CITY OF SWEET HOME
CITY COUNCIL
AGENDA

July 26, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information:
The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit http://live.sweethomeor.gov. If you don't have access to the internet you can call in to 971-203-2871 and enter the Meeting ID: 226 531 892#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon Public Meeting Law, and have been approved by the Mayor and Chairperson of the meeting.

I. Call to Order and Pledge of Allegiance

II. Roll Call

III. Consent Agenda:

a) Approval of Minutes:

i) 2022-07-12 City Council Minutes (pg. 3)

ii) 2022-06-28 City Council Minutes (pg. 8)

iii) 2022-07-19 City Council Meeting - ES (pg. 15)

IV. Recognition of Visitors and Hearing of Petitions:

V. Old Business:

a) Request for Council Action – 2023 Legislative Priorities for the League of Oregon Cities (LOC) (pg. 17)

b) Request for Council Action - Consideration of Measure 109, Potential Ballot Measure, and Ordinance (pg. 32)

c) Information Only - FAC Facility Update

d) Information Only - 9th Avenue Waterline Replacement Project Update

VI. New Business:

a) Request for Council Action - Engineer of Record Water Master Plan Task Order Amendment (pg. 38)

b) Safe Routes to School Grant Application

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

c) Request for Council Action – Government Portfolio Advisors Contract Extension (pg. 169)

VII. Ordinance Bills

a) Request for Council Action and First Reading of Ordinance Bills

i) Ordinance Bill No 4 for 2022 - Ordinance No. - Sweet Home Ordinance Declaring a Ban on Psilocybin Service Centers and the Manufacture of Psilocybin Products (pg. 178)

b) Second Reading of Ordinance Bills

i) Ordinance Bill No. 4 for 2022 - Ordinance No. - Sweet Home Ordinance Declaring a Ban on Psilocybin Service Centers and the Manufacture of Psilocybin Products (pg. 179)

c) Third Reading of Ordinance Bills (Roll Call Vote Required)

VIII. Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Council of Governments

Legislative Committee

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

IX. Reports of City Officials:

Mayor's Report

City Manager's Report

i) City Council Candidate Handbook (pg. 182)

X. Department Director's Reports (2nd meeting of the Month)

Finance Director

i) Finance Department Monthly Report (pg. 206)

Police Chief

i) Police Department Monthly Report (pg. 212)

City Attorney

XI. Council Business for Good of the Order

a) Comcast Update - July 2022 (pg. 213)

XII Adjournment

CITY OF SWEET HOME
CITY COUNCIL
MINUTES

July 12, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

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This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon Public Meeting Law, and have been approved by the Mayor and Chairperson of the meeting.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM.

Roll Call

PRESENT
Mayor Greg Mahler
Councilor Dave Trask
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

Tea Herrera, YAC Representative

ABSENT
President Pro Tem Diane Gerson
Councilor Lisa Gourley

STAFF
Communications Specialist Lagea Mull
Administrative Services Manager Julie Fisher
City Manager Pro Tem Christy Wurster
Community and Economic Development Director Blair Larsen
Library Services Director Megan Dazey
City Attorney Robert Snyder
Finance Director Brandon Neish

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

Public Works Director Greg Springman
Police Chief Jeff Lynn
Police Captain Jason Ogden

MEDIA
Benny Wolctott

Motion to approve the absence of Councilor Gourley and President Pro Tem Gerson made by Councilor Trask, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

Consent Agenda:

Motion to approve the Consent Agenda made by Councilor Coleman, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

a) Request for Council Action – Appointment to Library Advisory Board – Eva Jurney

Approval of Minutes:

a) 2022-06-28 City Council Minutes - WS

b) 2022-07-06 City Council Minutes - ES

Recognition of Visitors and Hearing of Petitions:

None

Old Business:

a) Request for Council Action - Resolution No. 27 for 2022 - A Resolution Certifying the City Complies with Sections of ORS 475B Related to Marijuana Sales Inside City Limits.

Finance Director Brandon Neish presented Resolution No. 27 for 2022. Resolution No. 23 was passed by the Council, however the ORS references changed during the second legislative session in January of 2022. For accurate record keeping purposes, a new Resolution has been brought forward changing ORS 475 B to ORS 475 C correcting the minor changes in numbering.

Motion to approve Resolution No. 27 for 2022 made by Councilor Coleman, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

New Business:

a) Downtown Lounge Public Address System Application

Police Chief Jeff Lynn presented the request for a permit for amplified sound during an outdoor event Jamboree Weekend. The planned event has no changes from past events and will be Thursday to Sunday, July 28th to July 31st,

Motion to approve the Public Address System Permit for the Downtown Lounge made by Councilor Richards, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

b) Request for Council Action – Resolution No. 20 for 2022 – Fee Schedule

City Manager Pro Tem Christy Wurster introduced the draft fee schedule.

Motion to table Resolution No. 20 for 2022 made by Councilor Coleman, Seconded by Councilor Sanchez.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

Mayor Mahler instructed the Council to talk with City Manager Pro Tem Wurster with any comments.

c) Request for Council Action - Proposed Amendments to the Council Rules

City Attorney Snyder explained the proposed amendments from the Administration, Finance, and Property Committee. The Committee felt it was valuable for in person attendance for Executive Sessions. Councilor dress was also discussed and a dress code suggested due to the value of impartiality by not wearing political logos, and to maintain professionalism. Councilor Sanchez stated there are times when a councilor may need to attend meetings directly after work and questioned who determines what "professional attire" is. Councilor Sanchez also questioned if the dress code was applicable during the times when not in a public meeting but still representing the City as an elected official. Councilor Sanchez felt the draft rules were aimed at her after attending a work session in work clothes, however Councilor Coleman clarified the rules had been by the committee discussed prior to the work session in question.

Motion to table the draft rules until clarity can be added and all parties can agree made by Councilor Sanchez, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

Mayor Malher recommended a work session.

d) Request for Council Action - Measure 109 Potential Ballot Measure

Community and Economic Development Director Blair Larsen explained during the November 2022 election, Oregon voters approved Ballot Measure 109 allowing Psilocybin Services. Results of the vote showed Oregon voters were 55% in favor, Linn County voters were 55% against, and Sweet Home voters were 59% against the measure.

Motion to direct staff to draft an ordinance and ballot measure based on the models provided prohibiting Psilocybin service centers and manufactures without a sunset clause made by Councilor Coleman, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

CEDD Larsen asked the Council if they would like to add an additional measure for moratorium, however it was the desire of the Council to keep the ballot as simple as possible and most cost effective.

e) Request for Council Action – Contract for Services – Finance Director Pro Tem

City Manager Pro Tem Christy Wurster reported Finance Director Neish has submitted his official resignation notice to the City. Staff is requesting to bring an interim Finance Director to perform services as outlined in packet. City Manager Pro Tem presented a contract from Matt Brown Consulting for consideration.

Motion to approve the contract for services from Matt Brown Consulting made by Councilor Richards, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

f) Request for Council Action - Resolution No. 28 for 2022 - Extending the City of Sweet Home's Workers' Compensation Coverage to Certain Volunteer Positions

Finance Director Brandon Neish presented the request to extend documentation that shows Workers' Compensation coverage for City volunteers. The annual cost of the coverage was $100.

Motion to approve Resolution No. 28 for 2022 made by Councilor Coleman, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

g) Request for Council Action - Authorization to Fill a Vacant Position

City Manager Pro Tem Christy Wurster requested authorization to begin recruitment for a Finance Director.

Motion to authorize staff to begin the recruitment process to hire a Finance Director for the City of Sweet Home made by Councilor Richards, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

Reports of Committees:

Ad Hoc Committee on Health

a) Wiley Creek Memory Care Groundbreaking

Mayor Mahler asked who would be present for the Wiley Creek Memory Care Groundbreaking ceremony. Councilors Coleman, Richards, Trask and Mayor Mahler would be attending. A possible quorum of the Council will be noticed.

Administrative and Finance/Property

a) 2022-06-30 Administration, Finance & Property Committee Minutes

Written Minutes were included in the packet.

Reports of City Officials:

Mayor's Report

Mayor Mahler reported on focus groups hosted by medical students from Western University. Dr. Larry Horton has sent out several dates that Councilors could attend.

City Manager's Report

City Manager Pro Tem Christy Wurster requested the Council complete the LOC Legislative Priorities Ballot and return to staff prior to the next meeting.

The City Manager recruitment update was presented including a schedule of meetings. It was suggested to hold the Community Meet and Greet at City Hall. A question of maximum occupancy was raised. Staff will follow up on the approved occupancy and schedule the meet and greet at City Hall if space allows.

Due to staff changes and timing, City Manager Pro Tem Wurster suggested continuing with the current auditing services one more year. A Request for Proposal (RFP) could be published the following year for auditing services. There were no objections by the City Council.

It was announced the City of Sweet Home won the Favorite Checkpoint for the Annual Cut the Gut Car Cruise. The check point was hosted by Toxic Mopar Car Club. The club members were congratulated for their efforts.

a) Council Action Item Tracker

An updated Council Action Item Tracker was included in the packet.

Department Director's Reports (1st meeting of the Month)

Library Services Director

a) Monthly Report June 2022

A written report was included in the packet.

Community and Economic Development Director

a) Monthly Report June 2022

A written report was included in the packet.

Public Works Director

a) Monthly Report - June 2022

A written report was included in the packet.

City Attorney

No Report

Council Business for Good of the Order

Adjournment

The meeting adjourned at 7:31 PM.

_____

Mayor

ATTEST:

_____

City Manager Pro Tem – Ex Officio City Recorder

CITY OF SWEET HOME
CITY COUNCIL
MINUTES

June 28, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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

Mission Statement

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Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM.

Roll Call

PRESENT
Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Susan Coleman
Councilor Angelita Sanchez

ABSENT
Councilor Lisa Gourley
Councilor Dylan Richards

STAFF
City Manager Pro Tem Christy Wurster
Police Chief Jeff Lynn
Finance Director Brandon Neish (online)
Community and Economic Development Director Blair Larsen
Library Services Director Megan Dazey
Communications Specialist Lagea Mull
Administrative Services Manager Julie Fisher

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

Public Works Director Greg Springman
City Attorney Robert Snyder

MEDIA
Benny Wolcott

Motion to approve the absence of Councilor Richards and Councilor Gourley from the June 28, 2022 City Council Meeting. Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

Motion to approve the absence of Councilor Gerson and Councilor Gourley from the June 28, 2022 City Council Work Session Meeting. Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

Consent Agenda:

Motion made to approve the Consent Agenda by Councilor Coleman, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

Approval of Minutes:

a) 2022-06-14 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

None

a) Police Officer Swearing In Ceremony - Allen Cripe

City Manager Pro Tem Christy Wurster performed the swearing in for new officer Allen Cripe.

Old Business:

a) PUBLIC HEARING – Resolution No. 15 for 2022 - A Resolution Naming the Sweet Home Wastewater Treatment Plant to the Mahler Water Reclamation Facility and Acknowledging the Dedicated Public Servants who Run the Facility.

The Public Hearing was opened at 6:40 PM. President Pro Tem Gerson explained the Public Hearing process and asked if the Council had any Exparte, Bias, or Conflict of Interest; there was none.

The Staff Report was presented by City Manager Pro Tem Christy Wurster. The request and public notice of the Public Hearing was published for 30 days.

President Pro Tem Gerson opened the floor for any Public Comment. There was none.

The Public Hearing was closed at 6:43 PM.

Motion made to approve Resolution No. 15 for 2022 by Councilor Coleman, Seconded by Councilor Trask.
Voting Yea: President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez
Voting Abstaining: Mayor Mahler

b) Request for Council Action - ODOT Art in the Public Right-of-Way Agreement.

Community and Economic Development Director Blair Larsen presented the agreement with ODOT regarding the mural on the ODOT building and grassy strip on 228 and Hwy 20 which requires landscaping. City Attorney Snyder stated he didn't see a clause to end the agreement by either party. City Council suggested a policy regarding murals. Items the Council wanted further information on included landscaping and maintenance and additional murals.

Motion to table the request made by Councilor Sanchez, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

New Business:

a) Request for Council Action - Resolution No. 24 for 2022 - A Resolution Authorizing a Transfer of Appropriations for 2022.

Finance Director Neish presented the request to authorize transfers as outlined in the staff report, including funds to cover Economic Development expenditures of $20k for the CEIP Grants and prevent over expenditure. There was also a change in benefits for personnel in the Internal Services Fund resulting in a need to transfer $16,500 from contingency. The Executive Department incurred unanticipated costs due to personnel changes and COVID-19 Premium Pay. The Public Works Department in the Internal Services Fund incurred unanticipated expenditures also related to COVID-19 premiums. The adopted budget for the Wastewater Fund did not include enough to cover all debt payments, and the Street Improvement Funds incurred additional expenses for the ODOT Sidewalk Improvement Project.

Motion to approve Resolution No. 24 for 2022 made by Councilor Coleman, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

b) PUBLIC HEARING - Resolution No. 25 for 2022 - A Resolution Adopting a Supplemental Budget.

The Public Hearing was opened at 7:10 PM. Mayor Mahler explained the Public Hearing process and asked each Councilor if they had any Bias, Conflict of Interest, or Exparte; they did not.

Finance Director Brandon Neish presented the staff report and explained the increases in the PATH program of $500,000 and added funds in Grant Revenue for Linn Shuttle, and in Economic Development for Small Business Grants. Additional funds were also needed to cover the cost of legal consulting fees in the Finance Department.

The City has complied with local budget law and public notifications.

The floor was open for public comment, however, there was none.

The Public Hearing was closed at 7:12 PM.

Motion to approve Resolution No. 25 for 2022 made by President Pro Tem Gerson, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

c) PUBLIC HEARING to Receive Public Comment on the Use of State Revenue Sharing Funds - Resolution No. 21 for 2022 - A Resolution Declaring the City's Election to Receive State Revenues.

The Public Hearing was opened at 7:16 PM. Mayor Mahler explained the Public Hearing process and asked each Councilor if they had any Bias, Conflict of Interest, or Exparte; they did not.

Finance Director Neish presented the staff report of the City's election to receive State Revenue Service Funds.

The floor was open for public comment, there was none.

The Public Hearing was closed at 7:18 PM.

Motion to approve Resolution No. 21 for 2022 made by President Pro Tem Gerson, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

d) Request for Council Action - Resolution No. 22 for 2022 - A Resolution Certifying the City Provides Four or More Services in Order to Receive State Revenues.

Finance Director Brandon Neish explained the resolution is required per ORS to certify the City provides police protection, sewer, storm sewer, and planning and zoning, and one or more utility. This is required to be eligible to receive State Revenues.

Motion to approve Resolution No. 22 for 2022 made by Councilor Coleman, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

e) Request for Council Action - Resolution No. 23 for 2022 - A Resolution Certifying the City Complies with Sections of ORS 475B Related to Marijuana Sales Inside City Limits.

Finance Director Brandon Neish presented the State requirement of certification to receive State Marijuana Funds. The City of Sweet Home does allow licenses to produce and process marijuana, licenses for wholesale and retail sales, and requires indication of tax on retail sales.

Motion made to approve Resolution No. 23 for 2022 by Councilor Trask, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

f) PUBLIC HEARING - Resolution No. 18 for 2022 - Adopting a Budget for 2022-2023, Making Appropriations and Levying Taxes.

The Public Hearing was opened at 7:24 PM. Mayor Mahler explained the Public Hearing process. Each of the Councilors were asked if they had any Exparte, Conflict of Interest, or Bias; they did not.

Finance Director Brandon Neish read the Staff Report. Notices were published June 14, 2022 with the amended LB1 document. $500K was added for ARPA funds and $75K to the Police Department with 3% contingency.

The floor was open for Public Comment. There was none.

The Public Hearing was closed at 7:26 PM.

Motion to approve Resolution No. 18 for 2022 made by Councilor Coleman, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

g) Request for Council Action - Resolution No. 26 for 2022 - A Resolution Establishing Salary Schedules for Non-Represented Employees.

Finance Director Brandon Neish presented the staff report. The proposed budget included a 3% increase for non-represented employees. During the budget process represented employees asked Council to increase the COLA to 3.25% to match AFSCME employees. The increase will be effective July 1, 2022.

The salary range for the City Manager will be established when the contract has been secured.

Motion to approve Resolution No. 26 for 2022 made by President Pro Tem Gerson, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

h) Request for Council Action – Resolution No. 20 for 2022 – Fee Schedule.

Staff requested the item be tabled to next meeting on July 12, 2022.

i) Request for Council Action – Rural Development Initiative Leadership Program.

City Manager Pro Tem Wurster presented the request for the RDI Leadership Program. With changes in leadership across the City, including the Fire District, School District, and City, this is a perfect relationship building opportunity. Many City staff have been through a similar program.

Staff suggested a combined leadership program with youth and adults, utilizing existing leaders to mentor students and continue to invest in youth. Staff will continue to seek partners to aid in the cost.

Christine Gilmore, RDI gave a brief description of the program and how it would engage the youth.

Motion to approve support of a combined leadership program through Rural Development Initiative made by Councilor Trask, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

j) Information Only - DEQ Stormwater TMDL Annual Report.

Greg Springman presented the annual report to DEQ for stormwater systems. Council had a direct hand in success for a good report, based on the 5 year plan that the City updates and submits.

There was discussion on the significant difference the new street sweeper has made.

k) Information Only – 2023 Legislative Priorities for the League of Oregon Cities (LOC).

City Manager Pro Tem Wurster introduced the request for input on upcoming legislative priorities for the League of Oregon Cities (LOC). The League performs lobbing activities on behalf of cities and is requesting input on which legislative issues are most important to Sweet Home.

Staff requested the Council identify a voting delegate to record the 5 legislative priorities.

By consensus, a combined council and leadership team will submit their priorities to the LOC.

l) Request for Council Action - Authorization to Fill a Vacant Position.

City Manager Pro Tem Wurster presented the request to begin recruitment of a Finance Director. Finance Director Neish has submitted his resignation with his last day being July 29th. Staff is requesting authorization to begin a search.

Motion made to authorize the City Manager Pro Tem to fill a vacant position by Councilor Coleman, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

m) Request for Council Action – Personnel Policies Updates.

City Manager Pro Tem introduced draft amendments to the personnel policy regarding receiving occasional passes to community events. The draft policy was reviewed by the City Attorney following discussion with the Oregon Ethics Commission.

Motion made to approve the Personnel Policy Updates by Councilor Coleman, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

Ordinance Bills

Reports of Committees:

Administrative and Finance/Property

a) 2022-06-20 Administration, Finance, and Property Minutes.

Councilor Trask reported a meeting between business owners and staff regarding commercial vacant buildings. He felt the meeting was productive and went well.

Park and Tree Committee

Councilor Coleman stated a Park and Tree flyer has been created by Communications Specialist Lagea Mull and is an excellent resource for park amenities.

Youth Advisory Council

Councilor Gerson reported the YAC may visit Newport's YAC and will ride share with Sweet Home Senior Center in August.

Reports of City Officials:

Mayor's Report

Mayor Mahler recognized Lagea Mull for all of the good work she does for the City. Mayor Mahler reported on the Police Department Safety Fair. He also praised the Tune up Tuesday and Sweet Rides events as excellent community events.

City Manager's Report

Christy Wurster, City Manager Pro Tem reported CEDD is hosting a City table at the Icebox Cook Off and commended the department in their outreach efforts. City staff will be present throughout the event.

A Sweet Home promotional video was shared from Shag Arrington who has nationwide followers.

City Manager Pro Tem Wurster commended Public Works in achieving 90% deliverable for phase 1 of the Wastewater Treatment Plant Facility. Public Works Director Greg Springman, Utility Manager Steven Haney, Engineer Technician Trish Rice, Finance Director Brandon Neish, and Preston VanMeter with West Yost Engineering, all diligently worked to get design underway to get the project started.

An Administration, Finance and Property Committee meeting is scheduled for Thursday at 11AM.

SH Sanitation is implementing at 4.94% CPI July 1, 2022 in accordance with the franchise agreement.

Movies in the park was extremely well attended. City Manager Pro Tem Wurster thanked Community and Economic Development staff, especially Blair Larsen and Angela Clegg for their hard work.

It was reported the contract for 9th Avenue Water Main project was funded with ARPA dollars. There is a question on how the Buy America Act will impact the project and until an answer is found, the project is on hold. Staff is reaching out to Senators for guidance.

The League of Oregon Cities will provide Elected Essentials training in Albany in December. The Council was encouraged to attend the training as well as the LOC Annual Conference.

a) Information Only - City Manager Recruitment Update and Schedule.

City Manager Pro Tem Christy Wurster presented the Council with tentative dates for City Manager recruitment meetings. She stated it was important for the Council to attend all meetings.

Department Director's Reports (2nd meeting of the Month)

Finance Director

a) Finance Department Monthly Report

A written report was included in the packet.

Police Chief

a) Police Department Monthly Report

A written report was included in the packet.

City Attorney

No Report.

Council Business for Good of the Order

Chief Lynn reported the department has been working with schools to discuss a mass casualty scenario.

Public Works Director Greg Springman gave an update on the resource center for the unhoused. Public Works is cleaning the awnings and steps to prepare to relocate the annex building. Utilities are being installed.

Finance Director Brandon Neish was recognized by City Manager Pro Tem Wurster for his leadership in preparing the budget, and joining virtually while on vacation. Mayor Mahler thanked Finance Director Neish for his work on the Budget.

Adjournment

The meeting adjourned at 8:10 PM.

_____
Mayor

ATTEST:

_____
City Manager Pro Tem – Ex Officio City Recorder

CITY OF SWEET HOME
CITY COUNCIL EXECUTIVE SESSION
MINUTES

July 19, 2022, 6:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi
PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.
Please sign in if you wish to speak as Executive Sessions are not open to the public.

Call to Order

The meeting was called to order at 6 PM.

Roll Call

PRESENT
Mayor Greg Mahler
Councilor Dave Trask
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

ABSENT
President Pro Tem Diane Gerson
Councilor Lisa Gourley

STAFF
City Manager Pro Tem Christy Wurster
Administrative Services Manager Julie Fisher
City Attorney Robert Snyder

Mayor Mahler read the Executive Session Announcement.

The Sweet Home City Council will meet in Executive Session pursuant to ORS 192.660 (2) (e) which allows the City Council to meet in Executive Session to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Representative of the news media and designated staff shall be allowed to attend the Executive Session, except any members of the news media which may be parties to the transaction may not attend. All other members of the audience are asked to remain outside the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

Actions to be taken, if any, as a result of the Executive Session will be taken during a regular Council Meeting session.

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

The City Council received an information regarding properties. No decisions were made.

Adjournment

The meeting adjourned at 6:55 PM.

_____

Mayor

ATTEST:

_____

City Manager Pro Tem – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – 2023 Legislative Priorities for the League of Oregon Cities (LOC)
Preferred Agenda:	June 28, 2022 (Information Only) July 26, 2022 (Request for Council Action)
Submitted By:	Julie Fisher, Administrative Services Manger
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution ___ Motion ____ Roll Call ____ Other ____
Relevant Code/Policy:	Type Code/Policy Here
Towards Council Goal:	Vision Statement II. WE ASPIRE to have an effective and efficient local government.
Attachments:	2023 Legislative Priorities Ballot

Purpose of this RCA:
Identify Council prioritization of legislative priorities to help focus LOC's efforts broadly on behalf of Oregon Cities.

Background/Context:
The League of Oregon Cities (LOC) is a primary resource to advocate for City government and allow municipalities to remain current on legislative efforts at the State level. This prioritization exercise is one of the early tools used to organize statewide efforts of LOC, and to help give voice to small to mid-size cities that may otherwise not have legislative influence. LOC provides a host of resources to staff including updates, sample policies, education and training, and updates on proposed legislation along with analysis of how legislation will affect local governments and communities.

The Management Team met to discuss priorities that staff felt weighed heavily on important issues challenging their departments. The top five priorities they collectively identified are: Local Funding to Address Homelessness; Property Tax Reform; Resilient, Futureproof Broadband Infrastructure and Planning Investments; Road User Fee – Vehicle Miles Traveled (VMT) Structure; and Funding for Recovery of Abandoned Recreational Vehicles.

The Challenge/Problem:
Prior to each State Legislative Session, the League of Oregon Cities (LOC) seeks input from member cities to help develop their priorities for the upcoming session. LOC has supplied a list of key priorities identified through their Policy Committee work around the state. They ask that member cities review and recommend their top five issues to help form their Legislative Agenda for 2023, and ensure their priorities reflect the collective priorities of their membership. A response is due to LOC no later than August 5, 2022.

Stakeholders:

- City of Sweet Home – legislative actions can provide a host of services such as broadband, mental health services, and recovery strategies for small business, all effect our community to ensure those in need receive the help they require.
- City Council – legislative efforts can aid the Council in their adopted goals

Issues and Financial Impacts:

The City pays membership dues to the League of Oregon Cities for a variety of benefits including training, advocacy, and access to resources, publications, and information specifically designed to help cities navigate issues. Our ability to help influence Legislative priorities is embedded in our membership and does not require any added financial resources.

Elements of a Stable Solution:

Leverage our regional and state relationships to increase effectiveness in relevant policy arenas.

Options:

1. *Option #1 – Make a Motion* to direct the City Manager Pro Tem or designee to compile the results of individual Council rankings of all 26 issues to determine the composite top five issues to send as the City Council's formal recommendations for the LOC legislative focus issues.
2. *Option #2 – Make a Motion* to direct the City Manager Pro Tem or designee to coordinate with the City's Executive Leadership Team to develop and send the City's top five recommended issues for the 2023 Legislative Session.
3. *Option #3 – Make a Motion* to direct the City Manager Pro Tem or designee to send the following five legislative issues to the League of Oregon Cities (LOC) as the City of Sweet Home's top five recommended legislative issues for the LOC to focus on in 2023. *This includes combined recommendations from the Council and Leadership staff.*
4. *Option #4 – Do Nothing.*

Recommendation:

1. *Option #3 – Make a Motion* to direct the City Manager Pro Tem or designee to send the following five legislative issues to the League of Oregon Cities (LOC) as the City of Sweet Home's top five recommended legislative issues for the LOC to focus on in 2023. *This includes combined recommendations from the Council and Leadership staff.*

2023 Legislative Priorities Ballot

Issued on June 10, 2022

Ballots due by 5:00 p.m. on August 5, 2022

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2023 Legislative Priorities Ballot – League of Oregon Cities

Background: Each even-numbered year the LOC appoints members to serve on 7 policy committees. These policy committees are the foundation of the LOC's policy development process. Composed of city officials, these committees are charged with analyzing policy and technical issues and recommending positions and strategies for the LOC. Each committee provides a list of recommended policy positions and actions for the LOC to take in the coming two year legislative cycle. This year, all 7 committees identified between 3 to 5 legislative policy priorities to advance to the full membership and LOC Board of Directors.

Ballot/Voting Process: Each city is being asked to review the recommendations from the 7 policy committees and provide input to the LOC Board of Directors as it prepares to adopt the LOC's 2023 legislative agenda. After your city has had an opportunity to review the proposals, please complete the electronic ballot indicating the top 5 issues that your city would like to see the LOC focus on during the 2023 legislative session.

Each city is permitted one vote. As such, each city must designate a person to enter the vote electronically on the below link. For those cities without electronic options for voting, paper ballots may be requested from LOC's Legislative Director Jim McCauley at jmccauley@orcities.org.

Important Deadlines: The deadline for submitting your city's vote is **5:00 p.m. on August 5, 2022.**

Ballots were emailed to the CAO of each city. If your city didn't receive the ballot, please email Jim McCauley at jmccauley@orcities.org.

Brought to you by the Community Development Policy Committee

Full Funding and Alignment for State Land Use Initiatives

Legislative Recommendation: *The LOC will support legislation to streamline and fully fund local implementation of any recently adopted or proposed state land use planning requirements, including administrative rulemaking.*

Background: Recent legislation and executive orders have made significant changes to the state's land use planning process, including increasing burdens for local government. While the LOC shares the state's policy goals, these updates have resulted in extensive, continuous, and sometimes conflicting rulemaking efforts that are not supported by adequate state funding. Cities simply do not have the staff capacity or resources needed to implement current requirements. Existing planning updates should be streamlined to enable simpler, less costly implementation and any new proposals should be aligned with existing requirements.

Local Funding to Address Homelessness

Legislative Recommendation: *The LOC will seek funding to support coordinated, local responses to addressing homelessness.*

Background: The LOC recognizes that to end homelessness, a statewide and community-based coordination approach to delivering services, housing, and programs is needed. Addressing homelessness will look different and involve different service provider partners from one city to the next, but one thing is consistent, addressing the crisis requires significant financial resources. While cities across Oregon have developed programs, expanded service efforts, built regional partnerships, and have significantly invested both their local General Fund and federal CARES Act and American Rescue Plan Act dollars into programs to address the homelessness crisis in their respective communities, the crisis continues. The homelessness crisis exceeds each city's individual capacity – necessitating the need for meaningful fiscal support from the State of Oregon.

Infrastructure Funding to Support Needed Housing

Legislative Concept: *The LOC will support state funding for infrastructure needed to support needed housing.*

Background: As Oregon works to overcome its historic housing supply deficit, development costs continue to rise. Cities have limited tools to address the rising costs of infrastructure necessary to support the impact of new housing development. A statewide fund to address infrastructure costs and improve housing affordability is needed.

Economic Development Incentives (co-sponsor with Tax and Finance Committee)

Legislative Recommendation: *The LOC will support legislation to preserve and strengthen discretionary local economic development incentives including the Enterprise Zone (EZ), Long Term Rural Enterprise Zone (LTREZ) and Strategic Investment Program (SIP).*

Background: The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new property of a business (3 to 5 years for the standard EZ and 7 to 15 years for the rural EZ). The SIP program allows local governments to offer a 15-year

partial exemption on the value of new property that exceeds a certain investment threshold ($25 million to $100 million depending on location and total project value). Recent studies by Business Oregon confirmed what city economic development professionals knew; these incentive programs are crucial for Oregon to remain competitive nationally and show massive benefits to Oregon in terms of jobs, enhanced economic activity, and tax revenues. The EZ and LTREZ programs will sunset in 2025 without action by the legislature, and "gain share" provisions of the SIP program transferring a portion of income taxes resulting from qualified projects to local governments will sunset in 2026. The LOC will advocate for sunset extensions and for changes that will improve the programs, and advocate against any changes that will reduce local control or devalue the incentives.

Community Resiliency and Wildfire Planning

Legislative Recommendation: *The LOC will support investments for climate and wildfire resiliency planning, as well as infrastructure upgrades, to fill existing gaps and assist cities in planning for extreme weather events and wildfire.*

Background: Oregon communities are increasingly looking for help planning for climate change impacts, including infrastructure upgrades, to handle extreme weather events. Cities of all sizes, especially small to mid-sized cities, need technical assistance and additional capacity to better plan for and recover from climate events and wildfire. Investments in infrastructure upgrades, repairs, and resiliency will help rebuild communities, better ensure equity and access to critical services, protect public health and the environment, improve community resiliency, and promote economic recovery.

Brought to you by the General Government Policy Committee

Protecting Public Employees and Officials

Legislative Recommendation: *The LOC will introduce legislation to protect the personal contact information of public employees and increase criminal sanctions when public officials and employees are subject to criminal activity connected to their service.*

Background: Cities have seen an increase in harassments, threats and property damage in recent years. Over 80 percent of city leaders who participated in a National League of Cities report on public civility indicated they had personally experienced harassing or harmful behavior because of their role as a public official. Additionally, an ambiguity in the phrasing in a statute intended to protect the private information of public employees may require an employer to release home addresses, personal emails and contact information.

Return to Work

Legislative Recommendation: *Eliminate the sunset on the ability of retirees to return to work.*
Background: PERS covered retirees are currently allowed to return to work without suffering a tax or pension penalty until 2024. Allowing retirees to return to work allows employers to fill critical vacancies while not paying pension and other costs in times of both fiscal hardships and workforce scarcity. The sunset was established as part of a compromise PERS reform package passed in 2017 but has been successful for retirees and employers.

Attorney Client Privilege

Legislative Recommendation: *Ensure that privileged communications between public bodies and officials and their legal counsel remain confidential indefinitely.*

Background: A recent court ruling limited public sector attorney client privilege to 25 years, which is identical to the lifespan of other public records exemptions. The LOC believes that public officials should have the same right to unimpeded legal counsel as all other attorney clients.

Address Measure 110 Shortcomings

Legislative Recommendation: *Restore criminal justice incentives for seeking treatment for addiction while ensuring a path for expungement for successfully completing a treatment program.*

Background: Oregon voters passed Measure 110 in 2020 which eliminated criminal sanctions for simple possession for most narcotic drugs and replaced them with a waivable $100 ticket. A citation cannot be issued if a person seeks treatment by calling a treatment referral service. The measure also re-dedicated local marijuana revenue to harm reductions services. Those funds are now pooled and distributed by an oversight and accountability committee. Oregon's overdose deaths continue to increase and funds that should have been distributed in January of 2021 are still not delivered. Additionally, problems related to drug abuse such as property crime have increased.

Brought to you by the Energy and Environment Policy Committee

Building Decarbonization, Efficiency, and Modernization

Legislative Recommendation: *The LOC will support legislation to protect against and rollback preemptions to allow local governments to reduce greenhouse gas emissions from new and existing buildings while ensuring reliability and affordability. Some initiatives may include a local option Reach Code, statewide home energy scoring or financial incentives like CPACE.*

Background: Homes and commercial buildings need a lot of power. In fact, they consume nearly half of all the energy used in Oregon according to the Oregon Department of Energy 2020 Biennial Energy Report. Existing buildings need to be retrofitted and modernized to become more resilient and efficient. New buildings can be built with energy efficiency and energy capacity in mind, so they last longer for years to come, reduce the energy burden on occupants, and are built to a standard that is futureproof for carbon reducing technologies like electric vehicles

Continue Investments in Renewable Energy

Legislative Recommendation: *The LOC will work to identify barriers and potential solutions to local energy generation and will pursue funding assistance for feasibility studies and project implementation. The LOC will support legislation to study and invest in viable, preferably locally generated, options and to divest the Oregon Treasury from fossil fuels.*

Background: Renewable energy sources can be used to produce electricity with fewer environmental impacts. Local energy generation projects can better position cities to pursue and achieve local climate action goals, address capacity constraints of existing electric transmission lines, and can help cities respond to individual businesses that may be seeking green energy options. The types of local energy generation projects discussed by the committee include, but are not limited to, small-scale hydropower, in-conduit hydropower, methane capture, biomass and solar. Such projects are not intended to conflict

with existing low-carbon power purchase agreements but can position cities to pursue local climate action goals and supplement energy needs through renewable generation.

Investment in Community Climate Planning Resources

Legislative Recommendation: *The LOC will support investments that bring climate services (for mitigation and adaptation) together and work to fill the existing gaps to help communities get the high-quality climate assistance they need quickly and effectively.*

Background: Oregon communities are increasingly looking for help planning for climate change impacts and implementing programs to reduce greenhouse gases. Interest in climate services has continued as communities experience increasing disruptions caused or made worse by climate change. Oregon's small to mid-sized communities and rural communities are particularly in need of both technical assistance and additional capacity to address climate impacts and do their part to reduce greenhouse gas emissions. While some climate resources exist in Oregon, those programs are dispersed throughout state government, the nonprofit world, and academic institutions. Because of this current structure, it is not clear for communities what they should do once they decide to act on climate change.

Adequate Funding for State Climate Initiatives

Legislative Recommendation: *The LOC will support legislation to streamline processes and fully fund local implementation of climate mandates (like Climate Friendly and Equity Communities rules) from the state. Furthermore, the LOC will support legislation that allows the state to adequately maintain and staff programs that impact a city's ability to reduce greenhouse gas emissions.*

Background: On March 10, 2020, Governor Kate Brown signed Executive Order 20-04 directing state agencies to take action to reduce and regulate greenhouse gas emissions. Additionally, the state has legislatively passed many greenhouse gas reduction measures. This has led to some unfunded mandates on cities as well as a significant workload for agency staff.

Brought to you by the Finance and Taxation Policy Committee

Property Tax Reform

Legislative Recommendation: *The LOC will advocate for constitutional and statutory reforms to the property tax system to enhance local choice, equity, fairness, and adequacy.*

Background: The property tax system is broken and in need of repair due to constitutional provisions in Measures 5 and 50 that were adopted by voters in the 1990s. The current system is inequitable to property owners and jurisdictions alike, is often inadequate to allow jurisdictions to provide critical services, removes meaningful local choice, and is incomprehensible to most taxpayers. Local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. With federal pandemic aid to cities coming to an end and inflation looming, cities are concerned that their top revenue source will not allow residents to adequately fund the services that they demand. Therefore, the LOC will take a leadership role in pursuing efforts to draft and advocate for both comprehensive and incremental property tax reform option packages, including forming coalitions with other interested parties. The LOC will remain flexible to support all legislation that improves the system, but will, in the short term, focus on incremental changes that will allow for a foundation on which to build for broader revisions going forward. The LOC's overall focus will be on a property tax package that includes, but may not be limited to these elements:

- In the short term, advocating for a system that restores local choice and allows voters to adopt tax levies and establish tax rates outside of current limits and not subject to compression. This may also include advocating for a local option levy that has passed three or more times to become permanent (requires constitutional referral).
- Also in the short term, advocating for statutory changes to extend statewide a 2017 Multnomah County pilot that created an option that new property has a taxable value determined based on the city average of maximum assessed value to market value as opposed to countywide average.
- Over the longer term, to achieve equity, advocating for a system that has taxpayers' relative share tied to the value of their property, rather than the complex and increasingly arbitrary valuation system based on assessed value from Measure 50 (requires constitutional referral).
- Also over the longer term, to enhance fairness and adequacy, advocating for various statutory changes, some of which would adjust the impact of the above changes. For example, as a part of comprehensive reform the LOC will support targeted tax relief for lower income residents to make sure reform does not price vulnerable residents out of their homes.

Lodging Tax Flexibility

Legislative Recommendation: *The LOC will advocate for legislation to enhance flexibility in how cities may use transient lodging tax revenues. The goal is to help cities better serve visitors and improve local conditions that support the tourism industry.*

Background: The Legislature created the *state* lodging tax in 2003, and with it a new requirement that 70% of net revenues from new or increased *local* lodging taxes must be used for "tourism promotion" or "tourism related facilities." Cities acknowledge and appreciate the economic development benefits that tourism brings to their local economies, but often struggle to support the industry in areas like public safety, infrastructure, workforce housing, and homeless services. Enhanced flexibility and clarification of allowed use of funds will benefit both visitors and business owners alike.

Economic Development Incentives (co-sponsor with the Community Development Committee)

Legislative Recommendation: *The LOC will support legislation to preserve and strengthen discretionary local economic development incentives including the Enterprise Zone (EZ), Long Term Rural Enterprise Zone (LTREZ) and Strategic Investment Program (SIP).*

Background: The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new property of a business (3 to 5 years for the standard EZ and 7 to 15 years for the rural EZ). The SIP program allows local governments to offer a 15-year partial exemption on the value of new property that exceeds a certain investment threshold ($25 million to $100 million depending on location and total project value). Recent studies by Business Oregon confirmed what city economic development professionals know; these incentive programs are crucial for Oregon to remain competitive nationally and show massive benefits to Oregon in terms of jobs, enhanced economic activity, and tax revenues. The EZ and LTREZ programs will sunset in 2025 without action by the legislature, and "gain share" provisions of the SIP program transferring a portion of income taxes resulting from qualified projects to local governments will sunset in 2026. The LOC will advocate for sunset extensions and for changes that will improve the programs, and advocate against any changes that will reduce local control or devalue the incentives.

Marijuana Taxes

Legislative Recommendation: *The LOC will continue to advocate for increased revenues from marijuana taxes. This may include proposals to restore state marijuana tax losses related to Measure 110 (2020) distribution changes, and to increase the current 3% cap on local marijuana taxes so local voters may choose a rate that reflects the needs of their community.*

Background: Recreational marijuana retailers are required to charge a state-imposed retail sales tax of 17 percent for all recreational marijuana sold. Until the end of 2020 cities received 10% of the net revenue from the state tax but Measure 110 changed the distribution formula and will reduce city distributions by an estimated 73% for the 2021-23 biennium. Cities may also impose a local retail sales tax of up to 3%, subject to voter approval. Tax rates for recreational marijuana vary widely across the states, but the total Oregon tax burden is 20-25% percent below other West Coast states. Unbiased academic studies indicate Oregon could increase marijuana taxes without pushing significant business to the illicit market. If the Legislature is not willing to allow increased taxes it should restore city revenues by other means back to what was agreed to when recreation marijuana was legalized.

Alcohol Revenues

Legislative Recommendation: *The LOC will advocate for enhanced revenues from the sale of alcohol to mitigate the impact of recent legislative changes that will otherwise reduce this crucial revenue source.*

Background: Oregon's beer tax has not been increased since 1978 and is $2.60 per barrel which equates to about 8.4 cents per gallon or less than 5 cents on a six-pack. Oregon has the lowest beer tax in the country, and to get to the middle of the states Oregon would need a more than 10-fold increase. Oregon's wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines, this is the second lowest tax nationwide, and the first 2 cents of the tax goes to the wine board. Oregon is a control state and is the sole importer and distributor of liquor, which accounts for about 94% of total alcohol revenues. The Oregon Liquor and Cannabis Commission (OLCC) sets retail prices at about 105% of their cost and net revenues are distributed based on a formula. Cities are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% of the state alcohol revenues after the state takes 50% of beer and wine taxes off the top prior to this distribution. Recent legislative changes will reduce city revenues; the legislature approved a more generous compensation formula for liquor store owners in 2021 and approved a 148% cost increase for a planned OLCC warehouse in 2022. Both changes will reduce distributions to cities. Cities have significant public safety costs related to alcohol consumption and taxes on alcohol do not cover their fair share of these costs. There are numerous ways to address the issue: increasing taxes on beer or wine (possibly through a local sales tax option), increasing the markup on liquor, or increasing the per bottle surcharge currently in place at liquor stores and dedicating the funds to paying for the planned OLCC warehouse.

Brought to you by the Telecommunications, Broadband Policy Committee

Digital Equity and Inclusion

Legislative Recommendation: *The LOC will advocate for legislation and policies that help all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy.*

Background: Connectivity is crucial to modern life. It is being relied on more for how people do business, learn, and receive important services like healthcare. As technology evolved the digital divide has become more complex and nuanced. Now, discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds and to the skills they need to effectively use it.

Resilient, Futureproof Broadband Infrastructure and Planning Investment

Legislative Recommendation: *The LOC will support legislation that will ensure broadband systems are built resiliently and futureproofed while also advocating for resources to help cities with broadband planning and technical assistance through direct grants and staff resources at the state level. The LOC will support legislation that addresses issues with the inconsistency of regulations applied to traditional and nontraditional telecommunications service as more entities move to a network based approach instead of what services are being provided. LOC will oppose any preemptions on local rights-of-ways, and municipalities right to own poles and become broadband service providers.*

Background:

Broadband Planning and Technical Assistance

Most state and federal broadband infrastructure funding sources require that communities have a broadband strategic plan in place to qualify for funds. Unfortunately, many cities do not have the resources or staff capacity to complete comprehensive broadband strategic plans.

