



# CITY OF SWEET HOME CITY COUNCIL AGENDA

March 12, 2019, 6:30 p.m.  
Sweet Home Police Department, 1950 Main Street  
Sweet Home, OR 97386

WIFI Passcode:  
guestwifi

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

## A. Call to Order and Pledge of Allegiance

## B. Roll Call:

Councilor Coleman	Mayor Mahler
Councilor Gerson	Councilor Nash
Councilor Goble	Councilor Trask
Councilor Gourley	

## C. Consent Agenda:

- a) Approval of Minutes: February 26, 2019 City Council (pg. 2-6)

## D. Recognition of Visitors and Hearing of Petitions:

- a) Girl Scout Troop 20244 – Led by Troop Leader Kimi Nash

## E. Old Business:

- a) Sweet Home Sanitation – Candice Unger
- b) Oregon Jamboree – Robert Shamek (pg. 7-31)

## F. New Business:

- a) Request for Council Action – Appointment to Park and Tree Committee - Patton (pg. 32-34)
- b) Request for Council Action – Appointment to Budget Committee – Schaffer (pg. 35-37)
- c) Request for Council Action – Sweet Home PD Mobile and Portable Emergency Radio Replacement Project (pg.38-64)
- d) Request for Council Action – City Manager Contract (pg. 65-76)
- e) Information Only – Downtown Traffic Management Plan
- f) Information Only – Consultant Needs Assessment (pg. 77-86)

## G. Ordinance Bills

- i. Introduction and Request for Ordinance
- ii. First Reading of Ordinance Bills
- iii. Second Reading of Ordinance Bills
- iv. Third Reading of Ordinance Bills (Roll Call Vote Required)

## H. Reports of Committees:

- a) Mayor's Report
- b) City Manager's Report
- c) Department Director's Reports:
  - i. Finance Director
    - (1) Finance Report (pg. 87-88)
    - (2) Checks by Date (pg. 89-91)
    - (3) Revenue and Expense Graphs (pg. 92-94)
  - ii. Library Services Director
    - (1) Circulation Stats - Items (pg. 95)
    - (2) Circulation Stats – Patrons (pg. 96)
    - (3) Library Board Meeting Minutes (pg. 97)
  - iii. Community and Economic Development Director
  - iv. Police Chief
  - v. Public Works Director
    - (1) PW Monthly Report (pg. 98-100)
  - vi. City Attorney's Report

**I. Reports of City Officials:**

Administrative & Finance/Property (Minutes Feb 26, 2019) (pg. 101)	Goble
Public Safety/Traffic Safety	Nash
Public Works	Mahler
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Council of Governments	Gerson
Area Commission on Transportation	Trask
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley

**J. Council Business for Good of the Order:**

**K. Adjournment**

SWEET HOME CITY COUNCIL  
MEETING MINUTES

February 26, 2019

Mayor Mahler called the meeting to order at 6:30 p.m. in the Sweet Home Police Department. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, City Attorney Robert Snyder, Library Service Director Rose Peda, Public Works Director Greg Springman, Police Chief Jeff Lynn, Finance Director Brandon Neish, Joe Graybill, Community and Economic Development Interim, and Recording Secretary Julie Fisher.

Visitors Registered to Speak:

Media: Sean Morgan, The New Era

<b>Roll Call:</b>	Councilor Coleman	AB	Mayor Mahler	P
	Councilor Gerson	P	Councilor Nash	P
	Councilor Goble	P	Councilor Trask	P
	Councilor Gourley	P		

**Motion to approve Councilor Coleman’s Absence (Gerson/Gourley) Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)**

**Consent Agenda:** Motion was made to approve the Consent Agenda as presented (Gerson/Gourley). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)

Items on the consent agenda are as follows:  
Approval of Minutes: February 12, 2019 Regular Meeting

**Recognition of Visitors & Hearing of Petition:** None

**Old Business:**

SHOCASE Councilor Diane Gerson representing SHOCASE (Sweet Home Oregon Collation of Artistic and Scholastic Enrichment) presented a vision for displays of local art and an Art Show in the New City Hall. Consensus of the Council was to move forward with the SHOCASE project.

**New Business:**

Grove, Mueller and Swank P.C Audit Report Kathy Wilson and Taylor Sheppard with Grove, Mueller and Swank P.C presented the Audit Report for the City of Sweet Home. They reported the City received a “Clean Opinion”. They reviewed recommendations and gave an analysis of the City’s funds.

**Request for Council Action – Resolution No. 7 for 2019 – Fee Schedule**

City Manager Towry introduced the Request to adopt the City of Sweet Home Fee Schedule that would incorporate all fees into one schedule. This will ensure all fees are subject to an annual review.

**Motion to approve Resolution No. 7 for 2019 – A Resolution to Set Public Information, Records, Research, Service and Miscellaneous Fees. (Goble/Trask)**  
**Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)**

**Request for Council Action – Investment Policies Update**

Finance Director Neish introduced the Request for Council Action for an Investment Policy. The policy has been reviewed by the Oregon Short Term Fund Board which must approve all municipal investment policies.

**Motion to approve adopt the Investment Policy for the City of Sweet Home. (Gerson/Gourley). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)**

**Request for Council Action – IGA Planning Services OCWCOG**

City Manager Towry introduced the Request for Council Action for an IGA to contract Planning Services with OCWCOG. The rates are very reasonable and by utilizing a contract planner, we will free up the Community and Economic Development Director to be able to spend more efforts on economic development and parks.

**Motion to approve the IGA between the City of Sweet Home and Oregon Cascades West Council of Governments for Planning Services. (Goble/Gerson).**

**Roll Call Vote:**

<b>Councilor Gourley</b>	<b>Aye</b>
<b>Mayor Mahler</b>	<b>Aye</b>
<b>Councilor Nash</b>	<b>Aye</b>
<b>Councilor Trask</b>	<b>Aye</b>
<b>Councilor Coleman</b>	<b>Absent</b>
<b>Councilor Gerson</b>	<b>Aye</b>
<b>Councilor Goble</b>	<b>Aye</b>

**Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Coleman)**

**Oregon Jamboree – Information Only**

The Council discussed information included in the Council Packet regarding the upcoming Oregon Jamboree Event.

**Request for Council Action and First Reading of Ordinance Bills:**

None

**Second Reading:**

<b>Third and Final Reading of Ordinance Bills:</b>	None
	None
Mayor's Report	Mayor Mahler announced the Police and Fire Banquet on March 9 <sup>th</sup> .
City Manager's Report	City Manager Towry reported a Social Media news push during the recent snow event.
Department Directors Reports:	
Finance Director	Finance Director Neish reported he would be out at the CIS conference Wednesday thru Friday.
Library Director	No Report
Community and Economic Development Director	CEDD Interim Joe Graybill gave a brief report.
Police Chief	Chief Lynn reported he would have information to the Council on Class 4 ATVs in March as well as the Downtown Traffic Management Plan.
Public Works	PWD Springman gave a report on crew's response to the snow event. Mayor Mahler commended the Public Works Crew for a job well done.
City Attorney	None
Committee Reports:	
Administration & Finance/ Property Committee	Councilor Goble reported discussions on Bulk Water Rate and the City Manager's Contract.
Public/Traffic Safety	No Report.
Public Works	No Report
City Boards/Committees:	
Chamber of Commerce	No Report
Park & Tree Commission	Councilor Trask announced a donation letter will go out in the utility bills to help raise grant match funds.
Y.A.C.	Councilor Gourley reported Madelyn Neuschwander attended the State Police Facility and gave a report on School Safety from information gathered from the Gun Violence Summit she attended in Washington D.C.

Ad Hoc Committee  
Community Healthcare

Councilor Gourley reported the meeting scheduled for February 25, 2019 had been canceled due to weather. Councilor Gourley reported a warming shelter at the Sweet Home Lutheran Church lost power during the recent power outages. They are also in need of donations of coffee, soup and granola bars.

Regional Boards/Committees:

Area Commission on Transportation (ACT) No Report

Council of Governments (COG) No Report

Solid Waste Advisory Council (SWAC) No Report

Council Business for Good of the Order: None

Adjournment: With no further business the meeting adjourned at 7:52 PM

The foregoing is a true copy of the proceedings of the City Council at the February 26, 2019 regular City Council Meeting.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

**2019 OREGON JAMBOREE  
REQUESTS**

The City is in the process of working with the Oregon Jamboree staff to coordinate and prepare for the 27<sup>th</sup> annual event. The items listed below are the proposed requests from the Jamboree staff. The majority are needed for the safe and efficient operation of an event of this size and nature. The requests are associated with City road closures, parking designation changes, the use of specific City property, the approval of a liquor license and the approval of a Public Address permit.

The Oregon Jamboree also requests the waiver of specific fees associated with the City. The waiver requests include fees associated with the Event Fee, Jamboree related vendor Peddler License fees, and the waiver of water service fees and equipment rental fees. City staff has placed (or attempted to place) a value on the Oregon Jamboree requests. These costs, as well as the revenues received from the Jamboree regarding the Transient Occupancy Tax, are listed below.

<b>City Property Fee Waiver</b>	<b>Amount</b>	<b>Days</b>	<b>Total</b>
Sankey Park	\$ 100.00	8	\$ 800.00
Northside Park	\$ -	4	\$ -
Outdoor Event Center	\$ 100.00	6	\$ 600.00
Event Fee	\$ 50.00	4	\$ 200.00
<b>Water Service Fee Waiver</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Water Consumption waived	\$ 172.92	0(?)	\$ 314.40
<b>Transient Merchant Fee</b>	No Fee	No Fee	
<b>Public Works</b>	<b>2018</b>	<b>2017</b>	
Personnel Costs	\$ 1,807.00	\$ 1,750.00	
Equipment Costs	\$ 322.00	\$ 192.00	
"Local Traffic" sign waiver fee	\$ 120.00	\$ 120.00	
"Street Closed" sign waiver fee	\$ 160.00	\$ 160.00	
"No Through Traffic" sign waiver fee	\$ 240.00	\$ 240.00	
"No Parking" sign waiver fee	\$ 216.00	\$ 216.00	
Water Jersey Barricade waiver fee	\$ 96.00	\$ 96.00	
Lighted Barricade waiver fee	\$ 132.00	\$ 132.00	
Street Barricade waiver fee	\$ 264.00	\$ 264.00	
<b>Police</b>	<b>2018</b>	<b>2017</b>	
Total Personnel Cost	\$11,401.00	\$ 8,584.00	
Jamboree Reimbursement	\$ 7,661.00	\$ 6,285.00	
Personnel Expense	\$ 3,740.00	\$ 2,298.00	
<b>Estimated City Costs and Waivers</b>	<b>2018</b>	<b>2017</b>	
	\$ 8,869.92	\$ 7,068.00	
<b>Transient Occupancy Tax</b>	<b>2018</b>	<b>2017</b>	
Revenue Received	\$ 8,307.00	\$ 12,746.94	

## **Road Closures/Parking**

18<sup>th</sup> Avenue from Long to Kalmia

7:00 a.m. on Friday (08-02-19) until 9:00 p.m. on Sunday (08-04-19)

Consistent with previous year's request

Resolution Required

18<sup>th</sup> Avenue/Ames Creek Rd from Grape St. to Mtn. View Road

7:00 a.m. on Friday (08-02-19) until 9:00 p.m. on Sunday (08-04-19)

Consistent with previous year's request

Resolution Required

18<sup>th</sup> Avenue immediately adjacent to Jamboree Grounds

11:00 a.m. on Thursday (08-01-19) until 10:00 p.m. on Sunday (08-04-19)

Consistent with previous year's request

Resolution Required

14<sup>th</sup> Avenue from Kalmia St. to Grape St.

7:00 a.m. on Friday (08-02-19) until 9:00 p.m. on Sunday (08-04-19)

Consistent with previous year's request

Resolution Required

Disabled Parking

On 18<sup>th</sup> Avenue from Long St. to Jamboree concert grounds

**AND**

1800 block of Kalmia Street

11:00 a.m. on Thursday (08-01-19) until 10:00 p.m. on Sunday (08-04-19)

Consistent with previous year's request

Resolution Required

No Parking along 18<sup>th</sup> Avenue/Ames Creek Rd. (south of Jamboree to Mountain View Rd.)

11:00 a.m. on Thursday (08-01-19) until 10:00 p.m. on Sunday (08-04-19)

Consistent with previous year's request

Resolution Required

## **City Property**

Sankey Park

Closes to the public Monday (7-29-19) at 6:00 a.m.

Re-opens to the public on Tuesday (8-6-19) at 10:00 p.m.

Waiver of Sankey Park fees



Northside Park

Camp site for Oregon Jamboree volunteers (47 spaces)  
Camp site opens at 2:00 p.m. on Thursday (08-01-19) until Sunday (08-04-19) at 11:00 p.m.  
The park is not closed to the public  
Consistent with previous year's request

3225 Hwy 20 (Future City Hall)

Camp site for Oregon Jamboree patrons (111 spaces – both tent and rv)  
Check in begins on Thursday (08-01-19) at 2:00 p.m. until Sunday (08-04-19) at 11:00 p.m.  
Consistent with previous year's request

Outdoor Event Center (4100 Blk Long St.)

Camp site for Oregon Jamboree (384 spaces)  
Check in begins on Thursday (08-01-19) at 2:00 p.m. until Monday (08-05-19) 2:00 p.m.  
Consistent with previous year's request  
Waiver of fee

**Liquor Licenses**

Oregon Jamboree

The Oregon Jamboree will have 4 alcohol service areas within the venue. This is consistent with years past. The alcohol service areas will operate on Friday, Saturday and Sunday of the event.

Oregon Beverage Service

The Oregon Jamboree is proposing a pre-event concert on 18<sup>th</sup> Avenue on Thursday (08-01-19), adjacent to the concert grounds. The pre-event (Kick-off) concert will have alcohol sales associated with it. The alcohol sales will be operated and monitored by the Oregon Beverage Service. The pre-event will consist of several acts and will be open to the general public. The event will operate from 1600 to 2200 hours.

**Public Address Permits**

Thursday

Pre-event (Kick-off) concert  
2019 request - 5:00 p.m. until 10:00 p.m.  
2018 request - 5:00 p.m. until 10:00 p.m.

Friday

2019 request - 12:00 p.m. until 12:00 a.m.  
2018 request - 12:00 p.m. until 12:00 a.m.  
2017 request - 12:00 p.m. until 11:00 p.m.

Saturday

- 2019 request - 11:00 a.m. until 12:00 p.m.
- 2018 request - 11:00 a.m. until 12:00 a.m.
- 2017 request - 12:00 p.m. until 11:00 p.m.

Sunday

- 2019 request - 11:00 a.m. until 9:00 p.m.
- 2018 request - 11:00 a.m. until 9:00 p.m.
- 2017 request - 12:00 p.m. until 10:00 p.m.

Police Man Power

- Increased staffing
- Oregon Jamboree to reimburse Department for interior staff time

Event Fee waiver SHMC 5.04.010

\$50/day

Waiver of water service and equipment fees

Transient Merchant License Requirement Waiver SHMC 5.12.010

For all Oregon Jamboree Vendors

Waiver of Public Works Equipment Fees

Item	Cost	Qty	Days	Total Costs
"Local Traffic Only" signs	\$ 10.00	3	4	\$ 120.00
"Street Closed Ahead" signs	\$ 10.00	4	4	\$ 160.00
"No Through Traffic" signs	\$ 10.00	6	4	\$ 240.00
"No Parking" signs	\$ 3.00	18	4	\$ 216.00
Water Jersey Barricades	\$ 3.00	8	4	\$ 96.00
Lighted Barricades	\$ 3.00	11	4	\$ 132.00
Street Barricades	\$ 3.00	22	4	\$ 264.00
<b>Total Cost for Event</b>				<b>\$ 1,228.00</b>

EVENT COST COMP

	<b>2018</b>	<b>2017</b>
<b>Sportsman Holiday Events</b>		
Public Works Expense	\$ 9,882.00	\$ 9,170.00
Police Department Expense	\$ 1,065.00	\$ 1,585.00
TOTAL	\$ 10,947.00	\$ 10,755.00
<b>Christmas Parade</b>		
Public Works Expense	\$ 4,907.00	\$ 3,245.00
Police Department Expense	\$ 983.00	\$ 1,806.00
TOTAL	\$ 5,890.00	\$ 5,051.00
<b>Jamboree Expenses</b>	\$ 8,869.92	\$ 7,068.00



# Special Event Permit

(For use of Public Property or in City Right-of-Way)

## Application Packet and Guidelines



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## Community and Economic Development Department

### INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

A "Special Event" is defined as an event with greater than 75 people in attendance, exclusive use of a City facility, or the group is asking for special exemptions.

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application

1. **Review the *Special Event Permit Application Packet and Guidelines***
2. Complete Special Event Permit Application (see Application Checklist)
3. Schedule a meeting with the Community Economic and Development Department to review your application.
4. Obtain a Certificate of Insurance from your insurer. The Certificate must:
  - a. List the name and date(s) of the event
  - b. State the limits of liability are as follows:  
General Liability insurance generally in the amount of one-million dollars (\$1,000,000) combined single limits per occurrence  
Two-million (\$2,000,000) aggregate
  - c. **An endorsement naming the City of Sweet Home as an additional Insured.**  
Such insurance shall be primary to any insurance carried or maintained by the City. Upon recommendation of the City Manager or designee and based upon the event's risk rating, staff may require certain events to hold larger insurance policies. The insurance policy shall be written on an occurrence basis, shall name the City as an additional insured, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy except upon thirty (30) days' written notice to the City.
  - d. **The applicant must request their insurer add in the "Description of Operations" box on the Certificate of Liability Insurance to read: "The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured." The certificate holder must be named in the designated box as: "City of Sweet Home, 1140 12<sup>th</sup> Avenue, Sweet Home, OR 97386."**

**A PERMIT WILL NOT BE ISSUED WITHOUT RECEIPT OF AN APPROVED CERTIFICATE OF INSURANCE AND AN ENDORESENT NAMING THE CITY AS AN ADDITIONAL INSURED IS RECEIVED VIA POSTAL MAIL, EMAIL OR FAXED TO THE CITY DIRECTLY FROM THE INSURANCE COMPANY.**

5. Submit a **completed** Special Event Permit Application, all additional required materials, and the event application fee at **least 45 days** prior to the event to:

City of Sweet Home  
Community and Economic Development Department  
1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
(541) 367-8113



# Community and Economic Development Department

## SPECIAL EVENT PERMIT APPLICATION

1. Name of Event: The 27<sup>th</sup> Annual Oregon Jamboree    Date(s) of Event: August 1 – 4, 2019
2. Setup Start Time/Date: Monday, 7/29/19 6:00 am    Event Start Time: Thursday, 8/1/19 2:00 pm
3. Event End Time: Monday, 8/5/19 11:00 am    Clean Up End Time/Date: Monday, 8/5/19 10:00 pm
4. Sponsoring Organization: Sweet Home Economic Development Group, Inc. dba The Oregon Jamboree
5. Event Coordinator/Primary Contact: Robert Shamek
6. Mailing Address: 401 Main Street, Suite D Sweet Home, OR 97386
7. Day Time Phone: 541-367-8800    Cell Phone: 541-730-0194
8. Email: Robert@oregonjamboree.com    Fax: 541-367-8400
9. Secondary Contact: Carlene Erickson    Phone: 541-367-8800 or cell 541-409-0163
10. Is Alcohol Being Served?     Yes     No    If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park?     Yes     No  
If YES, which one(s)? Sankey Park for festival grounds; Upper Sankey Park Northside Park and City Hall for camping.
12. Will this event include Food Vendors of any type?     Yes     No  
If YES, all vendors must apply for a Temporary Restaurant License with the Linn County Health Department 541.967.3821, (ORS 624.025). The Vendors must apply three weeks before the start of the event. A list of vendors is required to be submitted with this application.
13. Anticipated Number of Attendees? 11,000 – 18,000 patrons

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

<b>FOR OFFICE USE ONLY:</b>			
Park & Recreation		Building/Code Enforcement	
Community Development		Police	
Fire		Public Works	
<b>STAFF – INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS</b>			

PAYMENT AMOUNT: \_\_\_\_\_ CASH    CC    CHECK # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT APPROVED:     Yes     No

Authorized City Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Community and Economic Development Department

## HOLD HARMLESS AGREEMENT

**IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY PROPERTY OR FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT ("INDEMNITOR") AGREES TO THE FOLLOWING:**

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City of Sweet Home from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. The INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.
3. The INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Department as safe for the particular event or facility.
4. The INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Oregon law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO THE CITY.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: Robert Shamel  
PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: [Signature] 2-14-19  
SIGN NAME DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OD USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY PUSUANT TO Sweet Home Code of Ordinances 17.80 Conditional Uses. All applications must be reviewed and approved before a permit can be issued.









## Community and Economic Development Department

### Event and Equipment Rental Fees

Description	Fees: <u>Non-Refundable</u>	Fees: Refundable	Replacement Costs	Fees Collected:
Bandstand	\$15.00/hour or \$100 maximum	\$100.00		
Outdoor Event Center	\$15.00/hour or \$100 maximum	\$100.00		
Gazebo	\$15.00/hour or \$100 maximum	\$100.00		
Girls Scout Hut	\$15.00/hour or \$100 maximum	\$100.00		
Weddle Bridge	\$15.00/hour or \$100 maximum	\$100.00		

**Total Equipment Items not to exceed a \$400.00 replacement cost. Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental**

Description	Fees: <u>Non-Refundable</u>	Fees: Refundable	Replacement Costs	Fees Collected:
Tables	\$5.00/table	\$100.00	\$60.00	
Chairs	\$1.00/chair	\$100.00	\$20.00	
2' Fold Up Barricade	\$3.00/ Barricade		\$25.00	
2' Fold Up Plastic Barricades	\$3.00/Barricade		\$40.00	
8' Barricade	\$3.00/Barricade		\$45.00	
Small Barricade – "No Park"	\$3.00/Barricade		\$24.00	
Photo Cell Battery Light	\$3.00/Light		\$20.00	
18" Traffic Cones	\$3.00/Cone		\$10.00	
28" Traffic Cones with Reflective Strip	\$3.00/Cone		\$19.00	
Construction Signs with Sign Holders	\$10.00/Sign		\$50.00	
Slow/Stop Paddle	\$3.00/Each		\$18.00	
Slow/Stop Paddle with 30" Handle	\$5.00/Each		\$20.00	
Slow/Stop Paddle with 60" Handle	\$5.00/Each		\$21.00	
Hydrant Wrench	\$5.00/Each		\$35.00	
Safety Vests			\$12.00/Each	

### **Land Use Proposal City Property**

This written application is submitted as a proposed plan for permission to use Sankey Park and additional properties owned by the City of Sweet Home as described below. Usage will be for concert production and campsites per the date and time schedule indicated below.

### **Monday, July 29, 2019 6:00 AM through Monday, August 5, 2019 10:00 PM Sankey Park and Weddle Bridge Use**

We propose to close Sankey Park/Weddle Bridge to the public from 6:00 AM of Monday, July 29, 2019 through Monday, August 5, 2019 to provide maximum security and eliminate potential safety hazards. Lower Sankey Park will be used for a children's activity area, patron attractions, two additional beer gardens, a seating area, a second stage, Jamboree Volunteer check-in, Artisan Alley and volunteer parking. On-site RVs may be provided for the convenience of the volunteers. Only authorized Jamboree Volunteers, paid security services, personnel and working staff will be admitted through the park during this time. During the festival, the general public will only have access to the Sankey Park amenities by crossing the Weddle Bridge. Special passes will be issued for vehicle admission.

Beginning at 6:00 AM on July 29, 2019 through 10:00 PM on August 5, 2019 Sankey Park shall be closed to all persons except those authorized by the Oregon Jamboree or the Chief of Police.

### **Camping**

We propose to use Upper Sankey Park and the City Hall location for RV/tent campsites and Northside Park for tent-only volunteer campsites. The sites will be sold for \$120-\$140 each (\$20 for Northside park for Volunteer camping) for the entire weekend. Each camp site will have a pass allowing them to go in and out with their vehicle only; RV's will remain parked for the duration of the festival, with the exception of emergency situations. Attached, please find a Camp Site Map, individual Campground Maps and the *Oregon Jamboree RV & Tent Camping Rules & Regulations*.

Historically, the Oregon Jamboree pays an occupancy tax to the city of Sweet Home based on camping sites sold within the city limits. This year we would like to propose that, in the spirit of economic development and increased tourism within Sweet Home, a portion of that tax would be utilized for marketing of other events within the community.

### **Beer Gardens and Serving Areas**

We propose to use city owned property to the south and the west of the concert site and a portion of the Sankey Park area for Beer Gardens (see attached map). The beer gardens will be managed by Oregon Beverage Services. Oregon Beverage Services personnel will ensure that beer garden operations are in strict compliance with all city and state laws; including proper liquor permits, security and insurance.

### **Street Closures**

The Oregon Jamboree requests permission to close 18<sup>th</sup> Avenue from Long Street to Mountain View and 14<sup>th</sup> Avenue from Kalmia Street to Grape Street in order to establish a safety corridor. Oregon Jamboree security and parking teams will monitor all road closures closely to ensure the utmost safety for patrons and residents.

