



CITY OF SWEET HOME CITY COUNCIL AGENDA

August 06, 2024, 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, visit <http://live.sweethomeor.gov>. If you do not have access to the internet, you can call in to 541-367-5128, choose option #1, and enter the meeting ID to be logged in to the call. Meeting ID: 276 473 769 028

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 & Pledge of Allegiance

II. Roll Call

III. Consent Agenda

- a) [Request for Council Action – Contract Approval for Finance Director Services](#)
- b) [Request for Council Action - Digital Evidence Management System](#)
- c) Approval of Minutes:
 - i) [2024-07-09 City Council Executive Session Minutes](#)
 - ii) [2024-07-09 City Council Meeting Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

V. New Business

- a) [Request for Council Action - Resolution No. 18 for 2024 - Stating the Intention to Appoint a City Manager & Appointing a City Manager Pro Tem](#)
- b) [Request for Council Action – Resolution No. 19 for 2024 – Updating Non-Represented Management Salary Schedules](#)
- c) [Request for Council Action – Family Housing](#)

VI. Reports of Committees

VII. Reports of City Officials

City Manager's Report

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.

Mayor's Report

VIII. Department Director Reports

Library Services Director

i) [Library Director's report July 2024](#)

Police Chief

i) [Police Chief Report - July 2024](#)

IX. Council Business for Good of the Order

X. Adjournment



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 16 for 2024 – Adopting Revised Personnel Policies for Employees, Interns, and Volunteers of the City of Home

Preferred Agenda: August 6, 2024

Submitted By: Cecily Hope Pretty, Administrative Services Director

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: City Budget

Towards Council Goal: Be an Effective and Efficient Government

Attachments: Draft Contract for Personal Services – Financial Administration

Purpose of this RCA:

To seek City Council approval for a proposed contract between the City of Sweet Home and Matt Brown Consulting to provide financial administration services.

Background/Context:

Mr. Brown has served as the City’s contracted Finance Director since Council approval of his original contract on July 12, 2022. An additional contract was approved with an expiration of December 31, 2023.

The Challenge/Problem:

The City currently does not have an internal Finance Director/City Treasurer and these services are necessary for appropriate financial administration of the City. Mr. Brown has been operating in good faith in holdover status but a new, formal contract is needed.

Stakeholders:

1. **City Council:** City Council will benefit from the experience and expertise of Mr. Brown’s history serving the City.
2. **City Staff:** Staff will have a point of contact with the financial expertise needed for City administration.
3. **Sweet Home Citizens:** Citizens benefit from professional financial administration.

Issues and Financial Impacts:

The contract amount is budgeted and is significantly lower than the costs of hiring an in-house Finance Director.

Elements of a Stable Solution:

A contract which will allow for continued professional monitoring and administration of City finances.

Options:

1. Do Nothing: The City will not have a formal agreement to provide Finance Director services and the contractor is under no obligation to continue providing services.
2. Amend the Contract: Suggest modifications to the contract as proposed.
3. Approve the Contract: Move to approve the contract as proposed.

Recommendation:

Staff recommends Option 3: Move to approve the contract for financial administration services as proposed.

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of Sweet Home, a municipality of the State of Oregon** (the “city”) and **Matt Brown Consulting** (“Contractor”).

RECITALS

- 1 **Need.** The City is in need of personal services for financial administration assistance, and the Contractor represents that it is qualified and prepared to provide such services.
- 2 **Purpose.** The purpose of this Agreement is to establish the services to be provided by the Contractor and the compensation and terms for such services.

AGREEMENT

- 3 **Engagement.** The City hereby engages Contractor to provide services (“Services”) related to financial administration, and Contractor accepts such engagement. The principal contact for Contractor shall be Matt Brown, phone 503-705-1041, email mattbrownconsultinggroup@gmail.com.
- 4 **Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.
- 5 **Term.** Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on 06/30/2025. The city reserves the exclusive right to extend the contract with written notice acceptable by email from the City Manager and/or direction from the City Council.
- 6 **Compensation.** The terms of compensation for the initial term shall be as provided in Attachment A.
- 7 **Payment.**
 - 7.1 The city agrees to pay the contractor for an in consideration of the faithful performance of the Services, and Contractor agrees to accept from the city as and for compensation for the faithful performance of the Services, the fees outlined in Attachment A.
 - 7.2 Contractor shall track work performed monthly pursuant to the agreed scope of work and shall provide a monthly invoice to the city. Following approval by the city manager, billings shall be paid in full within thirty (30) days of receipt thereof. The city shall notify the Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

7.3 The city may suspend or withhold payments if the contractor fails to comply with any requirement of this agreement.

7.4 Contractor is engaged by the city as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the city to employees.

8 Document Ownership. Contractor shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the city under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to the city shall become the property of the city who may use them without contractor's further permission for any lawful purpose related to the project. Upon execution of this agreement, the contractor grants to the city an irrevocable, nonexclusive license to use contractor's work products created through its services for the project. The license granted under this section permits the city to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of the contractor's work product for purposes unrelated to the project shall be at the city's sole risk and without liability to the contractor.