Resilient and Long-Term Systems

As broadband is continually being made a priority on the state and federal level, we must think strategically about how to build resilient long-term networks that will serve Oregonians now and into the future. Ways to ensure broadband is resilient may include investing in robust middle mile connections, ensuring redundancy and multiple providers in all areas, and undergrounding fiber instead of hanging it on poles.

Optional Local Incentives to Increase Broadband Deployment

All levels of government have identified broadband as a priority. However, there continue to be proposed mandates on local governments to deploy broadband services more quickly. Cities have a duty to manage rights-of-ways (ROW) on behalf of the public and need flexibility to adequately manage the ROW. Instead of mandates the state should focus its efforts on allowing cities the option to adopt incentives that could help streamline broadband deployment.

Regulatory Consistency Amidst Convergence

Historically, the standards and oversight policies for a specific technology were established independently and were not developed with merging or interoperability in mind. For example, telephony (when providing voice), cable TV (when providing video), and mobile cellular technologies each follow their respective standards, and these services were regulated by policies specific to each type.

Incentives for Broadband Affordability, Adoption and Consumer Protections

Legislative Recommendation: *The LOC will seek additional state support and funding for increased broadband adoption and affordability and will advocate for consumer protections for those accessing the internet, internet enabled devices and broadband service.*

Background: Broadband infrastructure is being funded at a historic level. For that infrastructure to be adequately utilized affordability and adoption initiatives must receive investment. Initiatives that would help could include studying barriers to adoptions and affordability; ensuring adequate competition in providers; investing in more data centers statewide so service is cheaper for regions outside of the I-5 corridor as it is simply more expensive per megabit to provide; and ensuring providers are widely advertising programs meant for those with limited means.

Additionally, problems with internet providers are among the most common consumer complaints in Oregon. Complaints often involve paying more than expected, difficult cancellation policies and poor service. Consumers are at risk of being advertised or offered services that are not actually being delivered. For example, 25/3 is the current definition of broadband. Currently, providers are allowed to advertise

speeds as “up to” 25/3 or a certain speed. There is no one enforcing whether or not providers actually hit their advertised speeds. Providers should be accountable for making sure consumers have the appropriate equipment for the services they are paying for.

Cybersecurity & Privacy

Legislative Recommendation: *The LOC will support legislation that addresses privacy and cybersecurity for all that use technology, including but not limited to: funding for local government cybersecurity initiatives, statewide resources for cyber professionals, regulations of data privacy, or standards for software/hardware developers to meet to make their products more secure.*

Background: Society is becoming more technologically reliant than ever before and that will only increase. With this increase of technology there is an increased risk for cybercrimes. Therefore, cybersecurity and privacy systems must be taken seriously. Cybersecurity encompasses everything that pertains to protecting sensitive data, protected health information, personal information, intellectual property, data, and governmental and industry information systems from theft and damage attempted by criminals and adversaries.

Cybersecurity risk is increasing, not only because of global connectivity but also because of the reliance on cloud services to store sensitive data and personal information. Widespread poor configuration of cloud services paired with increasingly sophisticated cyber criminals means the risk that governments, businesses, organizations, and consumers suffer from a successful cyberattack or data breach is on the rise.

Brought to you by the Transportation Policy Committee

Transportation Safety Enhancement

Legislative Recommendation: *The LOC supports legislation that improves the overall safety of the transportation network in communities. The LOC will achieve this outcome by expanding authority for establishing fixed photo radar to all cities, increasing flexibility for local speed setting authority, and increased investment in the “safe routes to schools” and expansion of the “great streets” programs.*

Background: The City of Portland has demonstrated improved safety outcomes in neighborhoods with the addition of fixed photo radar along high-crash corridors. LOC’s efforts to expand the use of fixed photo radar to additional cities failed during the 2021 Session. (HB 2019) - High Crash Corridor for City of Unity) and (HB 2530) -Extending Fixed Photo Radar) were supported by the LOC, but lacked sufficient support from legislators to advance.

During the 2019 Session the LOC supported SB 558, which would authorize a city to designate speed for a highway under the city’s jurisdiction that is five miles per hour lower than statutory speed when the highway is in a residential district and not an arterial highway. During the 2021 Session passage of HB 3055 (Sect 81 (5)(g)) extended speed setting authority to highways within the jurisdictional boundaries of cities and Multnomah & Clackamas counties.

Road User Fee – Vehicle Miles Traveled (VMT) Structure

Legislative Recommendation: *The LOC will support replacement of Oregon's Gas Tax with a road impact fee structure that will capture added revenue from cities with local gas tax structure. The pricing structure should also maintain a weight-mile tax structure to make sure that there is an impact element of the fees paid for transportation infrastructure.*

Background: The LOC has historically advocated for a fee structure that more closely matches road usage. Gas tax revenues are a declining source of revenue due to enhanced mileage in new vehicles and the increase of electric vehicles on roads.

New Mobility Services

Legislative Recommendation: *The LOC supports the entry and utilization of a variety of new mobility services that support a safe, sustainable, and equitable multimodal transportation system, while preserving local government's authority to regulate services and ensure public and consumer safety in communities.*

Background: The expansion of mobility services presents local governments with opportunities and challenges. Mobility services include Uber, Lyft, scooters, E-bikes, and food service delivery such as DoorDash, and UberEATS. Many cities across the country have initiated efforts to add regulatory oversite of these services to provide a base level of safety to consumers. Companies such as Uber and Lyft have tried to de-regulate their business model in states specifically introducing legislation that would pre-empt local governments to regulate and establish steps that protect their respective communities. The LOC has supported efforts during the 2019 session such as HB 3379 and opposed efforts that pre-empted local governments such as HB 3023.

Funding for Recovery of Abandoned Recreational Vehicles

Legislative Recommendation: *The LOC supports the formation of a recovery fund that cities could access for disposing of abandoned Recreational Vehicles (RV).*

Background: With the ongoing houseless and affordable housing crisis cities have experienced an increase in dumping of vehicles and RVs in neighborhoods, streets and the right-of-way. The costs associated with towing. recovery. and determining ownership has presented significant costs in some communities. Several cities are allocating hundreds of thousands of dollars to recover abandoned vehicles from streets, parks, private property, and other locations. Tow companies have expressed an interest in a recovery fund as well, since the companies must deal with storage and disposal of the vehicles, which presents several challenges.

Brought to you by the Water and Wastewater Policy Committee

Water Utility Rate and Fund Assistance

Legislative Recommendation: *The LOC will collaborate with members of the bipartisan work group to continue the proposed legislative purpose of the Low-Income Household Water Assistance (LIHWA) program.*

Background: The LOC was successful during the 2021 legislative session in advocating for the development of a new water utility funding assistance program for ratepayers experiencing ongoing or recent economic hardships. The LOC worked with a bipartisan work group to pass legislation that formed the Low-Income Household Water Assistance (LIHWA) program which received federal funding for the

initial implementation through the Consolidated Appropriations Act of 2021 and the American Rescue Plan Act (ARPA) of 2021. The program was incredibly successfully, but the federal funding that was allocated to the State of Oregon was already exhausted in some counties in the Spring of 2022.

The bipartisan workgroup's intent was to make this program a permanent program, with initial pilot funding provided by the federal government.

Place-Based, Water Resource Planning (Program Support)

Legislative Recommendation: *The LOC will advocate for the funding needed to complete existing place-based planning efforts across the state and identify funding to continue the program for communities that require this support.*

Background: Oregon's water supply management issues have become exceedingly complex. Lack of adequate water supply and storage capacity to meet existing and future needs is an ongoing concern for many cities in Oregon and is a shared concern for other types of water users including agricultural, environmental, and industrial. The Legislature created a place-based planning pilot program in Oregon administered through the Oregon Water Resources Department that provides a framework and funding for local stakeholders to collaborate and develop solutions to address water needs within a watershed, basin, or groundwater area. The LOC Water & Wastewater Policy Committee recognized that while this funding is limited to specific geographic areas, they also recognized the importance of successfully completing these pilot efforts and conducting a detailed cost/benefit analysis. It is a critical step to demonstrate the benefits of this type of planning. If these local planning efforts prove to be successful, there will likely be future efforts to secure additional funding for other place-based planning projects across the state in 2022.

Infrastructure Financing and Resilience

Legislative Recommendation: *The LOC will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, Regionally Significant Industrial Site loan program, and set asides through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.*

Background: A key issue that most cities are facing is how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. An LOC survey of cities in 2016 identified a need of $7.6 billion dollars over the next 20 years to cover water and wastewater infrastructure projects for the 120 cities who responded. This shows a significant reinvestment in the Special Public Works Fund (SPWF) is needed to help meet the needs of local governments.

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action - Consideration of Measure 109, Potential Ballot Measure, and Ordinance
Preferred Agenda:	July 26, 2022
Submitted By:	Blair Larsen, Community & Economic Development Director
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution __X__ Motion __X__ Roll Call ____ Other ____
Relevant Code/Policy:	SH Charter, Chapter I, Powers of the City
Towards Council Goal:	Aspiration I: Desirable Community
Attachments:	Resolution No. 29 for 2022: Psilocybin Ban Ordinance No. 4 for 2022: Psilocybin Ban

Purpose of this RCA:

The purpose of this RCA is to inform the Council and seek direction regarding potential City responses to Measure 109.

Background/Context:

In November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities. ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers.

Psilocybin, often referred to as “psychedelic mushrooms,” is a Federally regulated Schedule I drug, but preliminary data from clinical trials suggest that psilocybin therapies are effective in treating depression, anxiety, PTSD, obsessive-compulsive disorder, smoking cessation, and alcoholism. Experts caution that such fungi can be very powerful and even deadly.

The City has the option to prohibit psilocybin service centers and manufacturers within city limits, but any such prohibition must be referred to voters in this November’s general election.

At the July 12, 2022 meeting, the Council voted to direct staff to prepare the documents necessary for a psilocybin ban. Staff has researched the elections process for this matter and prepared the attached resolution and ordinance.

If the resolution is passed by the Council, staff will publish notice of the ballot title (contained within the resolution) as required by law. Passage of the accompanying ordinance will need to take place before the September 8th deadline for filing with the County elections official. In the interest of time, the Council may hold two readings of the ordinance in one night, which would

allow the required third reading to take place at the August 9th Council Meeting. A second reading at the same meeting as the first may only take place if the vote following the first reading is unanimous in the affirmative.

The Challenge/Problem:

Should the City ban psilocybin service centers and manufacturers from operating within city limits?

Stakeholders:

- Sweet Home City Council – The City Council has the authority to pass ordinances regulating psilocybin facilities, if approved by voters.
- Sweet Home Citizens – Citizens deserve a safe community, and the availability of safe healthcare options.

Issues and Financial Impacts:

The financial impacts of this matter are limited to staff time and election filing fees, which are unknown at this time.

Elements of a Stable Solution:

A stable solution is one that complies with State law and implements the will of the Council and Sweet Home Citizens.

Options:

1. *Do nothing* – Allow psilocybin facilities operate under state law without additional local control.
2. *Adopt Resolution No. 29 for 2022, A Resolution Referring to the Voters of Sweet Home a Measure Proposing a Prohibition on Psilocybin-related Businesses and Adopting a Ballot Title and Explanatory Statement as presented.*
3. *Adopt Resolution No. 29 for 2022, A Resolution Referring to the Voters of Sweet Home a Measure Proposing a Prohibition on Psilocybin-related Businesses and Adopting a Ballot Title and Explanatory Statement as presented with changes.*
4. *Conduct first and second reading of Ordinance Bill No. 4 for 2022 as presented.* A second reading of an ordinance may only take place in the same meeting if the vote on the first reading is unanimous.
5. *Conduct first and second reading of Ordinance Bill No. 4 for 2022 with changes.* A second reading of an ordinance may only take place in the same meeting if the vote on the first reading is unanimous.

Recommendation:

If the Council desires to proceed with a psilocybin ban, Staff recommends option 2, motion to a*dopt Resolution No. 29 for 2022, A Resolution Referring to the Voters of Sweet Home a Measure Proposing a Prohibition on Psilocybin-related Businesses and Adopting a Ballot Title and Explanatory Statement as presented* **AND** option 4, *conduct first and second reading of Ordinance Bill No. 4 for 2022 as presented.* The second reading of the ordinance can only take place if the vote following the first reading is unanimous.

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RESOLUTION NO. 29 FOR 2022

A RESOLUTION OF THE SWEET HOME CITY COUNCIL REFERRING TO THE VOTERS OF SWEET HOME A MEASURE PROPOSING A PROHIBITION ON PSILOCYBIN-RELATED BUSINESSES AND ADOPTING A BALLOT TITLE AND EXPLANATORY STATEMENT

WHEREAS, Ballot Measure 109, known as the Oregon Psilocybin Services Act, which passed in November 2020, requires the Oregon Health Authority ("OHA") to begin accepting applications for licenses to manufacture, deliver and administer psilocybin on January 2, 2023; and

WHEREAS, Ballot Measure 109 also allows local governments to prohibit psilocybin-related businesses by referring an ordinance to the voters at a statewide general election; and

WHEREAS, the Sweet Home City Council is in the process of adopting for referral to the voters Ordinance Bill No. 4 for 2022, to prohibit psilocybin-related businesses in Sweet Home,

NOW, THEREFORE, the City Council resolves as follows:

Section 1. The City Council refers to the November 8, 2022, election a ballot measure proposing the prohibition of psilocybin-related businesses within the City of Sweet Home.

Section 2. The City Council adopts the following ballot title for referral:

CAPTION:

Prohibition of psilocybin-related businesses within the City of Sweet Home.

QUESTION:

Shall the City of Sweet Home prohibit psilocybin-related businesses?

SUMMARY:

State law allows for the manufacturing, transportation, delivery, sale and possession of psilocybin, the psychedelic drug found in certain mushrooms. State law provides that a local government may adopt an ordinance to be referred to the voters to prohibit the establishment of licensed psilocybin product manufacturers and/or psilocybin service centers. The Sweet Home City Council adopted an ordinance to refer to the voters that prohibits psilocybin-related businesses in Sweet Home.

Approval of the measure would prohibit the establishment of psilocybin product manufacturers and psilocybin service centers within the area subject to the jurisdiction of City of Sweet Home.

Section 3. The City Council adopts the following explanatory statement for the ballot measure:

EXPLANATORY STATEMENT

Approval of this measure would prohibit the establishment and operation of psilocybin product manufacturers and psilocybin service centers within the city of Sweet Home. Psilocybin is the psychedelic drug derived from certain mushrooms. Oregon voters legalized psilocybin through Ballot Measure 109 (2020).

Ballot Measure 109 (2020) allows a local government to adopt an ordinance to be referred to the voters that prohibits the establishment of certain licensed psilocybin-related businesses. The Sweet Home City Council has adopted such an ordinance that prohibits psilocybin-related businesses. If approved, this measure would prohibit psilocybin product manufacturers and psilocybin service centers within the City of Sweet Home.

The authority to impose a tax or fee on the manufacturing or sale of psilocybin products, or the provision of psilocybin services in Oregon is vested solely in the Legislative Assembly. Additionally, Measure 109 prohibits a city from adopting or enacting an ordinance imposing a tax or fee on psilocybin manufacturing or the provision of psilocybin services. Consequently, approval of this measure should not have any revenue impacts on the City.

Section 4. The ballot title and explanatory statement adopted by this resolution shall be filed with the city elections officer. The city attorney and city elections officer are jointly and severally authorized and directed to take all necessary steps for and on behalf of the city to effectuate this resolution, in compliance with the applicable provisions of law, including providing public notice and submitting required materials to the county elections officer to cause the measure to appear on the ballot for the November 8, 2022, election and to otherwise carry out the intent and purpose of this resolution.

Section 5. The city ordinance that is the subject of this referral is attached hereto and incorporated herein as Exhibit A.

Section 6. That this Resolution shall be effective immediately upon passage by the Sweet Home City Council.

PASSED by the Council and approved by the Mayor, this 26th day of July, 2022.

_____
Mayor

ATTEST:

_____
City Manager – Ex Officio City Recorder

RESOLUTION NO. 29 FOR 2022 – EXHIBIT A
ORDINANCE BILL NO. 4 FOR 2022

ORDINANCE NO. ____

SWEET HOME ORDINANCE DECLARING A BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of July 26, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of Sweet Home is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the City Council seeks to refer to the voters of Sweet Home the question of whether to establish a ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries,

NOW THEREFORE,

The City of Sweet Home does ordain as follows:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 475A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of Sweet Home.

Section 2. Referral.

This ordinance is referred to the electors of the city of Sweet Home for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is

approved by a majority of voters.
PASSED by the Council and approved by the Mayor this __ day of _____, 2022.

_____
Mayor

ATTEST:

_____
City Manager Pro Tem - Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Engineer of Record Water Master Plan task order amendment
Preferred Agenda:	July 26, 2022
Submitted By:	Trish Rice, Engineering Tech 2
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution ___ Motion ____ Roll Call _X_ Other ___
Relevant Code/Policy:	N/A
Towards Council Goal:	1.1 Develop specific steps for implementation of the adopted infrastructure master plans.
Attachments:	Engineer of Record Task Order 10, Water Master Plan Engineer of Record Task Order 10 Amendment 1 proposal

Purpose of this RCA:

Staff is requesting Council authorization to accept West Yost Associates' requested amendment to the Water Master Plan task order for an additional $10k.

Background/Context:

The City contracted with West Yost Associates for Engineer of Record services in September 2020 based on a qualifications-based selection process. Projects are assigned to West Yost via task orders, which are reviewed and approved individually.

Staff approved Task Order 10, *"Water Master Plan"* on September 28, 2021, for the not-to-exceed price of $150,990. This project evaluates the current water system's existing condition and future needs, and identifies needed improvements for present & future development. During the course of this work West Yost discovered that an alternate method of forecasting population growth would better suit the City's needs, but would require some additional design at a cost of $10,000, bringing the total project to a not-to-exceed budget of $160,990.

The Challenge/Problem:

Providing an accurate and cost-effective master plan that reasonably forecasts the City's future water system needs.

Stakeholders:

- *City Residents*. Residents are the customers who deserve good service with the highest return on their taxes and fees that we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.

- *Council Members*. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- *Public Works Department Staff.* This project will identify major needs & improvements to the water system which has some operational issues such as undersized pipes and poor delivery pressures, and has many assets beyond their serviceable lifespan. Staff spends significant time fixing leaks and fighting with system inefficiencies.
- *Management Team*. Comprised of five department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.
- *Oregon OHA*. The Oregon Health Authority reviews & approves local water master plans.

Issues and Financial Impacts:

The project is currently $62,802.12 spent. $30,000 was carried into the current budget year for this project based on projections during budget planning, however the projections were not met so the carried budget is no longer sufficient to complete the project. Staff will re-allocate necessary funds from the EZ Valve Installation line item ($35k available) and/or ARPA funds remaining from the 9th Ave small diameter project (approx. $300k available). There are adequate funds available for the requested amendment.

Elements of a Stable Solution:

Providing an accurate and cost-effective master plan that reasonably forecasts the City's future water system needs.

Options:

1. *Move to authorize staff to execute Task Order 10 Amendment 1.*
2. *Do nothing.* Not recommended.
3. *Request more information or give staff other direction.*

Recommendation:

Staff recommends Option 1, *Move to authorize staff to execute Task Order 10 Amendment 1.*

Task Order No. 10

City of Sweet Home Water System Evaluation and Capital Improvement Plan

West Yost Job Number 936-60-21-10

In accordance with the Contract between the City of Sweet Home (Client) and West Yost Associates, Inc. (Consultant), dated September 2, 2020, Consultant is authorized to complete the work scope defined in this Task Order No. 10 according to the schedule and budget defined herein.

WORK SCOPE

The Scope of Services includes providing Engineering Services for the Preparation of a Water System Evaluation and Capital Improvement Plan Project in accordance with the Letter Proposal dated August 10, 2021 (Exhibit A).

COMPENSATION

Compensation shall be in accordance with the provisions of the Task Order Agreement between Client and Consultant.

The compensation limit for services performed under this task order shall not exceed $150,990. If additional funds are required to complete the services defined herein beyond this limit, Consultant shall notify Client in writing prior to reaching the authorized limit and will not proceed with work in excess of the limit without the prior written approval of Client.

SCHEDULE

Schedule shall be performed as shown in Exhibit A.

WEST YOST ASSOCIATES, INC.	CITY OF SWEET HOME
Signature	Signature
Robert Ward	Ray Towry
Printed Name	Printed Name
Vice President	City Manager
Title	Title
September 8, 2021	28 SEPT 2021
Date	Date

WEST YOST
Water. Engineered.

5 Centerpointe Drive
Suite 130
Lake Oswego OR 97035

503.451.4500 phone
530.756.5991 fax
westyost.com

August 10, 2021

SENT VIA: EMAIL

Mr. Greg Springman
Public Works Director
City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386

SUBJECT: Proposal for Engineering Services for the Preparation of a Water System Evaluation and Capital Improvement Plan

Dear Greg:

West Yost appreciates the opportunity to provide this letter proposal to the City of Sweet Home (City) to prepare a Water System Evaluation and Capital Improvement Plan (Project) in accordance with Oregon Health Authority (OHA) requirements.

Project Background

The City owns and operates a public water system that relies on the Santiam River for its drinking water source. A flood control dam, the Foster Dam, constructed along the South Santiam River (a tributary of the Santiam River) creates the Foster Reservoir, which provides raw water to the City's water treatment plant by gravity. The water treatment plant has a capacity of 6.0 million gallons per day (MGD) and consists of three filter trains and three water pumps. Treated water is stored in five finished water reservoirs located on three separate sites, with a total capacity of 4.61 million gallons, and distributed to the City's residents.

West Yost proposes to prepare a Water System Evaluation and Capital Improvement Plan for the City consisting of the following key elements:

- Evaluation of historical water meter data to develop current and estimated future water system average and peak demands;
- Identification of design, operational, and performance criteria to guide water system evaluations;
- Update to and re-allocation of recent demands to the City's GIS-based water system hydraulic model to complete evaluations;
- Completion of distribution system analyses to evaluate the ability of the water system to meet current and future demands using the water system hydraulic model;
- Identification of system deficiencies and recommended upgrades to meet operational and performance criteria; and
- Preparation of a final report with Capital Improvement Program and Implementation Plan.

The City's existing water distribution system inventory will be developed using existing GIS water system mapping prepared by another consultant.

Following is our proposed Scope of Services, Budget, and Schedule for completing the project. The Scope of Services includes key assumptions that were used in preparing the project budget and schedule.

Scope of Services

The proposed Scope of Services for the Project is included as Attachment A. The Scope of Services contains the following tasks:

- Task 1. Project Management
- Task 2. Data Collection and Existing Water System
- Task 3. Water Demands
- Task 4. Hydraulic Model Update
- Task 5. Water System Analysis
- Task 6. Water Treatment Plant Evaluation and Upgrades
- Task 7. Water System Seismic Risk Assessment and Mitigation Plan
- Task 8. Water System Capital Improvement Plan Program Development
- Task 9. Water System Evaluation and Capital Improvement Plan

Project Budget

West Yost's proposed level of effort and budget for each of the tasks described above is shown in Table 1 below and in Attachment A. West Yost will perform the Scope of Services described above on a time-and-expenses basis, at the billing rates set forth in West Yost's attached 2021 Billing Rate Schedule, with a not-to-exceed budget of $150,990. Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Proposed Budget

Task	Estimated Budget, dollars
Task 1. Project Management	12,070
Task 2. Data Collection and Existing Water System	7,486
Task 3. Water Demands	11,569
Task 4. Hydraulic Model Update	30,297
Task 5. Water System Analysis	19,593
Task 6. Water Treatment Plant Evaluation and Upgrades	19,982
Task 7. Water System Seismic Risk Assessment and Mitigation Plan	29,440
Task 8. Water System Capital Improvement Plan Program Development	9,610
Task 9. Water System Evaluation and Capital Improvement Plan	10,943
Total Project Hours and Budget	**$150,990**

Schedule

West Yost's team is ready to begin the project immediately following the execution of contracts and notice to proceed from the City. We anticipate completing the project by June 30, 2022 and will provide a detailed project schedule as part of the Project Kickoff Meeting.

Thank you again for the opportunity to assist the City with this important and time-critical project. Please contact Preston Van Meter at 503.784.9536 or pvanmeter@westyost.com if you have any questions about our proposal.

Sincerely,
WEST YOST

Preston Van Meter, PE
Principal Engineer
PE# 51615

Bob Ward, PE
Vice President
PE# 58810

Attachment(s): A – Scope of Services
B – West Yost Associates 2021 Billing Rate Schedule

Attachment A

Scope of Services

ATTACHMENT A

SCOPE OF SERVICES

The following scope of services describes the work to be completed in preparing a Water System Evaluation and Capital Improvement Plan for the City of Sweet Home. The scope of services complies with Oregon Health Authority (OHA) requirements for water master plans.

Task 1. Project Management

West Yost will use industry standard project management tools including systems for tracking work progress and expenditures to keep the Project on schedule and budget.

Task 1.1. Monthly Project Status Reports and Invoices

- Contract set-up and internal coordination with the Project team; and
- Preparation of monthly invoices and progress reports

The fee associated with this task is incorporated into the tasks described below and is based on an assumed project duration of twelve months.

Task 1.2. Monthly Project Check-in Conference Calls

West Yost Project Manager and key team members will conduct monthly project check-in conference calls with City staff to review progress compared with schedule milestones, confirm timing for upcoming meetings and site visits, review current budget status, discuss outstanding issues or requests for information, and related items related to overall project progress. For budgetary purposes, monthly check-in conference calls will be attended for West Yost's Project Manager and Project Engineer.

Task 1.3. Internal Team Coordination

West Yost's Project Manager will coordinate activities of key team members throughout the project to maintain the project schedule while maximizing team efficiency.

Task 1.4. Project Kickoff Meeting

West Yost will conduct a Project Kickoff Meeting with City staff to review the project scope and assumptions, discuss the project schedule and key project milestones/deadlines, review communications procedures and protocols and other key discussion topics related to the project. The meeting will be attended by West Yost's Project Manager and Project Engineer.

Task 1. Assumptions

- The anticipated duration of the project is 10 months; therefore, 10 monthly project progress reports and invoices are budgeted.
- Action items from monthly project check-in conference calls will be sent via email.
- No Water Conservation and Management Plan (WMCP) is required to be included in the City's Water Master Plan because the City's previous WMCP approved in September 2016 does not need to be updated until September 2026.

Task 1 Deliverables

- One electronic (PDF) copy of the monthly progress reports with invoices.
- One electronic (email) copy of action items from monthly project check-in conference calls with City and West Yost staff.

Task 2. Data Collection and Existing Water System

Under this task, West Yost will prepare an Existing Water System TM using relevant and available information on the City's water service area, water supply, water system facilities, and other information provided by the City as part of the background data collection.

Task 2.1. Background Data Collection

The following is a preliminary list of data and information anticipated to be collected prior to or shortly after the kickoff meeting:

- Distribution system maps and record drawings for key supply, pumping and reservoir facilities;
- All available GIS information (e.g., pipelines, meters, valves, tank, pumping facilities) for the water distribution system;
- Record drawings for the Water Treatment Plant, reservoirs, booster pump stations, valves, and other critical facilities;
- Annual water meter records (for annual average consumption) with account number, billing class, and service address, for the past 3 to 5 years;
- Monthly water use data aggregated by billing class;
- Monthly water production data for past 5 years (2016-2020) along with maximum day and peak hour deliveries;
- Hourly SCADA data for the time period selected for the model update (Task 4) for:
  - Flows from the water treatment plant and pump stations,
  - Flows through any zone pressure reducing valves (PRVs), and
  - Fluctuation in levels from the City's storage reservoirs;
- Drinking water quality compliance history; and
- Pump curves and nameplate data for existing pumps, including the raw water pump station and booster pumps in the system, and any available efficiency information.

West Yost will provide a formal Background Data Request prior to the Project Kickoff Meeting, which may contain additional items beyond those identified above.

Task 2.2. Existing Water System Description

West Yost will prepare an overview and description of the City's drinking water source, treatment, storage and distribution system, including but not limited to:

- Water system service area;
- Source of supply, water rights, and status;
- Historical and projected future water supplies;
- Drinking water quality and compliance history;
- O&M program overview and staffing summary; and
- Summary description of facility total and firm capacities.

The overview of the City's existing water system will be summarized in a draft Existing Water System Description technical memorandum (TM) submitted to the City for review.

Task 2 Assumptions

- City staff will provide background data in a reasonable amount of time (e.g., within two weeks).
- Tour of water system facilities is budgeted for under Task 6 (Water Treatment Plant).
- Existing water supply source information (i.e., number of permits, sources) and projected future supplies will be provided by the City.
- City staff will verify water system facility information provided in the draft report TM.
- O&M Program information will be summarized by City staff for inclusion in the draft TM.
- City will provide consolidated, written comments on draft TM within two weeks of submittal.
- City comments on the draft TM will be incorporated into the draft report.

Task 2 Deliverables

- One electronic (PDF) copy of the Project Kickoff Meeting Agenda and Minutes.
- One electronic (PDF) copy of the Background Data Request.
- One electronic (PDF) copy of the Draft Existing System Description TM. Comments on the Draft TM will be incorporated into the final draft Water Master Plan.

Task 3. Water Demands

Under this task, West Yost will work with the City to summarize historical water production and consumption (from 2016 to 2020) and project future water demand based on expected population growth. Per capita daily water use will be developed using the City's recent metered water consumption and population information.

Task 3.1. Historical Water Use

West Yost will summarize the City's recent historical population, water production and water consumption, including seasonal water usage patterns, and will recommend a baseline per capita daily demand for use in future demand projections under Task 3.2. West Yost will use monthly water production, maximum day, and peak hour water delivery data collected under Task 2 to determine the maximum day and peak hour demand peaking factors.

Task 3.2. Future Water Demand Projections

West Yost will develop population-based demand projections using the per capita daily baseline use recommended under Task 3.1. Future demands will be projected for the near-term (20-year) planning horizon and will be reviewed with the City. After approval from the City, the resulting demand projections will be used in the water system evaluations performed under Task 5, which will be used to develop the recommended Capital Improvement Program (CIP).

Task 3.3. Draft Water Demand TM

The demand analysis conducted under Task 3 will be summarized in a draft Water Demand TM.

Task 3 Assumptions

- Current water use will be developed using production records and historical maximum day and peak hour use for the past 3-5 years provided by the City.

- City to provide projected population growth information for the near-term (20-year) planning horizon.
- If City is unable to provide projected population growth information, publicly available population growth estimates will be used (i.e., Portland State University Population Research Center).
- City will provide written comments on draft TM within two weeks of submittal.
- City comments on the draft TM will be incorporated into the draft report.

Task 3 Deliverables

- One electronic (PDF) copy of the Draft Water Demand TM. Comments on the Draft TM will be incorporated into the final draft Water Master Plan.

Task 4. Hydraulic Model Update

Under this task, West Yost will review and update the City's existing InfoWater® hydraulic model to reflect existing network connectivity and demand conditions. A high-level model static calibration and spot-check of system pressures at facility locations will confirm that the hydraulic model can reasonably mimic system pressures for use as a planning tool. The hydraulic model will be used to evaluate future conditions under Task 5.

Task 4.1. Model Update

West Yost will review the City's existing InfoWater® hydraulic model to confirm the accuracy of the pipeline network and facility data. Data collected under Task 2 (e.g., facility record drawings and pump curves) will be used to confirm existing facility properties and update information in the model to accurately represent the City's water distribution system. Pipeline roughness factors in the existing model are substantially higher than industry-standard values and will be updated to roughness factors that are consistent with field-calibrated C-factors of similar material type and age, as provided in West Yost's C-factor database. West Yost will update the junction elevations with available elevation data.

Task 4.2. Demand Allocation

West Yost will use the City's existing water meter feature class to spatially-locate the City's metered consumption data collected under Task 2. Once the consumption data of the City's existing water demands is linked to the meter GIS file, West Yost will use the InfoWater® Demand Allocation Manager to allocate recent consumption data to junctions representing customer service locations in the hydraulic model.

Task 4.3. Hydrant Test Plan

West Yost will prepare a hydrant test plan and data collection log showing the location of planned testing and data collection locations. Hydrant testing will validate the pipeline C-factors updated in the model under Task 4.1.

Hydrant tests will consist of 'standard' fire flow tests to assess system capacity through flow and pressure measurements. No valves will be closed to isolate pipelines of a specified material and age. The City will conduct all field hydrant flow testing and data collection, including operating/monitoring hydrants, de-chlorination, and traffic control.

Task 4.4. Model Static Calibration

West Yost will conduct static calibration of the model, which will involve adjusting the model to match system pressures observed during stressed conditions. Discrepancies in the modeled versus SCADA pressures are expected due to differing demand conditions. Any discrepancies between the modeled versus SCADA pressures that are greater than the recommended range provided in the American Water Works Association M32 (2.2 to 4.3 psi) will be reviewed with the City. A full model calibration of system operations and pipeline roughness factors (through unidirectional flow-style hydrant tests) will not be completed.

If the City is interested in pursuing a full operational calibration of the hydraulic model, a separate request should be made for optional services to include unidirectional-style hydrant flow testing for steady state calibration and/or hydrant pressure recorder (HPR) placement and SCADA review for extended period simulation (EPS) operational model calibration.

Task 4.5. Draft Hydraulic Model Update TM

The hydraulic model update effort conducted under Task 4 will be summarized in a draft Hydraulic Model Update TM.

Task 4 Assumptions

- Ground elevations obtained by City staff or from digital sources (i.e., digital elevation model (DEM) data that is publicly available) will be adequate for updates to the hydraulic model, as needed.
- The City's existing hydraulic model has no large discrepancies in network connectivity from the GIS.
- Updates to the existing hydraulic model are assumed to be minor and will require no more than 20 hours of effort. If it is determined upon review of the hydraulic model and data received under Task 2 that additional hours will be required to complete the model update, West Yost will inform the City prior to beginning work.
- The City's metered consumption data can be reasonably (linking >90% of overall demand) joined to the City's existing meter GIS feature class using a common identifier field.
- West Yost will identify up to 10 hydrant flow test locations for the City to conduct.
- City staff will perform all field hydrant testing and data collection (3-4 City staff for one day).
- Prior to the hydrant testing field data collection, West Yost will hold one (1) conference call with the City to review the hydrant test plan, discuss necessary equipment, and answer any questions. It is assumed that this collaboration call will be no longer than 1-hour.
- Model static calibration will be limited to verifying existing system pressures under static and flowing conditions at monitored hydrants and system boundary conditions (i.e., system facilities) for the main pressure zone only.
- Some deviation in field-measured and modeled pressures may occur due to differing demand conditions, but the model will be considered calibrated if the hydraulic grade line (HGL) predicted by the model falls within 5-10 ft (2.2 to 4.3 psi) of the HGL measured in the field. It is assumed that no more than three (3) hydrant tests will exhibit modeled pressure results that deviate more than 4.3 psi from the field-measured static pressures.

Task 4 Deliverables

- One electronic (PDF) copy of the Hydrant Test Plan.
- One electronic copy of the City's calibrated water system hydraulic model.
- One electronic (PDF) copy of the Draft Hydraulic Model Update TM. Comments on the Draft TM will be incorporated into the final draft Water Master Plan.

Task 5. Water System Analysis

Under this task, West Yost will evaluate the ability of the City's existing water system to meet defined performance criteria for existing and future (20-year planning horizon) demand conditions.

Task 5.1. Water System Performance Criteria

West Yost will work with City staff to develop water system performance standards that will establish the City's level of service goals, guide the evaluation of system adequacy, and provide a framework for sizing of future improvements. Standards will be developed to address water quality goals, water supply and treatment capacity, system pressures, system storage, fire flow availability, and other important water supply and distribution system considerations.

Water system performance criteria will be summarized in a draft TM submitted to the City for review. The contents of this draft TM will provide the basis for development of the resulting CIP.

Task 5.2. Water Facility Capacity Analysis

West Yost will evaluate the capacity of the City's existing water system to meet existing and future (20-year planning horizon) demands. Capacity evaluations will assess the adequacy of the following to meet the system performance criteria:

- Water supply
- Storage
- Pumping

The facility capacity evaluations conducted under Task 5.2 will be summarized in a draft Water System Analysis TM.

Task 5.3. Water System Analysis

To evaluate the water system, West Yost will conduct a distribution system performance analysis under future demand conditions (representative of the 20-year planning horizon) to identify areas in the City's existing water system that do not meet the minimum system performance standards defined in Task 5.1. West Yost will use the hydraulic model updated under Task 4 to evaluate the maximum day demand plus fire flow and static peak hour demand conditions. Improvements will be recommended to meet the system performance criteria under future demand conditions.

Hydraulic evaluations conducted under Task 5.3 will be summarized in a draft Water System Analysis TM.

Task 5 Assumptions

- Projected growth of the City under near-term and buildout will be established under Task 3.
- Land use will not vary significantly between the near-term and buildout future planning horizons.
- City will provide written comments on the draft TM within 2 weeks of submittal.
- City comments on the draft TM(s) will be incorporated into the draft report.

Task 5 Deliverables

- One electronic (PDF) copy of the Draft Water System Design and Performance Criteria TM. Comments on the Draft TM will be incorporated into the final draft Water Master Plan.

Task 6. Water Treatment Plant Evaluation and Upgrades

West Yost will evaluate the existing WTP to identify capacity upgrades to support growth as well as for Operations and Maintenance (O&M) projects needed to address operating issues identified by City staff.

To document WTP O&M projects, West Yost will conduct a one-day field evaluation of the WTP with City staff to document operating issues and identify a list of O&M-related projects to be included in the master plan. Following the site visit, West Yost will prepare planning level cost estimates for each of the identified O&M projects, which will be presented to City staff for review.

WTP capacity upgrades will be identified through the planning process based on population growth and water system demands. A project list for WTP capacity upgrades will be prepared along with planning-level cost estimates. The WTP capacity upgrades project list will be presented to City staff for review.

Task 6 Assumptions

- Field work for the WTP condition assessment will be limited to one-day facility tour with City staff to document WTP deficiencies attended by three West Yost staff.
- More detailed WTP condition assessment activities will be identified a part of the initial WTP evaluation and incorporated into the Recommended Plan and CIP.
- A WTP project list will be developed to be included in the Recommended Plan and CIP.

Task 6 Deliverables

- One electronic (PDF) copy of the Draft WTP Evaluation and Upgrades TM. Comments on the Draft TM will be incorporated into the final draft Water Master Plan.

Task 7. Water System Seismic Risk Assessment and Mitigation Plan

In addition to the water system analysis completed in Task 5, West Yost will prepare a Seismic Risk Assessment and Mitigation Plan in accordance with Oregon Health Authority (OHA) requirements. The plan will identify the City's critical water system infrastructure capable of supplying key community needs, including fire suppression, health and emergency response and community drinking water supply points. Following are the key elements of the plan:

- Overview of the Oregon Resilience Plan (ORP) and associated requirements;
- Identification of the City's critical "backbone" water system infrastructure and facilities;
- Seismic hazard mapping to identify local concerns with soil liquefaction, lateral spreading, landslides and ground deflection;
- Identification of the likelihood and consequences of seismic failure associated with critical "backbone" water system infrastructure and facilities;
- Mitigation plan to minimize water loss from critical "backbone" water system infrastructure and meet ORP requirements for water systems following a major seismic event over a 50-year planning horizon; and
- Recommended system upgrades and follow-up investigations.

Task 7.1 Seismic Hazards Evaluation

West Yost's team will complete a seismic hazards evaluation, which is required to be included in all Water Master Plans by the Oregon Health Authority.

Task 7.1.1: Background Information Review and Site Reconnaissance

McMillen-Jacobs will compile and review existing geologic/geotechnical and seismic data in the Sweet Home Water Districts area to develop preliminary understanding of subsurface conditions and potential seismic hazards. Information sources will include:

- Local and regional geologic publications and maps,
- DOGAMI Seismic Hazard Maps,
- Oregon Department of Water Resources well logs,
- Available County's geotechnical boring information and reports, and
- Foundation design drawings of the critical facilities of the District's water system.

Task 7.1.2: Seismic Hazards Evaluation

West Yost's team will assess the general seismic hazards from a Cascadia Subduction Zone event and potential foundation performances at the critical facilities. The seismic hazard maps (for ground shaking, liquefaction, lateral spreading, and seismic landslide hazards) in the vicinity of the water system areas will be updated and revised. In the maps, potential strong ground shaking zones, liquefaction zones, seismic landslide zones, lateral spreading zones, and critical transition zones between non-liquefiable and liquefiable soils/rock will be identified. The seismic hazards evaluations conducted under Task 7.1 will be summarized in a draft Seismic Risk Assessment and Mitigation Plan TM.

Task 7.1.3: Seismic Structural Evaluation

West Yost's team will complete a structural evaluation of the existing facilities:

- Review of existing structural documentation and drawings for the thirteen (13) existing water distribution system structures for their ability o resist gravity and lateral load in accordance with the 2019 Oregon Structural Specialty Code.
- One site visit to observe the general condition of the thirteen (13) existing structures of the water distribution system.
- Abbreviated description of the thirteen (13) existing structures to be incorporated into the Master Plan.
- Abbreviated summary of the findings from the review and identification of any shortcomings of the thirteen (13) existing structures. The summary shall be incorporated into the Master Plan.

Task 7.1.4: Seismic Hazards and Mitigation Plan TM

West Yost will compile a seismic mitigation plan based on the seismic risk assessment and seismic performance of the structures identified under Subtasks 7.1.2 and 7.1.3. Recommendations for mitigation measures to be implemented over the planning horizon will be incorporated into the overall Capital Improvement Program to be developed in Task 8.

Task 7 Assumptions

- The Seismic Risk Assessment and Mitigation Plan will be a high-level effort to identify the critical "backbone" system elements and mitigation measures to provide drinking water as fast as possible following a major seismic event.
- For sites do not have available geotechnical data, the hazard assessment will be based on available geologic and seismic mapping and adjacent available information (i.e. well logs).
- It is assumed that thirteen (13) existing facilities will be included in the structural evaluation.
- It is assumed that up to four (4) virtual meetings will be anticipated to discuss the structural portion of the project.
- City will provide written comments on the technical memorandum within 2 weeks of submittal.
- City comments on the technical memorandum will be incorporated into the draft report.

Task 7 Deliverables

- One electronic (PDF) copy of the Draft Seismic Risk Assessment and Mitigation Plan TM.

Task 8. Water System Capital Improvement Program Development

Under this task, West Yost will develop a prioritized water system CIP. Recommendations for capital improvements will address system deficiencies identified throughout the planning process.

