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**City Council Meeting  
Agenda  
December 04, 2023  
6:30 p.m. Public Meeting  
Hybrid Meeting in Person and Via Zoom  
Phoenix Plaza Civic Center 220 N. Main St./Via Zoom**

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*A complete agenda packet is available on the city's website. This meeting is being conducted in person and virtually to allow for public participation. A recording of the meeting in its entirety will be posted to [www.phoenixoregon.gov](http://www.phoenixoregon.gov). To comment on agenda items, please write your name on the sign-in sheet and include the item number, if attending via Zoom raise your hand when the topic is discussed by Council. **If you need special accommodations, please give the City Recorder 72-hours prior notice.***

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Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85607709324?pwd=NgrAuHpXEs2ixh88q7JFA5Btbe3VA.k8U4h4BEs3AN6SkQ>

Passcode: 609416

Or One tap mobile: +1 253 205 0468, 85607709324#, \*609416# US +1 253 215 8782, 85607709324#, \*609416# US (Tacoma)

Or Telephone: Dial (for higher quality, dial a number based on your current location):

- +1 253 205 0468 US
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- +1 346 248 7799 US (Houston)
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**1. Call to Order / Roll Call / Confirmation of a Quorum**

*Except as provided in Section 33 of the City Charter, a minimum of four Council Members are needed for a quorum and to conduct city business. If the Mayor is needed to establish a quorum, then he/she may become a voting member for that meeting (Phoenix Municipal Code, Chap. 2.28.020.A.4).*

**2. Pledge of Allegiance**

**3. Presentations**

- a. Employee Promotions – Police/Public Works
- b. David McKay, HMK – Government and Public Safety Center Update,.....5

**4. Public Comments**

*This item is for persons wanting to present information or raise an issue, not on the agenda. Each person shall be limited to three minutes and may not allocate their time to others unless authorized by the Presiding Officer. To comment, please write your name on the sign-in sheet. When your name is called, step forward to the podium and state your name and address for the record. If attending virtually, please raise your hand and wait to be allowed to speak. When your name is called, please unmute yourself and state your name and address for the record. (In accordance with state law, a recording of the meeting will be available at city hall, but only your name will be included in the meeting minutes). While the Council or staff may briefly respond to your statement or question, **the law does not permit action on, or extended discussion of, any item not on the agenda** except under special circumstances.*

**5. Consent Agenda**

*Items on the Consent Agenda are considered routine and will be adopted by one motion. **There will be no separate discussion of these items unless it is requested by a member of the Council or staff.** If so requested, that item will be pulled from the Consent Agenda and considered separately immediately following approval of the remaining items.*

a. Reports for Information & Possible Action:

- 1. Addendum to Solid Waste Collection Franchise Agreement,..... 12
- 2. Intergovernmental Partnership Agreement – ePermit System and Services,..... 15
- 3. Correcting Clerical Error on Ordinance No. 1034,.....44

b. Minutes to Approve and File:

- 1. Minutes from City Council Meeting November 06, 2023,.....45

**6. Consent Agenda Items Pulled for Discussion**

**7. New Business**

- a. Parks and Recreation Committee Peace Pole Recommendation,.....50

**8. Ordinance: Reading/Adoption**

**9. Staff Reports**

- a. City Attorney
- b. City Manager
- c. Deputy City Manager

## **10. Mayor and Council Comments / Reports**

*Any Councilor may make an announcement or raise any item of business that is not on the agenda. While other Councilors or city staff may briefly respond or comment, the law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. If extended deliberation or potential action on a matter is desired, Council may direct staff to place the item on a future meeting agenda.*

## **11. Adjournment**



City of Phoenix

Heart of the Rogue Valley

Future agenda summary 12/04/23

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**To be scheduled: City Council**

**To be scheduled: PHURA**

- Annual Report

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**Upcoming City of Phoenix Meetings:**

December 11, 2023	Planning Commission Meeting 6:30 pm at 220 N. Main St.
January 02, 2024	City Council Meeting <b>(Tuesday)</b> 6:30 pm at 220 N. Main St.
January 08, 2024	Planning Commission Meeting 6:30 pm at 220 N. Main St.
January 16, 2024	City Council Meeting <b>(Tuesday)</b> 6:30 pm at 220 N. Main St.
January 18, 2024	Parks and Recreation Committee Meeting 6:00 pm at 220 N. Main St.
February 05, 2024	City Council Meeting 6:30 pm at 220 N. Main St.
February 12, 2024	Planning Commission Meeting 6:30 pm at 220 N. Main St.
February 15, 2024	Parks and Recreation Committee Meeting 6:00 pm at 220 N. Main St.
February 20, 2024	City Council Meeting <b>(Tuesday)</b> 6:30 pm at 220 N. Main St.
March 04, 2024	City Council Meeting 6:30 pm at 220 N. Main St.
March 11, 2024	Planning Commission Meeting 6:30 pm at 220 N. Main St.

***All of the above meetings are tentative and are subject to change.***



# GOVERNMENT AND PUBLIC SAFETY CENTER PROJECT

October – November 2023



[HMKCO.ORG](http://HMKCO.ORG)



## PROJECT END OF MONTH REPORT

### PROJECT

GOVERNMENT AND PUBLIC SAFETY CENTER

### PROJECT DESCRIPTION

- Construct a new combined city facility, replacing the Phoenix Fire Station (JCFD 5 Station 3)
- The new building incorporates the footprint of the City Hall, Fire Station, and Police Station
- The 2-story building efficiently collocates and stretches resources to enhance public safety

SCHEDULE & KEY MILESTONES	START	COMPLETION	% CPL	COMMENT
Windows Sector A/B	09/27/23	10/31/23	100%	
Electrical Rough A/B first floor	08/07/23	10/20/23	100%	
Drywall Sector A	10/17/23	10/27/23	100%	
Weather Barrier Sector C	10/02/23	10/20/23	100%	
Building Construction	03/02/23	03/14/24	45%	
Substantial Completion	12/06/22	03/29/24	65%	

## CURRENT ACTIVITIES

### Construction

The weather-resistive barrier (WRB) for the entire building was completed in October and the building was "dried-in" by early November. Having the building dried-in enables interior work to commence without potential water damage. Mechanical and electrical rough-in for Sectors B and C were making progress as well.



The weather resistive barrier (WRB) was completed in October



Window testing began in November

Window installation for all sectors was nearing completion, with initial window testing completed on November 3. As reported earlier, window testing is an important quality control measure that enables any necessary corrections to be completed before windows are covered with sheet rock and finish trim. Leaks discovered after the building is completed can lead to energy waste and potentially serious issues like water damage and mold.

The window testing process includes spraying water on the exterior of the window while the interior is fitted with an air chamber to pull air at a measured rate away from the window. If water penetrates the window, the air will draw the

moisture into the chamber where it can be observed. Upon test completion, each window is marked with a pass or fail decal. All windows tested to date passed inspection. Additional window testing is scheduled for December.

Sector A drywall began in October and is scheduled to be completed by the end of November – early December. Drywall for the first floor of Sector B was also started with the first floor completed in November and the second floor scheduled to be completed in December. Interior door frame installation was well under way in Sectors B and C as well. Progress was made in interior painting with utility rooms and closets first. The remaining interior paint for Sectors A and B will be well underway in December.



Drywall installation began in October



### Social Media

During the period of this report, the Government and Public Safety Center project achieved over 37,000 impressions, reaching 13,600 social media accounts (Facebook, LinkedIn, and Instagram) along with 1,249 engagements among community members.

### Budget

There are no budget or revenue changes to report in October-November. The paid to date column in the project budget report provides the amount spent on the project through November.

## HIGHLIGHTS, CHALLENGES, SOLUTIONS

### Highlights / Challenges:

- ✓ The weather-resistive barrier (WRB) for the building was substantially complete.
- ✓ Window installation was substantially complete.
- ✓ Window testing began.
- ✓ Drywall installation began.

## ACTIVITIES SCHEDULED FOR NEXT PERIOD

- ✓ Drywall installation in Sectors A and B will be complete.
- ✓ Drywall will begin in Sector C.
- ✓ Window testing will be completed.

