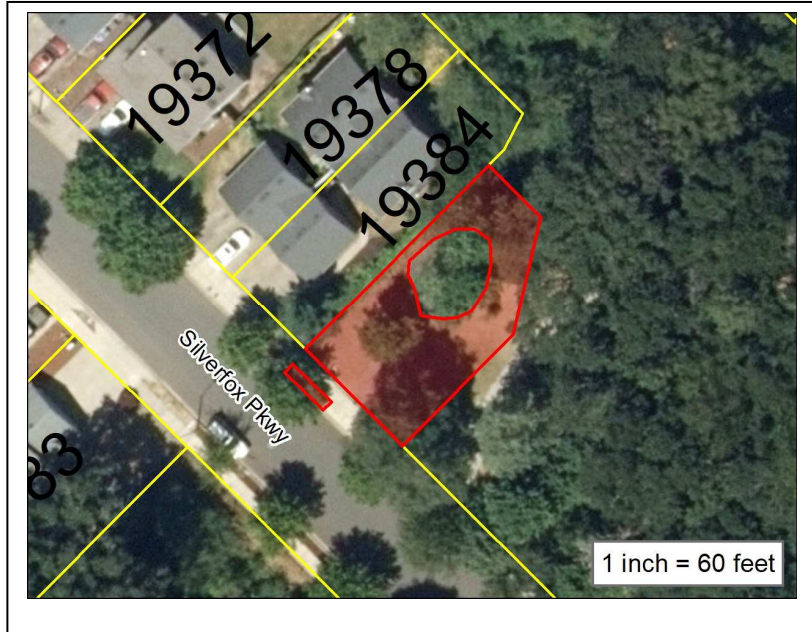
Site Address:

Next To 19384 Silverfox Pkwy

Category: Pond

Site Area Sq Ft: 2,916

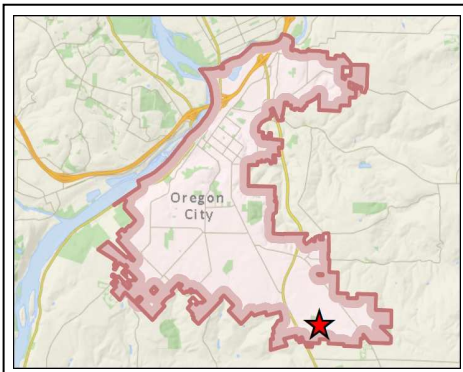
Site Detail Map



RFP ID: Stm-2

Site Name: High School Detention Pond (South)

Location Map



Site Information

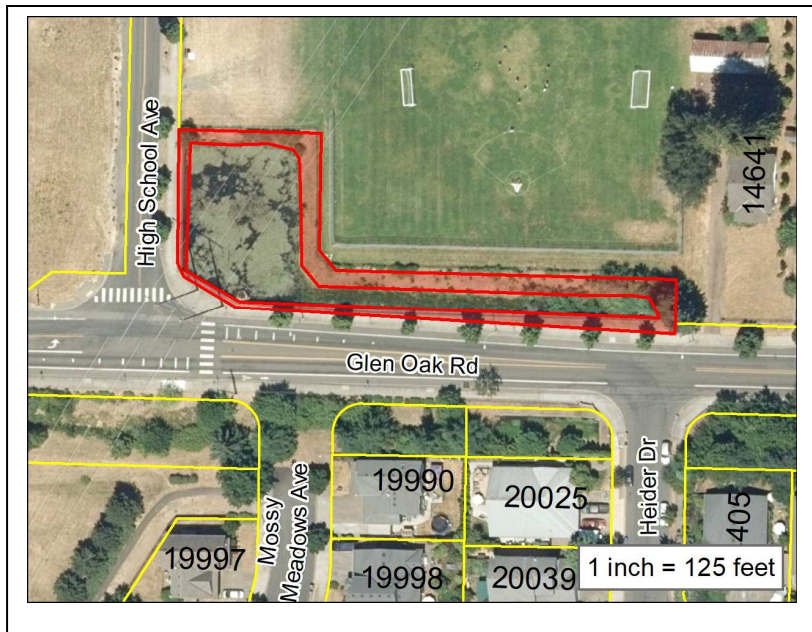
Site ID: Stm-2-3006

Site Address: Corner Of High School Ave. & Glenn Oak Rd.

Category: Pond

Site Area Sq Ft: 8,165

Site Detail Map

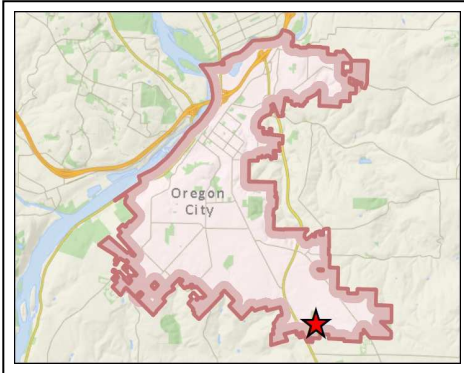


Stormwater Division - Pond Sites continued

RFP ID: Stm-3

Site Name: Glen Oak Meadows Detention Pond

Location Map



Site Information

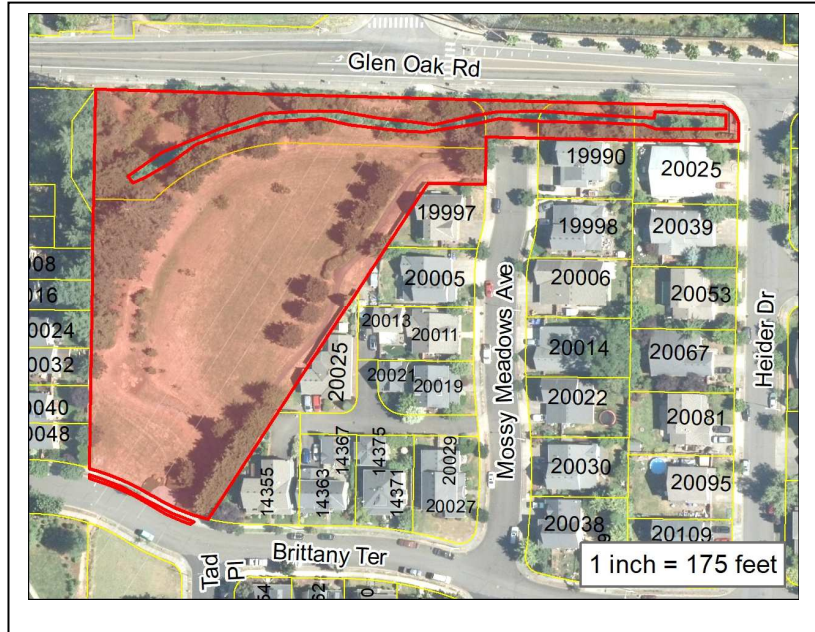
Site ID: Stm-3-3007

Site Address: Between Quiet Oak & Mossy Meadows Off Brittany Terr.

Category: Pond

Site Area Sq Ft: 101,442

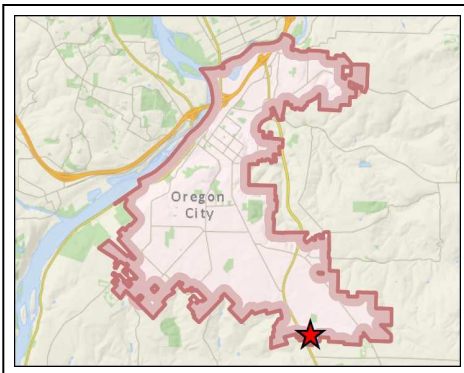
Site Detail Map



RFP ID: Stm-4

Site Name: Meadowood Detention Pond (North)

Location Map



Site Information

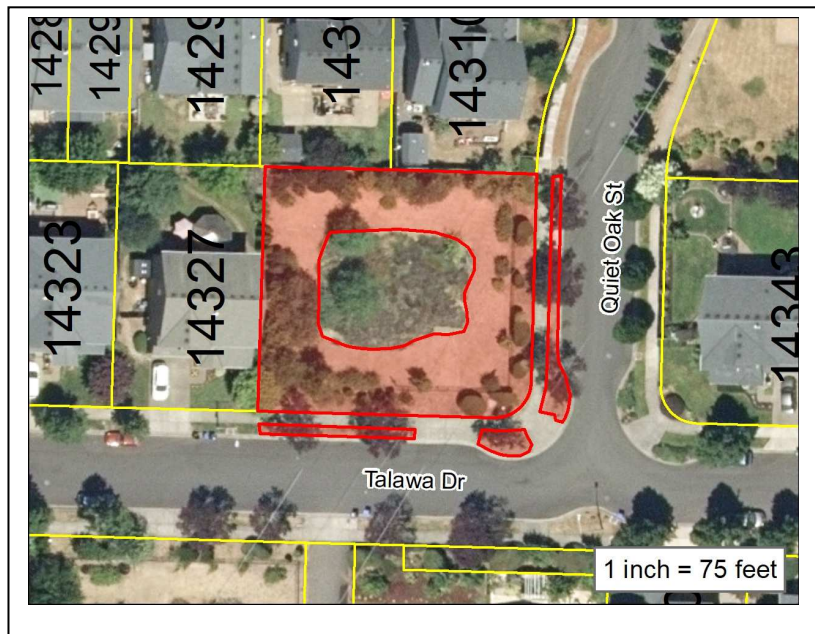
Site ID: Stm-4-3089

Site Address: Corner Of Talawa Dr. & Quiet Oak

Category: Pond

Site Area Sq Ft: 9,305

Site Detail Map

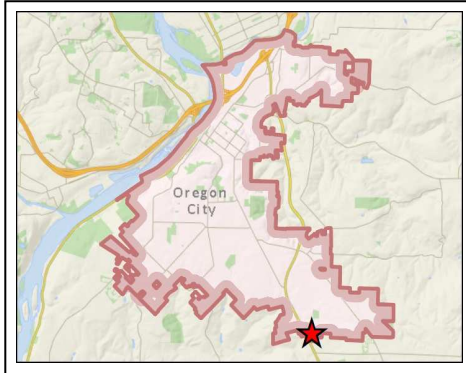


Stormwater Division - Pond Sites continued

RFP ID: Stm-5

Site Name: Meadowood Detention Pond (South)

Location Map



Site Information

Site ID: Stm-5-3008

Site Address:

Next To 14320 Talawa Dr.

Category: Pond

Site Area Sq Ft: 12,058

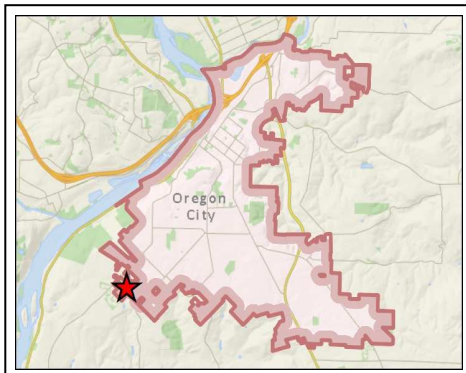
Site Detail Map



RFP ID: Stm-6

Site Name: Chestnut Circle Detention Pond

Location Map



Site Information

Site ID: Stm-6-3009

Site Address:

Across From 11354 Legato Dr.

Category: Pond

Site Area Sq Ft: 11,388

Site Detail Map

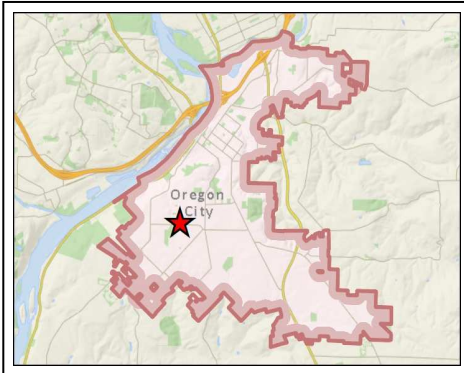


Stormwater Division - Pond Sites continued

RFP ID: Stm-7

Site Name: Sophia Gardens Detention Pond

Location Map



Site Information

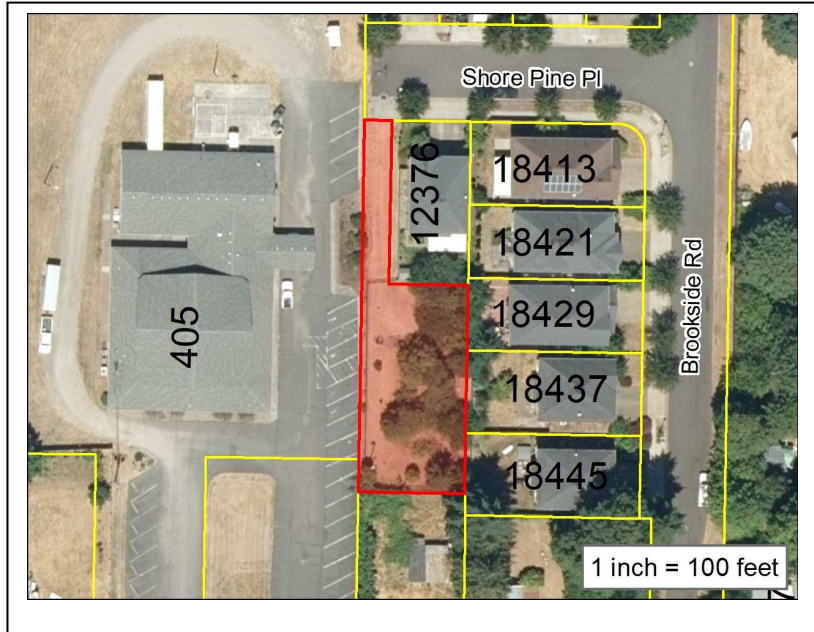
Site ID: Stm-7-3014

Site Address: In Front Of Church
Next To 419 Warner Parrot Rd.

Category: Pond

Site Area Sq Ft: 7,947

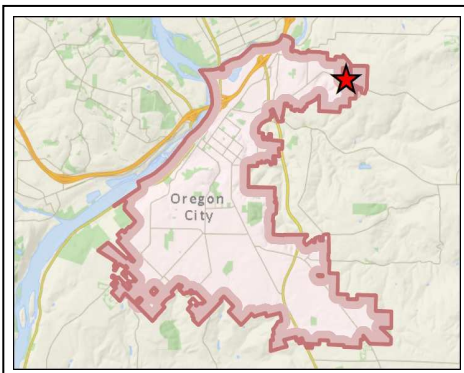
Site Detail Map



RFP ID: Stm-8

Site Name: Barlow Crest Detention Pond

Location Map



Site Information

Site ID: Stm-8-3016

Site Address:
At The End Of Josi Court

Category: Pond

Site Area Sq Ft: 20,423

Site Detail Map

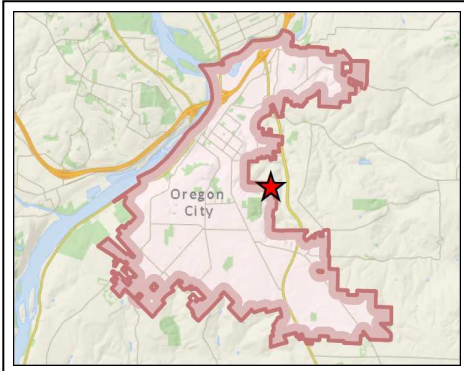


Stormwater Division - Pond Sites continued

RFP ID: Stm-9

Site Name: Newell Ridge Detention Pond

Location Map



Site Information

Site ID: Stm-9-3018

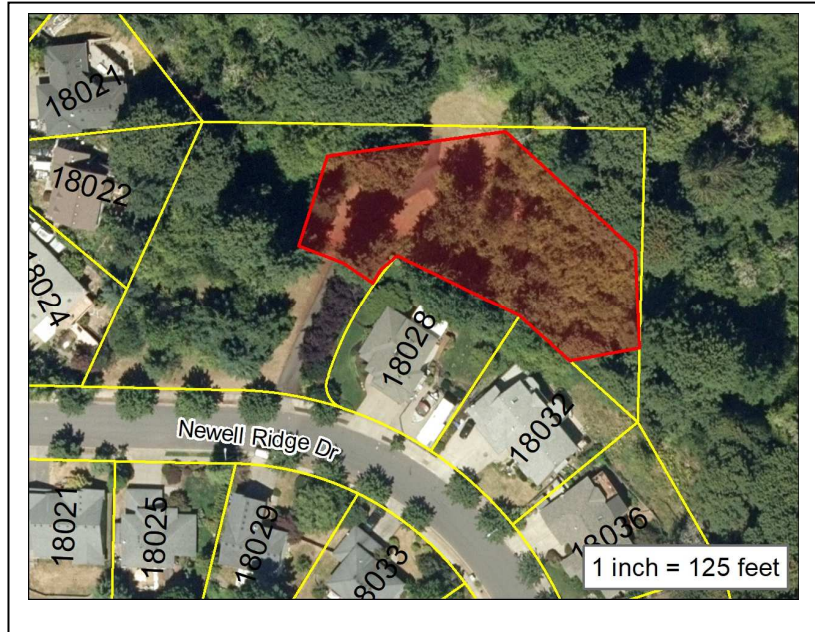
Site Address:

Behind 18028 Newell Ridge Dr.

Category: Pond

Site Area Sq Ft: 20,975

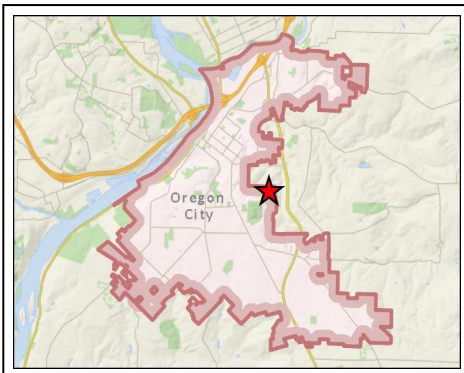
Site Detail Map



RFP ID: Stm-10

Site Name: Barclay Hills Detention Pond

Location Map



Site Information

Site ID: Stm-10-3019

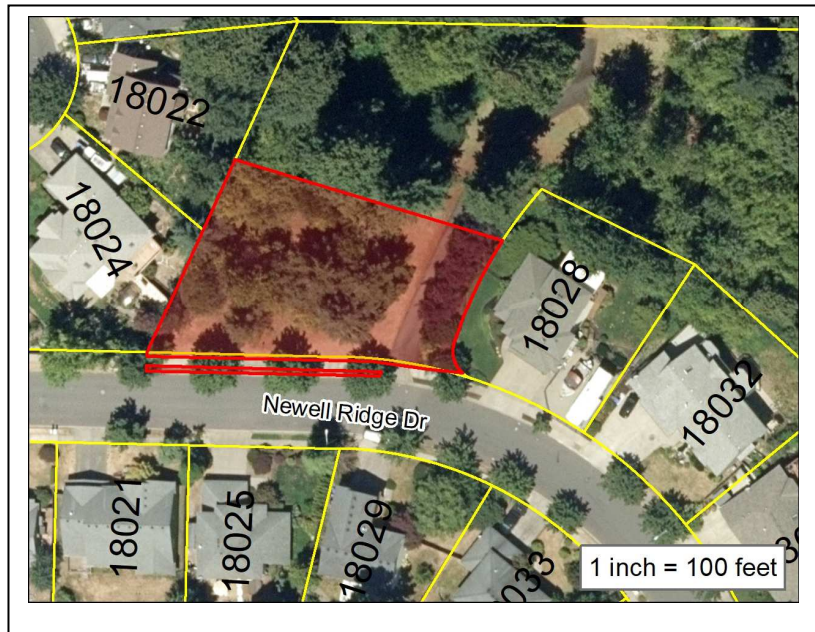
Site Address: Across From 18025

Newell Ridge Drive

Category: Pond

Site Area Sq Ft: 14,869

Site Detail Map

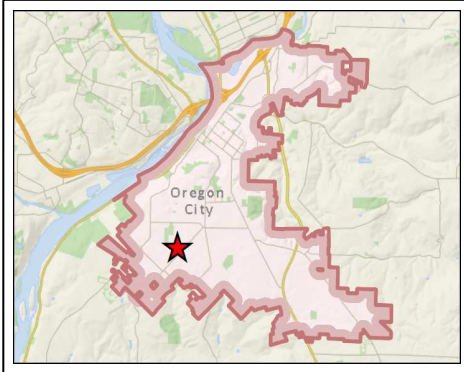


Stormwater Division - Pond Sites continued

RFP ID: Stm-11

Site Name: Duck Run Detention Pond

Location Map



Site Information

Site ID: Stm-11-3021

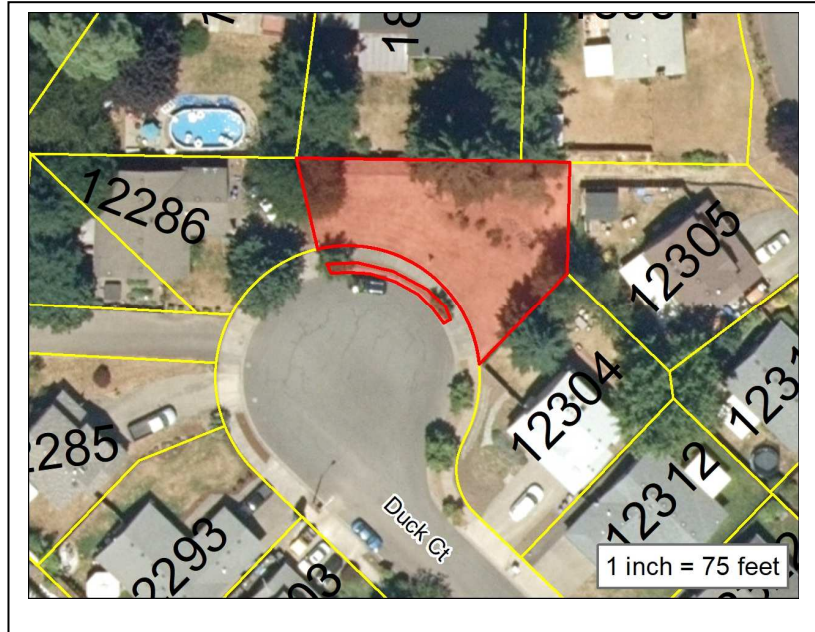
Site Address:

Next To 12304 Duck Court

Category: Pond

Site Area Sq Ft: 5,657

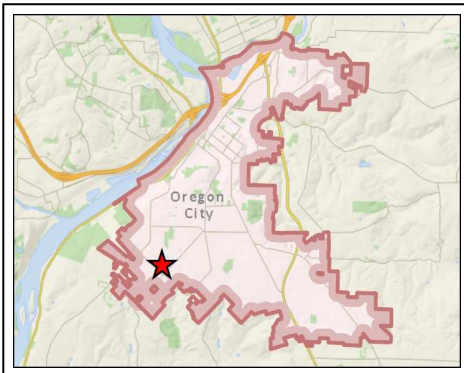
Site Detail Map



RFP ID: Stm-12

Site Name: Conn Street Detention Pond

Location Map



Site Information

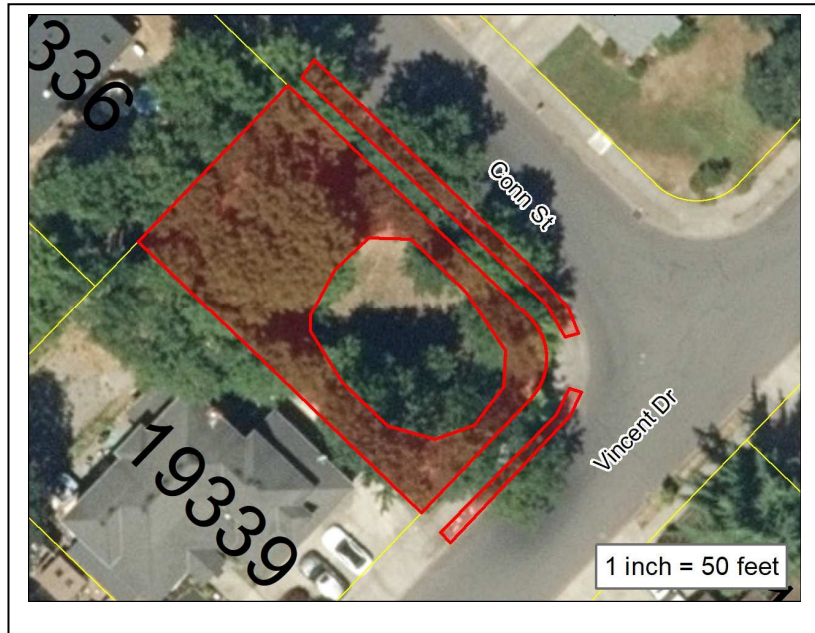
Site ID: Stm-12-3022

Site Address: Corner of Vincent Dr
& Conn St

Category: Pond

Site Area Sq Ft: 4,929

Site Detail Map

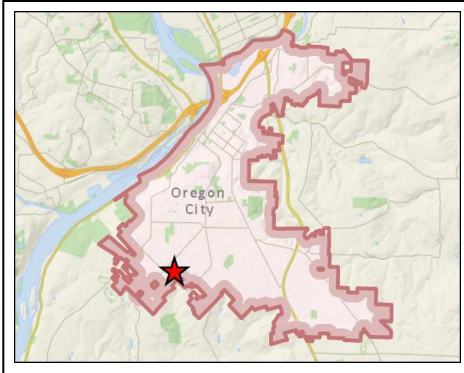


Stormwater Division - Pond Sites continued

RFP ID: Stm-13

Site Name: Salmon Springs Detention Pond

Location Map



Site Information

Site ID: Stm-13-3024

Site Address:

Next To 19450 Sunset Springs Drive

Category: Pond

Site Area Sq Ft: 4,465

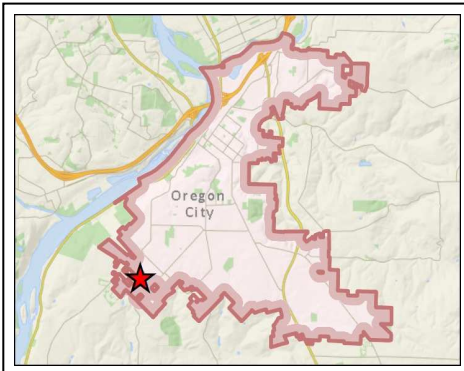
Site Detail Map



RFP ID: Stm-14

Site Name: Hazel Grove Detention Pond

Location Map



Site Information

Site ID: Stm-14-3026

Site Address:

19389 Hazel Grove Dr.

Category: Pond

Site Area Sq Ft: 12562

Site Detail Map

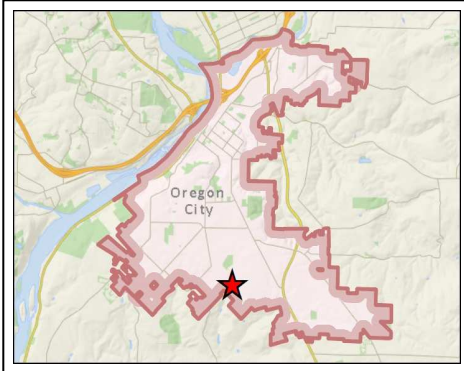


Stormwater Division - Pond Sites continued

RFP ID: Stm-15

Site Name: Moccasin Detention Pond

Location Map



Site Information

Site ID: Stm-15-3029

Site Address: Across From 13147
Moccasin Way

Category: Pond

Site Area Sq Ft: 43,321

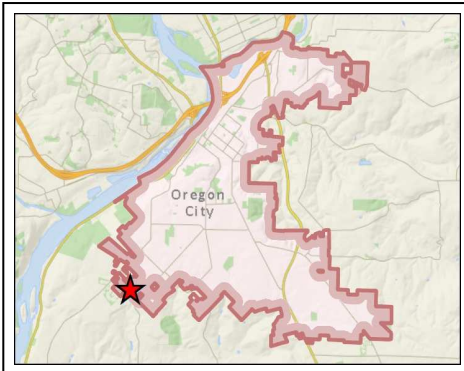
Site Detail Map



RFP ID: Stm-16

Site Name: Kolar Detention Pond

Location Map



Site Information

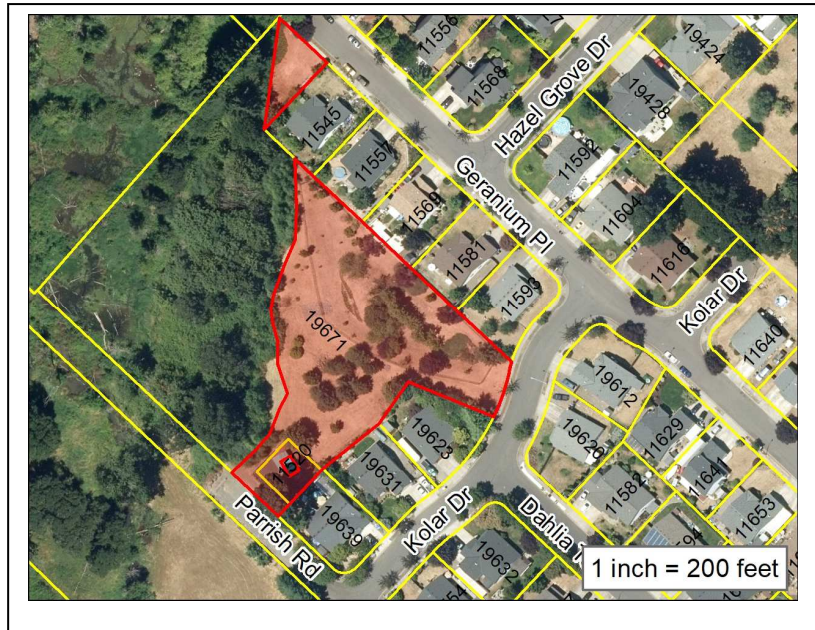
Site ID: Stm-16-3030

Site Address: 19671 Kolar Dr &
11519 Parrish Rd (2 parcels)

Category: Pond

Site Area Sq Ft: 52,625

Site Detail Map

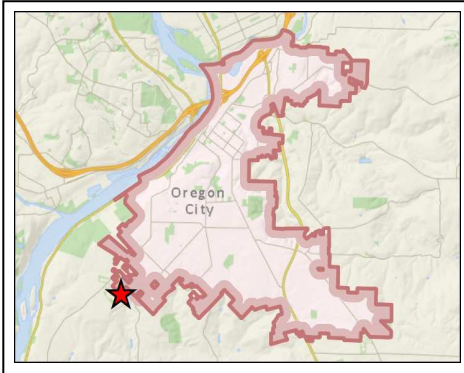


Stormwater Division - Pond Sites continued

RFP ID: Stm-17

Site Name: Parrish Grove Detention Pond

Location Map



Site Information

Site ID: Stm-17-3032

Site Address: Behind 11664 & 11688 Finnegan's Way

Category: Pond

Site Area Sq Ft: 14,689

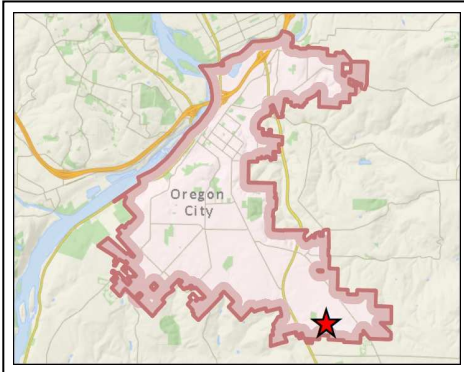
Site Detail Map



RFP ID: Stm-18

Site Name: Glen Oak Natural Area Ponds

Location Map



Site Information

Site ID: Stm-18-3036

Site Address: Between Glen Oak Rd & Andrea Lynn Ter

Category: Pond

Site Area Sq Ft: 47,741

Site Detail Map

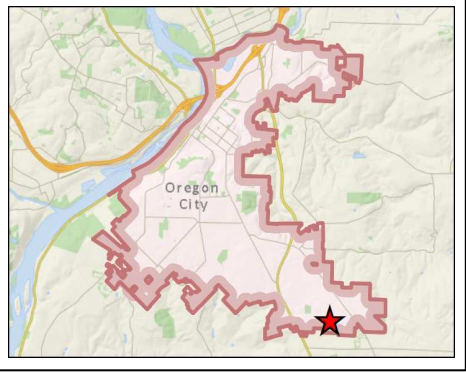


Stormwater Division - Pond Sites continued

RFP ID: Stm-19

Site Name: Coquille Detention Pond

Location Map



Site Information

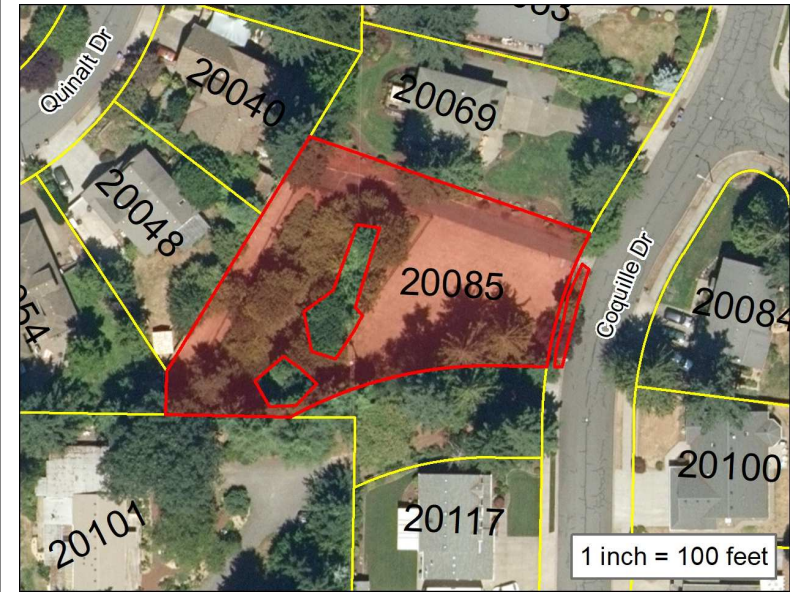
Site ID: Stm-19-3038

Site Address: 20085 Coquille Dr.

Category: Pond

Site Area Sq Ft: 20,073

Site Detail Map

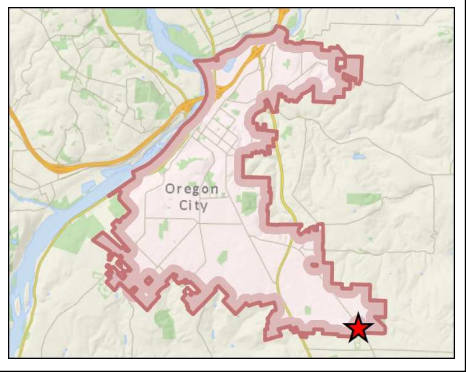


1 inch = 100 feet

RFP ID: Stm-20

Site Name: Fairway Downs Detention Ponds

Location Map



Site Information

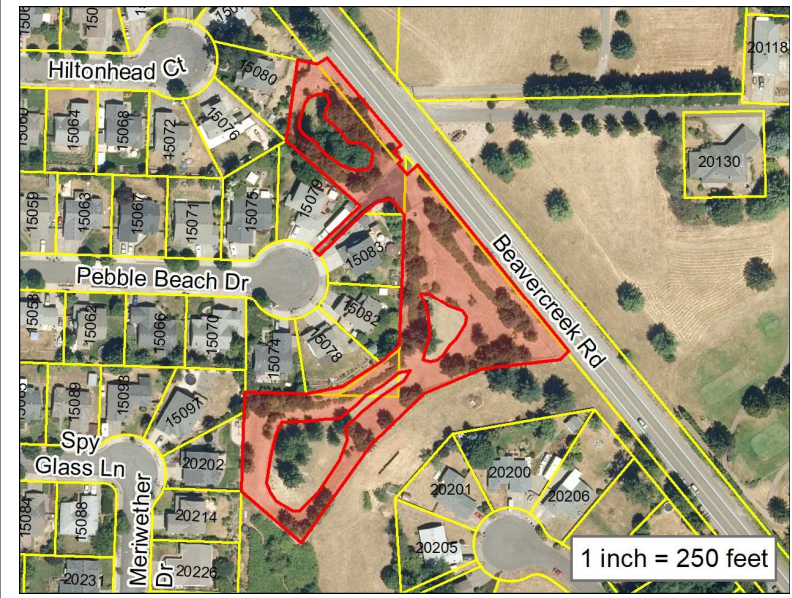
Site ID: Stm-20-3039

Site Address: (3 Ponds) Across from
Golf Course & Airfield on Beavercreek

Category: Pond

Site Area Sq Ft: 72,229

Site Detail Map



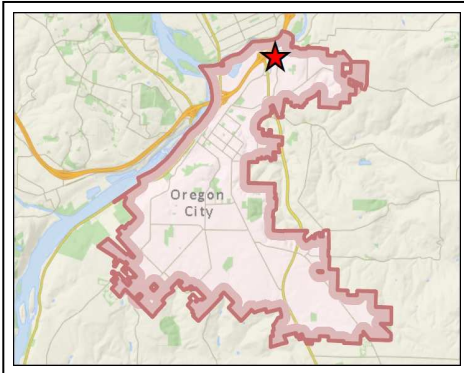
1 inch = 250 feet

Stormwater Division - Pond Sites continued

RFP ID: Stm-21

Site Name: Melinda Detention Pond

Location Map



Site Information

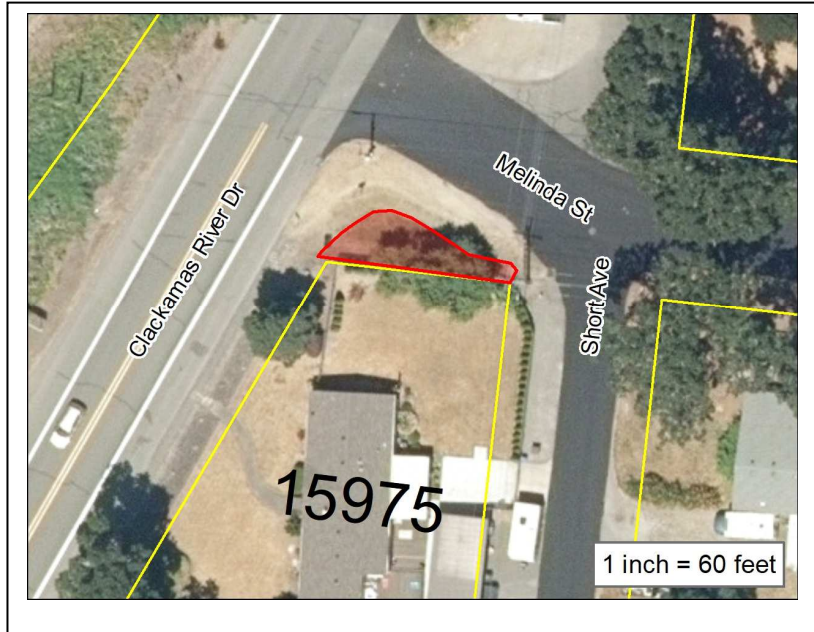
Site ID: Stm-21-3042

Site Address: Intersection Of
Melinda St. & Short Ave.

Category: Pond

Site Area Sq Ft: 720

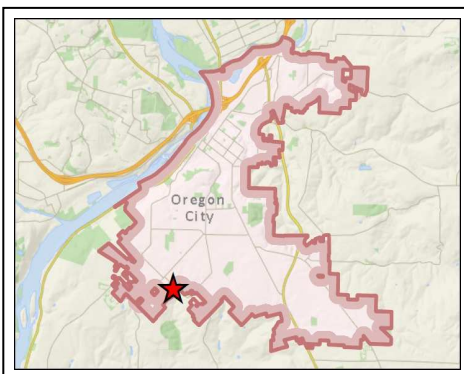
Site Detail Map



RFP ID: Stm-22

Site Name: Hazelcreek Farms Detention Ponds

Location Map



Site Information

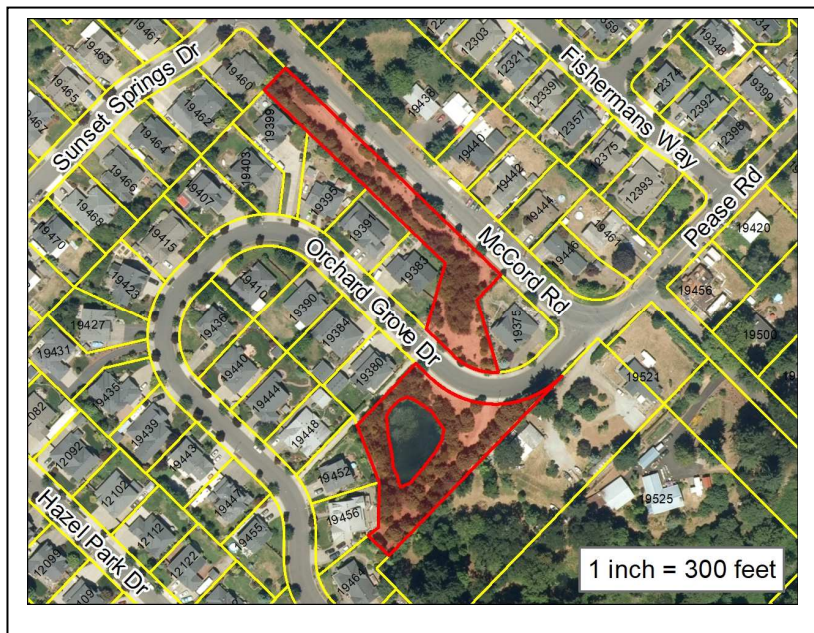
Site ID: Stm-22-3044

Site Address: Next to 19380 Orchard
Grove Dr & along Mccord Rd (2 Ponds)

Category: Pond

Site Area Sq Ft: 68,132

Site Detail Map

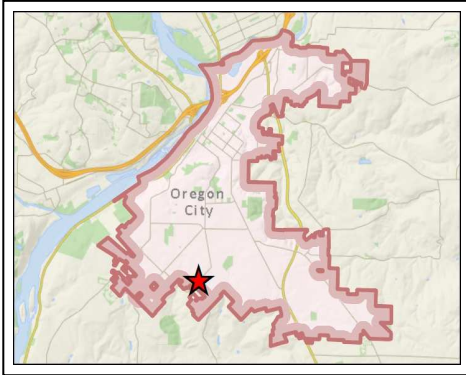


Stormwater Division - Pond Sites continued

RFP ID: Stm-23

Site Name: Willow Run Estates Detention Pond

Location Map



Site Information

Site ID: Stm-23-3045
Site Address: Across From Corner Of Leland Rd. & Caddis Pl.
Category: Pond
Site Area Sq Ft: 7,737

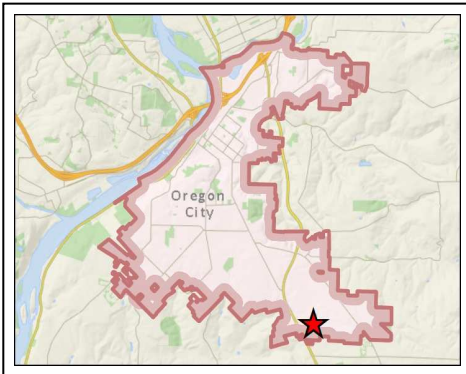
Site Detail Map



RFP ID: Stm-24

Site Name: Bailey Estates Detention Pond

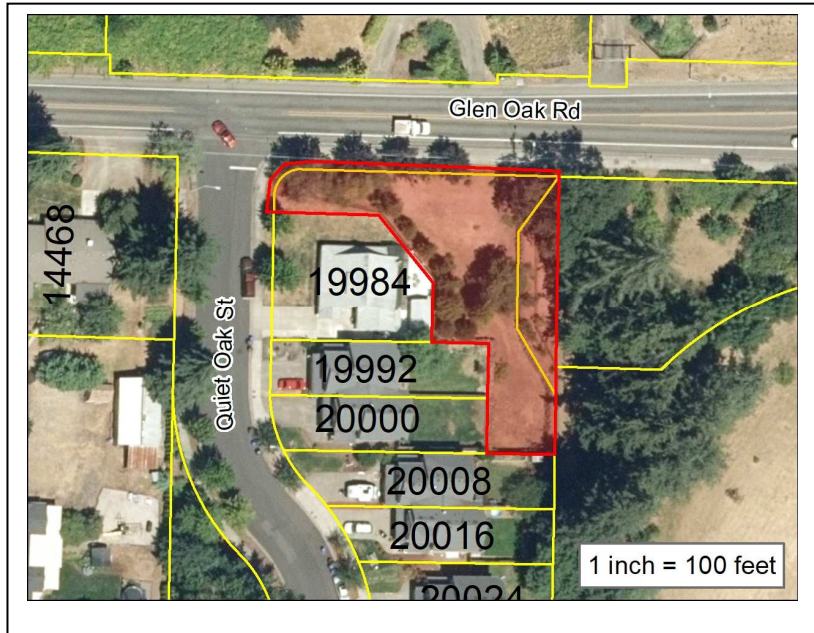
Location Map



Site Information

Site ID: Stm-24-3046
Site Address: Behind 19984 Quiet Oak St.
Category: Pond
Site Area Sq Ft: 11,731

Site Detail Map

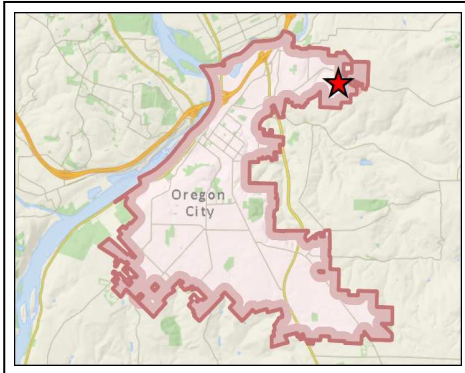


Stormwater Division - Pond Sites continued

RFP ID: Stm-25

Site Name: Tracey Heights Detention Pond

Location Map



Site Information

Site ID: Stm-25-3047

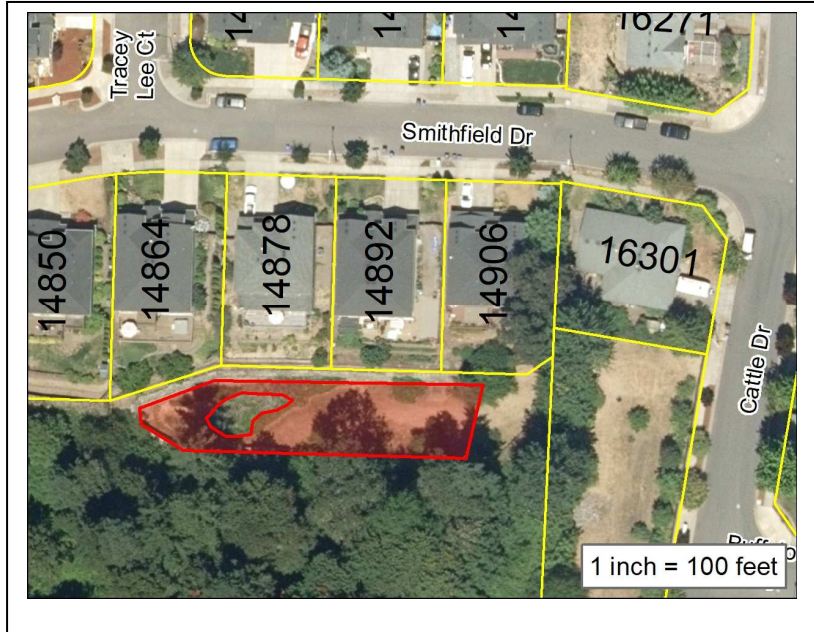
Site Address:

Behind 14878 Smithfield Dr.

Category: Pond

Site Area Sq Ft: 6,028

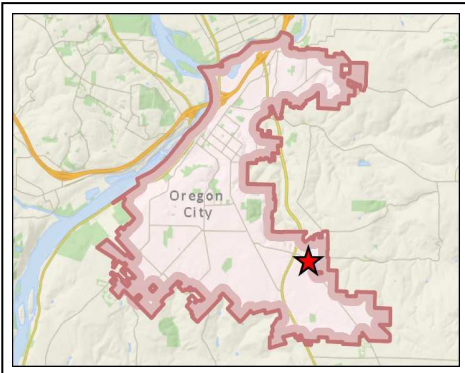
Site Detail Map



RFP ID: Stm-26

Site Name: Berry Hill Detention Pond

Location Map



Site Information

Site ID: Stm-26-3049

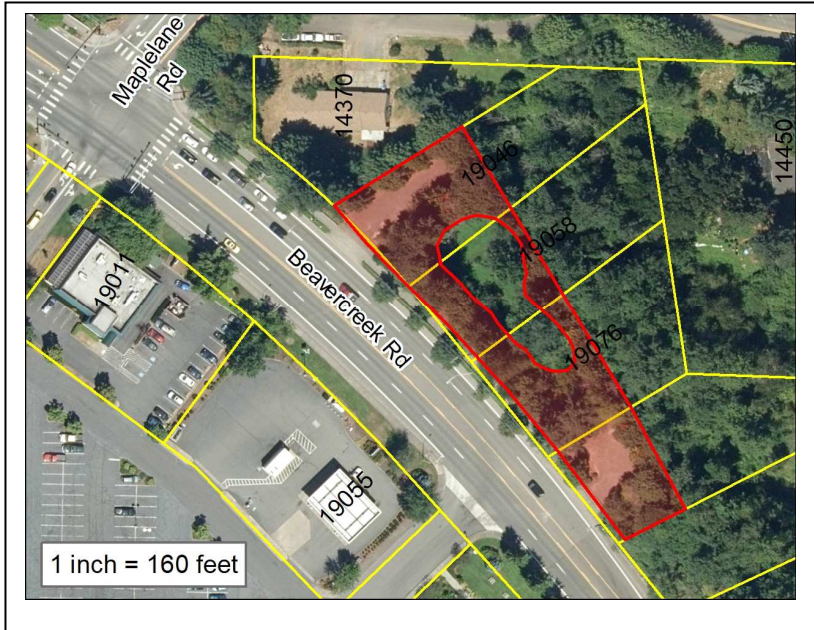
Site Address:

19046-19076 Beaver Creek Rd.

Category: Pond

Site Area Sq Ft: 28,323

Site Detail Map

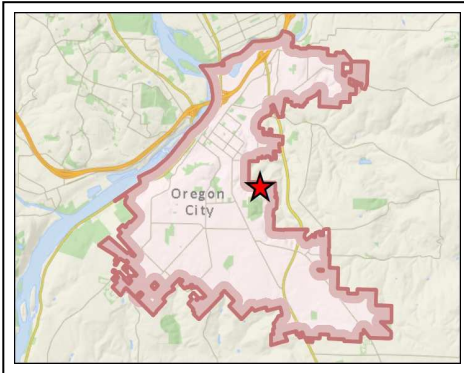


Stormwater Division - Pond Sites continued

RFP ID: Stm-27

Site Name: Detention Pond at Barclay Hills Pump Station

Location Map



Site Information

Site ID: Stm-27-3050

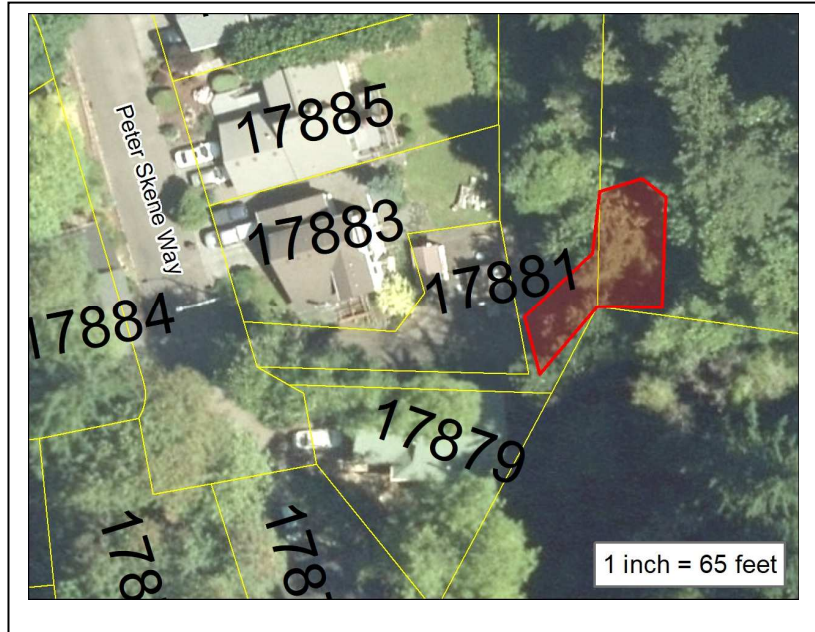
Site Address:

Behind 17883 Peter Skene Way

Category: Pond

Site Area Sq Ft: 1,560

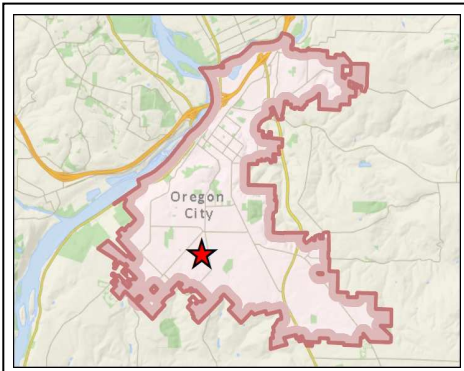
Site Detail Map



RFP ID: Stm-28

Site Name: May's Point Detention Pond

Location Map



Site Information

Site ID: Stm-28-3051

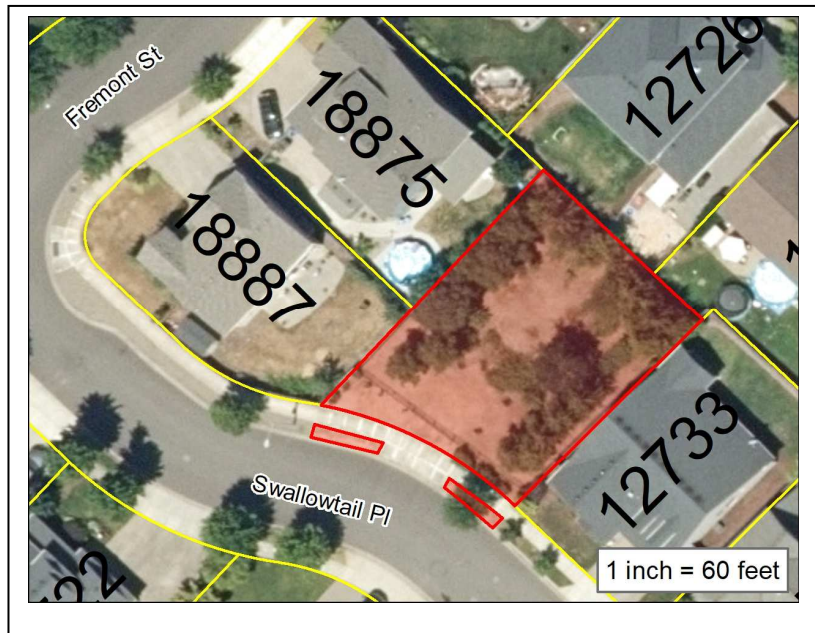
Site Address:

Next To 12733 Swallowtail Pl.

Category: Pond

Site Area Sq Ft: 6,659

Site Detail Map

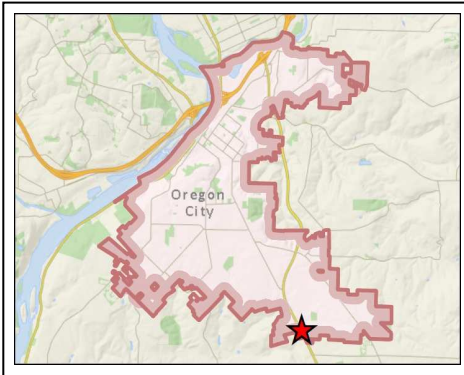


Stormwater Division - Pond Sites continued

RFP ID: Stm-29

Site Name: Sequoia Detention Pond (South)

Location Map



Site Information

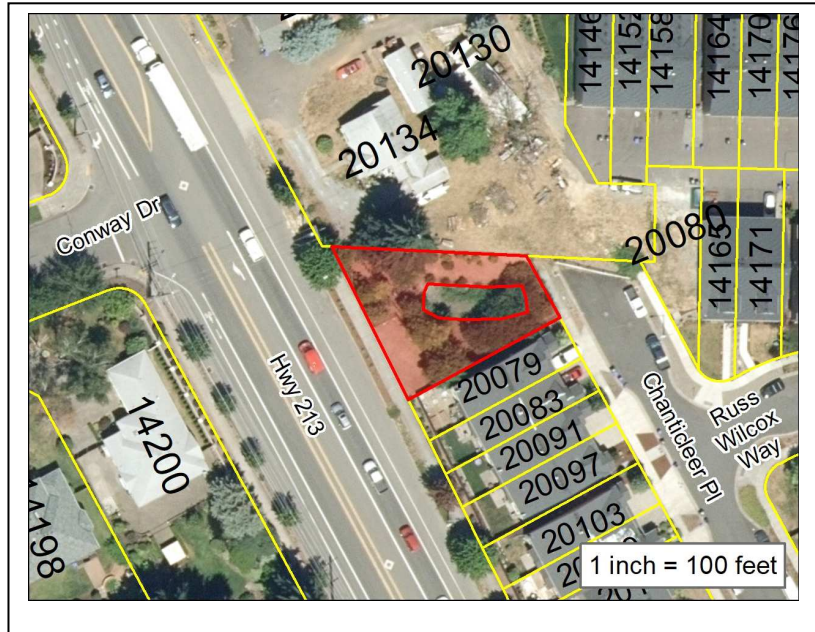
Site ID: Stm-29-3053

Site Address: Chanticleer Place & Hwy 213

Category: Pond

Site Area Sq Ft: 5,153

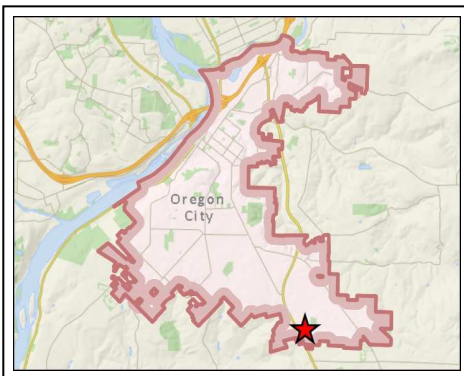
Site Detail Map



RFP ID: Stm-30

Site Name: Sequoia Detention Ponds (North) + Median

Location Map



Site Information

Site ID: Stm-30-3101

Site Address: Murren Way & Berge View Ave
Glen Oak Rd traffic island

Category: Pond

Site Area Sq Ft: 20,629

Site Detail Map

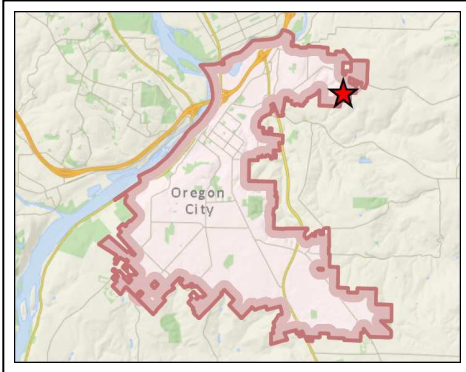


Stormwater Division - Pond Sites continued

RFP ID: Stm-31

Site Name: Trails View Estates Detention Pond

Location Map



Site Information

Site ID: Stm-31-3056

Site Address:
Next To 15010 Journey Dr.

Category: Pond

Site Area Sq Ft: 14,401

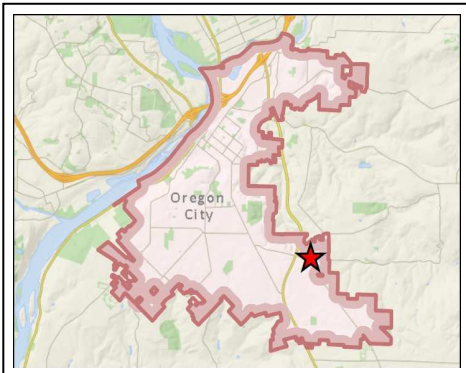
Site Detail Map



RFP ID: Stm-32

Site Name: Walnut Grove Detention Pond

Location Map



Site Information

Site ID: Stm-32-3057

Site Address: Corner Of Thayer Rd.
& Maplelane Rd.

Category: Pond

Site Area Sq Ft: 27,487

Site Detail Map

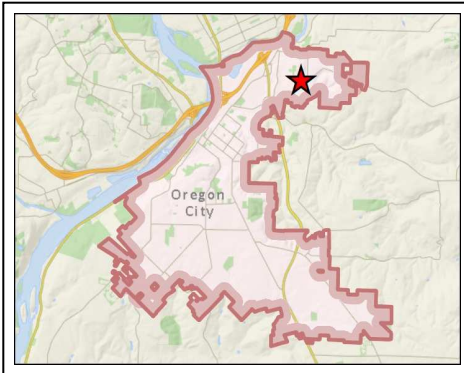


Stormwater Division - Pond Sites continued

RFP ID: Stm-33

Site Name: Allen Heights Detention Pond

Location Map



Site Information

Site ID: Stm-33-3059

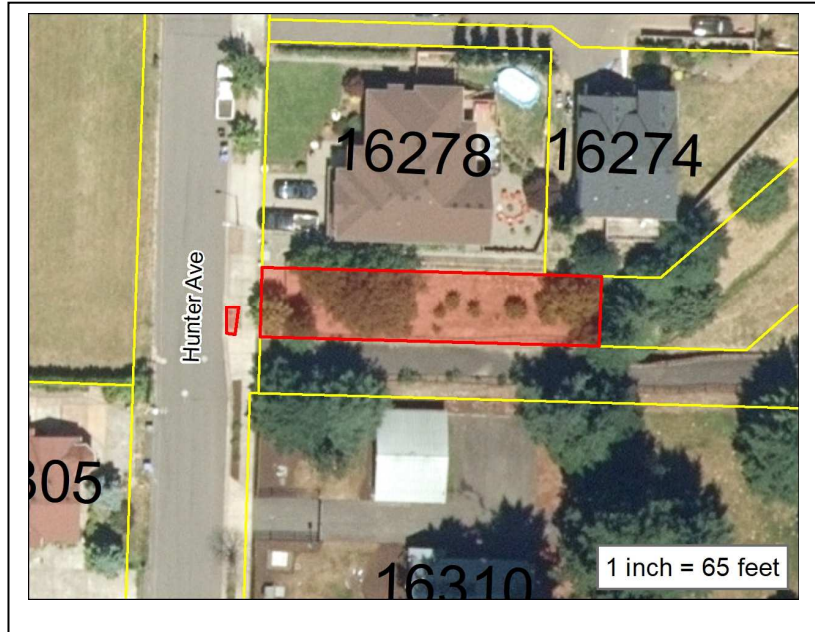
Site Address:

Next To 16278 Hunter Ave.

Category: Pond

Site Area Sq Ft: 3,039

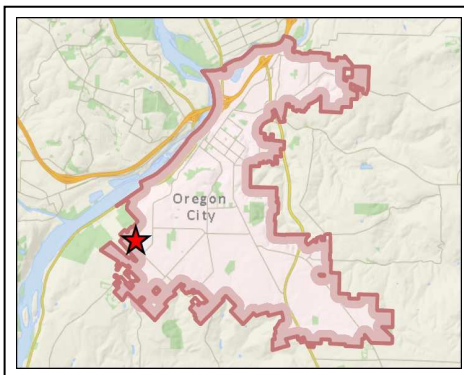
Site Detail Map



RFP ID: Stm-34

Site Name: Cook St Pump Station Detention Pond & Planters

Location Map



Site Information

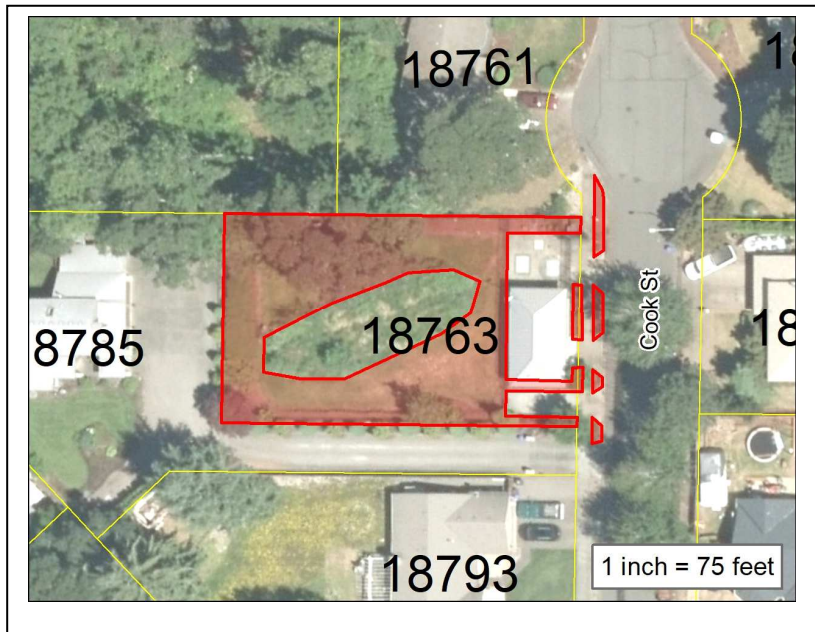
Site ID: Stm-34-3061

Site Address: 18763 Cook St

Category: Pond

Site Area Sq Ft: 8,469

Site Detail Map

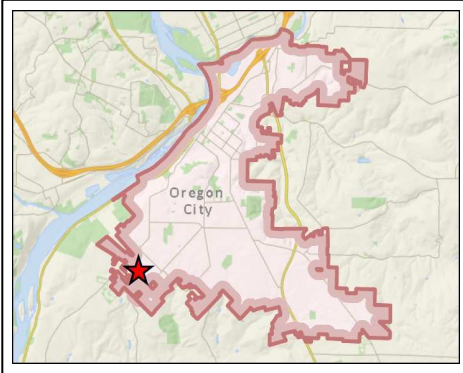


Stormwater Division - Pond Sites continued

RFP ID: Stm-35

Site Name: Filbert Detention Pond

Location Map



Site Information

Site ID: Stm-35-3064

Site Address:

Next To 11680 Filbert Dr.

Category: Pond

Site Area Sq Ft: 40,174

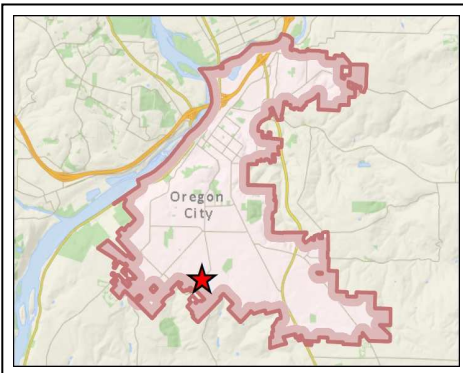
Site Detail Map



RFP ID: Stm-36

Site Name: Gentry Highlands Detention Pond

Location Map



Site Information

Site ID: Stm-36-3066

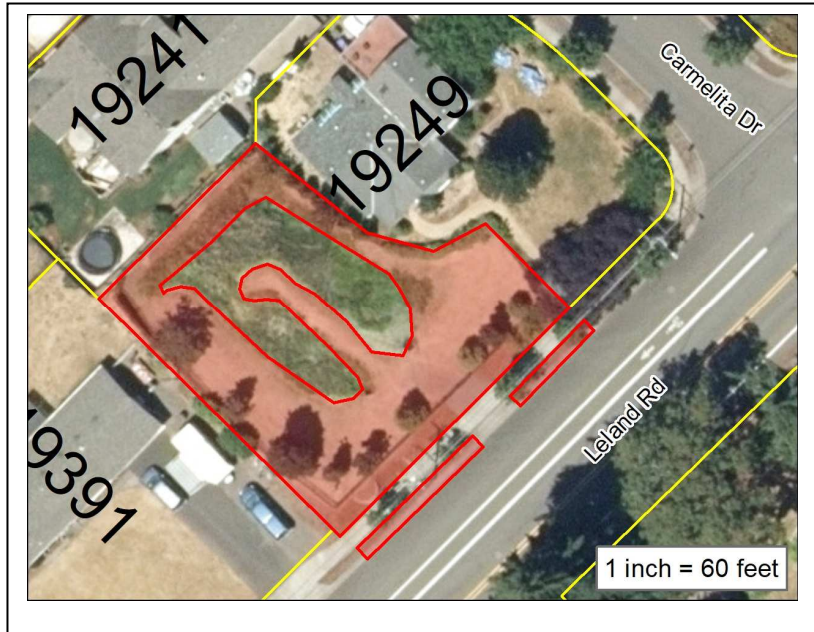
Site Address:

Next To 19391 Leland Rd.

Category: Pond

Site Area Sq Ft: 7,820

Site Detail Map

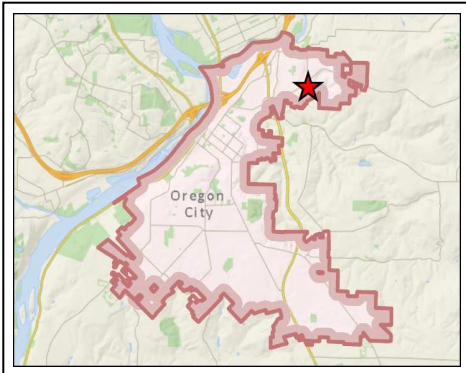


Stormwater Division - Pond Sites continued

RFP ID: Stm-37

Site Name: Jennifer Estates Detention Pond

Location Map



Site Information

Site ID: Stm-37-3068

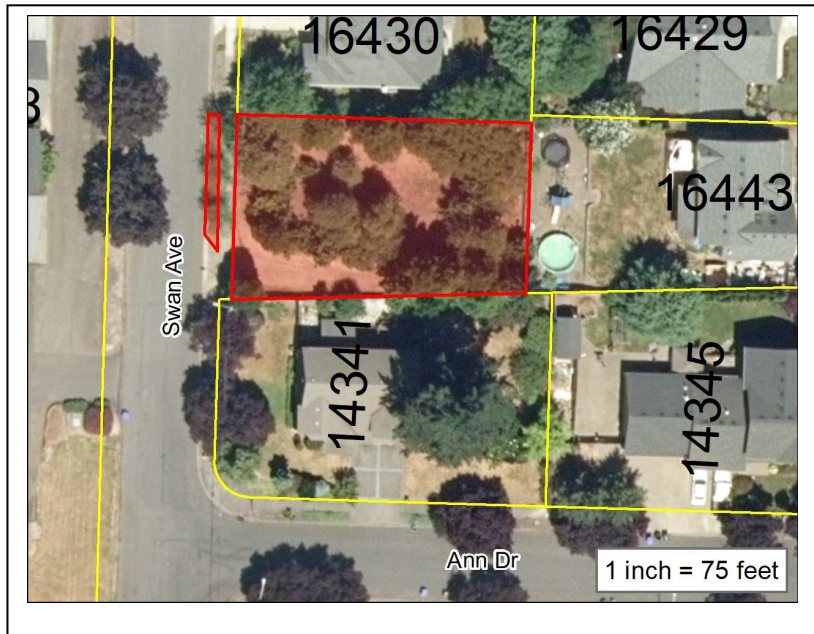
Site Address:

Next To 16430 Swan Ave.

Category: Pond

Site Area Sq Ft: 8,975

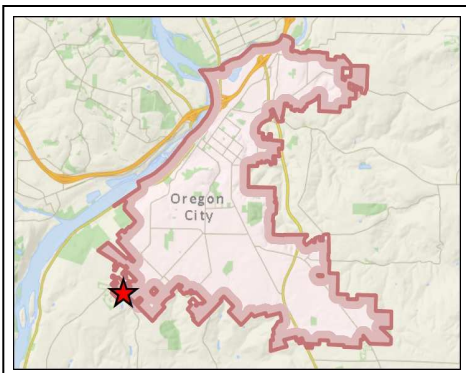
Site Detail Map



RFP ID: Stm-38

Site Name: Little Creek Detention Pond

Location Map



Site Information

Site ID: Stm-38-3069

Site Address:

Behind 11402 Parrish Rd.

Category: Pond

Site Area Sq Ft: 13,420

Site Detail Map

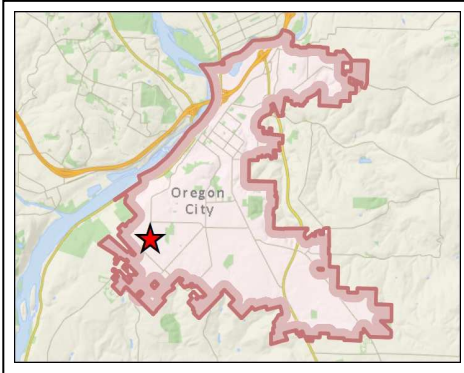


Stormwater Division - Pond Sites continued

RFP ID: Stm-39

Site Name: Maxwell Meadows Detention Pond

Location Map



Site Information

Site ID: Stm-39-3071

Site Address:

Next To 11858 Maxwell Ct.

Category: Pond

Site Area Sq Ft: 8,487

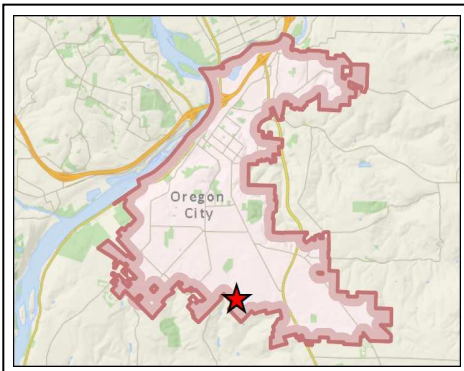
Site Detail Map



RFP ID: Stm-40

Site Name: Millennium Park Detention Pond

Location Map



Site Information

Site ID: Stm-40-3077

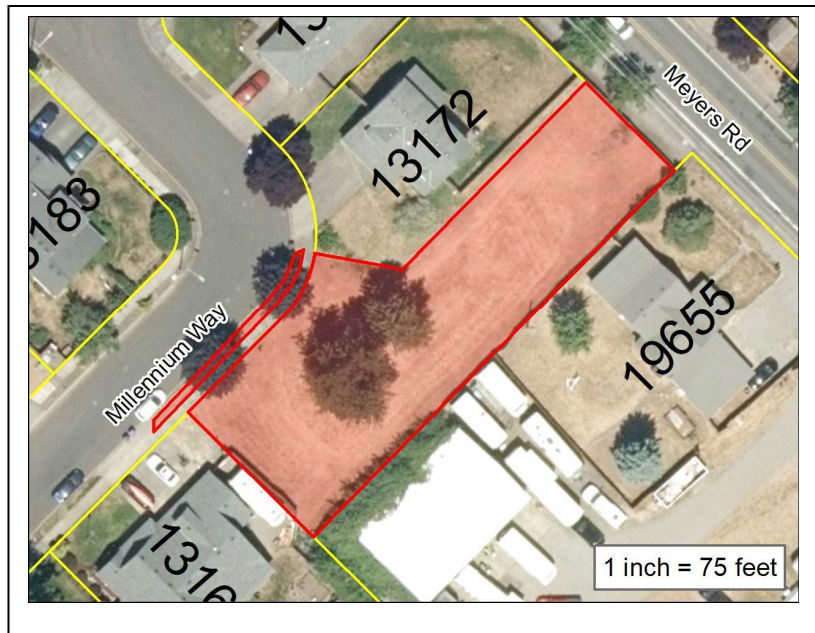
Site Address: Next To 13172

Millennium Way

Category: Pond

Site Area Sq Ft: 13,210

Site Detail Map

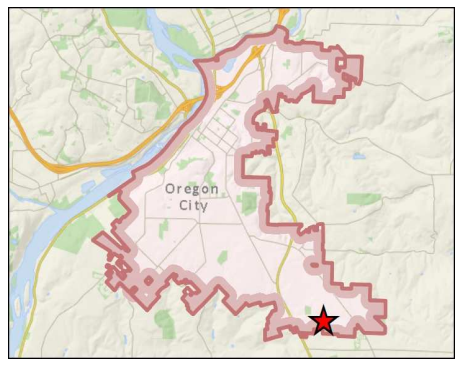


Stormwater Division - Pond Sites continued

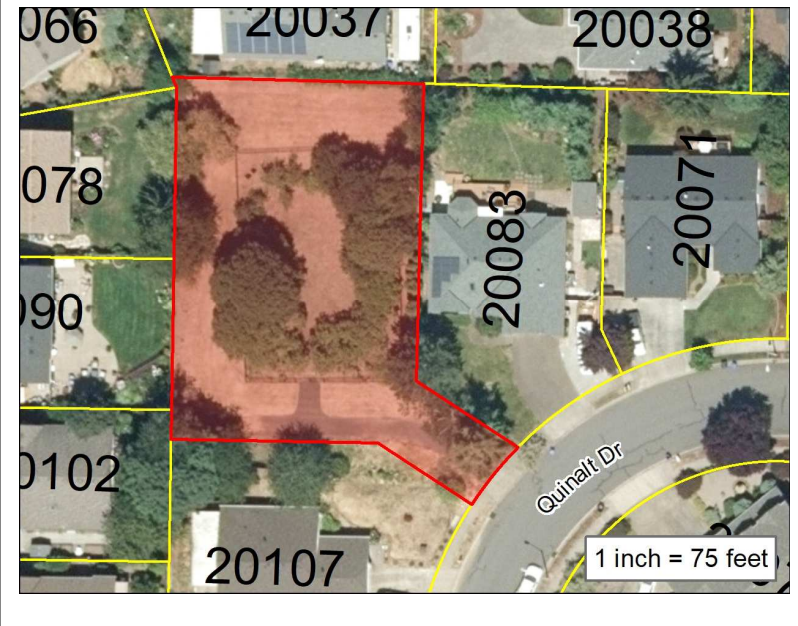
RFP ID: Stm-41

Site Name: Quinalt Detention Pond

Location Map



Site Detail Map



Site Information

Site ID: Stm-41-3079

Site Address:

Next To 20083 Quinalt Dr.