9 Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery, mail, or emailed. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City Manager
3225 Main St.
Sweet Home, OR 97386
OR
jogden@sweethomeor.gov

CONTRACTOR: Matt Brown Consulting
3495 Sussex St.
Eugene, OR 97401
OR
mattbrownconsultinggroup@gmail.com

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

10 Standard of Care. Contractor shall comply with the applicable professional standard of care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

11 Termination.

11.1 Termination for Cause. City may terminate this Agreement effective upon delivery of written notice to Contractor under any of the following conditions:

11.1.1 If City funding from federal, state, local, or other sources is not obtained and continued at levels insufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding if agreed between both parties.

11.1.2 If the Contractor is unable to fulfill the obligations discussed in Exhibit A.

11.1.3 If the Contractor is in breach of this Agreement, and such breach is not remedied as contemplated in this agreement.

11.2 Breach of Agreement.

11.2.1 Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or City notifies Contractor of the breach, whichever is earlier. If Contractor fails to remedy a breach within three (3) working days of its actual notice or receipt of written notice from the City, City may terminate that part of the Agreement affected by the breach upon written notice to Contractor, may obtain substitute services in a reasonable manner, and may recover from Contractor the amount by which the price for those substitute services exceed the price for same services under this Agreement.

11.2.2 If the breach is material and Contractor fails to remedy the breach within three (3) working days of receipt of written notice from the City, City may declare Contractor in default, terminate this Agreement and pursue any remedy available for a default.

11.2.3 Pending a decision to terminate all or part of this Agreement, City unilaterally may order the Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this section, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after the City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, because of the suspension.

11.3 Termination by Either Party.

11.3.1 Either party may terminate this Agreement by providing the other party with a written notice of such intention. The termination will become effective thirty (30) calendar days after the date of receipt of the notice, unless otherwise specified in the notice or agreed upon by both parties in writing.

11.3.2 Upon receipt of the termination notice, both parties shall fulfill all outstanding obligations and responsibilities under this Agreement until the effective date of termination.

11.3.3 Once terminated, neither party shall have any further obligations under this Agreement, except for any rights or obligations that by their nature should survive termination, including but not limited to, payment obligations, confidentiality commitments, and intellectual property rights.

11.3.4 Any notice of termination under this clause must be in writing and will be deemed effective: a. on the date of delivery if delivered personally; b. three (3) business days after being dispatched by certified or registered mail, postage prepaid; or c. the next business day if sent by recognized overnight delivery service.

12 No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

13 Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

14 Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

15 Indemnification.

15.1 Liability of Contractor for claims other than professional liability. For claims other than professional liability, Contractor shall defend, save, and hold harmless City, its officers, agents and employees from all damages, demands, claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities or omissions of Contractor. A claim for anything other than professional responsibility is a claim made against the City in which the City's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by the Contractor.

15.2 Liability of Contractor for claims for professional liability. For claims of professional liability, Contractor shall save, and hold harmless City, its officers, agents, and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor in the performance of professional services under this Agreement. A claim for professional responsibility is a claim made against the City in which the City's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claims made against the City.

15.3 Contractor is not an agent of the City, as those terms are used in ORS 30.265.

16 Governing Laws. This Agreement shall be governed by the laws of the State of Oregon.

17 Compliance with Law.

17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

17.2 Contractor shall not permit any lien or claim to be filed or prosecuted against the City or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

17.3 Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

17.4 All sums due to the State Unemployment Compensation Fund from the Contractor in connection with the performance of the Agreement shall be promptly paid.

17.5 Contractor certifies compliance with all applicable Oregon tax laws, in according to ORS 305.385.

17.6 The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.

17.7 Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in connection with this Agreement in violation of ORS chapter 244.

17.8 Any other condition or clause required by law to be in this Agreement shall be considered included by this reference.

18 Confidentiality. The Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

19 Public City. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

20 Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

21 Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

- 22 Mediation/Dispute Resolution.** Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Linn County, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be Linn County. Venue for any litigation shall be the Circuit Court for Linn County.
- 23 Attorney Fees.** If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.
- 24 Records, Inspection and Audit by the City.** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.
- 24.1** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within one (1) year after City makes final payment on this Agreement and all other pending matters are closed.
- 24.2** This Section is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.
- 25 Force Majeure.** Neither City nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disenabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so dis-enabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.
- 26 Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

27 Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

28 Insurance. Consultant shall, at its own expense, at all times during the term of this agreement, maintain in force:

28.1 A professional liability policy with minimum coverage of at least \$500,000 combined single limit. Certificates of Insurance shall be provided to the City upon request.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed by its duly authorized undersigned agent, and Contractor has executed this Agreement on the date written below.

CITY:

CONTRACTOR:

Signature: _____

Signature: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
Scope of Work & Compensation

Financial Services Support

- Review & Update City Financial and Investment Policies with City Manager and City Council as requested. Provide recommendations to the City Manager for updates on best practices.

Audit

- Complete Audit for fiscal year 2023.
- Complete Audit for fiscal year 2024 after completion of 2023.
- Complete workpapers with support from city staff.
- Complete auditor requests with support from city staff.
- Act as liaison between Auditor and City.
- Present completed audit to City Manager and City Council.

