



Council Business Meeting Agenda

**ASHLAND CITY COUNCIL
BUSINESS MEETING AGENDA
Tuesday, August 1, 2023
Council Chambers, 1175 E Main Street**

**View on Channel 9 or Channels 180 and 181 (Charter Communications)
or live stream via rvtv.sou.edu select RVTV Prime.**

HELD HYBRID (In-Person or Zoom Meeting Access)

Public testimony will be accepted for both general public forum items and agenda items. **Please complete the online Public Testimony Form, for WRITTEN and ELECTRONIC testimony only.** Indicate on the Public Testimony Form if you wish to provide WRITTEN testimony, or if you wish to speak ELECTRONICALLY during the meeting.

Please submit your testimony no later than 10:00 a.m. the day of the meeting.

5:00 PM Executive Session

The Ashland City Council will hold an Executive Session for the following:

1. To conduct deliberations with persons the City of Ashland has designated to negotiate real property transactions pursuant to ORS 192.660(2)(e).
2. Consultation with the City Attorney on current or likely litigation pursuant to ORS 192.660(2)(h).

6 p.m. Regular Business Meeting*

- I. **CALL TO ORDER**
 1. Land Acknowledgement**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **MAYOR'S ANNOUNCEMENTS**
- V. **APPROVAL OF MINUTES *****
 1. Minutes of the July 17, 2023 – Retreat Meeting
 2. Minutes of July 18, 2023 – Business Meeting
- VI. **SPECIAL PRESENTATIONS**
 1. James M. Ragland Memorial Volunteer Spirit Service Award
 2. Fire & Rescue Citizen Special Life Saving Award



Council Business Meeting Agenda

- VII. **CITY MANAGER REPORT**
- VIII. **PUBLIC FORUM (15 minutes)**
- IX. **CONSENT AGENDA**
 - 1. Transportation Advisory Committee Appointment
 - 2. Liquor License Approval for Harana Café, (DBA Harana LLC) at 116 Lithia Way, Ste 2
- X. **PUBLIC HEARINGS**
- XI. **UNFINISHED BUSINESS**
- XII. **NEW BUSINESS**
 - 1. Early Childhood Affordability Grant Program
- XIII. **ORDINANCES, RESOLUTIONS AND CONTRACTS**
 - 1. Electric Master Plan Contract
- XIV. **OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS**
 - 1. City Council Liaison Appointments
- XV. **ADJOURNMENT OF BUSINESS MEETING**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 541.488.6002 (TTY phone number 1.800.735.2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

* Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.(D)(3)]

**** LAND ACKNOWLEDGEMENT**

We acknowledge and honor the aboriginal people on whose ancestral homelands we work—the Iikirakutsum Band of the Shasta Nation, as well as the diverse and vibrant Native communities who make their home here today. We honor the first stewards in the Rogue Valley and the lands we love and depend on: Tribes with ancestral lands in and surrounding the geography of the Ashland Watershed include the original past, present and future indigenous inhabitants of the Shasta, Takelma, and Athabaskan people. We also recognize and acknowledge the Shasta village of K'wakhakha - "Where the Crow Lights" - that is now the Ashland City Plaza.

***Agendas and minutes for City of Ashland Council, Commission and Committee meetings may be found at the City website, ashland.or.us/Agendas.asp.



**ASHLAND CITY COUNCIL
PLANNING RETREAT
MINUTES
July 17, 2023**

Mayor Graham opened the retreat at 1:00 p.m. Mayor Graham, Councilor Hyatt, Bloom, Dahle, Kaplan, DuQuenne and Hansen were present.

1. Council Budget Priorities Overview & Next Steps

- **Managing for Excellence**

- **City Communication Strategy**

Deputy City Manager Sabrina Cotta reviewed the communication strategy with council (see attached). She noted the critical efforts made by Dorinda Cottle, the city's communication officer and thanked her. The following points were discussed or suggested:

- Public Works Department getting involved in social media regarding infrastructure announcements.
- Having special council column in the Ashland News.
- Create a "roadshow" and solicit organizations throughout the valley. Council will send agencies to the city manager.
- Having annual or semi-annual economic roundtables.
- An employee survey for city staff.
- Setting up a sign showing local events that visitors can see as they travel into the city. Possibly use a QR Code or Wayfinding, etc.
- Look into something like the National Park Service announcements.
- Create welcome packets that include information on fire adapted communities, AFN, emergency services, etc.
- Directing conversations based on misinformation to the communications officer to post accurate information on the city's online Let Curiosity Be Your Guide.
- Send council agenda packets out the Wednesday before council meetings instead of Fridays.

- **Citywide Performance Measures**

The following points were discussed or suggested:

- Create clear metrics on each of the city's utilities.
- Create quarterly reports/performance plans on risk reduction, evacuation information, climate energy action plan, police use of force, etc.
- Have a dashboard online to centralize key information throughout the website like police use of force, water statistics, etc.

- **Citywide Performance Program**

The following points were discussed or suggested:

- Internal staff performance reviews.

- Do a compensation and class study.

- **Livable Community**
- **Risk Reduction**
- **Emergency Communications Evacuation and Mobilization**

The following points were discussed or suggested:

- Show backroads and different ways to access the highways.
- Have a variety of emergency communications.
- Ensure community has all the mobilization resources.
- Encourage self-responsibility and community responsibility.
- Community Connect software was coming to the Fire Department for the citizenry.
- Offer preparation trainings for the community.
- Find ways to notify students/citizens who do not live in Ashland year-round.
- The Emergency Management Plan between the City, the Ashland School District and SOU.
- The benefits of reader boards on the highway.
- Resume fire inspections for businesses.

- **Housing, infrastructure, health, and safety**

The following points were discussed or suggested:

- Create a master plan for unhoused support services.
- Establish an ad hoc committee to help develop the master plan.
- Council priorities would have to shift to encompass this undertaking. The city lacked the internal capacity to manage a new project.

- **Climate Vulnerability and Resilience**

The following points were discussed or suggested:

- Have an assessment of vulnerabilities in homes, schools, electric, utilities, heat, drought, etc.
- Create an electric master plan.
- Climate impacts on the economy.
- Setting aside funding to help community members take advantage of the inflation reduction act.
- Including business resiliency plans in the emergency plan.
- Disaster preparedness for the slow onset disaster of climate change.

- **Economic Development**

- **TLT Business & Event Small Grants Approach**
- **South Ashland Strategic Vision**
 - **University District**
 - **Croman Mill**
 - **Ashland St./Independent Way/Siskiyou Blvd.**

Community Development Director Brandon Goldman provided a presentation (see attached).

- **South Ashland Strategic Vision**
- **Future Annexation Areas/Investment Needed**
- **University Campus/District**
- **Walker Avenue and Ashland Street Pedestrian Place**
- **18.3.12.060 Pedestrian Place Overlay**

The following points were discussed or suggested:

- Ashland Street medians.
- Establishing a liaison to SOU.
- The city's role in the University District master plan.
- Add a bowling alley or something similar to the area as a draw for the public.

- **Croman Mill District – Land Use Overlays**
- **Croman Mill District – Potential Use Areas**
- **Transit Triangle**
- **Potential Climate Friendly Areas**
- **What are some requirements for a Climate Friendly Area?**
- **Climate Friendly Areas (State Required)**
- **Climate Friendly Areas (state requirement) timeline**
- **Future Annexation Areas**

The following points were discussed or suggested:

- Being proactive regarding annexations.
- Councilor Dahle will investigate economic development corporation formation.
- Improve the medians and island on Ashland Street.
- Clarification that redlining in Ashland is not occurring.
- Shifting \$60,000 small non-profit grant money to the Chamber.
- Beautifying gateway areas off of I-5.

- **Affordability**
 - **Ad Hoc Committee for Affordable Childcare & Early Childhood Development**
 - **Utility Affordability Assistance Programs Overview**

Finance Director Mariane Berry and Finance Manager Bryn Morrison provided a presentation on City assistance programs (see attached):

- **Ashland Low Income Energy Assistance Program (ALIEAP)**
- **Senior and Disabled Discount**
- **Emergency Heat Assistance (year-round)**
- **Ways you can help – Round-up and Contributions to HEAT Assistance**
- **City Funded Assistance Programs / Donation Funded Assistance Programs**

- **Total Assistance Programs**

The following points were discussed or suggested:

- Retaining a year-round energy assistance program to cover summer or heat events.
- Increase the monthly donation from one dollar to \$5 and keep it year-round. Monetize it as a credit and market it.
- Other agencies roles in utility bill assistance.
- Having a study session to discuss options.

- **Affordable Housing**

- **Invest In the Future**

2. City Council Advisory Committees

The following points were discussed or suggested:

- Council doubling up on some committees.
- Council will email Mayor Graham where their interests are.
- Creating council liaisons to organizations outside of the city.
- The Early Childhood Development Ad hoc Committee, city employee participation and fund distribution.

- **Workplan Discussion & Directions**

- **Climate & Environment Policy**
- **Forest Land**
- **Historic Preservation**
- **Housing & Human Services**
- **Public Art**
- **Social Equity & Racial Justice**
- **Transportation**

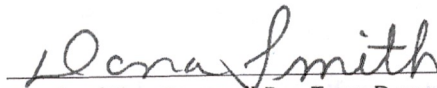
- **Council Liaison Appointments**

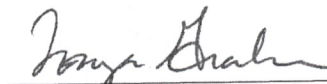
3. Adjournment of Retreat

The retreat adjourned at 5:04 p.m.

Respectfully Submitted by:

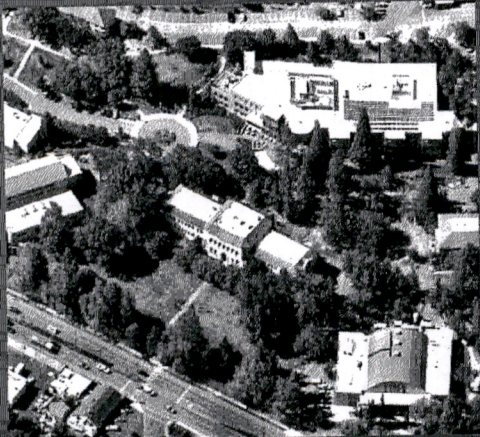
Attest:


Clerk of the Council Pro Tem Dana Smith


Mayor Tonya Graham

City Website	Internal Communication	External Communication	Citizen Engagement
Goal: Main repository for information (Information going out) Actions: - New website - Agenda management - Workflow management Tools: - New website - App development What's next: - Select new website provider/ begin process of website update	Goal: Informed staff (Information going out/ exchange of information) Actions: - Regular employee newsletter - Regular HR roadshows to department - Regular staff appreciation events "Ride-alongs" Tools: - All-user email - City Manager employee newsletter - In-person meetings What's next: - Expand roadshow to additional topics - Lunch & Learns	Goal: Informed citizenry (Information going out) Actions: - Regular & timely press releases - Regular use of social media - Utility bill newsletter - Website updates - City Manager Report - Council, APRC & Committee Meetings Tools: - Press releases - TV interviews - RVTV - Everbridge notifications - Social Media What's next: - Expand Social Media - Nextdoor account - Instagram account	Goal: Meeting people where they are (Exchange of information) Actions: - Town halls - Coffees - Road shows to the public Tools: - Staff time & expertise - Budget - External communication tools for notification - Feedback gathering tools What's next: - Citizen's academy - Open house opportunities-specific topics

CITY OF ASHLAND



University District



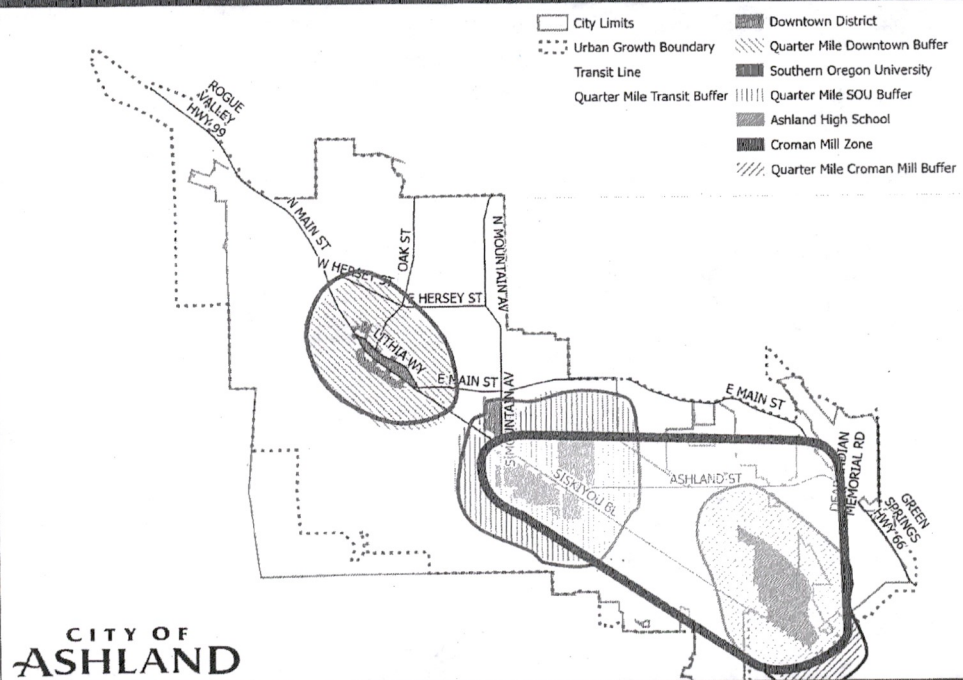
Croman Mill District



Ashland Street

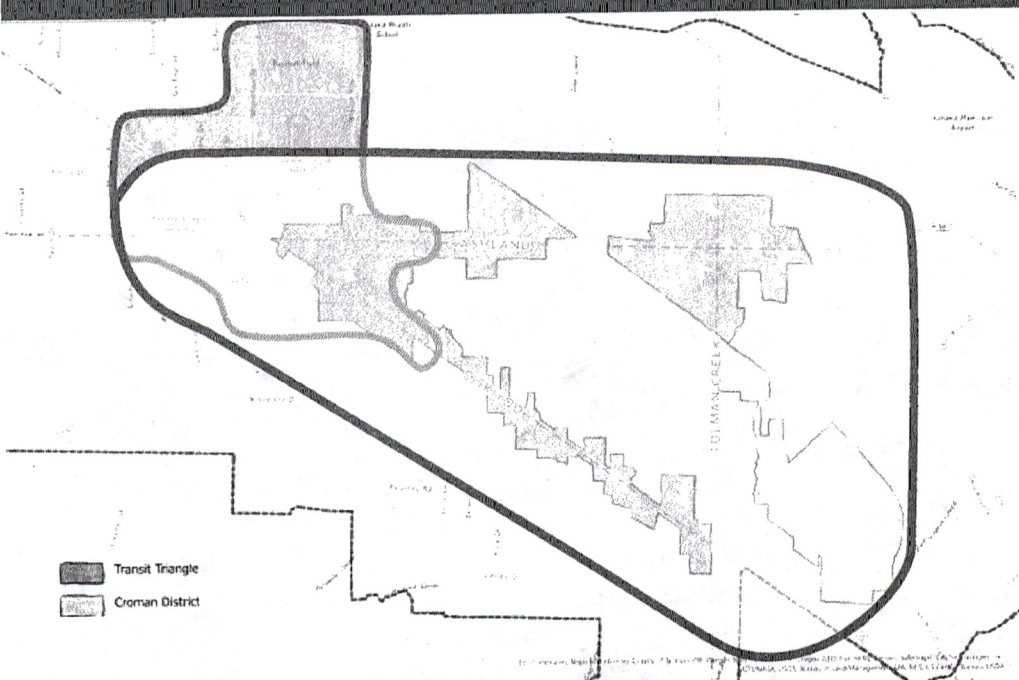
South Ashland Strategic Vision

City Council
07/17/2023



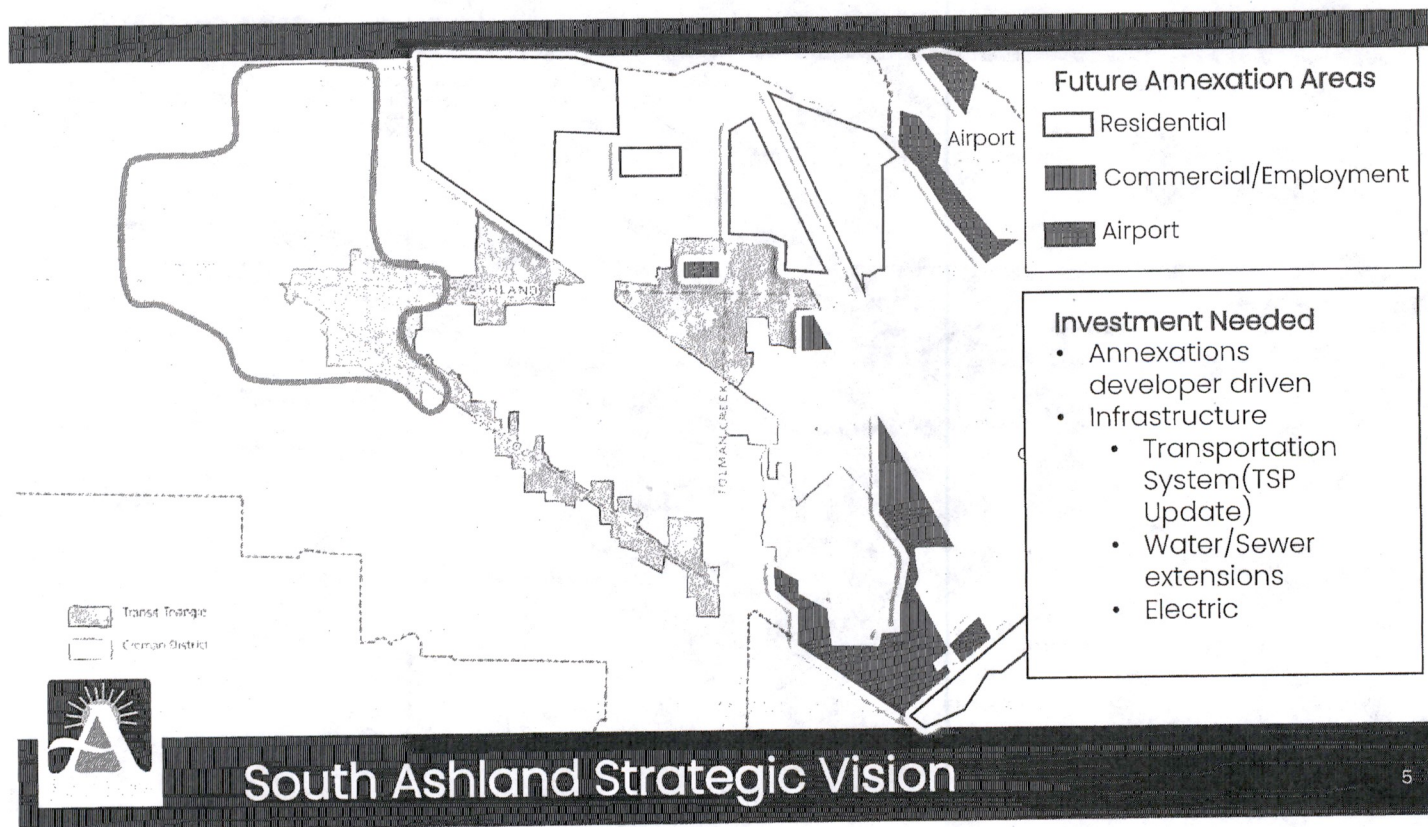
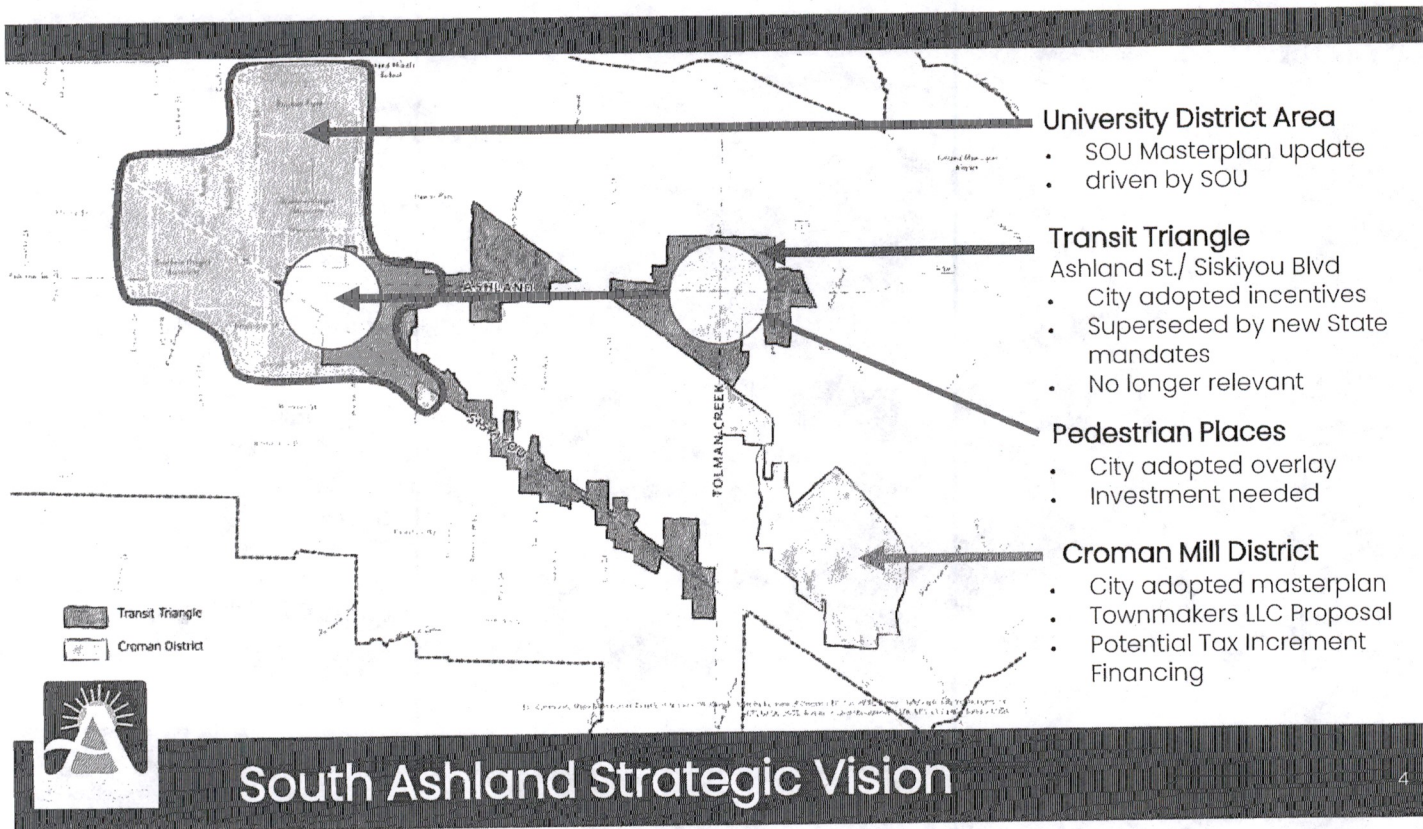
South Ashland Strategic Vision

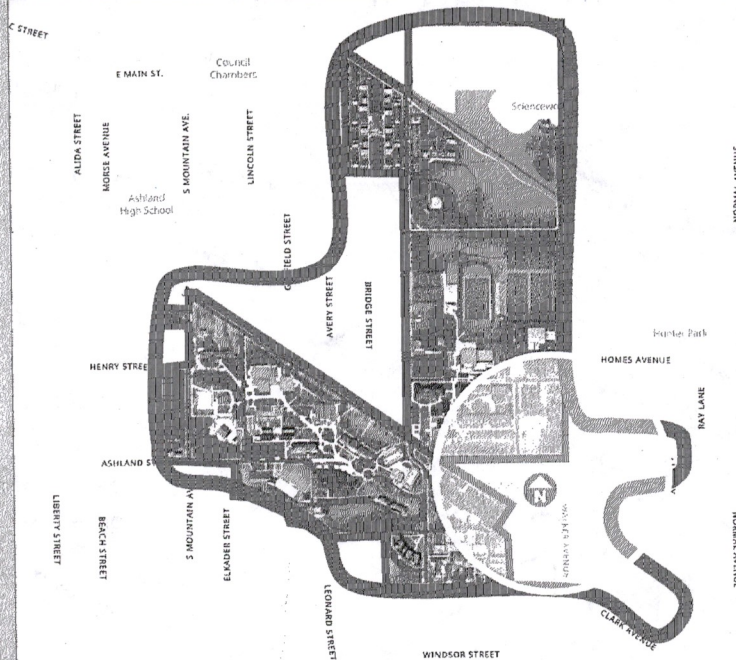
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South Ashland Strategic Vision

3





University Campus:

- Classrooms
- Libraries
- administrative buildings
- sports fields
- On-campus dining
- On-campus Student housing

University District

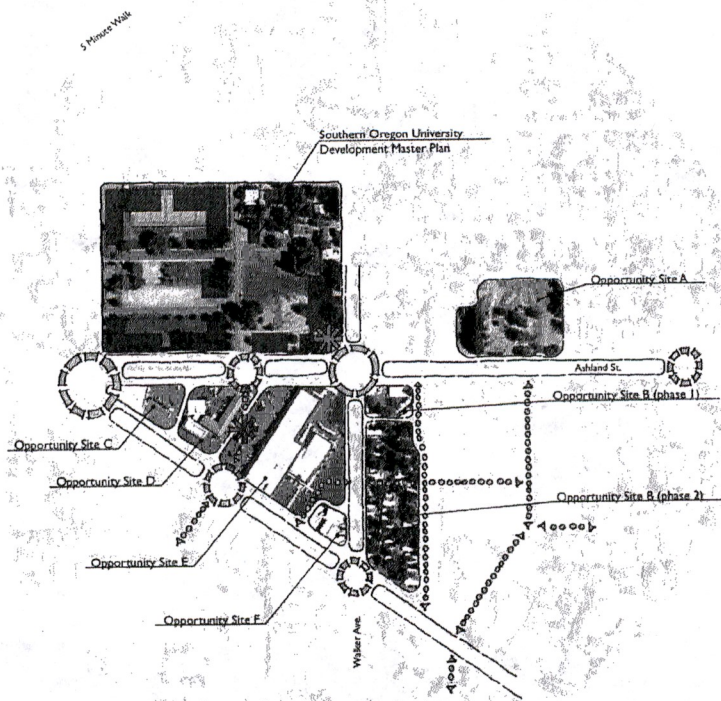
- Cohesive visual identity
- Student housing (both on and off-campus)
- Retail, Restaurants and services.
- Entertainment, cultural and recreational opportunities.



University District

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18.3.12.060 Pedestrian Place Overlay



Walker Avenue and Ashland Street Pedestrian Place Neighborhood Development and Circulation Opportunities

Vision Statement:

Potential to become a university district neighborhood hub. New development and streetscape changes will tie the north and south areas of the SOU campus together with places for people to gather, do business, and work.

Short Term Opportunity Sites:

Opportunity Site A

- Privately owned vacant property
- Could provide neighborhood-scale employment and affordable housing choices.

Opportunity Site B (potential phase development)

- Phase 1: Could provide additional commercial mixed-use development.
- Phase 2: Could retain and intensify affordable housing choices.

Long Term Opportunity Sites:

Opportunity Sites C, D, E & F

- Grocery, retail, restaurants, and a fitness center are a great mix of places to support the campus needs, but these existing uses lack connectivity and a cohesive site plan.
- Redevelopment over time could improve streetscape, pedestrian-scale design, create gathering places, and provide more retail entertainment uses.