Category: Pond

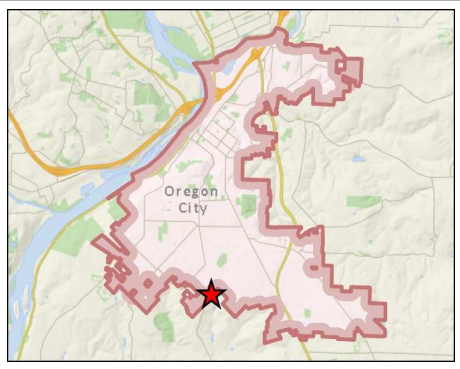
Site Area Sq Ft: 16,043

1 inch = 75 feet

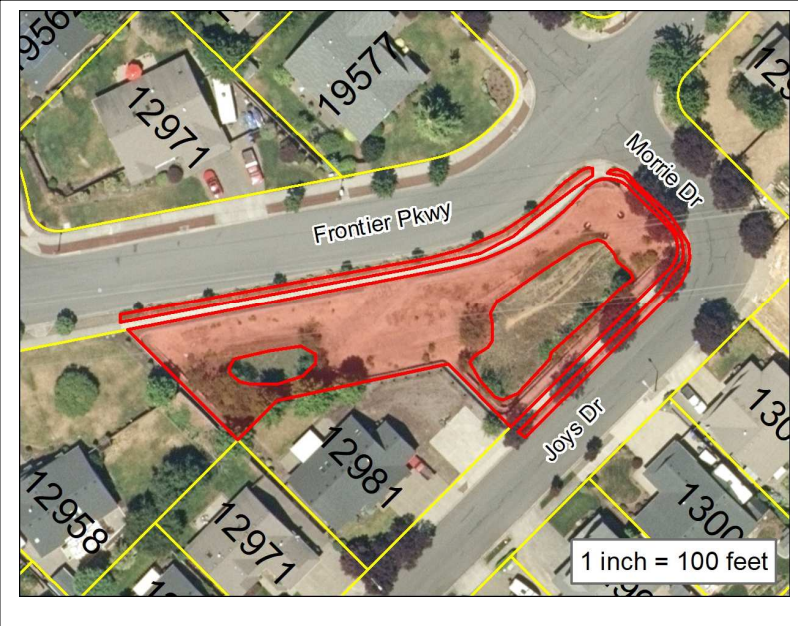
RFP ID: Stm-42

Site Name: Silver Fox Detention Pond

Location Map



Site Detail Map



Site Information

Site ID: Stm-42-3080

Site Address: Next To
12958 Frontier Pkwy

Category: Pond

Site Area Sq Ft: 15,605

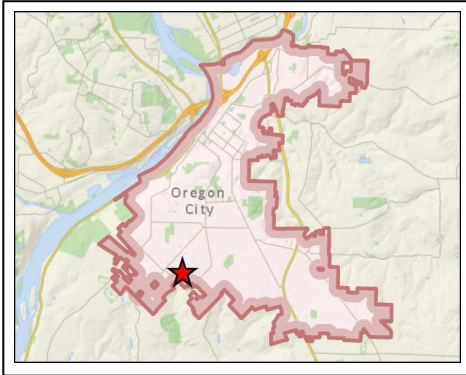
1 inch = 100 feet

Stormwater Division - Pond Sites continued

RFP ID: Stm-43

Site Name: South Hampton Detention Pond

Location Map



Site Information

Site ID: Stm-43-3081

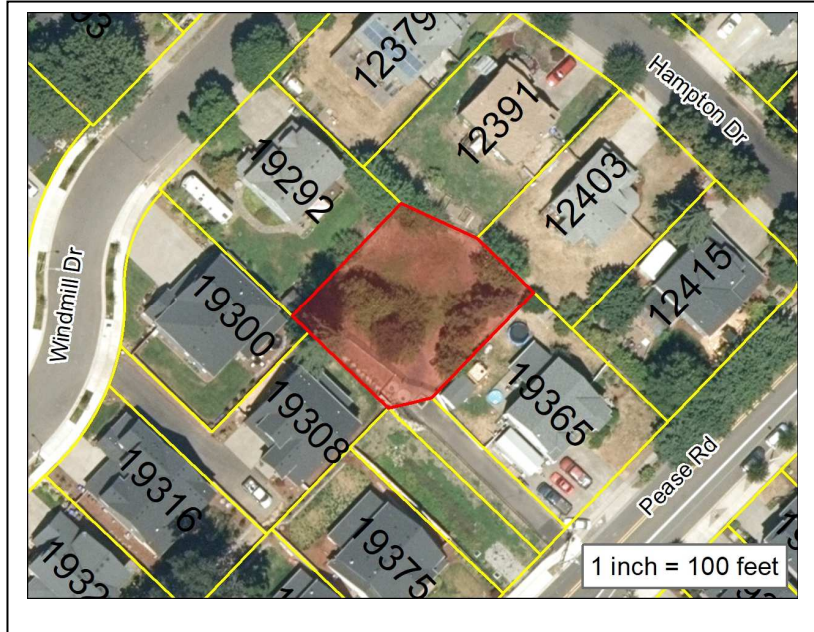
Site Address:

Behind 19365 Pease Rd.

Category: Pond

Site Area Sq Ft: 8,182

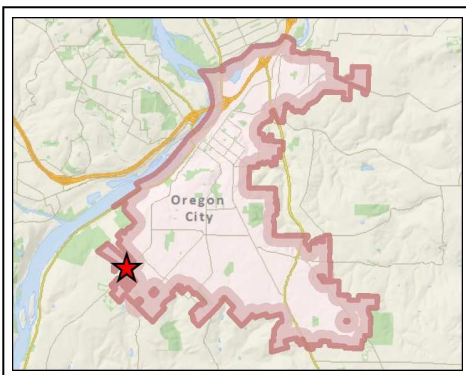
Site Detail Map



RFP ID: Stm-44

Site Name: South Ridge Detention Pond

Location Map



Site Information

Site ID: Stm-44-3082

Site Address: Corner Of Shelby
Rose Dr. & South End Rd.

Category: Pond

Site Area Sq Ft: 23,489

Site Detail Map

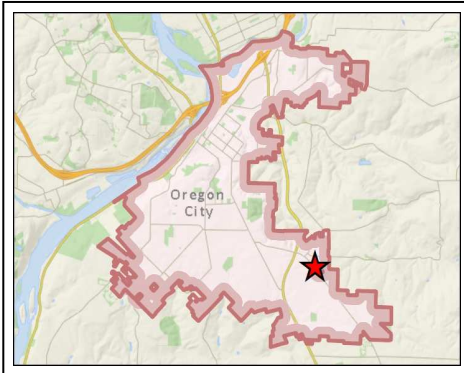


Stormwater Division - Pond Sites continued

RFP ID: Stm-45

Site Name: Thayer Detention Pond

Location Map



Site Information

Site ID: Stm-45-3083

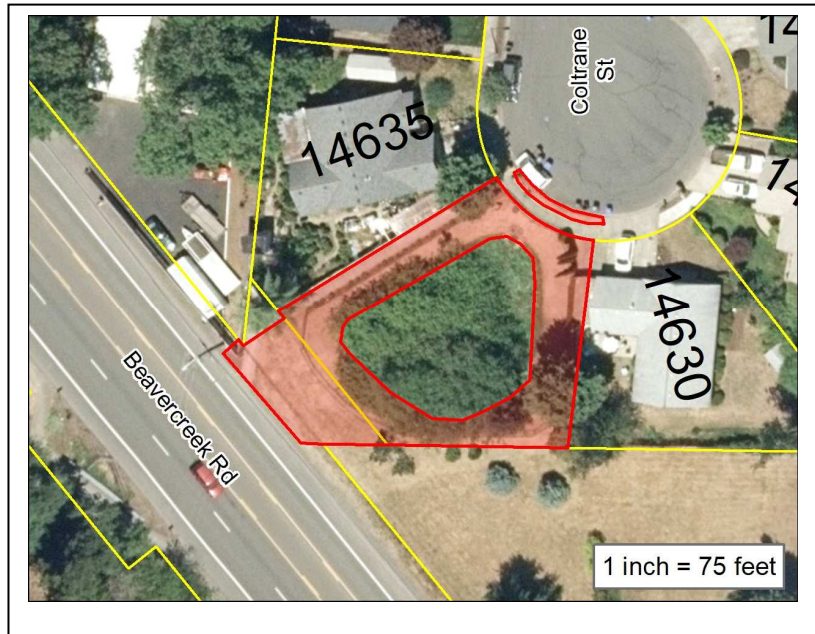
Site Address:

Next To 14630 Coltrane St.

Category: Pond

Site Area Sq Ft: 7,112

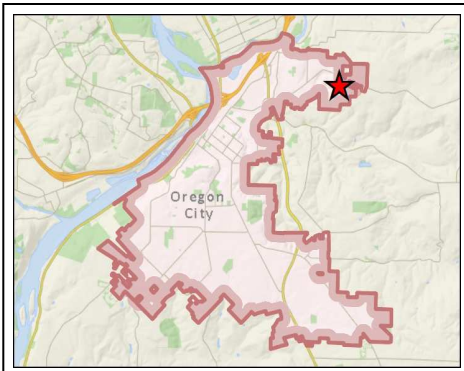
Site Detail Map



RFP ID: Stm-46

Site Name: Wasco Acres Detention Pond

Location Map



Site Information

Site ID: Stm-46-3084

Site Address:

Across From 14953 Buffalo Way

Category: Pond

Site Area Sq Ft: 20,238

Site Detail Map

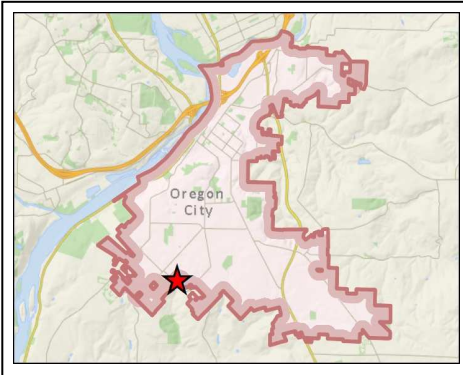


Stormwater Division - Pond Sites continued

RFP ID: Stm-47

Site Name: Chinook Landing Detention Pond

Location Map



Site Information

Site ID: Stm-47-3086

Site Address: Corner Of Pease Rd.
& Fisherman's Way

Category: Pond

Site Area Sq Ft: 7,036

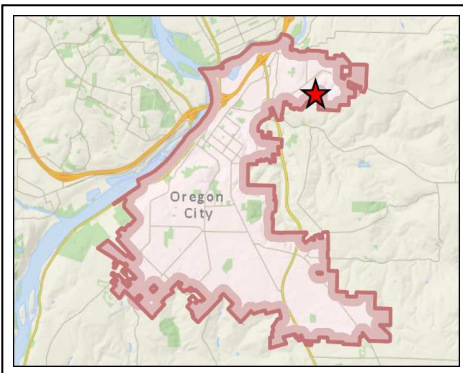
Site Detail Map



RFP ID: Stm-48

Site Name: Holcomb Ridge Detention Pond

Location Map



Site Information

Site ID: Stm-48-3087

Site Address:
Next To 16587 Oak Tree Terrace

Category: Pond

Site Area Sq Ft: 14,961

Site Detail Map

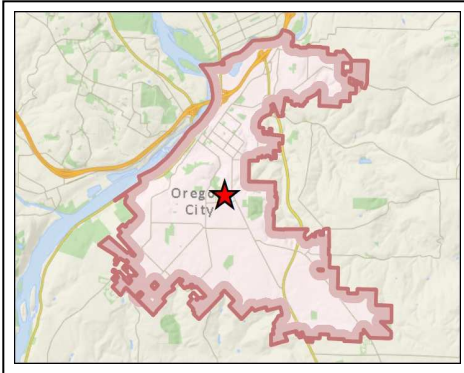


Stormwater Division - Pond Sites continued

RFP ID: Stm-49

Site Name: Knott's Landing Detention Pond

Location Map



Site Information

Site ID: Stm-49-3088

Site Address:

Corner Of Maggie Pl. & Cedar Ln.

Category: Pond

Site Area Sq Ft: 4,088

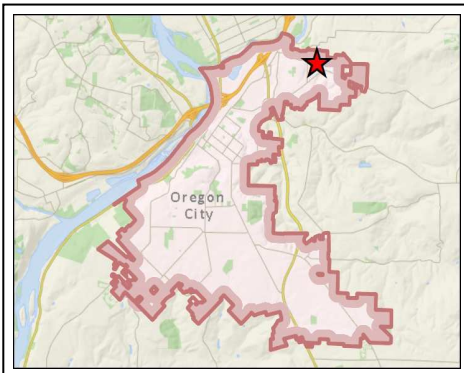
Site Detail Map



RFP ID: Stm-50

Site Name: Camillia Place Detention Pond

Location Map



Site Information

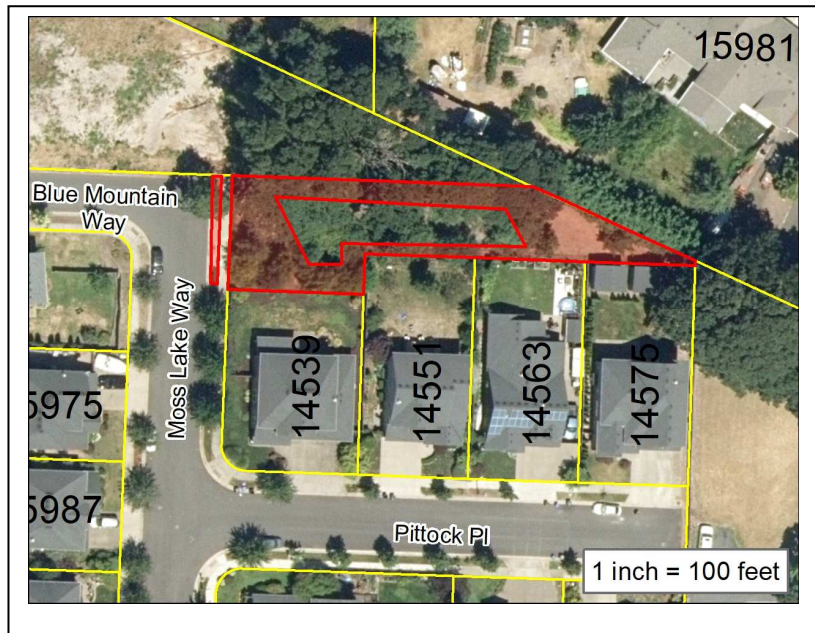
Site ID: Stm-50-3090

Site Address: Corner Of Moss Lake Way & Blue Mountain Way

Category: Pond

Site Area Sq Ft: 7,343

Site Detail Map

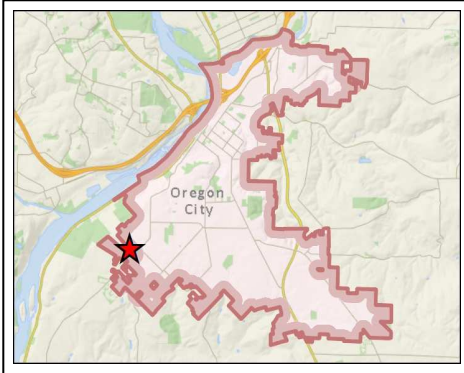


Stormwater Division - Pond Sites continued

RFP ID: Stm-51

Site Name: Dawn Meadows Detention Pond (Middle)

Location Map



Site Information

Site ID: Stm-51-3092

Site Address:

Across From 11600 Darling Way

Category: Pond

Site Area Sq Ft: 11,723

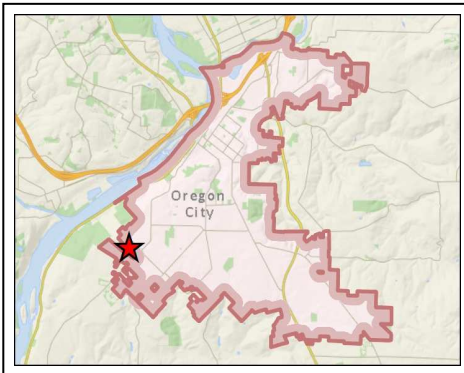
Site Detail Map



RFP ID: Stm-52

Site Name: Dawn Meadows Detention Pond (North)

Location Map



Site Information

Site ID: Stm-52-3093

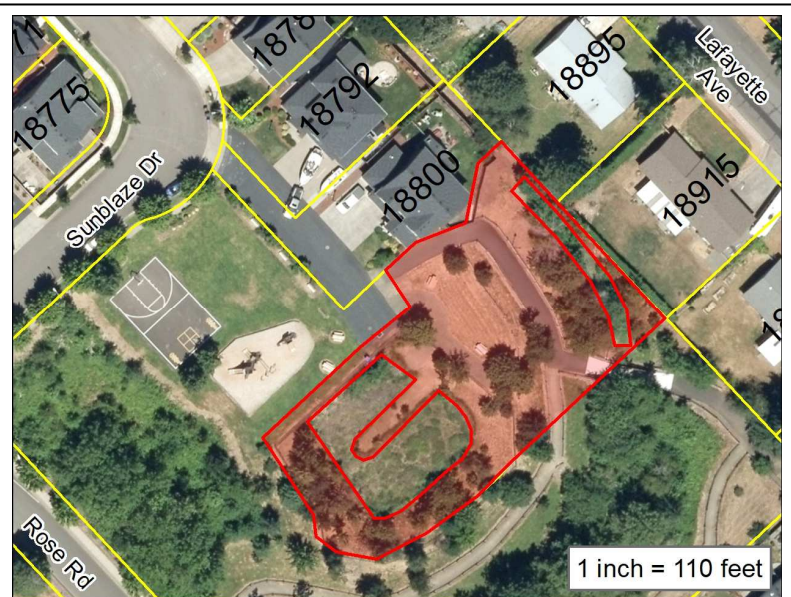
Site Address:

Across From 18800 Sunblaze Dr.

Category: Pond

Site Area Sq Ft: 22,163

Site Detail Map

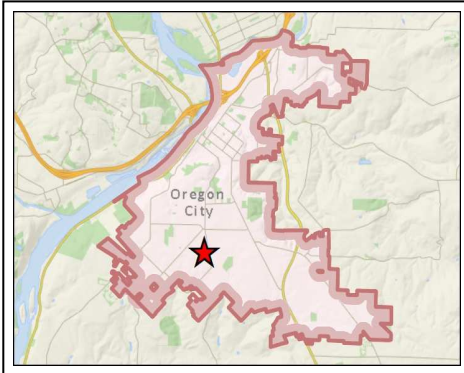


Stormwater Division - Pond Sites continued

RFP ID: Stm-53

Site Name: Katy's Place Detention Pond

Location Map



Site Information

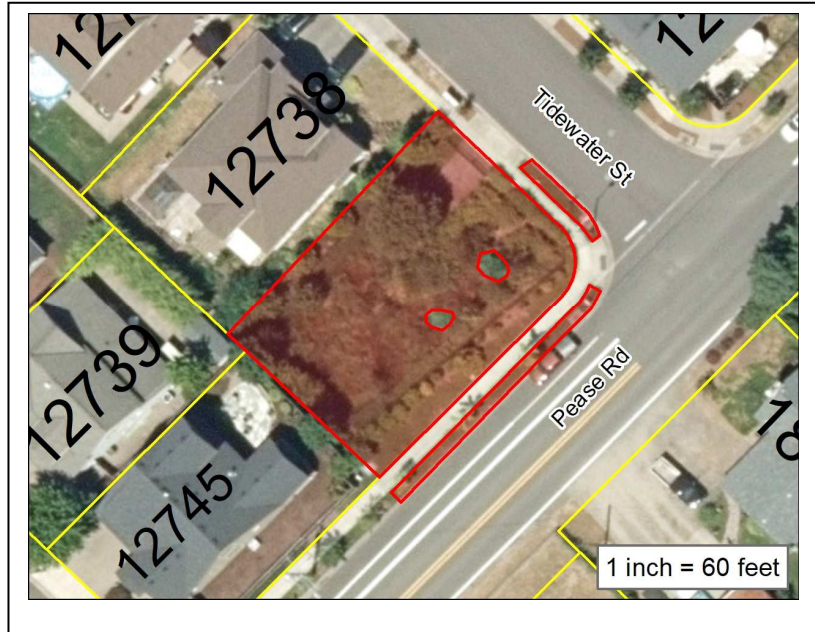
Site ID: Stm-53-3094

Site Address: Intersection Of
Tidewater St. & Pease Rd.

Category: Pond

Site Area Sq Ft: 7,390

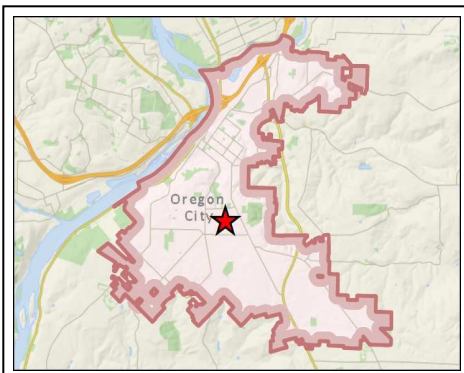
Site Detail Map



RFP ID: Stm-54

Site Name: Laurel Lane Detention Pond

Location Map



Site Information

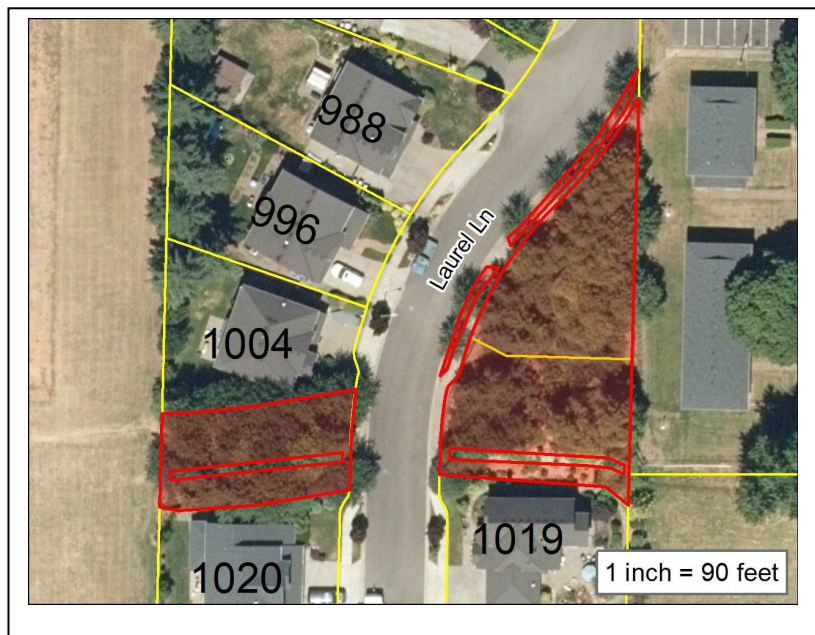
Site ID: Stm-54-3095

Site Address:
Across From 996 Laurel Lane

Category: Pond

Site Area Sq Ft: 15,710

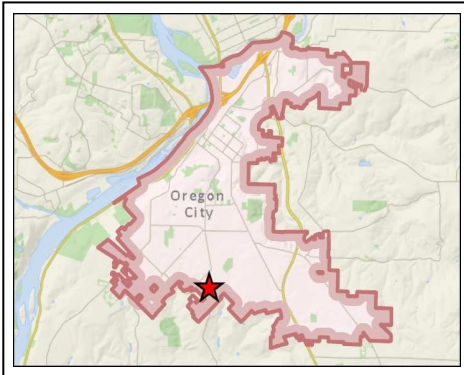
Site Detail Map



Stormwater Division - Pond Sites continued

RFP ID: Stm-55 **Site Name:** Aidan's Glenn Detention Pond (Formerly McDowell)

Location Map



Site Information

Site ID: Stm-55-3097
Site Address:
 Next To 19425 McDowell Ln.
Category: Pond
Site Area Sq Ft: 8,046

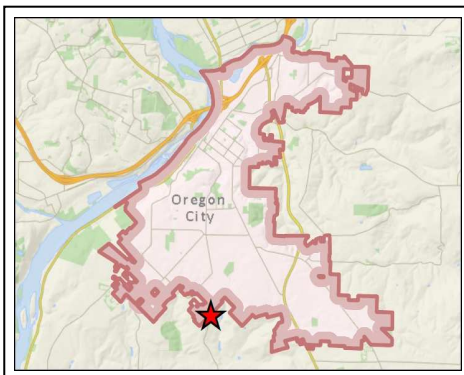
Site Detail Map



RFP ID: Stm-56

Site Name: Newberry Detention Pond

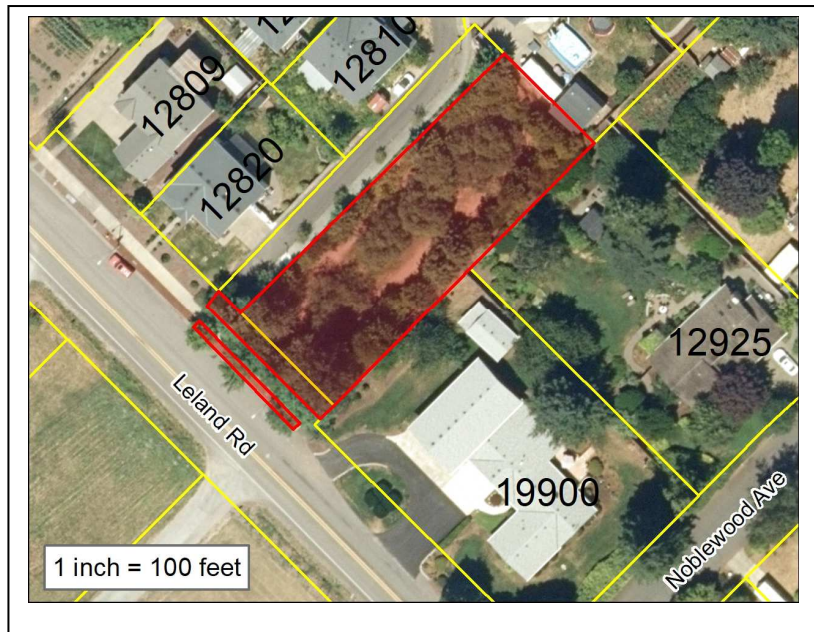
Location Map



Site Information

Site ID: Stm-56-3099
Site Address:
 Across From 12810 Joys Drive
Category: Pond
Site Area Sq Ft: 15,464

Site Detail Map

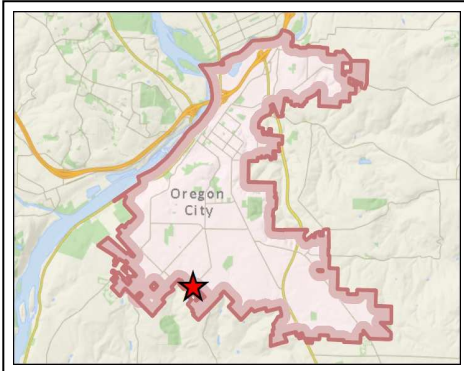


Stormwater Division - Pond Sites continued

RFP ID: Stm-57

Site Name: Rian Park Detention Pond

Location Map



Site Information

Site ID: Stm-57-3100

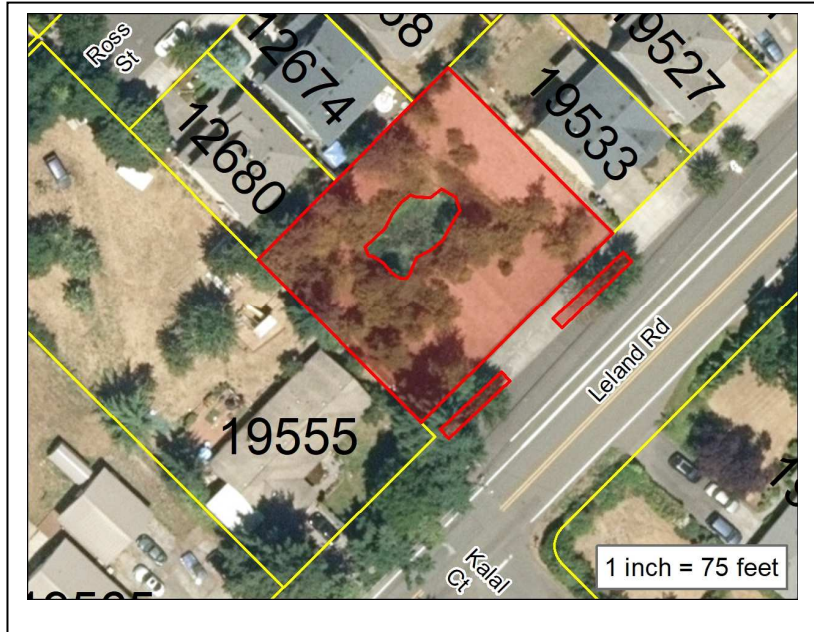
Site Address:

Next To 19533 Leland Rd.

Category: Pond

Site Area Sq Ft: 10,137

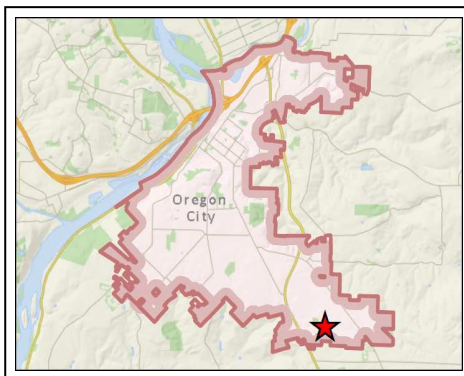
Site Detail Map



RFP ID: Stm-58

Site Name: Sequoia Crossing Detention Pond

Location Map



Site Information

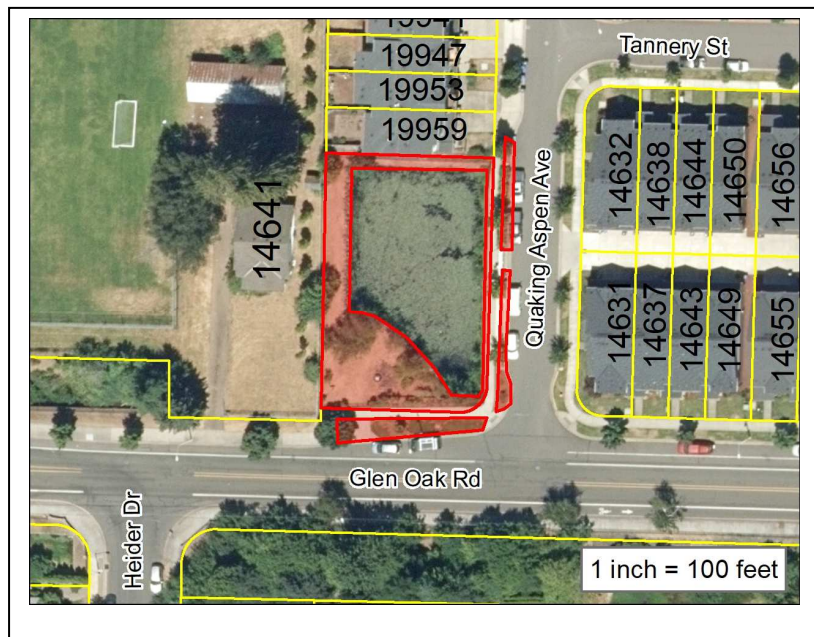
Site ID: Stm-58-3102

Site Address: Corner Of Glen Oak &
Quaking Aspen Ave.

Category: Pond

Site Area Sq Ft: 6,690

Site Detail Map

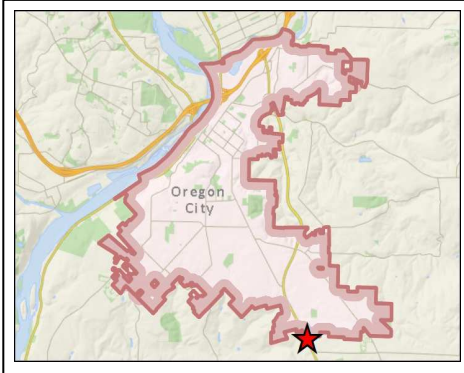


Stormwater Division - Pond Sites continued

RFP ID: Stm-59

Site Name: Edgemont Estates Detention Pond

Location Map



Site Information

Site ID: Stm-59-3104

Site Address: NE Corner Of
Hwy 213 & Edgemont Dr.

Category: Pond

Site Area Sq Ft: 5,816

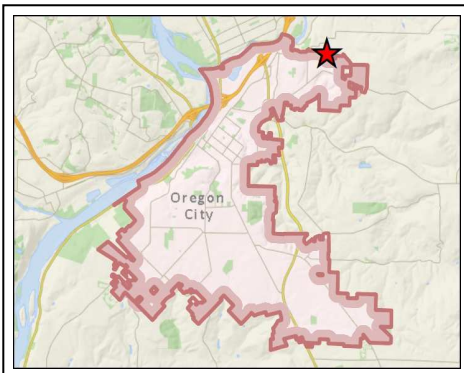
Site Detail Map



RFP ID: Stm-60

Site Name: Sunnybrook Estates Detention Pond

Location Map



Site Information

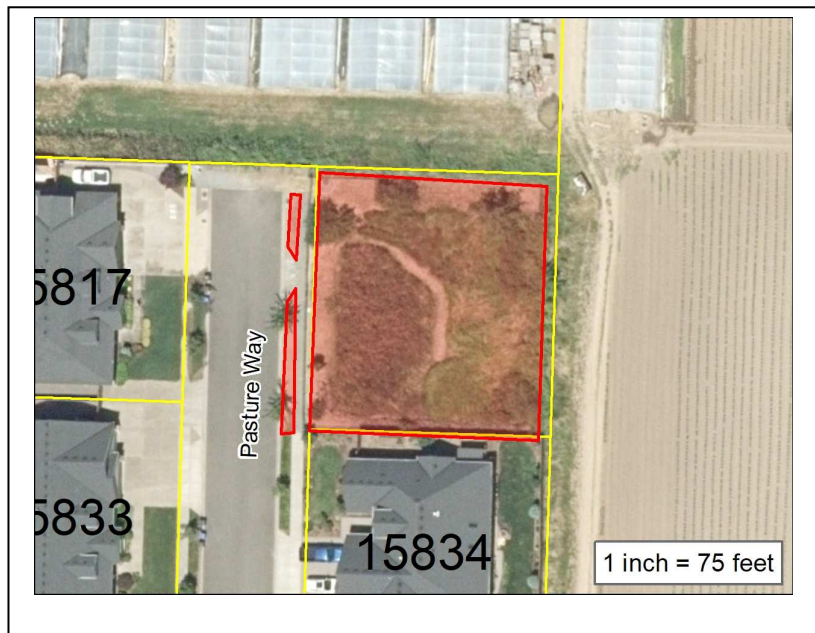
Site ID: Stm-60-3105

Site Address:
Across From 15834 Pasture Way

Category: Pond

Site Area Sq Ft: 10,472

Site Detail Map

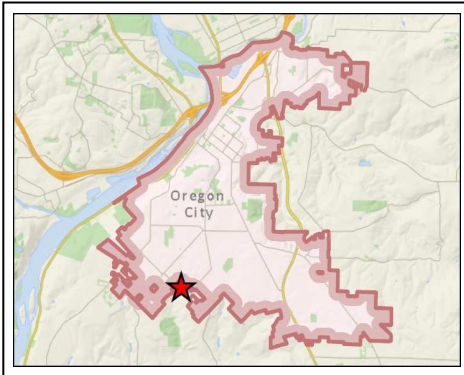


Stormwater Division - Pond Sites continued

RFP ID: Stm-61

Site Name: Pavilion Park Detention Pond

Location Map



Site Information

Site ID: Stm-61-3106

Site Address:

Across From 19573 Mccord Rd.

Category: Pond

Site Area Sq Ft: 32,125

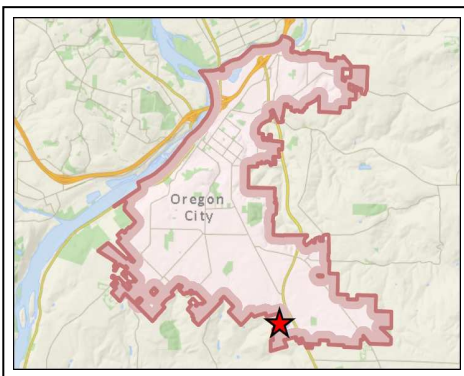
Site Detail Map



RFP ID: Stm-62

Site Name: Caufield Place Detention Pond

Location Map



Site Information

Site ID: Stm-62-3107

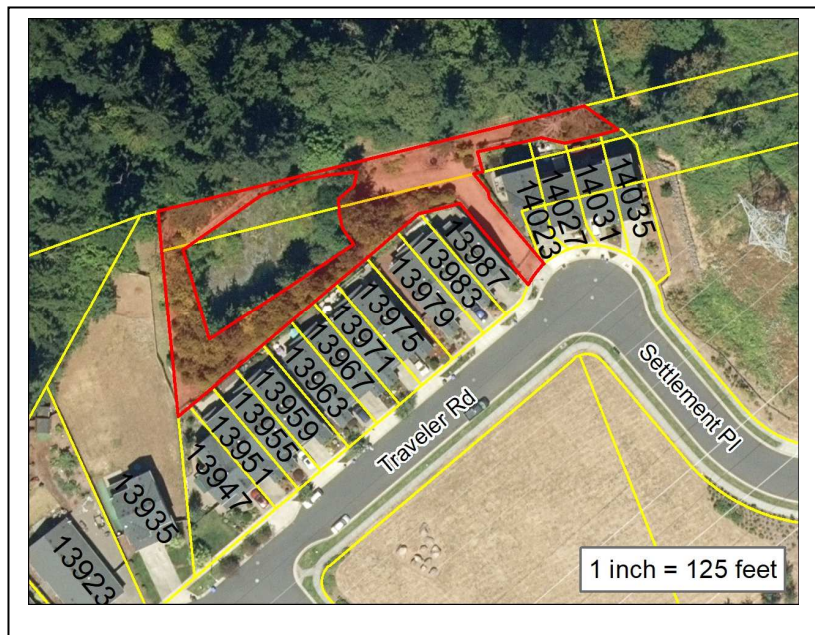
Site Address:

Behind 13987 Traveler Rd.

Category: Pond

Site Area Sq Ft: 13,969

Site Detail Map

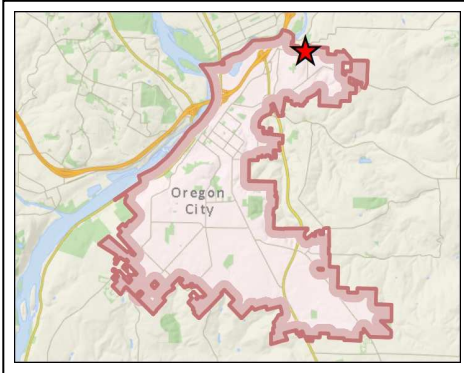


Stormwater Division - Pond Sites continued

RFP ID: Stm-63

Site Name: Thurman Estates Detention Pond

Location Map



Site Information

Site ID: Stm-63-3108

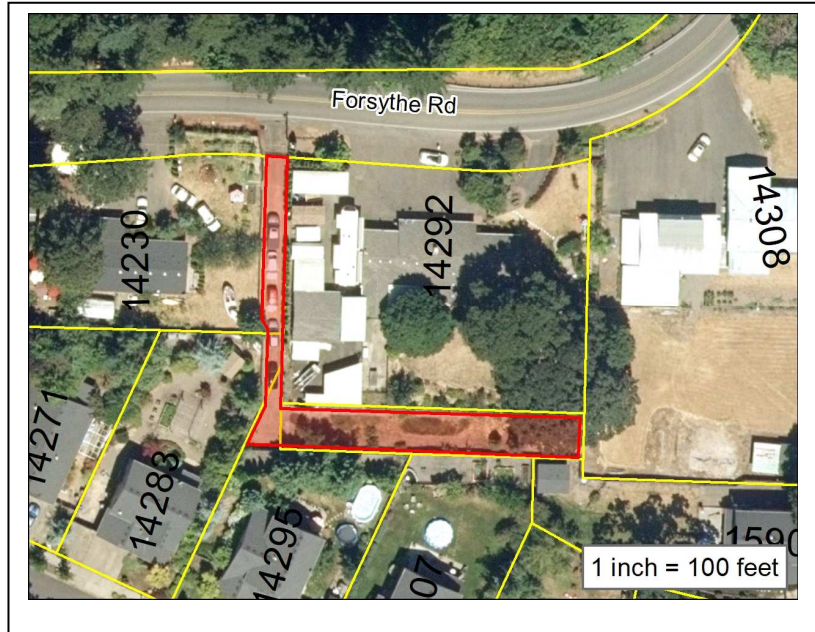
Site Address:

Behind 14292 Forsythe Rd

Category: Pond

Site Area Sq Ft: 5,144

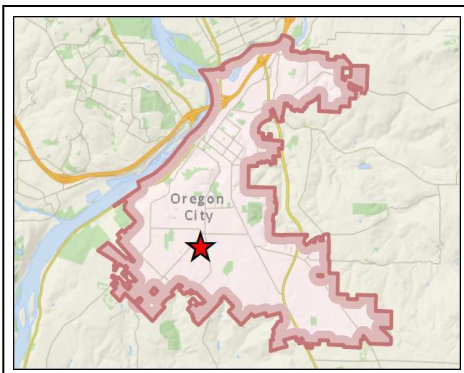
Site Detail Map



RFP ID: Stm-64

Site Name: Tug's Landing Detention Pond

Location Map



Site Information

Site ID: Stm-64-3109

Site Address: Intersection Of Rip Tide St. & Trade Wind

Category: Pond

Site Area Sq Ft: 11,455

Site Detail Map

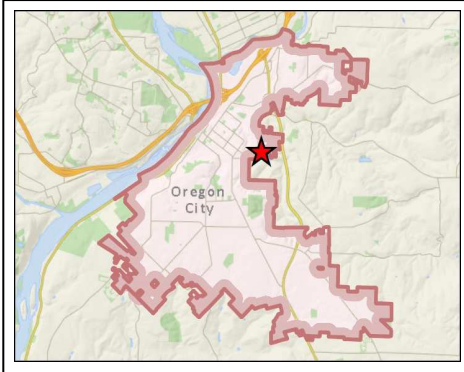


Stormwater Division - Pond Sites continued

RFP ID: Stm-65

Site Name: Juneberry Detention Pond

Location Map



Site Information

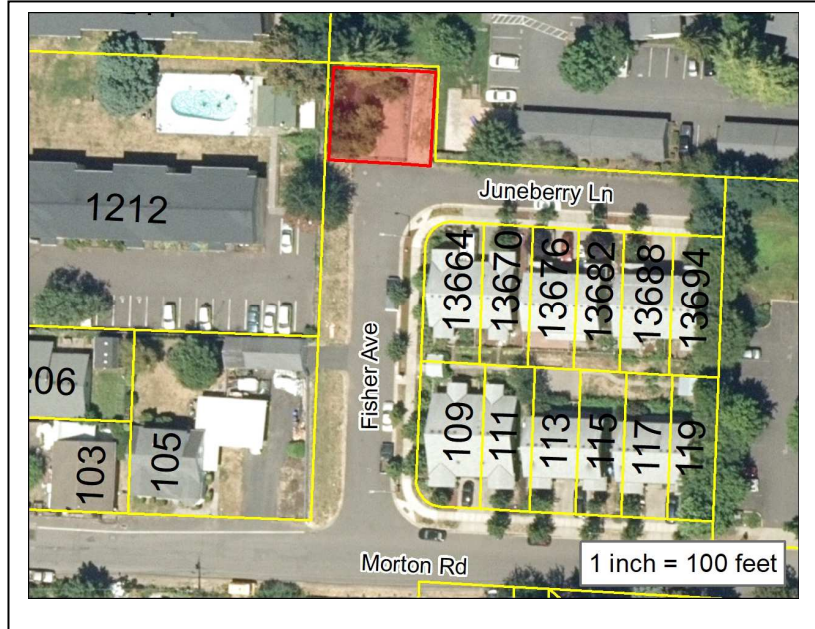
Site ID: Stm-65-3126

Site Address: Corner of Fisher Ave and Juneberry Ln

Category: Pond

Site Area Sq Ft: 2,829

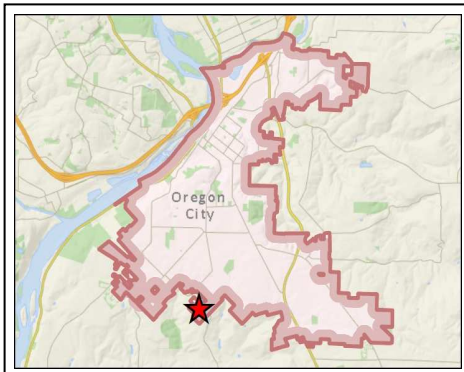
Site Detail Map



RFP ID: Stm-66

Site Name: Lindsay Ann Detention Pond & Planter

Location Map



Site Information

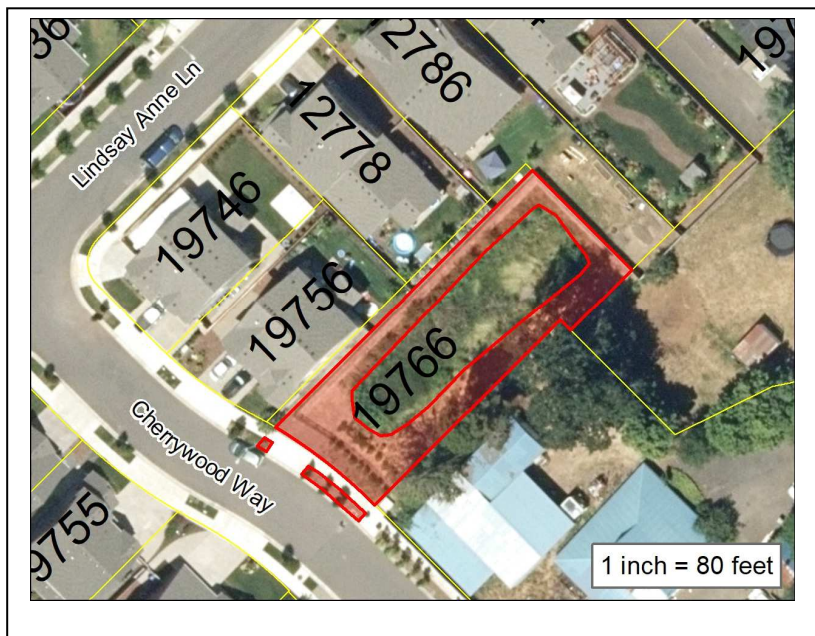
Site ID: Stm-66-3183

Site Address: Next to 19756
Cherrywood Way

Category: Pond

Site Area Sq Ft: 5,185

Site Detail Map

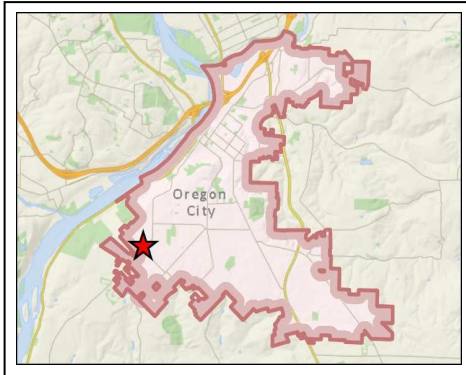


Stormwater Division - Pond Sites continued

RFP ID: Stm-67

Site Name: Adeline Acres Storm Pond and Planters

Location Map



Site Information

Site ID: Stm-67-3185

Site Address: Next to 1318

Josephine St

Category: Pond

Site Area Sq Ft: 12,723

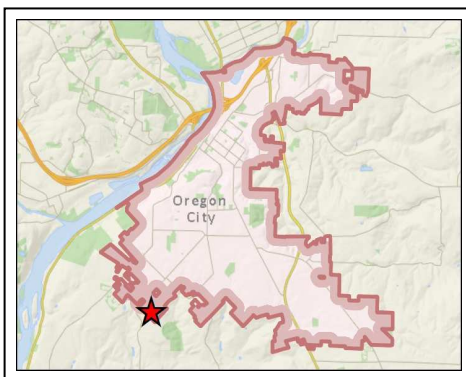
Site Detail Map



RFP ID: Stm-68

Site Name: Highland Park Storm Pond and Planters

Location Map



Site Information

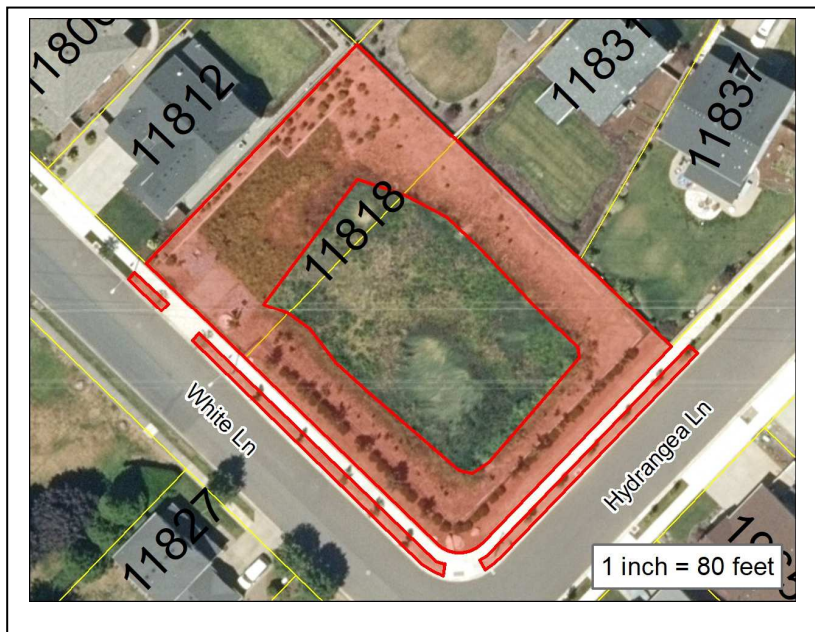
Site ID: Stm-68-3186

Site Address: Corner of White Ln &
Hydrangea Ln

Category: Pond

Site Area Sq Ft: 17,564

Site Detail Map

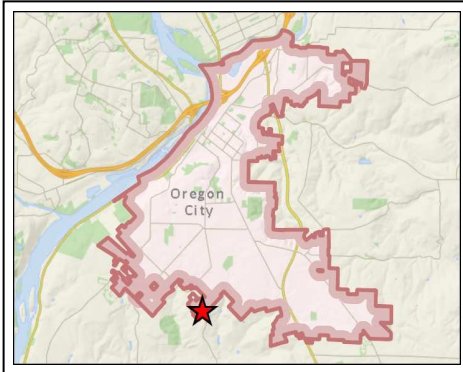


Stormwater Division - Pond Sites continued

RFP ID: Stm-69

Site Name: Marlo Farms Detention Pond & Planter

Location Map



Site Information

Site ID: Stm-69-3191
Site Address: Next to 19836
 Cherrywood Way
Category: Pond
Site Area Sq Ft: 9,045

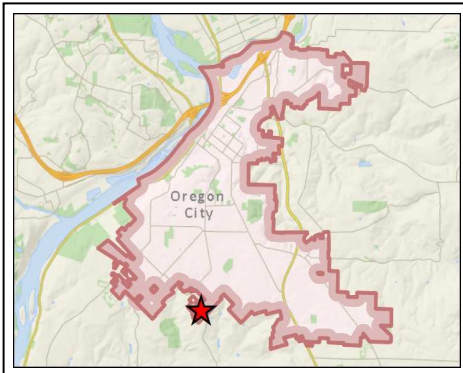
Site Detail Map



RFP ID: Stm-70

Site Name: Ellis Estates Detention Pond & Planter

Location Map



Site Information

Site ID: Stm-70-3192
Site Address: Across from
 19795 Cherrywood Way
Category: Pond
Site Area Sq Ft: 6,799

Site Detail Map

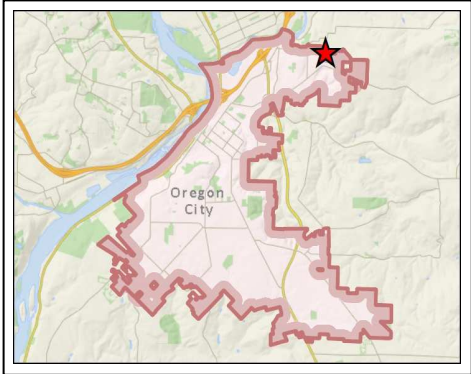


Stormwater Division - Pond Sites continued

RFP ID: Stm-71

Site Name: Sunnybrook 2 Storm Pond and Planter

Location Map



Site Information

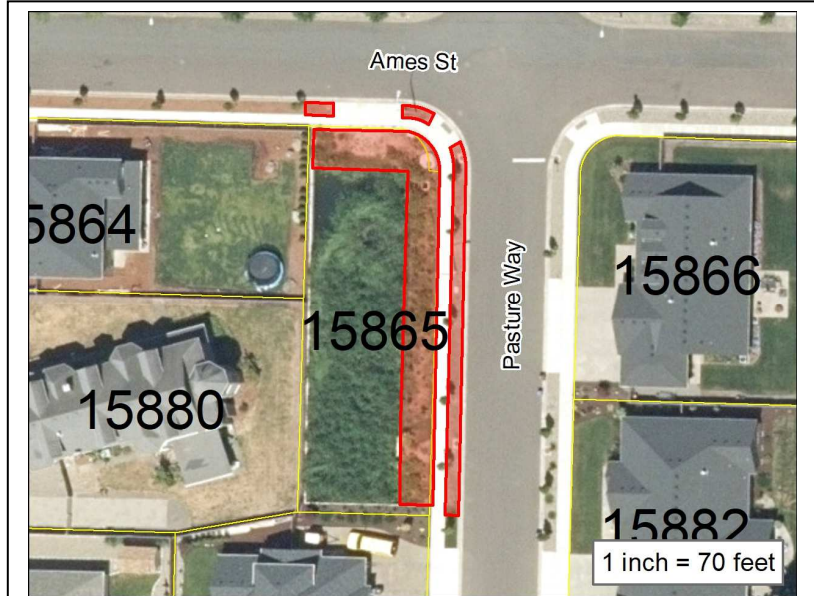
Site ID: Stm-71-3197

Site Address: Corner of Ames St & Pasture Way

Category: Pond

Site Area Sq Ft: 3,077

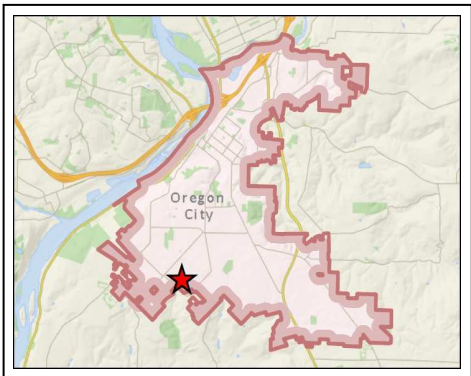
Site Detail Map



RFP ID: Stm-72

Site Name: Boulder Run Detention Pond

Location Map



Site Information

Site ID: Stm-72-3211

Site Address: Next to 19375 Pease Rd

Category: Pond

Site Area Sq Ft: 4,126

Site Detail Map

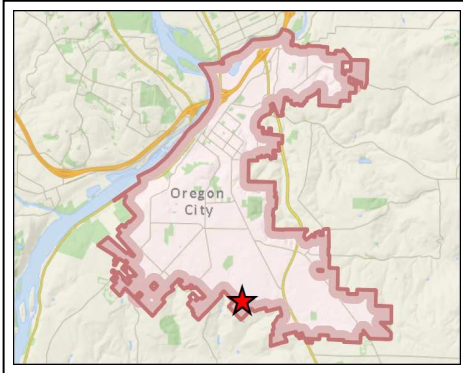


Stormwater Division - Pond Sites continued

RFP ID: Stm-73

Site Name: Small Slope Detention Pond & Planter

Location Map



Site Information

Site ID: Stm-73-3213

Site Address: Corner of Small Ct & Meyers Rd

Category: Pond

Site Area Sq Ft: 2,188

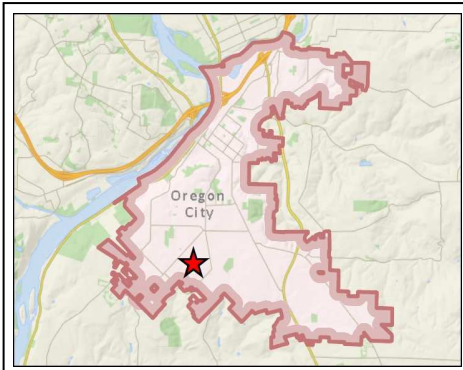
Site Detail Map



RFP ID: Stm-74

Site Name: Lucille Riggs Detention Pond

Location Map



Site Information

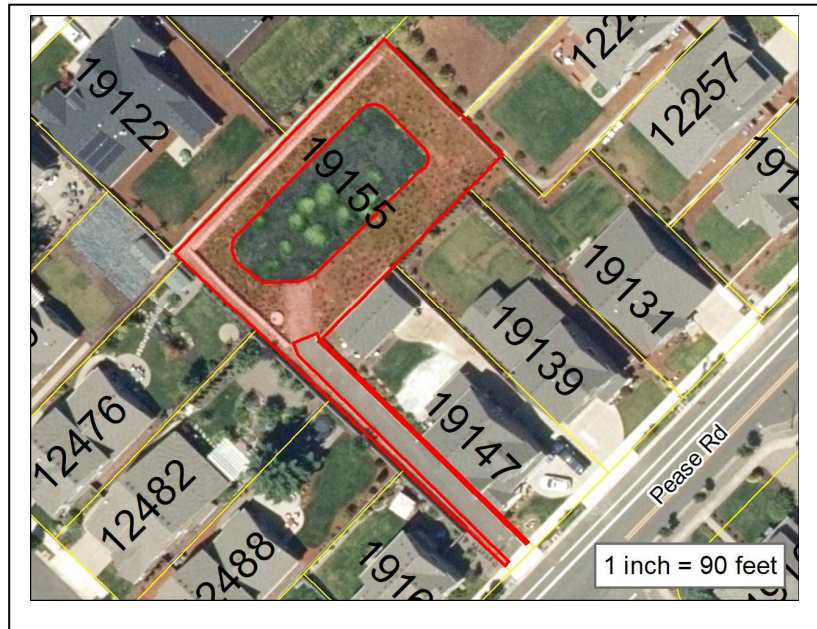
Site ID: Stm-74-3234

Site Address: Next to & behind 19147 Pease Rd

Category: Pond

Site Area Sq Ft: 8,489

Site Detail Map

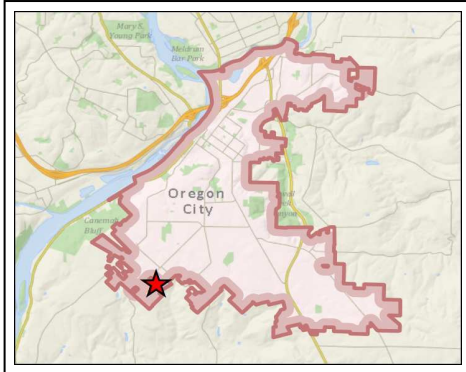


Stormwater Division - Pond Sites continued

RFP ID: Stm-75

Site Name: Eds Orchard Stormwater Pond

Location Map



Site Information

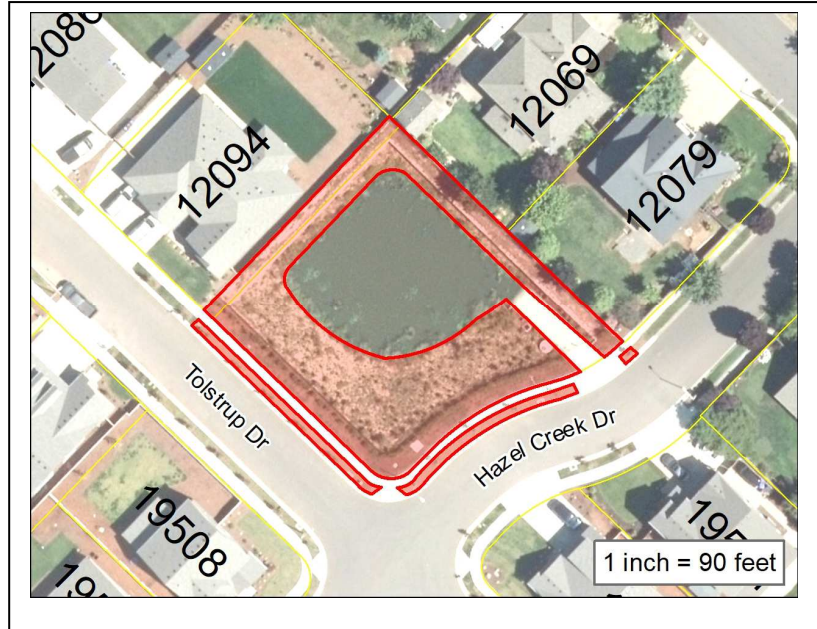
Site ID: Stm-75-3235

Site Address: Corner of Tolstrup Dr
& Hazel Creek Dr

Category: Pond

Site Area Sq Ft: 12,377

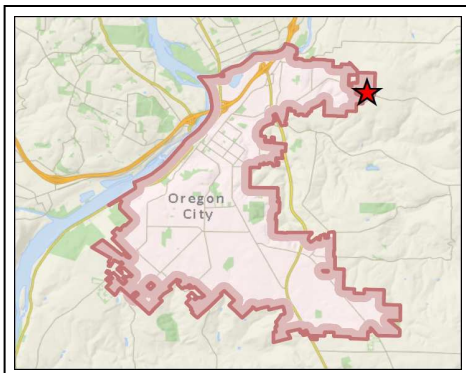
Site Detail Map



RFP ID: Stm-76

Site Name: Abernethy Landing Detention Pond

Location Map



Site Information

Site ID: Stm-76-3310

Site Address: Next to 15257
Holcomb Blvd

Category: Pond

Site Area Sq Ft: 15,619

Site Detail Map



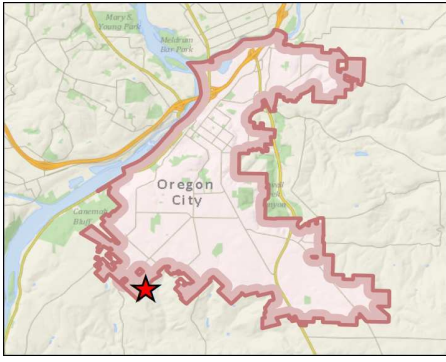
Stormwater Division - Pond Sites continued

RFP ID: Stm-77

Site Name: Wheeler Farms Pond

Location Map

Site Detail Map



Site Information

Site ID: Stm-77-3408

Site Address:

Behind 19684 Orchard Grove Dr

Category: Pond

Site Area Sq Ft: 15,014



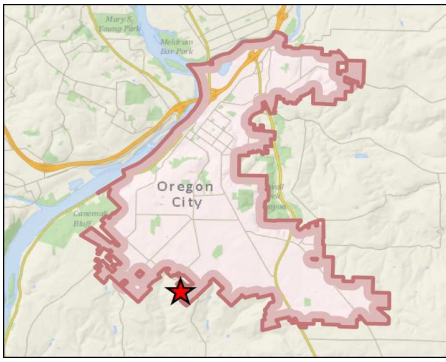
1 inch = 140 feet

RFP ID: Stm-78

Site Name: Lindsay Anne Too Detention Pond

Location Map

Site Detail Map



Site Information

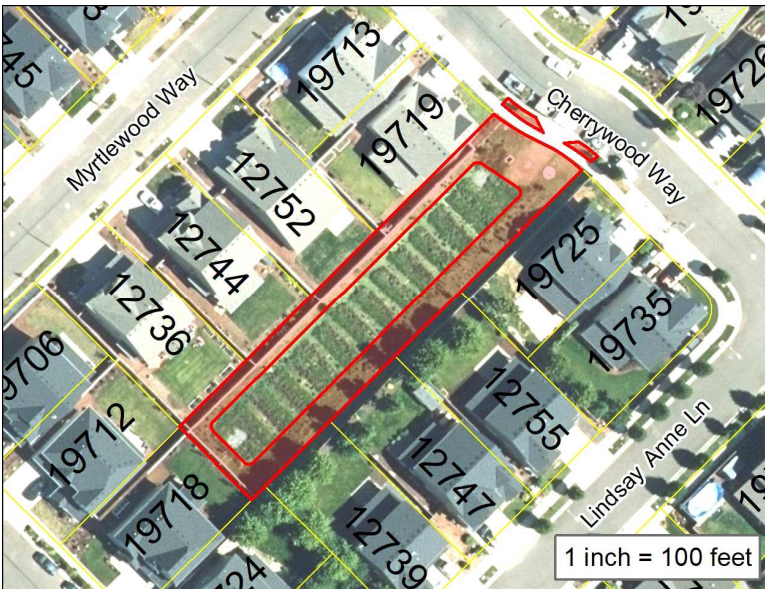
Site ID: Stm-78-3442

Site Address: Next to 19719

Cherrywood Way

Category: Pond

Site Area Sq Ft: 7,592



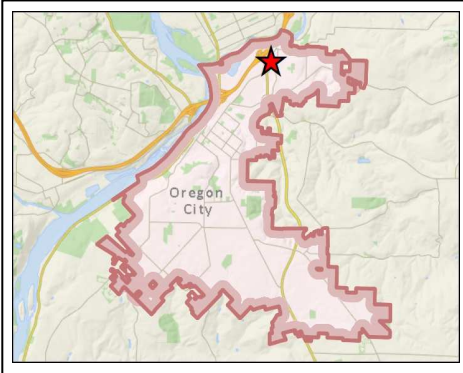
1 inch = 100 feet

Stormwater Division - Pond Sites continued

RFP ID: Stm-79

Site Name: Depot Ln Pond

Location Map



Site Information

Site ID: Stm-79-3182

Site Address: Next to 13014
Clackamas River Dr.

Category: Pond

Site Area Sq Ft: 15,221

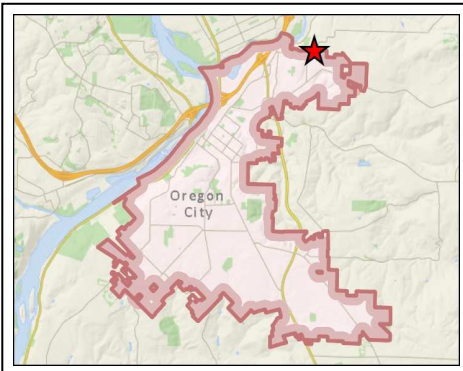
Site Detail Map



RFP ID: Stm-80

Site Name: Ives Estates Detention Pond

Location Map



Site Information

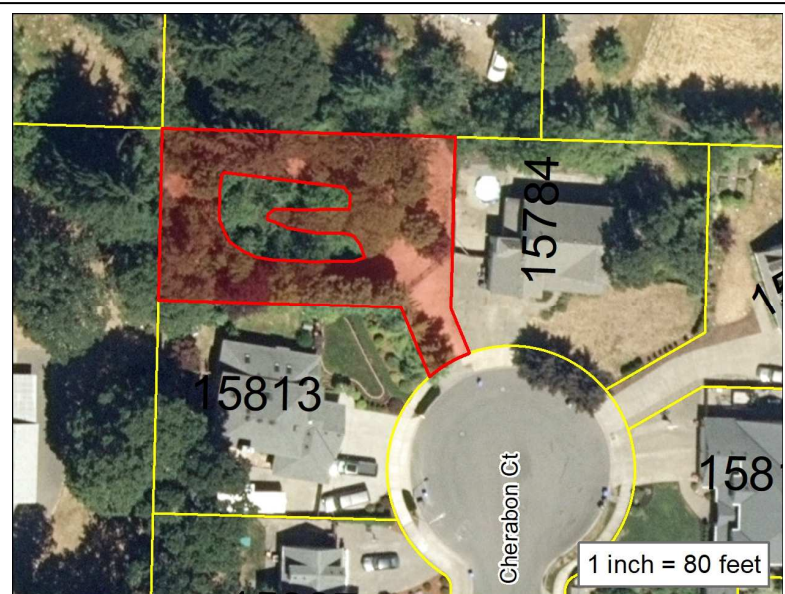
Site ID: Stm-80-3058

Site Address: Next To 15813
Cherabon Court

Category: Pond

Site Area Sq Ft: 8,493

Site Detail Map

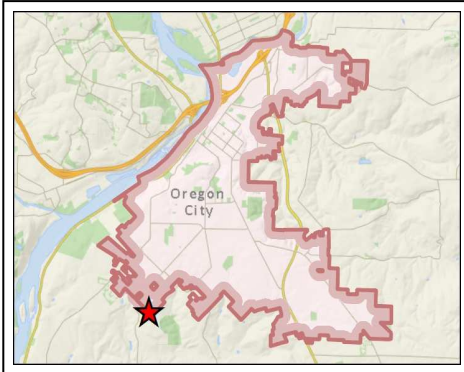


Stormwater Division - Pond Sites continued

RFP ID: Stm-113

Site Name: Payson Farms Detention Pond

Location Map



Site Information

Site ID: Stm-113-3034

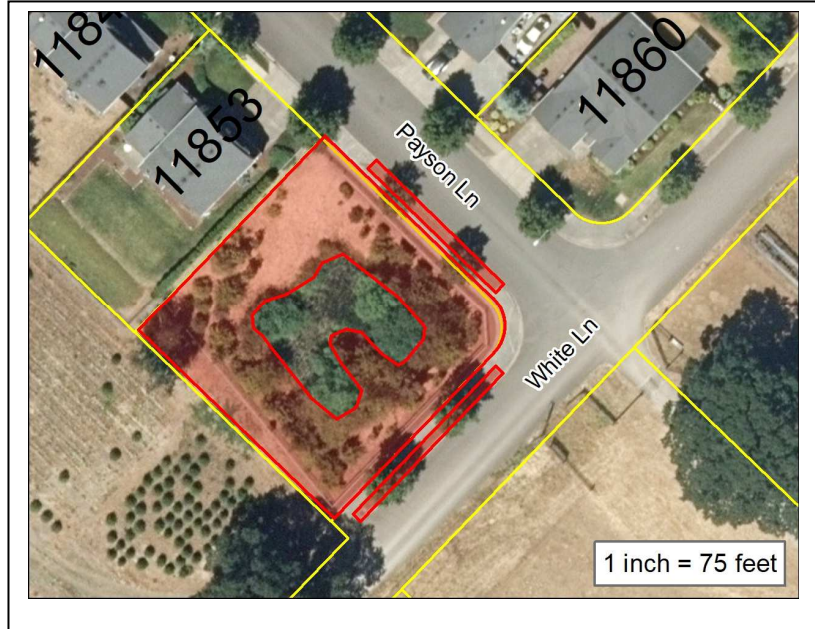
Site Address:

Next To 11853 Payson Lane

Category: Pond

Site Area Sq Ft: 10,602

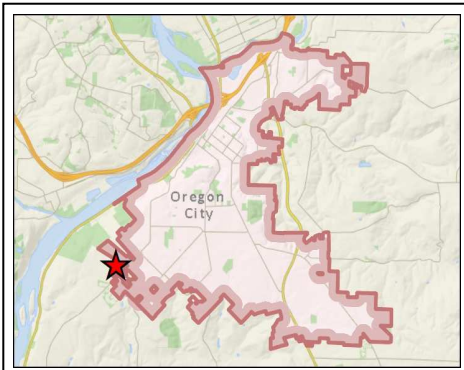
Site Detail Map



RFP ID: Stm-115

Site Name: Merchant Place Detention Pond

Location Map



Site Information

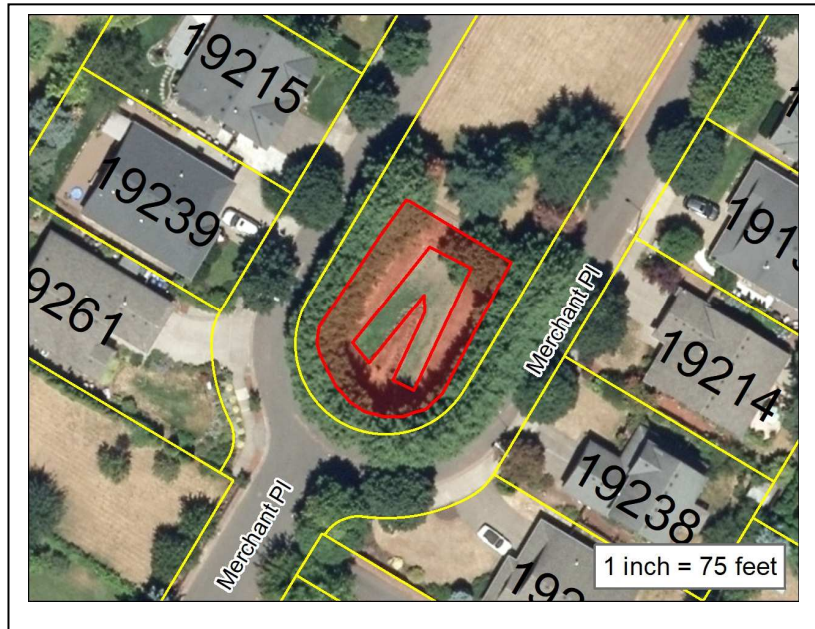
Site ID: Stm-115-3073

Site Address: In Front Of
19214 Merchant Place

Category: Pond

Site Area Sq Ft: 3,111

Site Detail Map

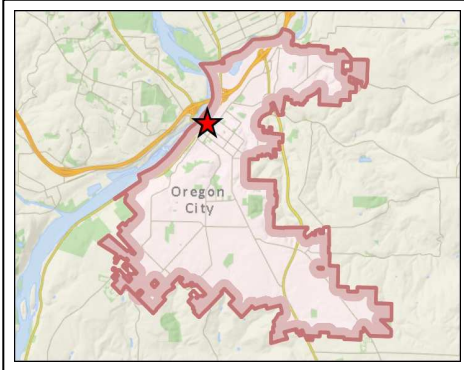


Stormwater Division – Gardens, Planters, Swales Sites

RFP ID: Stm-81

Site Name: 10th Street Roadside Planters

Location Map



Site Information

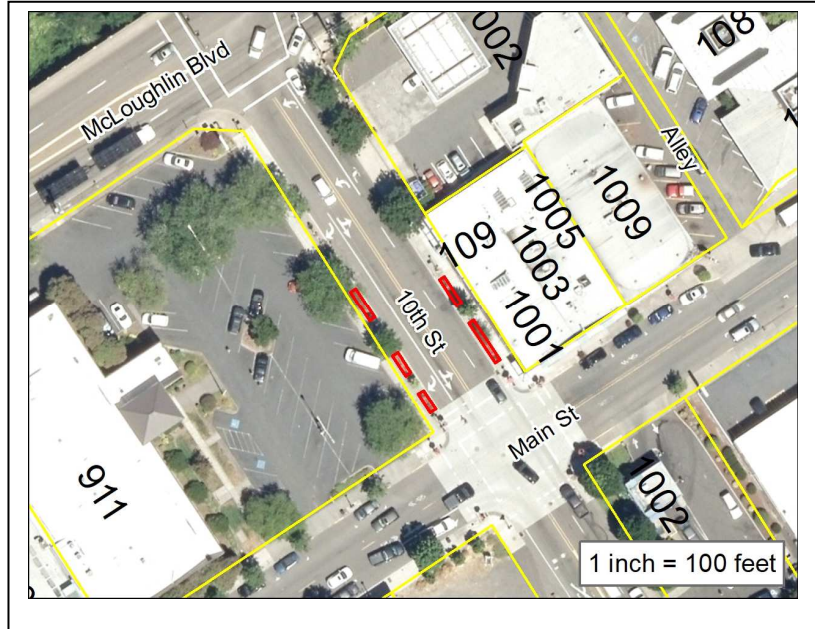
Site ID: Stm-81-3207

Site Address: 10th & Main St (Both sides of street) (5 Planters)

Category: Roadside Planter

Total Site Area Sq Ft: 310

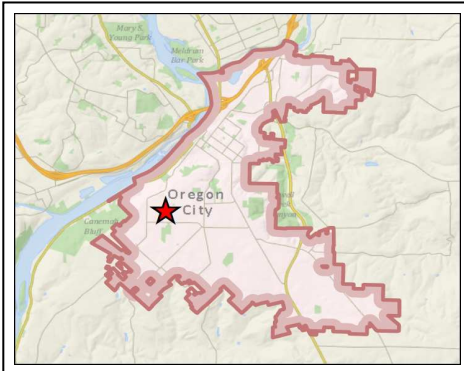
Site Detail Map



RFP ID: Stm-82

Site Name: Clearbrook Dr Roadside Planters

Location Map



Site Information

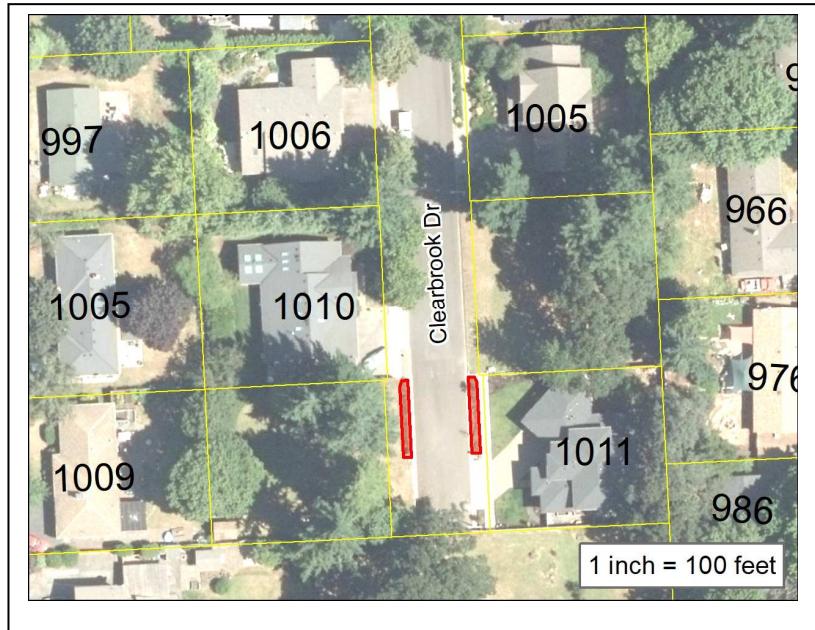
Site ID: Stm-82-3209, Stm-82-3210

Site Address: 1011 Clearbrook Dr (Both sides of street) (2 Planters)

