CITY OF AMITY

AGENDA OF THE CITY COUNCIL

April 1, 2020

City Hall
109 Maddox Avenue
Amity, Oregon

REGULAR SESSION

CALL TO ORDER/FLAG SALUTE 7:00 p.m.

COUNCIL ROLL CALL: Robert Andrade, Jenna Goings, Ryan Lehman, Sandy McArthur, Napua Rich, Nicholas Wilkinson and Mayor Michael Cape

1. **CONSENT AGENDA:** *In order to make more efficient use of meeting time, resolutions, minutes, bills and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The secretary to the council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the Consent Agenda is then voted on individually by a roll call vote.*

   a. Budget vs. Actual Document
   b. Minutes – Regular Council Meeting March 4, 2020

2. **CITIZEN COMMENTS/QUESTIONS** An opportunity to present items not on the regular agenda. Please state your name and address and limit your comments to five (5) minutes.

   a. DIG Report – none to report this month

3. **OLD BUSINESS:**

   a. 2nd Reading and Vote to Approve Ordinance 662 – An Ordinance Amending the Amity Development Code.

4. **NEW BUSINESS:**
   a. Collective Bargaining Unit
   b. 1st Reading Ordinance 661 – Re-Establishing Planning Commission
   c. Resolution 2020-01 – Rules of the Amity City Council

5. **DEPARTMENT REPORTS**
   a. City Administrator Report by Mike Thomas
   b. City Recorder Report by Natasha Johnson
   c. Public Works Report by Gary Mathis
   d. Law Enforcement Report by Sheriff's Office
   e. Library Report by Marcia Robbins
   f. City Engineer Billing Report
   g. City Attorney Report

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ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Administrator's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Natasha Johnson, City Recorder, at 503-835-3711

h. City Planner Report

6. BUSINESS FROM THE MAYOR & CITY COUNCILORS

a. Mayor Report by Mayor Michael Cape
b. Councilor Ryan Lehman & Finance Committee
c. Councilor Sandy McArthur & Ordinance Committee
d. Councilor Robert Andrade & Water & Sewer Committee
e. Councilor Jenna Goings & Community Engagement Committee
f. Councilor Napua Ann Rich & Parks Committee
g. Councilor Nickolas Wilkinson & Streets Committee

ADJOURNMENT

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CITY OF AMITY

BUDGET VS. ACTUALS: FY 2019-20 - FY20 P&L

July 2019 - June 2020

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
20 4000 General Fund Revenue	587,461.33	715,100.00	82.15 %
30 4300 Street Fund Revenue	99,096.69	143,000.00	69.30 %
40 4401 Water Fund Revenue	897,784.14	2,368,900.00	37.90 %
50 4500 Sewer Revenue	362,138.35	467,400.00	77.48 %
75 4000 Governmental SDC Revenue	101,645.00	90,352.00	112.50 %
76 4100 Enterprise SDC Revenue	163,998.00	145,776.00	112.50 %
Total Income	**$2,212,123.51**	**$3,930,528.00**	**56.28 %**
GROSS PROFIT	**$2,212,123.51**	**$3,930,528.00**	**56.28 %**
Expenses			
20 5000 General Fund Expense	524,221.68	633,941.00	82.69 %
29 5000 Payroll & Admin Expense	8,779.00	0.00	
30 5000 Street Expense	71,394.43	132,784.00	53.77 %
40 5000 Water Expense	848,480.20	2,212,696.00	38.35 %
50 5000 Sewer Expense	349,978.25	524,085.00	66.78 %
Payroll Expense	10,354.69		
Total Expenses	**$1,813,208.25**	**$3,503,506.00**	**51.75 %**
NET OPERATING INCOME	**$398,915.26**	**$427,022.00**	**93.42 %**
Other Income	**$0.00**	**$804,740.00**	**0.00%**
Other Expenses	**$0.00**	**$1,231,762.00**	**0.00 %**
NET OTHER INCOME	**$0.00**	**$ -427,022.00**	**0.00 %**
NET INCOME	**$398,915.26**	**$0.00**	**0.00%**

REGULAR MEETING OF THE COUNCIL
CITY OF AMITY, OR

Minutes

A Regular Meeting of the City of Amity City Council was held at 7:00 p.m. on Wednesday, March 4, 2020 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present
Councilor Ryan Lehman, Councilor Robert Andrade, Councilor Jenna Goings, Councilor Napua Rich, Councilor Sandy McArthur and Mayor Michael Cape

Councilors Absent
Councilor Sandy McArthur and Councilor Nicholas Wilkinson

Staff Present
City Administrator Michael Thomas and City Treasurer/Recorder Natasha Johnson

CONSENT AGENDA: Councilor Lehman moved to approve the Consent Agenda. Councilor Andrade seconded and with no further discussion motion passed 4-0.

CITIZEN COMMENTS/QUESTIONS:

A. DIG Report: Eve Silverman presented the DIG Report. Eve reminded everyone Daffodil Festival is March 14, 2020. Amity High School student will have their art on display. There will be vendors at the Festival that relate to garden, art and flowers. DIG needs volunteers to help with the Daffodil Festival. Mayor Cape said he will try his hardest to go to the Festival and help.

   DIG is contracting with FFA students to do the downtown hanging baskets. The hanging baskets will go up around Memorial Day. DIG's next meeting is at 3:30 at the Commons. With that, there were no further questions for DIG.

B. CITIZEN COMMENTS: There were none.

OLD BUSINESS:
NONE

NEW BUSINESS:

A. Approve Donations as Recommended by Finance Committee: Mayor Cape went over the donation request. Councilor Lehman explained it is the same list as last years. Councilor Goings made motion to approve donations as recommended. Councilor Rich seconded and with no further discussion motion passed 4-0.

B. Approve City Staff and Keller to Execute the Council's Rebuild Option Regarding Park Structure: City Administrator Thomas went over the options to Council regarding park structure. The Fire Department had a request that it gets built before the Pancake Breakfast. Administrator Thomas's recommendation is to go with option one because City's insurance will cover all the replacement cost. The only upgrade the City will need to do is make it ADA compliant and update the lighting. CIS would cover the cost to do the upgrades. Councilor Rich mentioned with other options lots of loopholes and the City is on a time crunch.

   Mayor Cape wants to get the park structure done right for long term. He is fine with option one but wanted to hear about the other options. Councilor Lehman asked if the current building is sound. Administrator Thomas explained the building is sound.

Councilor Lehman made motion to approve the Parks Committee's recommended option one for rebuilding the park structure and direct City Staff and City Engineers to execute the approved reconstruction. Councilor Goings seconded motion. Councilor Lehman asked about the agreement between the Amity Fire Dept. and City regarding using the structure. Administrator Thomas explained Scott Law with the Fire Dept. is underway with the new agreement. With no further discussion motion passed 4-0.

C. Discussions Guidance for Councilors on Land Use Hearings: Administrator Thomas went over guidance regarding Land Use hearings. Mayor Cape noted if have any contact with parties involved to keep a log of who you had conversations with. Council has only been involved in this type of hearing a couple of times and need to make sure Council does it right. If it doesn't get done right; then it could go to LUBA and that gets really expensive. Mayor Cape let the Council know if any of them have any questions to reach out to staff or him.

D. Approval Salary Increase for the City Administrator: Mayor Cape went over the step increase in salary for Administrator Thomas. Councilor Rich made motion to approve to increase City Administrator's Thomas's salary by 2% step increase with back pay starting from February 5, 2020. Councilor Andrade seconded and with no further discussion motion passed 4-0.

E. Discussion Upcoming City Council Work Session: Administrator Thomas went over work session and that it is regarding the Sheriff's Contract and Sheriff Svenson can discuss with Council on Saturday March 7, 2020 from 9 – 10. Mayor Cape mentioned there are a couple of other items that didn't get finished at the last work session. The work session should go longer then 11. Mayor Cape reminded Council if they have any questions regarding the contract to submit them to the Sheriff's Office. Councilor Lehman asked if City advertised the work session. City Recorder Johnson said yes, the City advertised for the work session.

F. Approve Ordinance 662 First Reading Amending the Amity Development Code: Administrator Thomas went over the background of the ordinance and read the first reading of the new ordinance. Councilor Goings moved to approve the ordinance as is with this first reading, then complete a second reading at the April 1, 2020 City Council meeting for vote to enact. Councilor Rich seconded motion and with no further discussion motion passed 4-0.

DEPARTMENT REPORTS:

A. City Administrator Report by Mike Thomas: City Administrator Thomas submitted his report and had nothing else to add. There were no comments for the City Administrator.

B. City Recorder Report by Natasha Johnson: City Recorder Johnson submitted her report added that she was at two difference conferences the last week and learned a lot. There were no additional comments for the City Recorder.

C. Public Works Report by Gary Mathis: Public Works Superintendent Mathis submitted his report and was not present at the meeting due to being gone for work training. There were no additional comments for Public Works.

D. Law Enforcement Report by Sheriff's Office: Deputy High gave Sheriff Office report. He let the Council know that Sheriff Svenson will be at the Council Work Session and if Council had any questions. There were no additional comments for Deputy High.

E. Library Report by Marcia Robbins: The Head Librarian, Marcia Robbins, submitted a report as she was not present at the meeting. There were no comments for the Library.

F. City Engineer Billing Report: There was nothing to add. There were no comments for the City Engineer.

G. City Attorney Report: See attached billing and nothing to add. There were no comments for the City Attorney.

H. City Planner Report: See attached billing and nothing to add. There were no comments for the City Planner.

BUSINESS FROM THE MAYOR & CITY COUNCILORS:

A. Mayor Report by Mayor Michael Cape: Mayor Cape gave his report. He will be attending the upcoming Mayor's Meeting and was invited by the Mayor of Newberg to be a part of the Mayor's Prayer for the City. There were no comments for the Mayor.

B. Councilor Jenna Goings Report: Councilor Goings gave her report. She is helping work on updating the Planning and Tourism Committee Ordinances. She brought up possibly raising sewer rates if needed to pay Sheriff Office. Mayor Cape asked Councilor Goings if she can give an update at next month's Council meeting regarding the City Wide Clean Up. Councilor Goings will give an update next month. There were no additional comments for Councilor Goings.

C. Councilor Ryan Lehman Report: Councilor Lehman submitted his report with nothing to add. There were no comments for Councilor Lehman.

D. Councilor Sandy McArthur: Councilor McArthur submitted her report with nothing to add. There were no comments for Councilor McArthur.

E. Councilor Napua Rich Report: Councilor Rich submitted her report and has nothing to report as it was her first Committee Meeting and she was getting comfortable with how the meetings run. There were no comments for Councilor Rich.

F. Councilor Robert Andrade report: Councilor Andrade submitted his report and added update on paving job and if there is any extra funding from the one paving job Public Works will extend the paving until all the funds from the grant are out. There were no additional comments for Councilor Andrade.

G. Councilor Nickolas Wilkinson report: Councilor Wilkinson was not present at the meeting. Mayor Cape explained he wasn't able to attend meeting due to work event. There were no comments for Councilor Wilkinson.

Councilor Lehman moved to adjourn. Councilor Andrade seconded the motion. Motion passed 4-0.

Approved by March 4, 2020

_____
Michael Cape, Mayor

Attest:

_____
Natasha Johnson, City Recorder

CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

AGENDA ITEM

Subject:	New City Ordinance Updating Planning Codes
Date:	April 1, 2020
Origin:	Michael Thomas, City Administrator & Holly Byram, City Planner (of MWVCOG)
Action Requested:	Second Reading and vote to approve

Background: Previously, the City of Amity completed new development code changes. The City is ready to complete the approval process of these changes with the final reading of the ordinance.

Exhibits: Ordinance 662 & Exhibit A: Staff Report and Code changes

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Recommendation:

Move to approve ordinance 662 as is and to enact it in thirty (30) days of this date.

CITY OF AMITY
ORDINANCE NO. 662

AN ORDINANCE AMENDING THE AMITY DEVELOPMENT CODE

WHEREAS, the City Council passed a motion on November 6, 2019 to initiate a Type IV land use action authorizing the Planning Commission to proceed with a limited itemized package of amendments to the Amity Development Code; and

WHEREAS, the Planning Commission convened public work sessions on the proposed code amendments on August 13, 2019, September 10, 2019, November 18, 2019, and December 9, 2019; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing to consider the recommended code amendments on January 13, 2020, at which time the public was given full opportunity to be present and heard on the matter; and

WHEREAS, at the close of the public hearing on January 13, 2020, the Planning Commission passed a motion recommending the City Council approve the recommended code amendments; and

WHEREAS, the City Council conducted a duly noticed public hearing to consider the recommended code amendments on February 5, 2020, at which time the public was given full opportunity to be present and heard on the matter; and

WHEREAS, at the close of the public hearing on February 5, 2020, the City Council determined the proposed amendments to the Amity Development Code were in compliance with applicable criteria, and passed a motion to adopt the findings in the January 29, 2020 staff report, and approve the package of code amendments as recommended by the Planning Commission.

NOW, THEREFORE, THE CITY OF AMITY ORDAINS AS FOLLOWS:

SECTION 1. The City of Amity Development Code dated 2000 and revised 2015, is hereby amended to reflect the approved code amendments attached as Exhibit A to the January 29, 2020 Attachment A Staff Report to the City Council.

SECTION 2. The findings showing compliance with the Amity Comprehensive Plan Goals and Policies and the Oregon Statewide Planning Goals, as included in the Attachment A Staff Report dated January 29, 2020, are hereby adopted in support of the Development Code Amendments.

SECTION 3. The Ordinance shall take effect 30 days after second reading and final passage.

1st Reading: Conducted and approved by the City Council this 4th day of March, 2020.

2nd Reading: Conducted and approved by the City Council this 1st day of April, 2020, by the following vote:

AYES:

NAYS:

ABSTENSIONS:

APPROVED BY THE MAYOR this _____ day of _____, 2020.

_____
Michael Cape, Mayor

Attest:

_____
Natasha Johnson, City Recorder/Treasurer

ATTACHMENT A

STAFF REPORT
TO THE AMITY CITY COUNCIL

REPORT DATE: January 29, 2020

HEARING DATE: February 5, 2020

FILE N0.: Legislative Amendment, City File #1911-01 LA

APPLICANT: City of Amity

SUMMARY: Amendments to various sections of the Amity Development Code (ADC), including:

- Amending the GC General Commercial zone to encourage parking in the rear of the property, and building entrances facing the dominant street frontage.
- Amending several sections to change the land use decision appeal period from 10 days to 12 days, consistent with the ORS, and require 20-day advance notice on hearings of appealed decisions.
- Resolve the definition of "adjoining" as it pertains to neighboring zones.
- Resolve confusing language in the Non-Conforming Uses & Structures section to clarify procedures, timelines, and eligibility.
- Protect opportunities for grandfathered existing nonconforming single-family dwellings by allowing continue, alter, replace, restore, and expand.
- Revise multiple Type I land use actions descriptions and criteria types to ensure only clear and object criteria are used in a staff-level decision. Revised Type I applications include Variance, Lot Line Adjustments, Home Occupations, and Temporary Uses.
- Clarify Lots of Record provisions.
- Remove public right-of-way dedication as a land use application type.
- Change Partitions eligibility from five years to three years.
- Add approval extension provisions for Partitions.
- Resolve conflict between partition deadline of one year for submitting or recording.
- Separate Similar Uses and Temporary Uses code sections, resulting in new Temporary Uses code provisions section.

CRITERIA: 1. Oregon Statewide Planning Goals & Guidelines
2. Amity Comprehensive Plan

EXHIBITS: Exhibit A: Draft Code Amendments

I. BACKGROUND:

At the January 2, 2019 meeting of the Amity City Council, Planning Commissioner Rob Kistler approached the City Council volunteering to lead an effort to make revisions to the Amity Development Code, in favor of design standards in the downtown core. At the next City Council meeting on February 6, 2019, staff provided the City Council a memo detailing the options and steps for possible code amendments and/or zone changes. With that information, the City Council decided by consensus that they did not support the expenditure of funds on this project at this time, but that the Planning Commission could proceed to brainstorm potential code amendments in work sessions.

The Amity Planning Commission discussed potential code amendments during work sessions on August 13, 2019 and September 10, 2019. From these work sessions, the Planning Commission generated a short list of amendments to recommend to the City Council. Of the proposed amendments, there were two which were design-oriented in nature, the rest were generalized as code clean-ups which attempt to clarify confusing code language, and to make the Amity code consistent with the Oregon Revised Statutes (ORS). The Planning Commission discussed the value of continuing to seek grant funding to conduct a larger code amendments package in the future, but opted to limit the scope of this first pass to "just the low hanging fruit."

City Administrator Mike Thomas carried the short list of potential code amendments to the Amity City Council during their November meeting. The City Council approved, by motion, the list of recommended code changes, and authorized the City Administrator to contract the work. The approved minutes read: "Councilor Lehman moved to approve authorizing the City's Planning Commission to initiate the legislative amendment process necessary to revise the City's Development Code with the amendments proposed and authorize the expenditures as listed. Councilor Andrade seconded. With no further discussion motion passed 3-0." Following City Council's agreement to initiate the code amendments, the Planning Commission held public work sessions on November 18, 2019 and December 9, 2019 to refine the proposed amendments..

On January 13, 2020, the Amity Planning Commission held a public hearing on the package of proposed code amendments. There were four participating members of the public in attendance. During that public hearing, staff presented the proposed code amendments for consideration. Public comments received encouraged the Planning Commission not to require the two proposed Commercial zone amendments which would have required parking in the rear of the building and buildings to face the higher classification street. The reason for this caution was that while those standards might be desirable in a downtown district, they were viewed as inappropriate for the entire Commercial district of the community. There was concern that the rigid standards did not fit all business types, and could consequently discourage new business investments locally. Local business owners stated that it needs to be easy to pull off the road into a business. Public concerns were also heard about pedestrian safety and the ease of access for people with disabilities, when businesses are oriented away from a parking lot toward the street. There was also debate about the definition of adjoining as it pertains to setbacks along zone district boundaries. Following deliberation, the Planning Commission voted to use the language "encouraged" for parking in the rear and street facing main entrances, and to re-number a section viewed as a scribner's error. The Code Amendments were recommended for City Council adoption by a 3-1-0 vote of the Planning Commission. The Nay vote was cast by Commissioner

Antinucci who preferred the Commercial district language be removed completely, and disagreed with the definition of adjoining, as presented. The Planning Commission recommends the City Council adopt the findings in the staff report, and adopt the package of code amendments, as revised by the Planning Commission on January 13, 2020.

II. PROCEDURE:

Pursuant to the Amity Development Code (ADC) section 3.101.04, a Legislative Amendment to the Development Code is a Type IV Action. A Type IV action is a legislative review in which the City considers and enacts or amends laws and policies. Private parties cannot request a Type IV action. It must be initiated by City staff, Planning Commission, or City Council. Public notice and hearings are provided in a Type IV process.

Pursuant to ADC 3.207.02 Procedure for Type IV Actions, a public hearing shall be held by the Planning Commission on all proposed amendments to this Ordinance and on all legislative amendments and revisions of the Comprehensive Plan. The Planning Commission may continue any hearing in order to make a reasonable decision. Following Planning Commission action, the City Council shall hold a public hearing to consider the Planning Commission's recommendation on proposed amendments. Notice shall be as specified in Section 3.202.

III. ANALYSIS OF APPLICABLE CRITERIA:

Note: The Amity Development Code only provides procedures for Legislative Amendments; it does not provide approval criteria. Consequently, the City of Amity must consider its own Comprehensive Plan and the Oregon Statewide Planning Goals & Guidelines, when making this decision. There are 19 Statewide Planning Goals. They are listed below, along with any pertinent language from the City's own Comprehensive Plan document. Generally, once a City's Comprehensive Plan has been acknowledged by the Oregon Department of Land Conservation and Development (DLCD), the plan is consistent with the Statewide Planning Goals. Amity's Comprehensive Plan was originally adopted in 1979. Some recent revisions were adopted in 2015.

OREGON'S STATEWIDE PLANNING GOALS & GUIDELINES / AMITY COMPREHENSIVE PLAN

> ***GOAL 1: CITIZEN INVOLVEMENT*** *OAR 660-015-0000(1) "To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process."*

FINDINGS: There are a number of public notices required to be provided when a local jurisdiction is considering a legislative amendment. The Oregon Department of Land Conservation and Development (DLCD) requires a minimum 35-day notice prior to the first public hearing. That notice was provided to the DLCD on the day following the Planning Commission's December work session on this project, which was December 10, 2019, 34 days prior to the first hearing on the code amendments. The State of Oregon also requires that a "Measure 56" notice be mailed to all property owners who could be adversely affected by any new zones or zone restrictions, which includes changes to the development code. As such, every single property owner in the GC – General Commercial zone was mailed a letter

notifying them of the upcoming Code Amendments public hearing, and directing them to the proposed changes, which were posted on the City's webpage. That Measure 56 notice was required to be mailed a minimum of 20 days prior to the first hearing. It was mailed to 72 addresses on December 23rd, which was 21 days prior to the first public hearing. The ADC Section 3.202 Public Notice Requirements states that a Type IV Action requires a minimum 10-day newspaper publishing. A notice in the Yamhill Valley News Register was published on Tuesday, December 24, 2019, which was 20 days prior to the first public hearing, where only ten (10) days were required. A second notice was published on Tuesday, January 28, 2020, eight (8) days ahead of the second public hearing. A draft of the proposed code amendments was posted on the City's website for public review on December 24, 2019. The final proposed copy of the code amendments was posted to the City's website for public review on January 7, 2020 ahead of the Planning Commission meeting, and the final revised copy was posted on January 29, 2020 ahead of the City Council meeting. Staff and the Planning Commission find that this goal is satisfied.

> ***GOAL 2: LAND USE PLANNING*** *OAR 660-015-0000(2) "To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions."*

FINDINGS: The proposal does not involve exceptions to the Statewide Goals. Goal 2 supports clear and thorough local procedures. The ADC Section 3.101 establishes the decision process for Legislative Amendments which are a Type IV Action. Type IV actions require public hearings before both the Planning Commission and City Council with sufficient public notice, as detailed in ADC Section 3.202. The public hearings before the Planning Commission and City Council will be conducted in accordance with ADC 3.207. Staff and the Planning Commission find that this goal is satisfied.

> ***GOAL 3: AGRICULTURAL LANDS*** *OAR 660-015-0000(3) "To preserve and maintain agricultural lands."*

FINDINGS: As the Amity Development Code only applies to properties within the incorporated City Limits where urban densities, uses, and facilities are available and required, Staff and the Planning Commission find that this goal does not apply.

> ***GOAL 4: FOREST LANDS*** *OAR 660-015-0000(4) "To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture."*

FINDINGS: As the Amity Development Code only applies to properties within the incorporated City Limits where urban densities, uses, and facilities are available and required, Staff and the Planning Commission find that this goal does not apply.

> ***GOAL 5: NATURAL RESOURCES, SCENIC AND HISTORIC AREAS, AND OPEN SPACES*** *OAR 660-0150000(5) "To protect natural resources and conserve scenic and historic areas and open spaces."*

FINDINGS: Staff finds no evidence that the development code amendments proposed herein could impact natural resources, scenic and historic areas, or open spaces. Staff and the Planning Commission find that this goal does not apply.

> ***GOAL 6: AIR, WATER AND LAND RESOURCES QUALITY*** *OAR 660-015-0000(6) "To maintain and improve the quality of the air, water and land resources of the state."*

FINDINGS: Staff finds no evidence that the development code amendments proposed herein could impact air, water, and land resources quality. Staff and the Planning Commission find that this goal does not apply.

> ***GOAL 7: AREAS SUBJECT TO NATURAL HAZARDS*** *"To protect people and property from natural hazards."*

FINDINGS: Staff finds no evidence that the development code amendments proposed herein could impact areas subject to natural hazards. Staff and the Planning Commission find that this goal does not apply.

> ***GOAL 8: RECREATIONAL NEEDS*** *OAR 660-015-0000(8) "To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts."*

FINDINGS: Staff finds no evidence that the development code amendments proposed herein could impact recreational amenities or opportunities. Staff and the Planning Commission find that this goal does not apply.

> ***GOAL 9: ECONOMIC DEVELOPMENT*** *OAR 660-015-0000(9) "To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens."*

FINDINGS: The Amity Comprehensive Plan includes Goals and Policies related to Population and Economics. Specifically related to this package of code amendments, "the City shall provide efficient, orderly, and convenient commercial and industrial areas that will enhance the livability of the community and meet the needs of its citizens."

The City of Amity adopted an Economic Opportunities Analysis (EOA) in 2015 in accordance with Statewide Goal 9. The EOA includes an analysis of Amity's economic environment in the context of local, regional, and national trends, and includes an assessment of the City's economic strengths and weaknesses in order to determine how to maximize its economic development potential. The EOA does include some Development Code revisions in support of the local economy, however, none of those recommendations are included in the scope of this code amendments package.

The Amity Comprehensive Plan includes Goals and Policies related to Transportation. Specifically, that the City shall promote a multi-modal transportation system that adequately considers the needs of

drivers, pedestrians, cyclists, and public transit riders." The proposed provisions to the GC – General Commercial zone, requiring parking in the rear of the lot and buildings facing the street, were intended to contribute to a more aesthetically-pleasing, pedestrian-friendly commercial corridor. The Planning Commission was reluctant to apply these two standards rigidly for the entire commercial zone, acknowledging that they may not fit all business types currently allowed within the GC zone (outside of the core business district). As such, the Planning Commission is proposing the language "encouraged," so as not to preclude business opportunities which might otherwise be a good fit for the Amity community.

Under the new Temporary Uses section, the code strives to better define, regulate, and encourage temporary uses, examples of which might include: Christmas tree sales, firework sales, farm produce stands, food carts, etc. The Planning Commission envisions temporary businesses enhancing the product options available to local residents, while also allowing emerging businesses to test menu options, market their products, and establish loyal customers with low overhead, prior to making a significant long-term investment.

Staff and the Planning Commission find that this goal is satisfied.