Annual City Budget

- Complete Salary & Benefit forecasting spreadsheet with support from staff.
- Review and update General Fund Support Service Charges with support from staff and under direction of City Manager and/or Council direction
- Create department budget sheets, year-end estimates and new year budget with support from department managers and under direction of City Manager and/or Council direction.
- Review capital improvement plan from staff
- Prepare Resolutions for the following:
- Declaring city election to receive state shared revenues.
- Certifying city provides services to receive state shared revenues.
- Electing a Budget Officer
- City budget adoption of appropriations and levying taxes.
- Prepare State of Oregon LB1 form for city to publicize in local paper for Public Hearing on adoption of the budget.
- Prepare State of Oregon LB50 for city to deliver to Linn County by July 15th deadline.
- Prepare a budget document for city adoption.
- Prepare and present at Budget Committee Meetings:
- Assist in preparation for staff discussions.
- Prepare presentation and materials for the Budget Committee.

Utility Billing Forecasting & Rate Studies

- Prepare utility rate forecasting for City Manager and Council once per year for Water, Sewer, and Storm funds.

Financial Reports

- Prepare a quarterly financial report to City Manager and Council.
- Prepare a monthly financial report for department directors.

Payroll Reporting

- Prepare Federal 941 report for staff to submit.
- Prepare Quarterly Oregon Reports and submit to State of Oregon.

Bank Reconciliations

- Prepare all bank reconciliations timely and provide them to the City Manager or designated staff for secondary review.

Virtual or Phone Check-Ins

- Contractor will be available for virtual or phone call meetings with staff as requested and scheduled as best meets within the schedules of staff and contractor.

Council Meeting Attendance

- Contractor will attend one council meeting per month. Additional meetings may be requested depending on the availability. Virtual attendance is acceptable as an alternative for additional meeting requests.

Ongoing City-maintained tasks:

- The city will maintain a city email for the consultant to use. Consultant will inform the City Manager and Finance staff if the consultant will be unavailable for reasons like vacation or other.

Rate of Pay

- Flat rate of \$5,000 per month for fiscal year 2024-2025.



REQUEST FOR COUNCIL ACTION

Title: Digital Evidence Management System (DEMS)

Preferred Agenda: August 6, 2024

Submitted By: Jason Ogden, Chief of Police

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: N/A

Towards Council Goal: Goal 2: BE AN EFFECTIVE AND EFFICIENT GOVERNMENT

1. Update and streamline processes.
2. Develop continuity in planning and permitting processes.
3. Invest in long-term staff stability and training.
4. Develop transparency in all communication.
5. Continue to implement financial “best” practices.
6. Employ sound technology to maximize efficiency.

Attachments: Five Year Contract with Utility™

Purpose of this RCA:

Council decision and approval of a five-year contract with Utility™.

Background/Context:

Digital evidence is expanding exponentially, and as a law enforcement agency, it is necessary that we keep up with managing this information effectively to minimize the risks involved such as liability, loss of valuable resources, and public embarrassment. This is accomplished by having a reputable digital evidence management system (DEMS). The Sweet Home Police Department historically managed digital evidence on a local server without any programs to organize and purge this information. In 2021 the agency contracted with Pro-Vision to use SecuraMax as our first DEMS which stored *some* digital evidence on a cloud-based server.

The Challenge/Problem:

The problem is SecuraMax is not a digital evidence management system which will accept *all* forms or formats of digital evidence. Additionally, there are complications with the program which prohibit the agency from effectively using the system and all its potential, and other problems with the program making it not very user friendly for some users. Over the years, customer service with the company has also been subpar.

While the program’s ability to organize and purge this data via a cloud-based platform has been an improvement from our previous way of managing digital evidence, there are other systems

available to help check all the boxes in minimizing the complications with managing digital evidence. The agency researched several companies which offer solutions for digital management and have found a company named Utility™ to be an innovator and leader in the digital evidence management world.

Utility™ policy-based platform allows police departments and agencies to decide how to manage their smart-policing solution. Collected media uploads automatically to CJIS Compliant cloud-based storage, which greatly improves the security of agency databases.

Using the Utility™ police body camera will give us access to the POLARIS by Utility™ evidence management system where users can search incidents, track fleets, redact video, and more under a secure chain of custody.

Utility™ overcomes significant pitfalls that are found in competing police body cameras. Utility™ provides agencies with greater benefits than a manually operated camera. Some of the key features include the following:

- Securely mounted in the uniform
- Officer down detection
- Pre-event recording of audio and video
- Automated recording triggers/door, lightbar, shotgun rack, and siren sensors
- Foot pursuit and struggle activation
- Holster sensor activation
- Live stream from camera with recording notifications

In addition to the robust features offered by Utility™, we have a unique opportunity to align with the District Attorney's office, which is already purchasing HELIOS—a powerful evidence management platform from the same company. By leveraging both Utility™ and HELIOS, we can achieve seamless integration, streamlined evidence sharing, and improved collaboration. This strategic alignment ensures that our law enforcement agencies work cohesively with the DA's office, enhancing transparency, efficiency, and overall effectiveness in our justice system.