Category: Roadside Planter

Total Site Area Sq Ft: 372

Site Detail Map

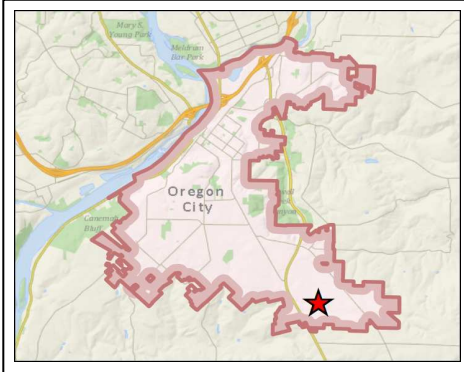


Stormwater Division - Gardens, Planters, Swales Sites continued

RFP ID: Stm-83

Site Name: Meyers Rd Stormwater Planters

Location Map



Site Information

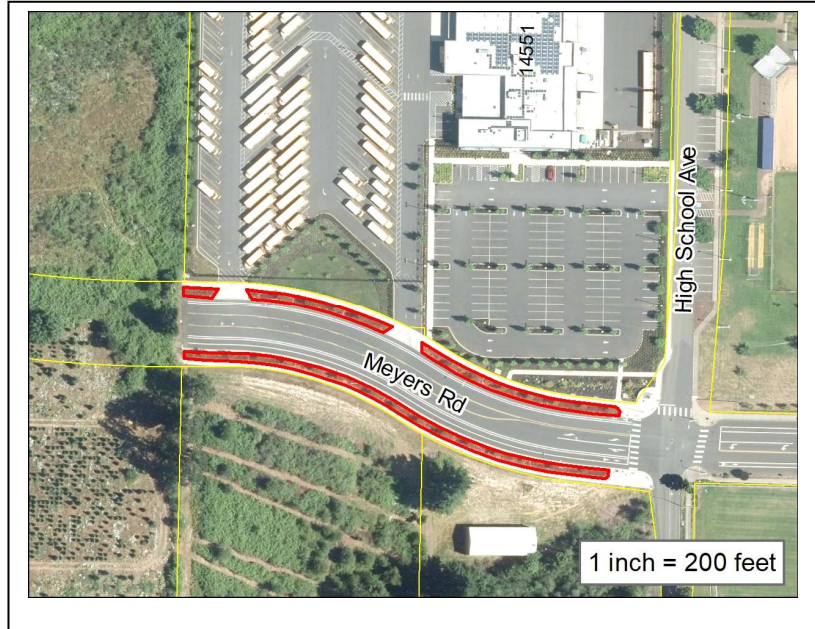
Site ID: Stm-83-3215 - Stm-82-3218

Site Address: 14551 Meyers Rd
(Both sides of street) (4 Planters)

Category: Roadside Planter

Total Site Area Sq Ft: 9,016

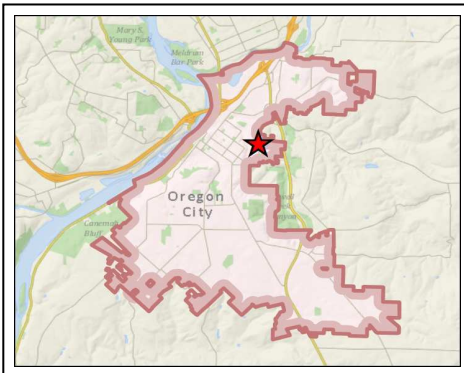
Site Detail Map



RFP ID: Stm-84

Site Name: 15th Street Roadside Planter

Location Map



Site Information

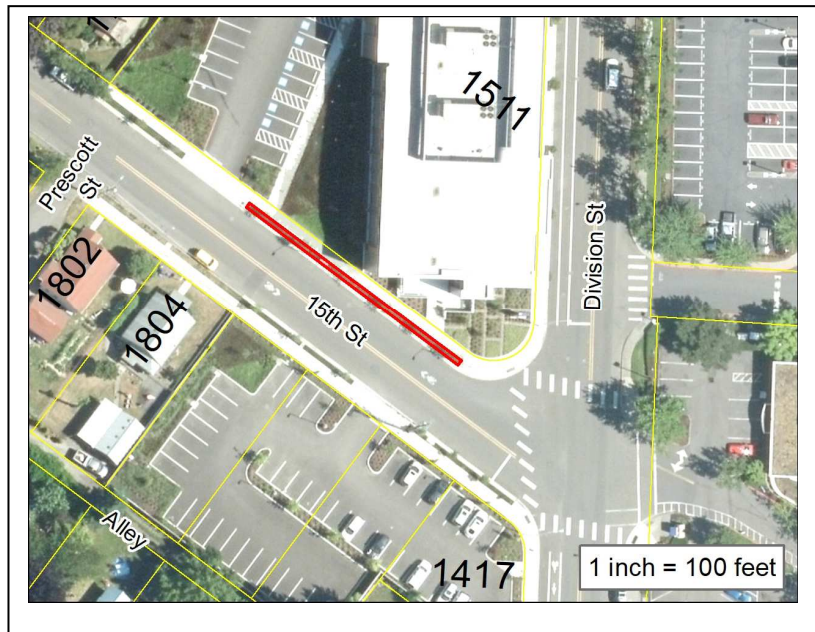
Site ID: Stm-84-3247

Site Address: 1511 Division St
(North side of 15th St) (1 Planter)

Category: Roadside Planter

Total Site Area Sq Ft: 9,016

Site Detail Map

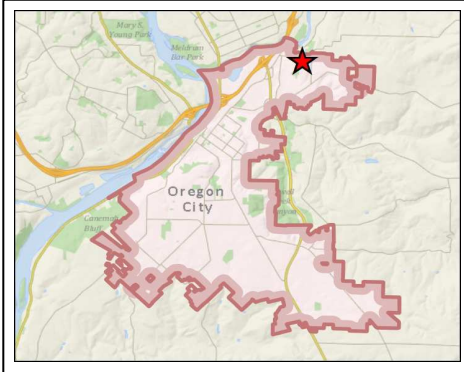


Stormwater Division - Gardens, Planters, Swales Sites continued

RFP ID: Stm-85

Site Name: Hunter Hills Subdivision

Location Map



Site Information

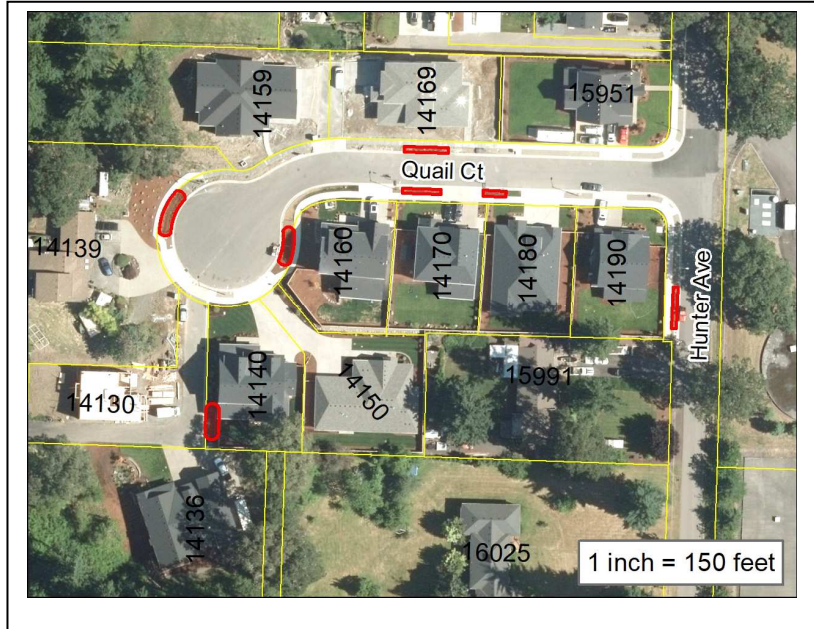
Site ID: Stm-85-3293 - Stm-85-3299

Site Address: Quail Ct & Hunter Ave (4 Planters & 3 Swales)

Category: Roadside Planter/Swale

Total Site Area Sq Ft: 1,451

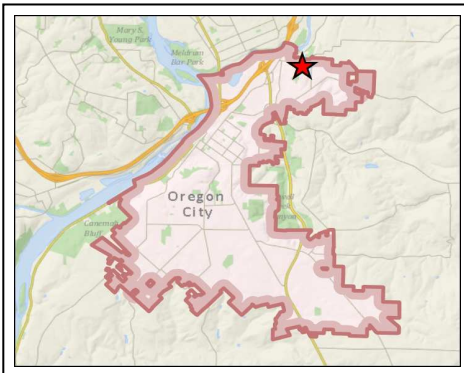
Site Detail Map



RFP ID: Stm-86

Site Name: Caufield St & Pleasant Ave

Location Map



Site Information

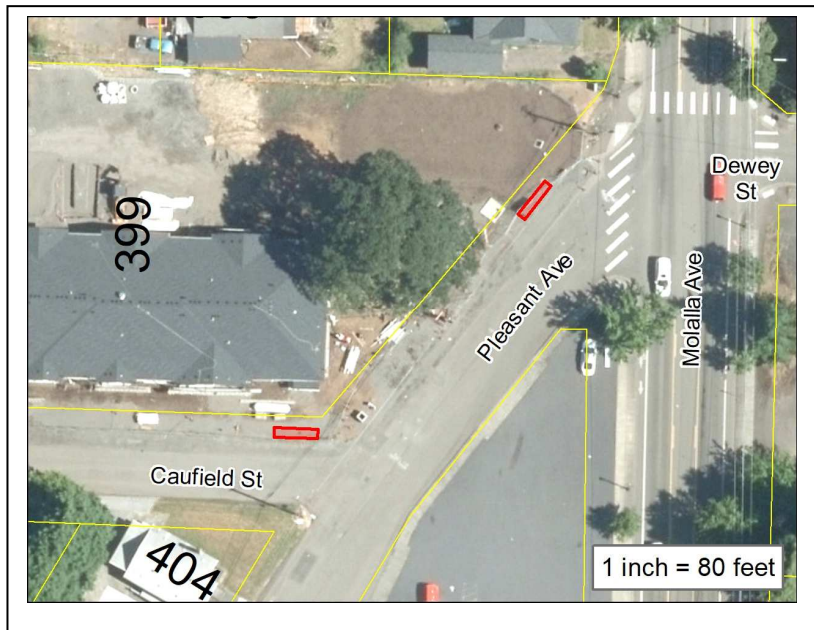
Site ID: Stm-86-3262, Stm-86-3263

Site Address: 399 Caufield St & Pleasant Ave (2 Planters)

Category: Roadside Planter

Total Site Area Sq Ft: 432

Site Detail Map

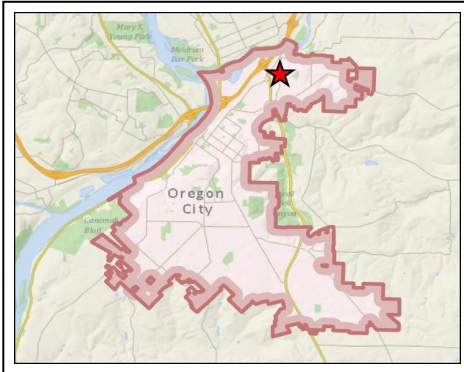


Stormwater Division - Gardens, Planters, Swales Sites continued

RFP ID: Stm-87

Site Name: Apperson Blvd Roadside Planter

Location Map



Site Information

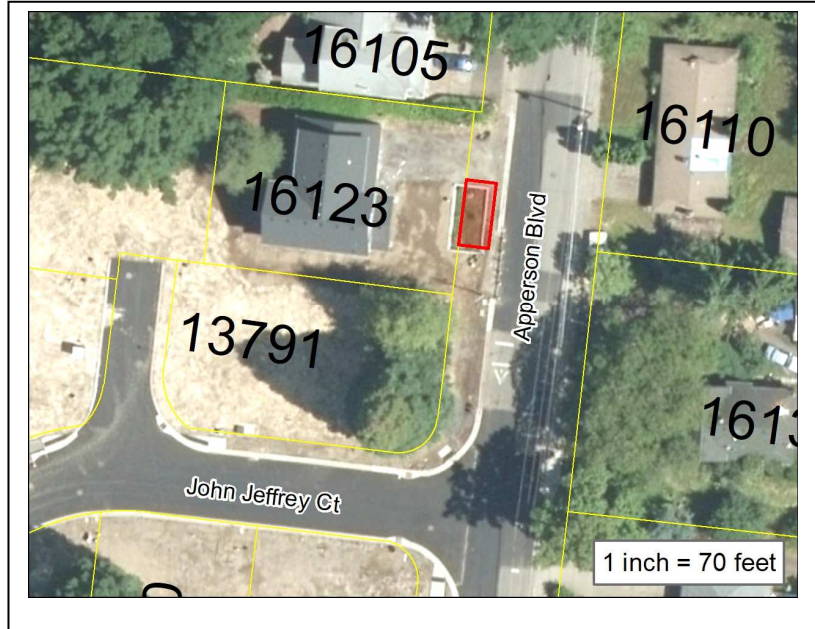
Site ID: Stm-87-3463

Site Address: 16123 Apperson Blvd
(1 Planter)

Category: Roadside Planter

Total Site Area Sq Ft: 288

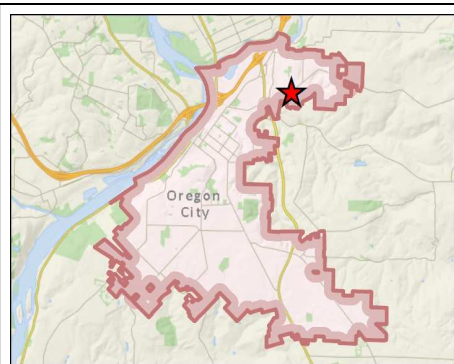
Site Detail Map



RFP ID: Stm-88

Site Name: Holcomb Blvd Storm Swales

Location Map



Site Information

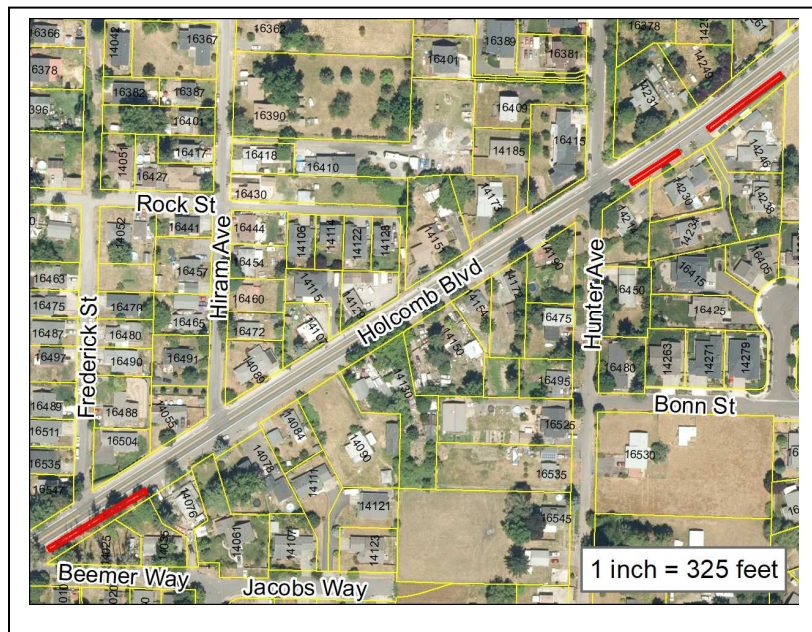
Site ID: Stm-88-3160,
Stm-88-3198, Stm-88-3199

Site Address: Ditches on south side
of Holcomb Blvd (3 Swales)

Category: Swale

Total Site Area Sq Ft: 3,382

Site Detail Map

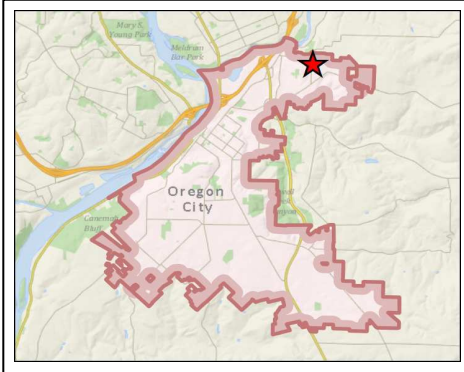


Stormwater Division - Gardens, Planters, Swales Sites continued

RFP ID: Stm-89

Site Name: Swan Ave Swales

Location Map



Site Information

Site ID: Stm-89-3420, Stm-89-3499

Site Address: 16022 Swan & 15964/15974 Swan (4 Swales)

Category: Swale

Total Site Area Sq Ft: 4,429

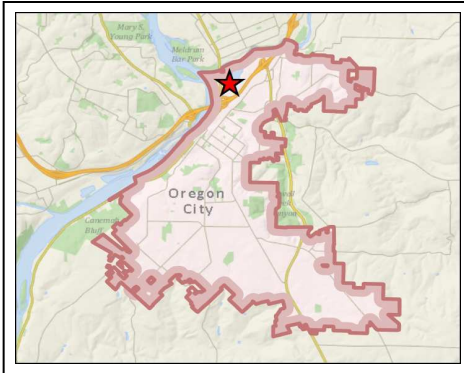
Site Detail Map



RFP ID: Stm-90

Site Name: Main St Extension Swales

Location Map



Site Information

Site ID: Stm-90-3232, Stm-90-3500

Site Address: 1913 Main St & North to OC Shopping Center (2 Swales)

Category: Swale

Total Site Area Sq Ft: 16, 834

Site Detail Map

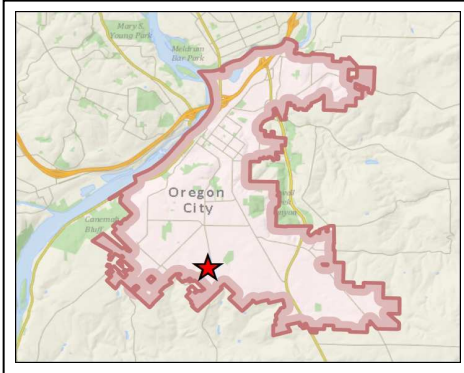


Stormwater Division - Gardens, Planters, Swales Sites continued

RFP ID: Stm-91

Site Name: Prospector Terr Swale

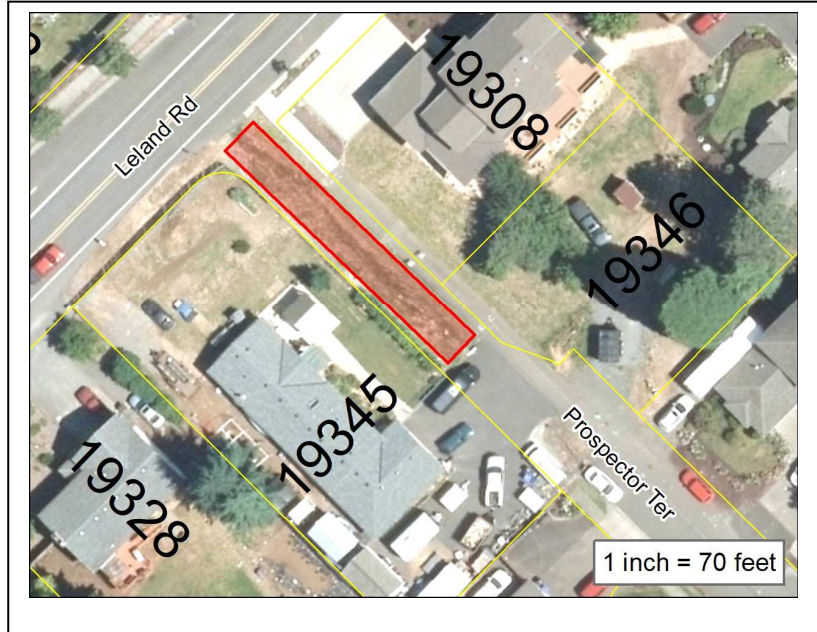
Location Map



Site Information

Site ID: Stm-91-3477
Site Address: 19345 Prospector Terr (1 Swale)
Category: Swale
Total Site Area Sq Ft: 1,780

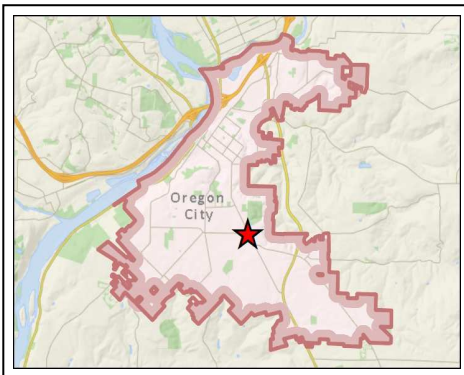
Site Detail Map



RFP ID: Stm-92

Site Name: Warner Milne Rain Garden

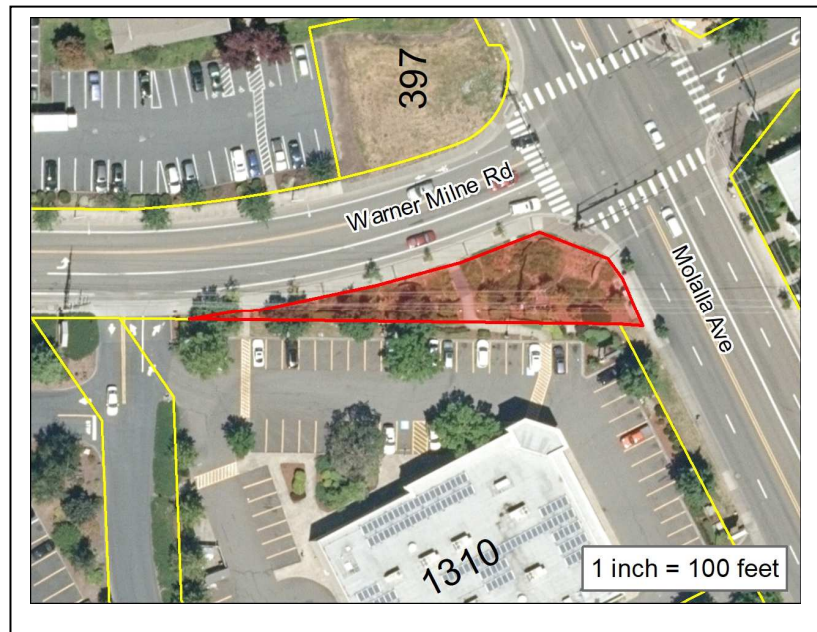
Location Map



Site Information

Site ID: Stm-92-3376
Site Address: Intersection Molalla Ave. & Warner Milne At Walgreens
Category: Rain Garden
Site Area Sq Ft: 5,929

Site Detail Map

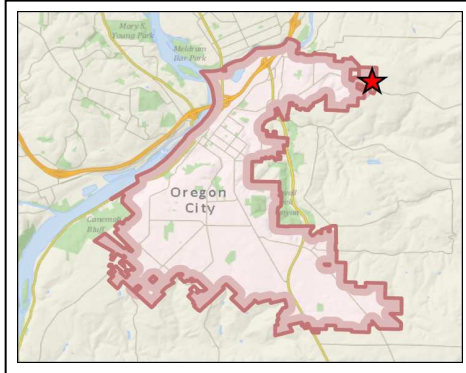


Stormwater Division - Gardens, Planters, Swales Sites continued

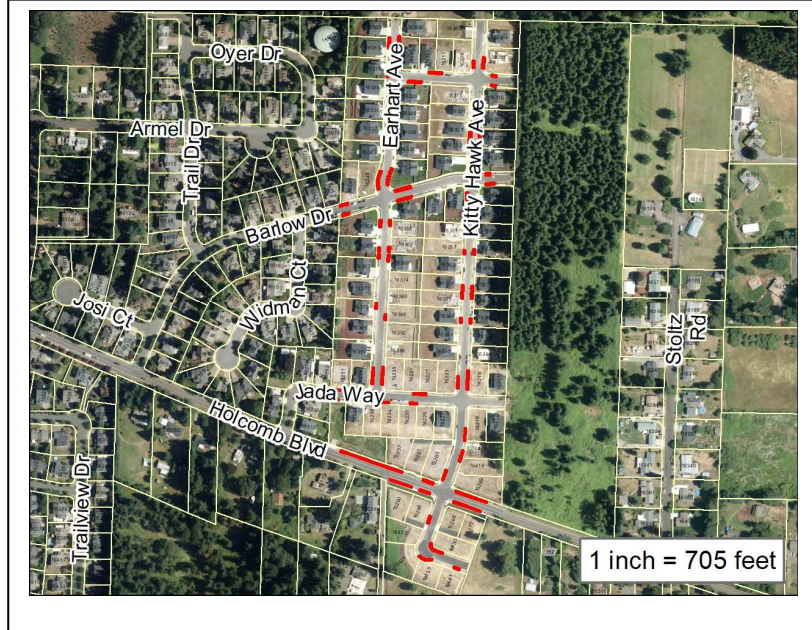
RFP ID: Stm-93

Site Name: Abernethy Landing Subdivision

Location Map



Site Detail Map



Site Information

Site ID: Stm-93-3311 – Stm-93-3372
Site Address: Holcomb Blvd & Kitty Hawk Ave (62 Roadside Planters)
Category: Roadside Planter
Total Site Area Sq Ft: 10,265

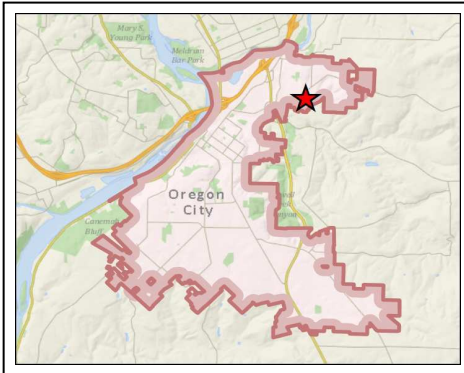
Street Name	Site Count	Site ID's
Barlow Dr	6 Planters	Stm-93-3347, Stm-93-3348, Stm-93-3355 – Stm-93-3357
Earhart Ave	15 Planters	Stm-93-3333 – Stm-93-3336, Stm-93-3349 – Stm-93-3354, Stm-93-3359, Stm-93-3360, Stm-93-3370 – Stm-93-3372
Holcomb Blvd	9 Planters	Stm-93-3316 – Stm-93-3324
Jada Way	5 Planters	Stm-93-3328 – Stm-93-3332
Kitty Hawk Ave (N of Holcomb)	18 Planters	Stm-93-3325 – Stm-93-3327, Stm-93-3337 – Stm-93-3346, Stm-93-3361 – Stm-93-3365
Kitty Hawk Ave (S of Holcomb)	5 Planters	Stm-93-3311, Stm-93-3312, Stm-93-3313, Stm-93-3314, Stm-93-3315
Wright Flyer Ln	4 Planters	Stm-93-3366 – Stm-93-3369

Stormwater Division - Gardens, Planters, Swales Sites continued

RFP ID: Stm-111

Site Name: Bonn St Roadside Planters

Location Map



Site Information

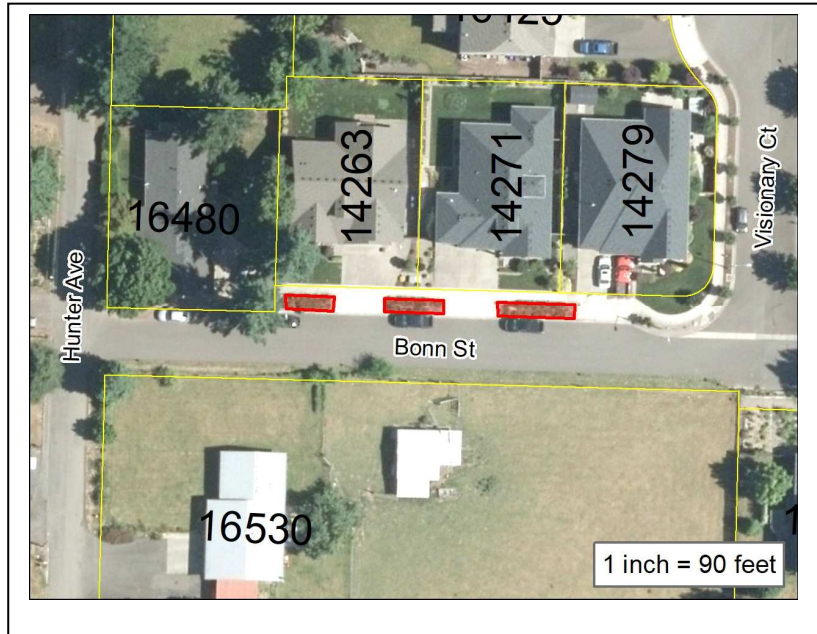
Site ID: Stm-111-3175 – Stm-111-3177

Site Address: 14263-14279 Bonn St
(3 Roadside Planters)

Category: Roadside Planter

Total Site Area Sq Ft: 642

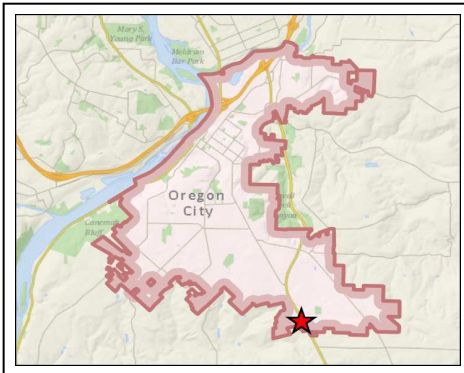
Site Detail Map



RFP ID: Stm-114

Site Name: Brendon Estates Swale

Location Map



Site Information

Site ID: Stm-114

Site Address: Behind 14187 &
14199 Conway Dr.

Category: Swale

Total Site Area Sq Ft: 2,712

Site Detail Map

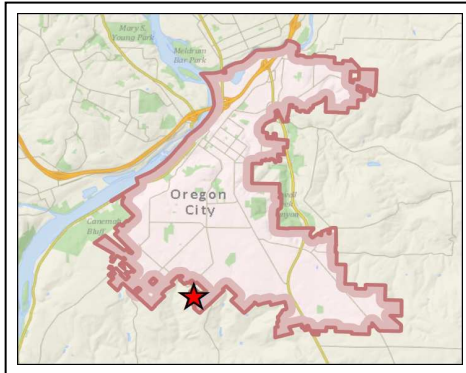


Stormwater Division - Gardens, Planters, Swales Sites continued

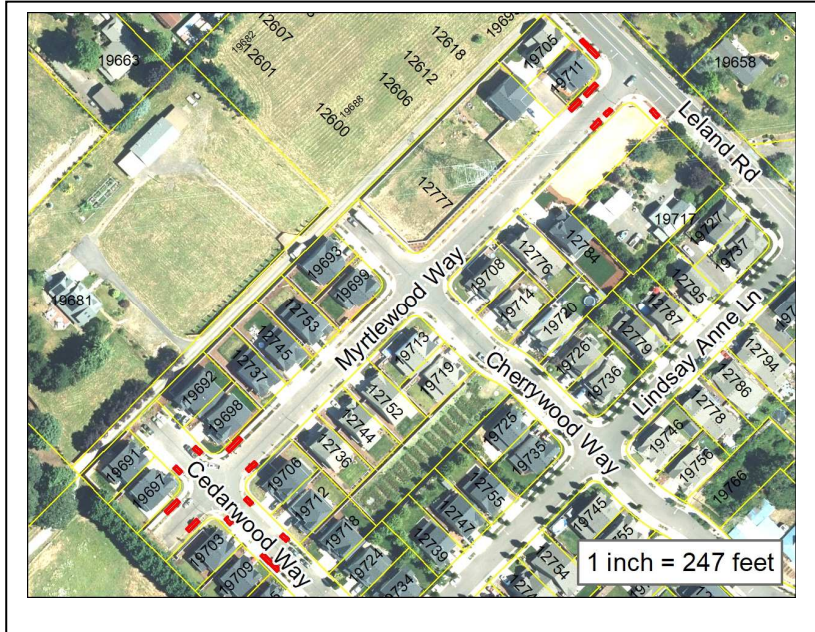
RFP ID: Stm-116

Site Name: Lindsey Anne Too Subdivision

Location Map



Site Detail Map



Site Information

Site ID: Stm-116-3436 – Stm-116-3452

Site Address: Leland Rd &
Myrtlewood Way (16 Roadside Planters)

Category: Roadside Planter

Total Site Area Sq Ft: 1,249

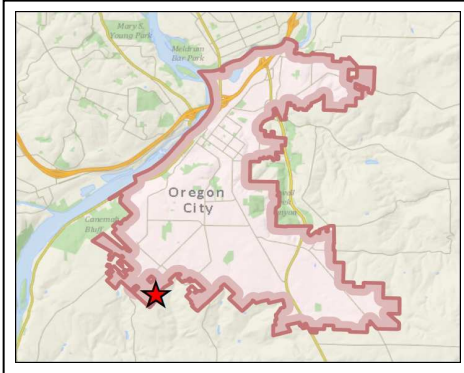
Street Name	Site Count	Site ID's
Cedarwood Way	6 Planters	Stm-116-3445 – Stm-116-3446, Stm-116-3449 – Stm-116-3452
Leland Rd	2 Planters	Stm-116-3436 – Stm-116-3437
Myrtlewood Way	8 Planters	Stm-116-3438 – Stm-116-3441, Stm-116-3443 – Stm-116-3444, Stm-116-3447 – Stm-116-3448

Stormwater Division - Gardens, Planters, Swales Sites continued

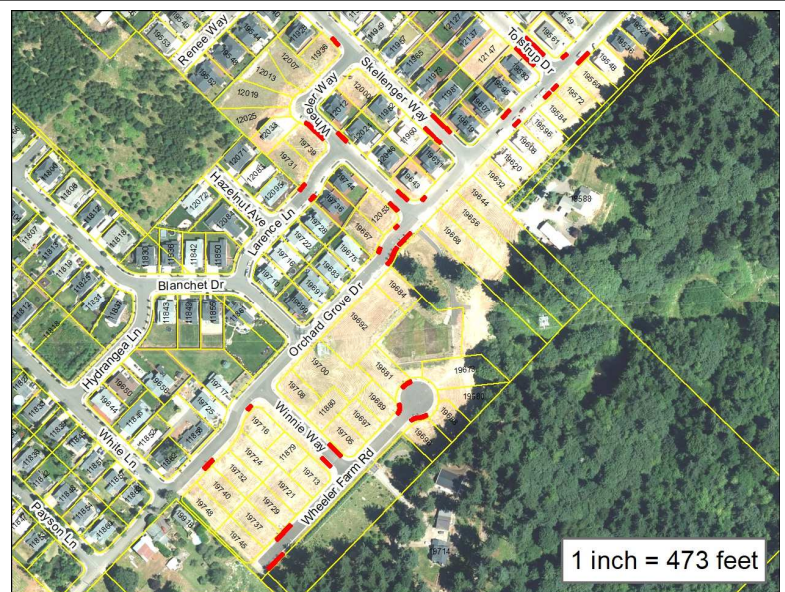
RFP ID: Stm-117

Site Name: Wheeler Farms Subdivision

Location Map



Site Detail Map



Site Information

Site ID: Stm-117-3399 – Stm-117-3434

Site Address: Orchard Grove Dr
(35 Roadside Planters)

Category: Roadside Planter

Total Site Area Sq Ft: 4,724

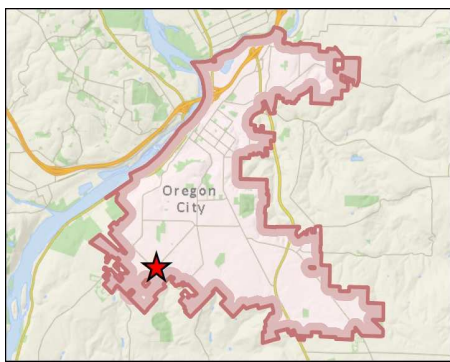
Street Name	Site Count	Site ID's
Larence Ln	2 Planters	Stm-117-3434 – Stm-117-3435
Orchard Grove Ave	13 Planters	Stm-117-3399 – Stm-117-3400, Stm-117-3409 – Stm-117-3419
Skellenger Way	5 Planters	Stm-117-3426, Stm-117-3431 – Stm-117-3434
Tolstrup Dr	4 Planters	Stm-117-3420 – Stm-117-3423
Wheeler Farm Rd	5 Planters	Stm-117-3403 – Stm-117-3407
Wheeler Way	4 Planters	Stm-117-3427 – Stm-117-3430
Winnie Way	2 Planters	Stm-117-3401 – Stm-117-3402

Stormwater Division - Ditch Sites

RFP ID: Stm-94

Site Name: Central Point Rd & McCord Rd

Location Map



Site Information

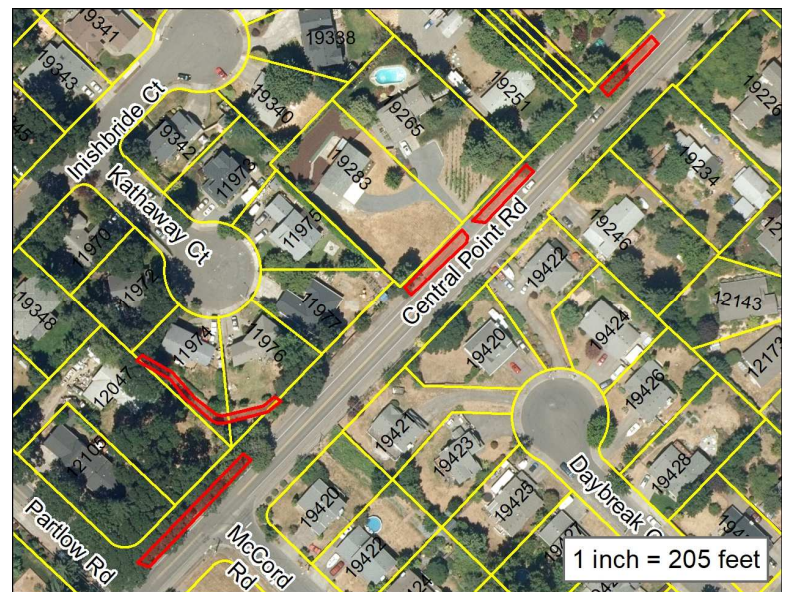
Site ID: Stm-94

Site Address: 19231 Cental Point Rd
to Partlow Rd & behind 11974/11976
Kathaway Ct

Category: Ditch

Site Area Sq Ft: 6,592

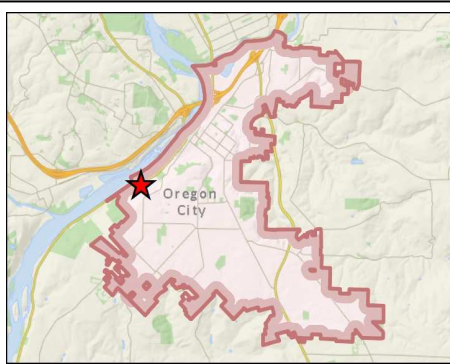
Site Detail Map



RFP ID: Stm-95

Site Name: 3rd Ave. & Apperson

Location Map



Site Information

Site ID: Stm-95

Site Address: In Front Of 708 - 716
3rd Ave.

Category: Ditch

Site Area Sq Ft: 3,463

Site Detail Map

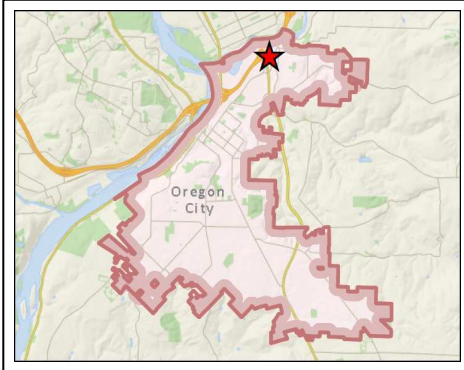


Stormwater Division - Ditch Sites continued

RFP ID: Stm-96

Site Name: Park Place Court

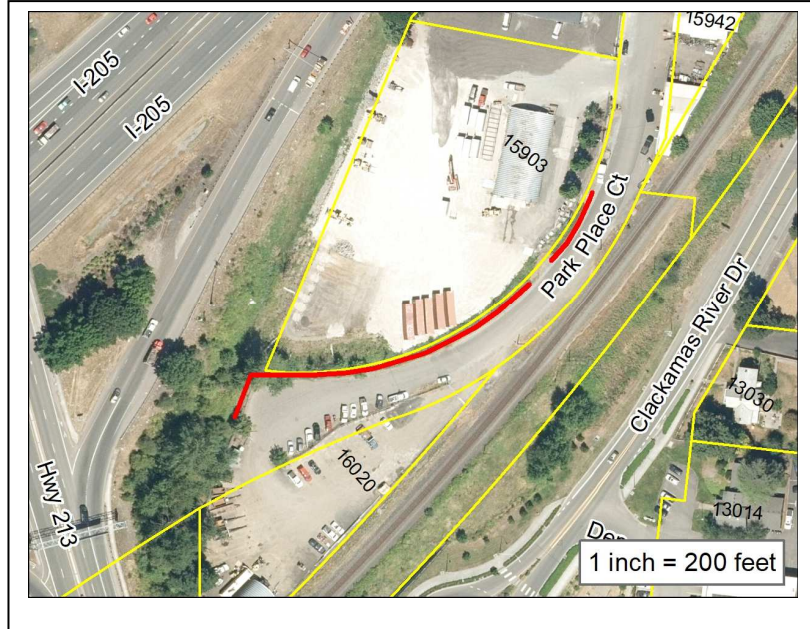
Location Map



Site Information

Site ID: Stm-96
Site Address: 15903 Park Place Ct.
 to cul-de-sac
Category: Ditch
Site Area Sq Ft: 8,406

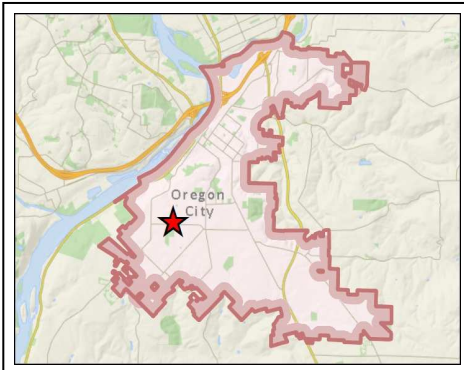
Site Detail Map



RFP ID: Stm-97

Site Name: 355 Warner Parrott Rd.

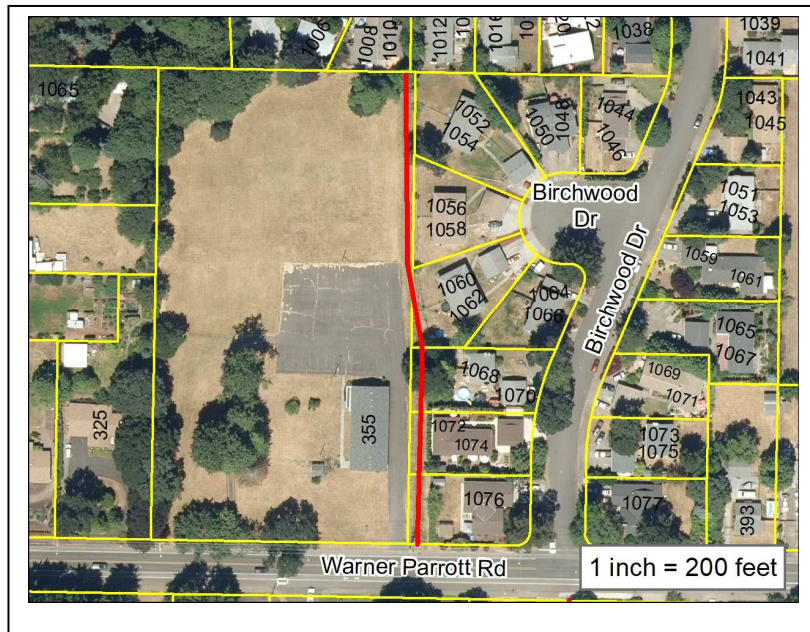
Location Map



Site Information

Site ID: Stm-97
Site Address: Along 355 Warner
 Parrott & behind 1054-1076 Birchwood
Category: Ditch
Site Area Sq Ft: 9,248

Site Detail Map

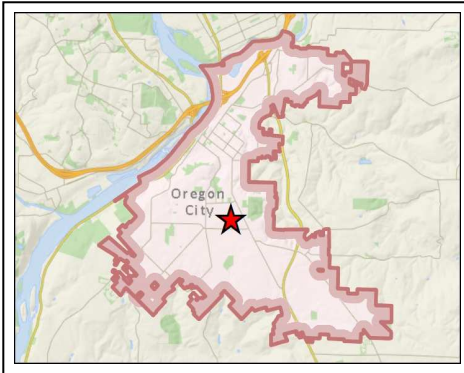


Stormwater Division - Ditch Sites continued

RFP ID: Stm-98

Site Name: St. John's Cemetery & Kamm St.

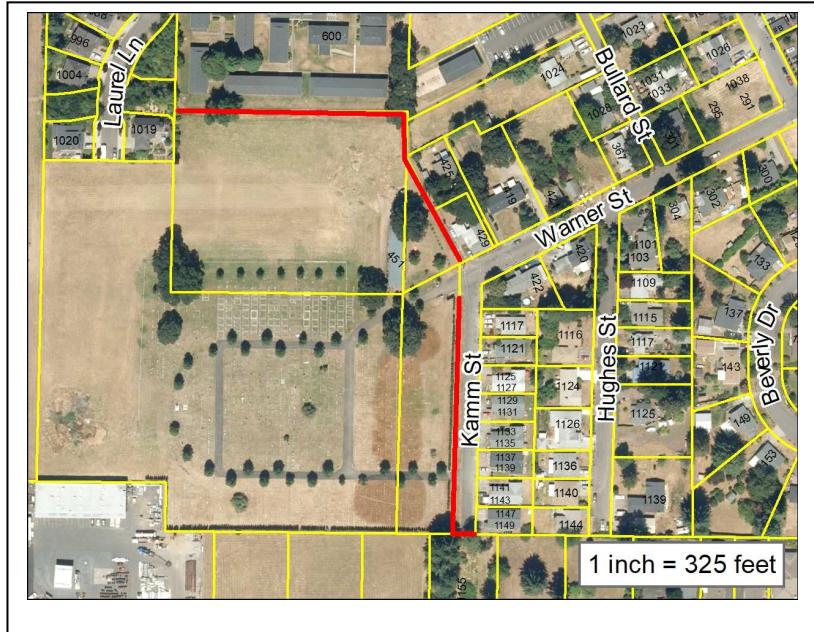
Location Map



Site Information

Site ID: Stm-98
Site Address: 451 Warner St and
 along Kamm St
Category: Ditch
Site Area Sq Ft: 20,536

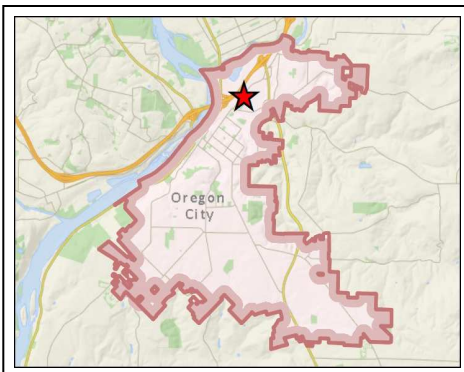
Site Detail Map



RFP ID: Stm-99

Site Name: Washington St.

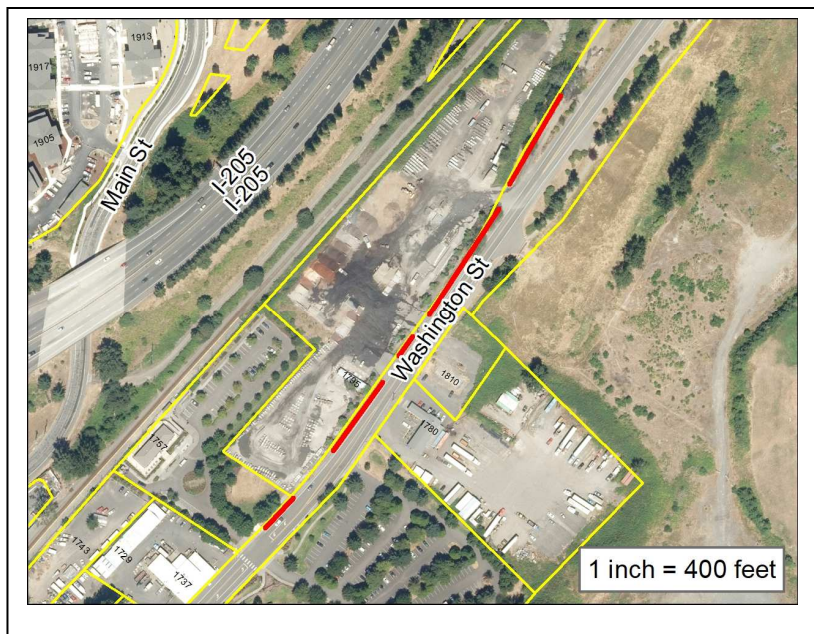
Location Map



Site Information

Site ID: Stm-99
Site Address:
 In Front Of 1795 Washington St.
Category: Ditch
Site Area Sq Ft: 17,365

Site Detail Map

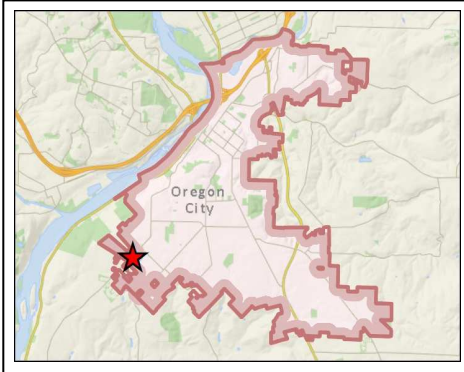


Stormwater Division - Ditch Sites continued

RFP ID: Stm-100

Site Name: South End Rd

Location Map



Site Information

Site ID: Stm-100

Site Address: On South End Rd.
From Salmonberry Dr. To 18952

Category: Ditch

Site Area Sq Ft: 8,197

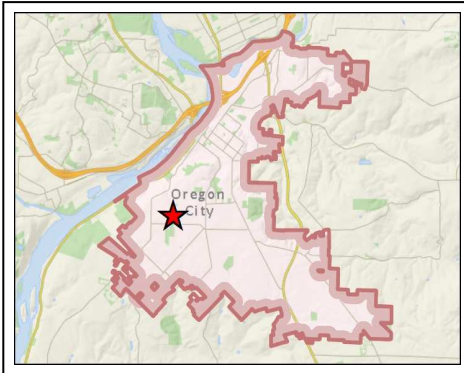
Site Detail Map



RFP ID: Stm-101

Site Name: Hazelwood Dr

Location Map



Site Information

Site ID: Stm-101

Site Address: Between 1005 And
1011 Hazelwood Dr.

Category: Ditch

Site Area Sq Ft: 580

Site Detail Map

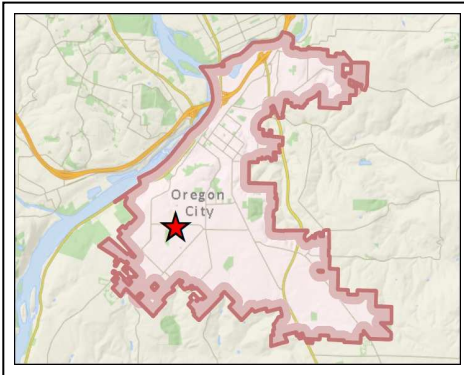


Stormwater Division - Ditch Sites continued

RFP ID: Stm-102

Site Name: Chapin Park

Location Map



Site Information

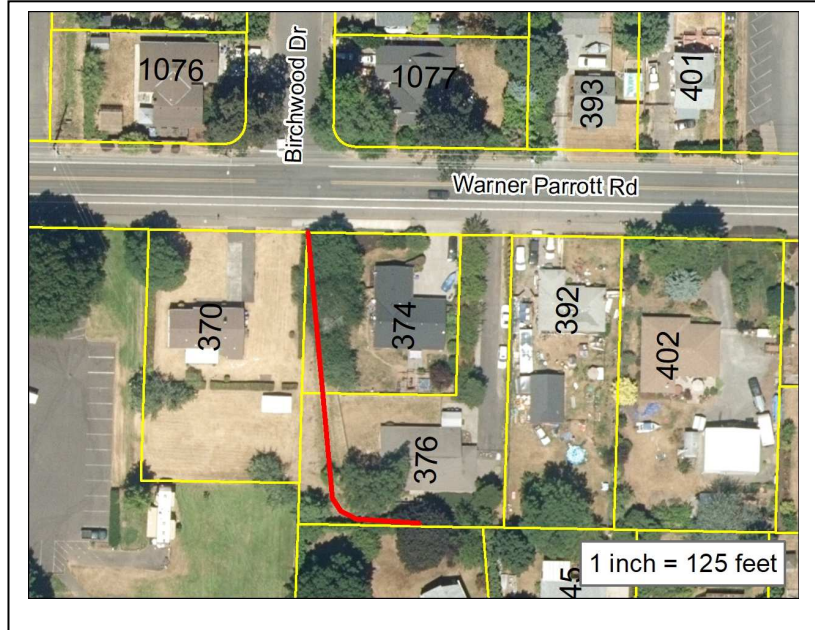
Site ID: Stm-102

Site Address: Between 370 & 374
And Behind 374 Warner Parrott Rd.

Category: Ditch

Site Area Sq Ft: 1,482

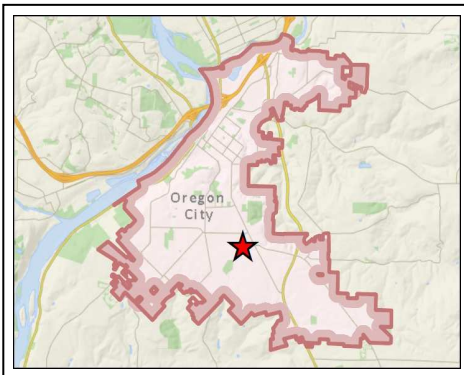
Site Detail Map



RFP ID: Stm-103

Site Name: Theater Ditch on Beavercreek Rd

Location Map



Site Information

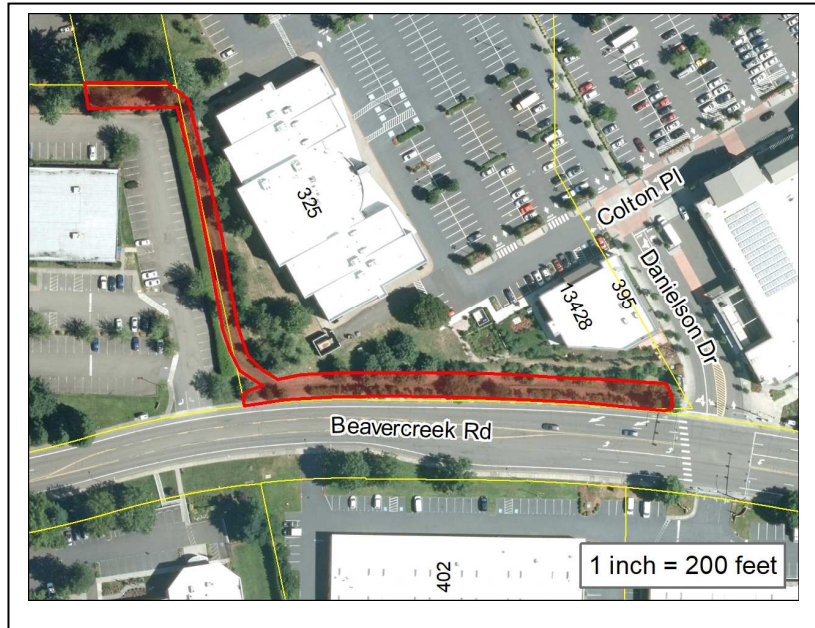
Site ID: Stm-103

Site Address: Alongside and behind
Theater on Beavercreek Rd

Category: Ditch

Site Area Sq Ft: 19,869

Site Detail Map

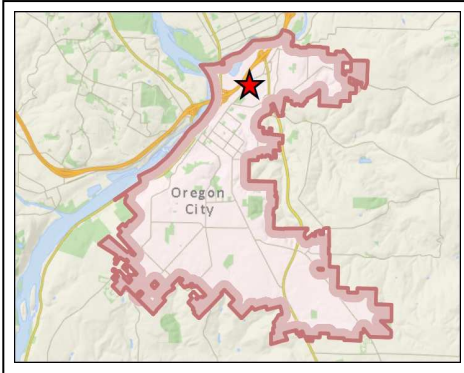


Stormwater Division - Ditch Sites continued

RFP ID: Stm-104

Site Name: Rossland Landfill Ditch

Location Map



Site Information

Site ID: Stm-104
Site Address: Between 1780 Washington Street to Home Depot
Category: Ditch
Site Area Sq Ft: 39,186

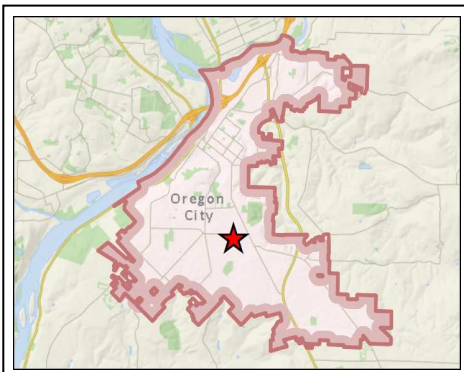
Site Detail Map



RFP ID: Stm-105

Site Name: Credit Union Ditch

Location Map



Site Information

Site ID: Stm-105
Site Address: 290 Warner Milne Rd
Category: Ditch
Site Area Sq Ft: 20,037

Site Detail Map

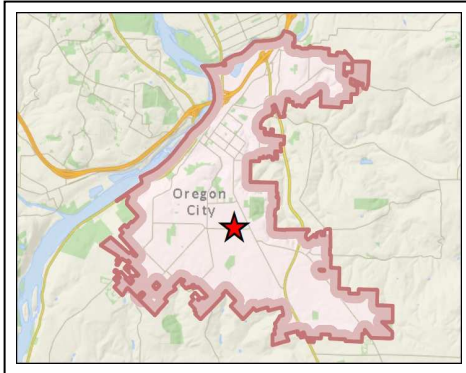


Stormwater Division - Ditch Sites continued

RFP ID: Stm-112

Site Name: Kamm Street Ditch

Location Map



Site Information

Site ID: Stm-112

Site Address: 279 Warner Milne Rd
to Kamm St

Category: Ditch

Site Area Sq Ft: 2,306

Site Detail Map

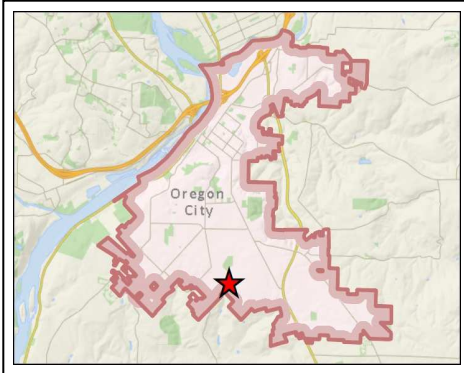


Stormwater Division – City Tract Sites

RFP ID: Stm-106

Site Name: Old Hillendale Pump Station

Location Map



Site Information

Site ID: Stm-106

Site Address: 19460 Meyers Rd.

Category: City Tract

Site Area Sq Ft: 25,895

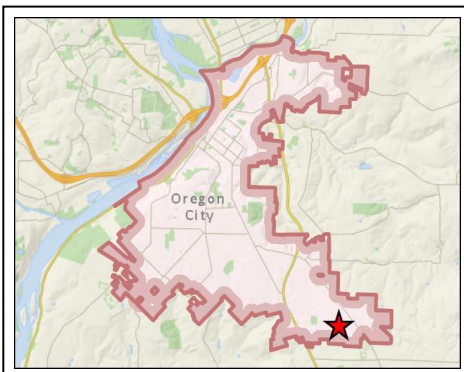
Site Detail Map



RFP ID: Stm-107

Site Name: Glen Oak Detention Tanks

Location Map



Site Information

Site ID: Stm-107

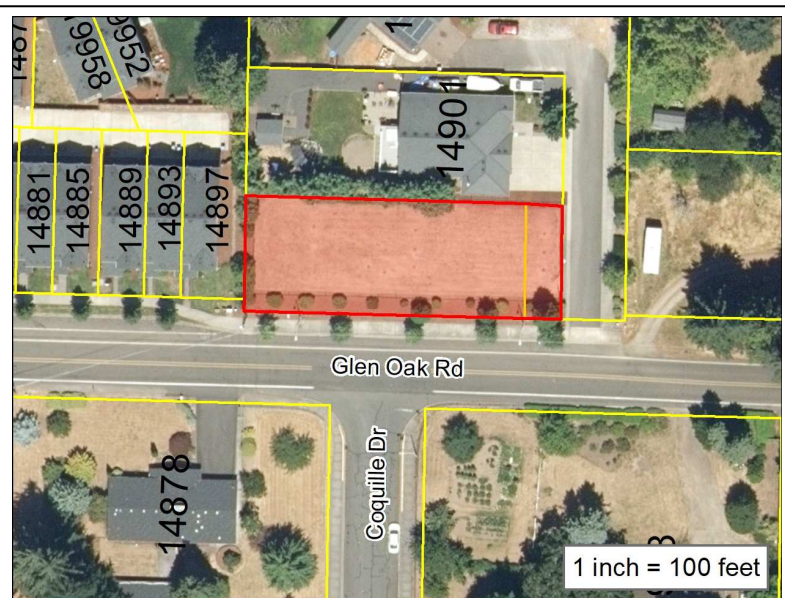
Site Address:

Next to 14987 Glen Oak Road

Category: City Tract

Site Area Sq Ft: 10,867

Site Detail Map

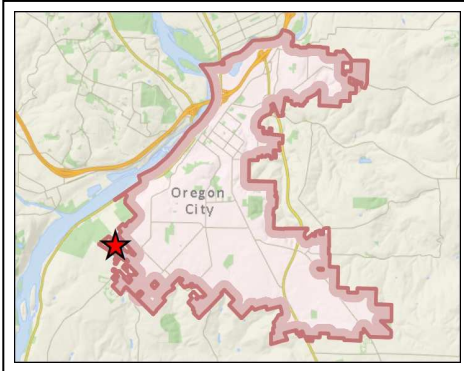


Stormwater Division – City Tract Sites continued

RFP ID: Stm-108

Site Name: Maywood Ct Natural Area

Location Map



Site Information

Site ID: Stm-108

Site Address:

Behind 11266 Maywood Ct

Category: City Tract

Site Area Sq Ft: 10,643

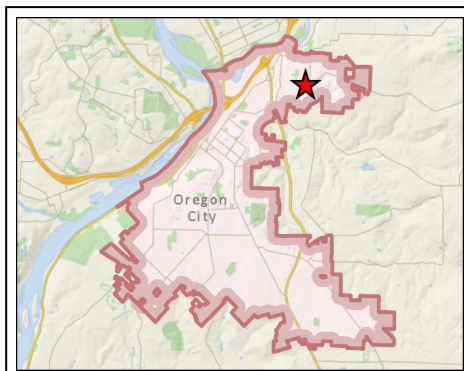
Site Detail Map



RFP ID: Stm-109

Site Name: Hunter Ave Natural Area

Location Map



Site Information

Site ID: Stm-109

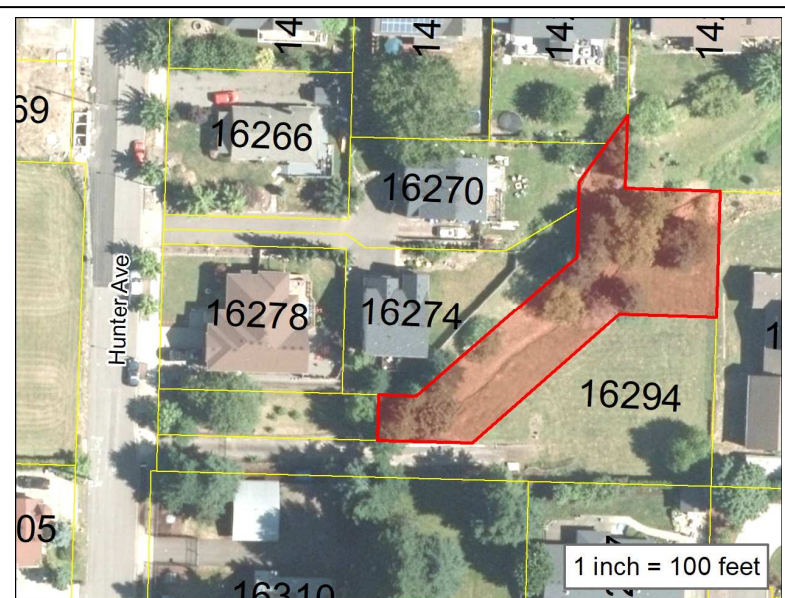
Site Address:

Behind 16275 Hunter Ave

Category: City Tract

Site Area Sq Ft: 10,812

Site Detail Map

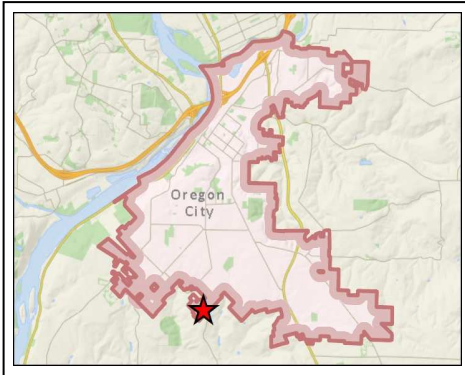


Stormwater Division – City Tract Sites continued

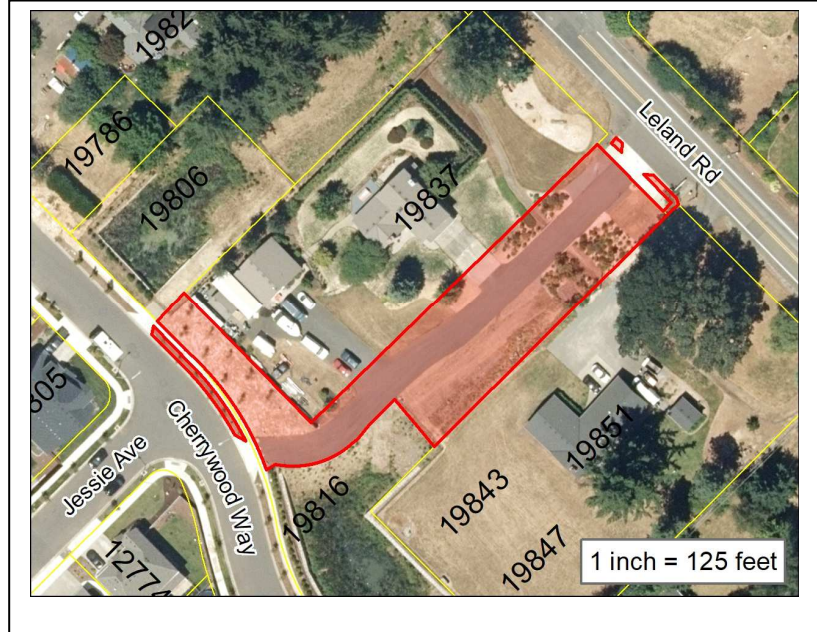
RFP ID: Stm-110

Site Name: Marlo Farms Open Space

Location Map



Site Detail Map



Site Information

Site ID: Stm-110

Site Address: Next to 19837 Leland Rd thru to Cherrywood Way

Category: City Tract

Site Area Sq Ft: 21,918

*Billable square footage shall be agreed upon by the City and Contractor when negotiating individual site costs.