## REVENUE / PROJECT BUDGET REPORTS

See attached reports

## ADDITIONAL INFORMATION

For questions, comments or additional information, please contact:

David McKay, CEO  
david.mckay@hmkco.org | <https://hmkco.org/cityofphoenix/> | 503-453-2836





**CITY OF PHOENIX  
CITY GOVERNMENT BUILDING PROJECT  
REVENUE BUDGET  
NOVEMBER 30, 2023**

<b>Program Revenue <sup>1</sup></b>	<b>Original Budget</b>	<b>Received to Date</b>	<b>Allocated to Date</b>	<b>Unallocated Balance</b>	<b>Revised Budget</b>
<b>Bond and Other Proceeds</b>					
House Bill 5006	\$13,804,000	\$ 4,630,017	\$ 13,600,000	\$ -	\$ 13,600,000
House Bill 5202	\$ 2,534,000	\$ -	\$ 2,534,000	\$ -	\$ 2,534,000
FEMA - Public Assistance	\$ 200,000	\$ -	\$ 319,322	\$ -	\$ 319,322
	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue Sources ( Federal, State, ETO)	\$ -	\$ -	\$ 3,292,861	\$ 119,322	\$ 3,412,183
<b>Total Revenue</b>	<b>\$16,538,000</b>	<b>\$ 4,630,017</b>	<b>\$ 19,746,183</b>	<b>\$ 119,322</b>	<b>\$ 19,865,505</b>

1. Program Revenue Budgets are an estimate. Accuracy should be verified by City personnel.



**CITY OF PHOENIX  
PUBLIC SAFETY BUILDING  
PROJECT BUDGET  
NOVEMBER 30, 2023**

Program Expense		Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)	3	\$ 13,421,067	\$ 5,465,681	\$ 9,858,162	\$ 15,323,843
1.5% Solar Requirement (1.5% of Total Project Budget)		\$ 270,325	\$ 2,737	\$ 225,996	\$ 228,733.0
Construction Contingency	3	\$ 671,053	\$ -	\$ 679,759	\$ 679,759
<b>Construction Sub Total</b>		<b>\$ 14,362,445</b>	<b>\$ 5,468,418</b>	<b>\$ 10,763,918</b>	<b>\$ 16,232,335</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees	1	\$ 15,000	\$ 23,559	\$ 1,441	\$ 25,000
Builders Risk Insurance	2	\$ 100,000	\$ -	\$ 67,275	\$ 67,275
Project Management	3	\$ 608,575	\$ 563,435	\$ 95,140	\$ 658,575
Reimbursable Expenses		\$ 15,000	\$ 14,768	\$ 232	\$ 15,000
Other Administrative Charges		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey	2	\$ 24,280	\$ 11,030	\$ -	\$ 11,030
Geo-Tech Report		\$ 48,560	\$ 31,000	\$ 0	\$ 31,000
<b>Planning Cost</b>					
Design Fees	3	\$ 1,214,005	\$ 976,119	\$ 163,881	\$ 1,140,000
A & E Reimbursable Expenses		\$ 15,000	\$ 1,456	\$ 13,544	\$ 15,000
Commissioning	2	\$ 60,700	\$ 10,657	\$ 40,231	\$ 50,887
Printing & Plan Distribution		\$ 2,500	\$ -	\$ 2,500	\$ 2,500
Hazardous Materials Consultant	2	\$ 36,420	\$ 16,152	\$ 6,148	\$ 22,300
Building Envelope Consultant		\$ 60,700	\$ 37,015	\$ 26,785	\$ 63,800
Constructability Review	2	\$ 48,560	\$ -	\$ -	\$ -
Plan Review & Building Permits		\$ 121,400	\$ 3,241	\$ 118,159	\$ 121,400
Special Inspection and Testing		\$ 60,700	\$ 31,150	\$ 29,550	\$ 60,700
Miscellaneous Fees	3	\$ 63,560	\$ 74,101	\$ 9,459	\$ 83,560
Relocation Cost		\$ -	\$ 20,227	\$ 79,773	\$ 100,000
Kitchen		\$ 24,280	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements		\$ 2,500	\$ 433	\$ 2,067	\$ 2,500
Furniture, Fixtures, and Equipment (FF&E)	1	\$ -	\$ 135,643	\$ 614,358	\$ 750,000
Technology		\$ -	\$ -	\$ -	\$ -
Technology (Design)		\$ 24,280	\$ -	\$ 24,280	\$ 24,280
Acoustics		\$ 24,280	\$ -	\$ -	\$ -
Criminal Background Checks		\$ 2,500	\$ -	\$ -	\$ -
System Development Charges		\$ 121,400	\$ -	\$ 121,400	\$ 121,400
Value Engineering		\$ -	\$ -	\$ -	\$ -
Utility Connection Fee		\$ 121,400	\$ 11,657	\$ 109,743	\$ 121,400
Unallocated Owner Contingency	1, 2, 3	\$ 843,633	\$ -	\$ 26,241	\$ 26,241
Inflation		\$ -	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>		<b>\$ 3,659,233</b>	<b>\$ 1,961,643</b>	<b>\$ 1,552,205</b>	<b>\$ 3,513,848</b>
<b>Total Project Cost</b>		<b>\$ 18,021,678</b>	<b>\$ 7,430,060</b>	<b>\$ 12,316,123</b>	<b>\$ 19,746,183</b>

1. Reallocated funds within budget (09.30.22)
2. Reallocated funds within budget (12.31.22)

# HMK COMPANY



46 N. Front Street, Suite 201  
Medford, OR 97501  
P. 503-453-2836  
david.mckay@hmkco.org  
**HMKCO.ORG**

**ADDENDUM TO SOLID WASTE COLLECTION  
FRANCHISE AGREEMENT**

This Addendum to that certain Solid Waste Collection Franchise Agreement (the "Addendum") is entered into and made effective as of \_\_\_\_\_, 2023 (the "Addendum Effective Date"), by and between **the CITY OF PHOENIX** (hereinafter "City") a political subdivision of the State of Oregon, and **ROGUE DISPOSAL AND RECYCLING, INC.** (hereinafter "Contractor"), an Oregon corporation. The City and Contractor shall be sometimes referred to collectively as the "Parties."

**RECITALS:**

**WHEREAS**, the City and Contractor entered into that certain Solid Waste Collection Franchise Agreement dated on or about June 1, 2001, as subsequently amended, (the "Agreement") which is still in full force and effect; and

**WHEREAS**, the Parties desire to amend, clarify or restate portions the Agreement as further described herein.

**AGREEMENT:**

**NOW, THEREFORE**, and in consideration of these premises and such other lawful consideration, the receipt and sufficiency of which each of the parties hereto acknowledge, the parties agree as follows:

1. Definitions. As of the Addendum Effective Date, the following shall be added as a new definition to Article 1.1 of the Agreement:

**"Audited Financial Statement**

Audited Financial Statement" means audited financial information provided in Waste Connections, Inc.'s Form 10-K and quarterly Form 10-Q filings with the SEC. Copies of Waste Connections, Inc.'s periodic and annual filings are available online at [www.sec.gov](http://www.sec.gov). Contractor is a subsidiary of Waste Connections, Inc., which is a publicly traded company whose shares trade on the New York Stock Exchange."

2. Audited Financial Statements Throughout. As of the Addendum Effective Date, any reference to "audited financial statements" found in the Agreement, including but not limited to those found in Articles 7.2(B)(i), 7.2(B)(v), 8.1(A), 8.1(B), 8.1(E)(3), and 11.5(B) shall be amended to reflect the defined term of "Audited Financial Statement." For the avoidance of doubt, any reference to audited financial statements throughout the Agreement shall become a defined term as found in Article 1.1.

3. Article 8.1(A). As of the Addendum Effective Date, Article 8.1(A) of the Agreement shall be deleted in its entirety and replaced with the following:

**A. Audited Financial Statements; Annual Report.** Contractor shall submit to the City its annual Audited Financial Statements. All such Audited Financial Statements shall be submitted no later than six (6) months following the end of the Contractor's fiscal year.

Annual Audited Financial Statements submitted by Contractor pursuant to Section 8.1 shall be audited and certified to by an independent certified public accounting firm selected by the Contractor and approved by the City Manager; provided, however, the Contractor's current certified public accounting firm shall be deemed approved unless and until the City, for good cause,

notifies Contractor that such approval is revoked. Notwithstanding the foregoing, any such approval by the City shall not be unreasonably withheld, conditioned or delayed.

In addition to the foregoing, an independent Certified Public Accountant, whom shall be selected by Contractor, shall conduct and provide an annual report, which shall include:

- (1) Total Gross Revenues received by Contractor pursuant to the Franchise Agreement during the prior calendar year;
- (2) Confirmation any Franchise Fee(s) have been paid in accordance with the requirements of this Agreement during the prior calendar year;
- (3) Any Rate increase(s) during the prior calendar year; and
- (4) The allocation of Gross Revenues and costs for any local operations' rate request or financial information is based on.

Such annual report shall be due to the City no later than six (6) months following the end of the Contractor's fiscal year. The foregoing annual report and its underlying data/information shall be maintained in the strictest confidence by the City.

4. Reaffirmation. The Parties hereby reaffirm their agreement with all the terms and provisions of the Agreement as amended by this Addendum. Except as modified and amended herein, the Agreement shall be and remains in full force and effect.

5. Entire Agreement. The Agreement and this Addendum represents the entire agreement among the Parties with respect to the matters that are the subject hereof.