West Yost will compile a water system CIP based on the improvements identified under the water distribution system evaluations (Task 5), the water treatment plan evaluation and upgrades (Task 6), the seismic risk assessment (Task 7), and any additional projects identified by the City. The CIP will prioritize projects based on need and will be grouped by project identification, including information such as project type, pipeline diameter, pipeline length, unit cost, total cost (including engineering, construction, and other soft costs), and other pertinent information. Priorities for distribution system pipeline replacements and upsizing will be developed based degree of deficiency and consultations with City staff.

The City's recommended water system CIP will be summarized in a draft Capital Improvement Program TM.

Task 8 Assumptions

- Cost estimates for CIP projects will be estimated in current (2022) dollars.
- All capital improvement costs will be provided as Class 5 estimates, consistent with the classification system established by the Association for the Advancement of Cost Estimating International (AACE International).
- City will provide consolidated, written comments on TM within 2 to 3 weeks of submittal.
- City comments on the TM will be incorporated into the final report.

Task 8 Deliverables

- One electronic (PDF) copy of the Draft Capital Improvement Program TM.

Task 9. Water System Evaluation and Capital Improvement Plan

West Yost will prepare a Draft Water System Evaluation and Capital Improvement Plan report after incorporating comments from the City review of draft TMs (Tasks 2-6 and 9). Requested updates will be made in tracked changes for City review.

West Yost will prepare a screen-check Final Water System Evaluation and Capital Improvement Plan report, incorporating comments from City review of the Draft report in tracked changes. Once the City approves the screen-check Final report, West Yost will produce a Final Report.

Task 9 Assumptions

- Draft TMs prepared under Tasks 2-8 will be compiled in one document as the Draft Water System Evaluation and Capital Improvement Plan report for City review.
- City will provide written comments on Draft Water System Evaluation and Capital Improvement Plan within 2 weeks of submittal.
- Written comments on the Draft Water System Evaluation and Capital Improvement Plan will be done in Track Changes.

Task 9 Deliverables

- One electronic (PDF) copy of the Draft Water System Evaluation and Capital Improvement Plan.
- Three (3) hard copies and one electronic (PDF) copy of the Final Water System Evaluation and Capital Improvement Plan.

Attachment B

West Yost's 2021 Billing Rate Schedule

2021 Billing Rate Schedule

(Effective January 1, 2021 through December 31, 2021)*

WEST YOST
Water. Engineered.

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
ENGINEERING	
Principal/Vice President	$290
Engineering/Scientist/Geologist Manager I / II	$275 / $287
Principal Engineer/Scientist/Geologist I / II	$248 / $263
Senior Engineer/Scientist/Geologist I / II	$222 / $233
Associate Engineer/Scientist/Geologist I / II	$191 / $204
Engineer/Scientist/Geologist I / II	$153 / $178
Engineering Aide	$89
Administrative I / II / III / IV	$78 / $99 / $119 / $131
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	$284 / $287
Principal Tech Specialist I / II	$261 / $271
Senior Tech Specialist I / II	$239 / $251
Senior GIS Analyst	$216
GIS Analyst	$205
Technical Specialist I / II / III / IV	$153 / $175 / $197 / $219
Technical Analyst I / II	$110 / $131
Technical Analyst Intern	$88
Cross-Connection Control Specialist I / II / III / IV	$113 / $124 / $139 / $155
CAD Manager	$173
CAD Designer I / II	$134 / $150
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	$278
Construction Manager I / II / III / IV	$169 / $181 / $193 / $243
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	$148 / $165 / $183 / $190
Apprentice Inspector	$134
CM Administrative I / II	$72 / $97
Field Services	$191

- Technology and Communication charges including general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses will be billed at 6% of West Yost labor.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- Mileage will be billed at the current Federal Rate and Travel will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* This schedule is updated annually

2021 Billing Rate Schedule

(Effective January 1, 2021 through December 31, 2021)*

WEST YOST
Water. Engineered.

Equipment Charges

EQUIPMENT	BILLING RATES
Gas Detector	$80 / day
Hydrant Pressure Gauge	$10 / day
Hydrant Pressure Recorder, Standard	$40 / day
Hydrant Pressure Recorder, Impulse (Transient)	$55 / day
Trimble GPS – Geo 7x	$220 / day
Vehicle	$10 / day
Water Flow Probe Meter	$20 / day
Water Quality Multimeter	$185 / day
Well Sounder	$30 / day

* This schedule is updated annually

Task Order No. 10, Amendment 1

City of Sweet Home

Water System Evaluation and Capital Improvement Plan

West Yost Job Number 936-60-21-10

In accordance with the Task Order Agreement between the City of Sweet Home (Client) and West Yost Associates, Inc. (Consultant), dated September 2, 2020, Consultant is authorized to complete the work scope defined in this Task Order 10, Amendment 1 according to the schedule and budget defined herein.

WORK SCOPE

The purpose of this Amendment is to increase funding to the original Task Order for the Consultant to develop future water demand distribution based on future growth (population-based) and distribute future demands in the hydraulic model to locations of known anticipated growth/planned development, weighted based on Client input on expected proportion of future water demand.

COMPENSATION

Compensation shall be in accordance with the provisions of the Task Order Agreement between Client and Consultant.

The compensation limit for services performed under this Amendment 1 shall not exceed $10,000 and total compensation under Task Order 10 shall not exceed $160,990 as shown in the Table below.

Fees for Services			
Description	Task Order 10 ($)	Amendment 1 ($)	Total ($)
Task 1. Project Management	$12,070		$12,070
Task 2. Data Collection and Existing Water	$7,486		$7,486
Task 3. Water Demands	$11,569	$10,000	$21,569
Task 4. Hydraulic Model Update	$30,297		$30,297
Task 5. Water System Analysis	$19,593		$19,593
Task 6. Water Treatment Plant Evaluation and Upgrades	$19,982		$19,982
Task 7. Water System Seismic Risk Assessment and Mitigation Plan	$29,440		$29,440
Task 8. Water System Capital Improvement Plan Program Development	$9,610		$9,610
Task 9. Water System Evaluation and Capital Improvement Plan	$10,943		$10,943
Total Compensation	**$150,990**	**$10,000**	**$160,990**

If additional funds are required to complete the services defined herein beyond this limit, Consultant shall notify Client in writing prior to reaching the authorized limit and will not proceed with work in excess of the limit without the prior written approval of Client.

SCHEDULE

Schedule shall be determined between Consultant's Project Manager and Client.

WEST YOST ASSOCIATES, INC.	CITY OF SWEET HOME
Corie Moolenkamp	
Signature	Signature
Corie Moolenkamp	
Printed Name	Printed Name
Business Sector Leader	
Title	Title
May 3, 2022	
Date	Date

REQUEST FOR COUNCIL ACTION

Title:	Safe Routes to School Grant Application
Preferred Agenda:	July 26, 2022
Submitted By:	Blair Larsen, Community & Economic Development Director
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution ____ Motion __X__ Roll Call ____ Other ____
Relevant Code/Policy:	SH Charter, Chapter I, Powers of the City
Towards Council Goal:	Aspiration I: Desirable Community; Aspiration III: Viable and Sustainable Infrastructure; Goal 1.3: Street Infrastructure
Attachments:	Sweet Home 2022 Safe Routes to School Competitive Construction Grant Application SRTS Application Signature Page Engineering Drawings Sweet Home SRTS Plan

Purpose of this RCA:

The purpose of this RCA is to seek Council approval for a grant application to the Oregon Department of Transportation Safe Routes to School Competitive Construction Grant program.

Background/Context:

The Oregon Department of Transportation (ODOT) has a competitive construction grant program that funds pedestrian improvements with the goal of improving safety for students walking and biking to school. For the past year, City staff have worked with the Sweet Home School District and community partners to develop a Safe Routes to School Plan and develop a project for this grant program.

The project focuses on Mountain View Road to the north and south of Sweet Home Junior High School and includes improvements to Mountain View Road from Ames Creek Road to Juniper Street, the intersections in between, and the intersection of Ames Creek Road and Grape Court/Loop. These areas were found to be the most in need of safety improvements for students who walk and bike to school.

The grant program has two tiers of support—one that requires a 40% local match, and one that requires only a 20% match. Under the rules of the program, this project qualifies for a local match of only 20%, making the program a significant financial benefit to the community.

Donna Short, a local grant writer, has worked with both the City and the School District on this project, and has done most of the "leg work" in putting this application together.

The Challenge/Problem:

Should the City submit an application to ODOT's Safe Routes to School construction grant program for the Mountain View Road corridor?

Stakeholders:

- Sweet Home Students – Sweet Home Junior High School is the only Junior High for the entire School District, and all students there will benefit from safer pedestrian and biking facilities.
- Sweet Home City Council – The City Council has the authority authorize grant applications and City spending.
- Sweet Home Citizens – Citizens deserve a safe community for pedestrians and bicyclists. While the grant program focuses on school-age children, community members of all ages will benefit from these improvements.

Issues and Financial Impacts:

The total project cost is estimated to be $2,182,800. The required 20% match from the City amounts to $436,560. This project is expected to start in the next fiscal year. Staff recommend funding this project out of the PATH fund, and, to a smaller extent, Transportation and Stormwater System Development Charges. In the current budget, the PATH fund has $634,480 reserved for future expenses, and these funds could be utilized in the next fiscal year for this project.

Elements of a Stable Solution:

A stable solution is one that leverages City funding with outside grant funding to construct improvements that improve the safety and quality of life for Sweet Home residents.

Options:

1. *Do nothing* – The City would not submit an application.
2. *Authorize the City Manager to sign the application as presented*.
3. *Authorize the City Manager to sign the application with changes*.
4. *Direct Staff to research other options for funding pedestrian and bicycle safety improvements*.

Recommendation:

Staff recommends option 2, *motion to authorize the City Manager to sign the application as presented*.

2022 Safe Routes to School Competitive Construction Grant Application

Introduction

Application

Part 1

Part 1 includes basic information and will be completed by the applicant between February 1, 2022 and March 18, 2022.

Part 1.1 General Information

What is the title of the project? *

Sweet Home Junior High/Mountain View Rd/Shared Use Path/22

Maximum 100 characters.

Please format your project title as follows: "School Name/Primary Road/Primary Solution/Year Submitted"
Example:"GlenfairES/Main/Sidewalk/22"

Applicant Contact Information

Name *

Blair Larsen

Title *

Community and Economic Development Director

Agency *

City of Sweet Home

Phone *

(541) 818-8036

Email *

blarsen@sweethomeor.gov

Applicant Address *

3225 Main St.

Address Line 2

Sweet Home

Oregon

97386

Part 1.2 Eligibility Requirements

Is the project supported by the primarily affected school or school district? *

(•) Yes ( ) No

Is the project within a one-mile radius of a public school? *

Optional Resource: SRTS map- includes crash data and school data

(•) Yes ( ) No

Note: The one-mile radius is calculated by drawing a one-mile straight line from the school.

Is the project in or aligned with a plan that meets the requirements of ORS 195-115? *

(•) Yes ( ) No

Note: Plans may include but are not limited to a Safe Routes to School Plan, Transportation System Plan, or other locally adopted plan

List the plan, the date adopted or completed, and how the project is aligned with the plan: *

Sweet Home Junior High SRTS Action Plan, original 6/13/2014, update completed 6/2022. It recommends pedestrian and bike safety improvements on all streets leading to and from the school plus a path connecting to the high school and the Boys and GIrls Club. Mountain View Road Corridor Master Plan, 9/27/10, Segment A (650 feet) was completed in 2014. Most of the remaining pedestrian and bike improvements from that Master Plan are in this project. City of Sweet Home Transportation Plan, 5/2005, calls for sidewalk infill on arterials and collectors, which includes Mountain View Road, Ames Creek Road and 18th Avenue. Goal 2 - Active Transportation - in the Linn County Transportation System Plan (2018) is also addressed.

Note: Maximum 750 characters.

Example: Name of Plan, Date Adopted/Completed

Is the project in the public road right of way or will the project increase the road right of way to include your project? *

ORS 195.115

OAR 737-025-0060

(•) Yes ( ) No

Note: Public road right of way refers to publicly owned land: Surface, shoulders, ditches, other drainage facilities in the border between the ditches.

Does your project reduce barriers and hazards to children walking or bicycling to and from school? *

(•) Yes ( ) No

Do you and your key school contact commit to providing outreach to the primarily affected school community? This outreach includes a press release, a school newsletter article, and flyers sent home to students families'. Templates will be provided by ODOT. *

You will be required to include a letter of support from the primarily affected school and any school mentioned in this application or school district as an attachment in Part 2 of the application.

(•) Yes ( ) No

If you answered yes to the above questions, please continue. If you answered no, your project is ineligible.

Part 1.3 Primary Affected School Information

Part 1 of your application must focus on one school called the "primarily affected school." We suggest that your "primarily affected school" is the school with the highest percentage of low income students and with higher than average students of color, student with disabilities, Ever English Learners, and students that are chronically absent. In Part 2 you will be able to list additional project locations and schools affected. You will not receive additional points for affecting students at multiple schools.

Primarily Affected School Name *

Sweet Home Junior High

Contact's Name *

Mark Looney

Title *

Interim Principal

Phone *

(541) 367-7187

Email *

Mark.Looney@sweethome.k12.or.us

What grades are taught at the school? *

- (•) This school teaches students from pre-kindergarten through 8th grade or any combination. (applicant will receive 90 points)
- ( ) This school teaches no students from pre-kindergarten through 8th grade or any combination.

Check all that apply about the project's relationship to the school. *

- [x] 1/4 mile or closer (applicant will receive 15 points)
- [x] between 1/4 and 1/2 mile (applicant will receive 5 points to a maximim of 15 points for this question)
- [x] The project is within the school attendance boundary (applicant will receive 5 points to a maximim of 15 points for this question).
- [ ] The project addresses an area that has supplemental bussing (also known as hazard bussing) (applicant will receive 5 points to a maximim of 15 points for this question).
- [ ] None of the above

If you receive points for school attendance boundary and/or supplemental bussing, you must upload backup documentation during Part 2 of your application due by July 31 (in Part 2.6). Back up documentation may include a verification email from school staff.

Use the mileage of the walking distance from the school

What percentage of students are low income at the primarily affected school? *

Resource: SRTS map- includes crash data and school data

- ○ 10-19% (applicant will receive15 points)
- ○ 20-29% (applicant will receive 30 points)
- ◉ 30-39% (applicant will receive 45 points)
- ○ 40-49% (applicant will receive 60 points)
- ○ 50-59% (applicant will receive 80 points)
- ○ 60-69% (applicant will receive100 points)
- ○ 70-79% (applicant will receive120 points)
- ○ 80-89% (applicant will receive 140 points)
- ○ 90-100% (applicant will receive 160 points)

Is your primarily affected school above the state average in any of the categories below? Check all that apply.

Resource: SRTS map- includes crash data and school data

- ☐ The school is above the state average of 18% in Ever English Learners (students learning English as a second language) (applicant will receive 5 points up to 20 points)
- ☐ The school is above the state average of 40% in students of color (applicant will receive 10 points up to 20 points)
- ☑ The school is above the state average of 15% in students with disabilities (applicant will receive 5 points up to 20 points)
- ☑ The school is above the state average of 1% in American Indian/Alaska Native students (applicant will receive 5 points up to 20 points)
- ☑ The school is above the state average of 28.1% in students who are chronically absent (applicant will receive 5 points up to 20 points)

Part 1.4: Project Primary Location Information

Part 1 of your application must focus on one location called the "primary location." Part 2 of your application may include additional locations. We suggest that your "primary location" is the location with the highest score.

Primary Location Information

Latitude: *

044.39

Example: 045.456

Longitude: *

-122.72

Example: -123.123

Resource: Latitude and longitude information can be found in the SRTS map- includes crash data and school data.

Name of street, road or highway on which the project is located: *

Mountain View Rd.

Cross street or other reference point (include state highway milepost begin/end if applicable): *

Ames Creek Road and Harding Street

Project length in feet: *

1100

Which side of the street is the project located? *

Both

Example: Both, North, South, East, West

Improvements at this Location

This information can be updated when you complete Part 2 of the application in summer of 2022.

Indicate the number of improvements you intend to build at this location. *

— 5 +

Improvement 1

Description of Improvement *

8 foot wide Shared Use Path on east side from 22nd

Quantity *

160 feet

Example: 1

Improvement 2

Description of Improvement *

8 foot wide Shared Use Path on west side from 22nd

Quantity *

900 feet

Example: 1

Improvement 3

Description of Improvement *

crosswalk visibility enhancements

Quantity *

1

Example: 1

Improvement 4

Description of Improvement *

ADA ramps

Quantity *

6

Example: 1

Improvement 5

Description of Improvement *

marked crosswalks

Quantity *

5

Example: 1

Provide information for the proposed project location or the location of the barrier that the

project is addressing.

Note: you may include information about a parallel road if the project is intended to address a barrier on that road.

Choose one: *

- (•) This information below is true for the road on which the project is proposed.
- ( ) This information below is true for a parallel road on which the proposed project addresses a barrier.

Is there history of bicyclist or pedestrian injury or fatality within the hours of 6am and 9pm? *

- (•) Yes, injury (applicant will receive 7 points)
- ( ) No
- ( ) Yes, serious injury or fatality (applicant will receive 20 points)

Optional Resource: SRTS map-includes crash data and school data

Applicant may use bicycle and pedestrian crash data from any timeframe, and sources may include any reliable source like ODOT records, local sheriff or police report, etc. The crash must be located at the project site or the project must positively affect the crash site in some way.

Serious injury defined by ODOT crash unit: A suspected serious injury is any injury other than fatal which results in one or more of the following:

- Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood
- Broken or distorted extremity (arm or leg)
- Crush injuries
- Suspected skull, chest or abdominal injury other than bruises or minor lacerations
- Significant burns (second and third degree burns over 10% or more of the body)
- Unconsciousness when taken from the crash scene
- Paralysis

Describe your crash data source, and describe how the project positively affects the crash site.

Jan. 10, 2018 (Police report):13 year old girl was struck by a car at the intersection of Mountain View Road and Ames Creek Road while walking home from school and suffered minor injuries. October 3, 2018: a student's foot was run over while crossing Mountain View Rd. crosswalk on the way to school. The principal also reports getting close call reports on an almost weekly basis. A student was also struck by a car on Mountain View Road some time in the early 1990's but exact details have been lost. A shared use path will separate pedestrians from the vehicle traffic. An ADA compliant structure at Mountain View and Ames Creek will also make it safer for all students as well as adult pedestrians by making it clear where vehicles should travel.

Note: Maximum 750 characters.

Include information like number of bicyclist or pedestrian injuries and fatalities. Applicant may use bicycle and pedestrian crash data from any timeframe, and sources may include any reliable source like ODOT records, local sheriff or police report, etc. The crash must be located at the project site or the project must positively affect the crash site in some way.

Please choose the option below that results in the highest speed at this location.

- ( ) Posted Travel Speed (mph)
- (•) Operating Speed - 85th percentile (mph)

Posted travel speed or operating speed (mph)?

○ < 25 mph ○ 25 mph (applicant will receive 7 points) ○ 30 mph (applicant will receive 14 points)

● 35 mph (applicant will receive 20 points) ○ ≥ 40 mph (applicant will receive 20 points)

Use this field to record the street with the higher speed if your project is at an intersection.

What are the number of travel lanes and the crossing width of the road from curb to curb?

○ 2 lanes or fewer than 30 feet ● 3 lanes or greater than 30 feet (applicant will receive 7 points)

○ 4+ lanes or greater than 40 feet (applicant will receive 20 points)

At the project location what is the average annual daily traffic (AADT)?

● < 3,000 ○ 3,000-5,999 (applicant will receive 7 points) ○ 6000 - 8,999 (applicant will receive 20 points)

○ 9,000 - 10,999 (applicant will receive 20 points) ○ 11,000 - 11,999 (applicant will receive 20 points)

○ ≥ 12,000 (applicant will receive 20 points)

At the project location what is the Transportation Disadvantaged Index?

○ 0 - 1.4 ● 1.5 - 1.9 (will receive 5 points)

○ 2.0 - 2.4 (will receive 10 points) ○ 2.5 - and up (will receive 15 points)

Resource: SRTS map- includes crash data, school data, and transportation disadvantages index data.

Priority Safety Corridor

In order to qualify as a Priority Safety Corridor at least one of the projects must be located on a road or addressing a barrier on a road where the posted speed or 85th percentile speed of traffic is 40 miles per hour or greater OR if any two of the following apply:

- Posted speed limit 30 miles per hour or greater;
- More than 2 lanes or a crossing distance greater than 30 feet;
- 12,000 or greater annual average daily traffic;
- Has a demonstrated history of crashes related to school traffic.

More information can be found in the Program Guidelines.

Does this location have a posted speed or 85th percentile of 40 miles per hour or greater? *

○ Yes (applicant will receive 40 points) ◉ No

Does this location have any of these features? Check all that apply. Answers must match information provided above. *

☐ Posted speed limit 30 miles per hour or greater ☑ 3 or more lanes or a crossing distance greater than 30 feet

☐ 12,000 or greater annual average daily traffic ☑ Has a demonstrated history of crashes related to school traffic

☐ None of these

Did you select two or more of the features in the question directly above? *

◉ Yes (applicant will receive 40 points) ○ No

Part 1.5

Provide a high-level PROBLEM statement that describes the barriers and hazards to children walking or bicycling to school. Provide a summary of the problem in a concise manner that can be used on a website or in a publication. *

Mountain View Road, south of the school, is narrow with no sidewalks and a hill that limits the line of sight. In 2018, a student was hit by a car within ¼ mile of the school. There are limited sidewalks on the wide part of this road north of the school. Another student was injured by a car while in the crosswalk adjacent to the school in this section of the road. 18th Avenue is a truck route and the mid-block crosswalk provides a critical connection with the high school.

Note: Maximum 500 characters.

Provide a high-level description of your PROJECT. Project should be a viable solution to the above problem. Provide a summary of the project in a concise manner that can be used on a website or in a publication. *

Install about 3,000 ft. of shared use paths or sidewalks on at least one side of streets, most within ½ mile of the school, with an emphasis on providing connectivity. Improve or install high visibility crosswalks and ADA ramps on connected streets. Install a rapid flashing beacon at the crosswalk on 18th Ave.

Maximum 500 characters.

Note: This language may be used on a website.

Additional Problem/Project Description: Describe any further details about the problem, the project, and how this project will help remove barriers for children walking and bicycling to the primarily affected school.

The part of Mountain View Road between the school and Ames Creek Road has a 4 foot wide paved shoulder only on the west side. That is the only place for pedestrians, so students have to walk home with their backs to the traffic. The south end of this section is also a short steep downhill that will require a switchback to meet ADA standards. Most of the project is straight forward sidewalk/path construction and will serve to keep students consistently separated from traffic. This project will also benefit students that attend Hawthorne Elementary School and Sweet Home High School.

Note: Maximum 750 characters.

Does any part of this project touch ODOT right of way? *

- ○ Yes, and I understand that ODOT Area Manager and District Manager must approve the final application and will need to be engaged with the delivery of the project.
- ◉ No

If yes, work with your Region's Active Transportation Liaison to coordinate. You will need to obtain approval from the ODOT Area Manager and District Manager when filling out your application and during the construction of your project. You will work with ODOT staff to determine details like project cost estimate including adequate capacity for ODOT staff when needed and who will maintain the project, etc.

In which ODOT Region is your project located? *

Region 2

Resource: ODOT Region maps

For what range of funds do you expect to apply?

- ○ 60,000 - 100,000
- ○ 100,000 - 500,000
- ○ 500,000 - 1 million
- ○ 1 million - 1.5 million
- ◉ 1.5 million - 2 million
- ○ Other

Part 1 Total Score

244

This number shows your score for Part 1. Part 1 is 84% of the total score of your application (maximum of 420 points out of 500). Once the deadline (March 18, 2022) for Part 1 passes, staff will send you information on the score of all applications submitted for Part 1. Then you can determine if you want to complete Part 2 between May 1, 2022 and July 31, 2022.

Please submit Part 1 by March 18, 2022 to be eligible to complete Part 2 between May 1, 2022 and July 31, 2022. You will be able to go back and update any information in Part 1 at that time.

Disclaimer: Contact LeeAnne Fergason, 503-910-8994, if you have any comments or concerns about the application or have an inability to provide required information.

Application Part 2 of 2

Part 2 includes more specific information and may be completed by the applicant between May 1, 2022 and July 31, 2022.

Part 2.1 Background

Information can be provided for one project or a bundle of projects when it makes sense to deliver projects at the same time for efficiency.

Additional Roadway Authority Information (if necessary)

Does any part of this project touch another roadway jurisdiction's right of way that is not ODOT? *

If yes, the jurisdiction must be listed below and provide a signature concur with the application. See section 8.

- ○ Yes
- ◉ No

Does any part of this project touch ODOT right of way? *

If yes, **ODOT Area Manager and ODOT District Manager** must be listed below and provide a signature to concur with the application. See section 8.

You will need to coordinate with ODOT (your Region's Active Transportation Liaison or other ODOT project staff) to get ODOT Area Manager's approval and coordinate with staff during the construction of your project at key points for ODOT approval.

- ○ Yes
- ◉ No

Will applicant oversee design and construction of the project? *

- ◉ Yes
- ○ No

Is the applicant submitting more than one application *

- ○ Yes
- ◉ No

Note that any applicant may submit multiple applications but is only able to receive $2 million total from this grant cycle.

Describe past, present, or upcoming Safe Routes to School education and engagement programs at the school or school district. Safe Routes to School programs includes education, encouragement, and evaluation activities that reduce barriers to children walking and bicycling to school. *

Oak Heights Elementary - walking school bus monthly October, 2015 - February, 2020, weekly May 2017-2019, will restart September 2022, parent survey completed in 2018; Bike safety training for 5th grade students, March - October 2019 (4 elementary schools and one Boys and Girls Club after-school program with a total of 160 students reached); Junior High - installed new bike racks and skateboards racks in 2020, bike helmet distribution during summer school 2021; Community bike rodeo - June 2021 and June 2022.

Note: Maximum 750 characters.

Example: Describe the goals laid out in the affected school or school district Safe Routes to School Action Plan and what has been accomplished to date.

Describe the status/progress to date of school engagement for this project. *

The principal was an active member of the team that participated in completion of the 2022 Junior High SRTS Action Plan which included developing these infrastructure proposals.

Note: Maximum 750 characters.

Check which design guides you used or will use to determine your project design. *

- [ ] FHWA Bicycle and Pedestrian Design Guide
- [x] Small Town and Rural Multimodal Networks Guide
- [ ] NACTO Urban Bikeway Design
- [ ] NACTO Designing Streets for Kids
- [x] ODOT Bicycle and Pedestrian Design Manual
- [ ] ODOT Blueprint for Urban Design
- [ ] AASHTO Bicycle or Pedestrian Design Guides
- [ ] Other

Optional Resources:

FHWA Bicycle and Pedestrian Guide

Small Town and Rural Multimodal Networks Design Guide

NACTO Designing Streets for Kids

ODOT Bicycle and Pedestrian Guide

ODOT Blueprint for Urban Design

Does the applicant own sufficient right of way (ROW)? *

- (•) Yes, applicant owns right of way or has an easement (applicant will receive 20 points)
- ( ) No, but the right of way owner concurs with the project (applicant will receive 20 points)
- ( ) No, and I know the owner but I am not able to contact owner yet due to policies (applicant will receive 10 points)
- ( ) No, and I don't know who owns it.
- ( ) I don't know (applicant will receive 0 points)

Check which best describes your public process to date. *

- (•) We have completed public process, have done due diligence, or are currently in the process (applicant will receive 20 points)
- ( ) We did some outreach but it was a long time ago (example: 5 years or more) (applicant will receive 10 points depending on following questions)
- ( ) We have not started outreach (applicant will receive 0 points)
- ( ) We have done some outreach and the community is opposed to this project (applicant will receive 0 points)

Briefly describe the public outreach process around this project to date. Make sure to include any information about outreach or engagement with currently or historically marginalized communities. *

The process of updating the SRTS Action Plan had several public comment events. Community members participated in the walk audit and the and the facility inventory/ The initial findings and the process were presented to the Sweet Home School Board at their November 2021 meeting. Community members were invited by the school district and the City of Sweet Home to share feedback on the draft plan online in May 2022 via an interactive PDF.

Note: Maximum 750 characters.

Historically marginalized communities are groups that were (and some continue to be) denied full participation in mainstream cultural, social, political, and economic activities. Marginalized communities can include people of color, women, LGBTQ+, low-income individuals, prisoners, the disabled, senior citizens, and many more.

Identify any concerns that have been raised in the public outreach process or that you anticipate being raised and how you anticipate addressing these issues. *

There were no concerns expressed during the public outreach process during development of the Junior High SRTS Action Plan this past year. Most comments were around support for improving safety for pedestrians and cyclists on Mountain View Road.

Note: Maximum 750 characters.

Describe any additional planned public process. Make sure to include any information about outreach or engagement with currently or historically marginalized communities.

Note: Maximum 750 characters.

Are there any environmental resources/hazards within or adjacent to the project area? *

- ○ Yes
- ◉ No
- ○ I don't know

Examples: Wetlands and waterways, endangered species (fish, plants and wild life), water quality and quantity (storm water), flood plains, historic structures, and archaeological sites. Hazardous waste sites/materials, and geologically unstable slopes.

See the following links for more assistance with environmental resources or hazards:

Local Agency Guidelines Manual - Environmental Chapter 05

ODOT Geo-Environmental

SCORING DESCRIPTION for environmental resources and hazards: In the application review process, staff will score this question based on applicant answers. Applicant will receive 20 points if they don't need to address any environmental hazards or resources or if they have a plan that will address the issues; 10 points if they know it's an issue but haven't figured out the details yet; 0 points if applicant doesn't know.

Does your project impact storm water drainage? *

(•) Yes ( ) No ( ) I don't know

Example: relocating curb and gutter

SCORING DESCRIPTION for storm water: In the application review process, staff will score this question based on applicant answers. Applicant will receive 7 points if they don't need to address storm water or if they have a plan that will address the issues; 5 points if they know it's an issue but haven't figured out the details yet; 0 points if they don't know.

If yes, please list and explain how you plan to mitigate:

This project will add curbs and gutters along the shared use path on Mountain View.

Note: Maximum 750 characters.

Will any utilities need to be relocated? *

(•) Yes ( ) No ( ) I don't know

Example of utilities include water, gas, electric, etc

SCORING DESCRIPTION for utilities: In the application review process, staff will score this question based on applicant answers. Applicant will receive 7 points if they don't need to address utilities or if they have a plan that will address the issues; 5 points if they know it's an issue but haven't figured out the details yet; 0 points if they don't know.

If yes, please list and explain how you plan to mitigate:

There are a two utility poles that may need to be moved at the intersection of Mountain View and Juniper. There are two utility poles on 18th Ave. that may need to be moved depending on the final design for the pedestrian facility.

Note: Maximum 750 characters.

Check which best describes your design process to date.

( ) We have attached our completed design (applicant will receive 6 points)

(•) We have started design and attached our progress so far (applicant will receive 3 points)

( ) We have not started design or conceptual design.

Is the proposed project included in a larger project that is using federal funding? *

( ) Yes (•) No

Note: If your project is delivered with a federally funded project, then your project must also follow federal guidelines. Take this into account when you are writing your budget and schedule.

ORS 366.514

ADA Facilities requirements

Does the project include a railroad crossing or is it within 500 feet of one? *

( ) Yes (•) No

Optional
Resource: ODOT's Railroad Crossing contact information.

If yes, provide a signature of railroad company or ODOT Rail Crossing Unit on the Application Signature Page and submit in Section 8.

Are any bridges, tunnels, retaining walls or other structures required? *

(•) Yes ( ) No

If yes, describe:

The ADA structure at the Ames Creek intersection will require a small retaining wall.

Note: Maximum 750 characters.

Applicant will maintain improvement once project is completed, including landscaping.

(•) Yes ( ) No

If applicant answered no, you must submit a support letter from the entity that will maintain the project with the maintenance commitment described in the support letter.

Reminder: To save your application, scroll to the bottom and click the "save" button in the lower right hand corner.

Total Background Points

43

This total includes Design, Public Process, and Right of Way for a maximum value of 46 points.

This total does not include Environmental, Utilities and Storm Water. Staff will review the descriptions provided and determine points for those pieces for a maximum value of 20 points, 7 points, and 7 points respectively.

Part 2.2: Project Details and Schedule

In Part 1, the applicant described the primary location. At this time applicant may go back to Part 1 and update the information as needed.

In Part 2.2, the applicant will list any additional proposed locations and improvements in those locations. Use the format below.

Additional Location Information

If applicable, indicate the number of locations you intend to improve in addition to the primary location you listed in Part 1.

– 2 +

Location 2

Location 1 was detailed and described in Appliation Part 1.4. Each additional will be assumed to affect students at your primarily affected school unless otherwise noted.

Latitude: *

044.396

Example: 45.456

Longitude: *

-122.723

Example: -123.123

Resource: Latitude and longitude information can be found in the SRTS map- includes crash data and school data.

Name of street, road or highway on which the project is located: *

18th Avenue

Cross street or other reference point (include state highway milepost begin/end if applicable): *

Kalmia St. and Grape St.

Project length in feet: *

265

Which side of the street is the project located? *

Both

Example: Both, North, South, East, West

This location affects students at the primarily affected school.

- (•) Yes
- ( ) No

Improvements at this Location

This information can be updated when you complete Part 2 of the application in summer of 2022.

Indicate the number of improvements you intend to build at this location.

— 4 +

Improvement 1

Description of Improvement *

alternative walkway

Quantity

265 feet

Example: 1, or approximately 275 feet, or 1 set

Improvement 2

Description of Improvement *

rapid flashing beacon

Quantity

1

Example: 1, or approximately 275 feet, or 1 set

Improvement 3

Description of Improvement *

marked crosswalks

Quantity

1

Example: 1, or approximately 275 feet, or 1 set

Improvement 4

Description of Improvement *

ADA ramps

Quantity

5

Example: 1, or approximately 275 feet, or 1 set

Rank the importance of this location against any additional locations you submit in this application. This location is:

(•) 2nd choice ( ) 3rd choice ( ) 4th choice ( ) 5th choice or more ( ) Other

Location 3

Location 1 was detailed and described in Appliation Part 1.4. Each additional will be assumed to affect students at your primarily affected school

unless otherwise noted.

Latitude: *

044.394

Example: 45.456

Longitude: *

-122.717

Example: -123.123

Resource: Latitude and longitude information can be found in the SRTS map- includes crash data and school data.

Name of street, road or highway on which the project is located: *

Mountain View Road

Cross street or other reference point (include state highway milepost begin/end if applicable): *

Harding St. to Juniper St.

Project length in feet: *

1100

Which side of the street is the project located? *

East

Example: Both, North, South, East, West

This location affects students at the primarily affected school.

(•) Yes ( ) No

Improvements at this Location

This information can be updated when you complete Part 2 of the application in summer of 2022.

Indicate the number of improvements you intend to build at this location.

– 3 +

Improvement 1

Description of Improvement *

8 foot wide shared use path

Quantity

1100 feet

Example: 1, or approximately 275 feet, or 1 set

Improvement 2

Description of Improvement *

marked crosswalks

Quantity

2

Example: 1, or approximately 275 feet, or 1 set

Improvement 3

Description of Improvement *

ADA ramps

Quantity

4

Example: 1, or approximately 275 feet, or 1 set

Rank the importance of this location against any additional locations you submit in this application. This location is:

○ 2nd choice ◉ 3rd choice ○ 4th choice ○ 5th choice or more ○ Other

Project Schedule

Provide a project schedule using the applicable phases below. Program anticipates awarding grants in early 2023 and we expect most agreements will be executed by April 2023. Note: Projects must start construction within 2 years of signed agreement and be completed within 5 years of signed agreement.

Enter completion date for Scoping and Planning

9/30/2023

Enter completion date for Community Outreach/ Engagement

9/30/2023

Enter completion date for Final Plans/Bidding Engineering Documents

6/30/2024

Enter completion date for Construction

8/31/2025

Provide draft language for the scope you would prefer to be included in your intergovernmental agreement.

On Mountain View Road from Ames Creek to Juniper St., this project will add a shared use path, new curbs and gutters and intersection improvements. On 18th Ave. between Grape Court and Kalmia St. this project will add a RFB to a mid-block crosswalk and fill a sidewalk gap with a pedestrian facility.

Sample: From X Street to Y Road on Z Blvd, this project will add new curb and gutters, sidewalks, and intersection improvements.

Reminder: To save your application, scroll to the bottom and click the "save" button in the lower right hand corner.

Part 2.3: Project Cost and Cash Match

Provide a cost estimate. Note that any cost overages are the responsibility of the applicant. *Attach your budget in Section 8.*

CASH MATCH REQUIREMENTS: "Cash Match" is actual funds provided by the applicant that are reasonable, necessary and directly related to the project and funded by the applicant. Cash match may include project expenditures made within 60 months prior to the application deadline. Education and outreach efforts at the school do not constitute cash match. Examples of "cash match" include engineering, design, utility, right of way, and construction costs. See Program Guidelines (https://www.oregon.gov/ODOT/Programs/Pages/SRTS-Rapid-Response-Grant-Program.aspx) to determine if your project may be eligible for a reduced match of 20%.

Cost Estimate

Preliminary Engineering/Design Estimate

$181,100.00

Right of Way Cost Estimate

$0.00

Utility Cost Estimate

$0.00

Construction Cost Estimate

$1,540,700.00

Other Costs

$191,000.00

Contingency Estimate

$270,000.00

Planning for 20%-30% contingency is recommended.

Total Project Cost *

$2,182,800.00

What percentage of cash match are you prepared to contribute?

- (•) 20% (you may choose 20% if your primarily affected school has 40% or more low income students, or if your community has 5,000 in population or fewer, or if your projects is located on a priority safety corridor.)
- ( ) 40% (required if you do not meet the 20% eligibility)

Grant Award Request *

$1,746,240.00

Cash Match *

$436,560.00

If you are planning to match over the 40% requirement, please describe here. Note that overmatching does not prioritize your application.

I understand that if I receive this grant award, eligible costs spent after the agreement is signed will be reimbursed to me. Alternatives to reimbursement may be made for communities under 5,000 in population as needed.

(•) Yes ( ) No

Source(s) of cash match. Select all that apply. *

- [x] Local funds
- [ ] State funds
- [ ] Federal funds
- [x] Prior work completed in the previous 60 months (you may NOT use prior work funded by the ODOT SRTS grant program)
- [ ] Other

Describe any prior work you intend to use as cash match and the cost:

Sidewalks completed on 22nd Ave. and Mt. View Road as part of the redesign and construction of the new Junior High parking lot ($24,337). ADA ramps, high visibility crosswalk and RRFB at 22nd and Main ($231,000, will be completed by 4/2023)

Note: Maximum 500 characters.

Applicant may NOT use prior work funded by the ODOT SRTS grant program.

Part 2.4 Licensed Engineer Review Confirmation

Confirm that a licensed engineer has reviewed your cost estimates and scope by providing contact information.

Licensed Engineer Contact Information

Licensed Engineer Name *

Joe Graybill

Agency/Employer *

City of Sweet Home

Email *

jgraybill@sweethomeor.gov

Phone *

(541) 818-8039 x240

Reminder: To save your application, scroll to the bottom and click the "save" button in the lower right hand corner.

Part 2.5 Program Evaluation

The following information is helpful data for application and program evaluation and is **not** scored as part of the selection process.

Is the project located in a city with 5,000 people or less? *

Resource: Find population data with the census quick facts tool.

- ○ Yes
- ◉ No

Is your project located within a Metropolitan Planning Organization/Area *

Resource: Metropolitan Planning Organization Database

- ○ Yes
- ◉ No

Are you willing to accept partial funding for this project? *

- ◉ Yes
- ○ No

Why or why not? *

The number 1 priority project addresses a critical safety issue and we do not want to delay it if funding is not available for all the proposed projects.

Maximum characters: 500

Does the community count and collect the number of children that get to the affected school by the following modes: Walking, Biking; Family Vehicle; Other? *

- ◉ Yes
- ○ No
- ○ I don't know

If yes, provide the latest counts, the date and the method of data collection or indicate that you will upload the latest counts in Part 7:

October 26, 2021 - data will be uploaded in Part 2.6

Note: Maximum 750 characters.

Does your community collect and document parent, student, and/or school staff's safety concerns about the project area or larger school one-mile radius? *

- ○ Yes
- ◉ No
- ○ I don't know

Reminder: To save your application, scroll to the bottom and click the "save" button in the lower right hand corner.

Part 2.6 Attachments

Completed Signature Sheet(s) *

Signature page (required)

Upload or drag files here.

If you are applying for a project that touches ODOT right of way, you must submitt signatures from both the Area Manager and the District Manager using the "Additional Roadway Authority" template.

Letter of School Support: Applicants are required to include a letter of support from the primarily affected school and any school mentioned in this application or school district on school or district letterhead and signed by the district superintendent or school principal. *

School letter of support (required)

Upload or drag files here.

SRTSgrant _JuniorHigh support letter_MarkLoon…
22.6 KB

Project location map, scale bar, north arrow, street labels, aerial photograph of map *

At a minimum you can print out the google birds eye view or the view from the SRTS mapping tool and add the additional components by hand or you can get fancier. We'd just like to see what you're thinking!

Upload or drag files here.

SHJHProjectLocationMap.pdf
0.7 MB

Cost estimate: Attach the notes or back up information for how you determined your cost estimate. *

Upload or drag files here.

SHJH_SRTS_Costs2022_07_20.xlsx
12.6 KB

Photos: Attach photos of the project area *

Upload or drag files here.

SHJHPictures2022.pdf
8.7 MB

Conditionally required: Upload proof that the project is within school attendance boundary- for example, email verification from school staff (see Part 1.3)

Upload or drag files here.

SweetHomeSchoolDistrict55Boundary.pdf
0.5 MB

Conditionally required: Upload proof that the project is at the location included in a supplemental bussing plan- for example, email verification from school staff (see Part 1.3)

Upload or drag files here.

Conditionally Required: Attach draft or completed design (see Part 2.1)

Upload or drag files here.

- Engr_DesignMVR-Hardingdetail.pdf — 0.5 MB
- Engr_DesignMVR-Juniperdetail.pdf — 0.5 MB
- Engr_DesignMVR-ACRdetail.pdf — 0.6 MB
- Engr_DesignMVR-South.pdf — 0.9 MB
- Engr_DesignMVR-North.pdf — 0.9 MB
- Engr_DesignMVR-Central.pdf — 1.1 MB
- DesignMVR_CorridorMasterPlan.pdf — 4.6 MB
- Engr_Design18th-Grapedetail.pdf — 0.9 MB

Conditionally Required: Submit support letter from entity that will maintain the improvements (see Part 2.1)

Upload or drag files here.

Optional: Any additional letters of support

Upload or drag files here.

- LetterOfSupportSchoolSuperintendent.pdf — 0.4 MB
- SRTS Letter of Support Sweet Home Mayor.pdf — 43.1 KB

Optional: Attach a map of the school's identified walking and bicycling routes to school

Upload or drag files here.