GOAL 10: HOUSING *OAR 660-015-0000(10) "To provide for the housing needs of citizens of the state."*

FINDINGS: The Amity Comprehensive Plan includes Goals and Policies related to Housing. Specifically, the Plan acknowledges the unique residential characteristics of the City, and aspires to encourage the upgrading of the existing housing stock. The Plan also includes a goal statement to provide housing that will meet the needs of the community in a manner that will best provide an adequate choice in all income ranges and housing types.

The proposed code amendments are expected to have a minor positive impact upon the housing opportunities within Amity in a couple ways. The most important amendments clarify the previously confusing Nonconforming Uses and Structures section, which already intended to protect all existing nonconforming single-family residences. The proposed amendments take the provision a step further to pull out the nonconforming single-family residences into a standalone section, allowing them to be continued indefinitely, without risk of losing status due to vacancy, and allowing homeowners to alter, expand, replace, or restore the structures to within five (5) feet of side and rear property lines (so as not to preclude the opportunities of neighboring properties). This is a very important section because Amity has many nonconforming single-family dwellings within the GC – General Commercial zone, as well as a few in the IL – Light Industrial zone. Additionally, by shortening the turn-around time between partition eligibility from five (5) years to three (3) years, property owners may be more inclined to make land available for residential development on a shorter timeline by dividing eligible residential lots already within city limits. Staff and the Planning Commission find that this goal is satisfied.

GOAL 11: PUBLIC FACILITIES AND SERVICES *OAR 660-015-0000(11) "To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development."*

FINDINGS: The proposed code amendments are not anticipated to impact the timely, orderly, and efficient arrangement of public facilities and services. The code continues to require public facilities and services to be in place to serve development, and for developers to pay for associated connections and upgrades. Staff and the Planning Commission find that this goal is satisfied.

> ***GOAL 12: TRANSPORTATION*** *OAR 660-015-0000(12) "To provide and encourage a safe, convenient and economic transportation system."*

FINDINGS: Transportation goals of the Amity Comprehensive Plan of promoting a multi-modal system were referenced earlier, related to the proposed code amendments intended to support a pedestrian-friendly commercial corridor through Amity. No other impacts to transportation are anticipated. Staff and the Planning Commission find that this goal is satisfied.

> ***GOAL 13: ENERGY CONSERVATION*** *OAR 660-015-0000(13) "To conserve energy. Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles."*

FINDINGS: Staff and the Planning Commission find that this goal does not apply.

> ***GOAL 14: URBANIZATION*** *OAR 660-015-0000(14) The purpose of Goal 14 is to provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.*

FINDINGS: As no change is proposed to the Urban Growth Boundary, City Limits, land use designations, or zone districts, Staff and the Planning Commission find that this goal does not apply.

> ***GOAL 15: WILLAMETTE RIVER GREENWAY*** *OAR 660-015-0005;*
> ***GOAL 16: ESTUARINE RESOURCES*** *OAR 660-015-0010(1);*
> ***GOAL 17: COASTAL SHORELANDS*** *OAR 660-015-0010(2);*
> ***GOAL 18: BEACHES AND DUNES*** *OAR 660-015-0010(3);*
> ***GOAL 19: OCEAN RESOURCES*** *OAR 660-015-0010(4)*

FINDINGS: The proposed Code amendments do not involve land within the Willamette Greenway, identified estuarine, coastal shorelands, beach, or ocean areas. Staff and the Planning Commission find that Statewide Goals 15 through 19 do not apply.

IV. RECOMMENDATION:

Staff and the Amity Planning Commission recommend that the Amity City Council vote to adopt the findings included in the staff report, approve the proposed Development Code Amendments as attached in Exhibit A, and direct staff to prepare an enacting ordinance.

V. CITY COUNCIL ACTION:

The City Council may take one of the following actions:

A. **MOTION TO ADOPT the findings outlined in the staff report, APPROVE the Development Code Amendments as presented in Exhibit A, and direct staff to prepare an enacting ordinance.**

B. MOTION TO ADOPT the findings outlined in the staff report, APPROVE the Development Code Amendments AS MODIFIED to reflect the changes desired by the City Council (stating those changes), and direct staff to prepare an enacting ordinance.

C. MOTION TO CONTINUE THE PUBLIC HEARING to a date and time certain, and state the additional information that is needed to inform a future decision.

EXHIBIT A

PROPOSED AMENDMENTS TO THE AMITY DEVELOPMENT CODE

FOR CITY COUNCIL PUBLIC HEARING FEBRUARY 5, 2020

Text which is underlined is proposed to be added. Text with ~~strikethrough~~ is proposed to be deleted. All other text is existing within the Amity Development Code.

PROPOSED LANGUAGE	NOTES
2.105 GENERAL COMMERCIAL ZONE (G-C) **2.105.06 Development Standards** All developments in the General Commercial Zone shall comply with the applicable provisions of Section 2.400. In addition, the following specific standards shall apply: ~~A. Off-Street Parking. Off-street parking shall be as specified in Section 2.203.~~ A. Off-Street Parking. Off-street parking is encouraged to be located in the rear of the property.	The goal is to support a more pedestrian-friendly, less auto-dominant commercial district. The Planning Commission debated this topic through several work sessions and the public hearing. The resulting language "encouraged" identifies a desire, but without enforcement teeth, in order to allow flexibility for different business types and site designs which may benefit the community.
2.105 GENERAL COMMERCIAL ZONE (G-C) **2.105.06 Development Standards** All developments in the General Commercial Zone shall comply with the applicable provisions of Section 2.400. In addition, the following specific standards shall apply: I. Building Entrance. Development in the General Commercial Zone is encouraged to face the primary building entrance toward the street. Development on corner lots is encouraged to face the street of higher functional classification, as adopted in the Amity Transportation System Plan. If a primary entrance does not face the higher classification street, structures are encouraged to include storefront windows facing the dominant street.	The goal is to support a more pedestrian-friendly, less auto-dominant commercial district.

3.200 ADMINISTRATIVE PROCEDURES **3.201 APPLICATION PROCEDURES** **3.201.01 Procedures for Type I Action** G. A Type I land use decision may be appealed by the applicant to the Planning Commission. The appeal shall be filed, pursuant to the provisions of Section 3.205, within ~~ten (10)~~ twelve (12) days from the date of the decision.	Consistency with Oregon Revised Statutes (ORS)
3.200 ADMINISTRATIVE PROCEDURES **3.201 APPLICATION PROCEDURES** **3.201.02 Procedures for Type II and Type III Actions** J. A Type II land use decision may be appealed to the City Council by either the applicant or persons receiving notice of the decision. The appeal shall be filed within ~~ten (10)~~ twelve (12) days from the date of the decision, pursuant to the provisions of Section 3.205. Type III land use applications are automatically reviewed by the City Council.	Consistency with Oregon Revised Statutes (ORS)
3.202 PUBLIC NOTICE REQUIREMENTS **3.202.04 Notice for Appeals** Notice of hearings on appeal to either the Planning Commission or City Council shall be pursuant to Section 3.202.02, and shall include written notice at least ~~ten (10)~~ twenty (20) days prior to hearing to the appellant, the applicant and any other individuals who received notice of the original decision.	Section 3.202.02 referenced in this section calls for twenty (20) days public notice via mail and newspaper. Staff recommends keeping this consistent.

3.205 APPEAL PROVISIONS. **3.205.01 Appeal Period** A. The decision of the City Administrator shall be final for a Type I land use decision unless a notice of appeal from an appropriate aggrieved party is received by the City within ~~ten (10)~~ twelve (12) days of the date of the final written notice, or unless the City Council, on its own motion, orders review within ~~ten (10)~~ twelve (12) days of initial action. An appeal stays the proceedings in the matter appealed until the determination of the appeal. B. The decision of the Planning Commission for a Type II land use decision, or the appeal of a Type I decision, shall be final unless a notice of appeal from an aggrieved party is received by the City within ~~ten (10)~~ twelve (12) days of the date of the final written notice, or unless the City Council, on its own motion, orders review within ~~ten (10)~~ twelve (12) days of initial action. An appeal stays the proceedings in the matter appealed until the determination of the appeal.	Consistency with Oregon Revised Statutes (ORS) Revise to clarify ordered within 12 days, not reviewed within 12 days.
1.200 DEFINITIONS **Adjoining:** Contiguous or abutting~~, exclusive of street width~~. It shall include the terms adjacent, abutting, or contiguous. Properties shall still be considered adjoining if a private or public street right-of-way runs between them.	Clarify ambiguous language.
1.200 DEFINITIONS **Non-~~C~~conforming Structure or Use:** A lawfully existing structure or use at the time this Ordinance or any amendments thereto becomes effective, which does not conform to the requirements of the zone in which it is located.	Remove hyphen from word "non-conforming" for consistency with other sections of ADC.
3.106 NONCONFORMING USES AND STRUCTURES **3.106.01 Purpose** Within the zoning districts established by this Ordinance and amendments thereto, uses and structures may exist which were lawful before the date of adoption or amendment of this Ordinance but which would be prohibited or restricted under the terms of this Ordinance. The general purpose of this Section is to encourage the conversion of such nonconforming uses to conforming uses. However, this Section allows nonconforming uses and structures to be continued, altered, restored or replaced subject to satisfaction of the review criteria specified. Nothing	Title revised for consistency with the definition and section content.

contained in this Ordinance shall require any change in the plans, construction, or designated use of any structure for which a building permit was issued and actual construction commenced prior to the date of adoption of this Ordinance or any amendment thereto. However, no alteration of a nonconforming use shall be permitted except in compliance with the provisions of this Section. ~~A nonconforming single-family dwelling may be continued, altered, or restored for residential purposes without review. A single-family dwelling does not loose its nonconforming status due to vacancy.~~ Nonconforming lots are addressed in Section 2.401.03 Lots of Record, and are not subject to the criteria of this Section.	This provision should not be included in the "purpose" statement. Relocated. Nonconforming lots are addressed separately from nonconforming uses and structures. This should be noted, directing readers to the appropriate section.
3.106.02 Process Nonconforming uses shall be reviewed in accordance with ~~either Type I or~~ Type II review procedures.	
3.106.03 Application and Fee An application for an alteration, expansion or continuation of a nonconforming use shall be filed with the City ~~Manager~~ Administrator and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of this Section	Amity has a City Administrator, not City Manager. In the future, this should be corrected throughout the entire Code document.
3.106.04 Discontinuation of Use If a non-conforming use is discontinued for a period of more than six (6) consecutive months, the use shall not be resumed unless the new or resumed use conforms with the requirements of this Ordinance. This does not apply to non-conforming single-family dwellings.	
3.106.05 Alterations Required by Law The alteration of any nonconforming use when necessary to comply with any lawful requirement for alteration of the use or structure; or to bring the use or structure into closer compliance with this Ordinance; shall be permitted, subject to all other laws, ordinance and regulations.	
3.106.06 Maintenance Normal maintenance of a nonconforming use is permitted provided there are not major structural alterations as determined by the Building Official.	

3.106.07 Alteration, Restoration, or Replacement	
A. No alteration of a nonconforming use shall be permitted except in compliance with the provisions of this Section.	Relocated from purpose statement above.
~~A. The City Manager shall authorize restoration or replacement of a nonconforming use or structure when restoration or replacement is made necessary by fire, casualty, or natural disaster and does not exceed 50% of the value of the original structure, provided the physical restoration or replacement is lawfully commenced within six (6) months of the damage or destruction.~~	Strike confusing language. New similar language proposed below without value measurement.
~~A non conforming residential structure may be replaced or restored regardless of the value involved, provided current building codes are met by the replaced or restored structure.~~	Combined all residential sections into new residential section below.
~~B. The Planning Commission, subject to the Type II review procedure, may extend the restoration or replacement period for an additional six (6) months. In no case shall the total restoration or replacement period exceed one (1) year. Requests for extension of restoration or replacement period shall be submitted in writing thirty (30) days prior to the expiration date of the restoration or replacement period.~~	Relocated below.
~~C.~~B. The alteration, restoration, or replacement of a nonconforming use or structure may be authorized by the Planning Commission, subject to the Type II review procedure, provided that the applicant demonstrates that the proposal satisfies the following criteria:	
1. That the alteration, restoration, or replacement of structures would result in a reduction in nonconformity of the use, or would have no greater adverse impact on the neighborhood.	
2. A change in use to another non-conforming use may be permitted if it is of the same or less intensity of use.	
~~3. The alteration of a non-conforming single-family residence, that does not involve a change in use, is~~	If this language is not a review criterion, it should not be located here.

~~authorized without Planning Commission or City Manager approval.~~ C. **~~3.106.08 Conditions of Approval~~** In approving the alteration, restoration, or replacement of a nonconforming use, the Planning Commission may impose such conditions as it deems appropriate to ensure that the intent of this Section is carried out. D. The applicant must make application for a restoration or replacement within six (6) months of damage or destruction. E. Planning Commission approval shall be valid for six (6) months. This approval period shall be satisfied by the issuance of building permits for the approved work. ~~B.~~ F. The Planning Commission, subject to the Type II review procedure, may extend the approval ~~restoration or replacement~~ period for an additional six (6) months. ~~In no case shall the total restoration or replacement period exceed one (1) year.~~ Requests for extension of approval ~~restoration or replacement~~ period shall be submitted in writing thirty (30) days prior to the expiration date of the ~~restoration or replacement~~ approval period. In no case shall the total approval period exceed one (1) year from a final decision.	Relocated
3.106.08 ~~Conditions of Approval~~ Nonconforming Single-Family Residential Structures A nonconforming single-family dwelling may be continued, altered, expanded, replaced, or restored for residential purposes without Planning Commission review. A single-family dwelling does not l~~o~~ose its nonconforming status due to vacancy. ~~A nonconforming residential structure may be replaced or restored regardless of the value involved, provided current building codes are met by the replaced or restored structure.~~ The alteration of a non-conforming single-family dwelling, that does not involve a change in use, is authorized without Planning Commission ~~or City Manager~~ approval~~.~~, provided current building codes are met by the replaced or restored structure, and all required permits are secured. A non-conforming single-family	Consolidated all nonconforming language about residential uses here into this new section. As written, Amity's code intends to preserve all existing non-conforming single-family residences indefinitely. The five (5) foot setback limitation was recommended so as not to preclude a neighbor's opportunities to do the same.

dwelling shall not expand into less than five (5) foot setbacks from all side and rear property lines.	
2.401.03 Lots of Record A. A parcel is a legal lot of record for purposes of this Ordinance when the lot conforms to all zoning requirements and Comprehensive Plan provisions, if any, in effect on the date when a recorded separate deed or contract creating the separate lot or parcel was signed by the parties to the deed or contract.~~;~~ ~~except~~ B. ~~Contiguous lots under the same ownership when initially zoned shall be combined, for the purposes of this Ordinance, when any of these lots do not satisfy the lot size requirement of the initial district.~~ A lot or parcel which is a separate legal lot or parcel prior to the adoption of this provision shall remain a separate legal lot regardless of ownership. ~~C. Lots in recorded plats shall not be combined under Subsection 2.401.03 (B).~~ ~~D~~C. The use or development of any legal lot of record shall be subject to the regulations applied to the property when such development or use is commenced, irrespective of the lot width, street frontage, depth or area, but subject to all other regulations. However, no dwelling shall be built on an existing lot of less than 3,000 square feet in area.	This section addresses nonconforming lots, as separate from nonconforming uses and structures. This section contradicts itself. This is consistent with the most current discussions with the County Surveyor. This existing language addresses nonconforming lots.
3.100 APPLICATION REQUIREMENTS AND REVIEW CRITERIA **3.101 SUMMARY OF APPLICATION TYPES AND REVIEW PROCEDURES** All development permits and land use actions are processed under the administrative procedures provided for in this section. There are four types of actions, each with its own procedures. **3.101.01 Type I Action** A ministerial action reviewed by staff based on clear and objective standards. No conditions may be placed on the decision and notice of the decision is sent only to the applicant. Appeal is to the Planning Commission. The following actions are processed under the Type I procedure: A. Minor Variance B. Lot Line Adjustment C. Home Occupation	These are the Type I Actions which should have no discretion in the criteria. Renumbered to match subsequent section formatting.

D. Fence Permit E. Sign Permit F. Floodplain Permit G. Temporary Use Permit **3.101.02 Type II Action** A Type II action is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow considerable discretion. Public notice and a public hearing is provided, see Section 3.202. Appeal of a Type II decision is to the City Council. The following actions are processed under a Type II procedure: A. Major Variance B. Conditional Use Permit C. Site Design Review D. Similar Use E. Non-~~C~~conforming Uses F. Partitions G. Subdivision H. Planned Unit Development **3.101.03 Type III Action** A Type III action is a quasi-judicial process in which the City Council applies a mix of objective and subjective standards. The Planning Commission has an advisory role. Public notice is provided and public hearings are held at the Planning Commission and City Council, see Section 3.202. Appeal of the decision is to the Land Use Board of Appeals (LUBA). The following actions are processed under a Type III procedure: A. Zone Change B. Annexation C. Vacation ~~D. Road Dedication~~	Note: the code mostly uses "nonconforming" without a hyphen. A road dedication is most commonly conducted in conjunction with a land division/development application. Rarely is it a standalone action. Because it is not a land use application type, the ADC does not contain criteria for this action.
3.102 VARIANCE **3.102.04 Criteria and Procedure - Minor Variance** The City Administrator may allow a minor variance from a requirement or standard of this Ordinance in accordance with the Type I review procedures provided that the applicant provides evidence that the following circumstances substantially exist: ~~A. The intent and purpose behind the specific provision sought to be varied is either clearly inapplicable under the circumstances of the particularly proposed development; OR,~~	If a variance is to remain a Type I application, the criteria must be clear and objective. Strike criteria requiring discretion.

~~B. The particular development as proposed otherwise clearly satisfies the intent and purpose for the provision sought to be varied; and~~ ~~C. The proposed development will not unreasonably impact adjacent existing or planned uses and development; and~~ ~~D~~A. The minor variance does not expand or reduce a quantifiable standard by more than 20 percent and is the minimum necessary to achieve the purpose of the minor variance; and ~~E~~B. There has not been a previous land use action approved on the basis that a minor variance would not be allowed.	
3.107 LOT LINE ADJUSTMENTS **3.107.01 Applicability** A lot line adjustment is a change to a property boundary that only modifies existing lots and does not create a parcel of land. ~~or reduce the number of lots.~~ **3.107.02 Standards** A. A lot line adjustment cannot create ~~or vacate~~ a parcel. Creation ~~or vacation~~ of a parcel requires approval of a land division. B. Following the lot line adjustment, all lots must comply with lot size and dimensional standards of the applicable land use district. For nonconforming lots, the adjustment shall not increase the degree of nonconformance of the subject property or surrounding properties. C. If there are existing structures on the parcels, the lot line adjustment may not result in a setback violation. ~~D. The adjustment should not reorient or significantly reconfigure the lots or parcels.~~ **3.107.03 Submittal Requirements** The following information and material must be submitted by the applicant: …	Revise for consistency with ORS. ORS 92.010 "Property line adjustment" means a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel. "Significantly" is not clear and objective (Type I criteria).

B. Each application shall be accompanied by a preliminary map drawn to scale of not less than one inch equals fifty (50) feet, and containing at a minimum, the following: 1. A written statement which explains the applicants reasons for adjusting the boundaries and demonstrating that the adjustment conforms to City land use ~~policies and~~ regulations of the applicable zone. **3.107.04 Process** A lot line adjustment is subject to Type I review. After a lot line adjustment is approved, the new boundary becomes effective only after the following steps are completed: A. A metes and bounds legal description of the adjusted lots is recorded with the Yamhill County Clerk. B. If required by ORS Chapter 92, ~~or~~ the requirements of this ordinance, or the Yamhill County Surveyor, a final plat and boundary survey are prepared and all new boundaries are monumented as required by ORS Chapters 92 and 209. The final plat is submitted to the City for signatures and approval as outlined in Sections 3.108.04 and 3.108.05.	The Development Code contains regulations to implement the policies of the Comprehensive Plan. Policies are not criteria here.
3.108 PARTITIONS **3.108.01 Applicability/Review Criteria** A partition is required for any land division which creates two or three parcels in any three~~five~~ year period. The parcels shall meet the Development Standards for Land Division of Section 2.208, other applicable development standards and the following additional requirements: ~~C. Each parcel's proposed use will not substantially limit, impair or preclude existing uses in surrounding properties.~~ **3.108.02 General Provisions …** B. No parcel within an approved partition may be redivided within the next three (3) ~~5~~ calendar years in which it was recorded, except through the subdivision process.	ORS 92.010 "Partitioning land" means dividing land to create not more than three parcels of land within a calendar year… State defines as one-year, Amity code currently says five years. Planning Commission recommends three (3) years. The time limit purpose is to avoid serial partitions. A land division application would not be reviewing proposed uses. This requirement does not apply.

~~C. A master plan for development is required for any application which leaves a portion of the subject property capable of replatting.~~	This is an additional cost to the applicant without any clear criteria by which to review the master plan. There are no teeth with which to hold an applicant to that plan. Recommend removal.
3.108.05 Final Plat Approval A. Within one (1) year of the final decision approving a preliminary plat, a final survey of the approved plat shall be recorded. If the final survey is not ~~submitted~~recorded within 1 year, the preliminary approval shall lapse. Final plats shall conform with the requirements of Section 3.108.04 and shall be reviewed in accordance with Section 3.201.02. B. The Planning Commission may extend the approval period for any partition for not more than one (1) additional year at a time. Requests for extension of approval time shall be submitted in writing thirty (30) days prior to the expiration date of the approval period. C. If the approval period is allowed to lapse, the applicant must resubmit the proposal, including all applicable fees, for public hearing before the Planning Commission. The applicant will be subject to all applicable standards currently in effect.	Resolved conflicting language between submitting and recording. The existing partition code does not provide for extensions. This language is copied from the subdivision section.
1.200 DEFINITIONS **Home Occupation:** A lawful occupation carried on by a resident of a dwelling as a secondary use within the same dwelling. ~~The residential character of the property is maintained in a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term. A home occupation shall not include the outside storage of equipment or materials.~~	The regulations belong in the Home Occupation section 2.305 rather than in the definition.

2.305 HOME OCCUPATIONS **2.305.01 Standards** Home occupations may be allowed as an accessory use on any property on which there is a residence, subject to the following standards and restrictions: A. Participation: … ~~B. Character: The character and primary use function of the residence and premises shall not be changed by the use of colors, materials design, construction, lighting, landscaping or lack of landscaping.~~ ~~C~~B. Traffic: … ~~D~~C. Noise: … ~~E~~D. Equipment and Process Restrictions: … ~~F~~E. Hazards: … ~~G~~F. Signs: … ~~H~~G. On-Premise Client Contact: … ~~I~~H. Deliveries and Large Vehicle Storage: ~~J~~I. Parking: … ~~K~~J. Storage and Use of Yard Areas: … ~~L~~K. Day care facilities …	Criteria about character and materials involve discretion, which is not permitted in a Type I decision. Remaining sections are renumbered following the deletion of (B).
3.105 SIMILAR ~~AND TEMPORARY~~ USES **3.105.01 Purpose** The purpose of this Section is to provide for those uses not specifically listed in a particular zoning district but which are similar in character, scale and performance to the permitted uses specified therein.~~, or are structures or uses of a temporary or transitory nature.~~ **3.105.02 Process** Similar ~~and Temporary~~ use~~s~~ requests shall be reviewed in accordance with the Type II review procedures	Recommend separating Similar Uses and Temporary Uses. Temporary uses are listed as a Type I action and Similar Uses are Type II (discretion is used).

3.105.03 Application and Fee
Any application for a similar use shall be filed with the City Administrator and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of this
Section.

3.105.04 Review Criteria
A similar ~~or temporary~~ use may be authorized provided that the applicant demonstrates that the proposed use satisfies the following criteria:

A. The use is consistent with the purpose of the underlying zoning district and is similar in character, scale and performance to uses specified in the underlying district, and

B. The use conforms with the applicable standards and limitations of the underlying zoning district~~, or~~

~~C. The use may or may not be consistent with the purpose of the underlying zoning district, but will not negatively impact such purposes, and will continue for a period not to exceed 180 days.~~

3.105.05 Determination
A. In approving an application for a similar use, the Planning Commission ~~City Manager~~ may:

1. Determine whether the use is prohibited, permitted or conditionally permitted in the specified zone.

2. Determine whether the use is permitted or conditionally permitted in a different zone.

3. Consistent with the development requirements of the identified zone, determine whether additional land use actions, such as conditional use approval or a site plan review, are required.

B. The determination by the ~~City Manager~~Planning Commission that a proposed similar use cannot be accommodated, ~~or a Temporary Use granted,~~ in a given

zone does not preclude an appeal to the ~~Planning Commission,~~City Council by the appropriate party, for an amendment to the text of the Comprehensive Plan and/or Development Code. The ~~Planning Commission~~ City Council will evaluate such appeals based on the following criteria: 1. It's similarity to approved uses; 2. It's likely impact on surrounding existing uses; 3. It's likely public benefit.	
1.200 DEFINITIONS **Temporary Use:** A use that is 1) seasonal or directed toward a specific event or period of time; or 2) occasioned by an unforeseen event.	No changes proposed, definition provided for reference only.
~~3.105~~3.113 TEMPORARY USES **~~3.105.01~~ 3.113.01 Purpose** The purpose of this Section is to grant opportunities for seasonal and short-term businesses to provide local residents and visitors access to new products and markets. Emerging businesses may also benefit from the opportunity to test and promote their products with lower overhead, prior to investing in a permanent location. Examples of temporary uses include Christmas tree sales, firework stands, farmers markets, food carts, etc. **~~3.105.02~~ 3.113.02 Process** Temporary use requests shall be reviewed in accordance with the Type I review procedures **~~3.105.03~~ 3.113.03 Application and Fee** Any application for a temporary use shall be filed with the City Administrator and accompanied by the appropriate fee. It shall be the applicant's responsibility to submit a complete application which addresses the review criteria of this Section. **~~3.105.04~~ 3.113.04 Review Criteria** A temporary use may be authorized provided that the applicant demonstrates that the proposed use satisfies the following criteria:	

A. The use is authorized by the property owner. B. The use conforms with the dimensional standards of the underlying zoning district. C. The use is consistent with all City municipal code policies related to nuisance and noise. D. The use has secured all applicable State and County permits for operation. E. The use does not involve in any type of development activities or site alteration which would otherwise require land use review. F. The use either does not require or has secured Oregon Department of Transportation (ODOT) permits, if located along a right-of-way within ODOT jurisdiction. **~~3.105.05~~ 3.113.05 Determination and Appeals** A. Upon reviewing an application for a temporary use, the City Administrator may determine whether the temporary use is prohibited or permitted at the specified location. B. A determination by the City Administrator may be appealed to the Planning Commission by the appropriate party, through a Type II review process. **~~3.105.06~~ 3.113.06 Extensions** A. Temporary Uses may be approved for a period of 90 consecutive days, regardless of how many of those days are used. B. Extensions of an approved temporary use may be granted by the City Administrator if requested in writing not less than fifteen (15) days prior to the approval expiration. In no case shall the temporary use exceed 180 consecutive days in a 12-month period of time, as measured from the start of operation.	

CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

AGENDA ITEM

Subject: Collective Bargaining Agreement
Date: April 1, 2020
Origin: Michael D. Thomas, City Administrator
Action Requested: Approve the Collective Bargaining Agreement

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Background:

The City's current collective bargaining agreement (CBA) with the Public Work's union is expired. The City has been operating with an approved extension since June 2019. This extension expires June 30, 2020. The proposed CBA, slated to begin July 1, 2020, is similar to the current agreement with the exception of increasing the COLA to 3%, to reflect current the Consumer Price Index (CPI), updating the contract to reflect the Union's new name and covered territory, and updating the City's and Union's obligations under Oregon's HB 2016. There are no other proposed changes for the CBA.

Exhibits: Proposed Collective Bargaining Agreement & Salary Scale with 3% Increase

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Staff recommends the following motion:

I move to approve the agreement with Laborers International Union of North America, Local 737, for the period July 1, 2020-June 30, 2023.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CITY OF AMITY, OREGON

AND

LABORERS INTERNATIONAL UNION
OF NORTH AMERICA
OREGON AND SOUTHERN IDAHO DISTRICT COUNCIL
LOCAL 737

2020-2023

(July 1, 2020 – June 30, 2023)

CITY OF AMITY

PREAMBLE

THIS AGREEMENT is entered into as of the 1st day of July, 2020, by and between the CITY OF AMITY, OREGON, hereinafter referred to as the "City" and OREGON AND SOUTHERN IDAHO DISTRICT COUNCIL OF LABORERS, LABORERS INTERNATIONAL UNION OF NORTH AMERICA, AND LOCAL 737 LABORERS, of the Laborers International Union of North American, AFL-CTO, hereinafter collectively referred to as the "Union".

The purpose of this Agreement is to set forth the full and complete Agreement between the parties on those matters pertaining to rate of pay, hours of work, fringe benefits and other conditions of employment.

SCOPE OF AGREEMENT

This Agreement shall apply to all employees of the City of Amity Public Works Department and clerks excluding short-term /temporary and part-time employees, City Recorder, Police Employees supervisory and confidential employees as defined by ORS 243.650 and any additional, exempt positions created by the City.

ARTICLE I
RECOGNITION

The city recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all of its employees within the Bargaining unit. Membership or non-membership in the Union shall be the individual choice of employees covered by this Agreement.

ARTICLE II
UNION MEMBERSHIP AND CHECKOFF

Section 1. Check-Off

The City agrees to deduct from the paycheck of each employee who has so authorized it the regular initiation fee and regular monthly dues uniformly required of members of the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. Authorization by the employee shall be on forms furnished by the Union and may be revoked by the employee pursuant to the terms of the authorization. The performance of this service is at no cost to the Union.

Section 2. Indemnification

The Union will indemnify, defend and hold the City harmless from all suits, actions, proceedings and claims against the City or persons acting on behalf of the City, whether for damages,

compensation, reinstatement or any combination thereof, arising from the application of this Article.

Section 3. New Member Information

The City shall furnish to the Union the names and addresses (including cell phone and personal email) of newly hired employees covered by this Agreement within thirty (30) calendar days following the employee's date of hire. Should the City hold an employee orientation meeting, a representative or steward of the Union shall be permitted to participate in this meeting for a maximum of thirty minutes provided that there is a new employee scheduled to attend the orientation meeting that is represented by Laborers' Local Union No. 737. Management shall not be present during the Union's presentation and attendance of new employees shall be mandatory. Notice of such orientation shall be provided no less than 10 days before the orientation and include the date, time, and location of the orientation. A bargaining unit member attending orientation as the Union representative shall be given paid release time sufficient to cover the Union's presentation and travel time. The Union will provide the names of any employees who they wish to be released at least 48 hours in advance to the Labor Relations Manager (identified by the City as the Union Steward).

ARTICLE III
MANAGEMENT RIGHTS

It is recognized that an area of responsibility must be reserved to the City if government is to serve the public effectively. Except to the extent expressly abridged by specific provisions of this agreement, it is recognized that the responsibilities of management are exclusively functions to be exercised by the City, including, but not limited to, the following listed management functions:

1. The determination of the governmental services to be rendered to the citizens of the City's service area.

2. The determination of financial, budgetary, accounting, and organization policies and. procedures.

3. The continuous overseeing of personnel policies, procedures and programs promulgated under any ordinance or administrative order of the City establishing personnel rules and regulations not inconsistent with any other term of this Agreement.

4. The management and direction of the workforce including the right to determine the methods, processes, and manner of performing work; the establishment of new positions, and the determination of their proper classification; the determination of the duties and qualifications to be assigned or required and the determination of job classifications; the right to hire, promote, demote, transfer and retain employees; the tight to discipline; the right to lay off; the right to abolish positions or reorganize departments or divisions; the right to determine schedules of work; the right to purchase, dispose and assign equipment or supplies; and the right to contract or subcontract any work. However, in the event the city decides to contract out work which would

significantly deviate from past practice, the City will notify the Union and offer the Union the opportunity to discuss effective means to minimize the impact of such action on bargaining unit members before implementation. This in no way shall preclude the use of temporary or part time workers.

This article shall not preclude the Union and the City from either (1) one meeting during the period of the contract at the request of either party to discuss procedures for avoiding grievances and other problems and for generally improving relations between the parties; or (2) two negotiating on any matter during the negotiation of a successor hereto. Each party shall advise the other at least (7) seven working days prior to such meeting as to the subject matter to be discussed.

The exercise of management rights, except where modified by specific provision of this agreement or by law, are not subject to negotiation during the term of this Agreement.

ARTICLE IV
STRIKES AND LOCKOUTS

Section l. General

The Union and its members, as individuals or as a group, will not initiate, cause, permit or participate or join any strike, work stoppage, or slowdown, picketing, or any other restriction of work at any location in the City. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established in the City by the Union or by any other labor organization when called upon to cross such picket line in the line of duty. Disciplinary action, including discharge, may be taken by the City against any employee or employees engaged in a violation of this article. Such disciplinary action may be undertaken selectively at the option of the City and shall not preclude or restrict recourse to any other remedies, including an action for damages, which may be available to the City.

Section 2. Obligations

ln the event of a strike, work stoppage, slowdown, picketing, observance of a picket line or other individual choice or collective employee conduct, the Union will immediately, upon notification, attempt to secure an immediate and orderly return to work. This obligation and the obligations set forth in Section l above shall not be affected or limited by the subject matter involved in the dispute giving rise to the stoppage or by whether such subject matter is or is not subject to the grievance procedure of the Agreement.

Section 3. Lockout

There will be no lockout of employees in the unit by the City as a consequence of any dispute covered by the terms of this Agreement arising during the period of the Agreement.

ARTICLE V
HOLIDAYS

Section 1. Holidays

All employees in a regular full-time position shall be entitled to the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, and Christmas.

In after addition, there shall be day one before "floating" holiday to be observed on the day before or the day after Christmas, or on the day before or after New Year's at the mutual the day convenience of the City and the employee; this "floating" holiday may be taken as two ½ days as covered in the handbook. Finally, when the City decides to close City Hall (city functions) the day before or after a holiday, all members will be compensated for time off.

ARTICLE VI
VACATIONS

Vacation time shall accrue to full time bargaining unit members as follows:

Months of continuous service		Hours per month	Days per year
0-36	months	8	12
37-72	months	9	13.5
73-108	months	10	15
109-144	months	11	16.5
145-180	months	12	18
181-216	months	13	19.5
217-252	months	14	21
253-300	months	15	22.5
301+	months	16	24

Information based on current City Employee Handbook.

No employee shall carry over more than 120 hours of vacation time from one calendar year to another, unless such employee's vacation is cancelled by the City. In any such case, the vacation days cancelled shall be rescheduled to the following year and taken as soon as reasonably convenient to both the employee and the City. Employees shall submit a request for time off to their Department Head. Upon acceptance by the Department Head, specific vacation days will be given on a first come, first serve basis with no consideration given to seniority

Personal Days - Regular Employees – All regular employees shall be granted a maximum of 8 hours per calendar year of time off with pay for personal leave. Such personal leave may be taken at the discretion of the employee, subject to the advance approval by the respective Department Supervisor. These personal days will be accrued on the January time sheet as paid time off. When they are used, the employee's time sheet should be marked accordingly so that proper accounting for paid time off may be maintained. Employees commencing work during the calendar year will have their personal time off pro-rated accordingly. Personal hours must be

taken in the calendar year accrued or shall be forfeited. Personal hours may be taken in one hour increments.

ARTICLE VII
HOURS OF WORK

Article VII is intended as a basis for recognizing overtime, and shall not be construed as a guarantee of hours of work per day or per week.

Section 1. Workweek

The work week, to the extent consistent with operating requirements of the divisions within the City, and covered by this Agreement, and recognizing the necessity for continuous service by such divisions throughout the week, shall consist of (4) four consecutive 10-hour days or (5) five consecutive 8-hour days, as scheduled by the City. Employees engaged in continuous operations are defined as being any employee or group of employees engaged in an operation for which there is regularly scheduled work for seven days a week. Every reasonable effort will be made by the City to provide five, 8-hour days of work and two consecutive days off for employees involved in continuous service operations or shift work consistent with programming shifts and/or rotation of personnel as their regular workweek.

Section 2. Hours

The regular hours of work each day shall be consecutive, except for interruptions for authorized rest periods and meals. It is understood that all work in excess of eight hours in any 24-hour period, from midnight to midnight, on a five day work week; or all work in excess of 10-hours in any 24-hours period, from midnight to midnight, on a four-day work week, shall be compensated for at the applicable overtime rate. Adjustments will be addressed in the City of Amity Handbook in regards to emergency work as well as continuous work that requires a member to work from one defined “day” into another.

Section 3. Work Schedules

All employees shall be scheduled to work on a regular shift, and each shift shall have regular starting and quitting times. Except for emergency situations, as set by the City and during the duration of the emergency, work schedules for any work shift shall not be changed unless the changes are relayed to the employee within 48 hours prior to the effective date of change.

Section 4. Rest Periods

Employees shall be granted a 15 minute period for each half-shift he or she works. Rest periods shall be scheduled by the city in accordance with operating requirements and each employee's assigned duties. Rest periods shall be taken at the job-site at which work is being performed or at a City facility.

Section 5. Meal Periods

All employees shall be granted a meal period during each work shift. Meal periods shall not be paid but shall be in addition to the eight or ten hours of service comprising the workday. A meal period shall consist of ½ hour or 1 hour as determined by the City. Meal periods shall normally be scheduled at noon; however, if the job requires the employee to work during their normal lunch hour, s/he shall be given an opportunity to reschedule the lunch hour at an earlier or later time. A meal period includes personal clean-up and eating time. Consistent with department work rules, it may be taken at a location of the employee's choice, providing that the total time away from the job does not exceed the ½ hour or 1 hour allowed. The employee shall be paid for their mealtime if they are required to work during their meal time.

Section 6. Clean-up Time

Paid time shall be used for personal clean-up at the discretion of the appropriate supervisor where the unsanitary conditions may have been encountered during the employee's workday. Clean-up shall take place at City facilities.

ARTICLE VIII
SICK LEAVE

Section 1.

Bargaining unit members shall be credited with eight (8) hours of sick leave per month for each full month worked.

Section 2.

Earned and unused sick leave shall be accumulated from year to year, at the rate of one day per month to a maximum of one hundred twenty (120) days.

Section 3.

After completion of one month of employment, bargaining unit members will be entitled to utilize sick leave for the employee's own illness or immediate family.

ARTICLE IX
OTHER PAID LEAVES OF ABSENCE

Section 1. Jury Duty

Employees shall be granted leave with pay for service upon a jury, provided, that the time spent is during regular accepted work hours. The employee shall sign over payment by the court for such service in lieu of a 'full' payment by the City for this duty. Upon being excused from jury service for any reason an employee shall immediately contact the department head or his/her immediate supervisor for work assignment for the remainder of his/her regular workday.

Section 2. Required Court Appearance

Leave of absence with pay shall be granted for attendance in any court in connection with an employee's officially assigned duties, provided that the requirement to appear in court is a result of a subpoena filed on behalf of the City. The period of such authorized absences shall include the time required for travel (to the court and return to the employee's work site or the City of Amity, whichever is appropriate).

Section 3. Military Leave with Pay

A full time employee who has completed his required period of probation and who is a member of the Oregon National Guard or of any reserve component of the Armed Forces of the United States is entitled to a leave of absence with pay from his duties for a period not exceeding 15 calendar days in any single calendar year. Such leave shall be granted without loss of pay and without impairment of other benefits to ·which he is entitled, except that such leave shall not be construed as official City business. Military leave with pay may be granted only when an employee receives bona fide military orders to active duty for a temporary period. A copy of the appropriate military orders must be furnished to the City when the employee receives same, in order for the City to make whatever shift scheduling will be required during the affected employee's absence. An employee on military leave with pay shall not be paid for such leave by the City unless the employee returns to his position with the City immediately following expiration of the period for which s/he was ordered to temporary active duty. Leave with pay shall not be granted to employees entering the military service for extended and indefinite periods of active duty.

ARTICLE X
UNPAID LEAVES OF ABSENCE

A regular employee may be granted a leave of absence without pay up to thirty (30) days when, in the judgment of the City, the work of the department will not be seriously handicapped.
Requests for such leave must be in writing and establish reasonable justification for the leave and the beginning and ending time of the leave. If an employee is granted a leave of absence the job cannot be filled by a full time employee, which the returning employee is qualified. The City agrees to abide by applicable state laws, enforceable on employers, governing maternity leave as well as FEMLA.

ARTICLE XI
COMPENSATION

Section 1. Pay

The City agrees to pay bargaining unit members during the term of this Agreement, the salaries specified in Section 10 of this Article. Wages shall be set as provided in the City of Amity annual fiscal year 2020-21. On July 1, 2020 and every July 1st for the duration of this Agreement,

the City shall give bargaining unit members a wage increase of 3%. This shall be applied to all 14 steps in the schedule for July 1, 2020; July 1, 2021; July 1, 2022; and July 1, 2023. Either the City or the Union can reopen the increase if the CPI-W Western Region B-C Index Average falls below 0% or rises above 4%.

Section 2. Reimbursement

Employees shall be reimbursed for non-voluntary official use of an employee's personal automobile at the current IRS rate. The employee shall provide written request for reimbursement to the City prior to payment of reimbursement.

Section 3. Call Back Time

Employees called back to work shall receive Comp time for which they are called back to perform, and if called back, they shall be credited with not less than two (2) hours in any event. This section applies only when call back results in hours worked which are not annexed consecutively to the one end of the work shift or work day. If at the end of the shift, the employee has departed the City's premises before being called back, the same shall not be considered overtime hut shall be considered and compensated as call back under this section.

Section 4. Scheduled Standby Time

The perimeters of Standby Time will be specifically addressed in the City of Amity Handbook, taking in special conditions of travel time and compensation. Employees who are on standby and required to carry the "on call" phone for the week will be compensated by receiving four hours of' compensation at the regular rate. This pay is in addition to any call back time earned under the previous section.

Section 5. Overtime

(1) Except as provided for herein, employees shall be compensated at the rate of one and on-half times the regular rate of Comp time under the following conditions, but in no event shall such overtime compensation be received twice for the same hours:

a. All assigned work in excess of (8) eight hours in a five-day work week or (10) ten hours in a four-day work week, on any scheduled workday (authorized meal times shall not be counted);

b. All assigned work in excess of 40 hours in any work week; and

(2) Employees may accumulate compensatory time in lieu of overtime at the rate of one and one-half times the amount of actual time worked in excess of their regular hours up to 90 hours. This compensatory time will be taken off, by the employee at their convenience, during a slower part of the year as not to impact the daily workings of the department or raise safety or health issues. Any compensatory time over 90 hours must be taken off at a mutually agreeable time to both the employee and supervisor.

Section 6. Form of Compensation

Subject to Section 6, compensation for authorized overtime, call back, standby time and all holiday work shall be taken in comp time. All overtime must have prior approval of the department head or designated supervisor.

Section 7. Show-up Compensation

Any employee who reports for work at his/her regularly scheduled time and for whom no work is provided, shall be compensated for not less than two hours pay at his/her regular rate. Applicable to this Section only, employees excused by their supervisors shall be considered as "not working" for the City upon leaving the premises. The City has the right to require the employee to remain on the premises wand working for the duration of the paid hours.

Section 8. Base Classification

New employees shall be assigned a classification on the basis of the work for which they are hired in accordance with the City of Amity Employee Handbook.

Section 9. Promotions

The City retains the right to regulate annual step increases through employee reviews as well as qualifying trade certifications or special training. In considering applicants for promotions, selection will be made based on management's opinion of the various applicants' ability to do the job, job related knowledge, skills, abilities, aptitude and prior satisfactory job performance. Where two or more candidates possess equal ability, qualifications, and prior satisfactory job performance, additional consideration may be given by management to the candidate with the greatest seniority as a City employee.

Section 10. Topped out Employees

Any employee who has been "topped out" at the highest step in their salary classification for 5 years will receive a 3% salary increase, and every 5 years thereafter the employee shall receive another 3% increase, providing that no step or job reclassification resulting in a pay increase has been received by such employee during the preceding 5 year period.

ARTICLE XII
DISCIPLINE AND DISCHARGE

Section 1. Discipline

Disciplinary action shall include the following: written reprimand, demotion or suspension, and discharge. The right of the City to discipline or discharge employees shall be limited only to the extent provided in this Article. No regularly appointed employee shall be suspended, demoted or discharged except for cause, nor shall any such employee be suspended, demoted or discharged

arbitrarily. Any disciplinary action imposed on any regularly appointed, full time employee shall be protested only as a grievance through the grievance procedure as set forth in this Agreement.

Section 2. Discharge

If a supervisor of the City determines there is cause for discharge, the employee shall be suspended without pay for at least five working clays. Comp time and vacation pay may be used, by the employee, at this time. The City shall deliver to the employee and to the Union a written notice of such suspension and pending dismissal. Such notice shall specify the principal grounds for such action. Unless withdrawn or otherwise resolved, the dismissal shall become effective at the end of the five days. Protest of the discharge of any such employee shall be made only through the grievance procedure set forth in this Agreement.

Section 3. Probation

This Article shall not apply to any new employee on probation as defined in this Agreement.

Section 4. Privacy

If the City has reason to reprimand an employee it shall be done in a manner that will not embarrass the employee before other employees or the public.

ARTICLE XIII
GRIEVANCE PROCEDURE

Section l.

Any grievance or dispute occurring while this contract is in affect which may arise between the parties concerning the application, meaning or interpretation of a specific provision of this Agreement shall be settled in the following manner:

STEP I. The affected employee shall take up the grievance or dispute with the employee's department head or other supervisor within seventy-two (72) hours of its occurrence, excluding Saturday and Sunday. The department head or other supervisor shall then attempt to adjust the matter within ten (l 0) working clays.

STEP II. If the grievance has not been settled between the affected employee and the department head or other supervisor, it shall be presented in writing by the employee to the Mayor and the Union within ten (10) days, excluding Saturday and Sunday. The Mayor shall respond to the employee in writing within ten (10) working days after receipt thereof, as well as the Union. Any previous disciplinary information about the member prior to the contract shall be disclosed by the City, and consideration will be taken based on this information.

STEP III. If the grievance is not resolved at Step II, it shall be referred to a Board of Adjustment by written notice which is served on the City within live (5) working days after the failure to resolve the grievance at Step II or within five (5) working days after expiration of the

time limit applicable to that step. Failure to serve timely notice or referral to the Board of Adjustment shall constitute waiver of the grievance. The Board of Adjustment shall consist of two (2) representatives appointed by the Union and two (2) representatives appointed by the City. None of the representatives shall be directly involved in the dispute. The Board shall hear the matter at a mutually convenient time and place within two (2) working days following written referral to the Board of Adjustment. Upon hearing the matter, the Board shall issue a written decision signed by the members within 24 hours. The majority of the Board of Adjustment shall determine the matter and such decision shall be final and binding on all parties -the City, the Union, and the grievant or grievants. Each member of the Board of Adjustment shall be entitled to one (1) vote. In the event the Board of Adjustment is deadlocked, such result will be noted in writing. The grievance may then be referred to arbitration as provided herein by written notice to the City, served within ten working days following such action by the Board of Adjustment. Failure to serve timely notice of referral to arbitration shall constitute waiver of the grievance. The parties may, by mutual agreement, waive submission of a grievance to the Board of Adjustment.

STEP IV. If the grievance is still unsettled, either party may within ten days after the decision of the Board of Adjustment, by written notice to the other, request final and binding arbitration of the dispute under the following guidelines: Either party has the right to have the matter submitted to final and binding arbitration by a third party jointly agreed upon by the City and the Union. If the parties are unable to agree upon an arbitrator, the Oregon State Mediation and Conciliation Service shall be requested to submit a list of seven (7) names. Both the City and Union shall have the right to strike three (3) names from the list. The process shall be repeated until there is one remaining person and this person shall be the arbitrator. The designated arbitrator shall hear both parties and take testimony and evidence in a hearing on the disputed matter and shall issue a decision, which shall be final and binding on the parties, if within the scope of this Agreement. Expenses for the arbitrator shall be borne equally by the Union and the City. If either patty desires a verbatim recording of the proceedings, it may cause such a record to be made, provided it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy, both patties shall jointly share the cost of the transcript and all copies.

The arbitrator shall not have the power to alter, amend, or modify the terms of this Agreement.

Section 2.

The time period specified in this article may be extended or modified only by mutual agreement. Failure by the Union to comply with a specified time period shall constitute acceptance of the City's position at the preceding step. Failure by the City to comply with a specified time period shall constitute rejection of the grievance at that step and thereby allow the employee to process the grievance at the next step.

Section 3.

Employees selected by the union to act as Union representatives shall be known as "stewards". There shall be a limit of one (1) per department and three (3) within the bargaining unit. The names of employees selected as stewards and the names of other union representatives who may represent employees shall be certified in writing to the City by the Local Union. Stewards may process grievances during working hours, provided that activities are limited to one (1) hour per working day and essential services are not interrupted.

ARTICLE XIV
PROBATIONARY PERIOD

Section 1. Purpose

The probationary period is an integral part of the employee's selection process. It provides the City with the opportunity to upgrade and improve the department by observing a new employee's work and training, by aiding new employees in adjustment to their positions, and by providing an opportunity to reject the employee. Every new employee hired into the bargaining unit shall serve a probationary period of six full months, after which he/she shall be considered a regular employee and granted seniority back to the date of his/her most recent date of hiring. The Union recognizes the right of the City to terminate probationary employees for any reason. Termination of a probationary employee shall not be subject to the grievance procedure under Article XIII.

Section 2. Application of Probationary Period

The Union recognizes the right of the City to exercise all functions not specifically modified by this Article with respect to probationary employees, including but not limited to, the shifting of work schedules and job classifications, the assignment of on-the-job training, cross-training or other classifications, the requirement that such employees attend training programs on their off-duty, for which they will be compensated at one and one-half times their regular rate of pay.

Section 3. Promotional Probationary Period

Regular full time employees promoted into a higher classification shall serve a promotional probationary period of six (6) months. The Union also recognizes the right of the City to demote an employee on promotional probationary status to his/her previous position for any reason, if the position is available. Demotion of an employee on promotional probationary status shall not be subject to the grievance procedure under Article XIII.

ARTICLE XV
GENERAL PROVISIONS

Section 1. Nondiscrimination

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination to marital status, sex, race, color, creed, national origin, or political

affiliation. The Union shall share equally with the City the responsibility for applying the provisions of this Agreement and the provisions of Section 1.

Section 2. Gender

All references to employees in this Agreement shall designate both sexes, and wherever the male gender is used it shall be construed to include the female gender.

Section 3 Employee Rights

Employees shall have the right to form, join and participate in the activities of the Union or any other labor organization or to refrain from any arid all such activities, and there shall be no discrimination by either the City or the Union by reason of the exercises of such rights except as specifically provided in the Agreement. Nothing in this Agreement shall be construed as precluding or limiting the right of an individual employee from representing himself in individual personal and personnel matters so long as any action taken by the City is not inconsistent with other terms of this Agreement and the Union has been given an opportunity, at their request, to comment on the action taken, if any.

Section 4. Bulletin Boards

The City agrees to furnish and maintain suitable space on specified bulletin boards in work areas to be used by the Union. The Union shall limit its postings of notices and bulletins to such spaces on the City bulletin boards. The City may limit their privilege if in its judgment such postings reflect discredit upon the City or its agents.

Section 5. Seniority

Seniority shall be the employee's length of continuous service within the bargaining unit dating from his last date of hire. Seniority shall be broken or terminated if any employee quits; is discharged for cause; is laid off and fails to report to work within three days after being recalled or voluntarily waives an opportunity to return to work from layoff; is laid off from work for any reason for more than (9) nine months (except that in the case of an industrial accident and employee's seniority rights shall continue for only (1) one year); while on leave of absence, he accepts another employment without permission; or is retired.