Southern Oregon University Development Master Plan

- Explore opportunities to integrate pedestrian place features into future university development

Legend

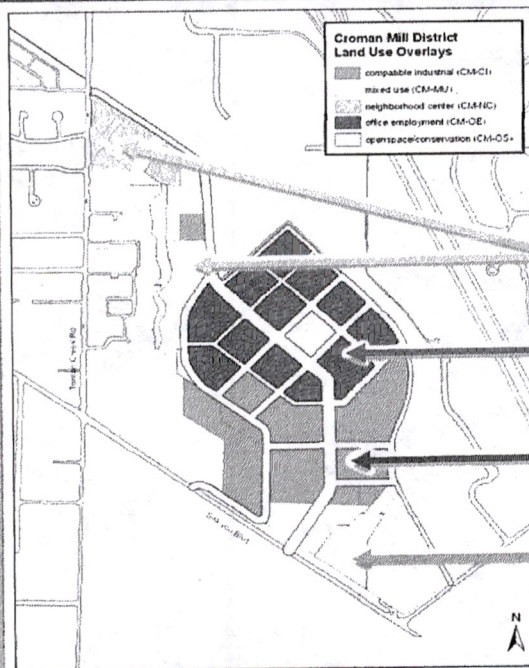
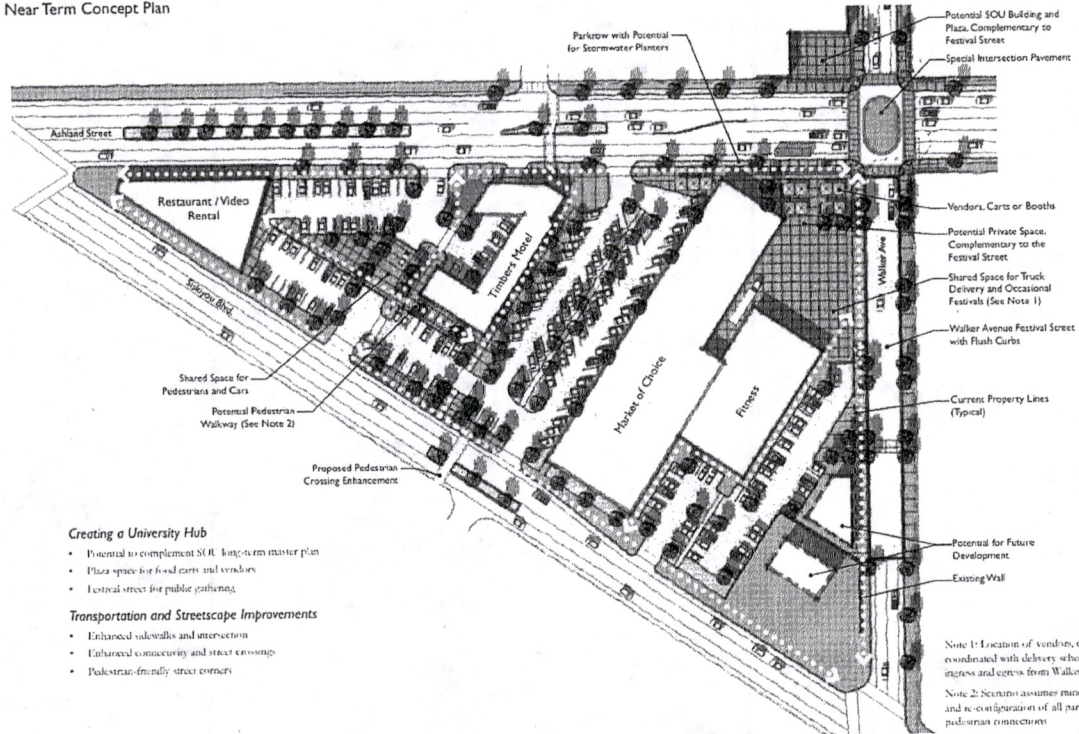
- Priority Streetscape Improvements
- Opportunities for Future Connections
- ✱ Gathering Place
- Pedestrian Crossing Enhancements

Based on: Planned SOU Master plan



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Near Term Concept Plan



On August 17, 2010 the Ashland City Council passed ordinances adopting the Croman Mill District and design standards for development in the district.

Mixed Use/Residential (CM-MU/CM-NC) 23.5%

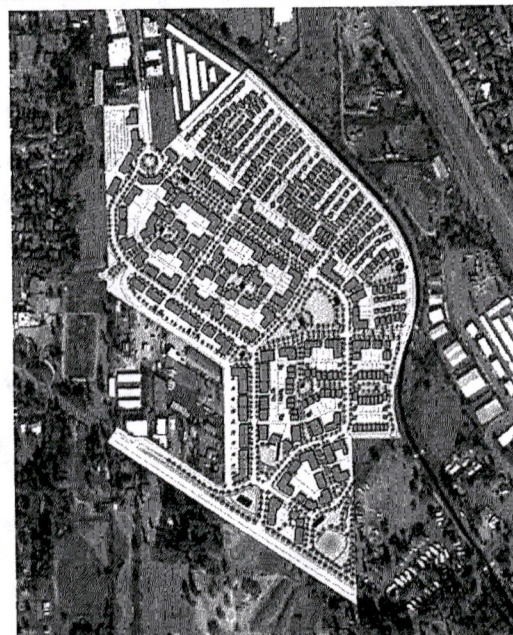
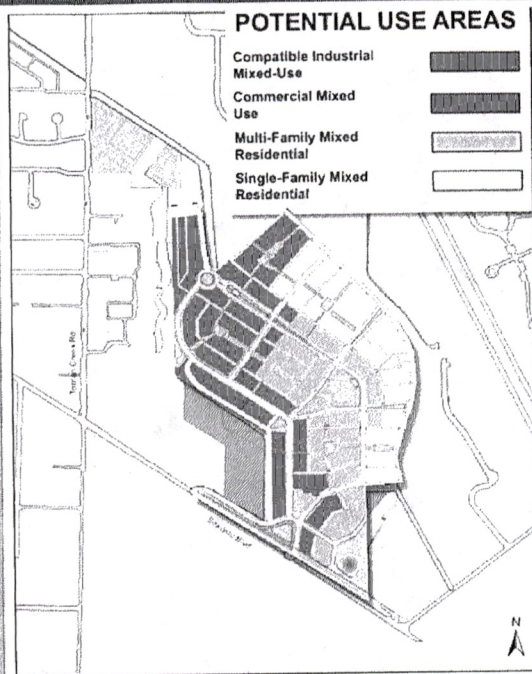
Office/Commercial (CM-OE): 27.5%

Industrial/Manufacturing (CM-CI): 37%

OpenSpace (CM-OS): 12%

Croman Mill District

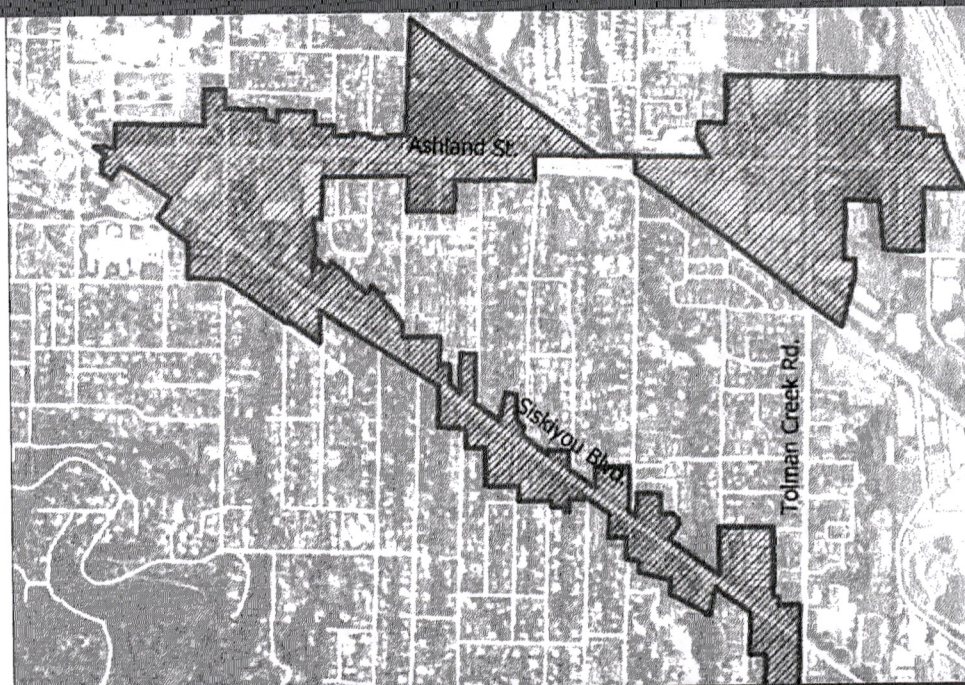
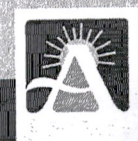
https://www.ashland.or.us/files/Sect ionVIII_SDUS.pdf



Croman Mill Neighborhood, Ashland, Oregon
Town Makers LLC, Developers
Qamar and Associates Inc., Urban Design
Structura Naturals Inc., Planning
0 100 200 400'

Croman Mill District

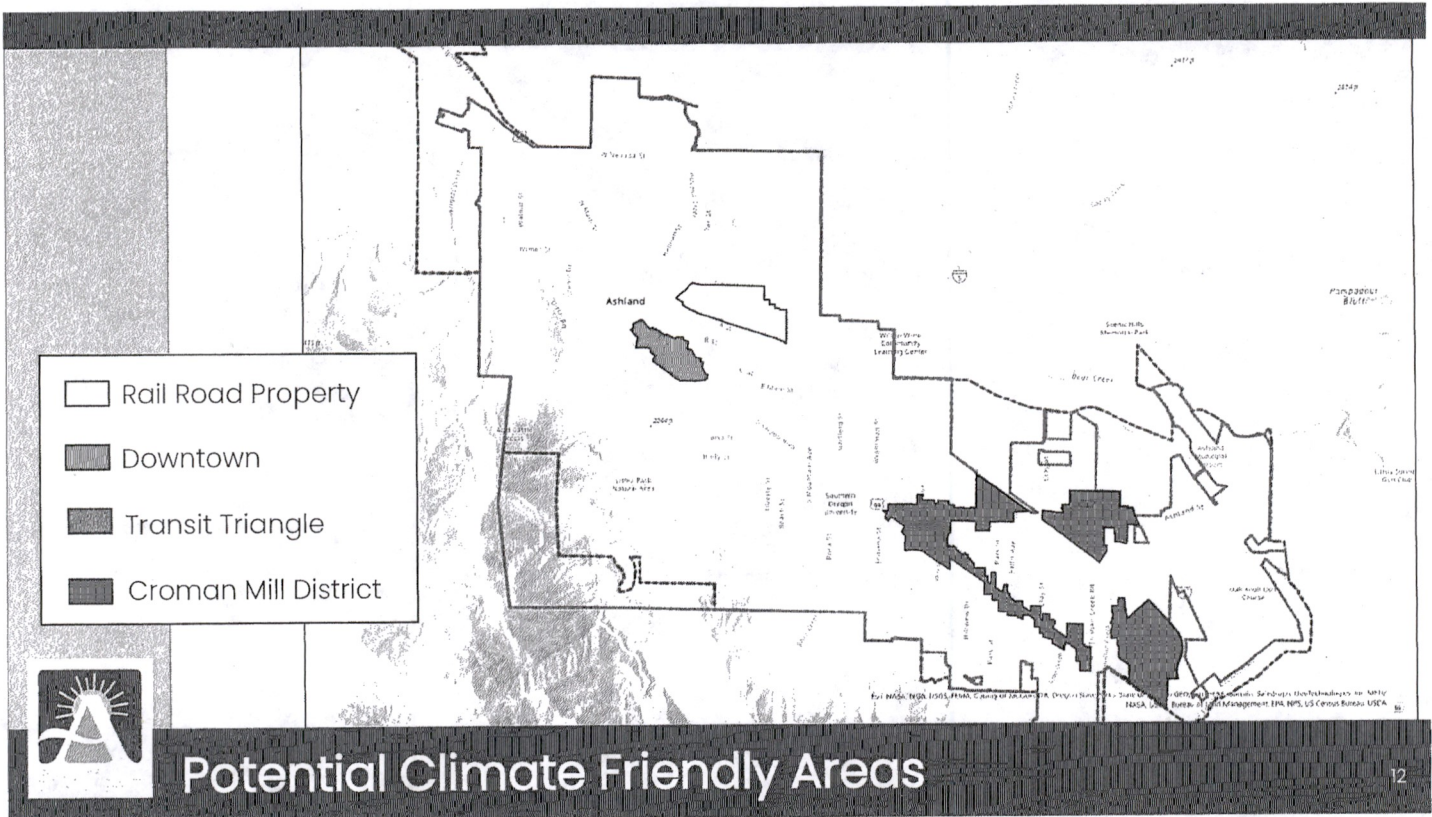
10



Transit Triangle

<https://ashland.municipal.codes/LandUse/18.3.12.070>

11



12

What are some requirements for a Climate Friendly Area?

- No parking mandates
- Minimum residential densities of at least 15 units per acre
- No maximum residential densities
- 50-foot height permitted outright
- Mixed uses
- Prioritize Multimodal Transportation

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Study

- Study most promising locations based on State requirements and criteria
- Engage Community in selecting Climate Friendly Areas
- Identify where people are at risk of displacement

Select

- City Council to select and designate Climate Friendly Areas
- Update the Ashland Land Use Code and Comprehensive Plan
- Update Transportation System Plan

Adopt

- Adopt Climate Friendly Areas
- Adopt Land Use and Transportation changes
- Implement

Jan 2023

↑
current
stage

Dec. 2024



Climate Friendly Areas (State Required)

14

Climate Friendly Areas (state requirement)

Jan 2023

Study

Dec. 2023

Oct. 2023

Selection/Adoption

Dec. 2024

Parking Reforms (state requirement)

July 2023

Dec. 2023

Economic Opportunities Analysis

Sept/Oct. 2023

July. 2024

Croman Mill

Redevelopment Planning (Townmakers) LLC

TBD

Cleanup (DEQ)

May 2023

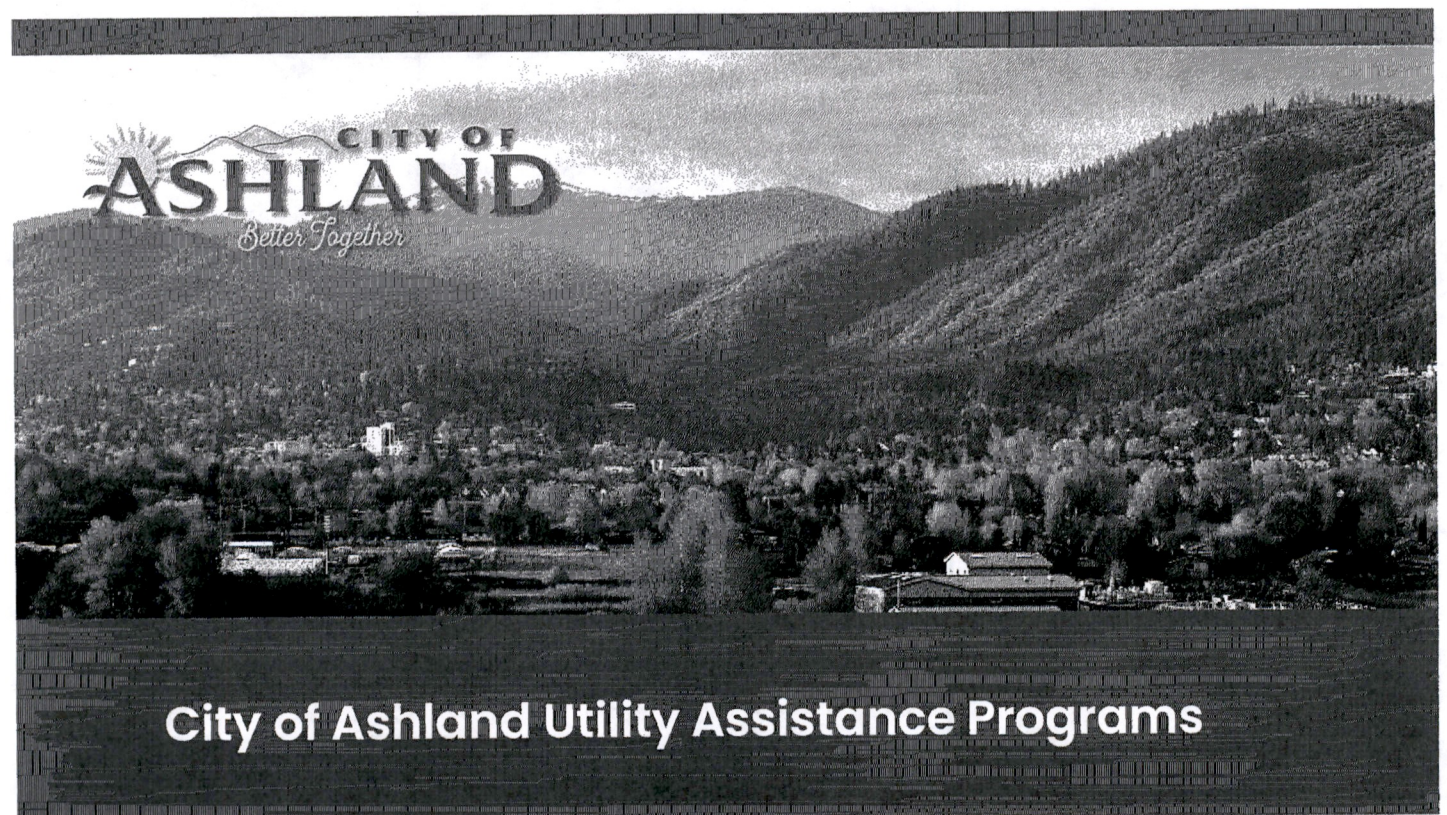
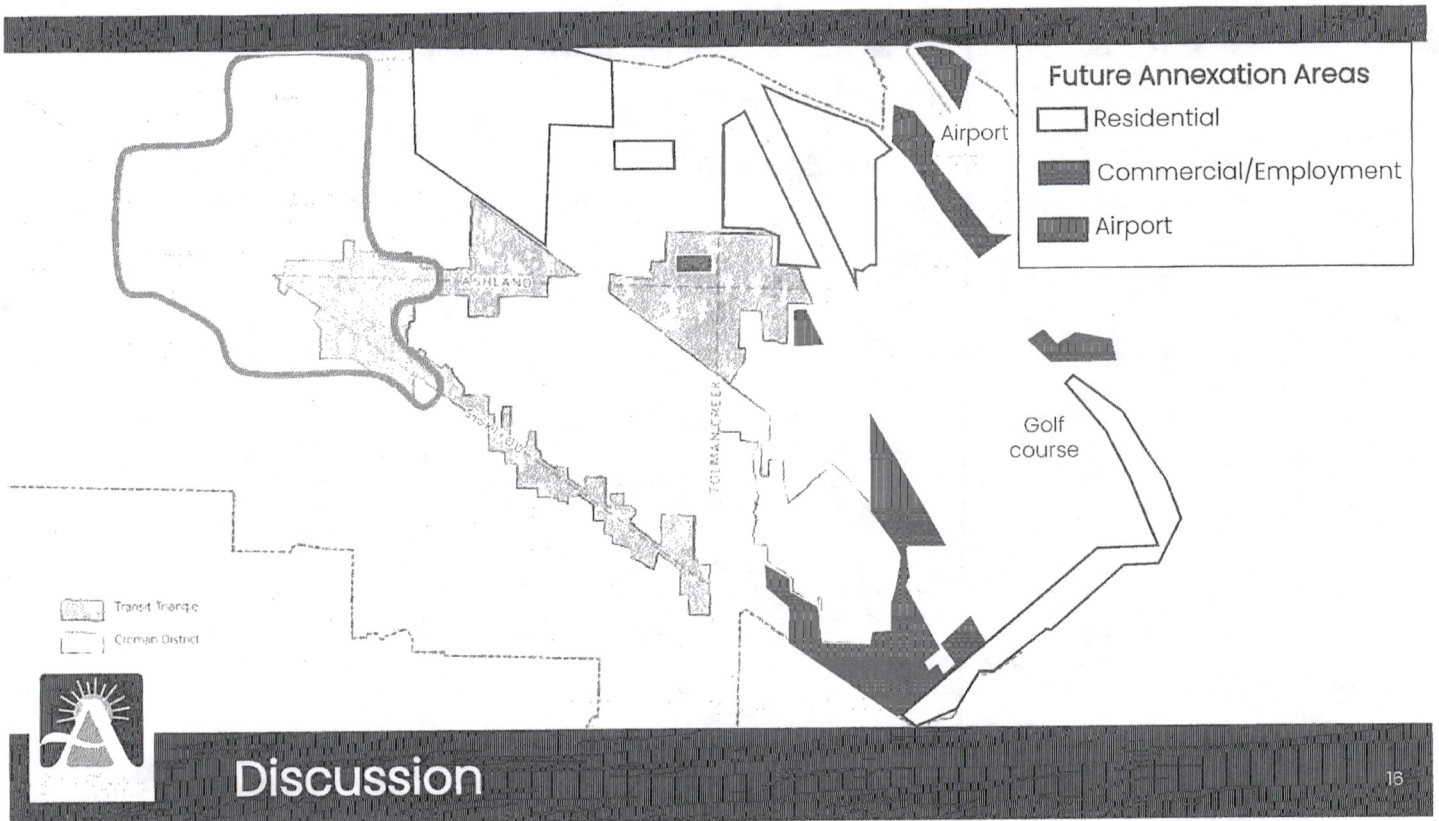
TBD

TBD Tax Increment Financing Study - District

TBD



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City Assistance Programs

Ashland Low Income Energy Assistance Program (ALIEAP) - Ashland Electric provides approved applicants:

- Customers at/below 65% of Oregon's median income are eligible for 50% percent reduction in electric charges
- Discount begins in December each year for maximum of 3 to 6 months, depending on their qualification, or a maximum of \$300 in total
- Application for discount are available October 1 through January 31

To qualify for utility discounts, income cannot exceed the levels shown below which are based on the number in the household.

Ashland Low Income Energy Assistance Program

Applications are available October 1, 2022 through January 31, 2023

	Yearly	Per month
1 Person Family	\$33,872	\$2,823
2 Person Family	\$44,293	\$3,691
3 Person Family	\$54,715	\$4,560
4 Person Family	\$65,137	\$5,428
5 Person Family	\$75,559	\$6,297
6 Person Family	\$85,981	\$7,165



City Assistance Programs

Senior and Disabled Discount - Ashland Electric provides approved applicants:

- For customers 65 or older, or disabled and 60 or older
 - year-round electric, water, sewer, street user, and storm drain fees reduction
 - 20% reduction if their income is 125% or below of federal poverty level
 - 30% reduction if their income is 100% or below of federal poverty level

To qualify for utility discounts, income cannot exceed the levels shown below which are based on the number in the household.

Senior and Disabled Year-Round Discount

To qualify for the senior discount, a person must be 65 years of age or disabled and 60 years of age and the total household income shall not exceed the amounts below. Applications are available year-round.

	Yearly 30% discount	Yearly 20% discount
1 Person Family	\$13,590	\$16,988
2 Person Family	\$18,310	\$22,888
3 Person Family	\$23,030	\$28,788
4 Person Family	\$27,750	\$34,688
5 Person Family	\$32,470	\$40,588
6 Person Family	\$37,190	\$46,488



City Assistance Programs

Emergency Heat Assistance - Ashland Electric provides approved applicants:

- At/below 150% of the federal poverty level, and
- Can receive \$100 toward the past due balance once per 12-month period

To qualify for utility discounts, income cannot exceed the levels shown below which are based on the number in the household.

Emergency Utility Assistance

To qualify for the one time Utility Assistance, the account must be no more than \$100 past due and not have received this funding within the last 12 months. Applications are available year-round.

	Yearly	Per Month
1 Person Family	\$20,385	\$1,699
2 Person Family	\$27,465	\$2,289
3 Person Family	\$34,545	\$2,879
4 Person Family	\$41,625	\$3,469
5 Person Family	\$48,705	\$4,059
6 Person Family	\$55,785	\$4,649



City Assistance Programs-Ways you can help

Round-up - Allows Ashland utility customers to voluntarily round-up their utility bills to the nearest dollar

- Funds accumulated are devoted to assisting low-income Ashland residents with monthly utility bills
- Customers who qualify for low-income assistance are screened to determine eligibility
- Funds are used to assist qualified, low-income customers and/or customers in an emergency situation
- This program support is provided to a customer on a one time per year only basis

Contributions to HEAT Assistance - Individuals or organization regularly contribute to the Emergency HEAT Assistance Program



City Funded Assistance Programs

City-funded Assistance Program	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual
Low Income Energy Assistance											
Customers	456	445	510	352	311	463	477.48	498	519	545	563
Distributed	\$ 99,902	\$ 98,568	\$ 82,967	\$ 88,012	\$ 87,083	\$ 86,614	\$ 84,253	\$ 91,656	\$ 109,310	\$ 112,626	\$ 97,470
Senior/Disabled Program											
Customers	140	150	136	165	174	181	195	216	237	263	281
Distributed	\$ 36,385	\$ 38,967	\$ 39,434	\$ 45,523	\$ 50,285	\$ 55,487	\$ 60,370	\$ 73,527	\$ 90,482	\$ 96,878	\$ 101,854
Average relief/applicant-family	\$ 260	\$ 260	\$ 290	\$ 276	\$ 289	\$ 307	\$ 309	\$ 340	\$ 382	\$ 368	\$ 362

Donation Funded Assistance Programs

Donation-funded Assistance Program	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual
Donations from the Public											
Heat	\$ 2,762	\$ 3,191	\$ 2,987	\$ 2,906	\$ 2,908	\$ 2,625	\$ 2,481	\$ 2,215	\$ 4,162	\$ 1,587	\$ 1,250
Roundup	3,599	3,555	3,311	2,980	2,715	2,562	2,399	2,563	3,250	3,613	3,394
Total Donated	\$ 6,361	\$ 6,746	\$ 6,298	\$ 5,886	\$ 5,621	\$ 5,187	\$ 4,880	\$ 4,778	\$ 7,412	\$ 5,200	\$ 4,644



Total Assistance Programs

Total Assistance Programs	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual
Distributed Amount											
Low Income Energy Assistance	\$ 99,902	\$ 98,568	\$ 82,967	\$ 88,012	\$ 87,083	\$ 86,614	\$ 84,253	\$ 91,656	\$ 109,310	\$ 112,626	\$ 97,470
Senior/Disabled Program	36,385	38,967	39,434	45,523	50,285	55,487	60,370	73,527	90,482	96,878	101,854
Heat Program	4,200	5,304	4,100	4,800	2,800	2,900	2,800	3,600	1,100	800	1,400
Total Distributed	\$ 140,487	\$ 142,839	\$ 126,501	\$ 138,335	\$ 140,168	\$ 145,001	\$ 147,423	\$ 168,783	\$ 200,892	\$ 210,304	\$ 200,724
Budget											
	\$ 110,500	\$ 112,200	\$ 84,809	\$ 149,500	\$ 149,500	\$ 156,000	\$ 159,120	\$ 160,038	\$ 160,038	\$ 190,700	\$ 190,700
% of Distributed/Budget	127%	127%	149%	93%	94%	93%	93%	106%	126%	110%	105%

BN 2023-25 Budget for assistance programs \$388,917



**ASHLAND CITY COUNCIL
BUSINESS MEETING
MINUTES
July 18, 2023**

I. CALL TO ORDER

Mayor Graham called the meeting to order at 6:00 p.m.

1. Land Acknowledgement

Councilor Hyatt read the land acknowledgement.