JrHiWalkBikeRoutesMap.pdf
1.1 MB

Optional: Walking and biking data counts and/or parent surveys (see Part 2.5)

Upload or drag files here.

WalkAuditResultsSHJH2021.pdf
0.4 MB

TrafficObservations2018_04_05.pdf
0.4 MB

Optional: Any additional information

Upload or drag files here.

SpeedStudy18th Bus Barn 1611 to 1641 012422.pdf
0.2 MB

Sweet Home SRTS Plan_Final_June2022.pdf
25.3 MB

BikeRodeoArticleInTheNewEra20220707.jpg
3 MB

SpeedStudyMt View 800 block 1622-1707 on 042822.pdf
0.2 MB

Total Points for Part 2 submitted by applicant.

43

This total includes Design, Public Process, and Right of Way for a maximum value of 46 points.

This total does not include Environmental, Utilities, and Storm Water. Staff will review the descriptions provided and determine points for those pieces for a maximum value of 20 points, 7 points, and 7 points respectively.

Total Points for Part 1 and Part 2 submitted by applicant.

287

Please note that your answers in regard to location right of way, environmental issues, utilties, storm water, and design will be reviewed by staff prior to finalizing your score.

This total has maximum value of 466.

This total does not include Environmental, Utilities and Storm Water. Staff will review the descriptions provided and determine points for those peices for a maximum value of 20 points, 7 points, and 7 points respectively. The maximum score of the application after staff review is 500 points.

By submitting this application, you are confirming that the information contained within is true and accurate.

Disclaimer: Contact LeeAnne Fergason, 503-910-8994, if you have any comments or concerns about the application or have an inability to provide required information.

Back Submit Save

2

Oregon Department of Transportation Safe Routes to School Construction Program: Signature Page

I represent and have signing authority for the (selece one):

☐ Applicant ☐ Roadway Authority (different than the applicant) ☐ Railway Authority

Christy Wurster	City Manager Pro Tem
(Name)	(Title)
City of Sweet Home	3225 Main Street, Sweet Home OR 97386
(Agency)	(Address)
541-367-8969	cwurster@sweethomeor.gov
(Phone)	(Email)

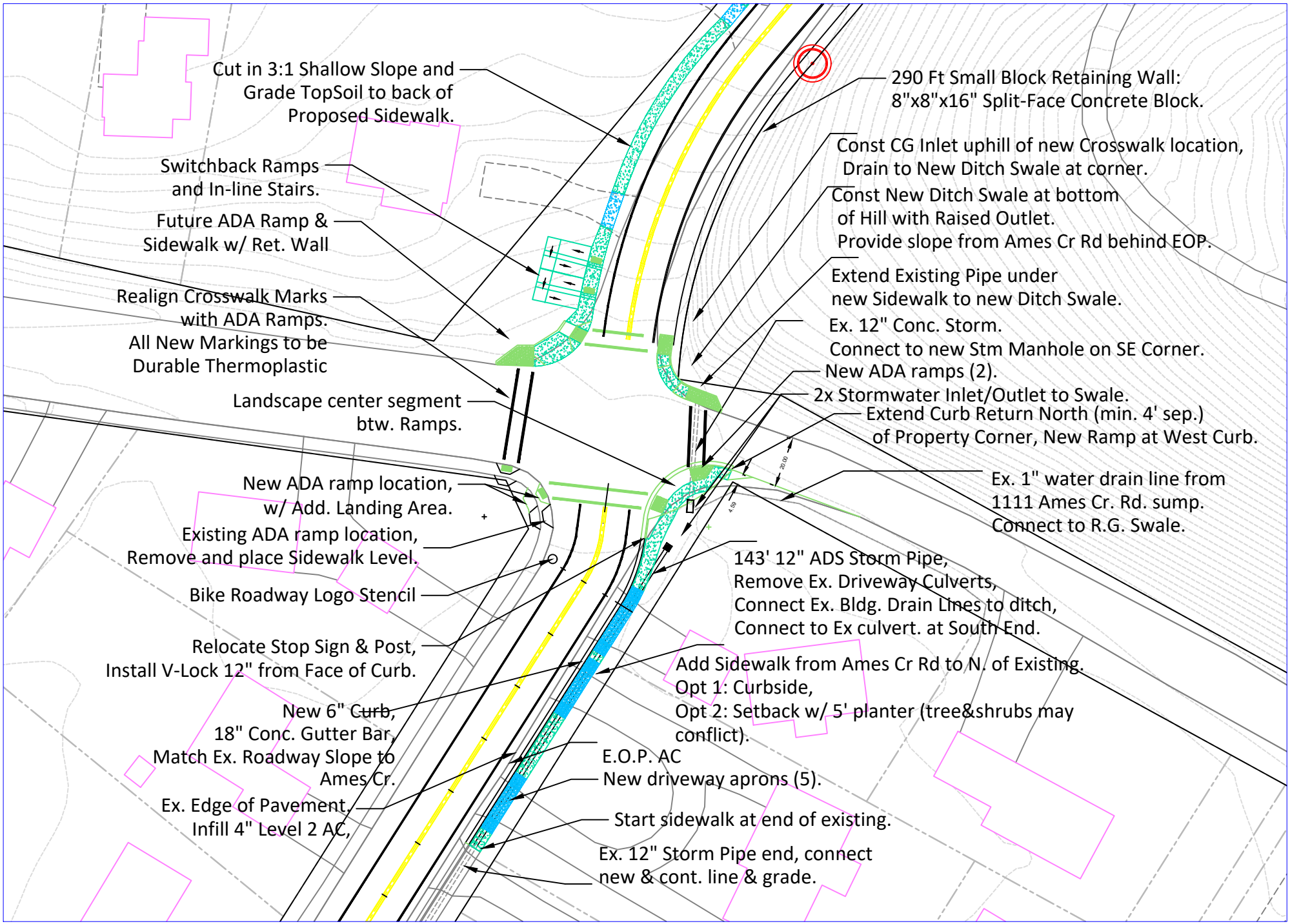
Project name and brief description:

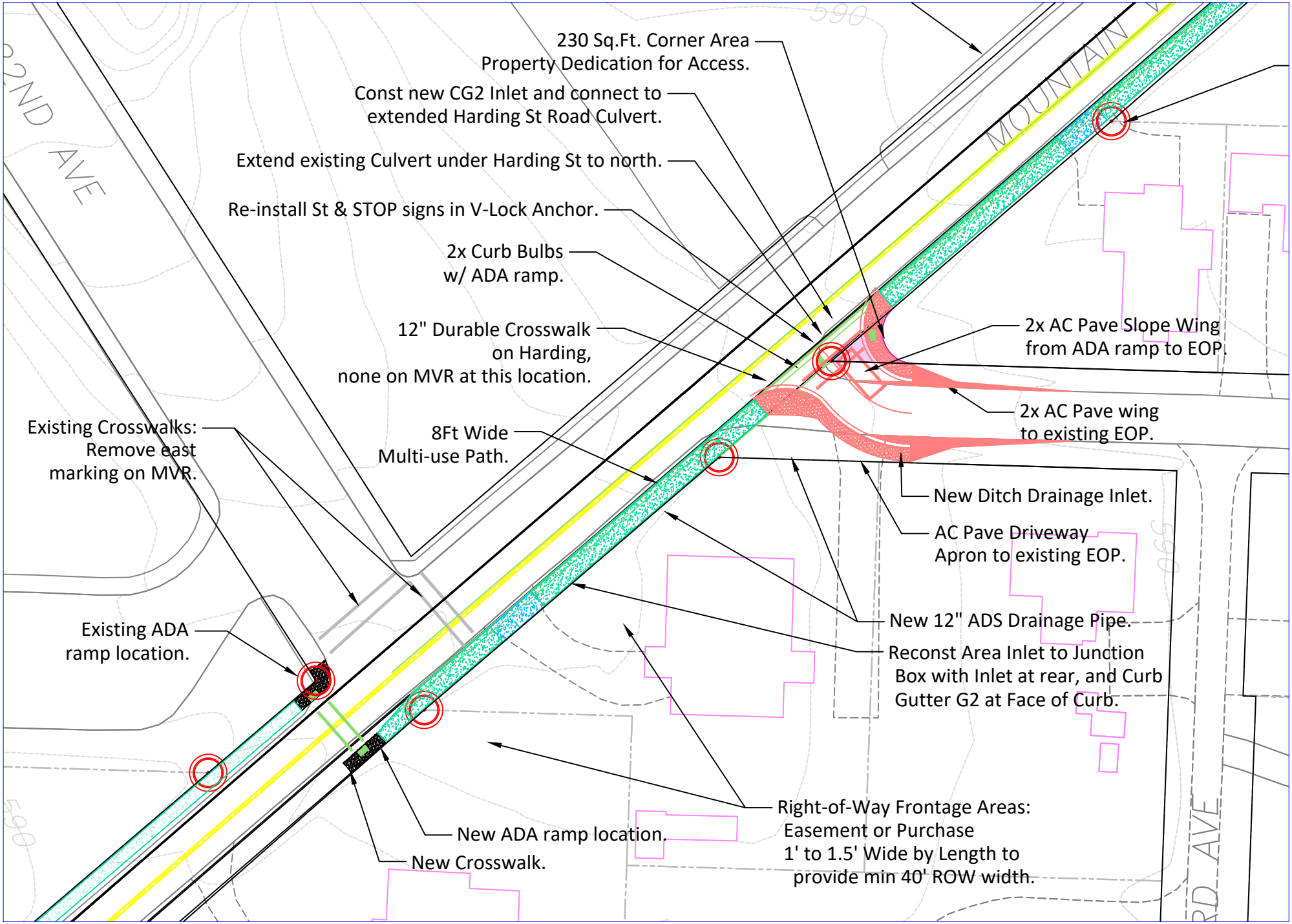
Sweet Home Junior High/Mountain View Rd/Shared Use Path/22

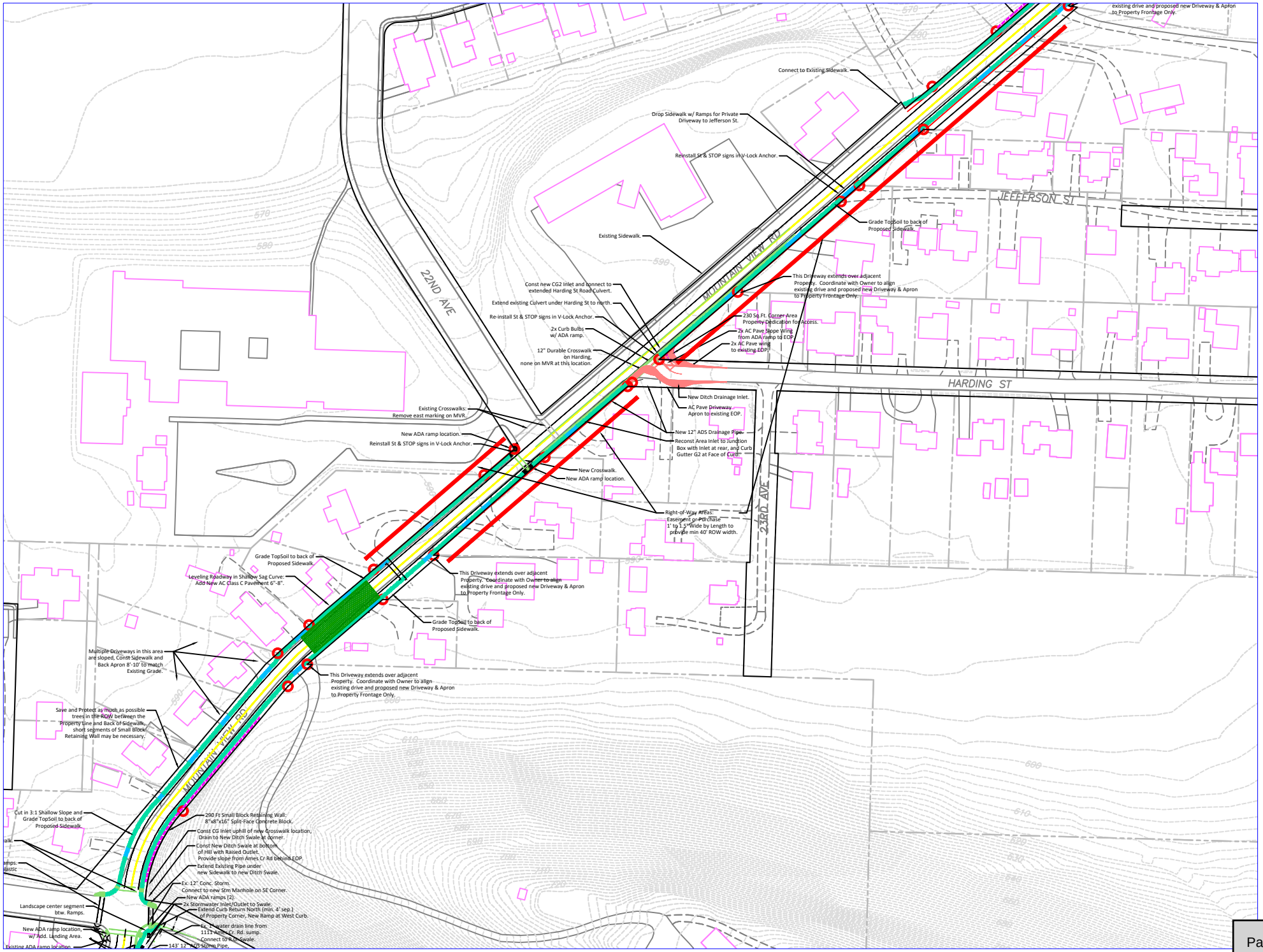
Install about 3,000 feet of shared use paths or sidewalks on at least one side of streets, most within 1/2 mile of the school, with an emphasis on providing connectivity. Improve or install high visibility crosswalks and ADA ramps on connected streets. Install a rapid flashing beacon at the crosswalk on 18th Avenue.

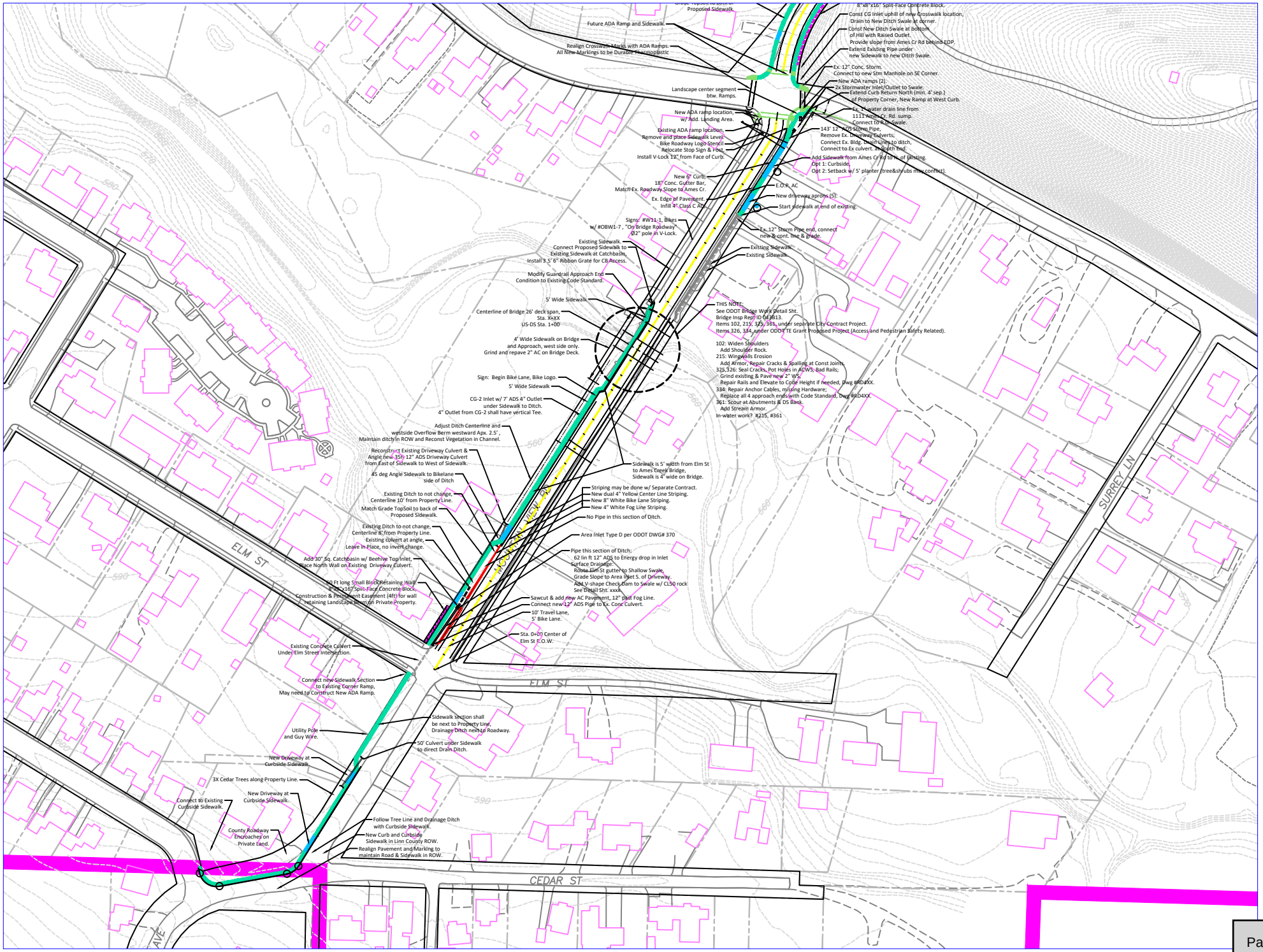
_____ _____

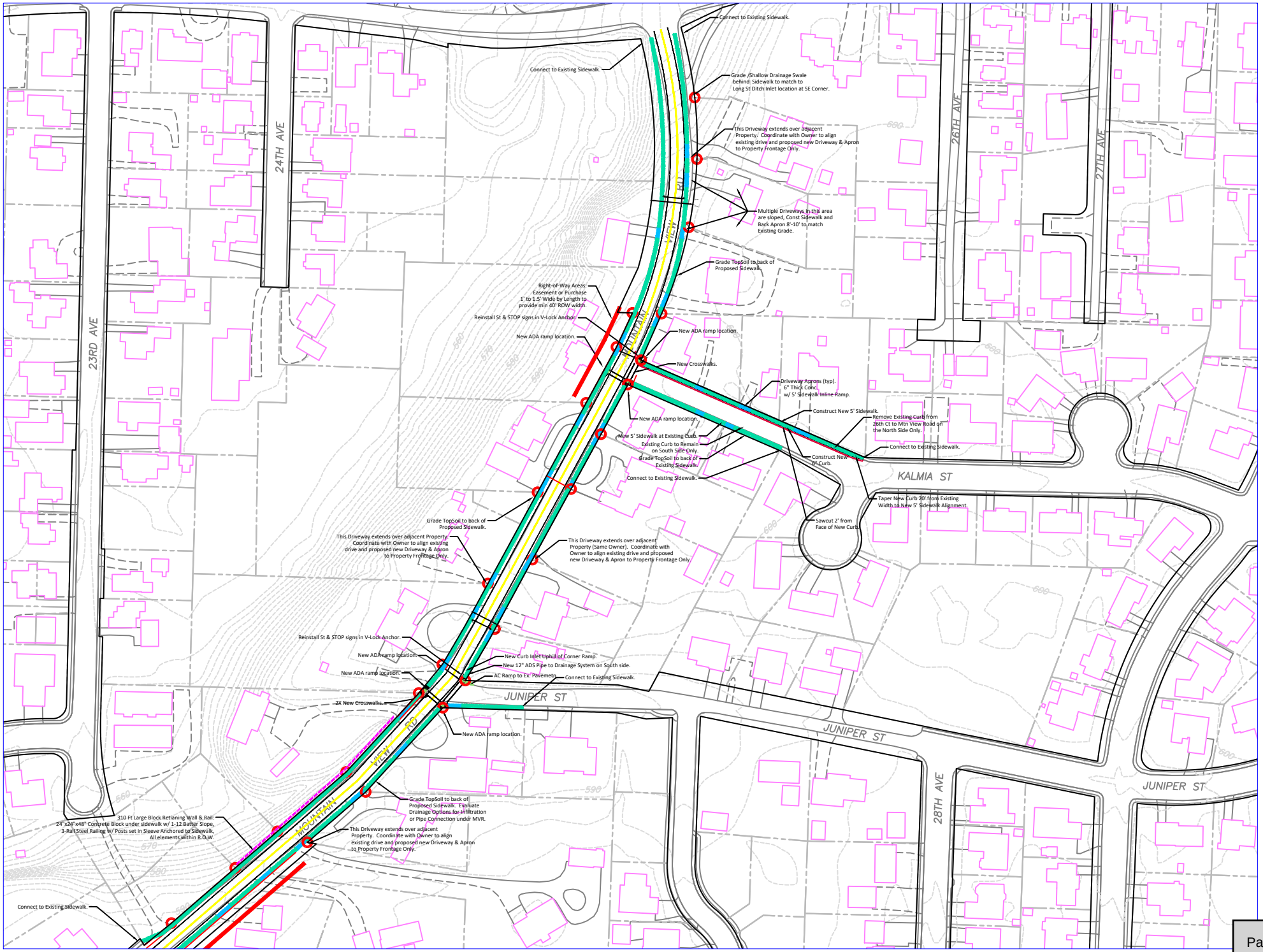
Signature Date

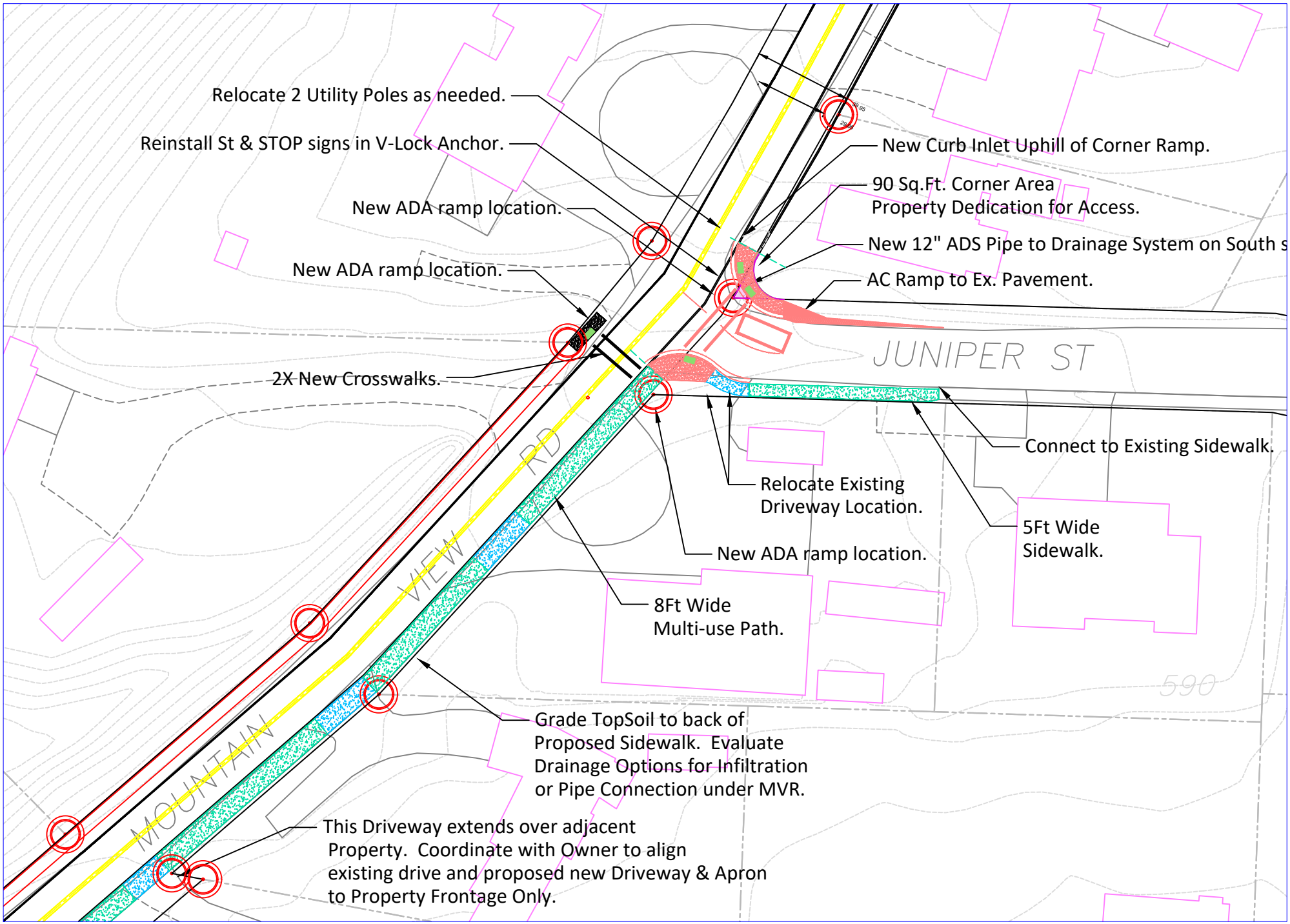

Cut in 3:1 Shallow Slope and Grade TopSoil to back of Proposed Sidewalk.
Switchback Ramps and In-line Stairs.
Future ADA Ramp & Sidewalk w/ Ret. Wall
Realign Crosswalk Marks with ADA Ramps. All New Markings to be Durable Thermoplastic
Landscape center segment btw. Ramps.
New ADA ramp location, w/ Add. Landing Area.
Existing ADA ramp location, Remove and place Sidewalk Level.
Bike Roadway Logo Stencil
Relocate Stop Sign & Post, Install V-Lock 12" from Face of Curb.
New 6" Curb, 18" Conc. Gutter Bar, Match Ex. Roadway Slope to Ames Cr.
Ex. Edge of Pavement. Infill 4" Level 2 AC,
290 Ft Small Block Retaining Wall: 8"x8"x16" Split-Face Concrete Block.
Const CG Inlet uphill of new Crosswalk location, Drain to New Ditch Swale at corner.
Const New Ditch Swale at bottom of Hill with Raised Outlet. Provide slope from Ames Cr Rd behind EOP.
Extend Existing Pipe under new Sidewalk to new Ditch Swale.
Ex. 12" Conc. Storm. Connect to new Stm Manhole on SE Corner.
New ADA ramps (2).
2x Stormwater Inlet/Outlet to Swale.
Extend Curb Return North (min. 4' sep.) of Property Corner, New Ramp at West Curb.
Ex. 1" water drain line from 1111 Ames Cr. Rd. sump. Connect to R.G. Swale.
143' 12" ADS Storm Pipe, Remove Ex. Driveway Culverts, Connect Ex. Bldg. Drain Lines to ditch, Connect to Ex culvert. at South End.
Add Sidewalk from Ames Cr Rd to N. of Existing. Opt 1: Curbside, Opt 2: Setback w/ 5' planter (tree&shrubs may conflict).
E.O.P. AC
New driveway aprons (5).
Start sidewalk at end of existing.
Ex. 12" Storm Pipe end, connect new & cont. line & grade.


230 Sq.Ft. Corner Area
Property Dedication for Access.
Const new CG2 Inlet and connect to
extended Harding St Road Culvert.
Extend existing Culvert under Harding St to north.
Re-install St & STOP signs in V-Lock Anchor.
2x Curb Bulbs
w/ ADA ramp.
12" Durable Crosswalk
on Harding,
none on MVR at this location.
Existing Crosswalks:
Remove east
marking on MVR.
8Ft Wide
Multi-use Path.
2x AC Pave Slope Wing
from ADA ramp to EOP.
2x AC Pave wing
to existing EOP.
New Ditch Drainage Inlet.
AC Pave Driveway
Apron to existing EOP.
New 12" ADS Drainage Pipe.
Reconst Area Inlet to Junction
Box with Inlet at rear, and Curb
Gutter G2 at Face of Curb.
Existing ADA
ramp location.
Right-of-Way Frontage Areas:
Easement or Purchase
1' to 1.5' Wide by Length to
provide min 40' ROW width.
New ADA ramp location.
New Crosswalk.
MOUNTAIN
2ND AVE
590


existing drive and proposed new Driveway & Apron to Property Frontage Only.
Connect to Existing Sidewalk.
Drop Sidewalk w/ Ramps for Private Driveway to Jefferson St.
Reinstall St & STOP signs in V-Lock Anchor.
JEFFERSON ST
Grade TopSoil to back of Proposed Sidewalk.
Existing Sidewalk.
22ND AVE
MOUNTAIN VIEW RD
Const new CG2 Inlet and connect to extended Harding St Road Culvert.
Extend existing Culvert under Harding St to north.
Re-install St & STOP signs in V-Lock Anchor.
2x Curb Bulbs w/ ADA ramp.
12" Durable Crosswalk on Harding, none on MVR at this location.
This Driveway extends over adjacent Property. Coordinate with Owner to align existing drive and proposed new Driveway & Apron to Property Frontage Only.
230 Sq.Ft. Corner Area Property Dedication for Access.
2x AC Pave Slope Wing from ADA ramp to EOP.
2x AC Pave wing to existing EOP.
HARDING ST
New Ditch Drainage Inlet.
AC Pave Driveway Apron to existing EOP.
Existing Crosswalks: Remove east marking on MVR.
New ADA ramp location.
Reinstall St & STOP signs in V-Lock Anchor.
New 12" ADS Drainage Pipe.
Reconst Area Inlet to Junction Box with Inlet at rear, and Curb Gutter G2 at Face of Curb.
New Crosswalk.
New ADA ramp location.
23RD AVE
Right-of-Way Areas: Easement or Purchase 1' to 1.5' Wide by Length to provide min 40' ROW width.
Grade TopSoil to back of Proposed Sidewalk.
Leveling Roadway in Shallow Sag Curve: Add New AC Class C Pavement 6"-8".
This Driveway extends over adjacent Property. Coordinate with Owner to align existing drive and proposed new Driveway & Apron to Property Frontage Only.
Grade TopSoil to back of Proposed Sidewalk.
Multiple Driveways in this area are sloped, Const Sidewalk and Back Apron 8'-10' to match Existing Grade.
This Driveway extends over adjacent Property. Coordinate with Owner to align existing drive and proposed new Driveway & Apron to Property Frontage Only.
Save and Protect as much as possible trees in the ROW between the Property Line and Back of Sidewalk. short segments of Small Block Retaining Wall may be necessary.
MOUNTAIN VIEW RD
Cut in 3:1 Shallow Slope and Grade TopSoil to back of Proposed Sidewalk.
290 Ft Small Block Retaining Wall: 8"x8"x16" Split-Face Concrete Block.
Const CG Inlet uphill of new Crosswalk location, Drain to New Ditch Swale at corner.
Const New Ditch Swale at bottom of Hill with Raised Outlet. Provide slope from Ames Cr Rd behind EOP.
Extend Existing Pipe under new Sidewalk to new Ditch Swale.
Ex. 12" Conc. Storm. Connect to new Stm Manhole on SE Corner.
New ADA ramps (2).
2x Stormwater Inlet/Outlet to Swale.
Extend Curb Return North (min. 4' sep.) of Property Corner, New Ramp at West Curb.
Ex. 4" water drain line from 1111 Ames Cr. Rd. sump. Connect to R.O.Swale.
143' 12" ADS Storm Pipe.
Landscape center segment btw. Ramps.
New ADA ramp location, w/ Add. Landing Area.
Existing ADA ramp location

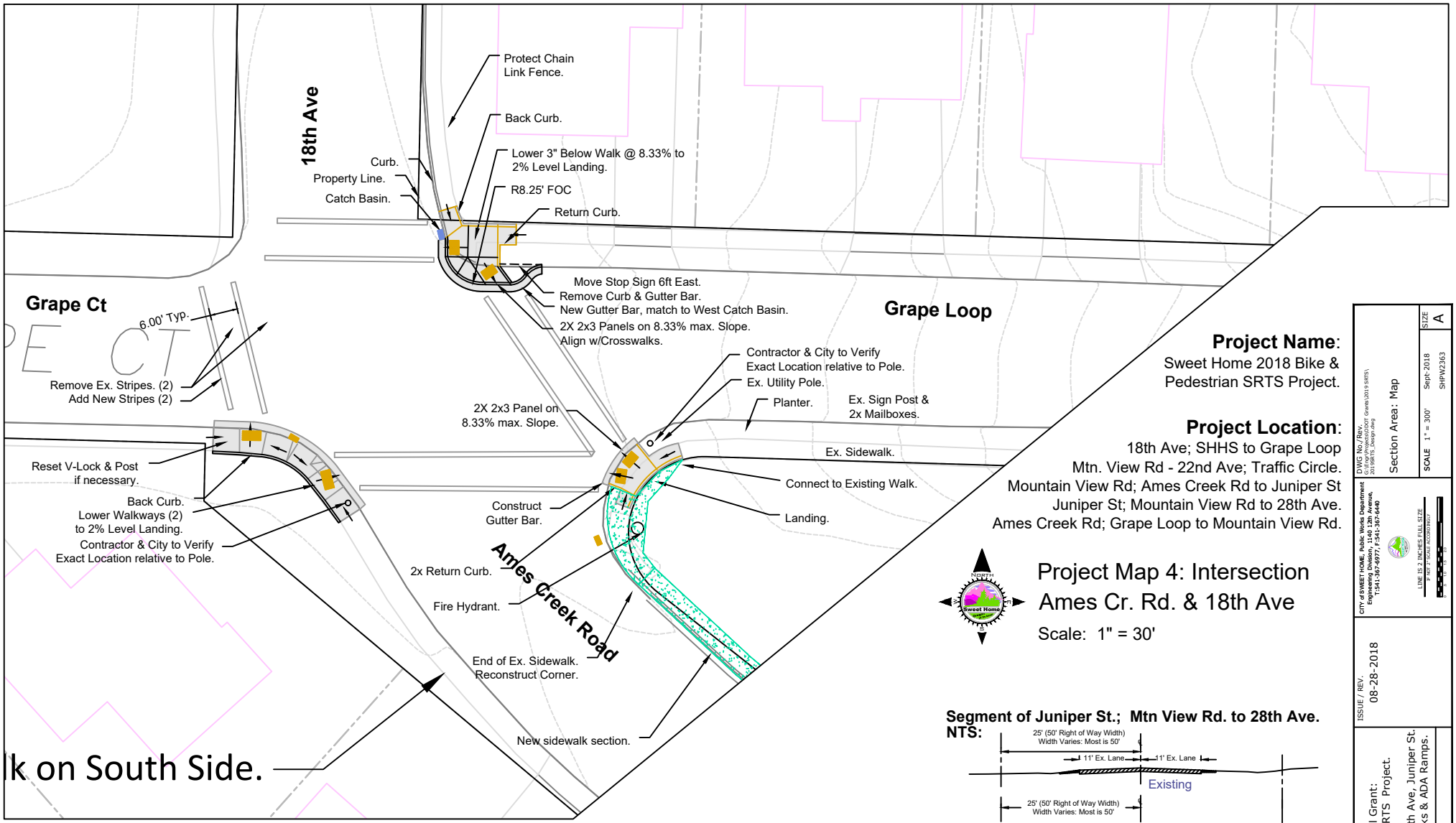

Grade Topsoil to back of Proposed Sidewalk.
Future ADA Ramp and Sidewalk.
Realign Crosswalk Marks with ADA Ramps. All New Markings to be Durable Thermoplastic
8" x8" x16" Split-Face Concrete Block.
Const CG Inlet uphill of new Crosswalk location, Drain to New Ditch Swale at corner.
Const New Ditch Swale at bottom of Hill with Raised Outlet. Provide slope from Ames Cr Rd behind EOP.
Extend Existing Pipe under new Sidewalk to new Ditch Swale.
Ex. 12" Conc. Storm. Connect to new Stm Manhole on SE Corner.
New ADA ramps (2).
2x Stormwater Inlet/Outlet to Swale.
Extend Curb Return North (min. 4' sep.) of Property Corner, New Ramp at West Curb.
Landscape center segment btw. Ramps.
Ex. 12" water drain line from 11.11 Acre Cr. Rd. sump. Connect to N. Swale.
New ADA ramp location, w/ Add. Landing Area.
Existing ADA ramp location. Remove and place Sidewalk Level.
143' 12" ADS Storm Pipe, Remove Ex. Driveway Culverts, Connect Ex. Bldg. Drain Lines to ditch, Connect to Ex culvert. at South End.
Bike Roadway Logo Stencil
Relocate Stop Sign & Post.
Install V-Lock 12" from Face of Curb.
Add Sidewalk from Ames Cr Rd to N. of Existing. Opt 1: Curbside. Opt 2: Setback w/ 5' planter (tree&shrubs may conflict).
New 6" Curb; 18" Conc. Gutter Bar, Match Ex. Roadway Slope to Ames Cr.
E.O.P. AC
Ex. Edge of Pavement. Infill 4" Class C AC.
New driveway aprons (5).
Start sidewalk at end of existing.
Signs: #W11-1, Bikes "On Bridge Roadway" 02" pole in V-Lock.
Ex. 12" Storm Pipe end, connect new 3 cont. line & grade.
Existing Sidewalk. Connect Proposed Sidewalk to Existing Sidewalk at Catchbasin. Install 3.5' 6" Ribbon Grate for CB Access.
Existing Sidewalk.
Existing Sidewalk.
Modify Guardrail Approach End Condition to Existing Code Standard.
5' Wide Sidewalk
Centerline of Bridge 26' deck span, Sta. X+XX US-DS Sta. 1+00
THIS NOTE:
See ODOT Bridge Work Detail Sht.
Bridge Insp Rep ID 043613.
Items 102, 215, 325, 361, under separate City Contract Project.
Items 326, 334, under ODOT TE Grant Proposed Project (Access and Pedestrian Safety Related).
4' Wide Sidewalk on Bridge and Approach, west side only. Grind and repave 2" AC on Bridge Deck.
102: Widen Shoulders
Add Shoulder Rock.
215: Wingwalls Erosion
Add Armor, Repair Cracks & Spalling at Const Joints.
325,326: Seal Cracks, Pot Holes in ACWS, Bad Rails; Grind existing & Pave new 2" WS.
Repair Rails and Elevate to Code Height if needed. Dwg #RD4XX.
334: Repair Anchor Cables, missing Hardware;
Replace all 4 approach ends with Code Standard, Dwg #RD4XX.
361: Scour at Abutments & DS Bank.
Add Stream Armor.
In-water work? #215, #361
Sign: Begin Bike Lane, Bike Logo.
5' Wide Sidewalk
CG-2 Inlet w/ 7' ADS 4" Outlet under Sidewalk to Ditch.
4" Outlet from CG-2 shall have vertical Tee.
Adjust Ditch Centerline and westside Overflow Berm westward Apx. 2.5', Maintain ditch in ROW and Reconst Vegetation in Channel.
Reconstruct Existing Driveway Culvert & Angle new 35ft 12" ADS Driveway Culvert from East of Sidewalk to West of Sidewalk.
Sidewalk is 5' width from Elm St to Ames Creek Bridge, Sidewalk is 4" wide on Bridge.
45 deg Angle Sidewalk to Bikelane side of Ditch
Striping may be done w/ Separate Contract.
New dual 4" Yellow Center Line Striping.
New 8" White Bike Lane Striping.
New 4" White Fog Line Striping.
Existing Ditch to not change, Centerline 10' from Property Line.
Match Grade TopSoil to back of Proposed Sidewalk.
No Pipe in this section of Ditch.
Existing Ditch to not change, Centerline 8' from Property Line.
Existing culvert at angle, Leave in Place, no invert change.
Area Inlet Type D per ODOT DWG# 370
Pipe this section of Ditch: 62 lin ft 12" ADS to Energy drop in Inlet Surface Drainage.
Add 30" Sq. Catchbasin w/ Beehive Top Inlet. Place North Wall on Existing Driveway Culvert.
Rotate Curb St gutter to Shallow Swale, Grade Slope to Area Inlet S. of Driveway. Add V-shape Check Dam to Swale w/ CL50 rock See Detail Sht: xxxx
60 Ft long Small Block Retaining Wall. Use C167 Split-Face Concrete Block.
Construction & Permanent Easement (4ft) for wall retaining Landscape Berm on Private Property.
Sawcut & add new AC Pavement, 12" past Fog Line. Connect new 12" ADS Pipe to Ex. Conc Culvert.
10' Travel Lane, 5' Bike Lane.
Sta. 0+00 Center of Elm St. E.O.W.
Existing Concrete Culvert Under Elm Street Intersection.
Connect new Sidewalk Section to Existing Corner Ramp, May need to Construct New ADA Ramp.
Sidewalk section shall be next to Property Line, Drainage Ditch next to Roadway.
Utility Pole and Guy Wire.
50' Culvert under Sidewalk to direct Drain Ditch.
New Driveway at Curbside Sidewalk.
3X Cedar Trees along Property Line.
New Driveway at Curbside Sidewalk.
Connect to Existing Curbside Sidewalk.
County Roadway Encroaches on Private Land.
Follow Tree Line and Drainage Ditch with Curbside Sidewalk.
New Curb and Curbside Sidewalk in Linn County ROW.
Realign Pavement and Marking to maintain Road & Sidewalk in ROW.
ELM ST
ELM ST
CEDAR ST
SURREY LN
AVE
560
570
580
590
600


Connect to Existing Sidewalk.
Grade /Shallow Drainage Swale behind. Sidewalk to match to Long St Ditch Inlet location at SE Corner.
This Driveway extends over adjacent Property. Coordinate with Owner to align existing drive and proposed new Driveway & Apron to Property Frontage Only.
Multiple Driveways in this area are sloped, Const Sidewalk and Back Apron 8'-10' to match Existing Grade.
Grade TopSoil to back of Proposed Sidewalk.
Right-of-Way Areas: Easement or Purchase 1' to 1.5' Wide by Length to provide min 40' ROW width.
Reinstall St & STOP signs in V-Lock Anchor.
New ADA ramp location.
New Crosswalks.
Driveway Aprons (typ). 6" Thick Conc. w/ 5' Sidewalk Inline Ramp.
Construct New 5' Sidewalk.
Remove Existing Curb from 26th Ct to Mtn View Road on the North Side Only.
New 5' Sidewalk at Existing Curb.
Existing Curb to Remain on South Side Only.
Construct New 6" Curb.
Taper New Curb 20' from Existing Width to New 5' Sidewalk Alignment.
Sawcut 2' from Face of New Curb.
This Driveway extends over adjacent Property (Same Owner). Coordinate with Owner to align existing drive and proposed new Driveway & Apron to Property Frontage Only.
New Curb Inlet Uphill of Corner Ramp.
New 12" ADS Pipe to Drainage System on South side.
AC Ramp to Ex. Pavement.
2X New Crosswalks.
310 Ft Large Block Retaining Wall & Rail: 24"x24"x48" Concrete Block under sidewalk w/ 1-12 Batter Slope, 3-Rail Steel Railing w/ Posts set in Sleeve Anchored to Sidewalk, All elements within R.O.W.
23RD AVE
24TH AVE
26TH AVE
27TH AVE
28TH AVE
KALMIA ST
JUNIPER ST
MOUNTAIN VIEW RD



Intersection of Juniper St and Mountain View Rd.