Section 6. Visits by Union Representative

The City agrees that the accredited representatives of the Laborers International Union of North American, Oregon and Southern Idaho District Council of Laborers and Laborers Union Local 737 may have access, during working hours, to the work sites of the members of the bargaining unit. The Union agrees that such on-site visits by the Union representative shall cause no disruption of work activities. The Union agrees that the City may place restrictions on such Union visits if, in the City's judgment work activities are disrupted. The Union will furnish to the City at the time of Agreement ratification the names and business addresses of all Union representatives who may have cause to exercise the provisions of this Section.

Section 7. Layoff and Recall

(1) Layoff. In the event a reduction in personnel is determined to be necessary by the City, length of service shall be the determining factor in such layoff providing the skill, competency, ability and past performance of employees are substantially equal in the opinion of the City.

(2) Recall. In the event a recall is determined to be necessary to the City, length of service shall be the determining factor in such recall providing the skill, competency, ability and past performance of employees are substantially equal in the opinion of the City. An employee's refusal to accept an offered position from layoff obviates the City's responsibility to make further offers. For the purposes of recalling employees, notice of recall from a layoff period exceeding five (5) regular City work days shall be by certified mail, return receipt requested, sent to the employee at his last known address of record as furnished by the employee to the City. For layoff periods of less than five days, a personal visit by a City representative or a telephone call will suffice.

Section 8. Outside Employment

Employees shall not accept outside employment that will interfere with their employment with the City whether part-time, temporary or permanent, without prior written approval from their Supervisor. Each change in outside employment shall require separate approval. To be approved, outside employment shall:

- Be compatible with the employee's City work:
- In no way detract from the efficiency of the employee in their City work; and
- In no way conflict with the interest of the City or be a discredit to the City.

Section 9. Authorized Travel; Training and Conference Attendance

Reasonable food, lodging and travel expenses or any of them as applicable shall be reimbursed by the City when incurred by an employee required by the City to attend a conference or meeting, when said activities are held at a location other than the City of Amity. The City shall pay the tuition and instructional material costs for any employee required by the City to attend a course of instruction.

Section 10. Uniforms and Protective Clothing

Uniforms, if required by the City, will be provided. Refer to City of Amity Handbook for specifics. The City will also provide required protective clothing under OSHA, and OR-OSHA standards as well as any applicable MSDS requirements.

ARTICLE XVI
HEALTH AND WELFARE

Section 1. Health and Welfare

The City agrees to maintain the Associate II medical plan (Blue Cross/ Blue Shield or Kaiser) as administered through The Oregon Laborers-Employers Health and Welfare Plan at no cost to the employee during the life of the contract.

The City and Union agree that the cost for any increase in premiums over the life of the contract will be paid for by the City.

Section 2. Life Insurance

The City agrees to continue during the term of this Agreement to maintain and fully fund a group life accidental death and dismemberment insurance for all qualified employees, as stated in the City of Amity Handbook.

ARTICLE XVII
SAVINGS CLAUSE, FUNDING, & WAIVER

Section 1. Savings Clause

Should any portion of this Agreement be declared invalid, by any court of competent jurisdiction or any agency of the state acting under specific authority of statue, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. It is the intent of the parties that this Agreement shall stand notwithstanding the invalidity of any part.

Section 2. Funding

The parties recognize the revenue needed to fund wages and benefits provided by this Agreement must be approved by established budget procedures and, in certain circumstances, by vote of the citizens of The City. All such wages and benefits arc therefore contingent upon sources of revenue and, where applicable, voter budget approval. The City has no intention of cutting wage rates and benefits specified in this Agreement because of budgetary limitations, but it cannot and does not guarantee any level of employment in the bargaining unit covered by this Agreement. The City agrees to include in its budget request(s) amounts sufficient to fund the wages and benefits provided by this Agreement, but it makes no guarantee as to passage of such budget requests or voter approval thereof. This Section 2 and City action there under shall not be subject to the grievance procedure.

ARTICLE XVIII
PERSONNEL RULES

The Union agrees to accept the personnel rules and regulations set forth on this date adopted by the City. It is expressly understood that in the event of any conflict between the collective bargaining agreement and the personnel rules, the Agreement shall prevail; provided, however, that every effort shall be made to carry out the purposes of this agreement and the City of Amity’s Employee Handbook.

ARTICLE XIX
TERMINATION AND RECOGNITION

Section 1. Length of Contract

This Agreement shall be effective as of July 1, 2020 and shall remain in full force and effect without change and terminate on June 30, 2023.

This Agreement shall remain in full force and effect during the period of negotiations except that, upon the expiration of this Agreement either party may take economic action after having exhausted all remedies required under applicable Oregon Revised Statutes. Either party to this agreement may initiate negotiation for renewal, amendment and or revision of this agreement ninety (90) days prior to termination of this agreement.

Section 2. Mutual Reopeners

Any subject contained within this Agreement may be opened at any time upon mutual agreement of both the City and the Union.

Signed_____ Date_____
Mayor, City of Amity

Signed_____ Date_____
City Recorder, City of Amity

Signed_____ Date_____
Business Manager, Oregon and Southern Idaho
District Council of Laborers

Signed_____ Date_____
Business Manager, Laborers' Local 737

PAYROLL DUES DEDUCTION AUTHORIZATION FORM

I, _____ hereby authorize the City of Amity to deduct Union dues and Initiation fees for Laborers' International Union of North America, Local #737 from my payroll check. I authorize the City to deduct the monthly dues in accordance to the agreement signed with Local 737. The Initiation fee of $300.00 will be deducted at the rate of $50.00 per month for six (6) months, in addition to the $39.00, monthly dues. Dues will increase annually in accordance with the current LIUNA Constitution. In the case of financial hardship I will contact the Union Representative to make other arrangements on the Initiation fee only. This deduction will commence with the payroll period beginning on the ___ day of _____.

Signed _____ Date_____

Position	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Administrator	2080	63,750	65,025	66,326	**67,652**	**69,005**	70,385	71,793	73,229
		65,663	66,976	68,315	**69,682**	**71,075**	72,497	73,947	75,426
		5,472	5,581	5,693	**5,807**	**5,923**	6,041	6,162	6,285
		31.57	32.20	32.84	**33.50**	**34.17**	34.85	35.55	36.26
City Recorder	2080	45,492	46,402	47,330	48,276	**49,242**	**50,227**	51,231	52,256
		46,857	47,794	48,750	49,725	**50,719**	**51,734**	52,768	53,824
		3,905	3,983	4,062	4,144	**4,227**	**4,311**	4,397	4,485
		22.53	22.53	22.53	22.53	**22.53**	**22.53**	22.53	22.53
City Clerk	2080	36,354	37,081	**37,823**	**38,579**	39,351	40,138	40,941	41,759
		37,445	38,194	**38,957**	**39,737**	40,531	41,342	42,169	43,012
		3,120	3,183	**3,246**	**3,311**	3,378	3,445	3,514	3,584
		18.00	18.36	**18.73**	**19.10**	19.49	19.88	20.27	20.68
Librarian 1		**6,481**							
		450							
		12.49							
Librarian II		**5,256**							
		450							
		11.68							
Librarian III		**5,063**							
		450							
		11.25							
Librarian IIII		**1,755**							
		156							
		11.25							
Police Chief	2080	54,526	55,617	56,729	57,863	59,021	60,201	61,405	62,633
		56,162	57,285	58,431	59,599	60,791	62,007	63,247	64,512
		4,680	4,774	4,869	4,967	5,066	5,167	5,271	5,376
		27.00	27.54	28.09	28.65	29.23	29.81	30.41	31.02
Police Sergeant	2080	40,043	40,844	41,661	42,494	43,344	44,211	45,095	45,997
		41,244	42,069	42,911	43,769	44,644	45,537	46,448	47,377
		3,437	3,506	3,576	3,647	3,720	3,795	3,871	3,948
		19.83	20.23	20.63	21.04	21.46	21.89	22.33	22.78
Police Officer	2080	38,137	38,900	39,678	40,471	41,281	42,106	42,948	43,807
		39,281	40,067	40,868	41,685	42,519	43,370	44,237	45,122
		3,273	3,339	3,406	3,474	3,543	3,614	3,686	3,760
		18.89	19.26	19.65	20.04	20.44	20.85	21.27	21.69
PW Superintende	2080	50,304	51,310	52,336	**53,383**	**54,451**	55,540	56,650	57,783
		51,813	52,849	53,906	**54,984**	**56,084**	57,206	58,350	59,517
		4,318	4,404	4,492	**4,582**	**4,674**	4,767	4,862	4,960
		24.91	25.41	25.92	**26.43**	**26.96**	27.50	28.05	28.61
Utility Worker	2080	36,377	37,105	37,847	38,604	39,376	40,163	40,966	41,786
		37,468	38,218	38,982	39,762	40,557	41,368	42,195	43,039
		3,122	3,185	3,249	3,313	3,380	3,447	3,516	3,587
		18.01	18.37	18.74	19.12	19.50	19.89	20.29	20.69

Utility Worker II	2080	40,814	41,630	42,463	43,312	44,178	45,062	45,963	46,882
		42,038	42,879	43,737	44,612	45,504	46,414	47,342	48,289
		3,503	3,573	3,645	3,718	3,792	3,868	3,945	4,024
		20.21	20.61	21.03	21.45	21.88	22.31	22.76	23.22
Utility Wkr/Operat	2,080	44,500	45,390	46,298	47,224	48,168	49,132	50,114	51,117
		45,835	46,752	47,687	48,640	49,613	50,606	51,618	52,650
		3,820	3,896	3,974	4,053	4,134	4,217	4,301	4,388
		22.04	22.48	22.93	23.38	23.85	24.33	24.82	25.31
Utility Seasonal		**1040**							
		12							
		12480							

Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Rate
74,693	76,187	77,711	79,265	80,850	82,467	Annual
76,934	78,473	80,042	81,643	83,276	84,941	3% Increase
6,411	6,539	6,670	6,804	6,940	7,078	Month
36.99	37.73	38.48	39.25	40.04	40.84	Hour
53,301	54,367	55,454	56,564	57,695	58,849	Annual
54,900	55,998	57,118	58,260	59,426	60,614	3% Increase
4,575	4,667	4,760	4,855	4,952	5,051	Month
22.53	22.53	22.53	22.53	22.53	22.53	Hour
42,595	43,446	44,315	45,202	46,106	47,028	Annual
43,872	44,750	45,645	46,558	47,489	48,439	3% Increase
3,656	3,729	3,804	3,880	3,957	4,037	Month
21.09	21.51	21.94	22.38	22.83	23.29	Hour
						Annual
						# of hours
						Hour
						Annual
						# of hours
						Hour
						Annual
						# of hours
						Hour
						Annual
						# of hours
						Hour
63,886	65,164	66,467	67,796	69,152	70,535	Annual
65,802	67,119	68,461	69,830	71,227	72,651	3% Increase
5,484	5,593	5,705	5,819	5,936	6,054	Month
31.64	32.27	32.91	33.57	34.24	34.93	Hour
46,917	47,855	48,812	49,788	50,784	51,800	Annual
48,324	49,291	50,277	51,282	52,308	53,354	3% Increase
4,027	4,108	4,190	4,274	4,359	4,446	Month
23.23	23.70	24.17	24.65	25.15	25.65	Hour
44,684	45,577	46,489	47,419	48,367	49,334	Annual
46,024	46,945	47,883	48,841	49,818	50,814	3% Increase
3,835	3,912	3,990	4,070	4,151	4,235	Month
22.13	22.57	23.02	23.48	23.95	24.43	Hour
58,939	60,118	61,320	62,547	63,798	65,074	Annual
60,707	61,921	63,160	64,423	65,712	67,026	3% Increase
5,059	5,160	5,263	5,369	5,476	5,585	Month
29.19	29.77	30.37	30.97	31.59	32.22	Hour
42,621	**43,474**	**44,343**	**45,230**	46,135	47,058	Annual
43,900	**44,778**	**45,674**	**46,587**	47,519	48,469	3% Increase
3,658	**3,732**	**3,806**	**3,882**	3,960	4,039	Month
21.11	**21.53**	**21.96**	**22.40**	22.85	23.30	Hour

47,820	48,777	49,752	50,747	51,762	52,797	Annual
49,255	50,240	51,245	52,269	53,315	54,381	3% Increase
4,105	4,187	4,270	4,356	4,443	4,532	Month
23.68	24.15	24.64	25.13	25.63	26.14	Hour
52,139	53,182	54,245	55,330	56,437	57,565	Annual
53,703	54,777	55,873	56,990	58,130	59,292	3% Increase
4,475	4,565	4,656	4,749	4,844	4,941	Month
25.82	26.34	26.86	27.40	27.95	28.51	Hour
						# of hours
						hourly rate
						Annual

CITY OF AMITY

109 Maddox Avenue
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AGENDA ITEM

Subject:	New City Ordinance Re-establishing Planning Commission
Date:	April 1, 2020
Origin:	Michael Thomas, City Administrator & Holly Byram, City Planner (of MWVCOG)
Action Requested:	Approve Ordinance and prepare for second reading in May

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Background: Previously, the City of Amity completed a new Planning Commission ordinance, reestablishing the Committee. The City is ready to begin the approval process of this ordinance with the first reading. At this time, the Council may debate the changes, amend the proposals, or approve them as is before sending the ordinance to a second reading.

Exhibits: Ordinance 661

Recommendation:

Move to approve ordinance 661 as is with this first reading, then complete a second reading at the May 6, 2020 City Council meeting for vote to enact.

ORDINANCE NO. **661**

AN ORDINANCE RE-ESTABLISHING THE AMITY PLANNING COMMISSION WITH REVISED RULES OF MEMBERSHIP AND FUNCTIONS AND DECLARING AN EMERGENCY.

The City of Amity does ordain as follows;

Section 1. Establishment. There is hereby re-established a Planning Commission for the City of Amity, Oregon.

Section 2. Membership. The Planning Commission shall consist of five (5) members who are neither officials nor employees of the City. No more than two (2) of the said members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in buying, selling or developing of real estate for profit. No more than two (2) of said members shall be engaged in the same kind of occupation, business, trade or profession. No more than two (2) of said members shall make their primary residence outside of Amity City Limits; unless the City Council votes in approval of each additional commissioner appointed in excess of this limit. Commission members shall receive no compensation, but may be reimbursed for expenses duly authorized by the City Council.

Section 3. Appointment and Term. Members of the Planning Commission shall be appointed by the City Council to serve for a term of four years. The terms of the five Planning Commission members shall be staggered so that the terms of no more than two (2) commissioners expire in any one year. The terms shall begin on the first day of the calendar year. Upon an expired term, the member's position shall be filled by the City Council by appointment to a four-year term. The City Council shall appoint new members as soon as practicable, making every effort to appoint members at the first regular meeting of December of the year in which the member term expires. Although there is no limit upon the consecutive or nonconsecutive terms served by a member, a member must re-apply each time to continue serving; reappointments are not automatic, but members may be requested to continue serving until a replacement is found. The City Council reserves the right to not reappoint a Commissioner.

Section 4. Vacancies and Removal. Appointments to fill vacancies prior to expiration shall be for the remainder of the unexpired term. A member may be removed by the City Council, after a hearing, for misconduct or nonperformance of duty. A member who is absent from three (3) consecutive meetings without an excuse approved by the Planning Commission is rebuttably presumed to be in non-performance of duty. The Planning Commission Chairperson shall notify the City Council of the member's misconduct or nonperformance and recommend that it schedule and conduct a hearing. The City Council shall then hold a hearing followed by a vote whether to declare the position vacant. The City Council shall declare the position vacant unless finding otherwise following the hearing. The City Council shall then fill said vacancy.

Section 5. Officers.

A. At its first meeting of each calendar year, the Planning Commission shall elect a chairperson and vice-chairperson to serve one year terms. Officers may be reappointed to subsequent terms.

B. The chairperson shall be a voting member of the Planning Commission, and shall preside over all meetings of the Planning Commission. The chairperson shall sign plats and other official

documents on behalf of the Planning Commission.

C. The vice-chairperson shall be a voting member of the Planning Commission and shall exercise the powers of the Chairperson when the chairperson is absent.

D. Acting Chairperson in Absence of Chairperson or Vice-Chairperson: In the absence of the Chairperson and Vice-Chairperson, the remaining members shall call the meeting to order and elect an acting chairperson who shall conduct the meeting.

E. The City Recorder shall ensure that minutes of all Planning Commission meetings are recorded.

Section 6. Meetings. The commission shall meet at least once a month. The regular standing meeting of the Amity Planning Commission shall be the second Monday of each month, at 6:30 PM, at the Amity City Hall. Regular meetings may be rescheduled due to observed holidays. Meetings of the Planning Commission shall be open to the public. The chairperson may, at the request of at least two members of the Commission, call a previously unannounced special meeting of the Commission, for a time not earlier than 24 hours after notice is given. Notice of a previously unannounced meeting other than to Commission members, shall be given as provided by law. The Planning Commission shall not start a meeting until a quorum is present, as defined below.

Section 7. Roll Call. The City Clerk will conduct a roll call in alphabetic order immediately following the call to order of each meeting.

Section 8. Quorum.

A. Quorum: A majority of the members of the Commission shall constitute a quorum.

B. No Quorum Present: If a quorum is not present, the Chairperson shall immediately inform the absent members, except those known to be unavailable for the meeting, that their presence is required to enable the Commission to proceed. If the absent member or members do not appear after the notice, the commissioners present shall adjourn until a specific time and place stated, or until the next regular meeting.

Section 9. Voting. A majority of the commissioners present at a meeting shall be necessary to decide any question before the Commission. All officers may vote on matters before the Planning Commission. A tie vote fails for lack of a majority.

Section 10. Powers and Duties. The Commission shall have the powers and duties which are now or may hereafter be assigned to it by charter, ordinances or resolution of this City and general laws of this state, including the Oregon Revised Statutes (ORS) Chapter 227. The Planning Commission shall administer the development ordinance of the city, and may make recommendations to the City Council, to public officials and to individuals regarding land use, locations of thoroughfares, public buildings, parks and other public facilities, and regarding any other matter relating to the planning and development of the city and the surrounding areas. The Commission may make studies, hold hearings, and prepare reports and recommendations on its own initiative or at the request of the City Council, provided appropriate funding is available, and has been authorized. The Planning Commission shall, on October 1st of each year make and file a report of all its transactions with the City Council. All recommendations, suggestions, and reports made to the City Council by the Planning Commission shall be in writing.

Section 11. Expenditures. The Planning Commission shall have no authority to make expenditures on behalf of the City, or to obligate the City for payment of any sums of money except as herein provided, and only after the City Council shall have first authorized such expenditure by appropriate action.

Section 12. Conflict of Interest/Bias/Ex-Parte Contact.

A. The Chairperson shall, prior to the beginning of every public hearing, call for declarations of conflict of interest, bias, and ex-parte contact by the Planning Commissioners. Commissioners shall declare all actual and potential conflicts of interest with sufficient details to allow the Planning Commissioners and public to determine a member's ability to participate in a public hearing. All declarations, including actual and potential conflicts of interest, shall be recorded in the official minutes of the meeting. Potential and actual conflicts of interest are defined in detail in ORS 244, but are generally defined as:

(1) "**Actual conflict of interest**" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of the following:

(a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.

(b) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.

(c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

(2) "**Potential conflict of interest**" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:

(a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.

(b) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.

(c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

(3) "**Relative**" means:

(a) The spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official or candidate;

(b) The parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse of the public official or candidate;

(c) Any individual for whom the public official or candidate has a legal support obligation;

(d) Any individual for whom the public official provides benefits arising from the public official's public employment or from whom the public official receives benefits arising from that individual's employment; or

(e) Any individual from whom the candidate receives benefits arising from that individual's employment.

B. When an actual conflict of interest has been declared, the commissioner shall recuse themselves from participating in the public hearing, and shall leave the room for the remainder of the agenda item. The commissioner may return for subsequent agenda items.

C. When a potential conflict of interest has been declared, the commissioner shall indicate whether they are capable of being an impartial participant.

D. Any party may challenge the declarations made or not made by a member of the Planning Commission. The Chairperson may poll fellow Planning Commissioners whether they believe the declaring member is capable of participating in an impartial manner. If the Planning Commission vote determines that the commissioner does have a conflict of interest, and is not capable of participating in an impartial manner, the commissioner shall recuse themselves and shall leave the room. The commissioner may return for subsequent agenda items.

Section 13. Procedures in Handling Parliamentary Motions and Voting.

A. To make a motion, a commissioner must be recognized by the Chairperson when there is no other business on the floor. The commissioner then says, "I move to ...."

B. Another member of the commission may second the motion. This can be done without being recognized by the Chairperson. If no member seconds the motion, the motion "dies" for lack of a second. The Chairperson will then move on to the next item of business.

C. If a motion is made and seconded, the Chairperson restates the motion. This procedure is necessary for the motion to come before the Commission. Prior to this step, the Chairperson can suggest changes in the motion and the mover can amend or withdraw their original motion. No debate can take place until the Chairperson states the motion is on the floor. At this point the mover may withdraw the motion.

D. The Commissioners then debate the motion. The original mover is entitled to speak first. Each commissioner may speak, but should not have the floor a second time until all who wish to speak have spoken once.

E. The Chairperson then puts the question to a vote. When the debate appears to have closed, the Chairperson may call for the question. If no one takes the floor, the Chairperson restates the motion and calls for a vote. The Chairperson will decide the method of voting. Unless otherwise specified by the Chairperson, the vote will be by polling of the Commissioners.

1. Voice Vote: The ayes are called first and then the nays. This is the standard method of voting within Commission meetings.

2. Polling of the Commissioners: Whenever the Chairperson shall call for a polling of the members of the Commission, the order of polling shall be a random order determined by the person recording the poll.

3. Majority: A vote succeeds by a majority vote of the members present.

4. Tie Vote: In the case of a tie vote, the motion dies due to lack of majority.

5. Abstentions: Abstentions, including a statement by the commissioner abstaining noting their reason, shall be recorded in the meeting minutes.

F. The Chairperson announces the voting results. This step is included to ensure the commissioners, staff, and members of the public understand the outcome of the vote and so that City Staff can accurately reflect the action taken in the minutes and for the record.

Section 14: Decorum.

A. Every commissioner desiring to speak to an issue will address the Chairperson and, upon recognition, will confine remarks to the issue under debate. Except by permission of the Chairperson, a commissioner shall address any remarks to the Planning Commission and not to the audience.

B. Commissioners questioning, seeking clarification or soliciting a recommendation from city staff will direct the concern to the appropriate staff member. The City staff member may respond as requested or redirect the inquiry to another member of the staff.

C. Upon recognition and permission of the Chairperson, a person in the audience may address the Commission relative to any matter being considered by the Commission at that time. All persons speaking in a Planning Commission meeting shall state his or her name and address, limit comments to the issue under discussion, limit remarks to three (3) minutes, and be courteous to the Commissioners, staff, and audience. Members of the public wishing to speak during a public hearing may only do so during the designated public testimony period, under the rules stated by the chair upon opening the hearing, and pursuant to procedures adopted by the City and the Oregon Revised Statutes. Failure to do so may result in forfeiture of the remaining comment period, or removal from the meeting.

D. The City Administrator, or in his/her absence an appropriate designee, will assist the Chairperson (or acting chairperson) in maintaining the order and decorum at all meetings.

Section 15. Hearings. All hearings conducted by the Planning Commission shall be pursuant to procedures adopted by the City and the Oregon Revised Statutes for the conduct of hearings.

Section 16. Repeal. Ordinance No. 497 enacted September 12, 1988 is hereby repealed.

Passed by the Council this ____ day of _____, 2020.

Ayes:_____
Nays: _____

Submitted to and approved by the Mayor on the_____ day of _____, 2020.

Mayor: _____

Attest: _____

Recorder

CITY OF AMITY

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AGENDA ITEM

Subject:	Rules of the Amity City Council
Date:	April 1, 2020
Origin:	Natasha Johnson, City Recorder
Action Requested:	Approve Resolution 2020-01 Rules of the Amity City Council.

Background:

Section 15 of the Charter of the City of Amity requires that the City Council adopt rules for the government of its members and proceedings. The current Rules of the Amity City Council were adopted September 4, 2001. Current Staff and Council requested updating the council rules to reflect current trends.

Exhibits: Resolution 2020-01

Staff provides the following motion option:

I move to approve resolution 2020-01 Rules of the Amity City Council.

RESOLUTION No. 2020-01

Rules of the Amity City Council

WHEREAS, Section 15 of the Charter of the City of Amity requires that the City Council adopt rules for the government of its members and proceedings.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Amity hereby adopts rules and procedures for the government of the Mayor and city councilors and proceedings as follows:

SECTION 1. MEETINGS

A. Regular Meetings: The City Council shall meet in regular session on the first Wednesday of each month at the Amity City Hall or such other specified location within the City. All regular meetings will normally begin at 7:00 p.m. unless another time is designated. In the event that the regular session of the City Council is scheduled on a holiday, the meeting shall be held the following day at a time and place to be determined by the Mayor.

B. Special Meetings: Special meetings of the City Council shall be held when called by the Mayor or when three city councilors request that the Mayor call a special meeting. Notice of special meetings, including the subject, time, and place of the meeting shall be given to all councilors then in the City.

C. Work Sessions: Special meetings may be held as work sessions of the City Council to give the councilors an opportunity to discuss issues in an informal discussion setting. No motions shall be made at a work session. Decisions on items considered at a work session must be made at a regular or special council meeting. The public is welcome at any of these meetings, but they may be held without opportunity for public input.

D. Executive Sessions: Executive sessions may be held in accordance with ORS 192.660.

E. Public Notice: Public notice of meetings shall be given to the news media and interested persons and posted at Amity City Hall twenty-four (24) hours prior to the meeting. In case of an actual emergency, a special meeting may be called, and public notice given three (3) hours prior to the meeting.

SECTION 2. OPEN MEETINGS LAW

The City Council concurs that an informed public, aware of the deliberations and decisions of the City of Amity, is beneficial to the community. In recognition of this policy, the City Council shall comply with the Oregon Open Meetings Law, ORS 192.610 to 192.710.

