City of Sandy



Agenda

City Council Meeting
Meeting Date: Tuesday, June 21, 2022
Meeting Time: 6:00 PM

Page

1. MEETING FORMAT NOTICE

This meeting will be conducted in a hybrid in-person / online format. The Council will be present in-person in the Council Chambers and members of the public are welcome to attend in-person as well. Members of the public also have the choice to view and participate in the meeting online via Zoom.

To attend the meeting in-person

Come to Sandy City Hall (lower parking lot entrance). 39250 Pioneer Blvd., Sandy, OR 97055

To attend the meeting online via Zoom

Please use this link: https://us02web.zoom.us/j/84134023320
Or by phone: (253) 215-8782; Meeting ID: 841 3402 3320

Please also note the public comment signup process below.

2. CITY COUNCIL WORK SESSION - 6:00 PM

2.1. **Council Rules Revision**

4 - 136

<u>Council Rules Revision - Pdf</u> <u>Presentation Slides</u>

3. (SANDY URBAN RENEWAL BOARD MEETING - 6:45 PM)

Separate agenda

4. CITY COUNCIL REGULAR MEETING - 7:00 PM

5. PLEDGE OF ALLEGIANCE

6. ROLL CALL

7. CHANGES TO THE AGENDA

8. PUBLIC COMMENT

NOTE: the Council will take comments on utility rate adjustments, and amendments to SMC 8.35, during public hearings later in the agenda.

The Council welcomes your comments on other matters at this time.

If you are attending the meeting in-person

Please submit your comment signup form to the City Recorder before the regular meeting begins at 7:00 p.m. Forms are available on the table next to the Council Chambers door.

If you are attending the meeting via Zoom

Please complete the <u>online comment signup webform</u> by 3:00 p.m. on the day of the meeting.

The Mayor will call on each person when it is their turn to speak for up to three minutes.

9. RESPONSE TO PREVIOUS PUBLIC COMMENTS

10. CONSENT AGENDA

10.1.	City Council Minutes	137 - 145
	City Council - 06 Jun 2022 - Minutes - Pdf	
10.2.	Transit: Approval To Enter Into Contract Agreement with Passio Technologies, Inc.	146 - 351
	<u>City of Sandy Selects Passio Technologies, Inc. for Intelligent Technology Systems (ITS)</u> <u>- Pdf</u>	
10.3.	Parks and Trails Advisory Board Appointments	352 - 364
	Parks and Trails Advisory Board Appointments - Pdf	
10.4.	2022 Mountain Festival Requests for Street Closures and Exclusive Use of Meinig	365 - 367
	<u>Park</u>	
	Requests for Street Closures and Exclusive Use of Meinig Park - Pdf	

11. OLD BUSINESS

11.1. PUBLIC HEARING: Utility Rates / Fees / Charges

368 - 394

Resolution 2022-15

2022-23 Master Fees and Charges - Pdf

Written Testimony Received - Cedars Laundromat, LLC

11.2. PUBLIC HEARING: Repeal and Replacement of Sandy Municipal Code Chapter 8.35

395 - 400

Ordinance 2022-12

Municipal Code Chapter 8.35 Amendment - Camping Prohibited in Certain Places - Pdf

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12.1. Authorization of Repairs to Strawbridge Parkway

401 - 416

Resolution 2022-16

<u>Authorization of Repairs to Strawbridge Parkway - Pdf</u>

12.2. <u>Election to Receive State Shared Revenues</u>

417 - 418

Resolution 2022-13

Election to Receive State Revenues - Pdf

13. REPORT FROM THE CITY MANAGER

14. COMMITTEE /COUNCIL REPORTS

15. STAFF UPDATES

15.1. Monthly Reports

16. ADJOURN

17. CITY COUNCIL EXECUTIVE SESSION

The City Council will meet in executive session pursuant to ORS 192.660(2)(d).



Staff Report

Meeting Date: June 21, 2022

From Jeff Aprati, City Recorder

SUBJECT: Council Rules Revision

DECISION TO BE MADE:

Provide feedback on draft rules; provide input on key policy decisions.

PURPOSE / OBJECTIVE:

Periodic review and update of Council Rules

BACKGROUND / CONTEXT:

Early in 2021, the Council identified revision of its Council Rules as one of its <u>2021-23</u> goals. Sandy's existing Council Rules were adopted by resolution in 2015.

The League of Oregon Cities (LOC) produced a <u>model set of Council Rules</u> in 2017, providing a standard base for Oregon cities to draw upon for their individual use. The Council discussed leveraging this resource during its 2021 goal setting retreat.

Topics raised by the Council as in particular need of attention:

- Public statements representing the City
- Inclusion of 'code of conduct' language applied to Boards and Commissions
- Council interactions with staff
- Inclusion of public communications in Council packets

KEY CONSIDERATIONS / ANALYSIS:

Development of Draft Rules for Council Consideration

In addition to the topics discussed above, staff has undertaken the task of customizing the full model LOC rules for Sandy's usage, to give the Council a comprehensive set of refreshed and modernized rules that reflects best practices while also retaining important elements of the existing document. This work has been underway periodically since spring of 2021. An update draft was provided to the Mayor and Councilor Hokanson last year.

In developing the draft rules included in the packet for the Council's consideration, Staff's general approach was to use the LOC model as a starting point and to provide suggested edits that fall into one of the following categories:

- Edits that tailor the model rules for Sandy, including ensuing consistency with City Charter requirements and/or reflecting current standard practices. These are generally marked with green highlights in the margin comments.
- Edits to the model rules that incorporate important elements of the current Council Rules, many of which were likely developed in response to past challenges or controversies. These edits are generally marked with blue highlights in the margin comments.
- A few edits adding language reflecting other best practices from Oregon cities.
 These are generally marked with yellow highlights in the margin comments
- Minor edits to the model rules to correct terms, such as changing 'City Administrator' to 'City Manager,' or to clarify meaning and avoid confusion.

Staff has also taken the approach of eliminating text that is preempted either by the City Charter or by state law, allowing those authorities to speak for themselves instead. Though the City could draft rules that are consistent with state law at the moment, changes to state law in the future could lead to contradiction and confusion.

The draft is presented in track changes form, and contains comments in the margins explaining the rationale for various staff edits.

Comprehensive List of Editorial Choices*

Subject	Source	Editorial Decision	Reason
"City Manager Evaluation"	Previous Council Rules	Omitted from new draft	Can be addressed in individual CM contracts instead
"City Newsletter"	Previous Council Rules	Omitted from new draft	Administrative in nature
"Communications with Staff"	Previous Council Rules	Used model LOC language instead	Best practice
"Conflict of Interest"	Previous Council Rules	Used model LOC language instead	Best practice
Conflicts of interest during land use hearings	LOC Model Rules	Struck provision allowing conflicted members to vote in certain circumstances (pg. 24)	This is a policy choice for the Council

<u>Subject</u>	<u>Source</u>	Editorial Decision	Reason
"Consent Agenda"	Previous Council Rules	Used model LOC language instead	Best practice
Council approval of agendas	LOC Model Rules	Omitted from new draft	This is not practiced in Sandy
Council recess requirement	LOC Model Rules	Omitted from new draft	To retain schedule flexibility
"Council Rules"	Previous Council Rules	Used model LOC language instead	Best practice
Decorum	LOC Model Rules	Amended to add Board and Commission 'Code of Conduct' language	This is a Council policy decision
"Emergency Meetings"	Previous Council Rules	Used model LOC language instead	Best practice
"Executive Sessions"	Previous Council Rules	Used model LOC language instead	Best practice
"Exhibits"	Previous Council Rules	Omitted from new draft	This subject is governed by state public meetings / records law
"Ex Parte Contacts and Disqualification"	Previous Council Rules	Used model LOC language instead	Best practice
Boards, Commissions and Committees	Previous Council Rules / LOC Model	Refer to policies adopted through Council resolution instead	Avoid redundancy
"Gifts"	Previous Council Rules	Omitted from new draft	Administrative in nature
"Government Standards and Practices Commission Requirements and Reporting"	Previous Council Rules	Used model LOC language instead	Best practice
Hearing roster sign- in requirement	LOC Model Rules	Omitted from new draft	Infeasible with hybrid meetings
"Interaction with Departments"	Previous Council Rules	Used model LOC language instead	Best practice

Subject	Source	Editorial Decision	Reason
"Meeting Staffing"	Previous Council Rules	Omitted from new draft	Addressed in Charter; other staffing is administrative in nature
Meeting location	LOC Model Rules	Updated to reflect hybrid meetings	Current practices / new state law
"Minutes"	Previous Council Rules	Omitted from new draft	Controlled by state law
"Motions"	Previous Council Rules	Used model LOC language instead	Best practice
"News Media" (definition)	Previous Council Rules	Omitted from new draft	Best practice to leave this as a case-by-case judgment, as media constantly evolves
"Order of Business"	Previous Council Rules / LOC Model	Conformed to current practices	Continuity
Ordinance and resolution 'calendars'	LOC Model Rules	Omitted from new draft	This is not practiced in Sandy
Ordinance passage thresholds (pg. 28)	LOC Model Rules	Omitted from new draft	This subject is governed by the City Charter
Ordinance reading and adoption	LOC Model Rules	Significantly cut and edited	This subject is governed by the City Charter
"Presiding Officer"	Previous Council Rules	Used model LOC language instead	Best practice
"Public Comment"	Previous Council Rules / LOC Model	One general public comment at meetings (rather than for each agenda item); 3 minutes (rather than 5)	Reflects current practices
"Public Hearings"	Previous Council Rules	Used model LOC language instead	Best practice
"Public Members Addressing the Council"	Previous Council Rules	Addressed in multiple other sections of new draft instead	(in addition, certain aspects covered by Robert's Rules)

Subject	Source	Editorial Decision	Reason
"Public Records"	Previous Council Rules	Omitted from new draft	This subject is governed by state law
"Quorum"	Previous Council Rules / LOC Model	Omitted from new draft	This subject controlled by the City Charter
Reconsideration of rejected ordinances and resolutions	LOC Model Rules	Retained with minor edits (not in previous rules)	This is a policy choice for the Council
Reports from Boards and Commissions	Previous Council Rules / LOC Model	Omitted from new draft	Council liaison process addresses this / could be included in individual Board bylaws if desired
Representing the City	Previous Council Rules / LOC Model	Language retained, mostly from existing rules	This is a policy choice for the Council
Reviews of appointed officials	LOC Model Rules	Amended to require 'periodic' review	For flexibility
"Speaking by Council Members"	Previous Council Rules	Omitted from new draft	This subject controlled by Robert's Rules and 'Decorum'
"Special Meetings"	Previous Council Rules	Omitted from new draft	This subject controlled by the City Charter
Staff Interactions (from Council)	Previous Council Rules / LOC Model	Language retained: no major questions, research, workload impacts w/o full Council approval; responses to inquiries go to full Council	This is a policy choice for the Council
"Suspension of Rules"	LOC Model Rules	Unanimous vote needed to suspend rules (previous rules only required a majority)	Best practice; protects those in the minority
"Televising of Council Meetings"	Previous Council Rules	Omitted from new draft	Superseded by Zoom practices; maintains tech flexibility

Subject	Source	Editorial Decision	Reason
"Voting"	Previous Council Rules	Omitted from new draft	This subject controlled by the City Charter
"Work Sessions" (requirements for calling/conducting)	Previous Council Rules	Omitted from new draft	This subject is governed by the City Charter and State Law
Written Communications to Council	LOC Model Rules	Amended to require deadline of noon the Wednesday before for packet inclusion	This is a policy choice for the Council

^{* &}lt;u>Note</u>: topics in the LOC model rules not addressed in the table above were retained unchanged in the new draft. Topics in the existing rules not addressed in the table above were incorporated into the new draft.

RECOMMENDATION:

Staff recommends that the Council discuss at least the main decision points listed above and provide direction to staff. Staff can than take one of the two following approaches to bring this to a conclusion:

- If the Council feels it has had sufficient time to review the full draft rules document, staff can incorporate the Council's feedback on the major policy questions listed above and bring a clean copy back for adoption at a future meeting.
- If the Council desires deeper consideration of the draft document and/or main policy questions, staff can work with the existing Council Subcommittee (Mayor and Councilor Hokanson) to develop a revised draft, to be brought back to the full Council for adoption at a future meeting.

LIST OF ATTACHMENTS/EXHIBITS:

- Draft of revised Council Rules (track changes version)
- Draft of revised Council Rules (clean copy, for easier reading)
- <u>Link to original LOC Model Rules</u> (not included in packet)
- Existing Sandy Council Rules (with reference notes)
- Sandy City Charter



LEAGUE OF OREGON CITIES

DRAFT CUSTOMIZED FOR SANDY 6/21/22

Model Rules of Procedure for Council Meetings

MARCH 2017





Model Rules of Procedure for Council Meetings

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Track Changes: Sandy Version of Model Rules

Introduction

In Oregon, many city charters require a City Council to establish rules of procedure for how Council meetings will be governed, how appointments will be made and how Council members are to interact with city employees. Although those charters direct the Council to create rules, the charters don't provide substance or guidance on how to do so. The purpose of this guide is to provide cities with a starting point in creating their rules of procedure, where required by the city charter, or where a Council so desires.

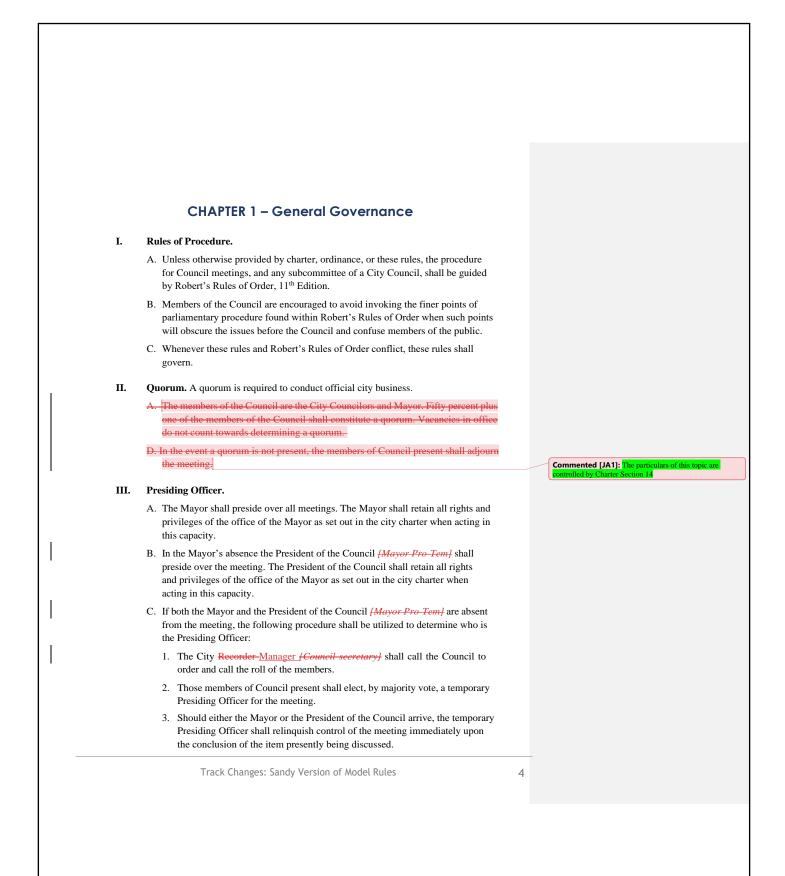
Establishing rules of procedure for Council meetings has several benefits. First, it allows for meetings to be run in an efficient and consistent manner. Second, it allows for the Council and residents to debate matters of public concern in a courteous and respectful manner that lessens the likelihood of discontent and friction. Third, rules provide guidance to Council members on how they are to interact and engage with city employees and members of the public. Fourth, rules of procedure ensure continuity and stability during transition years when new members of the Council are elected to office.

These model rules are intended to provide a starting point for a City Council needing to adopt or update its Council rules. Although comprehensive, they are not exhaustive, and Council members should work together to identify areas in which rules are needed. Similarly, these model rules are not intended to be the definitive statement on what a Council should adopt. City Councils have a lot of discretion in determining how to conduct their business—and they should not feel constrained to adopt the rules as presented in this model, but rather to exercise their inherit discretion in crafting a set of rules that match their community's culture, needs and values.

Disclaimer

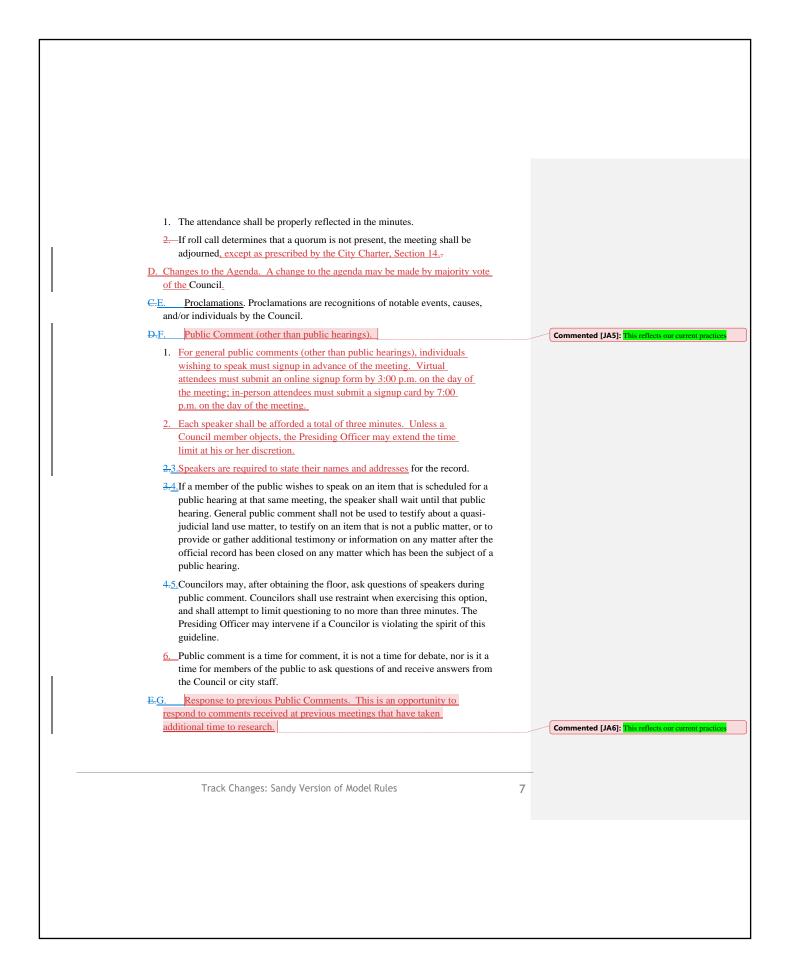
The League's Model Rules of Procedure for Council Meetings are not a substitute for legal advice. To ensure compliance with federal, state, and any applicable local charters or ordinances, city officials drafting rules of procedure for Council meetings are advised to seek the advice of their city attorney.

Track Changes: Sandy Version of Model Rules



4. The Presiding Officer shall retain all rights and privileges of a member of Council when acting in this capacity. IV. Other Elected and Appointed Officers.² A. City Recorder. The City Recorder shall be the parliamentarian and shall advise the Presiding Officer on any questions of order or parliamentary procedure. Additionally, the City Recorder shall keep the official minutes of the Council. B. City Manager-[City Administrator]. The City Manager [city administrator] is required to attend all meetings of the Council and is permitted to participate in any discussion; however, the City Manager [city administrator] has no authority to cast a vote in any decision rendered by the Council. C. City Attorney. The city attorney may attend any meeting of the Council, and will, upon request, give an opinion, either written or oral, on legal questions. V. Agendas. The City Manager [city administrator], in collaboration with the Presiding Officer, shall prepare an agenda for every regular Council meeting, and, if requested by the presiding officer, for every special meeting. A. Agendas and informational material for meetings shall be distributed to the Council at least threefour (34) days preceding the meeting. B. No Council approval shall be required for an agenda of any meeting. Commented [JA2]: Thi C. The City Manager [city administrator] may place routine items and items referred by staff on the agenda without Council approval or action. D. The City Manager *[city administrator]* may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The Presiding Officer shall announce such removal under announcements/proclamationsChanges to the Agenda. E. A member of the Council who wishes to have an item placed on the agenda shall advise the City Manager [city administrator] and Presiding Officer at least one week prior to the meeting. Commented [JA3]: 1 * As an alternative, the Council may wish to vote on whether a Councilor's item will be placed on the agenda for a decision or further action Track Changes: Sandy Version of Model Rules

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		call to determine which members of the Council are present and which are	
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F.H. Written Communications to Council 1. Unsolicited communications to the City Council concerning City business and City policy matters matters on the agendathat are received by 12:00 p.m. on the Wednesday preceding a Council meeting shall be forwarded to the Council in the agenda packet, but shall not be individually itemized on the Commented [JA7]: This idea is in LOC's model rules and agenda. Unsolicited communications to the Mayor and/or Council concerning matters If the Council wishes to pursue this, the approach shown here would be the easiest way to accomplish this logistically. not on an agenda shall be forwarded to the Mayor and/or Council but Staff would not have to sort individual communications as 'relevant' or 'not relevant' to an particular meeting agenda; shall not be included in the agenda packet. but rather would include all citizen communications to the Council related to City business and City policy in a 3.2. The City Manager [city administrator] may, in his or her discretion, bring database, and provide a link in the packet to the database, similar to the Monthly Reports portal any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action. Consent Agenda. In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda. 1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration. 2. Any item on the consent agenda may be removed for separate consideration by any member of the Council. 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of Council must declare a conflict of interest. Employees. When necessary, reports can be given to the Council by boards, Commented [JA8]: commissions committees, elected officials and/or city employees. 1. When appropriate, reports to the Council should include written materials which are provided to the Council at least three days inadvance of the meeting. 2. Oral reports to the Council should generally not exceed 10 minutes in length. 3. The Council may ask questions of the presenter upon conclusion of the report being given. I. Public Comment Commented [JA9]: This was replaced by the section Track Changes: Sandy Version of Model Rules 8

- Two periods for public comment will be reserved for every regular meeting of the Council. Each period shall not exceed a maximum of 30 minutes, unless a majority of Councilors present vote to extend the time. Subject to the limitations contained in subsection H-5(e) of this section, the first period for public comment shall be limited to items placed on the agenda other than public hearings, and the second period of public comment shall be used to comment on any issue of city business, other than agenda items. The presiding officer may, unless a member of Council objects, allow a person who desires to make comment on an item not on the agenda to speak during the first comment period.
- Persons wishing to speak during public comment must sign the "speaker's roster" with the person's name and address and the topic upon which the person wishes to speak, not later than the call to order.
- Members of the public may speak about any topic during the last period for public comment, except as provided in H-5(d) of this rule.
- 4. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
- 5. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker's roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address [or the ward in which they reside]. The presiding officer may allow additional persons to speak if they have not signed the speaker's roster and sufficient time is left in the 30-minute period.
- 6. Should there be more speakers than can be heard for three minutes eachduring either of the 30 minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
- 7. Councilors may, after obtaining the floor, ask questions of speakers during public comment. Councilors shall use restraint when exercising this option, and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a Councilor is violating the spirit of this guideline.

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Speakers may play electronic audio or visual material during the timepermitted for their comment. Speakers may utilize city-provided audi visual equipment located in the Council chambers as a part of their comment, but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting. Ordinances - See Chapter 3 Resolutions – See Chapter 3 Public Hearings Generally 1. At a minimum, a public hearing shall be conducted before adoption of any ordinances, and any resolutions imposing fees or fines. 4.2. A public hearing may be held on any matter upon majority vote of the Council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters. 2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which Commented [JA10]: Hybrid meetings make this d 3. The City Recorder [Council secretary] shall announce at the commencementwould they not be allowed to participate in of any public hearing the subject of the hearing as it is set forth on the agenda. The Presiding Officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda, and shall then declare the hearing open. 4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city, and may give their address. [or identify the ward in which they reside.] All remarks shall be addressed to the Council as a body and not to any member thereof. 5.—Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi judicial matter, other than a quasi judicial land use matter, shall be subject to the following time limits: Commented [JA11]: Staff is not aware of any 6. Staff presentation (15 minutes total). 7. Applicant or affected party (15 minutes). Quasi-judicial hearing only. 8. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only. 9. Other interested persons (3 minutes per person). 10. Questions of staff (No time limit). 41.5. Rebuttal by applicant or party. The scope of rebuttal is limited to matters Track Changes: Sandy Version of Model Rules 10

which were introduced during the hearing (7 minutes total). Commented [JA12]: These elements are quasi-judicial in 12.6. Councilors may, after recognition by the Presiding Officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by Councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option. The Presiding Officer may intervene if a Councilor is violating the spirit of this guideline. 13.7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided. _The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial testimony. The Presiding Officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The Presiding Officer, with the approval of the Council, may further limit the time and/or number of speakers at any public hearing; provided that the Presiding Officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the Presiding Officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the City Recorder [Council secretary] to note the numbers in the minutes. 45.9. At the end of public testimony and questions of staff, the Council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the City Recorder [Council secretary] at the timeprior to the conclusion of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a Councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication. Commented [JA13]: (There is a separate section on land Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the Track Changes: Sandy Version of Model Rules 11

name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non- disclosure to the City Recorder pursuant to ORS 192.368(1).

L.M. Conduct of Hearings on Land Use Matters – See Chapter 4

VII. Sergeant-at-Arms. A law enforcement officer of the City may be Sergeant-at-Arms of the Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the Presiding Officer for the purposes of maintaining order and decorum at the Council meeting. If the Sergeant-at-Arms determines that the actions of any person who violates the order and decorum of the meeting constitutes a violation of any provision of the Sandy Municipal Code, the Sergeant-at-Arms may place such person under arrest and cause such person to be prosecuted under the provisions of the Municipal Code, or take other appropriate action as outlined in the Sandy Official Police Manual Revised.

A. Any of the following shall be sufficient cause for the Sergeant-at-Arms to, at the direction of the Presiding Officer, or by a majority of the Council present, remove any person from the Council chamber for the duration of the meeting:

- 1. Use of unreasonably loud or disruptive language.
- 2. Making of loud or disruptive noise, including applause.
- 3. Engaging in violent or distracting action.
- 4. Willful injury of furnishings or of the interior of the Council chambers.
- 5. Refusal to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.
- 6. Refusal to obey an order of the Presiding Officer.

B. Before the Sergeant-at-Arms is directed to remove any person from a Council meeting for conduct described in this section, that person shall be given a warning by the Presiding Officer to cease his or her conduct. If a meeting is disrupted by members of the audience, the Presiding Officer or a majority of the Council present may declare a recess and/or order that the Council chamber be cleared.

by the Presiding Officer, may be carried or placed within the Council Chambers during an official meeting. This restriction shall not apply to arm bands, emblems, badges or other articles worn on personal clothing or individuals, provided that such devices do not

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Commented [JA14]: This was taken from the existing rules

Commented [JA15]: This was taken from the existing

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interfere with the vision or hearing of other persons at the meeting or pose a safety hazard. VIII.IX. City Council Vacancies. Upon declaring a vacancy on the City Council, the Council Commented [JA16]: This was taken from the ex will fill the vacancy under provisions of the City Charter. The vacancy will be advertised and applications will be completed. After the filing deadline has passed the Council will conduct public interviews of all applicants. The Council will make a decision to fill the vacancy in a public meeting Conferences and Seminars. A. Members of the Council are urged to educate themselves about local government. To that end, and as funding allows, Councilors are urged to attend League of Oregon Cities functions. Requests to attend other government related conferences, training seminars and meetings will be presented to the Council for approval. Members of the Council who serve on committees or the boards of the League of Oregon Cities, the National League of Cities or other such government group will be reimbursed for reasonable expenses not covered by the respective body. B. If a member of the Council resigns their position but continues to serve on a League of Oregon Cities, National League of Cities or other such government group committee or board and is expected to attend a meeting, conference or seminar; the approved expenses not covered by the respective body will be reimbursed by the City. C. Upon the Councilor's return from attending a conference, training seminar or meeting, the Council will give a report to all members of the Council unless the majority attended the same function, or if requested by any Councilor who did not attend the conference, seminar or meeting. Councilors will follow the same rules and procedures for reimbursement as those which apply to City employees, set forth in the policy manual. Councilor expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) will require advance Council approval according to the purchasing rules which apply E. The Council member who will be traveling should make his or her own reservations for travel and lodging. The City will issue the appropriate purchase order/ expenditure upon request and approval by the City Manager. F. The City does not reimburse Council members for expenses incurred by their spouses. Commented [JA17]: This was taken from the existing Track Changes: Sandy Version of Model Rules 13

I.	CHAPTER 2 – Meeting Time, Location and Frequency Regular meetings. The Council shall meet on the first and third Monday of every	
	month, with the exception of designated holidays and/or Council recesses.	
	A. Regular Mmeetings shall begin at 7 p.m. B. Meetings shall adjourn atp.m., allowing one hour increment extensions upon a majority vote of the Council.	
II.	Special meetings. Special meetings may be called in accordance with Section 13 of the City Charter. by the presiding officer, by request of three members of the Council, or by the City Manager [city administrator].	(a
	A. Notice of the special meeting shall be given to each member of the Council, the City Manager [city administrator], and each local media organization newspaper, and radio and television station which has on file a written request for notice of special meetings.	Commented [JA18]: This is specifically g
	B. Notice of the special meeting shall be given to all members of the Council and the City Manager [city administrator] via telephone and email.	Commented [JA19]: This appears redunds
	C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.	
III.	Emergency meetings. Emergency meetings may be called by the Presiding Officer, by the request of three members of Council, or by the City Manager <i>[cityadministrator]</i> .	
	A. Notice of the emergency meeting shall be given to each member of the Council, the City Manager <i>[city administrator]</i> , and each local newspaper, and radio and television stationmedia organization which has on file a written	
	request for notice of special meetings.	
	B. Notice of the emergency meeting shall be given to all members of Council and the City Manager [city administrator] via telephone and email.	Commented [JA20]: This appears redundate
	C.B. Emergency meetings are those meetings called with less than 24 hours' notice and the Council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.	
	D.C. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.	
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IV.	Executive Sessions . Executive sessions may be called by the Presiding Officer, by the request of three members of Council, by the City Manager <i>[city administrator]</i> or by the city attorney.	
	A. Executive sessions shall be held in accordance with state law.	
	B. Only members of the Council, the City Manager- <i>[city administrator]</i> , the City Attorney, and persons specifically invited by the City Manager <i>[city administrator]</i> or the Council shall be allowed to attend executive sessions.	
	C. Representatives of recognized news media ⁴ may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.	
	C.D. Litigation within 30 days of the City's receipt of a statutory notice of intent to sue, or a summons and complaint for damages, the Council will either receive a written report, or will meet in executive session with the City Manager	Commented [JA21]: This was taken from rules
v.	Work Sessions. Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.	
	A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.	
	B. Work sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a work session.	
	C. Work sessions are to be scheduled by the City Manager in collaboration with the Presiding Officer .	
	D. The City Manager [eity administrator] is to invite any relevant staff to work sessions so that the sessions are as productive as possible.	
VI.	Holidays . In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall be <u>eancelledheld</u> on the following day.	
VII.	Council Recess. The Council shall be in recess at least once at a minimum, during the following dates each calendar year, foregoing one of its regular meetings.	Commented [JA22]: This retains flexibility
	A. August 1 August 31;	
	B. The Monday before Thanksgiving and the Friday after Thanksgiving; and GA. December 15 to January 1.	
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VIII	Location. In accordance with state law, regular Council meetings shall be conducted in a hybrid in-person / virtual format, allowing Council members, staff, and the public to attend and participate either in-person at City Hall or virtually via a medium that is freely and easily accessible by the public, and that allows the public to observe and provide input (as appropriate) during the meeting.	Commented [JA23]: This reflects ou
	A. In the event that circumstances prevent the Council from meeting in-person, the Council may conduct a regular meeting entirely virtually via a medium that meets the requirements in the above section.	
	B. Special meetings may be held at a location within the city's jurisdictional limits other than City Hall.	
	C. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.	
	D. Interjurisdictional meetings may be held outside of the city's jurisdictional limits, but should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.	
	E. No Council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.	
IX.	Notice . The City Recorder <i>[Council secretary]</i> shall provide notice of all meetings in accordance with Oregon's public meeting law.	
<u>X.</u>	Attendance. Members of the Council shall advise the City Manager feity-administrator and Presiding Officer if they will be unable to attend any meetings. Under the charter, a Council position becomes vacant if the member of Council is	
	absent from the city for more than 30 days without Council permission, or absent from all meetings of the Council within a 60-day period without Council permission, and upon a declaration by the Council of the vacancy.	Commented [JA24]: City Charter, Se
	from all meetings of the Council within a 60-day period without Council permission, and upon a declaration by the Council of the vacancy. A. The Mayor shall notify the City Manager and Council President in advance of	Commented [JA24]: City Charter, Se
	from all meetings of the Council within a 60-day period without Council permission, and upon a declaration by the Council of the vacancy. A. The Mayor shall notify the City Manager and Council President in advance of any absence by the Mayor B. Council members shall also notify the City Manager and Presiding Officer in	
	from all meetings of the Council within a 60-day period without Council permission, and upon a declaration by the Council of the vacancy. A. The Mayor shall notify the City Manager and Council President in advance of any absence by the Mayor B. Council members shall also notify the City Manager and Presiding Officer in advance if they choose to attend any meeting virtually rather than in-person. C. Council members will make their best efforts to schedule absences/vacations	Commented [JA24]: City Charter, Second Commented [JA25]: To ease meeting
	from all meetings of the Council within a 60-day period without Council permission, and upon a declaration by the Council of the vacancy. A. The Mayor shall notify the City Manager and Council President in advance of any absence by the Mayor B. Council members shall also notify the City Manager and Presiding Officer in advance if they choose to attend any meeting virtually rather than in-person.	Commented [JA25]: To case meeting Commented [JA26]: This language is
	from all meetings of the Council within a 60-day period without Council permission, and upon a declaration by the Council of the vacancy. A. The Mayor shall notify the City Manager and Council President in advance of any absence by the Mayor B. Council members shall also notify the City Manager and Presiding Officer in advance if they choose to attend any meeting virtually rather than in-person. C. Council members will make their best efforts to schedule absences/vacations around Council meetings. Excused absences are typically for personal, family,	Commented [JA25]: To case meeting

CHAPTER 3 – Ordinances and Resolutions I. Ordinances. All ordinances considered by and voted upon by the Council shall adhere to the rules outlined herein. A. Numbering. The City Recorder shall number all ordinances with a consecutive identification number during each calendar year, in the order of their introduction_ consisting of the calendar year in which it was introduced followed by the sequence number. Each number shall be followed by the last two digits of the year in which the ordinance was introduced. B. Sponsorship. Each ordinance shall note the name of the member(s) of the Council introducing or sponsoring the ordinance. Preparation and Introduction. 1. All ordinances shall, before presentation to the Council, have been approved by the city attorney, or the city attorney's designee. Ordinances shall be introduced by a member of the Council. Except that, up the request of the Council, an ordinance may be introduced by the citymanager [city administrator] or the city attorney, with a member of the Council moving further action on such ordinance upon completion of the introduction. Commented [JA27]: This is not Sandy's pr 2. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed. Commented [JA28]: See below instead 3. Any ordinance amending the Sandy Municipal Code shall identify in the title of the ordinance the specific code section(s) being amended. 3.4.A public hearing shall be conducted prior to the adoption of any ordinance. D. Calendar of Ordinance. 1. An ordinance is introduced for consideration by the Council for presentation for first reading. After introduction, the Council may direct a. A public hearing on the ordinance be held; b. Refer the ordinance to committee for review and recommendation; Refer the ordinance to the city manager [city administrator] for further revision; d. Pass the ordinance to a second reading; or e. Reject the ordinance in whole or in part. Commented [JA29]: Ordinance adoption Track Changes: Sandy Version of Model Rules 17

2. All ordinances when introduced for first reading shall be identified by title and number on a calendar of first reading and may be passed to a second readingas a group without further reference. shall be placed by title and number on a calendar of second reading, and may be passed as a group, provided that the vote for the passage of the calendar is unanimous. ould any member of the Council object to any ordinance at time of sec reading, that ordinance shall be removed from the calendar of second reading, and considered separately. Ordinances to be considered separately shall be ready by title only. considered separately is placed before the Council for final passage, the city recorder [Council secretary] shall call the roll and enter the ayes, nays-Commented [JA30]: Ordinance adoption proce and abstentions in the record. All proposed amendments to an ordinance shall be in writing, and may be made by interlineation upon the ordinance. 7. No second reading of any ordinance shall occur at the meeting where it is introduced, except by suspension of this section of the rules, and no ordinance shall be passed at a single meeting, except by a unanimous vote for passage by all members of Council present. 8. An affirmative vote of at least three members of the Council shall be necessary to pass an ordinance. 9.5. When an ordinance is rejected by the Council, and is not the subject of a Commented [JA31]: The current rules have no such successful Motion to FReconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the Council for a period of not less than six months, unless at least three members of the Council petition for early consideration. II. Resolutions. All resolutions considered by and voted upon by the Council shall adhere to the rules outlined herein. A. Numbering. The City Recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction, consisting of the calendar year in which it was introduced followed by the sequence number. Each number shall be followed by the last two digits of the year in which the resolution was introduced. B. Sponsorship. Each resolution shall note the name of the member(s) of the Council introducing or sponsoring the resolution. Track Changes: Sandy Version of Model Rules 18

C.B. Preparation and Introduction. 1. A public hearing shall be conducted before adoption of any resolution imposing a fee or fine. 2. A public hearing may be held on any other resolution at the Mayor's direction or upon majority vote of the Council. Commented [JA32]: T 1. All resolutions shall, before presentation to the Council, have been approved by the city attorney, or the city attorney's designee. Commented [JA33]: This is probably cost prohibitive and Resolutions shall be introduced by a member of the Council. Except that, upon the request of the Council, a resolution may be introduced by the city manager [city administrator] or the city attorney, with a member of the Council moving further action on such resolution upon completion of the introduction. C. Adoption 1. Resolutions are adopted upon majority vote of the Council at a regular business 3. When a resolution is rejected by the Council, and is not the subject of a Commented [JA34]: Similar to the ordinance section successful Motion to FReconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the Council for a period of not less than three months, unless at least three members of the Council petition for early consideration. D. Calendar of Resolution. 1. A resolution is introduced for consideration by the Council for presentation for first reading. After introduction, the Council may direct that: a. A public hearing on the resolution be held; b. Pass the resolution to a second reading; or c. Reject the resolution in whole or in part. 2. All resolutions when introduced for first reading shall be identified by title and number on a calendar of first reading and may be passed to a secondreading as a group without further reference. Except as otherwise provided by this section, on second reading all resolutions shall be placed by title and number on a calendar of second reading, and may be passed as a group, provided that the vote for the passage of the calendar is unanimous. uld any member of the Council object to any resolution at time of secondreading, that resolution shall be removed from the calendar of second reading, Track Changes: Sandy Version of Model Rules 19

	and considered separately. Resolutions to be considered separately shall be
5.	ready by title only. When the calendar of second reading or a resolution which is to be considered
	separately is placed before the Council for final passage, the city recorder [Council secretary] shall call the roll and enter the ayes, nays and abstentions
	in the record.
6.	All proposed amendments to a resolution shall be in writing, and may be made by interlineation upon the resolution.
7.	A second reading of a resolution is permitted to occur at the meeting where it is introduced, and a resolution may be passed at a single meeting by a
	unanimous vote for passage by all members of the Council present. Commented [JA35]: Sandy does not require multiple
8.	An affirmative vote of a majority of the Council present shall be necessary to pass a resolution.
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CHAPTER 4 – Land Use Hearings

I. General Conduct of Hearings.

- A. Any party may speak in person, through an attorney, or elect to have a representative from an officially recognized neighborhood association present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the City Recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the City Recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the Presiding Officer.
- D. Upon being recognized by the Presiding Officer, any member of the Council, the City Manager *fcity administrator J*, planning director or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the Council.
- F. The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the Presiding Officer may call for those in favor and those in opposition to rise, and the City Recorder shall note the numbers of such persons for the record in the minutes.
- G. A member of the Council shall not participate in a discussion or vote in a land use proceeding if the member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City Charter.
- H. A member of the Council shall not participate in a discussion or vote in a land use proceeding if the member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.
- F.I. In an effort to maintain the impartiality of the Planning Commission, especially in cases where issues can be remanded by the City Council back to the Planning Commission for review, the following rules are established:
 - 1. For legislative land use matters before the Council, Commissioners may testify as a Commissioner, as a Commissioner representative if so designated by the Commissioner, or as a citizen.
 - 2. For quasi-judicial hearings or petitions for review before the Council,

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Commission members, who have participated in the proceeding Commission decision, may not testify before the Council on the respective matter. Commented [JA36]: This is taken from the existing rules Quasi-Judicial Land Use Matters. A. Scope of Review. All appeals and Council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record. A member of the Council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if: The mamber has an actual conflict of interest as defined by the Oreas Revised Statutes or the city charter. b.a. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for Commented [JA37]: Thi C.B. Ex Parte Contacts. Members of the Council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasijudicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in Bias and Disqualification. Any proponent, opponent, or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Councilor to participate in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Councilor's bias, pre-judgement, personal interest, or other facts from which the party has concluded that the Councilor will not participate and make a decision in an impartial manner. Such challenges shall be made prior to the commencement of the public hearing. The Mayor shall give the challenged member an opportunity to respond. A motion to accept or deny the challenge will be voted upon by the Council. Such challenges shall be incorporated into the record of the hearing. 1. In the case of a quasi-judicial matter that is heard by the Council, a Councilor must disclose his or her participation in a prior decision or action on the matter that is before the Council. A common example of this is when a Planning Commission member is elected or appointed to the City Council, or if a Councilor testifies at a Planning Commission meeting. The Councilor shall state whether he or she can participate in the hearing with an open mind and with complete disregard for the previous Track Changes: Sandy Version of Model Rules 22

decision made. If the Councilor is unable to hear the matter impartially, the Councilor has a duty to disqualify him or herself from participating in the proceedings and to leave the room. 2. If the City Council believes that a member is biased or cannot participate impartially, it may disqualify the member by majority vote from participating in a decision on a quasi-judicial matter. A Councilor who has been disqualified from participating in a decision may participate in the proceeding as a private citizen if the Councilor is a party with standing. Commented [JA38]: This language was taken from the Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria. 1. The decision of the Council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule. 2. The proponent, any opponents, and/or city staff may submit to the Council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be: 1. Land Use Hearing Disclosure Statement. The city recorder Presiding Officer [Council secretary] shall read the land use hearing disclose statement, which shall include: a. A list of the applicable criteria; Commented [JA39]: Planning staff include this in their b.a. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision; e.b. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the Council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and d.c. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court. 2. Call for ex parte contacts. The Presiding Officer shall inquire whether any member of the Council has had ex parte contacts. Any member of the Council announcing an ex parte contact shall state for the record the nature and content Track Changes: Sandy Version of Model Rules 23

of the contact. 3. Call for abstentions. The Presiding Officer shall inquire whether any member of the Council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings. 3.4.Call for conflicts of interest. The Presiding Officer shall inquire whether any member of the Council must recuse themselves from participating in the hearing due to a conflict of interest. Any member of the Council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises. Commented [JA40]: This se 4.5.Call for challenges to members of the hearing body. The Presiding Officer shall inquire whether any participant in the hearing wishes to challenge a member of the hearing body pursuant to the Bias and Disqualification section of these rules. 5.6. Staff report. Planning staff shall present a summary and recommendation concerning the proposal. 6.7. Presentation of the case. a. Proponent's case. Twenty minutes total. b. Persons in favor. Five Three minutes per person. c. Persons opposed. Five Three minutes per person. d. Other interested persons. Five Three minutes per person. e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing. 7.8. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal. 8.9. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain. 9.10. Findings and Order. The Council may approve or reject the proposal. a. The Council shall adopt findings to support its decision. b. The Council may incorporate findings proposed by the proponent, Track Changes: Sandy Version of Model Rules 24

the opponent, or staff in its decision.

G.F. Continuances. Only one continuance is available by right. However, nothing in this section shall restrict the Council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

III. Legislative Land Use Matters.

- A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:
 - 1. Call for abstentions. The Presiding Officer shall inquire whether any member of the Council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
 - 4.2.Call for conflicts of interest. The Presiding Officer shall inquire whether any member of the Council must recuse themselves from participating in the hearing due to a conflict of interest. Any member of the Council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding
 - 2.3. Presentation of the case.
 - Staff report. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
 - b. Proponent's case (if applicable). Twenty minutes total
 - c. Persons in favor. Five Three minutes per person.
 - d. Persons opposed. Five Three minutes per person.
 - e. Other interested persons. Five Three minutes per person.
 - 3.4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
 - 4-5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
 - 5-6. Reopening hearing. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the Council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

Commented [JA41]: Legislative changes will nearly always originate from Staff, but in theory there could be a citizen acting as the 'proponent.'

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CHAPTER 5 – Motions, Debate, Public Comment and Voting

- Motions. All motions shall be distinctly worded.
 - A. The following rules shall apply to motions:
 - 1. If a motion does not receive a second, it dies.
 - The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
 - 3. Any motion shall be reduced to writing if requested by a member of the Council.
 - 4. A motion to amend can be made to a motion that is on the floor and has been seconded
 - No motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the previous question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
 - 6. A motion may be withdrawn by the mover at any time without the consent of
 - 7. Amendments are voted on first, then the main motion if voted on as amended.
 - A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 - A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
 - 10. A motion that receives a tie vote fails.
 - $11. \ The \ Presiding \ Officer shall repeat the motion prior to a vote.$
 - 12. A motion to adjourn cannot be amended.

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Commented [JA42]: This language is from the existing rules, rather than the LOC language below B. Motion to Reconsider. A member who voted with the majority may move for a reconsideration of an action at the same or the next regular meeting. The second of a motion may be a member of the minority. Once a matter has been $\underline{reconsidered,\,no\;motion\;for\;further}\;\underline{reconsideration\;shall\;be\;made\;without}$ unanimous consent of the Council. tion to reconsider may only be made by a member of the prevailing Any member may second the motion. No motion shall be made more than once. 2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council. II. Debate. The following rules shall govern the debate of any item being discussed by the Council: A. Every member desiring to speak shall address the Presiding Officer, and, upon recognition by the Presiding Officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner. B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided. C. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate. Public Comment. The public shall be entitled to comment on all matters before the Commented [JA43]: Ou A. Public comment shall occur after the matter up for vote has been presented by city staff and before the Council takes any formal action on the matter. Each member of the public is entitled to comment on the matter before the Council for five minutes. C. Public comment is a time for comment, it is not a time for debate, nor is it a time for members of the public to ask questions of and receives answers from the Council or city staff D. Each person desiring to give public comments shall provide the Council with hisor her name and address prior to giving comment. This information shall be used to insure the minutes of the meeting properly reflect those persons who provided-W.III. Voting. The following rules shall apply to voting on matters before the Council, unless amended in the manner outlined in Chapter 4 of these Rulesexcept for any instance in which these rules are found to conflict with the City Charter. Track Changes: Sandy Version of Model Rules 27

B. C. C. D. E. L. L. L. L. L. L. L. L. L	Charter. An Ordinance Involving a Fee or Fine. An ordinance involving a fee or fine shall require a majority of the Council to pass. An Ordinance Not Involving a Fee. An ordinance which does not involve a fee or a fine shall require a majority of a quorum to pass. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present. E. Budget. The budget shall require a majority of a quorum to pass. F. Franchise. A majority of a quorum shall be required to pass an ordinance granting a franchise. Suspension of Rules. A unanimous vote of all members of the Council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter shall not be suspended or rescinded. All votes shall be recorded in the minutes.	Commented [JA44]: Ordinance adoption processes are governed by Charter Chapter 8 – this would be redundant and/or contradictory. Commented [JA45]: This is governed by the City Charter Chapter 8
	Track Changes: Sandy Version of Model Rules 28	Commented [JA46]: This is governed by state law

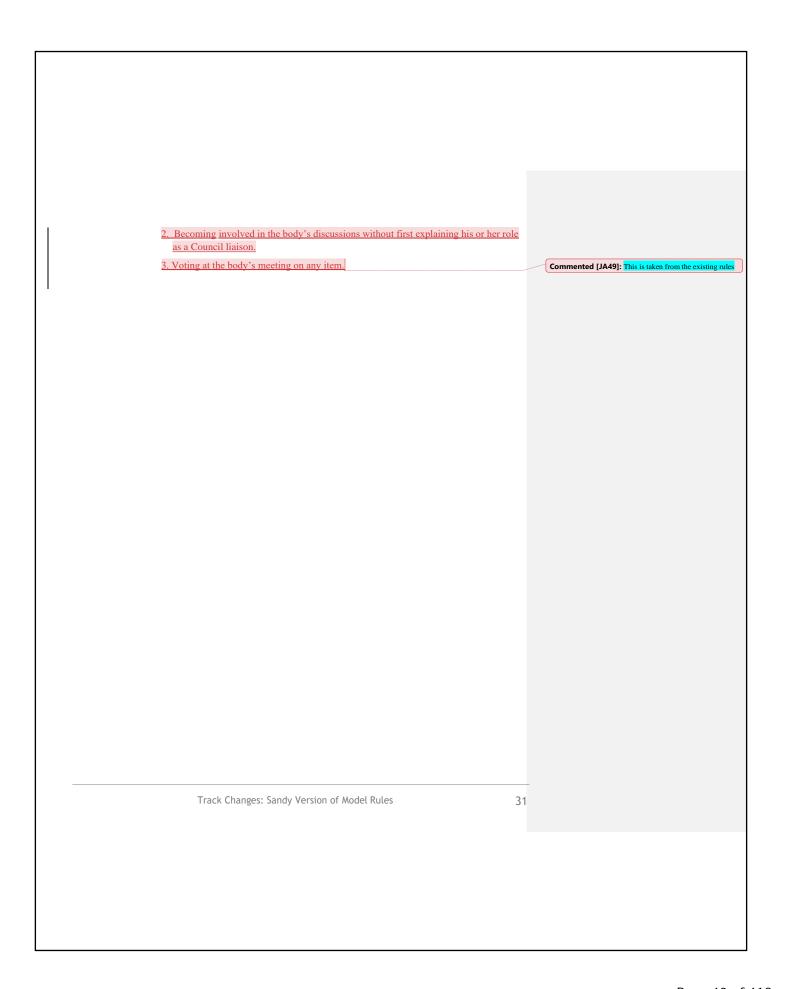
CHAPTER 6 – Minutes

- I. Generally.
 - A. All minutes shall be in written form, with an electronic copy of the meeting maintained by the City Recorder [Council secretary] in accordance with the appropriate record retention schedule.
 - B. The minutes shall contain the following information:
 - 1. The date, time and place of the meeting;
 - 2. The members present;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting
- II. Approval. The Council shall approve all minutes of any meeting.
 - A. All minutes shall be approved within ninety days of the meeting having occurred.
 - B. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed.
 - C. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

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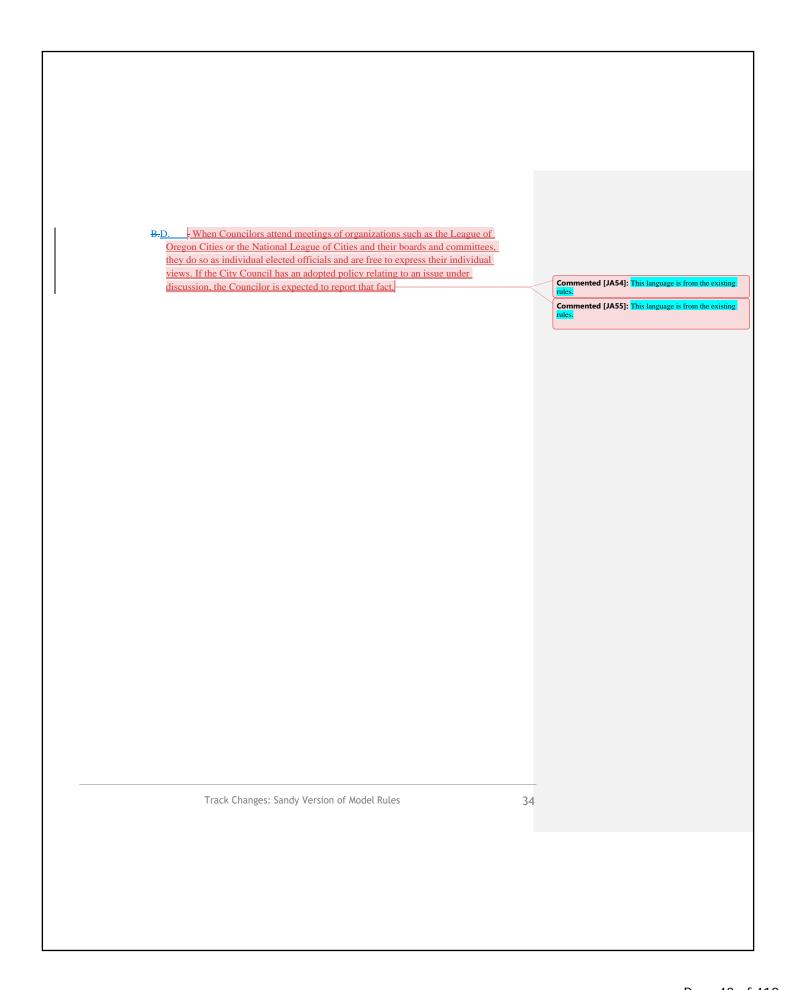
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CHAPTER 7 – Appointments Appointments of City Staff. The Council appoints and can remove those positions identified in the City Charter. All appointments require a majority vote of the entire Council. A. Reviews. Any person appointed by the Council shall be subject to anannual periodic review by the Council. B. Removals. All appointed persons may be removed by a majority vote of the entire Council. C. Interference. If the Council appoints a municipal judge, the Council may meet with the judge, but in no instance shall the Council be permitted to interfere with the judge's exercise of judicial authority or discretion. II. Appointments of Members to Boards, Commissions and/or Committees. A. The Council shall establish rules, policies, and procedures for the creation of Boards, Commissions, and/or Committees, and for appointments of members thereto, by Council Resolution. Commented [JA48]: A. Unless otherwise mandated by state law, the Mayor shall appoint the members of any board, commission or committee authorized by the Council. B. Unless otherwise prohibited by the Council, the Mayor shall have the authority create and appoint subcommittees of committees authorized by the C. Removals. All appointed persons may be removed by the Mayor. Ш Liaisons to Boards, Commissions and/or Committees. To facilitate the exchange of information between the Council and its advisory bodies and standing committees, the Mayor will, at least biennially, make liaison and membership appointments to City boards, commissions and committees. A. Councilors assigned as members of a board, commission, task force, or committee shall participate in the discussion and framing of recommendations to forward on to the full City Council. Councilors will represent the position of the advisory board, commission, task force, or committee when presenting recommendations to the City Council. B. In order to respect the separation between policy making and advisory boards, commissions and committees, councilors assigned as a liaison to advisory boards and committees shall refrain from: 1. Attempting to lobby or influence boards, commissions and committees on any item under their consideration. It is important for the advisory body to make objective recommendations to the Council on items before them. Track Changes: Sandy Version of Model Rules 30



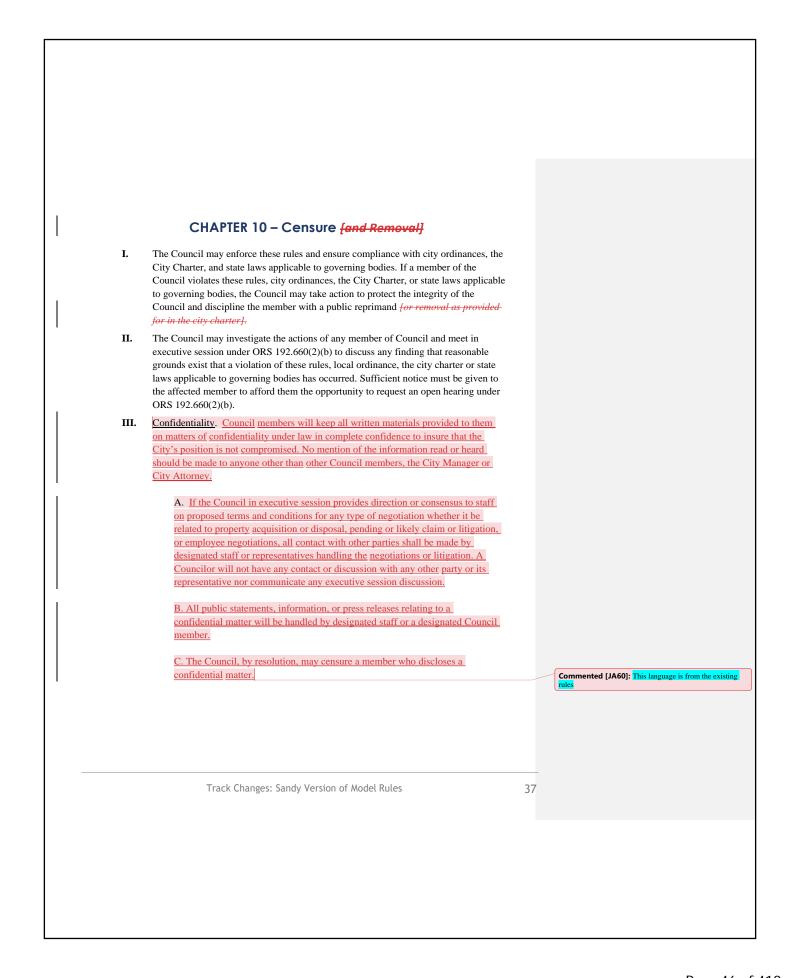
CHAPTER 8 – Ethics, Decorum, Outside Statements Ethics. All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from: A. Disclosing confidential information. B. Taking action which benefits special interest groups or persons at the expense of the city as a whole. C. Expressing an opinion contrary to the official position of the Council without Commented [JA50]: See below C. Conducting themselves in a manner so as to bring discredit upon the government of the city. D. Participating in a discussion or vote if the member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City Charter; or participating in a discussion or vote if the member has a potential conflict of interest as defined by the Oregon Revised Statutes or the City Charter without first declaring such fact for the record. Commented [JA51]: Concept taken from ex Decorum. A. Decorum During Public Meetings 1. The Presiding Officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council. 2. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules. 3. Members of the Council shall practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to particular points of view, and criticism of ideas and information are legitimate elements of democratic governance. However, this does not allow board members to make belligerent, personal, slanderous, threatening, abusive, or disparaging comments. 4. Members of the Council shall avoid personal comments that are intended to, or could reasonably be construed to, purposefully offend others. If a Council member is offended by the conduct or remarks of another Council member, the offended Council member is encouraged to address the matter directly with the offending Council member at the earliest opportunity and work toward an amicable resolution. Track Changes: Sandy Version of Model Rules 32

4.5. Members of the Council shall be welcoming to speakers at public meetings and treat them with respect. For many citizens, speaking in front of a board is a new and difficult experience. Board members should commit full attention to the speaker. Comments, questions, and non-verbal expressions should be appropriate, respectful, and professional. 6. Members of the city staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council. B. Decorum Outside Public Meetings 1. Members of the Council shall continue professional and respectful behavior outside of public meetings. Council members are viewed by the public as representatives of the City. As such, the same level of decorum and consideration for differing points of view deemed appropriate for Council meeting deliberations (outlined above) should be maintained in other public settings and private conversations, particularly when discussing City business, City officials (elected and appointed), members of the public, and City staff. 5.2. Members of the Council shall practice courtesy, civility, and respect when participating in social media forums. They shall provide accurate information, speak truthfully, and represent the views and positions of the Commented [JA52]: This language is take City, the Council, and other individuals forthrightly and in good faith. III. Statements to the Media and Other Organizations A. Representing City. If a member of the Council, to include the Mayor, appears as a representative of the city before representatives of another governmental entityagency, the media, or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the Council. B. Personal Opinions. If a member of the Council, to include the Mayor, appears in their personal capacity before representatives of another governmental entityagency, the media, or an organization to give a statement on an issue, the member must first indicate the majority position of the Council. Personal opinions and comments may be expressed only if the Council member clarifies that those statements do not represent the position of the Council, must state they are Commented [JA53]: This language is from the existing expressing their own opinion and not that of the city before giving their statement C. The effectiveness of City lobbying in Salem or in Washington, D.C. depends on the clarity of the City's voice. When Council members represent the City in a lobbying situation, it is appropriate that the Council members avoid expressions of personal dissent from an adopted Council policy. Track Changes: Sandy Version of Model Rules 33



CHAPTER 9 - Interactions with Staff & City Attorney Staff. All members of the Council shall respect the separation between the Council's role and the city's manager's feity administrator's responsibility by: A. Not interfering with the day-to-day administration of city business, which is the responsibility of the City Manager-[city administrator]. B. Refraining from actions that would undermine the authority of the City Manager [city administrator] or a department head. C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager [city administrator]. 1. Questions from individual members of the Council requiring significant time or resources (two-one hours or more) shall normally require approval 4.2. A Council member who desires major policy or ordinance research should first raise the issue at a meeting during Council Reports. The Council should consider items in light of City priorities and workload and agree to proceed with an issue or ordinance before staff time is spent preparing a report. The Council member may present information or a position paper or ask for a department report or committee recommendation. Council members who agree that staff time can be spent on a particular item are not bound to support the issue when it comes before the Council for a vote. Commented [JA56]: This language is taken from the 3. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual private capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council. 4. All staff responses to information requests from individual Council members will be -submitted to the entire Council with a notation indicating which <u>Councilor requested the information</u>. This section is <u>also</u> not intended to Commented [JA57]: This language is from the existing apply to questions by members of the Council acting in their individual private capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council. 2.5.Members of the Council shall comply with public meetings law and avoid deliberating on policy matters by responding to the communications discussed in this section. Track Changes: Sandy Version of Model Rules 35

п.	Council Meetings. Council members desiring to question the staff during a Council meeting shall address the questions to the City Manager, who shall be entitled to either answer the inquiry or designate a staff member to do so.	Commented [JA58]: This text is from the current Counce Rules
III.	City Attorney. Requests to the City Attorney for advice requiring legal research shall not be made by a Council member except with the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to	Commented [JA59]: The replacement text here is from the current Council Rules
	consider consulting with the City Manager to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Manager. Exceptions to this are issues that are related to the performance of the City Manager and/or unique and sensitive personnel, provided they are City business-related requests. The City	
	Attorney shall in either case provide any written response to the full Council and City Manager. Council members may make requests to the city attorney for advice no more than once a month, so long as the request does not require more than two hours of the attorney's time. A Councilor may make additional requests within a month or make a request that	
	exceeds two hours with the concurrence of the majority of the Council.	
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CHAPTER 11 – Amendment and Repeal

- Amendment. These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.
 - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. All amendments to these rules require a majority vote of the Council.
 - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- II. Repeal. These rules of procedure are subject to repeal and replacement by the Council in accordance with the rules noted herein.
 - A. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
 - B. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - C. Any repeal and replacement of these rules requires a majority vote of the Council.
 - D. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.

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LEAGUE OF OREGON CITIES

DRAFT CUSTOMIZED FOR SANDY 6/21/22

Model Rules of Procedure for Council Meetings

MARCH 2017





Model Rules of Procedure for Council Meetings

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Introduction

In Oregon, many city charters require a City Council to establish rules of procedure for how Council meetings will be governed, how appointments will be made and how Council members are to interact with city employees. Although those charters direct the Council to create rules, the charters don't provide substance or guidance on how to do so. The purpose of this guide is to provide cities with a starting point in creating their rules of procedure, where required by the city charter, or where a Council so desires.

Establishing rules of procedure for Council meetings has several benefits. First, it allows for meetings to be run in an efficient and consistent manner. Second, it allows for the Council and residents to debate matters of public concern in a courteous and respectful manner that lessens the likelihood of discontent and friction. Third, rules provide guidance to Council members on how they are to interact and engage with city employees and members of the public. Fourth, rules of procedure ensure continuity and stability during transition years when new members of the Council are elected to office.

These model rules are intended to provide a starting point for a City Council needing to adopt or update its Council rules. Although comprehensive, they are not exhaustive, and Council members should work together to identify areas in which rules are needed. Similarly, these model rules are not intended to be the definitive statement on what a Council should adopt. City Councils have a lot of discretion in determining how to conduct their business—and they should not feel constrained to adopt the rules as presented in this model, but rather to exercise their inherit discretion in crafting a set of rules that match their community's culture, needs and values.

Disclaimer

The League's Model Rules of Procedure for Council Meetings are not a substitute for legal advice. To ensure compliance with federal, state, and any applicable local charters or ordinances, city officials drafting rules of procedure for Council meetings are advised to seek the advice of their city attorney.

CHAPTER 1 – General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance, or these rules, the procedure for Council meetings, and any subcommittee of a City Council, shall be guided by Robert's Rules of Order, 11th Edition.
- B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.
- II. Quorum. A quorum is required to conduct official city business.

III. Presiding Officer.

- A. The Mayor shall preside over all meetings. The Mayor shall retain all rights and privileges of the office of the Mayor as set out in the city charter when acting in this capacity.
- B. In the Mayor's absence the President of the Council shall preside over the meeting. The President of the Council shall retain all rights and privileges of the office of the Mayor as set out in the city charter when acting in this capacity.
- C. If both the Mayor and the President of the Council are absent from the meeting, the following procedure shall be utilized to determine who is the Presiding Officer:
 - 1. The City Manager shall call the Council to order and call the roll of the members.
 - 2. Those members of Council present shall elect, by majority vote, a temporary Presiding Officer for the meeting.
 - 3. Should either the Mayor or the President of the Council arrive, the temporary Presiding Officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
 - 4. The Presiding Officer shall retain all rights and privileges of a member of Council when acting in this capacity.

IV. Other Elected and Appointed Officers.²

A. City Recorder. The City Recorder shall advise the Presiding Officer on any

- questions of order or parliamentary procedure. Additionally, the City Recorder shall keep the official minutes of the Council.
- B. <u>City Manager</u>. The City Manager is required to attend all meetings of the Council and is permitted to participate in any discussion; however, the City Manager has no authority to cast a vote in any decision rendered by the Council.
- C. <u>City Attorney</u>. The city attorney may attend any meeting of the Council, and will, upon request, give an opinion, either written or oral, on legal questions.
- V. Agendas. The City Manager, in collaboration with the Presiding Officer, shall prepare an agenda for every Council meeting.
 - A. Agendas and informational material for meetings shall be distributed to the Council at least four (4) days preceding the meeting.
 - B. The City Manager may place routine items and items referred by staff on the agenda without Council approval or action.
 - C. The City Manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The Presiding Officer shall announce such removal under Changes to the Agenda.
 - D. A member of the Council who wishes to have an item placed on the agenda shall advise the City Manager and Presiding Officer at least one week prior to the meeting.*
- VI. Order of Business. The order of business for all regular meetings shall be as follows, however when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by the Presiding Officer or by majority vote of the Council:
 - 1. Pledge of Allegiance
 - 2. Call to order.
 - 3. Roll call.
 - 4. Changes to the Agenda
 - 5. Proclamations.
 - 6. Public comment (other than public hearings).
 - 7. Response to previous public comments
 - 8. Presentations
 - 9. Consent agenda.
 - 10. Ordinances
 - 11. Resolutions.

- 12. Old business
- 13. New business
- 14. Report from the City Manager
- 15. Committee / Council Reports
- 16. Adjournment.
- A. The Pledge of Allegiance shall be observed at all City Council regular meetings.
- B. <u>Call to Order</u>. The presiding chair shall call all meetings of the Council to order. The call to order shall note the date and time of the meeting so that it may accurately be reflected in the minutes.
- C. <u>Roll Call</u>. The City Recorder shall conduct a roll call to determine which members of the Council are present and which are absent.
 - 1. The attendance shall be properly reflected in the minutes.
- D. If roll call determines that a quorum is not present, the meeting shall be adjourned, except as prescribed by the City Charter, Section 14. Changes to the Agenda. A change to the agenda may be made by majority vote of the Council.
- E. <u>Proclamations</u>. Proclamations are recognitions of notable events, causes, and/or individuals by the Council.
- F. Public Comment (other than public hearings).
 - 1. For general public comments (other than public hearings), individuals wishing to speak must signup in advance of the meeting. Virtual attendees must submit an online signup form by 3:00 p.m. on the day of the meeting; in-person attendees must submit a signup card by 7:00 p.m. on the day of the meeting.
 - 2. Each speaker shall be afforded a total of three minutes. Unless a Council member objects, the Presiding Officer may extend the time limit at his or her discretion.
 - 3. Speakers are required to state their names and addresses for the record.
 - 4. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. General public comment shall not be used to testify about a quasijudicial land use matter, to testify on an item that is not a public matter, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.

- 5. Councilors may, after obtaining the floor, ask questions of speakers during public comment. Councilors shall use restraint when exercising this option, and shall attempt to limit questioning to no more than three minutes. The Presiding Officer may intervene if a Councilor is violating the spirit of this guideline.
- Public comment is a time for comment, it is not a time for debate, nor is it a time for members of the public to ask questions of and receive answers from the Council or city staff.
- G. Response to previous Public Comments. This is an opportunity to respond to comments received at previous meetings that have taken additional time to research.
- H. Written Communications to Council.
 - Unsolicited communications to the City Council concerning City business and City policy matters that are received by 12:00 p.m. on the Wednesday preceding a Council meeting shall be forwarded to the Council in the agenda packet, but shall not be individually itemized on the agenda.
 - 2. The City Manager may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action.
- I. <u>Consent Agenda</u>. In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
 - 1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 - 2. Any item on the consent agenda may be removed for separate consideration by any member of the Council.
 - 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of Council must declare a conflict of interest.
- J. Ordinances See Chapter 3
- K. Resolutions See Chapter 3

L. Public Hearings Generally

- 1. At a minimum, a public hearing shall be conducted before adoption of any ordinances, and any resolutions imposing fees or fines.
- 2. A public hearing may be held on any matter upon majority vote of the Council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
- 3. The Presiding Officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda, and shall then declare the hearing open.
- 4. Each person shall, prior to giving testimony, give his or her name and address. All remarks shall be addressed to the Council as a body and not to any member thereof.
- 5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes.
- 6. Councilors may, after recognition by the Presiding Officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by Councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option. The Presiding Officer may intervene if a Councilor is violating the spirit of this guideline.
- Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided.
 - 8. The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial testimony. The Presiding Officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The Presiding Officer, with the approval of the Council, may further limit the time and/or number of speakers at any public hearing; provided that the Presiding Officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the Presiding Officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the City Recorder to note the numbers in the minutes.

- 9. At the end of public testimony and questions of staff, the Council shall initiate deliberations; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.
- 10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the City Recorder prior to the conclusion of the hearing.
- 11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the City Recorder pursuant to ORS 192.368(1).
- M. Conduct of Hearings on Land Use Matters See Chapter 4
- VII. Sergeant-at-Arms. A law enforcement officer of the City may be Sergeant-at-Arms of the Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the Presiding Officer for the purposes of maintaining order and decorum at the Council meeting. If the Sergeant-at-Arms determines that the actions of any person who violates the order and decorum of the meeting constitutes a violation of any provision of the Sandy Municipal Code, the Sergeant-at-Arms may place such person under arrest and cause such person to be prosecuted under the provisions of the Municipal Code, or take other appropriate action as outlined in the Sandy Official Police Manual Revised.
 - A. Any of the following shall be sufficient cause for the Sergeant-at-Arms to, at the direction of the Presiding Officer, or by a majority of the Council present, remove any person from the Council chamber for the duration of the meeting:
 - 1. Use of unreasonably loud or disruptive language.
 - 2. Making of loud or disruptive noise, including applause.
 - 3. Engaging in violent or distracting action.
 - 4. Willful injury of furnishings or of the interior of the Council chambers.
 - 5. Refusal to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.

- 6. Refusal to obey an order of the Presiding Officer.
- B. Before the Sergeant-at-Arms is directed to remove any person from a Council meeting for conduct described in this section, that person shall be given a warning by the Presiding Officer to cease his or her conduct. If a meeting is disrupted by members of the audience, the Presiding Officer or a majority of the Council present may declare a recess and/or order that the Council chamber be cleared.
- VIII. Flags, Signs, and Posters. No flags, posters, placards or signs, unless authorized by the Presiding Officer, may be carried or placed within the Council Chambers during an official meeting. This restriction shall not apply to arm bands, emblems, badges or other articles worn on personal clothing or individuals, provided that such devices do not interfere with the vision or hearing of other persons at the meeting or pose a safety hazard.
- IX. City Council Vacancies. Upon declaring a vacancy on the City Council, the Council will fill the vacancy under provisions of the City Charter. The vacancy will be advertised and applications will be completed. After the filing deadline has passed the Council will conduct public interviews of all applicants. The Council will make a decision to fill the vacancy in a public meeting

X. Conferences and Seminars

- A. Members of the Council are urged to educate themselves about local government. To that end, and as funding allows, Councilors are urged to attend League of Oregon Cities functions. Requests to attend other government related conferences, training seminars and meetings will be presented to the Council for approval. Members of the Council who serve on committees or the boards of the League of Oregon Cities, the National League of Cities or other such government group will be reimbursed for reasonable expenses not covered by the respective body.
- B. If a member of the Council resigns their position but continues to serve on a League of Oregon Cities, National League of Cities or other such government group committee or board and is expected to attend a meeting, conference or seminar; the approved expenses not covered by the respective body will be reimbursed by the City.
- C. Upon the Councilor's return from attending a conference, training seminar or meeting, the Council will give a report to all members of the Council unless the majority attended the same function, or if requested by any Councilor who did not attend the conference, seminar or meeting.
- D. Councilors will follow the same rules and procedures for reimbursement as those which apply to City employees, set forth in the policy manual. Councilor expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) will require advance Council approval according to the purchasing rules which apply City wide.

E.	The Council member who will be traveling should make his or her own reservations for travel and lodging. The City will issue the appropriate purchase order/ expenditure upon request and approval by the City Manager.	
F.	The City does not reimburse Council members for expenses incurred by their spouses.	
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CHAPTER 2 – Meeting Time, Location and Frequency

- **I. Regular meetings**. The Council shall meet on the first and third Monday of every month, with the exception of designated holidays and/or Council recesses.
 - A. Regular meetings shall begin at 7 p.m.
- **II. Special meetings**. Special meetings may be called in accordance with Section 13 of the City Charter.
 - A. Notice of the special meeting shall be given to each member of the Council, the City Manager [city administrator], and each local media organization which has on file a written request for notice of special meetings.
 - B. Notice of the special meeting shall be given to all members of the Council and the City Manager [city administrator] via telephone and email.
 - C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
- **III. Emergency meetings**. Emergency meetings may be called by the Presiding Officer, by the request of three members of Council, or by the City Manager.
 - A. Notice of the emergency meeting shall be given to each member of the Council, the City Manager, and each local media organization which has on file a written request for notice of special meetings.
 - B. Emergency meetings are those meetings called with less than 24 hours' notice and the Council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
 - C. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

- **IV. Executive Sessions**. Executive sessions may be called by the Presiding Officer, by the request of three members of Council, by the City Manager or by the city attorney.
 - A. Executive sessions shall be held in accordance with state law.
 - B. Only members of the Council, the City Manager/, the City Attorney, and persons specifically invited by the City Manager or the Council shall be allowed to attend executive sessions.
 - C. Representatives of recognized news media⁴ may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.
 - D. <u>Litigation</u>: within 30 days of the City's receipt of a statutory notice of intent to sue, or a summons and complaint for damages, the Council will either receive a written report, or will meet in executive session with the City Manager
- **V. Work Sessions**. Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.
 - A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
 - B. Work sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a work session.
 - C. Work sessions are to be scheduled by the City Manager in collaboration with the Presiding Officer.
 - D. The City Manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.
- **VI. Holidays**. In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall be held on the following day.
- **VII. Council Recess.** The Council shall be in recess at least once each calendar year, foregoing one of its regular meetings.
- VIII. Location. In accordance with state law, regular Council meetings shall be conducted in a hybrid in-person / virtual format, allowing Council members, staff, and the public to attend and participate either in-person at City Hall or virtually via a medium that is freely and easily accessible by the public, and that allows the public to observe and provide input (as appropriate) during the meeting.
 - A. In the event that circumstances prevent the Council from meeting in-person, the Council may conduct a regular meeting entirely virtually via a medium that meets the requirements in the above section.

- B. Special meetings may be held at a location within the city's jurisdictional limits other than City Hall.
- C. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
- D. Interjurisdictional meetings may be held outside of the city's jurisdictional limits, but should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
- E. No Council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.
- **IX. Notice**. The City Recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.
- X. Attendance. Members of the Council shall advise the City Manager and Presiding Officer if they will be unable to attend any meetings. Under the charter, a Council position becomes vacant if the member of Council is absent from the city for more than 30 days without Council permission, or absent from all meetings of the Council within a 60-day period without Council permission, and upon a declaration by the Council of the vacancy.
 - A. The Mayor shall notify the City Manager and Council President in advance of any absence by the Mayor
 - B. Council members shall also notify the City Manager and Presiding Officer in advance if they choose to attend any meeting virtually rather than in-person.
 - C. Council members will make their best efforts to schedule absences/vacations around Council meetings. Excused absences are typically for personal, family, or medical reasons.

CHAPTER 3 – Ordinances and Resolutions

- I. Ordinances. All ordinances considered by and voted upon by the Council shall adhere to the rules outlined herein.
 - A. <u>Numbering</u>. The City Recorder shall number all ordinances with a consecutive identification number in the order of their introduction consisting of the calendar year in which it was introduced followed by the sequence number.

B. Preparation.

- 1. All ordinances shall, before presentation to the Council, have been approved by the city attorney, or the city attorney's designee.
- 2. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title.
- 3. Any ordinance amending the Sandy Municipal Code shall identify in the title of the ordinance the specific code section(s) being amended.
- 4. A public hearing shall be conducted prior to the adoption of any ordinance.
- 5. When an ordinance is rejected by the Council, and is not the subject of a successful Motion to Reconsider as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the Council for a period of not less than six months, unless at least three members of the Council petition for early consideration.
- **II. Resolutions**. All resolutions considered by and voted upon by the Council shall adhere to the rules outlined herein.
 - A. <u>Numbering</u>. The City Recorder shall number all resolutions with a consecutive identification number in the order of their introduction, consisting of the calendar year in which it was introduced followed by the sequence number.

B. Preparation.

- 1. A public hearing shall be conducted before adoption of any resolution imposing a fee or fine.
- 2. A public hearing may be held on any other resolution at the Mayor's direction or upon majority vote of the Council.

C. Adoption

1. Resolutions are adopted upon majority vote of the Council at a regular business meeting.

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CHAPTER 4 – Land Use Hearings

I. General Conduct of Hearings.

- A. Any party may speak in person, through an attorney, or elect to have a representative from an officially recognized neighborhood association present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the City Recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the City Recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the Presiding Officer.
- D. Upon being recognized by the Presiding Officer, any member of the Council, the City Manager, planning director or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the Council.
- F. The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the Presiding Officer may call for those in favor and those in opposition to rise, and the City Recorder shall note the numbers of such persons for the record in the minutes.
- G. A member of the Council shall not participate in a discussion or vote in a land use proceeding if the member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City Charter.
- H. A member of the Council shall not participate in a discussion or vote in a land use proceeding if the member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.
- I. In an effort to maintain the impartiality of the Planning Commission, especially in cases where issues can be remanded by the City Council back to the Planning Commission for review, the following rules are established:
 - 1. For legislative land use matters before the Council, Commissioners may testify as a Commissioner, as a Commissioner representative if so designated by the Commissioner, or as a citizen.
 - 2. For quasi-judicial hearings or petitions for review before the Council,

Commission members, who have participated in the proceeding Commission decision, may not testify before the Council on the respective matter.