We respectfully request the City Council's approval for the Sweet Home Police Department to purchase and contract with Utility™. Accepting Utility™ will not only improve our ability to manage all digital evidence, but also improve officer safety, transparency, as well as strengthen our partnership with the DA's Office.

This contract is allowable without a formal solicitation process by the City of Sweet Home under the State of Oregon's cooperative procurement requirements.

Stakeholders:

- Community – Communication is vital for transparency and public involvement.
- Police Department Staff – Management of digital evidence is required in policing.
- Council – Council support in contracting with Utility™.

Issues and Financial Impacts:

The cost of contracting with Utility™ will include a tiered subscription fee over a period of 5 years. Year 1 will cost \$30,582, while years 2 through 5 will be \$17,500. The total cost of this five-year contract was \$100,582. The cost for this year has been budgeted.

Elements of a Stable Solution:

A stable solution includes contracting with a reputable source that will allow us to continue managing our digital evidence effectively and efficiently to provide the highest level of police services to our community and minimize liability and loss of resources.

Options:

1. Approve police department staff to purchase/contract with Utility™
2. Deny the request and stay with Securamax by Pro-vision.
3. Direct staff to research other ways to accomplish the same goal.

Recommendation:

Staff recommends option #1 – Approve staff to purchase/contract with Utility™.



UTILITY.

Sweet Home OR Police - BWC and ICV subscription

Sweet Home OR Police

3225 Main Street
Sweet Home, OR 97386
United States

Jason Ogden

jogden@sweethomeor.gov
(541) 367-5181

Reference: 20240716-104303058

Quote created: July 16, 2024

Quote expires: October 14, 2024

Quote created by: John Joseph

Business Manager

jjoseph@utility.com

+12085595687

Comments from John Joseph

Utility is honored the Sweet Home Police Department has shown interest in the Utility Eos, body worn camera solution for its officers. We look forward to partnering with you to serve the city and the citizens of Linn County. Please accept this professional services agreement and proposal for review and consideration.

* The following is a summary of our proposed solution.

15 Eos Body Worn Cameras one per officer

4 Rocket IoT Communication hubs

4 In-Car Video Systems

15 Holster sensors one per officer

Polaris Digital Evidence Management (unlimited EOS Data Storage)

** CAD Integration not included

***The value on this quote covers all 5 years of the service agreement.

NASPO Solicitation Number: OK-MA-145-21

Products & Services

Item & Description	Quantity	Unit Price	Total
EOS Bundle - 5YR EOS Camera and Mount, Media Controller, USB-C Breakaway Charging Cable, CAD Activation, POLARIS SaaS, Warranty, and 24/7 Technical Support, Installation, Training.	11	\$6,545.00	\$52,556.35 after 27% discount for 5 years
EOS and In-Car Video System with Rocket Communications Bundle - 5YR EOS Camera and Mount, CAD Activation, Media Controller, USB-C Breakaway Charging Cable, Rocket In-Car Video System Hardware Bundle, Battery Backup, OBD II, POLARIS SaaS, Warranty, and 24/7 Technical Support.	4	\$15,322.00	\$44,740.24 after 27% discount for 5 years
CEW Holster Sensor Kit - 5YR EOS Holster Sensor Bundle.	15	\$300.00	\$3,285.00 after 27% discount for 5 years
One-time subtotal			\$100,581.59 after \$37,201.41 discount
Total			\$100,581.59

Purchase terms

Our typical terms start at 40% down at signing remaining balance equal annual payments for years 2-5. I've made an adjustment in your payment terms to better accommodate the budgetary requirements of the city.

Initial \$30,582

Year 2 \$17,500

Year 3 \$17,500

Year 4 \$17,500

Year 5 \$17,500

Signature

Signature

Date

Printed name

Questions? Contact me



John Joseph
Business Manager
jjoseph@utility.com
+12085595687

Utility, Inc.
250 E. Ponce de Leon Ave
Suite 700
Decatur, GA 30030
US



CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

July 09, 2024, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Call to Order

The meeting was called to order at 5:30 PM.

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Greg Mahler
Councilor Lisa Gourley
Councilor Josh Thorstad
Councilor Dave Trask
Councilor Angelita Sanchez

ABSENT

Councilor Dylan Richards

STAFF

Kelcey Young, City Manager
Cecily Hope Pretty, Administrative Services Director

MEDIA

Sarah Brown, The New Era
Shayla Escudero, Albany Democrat-Herald

Mayor Coleman stated that Councilor Richards had notified her that he would be absent.

Executive Session

The Sweet Home City Council Executive Session is held pursuant to:

ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member, or individual agent; and

ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

Official representation of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on any of the discussions during Executive Session, except to state the general subject of the session as previously announced. No formal actions may be taken in Executive Session.

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Council's regular session.

Adjournment

There being no further discussion, the meeting was adjourned at 6:27 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

DRAFT



CITY OF SWEET HOME CITY COUNCIL MINUTES

July 09, 2024, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Call to Order & Pledge of Allegiance

The meeting was called to order at 6:32 PM.