II. PLEDGE OF ALLEGIANCE

Councilor Kaplan led the pledge of allegiance.

III. ROLL CALL

Mayor Graham, Councilor Hyatt, Bloom, Dahle, Kaplan, DuQuenne, and Hansen were present.

IV. MAYOR'S/CHAIR OF THE COUNCIL ANNOUNCEMENTS

Mayor Graham pulled the **Early Childhood Affordability Grant Program** from **NEW BUSINESS** and the **Contract for an Electric Utility Master Plan with Stoddard Power Systems, LLC** from **ORDINANCES, RESOLUTIONS AND CONTRACTS** agenda items. Council agreed to the postpone both items no later than mid-August.

V. APPROVAL OF CITY COUNCIL MINUTES ***

1. Minutes of the June 20, 2023, Business Meeting

2. Minutes of the June 29, 2023, Special Business Meeting

Councilor Kaplan noted a typo on page 5 of the June 20, 2023, minutes, first paragraph, first sentence, changing "Marianne Bloom" to "Mariane Berry".

Councilor Hyatt/Bloom m/s to approve the minutes with the correction to the June 20, 2023, Business meeting. Roll Call Vote: Councilor Hyatt, Kaplan, Dahle, Hansen, DuQuenne, and Bloom, YES. Motion passed.

VI. SPECIAL PRESENTATIONS & AWARDS

1. City of Guanajuato, Mexico – Sister City Visit

Deputy City Manager Sabrina Cotta and Councilor Kaplan shared their experiences during their visit to Guanajuato. Cotta provided a presentation located here:

<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:a5a70597-5870-4d9f-80e6-6e4331e74e12>

2. Wildlife Crossing on I-5 in South Ashland

Amy Amrhein and Jack Williams from the Southern Oregon Wildlife Crossing Coalition provided background on the project and explained why the Mariposa Preserve at milepost 6 on I-5 was selected as the best location for a wildlife crossing. They wanted council to sign a letter of support for the project that would go to Secretary of Transportation Pete Buttigieg. Council supported signing the letter and would take it up later in the meeting under **OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS.**

VII. CITY MANAGER REPORT

Deputy City Manager Sabrina Cotta reviewed the Look Ahead.

VIII. PUBLIC FORUM

Tish Way/Ashland/Spoke to the sewage spill that occurred October 2022 and invited council and city staff to survey the damage firsthand July 25, 2023.

JD Barons/Ashland/Shared her interaction with a family she met that were using the sunset to sunrise camping area at the Police Station and Chambers.

Paul Mozina/Ashland/Spoke on the Right of Way ordinance draft.

IX. CONSENT AGENDA

Councilor Hansen pulled consent agenda item #3 and Mayor Graham pulled #4.

- 1. Liquor License for Bird and Rye at 23 South 2nd St.**
- 2. Resolution 2023-21 Budget Supplemental for All-In Grant**
- 3. Resolution 2023-22 Budget Supplemental for Stracker Solar and ODOE Grant**
- 4. DLCD Housing Grant Application Authorization**
- 5. Special Procurement of Software Services Contract with OpenGov, Inc.**

Councilor Dahle/Hansen m/s to approve Consent Agenda items #1, #2 and #5.

Roll Call Vote: Councilor DuQuenne, Bloom, Hansen, Dahle, Hyatt, and Kaplan, YES. Motion Passed.

Councilor Hansen explained a potential conflict of interest regarding consent agenda item #3. He was a solar contractor and asked to be recused from voting on the item.

Councilor Hyatt/Kaplan m/s to approve Councilor Hansen's recusal regarding item 3., Resolution 2023-22 Budget Supplemental for Stracker Solar and ODOE Grant.

Roll Call Vote: Councilor Hyatt, Dahle, Bloom, Kaplan, and DuQuenne, YES.

Councilor Hansen left the room.

Councilor Bloom/Hyatt m/s to adopt Resolution No. 2023-22 authorizing a 2023-25 BN supplemental budget. Roll Call Vote: Councilor DuQuenne, Kaplan, Hyatt, Bloom and Dahle, YES. Motion passed.

Councilor Hansen returned to the meeting.

Community Development Brandon Goldman provided background on the DLCD Housing Grant application authorization.

Cynthia Dettman/Ashland/Lived in Wingspread mobile home park and supported the zoning change for manufactured homes the city was considering.

Councilor Hyatt/Bloom m/s to authorize staff to prepare and submit an application for the planning grant from the Department of Land Conservation and Development to hire a consultant to assist the city in drafting a Manufactured Park Zone ordinance.

DISCUSSION: Councilor Hyatt explained how Dettman, and her team worked with Councilor DuQuenne and herself on the matter several months before. Councilor Bloom noted passing this would make things move faster. Councilor DuQuenne appreciated the collaboration. Mayor Graham thanked Goldman and his team. Ashland was the first community to complete the housing production strategy. This grant was the first implementation of that strategy. **Roll Call Vote: Councilor DuQuenne, Dahle, Hyatt, Kaplan, Hansen, and Bloom, YES. Motion passed.**

X. PUBLIC HEARINGS – None

XI. UNFINISHED BUSINESS – None

XII. NEW BUSINESS

1. Acquisition of the Tuttle Property (Taxlot 391E08DD –TL400) for the Open Space Park Program

Deputy Parks Director Rachel Dials provided background, described the property, and explained the benefits it would provide. Council noted an issue with the tax lot and acreage amount and expressed concern that it might be subdivided.

Councilor Hansen/Hyatt m/s to approve the acquisition of the 4.16acre(approx.) portion of the Tuttle Property known as 391E08DD –TL400 for the price of \$125,000.

DISCUSSION: Councilors expressed concern voting when the acreage was not clear.

Councilor Hansen withdrew the motion with Councilor Hyatt's consent.

Council discussed the matter further and moved the agenda item to the end of the meeting so Dials could get information on the acreage and subdivision.

Dials was able to produce another map (see attached) that resolved the discrepancy. The property would be subdivided. Parcel 1 was the 4.16-acer piece that city would purchase.

Parcel 2 was the owner's home and not included in the sale. The city would also acquire the .2-acre easement.

Councilor Hansen/Bloom m/s to approve the acquisition of the 4.16-acre(approx.) portion of the Tuttle Property known as 391E08DD -TL400 for the price of \$125,000.

DISCUSSION: Councilor Hansen explained how the property was a key connector for the trail system. He thanked the Parks Commission and the Tuttle family for selling it to the community and encouraged citizens and visitors to visit the area. He thanked Councilor Dahle for catching the discrepancy and appreciated Dials' efforts to resolve the matter. Councilor Bloom commented that the land was at an incredible price for an incredible value. He thanked Dials for her dedication to the position and in resolving the matter. Councilor Dahle also thanked Dials. **Roll Call Vote: Councilor Dahle, Kaplan, Hansen, Hyatt, and Bloom, YES; Councilor DuQuenne, NO. Motion passed 5-1.**

2. Early Childhood Affordability Grant Program

Item postponed to a future meeting.

XIII. ORDINANCES, RESOLUTIONS AND CONTRACTS

1. Ratification of a 3-Year Labor Agreement with the International Association of Firefighters (IAFF) Local 1269

Deputy City Manager Sabrina Cotta, Interim Human Resources Director Molly Taylor, and Fire Chief Ralph Sartain spoke on how neither group was able to come to a complete agreement. Cotta confirmed it went through arbitration and seeking council approval was a formality.

Councilor Bloom/Hyatt m/s to approve the three-year labor agreement with the IAFF and authorize the City Manager and Mayor to sign the three-year agreement.

DISCUSSION: Councilor Bloom appreciated the process and effort made. Councilor Hyatt expressed gratitude to IAFF, Local 1269 and the management team for navigating the process in a respectful and collaborative manner. Councilor DuQuenne noted council was not present during the negotiation and that was a misstep. Moving forward, she wanted council included in the next negotiation process. Councilor Kaplan was a strong supporter of unions and the collective bargaining process. He would support it even though the negotiation position of city was not achieved and thanked the team for negotiating. Councilor Hansen supported unions and firefighters and understood council was not allowed in these negotiations. Councilor Dahle noted the professionalism of both sides and the pressure to come to an agreement. Mayor Graham clarified council was consulted regarding the bargaining during executive sessions and had provided direction to staff on the negotiation process. **Roll Call Vote: Councilor Hansen, Dahle, Bloom, Kaplan, and Hyatt, YES; Councilor DuQuenne, NO. Motion passed 5-1.**

2. Contracts for Police and Fire Emergency Dispatch Services with Emergency Communications of Southern Oregon (ECSO)

Police Chief Tighe O'Meara explained that every 911 call went through the Emergency Communications of Southern Oregon (ECSO). It was the best model and functioned well. Costs had increased and ECSO was revisiting the manner of how fees were calculated. ECSO used a fee model on how long it took for a police call to be generated and finalized. For Fire, it was from the time of the call to when firefighters were back in quarters. Chief O'Meara was on the board of directors at ECSO. He was not supportive of the annual increase that at times depended on assessed property values that could increase police and fire user fees. ECSO capped it at 3% and staff pushed back as much as they could.

Chief O'Meara explained ECSO provided dispatch services for every fire and police department in the county except for the state police. ECSO's first line supervisors, managers and the director were very responsive to complaints. ECSO was the only emergency communications facility in the area. He noted a typo to the amendment extending through June 30, 2024.

Central Point had a comparable population to Ashland and paid \$200,000 less because the Ashland Police Department received more calls and demands on staff time. Central Point did not have the same call volume.

Councilor Kaplan/Bloom m/s to approve contracts between the police department and ECSO and the fire department and ECSO. Roll Call Vote: Councilor DuQuenne, Kaplan, Hansen, Dahle, Bloom and Hyatt, YES. Motion passed.

3. Contract for an Electric Utility Master Plan with Stoddard Power Systems, LLC

Item postponed to a future meeting.

4. Contract for Briscoe School Roof Replacement

Jeff Lowry from the Oregon Child Development Coalition (OCDC) described the program operating out of Briscoe School. Public Works Director Scott Fleury explained the city would use grant money for the school's roof replacement, floor replacement and asbestos mitigation. Any remaining funds would go to HVAC system improvements. They were currently coordinating with OCDC staff on when to begin construction. They were not sure the new roofing structure would bear the weight of solar panels. They were using a membrane instead of asphalt. OCDC was more concerned with replacing the roof and floors than updating the HVAC systems.

Councilor Hyatt/DuQuenne m/s to award a public improvement contract to C&R Homes and Construction Services LLC for Project No. 2019-27, Briscoe School Roof Replacement, in the amount of \$648,830. DISCUSSION: Councilor Hyatt thanked Representative Pam Marsh, and

former Interim City Manager Gary Milliman for their roles in the process. She thanked staff. Councilor DuQuenne agreed and thanked the collaborative effort that worked.

Roll Call Vote: Councilor Hyatt, DuQuenne, Hansen, Dahle, Bloom and Kaplan, YES. Motion passed.

5. Contract Change Order with Pilot Rock Excavation for Wastewater Treatment Plant Outfall Relocation Construction Project 2013-21

Public Works Director Scott Fleury explained this authorized a change order for Pilot Rock excavation for the outfall relocation. He shared details of the project and thanked Chance Metcalf, the project manager for the project and his actions that had reduced expenses.

Councilor Hansen/Dahle m/s approval of Change Order #3 with Pilot Rock Excavation in the amount of \$588,601.41 to complete the construction of the WWTP Outfall Relocation Project.

DISCUSSION: Councilor Hansen understood construction errors and the hard work the department put in to find other cost savings. Councilor Dahle agreed and thanked the team and Chance Metcalf. Councilor DuQuenne noted the city had the opportunity to connect with Rogue Valley Sewer Services twice. She wanted to look at the cost in the long term. She would not support the motion and questioned how this was sustainable. Councilor Bloom noted Rogue Valley Sewer Services just lost a \$300million lawsuit for spillage into the river. Mayor Graham clarified council did a deep dive into wastewater treatment, the effluent, and piping it. The cost of energy would become a problem. Given climate realities, it was prudent to hold on to water. **Roll Call Vote: Councilor Hyatt, Bloom, Hansen, Kaplan, and Dahle; Councilor DuQuenne, NO. YES. Motion passed 5-1.**

6. Resolution: 2023-31 Approving an Amendment to the Loan Ceiling of the Clean Water State Revolving Fund Loan R11755 for the Wastewater Treatment Plant Outfall (WWTP) Relocation Project

Public Works Director Scott Fleury explained this item was tied to previous one. This was an amendment to the existing document. It required council to approve the resolution and allow the city manager to sign a loan document as well. He confirmed the interest rate was 1% per year and the fee was .5 percent on the balance unpaid. They were ahead in the project and would finish early. He confirmed there were no plans to rebuild the wastewater treatment plant. Staff were maintaining what they had.

Fleury confirmed these were federal law permits under the environmental protection agency. The city was maintaining compliance with the federal law. Noncompliance would result in financial liabilities to the public and criminal penalties.

Councilor Kaplan/Bloom m/s to approve "A Resolution Authorizing and Approving an Amendment to Clean Water State Revolving Fund Loan Agreement No. R11755," and further authorize the City Manager to sign the loan documents for the new loan amount. Roll Call Vote: Councilor Hansen, Dahle, Hyatt, Bloom and Kaplan, YES; Councilor DuQuenne NO. Motion passed 5-1.

7. Second Reading of Ordinance 3223 Creating AMC 14.10 – Stormwater Discharge and Quality Control

Public Works Director Scott Fleury explained the only change that had occurred was renumbering the last 4-5 bullets. He thought the fiscal impacts in the storm drain budget was \$1.3million annually. Deputy City Manager Sabrina Cotta would send out that information.

Councilor Bloom/Dahle m/s to approve second reading of Ordinance 3223, titled "Stormwater Discharge Quality Control" creating section 14.10 – Stormwater Discharge Quality Control of the Ashland Municipal Code. Roll Call Vote: Councilor Dahle, Bloom, Hyatt, Hansen, DuQuenne and Kaplan, YES. Motion passed.

8. Second Reading of Updated AMC 2.04 – Rules of the City Council ORD 3224

Acting City Attorney Doug McGearry explained the ordinance was not to form because it lacked a placement for the ordinance number and signatures. These were items that could be added afterwards and would not impact the vote. He described the changes to the ordinance.

Mayor Graham addressed **2.04.030 Agendas (G)Time Limits**, explained why it should be removed and offered the following new language instead, **"The Mayor shall hold discussion to within the scheduled time frame, unless the consensus of the Council..."**

Councilor Bloom/Hansen m/s to approve for Second Reading of 3224, the update to AMC 2.04 Rules of the City Council as amended. DISCUSSION: Councilor Hansen liked the additions and the clarification. **Roll Call Vote: Councilor Kaplan, Hyatt, Hansen, Bloom, Dahle and DuQuenne, YES. Motion passed.**

XIV. OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS

1. Wildlife Crossing Pilot Program (WCPP) Grant Application Support Letter

Council noted the population number was incorrect. Mayor Graham would correct that in the letter.

Councilor Hyatt/DuQuenne m/s approval of the proposed letter, Wildlife Crossing Pilot Program, WCPP Grant Application support for the Oregon 1-5 wildlife overcrossing project reconnecting the Cascade Siskiyou National Monument and in support of total grant application as presented at the beginning of this evening's meeting.

DISCUSSION: Councilor Hyatt explained the effort was necessary not only for biodiversity but for the safety of those traversing 1-5. Councilor DuQuenne agreed and appreciated what was being done for the four leggeds and pollinators. Councilor Hansen thought it was a great step improving the habitat. They owed it to the world to make the human impact lighter. Councilor

Dahle was proud to be a leader here for this kind of initiative. **Roll Call Vote: Councilor Hansen, Dahle, DuQuenne, Kaplan, Hyatt, and Bloom, YES. Motion passed.**

Councilor Kaplan attended the Ashland Senior Advisory Committee and saw a presentation by Age Plus regarding an affordable housing project in the city of Talent for seniors and low-income individuals with support from Neighbor Helping Neighbor. It will be 20-40 units per development. He shared statistics about aging in Jackson County.

XV. ADJOURNMENT OF BUSINESS MEETING

Councilor Bloom/DuQuenne m/s to adjourn the meeting at 8:48 p.m. Voice Vote: ALL AYES.

Meeting adjourned at 8:48 p.m.

Respectfully Submitted by:

Attest:


Clerk of the Council Pro Tem Dana Smith

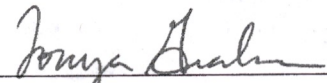
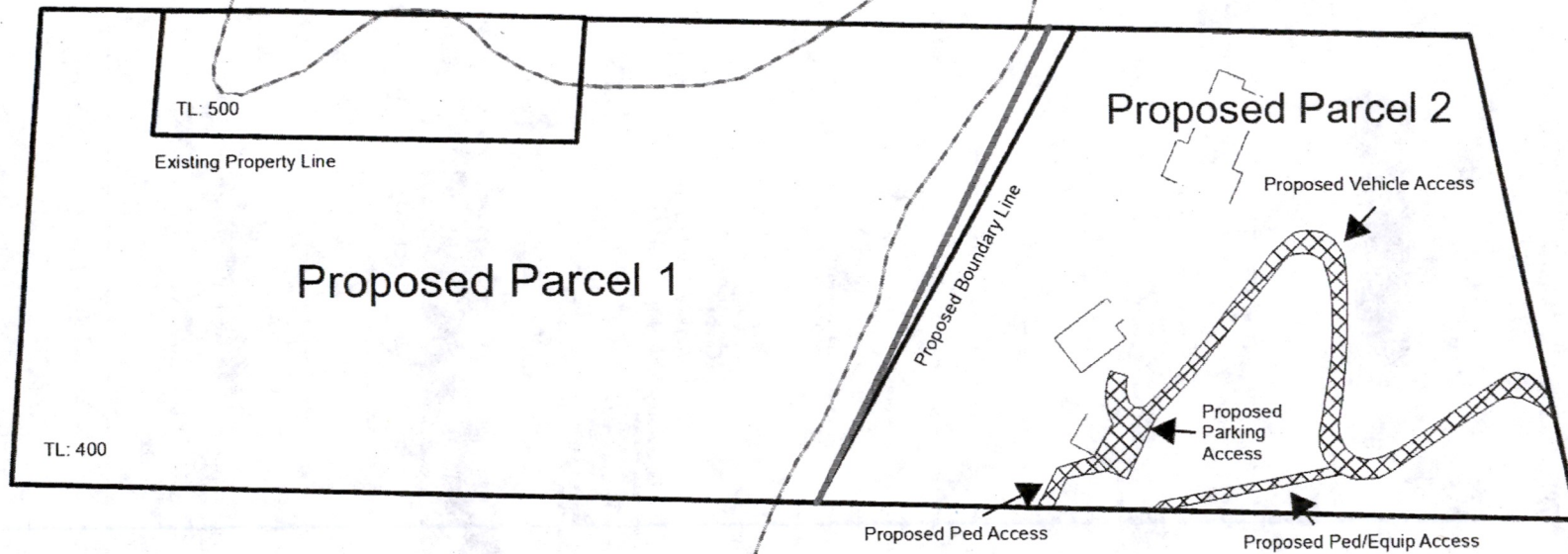

Mayor Tonya Graham

Exhibit A:

Red: Proposed Boundary Line Adjustment
Green hash: Proposed Maintenance
Easement via driveway access for APRC,
14' wide O.C., and access, pkg. areas as
shown on map

— TID-Ashland Canal
Trails



Tuttle Property/ Proposal - PLA
391E08DD TL:400

0 45 90 180 Feet



Speaker Request Form
THIS FORM IS A PUBLIC RECORD
ALL INFORMATION PROVIDED WILL BE MADE AVAILABLE TO THE PUBLIC

- 1) Complete this form and return it to the City Recorder prior to the discussion of the item you wish to speak about.
- 2) Speak to the City Council from the table podium microphone.
- 3) State your name and address for the record.
- 4) Limit your comments to the amount of time given to you by the Mayor, usually 3 or 5 minutes.
- 5) If you present written materials, please give a copy to the City Recorder for the record.
- 6) You may give written comments to the City Recorder for the record if you do not wish to speak. (Comments can be added to the back of this sheet if necessary)
- 7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date <u>07/18/2023</u>	
Name <u>JD Barons</u>	(please print)
Address (no P.O. Box) <u>Ashland</u>	
Phone _____	Email 

Agenda Meeting

Agenda topic/item number _____ OR _____
Topic for public forum (non agenda item) Housing for Families

Land Use Public Hearing

Please indicate the following:	
For: _____	Against: _____
Challenge for Conflict of Interest or Bias	
If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.	
Written Comments/Challenge: _____ _____ _____	

The Public Meeting Law requires that all city meetings are open to the public. Oregon law does not always require that the public be permitted to speak. The Ashland City Council generally invites the public to speak on agenda items and during public forum on non-agenda items unless time constraints limit public testimony. No person has an absolute right to speak or participate in every phase of a proceeding. Please respect the order of proceedings for public hearings and strictly follow the directions of the presiding officer. Behavior or actions which are unreasonably loud or disruptive are disrespectful, and may constitute disorderly conduct. Offenders will be requested to leave the room.

Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees of the City of Ashland.

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Tonight's Meeting Date <u>7/18/23</u>	
Name <u>Tishway</u>	
	

Regular Meeting

Agenda topic/item number _____ OR _____
Topic for public forum (non agenda item) 2360 N 1st

Land Use Public Hearing

Please indicate the following:	
For: _____	Against: _____
Challenge for Conflict of Interest or Bias	
If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.	
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Tonight's Meeting Date 2/17/23
Name DAVE MOZINA

Regular Meeting

Agenda topic/item number _____ OR _____
Topic for public forum (non agenda item) POW ORDINANCE

Land Use Public Hearing

Please indicate the following: For: _____	Against: _____
Challenge for Conflict of Interest or Bias	
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Written Comments/Challenge: _____ _____ _____	

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Tonight's Meeting Date _____
Name CYNTHIA DELLMAN

Regular Meeting

Agenda topic/item number Grant for OR Consent #4
Topic for public forum (non agenda item) MH Spring change

Land Use Public Hearing

Please indicate the following: For: _____	Against: _____
Challenge for Conflict of Interest or Bias	
If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.	
Written Comments/Challenge: _____ _____ _____	

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Council Business Meeting

August 1, 2023

Agenda Item	Fire & Rescue Citizen's Special Lifesaving Award	
From	Ralph Sartain Ty Haggard	Fire Chief Firefighter/Paramedic
Contact	ralph.sartain@ashland.or.us 541-552-2229 Ty.haggard@ashland.or.us 503-970-3531	
	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☒	

SUMMARY

Ashland Fire and Rescue is presenting Ashland resident Jennifer Campbell with a Citizen's Life Saving Award for actions she performed during a medical emergency near her home.

POLICIES, PLANS & GOALS SUPPORTED

N/A

BACKGROUND AND ADDITIONAL INFORMATION

At 1649 hours on March 17th, 2023, Ashland resident Jennifer Campbell was alerted by a frantic neighbor that the neighbor's roommate was choking. Jennifer remained calm in a chaotic environment and assisted her neighbor by successfully performing the Heimlich maneuver and dislodging the foreign object.

FISCAL IMPACTS

N/A

DISCUSSION QUESTIONS

N/A

SUGGESTED NEXT STEPS

N/A

REFERENCES & ATTACHMENTS

N/A



City Manager's Report

8.1.2023

CITY MANAGER'S OFFICE:

- **Cooling Center at Ashland Library:** The City supported a cooling center at the Ashland Library on July 15 from 1 to 8 p.m. More than 30 people showed up during the heat of the day. Water and donated food were distributed
- **Fire in the watershed on July 13:** A fire on the East Fork of Reeder Reservoir was held at 2-acres on US Forest Service land. Everbridge advisory messages were sent out to citizens. The Alerts Feed link in the message has proven to be a great help in delivering further information to citizens. Thanks to **Dorinda Cottle** for her help in setting this up for our emergency alerts. If you or someone you know did NOT receive these advisories, please text "97520" to 888777, and then take some time to go to our much improved webpage under Emergency Preparedness, ashland.or.us/BetterPrepared, go to our Alerts page, and create a full account with Citizen Alert/Everbridge
- **Interviews:** Live interview with KTVL to cover the emergency messaging switch from Nixle to Citizen Alert (Everbridge). Also, live radio interview with KSKQ FM radio covering emergency alerts, emergency preparedness and Alameda fire stories. Interview on Newswatch 12 to discuss the criteria for opening an emergency shelter for extreme heat
- **Everbridge message training with Jackson County emergency managers:** On July 31, Holly Powers (Jackson County Emergency Management) and Delaney Heurta (Jackson County Emergency Management) will be training with us on the Citizen Alert/Everbridge system at fire station 1. Our Ashland team of personnel who are able to send out messages will get official on-boarding with our county EMS
- **OTHER ONGOING:**
 - **The Wildfire Workshop** rescheduled to July 26. This will be a review of resources and capacities at the City Department head meeting. A fire scenario will drive the process
 - **Evacuation Task Force:** A task force made up of Public Works, Ashland Police Department, Ashland Fire & Rescue, and ODOT will convene Aug 7 to problem solve on how to design the most efficient and safe mass evacuation - How to manage "all lanes going OUT" during an event, and how to handle the current Clay St railroad bridge construction in the event of a needed evacuation
 - **Updating EOPs (Emergency Operations Plans):** Department heads, look for your EMC to be partnering with you on updates to specific annexes of our City of Ashland EOP. **Kelly Burns** will need your help to make sure what is written in the plan can actually be counted on (Other EOPs in process: Southern Oregon University, Ashland School District, Ashland Airport)
 - **Radio class for PW and electric dept Aug 8th 90 N Mountain:** On August 8 our CERT Team radio-heads will be creating and facilitating a hands-on radio class for Public Works and Electric Department workers

COMMUNITY DEVELOPMENT:

- **Fair Housing Trainings:** The City of Ashland Community Development Department sponsored three enlightening Fair Housing Council of Oregon trainings from June 29-30. These sessions aimed to educate Housing Advocates, Landlords, Property Managers and community members on various topics, including Fair Housing Basics, Protections for People with Disabilities, Families with Children, Source of Income, Disparate Impact and Fair Housing Law Enforcement. By equipping participants with this valuable knowledge, the initiative sought to empower Ashland residents to be aware of their rights and responsibilities under the Fair Housing Act, and to foster an inclusive community that actively addresses and combats discrimination in housing





City Manager's Report

- **Ashland High School Humanities Building:** The City of Ashland Building Division has approved a permit application and work has begun on a major upgrade of Ashland High School's Humanities Building. The upgrade includes seismic retrofitting of the existing 1968 building and the addition of an elevator and restroom on the North end. The project involves removing and rebuilding the failing concrete balcony, making various accessibility and site improvements, and completely renovating the plumbing systems, upgrading electrical systems, and heating and cooling systems, and installing emergency power generators. These enhancements will contribute to the overall safety, accessibility, and functionality of the Humanities Building at Ashland High School
- **Building Division Staffing:** The Building Division has appointed **Chad Stichter** to the vacant Building Inspector position. Following his appointment, Chad has successfully passed crucial certification tests, such as the New Commercial Building Inspector Certification and the New Commercial Plans Examiner Certification. These certifications showcase his expertise and strengthen our division's capacity to ensure the safety and compliance of commercial buildings in our community
- **Grand Terrace Annexation:** The Oregon Land Use Board of Appeals (LUBA) has reviewed the appeal request for the Grand Terrace Annexation (1511 Hwy 99) and has remanded the planning action back to the City for additional evaluation. The remand focuses on two specific issues... firstly, the adequacy of the size of the affordable units concerning the city's affordability requirements, and secondly, the approval of the Exception to the on-street parking requirements. To address these matters, the Planning Commission is scheduled to hold a public hearing on August 8, and subsequently, the case will be presented to the City Council for further review and final decision in October 2023

FIRE:

- **Sara Jones** as she has been invited to participate in a briefing in Washington D.C. for the work we are doing in Smokewise for schools and preschools. It is an exciting opportunity for us to highlight the proactive approach we are taking for improving children's health outcomes with better indoor air quality. Her trip is being covered by OSU (Oregon State University), and she is a great ambassador for the work she is dedicating her time and talent to promote. She will be in DC September 27-29 of this year
- Ashland Fire & Rescue, along with four other agencies from Jackson County were dispatched to the Golden Fire located in Yonna Oregon, just outside of Klamath Falls. Crews were dispatched late Friday afternoon on July 21, and have the potential to remain until July 28. The fire which is approximately 2,052 acres and 0% contained as of Monday, July 24, has taken out a few structures and is threatening many more. This does not affect our current response capabilities as we have backfilled the positions to keep our minimum staffing





City Manager's Report

INNOVATION & TECHNOLOGY:

- Check out the recent compliment from Allison George, Welcome Center Program Manager for Travel Oregon/Oregon Tourism Commission, "I must share that our welcome center internet service from Ashland Fiber Network is incredible. It's far and away, the fastest, most reliable network throughout the state." – **Way to go Chad Sobotka and team!**
- The City has a new subscription-based aerial imagery service provided by Nearmap. Nearmap updates the imagery regularly, and we have access to images going back to 2016, with the most recent data capture being June 15 of this year. The photo coverage is provided in an internet browser version, as well as a traditional GIS-program version, and we have both straight down (ortho) imagery as well as angled (oblique) from multiple directions.