II. Quasi-Judicial Land Use Matters.

- A. <u>Scope of Review</u>. All appeals and Council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record.
- B. Ex Parte Contacts. Members of the Council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.
- C. <u>Bias and Disqualification</u>. Any proponent, opponent, or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Councilor to participate in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Councilor's bias, pre-judgement, personal interest, or other facts from which the party has concluded that the Councilor will not participate and make a decision in an impartial manner. Such challenges shall be made prior to the commencement of the public hearing. The Mayor shall give the challenged member an opportunity to respond. A motion to accept or deny the challenge will be voted upon by the Council. Such challenges shall be incorporated into the record of the hearing.
 - 1. In the case of a quasi-judicial matter that is heard by the Council, a Councilor must disclose his or her participation in a prior decision or action on the matter that is before the Council. A common example of this is when a Planning Commission member is elected or appointed to the City Council, or if a Councilor testifies at a Planning Commission meeting. The Councilor shall state whether he or she can participate in the hearing with an open mind and with complete disregard for the previous decision made. If the Councilor is unable to hear the matter impartially, the Councilor has a duty to disqualify him or herself from participating in the proceedings and to leave the room.
 - 2. If the City Council believes that a member is biased or cannot participate impartially, it may disqualify the member by majority vote from participating in a decision on a quasi-judicial matter. A Councilor who has been disqualified from participating in a decision may participate in the proceeding as a private citizen if the Councilor is a party with standing.
- D. <u>Burden of Proof</u>. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

- The decision of the Council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
- The proponent, any opponents, and/or city staff may submit to the Council a
 set of written findings or statements of factual information which are intended
 to demonstrate the proposal complies or fails to comply with any or all
 applicable standards and criteria.
- E. <u>Hearing Procedures</u>. The order of hearings in quasi-judicial land use matters shall be:
 - 1. Land Use Hearing Disclosure Statement. The Presiding Officer shall read the land use hearing disclose statement, which shall include:
 - A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;
 - b. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the Council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
 - c. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
 - Call for ex parte contacts. The Presiding Officer shall inquire whether any
 member of the Council has had ex parte contacts. Any member of the Council
 announcing an ex parte contact shall state for the record the nature and content
 of the contact.
 - 3. Call for abstentions. The Presiding Officer shall inquire whether any member of the Council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
 - 4. Call for conflicts of interest. The Presiding Officer shall inquire whether any member of the Council must recuse themselves from participating in the hearing due to a conflict of interest. Any member of the Council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding.
 - 5. Call for challenges to members of the hearing body. The Presiding Officer shall inquire whether any participant in the hearing wishes to challenge a member of the hearing body pursuant to the Bias and Disqualification

section of these rules.

- 6. Staff report. Planning staff shall present a summary and recommendation concerning the proposal.
- 7. Presentation of the case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Three minutes per person.
 - c. Persons opposed. Three minutes per person.
 - d. Other interested persons. Three minutes per person.
 - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
- 8. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
- 9. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
- 10. Findings and Order. The Council may approve or reject the proposal.
 - a. The Council shall adopt findings to support its decision.
 - b. The Council may incorporate findings proposed by the proponent, the opponent, or staff in its decision.
- F. <u>Continuances</u>. Only one continuance is available by right. However, nothing in this section shall restrict the Council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

III. Legislative Land Use Matters.

- A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:
 - Call for abstentions. The Presiding Officer shall inquire whether any
 member of the Council wishes to abstain from participation in the hearing.
 Any member announcing an abstention shall identify the reason therefor
 and shall not participate in the proceedings.

- 2. Call for conflicts of interest. The Presiding Officer shall inquire whether any member of the Council must recuse themselves from participating in the hearing due to a conflict of interest. Any member of the Council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding
- 3. Presentation of the case.
 - a. Staff report. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
 - b. Proponent's case (if applicable). Twenty minutes total.
 - c. Persons in favor. Three minutes per person.
 - d. Persons opposed. Three minutes per person.
 - e. Other interested persons. Three minutes per person.
- 4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
- 5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
- 6. Reopening hearing. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the Council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

CHAPTER 5 – Motions, Debate, Public Comment and Voting

- **I. Motions**. All motions shall be distinctly worded.
 - A. The following rules shall apply to motions:
 - 1. If a motion does not receive a second, it dies.
 - The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
 - 3. Any motion shall be reduced to writing if requested by a member of the Council.
 - 4. A motion to amend can be made to a motion that is on the floor and has been seconded.
 - 5. No motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the previous question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
 - 6. A motion may be withdrawn by the mover at any time without the consent of the Council.
 - 7. Amendments are voted on first, then the main motion if voted on as amended.
 - A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 - 9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
 - 10. A motion that receives a tie vote fails.
 - 11. The Presiding Officer shall repeat the motion prior to a vote.
 - 12. A motion to adjourn cannot be amended.

- B. <u>Motion to Reconsider</u>. A member who voted with the majority may move for a reconsideration of an action at the same or the next regular meeting. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Council.
- **II. Debate.** The following rules shall govern the debate of any item being discussed by the Council:
 - A. Every member desiring to speak shall address the Presiding Officer, and, upon recognition by the Presiding Officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
 - B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
 - C. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate. Council
- III. Voting. The following rules shall apply to voting on matters before the Council, except for any instance in which these rules are found to conflict with the City Charter.
 - A. Reports and Plans. A majority of a quorum shall be required to approve or accept a report or plan. However, no vote is required if the report is only for informational purposes.
 - B. <u>Consent Agenda</u>. The unanimous vote of all members of the Council present is required to approve the matters on a consent agenda.
 - C. Resolutions. A majority of a quorum shall be required to pass a resolution.
 - D. Ordinances. Ordinances shall be passed in a manner consistent with the City Charter.
 - E. Budget. The budget shall require a majority of a quorum to pass.
 - F. <u>Franchise</u>. A majority of a quorum shall be required to pass an ordinance granting a franchise.
 - G. <u>Suspension of Rules</u>. A unanimous vote of all members of the Council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter shall not be suspended or rescinded.
 - H. All votes shall be recorded in the minutes.
 - I. <u>Ties</u>. Tie votes shall indicate a denial of the proposal. If the tie is a matter that has been appealed from a lower city body or commission, a tie shall render the lower body's decision approved.

 J. <u>Effective date</u>. 1. A resolution shall become effective upon adoption unless otherwise stated in the resolution. 	
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CHAPTER 6 – Minutes

I. Generally.

- A. All minutes shall be in written form, with an electronic copy of the meeting maintained by the City Recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time and place of the meeting;
 - 2. The members present;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting
- II. Approval. The Council shall approve all minutes of any meeting.
 - A. All minutes shall be approved within ninety days of the meeting having occurred.
 - B. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed.
 - C. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 7 – Appointments

- I. Appointments of City Staff. The Council appoints and can remove those positions identified in the City Charter. All appointments require a majority vote of the entire Council.
 - A. <u>Reviews</u>. Any person appointed by the Council shall be subject to periodic review by the Council.
 - B. <u>Removals</u>. All appointed persons may be removed by a majority vote of the entire Council.
 - C. <u>Interference</u>. If the Council appoints a municipal judge, the Council may meet with the judge, but in no instance shall the Council be permitted to interfere with the judge's exercise of judicial authority or discretion.
- II. Appointments of Members to Boards, Commissions and/or Committees.
 - A. The Council shall establish rules, policies, and procedures for the creation of Boards, Commissions, and/or Committees, and for appointments of members thereto, by Council Resolution.
- III. Liaisons to Boards, Commissions and/or Committees. To facilitate the exchange of information between the Council and its advisory bodies and standing committees, the Mayor will, at least biennially, make liaison and membership appointments to City boards, commissions and committees.
 - A. Councilors assigned as members of a board, commission, task force, or committee shall participate in the discussion and framing of recommendations to forward on to the full City Council. Councilors will represent the position of the advisory board, commission, task force, or committee when presenting recommendations to the City Council.
 - B. In order to respect the separation between policy making and advisory boards, commissions and committees, councilors assigned as a liaison to advisory boards and committees shall refrain from:
 - 1. Attempting to lobby or influence boards, commissions and committees on any item under their consideration. It is important for the advisory body to make objective recommendations to the Council on items before them.
 - 2. Becoming involved in the body's discussions without first explaining his or her role as a Council liaison.
 - 3. Voting at the body's meeting on any item.

CHAPTER 8 – Ethics, Decorum, Outside Statements

- I. Ethics. All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
 - C. Conducting themselves in a manner so as to bring discredit upon the government of the city.
 - D. Participating in a discussion or vote if the member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City Charter; or participating in a discussion or vote if the member has a potential conflict of interest as defined by the Oregon Revised Statutes or the City Charter without first declaring such fact for the record.

II. Decorum.

A. Decorum During Public Meetings

- 1. The Presiding Officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.
- Members of the Council shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules.
- 3. Members of the Council shall practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to particular points of view, and criticism of ideas and information are legitimate elements of democratic governance. However, this does not allow board members to make belligerent, personal, slanderous, threatening, abusive, or disparaging comments.
- 4. Members of the Council shall avoid personal comments that are intended to, or could reasonably be construed to, purposefully offend others. If a Council member is offended by the conduct or remarks of another Council member, the offended Council member is encouraged to address the matter directly with the offending Council member at the earliest opportunity and work toward an amicable resolution.

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- 5. Members of the Council shall be welcoming to speakers at public meetings and treat them with respect. For many citizens, speaking in front of a board is a new and difficult experience. Board members should commit full attention to the speaker. Comments, questions, and non-verbal expressions should be appropriate, respectful, and professional.
- 6. Members of the city staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.

B. Decorum Outside Public Meetings

- 1. Members of the Council shall continue professional and respectful behavior outside of public meetings. Council members are viewed by the public as representatives of the City. As such, the same level of decorum and consideration for differing points of view deemed appropriate for Council meeting deliberations (outlined above) should be maintained in other public settings and private conversations, particularly when discussing City business, City officials (elected and appointed), members of the public, and City staff.
- 2. <u>Members of the Council shall practice courtesy, civility, and respect when participating in social media forums. They shall provide accurate information, speak truthfully, and represent the views and positions of the City, the Council, and other individuals forthrightly and in good faith.</u>

III. Statements to the Media and Other Organizations

- A. Representing City. If a member of the Council, to include the Mayor, appears as a representative of the city before representatives of another governmental entity, the media, or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the Council.
- B. <u>Personal Opinions</u>. If a member of the Council, to include the Mayor, appears in their personal capacity before representatives of another governmental entity, the media, or an organization to give a statement on an issue, the member must first indicate the majority position of the Council. Personal opinions and comments may be expressed only if the Council member clarifies that those statements do not represent the position of the Council.
- C. The effectiveness of City lobbying in Salem or in Washington, D.C. depends on the clarity of the City's voice. When Council members represent the City in a lobbying situation, it is appropriate that the Council members avoid expressions of personal dissent from an adopted Council policy.

	D. When Councilors attend meetings of angonizations such as the League of Organ	
	D. When Councilors attend meetings of organizations such as the League of Oregon	
	Cities or the National League of Cities and their boards and committees, they do	
	so as individual elected officials and are free to express their individual views. If	
	the City Council has an adopted policy relating to an issue under discussion, the	
	Councilor is expected to report that fact.	
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CHAPTER 9 - Interactions with Staff & City Attorney

- I. Staff. All members of the Council shall respect the separation between the Council's role and the city's manager's responsibility by:
 - A. Not interfering with the day-to-day administration of city business, which is the responsibility of the City Manager.
 - B. Refraining from actions that would undermine the authority of the City Manager or a department head.
 - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager.
 - Questions from individual members of the Council requiring significant time or resources (one hour or more) shall normally require approval of the Council.
 - 2. A Council member who desires major policy or ordinance research should first raise the issue at a meeting during Council Reports. The Council should consider items in light of City priorities and workload and agree to proceed with an issue or ordinance before staff time is spent preparing a report. The Council member may present information or a position paper or ask for a department report or committee recommendation. Council members who agree that staff time can be spent on a particular item are not bound to support the issue when it comes before the Council for a vote.
 - 3. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their private capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.
 - 4. All staff responses to information requests from individual Council members will be submitted to the entire Council with a notation indicating which Councilor requested the information. This section is also not intended to apply to questions by members of the Council acting in their private capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.
 - 5. Members of the Council shall comply with public meetings law and avoid deliberating on policy matters by responding to the communications discussed in this section.

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- II. Council Meetings. Council members desiring to question the staff during a Council meeting shall address the questions to the City Manager, who shall be entitled to either answer the inquiry or designate a staff member to do so.
- III. City Attorney. Requests to the City Attorney for advice requiring legal research shall not be made by a Council member except with the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Manager to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Manager. Exceptions to this are issues that are related to the performance of the City Manager and/or unique and sensitive personnel, provided they are City business-related requests. The City Attorney shall in either case provide any written response to the full Council and City Manager.

CHAPTER 10 - Censure

- I. The Council may enforce these rules and ensure compliance with city ordinances, the City Charter, and state laws applicable to governing bodies. If a member of the Council violates these rules, city ordinances, the City Charter, or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand
- II. The Council may investigate the actions of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).
- III. <u>Confidentiality</u>. Council members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to insure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council members, the City Manager or City Attorney.
 - A. If the Council in executive session provides direction or consensus to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Councilor will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
 - B. All public statements, information, or press releases relating to a confidential matter will be handled by designated staff or a designated Council member.
 - C. The Council, by resolution, may censure a member who discloses a confidential matter.

CHAPTER 11 – Amendment and Repeal

- **I. Amendment.** These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.
 - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - B. All amendments to these rules require a majority vote of the Council.
 - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- **II. Repeal.** These rules of procedure are subject to repeal and replacement by the Council in accordance with the rules noted herein.
 - A. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
 - B. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
 - C. Any repeal and replacement of these rules requires a majority vote of the Council.
 - D. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.

City of Sandy

COUNCIL RULES

Adopted June 1, 2015 (Resolution 2015-12)

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The City Manager shall prepare an agenda of the business to be presented at a regular Council meeting. Wherever possible, it is desirable that no item of business be added to an agenda after 12 Noon on the Friday ten days before the 1st or 3rd Monday of the month. The agenda packet containing all agenda items will be available for the City Council and public on the Thursday four days before the Council meeting.

- A. A Councilor may place an item on a Council agenda by motion or with the Mayor's approval. The City Manager shall be notified. Council members will endeavor to have subjects they wish considered submitted in time to be placed on the agenda.
- B. A Councilor who desires major policy or ordinance research should first raise the issue at a meeting under Council Reports. The Council should consider items in light of City priorities and workload and agree to proceed with an issue or ordinance before staff time is spent preparing a report. The Councilor may present information or a position paper or ask for a department report or committee recommendation. Councilors who agree that staff time can be spent on a particular item are not bound to support the issue when it comes before the Council for a vote.

Annual Report of Boards and Commissions

Each board, commission and committee will annually report to the Council on their activities for the previous year at a regular City Council meeting. The report will be prepared in a format prescribed by the Council.

Attendance. Councilors will inform the Mayor and the City Manager if they are unable to attend any meeting. Additionally, the Mayor will inform the Council President and the City Manager regarding any absence by the Mayor. Meeting attendance is critical to appropriate policy development. Councilors will make best efforts to schedule absences/vacations around Council meetings. Excused absences are typically for personal, family, or medical reasons.

Bias and Disqualification. Any proponent, opponent, or other party interested in a quasijudicial matter to be heard by the Council may challenge the qualification of any Councilor to participate in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Councilor's bias, prejudgement, personal interest, or other facts from which the party has concluded that the Councilor will not participate and make a decision in an impartial manner. such challenges shall be made prior to the commencement of the public hearing. The Mayor shall give the challenged member an opportunity to respond. A motion to accept or deny the challenge will be accepted and voted. Such challenges shall be incorporated into the record of the hearing.

A. In the case of a quasi-judicial matter that is heard by the Council, a Councilor must disclose his or her participation in a prior decision or action on the matter that is before the Council. A common example of this is when a Planning Commission member is elected or appointed to the City Council, or if a Councilor testifies at a Planning Commission meeting. The Councilor shall state whether he or she can participate in the hearing with an open mind and with complete disregard for the previous decision made. If the Councilor is unable to hear the matter impartially, the Councilor has a duty to disqualify him or herself from participating in the proceedings and to leave the room.

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Summary of Comments on Microsoft Word - City_Council_Rules (clean)

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If the City Council believes that the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Councilor who has been disqualified from participating in a decision may participate in the proceeding as a private citizen if the Councilor is a party with standing. **City Manager Evaluation.** The evaluation of the City Manager will be performed under the terms of the Manager's contract. As a general policy, the City newsletter should be used for only City City Newsletter. 2 government related articles, leaving community articles to local newspapers. Events not sponsored entirely or partially by the City should not be allowed space in the newsletter. Requests for placement of articles in the newsletter shall be approved by the City Manager or designee. Communication with Staff. Councilors shall respect the separation between policy making and administration by: Attempting to work together with the staff as a team in a spirit of mutual confidence and support. B. Not attempting to influence or coerce the City Manager or department head concerning personnel, purchasing, awarding of contracts, selection of consultants, processing of development applications or the granting of City licenses and permits. 3 Addressing all inquiries and requests for information from staff to the City Manager or City Attorney and allowing sufficient time for response. All written information given to the City Manager or his/her designee to one Councilor should be distributed to all Councilors. D. Limiting individual contacts with City officers and employees so as not to influence staff decisions or recommendations, to interfere with their work performance, to undermine the authority of supervisors or to prevent the full Council from having benefit of any information received. E. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages. Staff shall have the same respect for the roles and responsibilities of Council members. All written informational material requested by individual Councilors will be submitted by staff to the entire Council with a notation indicating which Councilor requested the information. **Public Comment.** At the beginning of each regular meeting, the Council shall designate a time for Public Comment, which shall be reserved for citizens to address the Council on matters related to City government and properly the object of Council consideration. Time is limited to five minutes for each speaker, unless the Council decides prior to the Public Comment period to allocate less time. The purpose of the Public Comment period is to provide citizens an opportunity to be heard by the Council primarily on issues not on the agenda. Councilors should refrain from engaging speakers in debate or extended dialogue, or directing questions to staff for

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immediate response. Councilors should refer complaints or questions to the City Manager or the appropriate staff person.

Conferences and Seminars. Members of the Council are urged to educate themselves about local government. To that end, and as funding allows, Councilors are urged to attend the League of Oregon Cities functions. Requests to attend other government related conferences, training seminars and meetings will be presented to the Council for approval. Members of the Council who serve on committees or the boards of the League of Oregon Cities, the National League of Cities or other such government group will be reimbursed for reasonable expenses not covered by the respective body. If a member of the Council is retiring and serves on a League of Oregon Cities, National League of Cities or other such government group committee or board and is expected to attend a meeting, conference or seminar, the approved expenses not covered by the respective body will be reimbursed by the City. Upon the Councilor's return from attending a conference, training seminar or meeting, the Council will give a report to all members of the Council unless the majority attended the same function, or if requested by any Councilor who did not attend the conference, seminar or meeting.

Councilors will keep all written materials provided to them on matters of confidentiality under law in complete confidence to insure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Councilors, the City Manager or City Attorney.

- A. If the Council in executive session provides direction or consensus to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Councilor will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
- B. All public statements, information, or press releases relating to a confidential matter will be handled by designated staff or a designated Councilor.
- C. The Council, by resolution, may censure a member who discloses a confidential matter.

Conflict of Interest. Generally, conflicts of interest arise in situations where a Councilor, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that would be to the private financial benefit of the Councilor, a relative or a business with which the Councilor is associated. A potential conflict of interest is one that could be to the private financial benefit of the Councilor, a relative or a business with which the Councilor is associated. A relative means the spouse, children, siblings or parents of the public official or public official's spouse. A Councilor must publicly announce potential and actual conflicts of interest, and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.



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<u>Consent Agenda</u>. In order to make more efficient use of meeting time, the City Manager shall place all items of a routine nature on which no debate is expected on a consent agenda. Any item placed on the consent agenda shall be disposed of by a single motion "to adopt the consent agenda" which shall not be debatable. An item removed from the consent agenda shall not receive public testimony unless agreed to by a majority of the Council.

<u>Council Rules</u>. The Council shall review its rules at least once every four years. Amendments shall be adopted by a majority vote. The Council has an obligation to be clear and simple in its procedures and consideration of the questions coming before it. The Council rules are not intended to replace or supersede any applicable federal or state laws or regulations, City ordinances or policies, or provisions of the City Charter.

Emergency Meetings. A special meeting may be called by the Mayor or through the request of three members of the Council. All available Council members will be notified, and the meeting will be held at a time between three and forty-eight hours after the notice is given. Special meetings of the Council may also be held at any time by common consent of all members of the Council. The City shall attempt to contact the media and other interested persons to inform them of the meeting. Councilors are responsible to inform staff of how they can be reached when out of town.



Executive Sessions. An executive session (meeting closed to the public) may be held in accordance with the appropriate statutory limits of ORS 192,640. Care will be taken to ensure that proper and timely notice is made in accordance with statutory requirements. Executive sessions may be held during regular or special meetings, so long as appropriate statutory limitations are met.

A. No formal actions can be taken during an executive session. When the Council reconvenes in open session, formal action may be taken. Only the Council, City Attorney and specific staff members, and news media representatives can attend (see also News Media). Members of the press must be told that they may not report the substance of an executive session.



- B. A major reason for allowing members of the news media to attend such sessions is to keep them informed concerning the background of deliberations so they have a better understanding of any decisions made as a result of the meeting. As determined by the Council, minutes may be taken or, in the alternative, a sound recording of the meeting may be made as provided for in ORS 192.650(2). Material discussed during an executive sessions should not be disclosed, as provided in ORS 192.610 and 192.660.
- C. The topic areas for which an executive session may be called consist of all items listed in ORS 192.660, including the following:
- 1. To consider the employment of a public officer, employee, staff members, or individual agent. This applies only to the employment of specific individuals. ORS 192.660 (a)

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- 2. To consider the dismissal or disciplining of, or to hear complaints or charges against a public officer, employee, staff member, or individual agent, unless the individual requests an open hearing. ORS 192.660 (b)
- 3. To deliberate with persons designated by the governing body to carry on labor negotiations. ORS 192.660 (d)
- 4. To deliberate with persons designated by the governing body to negotiate real property transactions. ORS 192.660 (e)
- 5. To consider records exempt by law from public inspections. ORS 192.660 (f)
- 6. To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

 ORS 192.660 (g)
- 7. To consult with counsel concerning legal rights and duties with regard to current litigation or litigation likely to be filed. ORS 192.660 (h)
- 8. To review and evaluate the employment related performance of the chief executive officer, a public officer, employee, or staff member unless the person whose performance is being reviewed and evaluated requests an open hearing. ORS 192.660 (i)

Exhibits. Exhibits presented before the Council in connection with its deliberations on a legislative, quasi-judicial or other substantive matter shall be accepted by the Council and made part of the record. The exhibit shall be marked for identification and referenced in the minutes. The exhibit or a copy thereof shall be provided to the meeting recorder.



Ex Parte Contacts and Disqualification. For quasi-judicial hearings, Councilors will endeavor to refrain from having ex parte contacts relating to any issue of the hearing. Ex parte contacts by a party on a fact in issue under circumstances which do not involve all parties to the proceeding. Ex parte contacts can be made orally when the other side is not present, or they can be in the form of written information that the other side does not receive.

A. If a Councilor has ex parte contact prior to any hearing, the Councilor will reveal this contact at the meeting and prior to the hearing. The Councilor shall describe the substance of the contact and the contact and the presiding officer shall announce the right of interested persons to rebut the substance of the communication. The Councilor also will state whether such contact affects the Councilor's impartiality or ability to vote on the matter. The Councilor must state whether he or she will participate or abstain.



B. For quasi-judicial hearings, a Councilor may be disqualified from the hearing by a 60 percent vote of the Council and must leave the room. The Councilor disqualified shall not participate in the debate, shall step down from the dais for that portion of the meeting, and cannot vote on that motion.

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C. For quasi-judicial hearings, a Councilor who was absent during the presentation of evidence cannot participate in any deliberations or decision regarding the matter unless the Councilor has reviewed all the evidence and testimony received.

Expenses and Reimbursement. Councilors will follow the same rules and procedures for reimbursement as those which apply to City employees, set forth in the policy manual. Councilor expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) will require advance Council approval according to the purchasing rules which apply City wide.

- A. The Councilor who will be traveling should make his or her own reservations for travel and lodging. The City will issue the appropriate purchase order/ expenditure upon request and approval by the City Manager.
- B. The City does not reimburse Councilors for expenses incurred by their spouses. (Oregon Government Standards and Practices Commission Advisory Opinion 93A-1007)

Filling Vacancies on the Council. Upon declaring a vacancy on the City Council, the Council will fill the vacancy under provisions of the City Charter. When the balance of the term of a vacant Council position is less than one year or until an election is held, the Council will make an appointment to the seat. The vacancy will be advertised and applications will be completed. After the filing deadline has passed the Council will conduct public interviews of all applicants. The Council will make a decision to fill the vacancy in a public meeting.

Filling Vacancies on Boards, Commissions and Committees. When a vacancy occurs on any standing commission, board or committee the City Manager shall cause applications to be filed by all interested candidates.. The Council will interview applicants for the Planning Commission and Budget Committee. The Mayor will make a nomination for each vacancy for approval by the Council. The Mayor may open the process of selection by taking nominations from the Council; then make an appointment for approval by the Council.



Plags, Signs and Posters. No flags, posters, placards or signs, unless authorized by the Mayor, may be carried or placed within the Council chambers in which the Council is official meeting. This restriction shall not apply to arm bands, emblems, badges or other articles worn on personal clothing or individuals, provided that such devices do not interfere with the vision or hearing of other persons at the meeting or pose a safety hazard.

<u>Gifts.</u> On occasion, and within the approved budget, the Council may wish to purchase a gift or memento for someone with City funds. Expenditures of this type should receive prior approval from the Mayor.



Government Standards and Practices Commission Requirements and Reporting.

Councilors shall review and observe the requirements of the State Ethics Law (ORS 244.010 to 244.390) dealing with use of public office for private financial gain.

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A. Councilors shall give public notice of any conflict of interest or potential conflicts of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Councilors shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Council. This general obligation includes the duty to refrain from:



- 1. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- 2. Making decisions involving business associates, customers, clients, and competitors.
 - 3. Repeated violations of Council Rules.
 - 4. Promoting relatives, clients or employees for boards and commissions.
- 5. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends.
 - 6. Seeking employment of relatives with the City.
- 7. Actions benefiting special interest groups at the expense of the City as a whole.
- 8. Expressing an opinion which is contrary to the official position of the Council without so stating.
- B. In general, Councilors shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before the Council and abiding by all decisions of the Council, whether or not the member voted on the prevailing side.
- C. In accordance with ORS 244.195, it is the Councilor's responsibility to file annual statements of economic interest with the Government Standards and Practices Commission. Each year, on or around April first, Councilors will be sent a Statement of Economic Interest form from the Government Standards and Practices Commission. Councilors should complete the form and return it directly to the Commission. If is important to complete the form in a timely manner; failure to do so may result in the imposition of a civil penalty and/or removal from office. Councilors are also responsible for filing a Supplemental Statement of Economic Interest with the Government Standards and Practices Commission within 30 days of leaving office.

Pegal Advice. Requests to the City Attorney for advice requiring legal research shall not be made by a Councilor except with the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Manager to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Manager. Exceptions to this are issues related to the performance of the City Manager and unique and sensitive personnel, yet City business-related requests. The

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City Attorney shall in either case provide any written response to the full Council and City Manager.

Liaison to Boards, Commissions and Committees. To facilitate the exchange of information between the Council and its advisory bodies and standing committees, the Mayor will, at least biennially, make liaison and membership appointments to City boards, commissions and committees. In order to respect the separation between policy making and advisory boards, commissions and committees, councilors assigned as a liaison to advisory boards and committees shall adhere to the following guidelines:

- A. Not attempting to lobby or influence boards, commissions and committees on any item under their consideration. It is important for the advisory body to make objective recommendations to the Council on items before them.
- B. Attending meetings of assigned liaison bodies, but should avoid becoming involved in the body's discussions without first explaining his or her role as a Council liaison.
 - C. Not voting at the body's meeting on any item.

The agenda for the board, commission or committee will have an item for the Councilor to share information from the City Council and vice versa with the advisory body.

Councilors assigned as members of a board, commission, task force, or committee shall participate in the discussion and framing of recommendations to forward on to the full City Council. Councilors will represent the position of the advisory board, commission, task force, or committee when presenting recommendations to the City Council.

<u>Interaction with Departments.</u> Councilors shall respect the separation between policy making and administration by:

- A. Not influencing or coercing the City Manager or department head concerning personnel, purchasing, work priorities or operations.
- B. Addressing all inquiries and requests for information from staff to the City Manager or City Attorney and allowing sufficient time for response. All information given to one Councilor should be distributed to all Councilors.
- C. Limiting individual contacts with City officers and employees so as not to influence staff decisions or recommendations, to interfere with their work performance, to undermine the authority of supervisors or to prevent the full Council from having benefit of any information received.
- D. Not changing or interfering with the operating rules and practices of the City department.
- E. Working together with the staff as a team in a spirit of mutual confidence and support.

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Within 30 days of the City's receipt of:

- A. A statutory notice of intent to sue, or
- B. A summons and complaint for damages.

The Council will either receive a written report, or will meet in executive session with the City Manager

Meeting Staffing. The City Manager will attend all Council meetings unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all Council discussions but shall have no vote. The City Attorney will attend the first Council meeting of the month unless excused, and will, upon request, give an opinion, either written or oral, on legal questions. The City Attorney, if requested, shall act as the Council's parliamentarian. The City Manager shall designate a staff or contract person as a meeting recorder who will attend all Council meetings and keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of meetings. Department directors or other staff will attend Council meetings upon request of the City Manager.



Meeting Times. The Council shall meet regularly at 7:00 p.m. on the first and third Monday of each month in the Council Chambers. Such meetings may be preceded by a work session which shall be open to the public.

<u>Minutes.</u> Minutes shall be prepared with sufficient detail to meet their intended uses. Verbatim minutes are not required.

A. The minutes of meetings of the Council shall comply with provisions of ORS 192.650 by containing the following information at a minimum:

1. The name of Councilors and staff present.



- 2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- 3. The result of any votes, including ayes and nays and the names of the Councilors who voted.
 - 4. The substance of the discussion on any matter.
 - 5. Reference to any document discussed at the meeting.
- B. The Council may amend the minutes to more accurately reflect what transpired at a meeting. Upon receipt of the minutes in the Council agenda packet, the Council members should read and submit any changes, additions or corrections to the City Manager in order that a corrected copy can be issued prior to the meeting for approval. Under no circumstances shall the minutes be changed following approval by the Council, unless the Council authorizes such a change.

Motions. When a motion is made, it shall be clearly and concisely stated by its mover. Councilors are encouraged to exercise their ability to make motions and to do so prior to debate in order to focus discussion on an issue and speed the Council's proceedings. The Presiding Officer will state the name of the Councilor who made the motion and the name of the Councilor

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who made the second. When the Council concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of discussion. The following rules shall apply to motions during proceedings of the Council:



- A. A motion may be withdrawn by the mover at any time without the consent of the Council.
- B. If a motion does not receive a second, it dies. Certain motions can proceed without a second, including nominations, withdrawal of motion and agenda order.
 - C. A motion that receives a tie vote fails.
- D. A motion to table is not debatable unless made during a land-use hearing and precludes all amendments or debate of the issue under consideration. If the motion prevails, the matter may be taken from the table only by adding it to the agenda of the next regular meeting at which time discussion will continue. If an item is tabled, it cannot be reconsidered at the same meeting.
- E. A motion to postpone to a certain time is debatable and amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting or no later than the next meeting.
- F. A motion to postpone indefinitely is debatable and is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote. The object of this motion is not to postpone, but to reject the question without risking a direct vote when the maker of this motion is in doubt as to the outcome of the question.
- G. A motion to call for the question shall close debate on the main motion. A second motion to call for the question is undebatable. Debate is reopened if the motion fails.
- H. A motion to amend can be made to a motion that is on the floor and has been seconded. An amendment is made by inserting or adding, striking out, striking out and inserting, or substituting.
- I. Motions that cannot be amended include motion to adjourn, agenda order, lay on the table, reconsideration, and take from the table.
 - J. A motion to amend an amendment is not in order.
 - K. Amendments are voted on first, then the main motion as amended.
- L. Council will discuss a motion only after the motion has been moved and seconded.
- M. The motion maker, Presiding Officer, or meeting recorder should repeat the motion prior to voting.
 - N. A motion to continue or close a public hearing is debatable.

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O. A point of order, after being addressed by the Presiding Officer, may be appealed to the body.

<u>News Media.</u> The Council recognizes the important role of the news media in informing the public about the decisions, activities and priorities of government. See also Executive Sessions. The terms "new media" "press" and "representative of the press" for the purpose of these rules are interchangeable and mean someone who:



- A. Represents an established channel of communication, such as a newspaper or magazine, radio or television station; and either
 - B. Regularly reports on the activities of government or the governing body; or
- C. Regularly reports on the particular topic to be discussed by the governing body in executive session.

Prder and Decorum. A law enforcement officer of the City may be Sergeant-at-Arms of the Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the Mayor for the purposes of maintaining order and decorum at the Council meeting. If the Sergeant-at-Arms determines that the actions of any person who violates the order

and decorum of the meeting constitutes a violation of any provision of the Sandy Municipal Code, the Sergeant-at-Arms may place such person under arrest and cause such person to be prosecuted under the provisions of the Municipal Code, or take other appropriate action as outlined in the Sandy Official Police Manual Revised.

- A. Any of the following shall be sufficient cause for the Sergeant-at-Arms to, at the direction of the Mayor, or by a majority of the Council present, remove any person from the Council chamber for the duration of the meeting:
 - 1. Use of unreasonably loud or disruptive language.
 - 2. Making of loud or disruptive noise, including applause.
 - 3. Engaging in violent or distracting action.
 - 4. Willful injury of furnishings or of the interior of the Council chambers.
- 5. Refusal to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.
- 6. Refusal to obey an order of the Mayor or an order issued by a Councilor which has been approved by a majority of the Council present.
- B. Before the Sergeant-at-Arms is directed to remove any person from a Council meeting for conduct described in this section, that person shall be given a warning by the Mayor to cease his or her conduct. If a meeting is disrupted by members of the audience, the Mayor or a

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majority of the Council present may declare a recess and/or order that the Council chamber be cleared.

Order of Business. The order of business at a regular Council meeting may be as follows:

- A. Call to Order
- B. Public Comments.
- C. Proclamations and Recognitions from Council.
- D. Business Meeting.
 - 1. Public Hearings
 - 2. Ordinances and Resolutions
 - 3. Council Policy Issues
 - 4. Other Business
 - 5. Consent Agenda
- E. Report from the City Manager.
- F. Business from the Council.

<u>Ordinance Reading and Adoption.</u> All ordinances and resolutions shall be prepared under the supervision of the City Manager and reviewed as to form by the City Attorney. Ordinances and resolutions may be introduced by a member of the Council, the City Manager, the City Attorney or any department head.

A. Unless the motion for adoption provides otherwise, resolutions shall be adopted by reference to the title only and effective upon adoption.



- B. The Council may adopt an ordinance in any of the following circumstances:
- 1. Before being considered for adoption, the ordinance has been read in full at two separate Council meetings;
- 2. At a single meeting, without objection and by unanimous vote of the whole Council, after being read once in full and once by title only;
- 3. At a single meeting, if copies are provided to each Councilor and three copies are available for public inspection one week before the first reading.
- C. Ordinances shall be effective on the thirtieth (30th) day following the date of adoption, unless the ordinance provides that it will become effective at a later time. An emergency ordinance which includes a provision that the ordinance is necessary for immediate preservation of the public peace, property, health, safety or morals may provide that it will become effective upon adoption.
- D. Councilors can call for a roll-call vote on any ordinance or resolution, otherwise they may be adopted by the provisions outlined in the city charter.

Planning Commission Testimony. The Planning Commission was established in compliance with state statute to make recommendations to the City Council on general land use issues and to

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act as a hearing body for the City. In an effort to maintain the impartiality of the Planning Commission, especially in cases where issues can be remanded by the City Council back to the Planning Commission for review, the following rules are established. For legislative land use matters before the Council, Commissioners may testify as a Commissioner, as a Commissioner representative if so designated by the Commissioner, or as a citizen. For quasi-judicial hearings or petitions for review before the Council, Commission members, who have participated in the proceeding Commission decision, may not testify before the Council on the respective matter.

<u>Presiding Officer.</u> The Mayor shall be the Presiding Officer and conduct all meetings, preserve order, enforce the rules of the Council and determine the order and length of discussion on any matter before the Council, subject to these rules. The Council President shall preside in the absence of the Mayor. The Presiding Officer shall not be deprived of any of the rights and privileges of a Councilor. In case of the absence of the Mayor and the Council President, the City Manager shall call the meeting to order and the Council shall elect a chairperson for the meeting by majority vote.

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Public Members Addressing the Council.

- A. When called by the Presiding Officer, those wishing to address the Council shall come to the designated area and state their name and address in an audible tone. They shall limit their remarks to five minutes unless the Council decides prior to a particular agenda item to allocate more or less time. They shall address all remarks to the Council as a body and not to any member thereof.
- B. No person, other than the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Mayor. Questions from the public shall be asked of a Councilor or staff through the Mayor. No public member will be allowed to speak more than once on a particular agenda item.



C. Any person making personal, offensive, or slanderous remarks, or who become boisterous, threatening, or personally abusive while addressing the Council may be requested to leave the meeting. The Mayor has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct, and to enforce the rules of the Council. The Mayor may request the assistance of Sergeant-at-Arms to restore order at any meeting.

Public Hearings.

- A. Legislative Hearings:
- 1. The Mayor shall announce prior to each public hearing the nature of the matter to be heard as it is set forth on the agenda.
- 2. Discussion of conflict of interest of the Sandy City Council and Councilors.



3. The Mayor will then declare the hearing to be open and invite members of the audience to be heard in the following order:

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- a. Staff introduction of topic.
- b. Correspondence.
- c. Persons wishing to speak on the matter.
- 4. The Mayor will call for the staff report.
- 5. Close the public hearing.
- 6. Council deliberation and vote.
- B. Quasi-Judicial Hearing: Conduct of quasi-judicial hearings shall conform to the requirements of ORS 197.763 and the Sandy Development Code including, but not limited to the following:
- 1. The Mayor shall announce prior to opening the hearing the nature of the matter to be heard as it is set forth on the agenda and the procedure to be followed for the hearing.
- 2. The Mayor shall give notice that failure to address a criterion or raise any other issue with sufficient specificity precludes an appeal to the Land Use Board of Appeals on that criterion or issue.
- 3. Discussion of jurisdiction and impartiality of the Sandy City Council and Councilors.
 - 4. Staff introduction of appeal.
 - 5. Correspondence.
 - 6. Appellant's presentation.
 - 7. Other testimony in support of the appeal.
 - 8. Applicant's testimony, if appropriate.
 - 9. Opponent's testimony.
 - 10. Neutral testimony.
 - 11. Staff report and recommendation.
 - 12. Appellant's rebuttal testimony.
 - 13. Applicant's rebuttal testimony.
- 14. Upon demonstration of new evidence presented during applicant's rebuttal, any participant may petition the presiding officer for an opportunity to present sur rebuttal.

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- 15. Questions from the Council to staff.
- 16. Closure of public hearing, no further information from the audience.
- 17. Discussion by Council and decision.
- 18. Council has the discretion to adopt findings or direct the staff or prevailing party to submit proposed findings for Council consideration and adoption at a future meeting. If adoption of

findings is postponed to allow staff or prevailing party to submit findings, Council will allow written comments on the findings only by both proponents and opponents prior to adoption.

C. If there are objections to the jurisdiction of the City Council to hear a matter, the Mayor shall terminate the hearing if the inquiry results in substantial evidence that the Council lacks jurisdiction or the procedural requirements of any code or ordinance provision were not met.

<u>Public Records.</u> The disposition of public records created or received by Councilors shall be accordance with Oregon Public Records Law. Written information incidental to the official duties of a member of the City Council, including electronic mail messages, notes, memos and calendars (e.g., "Daytimers") are public records and are subject to disclosure under the Public Records Law



<u>Questioning of Staff by Council Members.</u> Every Council member desiring to question the staff during a Council meeting shall address the questions to the City Manager, who shall be entitled to either answer the inquiry or designate a staff member to do so.

Quorum. The quorum requirement for the conduct of Council business is four Council members.



A member who voted with the majority may move for a reconsideration of an action at the same or the next regular meeting. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Council.

When a member of the City Council represents the City before another governmental agency, before a community organization or media, the official should first indicate the majority position of the Council. Personal opinions and comments may be expressed only if the Councilor clarifies that those statements do not represent the position of the Council.

A. The effectiveness of City lobbying in Salem or in Washington, D.C. depends on the clarity of the City's voice. When Councilors represent the City in a "lobbying" situation, it is appropriate that the Councilors avoid expressions of personal dissent from an adopted Council policy.

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When Councilors attend meetings of organizations such as the League of Oregon B. Cities or the National League of Cities and their boards and committees, they do so as individual elected officials and are free to express their individual views. If the City Council has an adopted policy relating to an issue under discussion, the Councilor is expected to report that fact. **Speaking by Council Members.** Any Councilor desiring to be heard shall be recognized by 1 the Mayor, but shall confine his or her remarks to the subject under consideration or to be considered. Councilors will be direct and candid. Councilors will speak one at a time, allowing one another to finish Special Meetings. The Mayor, or in the Mayor's absence, the President of the Council, may, or, at the request of two members of the Council, shall call a special meeting for the Council. Written notice of a special meeting shall be given each member of the Council at least 24 hours in advance of the meeting. The notice shall be served on each member personally or electronically, or if the Councilor is not found, left at his or her place of residence. All notice requirements of ORS 192.640 shall be satisfied before any special meeting can be conducted. Special meetings of the Council may also be held at any time by common consent of all members of the Council subject to notice requirements being met. Councilors shall keep the City Manager informed of their current telephone numbers. Suspension of Rules. These rules may be suspended at any time upon majority vote of a quorum of the Council. **Televising of Council Meetings.** Acknowledging that the citizenry of Sandy is generally a sophisticated and interested viewing audience, regular business meetings of the Council will be covered gavel-to-gavel live on the City's government access cable channel. Videotapes will not be kept. To enhance viewer interest and understanding of the subject matter, televised meetings of the Council shall, whenever practical, employ the highest technical quality and techniques, such as multiple camera angles and informational captioning. It is intended that Council meetings be televised in an unbiased, even-handed manner, using camera shots that are appropriate for individual Councilors, witnesses and audience members and are relevant to the discussion. Video and audio shall be deleted only for the purpose of conforming with applicable laws governing public broadcasts. Editing for the above purpose and for the insertion of informational titles and graphics will be allowed. Portions of videotaped Council meetings may be used in other news and informational broadcasts provided they are not portrayed out of context. D Regular business meetings of the Council shall be televised live and simultaneously videotaped for subsequent replay on the government access channel. Meetings shall be televised and taped in accordance with policies and procedures approved by the City Manager, including the camera operator's guide.

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<u>Voting.</u> Every Councilor, when a question is taken, shall vote unless a majority of the Council present, for special reason, shall excuse said person.

- A. No Councilor shall be permitted to vote on any subject in which he or she has a conflict of interest.
- B. The concurrence of majority of the Council members present at a Council meeting shall be necessary to decide any question before the Council. The meeting recorder shall call the roll, and the order of voting shall be rotated on each question in order that each Councilor has an equal opportunity vote first and last. In the event of a tie vote, the matter before the Council shall be a NO vote.



<u>Work Sessions.</u> Work sessions of the City Council shall be held in accordance with the Oregon Public Meetings Law (ORS 192.6-710). Whenever circumstances require such a session, it shall be called by either the Mayor, City Manager, or two Councilors.



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CITY CHARTER

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CHAPTER I NAME AND BOUNDARIES

Section 1. Title of Enactment.

This enactment may be referred to as the Sandy Charter of 1970.

Section 2. Name of City.

The municipality of Sandy, Clackamas County, Oregon, shall continue to be a municipal corporation with the name "City of Sandy."

Section 3. Boundaries.

The city shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by voters, by the council, or by any other agency with legal power to modify them. The recorder shall keep in his office at the city hall at least two copies of this charter in each of which he shall maintain an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at any time during regular office hours of the recorder.

CHAPTER II POWERS

Section 4. Powers of the City.

The city shall have all powers which the constitutions, statutes, and common law of the United States and of this state expressly or impliedly grant or allow municipalities, as fully as though this charter specifically enumerated each of those powers.

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Section 5. Construction of Charter.

In this charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to the end that the city may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to state laws and to the municipal home rule provisions of the state constitution.

CHAPTER III FORM OF GOVERNMENT

Section 6. Where Powers Vested.

Except as this charter provides otherwise, all powers of the city shall be vested in the council.

Section 7. Council.

The council shall be composed of a mayor and six councilmen elected from the city at large.

Section 8. Councilmen.

The councilmen in office at the time this charter is adopted shall continue in office, each until the end of his term of office as fixed by the charter of the city in effect at the time this charter is adopted. At each biennial general election after this charter takes effect, three councilmen shall be elected, each for a term of four years.

Section 9. Mayor.

At each biennial general election a mayor shall be elected for a term of two years.

Section 10. Other Officers.

Additional officers of the city shall be a recorder and such other officers as the council deems necessary. Each of these officers shall be appointed and may be removed by the mayor with the consent of the council. The council may designate any appointive officer to supervise any other appointive officer except the municipal judge in the exercise of his judicial functions.

Section 11. Salaries.

The compensation for the services of each city officer, employee, councilmen, and mayor shall be the amount fixed by the council.

Section 12. Qualifications of Officers.

No person shall be eligible for an elective office of the city unless at the time of his election he is a qualified elector within the meaning of the state constitution and has resided in the city during the twelve months immediately preceding the election. The council shall be final judge of the qualifications and election of its own members.

CHAPTER IV COUNCIL

Section 13. Meetings.

The council shall hold a regular meeting at least once each month in the city at a time and at a place which it designates. It shall adopt rules for the government of its members and proceedings. The mayor upon his own motion may, or at the request of three members of the council shall by giving notice thereof to all members of the council then in the city, call a special meeting of the council for a time not earlier than three nor later than forty-eight hours after the notice is given. Special meetings of the council may also be held at any time by common consent of all members of the council.

Section 14. Quorum.

A majority of members of the council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

Section 15. Record of Proceedings.

The council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

Section 16. Proceedings to be Public.

No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 17. Mayor's Functions at Council Meetings.

The mayor shall be chairman of the council and preside over its deliberations. He shall have a vote on all questions before it. He shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council.

Section 18. President of the Council.

At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council by ballot shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of his office, the president shall act as mayor.

Section 19. Vote Required.

Except as this charter otherwise provides, the concurrence of a majority of the members of the council present at a council meeting shall be necessary to decide any question before the council.

CHAPTER V POWERS AND DUTIES OF OFFICERS

Section 20. Mayor.

The mayor shall appoint the committees provided by the rules of the council. He shall sign all records of proceedings approved by the council. He shall have no veto power and shall sign all ordinances passed by the council within three days after their passage. After the council approves a bond of a city officer or a bond for a license, contract, or proposal, the mayor shall endorse the bond.

Section 21. Municipal Judge.

The council may appoint a municipal judge who shall be the judicial officer of the city. He shall hold within the city a court known as the municipal court for the city of Sandy, Clackamas County, Oregon. The court shall be open for the transaction of judicial business at times specified by the council. All area within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by ordinances of the city and all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinances of the city. He shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before him, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. When not governed by ordinances or this charter, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

Section 22. Recorder.

The recorder shall serve ex officio as clerk of the council, attend all its meetings unless excused therefrom by the council, keep an accurate record of its proceedings, and sign all orders on the treasury. In the recorder's absence from a council meeting, the mayor shall appoint a clerk of the council pro tem who, while acting in that capacity, shall have all the authority and duties of the recorder.

CHAPTER VI ELECTIONS

Section 23. Regular Elections.

Regular city elections shall be held at the same times and places as biennial general state elections, in accordance with applicable state election laws.

Section 24. Notice of Regular Elections.

The recorder, pursuant to directions from the council, shall give at least ten days' notice of each regular city election by posting notice thereof at a conspicuous place in the city hall and two notices at conspicuous places in the City of Sandy, Oregon. The notice

shall state the officers to be elected, the ballot title of each measure to be voted upon, and the time and place of the election.

Section 25. Special Elections.

The council shall provide the time, manner, and means for holding any special election. The recorder shall give at least ten days' notice of each special election in the manner provided by the action of the council ordering the election.

Section 26. Regulations of Elections.

Except as this charter provides otherwise and as the council provides otherwise by ordinances relating to elections, the general laws of the state shall apply to the conduct of all city elections, recounts of the returns therefrom, and contests thereof.

Section 27. Canvass of Returns.

In all elections held in conjunction with state and county elections, the state laws governing the filing of returns by the county clerk shall apply. In each special city election, the returns therefrom shall be filed with the recorder on or before noon of the day following, and not later than five days after the election the council shall meet and canvass the returns. The results of all elections shall be entered in the record of the proceedings of the council. The entry shall state the total number of votes cast at the election, the votes cast for each person and for and against each proposition, the name of each person elected to office, the office to which he has been elected, and a reference to each measure enacted or approved. Immediately after the canvass is completed, the recorder shall make and sign a certificate of elections of each canvass. A certificate so made and delivered shall be prima facie evidence of the truth of the statements contained in it.

Section 28. Tie Votes.

In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the council.

Section 29. Commencement of Terms of Office.

The term of office of a person elected at a regular city election shall commence the first of the year immediately following the election.

Section 30. Oath of Office.

Before entering upon the duties of his office, each officer shall take an oath or shall affirm that he will support the constitutions and laws of the United States and of Oregon and that he will faithfully perform the duties of his office.

Section 31. Nominations.

A qualified elector who has resided in the city during the 12 months immediately preceding an election may be nominated for an elective city office to be filled at the election. The nomination shall be by a petition that specifies the office sought and shall be in a form prescribed by the council. The petition shall be signed by not fewer than 20 electors. No elector shall sign more than one petition for each office to the filled at the

election. If he does so, his signature shall be valid only on the first sufficient petition filed for the office. The signatures to a nomination petition need not all be appended to one paper, but to each separate paper of the petition shall be attached an affidavit of the circulator thereof, indicating the number of signers of the paper and stating that each signature appended thereto was made in his presence and is the genuine signature of the person whose name it purports to be. Opposite each signature shall be stated the signer's place of residence, identified by its street and number or other sufficient designation. All nomination papers comprising a petition shall be assembled and filed with the recorder as one instrument not earlier than 90 nor later than 30 days before the election. The recorder shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filed. If the petition is not signed by the required number of qualified electors, the recorder shall notify the candidate and the person who filed the petition within five days after the filing. If the petition is insufficient in any other, the recorder shall return it immediately to the person who filed it, certifying in writing wherein the petition is insufficient. The deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed, within the regular time for filing nomination petitions. The recorder shall notify an eligible person of his nomination, and that person shall file with the recorder his written acceptance of nomination, in such form as the council may require, within five days of notification of nomination. Upon receipt of the acceptance of nomination, the recorder shall cause the nominee's name to be printed on the ballots. The petition of nomination for a successful candidate at an election shall be preserved in the office of the recorder until the term of office for which the candidate is elected expires.

CHAPTER VII VACANCIES IN OFFICE

Section 32. What Creates Vacancy.

An office shall be deemed vacant upon the incumbent's death; adjudicated incompetence; conviction of a felony, other offense pertaining to his office, or unlawful destruction of public records; resignation; recall from office; or ceasing to possess the qualifications for the office; upon the failure of the person elected or appointed to the office to qualify therefor within ten days after the time for his term of office to commence; or in the case of a mayor or councilman, upon his absence from the city for 30 days without the consent of the council or upon his absence from meetings of the council for 60 days without like consent, and upon a declaration by the council of the vacancy.

Section 33. Filling of Vacancies.

Vacant elective offices in the city shall be filled by appointment. A majority vote of the council shall be required to validate the appointment. The appointee's term of office shall begin immediately upon his appointment and shall continue throughout the unexpired term of his predecessor. During the temporary disability of any officer or during his absence temporarily from the city for any cause, his office may be filled pro tem in the manner provided for filling vacancies in office permanently.

CHAPTER VIII ORDINANCES

Section 34. Enacting Clause.

The enacting clause of all ordinances hereafter enacted shall be, "The City of Sandy ordains as follows:"

Section 35. Mode of Enactment.

- (1) Except as the second and third paragraphs of this section provide to the contrary, every ordinance of the council shall, before being put upon its final passage, be read fully and distinctly in open council meeting on two different days.
- (2) Except as the third paragraph of this section provides to the contrary, an ordinance may be enacted at a single meeting of the council by unanimous vote of the council members present, upon being read first in full and then by title.
- (3) Any of the readings may be by title only if no council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each council member and three copies are provided for public inspection in the office of the city recorder not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at the city hall and two other public places in the city or by advertisement in a newspaper of general circulation in the city. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in open council meeting as finally amended prior to being approved by the council.
- F
- **(4)** Upon the final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.
- (5) Upon the enactment of an ordinance the recorder shall sign it with the date of its passage and his name and title of office, and within three days thereafter the mayor shall sign it with the date of his signature, his name and the title of his office.

Section 36. When Ordinances Take Effect.

An ordinance enacted by the council shall take effect on the thirtieth day after its enactment. When the council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

CHAPTER IX PUBLIC IMPROVEMENTS

Section 37. Condemnation.

Any necessity of taking property for the city by condemnation shall be determined by the

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council and declared by a resolution of the council describing the property and stating the uses to which it shall be devoted.

Section 38. Improvements.

The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the state. Action on any proposed public improvement, except a sidewalk or except an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of two-thirds of the land to be specially assessed therefor. In this section "owner" shall mean the record holder of legal title or, where land is being purchased under a land sale contract recorded or verified to the recorder in writing by the record holder of legal title to the land, the purchaser shall be deemed the "owner."

Section 39. Special Assessments.

The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

Section 40. Bids.

A contract in excess of \$1,000.00 for a public improvement to be made by a private contractor shall be let to the lowest responsible bidder for the contract and shall be done in accordance with plans and specifications approved by the council.

CHAPTER X MISCELLANEOUS PROVISIONS

Section 41. Debt Limit.

Except by consent of the voters, the city's voluntary floating indebtedness shall not exceed \$5,000.00. For purposes of calculating the limitation, however, the legally authorized debt of the city in existence at the time this charter takes effect shall not be considered. All city officials and employees who create or officially approve any indebtedness in excess of this limitation shall be jointly and severally liable for the excess.

Section 42. Torts.

In no event shall the city be liable in damages for an injury to person, a damage to property, or a death, caused by a defect or a dangerous condition in a public thoroughfare, site, or facility, unless the city has had actual notice prior to the injury, damage or death that the defect or condition existed and has had a reasonable time thereafter in which to repair or remove it. In no case shall more than \$500.00 be recovered as damages for an injury, damage or death resulting from such a defect or dangerous place. No action shall be maintained against the city for damages growing out of such injury, damage or death unless the claimant first gives written notice to the council within 30 days after the injury, damage or death is sustained, stating specifically

the time when, the place where, and the circumstances under which it was sustained, and that he will claim damages therefor of the city in an amount which he specifies. But in no event shall the action be started until 30 days have elapsed after the presentation of this notice to the council.

Section 43. Existing Ordinances Continued.

All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 44. Repeal of Previously Enacted Provisions.

All charter provisions of the city enacted prior to the time that this charter takes effect are hereby repealed, except Charter Amendments Chapters 16 -- 5/31/1949, Chapter 17 -- 5/31/1949, Chapter 18 -- 11/4/1952, Chapter 19 -- 11/4/1952, Chapter 20 -- 9/3/1958, Chapter 21 -- 5/15/1964, Chapter 22 -- 9/14/1965, Chapter 23 --- 9/3/1968, Chapter 24 9/30/1969.

Section 45. Time of Effect of Charter. This Charter shall take effect July 1, 1971.

CHAPTER XI ANNEXATION

Section 46.

A request for annexation of property to the City of Sandy shall be voted on by the citizens of Sandy and receive a majority vote, before the annexation request is approved. Annexations necessitated by failing septic systems, health hazards, or otherwise mandated by state law are not subject to a public vote.

(Charter amendment through initiative petition and approved by voters on November 3, 1998; see Resolution 98-25)

Council Rules Update

City Council Work Session
June 21, 2022

Background

- Updating the Council Rules is a Council Goal for this biennium
 - Existing Council Rules passed by resolution in 2015
 - Past efforts have been made to amend; no changes adopted
 - This Council wanted a fresh start, using the League of Oregon Cities Model Rules as a baseline
 - In subsequent months, Council has identified several specific topics needing particular attention and/or revision

New Draft

- Staff used the LOC Model Rules as a base and tailored them to Sandy
 - Green: edits to the model to reflect our standard practices
 - Blue: retention of important parts of existing rules not in the model
- Omitted text preempted by Charter & state law (avoid potential conflicts)
- Full change log included in staff report with notations
 - If it's not in the change log, that means we kept it as-is
- Comprehensive track changes draft included in agenda packet with:
 - Clean copy of new draft
 - Old rules with annotations
 - City Charter

Goals for Tonight

- 1. Discuss and provide direction to staff on the four main topics of interest:
 - (1) statements representing the City; (2) 'code of conduct' language; (3) Council interactions with staff; (4) including public communications to Council in agenda packets
- 2. Time permitting, provide feedback on other aspects of the new draft
- > After tonight's work session, two possible paths forward:
 - If Council is generally satisfied with the draft or has limited edits,
 staff can make revisions as requested and bring it back for adoption
 - If more exhaustive revision is needed, staff can support the existing subcommittee (the Mayor and Councilor Hokanson) in developing a new draft for Council consideration

Public Statements Representing the City

- When a Council member appears <u>as a representative of the City</u> to give a statement, they will only state the official Council position. (page 33; from LOC model)
- If a Council members appears <u>in a personal capacity</u> to give a statement on an issue, they will first state the official Council position. When they add their own remarks/position, they will clearly identify them as such. (page 33; from existing rules)
- In lobbying situations, Council members will avoid expressions of personal dissent from an adopted Council policy. (page 33; from existing rules)

Council Interactions with Staff

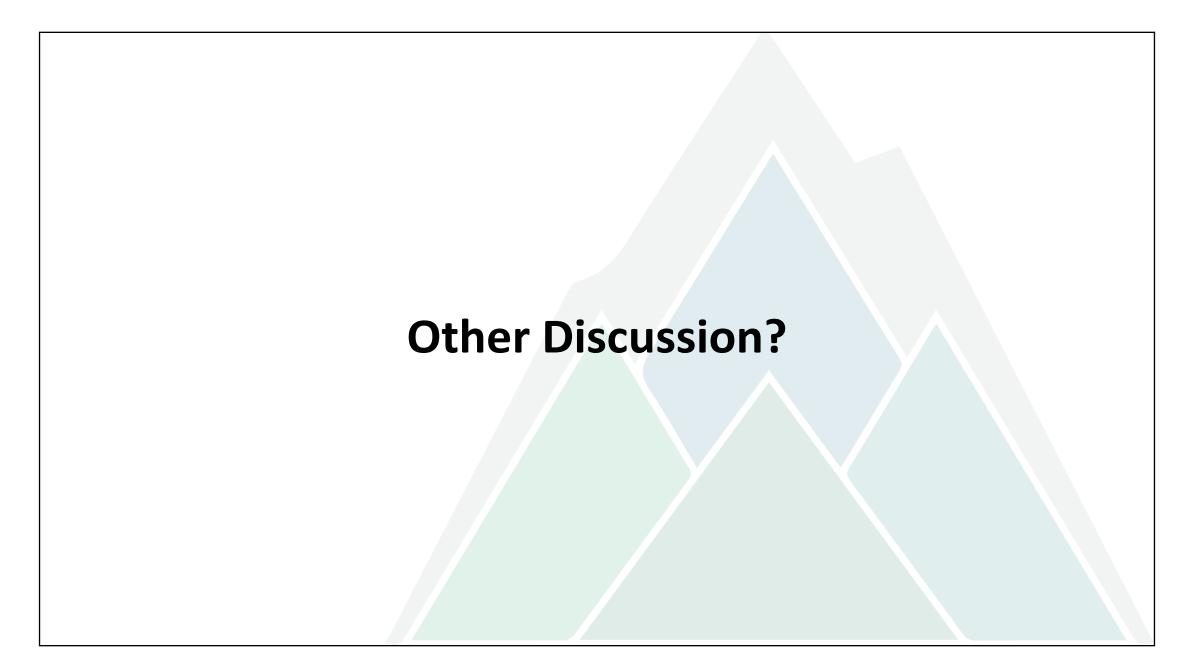
- Council will not interfere with day-to-day administration of business,
 which is the responsibility of the City Manager (page 35; from LOC model)
- Council will limit requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager. (page 35; from LOC model)
 - Council approval required before staff spends significant time (1 hour) answering questions or conducting policy research. (page 35; from LOC model & existing rules)
 - Staff responses to individual Council member inquiries will be copied to all Council members for their information. (page 35; from existing rules)

Decorum ('code of conduct')

- Language from "Boards and Commissions Code of Conduct" (9/21/2020) (pages 32-33)
- In meetings:
 - Civility and professional during discussions
 - No personal, purposefully offensive comments
 - Create a welcoming and respectful environment for public
- Outside of meetings:
 - Council members are representatives of the City
 - Courtesy and respect when discussing city business
 - Civility, respect, and accuracy on social media

Public Communications in Council Packets

- Unsolicited communications to the City Council concerning City business and City policy matters that are received by 12:00 p.m. on the Wednesday preceding a Council meeting shall be forwarded to the Council in the agenda packet (page 8; edited from LOC model)
 - The easiest way to accomplish this logistically would be for staff to include all communications to the Council about City business/policy in a database (regardless of whether they pertain to a specific agenda), and provide a link to the database in each agenda packet, similar to the Monthly Reports portal
 - Could include: (1) emails to full Council; (2) messages from Contact Us portal; (3) messages in Sandy Speaks 'suggestion box;' (4) audio files from Council voicemail line





MINUTES City Council Meeting Monday, June 6, 2022 6:00 PM

COUNCIL PRESENT: Stan Pulliam, Mayor; Jeremy Pietzold, Council President; Laurie Smallwood, Councilor;

Richard Sheldon, Councilor; Kathleen Walker, Councilor; Carl Exner, Councilor; and

Don Hokanson, Councilor

COUNCIL ABSENT: (none)

<u>STAFF PRESENT:</u> Jordan Wheeler, City Manager; Jeff Aprati, City Recorder; Tyler Deems, Deputy City

Manager / Finance Director; Shelley Denison, Associate Planner; Rochelle Anderholm-

Parsch, Parks and Recreation Director; Kelly O'Neill Jr., Development Services Director; Jenny Coker, Public Works Director; Greg Brewster, IT/SandyNet Director;

Ernie Roberts, Police Chief; and Chris Crean, City Attorney

MEDIA PRESENT: Sandy Post

1. CITY COUNCIL WORK SESSION - 6:00 PM

1.1. Annual Fees / Charges / Utility Rates Update

Initial Discussion

The **City Manager** and **Deputy City Manager** delivered the staff presentation and recommendations. Presentation slides and the staff report were included in the agenda packet.

Council discussion ensued on the following topics:

- Processes and approach for cost recovery, specifically with regard to recreation programming
- Whether savings exist due to service reductions during COVID-19
- The Council's future role in steering cost recovery policy, and potential impacts from future community center decisions
- The anticipated timeline for system development charge (SDC) updates
- Whether SDCs should be updated before rates; the necessity of raising rates now for debt financing reasons
- The need to ensure that heavy users are proactively informed of the anticipated rate adjustments
- The need for a work session on water treatment plant updates (particularly Alder Creek)

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- The need for 'apples to apples' comparisons and clarity regarding City of Portland water costs
- The length of time Sandy's water purchase rate would be locked in with Portland
- The need to ensure Sandy is not unexpectedly charged for future unforeseen / unexpected expenses
- The multiple steps still to come before pipe would actually be constructed, during which even more project certainty will be solidified.
- Concern regarding the cumulative financial impact to ratepayers
- Concern about the consequences of not making the proposed investments
- The importance of pursuing all alternative funding opportunities
- The importance of bill relief programs for low income households
- Revenue increases associated with more commercial development
- Whether rates can potentially be reduced in the future
- How Sandy's utility bills compare to other communities
- Why increases are not proposed for 1 Gbps SandyNet plans
- Whether additional SandyNet staffing is necessary to provide adequate service levels
- The need to consider long term strategic goals for SandyNet
- Whether SandyNet workspace should be established at the Operations Center
- Cost considerations for lower speed vs. higher speed SandyNet service; possibilities for adjusting pricing strategies vis a vis competitors
- General Revenue support for long term planning projects that do not generate permit revenue
- Proposal to increase development SDCs more, to create a more equitable burden relative to the proposed rate increases
 - Need to bring Sandy closer to SDCs established in nearby communities
 - Concerns regarding housing affordability
 - Timeline for upcoming Council consideration of SDC increases
- The need to move forward on improvements to Hwy 211
- 2. CITY COUNCIL REGULAR MEETING 7:00 PM
- 3. Pledge of Allegiance
- 4. Roll Call
- 5. Changes to the Agenda

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(none)

6. Public Comment

(none)

7. Response to Previous Public Comments

(none)

8. Presentation

8.1. Police Officer Oath of Office

Officer Scott Jones

Mayor Pulliam administered the oath to Officer Jones. Following the oath, photos were taken.

9. Consent Agenda

9.1. City Council Minutes

May 16, 2022

Moved by Richard Sheldon, seconded by Carl Exner

Adopt the Consent Agenda.

CARRIED. 6-0

Ayes: Jeremy Pietzold, Laurie Smallwood, Richard Sheldon,

Kathleen Walker, Carl Exner, and Don Hokanson

Abstained: Stan Pulliam

10. Ordinances

10.1. PUBLIC HEARING: Parks Code Modifications

Ordinance 2022-10

Staff Report - 0579

<u>Abstentions</u>

(none)

Conflicts of Interest

(none)

Staff Report

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The **Development Services Director** delivered the staff report, which was included in the agenda packet. He also emphasized the need to pass these amendments by emergency ordinance, to set land use application goalposts immediately.

Public Testimony

(none)

Discussion

In response to a Council inquiry, staff explained the rationale for the 50% fee in lieu initial payment provisions established by SMC 17.86.40(D).

Moved by Jeremy Pietzold, seconded by Richard Sheldon

Close the public hearing

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood,

Richard Sheldon, Kathleen Walker, Carl Exner, and Don

Hokanson

Moved by Kathleen Walker, seconded by Carl Exner

Approve the first reading of Ordinance 2022-10.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood,

Richard Sheldon, Kathleen Walker, Carl Exner, and Don

Hokanson

Moved by Richard Sheldon, seconded by Jeremy Pietzold

Approve the second reading of Ordinance 2022-10.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood,

Richard Sheldon, Kathleen Walker, Carl Exner, and Don

Hokanson

10.2. PUBLIC HEARING: Revised 2022 Parks and Trails Master Plan Adoption

Ordinance 2022-11

Staff Report - 0582

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Abstentions

(none)

Conflicts of Interest

(none)

Staff Report

The **Associate Planner** delivered the staff report, which, along with presentation slides, was included in the agenda packet.

Public Testimony

(none)

Discussion

In response to a Council inquiry, staff explained that per advice from the City Attorney, some trails appear in the Parks and Trails Master Plan, while others are listed in the Transportation System Plan, to ensure that the City does not 'double dip' with regard to system development charges. It was also noted that the City's consultants have worked together on this topic to ensure coordination.

Moved by Jeremy Pietzold, seconded by Richard Sheldon

Close the public hearing.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood, Richard Sheldon, Kathleen Walker, Carl Exner, and Don

Hokanson

Moved by Jeremy Pietzold, seconded by Laurie Smallwood

Approve the first reading of Ordinance 2022-11.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood,

Richard Sheldon, Kathleen Walker, Carl Exner, and Don

Hokanson

Moved by Carl Exner, seconded by Kathleen Walker

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Approve the second reading of Ordinance 2022-11.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood, Richard Sheldon, Kathleen Walker, Carl Exner, and Don Hokanson

11. Old Business

11.1. <u>Bull Run Water Supply Decision Reevaluation</u>

Staff Report - 0574

The **Public Works Director** summarized the staff report, which, along with presentation slides, was included in the agenda packet.

Council discussion ensued on the following topics:

- The differences between Alder Creek and Bull Run water
 - Considerations related to blending the two sources
 - Disinfection processes and the need for Sandy to mirror Portland's method
 - Whether a taste difference between the sources exists
- The possibility of using groundwater instead
 - Desktop study looking at this possibility did not reveal areas likely to have sufficient quantities; test drilling is very expensive
 - Possibilities exist for future loan forgiveness, after which it pay be possible to explore groundwater backup options; Alder Creek reinvestment should be the highest priority
- Concerns regarding working with the City of Portland
- Concerns regarding meeting the 2027 regulatory deadline
- Importance of avoiding a minimum purchase requirement; possibilities for lowing our purchase amounts in the future
- The ability of Portland to continue producing water in a fire emergency; Sandy's ability to obtain Portland groundwater with the new pipeline in addition to Bull Run water

Moved by Don Hokanson, seconded by Laurie Smallwood

Direct staff to notify City of Portland and the Oregon Health Authority-Drinking Water Services Program of Sandy's intent to purchase filtered treated water from the City of Portland's new filtration plant after September 2027, and to pursue groundwater source options for redundancy purposes.

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CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood, Richard Sheldon, Kathleen Walker, Carl Exner, and Don Hokanson

12. NEW BUSINESS

12.1. Parks System Development Charges and Fee in Lieu Update

Staff Report - 0575

Consultants from FCS delivered a presentation; slides were included in the agenda packet.

Council discussion ensued on the following topics:

- Clarification that this is the maximum defensible amount that could be assessed for system development charges (SDCs), though the City can choose to charge less.
- The need to be strategic regarding which budget funds need revenue
- How to develop the SDC implementation plan going forward
- The need to consider which items in the capital improvement plan will be able to be funded
- Distinctions between 'reimbursement' components of SDCs versus 'improvement' charges
- Discussion regarding the lack of trail construction costs in the reimbursement component calculations
- Details of the implementation process

13. Report from the City Manager

- Longest Day Parkway coming up on June 23rd. Possibilities may exist in the future to obtain sponsors, have live entertainment, etc.
- Cleanup Day coming up on July 16th
- RFQs are out for the Wastewater Facilities Plan and the Community Campus
- Fireworks are scheduled for July 4th; the July 5th Council meeting is cancelled
- Juneteenth holiday upcoming on June 20th

14. Committee / Council Reports

Councilor Hokanson

 Concerns regarding rats in the city; possible role of chickens in attracting rats; request for Code Enforcement staff to pursue the matter and look into declaring nuisances where appropriate

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Councilor Exner

- Recognition of National Pollinator Month; desire for a proclamation and ceremony in conjunction with the Longest Day event
- Recognition of the anniversary of D-Day
- Suggestion to receive a County presentation regarding their policies on middle housing

Councilor Walker

- Appreciation of the efforts on the Parks code, master plan, and SDCs.
- Concerns regarding speeding traffic on Bluff Rd; suggestions for traffic calming measures
- Concerns regarding large trucks using Langensand Dr.; staff will report back to Council on options for alerting truck drivers not to use certain routes

Councilor Sheldon

 Note on the importance of investing in city services and ensuring a sustainable business model for the city.

Councilor Smallwood

• Recognition of the 50th anniversary of the Mountain Festival

Council President Pietzold

- Thanks for addressing the median weeds on Hwy 26
- Thanks to staff for the Comprehensive Plan public involvement efforts

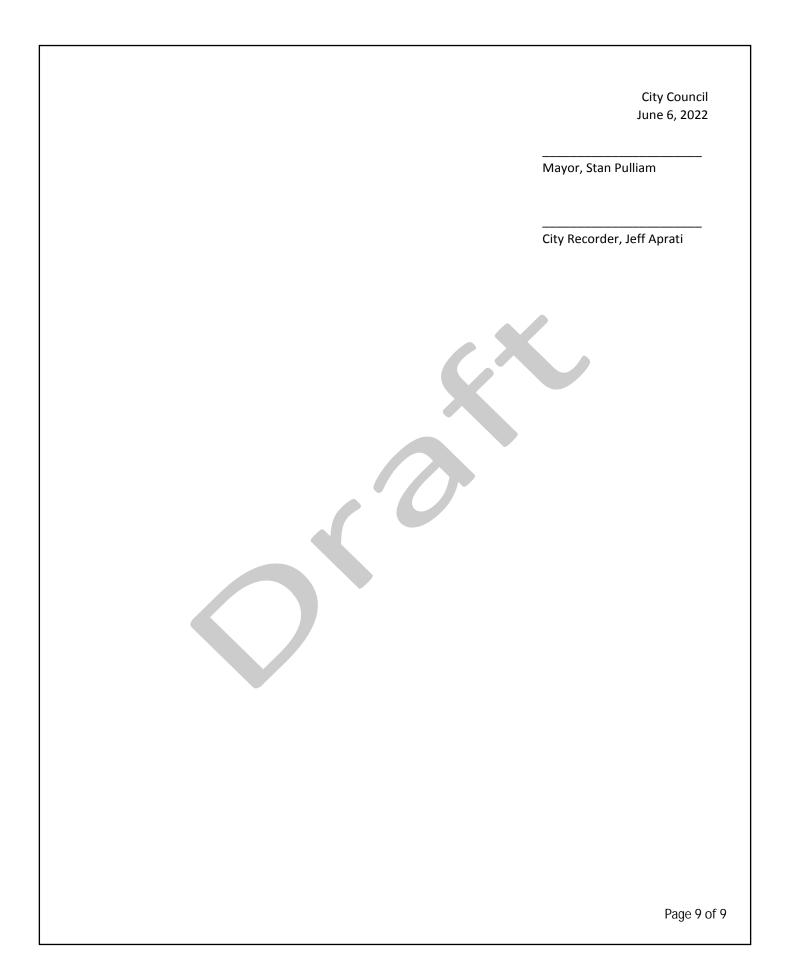
Mayor Pulliam

- Note of the pedestrian improvements at the old church on Pioneer
- Recognition of school and security staff leadership on student safety, in light of recent tragic events
- Note that the City should take an active role in addressing homelessness in collaboration with other community organizations
- Note on the importance of investing in city services; recognition of the impact on ratepayers
- Thanks for the community support during the recent gubernatorial campaign

15. Staff updates

15.1. Monthly Reports

16. Adjourn





Staff Report

Meeting Date: June 21, 2022

From Andi Howell, Transit Director

City of Sandy Selects Passio Technologies, Inc. for Intelligent

SUBJECT: Technology Systems (ITS)

DECISION TO BE MADE:

Approval to enter contract negotiations with Passio Technologies, Inc to replace the current vendor, DoubleMap, for Intelligent Transit Systems. These features include new on board GPS location devices (vehicle logistics units), new tablets for tracking passenger demographics and new automated announcement systems.

PURPOSE / OBJECTIVE:

Replace the current ITS system provided by DoubleMap (who has been bought out and is now TransLoc) with a reliable system that provides both real time arrival information for the passenger and ridership trends and performance data for the agency.

BACKGROUND / CONTEXT:

Sandy Transit has used DoubleMap for many purposes over the last 4 years. DoubleMap was procured in 2018 to provide passengers with real time arrival information for Sandy Area Metro (SAM) and Mt Hood Express (MHX) vehicles. The system also provided automated announcements for passengers who have vision impairments and interior LED signs for passengers who are hearing impaired. Although MHX vehicles are included, Sandy is the contract holder with reimbursements from the County, as outlined in our Intergovernmental Agreement.

Some features expected from the DoubleMap system were never adequate so upon the end of the DoubleMap contract, SAM published a Request for Proposals (RFP) for a new vendor. An evaluation committee consisting of 5 members: Andi Howell (SAM), Muna Rustam (SAM), Kristina Babcock (Clackamas County), Todd Wood (Canby) and Tom Strader (South Clackamas Transit District) was formed. Members of the committee attended demonstrations from at least 5 ITS vendors prior to the release of the RFP. The RFP included an option for Canby Transit, Clackamas County's Transportation Reaching People, and South Clackamas Transit District (SCTD) out of Mollala to choose the successful bidder for their systems if desired at a cost reduction for the City of Sandy. Three vendors bid on the RFP: Connexionz, Passio Technologies, Inc. and TransLoc.

KEY CONSIDERATIONS / ANALYSIS:

Bid proposals were scored upon receipt. A second round of meetings with the bidding vendors were attended for further questions, clarifications and demonstrations. All vendors were also given the opportunity to submit a Best and Final Offer after the second meeting. Proposals were scored again after the second interviews. Scores were consistent in both the first and second scoring process with Passio Technologies, Inc. as the first choice. Greg Brewster with the Sandy IT Department was also included in the ITS process and was provided proposals to be sure the systems were acceptable by Sandy IT.

Passio's approach to the proposal and interview process were well staffed and clearly defined. Their cost proposal was based on the assumption that all agencies included would move forward with contracts (53 vehicles in total) with the statement that the pricing would be honored even if only Sandy chose to move forward with the product.

Their equipment, approach to the project and services received for the price point all stood out above other vendors. Although they quoted the lowest cost, the resulting equipment and services, including the option for a demand response software system to be integrated, were all scored high by committee members. Training is available online at all times which is an important feature. Additionally, current clients of Passio Technologies, Inc. spoke very highly of the reliability of the data and the excellent customer service they have received. All participating agencies were impressed with the Passio system and all agencies will likely choose to enter into contracts with Passio Technologies, Inc. for their ITS needs.

RECOMMENDATION:

Passio Technologies, Inc. bid proposal was scored the highest by the committee throughout the process. Their costs were the lowest.

Staff recommends approval for the Transit Department to enter contract negotiations with Passio Technologies, Inc., allowing the City Manager to sign the final contract.

BUDGETARY IMPACT:

Highest cost scenario to SAM, including all options, is \$155,000. \$50,000 is budgeted. SAM is able to cover the unexpected costs with local funds if necessary, however staff believe final cost will be lower due to options chosen, equipment needed and negotiation possibilities. Unexpended operations budget items could be used to cover the unexpected costs, such as computer equipment, administrative contracts and bus shelters.

SUGGESTED MOTION LANGUAGE:

"I move to authorize the City Manager to enter into a contract with Passio Technologies for ITS equipment and services as recommended in the staff report."