#### Street Closure Schedule (Map Attached)

Thursday August 1, 2019 through Sunday August 4, 2019

18<sup>th</sup> Avenue from Long Street to Mountain View shall be closed and blocked off to “through traffic” from 7:00 AM on Friday 8/1/19 through 9:00 PM on Sunday 8/4/19 at the direction of the Chief of Police. Residential traffic will be allowed to ingress and egress by use of special permits.

The portion of 18<sup>th</sup> Avenue immediately adjacent to the concert grounds and serving no residential properties shall be completely blocked off to all vehicles from 11:00 AM on Thursday 8/1/19 to 10:00 PM on Sunday 8/4/19. In addition, during the above time frame all areas of 18<sup>th</sup> Avenue between Long Street and the concert grounds (including the 1800 block of Kalmia Street) shall be designated and signed as “Disabled Parking” only and the Chief of Police is directed to enforce the provisions of ORS 811.615.

#### Resident Passes

All residents of 18<sup>th</sup> Avenue and Kalmia Street will receive passes allowing them to proceed to and from their homes. In order to establish a safety corridor, this will also include “No Parking” along 18<sup>th</sup> Avenue; resident vehicles must be parked on their property and not on the street. In addition, 18<sup>th</sup> Avenue between Long Street and the concert entry (including the 1800 block of Kalmia Street) will be designated “Disabled Parking” only; 18<sup>th</sup> Avenue between Grape Street and the bus barn will be designated “No Parking”. Residents will be notified by mail on Monday, July 8, 2019 with a letter and a map instructing them how to pick up their passes. All passes not picked up by Friday, July 20, 2019 will be mailed out via USPS with a return receipt on Monday, July 22, 2019.

It should be noted that, due to the roadblock on 18<sup>th</sup> Avenue at the concert entry, residents of Grape Street and 18<sup>th</sup> Avenue, south of the bus barn, will need to access their homes via Ames Creek Road.

We are requesting these closures to maximize pedestrian safety, reduce traffic congestion and to encourage the use of student sponsored parking lots. Foot traffic and long concert lines may be excessive on concert days and will be located in the middle of 18<sup>th</sup> Avenue. It is our belief that these closures are prudent and necessary for the safety and protection of concert patrons as well as residents.

#### Requested Assistance from the Sweet Home Police Department

We are requesting adequate manpower from the Sweet Home Police Department to assist with concert security and safety based on our projection of between 11,000 - 18,000 patrons per day. In addition, we request the assistance of a police officer at

the bus loading area each night. This manpower will be based on a financial proposal/contracted bid provided by the Chief of Police.

### Conflict Resolution

As in the past, our plan for conflict resolution will be as follows:

- Anyone causing problems will be asked to leave the premises.
- A complaint will be made to the Police Department and the person(s) will be subject to arrest for trespassing or disorderly conduct.
- The Chief of Police has the final say in every matter. We ask to be informed of all emergencies and outcomes so that we can act in the appropriate way for conflict resolution.

### Event Chain of Command

Every attempt will be made to begin at the top of the chain of command and only work down the chain based on availability.

1. Police Chief
2. Fire Chief
3. Festival Director
4. Staff/Management Team
5. Production Manager
6. Paid Security
7. Volunteer Supervisors

### Admission Policy

We will again have an open gate policy, because it has proven to be the most effective over the years. There will be a search at the gate conducted by paid security and volunteer personnel. No alcohol, food, beverages or weapons will be allowed to enter the festival gates.

Wristband passes will be issued for festival re-entry. The Front Gate Team will be doing early banding on Thursday, August 1<sup>st</sup> at the Box Office building on 18<sup>th</sup> Avenue, beginning at 2:00 PM. Our gates will be open Friday, August 2<sup>nd</sup> at 1:00 PM and the concert will begin at 3:00 PM. Saturday, August 3<sup>rd</sup> gates will open at 11:00 AM with music starting at 1:30 PM. Sunday, August 4<sup>th</sup> gates will open at 11:00 AM with music starting at 12:30 PM. When the crowd starts lining up, we will start to wristband patrons and reiterate the rules in an attempt to resolve many of the carry-in issues. Once the gates are open, we will have a separate entrance for reserved seating and general admission, to facilitate quicker entry. All of the searchers will be aware of what is/is not allowed for consistency. A wristband pass-key book, which identifies various passes and associated levels of access, will be provided to police, security and road closure staff.

### Requested Assistance from Public Works

We request that Public Works personnel be on-call throughout the festival weekend in case of an emergency requiring their assistance. We will supply street passes and wristbands for easy access in an emergency. We also request the use of the following equipment:

- “Local Traffic Only” Signs 3
- “Street Closed Ahead” Signs 4
- “No Through Traffic” Signs 6
- “No Parking” Signs 18
- Water Jersey Barricades 8
- Lighted Barricades 11
- Street Barricades 22
- Install sign pole receptacles on east and west side of 18<sup>th</sup> Avenue for temporary “No Parking” signs.

Requested Assistance from Sweet Home City Council

The Oregon Jamboree is requesting that the Sweet Home City Council approve the following:

1. Waiver of Peddlers License for all Jamboree vendors within the festival site
2. Public Address System permit
3. Variance on City Noise Ordinance
4. Waiver of event permit fee; SMC 5-04-010

Liability Insurance

The Oregon Jamboree will provide proof of the liability insurance policy purchased by the Oregon Jamboree with a list of parties that will be named as additional insured entities (this is not an all-inclusive list):

- City of Sweet Home
- Comcast
- Gary Burns
- Brent Ellis
- Joel Keesecker
- Freeman Enterprises, Inc.
- MVI Multi-vision Inc.
- McCubbins Family LLC & Danny McCubbins Trustee
- Oregon Department of Transportation (ODOT)
- Pacific Power
- Safeway
- Stage Pro
- Sweet Home Fire and Ambulance District
- Sweet Home School District #55
- Sweet Home Church of Christ
- Sweet Home Community Chapel

Requested Assistance from the City of Sweet Home

1. Deliver barricades and requested signs to Sankey Park on set up day (Thursday, August 1, 2019) and pick them up on Monday, August 5, 2019. The Security Director and Public Works Maintenance Superintendent will coordinate the delivery and set up of the barricades and signs on 14<sup>th</sup> Avenue and 18<sup>th</sup> Avenue.

2. Assistance from Public Works personnel to ensure public safety from Thursday, August 1<sup>st</sup> through Monday, August 5<sup>th</sup> as well as the use of equipment and services determined before and during the event well within local, state and federal guidelines.

We thank you, in advance, for your help in making the Oregon Jamboree a reality in Sweet Home. Local merchants, school, civic clubs and other groups are benefitting greatly from the tourism dollars generated by the concert patrons.

### Team Plans

The following attached proposals are a sampling of individual team plans that will impact the overall flow and safety of the Oregon Jamboree:

1. Clean Up/Sanitation Proposal
2. Concessions Proposal
3. Safety Proposal

#### 1. Clean Up/Sanitation Team Plan

Sunshine Industries will contract with the Oregon Jamboree for clean-up and sanitation services before and after the festival.

The Clean-up and Sanitation volunteer team plans to keep the concert site and surrounding areas in as near spotless condition as possible. We will accomplish this goal by having continuous trash patrol before and during each concert. Because of the possibility of injury or contamination, we will only allow trash to be picked up after dark when the stage lights are on.

Rubber gloves and “grapplers” will be provided for handling trash. Proper sized garbage bags will be readily available to replace full bags as needed. Full bags will be put into dumpsters strategically placed throughout the concert area; dumpsters will be emptied daily by Sweet Home Sanitation. Concessionaires will be asked to separate cardboard and glass for recycling.

Porta-potties will be provided at a minimum of 70 (plus two handicap accessible) per 10,000 people in attendance. This will be determined by ticket sales. Hand washing sinks will also be provided near the porta-potties.

Our volunteer crew consists of approximately 30 people with an average of ten people per shift. Unless there is a change, we will be working seven shifts from Friday morning through Monday morning.

Areas to be cleaned (including porta-potty distribution) include concert grounds, RV and tent campgrounds and 14<sup>th</sup> Avenue, 18<sup>th</sup> Avenue and Sankey Park.

#### 2. Concessions Team Plan

We have planned for a maximum of 25 food booths, three drink booths and six merchandise booths.

Our plans are laid out and understood by the concessionaires, regarding location of the electrical and water outlets. Water lines will be laid to within a few feet of each booth from the main water spigots already in place. Power will be supplied from the existing power stations set up. Defined menus and workable plans to serve large groups of people will be established.

Vendor team schedule is as follows:

- Thursday, August 1 – Set up 10:00 AM – 6:00 PM
  - Friday, August 2 – Health inspections begin 11:30 AM
  - Friday, August 2– Vendor Booths open 1:00 PM – \*11:30 PM
  - Saturday, August 3- Vendor Booths open 11:00 AM – \*11:45 PM
  - Sunday, August 4 - Vendor Booths open 11:00 AM – \*9:00 PM
- \*Approximate closing times; Jamboree times are subject to change without notice.

### 3. Safety Team Plan

The team goal is to maintain a safe environment for participants, volunteers and the public while maintaining compliance with all state, county and city regulations.

The Safety Team gives the following items utmost priority:

- Provide coordination for safe ingress/egress from concert sites, RV campsites, City, City Public Works Department and Security and Sign Committee Chairpersons.
- Provide oversight of concert participants to ensure compliance of all County Health Department regulations.
- Assist the fire marshal with the electrical needs for concessions, RV parks and all other necessary inspections.
- Provide concert patrons adequate water supply.
- Provide accessible First Aid Station.

### 4. Staff Team Plan

Provide a supervisor and approximately six volunteers with the following qualifications:

- Ability to make logical decisions
- Calm action under stressful or emergency situations
- Tact and Diplomacy
- Basic hospitality

Provide the following equipment for staff use:

- Emergency generators with lights (two)
- Radios
- Flashlights
- Barrier gloves (latex and/or rubber)



**2019 Oregon Jamboree  
Crowd Management & Guest Services Plan  
Safety & Security Plan**  
Director: Penny Leland, (541) 405-5639, [pennv@oregonjamboree.com](mailto:pennv@oregonjamboree.com)  
Supervisors: Cassie Richey  
Jared Richey  
Chris Forum  
Chris Romero  
Bill Johnson  
David Cleland

**Safety & Security Purpose:**

To provide a secure, safe and enjoyable environment for all concert patrons, performers, volunteers and the community.

**Safety & Security Plan:**

We will be using crowd management volunteers, guest services volunteers, private security personnel, Sweet Home Police Department personnel and Sweet Home Ambulance and Fire District personnel.

We will be responsible for safety and security of the interior and perimeter of the concert grounds, all gate access, back stage, street closures and Sankey Park and the adjacent areas within the boundaries of the temporary park closure. We will also provide security to the outlying campgrounds associated with the Oregon Jamboree.

A determination of the number of law enforcement and medical personnel required will be at the discretion of the Chief of Police and Fire Chief. A safety tent manned by crowd management volunteers will be on site and visible to concert patrons. A police/fire command trailer and 2 first aid tents will also be on the concert grounds and visible to the patrons.

**Staff:**

**Crowd Management Volunteers**

Approximately 40-60 volunteers will patrol the concert grounds at various key locations working a minimum of three 6-hour shifts.

- a) Reserved and General seating access and aisle ways.
- b) Autograph lines.
- c) Scrip Booths
- d) All aisle ways within the grounds, maintaining open hazard free walkways
- e) Backstage gates
- f) Vendor gate
- g) Patron staging on 18<sup>th</sup> Avenue.
- h) Sankey Park and Weddle Bridge.
- i) Other areas within the concert grounds as needed.

**Paid Security**

We will be utilizing a minimum of 56 paid security guards during peak hours and 3 during non peak hours to patrol the concert grounds and camping areas at various key locations.

- a) Main Gate Wanders.
- b) Main Gate Bag Search
- c) Volunteer gate
- d) Weddle Bridge
- e) Sankey Stage
- f) Accounting areas
- g) Will Call
- h) Campground Security
- i) Shuttle staging area
- j) Overnight Security
- k) Road Closures

**Guest Services**

Approximately 80-100 Volunteers at various key locations working a minimum of three 6-hour shifts.

- a) Front gate directing patrons.
- b) General seating chair placement.
- c) Reserved seating ushering.
- d) Sankey Park and Weddle Bridge

- ★ **AMENITIES:** Water source (when possible), portable toilets, recycling, and sanitation services are provided at each campground. There are **NO HOOK-UPS** available at any of the campgrounds.
- ★ **CAMP HOSTS:** Each campground has volunteer Camp Hosts. They are available to check you in, help locate your site if needed, and to answer questions. Please be courteous and cooperate fully with your Jamboree Camp Hosts. They are there to help make your stay pleasant & safe and have the authority to evict persons violating Jamboree rules.
- ★ **CHECK-IN TIME:** begins Thursday before concert after 2:00 pm. Please do not arrive before 2:00 pm. Once you are parked in the camp site, you will not be allowed to move RVs or tents.
- ★ **CHECK-OUT TIME:** no later than Monday after concert at 10 am. Please leave your site as clean or cleaner than when you arrived. We appreciate it!
- ★ **FIRES:** **Absolutely NO FIRE WORKS, CAMP FIRES, OPEN FLAME FIRES, OR OPEN FLAME CANDLES will be allowed.** This includes charcoal or pellet grills, and other open flame devices. Propane stoves, fire pits, grills & barbeques with shut-off valves are allowed. Traegers are not allowed. When in grass areas, please be cautious when smoking. **ANY UNATTENDED BURNING DEVICE WILL BE TURNED OFF. IF FOUND A SECOND TIME, IT WILL BE DIS-ALLOWED.** Festival Management reserves the right to prohibit use of open flame devices when left unattended.
- ★ **PASSES:** Your camp host will exchange your ticket for a camping pass. Camping passes **must be visible at all times** while in the campground & for re-entry to the campground. The campsite fee includes your RV or tent & your transportation vehicle. You are allowed one (1) extra vehicle pass per site. **Additional vehicle passes are \$25 for the weekend and are sold by the camp host on a space available basis. No extra vehicles are permitted in Camp A.** If you have more than one site, the per-site count of RV's and vehicles cannot exceed the total number for your sites, but can be located anywhere in your sites. All RVs, tents, vehicles, and property must be kept within your site boundaries. Multiple sites can be laid out to your choosing as long as all equipment is within your sites' boundaries. A camping ticket must be presented for each site in use. All roads in campgrounds are classified as fire-access roads and cannot be blocked. **Vehicles or any other property blocking the fire roads will be removed at the owner's expense.**
- ★ **PATRONS** who behave in a way that could be considered obscene, indecent, lewd, racially offensive, suggestive, harassing, threatening, objectionable, or unlawful shall be subject to loss of band(s), removal from all festival properties, & punishable to the full extent of the law.
- ★ **PETS:** We discourage you from bringing pets along, as most of your time will be spent inside the concert grounds, not in camp. **NO PETS** will be allowed into the festival site.
- ★ **PROTECT YOUR BELONGINGS** and lock-up all valuables including coolers, bikes and generators when leaving them unattended and overnight. The Oregon Jamboree, City of Sweet Home and Sweet Home School District **are not responsible for lost, stolen, or damaged personal property of any kind.**
- ★ **QUIET TIME:** Please be considerate of your neighbors and observe the established quiet time: Thursday & Sunday: 10:00 pm to 7:00 am.; Friday & Saturday: midnight to 7:00 am. Generator use is allowed outside of quiet time hours only if it does not disturb or asphyxiate the other campers. Festival management reserves the right to prohibit use of any generator at any time.
- ★ **RV versus TENT:** "RV camping" is considered anything with wheels (fifth-wheels, motor homes, camper-vans, travel-trailers, truck campers, tent-trailers). "TENT-only camping" is restricted to tents (no tent-trailers).
- ★ **SHOWERS** will be available at the High School Gym & Pool, Football Field, the Jr. High, the Boys & Girls Club, the Community Chapel (RV16), RV-9 Rodeo Grounds, & RV18 Ranger Station for a minimal fee. Exact times & locations will be posted at each campground & at the entrance to the Will Call building.
- ★ **SHUTTLE** Service is provided for Camps 6, 7, 9, 10, 14, 15, 16, 18 and 20. ALL RV sites are on a 20- to 30-minute schedule on concert days. A schedule will be posted at each campground and at the entrance to the Will Call building.
- ★ **TENT CAMP A CAMPERS:** will not be allowed to park on the grass by your tents. No extra vehicles are permitted. Designated parking for Camp A is along 18<sup>th</sup> Avenue next to the camp. Reserved parking is not available or permitted. The campsites are an easy walk from the parking area. No swimming pools are allowed on the grass.

**CLICK ON THE SECTION YOU WISH TO BUY CAMPSITES FOR**

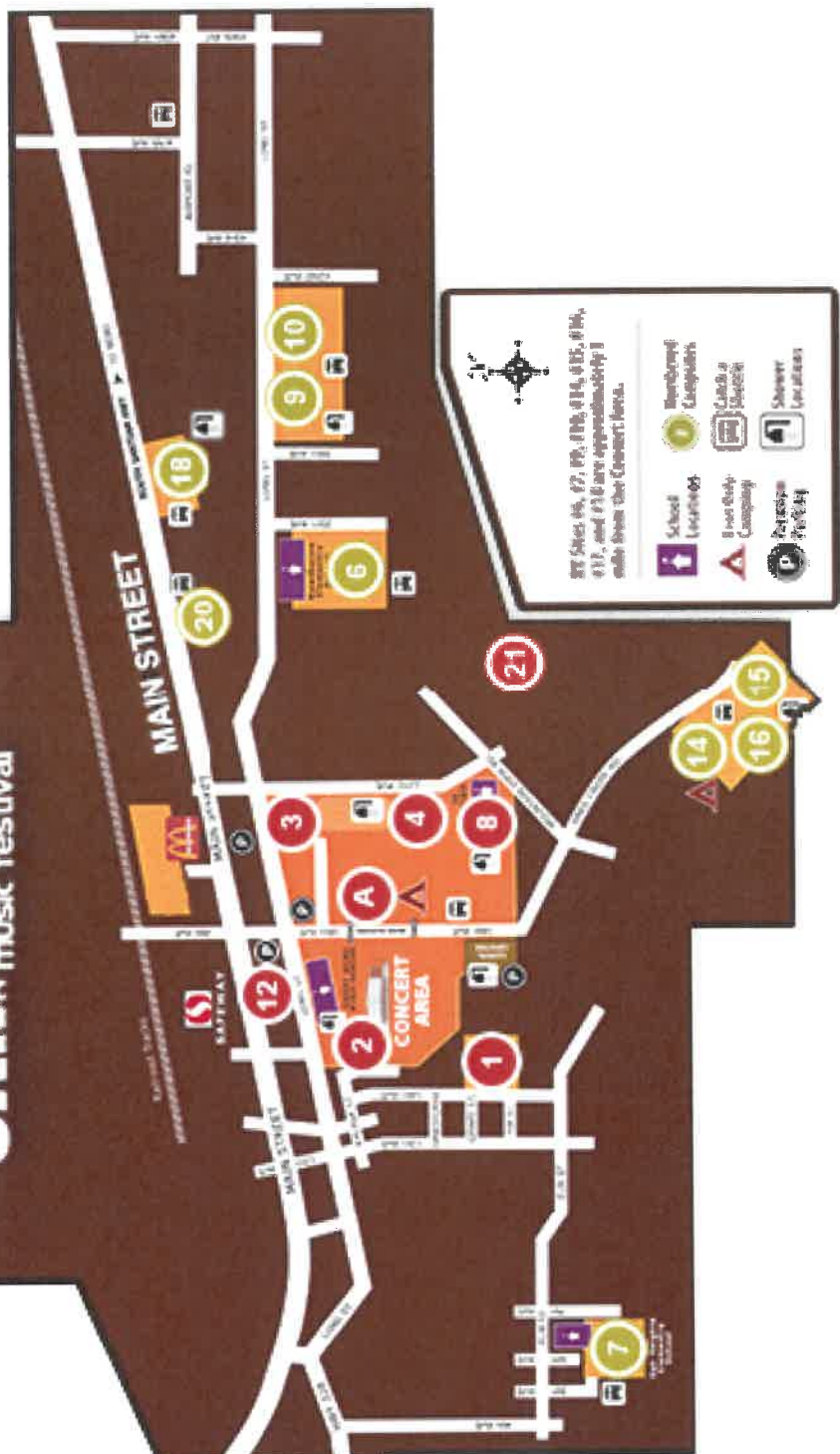
# OREGON JAMBOREE

music festival



Section 107  
201 Main Street  
Attendance: 1-2

Area 220  
Denny Bldg  
East of  
Greenway  
-and P.S.



SE Sites 14, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 are approximately 1 mile from the Concert Area.

- School Location
- Member Campsite
- Event Site Campsite
- Public Restroom
- Shower Location



## RV Parking Proposal

### Objective

To ensure there is an adequate controlled RV parking system set up in a safe and friendly manner. We are working with 16 RV parking areas and two Tent camping areas for approximately 2,160 spaces.

### Campgrounds

- #1 Upper Sankey – Located in the 600 block of 14<sup>th</sup> Avenue on city property southwest of the concert site in upper Sankey Park; with the entrance and exit on 14<sup>th</sup> Avenue. This camping site has 59 spaces.
- #2 High School Pool – Located at 1641 Long Street on school district property northwest of the concert site and west of the High School; with the entrance and exit on Long Street. This camping site has 38 spaces.
- #3 Parking Lot – Located in the 1100 block of 22<sup>nd</sup> Avenue on school district property east of the concert site and north of the High School track; with the entrance and exit on 22<sup>nd</sup> Avenue. This camping site has 53 Spaces.
- #4 Football Field - Located in the 1000 block of 22<sup>nd</sup> Avenue on school district property east of the concert site and south of the High School track; with the entrance and exit on 22<sup>nd</sup> Avenue. This camping site has 265 spaces.
- #6 Hawthorne - Located at 3205 Long Street on school district property approximately one mile east of the concert site; with the entrance and exit on 35<sup>th</sup> Street. This camping site has 194 spaces. Access to the concert site will be by shuttle bus.
- #7 Oak Heights - Located at 605 Elm Street on school district property approximately 15 blocks southwest of the concert site; with the entrance and exit on Elm Street. This camping site has 123 spaces. Access to the concert site will be by shuttle bus.
- #8 Junior High School - Located at 880 22<sup>nd</sup> Avenue on school district property approximately southeast of the concert site; with the entrance and exit on 22<sup>nd</sup> Avenue through the school parking lot. This camping site has 46 RV/tent sites and 19 tent only spaces
- #9 Rodeo Grounds West - Located at 4001 Long Street on leased city property approximately 1.2 miles east of the concert site; with the entrance and exit on Long Street. This camping site has 199 RV/tent spaces. Access to the concert site will be by shuttle bus.



- #10 Rodeo Grounds East - Rodeo Grounds West - Located at 4001 Long Street on leased city property approximately 1.3 miles east of the concert site; with the entrance and exit on Long Street. This camping site has 185 RV/tent spaces. Access to the concert site will be by shuttle bus.
- #12 Long Street - Located on school district property north of the concert site and across the street from the front of the High School, with the entrance and exit on Long Street. This camping site has 21 RV Spaces.
- #14 Tent- Located at 42250 Ames Creek Road on the property of the Sweet Home Community Chapel just one mile southeast of the festival entrance. This camping site has about 129 tent spaces. Access to the concert site will be by shuttle bus.
- #15 RV - Located at 42250 Ames Creek Road on the property of the Sweet Home Community Chapel just one mile southeast of the festival entrance. This camping site has about 173 RV spaces. Access to the concert site will be by shuttle bus.
- #16 RV2 - Located at 42250 Ames Creek Road on the property of the Sweet Home Community Chapel just one mile southeast of the festival entrance. This camping site has about 194 RV spaces. Access to the concert site will be by shuttle bus.
- #18 Ranger Station - Located at 3225 Main Street, on the old Ranger Station on Hwy 20 (northeast of the concert site) this site has 111 Tent and RV spaces. Access to the concert site will be by shuttle bus.
- #20 Clark Mill – Located approximately .9 miles east of the concert site with the entrance and exit on Clark Mill Road. This camping site has 106 RV/tent spaces. Access to the concert site will be by shuttle bus.
- #21 Foothills – located approximately .8 Miles east of the concert site with the entrance and exit on Foothills Drive. This camping site has 119 RV/tent spaces within walking distance to the concert site. There is no shuttle service to this campground.
- #22 - Northside Park - Located on city property north of the concert site in Northside Park with the entrance and exit on 11<sup>th</sup> Avenue. This camping site is for volunteer camping only and has 47 spaces.
- Tent A, Baseball diamond – Located in the 1100 block of 18<sup>th</sup> Avenue on school district property east of the concert site; with the entrance and exit on 18<sup>th</sup> Avenue. This camping site has 79 Tent spaces.