SECTION 3. THE MAYOR AND COUNCIL

A. The City Council (hereafter, Council) is the policy making body of the City. The Council speaks on policies and issues with one voice or not at all, but Councilors are expected to encourage and respect diversity among the viewpoints brought to the Council. Council decisions may not be unanimous but once voted upon define the position of the entire Council. Councilors who do not agree with the Council's decisions are encouraged to not publicly undermine Council decisions.

B. No member of the Council shall be authorized to speak or write on behalf of the Council unless authorized by a majority vote of the Council.

C. Council decisions shall predominantly be Policy Decisions. The Council is encouraged to have a collective philosophy, beliefs, values, commitments, and vision.

D. Presiding Officer. The Mayor shall be the presiding officer and conduct all meetings, preserve order, enforce the Rules and determine the order and length of discussion on any matter before the Council, subject to these rules. The Council President shall preside in the absence of the Mayor. The Presiding Officer shall not be deprived of any of the rights and privileges of a Councilor. In case of the absence of the Mayor and the Council President, the Alternate shall call the meeting to order.

E. Councilors shall diligently prepare for meetings and shall be ready to vote on the Consent Agenda during meetings. Meetings flow more smoothly and take less time when all Councilors are well informed on issues including law, policy and general information. Councilors will read all information prepared by City Staff prior to meeting time.

F. Council members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate for Council members to mention endorsements during Council meetings or other official City meetings.

SECTION 4. CONDUCT OF MEETINGS

The presiding officer shall conduct meetings in accordance with the Rules of the City Council and the Charter of the City of Amity. All parliamentary questions which arise not otherwise provided for shall be governed by the current edition of Robert's Rules of Order.

SECTION 5. QUORUM

A. Quorum: Four members of the City Council shall constitute a quorum. A quorum of the City Council is necessary for all council meetings (e.g. Regular, Special, Executive, Work Sessions).

B. No Quorum Present: If a quorum is not present, the City Administrator shall immediately inform the absent members, except those known to be unavailable for the meeting, that their presence is required to enable the City Council to proceed. If the absent member or members do not appear after the notice, the councilors present shall adjourn until a specific time and place or until the next regular meeting.

C. Presiding Officer in Absence of Mayor or Council President: In the absence of the Mayor and Council President, the remaining members shall call the meeting to order and

elect a presiding officer who shall conduct the meeting.

D. Councilors will inform the Mayor and/or the City Administrator if they are unable to regarding any absence by the Mayor. However, all council members shall make every effort to attend all meetings

SECTION 6. AGENDA

A. Preparation of Regular Meeting Agenda: The City Recorder, in consultation with the Mayor, shall prepare an agenda of the business to be presented at a council meeting.

B. Agenda Items: Anyone wishing to place an item on the agenda will advise the City Administrator or City Recorder no later than noon of the Wednesday of the week preceding the meeting at which the item is to be considered.

C. Other Business: Members of the City Council or city staff may bring business not otherwise on the agenda before the Council under "Business from the Mayor or city councilors" or "Staff Reports" portions of the agenda. Such matters need not be specifically listed on the agenda, but formal action on such matters, if necessary, will be deferred to a subsequent council meeting unless such action is deemed urgent by the Mayor or a consensus of the councilors present.

D. Agenda Items for Special Meetings: No item of business may be added to the agenda of a special meeting unless it is added twenty-four (24) hours prior to the meeting and notice of the new agenda item is given to the public and the news media as required under Section 1 of these rules.

SECTION 7. ORDER OF BUSINESS

A. Regular Council Meetings: The order of business at regular city council meetings shall be as follows:

1. Call to Order
2. Flag Salute
3. Roll Call/Staff Introductions
4. Consent Agenda
5. Presentations/Comments from the Public (*The Mayor may set time limits for any presentation. The recommended time limit for a presentation is 10 minutes and 3 minutes for citizen comments.)*
6. Public Hearings
7. Old Business
8. New Business
9. Staff/Department/Commission Reports
10. Business from the Mayor & City Councilors
11. Informational Items
12. Future Agenda Items
13. Executive Sessions
14. Adjournment

The Mayor may consider agenda items out of order as he/she deems necessary to facilitate the efficient management of the agenda and the needs or convenience of those in attendance.

SECTION 8. ROLL CALL

The City Recorder will conduct a roll call in alphabetic order immediately following the call to order.

SECTION 9. CONSENT AGENDA

In order to make more efficient use of meeting time, resolutions, requests of minute approval, bills, and other items which are routine in nature and for which no debate is expected, shall be placed on a "consent agenda." Any item placed on the consent agenda shall be removed at the request of the Mayor or any councilor prior to the time a vote is taken on the consent agenda items. All remaining items on the consent agenda shall be disposed of in a single motion "to adopt the consent agenda" which shall not be debatable. Adoption of the consent agenda shall be by a roll call vote of all councilors present. If there are dissenting votes, each item on the consent agenda shall be voted upon separately by a roll call vote.

SECTION 10. PUBLIC HEARINGS

The Council may hold public hearings as part of any meeting when it desires to obtain testimony from the public on any question before the Council. When hearings are held as part of a regularly scheduled council meeting, the public hearing shall begin at 7:30 PM., unless another time is designated, at least 24 hours prior to the council meeting.

A. Land Use Hearings: The order of business of public hearings concerning land use issues shall follow the land use rules of procedure required by state law or as adopted by the Council.

B. All Other Public Hearings: The order of business for all other public hearings shall be as follows:

1. Call to Order
2. Staff Report
3. Proponents
4. Opponents
5. Questions
6. Close of the Hearing
7. Deliberation
8. Decision on the Issue

C. Public Testimony: The following rules shall govern general testimony provided to the City Council:

1. Identification of Persons Testifying: Any person appearing before the City shall state their name, address, and representative capacity, if any, for the record. Any person submitting written testimony shall sign and date the testimony and provide their address.

2. Representation of Applicants: Any applicant shall appear either in person or through a representative at the hearing.

3. Time Limitations: Applicants shall limit presentations on an application to a maximum of ten (10) minutes. All other persons shall limit testimony to five (5)

minutes per person. The presiding officer may modify the time limits.

4. Repetitive or Irrelevant Testimony: The presiding officer may limit testimony when it is cumulative, repetitive, irrelevant, or immaterial to the issue being considered.

5. Opportunity to be Heard: Any person wishing to provide testimony concerning a particular issue shall be afforded the opportunity to be heard.

6. Interruptions: Public Testimony, comments, and questions shall only be provided during the Public Testimony window. The Mayor and Council should decline to acknowledge testimony, comments, and questions that come outside the window of public commentary. Members of the public who interrupt Council proceedings shall be required to suspend their commentary. The Council may request public commentary outside of the Public Testimony window, as the discretion of the Mayor or Council President in the Mayor's absence.

SECTION 11. VOTING

A majority of the councilors present at a meeting shall be necessary to decide any question before the Council. A councilor may vote on any question when serving as presiding officer in the absence of the Mayor.

SECTION 12. CONFLICT OF INTEREST/BIAS/EX-PARTE CONTACT

The Mayor shall, prior to the beginning of every public hearing, call for declarations of conflict of interest, bias, and ex-parte contact by the Councilors. Councilors shall declare all actual and potential conflicts of interest with sufficient details to allow the Mayor, Council and public to determine a member's ability to participate in a public hearing. All declarations, including actual and potential conflicts of interest, shall be recorded in the official minutes of the meeting. Potential and actual conflicts of interest are defined in detail in ORS 244, but are generally defined as:

(1) "**Actual conflict of interest**" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of the following:

(a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.

(b) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.

(c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

(2) "**Potential conflict of interest**" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:

(a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
(b) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
(c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

(3) "**Relative**" means:
(a) The spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official or candidate.
(b) The parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse of the public official or candidate.
(c) Any individual for whom the public official or candidate has a legal support obligation.
(d) Any individual for whom the public official provides benefits arising from the public official's public employment or from whom the public official receives benefits arising from that individual's employment; or
(e) Any individual from whom the candidate receives benefits arising from that individual's employment.

When an actual conflict of interest has been declared, the councilor shall recuse themselves from participating in the public hearing and should leave the room for the remainder of the agenda item. The councilor may return for subsequent agenda items.

When a potential conflict of interest has been declared, the councilor shall indicate whether they are capable of being an impartial participant.

Any party may challenge the declarations made or not made by a member of the City Council. The Mayor may poll fellow Councilors whether they believe the declaring member is capable of participating in an impartial manner. If the City Council vote determines that the Councilor does have a conflict of interest and is not capable of participating in an impartial manner, the Councilor shall recuse themselves and shall leave the room. The Councilor may return for subsequent agenda items.

SECTION 13. DECORUM

A. Every councilor desiring to speak to an issue will address the presiding officer and, upon recognition, will confine remarks to the issue under debate. Except by permission of the presiding officer, a councilor shall address any remarks to the City Council and not to the audience.

B. Councilors questioning, seeking clarification or soliciting a recommendation from city staff will direct the concern to the City Administrator or the appropriate staff member. The City Administrator or staff member may respond as requested or redirect the inquiry to another member of the staff. Councilors shall, when addressing City Staff, the Council, or members of the public, confine themselves to the questions or issues then under discussion, shall not engage in personal attack, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

C. Upon recognition and permission of the presiding officer, a person in the audience may address the City Council relative to any matter being considered by the City Council at that time. All persons speaking in a council meeting shall state his or her name and address, limit comments to the issue under discussion, limit remarks to five (5) minutes, and be courteous to the City Council, staff, and audience. It is never appropriate for Council members to engage in hostile cross-examination, belligerently challenge or belittle a speaker or make personal attacks or bigoted remarks of any kind, under any circumstance. Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

D. The Mayor, the Council President or in his/her absence an appropriate designee, will assist the presiding officer in maintaining the order and decorum at all meetings. The Councilors shall help the Mayor or Council President preserve decorum during Council meetings and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to follow the authorized directions of the Presiding Officer or these Council Rules. Also, Councilors shall dress with dignity and avoid clothing with written messages, especially those which suggest the Councilor is not impartial on an issue which is or is likely to come before the Council or which can reasonably be considered an effort to intimidate the Council and/or members of the public. Councilors are encouraged to avoid the use of facial expressions which may convey "smirking", disbelief, anger or boredom while others are speaking.

SECTION 14. PROCEDURES IN HANDLING PARLIAMENTARY MOTIONS AND VOTING

A. To make a motion, a councilor must be recognized by the Chair when there is no other business on the floor. The councilor then says “I move adoption of Ordinance . . . “or “I move approval of Resolution No. . . . .”

B. Another member of the City Council may second the motion. This can be done without being recognized by the Chair. If no member seconds the motion, the motion “dies” for lack of a second. The Chair will then move on to the next item of business.

C. The Chair states the question on the motion. This procedure is necessary for the motion to come before the Council. Prior to this step, the Chair can suggest changes in the motion and the mover can change or withdraw it. No debate can take place until the Chair states the motion is on the floor. At this point the mover may withdraw the motion.

D. Amending a motion. A Councilor who has the floor can move to amend the main motion currently being debated. An amendment is another motion that is used to change, by adding, subtracting or completely changing the main motion under discussion. When the amendment has been moved and seconded, all subsequent discussion must be on the substance of the current motion as amended. An amendment can be passed by a simple majority vote of the Council. If an amendment is passed, defeated or withdrawn, the discussion goes back to the main motion on the floor with comments based on whether the amendment passed or not

E. The City Council then debates the motion. The original mover is entitled to speak first. Each councilor may speak twice but should not have the floor a second time until all who wish to speak have spoken once.

F. The Chair then puts the question to a vote. When the debate appears to have closed, the

Chair may call for the question. If no one takes the floor, the Chair restates the motion and calls for a vote. The Chair will decide the method of voting. Unless otherwise specified by the chair, the vote will be by polling of the Council.

1. Voice Vote: The ayes are called first and then the nays. This is the standard method of voting.

2. Polling of the Council: Whenever the presiding officer shall call for a polling of the members of the City Council, the order of polling shall be a random order determined by the attending secretary recording the poll.

3. Tie Vote: In the case of a tie vote, the Mayor will vote to break the tie.

G. The Chair announces the voting results. This step is always included to ensure the councilors, staff and members of the public understand the outcome of the vote and so that the City Recorder can accurately reflect the action taken in the minutes.

H Unless specifically governed by other provisions of the codes, ordinances, or other regulations of the City, any councilor who voted with the majority or was not present at the time of the vote may move for reconsideration of an action at the same or the next following regular meeting of the Council. Once a matter has been reconsidered, no motion for further reconsideration thereof shall be made without unanimous consent.

SECTION 15. ORDINANCE ADOPTION

Ordinances shall be adopted using the following procedures:

A. Public Notice: The City Administrator will notify the press and the public of proposed ordinances seven (7) days prior to the first reading of the ordinance. A copy of the proposed ordinance will be available at City Hall for public inspection.

Notice may be given by any means, including mail, posting of property, publication of a notice in a newspaper of general circulation, social media, official website, or by any other means designed to inform affected citizens of the proposed ordinance.

B. First Reading: Prior to the first reading of an ordinance, the Council will consider the proposed ordinance, a staff report, and may call for public testimony. By motion, the Council shall direct that the ordinance be read for a first reading. Following the first reading the Council shall, by motion, approve, modify, or disapprove the ordinance as read.

C. Second Reading: Prior to the second reading of an ordinance, the City Administrator or City Recorder shall read any amendments to the ordinance in full and shall incorporate the amendments into a written copy of the ordinance after adoption. By motion, the Council shall direct that the ordinance be read for a second reading.

D. Final Enactment: Following the second reading of an ordinance, the Council may approve the ordinance for its final passage and direct the Mayor to execute the ordinance as enacted.

E. Readings by Title Only: The second reading of an ordinance may be by title only if the Council unanimously votes that the reading be by title only.

F. Two Meeting Consideration: All ordinances will normally be considered at two regularly scheduled meetings of the City Council. Single meeting adoption of an ordinance is permissible if both readings of the ordinance are unanimously approved by all councilors present at the meeting.

G. Veto of an Ordinance: The Mayor shall sign an adopted ordinance within three days of its passage. The ordinance does not take effect unless signed by the Mayor. In the event the Mayor does not sign the ordinance, the Mayor shall, within ten (10) days of the date of adoption, return the ordinance to the City Administrator with a written statement listing the reasons the Mayor did not sign the ordinance. The ordinance shall then be returned to the Council for consideration at the next regularly scheduled meeting. In the event the Mayor does not so return the ordinance to the City Manager then the ordinance will take effect and become law as if the Mayor had approved it.

H. Re-adoption of Ordinance by Council: In the event the Council re-adopts an ordinance after the Mayor has returned it to the Council, the Mayor will be advised to sign the ordinance as re-adopted. If the Mayor continues to refuse to sign the ordinance, the City Attorney will seek a Writ of Mandamus from the Circuit Court declaring the ordinance to be in effect.

SECTION 16. ORDINANCE RECORDING

All ordinances adopted by the City Council shall be executed by the Mayor and the City Administrator within three (3) days of adoption by the City Council and shall then be filed in City Hall. The City Administrator shall codify the ordinance into the city's ordinance book. By default, ordinances will take effect no sooner than thirty (30) days after approval, per ORS 221.310, unless declared an emergency.

SECTION 17. MAYOR'S DUTIES

The Mayor shall have the following duties and responsibilities:

A. The Mayor shall serve as the presiding officer at all meetings of the City Council.

B. The Mayor shall have the authority to preserve order, enforce the rules of the Council, and determine the order of business at all meetings, subject to an appeal to the Council.

C. The Mayor shall not have a vote on questions before the City Council unless a tie vote occurs.

D. The Mayor shall not have the power to veto any actions passed by the City Council except ordinances.

E. The Mayor shall sign all minutes of the City Council, bonds, resolutions, ordinances, agreements, real property deeds, contracts or other documents of the City which implement actions of the Council and require execution by the highest elected official.

F. The Mayor shall be entitled to co-sign checks, orders or financial obligations of the City.

G. Each January, at the regularly scheduled council meeting or a venue of the Mayor's choosing, the Mayor shall give a "State of the City" message to the City Council and

citizens.

H. The Mayor shall be the Council's liaison with the City Attorney.

SECTION 18. PRESIDENT OF THE COUNCIL

A President of the Council shall be elected by the City Council at its first regularly scheduled meeting of each odd-numbered year. The Council President shall preside over all council meetings in the absence of the mayor. The Council President shall serve as acting mayor whenever the Mayor is unable to perform the duties of the office and shall have the powers of the mayor while acting in that capacity. The Council President votes on all issues before the Council.

SECTION 19. APPOINTMENTS TO VACANT ELECTIVE OFFICES

A. When the Council declares a vacancy of an elected position, the City Administrator will advertise the vacancy by either posting notices of the vacancy, publishing an announcement in a newspaper of general circulation, social media, official website, or by any other means to inform the citizens of the community of the vacancy.

B. Any citizen interested in serving in the position as either a city councilor or mayor should submit a letter of interest to the City or complete an application at City Hall. Applicants will be encouraged to provide the following information: name; address; telephone number; age; years of residency in Amity; whether or not they are a registered voter in the State of Oregon; education; work history; prior government experience; community service; reasons for wanting to serve the City, and a release for background checks.

C. The Council may interview candidates for council vacancies. Vacancies in elective office shall be filled by a majority vote of the entire membership of the City Council in accordance with the City Charter.

SECTION 20. COMMITTEES AND CITY REPRESENTATIVES TO OUTSIDE AGENCIES

A. City Committees: The Council may create boards, commissions, standing committees, and/or ad hoc committees to perform certain duties and advise the City Council. Standing boards and committees include:

Standing Board / Committee	Voting Members
Budget Committee	6 Citizen Members 5 City Councilors Mayor
Planning Commission	5 Citizen Members
Historical Committee	5 Citizen Members
Tourism Committee	4 Citizen Members 2 City Councilors

Other Boards / Committees

Public Works Committee

Public Outreach and Education Committee

Community Engagement Committee

Finance Committee

Ordinance Committee

Business Engagement Committee

All Boards, Commissions, and Committees shall serve in an advisory position to the City Council and Mayor. Council may place Board, Commission, and Committee recommendations up to a vote; board, commission, and committee recommendations neither not put to a vote nor approved through a vote are considered rejected by Council. Boards, Commissions, and Committees chaired by a City Councilor will be co-chaired by another City Councilor. Councilors who chair Boards, Commissions, and Committees may serve as proxies for the Council as a whole.

The Councilor, as the chairperson, may delegate the running of meetings to a citizen member, but shall retain the chair and all of the responsibilities therein. If neither chairperson nor co-chairperson is able to attend a scheduled meeting, the meeting may be canceled or rescheduled by the chairperson.

If Council vacancies prohibit the filling of a chairperson or co-chairperson position, the City Council by a vote may temporarily delegate the chair position to a citizen member, or appoint the City Administrator as chairperson, or determine to suspend the committee's activities until a Councilor is appointed to chair the committee, or dissolve the committee. Once a Councilor is appointed to the committee, they will automatically assume the position of chairperson, without the necessity of a vote by the Council or committee members.

The Mayor shall have the power to appoint or remove citizen members to all City boards, committees, and commissions with the approval of a majority vote of Council. The Mayor may appoint a Councilor to serve as a non-voting representative to any City board, committee, or commission and may assign the councilor as the Chair of said board, committee, or commission.

B. The Mayor may appoint one or more councilors to serve as the City's representative to any committees, boards, commissions, or agencies outside (or independent of) the city government in which the City has an interest. Said Councilor(s) will act as a liaison and may observe and report back to the City Council but shall not officially obligate the City to anything without prior approval of Council by a vote.

C. The Mayor may appoint a Councilor or staff member to serve as the City's liaison with any community advisory committees, civic groups, community organization, or intergovernmental agencies of which the City is an active member or a participant. The Council or Mayor shall delegate and designate the City's authority given to said liaison.

D. The Council may dissolve any board, commission, standing committee, and/or ad-hoc committee it has created for any reason. Approval to dissolve shall only be made by a vote of the Council after a Public Hearing.

SECTION 21. EXPENSES

The Mayor or any city councilor who travels outside the City on city business is entitled to receive reimbursement for expenses, which shall be determined as follows:

A. Travel on official business outside the City by a single individual may be via public carrier, City-owned vehicle, or private vehicle. If a private vehicle is used, mileage shall be paid at the federal reimbursement rate per mile.

B. Reimbursement for expenses on official trips shall only be for expenses incurred during the performance of official duty as a city official for the City's benefit. Meals and lodging expenses may be reimbursed up to the following limits:

LODGING
$200 per night, single occupancy
$250 per night, double occupancy

When the expenses for a trip exceed the listed limits, the Mayor or city councilor may be reimbursed for reasonable expenses which exceed the listed limits. The City shall not reimburse the Mayor or a councilor for the cost of any alcoholic beverage.

C. When the elected official's spouse accompanies the elected official to a conference, meeting, or other city function, the City may pay for the cost of registration, materials, meals, and lodging expenses for the spouse upon approval of a majority vote of the Council.

D. The elected official shall submit an expense voucher including copies of all bills, receipts, and/or mileage statements, prior to reimbursement.

E An elected official who will be leaving office in January of any year may be reimbursed for attending the League of Oregon Cities annual convention in November of the preceding year only if the elected official is a speaker at the convention, an officer in the League of Oregon Cities, or the Mayor and/or Council has authorized the elected official's attendance.

SECTION 22. IN-SERVICE TRAINING AND EDUCATIONAL OPPORTUNITIES

A. The City Council encourages educational and training opportunities for the Mayor, councilors, and committee members in order that services rendered to the City will be more effective. The City Administrator will assist the Council and Mayor in developing training programs designed to meet immediate city-wide needs and in preparing councilors and committee members to provide better service to the community.

B. The City shall either pay for or reimburse an elected official or committee member for the cost of registration, tuition, books, or materials for conferences, conventions, training seminars, or courses directly related to the city service provided that:

1. Funds for such expenditures are available in the current budget.

2. The elected official has made application through the Mayor prior to registration and has received approval for participation in the training session or educational program.

3. The committee member has made application through the City Administrator prior to registration and has received approval for participation in the training session or educational program.

4. The individual is not receiving reimbursement from any other source.

SECTION 23. CEREMONIAL EVENTS OR ACTIVITIES

In the performance of the official duties as Mayor, the Mayor may authorize expenditure of City funds up to an amount of $500.00 per event/activity for incidental gifts, meals, events, and other ceremonial activities if adequate funds are available in the budget to cover the expenditures. No expenditure of City funds is allowed for alcoholic beverages. The Mayor shall report any ceremonial or incidental expenditure to the Council on a monthly basis.

SECTION 24. POLITICAL ACTIVITY

A. No person shall attempt to or shall actually coerce, command, or require a public employee to influence or give money, service, or other items of value to promote or oppose any political committee or to promote or oppose the nomination or election of any candidate, the adoption of a measure, or the recall of a public office holder while the employee is on the job during working hours. This section does not, however, restrict the right of a public employee to express personal political views when not on duty with the City.

B. No elected member of the Amity City Council shall be appointed as a paid employee of the City. Nothing in this section shall affect the right of a member of the City Council from working for the City as a private contractor or as an employee of a business enterprise conducting business with the City or from performing service for the City.

SECTION 25. SUSPENSION OF RULES

Any rule prescribed in this resolution may be suspended by the City Council upon majority vote of the councilors present at the meeting.

SECTION 26. EFFECTIVE DATE

These rules shall take effect on the ____ day of _____, 2020 and shall supersede all other rules previously adopted by the City Council.

ADOPTED BY THE AMITY CITY COUNCIL this ___ day of _____, 2020.

CITY OF AMITY

Date: _____ By: _____
Michael Cape, Mayor

Date: _____ By: _____
Natasha Johnson, City Recorder

APPROVED AS TO FORM:

_____
Bill Monahan, City Attorney

CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

To: The Mayor and Members of the City Council
Origin: Michael Thomas, City Administrator
Date: April 1, 2020
Subject: City Administrator Staff Report

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1. Continuing to respond to the COVID19 health crisis.
2. Prepping for the Upcoming Planning Commission Meeting. Will take the lessons learned from this meeting's remote connectivity as a plan for the Planning Commission
3. The Dollar General hearing is now May 6th. We're planning to host that meeting with a remote access ability as well.
4. I have been here 9 months. It is still an honor and privilege to be a part of this City and community. Thank you.

CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

Monthly Report from City Recorder/Treasurer

April 2020 for March 2020

Respectfully Submitted by: Natasha Johnson

Regular Tasks:

- Payroll- 2X (Prepared and paid liabilities, PERS Reports, per pay period, print checks, get signed, and distribute OR send to payroll center for direct deposit)
- Reconciliations (LGIP Account, First Federal Account), Deposit Entries
- Paid city bills
- Minutes for City Council Meetings
- Council Packets, Council Meeting Follow-up ~ completed tasks as requested
- Miscellaneous walk-in customers, response letters, etc.
- Human Resource Items (set up new employees, update employee files, close out former employees, insurance claims, etc.)
- Completed January billing for water/sewer and February newsletter

Other Items

- Started Budget Prep.
- Worked on new building files.
- Worked on Planning Files.

NEW Complaints Received

Date Received	Subject	Resolution/Outcome	Copy to
2/28/20	Nuisance	SO spoke with owner	Mayor/Administrator/SO
3/1/20	Other Complaint	SO watch for speeders	Mayor/Administrator/SO
3/3/20	Nuisance Complaint	SO spoke with owner	Mayor/Administrator/SO
3/3/20	Public Safety Complaint	SO checked on location	Mayor/Administrator/SO
3/4/20	Nuisance Complaint	SO tagged vehicles	Mayor/Administrator/SO
3/9/20	Nuisance Complaint	PW spoke with owner, will patch potholes	Mayor/Administrator/PW

CITY OF AMITY
CITIZENS' COMPLAINT FORM

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
Ph: (503) 835-3711
Fax: (503) 835-3780

Date: Feb 28, 2020

I, wish to make the following complaint:

- ☑ Public Nuisance at ± Goucher St; Amity, OR 97101
- ☐ Discourteous or unresponsive city employee _____
- ☐ Obstruction of a city street or sidewalk at _____
- ☐ Illegal parking _____
- ☐ Trailer or RV being used as a residence at _____
- ☐ Possible unpermitted construction activity at _____
- ☐ Other _____

RECEIVED
FEB 28 2020

Please give a detailed description of your complaint: (use an additional sheet a paper if necessary)

Constant barking & yaping of dogs.
Early morning to late evenings
whenever owners are not home.