•	Passio Proposal (po Passio Best and Fir Passio Best and Fir Evaluation Committ	nal Pricing for Pre nal Pricing Clarific tee Scoring	sentation	large file size)	
•	Intent to Award Not	ice			



PREPARED FOR

City of Sandy, Oregon Andi Howell Transit Director 16610 Champion Way Sandy, OR 97055 (503) 489-0925 ahowell@ci.sandy.or.us

PREPARED BY

Passio Technologies Mitch Skyer President & Co-Founder 6100 Lake Forrest Dr. Ste. 410 Atlanta, GA 30328 (404) 272-9536 sales@passiotech.com

www.passiotech.com



February 23, 2022 RFP #ITS2022

City of Sandy, Oregon Andi Howell Transit Director 16610 Champion Way Sandy, OR 97055 (503) 489-0925 ahowell@ci.sandy.or.us Hello Andi,

Passio Technologies, Inc. is pleased to present our response to RFP #ITS2022 for an Intelligent Transportation System to The City of Sandy, Oregon. Passio Technologies has indicated our understanding and willingness to work with each requirement as stated in the scope of work and proposed contract.

That compliance and understanding are included in this proposal response. We have outlined an accurate and reliable Intelligent Transportation System (ITS) solution designed specifically for City of Sandy. As President of Passio Technologies, Inc., I am fully authorized to represent the company in negotiations and will sign any contracts as required. We look forward to your review and are available to answer any questions or provide further clarification if needed. This proposal and associated pricing will be valid and binding for 120 days from the date February 23rd, 2022.

Passio Technologies, LLC is a wholly owned subsidiary of Transit Technologies, LLC. and is headquartered in Atlanta, GA. I cofounded Passio in 2010 with Scott Reiser, current CTO and officer, and I also presently serve as President and officer. Passio has 24 full-time employees, has no debt, and has been profitable since its inception. Passio will confirm that we have the financial resources to fulfill all contractual requirements.

We want your riders to see how seamless public transportation can be, and our ITS solutions will help do just that. It should also be noted that we currently integrate with CTS Software as part of our mobility alliance. Passio's aggressive research and development program has positioned us to offer you industry-leading technology contained in this proposal. Our hands-on approach coupled with timely support sets us above the rest and will ensure our solutions and service exceed your expectations.

Addendums received: 1/25/2022 Addendum 1 (Q&A) & 1/31/2022 Addendum 2 (Inventory)

Thank you,

Mitch Skyer, President Passio Technologies, Inc. (678) 825-3456 ext. 106 sales@passiotech.com https://passiotech.com

6100 Lake Forrest Dr. Ste 410 Atlanta, GA 30328

Mitchel Shyer

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QUALIFICATIONS AND EXPERIENCE

Passio is proud to share our recent successes. Passio Technologies has been named to Inc. Magazine's top 5,000 fastest growing companies for both 2018 and 2019, and was named one of Georgia's 40 fastest growing technology companies in 2018. Passio's Executive Team serves on the boards of the Georgia Parking and Transit Association, the Mid South Transportation and Parking Association, the Technology Association of Georgia Transit Technology Society, GRAC Mobility, Bike Walk Greenville, Non Emergency Medical Transportation Accreditation Commission (NEMTAC), and as a committee member of the International Parking and Mobility Institute. The company's memberships also include the American Public Transit Association (APTA), National Association of College and University Auxiliary Services (NACAS), the Community Transit Association of America (CTAA), and numerous state transit associations.

Passio develops much of its technology in-house and uses its customers' needs and input to guide future innovation. We operate on an open integrator model that allows them to seamlessly connect with other strong industry suppliers such as TranSign, Twilio, Hella, Zonar, and of course Amazon. We are adding to this list consistently by integrating, partnering, or building when the solution identified best meets our customer's needs. Passio is committed to keeping our programmable API fully documented for consumption and integration with any other system providing an API. After our acquisition of ParaPlan Software (scheduling & dispatching products for transit since 1999), we have grown our customer list to over 250 agencies utilizing our transit technology solutions!

As stated, the origins of Passio
Technologies came from a demonstrated need within the world of transit consulting for accurate and actionable data. The problem we identified, and then solved, was that there was no good way to capture data simply and inexpensively and put that data into an easily reviewable format. As the company developed, we identified that the passenger experience was just as important to the successful operation of the system as understanding the resources and utilization. Our top distinctions as a technology company are:





Passio Technical Proposal - PG 4

Network Simplicity

We use uncomplicated software and hardware configurations that are easy for the operators to manage, simple for maintenance to exchange and service, and quick to replace and upgrade. The system is designed to install quickly and for an operator to up and running within minutes of seeing the program for the first time

Data Usability

All complicated hardware and software is useless if the end user cannot point to the report they need, click run, and see the results. Everything presented within Passio is designed to 'make sense'. Our reporting is intuitive and user friendly, and the data is presented in the same format as it is collected. Counting is done at the stop, by a driver, on a bus, and that is how you see it in the reports.



Customer Relationships

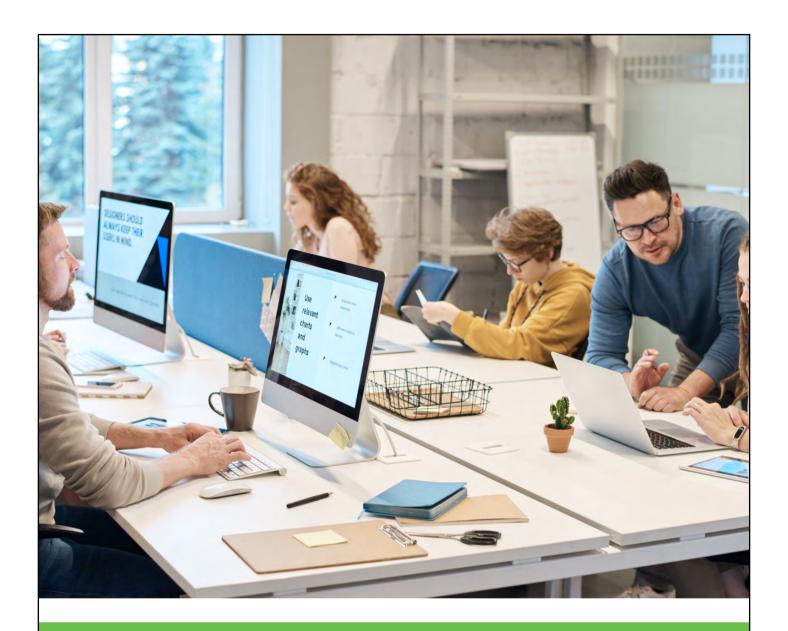
"Making every passenger"
count" is Passio's motto."
Every customer at Passio is a"
reference, that is our working"
model, and how we conduct"
all of our business. Each"
customer has a unique"
approach to how they manage"
their passenger's experience,"
and how they want to provide"
value to their riders.

Our mission is to provide the information to both the operations staff and the passenger so that their experience is comfortable, informative, and effective. We don't begin and end with simply providing the answer to a question, but we look at the reason for the question. We always look to identify opportunities to develop newer and better reports and more effective interfaces to provide our customers with the experience they desire. By using this end user-centric approach we learn more from our customers every day, and our products and services are more valuable to our entire customer base.

Passio builds modular and scalable technology solutions for transit customers in the municipal, government, university, healthcare, aviation, corporate, residential and hospitality industries. We harness real time Passenger & Dispatch Information Systems through GPS tracking using Passio GO, Automated Voice Announcements, and on-board LED Smart Signs. These solutions are coupled with our Automated Passenger Counting and CAD/AVL systems to provide detailed visibility and comprehensive insight into any transit system.

Operations management, reporting and analytics are provided by Passio Navigator and Passio OpsView. Providing instant alerts such as speeding, off route, out of boundary, and idling, where dispatch and management can address transit issues in real time, correcting issues before they escalate. Our latest technology addition is Passio Connect, which powers our on-demand transportation software solution. This powerful new platform was built mobile first, integrating our core CAD/AVL features with our real-time routing algorithms to give agencies a new offering for their riders.





SCOPE HIGHLIGHTS

Passio's comprehensive response to the specifications are provided in the Scope Matrix in Supporting Information.



Unlike many other 'solution' providers, Passio Technologies ITS framework was built specifically to support public transit operations. We have built each new module from the same initial framework designed for transit agencies. This architecture is easy to upgrade and scale, providing a modular and connected framework of hardware and software built in a single alignment. Our dedication to ambitious standards was built on the latest managed development environments.

Our proposed Passio ITS solutions for all agencies are 100% cloud-based using minimal hardware. On board cabling is done efficiently, using high-quality materials and connectors designed to limit the chance of interfering with any other vehicle systems.

Passio will work side-by-side with City of Sandy (SAM), Clackamas County (MHX/TRP/LMS), City of Canby (CAT), and South Clackamas Transit District (SCTD) to ensure your new system exceeds the specifications outlined in this RFP. We are 100% committed to a new partnership and environment of collaboration with each agency. Passio Technologies will provide a dedicated team of transportation experts, installers, technical staff, and customer success managers to ensure the goals of this project and others to come set the bar for excellence in transit.

Passio will help each project successfully launch a new mobile app and other technology to your communities. We are proud to offer a customized Transit Marketing Guide to each agency at no extra cost, which includes step-by-step guidelines to inform, engage, and excite the public. This plan is tailored to each agency and is modular, just like our transit solutions. The goal of this guide is to assist you with a successful launch of the Passio GO™ app.

Our system is intuitive and gives your ridership peace of mind with real-time location information. When riders feel safe everyone wins. Our mobile app is designed to take the guesswork out of waiting for the bus and to put control back into the hands of the public. We want the public to see how convenient transportation can be and our mobile app allows them the freedom they crave. Our best value arises as riders and dispatchers are granted back the greatest gift of all, their time.

Passio Business Analytics

...will be your new comprehensive operations reporting module. It gives you a comprehensive insight into your transit operations with minimal keystrokes.

Why it matters: Our flexible Business Intelligence tools are always at your fingertips in Passio Navigator. Make temporary or permanent changes to improve your system's performance.





Real-Time Passenger Load

...will be visible on each vehicle for all riders and dispatchers. Display the number of riders on-board each vehicle as a total count or percentage full.

Why it matters: This information gives riders and dispatchers the power to make informed adjustments to their plans.



Notifications & Favorites

...will be immediately available to your riders where they can 'save' their favorite routes and stops for quick access in our app. Riders receive alerts/notifications when the bus is 'x' minutes away from any favorite stop.

Why it matters: These tools let your transit system work FOR your riders. Let your system send out real-time data, so your riders don't have to look it up. Passio helps you make an immediate impact.

Focused Drivers

...will be created using our Passio Transit MDT where reliable information about their service and route is automatically displayed to them.

Why it matters: Operators won't have to worry about technology and can focus on providing great service. Automatic stop sequencing, dispatch messaging, passenger counting, and incident reporting all within arm's reach.



More details on the Passio Transi MDT are available within Supporting Information.

Passenger Information

...gives your riders immediate visual and audible tools to navigate your service. Using on-board announcements, interior/exterior signs, and our ondemand rider app, Passio puts SAM, MHX, TRP, LMS, SCTD, and CAT front and center for all new and existing users.

Why it matters: Passio's real-time passenger information is available from multiple interaction points within your community. You can publish your data anywhere as you see fit using our Open API or GTFS-RT feeds.

A full project schedule is included in the Project Schedule section of this RFP showing key milestones, including beta-testing of components, and expected "go live" dates of each of the components listed in the Scope of Work.



SOLUTIONS OVERVIEW

Passio builds modular and scalable technology solutions for transit customers in the municipal, government, university, healthcare, aviation, corporate, residential and hospitality industries. We harness real time Passenger & Dispatch Information Systems through GPS tracking using Passio GO, Automated Voice Announcements, and on-board LED Smart Signs. These solutions are coupled with our Automated Passenger Counting (APC) and CAD/AVL systems to provide detailed visibility and comprehensive insight into any transit system

BusBuzz is our unique text and mobile web application for Passenger Feedback. Passio Gateway validates passengers and limits boarding access to authorized users using Tap, Swipe, or Scan Technology. Our Active Route Management (ARM) solution solves the issue of bus-bunching and headway management, keeping buses evenly spaced out on your routes. We also provide Wi-Fi on board, vehicle inspection apps, driver time clock tools, pre-trip yard activity monitoring, and transit tools for the visually impaired.

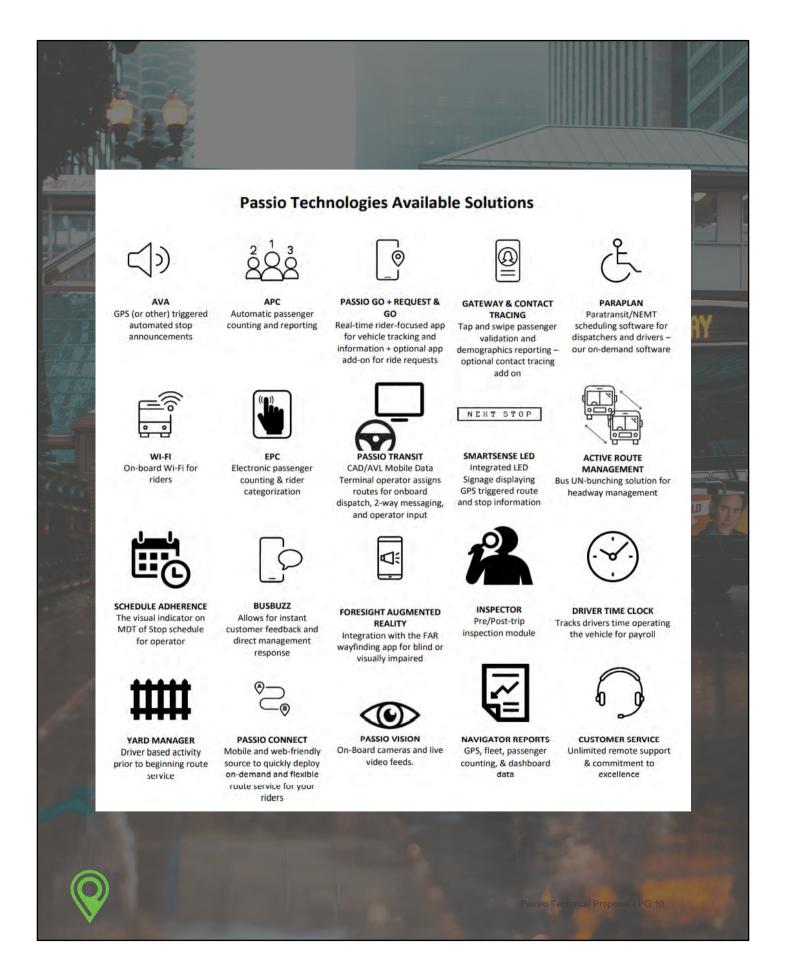
Operations management, reporting and analytics are provided by Passio Navigator and Passio OpsView. Providing instant alerts such as speeding, off route, out of boundary, and idling, where dispatch and management can address transit issues in real time, correcting issues before they escalate. Passio Inspector is our comprehensive Pre/Post trip inspection module. All of these systems are complemented by Passio ParaPlan, our comprehensive booking, scheduling, dispatching, and demand response management software for Paratransit/NEMT service. Our latest technology addition is Passio Connect, which powers our on-demand transportation software solution. This powerful new platform was built mobile first, integrating our core CAD/AVL features with our real-time routing algorithms to give agencies a new offering for their riders.

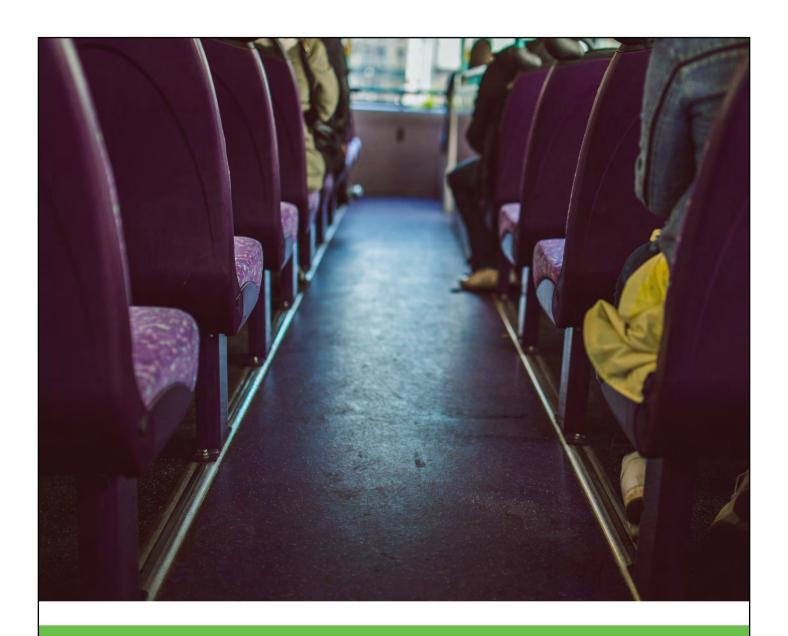
Passio's solutions are 100% ADA compliant, even going a step further to integrate with technologies that allow for not only compliance, but empowerment. For example, we integrate with FAR, a wayfinding app for the visually impaired. Our LED signage and Automatic Voice Announcements are also compliant.

We also continue to develop our COVID-equipped transportation support by facilitating food delivery to homebound vulnerable populations, passenger load alerts for social distancing, enhanced rider communication and feedback, as well as tech-enabled contact tracing using Passio Gateway among passengers and drivers across the nation.

Furthermore, our Passio API allows us to interface with just about anything.







REFERENCES

Attached is a list of our most recent installations similar to the specifications requested in this RFP. We have included more detail on relevant implementations in the "Project Examples" section of our response.



CURRENT INSTALLATIONS

Listing of Passio customers similar to this project and implemented within the last 5 years:

Northwestern University

Georgia Insitute of Technology

Radford Transit

Rutgers University

Mid-Ohio Valley Transit Authority (MOVTA)

Georgia State University

Eastern Panhandle Transit Authority

University of Toledo

Oakland International Airport

Toledo Area Transit Authority (TARTA)

New York University

University of Connecticut

Ozark Regional Transit

Franklin Transit

Connect Douglas

9 Town Transit

Citrus Connection

Concord Kannapolis Area Transit (Rider Transit)

Miller Transportation

Roger Williams University

Tulane University

Montachusett Regional Transit Authority (MART)

Kootenai County Transit

Apple Country Transit

University of New Mexico Transit

MOOver! (Southeast Vermont Transit)

Corpus Christi Regional Transportation Authority (CCRTA)

Seneca Transit System

Brockton Area Transit Authority (BAT)

Delta Airlines (ATL, DTW, LGA)

Housatonic Area Regional Transit (HARTransit)

Hendry County Transit System

Birmingham-Jefferson County Transit Authority (BJCTA)

Escambia County Area Transit (ECAT)

Dolphin Transportation (FGCU)

University of South Florida

Cascades East Transit (COIC)

Johns Hopkins University

University of Texas - El Paso

City of Watertown CitiBus

Port Authority of New York and New Jersey

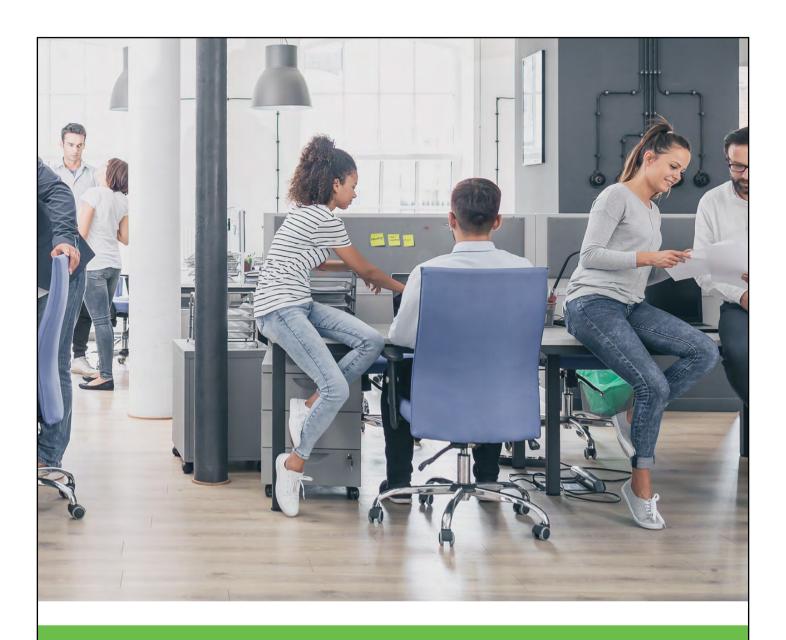
Central Transportation

Windham Region Transit District



Passio Technologies currently supports 256 agencies actively using our ITS solutions across the United States. Included here is a list of our most recent installations similar to the specifications requested in this RFP. We have included more detail on relevant implementations in the "Project Examples" section of our response. This list and our entire customer list is confidential, contact information for any agency is available on request.

This data constitutes a trade secret and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.



PROJECT UNDERSTANDING



CITY OF SANDY (SAM)

We admire your mission to create safe, courteous, and efficient transportation, and we want to help you enhance that mission with innovative tools and just-in-time information. We believe we can combine your vision with our expertise to build a reliable future for your riders. Our powerful but straightforward tools and analysis will assist City of Sandy in delivering on its new mission.

We want SAM's passengers to see how seamless public transportation can be, and our ITS solutions will help do just that. Passio will help you reshape the rider experience while connecting them with the people they want to see and places they need to go. Whether a Gresham family is hopping on the Gresham Express for a visit to Wippersnappers, or a Sandy High student is catching the Shopper Shuttle for an afterschool shift at Safeway, Passio will help you make their journey easier and more enjoyable.

Passio Technologies is proposing a flexible and dynamic system for SAM with premier hardware and software in a single, integrated ITS System. Passio's building blocks for your solution include:



PASSIO GO

comprehensive passenger information system with tracking, ETAs, and alerts



PASSIO TRANSIT

touchscreen MDT application with routes, stops, alerts, & announcements



PASSIO NAVIGATOR

CAD/AVL configuration, communication, & reporting management tool



AUTOMATED VOICE ANNOUNCEMENTS (AVA)

multilingual, geofence announcement system



NTD REPORTING

compliance assistance and reporting module



PASSIO INSPECTOR

pre/post trip inspection module



INFOTAINMENT

onboard and outdoor LCD displays



LED displays integrated to display geofence triggered stop and route information



boarding/alighting tracking with Hella 3D sensors



turnkey demand response scheduling solution

Our Passio ITS solution provides a state-of-the-art approach that sets us apart from our competitors. All of our solutions are scalable and capable of growing over time with your needs, meaning the value of our platform continues well after the date of deployment. All software and version updates, including new standard features and capabilities, are made available to our customers at no additional cost. You will also receive 24/7/365 access to all of your data, superior customer service, and the most innovative cloud-based technology on the market.

If successful, Passio Technologies will be the prime contractor for all work. We have provided detailed answers for accomplishing the services described in the RFP. To support your RFP, our comprehensive system comprises several core technologies from a firm with more than 20 years of experience in the transportation industry and a presence across 250+ transit customers in over 40 states. Our team will dedicate their expertise to delivering City of Sandy with reliable and responsible transit solutions while maximizing value, safety, and rider experience across each service mode offered.

Passio Technologies will be the prime contractor for all work. We have provided detailed answers for accomplishing the services described in the RFP. To support your RFP, our comprehensive system comprises several core technologies from a firm with more than 20 years of experience in the transportation industry and a presence across 250+ transit customers in over 40 states. Our team will dedicate their expertise to delivering City of Sandy with reliable and responsible transit solutions while

SOUTH CLACKAMAS (SCTD)

We want SCTD's passengers to see how seamless public transportation can be, and our ITS solutions will help do just that. Passio will help you reshape the rider experience while connecting them with the people they want to see and places they need to go. Whether a student is headed to class on the Clackamas Community College bus, or a Molalla parent is catching the city bus loop with their children to visit the library, Passio will help you make their journey easier and more enjoyable.

Passio Technologies is proposing a flexible and dynamic system for SCTD with premier hardware and software in a single, integrated ITS System. Passio's building blocks for your solution include:



PASSIO GO

comprehensive passenger information system with tracking, ETAs, and alerts



PASSIO TRANSIT

touchscreen MDT application with routes, stops, alerts, & announcements



PASSIO NAVIGATOR

CAD/AVL configuration, communication. & reporting management tool



AUTOMATED VOICE ANNOUNCEMENTS (AVA)

multilingual, geofence announcement system



NTD REPORTING

compliance assistance and reporting module

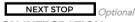


PASSIO INSPECTOR

pre/post trip inspection module



onboard and outdoor LCD displays



SIGN INTEGRATION

LED displays integrated to display geofence triggered stop and route information



AUTOMATIC PASSENGER COUNTING boarding/alighting tracking with Hella 3D sensors

Optional TRIPMASTER by CTS

turnkey demand response scheduling solution

If successful, Passio Technologies will be the prime contractor for all work. We have provided detailed answers for accomplishing the services described in the RFP. To support your RFP, our comprehensive system comprises several core technologies from a firm with more than 20 years of experience in the transportation industry and a presence across 250+ transit customers in over 40 states. Our team will dedicate their expertise to delivering SCTD with reliable and responsible transit solutions while maximizing value, safety, and rider experience across each service mode offered.



CLACKAMAS COUNTY (MHX)

We want MHX's passengers to see how seamless public transportation can be, and our ITS solutions will help do just that. Passio will help you reshape the rider experience while connecting them with the people they want to see and places they need to go. Whether skiers from the City of Sandy want a quick and safe way up to Timberline, or visitors at a Welches vacation rental are catching the Mount Hood Express on their way to explore Government Camp's trails, Passio will help you make their journey easier and more enjoyable.

Passio technologies is proposing a flexible and dynamic system for Mount Hood Express (and optional additions for the Transportation Reaching People and Last Mile Shuttle Programs) with premier hardware and software in a single, integrated ITS System. Passio's building blocks for your solution include:



PASSIO GO

₩

PASSIO TRANSIT



PASSIO NAVIGATOR

comprehensive passenger information system with tracking, ETAs, and alerts routes, stops, alerts, & announcements

CAD/AVL configuration, communication, & reporting management tool



AUTOMATED VOICE ANNOUNCEMENTS (AVA)

multilingual, geofence announcement system



NTD REPORTING

compliance assistance and reporting module

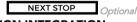


PASSIO INSPECTOR

pre/post trip inspection module



onboard and outdoor LCD displays



SIGN INTEGRATION

LED displays integrated to display geofence triggered stop and route information



AUTOMATIC PASSENGER COUNTING

boarding/alighting tracking with Hella 3D sensors



scheduling solution

If successful, Passio Technologies will be the prime contractor for all work. We have provided detailed answers for accomplishing the services described in the RFP. To support your RFP, our comprehensive system comprises several core technologies from a firm with more than 20 years of experience in the transportation industry and a presence across 250+ transit customers in over 40 states. Our team will dedicate their expertise to delivering Clackamas County with reliable and responsible transit solutions while maximizing value, safety, and rider experience across each service mode offered.



CITY OF CANBY (CAT)

We want CAT's passengers to see how seamless public transportation can be, and our ITS solutions will help do just that. Passio will help you reshape the rider experience while connecting them with the people they want to see and places they need to go. Whether a Canby resident is commuting to Woodburn on Route 99X, or a family from Northeast Canby is headed to a movie at Canby Cinema 8 on the City Circulator, Passio will help you make their journey easier and more enjoyable.

Passio Technologies is proposing a flexible and dynamic system for CAT with premier hardware and software in a single, integrated ITS System. Passio's building blocks for your solution include:







PASSIO TRANSIT

comprehensive passenger information touchscreen MDT application with routes, stops, alerts, & announcements system with tracking, ETAs, and alerts

PASSIO NAVIGATOR

CAD/AVL configuration, communication, & reporting management tool



AUTOMATED VOICE ANNOUNCEMENTS (AVA)



NTD REPORTING



PASSIO INSPECTOR



multilingual, geofence

announcement system

compliance assistance and reporting module

pre/post trip inspection module

onboard and outdoor LCD displays







scheduling solution

LED displays integrated to display geofence triggered stop and route information

boarding/alighting tracking with Hella 3D sensors

If successful, Passio Technologies will be the prime contractor for all work. We have provided detailed answers for accomplishing the services described in the RFP. To support your RFP, our comprehensive system comprises several core technologies from a firm with more than 20 years of experience in the transportation industry and a presence across 250+ transit customers in over 40 states. Our team will

dedicate their expertise to delivering the City of Canby with reliable and responsible transit solutions while maximizing value, safety, and rider experience across each service mode offered.





WWW.PASSIOTECH.COM



TECHNICAL APPROACH

BRINGING COMMUNITIES CLOSER TOGETHER

Our experience and passion described above will bring a unique value to your agency. Passio works hard to exceed the expectations of our customers. We achieve this through a combination of personal attention and reliability.



Running complex transit systems is challenging, especially when you're required to be efficient with limited resources while managing so many working parts. Passio simplifies every piece of this puzzle. Passio creates innovative ways to meet your goals in the areas of safety, mobility, efficiency, economic growth, environmental stewardship, security, and accessibility. We believe that everyone deserves the independence and accessibility that public transportation provides. Our solutions are specifically designed to improve the efficiency of public transportation services, improve the customer experience, scale to the size and needs of any system, and are agile to integrate and adapt to the changing landscape and advancements in technology over time. We believe that public transit is an integral part of a healthy, thriving community, and we innovate to help transit agencies operate more efficiently to bring people together. We exist to help our clients become more successful. This has always been our cornerstone.

PASSIO'S TECHNICAL APPROACH HELPS BRING COMMUNITIES CLOSER TOGETHER THROUGH SMARTER TRANSIT.

In choosing Passio, your team is hiring true partners in transit. In addition to our suite of over 20 integrated transit solutions, the Passio leadership team has over 125 years of combined experience in transit. Your knowledge in conjunction with ours yields countless possibilities. We have implemented transportation solutions with over 250 agencies with multiple modes of transit operations and varying service models, allowing us to compliment your local knowledge with new industry trends. We can help formulate best practices, targeted operational plans, and processes to improve operations. Successful reporting and management focuses on evaluating trends that can be analyzed using Passio software.

Our experience and passion described above will bring a unique value to your agency. Passio works hard to exceed the expectations of our customers. We achieve this through a combination of personal attention and reliability. As a smaller company, Passio also brings new innovations to the market faster. We build modular and customizable technology solutions for transit customers in over 40 states. Our commitment to industry standards makes interoperability easy with other platforms. Passio develops much of their technology in-house and uses their customers' needs and input to guide future innovation. We operate on an open integrator model that allows them to seamlessly connect with other strong industry suppliers such as TranSign, Twilio, Hella, Zonar, ATTI, Instamapper, Firebase, and of course Amazon. We are adding to this list consistently by integrating, partnering, or building when the solution identified best meets our customer's needs. Passio is committed to keeping our programmable API fully documented for consumption and integration with any other system providing an API. Passio develops much of their technology inhouse and uses their customers' needs and input to guide future innovation. Passio supports integration with third party apps via GTFS-RT and our API. We currently integrate with The Transit App and Customer Specific Apps at approximately 20 agencies and universities.



We truly want transportation to be easily accessible to all, so we have focused on supporting blind and low vision riders through our integration with FAR. Foresight Augmented Reality (FAR) GPS tools and beacons make bus stops and common locations accessible to the blind and visually impaired. Adding the integrated FAR application with GPS for direct wayfinding is optional and may be added at any time. Foresight Augmented Reality (FAR) gives a voice, description and orientation to the sighted world for blind and low-vision users. FAR also uses Passio bus tracking information to allow riders to easily track their bus with audio cues. Passio stop announcements are also played within the FAR app to make getting around a bit easier for blind and low vision riders.

PASSIO ADDS PERSONAL ATTENTION IN EVERYTHING WE DO.

This attention begins with our onboarding process throughout the life of the contract. When onboarding a new ITS customer, Passio has a proven methodology in place to transfer project information and goals from sales to our customer success team. We use 2 project management tools (Insightly.com & Monday.com) to help facilitate this. We also use a series of online forms (Formsite.com) in collaboration with the new customer to ensure all required information is complete.

All project tasks will be implemented by a Senior Project Manager, Systems Engineer, Customer Success Supervisor, Account Manager, and a Passio Installation Technician. During the project implementation and ongoing operations, Passio leaders and project managers will coordinate on-site evaluations and strategic meetings to ensure maximum utilization of all technology solutions. These meetings will include maintenance, operations, and the agency's corporate management as required.

Passio typically provides a combination of remote and on-site training for new customers. On-site training is performed by expert Passio implementation staff. All customers are provided access to Passio's training documents, FAQs, knowledge base articles, Powerpoint presentations, and training videos for their appropriate solutions. Passio hosts webinars to provide documentation and training to our customers. Passio also provides searchable electronic media to provide documentation and training to our customers. You will be given access to our online knowledge base and multi-media training tool. This is a dynamic tool that is consistently updated as new features and functionality are added to the Passio platform. More details on our complete training program and modules can be found in our attached Training section. Yes, recorded video training is available permanently. Remote training is free and available anytime during the life of the contract.







Track your bus in real time with the Passio GO app





Level one support is provided from our support phone hotline, which is 24x7x365, or via our support@passiotech.com email. Issues are evaluated when received and escalated to the senior technical support team if needed, and then to the development team if systemic issues are determined. We provide unlimited remote support. Passio will have dedicated resources available to work on "critical issues" during your contractual hours until resolved.

Another value Passio brings is our custom Agency Marketing Guide at no extra cost, which includes step-by-step guidelines to inform, engage, and excite your riders. In order to help you get the word out about your new rider tools and ensure a successful launch, we've put together a comprehensive marketing plan. This plan is modular, just like our transit solutions. Feel free to pick and choose what works best for your transit operation.

We have included generic materials that are ready to be used as is. Wording and images may be adjusted as needed, with the exception of the Passio Technologies logo. Our services and collateral offered include App Handout Cards, Flyers, and targeted Social Media Ads. We will work with your agency to craft a comprehensive launch of new services. Along with our agency marketing guide, we can provide various marketing materials designed to stand out and meet your riders where they are.

Detailed information on our proposed technical solutions are presented in our Solutions section.



IMPLEMENTATION PLAN

Implementation Plan

Passio's overall project approach engages in a policy of consistent feedback and continual updates on progress. At each major milestone of the project timetable, we will schedule a confirming conference call, review any open items, and develop a strategic plan to address and correct issues. Our customers will have the opportunity to review those corrections and confirm that they are complete. Client satisfaction is met by the combination of focusing on the planned implementation schedule and constant and open communication. Passio's Implementation Plan consists of the following 5 components:



Determine all key stakeholders, contact information, and roles. Define communications process. Gather location data for installation and identify vehicle availability

Create schedule updates and milestone confirmations process. Define critical dates and identify potential barriers to success. Gather and confirm configuration data from customer

Determine initial installation schedule and pre-install fleet evaluation, schedule installers. Order equipment and document expected delivery timeline. Software setup and initial program testing

Test software deployment with customer configuration. Track, review, and regulate the progress and performance of the project; identify any areas in which changes to the plan are required; and initiate the corresponding changes. Conduct field testing, make adjustments from feedback, confirm updates

Conduct final testing with customer representatives. Confirm installation documentation and update Conduct training and review of operational items



Agency Requirements and Tasks

- Coordination of vehicle availability and interaction with the installation team.
- Coordination of training schedule and identifying key staff members requiring access to the system.
- Identifying a minimum of two contacts who are trained to be system coordinators. These individuals will coordinate troubleshooting efforts and implement support items when remote support is initiated.
- Providing feedback and suggestions to enhance the utilization of the system.

Passio Promise

- Our Passio ITS solution provides a state-of-the-art approach that sets us apart from our competitors. The value of our platform continues well after the date of deployment and is easily expandable by taking future demands into consideration.
- All software and version updates, including new standard features and capabilities, are made available to our customers at no additional cost.
- We provide free marketing materials including designs for cut-out cards, posters, banners, and social media posts to help promote your new system to your riders.
- Passio's platform is completely modular and is capable of working with a variety of hardware.
- · Passio provides an integrated, web-based user guide for training and system use.
- By choosing Passio as your transit technology provider, you will receive 24/7/365 access to all
 of your data, superior customer service, and the most innovative cloud-based technology on
 the market.

*** < • 2.0 Planning Est Duration Customer Projects ▽ Filters 3.2 INTERNAL. Greate and Update Equipment Delinery Schedule (E) C Search 3.3 Passig Navigator Account Setup 60 ITI TEMPLATE New Customer 3.4 Configure and Test Fourtment 3.5 Schedule Installation (C) Installation Calendar IFI Contract installation Firms [] Project Equipment Planning... 3.7 Installation Window (Anticipated) RAT Densert Management 3.8 Configuration Per Vehicle [2] RAT-Brockton Area Transit 3 G installation Confermation by Vehicle ITI Equipment and Accepts 3.10 Installation Complete of BAT Project Timeline all BAT Scope of Work 3.11 Execution Phase Configuration, Ventication, and Training (C) BAT Internal Task List Solution and Equipment Ac. 4.0 Monitoring and Controlling 4,9 Customer to Complete AVA Check Sheets on All Bu 18 Customer List - Freshdesk 4.8 Additional Training Scheduled as Needed (4.1 Initial Passio Navigator Training 1 ► University of New Mexico 1 W. 13

COLLABORATIVE (SHARED) CLIENT PROJECT MANAGEMENT EXAMPLE:

Your dedicated Passio Project Manager will keep you updated on each step of planning, installation, implementation, and training using our collaborative online project management website. Each Passio customer will have a dedicated project board where they can see progress, make comments, and participate in the planswith our project ream





PROJECT MANAGEMENT PLAN



Role of the Project Manager

Passio's Project Manager for will have multiple responsibilities, but first and foremost their role is to manage the resources to meet project milestones and communicate with your The City of Sandy's team. The project manager is the focal point, they are the primary contact for both Passio resources and our customer. By having a clear 'chain of command' we are able to effectively avoid confusion, uncertainty, and mixed instructions that can occur in a complex deployment.

We also understand that the project manager is only as strong as the processes they use and the team behind them. The project manager is constantly reporting to the executive sponsor at Passio to ensure that all resources needed are available, and if issues arise, they can be escalated and quickly resolved. For more complex deployments, an assistant project manager is also assigned. This person works side by side with the PM to support them and step in if a substitution is needed in rare cases. Each of the teams at Passio (equipment setup, configuration, customer acceptance testing) are assigned team leads, and these leads report to both the assistant and senior project manager.

Quality assurance and The City of Sandy's goals are one in the same from the standpoint of project management. Several key components and stages are used to ensure quality, and those stages are based on the stated objectives for The City of Sandy's project, as well as Passio's focus on excellence for each project deployment.

Pre-Installation Protocols

- Passio will supply wiring diagrams to customers.
- · Customers are provided five working days to review, ask for clarification, or request changes.
- Passio will provide an equipment list with the specifications of each device.
- Customers should supply installation instructions including a power source for each component, sensor locations (if applicable), sensor trigger (power or ground), connector requirements, device locations (if necessary), and wiring requirements within 5 (five) working days.
- Instructions to be provided by vehicle type and year for all vehicles.

On-Site Installation and Acceptance Responsibilities

- Passio will install each component to the pre-installation specifications.
- Passio will document each installation using our installer software tool.
 - This documentation will be available to the customer.
- Installation of each component is subject to change as required when the installer begins physical work on the vehicle.
 - Standard or minor changes will be documented during the installation process.
 - Material or significant changes will be discussed with the customer and approved, in writing by the customer.
- Installation is deemed complete and accepted when the following criteria are met.
 - VLU, APS/APC, and Cellular Router receives communications, returns active information to the server, and registers in Passio Navigator Configuration Page in the devices tab
 - Destination Sign Connection and Internal Sign Connection display changes when MDT goes out of service or changes route, receives configuration updates via over the air protocols
 - MDT Passio Transit app loads on startup and connects to customer account. Registers in Passio Navigator Configuration Page. Configuration updates are confirmed to be received, and communication to server confirmed.
- On-Site Installation and Acceptance Responsibilities
- Passio will install each component to the pre-installation specifications.
- Passio will document each installation using our installer software tool.
 - This documentation will be available to the customer.
- · Installation of each component is subject to change as required when the installer begins physical work on the vehicle.
 - Standard or minor changes will be documented during the installation process.
 - Material or significant changes will be discussed with the customer and approved, in writing by the customer.
- Each component is tested for power, communication with the server (if applicable), communication with internet (if applicable), and successful data transfer to the server (if applicable)

- Passio certifies to the customer that the above installation protocols are met
- Customer Installation Inspection Customers are encouraged to review the installation during the period when the installer is on-site and provide feedback to Passio support in real-time as needed.
 - Customers are encouraged to field test installation and equipment communication by driving vehicles on routes for 30-90 minutes post initial installation.

Solutions Acceptance

Solutions are the core of the Passio deliverable. It is our goal and objective to ensure that solutions are set up correctly and operate to specifications at the highest level of reliability. Solutions include the combination of device software, configuration, user interfaces, and server programs.

- Acceptance criteria are set for each individual solution
- Individual solution acceptance test window is typically up to thirty working days
- Customer Acceptance Monitoring
 - Customers will identify any gap or interruption in the solution and report them to Passio as soon as possible after observation.
 - Information needed includes the date, time, vehicle number, assignment information, the observed gap in the solution, length of time gap lasted, and any troubleshooting steps taken
 - All discontinuities are investigated. One-time breaks are often nonissues, and may be the result of incorrect assignments or require a one-time reset of equipment.
 - Recurring, consistent, or replicable gaps will be managed until corrected to achieve acceptance status.
- The amount of testing done on each vehicle for solutions is at the customer's discretion and does not change the acceptance window.

Solutions Acceptance Criteria

- · CAD/AVL vehicle and information appear on Live Map 2 (LM2) and reflect updated route assignments
- Passio GO Vehicle appears on correct active route when assigned
- LEDx Integration Destination sign display changes when MDT goes out of service, changes route, and displays correct timed message(s)
- AVA audible announcements are clearly made incorrect order at configured GPS locations on the route
- APC system daily accuracy of counts exceeds 95%
- · Public Wi-Fi non Passio device connects to Wi-Fi SSID when onboard vehicle and can access public internet websites



INSTALLATION

Creating Passio's proposed installation plan begins before the project kick-off meeting, during our internal handoff to the Project Implementation team. Our Implementation team reviews each project specification, requirement, and customer need with our sales team. Based on our historical lessons learned and best practices, we comprise a set of discussion points surrounding any questions or concerns we may have. These serve as the main agenda items with your agency team during the kick-off meeting.

Our goal is always to perform the installation work without impacting operations. Together, we will determine the optimal days and times for installation work, including daytime, nighttime, and weekends, and build in a communication and coordination plan that meets the needs of the project and the ongoing operations.

From the kick-off meeting discussion, our implementation team will draft an equipment and logistics timeline, conduct discussions with the Installation Technician(s) who will be performing the installation, and draft an installation plan that will be shared with your agency and reviewed during our weekly project check-in meeting. Once the plan is finalized it will be added to the Monday.com project plan board. By adding the plan to the project board, it will be visible to all the project stakeholders, for both your agency and Passio. Monday.com creates a powerful and visual real-time collaboration tool for tracking project progress, tasks, assignments, and milestones. This online board will be shared exclusively with your team and available anytime for status updates and comments.

Your agency is not expected to provide equipment for the installation. We will want to coordinate closely with your team members who have responsibility for fleet maintenance and operations to optimize bus availability, and to ensure that the installation work does not adversely impact operations.

Pre-Installation Protocols

- Passio will supply wiring diagrams to customers.
- · Customers are provided five working days to review, ask for clarification, or request changes.
- Passio will provide an equipment list with specifications of each device.
- Customers should supply installation instructions including power source for each component, sensor locations (if applicable), sensor trigger (power or ground), connector requirements, device locations (if necessary), and wiring requirements within 5 (five) working days.
- Instructions to be provided by vehicle type and year for all vehicles.



On Site Installation and Acceptance Responsibilities

- Passio will install each component to the pre installation specifications.
- Passio will document each installation using our installer software tool.
 - This documentation will be available to the customer.
- Installation of each component is subject to change as required when the installer begins physical work on the vehicle.
 - Standard or minor changes will be documented during the installation process.
 - Material or significant changes will be discussed with the customer and approved, in writing by the customer.
- Installation is deemed complete and accepted when the following criteria are met.
 - VLU, APS/APC, and Cellular Router receives communications, returns active information to server, and registers in Passio Navigator Configuration Page in the devices tab
 - Destination Sign Connection and Internal Sign Connection display changes when MDT goes out of service or changes route, receives configuration updates via over the air protocols
 - MDT Passio Transit app loads on startup and connects to customer account. Registers in Passio Navigator Configuration Page. Configuration updates are confirmed to be received, and communication to server confirmed.
- Installation of component is completed using the accepted wiring and installation protocols
- Each component is tested for power, communication with server (if applicable), communication with internet (if applicable), and successful data transfer to server (if applicable)
- · Passio certifies to customer that above installation protocols are met
- Customer Installation Inspection Customers are encouraged to review the installation during
 the period when the installer is on site and provide feedback to Passio support in real time as
 needed.
 - Customers are encouraged to field test installation and equipment communication by driving vehicles on routes for 30-90 minutes post initial installation.

Solutions Acceptance

Solutions are the core to the Passio deliverable. It is our goal and objective to ensure that solutions are set up correctly and operate to specifications at the highest level of reliability. Solutions include the combination of device software, configuration, user interfaces and server programs.

- Acceptance criteria are set for each individual solution
- Individual solution acceptance test window is typically up to thirty working days



QUALITY ASSURANCE

QUALITY ASSURANCE FROM THE PASSIO TEAM

Quality Assurance & Continuous Improvement

Passio is proud to present our commitment to quality in this section. We have invested heavily in Quality Assurance (QA) with the most current releases of core products Passio Navigator, Passio Transit, Passio ParaPlan, and Passio Connect. Our dedication to high standards was based on the desire to utilize the latest managed development environments. These technologies have allowed us to enhance our code unit testing, experience testing, and implementation procedures.

Unit Testing

We are continually working to make our test cycles fast and partially automated. By breaking releases into much smaller components and testing as early in the iteration as possible, we bring updates to the market faster. Short cycles allow enhancements to reach customers much sooner, so our QA team is constantly pushed to enhance their processes to stay on-cycle with development. Unit testing, the simulation of incomplete components with service visualization, allows Passio to run simultaneous tests, rather than wait until the end of a cycle.

Functional testing

Functional testing verifies that our applications work how they are intended. It's implemented in a target environment by conducting manual user tests according to specific plans, considering the needs and requirements of our end users. Functional testing includes the following tests:

- Browser compatibility test to check app performance in various browsers.
- Regression test for every release, minor update, integration, or data migration.
- Automated functional and regression tests.
- Outcome-based user testing on all new feature sets.
- · Reliability test to find app weaknesses and reduce the number of failures during deployment.
- Passio eventually uses actual user data to improve testing and user experience.

Performance Testing

By performing load tests, the Passio QA team can determine our ability to handle unsteady loads and find the maximum supported levels. From there, the team can move on to endurance testing which tests the system under continuously high load. Endurance testing is a method for detecting memory leaks and identifying at what point performance degradation occurs. It can also show how the system copes under high demand for long periods of time. We test our solutions with various loads, including ones that exceed normal operating conditions. These techniques are primarily done manually, but we are working to improve Passio Performance Testing with new automated testing tools.

Furthermore, our failure and recovery tests check the system for functional disaster recovery after simulation of various crashes both internal (software) and external (internet connection, power cuts, etc.).

Compatibility Testing

- The Passio QA team tests against the following:
- Browsers (Chrome, Firefox, Safari, Edge)
- Desktop Operating systems (Windows, macOS)
- Mobile devices (iOS, iPadOS, Android)
- Hardware versions

While these configurations are numerous, we always consult with each client to ensure our solutions work as expected on their hardware.

Maintenance Testing

Maintenance testing is performed by both our QA and Tech Support teams. They are responsible for ensuring the correct performance of applications and customer service workflows. Passio uses Freshdesk.com and Monday.com to help this team track and analyze potential problems.

Continuous Improvement

Besides these new development testing KPI's, we have implemented new Process Controls and Workflow Tools for onboarding new customers and ongoing technical support. This attention begins with our onboarding process throughout the life of the contract. When onboarding a new ITS customer, Passio has a proven methodology in place to transfer project information and goals from sales to our customer success team. We now use 2 project management tools (Insightly.com & Monday.com) to help facilitate this. We also use a series of online forms (Formsite.com) in collaboration with the new customer to ensure all required information is complete.

We are continuously adding content to our online user community/KB/FAQ on Freshdesk and updating training videos for our solutions. We are committed to comprehensive training done both remotely and on-site. Passio uses electronic media and also hosts quarterly webinars to provide documentation and training to our customers. Passio tracks support tickets internally via Freshdesk (https://passiotech.freshdesk.com).

All project tasks will be implemented by a Senior Project Manager, Systems Engineer, Customer Success Supervisor, Account Manager, and a Passio Installation Technician. During the project implementation and ongoing operations, Passio leaders and project managers will coordinate on site evaluations and strategic meetings to ensure maximum utilization of all technology solutions.

Cost Control

Passio is proud to present our commitment to quality. Details of our Functional, Performance, Compatibility, and Performance testing programs are outlined above. Our proposed ITS solution is 100% cloud-based using minimal hardware to keep costs down. We have performed extensive research on multiple on-board ITS components to land on the perfect combination of quality, reliability, and affordability in this proposal. Please refer to our Hardware Section for more information on our proposed components. We will work with your agency to finalize the hardware requirements of this solution to recommend the best options and pricing during contract negotiation.



CONTRACTOR EXPERIENCE



PASSIO

COMPANY OVERVIEW

The transit industry has consistently demanded reliable and actionable data to efficiently allocate resources and provide passengers with real-time information. This technology is critical to manage costs, operate within budget, and most importantly, deliver superior service.



HISTORY

In the summer of 2010, Co-Founders Mitch Skyer and Scott Reiser started Passio Technologies to fill this sizable gap within the industry. As the company developed, we identified that the passenger experience was just as important to the successful operation of the system as was understanding the resources and utilization.

ORGANIZATION

Our organizational structure is flat and customer-focused. We assign multiple project and account managers to each customer for redundancy and cross-training.

Our mission is to provide information to both the operations staff and the passengers so that everyone's experience is comfortable, informative, and effective. We move beyond simply answering support questions to find out the reason behind each question.

These answers help drive the direction of our development and innovation to ensure that the needs of our customers are being met. Passio has been in business for over 10 years and has 24 full-time employees.

The majority of Passio's support and management employees are located in Atlanta, GA. Members of our senior technical support and sales teams are located in Kansas City, KS and Greenville, SC. Passio does not discriminate in any way, shape, or form for hiring, raises, and promotions. All Passio employees and clients are treated equally. Passio is growing, we've increased our staff by 40% over the past 3 years.



- Passio Technologies, LLC is registered in the State of Georgia.
- Founded on August 13, 2010
- Federal Tax ID Number: 27-3307668
- Dun and Bradstreet ID (DUNS #): 068972279
- E-Verify Company ID: 713911. Passio actively verifies all employees to ensure they are authorized to work in the United States.
- SAM Registration CAGE Code: 7NTZ6
- SIC Codes: 7373 COMPUTER INTEGRATED SYSTEMS DESIGN
- NIGP Codes:
 - 208 Computer Software For Microcomputers, Systems, Including Cloud-based (Preprogrammed)
 - 209 Computer Software For Mainframes And Servers, Preprogrammed
 - 918 Consulting Services
 - 920 Data Processing, Computer, Programming, And Software Services
- NAICS Codes:
 - 5415 Computer Systems Design and Related Services
 - 5416 Management, Scientific, and Technical Consulting Services

FINANCIAL STANDING

All commercial banking is done through Webster Bank. Mitch Skyer, President and Scott Reiser, CTO, are both officers of Passio. Passio currently has no debt and has been profitable since its inception. Passio will confirm that we have the financial resources to fulfill all contractual requirements. Passio Technologies has never been subject to litigation associated with project performance and/or professional liability. If further information is needed, Passio commits to meeting those requests.

Passio Technologies maintains the following standard insurance coverage:

- Public Liability \$2,000,000 each occurrence
- Product Liability \$4,000,000 aggregate to include all vehicles and equipment owned or used on this
 contract
- Property Damage \$1,000,000 each occurrence, \$3,000,000 aggregate
- Bodily Injury Liability \$1,000,000 each occurrence, \$3,000,000 aggregate
- Cyber Liability Deductible \$2,000,000 Limit

If awarded this contract, Passio Technologies will secure all required coverages and provide a COI. Our current Certificate of Insurance (COI) will be provided.



Passio has followed a smart and steady growth path, allowing us to expand our team from 3 to 24, while maintaining the focus on our customers. We continue to offer new and innovative solutions through an aggressive research and development program, coupled with an unparalleled commitment to customer satisfaction and service support. By growing steadily and efficiently, we have not just kept pace with the transit industry's ever-changing needs, but have focused on advancing our integrations and capabilities to ensure we're always one step ahead of the curve.

We continually develop our technology, integrating with hardware and internal/external software packages while improving every step of the way. Our core methodology was built to address the needs of both the passenger and the operator, born from our decades of experience in the transit industry.

Our integrated solution provides our customers with a single platform for support, hardware integration, on-board connectivity, and reporting.

ParaPlan Software became part of the Passio family in May 2019. We joined forces to provide expertise in demand response to our team, and to our customers who encounter growing needs for diversified transit services. This technology is the backbone behind Passio Connect, our on demand solution. We have the entire ParaPlan technical team working in tandem with Passio and our sister companies CTS and Ecolane, who also partner with Passio to provide turnkey demand response solutions. We share the core belief that mobility is a universal right, and we are proud to now offer the most comprehensive transit solution in the industry.



MITCH SKYER PRESIDENT & CO-FOUNDER mitch.skyer@passiotech.com (678) 825-3456 ext. 106

Mitch has been President and Co-Founder of Atlantabased Passio Technologies since 2010. He's actively been a part of the transit and parking industry since 2002. Prior to founding Passio, he was the President and Founder of Solstice Transportation Group, a transportation consulting operation.

He is an active member of many transportation groups and also serves on the board of several. He received his undergraduate degree from Binghamton and an MBA from University at Buffalo.



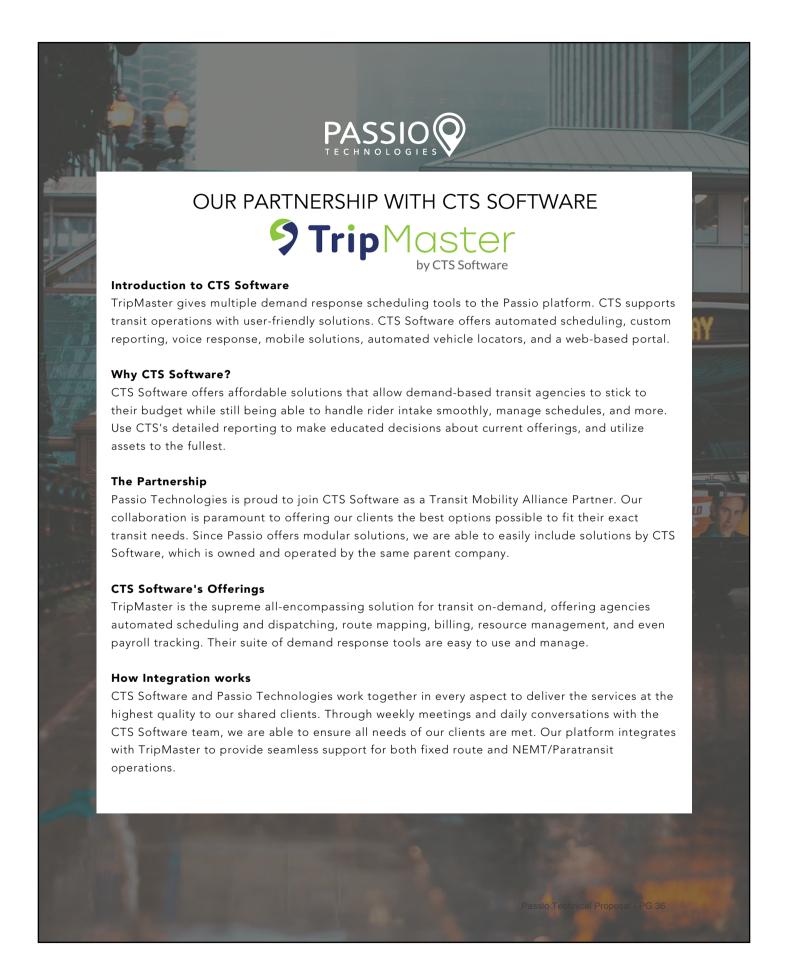
SCOTT REISER CTO & CO-FOUNDER scott.reiser@passiotech.com (678) 825-3456 ext. 105

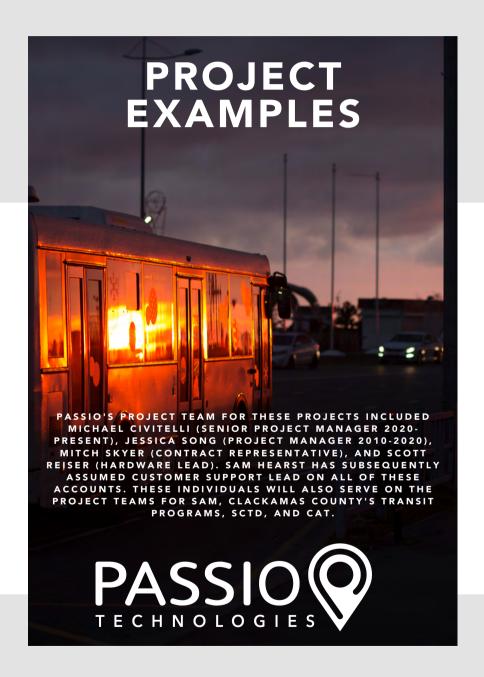
Scott has been Chief Technology Officer and Co-Founder of Atlanta-based Passio Technologies since 2010. He's actively been a part of the technology industry since 1994

Prior to founding Passio, he was the President and Founder of Adapting Technologies, a full service IT solutions provider.

He has been involved in the Atlanta Business Alliance and the Buckhead Business Association for over nine years and he received his B.S. in International Affairs from University of Colorado-Boulder.







WWW.PASSIOTECH.COM

IDAHO CITYLINK TRANSIT KOOTENAI COUNTY



The Client:

Citylink is an organization run by two separate transit entities, one transit system in Kootenai County and a separate transit system in Benewah County. Citylink in Kootenai County is a small urban system serving multiple areas.

Project Details:

Project Value \$110,513

Custom Features National Transit Database (NTD) Reporting

Software Installed Automated Passenger Counting, Passio GO, AVA, Interior

LED signs

Service Dates October 2020 to Present

Contract Type 60 month MSA

Location 2400 W Riverstone Dr., Coeur d'Alene, ID 83814

Main Contact: Chad Ingle Fixed Route Services (208) 446-2102 cingle@kcgov.us









The Client:

EPTA had been looking for years for a better solution, one that ideally, would come from one company whose solutions would allow them to manage both their fixed routes and their demand-response transit needs, and give their drivers the flexibility to easily switch back and forth between the two solutions, if needed. That ideal solution also needed to deliver greater accuracy and efficiency in the three problem areas: passenger counting, voice announcement, and on-demand scheduling. Just as importantly, as Deputy Director, Amanda Sink, recalls, "We had to make sure it was both cost-effective for the organization to implement and easy for drivers to learn and use." Doing extensive research, they explored a variety of solutions. Finally, it was at the APTA trade show that they met Passio's president, Mitch Skyer, who took the time to educate them on Passio's offerings, and how they could, in fact, address EPTA's two distinct requirements. It was clearly a fit, and in (date), they made the decision to partner with Passio.

By choosing Passio, EPTA becomes the company's first client to combine Passio & ParaPlan products. Passio acquired ParaPlan in the summer of 2019. The merging of the three solutions paved the way for vast improvements on many levels.

Project Details:

\$196,519 **Project Value**

National Transit Database (NTD) reporting. Upgraded **Custom Features**

reporting suite for transits using federal funding

Electronic Passenger Counting, 2-way dispatch & Software Installed

messaging, AVA, Passio GO

May 2018 to Present Service Dates

60 month MSA **Contract Type**

446 Novak Drive. Location

Martinsburg, WV 25405

Main Contact: Elaine Bartoldson Director (304) 263-0876 ext. 8455

ebartoldson@eptawv.com







The Client:

Passio has developed an outstanding relationship with the town of Radford, Virginia for almost three years. They have our full suite of services, including AVA, Passio Navigator, OpsView, Automatic Passenger Counting (APC), GPS/AVL, Passio Gateway, and Passio GO. To date, they operate 20 vehicles with these Passio products on-board.

Project Details:

Project Value \$276,669

Custom Features National Transit Database (NTD) Reporting

Software Installed Automated Passenger Counting, Gateway card swipe

passenger counting, AVA, Passio GO

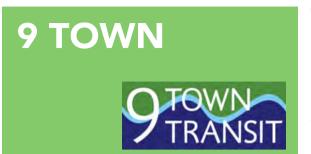
Service Dates February 2018 to Present

Contract Type 60 month MSA

Location 801 East Main St., Radford, Virginia 24142

Main Contact: Trevor Sakry Director (540) 831-5911 tsakry@nrvcs.org





The Client:

9 Town Transit operates seventeen buses on four flexible routes (fixed stops with deviations) throughout the southern Connecticut region, including connections to New Haven, New London & Middletown.

Over the past seven years, the District has seen tremendous growth in both services provided and used. 9 Town Transit now travels approximately 550,000 miles annually, operates on a \$1.8 million budget, and provides over 100,000 passenger trips annually.

A little bit over 3 years ago, 9 Town Transit implemented ITS technology from Passio. These solutions included Passio GO, Automatic Passenger Counting, and GTFS-Realtime. Passio made this transition easy through integrations with existing technologies like Zonar and Token at ETD.

These integrations and new technologies gave their passengers the real-time information they had been craving and ridership is growing. To meet this new demand, 9 Town is soon adding 10 more vehicles to their fleet to improve transit for the region. Additionally, they are adding Passio Request & GO to support flex route service and expanding their coverage area.

Project Details:

Project Value \$110,269

Custom Features National Transit Database (NTD) Reporting

Software Installed APS (Hella On-board signage), Passio GO, GTFS Real-Time

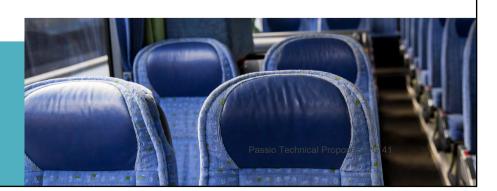
Service Dates June 2019 to Present

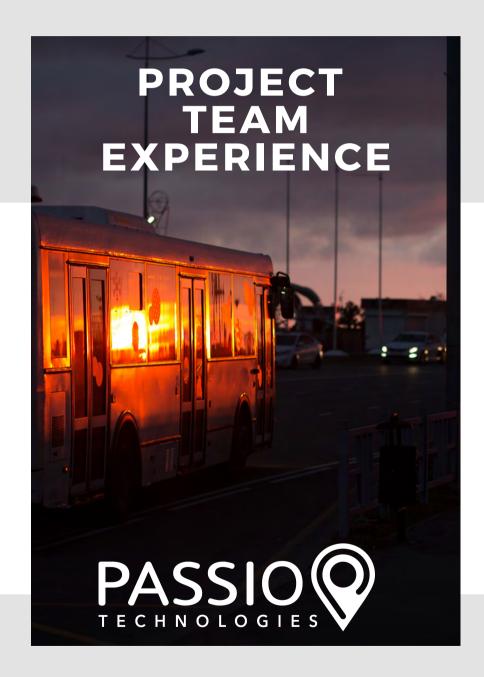
Contract Type 60 month MSA

Location 17 Industrial Park Rd, Centerbrook, CT 06409, USA



Main Contact:
Joe Comerford
Centerbrook, CT





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KEY PERSONNEL

For over 20 years, Michael has worked in the transit industry managing new projects and clients. His specialty is client communications. Michael is a member of the Project Management Institute, has a B.A. from the State University of New York and attended the Executive Leadership Program at Seattle University. Michael is based in Austin, TX and will devote a minimum of 20% of his time towards your project during the planning and implementation phases.

SENIOR PROJECT MANAGER

MICHAEL CIVITELLI

michael.civitelli@passiotech.com (678) 825-3456 x124



DIRECTOR OF OPERATIONS
JESSICA SONG
jessica.song@passiotech.com
(678) 825-3456 ext. 104



Jessica has been the Director of Operations of Atlanta-based Passio Technologies since 2010. She has a Master's degree in Urban Transportation from the University of Illinois at Chicago and worked for Solstice Transportation Group as well. She manages all project implementation and customer support and she evaluates, develops, and manages transit solutions. Jessica is located in Atlanta, GA and will devote a minimum of 20% of her time towards your project during the planning and execution phases.

Courtney functions as our Training & Client Care Specialist, with almost 20 years of experience working directly with clients to create the best experience possible. She makes it a daily goal to ensure they are taken care of in a quick and positive way, making it her priority that they have the best Passio experience possible. Courtney is located in Forth Smith, AR and will devote approximately 10% of her time towards your project dependent upon solutions offered and client needs.



TRAINING AND IMPLEMENTATION MANAGER
COURTNEY HALL

courtney.hall@passiotech.com 678.825.3456 x 116



CUSTOMER OPERATIONS MANAGER sam.hearst@passiotech.com

678.825.3456 x 129

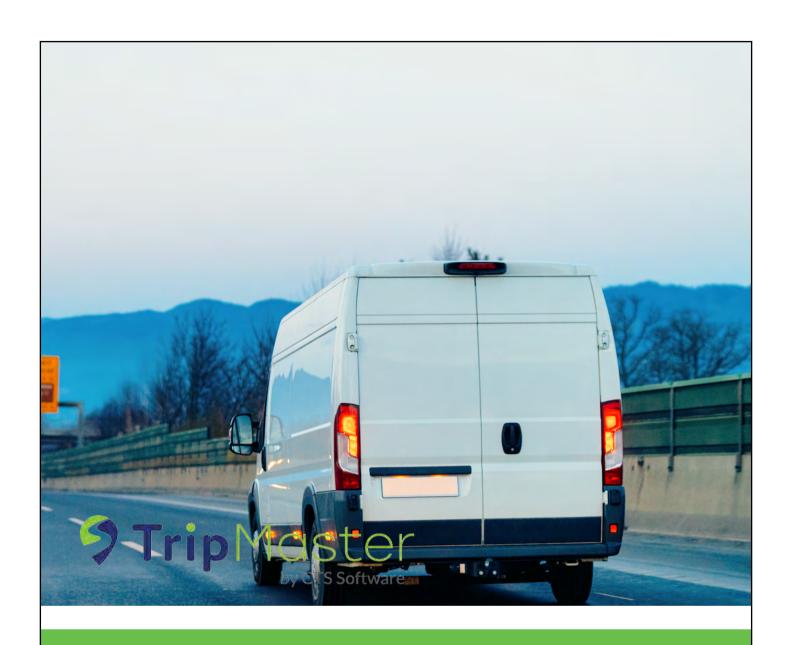
Manager, with over a decade of experience in managing customer service teams. He ensures the analysis and quick resolution for customer feedback, watching over our clients' projects throughout the lifetime of their systems. Sam is based out of our headquarters in Atlanta, GA and will devote time to your project on an as-needed basis following implementation & training.

Sam is our Customer Operations

Other members of our proposed project team include:

Wayne Manis, Installation Technician" Carly Valcheff, Data Analyst





SUBCONTRACTOR PERSONNEL - CTS SOFTWARE



BIOGRAPHICAL SKETCHES

Adam Fox has a bachelor's degree in Business Administration from The University of North Carolina at Wilmington with a double major in Management and Marketing. He has been with CTS since 2002, where he has focused on developing strong customer relations as well as training and technical support. Because of his daily one-on-one contact with clients, Adam was put in charge of overseeing the development of TripMaster. Since the inception of this project, he has worked hard to keep the simplicity that the users of previous versions love while adding technical aspects that today's paratransit operators require. He is also a certified trainer for all of CTS' products and will be one of the multiple project managers should CTS be selected through this bid.



Elizabeth Magra has a bachelor's degree in Marketing Management and Communications from Grove City College. She has focused her career on business creation and growth, particularly in the healthcare consulting arena. Based on this background, Elizabeth is very team and client-focused, understanding people are at the heart of making any business successful and exceeding clients' expectations. Her roles include developing teams and driving strategies to produce results that will strengthen and grow CTS' and customers' businesses.



Chief Operating Officer

Derek has an Associate's degree in Business with a primary focus on communication studies. Through his work in the transit industry, he has developed a multi-faceted knowledge of operations, including dispatching, management, marketing, and sales. Derek has been with CTS since 2010 and is a key player in sales, marketing, and support. His deep understanding of client needs is crucial to customer support and on-site training, and his dedication and positive attitude reflect not only the CTS brand but also the customers experiencing the software in their operation. He is also a certified trainer for all of CTS' products and will be one of the multiple project managers, should CTS be selected through this bid.



Director of Business

Development

BUILDING RELATIONSHIPS:



"I want to compliment CTS for the excellent service. Their training team worked long hours with each of our staff members, ensuring they all were comfortable & such service builds great working relationships "Technical Proposal - PG 45 - Big Bend Transit

Jon holds a BBA in Management Information Systems from The University of North Carolina at Wilmington and joined CTS in 2011 as a technical support specialist. He has an encyclopedic knowledge of TripMaster and ParaScope, and he is likely the first voice customers hear when calling in with questions and feedback. Before coming on board with CTS, he worked with SellEthics Marketing Group, Inc. as a route management account representative, and with FedEx's Ground Delivery division. He will be the lead tech support manager for your organization, should CTS be selected through this bid.

Jon has a bachelor's degree in Computer Science from Ball State University and joined CTS in 2009 as a developer and software architect, bringing more than a decade of experience as a software developer. Before joining CTS, he owned and managed a consulting company for 10 years, placing and managing over 40 developers in software projects throughout Indianapolis, IN, and surrounding communities. Prior to starting his consulting company, Jon worked for an array of software consultancies in Indianapolis.

Amie joined CTS in 2013 as the company's finance director and manages accounts receivable and payable, all aspects of payroll and human resources, provides backup customer phone support and maintains customer files and administrative communications. Amie is the administrative glue that binds CTS together. She brings a 25-year history of accounting, business administration, and sales with an array of industries, and is expertly knowledgeable about the administrative intricacies of small- to medium-sized businesses. Amie's precision and integrity exemplify CTS's focus on strong customer relationships.

Jesse has been responsible for many of the recent implementations in the state of NC. His roles here at CTS include onsite TripMaster training, software testing, and upkeep of TripMaster's online training resources. His experience in training and dedication to customer service translates to high-level results and satisfied customers. For this project, Jesse will lead the technical training phase.





Jon Hooks Lead Technical Support



Jon Cooper–Director Software Development



Amie Green-Finance
Director



Jesse Ellis-Lead Trainer
Passio Technical Proposal - PG 46

SUPPORT

FOUNDERS





LEADERSHIP TEAM







CUSTOMER ENGAGEMENT

CUSTOMER SUCCESS

ALEXANDRA FULTON MARKETING MANAGER alexandra.fulton@passiotech.com







SCOTT MCLAREN DIRECTOR OF SALES scott.mclaren@passiotech.com







JESSIE BILL PROPOSAL COORDINATOR jessica.bill@passiotech.com

DRGANIZATIONAL CHART





TY

MARTIN

ty.martin@passiotech.com



SCOTT

SHELTON

CUSTOMER SERVICE RE
scott.shelton@passiotech.com

DEVELOPMENT





WAYNE MANIS INSTALL TECHNICIAN wayne.manis@passiotech.com

AFANASII
KURAKIN
LEAD PROGRAMMER
afanasii.kurakin@passiotech.com

wayne.manis@passiotech.com

PROJECT TEAM

For purposes of adhering to the brevity requested, full resumes have only been included in the Supporting Information section of this RFP and will provide qualification details and background on Key Personnel.

PROJECT MANAGER & DOCUMENTATION LEAD: Michael Civitelli – Senior Project Manager Michael has been managing new projects and clients in the transit industry for over 20 years. Michael will be your main point of contact for this project. He is responsible for all task-specific approvals and will lead all project meetings and communications during the planning, testing, and implementation phases of the project.

CONTRACTUAL REPRESENTATIVE: Mitch Skyer – President & Co-Founder at Passio Technologies Mitch has been President and Co-Founder of Passio Technologies since 2010. Mitch is responsible for ultimate decision-making for contracts with City of Sandy and other agencies. Please contact him regarding any negotiations or contract approvals.

SOFTWARE LEAD: Tim Hibbard – VP of Innovation and Development Tim brings over 20 years of professional programming experience to the Passio team. Tim is responsible for leading our team of internal programmers to ensure that the project solution is optimized to meet your agency's needs.

PROJECT ENGINEER: Jessica Song – Director of Operations

Jessica is skilled in providing transit parking operations solutions and recommendations. She will lead our implementation team, working closely with Michael to evaluate and develop transit solutions for City of Sandy and its partnering agencies. In the event of a possible system issue, Jessica will work with our customer support team and promptly find the best resolution to keep your system up and running.

TRAINING LEAD: Courtney Hall – Training and Implementation Manager Courtney is responsible for ensuring successful handover and training to your agency. Following completion of installation, she will provide full training for your team on the Passio Navigator System and support your team during project handover to our customer support team.

INSTALLATION LEAD: Wayne Manis, Install Technician at Passio Technologies Wayne leads Passio's installation, bringing over a decade of experience in the GPS industry. Wayne is experienced and skilled in GPS fleet installation and hardware installation, and will conduct onsite training for your team on your system's hardware.

HARDWARE LEAD: Scott Reiser – CTO & Co-Founder Scott has been Chief Technology Officer and Co-Founder of Passio Technologies since 2010. Scott is integral to internally advising our team's approach to building each customized solution for our

CUSTOMER SUPPORT LEAD: Sam Hearst – Customer Operations Manager

Sam leads our Customer Support team which offers full remote support to answer questions and resolve any issues quickly.

Passio Technical Proposal - PG 48

clients.

TECHNICAL SUPPORT

PASSIO ONE TRAINING AND USER GUIDE

Level one support is provided from our support phone/chat/email/social, which is 24x7x365. Passio provides immediate tech support (acknowledgment within 30 minutes for any critical issue) during our office hours of 7 AM - 6 PM Eastern Time, Monday through Friday. Issues are evaluated when received and escalated to the senior technical support team if needed, and then to the development team if critical systemic issues are determined. All issues submitted can be tracked and referenced using our Freshdesk Ticketing CRM portal. Most common issues are resolved on the same day. The typical resolution time for 90% of issues not resolved within one working day is "" three (3) working days. Technical support is always included for the life of any Passio agreement.

Customer calls or emails are reviewed and acknowledged within one working day or less of receipt. Most common issues are resolved within that time period. The typical resolution time for 90% of issues not resolved within one working day is three working days.

Passio's systems can be updated via the administrator portal for some key configuration settings. Additionally, web conference software is used to share screen information. Implementing major upgrades or patches are typically done over weekends and in the early AM hours. Testing of upgrades is also done during this period. All major upgrades and patches are included in the standard service agreement and do not incur additional charges.

Server-side upgrades do not require any customer staff involvement. Passio has developed the capability to upgrade software versions via remote server trigger command. If an update does require a configuration that is not possible to conduct 'over the air' the customer will be provided with complete instructions and pre-scheduled remote support to upgrade on board devices.

Passio Tech Support:
Phone 678.825.3456
Email support@passiotech.com
Web https://passiotech.freshdesk.com
Chat https://passiotech.com/#

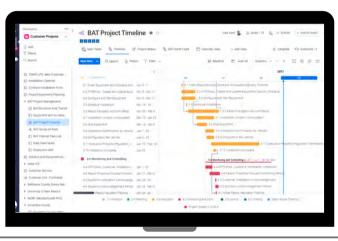
Passio maintains an online user management and training tool for all active customers.

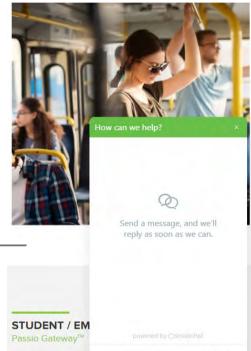




PASSIO OFFERS QUICK AND EASY WEB CHAT FOR QUESTIONS, COMMENTS, AND CONCERNS DIRECTLY THROUGH OUR WEBSITE AT PASSIOTECH.COM

We make it easy for riders, clients, and any other interested parties to ask us questions using a live chatbox on our website. Chats are answered in real-time, answering any questions we receive about our solutions, app, and more!





Knowing WHO is ridir Send a message...

operations. Limiting access to authorized riders significantly

Your dedicated Passio Project Manager will keep you updated on each step of planning, installation, implementation, and training using our collaborative online project management website. Each Passio customer will have a dedicated project board where they can see progress, make comments, and participate in the plan with our project team

Passio Preferred Payment Schedule

Invoice #1 = 100% Setup fees & Software licenses (Billed after Kick-Off call)

Invoice #2 = 100% Hardware & Shipping (Billed upon shipment)

Invoice #3 = Installation Fees (Billed after the equipment is installed, amount based on vehicles completed)

Recurring Invoices = Go-Live (Billed every year on the anniversary of 1st recurring invoice)

Note: Passio is willing to adjust this schedule based on agency requirements.



Passio Technical Proposal - PG 50

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WARRANTY & MAINTENANCE

All Passio software can be updated in the field over the air. Additionally, the ITS Hardware itself may be re-calibrated in the field. Each configuration is extensively monitored and tested during the initial rollout period, and account managers periodically confirm the configuration and make updates through the life of the contract. Software updates will be provided at no additional charge for the life of the agreement.

Passio's approach to the equipment warranty and ongoing maintenance has been realigned to change the way the industry approaches this challenge. Our goal is to maximize our customer's independence, eliminate downtime, and avoid extra costs that are not necessary when equipment and service are designed with the end-user in mind.

The Passio solution is designed to be self-managed. Our design reduces scheduling time delays and empowers our customers to resolve modest issues quickly, efficiently, and at a lower cost to the transit agency while enjoying full remote support. When situations arise that demand a hands-on approach, company-trained technicians can be dispatched to handle repair or replacement on an hourly or daily basis.

All on-site service will incur additional charges, and be subject to minimum service call amounts. At our customer's requests, Passio will coordinate and schedule post-install on-site service. Customers will be charged with applicable trip charges and hourly fees for services on-site. Service calls are typically charged a three-hour minimum but may be higher based on location. Passio will remotely support customers who use internal employees to conduct on-site repairs for no additional fees

FIRST 30 DAYS - All new equipment, wiring, and system setup MUST be working as promised. All Passio customers can expect us to ensure equipment is installed properly, is tested, and the software/systems are functioning as outlined in our agreement.

WARRANTY PERIOD - All customers, whether they have a standard one-year warranty or have purchased the extended warranty agreements, can expect immediate attention and equipment exchanges or repairs processed as quickly as possible from the initial request, avoiding delays.

ON-SITE/ON-BOARD REPAIRS - Our equipment is designed to be diagnosed in minutes, software updates can be done with minimal disruption to operations, and replacements are fast and simple. We provide unlimited remote support for the life of our client's contracts with us. In the limited instances where an on-site tech is needed, in addition to our staff installation team, we have a nationwide network of installers chosen for their knowledge, professionalism, and value-based pricing.