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Greg Mahler
Councilor Lisa Gourley
Councilor Josh Thorstad
Councilor Dave Trask
Councilor Angelita Sanchez

ABSENT

Councilor Dylan Richards

STAFF

Kelcey Young, City Manager
Matt Brown, Contracted Finance Director
Angela Clegg, Tourism & Economic Development Coordinator
Megan Dazey, Library Services Director
Blair Larsen, Community & Economic Development Director
Adam Leisinger, Communications Manager
Jason Ogden, Police Chief
Cecily Hope Pretty, Administrative Services Director
Greg Springman, Public Works Director

MEDIA

Sarah Brown, The New Era
Shayla Escudero, Albany Democrat-Herald

GUESTS

Calvin Ames, 1188 55th Avenue, Sweet Home, OR 97386
Dave Holly, 607 7th Avenue, Sweet Home, OR 97386

Councilor Trask moved to approve the absence of Councilor Richards. President Pro Tem Mahler seconded the motion. The motion carried by the following vote:

AYE: Coleman, Gourley, Mahler, Sanchez, Thorstad

NAY: Trask

ABSENT: Richards

Consent Agenda

Approval of Minutes:

- a) 2024-06-25 City Council Work Session Minutes
- b) 2024-06-25 City Council Executive Session Minutes
- c) 2024-06-25 City Council Meeting Minutes
- d) 2024-07-02 City Council Executive Session Minutes

Councilor Gourley moved to approve the Consent Agenda. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

Recognition of Visitors & Hearing of Petitions

- a) Anti-Bullying Proclamation

Mayor Coleman read the proclamation denouncing bullying.

Mayor Coleman explained that Public Comment was a time for residents to express themselves to City Council and designed for City Council to listen rather than providing feedback at that time. She invited those registered to speak.

Calvin Ames expressed gratitude for the City's help to date and requested to settle previous issues.

Dave Holley expressed his faith in the Sweet Home community and thanked City Manager Young for her service.

New Business

- a) Request for Council Action – Acceptance of the Fiscal Year 2022 Annual Financial Report

Director Brown stated that the audit for FY 2022 was completed with two comments regarding untimely reconciliations and untimely audit submissions. He noted that reconciliations were now fully up to date and the City's acceptance of the FY 2022 audit would allow the City to move forward with future audits and be up to date.

Mayor Coleman thanked Director Brown and the City's Financial Operations Manager, Cindi Robeck, for their work on ensuring the City attained compliance and timely submissions.

Councilor Gourley moved to accept the FY 2022 Annual Financial Report. Councilor Thorstad second the motion. The motion carried unanimously by those present.

- b) Request for Council Action – Resolution No. 16 for 2024 – Adopting Revised Personnel Policies for Employees, Interns, and Volunteers of the City of Home

Director Pretty stated that changes in State law regarding the administration of Paid Leave Oregon necessitated revisions to the Employee Handbook. She added that there were also several minor changes throughout the Handbook related to grammar and formatting.

Councilor Sanchez moved to approve Resolution No. 16 for 2024. Councilor Thorstad seconded the motion. The motion carried unanimously by those present.

- c) Request for Council Action – Resolution No. 17 for 2024 – Updating Non-Represented Management Salary Schedules

City Manager Young stated that staff member Angela Clegg would receive a title change to better reflect her workload with no fiscal impact. She added that staff member Adam Leisinger would be reclassified as Special Projects Manager to reflect additional duties he has assumed since accepting the role of Communications Manager.

Councilor Gourley moved to approve Resolution No. 17 for 2024. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

Reports of Committees

Mayor Coleman thanked staff for their role in reigniting the Sweet Home Area Revitalization Effort and for hosting meetings at City Hall.

Reports of City Officials

City Manager's Report

City Manager Young stated that the City's motion to intervene on the injunction regarding the Green Peter drawdowns had been granted hearings for 2024. She noted that this did not mean the drawdowns would not occur but that the City had an opportunity to be heard in a legal setting regarding the request to stop the drawdown. She thanked the Economic Development Administration for their support through grants to supply emergency generators at multiple City facilities. She highlighted the upcoming Citizens Academy hosted by City staff.

Mayor's Report

Mayor Coleman expressed her sadness that City Manager Young was moving on to another opportunity but expressed gratitude for her work in Sweet Home including the update on the drawdown. She thanked community members for their support of the recent Icebox Cookoff and noted the upcoming Sportsman's Holiday.

Department Director Reports

Library Services Director

- a) Library Director Report - June 2024

Community & Economic Development Director

- a) Community & Economic Development Director Report - June 2024

Finance Director

- a) Finance Director Report - FY2024 Year-End Report

Chief Ogden stated that the Traffic Safety Officer position was currently open. He reminded the community that there would be road closures and diversions due to the Sportsman's Holiday parade.

Director Dazey stated that the library's usage had increased to over pre-pandemic numbers.

Director Larsen stated that striping would occur this week on 10th Avenue to change it to a one-way street.

Mayor Coleman expressed her support for the 10th Avenue conversion to add more parking and encourage more patronage of local businesses.

Council Business for Good of the Order

Councilor Trask expressed his happiness at City Manager Young's performance and his sadness at her departure.

President Pro Tem Mahler expressed his support for City Manager Young's work for the community and for the Traffic Safety Officer.