### Camp Marking

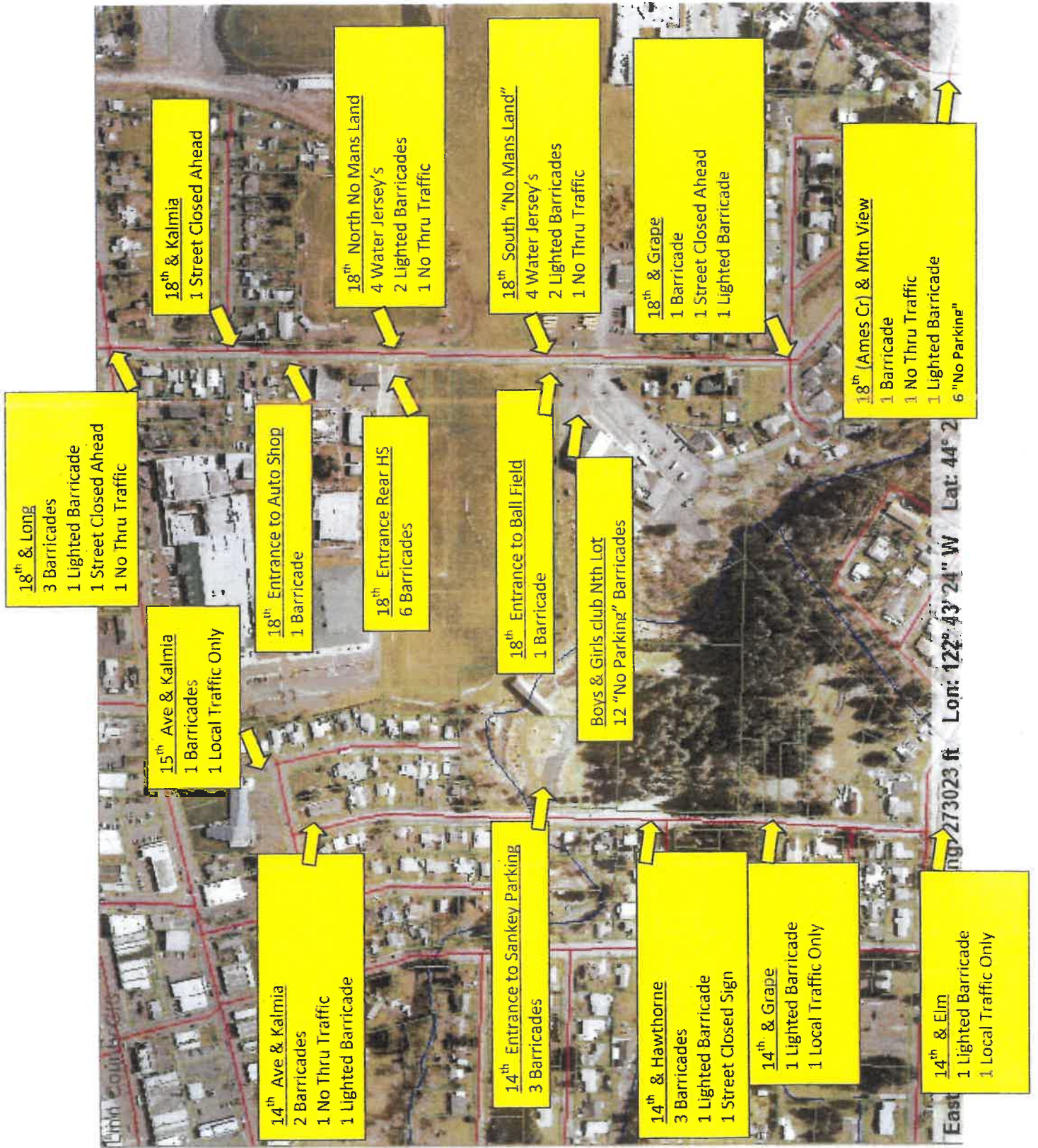
Camp sites and spaces will be clearly marked before the event with sanitation, garbage and signs in place. The properties have been measured and mapped to ensure that city and county requirements are being met while also allowing for the maximum number of spaces per site. We endeavor to design parking that is friendly and safe for our guests, as well as accessible for potential emergency needs. On event weekend we will have camp hosts in place by Thursday.

Because most RVs have an additional (towed) vehicle for short trips, we plan to require that RVs remain stationary during the event. Noise levels will be elevated for the weekend and neighbors should be advised through local media outlets.

Monday, August 6, will be the designated day to tear down and restore campgrounds to their original conditions (including garbage collection and removal of signs).

### Camp Host

Most campsites will have at least two camp hosts (four people) assigned so that at least one "host" team will be on site at all times. Some campsites will have more hosts due to their greater size (RV #9 and #4) and one (#12) will only have one host team due to the smaller size. Hosts will assist in the parking on Thursday and Friday and in the exit process on Sunday night and Monday morning.





# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> March 12, 2019	<b>TITLE:</b> Park and Tree Committee Appointment	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION
<b>SUBMITTED BY:</b> Julie Fisher, Admin Assist	<b>ATTACHMENTS:</b> Application submitted for the position of Park and Tree Committee.	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED:</b> Ray Towry, City Manager		<input type="checkbox"/> OTHER

**PURPOSE OF THIS MEMO:** Appointment to the Park and Tree Commission.

**BACKGROUND/CONTEXT:** There are currently vacancies on the Park and Tree Committee. Nancy Patton has applied for reappointment after serving multiple four year terms. The Administration, Finance, and Property Committee conducted an interview on February 26, 2019. They unanimously recommended that Mrs. Patton be appointed to the Park and Tree Committee for a four year term.

**THE CHALLENGE/PROBLEM:** Vacancy on the Park and Tree Committee.

**STAKEHOLDERS:**

1. Elected Officials
2. Employees of the City
3. Community Members

**ISSUES & FINANCIAL IMPACTS:**

1. *None Known*

**ELEMENTS OF A STABLE SOLUTION:** Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

**OPTIONS:**

1. *Do Nothing*
2. *Seek Additional Applicants*
3. *Make a Motion* to appoint Nancy Patton to the Sweet Home Park and Tree Committee for a four year term to expire December 31, 2022.

**RECOMMENDATION:**

*Make a Motion* to appoint Nancy Patton to the Sweet Home Park and Tree Committee for a four year term to expire December 31, 2022.





CITY MANAGER'S OFFICE

1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969 541-367-5113 FAX  
Jfisher@sweethomeor.gov

*Handwritten: Nancy Patton*

### BOARD/COMMITTEE/COMMISSION APPLICATION

**Applicant Information (Please type/print clearly):**

Name: Nancy Patton

Permanent Address: 3041 Foothills DR Sweet Home, OR 97386

Mailing Address: \_\_\_\_\_

Contact Phone Number: 541-409-4276

E-Mail Address: pattonprod2@aol.com

Preferred method of contact:  Mail  Phone  Email

Occupation: self employed Employer: Trash to Treasure

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

Budget Committee       Planning Commission       Library Board

Traffic Safety Committee       Parks Board       Tree Commission

Board of Appeals       All Hazard Mitigation Committee

Are you applying for reappointment:  Yes  No

If yes, how long have you served in this capacity: 10 <sup>??</sup> Year(s) \_\_\_\_\_ Month(s)

1. How long have you lived in the area: 13 Year(s) \_\_\_\_\_ Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.

I have served on the Parks Board for a long time. I have been the chair. I am heavily involved with committee activity.

I am aware what the City is working on and able to share with the community about the the progress

3. List current involvement in other community groups and/or activities. I have done fundraisers for skate park and movies in park

I am the founder and Chair for the 5th annual Kids Free Christmas Store. I am involved with the Home Sweet Home for Christmas Committee. I find financial sponsors, volunteers and set up and organize the event. Kids ( 12 and under)shop for FREE for their familie I have worked with the Miss Oregon USA pageant for 12 years. My family and I run the concession for Movies in the Park.

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

My experience of being on the Board and everyone knows I am NOT a quitter. I am a hard worker and I can involve my family and others with activities for the community. For the past 8 years I have owned a business. I work HARD at it and it has been successful! I am a woman of my word. If I say i will do it, I will. I have been married for 45 years. We have raised our GREAT grandson since he was 1 month old.We are a family of hard work and commitment.

**RESIDENCY:**

**The following applies for appointments that require residency and elector status:**

I, Nancy Patton, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

**CRIMINAL HISTORY BACKGROUND CHECK (CCH):**

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

**PUBLIC DISCLOSURE:**

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Nancy Patton  
Signature

February 7, 2019  
Date of Signature



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> March 12, 2019	<b>TITLE:</b> Budget Committee Appointment	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION
<b>SUBMITTED BY:</b> Julie Fisher, Admin Assist	<b>ATTACHMENTS:</b> Application submitted for the position of Budget Committee.	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED:</b> Ray Towry, City Manager		<input type="checkbox"/> OTHER

**PURPOSE OF THIS MEMO:** Appointment to the Budget Commission.

**BACKGROUND/CONTEXT:** There are currently vacancies on the Budget Committee. Gerritt Schaffer has applied for reappointment after serving multiple three year terms. The Administration, Finance, and Property Committee conducted an interview on February 26, 2019. They unanimously recommended that Mr. Schaffer be appointed to the Budget Committee for a three year term.

**THE CHALLENGE/PROBLEM:** Vacancy on the Budget Committee.

**STAKEHOLDERS:**

1. Elected Officials
2. Employees of the City
3. Community Members

**ISSUES & FINANCIAL IMPACTS:**

1. *None Known*

**ELEMENTS OF A STABLE SOLUTION:** Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

**OPTIONS:**

1. *Do Nothing*
2. *Seek Additional Applicants*
3. *Make a Motion* to appoint Gerritt Schaffer to the Sweet Home Budget Committee for a three year term to expire December 31, 2021.

**RECOMMENDATION:**

*Make a Motion* to appoint Gerritt Schaffer to the Sweet Home Budget Committee for a three year term to expire December 31, 2021.



CITY MANAGER'S OFFICE

1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969 541-367-5113 FAX  
[Jfisher@sweethomeor.gov](mailto:Jfisher@sweethomeor.gov)

## BOARD/COMMITTEE/COMMISSION APPLICATION

**Applicant Information (Please type/print clearly):**

Name: Gerritt Schaffer  
Permanent Address: 1633 11<sup>th</sup> AVE  
Mailing Address: SAME  
Contact Phone Number: 541-409-7147  
E-Mail Address: Gerritt.Schaffer@gmail.com  
Preferred method of contact:  Mail  Phone  Email  
Occupation: Student Employer: \_\_\_\_\_

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

<input checked="" type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Library Board
<input type="checkbox"/> Traffic Safety Committee	<input type="checkbox"/> Parks Board	<input type="checkbox"/> Tree Commission
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> All Hazard Mitigation Committee	

Are you applying for reappointment:  Yes  No  
If yes, how long have you served in this capacity: \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

1. How long have you lived in the area: 33 Year(s) 0 Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. I have served on the Budget Committee for 8 years.

3. List current involvement in other community groups and/or activities.  
My focus is in my neighborhood, we have great communication throughout our neighborhood. It takes work to meet the new ones and take care of the old ones.

4. What special contribution do you feel you can make to the group/position you are applying for?  
I have deep roots in this community. I would like nothing more than to see our community thrive. I will do my best when it is asked of me.

**RESIDENCY:**

The following applies for appointments that require residency and elector status:

I, Gerritt Schaffer, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

**CRIMINAL HISTORY BACKGROUND CHECK (CCH):**

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

**PUBLIC DISCLOSURE:**

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

  
Signature

1/28/19  
Date of Signature



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> March 12, 2019	<b>TITLE:</b> Police Radio Replacement	<b>TYPE OF ACTION:</b> — RESOLUTION
<b>SUBMITTED BY:</b> Chief Jeff Lynn	<b>ATTACHMENTS:</b> Vendor Quotes	<u>  X  </u> MOTION
<b>REVIEWED:</b> Ray Towry, City Manager		— OTHER

**PURPOSE OF THIS MEMO:**

To review the Sweet Home Police Department’s potential mobile and portable emergency radio replacement project.

**BACKGROUND/CONTEXT:**

In order to facilitate the efficient and safe operations of police services, the Sweet Home Police Department maintains radio communication equipment that connect officers, dispatch and local agencies. The Department’s communication equipment includes radios in the patrol vehicles (mobile radios) and radios that are carried by police personnel (portable radios).

The Department’s mobile radios are currently at their “end of life” and the portable radios will be at their end of life in December of 2019. Therefore, the Department must begin the replacement of those products.

SHPD personnel and vehicles are currently equipped with the Motorola XTS 2500 (portable) and the XTL 5000 (mobile) that were purchased in 2006. Production of the XTL 5000 stopped in 2013. Support (repair and parts) continued for 5 years after the cease of production. Motorola ended support for the XTL in December of 2018.

Production of the Motorola XTS Series (including the 2500) has stopped. Support (repair and parts) continues for 5 years after the cease of production. Currently Motorola states that they will support the XTS series radios until the end of 2019.

Since the Police Department’s radio units are at their end of life, preparations were made to replace that equipment.

Recently the Linn County Sheriff’s Office and the Albany Police Department have moved their radio communications to the 700 MHz truncated system. There had been a mandate by Congress that would require Emergency Services to move to the 700 MHz system. However, that mandate was rescinded, and no new timeline has been established or proposed.

The Sweet Home Police Department is currently operating on VHF and our current radios are unable to access the 700 MHz frequency. This has limited our ability to communicate with other agency and has affected our interoperability with them. Modern mobile and portable radios can be configured as a dual band radio, allowing access to VHF and 700/800 MHz frequencies.

Essentially three durable, industry proven Public Safety radio brands are deployed by both Law Enforcement and Fire Services. Those brands include Motorola, Kenwood and Harris. The Department has reached out to all three and received interest and responses from two, Motorola and Kenwood.

Day Wireless is a provider of Motorola equipment and has worked with the City for nearly 30 years. We had received and attached a quote from them associated with 9 Motorola APX8500 and 20 Motorola APX 8000 radios. These radios are dual band and would allow for VHF and 700/800 MHz communication. The quote for the complete project is \$169,394.38.

Complete Wireless Solutions is a provider Kenwood products and equipment. We have received and attached a quote from them associate with 9 Kenwood VM 900 and 20 Kenwood VP 900 radios. These radios are dual band and would also allow for VHF and 700/800 MHz communication. The quote for the complete project is \$99,516.55.

The Lebanon Police Department and Lebanon Fire Department are currently using Kenwood products. LPD is satisfied with their Kenwood product and have not noticed any unacceptable downtime or malfunctions. I am confident that both the Motorola and Kenwood brands would serve the Department well into the future. Neither brand is planning to discontinue the production of the quoted equipment in the near future.

**THE CHALLENGE/PROBLEM:**

The challenge is to maintain a modern, durable and reliable mobile and portable radios for police operations.

**ISSUES & FINACIAL IMPACTS:**

1. Police Department – Budgeted funds of \$100,000 were included in the 2018/2019 approved operating budget for this radio upgrade project.
2. Police Department – Currently, the Department’s existing mobile radios are not serviceable. Should one experience problems, it cannot be repaired, it would need to be replaced.
3. Police Department – The Department’s current radio platforms limit our interoperability with outside law enforcement agencies which can affect officer safety, deputy safety and community safety.

**OPTIONS:**

1. Do Not Authorize SHPD to purchase updated radios.
2. Authorize SHPD to enter into the contract with Complete Wireless Solutions and purchase 9 mobile Kenwood radios and 20 portable Kenwood radios.
3. Authorize SHPD to acquire a portion of the needed Kenwood radio equipment from Complete Wireless Solutions.
4. Instruct SHPD to further investigate radio options available to public safety.

**RECOMMENDATION:**

I recommend option #2, **make a motion to authorize SHPD to enter into the contract with Complete Wireless Solutions and purchase 9 mobile Kenwood radios and 20 portable Kenwood radios.**



# Complete Wireless Solutions



1245 Washington St. SW  
Albany, OR 97321  
541-928-1631 – Fax 541-928-4221

1758 22<sup>nd</sup> St. SE  
Salem, OR 97302  
503-362-1388 – Fax 503-362-1559

*Radio Communications Service, Inc.*

February 28, 2019

Quote for Sweet Home Police Department

**To:** Chief Jeff Lynn

**From:** Mark Schumacher/Kai LaPlante

**Re:** Quote for Kenwood Dual Band Portables and Mobiles

<u>Qty</u>	<u>Description</u>	<u>Cost Ea.</u>	<u>Extended</u>
20	Kenwood 2425AABA53E48 VP900 Dual Band Portable Includes: Model II Version with Top/Front Display 700/800 and VHF P25 Phase 1 Operation Single Key DES-OFD Encryption ARC4 Encryption (ADP Compatible) Immersion Housing Multi Band Antenna Viking Lion Battery Black Housing 3 Year Warranty	\$2,760.00	\$55,200.00
20	Kenwood 5630600237 Rapid Rate Charger for VP900	\$ 100.00	\$ 2,000.00
20	Kenwood R5893210B24 Premium Spkr Mic w/ 24" Cord (Includes Hi/Lo Volume Switch and 3.5 mm Earphone Jack)	\$ 180.00	\$ 3,600.00
20	Program and Setup for VP900 Portable	\$ 62.50	\$ 1,250.00

**Total for 20 Dual Band Portables with Speaker Mics-----\$62,050.00**

The above pricing reflects the EF Johnson NASPO 06913 State Contract Price.

9	Kenwood NX-5700BK VHF 50 Watt Transceiver	\$ 504.00	\$ 4,536.00
9	Kenwood NX-5900BK 700/800 35 Watt Transceiver	\$ 693.00	\$ 6,237.00
9	Kenwood 5FMM-MR Single Head Dual Band Mobile (Includes Two External Speakers)	\$ 849.45	\$ 7,645.05
18	Kenwood KWD-5100CV P25 Conventional Feature (Nine Keys for VHF and Nine Keys for 700/800)	\$ 402.50	\$ 7,245.00

**Wireless, 2-Way, Sales, Service, Maintenance**  
**KENWOOD – FIRECOM – BENDIX KING – GLOBALSTAR**



9	Kenwood KWD-5101TR P25 Phase 1 Trunking Feature	\$ 364.00	\$ 3,276.00
9	Program and Setup of NX-5000 Series Dual Band Mobile	\$ 187.50	\$ 1,687.50
18	Speaker Plugs for Direct Connection to Transceivers	\$ 13.00	\$ 234.00
9	NMOKDS Dual Shielded Antenna Lead for 700/800	\$ 32.00	\$ 288.00
9	N connector for 700/800 Transceiver	\$ 10.00	\$ 90.00
9	MAX7603S 700/800 Mobile Antenna with Spring	\$ 40.00	\$ 360.00
9	PL-259 Crimp Connector for VHF Transceiver	\$ 7.00	\$ 63.00
9	Console Face Plate for NX-5000 Full Featured Head	\$ 45.00	\$ 405.00
9	Removal of Existing Motorola Remote Mount Mobile	\$ 125.00	\$ 1,125.00
9	Installation of New Kenwood Dual Band Remote Mount	\$ 625.00	\$ 5,625.00
18	Kenwood End User Rebate Given at Point of Sale	-\$ 75.00	<u>-\$ 1,350.00</u>

**Total for 9 Dual Band Mobiles with Antennas and Installation-----\$37,466.55**

The above pricing reflects the Kenwood NASPO 06913 State Contract Price.

**Total for 9 Dual Band Mobiles and 20 Dual Band Portables-----\$99,516.55**

Kenwood Equipment has a Three Year Warranty on the radio and One Year Warranty on accessories such as palm microphones, speakers, cabling, batteries, chargers, antennas and speaker mics.

Kenwood is currently offering an end user mail in rebate of \$75 per unit for the NX-5000 series radios which requires a minimum of 5 units to qualify. The end user rebate is good through March 31, 2018.

CWS would give the end user rebate credit off the invoice and work with Kenwood to be reimbursed for the end user rebate given at the point of sale. The equipment total above includes the end user rebate at point of sale.

The County 700/800 System is currently a P25 Phase 1 Trunking System and they do not utilize any encryption at this time. I have inquired as to whether or not they will be moving to P25 Phase 2 Trunking or adding encryption to the system in the near future and was informed that there are no plans to add either at this time.

The mobile radio installation costs include 700/800 MHz antennas and leads. The existing VHF antennas and leads would be utilized as long as they pass testing and are in good operating order. If new VHF antennas or leads are needed they would be at an additional cost to this quote.

The existing Motorola mobile radio control cables would be left in the vehicles as the labor to remove them would be very extensive if the vehicles were built by a vehicle up fitter. This is due to the way they are installed when the car interior is completely removed and all cabling is normally tied together for the length of the vehicle. If the cables can be removed easily we would remove them as part of our quoted removal and installation.

The Kenwood dual band mobile allows for simultaneous receive of the VHF and 700/800 system with the unselected deck being the lower of the two audio sources. A mute button can be programmed to the head to allow a user to quickly mute the secondary deck audio when needed.

The quote includes the Full Featured Head for the dual band mobiles. This will give the user the channel status of each RF deck on the screen without having to select the deck first to see which channel it is on.

I appreciate the opportunity to help you with your communications needs.

If you have any questions, please do not hesitate to call me in the office at 503-362-1388 or on my cell at 503-932-4030.

Best Regards,

Mark Schumacher

Quotation Good Through March 31, 2019



P25 Mission Critical

## VIKING VM900

VHF/700-800 MHz • SmartNet®/SmartZone® • P25 PHASE 1 & 2



Dual-Band and multi-system radio equipped with industry leading audio, color display, public safety ergonomics, and advanced features including Over-the-Intranet (OTIP) programming.

### FEATURES

- Mixed protocol operation (P25 Phase 1 & 2 Trunking, P25 Conventional, SN/SZ, FM Analog)
- 2048 channels
- Mixed protocol zones
- P25 Authentication (Link Layer Authentication)
- P25 IP packet data
- GPS AVL data (requires external GPS receiver)
- MDC-1200 & GE-Star signaling
- Analog & P25 Conventional vote scan
- Dash mount
- Remote mount
- Dash mount with remote control head
- Dual control heads (option)
- Internal or external speaker
- Fixed control station
- Encryption
  - ARC4™ software encryption; compatible w/Motorola ADP™
  - P25/TIA defined: AES-256
  - DES-OFB
  - Over-the-Air-Rekeying (OTAR)
  - VK5000 or Motorola KVL3000/KVL4000 Keyloaders

### VIKING CONTROL HEAD (Option)

- Public safety knobs & ergonomics
- High contrast transmissive color display for direct sunlight & nighttime viewing; not compromised by polarized sunglasses
- Resolution of 480 x 128 pixels
- Viewing angle of 120°

### COMPATIBLE WITH MULTIPLE P25 SYSTEMS

- EJohnson ATLAS® P25 System
- Motorola® Systems
  - Motorola Astro® 25 - P25 Phase 1 & Phase 2
  - Motorola Astro® SmartNet®/SmartZone®
- Harris VIDA® - P25 Phase 1 & Phase 2
- Airbus (formerly Cassidian) VESTA™ Radio - P25 Phase 1 & Phase 2

### ACCESSORIES

Complete line of accessories including microphones, speakers & antennas. [Download the accessory catalog at www.efjohnson.com/products/accessories.](http://www.efjohnson.com/products/accessories)

We combine P25 design expertise with recognized quality & reliability along with smarter technology to make KENWOOD Viking radios simple to use & maintain.



#### Perpetual Software Licensing

Adds greater value to your radios by extending the life of the software into your next hardware platform — you own the software option forever, and your licenses are simple to manage with our cloud-based tool — Vault™.



#### Armada® Fleet Management

Update your radios in a group rather than one at a time. One template programs both portables & mobiles. Supports either a direct computer connection, Over-the-Air Programming (OTAP), or Over-the-Intranet Programming (OTIP).



#### TrueVoice™ Noise Cancellation

Software-based noise cancellation automatically filters out noise source frequencies and eliminates the need for extra configuration. Works in analog or digital mode and with any accessory.