EQUIPMENT WARRANTY

- 1. All equipment is sold with a standard one-year manufacturer's warranty.
- 2. Equipment Warranty covers all equipment failure due to normal wear and tear or manufacturer's defect. Equipment warranty does not cover theft, damages sustained from an accident or vehicle malfunction, vandalism, or damage due to neglect by a driver, passenger, or other individuals.
- 3. Extended warranties may be purchased in 12 (twelve) month increments up to a maximum of 48 (forty-eight) additional months, for a total of 60 (sixty) months. Warranty fees must be received with initial order payment, or no later than 30 (thirty) days after initial equipment is delivered to the customer.

WARRANTY PRICING

Warranty Costs - Per Vehicle			Warranty Coverage Period (Months)						
Item		Manufacturer	12 Months	24 Months	36 Months	48 Months	60 Months		
MDT		Passio	Included	\$135.00	\$225.00	\$337.50	\$487.50		
APC		Hella	Included	\$35.00	\$89.78	\$149.63	\$209.48		
VLU		CalAmp	Included	\$25.00	\$56.25	\$131.25	\$168.75		
LED Si	ign	TranSign	Included	Included	Included	Included	Included		
WiFi N	Modem/Router	Pepwave	Included	\$50.00	\$115.00	\$315.00	\$495.00		
AVA C	onnect System	Ducking System	Included	\$45.00	\$60.00	\$110.00	\$135.00		

- 1. SPARES Passio recommends a minimum spare ratio of 5% for all equipment.
- 2. Warranty payment made at time of purchase, covers parts only, no labor included. Customer is responsible for shipping costs.
- 3. Component Loaner Program for extended warranty repair items.
- 4. Out of warranty equipment will either be repaired or replaced with the same or compatible upgraded model, whichever is more cost effective for the customer.

On Site Service Fees

- 1. On site service fee \$350 for up to 2 hours. Additional hours \$150.00 per hour. Rate is subject to change.
- Additional trip charges, travel expenses, and mileage fees are site specific and may apply.

Service and Maintenance Plans

Passio does not typically provide service and maintenance plans, remote support will normally resolve the majority of issues. In some cases quarterly, semi-annual, or annual inspection plans may be valuable to the customer. The costs for these plans vary based on the number of vehicles, availability of vehicles for inspection, and the amount of equipment onboard vehicles. The costs for these plans are currently based on \$1,200 per day plus trip charges and travel expenses.

NON WARRANTY REPAIRS:

- All costs for repair or replacement of units not covered by warranty will be billed at cost for equipment and time. Shipping fees are billed as incurred.
- On-site and/or internal service is billed hourly, current rate is \$150.00 per hour, plus travel costs (if required). Rate is subject to change.



ON-SITE SERVICE AND REPAIR

The Passio solution is designed to be self-managed to a great extent. This reduces scheduling time delays and empowers our customers to resolve modest issues quickly, efficiently, and at lower costs to the agency, while enjoying full remote support. When situations arise that demand a 'hands-on' approach, company trained technicians can be dispatched to handle repair or replacement on an hourly or daily basis.

- · All on-site service will incur additional charges, and be subject to minimums.
- Passio does not automatically provide on-site personnel post-installation but will coordinate and schedule on-site service requested by customers.
- Customers will be charged with applicable trip charges and hourly fees for on-site service. On-site service calls are typically charged a three (3) hour minimum but may be higher based on location.
- Passio will remotely support customers who use internal (customer) employees to conduct on-site repairs for no additional fees.

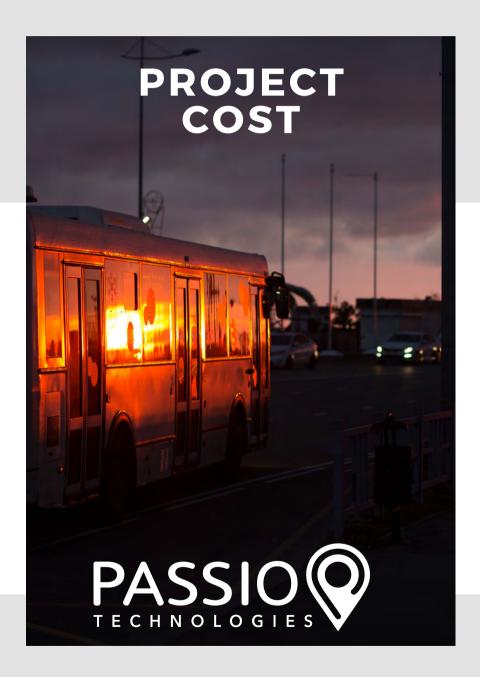
CUSTOMER SYSTEM MANAGEMENT

- The Customer understands and accepts that the technology solutions offered by Passio are dynamic and require designated on-site contact(s) to update software, confirm connectivity, and troubleshoot hardware and system issues.
- The Customer has the option to provide configuration updates such as routes, drivers, and stops to Passio for updates, typically within 2 (two) working days for standard updates. The Customer may, at their option, self-update configuration information.
- Passio will provide remote support for connectivity, configuration, and hardware troubleshooting. The Customer shall not rent, sell, assign, lease, or sublicense the Services. The Customer shall not use the Services in a service bureau, outsourcing, or another arrangement to process or administer data on behalf of any third party.
- Customer shall not knowingly access, store, or transmit via the Services any material that (i) is unlawful, harmful, threatening, defamatory, obscene, infringing, harassing or offensive; (ii) facilitates illegal activity; (iii) is discriminatory; or (iv) causes damage or injury to any person or property.
- Customer shall not violate or attempt to violate the security of Passio's networks, including (i) accessing data not intended for Customer; (ii) accessing a server or account that Customer is not authorized to access; (iii) attempting to scan or test the vulnerability of a system or network or to breach security or authentication measures; or (iv) attempting to interfere with the availability or functionality of the Services, including by means of submitting a virus, overloading, flooding, spamming, mail bombing or crashing.

Customer acknowledges and agrees...

- that the Services are an information tool only and is not a substitute for competent management and oversight of Customer's Vehicle Fleet, transportation system, and personnel;
- that the Services depend upon data being transmitted over the internet, Customer's network, GPS satellites, and third-party carrier networks, and that, Passio has no control over the functioning of the internet, Customer's network, GPS satellites, or the network of a carrier; and
- that Customer alone is responsible for acquiring and maintaining Customer's Vehicle Fleet, Customer's network, Customer's internet access, and the rest of Customer's physical and technological infrastructure.





WWW.PASSIOTECH.COM

Price Proposal Form – City of Sandy and Clackamas County MHX

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION.

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES				
Item/Description	Quantity	Unit	Price	Total Price
PART 1: PROJECT SERVICES				
Project Management, Schedule, Reporting	1	LS	INCL	INCL
Central System Design and Integration	1	LS	INCL	INCL
Onboard System Design and Integration	1	LS	INCL	INCL
Documentation Development/Finalization	_			
Design Documentation	1	LS	INCL	INCL
Testing Documentation	1	LS	INCL	INCL
Installation Documentation	1	LS	INCL	INCL
Training Documentation	1	LS	INCL	INCL
Software Service, Maintenance and Support Plan	1	LS	INCL	INCL
Maintenance and Operations Support Plan	1	LS	INCL	INCL
User Manuals	1	LS	INCL	INCL
As-Built Documentation	1	LS	INCL	INCL
All Other Documentation	1	LS	INCL	INCL
Marketing & Branding Materials	1	LS	INCL	INCL
	SUBTOTAL PI	ROJEC	T SERVICES	\$ 0

PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-				
Route/Deviated Fixed Route (Accounts for BOTH agencies)	1	LS	\$ 4,095.00	\$ 8,190.00
Desktop Display Application	1	LS	INCL	INCL
Central System Testing Environment	1	LS	INCL	INCL
Central Site Systems Installation & Commissioning	1	LS	INCL	INCL
Dispatcher CAD Console Hardware per Workstation	1	EA	INCL	INCL
SUBTOTAL CENTRAL SYSTEM				\$ 8,190.00

PART 3: ONBOARD EQUIPMENT					
(including equipment, accessories, cabling, installation, and re	elated mat	erials	and service	s required for	
a complete and functional onboard system)					
Vehicle Logic Unit (VLU) and Associated					
Equipment, Materials, and Services	20	EA	\$ 225.00	\$ 4,500.00	
Mobile Data Terminal (MDT) and Associated Equipment,				£ 42 040 00	
Materials, and Services	20	EA	\$ 695.50	\$ 13,910.00	
Automated Stop Announcement (ASA) and Associated			¢ 420.00	\$ 8,400.00	
Equipment, Materials, and Services	20	EA	\$ 420.00		
Power over Ethernet network switch to connect all					
network ready devices to central bus network	20	EA	N/A Devices up	date real time while run	ıning
Contractor-provided Voice Communication Devices and			INCL		
Associated Equipment, Materials, and Services including			INCL	0	
cellular Data Cards, Configuration, and Activation	20	EA			
Required Software Licenses	1	LS	\$ 744.85	\$ 14,897.00	
Equipment Installation	20	EA	\$1,130.00	\$ 22,600.00	
Credit if applicable for current equipment (MDT, ASA, LED)	18	EA	N/A	0	
SUBTO	TAL ONBO	ARD E	QUIPMENT	\$ 64,307.00	

PART 4: VOICE AND DATA COMMUNICATION				
Contractor-provided VoIP Central System Solution	1	LS	(Disregard	Per Q & A)
Central Site Equipment for VoIP Solution	1	LS	(Disregare	Per Q & A)
CAD/AVL System Integration	1	LS	(N/A All P	ricing Above)
VoIP Software & Licensing	1	LS	(Disregard	l Per Q & A)
SUBTOTAL VOICE AND DATA RADIO COMMUNICATION				0

PART 5: TRAINING COURSES				
Dispatcher User Training and Associated			(Unlimited remo	te online training inclu
Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Traveler Information/Customer Service Training			(Unlimited rem	ote online training inclu
and Associated Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
In-Vehicle Bus Operator Training and Associated			(Unlimited remo	te online training inclu
Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Reporting and Data Warehouse Training and			(Unlimited remo	te online training inclu
Associated Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Maintenance Training and Associated Equipment,			(Unlimited remo	te online training inclu
Materials, and Services	2	LS	Onsite training	at additional costs.)
Administrative Training and Associated Equipment, Materials,			(Unlimited remo	te online training inclu
and Services	2	LS	Onsite training	at additional costs.)
	SUB	TOTAL	TRAINING	

PART 6: SPARE PARTS					
Vehicle Logic Unit (VLU) and Associated				4 4-0 00	
Equipment, Materials, and Services	2	LS	\$ 225.00	\$ 450.00	
Mobile Data Terminal (MDT) and Associated Equipment,				Ф.4.204.00	
Materials, and Services	2	LS	\$ 695.50	\$ 1,391.00	
	SUBTO	TAL SP	ARE PARTS	\$ 1,841.00	

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment,				
Materials, and Services	1	LS	INCL	INCL
Android and iOS App	1	LS	INCL	INCL
SUBTOTAL REAL-TIME PASSENG	0			

Annual Recurring Software & Services Costs

\$ 16,160.00

Subtotal (Required Parts 1 through 7)

GRAND TOTAL \$ 90,498.00

Starting in Year 2 through 3, Annual Recurring Software & Services = \$16,160.00 per year.

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES					
Unit				Extended	
Item/Description	Quantity	y Uni	it Price	Price	
OPTION 1: DESTINATION SIGN INTEGRATION (including equip	ment, acces	sories	, cabling, in	stallation,	
and related materials and services required for complete and	functional o	onboa	rd electroni	c signs)	
Integration with External Electronic Destination Sign	14	EA	\$ 999.35	\$ 13,990.90	
Hanover or similar External Electronic Destination Sign	14	EA	\$ 5,000.00	\$,70,000.00	
Integration with Internal Electronic Destination Sign	14	EA	\$ 999.35	\$ 13,990.00	
Internal Destination Sign	14	EA	\$ 2,044.00	\$ 28,616.00	
TOTAL DESTINATION SIGN INTEGRATION					

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS	1	\$ 61,910.00
Customized branded Android and iOS App	1	LS	INCL	INCL
Real-Time Bus Arrival Map and Notification for Customers	1	LS	INCL	INCL
Customer Portal (web/phone) for Ride Scheduling	1	LS	INCL	INCL
(Annual Recurring Costs added to TOTAL \$ 19,620.00)	TOTAL DEI	MAND	RESPONSE	\$ 81,530.00

OPTION 3: AUTOMATED PASSENGER COUNTERS				
(including equipment, accessories, cabling, installation, and re	elated mate	erials a	nd services	required for
a complete and functional onboard system)				
Automated Passenger Scanning Equipment (per bus)	20	EA	\$1,791.07	\$ 35,821.40
Equipment Installation	1	LS	1	\$ 16,000.00
Required Software	1	LS	1	\$ 13,993.00
(Annual Recurring Costs added to TOTAL \$ 11,088.00)	TOTAL DEMAND RESPONSE \$		\$ 76,902.40	

ADDITIONAL NOTES

Passio Technologies does not provide person-hour rates/totals for our solutions. Total costs for these services are embedded within each line item presented in Attachment A. Note that unlimited remote training is provided for all Passio solutions and on-site training is available as an option for additional costs.

Pricing is discounted as if all agencies will purchase all options and will still apply if only two agencies purchase, so no further discounts will be given as they are already applied.

Discount for 1 "optional add" program: Discount for 2 "optional add" programs: Discount for 3 "optional add" programs: Discount for 4 "optional add" programs:			

Price Proposal Form – Clackamas County Transportation Reaching People Price All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES					
Item/Description	Quantity	Unit	Price	Total Price	
PART 1: PROJECT SERVICES					
Project Management, Schedule, Reporting	1	LS	INCL	INCL	
Central System Design and Integration	1	LS	INCL	INCL	
Onboard System Design and Integration	1	LS	INCL	INCL	
Documentation Development/Finalization					
Design Documentation	1	LS	INCL	INCL	
Testing Documentation	1	LS	INCL	INCL	
Installation Documentation	1	LS	INCL	INCL	
Training Documentation	1	LS	INCL	INCL	
Software Service, Maintenance and Support Plan	1	LS	INCL	INCL	
Maintenance and Operations Support Plan	1	LS	INCL	INCL	
User Manuals	1	LS	INCL	INCL	
As-Built Documentation	1	LS	INCL	INCL	
All Other Documentation	1	LS	INCL	INCI	
Marketing & Branding Materials	1	LS	INCL	INCL	
	SUBTOTAL PI	ROJEC	T SERVICES	0	

PART 2: CENTRAL SYSTEM					
Hosted Central System Software and Licensing for Fixed-					
Route/Deviated Fixed Route	1	LS	\$ 4,095.00	\$ 4,095.00	
Desktop Display Application	1	LS	INCL	INCL	
Central System Testing Environment	1	LS	INCL	INCL	
Central Site Systems Installation & Commissioning	1	LS	INCL	INCL	
Dispatcher CAD Console Hardware per Workstation	1	EA	INCL	INCL	
SUBTOTAL CENTRAL SYSTEM					

					Ī			
PART 3: ONBOARD EQUIPMENT					ı			
(including equipment, accessories, cabling, installation, and related materials and services required for								
a complete and functional onboard system)					ì			
Vehicle Logic Unit (VLU) and Associated					ì			
Equipment, Materials, and Services	5	EA	\$ 225.00	\$ 1,125.00	1			
Mobile Data Terminal (MDT) and Associated Equipment,				\$ 3,477.50	ì			
Materials, and Services	5	EA	\$ 695.50	\$ 3,477.30	1			
Automated Stop Announcement (ASA) and Associated				\$ 2,100.00	1			
Equipment, Materials, and Services	5	EA	\$ 420.00	Ψ 2,100.00	1			
Power over Ethernet network switch to connect all					1			
network ready devices to central bus network	5	EA	N/A Devices up	date real time while ru	nning			
					1			
Contractor-provided Voice Communication Devices and			INICI		1			
Associated Equipment, Materials, and Services including			INCL		1			
cellular Data Cards, Configuration, and Activation	5	EA			1			
Required Software Licenses	1	LS	\$ 744.85	\$ 744.85	ı			
Equipment Installation	5	EA	\$1,130.00	\$ 5,650.00	ı			
Credit if applicable for current equipment (MDT, ASA, LED)	N/A	EA	N/A	0	ı			
SUBTO	\$ 13,097.35	ı						

PART 4: VOICE AND DATA COMMUNICATION				
Contractor-provided VoIP Central System Solution	1	LS	(Disregard F	er Q & A)
Central Site Equipment for VoIP Solution	1	LS	(Disregard F	er Q & A)
CAD/AVL System Integration	1	LS	(N/A All Prid	ing Above)
VoIP Software & Licensing	1	LS	(Disregard F	er Q & A)
SUBTOTAL VOICE AND DATA RADIO COMMUNICATION				

PART 5: TRAINING COURSES			
Dispatcher User Training and Associated			(Unlimited remote online training inc
Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
Traveler Information/Customer Service Training			(Unlimited remote online training incl
and Associated Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
In-Vehicle Bus Operator Training and Associated			(Unlimited remote online training inc
Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
Reporting and Data Warehouse Training and			(Unlimited remote online training incl
Associated Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
Maintenance Training and Associated Equipment,			(Unlimited remote online training incl
Materials, and Services	2	LS	Onsite training at additional costs.)
Administrative Training and Associated Equipment, Materials,			(Unlimited remote online training inc
and Services	2	LS	Onsite training at additional costs.)
	SUB	TOTAL	TRAINING 0

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated				\$ 450.00
Equipment, Materials, and Services	2	LS	\$ 225.00	\$ 450.00
Mobile Data Terminal (MDT) and Associated Equipment,				\$ 1,391.00
Materials, and Services	2	LS	\$ 695.50	ъ 1,391.00
	SUBTO	TAL SP	\$ 1,841.00	

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment,				
Materials, and Services	1	LS	INCL	INCL
Android and iOS App	1	LS	INCL	INCL
SUBTOTAL REAL-TIME PASSENG	0			

Annual Recurring Software & Services Costs

\$ 4,040.00

Subtotal (Required Parts 1 through 7)

GRAND TOTAL \$ 23,073.35

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES						
Unit				Extended		
Item/Description	Quantit	y Uni	it Price	Price		
OPTION 1: DESTINATION SIGN INTEGRATION (including equipment, accessories, cabling, installation, and related materials and services required for complete and functional onboard electronic signs)						
Integration with External Electronic Destination Sign	5	EA	\$ 995.35	\$ \$4,976.75		
Hanover or similar External Electronic Destination Sign	5	EA	\$ 5,000.00	\$ 25,000.00		
Integration with Internal Electronic Destination Sign	5	EA	\$ 995.35	\$ 4,976.75		
Internal Destination Sign	5	EA	\$ 2,044.00	\$ 10,220.00		
TOTAL DESTINATION SIGN INTEGRATION						

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS	1	\$ 37,455.00
Customized branded Android and iOS App	1	LS	INCL	INCL
Real-Time Bus Arrival Map and Notification for Customers	1	LS	INCL	INCL
Customer Portal (web/phone) for Ride Scheduling	1	LS	INCL	INCL
(Annual Recurring Costs added to TOTAL \$ 10,770.00)	TOTAL DE	MAND	RESPONSE	\$ 48,225.00

OPTION 3: AUTOMATED PASSENGER COUNTERS (including equipment, accessories, cabling, installation, and related materials and services required for						
a complete and functional onboard system)	elated mate	eriais a	na services	req	quirea for	
Automated Passenger Scanning Equipment (per bus)	5	EA	\$ 1,791.07		\$ 8,955.35	
Equipment Installation	1	LS	1		\$ 4,000.00	
Required Software	1	LS	1		\$ 3,498.25	
(Annual Recurring Costs added to TOTAL \$ 2,772.00)	TOTAL DE	\$	19,225.60			

Price Proposal Form – Canby Area Transit

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES					
	Unit				
Item/Description	Quantity	Unit	Price	Total Price	
PART 1: PROJECT SERVICES					
Project Management, Schedule, Reporting	1	LS	INCL	INCL	
Central System Design and Integration	1	LS	INCL	INCL	
Onboard System Design and Integration	1	LS	INCL	INCL	
Documentation Development/Finalization					
Design Documentation	1	LS	INCL	INCL	
Testing Documentation	1	LS	INCL	INCL	
Installation Documentation	1	LS	INCL	INCL	
Training Documentation	1	LS	INCL	INCL	
Software Service, Maintenance and Support Plan	1	LS	INCL	INCL	
Maintenance and Operations Support Plan	1	LS	INCL	INCL	
User Manuals	1	LS	INCL	INCL	
As-Built Documentation	1	LS	INCL	INCL	
All Other Documentation	1	LS	INCL	INCL	
Marketing & Branding Materials	1	LS	INCL	INCL	
	SUBTOTAL PI	ROJEC	T SERVICES	0	

PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-				
Route/Deviated Fixed Route	1	LS	\$ 4,095.00	\$ 4,095.00
Desktop Display Application	1	LS	INCL	INCL
Central System Testing Environment	1	LS	INCL	INCL
Central Site Systems Installation & Commissioning	1	LS	INCL	INCL
Dispatcher CAD Console Hardware per Workstation	1	EA	INCL	INCL
SUBTOTAL CENTRAL SYSTEM				

PART 3: ONBOARD EQUIPMENT					
(including equipment, accessories, cabling, installation, and re	elated mat	erials	and service	s required for	
a complete and functional onboard system)					
Vehicle Logic Unit (VLU) and Associated					
Equipment, Materials, and Services	18	EA	\$ 225.00	\$ 4,050.00	
Mobile Data Terminal (MDT) and Associated Equipment,				£ 40 540 00	
Materials, and Services	18	EA	\$ 695.50	\$ 12,519.00	
Automated Stop Announcement (ASA) and Associated				ф 7 500 00	
Equipment, Materials, and Services	18	EA	\$ 420.00	\$ 7,560.00	
Power over Ethernet network switch to connect all					
network ready devices to central bus network	18	EA	N/A Devices up	date real time while runi	ning
Contractor-provided Voice Communication Devices and			INCL		
Associated Equipment, Materials, and Services including					
cellular Data Cards, Configuration, and Activation	18	EA			
Required Software Licenses	1	LS	\$ 744.85	\$ 744.85	
Equipment Installation	18	EA	\$ 1,130.00	\$ 20,340.00	
Credit if applicable for current equipment (MDT, ASA, LED)	N/A	EA	N/A	0	
SUBTO	\$ 45,213.85				

PART 4: VOICE AND DATA COMMUNICATION				
Contractor-provided VoIP Central System Solution	1	LS	(Disregard F	er Q & A)
Central Site Equipment for VoIP Solution	1	LS	(Disregard F	er Q & A)
CAD/AVL System Integration	1	LS	(N/A All Pric	ing Above)
VoIP Software & Licensing	1	LS	(Disregard F	er Q & A)
SUBTOTAL VOICE AND DATA RADIO COMMUNICATION				

PART 5: TRAINING COURSES				
Dispatcher User Training and Associated			(Unlimited remote onli	ine training inclu
Equipment, Materials, and Services	2	LS	Onsite training at addi	itional costs.)
Traveler Information/Customer Service Training			(Unlimited remote onlin	ne training inclu
and Associated Equipment, Materials, and Services	2	LS	Onsite training at addit	ional costs.)
In-Vehicle Bus Operator Training and Associated			(Unlimited remote onlin	ne training inclu
Equipment, Materials, and Services	2	LS	Onsite training at addit	ional costs.)
Reporting and Data Warehouse Training and			(Unlimited remote onlin	ne training includ
Associated Equipment, Materials, and Services	2	LS	Onsite training at additi	ional costs.)
Maintenance Training and Associated Equipment,			(Unlimited remote onlin	ne training includ
Materials, and Services	2	LS	Onsite training at additi	ional costs.)
Administrative Training and Associated Equipment, Materials,			(Unlimited remote onli	ne training inclu
and Services	2	LS	Onsite training at addi	tional costs.)
	SUB	TOTAL	TRAINING	0

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated				
Equipment, Materials, and Services	2	LS	\$ 225.00	\$ 450.00
Mobile Data Terminal (MDT) and Associated Equipment,				
Materials, and Services	2	LS	\$ 695.50	\$ 1,391.00
	SUBTO	TAL SP	ARE PARTS	\$ 1,841.00

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment,				
Materials, and Services	1	LS	INCL	INCL
Android and iOS App	1	LS	INCL	INCL
SUBTOTAL REAL-TIME PASSENGER INFORMATION SYSTEM				

Annual Recurring Software & Services Costs

\$ 14,544.00

Subtotal (Required Parts 1 through 7)

GRAND TOTAL \$ 65,693.85

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES							
Unit				Extended			
Item/Description	Quantit	y Un	it Price	Price			
OPTION 1: DESTINATION SIGN INTEGRATION (including equipment, accessories, cabling, installation, and related materials and services required for complete and functional onboard electronic signs)							
Integration with External Electronic Destination Sign	18	EA	\$ 995.35	\$ 17,916.30			
Hanover or similar External Electronic Destination Sign	18	EA	\$ 5,000.00	\$ 90,000.00			
Integration with Internal Electronic Destination Sign	18	EA	\$995.35	\$ 17,916.30			
Internal Destination Sign	18	EA	\$ 2,044.00	\$ 36,792.00			
TOTAL DESTINATION SIGN INTEGRATION							

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS	1	\$ 46,490.00
Customized branded Android and iOS App	1	LS	INCL	INCL
Real-Time Bus Arrival Map and Notification for Customers	1	LS	INCL	INCL
Customer Portal (web/phone) for Ride Scheduling	1	LS	INCL	INCL
(Annual Recurring Costs added to TOTAL \$ 15,060.00)	TOTAL DE	MAND	RESPONSE	\$ 61,550.00

OPTION 3 : AUTOMATED PASSENGER COUNTERS							
(including equipment, accessories, cabling, installation, and related materials and services required for							
a complete and functional onboard system)							
Automated Passenger Scanning Equipment (per bus)	18	EA	\$ 1,791.07	\$ 32,239.26			
Equipment Installation	1	LS	\$ 14,400.00	\$ 14,400.00			
Required Software	1	LS	\$ 12,593.70	\$ 12,593.70			
(Annual Recurring Costs added to TOTAL \$ 9,979.20)	(Annual Recurring Costs added to TOTAL \$ 9,979.20) TOTAL DEMAND RESPONSE \$ 69,21						

Price Proposal Form – South Clackamas Transit District

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES						
		Unit				
Item/Description	Quantity	Unit	Price	Total Price		
PART 1: PROJECT SERVICES						
Project Management, Schedule, Reporting	1	LS	INCL	INCL		
Central System Design and Integration	1	LS	INCL	INCL		
Onboard System Design and Integration	1	LS	INCL	INCL		
Documentation Development/Finalization						
Design Documentation	1	LS	INCL	INCL		
Testing Documentation	1	LS	INCL	INCL		
Installation Documentation	1	LS	INCL	INCL		
Training Documentation	1	LS	INCL	INCL		
Software Service, Maintenance and Support Plan	1	LS	INCL	INCL		
Maintenance and Operations Support Plan	1	LS	INCL	INLCL		
User Manuals	1	LS	INCL	INCL		
As-Built Documentation	1	LS	INCL	INCL		
All Other Documentation	1	LS	INCL	INCL		
Marketing & Branding Materials	1	LS	INCL	INCL		
SUBTOTAL PROJECT SERVICES						

PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-				
Route/Deviated Fixed Route	1	LS	\$ 4,095.00	\$ 4,095.00
Desktop Display Application	1	LS	INCL	INCL
Central System Testing Environment	1	LS	INCL	INCL
Central Site Systems Installation & Commissioning	1	LS	INCL	INCL
Dispatcher CAD Console Hardware per Workstation	1	EA	INCL	INCL
SUBTOTAL CENTRAL SYSTEM				

PART 3: ONBOARD EQUIPMENT					
(including equipment, accessories, cabling, installation, and re	elated mat	erials	and service	s required for	
a complete and functional onboard system)					
Vehicle Logic Unit (VLU) and Associated					
Equipment, Materials, and Services	6	EA	\$ 225.00	\$1,350.00	
Mobile Data Terminal (MDT) and Associated Equipment,				A 470 00	
Materials, and Services	6	EA	\$ 695.50	\$ 4,173.00	
Automated Stop Announcement (ASA) and Associated				A. 0. 500.00	
Equipment, Materials, and Services	6	EA	\$ 420.00	\$ 2,520.00	
Power over Ethernet network switch to connect all					
network ready devices to central bus network	6	EA	N/A Devices up	date real time while ru	nning
Contractor-provided Voice Communication Devices and			INCL		
Associated Equipment, Materials, and Services including			IIVOL	0	
cellular Data Cards, Configuration, and Activation	6	EA			
Required Software Licenses	1	LS	\$ 744.85	\$ 744.85	
Equipment Installation	6	EA	\$ 1,130.00	\$ 6,780.00	
Credit if applicable for current equipment (MDT, ASA, LED)	N/A	EA	N/A	0	
SUBTO	\$ 14,367.85				

PART 4: VOICE AND DATA COMMUNICATION				
Contractor-provided VoIP Central System Solution	1	LS	(Disregard F	er Q & A)
Central Site Equipment for VoIP Solution	1	LS	(Disregard F	er Q & A)
CAD/AVL System Integration	1	LS	(N/A All Pric	ing Above)
VoIP Software & Licensing	1	LS	(Disregard F	er Q & A)
SUBTOTAL VOICE AND DATA	0			

PART 5: TRAINING COURSES				
Dispatcher User Training and Associated			(Unlimited remo	te online training inclu
Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Traveler Information/Customer Service Training			(Unlimited remo	te online training inclu
and Associated Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
In-Vehicle Bus Operator Training and Associated			(Unlimited remo	ote online training inclu
Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Reporting and Data Warehouse Training and			(Unlimited rem	ote online training inclu
Associated Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Maintenance Training and Associated Equipment,			(Unlimited rem	ote online training inclu
Materials, and Services	2	LS	Onsite training	at additional costs.)
Administrative Training and Associated Equipment, Materials,			(Unlimited remo	ote online training inclu
and Services	2	LS	Onsite training	at additional costs.)
	SUB	TOTAL	TRAINING	0

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated				\$ 450.00
Equipment, Materials, and Services	2	LS	\$ 225.00	\$ 450.00
Mobile Data Terminal (MDT) and Associated Equipment,				\$1,391.00
Materials, and Services	2	LS	\$ 695.50	Ψ1,001.00
	SUBTO	TAL SP.	\$ 1,841.00	

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment,				
Materials, and Services	1	LS	INCL	INCL
Android and iOS App	1	LS	INCL	INCL
SUBTOTAL REAL-TIME PASSENG	0			

Annual Recurring Software & Services Costs

\$ 4,848.00

Subtotal (Required Parts 1 through 7)

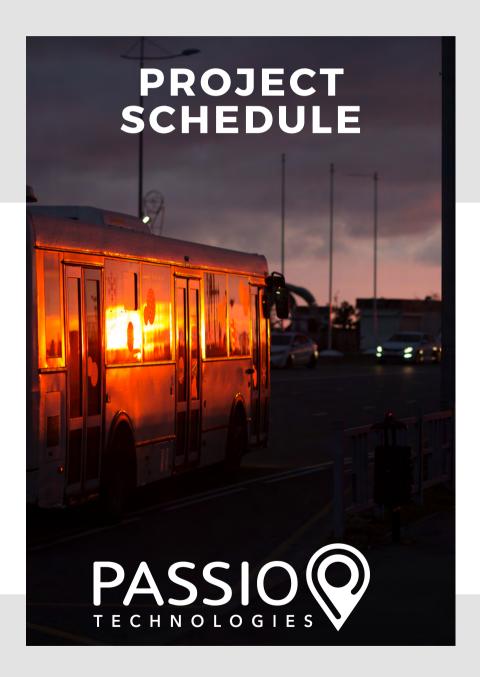
GRAND TOTAL

\$ 25,151.85

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES									
Unit				Extended					
Item/Description	Quantit	_		Price					
OPTION 1: DESTINATION SIGN INTEGRATION (including equip	ment, acces	sories	, cabling, in	stallation,					
and related materials and services required for complete and functional onboard electronic signs)									
Integration with External Electronic Destination Sign	6	EA	\$ 995.35	\$ 5,972.10					
Hanover or similar External Electronic Destination Sign	6	EA	\$ 5,000.00	\$ 30,000.00					
Integration with Internal Electronic Destination Sign	6	EA	\$ 995.35	\$ 5,972.10					
Internal Destination Sign	6	EA	\$ 2,044.00	\$ 12,264.00					
TOTAL DESTINATION SIGN INTEGRATION									

OPTION 2: DEMAND RESPONSE					
Call/text Appointment Reminders	1	LS	1	\$ 38,150.00	
Customized branded Android and iOS App	1	LS	INCL	INCL	
Real-Time Bus Arrival Map and Notification for Customers	1 LS		INCL	INCL	
Customer Portal (web/phone) for Ride Scheduling	1 LS INC		INCL	INCL	
(Annual Recurring Costs added to TOTAL \$ 11,100.00)	TOTAL DEMAND RESPONSE			\$ 49,250.00	

OPTION 3 : AUTOMATED PASSENGER COUNTERS									
(including equipment, accessories, cabling, installation, and related materials and services required for									
a complete and functional onboard system)									
Automated Passenger Scanning Equipment (per bus)	6	EA	\$ 1,791.07	\$ 10,746.42					
Equipment Installation	1	LS	\$ 4,800.00	\$ 4,800.00					
Required Software	1	LS	\$ 4,197.90	\$4,197.90					
(Annual Recurring Costs added to TOTAL \$ 3,326.40)	TOTAL DEI	MAND	\$ 23,070.72						



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Passio ITS Project & System Implementation Timeline

Automated Passenger Counter, Passenger Information Display System and Computer Aided Dispatch/Automatic Vehicle Location System

Listed below is a snapshot of our proposed schedule built in our project management software (Monday.com).

Passio will share this dynamic schedule with selected SAM/MHX staff for real-time access
and influence over tasks and milestones during the implementation process.

Initiation (Week 1 - Week 2)

Name	Status	Start	End	Target Date	Task Type
Notice to Proceed and PO Issued	Pending				Critical Path
Handoff from Sales to Project Implementation Team	Pending				Normal
Schedule Kickoff Call	Pending				Normal
		3/14/2022	3/23/2022		

Planning (Week 2 - Week 5)

Name	Status	Start	End	Target Date	Task Type
Conduct Kickoff Call					
Subitems Name					
1. Determine all key stakeholders, contact information, and roles					
2. Set Weekly update call schedule	Pending				Milestone
3. Scope discussion for project implementation	reliality				Millestone
4. Review project timeline					
5. Vehicle availability discussion					
6. Discuss any potential barriers to success					
Clarify Outstanding Issues	Pending				Normal
Passio to send customer configuration forms and instructions	Pending				Normal
Schedule Weekly or Bi-weekly Project Progress Meetings	Pending				Normal
Project Schedule: update and customize	Ongoing				Normal
Vehicle and Solution Specific Installation Discussions	Pending				Normal
SAM/MHX to Provide Account Updates and Information As Needed	SAM/MHX				Critical Path
Send Equipment List and Specifications to SAM/MHX	Pending				Normal
Create Wiring Diagrams for the project	Pending				Normal
Passio to send wiring diagrams to SAM/MHX	Pending				Normal
Design and Configuration Feedback provided by SAM/MHX	SAM/MHX				Normal
Design and Configuration					
Subitems Name	Pending				Milestone
Create Wiring Diagrams and system Design Doc	rending				Millestoffe
Review System Design Doc with SAM/MHX					
SAM/MHX to Confirm Installation Plan Provided by Passio	SAM/MHX				Critical Path
		3/23/2022	4/8/2022		

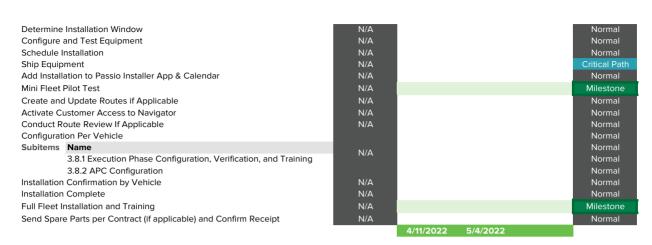
Hardware Related Activities (Week 2 - Week 4)

Name	Status	Start	End	Target Date	Task Type
Complete a Review of Existing Hardware and Identify Any Rewire Items	N/A				Critical Path
Equipment Setup & configuration per scope	N/A				Normal
		3/23/2022	4/1/2022		

Execution (Week 5 - Week 8)

Name		Status	Start	End	Target Date	Task Type	
Order Equ	uipment and Schedule Anticipated Delivery Timeline	N/A				Critical Path	
Generate	Hardware Picklist	N/A				Normal	
Passio Na	vigator Account Setup or Updates					Normal	
Subitems	Name					Normal	
	Create Navigator Account					Normal	
	Add in Solutions					Normal	
	Add Vehicles	N/A				Normal	
	Add Drivers					Normal	
	Add Stops					Normal	
	Create Routes					Normal	
	Create AVA/LED Audit Form					Normal	





Monitoring and Controlling (Week 8 - Week 10)

The intering and controlling (Week Controlling)					
Name	Status	Start	End	Target Date	Task Type
Confirm All Account Settings/Solutions Are Accurate and On	N/A				Normal
Initial Passio Navigator Training	N/A				Normal
Initial Driver Training - Passio Transit App	N/A				Normal
Customer Installation Acknowledgement	N/A				Critical Path
Notify Accounting to Update the Account Solutions	N/A				Normal
Test APC Count Accuracy	N/A				Normal
Testing and Go-live Readiness Period	N/A				Milestone
Passio Proactive Focused Monitoring Period	N/A				Normal
Marketing, Communications, and Social Media Information Shared as Needed	N/A				Normal
Additional Training Scheduled As Needed					Normal
Subitems Name					Normal
4.8.1 Maintenance Training	N/A				Normal
4.8.2 Navigator Refresher Training					Normal
4.8.3 Train the Trainers - Passio Transit					Normal
		5/4/2022	5/20/2022		

Launch - Go Live and Phase 1 Acceptance (Week 9 - Week 11)

Name	Status	Start	End	Target Date	Task Type
Official Go Live Date	N/A				Milestone
Two Weeks Deep Monitoring	N/A				Normal
Reports Review	N/A				Normal
		5/9/2022	5/27/2022		

Closing (Week 11 - Week 12)

Name	Status	Start	End	Target Date	Task Type
Handoff from Implementation to Customer Success	N/A				Normal
Customer Success Team Interaction - Post Launch	N/A				Normal
Customer Configuration training - customer request	N/A				Normal
Delete test/training data at customer request	N/A				Normal
Lessons Learned Notes	N/A				Normal
		5/27/2022	6/1/2022		

These project tasks will be implemented by a Senior Project Manager, Systems Engineer, Customer Success Supervisor, Account Manager, and a Passio Installation Technician.



SUPPORTING INFORMATION



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	City of San	ndy, Or	egon Sandy, OR					
	OAR 137-047-0260 Intelligent Transportation System Project							
	III. Scope of Work Matrix by Passio Technologies							
#	Specification	Y/N/P	Comment					
			jective					
The Contra	ctor will provide all of the following in an integrated, open-source	applicati						
III.1.1	Automated Vehicle Locator (AVL) for operations staff to track on-time performance and provide reports.	Y	Our proposed Passio GO solution complies with this requirement. Passio GPS refresh rates for each vehicle are updated 1-5 seconds on-board and every 3 seconds on screen for dispatch information. Passio provides High Sensitivity GPS Location Accuracy of 7-16 feet (from our CalAmp Fleet Tracker) in good environmental conditions. Our solution includes on-time performance reports supported by our Passio Business Analytics Reporting solution. Agencies use Passio Navigator to measure multiple KPIs for each route in service for any requested time period. Passio Reporting is segmented in 5 groups: Business Intelligence, Ridership Metrics, Route Performance, GPS/AVL Activity, and our optional NTD Reporting Module.					
111.1.2	Computer Aided Dispatch (CAD) for operations staff to effectively and efficiently dispatch fixed route systems and push information (manifests, maps, route changes, canned messages, etc.) to operators in real-time. Please specify if system has the capability to include the demand response systems, including creating customer profiles and scheduling demand response trips. The integration of the demand response systems is not required and is considered an optional add.	Υ	Passio Navigator™ provides customers with full access to manually update routes, route blocks, schedules, time points, stop locations, geofences, announcements, and fleet information on a digital map. There is no waiting requirement for updates, edits, or deletions to your base system structure. Dispatchers can also create detour routes on the fly, deploy test routes, and pre-set new routes for immediate cut over. Route updates are available instantly and pushed over the air to each vehicle within the fleet. The Passio ITS framework is 100% web enabled to allow for real time remote service updates from dispatch. Furthermore, Passio Technologies integrates with several demand response/microtransit solutions, we are proud to join TripMaster (by CTS Software) as Transit Mobility Alliance Partners. Since we are all owned by the same parent company, we can easily include and scale products from CTS into our ITS framework. Passio has demand-response experts on staff due to our acquisition of ParaPlan Software in 2019.					
III.1.3	AVL for customer/passenger tracking of vehicles on an application available on IOS and Android devices, as well as available on all standard desktop PCs (via publicly available URL, etc.).	Y	Passio GO smartphone applications are available, at no cost, on both the Apple App Store (iOS) and Google Play (Android). In addition to smartphone applications, an interactive mobile web view is available for use on personal computers, tablets, and is optimized for mobile viewing (responsive) on any mobile operating system/device. This web/browser view displays your fleet on a Google Map and can be embedded within your agency website.					
III.1.4	Application for staff use for uploading current routing, blocking, stops, etc., and producing General Transit Feed Specifications real-time (GTFS-RT).	Y	This requirement is understood and supported by Passio Technologies. Complete GTFS static file imports and exports are supported. Passio can also provide a GTFS Realtime (GTFS-RT) feed to application developers. Passio supports all GTFS-RT feeds for Trip Updates, Service Alerts, and Vehicle Positions. Passio also provides a companion real-time transit application programming interface (API), documentation, and JSON output for customers. The Passio API includes real-time location data and the estimated time of arrival, as well as other system information such as real-time passenger load.					
III.1.5	Application for importing and editing bus stop inventory data (location, Americans with Disabilities Act (ADA) access, type of amenities at stop, etc.).	Υ	Passio Technologies supports all stop data provided from GTFS static file imports. Passio will work with each agency to recommend/determine the best options for data importing during the planning phase.					
III.1.6	Automated stop annunciation for ADA and general customer information with application for importing announcements.	Y	This specification is supported by our Automated Voice Announcements (AVA) solution. Our ADA-compliant AVA system includes 5 English speaking voices and provides over 130 languages, including both English and Spanish. New stops are typically entered into Passio AVA by simply typing the text directly in Passio Navigator by selecting the router-stop combination (text-to-speech). Each agency will have access to add/update stops, routes, geofences, and announcements at any time. Our AVA system also supports .mp3 file uploads.					

III.1.7	Customer arrival predictions/schedule adherence calculations.	Y	Customer-facing arrival predictions are supported by our Passio GO solution. The core of our proprietary "ETA Prediction Algorithm" is real-time AVL data, schedule accuracy, and historical ETA data. The analysis utilizes stop recognition, edge cases, arriving data, just arrived data, dwell recognition, associated empirical dwell data, fast departing recognition, route contour fingerprinting, and historical late/hurry time smart calculations. For dispatchers, Passio Navigator Live Map displays the color coded routes and vehicle bus icons. Conditional adherence formatting is available in Passio Navigator. This specification is supported by our real-time Passio Navigator 'Adherence' column located in the Dispatch Pane (table view). For drivers, our MDT interface within the Passio Transit app helps drivers keep up with their own schedule to see if they are behind, ahead, or perfectly on time. If the time clock is shown as white, then the driver is on time, blue means behind schedule, and yellow would mean ahead of schedule. Furthermore, using Passio OpsView, the leadership team and operators can work quickly to improve performance in real time.
III.1.8	An open API that allows approved third-party developers to receive a live data stream directly from Contractor at no additional cost for any use, including but not limited to creating mobile apps, connecting to electronic readers, etc.	Υ	Passio provides real-time transit application programming interface (API), documentation, and JSON output for customers. The Passio API includes real-time location data and the estimated time of arrival, as well as other system information such as real-time passenger load as an option (for our EPC/APC customers). Passio is committed to keeping our programmable API fully documented for consumption and integration with any other system providing an API. We operate on an open integrator model that allows them to seamlessly connect with other third-party suppliers.
III.1.9	Ability to display live information on bus station electronic/digital signage or work with the City to share information to third parties.	Y	We offer Passio GO Kiosk Mode™ using LiveDisplay.TV™ is included for all Passio GO customers at no additional charge. These solutions can be immediately used with any existing internet ready display. Agencies have the option to configure and customize public views of their vehicle route activity at an unprecedented level on any smart display using a standard web browser in full screen mode. Passio also provides a GTFS Realtime (GTFS-RT) feed and our OpenAPI to application developers. Real-time location data, transit system information, ETAs, and current passenger load can be shared to third parties. As an option, Passio Technologies can provide wayside digital signage using our preferred partner, Message Point Media (http://mpmedia.tv/). Together with MPM, we can provide equipment, content management, and installation services.
III.1.10	Ability to track/count passenger boardings, using automated passenger counters or through driver interaction with MDT. Passenger counts will be available, at a minimum, by passenger type, route, stop location, time of day, day of week, and customizable by time period.	Y	This specification is met by our proposed Passio APC solution. Our APC solution is 100% cloud-based using minimal hardware. Hella sensor data is transmitted directly to our AWS database using the Pepwave router and M2M (Machine to Machine) data transmission. Passenger load (and % full) is reported in real-time and immediately uploaded via data connection to network servers for representation in Passio Navigator OpsView for viewing and reporting. The Hella Advanced People Sensor APS-B is designed to count boarding and alighting passengers with the highest accuracy available in the market, typically better than 98%. Every count will be stamped with the location, stop, vehicle, door, date, time and route information, which can be filtered in our reports.
III.1.11	The system will be cloud-based, open API, turnkey, and maintained by the Contractor. The proposal should include Contractor-provided training of City(s) and Operations Contractor staff on how to use the equipment, software, and all other related tools. Once staff are trained, all system failures are to be considered the responsibility of Contractor, with the exception of routine, correctible problems and/or improper login by operators. For clarity, the purpose of this requirement is to avoid situations where Contractor claims user error and the City does not understand how to fix a given problem, resulting in a loop of inaction and product malfunction. The Proposal must clearly demonstrate that the Contractor shall provide all labor, needed equipment, materials, and installation required for all vehicles.	Y	This requirement is understood and accepted. Our ITS management tool (Passio Navigator) is 100% web-based and supports all common browsers (Chrome, Edge, Safari, and Firefox). We harness real time Passenger & Dispatch Information Systems through GPS tracking using our Passio GO [™] framework. This solution is directly coupled with our MDT, AVA, LED, and APC systems to form a modular and turnkey CAD/AVL platform. Your dispatchers, supervisors, administrators, and maintenance technicians will receive comprehensive training on all Passio hardware and software products. Your technicians will receive the following training: Wiring and installation overview, Hardware testing and management, Cleaning and general maintenance procedures, Alignment and calibration procedures, and Accessing on board data. We provide unlimited remote support once your system goes live. Passio will have dedicated resources available to work on "critical issues" during your contractual hours until resolved. We use Freshdesk, an online cloud-based customer service software, to manage helpdesk support. This interactive service allows customers to track when issues have been escalated and expected resolution timeframe. More detail can be found in our Implementation, Training, and Support descriptions within our proposal.

	III.2Platform/Database					
III.2.1	The central system should be a web-based platform/database that will allow City staff to perform many functions. The web-based platform/database will have a customer platform and a City staff platform. The customer platform will allow customers to view buses traveling along routes in real-time with stop amenities and route schedules. The City staff platform, or central system, will allow City staff to perform many functions without Contractor support by managing vehicles, routes, and overall operations. The central system of the successful Contractor will provide the following:	Y	This requirement is understood and accepted. Passio uses secure internet-based database hosting with Amazon EC2, a trusted cloud-based computing platform. We use secure internet-based database hosting in Microsoft SQL Server on Amazon EC2. Both our public website (Passio GO) and our in-office workstation CAD/AVL tool (Passio Navigator) are 100% web-based and support all current and common browsers (Chrome, Edge, Safari, and Firefox). Passio Navigator is our management platform, designed for independent use by city staff without need for contractor support in day-to-day operations or updates. Passio GO is our customer-facing app and is publicly available and free to use on a smartphone app, web browser (PC, tablet, mobile phone), kiosk, or smart TV. Riders can easily access information on their bus location, direction, ETA, current passenger load, and even % full capacity. Riders can plan trips, get walking directions, set arrival times, and view system alerts.			
III.2.2	Support use of City assigned user roles and passwords, including a logon, logoff feature that is password protected and shall allow a user to logon to a specific user access level. These access levels shall be configurable by City staff. User types that may be configured by the City include the following: • System administrator; • Dispatcher; • Read-only user; and • Supervisor.	Y	Passio Navigator™ controls access to system features for each individual user with multi-layered security features. There is no limit to the number of Navigator users. We use a permission-based user management system that can assign Read, Write, none permissions per user based on their role. Example roles include Dispatcher, Manager, Supervisor, and Administrator, but we can be very granular with page level access. New users are easily added with permission-based security along with bankgrade encryption, SSL-256, which restricts access to authorized personnel as well as secures the data while in transit.			
III.2.3	The City shall have full capability to add, delete, or modify users, groups, or roles in any systems and shall have full administrative rights to do so. The system shall have the flexibility to support existing and future operations including changes in user roles, services, and fleet.	Y	This requirement is understood and supported by our user management system in Passio Navigator.			
III.2.4	City shall have the ability to edit route lines, stop locations, vehicle announcements, end of line points, and other standard functions of a transit system.	Y	Passio Navigator™ provides customers with full access to manually update routes, route blocks, schedules, time points, stop locations, geofences, announcements, and fleet information on a digital map. There is no waiting requirement for updates, edits, or deletions to your base system structure. Dispatchers can also create detour routes on the fly, deploy test routes, and pre-set new routes for immediate cut over. Route updates are available instantly and pushed over the air to each vehicle within the fleet. The Passio ITS framework is 100% web enabled to allow for real time remote service updates from dispatch.			
III.2.5	The system shall have the ability to import a database of stops from spreadsheets (CSV, Excel, Google Sheets), including multiple characteristics such as location, amenities at stop (shelters, benches, bike racks, cart corrals, etc.), and ADA accessibility. This database includes latitudes and longitudes for geo-locating stops and other significant facilities and amenities.	Y	Passio Technologies supports all system data provided from GTFS static file imports. Passio will work with each agency to recommend/determine the best options for data importing during the planning phase.			
III.2.6	Ability for City staff to create geo-fences for speed, boundaries, bus stops, and announcements.	Y	All customers have access to add/update stops, routes, AVA geofences, and announcements at any time. Our automated AVA solution uses pre-configured GPS-based geofence trigger locations (at a stop or any digital geofence). Passio Navigator provides full control to create new announcements and changes to existing announcements at any time. Customers have the ability to create custom geofences. Furthermore, each bus stop radius can be set by dragging the geofence on the map or simply typing in the radius field. This feature allows the user to control entrance and exit triggers for each geofence to deliver pop up alerts for a variety of actions or activities including, idling, dwell time, off route deviations, speeding, or geofence activities.			
III.2.7	Manage all fleet vehicles in real-time with built-in features, including live traffic updates to maintain on-time performance and make informed rerouting decisions.	Y	Our proposed Passio Navigator solution complies with this requirement. Passio provides your dispatchers with real-time bus tracking, traffic, arrival predictions, arrival times, and departure times for each stop. Passio Technologies uses Google Maps for public facing map displays and Mapbox (OSM) for internal map displays. Mapbox Traffic is a vector tileset that provides congestion information that is updated every 3-5 minutes for dispatch consumption. Our Live Map also allow dispatchers to save views and zooms levels including layers and the following map types/options: Streets, Traffic, Outdoors, Light, Dark, Satellite, Satellite Streets, Navigation Day, and Navigation Night.			

III.2.8	The bus moving on a route (as is typical of Google or Apple maps), with routes, bus stop schedules, and other amenities available for customers to view via mobile app and desktop PC.	Y	Our proposed Passio GO™ solution complies with this requirement. GPS data is collected every second on the vehicle and GPS refresh rates are pushed every 3-5 seconds for dispatch and public consumption. Movement, change in heading/direction and speed is reported in real-time and immediately uploaded via data connection to network servers for representation on public views, website maps, and smartphone applications. Our bus motion display algorithm shows your buses 'driving' their routes. Passio GO is publicly available and free to use on a smartphone app, web browser (PC, tablet, mobile phone), kiosk, or smart TV.
III.2.9	Customer alert and announcement options for texting, email, mobile app, and City website.	Y	Our Passio GO mobile app has two levels of communication within the application, Alerts and Announcements. Alerts are designed for immediate notification and highlighted viewing (scrolling on top of app screen), whereas Announcements are displayed for general passenger information (indicated by a badge notification).
III.2.10	Web-based customer platform shall have the capability to be integrated into the City/SAM/MHX website.	Y	Passio GO's interactive mobile web view is available for use on personal computers, tablets, and is optimized for mobile viewing (responsive) on any mobile operating system/device. This web/browser view displays your fleet on a Google Map and can be embedded within your agency website.
III.2.11	Produce reports on system-wide, route, and stop boardings and alightings, segments where on-time performance is challenging, ridership by time of day, and other patterns relevant to the efficient operations of a transit system.	Y	This specification is supported by our Passio ITS and adherence reporting framework. System managers and operators are given real time schedule adherence data (arrival and departure) by Driver, Route, Route Block, and/or Stop and/or Stop group. Passio Reporting is segmented in 5 groups: Business Intelligence (Dashboard Reports, Analytics, QA Dashboard, All Reports, Admin Report); Ridership Metrics (Boardings & Alightings by Date/Time/Span, Vehicle, Driver, Route, Route group, Route Block, Stop, Stop Group, Passenger Type, and Rider Profile); Route Performance (On-time Performance (OTP), Route Transit, Headway, In/Out of Service, Schedule Adherence); GPS/AVL Activity (Incident Logs, Boundary & Speed, Vehicle Activity, Vehicle Idle, Stop Dwell, Trips, Vehicle Assignment); and our NTD Reporting Module. Passio also provides metrics on stop groups (inbound/outbound, north/south, etc.) which also help fulfill these requirements. More information regarding our reporting solution within Business Analytics is provided in our proposal.
III.2.12	Get data output in ASCII, or similar format, with compatibility to Microsoft Office Suite and Portable Data Format (PDF). Files should be compatible with Excel and such files should be fully legible when exported as Excel (columns and rows should appear very similar if not identical to a PDF export, etc.).	Y	Our proposed Passio Navigator Reporting solution complies with this requirement. The Passio Business Intelligence Platform data is available for export into common formats such as CSV (to XLS) and PDF.
III.2.13	Track and report operational data needed for the Federal Transit Administration (FTA) National Transit Data (NTD) reports (most current requirements), including tracking of passenger miles traveled, on time performance,	Υ	Passio offers customized NTD reporting that will calculate and extract the metrics required for compliance. The Passio APC solution will provide all 'Actual' data (passenger miles and stop counts) required for NTD reporting. Your account manager will work with you to set up your personalized NTD sampling schedule and Passio will support your certification process. Our integrated Hella 3D APC has been granted NTD Certification Approval. Furthermore, our NTD Certification process and maintenance plan includes procedures to calibrate APCs every year after the initial benchmark year using a modified validation plan to ensure the upkeep of the agency's certification. More information can be found in our NTD Certification & Reporting section of our proposal.
III.2.14	User-friendly ad-hoc reporting tools to customize reports by varying criteria, available in multiple formats including CSV and PDF.	Υ	Our proposed Passio Navigator Reporting solution complies with this requirement. Passio Navigator offers a unique dashboard view where the client can create a variety of ad-hoc reports (bar graph, line graph, summary table, heat map, pivot table, pie chart, etc.) for viewing, printing, sharing, and exporting. Reports include a graphical interface for display and presentation. All reports can be filtered by custom or pre-set time periods. Users can group reporting data for presentation by quarter, month, week, day or by time (hour or ¼ hour) and select operational detail levels such as routes, stops, trips, drivers, and buses. Route reporting is available at three levels (block, route name, combined route). The Passio Business Intelligence Platform data is available for export into common formats such as CSV (to XLS) and PDF.

III.2.15	The system should be programmable with blocking from the runcut so buses will move between routes without requiring City operations staff to adjust which buses are assigned to a given route, while accounting for layovers and interlining routes and service types (fixed-route and demand response).	Υ	This specification is supported by our Passio Navigator SysOps solution. Passio SysOps is a powerful "job-centric" view of your bus operations. It allows dispatchers to see what Jobs need to be filled today and for days in the future. Dispatchers can then assign both vehicles and drivers to those jobs, gaining visibility into which vehicles or drivers are not available. Passio SysOps allows agencies to preassign both "drivers to vehicles" and "vehicles to routes" in advance and presents the data visually for the user. Dispatchers can quickly find and fill holes in service using our SysOps dashboard. Passio CAD supports interlining as well. The Passio team will work with associated agencies to finalize the requirements of this solution to recommend the best options and pricing during contract negotiation. Note that Passio integrates with Optibus, a leader in runcutting and driver scheduling solutions, which can be made available as an option.
III.2.16	Public mobile app (iOS and Android) that is user-friendly, determined by City staff, that allows customers to track buses, see schedules, and find bus stops. Will also be available via desktop PC.	Y	Passio GO is our customer-facing app and is publicly available and free to use on a smartphone app, web browser (PC, tablet, mobile phone), klosk, or smart TV. Riders can easily access information on their bus location, direction, ETA, current passenger load, and even % full capacity. Riders can plan trips, get walking directions, set arrival times, and view system alerts.
III.2.17	The mobile app should allow customers to sign up for "next bus" alerts and show real time arrival of all buses on route.	Y	Passengers can use Passio GO to designate routes as favorites or store favorite stops to receive alerts/notifications when the bus is 'x' minutes away from any favorite stop.
Preferred F	eatures:		
III.2.18	Customizable App that is branded with City logos, determined by City staff.	Y	Passio Technologies complies with this requirement. Passio GO displays the color coded routes and vehicle bus icons. Users have multiple colors and icons to choose from. Vehicle icons are displayed by color, then either by route, vehicle, or driver. All Passio Public Viewers can be customized and branded with agency colors and logos, as well as advertising and marketing information.
Optional ad	Idition to the list above:		
III.2.19	City of Sandy and Clackamas County requests Contractor to provide a full Demand Response CAD solution for the dial-a-ride services SAM rides and Transportation Reaching People (TRP) program. In addition to the above requirements, a Demand Response platform will also include:	Y	We are recommending TripMaster by CTS Software to meet the demand response requirements of the SAM rides and TRP programs. TripMaster gives multiple demand response scheduling tools to the Passio platform. CTS supports transit operations with user-friendly solutions. CTS Software offers automated scheduling, custom reporting, voice response, mobile solutions, automated vehicle locators, and a webbased portal. CTS software data is hosted in the Microsoft Azure Cloud will provide each agency with a minimum 99.9% uptime with multiple fail safes in play to ensure you have access when needed. Passio Technologies is proud to join CTS Software as a Transit Mobility Alliance Partner. Our collaboration is paramount to offering our clients the best options possible to fit their exact transit needs. Since Passio offers modular solutions, we are able to easily include solutions by CTS Software, which is owned and operated by the same parent company.
III.2.20	CAD to maintain multiple Demand Response programs, including operator scheduling, vehicle scheduling, retaining customer profiles, and creating customer reservations.	Y	This specification is supported by our CTS TripMaster solution. For detailed information on this solution, please visit our Demand Response section in this proposal.
III.2.21	Electronic manifests with real-time changes communicated to MDTs.	Υ	This specification is supported by our CTS TripMaster solution. TripMaster, interfaced with ParaScope MDT software application, brings an immeasurable amount of value to any transportation department. While drivers are performing pickups and dropoffs throughout the day, the daily schedule screen is updating in real-time. With each status update TripMaster is capturing the arrival time, boarding time, drop-off time, and odometer readings automatically. This will eliminate the need for manual data entry to validate a driver's schedule and provide extreme accuracy for billing and reporting purposes. ParaScope's turn-by-turn directions are provided through whatever default mapping being used on that specific device. Navigation provides multiple route options, ETA's and real-time traffic. When the driver arrives at a destination, the navigation screen automatically closes, and client pickup or drop-off is displayed on the device for the driver to perform the job.

III.2.22	Automated ride scheduling, including by program, customer type, and zone.	Y	This specification is supported by our CTS TripMaster solution. TripMaster's Auto Scheduler automatically batches all bookings for a travel day. The system is based on actual street networks in the service area by x- and y- coordinates, parameters associated with network segments as established in the GIS system, physical barriers, speed parameters, time of day, and appropriate dwell times for the boarding and alighting of passengers. Each agency will create "Schedule Profiles" to be used when running the Auto Scheduler. These profiles define, among other factors: **Bow long a passenger can be on the vehicle **Bow early a passenger can be dropped off prior to their appointment **Bow long a passenger can wait for pickup after an appointment **Bow und time to designate for boarding preparation **Additional time windows to load passengers with special assistances or mobility methods. The Auto Scheduler allows the end user to schedule trips with filter options; for example, assigning first scheduling priority to wheelchair assignments or specific accounts. TripMaster will provide the end user with the ability to re-schedule trips in a particular way to optimize schedules differently. When selecting one of the options, the system will display comparable statistics to review the before and after picture.
III.2.23	The system shall accommodate all CAD users. Users shall be able to work in CAD without creating data conflicts with or overriding actions by other users.	Υ	This specification is supported by our CTS TripMaster solution.
III.2.24	The computer software system for CAD and reporting for Clackamas County's Transportation Reaching People program shall be located at Clackamas County offices. The dispatcher workstation shall include a map showing each route, stop location, time point, real-time bus location, driver assignments, schedule adherence status and alerts. Also included is the display of the activation of an on-board panic alarm.	Y	This specification is supported by our CTS TripMaster solution. TripMaster's AVL system displays demand response vehicles in real-time and will soon be integrated to Passio Live Map. The system also provides many tools on the Daily Schedule screen for quick reference including; Vehicle location, Vehicle Speed, On or Behind Schedule, Current Load, Next Schedule Job time, and more.
Preferred Fe	eatures Include:		
III.2.25	Call/text reminders to customers of upcoming trips.	Y	This specification is supported by our CTS TripMaster solution. The Interactive Voice Response module will notify the passenger of their upcoming trips via outbound notification. The outbound notification will verbally notify the passenger of the name of the responsible transportation provider, as well as the phone number to call if needed. The Interactive Voice Response module will notify the passenger when the driver is "on the way". This call out feature can be turned off or turned on for a particular passenger indefinitely or per reservation. For detailed information on this solution, please visit our Demand Response section in this proposal.
III.2.26	AVL application for Demand Response customers to view bus arrival in real-time.	Υ	This specification is supported by our CTS TripMaster solution.
III.2.27	Web and/or phone based customer portal for creating and submitting applications and making and canceling reservations.	Y	This specification is supported by our CTS TripMaster solution.
III.2.28	These preferred features lists are not exhaustive. The greater the functionality of the system, the more favorable a Contractor's proposal will be assessed.	Y	This specification is supported by our CTS TripMaster solution.
	III.3Ve	ehicle Lo	gic Unit (VLU)
III.3.1	The VLU shall act as the central processor, data storage, and device manager for all onboard devices.	Υ	This specification is supported by our Passio ITS (VLU + MDT) solution.
III.3.2	The VLU shall integrate as necessary all in-vehicle ITS functions and hardware, including the GPS receiver.	Υ	This specification is supported by our Passio ITS solution.
III.3.3	The VLU shall allow the vehicle operator to logon by entering their operator identification and block information on the Mobile Data Terminal (MDT).	Υ	Our interactive, touch screen MDT with Passio Transit software enables operators to securely login and select their route/block.
III.3.4	The VLU's GPS receiver shall be installed as a replaceable/upgradeable card. The VLU shall compute the vehicle position, speed, and direction based on multiple positioning systems and inputs, including the GPS receiver and a secondary position system consisting of an odometer interface or other dead-reckoning device.	Y	This specification is supported by our Passio ITS solution. Passio can provide secondary and even tertiary GPS positioning systems if required as an option. The Passio team will work with associated agencies to finalize the requirements of this solution to recommend the best options and pricing during contract negotiation.
III.3.5	The VLU shall compute and update onboard vehicle position information every two (2) seconds or less, and shall provide that position information to other onboard devices as needed.	Y	Passio GPS refresh rates for each vehicle are updated every (1) second on-board each vehicle and every 3 seconds for on-screen for dispatch information. Our data service is provided by Verizon and included with our proposed system for M2M (Machine to Machine) data transmission.

III.3.6 III.3.7	Location data shall be sufficiently precise to accurately and reliably identify the location of each vehicle on the street network. At a minimum, vehicle location shall be accurate to within ten feet (10') ninety-five percent (95%) of the time. The VLU shall provide location reports to the central system as for	Y Y	This specification is supported by our Passio ITS solution. Passio GPS refresh rates for each vehicle are updated every second on-board the vehicle and every 3 seconds onscreen for dispatch and public consumption. Passio provides High Sensitivity GPS Location Accuracy of 7-16 feet (from our CalAmp LMU-2631) in good environmental conditions.
	Routine location reports shall be provided every thirty (30) seconds or less while the vehicle is in operation, regardless of whether it is logged-on or not.	Y	This specification is supported by our Passio ITS solution. Vehicle status icons change color according to 'in service', off-route, and off schedule vehicles. Out of service vehicles are also displayed in gray to make them quickly identifiable.
III.3.7.2	Event-based location reports shall be provided every time the vehicle departs from, or passes by, a stop or time-point so that real-time passenger information systems can be cleared after the vehicle has departed.	Y	The specification is met by our Passio Navigator solution. Unique geofence service alerts may be configured within Passio Navigator. This system provides pop-up alerts/incidents which include speed infraction, entering or exiting a geofence, timepoint, vehicle idling, dwell time, off route deviations, location, and 'vehicle out of contact'. Alerts are scheduled using the calendar function found in Passio Navigator. Passio Navigator includes the ability to deliver pop up alerts and/or incidents which are recorded for reporting and can be emailed and/or texted.
III.3.7.3	At transit centers and park and rides, position reports shall be provided when the vehicle enters and departs the transit center or park and ride.	Y	The specification is met by our Passio Navigator solution. Our system provides pop- up alerts/incidents when entering or exiting any geofence. Alerts are scheduled using the calendar function found in Passio Navigator.
III.3.8	The system shall indicate any vehicle that is not reporting its status and location within a configurable time period.	Y	Passio Navigator includes the ability to deliver pop up alerts for a variety of actions including equipment status, which is available through our device manager and IoT dashboard. Connected devices are continually monitored for an 'electronic heartbeat'. That status is available within Passio Navigator to visually represent when a vehicle is running and equipment is connected.
III.3.9	The VLU shall connect with available onboard circuits including front door open, rear door open, lift/ramp deployment, Bicycle rack, and "Stop Requested" light activation. The VLU shall record date, time, and location when the onboard circuit events occur.	Y	These specifications are supported by our Passio ITS solution. Passio will interface with and report on rack/lift/ramp sensor deployments if available.
III.3.10	The VLU shall periodically check for and download bulk data files containing service, operator assignment, and other information from the central computer system. Capacity shall be provided to allow for storage of at least two full bus service schedule changes of data.	Y	The Passio ITS framework exchanges and uploads data in real-time over the cellular network, WLAN and bulk upload is not required. We can provide bulk upload via API if required.
III.3.11	The VLU shall have sufficient non-volatile memory capacity to store at least thirty (30) days' of data, assuming up to eighteen (18) revenue hours per day.	Y	These specifications are supported by our Passio ITS solution. Our proposed VLU can store nearly 20 years of GPS data.
Other option	al VLU features include:		
III.3.12	The VLU interface with the City's existing and future Luminator, Hanover, and Twin Vision electronic destination signs to automatically program the signs based on vehicle route and location.	Y	Our proposed Passio solution complies with this requirement using the destination sign controllers by Luminator, Hanover, and Twin Vision. This integration can be supported by Passio Technologies provided that each headsign has the most current updated firmware and version and must be J1708/J1939 compatible. We will work with each agency to recommend/determine the best options and integrations during the project planning phase.
III.3.13	The VLU shall allow the operator (using the MDT) or dispatcher (using the central software) to manually override the destination sign.	Y	This manual override feature will be supported by Passio Technologies. Our proposed Passio solution complies with this requirement using the destination sign on-board controller and an A/B switch. It can be used at any time to 'override' the Passio MDT.
III.3.14	The VLU interface with future onboard electronic signs or displays.	Y	Passio's AVA solution can include new interior, passenger facing LED signs (if desired) or integrate with existing LED/LCD signs. Passio Technologies can provide real-time announcement and other transit data for LED or LCD display screens on-board by integrating with strong industry suppliers like Message Point Media (http://mpmedia.tv/) who can provide such equipment, content management, other media, and installation services.
	III.4 Mobile	Data Te	rminal (MDT) Display
III.4.1	In the event the MDTs are necessary for recording passenger demographics upon boarding, MDTs will be required. The display (a tablet or screen in view of the coach operator, aka mobile data terminal) should be an industry-proven, openarchitecture technology that is easy to replace when damaged and made to withstand the rigors of fixed-route and demand response transit service vehicles including, but not limited to, minivans, cutaways, trolleys, and heavy duty buses up to 40' coaches. All upgrades to technology, both hardware and software, should be part of the per-bus contract cost to avoid unforeseen costs in the future.	Y	At the heart of our CAD/AVL system is the Passio Transit MDT, an android-based, rugged, touch-screen driver interface. This single-connection, modular and swappable device natively connects to other onboard devices for the control and collection of data. Electronic Passenger Counting (EPC) using the Passio MDT also supports customizable preset passenger types such as wheelchair, senior, disabled, bike, etc. Operators simply press to count as riders board and exit the vehicle, if required. Multiple boardings and alightings are easily created by pressing the GRP button on the MDT. Passenger and fare types can also be entered from a list of customizable preset options. Our MDT features customized ABS material with IP64 rating and 360 degree protective components to cope with shock/vibration in complex industrial/transit environments. Passio hardware devices are typically wired to the ignition as well as the battery of the vehicle.

III.4.2	Please specify if current MDTs (Getac ZX70) in use on SAM and MHX can be utilized and if credit is applied for current equipment.	N	Passio is recommending new MDT hardware for SAM and MHX. It has been our experience that integrating older equipment can be problematic and not scalable. The Passio MDT is Android-based, but built specifically for Passio ITS on-board integrations (especially AVA) within a rugged transit environment. We have found that while most integrations can be accomplished, the integration lifespan is extremely limited. As exciting new Passio features are rolled out to our customers, agencies with older legacy hardware may not be capable of using them. The updating process with legacy equipment is difficult to keep updated with our new enhancements. If the agency truly needs a uniform, reliable, and sustainable ITS package, then installing the latest equipment will guarantee it. New hardware will significantly reduce unnecessary downtime as desired.
At a minimu	m, the display should show:		
III.4.3	Ability to use tablet for both fixed route and Demand Response services.	Y	Mixed use vehicles can use the Passio MDT for both fixed route operations and CTS TripMaster digital manifest. Vehicles dedicated to demand response transportation only can use any Android-based tablet for the CTS TripMaster digital manifest.
111.4.4	The MDT shall be designed to operate in a transit environment with appropriate durability to operate in extreme hot and cold temperatures and absorb shock from driving. The MDT shall be equipped with a touch-screen display that meets the following requirements:	Y	The Passio MDT is a transit grade 7" LED backlit multipoint capacitive touch-enabled all-in-one Android system. Our proposed MDT features customized ABS material with IP64 rating and 360 degree protective components to cope with shock/vibration in complex industrial/transit environments. Our proposed VIU has the following environmental specifications: Temperature -30° to +75° C (connected to primary power) and -40° to +100° C (storage), Humidity 95% RH @ 50° C non-condensing, Shock and Vibration U.S. Military Standards 202G, 810F, SAE J1455, ESD SAE J1113, and Weatherproof. Further component information is presented in our Hardware Section.
III.4.4.1	Able to be used by operators wearing gloves.	Υ	This specification is supported by our Passio Transit MDT solution.
III.4.4.2	Readable by operators wearing polarized lenses.	Y	Our MDT is readable by operators wearing polarized lenses and offers low-glare setting for night operation. The unit has brightness and contrast controls for the operator.
III.4.4.3	Sufficient brightness to be readable in direct sunlight.	Y	Our MDT is readable by operators in direct sunlight and offers low-glare setting for night operation. The unit has brightness and contrast controls for the operator.
III.4.4.4	Dimmed or night mode operation that will automatically reset for daytime operation.	Υ	Our MDT and associated Transit software offers a low-glare setting for night operation.
III.4.4.5	A minimum size of seven (7) inches as measured diagonally.	Y	The hardware supporting our CAD/AVL solution is our Mobile Data Terminal, a 7-inch custom designed Android tablet, is installed within arm's length of the driver, and our transit-grade Vehicle Logic Unit.
III.4.4.6 III.4.4.7	A minimum resolution of 640x480 pixels. The MDT shall contain a speaker and tone generator to be used to provide audio alerts.	Y	The screen resolution on our Mobile Data Terminal is 800x480. This specification is supported by our Passio Transit MDT solution.
III.4.5	The MDT display shall include functionality, configured by the City, to display different font, size, icons, buttons, colors, and styles on the screen.	P	This specification is partially supported by our Passio Transit MDT software. Our driver interface has been refined and refactored since 2010 to meet the exact needs of fixed route operators. While certain styles such as colors and fonts are not configurable, many icons and buttons are. Our MDT interface is very intuitive and user friendly, meeting the needs of most all transit operators.
III.4.6	The MDT shall communicate with the VLU. The MDT should operate as independently from the VLU as feasible in order to support new MDT technologies that may arise in the future.	Y	Our proposed VLU and MDT combination work independently of each other.
III.4.7	The MDTs shall be configured to allow for a managed and controlled shutdown, allowing all active sessions and connections to be closed under control of the firmware during the shutdown process.	Y	This specification is supported by our Passio Transit MDT solution. Passio transit hardware devices are typically wired to the ignition as well as the battery of the vehicle. The device goes into a type of hibernation mode where draws very little power from the battery, allowing the in-vehicle system to utilize battery backup to properly shut down when bus battery switch is turned off.
III.4.8	The system shall support allowing vehicle operators to set MDT brightness and volume settings within pre-defined limits. All settings shall return to their default values when a new logon occurs.	Y	This specification is supported by our Passio Transit MDT solution.
III.4.9	While in service, the MDT shall be able to display the current system-wide transit time (synchronized to the central system), current block, run, route, trip, next three bus stops, schedule adherence status, text messages, detour information, and data communications system status. The placement and layout of information, touchscreen buttons, and the like shall be configurable.	P	This specification is partially supported by our Passio Transit MDT software. While certain styles such as colors and fonts are not configurable, many icons and buttons are. Our MDT displays the last stop, current stop, and next 3 stops. It can also show any upcoming flag stops from riders who requested a ride (as part of our optional Request & GO solution. Interface provides options for electronic passenger counting, group boardings/alightings, passenger load, device statuses, settings, messaging, incidents, and configurable passenger type touch selection menu. More detailed information on the Passio MDT is provided.

III.4.10	While in service, the MDT shall provide the operator with the ability to review the full trip information stop-by-stop and any	Υ	This specification is supported by our Passio Transit MDT solution. Drivers can scroll
	paddle notes so they can familiarize themselves with their assignments.		thru each stop and view schedules.
III.4.11	The MDT shall include capabilities to disable interactive functions while the vehicle is in motion.	Y	This specification is supported by the Passio Transit MDT solution. This option can be toggled on and off through administrative settings.
III.4.12	The MDT shall receive text messages from the central system, alerting the operator with an audible and visual signal when a new message has been received.	Y	This specification is met by our Passio Transit messaging interface. The interactive, touch screen MDT with Passio Transit software enables operators to send messages to supervisors and dispatch.
III.4.13	The MDT shall require the operator to send a yes/no response and acknowledgement to "response required" messages received from the central system.	Y	This specification is met by our Passio Transit messaging interface. Drivers and dispatch can exchange pre-defined phrases/messages, quick yes/no driver responses, and custom messages. For safety, messaging is only available when the vehicle is at rest.
III.4.14	The MDT shall store pre-defined messages that may be sent by the operator to the central system (Dispatch). All pre-defined messages sent to Dispatch shall include the date, time, and vehicle ID. The pre-defined messages shall be configurable by the system administrator from the central system.	Y	This specification is met by our Passio Transit messaging interface. Dispatch and Messaging for CAD/AVL is managed from a single live map screen located within Passio Navigator™. All communications are saved within the dispatch and messaging interface. More information about the Messaging interface is provided in our proposal.
III.4.15	The bus moving on a route (as is typical of Google or Apple maps) with turn directions.	Y	This specification is supported by our Passio Transit MDT solution.
III.4.16	Any detours. A detour will be either scheduled in advance (through the scheduling software or the dispatcher's workstations) or defined in real-time, including the capability of showing last minute detours such as for a collision or emergency road repair.	Y	Passio Navigator [™] provides dispatchers with full access to create detour routes on the fly, deploy test routes, construction deviations, and pre-set new routes for immediate cut over. Route updates are available instantly and pushed over the air to each vehicle within the fleet. These changes can be put into effect immediately or scheduled for implementation at a later date using Passio Versioning.
III.4.17	On-time performance (early, on-time, late).	Y	These specifications are all supported by our Passio Transit MDT solution. Our MDT interface within the Passio Transit app helps drivers keep up with their own schedule to see if they are behind, ahead, or perfectly on time. If the time is shown as white, the driver is on time, blue means behind schedule, and yellow would mean ahead of schedule. Furthermore, using Passio OPS View, the leadership team and operators can work quickly to improve performance in real time. A more detailed description of the Passio MDT interface is included.
III.4.18	The system should be programmable with blocking from the runcut so buses will move between routes without requiring City operations staff to adjust which buses are assigned to a given route, while accounting for layovers and interlining routes and service types (fixed-route and demand response).	Y	This specification is supported by our Passio Navigator SysOps solution. Passio SysOps is a powerful "job-centric" view of your bus operations. It allows dispatchers to see what Jobs need to be filled today and for days in the future. Dispatchers can then assign both vehicles and drivers to those jobs, gaining visibility into which vehicles or drivers are not available. Passio SysOps allows agencies to preassign both "drivers to vehicles" and "vehicles to routes" in advance and presents the data visually for the user. Dispatchers can quickly find and fill holes in service using our SysOps dashboard. Passio CAD supports interlining as well. The Passio team will work with associated agencies to finalize the requirements of this solution to recommend the best options and pricing during contract negotiation. Note that Passio integrates with Optibus, a leader in runcutting and driver scheduling solutions, which can be made available as an option.
III.4.19	The MDT shall allow the operator to select which route run, and/or block they are scheduled for.	Υ	This specification is fully supported by our Passio Transit solution. Our interactive, touch screen MDT with Passio Transit software enables operators to securely login and select their route/block. This information is logged and tracked within Passio Navigator.
III.4.20	The MDT shall allow the operator to indicate that the vehicle is off duty (dead-heading).	Y	This specification is supported by our Passio Transit MDT solution. Our driver app provides an "In/Out of Service Status" toggle. This feature is also integrated with revenue hours for billing, route schedule validation, and NTD reporting. Drivers have the following options when going out of service: training, fueling, maintenance, charter, and others. Going back into service is easy, simply tap the service screen, and choose "Start Service".
III.4.21	The MDT shall allow for a customizable electric passenger on/off counter (MDT) with passenger types and bicycle and mobility device counters configurable by the City.	Y	This specification is met by our proposed Passio Transit MDT solution. Electronic Passenger Counting (EPC) using the Passio MDT supports customizable preset passenger types such as wheelchair, senior, disabled, bike, etc. Operators simply press to count as riders board and exit the vehicle, if required. Multiple boardings and alightings are easily created by pressing the GRP button on the MDT. Passenger and fare types can also be entered from a list of customizable preset options. More information on this interface can be found in our Passio Transit MDT solution section.
III.4.22	The tablets/MDTs shall provide a customizable driver interface to allow log in for the bus runs(s).	Y	This specification is fully supported by our Passio Transit solution. Our interactive, touch screen MDT with Passio Transit software enables operators to securely login and select their route/block. This information is logged and tracked within Passio Navigator.