Councilor Sanchez denounced bullying and violence in the Sweet Home community and expressed support to revise Council Rules including censure to prevent future occurrences. The Council expressed support to convene a future Work Session for same.

Adjournment

There being no further discussion, the meeting was adjourned at 7:01 PM

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

DRAFT

RESOLUTION NO. 18 FOR 2024

A RESOLUTION STATING THE INTENTION OF CITY COUNCIL TO APPOINT A CITY MANAGER.

WHEREAS, Kelcey Young, City Manager of the City of Sweet Home, submitted her intent to resign from the Office of City Manager effective August 2024; and

WHEREAS, the Charter of the City of Sweet Home requires that the City Council adopt a Resolution of its intention to appoint a City Manager and no such appointment shall be made until at least four weeks after adoption of the resolution; and

WHEREAS, the Charter of the City of Sweet Home states that the City Council shall appoint a City Manager within a reasonable time after the adoption of the resolution of intention; and

WHEREAS, the Charter of the City of Sweet Home states that the City Council during the interim when the City Council is seeking a City Manager, shall appoint a City Manager pro tem who possess the powers and can discharge the duties of the City Manager, provided however that a City Manager pro tem shall have no authority to appoint or remove any city officer or employee except with approval of five members of the City Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME COUNCIL that it is the intention of the City Council to appoint a City Manager for the City through a selection process approved by the City Council.

IT IS FURTHER RESOLVED that the City Council hereby appoints Jason Ogden, current Sweet Home Police Chief, as Manager Pro Tem to help the City in the period of time until a City Manager is appointed by the City Council, the term of which to be effective August 8, 2024.

This resolution shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor this 6th day of August, 2024.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 19 for 2024 – Updating Non-Represented Management Salary Schedules

Preferred Agenda: August 6, 2024

Submitted By: Cecily Hope Pretty, Administrative Services Director

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: City Budget

Towards Council Goal: Be an Effective and Efficient Government, Rejuvenate Essential Services, Economic Strength, Image Building

Attachments: Resolution No. 19 for 2024; Exhibit A, Current & Proposed Salary Schedules

Purpose of this RCA:

To seek City Council approval for an updated non-represented management salary schedules.

Background/Context:

The City of Sweet Home respects and appreciates its employees and recognizes the important role they play in the organization and the community’s success. The need to retain and recruit quality employees and candidates is directly related to the compensation offered. The City Council, by Charter, must approve compensation modifications for City personnel.

Section 6 of the City Charter states, “The Council shall fix the compensation of all City officers and employees.”

SHMC 2.48.030 states, “Personnel rules shall be adopted and amended by resolution of the City Council. The rules shall provide means to recruit, select, develop and maintain an effective and responsive work force and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge and other related activities.”

The City’s Personnel Policy 3(c) states, “To ensure that the City’s salary ranges and pay plan are as competitive as possible, salary data studies may be done approximately every three (3) years. Salary information from equivalent public entities will be compared with the City’s salary schedule and pay plan. Department Heads should notify the City Manager when conditions warrant a study of certain positions. The City Manager shall conduct or have conducted the appropriate studies and, if feasible, submit a recommendation to the City Council. Any adjustments to the pay plan must be approved by the City Council.”

The Challenge/Problem:

With the resignation of the current City Manager, staff has identified opportunities to restructure management roles to ensure continued coverage of necessary job duties which will include cost savings to administration provided the Police Chief is appointed City Manager Pro Tem. The changes will also allow for enhanced customer service and support for City Council, City Committees, and staff.

Stakeholders:

1. **Citizens:** Citizens deserve competent, qualified personnel and excellence in the City's Executive Team.
2. **City Council:** City Council can empower the recruitment and retention of high quality employees through salary administration who will deliver on City Council goals and City programs.
3. **City Staff:** Desirable candidates will be attracted to Sweet Home and motivated to remain on staff; non-management staff will benefit from well-qualified hires and longevity in high quality management.

Issues and Financial Impacts:

The fiscal year 2025 budget can absorb the proposed adjustments and administrative cost savings will be realized.

Elements of a Stable Solution:

A fiscally responsible solution to recognize the actual workload and duties of staff based on current City of Sweet Home needs.

Options:

1. Do Nothing: The updates will not be approved and staff will remain in their current roles.
2. Amend the Resolution: Suggest an alternative to the resolution as proposed.
3. Approve the Resolution: Move to approve Resolution No. 19 for 2024 updating salary schedules.

Recommendation:

Staff recommends Option 3: Move to approve Resolution No. 19 for 2024 updating salary schedules.

RESOLUTION NO. 19 FOR 2024

A RESOLUTION UPDATING SALARY SCHEDULES FOR NON-REPRESENTED MANAGEMENT EMPLOYEES.

WHEREAS, the City of Sweet Home wishes to formally adopt a revised salary plan for its Non-Represented Management employees; and

WHEREAS, the City of Sweet Home Charter requires City Council to “fix the compensation of all City officers and employees”;

NOW, THEREFORE, the City of Sweet Home resolves as follows:

The attached salary schedules for Non-Represented positions are adopted for positions currently authorized as shown in Exhibit A.