The complaint location is critical. If an address is not visible, give clear directions, like, "The vacant lot just north of 123 2nd Street". If the complaint is not visible from the street, please describe where it can be seen. If you are unable to give clear directions, be sure to put your contact phone number on the form so we can call to clarify.

Your name and contact info is not required, but can be very helpful. If the complaint is only visible from private property, we will have to contact you directly to get permission to enter your property to observe the problem. If we are unable to locate the complaint, and are unable to contact you for clarification, the complaint may be closed with no action taken.

I understand that city staff will investigate and take appropriate action.

Complainant Signature

Address: _____

☑ I wish to be contacted by staff as a follow-up

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Name of supervisor receiving complaint: S. Jones

Date complaint was given to supervisor: _____

Supervisor Comments:

Contacted residents and advised them of their neighbors concerns The dogs are inside dogs and it was difficult for me to hear them while I was standing outside. No issues at this time.

S. Jones
Written By: Name/Title

3/12/2020 2010
Date & Time

Additional Info:

_____
Written By: Name/Title

_____
Date & Time

☐ Additional Documents Attached

RECEIVED
FEB 28 2020

Copy given to (original on file with recorder):

Mayor City Administrator Police Chief Date: _____ Emp. Int. _____

CITY OF AMITY
CITIZENS' COMPLAINT FORM

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
Ph: (503) 835-3711
Fax: (503) 835-3780

Date: 03-01-2020

____wish to make the following complaint:

- ☐ Public Nuisance at _____
- ☐ Discourteous or unresponsive city employee _____
- ☐ Obstruction of a city street or sidewalk at _____
- ☐ Illegal parking _____
- ☐ Trailer or RV being used as a residence at _____
- ☐ Possible unpermitted construction activity at _____
- ☒ Other Speeding through town, with little or no police oversite. I no longer feel safe crossing Trade st

Please give a detailed description of your complaint: (use an additional sheet a paper if necessary)

The complaint location is critical. If an address is not visible, give clear directions, like, "The vacant lot just north of 123 2nd Street". If the complaint is not visible from the street, please describe where it can be seen. If you are unable to give clear directions, be sure to put your contact phone number on the form so we can call to clarify.

Your name and contact info is not required, but can be very helpful. If the complaint is only visible from private property, we will have to contact you directly to get permission to enter your property to observe the problem. If we are unable to locate the complaint, and are unable to contact you for clarification, the complaint may be closed with no action taken.

I understand that city staff will investigate and take appropriate action.

Complainant Signature

Address: _____

☐ I wish to be contacted by staff as a follow-up

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Name of supervisor receiving complaint: S. Jones

Date complaint was given to supervisor: _____

Supervisor Comments:

Dep. Summers and I continuously run traffic on Trade and Side Streets

S. Jones
Written By: Name/Title

3/12/2020 1750
Date & Time

Additional Info:

_____
Written By: Name/Title

_____
Date & Time

☐ Additional Documents Attached

RECEIVED
MAR 03 2020
BY: .....

Copy given to (original on file with recorder):

☒ Mayor ☐ City Administrator ☐ Police Chief Date: _____ Emp. Int. _____

RECEIVED
MAR 0 3 2020

CITY OF AMITY
CITIZENS' COMPLAINT FORM

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
Ph: (503) 835-3711
Fax: (503) 835-3780

AMITY OREGON
Established Eighteen Forty-Eight

Date: _____

I, Concerned person wish to make the following complaint:
(Print Name)

- [x] Public Nuisance at W 2nd
- [ ] Discourteous or unresponsive city employee _____
- [ ] Obstruction of a city street or sidewalk at _____
- [ ] Illegal parking _____
- [ ] Trailer or RV being used as a residence at _____
- [ ] Possible unpermitted construction activity at _____
- [ ] Other _____

Please give a detailed description of your complaint: (use an additional sheet a paper if necessary)

Dogs Barking at all hours. The person the called in stated that these people leave their dogs to bark all day and into the night. All they do to try and fix it is by yelling at them.

The complaint location is critical. If an address is not visible, give clear directions, like, "The vacant lot just north of 123 2nd Street". If the complaint is not visible from the street, please describe where it can be seen. If you are unable to give clear directions, be sure to put your contact phone number on the form so we can call to clarify.

Your name and contact info is not required, but can be very helpful. If the complaint is only visible from private property, we will have to contact you directly to get permission to enter your property to observe the problem. If we are unable to locate the complaint, and are unable to contact you for clarification, the complaint may be closed with no action taken.

I understand that city staff will investigate and take appropriate action.

_____
Complainant Signature

☐ I wish to be contacted by staff as a follow-up

Address: Staff town by
Phone: phone call.
Email: _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Name of supervisor receiving complaint: S Jones

Date complaint was given to supervisor: 3/12/2020

Supervisor Comments:

Talked to residents at 308. They stated their dogs do bark when people walk by and are in the house by 9pm. I advised them of the time on city ordinance. They told me they would watch for their dogs barking

S. Jones
Written By: Name/Title

3/12/2020 1940
Date & Time

Additional Info:

Written By: Name/Title

Date & Time

☐ Additional Documents Attached

RECEIVED
MAR 03 2020
BY: .....

Copy given to (original on file with recorder):

☑ Mayor ☑ City Administrator ☑ Police Chief Date:_____ Emp. Int._____

CITY OF AMITY
CITIZENS' COMPLAINT FORM

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
Ph: (503) 835-3711
Fax: (503) 835-3780

AMITY OREGON
Established Eighteen Forty-Eight

Date: 3/3/2020

I, _____ wish to make the following complaint:
(Print Nam)

- ☐ Public Nuisance at _____
- ☐ Discourteous or unresponsive city employee _____
- ☐ Obstruction of a city street or sidewalk at _____
- ☐ Illegal parking _____
- ☐ Trailer or RV being used as a residence at _____
- ☐ Possible unpermitted construction activity at _____
- Other PUBLIC SAFETY

Please give a detailed description of your complaint: (use an additional sheet a paper if necessary)

The first cross walk on Rice Ln by the grade School a painted yellow strip but when big trucks pa... is up to the line you can not see the cross walk Sidewalk and in turn you cant see kids waiting to go across. Can the yellow strip be exstended to help keep big trucks from Parking there and kids Safe.

The complaint location is critical. If an address is not visible, give clear directions, like, "The vacant lot just north of 123 2nd Street". If the complaint is not visible from the street, please describe where it can be seen. If you are unable to give clear directions, be sure to put your contact phone number on the form so we can call to clarify.

Your name and contact info is not required, but can be very helpful. If the complaint is only visible from private property, we will have to contact you directly to get permission to enter your property to observe the problem. If we are unable to locate the complaint, and are unable to contact you for clarification, the complaint may be closed with no action taken.

I understand that city staff will investigate and take appropriate action.

_____ Address: _____
Complainant Signature

☐ I wish to be contacted by staff as a follow-up

~~Phone:~~ _____

Email:

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Name of supervisor receiving complaint: J. Summers

Date complaint was given to supervisor: 3/3/20

Supervisor Comments:

I HAVE NOT SEEN ILLEGAL PARKING AT THE LOCATION. A LARGE VEHICLE, LEGALLY PARKED HERE, COULD CAUSE VISIBILITY ISSUES FOR PEDESTRIANS AND APPROACHING VEHICLES. THIS IS AN ISSUE THE CITY MUST/MAY LOOK AT

J. Summers
Written By: Name/Title

3/9/20 11:04 AM
Date & Time

Additional Info:

Written By: Name/Title

Date & Time

☐ Additional Documents Attached

RECEIVED
MAR 0 4 2020
BY:

Copy given to (original on file with recorder):

☒ Mayor ☐ City Administrator ☒ Police Chief Date: Emp. Int.

CITY OF AMITY
CITIZENS' COMPLAINT FORM

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
Ph: (503) 835-3711
Fax: (503) 835-3780

AMITY OREGON
Established Eighteen Forty-Eight

Date: 3/4/20

I, — wish to make the following complaint:
(Print Name)

- [x] Public Nuisance at JUNKED CAR @ WOODSON
- [ ] Discourteous or unresponsive city employee _____
- [ ] Obstruction of a city street or sidewalk at _____
- [ ] Illegal parking _____
- [ ] Trailer or RV being used as a residence at _____
- [ ] Possible unpermitted construction activity at _____
- [ ] Other _____

Please give a detailed description of your complaint: (use an additional sheet a paper if necessary)

Vehicle(s) w/ plate WASHINGTON CO3456E Ford pickup has old tire in truck bed. Possible 2nd vehicle w/ plate OR VXA953 Ford car, may be white in color. Seek car removal from location (see attached

The complaint location is critical. If an address is not visible, give clear directions, like, "The vacant lot just north of 123 2nd Street". If the complaint is not visible from the street, please describe where it can be seen. If you are unable to give clear directions, be sure to put your contact phone number on the form so we can call to clarify.

Your name and contact info is not required, but can be very helpful. If the complaint is only visible from private property, we will have to contact you directly to get permission to enter your property to observe the problem. If we are unable to locate the complaint, and are unable to contact you for clarification, the complaint may be closed with no action taken.

I understand that city staff will investigate and take appropriate action.

N/A
Complainant Signature

Address: _____

Phone: _____
Email: _____

☐ I wish to be contacted by staff as a follow-up

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Name of supervisor receiving complaint: J. SUMMERS

Date complaint was given to supervisor: 3/4/20

Supervisor Comments:

BOTH VEHICLES WERE TAGGED FOR TOW. BOTH WERE REMOVED BEFORE THE TOW WAS CALLED.

J. Summers
Written By: Name/Title

3/9/20 1100 HOURS
Date & Time

Additional Info:

Written By: Name/Title

Date & Time

☐ Additional Documents Attached

RECEIVED
MAR 04 2020

Copy given to (original on file with recorder):

☒ Mayor ☒ City Administrator ☒ Police Chief Date: Emp. Int.

CITY OF AMITY
CITIZENS' COMPLAINT FORM

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
Ph: (503) 835-3711
Fax: (503) 835-3780

AMITY OREGON
Established Eighteen Forty-Eight

Date: 3/9/2020

I, I wish to make the following complaint:

(Print Name)

- ☐ Public Nuisance at pot holes
- ☐ Discourteous or unresponsive city employee _____
- ☐ Obstruction of a city street or sidewalk at _____
- ☐ Illegal parking _____
- ☐ Trailer or RV being used as a residence at _____
- ☐ Possible unpermitted construction activity at _____
- ☐ Other _____

Please give a detailed description of your complaint: (use an additional sheet a paper if necessary)

Rosedell
113 Rosedell pothoes.
Customer would like PW to
Come talk to them personally.

The complaint location is critical. If an address is not visible, give clear directions, like, "The vacant lot just north of 123 2nd Street". If the complaint is not visible from the street, please describe where it can be seen. If you are unable to give clear directions, be sure to put your contact phone number on the form so we can call to clarify.

Your name and contact info is not required, but can be very helpful. If the complaint is only visible from private property, we will have to contact you directly to get permission to enter your property to observe the problem. If we are unable to locate the complaint, and are unable to contact you for clarification, the complaint may be closed with no action taken.

I understand that city staff will investigate and take appropriate action.

_____
Complainant Signature

Phone: _____ Email: _____

☐ I wish to be contacted by staff as a follow-up

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Name of supervisor receiving complaint: _____

Date complaint was given to supervisor: _____

Supervisor Comments:

I stopped by the house @ 2:10 PM & talked to Mrs Vanholland. I told her that we would patch the pothole infront of their house, & would look at the rest of the road for maintenance

Gary Mathis / Superintendent
Written By: Name/Title

3/10/2020 2:20
Date & Time

Additional Info:

_____
Written By: Name/Title

_____
Date & Time

☐ Additional Documents Attached

RECEIVED
MAR 09 2020
BY: _____

Copy given to (original on file with recorder):

☒ Mayor ☐ City Administrator ☐ Police Chief PW Date: _____ Emp. Int. _____

Public Works Report to Council
March 2020

Water:

- Blew off infiltration gallery twice to maintain low turbidity and good water levels so that the WTP will continue to run efficiently.
- Elk Mountain has made good progress getting the new vault dug out and the concrete floor poured, they have also replaced the valve that allows the big reservoir to drain. It is now almost empty, just enough water left in it for cleaning purposes.
- We had conference call meeting with Stettler Supply, which has outlined our shutdown plan, along with all the other details the go with the filter project. We are supposed to shut down and get started 3/30/2020.
- Ron from Cascade Water has had to come back again for maintenance on the cla-valves. We have asked him to get a price to replace the influent flow control valves as it keeps calling us out for overflows.

Sewer:

- We have been discharging to Salt Creek since November 1st in order to keep the lagoons at appropriate levels.
- Our effluent sampler we sent in worked good for about a week then started having the same issues again. We are sending it back in for repair, this time they are covering the costs.
- Keller associates came and did some flow testing at the Jellison and Oak street liftstations. They also are working on a capacity report for those two liftstations as well.

Streets:

- We patched potholes the best we could.
- We have sent out the contract agreement to Knife River. Once that is finished we can move forward with the SCA grant project and see how far we can extend our monies.
- The street sweeper came through, cleaned the streets and blew off sidewalks downtown.

Parks:

- Gary has the park looking top notch.
- We opened the Park on March 2, 2020.
- Due to the Corona Virus we made the decision to close the park March 25, 2020, until further notice.

Other:

- I passed my Water Treatment 2 test, now on to the next one.
- We fixed a water leak on a service line on North Trade.
- If I remember right our Ford Rangers sold for a combined total of around $6800.00
- I learned quite a few new tricks at the OAWU Conference I went to. I was surprised at the amount of useful information I received this year. Lots of things that we can apply to our City from maintenance to managerial.

Respectfully Submitted,
Gary Mathis
Amity Public Works

Re: Council Meeting Reports

From : DALE ROBBINS <frankayrob@comcast.net> Fri, Mar 20, 2020 04:18 PM
Subject : Re: Council Meeting Reports
To : Natasha Johnson <njohnson@ci.amity.or.us>
Reply To : DALE ROBBINS <frankayrob@comcast.net>

no report library is closed
> On March 20, 2020 at 2:43 PM Natasha Johnson <njohnson@ci.amity.or.us>
wrote:
>
>
> Good afternoon, we are still planning on having the Council meeting on
April 1st. Dollar General has been postponed to May 6th. I need reports
turned into me no later then noon on March 25th to be included in the agenda
packet, please and thank you. Mike and I are setting up to where hopefully
anyone from the public and any Councilors who don't want to attend can call
into the April 1st meeting. Thank you!
>
> --
> Natasha Johnson
> City Recorder/Treasurer
> City of Amity
> 503-835-3711

KELLER ENGINEERING REPORT

Date: March 2020

PROJECT NO	DESCRIPTION	INVOICE	CURRENT AMOUNT	PRIOR BILLED	PROJECT TOTAL
215108-001	**WATER SYSTEM SERVICES**	0000030 & 31	15,616.25	143,886.36	159,502.61
215108-002	**SEWER SYSTEM SERVICES**	00000014	85.00	13,821.25	13,906.25
215108-003	**MUNICIPAL PLANNING SERVICE**	0000027 & 28	1,743.75	84,692.50	86,436.25
215108-004	**STREETS INFRASTRUCTURE SERVICES**	0000022	1,077.50	19,057.50	20,135.00
215108-005	**WATER SYSTEM IMPROVEMENTS**	0000033	22,743.76	629,550.43	652,294.19
215108-011	**WATER SYSTEM IMPROVEMENTS**	0000001	10,053.60	0.00	10,053.60
215108-006	**WATER RESERVOIR IMPROVMENTS**	0000010	118.00	54,622.00	54,740.00
215108-009	**ROAD REHAB PROJECT**	0000001, 02, 03	8,866.70		8,866.70
215108-008	**GIS GRANT SUPPORT**	0000009	410.00	3,422.50	3,832.50
			$ 50,660.96	$ 949,052.54	$ 1,009,767.10

KELLER ENGINEERING REPORT

Date: March 2020

PROJECT NO	DESCRIPTION	INVOICE	CURRENT AMOUNT	PRIOR BILLED	PROJECT TOTAL
215108-001	**WATER SYSTEM SERVICES**	0000032	3,990.00	159,502.61	163,492.61
215108-002	**SEWER SYSTEM SERVICES**	00000014	85.00	13,821.25	13,906.25
215108-003	**MUNICIPAL PLANNING SERVICE**	0000029	1,426.25	86,436.25	87,862.50
215108-004	**STREETS INFRASTRUCTURE SERVICES**	0000022	1,077.50	19,057.50	20,135.00
215108-005	**WATER SYSTEM IMPROVEMENTS**	0000034	11,982.82	652,294.19	664,277.01
215108-011	**WATER SYSTEM IMPROVEMENTS**	0000002	8,519.09	10,053.60	18,572.69
215108-006	**WATER RESERVOIR IMPROVMENTS**	0000010	118.00	54,622.00	54,740.00
215108-009	**ROAD REHAB PROJECT**	0000001, 02, 03	8,866.70		8,866.70
215108-008	**GIS GRANT SUPPORT**	0000009	410.00	3,422.50	3,832.50
			$ 27,956.27	$ 989,156.30	$ 1,035,685.26

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

February 25, 2020

RECEIVED
MAR 03 2020
BY: .....

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 1, Amity – Water System Improvements (USDA)

Dear Mr. Thomas:

Please find attached invoice in the amount of $10,053.60. During the month of January, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- Bidding administration for reservoir project
- Addenda for reservoir project
- Submittal coordination and reviews for reservoir project
- Notice of award and contract document preparation for reservoir project
- Contractor questions and coordination during bidding for reservoir project
- Bid opening and support for reservoir project
- USDA-RD and CDBG coordination
- Pre-construction meeting for reservoir project
- Contract document coordination

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen

Peter Olsen, PE
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

February 17, 2020
Project No: 215108-011
Invoice No: 0000001

City of Amity
Attn: Michael Thomas
PO Box 159
Amity, OR 97101

Project 215108-011 Amity - Water System Improvements (USDA)
Project Manager: [signature]
Professional Services from January 1, 2020 to January 31, 2020

Task 1 Basic Services- Bidding & Negotiating Phase

Fee

Total Fee	41,900.00			
Percent Complete	14.3198	Total Earned	6,000.00	
		Previous Fee Billing	4,500.00	
		Current Fee Billing	1,500.00	
		Total Fee		**1,500.00**
			Total this Task	**$1,500.00**
			Total this Task	**$1,500.00**

Task 2 Basic Services - Construction Phase

Fee

Total Fee	178,200.00			
Percent Complete	4.80	Total Earned	8,553.60	
		Previous Fee Billing	0.00	
		Current Fee Billing	8,553.60	
		Total Fee		**8,553.60**
			Total this Task	**$8,553.60**
			Total this Task	**$8,553.60**

Task 3 Resident Project Representative

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	0.00	0.00	0.00
Limit			55,969.00
Remaining			55,969.00

Total this Task **0.00**

Total this Invoice **$10,053.60**

Outstanding Invoices

Number	**Date**	**Balance**
0000009	12/16/2019	4,500.00
		4,500.00

Project	215108-011	Amity - Water System Improvements (USDA)	Invoice	0000001

Billings to Date

	Current	Prior	Total
Fee	10,053.60	4,500.00	14,553.60
Totals	**10,053.60**	**4,500.00**	**14,553.60**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

February 25, 2020

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

RECEIVED
MAR 03 2020
BY:

Transmitting Invoice No. 9 – GIS Grant Support

Dear Mr. Thomas:

Please find attached invoice in the amount of $410.00. During the month of December, Keller Associates completed the following engineering services:

- Coordination on budget
- Review of figures and deliverables
- Intern figures guidance
- Project wrap up and final deliverables

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, PE
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

February 17, 2020
Project No: 215108-008
Invoice No: 0000009

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

Project 215108-008 Amity - GIS Grant Support
Project Manager:

Professional Services from December 1, 2019 to December 31, 2019

Professional Personnel

	Hours	Rate	Amount	
Olsen, Peter	.50	170.00	85.00	
Thorley, Elizabeth	3.25	100.00	325.00	
Totals	3.75		410.00	
Total Labor				**410.00**

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	410.00	3,422.50	3,832.50
Limit			6,000.00
Remaining			2,167.50

Total this Invoice **$410.00**

Outstanding Invoices

Number	Date	Balance
0000008	12/16/2019	977.50
		977.50

Billings to Date

	Current	Prior	Total
Labor	410.00	3,422.50	3,832.50
Totals	**410.00**	**3,422.50**	**3,832.50**

Billing Backup

Monday, February 17, 2020

Keller Associates, Inc. Invoice 0000009 Dated 2/17/2020 1:40:18 PM

Project 215108-008 Amity - GIS Grant Support

Professional Personnel

			Hours	Rate	Amount	
00031	Olsen, Peter	12/2/2019	.25	170.00	42.50	
00031	Olsen, Peter	12/13/2019	.25	170.00	42.50	
00211	Thorley, Elizabeth	12/2/2019	.25	100.00	25.00	
00211	Thorley, Elizabeth	12/4/2019	.50	100.00	50.00	
00211	Thorley, Elizabeth	12/5/2019	.75	100.00	75.00	
00211	Thorley, Elizabeth	12/10/2019	.50	100.00	50.00	
00211	Thorley, Elizabeth	12/11/2019	.25	100.00	25.00	
00211	Thorley, Elizabeth	12/12/2019	.25	100.00	25.00	
00211	Thorley, Elizabeth	12/13/2019	.25	100.00	25.00	
00211	Thorley, Elizabeth	12/16/2019	.50	100.00	50.00	
	Totals		3.75		410.00	
	Total Labor					**410.00**

Total this Project **$410.00**

Total this Report **$410.00**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

RECEIVED
MAR 03 2020
BY:

February 25, 2020

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 27 & 28 - Municipal Planning Services

Dear Mr. Thomas:

Please find attached invoices in the amount of $1,137.50 and $606.25. During the months of December through January, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- Rosedell pre-app meeting and preparation ($910.00)
- Dollar General site review ($520.00)
- Greenlight engineering questions, Del Boca Vista development ($57.50)
- Partition review plat #1905-01p ($258.75)

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, PE
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

February 17, 2020
Project No: 215108-003
Invoice No: 0000027

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

Project 215108-003 Amity - Municipal Planning Services
Project Manager: [signature]

Professional Services from December 1, 2019 to December 31, 2019

Professional Personnel

		Hours	Rate	Amount	
Fields, Jesse		7.25	110.00	797.50	
Olsen, Peter		2.00	170.00	340.00	
	Totals	9.25		1,137.50	
	Total Labor				**1,137.50**
				Total this Invoice	**$1,137.50**

Outstanding Invoices

Number	Date	Balance
0000026	12/16/2019	2,387.50
		2,387.50

Billings to Date

	Current	Prior	Total
Labor	1,137.50	43,540.00	44,677.50
Totals	**1,137.50**	**43,540.00**	**44,677.50**

Billing Backup

Monday, February 17, 2020

Keller Associates, Inc. Invoice 0000027 Dated 2/17/2020 1:29:32 PM

Project 215108-003 Amity - Municipal Planning Services

Professional Personnel

			Hours	Rate	Amount	
00166	Fields, Jesse rosedell preapp mtg prep	12/3/2019	.50	110.00	55.00	
00166	Fields, Jesse rosedell preapp mtg prep	12/4/2019	1.25	110.00	137.50	
00166	Fields, Jesse rosedell preapp mtg prep	12/6/2019	1.00	110.00	110.00	
00166	Fields, Jesse dollar general site review	12/9/2019	2.25	110.00	247.50	
00166	Fields, Jesse Rosedell subdivision preapp mtg	12/11/2019	2.25	110.00	247.50	
00031	Olsen, Peter 306 Rosedell (0.25hrs),	12/4/2019	.25	170.00	42.50	
00031	Olsen, Peter Rosedell Property Pre-App	12/11/2019	1.50	170.00	255.00	
00031	Olsen, Peter PM	12/13/2019	.25	170.00	42.50	
	Totals		9.25		1,137.50	
	Total Labor					**1,137.50**
				Total this Project		**$1,137.50**
				Total this Report		**$1,137.50**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

February 17, 2020
Project No: 215108-003
Invoice No: 0000028

Project 215108-003 Amity - Municipal Planning Services
Project Manager: Peter Olsen

Professional Services from January 1, 2020 to January 31, 2020

Professional Personnel

		Hours	Rate	Amount	
Fields, Jesse		3.75	115.00	431.25	
Olsen, Peter		1.00	175.00	175.00	
	Totals	4.75		606.25	
	Total Labor				**606.25**
				Total this Invoice	**$606.25**

Outstanding Invoices

Number	Date	Balance
0000026	12/16/2019	2,387.50
		2,387.50

Billings to Date

	Current	Prior	Total
Labor	606.25	43,540.00	44,146.25
Totals	**606.25**	**43,540.00**	**44,146.25**

Billing Backup

Monday, February 17, 2020

Keller Associates, Inc. Invoice 0000028 Dated 2/17/2020 1:31:24 PM

Project 215108-003 Amity - Municipal Planning Services

Professional Personnel

			Hours	Rate	Amount	
00166	Fields, Jesse	1/2/2020	.25	115.00	28.75	
	Dollar General site plan review					
00166	Fields, Jesse	1/3/2020	.50	115.00	57.50	
	Plan review and submit comments - Dollar general (0.5hr)					
00166	Fields, Jesse	1/6/2020	.50	115.00	57.50	
	Greenlight engineering (Oak St to be proposed development) questions					
00166	Fields, Jesse	1/15/2020	1.50	115.00	172.50	
	Partition Review Plat No. 1905-01p					
00166	Fields, Jesse	1/22/2020	.25	115.00	28.75	
	Amity Village porus pavers presentation review					
00166	Fields, Jesse	1/24/2020	.25	115.00	28.75	
	Review Partition 1905-01P					
00166	Fields, Jesse	1/29/2020	.50	115.00	57.50	
	Review Partition 1905-01P					
00031	Olsen, Peter	1/3/2020	1.00	175.00	175.00	
	Dollar General preliminary design review					
	Totals		4.75		606.25	
	Total Labor					**606.25**