III.4.23	The MDT shall allow for reporting on schedule adherence, two-way messaging with the dispatcher, access to prerecorded announcements that can be activated as needed by the driver, and a maintenance interface to the on-board system.	Υ	The Passio MDT solution allows drivers to activate prerecorded voice announcements as needed and displays color-coded schedule adherence indicators for the driver. Drivers can trigger preset special announcements from the MDT and repeat a stop location for ADA compliance. Announcements can include route, destination, next stop, driver names and other announcements. Passio Transit messaging interface facilitates two-way messaging with dispatch. Dispatchers using Passio Navigator can send/receive operator messages, access schedule adherence reports, and configure settings for operator-initiated prerecorded messaging. Interface provides options for electronic passenger counting, group boardings/alightings, passenger load, real-time on-board device status alerts, settings, messaging, incidents, and configurable passenger type touch selection menu.
III.4.24	The MDT shall allow for manual data input used for special demographic counts including passenger type such as youth, disabled, elderly, payment type (pass).	Y	This specification is met by our proposed Passio Transit MDT solution. Electronic Passenger Counting (EPC) using the Passio MDT supports customizable preset passenger types such as wheelchair, senior, disabled, bike, etc. Operators simply press to count as riders board and exit the vehicle, if required. Multiple boardings and alightings are easily created by pressing the GRP button on the MDT. Passenger and fare types can also be entered from a list of customizable preset options. More information on this interface can be found in our Passio Transit MDT solution section.
III.4.25	The MDT shall allow for driver input on service exceptions for unforeseen circumstances such as train delays, accidents, construction detours, equipment failure, etc.	Υ	This specification is met by our proposed Passio Transit MDT solution. Drivers can input service exceptions using our flexible incidents interface for relay to dispatch. Dispatchers can also input service exceptions using Passio Navigator.
Additional [Demand Response option:		
III.4.26	The MDT shall have a unique operator/manifest log-in.	Υ	This specification is supported by our CTS TripMaster ParaScope MDT solution. For detailed information on this solution, please visit our Demand Response section in this proposal.
III.4.27	Live manifest of daily run that can be edited by dispatch in real- time with notification of changes and required operator response/confirmation of changes.	Υ	This specification is supported by our CTS TripMaster ParaScope MDT solution.
III.4.28	The MDT will display hands-free turn-by-turn navigation from manifest or custom entry.	Y	This specification is supported by our CTS TripMaster ParaScope MDT solution.
	· ·	III.5Insta	allations
III.5.1	All installation shall be professionally completed by qualified installers and final inspections will be conducted and approved by the City.	Y	The Passio ITS system will be installed by an expert Passio Installation Technician.
III.5.2	The system will not interfere with any operations of the vehicle and its current systems.	Y	This requirement is understood and accepted. On board cabling is done efficiently, using high quality materials and connectors designed to limit any interference with other vehicle systems.
III.5.3	All cables, wiring, switches, and circuits are designed for the heavy-duty operation of the buses.	Y	This requirement is understood and accepted.
III.5.4	Mounted hardware should be installed according to industry standards and recommended practices.	Υ	This requirement is understood and accepted.
III.5.5	All cables, wiring, interconnections, switches, and circuit breakers/fuses will be heavy-duty and specifically designed for their purposes.	Υ	This requirement is understood and accepted.
III.5.6	The selected wire sizes and insulation will be based on current carrying capability, voltage drop, and flexibility requirements.	Y	This requirement is understood and accepted.
III.5.7	All installation will be done with tamper proof fasteners whenever possible.	Υ	This requirement is understood and accepted.
III.5.8	All equipment provided will be transferable to other transit buses as the need arises.	Y	Our VLU, MDT, and AVA hardware can be transferred to other vehicles easily. Our APC system is installed and hard wired to each individual vehicle. Passio can facilitate or conduct the uninstall and reinstall between vehicles if needed. There are no requirements that would stop the system from being transferred from one vehicle to another. Typically, the only new equipment required when transferring is the wiring and mounts.

and multi-modial training tool. This is a dynamic tool that is consistently updated as new features and functionality are added to the Passio platform. Provide spare parts for all Contractor-provided equipment and related materials. Y Passio has included spares in our pricing.	ı			
III.6.1 Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. Please specify if current equipment will guarantee it. Now hardware will applicantly reduce sunform, relables, and asstratable ITS actions for secure but straight forward connection when you need to switch out one MDT for another. If the agency truly needs uniform, relables, and sustanable ITS and usets are not built for transit environments and while cheap, end up costing agencies more money and downtrine. Our on-board VA systems are integrated with Passo Navigator and updated 100% over the air without any on board actions required. Announcements and integrate with passo Navigator and updated 100% over the air without any on board actions required. Announcements can include continue to the continue of the performance of the present of the self-individually over the air without any on board actions required. Announcements can include continue to the performed in the interior and/or the exterior of the vehicle. III.6.4.1 III.6.4.2 Audio announcements over an external speaker system. Y III.6.5.3 Interior and one of the performance in the MDT and prepared with passon that is performed in the interior and/or the exterior of the vehicle. Y III.6.5.3 Interior and one of the performance in the MDT and prepared with passon that is performed in the interior and/or the exterior of the vehicle. Y III.6.5.3 Interior and one of the performance in the MDT and prepared actions to perform the interior and/or the exterior of the vehicle. Y III.6.5.3 Interior and of the performance in an external speaker system.	III.5.9		Y	technology provider, you will receive 24/7/365 access to all of your data, superior customer service, and the most innovative cloud-based technology on the market. Your users will receive comprehensive training on all Passio software products. We will provide training to all dispatchers, supervisors, administrators and maintenance technicians. Your technicians will receive the following training: Wiring and installation overview, Hardware testing and management, Cleaning and general maintenance procedures, Alignment and calibration procedures, and Accessing on board data. Passio provides searchable electronic media to provide documentation and training to our customers. You will be given access to our online knowledge base and multi-media training tool. This is a dynamic tool that is consistently updated as
Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. Now specify and if credit is applied for current equipment. Now specification is the company of the company	III.5.10		Υ	Passio has included spares in our pricing.
Mil.6.1 Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. National Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. National Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. National Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. National Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. National Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. National Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. National Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. National Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment. National Please specify if current equipment in use on SAM and MHX can be used to the income and content in the please specifical in the series of the please of		III.6 On-Bo	oard Pass	senger Information
UII.6.4.2 Audio announcements over an internal speaker system. We will be a specification in smet by our proposed Passio AVA solution. Announcements can include route, destination, next stop, driver analysand the ability to play both human-recorded and text-to-speech audio files. We have the air without any on board actions required. Announcements can include route, destination, next stop, driver amaes and other announcements. Our solution will trigger preloaded messages to display when a stop geofence is entered along a specific route. He Passio Transfors, day solution. Announcements with we sixting LEO/LCD signs (where feasible). When the passion Tanad/or the exterior of the vehicle. We store a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop location for ADA compliance. Announcements from the MDT and repeat a stop	III.6.1		N	Android-based and built specifically for Passio ITS on-board integrations within a rugged transit environment. Our customizations extend the device inputs and outputs to meet the requirements of comprehensive fixed route service, allowing for LED signs integrations, AVA, card readers, stop requests, door triggers, and other sensor data collection. The single 44 pin connector allows for a secure but straight forward connection when you need to switch out one MDT for another. If the agency truly needs a uniform, reliable, and sustainable ITS package, then installing the latest equipment will guarantee it. New hardware will significantly reduce unnecessary
over the air without any on board actions required. Announcements can include route, destination, next story driver names and other announcements. Our solution will trigger preloaded messages to display when a stop geofence is entered along a specific route. The Passio Transit AVA solution meets this requirement by using preconfigured GPS based geochactines, Passio AVA can also integrate with existing LED/LCD signs (where feasible). III.6.4. III.6.4. III.6.4.1 Automated Stop Announcements (ASA) System for audio callouts. III.6.4.1 The ASA shall have the ability to play both human-recorded and text-to-speech audio files. III.6.4.2 Ability for the City to customize and edit callout locations via geo-fencing or other options. III.6.5.1 The ASA shall include functionality to generate the following messages and are any given time: III.6.5.2 Internal time based (e.g., reoccurring scheduled message at a gill.6.5.3) Internal audible customer service. V This specification is met by our proposed Passio AVA solution. Announcements can be performed in the internal audible customer service. V This specification is met by our proposed Passio AVA solution complies with this requirement. New stops are typically entered into Passio AVA by simply typing the text directly in Passio Navigator by selecting the routestopo combination (text-to-speech). Our AVA system includes other features such as:.mp3 file uploads, and the ability to select the ability to select the proposed Passio AVA solution which allows for automated stop announcements initiated by custom geofences, individually configurable per stop. Passio Navigator "provides customers with full access to manually update routes, slowleds, time points, stop locations, geofences, announcements, and fleet information on a digital map. There is no waiting requirement for updates, edits, stop locations, geofences, announcements, and fleet information on a digital map. There is no waiting requirement for updates, edits, stop locations, geofences, announcements, and fleet i	The on-board	d passenger information will perform, at a minimum, the followin	g functio	onalities:
Buil.6.4 Audio announcements over an external speaker system. Y	III.6.2	Audio announcements over an internal speaker system.	Y	over the air without any on board actions required. Announcements can include route, destination, next stop, driver names and other announcements. Our solution will trigger preloaded messages to display when a stop geofence is entered along a specific route. The Passio Transit AVA solution meets this requirement by using preconfigured GPS based geofence trigger stop locations. Passio AVA can also integrate
Automated Stop Announcements (ASA) System for audio callouts. Match Automated Stop Announcements (ASA) System for audio callouts. Y repeat a stop location for ADA compliance. Announcements can include route, destination, next stop, driver names and other announcements. Y repeat a stop location for ADA compliance. Announcements can include route, destination, next stop, driver names and other announcements. Y repeat a stop location for ADA compliance. Announcements can include route, destination, next stop, driver names and other announcements. Y repeat a stop location for ADA compliance. Announcements with this requirement. New stops are typically entered into Passio AVA solution complies with this requirement. New stops are typically entered into Passio AVA by simply typing the text directly in Passio Navigator by selecting the route+stop combination (text-to-speech). Our AVA system includes other features such as: .mp3 file uploads, and the ability to sell announcement are time on your vehicles to local business around your routes, creating an additional revenue stream for your transit.	III.6.3	Audio announcements over an external speaker system.	Y	
UII.6.4.1 The ASA shall have the ability to play both human-recorded and text-to-speech audio files. III.6.4.2 Ability for the City to customize and edit callout locations via geo-fencing or other options. III.6.5.1 The ASA shall include functionality to generate the following messages and provide the City the ability to generate the following messages and provide the City the ability to prioritize the type of ASA messages being announced at any given time: III.6.5.2 Internal operator initiated audible customer service, Internal operator initiated audible customer service Y This specification is met by our proposed Passio AVA solution which allows for automated stop announcements initiated by custom geofences, individually configurable per stop. Passio Navigator™ provides customers with full access to manually update routes, schedules, time points, stop locations, geofences, announcements, and fleet information on a digital map. There is no waiting requirement for updates, edits, or deletions to your base system structure. Navigator updates are available instantly and pushed over the air to each vehicle within the fleet. The Passio ITS framework is 100% web enabled to allow for real time remote service updates from dispatch. III.6.5.1 III.6.5.2 Internal audible announcements (next stop, customer service, transfers, etc.); III.6.5.3 Internal operator initiated audible customer service Y This specification is supported by our Automated Voice Announcements (AVA) solution.	III.6.4		Y	repeat a stop location for ADA compliance. Announcements can include route,
automated stop announcements initiated by custom geofences, individually configurable per stop. Passio Navigator™ provides customers with full access to manually update routes, schedules, time points, stop locations, geofences, announcements, and fleet information on a digital map. There is no waiting requirement for updates, edits, or deletions to your base system structure. Navigator updates are available instantly and pushed over the air to each vehicle within the fleet. The Passio ITS framework is 100% web enabled to allow for real time remote service updates from dispatch. III.6.5.1 Internal audible announcements (next stop, customer service, transfers, etc.); III.6.5.2 Internal time-based (e.g., reoccurring scheduled message at a time interval) audible customer service announcements; III.6.5.3 Internal operator initiated audible customer service Y This specification is supported by our Automated Voice Announcements (AVA) solution. This specification is supported by our Automated Voice Announcements (AVA) solution. This specification is supported by our Automated Voice Announcements (AVA)	III.6.4.1		Y	Our proposed Passio Technologies AVA solution complies with this requirement. New stops are typically entered into Passio AVA by simply typing the text directly in Passio Navigator by selecting the route+stop combination (text-to-speech). Our AVA system includes other features such as: .mp3 file uploads, and the ability to sell announcement air time on your vehicles to local business around your routes,
at any given time: Internal audible announcements (next stop, customer service, transfers, etc.); This specification is supported by our Automated Voice Announcements (AVA) solution. Internal time-based (e.g., reoccurring scheduled message at a time interval) audible customer service announcements; Y This specification is supported by our Automated Voice Announcements (AVA) solution. Internal operator initiated audible customer service Y This specification is supported by our Automated Voice Announcements (AVA) This specification is supported by our Automated Voice Announcements (AVA)	III.6.4.2		Y	automated stop announcements initiated by custom geofences, individually configurable per stop. Passio Navigator™ provides customers with full access to manually update routes, schedules, time points, stop locations, geofences, announcements, and fleet information on a digital map. There is no waiting requirement for updates, edits, or deletions to your base system structure. Navigator updates are available instantly and pushed over the air to each vehicle within the fleet. The Passio ITS framework is 100% web enabled to allow for real time remote
Internal audible announcements (next stop, customer service, transfers, etc.); Internal time-based (e.g., reoccurring scheduled message at a time interval) audible customer service announcements; Internal time-based (e.g., reoccurring scheduled message at a time interval) audible customer service announcements; Internal operator initiated audible customer service Y This specification is supported by our Automated Voice Announcements (AVA) solution. This specification is supported by our Automated Voice Announcements (AVA) solution. This specification is supported by our Automated Voice Announcements (AVA)	III.6.5	· -	ssages ar	nd provide the City the ability to prioritize the type of ASA messages being announced
time interval) audible customer service announcements; solution. Ill 6.5.3 Internal operator initiated audible customer service y This specification is supported by our Automated Voice Announcements (AVA)	III.6.5.1	Internal audible announcements (next stop, customer service,	Υ	, , , , , , , , , , , , , , , , , , , ,
III 6 5 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	III.6.5.2		Y	
announcements, Solution.	III.6.5.3	Internal operator initiated audible customer service announcements;	Υ	This specification is supported by our Automated Voice Announcements (AVA) solution.

	Landan handan kanadan	,,,	This specification is supported by our Automated Voice Announcements (AVA)
III.6.5.4	Location-based customer service announcements; and	Υ	solution.
III.6.5.5	External audible bus arrival announcements.	Y	This specification is supported by our Automated Voice Announcements (AVA) solution.
III.6.6	The external arrival announcements may be set to repeat in a loop while the door is open. If on a repeating loop, the repeat interval shall be set by City staff through configuration data.	Y	This requirement is understood and is met by our Passio AVA solution. Stop announcements may be triggered on door open and/or door close for additional accuracy. Each stop can repeat the specified announcement, and can even repeat the announcement in up to 3 different languages if desired.
111.6.7	The ASA system shall provide on-board announcements of upcoming stops through both audio and destination signs.	Y	This requirement is understood and is met by our Passio AVA and Passio Sign Integration solutions.
111.6.8	As part of the pre-trip inspection, functionality shall be provided to test the ASA system by playing an audio test message. The VLU shall record all ASA faults and errors and display fatal error conditions during pre-check tests on the MDT.	Υ	Proposed as an option, this specification is supported by our Passio Inspector solution. Passio Inspector is our Electronic Driver Vehicle Inspection Reporting (E-DVIR) module and is available as an option within our Passio Manager App. This solution will provide digital pre-trip Inspection forms, post-trip inspection forms, and hot swap/mini inspections. Drivers can clearly communicate vehicle damage location using touch point graphics.
111.6.9	Audio messages shall begin playing within one (1) second of being triggered.	Y	This specification is supported by our Automated Voice Announcements (AVA) solution.
111.6.10	The ASA shall have sufficient memory to store both current and future announcement data for every City stop.	Y	This specification is supported by our Automated Voice Announcements (AVA) solution.
111677	All ASA log files shall be uploaded to the central system as part of the normal data upload and download process.	Υ	This specification is supported by our Automated Voice Announcements (AVA) solution. All activities are logged in our syslog server and daily backups are performed.
III.6.12	The ASA system shall include an Automatic Gain Control (AGC) circuit to automatically and independently adjust internal volume levels depending on vehicle speed or ambient noise level. Each audio announcement played using AGC shall be played at a consistent volume determined by sampling the AGC immediately prior to playing the announcement.	P	Our proposed Passio Technologies AVA solution partially complies with this requirement. You'll get exact pronunciation with the on-board voice synthesizer provides the highest level of sound quality and volume control. The system allows for phonetic spelling of any word to ensure correct pronunciation. Automatic volume adjustment based on speed and/or ambient noise level is currently in development.
III.6.13	Minimum and maximum volumes for internal announcements shall be configurable by the City. The vehicle operator will not be able to manually adjust the volume below or above these levels.	Υ	This specification is supported by our Automated Voice Announcements (AVA) solution.
III.6.14	The minimum and maximum volumes for external announcements shall include parameter settings to automatically control volume based on: • Geographic region; and • Time of day. The system shall include a minimum of five (5) geographic region and time of day volume level settings for external announcements that can be configured by the City system administrator.	P	Our proposed Passio Technologies AVA solution partially complies with this requirement. Automatic volume adjustments based on geographic region and/or time of day are currently in development.
III.6.15	The onboard system shall allow the operator to make manual announcements over the internal and external PA system. Manual announcements will override the ASA until the manual announcement is complete.	Y	Our Passio Technologies AVA solution complies with this requirement. Announcements can be changed and updated remotely from your desk, with granular control at the route stop level. The Passio AVA solution also allows drivers to override announcements. PA system overrides such as muting announcements are reported as events and tracked within Passio Navigator. Each stop can repeat the specified announcement in up to 3 different languages.
	The ASA system shall disable stop announcements when a vehicle is off-route.	Y	Our proposed Passio Technologies AVA solution complies with this requirement. Passio provides automatic off-route notifications based on preset buffers around the actual route path. Announcements are triggered by geofence and 'on-route status'. Announcements automatically stop when a vehicle is off route and will recommence when vehicle is back on route.
III.6.17	ASAs to meet the requirements of ADA to automatically announce recorded information about each stop, major intersection, key locations, transfer opportunities, and route destination in each fixed-route vehicle prior to arriving at that location. The system shall use a sequential list with geo-fencing to announce stops.	Υ	This specification is supported by our Passio AVA solution. Our automated AVA solution uses pre-configured GPS-based geofence trigger entrance/exit locations (at a stop or any digital geofence). Agencies will have full control to make real-time geofence changes at any time or put those changes into service at any future date/time using Passio Versioning. More information on Passio AVA is provided in our Solutions Section.
111.6.18	The ASA system shall support both English and Spanish language messages.	Υ	Our proposed Passio Technologies AVA solution complies with this requirement. Our ADA-compliant AVA system includes 5 English speaking voices and provides over 130 languages, including both English and Spanish. Each stop can repeat the specified announcement in up to 3 different languages.

III.6.19	The ASA system shall be supplied with audio amplifiers for the internal and external audio announcements and public address functionality. The Contractor shall assume new speakers, new microphones, and new wiring will be required.	Y	Our proposed Passio Technologies AVA solution complies with this requirement. Our AVA Audio Interrupt System has a microphone input for use with new or existing equipment.
III.6.20	A vehicle operator shall not be required to configure the ASA or initialize it in order for it to operate, nor shall the ASA system require any operator input to make any automated announcement. The block that the vehicle is logged into will dictate the automated announcements, and the position of the bus will initiate location-based announcements.	Y	Our Passio AVA system complies with this requirement. Our Passio MDT is a single-connection device that natively connects to (and logs into) all other onboard devices for the control and collection of data, including the AVA system. The Passio AVA announcements are triggered automatically using real-time GPS location and geofence triggers.
III.6.21	The ASA system should be able to perform without eliminating	Υ	Our proposed Passio Technologies AVA solution complies with this requirement. Our
	radio/music capabilities. rred features:		AVA Audio Interrupt System allows radio/music capability.
III.6.22	Please specify if current equipment in use on SAM and MHX can be utilized and if credit is applied for current equipment.	N	Passio is recommending new MDTs for each fixed route vehicle. Our Passio MDT is Android-based and built specifically for Passio ITS on-board integrations within a rugged transit environment. Our customizations extend the device inputs and outputs to meet the requirements of comprehensive fixed route service, allowing for LED signs integrations, AVA, card readers, stop requests, door triggers, and other sensor data collection. New hardware will significantly reduce unnecessary downtime as desired. Many 'off-the-shelf' Android tablets are not built for transit environments and while cheap, end up costing agencies more money and downtime.
III.6.23	LED displays that are synchronized with ASA.	Y	Our proposed Passio Technologies AVA solution complies with this requirement. As an option, this ADA compliant package can include new interior, passenger facing LED signs equipped with SmartSense™ integrated GPS and messaging. The display signs are integrated with Passio Navigator and are updated 100% over the air without any on board actions required. Our SmartSense LED On-board signs are web enabled to allow for real time remote updates to display and change route, destination, next stop, driver names and announcements. Our solution will trigger preloaded messages to display when a stop geofence is entered along a specific route. The Passio Transit AVA solution meets this requirement by using preconfigured GPS based geofence trigger stop locations. Passio AVA can also integrate with existing LED signs (where feasible).
III.6.23.1	The information is pushed on-board to the passengers through visual and audio (Text to Speech based) information or to smart phones when customers use the AVL app.	Y	Our proposed Passio Technologies AVA/LED solution complies with this requirement. For Passio AVA users, new/updated stop announcements are entered by simply typing the text directly in Passio Navigator by selecting the route+stop combination (text-to-speech). This information can be announced over the speakers and/or on any interior or exterior sign. Audible and visual stop announcements are also coming soon to riders using our Passio GO app.
III.6.23.2	Passenger information should be automatically updated in real- time to inform travelers about detours on their route or stops that are not served anymore.	Y	Passio Technologies understands and accepts this requirement. Our on-board AVA systems are integrated with Passio Navigator and are updated 100% over the air without any on board actions required.
III.6.23.3	When the vehicle is located at a stop, the on-board sign should announce the name of the stop;	Y	This specification is supported by our Passio AVA/LED solution.
	particulate the name of the stop,	III.7 Re	porting
The system	will allow the City to access a wide variety of standard and ad-hoc		in a user-friendly and intuitive user interface, determined by the City, to easily access
	hese reports. Reports shall include, but not be limited to the follow		, , , , , , , , , , , , , , , , , , , ,
III.7.1	Contractor shall provide a data warehouse that serves as an aggregator for all information (data) generated by the system.	Y	Our proposed Passio ITS solution complies with this requirement. Passio uses secure internet-based database hosting with Amazon EC2, a trusted cloud-based computing platform. We use secure internet-based database hosting in Microsoft SQL Server on Amazon EC2. Passio Technologies has multiple monitoring systems in place to provide an uptime of 99.5%. More specifically, of the last 78,000 hours, we have had just 8 hours of downtime. We perform nightly backups of all databases using Amazon S3. We can move databases between servers to prevent downtime in the case of server failures. We can also direct nightly backups to any agency's in-house server if required. More information can be found in the Security section provided in our response.
III.7.2	Data storage provided as part of the warehouse shall be sufficient to store ten (10) years of data generated by systems provided under this contract.	Y	Our proposed Passio ITS solution complies with this requirement.

111.7.3	Data that is entered into the system shall be easily queried. Data shall be available for query for a minimum of three (3) years, without loading archived data.	Y	This requirement is understood and accepted. We maintain an active backup of the data (not including raw video data) and SaaS environment both locally and remotely. User config settings and record-level detail will be stored for a minimum of sixty (60) days. Passio will not share customer specific data and only use that data for the purposes of providing the contracted services and improving system performance as outlined in our terms of service. All activities are logged in our syslog server and daily backups are performed. Passio record-level detail is stored for a minimum of 36 (thirty-six) months and provides count information at the base level which allows for time and individual bus and driver reporting at the stop level. After 36 (thirty-six) months data will be summarized at the route, day, and passenger type level. This data will be available in the dynamic reporting system for a minimum of 5 (five) years. All data archived after 5 (five) years will be made available electronically prior to removal from the dynamic reporting system.
III.7.4	The City shall always maintain ownership and control of the data stored in the data warehouse. No confidential data (network, financial, employee, customer, etc.) shall be hosted on any third-party or vendor system without the express written permission of the City.	Y	This requirement is understood and accepted.
III.7.5	The system software suite shall include reporting capabilities to generate both standard reports based on pre-established criteria, as well as customized reports based on a user-definable set of search criteria.	Y	The Passio Business Analytics platform allows unlimited report creation with customizable dashboards for any relative time period. These dashboards can be used to directly compare datasets in line to aid schedule optimization. We provide several reports yielding crucial operational data regarding the services provided by your agency. Reports include a graphical interface for display and presentation. All reports can be filtered by custom or pre-set time periods. Users can group reporting data for presentation by quarter, month, week, day or by time (hour or ½ hour) and select operational detail levels such as routes, stops, trips, drivers, and buses. Route reporting is available at three levels (block, route name, combined route). For more samples and information on reporting, please refer to our Passio Business Analytics section provided in our proposal.
III.7.6	The computer software system (for computer aided reporting but not dispatch at this time) station shall be located at the city of Sandy Operations Center. The dispatcher workstation shall include a map showing each route, stop location, time point, real-time bus location, driver assignments, schedule adherence status and alerts. Also included is the display of the activation of an on-board panic alarm.	Y	CAD/AVL operations are managed by dispatch from our OpsView Live Map dashboard and Dispatch Pane (table format) located within Passio Navigator™. With OpsView Live Map dispatchers can use OTP (conditional formatting) analytics and work quickly to improve performance in real time. Passio Navigator Live Map displays the color coded routes and vehicle bus icons. Users have multiple colors and icons to choose from. Vehicle icons are displayed by color, then either by route, vehicle, or driver. Data displayed to dispatch includes vehicle id, driver, current passenger load, route name, block, next stop, ETA, device name, speed, alarms, and last 'seen' data is displayed for dispatchers. Schedule adherence, movement, change in heading/direction and speed is reported in real-time.
III. 7. 7	At a minimum, the system shall provide the following reporting capabilities to City users as both a dashboard view and a report view: On-time performance; Detours and service corrections; Service monitoring; Missed trips, including: time of missed trip, in-service miles and hours lost, and the cause of the missed trip; Daily Operations Summary Report; Platform hours, including in-service hours, loading, and layover hours; In-service hours, including revenue hours, loading, layover, and deadhead hours; Trip-level messenger-miles traveled, schedule recovery time, and schedule deviation; and Cumulative stop-to-stop and total trip-level mileage for	Y	Passio Navigator offers a unique dashboard view where the client can create a variety of reports (bar graph, line graph, summary table, heat map, pivot table, pie chart, etc.) Passio Reporting is segmented in 5 groups: Business Intelligence (Dashboard Reports, Analytics, QA Dashboard, All Reports, Admin Report); Ridership Metrics (Boardings & Alightings by Date/Time/Span, Vehicle, Driver, Route, Route group, Route Block, Stop, Stop Group, Passenger Type, and Rider Profile); Route Performance (On-time Performance (OTP), Route Transit, Headway, In/Out of Service, Schedule Adherence); GPS/AVL Activity (Incident Logs, Boundary & Speed, Vehicle Activity, Vehicle Idle, Stop Dwell, Trips, Vehicle Assignment); and our NTD Reporting Module. More information regarding our reporting solution within Business Analytics is provided in our proposal.
III.7.8	revenue trips. Reports shall be configurable and filterable based upon common criteria in the transit industry, including: • System wide service reports; • Temporal (time window, day, week, month, quarter, year, multiple years); • By service (route, run, block, stop); • By operator ID; • By vehicle ID; and • By operator name.	Y	All reports can be filtered by custom or pre-set time periods. Users can group reporting data for presentation by quarter, month, week, day or by time (hour or ¼ hour) and select operational detail levels such as routes, stops, trips, drivers, and buses. Route reporting is available at three levels (block, route name, combined route). For more samples and information on reporting, please refer to our Passio Business Analytics section provided in our proposal.

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III.7.9	The system shall provide operator data (set by start/end dates) to summarize: • Operator assignments; • Vehicle assignments; • Block/route/route pattern and trip assignments; • Any incidents and incident types; and • On-time schedule performance.	Y	These specifications/reports are supported by our Passio Navigator Reporting solution.
III.7.10	The system shall provide individual vehicle data (set by start/end dates) to summarize: • Vehicle assignment; • Mechanical failures; • Block/run/route/route pattern/trip assignments; • Any incidents and incident types; and • Route group and block number within a time period or date range or both.	Y	These specifications/reports are supported by our Passio Navigator Reporting solution. The Passio team will work with associated agencies to finalize reporting requirements during the planning phase for each agency/project.
III.7.11	The system shall provide performance data that summarize ontime performance by: • The system shall provide performance data that summarize on-time performance by: • Block, route, branch, route pattern, and trip; • Operator; • Time of day, day of week, month of year, service or calendar day, and schedule type (e.g. weekday, Saturday, Sunday, holiday); and • Stop, transit center, or other specific locations, including time points not located at stops or transit centers.	Y	These specifications/reports are supported by our Passio Navigator Reporting solution. The Passio team will work with associated agencies to finalize reporting requirements during the planning phase for each agency/project.
III.7.12	The system security shall provide features to maintain data integrity, including error checking.	Y	Passio utilizes instance status monitoring, where we can quickly determine whether Amazon EC2 has detected any problems that might prevent your instances from running applications. Amazon EC2 performs automated checks on every running EC2 instance to identify hardware and software issues. More information on our security protocol is included in our proposal.
III.7.13	The system shall provide monthly and annual National Transit Database (NTD) reports in NTD report formatting or customized to City staff preference.	Y	Passio offers customized NTD reporting that will calculate and extract the metrics required for compliance. The Passio APC solution will provide all 'Actual' data (passenger miles and stop counts) required for NTD reporting. Your account manager will work with you to set up your personalized NTD sampling schedule and Passio will support your certification process. Our integrated Hella 3D APC has been granted NTD Certification Approval. Furthermore, our NTD Certification process and maintenance plan includes procedures to calibrate APCs every year after the initial benchmark year using a modified validation plan to ensure the upkeep of the agency's certification. More information can be found in our NTD Certification & Reporting section of our proposal.
III.7.14	Reports shall provide dwell times by route and by stop (i.e., to see where vehicles may be standing longer than normal).	Y	This specification is supported by our real-time Passio Navigator 'Adherence' column located in the Dispatch Pane (table view). Navigator includes the ability to deliver pop up alerts (and associated reports) for a variety of actions or activities including, idling, dwell time, off route deviations, speeding, or geofence activities.
III.7.15	Operators' reports include operator mileage achieved, mileage off route, mileage in detour, mileage achieved versus mileage scheduled, and on-time performance per operator.	Y	This report is supported by our Passio Business Analytics Reporting solution.
III.7.16	Arrival and departure time at stop and stop segments.	Y	This report is supported by our Passio Business Analytics Reporting solution.
III.7.17	Some key report capabilities are system and driver performance (including route and run compliance and schedule adherence), and a variety of ridership reports, such as boarding, alighting and total. These reports display schedule adherence both numerically, as a percentage and graphically. The system should report runs that are on-time, late, very late and early driver, bus, time of day, stop, run, route, day of the week for any period of time (day, week, month or any portion of these) as selected by the person generating the reports.	Υ	Passio Navigator offers a unique dashboard view where the client can create a variety of reports (bar graph, line graph, summary table, heat map, pivot table, pie chart, etc.). Passio Reporting is segmented in 5 groups: Business Intelligence (Dashboard Reports, Analytics, QA Dashboard, All Reports, Admin Report); Ridership Metrics (Boardings & Alightings by Date/Time/Span, Vehicle, Driver, Route, Route group, Route Block, Stop, Stop Group, Passenger Type, and Rider Profile); Route Performance (On-time Performance (OTP), Route Transit, Headway, In/Out of Service, Schedule Adherence); GPS/AVL Activity (Incident Logs, Boundary & Speed, Vehicle Activity, Vehicle Idle, Stop Dwell, Trips, Vehicle Assignment); and our NTD Reporting Module. More information regarding our reporting solution within Business Analytics is provided in our proposal.

III.7.18	The ridership data shall also be reported by time period in similar ways to schedule adherence. A replay feature where a period of time in the past can be "replayed" to provide information that can be used to respond to customer or management inquiries, key reporting for the monthly and annual National Transit Database (NTD) reports including ridership data (total ridership, system miles, passenger trip miles, etc.).	Υ	Our proposed Passio Navigator 'Replay' feature complies with this requirement. View breadcrumbs (historical locations and speeds) of each vehicle in your fleet. Date/time range options and multiple playback speeds are available. Use our interactive "Snapshot" tool to view any historical system view for any date and time span. With Snapshot users can see GPS timestamps showing vehicle locations, direction of travel, speeds, passenger load, block, and driver. Our NTD Reporting Module is included as well.
III.7.19	Included in the ridership data provided by the system shall be demographics, ADA lift/ramp activations by route, time and stop and any service exception entered by the driver.	Y	All ridership data is supported by our Passio Business Analytics Reporting solution. Our Ridership Metrics include Boardings & Alightings by Date/Time/Span, sensor, Vehicle, Driver, Route, Route group, Route Block, Stop, Stop Group, Passenger Type, and Rider Profile.
III.7.20	Generating the reports will be simple and information can be represented graphically if desired, for easy interpretation. Most of the reports shall be "canned" and accessed using pull-down menu selections.	Y	This requirement is understood and supported by our Passio Business Analytics Reporting solution. Reports are customizable but we also include several standard reports which can be set up on the client's dashboard for easy access. Within the dashboard view, the client can create a variety of reports (bar graph, line graph, summary table, heat map, pivot table, pie chart, etc.)
III.7.21	The reports can be available as raw, exportable data (comma, table, or space delimited formats); tables; and pie and bar charts.	Y	The specification is met by our Passio Business Analytics reporting solution.
III.7.22	All reports can be shown graphically on the workstation and can be saved as a file and/or printed out.	Y	Our proposed Passio Navigator Reporting solution complies with this requirement. Reports include a graphical interface for display and presentation. The Passio Business Intelligence Platform data is available for export into common formats such as CSV (to XLS) and PDF.
III.7.23	The system shall allow the City the ability to review, modify, and correct data within all reporting modules.	Y	This requirement is accepted and understood. The Passio system includes data normalization to address key outlying operational situations and the ability to adjust counts and other data accordingly. We will work with each agency to determine the best options for editing during the project planning phase.
III.7.24	Please specify if pre-programmed reports can be configured for automated delivery to specified email addresses on a predetermined time basis.	Y	Automated report scheduling and email distribution is also provided through our integrated Rules Engine.
		III.8 Si	upport
III.8.1	Any changes to the Staffing Plan provided to the City by Proposer prior to this Contract shall be reviewed by the City, and any changes made during implementation must be approved by the City.	Υ	This requirement is understood and accepted.
III.8.2	The Project Manager shall meet regularly with City staff throughout the duration of this Contract. Meetings will be more frequent during the hardware installation and training period. After the initial installation, meetings will occur regularly on an agreed upon interval by the City and Contractor. Meetings shall happen in-person, by teleconference, or by videoconference.	Y	This requirement is understood and accepted.
		m Failur	re Response Times
III.9.1	Contractor shall provide 24/7 support when needed in case of severe emergencies. Contractor shall respond to issues in a timely fashion. Contractor is deemed to have responded when it has replied to the City's initial request. This may be in the form of an email, help desk ticket, or a telephone call, to either provide a solution or request further information.	Υ	This requirement is understood and accepted. More information on our Support and Maintenance plans are included in our proposal.
III.9.2	Guaranteed response times depend on the severity of the issue	Υ	This requirement is understood and accepted.
III.9.3	and apply during the City's working hours only. Guaranteed response times are shown in Table 1.	Υ	This requirement is understood and accepted.
III.9.4	The severity levels shown in Table 1 are defined below and refer to all mode types.	Υ	This requirement is understood and accepted.
III.9.5	Fatal: Complete degradation — all users and critical functions affected. Item or service completely unavailable, including but not limited to: • The central system is unreachable by City users. • The central system is accessible, but there is no telematics data being presented to the user.	Υ	This requirement is understood and accepted.
III.9.6	Severe: Significant degradation — large percentage of users or critical functions affected, including but not limited to: • Public website and/or mobile/native app is unreachable or does not render the map and/or routes.	Y	This requirement is understood and accepted.

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III.9.7	Medium: Limited degradation — limited number of users or non-critical functions affected. Business processes can continue. These may include but are not limited to the following: Non-functioning Vehicle Logic Unit (VLU); Non-functioning Mobile Data Terminal (MDT); and Non-functioning MDT software module.	Y	This requirement is understood and accepted.			
III.9.8	Minor: Small degradation —one user affected. Business processes can continue. Any software defect that does not drastically impact critical business functions. Contact/after hour.	Y	This requirement is understood and accepted.			
	III.10	Training	g and Manuals			
Contractor s	ontractor shall be responsible to train City staff designated personnel according to the requirements specified herein.					
III.10.1	Training shall take place at a City designated facility. Practical training on equipment shall occupy a significant	Υ	This requirement is understood and accepted.			
III.10.2	portion of all training classes.	Υ	This requirement is understood and accepted.			
III.10.3	Instruction shall cover equipment familiarization and systems operation. The minimum training is that which is necessary to bring those employees designated to the level of proficiency required for performing their respective duties.	Y	This requirement is understood and accepted. On-site training is optional and performed by expert Passio implementation staff. Your users will receive comprehensive training on all Passio hardware and software products. We will provide training to all dispatchers, supervisors, administrators and maintenance technicians. Your technicians will receive the following training: Wiring and installation overview, Hardware testing and management, Cleaning and general maintenance procedures, Alignment and calibration procedures, and Accessing on board data. More detail can be found in our proposed Project Schedule and Training descriptions within our proposal.			
III.10.4	Contractor shall provide experienced and qualified instructors to conduct all training sessions.	Υ	This requirement is understood and accepted. All project tasks will be implemented by a Senior Project Manager from Passio Technologies. This attention begins with our onboarding process throughout the life of the contract. When onboarding an ITS customer, Passio has a proven methodology in place to transfer project information and goals from sales to our customer success team. We use 2 project management tools (Insightly.com & Monday.com) to help facilitate this. On-site training is performed by expert Passio implementation staff. Your users will receive comprehensive training on all Passio hardware and software products.			
III.10.5	Contractor is responsible for ensuring that the instructors teaching these courses are not only familiar with technical information but are able to use proper methods of instruction, training aids, audiovisuals and other materials to provide for effective training.	Υ	This requirement is understood and accepted.			
III.10.6	Contractor is responsible for providing all training materials, training aids, audiovisual equipment, and visual aids for the conduct of these courses.	Y	All customers are provided access to Passio's training documents, FAQs, knowledge base articles, PowerPoint presentations, and training videos for their appropriate solutions. Passio hosts webinars to provide documentation and training to our customers. Passio also provides searchable electronic media to provide documentation and training to our customers through Passio University. You will be given access to our online knowledge base and multi-media training tool. This is a dynamic tool that is consistently updated as new features and functionality are added to the Passio platform. More detail can be found in our Training section within our proposal.			
III.10.7	Training documentation consisting of applicable equipment operation and maintenance manuals, and supplemental notebooks, consisting of additional drawings, procedures, and descriptive information, shall be provided.	Υ	This requirement is understood and accepted.			
III.10.8	Student guides shall include full topic descriptions, illustrations as needed to enhance content presentation, and common problems with comprehensive solutions given.	Y	This requirement is understood and accepted. Student guides will be provided from our comprehensive training suite within Passio University.			
III.10.9	All training materials are to become the property of the City at the conclusion of training.	Υ	This requirement is understood and accepted.			
III.10.10	At the request of the City, Contractor shall provide additional training sessions, at the contract price per session, at any time during the duration of this Contract.	Υ	This requirement is understood and accepted.			
III.10.11	Contractor shall submit the Training Curricula, presentations, and materials for review and approval by the City. No training shall commence until these items have been approved by the City.	Y	This requirement is understood and accepted. More detail can be found in our Training section within our proposal.			
III.10.12	Training curricula shall meet all training requirements and indicate course content, training time requirements, and who should attend.	Y	This requirement is understood and accepted. More detail can be found in our Training section within our proposal.			
III.10.13	At a minimum, training should be provided in the following areas	s:				

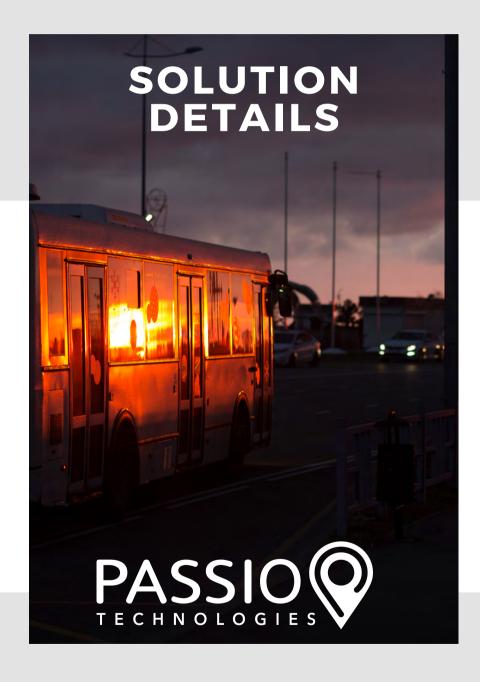
	Computer Aided Dispatch Training for Dispatchers/Operations Supervisors;	Y	This requirement is understood and accepted.
III.10.13.2	Maintenance Training;	Υ	This requirement is understood and accepted.
III.10.13.3	Traveler Information/Customer Service Training;	Y	This requirement is understood and accepted.
III.10.13.4	In-Vehicle Training for bus operators;	Υ	This requirement is understood and accepted.
111.10.13.5	Train-the-Trainer training for Operations Supervisors in In- Vehicle Training; and	Y	This requirement is understood and accepted.
111.10.13.6	System Administration Training; Reporting and Data Warehouse Training.	Y	This requirement is understood and accepted.
III.10.14	Training manuals shall be provided for each training participant at the initiation of each training session. An electronic version of each training manual shall be provided at each training.	Y	This requirement is understood and accepted.
III.10.15	Contractor shall provide two Equipment Manuals for each type of unit provided, unless specified otherwise. The manuals shall provide sufficient detailed installation and maintenance instructions to allow the City to properly and safely install, connect, and commission the equipment supplied and to operate and maintain the system.	Υ	This requirement is understood and accepted.
III.10.16	Contractor shall deliver five (5) complete physical Operating and Maintenance (0&M) manuals in addition to an electronic PDF version to each of the final selected projects. The 0&M manuals shall be a detailed presentation and shall include illustrations where applicable. For each unit, it shall include, but shall not be limited to:	Υ	This requirement is understood and accepted.
III.10.16.1	General description;	Υ	This requirement is understood and accepted.
	Functional description;	Υ	This requirement is understood and accepted.
	Functional block diagram;	Y	This requirement is understood and accepted.
	Operating instructions;	Y	This requirement is understood and accepted.
	Maintenance and repair procedures;	Y	This requirement is understood and accepted.
	Test procedures;	Υ	This requirement is understood and accepted. Details of our Functional, Performance, Compatibility, and Performance testing programs are outlined in our Quality Assurance section of this proposal. Passio will also follow our User Acceptance Testing Protocol to mirror Confidence Testing.
III.10.16.7	Schematic drawings and circuit diagrams; and	Y	This section is understood and accepted. Detailed schematics will be provided based on the Passio solutions selected by each agency.
III.10.16.8	Parts list.	Υ	This requirement is understood and accepted.
III.10.17	Each type of maintenance manual shall contain but not be limite	d to:	
111.10.17.11	Description of operation, including start-up, shut-down, and emergency procedures;	Y	This requirement is understood and accepted. Passio will also follow our User Acceptance Testing Protocol to mirror Confidence Testing.
	Installation procedures;	Υ	This requirement is understood and accepted.
	Complete parts identification diagram and list;	Υ	This requirement is understood and accepted.
	Troubleshooting procedures;	Y	This requirement is understood and accepted.
	Inspection procedures;	Y	This requirement is understood and accepted.
	Preventative maintenance procedures and program;	Y	This requirement is understood and accepted. Your technicians will receive the following training: Wiring and installation overview, Hardware testing and management, Cleaning and general maintenance procedures, Alignment and calibration procedures, and Accessing on board data. More detail can be found in our proposed Maintenance and Training descriptions within our proposal.
III.10.17.7	Repair procedures;	Υ	This requirement is understood and accepted.
III.10.17.8	Diagnostic procedures including criteria for equipment swapout;	Y	Passio Technologies understands and accepts this requirement. More information can be found in our Warranty & Maintenance section within this proposal.
III.10.17.9	Wiring diagrams;	Y	This section is understood and accepted. Detailed wiring diagrams will be provided based on the Passio solutions selected by each agency.
III.10.17.10	Electrical schematics with board and cable identification;	Y	This section is understood and accepted. Detailed schematics will be provided based on the Passio solutions selected by each agency.
III.10.17.11	Adjustment procedures;	Υ	This requirement is understood and accepted.
III.10.17.12	Equipment arrangement and drawings;	Υ	This requirement is understood and accepted.
III.10.17.13	Names and schedules of all lubricants and cleaners used; and	Y	This requirement is understood and accepted.
	Other consumable materials for the equipment, stating where used, quantity, service intervals, and annual consumption.	Y	This requirement is understood and accepted.

III.10.18	A Software User Manual shall be provided for each software application in addition to the electronic version in PDF. The user manual shall include screen captures and easy to follow instructions to assist the user through all of the tasks that they may need to complete. Fault procedures shall be described, as well as procedures for dealing with problems.	Y	This requirement is understood and accepted. User manuals will be provided from our comprehensive training suite within Passio University.
	III.11 F	/larketin	g and Branding
III.13.1	The City will request that Contractor assist in marketing collateral by providing materials, electronic or otherwise, related to the public's use of the ITS, such as the mobile app, and alert notifications. Contractor will work with the City, or a consultant of the City's choosing, to provide necessary materials for marketing and outreach.	Y	This requirement is understood and accepted. Another value Passio brings is our custom Agency Marketing Guide at no extra cost, which includes step-by-step guidelines to inform, engage, and excite your riders. In order to help you get the word out about your new rider tools and ensure a successful launch, we've put together a comprehensive marketing plan. Our services and collateral offered include App Handout Cards, Flyers, and targeted Social Media Ads. We will work with your agency to craft a comprehensive launch of new services. This plan is modular, just like our transit solutions. Feel free to pick and choose what works best for your transit operation.
Marketing m	naterials shall include:		aransic operation.
III.13.2		Υ	This requirement is understood and assented
	Posters or poster designs;		This requirement is understood and accepted.
III.13.3	Channel cards;	Y	This requirement is understood and accepted.
III.13.4	Content for press release and news articles; and	Y	This requirement is understood and accepted.
III.13.5	Promotional products.	Υ	This requirement is understood and accepted.
III.13.6	Reports tracking number of hits or new hits.	Y	This requirement is understood and accepted.
III.13.7	Preferred features:	Y	This requirement is understood and accepted.
III.13.8	City branded mobile app with use of the City's logo for customers to identify the app with the transit system; and	Υ	This requirement is understood and accepted.
III.13.9	Web content, including real-time bus information hosted on the City's website.	Y	This requirement is understood and accepted.
	III.12 1	echnica	Requirements
III.12.1	The system shall log all outgoing and received data in a historical database in a read-only format.	Υ	This specification is supported by our proposed Passio ITS solution.
III.12.1.1	The stored data shall be time and date stamped, and shall contain sufficient information to enable selective sorting and retrieval based on user-specified selection criteria.	Y	Our proposed Passio Navigator Reporting solution complies with this requirement. All reports can be filtered by custom or pre-set time periods. Users can group reporting data for presentation by quarter, month, week, day or by time (hour or ¼ hour) and select operational detail levels such as routes, stops, trips, drivers, and buses. Route reporting is available at three levels (block, route name, combined route). Passio also provides metrics on stop groups (inbound/outbound, north/south, etc.) which also help fulfill these requirements. The Passio Business Intelligence Platform data is available for export into common formats such as CSV (to XLS) and PDF. Passio also provides a real-time and historical transit application
			programming interface (API), documentation, and JSON output for customers. Data can be easily retrieved using the Passio API in addition to our data exports from Navigator. SON is typically accessed using the JavaScript jQuery library.
III.12.1.2	All vehicle location and status data transmitted to dispatch shall be maintained online or on removable backup media for a period of three years for future retrieval, display, and printing.	Y	programming interface (API), documentation, and JSON output for customers. Data can be easily retrieved using the Passio API in addition to our data exports from
III.12.1.2	be maintained online or on removable backup media for a	Y	programming interface (API), documentation, and JSON output for customers. Data can be easily retrieved using the Passio API in addition to our data exports from Navigator. SON is typically accessed using the JavaScript jQuery library. This requirement is understood and accepted. Passio record-level detail is stored for a minimum of 36 (thirty-six) months and provides count information at the base level which allows for time and individual bus and driver reporting at the stop level. After 36 (thirty-six) months data will be summarized at the route, day, and passenger type level. This data will be available in the dynamic reporting system for a minimum of 5
	be maintained online or on removable backup media for a period of three years for future retrieval, display, and printing. MDTs shall power up automatically when the vehicle ignition is turned on and shall power down a programmable time after		programming interface (API), documentation, and JSON output for customers. Data can be easily retrieved using the Passio API in addition to our data exports from Navigator. SON is typically accessed using the JavaScript jQuery library. This requirement is understood and accepted. Passio record-level detail is stored for a minimum of 36 (thirty-six) months and provides count information at the base level which allows for time and individual bus and driver reporting at the stop level. After 36 (thirty-six) months data will be summarized at the route, day, and passenger type level. This data will be available in the dynamic reporting system for a minimum of 5 (five) years. This requirement is understood and accepted. Passio transit hardware devices are typically wired to the ignition as well as the battery of the vehicle. This means the position of the vehicle is able to be reported even if the ignition is turned off, or if the vehicle is idling. The device goes into a type of hibernation mode where draws
III.12.2	be maintained online or on removable backup media for a period of three years for future retrieval, display, and printing. MDTs shall power up automatically when the vehicle ignition is turned on and shall power down a programmable time after the vehicle ignition is turned off. MDTs shall be updated as needed using the data connection	Y	programming interface (API), documentation, and JSON output for customers. Data can be easily retrieved using the Passio API in addition to our data exports from Navigator. SON is typically accessed using the JavaScript jQuery library. This requirement is understood and accepted. Passio record-level detail is stored for a minimum of 36 (thirty-six) months and provides count information at the base leve which allows for time and individual bus and driver reporting at the stop level. After 36 (thirty-six) months data will be summarized at the route, day, and passenger type level. This data will be available in the dynamic reporting system for a minimum of 5 (five) years. This requirement is understood and accepted. Passio transit hardware devices are typically wired to the ignition as well as the battery of the vehicle. This means the position of the vehicle is able to be reported even if the ignition is turned off, or if the vehicle is idling. The device goes into a type of hibernation mode where draws very little power from the battery. All Passio Transit software can be updated in the field over the air. Additionally, the hardware itself may be re-calibrated in the field as well. Software updates will be provided at no additional charge for the life of the agreement. Software maintenance is included in the recurring fees. This maintenance includes updates, bug fixes, and upgrades available to the platform for all purchased solutions. Passio

III.12.6	The MDT and all other on-board components shall be designed to withstand the vibration and shock forces associated with transit vehicles.	Y	Our proposed MDT features customized ABS material with IP64 rating and 360 degree protective components to cope with shock/vibration in complex industrial/transit environments. Our proposed VLU has the following environmental specifications: Temperature -30° to +75° C (connected to primary power) and -40° to +100° C (storage), Humidity 95% RH @ 50° C non-condensing, Shock and Vibration U.S. Military Standards 202G, 810F, SAE J1455, ESD SAE J1113, and Weatherproof. The proposed Hella APC hardware (AP5-B) is designed to operate between -25° C and +70° C, with a storage temperature rating of -40° C and +100° C. The proposed APC hardware also meets general SAE specifications for vibration, humidity, electrical tolerance, and particulate matter within a transit environment. The Hella APC is humidity tested according to EN 50155-10.2.4 and 10.2.5 dry heat and damp heat railway standards. For vibration and shock, the Hella APC is tested according to IEC 61373, Item 9 (category 1/class B).
III.12.7	The proposed system must have the capability to capture and transmit vehicle location information on a real-time basis. The system should have an update frequency rate as close to real-time as possible, 2-5 second updates or refresh rates, at a minimum.	Υ	Our proposed OpsView Live Map dashboard and Drivers Pane located within Passio Navigator™. GPS refresh rates for each vehicle are updated every 3 seconds on screen for dispatch information. Passio provides a GPS accuracy (from our CalAmp VLU) of up to 2-5 meters in optimal environmental conditions.
III.12.8	The system shall offer detailed area and route maps, preferably using familiar maps like Google.	Y	Passio Technologies uses Google Maps for public facing map displays and Mapbox (OSM) for internal map displays. Google has listed they update their comprehensive map network at least once a month. Users can also expect satellite imagery to be anywhere from 1-3 years old depending on the area. Mapbox OpenStreetMap supports multiple data import types/layers for display within Passio Navigator and is updated every week. Mapbox Traffic is a vector tileset that provides congestion information that is updated every 5 minutes. Our Live Map also allow dispatchers to save views and zooms levels on the yard including layers and the following map types/options: Streets, Outdoors, Light, Dark, Satellite, Satellite Streets, Navigation Day, and Navigation Night.
III.12.9	The system shall be turn-key and cloud hosted. Proposers should describe their go-live strategy and average release timelines. Proposers must offer full implementation/installation/release in contract specified timeline.	Y	Our proposed Passio ITS solution complies with this requirement. Our ITS management tool (Passio Navigator) is 100% web-based and supports all common browsers (Chrome, Edge, Safari, and Firefox). Our Amazon Simple Storage Service (S3) provides a fully redundant data storage infrastructure and all data transmitted is encrypted between the on-board devices and the cloud server. Passio builds modular and customizable technology solutions for transit customers in over 40 states. We harness real time Passenger & Dispatch Information Systems through GPS tracking using our Passio GO™ framework. This solution is directly coupled with our MDT, AVA, LED, and APC systems to form a modular and turnkey CAD/AVL platform. The Passio Transit MDT software supports route assignments, electronic passenger counting (EPC), upcoming stops, navigation, alerts, driver clock, and messaging. More information on our detailed schedule for these implementations can be found in our attached Project Schedule.
III.12.10	Based on configurable thresholds, the system shall use the reported schedule adherence data to designate when vehicles are "early," "late," or "on time," which shall be customizable by the City.	Y	This specification is supported by our real-time Passio Navigator 'Adherence' column located in the Dispatch Pane (table view). This view allows users to find and filter the map by vehicle, job status, service status, adherence, passenger load, in/out of service, availability, driver, route, and route block. Adherence thresholds can be configured using Passio Navigator. Passio includes the ability to deliver pop up alerts for a variety of actions or activities including adherence, idling, dwell time, off route deviations, speeding, or geofence activities.
III.12.11	The system shall highlight the vehicle IDs of those vehicles that are operating early, late, or off-route, using map displays to indicate their current schedule and route adherence status. The map display symbols for these vehicles shall use distinct and configurable color codes for early, late, and off-route status.	Y	Passio OpsView Live Map displays the color coded routes and real-time vehicle bus locations on an interactive digital map. Passio Navigator includes the ability to deliver pop up alerts for a variety of actions or activities including adherence, idling, dwell time, off route deviations, speeding, or geofence activities. Passio provides automatic off-route notifications based on preset buffers around the actual route path. Customers have the ability to set any custom off-route geofence separately. Vehicle status icons change color according to 'in service', off-route , and off schedule vehicles. Out of service vehicles are also displayed in gray to make them quickly identifiable. Similarly, our Dispatch Pane allows users to find and filter the map by vehicle, job status, service status, adherence, passenger load, in/out of service, availability, driver, route, and route block.
III.12.12	Create and provide GTFS-RT feeds and/or provide the City, City contractors, and interested third parties with GTFS-RT data information.	Υ	This requirement is understood and supported by Passio Technologies. GTFS static file imports and exports are supported. Passio can also provide a GTFS Realtime (GTFS-RT) feed to application developers. Passio supports all GTFS-RT feeds for Trip Updates, Service Alerts, and Vehicle Positions. Passio also provides a companion realtime transit application programming interface (API), documentation, and JSON output for customers. The Passio API includes real-time location data and the estimated time of arrival, as well as other system information such as real-time passenger load.

	In the second se		1				
	A final Scope of Work to be included in the Goods and Services						
45 45	Contract (see Attachment B) will be prepared based on this		Party Today de de considerate de con				
III.12.13	general Scope of Work and the successful Proposer's Proposal.	Y	Passio Technologies understands and accepts this stipulation.				
	The City reserves the right to modify the Scope of Work based						
	on the Proposer's Proposal. III.13 Work	to Be Pe	rformed by Proposer				
	The Proposer shall perform all work tasks in the delivery, installa	tion, and	testing of the complete system except for those tasks specifically identified as tasks				
III.13.1	to be performed by the City. The Proposer shall perform the following work:						
III.13.2	The Proposer shall deliver the equipment to be installed in accordance with the project schedule.	Υ	Passio Technologies understands and accepts this stipulation.				
	The Proposer shall be responsible for all work and expenses relating to the design, delivery, configuration, installation and						
III.13.3	testing/commissioning to ensure full operation of the system.	γ	Passio Technologies understands and accepts this stipulation.				
111.13.3	This work includes development of driver lists, routes, runs,	'	assis reciniologies understands and accepts this stipulation.				
	stops, time point, schedules and recorded announcements and						
	any other date required to make the ITS fully functional.						
	The Proposer shall make on-site visits and surveys, as						
	determined by the City, as necessary to become wholly familiar						
	with the transit vehicle fleet, dispatch locations and						
III.13.4	computer/network systems and for troubleshooting problems related to installation and commissioning. Also, familiarity is	Y	Passio Technologies understands and accepts this stipulation.				
	required for any repairs during warranty period of the system						
	other than for items that can be exchanged without requiring						
	on-site support.						
	The Proposer shall provide an installation and implementation						
III.13.5	team responsible for installing and implementing the entire	γ	Passio Technologies understands and accepts this stipulation.				
	system in accordance with the Proposer's schedule, as						
	approved by City.						
	The Proposer shall supply such materials and supervision as						
	necessary for the proper installation and testing/commissioning						
	of the system. Upon final acceptance of the system by City, the						
III.13.6	Proposer shall provide full written documentation of the system including system configuration, design, operating and	Y	Passio Technologies understands and accepts this stipulation.				
	maintenance manual, and system/software training and user's						
	guide.						
III.13.7	The equipment and software, subsequent to testing, shall be suitable for operations and complete in every respect.	Υ	Passio Technologies understands and accepts this stipulation.				
	The Proposer shall make available full and competent						
III.13.8	engineering services to document and correct problems associated with the performance of the equipment in	Υ	Passio Technologies understands and accepts this stipulation.				
	accordance with the schedule.						
	The Proposer shall offer a fee schedule that addresses the						
III.13.9	upgrades, debugging of software and firmware, and repairs of	γ	Passio Technologies understands and accepts this stipulation.				
111.13.9	the hardware and other services that would be incurred after	T	r assio recimologies understands and accepts this stipulation.				
	the expiration of the warranty period.						
	III.14 Wo	rk to Be	Performed by City				
City shall pe	erform the following work:						
	City shall review, approve, disapprove, or make						
III.14.1	recommendations to the project schedule and work plans and	γ	Passio Technologies understands and accepts this stipulation.				
	equipment and materials submittals with five working days						
	after submittal. City shall make vehicles available Monday through Friday, from						
	6:15 am to 9:00 pm during the installation period in accordance						
III.14.2	with the contractor's approved schedule that assures no	Y	Passio Technologies understands and accepts this stipulation.				
	disruption to the delivery of transit service.						
	City shall make appropriate space available to store parts and						
	associated equipment for a maximum of seventy-two hours						
III.14.3	prior to installation. No material, tools, labor, or facilities will be	Y	Passio Technologies understands and accepts this stipulation.				
	furnished by City unless otherwise provided for in the						
	solicitations.						
	City shall participate with the Proposer in the performance of a						
III.14.4	design and initial operations test no later than one week after	Y	Passio Technologies understands and accepts this stipulation.				
	commencement of system operation in revenue service.						
	·						

III.14.5	City will participate with the Proposer in the performance of a final acceptance test no later than two weeks after the contractor has released the completed system (all vehicles and supporting infrastructure) for operation in revenue service.	Υ	Passio Technologies understands and accepts this stipulation.



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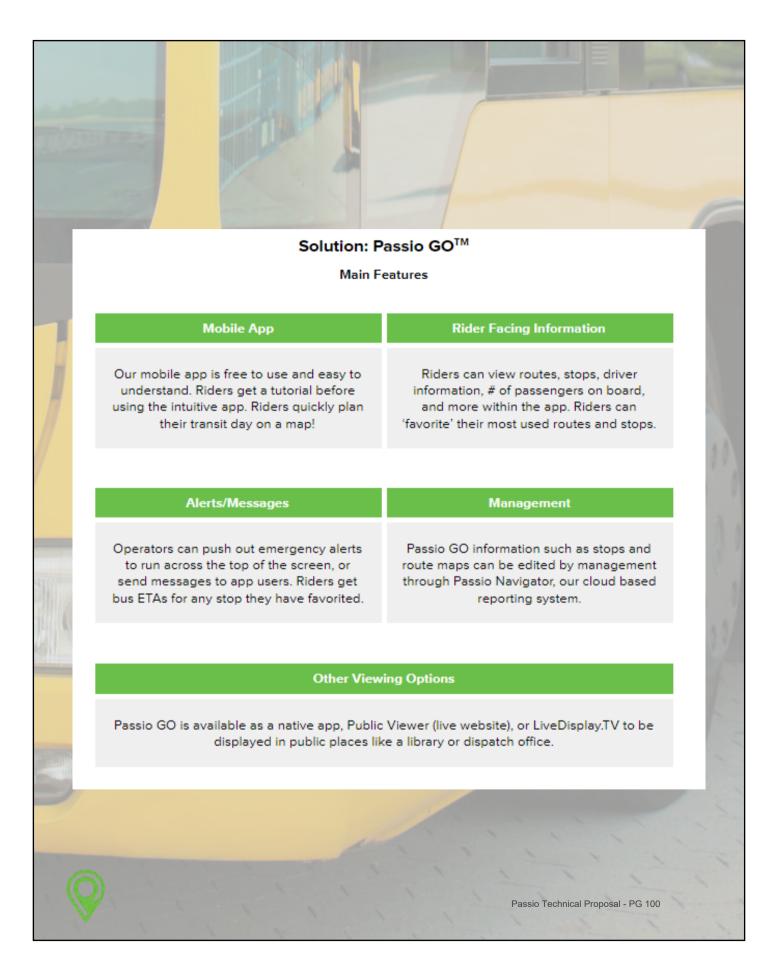
PASSIO GO

OUR RIDER APP & PASSENGER INFORMATION SYSTEM

Passio GO is our public facing application providing real-time bus locations, stops, routes, arrival predictions, schedules, and current passenger load. The application can be downloaded for free on Google Play and the App Store.

For operators, Passio OpsView functions as its backend management tool, with robust mapping, analytics, and public





Real-Time Data on Arrival and Departure of Transit Vehicles

Our app, Passio GO, can provide real-time data app alerts when vehicles arrive or depart a stop.

App users must set up their alerts within the Passio GO App.



Start in the Live Map

App users start in the Passio GO live map. They can choose a stop then press the "Alert" setting to begin configuring the alert. They can also "Favorite" the stop.



Riders are able to choose if they want an alert 5, 10, or 15 minutes before the vehicle arrives at their stop.





Turning Your Alert On

Next, riders choose dates they need alerts, and a time frame they would like alerts. They can even nick-name the alert or add comments.

Optional: Passio can also provide a direct SMS service to your passengers to get bus ETAs. This is useful for passengers who wouldn't like to download the app, or who do not have a smartphone.



Passio GO™

Our App represents the next generation of real time vehicle location tools for passengers and CAD/AVL management and reporting tools for system operators. Fully integrating the best visual tools, public viewers, and smartphone applications into the Passio Transit platform provides our customers with unparalleled access to real time updates for routes and stops, while instantaneously evaluating the system's performance from any computer, tablet, or cellphone. Hundreds of hours of testing and consistent customer feedback have produced a tool that is intuitive for passengers, invaluable for daily operators, and indispensable for management and leadership teams.

Passio GO™ Mobile App

The Passio GO mobile application is designed to be intuitive and user friendly. No specific training is required for the end users. Once the application is downloaded to their smartphone, the application leads them to naturally understand how to use the key features such as viewing specific routes, tracking buses in real time, and identifying where they need to go simply by tapping on the home screen.

For users wishing to take advantage of enhanced features such as 'follow my bus' or destination planning, the application has straightforward embedded hints and guidance tools that make the app easy for everyone to use.GPS data is updated in real time, typically every second or less, on board the vehicle. Movement, change in heading/direction and speed is reported in real time and immediately uploaded via data connection to network servers for representation on public views, website maps, and smartphone applications.

Smartphone applications are available, at no cost, for both Apple (iOS) and Android (Google Play) users. In addition to smartphone applications, an interactive mobile web view is available for use on personal computers, tablets, and is optimized for mobile viewing on any cell phone or mobile device.

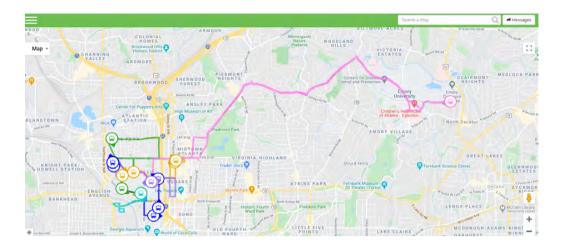
Real Time Passenger Load

Passio Transit customers using either Automated Passenger Counting or Electronic Passenger Counting (touch screen counting on the MDT) have the option to view real time passenger load data on both the Passio Navigator Operational Live Map for management as well as the publicly available web viewer, kiosk, and smartphone apps.

Maps and Customized Layers

All public views utilize externally validated map applications for accurate representation of locations, buildings, and streets. Additional layers may be added for tailored information such as alternate building names, key points of interest, and external information.





Passio GO Smartphone Applications™

Free downloads for iPhone (iOS App Store) and Android (Google Play) users are always available for Passio GO. All updates are provided free of charge to both the institutional customer and the end user.







Mobile App Features:

- Geo-location button on the home screen allows GPS enabled smartphones to orient the user's location to map view.
- Users have the option to select all, some, or one route.
 Only active routes are enabled within the application.
- Select individual stops directly from the home screen.
- Application algorithm processes real time vehicle location information for smooth and steady graphical representation.
- Customizable bus icons and easy access to view saved routes and stops.



Passenger Notifications:

(Alerts and Announcements)

The system has two levels of communication within the application: "Alerts" for immediate notification and highlighted viewing and "Announcements" for general information. Alerts scroll above the map and do not require any action by the user to view them. Announcements are indicated by the red message button on the bottom right of the home screen. Users tap on the indicator to view the more detailed announcement information.







Automatic Scheduled Stop Alerts

Smartphone app users have the ability to set an Arrival alert or 'Favorite' for any stop within the system.

The user taps on the desired stop to view the Bus and Estimated Time of Arrival (ETA) information. Users can set the stop as a favorite and set alerts for when the bus is 5 minutes away etc.

GTFS-RT

Passio provides GTFS-realtime (GTFS-RT) feed to application developers. Passio exposes GTFS-RT data using the standard three separate feeds called Service Alerts, Trip Updates and Vehicle Positions. Passio also provides a real-time transit application programming interface (API), documentation, and JSON output for customers. The API includes real-time location data and the estimated time of arrival, as well as other system information such as real-time passenger load as an option (for our EPC/APC customers). GTFS static file imports and exports are supported as well.

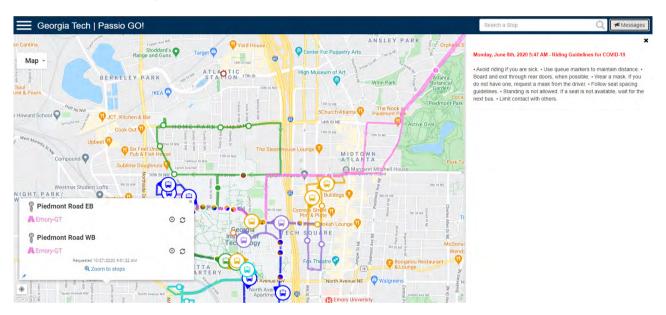


The Passio GO Interactive Public Viewer

This is our rider-facing application providing real-time location of vehicles, stops, and routes on a public website.

Many customers require the functionality of the smartphone application accessible from any internet-connected PC, tablet, or mobile device. The Interactive Public Viewer includes Optimized Mobile Web View (Public Website) for using the tool on smaller mobile devices such as tablets and smartphones. This ensures that all display features are proportioned correctly for display on smaller screens.

This is our rider-facing application providing the real-time location of vehicles, stops, and routes on a public website. Many customers require the functionality of the smartphone application accessible from any internet-connected PC, tablet, or mobile device.



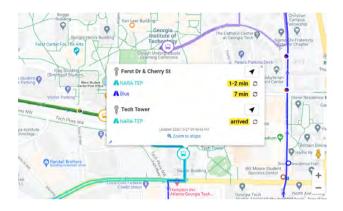
The Interactive Public Viewer includes Optimized Mobile Web View (Public Website) for using the tool on smaller mobile devices such as tablets and smartphones. This ensures that all display features are proportioned correctly for display on smaller screens.

Interactive Public Viewer is accessible via a customer-specific web link.

- There is no additional software to download and the solution is a pure HTML implementation that displays vehicles on a 2-dimensional map.
- The Public Viewer can be customized and branded with colors and logos, as well as advertising and marketing information.
- Vehicle location, passenger load information, and estimated time of arrival (ETA) information is updated automatically without any interaction required from the user.



Vehicle direction is indicated on each bus icon and routes are all drawn in different colors. Bus stops that are shared by multiple routes are clearly indicated through stop design features. Clicking on the bus icon will show the current location, route, and next stop information for the vehicle. Users have access to settings from the primary viewing screen. Tapping on the Select Routes option shows all active routes available.





Users can select one or more of the routes, view the distance from their current location and tag the routes as favorites. On-screen help is available for assisting users with key system components.

Choosing any stop on any route will provide the user with the ETA (Estimated Time of Arrival) information about the next buses scheduled to service that stop.

Passio GO Kiosk Mode - LiveDisplay.TV

With the introduction of Passio GO Kiosk Mode™ using LiveDisplay.TV™, Passio GO customers have access to configure and customize public views of their vehicle route activity at an unprecedented level. Any internet-connected screen from a tablet embedded in a kiosk to a large display monitor at a key transit center or public location can be used to show vehicle and route locations.

The unique configuration design provides options for granular access to the display features. A simple web link is created for each combination of views and options. Once the link is set it can be displayed using standard internet browsers. All vehicle and route information automatically updates and refreshes – no user interaction is required to view data in real time.







Passio GO Stop Code SMS

No smartphone? No problem! Get the word out anyway and offer your riders Passio's Text-ETA Service where they can simply text the stop code to (555) 555-5555 to get real-time ETA information for any stop. Once the rider submits the stop number via text, they will immediately receive an automated text reply containing the ETA of the next bus (or buses) in your system and the routes they are on.



Bus stops in your transit system are each identified by a unique stop code. It is configured by the agency and will be printed on a physical bus stop sign for your riders to see and use. Set up your stop codes easily using Passio Navigator.

Passio Text-ETA response format options include:

ETA for Washington & 5th (Stop 212) Blue: 5 (10:15 AM) & 65 (11:15 AM) min Red: 22 (10:32 AM) & 47 (10:57 AM) min

ETA for Washington & 5th (Stop 212) 5 min (10:15 AM) short route: long name... Red: 22 min (10:32 AM) [SN] Long Name...

Red: 47 min (10:57 AM) Blue: 65 min (11:15 AM)

ETA for Washington & 5th (Stop 212)

Blue: 5 min (10:15 AM) Red: 22 min (10:32 AM) Red: 47 min (10:57 AM) Blue: 65 min (11:15 AM)







PASSIO TRANSIT MDT

OUR MOBILE DATA TERMINAL TECHNOLOGY

Passio Transit includes software for our Edge MDT (Mobile Data Terminal) which supports route assignments, electronic passenger counting, upcoming stops, navigation, alerts, and driver clock. Transit connects to automatic voice announcements and LED signage if desired. The MDT also sends data to Passio Navigator, our cloud-based reporting and AVL system.



Solution: Passio Transit MDT Main Features Integrations **Driver Login** Our MDT can integrate with APC & AVA Drivers log in to the MDT when beginning systems, LED signage, and Passio GO, their routes, making it easy for managers to see what vehicles and drivers are building a full customer journey with minimal operator involvement. currently on route. Training Navigator Vehicle operators are provided with a The MDT works with Passio Navigator to report information back to our simple 20 minute training session on the MDT, which uses an intuitive design cloud-based reporting system. Customers can monitor data in real-time and build making it easy to operate while on the road. custom reports using dashboards and filters. Connectivity Passio MDTs use 4G LTE connections and are directly connected to vehicle power. The MDT can function in extreme weather conditions while providing vehicle location, system status, and reporting metrics to Navigator. Passio Technical Proposal - PG 109



Passio Transit MDT

At the heart of the on-vehicle CAD/AVL system is the Passio Transit software and our Edge MDT, an android-based, rugged, touch-screen driver interface. This single-connection, modular and swappable device natively connects to other onboard devices for the control and collection of data. All configuration information, collected data, and communication is handled through our secured web portal with individual logins at central dispatch.

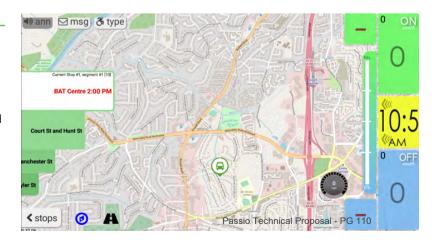
When we think about the edge of something, we often conjure images of cliffs and mountains with endless possibilities and opportunities. In much the same way, the "Edge" in transit technology represents the most current advancements - and even introduces new innovations that may have been previously unheard of. It represents the "Edge" of your technology platform. Transit tech is unique – it does not simply operate with an app and a smartphone. It requires creating serious hardware connections in a very challenging environment. Next to heavy construction and manufacturing and mining, moving vehicles with a variety of power, instruments, and wiring diagrams is one of the toughest environments for hardware and electronics. It is crucial that the ITS solution you choose for your system provides the on-board hardware components that are rugged enough to withstand this environment. The Passio Edge MDTTM showcases the design, connectivity, and interface to elevate your transit system to new heights.

Passio Transit App - MDT Live Maps

Passio Transit Software

Drivers simply login to Passio Transit and choose their assigned route. The software displays their stops in sequence and they are ready to go.

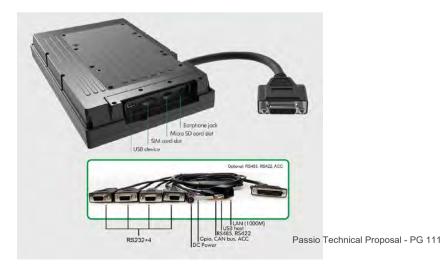




Hardware Specifications

The Passio Mobile Data Terminal is constructed to meet the requirements unique to transit operations of different sizes and configurations. It is installed to be managed safely and used effectively by operators and is referred to as the intelligent "brain" of the Passio ITS system. It provides location, announcements, and real-time information to passengers, direct and immediate performance metrics to operators, and enables management and agency leaders to gather the data necessary to plan for the future needs of the system.

	CPU: NXP i.MX 6DualLite 800MHz ARM Cortex-A9 processor
System configuration Media	GPU: 3D Vivante GC880 35Mtri/s 266Mpxl/s Open GL ES 2.0
	Optional: NXP i.MX 6Quad 1.0GHz ARM Cortex-A9 processor
	RAM: 1G DDR3, flash ROM: 8G eMMC
	OS: Android 5.1.1 / Linux Debian 8.0 / WinCE 7.0
	Audio: MP3, MP4, WMA, WAV
	Video decode 1080p30 + D1
	Video encode 1080p30 H.264 BP / Dual 720p
	Micro SD card slot
	USB slave 2.0, USB host 2.0
	Earphone jack
	DC power input
	RS232×4 / RS232×3+RS485×1 / RS232×2+RS422×1+RS485×1
	(optional RS485 / RS422 interface)
	1000M Ethernet (RJ45)
	Gpio input×4, Gpio output×4, CAN bus×2
	Optional: 3G / 4G / Wi-Fi & bluetooth / camera / GPS / ACC
Touch Panel	Multipoint capacitive touch screen
Display	7" LED backlit
Screen Resolution	800×480
Brightness	450cd/m ²
Contrast	500:1
Viewing Angle	140°/ 120° (H/V)
Power supply	DC 9-36V
Battery	Built-in 2200mAh (optional)
Working Consumption	≤9W
Charging Consumption	≤24W
Working Temperature	-20℃~60℃
Storage Temperature	-30℃~70℃
Dimension (LWD)	220×132×36.5mm
Waight	740g





<u>Schedule Adherence</u> - While in service, drivers can keep up with their own schedule to determine if they are behind, ahead, or perfectly on schedule. A clock time in blue indicates the driver is behind schedule, and a yellow clock denotes ahead of schedule. Additionally, passenger counts from the APC unit are displayed to the driver instantly. The top buttons allow the driver to make custom announcements, edit passenger types, and create boarding groups if needed.

In/Out of Service Status - This feature measures revenue hours for billing, route schedule validation, and NTD reporting. Drivers have the following options when going out of service: training, fueling, maintenance, charter, and others.





Going back into service is easy, simply tap the service screen, and choose "Start Service".