City of Sweet Home



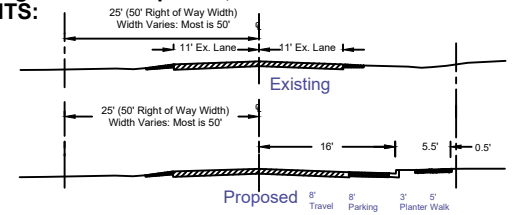
Project Name:
Sweet Home 2018 Bike & Pedestrian SRTS Project.

Project Location:
18th Ave; SHHS to Grape Loop
Mtn. View Rd - 22nd Ave; Traffic Circle.
Mountain View Rd; Ames Creek Rd to Juniper St
Juniper St; Mountain View Rd to 28th Ave.
Ames Creek Rd; Grape Loop to Mountain View Rd.

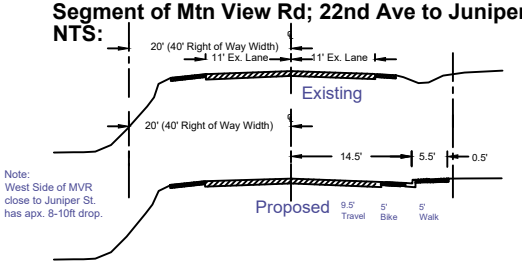
Project Map 4: Intersection Ames Cr. Rd. & 18th Ave

Scale: 1" = 30'

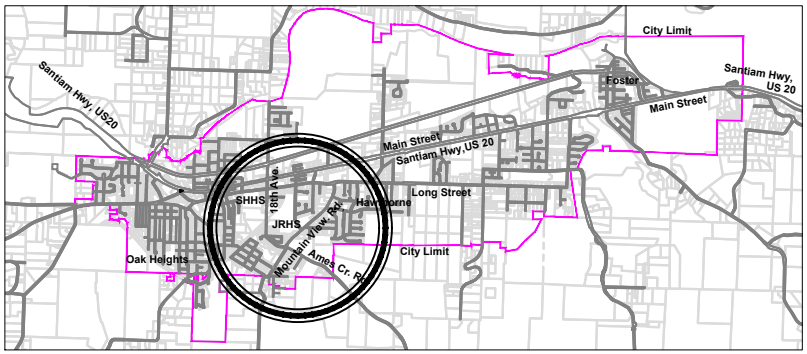
Segment of Juniper St.; Mtn View Rd. to 28th Ave.
NTS:



Segment of Mtn View Rd; 22nd Ave to Juniper St.
NTS:



Note:
West Side of MVR close to Juniper St. has apx. 8-10ft drop.



Sweet Home Vicinity Map:
Scale: 1" = 3000'

CITY of SWEET HOME, Public Works Department
Engineering Division, 1140 12th Avenue,
T:541-367-6977, F:541-367-6440

DWG No./Rev.
G:\Engr\Projects\ODOT Grants\2019 SRTS\20190415_Design.dwg

Section Area: Map

SCALE 1" = 300' | Sept-2018 | SHPW2363 | SIZE A

LINE IS 2 INCHES FULL SIZE
IF NOT 2" SCALE ACCORDINGLY

ISSUE / REV.
08-28-2018

TITLE
ODOT 2018 Safe Routes to School Grant:
Sweet Home 2018 Bike & Pedestrian SRTS Project.
Mountain View Road , Ames Creek Road, 18th Ave, Juniper St.
Sidewalks, Bike Lanes, Drainage, Crosswalks & ADA Ramps.

SHEET 4

SWEET HOME
Safe Routes *to* School Plan

A Plan to make walking and rolling to school a safe, fun, desirable activity

CITY OF SWEET HOME
SWEET HOME JUNIOR HIGH SCHOOL

FINAL REPORT / JUNE 2022

Oregon Department of Transportation
Safe Routes to School

ALTA · COMMUTE OPTIONS · THE STREET TRUST

ACKNOWLEDGEMENTS

The following key people and their organizations participated in the Safe Routes to School (SRTS) Plan efforts. Their creativity, energy, and commitment were critical to the success of this Plan.

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Sweet Home School District

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Sweet Home School District

COLLEEN HENRY
Sweet Home School District

MARK LOONEY
Sweet Home School District

JOE GRAYBILL
City of Sweet Home

BLAIR LARSON
City of Sweet Home

DONNA SHORT
Sweet Home Resident

JENNA BERMAN
ODOT

TYLER REECE
Boys and Girls Club

KRIS LATIMER
Boys and Girls Club

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01 INTRODUCTION

WHAT IS SAFE ROUTES TO SCHOOL?

*Safe Routes to School (SRTS) is a comprehensive program to **make school communities safer** by combining engineering tools and engagement with education about safety and activities to enable and encourage students to **walk and roll to school**. SRTS programs involve partnerships among municipalities, school districts, transit districts, parks and recreation districts, public health agencies, community members, parent volunteers, and community groups.*

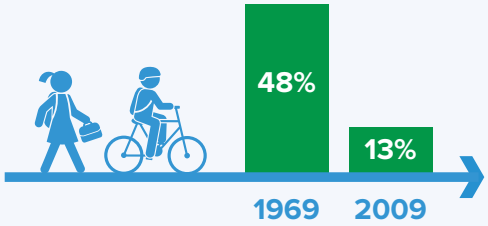
The benefits of implementing a SRTS Plan include improving safety, increasing access, encouraging physical activity, and reducing traffic congestion and motor vehicle emissions near schools. Implementing SRTS programs and projects benefit adjacent neighborhoods as well as students and their families, by reducing traffic conflicts and enabling walking and rolling trips for all purposes.

Learn more at: www.oregonsaferoutes.org

Why Safe Routes to School?

THE PROBLEM

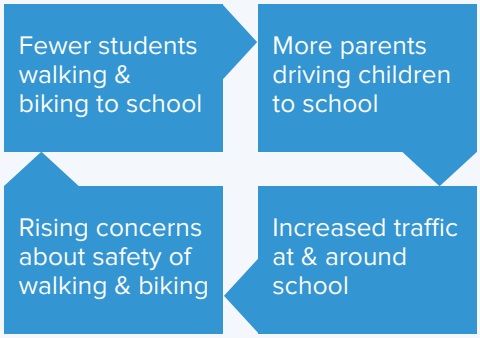
Within the span of one generation, the percentage of children walking or bicycling to school has decreased **73%.**



Children and adolescents should have **60 minutes (1 hour)** or more of physical activity daily.

Roads near schools are congested, **decreasing safety and air quality** for children.

This movement away from active transportation is a **self-perpetuating cycle**.



THE SOLUTION

Safe Routes to School programs and activities help overcome obstacles to walking, biking, and skating by **improving safety** and making it **fun and convenient for everyone.**

SRTS education and encouragement programs can result in a **25%** increase in walking and biking over five years.

When education and encouragement programs are combined with infrastructure improvements, such as sidewalks and safe crossings, SRTS can result in a **45%** increase in walking and biking.

1 mile of walking each way to school equals **2/3 of the daily recommended 60 minutes** of physical activity.

* McDonald, Noreen, Austin Brown, Lauren Marchetti, and Margo Pedroso. 2011. "U.S. School Travel 2009: An Assessment of Trends." American Journal of Preventive Medicine.
+ Centers for Disease Control. www.cdc.gov/physicalactivity/basics/children/index.htm
** McDonald, N., Steiner, R., Lee, C., Rhoulac Smith, T., Zhu, X., and Y. Yang. (2014). Impact of the Safe Routes to School Program on Walking and Bicycling. Journal of the American Planning Association.

Student Benefits of Safe Routes to School

Numerous studies have documented that Safe Routes to School projects and programs can lead to increased walking and bicycling activity among students. But why is it important for communities to make it safer and more convenient for students to walk and bike to school?

INCREASED SAFETY FOR STUDENTS

Even if some caregivers choose to drive their students to and from school, many families don't have this option. Some families have no access to a vehicle and others have work schedules that don't allow them to drop their students off or pick them up at school. When we provide critical SRTS improvements and education to our communities, we make it safer for these (and all) students to travel safely.

REDUCTION IN ABSENCES AND TARDINESS

Especially in historically-disadvantaged communities, lack of transportation can be a considerable barrier to attending school consistently. Programs such as Walking School Buses and Bike Trains provide alternative options for students to get to school on time, and ready to learn.[1]

HEALTHIER STUDENTS

Because SRTS programs make it easier to walk, bike, skate, and scoot to school, they directly support increased physical activity for young people.[2] Walking even one mile to school and one mile home gives a student about 40 minutes of physical activity - two-thirds of the recommended daily amount!

IMPROVED ACADEMIC PERFORMANCE

Staying healthy and getting regular exercise have been shown to improve students' academic performance. In one study, researchers found that after walking for 20 minutes, students responded to test questions with greater accuracy and had more brain activity than students who had been sitting. They also learned tasks faster and more accurately following this physical activity.[3]

CLEANER AIR, FEWER ASTHMA COMPLICATIONS

Increasing the number of students walking and biking to school means decreasing the number who have to rely on private vehicles. This improves air quality near schools, decreasing students' exposure to pollution generated by idling vehicles and heavy traffic.

GREATER CONFIDENCE

When young people are able to navigate their neighborhood on their own, they build self-confidence and independence. They may also learn to read signs, monitor time, keep track of their belongings, and other valuable skills.

STRONGER SOCIAL CONNECTIONS

Arriving to school via Walking School Bus, Bike Train, or even just with a friend or sibling fosters community and builds social bonds. Especially when so many students face challenges like bullying and isolation, this opportunity to make connections can be extremely beneficial.

---

1 *Attendance Works. "Springfield: Walking School Bus - Attendance Works." Accessed August 22, 2016. http://www.attendanceworks.org/what-works/springfieldwalking-school-bus/.*

2 *Cooper et al., Commuting to school: Are children who walk more physically active? Amer Journal of Preventative Medicine 2003: 25 (4)*

3 *Hillman CH, Pontifex MB, Raine LB, Castelli DM, Hall EE, Kramer AF. The effect of acute treadmill walking on cognitive control and academic achievement in preadolescent children. Neuroscience. 2009;159(3):1044-1054. doi:10.1016/j.neuroscience.2009.01.057*

Community Benefits of Safe Routes to School

Students and their families are not the only ones who benefit when we encourage and enable young people to walk or bike to school safely. In many ways, Safe Routes to School benefits the whole community. Communities that prioritize active transportation can see improvements such as:

REDUCED TRAFFIC CONGESTION

Reducing the number of families commuting to school in private vehicles reduces traffic around the school. This means improved circulation for people driving, as well as safer conditions for pedestrians and bicyclists. As more people feel comfortable walking and bicycling, this can also foster an environment where community members see active transportation as a viable option and priority, leading to additional shift from driving to active modes.

STRONGER SENSE OF COMMUNITY

Opportunities for social connection and a greater sense of community increase as students and parents participate in collective active transportation (such as Walking School Buses) or get to know neighbors while out walking or biking. Additionally, the common goal of improving conditions for walking and bicycling can bring families, neighbors, school officials and community leaders together.

SAFER STREETS

As the use of private vehicles increases, crash rates tend to increase.[1] Conversely, when higher numbers of people are able to walk and bike safely, communities can see a decrease in crashes. More people engaged in active transportation can also improve personal security and the perception of safety by providing more "eyes on the street."

1 Litman, Todd and Fitzroy, Steven (2021), Safe Travels: Evaluating Transportation Demand Management Traffic Safety Impacts, Victoria Transport Policy Institute

LOWER COSTS

Encouraging and enabling bicycle and pedestrian trips reduces costs for families, communities and school districts. Families save on gas, while communities spend less on building and maintaining roads. Meanwhile, school districts spend less on busing students who live within walking distance of schools.

IMPROVED ACCESSIBILITY

When communities prioritize infrastructure improvements and make walking and biking to school safer, all community members benefit. Improved facilities make it easier for all people to get around, including parents with strollers, senior citizens, residents without cars, and residents with temporary or permanent mobility impairments.

ECONOMIC GAINS

Studies show that businesses in neighborhoods that are walking and bicycle friendly see more business and higher sales.[2]

2 Rodney Tolley (2011), Good For Busine$$ - The Benefits Of Making Streets More Walking And Cycling Friendly, Heart Foundation South Australia

ODOT's Project Identification Program

The City of Sweet Home, ODOT Region 2 representatives, and the school community worked with ODOT's SRTS Technical Assistance Providers, Alta Planning + Design, to complete this SRTS Plan.

This SRTS Plan supports Oregon's statewide SRTS construction (infrastructure) and education/engagement (non-infrastructure) efforts. The Project Identification Program (PIP) Process is an Oregon Department of Transportation (ODOT) technical grant program that connects communities in Oregon with Planning assistance to identify needs and opportunities near one or more schools, focusing on streets within a quarter-mile of the school, as well as critical issues within a mile of the school.*

The goals of the PIP process are:

- To engage school partners in identifying and prioritizing projects that will improve walking and bicycling routes to schools.
- To identify and refine specific projects that are eligible for the ODOT SRTS Infrastructure Grants and prepare jurisdictions to apply for the funding.

The Sweet Home SRTS Plan Process**

*For more information on the program, visit: www.oregon.gov/ODOT/Programs/Pages/SRTS-Project-Identification-Program.aspx

**The COVID-19 pandemic impacted the timeline and approach to the planning process. A detailed summary of the planning process is included in Appendix C.

***Final SRTS Plans can be found at www.OregonSafeRoutes.org

Using this Plan

This Plan lays the foundation for schools, the community, local public agency staff and ODOT to work together on reducing barriers for students walking and biking to school.

These recommendations include both long- and short-term construction improvements as well as education and encouragement program recommendations. It should be noted that not all of these projects and programs need to be implemented right away to improve the environment for walking and bicycling to school. Some projects will require more time, support, and funding than others. It is important to achieve shorter-term successes while laying the groundwork for progress toward some of the larger and more complex projects.

WHO ARE YOU?

Each partner has a key role to play in contributing to this Plan's success.

I AM A STUDENT

- Practice and encourage safe walking and rolling to, from, and near school
- Participate in a Walking School Bus or another education/encouragement idea identified in Chapter 4
- Promote SRTS activities through artwork or school projects

Student submission to Oregon Safe Routes to School Walk + Roll Fall Art Contest, 2021

I AM A CAREGIVER

- Understand the conditions at your student's school in Chapter 2 to plan a walking/rolling route or advocate for improvements
- Help implement many of the educational and encouragement programs suggested in Chapter 4
- Support fundraising for projects and programs (see Appendix E)

I WORK FOR THE SCHOOL DISTRICT

- Distribute information about walking and rolling safely, and SRTS talking points in Appendix B to caregivers and the school community.
- Tackle the SRTS objectives and actions from Chapter 2 that are relevant to the School District and develop Chapter 4 programs that educate and encourage students and caregivers to seek alternatives to single family commutes to school.
- Prioritize facility improvements on District property
- Work with multiple schools, sharing information and bringing efficiencies to programs at each school working on SRTS.

I AM A TEACHER OR OTHER STAFF MEMBER

- Include bicycle and pedestrian safety in lesson Plans and school curriculum (see Chapter 4 and Appendix B).
- Arrange field trips within walking distance of school and teach lessons about safety along the way.
- Be positive and encourage students and families to try walking and rolling!

I AM A COMMUNITY MEMBER

- Learn about walking and bicycling conditions in your neighborhood and how a SRTS program can improve them (see Chapter 2)
- Participate as an advocate to support education and encouragement programs (see Chapter 4)

I WORK FOR THE CITY OR COUNTY

- Identify citywide issues and opportunities related to walking and bicycling and to prioritize construction improvements provided in Chapter 4
- Pursue funding for improvements, using sources listed in Appendix E

I WORK FOR LAW ENFORCEMENT

- Raise awareness of traffic rules, focusing on key SRTS locations that have a history of crashes.
- Focus on traffic safety education, rewarding positive behavior, and supporting school walk and bike events. Be mindful of strategies that may disproportionately and negatively affect children and families of color, low wealth, or marginalized populations.

I WORK IN PUBLIC HEALTH

- Identify specific opportunities to collaborate with schools and local governments to support safety improvements and encourage healthy behaviors (see Chapter 4).

02 VISION AND GOALS FOR SRTS

INTRODUCTION

This chapter includes an overall vision as well as specific actions that city and school leadership can take to support SRTS. It also includes an overview of the public input process that shaped this Plan.

Vision

The Sweet Home community envisions a future where students and their families safely, comfortably, and conveniently walk and bicycle as part of the daily school commute and a healthy lifestyle.

Goals, Objectives, and Actions

The ODOT SRTS PIP team suggested overall goals to support SRTS in the areas of health, safety, equity, or the environment. Participants in the Sweet Home PIP process selected Safety and Equity as the main priorities for the community. A summary of community engagement activities is included in the following section.

The following are specific recommended objectives and actions based on the community-identified goals, as well as community input from the walk audit and data collected throughout the PIP process. Actions may relate to achieving more than one goal, but each action is only listed once.

SAFETY

Goal: Increase safety for families traveling to school, including perceptions of safety, since perceived barriers can have a real impact on whether parents allow their students to walk or bike.

Objective 1: Students are able to walk and bike to and from campus, between schools, and to homes within a quarter-mile of the school.

- Action: Sweet Home School District will integrate on-campus infrastructure improvements into their ongoing planning processes.
- Action: The City of Sweet Home will consider applying to the ODOT Competitive SRTS Infrastructure Grant in 2022 for infrastructure improvements, outlined in Chapter 4.

Objective 2: Safe walking or biking access is available to all families within one mile of the school.

- Action: The City of Sweet Home will adopt the long-term infrastructure recommendations as a part of its planning processes, including potentially into its Transportation System Plan, and continue to prioritize themes from the SRTS Plan's community engagement process.
- Action: The City of Sweet Home will begin implementing recommendations as funds for capital improvements become available, particularly lower cost improvements within a quarter mile of each school, which are a priority for school leadership.
- Action: The City of Sweet Home and its partners will explore opportunities for educational demonstrations of safe streets.

Objective 3: Pedestrian and bicycle safety education is available to students in Sweet Home.

- Action: The Sweet Home School District and the City of Sweet Home will coordinate with school leadership to consider applying for the ODOT SRTS Education Grant to fund a Safe Routes to School Coordinator position. This coordinator will organize safety, education and encouragement activities, prioritizing options for activities that take place outside of instructional hours, such as Bike Train and bike club.
- Action: Sweet Home Junior High School will encourage families to walk and bike to school by distributing information regarding safety and suggested routes.

EQUITY

Goal: Increase access and opportunity to walk and bike to school for all residents, with a particular focus on transportation-disadvantaged populations.

Objective 1: Engage with families from historically-disadvantaged groups to hear and learn about their barriers to students walking or biking to school.

- Action: Sweet Home School District, Sweet Home Junior High School, and City of Sweet Home will provide SRTS information and educational materials in English and Spanish.
- Action: Sweet Home School District, Sweet Home Junior High School, and City of Sweet Home will partner with existing groups and organizations that serve low-income households and other historically-disadvantaged groups to help disperse information and better understand needs and barriers.
- Action: Sweet Home Junior High School will consider how to overcome barriers such as parent work schedules and transportation limitations to enable all parents to participate in SRTS programs and activities.

Objective 2: Prioritize infrastructure and non-infrastructure improvements that connect underserved or low-income communities to schools and improve access for students walking, biking, and taking transit to school campuses.

- Action: The City of Sweet Home will implement infrastructure recommendations with a consideration for improvements that serve or were requested by underserved and low-income communities.
- Action: Whichever agency implements a SRTS Education and Outreach Program will work to include lower income students, those with mobility challenges, Spanish-speaking students, and students from other historically marginalized groups.

HEALTH

Goal: Increase student access to physical activity and reduce emissions near schools.

Objective 1: Students have increased physical activity before, after, and during the school day.

- Action: Sweet Home Junior High School will look for areas of overlap between SRTS efforts, other health initiatives, and P.E. classes.
- Action: Sweet Home Junior High School will support the formation of Bike Train and other similar initiatives to encourage students to walk and bike to school.

Objective 2: The school community supports families using active and shared transportation to access school and reach nearby destinations.

- Action: Sweet Home School District will consider adopting SRTS-supportive language in its school wellness policy.
- Action: Sweet Home Junior High School will share relevant health statistics and messages in school newsletters, during back to school night, or through other communication channels.

ENVIRONMENT

Goal: Increase environmental health near schools, including air and water quality

Objective 1: Reduce congestion and air pollution near the school campus.

- Action: Sweet Home School District will provide parents with education and encouragement materials, including information on carpooling, walking, biking, and school buses.

A Community-Driven Planning Process

The vision, goals, objectives and actions provided here, as well as the detailed construction project and programmatic recommendations to follow in Chapter 4, were shaped by community input. Community group representatives and community members had the opportunity to participate in the SRTS planning process and provide feedback in the following ways:

- Participation on the Project Management Team (PMT)
- Participation in a school walk audit, virtual community meeting, or school board presentation
- Virtual feedback using the online Public Input Map and survey

The City of Sweet Home and school leadership from Sweet Home Junior High School worked to spread the word about community meetings and the online Public Input Map and survey. Staff from Alta Planning + Design presented an overview of the Project Identification Program at the November 8th school board meeting.

Members of the project team conducted a walk audit in Sweet Home on Tuesday October 26th, 2021. To comply with CDC guidance on COVID-19 prevention, the community walk audit was limited to members of the Project Management Team. On January 14th, staff planners from Alta Planning + Design and members from the PMT completed a facility inventory of the surrounding area to document existing infrastructure and identify gaps. Community members were invited to share feedback via the Public Input Map and survey.

The walk audit, facility inventory, and Public Input Map helped the Project Management Team understand the walking and biking conditions near Sweet Home Junior High School. The PMT noted unsafe travel patterns, documented key locations and identified dangerous intersections.

COMMUNITY ENGAGEMENT KEY THEMES

After each walk audit and facility inventory, the Project Management Team discussed observations and identified opportunities for improvement. Several key themes emerged from these conversations.

First, Mountain View Rd was quickly identified as a major barrier for students walking and biking safely to school. The lack of sidewalks, combined with vehicle speeds and narrow roadway width, are challenges for students and families traveling on Mountain View Rd.

Second, key gaps remain in the sidewalk network, particularly on 22nd Ave and 18th Ave, which serve as major connections for students traveling north and south. While some gaps are relatively straightforward to complete, other sections may require alternative pedestrian facility types if they are to be constructed quickly and within a limited budget. Additionally, many sections of existing sidewalk were found to be too narrow, improperly sloped, or blocked by utilities – and thus not ADA (Americans with Disabilities Act) compliant.

Finally, there are limited options that support bicycle travel to school, although opportunities exist to improve available routes. 22nd Ave, Mountain View Rd, Juniper St, and Elm St were identified as corridors that could serve as critical connections for a bikeway network that could feature a mix of facility types from shared-roadway neighborhood greenways to separated multi-use paths.

The feedback from the online Public Input Map identifies many of the same challenges as the Project Management Team. The comments on the online map call attention to multiple locations along Mountain View Rd in multiple locations. Community members also note the need for an improved crossing of 18th Ave in between the high school and the Junior high. This need is addressed by recommendations in Chapter 4.

03 EXISTING CONDITIONS

INTRODUCTION

This chapter summarizes the key challenges and opportunities for families accessing schools by walking or bicycling that this Plan seeks to address.

The following pages provide contextual information for Sweet Home Junior High School, as well as key themes documented during the walk audits and through community and partner input. A detailed summary of the planning process and activities that took place to support this Plan is included in Appendix C.

Previous planning processes and additional data informed the existing conditions documented in this chapter.

SCHOOL CONTEXT:

Sweet Home Junior High School

880 22ND AVE

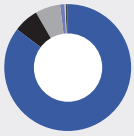
PRINCIPAL:
Mark Looney

ENROLLMENT:
353

GRADES SERVED:
7-8

57% of students eligible for free or reduced lunch

DEMOGRAPHICS*



- White, non-Hispanic, 86%
- Multiracial, 6.5%
- Hispanic, 6.2%
- American Indian/Alaska Native, 1.1%
- Asian, <1%
- Black or African American, <1%

TOP 5 LANGUAGES SPOKEN BY STUDENTS IN DISTRICT**

English	2143
Spanish	24
Chinese	<10
German	<10
Tagalog	<10

Total Languages Spoken: 5

**Source: Oregon Department of Education 2019-2020 school year*

***Source: Oregon Department of Education 2021-2022 school year*

Sweet Home Junior High School Safety Assessment

Date: January 14th, 2022

SCHOOL LAYOUT

Sweet Home Junior High School is a public school located near Sankey Park and Sweet Home High School in south-central Sweet Home. The campus is bounded by Mountain View Rd to the south, 22nd Ave to the east, and 18th Ave to the west. 18th Ave separates the junior high campus from the high school campus. Students frequently travel between the two campuses, including during the day for certain classes.

The junior high school was recently reconstructed in 2020 and features all new amenities immediately adjacent to the school building, including a parking lot with separated entrances and exits for parent vehicles and buses, sidewalks, and bike parking.

There is an unpaved path that connects the school to 18th Ave to the northwest, and a staircase that connects the school to 22nd Ave to the northeast. Directly north of the school building are athletic fields used by both the junior high school and high school.

SITE CIRCULATION

Students traveling to school by bus are picked up and dropped off on the south side of the building. On the day of the walk audit, 27% of students were observed arriving to school via the school bus. There are no transit connections near the school.

Students traveling to school by family vehicle or by carpool comprise the largest portion of the school's mode share. The team observed approximately 55% of students arriving by family vehicles during the walk audit. While most students are dropped off in the parking lot, some parents continue to drop off students on neighboring streets, such as the west and east sides of 22nd Ave or the south side of Mountain View Rd (while heading northbound).

Students who walk to and from school come from many directions. The majority of students arrive from

Sweet Home Junior High School

Site Plan

Oregon Department of Transportation Safe Routes to School

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the south on Mountain View Rd. Others come from the north on Mountain View Rd, 22nd Ave, and the path that connects to 18th Ave to the west.

The majority of students who bike to school arrive via 22nd Ave. However, some students were observed biking to school on Mountain View Rd.

Bike and Pedestrian Facilities Inventory

New bike parking at the new Sweet Home Junior High school offers dry, well-lit and secure parking for bicycles and skateboards. This is a great step towards encouraging more students to walk and roll to school.

The intersection of 22nd Ave and Mountain View Rd currently features three crosswalks with transverse markings. The only ADA-compliant curb ramp is on the southwest corner.

Looking north on 22nd Ave from Mountain View Rd, one can see the gap in the sidewalk network on the east side.

At the intersection of Long St and 22nd Ave, each crosswalk and curb ramp could be upgraded to meet ADA standards. Long St features bike lanes on both sides, while there are no bike facilities on 22nd Ave.

At the intersection of 22nd Ave and Hwy 20, there is a crosswalk that crosses five lanes of traffic on the eastern approach. ODOT will replace this crosswalk with an improved crossing on the western approach.

The sidewalks on Hwy 20 are narrow and often obstructed by utility poles, garbage bins, or retail signage between 22nd Ave and 18th Ave.

Key Themes

- Conditions on Mountain View Road create a significant barrier for students and families walking and rolling to school. The intersection at Ames Creek Road is also critically important.
- While sidewalks are generally present north of the junior high school, many are not sufficiently wide, slope at driveways, and lack ADA compliant curb ramps at intersections. Significant gaps exist in the sidewalk network along 22nd Avenue, 18th Avenue, and Mountain View Road.
- Right-of-Way constraints along multiple roadways near the junior high school may require the City and County to implement alternative pedestrian facility designs to accommodate people walking and rolling in these locations.
- Minimal to no bicycle infrastructure exists in the neighborhood surrounding the junior high school, although the school building itself has state-of-the-art bicycle parking amenities.
- Highway 20 is a challenging barrier for students traveling from north of the school. Although ODOT is currently upgrading many of the crosswalks along Highway 20 in Sweet Home, additional measures can be taken to improve pedestrian safety, such as ensuring sidewalk clearance and increasing illumination at key crossings.

The intersection of Hwy 20 and 18th Ave is signalized, but long crossing distances and high traffic volumes make the intersection uncomfortable for pedestrians and bicyclists.

18th Ave has sidewalks on both sides south of Hwy 20 for much of its extent. However, in many places the sidewalk is narrow, sloped, and blocked by utilities or shows cracked or degrading panels.

The existing crosswalk at 18th Ave is used by students traveling between the junior high school and the high school, sometimes during the day for certain classes. 18th Ave is also route that carries heavy freight traffic.

While sidewalks exist on the northern extent of 18th Ave, gaps remain to the south. South of the Boys and Girls club, there is a significant gap on the west side of the roadway. There are right of way constraints that prevent the continuation of the sidewalk.

There are sidewalk gaps adjacent to Sweet Home School District property along 18th Ave (looking north).

Mountain View Road is steep and winding, which reduces visibility along the corridor. There are currently no sidewalks or bicycle facilities. The intersection has minimal lighting, poor sight lines, and high volumes of vehicle traffic.

The shoulder on Mountain View Rd is paved in some locations, but in others, remains unpaved or is nonexistent.

Students walking along Ames Creek Road walk on the gravel shoulder or in the road if it is too wet, as there are no pedestrian facilities on Ames Creek Rd east of Mountain View Road.

04 NEEDS AND RECOMMENDATIONS

INTRODUCTION

This chapter outlines recommendations for construction projects as well as education and encouragement programs that address the issues identified in Chapter 3.

Changes to the streetscape are essential to making walking and rolling to school safer and more comfortable. Infrastructure improvements make it safer and more comfortable for families to walk and bike to school – and benefit everyone who travels to school and through the school area.

In addition, education and encouragement programs are a necessary component of any successful SRTS Plan. Often, programs that get more youth walking and rolling lead to increased public support for infrastructure projects – they can be an important first step towards building out the physical elements that make walking, biking, and rolling safer and more comfortable. Also, relative to many construction projects, most education and encouragement programs are very low cost.

The recommendations for construction projects and education and encouragement programs contained in this chapter were informed by existing conditions and input from school and district staff, caregivers, students, community members, and city and county staff, and are tailored to meet the needs and interests of the school community.

Construction Project Recommendations

Construction project recommendations are shown and described on the following pages. The Improvement Recommendations Map is a guide to the project recommendations described in detail in Table 1. A more detailed table is included in Appendix F that includes construction recommendations, the high-level associated costs, and potential funding sources for construction.

This Plan does not represent a comprehensive list of every project that could improve conditions for walking and bicycling in the neighborhood. Instead, it calls attention to key conflict points and potential improvements near the schools. Recommendations range from simple striping changes and signage to more significant changes to the streets, intersections, and school infrastructure. All construction projects need to be reviewed and designed by engineers and approved by the local road authority.

The recommendations are categorized into implementation timelines based on existing conditions, input from local partners, readiness of the school or community to accomplish the recommendation, resources available and other factors:

- **Short term:** within a year
- **Medium term:** 1-3 years
- **Long term**: 3-5 years

Implementation takes place continuously over time, with cooperation amongst partners and often, new sources of funding. Appendix F lists a variety of funding sources that can be used to implement the recommendations outlined in this section.

PEDESTRIAN FACILITIES

Pedestrian facilities offer an alternative solution to create safe space for people walking and rolling. In rural contexts, complete sidewalks with curb and gutter can prove cost prohibitive.

Pedestrian facilities can offer temporary or permanent solutions that are appropriate on roads with low to moderate speeds and volumes. A pedestrian lane, for example, is a designated space on the roadway for exclusive use of pedestrians.[1] The lane may be on one or both sides of the roadway and can fill gaps between important destinations in a community.

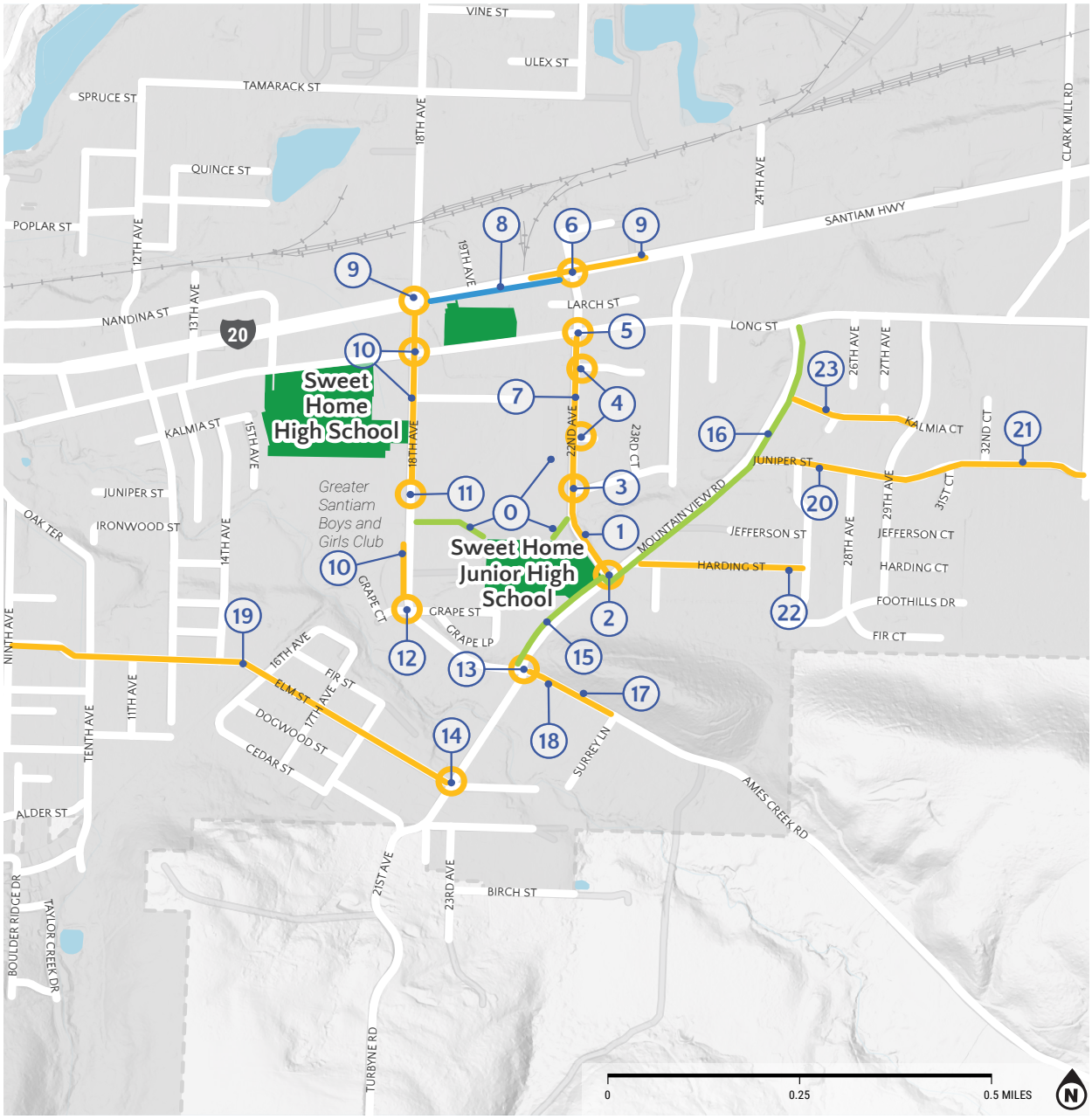
Other types of pedestrian facilities include curb or bollard-protected shoulders, striped buffers, or curb-protected sidewalks. Importantly, these facilities should still include tactile strips and remain ADA-accessible.

BENEFITS

- Provide a stable surface off of the roadway for pedestrians to use when sidewalks or side paths are deemed impractical or otherwise undesirable.
- Can provide visual indication of prioritized connection to community amenity.
- Require minimal roadside infrastructure and no impacts to stormwater management if existing pavement is used.
- May reduce "walking along roadway" crashes.
- Lack the built curb and gutter infrastructure of a sidewalk or other facility.

See Appendix E for examples.

1 Small Town and Rural Design Guide. Center for Prevention at Blue Cross and Blue Shield of Minnesota. https://ruraldesignguide.com/introduction



IMPROVEMENT RECOMMENDATIONS

- Street Improvement
- Crossing Improvement
- Off-Street Improvement (Trail/Path)
- Policy Related

- Railroad
- School Property
- Parks
- Water
- City Boundary

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Oregon Department of Transportation
Safe Routes to School

Table 1. Sweet Home Junior High School Infrastructure Needs and Recommendations

Rec #	Recommendation	Timeline
	School Grounds	
0	Construct an 8 ft wide asphalt path to connect the west side of the Sweet Home Junior High School building to 18th Ave sidewalk north of the tennis courts. Add bollards as needed to prevent vehicles other than maintenance from driving on the path.	Medium term
	Add pedestrian-scale lighting to the stairs that connect the northeast corner of the school building to 22nd Ave.	Long term
	Add bicycle parking near the football field. If possible, replicate the parking found at the junior high, which is secure, well-lit and covered.	Long term
	22nd Avenue	
1	Construct approximately 600 ft of sidewalk on the east side of 22nd Ave (north of Mountain View Rd) to fill in sidewalk gaps.	Short term
	Fix cracked and uneven sidewalk panels that are not ADA-compliant on the west side of 22nd Ave, and consider widening sidewalks to a minimum of 6 ft between Ironwood St and Highway 20, where feasible. Replace the existing tactile strips at the Junior High School driveway entrance with an ADA-compliant curb ramp.	Medium term
	Fix cracked and uneven sidewalk panels that are not ADA-compliant on the east side of 22nd Ave, and consider widening sidewalks to a minimum of 6 ft between Ironwood St and Highway 20, where feasible.	Long term
2	At the intersection of 22nd Ave and Mountain View Rd, remove the existing marked crosswalk across the northeast leg of Mountain View Rd. Add RRFB with bulb outs on south leg. Add high-visibility continental crosswalk markings across 22nd Ave and at the southwest leg of the intersection across Mountain View Rd. Install an ADA-compliant curb ramp with curb extension (see bulb outs above) at southwest corner leading to proposed shared use path along east side of Mountain View Rd. Include pedestrian-oriented lighting in advance of the crosswalk approach on the northwest side of Mountain View Rd. Add stop line in advance of crosswalk on 22nd Ave approach.	Short term
3	At the intersection of 22nd Ave and Ironwood St, construct ADA curb ramps on the northwest, northeast, and southwest corners of the intersection. Install a high-visibility continental crosswalk with stop bar across the south and east legs of the intersection, and install a School Crossing sign assembly for both the north and south approaches (S1-1, W16-7P). Include a School Advance Crossing sign assembly for both the north and south approaches (S1-1, W16-9P). Include appropriate illumination at the location of the crosswalks.	Medium term
4	At the intersections of 22nd Ave at Juniper Ct and Kalmia St, install ADA-compliant curb ramps that facilitate both north/south crossings as well as east/west crossings. Install high visibility continental crosswalk markings across Juniper Ct and Kalmia St at these locations.	Long term
5	At the intersection of 22nd Ave and Long St, install perpendicular (where feasible) ADA curb ramps on the southwest, northwest, and northeast corners of the intersection. Add high-visibility continental crosswalk markings with stop bars on all four legs of the intersection. Include appropriate illumination at the location of the crosswalks.	Long term

Rec #	Recommendation	Timeline
6	Add a high visibility crosswalk with RRFB at the west leg of this intersection to improve pedestrian safety along 22nd Ave across Highway 20. Include appropriate illumination at the location of the crosswalk. Note that ODOT is already planning to construct this project using a different funding source.	Short term
7	On 22nd Ave between Mountain View Rd and Long St, remove parking on the west side and construct a paved multimodal path that connects to the path on Mountain View Rd. (see recommendations 15 and 16). This should also connect to the bike lanes on Long St east of 22nd Ave.	Medium term
	Highway 20/Main St	
8	Work with the City of Sweet Home to better enforce sidewalk clearance codes to prevent residents and businesses from blocking the sidewalks on Highway 20 with garbage bins, signage, and other miscellaneous items.	Short term
9	Repaint the faded 'School Xing' roadway markings on Highway 20 between 18th Ave and 23rd Ave. At the intersection of Highway 20 and 18th Ave, construct ADA-compliant curb ramps on all four corners of the intersection. Include appropriate illumination at the location of the crosswalk.	Short term
	18th Avenue	
10	On 18th Avenue between Highway 20 and Ames Creek Rd, improve sidewalks by: • Replacing cracked sidewalk panels that are tripping hazards. • Widening sidewalks on both sides to at least 6 ft between Highway 20 and the 18th Ave crosswalk at the baseball field and constructing ADA-compliant curb ramps on all corners at Long St. • Widening the sidewalk on the west side of 18th Ave to at least 6ft and filling in approximately 225 ft of sidewalk gaps. • Reconstructing driveway access points to provide an ADA-compliant cross slope that is a more level walking surface. • Constructing a pedestrian facility to fill in the sidewalk gap on the west side of 18th Ave between the Boys and Girls Club and Grape Ct.	Medium term
11	At the intersection of 18th Ave and the south access driveway for the high school, replace the painted crosswalk markings with high-visibility (thermoplastic) continental crosswalk markings. Install a Rectangular Rapid Flashing Beacon (RRFB) with School Crossing Assembly (S1-1, W16-7P) in both directions, with School Advance Crossing Assembly (S1-1, W16-9P) for both approaches. Include appropriate illumination at the location of the crosswalk.	Short term
12	At the intersection of 18th Ave and Grape Ct, add high-visibility continental crosswalk markings to the west leg of the intersection where the current crosswalk is, and add ADA-compliant curb ramps.	Short term

Rec #	Recommendation	Timeline
	Mountain View Road	
13	Restripe all stop bars at the intersection of Mountain View Rd and Ames Creek Rd to improve visibility. Install high-visibility continental crosswalk markings on the west and south legs of the intersection and construct ADA curb ramps on the northwest corner of the intersection. Include appropriate illumination at the location of the crosswalks.	Short term
14	At the intersection of Mountain View Rd and Elm St, add high-visibility continental crosswalk markings on the west leg of the intersection, and add an advanced stop bar to the west approach. Include appropriate illumination at the location of the crosswalk.	Short term
15	Construct a 10 ft wide (8' min.) shared-use path along the west side of Mountain View Rd between Ames Creek Rd and the school property. Install uphill (northbound) shared roadway bicycle markings in the general traffic lane over the same extent.	Short term
16	Construct a 10 ft wide (8' min.) shared-use path along the east side of Mountain View Rd between 22nd Ave and Long St, including ADA-compliant curb ramps at intersections as necessary.	Short term
	Ames Creek Road	
17	Restripe road by narrowing travel lanes and shifting the centerline as far north as possible. Add fog stripe to create more walking space between Mountain View Rd and Surrey Ln. Explore a reduced speed limit of 25 mph on Ames Creek Rd.	Short term
18	Install 6 ft sidewalk (approximately 650 ft) on the south side of Ames Creek Rd between Mountain View Rd and Surrey Ln. Alternatively, consider installing a pedestrian lane or other pedestrian facility on the south side over this extent.	Long term
	Elm Street	
19	Designate Elm St from 5th Ave to Mountain View Rd as a neighborhood greenway. Add speed humps, shared roadway markings and wayfinding signage.	Medium term
	Juniper Street	
20	Construct approximately 620 ft of sidewalk at least 6 ft wide on the north side of Juniper St between Mountain View Rd and Ashbrook Park.	Long term
21	Designate Juniper St from Mountain View Rd to 35th Ave a neighborhood greenway, add speed humps, shared roadway markings, wayfinding, and rotate stop signs.	Medium term
	Harding Street	
22	Construct approximately 1,200 ft of sidewalk on the south side of Harding St between Mountain View Rd and 27th Ave.	Long term
	Kalmia Street	
23	Construct approximately 250 ft of sidewalk on the south side of Kalmia St between Mountain View Rd and 29th Ave.	Long term

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Education and Encouragement Program Recommendations

The programs outlined in this section are intended to increase awareness, understanding, and excitement for walking and rolling to school. Table 2 includes additional details about each recommended program including a brief description, suggested leads, timeline, and resources.