6. Counterparts; Facsimile Signatures. This Addendum may be executed in counterparts, each of which shall be deemed an original, but all of which shall collectively constitute one and the same instrument representing this Addendum between the parties hereto, and it shall not be necessary for the proof of this Addendum that any party produce or account for more than one such counterpart. Facsimile signatures shall be given the same force and effect as original signatures and shall be treated for all purposes and intents as original signatures.

*(Signature Page to Follow)*

IN WITNESS WHEREOF, the undersigned have executed this Addendum as of the Addendum Effective Date first written above.

CONTRACTOR:

ROGUE DISPOSAL AND RECYCLING, INC.  
An Oregon corporation


By: \_\_\_\_\_

CITY OF PHOENIX:

By: \_\_\_\_\_  
Eric Swanson, City Manager

Attest by: \_\_\_\_\_  
City Recorder

Approved as to Form:

  
\_\_\_\_\_  
City Attorney

**INTERGOVERNMENTAL PARTNERSHIP AGREEMENT**  
ePermit System and Services

**THIS INTERGOVERNMENTAL PARTNERSHIP AGREEMENT** (“Agreement”) is effective when all required signatures have been obtained by and between The State of Oregon, acting by and through the Department of Consumer and Business Services (“DCBS” or “Agency”), Building Codes Division (“BCD”) and the City of Phoenix (“Jurisdiction”), a political subdivision of the State of Oregon. BCD and the Jurisdiction may collectively be referred to herein as the Parties and individually as a Party. The Parties enter into this Agreement to cooperate and share services pursuant to the authority granted under ORS 455.185. The purpose of this Agreement is to encourage economic development through construction and to experiment and innovate for administration of building inspection programs. It is in the best interest of BCD and Jurisdiction’s leaders to ensure that construction-related development activities proceed in a manner that is quick, efficient, and practical. Having a flexible and responsive system requires sufficient staff and resources to be available to construction businesses. By partnering, BCD and Jurisdiction can explore new ways to maximize the use of scarce resources. This Agreement supersedes and amends and replaces in its entirety any pre-existing intergovernmental partnership agreement for the ePermit System and Services between Jurisdiction and BCD.

**DCBS:**

Celina Patterson  
e-Permitting Manager  
1535 Edgewater Street NW  
PO Box 14470  
Salem, OR 97309  
(503) 373-0855

**Jurisdiction:**

Joe Slaughter  
Deputy City Manager  
112 W Second Street  
Phoenix, OR 97535  
(541) 535-1955 Ext. 316  
joe.slaughter@phoenixoregon.gov

**RECITALS**

- A. Oregon Revised Statute ORS 455.095 provides that DCBS shall develop and implement a system that provides electronic access to building permitting information. The statute also requires DCBS to make the system accessible for use by municipalities in carrying out the building inspection programs administered and enforced by the municipalities.
- B. The Department of Administrative Services Procurement Office, on behalf of DCBS, issued a Request for Proposal (RFP) for a statewide electronic permit system and

associated products and services. Accela, Inc. was the successful proposer. DCBS and Accela Inc. executed a contract in August, 2008 (“ePermit contract”), by which Accela, Inc. licensed to DCBS ePermitting system software, an Integrated Voice Recognition (IVR) system and provided related configuration, implementation and hosting services (collectively the “ePermit System”).

- C. The ePermit contract provided that the ePermit System and related Services would be available to municipalities (“Participating Jurisdictions”).
- D. BCD is the division of DCBS that implements and administers the ePermitting system.
- E. Jurisdiction has requested that BCD provide access to the ePermitting System and related Services to Jurisdiction and to implement the Jurisdiction as a Participating Jurisdiction as set forth in the ePermitting contract.
- F. BCD is willing, upon the terms of and conditions of this Agreement, to provide access to Jurisdiction to the ePermitting System and related Services and to implement Jurisdiction as provided herein.

## **1. DEFINITIONS.**

- 1.1. As used in this Agreement, the following words and phrases shall have the indicated meanings.
- 1.2. “Agreement” means this Regional Partnership Agreement.
- 1.3. “ePermitting Contract” has the meaning set forth in Recital B and includes all amendments.
- 1.4. “ePermit System” means the entire system including the ePermitting software, licensed, implemented and configured pursuant to the ePermit contract and related Services including hosting, mobile applications and IVR.
- 1.5. “Jurisdiction” has the meaning set forth in the first paragraph of this Agreement.

## **2. TERM, RENEWAL AND MODIFICATIONS.**

- 2.1. Term. This Agreement is effective, and will be considered fully executed, upon signature by both parties, and shall remain in effect until termination of this Agreement as provided herein. Unless otherwise terminated as provided herein, this Agreement will be in effect for the period that Jurisdiction administers and enforces a building inspection program. This Agreement will automatically renew if or when the Jurisdiction’s program assumption is renewed for an additional period.
- 2.2. Agreement Modifications. Notwithstanding the foregoing, or any other provision of the Agreement, BCD may propose a modified Agreement or new intergovernmental agreement for Jurisdiction access to the ePermit System. BCD will propose such



modified Agreement or new intergovernmental agreement with at least 60 days written notice prior to expiration of the Jurisdiction's current program assumption period. The new intergovernmental agreement or modified Agreement will be effective on the effective date of the renewal of Jurisdiction's program assumption. If the parties cannot agree to the new intergovernmental agreement or modified Agreement, this Agreement will terminate effective on the renewal date of Jurisdiction's program assumption. Additionally, during the term of this Agreement, BCD may propose modifications to this Agreement; such modifications will become effective upon mutual agreement by the parties in accordance with section 19 of this Agreement.

### **3. PERFORMANCE AND DELIVERY.**

#### **3.1 Responsibilities of BCD.**

3.1.1. BCD shall use its best efforts to provide Jurisdiction access to the ePermit System and related Services. BCD shall use best efforts to provide the Jurisdiction with satisfactory access on a parity with all other jurisdictions implemented by BCD to the ePermit System.

3.1.2. BCD will implement the Jurisdiction's access using the process according to the ePermitting Implementation Methodology set forth in Exhibit E. If a Work Order Contract is used to implement a specific city or county, a copy of that Work Order Contract will be provided in Exhibit D.

3.1.3. Upon implementation, Jurisdiction will have access to the System and the functionality, as described in Exhibit E.

3.1.4. BCD will provide technical support for the ePermit program. Support is available 8:00 a.m. to 5:00 p.m. Monday through Friday, except for state-observed holidays and from 8:30-10:00 am on Mondays when ePermitting staff holds its weekly staff meeting. The general support structure shall be as follows:

3.1.4.1. State ePermitting team provides technical support to participating city or county.

3.1.4.2. Accela provides technical support to State ePermitting team.

In the event that the State team is unable to communicate a solution to the participating city or county, the State team will facilitate communication between Accela and participant.

3.1.5 BCD will provide software that fulfills the Jurisdiction's basic requirement for accepting and reviewing electronic plans.

#### **3.2. Responsibilities of Jurisdiction.**

3.2.1. Jurisdiction agrees to the requirements of Exhibit A.

3.2.2. Jurisdiction agrees to abide by the terms and conditions of the Software License set forth in Exhibit B.

3.2.3. Jurisdiction agrees to abide by the implementation model that is identified in Exhibit E.

#### **4. COMPENSATION AND PAYMENT**

4.1 Not-to-Exceed Compensation. The maximum, not-to-exceed compensation payable by Jurisdiction to BCD under this contract, which includes any allowable expenses, is \$50,000.00.

4.2 Invoicing. Jurisdiction's continued existing use shall not result in any costs payable to BCD. However, BCD may invoice Jurisdiction for additional services rendered under Exhibit E. BCD will submit all invoices to Jurisdiction upon completion of the services. Invoices must be paid within 30 days of receipt.

#### **5. REPRESENTATIONS AND WARRANTIES.**

5.1 Representations of Jurisdiction. Jurisdiction represents and warrants to BCD as follows:

5.1.1. Organization and Authority. Jurisdiction is a political subdivision of the State of Oregon (or an intergovernmental entity formed by political subdivisions of the State of Oregon under ORS Chapter 190) duly organized and validly existing under the laws of the State of Oregon. Jurisdiction has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder. Jurisdiction has assumed and administers a building inspection program under ORS 455.148 to ORS 455.153.

5.1.2. Due Authorization. The making and performance by Jurisdiction of this Agreement (1) have been duly authorized by all necessary action of Jurisdiction and (2) do not and will not violate any provision of any applicable law, rule, and regulation.

5.1.3. Binding Obligation. This Agreement has been duly executed and delivered by Jurisdiction and constitutes a legal, valid and binding obligation of Jurisdiction, enforceable according to its terms.

5.1.4. Jurisdiction has reviewed the ePermit Contract and ePermit System and is knowledgeable of the ePermit system functionality and performance and has entered into this Agreement based on its evaluation of the ePermit Contract and the ePermit System

5.2. Representations and Warranties of BCD. BCD represents and warrants to Jurisdiction as follows:

5.2.1. Organization and Authority. BCD is a division of DCBS, an agency of the state government and BCD has full power, authority and legal right to make this

Agreement and to incur and perform its obligations hereunder.