We are also enrolled in Nearmap ImpactResponse, a post-catastrophe program where Nearmap will fly and publish surveys for our area on request should we experience a wildfire. In fact, Nearmap provided aerial imagery the day after the Almeda fire, and we have access to those photos as well.

If this subscription would be a benefit to you, please feel free to email GIS@ashland.or.us and we will set you up with an account. (Note: Nearmap is for internal/City staff use only.)



Example of an oblique photo of City Hall, OSF, ComDev and the entrance to Lithia Park, June 15, 2023

POLICE:

- Two parking spaces in the downtown roundabout, next to City Hall, are now designated to Ashland Police parking. This change occurred because the police department moved out of the contact station, which sits across Main Street from the plaza. When the downtown police presence was housed there, the City had two dedicated spaces behind that building. The police presence downtown has since been transitioned to City Hall, meaning the department parking needs transitioned to needing to be close to City Hall. This will give officers the flexibility to respond in a vehicle if needed



Council Business Meeting

August 1, 2023

Agenda Item	Transportation Advisory Committee Appointment		
From	Dana Smith	Clerk of the Council Pro Tem	
Contact	recorder@ashland.or.us , 541-488-5307		
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐		

SUMMARY

Confirm Mayor Graham's recommendation for the appointment of Nick David to Position #3 with a term ending April 30, 2026.

BACKGROUND AND ADDITIONAL INFORMATION

Ashland Municipal Code (AMC) Chapter 2.13.

FISCAL IMPACTS

N/A

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the Mayor's recommendation for the appointment of Nick David to the Transportation Committee.

REFERENCES & ATTACHMENTS

Attachment 1: Application – David

From: City of Ashland, Oregon
To: Dorinda Cottle; City Recorder
Subject: Application for Committee or Commission Submitted
Date: Sunday, June 25, 2023 10:50:57 PM

[EXTERNAL SENDER]

*** FORM FIELD DATA ***

Name: **Nick David**

Committee or Commission interested in: **Transportation Advisory Committee**

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Occupation : **General Contractor**

Educational background: **Ashland High School Graduate (2004) Portland State University (2010) - Bachelor of Science in Environmental Science with a Concentration in Sustainability**

Related Experience: **I don't have much real experience in the field of transportation planning. I took several classes on urban sustainability and even took a trip to Spain for a few weeks to explore how Spanish cities have integrated many walking districts and cycling routes into their urban planning and how those precedents were being incorporated into Portland's newly adopted planning standards at that time. I definitely would welcome further education in this field.**

Interests: **I am always paying attention to how people get around town, including cycling, driving, walking and public transportation and consider its efficiency, and challenges. I also have many thought experiments running in my head about how to best use the right of ways that are under Ashland's jurisdiction and how to converse with ODOT so that we can start imagining what a redesigned downtown commercial district could look like. I would like to join the commission as a curious and engaged member who deeply cares about the experience of living in Ashland and how transportation planning decisions impact our fair city's comfort, efficiency, and safety.**

Availability: **As a self-employed person, I'm fairly flexible in my availability. I also have two young kids and a lovely wife and will do my best to balance my commitment to them with my commitment to the Commission.**

Additional Information : **I was born at Ashland Community Hospital in 1986 and have lived here my whole life since then, save for about eight years in Portland during its prime. As a general contractor, I have a good understanding of project feasibility, budgeting, spatial analysis, codes, and other facets of designing and building things that may be advantageous on the Committee.**

Signature: **Nick David**

*** USER INFORMATION ***

SubscriberID: **-1**

SubscriberUserName:

SubscriberEmail:

RemoteAddress: **66.241.70.76**

RemoteHost: **66.241.70.76**

RemoteUser:



Council Business Meeting

August 1, 2023

Agenda Item	Approval of Liquor License Request for Harana Cafe		
From	Dana Smith	Clerk of the Council Pro Tem	
Contact	recorder@ashland.or.us ; 541-488-5307		
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐		

SUMMARY

This is a request for approval of a liquor license application for the Harana Cafe, 116 Lithia Way, Ste. 2., Ashland, OR 97520.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a New Outlet of a Full-On Premises Commercial Liquor License.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

Staff recommends approval of the liquor license application. The City has determined that the location of this business complies with the City's land use requirements. The applicant has a Business License and has registered as a restaurant.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the liquor license for the Harana Cafe.

REFERENCES & ATTACHMENTS

Attachment 1: Application

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☒ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☐ Limited On-Premises

☐ Off Premises

☐ Warehouse

☐ Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City/County name:

(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below

☐ Recommend this license be granted

☐ Recommend this license be denied

Printed Name

Date

Trade Name HARANA

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

HARANA LLC

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Harana

Premises street address (The physical location of the business and where the liquor license will be posted):

116 Lithia Way Suite 2

City:

Ashland

Zip Code:

97520

County:

Jackson

Business phone number:

Business email:

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]):

116 Lithia Way Suite 2

City:

Ashland

State:

OR

Zip Code:

97520

Does the business address currently have an OLCC liquor license? ☐ Yes ☒ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

- ☒ Make changes regarding this license/application on my behalf.
- ☒ Sign application forms regarding this license/application on my behalf.
- ☒ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Michelle Hermogenes

Phone number:

Email:

haranacafe@gmail.com

Mailing address:

116 Lithia Way Suite 2

City:

Ashland

State:

OR

Zip Code:

97520

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION — Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Michelle Hermogenes

Phone number:

Email:

haranacafe@gmail.com

TERMS

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

ATTESTATION — OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-005-0311 and attests that:
 1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Michelle Hermogenes

Print name



Signature

6/23/2023

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)



Council Business Meeting

August 1, 2023

Agenda Item	Early Childhood Affordability Grant Program		
From	Joseph Lessard	City Manager	
Contact	joe.lessard@ashland.or.us; 541-552-2103		
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐		

SUMMARY

This agenda item is for Council consideration of the Early Learning Grant Program to Ashland licensed, non-profit preschool or childcare providers. Providers will in turn offer affordability scholarships to families that qualify as low-moderate income households in need of childcare financial assistance.

POLICIES, PLANS & GOALS SUPPORTED

The Economic Roundtable conducted by the City Council on March 6, 2023, identified the need for a partnership to develop early childhood development or care options for the Ashland community (see attached Economic Roundtable – “Better Together” Next Steps).

On March 21, 2023, Council adopted a motion adopting its 2023–2025 BN Budget priorities that included the following:

- Wildfire Risk Reduction & CEAP Execution
- Economic Development
- Affordability

On May 16, 2023, the Council voted to establish an Early Learning Ad Hoc Committee at the request of Councilor Hyatt to create a tangible network of early learning care options within the Ashland community (see attached Request for Early Learning Ad Hoc Committee). At the Regular Meeting of June 20, 2023, Council confirmed the Mayor’s appointment of six members to the Ad Hoc Committee which also includes Councilors Hyatt and Bloom, an Ashland School District member and a potential City Manager’s Office assigned participant.

The 2023–2025 BN Budget includes funding appropriations of \$120,000 each fiscal year for an affordable childcare initiative (BN Budget total of \$240,000).

On June 6, 2023, Council authorized an Early Learning Small Grant to ScienceWorks Museum in the amount of \$5,000 to serve as matching funds to the purchase of two temporary classrooms and a bathroom modular building for use in developing an early childhood learning program (see attached Council Communication for the Early Learning Small Grant Opportunity – ScienceWorks Museum).

BACKGROUND AND ADDITIONAL INFORMATION

For affordability scholarships to be available to qualified low and moderate Ashland households seeking early childcare options at/near the start of the next Ashland School District scholastic year, it is timely for Council to authorize the corresponding grant issuance plan for implementation. The plan is as follows:



Council Business Meeting

- The goal of the Early Childhood Affordability Grant Program is to:
 - Address Ashland's need for expanded early childhood care services that support families, a need evidenced by childcare or preschool waitlists in excess of six to twelve months due to program closures, reduced seats from program relocations and increased staffing challenges.
 - Respond to households seeking affordability and financial stability. Such a response enables both partners in the household to work if they choose and most important, studies demonstrate the children in working family households thrive with access to early learning opportunities.
 - Support the Ashland School District and other local economic institutions, as well as local businesses, in their efforts to attract and retain employees with attractive early childcare or learning options.
 - Support kindergarten readiness for enrollment in the Ashland School District with early learning and socialization opportunities for children.
 - Support post COVID economic development in Ashland.
- Establish a pilot program that issues one-year grants to licensed preschool or daycare providers in Ashland who will in turn provide affordability scholarships to individuals or families eligible for assistance. The pilot program will only award grants for the FY 2023-2024 budget year.
 - Subsequent funding will be based on learnings from the pilot program AND at the discretion of the City Council.
- Grant awards will be made on a competitive basis from applications submitted by early childhood service providers. In addition to the requested application information, provider applicants will likely be interviewed and receive site visits as part of the award process. The draft applications process is as follows upon City Council grant program consideration and approval:
 1. Public announcement/notification of upcoming Grant Program;
 2. Issue formal grant solicitation announcement;
 3. Program orientation/input meeting for prospective grant;
 4. Grant application deadline
 - i. City staff review for completeness and preliminary evaluation
 5. Grant application recommendation process
 - i. Leverage Early Learning Ad Hoc Committee
 - ii. Applicant interviews and site visits
 6. City Council award of grants; and
 7. First grant allocation payouts to grant recipients
 8. Monitor for success
- Pilot program grant applications will only be accepted from non-profit, certified/licensed childcare providers offering service within the City of Ashland. A grant application is being developed by City staff similar to those used by City for social services grants. The Grant application is anticipated to request the following types of information:



Council Business Meeting

Applicant Entity Information

- Applicant narrative on organization priorities/mission and values, equity commitment, childcare philosophy, history, board membership, etc.
- Staff profiles including formal and continuing education accomplishments/requirements
- Documentation of non-profit status
- Documentation of state certification/licensure of applicant/childcare facilities
- Description of type of childcare services offered (preschool/childcare, special needs services, ages served, days/time of service, family-child needs screening/planning, and auxiliary services offered such as meals, health screening, transportation, etc.)
- Documentation of organization financial viability (990 tax form, recent income tax filings, liability insurance coverage, etc.)

Grant Funding Request

- FY 2023-2024 (Sept./Oct. 2023 through June 2024) total grant funding request amount with a proposed affordability scholarship program budget
- Anticipated number of affordability scholarship awards with estimated average scholarship awarded under the requested total grant amount.
- Description of applicant's proposed marketing/public information efforts announcing the availability of the City's grant funding and soliciting affordability scholarship participants

Scholarships Award Information

- Description of applicant's proposed scholarship program including:
 - Household income affordability thresholds (minimum and maximum percentage of Oregon/regional median family income level eligible for affordability scholarships);
 - Draft sliding scale the grant applicant proposes to use to identify/verify level of need and priority in awarding affordability scholarships (City grant funding is intended to only fill a household's ability to pay for childcare gap with an affordability scholarship and thereby attempt to maximize the number of households supported by affordability scholarships);
 - Outline of Information the grant applicant intends to require from households to evaluate their potential scholarship eligibility (household Affordability Scholarship application process).
 - Note: Grant recipients may be requested to adjust their proposed scholarship award plans/programs to establish affordability scholarship award consistency between multiple grant recipients.

Program Monitoring & Reporting

- Anticipated/recommended outcome measures to be reported, including number, and dollar value, of affordable scholarships awarded.
 - Corresponding demographic information, as appropriate.
- Quarterly reporting will enable evaluation of the pilot program's status, including identification of underutilized grant funding.
 - Underutilized funding shall be subject to recapture by the City and re-award.



Council Business Meeting

- Affordability scholarships awarded by a grant recipient will be on the following household's basis:
 - Ashland residents
 - Ashland business or local government employees
- FY 2023–2024 provider applications will be solicited for up to a total \$100,000 of available City grant funding. The City's goal is for the available City grant funding to be used for affordability scholarships and increasing access to programming. Initial grant awards are anticipated to be paid on a quarterly basis with the first installment available upon grant award. End of quarter reporting will be required from each grant recipient provider in advance of subsequent grant allocations/payouts.

All subsequent grant awards, including for FY 2024–2025, be made under a new competitive process and at the discretion of the City Council. A prior year grant award, including under the current pilot program proposal, does not guarantee an award in any subsequent program year.

Subsequent biennial budgets continuation of grant program funding is solely at the discretion of the City Council and may not be continued in future biennium budgets.

- City grant funding should be considered by provider applicants as last-in funding. That is, available affordability funding from other sources (such as Preschool Promise, Head Start, SNAP, foundations/donors, local employers, etc.) should be considered the first applied affordability support for each potential low or moderate household seeking early childcare support. Applicants will be requested to indicate their potential other funding source or solicitation efforts as part of their City grant application.
- The \$15,000 balance of FY 2023–2024 available funding for early childhood programming will be held by the City as a pilot program contingency for unanticipated needs or opportunities, or for grant award later in the fiscal year.

DISCUSSION QUESTIONS

The Early Childhood Affordability Grant Program is a new and unprecedented initiative by the City. As such, its application process and implementation are proposed as a pilot program to allow continual evaluation and updating throughout the FY 2023–2024 year. Ongoing and constructive feedback from its participants and other stakeholders will be necessary as the program proceeds to assure it meets its performance goals and community expectations. The above outlined proposed plan should be considered a starting point for its implementation and feedback.

FISCAL IMPACTS

Funding is available within the FY 2023–2024 budget for the Early Childhood Affordability Grant Program. City FY 2023–2024 balance of available funding is \$115,000. Funding UP TO \$100,000 is proposed for this program in FY 2023–2024.

SUGGESTED NEXT STEPS

City staff recommends adoption of the Early Childhood Affordability Grant Program conceptual plan:

I move to adopt the Early Childhood Affordability Grant Program plan and authorize City staff to begin its implementation.



Council Business Meeting

REFERENCES & ATTACHMENTS

Attached documents:

1. Economic Roundtable – “Better Together” Next Steps
2. Request for Early Learning Ad Hoc Committee
3. Council Communication for Ad Hoc Committee for Affordable Childcare and Early Learning Appointments
4. Council Communication for the Early Learning Small Grant Opportunity – ScienceWorks Museum



City Grants Plan: Early Childhood Affordability Grant Program

Childcare & Early Childhood Development

Early Childhood Affordability Grant: Pilot Program Overview

- **Goal:** Affordability and Access
- **Stakeholders:** Families, Ashland School District, local business, institutional partners
- **Partners:** Ashland, licensed, non-profit entities offering early care
- **Process:** Employ a formal, competitive grant process
- **Funding:** Up to \$100K (not all funding must be awarded)
- **Reporting:** Quarterly review with grantees
 - Ensure appropriate use of funds
 - Recapture funds if appropriate
 - Evaluate effectiveness and assess for future



Childcare & Early Childhood Development

Program Goals: Affordability and Access

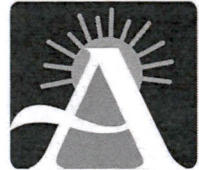
- **Address Ashland's need for expanded early childhood care**
 - Lack of slots evidenced by excessive waitlists
 - Lack of affordability – Gap between entry wage and living wage costs
- **Respond to households seeking affordability & financial stability**
 - Enable those who want to work to do so
 - Children thrive with access to quality early learning
- **Attract and retain local workforce: quality of life and affordability**
 - Collaborate with Ashland School District & local economic institution
 - Promote supportive environment for local businesses
- **Reinforce & propel kindergarten readiness in collaboration**
- **Support post COVID economic development in Ashland**
 - Be a community of choice for business, retention, development & relocation



Childcare & Early Childhood Development

Early Learning As A Community Benefit: Stakeholders

- **Families and Ashland's Youngest Citizens**
 - Employ short term strategies to impact Ashland affordability
 - Data shows: Approx. 442 children, age 0-5 at or below 200% FPL
 - Ashland only has 77 subsidized early learning seats (17% access rate)
 - Families who can afford the tuition also cannot access a program
- **Local Business & Institutional Partners: Enhanced Workforce**
 - Help position Ashland to retain & attract business
 - 53% of families cannot afford both partners to work:
 - Prohibitive to cost of care / lack of access
 - Affordability gap: entry level wages vs. market price of care
 - Businesses continue to struggle for workers post COVID
 - Exacerbated by lack of affordable & accessible early learning
- **Ashland School District: Enrolment and Kindergarten readiness**



Better Together

Childcare & Early Childhood Development

Early Childhood Affordability Grant Process/Steps

1. Public announcement/notification of upcoming Grant Program;
2. Issue formal grant solicitation announcement;
3. Program orientation/input meeting for prospective grant;
4. Grant application deadline
 - a. City staff review for completeness and preliminary evaluation
5. Grant application recommendation process
 - a. Leverage Early Learning Ad Hoc Committee
 - b. Applicant interviews and site visits
6. City Council award of grants; and
7. First grant allocation payouts to grant recipients
8. Monitor for success



Childcare & Early Childhood Development

Funding: Up to \$100K (not all funding must be awarded)

Reporting: Outcome measures to be required

- Quarterly reporting to enable evaluation of the pilot program's status
 - o Funding advanced vs. reimbursed
 - support provider scholarship allocations
 - support staffing cashflow considerations
 - o Quarterly advance replenishment, upon review completion
- Review for underutilized scholarship funding for recapture & re-award
- Year-end program summary narrative and scholarships data required



Better Together

Childcare & Early Childhood Development

Responsive:

- Economic round table feedback, community and business feedback
- Partner on Emergency Preparedness, Senior Services & many other programs
 - Pilot program responds to the needs of our youngest citizens

Values:

- Community affordability, including in available housing and child care
- Quality of life that underpins the City's economic vibrancy
- Belonging through mutual respect and openness, inclusion and participation
- Sustainability through creativity, affordability and rightsized services
- Respect for the citizens we serve, for each other, and for the world





Affordability Priority

QUESTIONS?

Childcare & Early Childhood Development

Grant Funding Pilot Program

- New & unprecedented City role/approach
- Initial pilot targeting FY 2023-2024 only
- Subsequent grants at City Council discretion,
 - including for FY 2024-2025
 - Continued programing based on pilot program experience
 - Ad Hoc Committee study/ recommendations
 - pilot program/prior year grant does not guarantee subsequent
- City grant funding: Affordability focused
 - Scholarships intended to help address the financial gap b price of care and ability to afford care
 - Maximize households able to benefit from finite funds
 - Position us to better retain and attract workers



Childcare & Early Childhood Development

Grant Application

- **Grant Funding**

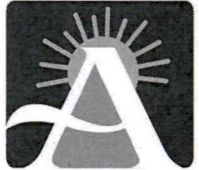
- Ashland Residents & local business/government employees
- Anticipated grant awards
 - FY 2023-2024

Affordability Grants	\$100,000 (multiple awards)
Supplemental/contingency	\$ 15,000
 - FY 2024-2025 (if pilot determined successful)

Affordability Grants	\$100,000 (renewals/new awards)
Supplemental/contingency	\$ 20,000

- **Grantees must first use other available funding** (City support is last)

- Preschool Promise / Head Start / SNAP / etc.
- Foundations
- Employer or donor contributions
- Etc.



Better Together

Childcare & Early Childhood Development

Grant Application

- Applicant Information

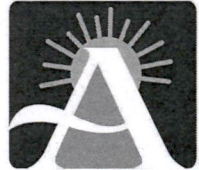
- Applicant Narrative (mission & values, equity commitment, history, etc.)
- Staff Profiles & continuing education approach
- Non-Profit status & state certifications/licenses
- Description of child placements
 - childcare or preschool (including early learning program)
 - special needs served
 - child ages served
 - days/times of service
 - before/after school care
 - other services (snacks/meals, health, transportation, library)
- Financial viability information



Childcare & Early Childhood Development

Grant Application

- **Grant Funding Request**
 - FY 2023-2024 total grant funding request
 - including proposed affordability scholarship program budget
 - Anticipated number of affordability scholarship awards
 - with estimated average scholarship awarded
 - Description of proposed marketing/public information efforts
 - announcing City's grant funding
 - soliciting affordability scholarship participants



Childcare & Early Childhood Development

Grant Application

- **Applicant Grant Funding Request**
 - Define/describe scholarship award process
 - verification/screening process
 - min & max eligibility as percent of income & family size
 - scholarship sliding scale by verified affordability need and
 - information required to verify household affordability
- **Program Monitoring & Reporting**
 - Recommended outcome measures to be reported
 - Quarterly reporting to enable evaluation of the pilot program's
 - including potential underutilized scholarship funding for re-award
 - Year-end program summary narrative and scholarships c



Childcare & Early Childhood Development Grant Application

- Funding & Reporting
 - Funding advanced vs. reimbursed
 - support provider scholarship allocations
 - support staffing cashflow considerations
 - Initial advance of approx. 25-35% of total fiscal year grant award
 - Quarterly advance replenishment



Childcare & Early Childhood Development

So. Oregon Median Income Table

% of Median Income	Household Members							
	1 Pers	2 Pers	3 Pers	4 Pers	5 Pers	6 Pers	7 Pers	8 Pers
30%	\$ 17,000	\$ 19,400	\$ 21,850	\$ 24,250	\$ 26,200	\$ 28,150	\$ 30,100	\$ 32,050
50%	\$ 28,350	\$ 32,400	\$ 36,450	\$ 40,450	\$ 43,700	\$ 46,950	\$ 50,200	\$ 53,450
60%	\$ 34,020	\$ 38,880	\$ 43,740	\$ 48,540	\$ 52,440	\$ 56,340	\$ 60,240	\$ 64,140
80%	\$ 45,300	\$ 51,800	\$ 58,250	\$ 64,700	\$ 69,900	\$ 75,100	\$ 80,250	\$ 85,400
90%	\$ 50,960	\$ 58,280	\$ 65,530	\$ 72,790	\$ 78,640	\$ 84,490	\$ 90,280	\$ 96,070
100%	\$ 56,630	\$ 64,750	\$ 72,810	\$ 80,880	\$ 87,380	\$ 93,880	\$ 100,310	\$ 106,740
120%	\$ 67,950	\$ 77,700	\$ 87,380	\$ 97,050	\$ 104,850	\$ 112,650	\$ 120,380	\$ 128,110
150%	\$ 84,940	\$ 97,130	\$ 109,220	\$ 121,310	\$ 131,060	\$ 140,810	\$ 150,470	\$ 160,120
200%	\$ 113,250	\$ 129,500	\$ 145,630	\$ 161,750	\$ 174,750	\$ 187,750	\$ 200,630	\$ 213,510





Council Business Meeting

August 1, 2023

Agenda Item	Contract for an Electric System Master Plan with Stoddard Power Systems, LLC		
From	Thomas McBartlett III	Electric Utility Director	
Contact	Thomas.mcbartlett@ashland.or.us 541-488-5357		
Item Type	Requested by Council ☐ Update ☐ Request for Approval ☒ Presentation ☐		

SUMMARY

Approval is being requested to enter into a contract for an **Electric System Master Plan** at a cost of \$78,159.00. A formal competitive sealed proposal (Request for Proposal) is the required sourcing method for an acquisition of this type (Personal Services) greater than \$75,000.00. The City's intent is to award a contract to the highest ranked proposer, Stoddard Power Systems, LLC.

POLICIES, PLANS & GOALS SUPPORTED

- Climate Energy Action Plan execution
- Quality infrastructure and facilities through timely maintenance and community investment

BACKGROUND AND ADDITIONAL INFORMATION

A formal RFP (Request for Proposal) was facilitated, and the City received three (3) proposals in response to the RFP. The proposals were evaluated in accordance with the evaluation process and criteria outlined in the RFP and the City's intent is to award a public contract to the highest ranked proposer.

In accordance with AMC 2.50.070(2), this contract exceeds delegated authority and thus requires Council approval. In accordance with AMC 2.50.090 and AMC 2.50.120(A), a formal Competitive Sealed Proposal (Request for Proposal) is required to acquire personal services exceeding \$75,000.00.

Please refer to the attached solicitation – Request for Proposals – for the scope of services.

FISCAL IMPACTS

The Electric Utility Department has funds budgeted for this project.

DISCUSSION QUESTIONS

SUGGESTED NEXT STEPS

Staff recommends award of a contract for the Electric System Master Plan services to the highest ranked proposer, Stoddard Power Systems, LLC.

REFERENCES & ATTACHMENTS

Evaluation Summary
Request for Proposal – Electric System Master Plan
Stoddard Proposal



City of Ashland
Request for Proposal
ELECTRIC SYSTEM MASTER PLAN
Evaluation Summary
July 7, 2023

Evaluation Criteria	Points	ELCON ASSOCIATES INC.			ENERNEX, LLC			STODDARD POWER SYSTEMS, LLC		
		#1	#2	#3	#1	#2	#3	#1	#2	#3
Letter of Introduction, Table of Contents and Proposal Submission Form (Exhibit A)	5	5	5	5	5	5	5	5	5	5
Qualifications and Experience	30	25	20	25	20	20	20	28	30	30
Task List & Timeline	25	25	25	25	15	10	10	25	25	25
References	10	8	10	7	5	5	9	10	10	10
Contractual Terms and Conditions	5	5	5	5	5	5	5	5	5	5
SUBTOTAL	75	68	65	67	50	45	49	73	75	75
Cost Proposal	25	25	25	25	2.61	2.61	2.61	21.1	21.1	21.1
TOTAL	100	93	90	92	52.61	47.61	51.61	94.1	96.1	96.1

Cost Proposals				
Elcon Associates, Inc.	\$65,950.00	\$65,950.00	100%	25 Points
Enernex, LLC	\$632,314.00	\$65,950.00 / \$632,314.00	10.43%	2.61 Points
Stoddard Power Systems, LLC	\$78,159.00	\$65,950.00 / \$78,159.00	84.38%	21.1 Points



**CITY OF
ASHLAND**

Request for Proposals

ELECTRIC SYSTEM MASTER PLAN

Date of Release: May 24, 2023

Proposals are due by: 2:00:00 PM (PST), Tuesday, June 27, 2023

Contracting Agency:
Sole Point of Contact:
Title:
Address:

Telephone:
Fax:
Email:

City of Ashland
Kari Olson
Purchasing Specialist
City of Ashland
90 N. Mountain Avenue
Ashland, OR 97520
(541) 488-5354
(541) 488-5320
kari.olson@ashland.or.us

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EXHIBIT A – PROPOSAL SUBMISSION FORM

EXHIBIT B – CERTIFICATE OF COMPLIANCE

EXHIBIT C – PERSONAL SERVICES AGREEMENT

PUBLIC NOTICE:



**CITY OF
ASHLAND**

Request for Proposals

Electric System Master Plan

Proposals are due by 2:00:00 PM (PST), Tuesday, June 27, 2023

The City of Ashland is requesting written proposals from qualified engineering firms for professional services to complete an **Electric System Master Plan** for the City's electric utility.