Suggested walking routes were also developed with project partners, based on community input and findings from the bike and pedestrian facility inventory. The Suggested Route Map provided on page 34 encourages students and families to consider walking and biking to school. It also provides a School Commute network for the City to focus future infrastructure investments along the most important routes to school.

The Oregon Department of Transportation (ODOT) SRTS Program provides technical assistance to support local SRTS efforts. This support includes:

1. Coordination between practitioners through Regional Hubs (see call-out below) https://www.oregonsaferoutes.org/contact
2. Trainings and resource guides, which can be found on the Oregon SRTS website https://www.oregonsaferoutes.org/resources/
3. Incentives, activities, and messaging for monthly Walk+Roll events https://www.oregonsaferoutes.org/walkroll/
4. Bicycle and pedestrian safety trainings and a loaner bike fleet - coming in 2022

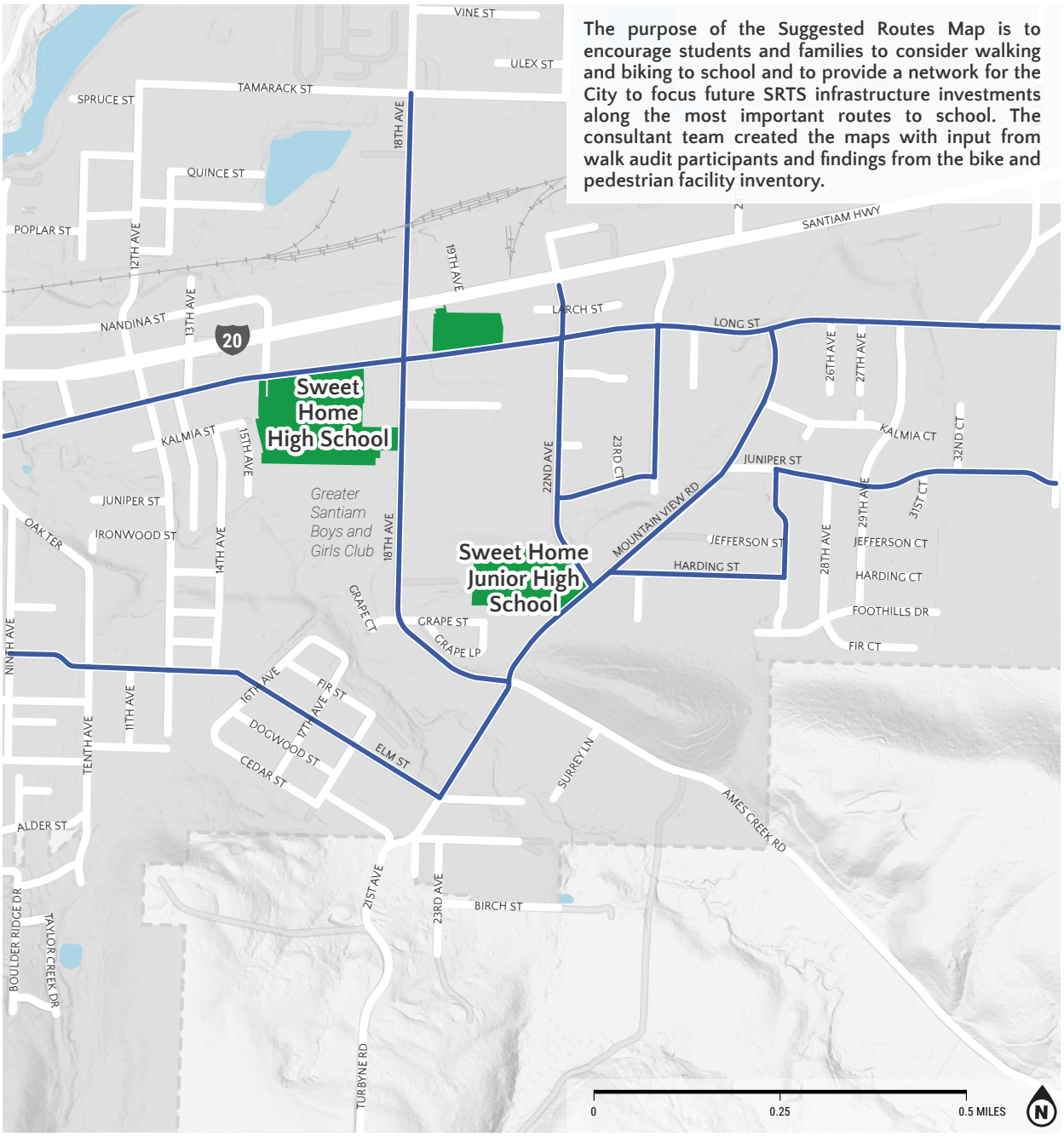
Learn more and keep in touch by signing up for the ODOT SRTS Newsletter:
https://www.oregonsaferoutes.org/

CONNECT WITH YOUR ODOT SRTS REGIONAL HUB COORDINATOR

The ODOT SRTS Program can provide free resources, materials, and guidance to implement education and encouragement programs. The ODOT SRTS Education team is working in parallel with the Construction team to help communities across the state implement education and encouragement efforts. The team holds Regional Hub meetings to discuss statewide and regional SRTS strategies and efforts. Regional Hub Coordinators are a resource for local SRTS coordinators and regions without a coordinator to help create and sustain successful SRTS programs.

SRTS champions or involved staff in or near Sweet Home are a part of the Willamette Valley and Coast Regional Hub. Register for the meetings and office hours here or fill out the contact form to be connected with your Regional Hub Coordinator. Review Table 2 to identify educational and encouragement priorities and discuss with the Regional Hub Coordinator.

The purpose of the Suggested Routes Map is to encourage students and families to consider walking and biking to school and to provide a network for the City to focus future SRTS infrastructure investments along the most important routes to school. The consultant team created the maps with input from walk audit participants and findings from the bike and pedestrian facility inventory.



SUGGESTED WALKING AND BIKING ROUTES

- Suggested Route
- Railroad
- School Property
- Parks
- Water
- City Boundary

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Oregon Department of Transportation
Safe Routes to School

Table 2. Sweet Home Junior High School Education and Encouragement Recommendations

Activity	Responsible Party	Description (Additional details provided on following page)	Timeline	Resources Needed	Inclusion Considerations	Measures of Success
Parent Education and Outreach	Sweet Home Junior High School	Travel safety tips for parents aimed at people walking, biking, driving, or riding the bus.	Short term	Seasonal travel tips for school communications, flyer	Provide materials in Spanish, or other languages as needed.	Feedback from families; observations from school leadership
Safe Routes to School Coordinator Position	City of Sweet Home, Sweet Home School District	Apply for funding for a Safe Routes to School Coordinator for Sweet Home through the ODOT Competitive Education Grant. Determine the advisory group for this position consisting of staff from the City and School District.	Short term	Example job description and application materials	Include in the scope of this grant funds for translation of materials and programs where necessary	Receipt of funding from ODOT, and hiring of a SRTS Coordinator
Basic Bicycle Skills Education	SRTS Coordinator, Sweet Home Junior High School	Coordinate with Sweet Home Junior High School P.E. teacher to incorporate training in bike handling skills and safety into their bicycle unit as an option for students with little or no riding experience.	Short term	Basic bicycle skills curriculum/ materials	Provide materials in Spanish, or other languages as needed.	Number of students without prior experience who are able to ride a bike as a result
Pedestrian and Bike Safety Education	SRTS Coordinator, Sweet Home Junior High School	Work through after-school programs or within existing education curriculum (where possible) to provide pedestrian and bicycle safety education to students. Place a particular emphasis on safe crossing behavior and route planning.	Medium term	Travel Safety Hand-out, messaging, curriculum	Focus on walking and biking safely in students' neighborhoods or on field trips, even if not near the school.	Number of students participating; feedback from families
Community School Safety Campaign	Sweet Home Junior High School	A school zone safety campaign can be used to share simple safety messages and increase the visibility of the school zone.	Medium term	Outreach materials	Provide materials in Spanish, or other languages as needed.	Feedback from families; observations from school leadership
Walking School Bus and Bike Train	SRTS Coordinator	Events could be held periodically to raise awareness of these options among students and families.	Short term	Communications to parents, routes and meet-up points, signs, staff/ volunteer time	Provide materials in Spanish, or other languages as needed. Consider how students with mobility challenges could participate.	Number of students participating; feedback from families

Activity	Responsible Party	Description (Additional details provided on following page)	Timeline	Resources Needed	Inclusion Considerations	Measures of Success
Walk + Roll to School Day	SRTS Coordinator, Sweet Home Junior High School	Organize a Walk + Roll to School Day to encourage and celebrate walking and biking at the school. This could also be a good time to organize a pilot Bike Train.	Short term	Food, music, decorations, incentives or prizes for students	Ensure that students who live too far to walk or bike are able to participate on campus. Consider locations to hold a remote drop-off site.	Number of students and community members participating
SRTS Demonstration Projects	SRTS Coordinator, City of Sweet Home	Organize demonstration projects to engage students and families in opportunities to improve the built environment. Cooperate with road jurisdictions to ensure that these projects are compliant with permitting regulations.	Medium term	Cones, barricades, paint, signage	Provide parent engagement materials in Spanish, or other languages as needed.	Feedback from families

PARENT EDUCATION AND OUTREACH

Parents are the primary decision-makers about how their students get to school. Informing parents about their options for walking and bicycling, as well as communicating the benefits of active transportation, can encourage more families to walk and bike. This can occur through school e-news or announcements, and other informational resources. After high-priority construction recommendations are implemented, suggested route maps can show parents the best walking or biking route to the school and help overcome concerns about barriers.

Resources include:

- The Oregon SRTS website has a host of safety tips for parents who are interested in their student walking and biking to school. Also, sign up for the newsletter to get current materials and seasonal safety tips
- The National Center for SRTS offers tools and training to provide communities the technical support they need to make community-enhancing decisions.

SAFE ROUTES TO SCHOOL COORDINATOR POSITION

A designated individual who is tasked with coordinating and championing Safe Routes to School can greatly increase the likelihood of program success. A SRTS coordinator is usually charged with scheduling, publicizing, and administering SRTS programming, including encouragement events, educational activities, safety campaigns, Walking School Buses and Bike Trains for students and their families. This person is also responsible for coordinating between various involved jurisdictions, community groups, and community stakeholders to promote SRTS as a priority.

Funding for SRTS Coordinators is available through ODOT's competitive Education Grant process, as well as some regional and local governments.

TRAFFIC SAFETY CAMPAIGN

A school traffic safety campaign can share simple safety messages and increase the visibility of the school zone and families traveling in the area. Focus outreach during back to school time, as the weather turns and time changes in the late fall, and during the early spring months, to address seasonal visibility issues. Resources include:

- The Oregon SRTS website has a host of banners, brochures, and other materials that schools can use to raise drivers' awareness of students traveling in a school area. Order materials from the ODOT Storeroom and check the www.oregonsaferoutes.org website for current incentives and outreach materials available.
- The Drive Like It campaign offers yard signs, safety kits, and other materials with a simple, clear message.

PEDESTRIAN AND BIKE SAFETY EDUCATION

Pedestrian and bike safety education teaches students basic traffic laws and safety rules. Lessons are usually during PE classes or after school and may be one-time Bike Rodeos or multi-day courses.

Resources include:

- The ODOT SRTS Neighborhood Navigators 2.0 Curriculum includes a flexible in-class and on-bike Walk and Roll Safety Education lesson Plans and workbooks. The ODOT SRTS technical assistance team are piloting bike fleets and new Train-the-Trainer materials in 2022. Sign up for the Oregon SRTS newsletter or join the Regional Hub meetings to learn when these will launch.
- Oregon SRTS provides curriculum for activities and lessons that teach the knowledge and skills necessary to be safe road users, including bike and pedestrian education videos.
- The National Highway Traffic Safety Administration offers a child pedestrian safety curriculum and Cycling Skills Clinic Guide to help organizations Plan bike safety skills events.

WALKING SCHOOL BUS/BIKE TRAIN

In a walking school bus, a group of students walks together to school, accompanied by one or two adults (usually parents or guardians of the students on the "bus"). As the walking school bus continues on the route to school, they pick up students at designated meeting locations. Similar to walking school buses, bike trains involve a group of students biking together with adults.

Bike trains and walking school buses for elementary school students are typically led by a parent, however, middle school students can become leaders, act as role models, and practice and teach safe bicycling behaviors. Bike trains may be more appropriate for middle school students, as they enable students to feel independent in their mobility, while also providing the safety and comfort of riding in a group.

ODOT's SRTS Website has resources and tips to get started, including a 2021 webinar on the topic.

WALK + ROLL TO SCHOOL DAYS

Walk+Roll events encourage and celebrate students walking and rolling to school.

Keep the momentum going year-round with ODOT SRTS' monthly themes:

September: Back to School

October: International Walk to School Day

November: Ruby Bridges Walk to School

February and March: Winter Walk+Roll

April: Earth Month

May: Bike Month

Parents can set up a table on the event day to provide refreshments and small rewards for families who participate, as well as maps, lights, and safety information to encourage more students and families to join in the fun. Even families who live too far from school to walk and bike can participate by driving to a designated central location and walking together from there. Coffee and breakfast can be provided, and students can dress up or hold posters to make a fun, parent-supervised parade to school. Walks could also take place as a part of another health-related event or to benefit a cause.

Resources include:

- Schools in Oregon can order incentives to support and promote Walk + Roll to School Day.
- King County Metro in the Seattle area has a Tool Kit with resources to plan a Walk + Roll to School Day event.
- Walk and Bike to School suggests event ideas and Planning resources for encouraging active transportation at schools.
- The National Center for SRTS maintains a national database of walk and bike to school day events, as well as event ideas and Planning resources.

05

IMPLEMENTATION

INTRODUCTION

This chapter identifies high priority projects and provides guidance for implementation, including information about the ODOT SRTS Competitive Grants.

One of the goals of the PIP Process is to identify and refine specific projects that are eligible for the ODOT SRTS Infrastructure Grant and prepare jurisdictions to apply for the funding. This chapter describes the community-driven process to prioritize recommendations for the Competitive ODOT SRTS Infrastructure Grant Application, as well as additional project-related details that will be needed to complete the application.

Project Prioritization Process

The project management team took into account the prioritization criteria to the right when selecting priority projects among all the recommendations. The resulting projects are seen as the most critical to implementing Safe Routes to School in Sweet Home. Additionally, the project management team considered the existing priorities of the 2014 Safe Routes to School Action plan (see plan review section in appendix) in order to select projects that should be built as soon as possible.

Prioritization Criteria

How should we prioritize projects in your community?

PROXIMITY TO SCHOOL

Projects should be prioritized based on their distance from a school.

EQUITY

Projects should be prioritized based on their ability to support walking and biking for all students regardless of age, ability, race, or income.

COMMUNITY-IDENTIFIED NEED

Projects should be prioritized because they were identified through school or community engagement, parent/caregiver feedback, or during another Planning process.

STUDENT DENSITY

Projects should be prioritized based on their proximity to current and future students and families.

FEASIBILITY

Projects should be prioritized based on their location on or along a street that is already Planned for improvements, their cost, or other feasibility measures that make them most achievable in the short term.

SAFETY

Projects should be prioritized based on how unsafe a road is, looking at factors such as speed, traffic volumes, number of lanes, crossing distance or history of crashes.

High Priority Construction Projects

The following are top priority improvements recommended for the Competitive ODOT SRTS Infrastructure Grant Application. These projects were chosen due to their emphasis on safety, proximity to school, and ability to serve a large number of students walking and biking both to and from and between schools. The City of Sweet Home and Sweet Home School District will be the relevant parties to prepare the Competitive ODOT SRTS IN Grant and ODOT Community Path Applications for these projects.

Table 3. City of Sweet Home Implementation Priority Projects

Rec. #	PROJECT DESCRIPTION
	22nd Avenue
2	At the intersection of 22nd Ave and Mountain View Rd, remove the existing marked crosswalk across the northeast leg of Mountain View Rd. Add RRFB with bulb outs on south leg. Add high-visibility continental crosswalk markings across 22nd Ave and at the southwest leg of the intersection across Mountain View Rd. Install an ADA compliant curb ramp with curb extension (see bulb outs above) at southwest corner leading to proposed shared use path along east side of Mountain View Rd. Include pedestrian-oriented lighting in advance of the crosswalk approach on the northwest side of Mountain View Rd. Add stop line in advance of crosswalk on 22nd Ave approach.
	Mountain View Road
13	Restripe all stop bars at the intersection of Mountain View Rd and Ames Creek Rd to improve visibility. Install high-visibility continental crosswalk markings on the west and south legs of the intersection and construct ADA curb ramps on the northwest corner of the intersection. Include appropriate illumination at the location of the crosswalks.
14	At the intersection of Mountain View Rd and Elm St, add high-visibility continental crosswalk markings on the west leg of the intersection, add an advanced stop bar to the west approach. Include appropriate illumination at the location of the crosswalk.
15	Construct a 10' wide (8' min.) shared use path along the west side of Mountain View Rd between Ames Creek Rd and the school property. Install uphill (northbound) shared roadway bicycle markings in the general traffic lane over the same extent.
16	Construct a 10' wide (8' min.) shared use path along the east side of Mountain View Rd between 22nd Ave and Long St, including ADA-compliant curb ramps at intersections as necessary.

Rec. #	PROJECT DESCRIPTION
	18th Avenue
10	On 18th Avenue between Highway 20 and Ames Creek Rd, improve sidewalks by: • On the west side of 18th Ave between the Boys and Girls Club and Grape Ct, construct a pedestrian facility to fill in the sidewalk gap in this location.
11	At the intersection of 18th Ave and the south access driveway for the High School, replace the painted crosswalk markings with high-visibility (thermoplastic) continental crosswalk markings. Install a Rectangular Rapid Flashing Beacon (RRFB) with School Crossing Assembly (S1-1, W16-7P) in both directions, with School Advance Crossing Assembly (S1-1, W16-9P) for both approaches. Include appropriate illumination at the location of the crosswalk.

Next Steps

With a SRTS Plan in place, it's time to shift attention to implementation.

The strategies identified in this Plan may seem overwhelming at first. Just remember that anything you can do to make walking, biking, and rolling to school safer, easier, and more fun for students is a step in the right direction. Here are some things to remember:

START SMALL

Small actions can have a big impact, especially when it comes to building support, interest, and momentum for bigger initiatives.

FOCUS ON EQUITY

Not everyone has equal opportunities to walk and bike to school. Identify and prioritize strategies to address and overcome barriers that disproportionately impact the most vulnerable students.

BUILD PARTNERSHIPS

Look for opportunities to strengthen existing partnerships and build new ones. Reach out to caregivers, community members, local agencies and community organizations, and other partners to expand capacity and support for SRTS initiatives.

EMPOWER STUDENTS AS LEADERS

Student-led initiatives can generate enthusiasm and improve social conditions for SRTS. Empower students to take ownership of programs to raise awareness, build excitement, and expand opportunities for their peers to walk and bike to school.

TRACK PROGRESS

Continue to track trips and survey caregivers and students about their experiences walking, biking, and rolling to school. Conducting regular evaluation will help your team understand what works and what doesn't work and allocate resources accordingly. Consider reporting annually on progress.

CELEBRATE SUCCESS

Take time to recognize efforts and celebrate progress. Whether it's changing travel habits, achieving a major milestone, implementing an infrastructure improvement, launching a new program, or hosting a successful event, recognize and celebrate success.

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APPENDICES

APPENDICES

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APPENDIX A. FOR MORE INFORMATION

This appendix provides contact information for state and national SRTS program resources as well as school partners.

NATIONAL RESOURCES

Safe Routes to School Data Collection System

http://www.saferoutesdata.org/

Pedestrian and Bicycle Information Center

http://www.pedbikeinfo.com/

National Center for Safe Routes to School

http://www.saferoutesinfo.org/

Safe Routes to School Policy Guide

http://www.saferoutespartnership.org/sites/default/files/pdf/Local_Policy_Guide_2011.pdf

School District Policy Workbook Tool

https://www.changelabsolutions.org/product/safe-routes-school-district-policy-workbook

Safe Routes to School National Partnership State Network Project

http://www.saferoutespartnership.org/state/network

Bike Train Planning Guide

http://guide.saferoutesinfo.org/walking_school_bus/bicycle_trains.cfm

10 Tips for SRTS Programs and Liability

http://apps.saferoutesinfo.org/training/walking_school_bus/liabilitytipsheet.pdf

Tactical Urbanism and Safe Routes to School

http://www.saferoutespartnership.org/resources/fact-sheet/tactical-urbanism-and-safe-routes-school

STATE RESOURCES

The Oregon Department of Transportation (ODOT) SRTS Program provides technical assistance to support local SRTS efforts. This support includes:

1. Coordination between practitioners through Regional Hubs that meet monthly https://www.oregonsaferoutes.org/contact
2. Trainings and resource guides, which can be found on the Oregon SRTS website https://www.oregonsaferoutes.org/resources/
3. Incentives, activities, and messaging for monthly Walk+Roll events https://www.oregonsaferoutes.org/walkroll/
4. Bicycle and pedestrian safety trainings and a loaner bike fleet - coming in 2022

Learn more and keep in touch by signing up for the ODOT SRTS Newsletter: https://www.oregonsaferoutes.org/

APPENDIX B. SRTS TALKING POINTS

To ensure a successful SRTS program, it is crucial to get school principals and other school administration leaders the communications resources they need to share the importance of SRTS with caregivers. To get these leaders involved initially, in-person meetings are a great start and opportunity to share SRTS goals and potential activities for the year. This gives school leaders a chance to learn more about the program, but also share thoughts and ideas unique to their school. Share with them the academic benefits: students that walk or bike to school arrive awake, alert, and ready to learn, and physical activity before school increases academic performance and reduces student absences.

The following list of facts and statistics can be used by principals and other SRTS advocates in communications materials to share the benefits of a SRTS program. These points have been collected from national sources, and apply to all schools and school districts: big or small, urban or rural, etc.. They are intended to be used in communication materials such as school newsletters, emails, school websites, social media posts, signs, videos, and direct communications with caregivers (including handouts, emails, texts, automated calls, etc.). Except where otherwise noted, the following are based on research summarized by the National Center for Safe Routes to School. More information, including primary sources, can be found at http://guide.saferoutesinfo.org.

Traffic: Costs, Congestion, and Safety

- In 1969, half of all US students walked or biked to school; by 2009, that number had dropped to just 13 percent.
- In the United States, 31 percent of students in grades K–8 live within one mile of school; 38 percent of these students walk or bike to school. You can travel one mile in about 20 minutes by foot or six minutes by bicycle.
- Personal vehicles taking students to school accounted for 10 to 14 percent of all personal vehicle trips made during the morning peak commute times. Walking, bicycling, and carpooling to school reduces the numbers of cars dropping students off, reducing traffic safety conflicts with other students and creates a positive cycle—as the community sees more people walking, biking, and rolling, more people feel comfortable walking and bicycling.
- Reducing the miles caregivers drive to school by just one percent would reduce 300 million miles of vehicle travel and save an estimated $50 million in fuel costs each year.
- Did you know that as more people bicycle and walk, biking and walking crash rates decrease? This is also known as the 'safety in numbers' principle. As more families walk and bike to school, streets and school zones become safer for everyone.

Health: Physical Activity and Obesity

- The U.S. Department of Health and Human Services recommends that children do one hour or more of physical activity each day. Walking just one mile each way to and from school would meet two-thirds of this goal.
- Studies have found that students who get regular physical activity benefit from healthy hearts, lungs, bones, and muscles; reduced risk of developing obesity and chronic diseases; and reduced feelings of depression and anxiety. Teachers also report that students who walk or bike to school arrive at school alert and "ready to learn."
- Researchers have found that people who start to include walking, biking, and rolling at part of everyday life (such as the school commute trip) are more successful at sticking with their increased physical activity in the long term than people who join a gym.
- One recent study showed that students who joined a "walking school bus" ended up getting more physical activity than their peers. In fact, 65 percent of obese students who participated in the walking program were no longer obese at the end of the school year.
- Childhood obesity rates have more than tripled in the past 30 years, while the number of students walking, biking, and rolling to school has declined. According to the 2009 National Household Travel Survey, 13 percent of students between the ages of five and 14 walked or biked to or from school, compared to 48 percent in 1969.

Environment: Air Quality, Climate Change and Resource Use

- Did you know? When you walk, bike, or carpool, you're reducing auto emissions near schools. Students and adults with asthma are particularly sensitive to poor air quality. Approximately 5 million students in the U.S. suffer from asthma, and nearly 13 million school days per year are lost due to asthma-related illnesses.
- Did you know that modern cars don't need to idle? In fact, idling near schools exposes students and vehicle occupants to air pollution (including particulates and noxious emissions), wastes fuel and money, and increases unnecessary wear and tear on car engines. If you are waiting in your car for your student, please don't idle – you'll be doing your part to keep young lungs healthy!
- Families that walk two miles a day instead of driving will, in one year, prevent 730 pounds of carbon dioxide from entering the atmosphere.
- Short motor-vehicle trips contribute significant amounts of air pollution because they typically occur while an engine's pollution control system is cold and ineffective. Thus, shifting 1 percent of short automobile trips to walking or biking decreases emissions by 2 to 4 percent.
- Eight bicycles can be parked in the space required for just one car.

APPENDIX C. PLANNING PROCESS

The Sweet Home SRTS Plan Process

Project Initiation

The first step in the planning process was to collect data and information to support evaluation of existing conditions. This included two meetings with the Project Management Team (PMT) to identify issues and opportunities related to SRTS. Existing Conditions information is included in Chapter 3 and Appendix D.

School Safety Assessment

The School Safety Assessment included the walk audit observations, community meetings, and a bike and pedestrian facility inventory.

WALK AUDIT

During the walk audit, the PMT and community participants observed traffic conditions, travel patterns, and behaviors for all modes of travel during arrival or dismissal at each school. Before each walk audit, the group gathered to identify key routes and locations for observation.

COMMUNITY MEETING

The School Safety Assessment and online school board presentation were opportunities for school staff and the PMT to discuss barriers to walking and biking to school, and brainstorm ideas for how to overcome them. Due to COVID-19 restrictions, the meeting was held virtually with the school board. Meeting participants discussed the typical routes that students who walk and bike take to and from school, points of conflict between people driving and walking/biking, ongoing SRTS programming and some additional ideas for education and engagement events at the school.

BIKE AND PEDESTRIAN FACILITY INVENTORY

The bike and pedestrian facility inventory documented existing infrastructure, focusing on all streets within a quarter mile of all schools. The inventory collected the following information about general infrastructure deficiencies and needs:

- **Sidewalk deficiencies** – lack of continuity, insufficient width, poor surface condition, non-compliant cross-slopes and driveways, lack of separation from the travel lane, and obstacles (utility/light poles, signs, and vegetation)
- **School area signs and pavement markings** – presence, placement, and condition
- **Paths** – formal or informal, surface material
- **Bike lanes** – lack of continuity, insufficient width or markings, presence of on-street parking, speed and volume of traffic, poor pavement condition
- **Bicycle, scooter, and/or skateboard parking** – presence, location, visibility, degree of security, and utilization
- **Drop-off/pick-up areas** – designated areas, curb paint, and signs
- **Visibility** – insufficient pedestrian lighting, line of sight obstacles (parked cars, vegetation, signs, and poles)

The bike and pedestrian facility inventory collected the following information about street crossings:

- **Traffic signals** – pedestrian signals, push-button location and reach distance, signing, countdown feature, accessible pedestrian signal feature, and sufficient crossing time
- **Marked crosswalks** – condition, type, signs, visibility, and whether ramp is contained within crosswalk markings
- **Curb ramps** – presence at corners, ADA-compliant design (tactile domes, ramp and flare slope, level landing)
- **Connections with neighborhood trails or paths** – signage, bike parking, ease of connection to transit hubs, parks, or schools

Deficiencies and needs identified in the bike and pedestrian facility inventory inform the infrastructure recommendations described in Chapter 4.

Review Process

Following the School Safety Assessment, initial recommendations were prepared and shared with the PMT for review. The PMT met to discuss the recommendations, and to identify priority projects for the Competitive ODOT SRTS Infrastructure Grant. Once this was complete, a Draft SRTS Plan was prepared and underwent both PMT review as well as public review in the form of an online interactive PDF document.

APPENDIX D. EXISTING CONDITIONS

Plan Review

SWEET HOME SAFE ROUTES TO SCHOOL ACTION PLAN (2014)

In 2014 community members from Sweet Home created a Safe Routes to School Action Plan. Local stakeholders used an Oregon Safe Routes to School template to detail walking conditions around Sweet Home Junior High School and to also describe engineering, encouragement, education, and enforcement SRTS efforts. Topics covered in this document may be useful to inform the current SRTS planning efforts, including:

- A list of partners and stakeholders
- A description of physical barriers and hazards
- Possible future needed safety enforcement/ educational/encouragement programs and strategies for improvement
- Prioritization of the strategies, containing a list of short-term strategies to implemented during the 2014-2015 and 2015-2016 school years as well as long-term strategies

Physical environmental barriers and hazards include the following:

- There is a lack of sidewalk connectivity west and south of the school.
- Traffic volume and visibility is a concern on winding roads
- Community members have concerns about right-of-way clearance (shrubs overhanging the road, for example).
- Students use an unofficial path to access the Boys and Girls Club, 0.5 miles away, in order to avoid roads that lack sidewalks.
- There are no bike lanes on roads near the school. 18th Ave and Mountain View Rd are too narrow to install a bike lane.

Safety enforcement, educational and encouragement strategies include:

Enforcement: Student-drop-off education and driver education is needed, and can be achieved through parent meetings, newsletter articles, school website, and other channels. Consider partnership with the police department for intersection enforcements and no-idling campaigns.

Encouragement: Continue participation in events like the Walk and Bike Challenge. Pursue funds for snacks and incentives for events. Promote police department's annual summer safety fair. Conduct a survey of students and parents to find out how many students are in need of a bike or bike helmet, then pursue funding for bikes and helmets.

Education: Include bike/pedestrian safety/education classes during PE. Purchase a bike fleet with future funding. Train teachers in bike/pedestrian safety curricula. Incorporate bike information into Outdoor Club, which is currently active at the school. The school hosted a bike club in previous years, which disbanded around 2009. The currently-popular Outdoor Club could help re-invigorate bike interest.

- Partner with all local elementary schools for outreach: For example, host bike/pedestrian meetup locations or a community bike rodeo.
- Use wellness as one focus of messaging; active transportation trend has been increasing in recent years (for example, more recreational runners in town).

Long-term strategies include:

Pursue upgrades to sidewalks, lighting, and school drop-off infrastructure. The Parent Survey conducted in March 2014 identified speed and volume of traffic as two key concerns among parents who do not currently permit their students to walk/bike to school. These improvements could provide tangible safety benefits for the school and community, resulting in increased walking and biking among students.

- Pursue funding for sidewalks along 18th Avenue and Mountain View Road.

- Evaluate the feasibility of and funding for a multiuse paved path from the northwest of the school to 18th Ave to facilitate students accessing sports fields, residential neighborhoods, and the Boys and Girls Club.
- Evaluate the feasibility of and funding for possible changes to the no-parking zone which is used for loading/unloading. Consider options such as a roundabout or pavement painting to indicate no-parking areas. Consider a 1-year pilot project to paint the pavement in the no-parking zone, detailing traffic flow.

CITY OF SWEET HOME TRANSPORTATION SYSTEM PLAN (2003)

The purpose of the Sweet Home Transportation System Plan (TSP) is to guide the development of a well-planned comprehensive transportation system that balances the needs of future land development with a system that serves all users. The document characterizes the transportation features of Sweet Home. The Plan notes that pedestrian travel is centered primarily around the commercial areas and the schools and that beyond the downtown area and residential neighborhoods, sidewalks are not interconnected or are not provided, rendering pedestrian activity very low. The Plan also identifies several transportation goals and needs for the growing community, many of which align with the Safe Routes to School planning process; including:

- Need for sidewalks or expanded shoulders on some collector streets.
- Need to provide sidewalks along Mountain View Road in the vicinity of Sweet Home Junior High School to improve safety for students walking to school and to reduce impacts to adjacent residential properties.
- Create a paved pedestrian/bicycle path that connects the west end of Sweet Home with Foster Lake.
- The TSP also mentions the Oregon Bicycle and Pedestrian Plan (1996), which outlines ODOT's commitment to provide wide, paved shoulders in rural areas and the State's priority to complete bicycle and pedestrian networks within urban areas.

LINN COUNTY COMPREHENSIVE PLAN (2001)

The Linn County Comprehensive Plan provided county-wide planning guidance for Linn County for 20 years between 2001 and 2021. The Plan outlined a path for growth and development in Linn County, through a set of maps, goals, and policies to be used in conjunction with the comprehensive plans of the various cities in Linn County. The Plan catalogs land use codes required by cities and counties in Oregon and by state law. Several of the goals and policies contained within the plan are relevant to the Sweet Home Safe Routes to School planning process, some of which include:

- 907.805 (B) A basic viewpoint of the Bicycling Plan is that the road network must accommodate all types of traffic – motorized, bicycle and pedestrian; over time the compatibility of the road network needs to be increased.
- 907.850 (F) It is the policy of Linn County to facilitate bicycling as transportation. The Bicycling Plan seeks to increase the modal share of bicycle trips while reducing the modal share of motor vehicle trips within the county transportation system.

LINN COUNTY TRANSPORTATION SYSTEM PLAN (2018)

The Linn County Transportation System Plan is the county's framework for addressing future and ongoing transportation needs. The vision statement summarizes the purpose of the Plan, which aims to ensure that:

- All transportation modes flow smoothly and safely to and throughout the county, meeting the needs of residents, businesses, visitors, and people of all physical and financial conditions.

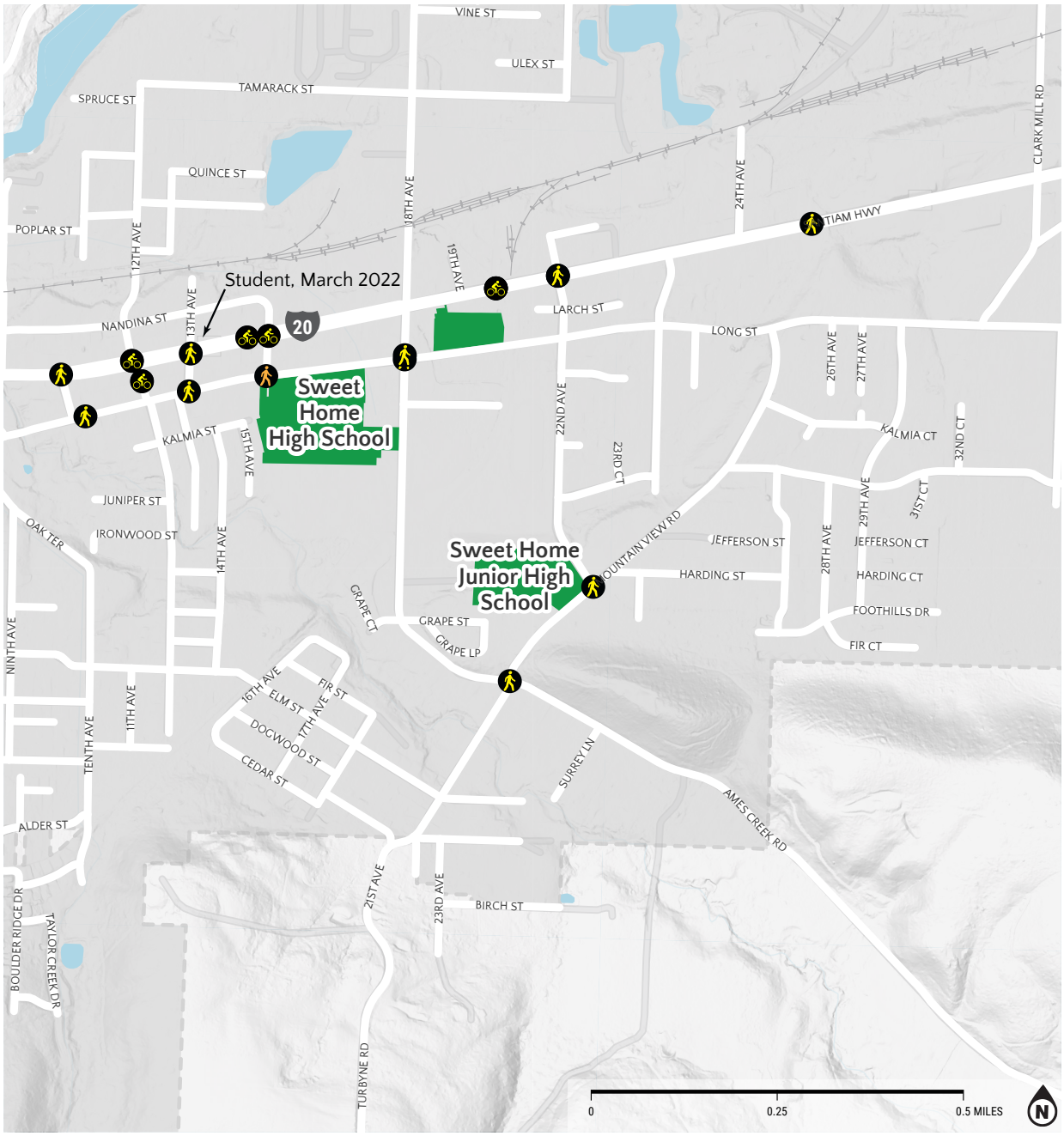
Existing transportation assets are protected and complemented with multi-modal improvements.

- Additionally, the Plan outlines various goals and objectives, many of which align directly with the goals and objectives of the Sweet Home Safe Routes to School planning process:
- Goal 2: Active Transportation – Increase the convenience and availability of pedestrian and bicycle modes.
- Objective 2a: Identify improvements (e.g., street lighting, bike parking) that complement pedestrian and bicycle facilities such as sidewalks and bike lanes and that encourage more use of these facilities.
- Objective 2b: Improve walking and biking connections to county amenities.
- Objective 2c: Enhance way finding signage for those walking and biking, directing them to bus stops, and key routes and destinations.
- Objective 2d: Promote walking, bicycling, and sharing the road through public information and programming.
- Objective 2e: Identify necessary changes to the land development code to ensure connectivity between compatible land uses for pedestrian and bicycle trips.
- Objective 2f: Support rails-to-trails program when opportunities arise.
- Goal 4: Access for All - Provide an equitable, balanced and connected multi-modal transportation system.
- Objective 4a: Ensure that the transportation system provides equitable access to underserved and vulnerable populations (e.g. those who cannot obtain their own transportation due to a disability, age, or income)
- Objective 4c: Ensure that existing and planned pedestrian throughways are clear of obstacles and obstructions (e.g., utility poles).
- Objective 4d: Provide connections for all modes that meet applicable county and Americans with Disabilities Act (ADA) standards.
- Goal 5: Safety - Enhance the safety of residents.
- Objective 5a: Identify improvements to address high collision locations and improve safety for walking, biking and driving trips in the county.
- Objective 5c: Identify deficient locations in the county where enhanced street crossings for walking and biking users are needed.
- Objective 5g: Identify programs that encourage walking and bicycling, and educate regarding good traffic behavior and consideration for all users.

Crash History

Based on Oregon Department of Transportation crash data, from 2014 to 2018, there have been multiple reported collisions with people walking or riding bikes within one mile of Sweet Home Junior High School. Two people were hit by a vehicle while walking near the school. One was a student walking after school near the intersection of Mountain View Road and Ames Creek Road in January 2018. The other occurred at the intersection of Mountain View Road and 22nd Avenue in October 2018 between 7 and 8am. Finally, the other two roads with a significant history of collisions with people walking and biking is Highway 20 and Long Street north of the school.

In March 2022, a student was hit by a vehicle while walking across Highway 20 (Main St) at the intersection of 13th St.



COLLISIONS WITH PEOPLE WALKING AND BIKING 2014-18

Pedestrian Collisions

- Pedestrian Injury
- 2 or more Pedestrian Injuries
- Pedestrian Fatality

Bicyclist Collisions

- Bicyclist Injury
- 2 or more Bicyclist Injuries
- Bicyclist Fatality

- Railroad
- School Property
- Parks
- Water
- City Boundary

alta

Oregon Department of Transportation
Safe Routes to School

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APPENDIX E. FUNDING AND IMPLEMENTATION

This section lists a variety of funding sources that can be used to implement the recommendations outlined in Chapter 4. These funding sources are accurate as of July 2021, but may change over time. Please refer to ODOT or other funding jurisdictions website for the most up to date information.

This section also includes Planning-level cost estimates for the High Priority Projects identified in Chapter 5.

Statewide Funding Opportunities

ODOT SRTS GRANTS

ODOT currently offers Safe Routes to School specific funding pools for local jurisdictions interested in improving walking and biking conditions near schools, including a competitive infrastructure grant program, a rapid response infrastructure grant, and an education (non-infrastructure) grant.

COMPETITIVE INFRASTRUCTURE GRANT

ODOT's SRTS Competitive Infrastructure Grant program funds roadway safety projects located within a one-mile radius of an educational facility that improves walking and biking conditions for students on their way to school. Funding requests may range between $60,000 and $2 million, with a 40% local match (special circumstances may allow a 20% reduction in match requirements). These funds are awarded on a competitive application basis to cities, counties, transit districts, ODOT, any other roadway authority, and tribes are in compliance with existing jurisdictional Plans and receive school or school district support. Learn more about the 2021-2022 grant cycle at https://www.oregon.gov/odot/Programs/Pages/SRTS-Competitive-Infrastructure-Grant.aspx.