5.2.2. Due Authorization. The making and performance by BCD of this Agreement (1) have been duly authorized by all necessary action of BCD and DCBS and (2) do not and will not violate any provision of any applicable law, rule, and regulation.

5.2.3. Binding Obligation. This Agreement has been duly executed and delivered by BCD and constitutes a legal, valid and binding obligation of BCD and DCBS; it is enforceable according to its terms.

5.2.4. Performance Warranty. BCD will use its best efforts to provide Jurisdiction access to the ePermit System according to the ePermit contract. Notwithstanding the foregoing, Jurisdiction understands and agrees that the ePermit System is composed of software and services provided by third parties and BCD has no responsibility to Jurisdiction for the functionality or performance of the ePermit System.

5.3. The warranties set forth above are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

## **6. ACCESS TO RECORDS AND FACILITIES.**

6.1. Records Access. DCBS, BCD, the Secretary of State's Office of the State of Oregon, the Federal Government, and their duly authorized representatives may access the books, documents, papers and records of the Jurisdiction that are directly related to this Agreement, for the purpose of making audits, examinations, excerpts, copies and transcriptions.

6.2. Retention of Records. Jurisdiction shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the termination of this Agreement.

6.3. Public Records. Jurisdiction is deemed the Custodian for the purposes of public records requests regarding requests related to Jurisdiction's building inspection program.

## **7. JURISDICTION DEFAULT.**

Jurisdiction shall be in default under this Agreement upon the occurrence of any of the following events:

7.1. Jurisdiction fails to perform, observe or discharge any of its covenants, agreements or obligations set forth herein.

7.2. Any representation, warranty or statement made by Jurisdiction herein is untrue in any material respect when made.

**8. BCD DEFAULT.**

BCD shall be in default under this Agreement upon the occurrence of any of the following events:

- 8.1. BCD fails to perform, observe or discharge any of its covenants, agreements, or obligations set forth herein; or
- 8.2. Any representation, warranty or statement made by BCD herein is untrue in any material respect when made.

**9. TERMINATION BY JURISDICTION.**

Jurisdiction may terminate this Agreement in its entirety as follows:

- 9.1. For its convenience, upon at least six calendar months advance written notice to BCD, with the termination effective as of the first day of the month following the notice period;
- 9.2. Upon 30 days advance written notice to BCD, if BCD is in default under this Agreement and such default remains uncured at the end of said 30-day period or such longer period, if any, as Jurisdiction may specify in the notice; or
- 9.3. Immediately upon written notice to BCD, if Oregon statutes or federal laws, regulations or guidelines are modified, changed or interpreted by the Oregon Legislative Assembly, the federal government or a court in such a way that Jurisdiction no longer has the authority to meet its obligations under this Agreement.

**10. TERMINATION BY BCD.**

BCD may terminate this Agreement as follows:

- 10.1. For its convenience, upon at least twenty-four calendar months advance written notice to Jurisdiction, with the termination effective as of the first day of the month following the notice period.
- 10.2. Upon termination of the ePermit Contract with such reasonable notice to Jurisdiction as feasible under the terms of the ePermit Contract.
- 10.3. Immediately upon written notice to Jurisdiction if Oregon statutes or federal laws, regulations or guidelines are modified, changed or interpreted by the Oregon Legislative Assembly, the federal government or a court in such a way that DCBS no longer has the authority to meet its obligations under this Agreement.
- 10.4. Upon 30 days advance written notice to Jurisdiction, if Jurisdiction is in default under this Agreement and such default remains uncured at the end of said 30 day period or such longer period, if any, as BCD may specify in the notice.
- 10.5. Immediately, in the event that Jurisdiction no longer administers and enforces a

building inspection program.

**11. EFFECT OF TERMINATION.**

11.1. No Further Obligation. Upon termination of this Agreement in its entirety, BCD shall have no further obligation to provide access to the ePermit System and related Services to Jurisdiction.

11.2. Survival. Termination or modification of this Agreement pursuant to sections 9 and 10 above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination, Jurisdiction shall immediately cease all activities under this Agreement, unless expressly directed otherwise by BCD in the notice of termination.

11.3. Minimize Disruptions. If a termination right set forth in section 9 or 10 is exercised, both parties shall make reasonable good faith efforts to minimize unnecessary disruption or other problems associated with the termination.

11.4. Jurisdiction Data. Jurisdiction may obtain a copy of all of its data related to its usage of ePermitting, for usage in a move into a Jurisdiction-administered electronic system, by submitting a written request to BCD as part of Jurisdiction's notice of termination, or within 60 days of termination of this agreement. BCD will request the data from Accela, and Accela will provide the data in the same format as the Accela database.

**12. NOTICE.**

Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to Jurisdiction or BCD at the addresses or numbers set forth on page one of this agreement, or to such other addresses or numbers as either party may indicate pursuant to this section. Any communication or notice so addressed and mailed shall be effective five (5) days after mailing. Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the recipient, or on the next business day, if transmission was outside normal business hours of the recipient. To be effective against BCD, any notice transmitted by facsimile must be confirmed by telephone notice to BCD's ePermitting Manager. To be effective against Jurisdiction, any notice transmitted by facsimile must be confirmed by telephone notice to Jurisdiction's City Manager. Any communication or notice given by personal delivery shall be effective when actually delivered.

**13. SEVERABILITY.**

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the

remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

**14. COUNTERPARTS.**

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

**15. GOVERNING LAW, CONSENT TO JURISDICTION.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between BCD (and/or any other division, agency or department of the State of Oregon) and Jurisdiction that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within a circuit court in the State of Oregon of proper jurisdiction. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Jurisdiction, by execution of this agreement, hereby consents to the in personam jurisdiction of said courts.

**16. COMPLIANCE WITH LAW.**

The parties shall comply with all state and local laws, regulations, executive orders and ordinances applicable to the Agreement. All employers, including BCD and Jurisdiction, that employ subject workers who provide Services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126.

**17. ASSIGNMENT OF AGREEMENT, SUCCESSORS IN INTEREST.**

The parties agree there will be no assignment or delegation of the Agreement, or of any interest in this Agreement, unless both parties agree in writing. The parties agree that no services required under this Agreement may be performed under subcontract unless both parties agree in writing. The provisions of this Agreement shall be binding upon and shall inure to the parties hereto, and their respective successors and permitted assignees.

**18. NO THIRD-PARTY BENEFICIARIES.**

BCD and Jurisdiction are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons any greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by

name herein and expressly described as intended beneficiaries of the terms of this Agreement.

**19. WAIVER.**

The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. No waiver or consent shall be effective unless in writing and signed by the party against whom it is asserted.

**20. AMENDMENT.**

No amendment, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and when required by the Department of Administrative Services and Department of Justice. Such amendment, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. Jurisdiction, by signature of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

**21. HEADINGS.**

The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and shall not be used to construe the meaning or to interpret this Agreement.

**22. CONSTRUCTION.**

This Agreement is the product of extensive negotiations between BCD and representatives of Jurisdiction. The provisions of this Agreement are to be interpreted and their legal effects determined as a whole. An arbitrator or court interpreting this Agreement shall give a reasonable, lawful and effective meaning to the Agreement to the extent possible, consistent with the public interest.

**23. INDEPENDENT CONTRACTOR.**

The parties agree and acknowledge that their relationship is that of independent contracting parties and that neither party is an officer, employee, or agent of the other as those terms are used in ORS 30.265 or otherwise.

**24. LIMITATION OF LIABILITY.**

24.1. Jurisdiction agrees that BCD shall not be subject to any claim, action, or liability ARISING IN ANY MANNER WHATSOEVER OUT OF ANY ACT OR OMISSION, INTERRUPTION, OR CESSATION OF ACCESS OR SERVICE UNDER THIS AGREEMENT. THE STATE SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY DIRECT, INDIRECT SPECIAL OR CONSEQUENTIAL DAMAGES SUSTAINED BY THE POLITICAL SUBDIVISION, INCLUDING, BUT NOT LIMITED TO, DELAY, INTERRUPTION OF BUSINESS ACTIVITIES, OR LOST RECEIPTS THAT MAY RESULT

IN ANY MANNER WHATSOEVER FROM ANY ACT OR OMISSION, INTERRUPTION, OR CESSATION OF SERVICE.

24.2. EXCEPT FOR LIABILITY ARISING UNDER SECTION 27 NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT. NEITHER PARTY SHALL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT OR ANY PART HEREOF IN ACCORDANCE WITH ITS TERMS.

**25. FORCE MAJEURE.**

Neither BCD nor Jurisdiction shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, natural causes, or war which is beyond the reasonable control of BCD or Jurisdiction, respectively. Each party shall, however, make all reasonable efforts to remove or eliminate such cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

**26. TIME IS OF THE ESSENCE.**

Time is of the essence in the performance of all under this Agreement.