The City intends to enter into a contract with the highest ranked proposer for the proposed timeline required to complete the Electric System Master Plan.

This Request for Proposal (RFP) is intended to provide prospective proposers with sufficient information to prepare and submit a proposal for consideration by the City.

The REQUEST FOR PROPOSALS is available online at www.ashland.or.us Log on to the City's website, scroll down the home page to **Online City Services** and click on "**Proposals, Bids and Notifications**". Locate the public notice and click on "**REQUEST BID PACKET**" (beneath the public notice). Log into the system and download the solicitation documents. You will need to log into the system each time you would like to download the solicitation documents and any subsequently issued addenda.

In accordance with AMC Section 2.50.080, Competitive sealed proposals may be available online, but applicants will NOT be able to submit their proposals and/or responses online. Proposals must be delivered in hard copy form to the City in accordance with the requirements outlined in the RFP. Individuals that obtain the solicitation materials electronically are responsible for regularly checking for instructions, addenda, and related materials.

Contract terms, conditions and specifications may be reviewed in the City of Ashland, Purchasing Office, located at 90 N. Mountain, Ashland, Oregon.

Deadline for submitting questions is 5:00:00 PM (PST), Friday, June 16, 2023.

Sealed proposals must be received by **2:00:00 PM (PST), Tuesday, June 27, 2023**, by Kari Olson, Purchasing Specialist in the City of Ashland, Purchasing Office located at 90 N. Mountain Avenue, Ashland OR 97520. The proposals will be opened at **2:00:00 PM (PST), Tuesday, June 27, 2023**, and the City will record and make available the identities of the proposers. Proposals will not be available for inspection until after the evaluation process has been completed and the Notice of Intent to Award has been issued.

Kari Olson
Purchasing Specialist
City of Ashland, Oregon
Kari.olson@ashland.or.us
Tel: 541-488-5354

Published: **May 24, 2023**



CITY OF
ASHLAND

Request for Proposals

Electric System Master Plan

May 24, 2023

ORS 279B.060(2)(c) PURPOSE OF REQUEST FOR PROPOSALS

The City of Ashland is requesting written proposals from qualified engineering firms for professional services to complete an **Electric System Master Plan** for the City's electric utility.

The City intends to enter into a contract with the highest ranked proposer for the proposed timeline required to complete the Electric System Master Plan.

This Request for Proposal (RFP) is intended to provide prospective proposers with sufficient information to prepare and submit a proposal for consideration by the City.

ORS 279B.060(2)(b) SOLE POINT OF CONTACT

Information, correspondence and questions pertaining to this Request for Proposals (RFP) shall **ONLY** be directed to:

Name:	Kari Olson
Title:	Purchasing Specialist
Address:	City of Ashland
	90 N. Mountain Avenue, Ashland, OR 97520
Telephone:	541-488-5354
Fax:	541-488-5320
Email:	<u>Kari.olson@ashland.or.us</u>

This person is the sole point of contact during the entire RFP process including clarification and/or protest of specifications, method of bidding, the evaluation and award process, and/or other questions that may arise. The RFP documents may be reviewed upon request by contacting the designated sole point of contact listed above.

OAR 137-047-0260(2)(a)(C) OPENING DUE DATE AND TIME

Proposals must be received prior to the scheduled opening. The **opening** is scheduled for the following due date and time:

Proposals are due by: **2:00:00 PM (PST), Tuesday, June 27, 2023**

The proposal must be addressed to the designated sole point of contact and received prior to the due date and time. Proposals received after CLOSING are considered LATE and will NOT be accepted for evaluation. Late proposals will **not** be considered.

OAR 137-047-0260(2)(c)(A) SCHEDULE OF EVENTS

<u>ACTIVITY</u>	<u>DATE</u>
Request for Proposals Released	May 24, 2023
1st Public Notice	May 24, 2023
Deadline for Submitting Questions and Requests for Additional Information	5:00:00 PM (PST), Friday, June 16, 2023
RFP Protest Period Ends	5:00:00 PM (PST), Monday, April 10, 2023
DUE DATE AND TIME (Note: Proposals <u>must</u> be received prior to the due date and time.)	2:00:00 PM (PST), Tuesday, June 27, 2023 Location: City of Ashland, Purchasing Office 90 N. Mountain, Ashland, OR 97520
Evaluation Process	June 28 – July 6, 2023
Contract Recommendation	Upon completion of evaluation process
Notice of Intent to Award Announcement	(7) Days prior to executing contract
Award Protest Period Ends	(7) Days after Notice of Intent to Award is released
Contract Recommendation Presented to City Council for Final Approval	July 18, 2023
Contract Award	Upon Council Approval and (7) Days after the Notice of Intent to Award Announcement
Services intended to begin	Upon receiving a fully executed contract

NOTE: This is a tentative schedule and is provided as a courtesy to potential proposers. The actual schedule may vary from that provided without notice to potential proposers. Any changes made to the closing date of the RFP will be made in the form of an addendum and mailed to all potential proposers who have received RFP documents.

QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION:

All potential proposers are encouraged to ask questions and request additional information that will aid in the clarification of the RFP requirements. Questions and requests for information will be promptly considered, and written responses will be provided in the form of a written addendum and posted on the City's website.

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP must:

- Be delivered **via email** to the **Sole Point of Contact** identified on page 4 of the RFP
- Reference the name of the RFP
- Identify the proposer's name and contact information
- Be sent by an authorized representative
- Refer to the specific area of the RFP being questioned (i.e., page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the schedule

OAR 137-047-0260(2)(a)(F) Addenda The provisions of this RFP cannot be modified by oral interpretations or statements. Proposers are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Proposers should request clarification. If inquiries or comments by proposers raise issues that require clarification by the City, or the City revises any part of this RFP, addenda will be provided in the form of a written addendum and posted on the City's website. Receipt of an addendum must be acknowledged by signing and returning it with the proposal. Addenda will be issued within a reasonable time to allow prospective proposers to consider the addenda in preparing their proposals. Unless a different deadline is set forth in the addendum, a proposer may submit a request for change or protest by the close of the next business day after the issuance of the addendum, or up to the

last day the RFP Protest Period ends, whichever date is later. If the date established in the previous sentence falls after the RFP Protest Period ends, the City will consider a request for change or protest to the addendum only. Addenda shall not be issued less than 72 hours before the closing unless the addendum also extends the closing.

ORS 279B.405 Protest Solicitation Process A prospective proposer for a public contract solicited under ORS 279B.055, 279B.060 or 279B.085 may file a protest with the City if the prospective proposer believes that the procurement process is contrary to law or that a solicitation document is unnecessarily restrictive, is legally flawed or improperly specifies a brand name. If a prospective proposer fails to timely file such a protest, the prospective proposer may not challenge the contract on grounds under this subsection in any future legal or administrative proceeding. If the protest is received at least 10 days prior to bid closing and meets the requirements of ORS 279B.405, the City shall consider the protest and issue a decision in writing. Otherwise, the City shall promptly notify the prospective proposer that the protest is untimely or that the protest failed to meet the requirements and give the reasons for the failure. The City shall issue a decision on the protest no fewer than three business days before proposals are due, unless a written determination is made by the City that circumstances exist that justify a shorter time limit.

Protests must:

- Be delivered to the **Sole Point of Contact** identified on page 4 via email, facsimile, hard copy
- Reference the name of the RFP
- Identify prospective proposer's name and contact information
- Be sent by an authorized representative
- State the Reason for the protest, including:
 - the grounds that demonstrate how the procurement process is contrary to law, unnecessarily restrictive, legally flawed, or improperly specifies a brand name; and
 - evidence or documentation that supports the grounds on which the protest is based
- State the proposed changes to the RFP provisions or other relief sought
- Protests to the RFP must be received by the due date and time identified in the schedule
- Protests to addenda must be received by the close of the next business day after the issuance of the addendum, or up to the last day the RFP Protest Period ends, whichever date is later.

OAR 137-047-0440 Pre-Closing Modification or Withdrawal of Offers A proposer may modify its proposal in writing prior to the closing in accordance with OAR 137-047-0400, OAR 137-047-0410 and OAR 137-047-0440. Any modification must include the proposer's statement that the modification amends and supersedes the prior proposal. A proposer in accordance with OAR 137-047-0440 may withdraw its proposal by written notice submitted on proposer's letterhead, signed by authorized representative of the proposer, and delivered to the individual and location specified in the solicitation document prior to closing.

OAR 137-047-0460 Late Offers, Late Withdrawals and Late Modifications

Any proposal received after closing is late. A proposer's request for withdrawal or modification of a proposal received after closing is late. An Agency shall not consider late proposals, withdrawals or modifications except as permitted in OAR 137-047-0470 or 137-047-0262.

Proposal Acceptance Proposals that do not address all areas requested by this RFP may be deemed non-responsive and may not be considered for any possible contract awarded resulting from this RFP.

ORS 279B.060(2)(e) Cancel, Reject or Delay Procurement The City of Ashland may cancel the procurement, reject in whole or in part any or all proposals, or suspend or delay the procurement in accordance with ORS 279B.100 when it's in the best interest of the City of Ashland as determined by the City of Ashland. In no event shall the City of Ashland have any liability for the cancellation, rejection, or

suspension of a solicitation or award. The proposer assumes the sole risk and responsibility of all expenses connected with the preparation of its proposal.

Collusion By submitting a proposal, proposer certifies that no officer, agent, or employee of the City of Ashland has a monetary interest in this proposal; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer and that the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or company.

Disputes In case of any doubt or differences of opinions as to the items or services to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City of Ashland shall be final and binding upon all parties.

Clarification of Responses The City of Ashland reserves the right to request clarification of any item in any proposal, or to request additional information necessary to properly evaluate a proposal.

References The City of Ashland reserves the right to investigate any and all references and the past performance information provided in the proposal with respect to proposer's successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule, and lawful payment of employees and workers.

Recyclable and Recycled Products Contractors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFP.

ORS 279A.125 The City shall give preference to goods that are certified to be made from recycled materials if the recycled product is available, meets applicable standards, can be substituted for a comparable non-recycled product; and the recycled products costs do not exceed the costs of non-recycled products by more than five percent, or a higher percentage if a written determination is made by the City.

ORS 282.210 All printing, binding and stationery work done for the City shall be performed within the State of Oregon.

ORS 279B.060(2)(g) If required under ORS 468A.710, the contractor or subcontractor is required to possess an asbestos abatement license.

ORS 279B.060(6)(a) Opening Procedures Notwithstanding ORS 192.410 to 192.505, proposals may be opened in a manner to avoid disclosure of contents to competing proposers during, when applicable, the process of negotiation, but the City of Ashland shall record and make available the identity of all proposers as part of the City's public records after the proposals are opened.

Notwithstanding ORS 192.410 to 192.505, proposals are not required to be open for public inspection until after the notice of intent to award a contract is issued. The fact that proposals are opened at a meeting, as defined in ORS 192.610, does not make the contents of the proposals subject to disclosure, regardless of whether the public body opening the proposals fails to give notice of or provide for an executive session for the purpose of opening proposals.

OAR 137-047-0260(2)(a)(E) Certification of Nondiscrimination Proposer to certify that the proposer has not discriminated and will not discriminate, in violation of ORS 279A.110(1), against a minority, women or emerging small business enterprise certified under ORS 200.055 or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining a required subcontract. The Certificate of Compliance attached as **Exhibit B**, is required to be

signed and included with your proposal.

ORS 279B.060(6)(b) Proprietary Information (Trade Secrets) Notwithstanding any requirement to make proposals open to public inspection after the City of Ashland's issuance of a notice of intent to award a contract, the City of Ashland may withhold from disclosure to the public materials included in a proposal that are exempt or conditionally exempt from disclosure under ORS 192.501 or 192.502.

All proposals are public record and are subject to public inspection after Agency issues the Notice of the Intent to Award. If a proposer believes that any portion of its proposal contains any information that is a trade secret under ORS Chapter 192.501(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.410 through 192.505).

The scope of services and cost information generally is not considered a trade secret under Oregon Public Records Law (ORS 192.410 through 192.505) and identifying the proposal, in whole, as exempt from disclosure is not acceptable. Agency advises each proposer to consult with its own legal counsel regarding disclosure issues.

If proposer fails to identify the portions of the proposal that proposer claims are exempt from disclosure, Proposer has waived any future claim of non-disclosure of that information.

If applicable, the proposer shall submit a **redacted version of its proposal** if the proposal being submitted in response to this RFP contains trade secrets.

ORS 279B.060(13) Notice of Intent to Award a Public Contract The City of Ashland shall provide written notice of its intent to award to all proposers pursuant to ORS 279B.135 and OAR 137-047-0610 at least seven (7) days before the award of the contract, unless the City determines that circumstances justify prompt execution of the contract, in which case the City may provide a shorter notice period.

ORS 279B.060(14) Contract Award The City of Ashland shall award the contract to the responsible proposer whose proposal the City of Ashland determines in writing to be the most advantageous to the City of Ashland based on the evaluation process and evaluation factors described in this Request for Proposals, and any applicable preferences described in ORS 279A.120, ORS 279A.125 and ORS 279A.128 and, when applicable, the outcome of any negotiations authorized by this Request for Proposals. Other factors may not be used in the evaluation. In addition, any other public agency wishing to use the resulting contract may be authorized by mutual consent of the City of Ashland and the contractor.

ORS 279B.410 Protest of Contract Award A proposer may protest the award of a public contract or notice of intent to award a public contract if the proposer is adversely affected because the proposer would be eligible to be awarded the public contract in the event that the protest were successful. The written protest shall specify the reasons for the protest pursuant to ORS 279B.410(1)(b) and be delivered to the sole point of contact named in the RFP within seven days after issuance of the Notice of Intent to Award a contract. The City shall consider and respond in writing to a protest in a timely manner.

ORS 279B.060(2)(h) Contractual Terms and Conditions The proposer selected by the City of Ashland will be expected to enter into a written contract in the form attached to this RFP. This RFP and the contents of the proposal of the successful proposer will become contractual obligations if a contract is executed. The proposal should indicate acceptance of the City of Ashland's contract provisions or suggest reasonable alternatives that do not substantially impair the City of Ashland's rights under the contract. The proposer may also propose contractual terms and conditions that relate to subject matter reasonably identified in this Request for Proposals. The City of Ashland reserves the right to negotiate the contractual

terms and conditions proposed as alternatives by the proposer. If inclusion of any of the City of Ashland's contract provisions will result in higher costs for the services, such costs must be specifically identified in the proposal. Unconditional refusal to accept the contract provisions proposed by the City of Ashland without offering acceptable alternatives may result in the disqualification of the proposal.

Insurance Certificates The Contractor will be required to provide and maintain ALL required insurance certificates, and provide current Certificates of Insurance, including the City of Ashland endorsed as the additional insured, to the City prior to any lapse of insurance coverage.

Additional Terms

The City of Ashland reserves the right to waive irregularities or deficiencies in a proposal if the City of Ashland determines that waiver is in the best interest of the City of Ashland.

The City of Ashland may request supplemental written information from a proposer concerning the proposer's ability to perform the services. If a proposer fails to provide supplemental information within the time stated in the request, the City of Ashland may refuse to consider the proposer's proposal.

The City of Ashland may request an interview with any proposer. If a proposal is unclear, or appears inadequate, the proposer may be given an opportunity in the interview to explain how the proposal complies with the RFP.

The City of Ashland reserves the right to make such investigation it deems appropriate to determine whether a proposer is qualified to provide the services. If a proposer fails to cooperate with an investigation, or if a proposer provides false, misleading or incomplete information, the City of Ashland may refuse to consider the proposer's proposal.

In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City of Ashland reserves the exclusive right to determine the intent, purpose and meaning of any provision in this RFP.

SCOPE OF SERVICES

The City of Ashland is requesting written proposals from qualified engineering firms for professional services to complete an **Electric System Master Plan** for the City's electric utility.

The following is a general **description of the scope of services** for the City's Electric System Master Plan. A more detailed scope of services may be developed with the highest ranked proposer.

Information the City will provide is as follows:

- Known urban growth information.
- BPA load data
- Available transformer data
- Available pole data
- Available underground cable data
- Available meter and SCADA data
- Available DER data
- Relevant technical information from the City's electrical engineering firm

Electric System Master Plan responsibilities and deliverables to be provided are as follows:

1. Load forecasting for future growth needs
2. Seasonal load shift data to identify areas of concern
3. Major electrical infrastructure replacement schedule
4. Transformer inventory review and replacement schedule
5. Pole inventory review and replacement schedule
6. Underground cable inventory review and replacement schedule
7. Electric meter system replacement schedule and future system advisory
8. System situational awareness advisory and monitoring to maintain optimal operations.
9. Opportunities and barriers for adding renewables (e.g., solar, wind, hydro, etc.).
10. Evaluate system readiness for moderate to high adoption of EVs (i.e., residential and commercial electric vehicle charging stations) and fuel switching (e.g., gas appliances to electric appliances).
11. Projected rate impacts for all capital improvement recommendations
12. Recommendations for integration of the City's **Climate and Energy Action Plan** in the Electric System Master Plan <https://ashlandor.org/climate-energy/climate-plan/>
13. Recommendations for integration of the City's **Wildfire Mitigation Plan** in the Electric System Master Plan <https://edocs.puc.state.or.us/efdocs/HAQ/ro14haq91017.pdf>

Close-out tasks to be provided as follows:

1. Prepare draft of Electric System Master Plan for City staff review.
 - Email draft to the Electric Director, Thomas McBartlett III.
Thomas.mcbartlett@ashland.or.us
 - The draft will be reviewed internally by City staff.
 - Additional information and/or revisions and/or services may be requested for the development of the Electric System Master Plan at this time, which may require an amendment (i.e., increase in SOW and compensation) to the contract.
 - Prepare final draft of the Electric System Master Plan.
2. Schedule and facilitate an in-person review of the final draft of the Electric System Master Plan with the City's Electric Director, Thomas McBartlett III.
3. Present the final draft of the Electric System Master Plan to the City Council. Assist City staff, as needed, to obtain the City Council's approval and adoption of the proposed Electric System Master Plan.

PROPOSAL CONTENTS

Proposals shall provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Submissions of technical literature, display charts, or other supplemental materials are the responsibility and within the discretion of the proposer. The proposal must contain and be organized in accordance with the following section titled Proposal Contents. The proposer assumes the sole risk and responsibility of all expenses connected with the preparation of its proposal.

Letter of Introduction / Cover Page

- ✓ Include a letter of introduction addressed to **Thomas McBartlett III, Electric Director** and signed by a person legally authorized to bind the proposer to its proposal. The letter will introduce the company and include the company name, principal contact name, physical address, mailing address, telephone number, fax number and email address. The letter of introduction may also introduce the proposal and summarize the key provisions of the proposal.

Table of Contents

- ✓ Include a clear identification of the material by section and by page number.

Proposal Submission Form

- ✓ Complete and include the **Proposal Submission Form** attached as **Exhibit A**.

Qualifications and Experience

- ✓ Describe your **firm's experience** specifically **creating Electric System Master Plans** for electric utilities . Include the name, location, client entity, and year the Electric System Master Plans were created for each of the utilities.
- ✓ Provide the **names and titles of each person**, their specific qualifications, credentials, level of experience (practical and educational), and number of years' experience that will be assigned to the City's project.
- ✓ Provide **proof of licenses** required to practice in the State of Oregon.

Task List & Timeline

- ✓ Provide the **task list & timeline** being proposed to complete the scope of services.

(Note: The City Council meetings occur on the first and third Tuesdays of each month, excluding holidays.)

References

- ✓ Provide a **minimum of three (3) references** the proposer has/is currently providing these types of professional services. The City reserves the right to verify these references.

Include the following information for each reference:

- Name of agency
- Contact name of individual who can verify your performance.
- Telephone number
- Email address
- Identify the services that were provided for each reference.

Contractual Terms and Conditions

The highest ranked proposer will enter into an agreement with the City of Ashland, Oregon, *in a form substantially similar to* that attached hereto as **Exhibit C**.

- ✓ Indicate acceptance of the City's contract provisions found in the **Personal Services Agreement** attached as **Exhibit C** or suggest reasonable alternatives that do not substantially impair the City's rights under the agreement. Some contract terms and conditions may be negotiable.
- ✓ The **Certificate of Compliance** attached as **Exhibit B**, is required to be signed and included with your proposal.

Cost Proposal

IMPORTANT: The Cost Proposal (fee schedules, including any alternative pricing options) are to be **submitted separately from the technical proposal in a sealed envelope** marked "COST PROPOSAL" per the submission instructions on page 16.

- ✓ Provide **detailed costs by task** and the **total proposed cost** to complete the project. Any and all costs for travel, lodging and meals, will preferably be at federal per diem rates. The City understands if the scope of services is further developed with the successful proposer, there may be additions or deletions to the cost at that time.

Note: For ease in preparing the detailed cost proposal, you are welcome to add the costs and total amount to your Task List & Timeline and submit the version with the associated costs separately with your cost proposal.

- ✓ Provide **hourly rate fee schedule**.

Trade Secrets (if applicable)

- ✓ If applicable, the proposer shall submit a **redacted version of its proposal** if the proposal being submitted in response to this RFP contains trade secrets.

IMPORTANT: Proposals become **public information** after the City releases a Notice of Intent to Award a Public Contract. It is important to submit a **fully redacted copy of the proposal** if it contains confidential trade secrets. A description of services being acquired by the City and the costs associated with those services are NOT considered confidential information.

PROPOSAL SUBMISSION REQUIREMENTS

The complete written proposal is to be submitted with **multiple copies** as follows:

TECHNICAL PROPOSAL

- **One (1) original copy** of the complete proposal **SIGNED IN INK**
- **Two (2) additional copies** of the complete proposal

COST PROPOSAL

Cost proposal must be submitted separately from the technical proposal in a sealed envelope as follows:

- **One (1) original copy** of the complete proposal **SIGNED IN INK**
- **Two (2) additional copies** of the complete proposal

The complete proposal, including the additional copies, are to be submitted in a single **SEALED ENVELOPE** (or box) labeled as follows and received at the following address:

Kari Olson
Purchasing Specialist
City of Ashland
90 N. Mountain Avenue
Ashland, OR 97520

Contents: Request for Proposal
ELECTRIC SYSTEM MASTER PLAN
Due by: 2:00:00 PM (PST), Tuesday, June 27, 2023

Please note: Late proposals will not be considered. No exceptions. It is recommended that you request available delivery options for the City of Ashland, Oregon area and verify that your method of shipment will arrive prior to the due date and time.

DUE DATE AND TIME:

The proposals must be received at the designated address listed above by **2:00:00 PM (PST), Tuesday, June 27, 2023**. Late proposals will not be considered. Faxed or emailed proposals will not be considered.

Period of Irrevocability

Proposals will be offers that are irrevocable for a period of sixty (60) days after the time and date proposals are due. Proposals will contain the name, address and telephone number of an individual or individuals with authority to bind the company during the period in which the proposal will be evaluated.

EVALUATION PROCESS

In accordance with ORS 279B.060 (14), The City shall award the contract to the responsible proposer whose proposal the City determines in writing is the most advantageous to the City based on the evaluation process and evaluation criteria described in this RFP, applicable preferences described in ORS 279A.120, 279A.125 and 279A.128, and, when applicable the outcome of any negotiations authorized by the RFP. Other factors may not be used in the evaluation.

An evaluation committee appointed by the City of Ashland will evaluate the proposals based on the evaluation criteria established in this Request for Proposals. Each category will be scored with a number of points, up to the maximum number of points assigned to each category. The greater the number of points assigned to a category, the greater the category's level of importance. Each proposal will be evaluated, scored and then ranked according to the evaluation criteria set forth in this RFP.

After the initial evaluation of the proposals has been completed, the Evaluation Committee may **request clarifications**. Requests for clarifications will be processed via email by the sole point of contact identified on page 4 of this RFP. No additions, deletions or substitutions may be made to proposals that cannot be termed as clarifications. Proposer's responses to questions shall restate the question and provide the requested clarification.

The City of Ashland may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable laws, and the City may reject for good cause any or all proposals upon the City's findings that it is in the best interest of the City of Ashland.

If only one responsive proposal is received, the City of Ashland reserves the right to negotiate a contract with the sole responsive proposer.

The total points awarded to each proposal will be tabulated and the proposers shall be ranked accordingly. A contract with the proposer deemed to be the highest ranked proposer will then be negotiated. If negotiations with the highest ranked proposer are unsuccessful, the City of Ashland may proceed to the next highest ranked proposer, and so on until a contract is successfully negotiated.

In accordance with OAR 137-047-0260(2)((b)(A)(B)(C), the statement of work will identify the scope of work to be performed under the resulting contract, outline anticipated duties of the contractor and establish the expectations for the contractor's performance of the resulting contract. The agreed upon tasks will also identify respective responsibilities of the contractor and City staff.

In accordance with ORS 279B.060 (16), the City shall obtain the proposer's agreement to perform the scope of work and meet the performance standards set forth in the final negotiated **statement of work**.

The final contract recommendation will then be subject to the approval of the City Council acting as the Local Contract Review Board.

EVALUATION CRITERIA

The proposals will be evaluated according to the following criteria.

<u>EVALUATION CRITERIA</u>	<u>POINTS</u>
Letter of Introduction, Table of Contents and Proposal Submission Form (Exhibit A)	5
Qualifications and Experience	30
Task List & Timeline	25
References	10
Contractual Terms and Conditions	5
SUBTOTAL	75
Cost Proposal	25
TOTAL	100

EXHIBIT A

Request for Proposals ELECTRIC SYSTEM MASTER PLAN May 24, 2023

Proposal Submission Form

The undersigned proposer submits this proposal in response to the City's Request for Proposals (RFP) for **Electric System Master Plan**, released on May 24, 2023. The proposer warrants that the proposer has carefully reviewed the RFP and that this proposal represents the proposer's full response to the requirements described in the RFP. The proposer further warrants that if this proposal is accepted, the proposer will contract with the City, agrees to the terms and conditions found in the attached contract and RFP or has submitted terms and conditions acceptable to the City, and will provide all necessary labor, materials, equipment, and other means required to complete the work in accordance with the requirements of the RFP and contract documents.

The proposer hereby acknowledges the requirement to carry or indicates the ability to obtain the insurance required in the contract. Indicate in the affirmative by initialing here: _____

The proposer hereby acknowledges receipt of Addendum Nos. __, __, __, __, __ to this RFP.

Full legal name of company:	
Principle owner's name:	
Business Address:	
State and location of company headquarters:	
Year business established:	
Telephone Number:	
Fax Number:	
Email Address:	
Authorized Signature:	
Printed/Typed Name:	
Title:	
Date:	

EXHIBIT B

Certificate of Compliance

Compliance with Oregon Tax Laws:

In compliance with OAR 137-047-0260(2)(e), I hereby attest or affirm under penalty of perjury: That I am authorized to act on behalf of the proposer in this matter, that I have authority and knowledge regarding the payment of taxes, and that contractor is, to the best of my knowledge, not in violation of any Oregon Tax Laws, as defined in ORS 305.380.

Compliance with Nondiscrimination Laws:

In compliance with ORS 279A.110(4), OAR 137-046-0210(2) and OAR 137-047-0260(2)(a)(E), I hereby attest or affirm under penalty of perjury that I am authorized to act on behalf of proposer in this matter, and to the best of my knowledge the proposer has not discriminated and will not discriminate, in violation of ORS 279A.110(1), against a minority, women or emerging small business enterprise certified under ORS 200.055 or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining a required subcontract.