Making Safe. Simple®

# Viking VM900 Mobile SPECIFICATIONS

GENERAL	VHF	700/800 MHz
Frequency Range (band splits)	136 - 174 MHz	762 - 805 MHz 806 - 869 MHz
Channel Spacing	Analog: 25 kHz, 12.5 kHz P25 Digital (Phase 1 and 2): 12.5 kHz; supports 2-slot Phase 2 TDMA	
Max Frequency Separation	Full Band Split	
Display	Viking Control Head - transmissive color display, 16 display text characters plus Zone, Channel, and Status, blue illumination theme	
Power Supply	<i>Nominal Voltage (negative ground)</i> 13.6 VDC <i>Operating Supply Voltage Range</i> 10.9 - 16.3 VDC <i>Standby Current</i> 1.0 A <i>Receive Current at Rated Audio Power</i> 2.95 A <i>Current at Max Rated Transmit Power</i> 12.5 A	
Temperature Range	Operating: -30°C to +60°C; Storage: -40°C to +85°C	
Nominal Dimensions (H x W x D) exclusive of mounting, cables, & knobs	2.1" x 7.2" x 8.3" (5.3 cm x 18.3 cm x 21.1 cm)	
Nominal Weight	6.5 lbs (2.3 kg)	
FCC ID:	ATH2425M80	
Industry Canada	IC:933B-2425M80	
Vocoder	AMBE+2 (version 1.6)	
TRANSMITTER	VHF	700/800 MHz
RF Output Power (variable)	15W/50W	15W/25W (700 MHz) 15W/35W (800 MHz)
Transmitter Frequency Ranges	136 - 174 MHz	762 - 775 MHz, 792 - 805 MHz 806 - 824 MHz, 851 - 869 MHz
Maximum Frequency Separation	Full Band Split	
Frequency Accuracy (-30°C to +60°C, +25°C ref.)	±1.5 ppm	
Modulation Limiting	25 kHz Channels (Analog): ±5 kHz 12.5 kHz Channels (Analog): ±2.5 kHz	
Modulation Fidelity (Digital)	<5% C4FM (Phase 1) <5% H-CPM (Phase 2)	
Spurious Emissions	75 dB	
Audio	<i>Analog Frequency Response</i> +1 dB, -3 dB (Per TIA-603-D) <i>FM Hum and Noise Ratio (25 kHz Analog)</i> 46 dB <i>FM Hum and Noise Ratio (12.5 kHz Analog)</i> 40 dB <i>Distortion</i> 2%	
FCC Emission Designators	8K10F1D, 8K10F1E, 8K10F7E, 11K0F3E, 14K0F3E, 16K0F3E	
RECEIVER	VHF	700/800 MHz
Receiver Frequency Ranges	136 - 174 MHz	792 - 805 MHz 851 - 870 MHz
Maximum Frequency Separation	Full Band Split	
Sensitivity	<i>Analog Mode: 12 dB SINAD</i> -119 dBm <i>Digital Phase 1: (.5% BER)</i> -119 dBm <i>Digital Phase 2: (.5% BER)</i> -119 dBm	
Selectivity (Adjacent Channel Rejection)	<i>25 kHz Channels, Analog</i> 75 dBm <i>12.5 kHz Channels, Analog</i> 60 dBm <i>Digital Phase 1</i> 60 dBm <i>Digital Phase 2</i> 60 dBm	
Intermodulation	80 dB	
Spurious Response Rejection	80 dB	
Audio	<i>Analog Frequency Response</i> +1 dB, -3 dB (per TIA-603-D) <i>Hum and Noise Ratio (25 kHz Analog)</i> 46dB <i>Hum and Noise Ratio (12.5 kHz Analog)</i> 40dB <i>Output Power (3Ω load)</i> 15 W <i>Distortion</i> <2%	

Environmental Specifications		
Environment	MI Spec	810G
	M	P
Low Pressure	500.5	II
High Temp.	501.5	I, II
Low Temp.	502.5	I, II
Temp. Shock	503.5	I (D)
Solar Radiation	505.5	I (A1)
Rain/Blown Rain	506.5	I, III
Humidity	507.5	II
Salt Fog	509.5	NA
Dust and Sand	510.5	I, II
Vibration	514.6	I (4), II
Shock	516.6	I, II, V, VI

M=Method, P=Procedure  
Also meets equivalent superseded C, D and E standards.

International Protection Standard	
Dust & Water	IP54 (Standard control head with VM600) IP56 (Viking control head with VM600)

Encryption Options	
Supported Encryption	AES, DES, DES-OFB, ARC4
Encryption Key/Radio	126 Common Key Reference (CKR), 126 Physical Identifier, (PID), Compatible w/ Motorola Key Variable Loader
Encryption Frame Re-sync Interval	P25 CAI 360 MSEC
Encryption Keying	External Key Loader, OTAR
Synchronization	CFB-Cipher Feedback OFB-Output Feedback
Vector Generator	National Institute of Standards and Technology (NIST) Approved random number generator
Encryption Type	Digital
Key Erasure	Keyboard Command
Code Key Initialization	Internal Pseudorandom Generator
Standards	FIPS 46-3, FIPS 81, FIPS 140-2, FIPS 197



Viking® Control Head



Standard Control Head

All specifications are subject to change without notice. Please check the website for the latest version.  
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 AMBE+2™ is a trademark of Digital Voice Systems Inc.

EF Johnson Technologies, Inc.

a JVCKENWOOD Company

1440 Corporate Drive, Irving, TX 75038-2401

Phone: 800.328.3911 • ejohnson.com

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P25 Mission Critical

## VIKING VP900

VHF/700-800 MHz • SN/SZ • P25 PHASE 1 & 2



The Viking® VP900 is a dual-band, multi-protocol, P25 Phase 2 radio equipped with industry leading audio, display, and advanced feature capabilities that meet the needs of police, fire, EMS, and other mission critical users.

### FEATURES

- Mixed protocol operation (P25 Phase 1 & 2 Trunking, P25 Conventional, SN/SZ, FM Analog)
- Mixed protocol zones (each channel in a zone can be from a different system)
- 2048 channels
- Public safety ergonomics with large glove friendly knobs
- Top flip display changes text orientation for viewing while in holster
- Backlight on top display changes for event indication (ex. emergency turns display orange)
- Multiple visual indicators including battery health & signal strength
- 1 Watt audio output for high noise environments
- Voice annunciation & custom announcement creation
- Fully ruggedized - IP67 & MIL-STD-810 C/D/E/F/G
- Dual Shield design (internal metal housing & an external polycarbonate casing for exceptional durability)
- Available in three keypad options (none, limited, full)
- Integrated GPS<sup>1</sup>
- MDC-1200 & GE-Star signaling
- P25 Authentication
- Encryption
  - ARC4™ software encryption; compatible w/Motorola ADP™
  - P25/TIA defined: AES-256
  - DES-OFB
  - Over-the-Air-Rekeying (OTAR)
  - VK5000 or Motorola KVL3000/KVL4000 Keyloaders

<sup>1</sup>Refer to the Viking VPx00 operating manual for detailed requirements & conditions for proper GPS operation.

### COMPATIBLE WITH MULTIPLE P25 SYSTEMS

- EJohnson ATLAS® P25 System
- Motorola® Systems
  - Motorola Astro® 25 - P25 Phase 1 & Phase 2
  - Motorola Astro® SmartNet®/SmartZone®
- Harris VIDA® - P25 Phase 1 & Phase 2
- Airbus (formerly Cassidian) VESTA™ Radio - P25 Phase 1 & Phase 2

### ACCESSORIES

Complete line of accessories including microphones, speakers & antennas.  
 Download the accessory catalog at [www.efjohnson.com/products/accessories](http://www.efjohnson.com/products/accessories).

We combine P25 design expertise with recognized quality & reliability along with smarter technology to make KENWOOD Viking radios simple to use & maintain.



#### Perpetual Software Licensing

Adds greater value to your radios by extending the life of the software into your next hardware platform — you own the software option forever, and your licenses are simple to manage with our cloud-based tool — Vault™.



#### Armada® Fleet Management

Update radios in a group rather than one at a time. One template programs both portables & mobiles. Supports either direct computer connection or Over-the-Air Programming (OTAP). Elite battery management enables wireless tracking of battery fleet.



#### TrueVoice™ Noise Cancellation

Software-based noise cancellation automatically filters out noise source frequencies and eliminates the need for extra configuration. Works in analog or digital mode and with any accessory.



Making Safe, Simple®

# Viking VP900 Portable SPECIFICATIONS

GENERAL	700/800	VHF
Frequency Range	763-805 MHz 806-869 MHz	136-174 MHz
Channel Spacing	12.5 kHz, 25 kHz <sup>1</sup>	
Max Frequency Separation	Full Bandsplit	
FCC Type Acceptance Certification	ATH2425780	
Canada Type Certification	IC:933B-2425780	
FCC Emissions Designators	16K0F3E, 14K0F3E, 11K0F3E, 8K10F1D, 8K10F1E, 8K10F7E	11K0F3E, 8K10F1D, 8K10F1E, 8K10F7E
Input Voltage	7.4V	
Dimensions (w/o antenna) HxWxD	7.5" x 2.62" x 1.75"	
Weight (w/o standard battery)	12.4 oz	
Case	Polycarbonate - black or high visibility (additional fee)	
Temperature Range	-30°C to +60°C	
Vocoder/Noise Cancellation	AMBE+2 version 1.6   TrueVoice™ noise cancellation and audio enhancement	
Programmable Front Display	Backlit LCD   Status Bar (time, date, signal strength, battery level), icon or text display options Up to 4 rows of 12 character lines	
Programmable Top Display	Backlit LCD   Status Bar (time, date, signal strength, battery level) or text display options Up to 2 rows of 12 character lines	

TRANSMITTER	700/800	VHF
RF Power Output	2.5/3 W	5 W
Frequency Stability (-30°C to +60°C)	1.5 ppm	
Modulation Limiting 25 kHz Channels	5 kHz <sup>1</sup>	
Modulation Limiting 12.5 kHz Channels	2.5 kHz	
Emissions (Conducted/Radiated)	75 dB	70 dB
Audio Response	+1, -3 dB	
FM Hum and Noise 25 kHz Channels	49 dB1	
FM Hum and Noise 12.5 kHz Channels	43 dB	
Audio Distortion	1.5%	

RECEIVER	700/800	VHF
Audio Power Output	1 W rated	
Frequency Stability (-30°C to +60°C)	1.5 ppm	
Analog Mode Sensitivity: 12 dB SINAD	-121 dBm	-122 dBm
Digital Mode Sensitivity: 5% BER	-121 dBm	-122 dBm
Selectivity: 25 kHz Channels	75 dB <sup>1</sup>	
Selectivity: 12.5 kHz Channels	60 dB	
Intermodulation	75 dB	
Spurious & Image Rejection	80 dB	
FM Hum and Noise 25 kHz Channels	50 dB <sup>1</sup>	
FM Hum and Noise 12.5 kHz Channels	44 dB	
Audio Distortion	1%	

Note 1: 25 kHz mode is not available in US FCC frequencies in 700 MHz or VHF.

BATTERY	Dimensions (HxWxD)	Weight	Capacity
High Capacity Lithium Ion	6.5" x 2.3" x .78"	8.1 oz	3780 mAh

Specifications are measured per TIA-102.CAAA-E, TIA102.CAAB-D and per TIA-603-E.

All specifications are subject to change without notice. Please check the website for the latest version.  
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Environmental Specifications		
Environment	Mil Spec	810G
	M	P
Low Pressure	500.5	II
High Temp.	501.5	II
Low Temp.	502.5	II
Temp. Shock	503.5	I-D
Solar Radiation	505.5	I
Rain/Blown Rain	506.5	I
Humidity	507.5	I
Salt Fog	509.5	NA
Dust and Sand	510.5	I
Vibration	514.6	I
Shock	516.6	VI, V
Immersion	512.5	I

M=Method, P=Procedure  
Also meets equivalent superseded C, D, E, and F standards.  
Immersion meets IEC 529 IP67

Encryption Options	
Supported Encryption	AES, DES-OFB, ARC4
Encryption Key/Radio	126 Common Key Reference (CKR), 126 Physical Identifier (PID), Compatible w/ Motorola Key Variable Loader
Encryption Frame Re-sync Interval	P25 CA1 360 MSEC
Encryption Keying	External Key Loader, OTAR
Mode	OFB-Output Feedback
Encryption Type	Digital
Key Erasure	Keyboard Command
Standards	FIPS 46-3, FIPS 81, FIPS 140-2, FIPS 197

HAZARDOUS LOCATION CERTIFICATION	
Certification Lab	FM Approvals (FM)
Standard Applied	FM3611
Classification Rating	Class I, Division 2, Groups A, B, C, D

ACCESSORIES	
Approved Battery	5875700373 (identified by lack of release button & presence of key slot on bottom of battery)
Approved Speaker Microphones	5893211B18, 5893211B24, 5893211B30, 5893211G18, 5893211G24, 5893211G30 (KENWOOD Viking Premium Speaker Mic w/ options for black or high visibility & three cord lengths)

EF Johnson Technologies, Inc.  
a JVCKENWOOD Company

1440 Corporate Drive, Irving, TX 75038-2401  
Phone: 800.328.3911 • efjohnson.com

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# APX™ 8000 ALL-BAND P25 PORTABLE RADIO

## UNLIMITED MOBILITY. UNCOMPROMISING PERFORMANCE.

Take command with a 4-in-1 radio that offers limitless interoperability, the clearest, loudest audio and seamless Wi-Fi® connectivity. The compact, rugged and secure APX 8000 redefines mission critical communications.

### ALL BANDS, NO BOUNDARIES

With four RF bands and multi-mode system access, the APX 8000 knows no limits when it comes to interoperability. Communicate across borders using a single device. Use analog MDC 1200 or digital P25 mode, conventional or trunked operation, SmartNet or SmartZone legacy systems, clear or secure - all across 7/800MHz, VHF and UHF Range 1 & 2 bands.

### HEAR AND BE HEARD MORE CLEARLY

Whether it's loud or windy, whether you whisper or yell, the APX 8000 adaptive audio engine and ultra-loud speaker brings clarity into every conversation. The radio dynamically changes the level of noise suppression, microphone gain, windporting and speaker equalization on the fly to consistently produce the loudest, clearest audio in any environment.

### VOICE AND DATA, ALL AT ONCE

With Wi-Fi® access, the APX 8000 can quickly receive new codeplugs, firmware and software features in order to redeploy the radio fleet with ease as users keep talking without interruption. Mission Critical Wireless Bluetooth® connects quickly and securely with remote speaker microphones, surveillance kits and the LEX L10 Mission Critical LTE Handheld for radio remote control.

### FIT FOR THE MISSION

Intuitively designed with a familiar look and feel, the compact APX 8000 is always comfortable to use, from your holster to your grip. It contains 4 radio bands packaged into the award-winning design of the APX 6000. The all-band antenna is flexible so it doesn't get in the way.

### RUGGED, ROBUST & RELIABLE

With a water-tight seal, drop-resistant dual battery latch, pressure-tested tempered glass display and a shock-absorbing aluminum alloy endoskeleton, the APX 8000 is ready for unpredictable environments. It can survive 2 meter water submersion for 2 hours (IP68) and Motorola's renowned Accelerated Life Test.

### DESIGNED TO SECURE & PROTECT

The APX 8000's voice and data is secured by multiple hardware encryption algorithms (AES, DES, ADP), up to 128 keys and the ability to re-key over the air so that sensitive information stays protected from scanners and eavesdroppers. P25 Radio Authentication ensures only valid users can access the system while two-factor authentication allows users to securely log in to databases.



**PRODUCT DATA SHEET**  
APX™ 8000



**RF BANDS:**

700/800 MHz, VHF, UHF Range 1 & 2

**OPERATION MODES:**

9600 Baud Digital APCO P25 Phase 1 FDMA and Phase 2 TDMA Trunking

3600 Baud SmartNet®, SmartZone®, SmartZone, Omnilink Trunking

Digital APCO 25, Conventional, Analog MDC 1200, Quick Call II System Configurations

Narrow and wide bandwidth digital receiver (6.25 kHz equivalent/25/20/12.5 KHz)

**STANDARD FEATURES:**

Mission Critical Wireless Bluetooth\*

ASTRO 25 Integrated Voice & Data

Software Key

Text-Messaging

Voice Announcements

ISSI 8000 Roaming

Radio Profiles, Dynamic Zone

Intelligent Lighting

Single-key ADP Encryption

IP68 submersion (2 meters, 2 hours)

IMPRES Battery

**ADAPTIVE AUDIO ENGINE:**

1 Watt Speaker with Adaptive Equalization

Adaptive Dual-sided Operation

Adaptive Noise Suppression Intensity

Adaptive Gain Control

Adaptive Windporting

**PROGRAMMING:**

Utilizes Windows 7 & 8 Customer Programming Software (CPS) with Radio Management

**OPTIONAL FEATURES:**

Wi-Fi® 802.11 b/g/n

GPS Outdoor Location Tracking

RFID Volume Knob

Multi-key for 128 keys and multi-algorithm

Programming Over Project 25 (OTAP)

Over the Air Rekey (OTAR)

Digital Tone Signaling

LEX L10 Collaboration

P25 Authentication

Man Down Sensor

Rugged submersible option: MIL-STD 512.X/I, IP68 (2 meters, 4 hours)

\* Compatible with BT 2.1, HSP, PAN, DUN and SPP Profiles found in off-the-shelf BT accessories

**TRANSMITTER - TYPICAL PERFORMANCE SPECIFICATIONS**

	700/800	VHF	UHF Range 1	UHF Range 2
Frequency Range/Bandsplits	764-776, 794-806 MHz 806-825, 851-870 MHz	136-174 MHz	380-470 MHz	450-520 MHz
Channel Spacing	25/20/12.5 kHz	25/20/12.5 kHz	25/20/12.5 kHz	25/20/12.5 kHz
Maximum Frequency Separation	Full Bandsplit	Full Bandsplit	Full Bandsplit	Full Bandsplit
Rated RF Output Power Adj <sup>1</sup>	700 MHz: 1-2.5 Watts 800 MHz: 1-3 Watts	1-6 Watts	1-5 Watts	1-5 Watts
Frequency Stability <sup>1</sup> (-30°C to +60°C; +25°C Ref.)	+/- 1.0 ppm	+/- 1.0 ppm	+/- 1.0 ppm	+/- 1.0 ppm
Modulation Limiting <sup>1</sup>	±5 kHz / ±4 kHz / ±2.5 kHz	±5 kHz / ±4 kHz / ±2.5 kHz	±5 kHz / ±4 kHz / ±2.5 kHz	±5 kHz / ±4 kHz / ±2.5 kHz
Emissions (Conducted and Radiated) <sup>1</sup>	-75 dBc	-75 dBc	-75 dBc	-75 dBc
Audio Response <sup>1</sup>	+1, -3 dB	+1, -3 dB	+1, -3 dB	+1, -3 dB
FM Hum & Noise (25kHz / 12.5kHz) <sup>1</sup>	700 MHz: -49 dB/-47 dB 800 MHz: -49 dB/-46 dB	-51 dB/-51 dB	-51 dB/-51 dB	-51 dB/-47 dB
Audio Distortion (25kHz / 12.5kHz) <sup>1</sup>	700 MHz: 0.90 % / 0.90 % 800 MHz: 0.60 % / 0.90 %	0.50 % / 0.90 %	0.50 % / 0.90 %	0.60 % / 0.90 %

**BATTERIES FOR APX 8000**

Battery Capacity / Type	Dimensions (HxWxD)	Weight	Battery Part Number	Battery Capacity
Li-Ion IMPRES 2150 mAh IP68	3.39" x 2.34" x 1.45"	5.07 oz	PMNN4403	2150 mAh
Li-Ion IMPRES 3100 mAh IP68**	3.39" x 2.34" x 1.65"	6.61 oz	NNTN7038	3100 mAh
Li-Ion IMPRES 4200 mAh IP68	5.12" x 2.34" x 1.65"	11.43 oz	NNTN7034	4400 mAh

**KEY AUDIO ACCESSORIES**




Name	Type	Part Number	Features
Extreme Policing (XP) RSM	Wired	NMN6271	Dual-Mic Noise Suppression, Emergency, Volume Control, Prog Button, IP68
Mission Critical Wireless (MCW) RSM	Bluetooth	RLN6554	Windporting, Audio Jack, Emergency, Volume Control, Task Light, IP55, 12 hour 5/35/60 Duty Cycle

\*\*Ships standard with radio





**PRODUCT DATA SHEET**  
APX™ 8000

RADIO MODELS			
	 <b>MODEL 1.5</b>	 <b>MODEL 2.5</b>	 <b>MODEL 3.5</b>
Display	Full bitmap monochromatic LCD top display 1 line text x 8 characters 1 line of icons No menu support Multi-color backlight	<b>Top display plus:</b> Full bitmap color LCD display 4 lines of text x 14 characters 2 lines of icons 1 menu line x 3 menus White backlight	<b>Top display plus:</b> Full bitmap color LCD display 4 lines of text x 14 characters 2 lines of icons 1 menu line x 3 menus White backlight
Keypad	none	Backlit keypad 3 soft keys 4 direction Navigation key Home and Data buttons	Backlit keypad 3 soft keys 4 direction navigation key 4x3 keypad Home and Data buttons
Channel Capacity	1200	3000	3000
FLASHport Memory	2 GB	2 GB	2 GB
700/800 MHz (764-870 MHz)	H91TGD9PW5AN	H91TGD9PW6AN	H91TGD9PW7AN
VHF (136-174 MHz)			
UHF Range 1 (380-470 MHz)			
UHF Range 2 (450-520 MHz)			
Buttons & Switches	Large PTT button ■ Angled On/Off volume control ■ Orange emergency button ■ 16 position top-mounted rotary switch ■ 2-position concentric switch ■ Multi-color backlight ■ 3-position toggle switch ■ 3 programmable side buttons		
<b>Regulatory Information</b>			
FCC ID	AZ489FT7061		
Industry Canada	109U-89FT7061		
Emission Designators	<u>LMR</u> : 8K10F1D, 8K10F1E, 8K10F1W, 11K0F3E, 16K0F3E***, 20K0F1E*** <u>Bluetooth</u> : 852KF1D, 1M17F1D, 1M19F1D <u>WLAN (Wi-Fi®)</u> : 13M7G1D, 17M0D1D, 18M1D1D		

\*\*\* In accordance with FCC mandate, the APX 8000 all band radio is restricted to 12.5kHz operation only and does NOT support 25kHz in the VHF and UHF Bands (excluding T-Band). This applies to customers under Rule Part 90.

RECEIVER - TYPICAL PERFORMANCE SPECIFICATIONS				
	<b>700</b>	<b>800</b>	<b>VHF</b>	<b>UHF</b>
Frequency Range/Bandsplits	764-776 MHz	851-870 MHz	136-174 MHz	380-520 MHz
Channel Spacing	25/20/12.5 kHz	25/20/12.5 kHz	25/20/12.5 kHz	25/20/12.5 kHz
Maximum Frequency Separation	Full Bandsplit	Full Bandsplit	Full Bandsplit	Full Bandsplit
Audio Output Power at Rated <sup>1</sup>	1 Watt	1 Watt	1 Watt	1 Watt
Frequency Stability <sup>1</sup> (-30°C to +60°C; +25°C Ref.)	+/- 1.0 ppm	+/- 1.0 ppm	+/- 1.0 ppm	+/- 1.0 ppm
Analog Sensitivity <sup>1</sup>	12 dB SINAD 0.224 uV	0.224 uV	0.168 uV	0.199 uV
Digital Sensitivity <sup>2</sup>	1% BER 0.316 uV 5% BER 0.211 uV 5% BER Faded 0.562 uV	0.316 uV 0.211 uV 0.562 uV	0.251 uV 0.149 uV 0.562 uV	0.282 uV 0.158 uV 0.530 uV
Selectivity (25 kHz / 12.5 kHz) <sup>1,5</sup>	79 dB / 72 dB	78 dB / 72 dB	82 dB / 77 dB	80 dB / 74 dB
Intermodulation Rejection <sup>1</sup>	81 dB	80 dB	82 dB	80 dB
Spurious Rejection <sup>1</sup>	98 dB	98 dB	92 dB	98 dB
FM Hum and Noise (25 kHz / 12.5 kHz) <sup>1</sup>	-55 dB / -53 dB	-54 dB / -52 dB	-57 dB / -55 dB	-56 dB / -54 dB
Audio Distortion <sup>1</sup>	0.9 %	0.9 %	0.9 %	0.9 %

**PRODUCT DATA SHEET**  
APX™ 8000

<b>PORTABLE MILITARY STANDARDS 810 C, D, E, F &amp; G</b>										
	<b>MIL-STD 810C</b>		<b>MIL-STD 810D</b>		<b>MIL-STD 810E</b>		<b>MIL-STD 810F</b>		<b>MIL-STD 810G</b>	
	Method	Proc./Cat.	Method	Proc./Cat.	Method	Proc./Cat.	Method	Proc./Cat.	Method	Proc./Cat.
Low Pressure	500.1	I	500.2	II	500.3	II	500.4	II	500.5	II
High Temperature	501.1	I, II	501.2	I/A1, II/A1	501.3	I/A1, II/A1	501.4	I/Hot, II/Hot	501.5	I/A1, II/A1
Low Temperature	502.1	I	502.2	I/C3, II/C1	502.3	I/C3, II/C1	502.4	I/C3, II/C1	502.5	I/C3, II/C1
Temperature Shock	503.1	I	503.2	I/A1C3	503.3	I/A1C3	503.4	I	503.5	I/C
Solar Radiation	505.1	II	505.2	I	505.3	I	505.4	I	505.5	I/A1
Rain	506.1	I, II	506.2	I, II	506.3	I, II	506.4	I, III	506.5	I, III
Humidity	507.1	II	507.2	II	507.3	II	507.4	1 Proc	507.5	II/Aggravated
Salt Fog	509.1	I	509.2	I	509.3	I	509.4	1 Proc	509.5	1 Proc
Blowing Dust	510.1	I	510.2	I	510.3	I	510.4	I	510.5	I
Blowing Sand	1 Proc	1 Proc	510.2	II	510.3	II	510.4	II	510.5	II
Immersion <sup>6</sup>	512.1	I	512.2	I	512.3	I	512.4	I	512.5	I
Vibration	514.2	VIII/F, Curve-W	514.3	I/10, II/3	514.4	I/10, II/3	514.5	I/24	514.6	I/24
Shock	516.2	I, III, V	516.3	I, V, VI	516.4	I, V, VI	516.5	I, V, VI	516.6	I, V, VI
Shock (Drop)	516.2	II	516.2	IV	516.4	IV	516.5	IV	516.6	IV

<b>DIMENSIONS OF THE RADIOS WITHOUT BATTERY</b>		
	<b>Inches</b>	<b>Millimeters</b>
Length	5.47	139
Width Push-To-Talk button	2.39	60.7
Depth Push-To-Talk button	1.40	35.6
Width Top	2.98	75.7
Depth Top	1.58	40.1
Depth Bottom of Battery	1.24	31.5
Weight of the radios without battery	11.25 oz	319 g

<b>ENCRYPTION</b>	
Supported Encryption Algorithms	ADP, AES, DES, DES-XL, DES-OFB, DVP-XL, Localized Algorithm
Encryption Algorithm Capacity	8
Encryption Keys per Radio	Module capable of storing 1024 keys. Programmable for 128 Common Key Reference (CKR) or 16 Physical Identifier (PID)
Encryption Frame Re-sync Interval	P25 CAI 360 mSec
Encryption Keying	Key Loader and Over the Air Rekeying (OTAR)
Synchronization	XL – Counter Addressing OFB – Output Feedback
Vector Generator	National Institute of Standards and Technology (NIST) approved random number generator
Encryption Type	Digital and SecureNet
Key Storage	Tamper protected volatile or non-volatile memory
Key Erasure	Keyboard command and tamper detection
Standards	FIPS 140-2 Level 3 FIPS 197

<b>WIRELESS CONNECTIVITY &amp; SECURITY</b>
Frequency Range/Bandsplits: Bluetooth: 2402 - 2480 MHz, WLAN (Wi-Fi®): 2400 - 2483.5 MHz
WLAN (Wi-Fi®) 802.11 b/g/n supports WPA-2, WPA, WEP security protocols; radio can be pre-provisioned with up to 20 SSIDs
Mission Critical Wireless Bluetooth 2.1 uses 96 bit encryption for pairing & 128 bit encryption for voice, signaling and data. The radio BT supports up to 6 data connections and 1 audio connection.