**27. CONTRIBUTION**

27.1. If any third party makes any claim or brings any action, suit or proceeding ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

27.2. With respect to a Third Party Claim for which BCD is jointly liable with the Jurisdiction (or would be if joined in the Third Party Claim ), BCD shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Jurisdiction in such proportion as is appropriate to reflect the relative fault of BCD on the one hand and of the Jurisdiction on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of BCD on the one hand and of the Jurisdiction on the other hand shall be determined by reference to, among other things, the parties' relative intent,



knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. BCD's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if BCD had sole liability in the proceeding.

27.3. With respect to a Third Party Claim for which the Jurisdiction is jointly liable with BCD (or would be if joined in the Third Party Claim), the Jurisdiction shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by BCD in such proportion as is appropriate to reflect the relative fault of the Jurisdiction on the one hand and of BCD on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Jurisdiction on the one hand and of BCD on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Jurisdiction's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

**28. AGREEMENT DOCUMENTS IN ORDER OF PRECEDENCE.**

This Agreement consists of the following documents that are listed in descending order of precedence:

- This Agreement less all exhibits;
- Exhibit A - Jurisdiction Obligations
- Exhibit B - ePermit License Agreement
- Exhibit C - ePermit Contract (not attached, but made available to Jurisdiction)
- Exhibit D-Work Order Contract
- Exhibit E - Implementation Model

All attached and referenced exhibits are hereby incorporated by reference.

**29. MERGER CLAUSE.** This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained.

IGA# PO-44000-00027551

Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of BCD to enforce any provision of this Agreement shall not constitute a waiver by BCD of that or any other provision.

[Signature on following page]

**JURISDICTION, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT JURISDICTION HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**A. Jurisdiction**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: Eric Swanson

Title: City Manager

**B. State of Oregon, Acting by and through its Department of Consumer and Business Services, Building Codes Division**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: Dawn Bass

Title: Deputy Administrator

Executed By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: Miriha Aglietti

Title: Designated Procurement Officer

## **Exhibit A Jurisdiction Obligations**

### **Jurisdiction Software**

As part of the state hosted system, any software being used by Jurisdiction to support either the building permitting system or any supplemental products being purchased from Accela, must be compatible with the Accela product.

### **Electronic Document Acceptance**

Beginning January 1, 2025, Jurisdiction is required by administrative law to accept electronic plans. Agency will provide software that fulfills the basic ability to meet this requirement; however, Jurisdiction may independently source their own software.

If Jurisdiction uses the Agency-provided software, then Jurisdiction will be required to comply with all third-party agreements associated with the software and must notify Agency promptly of any non-compliance. Jurisdiction must also comply with all Agency-provided instructions on the use of the software, including instruction relating to installation and removal of the software. Jurisdiction must remove or destroy any or all copies of the software at Agency's request.

### **Product Features**

Jurisdiction agrees to sell permits online through the ePermitting Portal. Jurisdiction agrees to offer online and IVR inspection scheduling for permits in an appropriate status.

Jurisdiction agrees to offer online submittal of plan documents at appropriate point(s) in the application process as dictated by the Jurisdiction's workflow associated with each record type.

### **Permit Numbering Scheme.**

As a full-service participant, Jurisdiction agrees to include the pre-assigned three digit prefix to all permits covered by and processed through ePermitting system. Permits for any supplemental products purchased through Accela, hosted in the State of Oregon environment and being serviced through the State of Oregon ePortal must also use the three-digit prefix in the permit number. Permits for supplemental products purchased through Accela that will not be hosted or maintained on the Oregon platform and that are not serviced through the State of Oregon ePortal are not required to use the three-digit prefix.

### **Status and Result Codes.**

All status and result codes such as inspections, plan review, permit issuance status will be pursuant to a statewide uniform system. Jurisdiction shall only use the uniform status and result codes.

### **Inspection Codes.**

Inspection types for code required inspections must be consistent throughout the state. Unique inspection types must be requested through and assigned by the ePermitting staff.

### **Supplemental Products Purchased by Jurisdiction through Accela.**

Any supplemental product such as, but not limited to, Land Use, Enforcement, Licensing, or

other services, may be licensed directly to Jurisdiction by Accela. Support services for the supplemental products fall outside of the scope of this Intergovernmental Agreement and are therefore provided through direct agreement with Accela or other service provider. Installation of supplemental products onto the State hosted servers cannot occur before the State ePermitting team begins active development of the building permitting module.

**Version (Product) updates.**

Migration from one product version of Accela Automation to another product version will be regulated and coordinated through BCD. Supplemental products will be required to migrate to the same version of the product at the same time as the product version for the building product module. After implementation, Jurisdiction is required to test the configuration against new versions of the product in the timeframe specified by BCD.

**Exhibit B  
Software License Agreement**

**Note: DCBS through the ePermit Contract has the right to permit Jurisdictions to use the ePermit System software as set forth in Exhibit G, License Agreement, of the ePermit Contract. While the entire software license agreement between the State and Accela, Inc., including the added language in Amendment 7, has been provided here for continuity and ease of use, a participating city or county is only bound by Sections 3.1, 3.2, and 4 as specified in this Agreement.**

1. Parties ACCELA	CUSTOMER
Accela, Inc.	State of Oregon
	Department of Consumer & Business
2633 Camino Ramon, Suite	Services P.O. Box 14470
120 Bishop Ranch 3	Salem, OR 97309
San Ramon, California	Attention: Building Codes
94583 Attention: Contracts	Division T: (503)378-4100 F:
Administration T: 925.659.3200	(503)378-3989
F: 925.407.2722	e-Mail: <a href="mailto:chris.s.huntington@state.or.us">chris.s.huntington@state.or.us</a>
e-Mail: <a href="mailto:contractsadrnin@accela.com">contractsadrnin@accela.com</a>	

This License Agreement ("LA") is intended for the exclusive benefit of the Parties; except as expressly stated herein, nothing will be construed to create any benefits, rights, or responsibilities in any other parties.

## 2. Term and Termination

2.1 Term Provided that Customer signs and returns this LA to Accela **no later than August 8, 2008**, this LA is effective as of the date of Customers signature ("Effective Date") and will continue until terminated as provided herein.

2.2 Termination Either party may terminate if the other party materially breaches this LA and, after receiving a written notice describing the circumstances of the default, fails to correct the breach within thirty (30) calendar days. Upon any termination or expiration of this LA, all rights granted to Customer are cancelled and revert to Accela.

## 3 Intellectual Property

3.1 License The software products ("Software") listed in Exhibit A are protected under the laws of the United States and the individual states and by international treaty provisions. Accela retains full ownership in the Software and grants to Customer a perpetual, limited, nonexclusive, nontransferable license to use the Software, subject to the following terms and conditions:

3.1.1 The Software is provided for use only by Customer employees. For the purposes of subsections 3.1, 3.2 and Sections 4 of this LA, Customer means: i)

the individual Jurisdiction with respect to its use of the Software, provided that the licensing fee has been paid for such Jurisdiction, and ii) the State of Oregon acting by and through its Department of Consumer and Business Services with respect to its use of the Software.

- 3.1.2 The Software may be installed on one or more computers but may not be used by more than the number of users for which the Customer has named user licenses. For the purposes of this License Agreement, the Customer has unlimited use, per department, of any license covered by this agreement. The Software is deemed to be in use when it is loaded into memory in a computer, regardless of whether a user is actively working with the Software. Accela may audit Customer's use of the Software to ensure that Customer has paid for an appropriate number of licenses. Should the results of any such audit indicate that Customer's use of the Software exceeds its licensed allowance, Customer agrees to pay all costs of its overuse as determined using Accela's then-current pricing; any such assessed costs will be due and payable by Customer upon assessment. Customer agrees that Accela's assessment of overuse costs pursuant to this Subsection is not a waiver by Accela of any other remedies available to Accela in law and equity for Customer's unlicensed use of the Software.
- 3.1.3 Customer may make backup copies of the Software only to protect against destruction of the Software. With exception of the Entity Relationship Diagram and any other documentation reasonably-designated and specifically-marked by Accela as trade secret information not for distribution, Customer may copy Accela's documentation for use by those persons described in section 3.1.1, supra, provided that such use is for business purposes not inconsistent with the terms and conditions of this Licensing Agreement. "Trade Secret" has the meaning set forth in ORS 192.501(2)
- 3.1.4 Customer may not make any form of derivative work from the Software, although Customer is permitted to develop additional or alternative functionality for the Software using tools and/or techniques licensed to Customer by Accela.
- 3.1.5 Customer may not obscure, alter, or remove any confidentiality or proprietary rights notices.
- 3.1.6 Subject to the limitations of Article XI, § 7 of the Oregon Constitution and the Oregon Tort Claims Act (**ORS 30.260 through 30.300**), Customer is liable to Accela for any direct damages incurred as the result of unauthorized reproduction or distribution of the Software which occur while the Software is in Customer's possession or control.
- 3.1.7 Customer may use the Software only to process transactions relating to properties within both its own geographical and political boundaries and in counties contiguous to Oregon with populations below 100,000. Customer

may not sell, rent, assign, sublicense, lend, or share any of its rights under this LA.