Corporate Officer:

By: _____
Signature

Print Name

Title: _____

Date: _____

EXHIBIT C
PERSONAL SERVICES AGREEMENT

**CITY OF
ASHLAND**

20 East Main Street
Ashland, Oregon 97520
Telephone: 541/488-XXXX
Fax: 541/552-XXXX

CONSULTANT:

CONTACT:

ADDRESS:

TELEPHONE:

This Personal Services Agreement (hereinafter "Agreement") is entered into by and between the City of Ashland, an Oregon municipal corporation (hereinafter "City") and XXXXXXXXXX, a domestic professional corporation or limited liability company ("hereinafter "Consultant"), for (description of services to be provided.).

NOW THEREFORE, in consideration of the mutual covenants contained herein, the City and Consultant hereby agree as follows:

1. **Effective Date and Duration:** This Agreement shall become effective on the date of execution on behalf of the City, as set forth below (the "Effective Date"), and unless sooner terminated as specifically provided herein, shall terminate upon the City's affirmative acceptance of Consultant's Work as complete and Consultant's acceptance of the City's final payment therefore, but not later than XXXXXXXXXX.
2. **Scope of Work:** Consultant will provide (description of services to be provided) as more fully set forth in the Consultant's Proposal dated XXXXXXXXXX, which is attached hereto as "Exhibit X" and incorporated herein by this reference. Consultant's services are collectively referred to in this Agreement as the "Work."
3. **Compensation:** City shall pay Consultant the sum of \$XXXXXXX (this amount may be an hourly rate OR a lump sum - write out amount in long form here, e.g., two hundred thousand and eighty-five dollars) as full compensation for Consultant's performance of all Work under this Agreement. In no event shall Consultant's total of all compensation and reimbursement under this Agreement exceed the sum of \$XXXXXXXXXX (write out amount in long form here) without the express, written approval from the City official whose signature appears below, or such official's successor in office. Payments shall be made within thirty (30) days of the date of receipt by the City of Consultant's invoice. Should this Agreement be terminated prior to completion of all Work, payments will be made for any phase of the Work completed and accepted as of the date of termination.
4. **Supporting Documents/Conflicting Provisions:** This Agreement and any exhibits or other supporting documents shall be construed to be mutually complementary and supplementary wherever possible. In the event of a conflict which cannot be so resolved, the provisions of this Agreement itself shall control over any conflicting provisions in any of the exhibits or supporting documents.

5. **All Costs Borne by Consultant:** Consultant shall, at its own risk, perform the Work described above and, unless otherwise specified in this Agreement, furnish all labor, equipment, and materials required for the proper performance of such Work.
6. **Qualified Work:** Consultant has represented, and by entering into this Agreement now represents, that all personnel assigned to the Work to be performed under this Agreement are fully qualified to perform the services to which they will be assigned in a skilled manner and, if required to be registered, licensed, or bonded by the State of Oregon, are so registered, licensed, or bonded.
7. **Ownership of Work/Documents:** All Work, work product, or other documents produced in furtherance of this Agreement belong to the City, and any copyright, patent, trademark proprietary or any other protected intellectual property right shall vest in and is hereby assigned to the City.
8. **Statutory Requirements:** The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230 and 279B.235.
9. **Data Safeguards:**
 - a. Consultant shall access, store, and use Confidential Information solely for the purpose of providing the Work required by this Contract.
 - b. Consultant shall maintain physical, technical, and administrative safeguards to protect Confidential Information against unauthorized access.
 - c. Contractor shall not disclose Confidential Information to any third parties other than Contractor's employees or approved subcontractors who have a legitimate need to access such Confidential Information and solely for the purpose of providing the Work, and only if such third parties are bound by confidentially and non-disclosure provisions no less restrictive than those set out in this Contract, including compliance with all applicable laws and regulations.
10. **Indemnification:** Consultant hereby agrees to defend, indemnify, save, and hold City, its officers, employees, and agents harmless from any and all losses, claims, actions, costs, expenses, judgments, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this Agreement by Consultant (including but not limited to, Consultant's employees, agents, and others designated by Consultant to perform Work or services attendant to this Agreement). However, Consultant shall not be held responsible for any losses, expenses, claims, costs, judgments, or other damages, caused solely by the gross negligence of City.
11. **Termination:**
 - a. Mutual Consent. This Agreement may be terminated at any time by the mutual consent of both parties.
 - b. City's Convenience. This Agreement may be terminated by City at any time upon not less than thirty (30) days' prior written notice delivered by certified mail or in person.
 - c. For Cause. City may terminate or modify this Agreement, in whole or in part, effective upon delivery of written notice to Consultant, or at such later date as may be established by City under any of the following conditions:
 - i. If City funding from federal, state, county or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services;
 - ii. If federal or state regulations or guidelines are modified, changed, or interpreted in

such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement; or

- iii. If any license or certificate required by law or regulation to be held by Consultant to provide the services required by this Agreement is for any reason denied, revoked, suspended, or not renewed.

d. For Default or Breach.

- i. Either City or Consultant may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and its intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, or within such other period as the party giving the notice may authorize in writing, then the Agreement may be terminated at any time thereafter by a written notice of termination by the party giving notice.
 - ii. Time is of the essence for Consultant's performance of each and every obligation and duty under this Agreement. City, by written notice to Consultant of default or breach, may at any time terminate the whole or any part of this Agreement if Consultant fails to provide the Work called for by this Agreement within the time specified herein or within any extension thereof.
 - iii. The rights and remedies of City provided in this subsection (d) are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
- e. Obligation/Liability of Parties. Termination or modification of this Agreement pursuant to subsections a, b, or c 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 (regardless of whether such notice is given pursuant to Subsection a, b, c, or d of this section, Consultant shall immediately cease all activities under this Agreement, unless expressly directed otherwise by City in the notice of termination. Further, upon termination, Consultant shall deliver to City all documents, information, works-in-progress and other property that are or would be deliverables had the Agreement been completed. City shall pay Consultant for Work performed prior to the termination date if such Work was performed in accordance with this Agreement.

12. Independent Contractor Status: Consultant is an independent contractor and not an employee of the City for any purpose. Consultant shall have the complete responsibility for the performance of this Agreement. Consultant shall provide workers' compensation coverage as required in ORS Chapter 656 for all persons employed to perform Work pursuant to this Agreement. Consultant is a subject employer that will comply with ORS 656.017.

13. Assignment: Consultant shall not assign this Agreement or subcontract any portion of the Work without the written consent of City. Any attempted assignment or subcontract without written consent of City shall be void. Consultant shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract of the Work shall not create any contractual relation between the assignee or subcontractor and City.

14. **Default.** The Consultant shall be in default of this Agreement if Consultant: commits any material breach or default of any covenant, warranty, certification, or obligation under the Agreement; institutes an action for relief in bankruptcy or has instituted against it an action for insolvency; makes a general assignment for the benefit of creditors; or ceases doing business on a regular basis of the type identified in its obligations under the Agreement; or attempts to assign rights in, or delegate duties under, this Agreement.
15. **Insurance.** Consultant shall, at its own expense, maintain the following insurance:
- a. Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers
 - b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence. This is to cover any damage caused by error, omission or negligent acts related to the Work to be provided under this Agreement.
 - c. General Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence for Bodily Injury, Death, and Property Damage.
 - d. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 (one million dollars) for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.
 - e. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days' prior written notice from the Consultant or its insurer(s) to the City.
 - f. Additional Insured/Certificates of Insurance. Consultant shall name the City of Ashland, Oregon, and its elected officials, officers and employees as Additional Insureds on any insurance policies, excluding Professional Liability and Workers' Compensation, required herein, but only with respect to Consultant's services to be provided under this Agreement. The consultant's insurance is primary and non-contributory. As evidence of the insurance coverages required by this Agreement, the Consultant shall furnish acceptable insurance certificates prior to commencing the Work under this Agreement. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to the City's acceptance. If requested, complete copies of insurance policies; trust agreements, etc. shall be provided to the City. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.
16. **Nondiscrimination:** Consultant agrees that no person shall, on the grounds of race, color, religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income, suffer discrimination in the performance of any Work under this Agreement when employed by Consultant. Consultant agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Further, Consultant agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.
17. **Consultant's Compliance with Tax Laws:**
- 17.1 Consultant represents and warrants to the City that:

17.1.1 Consultant shall, throughout the term of this Agreement, including any extensions hereof, comply with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS Chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Consultant; and
- (iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

17.1.2 Consultant, for a period of no fewer than six (6) calendar years preceding the Effective Date of this Agreement, has faithfully complied with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS Chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Consultant; and
- (iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

18. **Notice.** Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, by mailing using registered or certified United States mail, return receipt requested, postage prepaid, or by electronically confirmed at the address or facsimile number set forth below:

If to the City:

City Department

Attn: Contract Administrator

Address

Ashland, Oregon 97520

With a copy to:

City of Ashland – Legal Department

20 E. Main Street

Ashland, Oregon 97520

Phone: (541) 488-5350

If to Consultant:

XXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

19. **Governing Law.** This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Jackson County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of

the other party, any case may be dismissed, or its venue transferred, as appropriate, so as to effectuate this choice of venue.

20. **Amendments.** This Agreement may be amended only by written instrument executed by both parties with the same formalities as this Agreement.
21. **Nonappropriations Clause.** Funds Available and Authorized: City has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement within the City's fiscal year budget. Consultant understands and agrees that City's payment of amounts under this Agreement attributable to Work performed after the last day of the current fiscal year is contingent on City appropriations, or other expenditure authority sufficient to allow City in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement. In the event City has insufficient appropriations, limitations or other expenditure authority, City may terminate this Agreement without penalty or liability to City, effective upon the delivery of written notice to Consultant, with no further liability to Consultant.
22. THIS AGREEMENT AND THE ATTACHED EXHIBITS CONSTITUTE THE ENTIRE UNDERSTANDING AND AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. CONSULTANT, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.
23. **Certification.** Consultant agrees to and shall sign the certification attached hereto as "Exhibit C" and incorporated herein by this reference.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

CITY OF ASHLAND:

By: _____
Joseph L. Lessard, City Manager

Date

XXXXXXXXXX (CONSULTANT):

By: _____
Signature

Printed Name

Title

Purchase Order No. _____

Date

(W-9 is to be submitted with this signed Agreement)

APPROVED AS TO FORM:

City Attorney

Date



1600 Valley River Drive, Suite 380 ■ Eugene, OR 97401 ■ Phone (541)-228-9353

June 23, 2023

Thomas McBarlett III
Electric Director
City of Ashland
90 N. Mountain Avenue,
Ashland, OR 97520

Attn: Mr. Thomas McBarlett

Subject: Electrical Engineering Services for Electrical System Master Plan

Stoddard Power Systems, LLC (SPS) is pleased to provide the attached engineering proposal for the 10-year planning master plan for the City's electric utility in accordance with the City of Ashland request for proposal.

SPS is a small, Oregon based consulting firm with consulting engineers having many years of experience providing services to municipal utilities. We hope you get an opportunity to speak with some of our utility client references to find out more about us and the expertise and customer service we can bring to you.

Please direct any questions regarding our proposal to Martin Stoddard per the following:

Martin Stoddard, P.E.
Principal - Stoddard Power Systems, LLC
1600 Valley River Drive - Suite 380
Eugene, OR 97401
Office: 541-228-9353
Cell: 541-250-5646
martin.stoddard@stoddardpower.com

We appreciate the opportunity to be of service to the City of Ashland. We look forward to hearing from you and hope to meet you in person in the near future.

Sincerely,

A handwritten signature in dark ink, appearing to read 'MS' followed by a stylized flourish.

Martin Stoddard, P.E.
Stoddard Power Systems, LLC

Enclosure

Original Copy

EXHIBIT A

Request for Proposals ELECTRIC SYSTEM MASTER PLAN May 24, 2023

Proposal Submission Form

The undersigned proposer submits this proposal in response to the City's Request for Proposals (RFP) for **Electric System Master Plan**, released on May 24, 2023. The proposer warrants that the proposer has carefully reviewed the RFP and that this proposal represents the proposer's full response to the requirements described in the RFP. The proposer further warrants that if this proposal is accepted, the proposer will contract with the City, agrees to the terms and conditions found in the attached contract and RFP or has submitted terms and conditions acceptable to the City, and will provide all necessary labor, materials, equipment, and other means required to complete the work in accordance with the requirements of the RFP and contract documents.

The proposer hereby acknowledges the requirement to carry or indicates the ability to obtain the insurance required in the contract. Indicate in the affirmative by initialing here: mm

The proposer hereby acknowledges receipt of Addendum Nos. 1, 2, _____, _____, _____ to this RFP.

Full legal name of company:	Stoddard Power Systems
Principle owner's name:	Martin Stoddard
Business Address:	1600 Valley River Drive, Suite 380 Eugene, Oregon 97401
State and location of company headquarters:	Eugene, Oregon
Year business established:	2021
Telephone Number:	541 228 9353
Fax Number:	N/A
Email Address:	martin.stoddard@stoddardpower.com
Authorized Signature:	
Printed/Typed Name:	Martin Stoddard
Title:	Principle Engineer, President
Date:	06/23/2023



TECHNICAL PROPOSAL FOR ELECTRICAL SYSTEM MASTER PLAN

For City of Ashland, Oregon

Date: 06/23/2023

By: 
Martin Stoddard, President
Stoddard Power Systems

Original Copy

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SECTION 1: INTRODUCTION

1.1 Project Understanding

The City of Ashland (City) is seeking proposals for developing an electrical master plan for the City's electric utility. The City serves customers from three step-down substations - Ashland, Mountain Avenue, and Oak Knoll, with a total of 10 feeders currently serving approximately 13,000 customers (meters). Mountain Avenue Substation was recently purchased by the City from BPA. The other two substations are owned by PacifiCorp. In the past ten years, the City has implemented various upgrades to the system but significant growth from new developments along with the age of some of the electric assets has resulted in the need for an evaluation to determine prioritized improvements to allow the system to serve the City's customers while supporting growth without overstressing components.

This proposal is organized based on the required submittal contents. Section 1 presents our understanding of the project. Section 2 summarizes our experience and qualifications and describes the structure of our project team. Section 3 describes the scope of work (task list) and timeline to complete the Electrical System Master Plan. Section 4 provides similar projects performed by the project team and their associated references. Section 5 introduces our assumptions and cost estimate.

1.2 Company Profile

Stoddard Power Systems, LLC (SPS) is a Veteran Owned Small Business home based in Eugene, Oregon serving power generation, utility, industrial, and heavy commercial customers throughout the United States. Our staff consists of a group of professional engineers (licensed in Washington, Oregon, Alaska, Florida, California, Montana, Idaho, New Mexico, and Texas) and power systems experts with many decades of experience. Stoddard Power Systems offers a variety of electrical engineering services including power system design, electrical analysis and studies, troubleshooting, failure analysis, controls, and more. Our team is proficient in all elements of utility engineering services including substation design, distribution design (overhead and underground), transmission design, protective relaying, planning studies, risk mitigation plans, power factor correction, interconnect studies, power systems analysis, and SCADA design and integration.

SECTION 2: QUALIFICATIONS

2.1 Qualifications

Stoddard Power Systems is a qualified engineering firm providing consulting services to utility and other clients. We regularly provide system planning analysis for utility clients. Our typical approach includes an early comprehensive review with the customer to ensure a clear project definition and expectations. For this project the objective is well defined as evaluating the existing electrical system, load forecast, and major equipment inventory to develop a system improvement/upgrade plan. Additionally, our engineers have many years of experience providing system planning studies and engineering services directly to the City of Ashland and we will be able to begin the project with an extensive knowledge of the City's system. However, we will also take this opportunity to take a fresh look at the City's infrastructure and needs to ensure the recommendations presented are optimized for the current and expected needs.

2.2 Project Staffing

Our project team will consist of the following personnel with their specific roles and expected project utilization. Resumes of significant team members are included in Appendix (Section 7). We do not anticipate services from any sub-consultants.

Martin Stoddard, P.E. (10%) – Project Manager, Engineer of Record.

Jiajia Song, P.E. (50%) – Lead Project Engineer.

Jerry Witkowski, P.E. (30%) – Project Engineer.

Staff Designer/Drafter/Admin (10%) – Document Drafting and Assembly

Note: Engineers' credential, experience, and proof of license (PE Licence No.) is provided in the personal resume in Appendix B.

Table 1: Project Team Structure

Project Manager / Engineer of Record Martin Stoddard, P.E. Stoddard Power Systems 10% allocated to project		
Administrative	Electrical Engineers	Sub-Consulting Engineers
Design/Drafting/Admin General Office Staff Stoddard Power Systems 10% allocated to project	Lead Project Engineer Jiajia Song, P.E. Stoddard Power Systems 50% allocated to project	---
	Project Engineer Jerry Witkowski, P.E. Stoddard Power Systems 30% allocated to project	---

SECTION 3: RELEVANT EXPERIENCE

3.1 Experience

SPS currently is the on-call engineering service provider to several municipal utilities and electrical cooperatives. The table below lists and describes several recent projects with scope elements similar to the City's project. This is a small subset of recent relevant projects completed by our engineers. Additional project examples can be provided upon request.

Table 2: List of Related Experience

Project Name	Project Description
City of Bandon 10-Years System Planning Study [Emphasis: System Planning Study] Client: Jim Wickstrom, City of Bandon, Electric Department 555 US-101, Bandon, OR 97411 541-347-2437 x 233 PM: Martin Stoddard Engineers: Jiajia Song	Description: The engineers at SPS are performing an electrical system evaluation and developing an orderly and economical improvement plan for the City. The evaluation and capital improvement plan is intended to help ensure the electrical system has the operational capacity, reliability and flexibility to meet its planning criteria. Date Completed: Ongoing, to be completed in December 2023.
City of Drain 10-Years System Planning Study [Emphasis: System Planning Study] Client: Harold Burris, City of Drain, Electric Department 129 West C Avenue Drain, OR 97435 541-836-2037 PM: Martin Stoddard Engineers: Jerry Witkowski, Jiajia Song	Description: The engineers at SPS performed an electrical system evaluation and developed an orderly and economical improvement plan for the City. The evaluation and capital improvement plan was developed to help the City ensure the electrical system has the operational capacity, reliability and flexibility to meet its planning criteria. The study identified and recommended system improvements that would allow the City to supply adequate quality power to serve customers into the intermediate future (10 years), and practical improvements that will provide service into the long-term future. An arc-flash hazard risk evaluation was performed as a part of the project. Date Completed: January 2021
City of Milton-Freewater 10-Years System Planning Study [Emphasis: System Planning] Client: Mike Watkins, City of Milton-Freewater 722 S Main St. Milton-Freewater, OR 97862 541-938-5531 PM: Jerry Witkowski	Description: The engineers at SPS performed an electrical system evaluation and developed an orderly and economical improvement plan for the City. The evaluation and capital improvement plan was developed to help ensure the electrical system has the operational capacity, reliability and flexibility to meet its planning criteria. The study identified and recommended system improvements that will allow the City to supply adequate quality power to serve customers into the intermediate future (10 years), and practical improvements that will help in providing service into the long-term future. An arc-flash hazard risk evaluation was performed as a part of the project. Date Completed: June 2020

Project Name	Project Description
Columbia Basin Electric Cooperative 10-Years System Planning Study [Emphasis: System Planning] Client: Brian Kollman, Columbia Basin Electric Cooperative 171 W Linden Way Heppner, OR 97836 541-676-9146 PM: Martin Stoddard	Description: The engineers at SPS performed an electrical system evaluation and develop an orderly and economical improvement plan for CBEC. The evaluation and capital improvement plan was intended to help ensure the electrical system has the operational capacity, reliability and flexibility to meet its planning criteria. The study identified and recommended system improvements that will allow the Coop to supply adequate quality power to serve customers into the intermediate future (10 years), and practical improvements for long-term future operation. Date Completed: February 2015
Lane Electric 10-Years System Planning Study [Emphasis: System Planning] Client: Doug Stockdale, Lane Electric, 787 Bailey Hill Road Eugene, OR 97402 Phone: 541-484-1151 PM: Jerry Witkowski	Description: The engineers at SPS performed an electrical system evaluation and develop an orderly and economical improvement plan for Lane Electric. The evaluation and capital improvement plan was intended to help ensure the electrical system has the operational capacity, reliability and flexibility to meet its planning criteria. The study identified and recommended system improvements that would allow Lane to supply adequate quality power to serve customers into the intermediate future (10 years), and practical improvements that should be valid to provide service into the long-term future. Date Completed: July 2014
Vera Water and Power 10-Years System Planning Study [Emphasis: System Planning] Client: Kevin Wells, Vera Water and Power 601 N Evergreen Rd. Spokane Valley, WA 99216 Phone: 509-924-3800 PM: Jerry Witkowski	Description: The engineers at SPS performed an electrical system evaluation and develop an orderly and economical improvement plan for VERA. The evaluation and capital improvement plan was intended to help ensure the electrical system has the operational capacity, reliability and flexibility to meet its planning criteria. The study identified and recommended system improvements that would allow Vera to supply adequate quality power to serve customers into the intermediate future (10 years), and practical improvements that should be valid to provide service into the long-term future. Date Completed: June 2014
City of Ashland Hersey Street Underground Project [Emphasis: Underground Feeder Design] Client: Tom McBarlett, City of Ashland, Electric Department 90 N. Mountain Avenue Ashland, OR 97520 541-552-2314 PM: Martin Stoddard Electrical Engineers: Jerry Witkowski,	Description: Following the preparation of a 10 Year Planning Study, the engineers at SPS developed a design for approximately 1.2 miles of multiple conduit underground 15-kV feeder circuits from the Mountain Avenue Substation along Hersey Street to N. Main Street, a busy residential and commercial area. The work included underground circuit ductbanks details and vault designs, with contract document preparation consisting of drawings and technical specifications for bidding. Prepared cost estimates and assisted with Contractor award. Project Total Cost: ~\$1.4M Date Completed: October 2019

3.2 Previous Work with the City of Ashland

SPS engineers Martin Stoddard, Jerry Witkowski, and Jiajia Song have been providing engineering services to the City for several decades. The following is a short list of some of the significant projects completed with the City.

On-Call Engineering Service Provider, for over two decades. Providing engineering support to the Electric Department on various equipment sizing, design, protection setting review, large subdivision development, large EV charge station, line extensions, residential/commercial PV source interconnection, technical document development/update, grant application, etc.

Wildfire Mitigation Plan, 2022. The intent of the wildfire mitigation plan is to document and review the City's existing wildfire policies and procedures and develop an up-to-date wildfire mitigation plan that meets all requirements of the 2021 SB 762 and Oregon Public Utility Commission (OPUC). The overall objective of developing and executing a wildfire mitigation plan is to minimize possible sources of ignition, improve the system resiliency of the electric network, and identify and correct ineffective procedures.

City of Ashland Hersey Street Underground Project, 2019. Following the preparation of a 10 Year Planning Study, the engineers at SPS performed design for approximately 1.2 miles of multiple conduit underground 15-kV feeder circuits from the Mountain Avenue Substation along Hersey Street to N. Main Street, a busy residential and commercial area. The work included underground circuit detail ductbanks and vault designs, with contract document preparation consisting of drawings and technical specifications for bidding. Prepared cost estimates and assisted with Contractor award.

Oak Knoll Substation Feeder Controller Upgrade, 2018. Engineering design to replace the feeder protection controllers with Cooper Form 6, and provide updated protection and control settings.

City of Ashland PV Generation Interconnect Analysis, 2017. This project is a review of options, interconnect feasibility, and cost estimate for adding a large-scale PV generation facility and connecting it into the City's existing electrical distribution system.

Mountain Avenue Substation Expansion, 2010. Engineering design to add three additional feeders to the MAS substation, including distribution rack expansion, control and protection design, etc.

Reeder Gulch Hydro Power and Control Upgrade, 2009. Engineering design of new generator switchgear and all controls. Control equipment included new protective relays, PLCs, HMI Touchpanels, auto synchronizers, inverters, and all associated controls. We also provided complete control programming and startup and commissioning of the system.

10-Years System Planning Study, 2013. The engineers at SPS performed an electrical system evaluation and develop an orderly and economical improvement plan for the City. The evaluation and capital improvement plan was intended to help ensure the electrical system has the operational capacity, reliability and flexibility to meet its planning criteria. The study identified and recommended system improvements that would allow the City to supply adequate quality power to serve customers into the intermediate future (10 years), and practical improvements that should be valid to provide service into the long-term future.

Ashland Substation Feeder Controller Upgrade, 2011. Engineering design to replace the feeder protection controllers with Cooper Form 6, and provide updated protection and control settings.

10-Years System Planning Study, 2003. The engineers at SPS performed an electrical system evaluation and develop an orderly and economical improvement plan for the City. The scope was identical to the one discussed above for 2013.

SECTION 4: SCOPE OF WORK

Our typical approach for a system planning study for small utility systems is to provide evaluation and analysis for a 10-year span. Specific elements include:

Data Collection: Perform a walk-through of the City's electrical network with the City's Electrical Department to document system conditions for all major components. Inspection will include an evaluation of condition. We also work with City personnel to obtain system protection data including major fuses and relays as well as historical meter data from the City and BPA.

Load Forecast: Evaluate the City's system-wide growth patterns based on historical, recent (prior 10-year period) and expected future growth, from data provided by the Electric Department and population/load projections from the City and BPA. Evaluate past electric energy and demand usage, in the month and seasonal patterns, to forecast future loading to be presented in summation tables. This data will be used to estimate feeder and substation peak loading through system analysis and to determine recommended system improvements.

System Planning Criteria: Establish realistic planning criteria and objectives upon which short-term and long-term planning should be based. These planning standards are used to determine loading guidelines, the appropriate level of backup under outage conditions, economic conductor sizes, acceptable voltage drop levels, and improvement timing.

Transmission and Substation Evaluation: Evaluate the existing transmission system facilities serving the City for interconnection and switching flexibility, looping capabilities, isolated segments, and overall operation and performance for power supply and delivery to the City's facilities. Also, evaluate the existing substation points-of-delivery for equipment ratings, capacities, and configurations. This effort is to include consideration of reliability, protection components, protection philosophy, interruption frequency and duration, power availability and the ability to serve growth, and operation and maintenance programs.

Analysis of the Existing System: Evaluate the ability of the existing electric system to provide economical, high-quality service in terms of component loading, voltage levels, line losses, power factor, and reliability in the short-term and intermediate future. This effort includes a review of the existing system performance based on the following criteria to identify and determine cost-effective measures that can improve system performance:

- System reliability
- System capacity
- System flexibility
- System and feeder peak loads
- System construction practices
- Operation and maintenance policies
- Environmental sensitivity
- System equipment aging
- Identification of trouble spots and poorly performing equipment
- Review adequacy of system record keeping

Major Equipment Inventory Review and Replacement Schedule: Working with the city staff to review transformer, pole, and conductor inventory, and create a practical replacement schedule based on the forecast and system improvement recommendations.

Other Considerations from Renewable Energy Resource Addition, Increased EV Charging Demand, Climate & Energy Action Plan, and Wildfire Mitigation Plan:

- Evaluate the feasibility of adding large and small scale renewable energy sources such as solar, wind, small hydro, etc.
- Provide system improvement recommendations based on the forecasted EV addition and associated demand pattern.
- Recommendations for integration of the City's Climate and Energy Action Plan in the Electric System Master Plan
- Recommendations for integration of the City's Wildfire Mitigation Plan in the Electric System Master Plan

Power Flow Analysis: Analyze the electric system circuits using computer modeling software. The system will be modeled on a system-wide three-phase basis using the *EasyPower* software package. The power flow analysis modeled the system for the High and Low load conditions:

The Power Flow analysis is to be performed for the conditions noted above to identify various system configuration voltage drops, load balance, real and reactive power flows, and system losses at each system bus as labeled.