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Stormwater Ponds in RFP							
Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched
1	Stm-1	Leland Run Basin (North)	next to 19378 Silver Fox Way	Pond	Stm-1-3004	1	Pond
2	Stm-2	High School Basin (South)	Glen Oak Rd. & High School Ave.	Pond	Stm-2-3006	1	Pond
3	Stm-3	Glen Oak Meadows Basin	Between Quiet Oak & Mossy Meadows off of Brittany Terr.	Pond	Stm-3-3007	2	Pond
4	Stm-4	Meadowood Basin (North)	Corner of Talawa Dr. & Quiet Oak St.	Pond	Stm-4-3089	2	Pond
5	Stm-5	Meadowood Basin (South)	14320 Talawa Dr.	Pond	Stm-5-3008	3	Pond
6	Stm-6	Chestnut Circle Basin	11354 Legato Dr.	Pond	Stm-6-3009	3	Pond
7	Stm-7	Sophia Gardens Basin	12376 Shore Pine Pl.	Pond	Stm-7-3014	4	Pond
8	Stm-8	Barlow Crest Detention Basin	End of Josi Ct.	Pond	Stm-8-3016	4	Pond
9	Stm-9	Newell Ridge Basin	18028 Newell Ridge Dr.	Pond	Stm-9-3018	5	Pond
10	Stm-10	Barclay Hills Basin	18025 Newell Ridge Dr.	Pond	Stm-10-3019	5	Pond
11	Stm-11	Duck Run Basin	12304 Duck Ct.	Pond	Stm-11-3021	6	Pond
12	Stm-12	Vincent and Conn Natural Resource Area	Corner of Vincient Dr. & Conn St.	Pond	Stm-12-3022	6	Pond
13	Stm-13	Salmon Springs Basin	19450 Sunset Springs Dr.	Pond	Stm-13-3024	7	Pond
14	Stm-14	Hazel Grove Basin	19389 Hazel Drove Dr.	Pond	Stm-14-3026	7	Pond
15	Stm-15	Moccasin Basin	Across from 13147 Moccasin Way	Pond	Stm-15-3029	8	Pond
16	Stm-16	Kolar Basin	19671 Kolar Dr. & 11519 Parrish Rd. (2 parcels	Pond	Stm-16-3030	8	Pond
17	Stm-17	Parrish Grove Basin	11664 & 11688 Finnegan's Way	Pond	Stm-17-3032	9	Pond
18	Stm-18	Pioneer Place Natural Resource Area	Between 14429 & 14477 Andrea Lynn Terr.	Pond	Stm-18-3036	9	Pond
19	Stm-19	Coquille Basin	20085 Coquille Dr.	Pond	Stm-19-3038	10	Pond
20	Stm-20	Fairway Downs Basin (Beaver Creek)	Along Beavercreek Rd. across from golf course.	Pond	Stm-20-3039	10	Pond
21	Stm-21	Melinda Basin	Melinda St. & Short Ave.	Pond	Stm-21-3042	11	Pond
22	Stm-22	Hazel Creek Farms Basin (North & South)	Next to 19380 Orchard Dr. & along McCord Rd. (2 Ponds)	Pond	Stm-22-3044	11	Pond
23	Stm-23	Willow Run Basin	Leland Rd & Caddis Pl.	Pond	Stm-23-3045	12	Pond
24	Stm-24	Bailey Estates Basin	19984 Quiet Oak t.	Pond	Stm-24-3046	12	Pond
25	Stm-25	Tracey Heights Basin	14878 Smithfield Dr.	Pond	Stm-25-3047	13	Pond
26	Stm-26	Berry Hill Basin	19046-19076 Beavercreek Rd.	Pond	Stm-26-3049	13	Pond
27	Stm-27	Barclay Hills Detention Basin	17883 Peter Skene Way	Pond	Stm-27-3050	14	Pond

Stormwater Ponds in RFP							
Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched
28	Stm-28	Mays Point Basin	12733 Swallowtail Pl.	Pond	Stm-28-3051	14	Pond
29	Stm-29	Sequoia Basin (South)	Next to 20079 Chanticleer Pl.	Pond	Stm-29-3053	15	Pond
30	Stm-30	Sequoia Basin (North)	Murren Way & Berge View Ave. (includes traffic island in median)	Pond	Stm-30-3101	15	Pond
31	Stm-31	Trails View Basin	15010 Journey Dr.	Pond	Stm-31-3056	16	Pond
32	Stm-32	Walnut Grove Basin	Thayer Rd. & Maplelane Rd.	Pond	Stm-32-3057	16	Pond
33	Stm-33	Allen Heights Basin	16278 Hunter Rd.	Pond	Stm-33-3059	17	Pond
34	Stm-34	Cook Street Basin	18763 Cook St.	Pond	Stm-34-3061	17	Pond
35	Stm-35	Filbert Basin	11680 Filbert Dr.	Pond	Stm-35-3064	18	Pond
36	Stm-36	Gentry Highlands Basin	19391 Leland Rd.	Pond	Stm-36-3066	18	Pond
37	Stm-37	Jennifer Estates Basin	16430 Swan Ave.	Pond	Stm-37-3068	19	Pond
38	Stm-38	Little Creek Basin	behind 11402 Parrish Rd.	Pond	Stm-38-3069	19	Pond
39	Stm-39	Maxwell Meadows Basin	11858 Maxwell Ct.	Pond	Stm-39-3071	20	Pond
40	Stm-40	Millenium Park Basin	Next to 13172 Millennium Way	Pond	Stm-40-3077	20	Pond
41	Stm-41	Quinalt Basin	20083 Quinalt Dr.	Pond	Stm-41-3079	21	Pond
42	Stm-42	Silver Fox Basin	Next to 12958 Frontier Pkwy.	Pond	Stm-42-3080	21	Pond
43	Stm-43	South Hampton Basin	19365 Pease Rd.	Pond	Stm-43-3081	22	Pond
44	Stm-44	South Ridge Basin	Shelby Rose Dr. & South End Rd.	Pond	Stm-44-3082	22	Pond
45	Stm-45	Thayer Basin	Next to 14630 Coltrane St.	Pond	Stm-45-3083	23	Pond
46	Stm-46	Wasco Acres Basin	14953 Buffalo Way	Pond	Stm-46-3084	23	Pond
47	Stm-47	Chinook Landing Basin	Pease Rd. & Fisherman's Way	Pond	Stm-47-3086	24	Pond
48	Stm-48	Holcomb Ridge Basin	16587 Oak Tree Terr.	Pond	Stm-48-3087	24	Pond
49	Stm-49	Knots Landing Basin	Maggie Pl. & Cedar Ln.	Pond	Stm-49-3088	25	Pond
50	Stm-50	Camellia Place Basin	Moss Lake Way & Blue Mountain Way	Pond	Stm-50-3090	25	Pond
51	Stm-51	Dawn Meadows Basin (Middle)	11600 Darling Way	Pond	Stm-51-3092	26	Pond
52	Stm-52	Dawn Meadows Basin (North)	18800 Sunblaze Dr.	Pond	Stm-52-3093	26	Pond
53	Stm-53	Katys Place Basin	Tidewater ST. & Pease Rd.	Pond	Stm-53-3094	27	Pond
54	Stm-54	Laurel Lane Basin	Next to 1019 & 1020 Laurel Ln. (2 parcels)	Pond	Stm-54-3095	27	Pond
55	Stm-55	McDowell Water Quality Facility	Next to 19425 McDowell Ln,	Pond	Stm-55-3097	28	Pond
56	Stm-56	Newberry Basin	12810 Joys Dr.	Pond	Stm-56-3099	28	Pond
57	Stm-57	Rian Park Basin	19533 Leland Rd.	Pond	Stm-57-3100	29	Pond

Stormwater Ponds in RFP							
Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched
58	Stm-58	Sequoia Crossing Basin	Glen Oak Rd. & Quaking Aspen Ave.	Pond	Stm-58-3102	29	Pond
59	Stm-59	Edgemont Estates Basin	Hwy 213 & Edgemont Dr.	Pond	Stm-59-3104	30	Pond
60	Stm-60	Sunny Brook Basin	Next to 15834 Pasture Way	Pond	Stm-60-3105	30	Pond
61	Stm-61	Pavilion Park Basin	Across from 19573 McCord Rd.	Pond	Stm-61-3106	31	Pond
62	Stm-62	Caufield Place Basin	13987 Traveler Rd.	Pond	Stm-62-3107	31	Pond
63	Stm-63	Thurman Estates Basin	Behind 14292 Forsythe Rd.	Pond	Stm-63-3108	32	Pond
64	Stm-64	Tugs Landing Basin	Ripe Tide St. & Trade Wind St.	Pond	Stm-64-3109	32	Pond
65	Stm-65	Juneberry Basin	Fisher Ave. & Juneberry Ln.	Pond	Stm-65-3126	33	Pond
66	Stm-66	Lindsey Anne Estates	Next to 19756 Cherrywood Way	Pond	Stm-66-3183	33	Pond
67	Stm-67	Adeline Acres	Next to 1318 Josephine St.	Pond	Stm-67-3185	34	Pond
68	Stm-68	Central Point Crossing	White Ln. & Hydrangea Ln.	Pond	Stm-68-3186	34	Pond
69	Stm-69	Marlo Farms	Next to 19836 Cherrywood Way	Pond	Stm-69-3191	35	Pond
70	Stm-70	Ellis Estates	Next to 19786 Cherrywood Way	Pond	Stm-70-3192	35	Pond
71	Stm-71	Sunnybrook Ridge	Ames St. & Pasture Way	Pond	Stm-71-3197	36	Pond
72	Stm-72	Boulder Run	Next to 19375 Pease Rd.	Pond	Stm-72-3211	36	Pond
73	Stm-73	Small Slope	19731 Meyers Rd.	Pond	Stm-73-3213	37	Pond
74	Stm-74	Lucille Riggs	Behind 19147 Pease Rd.	Pond	Stm-74-3234	37	Pond
75	Stm-75	Eds Orchard	Hazel Creek Dr. & Tolstup Dr.	Pond	Stm-75-3235	38	Pond
76	Stm-76	Abernethy Landing	Next to 15257 Holcomb Blvd	Pond	Stm-76-3310	38	Pond
77	Stm-77	Wheeler Farms Pond	Behind 19684 Orchard Grove Dr.	Pond	Stm-77-3408	39	Pond
78	Stm-78	Lindsay Anne Estates Too	Next to 19719 Cherrywood Way	Pond	Stm-78-3442	39	Pond
79	Stm-79	Depot Ln Pond	Next to 13014 Clackamas River Dr.	Pond	Stm-79-3182	40	Pond
80	Stm-80	Ives Estates Detention Pond	Next to 15813 Cherabon Court	Pond	Stm-80-3058	40	Pond
81	Stm-113	Payson Farms Detention Pond	Next to 11853 Payson Lane	Pond	Stm-113-3034	41	Pond
82	Stm-115	Merchant Pl. Pond	In front of 19214 Merchant Pl.	Pond	Stm-115-3073	41	Pond

Stormwater Pond Landscape Maintenance Schedule												
Job Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Weed Removal			2	2	2	2	2	2	2	1	1	
Pre-Emergent Application			1						1			
Fertilize Trees & Shrubs, (planter beds only)				1								
Leaf Removal			1							1	2	
Trash, Debris, Dead Plant Removal	2	2	2	2	2	2	2	2	2	2	1	2
Blow Off Walkways & Pathways			2	2	2	2	2	2	2	2	2	
Check & Clear Inlet & Outlet Grates	2	2	2	2	2	2	2	2	2	2	2	2
Barkdust	Barkdust will be applied to site which require barkdust, once every 3 years.											
Tree & Shrub Pruning	Per specs and as needed per species for proper growth & development.											
Mowing & Edging			1	2	3	3	2	1	1	1		
String Trimming			1	2	3	3	2	1	1	1		
Fertilization, (lawn only)			1							1		
Broadleaf spray (lawn only)			1							1		
Field Mowing (site specific, see spreadsheet)			1	2	2	2	2	1	1	1		
Irrigation (site specific, see spreadsheet)			On	1	1	1	1	1	1	Off		

Roadside Stormwater Planters & Swales in RFP

Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched	Special Notes	Maint SqFt
1	Stm-81	10th Street Roadside Planter	10th & Main, (east & west sides of 10th St.)	Roadside Planter	Stm-81-3207	42	Planter/Swale	Total Sq Ft	310
2	Stm-82	Clearbrook Dr Roadside Planters				42	Planter/Swale	Total Sq Ft	372
		Clearbrook Dr. East	1011 Clearbrook Dr., (both sides of street)	Roadside Planter	Stm-82-3209				185
		Clearbrook Dr. West	1011 Clearbrook Dr., (both sides of street)	Roadside Planter	Stm-82-3210				187
3	Stm-83	Meyers Rd Stormwater Planters				43		Total Sq Ft	9,016
		Meyers Rd.	14551 Meyers Rd. (south side of Meyers)	Roadside Planter	Stm-83-3215		Planter/Swale		4,481
		Meyers Rd.	14551 Meyers Rd. (north side of Meyers)	Roadside Planter	Stm-83-3216		Planter/Swale		2,285
		Meyers Rd.	14551 Meyers Rd. (north side of Meyers)	Roadside Planter	Stm-83-3217		Planter/Swale		1,479
		Meyers Rd.	14551 Meyers Rd. (north side of Meyers)	Roadside Planter	Stm-83-3218		Planter/Swale		339
4	Stm-84	15th St Roadside Planter	1511 Division St., (on north side of 15th St.)	Roadside Planter	Stm-84-3247	43	Planter/Swale		432
5	Stm-85	Hunter Hills Subdivision				44		Total Sq Ft	1,451
		Hunter Ave Stormwater Planter	14190 Quail Ct., (on Hunter Ave.)	Roadside Planter	Stm-85-3299		Planter/Swale		137
		Quail Ct Stormwater Planter (South)	14180 Quail Ct.	Roadside Planter	Stm-85-3296		Planter/Swale		86
		Quail Ct Stormwater Planter (South)	14170 Quail Ct.	Roadside Planter	Stm-85-3297		Planter/Swale		122
		Quail Ct Stormwater Planter (North)	14169 Quail Ct.	Roadside Planter	Stm-85-3298		Planter/Swale		161
		Hunter Hills Swale A	14139 Quail Ct.	Swale	Stm-85-3294		Planter/Swale		361
		Hunter Hills Swale B	14160 Quail Ct., (in cul-de-sac)	Swale	Stm-85-3295		Planter/Swale		290
		Hunter Hills Swale C	14140 Quail Ct., (along private street)	Swale	Stm-85-3293		Planter/Swale		294
6	Stm-86	Caufield St. & Pleasant Ave				44		Total Sq Ft	432
		Caufield St.	399 Caufield St.	Roadside Planter	Stm-86-3463		Planter/Swale		76
		Pleasant Ave.	399 Caufield St. , (on Pleasant Ave.)	Roadside Planter	Stm-86-3462		Planter/Swale		68
7	Stm-87	Apperson Blvd. Roadside Planter	16123 Apperson Blvd	Roadside Planter	Stm-87-3464	45	Planter/Swale		288
8	Stm-88	Holcomb Blvd Storm Swales				45		Total Sq Ft	3,382
		Holcomb Blvd Bioswale	14246 Holcomb Blvd	Swale	Stm-88-3160		Planter/Swale		1,620
		Holcomb Blvd Bioswale	14230 Holcomb Blvd	Swale	Stm-88-3199		Planter/Swale		775
		Holcomb Blvd Bioswale	14076 Holcomb Blvd	Swale	Stm-88-3198		Planter/Swale		987
9	Stm-89	Swan Ave				46		Total Sq Ft	4,429
		Swan Ave. Storm Swale (South)	16022 Swan	Swale	Stm-89-3420		Planter/Swale		2,642
		Swan Ave. Storm Swale (North)	15964 & 15974 Swan	Swale	Stm-89-3499		Planter/Swale		1,787
10	Stm-90	Main St. Ext Swales				46		Total Sq Ft	16,834
		The Cove Water Quality Swale	1913 Main St. - Edgewater Apts on Main St.	Swale	Stm-90-3232		Planter/Swale		2,696

Roadside Stormwater Planters & Swales in RFP

Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched	Special Notes	Maint SqFt
1	Stm-81	10th Street Roadside Planter	10th & Main, (east & west sides of 10th St.)	Roadside Planter	Stm-81-3207	42	Planter/Swale	Total Sq Ft	310
2	Stm-82	Clearbrook Dr Roadside Planters				42	Planter/Swale	Total Sq Ft	372
		Clearbrook Dr. East	1011 Clearbrook Dr., (both sides of street)	Roadside Planter	Stm-82-3209				185
		Clearbrook Dr. West	1011 Clearbrook Dr., (both sides of street)	Roadside Planter	Stm-82-3210				187
3	Stm-83	Meyers Rd Stormwater Planters				43		Total Sq Ft	9,016
		Meyers Rd.	14551 Meyers Rd. (south side of Meyers)	Roadside Planter	Stm-83-3215		Planter/Swale		4,481
		Meyers Rd.	14551 Meyers Rd. (north side of Meyers)	Roadside Planter	Stm-83-3216		Planter/Swale		2,285
		Meyers Rd.	14551 Meyers Rd. (north side of Meyers)	Roadside Planter	Stm-83-3217		Planter/Swale		1,479
		Meyers Rd.	14551 Meyers Rd. (north side of Meyers)	Roadside Planter	Stm-83-3218		Planter/Swale		339
4	Stm-84	15th St Roadside Planter	1511 Division St., (on north side of 15th St.)	Roadside Planter	Stm-84-3247	43	Planter/Swale		432
5	Stm-85	Hunter Hills Subdivision				44		Total Sq Ft	1,451
		Hunter Ave Stormwater Planter	14190 Quail Ct., (on Hunter Ave.)	Roadside Planter	Stm-85-3299		Planter/Swale		137
		Quail Ct Stormwater Planter (South)	14180 Quail Ct.	Roadside Planter	Stm-85-3296		Planter/Swale		86
		Quail Ct Stormwater Planter (South)	14170 Quail Ct.	Roadside Planter	Stm-85-3297		Planter/Swale		122
		Quail Ct Stormwater Planter (North)	14169 Quail Ct.	Roadside Planter	Stm-85-3298		Planter/Swale		161
		Hunter Hills Swale A	14139 Quail Ct.	Swale	Stm-85-3294		Planter/Swale		361
		Hunter Hills Swale B	14160 Quail Ct., (in cul-de-sac)	Swale	Stm-85-3295		Planter/Swale		290
		Hunter Hills Swale C	14140 Quail Ct., (along private street)	Swale	Stm-85-3293		Planter/Swale		294
6	Stm-86	Caufield St. & Pleasant Ave				44		Total Sq Ft	432
		Caufield St.	399 Caufield St.	Roadside Planter	Stm-86-3463		Planter/Swale		76
		Pleasant Ave.	399 Caufield St. , (on Pleasant Ave.)	Roadside Planter	Stm-86-3462		Planter/Swale		68
7	Stm-87	Apperson Blvd. Roadside Planter	16123 Apperson Blvd	Roadside Planter	Stm-87-3464	45	Planter/Swale		288
8	Stm-88	Holcomb Blvd Storm Swales				45		Total Sq Ft	3,382
		Holcomb Blvd Bioswale	14246 Holcomb Blvd	Swale	Stm-88-3160		Planter/Swale		1,620
		Holcomb Blvd Bioswale	14230 Holcomb Blvd	Swale	Stm-88-3199		Planter/Swale		775
		Holcomb Blvd Bioswale	14076 Holcomb Blvd	Swale	Stm-88-3198		Planter/Swale		987
9	Stm-89	Swan Ave				46		Total Sq Ft	4,429
		Swan Ave. Storm Swale (South)	16022 Swan	Swale	Stm-89-3420		Planter/Swale		2,642
		Swan Ave. Storm Swale (North)	15964 & 15974 Swan	Swale	Stm-89-3499		Planter/Swale		1,787
10	Stm-90	Main St. Ext Swales				46		Total Sq Ft	16,834
		The Cove Water Quality Swale	1913 Main St. - Edgewater Apts on Main St.	Swale	Stm-90-3232		Planter/Swale		2,696

Roadside Stormwater Planters & Swales in RFP

Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched	Special Notes	Maint SqFt
		Main St. Ext Swale	1900 McLoughlin Blvd. (North of OC Shopping Center on Main St.)	Swale	Stm-90-3500		Planter/Swale		14,138
11	Stm-91	Prospector Terrace Swale	19345 Prospector Terr.	Swale	Stm-91-3477	47	Planter/Swale	Total Sq Ft	1,780
12	Stm-92	Warner Miline Rain Garden	Molalla Ave & Warner Milne Rd.	Rain Garden	Stm-92-3376	47	Planter/Swale	Total Sq Ft	5,929
13	Stm-93	Abernethy Landing Subdivision				48		Total Sq Ft	10,265
		Stormwater Planter - Barlow Dr	16334 Kitty Hawk Ave on Barlow Dr	Roadside Planter	Stm-93-3347		Planter/Swale		94
		Stormwater Planter - Barlow Dr	16340 Kitty Hawk Ave on Barlow Dr	Roadside Planter	Stm-93-3348		Planter/Swale		159
		Stormwater Planter - Barlow Dr	16355 Earhart Ave on Barlow Dr	Roadside Planter	Stm-93-3355		Planter/Swale		133
		Stormwater Planter - Barlow Dr	16249 Barlow Dr	Roadside Planter	Stm-93-3356		Planter/Swale		165
		Stormwater Planter - Barlow Dr	16350 Earhart Ave on Barlow Dr	Roadside Planter	Stm-93-3357		Planter/Swale		283
		Stormwater Planter - Barlow Dr	16344 Earhart Ave on Barlow Dr	Roadside Planter	Stm-93-3358		Planter/Swale		326
		Stormwater Planter - Earhart Ave	16239 Jada Way on Earhart Ave	Roadside Planter	Stm-93-3333		Planter/Swale		246
		Stormwater Planter - Earhart Ave	16235 Jada Way on Earhart Ave	Roadside Planter	Stm-93-3334		Planter/Swale		239
		Stormwater Planter - Earhart Ave	16386 Earhart Ave	Roadside Planter	Stm-93-3335		Planter/Swale		73
		Stormwater Planter - Earhart Ave	16379 Earhart Ave	Roadside Planter	Stm-93-3336		Planter/Swale		84
		Stormwater Planter - Earhart Ave	16368 Earhart Ave	Roadside Planter	Stm-93-3349		Planter/Swale		117
		Stormwater Planter - Earhart Ave	16362 Earhart Ave	Roadside Planter	Stm-93-3350		Planter/Swale		102
		Stormwater Planter - Earhart Ave	16361 Earhart Ave	Roadside Planter	Stm-93-3351		Planter/Swale		75
		Stormwater Planter - Earhart Ave	16361 Earhart Ave	Roadside Planter	Stm-93-3352		Planter/Swale		69
		Stormwater Planter - Earhart Ave	16356 Earhart Ave	Roadside Planter	Stm-93-3353		Planter/Swale		99
		Stormwater Planter - Earhart Ave	16355 Earhart Ave	Roadside Planter	Stm-93-3354		Planter/Swale		134
		Stormwater Planter - Earhart Ave	16344 Earhart Ave	Roadside Planter	Stm-93-3359		Planter/Swale		330
		Stormwater Planter - Earhart Ave	16245 Barlow Dr on Earhart Ave	Roadside Planter	Stm-93-3360		Planter/Swale		352
		Stormwater Planter - Earhart Ave	16319 Earhart Ave	Roadside Planter	Stm-93-3370		Planter/Swale		134
		Stormwater Planter - Earhart Ave	16313 Earhart Ave	Roadside Planter	Stm-93-3371		Planter/Swale		175
		Stormwater Planter - Earhart Ave	16233 Wright Flyer Ln on Earhart Ave	Roadside Planter	Stm-93-3372		Planter/Swale		214
		Stormwater Planter - Holcomb Blvd	15272 Holcomb Blvd	Roadside Planter	Stm-93-3316		Planter/Swale		156
		Stormwater Planter - Holcomb Blvd	15268 Holcomb Blvd	Roadside Planter	Stm-93-3317		Planter/Swale		181
		Stormwater Planter - Holcomb Blvd	15269 Holcomb Blvd	Roadside Planter	Stm-93-3318		Planter/Swale		420
		Stormwater Planter - Holcomb Blvd	15264 Holcomb Blvd	Roadside Planter	Stm-93-3319		Planter/Swale		147
		Stormwater Planter - Holcomb Blvd	15260 Holcomb Blvd	Roadside Planter	Stm-93-3320		Planter/Swale		222
		Stormwater Planter - Holcomb Blvd	Holcomb Blvd in front of Pond	Roadside Planter	Stm-93-3321		Planter/Swale		91
		Stormwater Planter - Holcomb Blvd	Holcomb Blvd in front of Pond	Roadside Planter	Stm-93-3322		Planter/Swale		272
		Stormwater Planter - Holcomb Blvd	Holcomb Blvd in front of Pond	Roadside Planter	Stm-93-3323		Planter/Swale		418
		Stormwater Planter - Holcomb Blvd	15265 Holcomb Blvd	Roadside Planter	Stm-93-3324		Planter/Swale		139
		Stormwater Planter - Jada Way	Jada Way at Pond	Roadside Planter	Stm-93-3328		Planter/Swale		88
		Stormwater Planter - Jada Way	16251 Jada Way	Roadside Planter	Stm-93-3329		Planter/Swale		114

Roadside Stormwater Planters & Swales in RFP

Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched	Special Notes	Maint SqFt
		Stormwater Planter - Jada Way	16234 Jada Way	Roadside Planter	Stm-93-3330		Planter/Swale		144
		Stormwater Planter - Jada Way	16230 Jada Way	Roadside Planter	Stm-93-3331		Planter/Swale		105
		Stormwater Planter - Jada Way	16227/16231 Jada Way	Roadside Planter	Stm-93-3332		Planter/Swale		185
		Stormwater Planter - Kitty Hawk Ave	16441 Kitty Hawk Ave	Roadside Planter	Stm-93-3311		Planter/Swale		78
		Stormwater Planter - Kitty Hawk Ave	16435 Kitty Hawk Ave	Roadside Planter	Stm-93-3312		Planter/Swale		194
		Stormwater Planter - Kitty Hawk Ave	16430 Kitty Hawk Ave	Roadside Planter	Stm-93-3313		Planter/Swale		79
		Stormwater Planter - Kitty Hawk Ave	16430 Kitty Hawk Ave	Roadside Planter	Stm-93-3314		Planter/Swale		128
		Stormwater Planter - Kitty Hawk Ave	15264 Holcomb Blvd on Kitty Hawk Ave	Roadside Planter	Stm-93-3315		Planter/Swale		96
		Stormwater Planter - Kitty Hawk Ave	15265 Holcomb Blvd on Kitty Hawk Ave	Roadside Planter	Stm-93-3325		Planter/Swale		152
		Stormwater Planter - Kitty Hawk Ave	16412/16418 Kitty Hawk Ave	Roadside Planter	Stm-93-3326		Planter/Swale		152
		Stormwater Planter - Kitty Hawk Ave	16218 Jada Way on Kitty Hawk Ave	Roadside Planter	Stm-93-3327		Planter/Swale		181
		Stormwater Planter - Kitty Hawk Ave	16219 Jada Way on Kitty Hawk Ave	Roadside Planter	Stm-93-3337		Planter/Swale		267
		Stormwater Planter - Kitty Hawk Ave	16223 Jada Way on Kitty Hawk Ave	Roadside Planter	Stm-93-3338		Planter/Swale		170
		Stormwater Planter - Kitty Hawk Ave	16381 Kitty Hawk Ave	Roadside Planter	Stm-93-3339		Planter/Swale		62
		Stormwater Planter - Kitty Hawk Ave	16369/16375 Kitty Hawk Ave	Roadside Planter	Stm-93-3340		Planter/Swale		184
		Stormwater Planter - Kitty Hawk Ave	16382 Kitty Hawk Ave	Roadside Planter	Stm-93-3341		Planter/Swale		61
		Stormwater Planter - Kitty Hawk Ave	16370/16376 Kitty Hawk Ave	Roadside Planter	Stm-93-3342		Planter/Swale		180
		Stormwater Planter - Kitty Hawk Ave	16358 Kitty Hawk Ave	Roadside Planter	Stm-93-3343		Planter/Swale		89
		Stormwater Planter - Kitty Hawk Ave	16357 Kitty Hawk Ave	Roadside Planter	Stm-93-3344		Planter/Swale		71
		Stormwater Planter - Kitty Hawk Ave	16346 Kitty Hawk Ave	Roadside Planter	Stm-93-3345		Planter/Swale		145
		Stormwater Planter - Kitty Hawk Ave	16212 Barlow Dr on Kitty Hawk Ave	Roadside Planter	Stm-93-3346		Planter/Swale		133
		Stormwater Planter - Kitty Hawk Ave	16334 Kitty Hawk Ave	Roadside Planter	Stm-93-3361		Planter/Swale		172
		Stormwater Planter - Kitty Hawk Ave	16327/16333 Kitty Hawk Ave	Roadside Planter	Stm-93-3362		Planter/Swale		248
		Stormwater Planter - Kitty Hawk Ave	16328 Kitty Hawk Ave	Roadside Planter	Stm-93-3363		Planter/Swale		176
		Stormwater Planter - Kitty Hawk Ave	16310 Kitty Hawk Ave	Roadside Planter	Stm-93-3364		Planter/Swale		198
		Stormwater Planter - Kitty Hawk Ave	16209 Wright Flyer Ln on Kitty Hawk Ave	Roadside Planter	Stm-93-3365		Planter/Swale		121
		Stormwater Planter - Wright Flyer Ln	16310 Kitty Hawk Ave on Wright Flyer Ln	Roadside Planter	Stm-93-3366		Planter/Swale		75
		Stormwater Planter - Wright Flyer Ln	16316 Kitty Hawk Ave on Wright Flyer Ave	Roadside Planter	Stm-93-3367		Planter/Swale		79
		Stormwater Planter - Wright Flyer Ln	16320 Earhart Ave on Wright Flyer Ln	Roadside Planter	Stm-93-3368		Planter/Swale		260
		Stormwater Planter - Wright Flyer Ln	16217/16225 Wright Flyer Ln	Roadside Planter	Stm-93-3369		Planter/Swale		229
14	Stm-111	Bonn St. Roadside Planters				49		Total Sq Ft	642
		Bonn St.	14279 Bonn St.	Roadside Planter	Stm-111-3175		Planter/Swale		271
		Bonn St.	14271 Bonn St.	Roadside Planter	Stm-111-3176		Planter/Swale		201
		Bonn St.	14263 Bonn St.	Roadside Planter	Stm-111-3177		Planter/Swale		170
15	Stm-114	Brendon Estates Swale	Behind 14187 & 14199 Conway Dr.	Swale	Stm-114-3060	49	Planter/Swale	Total Sq Ft	2,712
16	Stm-116	Lindsey Anne Too Subdivision				50		Total Sq Ft	1,249

Roadside Stormwater Planters & Swales in RFP

Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched	Special Notes	Maint SqFt
		Stormwater Planter - Cedarwood Way	19697 Cedarwood Way	Roadside Planter	Stm-116-3445		Planter/Swale		49
		Stormwater Planter - Cedarwood Way	19698 Cedarwood Way	Roadside Planter	Stm-116-3446		Planter/Swale		52
		Stormwater Planter - Cedarwood Way	19709 Cedarwood Way	Roadside Planter	Stm-116-3449		Planter/Swale		136
		Stormwater Planter - Cedarwood Way	19703 Cedarwood Way	Roadside Planter	Stm-116-3450		Planter/Swale		49
		Stormwater Planter - Cedarwood Way	19706 Cedarwood Way	Roadside Planter	Stm-116-3451		Planter/Swale		48
		Stormwater Planter - Cedarwood Way	19712 Cedarwood Way	Roadside Planter	Stm-116-3452		Planter/Swale		46
		Stormwater Planter - Leland Rd	19711 Leland Rd	Roadside Planter	Stm-116-3436		Planter/Swale		137
		Stormwater Planter - Leland Rd	12784 Myrtlewood on Leland Rd	Roadside Planter	Stm-116-3437		Planter/Swale		55
		Stormwater Planter - Myrtlewood Way	12784 Myrtlewood at Leland Rd	Roadside Planter	Stm-116-3438		Planter/Swale		67
		Stormwater Planter - Myrtlewood Way	12784 Myrtlewood at Leland Rd	Roadside Planter	Stm-116-3439		Planter/Swale		46
		Stormwater Planter - Myrtlewood Way	19711 Leland Rd on Myrtlewood Way	Roadside Planter	Stm-116-3440		Planter/Swale		99
		Stormwater Planter - Myrtlewood Way	19711 Leland Rd on Myrtlewood Way	Roadside Planter	Stm-116-3441		Planter/Swale		89
		Stormwater Planter - Myrtlewood Way	19703 Cedarwood Way on Myrtlewood Way	Roadside Planter	Stm-116-3443		Planter/Swale		84
		Stormwater Planter - Myrtlewood Way	19697 Cedarwood Way on Myrtlewood Way	Roadside Planter	Stm-116-3444		Planter/Swale		108
		Stormwater Planter - Myrtlewood Way	19698 Cedarwood Way on Myrtlewood Way	Roadside Planter	Stm-116-3447		Planter/Swale		116
		Stormwater Planter - Myrtlewood Way	19706 Cedarwood Way on Myrtlewood Way	Roadside Planter	Stm-116-3448		Planter/Swale		68
17	Stm-117	Wheeler Farms Subdivision				51		Total Sq Ft	4,724
		Stormwater Planter - Larence Ln	19736 Larence Ln	Roadside Planter	Stm-117-3424		Planter/Swale		72
		Stormwater Planter - Larence Ln	19731 Larence Ln	Roadside Planter	Stm-117-3425		Planter/Swale		101
		Stormwater Planter - Orchard Grove Dr	19740 Orchard Grove Dr	Roadside Planter	Stm-117-3399		Planter/Swale		156
		Stormwater Planter - Orchard Grove Dr	19716 Orchard Grove Dr	Roadside Planter	Stm-117-3400		Planter/Swale		61
		Stormwater Planter - Orchard Grove Dr	12053 Wheeler Way on Orchard Grove Dr	Roadside Planter	Stm-117-3409		Planter/Swale		45
		Stormwater Planter - Orchard Grove Dr	19667 Orchard Grove Dr	Roadside Planter	Stm-117-3410		Planter/Swale		61
		Stormwater Planter - Orchard Grove Dr	Next to 19684 Orchard Grove Dr	Roadside Planter	Stm-117-3411		Planter/Swale		245
		Stormwater Planter - Orchard Grove Dr	At Pond entrance	Roadside Planter	Stm-117-3412		Planter/Swale		204
		Stormwater Planter - Orchard Grove Dr	19643 Orchard Grove Dr	Roadside Planter	Stm-117-3413		Planter/Swale		51
		Stormwater Planter - Orchard Grove Dr	19607 Orchard Grove Dr	Roadside Planter	Stm-117-3414		Planter/Swale		118
		Stormwater Planter - Orchard Grove Dr	19608 Orchard Grove Dr	Roadside Planter	Stm-117-3415		Planter/Swale		79
		Stormwater Planter - Orchard Grove Dr	19584 Orchard Grove Dr	Roadside Planter	Stm-117-3416		Planter/Swale		73
		Stormwater Planter - Orchard Grove Dr	19572 Orchard Grove Dr	Roadside Planter	Stm-117-3417		Planter/Swale		68
		Stormwater Planter - Orchard Grove Dr	19560 Orchard Grove Dr	Roadside Planter	Stm-117-3418		Planter/Swale		170
		Stormwater Planter - Orchard Grove Dr	19561 Orchard Grove Dr	Roadside Planter	Stm-117-3419		Planter/Swale		69
		Stormwater Planter - Skellenger Way	11936 Skellenger Way	Roadside Planter	Stm-117-3426		Planter/Swale		106
		Stormwater Planter - Skellenger Way	19631 Orchard Grove Dr on Skellenger Way	Roadside Planter	Stm-117-3431		Planter/Swale		66
		Stormwater Planter - Skellenger Way	11960 Skellenger Way	Roadside Planter	Stm-117-3432		Planter/Swale		138
		Stormwater Planter - Skellenger Way	19619 Orchard Grove Dr on Skellenger Way	Roadside Planter	Stm-117-3433		Planter/Swale		66
		Stormwater Planter - Skellenger Way	11981 Skellenger Way	Roadside Planter	Stm-117-3434		Planter/Swale		190

Roadside Stormwater Planters & Swales in RFP

Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched	Special Notes	Maint SqFt
		Stormwater Planter - Tolstrup Dr	19561 Orchard Grove Dr on Tolstrup Dr	Roadside Planter	Stm-117-3420		Planter/Swale		59
		Stormwater Planter - Tolstrup Dr	19561 Orchard Grove Dr on Tolstrup Dr	Roadside Planter	Stm-117-3421		Planter/Swale		227
		Stormwater Planter - Tolstrup Dr	19583 Orchard Grove Dr on Tolstrup Dr	Roadside Planter	Stm-117-3422		Planter/Swale		64
		Stormwater Planter - Tolstrup Dr	19583 Orchard Grove Dr on Tolstrup Dr	Roadside Planter	Stm-117-3423		Planter/Swale		199
		Stormwater Planter - Wheeler Farm Rd	Across from 19745 Wheeler Farm Rd	Roadside Planter	Stm-117-3403		Planter/Swale		268
		Stormwater Planter - Wheeler Farm Rd	19737/19729 Wheeler Farm Rd	Roadside Planter	Stm-117-3404		Planter/Swale		255
		Stormwater Planter - Wheeler Farm Rd	19689 Wheeler Farm Rd	Roadside Planter	Stm-117-3405		Planter/Swale		123
		Stormwater Planter - Wheeler Farm Rd	19681 Wheeler Farm Rd	Roadside Planter	Stm-117-3406		Planter/Swale		118
		Stormwater Planter - Wheeler Farm Rd	19696 Wheeler Farm Rd	Roadside Planter	Stm-117-3407		Planter/Swale		210
		Stormwater Planter - Wheeler Way	12024 Wheeler Way	Roadside Planter	Stm-117-3427		Planter/Swale		134
		Stormwater Planter - Wheeler Way	19739 Larence Ln on Wheeler Way	Roadside Planter	Stm-117-3428		Planter/Swale		302
		Stormwater Planter - Wheeler Way	12053 Wheeler Way	Roadside Planter	Stm-117-3429		Planter/Swale		130
		Stormwater Planter - Wheeler Way	19643 Orchard Grove Dr on Wheeler Way	Roadside Planter	Stm-117-3430		Planter/Swale		162
		Stormwater Planter - Winnie Way	19705 Wheeler Way on Winnie Way	Roadside Planter	Stm-117-3401		Planter/Swale		186
		Stormwater Planter - Winnie Way	19713 Wheeler Way on Winnie Way	Roadside Planter	Stm-117-3402		Planter/Swale		148
									14,658

Stormwater Raingarden, Planter, Swale Landscape Maintenance Schedule

Job Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Weed Removal			2	2	2	2	2	2	2	1	1	
Trash, Debris, Dead Plant Removal	2	2	2	2	2	2	2	2	2	2	2	2
Blow Off Walkways & Pathways			2	2	2	2	2	2	2	2	2	
String Trimming & Mowing			1	2	3	3	2	1	1	1		
Leaf Removal			1							1	1	1
Clear Catch Basin Grates	1	1	2	2	2	2	2	2	2	2	2	1
Barkdust	Barkdust will be applied to site which require barkdust, once every 3 years.											
Tree & Shrub Pruning	Per specs and as needed per species for proper growth & development.											
Irrigation (site specific, see spreadsheet)			On	1	1	1	1	1	1	Off		

Stormwater Ditches in RFP									
Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched	Special Notes	Maint SqFt
1	Stm-94	Central Point Rd. & McCord Rd.	19231 Central Point Rd. to Parlow Rd. and also behind 11974 & 11976 Kathaway Ct.	Ditch	Stm-94	52	Ditch		6,592
2	Stm-95	3rd Ave.	716 to 704 3rd Ave.	Ditch	Stm-95	52	Ditch		3,463
3	Stm-96	Park Place Ct.	15903 Park Place Ct. to cul-de-sac	Ditch	Stm-96	53	Ditch		8,406
4	Stm-97	Warner Parrott Rd.	alongside 355 Warner Parrott Rd	Ditch	Stm-97	53	Ditch		9,248
5	Stm-98	St. Johns Cemetery & Kamm St.	451 Warner St. and along Kamm St.	Ditch	Stm-98	54	Ditch		20,536
6	Stm-99	Washington St.	In front of 17365 Washington St.	Ditch	Stm-99	54	Ditch		17,365
7	Stm-100	South End Rd	South End Rd. from Salmonberry Dr. to 18952 South End Rd.	Ditch	Stm-100	55	Ditch		8,197
8	Stm-101	Hazelwood Dr.	Between 1005 & 1011 Hazelwood Dr.	Ditch	Stm-101	55	Ditch		580
9	Stm-102	Chapin Park	Between 370 & 374 and also behind 376 Warner Parrot Rd.	Ditch	Stm-102	56	Ditch		1,482
10	Stm-103	Theater Ditch on Beavercreek Rd.	alongside and behind Theater on Beavercreek Rd.	Ditch	Stm-103	56	Ditch		19,869
11	Stm-104	Rossman Landfill	Between 1780 Washington St. and entrance to Home Depot	Ditch	Stm-104	57	Ditch		39,186
12	Stm-105	Credit Union Ditch	Alongside and behind 290 Warner Milne Rd.	Ditch	Stm-105	57	Ditch		20,037
13	Stm-112	Kamm St Ditch	1155 Kamm St & 279 Warner Milne Rd	Ditch	Stm-112	58	Ditch		2,306
									157,267

Stormwater Ditches Landscape Maintenance Schedule

Job Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
String Trimming/Mowing			1	2	3	3	2	1	1	1		
Trash, Debris, Dead Plant Removal	2	2	2	2	2	2	2	2	2	2	2	2
Blow Off Walkways & Pathways			2	2	2	2	2	2	2	2	2	
Weed Removal		1	1	1	1	1	1	1	1	1		
Leaf Removal										1	1	1

City Owned Stormwater Tracts in RFP

Qty	RFP ID	Name	Location	Category	Site ID	Map Page	Maint Sched	Special Notes	Maint SqFt
1	Stm-106	Old Hillendale Pump Sta.	19460 Meyers Rd.	City Tract	Stm-106	59	City Tract	Field mowing	25,985
2	Stm-107	Glen Oak Detention Tanks	Next to 14987 Glen Oak Rd.	City Tract	Stm-107	59	City Tract	Field mowing	10,867
3	Stm-108	Maywood Ct. Natural Area	Behind 11266 Maywood Ct.	City Tract	Stm-108	60	City Tract		10,643
4	Stm-109	Hunter Ave Natural Area	Next to 16294 Hunter Ave.	City Tract	Stm-109	60	City Tract	Field mowing	10,812
5	Stm-110	Marlo Farms Open Space	Cherrywood Way & Jessie Ave.	City Tract	Stm-110	61	City Tract	Field mowing	21,918
									80,225

City Stormwater Tract Landscape Maintenance Schedule

Job Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tree & Shrub Pruning	Per specs and as needed per species for proper growth & development.											
Trash, Debris, Dead Plant Removal	1	1	2	2	2	2	2	2	2	2	2	1
Blow Off Walkways & Pathways			2	2	2	2	2	2	2	2	2	
Leaf Removal	1									1	1	1
String Trimming & Mowing			1	2	3	3	2	1	1	1		
Broadleaf spray (lawn only)			1							1		
Irrigation (site specific, see spreadsheet)			On	1	1	1	1	1	1	Off		
Barkdust	Barkdust will be applied to site which require barkdust, once every 3 years.											

STANDARD CONDITIONS TO OREGON CITY PERSONAL SERVICES AGREEMENT

Item 7d.

1. Contractor Identification. Contractor shall furnish to City its taxpayer identification number, as designated by the Internal Revenue Service, or Contractor's social security number, as City deems applicable.

2. Payment.

(a) Invoices submitted in connection with this Agreement shall be properly documented and shall identify the pertinent agreement and/or purchase order numbers.

(b) City agrees to pay Contractor within thirty (30) days after receipt of Contractor's itemized statement. Amounts disputed by City may be withheld pending settlement.

(c) City certifies that sufficient funds are available and authorized for expenditure to finance the cost of the services to be provided pursuant to this Agreement.

(d) City shall not pay any amount in excess of the compensation amounts set forth in this Agreement, nor shall City pay Contractor any fees or costs that City reasonably disputes.

3. Independent Contractor Status.

(a) Contractor is an independent contractor and is free from direction and control over the means and manner of providing labor or services, subject only to the specifications of the desired results.

(b) Contractor represents that it is customarily engaged in an independently established business and is licensed under ORS chapter 671 or 701, if the services provided require such a license. Contractor maintains a business location that is separate from the offices of the City and bears the risk of loss related to the business as demonstrated by the fixed price nature of the contract, requirement to fix defective work, warranties provided and indemnification and insurance provisions of this Agreement. Contractor provides services for two or more persons within a 12 month period or routinely engages in advertising, solicitation or other marketing efforts. Contractor makes a significant investment in the business by purchasing tools or equipment, premises or licenses, certificates or specialized training and

Contractor has the authority to hire or fire persons to provide or assist in providing the services required under this Agreement.

(c) Contractor is responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law (including applicable City or Metro business licenses as per Oregon City Municipal Code Chapter 5.04). Contractor shall furnish the tools or equipment necessary for the contracted labor or services. Contractor agrees and certifies that:

(d) Contractor is not eligible for any federal social security or unemployment insurance payments. Contractor is not eligible for any PERS or workers' compensation benefits from compensation or payments made to Contractor under this Agreement.

(e) Contractor agrees and certifies that it is licensed to do business in the State of Oregon and that, if Contractor is a corporation, it is in good standing within the State of Oregon.

4. Early Termination.

(a) This Agreement may be terminated without cause prior to the expiration of the agreed-upon term by mutual written consent of the parties or by the City upon ten (10) days written notice to the Contractor, delivered by certified mail, email, or in person.

(b) Upon receipt of notice of early termination, Contractor shall immediately cease work and submit a final statement of services for all services performed and expenses incurred since the date of the last statement of services.

(c) Any early termination of this Agreement shall be without prejudice to any obligation or liabilities of either party already accrued prior to such termination.

(d) The rights and remedies of the City provided in this Agreement and relating to defaults by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

5. No Third-Party Beneficiaries. City and

**STANDARD CONDITIONS TO OREGON CITY
PERSONAL SERVICES AGREEMENT**

Item 7d.

Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly or indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

6. Payment of Laborers; Payment of Taxes.

(a) Contractor shall:

(i) Make payment promptly, as due, to all persons supplying to Contractor labor and materials for the prosecution of the services to be provided pursuant to this Agreement.

(ii) Pay all contributions or amounts due to the State Accident Insurance Fund incurred in the performance of this Agreement.

(iii) Not permit any lien or claim to be filed or prosecuted against the City on account of any labor or materials furnished.

(iv) Be responsible for all federal, state, and local taxes applicable to any compensation or payments paid to the Contractor under this Agreement and, unless Contractor is subject to back-up withholding, the City will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligation.

(v) Pay all employees at least time and one-half for all overtime worked in excess of forty (40) hours in any one week, except for individuals excluded under ORS 653.100 to 653.261 or under 29 U.S.C. §§ 201 to 209 from receiving overtime.

(b) If the Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished by any person in connection with this Agreement as such claim becomes due, the City may pay such claim to the person furnishing the labor or services and shall charge the amount of the payment against funds due or to become due to the Contractor by reason of this Agreement.

(c) The payment of a claim in this manner shall not relieve Contractor or Contractor's surety from obligation with respect to any unpaid claims.

(d) Contractor and subcontractors, if any, are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires provision of workers' compensation coverage for all workers.

7. SubContractors and Assignment.

Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from the City. The City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to the Contractor.

8. Access to Records. City shall have access to all books, documents, papers and records of Contractor that are pertinent to this Agreement for the purpose of making audits, examinations, excerpts and transcripts.

9. Ownership of Work Product; License. All work products of Contractor that result from this Agreement (the "Work Products") are the exclusive property of City. In addition, if any of the Work Products contain intellectual property of Contractor that is or could be protected by federal copyright, patent, or trademark laws, or state trade secret laws, Contractor hereby grants City a perpetual, royalty-free, fully paid, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use, in whole or in part (and to authorize others to do so), all such Work Products and any other information, designs, plans, or works provided or delivered to City or produced by Contractor under this Agreement. The parties expressly agree that all works produced (including, but not limited to, any taped or recorded items) pursuant to this Agreement are works specially commissioned by City, and that any and all such works shall be works made for hire in which all rights and copyrights belong exclusively to City. Contractor shall not publish, republish, display or otherwise use any work or Work Products resulting from this Agreement without the prior written agreement of City.

10. Compliance With Applicable Law.

STANDARD CONDITIONS TO OREGON CITY PERSONAL SERVICES AGREEMENT (4/2017)

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EXHIBIT B

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STANDARD CONDITIONS TO OREGON CITY PERSONAL SERVICES AGREEMENT

Item 7d.

Contractor shall comply with all federal, state, and local laws and ordinances applicable to the services to be performed pursuant to this Agreement, including, without limitation, the provisions of ORS 279B.220, 279C.515, 279B.235, 279B.230 and 279B.270. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans With Disabilities Act of 1990 (Pub. L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation and other applicable statutes, rules and regulations.

11. Professional Standards. Contractor shall be responsible, to the level of competency presently maintained by others practicing in the same type of services in City's community, for the professional and technical soundness, accuracy and adequacy of all services and materials furnished under this authorization.

12. Modification, Supplements or Amendments. No modification, change, supplement or amendment of the provisions of this Agreement shall be valid unless it is in writing and signed by the parties hereto.

13. Indemnity and Insurance.

(a) Indemnity. Contractor acknowledges responsibility for liability arising out of Contractor's negligent performance of this Agreement and shall hold City, its officers, agents, Contractors, and employees harmless from, and indemnify them for, any and all liability, settlements, loss, costs, and expenses, including attorney fees, in connection with any action, suit, or claim caused or alleged to be caused by the negligent acts, omissions, activities or services by Contractor, or the agents, Contractors or employees of Contractor provided pursuant to this Agreement.

(b) Workers' Compensation Coverage. Contractor certifies that Contractor has qualified for workers' compensation as required by the State of Oregon. Contractor shall provide the Owner, within ten (10) days after execution of this Agreement, a certificate of insurance evidencing coverage of all subject workers under Oregon's

workers' compensation statutes. The insurance certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to City. All agents or Contractors of Contractor shall maintain such insurance.

(c) Comprehensive, General, and Automobile Insurance. Contractor shall maintain comprehensive general and automobile liability insurance for protection of Contractor and City and for their directors, officers, agents, and employees, insuring against liability for damages because of personal injury, bodily injury, death, and broad-form property damage, including loss of use, and occurring as a result of, or in any way related to, Contractor's operation, each in an amount not less than \$2,000,000 combined, single-limit, per-occurrence/\$4,000,000 annual aggregate. Such insurance shall name City as an additional insured, with the stipulation that this insurance, as to the interest of City, shall not be invalidated by any act or neglect or breach of this Agreement by Contractor.

14. Legal Expenses. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorney fees, costs, and expenses as may be set by a court. "Legal action" shall include matters subject to arbitration and appeals.

15. Severability. The parties agree that, if any term or provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected.

16. Number and Gender. In this Agreement, the masculine, feminine or neuter gender, and the singular or plural number, shall be deemed to include the others or other whenever the context so requires.

17. Captions and Headings. The captions and headings of this Agreement are for convenience only and shall not be construed or referred to in resolving questions of interpretation or construction.

**STANDARD CONDITIONS TO OREGON CITY
PERSONAL SERVICES AGREEMENT**

Item 7d.

18. Hierarchy. The conditions contained in this document are applicable to every Personal Services Agreement entered into by the City of Oregon City in the absence of contrary provisions. To the extent there is a conflict, the terms of the Personal Services Agreement will control over the terms of the standard conditions. To the extent there is a conflict between the terms of the standard conditions and any other document, including the scope of services, the terms of the standard conditions shall control those other terms.

19. Calculation of Time. All periods of time referred to herein shall include Saturdays, Sundays and legal holidays in the State of Oregon, except that, if the last day of any period falls on any Saturday, Sunday or legal holiday, the period shall be extended to include the next day that is not a Saturday, Sunday or legal holiday.

20. Notices. Any notices, bills, invoices, reports or other documents required by this Agreement shall be sent by the parties by United States mail, postage prepaid, or personally delivered to the addresses listed in the Agreement attached hereto. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing, unless sooner received.

21. Nonwaiver. The failure of City to insist upon or enforce strict performance by Contractor of any of the terms of this Agreement or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its rights to assert or rely upon such terms or rights of any future occasion.

22. Information and Reports. Contractor shall, at such time and in such form as City may require, furnish such periodic reports concerning the status of the project, such statements, certificates, approvals, and copies of proposed and executed plans and claims, and other information relative to the project as may be requested by City. Contractor shall furnish City, upon request, with copies of all documents and other materials prepared or developed in relation with or as a part of the project. Working papers prepared in conjunction with the project are the property of City, but shall remain with Contractor. Copies as requested shall

be provided free of cost to City.

23. City's Responsibilities. City shall furnish Contractor with all available necessary information, data, and materials pertinent to the execution of this Agreement. City shall cooperate with Contractor in carrying out the work herein and shall provide adequate staff for liaison with Contractor.

24. Arbitration.

All disputes arising out of or under this Agreement shall be timely submitted to nonbinding mediation prior to commencement of any other legal proceedings. The subsequent measures apply if disputes cannot be settled in this manner.

(a) Any dispute arising out of or under this Agreement shall be determined by binding arbitration.

(b) The party desiring such arbitration shall give written notice to that effect to the other party and shall in such notice appoint a disinterested person of recognized competence in the field as arbitrator on its behalf. Within fifteen (15) days thereafter, the other party may, by written notice to the original party, appoint a second disinterested person of recognized competence as arbitrator on its behalf. The arbitrators thus appointed shall appoint a third disinterested person of recognized competence, and the three arbitrators shall, as promptly as possible, determine such matter, provided, however, that:

(i) If the second arbitrator is not appointed as described above, then the first arbitrator shall proceed to determine such matter; and

(ii) If the two arbitrators appointed by the parties are unable to agree, within fifteen (15) days after the second arbitrator is appointed, on the appointment of a third arbitrator, they shall give written notice of such failure to agree to the parties and, if the parties fail to agree on the selection of the third arbitrator within fifteen (15) days after the arbitrators appointed by the parties give notice, then, within ten (10) days thereafter, either of the parties, on written notice to the other party, may request such appointment by the presiding judge of the Clackamas County Circuit Court.

**STANDARD CONDITIONS TO OREGON CITY
PERSONAL SERVICES AGREEMENT**

Item 7d.

(c) Each party shall each be entitled to present evidence and argument to the arbitrators. The determination of the majority of the arbitrators or the sole arbitrator, as the case may be, shall be conclusive on the parties, and judgment on the same may be entered in any court having jurisdiction over the parties. The arbitrators or the sole arbitrator, as the case may be, shall give written notice to the parties, stating the arbitration determination, and shall furnish to each party a signed copy of such determination. Arbitration proceedings shall be conducted pursuant to ORS 33.210 et seq. and the rules of the American Arbitration Association, except as provided otherwise.

(d) Each party shall pay the fees and expenses of the arbitrator appointed by such party and one-half of the fees and expenses of the third arbitrator, if any.

25. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the state of Oregon without resort to any jurisdiction's conflicts of law, rules or doctrines.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Public Works Director John M. Lewis, PE

Agenda Date: 06/05/2024

SUBJECT:

Intergovernmental Agreement with Clackamas County for Traffic Control Maintenance and Transportation Engineering Services

STAFF RECOMMENDATION:

Authorize the City Manager to execute an Intergovernmental Agreement (IGA) between the City of Oregon City (City) and Clackamas County (County) for the purpose of providing ongoing engineering support and maintenance to City-owned, new, and existing traffic signals(s), intelligent transportation system (ITS), roadway beacons, and rectangular rapid flashing beacons (RRFB).

EXECUTIVE SUMMARY:

Through IGA's Clackamas County has been performing maintenance on City owned traffic signal related infrastructure since 1970. A new IGA was formed in December 2019 (adopted in Feb. 2020) and has expired. City and County staff worked in conjunction to revise the 2019 IGA to the one presented today. The list of City owned signals, roadway beacons, ITS systems, and RRFB's was updated, and the duration of the IGA was increased from a 4-year term to a 10-year term.

BACKGROUND:

Oregon City Public Works Department has been working with Clackamas County under an IGA first done on June 19th, 1970. Due to the age of the 1970 IGA, different technologies that are now available, changes in processes, equipment, and work methods, a new IGA was formed in 2019. That IGA expired December 31st, 2023. The proposed IGA has been revised by County and City staff and shall be effective on the last date signed by both parties and continues for 10 years. At that time, the City and County shall reevaluate the IGA and make necessary changes and/or additions.

This IGA provides the City with access to the County's professional transportation engineering and signal maintenance staff to assist the City with design review, oversight and maintenance of our traffic signals, ITS systems and RRFB's.

OPTIONS:

1. Authorize the City Manager to execute the Agreement.
2. Authorize the City Manager to execute the Agreement with specific modifications.
3. Deny the Agreement. If the Commission chooses to deny the Agreement, staff requests direction on how to proceed

BUDGET IMPACT:

Amount: \$55,000 per year (this is an estimate depending on the work to be performed)

FY(s): 2023-2024 & 2024-2025

Funding Source(s): Transportation Fund

INTERGOVERNMENTAL AGREEMENT BETWEEN CLACKAMAS COUNTY AND THE CITY OF OREGON CITY FOR TRAFFIC SIGNAL MAINTENANCE AND TRANSPORTATION ENGINEERING SERVICES

THIS AGREEMENT (this “Agreement”) is entered into and between Clackamas County (“COUNTY”), a corporate body politic, and the City of Oregon City (“CITY”), a municipal corporation, pursuant to ORS Chapter 190 (Cooperation of Governmental Units), collectively referred to as the “Parties” and each a “Party.”

RECITALS

WHEREAS, authority is conferred upon local governments under ORS 190.010 to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers, or agencies have authority to perform; and

WHEREAS, the City desires professional transportation engineering and signal maintenance staff to assist with design review, oversight, and maintenance of the City’s new and existing traffic signal(s), intelligent transportation system (“ITS”), and roadway beacons; and

WHEREAS, the County has extensive experience in transportation engineering and signal maintenance and is able and willing to perform said services; and

WHEREAS, the City would like to engage the County to perform the services and the County is willing to perform the services; and

NOW, THEREFORE, in consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows to the following terms and conditions.

AGREEMENT

1. Term. This Agreement shall be effective on the last date signed by the Parties below and continues for ten (10) years, unless terminated earlier by either party consistent with Section 4 of this Agreement.

2. County Obligations

A. Scope of Services

- i)** Unless otherwise specified in this Agreement, the County shall provide labor and equipment to perform traffic signal consulting, inspection, configuration, testing, routine and preventive maintenance and repairs on a regularly scheduled and an on-call basis at facilities identified in Exhibit 1, which may be updated from time to time as agreed to by Parties in writing.
- ii)** The County shall provide regular scheduled annual testing and maintenance of traffic signal components required for a fully functional traffic signal system, which includes all tasks enumerated on Attachment A.
- iii)** At the request of City Engineering or their designee, the County shall provide

engineering review and construction inspection services for new equipment installations at locations not yet identified in Exhibit 1. Any new equipment that the Parties agree will become subject to this Agreement can be added as an update to Exhibit 1, approved in writing by the City's Assistant Public Works Director, or the City Engineer, and the County's Director of the Department of Transportation and Development.

- iv) At the request of the City, the County will provide 24-hour on-call service that includes weekends and holidays and shall respond to routine calls within forty-eight (48) hours.
- v) At the request of the City, the County will respond to any calls involving an emergency within four (4) hours of receiving the request. For purposes of this Agreement, emergencies are:
 - (a) Controller failures;
 - (b) Dark signals, in which case the County will verify with the Utility Service Provider (Portland General Electric) before responding to ensure the outage is not due to a power outage, and the County will only be obligated to respond if the issue is isolated to the traffic signal. It will be the responsibility of the County technician/electrician on duty to evaluate conditions at the site and determine the action necessary, including temporary repairs or traffic control;
 - (c) Any red lamp outage;
 - (d) Any intersection in a flashing mode;
 - (e) Any turn lane with only one signal head having an outage (red, yellow, or green);
 - (f) Any equipment involved in a crash; or
 - (g) Any condition involving a signal that the City Public Works Director or City Engineer or their designee declares to be an "emergency" or otherwise requests immediate response because the City deems a dangerous condition to exist, provided that the County's response is subject to availability of County personnel.

B. Standard of Performance

- i) Unless otherwise specified, services under this Agreement shall be performed to International Municipal Signal Association (IMSA), Manual on Uniform Traffic Control Devices (MUTCD) with Oregon supplements, and the Institute of Transportation Engineers (ITE) industry standards, as well as the State of Oregon guidelines and specifications.
- ii) The County shall assign an Oregon State-licensed Professional Civil Engineer (with expertise in Traffic Signal Operation) to assist the City, as requested, with

traffic signal design review, alterations or additions to the traffic signal system, ITS, roadway flashing beacons, signal timing, review of development proposals with traffic impacts, and other traffic engineering matters. The County's Oregon State- licensed Professional Civil Engineer shall work in close coordination with the City's Public Works Engineering staff for design review oversight on the City's traffic signal, ITS, and roadway beacon projects.

iii) The County shall utilize IMSA Certified Technicians or Electricians when performing traffic signal maintenance, repairs, inspection, configuration, setup, or testing of the City's signal system. Certification level shall be commensurate with the task performed in accordance with IMSA specifications. Technicians and Electricians should be certified in temporary traffic control per IMSA guidelines.

iv) The County shall provide short-term temporary traffic control measures as required by the most current Oregon Temporary Traffic Control Handbook and/or state adopted MUTCD during routine maintenance activities.

C. Materials and Parts

- i) If spare materials and replacement parts are unavailable from City inventory, County shall provide spare materials and replacement parts as necessary to repair a signal that is deemed by the City to create a dangerous condition. Materials and parts supplied by County will be charged to City at current replacement costs with associated shipping and handling fees necessary to replace County inventory.
- ii) The County shall assist City with developing a recommended inventory list of spare materials and replacement parts to store/maintain on a regular basis.

D. Service Logs and Reports

- i) The County shall record all activities performed any time staff is responding to a service call at the site of traffic signal facilities. This can be done on a County-standard form, and at a minimum, should include the following:
 - (a) the time and date the call is received;
 - (b) the time staff arrives onsite;
 - (c) who placed the call;
 - (d) location and condition upon arrival;
 - (e) necessary equipment, labor and materials;
 - (f) specifics of repair;
 - (g) additional repairs still needed;
 - (h) time site was secured; and
 - (i) time leaving site.
- ii) The County will provide the City with reports on all work performed at the traffic signal(s), as requested by the City. Unless requested earlier by the City, the County will provide annual reports with information on completed maintenance services, as listed on Attachment B, and any services performed onsite. At the request of the City, the County may provide other available information about the services, such test results.

iii) The County shall maintain an updated log in each traffic signal cabinet for traffic signals that details any and all maintenance or repairs performed.

E. Limitations on Liability. The County shall not be liable for any claim or action arising out of, or based upon, damages or injuries to persons or property caused by signal issues for which no request for work was made by the City to the County pursuant to the terms of this Section 2.

F. Services Rates and Invoices.

- i) The County will charge the City for material and labor costs for services performed, with labor rates as shown on Schedule 2. The County may update labor rates on Schedule 2 annually. The County will submit to City any updated rates not less than 45 days prior to the updated rates taking effect.
- ii) The County shall submit a detailed monthly invoice to the City with descriptions of services performed, labor costs, and material costs. The County shall invoice the City within sixty (60) days of performing City-authorized services.
- iii) Except for emergency work described in Section 2(I) and routine maintenance work described in Attachment A, the County will provide a quote to the City outlining the services to be performed with estimated labor and material costs in accordance with this Agreement before commencing the work. All quotes must be signed by the Public Works Director for the City and the Director of the Department of Transportation and Development for the County, or their respective designees, prior to the County commencing the work.

3. City Obligations.

- A.** The City shall compensate the County for the services under Section 2 of this Agreement at the rates listed on Schedule 2, as updated. The City must make the payment within thirty (30) days of receipt.
- B.** The City agrees to promptly contact the County any time signal issues are witnessed or reported to ensure timely repairs can be made.
- C.** The City shall have the ultimate responsibility to approve the plans in writing for signal upgrading, phasing, timing, and coordination, after recommendation by the County.
- D.** The City grants County the right to enter into and occupy City rights-of-way for the purpose of performing any services under this Agreement.
- E.** The City shall maintain responsibility for temporary traffic control from the time the signal issue is discovered until such time as the City deems the traffic control is no longer necessary or County staff arrive and provide traffic control per Section 2.B.iv. or Section 2.F.iii..

- F. The City's inventory of spare materials and replacement parts for common repairs shall be stored at City's Maintenance Center and shall be accessible to County technicians/electricians during weekday business hours with the assistance of City personnel.

4. Termination.

- A. The County and the City, by mutual written agreement, may terminate this Agreement at any time.
- B. City may terminate this Agreement without cause upon:
 - i) Rate Increase: Within 30 days following County's notice of rate increase to City (rate increase shall not be effective until 45 days following notice to City); or
 - ii) For Convenience: Upon 60 days' notice.
- C. Either the County or the City may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period.
- D. The County or the City shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- E. The County may terminate this Agreement upon 60 days' notice in the event the County is unable to provide staffing sufficient to allow the County, in the exercise of its reasonable administrative discretion, to continue to provide services for performance of this Agreement.
- F. Nothing herein shall prevent the Parties from meeting to mutually discuss the Agreement. Each Party shall use best efforts to coordinate with the other to minimize conflicts.
- G. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

5. Indemnification.

- A. Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or

successor statute, the County agrees to indemnify, save harmless and defend the City, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof (excluding legal and other professional fees) arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts of the County or its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the County has a right to control acting within the course and scope of their employment or authority.

- B.** Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the City agrees to indemnify, save harmless and defend the County, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof (excluding legal and other professional fees) arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts of the City or its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the City has a right to control acting within the course and scope of their employment or authority.

6. Party Contacts. Unless otherwise specified, notices and requests concerning matters of this Agreement must be provided to the following County and City representatives:

- A.** County: Carl Olson or his designee will act as liaison for the County.

Contact Information:

Clackamas County- Department of Transportation and Development 150
Beavercreek Road
Oregon City, OR 97045
(503) 742-4706 or colson@clackamas.us

- B.** City: Vance Walker or his designee will act as liaison for the City.

Contact Information:

City of Oregon City – Public Works Department 13895 Fir Street
Oregon City, Or. 97045
(503) 971-204-4682 or vwalker@orcify.org

- C.** Either Party may change the Party contact information, or the invoice or payment addresses by giving prior written notice thereof to the other Party at its then current notice address.

7. General Provisions

- A. Oregon Law and Forum.** This Agreement shall be construed according to the laws of the State of Oregon, without giving effect to the conflict of law provisions thereof.
- B. Applicable Law.** The Parties hereto agree to comply in all ways with applicable local, state and federal ordinances, statutes, laws and regulations.
- C. Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this

Agreement shall not be deemed exclusive and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.

- D. Record and Fiscal Control System.** All payroll and financial records pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible. Such records and documents should be retained for a period of at least three (3) years; provided that any records and documents that are the subject of audit findings shall be retained for a longer time until such audit findings are resolved.
- E. Access to Records.** The Parties acknowledge and agree that each Party, the federal government, and their duly authorized representatives shall have access to each Party's books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of three (3) years. Copies of applicable records shall be made available upon request. The cost of such inspection shall be borne by the inspecting Party.
- F. Debt Limitation.** This Agreement is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.
- G. Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.
- H. Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties and any prior agreements between the Parties affecting the subject matter of this Agreement are hereby terminated. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- I. Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.
- J. Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or

contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.

- K. No Third-Party Beneficiary.** Neither Party intends that this Agreement benefit, or create any right or cause of action in, or on behalf of, any person or entity other than the County or the City.
- L. No Assignment.** No Party shall have the right to assign its interest in this Agreement (or any portion thereof) without the prior written consent of the other Party, which consent may be withheld for any reason. The benefits conferred by this Agreement, and the obligations assumed hereunder, shall inure to the benefit of and bind the successors of the Parties.
- M. Counterparts.** This Agreement may be executed in any number of counterparts (electronic, facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
- N. Authority.** Each Party represents that it has the authority to enter into this Agreement on its behalf and the individual signatory for a Party represents that it has been authorized by that Party to execute and deliver this Agreement.
- O. Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- P. Force Majeure.** Neither City nor County shall be held responsible for delay or default caused by events outside of the City or County's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, each Party shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.
- Q. No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each Party shall be responsible for its own attorneys' fees and expenses.

[Signatures on Following Page]

IN WITNESS HEREOF, the Parties have executed this Agreement by the date set forth opposite their names below.

Clackamas County

City of Oregon City

Chair, Board of County Commissioners

City Manager

Date

Date

Approved as to form:

Bill Kabeiseman, City Attorney

EXHIBIT 1
PAGE 1 of 2
Maintenance Checklist



CLACKAMAS
COUNTY

Department of
 Transportation and Development
 Transportation Maintenance Division

Annual Cabinet Inspection Report

Intersection #: Date:

Location:

Owner:

Controller Mfg: Model:

CMU Mfg: Model: S/N: FAIL: ☐

New CMU Mfg: Model: S/N:

VAC: VDC: AMPS:

	OK	ATTN	N/A	
Controller Timing	☐	☐	☐	Notes:
Timing Sheet	☐	☐	☐	Notes:
Cabinet Print	☐	☐	☐	Notes:
Intersection As-Built's	☐	☐	☐	Notes:
Verify Inputs	☐	☐	☐	Notes:
Verify Outputs	☐	☐	☐	Notes:
Flasher Outputs	☐	☐	☐	Notes:
Locks	☐	☐	☐	Notes:
Thermostat/Fan Test	☐	☐	☐	Notes:
Change Air Filter(s)	☐	☐	☐	Notes:
Cleaned/Lubed Cabinet	☐	☐	☐	Notes:
Remove/Cleaned Graffiti	☐	☐	☐	Notes:
Diode Matrix Sheet	☐	☐	☐	Notes:

	Pass	Fail	
Conflict Monitor Test	☐	☐	Notes:

Miscellaneous Details:

Electrician: _____

Electrician: _____

Annual Intersection INSPECTION REPORT

Priority

	OK	ATTN	NA
General Condition			
Hand Hole Covers			
T-cans			
Luminaires			
LEDS			
No. of Luminaires			
Wattage			

[illegible]

EXHIBIT 2 (updated annually)**County Maintained Traffic Signal and Flasher Beacon Locations**

The County agrees to provide preventive maintenance, on-call repair, locates, and traffic engineering consultation services for signal and flasher facilities at the following locations within the City's Jurisdiction:

TRAFFIC SIGNALS

All traffic signals, pedestrian signals, vehicle detection, ITS devices, and related facilities at the following locations:

ID No.	Major Street	Minor Street	Type
05515	John Adams St.	5th St	Fire signal
05673	Washington St.	Prairie Schooner Way	Signal
05651	Washington St.	Home Depot-Metro access	Signal
05500	Abernethy Rd. – 17th St.	Washington St.	Signal
05501	Washington St.	15th St.	Signal
05502	Washington St.	14th St.	Signal
05672	Singer Hill	RR Xing	PTR
05503	Washington St.	7th St.	Signal
05505	7th St.	Monroe St.	Signal
05507	7th St/ Molalla Ave.	Polk St./Division St.	Ped signal
05508	Molalla Ave.	Pearl St.	Signal
05509	Molalla Ave	Holmes Ln.- Hilda St.	Signal
05510	Molalla Ave.	Warner Milne Rd.	Signal
05541	Molalla Ave.	1476 Molalla Ave (near McDonalds)	Signal
05511	Molalla Ave.	Beavercreek Rd.	Signal
05512	Molalla Ave.	Clairmont Way	Signal
05513	Molalla Ave.	Gaffney Ln.	Signal
05694	Molalla Ave.	Fir St	Signal
05539	South End Rd.	Shelby Rose Dr./ McLoughlin Elem School	Ped signal

05528	Washington St.	12 th Ave.	Signal
05535	Warner Milne Rd.	Linn Ave-Leland Rd.	Signal
05540	Warner Milne Rd.	Beavercreek Rd.	Signal
05646	Beavercreek Rd.	Theater access, 428 Beavercreek Rd.	Signal
05520	Beavercreek Rd.	Southridge Ctr. Access, 1626 Beavercreek Rd.	Signal
05518	Beavercreek Rd.	Fred Meyer access, 1972 Beavercreek Rd.	Signal
05519	Beavercreek Rd.	Fir St.	Signal

ROADWAY FLASHING BEACONS

Includes school zone flashers, intersection flashers, and Rectangular Rapid Flashing Beacons (RRFB) at the following locations:

ID No.	Major Street	Minor Street	Device Type
05527	Jackson St	15 th St	4-way flasher
05529	Jackson St	9 th St	4-way flasher
05531	Washington St	5 th St	4-way flasher
05534	Holmes Ln	Linn Ave	4-way flasher
05685	John Adams St	7 th St	RRFB
05522	Linn Ave	Williams St	RRFB
05523	Holcomb Blvd	Front Ave	RRFB
05524	Holcomb Blvd	Swan Ave	RRFB
05699	Molalla Ave	Adrian Way / Southridge Shopping Cntr	RRFB
05700	Molalla Ave	Post Office	RRFB
05701	Molalla Ave	OC Point	RRFB
Not Maintained by County	Molalla Ave	Barclay Hills Dr	RRFB
Not Maintained by County	Washington St	9 th St	Speed Feedback Sign
Not Maintained by County	5 th St	Jackson St	Speed Feedback Sign

EXHIBIT 3 (updated annually)

Clackamas County
Traffic Engineering & Traffic Signal Maintenance Labor Rates
2023/24 Fiscal Year

Employee Class Description	Group	Labor
Engineering Supervisor	Engineering	\$ 203.32
Civil Engineer, Senior	Engineering	\$ 180.69
Civil Engineer	Engineering	\$ 159.25
Engineering Tech 3	Engineering	\$ 125.05
Engineering Tech 2	Engineering	\$ 105.67
Traffic Maintenance Supervisor	Trans. Maintenance	\$ 138.32
Traffic Signal Electrician, Lead	Trans. Maintenance	\$ 138.64
Traffic Signal Electrician	Trans. Maintenance	\$ 136.01



CITY OF OREGON CITY

CITY COMMISSION WORK SESSION

DRAFT MINUTES

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Tuesday, April 09, 2024 at 6:00 PM

CONVENE WORK SESSION AND ROLL CALL

Mayor McGriff convened the work session at 6:03 PM.

PRESENT: 5 - Commissioner Mike Mitchell, Commissioner Frank O'Donnell, Commissioner Adam Marl, Commissioner Rocky Smith, Mayor Denyse McGriff

STAFFERS: 6 - City Manager Tony Konkol, Assistant City Recorder Evan Lee, Community Development Director Aquilla Hurd-Ravich, Police Chief Shaun Davis, Assistant City Manager Alex Rains, City Engineer Dayna Webb

FUTURE AGENDA ITEMS

3. List of Future Work Session Agenda Items

Tony Konkol, City Manager, announced that the agenda of the May 7, 2024 Work Session would include an update on the Parks and Recreation Master Plan, the System Development Charge Reduction Program, and code revisions for the implementation of the Master Plan in regard to Park Place. The June Work Session agenda would include an update on the five-year Utility Plan. Mr. Konkol also reminded the Commission that the June 19, 2024 City Commission meeting had been cancelled, and that any items originally intended for the June 19 meeting would be moved to the June 11 meeting.

Mayor McGriff asked for clarification about the content of the System Development Charge (SDC) Reduction Program discussion. Mr. Konkol replied that the discussion would cover the details of the existing SDC programs and how to cover associated costs.

Mayor McGriff reported that she would be unable to attend the May meeting, and that Commissioner Marl would chair the meeting in her stead.

DISCUSSION ITEMS

4. Annual Report to the City Commission of Planning Commission Activities in Calendar Year 2023 and Presentation of the 2024-2025 Work Plan

Aquilla Hurd-Ravich, Community Development Director, introduced Paul Espe, Acting Chair of the Oregon City Planning Commission, who offered a presentation on the Planning Commission's 2023 efforts and their plans for the next two years.

Mayor McGriff asked for details about the Planning Commission's work with the entrance of the Chase Bank on Molalla Avenue. Ms. Hurd-Ravich responded that the bank had been required by zoning restrictions to place its main entrance facing Molalla Avenue, but the Planning Commission worked with the institution to allow them to achieve a more practical orientation, with architectural features facing Molalla but another entrance facing the bank's parking lot.

There was discussion about the Climate Friendly and Equitable Communities Oregon administrative requirements limiting parking, and about the need for increased transit service if the City is required to reduce parking availability.

The Mayor asked for more details about the presentations on affordable housing that had taken place at the Planning Commission meetings, observing that the issue is outside the organization's traditional purview. Ms. Hurd-Ravich explained that these presentations had been educational in nature and meant to inform policy suggestions. There was discussion about creating policies that do not sacrifice quality of living to budget in new developments.

There was discussion about how the Master Plans would address infrastructure needs amid urban growth. Mayor McGriff emphasized the need to utilize and redevelop existing infrastructure and properties already zoned. Mr. Espe recommended that the City look at acquiring land for parks as the City's Urban Growth Boundary expands.

There was discussion about preserving views from Molalla Avenue, 7th Street, and other locations by maintaining building height restrictions. Mayor McGriff suggested considering the needs of 7th Street and Molalla Avenue separately. Ms. Hurd-Ravich suggested starting with education for the Planning Commission on the studies done on these two streets, to refine goals for each. She also suggested providing education about the Vertical Housing Tax Credit.

There was discussion about the downsides of short-term rentals and the controls necessary to keep them from negatively impacting housing needs. Mayor McGriff suggested removing short-term rental discussions from the Planning Commission's plans altogether and saving the topic for policy discussions. Commissioner Marl asked about the origin of this discussion topic for the Planning Commission, adding that he supported tourism discussions focusing on hotels rather than short-term rentals. Ms. Hurd-Ravich replied that the Planning Commission had been interested in arrangements for Oregon City residents who wish to allow lodgers while still living in their homes. Mayor McGriff emphasized the importance of updating code language about short-term rentals and suggested removing the category of boarding houses due to misuse. Mr. Espe described Lake Oswego's policy as an example: that City allows short-term rentals if the homeowner also lives at the property. There was general approval expressed for this policy.

Mayor McGriff asked what the Planning Commission had discussed regarding the City's RV park. She asked if the City Code allows RV parks as conditional use, and Ms. Hurd-Ravich and Mr. Konkol replied that RV parks are categorized as subdivisions. Ms. Hurd-Ravich said that the Planning Commission had discussed whether privately-run RV parks should be allowed in addition to the City-run RV park, but added that the concept of another recreational RV park had seemed impractical due to lack of appropriate locations.

There was discussion about the process involved with converting shipping containers into housing.

Commissioner Mitchell asked about the timeline for the Department of Land Conservation and Development to approve the City's production strategy. Ms. Hurd-Ravich replied that the City was required to create a new Production Strategy after finishing the next Housing Needs Analysis, which would likely take place in 2026.

5. McLoughlin Boulevard Enhancements Project Update (CI 22-002)

Dayna Webb, City Engineer, introduced a presentation covering options determined by the Public Works Department for enhancements on McLoughlin Boulevard from 10th Street to tumwata village. The City's consultants on the project, Nick Gross of Kittleson and Associates and Michael Roberts of HDR Incorporated, offered the presentation.

Commissioner O'Donnell asked which walkway alternative offers the greatest separation from traffic, and Mr. Roberts replied that the long span option would present the greatest separation from traffic.

There was discussion about the level of grade from the street level to the bank of the river along the proposed route, and the location's topography in general.

Commissioner Mitchell asked if the first proposed route would impede the view of Willamette Falls. Mr. Gross replied that there would be a full view of the Falls from the Arch Bridge, but the view may be impeded for travelers approaching Oregon 99 E.

It was observed that one foundation challenge involved working around the pipe leading to the Water Environment Services (WES) treatment facility.

Mayor McGriff asked about the age of the sea wall along the route, and Mr. Roberts confirmed her suggestion that it was at least seventy-five years old but not as old as the arch bridge. There was discussion about potential foundation instability in this area.

Mr. Roberts introduced a long span design, which offered the boon of requiring fewer foundational anchors than the conventional viaduct with signature spans option. This would also keep a clear path for repair work to be done on the utility pipeline that runs alongside the pathway.

Mayor McGriff suggested that the Police Department and Parks and Recreation Department be invited to comment on the McLoughlin Boulevard project concepts.

Commissioner O'Donnell inquired about the length of the grade separated undercrossing in the long span concept walkway and Mr. Roberts explained that this portion of the walkway was around three hundred fifty to four hundred feet long.

There was discussion about structural limitations in regard to thickness with both concepts, in order to maintain appropriate distance from the water. It was indicated that the conventional viaduct concept was thicker.

Commissioner O'Donnell asked which concept was more cost-effective to build. Mr. Roberts replied that though the long-span option might require greater initial outlay, the viaduct concept included so many structural unknowns that it risked developing into a more expensive project in the long term.

Commissioner Mitchell observed that, due to the unknown foundation structural factors, the viaduct option could develop complications that render it financially unviable. Mr. Roberts agreed and added that other cities which had opted for the long span concept had been pleased with the reduction in cost escalation that resulted from working in a dry environment instead of in the river.

Commissioner Mitchell asked whether the cables of the long span concept would be visible to persons traversing the Arch Bridge. Mr. Roberts replied that the cables would pass under the Arch Bridge and would not be visible from it.

There was further discussion about the structural risks associated with the multiple foundations of the viaduct option, because so little is known about the geologic structure of the areas to be built upon. There was also discussion about the aesthetics of each walkway concept.

Commissioner Mitchell asked whether the long span concept would be faster to build than the viaduct concept. Mr. Roberts replied that the cables would require lead time of approximately twenty-two weeks, but that construction would be efficient once the materials are ready. He added that the viaduct concept had more potential for delays due to the unknown ground conditions.

Commissioner Mitchell observed that the proposed structure would aid in the eventual goal of a connecting River Walk between the Clackamette Park and tumwata village. Mr. Roberts replied that there is flexibility in the long span concept for future expansions or connections to the structure.

The Commission took a recess from 8:11 P.M. to 8:20 P.M.

CITY MANAGER'S REPORT**6. Update on City Projects**

Mr. Konkol reported that the City was continuing to work with the Oregon Department of Transportation (ODOT) on the Quiet Zone project, and that ODOT was in negotiations with their preferred consultant for that contract.

Mr. Konkol reported that Staff was finalizing draft easement language to address encroachments at the McLoughlin Promenade for the Charter Parks project, and that they intended to bring this material before the Commission within the next month.

Mr. Konkol reported that the construction contract for the Cayuse Five Memorial had been awarded to Pioneer Waterproofing Company, that the preconstruction meeting was scheduled for April 15, after which work was anticipated to begin in seven to ten days.

Mr. Konkol reported that the Mayor and the City Manager had met with the Assistant County Administrator to discuss the creation of a joint working group to address the future of the Clackamas County Courthouse building. The group would be comprised of six to eight members including the Mayor and the Clackamas County Chair, and the City and the County were to select an equal number of members. Mayor McGriff added that the Executive Director of the Downtown Oregon City Association had agreed to join the group, and so had Ben James, former Chamber President. She also observed that the Chamber is also creating its own committee to address this issue and that she had asked that committee to coordinate with the City and County's joint working group.

Mr. Konkol added that the City is asking the County Administrator for details about what facilities and services are moving from the current Courthouse vicinity and which are staying, and what the disposition of the Courthouse itself will be. Commissioner O'Donnell added that he would like to see the Holman building used by a business to ensure it is on the tax rolls. Mayor McGriff added that the County had asked for James Graham, Economic Development Director, to participate in the joint working group.

Mr. Konkol reported that the Confederated Tribes of the Grand Ronde had received a demolition permit for the office building on the corner of Oregon 99 E and Main Street as part of the tumwata village construction process. Mayor McGriff expressed a desire for some of the building's material to be recycled post-demolition.

COMMISSION COMMITTEE REPORTS**7. Commissioner O'Donnell****- South Fork Water Board**

Though Commissioner O'Donnell did not have a formal report at this time, there was discussion about improving communications with Oregon City when the City of West Linn wishes to enter into agreements that affect South Fork Water Board. Commissioner O'Donnell also commented on a recent facilities tour the South Fork Water Board had undertaken. There was discussion about the South Fork Water Board's discussions about SDCs, and Mayor McGriff raised concerns about their meeting facility's lack of ADA accessibility.

8. Commissioner Smith

- Clackamas Heritage Partners
- Oregon City Tourism Stakeholder's Group
- South Fork Water Board

Commissioner Smith reported that the Clackamas Heritage Partners had met on April 4 and that the meeting had included discussion of recruitment efforts for a successor to Gail Yazzolino, Executive Director of Historic Oregon City. He reported that the group had also discussed board recruitment and reconsidered its mission in light of the City's Facilities plan, especially regarding the future of the End of the Oregon Trail Interpretive Center. Commissioner Smith added that he had impressed upon the Heritage partners the importance of public opinion in this decision, and that the public may have a strong interest in the facility as an event venue. The Heritage Partners had also discussed working with the Confederated Tribes of the Grand Ronde to coordinate the Native history shared at the End of the Oregon Trail Center and at tumwata village. These two groups were working together to consider a public launch of the film "Oregon's First People" that is being shown at the Interpretive Center, and to schedule an event to bless the site in near future. Commissioner Smith reported that a retreat might be scheduled to discuss these and other issues.

9. Commissioner Marl

- Citizen Involvement Committee Liaison
- Clackamas County Coordinating Committee (C4)
- Clackamas County I-205 Tolling Strategies Committee
- Youth Advisory Committee Liaison

Reporting on the latest Citizen Involvement Committee (CIC) meeting, Commissioner Marl shared that three new neighborhood associations are in the formation process: Gaffey Lane, South End, and Hazel Grove – Westling Farm. He reported that the Committee had benefitted from several informative presentations, including one from Shaun Davis, Chief of Police, and that they had also discussed equitable ways to apportion the CIC's budget among the various neighborhood groups. Mayor McGriff observed that if the CIC proposes to alter fund distribution policies, they will need to obtain the City's approval.

Commissioner Marl reported that the Youth Advisory Committee is continuing work on its Clothing Drive and preparing for its next recruiting season for the Fall.

Commissioner Marl reported that C4 had discussed the Statewide Transportation Improvement Fund and its allocation practices. He reported that Commissioner Paul Savas had expressed concerns about the application of Equity Indexes, because the population density of underprivileged communities in Clackamas County is often less than that of urban areas such as Portland. Commissioner Marl also reported that improvements are planned to the Oregon City Transit Center, and a transit line is being expanded from Oregon City to Tualatin.

Commissioner Marl reported that the Clackamas County I-205 Tolling Strategies Subcommittee had decided to continue meeting and addressing the potential tolling issue despite the Oregon Legislature's decision to postpone the issue to the next legislative session.

10. Commissioner Mitchell

- Clackamas County Coordinating Committee (C4) – Metro Subcommittee
- Clackamas County I-205 Tolling Diversion Committee (alternate)
- Metro Policy Advisory Committee (MPAC) (alternate)

Commissioner Mitchell reported on the continuing C4 Metro Urban Growth Boundary (UGB) 2040 Roundtable Meetings, where housing needs for population changes had been discussed, adding that these discussions had budgetary implications for the City. He also described this group's work to identify areas in the metro area for potential housing development.

11. Mayor McGriff

- Clackamas Water Environment Services Policy Committee
- Clackamas Heritage Partners (alternate)
- Downtown Oregon City Association Board
- Metro Policy Advisory Committee (MPAC)
- Oregon City Tourism Stakeholder's Group
- South Fork Water Board
- Willamette Falls and Landings Heritage Area
- Willamette Falls Legacy Project Liaisons
- Willamette Falls Locks Authority
- Youth Advisory Committee Liaison

Mayor McGriff reported that the Clackamas County Water Environmental Services Policy Committee was forming a budget committee and that she would serve on it.

The Mayor reported that Downtown Oregon City Association was preparing for a Wine Walk and for First City events. She also reported that the group had revised several financial policies and was recruiting new members.

Mayor McGriff reported that the Willamette Falls and Landings Heritage Area group was focusing its attention on the City Hall construction process, which is underway.

Mayor McGriff reported that the Willamette Falls Legacy Project had recently conducted interviews in the process of their search for an Executive Director.

The Mayor reported that the Willamette Falls Locks Authority was discussing whether to choose a one-year budget process or a two-year budget process. She added that she sits on that group's Budget Committee.

Mayor McGriff reported that the Parent-Teachers Association had approved the Youth Advisory Committee's clothing drive, and City Hall would be a drop-off point for clothing donations.

Mayor McGriff reported that she, Mr. Konkol, Ms. Webb, Ms. Hurd-Ravich, and John Lewis, Director of Public Works, had met with TriMet staff to discuss their plans for the transfer station. The Mayor said that concerns had been raised to the TriMet staff about the facility's lack of space to accommodate their planned usages.