RAPID RESPONSE INFRASTRUCTURE GRANT

Up to 10% of state SRTS funding will be reserved for projects that can demonstrate serious and immediate need for safety improvements within a one-mile radius of schools. This funding would be awarded outside of the Competitive Infrastructure Grant cycle as a Rapid Response Infrastructure Grant. Eligibility requirements for Rapid Response Infrastructure grants can be found at https://www.oregon.gov/odot/Programs/Pages/SRTS-Rapid-Response-Grant-Program.aspx.

EDUCATION GRANT

In addition to funding construction improvements for Safe Routes to School programs, ODOT reserves approximately $300,000 annually for funding of SRTS Education programs and projects that encourage students in grades K-8 to walk and roll to school. This competitive grant program distributes funding to a project over the course of two to three years with a 12% match requirement. Grant funds are traditionally used for capacity building and innovation. For more information, visit https://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx.

SMALL CITY ALLOTMENT PROGRAM (SCA)

The Small City Allotment Program is available to communities with less than 5,000 residents. One application may be submitted per city per year, and successful projects may receive up to $100,000. Successful applicants may request an advance of up to 50% of their award and will receive the remainder of their award upon submission of project invoices. An awardee may not have more than two active SCA projects at any given time; if the awardee has two active projects, another application cannot be submitted until one is completed. SCA funds can be used as a match for SRTS grant funding, but the SRTS grant has to have already been awarded prior to the request for SCA funds as match. SCA projects must be completed within two years from the agreement execution date. For example, if a community receives a SRTS grant award and an SCA grant for matching funds, chances are they may need to extend the SCA grant to coordinate with the SRTS project work. This is permitted, but the SCA award would be considered an open project until the SRTS project was closed out. Also important to note, the SCA program does not require any matching funds. The state cannot reimburse for any right of way or utility costs, and all work must be performed within the public road right of way. For more information, visit https://www.oregon.gov/ODOT/LocalGov/Documents/SCA-Guidelines.pdf

OREGON COMMUNITY PATHS PROGRAM

The Oregon Community Paths Program (OCP) is funding 21 off-road Active Transportation projects totaling $15 million in 2021. Through the OCPP, ODOT strives to fund projects for pedestrian and bicycle transportation projects including the development, construction, reconstruction, resurfacing, or other capital improvement of multi-use paths, bicycle paths, and footpaths that improve access and safety for people walking and bicycling. The program is funded through FHWA Transportation Alternatives funds, and state Multi-modal Active Transportation funds. For more information visit https://www.oregon.gov/ODOT/Programs/Pages/OCP.aspx

TRANSPORTATION AND GROWTH MANAGEMENT (TGM) FUNDS

TGM supports community efforts to expand transportation choices by linking land use and transportation Planning. TGM services include an annual competitive grant program for Planning work leading to local policy decisions for transportation facilities and services or for land uses with supportive transportation changes. The grant application period opens in the Spring and closes in the Summer. In addition to grants, TGM provides several other non-competitive services to help resolve land use and transportation Planning issues: Quick Response to bridge the gap between long range Planning and development of specific properties, Code Assistance to identify and remove barriers to smart growth, Transportation System Plan (TSP) Assessments to evaluate local TSPs, and Education and Outreach projects to move community conversations forward. For more information visit https://www.oregon.gov/lcd/TGM

STATE TRANSPORTATION IMPROVEMENT FUND (STIF)

Walking and biking connections to transit are eligible under ODOT's STIF Discretionary and Statewide Network Program, a new fund for transit started in 2018. STIF formula and discretionary funds may be used to support projects that connect pedestrians and bikers to public transit. This fund program was created in response to HB 2017 and funds are dispersed every two years. For more information visit https://www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx

CONGESTION MITIGATION AND AIR QUALITY (CMAQ) PROGRAM

The CMAQ program is jointly administered by the FHWA and FTA, with projects selected by local jurisdictions designated as high pollution areas. Bike/pedestrian projects make up a significant portion of the funded projects, which must focus on air quality improvement. For more information visit www.fhwa.dot.gov/environment/air_quality/cmaq/

Federal Funds

Some federal funding sources may be available to certain communities and can be used for Safe Routes to School projects. Such as:

- Community Development Block Grant Program, https://www.orinfrastructure.org/Infrastructure-Programs/CDBG/
- Rural Development Grant Assistance Program, https://www.usda.gov/topics/farming/grants-and-loans

Local Funding Opportunities

POTENTIAL SCHOOL BOND OPPORTUNITIES

Localities can leverage school bonds to collect funding for transportation educational programing and school-zone pedestrian/bicycle infrastructure improvements. School bonds may be sufficient to cover the cost of low to mid cost projects or could be utilized to collect local match dollars for state awarded grants.

SRTS PROJECTS AND THE TSP

Cities and counties undergoing transportation system Plan updates should consider including a section on their Plans and priorities for Safe Routes to School infrastructure upgrades and programming to identify project expenses well in advance and allow ample time to gather project funding.

QUICK BUILDS

Quick Builds are temporary roadway improvement installments that utilize temporary barriers (such as traffic cones, Planters, hay barrels, etc.) to test and demonstrate how a street would operate with bicycle and/or pedestrian infrastructure improvements. These low-cost Quick Build projects can serve as an immediate term temporary solution to traffic issues while local jurisdictions build support and funding for permanent infrastructure improvements. Depending on specific site conditions and the nature of materials used, Quick Builds can last for several hours to several months.

PEDESTRIAN FACILITY EXAMPLES

Curb-separated pedestrian facility 1175 Coos Bay-Roseburg Hwy, Winston Oregon. Source: Google Maps

Curb and bollard separated sidewalk (at grade) 211 N Thielson St, Echo Oregon. Source: Google Maps

For more information regarding pedestrian lane design, see the Small Town and Rural Design Guide Facilities for Walking and Biking

https://ruraldesignguide.com/

Table 4. City of Sweet Home Prioritized Project Cost Estimates

ITEM DESCRIPTION	MEASUREMENT	COST/UNIT	UNITS	ESTIMATE
MOBILIZATION	10%	$188,100	1	$188,100
TRAFFIC CONTROL	15%	$282,200	1	$282,200
CLEARING AND GRUBBING	1%	$18,900	1	$18,900
EROSION CONTROL	2%	$37,700	1	$37,700
1) PEDESTRIAN CROSSING IMPROVEMENTS (MOUNTAIN VIEW ROAD AT 22ND AVENUE)				
REMOVE ASPHALT PAVEMENT	SF	$5	232	$1,160
REMOVE CONCRETE CURB & GUTTER	LF	$7	30	$210
REMOVE PAVEMENT MARKING	SF	$5	70	$350
REMOVE SIGN	EA	$100	2	$200
INSTALL CATCH BASIN	EA	$10,000	1	$10,000
INSTALL AGGREGATE BASE	CY	$60	192	$11,520
INSTALL CONCRETE CURB & GUTTER	LF	$50	51	$2,550
INSTALL ASPHALT PAVEMENT	TON	$230	102	$23,460
INSTALL CONCRETE SIDEWALK	SF	$20	370	$7,400
INSTALL ADA CURB RAMP	EA	$6,000	2	$12,000
INSTALL 1' WIDE STOP LINE	LF	$15	18	$270
INSTALL MARKED CROSSWALK	SF	$15	280	$4,200
INSTALL SET OF RRFB ASSEMBLIES - POST-MOUNTED	EA	$25,000	1	$25,000
INSTALL STREET LIGHT	EA	$10,000	1	$10,000
2) PEDESTRIAN CROSSING IMPROVEMENTS (MOUNTAIN VIEW ROAD AT AMES CREEK ROAD)				
REMOVE ASPHALT PAVEMENT	SF	$5	150	$750
REMOVE PAVEMENT MARKING	SF	$5	90	$450

ITEM DESCRIPTION	MEASUREMENT	COST/UNIT	UNITS	ESTIMATE
INSTALL AGGREGATE BASE	CY	$60	3	$180
INSTALL CONCRETE CURB & GUTTER	LF	$50	30	$1,500
INSTALL ASPHALT PAVEMENT	TON	$230	3	$690
INSTALL CONCRETE SIDEWALK	SF	$20	150	$3,000
INSTALL ADA CURB RAMP	EA	$6,000	2	$12,000
INSTALL 1' WIDE STOP LINE	LF	$15	52	$780
INSTALL MARKED CROSSWALK	SF	$15	360	$5,400
INSTALL STREET LIGHT	EA	$10,000	1	$10,000
3) PEDESTRIAN CROSSING IMPROVEMENTS (MOUNTAIN VIEW ROAD AT ELM STREET)				
REMOVE PAVEMENT MARKING	SF	$5	68	$340
INSTALL MARKED CROSSWALK	SF	$15	140	$2,100
INSTALL 1' WIDE STOP LINE	LF	$15	15	$225
4) SHARED USE PATH (MOUNTAIN VIEW ROAD BETWEEN AMES CREEK ROAD AND SCHOOL PROPERTY)				
REMOVE ASPHALT PAVEMENT	SF	$5	1092	$5,460
RELOCATE EXISTING SIGN & POST	EA	$200	2	$400
INSTALL UNDERGROUND PIPE/INLET DRAINAGE SYSTEM	LF	$160	600	$96,000
INSTALL CATCH BASIN	EA	$10,000	3	$30,000
INSTALL AGGREGATE BASE	CY	$60	178	$10,680
INSTALL CONCRETE CURB & GUTTER	LF	$50	600	$30,000
INSTALL ASPHALT PAVEMENT	TON	$230	633	$145,590
INSTALL CONCRETE SIDEWALK	SF	$20	6000	$120,000

ITEM DESCRIPTION	MEASUREMENT	COST/UNIT	UNITS	ESTIMATE
INSTALL BIKE LANE SYMBOL AND ARROW MARKING	EA	$350	5	$1,750
INSTALL PEDESTRIAN LANE SYMBOL AND BI-DIRECTIONAL ARROW MARKING	EA	$400	5	$2,000
INSTALL SHARED LANE MARKING	EA	$350	4	$1,400
5) SHARED USE PATH (MOUNTAIN VIEW ROAD BETWEEN SCHOOL PROPERTY AND LONG STREET)				
REMOVE ASPHALT PAVEMENT	SF	$5	1890	$9,450
RELOCATE EXISTING SIGN & POST	EA	$200	6	$1,200
INSTALL UNDERGROUND PIPE/INLET DRAINAGE SYSTEM	LF	$160	2350	$376,000
INSTALL CATCH BASIN	EA	$10,000	11	$110,000
EMBANKMENT FILL	CY	$15	394	$5,910
INSTALL RETAINING WALL, 0-4 FT HEIGHT	SF	$80	400	$32,000
INSTALL AGGREGATE BASE	CY	$60	564	$33,840
INSTALL CONCRETE CURB & GUTTER	LF	$50	1790	$89,500
INSTALL ADA CURB RAMP	EA	$6,000	20	$120,000
INSTALL ASPHALT PAVEMENT	TON	$230	27	$6,210
INSTALL CONCRETE SIDEWALK	SF	$20	21700	$434,000
INSTALL MARKED CROSSWALK	SF	$15	600	$9,000
INSTALL BIKE LANE SYMBOL AND ARROW MARKING	EA	$350	11	$3,850
INSTALL PEDESTRIAN LANE SYMBOL AND BI-DIRECTIONAL ARROW MARKING	EA	$400	11	$4,400

ITEM DESCRIPTION	MEASUREMENT	COST/UNIT	UNITS	ESTIMATE
6) PEDESTRIAN FACILITY CONNECTION (18TH AVENUE)				
REMOVE ASPHALT PAVEMENT	SF	$5	520	$2,600
REMOVE CONCRETE SIDEWALK	SF	$7	180	$1,260
REMOVE CONCRETE CURB & GUTTER	LF	$7	36	$252
INSTALL CONCRETE CURB & GUTTER	LF	$50	36	$1,800
INSTALL CONCRETE CURB	LF	$40	185	$7,400
INSTALL ADA CURB RAMP	EA	$6,000	2	$12,000
INSTALL FLEXIBLE DELINEATOR	EA	$50	7	$350
INSTALL RAISED PAVEMENT MARKER - WHITE (REFLECTIVE)	HUND	$700	1	$700
INSTALL PEDESTRIAN LANE SYMBOL AND BI-DIRECTIONAL ARROW MARKING	EA	$400	5	$2,000
7) PEDESTRIAN CROSSING IMPROVEMENTS (18TH AVENUE AT SOUTH ACCESS TO HIGH SCHOOL)				
INSTALL MARKED CROSSWALK	SF	$15	140	$2,100
INSTALL SET OF RRFB ASSEMBLIES - POST-MOUNTED	EA	$25,000	1	$25,000
INSTALL CROSSWALK WARNING SIGN	EA	$500	2	$1,000

ITEM DESCRIPTION	MEASUREMENT	COST/UNIT	UNITS	ESTIMATE
SUBTOTAL				**$2,407,737**
ADDITIONAL COSTS				
CONSTRUCTION ENGINEERING	15% of SUBTOTAL	$361,200	1	$361,200
CONTINGENCY	30% of SUBTOTAL & CONSTRUCTION ENGINEERING	$830,700	1	$830,700
TOTAL CONSTRUCTION COST				**$3,599,637**
SOFT COSTS (DESIGN ENGINEERING)	15% of SUBTOTAL	$361,200	1	$361,200
ROW	-	$-	0	$-
TOTAL PROJECT COST				**$3,960,837**

Note that for many of the prioritized projects in Sweet Home, stormwater management systems are included in the cost estimates which can be expensive relative to other components of the recommended infrastructure. The benefits of stormwater management are not explicitly listed in this Safe Routes to School plan but their positive impact may help to justify the costs associated with the recommended improvements.

Additionally, for projects greater than $2.5M, design fee estimates could be modified to 12% of the total due o efficiencies on large projects (However, the table above uses a conservative estimate of 15% of the total).

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Government Portfolio Advisors Contract
Preferred Agenda:	07/26/2022
Submitted By:	Brandon Neish, Finance Director
Reviewed By:	Christy Wurster, City Manager Pro Tem
Type of Action:	Resolution ___ Motion _X___ Roll Call ____ Other ____
Relevant Code/Policy:	City of Sweet Home Investment Policy
Towards Council Goal:	Continue to implement financial "best" practices
Attachments:	Government Portfolio Advisors Contract (August 2017) Amendment #3 to Investment Advisory Services Agreement

Purpose of this RCA:

To determine if the City Council wants to extend the contract with Government Portfolio Advisors.

Background/Context:

In June 2016, City Council asked staff to research investment options other than the State operated Local Government Investment Pool. Several members of the Council felt that the interest rate offered was too low and the City was missing out on potential revenues by having the City's reserves held in the Pool. Shawn Gergen, Vice-President of Investments for Umpqua Bank met several times with the Administration & Finance Committee in July and August 2016 to discuss investments and what options are available for local governments in Oregon to invest in.

Mr. Gergen presented some alternative investment options and suggested that the City's Financial Policies were revised to allow investments outside of the LGIP, which City Council did on September 13, 2016.

In February 2017, City staff contacted Deanne Woodring from Government Portfolio Advisors (GPA) who was recommended by the City of Corvallis as an expert with small to mid-sized governmental investments. Ms. Woodring met with Administrative, Finance & Property Committee on June 13, 2017. The Committee voted to forward GPA's proposal onto City Council with a recommendation to enter into an agreement which the Council approved during the July 11, 2017 meeting. The contract was originally for three years and has been extended twice, in 2020 and 2021. The most recent extension is set to expire at the end of July 2022.

The current contract is expiring and with the recent departure of the City Manager and the resignation of the Finance Director, City Manager Pro Tem Wurster is advising the Council to continue the contract with Government Portfolio Advisors one more year.

The Challenge/Problem:

Should the City continue its partnership with Government Portfolio Advisors for investment advisory services for another year?

Stakeholders:

- Sweet Home Citizens – Citizens want to know their tax funds and fees paid are utilized in the best manner possible while also pursuing additional opportunities to limit tax and fee increases in the future.
- City Council – The City Council made investing outside of the City's bank accounts a priority previously in a bid to generate as much as possible to be used for providing the community with continued services.
- City Staff – Staff work with an advisor to provide support and guidance related to investment opportunities and market conditions. Advisors also support staff by recommending policy updates to comply with state law.

Issues and Financial Impacts:

The current agreement with GPA is nominal in cost ($5k annually) and provides the City with additional interest earnings in return. The expenditure is budgeted for in the internal service fund as all departments benefit from the investment services provided for by GPA.

Elements of a Stable Solution:

The City needs to have the ability to diversify its unused cash. Investments can provide a higher return then what it is currently receiving in the State Local Government Investment Pool (recently increased from 1.15% to 1.40%. Advisors provide staff with additional support and knowledge related to investing as well as the services associated with facilitating investment purchases and account management.

Options:

1. *Do Nothing* – The City Council could decide to end the City's partnership with GPA by chosing this option and direct staff to manage investments and the City's current portfolio in-house.
2. *Move to approve a contract extension with Government Portfolio Advisors and authorize the City Manager Pro Tem to sign the agreement* – Extending the agreement with GPA ensures stability in terms of the City's current investment portfolio and maintains a partnership with an entity that is familiar with the City's current fiscal status and pending projects.
3. *Request that staff develop a Request for Proposals or research additional options for investment advisory services* – The City's current purchasing rules exempt "investment contracts. Contracts for the purpose of investment of public funds or the borrowing of funds" from the City's/state's purchasing rules. Staff could contract multiple investment advisors for quotes or produce a full request for proposal to review other options.

Recommendation:

Staff recommends option 2, *move to approve a contract extension with Government Portfolio Advisors and authorize the City Manager Pro Tem to sign the agreement*. With the contract expiring, the City currently searching for a City Manager and the resignation of the Finance Director, staff advises the Council to continue the contract with Government Portfolio Advisors for another year.

AMENDMENT #3 TO INVESTMENT ADVISORY SERVICES AGREEMENT

PURPOSE OF THIS AMENDMENT: To provide for the extension of the Investment Advisory Services Agreement between the City of Sweet Home (THE CITY) and Government Portfolio Advisors. This amendment updates the original Investment Advisory Services Agreement dated July 31, 2017 and will extend the term an additional 12 months to July 31, 2023.

TERMS AND CONDITIONS: Except as amended herein, all other terms and conditions of the original agreement apply to this Amendment.

Notices and reports as called for herein shall be mailed, in the care of:

ACCOUNT:
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
Phone: (541) 367-8969

Christy Wurster
City Manager Pro Tem

ADVISOR:
Government Portfolio Advisors, LLC.
6650 SW Redwood Lane, Suite 365
Portland, OR 97224
Phone: (503) 248-9973

Deanne Woodring, CFA
President

AGREED TO AND ACCEPTED:
CITY OF SWEET HOME

Signature

Christy Wurster
Printed or Typed Name

City Manager Pro Tem
Title

Date

AGREED TO AND ACCEPTED:
GOVERNMENT PORTFOLIO ADVISORS, LLC.

Signature

Deanne Woodring
Printed or Typed Name

President
Title

7/21/22
Date

GPA GOVERNMENT PORTFOLIO ADVISORS

INVESTMENT ADVISORY SERVICES AGREEMENT

This Agreement for Investment Advisory Services (the "Agreement") is made by and between Government Portfolio Advisors, LLC, (referred to herein as "ADVISOR" or "GPA"), of Portland, Oregon and the City of Sweet Home, Oregon (hereinafter referred to as "THE CITY").

Recitals:

WHEREAS, this Agreement is entered into on this 31st day of July, 2017.

WHEREAS, THE CITY hereby appoints the ADVISOR and the ADVISOR hereby agrees to provide investment advisory services for THE CITY's portfolio (hereinafter referred to as the "ACCOUNT").

WHEREAS, THE CITY, by entering into this agreement, does not surrender ownership of the cash or securities in the ACCOUNT. The ADVISOR will not act as a custodian of assets in the account or have possession of any such assets.

SCOPE OF SERVICES – NON-DISCRETIONARY INVESTMENT ADVISORY SERVICES:

A. Provide full-time advisory services for THE CITY's investment portfolio.
B. Be available in a timely manner, in person, by telephone or e-mail, for consultation or advice.
C. Provide assistance in developing and implementing investment strategies.
D. Assist in the development and implementation of risk-controlled strategy designed to enhance portfolio performance while specifically addressing the objectives and constraints for each fund balance, including compliance with THE CITY's Investment Policy.
E. Work with THE CITY's cash management staff to assure completion of investment trades, delivery of the securities, availability of funds, and assist with trade settlement.
    a. The ADVISOR will provide disclosure to THE CITY regarding each transaction that identifies the dealers contacted and the prices offered by each.
    b. The ADVISOR may open accounts on behalf of THE CITY directly with its approved broker/dealer list.
    c. The ADVISOR agrees to monitor all settlements for delivery versus payment transactions with THE CITY between the custodial bank and the dealers.
F. Provide investment advice by presenting an investment proposal analysis prior to each transaction for approval to transact all trades.
G. Assist in the annual review and update of THE CITY Investment Policy and review of procedures.
H. Perform due diligence reviews of current and proposed broker/dealers and financial institutions as described in THE CITY's Investment Policy.
I. Provide THE CITY staff with ongoing training and technical advice as needed.
J. Provide itemized monthly invoices of charges and provide periodic status reports on the services provided by the firm.
K. Provide reports for the ACCOUNT which include: description of each security with book and market value at least monthly; listing of all securities type held and earnings attributions. Total return reports will be provided on a monthly, quarterly, and annual basis comparing the portfolio performance relative to the appropriate benchmark.

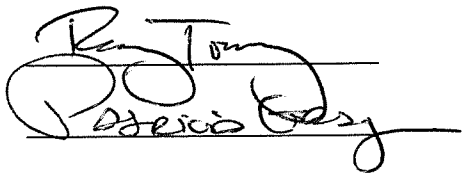
L. Provide liquidity reporting if ACCOUNT provides details of holdings and earnings. GPA relies on the accuracy of the information provided.
M. Comply with all federal laws and state of Oregon laws and the ordinances, resolutions and policies of THE CITY.

DESIGNATED AUTHORIZED PERSON(S): This contract provides for the trading authorization for THE CITY. The persons authorized to affirm transactions recommended by the ADVISOR are:

Signature

Ray Towry – *City Manager*

Patricia Gray – *Finance Director*



Authorization must be received by both of the above named CITY personnel. Any changes to authorized persons or additions must be provided to GPA in writing.

NON-DISCRETIONARY SERVICES: THE ADVISOR will discuss overall strategy and investment structure with the client. Trade proposals will be sent to the designated authorized person for approval prior to execution of the transaction. Once the approval is provided to the ADVISOR, the trade will be transacted at the prevailing competitive prices at the time of trade.

INVESTMENT OBJECTIVES AND RESTRICTIONS: The ADVISOR's investment decisions or recommendations for the ACCOUNT will be in accordance with such investment policies and restrictions as THE CITY may establish for the ACCOUNT. All questions regarding any policies and restrictions will be addressed to the address and telephone number set forth in this agreement. It will the responsibility of the Client to inform ADVISOR in writing of such policies and restrictions and of any changes therein, and to give the ADVISOR prompt written notice if Client deems any investment decisions or recommendations made for the ACCOUNT to be in violation of such policies or restrictions.

SAFEKEEPING: THE CITY acknowledges that it will assign a third party custodial bank, which will be a qualified custodian under Rule 206(4)-2 of the Investment Advisers Act of 1940. The designated custodian shall have the sole responsibility to settle any and all purchases, sales, deliveries, receipts and other transactions made with respect to the Account, the collection of all income, and the acquisition and safekeeping of the assets, securities, funds and other properties comprising the Account. THE CITY will control all fund transfers in and out of the account. The ADVISOR will not hold or have custody or possession of any cash, securities or other properties of the Client or assets of the Account.

THE CITY agrees to promptly furnish, or to instruct the custodial bank to furnish, all data and information the ADVISOR may reasonably request to complete the setup and render services described in this Agreement.

THE CITY acknowledges that it receives custodial statements at least quarterly from the custodial bank, indicating the amount of funds and each asset in the account at the end of the reporting period (which shall be no less frequently than quarterly) and sets forth all transactions of the Account during such period. Client acknowledges it has been advised to reconcile the report from the ADVISOR with the statement provided by the custodian bank and to notify the ADVISOR immediately if there are any discrepancies.

THE CITY shall instruct the custodian bank to carry out all transactions directed, in writing or electronically, by the ADVISOR.

THE CITY will provide ADVISOR prompt written notice in advance of engaging a new custodian bank in connection with the Account.

TERM: The term of this agreement shall be for 3 years from the date hereof. This agreement may be terminated for any reason by either party with or without cause, by giving the other party written notice. The agreement may not be assigned by either of the parties without the prior written consent of the other. The Agreement constitutes the entire Agreement of the parties with respect to the matters contained herein and no modification of this Agreement shall be effective unless such modification is in writing and signed by the parties hereto.

FEES: In consideration of the services performed by ADVISOR, THE CITY agrees to pay the ADVISOR an annual investment advisory fee of $5,000 for the first year of services and $12,500 for year 2 and year 3. The fee will be billed quarterly and is payable within 30 days of quarter end. The fee will be pro-rated if the agreement is cancelled mid-quarter.

REPORTS: In order that THE CITY may be kept informed of the status and activities in the ACCOUNT the ADVISOR shall furnish monthly statements relating to the ACCOUNT. The statements the ADVISOR agrees to furnish to THE CITY will provide details of all transactions involving the ACCOUNT, a month end listing of investments held in the ACCOUNT, and a reporting on the performance of the ACCOUNT. Such statements will be furnished to THE CITY within ten (10) days after the close of each month and may be provided to the Client via secure online access. The ADVISOR does not assume any responsibility for the accuracy of the information provided by the Client.

PERFORMANCE RECORDS: The ADVISOR maintains composites of returns which are audited performance records that conform to the Global Investment Performance Standards (GIPS). THE CITY acknowledges that the advisor shall have the right to retain historical performance data from inception date to the termination date of THE CITY during the term of this agreement and such period thereafter, that the ADVISOR continues to show performance. ADVISOR shall defend and indemnify and hold THE CITY harmless for any claims that arise or relate in any way, from ADVISOR's use of such information.

ADVISOR REPRESENTATION: The ADVISOR warrants that it is registered as an Investment ADVISOR under the Investment Advisers Act of 1940, and that the activities contemplated herein are to the best of its knowledge, in compliance with all laws and regulations applicable to it and governing investments, and that all necessary actions required to authorize such activities have, to the best of its knowledge, been taken.

SERVICES FOR OTHER CLIENTS: It is understood that the ADVISOR provides investment advisory services for other clients. It is further understood that the ADVISOR may take investment action on behalf of such other clients, which differs from the investment action taken on behalf of the ACCOUNT. If the purchase or sale of securities for the ACCOUNT and one or more such other clients is affected at or about the same time, such purchase or sale shall be allocated among the other clients in a manner deemed equitable by the ADVISOR.

BEST EFFORT: The ADVISOR will at all times render the services called for in this Agreement in accordance with its best judgment. However, the ADVISOR does not imply or guarantee profits or freedom from loss in connection with its recommendations.

DUTY OF CARE: THE CITY understands that ADVISOR will open accounts on behalf of THE CITY with approved broker dealers. Confirmations will be generated and sent to THE CITY and the ADVISOR. The ADVISOR agrees to review the approved broker dealer list annually and allows for the addition and removal of any broker dealer at the directive of THE CITY. All transactions will be executed on competitive pricing basis. THE CITY will provide the ADVISOR all information and documentation necessary to establish and maintain the ACCOUNT which the ADVISOR may deem necessary and appropriate.

INSURANCE: The ADVISOR shall procure and maintain at its expense for the term of this Agreement, insurance in the kinds and amounts hereinafter provided with insurance companies authorized for the services provided by this agreement.

VENUE: In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the parties agree that any such action or proceeding shall be entered through arbitration proceedings in the State of Oregon. Each party is responsible for its own legal fees and costs unless otherwise allowed by law.

LIABILITY OF LOSS: The ADVISOR shall have no liability for any losses arising out of the delays in performing or inability to perform the services which it renders under this Agreement which result from events beyond its control, including interruption of business activities of the ADVISOR or other financial institutions due to acts of God, acts of governmental authority, acts of war, terrorism, civil riots, labor disputes or any action or inaction due to malfunction. The ADVISOR does not guarantee future performance or any specific level of performance, and THE CITY understands that the market value of investments may fluctuate and at any point in time be worth more or less than the amount originally invested.

CONFIDENTIAL RELATIONSHIP: All information and advice furnished by either party to the other hereunder will be treated as confidential and may not be disclosed to third parties except as required by operation of law, as requested by a regulatory authority, or the legitimate business necessity of the disclosing party.

ANTI-MONEY LAUNDERING: THE CITY understands that the Advisor prohibits the investment of funds by any persons or entities that are acting, directly or indirectly, in any type of money laundering activities or on behalf of terrorist organizations, including those persons or entities that are included on the List of Specially Designated Nationals and Blocked Persons maintained by the U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") which is available at http://www.treas.gov/ofac. THE CITY represents, warrants and covenants that it is not, nor is any person or entity controlling, controlled by or under common control with it a "Prohibited Person" as identified by the OFAC.

DISCLOSURE STATEMENT: The ADVISOR represents that it has delivered to THE CITY, at least two business days prior to the execution of this Agreement, ADVISOR's current Form ADV Part 1, Part 2A and Part 2B, GIPS Annual Disclosure Presentation and the ADVISORS privacy policy. By signing this Agreement below, THE CITY hereby acknowledges its receipt of said document at least two business days prior to its execution of this Agreement.

CONSENT TO ELECTRONIC DELIVERY OF DOCUMENTS; OTHER DISCLOSURES: The ADVISOR is required to provide annual or periodic disclosures to THE CITY and must record and maintain records of its delivery. THE CITY consents to the delivery of documents related to the investment advisory service described within this Agreement in an electronic manner, as described below:

1. Documents subject to this Consent to Electronic Delivery include the Form ADV Part 1, Part 2A, and Part 2B, account reports and reviews and other information about account activity, and any disclosure or notification that is required under applicable regulations, other regulatory communications, and Privacy Policy information.
2. THE CITY agrees and acknowledges that delivery of documents may be via electronic means, including, but not limited to, a PDF file to the email addresses provided to the ADVISOR by client, or via secure online access to such documents. ADVISOR may use electronic delivery to effectively deliver any or all documents related to the relationship between THE CITY and ADVISOR. THE CITY acknowledges that it has access to this media and the ability to print and/or download the information provided thereby.
3. THE CITY will provide appropriate e-mail addresses for sending electronic information consistent with these terms of electronic delivery. THE CITY will notify ADVISOR in writing if delivery should be made to any additional e-mail addresses or if delivery to any of the initially provide e-mail addresses should be discontinued. It is THE CITY's responsibility to provide ADVISOR with updates regarding changes to any authorized email addresses. Should it come to the attention of the ADVISOR that the e-mail addresses provided are not functioning, all documents will be sent in paper form. The consent to electronic delivery is valid until such consent is revoked, in writing, to the ADVISOR by THE CITY. Occasional requests for paper documents does not trigger revocation of this consent.

MISCELLANEOUS: This Agreement may not be assigned by either of the parties without the prior written consent of the other. This Agreement constitutes the entire agreement of the parties with respect to the matters contained herein and no modification of this Agreement shall be effective unless such modification is in writing and signed by the parties hereto.

This Agreement shall be governed by the laws of the State of Oregon, and furthermore by the Investment Advisers Act of 1940 and the rules and regulations promulgated by the Securities and Exchange Commission under said act.

Notices and reports as called for herein shall be mailed, in the care of:

ACCOUNT:
City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
Phone: (541) 367-5128

Patricia Gray
Finance Director

ADVISOR:
Government Portfolio Advisors, LLC.
2188 SW Park Place, Suite 100
Portland, OR 97205
Phone: (503) 248-9973

Deanne Woodring, CFA
President

AGREED TO AND ACCEPTED:
CITY OF SWEET HOME

Ray Towery
Signature

RAY TOWERY
Printed or Typed Name

City Manager
Title

8/15/17
Date

AGREED TO AND ACCEPTED:
GOVERNMENT PORTFOLIO ADVISORS

Signature

Deanne Woodring
Printed or Typed Name

President
Title

8/22/17
Date

ORDINANCE BILL NO. 4 FOR 2022

ORDINANCE NO. ____

SWEET HOME ORDINANCE DECLARING A BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of July 26, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of Sweet Home is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the City Council seeks to refer to the voters of Sweet Home the question of whether to establish a ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries,

NOW THEREFORE,

The City of Sweet Home does ordain as follows:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 475A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of Sweet Home.

Section 2. Referral.

This ordinance is referred to the electors of the city of Sweet Home for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

PASSED by the Council and approved by the Mayor this __ day of _____, 2022.

_____
Mayor

ATTEST:

_____
City Manager Pro Tem - Ex Officio City Recorder

ORDINANCE BILL NO. 4 FOR 2022

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Mayor

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City Manager Pro Tem - Ex Officio City Recorder

CITY COUNCIL CANDIDATE HANDBOOK

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Introduction

The City of Sweet Home reserves the right to change and/or add to the contents of this Candidates' Handbook as updated information and revised forms become available from the State of Oregon Elections Division and City of Sweet Home.

It is the responsibility of the candidate to confirm deadlines with the election's official in advance of those deadlines. Some deadlines may be adjusted due to changes made by the Legislature that were not available for this handbook at the time of printing.

This handbook is an effort to assist candidates with the election process and should not be used as legal advice.

For general information about running for public office go to the Oregon Secretary of State's website at http://sos.oregon.gov/elections/Pages/runforoffice.aspx

Prospective Candidates

To: All Prospective City Council Candidates

Congratulations on your decision to run for City office. This handbook should provide you with the information needed to file for nonpartisan City office for the November 2022 General Election.

There are four City of Sweet Home City Council terms expiring. All four positions are open to candidates interested and qualified to run for City Council.

Per City Charter and per Sweet Home Municipal Code (SHMC), any qualified elector (registered voter) who has resided within the City at least one year immediately before the election, may be nominated for City Council. The election will be held on November 8, 2022, and the three candidates with the highest number of votes will be elected to four-year terms and the candidate receiving the fourth highest number of votes will be elected to a two-year term. Each Councilor, before entering upon the duties of office, shall take an oath that he or she will support the constitution and laws of the United States, the constitution and laws of the State of Oregon, the Charter and laws of the City of Sweet Home, the Rules of the City Council (Council Rules), and that he or she will faithfully perform the duties of office.

Materials included in this handbook:

- Roles & Responsibilities of Sweet Home City Council ~ City Charter & select provisions of the SHMC
- City of Sweet Home Oath of Office & Council Rules
- State of Oregon Filing Guidelines (including campaign finance reporting)
- State of Oregon Election Filing Forms: SEL 101 Candidate Filing – Major Political Party or Nonpartisan; SEL 121 Candidate Signature Sheet – Nonpartisan; SEL 220, 223, and PC 7 (campaign reporting forms filed electronically with the Secretary of State.)

SEL forms, as well as Campaign Contributions and Expenditures reporting forms, are also available online along with Candidate Election Manuals at: https://sos.oregon.gov/elections/Pages/laws-rules.aspx

Thank you for your interest in serving the community of Sweet Home and best of luck with your campaign.

2022 CITY COUNCIL CANDIDATE FILING INFORMATION SHEET

The following four City Council terms expire:

- Greg Mahler
- Susan Coleman
- Diane Gerson
- Dylan Richards

Filing Period Opens: **August 1, 2022 at 8:00 AM**

Filing Period Closes: **September 2, 2022 at 4:00 PM**

Election Date: **November 8, 2022**

Terms Begin: **January 2, 2023**

Terms Length: **Per City Charter, Chapter II Section 3.**

Requirements for Filing: Candidate must be a qualified elector (registered voter) of the City of Sweet Home and only a qualified elector under state law who has resided in the city at least one year immediately before the election or an appointment to Council may be a Council member (SHMC 2.04.030 2.04.040 and ORS 221.180, 249.002 -.056)

Procedures for Filing: To file for City Council, candidates must do one of the following:

1. Complete a Declaration of Candidacy (SEL 101) form and pay a $10.00 City filing fee. **NOTE: Filing in this manner requires both the form and payment to be turned into the City Manager's Office by 4:00 PM September 2, 2022.**
2. File by petition of verified signatures of at least 10 but no more than 20 registered electors of the City of Sweet Home (SHMC 2.04.030). **NOTE: Filing in this manner requires the prospective candidate to have the signatures on the petition verified by the Linn County Elections Officer prior to filing the petition with the City.** ***Verification must be completed before 4:00 PM September 2, 2022.***

Filing Location: Sweet Home City Hall City Manager's Office
3225 Main Street, Sweet Home, Oregon 97386

Office Hours: Monday – Friday 7:30 AM – 4:00 PM

CANDIDATE QUALIFICATIONS & INFORMATION

1. **OPEN CITY OF SWEET HOME COUNCIL POSITIONS**
   - COUNCILOR ……..Currently held by: Greg Mahler
   - COUNCILOR……...Currently held by: Susan Coleman
   - COUNCILOR……...Currently held by: Diane Gerson
   - COUNCILOR……...Currently held by: Dylan Richards

2. **TERMS & CONDITIONS CITY OF SWEET HOME COUNCIL POSITIONS**
   The General Election will be held November 8, 2022, and council candidates with the top three highest votes will receive four-year terms beginning the first Monday of January 2023. The candidate with the fourth highest votes will receive a two- year term. Council Elects are sworn in and sign the Council Oath and agree to abide by the Council Rules prior to the first City Council meeting in January. Regular City Council meetings are held the second and fourth Tuesday of each month at 6:30 PM. Special City Council meetings, Council Work Sessions, and Council Committee meetings are also held throughout the year (dates and times vary).

   Sweet Home City Councilors receive a Council stipend of $75.00 per month to cover expenses such as mileage to meetings and meals when meetings are held during mealtimes. Due to IRS reporting requirements Council stipends are taxed based on the following IRS ruling:

   Government Officials as Employees: Generally, any individual who serves as a public officer is an employee for the government for whom he or she serves. Therefore, the government entity is responsible for withholding and paying Federal income tax, social security, and Medicare taxes, and issues a Form W-2, Wage and Tax Statement, to the public official.

3. **QUALIFICATIONS & RESIDENCY REQUIREMENTS**
   Qualifications include: 1) being a registered voter; 2) residing within the City of Sweet Home for at least one year immediately before the election or before an appointment to Council. See City Charter Chapter III, Section 8. Regulation of Elections and SHMC 2.04.030 & 2.04.040

4. **FILING PROCEDURES**
   The following is intended to provide general information on the nomination procedures of the State of Oregon and City of Sweet Home. This information is NOT intended to provide legal advice for candidates, nor is it intended to cover all issues concerning local elections.

   Please review the materials included in this packet. For further information or publications to assist with the filing process, please visit the Secretary of State's website at: https://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx

CANDIDATE QUALIFICATIONS & INFORMATION cont'd

5. HOW TO FILE FOR ELECTIVE (PUBLIC) OFFICE

Members of the Sweet Home City Council are elected at Oregon's General Election.

City of Sweet Home candidates may file one of two ways with the City Elections Officer (City Manager) by either paying a fee, or by petition to obtain signatures.

1. **File By Fee:** A candidate will file Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan; and pay a filing fee of $10.00, or
2. **File By Petition:** If a candidate chooses this method, they must allow sufficient time to have signatures verified (by Linn County Elections) before the City's filing deadline. The following forms must be completed and filed with the City Manager's Office:

   Form SEL 101 Candidate Filing – Major Political Party or Nonpartisan ("Prospective Petition & non-partisan" must be marked): **and**

   Form SEL 121 Candidate Signature Sheet – Nonpartisan signed by no less than 10 and no more than 20, electors of the City of Sweet Home (SHMC 2.04.030). Each candidate shall have the signatures of the electors on his or her petition verified by the County Elections Officer, prior to filing the petition with the City Elections Officer (City Manager).

6. FILING PERIOD

The candidate filing period runs from 8:00 AM August 1, 2022 through 4:00 PM September 2, 2022. SHMC 2.04.12 (A). states that petitions shall be filed not earlier than 100 days, or later than 64 days, before the election date. These dates have been set based on SHMC 2.04.12 (A). and operating hours of the City Manager Office.

7. CANDIDATE CAMPAIGN FINANCE REPORTING REQUIREMENTS

Oregon law requires that campaign finance activities be filed electronically with the Oregon Secretary of State's Office (Elections Division) using the ORESTAR (Oregon Elections System for Tracking and Reporting) system (if the Candidate receives or spends $750 or more). The secured online reporting system can be found online at ORESTAR along with the ORESTAR User's Manual and Campaign Finance Manual. http://sos.oregon.gov/elections/Pages/orestar.aspx

2022 Campaign Finance Manual http://sos.oregon.gov/elections/Documents/campaign-finance.pdf

For ORESTAR assistance, call the Elections Division or email orestar-support.sos@state.or.us

The State of Oregon requires candidates to file an SEL 220 and SEL 223 within three business days of first receiving a contribution or making an expenditure. The forms may be filed by paper forms if a computer is not available. However, contributions and expenditures must be reported electronically. If you do not have a computer the Sweet Home Library has computer terminals for public use.

CANDIDATE QUALIFICATIONS & INFORMATION cont'd

8. STATEMENT OF ECONOMIC INTEREST (SEI) & STATE REPORTING REQUIREMENTS

All elected officials are required to file SEI's with the Oregon Government Ethics Commission. The annual report must be filed by April 15th of each year of the incumbency. Information concerning sources of income, property, business interest, and gifts related to the office will be on the form. Civil penalties may be imposed for failure to file or for insufficient information.

9. CANDIDATE INFORMATION PROVIDED TO THE PUBLIC

At the time of publishing this handbook, it is uncertain if Linn County will create a Voter's Pamphlet and/or allow City Candidates to be included in that publication. However, candidates will be notified of details once we have information from Linn County Elections.

The City may create a page on our website and may provide copies of public record information such as a copy of the completed Candidate Filing SEL 101 form upon citizen request for information regarding candidates. In addition, the local newspaper will generally run an article about candidates and their opinions on City issues prior to the November election. A link to that article may be placed on the City's website.

10. ELECTIONS OFFICES

For more information about the election process or to have questions answered please refer to the contact information.

City of Sweet Home	Linn County Elections	State of Oregon Elections Division
City Manager's Office 541-367-8969 jfisher@sweethomeor.gov 3225 Main Street Sweet Home, OR 97386 www.sweethomeor.gov	Steve Druckenmiller, County Clerk 541-967-3831 sdruckenmiller@co.linn.or.us 300 SW 4th Ave., Rm. 205 Albany, OR 97386 http://www.co.linn.or.us/elections	1-866-673-8683 elections.sos@state.or.us 255 Capitol St., NE #501 Salem, OR 97310-1306 https://sos.oregon.gov/voting-elections/Pages/default.aspx

CITY OF SWEET HOME, SWEET HOME, OREGON CHARTER

CHAPTER I. NAME, BOUNDARIES, POWERS AND GENERAL PROVISION

Section 1. Name and Boundaries. The City of Sweet Home, Linn County, Oregon shall, upon the taking effect of this charter, continue to be a municipal corporation under the name of the City of Sweet Home.