Short Circuit Analysis: A short circuit analysis will be performed under the Base Case configuration to update the maximum fault availability throughout the system. The results will be presented in the Short Circuit Chapter with detailed fault data examples and analysis output reports. The short circuit ratings for all equipment will be evaluated for adequacy based on the expected maximum short circuit currents.

Protective Device Coordination: Using the system model developed for the power flow and short circuit calculations, the system coordination and protection will be evaluated. For each distribution feeder a time-current curve coordination chart showing the devices listed below will be presented:

- Transformer damage curve
- Conductor or insulation damage curve
- Maximum available short circuit symmetrical and asymmetrical fault current
- Time-current curves of primary protection devices
- Time-current curves of secondary protection devices
- Time-current curves of major backbone protection devices

The results will be presented in detailed tabulation with recommended settings for existing protective devices. In addition, analyses of coordination charts and recommended protective device changes that will improve system reliability will be prepared and included. The development of a fusing application guide for the sizing of downstream fuses will also be provided.

Prepare Electric System Study Report: A report summarizing the results of the study will be prepared that includes:

- Documentation of references, planning criteria, related calculations, computer reports, and techniques used in the analysis.
- Analysis and evaluation of the existing electric system, identification of alternative improvement options and suggested areas that need focused attention.

- A list of conclusions, recommendations, and proposed system improvements with projected construction timing and estimated costs.
- System maps and analysis plots showing the configurations and results of the various study cases, including recommended system improvements.

4.1 Work Plan and Schedule

We will be ready to commence work within one week of notice to proceed. Based on this an approximate schedule for major tasks is provided in Table 3. This is a preliminary schedule and can be expedited or deferred as directed by the City. We will work closely with the City staff to develop a schedule that meets your requirements.

Table 3: Work Schedule

Task	After Notice to Proceed
Kickoff Meeting and Data Collection	2 Week
System Analysis	8 Weeks
Report Development	12 Weeks
Submit Draft Report	14 Weeks
Comments From City	16 Weeks
Final Report Submission	18 Weeks

SECTION 5: REFERENCES

5.1 References

Table 4: List of References

Contact Info	Services Provided
Columbia Basin Electric Cooperative Brian Kollman / Manager of Operations 171 W Linden Way Heppner, OR 97836 Phone: 541-676-9146 briank@columbiabasin.com	The engineers at SPS have provided engineering services for CBEC since 2002 including multiple substation designs, power system studies, capacitor bank designs and programming, transmission line designs, and 10-year planning studies.
Vera Water and Power Kevin Wells / General Manager 601 N Evergreen Rd. Spokane Valley, WA 99216 509-924-3800 kwells@verawaterandpower.com	Complete substation design in 2015 and 2016. Performed a 10-year planning study in 2014. Provided design which included provisions for easy expansion to implement second transmission source and transformer bank, plus distribution rack extension. Provided design basis for other further substation improvements of other substations with design work done by Vera's in-house engineers. We provided a complete SCADA system replacement in 2017.
Monmouth Power and Light Mike Gregory / Acting Operation Superintendent 780 Echols St. S Monmouth, OR 97361 503-838-3526 mgregory@ci.monmouth.or.us	Provided engineering services for multiple developments and extensive underground design projects, including the feeder getaways from their newer substation. Provided on-call support for substation technical concerns. We are actively providing engineering services to MPL.
City of Drain Harold Burris / Lineman 431 Payton Avenue Drain, OR 97435 541-836-2037 pwforeman@cityofdrain.org	Provided engineering services for multiple developments, power system studies, wildfire mitigation plan, and on-call support for substation technical concerns. Performed a 10-year planning study in 2021. We are actively providing engineering services to the City.
City of Bandon Jim Wickstrom / Superintendent City of Bandon, Electric Department 555 US-101, Bandon, OR 97411	Provided engineering services for multiple developments, coordination studies, and on-call support for substation technical concerns. We are currently performing a 10-year planning study (2023). We are actively providing engineering services to the City.

Contact Info	Services Provided
541-347-2437 x 233 jwickstrom@ci.bandon.or.us	
Northern Wasco County PUD Garrett Mauritsen / Staff Engineer 2345 River Rd, The Dalles, OR 97058 Phone: 541-298-3318 Garrett-Mauritsen@nwascopud.org	The engineers at SPS have provided engineering services including four substation designs/upgrades (two of them are ongoing), hydro powerhouse upgrade, power system studies, backup generator design, etc..
City of Milton-Freewater Mike Watkins / Electric Superintendent City of Milton-Freewater 722 S Main St. Milton-Freewater, OR 97862 Phone: 541-938-5531 Mike.Watkins@milton-freewater-or.gov	The engineers at SPS have provided engineering services for CMF since early 2000 including two substation designs, power system studies, wildfire mitigation plan, and 10-year planning studies.

SECTION 6: TERMS AND CONDITIONS

6.1 Contractual Terms and Conditions

Stoddard Power Systems has a standard contract based on EJCDC contract specifications. However, we are currently under contract with the City of Ashland and have accepted the City's terms and conditions. The contract between SPS and the City of Ashland is dated March 30, 2022 and we expect similar terms and conditions will be used for this contract. We do not anticipate any concerns regarding contract terms with the City.

SECTION 7: APPENDIX

7.1 Appendix A – Stoddard Power Systems Standard Rates

Attached externally.

7.2 Appendix B – Resumes

Attached externally.

ATTACHMENT A - ENGINEER'S STANDARD RATES

Stoddard Power Systems, LLC

STANDARD HOURLY BILLING RATES

Standard Hourly Rates are set forth in this Attachment A and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

The Standard Hourly Rates are subject to annual review. The rates set for in this Attachment are effective through January 1, 2024.

SCHEDULE OF HOURLY RATES

CLASS	DESCRIPTION	RATE
EN5	Principal Engineer	\$195.00/hr
EN4	Senior Engineer	\$160.00/hr
EN3	Lead Engineer	\$130.00/hr
EN2	Staff Engineer	\$115.00/hr
EN1/CAD	Engineer/Designer/Inst Technician/Drafter	\$90.00/hr
ADMIN	Office/Administrative Support	\$55.00/hr

EXPENSES

Direct Expenses billed at cost plus 10%.

Subconsultant invoices billed at invoice plus 10%

All materials billed at cost plus 15%

Martin L. Stoddard, P.E.
Principle Electrical Engineer



Education

MS, Electrical Engineering, University of Washington
BS, Electrical Engineering, Oregon State University

Professional Engineering Registration

Oregon 70823PE
Washington 51452
Montana PEL-PE-LIC-31107
Florida 84826
Alaska 130554

Work Experience

Mr. Stoddard has over 25 years of experience in power system design and analysis and is the owner and president at Stoddard Power Systems, LLC. Prior to starting Stoddard Power he was the Chief Engineer and director of engineering at OS Engineering, the engineering division of Olsson Industrial Electric, where he managed a department of ~40 engineers and technicians and provided engineering support to over 200 electricians. Prior to OS Engineering he was co-owner of CVO Electrical Systems, LLC, a small consulting firm specializing in power system design and analysis. Mr. Stoddard was a researcher at the Pacific Northwest National Laboratory (PNNL) in Richland, Washington where he conducted research in power system analytics and control system security. Prior to PNNL, Mr. Stoddard worked as a consulting engineer at Electrical Systems Analysis (ESA) where his responsibilities included the performance of power system studies and the design and integration of electrical system IEDs and SCADA control systems.

Mr. Stoddard was also a U.S. Navy Submarine Officer where he operated and maintained a submarine nuclear propulsion plant. His responsibilities included the maintenance and operation of the 450 VAC distribution system, the mechanical systems, and the control systems associated with the ships nuclear propulsion plant. During his tour he qualified as a Naval Nuclear Engineer and served as the ship's Assistant Engineer.

Mr. Stoddard has considerable expertise in the design, programming and integration of a wide range of Intelligent Electronic Devices (IEDs), Programmable Logic Controllers (PLCs), and Supervisory Control and Data Acquisition (SCADA) systems. He has also performed numerous power system studies including short circuit calculations, equipment duty evaluations, protective device coordination, arc-flash hazard analysis, and harmonic analysis.

Representative Projects at Stoddard Power Systems

RS Kerr GSU Transformer Relocation – Lead design engineer for a design build project to relocate two 80 MVA GSU transformers from the hydroelectric dam tailrace to a new switchyard extension. Provided site plans, containment design, transmission tower design, fire walls, and 2000 A cable bus duct design.

Foster Dam Electrical Reliability Upgrade – Lead design engineer for a major electrical renovation of the Foster Dam powerhouse including new 4160V switchgear, double ended 480V substation, three 480V MCCs, 1700 Ahr battery bank, redundant battery chargers, redundant preferred AC inverters, battery monitoring system, relay control panels, and a renovated and upgraded diesel generator room.

Representative Projects at OS Engineering

Little Goose Station Service Transformers – Lead engineer for the prime contractor on a station service upgrade involving the replacement of two class 1, water cooled power transformers. Responsibilities include coordinating supplier selection, submittal reviews, technical interface with the US Army Corps of Engineers design team, writing commissioning plans and serving as commissioning engineer.

The Dalles Navlock– Lead engineer for the electrical contractor on a complete electrical and controls replacement of The Dalles Navlock system involving the replacement of a double ended unit substation, motor control centers, switchboards, and controls and drive systems for an upstream radial arm gate and a downstream miter gate. Responsibilities include coordinating supplier selection, submittal reviews, technical interface with the US Army Corps of Engineers design team, writing commissioning plans and serving as commissioning engineer.

Vera Water and Power 16th Avenue Substation, Spokane, WA – Project engineer on a complete substation design for a new distribution substation with a new 115kV tap, 15/20/25 MVA transformer, regulator bank, distribution rack, and four (4) feeders with reclosers and controls. Provided protective device relays settings, design reviews, customer training, commissioning, and final acceptance inspection.

LUS NFPA 70E Training– Developed a training course and instructed approximately 35 operators and technicians in electrical safety and breaker operations associated with the Lafayette Utility System (LUS) steam and combined cycle power plants. Course instruction included topics from NFPA-70E, NESC, and other standards.

Western Interlock Power Quality Study and Analysis, Rickreal, OR – Principle engineering for the investigation and correction of power system deficiencies at the plant in Rickreal, Oregon. Power quality issues leading to system trips were investigated and a number of deficiencies were found both in the distribution equipment and service supply. Electrician support for the project was provided by Olsson.

Roseburg WM PT Analysis – Lead engineer for the investigation of PT failures on the distribution line intertie between the Roseburg Waste Management generation system and the utility distribution line. Performed system monitoring and analysis of ferroresonance conditions and provided recommended corrective actions.

EWEB Crest Pump Station Design, Eugene, OR – Lead design engineering for the design of replacement distribution equipment for the utility pump station to bring the station up to code compliance. The project included a field verification of existing components, written report of recommended corrective actions, design drawings of system modifications, and services during construction.

HC&S System Analysis– Lead engineer in the investigation of surge events and stability problems associated with the electrical distribution of the HC&S Sugar Mill in Maui, Hawaii. Performed detailed review and analysis of relaying, grounding, and transient conditions in the system and provided a detailed report with recommendations for corrective actions.

Dexter Dam ERU– Lead engineer for the prime contractor on an electrical reliability upgrade involving the replacement of three double ended station service unit substations. Responsibilities include coordinating supplier selection, submittal reviews, technical interface with the US Army Corps of Engineers design team, writing commissioning plans and serving as commissioning engineer.

Grace Arc-Flash Study, Albany, OR – Principle engineering for an arc-flash hazard and short circuit study for the Grace Chemical Plant in Albany, OR. Study included a complete inspection of the existing system and the development of system improvement recommendations and analysis results.

RFP Missoula Forming Line – Principle electrical engineer on a new service tap and substation for a particle board forming line that included a new electrical room at the Roseburg Forest Products Missoula Particleboard plant. Included specification and design of a replacement 2000kVA substation transformer, PDC, MCCs, lighting, grounding, variable frequency drives, and metering. Responsible for all drawings, specifications, and protective device settings.

Hydroelectric Powerhouse Startup, Dorena Hydro LLC, Cottage Grove, OR – Designed generator high resistance ground system, air terminal chamber, and surge protection for a two 12.47kV generator hydroelectric power plant. Performed engineering assessment of the system and commissioned the generators and protective relays. Performed analysis and design assistance for a shunt excited DC motor drive hydraulic pump for the gate operators.

Compressor Room Design and H-Frame Reconstruction, Roseburg Forest Products, Weed, CA – Senior engineer on a new compressor room electric distribution system including retrofit of existing substation PDC to add new grounding transformer and 800A feeder to compressor room, new 800A PDC, lighting, grounding, and distribution equipment. Provided feasibility analysis and preliminary design for the replacement of an H-Frame tower with 2400V distribution to a padmount VFI configuration.

Pump 4 Disassembly and Forensic Analysis, US Army Corps of Engineers John Day Dam, Rufus, OR – Technical lead for the prime contractor on a deconstruction and forensic assessment of a 450Hp, vertical drive pump for the John Day Dam North Shore Fish Ladder system. Coordinated development of disassembly scope and let technical teams from Advanced American Construction, the US Army Corps of Engineers, and Power Engineering.

Substation Main Breaker Troubleshooting, Oregon State University Energy Center, Corvallis, OR – Electrical engineer, provided technical troubleshooting when the main 20.8kV breaker (breaker 52-1) failed to close following an external fault. Identified the root cause as a remote trip and enable system with the utility supplier Pacificorp and designed a seal in annunciation system to provide operators indication of remote trip.

North Shore Hydroelectric Powerplant Backup Generator, Northern WASCO County PUD, The Dalles, OR – Designed a backup generator system and outdoor building to provide automated backup power for the north shore fish ladder hydro electric power plant. System included a 125kW generator, load bank, transfer switches, generator building, underground distribution, and automated load shedding scheme. Provided design drawings, specifications, and bid documents.

Veneer Dryer Replacement, Roseburg Forest Products, Weed, CA – Lead design electrical engineer on a replacement Veneer Dryer and new electrical room for the RFP Weed Veneer plant. Included specification and design of a replacement 1500kVA substation transformer, PDC, MCCs, lighting, grounding, and metering. Developed drawings, specifications, and protective device settings. Developed short circuit model for system analysis.

Stud Mill and Mill A Load Flow Study, Seneca Sawmill, Eugene, OR – Senior electrical engineer for a load flow study of the Seneca Sawmill Stud Mill and Mill A medium voltage feeders and Substation A1, A2, and A3 480V distribution. Coordinated metering points, data collection, analysis and reporting for the load flow analysis. Provided written report of analysis results.

Board Edger Replacement, Dillard Sawmill, Roseburg Forest Products, Dillard, OR – Lead design engineer a new MCC room and high resistance ground system for a replacement board edger. Designed included PDC retrofit, 1200A MCC, lighting, auxiliary systems, lockout panels, cable and conduit schedules, and substation high resistance ground system. Provided stamped design drawings and components specifications. Modeled system in EasyPower and provided coordinated protective device settings.

Mill Load Flow Study, Weed Veneer Plant, Roseburg Forest Products, Weed, OR – Senior engineer a mill wide load flow study. Included data collection for most major 2400V feeders and 480V substations. Provided a written report detailing system loading and recommendations for system improvements.

Class I, Division I, Chemical Storage Building, Roseburg Forest Products, Dillard, OR – Senior engineer for the design of electric distribution for a hazardous material storage building. Design included sealed Class I, Division I electrical distribution and lighting. Provided stamped design drawings.

Non-Combustible Gas Tower Grounding, International Paper, Springfield, OR – Lead design engineer for the grounding and lightning protection of a NCG lattice tower. Provided stamped design drawings with grounding and lightning protection details and equipment bill of materials.

Distribution Improvements Feasibility Study, Timber Products, Yreka, CA – Provided feasibility analysis and preliminary design of replacement medium voltage service and main 480V substations. Design included medium voltage feeders, substation transformers, and main power distribution centers.

69kV Breaker CT Replacement, Weed Veneer Plant Substation, Roseburg Forest Products, Weed, CA – Provided engineering assistance in the replacement of bushing current transformers on a 69kV substation breaker. Engineering assistance included coordination of metering accuracy, secondary circuit verification, breaker SF6 evacuation, and post replacement testing.

The Dalles SCC Functionality Modifications, US Army Corps of Engineers The Dalles Dam, The Dalles, OR – Senior engineer for the design of a replacement annunciation system, governor controls upgrade, main unit metering, and redundant governor PLC network architecture for The Dalles dam. Design services included a 30% feasibility design report and review, 60% preliminary design report and review, and 100% complete design and review.

Paper Machine #2 Transformer Replacement, Georgia Pacific, Halsey, OR – Designed a replacement transformer system and enclosure with medium voltage primary disconnect, four 1000kVA 12.47kV to 480V transformers, and primary and secondary fusing. Design included equipment specifications and detailed drawings.

Preferred AC Inverter and Distribution Replacement, The Dalles Lock and Dam, US Army Corps of Engineers, The Dalles, OR – Lead design engineer for a replacement fully redundant preferred AC system for The Dalles Dam. System consisted of dual 30kVA inverters, dual 10kVA inverters, backup transformers, main distribution boards, dual feeders, and the replacement of all remote panels. Design included detailed drawings, specifications, commissioning specifications, functional test plans, and submittal coordination.

Representative Projects at CVO Electrical Systems, LLC

Bonneville PH2 480V Station Service Switchgear Replacement, US Army Corps of Engineers, Cascade Locks, OR – Lead engineer for the prime contractor on a station service upgrade involving the replacement of three double ended station service unit substations. Responsibilities include coordinating supplier selection, submittal reviews, technical interface with the US Army Corps of Engineers design team, writing commissioning plans and serving as commissioning engineer. Specific engineering scope included transient analysis for vacuum breaker switching transients, customized switchgear layout and design, relaying and transfer control programming, fiber optic arc-flash detection design, air terminal chamber design, and the technical challenges associated with the replacement of station service switchgear in an operating power plant without a loss of service or reliability

GSU Substation and Relaying Replacement for The Dalles North Shore Hydro, Northern Wasco County PUD, The Dalles, OR – Lead engineer for the design, procurement, installation, and commissioning of a replacement primary unit substation and protective relaying for a 6.5MW hydroelectric power project on the north fish ladder of The Dalles Dam. Developed detailed design drawings, procurement specifications, and provided all protective relay settings.

John Day Dam North Fish Ladder AWS Pump Replacement Project, US Army Corps of Engineer, Rufus, OR – Lead engineer for the prime contractor on a fish ladder auxiliary water supply system replacement involving the design and installation of a complete control building and electrical distribution system. Performed detailed designs of the electric distribution system including double ended substation, distribution panels, VFDs, UPS, building auxiliaries, cable vault, and pump chamber cable tray. Provided cable pull calculations for 15kV cable pulls. Coordinated all manufacturer designs. Developed commission plans and served as lead commissioning engineer.

The Dalles Dam Station Service Improvements, US Army Corps of Engineers Dalles Dam and Lock, Dalles, OR – Lead engineer for the prime contractor on a major reliability upgrade to the Dalles dam hydroelectric station service system including the replacement or modification of the majority of the medium voltage and low voltage station service distribution system. Responsibilities included coordinating manufacturer designs, submittal reviews, technical interface with the US Army Corps of Engineers design team, commissioning plan development and serving as commissioning engineer. Lead designer for several design build changes including new multi-zone GSU relaying for T1 transformer, 480V transfer controls, complete DC system design, replacement unit substations FSQ5 and FSQ6, medium voltage lighting feeder transfer switches, and an automated control system for station service transformer cooling..

Detroit/Big Cliffs Dam Electric Reliability Upgrades, US Army Corps of Engineers, Detroit, OR – Lead commissioning engineer for prime contractor on LVA and MVA equipment. Coordinated submittals, developed commissioning plans and served as commissioning engineer for replacement medium voltage and low voltage switchgear, current limiting reactors, and station service transformers.

Wren Substation Relaying, Consumers Power Inc., Philomath, OR – Lead engineer, provided protective device relay settings for replacement SEL311C and SEL787 relays installed to replace existing ABB MSOC and older electromechanical relays at the Wren Substation.

John Day Dam North Fish Ladder 13.8kV Feeder, US Army Corps of Engineer, Rufus, OR – Lead engineer for the electrical contractor responsible for new feeder taps and distribution equipment. Coordinated all engineering activities associated with two isophase bus taps, current limiting reactors, and medium voltage switchgear. Developed commissioning plans and served as lead commissioning engineer.

2.0 MG Reservoir Improvements, Canby Utility Board WTP, Canby, OR – Lead systems integrator and electrical engineer for the 13th Street 2.0 million gallon reservoir expansion project. Designed and integrated level controls and PLC programming for reservoir integration into City water control system.

Reeder Gulch Hydro Power Plant Improvement, City of Ashland, Ashland, OR – Lead design engineer and project manager for the replacement of the switchgear and control system for the City's Reeder Gulch hydro power plant. Design included a fully automated autosynchronizing system and complete generator protection system. Designed and integrated a SCADA system utilizing the City's existing fiber optic network integrating substation IEDs, hydro generation controls, and remote capacitor banks. Provided analysis and settings for feeder sectionalizing with new reclosers for the power plant tie. Developed commissioning plans and served as lead commissioning engineer.

Power System Study, Providence St. Vincent Medical Center, Portland, OR – Lead engineering for an arc-flash hazard and short circuit study for normal and emergency systems for the Providence St. Vincent Medical Center

Campus including Critical Care, West Pavillion, Main Hospital, East Tower, Surgery Tower, and East Pavilion buildings. The study involved the development, field verification, and analysis of an 800 bus model in SKM software.

Backwash Pond System Improvements, Canby Utility Board WTP, Canby, OR – Lead systems integrator for the integration of new backwash pond controls, river intake pumping, raw water quality, washwater control, and remote pump station controls. Included Cimplicity HMI programming, GE Series 90-30 PLC programming, Horner PLC and touchpanel programming, wireless network integration, and replacement autodialer system.

Condon Substation and 115kV Conversion Project, Columbia Basin Electric Cooperative, Heppner, OR – Project engineering in a conversion project to increase transmission voltage from 69kV to 115kV. Project included replacement of Condon Substation transformer and backfeed of Snipion Substation. Represented the utility at factory witness testing at the transformer manufacturer facility. Provided replacement substation relaying design and assisted with replacement circuit switcher and transmission line design.

SCADA System Integration, Consumers Power Inc., Philomath, OR – Provided SCADA system integration and design for Wonderware control system. Integrated multiple IED platforms and maintained the SCADA system covering the complete utility system. Integrated new, motor operated transmission disconnects and new Lebanon Substation relays.

Power System Study, Hickam Air Force Base, HI – Lead engineer for the performance of a complete power system study including short circuit evaluation, protective device coordination, load flow analysis, and arc-flash hazard analysis on a newly constructed C17 hangar and maintenance shop.

Motor Start Analysis, Columbia Basin Electric Cooperative, Inc., Heppner, OR – Provided computer modeling of the distribution system under multiple scenarios for motor start evaluation and power flow analysis. Provided feeder improvement recommendations to allow anticipated system growth.

Water Treatment Plant Expansion, Canby Utility Board WTP, Canby, OR – Lead systems integrator for the Water Treatment Plant Expansion project and Backwash Pond project with responsibilities including programming GE Series 90-30 PLCs, Horner PLCs, PLC communications with GE Proficy Machine Edition, and HMI programming and screen development with GE Cimplicity HMI. Provided startup and testing assistance including PID loop tuning and troubleshooting with closed loop control of high service pump VFDs.

Representative Projects at Electrical Systems Analysis

Generator Power Quality Analysis, Vestas-American Wind Technology, Portland, OR – Field engineer, performed data collection and analysis for wind turbine generators determining generator characteristics and measuring characteristic harmonics of operating turbines. Project engineer in a laboratory analysis of failed capacitor banks.

EasyPower Software Analysis Instructor, Various – Provided classroom instruction to engineers on the use of EasyPower software for building system models and performing short circuit, coordination, load flow, and arc flash analysis. Provided instruction for open enrolled classes in various locations as well as custom site instruction for PPL in Butte, Montana, Colonial Pipeline in Alpharetta, Georgia, and Boise Cascade in DeRidder, Louisiana.

Power System Analysis, Century Aluminum, West Virginia – Project engineer, coordinated field data collection, developed EasyPower model, and performed analysis for a power system study including arc-flash analysis for the Century Aluminum plant in West Virginia.

Power System Analysis, NEG T Salem Harbor, Salem, Mass – Project engineer, coordinated field data collection, developed EasyPower model, and performed analysis for a power system study including arc-flash analysis for the NEG T Salem Harbor power plant in Salem, Massachusetts.

Power Factor and Capacitor Bank Placement Study, City of Milton-Freewater, OR – Project engineer, developed system models of the City of Milton-Freewater 12.47kV distribution system. Modeled system loading and power factor correction capacitor bank placement impacts for correction and voltage effects.

Evaluation of IEEE 519 Compliance at Maher Terminal, Rockwell Automation, Maher Terminal, NJ – Served as project engineer for the field data collection and harmonic analysis of DC drives on Maher Terminal cranes. Analyzed system loading conditions, IEEE 519 compliance, and voltage distortion at 26kV point-of-common-coupling.

Substation Relay Replacement, City of Milton-Freewater, OR – Served as lead project engineer for the design, integration, and programming of replacement substation feeder relays from older electromechanical relays to modern microprocessor based SEL351S relays.

SCADA System Integration, Canby Utility Board, Canby, OR – Lead engineer providing innovative SCADA system integration for the substation automation control system including fiber optic system interfacing with Intelligent Electronic Devices (IEDs), IED programming and configuration, report generation, time synchronization, and WonderWare Human Machine Interface (HMI) configuration.

Municipal SCADA System Replacement, City of Milton-Freewater, OR – Served as lead project engineer for the design and integration of a complete distributed SCADA control system for the upgrade of the City's Electric and Water systems utilizing an Ethernet backbone on a fiber optic network. Provided computer simulation modeling of distribution feeders and customer motors for the determination of motor starting effects on system parameters. Coordinated and programmed substation distribution breaker controllers and transformer protection relays.

Interconnection Study, Boise Cascade, Medford, OR – Project engineer, developed one-line diagrams of the plant electric distribution system and assisted in the completion of a small generating facility interconnection request for interconnection with the Pacific Power and Light distribution system.

Power System Analysis, Alcoa Corporation – Intalco Works, Ferndale, WA – Project engineer, performed computer calculations for Arc Flash hazard determination and Personnel Protective Equipment (PPE) requirements for the electric distribution system of a large aluminum smelter facility.

Power System Analysis, Georgia Pacific, Camas, WA – Lead engineer for a short circuit, coordination, and arc-flash study of the Camas Mill in Camas, Washington. The study involved the development of an over 400 bus model and the analysis of electrical equipment from 69kV down to 208V.

Power System Analysis, Hawaiian Commercial and Sugar Company, Maui, HI – Project engineer, provided computer simulation of high, medium and low voltage systems for power flow and short circuit analysis of the HC&S power distribution system. Created Time Coordination Curves (TCCs) for the coordination study of all major breakers and relays.

Generation Intertie Relaying, Roseburg Forest Products, Roseburg, OR – Project engineer, programmed and interfaced the cogeneration plant Siemens meters and the intertie SEL-311C relays. Provided computer simulations evaluating system alterations and providing updated short circuit study data.

Power System Analysis, City of Blaine, Blaine, WA – Project engineer, provided a computer model of the City's distribution system for load flow and motor starting analysis, and for protective device coordination.