<b>GPS/GNSS SPECIFICATIONS</b>	
Constellations	GPS & GLONASS
Tracking Sensitivity	-164 dBm
Accuracy <sup>3</sup>	<5 meters (95%)
Cold Start <sup>3</sup>	<60 seconds (95%)
Hot Start <sup>3</sup>	<5 seconds (95%)
Mode of Operation	Autonomous (Non-Assisted)

<b>ENVIRONMENTAL SPECIFICATIONS</b>	
Operating Temperature <sup>4</sup>	-30°C / +60°C
Storage Temperature <sup>4</sup>	-40°C / +85°C
Humidity	Per MIL-STD
ESD	IEC 801-2 KV
Water and Dust Intrusion	IP68 (2 meters, 2 hours)

<b>RUGGED OPTION SPECIFICATIONS</b>	
Leakage (immersion) <sup>6</sup>	MIL-STD-810 C, D, E, F and G Method 512.X Procedure I, IP68 (2 meters, 4 hours)

<b>HOUSING COLOR</b>
Black (Standard), Public Safety Yellow, and High Impact Green

<sup>1</sup> Measured conductively in analog mode per TIA / EIA 603 under nominal conditions.  
<sup>2</sup> Measured conductively in digital mode per TIA / EIA IS 102.CAAA under nominal conditions.  
<sup>3</sup> Measured conductively with >6 satellites visible at a nominal -130 dBm signal strength. Specs provided are 95th percentile values.  
<sup>4</sup> Temperatures listed are for radio specifications. Battery storage is recommended at 25°C, ±5°C to ensure best performance.  
<sup>5</sup> Measured using the TIA-603 single-tone method.  
<sup>6</sup> Rugged option only. Specifications subject to change without notice.

All specifications shown are typical.  
Radio meets applicable regulatory requirements.

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# APX™ 8500

ALL-BAND P25 MOBILE RADIO

**UNLIMITED MOBILITY.  
MAXIMUM CONNECTIVITY.**



**FIRST RESPONDERS  
MUST BE READY  
TO COMMUNICATE  
AT A MOMENT'S  
NOTICE IN ANY  
SITUATION**



# APX 8500

**UNLIMITED MOBILITY.  
MAXIMUM CONNECTIVITY.**

During an emergency - a highspeed chase, massive traffic accident, or natural disaster - public safety officials from different agencies must be able to effectively communicate with each other to coordinate personnel and improve response time.





The APX 8500 all-band mobile radio enables first responders to use a single mobile radio to exchange critical voice and data communications seamlessly with multiple agencies and jurisdictions operating on different radio bands.

The APX 8500 combines unlimited interoperability, secure Wi-Fi® connectivity and purpose-built design enabling ease of installation and removal. It can easily connect to the VML750 LTE vehicle modem via micro USB interface and utilize the (4G/3G) commercial network to create an in-vehicle ecosystem for offloading data applications in the field increasing the safety and efficiency of public safety users in and around the vehicle.



## KEY FEATURES

- All-band functionality expands voice and data communications across multiple agencies
- Secure Wi-Fi configures the APX 8500 all-band mobile radio with software updates in seconds
- Mission Critical Geofence ensures fast communication across personnel arriving on-scene
- Leverage LTE network (4G/3G) with VML 750 and Sierra Wireless GX450 (sold separately)
- Purpose built design for ease of installation and removal
  - Available in dash, remote, motorcycle, and control station configurations
  - Compatible with 09, 07, 05, 03, and 02 control heads
  - IP56 and MILSTD 810 Rated G





## IMPROVE RESPONSE TIMES WITH THE APX 8500 ALL-BAND RADIO



### ALL-BAND

#### Unlimited Mobility

With a 4-in-1 mobile radio and an all-band antenna, you now have the ability to stay connected and expand voice and data communications across multiple agencies with one device. Improve response time by instantly operating on digital or analog networks, in 7/800, VHF, UHF Range 1 and UHF Range 2 bands at any given time.



### SECURE Wi-Fi

#### Voice and Data, All at Once

Update your radio fleet without interrupting voice communications with secure Wi-Fi. This dramatically improves the speed of configuring new codeplugs, firmware and software features over-the-air via Radio Management<sup>1</sup>. Agencies can pre-provision up to 20 secure Wi-Fi hotspots so personnel can easily access updates at the facility or in the field.



### MISSION CRITICAL GEOFENCE

#### Seamless On-scene Communication

Ensure fast and seamless communication and collaboration across all responders arriving on a scene. Mission Critical Geofence (also referred to as Enhanced Geoselect) automatically changes a radio's active talkgroup based on its GPS location and an agency-defined virtual barrier. For example, an incident commander can create a geofence around the 3-block radius of a burning building so that all arriving first responders are automatically placed in the same talkgroup.

<sup>1</sup>Radio Management application simplifies APX radio configuration and management by programming up to 16 radios at one time and tracking which radios have been successfully programmed, providing a clear view of the entire radio fleet and a codeplug history for each radio.



APX 8500 All-Band Mobile Radio



VML750 LTE Vehicle Modem



## DATA MODEM CONNECTION

### Leverage LTE network

The APX 8500 can easily connect to the VML750 LTE vehicle modem via micro USB interface. The VML750 provides cellular carrier network (4G/3G) access so personnel have the flexibility to instantly offload/update the APX 8500 with radio data software applications such as: GPS, OTAR (over-the-air-rekeying), advanced messaging solution (text message), firmware refreshes, flashport, etc. without voice interruption. Fall back on Integrated Voice and Data (IV&D) when the cellular network is unavailable.



## PURPOSE-BUILT DESIGN

### Ease of Installation and Removal

Since vehicle space is limited for communication equipment, we designed the APX 8500 to allow for all cables to be wired on one side of the mobile, providing additional flexibility for installation. Agencies can also reuse the existing mounting holes, cables and install space of an APX 7500 mobile for easier access, installation and removal. The mid-power trunking was completely redesigned to provide better engagement into the tray and secure grip. The APX 8500 supports dash, remote, motorcycle, and control station configurations.

# APX 8500 ALL-BAND P25 MOBILE RADIO CONTROL HEAD PORTFOLIO



02 RUGGED CONTROL HEAD	03 HAND HELD CONTROL HEAD	05 STANDARD CONTROL HEAD	07 ENHANCED CONTROL HEAD	09 INTEGRATED CONTROL HEAD
Large color display with intelligent lighting	Large color display with intelligent lighting	Tri-color display with intelligent lighting	Large color display with intelligent lighting	Extra-large full color display with intelligent lighting
3 lines of text 14 characters max / 1 line of icons / 1 line of menus	2 lines of text 14 characters max / 1 line of icons / 1 line of menus	2 lines of text 14 characters max / 1 line of icons / 1 line of menus	3 lines of text 14 characters max / 1 line of icons / 1 line of menus	2 lines of text 14 characters max / 1 line of icons / 1 line of menus
Built in 7.5 watt speaker	Integrated full size DTMF keypad	Available with keypad microphone	Available with lighting & siren controls or DTMF keypad	Integrated full size DTMF keypad
Multiple control head configuration (up to 4)	Hand-held control head with intuitive user interface	Multiple control head configuration (up to 4)	Multiple control head configuration (up to 4)	Large programmable one-touch buttons
Motorcycle configuration available	Two quick-access side buttons	Motorcycle configuration available	Configuration available	Dedicated siren controls
Multi-function volume/channel knob	Display contrast selector	Display contrast selector	Multi-function volume/channel knob	Integrated response selector
Night/day mode button			Night/day mode button	Night/day mode button



# APX 8500 ALL-BAND P25 MOBILE RADIO SPECIFICATIONS

## RF BANDS

700/800 MHz, VHF, UHF Range 1 & UHF Range 2  
9600 Baud Digital APCO P25 Phase 1 FDMA and Phase 2 TDMA Trunking  
3600 Baud SmartZone®, Omnilink Trunking  
Digital APCO 25, Conventional, Analog MDC 1200, Quick Call II System Configurations  
Narrow and Wide Bandwidth  
Digital Receiver  
(6.25 kHz equivalent/25/20/12.5 KHz)<sup>1</sup>

## STANDARD FEATURES

All-Band Antenna  
Up to 3000 Channels  
Text Messaging  
ASTRO 25 Integrated Voice & Data  
Dynamic Zone  
Integrated GPS/GLONASS for Outdoor Location Tracking  
Single-key ADP Encryption  
Software Key  
Radio Profiles  
Unified Call List  
Expansion Slot Standard  
Meets Applicable MIL-specs 810C, D, E, F and G  
IP56  
Reuse of Most XTL/APX™ Accessories

## PROGRAMMING

Utilizes Windows 7,8 and 10 Customer Programming Software (CPS) with Radio Management<sup>2</sup>

## OPTIONAL FEATURES

Wi-Fi 802.11 b/g/n  
Data Modem Connection  
Mission Critical Geofence  
12 Character RF ID Asset Tracking  
Multi-key for 128 Keys and MultiAlgorithm Programming Over Project 25 (OTAP)  
Over the Air Rekey (OTAR)  
Digital Tone Signaling  
Siren and Light Interface Module

<sup>1</sup> Per the FCC Narrowbanding rules, new products (APX6000 UHFR1, UHFR2) submitted for FCC certification after January 1, 2011 are restricted from being granted certification at 25KHz for United States - State & Local Markets only.

<sup>2</sup> CPS version R12.00.00 and greater ordered after June 2014 will only support Windows 7 and 8.



# APX 8500 ALL-BAND P25 MOBILE RADIO SPECIFICATIONS

## SIGNALLING (ASTRO MODE)

Signalling Rate	9.6 kbps
Digital ID Capacity	10,000,000 Conventional / 48,000 Trunking
Digital Network Access Codes	4,096 network site addresses
ASTRO Digital User Group Addresses	4,096 network site addresses
Project 25 – CAI Digital User Group Addresses	65,000 Conventional / 4,094 Trunking
Error Correction Techniques	Golay, BCH, Reed-Solomon codes
Data Access Control	Slotted CSMA: Utilizes infrastructure-sourced data status bits embedded in both voice and data transmissions.

## MOBILE APX 8500

	Inches	Millimeters
Mid Power Radio Transceiver	2 x 7 x 8.4	50.8 x 178 x 213
O5 Control Head	2 x 7 x 2.93	50.8 x 178 x 74.4
O2 Control Head	2.7 x 8.1 x 3.8	68.4 x 206.3 x 96.4
O7 Control Head	2 x 7 x 3.2	50.8 x 178 x 81.4
Mid Power Radio Transceiver and O5 Control Head - Dash Mount	2 x 7 x 9.8	50.8 x 178 x 250
Mid Power Radio Transceiver and O2 Control Head - Dash Mount	2.7 x 8.1 x 10.7	68.4 x 206.3 x 270.6
Mid Power Radio Transceiver and O7 Control Head - Dash Mount	2 x 7 x 10.1	50.8 x 178 x 255.5
Mid Power Radio Transceiver and Remote Mount	2.0 x 7 x 9.1	50.8 x 178 x 231.5
	lbs	kg
Mid Power Radio Transceiver and O5 Control Head Weight	6.8 lbs	3.1 kg
Mid Power Radio Transceiver and O2 Control Head Weight	7.23 lbs	3.28 kg
Mid Power Radio Transceiver and O7 Control Head Weight	6.8 lbs	3.1 kg

## TRANSMITTER - TYPICAL PERFORMANCE SPECIFICATIONS

	700 MHz	800 MHz	VHF	UHF Range 1	UHF Range 2	
Frequency Range/Bandsplits	764-776, 794-806 MHz 806-825, 851-870 MHz	764-776, 794-806 MHz 806-825, 851-870 MHz	136-174 MHz	380-470 MHz	450-520 MHz	
Channel Spacing	25/20/12.5 kHz	25/20/12.5 kHz	30/25/12.5 kHz	25/20/12.5 kHz	25/20/12.5 kHz	
Maximum Frequency Separation	Full Bandsplit	Full Bandsplit	Full Bandsplit	Full Bandsplit	Full Bandsplit	
Rated RF Output Power Adj <sup>1</sup>	1-30 Watts	1-35 Watts	1-50 Watts	1-40 Watts	1-45 Watts (450-485 MHz) 1-40 Watts (485-512 MHz) 1-25 Watts (512-520 MHz)	
Frequency Stability <sup>1</sup> (-30°C to +85°C; +25°C Ref.)	±0.8 PPM	±0.8 PPM	±0.8 PPM	±0.8 PPM	±0.8 PPM	
Modulation Limiting <sup>1</sup>	±5 kHz / ±2.5 kHz	±5 kHz/±4 kHz (NPSPAC) /±2.5 kHz	±5 kHz / ±2.5 kHz	±5 kHz / ±2.5 kHz	±5 kHz / ±2.5 kHz	
Modulation Fidelity (C4FM) 12.5kHz Digital Channel	1.10%	1.10%	1.10%	1.10%	1.10%	
Emissions <sup>1</sup>	Conducted -75/-85 dBc	Radiated -20/-40 dBm	Conducted -75 dBc	Radiated -20 dBm	Conducted -85 dBc	Radiated -20 dBm
Audio Response <sup>1</sup>	+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)	
FM Hum & Noise <sup>1</sup>	25 kHz	50 dB	50 dB	53 dB	53 dB	53 dB
	12.5 kHz	48 dB	48 dB	52 dB	50 dB	50 dB
Audio Distortion <sup>1</sup>	25 & 20 kHz	0.50%	0.50%	0.50%	0.50%	0.50%
	12.5 kHz	0.50%	0.50%	0.50%	0.50%	0.50%

# APX 8500 ALL-BAND P25 MOBILE RADIO SPECIFICATIONS

RECEIVER – TYPICAL PERFORMANCE SPECIFICATIONS										
	700 MHz		800 MHz		VHF		UHF Range 1		UHF Range 2	
Frequency Range/Bandsplits	764-776 MHz		851-870 MHz		136-174 MHz		380-470 MHz		450-520 MHz	
Channel Spacing	25/20/12.5 kHz		25/20/12.5 kHz		30/25/12.5 kHz		25/20/12.5 kHz		25/20/12.5 kHz	
Maximum Frequency Separation	Full Bandsplit		Full Bandsplit		Full Bandsplit		Full Bandsplit		Full Bandsplit	
Audio Output Power at 3% distortion <sup>1</sup>	7.5 W or 15 W <sup>4</sup>		7.5 W or 15 W <sup>4</sup>		7.5 W or 15 W <sup>4</sup>		7.5 W or 15 W <sup>4</sup>		7.5 W or 15 W <sup>4</sup>	
Frequency Stability <sup>1</sup> (-30°C to +85°C; +25°C Ref.)	±0.8 PPM		±0.8 PPM		±0.8 PPM		±0.8 PPM		±0.8 PPM	
Analog Sensitivity <sup>1</sup> 12 dB SINAD	-121 dBm		-121 dBm		Pre-Amp	Standard	Pre-Amp	Standard	Pre-Amp	Standard
Digital Sensitivity 5% BER	-121.5 dBm		-121.5 dBm		-123 dBm	-119 dBm	-123 dBm	-119 dBm	-123 dBm	-119 dBm
					-123 dBm	-119 dBm	-123 dBm	-119 dBm	-123 dBm	-119 dBm
Intermodulation	25 kHz	85 dB	85 dB	85 dB	84 dB	86 dB	82 dB	86 dB	82 dB	86 dB
	12.5 kHz	85 dB	85 dB	85 dB	85 dB	86 dB	83 dB	86 dB	83 dB	86 dB
Spurious Rejection	100 dB		100 dB		90 dB		90 dB		90 dB	
Audio Response <sup>1</sup>	+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)	
Audio Distortion at rated <sup>1</sup>	1.20%		1.20%		1.20%		1.20%		1.20%	
Selectivity <sup>1</sup>	25 kHz	85 dB	85 dB	85 dB	87 dB	82 dB	82 dB	82 dB	82 dB	82 dB
	12.5 kHz	72 dB	72 dB	72 dB	76 dB	76 dB	76 dB	76 dB	76 dB	76 dB
	30 kHz	—	—	—	90 dB	—	—	—	—	—

POWER AND BATTERY DRAIN							
Model Type	136-174 MHz, 380-470 MHz, 450-520 MHz, 764-870 MHz						
Minimum RF Power Output	1-35 Watt (764-870 MHz), 1-50 Watts 10-40W, 1-45Watts (450-485 MHz), 1-40Watts (485-512 MHz), 1-25Watts (512-520 MHz)						
Operation	13.8V DC ±20% Negative Ground						
Standby at 13.8V	1.4A (764-870 MHz), 1.4A (136-174 MHz), 1.4A (380-470 MHz), 1.4A (450-520 MHz)						
Receive Current at Rated Audio at 13.8V	3.2A (764-870 MHz), 3.2A (136-174 MHz), 3.2A (380-470 MHz), 3.2A (450-520 MHz)						
Transmit Current (A) at Rated Power	136-174 MHz (1-50 Watt)	15A (50W)	8A (15W)	764-870 MHz (1-35 Watt)		13A (50W)	8A (15W)
	380-470 MHz (1-40 Watt)	15A (40W)	8A (15W)				
	450-520 MHz (1-45 Watt)	13A (45W)	8A (15W)				

GPS SPECIFICATIONS	
Channels	12
Tracking Sensitivity	-164 dBm
Accuracy <sup>2</sup>	<5 meters (95%)
Cold Start	<60 seconds (95%)
Hot Start	<5 seconds (95%)
Mode of Operation	Autonomous (Non-Assisted) GNSS or SBAS

# APX 8500 ALL-BAND P25 MOBILE RADIO SPECIFICATIONS

## MOBILE MILITARY STANDARDS 810 C, D, E, F & G

	MIL-STD 810C		MIL-STD 810D		MIL-STD 810E		MIL-STD 810F		MIL-STD 810G	
	Method	Proc./Cat.	Method	Proc./Cat.	Method	Proc./Cat.	Method	Proc./Cat.	Method	Proc./Cat.
Low Pressure	500.1	I	500.2	II	500.3	II	500.4	II	500.5	II
High Temperature	501.1	I, II	501.2	I/A1, II/A1	501.3	I/A1, II/A1	501.4	I/Hot, II/ Hot	501.5	I/A1, II
Low Temperature	502.1	I	502.2	I/C3, II/C1	502.3	I/C3, II/C1	502.4	I/C3, II/C1	502.5	I/C3, II
Temperature Shock	503.1	1 Proc	503.2	I/A1C3	503.3	I/A1C3	503.4	I	503.5	I/C
Solar Radiation	505.1	II	505.2	I	505.3	I	505.4	I	505.5	I/A1
Rain	506.1	I, II	506.2	I, II	506.3	I, II	506.4	I, III	506.5	I, III
Humidity	507.1	II	507.2	II	507.3	II	507.4	1 Proc	507.5	II/Aggravated
Salt Fog	509.1	1 Proc	509.2	1 Proc	509.3	1 Proc	509.4	1 Proc	509.5	1 Proc
Blowing Dust	510.1	I	510.2	I, II	510.3	I, II	510.4	I, II	510.5	I, II
Vibration	514.2	VIII/F, Curve-W	514.3	I/10, II/3	514.4	I/10, II/3	514.5	I/24	514.6	I/24
Shock	516.2	I, III, V	516.3	I, V, VI	516.4	I, V, VI	516.5	I, V, VI	516.6	I, V, VI

## ENCRYPTION

Supported Encryption Algorithms	ADP, AES, DES, DES-XL, DES-OFB, DVP-XL
Encryption Algorithm Capacity	8
Encryption Keys per Radio	Module capable of storing 1024 keys. Programmable for 128 Common Key Reference (CKR) or 16 Physical Identifier (PID)
Encryption Frame Re-sync Interval	P25 CAI 300 mSec
Encryption Keying	Key Loader
Synchronization	XL – Counter Addressing OFB – Output Feedback
Vector Generator	National Institute of Standards and Technology (NIST) approved random number generator
Encryption Type	Digital
Key Storage	Tamper protected volatile or non-volatile memory
Key Erasure	Keyboard command and tamper detection
Standards	FIPS 140-2 Level 3 FIPS 197

## ENVIRONMENTAL SPECIFICATIONS

Operating Temperature	-30°C / +60°C
Storage Temperature	-40°C / +85°C
Humidity	Per MIL-STD
ESD	IEC 801-2 KV

## FCC/IC TYPE ACCEPTANCE ID

FCC/IC ID	BAND AND POWER LEVEL
FCC ID: AZ492FT7089	764-776 MHz (10-30 Watts)
IC ID: 109U-92FT7089	794-806 MHz (10-30 Watts)
	806-824 MHz (10-35 Watts)
	851-870 MHz (10-35 Watts)
	136-174 MHz (10-50 Watts and 25-110 Watts)
	380-470 MHz (10-40 Watts and 25-110 Watts)
	450-485 MHz (10-45 Watts)
	485-512 MHz (10-40 Watts)
	512-520 MHz (10-25 Watts)

<sup>1</sup> Measured in the analog mode per TIA / EIA 603 single-tone method under nominal conditions

<sup>2</sup> Measured conductivity with > 6 satellites visible at a nominal -130 dBm signal strength. Specs provided are 95th percentile values.

<sup>3</sup> Specs includes performance for the non-GNSS/GNSS bands

<sup>4</sup> Output power in to 8 and 3.2 Ohm external speakers respectively

Specifications subject to change without notice. All specifications shown are typical.

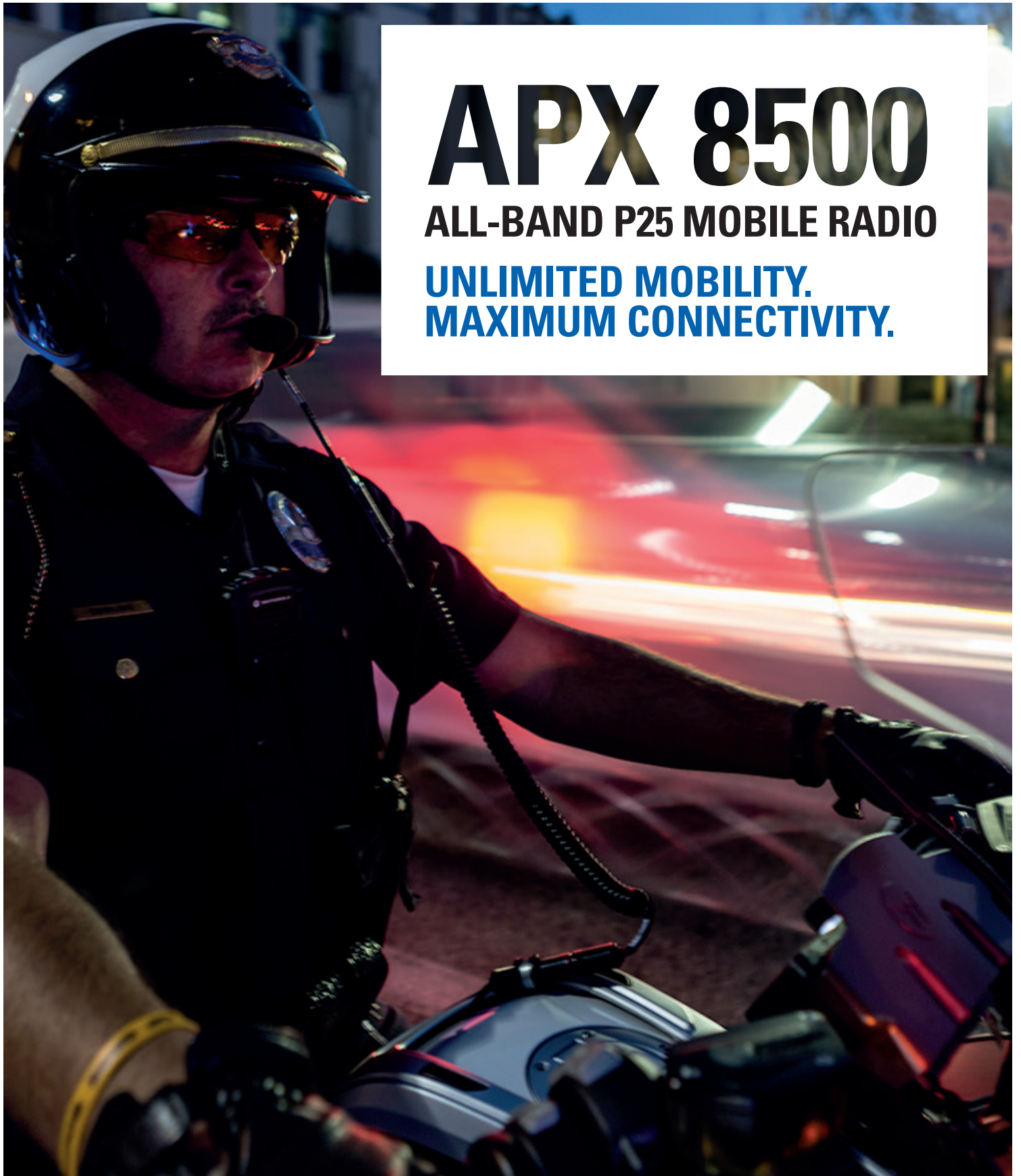
Radio meets applicable regulatory requirements.