Total this Project **$606.25**

Total this Report **$606.25**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

February 25, 2020

RECEIVED
MAR 03 2020
BY:

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 33 - Water System Improvements

Dear Mr. Thomas:

Please find attached invoice in the amount of $22,743.76. During the months of December through January, Keller Associates completed the following engineering services:

- Project Management
- Correspondence and meetings
- Contract administration
- Final Design
  - USDA-RD coordination
  - Chemical equipment and specs
  - Soda ash transfer pump
  - Septic test pit coordination
  - WQ dat checks
  - Draft WSI specs
  - Chlorine dosing evaluation
  - Process systems review
  - Implementation review
  - Controls data acquisition and design
  - Controls schedule review and planning
  - Drawing redlines and reviews
  - Mechanical chemical feed system design
  - Drafting process analyzers, sampling plan and elevations
  - Updating sheets and details
  - Setup intake profile
  - Create pipe networks
  - Storm and demo design
  - Electrical design and reviews
  - Controls and electrical coordination
  - QC Reviews
  - Construction phasing specs
  - Trench drain, sump and sump pump design
  - Sludge recycle pump design
  - Joint permit application support
  - Site design
  - Equipment quotes
  - Building design

    - Chlorine analyzer specs, data sheets and design
    - Intake calculations and details
    - Permitting
- HRA sub services for archaeology

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, PE
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

February 17, 2020
Project No: 215108-005
Invoice No: 0000033

Project 215108-005 Amity - Water System Improvements
Project Manager: [signature]

Professional Services from December 1, 2019 to January 31, 2020

Task	001	Project Management			
Fee					
Total Fee		15,000.00			
Percent Complete		100.00	Total Earned	15,000.00	
			Previous Fee Billing	15,000.00	
			Current Fee Billing	0.00	
			Total Fee		**0.00**
				Total this Task	**0.00**

Task	002	Pre-Design Services			
Fee					
Total Fee		88,000.00			
Percent Complete		100.00	Total Earned	88,000.00	
			Previous Fee Billing	88,000.00	
			Current Fee Billing	0.00	
			Total Fee		**0.00**
				Total this Task	**0.00**

Task	003	Final Design Services			
Fee					
Total Fee		290,000.00			
Percent Complete		95.00	Total Earned	275,500.00	
			Previous Fee Billing	261,000.00	
			Current Fee Billing	14,500.00	
			Total Fee		**14,500.00**
				Total this Task	**$14,500.00**

Task	006	Intake Study			
Fee					
Total Fee		35,000.00			
Percent Complete		100.00	Total Earned	35,000.00	
			Previous Fee Billing	35,000.00	
			Current Fee Billing	0.00	
			Total Fee		**0.00**

Project	215108-005	Amity - Water System Improvements			Invoice	0000033
					Total this Task	**0.00**

Task 007 Permitting

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	0.00	70,000.00	70,000.00
Limit			70,000.00

Total this Task **0.00**

Task 008 Interim Corrosion Control, Grant, and Water Rights Support

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	0.00	50,000.00	50,000.00
Limit			50,000.00

Total this Task **0.00**

Task 009 Water Quality Sampling/Testing

Fee

Total Fee	9,600.00			
Percent Complete	100.00	Total Earned	9,600.00	
		Previous Fee Billing	9,600.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Task	**0.00**

Task 010 Archaeology and Geotechnical Services

Fee

Total Fee	29,848.00			
Percent Complete	100.00	Total Earned	29,848.00	
		Previous Fee Billing	29,848.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Task	**0.00**

Task 011 Archaeological Phase II

Fee

Total Fee	103,047.00			
Percent Complete	77.00	Total Earned	79,346.19	
		Previous Fee Billing	71,102.43	
		Current Fee Billing	8,243.76	
		Total Fee		**8,243.76**
			Total this Task	**$8,243.76**
			Total this Invoice	**$22,743.76**

Outstanding Invoices

Number	**Date**	**Balance**
0000032	12/16/2019	87,736.79
		87,736.79

Project	215108-005	Amity - Water System Improvements	Invoice	0000033

Billings to Date

	Current	Prior	Total
Fee	22,743.76	509,550.43	532,294.19
Labor	0.00	89,846.80	89,846.80
Consultant	0.00	30,153.20	30,153.20
Totals	**22,743.76**	**629,550.43**	**652,294.19**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

RECEIVED
MAR 23 2020
BY:

March 19, 2020

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 2, Amity – Water System Improvements (USDA)

Dear Mr. Thomas:

Please find attached invoice in the amount of $8,519.09. During the month of February, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- Submittals
- RFIs
- Schedule coordination
- AIS coordination
- Weekly construction progress meetings
- Site inspections and reports
- Resident Project Representative services

.

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen

Peter Olsen, PE
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

March 13, 2020
Project No: 215108-011
Invoice No: 0000002

City of Amity
Attn: Michael Thomas
PO Box 159
Amity, OR 97101

Project 215108-011 Amity - Water System Improvements (USDA)
Project Manager: Peter Olsen

Professional Services from February 1, 2020 to February 29, 2020

Task 1 Basic Services- Bidding & Negotiating Phase

Fee

Total Fee	41,900.00			
Percent Complete	14.3198	Total Earned	6,000.00	
		Previous Fee Billing	6,000.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**
			Total this Task	**0.00**
			Total this Task	**0.00**

Task 2 Basic Services - Construction Phase

Fee

Total Fee	178,200.00			
Percent Complete	7.13	Total Earned	12,705.66	
		Previous Fee Billing	8,553.60	
		Current Fee Billing	4,152.06	
		Total Fee		**4,152.06**
			Total this Task	**$4,152.06**
			Total this Task	**$4,152.06**

Task 3 Resident Project Representative

Professional Personnel

		Hours	Rate	Amount	
Olsen, Peter		6.75	175.00	1,181.25	
Stone, Cody		26.75	110.00	2,942.50	
	Totals	33.50		4,123.75	
	Total Labor				**4,123.75**

Reimbursable Expenses

Travel,Meals & Lodging - Line Item

3/9/2020	Cody Stone	Feb/Mar-mileage C Stone	58.65	
3/9/2020	Cody Stone	Feb/Mar-meals-C Stone	85.52	
3/9/2020	Cody Stone	Feb/Mar-fuel-C Stone	99.11	
	Total Reimbursables	**1.0 times**	**243.28**	**243.28**
			Total this Task	**$4,367.03**

Project	215108-011	Amity - Water System Improvements (USDA)	Invoice	0000002

Billing Limits	Current	Prior	To-Date	
Total Billings	4,367.03	0.00	4,367.03	
Limit			55,969.00	
Remaining			51,601.97	
		Total this Task		**$4,367.03**
		Total this Invoice		**$8,519.09**

Outstanding Invoices

Number	Date	Balance
0000001	2/17/2020	10,053.60
		10,053.60

Billings to Date

	Current	Prior	Total
Fee	4,152.06	14,553.60	18,705.66
Labor	4,123.75	0.00	4,123.75
Expense	243.28	0.00	243.28
Totals	**8,519.09**	**14,553.60**	**23,072.69**

Billing Backup

Friday, March 13, 2020

Keller Associates, Inc. Invoice 0000002 Dated 3/13/2020 1:45:09 PM

Project 215108-011 Amity - Water System Improvements (USDA)

Task 3 Resident Project Representative

Professional Personnel

			Hours	Rate	Amount	
00031	Olsen, Peter	2/10/2020	1.50	175.00	262.50	
00031	Olsen, Peter	2/11/2020	1.50	175.00	262.50	
00031	Olsen, Peter	2/17/2020	.25	175.00	43.75	
00031	Olsen, Peter	2/26/2020	.25	175.00	43.75	
00031	Olsen, Peter	2/27/2020	3.00	175.00	525.00	
00031	Olsen, Peter	2/28/2020	.25	175.00	43.75	
00218	Stone, Cody	2/11/2020	1.50	110.00	165.00	
00218	Stone, Cody	2/12/2020	2.50	110.00	275.00	
00218	Stone, Cody	2/17/2020	.50	110.00	55.00	
00218	Stone, Cody	2/18/2020	1.50	110.00	165.00	
00218	Stone, Cody	2/24/2020	.50	110.00	55.00	
00218	Stone, Cody	2/25/2020	1.50	110.00	165.00	
00218	Stone, Cody	2/26/2020	3.50	110.00	385.00	
00218	Stone, Cody	2/27/2020	8.25	110.00	907.50	
00218	Stone, Cody	2/28/2020	7.00	110.00	770.00	
	Totals		33.50		4,123.75	
	Total Labor					**4,123.75**

Reimbursable Expenses

Travel,Meals & Lodging - Line Item

AP	0036004	3/9/2020	Cody Stone / Feb/Mar-mileage C Stone	58.65	
AP	0036004	3/9/2020	Cody Stone / Feb/Mar-meals-C Stone	85.52	
AP	0036004	3/9/2020	Cody Stone / Feb/Mar-fuel-C Stone	99.11	
	Total Reimbursables		**1.0 times**	**243.28**	**243.28**

Total this Task **$4,367.03**

Total this Task **$4,367.03**

Total this Project **$4,367.03**

Total this Report **$4,367.03**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

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BY: .....

March 19, 2020

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 29 - Municipal Planning Services

Dear Mr. Thomas:

Please find attached invoices in the amount of $1,426.25. During the month of February, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- Merlot Estates (Amity Heights) coordination on drainage issue ($568.75)
- 1204 Oak Street research and correspondence ($612.50)
- Dollar General coordination ($86.25)
- Partition review plat #1905-01p ($115.00)

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, PE
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

March 13, 2020
Project No: 215108-003
Invoice No: 0000029

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

Project 215108-003 Amity - Municipal Planning Services
Project Manager: Peter Olsen

Professional Services from February 1, 2020 to February 29, 2020

Professional Personnel

	Hours	Rate	Amount
Fields, Jesse	1.75	115.00	201.25
Olsen, Peter	7.00	175.00	1,225.00
Totals	8.75		1,426.25
Total Labor			**1,426.25**

Total this Invoice **$1,426.25**

Outstanding Invoices

Number	Date	Balance
0000027	2/17/2020	1,137.50
0000028	2/17/2020	606.25
		1,743.75

Billings to Date

	Current	Prior	Total
Labor	1,426.25	45,283.75	46,710.00
Totals	**1,426.25**	**45,283.75**	**46,710.00**

Billing Backup

Friday, March 13, 2020

Keller Associates, Inc. Invoice 0000029 Dated 3/13/2020 12:31:52 PM

Project 215108-003 Amity - Municipal Planning Services

Professional Personnel

			Hours	Rate	Amount	
00166	Fields, Jesse	2/5/2020	.25	115.00	28.75	
	review partition plat 1905-01p					
00166	Fields, Jesse	2/6/2020	.75	115.00	86.25	
	review partition plat 1905-01p					
00166	Fields, Jesse	2/21/2020	.25	115.00	28.75	
	ODOT vs city standards					
00166	Fields, Jesse	2/27/2020	.50	115.00	57.50	
	Holly Followup on Dollar General and Biez					
00031	Olsen, Peter	2/13/2020	.50	175.00	87.50	
	Merlot Estates coordination					
00031	Olsen, Peter	2/14/2020	1.00	175.00	175.00	
	1204 Oak Street research and correspondence					
00031	Olsen, Peter	2/18/2020	3.00	175.00	525.00	
	Merlot Estates drainage issue (1.5), Del Boca Vista coordination with City/Engineer (1.5)					
00031	Olsen, Peter	2/19/2020	.25	175.00	43.75	
	Merlot Estates coordination					
00031	Olsen, Peter	2/20/2020	1.50	175.00	262.50	
	oak st and Jellison LS research for Del Boca Vista questions (1.0), Amity Heights/Merlot Estates drainage issue correspondence (0.5)					
00031	Olsen, Peter	2/24/2020	.50	175.00	87.50	
	Merlot Estates drainage issue correspondence(0.25), PM (0.25)					
00031	Olsen, Peter	2/26/2020	.25	175.00	43.75	
	question from geotech on local development					
	Totals		8.75		1,426.25	
	Total Labor					**1,426.25**

Total this Project **$1,426.25**

Total this Report **$1,426.25**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

March 19, 2020

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MAR 23 2020
BY: .....

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 32, Water System Services

Dear Mr. Thomas:

Please find attached invoice in the amount of $3,990.00. During the month of February, Keller Associates completed the following engineering services:

- Project Management
- Correspondence and meetings
- Emergency Filter Improvements Support - $3,902.50
  - Submittals
  - RFIs 1 and 2
  - RD coordination
  - AIS and NSF discussions
  - Pay app review
  - Submittal reviews
  - Hydraulic modeling for PRV
  - Contractor coordination and meetings
- Salt Creek crossing
  - Coordination with ODOT

The Emergency Filter Improvements Support is supposed to be paid for by the CDBG contingency line item per Arthur Chaput. If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen

Peter Olsen, P.E.
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

March 13, 2020
Project No: 215108-001
Invoice No: 0000032

Project 215108-001 Amity - Water System Services
Project Manager: _____

Professional Services from February 1, 2020 to February 29, 2020

Professional Personnel

	Hours	Rate	Amount
Atwood, Kyle	1.50	125.00	187.50
Larew, Serena	.25	70.00	17.50
Olsen, Peter	2.00	175.00	350.00
Richens, Jared	3.00	110.00	330.00
Zoebelein, Conor	27.00	115.00	3,105.00
Totals	33.75		3,990.00
Total Labor			**3,990.00**

Total this Invoice **$3,990.00**

Outstanding Invoices

Number	Date	Balance
0000030	2/17/2020	6,046.25
0000031	2/17/2020	9,570.00
		15,616.25

Billings to Date

	Current	Prior	Total
Labor	3,990.00	158,387.00	162,377.00
Consultant	0.00	249.50	249.50
Expense	0.00	866.11	866.11
Totals	**3,990.00**	**159,502.61**	**163,492.61**

Billing Backup

Friday, March 13, 2020

Keller Associates, Inc. Invoice 0000032 Dated 3/13/2020 12:30:20 PM

Project 215108-001 Amity - Water System Services

Professional Personnel

			Hours	Rate	Amount
00164	Atwood, Kyle	2/19/2020	.50	125.00	62.50
	EFI concrete mix submittal				
00164	Atwood, Kyle	2/25/2020	.50	125.00	62.50
	Redlines				
00164	Atwood, Kyle	2/26/2020	.50	125.00	62.50
	Redlines				
00197	Larew, Serena	2/13/2020	.25	70.00	17.50
	EFI - Preparing executed docs for delivery				
00031	Olsen, Peter	12/19/2019	.25	175.00	43.75
	EFI coordination with RD				
00031	Olsen, Peter	1/24/2020	.50	175.00	87.50
	EFI AIS and NSF discussions				
00031	Olsen, Peter	2/11/2020	.25	175.00	43.75
	schedule review				
00031	Olsen, Peter	2/13/2020	.25	175.00	43.75
	salt creek coordination for ODOT				
00031	Olsen, Peter	2/24/2020	.25	175.00	43.75
	PM				
00031	Olsen, Peter	2/27/2020	.50	175.00	87.50
	Pay app #1 review				
00201	Richens, Jared	2/4/2020	3.00	110.00	330.00
	Model				
00183	Zoebelein, Conor	2/3/2020	5.25	115.00	603.75
	Emergency filter improvements/ coating submittal review/ pressure relief valve submittal/ concrete RFI/ PVC RFI/ emails/				
00183	Zoebelein, Conor	2/4/2020	3.25	115.00	373.75
	Emergency filter improvements/ Project correspondence/ hydraulic model for PRV/ RFI 1, RFI 2/				
00183	Zoebelein, Conor	2/5/2020	1.25	115.00	143.75
	Emergency filter improvements/ Project correspondence/ project signage./ RFI 1, RFI 2/ contractor coordination/				
00183	Zoebelein, Conor	2/6/2020	.50	115.00	57.50
	Emergency filter improvements/ Project correspondence/				
00183	Zoebelein, Conor	2/7/2020	.75	115.00	86.25
	Emergency filter improvements/ Project correspondence/				
00183	Zoebelein, Conor	2/10/2020	4.00	115.00	460.00
	Emergency filter improvements/ Submittal proccessing/ Filter media, coating, PRV/				
00183	Zoebelein, Conor	2/11/2020	1.25	115.00	143.75
	Emergency filter improvements/ Submittal proccessing/ Filter media, coating, PRV/				
00183	Zoebelein, Conor	2/13/2020	.25	115.00	28.75
	Emergency filter improvements/ Weekly contractor call				
00183	Zoebelein, Conor	2/19/2020	1.75	115.00	201.25
	Submittal processing/				
00183	Zoebelein, Conor	2/20/2020	.25	115.00	28.75
	Weekly coordination call with Stettler/				

Project	215108-001	Amity - Water System Services			Invoice	0000032
00183	Zoebelein, Conor	2/24/2020	2.00	115.00	230.00	
	Emergency filter improvements/ Processing submittals and request for information transmittals/					
00183	Zoebelein, Conor	2/25/2020	.50	115.00	57.50	
	Emergency filter improvements/ Coordination with Contractor for construction, project schedule, and submittals					
00183	Zoebelein, Conor	2/26/2020	1.00	115.00	115.00	
	Emergency filter improvements/ Submittal and RFI review, piping, pressure relief valve, butterfly valve, hangers and supports/					
00183	Zoebelein, Conor	2/27/2020	4.75	115.00	546.25	
	Emergency filter improvements/ Submittal and RFI review, piping, pressure relief valve, butterfly valve, hangers and supports/ Weekly coordination call with Contractor/					
00183	Zoebelein, Conor	2/28/2020	.25	115.00	28.75	
	Emergency filter improvements/ Submittal and RFI review, piping, pressure relief valve, butterfly valve, hangers and supports/					
	Totals		33.75		3,990.00	
	Total Labor					**3,990.00**
				Total this Project		**$3,990.00**
				Total this Report		**$3,990.00**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

March 19, 2020

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MAR 23 2020
BY: .....

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 34 - Water System Improvements

Dear Mr. Thomas:

Please find attached invoice in the amount of $11,982.82. During the month of February, Keller Associates completed the following engineering services:

- Project Management
- Correspondence and meetings
- HRA sub services for archaeology
- Contract administration
- Final Design
  - Plumbing design
  - Chemical data and specs
  - Chemical equipment specs and calculations
  - TSS spec review and
  - QA/QC Controls
  - Instrumentation plan, design, reviews and redlines
  - EI plan drawings
  - Site electrical coordination and design
  - Redlines and reviews
  - Mechanical and storm design
  - Hydraulic profile
  - Bio-pond design
  - PGE coordination
  - Electrical design review
  - Site/storm redesign
  - Sludge recycle design
  - Tracer study and research
  - Design of supernatant recycle system
- Intake design and review
- Updates to JPA and SWMP for permitting
- Intake constructability research
- Coordination on intake site acquisition
- SW permitting discussions

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, PE
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

March 13, 2020
Project No: 215108-005
Invoice No: 0000034

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

Project 215108-005 Amity - Water System Improvements
Project Manager: [signature]

Professional Services from February 1, 2020 to February 29, 2020

Task	001	Project Management			
Fee					
Total Fee		15,000.00			
Percent Complete		100.00	Total Earned	15,000.00	
			Previous Fee Billing	15,000.00	
			Current Fee Billing	0.00	
			Total Fee		**0.00**
				Total this Task	**0.00**

Task	002	Pre-Design Services			
Fee					
Total Fee		88,000.00			
Percent Complete		100.00	Total Earned	88,000.00	
			Previous Fee Billing	88,000.00	
			Current Fee Billing	0.00	
			Total Fee		**0.00**
				Total this Task	**0.00**

Task	003	Final Design Services			
Fee					
Total Fee		290,000.00			
Percent Complete		97.00	Total Earned	281,300.00	
			Previous Fee Billing	275,500.00	
			Current Fee Billing	5,800.00	
			Total Fee		**5,800.00**
				Total this Task	**$5,800.00**

Task	006	Intake Study			
Fee					
Total Fee		35,000.00			
Percent Complete		100.00	Total Earned	35,000.00	
			Previous Fee Billing	35,000.00	
			Current Fee Billing	0.00	
			Total Fee		**0.00**

Total this Task **0.00**

Task 007 Permitting

Professional Personnel

	Hours	Rate	Amount
Williams, Shannon	7.00	195.00	1,365.00
Totals	7.00		1,365.00
Total Labor			**1,365.00**

Billing Limits	**Current**	**Prior**	**To-Date**	
Total Billings	1,365.00	70,000.00	71,365.00	
Limit			70,000.00	
Adjustment				**-1,365.00**

Total this Task **0.00**

Task 008 Interim Corrosion Control, Grant, and Water Rights Support

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	0.00	50,000.00	50,000.00
Limit			50,000.00

Total this Task **0.00**

Task 009 Water Quality Sampling/Testing

Fee

Total Fee	9,600.00			
Percent Complete	100.00	Total Earned	9,600.00	
		Previous Fee Billing	9,600.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Total this Task **0.00**

Task 010 Archaeology and Geotechnical Services

Fee

Total Fee	29,848.00			
Percent Complete	100.00	Total Earned	29,848.00	
		Previous Fee Billing	29,848.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Total this Task **0.00**

Task 011 Archaeological Phase II

Fee

Total Fee	103,047.00			
Percent Complete	83.00	Total Earned	85,529.01	
		Previous Fee Billing	79,346.19	
		Current Fee Billing	6,182.82	
		Total Fee		**6,182.82**

Total this Task **$6,182.82**

Project	215108-005	Amity - Water System Improvements	Invoice	0000034

Total this Invoice **$11,982.82**

Outstanding Invoices

Number	Date	Balance
0000033	2/17/2020	22,743.76
		22,743.76

Billings to Date

	Current	Prior	Total
Fee	11,982.82	532,294.19	544,277.01
Labor	0.00	89,846.80	89,846.80
Consultant	0.00	30,153.20	30,153.20
Totals	**11,982.82**	**652,294.19**	**664,277.01**

Billing Backup

Friday, March 13, 2020

Keller Associates, Inc. Invoice 0000034 Dated 3/13/2020 12:34:09 PM

Project 215108-005 Amity - Water System Improvements

Task 007 Permitting

Professional Personnel

			Hours	Rate	Amount	
00244	Williams, Shannon	2/4/2020	2.00	195.00	390.00	
00244	Williams, Shannon	2/5/2020	1.00	195.00	195.00	
00244	Williams, Shannon	2/6/2020	1.00	195.00	195.00	
00244	Williams, Shannon	2/14/2020	3.00	195.00	585.00	
	Totals		7.00		1,365.00	
	Total Labor					**1,365.00**

Total this Task	**$1,365.00**
Total this Project	**$1,365.00**
Total this Report	**$1,365.00**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

RECEIVED
MAR 03 2020
BY:

February 25, 2020

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 10 - Water Reservoir Improvements

Dear Mr. Thomas:

Please find attached invoice in the amount of $118.00. During the months of December through January, Keller Associates completed the following engineering services:

- Project management
- Contract document preparation, review and signature coordination

This is the final invoice on this task order for design of the reservoir improvements. If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, P.E.
Salem Office Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

February 17, 2020
Project No: 215108-006
Invoice No: 0000010

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

Project 215108-006 Amity - Water Reservoir Improvements
Project Manager: [signature]

Professional Services from December 1, 2019 to January 31, 2020

Task	001	Project Management			
Fee					
Total Fee		2,360.00			
Percent Complete		100.00	Total Earned	2,360.00	
			Previous Fee Billing	2,242.00	
			Current Fee Billing	118.00	
			Total Fee		**118.00**
				Total this Task	**$118.00**

Task	002	Final Design			
Fee					
Total Fee		48,000.00			
Percent Complete		100.00	Total Earned	48,000.00	
			Previous Fee Billing	48,000.00	
			Current Fee Billing	0.00	
			Total Fee		**0.00**
				Total this Task	**0.00**

Total this Invoice **$118.00**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

February 25, 2020

RECEIVED
MAR 03 2020
BY: .....