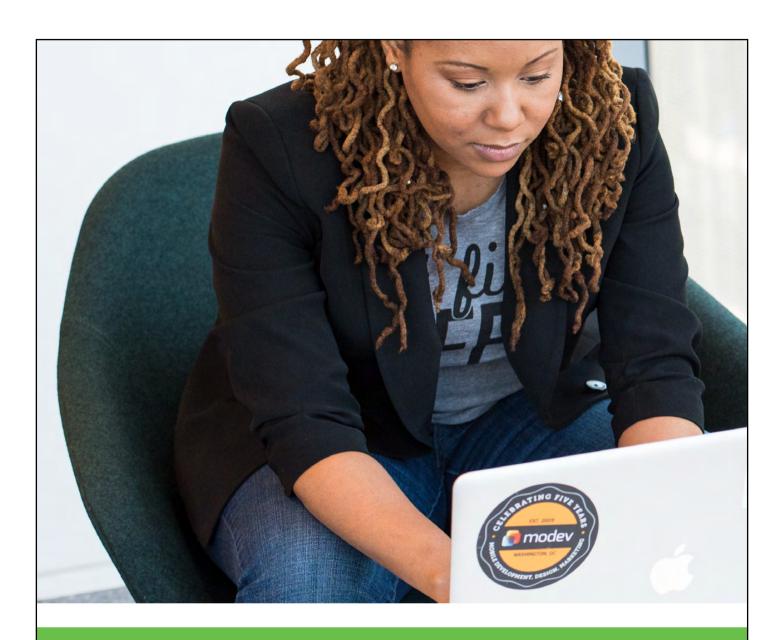
<u>Driver Check In/Out</u> - This optional add on enables driver status reporting, operations management, and time tracking for data that can be matched to payroll. From the shuttle icon on the bottom left of the MDT screen, operators have the option to start service, check in/out, or change route. Several route status updates can be made by the operator within the MDT. <u>2-way Dispatch Messaging</u> - 2-way dispatch messaging makes it easy to communicate directly with on board operators through custom messages and receipt confirmation.

EPC Interface - Our electronic passenger counting interface allows operators to manually count as riders board and exit the vehicle, if required. The "ON" green button at the top right adds a boarding to the vehicle. Pressing the blue "OFF" denotes a passenger alighting. The yellow counter shows the running total of passengers currently on board. Multiple boardings and alightings are easily created by pressing the GRP button. Passenger and fare types can also be entered from a list of customizable pre-set options.

Passio Transit App -Passenger & Fare Types







PASSIO NAVIGATOR

Passio Navigator is our cloud based reporting system. Managers can set up user accounts with permissions, protecting sensitive information. Navigator is easy to use and requires almost no training. Generate reports based or set filters, or create your own dashboard reporting.





Main Features

CAD/AVL Management

Utilize reporting, live maps, driver schedules, geo-fence locations, and playback histories.

Managers can add/edit/remove routes, stops, and drivers. Users can also pull passenger
boarding/alighting reports to monitor route daily use.

Reporting Filters

Filter all reports by bus, driver, route, stop, passenger types, and more to create custom dashboard reports.

OpsView

View the live map of all routes in real time. Customers can locate their entire fleet, see if drivers are off route, view schedules, and see current passenger load.

Control and Changes

Management has the ability to control and change all service information via Passio Navigator without assistance. Changes are updated in real time and reflected across Navigator and on the Passio GO app.

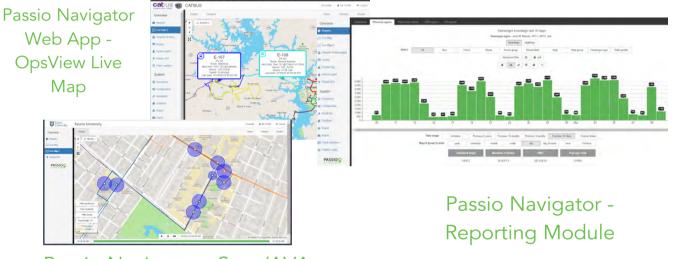
On-Time Performance

Use our preset on-time performance report to see which routes are performing well, and which may need to be changed. Reports can be pulled by hour or day to see if vehicles were early, on time, or late to specific stops.



Cloud-Based CAD/AVL Management Solution

Passio Navigator™ is the man behind the curtain, our web application controlling access to system features for each individual user with multi-layered security features. Navigator™ provides customers with full access to configure their system and fleet information. All Passio customers are connected to Passio Navigator™. Each user's view is limited to their products and services. This ensures that the system is easy to learn, training requirements are minimized, and interactions are efficient for all of our users.



Passio Navigator - Stop/AVA Geofence Map

Access

Visibility to all settings and the ability to make updates in real-time is incredibly valuable for customers. Passio's outstanding account management team is always available to answer questions or make the updates at our customer's requests. This industry leading tool for management and reporting provides customers with unparalleled access to information, while ensuring simple and straightforward access to reports and analytics. Passio has developed an integrated, web-based, user guide for training and system use. It is available to all active customers and is consistently updated by our support team. Users are granted access based on their need to review, update, or evaluate aspects of their system.

Contro

Update configuration details through Passo Navigator™. Add and edit stops, edit drivers, request route edits, and more. If you are unable to make an edit, contact our outstanding account management team for assistance on making changes or to answer any questions you may have.





Passio Navigator -Route/Stop Configuration

Operational Live Map

View real time vehicle locations, determine whether vehicles are on or off route, and filter the view by route, or vehicle number.



Passio Navigator - Operational Live Map



Passio Navigator - Dynamic Reporting Module

Passio Navigator™ Reporting Tools

The Passio reporting system is managed through Passio Navigator™. This enables our customers to have a single login with access to all reporting, configuration, and management functions within the Passio Transit Platform. The reporting system is divided between dynamic reporting and dashboard reports. The dynamic reporting tools are designed to allow the end user to build reports using combinations of filters for both specific and general areas of analysis. The full spectrum of components and fields within the database are available for the user to build the view they need with a few simple mouse clicks...

Primary Report Views

- Filter by custom or pre-set time periods
- Group reporting data for by quarter, month, week, day or by time (hour or ¼ hour)
- Select operational detail levels such as routes, stops, drivers, and buses.
- Custom passenger types can be filtered, segmented, and reported
- · Switch between passenger boarding and alighting counts for all filter views

Trend Analysis

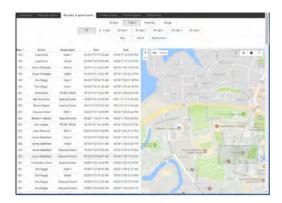
- Switch between passenger boarding and alighting counts for all filter views
- Compare ridership trends by month, week, day, quarter/semester, weekday, hour, ¼ hourCapture
 NTD related data such as Passenger Miles Traveled
- Route reporting at three levels (block, route name, combined route)



 Capable of grouping stops in alternate combinations outside of route groupings

Speed Fence Activity

Users have the capability to highlight a specific area on the system map to select all speeding incidents that exceed the threshold set in the report configuration.



Ad-Hoc Reporting

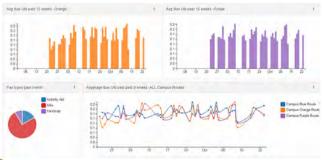
- Data filtered using the dynamic reporting system can be downloaded to CSV/Excel format at summarized level
- Detailed core level data can be downloaded into CSV/Excel format at any time for user analytics using data tools
- As an additional upgradeable feature, the system has the capability to transfer data via
 programmed API to 3rd party data visualization tool. This system allows for unlimited reports,
 pivot tables, graphs, charts to be created, saved, and automatically emailed. Additionally, the
 system has the capability to allow users to write custom SQL queries and create custom
 reference tables for customer specific reporting needs.

Dashboard Reports

Dashboard reports enable users to design and save reports to their unique specifications. Users tailor reports based on presentation type, data analyzed, filters used, and comparison analytics.

- Fixed Date or Relative Date set a report period that is fixed from a specific date to a specific date, or create relative date reports (I.e. the last 3 months or previous 14 days)
- Scheduled Auto Email email individual reports or an entire dashboard to a single email recipient or a group of recipients. Emails can be scheduled at any interval desired.
- Multiple Dashboards users have the option to create multiple dashboards to group report types by category or target audience.

Reports include a graphical interface for display and presentation. The interface allows users to dynamically create bar, line, pivot tables, and pie charts without downloading to third party software. The data is available for export into common formats such as CSV (to XLS) and PDF. The user may create multiple dashboard pages specific to the KPIs that they want to see as well as the ability to email or print individual reports or entire dashboards ad-hoc or create scheduled group emails.

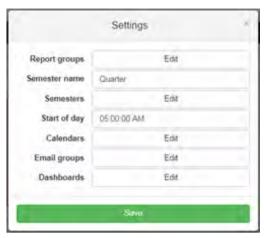


Passio Navigator - Bus Utilization Reporting



Report Time Period Settings

The Passio Navigator module has the capability to group data for reports at both the 'system day' and 'calendar day' level. For example, routes may end after midnight, but should be reported with the previous day's activity. System should allow users to configure reports to begin a day at a particular time and end at a particular time the next day. The 'Start of Day' field is configurable within Passio Navigator to set the start of the 24 hour reporting period.

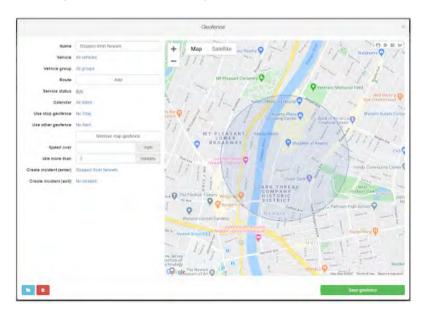


Read/Write Access

Access is controlled at the individual action level, and is customizable for each user. Passio does not limit the number of users who may have access to either Read or Write actions within Passio Navigator™.

Incident and Alerts Reporting

The Passio Transit platform logs and provides reporting on all tracked incidents. These incidents include In and Out of Service status, system alerts such as speeding, off route, and idling, and customer defined alerts. The defined alerts can be tailored for each system and may include customer specific incidents, emergencies, accidents, and/or passenger incidents. Each incident is tagged with the time, date, latitude, longitude, latitude, route, driver, vehicle number, device number, passenger load, and incident type. If enabled, both audio and photo recordings can be attached to any operator-initiated incident.



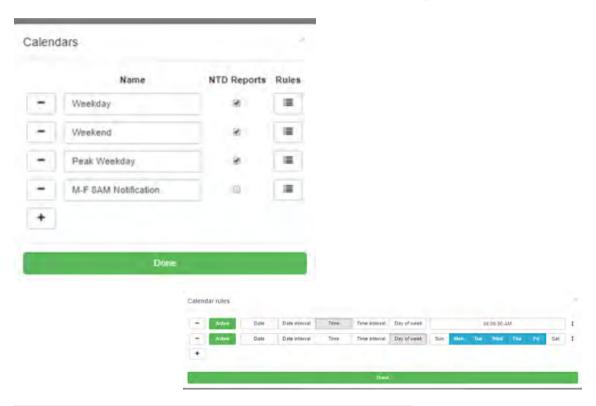
Passio
Navigator Alert
Geofence



Alerts

Passio Navigator users may configure alerts to be sent to as many as twenty-five email or text recipients at one time. Alerts are configured so that the times and days of the week can be set to make an alert 'active' which will enable the alert to be sent to a specific group.

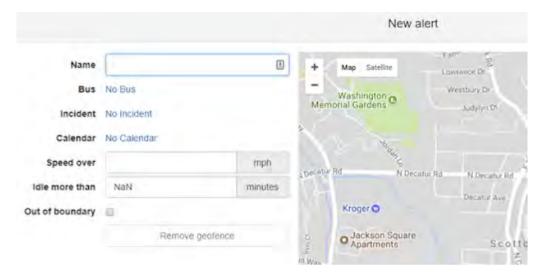
Alerts are scheduled using the calendar function found in Passio Navigator. Multiple calendar options are set using pre-defined business rules and then can be selected for application to each alert individually. Available alerts include speed infraction, vehicle idling, off route, and location.







Setting up new alerts can easily be done by entering a few basic points of information.



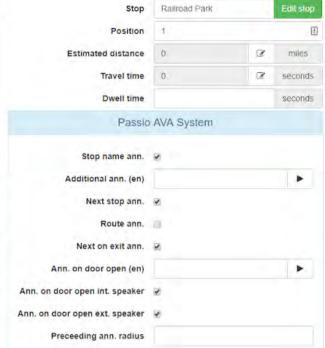
Passio Navigator - Alert Configuration



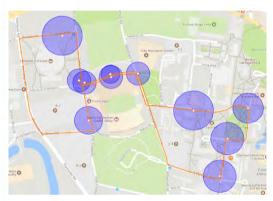
Passio Navigator - Route & Stops Configuration

Access to stop, route, and driver information is a single click from the topline configuration menu bar. Updates are straightforward and intuitive, but also provide a significant amount of control and flexibility for managing the system.



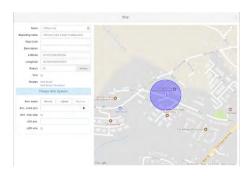


Route blocks, scheduled time points, automated voice announcements, and LED sign controls are all configured within Passio Navigator.





Passio Navigator - Route Timepoint Configuration

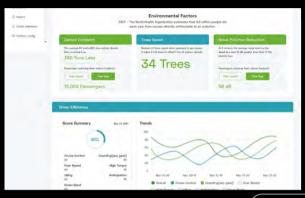


Passio Navigator - Stop Configuration



Vehicle (EV) Maintenance:
Includes EV maintenance
status, money saved,
charging locations, charging
times, and more.





Environmental Factors:
Dashboard information
including carbon footprint,
trees saved, noise pollution,
and driver efficiency.

Driver Behavior & Telematics: Monitor speeding, hard braking, idling, acceleration, impact detection, etc.





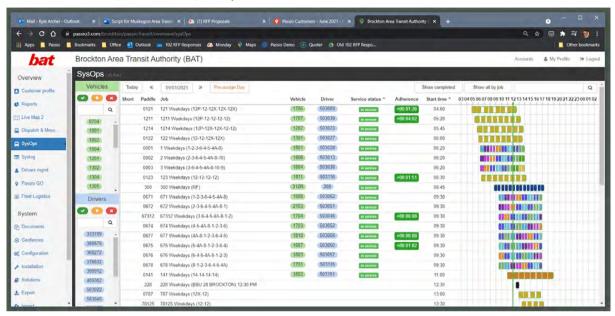
Electronic Driver Vehicle
Inspections (eDVIR): Create
custom inspection reports of
your EVs to monitor their
incidents, battery
performance, and
maintenance.



Passio Navigator - EV Dashboard (optional)

Passio Navigator - Reports Pages Passio Technical Proposal - PG 123

Passio Navigator - SysOps



Passio SysOps is a powerful "job-centric" view of your bus operations. It allows dispatchers to see what Jobs need to be filled today and for days in the future. Dispatchers can then assign both vehicles and drivers to those jobs, gaining visibility into which vehicles or drivers are not available. Passio SysOps allows agencies to preassign both "drivers to vehicles" and "vehicles to routes" in advance and presents the data visually for the user. Dispatchers can quickly find and fill holes in service using our SysOps dashboard.

GTFS

Transit system information can be imported to Passio via GTFS-static data files, other imports (e.g. Trillium), setup manually from GPS coordinates, or performed by Passio staff. If the GTFS import is primarily schedule changes, then it will update the current route schedules, archiving the existing schedules for reporting purposes. If the new GTFS file includes route changes to the stops or paths, then it will be imported as new, but named and displayed the same as the current route. Once Passio has imported raw GTFS data during initial setup, the Passio system can become your active GTFS-static and GTFS-RT provider. All customers have access to update any system entities, such as adding and editing Stops, Routes, and Drivers. Passio Navigator also provides well-formed static GTFS export files for use by any third-party system. Once the system is live, Passio instantly provides all GTFS-RT feeds for Trip Updates, Service Alerts, and Vehicle Positions.

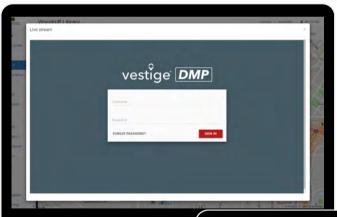


Mobile Video Integration (as an option)

Passio Vision Live Stream

From Passio Navigator Live Map, simply click on a vehicle to view additional information. Then at the bottom of the vehicle info bubble, click on the video/camera icon to begin streaming live. Check in on your drivers and riders any time!





Passio Vision is restricted to those with access. Limit this option to specific agency employees.

Passio Vision Live Stream displays each camera view in real time.

Multiple camera layouts and configurations are available to best meet your requirements.





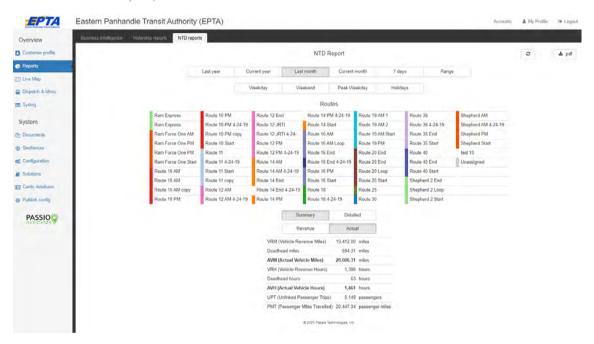
PASSIO NTD REPORTING & CERTIFICATION



Passio NTD Reporting Samples

Our robust Passio NTD reporting module provides VRM (Vehicle Revenue Miles), Deadhead miles, AVM (Actual Vehicle Miles), VRH (Vehicle Revenue Hours), Deadhead hours, AVH (Actual Vehicle Hours), UPT (Unlinked Passenger Trips), PMT (Passenger Miles Travelled) by time period and by weekday/weekend, etc. Passio offers customized NTD reporting that will calculate and extract the metrics required for compliance. The Passio APC solution will provide all 'Actual' data (passenger miles and stop counts) required for NTD reporting. Your account manager will work with you to set up your personalized NTD sampling schedule and Passio will support your certification process. Our integrated Hella 3D APC has been granted NTD Certification Approval.

Passio NTD Summary Report:



Our NTD Summary Report provides all required NTD summary metrics (both Revenue and Actual summaries are included). These results can be filtered by date range and route(s).

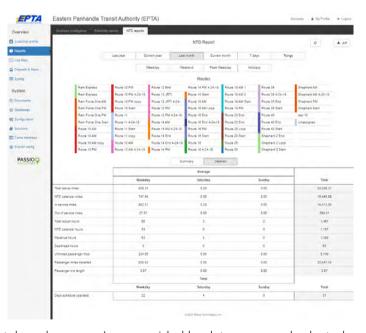


Passio NTD Weekday Route Filter Report:



Our NTD Filter Report provides all required NTD summary metrics by date range, day(s) of the week, and selected route(s).

Passio NTD Detail Report:



The following NTD details (totals and averages) are provided by date range and selected route(s). Metrics include: Total actual miles, NTD calendar miles, In-service miles, Out of service miles, Total actual hours, NTD calendar hours, Revenue hours, Deadhead hours, Unlinked passenger trips, Passenger miles traveled, Passenger trip length, and Days schedule operated.



NTD CERTIFICATION PROCESS

Passio Automatic Passenger Counters (APCs) automatically count passengers as they board and alight using sensors (3D bi-directional electronic imaging) without any interaction from vehicle operators. These counts are tagged with time, date, vehicle, route, latitude, longitude, and stop information for reporting and tracking purposes.

Transit agencies must submit both a benchmarking plan and a maintenance plan to certify the accuracy of their APCs. To certify APCs, manual counts must be made on a cross-section of relevant trips, routes, and vehicles. The manually counted data is compared to the recorded APC counts found in Passio Navigator's reporting tool for accuracy within acceptable thresholds.

Once the initial APC data has been confirmed and submitted, agencies must conduct an annual maintenance study to calibrate the APCs after the benchmark year. Passio has developed a comprehensive certification support process to fully aid and assist our customers with all the steps necessary to support them as they work to certify APC counts under the FTA requirements.

To be certified, the APC system must meet the FTA's 95% confidence and 10% precision levels for count accuracy. The Benchmarking Plan includes the following procedures for the first year an agency uses APC data for NTD reporting purposes.

- · A sample of one-way vehicle trips that covers a representative time period, within one year.
- A sample of different vehicle types and, if applicable, different automated passenger counters.
- Comparison of parallel APC data and manual data tested for statistical equivalence.
- · Adjustments, if necessary, of UPT (Unlinked Passenger Trips), APTL (Average Passenger Trip
- · Length) and PMT (Passenger Miles Traveled) to replicate the data produced by the manual
- · check.

The maintenance plan includes procedures to calibrate APCs every year after the initial benchmark year using a modified validation plan to ensure the upkeep of the agency's certification. Ride checkers are assigned to specific routes to collect UPT and PMT data. This data is compared to the APC collected data for comparison of statistical variance between the data sets. The maintenance study is conducted annually following the initial year. Documentation of results of the study are submitted to the FTA annually.



Passio will work with your agency to gather vehicle information such as make, model, year, and number of doors. Passio will document peak versus off peak ridership times and types and quantity of each APC model in use. This information will be analyzed by Passio to create a sampling plan that meets FTA data requirements.

Next, we will provide you with a sampling template that your ride checkers will use to fill out during the sampling trips. This template will include basic information such as route, stop, vehicle, start and end times, number of passengers boarded/alighted, and the odometer readings at each stop. Finally, Passio will provide your agency with an Automatic Passenger Count Certification Checklist.

The checklist includes information such as APC vendor/installation date, process of selecting trips to sample, internal agency procedures, FTA required confirmations, and sample collection methodology descriptions. Once these three steps have been completed your the agency will have all the documentation necessary to submit the APC certification plan to the FTA for review and final approval.



Passio Technologies - NTD Support



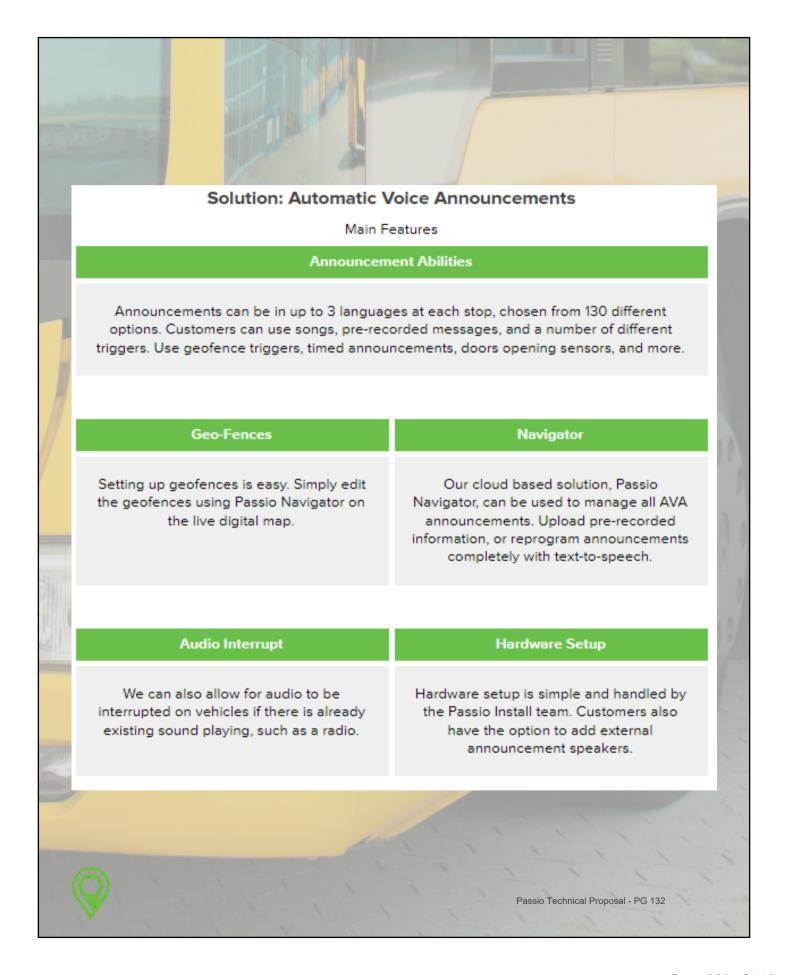


AUTOMATIC VOICE ANNOUNCEMENTS

EASY AUTOMATIC VOICE ANNOUNCEMENTS

Automatic Voice Announcements inform riders of the current route, stop, and other programmable information. No action from the operator is required, as AVA can be set up to begin when entering any custom geofence. Specific announcements can be made on exact dates, or scheduled times, like every game day.



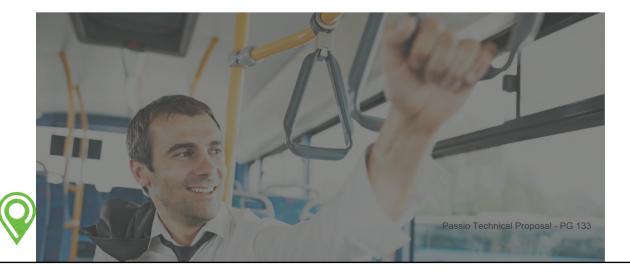


We experience the world through our five senses and the two that we most heavily rely upon are vision and hearing. Passio's AVA solution provides passengers with all necessary information to make their ride as smooth as possible. It is simple to set-up, robust in functionality, and easy for operators to use in the field. AVA announcements are set, maintained, and changed by using the stop profile within Passio Navigator™. There are several customizable options including: announcing current stop, next stop, and next stop on exit of a geo-fence. Our system will also allow customers to include both a route announcement and an additional custom announcement. A good example would be if there is a football game, the system could announce the stop name as well as a shout-out to their team.

Our system meets two specifications for all transit systems: complying with ADA (American's with Disabilities Act) requirements, and providing passengers with an amazing "journey experience." We recognize that passengers need different information depending on purpose and ridership. Therefore, our AVA system has eleven (11) settings which can be customized at each stop on each route. Our standard solution contains this level of custom configuration:

- Ability to announce in over 130 languages
- Announcements in up to three different languages at each stop
- · Announcing stop and route name
- Announcing next stop upon entering geofence
- · Announcing next stop on existing geofence
- Announcing upon door open on interior speaker
- Announcing upon door open on exterior speaker
- Announcing upon door open in three different languages
- Announcing at a specified radius point
- Playing pre-recorded messages or music at any stop

Customers have full access to make all updates and adjustments to routes, stops, and announcements, but if it's preferred, Passio will manage all edits, updates and adds for our customers at no additional charge. There is no limit to how many stops, routes, or messages can be added, stored, or played using the Passio AVA system and each device has 4GB of data storage on board the bus.



AVA Configuration & Set-up

The entire AVA system is fully managed within Passio Navigator™. Customers have access to stops, trigger points, routes, and vehicles. The interface is flexible and straightforward, and is designed to grow with system needs. Training is simple and support for updates and remote assistance is unlimited and can be requested well in advance for testing and confirmation. The number of stops and announcements that the system can support is unlimited. All stop announcements are triggered by GPS location, route, and time criteria. Trigger points (not at specific stops) may be added to include key connection points and business centers, as well as public service announcements. They can be triggered by route, direction, and GPS location.

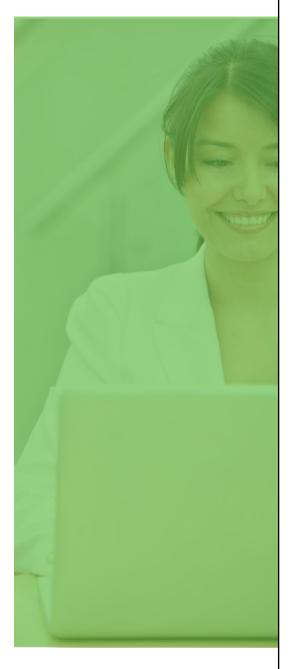
Features and Functionality

Variable Stop Radius – each stop radius can be set by the map or simply typing in the radius field. This feature allows the user to control entrance and exit triggers for each stop.

Exact Pronunciation – the on-board voice synthesizer provides the highest level of sound quality and volume control. The system allows for phonetic spelling of any word to ensure correct pronunciation.

Announcement Event Control – announcement behavior can be controlled for each route stop and/or each trigger stop on each route independently of all others. This allows the user to control the information announced to ensure that enough information is provided, while avoiding passenger annoyance and confusion by creating noise overload. Any authorized user can change the stop announcement simply by entering it in Passio Navigator.TM

- Announce Current Stop Name (Yes/No)
- Announce Next Stop Name (Yes/No)
- Announce Route Name (Yes/No)
- Announce Next Stop Name on Route Exit (Yes/No)
- Delay Voice Announcement (# Seconds)
- Trigger Stop Only (Yes/No)





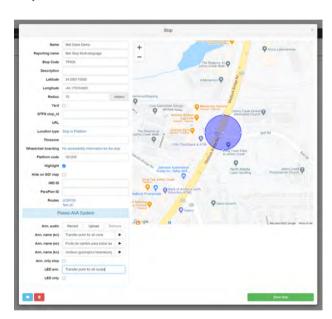
Announcement Scheduling

Each announcement can be scheduled to play on a specific date, day of the week, or during a date and/or time interval. Scheduling control can be applied to a specific stop on a specific route.

Audio Hardware Integration Options

The Passio AVA solution has the capability to integrate and provide audio hardware that enhances the capabilities of your system. For customers requiring these enhanced deliverables, our solution has the following integrated features:

External Speaker Announcements – the system has the capability to detect if a stop is noted as an external announcement stop. It will electronically detect the door open status and send an electronic relay signal to the correct speakers to make an announcement as internal only, external only, or both internal and external.



Audio Interrupt

The Passio AVA system is typically configured to be the primary audio source on the vehicle. The system can be configured to enable an additional audio source such as a radio head unit (AM/FM/CD/DVD player) to be the primary audio source and for the automated voice announcement system to interrupt when making an announcement. This option often requires a replacement of both the existing on-board head unit and the addition of audio control equipment.

Multi-Language Support

Announcements may be made in any available second language using the on-device voice synthesizer.

Sound Files

The Passio AVA system supports the ability for users to upload a sound file to play at a particular route stop or trigger stop. The sound file can be played independently or in addition to the generated stop announcement. Authorized users have the option to record files directly within Passio Navigator™ or to upload independently created files.

Stop Level Settings - are configurable for each route

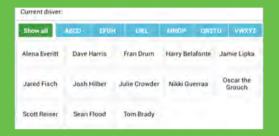


On-Board Operation

All announcements are automatically triggered by the GPS location of the bus and require no interaction from the operator. Logic is built into the configuration profile to prevent overlapping stop announcements by using stop order/directional algorithms.

Getting Started: Operator selects their name, no complicated codes or mysterious procedures.

Routes are preset and automatically updated on the device. A simple tap on the screen starts the AVA.





Standard operations screen provides the operator with all of the information required to fully use the AVA system.

Operators can trigger preset special announcements from the MDT and repeat a stop location for ADA compliance.

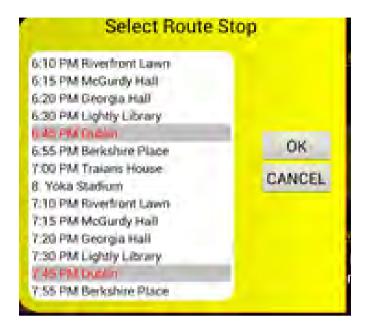




Driver Managed Stop Jumps

Situations occur where a driver must skip a stop for reasons such as construction, congestion, or blocked routes while on route. Dispatch can adjust routes using the Detour function within Passio Navigator when this information is known. If the driver must make the correction on route, Passio's AVA system offers operators a simple and intuitive method to move around the skipped stops without confusing announcements when driving past skipped stops.

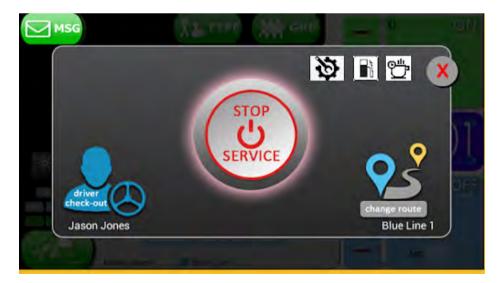




The Passio system provides the mobile data terminal, software, logic, and connectivity to on-board existing audio equipment. Each Mobile Data Terminal (MDT) is outfitted with a cellular data connection that automatically checks for configuration profile updates (or they can be manually downloaded by the operator). These profile updates provide all of the information to trigger automated voice announcement messages.

Out of Service

When the vehicle operator or dispatch places a vehicle out of service, all voice announcement functionality immediately ceases. The action is recorded in the Passio Navigatore Incident log, where time, date, latitude, longitude, driver, route, and vehicle number are tagged to the log. For integrated systems, LED signs will change messages to 'Not In Service' and the vehicle will no longer be viewable on Smartphone applications and public viewers.



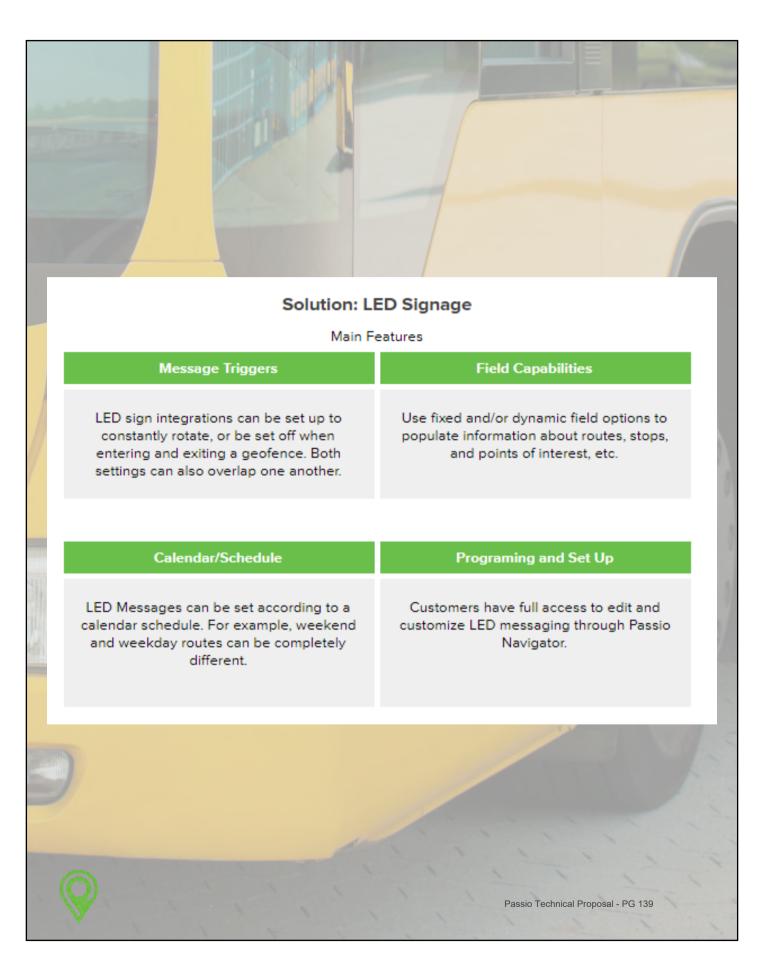




PASSIO SIGN INTEGRATIONS

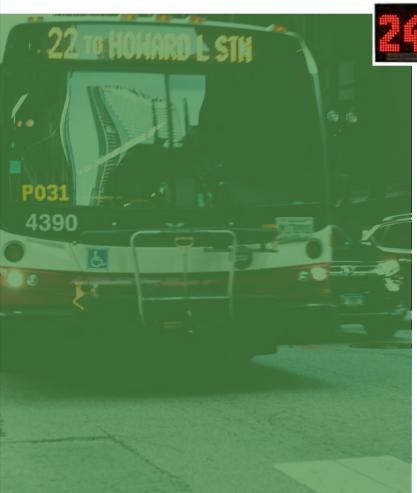
Passio can integrate LED signage with Automatic Voice Announcements, using the Mobile Data Terminals. The combination of signage and announcements enhances the journey and overall experience for all riders. LED signage is triggered by the MDT, which uses geofences, thus eliminating any operator involvement.







As important as audio is, visual cues are just as crucial to riders. LED signage may be integrated with Passio AVA via serial connection protocols, sending unique command line instructions to each sign within the vehicle's network when using TranSign signs. Other manufacturer signage that accepts J1708/J1939 commands may be triggered by the Passio MDT as well. All commands are generated by the Mobile Data Terminal. The instructions are entered in the customer configuration profile using web-based Passio NavigatorTM. The information is published and then automatically downloaded via wireless data connection to each MDT on-board the vehicle.



246 WEST LOT TO AIRPORT

The GPS-based message progression helps to eliminate driver distraction and to encourage safer driving habits.

Communication with your riders is integral to your rider experience

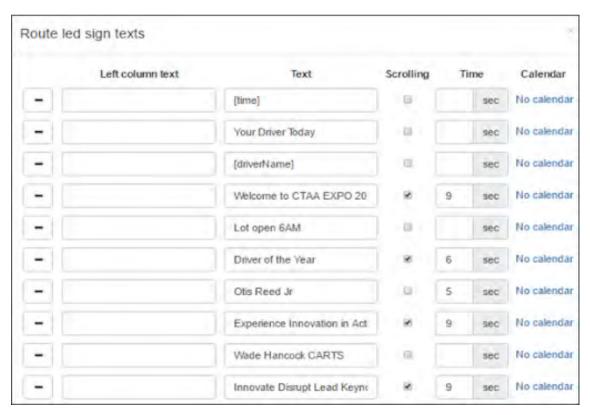
integral to your rider experience and when your destination information is clear, accurate, and timely, you are fulfilling your promise to deliver excellence to your passengers. Our system is easy to use and simple to set-up, so even those who are not techsavvy can schedule announcements in a few clicks.





Multiple LED signs may be configured and controlled within the configuration profile. The screen shot above illustrates how physical signs are added and accessed by the Passio platform and the Mobile Data Terminal.

The sign messaging details are programmed within the 'Text' field in the profile. Data from the Mobile Data Terminal can be passed to the LED sign, as can custom messaging. The message can be fixed or scrolled, and the time the message displays can be set as well. The calendar function allows the system user to schedule specific dates and times for the message to display.





The customer has full access to enter public service announcements and advertisements into the configuration profile for both the LED signs and the AVA system. These messages can be programmed in advance or in near real-time. The LED announcements can also be scheduled using the calendar function within the LED announcement screen.





A visual message is triggered in Passio's integrated solution in one of two ways:

Vehicle enters the geo-fence. The stop name is displayed, along with a fully customizable preceding message, I.e. "Now Approaching" or "Next Stop Is".

Constantly rotating messages. These messages are set at the route level and rotate as long as the vehicle is assigned to the route via the MDT.

Rotating messages can be configured to either interrupt or not to interrupt geo-fence triggered stop announcements.

Any fixed message can be displayed and the amount of time it will be displayed can be set by the message.

Whether or not the message scrolls can be independently set

Have all of the same capabilities as fixed fields, but can dynamically populate the following information: driver name, time, date, next stop, current stop, route, bus number, and the last stop on the route.

Can be calendar controlled as well, meaning they can be scheduled by day, date, or time as to when they will display.



Rear LED Destination Signs (optional)





TRIPMASTER BY CTS SOFTWARE

FOR DEMAND RESPONSE



SYSTEM ARCHITECTURE/DATA MANAGEMENT

TripMaster is fully hosted, 100% web-cloud based and is optimized for Google Chrome. System data is stored in Microsoft SQL Azure (RTM) relational database, hosted in the Microsoft Azure Cloud for HIPAA compliance as well as ePHI and FIPS encryption. Users are guaranteed a minimum 99.9% uptime with multiple fail-safes; our server architecture incorporates redundant instances, Always-On configuration, and other technologies to ensure you always have access to your software. CTS performs a database backup every 10 minutes, and a full system backup nightly

Demand Response

- · Automated computer-assisted scheduling and dispatching
- · Passenger call reminder interface for night-before and on-the-way calls
- Electronic bus pass ticketing solution (TripPass)
- MDT/AVL tablet Interface (ParaScope)
- Digital, customizable pre-trip and post trip inspections on ParaScope
- Flag stop functionality
- Preventive Vehicle Maintenance Module
- Rider Portal interface for online passenger trip requests (TripPortal)
- Multiple user-definable accounts to accommodate agency invoicing, reporting, etc.
- Operational statistical reporting by agency, driver, vehicle, riders
- · Custom reports builder
- Vehicle fuel and fluids reports
- Paper or electronic Medicaid claims
- · Vehicle breakdown and accident tracking
- Customizable subscription trips
- · Advanced demand-response reservation booking
- · No-shows and cancellation tracking
- "Suspend service" feature to temporarily suspend riders without deleting them or their rides
- "Expiration" feature to prevent inadvertent booking without eligible accounts
- · Print capability for trip sheets and special instructions for any rider
- · Views of ride pickup and drop off sites and planned routes with integrated mapping
- Daily validation audit tool to catch and immediately fix illogical input errors on driver time, odometer readings, etc.
- Trip tracking by purpose, in- or out-of-county, urban or rural
- Special assistance management to ensure that passengers requiring accessibility devices are booked on vehicles capable of transporting them



CAD/AVL and Scheduling

Tripmaster uses MapBox professional series GIS data to power our geolocation-based applications. MapBox updates its dataset at least once a quarter and is considered the leading professional toolset for all serious geo-location and fleet management applications. Tripmaster can import a selection of GIS and SHAPE files from third-party GIS systems. In the example below, a route is selected on the menu tree on the left, and all related services running on that route are displayed in the center list. The green bars are the progress bars for individual buses with the color indicating that the buses are tracking. Trip details for the highlighted bus are displayed in the box beneath the center list.

Our breadcrumb style vehicle location maps are a great help in assessing service deficiencies. Below is a map view of the same performance information as above. Each green circle represents the point where bus GPS coordinates were reported.

As with all map views, the window can be zoomed in and out using a scrolling wheel mouse or the tool bar in the lower right hand of the map window. Determining the current position of all vehicles – either in real time (i.e. now) or a specific period (i.e. between 0600 and 0610) is also done in the context map.





Operator Generated Messges

Operator generated messages can be managed from any authorized internet-enabled device, such as a desktop PC, tablet PC or internet-enabled smartphone.

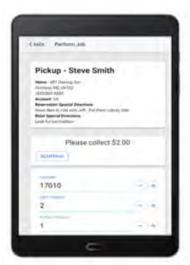
Authorized personnel can select free text messages or a predefined message for transmission to any bus drivers. Text messages will be received by the operator on the MDT or road supervisor with mobile internet-enabled device. We generally limit the text-based messages from the MDT to the dispatch operator to the use of canned messages for safety and operational reasons.

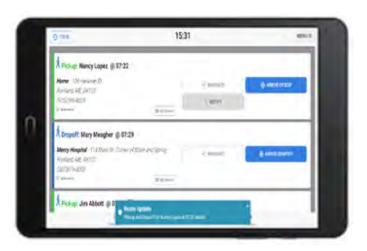
Authorized operators will be able to manage informational messages displayed on wayside electronic signage and the public website from the same proposed application. Individual signs can be selected to provide localized information to the public, such as route detours or upcoming road closures.

Mobile Data Computer (MDC)

Upon review of the specifications contained within the RFP and question and answer documentation, we are confident in stating the Intelligent Transportation System suite of hardware and software is highly compliant with the requirements as detailed.

MDTs allow drivers and dispatchers to communicate efficiently in real time, collect information about vehicles, passenger loads, and driver behavior, and GPS information that gets sent back to the office so that dispatchers know these pertinent details about the vehicle. ParaScope acts in part as an electronic manifest, updatable in real time based on changes to trips and rides. Dispatchers can re-assign trips and rides and add and change details of rides and routes that will be updated automatically for the driver.







Drivers can view onscreen maps and receive turn-by-turn navigational prompts, eliminating the reliance on paper maps. Drivers and dispatchers can communicate in real-time via canned or customized text messages so drivers can keep their eyes on the road. Managers can use data collected by this technology to accurately analyze on-time performance and make improvements.

GREAT SATISFACTION WITH PARASCOPE:

"With drivers using tablets, they are more efficient with their schedules and ability to do more trips in a day. Our drivers range from age 25 to 85, and each one has expressed great satisfaction with ParaScope" – BPART, IL.



Intelligent Automated Scheduling

TripMaster includes our Auto Scheduler module, allowing users to dynamically batch-schedule all riders for a day at once and/or one at a time for same-day, on-demand trips. This tool optimizes routes for efficiency given your available resources, while following rules/standards for pickup and drop-off windows and ride times created by the licensee.

Electronic Pre and Post-Trip Inspections

As your agency moves in a digital direction, electronic inspections just make sense. When your drivers use ParaScope for inspections, information about vehicle issues is immediately communicated to TripMaster, letting you respond quickly. You can customize your pre- and post-trip inspections as well as acceptable results and hard stops for failed inspection items. The electronic inspection feature is included with ParaScope. There is NO additional charge.

CUSTOMER SERVICE HAS BEEN STELLAR:

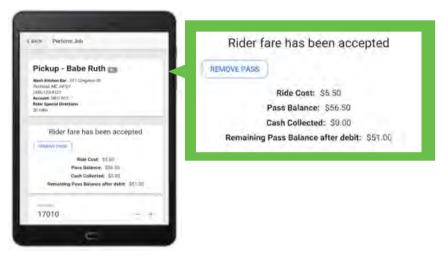
"We are extremely pleased that we choose CTS Software. The transition from manual scheduling to automated has gone smoothly. The drivers have transitioned quickly, and the customer service has been stellar" – Winchester Transit, VA.

In all phases of trip optimization, TripMaster's intelligent automated scheduling identifies the best possible solution to improve ridesharing possibilities, decrease deadhead time and miles, increase on-time performance, and provide a positive passenger experience. CTS algorithms coupled with the most up to date map data, street routing, traffic patterns and user controllable settings, TripMaster's intelligent automated scheduling makes highly accurate drive time estimates.

Although a complete automation process is in place, we feel it is extremely important that our customers are always in control of their schedules. For this reason, when running the scheduling wizard, TripMaster will produce three different methods for the end user to review the results with a detailed explanation and make changes that will not be reverted if the scheduling process is ran again.

Electronic Bus Pass/Ticketing Module (TripPass)

Collecting cash fares is time-consuming for drivers and office staff, and a liability to transport and store on vehicles. Eliminate these issues with TripPass from CTS, an optional module to complement ParaScope, our mobile application. Keep better track of fare payments in a way that's safe for your drivers and easy for your riders—they just load a pass at the office or over the phone, your driver scans it when they board, and off they go.



- · Save time and stress associated with onboarding case handling
- Reduce the liability of handling and transporting cash in vehicles and in the office
- Increase on-time performance by streamlining driver tasks
- Increase accountability in fare handling
- Track use of passes
- Advertise your agency with professional, custom-designed passes

Mobile App/Online Rider Trip Management

The TripPortal allows interagency communication, letting each agency assign delegates at a coordinating agency who can submit ride requests for certain passengers. The requests are approved or denied by the agency being asked to transport the client. Agency delegates are notified when rides are accepted or denied and given denial reasons. Upon accepting a ride request, a reservation screen appears with all information filled in for final review by the coordinating agency. TripPortal is also designed for online passenger booking of trips.





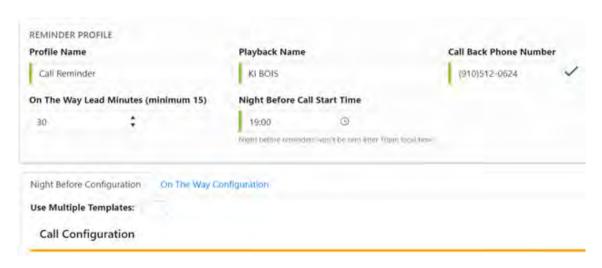
TripReminder (IVR)

With an industrywide annual average of 3.5 percent rider no-shows, we have developed our TripReminder module to help decrease wasted drive time, fuel, and vehicle wear and tear by minimizing this percentage. Your riders can receive a call the night before or shortly beforehand on the day of their pickup, minimizing no-shows and your staff's frustration.

The IVR system requires no effort from your staff—everything is performed seamlessly through TripMaster and remote servers, and because the entire process is web-based, your phone lines remain free the entire time.

FROM 13% NO-SHOWS TO 1%:

"With CTS' Passenger Reminder option, we went from 13 percent no-shows to 1 percent" - Big Bend Transit, FL.



Reporting

A successful ITS platform does not start and end with any one piece. It is important your deployed system relies on extremely strong and powerful hardware, reliable and proven software applications, and road-tested real-time prediction algorithms. However, the true return on investment does not come until all those pieces work successfully together and produce good data.

CTS' TripMaster software is equipped with one of the most detailed, powerful reporting engines in the industry, including customizable pre-designed system reports. The custom reporting module does not require knowledge of Crystal or Ad-Hoc report queries or other reporting methodologies.



SATISFACTION WITH TRIPMASTER:

"Before CTS, I would say, 'give me a couple days.' Not anymore! Choose a report, select your data range and print. We are very satisfied with TripMaster."

- Transportation Plus of Lincoln, NE

Each custom report created can be saved for future use, and there is no limit to the number of custom reports that can be created. All reports are created by queries run, on the back end, through SQL and displayed in Active Reports Web Viewer. All reports and other documents are exportable to formats including Excel, PDF and Word. Our detailed training sessions cover all reports thoroughly.

All state or federally required reports will be added to your TripMaster database at no additional charge. Additionally, we will make an effort during the project management phase to better understand and design reports which might support your agency needs specifically.

Standard reports Include

- Reservation history
- On-time Performance/Live Performance
- Daily Validation
- Revenue data
- · Ride data
- Ride status
- No Show

- Ride details
- · Ride demand
- Trip data
- Employee payroll
- Vehicle utilization
- · Units of service
- National Transit Database (NTD)

A \$600 REDUCTION IN EXPENSES A WEEK:

"Since implementing TripMaster at Transit, there has been a reduction in total miles by approximately 300 miles/week and a reduction of 18 hours/week in payroll. That is approximately \$600 reduction in expenses a week."-Rutherford County Transit, NC

Vehicle Maintenance Module (Optional)

The Vehicle Maintenance Module includes keeping track of an unlimited number of tasks to help you stay on schedule with your vehicle warranties and other maintenance needs. Set mileage parameters or a duration of time, create vehicle service requests, and add approved vendors for services. From increasing passenger safety, organization and meeting emissions requirements, the seamless interface with TripMaster will streamline your vehicle maintenance.

...and because you help CTS give back!

When you sign up to use our VMM, we donate 10% of your monthly M&S fees to Easterseals, helping support community-based transit and other services for elderly and disabled people across the United States.



CTS donates 10% of the monthly maintenance and support fees for every vehicle maintenance purchase to Easterseals, helping support community-based transit and other services for elderly and disabled people across the United States.

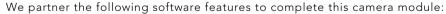


TripView - Camera Module (optional)

Liability and poor driving behaviors are unfortunately a source of stress for all transit providers. The use of onboard cameras and accompanying software can drastically reduce this headache. Cameras can help you fight fraudulent or inflated claims and identify driving behaviors that need to be modified. TripView is a complete multi-camera solution that combines quality hardware with the most advanced data monitoring platform to date. In the event of a road incident, you will immediately be alerted and gain access to the event media.

The hardware features include:

- Multi-camera design
- In-demand technology
- 120 degree wide-angle lens
- Various camera options
- Ability to mount an additional camera anywhere
- Video and audio recording
- Tamper-resistant locking cover
- Automated power-up and shutdown
- Compact size



- Automatic video uploads
- Shock, accident, and driver panic button alerts
- Customizable alerting formulas
- Camera history access
- Live driver feed available 24/7
- Geo-fencing
- Cloud-based video storage





Fixed/Deviated Fixed/Commuter (included with TripPass)

CTS is proposing the fixed/deviated fixed/flag stop module for this project based on the requirements and specifications being requested.

TripMaster combined with ParaScope and TripPass allows agencies the ability to manage their fixed/deviated fixed/shuttle/flag stop services as well as their demand response/paratransit services all in one place...all from one application in the office and in the vehicle.

CTS will import your GTFS data and TripMaster automatically creates a GTFS Block (See figure 1). Once a GTFS Block is selected the stops on that Block are automatically created on your schedule for the timeframe that vehicle/driver is available (See figure 2). For deviated fixed route scenarios, demand response reservations may be scheduled into the Block to maximize efficiency and utilization.





Once a driver logs into ParaScope, their schedule for the day appears. Whether they are assigned to a route that has GTFS Blocks or a route that is doing demand response reservations, the option to "Perform Flag Stop" can be available and is customizable per route. Figure 3 below demonstrates the view for a driver with the GTFS Block selected in figure 1 and 2. You will notice Scheduled Stop times with their on-time performance displayed in real-time. You will also see the ability for the driver to perform a flag stop at any time.

Driver view of scheduled fixed stops with the "Perform Flag Stop" option.





When a driver chooses to perform a scheduled stop or selects the "perform flag stop" option, they will then either select "onboard pass less" or scan passenger passes which keeps a perfect log of the passenger's information that board and deboard the vehicle for superior data analysis. In figure 4, you will notice that there are different passenger types (60+ and General) that have different fares. Passenger types are customized by your agency and different rates are applied based on your rate structure. Also showing are the total passengers on board as well as how many the driver has selected for this stop.

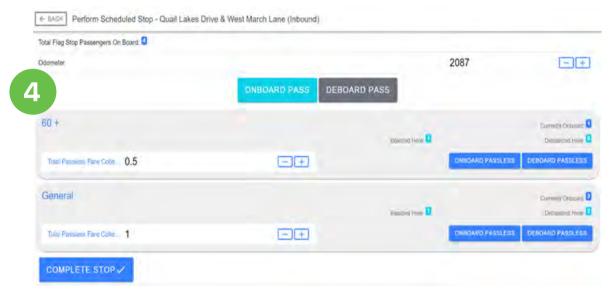


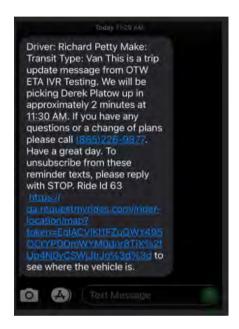
Figure 5 demonstrates the use of a scanning a pass and the screen that populates for the driver and passenger to acknowledge. By scanning the pass, ParaScope identifies the passengers, their balance and their remaining balance. This information is then tracked in TripMaster from within Pass Management.

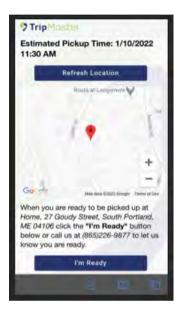




Where's My Ride

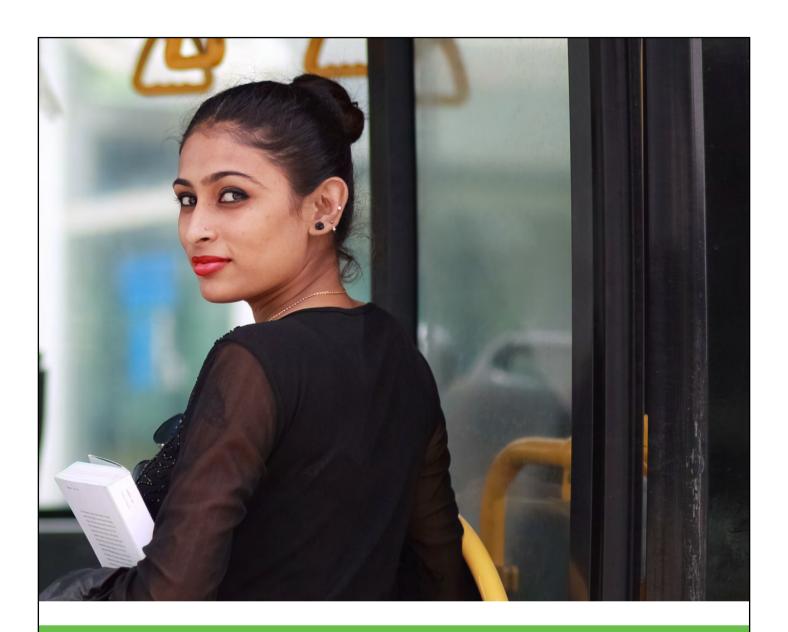
The Where's My Ride feature is an enhancement to the TripReminder module. When the driver clicks the On The Way button within ParaScope, that will trigger a text message to that rider with a hyperlink they can click on. That hyperlink pulls up a snapshot of where the vehicle is on a map, visually, and also provides the rider with a real-time ETA. Additionally, if the rider has a return ride marked as a "Will Call" in the holding pen, there will be a button the rider can select to notify dispatch (TripMaster) that they are ready to be picked up.





After our research and numerous customer polls centered around downloadable app adoption, the team here at TripMaster determined a text message for vehicle location and real-time ETA would serve as a better tool and more receptive to passengers.

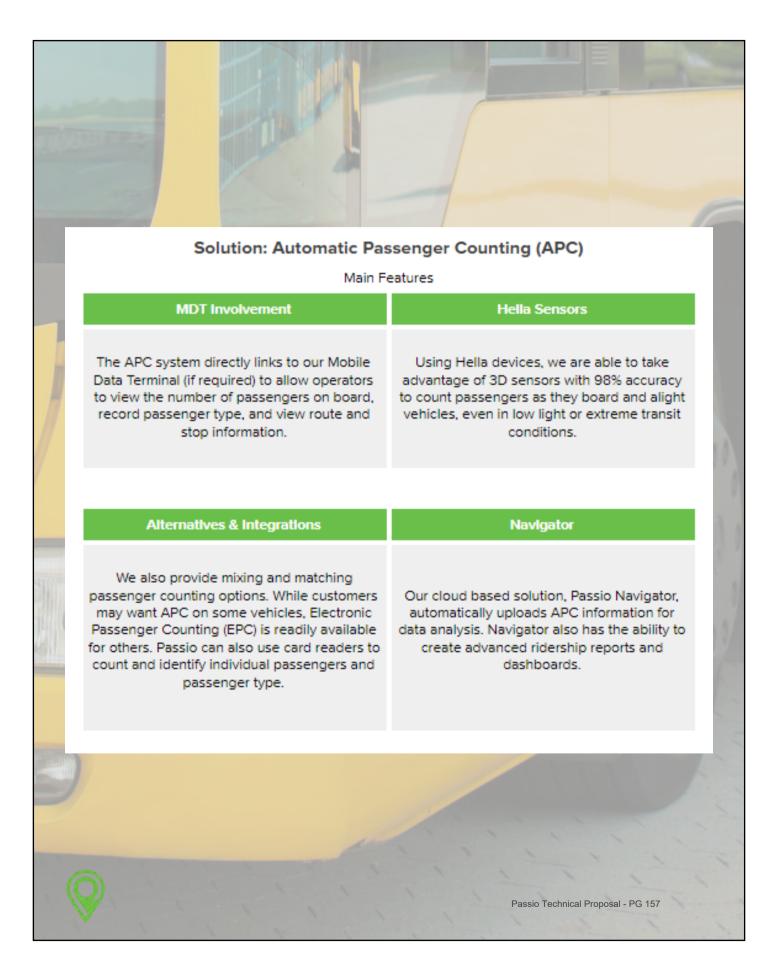




AUTOMATIC PASSENGER COUNTING

Automated Passenger Counting allows customers to easily record all boardings, without any involvement from the vehicle operator. We partnered with Hella to allow for fully automated counting connected to our MDT which can also be used to track passenger types.



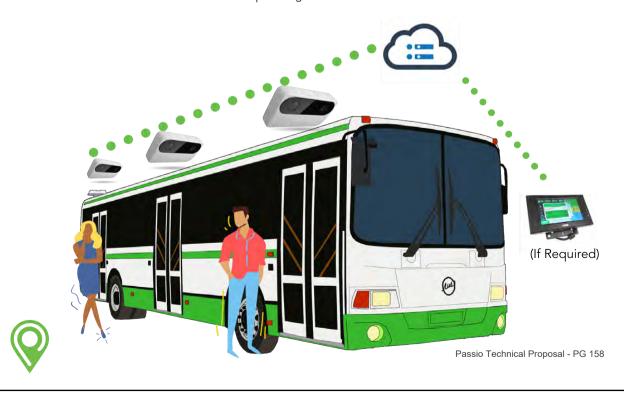


Customers have the option to integrate APC (Automated Passenger Counting) into their solution. Passio Technologies has adopted the innovative approach of modular technology solutions for our customers. Passio offers three options for entering passenger count data, automatically using APC sensors, Electronically using the Mobile Data Terminal touch screen, or through the Gateway Tap & Swipe system. For example, if you wanted APC's on 30 transit buses, driver managed electronic passenger counting units on 15 buses, and card swipe validation on four special-use vehicles, we can provide the solution. All the data will be reported centrally, and then we are able to deliver high quality passenger data and analytics for the entire system.

APC counting is fully automated, conducted without any operator interaction. Additional features and capabilities include an interactive, touch screen program that enables operators to track special passenger types, track field incidents, and receive communications from supervisors and dispatch. The tracking tools record in-service start and end times, deadhead time and miles, and, if added, the ability to track driver hours.

Passio has partnered with Hella to integrate their three-dimensional bi-directional electronic imaging people counting system. With more than 25,000 employees in 30 countries, Hella has been developing and manufacturing automobile technology, chiefly in the areas of lighting and electronics, for more than 100 years. The unit has been designed to work in challenging environments such as variable or low light, multi-level counting fields of vision, and where a large detection range (up to 110°) is needed. The unit is designed to operate from -25° C (-13° F) to +70°C (+158° F) and only draws about 4W of power. The software is specially designed to compensate for passenger movement up and down stairways or on ramps in low floor buses.

The Passio Transit hardware senses passengers from an overhead sensor.



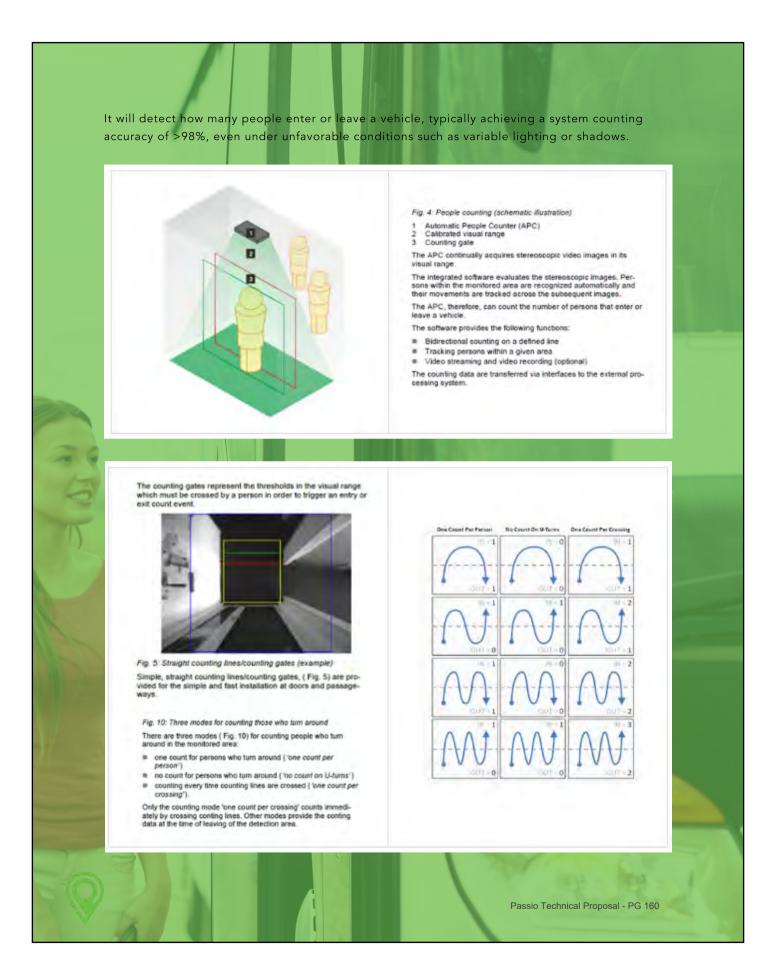
Additional sensors are available to trigger passenger counts when door status (open/closed) is transmitted. The system proposed will cover all entry and exit points of the vehicle. The APC system will create passenger counts without administrator or driver input. The startup will happen with vehicle ignition and does not require any manual input to begin. The system will accurately count passengers as they board and alight and register stops, routes, and runs. The APC system has the capability to distinguish passengers and non-passenger objects and can detect double backs and re-crossings.

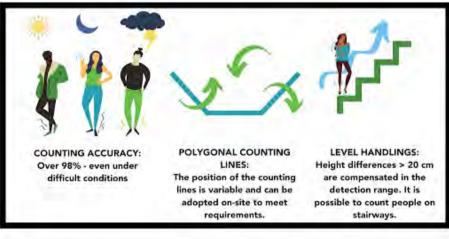
The system utilizes 3D camera technology manufactured in Germany by HELLA, which will reliably distinguish passengers and non-passenger objects and can detect double backs and re-crossings.

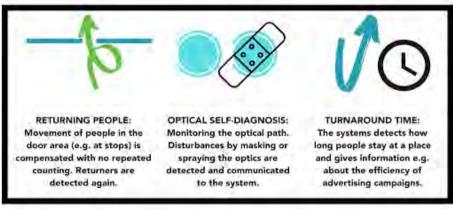


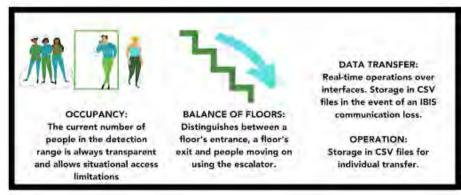












APC record-level detail is stored for a minimum of 36 (thirty-six) months and provides count information at the base level which allows for time and individual bus and driver reporting at the stop level. After 36 (thirty-six) months data will be summarized at the route, day, and passenger type level. This data will be available in the dynamic reporting system for a minimum of 5 (five) years. All data archived after 5 (five) years will be made available electronically prior to removal from the dynamic reporting system.





PASSIO BUSINESS ANALYTICS

Make informed decisions about your transportation network at a granular level with Passio Business Analytics. Customizable reporting dashboards highlighting key performance indicators to help improve your service and support your decisions. Note that ridership metrics are provided for our EPC/APC customers only and our Passio NTD Certification services are optional.



Passio Navigator™ Reporting Tools

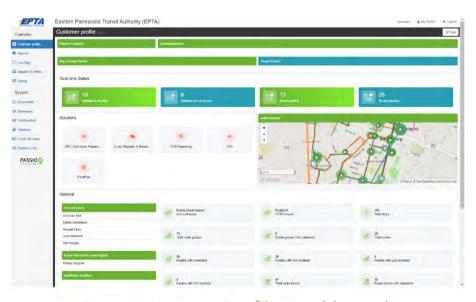
The Passio Business Analytics system is managed through Passio Navigator™. This enables our customers to have a single login with access to all reporting, configuration, and management functions within the Passio Transit Platform. The reporting system is divided between dynamic reporting and dashboard reports. The dynamic reporting tools are designed to allow the end user to build reports using combinations of filters for both specific and general areas of analysis. The full spectrum of components and fields within the database are available for the user to build the view they need with a few simple mouse clicks...

Primary Report Views

- Filter by custom or pre-set time periods
- Group reporting data for by quarter, month, week, day or by time (hour or ¼ hour)
- Select operational detail levels such as routes, stops, drivers, and buses.
- Custom passenger types can be filtered, segmented, and reported
- Switch between passenger boarding and alighting counts for all filter views

Trend Analysis

- Switch between passenger boarding and alighting counts for all filter views
- · Compare ridership trends by month, week, day, quarter/semester, weekday, hour, ¼ hour
- Capture NTD related data such as Passenger Miles Traveled
- Route reporting at three levels (block, route name, combined route)
- Capable of grouping stops in alternate combinations outside of route groupings



Passio Agency Profile Dashboard



Passio Analytics is segmented into 5 groups:

- Business Intelligence Provides customizable charts and graphs to provide insight and to help better understand your service trends.
- Ridership Metrics This collection provides a comprehensive ridership analysis.
- Route Performance This quite of tool allows users to analyze on-time performance trends and schedule adherence details.
- GPS/AVL Activity This collection provides custom boundary incident reporting, speed reports, and other vehicle activities.
- NTD Reporting One-click NTD S-10 reporting with sampling, benchmarking, and certification support from Passio



Passio Dashboard Reporting – Boardings & Alightings



Business Intelligence

Provides customizable charts and graphs to provide insight and to help better understand your service trends.

- Bus Audit (ON/OFF)
- Bus Audit (APC)
- Operations
- Passenger Load
- Trends and Analytics
- Global Time Reports
- Admin Reports



Dashboard reports enable users to design and save reports to their unique specifications. Users tailor reports based on presentation type, data analyzed, filters used, and comparison analytics.

- Fixed Date or Relative Date set a reporting period that is fixed from a specific date to a specific date, or create relative date reports (I.e. the last 3 months or previous 14 days)
- Scheduled Auto Email email individual reports or an entire dashboard to a single email recipient or a group of recipients. Emails can be scheduled at any interval desired.
- Multiple Dashboards users have the option to create multiple dashboards to group report types by category or target audience.

Reports include a graphical interface for display and presentation. The interface allows users to dynamically create bar, line, pivot tables, and pie charts without downloading to third party software. The data is available for export into common formats such as CSV (to XLS) and PDF. The user may create multiple dashboard pages specific to the KPIs that they want to see as well as the ability to email or print individual reports or entire dashboards ad-hoc or create scheduled group emails.

Ridership Metrics

This collection provides a comprehensive ridership analysis.

- Boardings & Alightings by Date/Time/Span for...
 - Vehicle, Driver, Route, Route Group, and Route Block
 - Stop, Stop Group, Passenger Type, and Rider Profile



Passio Ridership Metrics

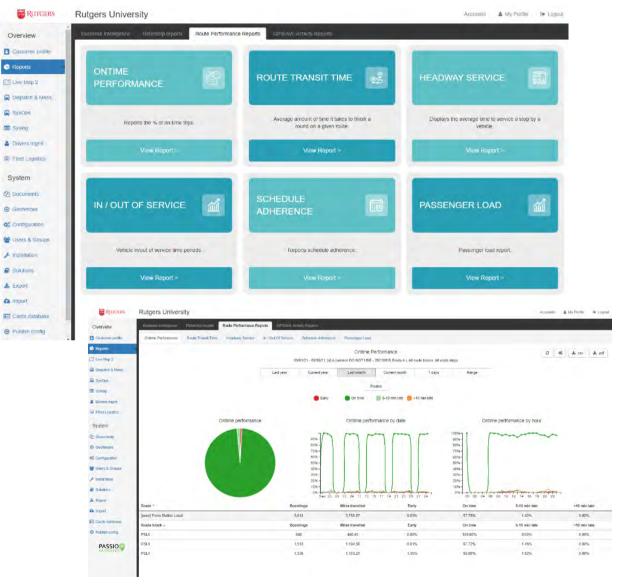


Route Performance

This collection of tools/reports allows users to analyze on-time performance trends and schedule adherence details.

- On-time Performance (OTP)
- · Route Transit
- Headway
- In/Out of Service
- · Schedule Adherence

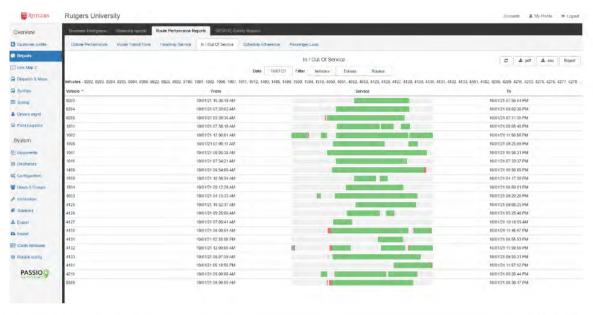
Passio Route Performance Module

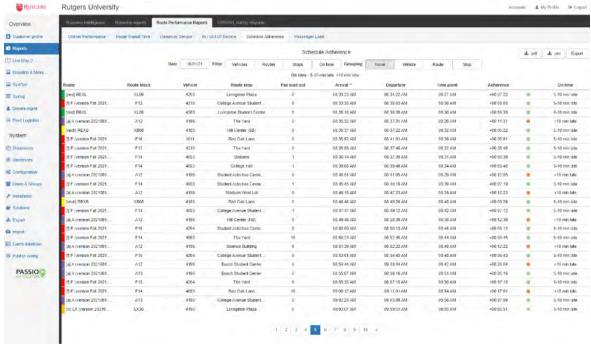


Passio Route Performance Module - On Time Performance



Passio Route Performance Module - Service





Passio Route Performance Module – Schedule Adherence

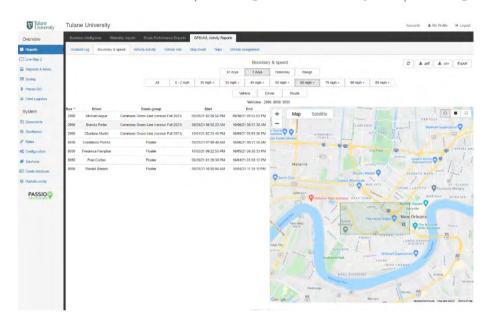


GPS/AVL Activity

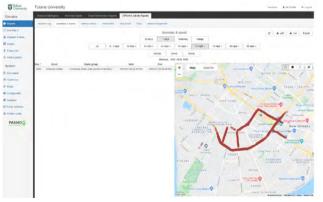
This collection provides custom boundary incident reporting, speed reports, and other vehicle activities.

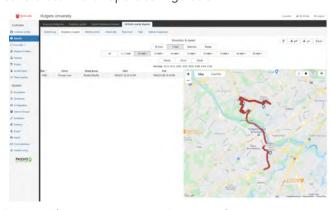
- Incident Logs, Trips, Vehicle Assignment
- Vehicle Activity, Vehicle Idle, Stop Dwell, Boundary & Speed

Passio GPS/AVL Reporting - Boundary Reporting



Speed Fence Activity - Users have the capability to highlight a specific area on the system map to select all speeding incidents that exceed the threshold set in the report configuration.





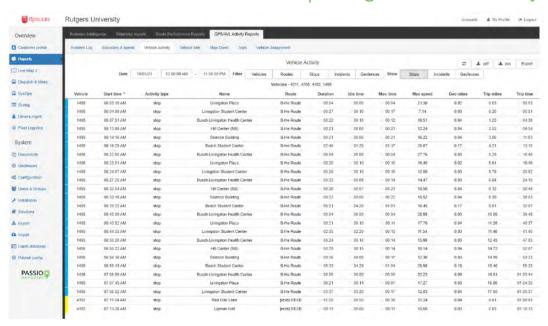


Passio GPS/AVL Reporting - Speed Reporting & Tracking

Passio GPS/AVL Reporting – Incident Logs



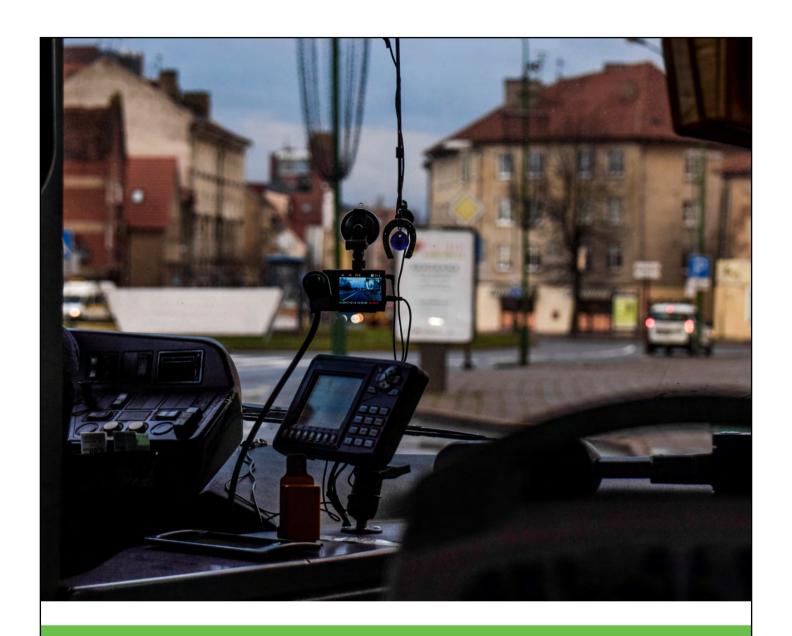
Passio GPS/AVL Reporting - Vehicle Activity



NTD Reporting

One-click NTD S-10 reporting with sampling, benchmarking, and certification support from Passio. Our robust Passio NTD reporting module provides VRM (Vehicle Revenue Miles), Deadhead miles, AVM (Actual Vehicle Miles), VRH (Vehicle Revenue Hours), Deadhead hours, AVH (Actual Vehicle Hours), UPT (Unlinked Passenger Trips), PMT (Passenger Miles Travelled) by time period and by weekday/weekend, etc. Passio offers customized NTD reporting that will calculate and extract the metrics required for compliance. The Passio APC solution will provide all 'Actual' data (passenger miles and stop counts) required for NTD reporting. Your account manager will work with you to set up your personalized NTD sampling schedule and Passio will support your certification process. Our integrated Hella 3D APC has been granted NTD Certification Approval.





HARDWARE FOR ITS



Summary of all Passio equipment available for service implementation. The data collected using this proposed hardware is provided within our attached solution documents (when applicable). Listing of all hardware components available from Passio (or our partners) for ITS deployments:

- Mobile Data Terminals (MDT)
- Vehicle Logic Units (VLU)
- Automatic Passenger Counters (APC)
- Routers (Wi-Fi)
- LED Signs (Interior)
- Front Destination Signs (Exterior Facing)
- Side Destination Signs (Exterior Facing)
- Public Address Systems (PA)
- Video Surveillance Camera Systems
- Wheelchair Lift Deployment Sensors
- Bike Rack Deployment Sensors

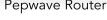
We will provide complete tech specifications for each component if requested. The proposed hardware for this project is listed in our itemized Cost Proposal.



Transit MDT

Portable Transit MDT







Technical Requirements

Our proposed software solutions are 100% web-based and optimized for Chrome and Firefox. Passio Navigator™ is accessible on any device supporting the listed browsers. Recommended Internet Speed should be five (5) Mbps or greater. The technical requirements for any selected options can also be made available prior to installation.

Passio Navigator Minimum Requirements (Workstation)

- -Processor: Intel Core i3 or greater, AMD Ryzen 5 or greater, or Apple M1 Processor (CPU). 2.2 GHz or greater.
- -OS Windows: Microsoft Windows 10 Home, Pro, Enterprise or Education version (x86 or x64)
- -OS Apple: macOS 10.15.X "Catalina" or 11.X "Big Sur."
- -Memory/RAM: 8 GB or higher.
- -Video/Graphics: Integrated or Discrete graphics processor of 1440 X 900 resolution, or better.
- -Monitor: 13" 17" notebook display, 19" 27" desktop widescreen flat-panel display.
- -Network Adapter: 802.11ac 2.4/5 GHz wireless adapter.
- -Internet Speed: 5 Mbps or greater
- -Supported browsers: Chrome, Firefox, Microsoft Edge, & Safari

Passio GO Minimum Requirements (mobile)

- -Operating System (OS): iOS 14.4 or newer, Android 5.0 or newer
- -Hardware (iPhone): iPhone 7 or newer
- -Hardware (Android): Any device running Android 5.0, or greater.
- -Data Plan: 1 GB per month per device or greater
- -Storage: 32GB or greater





WWW.PASSIOTECH.COM

MICHAEL CIVITELLI

Senior Project Manager



CONTACT

michael.civitelli@passiotech.com (404) 645-7375 x 124

SKILLS

For over 20 years, Michael has worked in the transit industry managing new projects and clients. His specialty is client communications and training, leading project delivery, and ensuring customer success. Specific areas of expertise: project and process management, customer implementations and success, consulting, business development, and technologies for intelligent transportation & parking for municipalities, airports, universities, and private facilities & commercial fleets.