Commissioner Smith asked for details on the right-of-way agreement between the City and TriMet and Mr. Konkol offered to obtain this information for him.

ADJOURNMENT

Mayor McGriff adjourned the meeting at 9:00 P.M.

Respectfully submitted,

Jakob S. Wiley, City Recorder



CITY OF OREGON CITY

CITY COMMISSION REGULAR MEETING

DRAFT MINUTES

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Wednesday, March 06, 2024 at 7:00 PM

REGULAR MEETING OF THE CITY COMMISSION

1. CONVENE MEETING AND ROLL CALL

Mayor Denyse McGriff convened the meeting at 7:09 P.M.

PRESENT: 5 - Commissioner Adam Marl, Commissioner Mike Mitchell, Commissioner Rocky Smith, Commissioner Frank O'Donnell, Mayor Denyse McGriff

STAFFERS: 12 - City Manager Tony Konkol, Assistant City Manager Alex Rains, City Recorder Jakob Wiley, Police Chief Shaun Davis, Community Development Director Aquilla Hurd-Ravich, Public Works Director John Lewis, Community Engagement Specialist Hannah Schmidt, Assistant City Recorder Evan Lee, Library Director Greg Williams, Human Resources Director Patrick Foiles, Communications Manager Jarrod Lyman, Economic Development Manager James Graham

2. FLAG SALUTE

3. CEREMONIES AND PROCLAMATIONS

3a. Women's History Month Proclamation

Mayor McGriff read the proclamation declaring March 2024 as Women's History Month.

3b. Developmental Disabilities Awareness Month Proclamation

Mayor McGriff read the proclamation declaring March 2024 as Developmental Disabilities Awareness Month.

4. CITIZEN COMMENTS

None.

5. PRESENTATIONS

5a. Citizen Involvement Committee Update

Jarrod Lyman, Community Communications Manager, introduced Hannah Schmidt, Community Engagement Specialist. She had made some great changes to the CIC including a new printing contract for neighborhood association postcards that would save the City money. She had also created email lists, meeting calendars, added public records online, and caught up the CIC minutes backlog.

Bob LaSalle, former CIC Chair, gave an update on the CIC's activities and changes.

Mayor McGriff suggested getting the business community to sign up for OC News.

5b. Clackamas Community College Bond Update Presentation

Tim Cook, College president, gave an update on the bond request in November 2024. He reviewed the history of the college, programs they offered, student demographics, bond election, community support, 2014 bond completion, determining the 2024 bond renewal, themes and projects identified, leveraging bond funding, and bond measure cost. He asked for Commission feedback.

The Commission thought they should include the benefits, how this was a renewal, timing of this bond with other bonds that were coming up, and stress the return on investment. There was discussion regarding workforce partnerships and internships, opportunities to share park assets, and reasonable fees at the community garden.

6. **ADOPTION OF THE AGENDA**

Item 7e was pulled from the consent agenda. The agenda was adopted as amended.

7. **CONSENT AGENDA**

Motion made by Commissioner Mitchell, seconded by Commissioner Smith, to approve the consent agenda except Item 7e. The motion carried by the following vote:

Voting Yea: Commissioner O'Donnell, Commissioner Marl, and Commissioner Mitchell, Commissioner Smith, Mayor McGriff

- 7a. Resolution No. 24-09, A Resolution Vacating a Public Utility Easement on 16176 Oak Tree Terrace
- 7b. Personal Services Agreement with EcosConnect for Backflow Assembly Testing (PS 23-021)
- 7c. Purchase of two (2) Ford F-350 Super Duty Trucks with Lift Gates and Upfitting for Parks
- 7d. Purchase of One Ventrac 4520P Tractor and Various Attachments for Parks
- 7e. Minutes of the February 13, 2024 City Commission Work Session

Commissioner Marl noted typos in the minutes—it should be “deed restricted” instead of “deep restricted” and his name should be under his committee reports instead of Commissioner Mitchell’s name.

Commissioner Mitchell pointed out “First Street” should be “Fir Street.” He also clarified he said they should consider the Center Street property and parking lot across the street as one project and the buildings on the other side of Center Street as a separate project.

Motion made by Commissioner Marl, seconded by Commissioner Smith, to approve the February 13, 2024, minutes as amended. The motion carried by the following vote:

Voting Yea: Commissioner O'Donnell, Commissioner Marl, and Commissioner Mitchell, Commissioner Smith, Mayor McGriff

- 7f. Minutes of the December 20, 2023 City Commission Regular Meeting
- 7g. Minutes of the October 04, 2023 City Commission Work Session

7h. Minutes of the October 18, 2023 City Commission Work Session

The Commission took a recess from 8:02 PM to 8:09 PM.

8. PUBLIC HEARINGS

9. GENERAL BUSINESS

9a. Request for Proposals to Develop a Destination Management Organization

James Graham, Economic Development Manager, reviewed the Request for Proposal (RFP) process, schedule, and scope to create a Destination Management Organization (DMO).

Commissioner O'Donnell said several items in the Tourism Strategic Plan had not been accomplished. He suggested that the RFP include their efforts to date and their successes and unsuccess.

There was discussion regarding the need for financial support for non-profits, lack of volunteers, need for programming, comprehensive marketing and promotion, lack of pursuing a successful marketing strategy, businesses being ambassadors of the City and working together, and role of staff and role of Commission in this effort.

Commissioner Mitchell suggested changes to the wording of the RFP to emphasize the consultant was to guide the City through the process of creating the DMO. He also pointed out changes to Section 4, that the consultant needed to have the ability to do data analysis and needed to clarify what technical knowledge they had that could be applied here.

Commissioner Smith wanted to make sure what came back to the Commission was a plan that they could start immediately. He agreed what had been done in the past needed to be included in the background information.

There was consensus for staff to include additional information documenting Oregon City's previous efforts to promote tourism.

Thelma Haggenmiller, resident of Clackamas County, owned a business in the tourism industry and had focused on Oregon City and what it had to offer. She was the Co-Chair of the Oregon City Heritage Coordinating Committee and explained how the Committee promoted Oregon City. They needed funding for their programs.

Don Scott, resident of Clackamas County, was the Co-Chair of the Oregon City Heritage Coordinating Committee. He wanted to know why the City was pivoting to a DMO instead of implementing the Tourism Strategic Plan. The historic organizations had been coordinating and wanted to work with the City. What was missing was someone to lead the effort. Establishing leadership was the first step.

Commissioner O'Donnell said the Commission thought the solution was a neutral party from the outside with no preconceptions but willing to listen to all inputs to get some movement when they had been stalled for a period of years. That was their intent. The DMO would be the leadership structure.

Mr. Konkol explained that the City Commission, during their retreat in early 2023, had instructed staff to pull funding for the full-time employee dedicated to tourism and re-direct it towards creating a DMO. It would be a similar relationship to the one the City had with DOCA, that it would be a separate entity but still connected to the City due to the funding.

Mayor McGriff thought there should be a staff member dedicated to tourism.

Mr. Scott urged the Commission to keep in mind that a DMO would only be able to do so much with existing funds and set goals and expectations that were realistic to the budget.

Commissioner Mitchell departed at 9:17 p.m.

Mr. Konkol clarified the recommended changes to the RFP. Staff would make the changes and proceed with the RFP process.

10. COMMUNICATIONS

11. City Manager

11a. Francis Ermatinger House Auction Items

Mr. Konkol said there were some surplus items at the Ermatinger House that were being held in the basement. In 2019, the City worked with multiple parties to return items that were no longer being used at the House and were not City property to their respective owners and auctioned off the items that belonged to the City but were not needed in the House. A similar situation had emerged now, and staff would like permission to hold another auction.

Commissioner Smith corrected a mistake on the auction item list.

There was consensus for staff to move forward as proposed.

12. Commissioners

Commissioner O'Donnell complimented staff on a presentation on fraud prevention at a senior living facility. The residents were very happy with the presentation.

Commissioner Marl gave a brief legislative update. At the end of this legislative session, the City did not get the water infrastructure money they had requested. Instead, the State would be giving an additional \$2 million for the Clackamas County homeless resource center.

13. Mayor

Mayor McGriff wanted to know if the old water treatment facility on the river that was owned by Gladstone had been recently purchased. Mr. Konkol would look into it.

Mayor McGriff announced they had received several If I Were Mayor contest applications.

The Mayor re-appointed Brian Kvisler to the Natural Resources Committee. She was awaiting the Committee's recommendation on two other candidates that were interviewed for the two remaining vacancies.

14. ADJOURNMENT

Mayor McGriff adjourned the meeting at 9:36 PM.

Respectfully submitted,

Jakob S. Wiley, City Recorder



CITY OF OREGON CITY

CITY COMMISSION WORK SESSION

DRAFT MINUTES

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Tuesday, March 12, 2024 at 6:00 PM

CONVENE WORK SESSION AND ROLL CALL

Mayor McGriff convened the work session at 6:06 PM.

PRESENT: 4 - Commissioner Mike Mitchell, Commissioner Frank O'Donnell, Commissioner Rocky Smith, Mayor Denyse McGriff

EXCUSED: 1 - Commissioner Adam Marl

STAFFERS: 5 - City Manager Tony Konkol, City Recorder Jakob Wiley, Assistant City Recorder Evan Lee, Parks and Recreation Director Kendall Reid, Assistant City Manager Alex Rains

Mayor McGriff announced she had recently met with the Boy Scout Pack 209 of Oregon City, led by Angela and Bill Beerman.

FUTURE AGENDA ITEMS

1. List of Future Work Session Agenda Items

Tony Konkol, City Manager, reported that next month's agenda items would include pedestrian access designs for the McLoughlin Boulevard Enhancement Project, as well as an update from the Natural Resources Committee. In May, the agenda would include an update on the Parks and Recreation Master Plan, an update on the Five-Year Maintenance Utility Fee Plan, and possibly an update on the Geologic Hazard Code.

Mr. Konkol reported that he is working to schedule a joint work session with the Confederated Tribes of the Grand Ronde to discuss development of the former Blue Heron site.

DISCUSSION ITEMS

2. Clackamette Park Master Plan - Clackamette Cove RV Park Alternative Location

Parks and Recreation Director Kendall Reid introduced an update on an alternative site for the Clackamette Cove RV Park. Brian Martin, Senior Associate of Lango Hansen Architects, shared a presentation on the feasibility of relocating the RV park to a site on the edge of Clackamette Cove, as discussed in a previous City Commission Work Session.

Commissioner Mitchell asked Mr. Martin about the proposed alternate site's elevation, and Mr. Martin replied that the main part of this site is 34 feet above sea level. He observed that the elevation was similar to that of the site originally proposed in the Parks and Recreation Master Plan. Mr. Konkol added the City had faced limitations in the past regarding the use of this area by Clackamette Cove because 52 feet of elevation was required for habitable development, and there is a balance cut and fill requirement for attaining that elevation.

Mr. Martin observed that geotechnical surveys had not yet been conducted on the newly-proposed relocation site.

Commissioner O'Donnell observed that the newly-proposed site offered a greater buffer from highway traffic than the Master Plan's relocation site.

Mayor McGriff asked whether current zoning restrictions would allow the location of an RV park in the newly-proposed site and Mr. Konkol replied that it would not, as the site was currently zoned as mixed-used Downtown district.

Mr. Konkol followed up on Commissioner Mitchell's earlier question about elevations, stating that the site proposed in the Master Plan would require ten feet of fill and that the newly-proposed site would require twenty feet of fill.

Commissioner Mitchell asked if the newly-proposed RV park site had originally been planned as mitigation space. Mr. Konkol replied that many uses had been considered and that one approved use had been to place a podium building on the site.

There was discussion about the height differences that would be created between McLoughlin Boulevard and a potential RV park or a potential podium building.

Mr. Martin's presentation covered the pros and cons of the two proposed RV park locations. Commissioner O'Donnell asked whether Urban Renewal would need to sell the property on Clackamette Cove to the Parks Department for the project to take place. It was agreed that the property could be transferred or sold for a nominal fee. Commissioner O'Donnell also suggested that distance from the Cove to the current park, and the site's lack of direct water access, were not insurmountable problems.

Commissioner Smith suggested that pro and con lists can reflect bias from list creators and urged the Commission to consider that before presenting such a list to the public. He added that public support for the proposed RV park site in the Master Plan may have reflected the fact that the public was only offered one relocation option. He also addressed several concerns about the RV Park relocation process expressed in a letter the City Commission had received from Oregon City resident Tim Wuest.

There was discussion regarding public comment policy at work sessions.

Commissioner O'Donnell commented on the importance of knowing all options in a given situation. He also suggested more clarification was needed when describing whether a piece of property is outside a flood plain, objecting to the presentation's use of the phrase "largely outside" as unclear. Commissioner O'Donnell also presented some figures from the City's former finance director demonstrating the historical revenue generation of the RV park.

Commissioner Mitchell suggested that tracking the expenses specifically associated with the RV park, separately from those associated with Clackamette Park as a whole, would present a clearer picture of the RV park's finances. He also expressed concern about considering the alternate RV park relocation site because the original Master Plan had already passed the public approval process, and because the Parks and Recreation Advisory Committee had already voted 6-1 to keep the site originally selected in the Master Plan.

Commissioner Smith suggested separately tracking the spending on each facility and park in order to ascertain their distinct usage rates and prevent maintenance neglect.

Commissioner Mitchell suggested that placing the RV park at the alternate location on Clackamette Cove would counteract the Urban Renewal Commission's goal to return properties to the tax rolls.

Tim Wuest, resident of Oregon City and member of the Parks and Recreation Advisory Committee (PRAC), offered information from a recent PRAC meeting. Mr. Wuest expressed concern that the public was not properly informed about the alternative RV park site the Commission was considering. He also expressed concern about Oregon City's need for housing. He observed that PRAC had discussed that housing would create more revenue for the City than an RV park would.

Commissioner O'Donnell asked Mr. Wuest if PRAC had been under the impression that the proposed site on Clackamette Cove would need to be purchased from Urban Renewal. Mr. Wuest said that they had received that impression, but he felt that it did not impact their deliberations.

There was discussion about the possible market value of both potential RV park sites.

William Gifford, resident of Oregon City, observed that he was not aware of any public support for relocating the RV park to the proposed site on Clackamette Cove, despite residents' awareness of the possibility. He also suggested that the public approval process had not considered income generation of the RV park, nor had it considered the possibility of closing it. He suggested that other locations in Oregon City, not next to the river, could be options for relocating the RV park.

Joyce Gifford, resident of Oregon City and member of PRAC, reported that PRAC had been informed that the RV park had never made a profit, and that after considering potential costs to purchase and develop the site adjacent to Clackamette Cove, they had felt it would not present a timely return on investment. Ms. Gifford expressed an opinion that, judging from her experience with tourism promotion in Oregon City, the RV park was not a significant tourism draw. She expressed concern about the differing information about the RV park's profitability that she heard from the PRAC presentation and the present meeting.

Mayor McGriff stated that she believed the process of considering the RV park relocation had been conducted fairly and that the information regarding the process had been communicated clearly. She stated that, during the open house meetings that were part of the public approval process, some individuals had suggested ceasing to operate an RV park, but the majority had favored retaining the RV park. She also mentioned that other sites for the RV park had been suggested early in the public process but had not gathered enough support to make it this far.

Mayor McGriff said that since the PRAC had voted to retain the RV relocation site described in the master plan, it was important to respect the decisions already made by PRAC and the opinions already expressed by the public. She expressed uncertainty that an RV park would align with the Urban Renewal Commission's goals.

Mayor McGriff requested a consensus to move the discussion of the location of the RV park to a City Commission meeting. Commissioners O'Donnell and Smith requested more information about the location options before placing the issue on a regular Commission meeting agenda.

Commissioner Smith expressed a variety of concerns about the process by which this RV park location proposal had been reached. A consensus was not reached to place the issue on a future agenda.

The Commission took a recess from 7:37 PM to 7:43 PM. Commissioner Smith and Commissioner O'Donnell left the meeting during the break.

ADJOURNMENT

Mayor McGriff adjourned the work session at 7:43 PM.

Respectfully submitted,

Jakob S. Wiley, City Recorder



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Finance Director Matt Zook

Agenda Date: 6/05/2024

SUBJECT:

Resolution No. 24-18, Supplemental Budget for the 2023-25 Biennium

STAFF RECOMMENDATION:

Move to approve Resolution No. 24-18, A Resolution to Adopt a Supplemental Budget for the 2023-25 Biennium

EXECUTIVE SUMMARY:

The Mayor and City Commission adopted the 2023-25 Biennial Budget on June 7, 2023. Conditions not known at the time the budget was prepared have occurred that require changes in financial planning. Oregon Budget Law allows the City Commission to make budget adjustments by resolution. This public hearing was noticed in the Oregonian on May 29, 2024.

BACKGROUND:

Additional information on each adjustment is provided in "Exhibit A - Budget Adjustment Summary" attached to Resolution 24-18. The adjustments include:

- Increase for GASB 96 Subscription Based IT Arrangements (SBITAs)
- Increase for GASB 87 Lease contracts entered into FY 2024
- Increase Fleet additional costs for the Fuel Cloud tracking system
- Increase Police equipment replacement costs for timing of vehicle purchases
- Increase General Government for timing of the Downtown Bathroom project
- Reallocate from Parks to Facility Maintenance for new staff position
- Increase General Government for fiber compliance in the Right of Way

OPTIONS:

1. Approve Resolution No. 24-18 as presented

2. Provide edits to Resolution No. 24-18
3. Deny Resolution No. 24-18

BUDGET IMPACT:

Amount: Information on each adjustment is provided in the Budget Adjustment Summary attached to Resolution 24-18

FY(s): 2023-25 biennium

Funding Source(s): Various

RESOLUTION NO. 24-18

A RESOLUTION TO ADOPT A SUPPLEMENTAL BUDGET FOR THE 2023-25 BIENNIUM

WHEREAS, the City Commission adopted a budget for the 2023-25 Biennium and made appropriations by Resolution No. 23-12 on June 7, 2023; and

WHEREAS, ORS 294.338, ORS 294.463 and ORS 294.466 provide the legal basis for changes in appropriations, and ORS 294.471 and ORS 294.473 provide the legal basis for supplemental budgets, by Commission Resolution; and

WHEREAS, conditions not ascertained at the time the budget was prepared have occurred that require changes in financial planning, resulting in a change in appropriation; and

WHEREAS, the need now exists to transfer and appropriate funds for the purposes and in the amounts shown in the Budget Adjustment Summary as attached as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED by the City Commission of Oregon City that the Budget Adjustment Summary as attached as Exhibit A be made a part hereof and authorized. This resolution shall take effect immediately upon adoption.

Approved and adopted at a regular meeting of the City Commission held on the 5th day of June 2024.

DENYSE C. MCGRIFF, Mayor

Attested to this 5th day of June 2024:

Approved as to legal sufficiency:

Jakob S. Wiley, City Recorder

City Attorney

Oregon City
Budget Adjustment Summary
 2023 - 2025 Budget Adjustment 1

Description	Account	Original Budget	Increase	Decrease	Revised Budget
1) Initial Recognition of SBITA Obligations					
General Fund					
Proceeds from SBITA	R 100-130-4988	\$ -	\$ 17,600	\$ -	\$ 17,600
Capital Outlay for SBITA	E 100-130-7076	\$ -	\$ 26,200	\$ -	\$ 26,200
Computer & Software Support	E 100-130-6154	\$ 110,000	\$ -	\$ 8,600	\$ 101,400
Proceeds from SBITA	R 100-140-4988	\$ -	\$ 164,000	\$ -	\$ 164,000
Capital Outlay for SBITA	E 100-140-7076	\$ -	\$ 164,000	\$ -	\$ 164,000
Proceeds from SBITA	R 100-170-4988	\$ -	\$ 186,000	\$ -	\$ 186,000
Capital Outlay for SBITA	E 100-170-7076	\$ -	\$ 190,500	\$ -	\$ 190,500
Computer & Software Support	E 100-170-6154	\$ 862,800	\$ -	\$ 4,500	\$ 858,300
2) Reclass Current Year Subscription Payments to Debt Service					
General Fund					
Telephone	E 100-170-6503	\$ 3,000	\$ 46,600	\$ -	\$ 49,600
Computer & Software Support	E 100-170-6154	\$ 858,300	\$ -	\$ 409,200	\$ 449,100
Subscription - Principal	E 100-170-8042	\$ -	\$ 442,200	\$ -	\$ 442,200
Subscription - Interest	E 100-170-8044	\$ -	\$ 13,600	\$ -	\$ 13,600
Professional	E 100-140-6001	\$ 28,000	\$ -	\$ 20,400	\$ 7,600
Computer & Software Support	E 100-140-6154	\$ 179,400	\$ -	\$ 66,500	\$ 112,900
Subscription - Principal	E 100-140-8042	\$ -	\$ 83,200	\$ -	\$ 83,200
Subscription - Interest	E 100-140-8044	\$ -	\$ 3,700	\$ -	\$ 3,700
Emergency Services	E 100-210-6617	\$ 90,000	\$ -	\$ 30,200	\$ 59,800
Subscription - Principal	E 100-210-8042	\$ -	\$ 29,100	\$ -	\$ 29,100
Subscription - Interest	E 100-210-8044	\$ -	\$ 1,100	\$ -	\$ 1,100
Computer & Software Support	E 100-130-6154	\$ 101,400	\$ -	\$ 9,100	\$ 92,300
Subscription - Principal	E 100-130-8042	\$ -	\$ 8,800	\$ -	\$ 8,800
Subscription - Interest	E 100-130-8044	\$ -	\$ 300	\$ -	\$ 300
Contingency	E 100-190-9998	\$ 1,201,571	\$ -	\$ 93,200	\$ 1,108,371
Equipment Replacement Fund					
Equipment under \$5,000	E 320-210-6580	\$ 270,400	\$ -	\$ 71,800	\$ 198,600
Subscription - Principal	E 320-210-8042	\$ -	\$ 67,700	\$ -	\$ 67,700
Subscription - Interest	E 320-210-8044	\$ -	\$ 4,100	\$ -	\$ 4,100
3) Initial Recognition of Lease Obligations					
Equipment Replace Fund					
Proceeds from SBITA	R 320-210-4988	\$ -	\$ 316,300	\$ -	\$ 316,300
Capital Outlay for SBITA	E 320-210-7076	\$ -	\$ 316,300	\$ -	\$ 316,300
4) Reclass Current Year Lease Payments to Debt Service					
Transportation Fund					
Miscellaneous	E 260-526-6590	\$ 2,000	\$ -	\$ 100	\$ 1,900
Lease - Principal	E 260-526-8022	\$ -	\$ 50	\$ -	\$ 50
Lease - Interest	E 260-526-8024	\$ -	\$ 50	\$ -	\$ 50
Water					
Miscellaneous	E 510-551-6590	\$ 7,000	\$ -	\$ 100	\$ 6,900
Lease - Principal	E 510-551-8022	\$ -	\$ 50	\$ -	\$ 50
Lease - Interest	E 510-551-8024	\$ -	\$ 50	\$ -	\$ 50
Wastewater					
Miscellaneous	E 520-552-6590	\$ 4,000	\$ -	\$ 100	\$ 3,900
Lease - Principal	E 520-552-8022	\$ -	\$ 50	\$ -	\$ 50
Lease - Interest	E 520-552-8024	\$ -	\$ 50	\$ -	\$ 50
Stormwater					
Miscellaneous	E 530-553-6590	\$ 4,000	\$ -	\$ 100	\$ 3,900
Lease - Principal	E 530-553-8022	\$ -	\$ 50	\$ -	\$ 50
Lease - Interest	E 530-553-8024	\$ -	\$ 50	\$ -	\$ 50
Equipment Replacement Fund					
Carryover of Police	R 320-210-4998	\$ 1,054,700	\$ 12,100	\$ -	\$ 1,066,800
Equipment under \$5,000	E 320-210-6580	\$ 198,600	\$ -	\$ 198,600	\$ -
Lease - Principal	E 320-210-8022	\$ -	\$ 200,900	\$ -	\$ 200,900
Lease - Interest	E 320-210-8024	\$ -	\$ 9,800	\$ -	\$ 9,800
5) Increase Expense to recognize Police Vehicle timing					
Equipment Replacement Fund					
Carryover of Police	R 320-210-4998	\$ 1,066,800	\$ 149,200	\$ -	\$ 1,216,000
Vehicles for Police	E 320-210-7052	\$ 590,000	\$ 149,200	\$ -	\$ 739,200
6) Fleet Fund to increase Expense for Gas/Fuel					
Fleet Fund					
Internal Service Charges	R 610-561-4580	\$ 622,800	\$ 400,000	\$ -	\$ 1,022,800
Gas/Diesel/Fuel	E 610-561-6402	\$ -	\$ 400,000	\$ -	\$ 400,000

7) General Fund to increase Expense for Downtown Bathroom project						
General Fund						
Beginning Cash Balance	R 100-190-4999	\$ 12,087,500	\$ 169,000	\$ -	\$ 12,256,500	
Building Improvements	E 100-190-7032	\$ 201,000	\$ 169,000	\$ -	\$ 370,000	
Janitorial Services	E 100-190-6118	\$ 60,000	\$ 47,500	\$ -	\$ 107,500	
Contingency	E 100-190-9998	\$ 1,108,371	\$ -	\$ 47,500	\$ 1,060,871	
8) General Fund to Adjust for Facility Maintenance position						
General Fund						
Main Staff	E 100-195-5120	\$ 421,400	\$ 72,000	\$ -	\$ 493,400	
Overtime	E 100-195-5150	\$ -	\$ 3,000	\$ -	\$ 3,000	
Health Insurance	E 100-195-5202	\$ 70,900	\$ 25,500	\$ -	\$ 96,400	
Dental Insurance	E 100-195-5204	\$ 6,200	\$ 2,700	\$ -	\$ 8,900	
Long Term Disability Insurance	E 100-195-5208	\$ 2,200	\$ 500	\$ -	\$ 2,700	
FICA	E 100-195-5210	\$ 32,900	\$ 6,700	\$ -	\$ 39,600	
PERS	E 100-195-5220	\$ 103,300	\$ 20,000	\$ -	\$ 123,300	
PERS Allocation	E 100-195-5222	\$ 23,900	\$ 3,000	\$ -	\$ 26,900	
Unemployment Insurance	E 100-195-5230	\$ 400	\$ 100	\$ -	\$ 500	
Workers' Compensation	E 100-195-5240	\$ 10,400	\$ 2,100	\$ -	\$ 12,500	
PFMLI	E 100-195-5250	\$ 1,700	\$ 400	\$ -	\$ 2,100	
Tri-Met Payroll Tax	E 100-195-5251	\$ 3,500	\$ 700	\$ -	\$ 4,200	
VEBA	E 100-195-5252	\$ 3,600	\$ 2,000	\$ -	\$ 5,600	
Other Benefits	E 100-195-5290	\$ 7,800	\$ 1,000	\$ -	\$ 8,800	
Main Staff	E 100-310-5120	\$ 1,783,600	\$ -	\$ 75,000	\$ 1,708,600	
Health Insurance	E 100-310-5202	\$ 442,800	\$ -	\$ 25,500	\$ 417,300	
Dental Insurance	E 100-310-5204	\$ 35,700	\$ -	\$ 2,700	\$ 33,000	
Long Term Disability Insurance	E 100-310-5208	\$ 7,500	\$ -	\$ 500	\$ 7,000	
FICA	E 100-310-5210	\$ 118,200	\$ -	\$ 6,700	\$ 111,500	
PERS	E 100-310-5220	\$ 357,700	\$ -	\$ 20,000	\$ 337,700	
PERS Allocation	E 100-310-5222	\$ 95,800	\$ -	\$ 3,000	\$ 92,800	
Unemployment Insurance	E 100-310-5230	\$ 1,500	\$ -	\$ 100	\$ 1,400	
Workers' Compensation	E 100-310-5240	\$ 47,000	\$ -	\$ 2,100	\$ 44,900	
PFMLI	E 100-310-5250	\$ 6,100	\$ -	\$ 400	\$ 5,700	
Tri-Met Payroll Tax	E 100-310-5251	\$ 12,400	\$ -	\$ 700	\$ 11,700	
VEBA	E 100-310-5252	\$ 12,000	\$ -	\$ 2,000	\$ 10,000	
Other Benefits	E 100-310-5290	\$ 20,300	\$ -	\$ 1,000	\$ 19,300	
9) General Fund to increase Expense for the City's Compliance to State Administrative Rules in the ROWs for the City's Fiber Network						
General Fund						
Miscellaneous	R 100-190-4790	\$ 10,000	\$ 10,000	\$ -	\$ 20,000	
Other Repair and Maintenance	E 100-190-6190	\$ 4,000	\$ 40,600	\$ -	\$ 44,600	
Contingency	E 100-190-9998	\$ 1,060,871	\$ -	\$ 30,600	\$ 1,030,271	

Descriptions:

1) The City implemented the Governmental Accounting Standards Board (GASB) Statement No. 96, Subscription Based Information Technology Arrangements (SBITA) in fiscal year 2023. This standard requires a subscriber to report an expenditure and other financing source in the period a subscription is initially recognized. This budget adjustment accounts for the initial recognition of subscriptions in which the City is the subscriber.

2) The City implemented the Governmental Accounting Standards Board (GASB) Statement No. 96, Subscription Based Information Technology Arrangements (SBITA) in fiscal year 2023. This standard requires that subscription payments be accounted as debt service payments on long-term debt. This budget adjustment reclassifies the City's subscription payments scheduled for fiscal years 2024 and 2025 to Debt Service.

3) The City implemented the Governmental Accounting Standards Board (GASB) Statement No. 87, Leases, in fiscal year 2022. This standard requires a lessee to report an expenditure and other financing source in the period a lease is initially recognized. This budget adjustment accounts for the initial recognition of leases in which the City is the lessee for contracts entered into in the current fiscal year.

4) The City implemented the Governmental Accounting Standards Board (GASB) Statement No. 87, Leases, in fiscal year 2022. This standard requires that lease payments be accounted as debt service payments on long-term debt. This budget adjustment reclassifies the City's lease payments scheduled for fiscal years 2024 and 2025 to Debt Service.

5) Timing of Police Vehicles. This budget adjustment recognizes the budget timing from the previous biennial budget for the Police vehicles that were delayed due to supply chain and chip manufacturing distribution.

6) Fuel through Fuel Cloud system. This budget adjustment recognizes the citywide expense to bring fuel into the Fuel Cloud tracking system for the Fleet Fund.

7) Downtown Restroom project. This budget adjustment recognizes the budget timing from the previous biennial budget for the Restroom project that was allocated from the 2022 ARPA funds. Additionally, ongoing maintenance costs for janitorial, cleanup, damage, etc. are being completed by the DOCA contract, and this budget adjustment recognizes these expenses.

8) Facility Maintenance FTE. This budget adjustment transfers Parks Maintenance FTE to the Facility Maintenance Department. The Parks Maintenance position was added during the Biennial Budget process and is being reallocated to the Facility Maintenance Department.

9) Code Compliance in the ROW for City's fiber network. The City's fiber network runs in the public right of way above and underground attached to PGE owned poles for no charge through the City's established ROW license and OAR. Since the City's fiber is attached to poles, the City must abide by Oregon Administrative rules, Oregon City ROW regulation, and Oregon Joint Use regulations requiring the City to relocate to poles and ensure National Electric Safety compliance. This budget adjustment recognizes the costs associated with the City's fiber network to bring the City into compliance.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Assistant City Manager Alexandra Rains

Agenda Date: 06/05/2024

SUBJECT:

Donation of three (3) Antique Oregon City Fire Trucks to the Oregon Fire Service Museum located in Salem, Oregon.

STAFF RECOMMENDATION:

Staff recommends the City Commission approve the donation of three (3) Antique Oregon City Fire Trucks to the Oregon Fire Service Museum, subject to the stipulations provided in the attached agreement.

EXECUTIVE SUMMARY:

Oregon City currently owns three (3) Antique Fire Trucks: a 1951 Kenworth, a 1930 Studebaker and a 1939 Seagrave. The Oregon Fire Service Museum has requested that the City donate these trucks for incorporation into their collection and display at their museum located in Salem, Oregon. Staff has negotiated an agreement with the Oregon Fire Service Museum representatives to facilitate this donation and allow the City continued use of the fire trucks for events, as well as “first right of refusal” should the museum ever decide to eliminate the trucks from their collection.

BACKGROUND:

Oregon City currently owns three (3) Antique Fire Trucks: a 1951 Kenworth, a 1930 Studebaker and a 1939 Seagrave. The Oregon Fire Service Museum has requested that the City donate these trucks for incorporation into their collection and display at the museum located in Salem, Oregon. The 1951 Kenworth is already in the possession of the Oregon Fire Service Museum and has been on display for the last 29 years. The museum representatives have asked that the City remove its existing lien on that truck and allow the Museum to take full possession. The other two trucks, the Studebaker and Seagrave, are currently being stored at a Clackamas Fire Station located off of S. Harding Rd. in the Fishers Mill area. The museum would also like to acquire these trucks for display at the museum. Additionally, Clackamas Fire has expressed a desire to reclaim the storage space currently being used by the fire trucks.

Staff has negotiated an agreement with the museum, attached to this staff report as Exhibit A, that provides for a “first right of refusal” for the City to reclaim the trucks for two hundred dollars (\$200) each, should the museum ever determine that they no longer wish to own the trucks. Additionally, the agreement allows for the City’s use of the trucks for events such as touch-a-truck and parades so long as the City becomes an official member of the museum for insurance purposes, sufficient notice is provided, insurance is purchased and transport for the trucks is arranged by the City to and from the museum.

OPTIONS:

1. Approve the donation of the three Antique Fire Trucks to the Oregon Fire Service Museum and authorize the City Manager to execute the agreement.
2. Decline to donate the three Antique Fire Trucks to the Oregon Fire Service Museum.

BUDGET IMPACT:

Total Amount: \$1,000 (membership dues for the Oregon Fire Service Museum for a total of 10 years)

Annual Amount: \$100

FY(s): FY 23-24

Funding Source(s): General Fund



1930 Studebaker in foreground, 1939 Seagrave next to it.



1951 Kenworth



OREGON FIRE SERVICE MUSEUM

www.oregonfiremuseum.org
oregonfiremuseum@gmail.com
3995 Brooklake Rd. NE
Salem, OR 97303
888-313-873
Mail to:
1284 Court St. NE
Salem, OR 97301

Item 9a.

Assigned Acquisition No. _____

Collection Receipt and Deed of Gift

Donor Name: City of Oregon City Date of Gift: _____

Address: City Hall, 625 Center Street, Oregon City, OR, 97045

Phone: 503-657-0891

General Collection _____ Apparatus Collection _____ Photo/Library Collection _____

No.	Item	Description of item	Value*

*Estimated value is for museum purposes only and is not to be used as an expert appraisal.

I (we) have read the policies of the Oregon Fire Service Museum regarding gifts to the collection. I (we) do hereby declare that I am (we are) the lawful owner(s) of the above listed property or have the legal authority to make this gift. I (we) do hereby, by way of gift, transfer and assign, absolutely and forever, to the Oregon Fire Service Museum, my (our) entire title and interest in the above listed items with full understanding and agreement to the policies of the museum regarding gifts to the collection.

Signed _____

Printed Name(s) _____

Accepted for the Oregon Fire Service Museum Memorial and Learning Center by:

_____ Date _____ Title _____



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Salem, OR 97301

Item 9a.

Oregon Fire Service Museum Gift Policies

Gifts to the Oregon Fire Service Museum Memorial and Learning Center collections are considered outright and unrestricted donations to be used in the best interests of the museum unless agreed to otherwise in a written agreement signed by both parties. Gifts accepted to the collection are usually considered important or the best available at the time of acquisition. However, no individual or organization can predict nor govern the changing attitudes of future generations nor guarantee permanency beyond the available preservation techniques. Damage, duplication, storage limitations, and changes in collecting policy might at future time make it necessary to remove items from the collection. This will be done only with careful consideration based on the long term needs of the museum, and supervised and approved by the curator and board of directors. Items declared expendable will be used in the best interest of the museum, including but not limited to, exchange programs to acquire other desired materials, loans to schools or other institutions, auction or other disposal methods warranted by the condition and value of the items. The museum does not accept gifts which stipulate that a collection must be kept intact, that any item must be exhibited permanently or regularly, or that the museum must keep any item permanently.

Donations may be tax deductible, however, the Oregon Fire Service Museum and its staff and volunteers cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such appraisal be made by a certified independent appraiser before title to the materials is conveyed to the Oregon Fire Service Museum Memorial and Learning Center. The Oregon Fire Service Museum is a 501(c)3 organization. Our IRS ID number is 93-1100605.



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Salem, OR 97301

Item 9a.

Right of First Refusal

This right of first refusal to Deed of Gift Agreement is made on _____ between Oregon Fire Service Museum Memorial and Learning Center (OFSMMLC), Grantor of the right of first refusal, and the City of Oregon City, Grantee of the right of first refusal.

In consideration of the donation by the Grantee to the Grantor (OFSMMLC) of the item(s) listed in the Deed of Gift, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. In the event that the Owner (OFSMMLC) disbands or declares the item(s) surplus then the Owner shall send to the Grantee written notice, by email or registered mail, that this right of first refusal is in effect.
2. Upon receipt of notice, the Grantee shall have only 60 days from the date of receipt of the notice within which to give the Grantor notice that the Grantee either:
 - a) Desires and agrees to purchase the item(s) from the Grantor for the sum of \$200.00, or
 - b) Declines to purchase the item from the Grantor.
3. If the Grantee declines to purchase the item, this agreement becomes null and void and the Grantor may dispose of the item at the time and in the manner of their choosing.
4. If the Grantee does not provide notice within 60 days, then the Grantee shall be deemed to have declined to purchase the item(s).
5. Any transaction between the Grantor and the Grantee effected pursuant to this agreement shall be completed not later than the 30th day after which the Grantee has become obligated to purchase the item.
6. The rights granted to the Grantee under this agreement are personal to the Grantee and his Designee. Accordingly, the Grantee may not sell, assign, or otherwise transfer any of its rights under this agreement without the prior written consent of the grantor.

Grantee: City of Oregon City

Grantor: OFSMMLC Representative



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Salem, OR 97301

Item 9a.

Additional Stipulations

These Additional Stipulations to Deed of Gift Agreement is made on _____ between Oregon Fire Service Museum Memorial and Learning Center (OFSMMLC), and the City of Oregon City (Donor).

In consideration of the donation by the Donor to the (OFSMMLC) of the item(s) listed in the Deed of Gift, the parties hereby agree these following Additional Stipulations:

- Donor must give OFSMMLC 60 days notice for each request to utilize the item(s) listed in the Deed of Gift.
- Insurance: The Donor agrees to purchase an insurance policy to cover the item(s) listed in the Deed of Gift anytime they are transported, driven, or otherwise moved outside of Powerland Heritage Park for any reason. Coverage policy limits shall be set for each request based on duration, and type of usage.
- Transportation: The Donor agrees to utilize a reputable transpiration company with a valid USDOT number, or a government employee and vehicle anytime the vehicles are transported outside of Powerland Heritage Park.
- The Donor agrees to remove the City of Oregon City as a lien holder for the 1950 Kenworth Pumper.
- The Donor agrees to pay annual membership dues to OFSMMLC, at a cost of \$100 per year, for 10 years.

City of Oregon City

OFSMMLC Representative

Oregon Fire Service Museum

Fire Apparatus Request

June 5th, 2024

Stephen Hodges
OFSM Secretary

Who We Are:



MUSEUM



MEMORIAL



LEARNING CENTER

OREGON FIRE SERVICE MUSEUM

Where We Are:

Located at
Powerland
Heritage Park –
Home of the Great
Oregon Steamup



OREGON FIRE SERVICE MUSEUM

Proposal:



1951 KENWORTH

01. 1951 KENWORTH

Remove Lien on the historic Kenworth apparatus housed at the museum since 1995.

02. DONATION OF ADDITIONAL APPARATUS

Two additional apparatus would be transferred to the OFSM with conditions.

03. STIPULATIONS

The City would become Corporate Members of the OFSM, have access to the apparatus for events, and a first right of refusal.

Details

First Right of Refusal

Ability to utilize apparatus with a 60 day notice. Professional transportation and insurance required.

Membership dues to the Oregon Fire Service Museum of \$100 per year, for 10 years.



OREGON FIRE SERVICE MUSEUM

Thank you!

oregonfiremuseum.org

stephenmhodges@gmail.com



OREGON FIRE SERVICE MUSEUM



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: City Manager Tony Konkol
Assistant City Manager Alexandra Rains

Agenda Date: 06/05/2024

SUBJECT:

Oregon City 20-year Facility Master Plan

STAFF RECOMMENDATION:

Staff recommends that the City Commission adopt the Oregon City Facility 20-year Master Plan.

EXECUTIVE SUMMARY:

The 2021-23 City Commission Goals includes the development of a Facility Master Plan for the City of Oregon City. The scope of the project is to determine a baseline of the capacity of the 17 facilities studied, identify opportunities for the consolidation of services in facilities and plan for future facility growth and needs of the community and staff. Through this process on-site assessments and needs surveys have been completed, including the existing conditions, operations, site constraints, programming requirements and workflows. Facility program development workshops have been conducted resulting in a draft 20-year facilities master plan that was presented to the City Commission during the work session on December 12, 2023 as well as the work session on February 13, 2024, accompanied by key decision points for Commission review and consideration.

BACKGROUND:

Please see the attached draft Oregon City 20-year Facility Master Plan, dated June 5, 2024, prepared by Scott Edwards Architecture and including recommended edits from the May 15, 2024 City Commission meeting. Edits to the document, as identified at the May 15, 2024 City Commission meeting, include:

1. Reference to an open and robust public engagement process for the future of the Pool and EOT.

2. Inclusion of discussion about the possibility of a Recreation Center in combination with a future Pool redevelopment project.
3. Determination on the disposition of the single-family house located within the Mt. View Cemetery.
4. Discussion of a new City Hall includes the term “possible” since it is not known at this time when or if a new City Hall will be needed.
5. Replacement of the existing lighting has been included in the work necessary at the Elevator.
6. The Library location has been updated to include reference to the McLoughlin neighborhood.
7. Added language to look at meeting rooms comprehensively to determine what types of meeting rooms are needed or not available throughout city facilities.
8. Corrected spelling and grammar throughout document, including Henrici.

The City Commission held a work session on February 13, 2024 to review the draft Facility Plan. Based on the feedback provided during the work session, the consultants have prepared a final version of the master plan that is ready for adoption.

OPTIONS:

1. Adopt Oregon City Facility 20-year Master Plan as presented
2. Adopt Oregon City Facility 20-year Master Plan with amendments
3. Decline to adopt Oregon City Facility 20-year Master Plan and provide new direction to staff



OREGON CITY FACILITY 20-YEAR MASTER PLAN

ADOPTED June 5TH 2024

PREPARED BY:

 Scott
Edwards
Architecture
2525 E Burnside St.
Portland, OR 97231

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REFERENCED DOCUMENTS

Facility Assessment Reports by Bureau Veritas

Draft Parks and Recreation Master Plan - October 17th, 2023

INTRODUCTION

PROCESS

1. Met with City representation to determine project goals.
2. On-site Assessment and Needs Survey
 - Observed existing conditions, operations and site constraints.
 - Documented building uses, specific space/activity requirements and review workflow adjacencies.
 - Documented ancillary and accessory programming requirements.
 - Reviewed the current operational structure and organization for each department working at the facilities.
3. Conducted four program development workshops with City representation.
4. Developed 20-Year facilities master plan draft and determine key decision points for City Commission review. Conducted two work sessions with City Commission.
5. Prepared 20-Year Facilities Master Plan.

PROJECT GOALS

1. Baseline the operational facilities capacity at each of the properties in scope.
2. Consolidate departments that are currently in multiple locations into one building or site, where appropriate.
3. Plan for future growth or consolidation.

OVERALL ASSESSMENT

The City of Oregon City has a vast mix of quality of facility space, utilization of square footage and facility age. The buildings range from historic buildings to new construction. Several departments occupy multiple buildings. Newer facilities have space to grow while older facilities are at or beyond capacity. Multiple buildings have a significant amount of deferred maintenance or are at end of life of the building.

In conjunction with the on-site assessment and programming development workshops, the team also reviewed the condition assessment reports from Bureau Veritas, Parks and Recreation Master Plan draft, and Public Works planning documents (not updated since Fir Street construction).

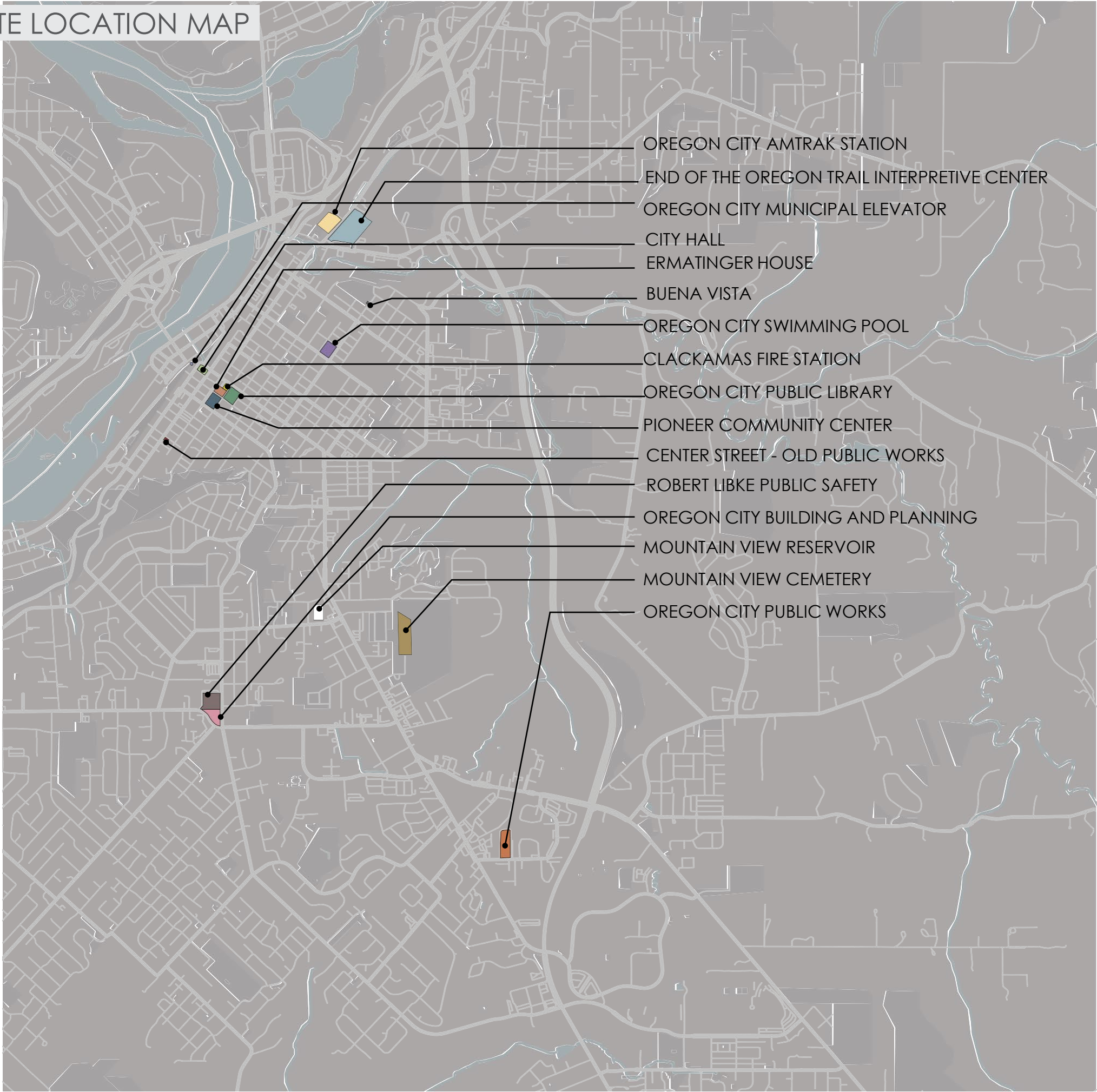
FACILITIES IN MASTER PLAN SITES

Oregon City Swimming Pool
End of The Oregon Trail Interpretive Center
Mountain View Cemetery
Pioneer Community Center
City Center Street - Old Public Works
Mountain View Reservoir
Henrici Reservoir
Oregon City Engineering and Operations Center
Oregon City Municipal Elevator
Oregon City Public Library
Buena Vista Clubhouse
7th Street Fire Station (CCFD #1)
City Hall
Oregon City Building and Planning
Ermatinger House
Oregon City Amtrak Station
Robert Libke Public Safety Building

From the site assessments and programming development workshops, the keys for the master plan are:

1. Resolve end of life or major deferred maintenance for the Swimming Pool Building and The End of the Oregon Trail Center.
2. Consolidate Parks and Recreation staff, equipment and materials that are currently in multiple facilities into facility nodes that support their work functions.
3. Consolidate Public Works equipment and materials to facilities to streamline work functions.
4. Maintain historically important facilities.

OVERALL PROJECT SITE LOCATION MAP



- OREGON CITY AMTRAK STATION
- END OF THE OREGON TRAIL INTERPRETIVE CENTER
- OREGON CITY MUNICIPAL ELEVATOR
- CITY HALL
- ERMATINGER HOUSE
- BUENA VISTA
- OREGON CITY SWIMMING POOL
- CLACKAMAS FIRE STATION
- OREGON CITY PUBLIC LIBRARY
- PIONEER COMMUNITY CENTER
- CENTER STREET - OLD PUBLIC WORKS
- ROBERT LIBKE PUBLIC SAFETY
- OREGON CITY BUILDING AND PLANNING
- MOUNTAIN VIEW RESERVOIR
- MOUNTAIN VIEW CEMETERY
- OREGON CITY PUBLIC WORKS

20-YEAR FACILITY MASTER PLAN

20-YEAR FACILITY MASTER PLAN PER SITE

Building	Short-Term 0-7 Years		Mid-Term 8-14 Years		Long-Term 14-20 Years	
Oregon City Swimming Pool	Pending outcome of public input process, determine duration of expected building use. Provide general building and site maintenance for duration of expected building use. Replace aging system as required for use.	Cost: \$\$	Pending outcome of public input process, determine duration of expected building use. Provide general building and site maintenance for duration of expected building use. Replace aging system as required for use.	Cost: \$\$	Pending outcome of public input process, determine duration of expected building use. Provide general building and site maintenance for duration of expected building use. Replace aging system as required for use.	Cost: \$\$
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance
	Verify site with SHPO and understand the past historical and cultural uses of the site.	Cost: \$				
		Priority: High				
	Public input process: Conduct an open and robust public process to determine the future of aquatic services and the potential incorporation of a recreation center into any future development of a pool facility. Develop plan and process to resolve Oregon City swimming pool facility end of life.	Cost: \$				
		Priority: High				
End of the Oregon Trail Interpretative Center	Pending outcome of public input process, determine duration of expected building use. Provide general building and site maintenance for duration of expected use.	Cost: \$	Pending outcome of public input process, determine duration of expected building use. Provide general building and site maintenance for duration of expected use.	Cost: \$	Pending outcome of public input process, determine duration of expected building use. Provide general building and site maintenance for duration of expected use.	Cost: \$
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance
	Public input process: Conduct an open and robust public input process to determine the future of the site and interpretative center. Develop plan and process to resolve End of the Oregon Trail Interpretive Center facility end of life.	Cost: \$				
		Priority: High				
Mountain View Cemetery	Pending outcome of master plan process, determine duration of expected building use. Provide general building and site maintenance for duration of expected use.	Cost: \$\$	Pending outcome of master plan process, determine duration of expected building use. Provide general building and site maintenance for duration of expected use.	Cost: \$\$	Pending outcome of master plan process, determine duration of expected building use. Provide general building and site maintenance for duration of expected use.	Cost: \$\$
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance
	Master plan: Create a master plan for cemetery site to solve for cemetery services like burial arrangements, cemetery operations, cemetery operational staff, Parks and Recreation operational staff offices, break room, restrooms, small tools, equipment, yard storage space, mausoleum/s, and disposition of the single-family house owned by the City. City Commission decided to have cemetery services in separate buildings from operational uses.	Cost: \$\$\$\$				
		Priority: High				

Building	Short-Term 0-7 Years		Mid-Term 8-14 Years		Long-Term 14-20 Years	
Pioneer Community Center	Major building and site maintenance for long-term investment in building and site. Per Bureau Veritas report, provide major renovation facade, roofing, interiors, plumbing, fire protection, electrical, fire alarm and electronic systems, equipment and furnishings. General building and site maintenance for all other systems. Replace aging systems as required for long-term use.	Cost: \$\$\$ Priority: Maintenance	Major building and site maintenance for long-term investment in building and site. Per Veritas report, provide major renovation for facade, roofing, interiors, equipment and furnishings. General building and site maintenance for all other systems. Replace aging systems as required for long-term use.	Cost: \$\$\$ Priority: Maintenance	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$ Priority: Maintenance
	Construction project: Create construction project to increase security control.	Cost: \$\$ Priority: In Progress (Security Pursuing Grant)				
	Construction project: Create construction project to update ADA deficiencies (like door hardware and restrooms).	Cost: \$\$ Priority: High				
	Construction project: Create a construction project to improve functionality of space, expand services to all residents and to modernize finishes. Solve for Parks and Rec storage consolidation and organization of supply inventory.	Cost: \$\$\$ Priority: Low				
Center Street - Old Public Works	Determine if storage capacity of Engineering and Operations Building (Fir Street), Mountain View Reservoir and Henrici sites are able to offset all materials stored at Center Street.	Cost: N/A Priority: High	N/A		N/A	
	Once Mountain View Reservoir decant facility is operational, vacate decant facility.	Cost: N/A Priority: Medium				
	Development process: Start process of rezoning site for development. Determine use and requirements. Create plan for implementation.	Cost: N/A Priority: Medium				

Building	Short-Term 0-7 Years		Mid-Term 8-14 Years		Long-Term 14-20 Years	
Mountain View Reservoir	General building and site maintenance for short-term investment in building and site. Replace aging systems as required for short-term use.	Cost: \$\$	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$	Major building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$\$
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance
	Master plan: Update master plan to construct Public Works operations node. Master planning to run concurrently with Henrici master plan. Functionality of site is to consolidate Public Works bulk material storage, lay down space, covered heavy equipment storage and decant facility.	Cost: \$\$\$	Construction project: Create a construction project to build any facilities determined in master plan, if required.	Cost: \$\$\$\$		
		Priority: High		Priority: Medium		
	Construction project: Once master plan is complete, create a construction project to build decant facility.	Cost: \$\$\$\$				
		Priority: Medium				
	Construction project: Once master plan is complete, create a construction project to build facilities to relocate items stored at Center Street to this facility. Phase project for Public Works (Water) to remain on-site until vacated to Fir Street.	Cost: \$\$\$\$				
		Priority: Medium				
Henrici Reservoir	Master plan: Create master plan to construct a Public Works operations node. Master planning to run concurrently with Mountain View Reservoir master plan. Functionality of site is to consolidate Public Works long-term material like overstock of bulk materials, equipment and historic storage currently at Center Street.	Cost: \$\$	Construction project: Create construction project to construct Public Works operations node per master plan.	Cost: \$\$\$\$	To be determined by master plan.	
		Priority: Medium		Priority: Medium		

Building	Short-Term 0-7 Years		Mid-Term 8-14 Years		Long-Term 14-20 Years					
Oregon City Engineering and Operations Center (Fir Street)	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$	Major building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$\$				
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance				
	Construction project: Create a construction project to replace metal building siding, roof and insulation.	Cost: \$\$	Master plan: Create a master plan for what staff would shift to a possible City Hall if it is determined a new City Hall is needed.	Cost: \$						
		Priority: Medium		Priority: Low						
	Construction project: Create a construction project to rehabilitate the fuel station.	Cost: \$	Construction project: 5% long-term staff growth accommodated in current build configuration. If growth escalates beyond expectations, escalate construction project to constructed shelled space, if required.	Cost: \$\$\$						
		Priority: Medium		Priority: Low						
	Construction project: Create a construction project to install EV charging stations for staff, visitor and fleet vehicles.	Cost: \$								
		Priority: Low								
	Vacate all Parks and Recreation operations staff to new Mountain View Cemetery operations node,	Cost: \$								
		Priority: Low								
	Once Parks and Rec operations staff is vacated, relocate Public Works (Water) tools, small consumable and small equipment storage from Mountain View Reservoir to free up site for construction at that site.	Cost: \$								
		Priority: Low								
	Oregon City Municipal Elevator	Perform building condition assessment to determine long-term maintenance plan. Analyze building structural condition and solve for train shaking that stops the elevator cab.					Cost: \$\$\$\$	Major building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$\$	Major building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.
Priority: Maintenance							Priority: Maintenance		Priority: Maintenance	
Construction project: Create a construction project to replace or to create custom long-term solution to elevator operations. Replace cab and motor, if required.		Cost: \$\$\$\$								
		Priority: Medium								
Construction project: Create a construction project to replace exterior windows and frames, upgrade lighting, replace the display surrounds under exterior windows, and repair floors. Provide solutions that help with long-term maintenance plan.	Cost: \$\$\$\$									
	Priority: Low									

Building	Short-Term 0-7 Years		Mid-Term 8-14 Years		Long-Term 14-20 Years	
Oregon City Public Library	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use. Per Bureau Veritas report, replace wood flooring in room numbers 101, 102, and 103 (budgeted in the biennium).	Cost: \$\$	Major building and site maintenance for long-term investment in building and site. Per Bureau Veritas report, provide major renovation for facade, roofing, interiors, HVAC and electrical. Provide general building maintenance for all other systems.	Cost: \$\$\$	General building and site maintenance for long-term investment in the existing building and site located in the McLaughlin neighborhood. Replace aging systems as required for long-term use.	Cost: \$\$
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance
	Construction project: Create a construction project to renovate library basement for additional staff workspaces.	Cost: \$	Provide master plan for increasing access to library services to the Library Service Area. Potential for new building or other service lines. Purchase land for development, if required. Create bond or other means of financing, if required.	Cost: \$\$\$	Provide construction projects, if needed, per master planning efforts to increase access to library services.	Cost: \$\$\$\$
		Priority: High		Priority: High		Priority: High
	Provide library access in another part of the Library Service Area to distribute library services to all residents. Investigate mobile, kiosk, or library partnerships to increase library accessibility for all.	Cost: \$\$	Provide renovations as required for change in staffing or change in library service deliveries.	Cost: \$\$	For the existing Library site located in the McLaughlin neighborhood, provide renovations as required for change in staffing or change in library service deliveries.	Cost: \$\$
		Priority: In Progress		Priority: Medium		Priority: Medium
	Construction project: Create a construction project to renovate central information desk to improve flow, function and security.	Cost: \$\$				
		Priority: In Progress				
	Master plan: Book return process is currently undersized and any increase in services will require renovation of the process. Create a master plan and construction project to renovate the book return process. Solve for increase in electronic book sorting capacity, provide direct book return to sorting system and vertical book delivery system. Study if overhaul of existing elevator or replacement improve the efficiency to vertical book delivery system.	Cost: \$\$				
		Priority: Medium				
Buena Vista Clubhouse	Feasibility Study: Parks Foundation to provide a feasibility study to determine scope and cost of any improvements.	Cost: \$	N/A		N/A	
		Priority: Low				

Building	Short-Term 0-7 Years		Mid-Term 8-14 Years		Long-Term 14-20 Years	
7th Street Fire Station (CCFD #1)	Maintain long term tenant until they are ready to depart. Resolve maintenance agreement with the tenant. Perform building condition assessment to determine long-term maintenance plan. Follow up with Clackamas Fire to determine their long term needs in the neighborhood.	Cost: \$\$	Major building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$\$	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance
	Construction project: Create a construction project to address repair of depressed site drain and sidewalk uplift at street trees.	Cost: \$			Decision point: If tenant vacates building, determine building's new use.	Cost: TBD
		Priority: Maintenance				Priority: Low
City Hall	General building and site maintenance for mid-term investment in building and site. Replace aging systems as required for mid-term use. Per Bureau Veritas report, replace roofing immediately.	Cost: \$\$	General building and site maintenance for short-term investment in building and site. Replace aging systems as required for short-term use. Per Bureau Veritas report, provide major renovation for interiors, HVAC, electrical, fire alarm and electronic systems, equipment and furnishings, site development and site pavement.	Cost: \$\$	Pending master plan outcome, create construction project to build new City Hall, if determined to be necessary, per master plan. Vacate building. Decision point: Determine disposition of property.	Cost: \$\$\$\$\$
		Priority: Maintenance		Priority: Maintenance		Priority: High
	Construction project: Create a construction project to build a climate controlled space for important document storage.	Cost: \$\$	Master plan: Create master plan to determine if a new City Hall is desired. Master plan in conjunction with Engineering and Operations (Fir Street) staff planning.	Cost: \$\$		
		Priority: High		Priority: Low		
	Construction project: Create a construction project to improve security at reception/welcome desk and review existing meeting rooms to provide a variety of sizes to accommodate the needs of different sized meetings.	Cost: \$\$				
		Priority: High				

Building	Short-Term 0-7 Years		Mid-Term 8-14 Years		Long-Term 14-20 Years			
Oregon City Building and Planning	General building and site maintenance for mid-term investment in building and site. Maintain systems critical to the use of the building. Replace systems only as required for mid-term use.	Cost: \$\$	General building and site maintenance for short-term investment in building and site. Maintain systems critical to the use of the building. Replace systems only as required for short-term use.	Cost: \$\$	Potentially relocate all staff functions and services to Fir Street facility, pending the results of the master plan, to determine if a new City Hall is needed. Possibly vacate and demolish building to accommodate parking for future City Hall, if determined necessary.	Cost: \$\$		
		Priority: Maintenance		Priority: Maintenance		Priority: Medium		
	Construction project: Create a construction project for security upgrades to align with City systems. Install a separate secured entrance for community room to increase after hours use for the community.	Cost: \$	Construction project: Create a small construction project to renovate office space to provide adequate desk space for each of the number of staff and adequate staff break space.	Cost: \$				
		Priority: In Progress		Priority: Medium				
	Construction project: Create a small construction project to add a Mother's room.	Cost: \$						
		Priority: Low						
	Construction project: Reconfigure Building and Planning parking lots to accommodate required parking for building if roundabout construction occurs.	Cost: \$\$						
		Priority: Low						
Ermatinger House	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use. Increase times open to public.	Cost: \$\$	Major building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$	Major building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$		
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance		
Oregon City Amtrak Station	Create a master plan with tenants for major building maintenance while maintaining tenant operations. Per Bureau Veritas report, repair or replace site pavement and site utilities.	Cost: \$\$	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use	Cost: \$\$		
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance		
	Construction project: Create a construction project to improve Amtrak platform to provide additional amenities (bike parking, coffee shop, etc).	Cost: \$						
		Priority: Low						
Robert Libke Public Safety Building	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use. Building has capacity for 5% staff growth.	Cost: \$\$	General building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$	Major building and site maintenance for long-term investment in building and site. Replace aging systems as required for long-term use.	Cost: \$\$\$		
		Priority: Maintenance		Priority: Maintenance		Priority: Maintenance		
	Construction project: Create a construction project to solve for acoustics in court room/ multipurpose/chambers.	Cost: \$						
		Priority: High						

FACILITY SITE ASSESSMENT AND NEEDS STUDY

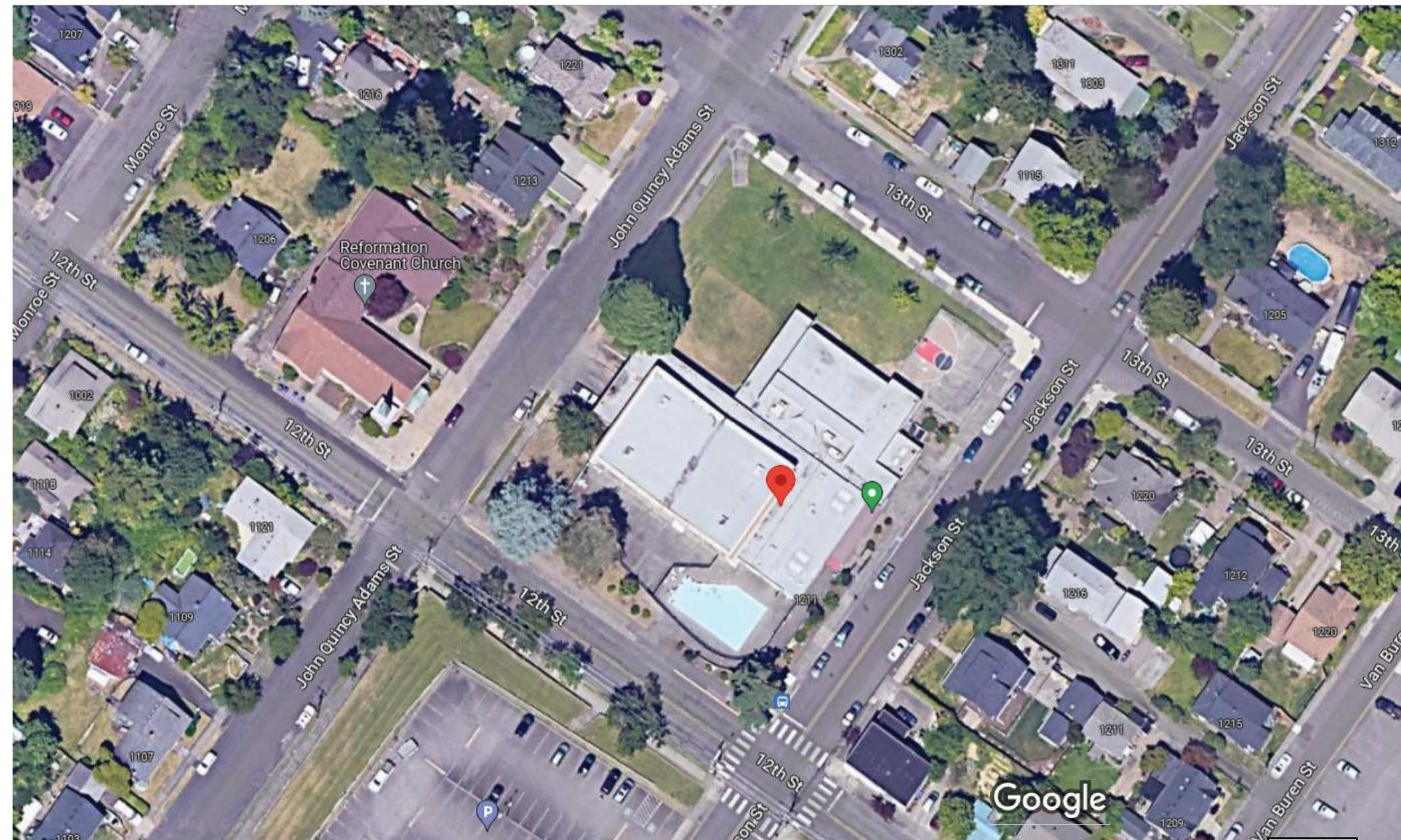
DESCRIPTION

Building falls in the MCD Historic District.

TOTAL BUILDING SF: 20,572 SF

PARKING SUMMARY: No parking on-site

CURRENT FCI	0.7%
3-YEAR	6.8%
5-YEAR	12.7%
10-YEAR	20.7%



LOCATION: **OREGON CITY SWIMMING POOL**

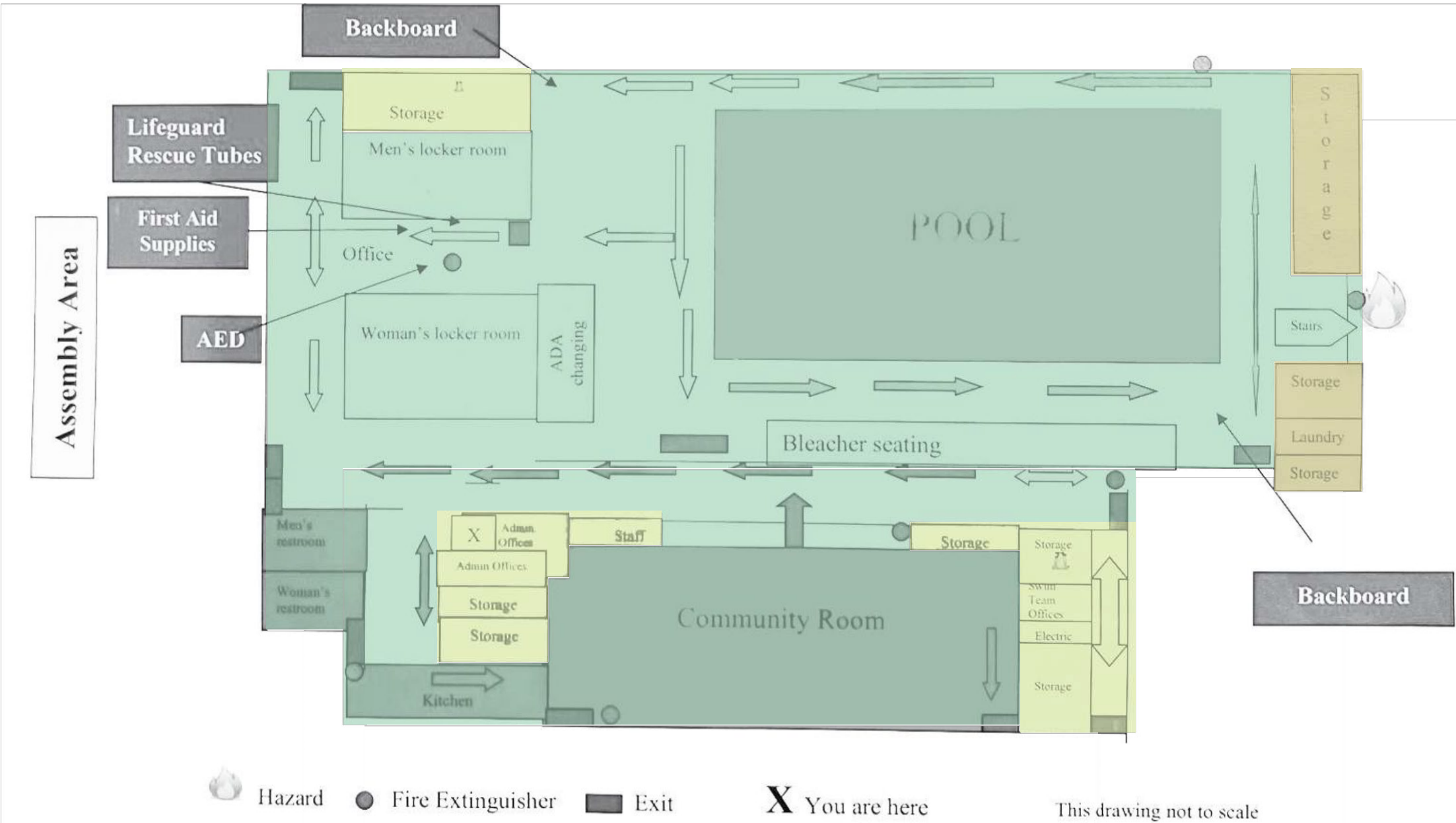
POSITIVES & NEGATIVES Item 9b.

- PROS:
- Large community room
 - Rental event spaces for the public
- CONS:
- Undersized, only meets ~ 25% of the need
 - No admin meeting rooms
 - Acoustics are not great
 - Not enough storage - it is scattered all over the building in various places
 - The water temperature is hard to manage and can't meet the different best practice temperatures
 - Not enough public locker space/storage
 - No on site parking
 - Outdoor pool only used 12 weeks per year, not revenue generating

EXISTING BUILDING CONDITIONS

The building overall needs a good amount of work. The indoor and outdoor pool plumbing system are tied together, which would not meet current code. Boiler is almost 60 years old and not the correct type for the modern pools. There is no redundancy in pool heating. Electrical panels are at the end of life. The pool has to be repainted every one-two years which closes the facility for four weeks because of the paint type. The boiler room overflows with the pool drainage. The exterior also needs some maintenance work and the outside cement steps are crumbling.

- PROGRAM BY DEPARTMENT SF**
- PUBLIC SPACE**
- Pool, locker rooms, bleacher seating, community room, storage
- DEPARTMENT**
- Offices, storage
- SHARED SPACE**
- Storage





DESCRIPTION

The End Of The Oregon Trail is a widely used and visited for it being a museum, concerts in the park, and large public gatherings and events such as the Brewfest. Clackamas Heritage Partners run the museum facility. The City provides all maintenance on the site.

SITE INFO

ADDRESS: 1726 Washington St. Oregon City, OR 97045

ZONING: MUD

TOTAL SITE AREA: 7.65 Acres

PARKING SUMMARY: 186 total spaces all in open lots; 6 are accessible

FACILITY CONDITION ASSESSMENT REPORT

INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

0-5%	IN NEW OR WELL-MAINTAINED CONDITION, WITH LITTLE TO NO VISUAL EVIDENCE OF WEAR OR DEFICIENCIES
5-10%	SUBJECTED TO EAR BUT IS STILL IN SERVICEABLE AND FUNCTIONING CONDITION
10-30%	SUBJECTED TO HARD OR LONG-TERM WEAR. NEARING THE END OF ITS USEFUL OR SERVICEABLE LIFE
>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	5.1%
3-YEAR	11.9%
5-YEAR	18.1%
10-YEAR	30.0%



LOCATION: *END OF THE OREGON TRAIL INTERPRETIVE CENTER*

POSITIVES & NEGATIVES

Item 9b.

PROS:

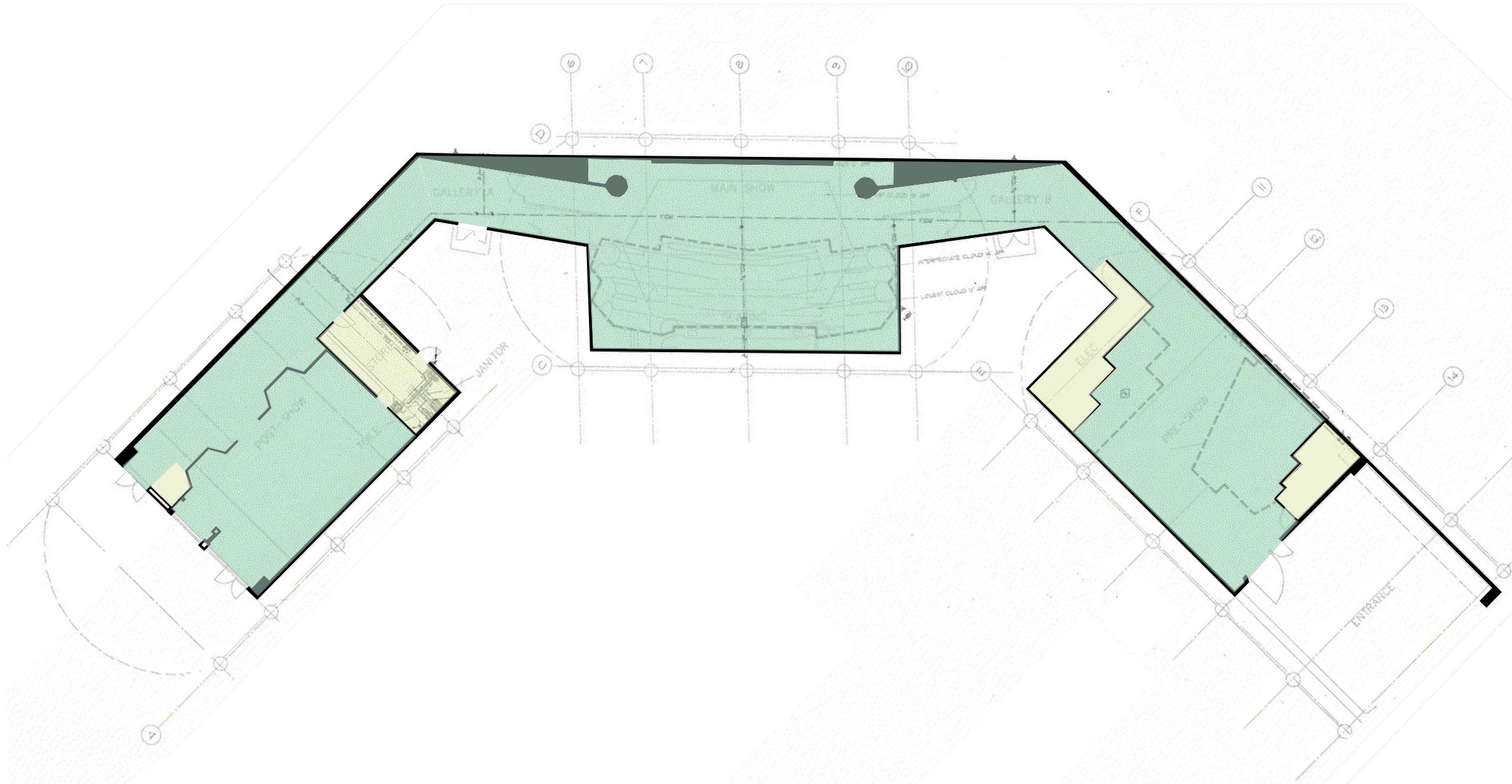
- Large parking lot
- Outdoor area ideal for large events
- Great location for history education

CONS:

- Exterior failing patio boards create trip hazards
- Collectibles and artifacts are stored in areas prone to leaks and infestations
- Site occasionally floods

EXISTING BUILDING CONDITIONS

The building have a significant amount of deferred maintenance. Multiple stores of infestations, leaks and floods were mentioned. Exterior building enclosure does not have proper building components nor proper flashing.