# APX 8500

UNLIMITED MOBILITY.  
MAXIMUM CONNECTIVITY.





# APX 8500

**ALL-BAND P25 MOBILE RADIO**

**UNLIMITED MOBILITY.  
MAXIMUM CONNECTIVITY.**

For more information, please visit: [www.motorolasolutions.com/APX8500](http://www.motorolasolutions.com/APX8500)

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**MOTOROLA SOLUTIONS**

**Quote Number: QU0000469339**

**Effective: 26 FEB 2019**

**Effective To: 27 APR 2019**

**Bill-To:**

SWEET HOME POLICE DEPT  
1140 12TH AVE  
SWEET HOME, OR 97386  
United States

**Ultimate Destination:**

SWEET HOME POLICE DEPT  
1140 12TH AVE  
SWEET HOME, OR 97386  
United States

**Attention:**

**Name:** Jeff Lynn  
**Phone:** (541) 367-5181

**Sales Contact:**

**Name:** Cameron Lougee  
**Email:** clougee@daywireless.com  
**Phone:** (541) 731-7046

**Contract Number:** NASPO ValuePoint

**Freight terms:** FOB Destination

**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	9	M37TXS9PW1AN	APX8500 ALL BAND HP MOBILE	\$7,794.00	\$5,689.62	\$51,206.58
1a	9	GA01513AA	ADD: ALL BAND MOBILE ANTENNA (7/8/V/U)			
1b	9	W22BA	ADD: STD PALM MICROPHONE APX			
1c	9	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	-	-	-
1d	9	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	-	-	-
1e	9	G806BL	ENH: ASTRO DIGITAL CAI OP APX			
1f	9	G442AJ	ADD: O5 CONTROL HEAD			
1g	9	G444AH	ADD: APX CONTROL HEAD SOFTWARE	-	-	-
1h	9	G51AT	ENH: SMARTZONE OPERATION APX			
1i	9	GA01203AA	ADD: AUXILARY COVERT SPKR 10W APX			
1j	9	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	-	-	-
1k	9	G361AH	ENH: P25 TRUNKING SOFTWARE APX			
1l	9	GA05509AA	DEL: DELETE UHF BAND			
2	4140	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	\$1.00	\$1.00	\$4,140.00
3	20	H91TGD9PW6AN	APX 8000 ALL BAND PORTABLE MODEL 2.5	\$7,498.00	\$5,473.54	\$109,470.80
3a	20	H842AU	ADD: SINGLE UNIT PACKING	-	-	-
3b	20	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION			
3c	20	QA05100AA	ENH:STD WARRANTY APPLIES-NO SFS	-	-	-
3d	20	QA05509AA	DEL: DELETE UHF BAND			
3e	20	H38BS	ADD: SMARTZONE OPERATION			
3f	20	Q361AN	ADD: P25 9600 BAUD TRUNKING			
4	1000	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	\$1.00	\$1.00	\$1,000.00
5	20	PMMN4084A	PLUS RSM NC IP54 THRD 3.5MM JACK RX	\$95.00	\$69.35	\$1,387.00
6	20	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	\$150.00	\$109.50	\$2,190.00

**Total Quote in USD**

**\$169,394.38**

On-site installation included with this quote.

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)





# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> March 12, 2019	<b>TITLE:</b> City Manager Contract	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION
<b>SUBMITTED BY:</b> R. Towry, City Manager	<b>ATTACHMENTS:</b> City Manager Employment Contract 03 04 2019	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED BY:</b> R. Towry, City Manager		<input type="checkbox"/> OTHER

**PURPOSE OF THIS RCA:**

To meet contractual agreement and review the City Manager Contract which “expired” in November 2018.

**BACKGROUND/CONTEXT:**

The Council entered into an employment contract with the City Manager in 2016. Technically, that contract expired in November of 2018. The City Manager has asked for the contract to be reviewed and it appeared in front of the Administration, Finance, and Property Committee on February 15, 2019. The City Manager requested additional severance based on market equivalency. Staff researched and presented other contracts for comparison. The Administration, Finance and Property Committee reviewed the information and recommend the contract be amended from the current three (3) months to four (4) months plus one month for every year served capped at 12 months maximum.

I have also updated the contract to remove unnecessary language from the initial contract related to start date, moving expenses and other items related to a first-time contract and it specifically points all benefit accruals to be dictated by the city’s personnel policy manual. The contract also states the City Manager’s salary shall be determined by the Council through their adopted salary schedule for all non-represented employees as has been past practice. It also eliminates the 30-day non-performance section and would instead make the City Manager and City subject to FMLA/OFLA and ADA laws.

**THE CHALLENGE/PROBLEM:**

How do we update the City Manager contract in a manner that is fair to the community and employee?

**STAKEHOLDERS:**

- City Residents. Residents deserve the best professional administration available to them at a fair value.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible and return on the taxpayer’s investment. They must balance leadership with representation.
- Management Team. Comprised of six department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible. All are fiscally conservative while five are well educated and well spoken.

**ELEMENTS OF A STABLE SOLUTION:**

To actually solve this issue, the Council needs to approve a contract that strikes a balance between the needs of the community and fair compensation for employees.

**OPTIONS:**

1. Do Nothing. The Manager would not be under contract and there are no provisions from the previous contract protecting either party in place.
2. Review the contract and suggest revisions. The Council could suggest other revisions to the contract.
3. Motion to approve the contract as presented. Motion to approve the contract as presented.

**RECOMMENDATION:**

I recommend Council choose option #3 and make a **motion to adopt the City Manager Employment Contract 03 04 2019 as presented.**

# CITY MANAGER SEVERANCE

City	Separation Clause
Adair Village	6 months pay (+1 per year to 24)
Albany	6 months pay
Brownsville	6 months pay
Corvallis	15 months pay (+1 per year to 24) / 6 medical ins.
Independence	6 months (+1 per year to 12)
Lebanon	6 months pay
Molalla	4 months pay
Sheridan	6 months pay

CITY OF SWEET HOME  
CITY MANAGER  
EMPLOYMENT CONTRACT

WHEREAS this EMPLOYMENT CONTRACT is made and entered into effective the 12th day of March, 20196, by and between the City of Sweet Home and RAYMOND TOWRY.

NOW THEREFORE, the City of Sweet Home, Oregon (City) acting by and through its City Council and RAYMOND TOWRY (Manager) agree as follows:

1. City herewith employs Manager as City Manager and Manager agrees to be so employed to carry out the functions and duties specified in City's charter, this contract, required by law, such other duties involved in city management, and as directed by City directly or by resolution or ordinance. This agreement may be terminated at any time as provided herein.
2. ~~Manager shall receive a monthly base salary of \$7,449 per month beginning November     , 2016.~~ Manager shall be paid in accordance with established salary schedule for the City Manager position as adopted and or otherwise approved by City Council. Manager shall be paid in installments at the same time and similar manner as other employees. With successful completion of ~~a six-month probationary period and an annual~~ satisfactory ~~six-month~~ performance evaluation, Manager's base salary shall automatically increase to ~~\$8,017 effective July 2017~~the next step on the approved salary schedule until reaching the top step.
3. Manager shall have standard benefits offered all full-time employees of City. City shall provide medical, dental, vision, life, and disability insurance coverage for Manager and his family as offered other full-time non-represented city employees. The City agrees to provide retirement benefits for the Manager under the same ICMA retirement program and terms offered to other non-represented administrative employees of the City.

Manager shall receive vacation leave in the same manner and amount as all other regular exempt management employees as defined in the City Personnel Policies Manual. ~~Manager shall receive 10 days of vacation leave upon his first day of work. Additional accruals of 8 hours monthly would not commence until September 2017.~~

Manager shall also receive Management Leave in the same manner and amount as all other regular exempt management employees as defined in the City Personnel Policies Manual.

Manager shall ~~have one day paid~~accrue sick leave in the same manner and

~~amount as all other regular exempt management employees as defined in the City Personnel Policies Manual, per month which may be accumulated. The maximum accrual for sick leave is 960 hours.~~ Manager shall be eligible for sick leave buyout as other non-represented administrative employees in accordance with adopted personnel policies.

Manager shall be allowed paid holidays as other City employees in accordance with adopted personnel policies.

~~Manager shall receive a monthly cell phone allowance in accordance with adopted personnel policies.~~

- ~~4. Manager shall receive \$5,000 to help offset a portion of the moving costs associated with relocation to Sweet Home. No receipts shall be required for this one time assistance payment. In addition, Manager shall be reimbursed for up to 10 nights lodging at the Sweet Home Inn during his initial relocation. Receipts shall be required for the reimbursement.~~
5. Manager acknowledges the proper and full performance of this contract constitutes a full-time job, he must devote a great deal of time outside normal office hours in furtherance of City's business and interests, and that he is an exempt professional from the overtime provisions of the federal Fair Labor Standards Acts and its counterpart under Oregon law. Manager shall be actively involved in community activities and civic organizations and City shall pay related membership dues and fees. Manager shall not engage in non-city activities for pay unless approved by City.
6. City encourages Manager to be involved in professional organizations for his development and advancement and the benefit of City. Manager is encouraged to attend conferences offered by League of Oregon Cities such as the Annual Conference, Northwest City Managers' Spring Conference, and Oregon City Managers' Association (OCCMA) Summer Conference. Manager is authorized to be a member of ICMA and OCCMA with cost to be paid by City if money is available. Meals, housing, travel and cost for attending approved conferences and meetings shall be paid by City based upon the amounts allowed other administrative employees and in accordance with applicable personnel policies. All out of state travel must be pre-approved by the City Council.
7. Manager agrees to remain in the exclusive employ of the City during the term of this agreement, unless otherwise agreed to in writing by the parties.
8. Manager shall be bonded as required by City, its charter, and Oregon law with cost of the bond(s) to be paid by City. City shall defend, save harmless, and indemnify Manager against any tort, professional liability claim or demand, or other legal

action whether valid or not arising out of the performance of manager's duties except that caused by willful or wanton conduct by Manager.

9. City shall place no restriction on the residency of the Manager except that Manager agrees to regularly be available for work as scheduled, and that job performance shall not be adversely impacted by residence location.

~~10. Should Manager, for whatever reason, be unable to personally perform or fulfill the requirements of this contract for thirty (30) calendar days, City may end this agreement and all of its obligations to Manager.~~

104. Should Manager decide to resign, he shall give City through its Mayor as much advance written notice as possible but not less than thirty (30) working days. At that time Manager shall give City a plan for operation of the City during the interim listing all projects then on-going with status for each and a report concerning each department.

~~112. Following successful completion of the six-month probationary period, s~~Should Manager resign at the request of City or is terminated at the will of the City and Manager is willing and able to perform, the City shall pay severance pay equal to ~~three-four~~ (43) months' base pay of City Manager plus one month for every year of employment with a maximum of 12 months, plus accrued vacation benefits. Severance pay will be paid in a lump sum or monthly payments equal to the number of months severance earned by the Manager for three (3) months at the option of the City.- Severance pay will cease should Manager become employed elsewhere during this time.

123. If Manager is terminated for cause during the term of this Agreement, City shall have no obligation to pay the separation pay under this agreement. For the purposes of this agreement, "cause" is defined as follows:

A. Indictment for an illegal act. If such indictment does not ultimately result in conviction, then Manager shall receive separation pay, if the indictment does ultimately result in conviction, Manager shall receive no severance pay;

B. Abandonment by Manager of position as City Manager; or

C. Determination by City that Manager is guilty of fraud, dishonesty or any other serious act of misconduct in performance of Manager's duties on behalf of City. Such determination by City shall be made in accordance with disciplinary and grievance procedures set forth in the adopted personnel policies of the City in force and effect on the date of the alleged misconduct.

134. Except as this agreement recites rights and responsibilities of City employees and the City in established City policies, the entire agreement between the parties with respect to the subject matter hereunder is contained in this agreement. Except as herein expressly provided to the contrary, the provisions of this agreement are for the benefit of the parties solely and not for benefit of any other person, persons, or legal entities.

Manager acknowledges that he has not been induced to enter into this agreement by any representation or statement, oral or written, not expressly contained herein or expressly incorporated by reference. City makes no representations, warranties or guarantees, expressed or implied, other than expressed representations, warranties and guarantees contained in this agreement.

145. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addresses as stated in this agreement, or at such other address as may hereafter be specified by notice in writing. In lieu of mailing, written notice shall become effective as of the date it is personally delivered to the addressee. Any notice required to be given under the terms and conditions of this agreement shall be given as follows:

City of Sweet Home  
Mayor  
1140 12<sup>th</sup> Avenue  
Sweet Home, Oregon 97386

Manager  
Raymond Towry  
PO Box \_\_\_\_\_ 698  
Sweet Home, Oregon 97386

If any part, term, or provision of this agreement is held by the courts to be illegal or in conflict with the laws of the State of Oregon, the validity of the remaining portions of the agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain that particular part, term or provision. This agreement shall be binding on the City and Manager and their heirs, assigns, executors, personal representatives and successors in interest.

156. This agreement shall become effective as of on \_\_\_\_\_  
March 12, 2019 (date), and unless terminated consistent with the terms hereof,  
shall continue for a two (2) year term (i.e., until November 30, 2018). ~~This agreement may will automatically be renewed by the parties for such additional periods as may be agreed upon in writing and approved by Council resolution.~~  
Nothing shall restrict the ability of the City and Manager to amend or adjust the terms of this Agreement at any time. However, no amendment or adjustment shall be valid unless in writing and signed by an authorized representative of the City and by Manager. Manager reserves the right to discuss the terms of this





CITY OF SWEET HOME  
CITY MANAGER  
EMPLOYMENT CONTRACT

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2. Manager shall be paid in accordance with established salary schedule for the City Manager position as adopted and or otherwise approved by City Council. Manager shall be paid in installments at the same time and similar manner as other employees. With successful completion of an annual satisfactory performance evaluation, Manager's base salary shall automatically increase to the next step on the approved salary schedule until reaching the top step.
3. Manager shall have standard benefits offered all full-time employees of City. City shall provide medical, dental, vision, life, and disability insurance coverage for Manager and his family as offered other full-time non-represented city employees. The City agrees to provide retirement benefits for the Manager under the same ICMA retirement program and terms offered to other non-represented administrative employees of the City.

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Manager shall also receive Management Leave in the same manner and amount as all other regular exempt management employees as defined in the City Personnel Policies Manual.

Manager shall accrue sick leave in the same manner and amount as all other regular exempt management employees as defined in the City Personnel Policies Manual. Manager shall be eligible for sick leave buyout as other non-represented administrative employees in accordance with adopted personnel policies.

Manager shall be allowed paid holidays as other City employees in accordance with adopted personnel policies.

5. Manager acknowledges the proper and full performance of this contract constitutes a full-time job, he must devote a great deal of time outside normal office hours in furtherance of City's business and interests, and that he is an exempt professional from the overtime provisions of the federal Fair Labor Standards Acts and its counterpart under Oregon law. Manager shall be actively involved in community activities and civic organizations and City shall pay related membership dues and fees. Manager shall not engage in non-city activities for pay unless approved by City.
6. City encourages Manager to be involved in professional organizations for his development and advancement and the benefit of City. Manager is encouraged to attend conferences offered by League of Oregon Cities such as the Annual Conference, Northwest City Managers' Spring Conference, and Oregon City Managers' Association (OCCMA) Summer Conference. Manager is authorized to be a member of ICMA and OCCMA with cost to be paid by City if money is available. Meals, housing, travel and cost for attending approved conferences and meetings shall be paid by City based upon the amounts allowed other administrative employees and in accordance with applicable personnel policies. All out of state travel must be pre-approved by the City Council.
7. Manager agrees to remain in the exclusive employ of the City during the term of this agreement, unless otherwise agreed to in writing by the parties.
8. Manager shall be bonded as required by City, its charter, and Oregon law with cost of the bond(s) to be paid by City. City shall defend, save harmless, and indemnify Manager against any tort, professional liability claim or demand, or other legal action whether valid or not arising out of the performance of manager's duties except that caused by willful or wanton conduct by Manager.
9. City shall place no restriction on the residency of the Manager except that Manager agrees to regularly be available for work as scheduled, and that job performance shall not be adversely impacted by residence location.
10. Should Manager decide to resign, he shall give City through its Mayor as much advance written notice as possible but not less than thirty (30) working days. At that time Manager shall give City a plan for operation of the City during the interim listing all projects then on-going with status for each and a report concerning each department.
11. Should Manager resign at the request of City or is terminated at the will of the City and Manager is willing and able to perform, the City shall pay severance pay equal

to four (4) months base pay of City Manager plus one month for every year of employment with a maximum of 12 months, plus accrued vacation benefits. Severance pay will be paid in a lump sum or monthly payments equal to the number of months severance earned by the Manager at the option of the City. Severance pay will cease should Manager become employed elsewhere during this time.

12. If Manager is terminated for cause during the term of this Agreement, City shall have no obligation to pay the separation pay under this agreement. For the purposes of this agreement, "cause" is defined as follows:
  - A. Indictment for an illegal act. If such indictment does not ultimately result in conviction, then Manager shall receive separation pay, if the indictment does ultimately result in conviction, Manager shall receive no severance pay;
  - B. Abandonment by Manager of position as City Manager; or
  - C. Determination by City that Manager is guilty of fraud, dishonesty or any other serious act of misconduct in performance of Manager's duties on behalf of City. Such determination by City shall be made in accordance with disciplinary and grievance procedures set forth in the adopted personnel policies of the City in force and effect on the date of the alleged misconduct.

13. Except as this agreement recites rights and responsibilities of City employees and the City in established City policies, the entire agreement between the parties with respect to the subject matter hereunder is contained in this agreement. Except as herein expressly provided to the contrary, the provisions of this agreement are for the benefit of the parties solely and not for benefit of any other person, persons, or legal entities.

Manager acknowledges that he has not been induced to enter into this agreement by any representation or statement, oral or written, not expressly contained herein or expressly incorporated by reference. City makes no representations, warranties or guarantees, expressed or implied, other than expressed representations, warranties and guarantees contained in this agreement.

14. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addresses as stated in this agreement, or at such other address as may hereafter be specified by notice in writing. In lieu of mailing, written notice shall become effective as of the date it is personally delivered to the addressee. Any notice required to be given under the terms and conditions of this agreement shall be given as follows:

City of Sweet Home  
Mayor  
1140 12<sup>th</sup> Avenue  
Sweet Home, Oregon 97386

Manager  
Raymond Towry  
PO Box 698  
Sweet Home, Oregon 97386

If any part, term, or provision of this agreement is held by the courts to be illegal or in conflict with the laws of the State of Oregon, the validity of the remaining portions of the agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain that particular part, term or provision. This agreement shall be binding on the City and Manager and their heirs, assigns, executors, personal representatives and successors in interest.

15. This agreement shall become effective as of March 12, 2019, and unless terminated consistent with the terms hereof. this agreement will automatically renew. Nothing shall restrict the ability of the City and Manager to amend or adjust the terms of this Agreement at any time. However, no amendment or adjustment shall be valid unless in writing and signed by an authorized representative of the City and by Manager. Manager reserves the right to discuss the terms of this agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as Manager deems appropriate.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day of \_\_\_\_\_, 2019.

CITY OF SWEET HOME

MANAGER

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ray Towry

\_\_\_\_\_  
Date



City  
Request for Proposal  
To Provide a Needs Assessment for the Library

**NOTICE**

The City of Sweet Home (City) is accepting Proposals to provide a Library Needs Assessment and to Conduct Community Forums. The Library invites qualified individuals or firms to submit a proposal package based upon the scope of work contained within this Request for Proposal (RFP).

**SUBMISSION OF PROPOSAL PACKAGE**

To receive consideration, proposal packages must be submitted in accordance with the following instructions:

1. All proposal packages shall be delivered to:

City  
Attention: Rose Peda, Library Services Director  
1101 13<sup>th</sup> Avenue  
Sweet Home, OR 97386

2. Submit six (6) paper copies plus an electronic file (PDF format) of the proposal by 3:00pm on April 15, 2019.
3. The proposals must be clearly marked "PROPOSAL FOR THE CITY NEEDS ASSESSMENT".
4. All RFP must include the fee to complete the needs assessment along with a summary of hourly rates for all staff (including sub consultants) anticipated to work on the project. This summary shall be placed inside a sealed envelope and submitted as part of the overall package.
5. If you have questions, please contact Rose Peda (541)367-5007 or [rpeda@sweethomeor.gov](mailto:rpeda@sweethomeor.gov). Prior to contact, please review the General Information regarding Additional Information Requests, located on page 7 of this packet.
6. The City will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews. The City reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

City of Sweet Home  
Instruction to Proposers  
For Needs Assessment and Community Forums

**GENERAL INSTRUCTIONS**

The City invites qualified individuals or firms to submit a proposal package to provide a library needs assessment and to conduct community forums as described in the specifications set forth in this RFP. All proposals are subject to the provision and requirements of the City of Sweet Home Personal Services Contracts, and Oregon Revised Statutes.

**PROPOSAL PACKAGE REQUIREMENTS**

Your proposal package must not exceed 10 (ten) pages and shall include the following:

1. **Cover Letter.** All proposal packages must include a cover letter, made to the attention of Rose Peda, Library Services Director and signed by a person legally authorized to bind the applicant to its proposal. At a minimum, the cover letter must include the following items:
  - a) The firm name,
  - b) The names of local partners/principals and the number of local personnel,
  - c) Address, telephone, and FAX numbers of the firm,
  - d) Contact information, including an email address, of the person(s) who are authorized to represent the proposer.
  
2. **Personnel.** All proposal packages must include the following information related to key personnel who will be working on this project.
  - a) The names of the partners, managers, other key staff persons and key sub consultants who will be assigned to the project along with brief resumes that indicate their experience in preparing needs assessments and conducting community forums for public libraries.
  - b) An organization chart including sub consultants.
  
3. **References.** All proposal packages must include the following information related to the references and qualifications relative to the scope of work associated with this proposal.
  - a) List of all Oregon local government jurisdictions your firm is currently providing library needs assessment services for or has provided similar services for within the last 5 years.
  - b) Relevant Project Summary/Profile Sheets. At a minimum, the sheets shall provide a brief description of the project, provide date the assessment was completed, provide owner information, and contact person.
  
4. **Project Approach and Proposal.** A preliminary scope of work has been included with this RFP, however it is anticipated that the proposal will include any amendments and/or provide additional recommendations based on the proposer's experience with similar projects. Additionally, provide a timeline to complete this assessment and community forums.

5. **Fee.** In a sealed separate envelope, please provide the fee to complete the needs assessment and the community forums with a summary of hourly rates for all staff, including sub consultants, anticipated to work on this project. The fee proposal should include the cost to provide the minimum items anticipated by the Library. The proposer should provide separate line items in the fee proposal addressing cost adjustments for recommended additions or subtractions to the scope of work. The fee for services and summary of hourly rates will not be included in the overall 10 (ten) page count of the proposal package.

## **QUALIFICATION EVALUATION CRITERIA**

Minimum qualifications:

1. Consultant shall have demonstrated experience in preparing public library needs assessments and conducting community forums for communities similar size as Sweet Home.
2. Consulting team shall include a library consultant with at least 2 years of experience.

**General:** The City is looking for proposals demonstrating experience preparing public library needs assessments and community forums for communities of the similar size as Sweet Home, Oregon, and for similar scope of work being requested. Proposals will be evaluated by a committee made up of Library and City staff and the Library Advisory Board who will consider each proposal based on considerations addressed in (a-g) below. The Library Director will then present the committee's recommendation to the City Council who will make a determination based on the same criteria. Award will be made to the proposer, whose offer, conforms to this RFP and is considered most advantageous to the City, considering the Evaluation Criteria in this section. The committee and the City Council will evaluate the fee as a consideration of the proposals.

- a) Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements;
- b) Resources committed to perform the work and the proportion of the time that the candidate's staff would spend on the project, including time for specialized services, within the applicable time limits;
- c) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;
- d) Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses;
- e) Availability to the project locale;
- f) Familiarity with the project locale;
- g) Proposed project management techniques.