EXPERIENCE

Passio Technologies

Senior Project Manager Aug 2021 - PRESENT
Project Manager / Customer Success Nov 2020 - Aug 2021

Bridgeway Business Services LLC

Principal Jun 2020 – Jul 2021

Park Assist

Regional Account Manager Sept 2018 – Apr 2020

International Parking & Mobility Institute (IPMI)

Technology Committee Member Jan 2016 – Dec 2019

EDUCATION

B.A. from the State University of New York College Executive Leadership Program at Seattle University Member of the Project Management Institute

JESSICA SONG

Director of Operations



CONTACT

Jessica.song@passiotech.com (404) 645-7375 x 104

SKILLS

Aptitude for technology and project management consulting in the transportation arena. Management and consulting with numerous universities, corporations and municipalities providing transit and parking operations solutions and recommendations.

EXPERIENCE

Passio Technologies – Senior Project Manager & Director of Operations

Regional Transportation Authority, Chicago - Planning Intern

NCS Camera Service, Inc. - Operations MGR

Fall '05 - May '09

EDUCATION

The University of Illinois at Chicago- M.S. Urban Transportation
The University of Illinois at Urbana- Champaign- B.S. General Engineering

COURTNEY HALL

Training and Implementation Manager



CONTACT

courtney.hall@passiotech.com (404) 645-7375 x 116

SKILLS

Experienced in customer service and account management. Direct customer facing interaction, organizational skills, sales-minded, & continuous positive attitude.

EXPERIENCE

Passio Technologies -

Training and Implementation Manager Nov 2021 - PRESENT Customer Service Representative Jul 2020 - Nov 2021

Weldon, Williams, & Lick Inc.

Account Manager Aug 2017 - July 2020
Customer Solutions Nov 2014 - Aug 2017
Order Clerk Aug 2008 - Nov 2014
Verifying Department Aug 2002 - Aug 2008

EDUCATION

Lean Six Sigma Green Belt Course Effective Communications & Human Relations Course

SAM HEARST

Customer Operations Manager



CONTACT

samuel.hearst@passiotech.com (678) 682-7370 x 129

SKILLS

Experienced in customer-facing support, specializing in operations and performance. Skilled in collecting and analyzing customer feedback, and serving as both a dynamic leader and the voice of the client.

EXPERIENCE

rassiu	Techno	וטצובא

Customer Operations Manager

Unifi at Hartsfield-Jackson Atlanta International Airport
Operations Performance Manager

Mar 2019 - Jan 2022

Garden Fresh Restaurants
Assistant General Manager & Production Manager

Assistant General Manager & Operations Manager

Assistant General Manager & Operations Manager

Dec 2013 - May 2017

Air Serv Corporation at Hartsfield-Jackson Atlanta International Airport
Customer Service Shift Manager

Aug 2007 - Dec 2013

EDUCATION

Office/Payroll Administrator

Coahoma Community College – Associate's Degree in Business Administration and Management, 2004

Passio Technical Proposal - PG 178

Jul 2005 - Dec 2013

WAYNE MANIS

Install Technician



CONTACT

wayne.manis@passiotech.com

SKILLS

Wayne leads Passio's installations, bringing over a decade of experience in the GPS industry. His expertise is in GPS fleet installation, hardware installation, installation technical support, and trainings.

EXPERIENCE

Passio Technologies

Install Technician Sept 2019 - PRESENT

H and H Auto Sales

Mechanic 2017 - Sept 2019

Orbital Installations / Spireon / Sure Trac LLC 2014 - 2017

Contracted Installer

Passtime USA 2007 - 2014 Senior Technician

Installer 2005 - 2007

EDUCATION

Gordon Central High School, 2005



Thank you for taking the time to review our response to your request. Passio Technologies will provide the right team and technology to meet and exceed your expectations. Our advanced transit solutions will impress your riders now and into the future.

If you have any questions, please contact us.

Primary Contact -

MITCH SKYER

President

678-825-3456 x106 mitch.skyer@passiotech.com

Secondary Contacts -

SCOTT MCLAREN

Director of Sales

404-218-4254

scott.mclaren@passiotech.com

KYLE ARCHER

Director of Business Development

678-825-3456 x114

kyle.archer@passiotech.com



Price Proposal Form – City of Sandy and Clackamas County MHX

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION.

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES				
			Unit	
Item/Description	Quantity	Unit	Price	Total Price
PART 1: PROJECT SERVICES				
Project Management, Schedule, Reporting	1	LS	INCL	INCL
Central System Design and Integration	1	LS	INCL	INCL
Onboard System Design and Integration	1	LS	INCL	INCL
Documentation Development/Finalization	_			
Design Documentation	1	LS	INCL	INCL
Testing Documentation	1	LS	INCL	INCL
Installation Documentation	1	LS	INCL	INCL
Training Documentation	1	LS	INCL	INCL
Software Service, Maintenance and Support Plan	1	LS	INCL	INCL
Maintenance and Operations Support Plan	1	LS	INCL	INCL
User Manuals	1	LS	INCL	INCL
As-Built Documentation	1	LS	INCL	INCL
All Other Documentation	1	LS	INCL	INCL
Marketing & Branding Materials	1	LS	INCL	INCL
	SUBTOTAL PI	ROJEC	T SERVICES	\$ 0

PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-				
Route/Deviated Fixed Route (Accounts for BOTH agencies)	1	LS	\$ 3,495.00	\$ 6,990.00
Desktop Display Application	1	LS	INCL	INCL
Central System Testing Environment	1	LS	INCL	INCL
Central Site Systems Installation & Commissioning	1	LS	INCL	INCL
Dispatcher CAD Console Hardware per Workstation	1	EA	INCL	INCL
	SUBTOTAL	CENTR	AL SYSTEM	\$ 6,990.00

PART 3: ONBOARD EQUIPMENT					
(including equipment, accessories, cabling, installation, and re	elated mat	erials	and service	s required for	
a complete and functional onboard system)					
Vehicle Logic Unit (VLU) and Associated					
Equipment, Materials, and Services	20	EA	\$ 225.00	\$ 4,500.00	
Mobile Data Terminal (MDT) and Associated Equipment,				£ 42 040 00	
Materials, and Services	20	EA	\$ 695.50	\$ 13,910.00	
Automated Stop Announcement (ASA) and Associated			¢ 420.00	\$ 8,400.00	
Equipment, Materials, and Services	20	EA	\$ 420.00		
Power over Ethernet network switch to connect all					
network ready devices to central bus network	20	EA	N/A Devices up	date real time while run	ıning
Contractor-provided Voice Communication Devices and			INCL		
Associated Equipment, Materials, and Services including			INCL	0	
cellular Data Cards, Configuration, and Activation	20	EA			
Required Software Licenses	1	LS	\$ 744.85	\$ 14,897.00	
Equipment Installation	20	EA	\$1,130.00	\$ 22,600.00	
Credit if applicable for current equipment (MDT, ASA, LED)	18	EA	N/A	0	
SUBTO	TAL ONBO	ARD E	QUIPMENT	\$ 64,307.00	

PART 4: VOICE AND DATA COMMUNICATION				
Contractor-provided VoIP Central System Solution	1	LS	(Disregard	Per Q & A)
Central Site Equipment for VoIP Solution	1	LS	(Disregard	Per Q & A)
CAD/AVL System Integration	1	LS	(N/A All P	ricing Above)
VoIP Software & Licensing	1	LS	(Disregard	l Per Q & A)
SUBTOTAL VOICE AND DATA RADIO COMMUNICATION			0	

PART 5: TRAINING COURSES				
Dispatcher User Training and Associated			(Unlimited remo	te online training inclu
Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Traveler Information/Customer Service Training			(Unlimited rem	ote online training inclu
and Associated Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
In-Vehicle Bus Operator Training and Associated			(Unlimited remo	te online training inclu
Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Reporting and Data Warehouse Training and			(Unlimited remo	te online training inclu
Associated Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Maintenance Training and Associated Equipment,			(Unlimited remo	te online training inclu
Materials, and Services	2	LS	Onsite training	at additional costs.)
Administrative Training and Associated Equipment, Materials,			(Unlimited remo	te online training inclu
and Services	2	LS	Onsite training	at additional costs.)
	SUB	TOTAL	TRAINING	

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated				4 4-0 00
Equipment, Materials, and Services	2	LS	\$ 225.00	\$ 450.00
Mobile Data Terminal (MDT) and Associated Equipment,				¢ 4 204 00
Materials, and Services	2	LS	\$ 695.50	\$ 1,391.00
	SUBTO	TAL SP.	ARE PARTS	\$ 1,841.00

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment,				
Materials, and Services	1	LS	INCL	INCL
Android and iOS App	1	LS	INCL	INCL
SUBTOTAL REAL-TIME PASSENG	0			

Annual Recurring Software & Services Costs

\$ 16,160.00

Subtotal (Required Parts 1 through 7)

GRAND TOTAL \$ 89,298.00

Starting in Year 2 through 3, Annual Recurring Software & Services = \$16,160.00 per year.

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES				
Unit				Extended
Item/Description	Quantit	y Uni	t Price	Price
OPTION 1: DESTINATION SIGN INTEGRATION (including equip	ment, acces	sories	, cabling, in	stallation,
and related materials and services required for complete and	functional (onboa	rd electroni	c signs)
Integration with External Electronic Destination Sign	14	EA	\$ 999.35	\$ 13,990.90
Hanover or similar External Electronic Destination Sign	14	EA	\$ 5,000.00	\$,70,000.00
Integration with Internal Electronic Destination Sign	14	EA	\$ 999.35	\$ 13,990.00
Internal Destination Sign	14	EA	\$ 2,044.00	\$ 28,616.00
TOTAL DEST	INATION SIG	SN INT	EGRATION	\$126,596.00

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS	1	\$ 61,910.00
Customized branded Android and iOS App	1	LS	INCL	INCL
Real-Time Bus Arrival Map and Notification for Customers	1	LS	INCL	INCL
Customer Portal (web/phone) for Ride Scheduling	1	LS	INCL	INCL
(Annual Recurring Costs added to TOTAL \$ 19,620.00)	TOTAL DEI	MAND	RESPONSE	\$ 81,530.00

OPTION 3: AUTOMATED PASSENGER COUNTERS				
(including equipment, accessories, cabling, installation, and re	elated mate	erials a	nd services	required for
a complete and functional onboard system)				
Automated Passenger Scanning Equipment (per bus)	20	EA	\$1,791.07	\$ 35,821.40
Equipment Installation	1	LS	1	\$ 16,000.00
Required Software	1	LS	1	\$ 13,993.00
(Annual Recurring Costs added to TOTAL \$ 11,088.00)	TOTAL DE	MAND	RESPONSE	\$ 76,902.40

ADDITIONAL NOTES

Passio Technologies does not provide person-hour rates/totals for our solutions. Total costs for these services are embedded within each line item presented in Attachment A. Note that unlimited remote training is provided for all Passio solutions and on-site training is available as an option for additional costs.

Pricing is discounted as if all agencies will purchase all options and will still apply if only two agencies purchase, so no further discounts will be given as they are already applied.

Discount for 1 "optional add" program: Discount for 2 "optional add" programs: Discount for 3 "optional add" programs: Discount for 4 "optional add" programs:			

Price Proposal Form – Clackamas County Transportation Reaching People Price All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES					
			Unit		
Item/Description	Quantity	Unit	Price	Total Price	
PART 1: PROJECT SERVICES					
Project Management, Schedule, Reporting	1	LS	INCL	INCL	
Central System Design and Integration	1	LS	INCL	INCL	
Onboard System Design and Integration	1	LS	INCL	INCL	
Documentation Development/Finalization					
Design Documentation	1	LS	INCL	INCL	
Testing Documentation	1	LS	INCL	INCL	
Installation Documentation	1	LS	INCL	INCL	
Training Documentation	1	LS	INCL	INCL	
Software Service, Maintenance and Support Plan	1	LS	INCL	INCL	
Maintenance and Operations Support Plan	1	LS	INCL	INCL	
User Manuals	1	LS	INCL	INCL	
As-Built Documentation	1	LS	INCL	INCL	
All Other Documentation	1	LS	INCL	INCI	
Marketing & Branding Materials	1	LS	INCL	INCL	
	SUBTOTAL PI	ROJEC	T SERVICES	0	

PART 2: CENTRAL SYSTEM						
Hosted Central System Software and Licensing for Fixed-						
Route/Deviated Fixed Route	1	LS	\$ 3,495.00	\$ 3,495.00		
Desktop Display Application	1	LS	INCL	INCL		
Central System Testing Environment	1	LS	INCL	INCL		
Central Site Systems Installation & Commissioning	1	LS	INCL	INCL		
Dispatcher CAD Console Hardware per Workstation	1	EA	INCL	INCL		
SUBTOTAL CENTRAL SYSTEM						

PART 3: ONBOARD EQUIPMENT								
(including equipment, accessories, cabling, installation, and related materials and services required for								
a complete and functional onboard system)								
Vehicle Logic Unit (VLU) and Associated								
Equipment, Materials, and Services	5	EA	\$ 225.00	\$ 1,125.00				
Mobile Data Terminal (MDT) and Associated Equipment,				\$ 3,477.50				
Materials, and Services	5	EA	\$ 695.50	\$ 3,477.30				
Automated Stop Announcement (ASA) and Associated				\$ 2,100.00				
Equipment, Materials, and Services	5	EA	\$ 420.00	Ψ 2,100.00				
Power over Ethernet network switch to connect all								
network ready devices to central bus network	5	EA	N/A Devices up	date real time while ru	nning			
Contractor-provided Voice Communication Devices and			INCL					
Associated Equipment, Materials, and Services including	_	ГΛ						
cellular Data Cards, Configuration, and Activation	5	EA	Ф 744 OF	ф 744 OF				
Required Software Licenses	1	LS	\$ 744.85	\$ 744.85	ļ			
Equipment Installation	5	EA	\$1,130.00	\$ 5,650.00				
Credit if applicable for current equipment (MDT, ASA, LED)	N/A	EA	N/A	0				
SUBTOTAL ONBOARD EQUIPMENT \$ 13,097.35								

PART 4: VOICE AND DATA COMMUNICATION				
Contractor-provided VoIP Central System Solution	1	LS	(Disregard F	er Q & A)
Central Site Equipment for VoIP Solution	1	LS	(Disregard F	er Q & A)
CAD/AVL System Integration	1	LS	(N/A All Pri	ing Above)
VoIP Software & Licensing	1	LS	(Disregard F	er Q & A)
SUBTOTAL VOICE AND DATA	0			

PART 5: TRAINING COURSES			
Dispatcher User Training and Associated			(Unlimited remote online training inc
Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
Traveler Information/Customer Service Training			(Unlimited remote online training incl
and Associated Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
In-Vehicle Bus Operator Training and Associated			(Unlimited remote online training inc
Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
Reporting and Data Warehouse Training and			(Unlimited remote online training incl
Associated Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
Maintenance Training and Associated Equipment,			(Unlimited remote online training incl
Materials, and Services	2	LS	Onsite training at additional costs.)
Administrative Training and Associated Equipment, Materials,			(Unlimited remote online training inc
and Services	2	LS	Onsite training at additional costs.)
	SUB	TOTAL	TRAINING 0

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated				\$ 450.00
Equipment, Materials, and Services	2	LS	\$ 225.00	\$ 450.00
Mobile Data Terminal (MDT) and Associated Equipment,				\$ 1,391.00
Materials, and Services	2	LS	\$ 695.50	ъ 1,391.00
	SUBTO	TAL SP	\$ 1,841.00	

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM					
GTFS-Realtime Feeds and Associated Equipment,					
Materials, and Services	1	LS	INCL	INCL	
Android and iOS App	1	LS	INCL	INCL	
SUBTOTAL REAL-TIME PASSENG	0				

Annual Recurring Software & Services Costs

\$ 4,040.00

Subtotal (Required Parts 1 through 7)

GRAND TOTA \$ 22,473.35

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES						
Unit				Extended		
Item/Description	Quantit	y Uni	it Price	Price		
OPTION 1: DESTINATION SIGN INTEGRATION (including equipment, accessories, cabling, installation, and related materials and services required for complete and functional onboard electronic signs)						
Integration with External Electronic Destination Sign	5	EA	\$ 995.35	\$ \$4,976.75		
Hanover or similar External Electronic Destination Sign	5	EA	\$ 5,000.00	\$ 25,000.00		
Integration with Internal Electronic Destination Sign	5	EA	\$ 995.35	\$ 4,976.75		
Internal Destination Sign	5	EA	\$ 2,044.00	\$ 10,220.00		
TOTAL DESTINATION SIGN INTEGRATION						

OPTION 2: DEMAND RESPONSE						
Call/text Appointment Reminders	1	LS	1	\$ 37,455.00		
Customized branded Android and iOS App	1	LS	INCL	INCL		
Real-Time Bus Arrival Map and Notification for Customers	1	LS	INCL	INCL		
Customer Portal (web/phone) for Ride Scheduling	1	LS	INCL	INCL		
(Annual Recurring Costs added to TOTAL \$ 10,770.00)	TOTAL DE	MAND	RESPONSE	\$ 48,225.00		

OPTION 3: AUTOMATED PASSENGER COUNTERS (including equipment accessories, cabling installation, and related materials and consists required for							
(including equipment, accessories, cabling, installation, and related materials and services required for a complete and functional onboard system)							
Automated Passenger Scanning Equipment (per bus)	5	EA	\$ 1,791.07		\$ 8,955.35		
Equipment Installation	1	LS	1		\$ 4,000.00		
Required Software	1	LS	1		\$ 3,498.25		
(Annual Recurring Costs added to TOTAL \$ 2,772.00)	TOTAL DE	MAND	RESPONSE	\$	19,225.60		

Price Proposal Form – Canby Area Transit

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES					
			Unit		
Item/Description	Quantity	Unit	Price	Total Price	
PART 1: PROJECT SERVICES					
Project Management, Schedule, Reporting	1	LS	INCL	INCL	
Central System Design and Integration	1	LS	INCL	INCL	
Onboard System Design and Integration	1	LS	INCL	INCL	
Documentation Development/Finalization					
Design Documentation	1	LS	INCL	INCL	
Testing Documentation	1	LS	INCL	INCL	
Installation Documentation	1	LS	INCL	INCL	
Training Documentation	1	LS	INCL	INCL	
Software Service, Maintenance and Support Plan	1	LS	INCL	INCL	
Maintenance and Operations Support Plan	1	LS	INCL	INCL	
User Manuals	1	LS	INCL	INCL	
As-Built Documentation	1	LS	INCL	INCL	
All Other Documentation	1	LS	INCL	INCL	
Marketing & Branding Materials	1	LS	INCL	INCL	
S	UBTOTAL PI	ROJEC	T SERVICES	0	

PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-				
Route/Deviated Fixed Route	1	LS	\$ 3,495.00	\$ 3,495.00
Desktop Display Application	1	LS	INCL	INCL
Central System Testing Environment	1	LS	INCL	INCL
Central Site Systems Installation & Commissioning	1	LS	INCL	INCL
Dispatcher CAD Console Hardware per Workstation	1	EA	INCL	INCL
SUBTOTAL CENTRAL SYSTEM				

PART 3: ONBOARD EQUIPMENT					
(including equipment, accessories, cabling, installation, and re	elated mat	erials	and service	s required for	
a complete and functional onboard system)					
Vehicle Logic Unit (VLU) and Associated					
Equipment, Materials, and Services	18	EA	\$ 225.00	\$ 4,050.00	
Mobile Data Terminal (MDT) and Associated Equipment,				£ 40 540 00	
Materials, and Services	18	EA	\$ 695.50	\$ 12,519.00	
Automated Stop Announcement (ASA) and Associated				ф 7 500 00	
Equipment, Materials, and Services	18	EA	\$ 420.00	\$ 7,560.00	
Power over Ethernet network switch to connect all					
network ready devices to central bus network	18	EA	N/A Devices up	date real time while ru	nning
Contractor-provided Voice Communication Devices and			INCL		1
Associated Equipment, Materials, and Services including					1
cellular Data Cards, Configuration, and Activation	18	EA			1
Required Software Licenses	1	LS	\$ 744.85	\$ 744.85	1
Equipment Installation	18	EA	\$ 1,130.00	\$ 20,340.00	
Credit if applicable for current equipment (MDT, ASA, LED)	N/A	EA	N/A	0	
SUBTO	\$ 45,213.85				

PART 4: VOICE AND DATA COMMUNICATION				
Contractor-provided VoIP Central System Solution	1	LS	(Disregard F	er Q & A)
Central Site Equipment for VoIP Solution	1	LS	(Disregard F	er Q & A)
CAD/AVL System Integration	1	LS	(N/A All Pric	ing Above)
VoIP Software & Licensing	1	LS	(Disregard F	er Q & A)
SUBTOTAL VOICE AND DATA	0			

PART 5: TRAINING COURSES			
Dispatcher User Training and Associated			(Unlimited remote online training includ
Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
Traveler Information/Customer Service Training			(Unlimited rempte online training include
and Associated Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
In-Vehicle Bus Operator Training and Associated			(Unlimited rempte online training include
Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
Reporting and Data Warehouse Training and			(Unlimited remote online training include
Associated Equipment, Materials, and Services	2	LS	Onsite training at additional costs.)
Maintenance Training and Associated Equipment,			(Unlimited remote online training include
Materials, and Services	2	LS	Onsite training at additional costs.)
Administrative Training and Associated Equipment, Materials,			(Unlimited remote online training include
and Services	2	LS	Onsite training at additional costs.)
	SUB	TOTAL	TRAINING 0

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated				
Equipment, Materials, and Services	2	LS	\$ 225.00	\$ 450.00
Mobile Data Terminal (MDT) and Associated Equipment,				
Materials, and Services	2	LS	\$ 695.50	\$ 1,391.00
	SUBTOTAL SPARE PARTS			\$ 1,841.00

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment,				
Materials, and Services	1	LS	INCL	INCL
Android and iOS App	1	LS	INCL	INCL
SUBTOTAL REAL-TIME PASSENG	0			

Annual Recurring Software & Services Costs

\$ 14,544.00

Subtotal (Required Parts 1 through 7)

GRAND TOTAL \$ 65,093.85

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES						
Unit				Extended		
Item/Description	Quantit	y Un	it Price	Price		
OPTION 1: DESTINATION SIGN INTEGRATION (including equipment, accessories, cabling, installation, and related materials and services required for complete and functional onboard electronic signs)						
Integration with External Electronic Destination Sign	18	EA	\$ 995.35	\$ 17,916.30		
Hanover or similar External Electronic Destination Sign	18	EA	\$ 5,000.00	\$ 90,000.00		
Integration with Internal Electronic Destination Sign	18	EA	\$995.35	\$ 17,916.30		
Internal Destination Sign	18	EA	\$ 2,044.00	\$ 36,792.00		
TOTAL DEST	EGRATION	\$ 162,624.60				

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS	1	\$ 46,490.00
Customized branded Android and iOS App	1	LS	INCL	INCL
Real-Time Bus Arrival Map and Notification for Customers	1	LS	INCL	INCL
Customer Portal (web/phone) for Ride Scheduling	1	LS	INCL	INCL
(Annual Recurring Costs added to TOTAL \$ 15,060.00)	TOTAL DE	MAND	RESPONSE	\$ 61,550.00

OPTION 3 : AUTOMATED PASSENGER COUNTERS						
(including equipment, accessories, cabling, installation, and related materials and services required for						
a complete and functional onboard system)						
Automated Passenger Scanning Equipment (per bus)	18	EA	\$ 1,791.07	\$ 32,239.26		
Equipment Installation	1	LS	\$ 14,400.00	\$ 14,400.00		
Required Software	1	LS	\$ 12,593.70	\$ 12,593.70		
(Annual Recurring Costs added to TOTAL \$ 9,979.20)	TOTAL DE	MAND	RESPONSE	\$ 69,212.16		

Price Proposal Form – South Clackamas Transit District

All Prices Inclusive of Applicable Taxes and Duties

Proposer:

PLEASE INDICATE WITH AN * IF THE COST IS SUBSCRIPTION

LS = Lump Sum; EA = Each

BASE EQUIPMENT, MATERIALS, AND SERVICES					
	Unit				
Item/Description	Quantity	Unit	Price	Total Price	
PART 1: PROJECT SERVICES					
Project Management, Schedule, Reporting	1	LS	INCL	INCL	
Central System Design and Integration	1	LS	INCL	INCL	
Onboard System Design and Integration	1	LS	INCL	INCL	
Documentation Development/Finalization					
Design Documentation	1	LS	INCL	INCL	
Testing Documentation	1	LS	INCL	INCL	
Installation Documentation	1	LS	INCL	INCL	
Training Documentation	1	LS	INCL	INCL	
Software Service, Maintenance and Support Plan	1	LS	INCL	INCL	
Maintenance and Operations Support Plan	1	LS	INCL	INLCL	
User Manuals	1	LS	INCL	INCL	
As-Built Documentation	1	LS	INCL	INCL	
All Other Documentation	1	LS	INCL	INCL	
Marketing & Branding Materials	1	LS	INCL	INCL	
SUBTOTAL PROJECT SERVICES					

PART 2: CENTRAL SYSTEM				
Hosted Central System Software and Licensing for Fixed-				
Route/Deviated Fixed Route	1	LS	\$ 3,495.00	\$ 3,495.00
Desktop Display Application	1	LS	INCL	INCL
Central System Testing Environment	1	LS	INCL	INCL
Central Site Systems Installation & Commissioning	1	LS	INCL	INCL
Dispatcher CAD Console Hardware per Workstation	1	EA	INCL	INCL
SUBTOTAL CENTRAL SYSTEM				

PART 3: ONBOARD EQUIPMENT					
(including equipment, accessories, cabling, installation, and re	elated mat	erials	and service	s required for	
a complete and functional onboard system)					
Vehicle Logic Unit (VLU) and Associated					
Equipment, Materials, and Services	6	EA	\$ 225.00	\$1,350.00	
Mobile Data Terminal (MDT) and Associated Equipment,				0.4.470.00	
Materials, and Services	6	EA	\$ 695.50	\$ 4,173.00	
Automated Stop Announcement (ASA) and Associated				4	
Equipment, Materials, and Services	6	EA	\$ 420.00	\$ 2,520.00	
Power over Ethernet network switch to connect all					
network ready devices to central bus network	6	EA	N/A Devices up	date real time while ru	nning
Contractor-provided Voice Communication Devices and			INCI		
Associated Equipment, Materials, and Services including			INCL	0	
cellular Data Cards, Configuration, and Activation	6	EA			
Required Software Licenses	1	LS	\$ 744.85	\$ 744.85	
Equipment Installation	6	EA	\$ 1,130.00	\$ 6,780.00	
Credit if applicable for current equipment (MDT, ASA, LED)	N/A	EA	N/A	0	
SUBTO	\$ 14,367.85				

PART 4: VOICE AND DATA COMMUNICATION				
Contractor-provided VoIP Central System Solution	1	LS	(Disregard F	er Q & A)
Central Site Equipment for VoIP Solution	1	LS	(Disregard F	er Q & A)
CAD/AVL System Integration	1	LS	(N/A All Pric	ing Above)
VoIP Software & Licensing	1	LS	(Disregard F	er Q & A)
SUBTOTAL VOICE AND DATA	0			

PART 5: TRAINING COURSES				
Dispatcher User Training and Associated			(Unlimited remo	te online training inclu
Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Traveler Information/Customer Service Training			(Unlimited remo	te online training inclu
and Associated Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
In-Vehicle Bus Operator Training and Associated			(Unlimited remo	ote online training inclu
Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Reporting and Data Warehouse Training and			(Unlimited rem	ote online training inclu
Associated Equipment, Materials, and Services	2	LS	Onsite training	at additional costs.)
Maintenance Training and Associated Equipment,			(Unlimited rem	ote online training inclu
Materials, and Services	2	LS	Onsite training	at additional costs.)
Administrative Training and Associated Equipment, Materials,			(Unlimited remo	ote online training inclu
and Services	2	LS	Onsite training	at additional costs.)
	SUB	TOTAL	TRAINING	0

PART 6: SPARE PARTS				
Vehicle Logic Unit (VLU) and Associated				\$ 450.00
Equipment, Materials, and Services	2	LS	\$ 225.00	φ 4 50.00
Mobile Data Terminal (MDT) and Associated Equipment,				\$1,391.00
Materials, and Services	2	LS	\$ 695.50	Ψ1,001.00
	SUBTO	TAL SP	ARE PARTS	\$ 1,841.00

PART 7: REAL-TIME PASSENGER INFORMATION SYSTEM				
GTFS-Realtime Feeds and Associated Equipment,				
Materials, and Services	1	LS	INCL	INCL
Android and iOS App	1	LS	INCL	INCL
SUBTOTAL REAL-TIME PASSENG	0			

Annual Recurring Software & Services Costs

\$ 4,848.00

Subtotal (Required Parts 1 through 7)

GRAND TOTAL

\$ 24,551.85

OPTIONAL EQUIPMENT, MATERIALS, AND SERVICES						
Unit				Extended		
Item/Description	Quantity	y Un	it Price	Price		
OPTION 1: DESTINATION SIGN INTEGRATION (including equip						
and related materials and services required for complete and	functional (onboa	rd electroni	c signs)		
Integration with External Electronic Destination Sign	6	EA	\$ 995.35	\$ 5,972.10		
Hanover or similar External Electronic Destination Sign	6	EA	\$ 5,000.00	\$ 30,000.00		
Integration with Internal Electronic Destination Sign	6	EA	\$ 995.35	\$ 5,972.10		
Internal Destination Sign	6	EA	\$ 2,044.00	\$ 12,264.00		
TOTAL DEST	NATION SIG	SN INT	EGRATION	\$ 54,208.20		

OPTION 2: DEMAND RESPONSE				
Call/text Appointment Reminders	1	LS	1	\$ 38,150.00
Customized branded Android and iOS App	1	LS	INCL	INCL
Real-Time Bus Arrival Map and Notification for Customers	1	LS	INCL	INCL
Customer Portal (web/phone) for Ride Scheduling	1	LS	INCL	INCL
(Annual Recurring Costs added to TOTAL \$ 11,100.00)	TOTAL DEI	MAND	RESPONSE	\$ 49,250.00

OPTION 3 : AUTOMATED PASSENGER COUNTERS						
(including equipment, accessories, cabling, installation, and related materials and services required for						
a complete and functional onboard system)						
Automated Passenger Scanning Equipment (per bus)	6	EA	\$ 1,791.07	\$ 10,746.42		
Equipment Installation	1	LS	\$ 4,800.00	\$ 4,800.00		
Required Software	1	LS	\$ 4,197.90	\$4,197.90		
(Annual Recurring Costs added to TOTAL \$ 3,326.40)	TOTAL DE	MAND	RESPONSE	\$ 23,070.72		

Pricing C

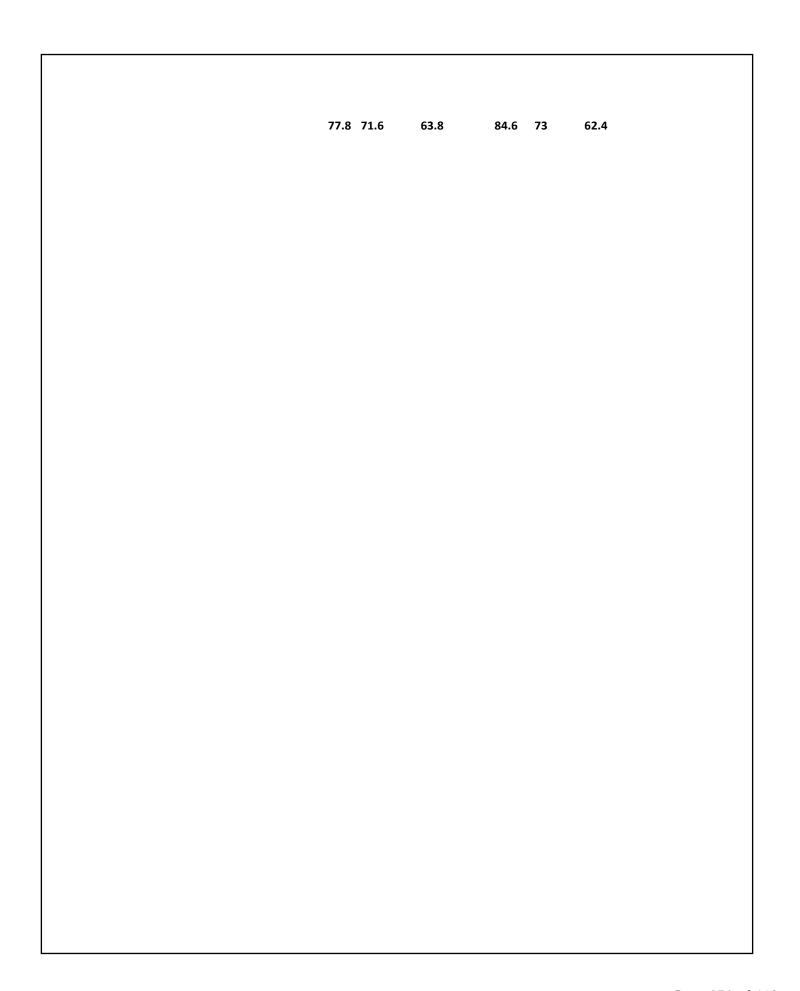
	City of Sandy and C	ackamas Cour	nty MHX
Electronic Passenger Counting (EPC)		Vehicle Qty	Total
Setup - One Time	1,177.05	1	1,177.05
License - One Time	481.75	20	9,635.00
Annual Recurring	327.60	20	6,552.00
Hardware	N/A		
Installation	N/A	_	
		-	\$17,364.05
NTD Reporting		Vehicle Qty	Total
Setup - One Time	2,507.50	1	2,507.50
License - One Time	104.00	20	2,080.00
Annual Recurring	329.00	20	6,580.00
			11,167.50
LEDx - Sign Integration		Vehicle Qty	Total
Setup - One Time	1,750.00	1	1,750.00
License - One Time	324.35	14	4,540.90
Hardware - LEDx Connector	205.00	14	2,870.00
Annual Recurring	77.25	14	1,081.50
Installation - Performed at Time of Other Install	120.00	14_	1,680.00
			11,922.40
SmartSense Internal Passenger LED Signs		Vehicle Qty	
Setup - One Time	1,118.05	1	1,118.05
License - One Time	352.90	14	4,940.60
Hardware - LED Sign	1,388.10	14	19,433.40
Annual Recurring	177.60	14	2,486.40
Installation - Performed at Time of Other Install	640.00	14_	8,960.00
			36,938.45

larification from Passio Technologies

<u>Clackamas</u>	County Reach	ing People	Canby Area	a Transit		
	Vehicle Qty 1	Γotal		Vehicle Qty	Total	
1,177.05	1	1,177.05	1,177.05	1	1,177.05	
481.75	5	2,408.75	481.75	18	8,671.50	
327.60	5	1,638.00	327.60	18	5,896.80	
N/A			N/A			
N/A	_		N/A			
	_	\$ 5,223.80			\$ 15,745.35	
	Vehicle Qty 1	Γotal		Vehicle Qty	Total	
2,507.50	1	2,507.50	2,507.50	1	2,507.50	
104.00	5	520.00	104.00	18	1,872.00	
329.00	5_	1,645.00	329.00	18	5,922.00	
		4,672.50			10,301.50	
	Vehicle Qty 1	Γotal		Vehicle Qty	Total	
1,750.00	1	1,750.00	1,750.00	1	1,750.00	
324.35	5	1,621.75	324.35	18	5,838.30	
205.00	5	1,025.00	205.00	18	3,690.00	
77.25	5	386.25	77.25	18	1,390.50	
120.00	5_	600.00	120.00	18	2,160.00	
		5,383.00			14,828.80	
	Vehicle Qty 1			Vehicle Qty		
1,118.05	1	1,118.05	1,118.05	1	1,118.05	
352.90	5	1,764.50	352.90	18	6,352.20	
1,388.10	5	6,940.50	1,388.10	18	24,985.80	
177.60	5	888.00	177.60	18	3,196.80	
640.00	5_	3,200.00	640.00	18	11,520.00	
		13,911.05			47,172.85	

South Clacka	amas Transit I	<u>District</u>
	Vehicle Qty	Total
1,177.05	1	1,177.05
481.75	6	2,890.50
327.60	6	1,965.60
N/A		
N/A		
		\$ 6,033.15
	Vehicle Qty	
2,507.50	1	2,507.50
104.00	6	624.00
329.00	6	1,974.00
		5,105.50
	Vehicle Qty	Total
1,750.00	1	1,750.00
324.35	6	1,946.10
205.00	6	1,230.00
77.25	6	463.50
120.00	6	720.00
		6,109.60
	Vehicle Qty	
1,118.05	1	1,118.05
352.90	6	2,117.40
1,388.10	6	8,328.60
177.60	6	1,065.60
640.00	6	3,840.00
		16,469.65

	Pre	Inte	rview	/ Scores	Post I	ntervi	ew Scores
Member 1	Passio			Transloc	Passio		(Transloc
Qualifications & Experience (20)		10	15	13		_	8 5
Staffing Plan (15)		10	10	_			3 10
Project Management Plan(20)		15	15				5 15
Technical Approach (25)		20	15	_			0 8
Cost (20)		12	1			_	5 5
0001 (20)			-	3	-	_	3
TOTAL		67	56	51	8	80 7	1 43
		45	40	4.5		- 4	0 46
Member 2		15	18	_			8 16
Qualifications & Experience (20)		12	14	_			6 13
Staffing Plan (15)		15	19				5 13
Project Management Plan(20)		18	24	_			3 15
Technical Approach (25) Cost (20)		20	5	9	1	.5 1	0 17
C031 (20)		80	80	71	8	s 8	2 74
TOTAL							
Member 3							
Qualifications & Experience (20)		15	14	12	1	.5 1	4 12
Staffing Plan (15)		13	10				0 12
Project Management Plan (20)		15	14				4 15
Technical Approach (25)		22	21	_		_	1 19
Cost (20)		15	5	3			5 3
2001 (20)		13	J	3	-	.5	3
Total		80	64	61	8	80 6	4 61
Member 4							
Qualifications & Experience (20)		20	20	20	2	0 1	5 20
Staffing Plan (15)		15	15				0 7
Project Management Plan (20)		16	18	12	1	.5 1	5 8
Technical Approach (25)		16	18	15	1	.8 2	5 17
Cost (20)		14	8	6	2	20 1	0 15
Total		81	79	68	8	88 7	5 67
Member 5							
Qualifications & Experience (20)	20		20	20	20	15	20
Staffing Plan (15)	15		15	15	15	10	
Project Management Plan (20)	16		18	12	15	15	
Technical Approach (25)	16		18	15	20	25	
Cost (20)	14		8	6	20	10	
CO31 (20)	81		。 79	6 8	90	75	
Total	01		13	00	90	/5	0/



RFP Issue Date: January 5, 2022

Notice Date: May 18, 2022

Sandy Transit has completed its evaluation in response to Request for Proposal (RFP) for Transit Intelligent Transportation System ITS2022, issued January 5, 2022. To select the Offeror, a selection team evaluated the proposals based on the criteria stated in the RFP. We announce our intent to award the contract to Passio Technologies, Inc.

This Notice does not constitute the formation of a contract between Sandy Transit and the apparent successful proposer. The successful proposer shall not acquire any legal or equitable rights to the contract services until contract containing terms and conditions acceptable to Sandy Transit are executed. If the apparent successful proposer fails to negotiate and execute contract with Sandy Transit, the Agency may revoke the award and grant the contract to the next most qualified proposer or withdraw the RFP. Sandy Transit further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

Any interested party may protest this Notice of Intent to Award by submitting a **written** protest to Andi Howell, Transit Director, within ten (10) calendar days after the date of this notice. **The protest period shall begin May 18, 2022 and end at the close of business on May 28, 2022.**



Staff Report

Meeting Date: June 21, 2022

From Rochelle Anderholm-Parsch, Parks and Recreation Director

SUBJECT: Parks and Trails Advisory Board Appointments

DECISION TO BE MADE:

Whether to accept the interview panel's recommendation for appointments to the Parks and Trails Advisory Board

BACKGROUND / CONTEXT:

The Board currently has two vacant seats (Seats 2 and 5).

The application opportunity was advertised via multiple media over several weeks, and the Staff Liaison also recruited for interested community members. Six applications were received. One new applicant was unable to attend the interview.

Councilors Walker, Smallwood, and Exner, along with Board Chair, Don Robertson, interviewed the applicants on June 13, 2022 and their recommendations are included in this report.

Applications are attached to this staff report for the Council's information.

RECOMMENDATION:

The interview panel recommends that the Council appoint:

- Ryan Aultman to vacant seat #2 beginning immediately (seat expires 12/31/2024)
- <u>Kimberly Seigel</u> to vacant seat #5 beginning immediately (seat to expire 12/31/2025)

SUGGESTED MOTION LANGUAGE:

"I move to appoint Ryan Aultman and Kimberly Seigel to the Parks and Trails Advisory Board as recommended in the staff report."

LIST OF ATTACHMENTS/EXHIBITS:

• Six Applications (Two recommended for appointment)

5/3/22, 11:53 AM Submission #9

Published on Sandy, OR (https://www.ci.sandy.or.us)

Home > Parks and Trails Advisory Board Application > Webform results > Submission #9

Submission information -

Form: Parks and Trails Advisory Board Application [1]

Submitted by Visitor (not verified)

Fri, 03/25/2022 - 6:33pm

First Name

Brian

Last Name

Goodrow

Email

Phone Number

Address

58720 E Sleepy Hollow Dr

City

Sandy

State

OR

Zip Code

97030

Mailing Address (if different)

Please explain your interest in serving on the Parks and Trails Advisory Board

I moved to Oregon for parks and trails! As a young couple of 2 in our 30s, we just purchased our first home in Sandy and I'm eager to get involved in local politics and events. I'm an avid park user, despite being a little far outside of the city, and am most keen on helping in the trails space. Our dogs and us are frequently out there on the trails and public spaces loving the scenery. As a disabled person with back issues, I want to help build accessible, equitable, and FUN outdoor spaces for children and adults alike to use.

What knowledge, education, or skills would you bring to the Board?

I'm an avid outdoorsman who works cybersecurity and IT for a living. I served months on the Gresham parks advisory board and was nominated for chair, and helped drive conversation and brainstorming. I've got time, passion, and a data-driven approach to the problems that are facing Sandy parks!

Upload Current Resume

goodrow resume nov2021.pdf [2]

By checking this box, I agree to the following:

https://www.ci.sandy.or.us/print/18001/submission/18099

5/3/22, 11:53 AM Submission #9

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: https://www.ci.sandy.or.us/node/18001/submission/18099

Links

- [1] https://www.ci.sandy.or.us/bc/webform/parks-and-trails-advisory-board-application
- [2] https://www.ci.sandy.or.us/system/files/webform/goodrow_resume_nov2021.pdf

https://www.ci.sandy.or.us/print/18001/submission/18099

5/3/22, 11:55 AM Submission #12

Published on Sandy, OR (https://www.ci.sandy.or.us)

Home > Parks and Trails Advisory Board Application > Webform results > Submission #12

Submission information-

Form: Parks and Trails Advisory Board Application [1]

Submitted by Visitor (not verified)

Tue, 04/19/2022 - 11:13pm

First Name

Linda

Last Name

Malone

<u>Email</u>

Phone Number

Address

17740 Bluff Rd.

City

Sandy

State

OR

Zip Code

97055

Mailing Address (if different)

Please explain your interest in serving on the Parks and Trails Advisory Board

I have been interested in the development of our Parks for over 30 years.

What knowledge, education, or skills would you bring to the Board?

My time on the City Council and as Mayor give me a wealth of institutional memory of how our Parks and Trails have developed over the last 30 years.

Upload Current Resume

inbound1859623904954546361.jpg [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: https://www.ci.sandy.or.us/node/18001/submission/18218

https://www.ci.sandy.or.us/print/18001/submission/18218

3/22, 11:55 AM	Submission #12
Links [11] https://www.ci.sandv.or.us/bc/webform/parks-and-trails-advi	sorv-board-application
[1] https://www.ci.sandy.or.us/bc/webform/parks-and-trails-advi [2] https://www.ci.sandy.or.us/system/files/webform/inbound18	59623904954546361.jpg

5/3/22, 11:55 AM Submission #13

Published on Sandy, OR (https://www.ci.sandy.or.us)

Home > Parks and Trails Advisory Board Application > Webform results > Submission #13

Submission information-

Form: Parks and Trails Advisory Board Application [1]

Submitted by Visitor (not verified)

Wed, 04/20/2022 - 5:03pm

First Name

Mike

Last Name

Hanley

Email

Phone Number

Address

39224 Pleasant Street

City

Sandy

State

Oregon

Zip Code

97055

Mailing Address (if different)

39224 Pleasant Street

Please explain your interest in serving on the Parks and Trails Advisory Board

With two daughters who currently attend school in Sandy, I would like to help the local community. Additionally, I run a private high school with students around the world who could offer additional insights into improving local facilities.

What knowledge, education, or skills would you bring to the Board?

I have worked in the world of youth sports for over 20 years ranging from grass roots to multiple Olympics. I currently hold a masters degree in history in addition to three language certificates & internationally recognized coaching certifications in three different sports.

Upload Current Resume

curriculum vitae hanley.doc [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

https://www.ci.sandy.or.us/print/18001/submission/18223

5/3/22, 11:55 AM	Submission #13
Source URL: https://www.ci.sandy.or.us/	node/18001/submission/18223
Links [1] https://www.ci.sandy.or.us/bc/webform [2] https://www.ci.sandy.or.us/system/files	n/parks-and-trails-advisory-board-application s/webform/curriculum_vitae_hanley.doc
https://www.ci.sandy.or.us/print/18001/submission/182	2/2

5/3/22, 11:56 AM Submission #14

Published on Sandy, OR (https://www.ci.sandy.or.us)

Home > Parks and Trails Advisory Board Application > Webform results > Submission #14

-Submission information-

Form: Parks and Trails Advisory Board Application [1]

Submitted by Visitor (not verified)

Thu, 04/21/2022 - 9:41pm

First Name

Ryan

Last Name

Aultman

Email

Phone Number

Address

38579 Limerick St

City

Sandy

State

OR

Zip Code

97055

Mailing Address (if different)

Please explain your interest in serving on the Parks and Trails Advisory Board

As a member of the Sandy community and an avid park-goer, I have a great appreciation for the parks in and around Sandy. I have seen firsthand the impact the parks have had on the youth in the community through my work as a teacher at Sandy Grade School. This has inspired me to work to make our parks even better than they currently are in order to serve as places of community, connection, play, and wellness.

What knowledge, education, or skills would you bring to the Board?

As a teacher, I can serve as a true advocate for those in our community and gather valuable feedback about the needs and interests of youth in Sandy. My background in both teaching and insurance enable me to make sound decisions rooted in the needs of the stakeholders I serve.

Upload Current Resume

ryan_aultman_resume.pdf [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I

https://www.ci.sandy.or.us/print/18001/submission/18231

5/3/22, 11:56 AM	Submission #14
be appointed.	
Source URL: https://www.ci.sandy.or	:us/node/18001/submission/18231
Links [1] https://www.ci.sandy.or.us/bc/webi [2] https://www.ci.sandy.or.us/system/	form/parks-and-trails-advisory-board-application /files/webform/ryan_aultman_resume.pdf
https://www.ci.sandy.or.us/print/18001/submission	n/18231 2/2

5/3/22, 11:54 AM Submission #10

Published on Sandy, OR (https://www.ci.sandy.or.us)

Home > Parks and Trails Advisory Board Application > Webform results > Submission #10

Submission information -

Form: Parks and Trails Advisory Board Application [1]

Submitted by Visitor (not verified)

Tue, 04/19/2022 - 2:31pm

First Name

Kimberly

Last Name

Seigal

Email

Phone Number

Address

36665 yocum loop

City

Sandy

State

OR

Zip Code

97055-7235

Mailing Address (if different)

Please explain your interest in serving on the Parks and Trails Advisory Board

I have been looking for ways to become more involved in the community. I moved to Sandy three years ago from Silverton. I've enjoyed many of Sandys parks including Tickle Creek Trail, which starts/ends right by my neighborhood and Sandy Bluff dog park.

What knowledge, education, or skills would you bring to the Board?

I have a child with cerebral palsy and along with that comes a vast knowledge of what could be better in public spaces to accommodated children with different needs. I'm also an avid outdoors woman and although its been a while, I did serve as president of my equine 4H group and class secretary in high school. I enjoy volunteer work and currently volunteer at Therapy Works NW as a side walker for their hippotherapy program.

Upload Current Resume

kimberly_seigal_rn.docx [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I

https://www.ci.sandy.or.us/print/18001/submission/18214

1/2

5/3/22, 11:54 AM	Submission #10
be appointed.	
Source URL: https://www.ci.sandy.or.	us/node/18001/submission/18214
Links [1] https://www.ci.sandy.or.us/bc/webforcestern/sept.com/sep	orm/parks-and-trails-advisory-board-application files/webform/kimberly_seigal_rn_0.docx
https://www.ci.sandy.or.us/print/18001/submission/	/18214 2/2

5/3/22, 11:56 AM Submission #15

Published on Sandy, OR (https://www.ci.sandy.or.us)

Home > Parks and Trails Advisory Board Application > Webform results > Submission #15

-Submission information-

Form: Parks and Trails Advisory Board Application [1]

Submitted by Visitor (not verified)

Fri, 04/22/2022 - 3:49pm

First Name

Lara

Last Name

Maul

Email

Phone Number

Address

37540 Reich Ct

City

Sandy

State

OR

Zip Code

97055

Mailing Address (if different)

Please explain your interest in serving on the Parks and Trails Advisory Board

I have been looking for a way to give back to my Sandy Oregon community and I feel that this advisory board would be a great fit. I regularly use the parks and trails in order to stay active and my kids have been involved in sports within the community. I would enjoy having some input in the future of Sandy Parks and growing our parks to meet the demands of our ever growing community.

What knowledge, education, or skills would you bring to the Board?

As a college student, I worked within the Metro Parks system as a Park Ranger. I'm familiar with park rules, regulations and maintenance associated with the park system.

I am currently employed as a Portland Police Officer, of 23 years, so I have a knowledge base on ORS/city codes/park codes. I would have a good knowledge base on public safety and homeless issues within the parks.

I have served on my son's Parent-Teacher Association, and attended board meetings at Oregon Trail Academy.

https://www.ci.sandy.or.us/print/18001/submission/18236

1/2

5/3/22, 11:56 AM Submission #15

I am also interested in improving our current park system to meet the demands of our growing Sandy community.

Upload Current Resume

lara_resume.docx [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: https://www.ci.sandy.or.us/node/18001/submission/18236

Links

- [1] https://www.ci.sandy.or.us/bc/webform/parks-and-trails-advisory-board-application
- [2] https://www.ci.sandy.or.us/system/files/webform/lara_resume.docx

https://www.ci.sandy.or.us/print/18001/submission/18236



Staff Report

Meeting Date: June 21, 2022

From Jordan Wheeler, City Manager

2022 Mountain Festival Requests for Street Closures and Exclusive

SUBJECT: Use of Meinig Park

DECISION TO BE MADE:

Whether to grant the requests from the Mountain Festival

BACKGROUND / CONTEXT:

These closure requests are routinely brought to the Council for approval each year.

KEY CONSIDERATIONS / ANALYSIS:

The Sandy Mountain Festival requests exclusive use of Meinig Park during the 2022 Mountain Festival event; July 8th through July 10th, 2022.

The organization also requests the following street closures to facilitate various events:

- July 7th: 3:30 9:00 p.m. (parade line up)
 - o Sunset St. between Towle Dr. and Bluff Rd.
 - o Strawbridge Pkwy. between Tupper Rd. and Bluff Rd.
 - o University Ave. between Hwy 26 and Sunset Ave.
 - The parade committee will maintain a one-way open lane for resident and emergency traffic. Around 6:00 p.m. they anticipate needing to close Bluff Rd. between Sandy Heights and Hwy 26 and Wolf Dr. between McCormick Dr. and Hwy 26
- July 5th July 11th
 - Scales Ave. between Pioneer Blvd. and Proctor Blvd. (carnival)
- July 9th July 10th (performer parking and ADA parking)
 - Request to control street parking on McCormick Ave. between Wolf Dr. and the entrance to Meinig Park, and some spaces on Kimberly Ct.
- July 10th (festival close down)
 - Meinig Ave. between Barker Ct. and Hwy 211

RECOMMENDATION:

Grant the requests of the Sandy Mountain Festival organization for street closures as detailed above, and for exclusive use of Meinig Park, during the 2022 Mountain Festival event. **SUGGESTED MOTION LANGUAGE:** "I move to grant the requests submitted by the Sandy Mountain Festival president for street closures as detailed in the staff report, and for exclusive use of Meinig Park, during the 2022 Mountain Festival event." **LIST OF ATTACHMENTS/EXHIBITS:** • Letter from Sandy Mountain Festival President, June 8, 2022

MEMORANDUM

TO: CITY COUNCIL, CITY OF SANDY

FROM: VALERIE GILLUM, PRESIDENT – SANDY MOUNTAIN FESTIVAL

SUBJECT: USE OF MEINIG PARK AN ROAD CLOSURE REQUEST

DATE: 6/8/2022

The Sandy Mountain Festival is requesting official authorization for exclusive use of Meinig Memorial Park for this year's festival. The request would begin at 9am, Friday July 8th and run through the close on July 10th.

The committee is also requesting the following streets closure for festival 2022.

- July7 th 3:30 pm to 9 pm for the parade line up the following closures are requested:
 - Sunset Ave. closed between Towel Dr. and Bluff Rd.,
 Strawbridge Parkway between Tupper Rd. and Bluff Rd.,
 University Ave. between Hwy 26 and Sunset Ave.
 - The parade committee will maintain a one way open lane for resident and emergency traffic. At or around 6 pm we will need to close Bluff Rd. between Sandy Heights and Hwy 26 and as well as Wolf Dr. between McCormick Dr. and Hwy 26.
- July 5th July 11th Scales Ave. between Pioneer Blvd. and Proctor Blvd. For the Carnival.
- July 9th and 10th: the Sandy Mountain Festival committee requests to control the street
 parking on McCormick Ave. between Wolf Dr. and the entrance to Meinig park as well
 as some spaces on Kimberly Ct. In the past we've use this for handicap parking and
 parking for the performers on the front and back stages.
- July 10th 5 pm to 9 pm close Meinig Ave. between Barker Ct. and Hwy 211.

This will help assist in closing down the festival.

Valorie Gillum, President, SMF.

Thank you your assistance in the request. If you have any questions, please do not hesitate to call me at 503-449-4435.



Staff Report

Meeting Date: June 21, 2022

From Tyler Deems, Deputy City Manager / Finance Director

SUBJECT: 2022-23 Master Fees and Charges

DECISION TO BE MADE:

Whether to adjust city rates and fees for fiscal year 2022-23.

PURPOSE / OBJECTIVE:

Review, hold a public hearing, and approve increases to city fees and charges for the 2022-23 fiscal year.

BACKGROUND / CONTEXT:

The City Council held a <u>work session</u> on June 6 to review proposed adjustments for the city's rates and fees. The proposed adjustments and public hearing were noticed in the Sandy Source newsletter and Facebook.

The City annually reviews and updates fees and charges to adjust for inflation for materials, operational expenses, and capital project funding. The Council's direction over the last few years, with exception of the pause during COVID, is to adjust the fees on a more regular basis to avoid less frequent but larger rate increases. The current Master Fee Schedule can be found here.

Sandy is in a historic period of public infrastructure reinvestment. The City's wastewater and water systems require improvements and expansion to ensure adequate supply of water and the capacity to effectively treat wastewater, and handle and manage stormwater runoff. Years of under-investment and holding down rate increases coupled with rapid growth has put the city in a difficult position of needing rate increases to complete the essential and mandated improvements to our water and wastewater facilities. At the same time, we are in a period of high inflation and extreme construction cost escalation which results in higher costs for goods, services, contracts, equipment, and materials. In 2021, the producer price index increased nearly 20% year over year. The consumer price index, a common indicator of inflation, continues to sit at above 8% year over year for most indices.

In addition to the water, wastewater, and stormwater utilities, SandyNet has been providing fiber to the home service since 2014. At that time, the city envisioned an initial build out of a network with half as many customers as the utility now provides service to. The success of the service means additional revenue to cover the utility's expenses and debts, however the continued growth of the service also presents pressures on

operations, new construction, and maintaining an acceptable service service level for our existing and future customers.

Beyond utilities, the City charges fees to developers, builders, and homeowners for land use applications, new construction, and improvements. These fees pay for staff's time to review the proposals and plans to ensure they compliant state building standards and reflects the community's goals and policies implemented through the city's development code. While the Planning Department receives general revenue to both subsidize these activities but to fund non-current planning related development such as long range plans, the Building Department is operated and accounted for as an enterprise. Building plan review, permits, and inspection fees should cover the costs of those services. In both those cases, despite steady growth and development, our existing fees are not keeping pace with covering the costs of providing the service.

KEY CONSIDERATIONS / ANALYSIS:

<u>Water</u>

The City entered into a bilateral compliance agreement with the State of Oregon in September 2018 to meet the treatment requirements for cryptosporidium (either connecting to Portland's new filtration plant or constructing our own treatment facility) by September 30, 2027. Last June the City Council reviewed information and options regarding the City's water supply sources and the mandate to treat the Bull Run Water Source or purchase treated Bull Run Water from the City of Portland. On June 6, the City Council reevaluatedthe decision to treat raw water or purchase filtered water directed staff to inform the Portland Water Bureau of the City's decision to purchase filtered water.

The Bull Run Water Supply approach is an important component to the update of the City's Water Master Plan, which will be completed by the end of the year. The Water Master Plan further outlines our water system demands and investments that are needed in our facilities. Capital investments are needed in our Alder Creek Water Treatment Plant and other crucial facilities in the system such as the Sandercock Reservoir to increase production of our own water supply sources, reduce the amount of water the city needs to purchase from Portland, and improve resiliency. The City must complete this improvements by the end of September 2027 in order to be in compliance with the bi-lateral agreement and ensure the city can meet peak demand.

Preliminary cost estimates based on reinvesting in the Alder Creek Treatment Plant, making other necessary investments in facilities such as reservoirs, and extending the transmission pipeline to Portland's new filtration plant will require larger rate increases beginning in FY 2022-23. The total capital costs will change as the city progresses on planning and preliminary engineering work. Given the construction costs escalation and price inflation, the rate model assumes an annual inflation factor of 5.8% and an across the board 35% contingency. To fund the program, we are assuming a combination of Clean Water State Revolving Loans and Revenue Bonds, but like the wastewater

project, we are exploring a variety of financing options including a WIFIA loan and grants. The rate model will be updated regularly as the funding plan and capital costs become more clear which can drive down the projections for future rate increases to meet the debt service requirements. The modeling indicates a needed increase for FY22-23 of 41% which equates to an increase for the average residential customer in the range of \$11-\$15 per month depending on the amount of water used (about \$12 for the average residential customer using 7 ccf).

Wastewater - Sandy Clean Waters

The City's largest construction project requires ongoing rate increase to provide revenue to pay for the debt financing from the State Revolving Fund Loans and the Water Infrastructure Finance and Innovation Act (WIFIA) loans. The ongoing investments address permit compliance, increasing treatment plant and collection system capacity, and constructing new facilities to accommodate the recent and future growth of the community.

The proposed rate increase of 10% is based on the City's most recent application to the EPA WIFIA program that reflects a total project cost of \$97 million. The city recently issued an RFQ for firms to assist the city in a revision to the Wastewater System Facilities Plan. The outcome of that work will inform future updates to the project scope and costs and the rate model.

The City anticipates finalizing our WIFIA application this summer to lock in interest rates.

This 10% increase will be effective with the July 2022 billing, and is anticipated to bring in an additional \$329,000 in fiscal year 2023.

Stormwater

The City's stormwater utility is underfunded and does not have adequate revenue to plan, budget, and construct repairs and new investments in our stormwater system. This was recently demonstrated by the emergency pipeline repair under Tupper Park where the Stormwater Fund was not able to pay for the costs. The Stormwater Fee is currently \$3.50 per equivalent residential unit (ERU) which is the lowest out of any city in Clackamas County. The city will need to complete a stormwater master plan at sometime in the future, but staff recommends incrementally increasing the utility's fee to build cash reserves for capital.

The proposed rate increase for Stormwater is \$1.50 per ERU, brining the total fee to \$5.00 per ERU. This increase will be effective with the July 2022 billing, and is anticipated to bring in an additional \$116,000 in fiscal year 2023.

SandyNet

SandyNet is another service that has been significantly impacted by inflation and the rise of construction costs. Equipment such as modems, cards, fiber, and switches have increased in costs as well as lead times for deliveries. As a publicly owned internet company, keeping the service affordable is inherent in our mission. With the success of the service, rapid expansion, and continued demand for new service and installs, the department does not have adequate staff to respond to these requests and projects in a timely manner. The Department is well served by a team of dedicated staff but the current operations are unsustainable even for a high functioning team. Currently the department needs at least an additional utility workers/installers to keep up with demand and additional technical staff such as network engineers to ensure system reliability. The proposed rate increase will not be able to support hiring additional staff, but

SandyNet is also advancing scheduled equipment replacement. As we approach eight years of fiber-to-the-home, we are beginning our replacement of old hardware. This transition comes at a time where the release of a newer technology is being widely adopted to achieve higher future speeds. We are in the beginnings of the multigigabit service push in the US, where providers are beginning to overlay their networks and install hardware capable of pushing speeds over 1 gigabit. While the demand is not there just yet, the phasing in of the hardware should be considered as equipment is refreshed or replaced. The proposed rate increase helps pay for the first wave of this implementation by phasing in the hardware with new construction.

Originally, the next scheduled rate increase was set for the 23-25 Biennium. By changing the start date of that rate increase to July 2022, at our current projections will generate an additional \$90,000 in revenue to offset the cost increases in equipment and services. The cost of implementation for the new technology has dropped dramatically in the past year but sits at 36% more than traditional technology and would be picked up under the rate increase as we update our rate model to reflect the new cost of implementation.

Finally, two additional speed tiers are proposed to be created, to increase options for customers. Starting with new construction, 2 and 5 Gigabit tiers would be set, as well as increasing the speed of the 300Mbps service to 500 Mbps. This would simplify the plans to: Half a Gig, Gigabit, 2 Gig and 5 Gig.

Pricing changes include taking the residential and business 300Mbps plan from \$41.95 to \$44.95 and increasing the speed to 500Mbps as well as offering a 2Gbps plan for \$110 and 5 Gig plan for \$225.

Since 2020, we've seen a more widespread acceptance of gigabit service. In 2020 we had roughly 330 gigabit residential and business customers which represented 10% of our fiber customers. Today we have over 815 Gigabit fiber customers, which now represents 25% of our customer base.

The proposed rate increase was presented to the SandyNet Advisory Board which they supported.

Miscellaneous Fees

Each year staff recalculates the average hourly rate of employees who would likely be tasked with completing public records requests. With the rising cost of salaries and related benefits (taxes, insurance, and PERS), the recommended increase in the hourly rate for public records requests is \$50.00 for administrative staff (administrative assistant or other staff) and \$80.00 per hour for executive staff (director). Staff will continue to charge any associated legal fees at the actual cost.

Additionally, staff is recommending a slight change to the annual interest rate that is charged for monies owed to the city. Currently the rate is set by the Finance Director and based on current yields for long-term investments. Staff is proposing to keep this same language, but add 1% to the current yields for long-term investments to help offset the staff time of managing these receivables.

Both of the above changes would becoming effective July 1, 2022 and would not impact any existing records requests or receivables that are already in place.

Planning and Building

Staff recently completed a survey of planning and building fees in Clackamas County. The city was low compared to other cities in many categories and the fees should be updated to cover the city's costs to process and review applications rather than relying on an increasing share of general revenue.

Planning Division: proposed fees on new developments and construction (subdivisions, middle housing partitions, annexations, zone changes, etc.). As an example, fees for a 41 lot subdivision would increase from \$6,971 to \$10,420.

Building Division: The fees and charges for building a home in Sandy are less than many other Clackamas county communities by a wide margin. While this is mostly due to differences in SDCs, building fees are also in need of updating. The proposed fee increases would impact new construction, such as new single family homes, duplexes, and apartments, more so than small homeowner projects or small remodels.

RECOMMENDATION:

Staff recommends the City Council hold a public hearing and adopt Resolution 22-15.

BUDGETARY IMPACT:

The proposed rate increases will result in generating additional revenue in the utility funds and in the General Fund/Development Services Department.

- Water Fund Increase in Water revenue of \$950,000.
- Wastewater Fund Increase in Wastewater rate revenue of \$329,000.
- Stormwater Fund Increase in Stormwater rate revenue of \$116,000.
- Telecommunications/SandyNet Increase in SandyNet rate revenue of \$90,000.

SUGGESTED MOTION LANGUAGE:

I move to adopt Resolution 2022-15, a resolution amending the city's master fees and charges schedule.

LIST OF ATTACHMENTS/EXHIBITS:

• Resolution 2022-15



NO. 2022-15

A RESOLUTION ADOPTING CHANGES TO THE MASTER FEE SCHEDULE

Whereas, the City Council imposes municipal fees and charges via Resolution; and

Whereas, adjustments to fees and charges are necessary to reflect the current costs of service delivery; and

Whereas, the City Council has reviewed the proposed changes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy:

Section 1. The Master Fee Schedule is amended as shown in Exhibit A.

Section 2. These changes shall become effective as identified in Exhibit B.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 21 day of June 2022

Stan Pulliam, Mayor	
ATTEST:	
 leff Aprati. City Recorder	

#2022-15

EXHIBIT A

CITY OF SANDY MASTER FEE SCHEDULE

July 1, 2022

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1.	Miscellaneous Charges	1
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11.	Municipal Court	10
12.	Parking	10
13.	Police	10
14.	Transit	10
15.	Library	11
16.	Community Services	11

Fee Name	Amount	Description
1. MISCELLANEOUS CHARGES		-
A. Business License		
a. Business License, 0-2 employees	\$41.00	0-2 employees
b. Business License, 3-5 employees		\$41 + \$10 per employee over 2
c. Business License, 6-10 employees		\$71 + \$7 per employee over 5
d. Business License, 11-25 employees		\$106 + \$2.10 per employee over 10
e. Business License, 26+ employees		\$137.50 +\$1.40 per employee over 25
f. Rental License	\$10.00	per unit, per year (no exemption)
g. Mobile Home Space		per unit, per year (no exemption)
h. Auctioneer	*****	Business license fee, as listed above
i. Hawker/Peddler		Business license fee, as listed above
j. Circus/Carnival		Business license fee, as listed above
k. Amusement Rides		Business license fee, as listed above
I. Sidewalk Use Vendor Fee		Business license fee, as listed above
m. Business License Renewal Late Fee	\$39.00	If renewal is submitted after March 1 st
B. Copies, Maps, and Documents	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
a. Copy: 8.5 x 11	\$0.25	
b. Copy: 8.5 x 14	\$0.25 \$0.25	
c. Copy: 11 x 17	\$0.25	
d. Blueline Maps	\$5.00	
e. Comprehensive Plan Map	\$3.00	
f. Zoning Map	\$3.00	
•		
g. Comprehensive Plan	\$10.00	
h. Development Code	\$25.00	
i. Transportation System Plan (grey scale)	\$18.00	
j. Transportation System Plan (colored)	\$38.00	
C. Events		
a. Highway Banner	\$50.00	per week
b. Major Community		Actual cost + 20%
D. Liquor License		
a. Initial	\$100.00	
b. Change	\$75.00	
b. Renewal	\$25.00	
E. Miscellaneous		
a. Finding Fee	\$20.00	
b. Interest Past Due		Annual interest rate set by Finance Director at the tim
		the past due balance is accrued. Rate shall be fixed an based on current yields for long-term investments, plu 1%
c. Lien Search	\$30.00	
d. Returned Item Fee	\$25.00	
F. Park Use		
a. Centennial Plaza/Meinig Park Gazebo		
i. Resident	\$200.00	
ii. Non-Resident	\$300.00	
G. Records Request	7-1-0100	
a. Administrative Fee	\$ 50.00	per hour
b. Executive Fee		per hour
	ου.υος	actual cost
c. Legal Fee		actual CUSL
2. PLANNING CHARGES		
A. Addressing		
a. Addressing		plus \$6 per lot
b. Readdressing - Residential		per lot (not exceeding two units)
c. Readdressing - Multi-family, commercial/industrial	\$220.00	plus \$6 per lot or unit
B. Administrative		
a. Administrative Fee		10% of total planning and public works fees assessed, excluding building, plumbing, and mechanical structure specialty code permit fees.

b. Land Use Compatibility Statement	\$125.00
c. Review of Non-Conforming Use	\$800.00
d. Public Hearing - Type III	\$1,500.00 review not specifically listed elsewhere
e. Public Hearing - Type IV	\$2,000.00 review not specifically listed elsewhere
f. Public Hearing - Reschedule (applicant's request)	\$500.00
g. Third-Party Review	\$2,000.00 Deposit for each anticipated third-party review shall be collected in conjunction with the initial application fee. Additional charges, if any, shall be assessed and shall be a lien against the property until paid in full.
h. Third Party Review Scope Consultation	\$500.00
i. Zoning Verification Letter	\$110.00 Bank/Loan Letter
C. Accessory Dwelling Unit	
a. Accessory Dwelling Units	\$300.00
D. Adjustments and Variances	
a. Type I Adjustment	\$400.00 less than 10% a quantifiable provision
	\$500.00 less than 20% a quantifiable provision
b. Type II Adjustment c. Type II Variance	\$900.00 less than 20% a quantinable provision
d. Type III Special Variance	\$1,500.00
e. Type III Variance - Land Division	\$1,500.00
f. Type III Design Deviation	\$500.00
g. Sign Variance	\$500.00
E. Amendments	
	¢F 000 00
a. Comprehensive Plan Map Amendment b. Comprehensive Plan Text Amendment	\$5,000.00 \$6,000.00
c. Zoning Map Amendment	\$4,000.00
	\$ 4 ,000.00
F. Annexation Type IV	\$2,000,00 assign concentual raning
a. Type A	\$3,000.00 assign conceptual zoning
b. Type B	\$5,000.00 Type A, plus Zoning Map Change
c. Type C d. De-Annexation	\$7,000.00 Type A and B, plus Plan Map \$3,000.00
	\$3;000.00
G. Appeal	4250 00 N V
a. Type I to Type II	\$250.00 Notice
b. Type II to Type III	\$400.00 Planning Commission appeal
c. Type III to Type IV	\$1,000.00 City Council appeal
H. Conditional Uses	44 000 00
a. Modification, Major	\$1,000.00
b. Modification, Minor	\$500.00
c. Outdoor Display & Storage	\$500.00
d. Type II	\$1,200.00
e. Type III	\$3,000.00
I. Design Review	Acron on the first transfer of
a. Type I: \$0.00 - \$10,000.00	\$250.00 staff review only; no notice
b. Type I: \$10,000.01 - \$25,000.00	\$450.00 staff review only; no notice
c. Type I: \$25,000.01 - \$100,000.00	\$750.00 staff review only; no notice
d. Type I: \$100,000.00 and above e. Type II: \$0.00 - \$10,000.00	\$900.00 staff review only; no notice \$400.00
f. Type II: \$10,000.01 - \$25,000.00	\$600.00
g. Type II: \$10,000.01 - \$25,000.00 g. Type II: \$25,000.01 - \$100,000.00	\$2,000.00
h. Type II: \$100,000.00 - \$1,000,000.00	\$5,000.00
i. Type II: \$1,000,000.00 and above	\$9,000.00
j. Type III: \$0.00 - \$10,000.00	\$600.00
k. Type III: \$10,000.01 - \$25,000.00	\$1,000.00
I. Type III: \$25,000.01 - \$23,000.00	\$2,500.00
m. Type III: \$100,000.00 - \$1,000,000.00	\$6,000.00
n. Type III: \$1,000,000.00 and above	\$10,000.00
o. Design Review Minor Modification	\$500.00
p. Design Review Major Modification: \$0.00 - \$25,000.00	\$600.00
g. Design Review Major Modification: \$25,000.01 - \$100,000.00	\$1,000.00
, 5	. ,

r. Design Review Major Modification: \$100,000.01 and above	\$2,000.00
J. Erosion Control	
a. Single Family/Duplex Addition - Permit Fee	\$130.00
b. Single Family Dwelling/Duplex - Permit Fee	\$150.00
c. Multi-Family - Permit Fee	\$200.00 per structure
d. Commercial/Industrial, Subdivisions - Permit Fee	\$300.00 per acre
a. Single Family/Duplex Addition - Plan Review	\$50.00
b. Single Family Dwelling/Duplex - Plan Review	\$85.00
c. Multi-Family - Plan Review	\$130.00 per structure
d. Commercial/Industrial, Subdivisions - Plan Review	\$130.00 per acre
K. Final Plat Review	
a. Property Line Adjustment Final Review	\$400.00
b. Middle Housing Land Division Plat Review	\$600.00
c. Partition Final Plat Review	\$600.00
d. Subdivision Final Plat Review	\$1,000.00
L. Food Cart Permit	
a. Initial Permit Review	\$1,500.00 per new pad lot; design review fees separate
b. Renewal	\$200.00 single carts in existing pod
M. FSH Overlay	
a. Type I FSH Review	\$250.00 in addition to fees listed, required deposit toward cost of any third-party reviews
b. Type II FSH Review	\$500.00 in addition to fees listed, required deposit toward cost of any third-party reviews
c. Type III or Type IV FSH Review	\$1,000.00 in addition to fees listed, required deposit toward cost
	of any third-party reviews
N. Hardship Trailer	
a. Type III Initial Review	\$300.00
b. Type II Renewal	\$200.00
O. Historic or Cultural Resource	
a. Type IV Designation of Resource	\$1,000.00
b. Type I Minor Alteration	\$130.00
c. Type II Major Alteration	\$500.00
P. Interpretation of Code	
a. Type II, Director	\$500.00
b. Type III, Quasi-Judicial	\$1,000.00
c. Type IV, Legislative	\$1,500.00
Q. Land Division	
a. Type I Property Line Adjustment	\$600.00
b. Type I Land Division (Minor Partition)	\$1,200.00
c. Middle Housing Land Division	\$2,500.00
d. Type II Land Division (Major Partition)	\$1,500.00 plus \$50 per lot
e. Type II Land Division (Minor Revised Plat)	\$1,500.00 plus \$50 per lot
f. Type III Land Division (Major Partition)	\$3,000.00 plus \$50 per lot
g. Type III Major Replat (revised plat)	\$3,000.00 plus \$50 per lot
h. Type II Subdivision 4 to 10 lots	\$4,000.00 plus \$100 per lot
i. Type II Subdivision 11 or more lots	\$4,000.00 plus \$100 per lot
j. Type III Subdivision 4 to 10 lots	\$5,500.00 plus \$120 per lot
k. Type III Subdivision 11 or more lots	\$5,500.00 plus \$120 per lot
I. Re-naming of Tentative Subdivision	\$350.00
m. Model Home Agreement	\$500.00
n. Phasing Plan Review	\$1,500.00 in addition to subdivision fees
R. Pre-Application Conference	
a. Type I	\$150.00
b. Type II	\$400.00
c. Type III/IV	\$800.00
d. Subdivision	\$1,200.00
S. Request for Time Extension	
a. Type I	\$120.00
b. Type II	\$250.00

c. Type III/IV	\$500.00
T. Specific Area Plan	
a. Development Process: Type IV	\$5,000.00 plus \$60 per acre, plus subdivision fees
b. Administrative Amendment: Type I	\$400.00
c. Minor Amendment: Type II	\$500.00
d. Major Amendment: Type III	\$1,200.00
U. Street Vacation	
a. Street Vacation	Cost plus 20% (\$2,500 deposit required)
V. Temporary Permits	
a. Structure: Type I - Initial	\$130.00
b. Structure: Type II - Renewal	\$250.00
c. Use Permit	\$130.00
W. Tree Removal	
a. Type I	\$110.00
b. Type II	\$220.00
c. Type III	\$600.00
X. Zoning Administration Fee	
a. Single Family Dwelling Addition	\$110.00
b. Single Family Dwelling	\$175.00
c. Duplex	\$300.00
d. Multi-Family	\$300.00 plus \$44 per unit
e. Commercial/Industrial	\$110.00 minimum; up to 25% of design review fee
3. BUILDING CHARGES	
A. Building Permit (valuation)	405.00
a. \$0.01 - \$500.00	\$85.00
b. \$500.01 - \$2,000.00	\$85.00 First \$500.00, plus \$4.00 for each additional \$100 or
o 63 000 01 63F 000 00	fraction thereof to and including \$2,000 \$145.00
c. \$2,000.01 - \$25,000.00	First \$2,000.00, plus \$11.00 for each additional \$1,000
	or fraction thereof to and including \$25,000
d. \$25,000.01 - \$50,000.00	\$398.00
α. φ25/000.01 φ55/000.00	First \$25,000.00, plus \$9.00 for each additional \$1,000
	or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$623.00 First \$50,000.00, plus \$6.00 for each additional \$1,000
	or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$923.00 First \$100,000.00, plus \$5.00 for each additional \$1,000
	or fraction thereof
g. Permit Fee Valuation	The determination of the valuation for permit fees shall
	be based on the most current ICC Building Valuation
	Data Table as specified in OAR 918-050-0100 and 918-
	050-0110.
B. Demolition Permits	
a. Demolition Permits, general - State of Oregon	Commercial demolition fees are calculated on the total
	value of the demolition and are assessed using the
	building permit fees schedule. Residential demolition
	fees are based on a flat charge to include building and mechanical elements.
h Communication Duthleton	
b. Commercial: Building c. Commercial: Public Works	\$100.00 minimum \$70.00 minimum
d. Residential: Building	\$100.00
e. Residential: Public Works	\$70.00
C. Derelict Buildings and Structures	\$76.00
a. Appeal Fee	\$300.00
b. Application Fee for Rehabilitation Plan	\$150.00 per application
D. Fire Sprinkler Plan Review and Inspection Fee	420000 pc. app
a. Home Size: 0 - 2,000 square feet	\$160.00
b. Home Size: 2,001 - 3,600 square feet	\$220.00
c. Home Size: 3,601 - 7,200 square feet	\$280.00
d. Home Size: 7,201 square feet and greater	\$320.00

E. Foundation Permit	
a. Single Family Dwelling or Addition	\$50.00
b. Duplex/Multi-Family	\$50.00 per dwelling unit
c. Commercial/Industrial	\$100.00 Minimum. Fees will be calculated by the Building Official based on the size and scope of the project and overall project value.
F. Grading Permit	
a. 50 cubit yard or less	\$40.00
b. 51 - 100 cubic yards	\$65.00
c. 101 - 1,000 cubic yards	\$69.00 First 100 cubic yards, plus \$25 each additional cubic yard
d. 1,001 - 10,000 cubic yards	\$270.00 First 1,000 cubic yards, plus \$26 each additional 1,000 cubic yards
e. 10,001 - 100,000 cubic yards	\$500.00 First 10,000 cubic yards, plus \$99 each additional 10,000 cubic yards
f. 100,001 cubic yards and above	\$1,400.00 First 100,000 cubic yards, plus \$50 each additional 10,000 cubic yards
G. Grading Plan Review	
a. 50 cubit yard or less	\$25.00
b. 51 - 100 cubic yards	\$50.00
c. 101 - 1,000 cubic yards	\$80.00
d. 1,001 - 10,000 cubic yards	\$100.00
e. 10,001 - 100,000 cubic yards	\$100.00 First 10,000 cubic yards, plus \$30 each additional 10,000 cubic yards
f. 100,001 - 200,000	\$300.00 First 100,000 cubic yards, plus \$16 each additional 10,000 cubic yards
g. 200,001 cubic yards and above	\$450.00 First 200,000 cubic yards, plus \$8.50 each additional 10,000 cubic yards
H. Manufactured Dwellings	
a. Manufactured Dwelling Installation Fee	\$400.00
b. Manufactured Dwelling Park Fees	Per OAR 918-600-0030.
c. Manufactured Dwelling State Fees	\$30.00
d. Recreational Park and Camps	Per OAR 918-650-0030.
e. Related Fees: Electrical Feeder	\$100.00
I. Mechanical Permit	
a. Mechanical Permit Review Fee	30% of permit issuance fees.
J. Mechanical Permit - Commercial (value)	
a. \$1 - \$1,000	\$85.00
b. \$1,000.1 - \$10,000.00	\$85.00 First \$1,000 plus \$1.50 for each additional \$100 or fraction thereof to and including \$10,000
c. 10,000.01 - \$25,000.00	\$220.00 First \$10,000 plus \$16.00 for each additional \$1,000 or fraction thereof and including \$25,000
d. \$25,000.01 - \$50,000.00	\$460.00
	First \$25,000.00, plus \$14.00 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$810.00 First \$50,000.00, plus \$14.00 for each additional \$1,000 or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$1,510.00 First \$100,000.00, plus \$7.00 for each additional \$1,000 or fraction thereof
K. Mechanical Permit - Residential	
a. Minimum Permit Fee	\$85.00
b. HVAC	\$22.00
c. Air conditioning	\$22.00
d. Alteration of existing HVAC	\$20.00
e. Boiler, compressor	\$40.00
f. Fire/smoke damper/duct smoke detectors	\$15.00
g. Heat pump	\$22.00
h. Install/replace furnace burner	\$22.00
i. Install/replace/relocate heater/suspend wall/floor	\$22.00

\$15.00

j. Vent for appliance other than furnace

k. Refrigeration (absorption unit)	\$31.50
I. Refrigeration (chillers)	\$17.00
m. Refrigeration (compressors)	\$17.00
n. Environmental exhaust and ventilation (appliance vent)	\$15.00
o. Dryer exhaust	\$15.00
p. Hoods Type I/II residential kitchen/hazmat hood fire suppression	\$15.00
q. Exhaust fan with single duct (bath fan)	\$15.00
r. Exhaust system apart from heating/AC	\$15.00
s. Fuel piping and distribution (up to four outlets)	\$15.00
t. Fuel piping each additional outlet over four	\$2.20
u. Process piping (up to four outlets)	\$15.00
v. Process piping each additional outlet over four	\$2.20
w. Decorative fireplace	\$28.00
x. Fireplace insert	\$28.00
y. Wood/pellet stove	\$28.00
L. Movement of Buildings	
a. Movement of Buildings Fee	\$83.00
M. Other Inspections and Fees	
a. Inspections outside of normal business hours	\$120.00 per hour, two hour minimum
b. Reinspection fees	\$85.00
c. Inspection for which no fee is specifically indicated	\$85.00
d. Additional plan review required by changes/additions	\$100.00 per hour
e. Permit reinstatement fee	\$85.00 For renewal of a permit that has been expired for six
	months or less provided no changes have been made in
	the original plans and specifications for such work
f Tompovory contificate of convincent	6250.00 nor month
f. Temporary certificate of occupancy	\$250.00 per month \$100.00
g. Penalty for work commencing before permit issuance	\$100.00
N. Plan Review	700/ 6 6 / 1
a. Building	70% of permit issuance fees (residential and commercial)
b. Fire & Life Safety Plan Review Fee	50% of permit issuance fees
c. Seismic Plan Review	1% of permit issuance fees
d. Plumbing	30% of plumbing permit issuance fees
e. Mechanical	30% of mechanical permit issuance fees
f. Phased permit plan review fee	\$250.00 plus 10% of the total project permit fee
g. Deferred submittals	\$250.00 plus 10% of the total project permit fee
h. Simple one and two family dwelling plans	\$130.00
i. Solar Photovoltaic Installation Prescriptive Path Fee	\$160.00
O. Plumbing Permit	¥255.55
a. Minimum Permit Fee	\$85.00
b. Each fixture	\$25.00
c. Catch basin	\$35.00 each
d. Drywall	\$35.00 each
e. Fire hydrant	\$35.00 each
f. Footing drain	\$0.25 per foot
g. Manhole/OWS	\$35.00 each
h. Manufactured home set-up plumbing fee	\$80.00
i. Rain drains connector	\$25.00 per 100 feet
j. Residential fire sprinkler	\$10.00 per head
k. Sanitary swer	\$85.00 per 100 feet
I. Single family one bath	\$450.00 New 1 and 2 family dwellings includes 100 feet for each
i. Single family one satir	utility
m. Single family two bath	\$550.00 New 1 and 2 family dwellings includes 100 feet for each
	utility
n. Single family three bath	\$650.00 New 1 and 2 family dwellings includes 100 feet for each
a. Single family additional bath or bitches	utility \$110.00
o. Single family additional bath or kitchen p. Storm sewer	\$85.00 per 100 feet
g. Water service	\$85.00 per 100 feet
4. WALLE SELVICE	202.00 her 100 reer

P. State Surcharge

a. State Surcharge Fee

All building, plumbing, and mechanical permits are subject to a State of Oregon surcharge of 12% payable with the payment of the permit. This surcharge is subject to change at the State's discretion

4. SIGN CHARGES

A. Penalty

a. Signs installed without permit

All sign permit fees doubled if the sign is installed or displayed prior to obtaining a permit.