*THREE ADDITIONAL BUILDINGS ARE ON THE SITE

1. Restroom building that contains public restrooms and shared storage
2. Visitor center that contains public space and shared storage
3. Henderson farm building that contains public museum space on the first floor and shared office/ storage on the second floor

PROGRAM BY DEPARTMENT SF

PUBLIC SPACE

- Gift shop, museum, theatre, prairie outpost

DEPARTMENT

- Laundry, offices, storage, electrical, janitors office

SHARED SPACE

- Restrooms

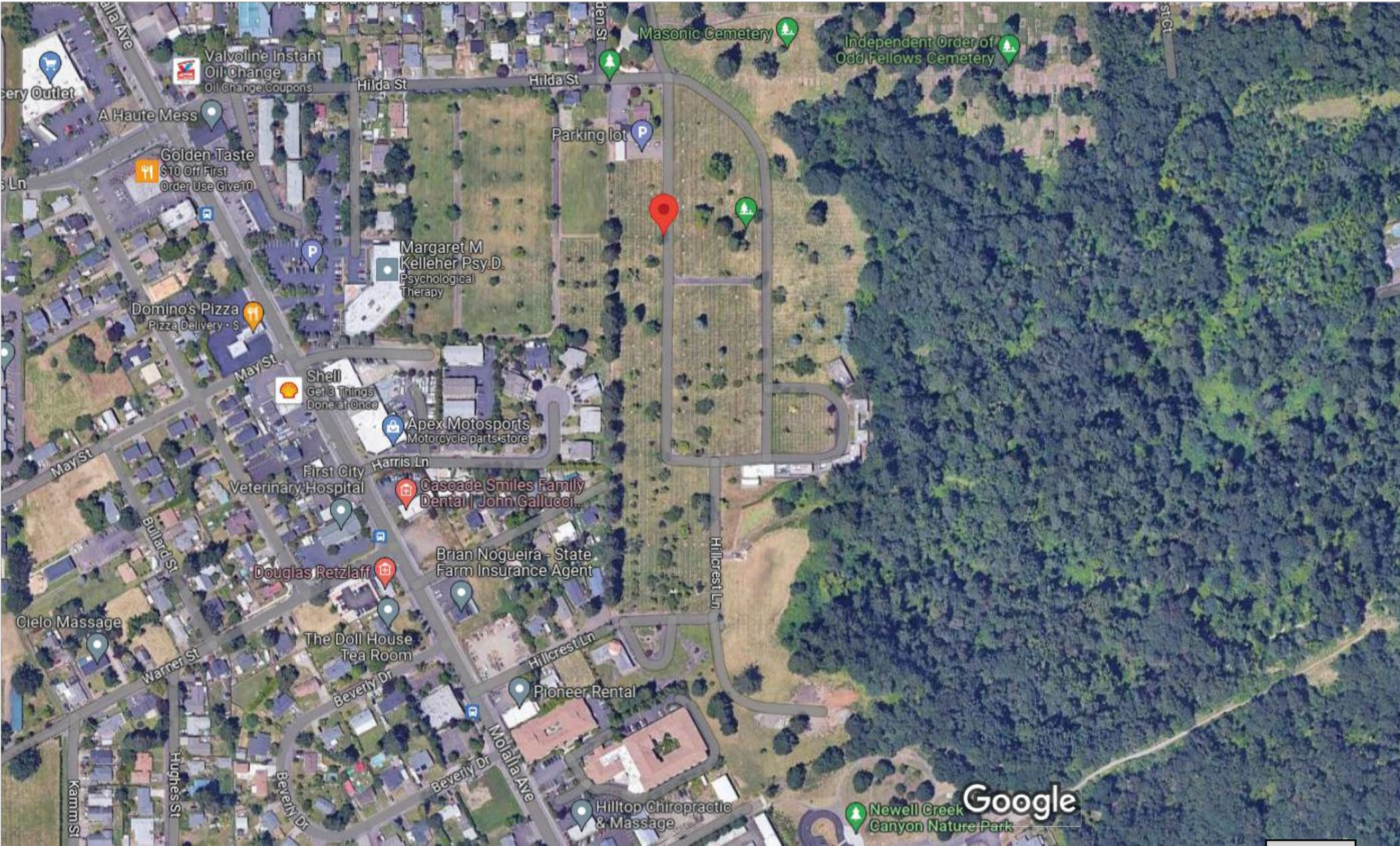


DESCRIPTION

The Mountain View Cemetery complex contains two differing functions - cemetery and Park and Recreation. Staff for both functions cross over. For the cemetery functions, the site contains burial plots, mausoleums, storage, maintenance staff and office space for staff to support the cemetery services based in a converted residential house. For the Parks and Recreation functions, the site contains office space for staff in the converted residential house, bulk yard storage, diesel tank and storage shop. A new restroom facility is under construction. A residential house is on site and under a rental agreement.

SITE INFO

ADDRESS: 500 Hilda St. Oregon City, OR 97045	ZONING: I
TOTAL SITE AREA: 55 Acres	PARKING SUMMARY: 8 total spaces all in open lots; 1 is accessible



LOCATION: **MOUNTAIN VIEW CEMETERY**

POSITIVES & NEGATIVES Item 9b.

- PROS:
- Cemetery has long term capacity
 - Centralized diesel tanks for Parks Department
 - Space for yard storage for Parks Department

- CONS:
- Combined spaces for Parks and cemetery functions create conflict
 - Not enough parking for department and public use
 - Wayfinding for public is difficult

EXISTING BUILDING CONDITIONS

Building is a converted residential house and is not ideal for office functions nor public access.

PROGRAM BY DEPARTMENT SF

- SHARED SPACE
- Storage, office, restrooms



Imagery ©2023 Airbus, Maxar Technologies, Metro, Portland Oregon, State of Oregon, U.S. Geological Survey, Map data ©2023 200 ft



LOCATION: *PIONEER COMMUNITY CENTER*

*Also known as - Senior Center

DESCRIPTION

The Pioneer Community Center is used primarily as a community center for the public. This community center main demographic is seniors ages 60+. Ten Parks and Recreation department staff members occupy this space. This building is also used for many events/activities like yoga, dance, public rentals, city meetings, weddings and Meals on Wheels. This building also has a basement with a separate entrance that is widely used for various classes and camps throughout the year. The adjacent park area is used for peace garden, rummage sales and community park.

Building falls in the MCD Historic District.

FACILITY CONDITION ASSESSMENT REPORT

INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

0-5%	IN NEW OR WELL-MAINTAINED CONDITION, WITH LITTLE TO NO VISUAL EVIDENCE OF WEAR OR DEFICIENCIES
5-10%	SUBJECTED TO EAR BUT IS STILL IN SERVICEABLE AND FUNCTIONING CONDITION
10-30%	SUBJECTED TO HARD OR LONG-TERM WEAR. NEARING THE END OF ITS USEFUL OR SERVICEABLE LIFE
>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	0.4%
3-YEAR	7.4%
5-YEAR	18.6%
10-YEAR	27.9%

SITE INFO

ADDRESS: 615 5th St. Oregon City, OR 97045

TOTAL SITE AREA: 1.73 Acres

TOTAL BUILDING SF: 16,00 SF

ZONING: I

PARKING SUMMARY: 65 total spaces all in two open lots; 4 are accessible





POSITIVES & NEGATIVES

Item 9b.

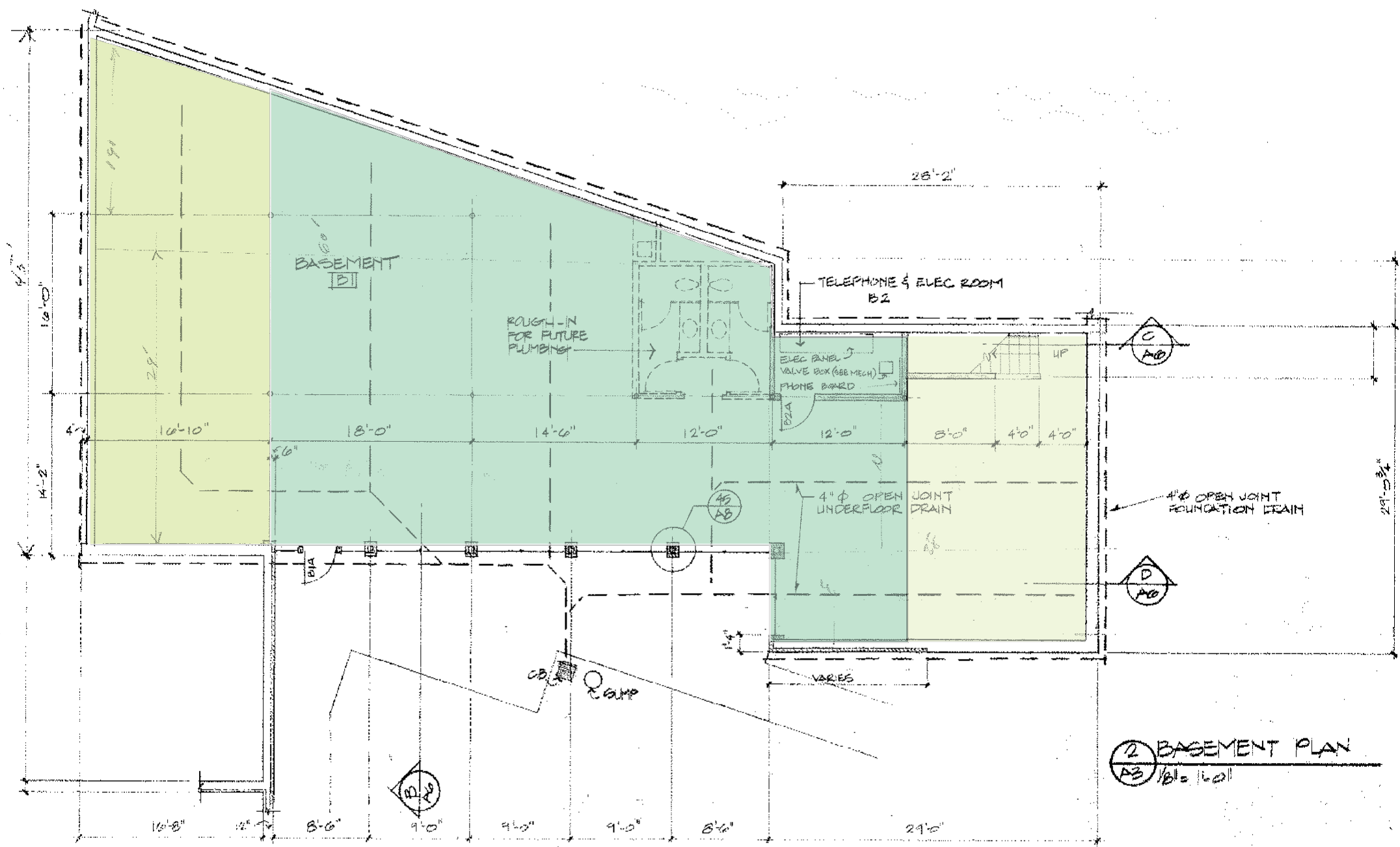
- PROS:
- Large ballroom with divider wall/doors
 - Great waiting/overflow enclosed area at the entrance
 - Large commercial kitchen and loading dock
- CONS:
- Unusable/unnecessary kitchenette in classroom
 - The number of entrances is unnecessary and hard to keep under secure control

EXISTING BUILDING CONDITIONS

The building is aging but not at end of life. Not all doors have ADA hardware. HVAC was recently replaced but only locally controlled by thermostats. Desire for higher security control of the building. Building contains newer flooring in some areas but aging flooring in others.

PROGRAM BY DEPARTMENT SF

- PUBLIC SPACE
- Community room, reception counter, basement room, waiting vestibules, restrooms, lounge, recreation rooms, craft rooms
- DEPARTMENT
- Private offices, reception desk, storage
- SHARED SPACE
- Kitchen



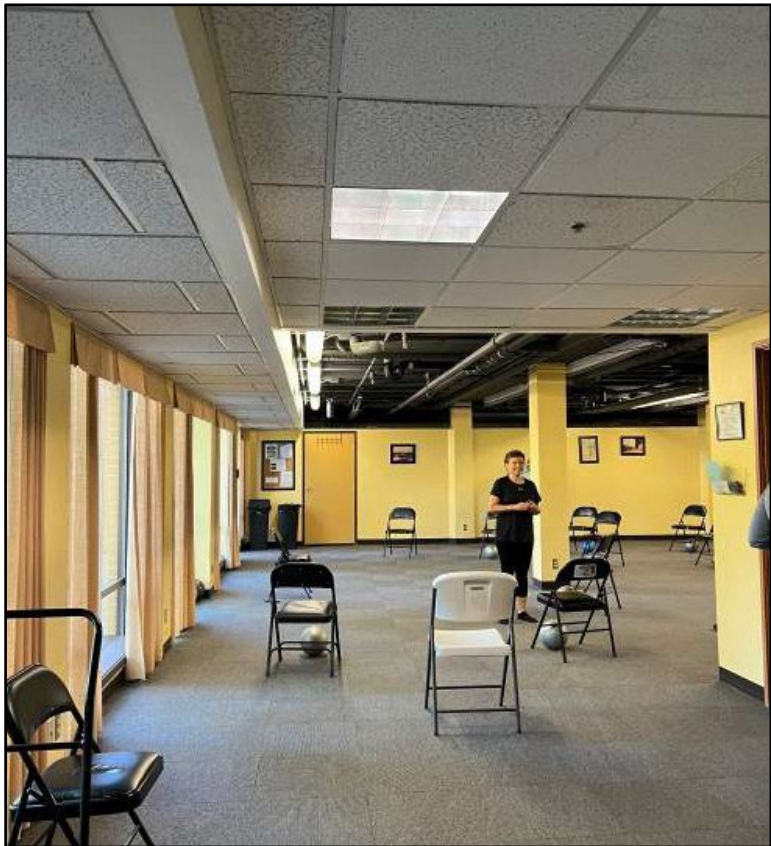
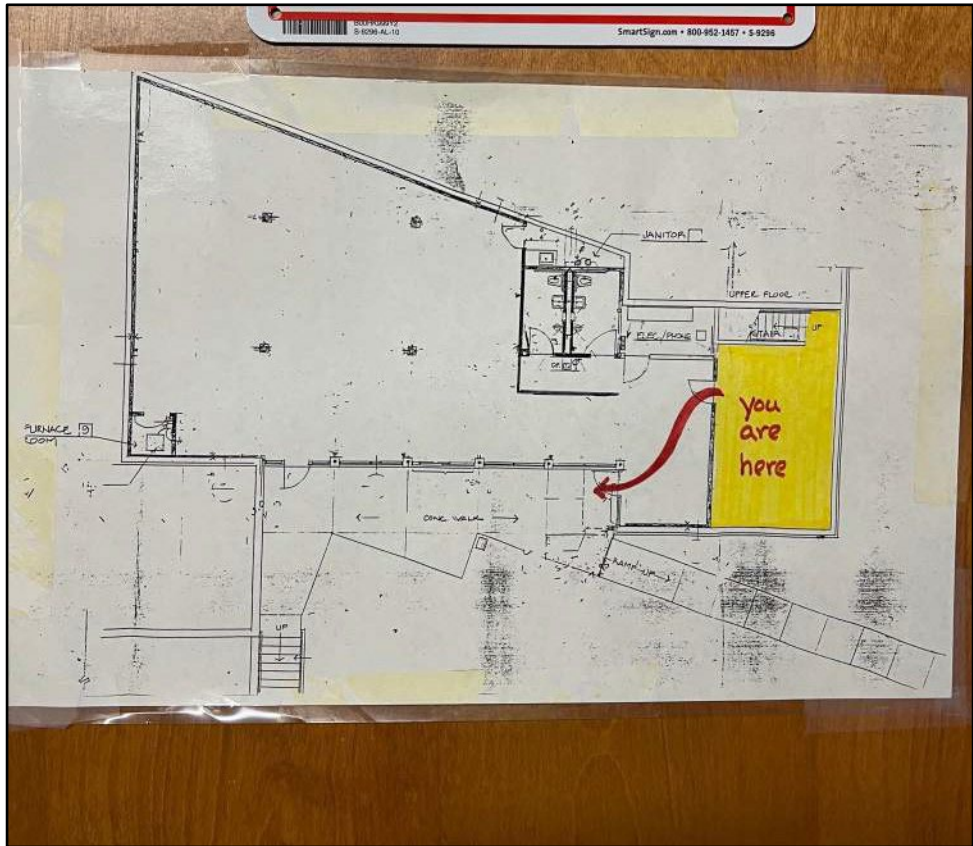
PROGRAM BY DEPARTMENT SF

PUBLIC SPACE

- Community room, restrooms

DEPARTMENT

- Storage



LOCATION: **CENTER STREET - OLD PUBLIC WORKS**

*Also known as - Old Oregon City Public Works, Center Street

DESCRIPTION

The site on Center Street contains three areas: upper yard, lower yard and building. The building is currently unoccupied by department staff. There is some storage for items like City holiday decorations in the building. The yard contains Public Works bulk storage and decant facility.

Building falls in the MCD Historic District.

FACILITY CONDITION ASSESSMENT REPORT

INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

0-5%	IN NEW OR WELL-MAINTAINED CONDITION, WITH LITTLE TO NO VISUAL EVIDENCE OF WEAR OR DEFICIENCIES
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10-30%	SUBJECTED TO HARD OR LONG-TERM WEAR. NEARING THE END OF ITS USEFUL OR SERVICEABLE LIFE
>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	20.9%
3-YEAR	26.1%
5-YEAR	33.0%
10-YEAR	38.3%

SEE REPORT FOR MORE INFORMATION

SITE INFO

ADDRESS: 122 S Center St. Oregon City, OR 97045

ZONING: I

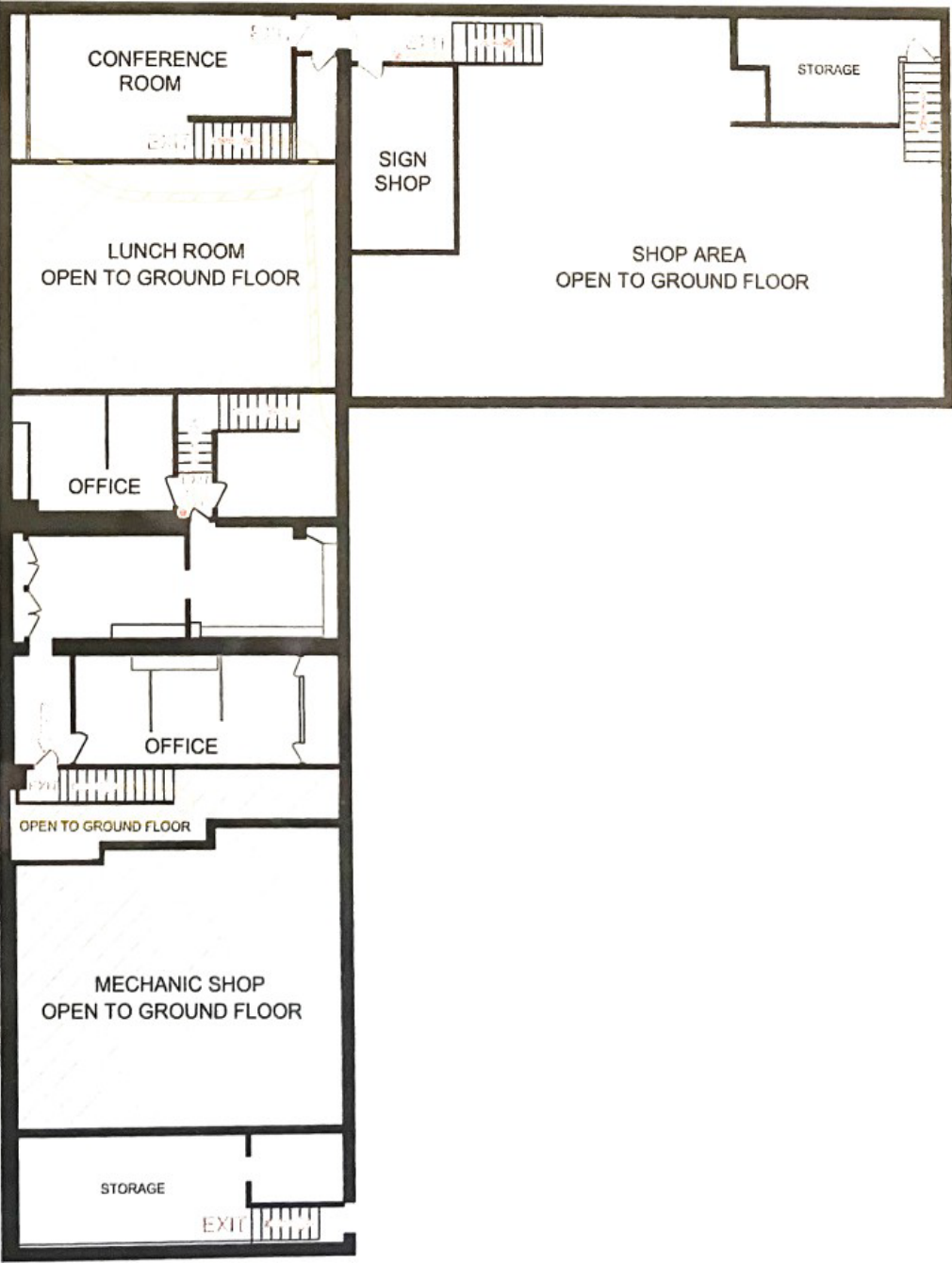
TOTAL SITE AREA: 1.07 Acres



This building is not occupied by department staff.



1ST FLOOR



2ND FLOOR

EXISTING BUILDING CONDITIONS

The building overall is in poor condition. There is water damage in various parts of the ceiling causing it to crumble and mold. Finishes are in need of replacement. Multiple locations in the building do not meet ADA requirements.



LOCATION: **MOUNTAIN VIEW RESERVOIR**

*Also known as - Oregon City Water Division

DESCRIPTION

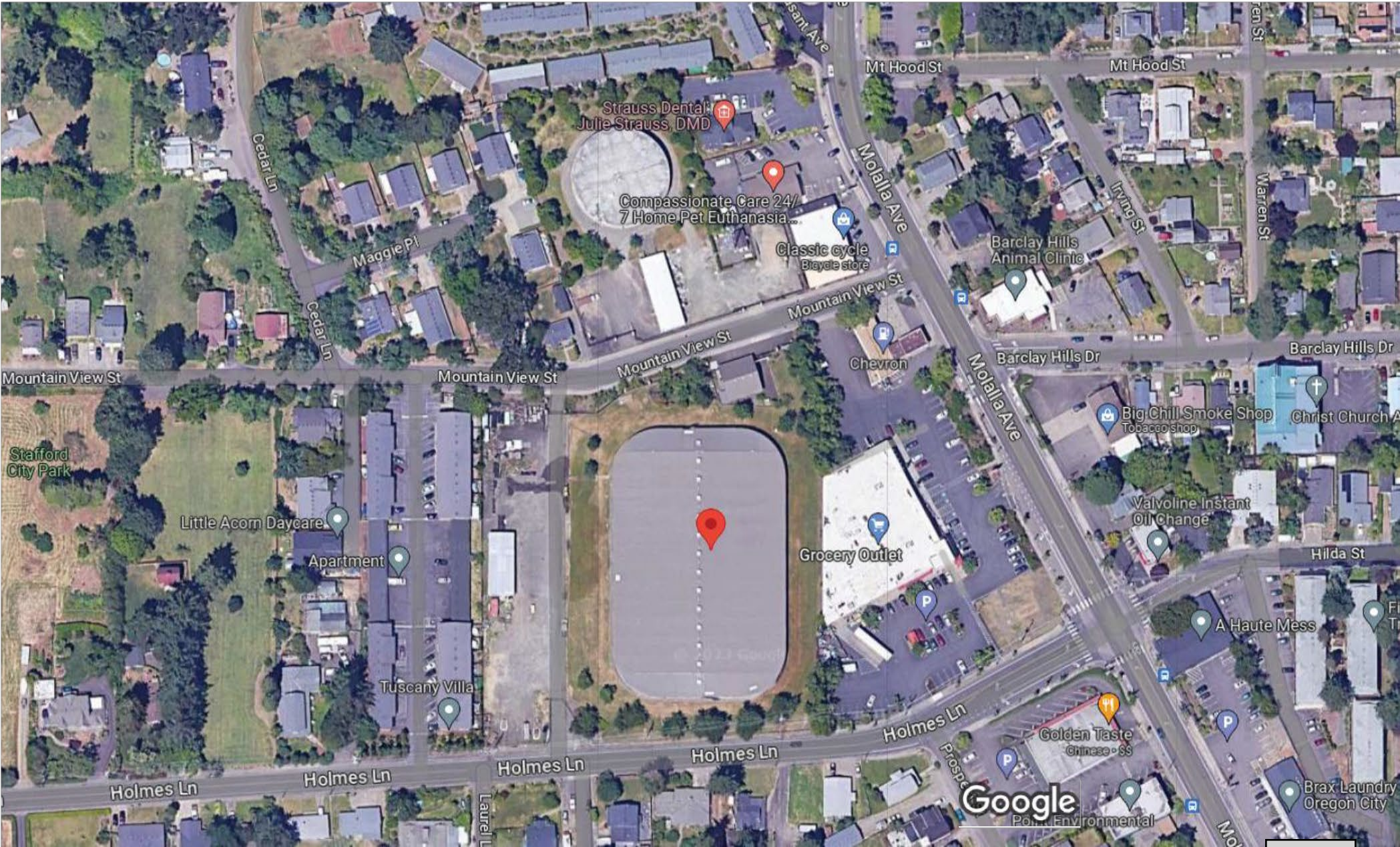
The Mountain View Reservoir is comprised of two water reservoir and pump stations, yard storage, and two shop/ storage buildings. Buildings and yards are used by water and sanitary departments. There are no staff that remain on the site at all times but staff does go to the site every day.

SITE INFO

ADDRESS: 414 Mountain View St. Oregon City, OR 97045

ZONING: I

TOTAL SITE AREA: 4.22 Acres



- PROS:
- Yard space great for bulk storage with room to grow
 - Some equipment is held on-site
 - Good location for the use
- CONS:
- Buildings are undersized to meet the needs
 - Buildings are showing age
 - No backup power/generator for the secured gates. Not fully enclosed with tall gates.
 - No enclosed restroom
 - Adjacent to residential units
 - There are two sites bifurcated by a street

EXISTING BUILDING CONDITIONS

Shop buildings are utilitarian but will need maintenance and repair. New siding, roof, doors and seismic upgrade likely required if not replaced due to storage constraints.

PROGRAM BY DEPARTMENT SF

DEPARTMENT

- Storage, shop buildings, water reservoir



Imagery ©2023 Airbus, Maxar Technologies, Metro, Portland Oregon, State of Oregon, U.S. Geological Survey, Map data ©2023 Google 100 ft



DESCRIPTION

There are two parcels at this site. The first is the 16025 parcel that has a water reservoir and pump station. The second is the 16017 parcel that is currently under contract for purchase by the City. That parcel primarily is open land but also has a residential house, shop building and other small storage structures.

SITE INFO

ADDRESS: 16017 S Henrici Rd. Oregon City, OR 97045

TOTAL SITE AREA: 16025 - 3.99 Acres
16017 - 15.69 Acres

ZONING: Jurisdiction - Clackamas County
16025 - RRFF5; Outside the urban growth boundary
16017 - RRFF5; Outside the urban growth boundary

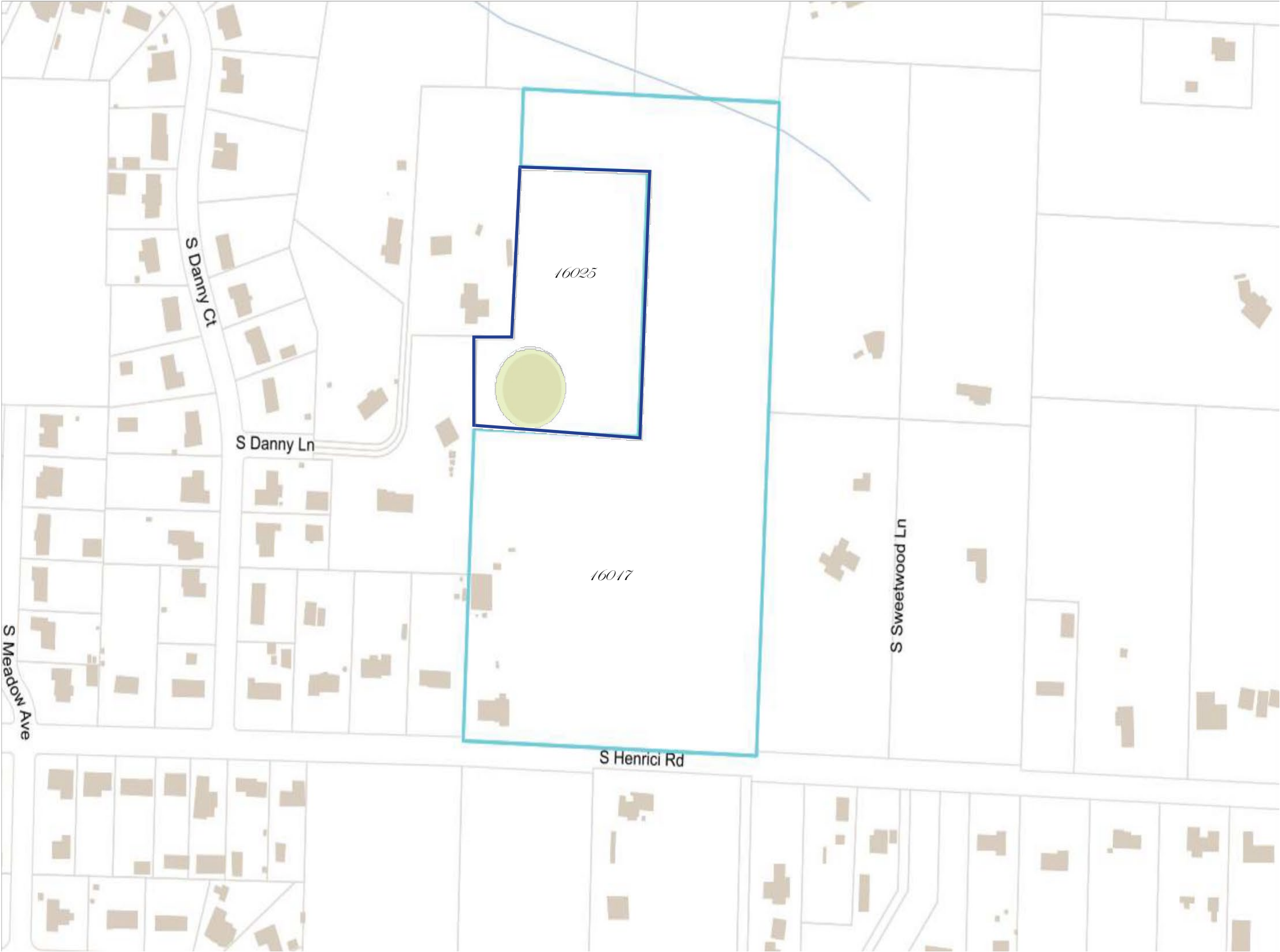


LOCATION: *HENRICI RESERVOIR*

POSITIVES & NEGATIVES

Item 9b.

- PROS:
- Significant amount of land for growth
- CONS:
- Area is in Clackamas County instead of in the city limits of Oregon City
 - Area is more remote than other properties



PROGRAM BY DEPARTMENT SF

DEPARTMENT

- Water reservoir

*Also known as - Oregon City Public Works

DESCRIPTION

The Oregon City Engineering and Operations Center building opened in 2022. It contains the operations department, engineering division, facilities and IT. The site contains covered fleet vehicle storage, equipment storage, fueling and staff parking.

SITE INFO

ADDRESS: 13895 Fir St. Oregon City, OR 97045

ZONING: GI

TOTAL SITE AREA: 4.79 Acres

PARKING SUMMARY: 179 total spaces all in open lots; 5 are accessible

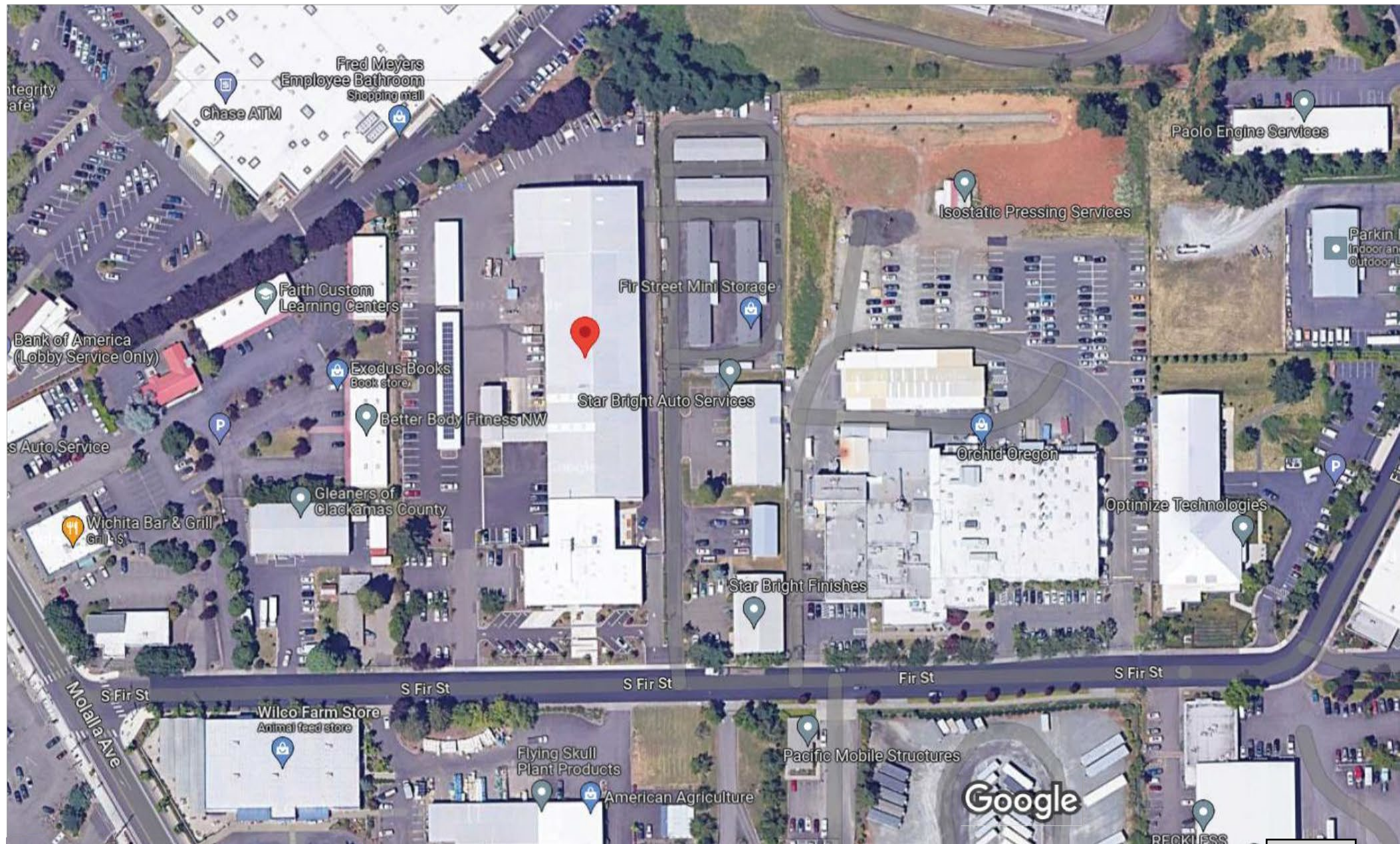
TOTAL BUILDING SF: 74,438 SF

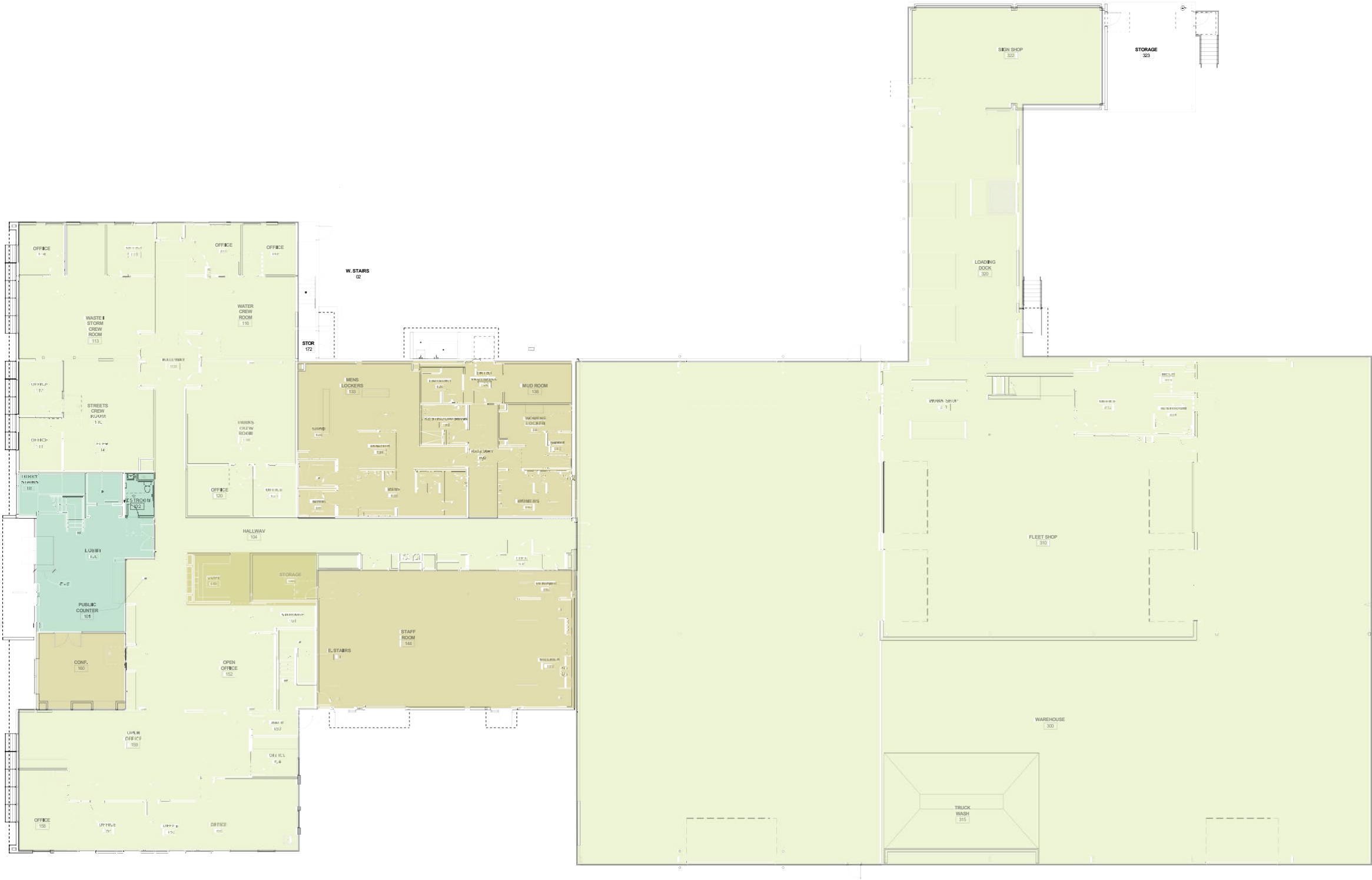
FACILITY CONDITION ASSESSMENT REPORT

INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

0-5%	IN NEW OR WELL-MAINTAINED CONDITION, WITH LITTLE TO NO VISUAL EVIDENCE OF WEAR OR DEFICIENCIES
5-10%	SUBJECTED TO EAR BUT IS STILL IN SERVICEABLE AND FUNCTIONING CONDITION
10-30%	SUBJECTED TO HARD OR LONG-TERM WEAR. NEARING THE END OF ITS USEFUL OR SERVICEABLE LIFE
>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	0.1%
3-YEAR	0.3%
5-YEAR	0.5%
10-YEAR	4.9%





POSITIVES & NEGATIVES Item 9b.

- PROS:
- Good Lighting
 - HVAC works well
 - Room for growth
- CONS:
- Acoustic issues
 - The site could be bigger
 - Not enough bulk storage
 - Not enough fleet parking

EXISTING BUILDING CONDITIONS

Building was completed in 2022. No immediate needs required.

PROGRAM BY DEPARTMENT SF

PUBLIC SPACE

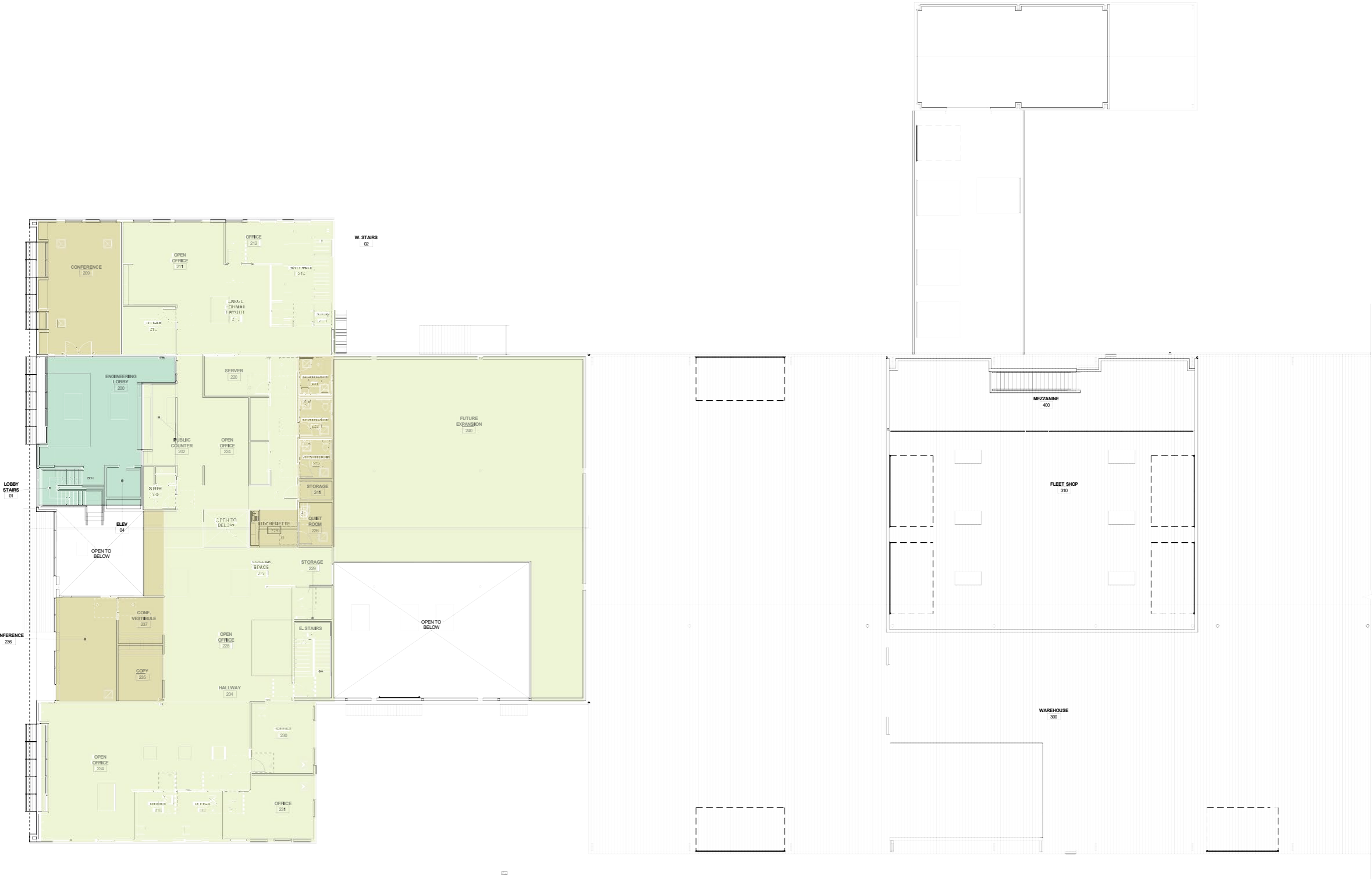
- Lobby, restrooms

DEPARTMENT

- Private offices, crew rooms, open office, fleet shot, work shop, loading dock, sign shop, warehouse, storage

SHARED SPACE

- Conference room, breakroom, copy room, quiet room, locker room, laundry, m storage



PROGRAM BY DEPARTMENT SF

PUBLIC SPACE

- Lobby, restrooms

DEPARTMENT

- Private offices, crew rooms, open office, fleet shop, work shop, loading dock, sign shop, warehouse, storage

SHARED SPACE

- Conference room, breakroom, copy room, quiet room, locker room, laundry, m, storage



LOCATION: **OREGON CITY MUNICIPAL ELEVATOR**

Item 9b.

DESCRIPTION

The Oregon City Municipal Elevator is used as a public elevator and falls under the Transportation department because it is a vertical street. There is one staff member (works for Downtown Oregon City Association) working the elevator counter at a time. This elevator not only brings the city a unique piece of artwork, but has its own sense of “branding” for Oregon City. The elevator is a unique icon and increases tourism.

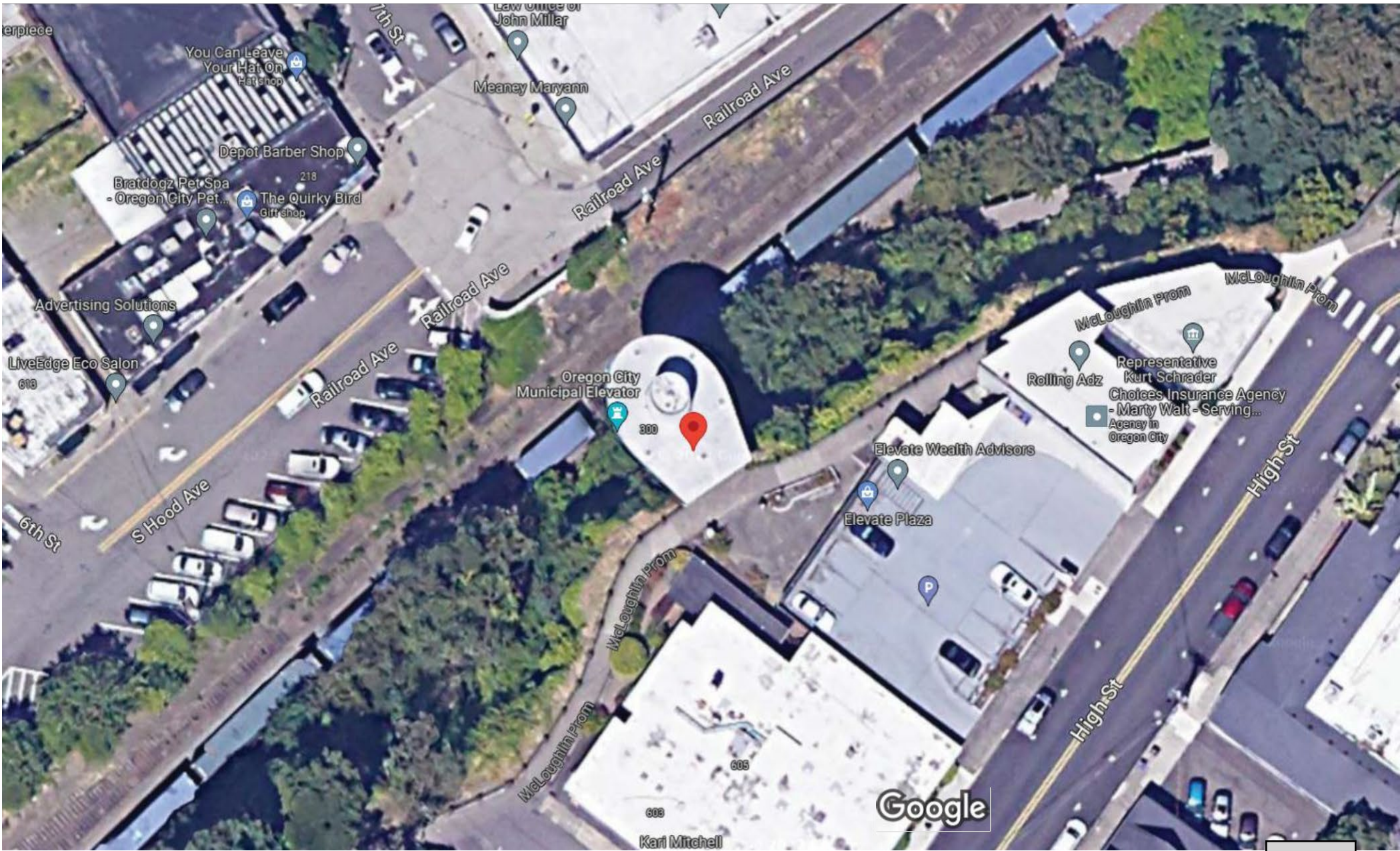
Building falls in the MCD Historic District.

SITE INFO

ADDRESS: 6 Railroad Ave. Oregon City, OR 97045

ZONING: I

TOTAL SITE AREA: 8.11 Acres



LOCATION: **OREGON CITY MUNICIPAL ELEVATOR**

POSITIVES & NEGATIVES

Item 9b.

PROS:

- Provides vertical circulation from the top to the bottom of the hill
- Connects the city
- Convenient

CONS:

- The building and elevator are original
- Hard to maintain and get the right parts
- The shaking of trains stop the elevator from working

EXISTING BUILDING CONDITIONS

This elevator is at the end of life. It has the original motor which is hard to find parts for. The elevator constantly breaks down and requires a lot of maintenance. The interior finishes of elevator landings are worn.

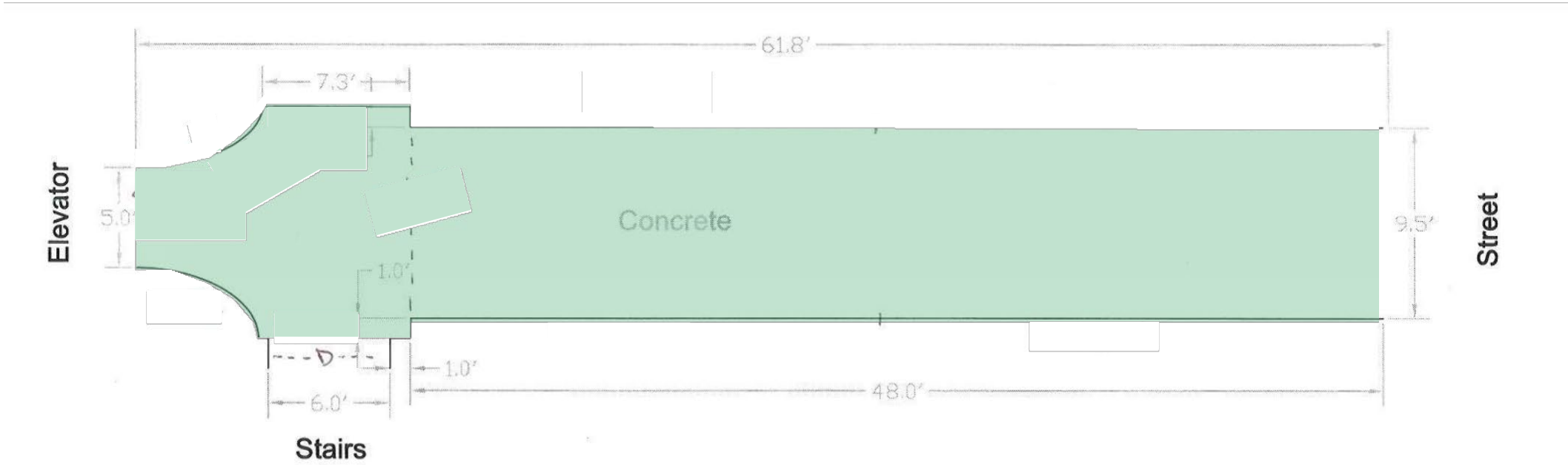
PROGRAM BY DEPARTMENT SF

PUBLIC SPACE

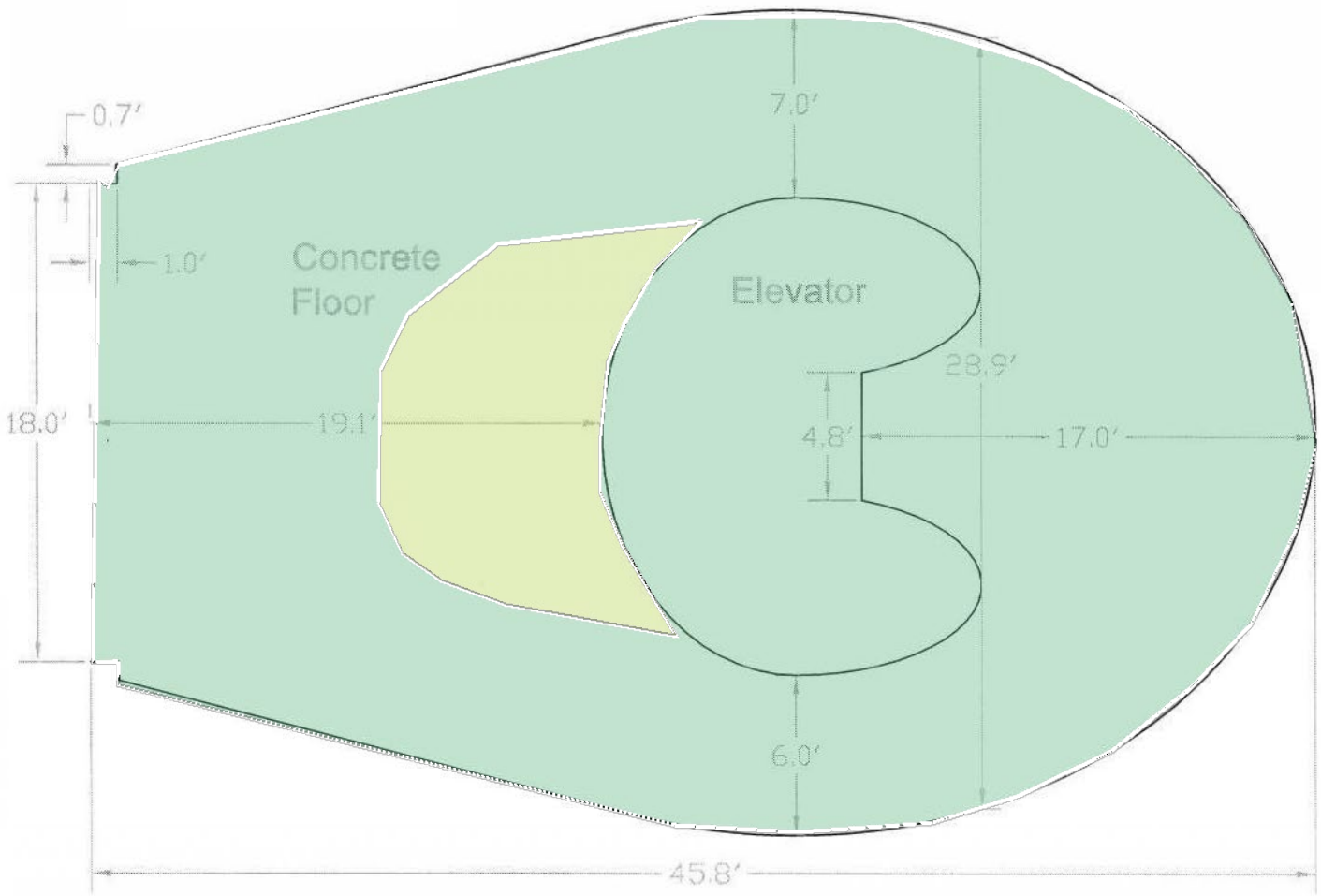
- Entry ramp, elevator lobby, elevator, observation deck

DEPARTMENT

- Greeter desk (managed by DOCA)



LOWER LEVEL



UPPER LEVEL



DESCRIPTION

The Oregon City Public Library is located in the heart of downtown making it a well-used facility by all. The circulation department, the Carnegie department, tech services department, adult services department, and the children’s department are the residing occupants in this facility. This is the largest library in the Clackamas County, and see’s roughly 130,000 visitors a year.

Building falls in the MCD Historic District, MCD Historic designation (designated landmark).

SITE INFO

ADDRESS: 606 John Adams St. Oregon City, OR 97045

TOTAL SITE AREA: 1.5 Acres

TOTAL BUILDING SF: 18,891 SF

ZONING: I

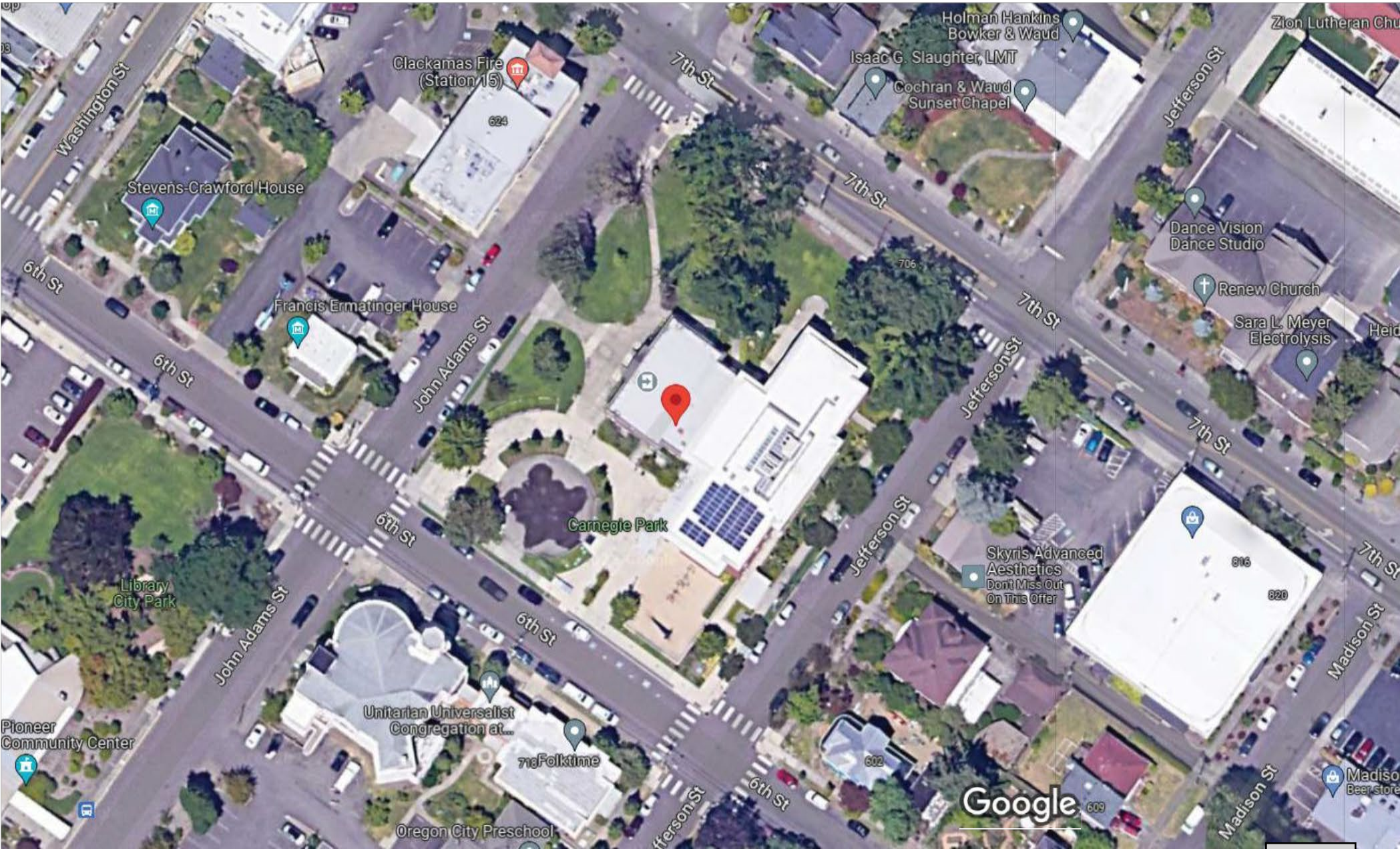
PARKING SUMMARY: Front parking lot adjacent to Ermatinger house - 13 total spaces all in open lots; 1 is accessible. Southern Parking lot - 12 total spaces all in open lots; 3 are accessible. There is a shared parking lot agreement with the nearby business.

FACILITY CONDITION ASSESSMENT REPORT

INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

0-5%	IN NEW OR WELL-MAINTAINED CONDITION, WITH LITTLE TO NO VISUAL EVIDENCE OF WEAR OR DEFICIENCIES
5-10%	SUBJECTED TO EAR BUT IS STILL IN SERVICEABLE AND FUNCTIONING CONDITION
10-30%	SUBJECTED TO HARD OR LONG-TERM WEAR. NEARING THE END OF ITS USEFUL OR SERVICEABLE LIFE
>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	0.0%
3-YEAR	0.9%
5-YEAR	4.8%
10-YEAR	19.0%





- PROS:
- Large community room
 - Great location in downtown Oregon City
 - Being adjacent to the park is beneficial
 - Guests like that the modern addition ties well with the historic architecture
- CONS:
- Library serves a very large area. The library is not centrally located to the land area. It is difficult for library to be accessible to all taxed residents.
 - Staff workspaces vastly undersized for number of staff
 - Entry/reception layout not optimized to provide greeting and space for public waiting from multiple entrances
 - Because of the location of the material return/drop off there is a need for increased staff instead of book return automation

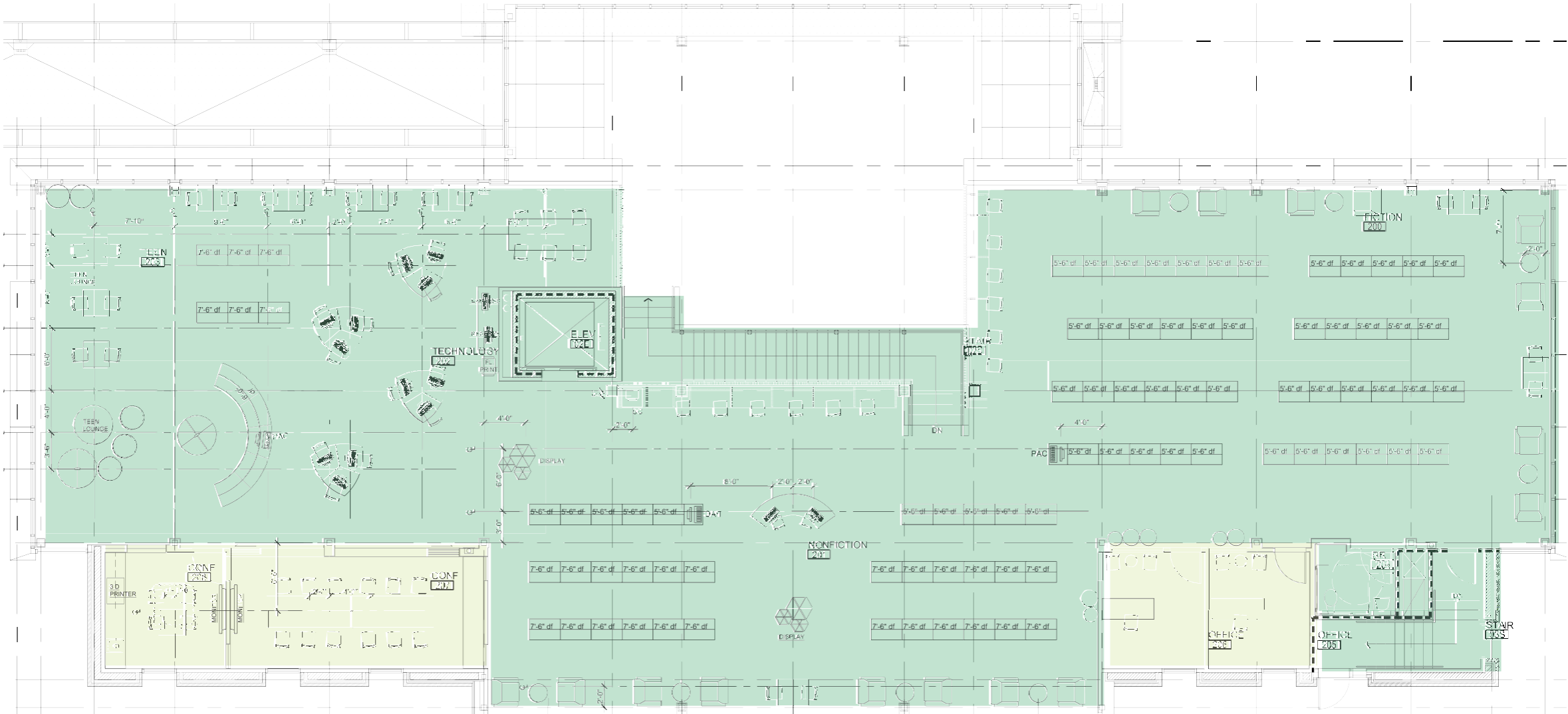
EXISTING BUILDING CONDITIONS

On the original building side the elevator is old and needs to be replaced. The windows can not be replaced because of historic status, and the siding is original from the 1800's which causes the flashing/gutters to get clogged and pool.

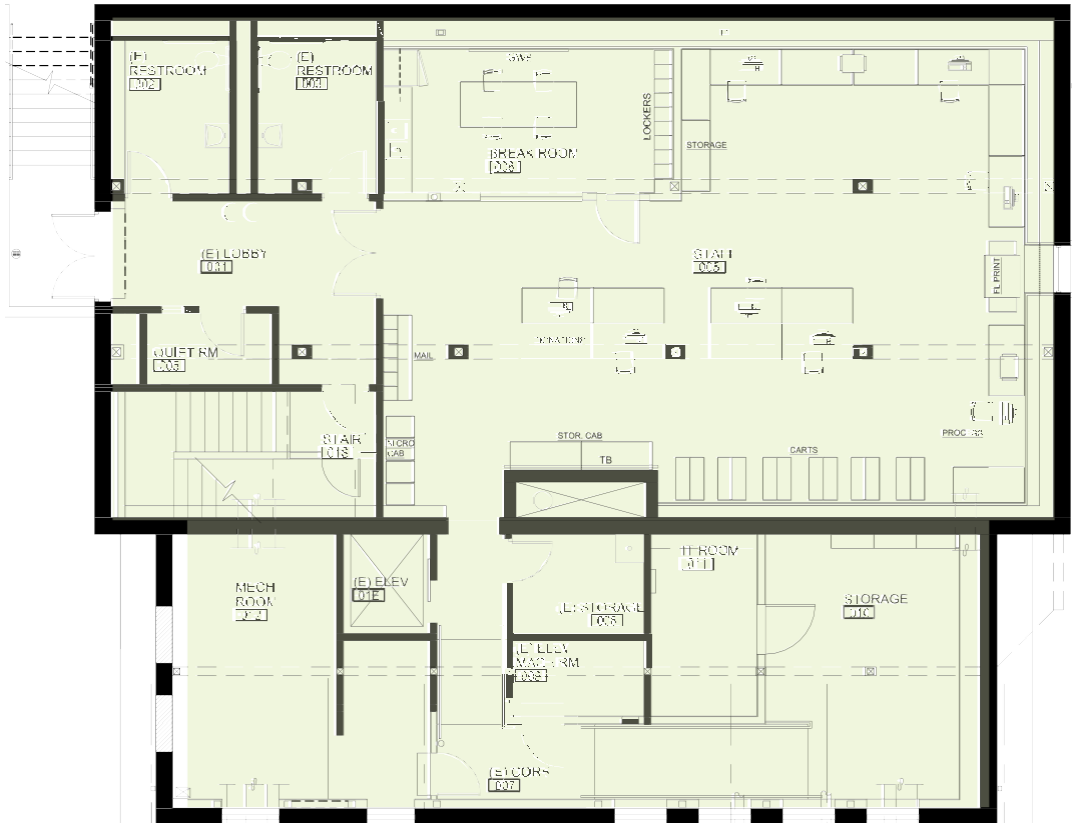
PROGRAM BY DEPARTMENT SF

- PUBLIC SPACE
- Entry, reading room, media room, reception counter, children's area, community room, technology area, fiction and nonfiction area, restrooms
- DEPARTMENT
- Book return, private offices, storage, electrical rooms, breakroom, open work stations, one of the elevators, janitors closet, basement restrooms

2ND FLOOR



BASEMENT



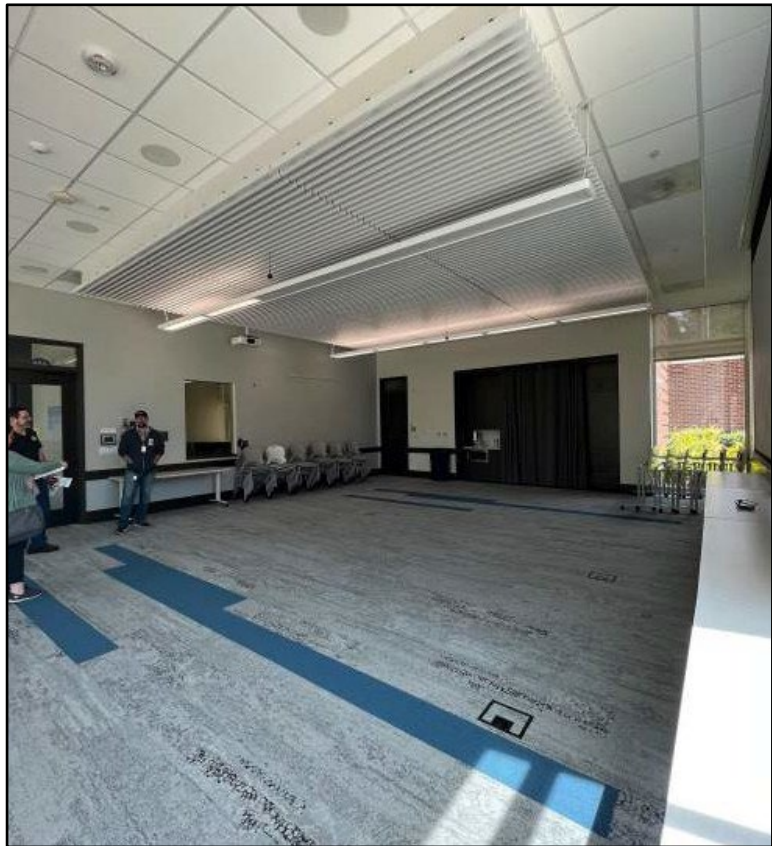
PROGRAM BY DEPARTMENT SF

PUBLIC SPACE

- Entry, reading room, media room, reception counter, children’s area, community room, technology area, fiction and nonfiction area, restrooms

DEPARTMENT

- Book return, private offices, storage, electrical rooms, breakroom, open work stations, one of the elevators, janitors closet, basement restrooms, conference r



DESCRIPTION

The Buena Vista Clubhouse is located along the Atkinson Park and was formerly primarily used as an event space, but is currently unusable due to the conditions of the building. The building offers a small interior stage, a kitchen, and on-site bathroom.

SITE INFO

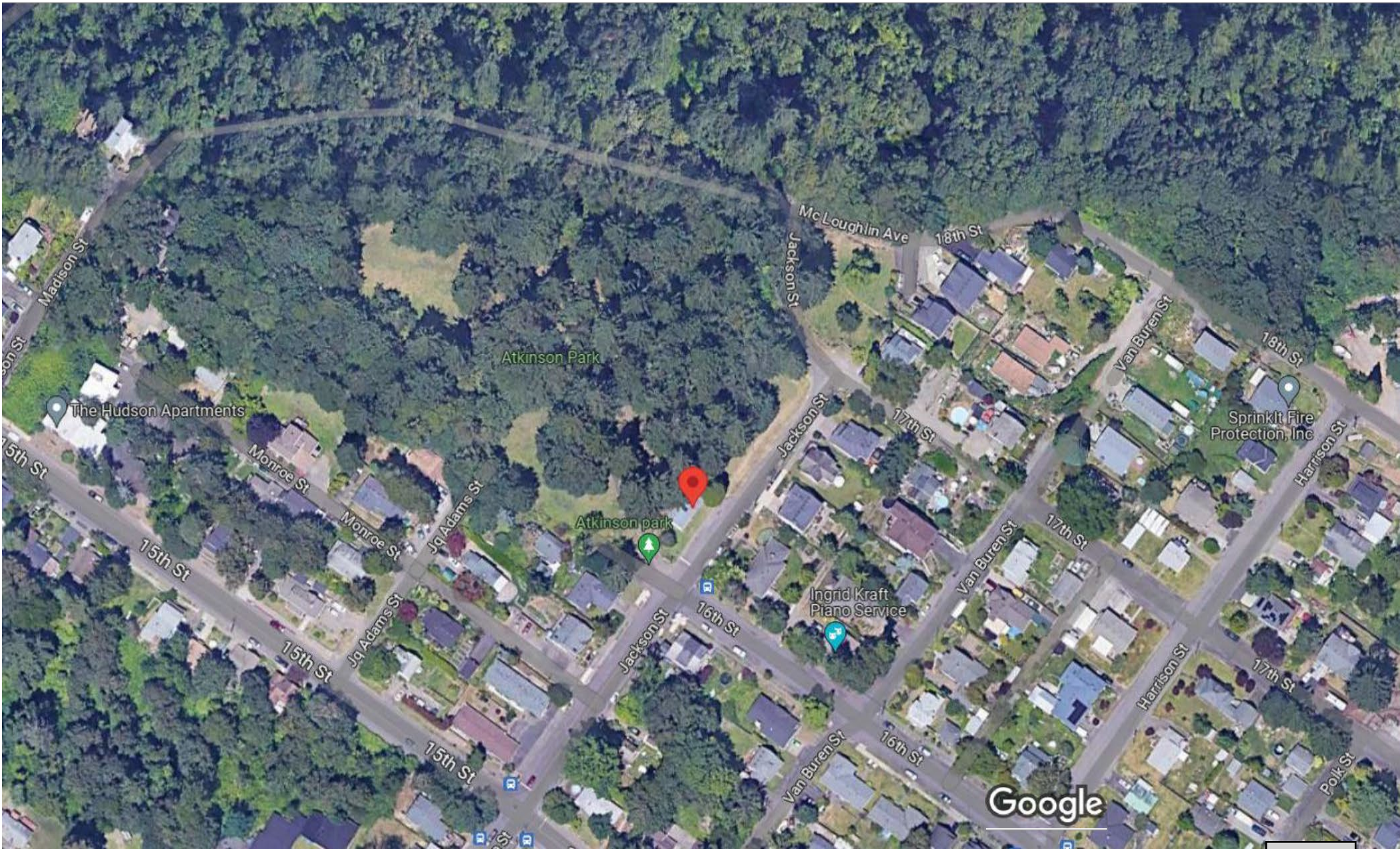
ADDRESS: 1601 Jackson St. Oregon City, OR 97045

ZONING: I

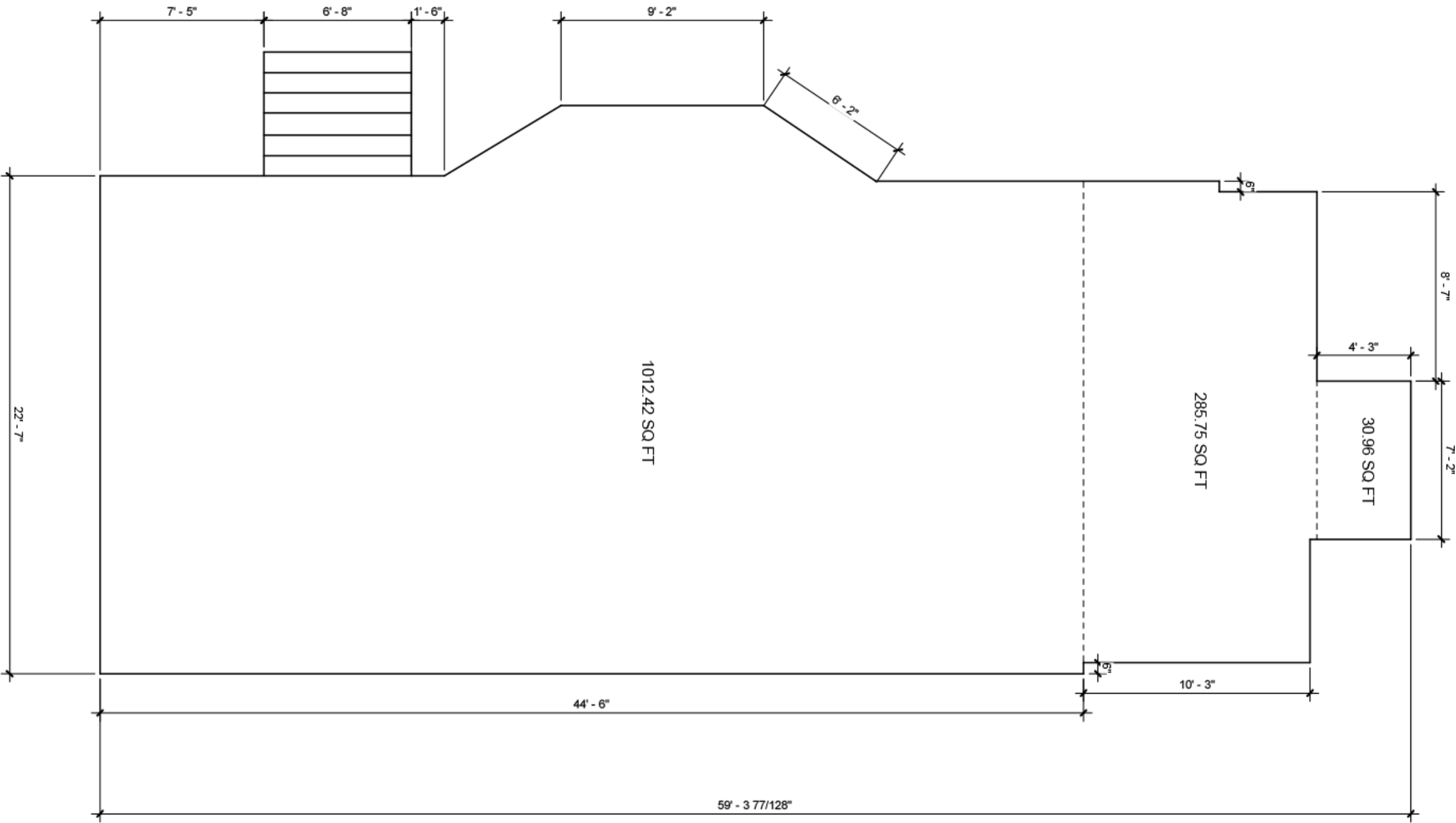
TOTAL SITE AREA: 4.18 Acres

PARKING SUMMARY: No formal parking; 4 informal spaces on unimproved surface

TOTAL BUILDING SF: 1,200 SF



This building is currently unoccupied and unusable due to the conditions.



EXISTING BUILDING CONDITIONS

There are many areas of this building that need attention. The interior ceiling needs to be replaced, the windows are in bad condition as are the walls and flooring. The exterior of the building needs a large amount of work as well in terms of the siding, the steps the doors, foundation and windows.