- 3.1.8 Customer is entitled to receive the Software compiled (object) code and is licensed to use any data code produced through implementation and/or normal operation of the Software; Customer is not entitled to receive source code for the Software except pursuant to an Intellectual Property Escrow Agreement, which may be executed separately by the Parties. Accela and Customer will execute an Intellectual Property Escrow Agreement within 30 days of Contract execution.
- 3.1.9 All rights not expressly granted to Customer are retained by Accela.
- 3.1.10 Customers are allowed unlimited use, per department, of software products listed in Exhibit A, for in-scope record type categories defined in Attachment 1 to this LA In addition, each customer is allowed five (5) additional record types for activities that fall outside of the in-scope record type categories defined in Attachment 1 to this L.A., are delivered under the Building Department and are submitted to and approved by DCBS.

### 3.2 License Warranties

- 3.2.1 Accela warrants that it has full power and authority to grant this license and that, as of the effective date of this LA, the Software does not infringe on any existing intellectual property rights of any third party. If a third party claims that the Software does infringe, Accela may, at its sole option, secure for Customer the right to continue using the Software or modify the Software so that it does not infringe. Accela expressly agrees to defend, indemnify, and hold Customer harmless from any and all claims, suits, actions, losses, liabilities, costs, expenses, including attorneys fees, and damages arising out of or related to any claims that the Software, or the Customers use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, that Customer shall provide Accela with prompt written notice of any infringement claim. Accela will have the sole right to conduct the defense of any legal action and all negotiations for its settlement or compromise; provided, however, Accela shall not settle any claim against the Customer with the consent of Customer.
- 3.2.2 Accela has no obligation for any claim based upon a modified version of the Software or the combination or operation of the Software with any product, data, or apparatus not provided by Accela, with the exception of those products identified in Exhibit J. Accela provides no warranty whatsoever for any third-party hardware or software products.
- 3.2.3 Except as expressly set forth herein, Accela disclaims any and all express



and implied warranties, including but not necessarily limited to warranties of merchantability and fitness for a particular purpose.

### 3.3 Compensation

3.3.1 License Fees In exchange for the Software described hereinabove, Customer will pay to Accela the amounts indicated in Exhibit A3.

3.3.2 Payment Terms Amounts are quoted in United States dollars and do not include applicable taxes, if any. The payment terms of all invoices are net forty-five (45) calendar days from the dates of the invoices. Any payment not paid to Accela within said period will incur a late payment in an amount equal to two-thirds of one percent (.66%) per month (eight percent (8% per annum), on the outstanding balance from the billing date. Accela may, at its sole discretion, suspend its obligations hereunder without penalty until payments for all past-due billings have been paid in full by Customer. All payments to Contractor are subject to ORS 293.462

## 4. Confidentiality

4.1 Confidentiality and Nondisclosure. Each party acknowledges that it and its employees or agents may, in the course of performing its responsibilities under this LA, be exposed to or acquire information that is confidential to the other party or the other party's clients. Any and all information clearly marked confidential, or identified as confidential in a separate writing as confidential provided by one party or its employees or agents in the performance of this LA shall be deemed to be confidential information of the other party ("Confidential Information"). Any reports or other documents or items (including software) which result from the use of the Confidential Information by the recipient of such information shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by the party acquiring such information) publicly known or is contained in a publicly available document; (b) is furnished by the party disclosing such information to others without restrictions similar to those imposed by this LA; (c) is rightfully in the receiving party's possession without the obligation of nondisclosure prior to the time of its disclosure under this LA; (d) is obtained from a source other than the discloser without the obligation of confidentiality, (e) is disclosed with the written consent of the disclosing party, or; (f) is independently developed by employees or agents of the receiving party who can be shown to have had no access to the Confidential Information.

4.2 The recipient of Confidential Information agrees to hold Confidential Information in strict confidence, using at least the same degree of care that it uses in maintaining the confidentiality of its own Confidential Information, and not to copy, reproduce,

sell, assign, license, market, transfer or otherwise dispose of, give or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than as contemplated by this LA or reasonably related thereto, including without limitation the use by Customer of Accela who need to access or use the System for any valid business purpose, and to advise each of its employees and Accela of their obligations to keep Confidential Information confidential.

- 4.3 Each party shall use commercially reasonable efforts to assist the other in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, each party shall advise the other immediately in the event it learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this LA and each party will at its expense cooperate with the other in seeking injunctive or other equitable relief in the name of the other against any such person.
- 4.4 Each party agrees that, except as provided in this LA or directed by the other, it will not at any time during or after the term of this LA disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this LA each party will turn over to the other all documents, papers and other matter in its possession which embody Confidential Information.
- 4.5 Each party acknowledges that breach of this Article VIII, including disclosure of any Confidential Information will give rise to irreparable injury which is inadequately compensable in damages. Accordingly, each party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Each party acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of the other and are reasonable in scope and content.
- 4.6 Customers obligations under this Article VIII shall be subject to the Oregon Public Records Laws, ORS 192.410 through ORS 192.505.

**Exhibit C**  
**ePermitting Contract**

The ePermitting contract is available, upon request, for the Jurisdiction to review.

**Exhibit D**

**Work Order Contract**

Under the terms and conditions of the ePermit System Agreement, DCBS may enter into a Work Order Contract for implementation services. Should implementation services be used for the implementation of a specific participating city or county, the provisions of that agreement will be provided here.

A Work Order Contract is not being used to implement this jurisdiction.

**EXHIBIT E**  
**IMPLEMENTATION**  
**OREGON STANDARD MODEL**

**Third Party Components**

The ePermitting system contains multiple components created and licensed by third parties. BCD cannot guarantee the continued support of these components, and may have to make changes to the system based upon changes made by the third party providers. BCD will provide prompt notice to Jurisdiction upon becoming aware of any necessary changes and will work to provide solutions with the least possible disruption of system usage.

**Oregon Standard Model (OSM) includes:**

- Standard Model Permits (records):
  - Commercial Agricultural Equine
  - Commercial Alarm Suppression Systems
  - Commercial & Residential Deferred Submittal
  - Commercial & Residential Demolition
  - Commercial & Residential Electrical
  - Commercial & Residential Investigation
  - Commercial & Residential Mechanical
  - Commercial & Residential Phased
  - Commercial & Residential Plumbing
  - Commercial RV Park or Manufactured Home Park
  - Commercial & Residential Structural
  - Commercial & Residential Research
  - Master Electrical Permits
  - Inquiry
  - Post Disaster
  - Residential 1 & 2 Family Dwelling
  - Residential Manufactured Dwelling
- Standard Model Reports include:
  - Application About to Expire (List and Letters to Applicant and Owner)
  - Permit About to Expire ((List and Letters to Applicant and Owner)
  - Usage
  - Configuration Reports
  - Fee by Account (Summary & Detail)
  - Invoice
  - Out of Balance
  - Payments Applied
  - Payments Not Applied

- Refunds Issued
- Payments Received
- Payments Summary
- School Construction Excise Tax
- Inspection Correction Notice
- Inspection Summary
- Inspections Assigned
- Recent Inspection Activity
- Monthly Permit Summary
- Monthly Permits Issued
- Monthly Permits Issued Valuation Report
- State Surcharge
- State Surcharge Details
- Balance Due
- Building Application
- Building Permit
- Certificate of Occupancy
- Fee Estimate
- Fee by Record
- Phased Authorization to Begin Work
- Plan Review Checklist
- Temporary Certificate of Occupancy
- Work Authorization
- Receipt

**Use of “Consistent Form and Fee Methodology”**

Use of Elavon “Converge” payment processor with US Bank for internet credit card processing in Accela Citizen Access (ACA); jurisdiction opens and maintains its own account.

- **Optional Modules:**
  - Onsite
  - Planning Tracking
  - Code Enforcement
  - Public Works

The first time these optional modules are implemented, BCD will provide implementation services at no cost. If for any reason these optional modules need to be reimplemented, BCD may invoice Jurisdiction for the reasonable costs of the implementation. Costs will depend upon the complexity of the work, but will not exceed \$5,000 per module implemented. BCD and Jurisdiction will agree on the costs prior to any implementation.