This resolution replaces Resolution No. 17 for 2024 and shall be effective immediately upon passage by the City Council and by signature of the Mayor. The salary increases shall not be retroactive.

PASSED by the City Council and approved by the Mayor this 6th day of August, 2024.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

EXHIBIT A
SALARY SCHEDULE
 July 1, 2024 – June 30, 2025
 Updated July 9, 2024 (Current)
NON-REPRESENTED MANAGEMENT EMPLOYEES

Step Position	A	B	C	D	E
COURT ADMINISTRATOR ACCOUNTANT	4,620	4,851	5,093	5,247	5,404
ASSOCIATE PLANNER	5,082	5,335	5,602	5,771	5,945
ADMINISTRATIVE SERVICES DIRECTOR LIBRARY DIRECTOR	8,004	8,404	8,824	9,089	9,362
FINANCIAL OPERATIONS MANAGER PLANNING & BUILDING MANAGER SPECIAL PROJECTS MANAGER OPERATIONS MANAGER	5,875	6,168	6,477	6,671	6,871
PUBLIC WORKS DIRECTOR/CITY ENGINEER	9,446	9,902	10,356	10,812	11,266
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR	8,170	8,579	9,077	9,278	9,557
FINANCE DIRECTOR	8,210	8,621	9,051	9,323	9,602

EXHIBIT A
SALARY SCHEDULE
 July 1, 2024 – June 30, 2025
 Updated August 6, 2024 (Proposed)
NON-REPRESENTED MANAGEMENT EMPLOYEES

Step Position	A	B	C	D	E
COURT ADMINISTRATOR ACCOUNTANT	4,620	4,851	5,093	5,247	5,404
ASSOCIATE PLANNER	5,082	5,335	5,602	5,771	5,945
ASSISTANT CITY MANAGER	9,605	10,085	10,589	11,119	11,675
ADMINISTRATIVE SERVICES DIRECTOR LIBRARY DIRECTOR	8,004	8,404	8,824	9,089	9,362
FINANCIAL OPERATIONS MANAGER PLANNING & BUILDING MANAGER SPECIAL PROJECTS MANAGER OPERATIONS MANAGER ADMINISTRATIVE SERVICES MANAGER	5,875	6,168	6,477	6,671	6,871
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COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR	8,170	8,579	9,077	9,278	9,557
FINANCE DIRECTOR	8,210	8,621	9,051	9,323	9,602



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Family Housing

Preferred Agenda: August 6, 2024

Submitted By: Kelcey Young, City Manager

Reviewed By: Cecily Hope Pretty, Administrative Services Director

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: Comprehensive Plan, 2023 Homelessness State of Emergency Proclamation

Towards Council Goal: Infrastructure, Be an Effective and Efficient Government, Rejuvenate Essential Services, Economic Strength, Image Building

Attachments: Housing Quotes

Purpose of this RCA:

To seek City Council approval for the purchase of family housing units for installation at 44th and Osage. This housing will be temporary housing for families in transition. This is high barrier housing that is only for families with children and does not allow drugs or pets. This housing will be managed by a third party that is also paid for by grant funding. These houses are small, but aesthetically pleasing and provide dignity for the families and children of Sweet Home who need them.

The total purchase is for \$263,050 and includes shipping and the following structures:

- Two 40-foot houses for \$106,000
- Two 20-foot houses for \$75,200
- One A-frame house for \$77,900

Background/Context:

Through proclamation on March 1, 2023, the City of Sweet Home declared a state of emergency regarding the homeless population in Sweet Home. Additionally, the City has identified families as a group in need of housing in partnership with the Sweet Home School District. The Governor provided emergency funding to the Linn County MAC group to be distributed through grants. The City of Sweet Home applied and was awarded funding in order to provide family housing for families in transition while they obtain permanent housing.

The City received multiple bids with various housing options. The City selected ATL as best value for the money due to the quality and built-in features.

The Challenge/Problem:

Multiple families are currently in transition and are awaiting permanent housing. Many of the families have jobs and/or qualify for assistance, but are unable to obtain permanent housing due to long waiting lists.

Stakeholders:

1. **Citizens**: Citizens deserve clean streets and children deserve safe places to be.
2. **City Council**: City Council will be working towards their overall citywide goals and the goals set forth by the state of emergency.
3. **City Staff**: Staff will be empowered to fulfill the grant requirements.

Issues and Financial Impacts:

This project is entirely grant funded.

Elements of a Stable Solution:

A fiscally responsible method to improve living conditions for all residents.

Options:

1. Do Nothing: The City Manager will not purchase the housing and no housing will be pursued at this time.
2. Amend the project: Suggest an alternate project or selections for family housing.
3. Authorize the purchase: Move to approve the purchase of the family housing up to \$270,000.

Recommendation:

Staff recommends Option 3: Move to approve the purchase of the family housing.