LOCATION: **7th STREET FIRE STATION**

Item 9b.

*Also known as - Station 15, Oregon City Fire Station

DESCRIPTION

The building is owned by City of Oregon City but under a long term lease agreement with Clackamas Fire department. The Clackamas Fire Station is location centrally in downtown Oregon City. Clackamas Fire maintains the building. Oregon City Facilities department maintains the parking lot, irrigation and landscape.

Clackamas Fire department lease expires June 30, 2107 (99 year lease). They will be undertaking a station study in 2024. It has been routinely discussed that they will vacate this building but do not have a timeline or plan in place.

Building falls in the MCD Historic District, MCD Historic designation (designated landmark)

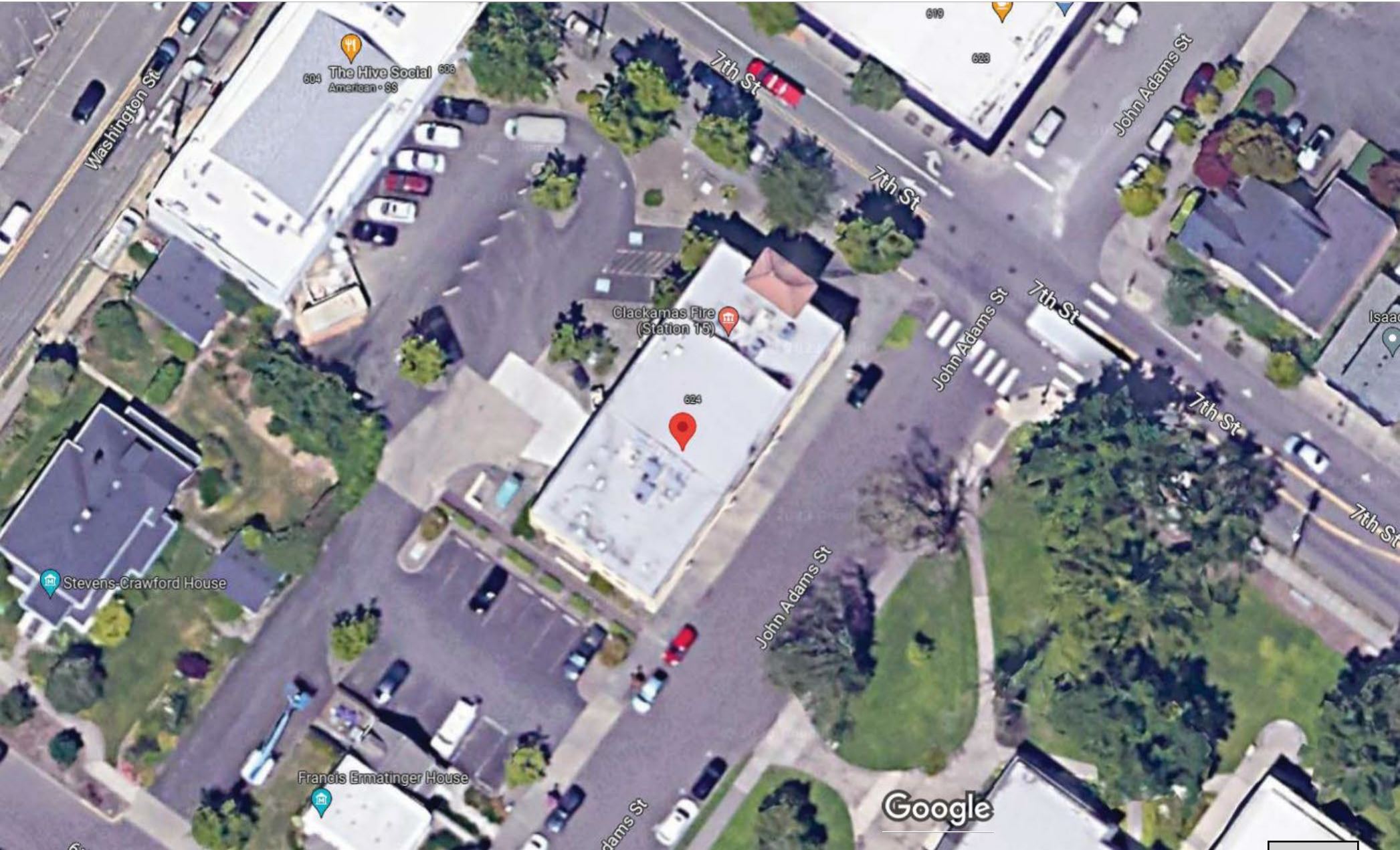
SITE INFO

ADDRESS: 624 7th St. Oregon City, OR 97045

ZONING: I/MUC-1

TOTAL SITE AREA: .50 Acres

PARKING SUMMARY: 13 overall spaces all in open lots; 2 are accessible

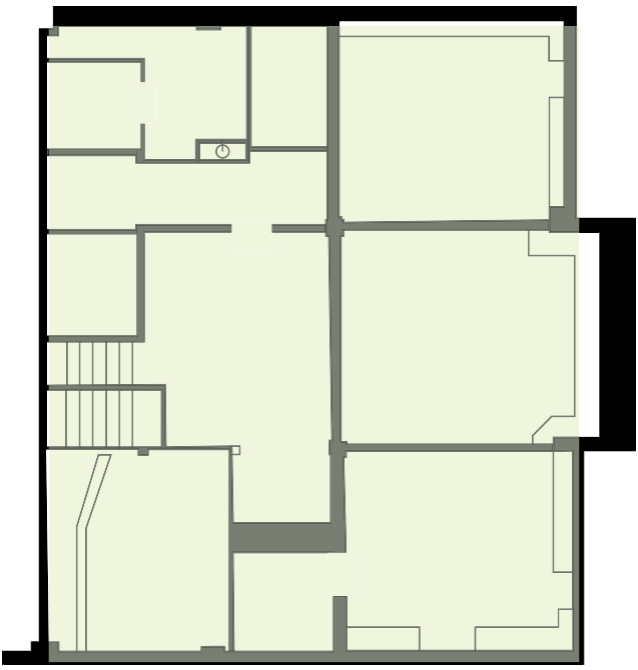




1ST FLOOR



2ND FLOOR



BASEMENT

POSITIVES & NEGATIVES

CONS:

- Age of the building, ongoing maintenance issues, and restrictions/costs associated with the historical designation of the building
- Bays don't pull through. Backing up rigs pose a hazard to pedestrian and traffic
- Footprint of building is restricted. Impacts the ability to do rig checks, crew training, etc.
- Lack of ADA accessibility
- Does not provide adequate space for future growth
- Restrooms/lockers are gendered so they can't accommodate all genders
- The size of the apparatus bay doesn't fit ladder trucks so they position truck at Station 16 (next to the post office) rather than in the location that better meets the needs of the community
- Phone lines in the basement can't be traced
- Parking lot has a compressed drain that floods
- Street trees roots are uplifting public sidewalk

PROS:

- Location of the building is fantastic for engaging the public and historical aspects of the building are enjoyed by staff and the community
- Downstairs is used by the community service division and is needed space for the fire district because it doesn't have a consolidated administration facility
- Has decommissioned infrastructure for emergency response

EXISTING BUILDING CONDITIONS

Clackamas Fire has performed multiple projects for mold mitigation, replace windows, roof replacement, HVAC replacement and repaint the building often to keep small cracks sealed over the past few years. There are still 2 older HVAC units that haven't been replaced in the last ten years. The south side tends to leak during a heavy rain and windstorm. East side and a few more of the west side windows need to be replaced. The north side windows are a mix of windows installed when the station was built and some from when the 1990's remodel occurred. In the basement, there is loose concrete material coming off of the foundation walls and the flooring is failing. The landscaping against the building is causing damage and there has been concerns that the landscaping is part of the historical considerations and work has been stalled. Water pooling at doorways.

PROGRAM BY DEPARTMENT SF

DEPARTMENT

- Reception area, private offices, sleeping rooms, vehicle bays, storage, conference room, copy room, breakroom, restrooms, fitness room, community service division space



DESCRIPTION

City Hall in Oregon City is used for city gatherings and meetings as well as an administration office building for the economic development, finance, city manager, city recorder, communications, parks and rec, and human resources department. This building was originally built for two separate entities. A portion of the building is underutilized.

Building falls in the MCD Historic District.

SITE INFO

ADDRESS: 625 Center St. Oregon City, OR 97045

ZONING: MUC-1

TOTAL SITE AREA: .79 Acres

PARKING SUMMARY: 40 total spaces all in open lots; 2 are accessible

TOTAL BUILDING SF: 14,370 SF

FACILITY CONDITION ASSESSMENT REPORT

INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

0-5%	IN NEW OR WELL-MAINTAINED CONDITION, WITH LITTLE TO NO VISUAL EVIDENCE OF WEAR OR DEFICIENCIES
5-10%	SUBJECTED TO EAR BUT IS STILL IN SERVICEABLE AND FUNCTIONING CONDITION
10-30%	SUBJECTED TO HARD OR LONG-TERM WEAR. NEARING THE END OF ITS USEFUL OR SERVICEABLE LIFE
>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	0.8%
3-YEAR	2.1%
5-YEAR	4.4%
10-YEAR	13.5%



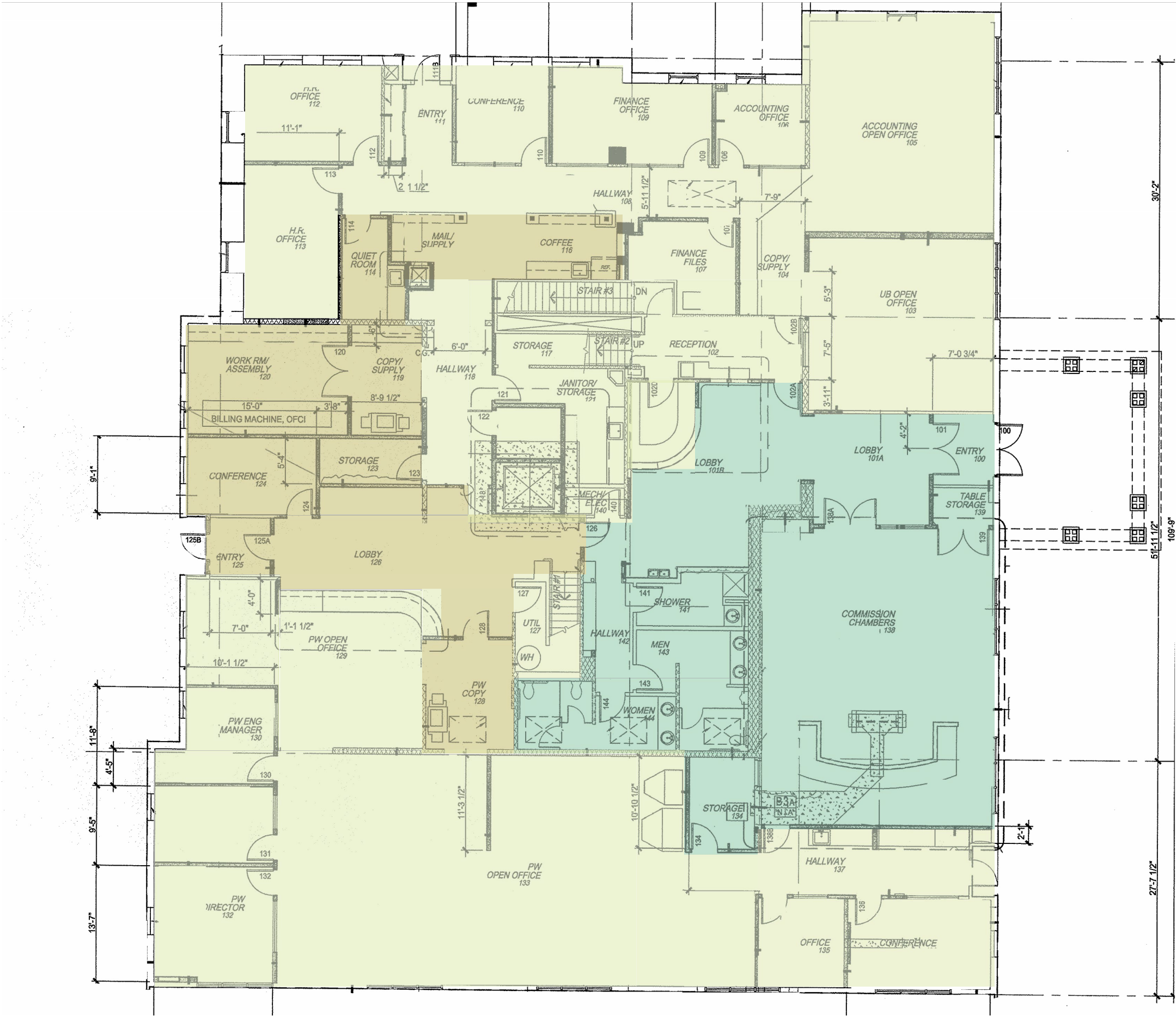
- PROS:
- Good central location
 - The flow of the building works well
 - Multiple entrances/exits is nice to have
- CONS:
- Doesn't have the capacity to house all admin functions of the city
 - Would be nice to have city hall setup as a campus rather than satellite locations
 - Only one set of restrooms for the public
 - Inconsistent temperature
 - Storage of important city information in areas without climate control

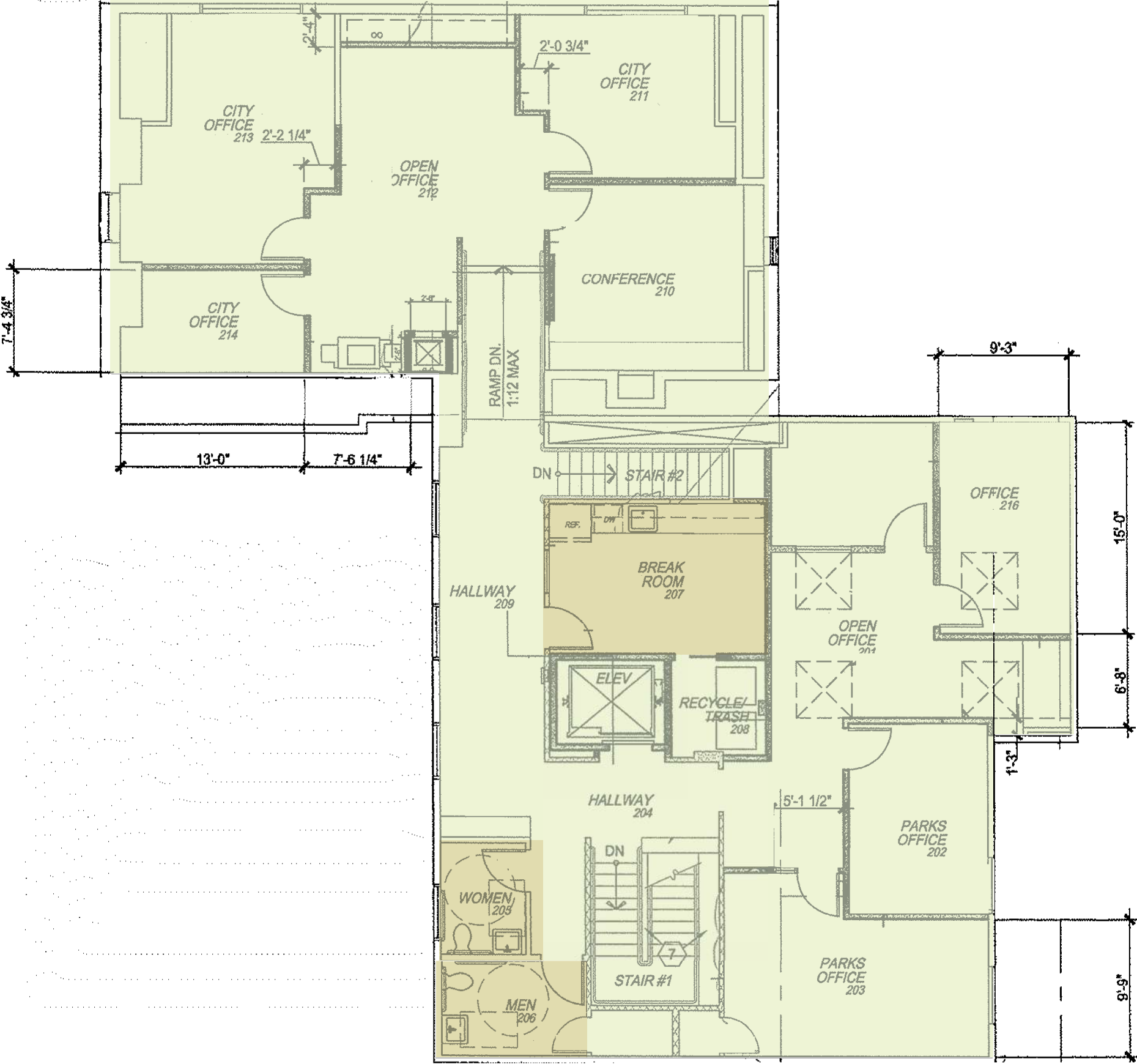
EXISTING BUILDING CONDITIONS

The building overall is in good condition and is well maintained. The are some security access issues at the reception/welcome desk and large meeting room.

PROGRAM BY DEPARTMENT SF

- PUBLIC SPACE
- Commission chambers, lobbies, restrooms, storage
- DEPARTMENT
- Private offices, open office, storage, janitors room, work room assembly
- SHARED SPACE
- Conference room, breakroom, coffee stations, copy room, quiet room, m





PROGRAM BY DEPARTMENT SF

DEPARTMENT

- Private offices, open office, recycle/trash

SHARED SPACE

- Conference room, breakroom, restrooms



LOCATION: OREGON CITY BUILDING AND PLANNING

*Also known as Community Development Building, Planning Building

DESCRIPTION

The Oregon City Building and Planning building holds one department comprised of two divisions - Building and Planning. The building is primarily used as an department office space with a mix of private and cubicle/open workspaces, public reception desk, one large conference room, and a large public community room that is used for neighborhood meetings and events.

SITE INFO

ADDRESS: 695 Warner Parrott Rd. Oregon City, OR 97045

ZONING: I

TOTAL SITE AREA: 1.5 Acres

PARKING SUMMARY: 22 Total spaces all in two open lots; 2 are accessible

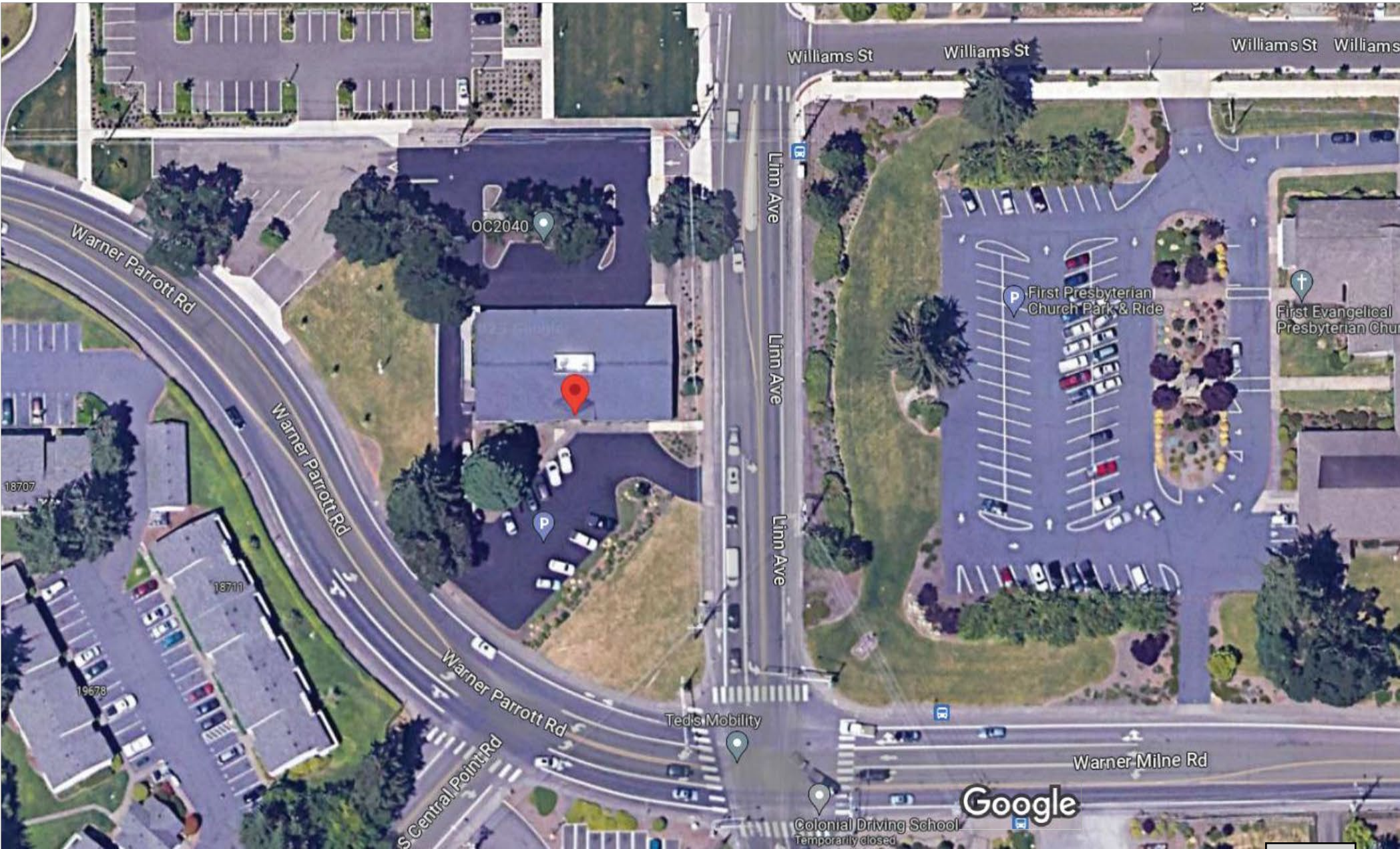
TOTAL BUILDING SF: 7,000 SF

FACILITY CONDITION ASSESSMENT REPORT

INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

0-5%	IN NEW OR WELL-MAINTAINED CONDITION, WITH LITTLE TO NO VISUAL EVIDENCE OF WEAR OR DEFICIENCIES
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>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	0.0%
3-YEAR	2.9%
5-YEAR	6.7%
10-YEAR	10.3%



- PROS:
- A lot of natural light
 - Several generous cubicles and work spaces

- CONS:
- Very noisy in cubicles
 - No “Mother’s” room/quiet room
 - Break room isn’t large enough to meet staff needs
 - Some cubicles are too small

EXISTING BUILDING CONDITIONS

The existing building is in good shape overall. The thermostat control system is frustrating for the tenants and they have to get the facilities involved every time they would like to change it. Security system updates were requested to align with the other City systems. The tenants would like to have a separate secured entrance for the community room to allow for after hours use.

PROGRAM BY DEPARTMENT SF

PUBLIC SPACE

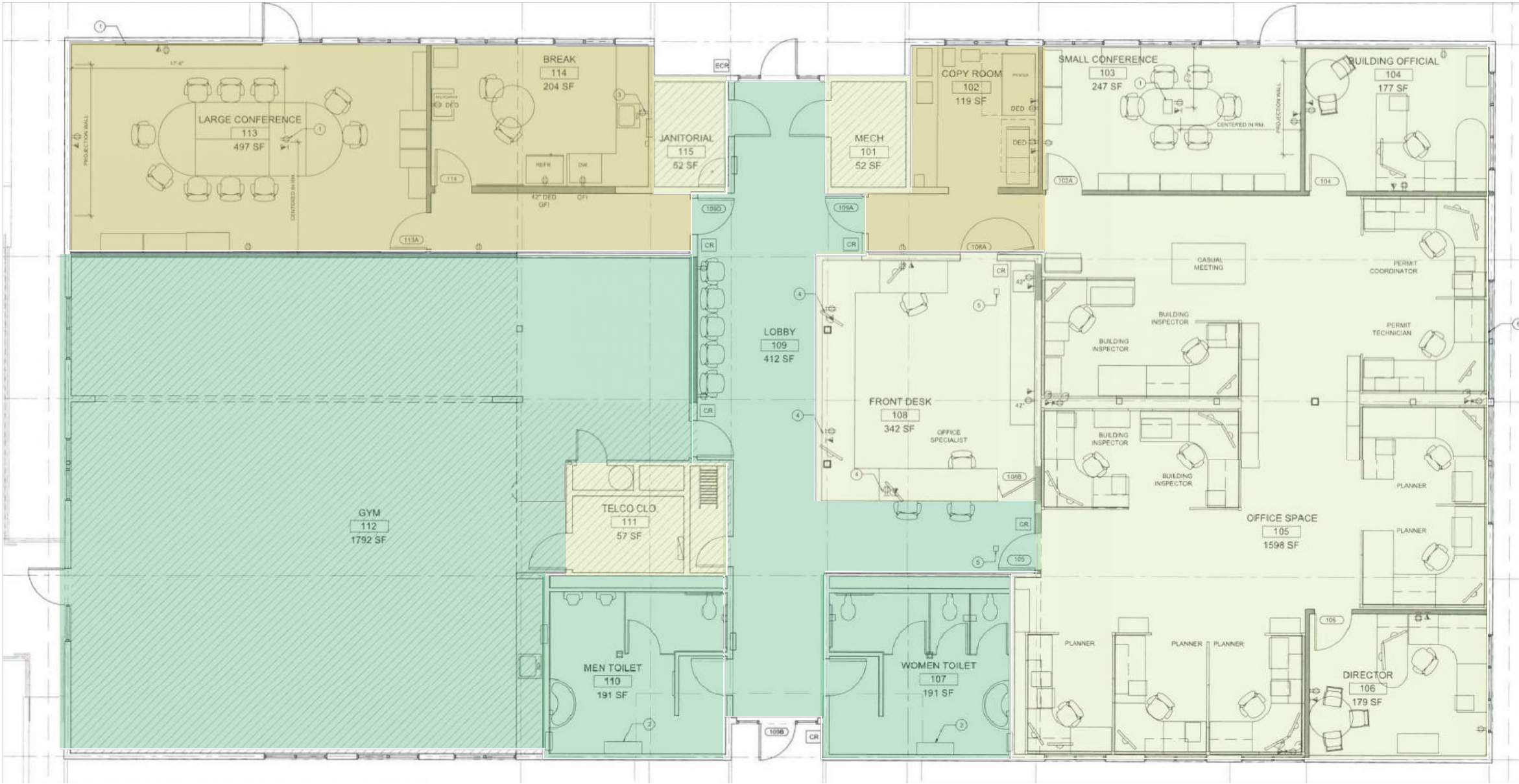
- Community room, reception counter, restrooms

DEPARTMENT

- Private offices, plans examiners department, managers offices, cubicle work stations, assistants

SHARED SPACE

- Conference room, break room, cop





DESCRIPTION

The Ermatinger House is a historical museum open to the public Friday and Saturdays and for arranged school field trip tours. This house is widely used by the public and local events in showing historic art displays, and is a popular field trip stop for schools. The house restoration was completed in 2018. The building is managed by the aquatic manager.

Building falls in the MCD Historic District, MCD Historic designation (designated landmark)

SITE INFO

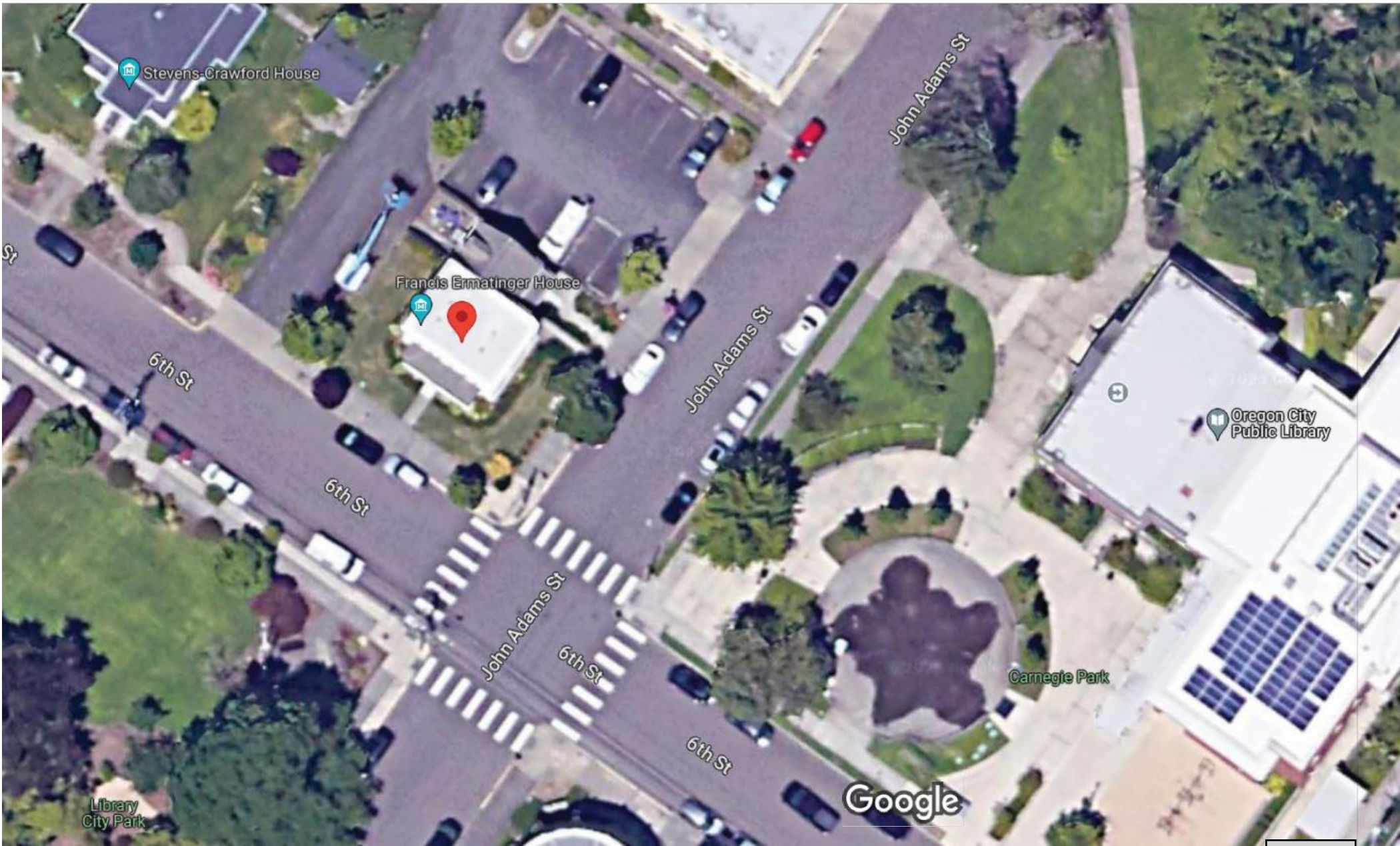
ADDRESS: 619 6th St. Oregon City, OR 97045	ZONING: I/MUC-1
TOTAL SITE AREA: .12 Acres	PARKING SUMMARY: Street parking and shared parking with the library
TOTAL BUILDING SF: 3,300 SF	

FACILITY CONDITION ASSESSMENT REPORT

INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

0-5%	IN NEW OR WELL-MAINTAINED CONDITION, WITH LITTLE TO NO VISUAL EVIDENCE OF WEAR OR DEFICIENCIES
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>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	0.0%
3-YEAR	0.0%
5-YEAR	3.1%
10-YEAR	19.9%



LOCATION: *ERMATINGER HOUSE*

POSITIVES & NEGATIVES

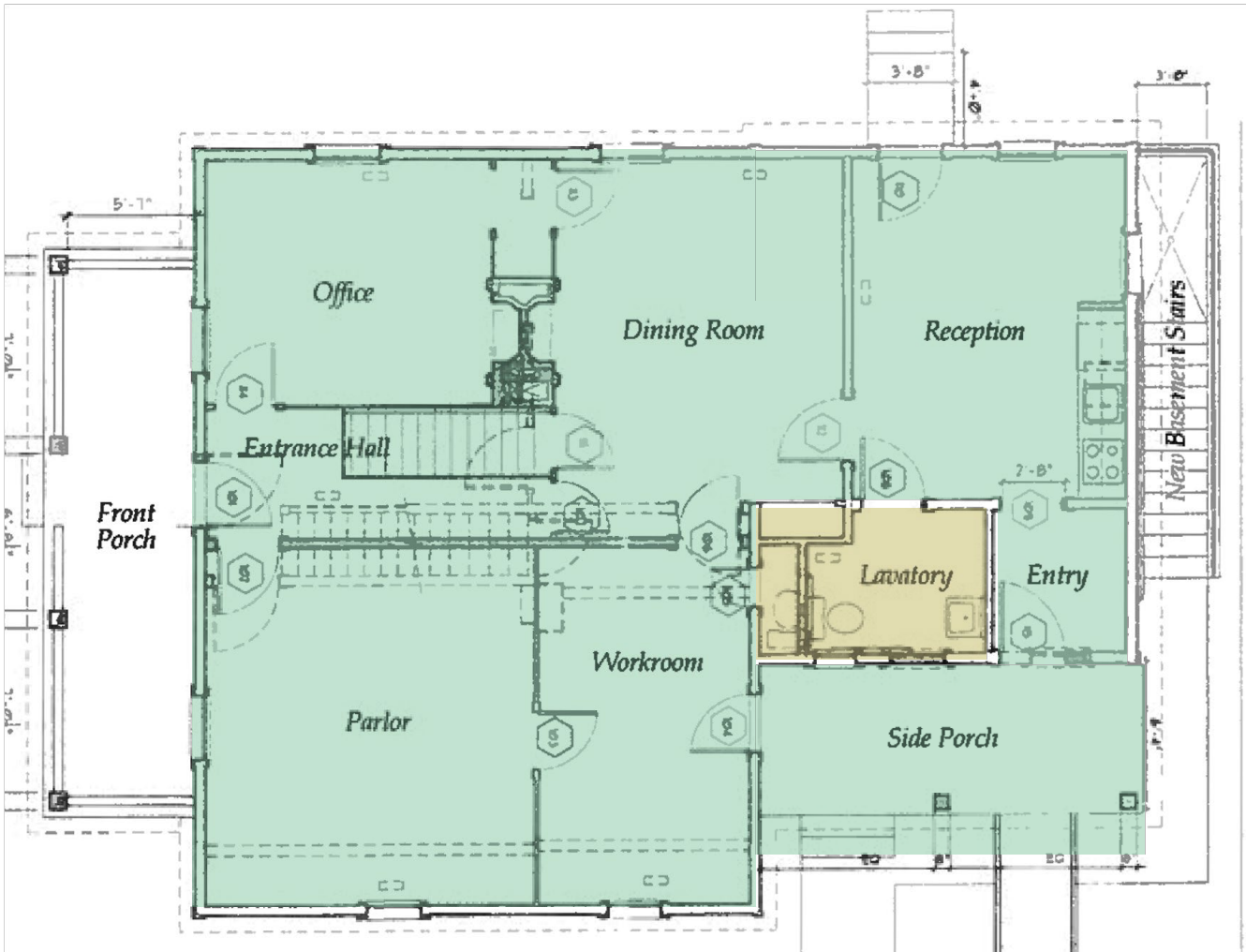
Item 9b.

- PROS:
- It is ADA accessible
 - There is a lot of basement storage
- CONS:
- Difficulty with temperature regulation
 - Lack of proper modern exterior products and flashing makes it hard to maintain

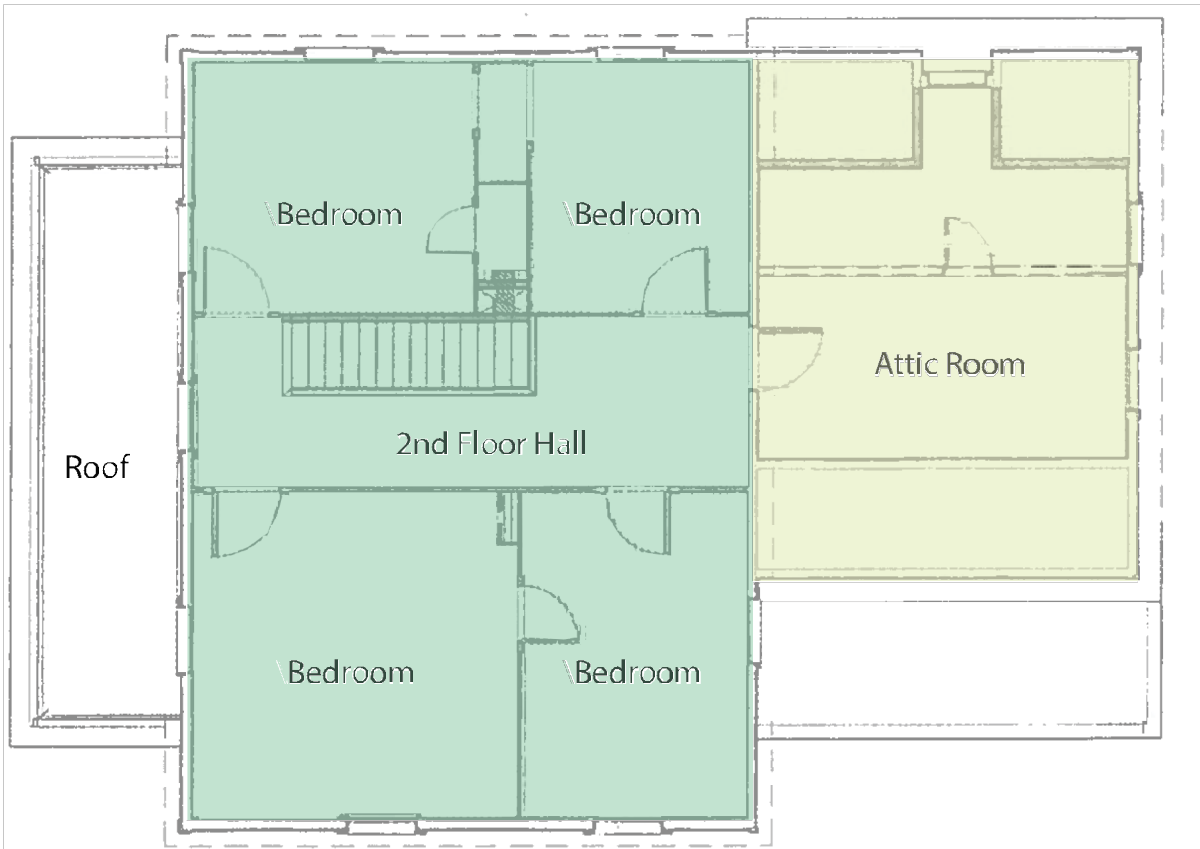
EXISTING BUILDING CONDITIONS

Building was restored in 2018.

1ST FLOOR



2ND FLOOR



*BASEMENT CONTAINS
DEPARTMENT STORAGE

PROGRAM BY DEPARTMENT SF

PUBLIC SPACE

- Porch, entry, reception area, dining room, parlor, workroom, office, bedrooms, kitchen

DEPARTMENT

- Basement, attic room

SHARED SPACE

- Restroom



LOCATION: **OREGON CITY AMTRAK STATION**

*Also known as - Train Depot, Train Station, Amtrak Train Station, Coasters Crossing

DESCRIPTION

The Oregon City Amtrak Station building is a former train station. The building has been converted into a restaurant, Coasters Crossing, and is under a long term lease agreement. The train platform and pavilion is under a long term lease agreement with Clackamas Landscape Supply. The tenants maintain the building and site.

SITE INFO

ADDRESS: 1757 Washington St. Oregon City, OR 97045

ZONING: I

TOTAL SITE AREA: 1.37 Acres

PARKING SUMMARY: 46 total spaces all in open lots; 2 are accessible

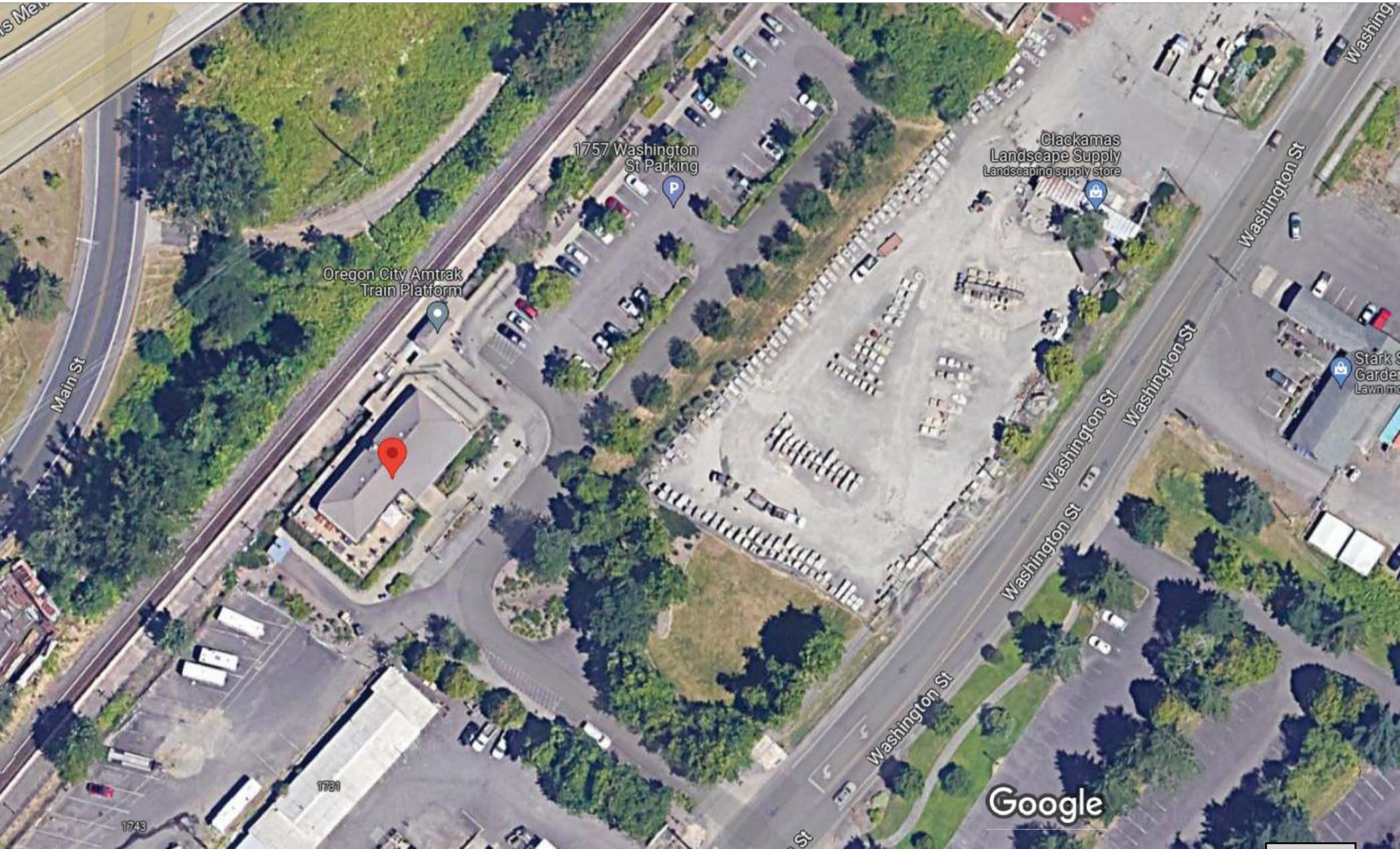
TOTAL BUILDING SF: 2,000 SF

FACILITY CONDITION ASSESSMENT REPORT

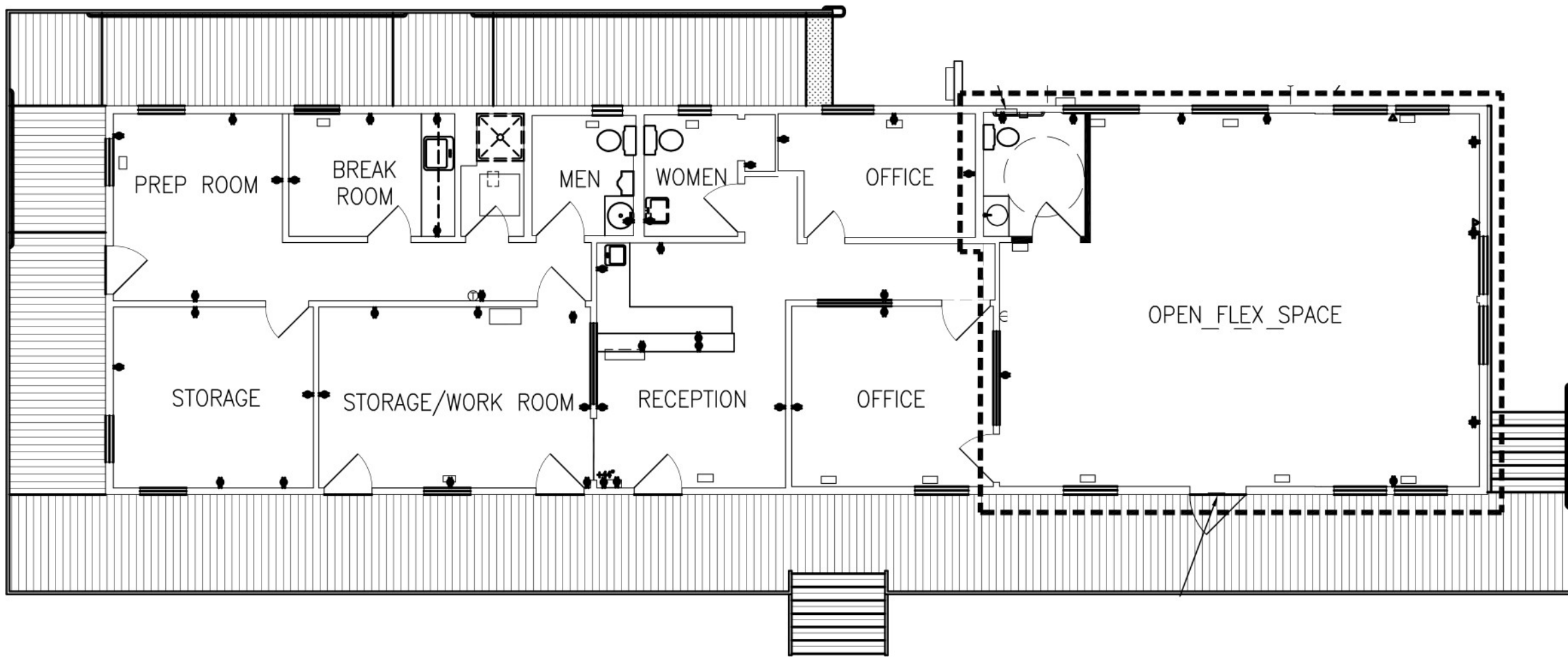
INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

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5-10%	SUBJECTED TO EAR BUT IS STILL IN SERVICEABLE AND FUNCTIONING CONDITION
10-30%	SUBJECTED TO HARD OR LONG-TERM WEAR. NEARING THE END OF ITS USEFUL OR SERVICEABLE LIFE
>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	2.4%
3-YEAR	21.7%
5-YEAR	27.0%
10-YEAR	88.6%



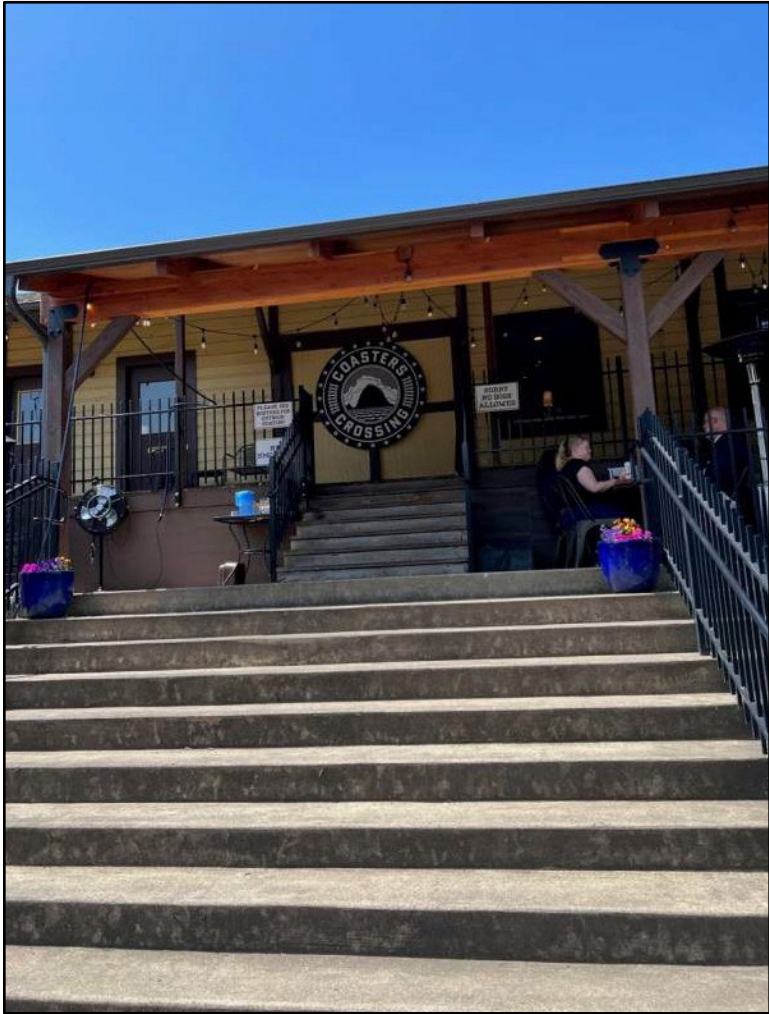
N/A - Under long term lease.



EXISTING BUILDING CONDITIONS

N/A - Under long term lease.

*FLOOR PLAN NOT CURRENT WITH BUILT CONDITIONS



LOCATION: **ROBERT LIBKE PUBLIC SAFETY**

Item 9b.

*Also known as - Libke Center, Public Safety

DESCRIPTION

The Robert Libke Public Safety Building is a new building that opened in 2020. The building contains the Municipal Courthouse, Police Department and Code Enforcement. The east end of the building contains the Municipal Courthouse. The west end of the building contains the Police Department and Code Enforcement. Between the departments is a multipurpose room that acts as the courtroom, Commission Chambers and Emergency Operations Center.

SITE INFO

ADDRESS: Linn Ave. Oregon City, OR 97045

ZONING: I

TOTAL SITE AREA: 8 Acres

PARKING SUMMARY: 162 total; 72 spaces in open lot, 75 spaces in gated police open lot, 15 spaces in carports, and 6 accessible

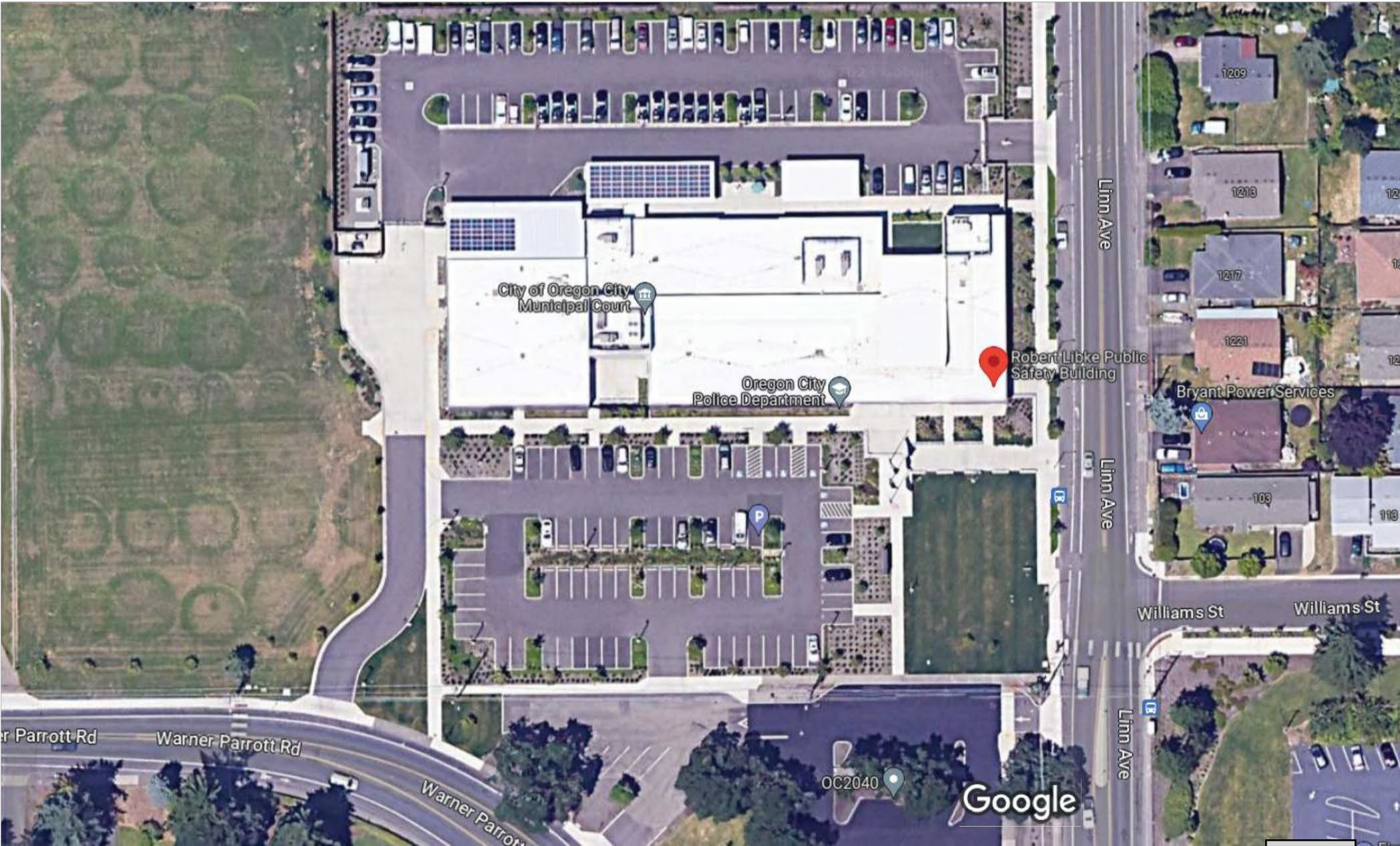
TOTAL BUILDING SF: 33,000 SF

FACILITY CONDITION ASSESSMENT REPORT

INFORMATION FROM FACILITY CONDITION ASSESSMENT (2021) BY BUREAU VERITAS

0-5%	IN NEW OR WELL-MAINTAINED CONDITION, WITH LITTLE TO NO VISUAL EVIDENCE OF WEAR OR DEFICIENCIES
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>30%	HAS REACHED THE END OF THE USEFUL OR SERVICEABLE LIFE. RENEWAL IS NOW NECESSARY

CURRENT FCI	0.0%
3-YEAR	0.0%
5-YEAR	0.2%
10-YEAR	2.8%



- Large modern facility with room to grow
- Private secure entrance for evidence review or personal item return
- Secured staff parking for court and police

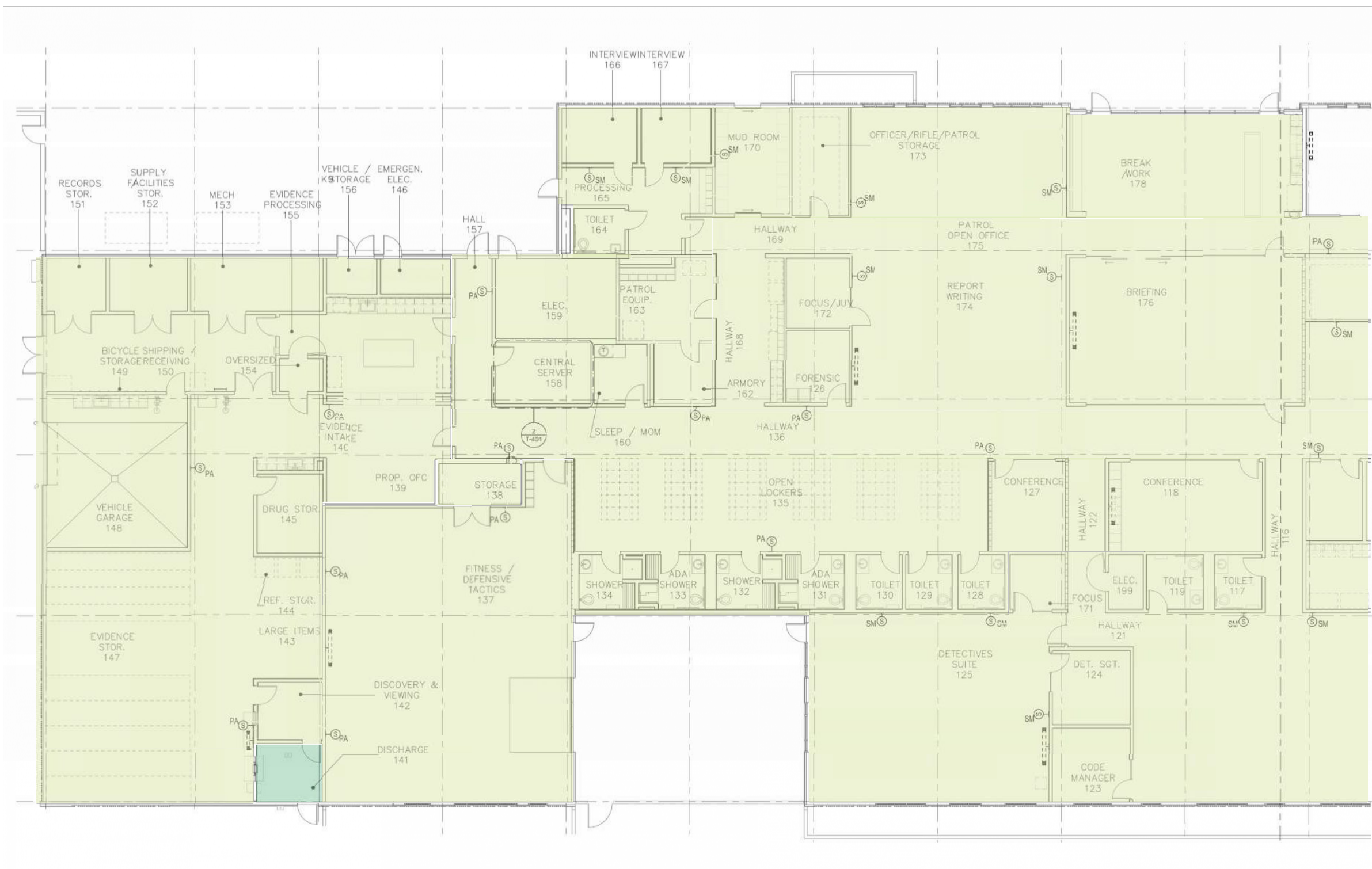
- HVAC system temperature is difficult to manage
- Wood beams creak

Building was completed in 2022. No immediate needs required.

PUBLIC SPACE

- Discharge room

- Private offices, storage rooms, electrical rooms, vehicle garage, patrol equipment, processing, forensics, briefing room, open office, evidence intake, conference room, breakroom, toilet and shower rooms, copy room, mudroom, open lockers, fitness room, sleep room





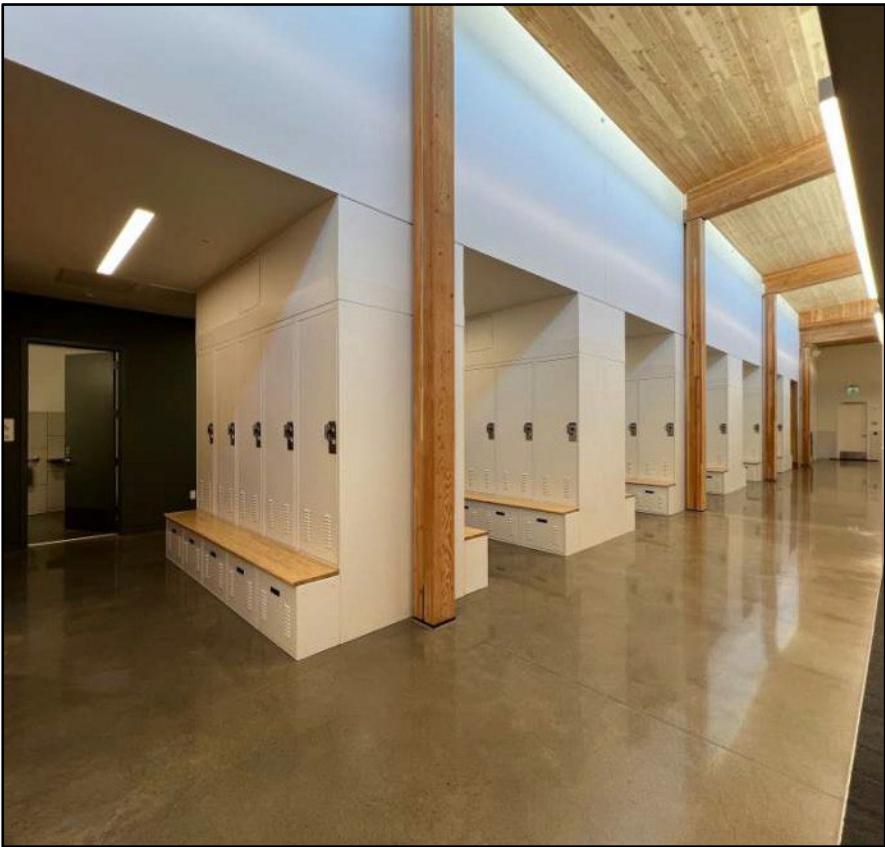
PROGRAM BY DEPARTMENT SF

PUBLIC SPACE

- Reception counter, lobbies, court room, restrooms

DEPARTMENT

- Private offices, storage rooms, electrical rooms, open office, conference room, break-room, copy room, toilet rooms





CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Tony Konkol, City Manager

Agenda Date: June 5, 2024

SUBJECT:

Proposals to Develop a Destination Management Organization (“DMO”)

STAFF RECOMMENDATION:

The Review Committee on DMO Structure recommend that Whereabout’s proposal be approved.

EXECUTIVE SUMMARY:

During the Commission’s regularly scheduled meeting on February 7, 2024, it heard from several community groups on the topic of DMOs. After the discussion, the City Commission decided to have staff develop a draft request for proposals to choose a consultant to help establish a DMO, to set up the appropriate legal structure and to provide guidance on the DMOs’ organizational operation.

On March 6, 2024, the City Commission reviewed the staff’s draft RFP. With few revisions, staff was directed to distribute the document. The RFP was distributed widely and through various mediums requiring all responses back on or before 5:00 pm on April 26, 2024.

Meeting the deadline, staff received two proposals, “Whereabout” and “Jones Lang LaSalle Americas, Inc. (“JLL”). A review committee of volunteers studied both proposals.

BACKGROUND:

During winter of 2023, staff recommended the creation of a destination management organization to help further the evolution of the tourism program within the community. With the concurrence of the City Commission, staff proceeded to conduct research that would inform the City Commission on various models used by other communities and offer recommendations to the City Commission to help further discussions on the topic. The City Commission concurred that staff should conduct research on existing DMOs within the Portland Metro-Region.

During its November 7th work session, the City Commission, through general consensus, agreed to invite the Mt. Hood Territory, “Visit McMinnville, Inc.” and “Explore

Wilsonville.com” to discuss their respective operations. Further, the City Commission requested that other local groups interested in the topic of establishing a DMO in Oregon City be invited to take part in the conversation.

During the Commission’s regularly scheduled meeting on February 7, 2024, it heard from several community groups on the topic of tourism in Oregon City and DMOs. After the discussion, the City Commission decided to have staff develop a request for proposals to choose a consultant to help establish a DMO, set up the appropriate legal structure and provide guidance on organizational operations.

On March 6, 2024, the City Commission reviewed the staff’s draft RFP. With few revisions, staff was directed to distribute the document. The RFP was distributed widely and through various mediums requiring all responses back on or before 5:00 pm on April 26, 2024.

Meeting the deadline, staff received two proposals, “Whereabout” and “Jones Lang LaSalle Americas, Inc. (“JLL”). A review committee was created to study and score the proposals. Our thanks to the following volunteers on the committee:

- Don Scott, Oregon City Heritage Coordinating Committee
- Juliana Allen, Downtown Oregon City Association
- Samara Phelps, Mt. Hood Territory
- Taylor Miller, Pioneer Center, Parks & Recreation Dept.

After careful review and discussion, the review committee recommend that Whereabout’s proposal be approved. For the Commission’s information, both proposals are included with this staff report.

OPTIONS

1. Review and accept the recommendation of the review committee.
2. Do not accept the review committee’s recommendation and choose the other proposal.
3. Reject both proposals and have staff go back into the marketplace to seek other proposals.

BUDGET IMPACT:

Amount	\$36,275 (Whereabout) or \$85,000 (JLL)
FYs	2023/2025
Funding Source	Transient Lodging Tax Revenue

APRIL 2024

OREGON CITY

PROPOSAL FOR DMO DESIGN AND CREATION SERVICES



James N. Graham, CEcD
 Economic Development Manager
 Oregon City
 jgraham@orccity.org

Dear Mr. Graham:

Clearly, Oregon City has thought about setting up a Destination Management Organization (DMO) for some time, and has recognized tourism as a critical economic sector to support. With successes to count and a visitor economy that has mostly rebounded from the pandemic lows, now is the time to form and launch that new organization.

As the proposed lead for this project, please let me introduce myself: I'm a destination strategist who has led travel and tourism projects across a multitude of challenges: sustainability, recovery, destination development, and strategic planning. My past clients span the U.S. and include Brand USA, Travel South, nine state tourism agencies, and dozens of county and municipal destinations, from The Palm Beaches, Florida, to Oregon City, OR. I've been doing this work for nearly 12 years.

In my previous role as Travel & Tourism Practice Lead at Coraggio Group, I led the consulting team that created Oregon City's 2018 Tourism Strategic Plan. We believed then that the time had come for Oregon City to stand up an organization dedicated to promoting the visitor economy, and I'm glad to see the City taking action on that recommendation.

As you consider the proposals you receive, I'd like to highlight a few key attributes that I believe set the Whereabout team and approach apart:

- » Our **experience working in Oregon City**—and with many other Oregon destinations, including Clackamas County Tourism—brings with it a local understanding that will enable us to ramp up quickly.
- » Our team includes Rosalie Westenskow, the founder of Nonprofit Law Northwest, who is **expert at the creation of nonprofit entities in Oregon**.
- » Our team also includes Cheryl Cuming, the administrator of two DMOs in California, bringing the **perspective of what a DMO looks like from the inside** and what qualities a DMO leader must have.
- » Our engagement with destinations across the U.S. has allowed us to develop an **understanding of trends and emerging innovations** that will help you create a DMO responsive to our time.
- » As a small firm designed specifically for tourism economy efforts like this, you'll receive the **responsiveness and personalized service** that this process deserves.

On behalf of the team, we are enthusiastic about the opportunity to help Oregon City design and launch a DMO, and look forward to the opportunity to share more about our approach with you.

Sincerely,



Matthew Landkamer
 Founding Principal, Whereabout

CONTENTS

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ABOUT WHEREABOUT



Whereabout is a **destination futures studio** focused on stewardship. We believe that every destination can achieve a sustainable balance between a robust visitor economy, protection of natural resources, and resident quality of life—and that setting a long-term vision for the future is the first step. We've worked with dozens of destination organizations across the U.S. at every scale to create destination assessments, strategic plans, stewardship plans, and marketing plans. Whereabout was founded in 2021.

Primary Contact: Matthew Landkamer, Founding Principal
(206) 349-5948 | matthew@whereabout.travel
P.O. Box 3604 Portland, OR 97208

park  city™

CHAMBER OF COMMERCE | CONVENTION & VISITORS BUREAU



TEAM ORGANIZATION

Matthew Landkamer will serve as the lead of the project team and the primary point of contact for Oregon City.

Regular communication is key to success projects such as the Oregon City DMO Creation. Therefore, we recommend a standing 30-minute meeting every other week between the Oregon City lead and Whereabout staff. In these meetings, we'll share updates on recently completed tasks, talk about ongoing work, give a preview of upcoming work, check in on project budget and schedule, and inform Oregon City of any required tasks or logistics.

The structure of the team is illustrated below.



WHEREABOUT TEAM



MATTHEW LANDKAMER
PROJECT LEAD,
DESTINATION STRATEGIST

CERTIFICATIONS

Professional Certificate
in Sustainable Tourism,
Global Sustainable Tourism
Council (GSTC)

PROSCI® Change
Management

Public Interest Design,
SEED Network

EDUCATION

B.A. in Fine Arts, Nebraska
Wesleyan University

Matthew is a destination strategist, change leader, and idea generator. For nearly a decade, his work has been focused on helping destinations think strategically about their organization, their visitor economy, and their place. He has helped state tourism agencies and local DMOs across the country with Sustainable Destination Management Planning, recovery planning, strategic planning, and change management. He founded Whereabout in 2021 to focus his work around his belief that every destination can achieve a healthy balance between a robust visitor economy, protection of natural resources, and resident quality of life.

In addition to his client work, he's served on the U.S. Travel Board of Directors and has been invited to speak at conferences throughout the world on topics such as destination resilience, destination strategy, and regional collaboration between destination organizations.

RELEVANT PROJECTS

- » **Oregon City, OR**
Tourism Strategic Plan*
- » **Clackamas County Tourism**
Planning Process Redesign
- » **Experience Champaign-Urbana, IL**
Strategic Plan & Organizational Redesign
- » **North Tahoe Community Alliance, CA**
Stewardship Plan, Strategic Plan, & Organizational Redesign**
- » **City of Napa Tourism Improvement District, CA**
Strategic Plan and DMO Design (in progress)
- » **Explore Tualatin Valley, OR**
Strategic Plan
- » **Albany Visitors Association, OR**
Strategic Plan
- » **Oregon's Adventure Coast, OR**
Strategic Plan
- » **Oregon Coast Visitors Association**
Strategic Plan (in progress)
- » **Travel Oregon**
Tribal Tourism Collective Strategy

projects marked with ** performed as Whereabout, under a Coraggio Group team
projects marked with an * performed under previous employment at Coraggio Group

WHEREABOUT TEAM



STACY HUMPHREY
DESTINATION STRATEGIST

CERTIFICATIONS

Professional Certificate
in Sustainable Tourism,
Global Sustainable Tourism
Council (GSTC)

PROSCI® Change
Management

Project Management,
PSU CEPE

Strategic Organizational
Development, PSU CEPE

EDUCATION

M.S.P. Urban Planning,
Florida State University

Stacy Humphrey is a strategic planner, community advocate, and destination strategist. For over two decades, she has been focused on community visioning and problem solving, bringing in all community voices, and charting a path forward with the broadest benefit and support. Stacy has deep experience in travel & tourism and community economic development. She has helped local community and state tourism agencies across the country with tourism planning and in charting a course forward through economic recovery. Stacy founded Stacy Humphrey LLC in 2022 to focus her work on communities, strategy, and economic development.

RELEVANT PROJECTS

- » **Experience Champaign-Urbana, IL**
Strategic Plan & Organizational Redesign
- » **Visit Grants Pass, OR**
Building a Vibrant Downtown
- » **Oregon Coast Visitors Association**
Strategic Plan (in progress)
- » **City of Napa Tourism Improvement District, CA**
Strategic Plan and DMO Design (in progress)
- » **Town of Marana, AZ**
Tourism Strategic Plan (in progress)
- » **Town of Gilbert, AZ**
Tourism Strategic Plan*
- » **City of Avondale, AZ**
Avondale Tourism Plan*
- » **Great Rivers & Routes, IL**
Tourism Master Plan (in progress)
- » **Park City/Summit County, UT**
Sustainable Tourism Plan*
- » **Heber Valley, UT**
Tourism Master Plan*
- » **Metro Tribal Affairs, OR**
Public Engagement Guide and Communications

Projects marked with an * performed under previous employment at Coraggio Group

WHEREABOUT TEAM



GREG NETZER
COMMUNITY STRATEGIST

INDUSTRY EXPERIENCE

Technology, Consumer Products, Healthcare, Energy, Food & Beverage, Education, Government, Manufacturing, Nonprofit, Economic Development, Tourism, Financial Services

EDUCATION

Master of Fine Arts in English/Writing, University of Michigan

Bachelor of Science in Business Admin/Finance, University of Missouri

Greg is a strategic consultant and leadership advisor with more than 25 years of experience consulting for and leading organizations as varied as Fortune 100 companies and startup nonprofits, including a decade in entrepreneurship and economic development. He has extensive experience in strategic planning, brand strategy development, organizational alignment, process design and improvement, stakeholder engagement, communications and business planning, and facilitation. Greg focuses on helping leaders to clarify their vision and build the business strategy that will help them attain it. He is also an award-winning writer with a long history writing about business and culture for publications such as The New York Times Magazine and many others.

RELEVANT PROJECTS

- » **City of Napa Tourism Improvement District, CA**
Strategic Plan and DMO Design (in progress)
- » **Travel North Tahoe, NV**
Strategic Plan (in progress)
- » **Visit Camarillo, CA**
Strategic Plan
- » **Explore Wilsonville, OR**
Tourism Development Strategy (in progress)
- » **Lower Columbia Tourism Committee, OR**
Strategic Plan (in progress)
- » **Seattle Public Library, WA**
Ten-Year Master Strategic Plan
- » **City of Salem, OR**
Strategic Communications & Engagement Plan
- » **City of Independence, OR**
Tourism & Economic Development Brand Strategy
- » **Clark County & Skamania County, WA**
Crisis Triage Center Readiness Assessment, Strategic Plan
- » **Portland Innovation Quadrant (IQ), OR**
Innovation District Business Plan, Strategic Plan

WHEREABOUT TEAM



ROSALIE WESTENSKOW
NONPROFIT LAW

PROFESSIONAL ASSOCIATIONS AND PUBLICATIONS

Oregon State Bar
Association

Executive Committee
of Oregon's Nonprofit
Organizations Law Section

Editor, *Nonprofit Law in
Oregon*, Oregon State Bar
Book (2024)

EDUCATION

Lewis & Clark Law School,
Summa cum Laude

Brigham Young University,
Journalism

As one of the top nonprofit attorneys in Oregon, Rosalie has worked with hundreds of nonprofits around the state. She has been practicing nonprofit law for more than seven years and started her own practice, Nonprofit Law Northwest, LLC, in 2018, which focuses specifically on nonprofit organizations, including compliance with IRS regulations and Oregon nonprofit law. Rosalie loves working with organizations to help them achieve their goals. She works with nonprofits on a wide variety of matters, including creating new nonprofits, obtaining (and retaining) tax-exempt status, setting up sister organizations, achieving an effective corporate governance structure, complying with unrelated business income tax rules, fiscal sponsorship agreements, contracts for goods and services, leases, and a variety of other matters. Rosalie regularly presents on nonprofit legal issues for nonprofit leaders and other attorneys.

RELEVANT PROJECTS

Acquisition:

- » Nonprofit Association of Oregon and Center for Nonprofit Law (Represented NAO, statewide nonprofit membership organization that supports and represents charitable nonprofits of all sizes, in acquiring CNS)

Entity Start-Up:

- » Lincoln County Long-Term Recovery Group; Klamath & Lake Long-Term Recovery Group (Disaster response entities created in conjunction with FEMA and federal funding following the Labor Day fires of 2020)
- » The Arc of Benton County (Chapter of the nationwide nonprofit, The Arc of the United States)

Tax-Exempt Status Change:

- » Christmas Ships, Inc. (Provider of the annual family favorite Christmas ships parade)

Obtaining Tax-Exempt Status:

- » Rogue Food Unites (\$11 million budget disaster recovery group in Southern Oregon)

WHEREABOUT TEAM



CHERYL CUMING
DMO OPERATIONS
SPECIALIST

AWARDS

Visit CA Committee To
Community Poppy Award

NOOA/Monterey Bay
National Marine Sanctuary
Sea Star Award

EDUCATION

Bachelor of Science,
Business Admin:
Marketing, University of
Arizona

Cheryl's career has included public relations, marketing, brand development, advertising, sales operations and Business Improvement District administration. Her experience extends to both public and private sectors with businesses of all sizes—spanning from owning a 10-person ad agency/graphic design firm, to an independent newspaper group, and most recently working as a contracted Chief Administrative Officer managing several tourism marketing districts. She brings a keen understanding of relationship-based service and process implementation.

Since 2010 Cheryl has been the contracted CAO of the unincorporated San Luis Obispo County Tourism BID, known as Highway1RoadTrip. For the last 7 years she has also contracted with the Santa Maria Valley Tourism District working in conjunction with the SMV Chamber. Cheryl focuses on marketing strategy and district administration, leading a team of 24 contracted marketing and administrative professionals in partnership with 6 advertising firms across 9 districts with over 50 constituent board members. Her sweet spot is building collaborative relationships across communities while implementing strategic programs that create results.

She also enjoys being involved in the community she loves, serving on the boards of the SLO Museum of Art, YMCA, SLO Coast Wine Collective, SLO Chamber of Commerce (Chair 2015), the Hearst Cancer Center, and Cal Poly's Experience Industry Management Program Advisory Council.

INDUSTRY EXPERIENCE

Consumer Products, Retail, Healthcare, Government, Media, Nonprofit, Tourism, Professional Development, Advertising, and Sales Management

APPROACH TO DMO DESIGN & CREATION

PHASE 1: DISCOVERY & ANALYSIS

The first phase of work builds towards a Strategic Perspectives Report, which will compile and contextualize a broad perspective of stakeholder preferences for the DMO, the work done to date, where there are gaps, and what opportunities can be created by DMO creation.

KICKOFF MEETING

Our first step is a 60-minute kickoff meeting with the key Oregon City representative(s) where we will ensure alignment on the scope of work and timeline, discuss project logistics, identify relevant and available data sources, and identify associated documents that may influence DMO creation.

DATA AND ASSOCIATED DOCUMENT REVIEW

After the Kickoff Meeting, we will gather your available data, including any statewide data including but not limited to: visitor profiles and behavior, economic impact, hotel occupancy and rate trends, as well as any research related to specific target markets and demographics. We will rely on available data from you and your partners. We will also gather associated documents that will be influential to this process. Once all the materials are gathered, we will review them with an eye to pulling out relevant and influential information that will contribute to the framing of the needs of Oregon City for a new DMO.