The City has prepared a scope of work; however, the City is seeking qualified proposers that will "think outside the box". The proposal will be reviewed and evaluated based on the innovative approaches that are proposed for this scope of work.

**Summary of Rates:** Cost component of each submittal will be evaluated with respect to the probable cost to the City doing business with each proposer; summary of rates will be evaluated for realism and reasonableness.

## **BACKGROUND AND SCOPE OF WORK**

**Background:** The City of Sweet Home is located in Linn County, Oregon, with a population of 9,090 as of 2017. The City is a department of the City of Sweet Home and is funded by a five-year levy with a tax rate of \$1.17 per thousand of assessed property value. The Library levy is dedicated to staffing, operational expenses and the maintenance of the library building. The Library Advisory Board is appointed by the City Council as the Library's policy-making body.

The Sweet Home Public Library moved from the basement of City Hall to current location on 13<sup>th</sup> Avenue in 1969. When the library moved to the basement of the current City Hall in 1954, the library area expanded to 1200 square feet. With the move to the library's current location in 1969 at the corner of 13<sup>th</sup> and Kalmia Avenues, the building size expanded to 5,825 square feet and was planned to serve the community for 20 years. Since 1969, the demand for library service – e.g. circulation, programs, meeting space, and public computer use, has grown steadily, outpacing the library's ability to provide services from a physical standpoint. The existing building's capacity is no longer adequate. There is a need to transform the library's interior and exterior.

### **Staffing and Services**

With 3.0 FTE staff and 36 services hours per week, The City provides materials, programming, computer use, and reference services. In addition to the physical collection of books, magazines, DVDs, and audio books, the Library provides electronic access to over 30,000 titles in downloadable audio and ebook format. Traditional reference services are still widely used, though the nature of the assistance is increasingly technical in nature.

City is part of the Linn Libraries Consortium sharing resources, maximizing our collections, and providing a courier service between libraries since 2013.

The Library offers programming for children, teens, and adults. Regular programs include story times for babies, toddlers and preschoolers. Each year the Library offers a Summer Reading Program for children in Sweet Home. Because there is no space to hold these programs, the summer reading programs were performed in the street in front of the Library. We now partner with the Boys and Girls Club and hold our programs in their gymnasium and include all the children attending the club in the reading program. To remove barriers of access to books, the Library partnered with the Sweet Home School District and installed five (5) "Free Little Libraries" at each of the elementary schools and the Boys and Girls Club. We have ukuleles that patrons can check out. Patrons have access to Lynda.com an online resource with 6,000 on-demand courses on business, technology and creative skills.

### **Facility Needs**

We are looking to include in the project: a dedicated children's area, young adults area, study rooms and building remodel to reflect electrical and energy upgrades and efficiency, a facelift to the exterior front and removal of stairs, and remodel of front foyer or entry. An expansion of the building, depending on building codes and variances, may be required to include the rear parking lot of the library and the alley between the library and post office.



### **Electrical Capacity**

In the 1969 plan, electrical outlets were intended for office machines and janitorial equipment. The building's designers did not anticipate the public would need access to outlets. However, in today's world and with the lack of broadband internet access for some of our patrons, many library users take advantage of WIFI services and require outlets to charge laptops and other digital devices.

### **Energy Efficiency**

In 2013, the library underwent a lighting upgrade by replacing all of the fluorescent ballasts with electronic ballasts and new lamps. The next efficiency upgrade will be to replace the large expanse of windows at the front of the library, which we believe are single-pane windows.

### **Dedicated Space for Teens**

Currently the teen space has been taken over by people using the WIFI and the need to plug in their laptops and other digital devices.

### **Dedicated Space for Programming**

The community comes out when we have programs and we currently do not have the seating capacity for many of our events.

### **Accessibility Upgrade to Include Safe, Inviting Entrance and Exterior**

The front steps to the library have caused several individuals to trip and fall. We need to update the front of the building, provide an ADA ramp and eliminate the steps.

### **Staff Work Spaces**

Staff work spaces are currently fragmented and awkward; they need to be reconfigured for flexibility and efficiency.

### **Computer Data Lines**

Computer data lines, which now visibly stretch up and around walls, would be placed either in a floor duct system or behind new furred out walls.

#### **Other Highlights to be considered:**

- A Makerspace for kids and teens where young people can tinker, design, craft, create and explore.
- An expanded BabyTalk area with activity tables and early literacy stations that provide stimulation for growing minds.
- Private and enclosed study rooms / meeting rooms for small groups which have access to electrical outlets and data drops.
- New furniture and tables with built-in electrical and USB outlets.
- New public service desk.
- Redesigned main entryway.
- New flooring/carpeting and display spaces as well as rearranged shelving.

### **SCOPE OF WORK**

This scope of work contains the minimum items that the Library anticipates would be necessary for this project. However, it is anticipated that the proposers will amend the list as necessary and provide any recommendation in their proposal package. The fee proposal should include the cost to provide the minimum items anticipated by the Library. The proposer should provide separate line items in the fee proposal addressing cost adjustments for recommended additions

or subtractions to the scope of work. Depending on proposals and costs, the Library may choose to remodel the existing or consider a new Library building. The successful proposer will identify the space needs and requirements for library space that will serve the community through the year 2040. The location for the new building has not yet been determined.

The proposer will evaluate the community's library needs and consider all options to meet those needs. The scope of this includes all aspects of facilitating a library needs assessment and conducting community forums, in consultation with the City. The proposer will:

### **Data Gathering**

1. Meet with Library and City staff to clarify expectations and desired outcomes.
2. Schedule, invite, organize and moderate at least three (3) community forums to gather information about library use, collections, and space.
3. Interview key community leaders and stakeholders identified by the Library.
4. Meet up to three (3) meeting to gather information on needs to include Library Advisory Board, Friends of the Sweet Home Library, and/or City Council.
5. Meeting with Library staff up to three (3) times to gather information on needs.

### **Data Analysis**

1. Analyze information provided by the Library, including census, demographics, and library statistics. Collect, analyze, and incorporate updated and other relevant data as available.
2. Perform projections to help guide the needs assessment and preparation of concept designs.
3. For the existing and potential new building, identify space needs for collections, seating, staff offices, technology, meeting rooms, special purposes, work areas, study rooms, and ability to supervise Library operations visually.
4. Analyze for possible dual / multiple uses / partnerships for the new building, including private and/or public partnership, to meet community needs and/or attract other potential funding sources.
5. Analyze parking space needs and other spatial needs outside the building.
6. Analyze the amount and type of current and future usage. Project the number of patrons to be served, equipment and furniture to be house, and the necessary storage capacity.

### **Reporting**

1. Monthly progress reports to the Library Director.
2. A written report prepared that will include all necessary analyses, documentation, and a plan to determine future needs and how to meet those needs.
3. The written report will summarize all results of the scope of work including methodology, findings and specific recommendations for current and future City services. The proposer will be expected to provide preliminary (at 50% completion), final draft (90% completion), and final (100% completion) versions of the report.
4. The preliminary and final report must include a narrative on data collection, data analysis, data interpretation, and recommendations. The report must also include an executive summary.
5. The report should provide details for the building space requirements and minimum site characteristics to meet the needs of the community through 2040.
6. The detailed space needs assessment should at least cover building size, site size, ADA compliance, functional layout, space flexibility, technology applications, and related criteria.

7. The proposer shall be available to assist in (3) three concept designs with cost estimates and life cycle costs for each.
8. The proposer shall plan for up to (2) two meeting each (6 six total) to present the findings in the preliminary report, final draft report and final report.
9. Each version of the report must be made available in an electronic format (pdf) and 10 (ten) paper copies. All data collected must be submitted with the final copy of the report.

Resources to Be Provided: Current Library facility drawings are located on the City's website <https://www.sweethomeor.gov>. Contact Rose Peda at (541) 367-5007 or [rpeda@sweethomeor.gov](mailto:rpeda@sweethomeor.gov).

## GENERAL INFORMATION

**Interviews:** Proposers *may* be invited to an interview with the City's Selection Committee. Selected persons/firms will be contacted regarding time and location of an interview.

**Compliance with Rules:** Proposers responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of your Proposal.

**Request for Additional Information:** Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email:

Sweet Home Public Library  
Attention: Rose Peda  
1101 – 13<sup>th</sup> Avenue  
Sweet Home, OR 97386  
[rpeda@sweethomeor.gov](mailto:rpeda@sweethomeor.gov)

All requests for additional information, must clearly reference the "Proposal for City Needs Assessment". All requests must be received no later than April 2, 2019 at 3:00 pm. The responses to the requests will be made available at the City's website

<https://www.sweethomeor.gov/rfps>

### **Schedule**

RFP email/mailed to three (3) potential consultants (March 13, 2019)  
Deadline for Additional Information Requests (April 2, 2019)  
Proposal Package Due (April 15, 2019)  
Schedule Interview (subject to City's discretion) (May 1, 2019)  
Council Consideration of Personal Services Contract (May 14, 2019)

**Proposal Withdrawal:** Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawals to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

**Appeals:** Proposers who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Manager's office within five (5) working days of the postmarked Notice of Award or disqualification.

Address           City of Sweet Home  
                      Attention: City Manager  
                      1140 – 12<sup>th</sup> Avenue  
                      Sweet Home, OR 97386

**Ownership of Documents:** Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

**Confidentiality of Information:** All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

**Public Record:** All Proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

**Indemnity:** The proposer shall hold harmless, indemnify, and save the City, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the proposer or any of its agents, employees or representatives. The indemnity applies to both active and passive acts and other conduct.

**Employment Status:** Proposer shall perform the work required by this contract as an independent consultant. Although the City reserves the right to determine and modify the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the City cannot and will not control the means or manner of the Consultant's performance. The Consultant is responsible for determining the appropriate means and manner of performing the work.

The Consultant represents and warrants that the Consultant is not an employee of the City of Sweet Home and meets the specific independent consultant/contractor standards of ORS 670.600. Contractor is not an officer, employee or agent of the Owners as those terms are used in ORS 30.265.

Consultant shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Consultant under this proposal and, the City will not withhold from such compensation or payments any amounts to cover Consultant's federal or state tax obligations.

Consultant is not eligible for any Social Security, unemployment insurance, or Worker's Compensation, or other benefits of the City under this proposal.

**Insurance:** The proposer shall carry Commercial General Liability and Professional Liability Insurance in amounts agreeable with the City.




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## PROJECT FILE MEMORANDUM

Sweet Home Public Library  
1101 – 13<sup>th</sup> Avenue Sweet Home OR 97386

TEL: 541-367-5007  
FAX: 541-367-3754

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**TO:** CITY COUNCIL  
**FROM:** ROSE PEDA  
**SUBJECT:** LIBRARY REMODEL  
**DATE:** MARCH 5, 2019

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### 1. Project Schedule

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RFP Needs Assessment (mailed date)	<u>3/13/19</u>	
RFP Due	<u>4/15/19</u>	
Facility assessment, interviews, focus groups, survey	<u>4/2019</u>	6/2019
Needs assessment report presentation	<u>5/14/19</u>	
Needs assessment summary findings/Recommendations, Building program identify phases/cost estimate	<u>6/11/19</u>	
Project wrap-up / Possible funding sources with the Library Advisory Board	<u>07/11/19</u>	01/2020
Council RCA for approval / progress	<u>07/23/19</u>	
Schematic Design review by the Library Advisory Board, City Staff and City Council	<u>08/19</u>	t 10/19 o
50% Design Development and review	<u>10/17/19</u>	11/1/19
90% Construction Documents	<u>11/15/19</u>	
100% Construction Documents and estimate	<u>12/19</u>	
Council RCA for approval / progress	<u>01/04/2020</u>	
Construction advertisement	<u>01/2020</u>	
Construction bids due	<u>03/2020</u>	
Construction bid review by City	<u>03/2020</u>	<u>04/2020</u>
Construction RCA to City Council	<u>05/2020</u>	
Construction bid acceptance by City Council	<u>05/2020</u>	
Construction bid award	<u>06/2020</u>	
Construction startup meetings	<u>06/2020</u>	<u>07/2020</u>
Construction start	<u>08/2020</u>	

Construction is to be concluded to the satisfaction of the City by

02/2021

FOR INFORMATION ONLY



**Finance Department**

To: City Council  
 Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – February 2019

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city’s annual audit. This department also administers the city’s assessment docket, coordinates employee’s benefits and maintains financial records relating to grants and contracts. The following information represents the department’s activities during the month of **February 2019**.

Accounts Payable:

The Finance Department maintains a weekly schedule for AP disbursements when possible. City departments submit documentation through Springbrook to request payment to vendors. Once the Finance Department has a completed purchase order and invoice/receipt, a check is printed and mailed within seven (7) business days.

For the month of February 2019, 138 checks were printed totaling \$775,446.42. A list of the checks is provided for your review. Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on list).

<b>Check No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
88594	Bullfrog Enterprises	Replacement Plotter printer for CED	\$5,020.00
88599	CMI Software Corp.	Justice software license for Police Department	\$14,500.00
88603	CXT Incorporated	New restroom for Sankey Park	\$71,559.00
88650	Stepper Consulting, Inc. (StepUP IT)	2 months of billing, replacement computers, new backup servers	\$19,751.00
88665	Cascade Truck Body	New dump bed on chassis	\$15,835.00

Passports:

Since 2001, the city has been accepting passport applications for the United States Department of State. Travelers can call, stop by city hall or visit the city's website for information on application requirements.

For the month of February 2019, the city processed 37 passports and took 32 passport pictures.

Lien Searches:

The city has various liens that can be applied to properties in Sweet Home. The city can apply a lien for past due utility balances or a property owner can place a lien on their property for improvement assessments per ORS. An internet database maintains a list of these liens and is searchable by title companies for paying off outstanding balances during a sale. Each lien search generates \$25.00 for the city.

For the month of February 2019, 71 lien searches were completed.

Utility Billing:

Utility billing is responsible for the timely reading of water meters in the city and distribution of bills to residents and businesses. The revenue generated from the utility bills covers the costs associated with operating and maintaining the Water Treatment Plant and the Wastewater Treatment Plant as well as the maintenance of the city's distribution and collection systems.

For the month of February 2019, the city processed 191 service requests and saw 17 new customers open accounts in Sweet Home. In total, 46 accounts were opened and 36 were closed. The city processed 3,272 utility billing statements and 972 past due notices. **43 accounts were turned off for non-payment on February 13, 2019.**



# Bank Reconciliation

## Checks by Date

User: bneish  
 Printed: 03/07/2019 - 9:14AM  
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	2/5/2019	SWEET HOME POLICE EMPLOYEE!		AP		1,190.00
0	2/5/2019	Vantagepoint Trf. Agents 300619		AP		2,870.00
0	2/5/2019	Vantagepoint Trf. Agents 705507		AP		458.33
0	2/5/2019	HSA - PAYROLL DEDUCTIONS		AP		675.00
0	2/5/2019	FIRST INVESTORS - PAYROLL DED		AP		350.00
0	2/5/2019	AFLAC		AP		894.14
0	2/5/2019	ASI-PAYROLL DEDUCTIONS		AP		131.25
0	2/5/2019	MEDICARE		AP		8,117.32
0	2/5/2019	FICA PAYROLL TAXES		AP		34,015.00
0	2/5/2019	CHILD SUPPORT ACCOUNTING UN		AP		918.00
0	2/5/2019	FEDERAL PAYROLL TAXES		AP		22,099.74
0	2/5/2019	EBS TRUST		AP		81,043.61
0	2/5/2019	NATIONWIDE-PAYROLL DEDUCTIO		AP		1,750.00
0	2/5/2019	OREGON PAYROLL TAXES		AP		18,326.06
0	2/5/2019	STANDARD INS. CO.		AP		4,060.48
0	2/5/2019	PERS		AP		12,125.03
0	2/5/2019	Vantagepoint Trf. Agents 108524/10904		AP		26,260.47
88577	2/5/2019	CREDITORS COLLECTION SERVICE		AP		245.33
88578	2/5/2019	OREGON AFSCME COUNCIL 75		AP		924.34
88579	2/5/2019	STEELHEAD STRENGTH & FITNESS		AP		754.50
88580	2/5/2019	SWEET HOME COMMUNITY FOUND		AP		155.00
88581	2/5/2019	UNITED WAY		AP		48.00
88582	2/12/2019	911 SUPPLY		AP		1,631.85
88583	2/12/2019	ACCELA, INC. #774375		AP		1,757.00
88584	2/12/2019	SUN-SIERRA ACKLEY		AP		52.49
88585	2/12/2019	TONYA ADAMS		AP		100.00
88586	2/12/2019	ALBANY DEMOCRAT HERALD		AP		428.07
88587	2/12/2019	ALSCO		AP		364.47
88588	2/12/2019	Amazon Capital Services, Inc.		AP		116.68
88589	2/12/2019	ARAMARK UNIFORM SERVICES		AP		97.92
88590	2/12/2019	WESLEY BENNETT		AP		35.22
88591	2/12/2019	BI-MART CORPORATION		AP		28.62
88592	2/12/2019	ELIJAH R. L. BROWN		AP		910.00
88593	2/12/2019	BULLARD LAW		AP		1,134.00
88594	2/12/2019	BULLFROG ENTERPRISES		AP		5,020.00
88595	2/12/2019	BUSINESS TELECOM PRODUCTS, I		AP		280.53
88596	2/12/2019	Canon Financial Services, Inc.		AP		417.01
88597	2/12/2019	CASCADE COMPUTER MAINTENANCE		AP		564.00
88598	2/12/2019	CENTURYLINK		AP		1,375.81
88599	2/12/2019	CMI SOFTWARE CORPORATION		AP		14,500.00
88600	2/12/2019	COMCAST		AP		799.52
88601	2/12/2019	COMCAST BUSINESS		AP		865.38
88602	2/12/2019	DAVID M. COREY Ph.D		AP		420.00
88603	2/12/2019	CXT Incorporated		AP		71,559.00
88604	2/12/2019	DAN DEE SALES		AP		184.00
88605	2/12/2019	DAY MANAGEMENT CORPORATION		AP		1,311.75

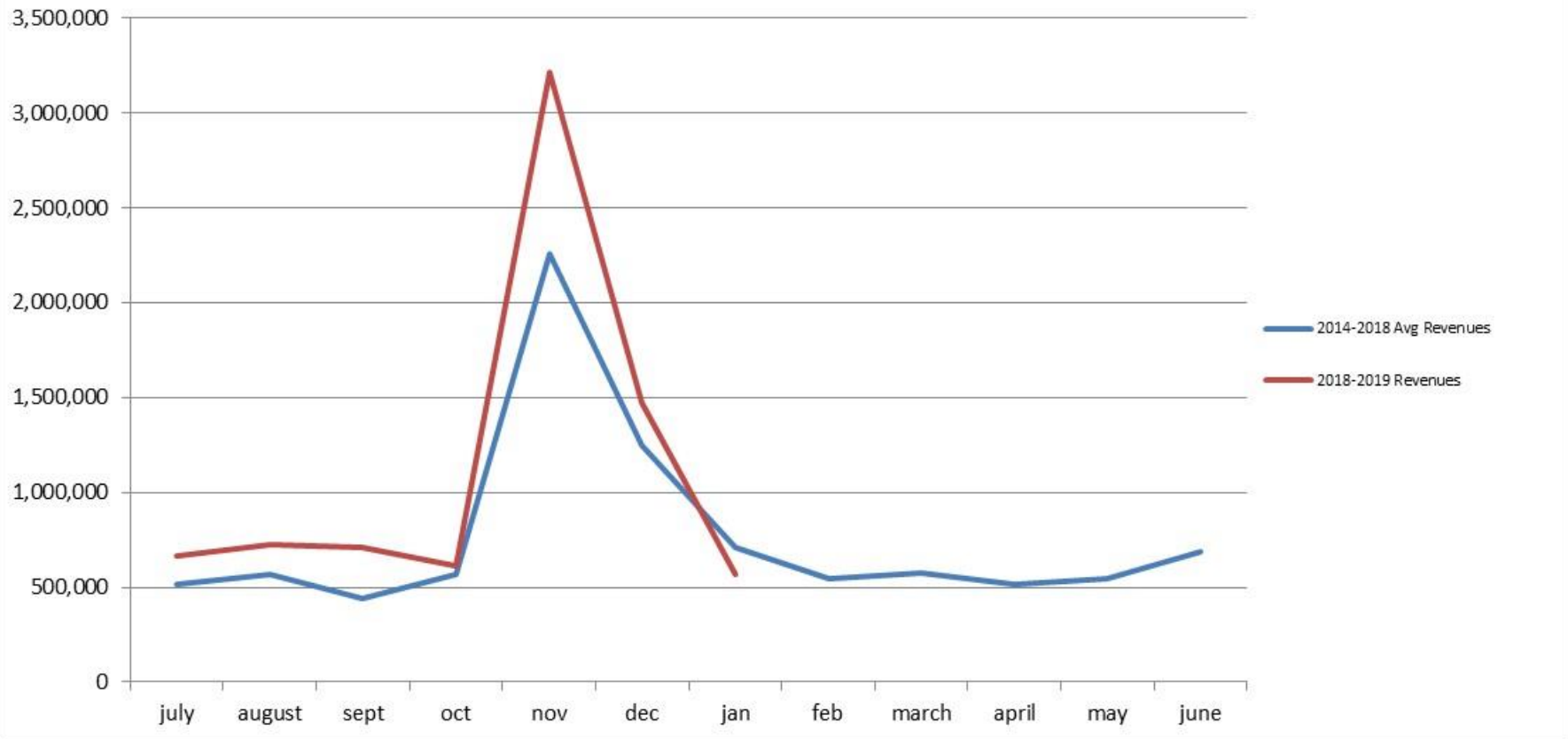
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88606	2/12/2019	EBSCO INFORMATION SERVICES C		AP		455.82
88607	2/12/2019	Edge Analytical, Inc.		AP		615.00
88608	2/12/2019	FERGUSON WATERWORKS #3011 -		AP		762.52
88609	2/12/2019	FRANK PRINTING, LLC		AP		294.00
88610	2/12/2019	LINDA GARRET		AP		74.09
88611	2/12/2019	GBC Construction, LLC		AP		30,962.29
88612	2/12/2019	Desi Housley		AP		35.00
88613	2/12/2019	HOY'S TRUE VALUE		AP		611.37
88614	2/12/2019	DENNIS HUROWITZ		AP		64.72
88615	2/12/2019	INGRAM LIBRARY SERVICES		AP		334.04
88616	2/12/2019	DANA JARRETT		AP		17.58
88617	2/12/2019	KIP AMERICA, INC.		AP		240.00
88618	2/12/2019	Les Schwab Tire Centers of Portland, In		AP		133.63
88619	2/12/2019	Library Ideas, LLC		AP		69.90
88620	2/12/2019	LINN COUNTY CLERK		AP		1,544.98
88621	2/12/2019	LINN COUNTY RECORDER		AP		95.00
88622	2/12/2019	CHAYHOWA MCELHINNY		AP		35.00
88623	2/12/2019	MOONLIGHT BPO, INC.		AP		2,284.08
88624	2/12/2019	NATIONAL BUSINESS SOLUTIONS		AP		49.97
88625	2/12/2019	NET ASSETS		AP		546.00
88626	2/12/2019	NEW ERA		AP		994.05
88627	2/12/2019	NO DINX, INC.		AP		1,505.00
88628	2/12/2019	NORTHWEST NATURAL		AP		3,584.26
88629	2/12/2019	O & M POINT S TIRE & AUTO SERV		AP		2,230.65
88630	2/12/2019	OFFICE DEPOT		AP		70.70
88631	2/12/2019	OLD REPUBLIC SURETY COMPANY		AP		584.00
88632	2/12/2019	OREGON ASSOC. OF WATER UTILIT		AP		300.00
88633	2/12/2019	OREGON DEPT. OF REVENUE		AP		3,492.00
88634	2/12/2019	O'REILLY AUTOMOTIVE, INC.		AP		41.17
88635	2/12/2019	OWEN EQUIPMENT COMPANY, INC		AP		341.46
88636	2/12/2019	PACIFIC POWER		AP		22,097.59
88637	2/12/2019	PACWEST MACHINERY, LLC		AP		435.10
88638	2/12/2019	PETROCARD		AP		2,125.49
88639	2/12/2019	PITNEY BOWES		AP		144.12
88640	2/12/2019	PRIMASING MOTORS, INC.		AP		206.28
88641	2/12/2019	PROFESSIONAL SECURITY ALARM		AP		290.00
88642	2/12/2019	JASON REDICK		AP		100.00
88643	2/12/2019	SAIF CORPORATION		AP		75.00
88644	2/12/2019	SCHOLASTIC, INC.		AP		156.00
88645	2/12/2019	SCOTT EDWARDS ARCHITECTURE		AP		8,388.77
88646	2/12/2019	SENIOR CITIZENS OF SWEET HOM		AP		25,809.00
88647	2/12/2019	SIERRA SPRINGS		AP		77.50
88648	2/12/2019	SPIES REAL ESTATE GROUP		AP		53.99
88649	2/12/2019	STAPLES ADVANTAGE		AP		741.11
88650	2/12/2019	Stepper Consulting, Inc.		AP		19,751.00
88651	2/12/2019	SUNSHINE INDUSTRIES UNLIMITE		AP		1,950.00
88652	2/12/2019	SWEET HOME ROTARY		AP		121.64
88653	2/12/2019	Tell & Sell / Sweet Home Printing		AP		154.00
88654	2/12/2019	THYSSENKRUPP ELEVATOR CORP.		AP		528.03
88655	2/12/2019	TWGW, INC. NAPA AUTO PARTS		AP		1,093.41
88656	2/12/2019	VALLEY FIRE CONTROL, INC.		AP		32.50
88657	2/12/2019	VERIZON WIRELESS		AP		1,609.30
88658	2/12/2019	WELLS FARGO FINANCIAL LEASIN		AP		783.00
88659	2/12/2019	WELLS FARGO VENDOR FIN SERV		AP		157.93
88660	2/12/2019	KELSIE ZARTMAN		AP		21.76
88661	2/21/2019	Amazon Capital Services, Inc.		AP		83.14