**Oregon Standard Model Implementation includes:**

- Importing jurisdiction’s fee schedule into Accela
- Data conversion from jurisdiction’s database

- ePermitting will provide documentation about how the data is to be formatted for loading
  - ePermitting will work with jurisdiction to map the data from existing permitting system to Accela
  - Jurisdiction is responsible for extracting data from existing system
- Address, Parcel, Owner Database Load
  - ePermitting will provide documentation about data format requirements
  - Jurisdiction will provide files containing Address, Parcel, Owner reference data for loading into ePermitting database
- Interfaces to Jurisdiction Systems (optional)
  - Financial
    - ePermitting will provide files with specified fields for interfaces to jurisdiction's on site systems
    - Jurisdiction will upload the files into their on site system
  - GIS
    - ESRI ArcGIS Server 10 or ESRI ArcGIS Server 10 sp 1
    - Future versions of Accela Software may require upgrades to ESRI software to maintain interface operability
- Training
  - ePermitting provides online weekly training via video conference.
  - Jurisdiction's "super users" will train other jurisdictional employees.
  - ePermitting will attend jurisdictions Go Live in person.
- Coordination with Accela
  - If Jurisdiction purchases other modules, such as Planning or Code Enforcement, directly from Accela and has them implemented by Accela, an independent contractor or by Jurisdiction staff, Jurisdiction must coordinate that implementation with ePermitting.
    - Coordination with ePermitting means including ePermitting staff in project management meetings with Jurisdiction and the party implementing the other modules.
- Third Party Jurisdictions
  - If Jurisdiction uses a third party building official and/or inspection agency, Jurisdiction shall run the third-party report provided with OSM and submit it with their program assumption Plans. ORS 455.148 (4).

## IMPLEMENTATION OVERVIEW

The following list is a distilled version of the major tasks associated with implementation of ePermitting. The tasks run concurrently and can take varying amounts of time, however, this is a look at the things that Jurisdiction must complete. Of this list, testing is the major responsibility that will take some time to complete. The more thoroughly the Jurisdiction tests the system before Go Live, the smoother the transition will be when ePermitting begins.

### Start Up

- Sign IGA
- Send "Contact Information" document and Logo
- Scan and send copies of permit applications
- Provide "Roles and Responsibilities" Document

### Training

- Have "super users" complete all of the online training
- Assign targeted online training to specific staff

### Finances

- Fill in the three financial documents:
  - General Accounting Practices
  - Settling & Balancing Procedures
  - Refunds
- Provide Project Manager with fee information
- Test fees that have been configured in the database
- Choose data to be included in financial interface,
  - Create or link an ftp site to which the financial data will be uploaded
  - Test and approve the transfer of data through the ftp site and into the financial system
- Set up a Converge account 1-2 weeks before Jurisdiction's Go Live date.

### Addresses

- Work with APO specialist to determine the requirements for the address/parcel file that will be loaded into Jurisdiction's ePermitting database
- Provide the address file to APO specialist
- Test the addresses that are loaded into Jurisdiction's database
- Approve the addresses in Jurisdiction's database

### Configuration

- Provide User spreadsheet and Inspector profiles



- Test applications
- Test workflow
- Test inspections

#### **Data Conversion**

- Talk with Project Manager about data conversion
- Determine which permits are open
- Map data
- Fill in conversion tables
- Test the converted data
- Approve the converted data

#### **Reports**

- Examine the existing reports
- If there are additional reports that you desire, discuss them with your Project Manager
- If additional reports are built, then test and approve them

#### **IVR**

- Fill out Set Up document and return to Project Manager
- Test and approve IVR

## Training Overview

- Home Screen and Records Portlet
  - Orientation to Portlets – User, Quick Links, Alerts or My Tasks, Record List/Detail, My Navigation, and Reports
  - Alerts portlet – incoming ACA
  - Searching, sorting, CSV export, Quick Queries
  - My Navigation vs Go To dropdown menu
  
- Applications
  - Starting new records from the Back Office
  - Four A's: APPO address/parcel/owner, ASI application specific information, Applicant, Automation of fees
  - Printing an application
  
- Fees
  - Adding and Invoicing fees – NEW fees DELETE vs. INVOICED fees VOID
  - Invoiced fees and ACA
  - Making payment and CASH payment types – best practice (payor, recording actual payment amount/change)
  - Partial payment (applying monies) and Pay More function
  - Printing/Emailing receipts – generating Invoice – reprinting from Documents
  
- Workflow – Permit Lifecycle
  - Workflow statuses – advancing workflow, TSI task specific info, record status relationship
  - Withdrawn vs Void
  - Parallel tasks at Ready for Plan Review
  - Automated emails notification from Workflow
  - Supervisor function
  - Auto-close of EMP at Final Inspection sign-off (optional)
  - Workflow history – show where it's at, what's included
  
- Special Record Types
  - Revision vs Additional Info Requested
  - Deferred submittals
  - Phased permitting
  - Temp C of O
  - C of O
  - CSC Certificate of Satisfactory Completion
  - Required elements for C of O – how to correct and rerun report
  
- Data Management
  - Cloning vs Copying

- Related records – at Intake, thru Cloning, after the fact
- Sets – 3 ways to create – Sets portlet, Record List, Related Records
- Conditions
  
- Reference Data
  - Reference vs Transactional – importance of making corrections and where, Synch to Reference option
  - People reference
  - APO reference – Inspection Districts, Parcel Attributes that should stop issuance
  
- “Day in the Life” walk-through
  - Alerts for Permit Techs and My Tasks for Inspectors/Plans Examiners
  
- Inspections
  - Daily load and printing Inspection Slips
  - Assigning, reassigning, canceling, deleting if unnecessary for Final
  - Resulting – introduce options for resulting (back office, Inspector App, IVR)
  
- Reports
  - Demonstrate what reports are available – Financial, Stats, State Surcharge
  - Quick Queries – information only, not training (as time allows)
  - Ad-hoc – information only, not training (as time allows)
  
- Advanced Money
  - Change in valuation
  - Making fee changes – Voiding fees to Credit – adding/voiding fee items that impact State Surcharge – show Assess Fee History and Payment History
  - Exceptional payment types
  - Financial batch file –reconciling exceptional payment types and transfers - account codes/GL and Agency financial process
  - Cash Balancing
  
- SCHEDULE** - Contractor Training (in the field) – Coordinated and provided by Jerod Broadfoot at the Agency location
- SCHEDULE** - EDR (in the field)



City of Phoenix  
*Heart of the Rogue Valley*

Agenda Item #: 5a3.

## Agenda Report to Mayor and Council

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**Agenda item title:** Correcting Clerical Error on Ordinance No. 1034

**Meeting Date:** December 04, 2023

**From:** Bonnie Pickett, City Recorder

**Action:**  Motion,  Ordinance,  Resolution,  Information only,  Other

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### SUMMARY

Due to a clerical error that occurred on November 06, 2023, Ordinance No. 1034 was used a second time for approval of Ordinance regarding amending Chapter 2.11 of and adding Chapter 2.12 to the land Development Code regarding the Holding Zone and creation of an Exclusive Agricultural Overlay and applying the Exclusive Agricultural Overlay to certain properties to be annexed through Ordinance No. 1033.

### BACKGROUND AND DISCUSSION

The original Ordinance 1034 went before the Council on August 21, 2023, for approval. The Ordinance was regarding accepting the dedication of Right-of-way and a Public Utility Easement in the City of Phoenix.

### FISCAL IMPACT

None

### RECOMMENDATION

Staff recommends correcting the clerical error made at the November 06, 2023, Council meeting by changing the Ordinance No. to 1035.

### PROPOSED MOTION

I moved to change Ordinance No. 1034, approved on November 06, 2023, to Ordinance No. 1035.

### ATTACHMENTS

# **City Council Meeting Hybrid Meeting in Person and Via Zoom Monday, November 06, 2023**

## **1. CALL TO ORDER:**

Mayor Baker called the City Council's hybrid meeting to order on Monday, November 06, 2023, at 6:30 p.m.

## **ROLL CALL:**

**PRESENT:** Terry Baker, Karen Shrader, Angie Vermillion, Krista Peterson, Larry Dickson and Jillian Shainholtz

**ABSENT:** Scott Clauson (excused)

**STAFF PRESENT:** Eric Swanson, City Manager  
Bonnie Pickett, City Recorder  
Joe Slaughter, Deputy City Manager  
Denise Woodman, Contracted Finance Director  
Derek Bowker, Chief of Police  
Chris Stephenson, PW Superintendent  
Doug McGeary, City Attorney

## **2. PLEDGE OF ALLEGIANCE:**

### **3. PRESENTATION:**

a. Eric Swanson – Employee Recognition.

Eric Swanson recognized Chief of Police Derek Bowker for 15 years as Chief of the City of Phoenix. He gave a brief bio for Chief Bowker and presented him with an award for outstanding service.

Chief Bowker thanked the City for the recognition and noted that he wished the guys were here to see him receive the award because it wouldn't be possible without them.

b. Will Volpert – Chamber of Commerce Update.

Mr. Swanson introduced Will Volpert, noting on his website that he has helped businesses in the Phoenix area, namely PAC Wall, which will be holding a ribbon cutting next Monday at 10:00 a.m. He noted that SOREDI has sponsored the PAC Wall ribbon cutting.