STAKEHOLDER ENGAGEMENT: INDUSTRY SURVEY

The survey will go to as broad a selection of tourism stakeholders as possible and will gather their impressions of the current state of your visitor economy, their opinions about what the focus areas

of a new DMO should be, and the primary obstacles they see related to the creation of a new DMO for Oregon City.

STAKEHOLDER ENGAGEMENT: INTERVIEWS

Hearing directly from your stakeholders is an important input to a Strategic Plan that has buy-in from the City's tourism industry. Parallel to the review of associated plans and stakeholder survey, we will conduct up to 10 individual video interviews with key stakeholders with a vested interest in the success of the City's DMO.

STRATEGIC PERSPECTIVES REPORT/PRESENTATION

The Strategic Perspectives Report is the keystone of the process, as it provides crucial thematic considerations for the design phase and will be a head-start to the process. We will analyze and synthesize all the information gathered from available data, associated plans, and stakeholder outreach, combine these with broader tourism industry trends and data, and draw conclusions about critical needs that the design of the DMO will need to address. The report will include:

- » Introduction/Methodology
- » Tourism Industry Trends to Watch
- » Oregon City Tourism Trends
- » Strategic Perspectives
 - » Thematic Summary
 - » Data Points
 - » Quotes
 - » Conclusions
- » Appendices
 - » Survey Results
 - » Bibliography

PHASE 2: ORGANIZATIONAL DESIGN

In phase 2, we will work closely with our key Oregon City representative(s) and perhaps a small team of local tourism industry representatives to identify the skills and capabilities that the DMO will need to be successful, and then to design an organization to meet those needs.

SKILLS & CAPABILITIES NEEDS ANALYSIS

We will begin by building and populating a skills & capabilities matrix that will help us to identify the skills and capabilities needed for the New Oregon City DMO.

ORGANIZATIONAL DESIGN

Once we are clear on the skills and capabilities needed, we will be able to design an organization to meet those needs. While it's likely that the Oregon City DMO will start off small, there are a great number of trade-off decisions to be made. For example: to what degree will social media be handled in-house vs. via a contractor? Or, will the leader of the DMO be a City employee or an independent contractor?

ROLE DESIGN

Once we understand the skills & capabilities needs and the general organizational structure, we will be able to write detailed descriptions for the role(s) we have aligned upon. These role descriptions will be the basis for any recruitment that occurs in Phase 4.

CITY COMMISSIONER REPORT

At this point of the process, we will have a good idea of the shape of the organization and will be able to share our work with the City Commissioners to gain their perspective and buy-in. To the degree that they have recommendations to change what we've designed, we will take those comments under consideration before we move into phases 3 and 4.

PHASE 3: ENTITY CREATION

In Phase 3, Nonprofit Law NW will perform the following tasks to form a nonprofit legal entity with 501(c)(6) tax-exempt status. Please note that they are required under the Oregon ethical rules for attorneys to have a designated client in performing the work listed below. There are a few ways to structure this, but ultimately they will need to represent the DMO itself once it is created and the Board put in place in order to lead the Organizational meeting and apply for tax-exempt status. Nonprofit Law NW would then represent the DMO in drafting the contract between the City and the DMO. If they represent Oregon City in incorporating the DMO, then both the City and the DMO would need to sign consent forms acknowledging a potential conflict of interest and agreeing to that representation for them to draft the contract.

CREATION OF ENTITY

- » Meet with Oregon City representatives to discuss different options for structuring the DMO;
- » File Articles of Incorporation as a public benefit corporation in Oregon;
- » Draft several policies that the IRS wants tax-exempt entities to have (including a Whistleblower policy, Conflict of Interest policy, and Travel Expenses and Reimbursement policy);
- » Provide a Board Statement of Agreement and Code of Conduct, which lays out the duties of Board members and expected behavior/conduct, for Board members to review and sign;
- » Hold an Organizational Meeting at which the initial DMO Board will be appointed, the policies mentioned above will be adopted, and several other motions necessary to begin operations will be approved (I will walk the DMO Board through all of this and draft the first set of meeting minutes so that the Board has a template for future meetings);
- » Meet with the DMO Board to discuss and design the organization's Bylaws, the internal governance document that lays out how the DMO will hold meetings, vote, elect directors, etc. (this is an invaluable meeting, as it teaches the Board the ins and outs of Oregon

law related to nonprofits, and allows the Board to customize how the organization will be run);

- » Draft Bylaws for the DMO;
- » Apply for an Employment Identification Number (“EIN”) for the entity (this is necessary to open a US bank account and apply for tax-exempt status as a 501(c)(6));
- » Register the DMO with the Oregon Department of Justice (required for all Oregon nonprofit public benefit corporations); and
- » Providing a virtual training for the DMO Board on Oregon nonprofit law and IRS regulations governing 501(c)(6) tax-exempt entities.

TAX EXEMPT STATUS

- » Fill out and file Form 1024: Application for Tax-Exempt Status to obtain 501(c)(6) status.

CONTRACT

- » Draft and (if needed) negotiate a contract for services between Oregon City and the DMO.

PHASE 4: RECRUITMENT SUPPORT

Once you have created your legal entity, it will be time to either retain a contractor or a City employee to begin the work of the DMO. In this phase we will assist Oregon City in this important step.

RESUME SCREENING

Leveraging our depth of experience working with—and in—DMOs, we will assist Oregon City in reviewing applicants for the role(s) and in selecting finalists.

INTERVIEW SUPPORT

Finally, if desired, we will design interview questions and sit in on interviews for the DMO role(s) as an advisor.

PROPOSED TIMELINE: ~6 MONTHS



PROPOSED INVESTMENT

TOTAL INVESTMENT

Whereabout's proposed costs per phase are detailed below. The total proposed fees for the Oregon City DMO Design and Creation project, including separate line item for legal fees, are **\$36,275**.

DISCOVERY & ANALYSIS	\$14,775
DMO ORGANIZATIONAL DESIGN	\$9,450
NONPROFIT FORMATION	\$6,150*
RECRUITMENT SUPPORT	\$5,900
TOTAL CONSULTING FEES	\$36,275

*Inclusive of \$50 filing fee to file the Articles of Incorporation and a \$600 filing fee to file the Form 1024. Please note that the legal work performed by Rosalie Westenskow will be billed as a separate line item, as those dollars cannot be blended with the fees of non-attorneys due to ethics guidelines.

TERMS

Whereabout invoices monthly, including consulting fees and reimbursable costs as incurred. Invoices are due Net 30.

RESPONSE TO RFP OUTLINE

KNOWLEDGE OF THE TOURISM INDUSTRY IN OREGON AND THE GREATER PORTLAND METRO REGION

Members of our proposed team have consulted with the following destination organizations in the greater Portland Metro region:

- » City of Oregon City
- » Clackamas County Tourism
- » Travel Portland
- » Explore Tualatin Valley
- » City of Newberg
- » Willamette Valley Visitors Association
- » Travel Oregon

Additionally, Matthew Landkamer, Whereabout's founder, was the lead consultant on the team that assisted Oregon City with its Tourism Strategic Plan in 2018.

HANDS ON EXPERIENCE IN STRUCTURING A NONPROFIT ORGANIZATION THAT COMPLIES WITH THE U.S. INTERNAL REVENUE CODE; HANDS ON EXPERIENCE WITH FILING STATE BUSINESS FORMATION DOCUMENTATION THAT COMPLIES WITH STATE BUSINESS FORMATION FILING CODE

As one of the top nonprofit attorneys in Oregon, Rosalie Westenskow has worked with hundreds of nonprofits around the state. She has been practicing nonprofit law for more than seven years and started her own practice, Nonprofit Law Northwest, LLC, in 2018, which focuses specifically on nonprofit organizations, including compliance with IRS regulations and Oregon nonprofit law.



Photo by Oregon State Archives on Wikimedia Commons

CAPABILITIES IN SURVEY DEVELOPMENT, SURVEY INTERPRETATION; FOCUS GROUP DEVELOPMENT AND FEEDBACK INTERPRETATION

Nearly every Whereabout project includes stakeholder engagement—this usually involves a stakeholder and/or resident survey and 1:1 interviews with key stakeholders. In some cases, we also conduct focus groups and/or town halls to gather information from larger groups.

RESPONSE TO RFP OUTLINE

EXPERTISE IN PRESENTING AND INTERPRETING MARKET DATA THAT IS REFLECTIVE OF THE PORTLAND METRO REGION, COMPARATIVE MARKET DATA AND ANALYSIS OF SPECIFIC COMMUNITIES WITHIN THE PORTLAND METRO REGION THAT ARE RELATIVELY SIMILAR TO OREGON CITY; ABILITY TO GATHER TOURISM MARKET DATA OF OREGON CITY AND CONDUCT A COMPARATIVE ANALYSIS OF OREGON CITY'S TOURISM MARKET OVER THE LAST SEVEN YEARS; ABILITY TO CONVEY COMPLEX CONCEPTS INTO EASY TO COMPREHEND METHODS, UTILIZING GRAPHICS AND CHARTS; EXPERIENCE IN MAKING PUBLIC PRESENTATIONS TO PUBLIC OFFICIALS AND INDUSTRY-FOCUS GROUPS

Perhaps the best argument we can make for these items is to point you toward one of several presentations given to the Oregon City Commission during the development of the Tourism Strategic Plan in 2017 and 2018. This particular presentation, linked below, includes benchmarking of some comparable destination and the explanation of complex data through use of charts:

https://oregon-city.granicus.com/player/clip/2121?view_id=6&meta_id=122332&redirect=true

EXPERIENCE IN ESTABLISHING AN OPERATIONAL MODEL DESIGNED TO FUNCTION SIMILAR TO A PROFESSIONAL, TOURISM-RELATED, BUSINESS-LIKE OPERATION

The consultants assigned to this team have worked with scores of destinations across the

country, understand different DMO operational models well, and have helped several destinations with organizational redesign. We have also included Cheryl Cuming on our team specifically to bring her direct experience of managing two DMOs.

ABILITY TO PROVIDE WRITTEN FEEDBACK, EXAMINING AND PRESENTING AN ANALYSIS OF "WHAT WENT RIGHT" AND "WHAT WENT WRONG" OF PAST/CURRENT EFFORTS OF OREGON CITY'S ACTIVITIES TO ESTABLISH A TOURISM PROGRAM

The Strategic Perspectives Report that we will compile at the end of our Discovery & Analysis phase will compile key points from stakeholder interactions, synthesized with information from available data sources and our knowledge of tourism industry trends and best practices, to arrive at a set of strategic considerations for Oregon City as we embark on the design of the organization. As part of the stakeholder outreach, we will be seeking to understand what has gone right and wrong, but will also provide our own analysis.

PRESENT A BUDGET IN RESPONSE TO THIS RFP

See page 13.

SUMMARY/RESUME OF CONSULTANT'S BACKGROUND AND THAT OF OTHERS WHO WILL BE DIRECTLY INVOLVED IN FULFILLING THE SCOPE OF WORK

See Whereabout team summary, beginning on page 3.



Proposal for Tourism Development for the City of Oregon City Destination Management Organization

April 2024





April 26th, 2024

James N Graham
Economic Development Manager
Oregon City
625 Center Street
Oregon City, OR 97045

RE: Tourism Development of the City of Oregon City Destination Management Organization

Dear Mr. James Graham,

Jones Lang LaSalle Americas, Inc. (JLL) is pleased to present our proposal for the Tourism Development of the City of Oregon City Destination Management Organization RFP. Enclosed is a comprehensive proposal that features JLL's notable experience developing strategies and implementation plans for tourism destinations large and small through all stages of creation and operations. We have customized our approach to address each area of the scope while ensuring that each plan is developed with the integrity of our globally-proven approach. We hope you will see that our firm, primary team, and experience are the right fit for this incredible project.

With our capable team, we excel in the creation and implementation of new organizations such as a DMO, have extensive experience in stakeholder engagement, market research, and tourism asset evaluation, and have a strong background in operational structure analysis and implementation. 90 percent of our clients are in the public sector, and we work in a very transparent way to help balance community need and project outcomes.

Our extensive experience includes working with over 60 destinations, such as Travel Portland and other destinations in Washington State and Northern California. We have thoroughly reviewed the RFP, analyzed background information, strategic plans, and studied Oregon City Commission Meeting videos to understand the city's priorities and learn from past successes and challenges. In the following proposal you will see a clear plan and evidence that our firm is equipped to create a DMO and provide advisory services to address identified challenges.

We greatly appreciate the chance to engage in a collaborative partnership with the City of Oregon City for this esteemed project. We recognize the profound impact your decision will have on the future of Oregon City Tourism. Thank you for considering JLL as the ideal partner for the development and execution of a new DMO. Should you have any questions or require additional information, please do not hesitate to reach out to me directly at 609-457-5361 or via email at bethanie.derose@jll.com.

Bethanie DeRose
Executive Vice President
Tourism & Destination Advisory
Hotels & Hospitality Group
609-457-5361
Bethanie.derose@jll.com

**We would be honored
to be your partner.**



RELEVANT EXPERIENCE & REFERENCES



ABOUT OUR FIRM.

Jones Lang LaSalle Incorporated, incorporated in 1997, is a Maryland corporation. Our common stock is listed on The New York Stock Exchange ("NYSE") under the symbol "JLL." JLL is a Fortune 500 company with annual revenue of \$18.0 billion, operations in over 80 countries and a global workforce of over 106,000 as of December 31, 2023.

JLL is a leading professional services firm with specialized experts in tourism advisory and convention center strategy. We shape the future of destinations for a better world by creating solutions, building relationships and most of all, using data to recommend tailored implementable approaches and outcomes for our clients. As a practice, the Hotels and Hospitality Group maintains 49 global offices. In the last five years, the group's 350-strong global team has helped solve nearly 5,300 unique client challenges by completing advisory, development, valuation and asset management assignments. We have worked with cities, regions, states and international destinations – partnering to positively impact the tourism economies and make their destinations more sustainable for future growth.

JLL provides a full range of tourism strategy services for both public and private clients. Through exercising a highly inclusive approach, our team has extensive experience in providing global strategy and positioning services as well as destination development and a full range of advisory services at the tactical level that enhance the destinations in which we work. Our global platform, organizational capacity, and diverse service and product offerings position us to best support our clients in such a dynamic and localized industry and to successfully navigate the challenging markets in which we compete worldwide.





Destination Advisory.

JLL provides a full range of destination development and strategic direction advisory services for both public and private clients seeking to maximize tourism results. Our team has the breadth and depth of practical experience to lead a full range of advisory services for the destinations we serve. A sample of our past client connections include:



The JLL clients below provide a small glimpse of our past range of destination service.



100+
Convention Centers
Conference Centers
Civic Centers



6,200
Convention hotel
rooms under asset
management



23
Public-Private Hotels
13,000 Rooms



65
Tourism strategic
planning clients



50
Hotels Asset Managed
Since 2012



65
Economic impact
studies



200+
U.S. market/feasibility
studies



15,000
Rooms currently under
asset management



Tourism + Destination Development.

JLL provides a full range of services to enhance our clients' destinations. For both public and private clients seeking to maximize the impact of tourism on their destinations. Our team has the breadth and depth of experience and proprietary approaches in providing not only destination development services, but also a full range of advisory services that enhance the destinations in which we work. Tourism strategy services include:



Organizational Positioning

- Strategic planning
- Governance
- Stakeholder input
- Deployment
- Accountability
- Goal setting



Market Development

- Primary research
- Target markets
- Customer research
- MICE impacts
- Gap analysis
- Digital Readiness
- Resilience & Sustainability



Destination Development

- Market research
- Benchmarking analysis
- Competitive positioning
- Demand Driver Scorecard
- Readiness Index
- Infrastructure/Transportation analysis
- Resilience & Sustainability



Readiness Planning

- Current state review
- Environmental scan
- Lodging analysis
- Policy review
- Economic development strategy
- Quality of place
- Smart growth
- Resilience & Sustainability



Global Sustainability.

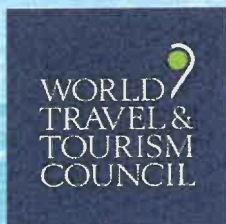
In collaboration with the World Green Building Council, JLL continues its commitment to taking bold climate action. In 2019, JLL became the first consultancy to sign up to the WorldGBC's Net Zero Carbon Buildings Commitment (NZCB), which helped establish a blueprint for our global NZCB Commitment. We are committed to achieving net zero carbon emissions across all JLL-occupied buildings by 2030. Our practice applies these same principles and initiatives to clients, advocating this approach to both clients and suppliers.

Even in a start up scenario, sustainability needs to be a priority. Our team has experience in the many different factors of sustainability to help our clients reach their goals.

Applied Sustainability Initiatives with Recent Clients



Global Partnerships on Sustainability





We Know Destinations.

Our team serves as guides in the strategic management of tourism, taking into account the needs of visitors and the industry, while also prioritizing the long-term sustainability of the destination. We work closely with our clients to develop customized solutions that promote sustainable practices and help to balance economic growth with environmental protection and community well-being.



Proven methods

We are practitioners and thought-leaders in the tourism industry and apply that expertise to build destination strategic plans, having advised over 100 destinations.



Outcome oriented

We pride ourselves on partnering with clients to produce implementation focused results. Why undergo a strategic planning effort, if you can't implement it?



Committed to Sustainability

We believe in sustainability and strive to minimize our impact on the environment. Our commitment to sustainability extends to every aspect of our operations and our client solutions.

Awards + Accolades



Fortune
Fortune 500 Company list
(2015-2020)



Dow Jones Sustainability
Index North America
4th year in a row



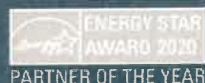
World's Most Admired Companies
Fortune Magazine
6th year in a row



Perfect Score on the Human
Rights Campaign Foundation's
Corporate Equality Index
6th year in a row



World's Most Ethical Companies
Ethisphere Institute
13th year in a row



Energy Star Sustained Excellence Award
U.S. Environmental Protection Agency
8th year in a row

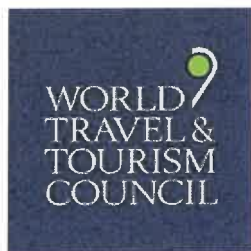
TOP FIRM

- No. 1 in Forbes Best Employers for Diversity in America for 2021
- Named to Bloomberg Gender-Equality Index for fourth year in a row
- Score of 100 for Best Places to Work for Disability Inclusion



WHAT DIFFERENTIATES US.

...is our commitment to global partnerships to further this industry's impact. We are the only Fortune 200 firm with a global tourism relationship that has established a proprietary partnership with World Travel & Tourism Council (WTTC) and developed a comprehensive global tourism readiness framework. This unique partnership allows us to provide unparalleled expertise and insights to our clients in the tourism industry, ensuring they are well-equipped to navigate the complex and dynamic global market.



In 2019, JLL released a joint research report with the World Travel & Tourism Council (WTTC) on global tourism readiness. The research indexed 50 global cities and their positioning for a successful tourism industry based on 75+ data points using JLL & WTTC's joint expertise in the field. Our methodology developed five-typologies of destinations.

Our team works closely with Destinations International to support destination marketing organizations in achieving their ambitions. Our practice lead, Dan Fenton, was a former chair of this international organization. Bethanie DeRose and Juliet Velazquez currently sit on the Global Leadership and Board Governance Committees for Destinations International to support JLL's global reach and are instrumental in providing strategic recommendations influencing policy change in the industry.

Through our work with the World Economic Forum (WEF), JLL has been a leading advisory voice on issues related to emerging markets, sustainability and destination competitiveness. JLL & WEF understand the importance of tourism to drive the health and success of adjacent industries i.e., retail, restaurants, transportation and overall quality of place.



Diversity, Equity, & Inclusion.

JLL believes a diverse and inclusive culture is one where everyone succeeds. That's why we're committed to creating an environment where we all feel welcomed, valued and empowered to achieve our full potential.

OPPORTUNITY FOR EVERY PERSON AND VOICE

Our unique experiences, backgrounds and perspectives are what define diversity at JLL. This includes ability, gender, ethnicity, race, religion and sexual orientation, as well as education, generation, experience and thinking style.

Equally important is inclusion — our respect for one another fosters an environment where everyone's voice is heard. Through a diverse and inclusive culture, we're committed to making a difference for our people, our clients and our communities.

"Fostering an open culture of awareness and inclusion in the workplace is essential in supporting our employees, clients, suppliers and in the communities that we serve," said **Ingrid Jacobs, Head of Global Diversity and Inclusion.**

JANUARY 2022 | Is ranked within Forbes Top 50 of America's Best Employers For Diversity. Forbes partnered with market research company Statista to compile its annual list of America's Best Employers for Diversity. To determine the ranking, Statista surveyed 60,000 Americans working for businesses with at least 1,000 employees and pinpointed the companies they identified as most dedicated to diversity, equity and inclusion. Survey participants were asked to rate their organizations on criteria such as age, gender, ethnicity, disability and sexual orientation equality, as well as that of general diversity.



FEBRUARY 2023 | For the fourth consecutive year, JLL has been named to [Bloomberg Gender-Equality Index \(GEI\)](#), which tracks the performance of public companies committed to transparency in gender-data reporting. The reference index measures gender equality across five pillars: female leadership & talent pipeline, equal pay & gender pay parity, inclusive culture, anti-sexual harassment policies and pro-women brand.



JANUARY 2022 | For the eighth consecutive year, JLL earned a perfect score on the Human Rights Campaign (HRC) Foundation's 2022 Corporate Equality Index (CEI) as one of the "Best Places to Work for LGBTQ+ Equality." The CEI is a nationally recognized benchmarking survey on corporate policies and practices in support of lesbian, gay, bisexual, transgender and queer (LGBTQ+) workplace equality.





Diversity, Equity, & Inclusion.

JLL believes a diverse and inclusive culture is one where everyone succeeds. That's why we're committed to creating an environment where we all feel welcomed, valued and empowered to achieve our full potential.

Tourism and Destination Advisory

The JLL Tourism and Destination Advisory team is deeply committed to promoting Diversity, Equity, and Inclusion within the travel and tourism industry. Aligned with JLL's overarching mission to create a positive impact for our people, clients, and communities, we actively channel our efforts towards supporting organizations and leveraging resources that enhance awareness, foster meaningful change, and cultivate innovative solutions.

We proudly collaborate with the following organizations in our pursuit to make the travel and tourism sector more diverse, equitable, and inclusive, both within our industry and community.

"Inclusivity is critical to bringing together a wide variety of voices when promoting tourism and sustaining economies."
Destinations International Inclusive Leadership Pledge.

Tourism and Destination Advisory | The JLL Tourism and Destination Advisory Executive Vice President signed the [Destinations International Inclusive Leadership Pledge](#) publicly demonstrating the team's commitment to Diversity, Equity, and Inclusion in the travel and tourism industry.



Tourism and Destination Advisory | We are committed to mission and vision of Tourism Diversity Matters, an organization committed to empowering the tourism and events industry to change and evolve as we work to advocate for an inclusive and diverse workforce and guest experience.



Tourism and Destination Advisory | We work with organizations that share our vision for Diversity, Equity, and Inclusion in our industry. We are proud to work with organizations like Sage Inclusion who work to empower inclusivity and accessibility in the global travel market. We have partnered with them to conduct accessibility assessments of destinations and venues and will leverage their expertise for various projects at the appropriate step in the project.



Strategic Planning Experience



JLL's stakeholder-driven and data backed, strategic planning process produces plans that energize our clients through innovative direction, inspire their stakeholders to greater levels of support through their engagement and emboldens their communities to overcome destination deficiencies. As shown in our client list below, we have provided strategic planning services for **over 60 destinations.**

- Little Rock
- Front Royal
- Rochester
- Pompano Beach
- Panama City
- Manhattan
- Kansas City
- Greenville
- Annapolis
- Amelia Island
- Fort Worth
- Raleigh
- Lynnwood
- Santa Clara
- Istanbul
- Philadelphia
- Houston
- San Francisco
- Miami Beach
- Denver
- Charlotte
- Atlantic City
- Lake County
- Carlsbad
- Coronado
- South San Francisco
- Indiana
- St Mary's County
- Broward County
- Los Angeles
- Galveston Island
- Waco
- Frisco
- San Antonio
- Texas
- Hawaii
- Pierce County
- Portland
- Fort Collins
- Crested Butte
- Walton County
- Sarasota
- Jacksonville
- Cary
- Morgan Hill
- Volusia County
- Snohomish County
- Puerto Rico
- Finger Lakes
- Orlando
- West Palm Beach
- Fort Myers
- Shreveport
- New Orleans
- Avondale
- Sugarland
- Lubbock
- Louisville
- Columbus
- Madison
- Des Moines
- Destinations International
- World Travel & Tourism Council
- Uruguay
- Ithaca
- Costa Rica
- WEF



References

JLL is proud of our work history and encourages you to contact our past clients. We have included three contacts that we believe align most closely with the City of Oregon City. We would be happy to provide more project contacts as needed.



Dennis Edwards
President & CEO
Visit Raleigh
919-645-2656
dedwards@visitRaleigh.com
Project Type: Destination
Strategic Plan
Project Completed:
August 2018



Heath Dillard
President & CEO
VisitGreenvilleSC
864-696-2508
hdillard@visitgreenvillesc.com
Project Type: Destination
Strategic Plan
Project Completed:
March 2023



Regina Faden
Past Executive Director
Historic St. Mary's City and Past Board
Chair of Visit St. Mary's MD
240-895-4960
ReginaF@digshistory.org
Project Type: Tourism and Hospitality
Master Plan
Project Completed:
2021



2

PAST START UP PROJECTS



Full Lifecycle

Destination Management

The JLL and Destination Tourism Advisory team has worked with DMOs and Destinations at every stage of the Destination Lifecycle. We can help Oregon City achieve its Tourism Goals and Objectives.

ORGANIZATIONAL ENHANCEMENT



Strategic Planning
Governance
Deployment
Accountability
Goal Setting

Rochester, MN
Volusia County, FL
Carlsbad, CA
Lake County, CA
Atlantic City, NJ
New Orleans, LA
Houston, TX

MARKETING ENHANCEMENT



Marketing Strategy
Research
Target Markets
Branding
ROI Based Campaigns

Lake County, CA
Volusia County, FL
Broward County, FL
Carlsbad, CA
Independence, MO
Avondale, AZ
New Orleans, LA
Visit Denver, CO

FACILITIES ENHANCEMENT



Convention Centers
Convention Hotels
Cultural & Arts Facilities
Stadiums & Arenas
Mixed-Use Projects
Tourist Attractions
Site Selection
City-wide Planning

Rochester, MN
Sugar Land, TX
South San Francisco, CA
Schaumburg, IL
Charlotte, NC
Miami Beach, FL

EVENT ENHANCEMENT



New Signature Events
Current Events Measurement
Event Strategy

Broward County, FL
Carlsbad, CA
Southside Seattle, WA
LA Greek Theater, CA

Similar Projects

St. Mary's County, MD



Tourism Planning

JLL has recently completed work for the Department of Economic Development and the Division of Tourism in St. Mary's County, Maryland. We assisted the Division of Tourism with a review of existing tourism assets and programs to develop a comprehensive Tourism and Hospitality Master Plan. The services JLL has provided to the County include research and analysis to help define specific priorities and areas of focus as well as a strategy for development and implementation of specific projects, initiatives and investments to drive tourism development moving forward. In addition, we developed an action plan to kick-start tourism growth in the southern part of the county. A key part of our inclusive planning process was outreach to the many stakeholders in the county and region. Our efforts included:

Stakeholder Survey: 1,000 stakeholders

Stakeholder Updates: Monthly to 1,000 stakeholders

Focus Groups: Nine with over 100 total participants

Group Topic Meetings: 10 with Stakeholders and Industry experts

Interviews and one and one meetings: Over 30 Industry Experts

Engagement with regional and state agencies

The stakeholder survey coupled with a series of focus groups and one on one interviews has been a key factor in charting a new course for tourism growth in the county. In addition, we have completed an organization analysis; a comprehensive SWOT analysis; a benchmarking comparison of six destinations; an inventory of local assets and resources; market trend research; emerging potential markets; and development of areas of focus and best opportunities



Project Dates:

2017-2021

Project Components:

- Stakeholder Engagement
- Tourism Asset and Program Review
- Market Trend Research and Analysis
- SWOT Analysis
- Tourism Growth Action Plan
- Organizational Analysis



JLL's Dan Fenton and St. Mary's County stakeholder giving feedback in a stakeholder session.

Similar Projects



Finger Lakes Wine Region

Regional Organizational Planning

JLL completed a comprehensive market analysis and tourism plan for the Finger Lakes Region of New York, which is the official tourism region as designated by New York State. The Finger Lake Region is made up of 14 counties with 11 lakes glacial lakes and 130 wineries and wine trails. The Region has become world renown for cool climate white wines and because of this concentration of high-quality wines in a beautiful natural setting, the Region engaged JLL to study the market for future growth in tourism.

JLL's work in the Finger Lakes Region produced a report with recommendations for how the regional partners could work together as the regional DMO to deliver new tourism spending and investment into the Region. JLL worked with stakeholders across the Region including wineries and lodging partners to create new experiences to drive shoulder and offseason demand. In addition, JLL conducted a research project that was focused on determining current and future target visitor markets for the individual counties as well as the Region as a whole.

JLL has been brought back since the report to implement specific organizational and programming recommendations for the FLRTC.



Project Dates:

2015-2019

Project Components:

- Destination Market Analysis
- Strategic Marketing Plan
- Stakeholder Engagement
- SWOT Analysis
- Allocation and Deployment of Resources
- Funding Models
- Performance KPIs



Similar Projects

Santa Clara

Re-Organization, Positioning & Convention Center Restructuring

JLL has worked with the City of Santa Clara since 2018 to develop and implement a renewed and comprehensive tourism strategy to increase sustainable economic growth and development and increase visitor and group business in Santa Clara. The teams focus included organizational development; strengthening operations and service delivery; policy development; sales and marketing efforts; enhancing collaboration with all stakeholders and operator selection for the Center. Through this process, JLL was able to identify key niches and gaps that help differentiate the Santa Clara community and its tourism assets from other destinations. Additionally, The City of Santa Clara selected JLL to support the Convention Center Operator Selection process, assess the current models of operation. JLL conducted a four phased approach and worked closely with the City and the Center to help execute and facilitate this process.



Project Dates:

2018-2023

Project Components:

- Organizational Development
- Strengthening Operations and Service Delivery
- Sales and Marketing Efforts
- Enhancing Collaboration with all Stakeholders
- Operator Selection

Similar Projects

Greenville



10-Year Destination Strategic Services & Business Plan

VisitGreenvilleSC selected JLL to develop a 10-year Destination Strategic Plan. The Destination Strategic Plan was created to provide a unified vision for the destination's future and the growth of the tourism industry's positive impacts across Greenville.

This planning initiative was developed in a close collaboration with the community and stakeholders, conducting over 45 focus groups involving 275 participants, and distributing a survey to over 150 meeting planners.

The process also conducted a convention center optimization and utilization study, looked into new funding and revenue generation opportunities for the organization, and included a comprehensive organization review to guide VisitGreenvilleSC's sales and marketing efforts.

JLL further assisted in restructuring the organization and positioning it more efficiently and effectively in the community by providing governance and implementation support as well as detailed initiatives and KPIs for the organizations.

The valuable community feedback as well as market and convention center assessments resulted in the creation of 8 priority areas for the destination and the organization, each with recommendations, action steps, and milestone achievements for the VisitGreenvilleSC team to target for success.



Project Dates:

2020-2022

Project Components:

- Stakeholder Engagement Meeting Planner
- Engagement with Survey
- CC Optimization and Utilization
- Organization Review focused on sales and marketing efforts
- Internal business planning and KPIs

Similar Projects

Raleigh



Destination Planning for Raleigh/Wake County

The Greater Raleigh Convention and Visitors Bureau selected JLL to orchestrate a 5-year Destination Strategic Plan. The planning initiative sought to provide a unified vision for the destination's future across the entire county. All 13 municipalities were engaged along with input from over 1,800 stakeholders to help construct the final plan.

The process analyzed convention center optimization, product development opportunities and funding priorities. JLL worked with the marketing team to assess current activities and ensure that the plan results could be directly leveraged to enhance marketing efforts going forward.

The Destination Strategic Plan included clearly stated recommended action steps within the identified priorities designed to grow total visitation to the destination. Each town was presented a separate tourism mini-plan related to where the municipalities' assets aligned with the plan's priorities. The future path to business success and renovations/expansions were highlighted for Raleigh's major public-use.



Project Dates:
2020-2022

Project Components:

- CC Optimization
- Product development
- Funding priorities
- Regional tourism planning
- Priority identification
- Strategic Planning

Similar Projects California



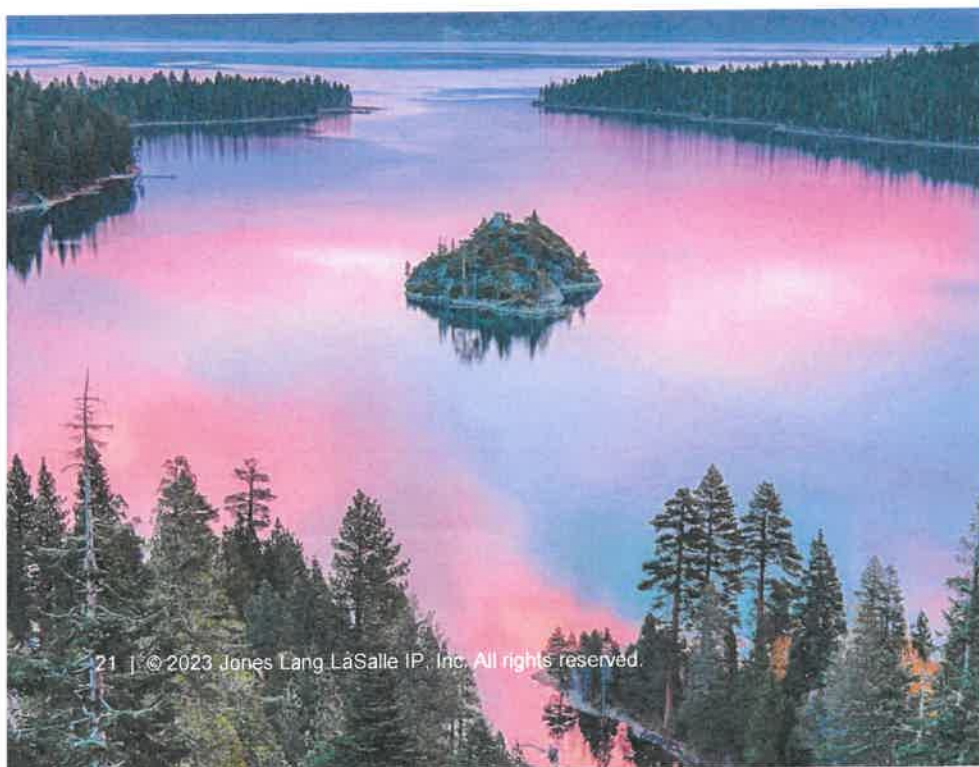
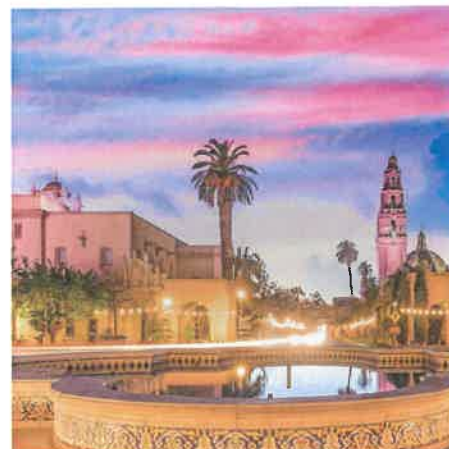
Regional Tourism Strategic Plans

The State of California was awarded, by the U.S. Department of Commerce, \$5 million grant to prepare strategic tourism plans for each of the 12 tourism regions. The plans aim to help tourism stakeholders, businesses and industry partners align with community and prepare for the future in their destinations.

In January 2023, Visit California contracted with JLL's Tourism and Destination Advisory practice to lead this two-year planning project. JLL has begun the process to develop 12 concurrent regional plans across the state and is currently conducting extensive research with industry stakeholders and leaders in each region.

The Regional Plans will examine the full range of tourism dynamics, from destination marketing to infrastructure and product gaps and opportunities as well as challenges from housing imbalances to environmental challenges, workforce development and public safety issues. Tourism businesses and DMOs will use the findings and recommendations to inform business decisions, create partnerships with local governments, develop tourism product and invest in infrastructure to build a more sustainable future for the industry in California.

The goal is to provide Visit California with actionable recommendations and implementation strategies for each of the 12 regions at the end of this process, which is scheduled to be completed towards the end of 2025.



Project Dates:

2023-2025

Project Components:

- 12 Regional Tourism Strategic Plans
- Destination Marketing
- Infrastructure and Product Gaps
- Environmental and sustainability assessments
- Tourism Product Investment Recommendation

Similar Projects

Hawai'i Tourism Authority



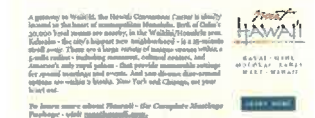
Organizational Restructuring and Creation of Meet Hawaii

JLL (formerly SAG) and the Hawaii Tourism Authority (HTA), which is the official marketing organization for the State of Hawai'i, has a long history of working together on tourism plans. HTA retained JLL to complete an in-depth analysis of the group sales and marketing efforts for the (HTA). We made recommendations in all aspects of improving functionality, efficiency, and overall results. This included conducting research to determine market prioritization as well as new sales deployment and planning processes.

Next JLL worked with the Hawaii Tourism Authority to create a group sales platform that included domestic and international contractors. This included a new approach to managing results and determining unified metrics that focused on conversion. JLL worked with the HTA and the International Contractors to develop a plan to drive new group business with increased accountability for HTA and all domestic and international contractors involved.

Through this process, JLL helped develop the "Meet Hawaii" brand, which not only united the tourism community, but also united the sales staff at the CVB and the collective domestic and international assets to sell the destination cohesively.

HTA as well as the Convention Center and Visitors and Convention Bureau accepted JLL's recommendations. JLL was retained to implement the recommendations and has completed extensive market research and a comprehensive redeployment effort. The implementation effort created a comprehensive document that is currently used as the roadmap for the new direction.



Project Dates:

2011-2013

Project Components:

- Group sales Analysis
- Marketing efforts review
- Sales deployment recommendations
- Organization effectiveness and positioning
- Strategic Planning





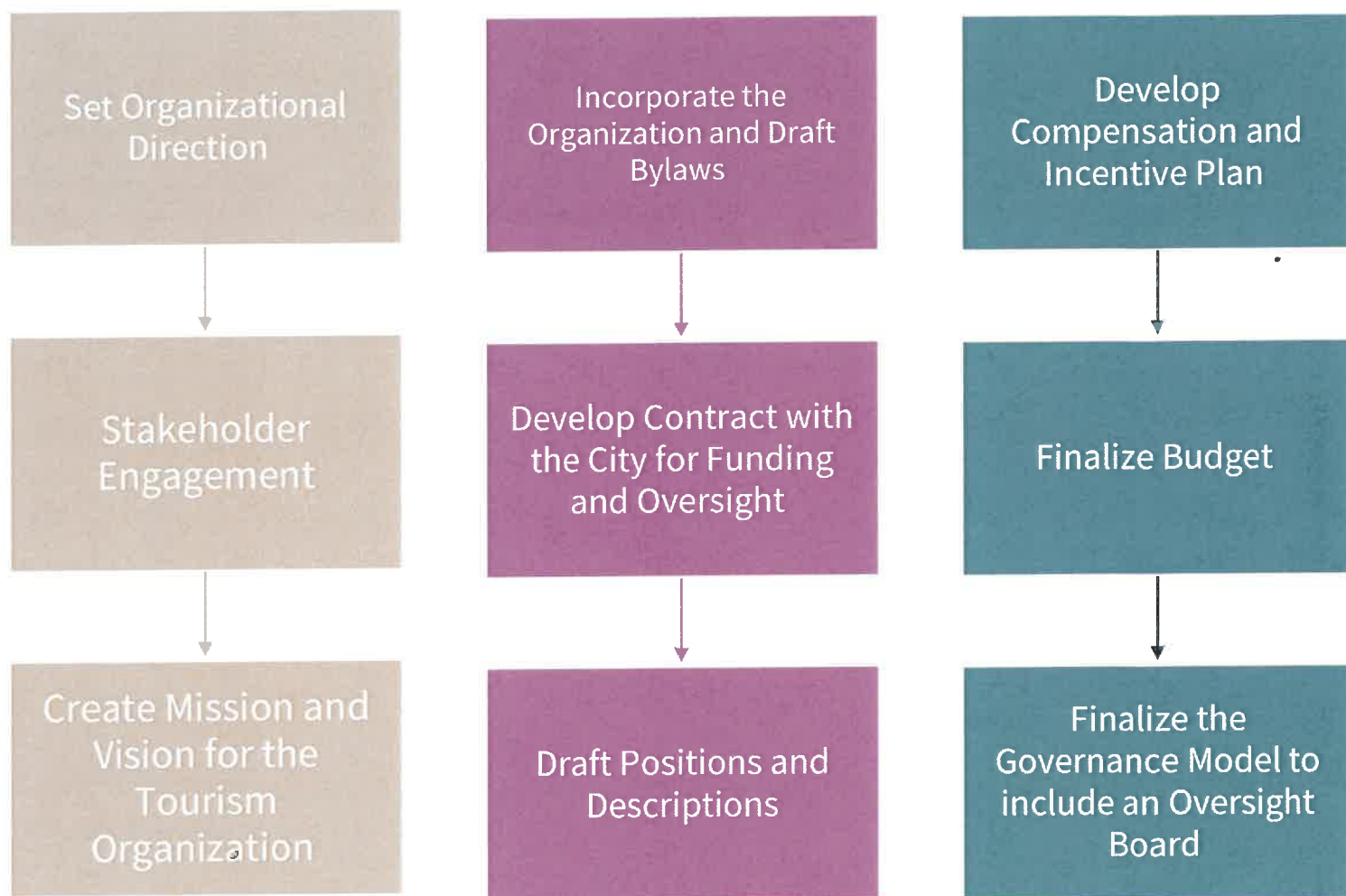
3

APPROACH + INSIGHTS



Scope of Services

The following is our approach to creating a DMO for Oregon City. Our clear step-by-step plan ensures stakeholder engagement, clear check-ins for steps that need City approval, and helps set up the new organization for success.



Scope of Services



1. Set Organizational Direction

JLL will work with the City of Oregon City and Department of Economic Development to confirm the direction of the organization, reviewing past strategic plans, ensuring the goals and vision of Oregon City Tourism and reviewing what has worked and hasn't worked for past tourism initiatives.

2. Stakeholder Engagement

It is clear from the prior strategic plans and the City of Oregon City Commissioner meetings that Stakeholder Engagement is an integral part of creating a DMO for Oregon City. Engaging with other tourism asset managers, other travel and tourism and business professionals, and Oregon City residents will be key to ensuring the resulting organization is best positioned to lead Oregon City Tourism.

JLL's outreach creates buy-in and enhances the chances of successful plan implementation. JLL is happy to conduct in-person and virtually for ease of access and reach.



**Intentionality
in Audience**



**Stakeholder
Surveys**



**Monthly
Updates**



**Engaging Diverse
Audiences**



Scope of Services



3. Create Mission and Vision for the Tourism Organization

JLL will work with Oregon City to create and formalize the organization's mission and vision. This will be critical in setting the organization up for success.

The Mission and Vision will be informed by Stakeholder feedback gathered in step 2 along with input from the City. This step is vital to help the community see this organization as working for their best interest and ensuring that the City and Economic Development teams feel the organization is continuing the work of driving Oregon City Tourism by standing on the shoulders of work done in the past while forging ahead to be both innovative and practical.

4. Incorporate the Organization and Draft Bylaws

JLL will draft the bylaws for the organization and work with the Department of Economic Development and related City entities to file the organization's necessary paperwork. The bylaws will be specific to support the mission and vision agreed upon by the City and Department of Economic Development and be in line with past strategic plan recommendations.

5. Develop Contract with the City for Funding and Oversight

JLL will work with the City's legal counsel to develop and recommend business terms to support a functional external tourism organization. This includes outlining the funding mechanism for the organization as well as incorporating terms that will continue to provide control and transparency on behalf of the City.

Scope of Services



6. Draft Positions and Descriptions and Support Recruitment of Executive Director

JLL will draft positions and descriptions for the executive director and identified supporting staff positions to be posted by the City on behalf of the new organization. JLL will advise on screening executive director candidates and participate in the interviewing process as needed.

7. Develop Compensation and Incentive Plan

JLL will work with the City and the Department of Economic Development to craft a compensation plan for the new organization. Applying an 'Employer of Choice' framework, this will include comparing compensation to ensure competitive base salaries, benefits and incentives associated with the appropriate positions.

8. Finalize Budget

JLL will develop an initial budget and will create the new organization's year-1 budget with the City as well as a stabilized year goal budget for the organization. Budget items will include staff positions, product development programs, visitor services, sales and marketing. The final budget parameters will depend on the inclusion of the services within the new organization.



Scope of Services



9. Finalize the Governance Model to include an Oversight Board

JLL will recommend terms to set up a formal relationship between the new organization and the City of Oregon City. JLL generally recommends setting up a formalized oversight board of industry professionals. JLL will adapt this standard recommendation, as needed, to support the City's goals and objectives and support the City's efforts to create an oversight board to the organization.

JLL has proposed many different approaches to governance, and we will evaluate what is best for Oregon City. While we work through a defined process to make sure all the necessary work is completed to the legal standard, we will tailor our approach and recommendations to make sure Oregon City has the best results for their unique needs.

10. Final Presentation to City of Oregon City

At the completion of this work, JLL will make a final presentation to the City of Oregon City. The deliverables will include a series of recommendations and implementation plan along with all governance documents for the new DMO.

JLL will make themselves available to assist and equip the City of Oregon City with full understanding of all the resources developed and how it ties together with execution.

Optional Services



Moving from an Economic Development driven Tourism Plan to a DMO is big shift for the community. The new organization and leadership will leverage past strategic plans, forge new relationships, and build upon the foundations of past economic development activities.

We would like to propose additional services to help Oregon City learn from what has worked in the past and what hasn't and forge a future path with updated research and a clear plan of next steps.

Additional Advisory Services to assist the new organization through their first few years of operations with an updated Strategic Plan would be priced based on the agreed upon scope. Individual destination products are priced below.

Tourism Readiness Index	\$ 30,000
Demand Driver Scorecard	\$ 15,000
Event Matrix	\$ 20,000

Optional | Tourism Readiness Index

Utilize the JLL Tourism Readiness Assessment to provide a baseline evaluation of key infrastructure & policies influencing tourism readiness and provide primary research to determine the ancillary benefits from tourism impacts. This will include the intangibles from the sphere of influence tourism has, as well as the benefits seen from indirect impacts on infrastructure investments and other governmental revenues.

The Tourism Readiness Assessment was developed through a partnership between JLL and the World Travel & Tourism Council (WTTC) to understand direction, needs and ramifications of tourism policy and development. Taking into consideration the following factors: Infrastructure, Technology, Availability of Workforce, Environmental Health, Hotel and Attraction Partners using Sustainable Practices, Disability Readiness, Air Quality Index, Stability and many more. This gives an indication of the thoroughness of JLL's approach when assessing and recommending future priorities and proactive sustainability practices.

The index is the foundational element in diagnosing the current state of the tourism industry and helps determine the viability of the destination's commitment to tourism growth.

Through this holistic approach, our team will help outline the destination's capacity to develop and implement future plans, outlining any impediments or other barriers. It will also support the development of new strategic approaches to industry growth and measuring success in an environment that depends heavily on the ability to sustain the underlying natural assets of the destination.



Optional | Demand Driver Scorecard



JLL will analyze destination assets through their Demand Driver Scorecard. The Score card provides a level playing field to determine assets and experiences that will drive the highest visitation and return on investment.

JLL will use this assessment of inventory to determine and prioritize asset investments and indicate how assets and experiences support the destination system.

Using the Demand Driver Scorecard, JLL will inventory all assets and amenities producing descriptions, identifying features, accessibility, quality, gaps and opportunities for each.

This approach to rating of assets and amenities helps determine marketing opportunities, content development and future resource investments for each individual asset. It also provides a relative understanding of how each asset can potentially work within the tourism landscape in destination. This assessment approach will not only live past this planning effort as an ongoing tool available to Oregon City and its partners, but also be used along with the competitive positioning benchmark to place the state on the scale to complete with benchmarked destinations.

Demand Driver Scorecard

Attractor Level	Largely Local Attraction	Fairly Connected Attraction	Most Connected Attraction	Attractor	Very Compelling Attractor	Most Compelling Attractor
Visitor Level of Interest	Little to no interest	Interesting to do on repeat visit	"Must see" if in the area	Targeted regional draw	National draw	Worldwide draw
Rating	1 - 19	20-39	40-59	60-79	80-99	100

NAME OF ATTRACTION				
	Item	Definition	Score Value	Max Value
1	One of a Kind	Captivating content or collections that drive interest and appeal (Proximity of alternative similar offerings can be a factor in overall uniqueness)		25
2	Iconic Scale	Dramatic visual prompting a curiosity powerful enough to inspire a visit (Instagram worthy- trying to capture a moment)		20
3	Engaging Visitor Experience	Interaction between the guest and the attraction		15
4	Current Visitor Demand	Current Level of visitor traffic, reviews, etc.		15
5	Event Opportunities	Programming temporal, catalytic events		10
6	Venue Capabilities	Easy transformation and adaptation to host various functions		5
7	Identified Target Audience(s)	Multiple target audience and visitor types can be targeted based on overall connectivity		5
8	Future Unique Development	Upcoming additions or plans that elevate potential		5
Total			0	100

Optional | Event Matrix



JLL will utilize their Event Matrix methodology to understand the current landscape of events generating the desired outcome and position Oregon City to support up and coming events to be successful.

Events can be important contributors to destination business. JLL's proprietary Leisure Event Analysis tool can help event planners, civic leaders, and city leadership make important investment decisions about programming and messaging to deliver greater levels of visitation to the destination.

This tool will reposition Oregon City's events and leisure drivers in a manner that will create a focused event strategy with new resource allocation and measurable results.

JLL will determine events the city should create/develop/pursue during need periods & funding support that may be required; infrastructure & other support needed by the city to launch successful events.

	Event Score	Weighted Score
Program Components		
1. Tourism Promotion - Destination Impact	0	
2. Benefit to the Destination Brand	0	
3. Innovation - uniqueness	0	
4. Environmental Impacts Approach (Sustainability)	0	
5. Evidence of Partnerships	0	
6. Organizational Structure & Management Capability	0	
7. Economic Impact (Direct Spending)	0	
8. Quality of Research - understanding of audience	0	
9. Suitable Target Market (s)	0	
10. Comprehensive Marketing Plan/Approach	0	
11. Replacement Funding Plan	0	
12. Evaluation/Measurement Plan	0	
13. Overnight Stays (Room nights)	0	
14. Scale of Project - future potential	0	
15. Location	0	
16. Time of Year - Need Periods	0	
	0	

Point Allocation	Score
1	Fail
2	Poor
3	Average
4	Above Average
5	Excellent
Max Total Weighted Score: 500	

1. Destination Impact
2. Benefit to the Destination
3. Innovation
4. Environmental Impacts
5. Evidence of Partnerships
6. Organizational Structure & Management Capability
7. Economic impact
8. Quality of Research
9. Suitable Target Market(s)
10. Comprehensive Marketing Approach
11. Replacement Funding Plan
12. Evaluation/Measurement Plan
13. Room nights
14. Scale of Project/Future Potential
15. Location
16. Time of Year/Need periods



4

PROJECT SCHEDULE

Project **Timeline**



JLL presents the following 7-month timeline for the completion of the project for Oregon City DMO Creation. We appreciate the opportunity to review and finalize the presented scope, as well as establish the fee structure.

The proposed timeline encompasses 2 JLL team visits, which will include productive working sessions and stakeholder and community engagement, culminating in a final presentation session.

To ensure the project's seamless execution and timely delivery of the final report, Brooke Adamson will assume the role of project manager. She will be responsible for overseeing the project's timeline and ensuring its successful completion.

Oregon City | Timeline Proposal

Scope Step

Month

Month 1 Month 2 Month 3 Month 4 Month 5 Month 6 Month 7

Set Organizational Direction

Stakeholder Engagement

Create Mission and Vision for the Tourism Organization

Incorporate the Organization and Draft Bylaws

Develop Contract with the City for Funding and Oversight

Draft Positions and Descriptions

Develop Compensation and Incentive Plan

Finalize Budget

Finalize the Governance Model to include an Oversight Board

Draft Document Deliverables

Final Document Deliverables with Implementation Schedule Delivered

Presentations to City of Oregon City



5

PROJECT TEAM

Project Staff

Meet Our Team.

JLL, as the primary corporate entity, will be responsible for project oversight, day to day management and execution. JLL's Tourism & Destination Advisory team will lead the effort to address the full scope of the project in a professional and consistent manner. Our best-in-class firm will manage the entirety of the process and delineate where subcontract expertise will be applied.

**Dan Fenton**

Managing Director
JLL

Project Role: Project Oversight

**Bethanie DeRose**

Executive Vice President
JLL

Project Role: Project Lead & Strategy

**Brooke Adamson**

Vice President
JLL

Project Role: Project Manager

**Michael Christensen**

Senior Associate
JLL

Project Role: Project
Research and Support

**Brisa Lee**

Analyst
JLL

Project Role: Project
Research and Support



Dan Fenton

Managing Director + Director of Global Tourism

Dan heads up the Global Tourism Team within JLL's Hotels & Hospitality Group specializing in research, tourism strategy and destination planning. He is the past Chairman of the Board of Destinations International where he launched several initiatives designed to drive more effective practices across Destination Marketing Organizations.



KEY SECTOR EXPERIENCE

Destination Master Planning

Tourism Strategic Planning

Tourism Asset Planning

Destination Venue Planning & Feasibility

Placemaking

Market Segmentation & Identification

Stakeholder Alignment

Tourism Organization Visioning and Structure Advisory

EDUCATION + AFFILIATIONS

Cornell University
Bachelor's Degree in Hospitality
Administration and Management
York School Board of Trustees

LENGTH OF TIME IN THE INDUSTRY

20+ Years

KEY PROJECTS

- Amelia Island Convention & Visitors Bureau
- Charlotte Regional Visitors Authority
- Costa Elena Development Advisory
- Destinations International
- Discover Coronado
- Discover Santa Clara
- Finger Lakes NY Regional Tourism Council
- Fort Worth Convention Center
- Greater Raleigh Convention & Visitors Bureau

KEY EXPERIENCE

Dan blends his knowledge of trends in the national and international tourism and hospitality sectors to bring a "big picture" view to what makes destinations more competitive and how communities can set themselves apart. This knowledge was thoroughly applied to help develop the Meet Hawai'i brand and direction. With this perspective, he understands what questions need to be asked and uses that context to evaluate and leverage the resulting data. Before joining JLL, Dan was a Principal for Strategic Advisory Group, which was acquired by JLL in early 2016, for five years. Prior to joining Strategic Advisory Group, he served as President and CEO of Team San Jose for 15 years.

- Hawai'i Tourism Authority
- Houston Convention & Visitors Bureau
- Little Rock Convention & Visitors Bureau
- Lynwood Public Facilities District
- Miami Beach Convention Center
- Philadelphia Convention & Visitors Bureau
- Pompano Beach Cultural Tourism Plan
- Raleigh Convention Center
- Rochester MN Convention & Visitors Bureau

- St. Mary's County, Maryland
- Visit Denver
- Visit Greenville SC
- Visit Sarasota County
- Walton County Florida
- World Travel & Tourism Council – Tourism Readiness Research



Bethanie DeRose

Executive Vice President, Tourism & Destination Advisory

Based in New York, Bethanie DeRose is a Senior Vice President with JLL's Hotels & Hospitality Group specializing in tourism strategy, destination development and management. She assists clients with destination strategic planning, tourism readiness and sustainability, convention center asset management, public facility feasibility and overall destination positioning.

KEY SECTOR EXPERIENCE

Destination Master Planning

Tourism Strategic Planning

Tourism Asset Planning

Destination Venue Planning & Feasibility

Placemaking

Market Segmentation & Identification

Stakeholder Alignment

Tourism Organization Visioning and Structure Advisory



EDUCATION + AFFILIATIONS

Rutgers University
Bachelor's Degree in Communications
Certified Destination Management
Executive, Destinations International

LENGTH OF TIME IN THE INDUSTRY

10+ Years

KEY PROJECTS

- Amelia Island Convention & Visitors Bureau
- Charlotte Regional Visitors Authority
- Costa Elena Development Advisory
- Destinations International
- Discover Coronado
- Discover Santa Clara
- Finger Lakes NY Regional Tourism Council
- Fort Worth Convention Center
- Greater Raleigh Convention & Visitors Bureau
- Hawai'i Tourism Authority
- Houston Convention & Visitors Bureau
- Little Rock Convention & Visitors Bureau
- Lynwood Public Facilities District
- Miami Beach Convention Center
- Philadelphia Convention & Visitors Bureau
- Pompano Beach Cultural Tourism Plan
- Raleigh Convention Center
- Rochester MN Convention & Visitors Bureau

KEY EXPERIENCE

Bethanie has extensive experience in long-term destination and tourism planning efforts having completed over 50 projects domestically for destinations. Internationally, Bethanie has been involved in convention center planning in Central America and global tourism readiness planning in Europe and Asia. Bethanie has also worked closely with industry associations including the World Travel and Tourism Council on a Global Tourism Readiness project as well as Destinations International on the conventions and meetings product audit. She also serves on various Destinations International committees.

- St. Mary's County, Maryland
- Visit Denver
- Visit Greenville SC
- Visit Sarasota County
- Walton County Florida
- World Travel & Tourism Council – Tourism Readiness Research



Project Manager

Brooke Adamson

Vice President, Tourism + Destination Development

Based in North Carolina, Brooke Adamson is a Vice President with JLL's Hotels & Hospitality Group specializing in tourism strategy, destination development, and tourism asset development advisory. She assists clients with destination strategic planning, tourism readiness and sustainability, convention center asset management, public facility feasibility and overall destination positioning.

KEY SECTOR EXPERIENCE

Destination Master Planning

Tourism Strategic Planning

Tourism Asset Planning

Destination Venue Planning & Feasibility

Placemaking

Market Segmentation & Identification

Stakeholder Alignment

Tourism Organization Visioning & Structure Advisory



EDUCATION + AFFILIATIONS

SUNY New Paltz
Bachelor's Degree in Mathematics
American Public University
MBA

YEARS OF EXPERIENCE

13+

KEY EXPERIENCE

Brooke has extensive experience in Destination and Venue Management Organizations managing strategic planning, cultural initiatives, and business systems. She is an expert in data and system analysis, KPI management, and creating and implementing strategic plans.

Brooke has also worked closely with industry associations including the International Association of Venue Managers Diversity and Inclusive Leadership Committee Impact Study Working Group and was part of Destinations International 30 Under 30 inaugural class. She also serves on various IAVM committees and participates in their mentoring program.



Michael Christensen

Senior Associate, Tourism + Destination Development

Based in Chicago, Michael Christensen is a Senior Associate with JLL's Hotels & Hospitality Group. He is part of the Global Tourism & Destination Advisory Team and specializes in tourism strategy, destination development, and tourism asset development advisory. Michael has experience working with public and private sectors on major mixed-use districts, convention center hotels, sporting venues, and various tourism facilities. His background is in destination real estate consulting, real estate acquisitions and hospitality development.



KEY SECTOR EXPERIENCE

Destination Master Planning

Mixed-Use Development

Hotels & Hospitality

Destination Venue Planning & Feasibility

Placemaking

Market Segmentation & Identification

Stakeholder Alignment

Real Estate Acquisitions

EDUCATION

Indiana University
Bachelor's Degree
Finance, Real Estate

LENGTH OF TIME IN THE INDUSTRY

5 Years

KEY PROJECTS

- Calistoga Motor Lodge
- City of Bothell, WA
- City of Dallas, TX
- City of Greenville, NC
- City of Sun Prairie, WI
- City of West Memphis, AR
- Collier County Florida
- Discover Green Bay

KEY EXPERIENCE

Michael has extensive experience in placemaking and real estate development throughout North America. He has worked with public entities and private developers on creating live, work, play environments in their beloved destinations. This work includes market research, asset feasibility, stakeholder engagement, contract negotiation, real estate acquisition, and impact analysis.

- Fordson Hotel
- Fort Worth Stockyards
- Grand Hyatt Mayflower Village
- Grayson Hotel
- Hotel Covington
- Hyatt Regency Conroe
- Hyatt Regency McCormick Place
- James Brown Arena

- Kentucky Tourism Development Act
- Park Hyatt Aviara Resort, Golf Club & Spa
- Riverfront Alliance of Delaware County
- RVC Outdoor Destinations
- The Pell
- Visit Fort Worth



Brisa Lee

Analyst, Tourism & Destination Development

Brisa Lee is an Analyst with JLL's Hotels & Hospitality Group. She supports the Global Tourism & Destination Advisory Team specializing in tourism strategy, destination development, and tourism asset development advisory. Brisa has experience in hotel investment sales, hotels and hospitality research, and hotel operations.



KEY SECTOR EXPERIENCE

Destination Master Planning

Tourism Strategic Planning

Hotels & Hospitality

Hotel Investment Sales

Hospitality Research

Market Segmentation & Identification

Stakeholder Alignment

Tourism Organization Visioning and Structure Advisory

EDUCATION+ AFFILIATIONS

Cornell University
Bachelor's Degree in Hotel
Administration

The Hoover Institution, Stamford
University
Renewing Indigenous Economies
Certificate

LENGTH OF TIME IN THE INDUSTRY

2 Years

KEY EXPERIENCE

Before joining JLL, Brisa worked for the CBRE Hotel Investment Sales team in New York City where she managed marketing for a national hotel portfolio and specialized in conducting hotel market research. She previously interned at JLL in Boston with the brokerage group gaining valuable experience in real estate research, data management, and sales. Brisa has experience working in hotel operations and holds a certificate in Hotel Industry Analytics.



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PROJECT FEES

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Project Fees

JLL professional fees shall be \$85,000 for the scope of services laid out in this document.

In addition to professional fees, JLL will also be reimbursed for actual out-of-pocket expenses incurred in conjunction with this engagement, to include such items as reasonable travel costs (including flights, meals and hotel accommodations), data purchases and reproduction with no mark-up. All reimbursable amounts shall be payable upon receipt.



Why JLL?

Firm expertise: Our company, primary team, and experience make us the ideal fit for this remarkable project.

Creation and implementation: We excel at establishing and executing new organizations, such as DMOs.

Stakeholder engagement: Our team has extensive experience in effectively engaging stakeholders to drive successful project outcomes.

Market research and tourism asset evaluation: We possess a wealth of knowledge in conducting comprehensive market research and evaluating tourism assets.

Operational structure analysis and implementation: Our strong background in analyzing and implementing operational structures enables us to optimize project efficiency.

Proven track record in the region: We have successfully worked with more than 60 destinations, including Travel Portland and other destinations in Washington State and Northern California.

Clear plan and experience: We have a proven, concise plan and extensive experience showcasing our ability to create a DMO and offer advisory services to address the identified challenges.



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About JLL

JLL (NYSE: JLL) is a leading professional services firm that specializes in real estate and investment management. JLL shapes the future of real estate for a better world by using the most advanced technology to create rewarding opportunities, amazing spaces and sustainable real estate solutions for our clients, our people and our communities. JLL is a Fortune 500 company with annual revenue of \$18.0 billion, operations in over 80 countries and a global workforce of over 92,000 as of September 30, 2020. JLL is the brand name, and a registered trademark, of Jones Lang LaSalle Incorporated.

About JLL Hotels & Hospitality

JLL's Hotels & Hospitality Group has completed more transactions than any other hotels and hospitality real estate advisor over the last five years, totaling \$83 billion worldwide. The group's 350-strong global team in over 20 countries also closed more than 7,350 advisory, valuation and asset management assignments. Our hotel valuation, brokerage, asset management and consultancy services have helped more hotel investors, owners and operators achieve high returns on their assets than any other real estate advisor in the world.

To find out more, talk to [JLL](#).

jll.com/hospitality

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THANK YOU

Dan Fenton

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Practice Lead

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Brooke Adamson

Brooke.Adamson@JLL.com

Vice President

Michael Christensen

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Senior Associate

Brisa Lee

Brisa.Lee@JLL.com

Analyst



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: City Manager Tony Konkol

Agenda Date: 06/05/2024

SUBJECT:

Draft of a Joint Statement in Support of Our Shared River Assets and Opportunities

STAFF RECOMMENDATION:

Staff recommends that the City Commission review the draft Joint Statement and provide staff direction on how to proceed.

EXECUTIVE SUMMARY:

Members of the City Commission have been meeting with other jurisdictions and non-governmental organizations to discuss the environmental, recreational, and economic opportunities that exist with the Willamette, Clackamas, and Tualatin Rivers and the benefits that they provide to the local and regional area and the state overall. The draft joint statement identifies a commitment to work together as a "River Assets and Opportunities Task Force" that will, among other things, meet regularly, work cooperatively, and communicate frequently in an effort to maximize the positive impacts on our communities or these river assets. Attached to this staff report are two additional items submitted by Mr. Herrmann.

BACKGROUND:

OPTIONS:

1. Approve the Joint Statement in Support of Our Shared River Assets
2. Modify the Joint Statement in Support of Our Shared River Assets
3. Deny the Joint Statement in Support of Our Shared River Assets

Joint Statement in Support of Our Shared River Assets and Opportunities

June 5, 2024

The jurisdictions and non-governmental organizations named below support a healthy and vibrant river system that provides economic, recreational, and environmental benefits to the region and tie many communities together along the Willamette, Clackamas, and Tualatin rivers. We believe that the following deserve our cooperative attention in support of our shared river assets and the many opportunities they present to our communities.

The Willamette, Clackamas, and Tualatin rivers have historically been major assets in the recreational and economic lives of the citizens of Oregon City, West Linn, Gladstone, and Canby, and

The opportunities exist for governmental and non-governmental agencies to work together to further enhance the connections of these great rivers to residents and visitors, and

These connections would enhance economic development, river recreation, organized and informal land-based and vessel-based tourism, river-based transportation and more, and

These connections would coordinate a re-opened Willamette Falls Locks, commercial tourism or transportation uses at Jon Storm Park, new riverfront assets on the West Linn Riverfront and more, and

Recognizing that maximizing the positive impacts on our communities of these river assets will require coordination and cooperation of multiple governments and nongovernmental agencies.

The government agencies and non-governmental organizations signing this statement agree to work together as a river assets and opportunities task force. The purpose shall include, but not be limited to, to work cooperatively, meet regularly, and communicate frequently with the other signees in order to move forward together with the goal of advancing economic development, outdoor recreation, transportation, and tourism centered around our great rivers.

Signatories List

City of Oregon City _____

City of West Linn _____

Portland Spirit Organization _____

City of Canby _____

Willamette Falls Locks Authority _____

City of Gladstone _____

Metro Regional Government _____

Willamette Queen Sternwheeler Organization _____

Friends of Sportcraft Landing Organization _____

Vessel Reliant Professional Tours _____

Oregon City Business Alliance _____

Senator Bill Kennemer (Ret.) _____



River Assets and Opportunities Task Force

Founded 2017

History: Founded in 2017, after a very successful Portland Spirit tour – “Oregon City Cruise Tour” that brought nearly 1,500 people to Oregon City and included entry fees for Museum of the Oregon Territory and End of the Oregon Trail Interpretative Center. Downtown main street, historic homes, historic businesses were all visited.

Clackamette Cove Water Quality was also an issue that the initial ten-person group reviewed. Review included City staff, Clackamette Cove Developer and Oregon City Business Alliance representatives

Eighth Street Dock contracts and initial design documents reviewed: City Staff participated to provide history and possible alternatives; review of federal grants that had been proposed was conducted.

West Linn Riverscape at McLean House and Park Discussed; McLean House and adjoining Territorial Road reviewed as possible future projects.

Willamette Jet Boats encourage to launch above Willamette Falls and proceed to Champoege Park and Newberg (2 cruises conducted even though Willamette Falls Locks closed)... vessel launch and loading was at Bernert Landing/Willamette Park; Cruises sponsored by City of West Linn and City of Canby Chambers of Commerce.

Community Building: Five community participants from Oregon City, two from West Linn/McLean House and Park, two historic re-enactors from West Linn Chamber, and three river commercial tourism operators formed initial group.

Our Shared River Assets & Opportunities

WHEREAS, the Willamette, Clackamas, and Tualatin rivers have historically been major assets in the recreational and economic lives of the citizens of Oregon City, West Linn, Gladstone, and Canby, and

WHEREAS, opportunities exist for governmental and non-governmental agencies to work together to further enhance the connections of these great rivers to residents and visitors, and

WHEREAS, these connections would enhance economic development, river recreation, organized and informal land-based and vessel-based tourism, river-based transportation and more, and

WHEREAS, these connections would coordinate a re-opened Willamette Falls Locks, commercial tourism or transportation uses at Jon Storm Park, new riverfront assets on the West Linn Riverfront and more, and

WHEREAS, recognizing that maximizing the positive impacts on our communities of these river assets will require coordination and cooperation of multiple governments and nongovernmental agencies;

THEREFORE, be it resolved that the government agencies and non-governmental organizations signing this Resolution agree to join together as a river assets and opportunities task force. The purposes shall include but not be limited to work cooperatively, meet regularly, and communicate frequently with the other signees in order to move forward together with the goal of advancing economic development, outdoor recreation,

transportation and tourism centered around our great rivers.

Signatories List

City of Oregon City

City of West Linn

Portland Spirit Organization

City of Canby

Willamette Falls Locks Authority

City of Gladstone

Metro Regional Government

Willamette Queen Sternwheeler Organization

Friends of Sportcraft Landing Organization

Vessel Reliant Professional Tours _____

Oregon City Business Alliance _____

Senator Bill Kennemer (Ret.) _____



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Tony Konkol, City Manager

Agenda Date: 06/05/2024

SUBJECT:

LUBA Appeal Update- Mann Construction LLC, Zone Change

BACKGROUND:

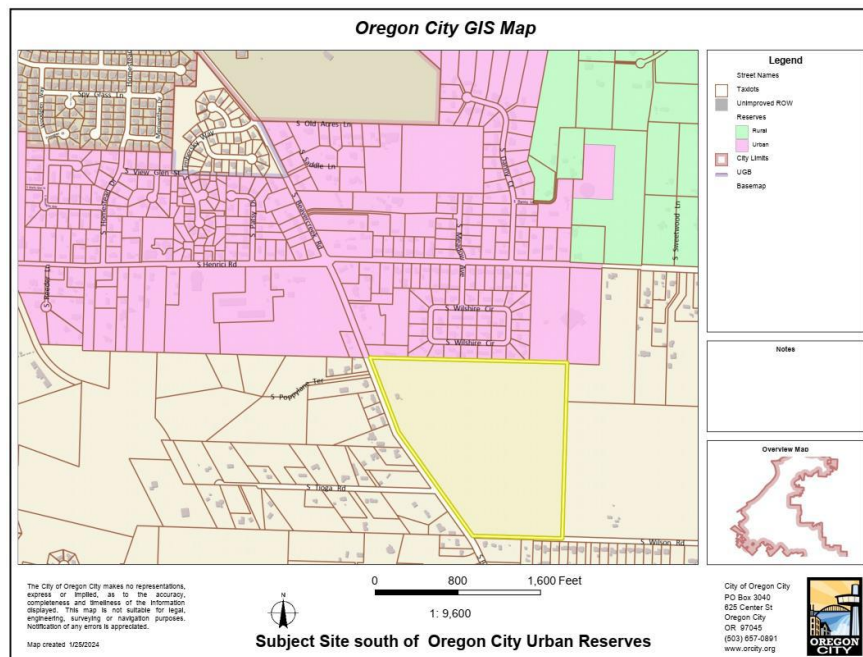
Please see the attached memo from Deputy City Attorney, Carrie Richter regarding a LUBA appeal filed by the City. The purpose of the memo is to brief the City Commission on the status of a pending LUBA appeal and to provide the Commission the opportunity for input on next steps.

MEMORANDUM

TO: Mayor McGriff and City Commissioners
 FROM: Carrie A. Richter, Deputy City Attorney
 DATE: May 24, 2024
 RE: LUBA Appeal Update – Mann Construction LLC Zone Change

The purpose of this memo is to brief the City Commission on the status of a pending LUBA appeal and to provide the Commission the opportunity for input on next steps.

On April 15, 2024, the Clackamas County Hearings Officer approved a request to change the zone of a 56.2 acre property located on the northeast corner of S. Beaver Creek Road and S. Wilson Road from Rural Residential Farm Forest 5-Acre to Rural Area Residential 2-Acre (known as Mann Construction LLC and referenced herein as “Mann”). The proposed RA-2 zone change increases the development potential on this property from 11 to 28 single family dwellings.



The primary concern with this application and others that allow greater density to develop in the County is the impact to failing and congested intersections within the City that Oregon City is charged with managing and fixing.

During the proceeding below, the City raised concerns over the impacts that the additional development would have on the Beavercreek Road / Hwy 213 and the Hwy 213 / Redland Road intersections within the City. The City pointed out that:

“92 percent (94 percent of peak hour trips) of the existing daily traffic travelling through these Hwy 213 intersections originates from outside the existing city limits in Clackamas County, including rural residential developments like that proposed here.”

In addition to noting that the applicant did not study the additional traffic impact at these intersections, the City asked that the County condition to the approval to require the same per trip contribution for Hwy 213 improvements that the City requires for new development within the city limits such as for Park Place or the Oregon City Golf Course.

The County hearings officer rejected the City’s concerns finding that any obligations required by the City’s municipal code do not apply outside of its jurisdiction. Adopting the County’s staff’s response by reference, the decision notes that “the county is committed to continuing coordination with the city regarding the transportation system” and suggested that the conversation was more appropriate to a higher level policy discussion when the County adopts its new transportation system plan which is anticipated for this summer / fall 2024.

In addition to the City’s transportation concerns, the Department of Land Conservation Development (DLCD) objected that the County could not approve a zone change allowing a greater rural residential density without taking an exception to Goal 14. Over the past few years, this is the fourth occasion that the County has upzoned rural residential lands without taking a goal exception. The third time that the County approved such a request was for 111 acres of land zoned Farm Forest 10-acre to Rural Area Residential 2-acre allowing for a future subdivision of up to 55 lots near the northeast corner of Hwy 213 and Mitchell Lane (referenced herein as “Cereghino”). DLCD did appeal the Cereghino decision to LUBA.¹ A decision is Cereghino is expected on May 31, although that deadline could be delayed.

In order to preserve the City’s ability to challenge the County’s refusal to address intersection failure within Oregon City, the City has appealed the Mann decision to LUBA. DLCD also appealed. Since these two appeals deal with the same underlying County decision, LUBA has consolidated the case into one for review. Elizabeth Graser-Lindsey has filed a motion to intervene on the side of the City and DLCD. The parties have agreed to stay the Mann appeal awaiting a decision from LUBA in Cereghino.

The City has not committed to partnering with any other parties or to pursue this appeal through to conclusion. Staff will seek advice from the City Commission as to the appropriate next steps after the Cereghino decision is issued and the parties’ response to that decision are known.

¹ The City did not know about the Cereghino decision while it was pending review before the County so it did not submit comments below and thus, the City did not have standing to participate in the LUBA appeal.

Jakob Wiley

From: James Nicita <james.nicita@gmail.com>
Sent: Wednesday, June 5, 2024 10:39 AM
To: Denyse McGriff; Adam Marl; Mike Mitchell; Rocky Smith, Jr.; Frank O'Donnell
Cc: Tony Konkol; Bill Kabeiseman; Carrie Richter; Jakob Wiley; Aquilla Hurd-Ravich
Subject: City Commission June 5 2024 Regular Meeting Item 10a. LUBA Appeal Update- Mann Construction LLC, Zone Change

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

City Commission:

As your constituent, citizen, and taxpayer, I respectfully request that you provide answers to the voters of Oregon City regarding the City's filing of this LUBA appeal, and specifically under what authority the appeal was filed.

As the deputy city attorney notes in her memo, the Clackamas County rendered his decision on April 15. The City had 21 days from April 15 to appeal to LUBA. That was May 6, the day the City in fact appealed.

The deputy city attorney states, "In order to preserve the City's ability to challenge the County's refusal to address intersection failure within Oregon City, the City has appealed the Mann decision to LUBA."

But during that time period, there were not one but two regularly scheduled city commission meetings, April 17 and May 1. There is nothing on the agenda for either meeting regarding a proposed appeal to LUBA.

As well, there is no executive session on either date for "current litigation or litigation likely to be filed".

Section 21 of the Charter does not grant the city manager any authority to commence litigation on behalf of the City without a vote of the Commission.

Chapter 2.08 of the Oregon City Municipal Code grants the city attorney no authority to commence litigation on behalf of the City without a vote of the Commission.

Section 6 of the Charter states: "Except as this charter provides otherwise, all powers of the city shall be vested in the commission." That includes committing the City to litigation like a LUBA appeal.

In turn, such a decision has to be a public decision.

Section 17 of the Charter states: "No action by the commission shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public."

Section 19 of the Charter states: "Except as this charter otherwise provides, the concurrence of a majority of the members of the commission present at a commission meeting shall be necessary to decide any question before the commission."

Nothing in state law preempts any of these provisions.

Again I ask, under what authority was the City's LUBA appeal filed?

If DLCD is appealing the same zone change to LUBA, I think it raises another consideration as to why it was a problem for the City Commission of Oregon City not to hold a public hearing to allow citizen input before filing its own appeal. Now Oregon City taxpayers are funding both the Oregon Department of Justice's attorneys on behalf of DLCD, as well as the City of Oregon City city attorneys' fees.

I don't know what value OC can add to the state DOJ's prosecution of the case. Maybe it can, but that in turn raises the other issue of budgetary priorities. During the May Planning Commission hearing, Aquila Hurd-Ravich said that there was "no budget" for the code amendment project to strengthen the Park Place concept Plan with "clear and objective" standards. And of course there is our persistent fund starvation of our parks system. The list is long. A public hearing is precisely where citizens should have been allowed to have input on the budgetary expenditure on the City's potentially duplicative LUBA appeal.

I think the citizens deserve answers from their elected representatives

James Nicita
Oregon City