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 30 & 31, Water System Services

Dear Mr. Thomas:

Please find attached invoices in the amount of $6,046.25 and $9,570.00. During the months of December through January, Keller Associates completed the following engineering services:

- Project Management
- Correspondence and meetings
- Emergency Filter Improvements Support - $14,171.25
    - Notice of Award
    - Contract Documents
    - Addenda
    - Planholder questions and coordination
    - Bid document coordination and administration
    - Contractor questions and pre-bid meeting
    - Bid Opening and recommendations
    - City council meeting
    - USDA-RD and CDBG coordination
    - Pressure relief valve alternatives
    - Coating specifications
    - AIS and NSF discussions
    - Submittal reviews
    - PRV modeling
    - Pre-construction meeting
    - Coordination with City legal
    - Meeting minutes
- Salt Creek crossing
    - Estimating
    - Coordination with ODOT
    - Application updates
    - LUCS coordination and application

The Emergency Filter Improvements Support is supposed to be paid for by the CDBG contingency line item per Arthur Chaput. If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, P.E.
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

February 17, 2020
Project No: 215108-001
Invoice No: 0000030

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

Project 215108-001 Amity - Water System Services
Project Manager: _____

Professional Services from December 1, 2019 to December 31, 2019

Professional Personnel

		Hours	Rate	Amount	
Cushing, Morgan		1.50	70.00	105.00	
Larew, Serena		6.00	70.00	420.00	
Olsen, Peter		10.25	170.00	1,742.50	
Thorley, Elizabeth		5.75	100.00	575.00	
Zoebelein, Conor		29.75	105.00	3,123.75	
	Totals	53.25		5,966.25	
	Total Labor				**5,966.25**

Reimbursable Expenses

Misc Reimbursable Expense - Line Item

12/22/2019	Key 2 Purchase	General Water Permit Fee	80.00	
	Total Reimbursables	**1.0 times**	**80.00**	**80.00**

Total this Invoice **$6,046.25**

Outstanding Invoices

Number	Date	Balance
0000029	12/16/2019	30,949.36
		30,949.36

Billings to Date

	Current	Prior	Total
Labor	5,966.25	142,850.75	148,817.00
Consultant	0.00	249.50	249.50
Expense	80.00	786.11	866.11
Totals	**6,046.25**	**143,886.36**	**149,932.61**

Billing Backup

Monday, February 17, 2020

Keller Associates, Inc. Invoice 0000030 Dated 2/17/2020 1:14:55 PM

Project 215108-001 Amity - Water System Services

Professional Personnel

			Hours	Rate	Amount
00167	Cushing, Morgan	12/18/2019	.50	70.00	35.00
	Emergency Filter, NOA / Contract Docs				
00167	Cushing, Morgan	12/19/2019	.50	70.00	35.00
	Contract Documents				
00167	Cushing, Morgan	12/23/2019	.50	70.00	35.00
	Project Administration				
00197	Larew, Serena	12/6/2019	.25	70.00	17.50
	Addenda				
00197	Larew, Serena	12/9/2019	1.00	70.00	70.00
	addenda, emails, calls regarding addenda and planholders				
00197	Larew, Serena	12/10/2019	1.25	70.00	87.50
	routing calls and emails for the bidding, scanning bid docs				
00197	Larew, Serena	12/12/2019	.50	70.00	35.00
	bid scans and coordination				
00197	Larew, Serena	12/23/2019	3.00	70.00	210.00
	EFI -Contract docs to Client Preparation				
00031	Olsen, Peter	12/3/2019	3.00	170.00	510.00
	EFI contractor questions, EFI pre-bid mtg				
00031	Olsen, Peter	12/5/2019	.50	170.00	85.00
	EFI addendum 2				
00031	Olsen, Peter	12/9/2019	1.50	170.00	255.00
	Salt Creek Crossing estimate (0.5 hrs), EFI addendum (1.0)				
00031	Olsen, Peter	12/10/2019	.75	170.00	127.50
	EFI bid opening				
00031	Olsen, Peter	12/11/2019	.50	170.00	85.00
	bid review				
00031	Olsen, Peter	12/12/2019	1.75	170.00	297.50
	EFI bid recommendation, council mtg				
00031	Olsen, Peter	12/13/2019	1.00	170.00	170.00
	coordination w/RD, PM				
00031	Olsen, Peter	12/18/2019	.50	170.00	85.00
	EFI coordination				
00031	Olsen, Peter	12/19/2019	.50	170.00	85.00
	EFI coordination with RD				
00031	Olsen, Peter	12/27/2019	.25	170.00	42.50
	USDA-RD approval coordination				
00211	Thorley, Elizabeth	12/4/2019	.25	100.00	25.00
	Salt Creek: coordination with ODOT on requirements				
00211	Thorley, Elizabeth	12/5/2019	.50	100.00	50.00
	Salt Creek: coordination with ODOT on requirements and updates to application				
00211	Thorley, Elizabeth	12/6/2019	1.25	100.00	125.00
	Salt Creek: discussion and updates to application				
00211	Thorley, Elizabeth	12/9/2019	2.75	100.00	275.00
	Salt Creek: updates to application				
00211	Thorley, Elizabeth	12/12/2019	.50	100.00	50.00
	Coordination on updates to Salt Creek application				

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

March 13, 2020

RECEIVED
MAR 16 2020
BY:

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 3 – Amity – Jellison & 3rd Paving (SCA 2020)

Dear Mr. Thomas:

Please find attached invoice in the amount of $4,006.00. During the month of February, Keller Associates completed the following engineering services:

- Project management
- Correspondence and meetings
- Bid docs posting and coordination
- Bid opening
- Notice of Intent to award coordination

Keller intends to award the project in March 2020.

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Shannon Williams, P.E.
Project Manager

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

City of Amity
Attn: Michael Thomas
PO Box 159
Amity, OR 97101

March 11, 2020
Project No: 215108-009
Invoice No: 0000003

Project 215108-009 Amity - Jellison & 3rd Paving (SCA2020)
Project Manager: Williams

Professional Services from February 1, 2020 to February 29, 2020

Task	001	Plans, Specifications, and Cost Estimate			
Fee					
Total Fee		7,510.00			
Percent Complete		100.00	Total Earned	7,510.00	
			Previous Fee Billing	4,280.70	
			Current Fee Billing	3,229.30	
			Total Fee		**3,229.30**
				Total this Task	**$3,229.30**

Task	002	Bidding and Construction Support			
Fee					
Total Fee		4,190.00			
Percent Complete		13.00	Total Earned	544.70	
			Previous Fee Billing	0.00	
			Current Fee Billing	544.70	
			Total Fee		**544.70**
				Total this Task	**$544.70**

Task	003	Project Management			
Fee					
Total Fee		1,160.00			
Percent Complete		70.00	Total Earned	812.00	
			Previous Fee Billing	580.00	
			Current Fee Billing	232.00	
			Total Fee		**232.00**
				Total this Task	**$232.00**

Total this Invoice **$4,006.00**

Billings to Date

	Current	Prior	Total
Fee	4,006.00	4,860.70	8,866.70
Totals	**4,006.00**	**4,860.70**	**8,866.70**

Project	215108-001	Amity - Water System Services			Invoice	0000030
00211	Thorley, Elizabeth	12/13/2019	.25	100.00	25.00	
	Coordination on LUCS for application					
00211	Thorley, Elizabeth	12/17/2019	.25	100.00	25.00	
	Salt Creek: Coordination on LUCS for application					
00183	Zoebelein, Conor	12/3/2019	4.50	105.00	472.50	
	Driving to City/ Prebid- meeting & plant visit/ meeting minutes/ addendum No. 2/					
00183	Zoebelein, Conor	12/5/2019	2.00	105.00	210.00	
	EFI bidding support/addendum No. 2/					
00183	Zoebelein, Conor	12/9/2019	2.50	105.00	262.50	
	Bid processing/ Driving, Bid Close City meeting/					
00183	Zoebelein, Conor	12/10/2019	2.50	105.00	262.50	
	Bid processing/ Driving, Bid Close City meeting/					
00183	Zoebelein, Conor	12/11/2019	1.75	105.00	183.75	
	Bid tabulation, Bidding checklist/					
00183	Zoebelein, Conor	12/12/2019	4.50	105.00	472.50	
	Bid tabulation, Bidding checklist/					
00183	Zoebelein, Conor	12/13/2019	2.50	105.00	262.50	
	Bid tabulation, Bidding checklist/CDBG coordination/USDA-RD Coord/					
00183	Zoebelein, Conor	12/16/2019	2.00	105.00	210.00	
	CDBG coordination/USDA-RD Coord/					
00183	Zoebelein, Conor	12/17/2019	.75	105.00	78.75	
	USDA-RD documentation/ Notice of award and bid documents					
00183	Zoebelein, Conor	12/18/2019	2.50	105.00	262.50	
	USDA-RD documentation/ Notice of award and bid documents/ USDA-RD Cost estimate and COOR					
00183	Zoebelein, Conor	12/19/2019	3.50	105.00	367.50	
	USDA-RD documentation/ USDA-RD Cost estimate and COOR/ NOA and contract docs review and COOR/					
00183	Zoebelein, Conor	12/23/2019	.25	105.00	26.25	
	Emergency filter improvements/ NOA and contract docs					
00183	Zoebelein, Conor	12/27/2019	.25	105.00	26.25	
	USDA-RD COOR/					
00183	Zoebelein, Conor	12/31/2019	.25	105.00	26.25	
	USDA-RD COOR/					
	Totals		53.25		5,966.25	
	Total Labor					**5,966.25**

Reimbursable Expenses

Misc Reimbursable Expense - Line Item

AP	0035383	12/22/2019	Key 2 Purchase / General Water Permit Fee		80.00	
		Total Reimbursables		**1.0 times**	**80.00**	**80.00**
				Total this Project		**$6,046.25**
				Total this Report		**$6,046.25**

KELLER ASSOCIATES

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

February 17, 2020
Project No: 215108-001
Invoice No: 0000031

Project 215108-001 Amity - Water System Services
Project Manager: [signature]

Professional Services from January 1, 2020 to January 31, 2020

Professional Personnel

	Hours	Rate	Amount
Larew, Serena	3.25	70.00	227.50
Olsen, Peter	9.75	175.00	1,706.25
Phinney, Bryan	4.00	180.00	720.00
Richens, Jared	9.00	110.00	990.00
Thorley, Elizabeth	5.00	110.00	550.00
Zoebelein, Conor	46.75	115.00	5,376.25
Totals	77.75		9,570.00
Total Labor			**9,570.00**

Total this Invoice **$9,570.00**

Outstanding Invoices

Number	Date	Balance
0000029	12/16/2019	30,949.36
		30,949.36

Billings to Date

	Current	Prior	Total
Labor	9,570.00	142,850.75	152,420.75
Consultant	0.00	249.50	249.50
Expense	0.00	786.11	786.11
Totals	**9,570.00**	**143,886.36**	**153,456.36**

Billing Backup

Monday, February 17, 2020

Keller Associates, Inc. Invoice 0000031 Dated 2/17/2020 1:27:10 PM

Project 215108-001 Amity - Water System Services

Professional Personnel

			Hours	Rate	Amount
00197	Larew, Serena	1/8/2020	.25	70.00	17.50
	EFI: preping contract docs for signature				
00197	Larew, Serena	1/15/2020	2.00	70.00	140.00
	prepping documents for City signature, filing contractor docs				
00197	Larew, Serena	1/24/2020	1.00	70.00	70.00
	Document preparation for RD, shipping and filing				
00031	Olsen, Peter	1/2/2020	.25	175.00	43.75
	EFI contractor coordination				
00031	Olsen, Peter	1/6/2020	.75	175.00	131.25
	EFI coordination with RD/contractor				
00031	Olsen, Peter	1/7/2020	.50	175.00	87.50
	EFI NOA coordination				
00031	Olsen, Peter	1/8/2020	.75	175.00	131.25
	EFI NOA coordination				
00031	Olsen, Peter	1/9/2020	.75	175.00	131.25
	EFI				
00031	Olsen, Peter	1/10/2020	2.50	175.00	437.50
	EFI preconstruction meeting				
00031	Olsen, Peter	1/14/2020	.50	175.00	87.50
	mtg with Stettler about schedule				
00031	Olsen, Peter	1/15/2020	.50	175.00	87.50
	Stettler contract coordination				
00031	Olsen, Peter	1/16/2020	.25	175.00	43.75
	EFI contractor coordination				
00031	Olsen, Peter	1/17/2020	.50	175.00	87.50
	PM for EFI				
00031	Olsen, Peter	1/21/2020	.25	175.00	43.75
	EFI coordination				
00031	Olsen, Peter	1/24/2020	.50	175.00	87.50
	EFI AIS and NSF discussions				
00031	Olsen, Peter	1/28/2020	1.00	175.00	175.00
	EFI NSF61 disc with OHA, contracting				
00031	Olsen, Peter	1/29/2020	.50	175.00	87.50
	contracting				
00031	Olsen, Peter	1/31/2020	.25	175.00	43.75
	precon minutes review				
00012	Phinney, Bryan	1/21/2020	1.00	180.00	180.00
	EFI relief valve work				
00012	Phinney, Bryan	1/24/2020	1.50	180.00	270.00
	EFI - Concrete NSF, Submittal Mtg				
00012	Phinney, Bryan	1/30/2020	1.50	180.00	270.00
	EFI submittal review.				
00201	Richens, Jared	1/17/2020	.75	110.00	82.50
	Emergency Filter Improvements				
00201	Richens, Jared	1/21/2020	6.75	110.00	742.50
	Emergency Filter Improvements				
00201	Richens, Jared	1/22/2020	1.50	110.00	165.00
	Emergency Filter Improvements				

Project	215108-001	Amity - Water System Services			Invoice	0000031
00211	Thorley, Elizabeth	1/16/2020	.25	110.00	27.50	
	Review of addtional SDWRLF application requirements					
00211	Thorley, Elizabeth	1/27/2020	4.75	110.00	522.50	
	Updates to JPA figures, SWMP, and other permitting docs					
00183	Zoebelein, Conor	1/2/2020	.75	115.00	86.25	
	Contract document preparation/					
00183	Zoebelein, Conor	1/6/2020	.50	115.00	57.50	
	Pre-construction meeting coordination/.					
00183	Zoebelein, Conor	1/8/2020	1.00	115.00	115.00	
	Contractor valves/pre-con meeting agenda/ Project construction document and plan preparation					
00183	Zoebelein, Conor	1/9/2020	2.25	115.00	258.75	
	Pre-construction meeting preparation/ agency coordination/ City legal assisstance/					
00183	Zoebelein, Conor	1/10/2020	5.25	115.00	603.75	
	Driving to Amity/ Pre-construction meeting WSI-RS Project/ Pre-construction meeting EFI Project/City legal assisstance/ USDA-RD and CDBG coordination/Meeting minutes/					
00183	Zoebelein, Conor	1/13/2020	5.00	115.00	575.00	
	Meeting minutes summary/ Project filing/ Project scheduling/ City legal assisstance/ USDA-RD and CDBG coordination/					
00183	Zoebelein, Conor	1/14/2020	3.75	115.00	431.25	
	Meeting minutes summary/ Project filing/ Project scheduling/ Meeting with Stettler/ Pressure relief valve alternatives design/					
00183	Zoebelein, Conor	1/15/2020	2.00	115.00	230.00	
	Construction documents preparation/ City Attourney COOR/					
00183	Zoebelein, Conor	1/16/2020	.50	115.00	57.50	
	Emergency Filter Improvements/ Project coordination/ City legal coordination/ Contract documents processing/					
00183	Zoebelein, Conor	1/17/2020	2.75	115.00	316.25	
	Field order coating/ PRV modeling/					
00183	Zoebelein, Conor	1/21/2020	5.75	115.00	661.25	
	Field order coating/ PRV modeling and valve selection/ Contractor call/					
00183	Zoebelein, Conor	1/22/2020	2.50	115.00	287.50	
	Emergency filter improvements/ CDBG coordination/ PRV sizing, mofdeling, and selection/ submittals/ project managament/ Coating specification/ concrete palnning/					
00183	Zoebelein, Conor	1/23/2020	1.50	115.00	172.50	
	Submittal 01 29 00/ project management/ Pressure relief valve alternatives/					
00183	Zoebelein, Conor	1/24/2020	4.00	115.00	460.00	
	Amity projects, AIS requirements/ Amity EFI, PRV/ Amity EFI, concrete NSF 61 certification/ meeting pressure relif valves and concrete design/					
00183	Zoebelein, Conor	1/27/2020	.50	115.00	57.50	
	Project management/ Processing and review of submittals/					
00183	Zoebelein, Conor	1/28/2020	2.25	115.00	258.75	
	Project management/ Processing and review of submittals/					
00183	Zoebelein, Conor	1/29/2020	2.50	115.00	287.50	
	Contractor coordination/ Project management/ Processing and review of submittals/ Notice to Proceed					
00183	Zoebelein, Conor	1/30/2020	3.50	115.00	402.50	
	Emergency filter Improvements/ submittals/ construction shcedule, submittal schedule, filter media/ weekly phone call with Contractor/ NTP communication/ Project management					
00183	Zoebelein, Conor	1/31/2020	.50	115.00	57.50	
	Project management/ submittal processing/ Contractor calls/					
	Totals		77.75		9,570.00	
	Total Labor					**9,570.00**

Project	215108-001	Amity - Water System Services		Invoice	0000031
			Total this Project		**$9,570.00**
			Total this Report		**$9,570.00**

Mid-Willamette Valley
Council of Governments
100 High Street SE Suite 200
Salem, Oregon 97301
Phone (503) 540-1604
Fax (503) 588-6094

RECEIVED
MAR 09 2020

INVOICE

Date: March 4, 2020
Invoice No: 1920341

City of Amity
Mike Thomas, City Administrator
PO Box 159
Amity, OR 97101

Payee #	Project	Revenue	Amount
2061	302440	41863	$2,360.05

Description	Amount
Legal Services - February	
Land Use Planning - 12.9 hrs General - 2.0 hrs	
14.9 hrs @ $156.00/hour	$2,324.40
62 miles @ .575/mile	$35.65
Total	**$2,360.05**

White - Customer Copy
Yellow - Return With Remittance

Amity February 2020 Timesheet – – Bill Monahan

2/3/2020	Amity - Planning	Provided input to where the PC will resume the Feb. 18 hearing and options should a new planning commissioner be appointed in advance of the meeting	.2
2/4/2020	Amity - Planning	Review email from City Administrator Mike Thomas regarding commissioner appointment; telephone conference with Mr. Thomas regarding the submittal of rebuttal to the land use hearing	.2
2/5/2020	Amity - Planning	Review draft planning commission ordinance; identify issues; email to City Administrator Mike Thomas regarding earlier Ordinances pertaining to Planning Commission	2.0
2/6/2020	Amity - Planning	Review draft ordinance and add comments; send ordinance to City Administrator Mike Thomas; review email from Mr. Thomas regarding composition of commission; respond with questions; review response and options; respond with opinion to Mr. Thomas.	3.5
2/7/2020	Amity - Planning	Review follow up correspondence regarding planning commission issue	.2
2/10/2020	Amity – Collective Bargaining	Review agreement and tentative language proposed by union; review ORS and HB 2016; prepare email to city Administrator Mike Thomas with suggestions	2.0
2/10/2020	Amity - Planning	Forward email from citizen to City Administrator Mike Thomas; review revised draft of Planning Commission ordinance to review changes made to accept proposed revisions; review Planner Holly Byram's suggestions; send comments with revised draft	.5
2/18/2020	Amity - Planning	Review minutes of January PC meeting and packet for PC meeting; prepare for issues to be addressed at meeting; attend planning Commission meeting	2.5 62 miles travel
2/19/2020	Amity - Planning	Respond to inquiries as follow up to the land use hearing; review code sections; prepare a set of guidelines for the council if an appeal hearing is held	2.6
2/20/2020	Amity - Planning	Review emails regarding appeal process; modify and send guidance memo on appeal process	.8

Mid-Willamette Valley
Council of Governments
100 High Street SE Ste 200
Salem, Oregon 97301
Phone (503) 540-1604
Fax (503) 588-6094

INVOICE

City of Amity
PO Box 159
Amity, OR 97101

RECEIVED
MAR 19 2020
BY: .....

Date: March 17, 2020
Invoice No: 1920366

Payee #	Project	Revenue	Amount
2061	340091	41863	$3,473.70

Description	Amount
Land Use Planning Services for FY 2019-2020	
Land Use Planning Services for the month of February, 2020	
40.0 hrs Associate Land Use Planner @ $85.00/hr	$3,400.00
.5 hrs Secretarial Support @ $60.00/hr	$30.00
76 miles @ .575/mile	$43.70
Total	**$3,473.70**

White - Customer Copy
Yellow - Return With Remittance

Memorandum

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
100 HIGH STREET S. E., SUITE 200, SALEM, OREGON 97301-3067
TELEPHONE: (503) 588-6177 FAX: (503) 588-6094

To: City of Amity
From: Holly Byram, City Planner
Date: March 9, 2020
Subject: Billing for February, 2020

The hours billed during the month of February included 40.00 for land use planning services, 0.00 for GIS services, and 0.50 for secretarial services. The following is an account of the hours billed:

TASK	DESCRIPTION	HOURS
General	Code research, responding to questions from the staff and public, file maintenance, billings, review of agendas and minutes, etc.	7.25
Building Permits		
Applications		
	Pre-App 306 Rosedell Ave - mapping research - unincorporated?	0.50
	1910-01 SDR, 102 S Trade St Dollar General - Addendum staff report, PC public hearing, travel, preparation, mailing list of people with standing, notice of decision mailed with affidavit, appeal procedural discussions with city manager and legal counsel, access management standards research,	20.75
	2001-01 SDR 110 4th Street Bieze - RFC out to depts/agencies, discussion with applicant about partition application, file review, draft public notice for neighbors & paper, staff report template	5.50
	1204 oak pre-app - discvussion about sewer lift study	0.50
	1905-01P Fuentes Partition at Ketchum & Jellison - cont'd discussion about conditions of approval	1.25
Other	Code Amendments work - All estimated code work this billing period billed to project contract. Additional time for PC discussions on minutes/motion	0.75
	Amity Planning Commission rules review/revise, memo	2.50
	Land swap/lot line adjust inquiry	0.25
	PC resignation & new PC misc	0.25
	Wetland delineations	0.25
	Sabine buchannon UGB resarch	0.25
Secretarial Services	Mailing labels for Dollar General notice of decision	0.50
GIS Services		
	TOTAL	**40.50**

Note: Due to MWVCOG accounting deadlines, the above may include some hours from one or several days recorded at the end of the previous month.

March 24, 2020

This month has been unlike any other month of my life. I will start by stating that I did attend the Mayor's Coalition meeting that was held on March 11th in Jefferson. This was at the very beginning of COVID-19 hysteria and was the major topic of discussion that night.

The rest of the month has been hectic, hard and constant. I have had nearly daily conference calls, phone calls, press briefings and requests from other cities mayor's. I have been on conference calls frequently with the LOC, Governor, County Elected Officials and mayors.

I have been spending a significant amount of time working with Michael Thomas to ensure we are sending out one message and on the same page as far as closing city facilities, staff instructions and working to ensure we are following all of the Executive Orders issued by the Governor.

I have also been working with Tasha and Michael to address Oregon Public Meeting Law requirements and how to meet the Executive Orders issued by the Governor. I want to have councilors and the public to have an opportunity to call in on a conference call or on video in order to increase participation and still conduct business for the city. The reason to require written reports is to help reduce the amount of time for the meeting, thus reducing the amount of time that people would be in the same location. We will enforce the social distancing requirements during the upcoming meetings.

There has been a lot, much that I cannot quantify. There will be much more in the near future as well, even before the next council meeting from the time that I write this message. Including another conference call with state leaders on Friday as well as more conference calls with the Governor. I will do my best to keep people informed and up to date with the latest information through Michael and city staff.

CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

Minutes of the Committee

(Choose one by putting in **bold print**, highlighting, or otherwise noting√)

- o Water & Sewer
- o Police
- o Community Development
- o Finance
- o Ordinance
- o Parks & Streets

Attendance

Chair: Ryan Lehman	Co-Chair: Jenna Goings
Staff Members: M. Thomas(City Admin.)	Audience Members: NONE

Topics for Discussion

Topic #1:
Approved a Refund to city of Approx. 99,000.00 from Water Project grant funds (Water Filter train work-treatment plant & Water reservoir work)
Pay roll Deposits for employees
Reconciliation report

Topic #2: Had a discussion with city Admin about updating the city's General Fees, by updating the ordinance which last updated in 2012. I want to make sure that the city's fees are staying current with todays cost of carrying out tasks associated with the fee. I asked city Administrator to make change recommendations to the fee schedule so this can be presented to council. This action will help to clear up some discrepancies in fee costs between several ordinances. Also asked about looking into a yearly increase based on CPI like city already employed with water rate increases.

Topic #3: Had a brief discussion about cost of Sheriff contract in regards to e-mail sent out to council by City Administrator.

Additional topics may be added here:

Topic #4: Also had a discussion about raising the business fee cost to around 150.00 for new applicants and 100.00 for renewals. And trying to start a fund in conjunction with a local Church or Organization to help struggling residents to pay their utility bills (WATER) and allowing businesses every other year to donate their renewal fee to said group in-loo-of paying city. Proof of donation would be turned into city as payment. **(More work needs to be completed on this topic prior to any recommendations)**

Topic #5: Staff updated members present on city's actions in regards to the health pandemic and actions which the city's has or is about to implement.

Ordinance Report

From : Sandy McArthur <smcarthur@ci.amity.or.us> Sun, Mar 22, 2020 06:08 PM

Subject : Ordinance Report

To : Natasha Johnson <njohnson@ci.amity.or.us>

I have no report. I showed up
Close to 8 (work was a nightmare), and there is no new business/change on my end

See you Wednesday!
And I should be on time. We shortened clinic hours.

....Sandy McArthur

Re: Reports

From : Napua Ann Rich <nrich@ci.amity.or.us> Wed, Mar 25, 2020 11:41 AM
Subject : Re: Reports
To : Natasha Johnson <njohnson@ci.amity.or.us>

Natasha,
I had excluded myself from the recent committee meetings and have nothing to report.
Thank you,
Napua

----- Original Message -----
From: "Natasha Johnson" <njohnson@ci.amity.or.us>
To: "Jenna Martinez" <jenna@general-lbr.com>, "nwilkinson" <nwilkinson@ci.amity.or.us>, "randrade" <randrade@ci.amity.or.us>, "nrich" <nrich@ci.amity.or.us>, "gmathis" <gmathis@ci.amity.or.us>, "hight" <hight@co.yamhill.or.us>
Sent: Tuesday, March 24, 2020 3:22:35 PM
Subject: Reports

Just a reminder it is required to send me the report before the meeting. I am really hoping to have them all by tomorrow at noon. I am sending out the agenda packet for April 1 meeting tomorrow. Thanks

----- Forwarded Message -----
From: "mcape" <mcape@ci.amity.or.us>
To: "njohnson" <njohnson@ci.amity.or.us>
Sent: Tuesday, March 24, 2020 2:05:27 PM
Subject: Mayor's Report

Tasha,

Attached is my report for the Council Packet. You may want to send out a reminder to those who have not submitted their report of when you need that by and that it is now required for all staff/councilors in order to help meet the Governors Executive Orders.

Michael Cape
Mayor, City of Amity
--
Natasha Johnson
City Recorder/Treasurer
City of Amity
503-835-3711