Will Volpert, President of Phoenix Chamber of Commerce, presented an update on the Chamber for the Council. He spoke about membership, press and media outreach, member meetings, visitor guides, and upcoming events.

The Council thanked Mr. Volpert for all the hard work he has put into the Chamber and Travel Phoenix.

**4. PUBLIC COMMENT:**

Tony Chavez, Phoenix, thanked Matias Mendez for his years of service. He spoke about public notifications of meetings. Mr. Chavez requested that the meeting be streamed on Facebook to stop misinformation. He suggested that the reader boards should be used to announce the meetings and to use the sandwich boards for the meetings.

**5. CONSENT AGENDA:**

a. Reports for Information & Possible Action:

1. Resolution No. 1117 – A Resolution Adopting the Final October 2023 Reimagined Regional Long-Term Recovery Plan Prepared by the Jackson County Long-Term Recovery Group in Collaboration with Jackson County Residents, Stakeholders, and the Jurisdictions Affected by the 2020 Almeda and Obenchain Fire.
2. Charlotte Ann Water District Hwy 99 Waterline Relocation.

b. Minutes to Approve and File:

1. Minutes from City Council Meeting October 16, 2023.

Motion: I Move to Approve the Consent Agenda. **MOVED BY VERMILLION, SECONDED BY PETERSON.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Peterson, Vermillion, Shainholtz, Shrader, Dickson**

**MOTION APPROVED WITH FIVE EYES**

**6. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION:**

Councilor Vermillion requested that item 5a1 be pulled from the consent agenda, and Councilor Shrader agreed.

The Council discussed their concerns that some items don't fit with fire recovery or have costs associated with the proposed projects in the Reimagined Regional Long-Term Recovery Plan.

Mr. Swanson answered questions about being obligated to all of the projects in the plan.

Joe Slaughter advised that staff can bring back more information for the plan for the Council to review if they wish. He explained why the abbreviated version of the plan was included in the packet. He explained the plan's purpose for future fire recovery. He answered questions from the Council regarding the effects of the plan.

The Council discussed how not accepting the plan can affect their access to federal funds for recovery after a disaster.

Mr. Slaughter stated that the plan was not meant to be a city plan; it was required to be a regional recovery plan. He noted that the City is not obligated to agree to complete or use the recovery plan.

Motion: I Move to Deny Resolution Adopting the Final October 2023 Rogue Reimagined Regional Long-Term Recovery Plan. **MOVED BY PETERSON, SECONDED BY VERMILLION.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Peterson, Vermillion, Shrader, Shainholtz**

**Nays: Dickson**

**MOTION APPROVED WITH FOUR EYES**

**7. NEW BUSINESS**

a. Resolution No. 1118 – A Resolution of the City of Phoenix Authorizing a Loan from the Special Public Works Fund by Entering into a Financing Contract with Oregon Infrastructure Finance Authority.

Mr. Swanson presented Resolution No. 1118 to the Council regarding funding for the new building. He answered questions from the Council regarding the lease to cover their half of the funding.

Motion: I Move to Approval of Resolution No. 1118 for the Special Public Works Fund Development Project Financing Contract and Authorize the City Manager to Sign the Financing Documents on Behalf of the City of Phoenix. **MOVED BY PETERSON, SECONDED BY SHRADER.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Peterson, Shrader, Dickson, Shainholtz, Vermillion**

**MOTION APPROVED WITH FIVE EYES**

**8. ORDINANCE: READING / ADOPTION:**

a. Ordinance No. 1034 – An Ordinance of the City of Phoenix to Amend Chapter 2.11 of and Add Chapter 2.12 to the Land Development Code Regarding the Holding Zone and an Exclusion Agriculture Overlay to Certain Properties to be Annexed to the City Through ORD. 1033.

Mr. Swanson noted the Ordinance creates a holding zone and is being requested to be approved as an emergency.

Mr. Slaughter presented Ordinance No. 1034 to the Council, noting that it allows the property owner to continue using the property as a ranch until they are ready to develop the land. He explained the reasoning for the passing of the Ordinance as an emergency.

Open Public Hearing: 7:41 p.m.

Public Comment: No comment

Close Public Hearing: 7:41 p.m.

Motion: I Move to Approve, on Reading by Title Only, an Ordinance to Amend Chapter 2.11 of and add Chapter 2.12 to the Land Development Code, and to Apply the Exclusive Agricultural Overlay to Certain Properties to be Annexed Through Ordinance 1033, and Further Move, that an Emergency is Declared to Exist, and this Ordinance, Being Necessary for the Immediate Preservation of the Public Peace, Health, and Safety, Takes Effect on its Passage. MOVED BY PETERSON, SECONDED BY SHAINHOLTZ.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Peterson, Shainholtz, Dickson, Vermillion, Shrader**

**MOTION APPROVED WITH FIVE AYES**

**9. STAFF REPORT:**

a. City Attorney Doug McGeary apologized for being late to the meeting. He noted that he is working on an Ordinance that will be great for the Council.

b. City Manager Eric Swanson updated the Council on the progress of the 2021 Strategic Plan. He personally thanked Commissioner Dave Dotterer for Chairing the PIER meeting where the Committee approved the 3.5 million Infrastructure request for shared parking and wetland work. Mr. Swanson noted that the City has received 30 million in grants for fire recovery over the past three years. He noted the City received \$39,000 to update the Parks Master Plan. Mr. Swanson spoke about attending the Oregon Summit on Wildfire Recovery. He stated that Jim Snyder's celebrations of life were well done.

c. Deputy City Manager Joe Slaughter noted that the PIER did approve the City's infrastructure application at their last meeting. He stated that the City hopes that an application for economic revitalization will be approved to distribute funds to smaller organizations and businesses.

County Commissioner Dave Dotterer spoke about the wonderful infrastructure application the City submitted. Kudos to your team. He noted that he now chairs the PIER Committee and hopes that they can get the money into the hands of organizations that can get the money into the hands of businesses that need smaller grants. Commissioner Dotterer stated that he told Senator Golden that they are in Salem, thinking that all we want from them is more money when we actually want them to tell us how to spend our money. He noted that we spend money trying to respond to the regulations coming down from Salem, which requires more money to meet the demands.

**10. MAYOR AND COUNCIL COMMENT / REPORTS:**

Councilor Dickson noted that the Community Dinner will be this Thursday at 5:00 p.m. hope to see you there.



Councilor Shrader stated that everyone who spoke at Jim Snyder's service did a great job. She thanked Will Volpert for his monthly calendar of events and wished the Chamber the best of luck in the upcoming year.

Councilor Vermillion noted that Jim Snyder's service was great. She asked when the Christmas Tree Lighting is going to be held. Councilor Vermillion advised that if Councilors want to judge the trees at the Festival of Trees, they must RSVP soon.

Councilor Peterson noted that she arrived late to Jim Snyder's services but was still able to connect with Pat Snyder. She wished Mrs. Snyder the best. Councilor Peterson noted that on December 09, 2023, Parks and Recreation will hold a Flowers for Phoenix event at Blue Heron Park. They plan to plant around 500 bulbs in the park. She thanked the staff and Council and noted her excitement for the next Strategic Planning Session.

Councilor Shainholtz thanked everyone for their support with her questions this evening. She noted she had a lot of fun at the Pirate Parade and is looking forward to the Christmas Tree Lighting.

Mayor Baker recognized Chief of Police Derek Bowker for his years of service to the City. He recognized Will Volpert and the Chamber helping with Phoenix's reputation. Mayor Baker stated that having fresh faces and opinions on the Council is good. He noted that PAC Wall is a massive addition to Phoenix. Mayor Baker noted that Mr. Swanson being asked to speak on Wildfire Recovery Panels shows that people around the state have taken notice of Phoenix. He noted that working with Jim Snyder on Council was a privilege. Mayor Baker thanked the Council for being able to have a civil conversation even if they don't see eye to eye.

## **11. ADJOURNMENT**

The meeting adjourned at 8:05 p.m.

Respectfully submitted by,

Bonnie Pickett  
City Recorder

**Parks and Recreation Committee Recommendation to Council.**

Parks and Recreation Committee recommends to City Council of Phoenix the placement of a peace pole in Blue Heron Park as described in accompanying documents.

Parks and Recreation Committee Chair  
Nancy Peterson

The Rotary Club spoke with me yesterday and made a request to add this dedication to our Bee City Pollinator Garden at the Blue Heron Park.

One of their members passed away and they would like to honor him by putting up a peace pole (see attachment). There are four languages, each on one side of the pole (Languages: English, Spanish, Amharic & Ukrainian). This is a message we all understand in this time of global crisis.

They have a spot in mind and if you want me to show you where I can go out to the park at any time and they can come as well. If you are pressed for time, the community garden can dig the hole, your call.

As you know, the Club has been and is a huge supporter of the park and Bee City (they awarded us just recently \$250 to purchase pollinator garden certification signs).

John Duffie`



Proposed location of  
the peace pole