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88662	2/21/2019	ARAMARK UNIFORM SERVICES		AP		48.96
88663	2/21/2019	EDIE BENTHIMER		AP		46.01
88664	2/21/2019	BULLFROG ENTERPRISES		AP		154.69
88665	2/21/2019	CASCADE TRUCK BODY		AP		15,835.00
88666	2/21/2019	CENTER POINT LARGE PRINT		AP		175.56
88667	2/21/2019	CH2M OMI, Inc.		AP		90,939.17
88668	2/21/2019	COMCAST BUSINESS		AP		344.03
88669	2/21/2019	LYNETTA CORLEY		AP		48.17
88670	2/21/2019	Correct Equipment, Inc.		AP		179.69
88671	2/21/2019	FASTENAL COMPANY		AP		168.14
88672	2/21/2019	FERGUSON WATERWORKS #3011 A		AP		868.29
88673	2/21/2019	CLEORA FINNELL		AP		34.65
88674	2/21/2019	Full Source, LLC		AP		495.46
88675	2/21/2019	GBC Construction, LLC		AP		137,428.40
88676	2/21/2019	H & H MACHINE, LLC		AP		145.00
88677	2/21/2019	HUTCHINS WELDING AND REPAIR		AP		17.16
88678	2/21/2019	INDUSTRIAL WELDING SUPPLY, IN		AP		162.23
88679	2/21/2019	LANE FOREST PRODUCTS		AP		570.00
88680	2/21/2019	Les Schwab Tire Centers of Portland, In		AP		275.40
88681	2/21/2019	LIBERTY ROCK PRODUCTS, INC.		AP		1,558.20
88682	2/21/2019	McCarthy / Holthus		AP		136.95
88683	2/21/2019	MURRAYSMITH, INC.		AP		57,319.28
88684	2/21/2019	NEU FLO PLUMBING		AP		555.00
88685	2/21/2019	NORM'S ELECTRIC, INC.		AP		2,083.28
88686	2/21/2019	OFFICE DEPOT		AP		89.35
88687	2/21/2019	PACWEST MACHINERY, LLC		AP		145.99
88688	2/21/2019	ALLISON PADUA		AP		69.78
88689	2/21/2019	PETROCARD		AP		2,386.03
88690	2/21/2019	Prime Resins, Inc.		AP		508.36
88691	2/21/2019	SAMARITAN OCCUPATIONAL MED		AP		95.00
88692	2/21/2019	SOUTH FORK TRADING CO., INC.		AP		250.00
88693	2/21/2019	SURE-CLEAN NORTHWEST, INC.		AP		115.00
88694	2/21/2019	SWEET HOME CHAMBER OF COMI		AP		1,000.00
88695	2/21/2019	THE CORVALLIS CLINIC		AP		150.00
88696	2/21/2019	KITSEY TREWIN		AP		62.19
88697	2/21/2019	WILDISH SAND & GRAVEL CO.		AP		267.14

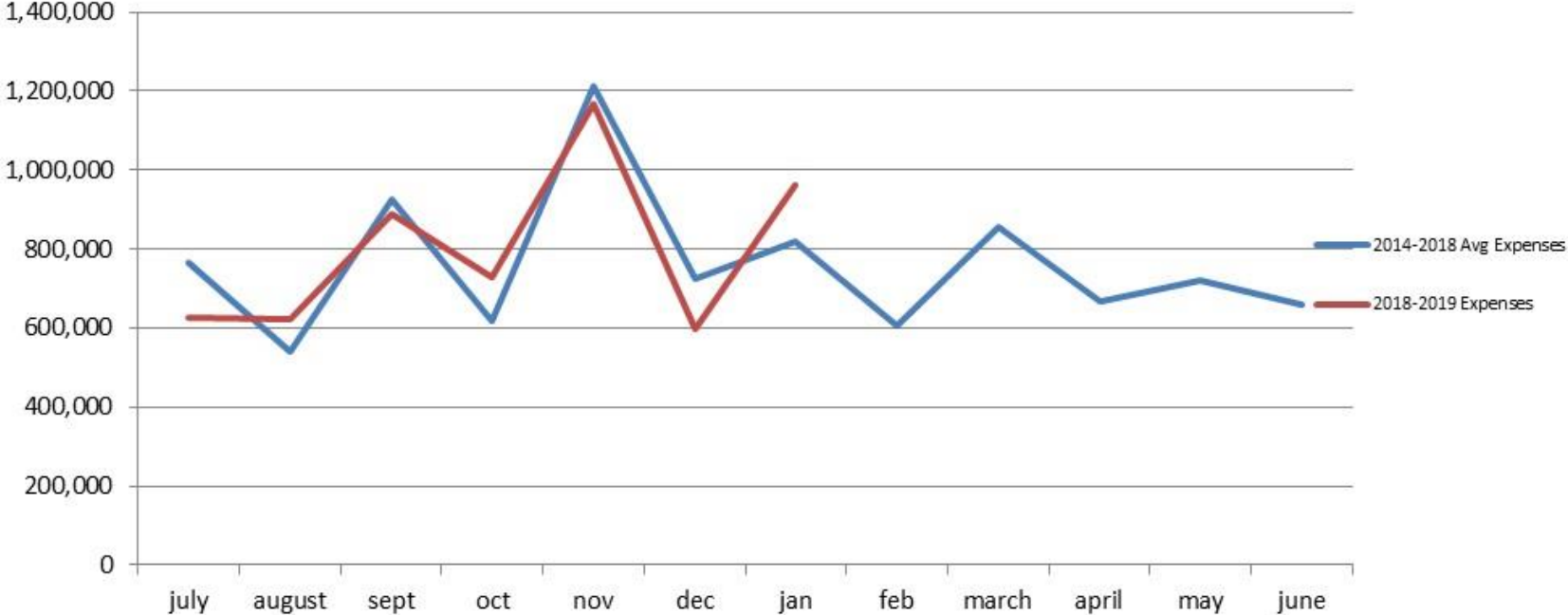
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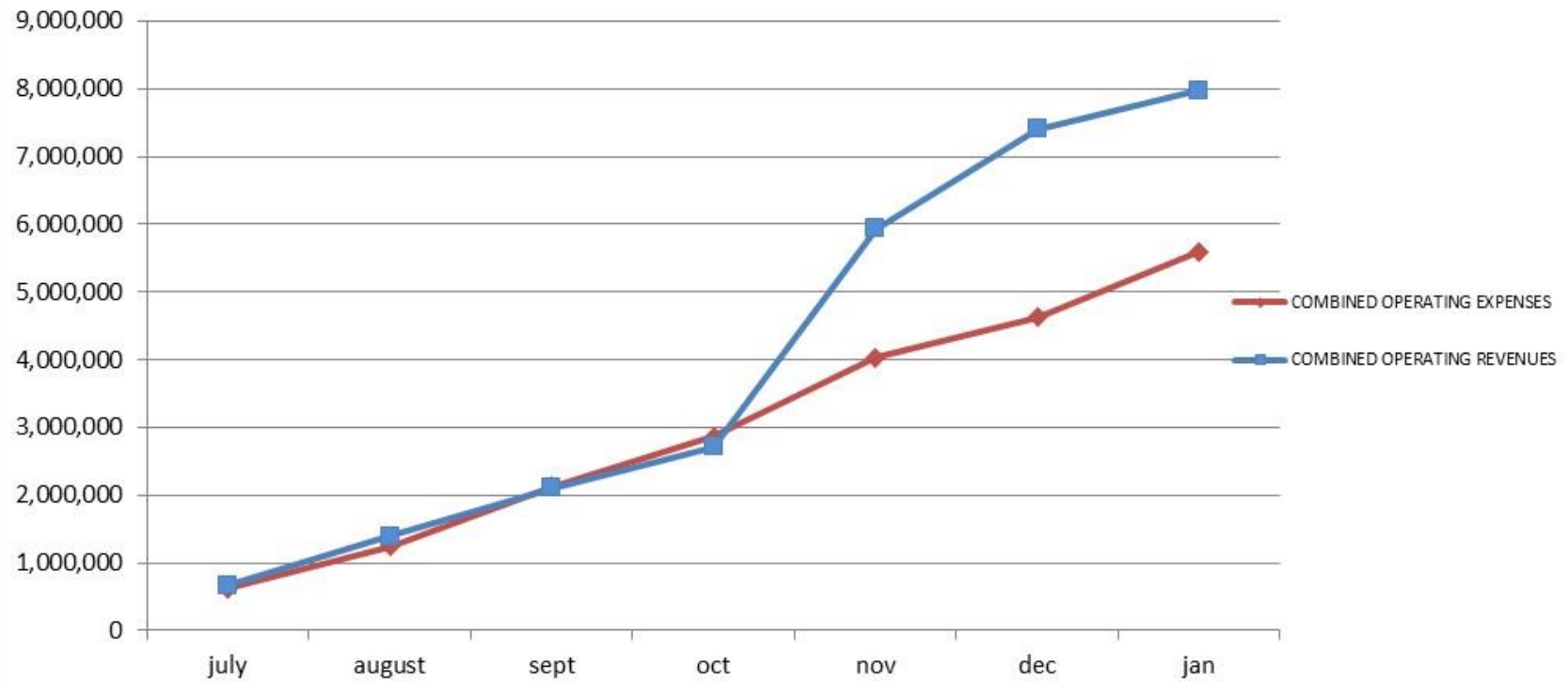
### 6 YEARS OF REVENUES BY MONTH



### 6 YEARS OF EXPENSES BY MONTH



## 6 YEARS OF EXPENSES & REVENUES BY MONTH



**QUARTERLY CIRCULATION STATISTICS  
BY ITEM TYPE**

	<b>2018</b>	<b>December</b>	<b>2019 January</b>	<b>February</b>
Auto Manuals		0	0	1
Books on CD		146	159	166
Children's Board Books		65	85	85
Children's Easy Readers		193	225	191
Children's Fiction		240	278	321
Children's Graphic Novels		60	123	118
Children's NonFiction		123	206	214
Children's Picture Books		522	527	349
Children's Ready to Read		79	108	64
Children's 100 Books			73	60
Children's VOX Books			87	146
DVDs		643	682	694
Fiction		287	364	323
Magazines		28	30	23
Music CD		12	31	22
Mystery		265	299	278
New Fiction		168	168	194
New NonFiction		73	99	80
New Mystery		127	100	113
New Science Fiction		18	10	7
NonFiction		226	283	217
Northwest		18	14	30
Paperback General		12	4	3
Paperback Mystery		68	56	32
Paperback Romance		37	34	18
Paperback Westerns		10	10	9
Paperback Science Fiction		2	5	8
Science Fiction / Fantasy		18	28	20
Teen Fiction		59	86	75
Teen Graphic Novel		31	47	22
Teen NonFiction		2	3	1
Westerns		37	35	45
Ukuleles		3	5	8
<b>TOTALS</b>		<b>3593</b>	<b>4265</b>	

Statistics for December, 2018		Statistics for January, 2018		Statistics for February, 2019	
<b>PATRON ACTIVITY</b>		<b>PATRON ACTIVITY</b>		<b>PATRON ACTIVITY</b>	
OPAC Logins	228	OPAC Logins	243	OPAC Logins	231
SIP2 Logins	265	SIP2 Logins	370	SIP2 Logins	339
<b>CIRCULATION AND RENEWALS</b>		<b>CIRCULATION AND RENEWALS</b>		<b>CIRCULATION AND RENEWALS</b>	
Checkouts	2742	Checkouts	3545	Checkouts	3188
Renewals by Staff	590	Renewals by Staff	492	Renewals by Staff	478
Renewals by OPAC	261	Renewals by OPAC	228	Renewals by OPAC	277
<b>HOLDS REQUESTED</b>		<b>HOLDS REQUESTED</b>		<b>HOLDS REQUESTED</b>	
Holds by Staff	101	Holds by Staff	110	Holds by Staff	96
Holds by OPAC	126	Holds by OPAC	164	Holds by OPAC	94
<b>ACTIVE PATRONS</b>	2426	<b>ACTIVE PATRONS</b>	2428	<b>ACTIVE PATRONS</b>	2420
<b>NEW PATRONS</b>		<b>NEW PATRONS</b>		<b>NEW PATRONS</b>	
Resident	23	Resident	29	Resident	21
NonResident	2	NonResident	5	NonResident	3
<b>ITEM COUNTS</b>	35993	<b>ITEM COUNTS</b>	36020	<b>ITEM COUNTS</b>	35885
<b>PUBLIC ACCESS COMPUTERS</b>		<b>PUBLIC ACCESS COMPUTERS</b>		<b>PUBLIC ACCESS COMPUTERS</b>	
Logins this month	436	Logins this month	501	Logins this month	361
Pages printed	916	Pages printed	1339	Pages printed	839
<b>Resource Sharing Savings \$2,426.09</b>		<b>Resource Sharing Savings \$2,509.82</b>		<b>Resource Sharing Savings \$2,742.62</b>	



Library Board Meeting Minutes  
February 14, 2019  
Meeting time 4:30pm

Present at the meeting were Kevin Hill, Diane Gerson, Eva Journey, Charlene Adams, Don Hopkins and Rose Peda.

Motion to approve the minutes for January 10, 2019 meeting (Don Hopkins made the motion and Eva Journey seconded). Motion approved (5 ayes, 0 opposed)

In the fiscal report, Rose reported the registration cost for library staff to view an online webinar training to help them work with the homeless. The cost of this training for all staff was \$359.00. Discussion followed regarding services available for the homeless.

Statistical reports there was discussion of the increase in circulation for January, the number of new library card holders and public computer usage.

The Board reviewed the "requested budget" for 2019-2020. Diane Gerson questioned the revenue line for Library Fees. Library fees are non-resident library card fees and monies collected for overdue items. The board questioned the increase in the line item for staff pay and insurance. The board discussed the line items for Technical Services, Building and Repair Maintenance and Grounds Maintenance, and Operating, Cleaning and Office Supplies. Kevin Hill made a motion that the Board will accept the budget with the caveat that the transfer out for Administration Expenses is explained to the Library Advisory Board's satisfaction and understanding. Eva seconded the motion. (Motion approved 5 ayes, 0 opposed). The library board discussed the public perception regarding the administrative fee and the conclusion that the public may come to, and how the public views the funding for the Library.

Discussion of the Trustee report and the current lease will end on November 2021 and the property will go up for sale.

The Library Advisory Board reviewed the RFP for the Library remodel and the process.

Discussion of the Summer Reading programs and the end of summer party by OMSI. Rose discussed the summer reading kickoff programs at Sankey, Northside and Wiley Creek parks.

Rose informed the Board of the ad for the Library on the Chamber's walking map of Sweet Home.

Rose read a thank you note from a patron to the Library staff. The Library is much more than statistics and it is the stories of how the Library touches people's lives.

Rose reported on patron comments about the VOX books and the stories from parents about how their children are enjoying them.

Meeting adjourned.

Next meeting March 14, 2019 at 4:30pm

# MEMORANDUM



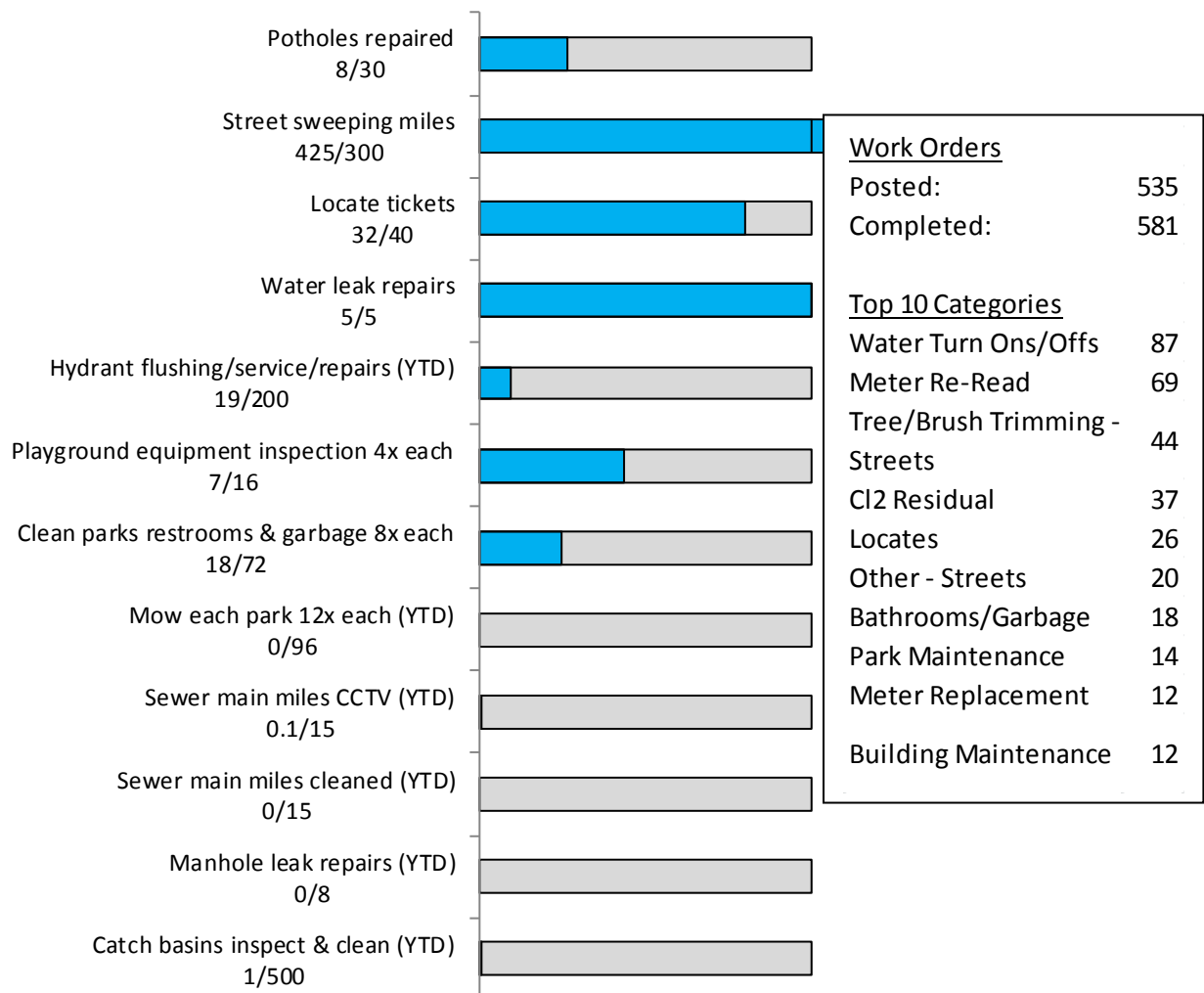
TO: Ray Towry, City Manager  
 FROM: Greg Springman, Public Works Director  
 DATE: March 5, 2019  
 SUBJECT: Public Works Activities Report/February 2019

This memorandum provides a brief periodic update of specific projects and activities performed by the Public Works Department.

## Key Performance Indicators (KPI's) Dashboard

This dashboard section summarizes work done on key maintenance activities. Goals will be adjusted over time as workloads shift to keep up with current requirements. Routine activities are tracked monthly. Seasonal activities are tracked on a year-to-date basis and may not reflect work done prior to implementing our new Dude Solutions work order system.

### February 2019



## **Current & Upcoming Projects**

### Wastewater Treatment Plant Improvement Project

**Scope:** Upgrades to equipment & processes for DEQ Compliance.

**Status:** Project on schedule. Staff & design team finished last workshop in February, 2019. Murraysmith will present 20% Schematic Design to Council on March 12, 2019.

### Fall Leaf Collection Program

**Scope:** Develop program to remove leaves from the City right of ways.

**Status:** The Fall Leaf Collection Program officially ended on December 15, 2018. The Public Works Department has described it as a huge success. Public Works had 261 pickup work order requests, with an estimated 1350 cubic yards of leaves removed.

### Water Leak Detection Project

**Scope:** Contract services to identify water leaks throughout the 54 miles of water distribution system.

**Status:** American Leak Detection has completed their review of the City's water distribution system. PW staff has begun to schedule, and make repairs on the identified water leaks. Approximately 30 repairs have been completed by PW staff.

### Sankey Park Restroom Installation

**Scope:** Install new restroom facility in Sankey Park.

**Status:** Restroom has selected and ordered. Staff selected CXT as the manufacturer, delivery tentative scheduled for January, 2019. PW staff completed rough grading for restroom, offsite utilizes in pad, and completed parking lot improvements.

### Parks Irrigation System Improvements

**Scope:** Inspect and repair existing irrigation systems in Sankey Park, Northside Park, and Ashbrook Park.

**Status:** Staff completed installation of new irrigation system at Ashbrook Park. Staff has ordered materials to install new irrigation system at Northside Park, east side of Clover Park, and remainder of lower Sankey Park. Staff has discovered an irrigation system installed in Strawberry Park. Staff to investigate costs for repair. Project will resume in Spring 2019.

### 2018 Overlay Project

**Scope:** 2" pavement overlay on 18<sup>th</sup> Ave, Ames Creek Rd, 45<sup>th</sup>-46<sup>th</sup>-47<sup>th</sup> Aves, & Kalmia St.

**Status:** Project is in preliminary design and planning.

### Weddle Bridge Inspection and Tuning

**Scope:** Inspect and maintain Weddle Bridge.

**Status:** Inspection of Weddle Bridge is required to certify structural integrity. Report will follow

the inspection process with recommendations.

#### Public Works Facility Security Upgrades

**Scope:** Install security system at Public Works Facility

**Status:** Staff installed new security system at Public Works Facility. Staff is making camera adjustments as needed to ensure proper camera coverage of Public Works grounds. Staff is in discussion with an alarm system vendor for the equipment yard.

#### DEQ - 18<sup>th</sup> Ave Groundwater Contamination Resolution

**Scope:** Support DEQ project to resolve neighborhood issue of contaminated groundwater east of 18<sup>th</sup> Ave and north of Tamarack St.

**Status:** Staff will proceed with LID for secure funding.

#### Air/Vacuum Valve Program

**Scope:** Locate air/vacuum relief valves on city water system and prioritize recommended maintenance, to resolve distribution issues caused by air pockets.

**Status:** New valve installed at Lake Pointe Pump Station. New valve installed at highway by Murphy Mill. Replaced existing dysfunctional valve at 44<sup>th</sup> Ave. Work will be ongoing.

#### Water Service Reconnection Program

**Scope:** On streets with redundant water mains, reconnect water services from old 2" mains to existing new larger mains and abandon redundant 2" mains.

**Status:** Plans for Elm Street water service reconnections are complete & ready for bid. City Council to review RFP for the water meter reconnection project in October, 2018. Staff completed bid process, but will add additional street repair work to the project, then re-bid the project.

#### 10<sup>th</sup> Ave Reservoir Leak & SCADA Relocation

**Scope:** Resolve water loss issue from leaking 1938 reservoir and relocate SCADA equipment to newer reservoir.

**Status:** Staff located and isolated valve for this reservoir. Staff to determine water loss. The SCADA contractor completed the relocating of SCADA equipment onto the newest reservoir on 10<sup>th</sup> Ave., which will provide better level data at low storage levels and allow continuance of data connection while the old reservoir is isolated/evaluated. All work has been completed.

#### Linn Shuttle Bus Shelters

**Scope:** Support Linn Shuttle grant project to install bus shelters at highway locations.

**Status:** Linn Shuttle has retained a contractor for installation and has ordered the shelters. Staff assisted Linn Shuttle with the ODOT application.

SWEET HOME CITY COUNCIL  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES

February 26, 2019

The meeting of the Administration and Finance Committee was called to order at 5:30 p.m. in the Sweet Home Police Department.

Staff Present: City Manager Ray Towry, Recording Secretary Julie Fisher

Registered Visitors: None

Media: None

Committee Members: Councilor Goble, Chair (P), Councilor Gerson (P), Councilor Trask (P)

The purpose of the Administration and Finance Committee meeting was to interview applicant Gerritt Schaffer for the City of Sweet Home Budget Committee. Mr. Schaffer was asked a series of questions and each member of the Administration, Finance and Property Committee completed a yes/no recommendation to be given to the full Council for consideration during the March 12, 2019 City Council meeting.

The Committee then interviewed Nancy Patton for the City of Sweet Home Park and Tree Committee. Mrs. Patton was asked a series of questions and each member of the Administration, Finance and Property Committee completed a yes/no recommendation to be given to the full Council for consideration during the March 12, 2019 City Council meeting.

With no further business the meeting adjourned at 5:47 p.m.

The foregoing is a true copy of the proceedings of the City Council Administration and Finance meeting on February 26, 2019

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Chairman James Goble

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City Manager Ray Towry