B. Permanent Sign

a. Sign Permits - Permanent

\$75.00 Plus, fees based on the valuation of the sign, using the building permit fee schedule.

C. Temporary Signs

a. Temporary sign penalty

\$50.00 Fee is waived if the permit is obtained before the sign is

b. Copy change or change in panel \$2 c. A-Frame Signs \$1

\$20.00 \$10.00

d. Garage Sale Sign

\$3.00 per sign

D. Zoning Review Fee

a. Zoning Review Fee - Permanent Sign

\$22.00 Does not include banners, A-Frames, or change in panel

5. PUBLIC WORKS CHARGES

A. Right-of-Way Fees

a. Electric Utilities 5% of gross revenues b. Natural Gas Utilities 5% of gross revenues c. Garbage Utilities 3% of gross revenues d. Telephone Utilities 7% of gross revenues

e. Cable Utilities

5% of gross revenues \$2.00 per lineal foot of facility

Actual cost + 20%

f. Utilities that do not provide retail service within City

g. Small Wireless Facilities

i. Sites ii. Application Fee \$500.00 for up to five sites, \$100 for each additional site \$1,000.00 per site (new, replacement, or modification) or actual cost, whichever is higher

iii. Annual Usage Fee

\$270.00 per facility

B. Plan Review

a. Plan Check Fee

\$72.00 per hour

C. Street Approach/Sidewalks

a. Single Family

h Dunley

\$50.00 \$50.00

\$150.00

c. Multi-Family/Commercial/Industrial

\$300.00 deposit. The deposit shall be collected in conjunction with the permit fee. Additional charges, if any, shall be assessed and paid prior to issuance of any certificates of occupancy.

D. Street Sweeping

a. Street Sweeping Fee

E. Water/Wastewater

a. Dye Test & Letter \$25.00 b. Water Meter Test Fee \$25.00

c. Penalty Fee \$5.00 per month
d. Shut-Off Fee \$50.00 each occurrence
e. Meter Tampering Fee \$50.00 each occurrence
f. Damaged Padlock Fee \$65.00 each occurrence

F. Public Improvement Plan Review and Inspection Fees (valuation)

a. Initial Fee

b. \$0.01 - \$10,000.00 12% plus \$150 c. \$10,000.01 - \$50,000.00 8% plus \$150 d. \$50,000.01 - \$100,000.00 6% plus \$150

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e. $100,000.01 - $500,000.00
                                                                                        5% plus $150
   f. $500,000.01 - $1,000,000.00
                                                                                        3% plus $150
                                                                                        2% plus $150
   g. $1,000,000.01 and above
6. SYSTEM DEVELOPMENT CHARGES
   a. Equivalent Dwelling Unit (EDU)
                                                                                 $3,841.01
   b. 5/8" x 3/4" Meter
                                                                                 $3,841.01
   c. 3/4" Meter
                                                                                 $5,422.99
   d. 1" Meter
                                                                                 $9,038.52
   e. 1 1/2" Meter
                                                                                $18,077.05
   f. 2" Meter
                                                                                $28,922.65
   g. 3" Meter
                                                                                $53,697.59
   h. 4" Meter
                                                                                $90,382.90
   i. 6" Meter
                                                                               $180,765.80
   j. Meters greater than 6"
                                                                                            calculated based on EDU
   k. Meter Cost: 3/4 inch or 1 inch meter and meter box
                                                                                           Larger meters are assessed based on time and material
                                                                                            costs.
   I. Water Tapping Fees
                                                                                           Costs + 20%
 B. Wastewater
   a. City wide
                                                                                 $5,479.75 per equivalent residential unit
    e. Wastewater Tapping Fees
                                                                                            Costs + 20%
 C. Park
   a. Single Family
                                                                                 $3,717.00 per dwelling unit
     i.
     ii
                                                                                 $4,647.00 per dwelling unit
     iii.
                                                                                 $4,581.00 per dwelling unit
                                                                                 $5,511.00 per dwelling unit
     iv.
    b. Multi-Family
                                                                                 $2,495.00 per dwelling unit
     i.
     ii.
                                                                                 $3,114.00 per dwelling unit
     iii
                                                                                 $3,071.00 per dwelling unit
      iv.
                                                                                 $3,691.00 per dwelling unit
    b. Congregate Multi-Family
                                                                                 $1,967.00 per dwelling unit
     i.
     ii.
                                                                                 $2,431.00 per dwelling unit
     iii.
                                                                                 $2,369.00 per dwelling unit
                                                                                 $2,863.00 per dwelling unit
 D. Payment in Lieu of Park Land Dedication
    a. Payment in Lieu of Park Land Dedication, Not Deferred
                                                                               $241,000.00 per acre
   b. Payment in Lieu of Park Land Dedication, Deferred
                                                                               $265,000.00 per acre
   a. Residential
                                                                                 $4,316.54 per single family dwelling unit
   b. AADPT (Trip) Cost
                                                                                   $272.00 per adjusted average daily person trip
7. WATER RATES
 A. Base by Customer Class
   a. Single Family
                                                                                    $11.01 per month
   b. Multi-Family
                                                                                    $11.01 per month
   c. Commercial/Industrial
                                                                                    $11.01 per month
   d. Wholesale
                                                                                    $13.17 per month
   e. Single Family - outside City limits
                                                                                    $16.55 per month
 B. Charge by Meter Size - inside city limits
   a. 5/8" Meter
                                                                                     $0.40 per month
   b. 3/4" Meter
                                                                                     $0.59 per month
   c. 1" Meter
                                                                                     $1.02 per month
   d. 1 1/2" Meter
                                                                                     $1.95 per month
   e. 2" Meter
                                                                                     $3.12 per month
   f. 3" Meter
                                                                                     $5.92 per month
   g. 4" Meter
                                                                                     $9.82 per month
   h. 6" Meter
                                                                                    $19.69 per month
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i. 8" Meter
                                                                                    $31.49 per month
   j. 10" Meter
                                                                                    $45.30 per month
 C. Charge by Meter Size - outside city limits
   a. 5/8" Meter
                                                                                     $0.58 per month
   b. 3/4" Meter
                                                                                     $0.91 per month
   c. 1" Meter
                                                                                     $1.49 per month
   d. 1 1/2" Meter
                                                                                     $2.95 per month
   e. 2" Meter
                                                                                     $4.66 per month
   f. 3" Meter
                                                                                     $8.79 per month
   g. 4" Meter
                                                                                    $14.63 per month
   h. 6" Meter
                                                                                    $29.24 per month
   i. 8" Meter
                                                                                    $48.78 per month
   j. 10" Meter
                                                                                    $67.29 per month
 D. Volume Charge by Customer Class
                                                                                     $4.42 per 100 cubic feet
    a. Single Family
   b. Multi-Family
                                                                                     $4.16 per 100 cubic feet
   c. Commercial/Industrial
                                                                                     $3.81 per 100 cubic feet
   d. Wholesale
                                                                                     $4.66 per 100 cubic feet
   e. Single Family - outside City limits
                                                                                     $6.62 per 100 cubic feet
   f. Commercial/Industrial - outside City limits
                                                                                     $5.92 per 100 cubic feet
                                                                                     $1.14 per 100 cubic feet, plus COP pass through
   g. Skyview Acres
 E. Metered Use From Fire Hydrant
                                                                                  $300.00
   a. Deposit
                                                                                    $60.00
   b. Set-up/take-down/billing fee
   c. Meter Rental (day 1 to day 30)
                                                                                     $2.00 per day
   d. Meter Rental (day 31 and beyond)
                                                                                     $5.00 per day
    e. Water Rate
                                                                                           Inside or Outside Comm/Ind depending on location
 F. Fire Hydrant Flow Test
   a. Set-up and observe (without neutralization)
                                                                                    $75.00 per test
   b. Set-up and observe (with neutralization)
                                                                                  $200.00 per test
8. WASTEWATER RATES
 A. Base by Customer Class
    a. Single Family
                                                                                    $26.07 per month
   b. Single Family - Reduced
                                                                                    $13.04 per month
   c. Multi-Family
                                                                                    $26.07 per month
   d. Commercial/Industrial
                                                                                    $12.42 per month
 B. Volume Charges by Customer Class
                                                                                     $6.69 per 100 cubic feet
   a. Single Family
                                                                                     $3.35 per 100 cubic feet
   b. Single Family - Reduced
   c. Multi-Family
                                                                                     $6.69 per 100 cubic feet
   d. Commercial/Industrial
                                                                                     $9.08 per 100 cubic feet
   e. Residential - No water service
                                                                                    $94.04 per month
9. STORMWATER RATES
 A. Utility Fee
                                                                                     $5.00 per month, per ERU (ERU = 2,750 sq. ft. of impervious
   a. Equivalent Residential Unit (ERU)
10. SANDYNET CHARGES
 A. Miscellaneous
                                                                                   $100.00
   a Installation Fee
   b. Shut-Off Fee
                                                                                    $50.00
 B. Wireless
   a. Residential - 5 mbps
                                                                                    $24.95 per month
   b. Residential - 10 mbps
                                                                                    $34.95 per month
   c. Rural - 5 mbps
                                                                                    $29.95 per month
   d. Rural BIP - 5 mbps
                                                                                    $39.95 per month
   e. Rural Enhanced - 10 mbps
                                                                                    $49.95 per month
   a. Residential - 500 mbps
                                                                                    $44.95 per month
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b. Residential - 1 gbps	\$59.95 per month
c. Residential - 2 gbps	\$110.00 per month
d. Residential - 5 gbps	\$180.00 per month
e. Business - 500 mbps	\$44.95 per month
f. Business - 1 gbps	\$59.95 per month
g. Business - other	per contractual agreement, authorized by department
D D: 'L IV '	director and/or City Manager
D. Digital Voice	420.00 II
a. Residential b. Business	\$20.00 per month
	\$28.95 per month
E. Other	Ć10.00 man mandh
a. Static IP address b. Fax line	\$10.00 per month \$11.95 per month
c. Mesh unit	\$5.00 per month
11. MUNICIPAL COURT	55.00 per month
A. Administrative	
a. File Review Fee	\$25.00
b. Payment Arrangement Fee	\$50.00
c. Suspension Fee	\$15.00
12. PARKING	¥15.00
A. Citations	
a. Parking in area not allowed	\$50.00
b. Parking in excess of posted time	\$30.00
13. POLICE	7-2
A. Impound	
a. Vehicle Impound Fee	\$100.00
B. Reports	Ψ100100
a. Copy of accident report	\$10.00
b. Copy of other police report	\$15.00
C. Alarm Registration	·
a. Residential	\$20.00 no charge for 65 or older with primary resident
b. Business	\$50.00
c. Government	no charge
d. Penalty Fee	\$75.00 failure to obtain registration within 30 days of alarm
	installation
e. False Alarm - first	\$0.00
f. False Alarm - second	\$50.00
g. False Alarm - third	\$100.00
h. False Alarm - fourth	\$150.00 after the four false alarm the registration is suspended
D. M II	for one year
D. Miscellaneous	¢20.00 for first and ¢40 for and additional and
a. Fingerprinting Fee	\$20.00 for first card, \$10 for each additional card
b. Local background check letter c. DVD	\$5.00 additional \$5 for notarized letter \$20.00 each
d. Photo CD	\$15.00 each
14. TRANSIT	\$15.00 Each
A. Fares	
a. SAM Gresham, Estacada, and Shopper Shuttle (in town)	no charge in city limits
b. SAM Commuter Route to Gresham or Estacada	\$1.00 per trip (one-way origin-to-destination including
51 57 km GOTTIMATER FROME TO GREENAM OF ESTABLISH	transfers)
c. STAR Dial-A-Ride	\$1.00 per trip (one-way origin-to-destination including
	transfers)
d. STAR - Seniors or disabled	\$1.00 round trip (in town)
e. STAR Dial-A-Ride Complementary Paratransit	per trip (one-way origin-to-destination including
	\$1.00 transfers)
f. ED Dial-A-Rode (out of town)	\$2.00 per trip (one-way origin-to-destination)
B. Fare Media	
a. Multi-Trip Pass (24 trips)	\$20.00 per pass
b. Monthly Pass	\$30.00 per month

c. All Day Pass \$5.00 Redeemable on SAM and Mt. Hood Express 15. LIBRARY A. Damaged Items a. Damaged book, audio/visual material, or Library of Things item Full replacement cost **B. Library Fines** a. Overdue Fines \$0.25 per day b. Maximum Overdue Fine \$5.00 c. Library of Things item \$1.00 or \$5.00 per day, depending on item d. All lost Items Full replacement cost \$5.00 per day e. Cultural Pass - overdue C. Meeting Space \$25.00 Individual a. Community Room per hour - for-profit organizations or groups, no charge b. Community Room \$25.00 for non-profits D. Non-Resident Fees a. Out of District Fee \$95.00 per year b. Three month temporary card \$25.00 per quarter E. Prints and Copies a. Copies (grey scale) \$0.10 per side b. Copies (color) \$0.25 per side 16. COMMUNITY SERVICES A. Rental Fees - Community Center a. Auditorium \$35.00 b. Dining Room \$35.00 \$15.00 c. Kitchen d. Art Room \$10.00 \$10.00 e. Conference Room f. Lounge \$10.00 g. Total Floor \$55.00 per floor, plus \$100 deposit h. Non-profit no charge B. Rental Fees - Community Campus a. Upper Field \$20.00 per hour, \$200 daily b. Lower Field/Track \$20.00 per hour, \$200 daily c. Gym \$40.00 per hour, \$400 daily d. 25 Yard Pool \$60.00 per hour, \$600 daily e. Shallow Pool \$15.00 per hour, \$150 daily f. Deep Pool \$15.00 per hour, \$150 daily g. Kiddie Pool \$15.00 per hour, \$150 daily h. Pool (all aspects) \$75.00 per hour, \$750 daily i. Long Term or Specialty Rentals per contractual agreement, authorized by department director and/or City Manager

EXHIBIT B

Fee Name 1. MISCELLANEOUS CHARGES (effective July 1, 2022) E. Miscellaneous a. Finding Fee b. Interest Past Due	Current \$20.00	Proposed	Description
E. Miscellaneous a. Finding Fee	\$20.00		
a. Finding Fee	\$20.00		
b. Interest Past Due			
			Annual interest rate set by Finance Director at the time
			the past due balance is accrued. Rate shall be fixed and
			based on current yields for long-term investments, plus
G. Records Request			1%
a. Administrative Fee	\$42.00	\$50.00	per hour
b. Executive Fee	\$73.00		per hour
c. Legal Fee			actual cost
2. PLANNING CHARGES (effective July 1, 2022)			
A. Addressing			
a. Addressing	\$42.00		plus \$ 5 6 per lot
b. Readdressing - Residential	\$210.00		per lot (not exceeding two units)
c. Readdressing - Multi-family, commercial/industrial	\$210.00	\$220.00	plus \$ 5 6 per lot or unit
B. Administrative a. Administrative Fee			10% of total planning and public works fees assessed,
a. Administrative ree			excluding building, plumbing, and mechanical structural
			specialty code permit fees.
b. Land Use Compatibility Statement	\$125.00		• •
c. Review of Non-Conforming Use	\$503.00	\$800.00	
d. Public Hearing Type I	\$419.00		review not specifically listed elsewhere
e. Public Hearing Type II	\$524.00		review not specifically listed elsewhere
d. Public Hearing - Type III e. Public Hearing - Type IV	\$1,047.00		review not specifically listed elsewhere review not specifically listed elsewhere
f. Public Hearing - Type TV f. Public Hearing - Reschedule (applicant's request)		\$500.00	review not specifically listed elsewhere
g. Third-Party Review	\$1,500.00		Deposit for each anticipated third-party review shall be
	, ,	, ,	collected in conjunction with the initial application fee.
			Additional charges, if any, shall be assessed and shall be
			a lien against the property until paid in full.
h Third Bart Barta Const Constitution		ĆE00.00	
h. Third Party Review Scope Consultation i. Zoning Verification Letter	\$105.00	\$500.00 \$110.00	Bank/Loan Letter
C. Accessory Dwelling Unit	Ψ105.00	Ģ110.00	Burny Edur Ectter
a. Accessory Dwelling Units	\$225.00	\$300.00	
D. Adjustments and Variances	7	,	
a. Type I Adjustment	\$336.00	\$400.00	less than 10% a quantifiable provision
b. Type II Adjustment	\$451.00	\$500.00	less than 20% a quantifiable provision
c. Type II Variance	\$670.00	\$900.00	
d. Type III Special Variance	\$1,121.00		
e. Type III Variance - Land Division f. Type III Design Deviation	\$1,121.00 \$451.00	\$1,500.00 \$500.00	
g. Sign Variance	\$451.00	\$500.00	
E. Amendments	7.02.00	,	
a. Comprehensive Plan Map Amendment	\$3,248.00	\$5,000.00	
b. Comprehensive Plan Text Amendment	\$3,022.00	\$6,000.00	
c. Zoning Map Amendment	\$2,461.00	\$4,000.00	
F. Annexation Type IV			
a. Type A	\$2,238.00		assign conceptual zoning
b. Type B c. Type C	\$3,132.00 \$6,154.00		Type A, plus Zoning Map Change Type A and B, plus Plan Map
d. De-Annexation	\$0,134.00	\$3,000.00	Type A and B, plus Flair Map
G. Appeal		+=,000.00	
a. Type I to Type II	\$125.00	\$250.00	Notice
b. Type II to Type III	\$336.00		Planning Commission appeal
c. Type III to Type IV	\$785.00	\$1,000.00	City Council appeal
H. Conditional Uses			
a. Modification, Major	\$896.00	\$1,000.00	
b. Modification, Minor	\$451.00	\$500.00	
c. Outdoor Display & Storage	\$336.00 \$896.00	\$500.00 \$1,200.00	
d. Type II e. Type III	\$1,681.00	\$3,000.00	
I. Design Review	Ç1,001.00	45,000.00	
a. Type I: \$0.00 - \$10,000.00	\$209.00	\$250.00	staff review only; no notice
b. Type I: \$10,000.01 - \$25,000.00	\$366.00		staff review only; no notice
c. Type I: \$25,000.01 - \$100,000.00	\$560.00		staff review only; no notice
d. Type I: \$100,000.00 and above	\$785.00		staff review only; no notice
e. Type II: \$0.00 - \$10,000.00	\$336.00	\$400.00	
f. Type II: \$10,000.01 - \$25,000.00	\$560.00	\$600.00	
g. Type II: \$25,000.01 - \$100,000.00	\$1,571.00	\$2,000.00	

h. Type II: \$100,000.00 - \$1,000,000.00	\$3,358.00	\$5,000.00
i. Type II: \$1,000,000.00 and above	\$7,836.00	\$9,000.00
j. Type III: \$0.00 - \$10,000.00	\$560.00	\$600.00
k. Type III: \$10,000.01 - \$25,000.00	\$785.00	\$1,000.00
I. Type III: \$25,000.01 - \$100,000.00 m. Type III: \$100,000.00 - \$1,000,000.00	\$1,791.00 \$4,028.00	\$2,500.00 \$6,000.00
n. Type III: \$1,000,000.00 and above	\$7,836.00	\$10,000.00
o. Design Review Minor Modification	\$451.00	\$500.00
p. Design Review Major Modification: \$0.00 - \$25,000.00	\$560.00	\$600.00
q. Design Review Major Modification: \$25,000.01 - \$100,000.00	\$785.00	\$1,000.00
r. Design Review Major Modification: \$100,000.01 and above	\$1,121.00	\$2,000.00
J. Erosion Control a. Single Family/Duplex Addition - Permit Fee	¢10F 00	¢130.00
b. Single Family Duplex Addition - Permit Fee b. Single Family Dwelling/Duplex - Permit Fee	\$105.00 \$125.00	\$130.00 \$150.00
c. Multi-Family - Permit Fee	\$147.00	\$200.00 per structure
d. Commercial/Industrial, Subdivisions - Permit Fee	\$283.00	\$300.00 per acre
a. Single Family/Duplex Addition - Plan Review	\$42.00	\$50.00
 b. Single Family Dwelling/Duplex - Plan Review c. Multi-Family - Plan Review 	\$73.00 \$105.00	\$85.00 \$130.00 per structure
d. Commercial/Industrial, Subdivisions - Plan Review	\$105.00	\$130.00 per structure \$130.00 per acre
K. Final Plat Review	7	,
a. Property Line Adjustment Final Review	\$314.00	\$400.00
b. Middle Housing Land Division Plat Review		\$600.00
c Partition Final Plat Review	\$503.00	\$600.00
d. Subdivision Final Plat Review	\$733.00	\$1,000.00
L. Food Cart Permit a. Initial Permit Review	¢226.00	\$1 E00 00 per new ped lety design review fees separate
b. Renewal	\$336.00 \$167.00	\$1,500.00 per new pad lot; design review fees separate \$200.00 single carts in existing pod
M. FSH Overlay	\$107.00	yzooloo single carts in existing pour
a. Type I FSH Review	\$225.00	\$250,00 in addition to fees listed, required deposit toward cost
,,	·	of any third-party reviews
b. Type II FSH Review	\$451.00	\$500.00 in addition to fees listed, required deposit toward cost
T W T WFGU P- '-	4705.00	of any third-party reviews
c. Type III or Type IV FSH Review	\$785.00	\$1,000.00 in addition to fees listed, required deposit toward cost of any third-party reviews
N. Hardship Trailer		or any time-party reviews
a. Type III Initial Review	\$251.00	\$300.00
b. Type II Renewal	\$167.00	\$200.00
O. Historic or Cultural Resource		
a. Type IV Designation of Resource	\$524.00	\$1,000.00
b. Type I Minor Alteration	\$105.00	\$130.00
c. Type II Major Alteration	\$314.00	\$500.00
P. Interpretation of Code a. Type II, Director	\$336.00	\$500.00
b. Type III, Quasi-Judicial	\$670.00	\$1,000.00
c. Type IV, Legislative	\$670.00	\$1,500.00
d. Interpretation of Previous Approval		half of original fee
e. Modify Previous Approval II or III		half of original fee
f. Revocation of Previous Approval O Land Division		half of original fee
Q. Land Division a. Type I Property Line Adjustment	\$398.00	\$600.00
b. Type I Land Division (Minor Partition)	\$670.00	\$1,200.00
c. Middle Housing Land Division		\$2,500.00
d. Type II Land Division (Major Partition)	\$1,008.00	\$1,500.00 plus \$ 33 50 per lot
e. Type II Land Division (Minor Revised Plat)	\$1,008.00	\$1,500.00 plus \$ 33 50 per lot
f. Type III Land Division (Major Partition) g. Type III Major Replat (revised plat)	\$1,121.00 \$1,121.00	\$3,000.00 plus \$ 33 50 per lot \$3,000.00 plus \$ 33 50 per lot
h. Type II Subdivision 4 to 10 lots	\$2,687.00	\$4,000.00 plus \$ 77 100 per lot
i. Type II Subdivision 11 or more lots		
j. Type III Subdivision 4 to 10 lots	\$2,912.00	\$4,000.00 plus \$ 77 100 per lot
	\$3,143.00	\$5,500.00 plus \$ 77 120 per lot
k. Type III Subdivision 11 or more lots	\$3,143.00 \$3,363.00	\$5,500.00 plus \$77120 per lot \$5,500.00 plus \$77120 per lot
k. Type III Subdivision 11 or more lots I. Re-naming of Tentative Subdivision	\$3,143.00	\$5,500.00 plus \$ 77 120 per lot \$5,500.00 plus \$ 77 120 per lot \$350.00
k. Type III Subdivision 11 or more lots	\$3,143.00 \$3,363.00	\$5,500.00 plus \$77120 per lot \$5,500.00 plus \$77120 per lot
k. Type III Subdivision 11 or more lots I. Re-naming of Tentative Subdivision m. Model Home Agreement	\$3,143.00 \$3,363.00	\$5,500.00 plus \$ 77 120 per lot \$5,500.00 plus \$ 77 120 per lot \$350.00 \$500.00
k. Type III Subdivision 11 or more lots I. Re-naming of Tentative Subdivision m. Model Home Agreement n. Phasing Plan Review R. Planned Unit Development a. Conceptual Development Plan	\$3,143.00 \$3,363.00 \$314.00	\$5,500.00 plus \$77120 per lot \$5,500.00 plus \$77120 per lot \$350.00 \$500.00 \$1,500.00 in addition to subdivision fees
k. Type III Subdivision 11 or more lots I. Re-naming of Tentative Subdivision m. Model Home Agreement n. Phasing Plan Review R. Planned Unit Development a. Conceptual Development Plan b. Detailed Development Plan	\$3,143.00 \$3,363.00 \$314.00	\$5,500.00 plus \$77120 per lot \$5,500.00 plus \$77120 per lot \$350.00 \$500.00 \$1,500.00 in addition to subdivision fees
k. Type III Subdivision 11 or more lots I. Re-naming of Tentative Subdivision m. Model Home Agreement n. Phasing Plan Review R. Planned Unit Development a. Conceptual Development Plan b. Detailed Development Plan c. Combined Review	\$3,143.00 \$3,363.00 \$314.00 \$4,478.00 \$670.00	\$5,500.00 plus \$77120 per lot \$5,500.00 plus \$77120 per lot \$350.00 \$500.00 \$1,500.00 in addition to subdivision fees
k. Type III Subdivision 11 or more lots I. Re-naming of Tentative Subdivision m. Model Home Agreement n. Phasing Plan Review R. Planned Unit Development a. Conceptual Development Plan b. Detailed Development Plan	\$3,143.00 \$3,363.00 \$314.00	\$5,500.00 plus \$77120 per lot \$5,500.00 plus \$77120 per lot \$350.00 \$500.00 \$1,500.00 in addition to subdivision fees
k. Type III Subdivision 11 or more lots I. Re-naming of Tentative Subdivision m. Model Home Agreement n. Phasing Plan Review R. Planned Unit Development a. Conceptual Development Plan b. Detailed Development Plan c. Combined Review d. Minor Modification	\$3,143.00 \$3,363.00 \$314.00 \$4,478.00 \$670.00	\$5,500.00 plus \$77120 per lot \$5,500.00 plus \$77120 per lot \$350.00 \$500.00 \$1,500.00 in addition to subdivision fees plus subdivision fees less 25% of individual subdivision fees
k. Type III Subdivision 11 or more lots l. Re-naming of Tentative Subdivision m. Model Home Agreement n. Phasing Plan Review R. Planned Unit Development a. Conceptual Development Plan b. Detailed Development Plan c. Combined Review d. Minor Modification e. Major Modification S. Pre-Application Conference a. Type I	\$3,143.00 \$3,363.00 \$314.00 \$4,478.00 \$670.00 \$105.00	\$5,500.00 plus \$77120 per lot \$5,500.00 plus \$77120 per lot \$350.00 \$500.00 \$1,500.00 in addition to subdivision fees plus subdivision fees less 25% of individual subdivision fees calculated as a new application \$150.00
k. Type III Subdivision 11 or more lots l. Re-naming of Tentative Subdivision m. Model Home Agreement n. Phasing Plan Review R. Planned Unit Development a. Conceptual Development Plan b. Detailed Development Plan c. Combined Review d. Minor Modification e. Major Modification S. Pre-Application Conference	\$3,143.00 \$3,363.00 \$314.00 \$4,478.00 \$670.00	\$5,500.00 plus \$77120 per lot \$5,500.00 plus \$77120 per lot \$350.00 \$500.00 \$1,500.00 in addition to subdivision fees plus subdivision fees less 25% of individual subdivision fees calculated as a new application

c. Type III/IV d. Subdivision	\$524.00	\$800.00 \$1,200.00	
T. Request for Time Extension		\$1,200.00	
a. Type I	\$105.00	\$120.00	
b. Type II	\$225.00	\$250.00	
c. Type III/IV	\$451.00	\$500.00	
U. Specific Area Plan			
a. Development Process: Type IV	\$3,143.00		plus \$ 52 60 per acre, plus subdivision fees
b. Administrative Amendment: Type I c. Minor Amendment: Type II	\$225.00 \$451.00	\$400.00 \$500.00	
d. Major Amendment: Type III	\$733.00	\$1,200.00	
V. Street Vacation	,	, ,	
a. Street Vacation			Cost plus 20% (\$1,8002,500 deposit required)
W. Temporary Permits			
a. Structure: Type I - Initial	\$125.00	\$130.00	
b. Structure: Type II - Renewal	\$167.00	\$250.00	
c. Use Permit	\$105.00	\$130.00	
X. Tree Removal a. Type I	\$105.00	\$110.00	
b. Type II	\$167.00	\$220.00	
c. Type III	\$451.00	\$600.00	
Y. Zoning Administration Fee			
a. Single Family Dwelling Addition	\$105.00	\$110.00	
b. Single Family Dwelling	\$157.00	\$175.00	
c. Duplex d. Multi-Family	\$262.00 \$262.00	\$300.00	plus \$44 per unit
e. Commercial/Industrial	\$105.00		minimum; up to 2025% of design review fee
BUILDING CHARGES (effective July 1, 2022)	ψ 2 05.00	4110.00	minimum, up to 2025/3 or design review rec
A. Building Permit (valuation)			
a. \$0.01 - \$500.00	\$75.00	\$85.00	
b. \$500.01 - \$2,000.00	\$75.00	\$85.00	First \$500.00, plus \$34.00 for each additional \$100 or
			fraction thereof to and including \$2,000
c. \$2,000.01 - \$25,000.00	\$120.00	\$145.00	First \$2,000,00 alice \$011,00 for each additional \$1,00 for
			First \$2,000.00, plus \$911.00 for each additional \$1,0 or fraction thereof to and including \$25,000
d. \$25,000.01 - \$50,000.00	\$327.00	\$398.00	or fraction thereof to and including \$25,000
a. \$25,000.01 \$50,000.00	φ327100		First \$25,000.00, plus \$79.00 for each additional \$1,0
			or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$502.00		First \$50,000.00, plus \$56.00 for each additional \$1,0
£ 4400 000 04	4=== 00		or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$752.00		First \$100,000.00, plus \$45.00 for each additional \$1,000 or fraction thereof
g. Permit Fee Valuation			The determination of the valuation for permit fees sh
			be based on the most current ICC Building Valuation
			Data Table as specified in OAR 918-050-0100 and 918
D. D. 1111 D. 11			050-0110.
B. Demolition Permits			Commercial demolition fees are calculated on the tot
a. Demolition Permits, general - State of Oregon			value of the demolition and are assessed using the
			building permit fees schedule. Residential demolition
			fees are based on a flat charge to include building an
			mechanical elements.
b. Commercial: Building	\$75.00		minimum
c. Commercial: Public Works	\$70.00		minimum
d. Residential: Building e. Residential: Public Works	\$75.00 \$70.00	\$100.00	
C. Derelict Buildings and Structures	Ç70.00		
	\$300.00		
a. Appeal Fee			per application
a. Appeal Fee b. Application Fee for Rehabilitation Plan	\$150.00		per application
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee			per application
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee a. Home Size: 0 - 2,000 square feet	\$103.00	\$160.00	per application
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee a. Home Size: 0 - 2,000 square feet b. Home Size: 2,001 - 3,600 square feet	\$103.00 \$137.00	\$160.00 \$220.00	рег аррисацоп
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee a. Home Size: 0 - 2,000 square feet b. Home Size: 2,001 - 3,600 square feet c. Home Size: 3,601 - 7,200 square feet	\$103.00 \$137.00 \$173.00	\$160.00 \$220.00 \$280.00	уст аррисатоп
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee a. Home Size: 0 - 2,000 square feet b. Home Size: 2,001 - 3,600 square feet c. Home Size: 3,601 - 7,200 square feet d. Home Size: 7,201 square feet and greater	\$103.00 \$137.00	\$160.00 \$220.00	per application
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee a. Home Size: 0 - 2,000 square feet b. Home Size: 2,001 - 3,600 square feet c. Home Size: 3,601 - 7,200 square feet	\$103.00 \$137.00 \$173.00	\$160.00 \$220.00 \$280.00	per application
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee a. Home Size: 0 - 2,000 square feet b. Home Size: 2,001 - 3,600 square feet c. Home Size: 3,601 - 7,200 square feet d. Home Size: 7,201 square feet and greater H. Manufactured Dwellings a. Manufactured Dwelling Installation Fee b. Manufactured Dwelling Park Fees	\$103.00 \$137.00 \$173.00 \$213.00	\$160.00 \$220.00 \$280.00 \$320.00	Per OAR 918-600-0030.
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee a. Home Size: 0 - 2,000 square feet b. Home Size: 2,001 - 3,600 square feet c. Home Size: 3,601 - 7,200 square feet d. Home Size: 7,201 square feet and greater H. Manufactured Dwellings a. Manufactured Dwelling Installation Fee b. Manufactured Dwelling Park Fees c. Manufactured Dwelling State Fees	\$103.00 \$137.00 \$173.00 \$213.00	\$160.00 \$220.00 \$280.00 \$320.00	Per OAR 918-600-0030.
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee a. Home Size: 0 - 2,000 square feet b. Home Size: 2,001 - 3,600 square feet c. Home Size: 3,601 - 7,200 square feet d. Home Size: 7,201 square feet and greater H. Manufactured Dwellings a. Manufactured Dwelling Installation Fee b. Manufactured Dwelling Park Fees c. Manufactured Dwelling State Fees d. Recreational Park and Camps	\$103.00 \$137.00 \$173.00 \$213.00 \$300.00 \$30.00	\$160.00 \$220.00 \$280.00 \$320.00	
b. Application Fee for Rehabilitation Plan D. Fire Sprinkler Plan Review and Inspection Fee a. Home Size: 0 - 2,000 square feet b. Home Size: 2,001 - 3,600 square feet c. Home Size: 3,601 - 7,200 square feet d. Home Size: 7,201 square feet and greater H. Manufactured Dwellings a. Manufactured Dwelling Installation Fee b. Manufactured Dwelling Park Fees c. Manufactured Dwelling State Fees	\$103.00 \$137.00 \$173.00 \$213.00 \$300.00	\$160.00 \$220.00 \$280.00 \$320.00	Per OAR 918-600-0030.

1 M 1 1 ID 11 C 11 (1)			
J. Mechanical Permit - Commercial (value) a. \$1 - \$1,000	\$75.00	\$85.00	
b. \$1,000.1 - \$10,000.00	\$75.00		First \$1,000 plus \$1.350 for each additional \$100 or fraction thereof to and including \$10,000
c. 10,000.01 - \$25,000.00	\$192.00	\$220.00	First \$10,000 plus \$1 5 6.00 for each additional \$1,000 or fraction thereof and including \$25,000
d. \$25,000.01 - \$50,000.00	\$417.00	\$460.00	First \$25,000.00, plus \$1 24 .00 for each additional
e. \$50,000.01 - \$100,000.00	\$742.00	\$810.00	\$1,000 or fraction thereof to and including \$50,000 First \$50,000.00, plus \$134.00 for each additional
f. \$100,000.01 and above	\$1,342.00	\$1,510.00	\$1,000 or fraction thereof to and including \$100,000 First \$100,000.00, plus \$67.00 for each additional
K. Mechanical Permit - Residential			\$1,000 or fraction thereof
a. Minimum Permit Fee	\$75.00	\$85.00	
b. HVAC	\$16.00	\$22.00	
c. Air conditioning	\$16.00	\$22.00	
d. Alteration of existing HVAC	\$13.00	\$20.00	
e. Boiler, compressor	\$37.50 \$8.00	\$40.00	
f. Fire/smoke damper/duct smoke detectors g. Heat pump	\$8.00 \$16.00	\$22.00	
h. Install/replace furnace burner	\$15.00	\$22.00	
i. Install/replace/relocate heater/suspend wall/floor	\$14.00	\$22.00	
j. Vent for appliance other than furnace	\$9.00	\$15.00	
k. Refrigeration (absorption unit)	\$31.50		
I. Refrigeration (chillers)	\$17.00		
m. Refrigeration (compressors)	\$17.00	645.00	
n. Environmental exhaust and ventilation (appliance vent) o. Dryer exhaust	\$8.00 \$8.00	\$15.00 \$15.00	
p. Hoods Type I/II residential kitchen/hazmat hood fire suppression	\$9.00	\$15.00	
q. Exhaust fan with single duct (bath fan)	\$8.00	\$15.00	
r. Exhaust system apart from heating/AC	\$8.00	\$15.00	
s. Fuel piping and distribution (up to four outlets)	\$11.00	\$15.00	
t. Fuel piping each additional outlet over four	\$2.00	\$2.20	
u. Process piping (up to four outlets)	\$11.00		
 v. Process piping each additional outlet over four w. Decorative fireplace 	\$2.00 \$25.00	\$28.00	
x. Fireplace insert	\$25.00	\$28.00	
y. Wood/pellet stove	\$25.00	\$28.00	
L. Movement of Buildings	·	•	
a. Movement of Buildings Fee	\$83.00		
M. Other Inspections and Fees			
a. Inspections outside of normal business hours	\$120.00	\$120.00	per hour, two hour minimum
b. Reinspection fees	\$75.00	\$85.00	
c. Inspection for which no fee is specifically indicated	\$75.00	\$85.00	
d. Additional plan review required by changes/additions	\$75.00		per hour
e. Permit reinstatement fee	\$75.00	\$85.00	For renewal of a permit that has been expired for six months or less provided no changes have been made in
			the original plans and specifications for such work
f. Temporary certificate of occupancy	\$200.00	\$250.00	per month
g. Penalty for work commencing before permit issuance	\$100.00		
N. Plan Review			6570% of permit issuance fees (residential and
a. Building			commercial)
b. Fire & Life Safety Plan Review Fee			4050% of permit issuance fees
c. Seismic Plan Review			1% of permit issuance fees
d. Plumbing			2530% of plumbing permit issuance fees
e. Mechanical			2530% of mechanical permit issuance fees
f. Phased permit plan review fee	\$250.00		plus 10% of the total project permit fee
g. Deferred submittals	\$250.00		plus 10% of the total project permit fee
h. Simple one and two family dwelling plans i. Solar Photovoltaic Installation Prescriptive Path Fee	\$130.00 \$130.00	\$160.00	
O. Plumbing Permit	,130.00	¥100.00	
a. Minimum Permit Fee	\$75.00	\$85.00	
b. Each fixture	\$25.00	,0J.00	
c. Catch basin	\$35.00		each
d. Drywall	\$35.00		each
e. Fire hydrant	\$35.00		each
f. Footing drain	\$0.25		per foot
g. Manhole/OWS	\$35.00		each
h. Manufactured home set-up plumbing fee i. Rain drains connector	\$80.00 \$25.00		per 100 feet
j. Residential fire sprinkler	\$10.00		per head
,	\$20.00		r

. Sanitary swer	\$25.00	\$85.00 per 100 feet	
l. Single family one bath	\$400.00	\$450.00 New 1 and 2 family dwelling	gs includes 100 feet for each
m. Single family two bath	\$500.00	s550.00 New 1 and 2 family dwelling	gs includes 100 feet for each
n. Single family three bath	\$600.00	utility \$650.00 New 1 and 2 family dwelling	gs includes 100 feet for each
o. Single family additional bath or kitchen	\$100.00	utility \$110.00	
p. Storm sewer	\$25.00	\$85.00 per 100 feet	
q. Water service	\$25.00	\$85.00 per 100 feet	
P. State Surcharge			
a. State Surcharge Fee		All building, plumbing, and subject to a State of Oregoi with the payment of the pe subject to change at the Sta	n surcharge of 12% payable rmit. This surcharge is
WATER RATES (effective with July 2022 billing)			
A. Base by Customer Class			
a. Single Family	\$7.81	\$11.01 per month	
b. Multi-Family	\$7.81	\$11.01 per month	
c. Commercial/Industrial	\$7.81	\$11.01 per month	
d. Wholesale	\$9.34	\$13.17 per month	
e. Single Family - outside City limits	\$11.74	\$16.55 per month	
B. Charge by Meter Size - inside city limits			
a. 5/8" Meter	\$0.28	\$0.40 per month	
b. 3/4" Meter	\$0.42	\$0.59 per month	
c. 1" Meter	\$0.72	\$1.02 per month	
d. 1 1/2" Meter e. 2" Meter	\$1.38 \$2.21	\$1.95 per month \$3.12 per month	
e. 2" Meter f. 3" Meter	\$2.21 \$4.20	\$3.12 per month \$5.92 per month	
g. 4" Meter	\$6.97	\$9.82 per month	
h. 6" Meter	\$13.96	\$19.69 per month	
i. 8" Meter	\$22.33	\$31.49 per month	
j. 10" Meter	\$32.13	\$45.30 per month	
C. Charge by Meter Size – outside city limits			
a. 5/8" Meter	\$0.41	\$0.58 per month	
b. 3/4" Meter	\$0.65	\$0.91 per month	
c. 1" Meter	\$1.06	\$1.49 per month	
d. 1 1/2" Meter e. 2" Meter	\$2.10 \$3.30	\$2.95 per month \$4.66 per month	
f. 3" Meter	\$6.23	\$8.79 per month	
g. 4" Meter	\$10.38	\$14.63 per month	
h. 6" Meter	\$20.74	\$29.24 per month	
i. 8" Meter	\$34.59	\$48.78 per month	
j. 10" Meter	\$47.73	\$67.29 per month	
D. Volume Charge by Customer Class			
a. Single Family	\$3.13	\$4.42 per 100 cubic feet	
b. Multi-Family c. Commercial/Industrial	\$2.95	\$4.16 per 100 cubic feet	
d. Wholesale	\$2.70 \$3.30	\$3.81 per 100 cubic feet \$4.66 per 100 cubic feet	
e. Single Family - outside City limits	\$3.30 \$4.70	\$6.62 per 100 cubic feet	
f. Commercial/Industrial - outside City limits	\$4.20	\$5.92 per 100 cubic feet	
g. Skyview Acres	\$0.81	\$1.14 per 100 cubic feet, plus COI	pass through
E. Metered Use From Fire Hydrant			
a. Deposit	\$300.00		
b. Set-up/take-down/billing fee	\$60.00		
c. Meter Rental (day 1 to day 30)	\$2.00	per day	
d. Meter Rental (day 31 and beyond)	\$5.00	per day	
e. Water Rate	00.00	Inside or Outside Comm/In	d depending on location
F. Fire Hydrant Flow Test		made of Outside Collinyin	a acpending off location
a. Set-up and observe (without neutralization)	\$75.00	ner test	
		per test	
b. Set-up and observe (with neutralization) WASTEWATER RATES (effective with July 2022 billing)	\$200.00	per test	
· · · · · · · · · · · · · · · · · · ·			
A. Base by Customer Class	¢22.70	\$26.07 par month	
a. Single Family b. Single Family - Reduced	\$23.70 \$11.86	\$26.07 per month \$13.04 per month	
c. Multi-Family	\$23.70	\$26.07 per month	
d. Commercial/Industrial	\$11.29	\$12.42 per month	
B. Volume Charges by Customer Class		•	
a. Single Family	\$6.08	\$6.69 per 100 cubic feet	
b. Single Family - Reduced	\$3.05	\$3.35 per 100 cubic feet	
c. Multi-Family	\$6.08	\$6.69 per 100 cubic feet	

d. Commercial/Industrial	\$8.26	\$9.08 per 100 cubic feet
e. Residential - No water service	\$85.49	\$94.04 per month
STORMWATER RATES (effective with July 2022 billing)		
. Utility Fee		
a. Equivalent Residential Unit (ERU)	\$3.50	\$5.00 per month, per ERU (ERU = 2,750 sq. ft. of impervious
SANDYNET CHARGES (effective with July 2022 billing)		surface)
. Fiber		
a. Residential - 300 500 mbps	\$41.95	\$44.95 per month
b. Residential - 1 gbps	\$59.95	per month
c. Residential - 2 gbps		\$110.00 per month
d. Residential - 5 gbps e. Business - 300 500 mbps	\$41.95	\$180.00 per month \$44.95 per month
	\$41.95 \$59.95	per month
f. Business - 1 gbps g. Business - other	\$39.93	per month per contractual agreement, authorized by department
g. business - other		director and/or City Manager
		· · · · ·

Cedars Laundromat LLC 1923 142nmd Ave SW Lakebay, WA 98349 360 910-3682 mcarstetter@msn.com

June 17, 2022

Dear Jordon Wheeler,

As you are aware Cedars Laundromat is one of the top consumers of sewer and water. Sewer and water are the highest expenses for our business. This huge unprecedented increase will affect the laundromat and its customers. Customers of laundromats are typically lower income, and any increase will a have greater effect on their standard of living already hamper by high rent and fuel prices. It is irresponsible to propose such a huge increase. This large increase could also affect the viability of the laundromat in your city which is needed.

Sincerely,

Mel Carstetter

Owner Cedars Laundromat

Inl Cour



Staff Report

Meeting Date: June 21, 2022

From Jordan Wheeler, City Manager

Municipal Code Chapter 8.35 Amendment - Camping Prohibited in

SUBJECT: Certain Places

DECISION TO BE MADE:

Whether to repeal and replace Sandy Municipal Code Chapter 8.35 to regulate camping on public property and achieve compliance with state law.

PURPOSE / OBJECTIVE:

To protect the health, safety, and welfare of citizens through the establishment of reasonable time, place, and manner regulations for the lawful sleeping in public places within the city. Come into compliance with HB 3115.

BACKGROUND / CONTEXT:

In 2021 House Bill 3115 was introduced, passed, and signed into law which requires that a local law regulating siting, lying, sleeping or keeping warm and dry outdoors on public property that is open to the public must be objectively reasonable as to time, place, and manner with regards to persons experiencing homelessness. This follows the 2019 Ninth Circuit Court of Appeals decision in the Martin v. Boise case that the U.S. Constitution's Eighth Amendment prohibits cities from prosecuting people experiencing homelessness when no alternative shelter is available. In other words, HB 3115 makes it lawful for unsheltered individuals to sleep on any public property which is open to the public, unless a local governing body enacts reasonable rules and restrictions.

As written, the City's existing camping ordinance, Chapter 8.35, is unconstitutional and unenforceable. HB 3115 goes into effect July 2023, which means the city must revise, repeal, or replace the camping ordinance by then to be in compliance with state law.

The City Council adopted the 2021-23 Goal to "Collaborate with regional and community partners to address homelessness". The Council formed a workgroup to update the camping code and other ordinances and policies to help tackle this issue. The workgroup has been working with staff and legal counsel to draft the new camping code that would be compliant with state law and protect the health, safety, and welfare of the community by setting clear time, place, and manner regulations.

Proposed amendments to the camping ordinance were presented and discussed with the City Council at a <u>work session on November 15</u>. The concepts were slightly refined to clarify definitions.

KEY CONSIDERATIONS / ANALYSIS:

The proposed code amendments seek to ensure that citizen rights are protected while providing specific and objectively reasonable regulations for the use of publicly owned property. The new ordinance would help our officers and staff better manage and respond to issues related to camping through clear and objectively reasonable guidelines, and provide assistance and referrals to individuals experiencing homelessness. Unregulated and unorganized camping damages the natural environment, impedes the public's use and enjoyment of parks and public property, and creates unsafe and unsanitary living conditions which pose a threat to the peace, health, and safety of the individuals camping and our community at large.

The proposed code amendments would prohibit camping in the following places within the City of Sandy:

- 1. All city parks, trails, and areas designated as parks and open space (POS) under SMC chapter 17.32.
- 2. All areas designated as flood, slope, and hazard areas under SMC Chapter 17.60;
- 3. Any area on a sidewalk, unless the camping is done in a manner that maintains a clear, continuous sidewalk width of at least five feet;
- 4. All real property upon which city facilities are located;
- 5. All city owned parking lots;
- All public property located within an area zoned for residential use under SMC Title 17: and
- 7. All publicly owned property located along and between Proctor Avenue and Pioneer Avenue, and along Pleasant Street between Bluff Road and Ten Eyck Road.

Therefore, overnight camping would be allowed on public property in the areas of town zoned commercial and industrial excluding parks, open space, city parking lots or any other areas that do not conflict with any of the other criteria listed above.

Since the Council has taken up the homelessness issue, our Police Department has designated an officer as a homeless liaison. These regulations will provide the liaison and other staff with clear guidelines and rules for managing where individuals experiencing homelessness can camp. The city will continue to work with our local nonprofits and regional partners to coordinate on addressing the issue, identifying service needs, and creating a better understanding and approach to assisting chronically homeless individuals who need services and shelter.

RECOMMENDATION:

Adopt Ordinance 2022-12, repealing and replacing Sandy Municipal Code Chapter 8.35.

BUDGETARY IMPACT: Neutral.		
SUGGESTED MOTION LANGUAGE: "I move to approve the first reading of		
LIST OF ATTACHMENTS/EXHIBITS:Ordinance 2022-12	:	



NO. 2022-12

AN ORDINANCE REPEALING AND REPLACING CHAPTER 8.35 OF THE SANDY MUNICIPAL CODE: CAMPING PROHIBITED IN CERTAIN PLACES

Whereas, the City of Sandy recognizes the dignity of all humans and their rights for basic needs, including housing; and

Whereas, unregulated and unauthorized camping damages the natural environment, impedes the public's use and enjoyment of parks and public property, and creates unsafe and unsanitary living conditions which pose a threat to the peace, health, and safety of the individuals camping and the community at large; and

Whereas, the City encourages active participation of concerned persons, organizations, businesses and public agencies to work in partnership with the City and the homeless community to address the short- and long-term impact of homelessness in and on the community.

NOW, THEREFORE, THE CITY OF SANDY ORDAINS AS FOLLOWS,

Section 1: Sandy Municipal Code Chapter 8.35 is repealed and replaced as detailed in Exhibit A, attached and incorporated by reference.

Section 2: This ordinance shall take effect on the thirtieth day after its enactment.

This ordinance is adopted by the Common Council of the City of Sandy and approved by the Mayor this 21 day of June 2022

Stan Pulliam, Mayor	
ATTEST:	
Jeff Aprati, City Recorder	

Exhibit A

Chapter 8.35 Camping Prohibited in Certain Places

Sec. 8.35.010. - Definitions

As used in this chapter:

- A. "To camp" means to pitch, erect, create, use, or occupy camp facilities for the purposes of habitation, as evidenced by the use of camp paraphernalia.
- B. "Camp facilities" include, but are not limited to, tents, huts, temporary shelters, leantos, shacks, or any other structures.
- C. "Camp paraphernalia" means, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or non-city designated cooking facilities and similar equipment.
- D. "City facilities" means office buildings, storage facilities, meeting places, well houses, and pump stations owned and maintained by the city.
- E. "City park" means all property owned or controlled by the city and operated for the use of the public for park purposes.
- F. "To store" or "storage" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location, whether attended or unattended.

Sec. 8.35.020. - Prohibited camping.

- A. Except as expressly authorized by the Sandy Municipal Code, it is unlawful at all times for any persons to camp on the following:
 - i. All city parks, trails, and areas designated as parks and open space (POS) under SMC chapter 17.32.
 - ii. All areas designated as flood, slope, and hazard areas under SMC Chapter 17.60;
 - iii. Any area on a sidewalk, unless the camping is done in a manner that maintains a clear, continuous sidewalk width of at least five feet;
 - iv. All real property upon which city facilities are located;
 - v. All city owned parking lots;
 - vi. All public property located within an area zoned for residential use under SMC Title 17; and
 - vii. All publicly owned property located along and between Proctor Avenue and Pioneer Avenue, and along Pleasant Street between Bluff Road and Ten Eyck Road.
- B. Except as expressly authorized by the Sandy Municipal Code, it shall be unlawful for any person to camp in the city during the hours of 6:30 a.m. to 9:00 p.m.

Exhibit A

- C. Except as expressly authorized by the Sandy Municipal Code, it shall be unlawful for any individual to store more than 5 cubic feet of personal property, including camp facilities and camp paraphernalia, on city property during the hours of 6:30 a.m. to 9:00 p.m.
- D. Notwithstanding the provisions of this chapter, the City Council may temporarily authorize camping or storage of personal property on city property by written order that specifies the period of time and location:
 - i. In the event of emergency circumstances;
 - ii. In conjunction with a special event permit; or
 - iii. Upon finding it to be in the public interest and consistent with council goals and policies.
- E. The City Manager may adopt administrative rules to implement any of the provisions of this chapter.

Sec. 8.35.030 - Violation—Penalties and enforcement.

- A. Violation of this chapter is a Class "D" violation per ORS Chapter 153. Each day that a violation occurs will be considered a separate offense.
- B. In addition to any other penalties that may be imposed, violation of this chapter shall constitute a public nuisance and may be abated in accordance with ORS 202.077 and 203.079.



Staff Report

Meeting Date: June 21, 2022

From Jenny Coker, Public Works Director

SUBJECT: Authorization of Repairs to Strawbridge Parkway

DECISION TO BE MADE:

Whether to approve the resolution ratifying an emergency procurement due to the failed stormwater line on Strawbridge Parkway and related sinkhole; and whether to authorize payments for emergency repairs.

BACKGROUND / CONTEXT:

On April 4, 2022 Council authorized an amendment with Oxbow Construction for the Collection System Rehabilitation for Inflow and Infiltration Reduction Project (RDII) Basin 2 and 8 to submit a proposal for additional rehabilitation of an approximate 150-ft long 48-inch Corrugated Metal Pipe Storm Sewer at Tupper Road. The bottom of the pipe had eroded away, and an emergency fix was required as there were concerns of a failure causing damage to the roadway.

As Oxbow Construction was preparing to initiate the relining project, an unusual late season atmospheric weather event occurred. On June 11, 2022 it was reported that a sinkhole formed on Strawbridge Parkway along the same stormwater pipeline at Tupper Park that was preciously authorized for an emergency repair. The 48-inch pipe conveys No Name Creek. There was significant washout of roadbed backfill. Public Works responded to the sinkhole, and cordoned off the area. There is concern of further erosion and damage as the storm pipeline has collapsed, creating a void, and portions of asphalt around the sinkhole and sidewalk are unsupported. A water line and SandyNet fiber are in the immediate area as well and at risk. Strawbridge Parkway is closed a Tupper Park.

Public Works immediately coordinated Oxbow Construction and Leeway Engineering Solutions to assess the scope of damage and recommend an emergency fix. The original relining proposal will not work as the pipe has collapsed, and instead an open cut excavation is recommended to replace the pipe and replace and recompact road backfill, asphalt and sidewalk. The relining system can be applied to other portions of the 48-inch storm drain which are also in poor condition.

DSL was notified of the situation and public safety concerns on Tuesday June 14, 2022, and the City is in the process of submitting a permit for an Emergency Repair Authorization.

KEY CONSIDERATIONS / ANALYSIS:

Under ORS 279B the City is able to execute an emergency procurement through an amendment to Oxbow's contract. We have received an initial estimate of \$200,000 for the repair. The City is able to authorize the work, and have council ratify by resolution at the June 21, 2022 council meeting.

RECOMMENDATION:

Approve the resolution ratifying an emergency procurement due to the failed stormwater line on Strawbridge Parkway and related sinkhole; and authorize payments for emergency repairs.

BUDGETARY IMPACT:

Oxbow Construction provided a quote for repairs of \$200,000, which includes a contingency for additional items that may be required by DSL. Previously, the April 4, 2022 approved amendment totaled \$151,959.60 for relining the stormwater line. The total of both amendments is \$351,959.60. The Stormwater Fund does not have enough funds available to allocate to this project.

Funding for this emergency repair will come from the City's \$2.5 million in ARPA funding. Using the ARPA funds or general fund contingency would avoid the need to take on additional debt in the fund and reserve rate increases towards other stormwater utility capital and operations.

SUGGESTED MOTION LANGUAGE:

Motion 1: "I move to approve Resolution 2022-16."

Motion 2: "I move to authorize the City Manager to enter into an agreement with Oxbow Construction for the Strawbridge Parkway Stormwater line and sinkhole emergency repair in an amount not to exceed \$200,000.00 pursuant to ORS 279B.080(1)."

LIST OF ATTACHMENTS/EXHIBITS:

- 1. Resolution 2022-16
- 2. Staff report from April 4, 2022 for stormwater line amendment repair
- 3. Quote for emergency repair
- 4. Photo of sinkhole on Strawbridge Parkway

NO. 2022-16



A RESOLUTION AUTHORIZING AN EMERGENCY PROCUREMENT DUE TO A STORMWATER LINE FAILURE AND RELATED SINKHOLE AT STRAWBRIDGE PARKWAY; AND AUTHORIZING PAYMENTS TO CONTRACTORS TO REPAIR THE SINKHOLE AND STORMWATER LINE

Whereas, on June 11, 2022, a catastrophic failure occurred in the City of Sandy 48-inch stormwater line in Strawbridge Parkway; and

Whereas, collapse of the 48-inch stormwater line underneath Strawbridge Parkway caused a sinkhole in the public road of approximate dimensions of 40-feet by 8-feet, and made the road impassable to traffic; and

Whereas, the failure of the stormwater line and the collapsed road in a residential area created an immediate threat to public safety; and

Whereas, repairing the stormwater line by relining it was authorized by the Council via change order to CM/GC contractor Oxbow Construction and Engineering Consultant Leeway Engineering Solutions; and

Whereas, the collapse of the pipeline and sinkhole necessitates a new change order and different repair (open cut excavation) and pipeline replacement instead of relining; and

Whereas, City of Sandy Public Works Superintendent contacted Oxbow Construction and Leeway Engineering Solutions, a known contractor and consultant that have completed other major projects for the City of Sandy, teams from Oxbow Construction were mobilized on June 11, 2022 and teams from Leeway were mobilized on June 13, 2022; and

Whereas, Oxbow Construction is providing a change order estimate for repair of the collapsed pipeline and sinkhole;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy

Section 1: The City Council ratifies the City Manager's judgment that an immediate threat to public safety exists, and ratifies the City Manager's decision to perform an emergency procurement to hire the contractor(s) to repair the pipeline and sinkhole pursuant to ORS 279B.080(1).

Section 2: The City of Sandy authorizes the City Manager to pay invoices received from Oxbow Construction for its costs related to repairing the pipeline and sinkhole. Section 3: The City of Sandy authorizes the City Manager to pay invoices received from Leeway Engineering Solutions for its costs related to repairing the pipeline and sinkhole. Section 4: The City of Sandy authorizes the City Manager to pay invoices received from DSL and other agencies for any emergency permits needed for repair of the pipeline and sinkhole. **Section 5:** This resolution is effective immediately upon adoption. This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 21 day of June 2022 Stan Pulliam, Mayor ATTEST: Jeff Aprati, City Recorder





Staff Report

Meeting Date: April 4, 2022

From Jenny Coker, Public Works Director

Wastewater Collection System I&I Improvements - Amendment #3:

SUBJECT: Emergency Stormwater Pipeline Repair

DECISION TO BE MADE:

Whether to approve an amendment to the Inflow and Infiltration Reduction Project agreement with Oxbow Construction, to rehabilitate the Tupper Road storm sewer.

BACKGROUND / CONTEXT:

We asked Oxbow Construction, the Construction Manager/General Contractor (CM/GC) for the Collection System Rehabilitation for Inflow and Infiltration Reduction Project (RDII) Basin 2 and 8, to submit a proposal for additional rehabilitation of an approximate 150-ft long 48-inch Corrugated Metal Pipe (CMP) Storm Sewer pipe at Tupper Road. Water from this stormwater pipe has been entering the sewer collection system. The bottom of the 48" pipe has eroded away, and stormwater is now moving through the ground and entering our sewer system through leaking pipe joints and cracks in a manhole.

This is an emergency fix; the stormwater line has failed and is a risk to causing damage to the roadway.

Oxbow's proposed Change Order for the additional Tupper Road Storm Sewer Rehabilitation totals \$151,959.60. The unit prices and subcontractor/equipment supplier quotes have been reviewed by the design engineer, Leeway Engineer Solutions and found to be reasonable.

The City originally entered a Construction Manager / General Contractor (CM/GC) contract with Oxbow Construction on November 25, 2020. Two Guaranteed Maximum Price (GMP) Amendments have previously been approved for \$7,451,589.64.

The total project costs for the collection system improvements, which include the previously approved two GMP packages will conclude at a guaranteed maximum price of \$7,603,549.24. The project completion date is anticipated May 2022. The City Attorney has stated that the emergency storm water repair may be added to the CM/GC contractor's scope of services as an amendment.

RECOMMENDATION:

Authorize the City Manager to enter into an agreement with Oxbow Construction for Amendment No. 3, and delegate authority to staff to identify the most prudent budgetary approach for funding the improvements and bring back to Council for a future budget resolution transfer.

BUDGETARY IMPACT:

The proposed amendment, which totals \$151,959.60, can come from multiple funding mechanisms such as Business Oregon financing, the City's allocation of ARPA funds, or General Fund contingency. The Stormwater Fund does not have enough funds available to allocate to this project.

Staff have reached out to Business Oregon to inquire about obtaining a low interest loan for completing the project and it is very likely eligible. A loan would require the city to increase our stormwater fees for the debt service, which are incredibly low for a community of our size already at only \$3.50/month. Alternatively, the Council could allocate a portion of the City's \$2.5 million in ARPA funding towards the project. The City has about \$1.1 million of tranche 2 in ARPA funds (expected August 2022) that has yet to be committed. Using the ARPA funds or general fund contingency would avoid the need to take on additional debt in the fund and reserve rate increases towards other stormwater utility capital and operations.

SUGGESTED MOTION LANGUAGE:

"I move to Authorize the City Manager to enter into an agreement with Oxbow Construction for Tupper Road Storm Sewer Rehabilitation in the amount of \$151,959.60."

LIST OF ATTACHMENTS/EXHIBITS:

- Oxbow Construction's Amendment No. 3 Proposal
- Photos of Damaged Sewer Pipe

EXHIBIT A

48 Inch CMP Liner Rehabilitation Project

Oxbow Construction

31005 East Historic Columbia River Hwy

Troutdale OR 97060

Contact: Jim Hall, Estimator Phone: 503-766-8635

Fax:

Quote To:

Rob Lee, Leeway Engineering Mike Walker, City of Sandy

Job Name: Date of Plans: Sandy 48" CMP Liner Rehabilitation

12-14-21 **Revision Date:** N/A

Phone: Fax:

See Assumptions, Clarifications, Exclusions

					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1010	Supervision	1.00	LS	4,690.89	4,690.89
1015	Prep Access/Steel Plates	1.00	LS	5,010.65	5,010.65
1020	Procure Liner	1.00	LS	52,191.00	52,191.00
1025	Bypass Pumping/Diversion	10.00	DAY	1,130.31	11,303.10
1027	Construct Access to 48" For Insertion	1.00	LS	2,191.18	2,191.18
1030	Exc and Repair Spots	2.00	EA	12,187.50	24,375.00
1040	Grout Fill Bottom of Pipe	150.00	LF	71.73	10,759.50
1045	Exc/Prep Pulling Pit/Anchor Block	1.00	LS	2,125.51	2,125.51
1050	Liner Prep Work	1.00	LS	9,248.16	9,248.16
1055	Remove Protruding Taps	3.00	EA	452.37	1,357.11
1060	Install and Inflate Liner	1.00	LS	7,579.30	7,579.30
1070	Cure Liner	1.00	LS	3,048.04	3,048.04
1080	Complete End Seals	2.00	EA	2,439.31	4,878.62
1090	Third Party Testing	1.00	LS	1,250.00	1,250.00
1093	TV Post Liner Installation Inpection	1.00	LS	1,562.50	1,562.50
1095	Reconstruct 48" Pipe at Insertion	1.00	LS	5,421.16	5,421.16
1100	Remove Access/Demobe	1.00	LS	3,025.25	3,025.25
1110	Minor Restoration	1.00	LS	1,942.63	1,942.63

\$151,959.60 GRAND TOTAL

NOTES:

Assumptions:

- 1. Oxbow will construct a steel plated access to the Manhole located in the park area
- 2. In order to provide access for insertion of the 48" lining cans and liner materials into the 48" CMP storm pipe, Oxbow will excavate down to the top of the 48" CMP pipe and expose the pipe. The top one-half of the pipe will be cut and removed for a length of about 6ft-8ft.

This access opening will be used to insert the liner into the pipe and allow for preparation for lining.

Page 1 of 3

Following the liner installation, the removed pipe section will be replaced and welded into its original position and then backfilled with concrete light fill (CLSM). Following the CLSM curing, the pipe will be backfilled with native spoils and the area restored.

In order to facilitate the pulling of the liner into position, Oxbow will excavate at one end of the pipe in the invert area, prior to repairing/grouting the invert, and will constuct a 12" x 12" x 5ft deep concrete anchor block. The anchor block will be fitted with a pulling point to all the liner to be pulled into postion.

Following pulling the liner into position, the pulling point will be cut flush to the invert of the pipe.

Additionally, Oxbow may construct 2-3 insert-a-tee connections to the pipe in order to allow for feeding hoses and cords into the pipe to further facilitate thew lining process. Following the work, these access ports will be cut below grade and capped/Plugged. 2x4 markers will be placed similar to lateral markers at these locations.

The base grouting of the pipe invert will be completed by cleaning the entire pipe section an removing any deleterious/loose materials from the bottom area. A 1/2" pea rock mix will be placed in the bottom zection only to provide a firm, uniform surface to line against. this is not intended to be water tight nor provide any structural integrity as there is no structural design to adhere to in completing this task.

The liner will be terminated at each Manhole end using a Weco Seal.

The estimte includes a contingency amount of 1250.00 for third party CIPP Liner testing if required.

This proposal is good for 30 days following receipt and as dated below.
Proposal includes:
BOLI Wages as of July 2021. All work as noted. Third Party Testing if required. Post TV liner Inspection.
Proposal excludes:
Liner Engineering, structural engineering. Surveying Contaminated materials handling, removal, treatment, disposal. Tree removal Landscaping other than hand-cast seeding. Leak testing, pressure testing, etc. Pre-TV Inspection Groundwater/perched water dewatering. Welding inspection of CMP pipe. Concrete inspection/testing Permits of any kind. Bonds Special insurance above Oxbow's Standard Construction policies and limits.
Signed:(Jim Hall, Estimator)
Dated:
Oxbow Construction, a dba of Iron Horse Excavation LLC

CCB #166020

Page 2 of 3

DBE/WBE/#7618				
Proposal good for 30 days *Proposal is currently va	following date above. alid, per email from Oxl	oow dated 3/14/22.		





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Sandy Emergency 48" Culvert Repair



Oxbow Construction, a dba of Iron Horse Exc LLC

31005 E Historic Columbia Hwy

Troutdale Or 97060

Contact: Jim Hall, Project Manager, Oxbow

Phone: 503-766-8635

Fax:

Quote To: Jenny Coker, PE, PW Manager Job Name: 48" Culvert Emergency Repair

City of Sandy <u>Date of Plans:</u> N/A

Phone: Revision Date: Original - No Plan Revisions
Fax:

See Exclusions and Clarfications Below:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1010	General Requirements	1.00	LS	7,500.00	7,500.00
1020	Equipment Mobilization	1.00	LS	7,500.00	7,500.00
1025	Subcontractor Paving/Conc Mobes	1.00	LS	2,300.00	2,300.00
1030	Sawcutting	1.00	LS	1,500.00	1,500.00
1040	Demo AC/Conc to Disposal	1.00	LS	1,250.00	1,250.00
1050	Diversion 8" with Backup and Auto Equipment	7.00	DAYS	2,000.00	14,000.00
1060	Exc/Lay/Backfill 48" ADS Culvert Pipe	65.00	LF	1,550.00	100,750.00
1070	Import Backfill	200.00	LCY	67.00	13,400.00
1080	Exc and Connect Inlet Lead to CBs	26.00	LF	175.00	4,550.00
1090	CIP Inlet - Std G2 Inlet Frame and Cover	2.00	EA	4,000.00	8,000.00
1100	Prep, Place 16" C-Curb	90.00	LF	30.00	2,700.00
1115	Prep, Place 4" Std Walks	480.00	SF	7.00	3,360.00
1120	Prep, Pave 4" AC Std Roadway	1,500.00	SF	6.00	9,000.00
1130	Straw/Misc Erosion Control	1.00	LS	1,200.00	1,200.00

GRAND TOTAL \$177,010.00

Owner Controlled Contingency

GRAND TOTAL w/ owner controlled contingency

NOTES:

CLARIFICATIONS:

- All work is to be completed under a road closed conditions.
- Proposal inlcudes payment of BOLI wages.
- Any tree removal of any kind is excluded.
- Escalation of pipe materials to be paid at cost. Attached is the materials invoice/quote for materials from our supplier. Pipe suppliers only hold prices for 48 hours and any increase or decrease will be provided to the Owner as a credit or added cost.
- Diversion pumping will be completed during active construction with flows being temporarily allowed to flow through completed and existing culvert pipe at the end of shifts. No overnight pumping or pump watch is included.

Page 1 of 2

\$22,990.00

\$200,000.00

- Oxbow will install 48" ADS culvert pipe with end couplers.
- The connection to the existing CMP Culvert ends will be completed using a concrete closure collar utilizing 3000 PSI concrete with entrained air.
- All pipe will be bedded and backfilled with imported crushed rock.
- All spoils will be hauled and disposed of at a permitted/licensed disposal site.
- Inlets will be CIP concrete standard CG-2 inlets with ADS inlet lead pipe.
- Inlet lead connections to the 48" Culvert pipe will be made using Insert A Tee drilled connections.

EXCLUSIONS:

- Engineering, surveying, or other professional services not listed herein.
- Permitting of any kind.
- QC testing and inspections.
- Performance and Payment Bonds.
- Special Insurances above Oxbow-s standard policy limits.
- Nightwork
- Traffic control signing/flagging.
- Landscape planting or mitigation of any kind not listed.

Proposal is good for 30 days from date listed below:

Proposal Dated: 2022-06-15

Jim Hall, Project Manager Oxbow Construction

31005 East Historic Columbia River Hwy

Troutdale OR 97060

CCB#166020



FEL PORTLAND WATERWORKS #3011 9129 NORTH TYNDALL AVENUE PORTLAND, OR 97217-6964

Phone: 503-240-6747 Fax: 503-240-6751

Deliver To:

From: Jacob Franzen

Comments:

Cust Phone: 503-780-7124

Page 1 of 1 16:55:00 JUN 14 2022

FERGUSON WATERWORKS #3011

Price Quotation Phone: 503-240-6747 Fax: 503-240-6751

Terms:

Bid No: B426270 Bid Date: 06/14/22 Quoted By:

JWF

Customer: IRON HORSE EXCAVATION LLC

> **DBA OXBOW CONSTRUCTION** 31005 E HISTORIC COLUMBIA RIV

HWY

TROUTDALE, OR 97060

Ship To: IRON HORSE EXCAVATION LLC

NET 10TH PROX

DBA OXBOW CONSTRUCTION 31005 E HISTORIC COLUMBIA RIV

HWY

TROUTDALE, OR 97060

Job Name: CITY OF SANDY TUPPER Cust PO#:

Item	Description	Quantity	Net Price	UM	Total
A48650020IB	48X20 N12 COR AASHTO WT HC SLD PIPE	80	174.190	FT	13935.20
A4865AA	48 SPLT COUP	3	432.480	EΑ	1297.44
SP-10N1248N12	10" N12 X 48" N12 INSERTA TEE	2	444.640	EΑ	889.28
A10650020IB	10X20 N12 COR W/TITE HDPE PIPE BE	40	11.570	FT	462.80
		N	let Total:		\$16584.72
			Tax:		\$0.00
			Freight:		\$0.00
			Total:		\$16584.72

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at https://www.ferguson.com/content/website-info/terms-of-sale Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

COVID-19 ORDER: ANY REFERENCE TO OR INCORPORATION OF EXECUTIVE ORDER 14042 AND/OR THE EO-IMPLEMENTING FEDERAL CLAUSES (FAR 52.223-99 AND/OR DFARS 252.223-7999) IS EXPRESSLY REJECTED BY SELLER AND SHALL NOT APPLY AS SELLER IS A MATERIALS SUPPLIER AND THEREFORE EXEMPT UNDER THE EXECUTIVE ORDER.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to complete a survey about your bids:

https://survey.medallia.com/?bidsorder&fc=3011&on=41850





Staff Report

Meeting Date: June 21, 2022

From Tyler Deems, Deputy City Manager / Finance Director

SUBJECT: Election to Receive State Revenues

BACKGROUND / CONTEXT:

Each year, the State of Oregon requires municipalities to certify their election to receive state revenues. These revenues include cigarette, alcohol, and gas taxes. Without these revenues, the General Fund would be reduced by approximately \$360,000 and the Street Fund would be reduced by approximately \$875,000 for fiscal year 2023. These revenue sources are essential in providing the level of service that has been budgeted for in the Biennium 2021-2023. A public hearing was previously held during the budget process in June 2021 regarding the use of these funds.

RECOMMENDATION:

Staff recommends that Council make a motion to approve Resolutions 2022-13, a Resolution Declaring the City of Sandy's Election to Receive State Revenues.

BUDGETARY IMPACT:

None; Funds from these revenue sources are already included in the Biennium 2021-2023 budget.

LIST OF ATTACHMENTS/EXHIBITS:

Resolution 2022-13



NO. 2022-13

A RESOLUTION DECLARING THE CITY OF SANDY'S ELECTION TO RECEIVE STATE REVENUES

Whereas, The City of Sandy Resolves as Follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2022-2023.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 21 day of June 2022

Stan Pulliam, Mayor	
ATTEST:	

I certify that a public hearing before the Budget Committee was held on April 26, May 3, and May 10, 2021 and a public hearing before the City Council was held on June 7, 2021 for the 2021 - 2023 biennium, giving citizens an opportunity to comment on the use of State Revenue Sharing.