The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.

Section 2. Powers of the City. Subject only to limitations provided in this charter, the city shall have all rights, powers, privileges and immunities now or hereafter granted either expressly or impliedly to municipalities by the constitution, statues and common law of the state, as fully as though each of such rights, powers, privileges and immunities were specifically stated in this charter.

The enumeration of or reference to particular rights, powers, privileges and immunities in this charter shall not be construed to be exclusive. This charter shall be liberally construed to the end that the city may have all necessary powers for the conduct of its municipal affairs, as contemplated by the municipal home rule provision of the constitution and laws of the state.

CHAPTER II
FORM OF GOVERNMENT

Section 3. Council and Mayor. Except as otherwise provided in this charter, all powers of the city shall be vested in a council of seven members nominated and elected from the city at large.

At each biennial general election, four councilors shall be elected. The three receiving the highest number of votes shall each hold office for four years, and the one receiving the number of votes next to the three highest shall hold office for two years. Tie votes shall be determined by lot.

At its first meeting of the new term after each biennial general election, the council shall elect from its membership a chairperson who shall be mayor for a term of two years.

The mayor and councilors in office at the time of adoption of this charter shall continue in office until the expiration of their respective terms, with powers and duties as provided in this charter.

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Section 4. City Attorney, Manager and Municipal Judge. The council shall appoint and keep in office a city attorney, city manager who shall also serve as the city recorder, and a municipal judge, who shall hold office subject to the discretion of the council and may be removed by the council with or without cause.

Section 5. Other City Officers and Employees. The city manager shall appoint a treasurer, a chief of police and such other officers and employees of the city as the council deems necessary, and may remove any of them at any time with or without cause. The council may by resolution require any officer to fill and perform the duties of two or more offices.

CITY OF SWEET HOME, SWEET HOME, OREGON CHARTER cont'd

Section 6. Salaries. The council shall fix the compensation of all city officers and employees.

Section 7. Bonds of Officers, Employees and Contractors. If ordinances require, every person appointed to an office or place of public employment in the city or entering into a contact with the city shall give the city a bond for the faithful performance of his/her duties. Nothing in this section, however, shall detract from the effect of Section 20.

CHAPTER III. ELECTIONS

Section 8. Regulation of Elections. Except as this charter provides otherwise and as the council provides otherwise by ordinance relating to elections, the general law of the state shall apply to the conduct of all city elections, recounts of the returns therefrom, and contest thereof. Any qualified elector who has resided in the city at least one year may be nominated for the council or for mayor.

Section 9. Special Elections. The council may by resolution or ordinance order a special election and provide the time, manner and means for holding it. At least 10 days notice shall be given of each special election.

Section 10. Commencement of Terms of Office. The term of office of each person elected to office at a regular city election shall commence on the first Monday of January following the election. In the case of an election to fill an existing vacancy in office, the person elected shall enter upon his/her office immediately.

Section 11. Oath of Office. Each officer, before entering upon the duties of his/her office, shall take an oath that he/she will support the constitution and laws of the United States and the state, and that he/she will faithfully perform the duties of his/her office.

CHAPTER IV
VACANCIES

Section 12. Vacancies in Office Generally. An office shall be deemed vacant upon the incumbent's death, insanity, conviction of a felony, resignation, removal from the city or absence from the city for a period of 30 days without the consent of the council in case of the mayor, manager, municipal judge or councilor, or without the consent of the manager in case of officers appointed by the manager; upon the incumbent's ceasing to possess the qualifications necessary for office; or upon the failure of the person elected or appointed to an office to qualify therefore on or before the day of his/her term of office commences; and in case of the mayor or a councilor, upon his/her absence from meetings of the council for 60 days without the consent of the council.

Section 13. Manner in Which Vacancies Shall Be Filled. Vacancies in office filled by election or by appointment by the council shall be filled by appointment by the council at any regular or special meeting, and the person so appointed shall serve the full unexpired term and until his/her successor is chosen and qualified. Vacancies in offices filled by appointment by the manager shall be filled by appointment by the manager. An officer appointed to fill a vacancy shall within 24 hours after his/her appointment qualify for office, and unless he/she does so, the office shall be considered vacant. During the temporary absence of any officer from the city for any cause his/her office may be filled temporarily in the manner provided for filling vacancies in office.

CITY OF SWEET HOME, SWEET HOME, OREGON CHARTER cont'd

CHAPTER V
THE COUNCIL

Section 14. Council Meetings. The council shall provide for the time and place of its regular meetings and adopt rules and regulations for the government of its members and proceedings. It shall hold at least one regular meeting each month. Special meetings of the council may be called by the mayor, either upon his/her own motion or upon the request of at least three members of the council, and held at any time, upon verbal or written notice to all members of the council then in the city. Special meetings of the council may also be held by the common consent of all members of the council.

Section 15. Quorum. A majority of council members is a quorum to conduct business, but a smaller number may meet and adjourn from time to time to compel the attendance of absent members in the manner provided by ordinance. The council shall keep a journal of its proceeding, and on the call of two members shall the yeas and nays to be taken and entered in the journal upon any question before it except a motion to adjourn. The proceedings of the council shall be public.

Section 16. Mayor's Duties at Council Meetings. The Mayor shall be chairperson of the council and shall preside over its deliberations. He/she shall have authority to preserve order, enforce the rules of council and determine the order of business, subject to the rules of the council. He/she may vote as a councilor.

Section 17. President Pro Tem. At its first meeting in the new term after each biennial election, the council shall elect from its membership, a president pro tem for a term of two years. The president pro tem shall perform the duties of the mayor in the absence of the mayor.

Section 18. Vote Required. The concurrence of a majority of a quorum shall be required to determine any matter before the council except as provided otherwise in this charter.

CHAPTER VI
POWERS AND DUTIES OF THE CITY OFFICERS

Section 19. Mayor. The mayor shall appoint the various committees provided for under the rules of the council or otherwise and shall fill all vacancies in committees of the council from that body. He/she shall sign all ordinances passed by the council within three days after their passage. He/she shall sign all instruments and writings authorized by this charter, the laws of the state or the council. In the absence of the mayor, such instruments shall be signed by the president pro tem of the council. All orders on the city treasurer shall be signed by two of the three following named city officers, being the mayor, the city manager and the city treasurer.

Section 20. Manager.

(a) Qualifications. The manager shall be the administrative head of the city government. He/she shall be chosen by the council without regard to political consideration and solely with reference to his/her executive and administrative qualifications.

Before entering upon his/her duties, the manager shall file with the mayor an official bond for faithful performance thereof, payable to the city in the sum of $10,000, the premium of which shall be paid by the city. The bond shall be to the satisfaction of the council, and the approval of the mayor shall be endorsed thereon.

CITY OF SWEET HOME, SWEET HOME, OREGON CHARTER cont'd

(b) Term. The manager shall be appointed for an indefinite term, but may be removed with a vote of four members of the council. Upon any vacancy occurring in the office of the manager subsequent to the first appointment hereunder, the council shall, at its next meeting, adopt a resolution of its intention to appoint a manager, and no such appointment shall be made until at least four weeks after adoption of the resolution. The council shall appoint a manager within a reasonable time after the adoption of the resolution of intention.
(c) Powers and duties. The powers and duties of the manager shall be:
(1) To see that all ordinances are enforced.
(2) To appoint all heads of departments and other city officers and employees, and remove them at pleasure, and to have general supervision and control over them, except as otherwise provided in this charter. All such appointments shall be made upon the basis of merit and fitness alone.
(3) To see that the provisions of all franchises, leases, contracts, permits and privileges granted by the city are fully observed, and to report to the council any violations thereof.
(4) To attend all meetings of the council unless excused therefrom by three councilors or by the mayor.
(5) To act as purchasing agent for all departments of the city. All purchases shall be made in accordance with the council approved city purchasing policy.
(6) To examine or cause to be examined, without notice, the official conduct of any officer, assistant, deputy, clerk or employee in any of the departments of city government, except councilors.
(7) To keep the council advised to the needs of the city.
(8) To prepare and submit to the budget committee the annual budget estimate and such reports as may be required by that body.
(9) To submit to the council an annual report of all departments of the city and such other reports as the council may require.
(10) To prepare or cause to be prepared plans and specification for work coming under his/her supervision which the council orders, and to provide such plans and specifications in sufficient number and in ample time to give full opportunity for all contractors who desire to bid thereon to do so.
(11) To have control, subject to such ordinances as may from time to time be adopted, for all public utilities owned or operated by the city.
(12) To have general supervision over all city property and its use by the public or city employees.
(13) To appoint such advisory boards as he/she may deem desirable to advise on, assist him/her in his/her work; but the members of such boards will receive no compensation as such board members.
(14) To perform such other duties as may be required by this charter or as the council may require of him/her.
(15) From time to time, in order to facilitate the prompt, economical and efficient dispatch of city business, to organize the work of the departments under his/her control, to assign assistants, deputies, and employees from any office or department of the city government to perform work or service in connection with any other office or department thereof, or to work in more than one said offices or departments thereof; provided, that no such change shall affect the powers or duties of any elective officer to the city.
(16) To serve as the city recorder and such to be clerk of the council, keep an accurate record of its proceedings in a book provided for that purpose, and countersign all instruments and writings by this charter or by the laws of the state or the city.

CITY OF SWEET HOME, SWEET HOME, OREGON CHARTER cont'd

(d) Seats at Council Meetings. The manager and such other officers of the city as may be designated by vote of the council shall be entitled to seats with the council, but shall have no vote therein. The manager shall have the right to take part in the discussion of all matters coming before council.
(e) Manager Pro Tem. During the absence of the manager from the city, during his/her temporary disability to act as manager, or during the interim when the council is seeking a manager, the council shall appoint a manager pro tem who shall possess the powers and discharge the duties of the manager during such absence or disability only; provided, however that a manager pro tem shall have no authority to appoint or remove any city officer or employee except with the approval of five members of the council. No manager pro tem shall hold his/her position for more than six months. No appointment of a manager pro tem shall be consecutively renewed.
In case of the absence of the manager or the manager pro tem from council meetings, the council shall appoint a clerk of the council pro tem.
(f) Interference in Administration. No member of the council shall in any manner, directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the manager in the making of any appointment or removal, or the purchase of supplies, or attempt to exact any promise relative to any appointment from any candidate for manager, or discuss, directly or indirectly, with any such candidate, the matter of appointments to any city office or employment. Any violation of the foregoing provisions of this section shall work a forfeiture of the office of the offending member of council, may be removed therefrom by the council or by any court of competent jurisdiction; provided, however, that nothing herein contained shall be construed as prohibiting the council, while in open session, discussing with or suggesting to the manager, fully and freely, anything pertaining to city affairs and for the best interest of the city. Neither the manager nor any person in the employ of the city shall take any part in securing, or shall contribute any money toward, the nomination or election of any candidate for the municipal office.
(g) Ineligible Persons. No person related to the manager by consanguinity or affinity within the third degree shall hold any appointive office or employment with the city.

Section 21. Municipal Judge. The municipal judge shall be the judicial officer of the city. He/she shall hold within the city a court known as the municipal court for the City of Sweet Home, Linn County, Oregon. The court shall be open for the transaction of the judicial business at times specified by the council. All areas 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 or authorized by ordinances of the city. He/she shall have authority to issue process for the arrest of any person accused of an offense against the ordinance of the city, to commit any such person to jail or admit him/her to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trail of any cause before him/her, 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 the city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.
Notwithstanding this section of this charter, the council may provide for the transfer of power and duties of the municipal court to the appropriate state court of the State of Oregon.

Section 22. Other Officers. The council shall fix the powers and duties of all appointive offices other than those provided for in this charter.

CITY OF SWEET HOME, SWEET HOME, OREGON CHARTER cont'd

CHAPTER VII
ORDINANCES

Section 23. Enacting Clause. The enacting clause of all ordinances hereafter passed shall be "The City of Sweet Home does ordain as follows."

Section 24. Introduction, Reading and Passage. Every ordinance shall be fully and distinctly read in open council meeting on one day and shall be read by title only on two different days previous to being put upon its final passage provided that the council may have the ordinance fully and distinctly read at any reading thereof; provided, however, that any ordinance may be introduced and read the first time at any meeting and may upon a unanimous vote of all the members of council present at the meeting be read a second time by title only and placed upon its passage at the meeting held on a separate and successive day.

Section 25. When Ordinances Take Effect and Publication Thereof. Each ordinance passed by the council shall take effect on the thirtieth day after its passage; provided, that when the council deems it expedient or in case of emergency, an ordinance may provide a different time when it shall take effect, that it shall take effect immediately. All ordinances shall be posted for 10 days after passage in three or more conspicuous places in the city.

CHAPTER VIII
PUBLIC IMPROVEMENTS

Section 26. Power of Condemnation and Purchase. The city shall have power to acquire by purchase, gift, devise or condemnation any property either within or without its corporate boundaries for any municipal purpose, for the purpose of (a) protecting, preserving and facilitating an improvement or (b) bringing about such development of property along or in the vicinity of an improvement as will make such development harmonious with and adjusted to the improvement or (c) any combination of such purposes; to acquire by condemnation property in excess of that needed for the actual improvement and to sell or lease such excess property with building and use restrictions and conditions to make its development harmonious with and adjusted to adjacent public improvements. The necessity for the taking of any property by the City of Sweet Home shall be determined by the council and shall be declared by a resolution which shall describe such property as nearly as may be and stating the use to which it is to be devoted. The city shall have power to provide for the payment of all or any part of the cost of land or other property acquired for public use of the construction, reconstruction, repair, operation or maintenance of any structure or work in the nature of a public facility or improvement, including a public utility and of any other public work or service, by levying and collecting special assessments upon property specially benefited.

Section 27. Special Assessment. The method and procedure for determining the amount of the assessments, the spread and apportionment of the amount of the assessments, and the boundary and location of the property, lots, district or area to be assessed; for the making and approval of the plans and specifications; for the notices of property owners and other interested parties; for the hearings, for the composition, organization and procedure of boards of revision or appraisal; for the levy of the assessments; for the creation of a lien; and for any and all other determinations, steps, measures, resolutions, ordinances and actions in relation to the assessments shall be governed by either (a) the provisions of the special assessment statutes of the state or

CITY OF SWEET HOME, SWEET HOME, OREGON CHARTER cont'd

(b) the provisions of a general ordinance setting forth such method and procedure, which general ordinance may be enacted by council and shall be subject to amendment or repeal.

Section 28. Improvements. Street, sewer, sidewalk and such other improvements as may be deemed necessary by the council may be made on the motion of the council or on petition of a majority of the property owners interested. Remonstrance of two-thirds of the front footage of property owners concerned shall operate to defeat such motion of petition and the same may not again be considered by the council for a period of six months.

Section 29. Savings Clause. All ordinances, resolutions, policies, procedures, contracts and regulations heretofore passed by the city, in force when this charter takes effect, if not inconsistent with it, shall remain in full force after it takes effect and until they are amended or repealed by the council.

Section 30. City to Retain Rights and Be Subject to Liabilities in Existence at Time This Charter Takes Effect. No right vested in the city and no liability which it has incurred under this charter, prior charters, and any revisions and amendments thereof and laws of the state shall be impaired or discharged by adoption of this charter, except as this charter otherwise provides.

Section 31. Limitations on Indebtedness. City indebtedness may not exceed the debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

Section 32. Repealing Clause. All charter provisions adopted before this charter takes effect are repealed.

Section 33. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

Charter Amendments ~ For Charter Amendments go to for a full listing.
https://sweethome.municipalcodeonline.com/book?type=ordinances#name=SWEET_HOME_CHARTER

SWEET HOME MUNICIPAL CHARTER (specific sections)

Section 14. Council Meetings.
The council shall provide for the time and place of its regular meetings and adopt rules and regulations for the government of its members and proceedings. It shall hold at least one regular meeting each month. Special meetings of the council may be called by the mayor, either upon his/her own motion or upon the request of at least three members of the council, and held at any time, upon verbal or written notice to all members of the council then in the city. Special meetings of the council may also be held by the common consent of all members of the council.

SWEET HOME MUNICIPAL CHARTER (specific sections) cont'd

Section 15.Quorum.
A majority of council members is a quorum to conduct business, but a smaller number may meet and adjourn from time to time to compel the attendance of absent members in the manner provided by ordinance. The council shall keep a journal of its proceeding, and on the call of two members shall the yeas and nays to be taken and entered in the journal upon any question before it except a motion to adjourn. The proceedings of the council shall be public.

Section 16. Mayor's Duties at Council Meetings.
The Mayor shall be chairperson of the council and shall preside over its deliberations. He/she shall have authority to preserve order, enforce the rules of council and determine the order of business, subject to the rules of the council. He/she may vote as a councilor.

Section 17. President Pro Tem.
At its first meeting in the new term after each biennial election, the council shall elect from its membership, a president pro tem for a term of two years. The president pro tem shall perform the duties of the mayor in the absence of the mayor.

Section 18. Vote Required.
The concurrence of a majority of a quorum shall be required to determine any matter before the council except as provided otherwise in this charter.

SHMC THE COUNCIL

2.04.020 ELECTIONS OFFICER.
The City Manager is the ex-officio City Recorder and is also the Chief Elections Officer of the city.

2.04.030 NOMINATIONS.
Only a qualified elector under state law who has resided in the city at least one year immediately before the election may be nominated for the Council by one of the following methods.
A. A petition to make such a nomination shall be signed by not less than ten, nor more than 20, electors. No elector shall sign more than one such petition and, should an elector do so, his or her signature shall be void as to the petition or petitions last filed. The petitions shall be filed not earlier than 100 days, nor later than 64 days, before the election date. Each candidate shall have the signatures of the electors on his or her petition verified by the County Elections Officer, prior to filing the petition with the City Elections Officer.
B. A declaration of candidacy shall be signed and a fee of $10 shall be paid to the city at the time of filing. The declaration of candidacy shall be filed not earlier than 100 days, nor later than 64 days, before the election date.
C. A write-in vote at the time of the election as allowed by state law.

2.04.040 QUALIFICATION FOR COUNCIL MEMBER.
Only a qualified elector under state law who has resided in the city at least one year immediately before an appointment to Council may be a Council member.

FORMS & INFORMATION

- City of Sweet Home Council Oath
- City of Sweet Home Council Rules

STATE OF OREGON ELECTION FORMS ARE PROVIDED IN A SEPARATE ELECTRONIC DOCUMENT OR CAN BE FOUND AT:
http://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx

- Pages from 2022 Candidates Manual for Completing forms
- “Quick Guide” on Campaign Finance Reporting in Oregon.
- State of Oregon Filing Forms
  - SEL 101 Candidate Filing – Major Political Party or Non partisan
  - SEL 121 Candidate Signature Sheet – Nonpartisan
  - SEL 220, 223, and PC7 (file electronically with Secretary of State)

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COUNCIL OATH

This document is signed by City Councilors upon taking their oath to office.

CITY OF SWEET HOME
LINN COUNTY, OREGON

I, _____, do solemnly swear that I will support the constitution and laws of the United States, the constitution and laws of the State of Oregon, the Charter and laws of the City of Sweet Home, the Rules of the City Council, and, to the best of my ability, I will faithfully discharge the duties of Councilor of said City during the period for which I was elected.

_____
Signature

Subscribed and sworn to before me this _____day of January 20____.

_____
City Recorder of Sweet Home, Oregon

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COUNCIL CODE OF CONDUCT

Excerpt from Council Rules

Adopted August 28, 2018 – Revised January 11, 2022

1) **Ethics.**

All members of the City Council shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to ensure impartial application of the law to all citizens, and equal treatment of each citizen before the law.

a) 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:
   i) Disclosing confidential information.
   ii) Taking action, which benefits special interest groups or persons at the expense of the City as a whole.
   iii) Expressing an opinion contrary to the official position of the council without so saying.
   iv) Conducting themselves in a manner so as to bring discredit upon the government of the City.

2) Councilor's Duties at City Council Meetings.

Councilors shall preserve order and decorum during Council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the Orders of the chairperson. Councilors shall, at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

a) Every Councilor desiring to speak shall first address the chairperson and await recognition to obtain the floor. No person other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without permission of the chairperson.
b) Any Councilor who has the floor shall confine himself or herself to the questions under debate, avoid personalities, not engage in personal attacks, and refrain from impugning motives of any member, member argument or vote. No member shall address the chairperson or demand the floor while any vote is being taken.
c) Councilors shall limit their remarks on a subject to five minutes unless granted additional time by the Council. No Councilor shall be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken.
d) A Councilor once recognized shall not be interrupted while speaking, unless called to order by the chairperson, or unless a point of order is raised by any Councilor while they are speaking, in which case he or she shall cease speaking immediately until the point is determined. If ruled to be in order, the Councilor shall be permitted to proceed; if ruled to be out of order, the Councilor shall remain silent or shall alter their remarks as to comply with the ruling.
e) City staff and employees shall observe the same rules of order and decorum as are applicable to the Council.

3) Citizens Duties at City Council Meetings.

a) General Procedure. Citizens desiring to address Council shall first be recognized by the chairperson. All remarks and questions shall be addressed to the Council as a whole and not to any individual Councilor thereof. Any remarks and questions regarding administration of the City shall be referred to the City Manager by the chairperson.

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City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-5128
Fax 541-367-1215
www.sweethomeor.gov

Finance Department

To: City Council
Christy Wurster, City Manager Pro Tem

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – June 2022

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. This department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts. The following information represents the department's activities during the month of ***June 2022.***

	June 2022	May 2022	YTD	Fiscal Year 2021	Prior Five-Year Average
Accounts Payable					
Chks printed	189	158	1,867	2,099	2,037
Exp. Total	$1,332,697.21	$1,125,441.57	$11,007,879.42	$9,419,358.90	$7,448,251.05
Passports					
Processed	23	18	348	260	280*
Photos taken	24	24	357	254	249*

* Data back to August 2018

Lien Searches	42	65	701	765	680

Utility Billing					
Service requests	358	398	3,089	2,000	2,119*
New accounts	25	18	186	138	138*
Net account changes	+11	+5	+42	+26	+26*
Statements processed	3,192	3,189	35,223	35,410	35,140*
Past-due notices sent	787	886	9,840	9,916	10,764*
Accounts scheduled for turn-off	58	43	600	503	516*

Below is a list of the checks that were equal to or exceeded $5,000 and their purpose (if not clear on check listing).

Check No.	Vendor	Description	Amount	Fund
94165	Bauman Farms, LLC	Plants and baskets for median planters	$ 5,625.70	General Fund (100)
94175	Tony Lopez	360' of 6' fence at PW yard	$ 12,240.00	General Fund (100)
94191	Senior Citizens of Sweet Home	Public transit grant (pass-through)	$ 79,892.00	Public Transit (755)
94197	USA Blue Book	Spectrophotomer for Fluoride replacement project	$ 6,164.34	Water Depreciation (503)
0	SAIF Corporation	Workers' Compensation annual premium	$ 29,367.01	General Fund (100)
94223	Whelchel Fence Co., Inc.	Gate repair	$ 6,078.00	Public Safety (200)
94226	Brightly Software, Inc.	Work order tracking in Public Works (formerly known as Dude Solutions/Asset Essentials)	$ 25,923.35	Various
94257	Pacific Excavation, Inc.	Excavation work for WTP VFD/Backwash project	$ 49,839.94	Water Depreciation (503)
94269	CMI Software Corporation	JusticeConnect (PD record management software/Computer Aided Dispatch)	$ 15,002.00	Public Safety (200)
94272	Global Electronics Services, Inc.	Parts for vaccum sludge project at WTP	$ 9,706.04	Water Depreciation (503)
94288	Stommel, Inc.	Upfit for new 2022 K9 vehicle	$ 17,569.83	Public Safety (200)
94308		Upfit for new 2022 patrol vehicle	$ 15,214.50	Public Safety (200)

Bank Reconciliation

Checks by Date

User: bneish
Printed: 07/21/2022 - 11:49AM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	6/1/2022	Canon Financial Services, Inc.		AP		478.62
0	6/1/2022	CIS		AP		2,289.00
0	6/1/2022	Zions Bancorporation, National Associa		AP		815.00
0	6/1/2022	W. W. Grainger, Inc.		AP		17.88
0	6/1/2022	AT&T Mobility/First Net		AP		2,167.19
0	6/1/2022	Stericycle, Inc.		AP		75.30
94162	6/1/2022	Albany Towing Services, Inc.		AP		4,882.00
94163	6/1/2022	ALSCO, INC.		AP		207.90
94164	6/1/2022	JAMES ANDREWS		AP		12.26
94165	6/1/2022	BAUMAN FARMS, LLC		AP		5,625.70
94166	6/1/2022	BridgeTower OpCo, LLC		AP		60.50
94167	6/1/2022	COMCAST		AP		93.98
94168	6/1/2022	COMCAST		AP		149.85
94169	6/1/2022	Ennis-Flint, Inc.		AP		1,289.05
94170	6/1/2022	Ewing Irrigation Products, Inc.		AP		293.61
94171	6/1/2022	Ferguson Enterprises, LLC #3011		AP		10,188.78
94172	6/1/2022	Graphics Equipment		AP		1,775.00
94173	6/1/2022	JIMCO ELEC. CONTRACTING, INC.		AP		402.30
94174	6/1/2022	Lane Forest Products, Inc.		AP		1,729.00
94175	6/1/2022	TONY LOPEZ		AP		12,240.00
94176	6/1/2022	LISA LUND		AP		73.37
94177	6/1/2022	Moore Holding Corporation		AP		1,193.00
94178	6/1/2022	NATIONAL PHOTOCOPY CORPORA		AP		1,035.63
94179	6/1/2022	Newco, Inc.		AP		1,625.00
94180	6/1/2022	Northstar Chemical, Inc.		AP		5,015.58
94181	6/1/2022	ONE CALL CONCEPTS		AP		94.80
94182	6/1/2022	OREGON ASSOC. OF WATER UTILI		AP		1,200.00
94183	6/1/2022	OREGON DEPT. OF ENVIRONMENT		AP		360.00
94184	6/1/2022	OREGON DEPT. OF TRANSPORTAT		AP		1,299.70
94185	6/1/2022	Pointe Pest Control-OR, LLC		AP		415.00
94186	6/1/2022	Polydyne, Inc.		AP		3,132.00
94187	6/1/2022	PROFESSIONAL SECURITY ALARM		AP		125.00
94188	6/1/2022	Quality Control Services, Inc.		AP		810.00
94189	6/1/2022	Renewable Resource Group, Inc.		AP		2,424.00
94190	6/1/2022	SAMARITAN HEALTH SERVICES, I		AP		162.00
94191	6/1/2022	SENIOR CITIZENS OF SWEET HOM		AP		79,892.00
94192	6/1/2022	SOUTH FORK TRADING CO., INC.		AP		9.50
94193	6/1/2022	PENNY STRONACH		AP		34.01
94194	6/1/2022	The Automation Group, Inc.		AP		29,469.22
94195	6/1/2022	TRAFFIC SAFETY SUPPLY CO., INC		AP		1,031.97
94196	6/1/2022	TWGW, INC. NAPA AUTO PARTS		AP		139.90
94197	6/1/2022	USA BLUE BOOK		AP		6,164.34
94198	6/1/2022	West Yost & Associates, Inc.		AP		233,478.14
94199	6/1/2022	WILCO		AP		448.83
94200	6/1/2022	Wildish Building Material Corporation		AP		68.00
0	6/13/2022	UMPQUA BANK - ACH		AP		3,915.96

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	6/20/2022	SWEET HOME COMMUNITY FOUN		AP		139.13
0	6/20/2022	ASI-PAYROLL DEDUCTIONS		AP		330.41
0	6/20/2022	AT&T Mobility/First Net		AP		1,674.18
0	6/20/2022	SAIF CORPORATION		AP		29,866.48
0	6/20/2022	NATIONWIDE-PAYROLL DEDUCTI(		AP		850.00
0	6/20/2022	FEDERAL PAYROLL TAXES		AP		29,367.01
0	6/20/2022	Quadient Leasing USA, Inc.		AP		675.81
0	6/20/2022	AT&T Mobility/First Net		AP		1,144.28
0	6/20/2022	W. W. Grainger, Inc.		AP		300.43
0	6/20/2022	CENTURYLINK - Bus		AP		3,101.25
0	6/20/2022	EBS TRUST		AP		78,675.53
0	6/20/2022	Cascade Centers, Inc.		AP		9.80
0	6/20/2022	Vantagepoint Trf. Agents 300619		AP		4,280.00
0	6/20/2022	HSA - PAYROLL DEDUCTIONS		AP		1,515.00
0	6/20/2022	Vantagepoint Trf. Agents 108524/10904		AP		35,227.69
0	6/20/2022	MEDICARE		AP		9,407.80
0	6/20/2022	METEREADERS, LLC		AP		1,549.55
0	6/20/2022	Northwest Natural		AP		1,843.58
0	6/20/2022	AFLAC		AP		673.06
0	6/20/2022	PACIFIC POWER		AP		25,810.04
0	6/20/2022	SWEET HOME POLICE EMPLOYEE!		AP		1,170.00
0	6/20/2022	CENTURYLINK		AP		39.99
0	6/20/2022	PETROCARD		AP		8,712.14
0	6/20/2022	PERS		AP		9,435.89
0	6/20/2022	W. W. Grainger, Inc.		AP		169.56
0	6/20/2022	OREGON PAYROLL TAXES		AP		21,411.79
0	6/20/2022	Canon Financial Services, Inc.		AP		458.71
0	6/20/2022	Vantagepoint Trf. Agents 705507		AP		608.33
0	6/20/2022	FICA PAYROLL TAXES		AP		39,455.94
0	6/20/2022	MOONLIGHT BPO, LLC		AP		1,150.12
0	6/20/2022	MOONLIGHT BPO, LLC		AP		2,362.46
94201	6/20/2022	911 Supply, Inc.		AP		33.00
94202	6/20/2022	CARBYNE PROJECTS LLC		AP		71.25
94203	6/20/2022	MISTY CLARK		AP		49.82
94204	6/20/2022	Edge Analytical, Inc.		AP		2,876.00
94205	6/20/2022	HOY'S TRUE VALUE		AP		371.29
94206	6/20/2022	RACHELLE HUFF		AP		40.80
94207	6/20/2022	LouKa, LLC		AP		459.00
94208	6/20/2022	PHYLLIS LOWNICK		AP		19.11
94209	6/20/2022	LUKE LUND		AP		100.00
94210	6/20/2022	MPH INDUSTRIES, INC.		AP		2,299.00
94211	6/20/2022	PACIFIC OFFICE AUTOMATION		AP		197.35
94212	6/20/2022	PASTEGA COFFEE SERVICE		AP		228.47
94213	6/20/2022	ROBYN PERRY		AP		31.38
94214	6/20/2022	Proforce Marketing, Inc.		AP		753.79
94215	6/20/2022	SAMARITAN HEALTH SERVICES, I		AP		72.00
94216	6/20/2022	SAMARITAN HEALTH SERVICES, I		AP		25.00
94217	6/20/2022	STEPHEN SCHOONOVER		AP		84.96
94218	6/20/2022	Scottmiriam, Inc.		AP		54.00
94219	6/20/2022	Amanda Shaputis		AP		100.00
94220	6/20/2022	ADAM STROHBEHN		AP		124.45
94221	6/20/2022	SWANK MOTION PICTURES		AP		395.00
94222	6/20/2022	WATERSHED, INC.		AP		3,692.78
94223	6/20/2022	Whelchel Fence Co., Inc.		AP		6,078.00
94224	6/20/2022	WIRELESS CONNECTION, LLC		AP		1,155.00
94225	6/20/2022	BLACKSTONE PUBLISHING		AP		927.40

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
94226	6/20/2022	Brightly Software, Inc.		AP		25,923.35
94227	6/20/2022	BUREAU OF LABOR AND INDUSTF		AP		273.80
94228	6/20/2022	CENTER POINT LARGE PRINT		AP		180.36
94229	6/20/2022	DEMCO, Inc.		AP		283.73
94230	6/20/2022	EBSCO Industries, Inc.		AP		491.51
94231	6/20/2022	EQUINOX SOFTWARE, INC.		AP		1,000.00
94232	6/20/2022	Ferguson Enterprises, LLC #3011		AP		25,831.05
94233	6/20/2022	Danley P. Hutchins		AP		18.00
94234	6/20/2022	NORM'S ELECTRIC, INC.		AP		173.18
94235	6/20/2022	Northstar Chemical, Inc.		AP		1,700.00
94236	6/20/2022	Renewable Resource Group, Inc.		AP		61.00
94237	6/20/2022	Sunset Electric, Inc.		AP		45.00
94238	6/20/2022	STEELHEAD STRENGTH & FITNES		AP		465.60
94239	6/20/2022	OREGON AFSCME COUNCIL 75		AP		1,242.61
94240	6/20/2022	ALSCO, INC.		AP		207.90
94241	6/20/2022	Birchfield Heating and Air		AP		4,896.00
94242	6/20/2022	James Brown Jr		AP		125.00
94243	6/20/2022	NANCY ELLIS		AP		43.65
94244	6/20/2022	Eurofins Environment Testing America		AP		250.00
94245	6/20/2022	Ferguson Enterprises, LLC #3011		AP		9,957.71
94246	6/20/2022	JULIE FISHER		AP		100.00
94247	6/20/2022	Global Electronics Services, Inc.		AP		730.00
94248	6/20/2022	TANNER GOBLE		AP		172.09
94249	6/20/2022	Sean Hegge		AP		210.37
94250	6/20/2022	DWWAYNE HILL		AP		53.17
94251	6/20/2022	Lane Forest Products, Inc.		AP		25.94
94252	6/20/2022	LIBERTY ROCK PRODUCTS, INC.		AP		10,846.37
94253	6/20/2022	MRAS Holdings, Inc.		AP		1,329.33
94254	6/20/2022	NATIONAL PHOTOCOPY CORPORA		AP		77.02
94255	6/20/2022	Northstar Chemical, Inc.		AP		3,270.00
94256	6/20/2022	ONE CALL CONCEPTS		AP		69.60
94257	6/20/2022	Pacific Excavation, Inc.		AP		49,839.94
94258	6/20/2022	Peterson Machinery		AP		3,940.80
94259	6/20/2022	SUNSHINE ESPRESSO		AP		1,109.00
94260	6/20/2022	MARCUS TALESE		AP		109.56
94261	6/20/2022	THE BUILDING DEPARTMENT, LLC		AP		6,165.65
94262	6/20/2022	TMG Services, Inc.		AP		796.36
94263	6/20/2022	Shannon Towry		AP		107.80
94264	6/20/2022	West Yost & Associates, Inc.		AP		11,730.83
94265	6/20/2022	Wildish Construction Corporation		AP		98.80
94266	6/20/2022	911 Supply, Inc.		AP		613.45
94267	6/20/2022	ALBERTSONS / SAFEWAY		AP		25.00
94268	6/20/2022	BULLARD LAW, P.C.		AP		3,104.66
94269	6/20/2022	CMI SOFTWARE CORPORATION		AP		15,002.00
94270	6/20/2022	David M. Corey Ph.D., P.C.		AP		595.00
94271	6/20/2022	CUES, Inc.		AP		37.95
94272	6/20/2022	Global Electronics Services, Inc.		AP		9,706.04
94273	6/20/2022	Sean Hegge		AP		48.74
94274	6/20/2022	Idexx Distribution, Inc.		AP		1,118.95
94275	6/20/2022	INNOVATIVE CREDIT SOLUTIONS		AP		51.00
94276	6/20/2022	IRead		AP		732.14
94277	6/20/2022	Ivers Law Office, LLC		AP		100.00
94278	6/20/2022	Eugene Kazemier		AP		40.00
94279	6/20/2022	New Flo Plumbing, Inc.		AP		249.00
94280	6/20/2022	Newco, Inc.		AP		4,875.00
94281	6/20/2022	Northstar Chemical, Inc.		AP		4,233.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
94282	6/20/2022	PASTEGA COFFEE SERVICE		AP		161.71
94283	6/20/2022	Performance Systems Integration, LLC		AP		502.00
94284	6/20/2022	PRIMASING MOTORS, INC.		AP		275.86
94285	6/20/2022	Renewable Resource Group, Inc.		AP		19.85
94286	6/20/2022	SBRK Finance Holdings, Inc.		AP		1,986.50
94287	6/20/2022	Scottmiriam, Inc.		AP		25.00
94288	6/20/2022	Stommel, Inc.		AP		17,569.83
94289	6/20/2022	SWEET HOME ROTARY		AP		124.28
94290	6/20/2022	THRIFTWAY		AP		3.00
94291	6/20/2022	VALLEY FIRE CONTROL, INC.		AP		239.50
94292	6/20/2022	WALKER HEATING & AC, INC.		AP		413.04
94293	6/20/2022	West Yost & Associates, Inc.		AP		324,789.07
94294	6/20/2022	WesTek Marketing, LLC		AP		1,580.80
94295	6/20/2022	Whelchel Fence Co., Inc.		AP		4,405.50
94296	6/20/2022	WILBUR-ELLIS COMPANY, LLC		AP		2.33
94297	6/20/2022	Willamette Occupational Health System		AP		245.00
94298	6/20/2022	Dan Armstrong, Attorney at Law		AP		150.00
94299	6/20/2022	CITY OF SWEET HOME		AP		100.00
94300	6/20/2022	COMCAST		AP		201.75
94301	6/20/2022	COMCAST BUSINESS		AP		3,019.00
94302	6/20/2022	KIP AMERICA, Inc.		AP		240.00
94303	6/20/2022	Sudip Lamichhane		AP		100.00
94304	6/20/2022	Net Assets Corporation		AP		592.00
94305	6/20/2022	Pointe Pest Control-OR, LLC		AP		115.00
94306	6/20/2022	Powell Banz Valuation, LLC		AP		2,700.00
94307	6/20/2022	PROFESSIONAL SECURITY ALARM		AP		105.00
94308	6/20/2022	Stommel, Inc.		AP		15,214.50
94309	6/20/2022	SUNSHINE INDUSTRIES UNLIMITE		AP		1,313.00
94310	6/20/2022	TK Elevator Corporation		AP		96.00
94311	6/20/2022	WALKER HEATING & AC, INC.		AP		875.00
94312	6/20/2022	WELLS FARGO FINANCIAL LEASIN		AP		984.00
					Total Check Count:	189
					Total Check Amount:	1,332,697.21

SWEET HOME POLICE DEPARTMENT
CHIEF OF POLICE
1950 Main Street
Sweet Home, OR 97386
(541) 367-5181 Fax (541) 367-5235

	This Month	Last Month	Last Year	Year to Date	
	06/30/22	05/31/22	06/30/21	06/30/22	5 Year
Call Volume	786	807	857	4283	4270
CAD Calls	1391	1407	1559	7731	8297
ONIBR Person Crimes	15	16	17	82	86
ONIBR Person Crimes Cleared	12	14	9	66	63
ONIBR Property Crimes	43	45	59	262	249
ONIBR Property Crimes Cleared	11	12	15	62	70

Trends:

Over the course of the last year and a half, the Sweet Home Police Department has been working diligently to hire, train and replenish our police officer ranks. We are please to report that we have a conditional job offer out for our last open police officer position. We anticipate that new employee, a local resident, to being around the first week of August. This hire will bring our certified police officer staffing up to our authorized number of 15. I am extremely excited about all of our recent additions to the department and believe that each will have an incredibly successful career in law enforcement.

From the standpoint of the Police Department, we had a very low key, successful Sportsman's Holiday. We handled very few priority calls that weekend. The parade went well with no major issues. I would like to credit the Chamber of Commerce staff for the work that they put forward to make the entire weekend a pleasure.

The upfitting of our two newest patrol vehicles is complete and they have been placed in service. In the coming months, our department will be submitting a request to surplus a number of our older vehicles that are no longer in use and have already been removed from service.

The Oregon Jamboree is quickly approaching, and the Police Department staff has been preparing for the event. Captain Ogden and I have met with the Oregon State Police Mobile Response Team who will be working with our Department during the event and augment our numbers. We are anticipating up to 11 OSP Trooper in the area assisting with traffic patrol, bicycle patrol and foot patrols in and around the Jamboree grounds. With the percentage of new police officers that we currently have, OSP's assistance is really needed and timely. We are looking forward to another safe, successful event.

Subject: FW: Comcast Programming Update (MeTV to Charge!)
Date: Friday, July 15, 2022 at 4:48:24 PM Pacific Daylight Time
From: Christy Wurster
To: Julie Fisher, Brandon Neish
Attachments: image001.png, image004.png, image002.jpg

From: Acker, Sheri <Sheri_Acker@comcast.com>
Sent: Thursday, July 14, 2022 9:44 AM
Subject: Comcast Programming Update (MeTV to Charge!)

Dear Franchise Administrator,

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note that Sinclair Broadcast Group has informed Comcast that on September 1, 2022, the programming on KATU multicast channels 302 & 1170 will change from MeTV to Charge!.

Feel free to contact me at (503) 985-2138 or Samantha_Ridderbusch@comcast.com if you have any questions.

Sincerely,

Samantha Ridderbusch
Director, Government & Regulatory Affairs
Oregon/SW Washington Region

COMCAST

Subject: FW: Comcast Programming Update (Russian Language Programming)
Date: Thursday, July 21, 2022 at 2:35:22 PM Pacific Daylight Time
From: Christy Wurster
To: Julie Fisher
Attachments: image001.png, image004.png, image002.jpg

From: Acker, Sheri <Sheri_Acker@comcast.com>
Sent: Thursday, July 21, 2022 1:43 PM
Subject: Comcast Programming Update (Russian Language Programming)

Dear Franchise Administrator,

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following changes to Russian language programming effective September 7, 2022. Impacted customers are being notified through bill messages.

Russian: RTVI $14.99/mo, Russian: Impact TV ($6.99/mo), Russian: TV1000 Kino ($9.99/mo) and Russian: RTN ($14.99/mo) will be available as separate channels, more information is available at xfinity.com/russian.

RUSSIANCH will be renamed Russian: RTN, available at $14.99 per month.

Impact TV: Russian Add-On will be renamed Russian: Impact TV, available at $6.99 per month.

Russian 2 Pack, including RTN and TV1000 Kino, will be available at $19.99 per month.

Russian 3 Pack, containing RTN, RTVI and TV1000 Kino, will be available at $24.99 per month.

Channels C1R, RTR Planeta, and Rossiya 24 are no longer available on Xfinity.

Russian 2 Pack, containing C1R and NTV, will be discontinued.

Russian 4 Pack will be discontinued.

Russian 5 Pack will be discontinued.

Russian 8 Pack will be discontinued.

Feel free to contact me at (503) 985-2138 or Samantha_Ridderbusch@comcast.com if you have any questions.

Sincerely,

Samantha Ridderbusch
Director, Government & Regulatory Affairs
Oregon/SW Washington Region

COMCAST