Jiajia Song, Ph.D., P.E.
Senior Electrical Engineer



Education

Ph.D. in Electrical Engineering, Oregon State University
B.S. in Electrical Engineering, Zhengzhou University of Aeronautics, China

Professional Engineering Registration

Oregon	90661PE
Washington	20110017
California	E24431
Texas	138215

Work Experience

Mr. Song is a Senior Electrical Engineer at Stoddard Power Systems with more than ten years of experience in engineering research, analysis, and design of electrical systems from transmission down to distribution levels. He is the lead engineer in the engineering analysis group. Prior to joining Stoddard Power Systems, Mr. Song worked at OS Engineering/Olsson Industrial Electric as an Electrical Engineer directly after graduating from Oregon State University in 2015. During his time at OS Engineering, his roles and responsibilities mainly focused on designing utility and industrial electrical systems, power system studies (including arc-flash, short circuit, load flow, protective protection, harmonic analysis, transient studies, and NERC PRC compliance analysis), system planning and feasibility studies, and site investigation and data collection.

Mr. Song also worked as a Research & Teaching Assistant at Oregon State University from 2010 – 2015. His research specialized in dynamic modeling of power system cascading outages and mitigation schemes, energy storage, and PMU placement in various applications. Mr. Song has published multiple technical papers in IEEE journals and conferences.

Representative Projects

VERA Water and Power, 16th Avenue Substation, Spokane, WA – Project engineer participating in the transformer and circuit switcher control schematic, station service, protective setting, and control panel design.

Columbia Basin Electric Coop., Fossil Substation, Heppner, OR – Project engineer participating in the transformer and circuit switcher control schematic, station service, protective setting, and control panel design.

Columbia Basin Electric Coop., Sand Hollow Substation, Heppner, OR – Project engineer participating in substation structure and foundation, transformer and circuit switcher control schematic, station service, protective setting, and control panel design.

Providence St. Vincent Medical Center, Power System Study, Portland, OR – Project engineer for an arc-flash risk assessment and short circuit study for both normal and emergency scenarios. The study includes field data collection, model development & verification in SKM, analysis, and reporting the findings such as code violation, protective device miscoordination, over-duty equipment, etc.

Oregon State University, Corvallis, OR – Project engineer for an arc-flash risk assessment and short circuit study. The study includes field data collection, model development & verification in EasyPower, analysis, and reporting findings such as code violation, protective device miscoordination, and over-duty equipment.

Old Castle Materials, River Bend Sand and Gravel, Salem, OR – Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Old Castle Materials, Eugene Sand and Gravel, Eugene OR – Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

ATI Cast Products, Building H, Salem, OR – Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

LSQ System Study, USACE, The Dalles Dam – Project engineer for an arc-flash risk assessment and short circuit

study for various scenarios. The study includes data collection, model development & verification in SKM, analysis, and reporting the findings such as code violation, protective device miscoordination, over-duty equipment, etc.

Seneca Sawmill, Eugene, OR — Project engineer to provide engineering support for arc-flash risk assessment and protective device coordination settings while the project progresses.

57th St. Pump Station, Springfield Utility Board — Project engineer for electrical distribution design of the pump station.

Hamlin Pump Station, Springfield Utility Board — Project engineer for electrical distribution design of the pump station.

Harmonic Analysis (IEEE 519 Compliance) at FSQ2, USACE, John Day Dam — Project engineer for a harmonic analysis of three 450 hp VFDs in order to confirm that the voltage and current distortions caused by the drives are within the acceptable limits that are specified in IEEE Standard 519.

75MW PV Farm Feasibility Study, Columbia Basin Electric Coop., Heppner, OR — Project engineer for an analysis of interconnecting feasibility for adding a large-scale Photovoltaic (PV) generation facility into the Columbia Basin Electric Cooperative's (CBEC's) transmission system.

10MW PV Generation Interconnect Analysis, City of Ashland, OR — Project engineer for an analysis of interconnecting feasibility for connecting a large-scale Photovoltaic (PV) generation facility into the City's existing electrical distribution system. This engineering investigation evaluated integrating photovoltaic systems with different generation outputs ranging between 2.5 MW and 10 MW.

Grain Millers, Eugene, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Van's Aircraft, Aurora, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Northern Gold Foods, Junction City, OR — Project engineer to support the industrial power distribution design for a large food processing plant in compliance with NEC and NESC codes.

MGC Pure Chemicals, Forest Grove, OR — Project engineer to support the industrial power distribution design for a Mitsubishi chemical processing plant in compliance with NEC and NESC codes.

NORPAC Foods Inc., Brooks, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

SENECA Sawmill, Noti, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Weyerhaeuser TOPS Facility, Springfield, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Weyerhaeuser Snow Peak, Lebanon, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Montpelier Generating Station, Montpelier Indiana — NERC PRC-025-2 and PRC-027-1 compliance evaluation of the Montpelier station to verify the load-responsive protective relay settings provide the desired protection while meeting NERC PRC requirements.

Panda Hummel Station, Selinsgrove, Pennsylvania — NERC PRC-025-2 and PRC-027-1 compliance evaluation of the Hummel station to verify the load-responsive protective relay settings provide the desired protection while meeting NERC PRC requirements.

Tejas Power Generation Station, Houston, Texas — NERC PRC-019-2, PRC-024-3, PRC-025-2, and PRC-027-1 compliance evaluation of the Tejas station to ensure the generator capability, voltage and frequency controls and

protection, and protective relay loadability and coordination comply with NERC PRC requirements.

Shell Polymers, Monaca, Pennsylvania – NERC PRC-024-3, PRC-025-2, and PRC-026-1 compliance evaluation of the Shell Polymers power station to ensure generator voltage and frequency controls and protection, protective relay loadability, and the relay performance during power swing events comply with NERC PRC requirements.

Franz Bakery, Springfield, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Springfield Utility Board, Springfield, OR - Project engineer for a power system study of their water facilities including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Rainbow Water District, Springfield, OR - Project engineer for a power system study of their water facilities including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Genesis HealthCare, Mose Lake, WA - Project engineer for a power system study of the Columbia Crest Center including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

City of Drain, OR - Project engineer for a system planning study and arc-flash study of their electrical distribution system to ensure that the City's electrical system has the operational capacity, reliability, and flexibility to meet long-term planning criteria, as well as arc-flash exposures of their major facilities.

Pleasant Valley Compressor Station, Centerville, VA - Project engineer for reliability analysis of motor fast bus-transferring, including options of transferring sources at 13.8 kV or 480 V.

Readiness Center, Tri-City, WA – Project engineer to support the commercial power distribution design for a military readiness center in compliance with NEC and NESC codes.

Stella Jones, Tacoma, WA - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

WR Grace, Albany, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Lafarge, Eugene, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Parker Hannifin, Eugene, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Seneca Sawmill, Eugene, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Seven Feathers Casino, Canyonville, OR - Project engineer for a power system study including data collection, modeling, arc-flash risk assessment, short circuit study, and equipment duty analysis for various scenarios.

Newark Energy Center, Newark, NJ – NERC PRC-019-2 and PRC-024-3 compliance evaluation of the Newark facility to ensure properly coordinated voltage protective system settings, generating unit controls, limit functions, and equipment capabilities per the requirements of NERC PRC-019-2 and PRC-024-3.

Green Country Energy, Jenks, OK – NERC PRC-019-2 and PRC-024-3 compliance evaluation of the Green Country facility to ensure properly coordinated voltage protective system settings, generating unit controls, limit functions, and equipment capabilities per the requirements of NERC PRC-019-2 and PRC-024-3.

Jerry D. Witkowski, P.E.
Senior Electrical Engineer



Education

B.S. in Electrical Engineering, Oregon State University

Professional Engineering Registration

Washington 30577,
Oregon 16733PE,
California E14639, Idaho 7872,
New Mexico 13273

Work Experience

Mr. Witkowski has been providing electrical utility, industrial design and study services for the past 38 years. His design involvement includes detailed design, project management and lead engineering experience in transmission, substation, and overhead/underground distribution systems. He has unique underground design experiences which include multiple circuit arrangements up to 6 miles in length, and distinctive aspects such as, routes paralleling and crossing scenic highways, I-5 crossings, river crossings, railroad crossings, bridge crossing, unique bore and casing crossings, wetland and cultural conditions requiring archeological on-site excavation investigations.

He has also provided many unique design services including special grounding applications, SCADA systems, var control, system voltage conversions, and various co-generation interconnection designs. His engineering services have included technical specification and contract document preparation, contract review, award recommendations, cost estimating, construction scheduling, management and on-site resident services. He has also performed many electric utility system planning studies, system analysis, and protection studies, plus various specialized studies for utility and industrial clients. These studies typically contain the following tasks: growth forecasts, existing system evaluation, establish design criteria, system power flow and short-circuit analysis, protective device coordination, improvement alternatives, recommendations and improvement plans, plus associated costs estimates.

Representative Projects (Reduced, additional examples available upon request)

Tahoe- Donner Association, Truckee-Donner, PUD: Underground Feasibility Study, Truckee, CA – This project although completed in 2006, is very similar to The Dalles Utility Undergrounding Feasibility Study described in the NWCPUD RFP. This work involved determining an approach to underground all utility overhead infrastructure in a heavily wooded mountainous area adjacent to the Tahoe National Forest consisting of over 7,000 homes, and local commercial facilities. The overhead facilities included the PUD's electric primary, secondary and service circuits, two communication company facilities and the utility's SCADA system. The work involved determining underground design plan and elevation configurations without interfering with existing below grade infrastructure, cost estimates, construction phases and scheduling, complications, cost sharing and potential approaches to funding.

Dufur Substation and System Voltage Conversion, City of Dufur, OR – NWCPUD

Performed design, contract documents and technical specifications for the substation voltage conversion and upgrade which included major equipment and Contractor award, field construction inspection, and startup services. Substation equipment was arranged with a flexible switching open-rack outdoor configuration. All components and control systems utilized modern state-of-the-art technology. This project included design and sequencing for voltage conversion of the entire Dufur community.

West 2nd Street Substation, City of the Dalles, OR – NWCPUD

Performed design, contract documents and technical specifications for the substation new control house and relay/control conversion, which included major equipment and Contractor award, field construction inspection, and startup services.

Substation and Transmission Line Design, Columbia Ridge Substation, WA – Prepared substation and transmission line design for a Waste Management Columbia Ridge 25 MW gas- to-energy co-generation facility to interface with CBEC/BPA, including the 115 kV x 4.16 kV substation design with a connection to the generator facility and 4 miles 115 kV pole design to interconnect with CBEC and BPA.

Mountain Avenue Substation Distribution Rack Design, City of Ashland, Ashland, OR – Performed design for the expansion of the City of Ashland, Mountain Avenue Substation distribution rack including site-work, structure details, sectionalizing devices and controllers, control house modifications and feeder getaways. Services included controller configuration, settings and programming in addition to SCADA system configuration to implement fiber-optic communications. The project included complete contract document preparation with technical specifications for material procurement and construction.

City of Milton-Freewater, Milton Substation, Milton-Freewater, OR – Performed design for the expansion of the Milton Substation including site-work, structure details, sectionalizing devices and controllers, control house modifications and feeder getaways. Services included controller configuration, settings and programming in addition to SCADA system modifications. The project included complete contract document preparation with technical specifications for material procurement and construction.

Monmouth Power and Light South Substation Getaways and OR99W Underground Projects, Monmouth, OR – Performed design for six underground 15 kV substation feeder getaways, including four miles of congested underground routed circuit detail ductbank and vaults design, with contract documents and technical specifications for Contractor construction. More recently performed design for approximately one (1) mile of multiple conduit underground 15 kV feeder circuits along State Highway OR99W and through the congested Monmouth downtown commercial area. The work included underground circuit detailed ductbanks and vaults designs, with contract document preparation consisting of drawings and technical specifications for bidding purpose, cost estimates and contract award.

Canby Utility Westcott Substation and Knights Bridge Substation Projects, Canby, OR – Performed design, contract document and technical specifications preparation for Owner furnished equipment and Contractor award, site inspection, and startup services for the 115-57 x 12.47/7.2 kVA Westcott Substation consisting of two 20/26.7/33.3 MVA transformers, feeder regulation, and ten getaway feeders. Substation equipment arrangement was a traditional outdoor configuration, consisting of main and transfer bus with considerable switching flexibility. All components and control systems utilized modern state-of-the-art technology, allowing the non-traditional implementation of substation monitor/control functions. Performed design, contract document and technical specifications preparation for Owner furnished equipment and Contractor award, site inspection, and startup services for the 115-57 x 12.47/7.2 kVA Knights Bridge Substation consisting of a 20/26.7/33.3 MVA transformer, feeder regulation, and five getaway feeders.

16th Avenue Substation Project, Vera Water and Power, Spokane Valley, WA – Prepared 20-Year Long Range System Planning Study, after which prepared design, contract documents and technical specifications for Owner furnished equipment and Contractor award, field construction inspection, and startup services for the 115 x 13.8/7.9 kVA 16th Avenue Substation consisting of a 20/26.7/33.3 MVA transformer, regulation, and five getaway feeders. Substation equipment was arranged with flexible switching open-rack outdoor configuration. All components and control systems utilized modern state-of-the-art technology. The site was arranged so that the substation could be expanded to add a second transformer bank and distribution rack.

Columbia Basin Electric Cooperative, Heppner, OR – Prepared 10-Year Long Range System Planning Study, followed by design, contract document and technical specifications for upgrades of CBEC Snipion Switch Station, Condon, Fossil, Sand Hollow and Ruggs substations, consisting of transformer replacement, circuit switcher and by-pass configuration construction and protection/metering/control and modular control building upgrades. The project included completed contract document preparation with technical specifications for material procurement and construction. The Condon upgrade included a 10-mile 115 kV steel pole design with interconnection to BPA.

City of Ashland Hersey Street Underground Project, Ashland, OR – Following the preparation of a 10-Year Planning Study performed design for approximately 1.5 miles of multiple conduit underground 15 kV feeder circuits from the Mountain Avenue Substation along Hersey Street to N. Main Street, a busy residential and commercial area. The work included underground circuit detail ductbanks and vault designs with contract document preparation consisting of drawings and technical specifications for bidding. Also prepared cost estimates and assisted with Contractor award.



COST PROPOSAL FOR ELECTRICAL SYSTEM MASTER PLAN

For City of Ashland, Oregon

Date: 06/23/2023

By: 
Martin Stoddard, President
Stoddard Power Systems

Original Copy

Table of Contents

SECTION 1:	Fee Schedule	1
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SECTION 1: FEE SCHEDULE

Based on the discussed Scope of Work in the Technical Proposal, we propose to perform the 10-year planning study or electrical master plan development on time and materials not to exceed a total of \$78,159 for the base project.

Since the City obtained Mountain Avenue Substation recently, as an optional item, SPS can provide a two-day of substation training for an adder of \$9,800 including training materials.

Compensation will be on the basis of actual hours worked and shall not exceed the cost estimate indicated without written authorization from the City. The cost estimate is based on the following tasks:

Table 1: Cost Estimate

Task	Est. Cost
Base Project Total • Data Collection • Load Forecast • System Planning Criteria • Transmission and Substation Evaluation • Analysis of the Existing System • Major Equipment Inventory Review and Replacement Schedule • Other Considerations from Renewable Energy Resource Addition, Increased EV Charging Demand, Climate & Energy Action Plan, and Wildfire Mitigation Plan. • Power Flow Analysis • Short Circuit Analysis • Protective Device Coordination • Prepare Electric System Study Report	\$78,159
(OPTIONAL) Onsite Substation Training, including the following topics: • Substation configuration • Transmission interface and primary equipment • Power transformer • Voltage regulator • Auxiliary system • Monitoring and Protection (Transformer and Feeder) • Grounding • Operation and maintenance	\$9,800

NOTES:

- 1) The engineering rate schedule is enclosed in Appendix A of the Tech Proposal.
- 2) This base cost estimate covers all tasks listed in the scope of work.
- 3) No sub-consultant was considered in the above cost estimate.

EXHIBIT B

Certificate of Compliance

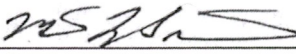
Compliance with Oregon Tax Laws:

In compliance with OAR 137-047-0260(2)(e), I hereby attest or affirm under penalty of perjury: That I am authorized to act on behalf of the proposer in this matter, that I have authority and knowledge regarding the payment of taxes, and that contractor is, to the best of my knowledge, not in violation of any Oregon Tax Laws, as defined in ORS 305.380.

Compliance with Nondiscrimination Laws:

In compliance with ORS 279A.110(4), OAR 137-046-0210(2) and OAR 137-047-0260(2)(a)(E), I hereby attest or affirm under penalty of perjury that I am authorized to act on behalf of proposer in this matter, and to the best of my knowledge the proposer has not discriminated and will not discriminate, in violation of ORS 279A.110(1), against a minority, women or emerging small business enterprise certified under ORS 200.055 or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining a required subcontract.

Corporate Officer:

By: 
Signature

Martin Stoddard

Print Name

Title: President/Principle Engineer

Date: 06/23/2023

**City Council Liaison Assignments
June 20, 2023**

Commissions & Standing Advisory Committees	2023 Primary Assignments	2023 Second Assignments
Parks & Recreation Commission (City Charter)	Hansen	
Planning Commission	Hyatt	
Climate and Environment Policy	Kaplan	
Forest Lands	Bloom	
Historic Preservation	Dahle	
Housing and Human Services	Kaplan	
Public Arts	DuQuenne	
Social Equity and Racial Justice	DuQuenne	
Transportation	Hansen	

City Ad Hoc Committees	2023 Primary Assignments	2023 Second Assignments
Ashland Water Advisory (AWAC)	Kaplan	
Ashland Senior Advisory Committee	Kaplan	
Early Learning Committee	Hyatt	Bloom

Regional Boards & Committees	2023 Primary Assignments	2023 Second Assignments
Chamber of Commerce / Travel Ashland	DuQuenne	
Rogue Valley Council of Governments (RVCOG)	Kaplan	
Rogue Valley Metropolitan Planning Organization (RVMPO)	Graham	
Rogue Valley Transportation District (RVTD)	Hansen	
Southern Oregon Regional Economic Development Inc.	Hyatt	

Community Relationships
Aug. 1, 2023

At the recent Strategy Retreat, Council discussed assigning members of the Ashland City Council to serve as Community Liaisons to specific anchor institutions in the Ashland community. Unlike typical Council Liaison assignments where the councilor is expected to regularly attend committee or commission meetings, the Community Liaison would be expected to open a line of communication with the leadership of the organization and check in quarterly to understand how things might be changing for that organization, learn about new activities, and discuss any challenges. The purpose of this structure is to help the City Council as a body understand the current reality of the City's primary community partners as we, and they, navigate this time of great change. As Community Liaisons, Ashland City Council members would share similar information with those community organizations at their request.

Community Organizations	2023 Primary Assignments	2023 Second Assignments
Mount Ashland	Hansen	
Southern Oregon University (SOU)		
Ashland School District		
Oregon Shakespeare Festival (OSF)		
Ashland Community Hospital		
Opportunities for Housing, Resources & Assistance		
Rogue Valley Mountain Bike Association (RVMBA)		
Continuum of Care (CoC)		
Crisis Response Network		

1 August 2023

On 18 October 2022, the Ashland City Council gave instructions to Interim Attorney Doug McGeary "to reach out to Attorney Andrew Campanelli regarding a telecommunications ordinance.

During the Council meeting of 2 May 2023, interim Attorney noted that on 5 January 2023, he had sent to Attorney Campanelli a Contract for Personal Services.

On 8 June 2023, I requested through the City Recorder a copy of that Contract for Personal Services sent to Campanelli. So late but I never learned about the Contract until May.

As of today, the first of August, I have never received acknowledgement or the copy.

Unacknowledged and ignored - the most insulting treatment you can give a resident of Ashland.

While the Campanelli possibility has been effectively squelched, the transparency of this Council's proceedings now becomes an open and disturbing issue.

Are the contracts and public correspondence of interim Attorney not available for public scrutiny? If not, why?

This raises another disturbing question: Who is creating and dictating Council policy? If the public and the Council are not able to see proposed contracts, who is making policy decisions?

I raise this issue now to be examined and answered and to be included in the public record.

I also note - in passing - that six years later - we do not have a revised Telecommunications ordinance.

Thank you, Miriam Reed, Ph.D.

Speaker Request Form

THIS FORM IS A PUBLIC RECORD

ALL INFORMATION PROVIDED WILL BE MADE AVAILABLE TO THE PUBLIC

- 1) Complete this form and return it to the City Recorder prior to the discussion of the item you wish to speak about.
- 2) Speak to the City Council from the table podium microphone.
- 3) State your name and address for the record.
- 4) Limit your comments to the amount of time given to you by the Mayor, usually 3 or 5 minutes.
- 5) If you present written materials, please give a copy to the City Recorder for the record.
- 6) You may give written comments to the City Recorder for the record if you do not wish to speak.
(Comments can be added to the back of this sheet if necessary)
- 7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date August 1, 2023

Name DREW THOMPSON

Regular Meeting

Agenda topic/item number _____ OR

Topic for public forum (non agenda item) SISKIYOU BLVD NEED A PLAQUE
SAYING HOW IT CAME TO BE

Land Use Public Hearing

Please indicate the following:

For: _____

Against: _____

Challenge for Conflict of Interest or Bias

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge: _____

The Public Meeting Law requires that all city meetings are open to the public. Oregon law does not always require that the public be permitted to speak. The Ashland City Council generally invites the public to speak on agenda items and during public forum on non-agenda items unless time constraints limit public testimony. No person has an absolute right to speak or participate in every phase of a proceeding. Please respect the order of proceedings for public hearings and strictly follow the directions of the presiding officer. Behavior or actions which are unreasonably loud or disruptive are disrespectful, and may constitute disorderly conduct. Offenders will be requested to leave the room.

Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.

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(Comments can be added to the back of this sheet if necessary)
- 7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date <u>8-1-23</u>	
Name <u>JAN WAITT</u>	<u>-recipient</u>
(please print)	
Address (no P.O. Box) _____	
Phone _____	Email _____

Regular Meeting

Agenda topic/item number Rafand OR

Topic for public forum (non agenda item) _____

Land Use Public Hearing

Please indicate the following:

For: _____

Against: _____

Challenge for Conflict of Interest or Bias

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(Comments can be added to the back of this sheet if necessary)
- 7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date 8/1/23

Name

Debbie Neisewander

Regular Meeting

Agenda topic/item number _____ OR

Topic for public forum (non agenda item) _____

Desk to Dawn/Nite Lawn

Land Use Public Hearing

Please indicate the following:

For: _____

Against: _____

Challenge for Conflict of Interest or Bias

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Written Comments/Challenge: _____

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- 5) If you present written materials, please give a copy to the City Recorder for the record.
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(Comments can be added to the back of this sheet if necessary)
- 7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date

8/1/23

Name

Paul Mozina

Regular Meeting

Agenda topic/item number

OR

Topic for public forum (non agenda item)

Row 56 Ordinance

Land Use Public Hearing

Please indicate the following:

For:

Against:

Challenge for Conflict of Interest or Bias

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge:

The Public Meeting Law requires that all city meetings are open to the public. Oregon law does not always require that the public be permitted to speak. The Ashland City Council generally invites the public to speak on agenda items and during public forum on non-agenda items unless time constraints limit public testimony. No person has an absolute right to speak or participate in every phase of a proceeding. Please respect the order of proceedings for public hearings and strictly follow the directions of the presiding officer. Behavior or actions which are unreasonably loud or disruptive are disrespectful, and may constitute disorderly conduct. Offenders will be requested to leave the room.

Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.

Speaker Request Form
THIS FORM IS A PUBLIC RECORD

ALL INFORMATION PROVIDED WILL BE MADE AVAILABLE TO THE PUBLIC

- 1) Complete this form and return it to the City Recorder prior to the discussion of the item you wish to speak about.
- 2) Speak to the City Council from the table podium microphone.
- 3) State your name and address for the record.
- 4) Limit your comments to the amount of time given to you by the Mayor, usually 3 or 5 minutes.
- 5) If you present written materials, please give a copy to the City Recorder for the record.
- 6) You may give written comments to the City Recorder for the record if you do not wish to speak.
(Comments can be added to the back of this sheet if necessary)
- 7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date 08/01/23

Name

JD Barons

Regular Meeting

Agenda topic/item number _____ OR

Topic for public forum (non agenda item) Unhoused Families

Land Use Public Hearing

Please indicate the following:

For: _____

Against: _____

Challenge for Conflict of Interest or Bias

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Written Comments/Challenge: _____

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(Comments can be added to the back of this sheet if necessary)
- 7) Speakers are solely responsible for the content of their public statement.

Tonight's Meeting Date 1 AUGUST 2023

Name MIRIAM REED

Regular Meeting

Agenda topic/item number _____ OR

Topic for public forum (non agenda item) POLICY

Land Use Public Hearing

Please indicate the following:

For: _____

Against: _____

Challenge for Conflict of Interest or Bias

If you are challenging a member (a city councilor or a planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Presiding Officer will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge: _____

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PROCLAMATION

- We are living in a time of extraordinary nuclear dangers in which the risk of nuclear has risen to its highest level since the 1962 Cuban Missile Crisis. As the invasion of Ukraine has shown nuclear threats are real, present, and dangerous. Accidents, miscalculations, or intentional use loom over us all.
- Ashland's public commitment to end the threat of nuclear catastrophe dates back to 1982, when its citizens passed a ballot measure declaring the city a Nuclear Free Zone. The non-profit organization called Peace House grew out of that effort in 1983.
- Ashland became a Mayors for Peace city in 1998, responding to a global invitation from the mayors of Hiroshima and Nagasaki to work for the abolition of nuclear weapons. As of July 1, 2023, there are currently 8,265 Mayors for Peace cities in 166 nations and regions, including 225 in the U.S. and 7 in Oregon.
- Mayors for Peace enthusiastically supports the new Treaty on the Prohibition of Nuclear Weapons, adopted in July 2017 under United Nations auspices. It entered into force January 2021, and is legally binding on the 68 governments that have ratified it thus far and another 24 nations have signed it awaiting ratification.
- The Oregon Legislature passed Senate Joint Memorial 5 in 2019, calling on the President and Congress to lead global efforts to reduce the threat of nuclear war.
- In 2022 Ashland became home to two living green legacy Hiroshima Peace Trees that were germinated at Southern Oregon University from seeds of survivor trees of the atomic bombing of Hiroshima. The Peace Gingko is near Thalden Pavilion on the Southern Oregon University campus and the Peace Camellia is in front of Lithia Park's Japanese Garden.
- This past June the US Conference of Mayors adopted a resolution urging Congress to pass House Resolution 77 embracing the goals and provisions



of the treaty on the prohibition of nuclear weapons. It also calls for renewed efforts to reestablish high level US, Russian risk reduction and arms control talks, efforts to reduce tensions with other nuclear armed nations and the redirection of military spending to meet human needs.

- During August 6th through the 9th, concerned citizens, civic organizations and faith communities in Ashland and the Rogue Valley will commemorate the atomic bombings of Hiroshima and Nagasaki renewing commitments to prevent such weapons from being used again.

NOW THEREFORE, THE City Council and Mayor, on behalf of the citizens of Ashland, hereby proclaim August 6, 2023, as:

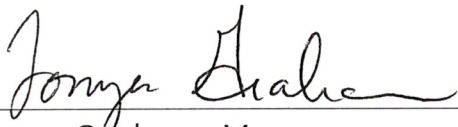
"Hiroshima Day"

and hereby proclaim August 9, 2023, as:

"Nagasaki Day"

in the City of Ashland and invite all citizens to participate in the Hiroshima - Nagasaki Vigil activities.

Signed this 1st day of August, 2023.



Tonya Graham, Mayor



Dana Smith, Clerk of the Council Pro Tem