Location: Oregon

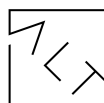
Type: A Frames

20' A Frame Picture Reference:



20' A Frame Breakdown:

INTERIOR SIDE WALLS/CEILING	Cedar Wood Shiplap (With Natural Sealant) or White MDF Shiplap	
INTERIOR END WALLS	Plywood End Walls (Painted Black or White)	
EXTERIOR ROOFING	Standing Seam Metal Roofing	
EXTERIOR FRONT SIDING	Thermory Wood Siding	
FLOORING	Laminate Flooring(Grey, Blonde or Brown)	
BASEBOARD/TRIM	Black or White	
COUNTERTOPS/TABLE	Butcher Block, Natural Color	
CABINETS/FURNISHINGS	White or Black	
FIXTURES/HARDWARE	Black	
HVAC	10K BTU Portable HVAC Unit	
INSULATION	Batt Foam Insulation (R-13)	
WALL FRAMING	Metal Stud Wall Framing	
BASE/SUBFLOOR	Steel Framed Base with Plywood Subfloor	
ELECTRICAL	110V Electrical (Black Outlets and Switches)	



Retail Price Per Unit: \$74,500 - Deluxe Model

**Price does not include permitting, taxes, delivery and installation.*

- *Discount for Qty. 5 Units: \$2,000/Each*
- *Discount for Qty. 10 Units: \$3,000/Each*

Estimated Delivery Costs for July: costs can vary depending on what month an order is placed

- One 20' A Frame: ~\$3,400
- Two 20' A Frame: ~\$4,000 (**\$2,000/Each when shipped two at a time*)
 - **There may be cost savings in shipping two 20' A Frames at a time since we can potentially fit two 20' A frames onto one 40' wide load trailer for transportation.*

Popular Upgrade Options:

UPGRADE OPTIONS

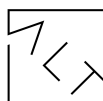


Go 'On-Wheels'
(Includes RV Certification)

- 12'L Model With Stairs (No Deck) | \$10,500
- 12'L Model With Stairs and 4' Front Deck | \$13,500
- 16'L Model With Stairs (No Deck) | \$12,500
- 16'L Model With Stairs and Front Deck | \$15,500
- 20'L Model With Stairs (No Deck) | \$15,500

INDIVIDUAL UPGRADES

- 24" x 24" Triangular Window (\$1,500)
- 24" x 48" Venting Window on Slanted Wall (\$3,000)
- Kitchenette (\$3,000) *No Plumbing
- Kitchen (\$6,000)
**Includes Sink, Faucet, Water Heater and Stove Top.*
- Built In Elevated QN Size Bed (\$3,000)
- Built in Sunken QN Size Bed (\$4,900)
**Has room for a mattress to pull out underneath as well to sleep 4 total.*
- Add Pull Out Trundle Bed Under QN Bed (\$1,600)
- Folding Butcher Block Kitchen Bar Table (\$800)
- Upgrade Shower Walls to Tile (\$3,500)
**Standard Bathroom is Tile Floor with Metal Walls*
- 10K BTU Portable HVAC, Vented (\$750)
- Mini Refrigerator (\$300)
- Microwave (\$185)
- Upgrade Entry Door to 5 Lite Modern Door (\$650)
- Upgrade to R-21 Closed Cell Spray Foam Insulation (\$3,400/\$4,200)
- Add R-14 Closed Cell Spray Foam to Underside (\$1,150/\$1,500)

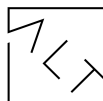


Price Comparison Between Models: (For Reference)

ALT LUXE A-FRAME TINY CABIN



10'W x 20'L x A-FRAME TINY CABIN 200 S.F.	ECO MODEL	BASE MODEL	DELUXE MODEL	PREMIER MODEL
Pricing:	\$59,500	\$69,000	\$74,500	\$79,500
10'W x 20'L Steel Base with Plywood Subfloor	✓	✓	✓	✓
Build Out: Framing, Electrical, Insulation, Interior Walls & Flooring.	✓	✓	✓	✓
Build Finishes: Standard (<i>View Product Details Catalog</i>)	✓	✓	✓	✓
Window: 60" x 60" Triangular Window (<i>On Back Wall</i>)	✓	✓	✓	✓
Main Entry: 3 Lite Modern 30" x 80" Outswing Entry Door (<i>Black</i>)	✓	✓	✓	✓
Full Bathroom: Entry Door, Toilet, Shower, Vanity, Water Heater & Mirror		✓	✓	✓
Kitchenette(78"W): 36" Cabinet, 18" Cabinet, 24" Open Space <i>*Black or White Cabinets, Butcher Block Top and Black Hardware</i> <i>*Includes Sink, Faucet and Stove Top</i>			✓	✓
Additional Window: 24" x 24" Triangular Window (<i>Above Entry Door</i>)				✓
Appliance Package: 10K BTU Portable HVAC Unit & Mini Fridge				✓
Built-In Elevated Queen Size Bed <i>*Does not include mattress.</i>				✓





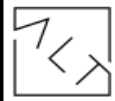
Location: Oregon

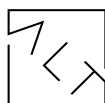
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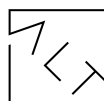
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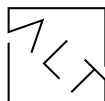


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Additional Window: 24" x 24" Triangular Window (<i>Above Entry Door</i>)				✓
Appliance Package: 10K BTU Portable HVAC Unit & Mini Fridge				✓
Built-In Elevated Queen Size Bed <i>*Does not include mattress.</i>				✓





City of Sweet Home
 Sweet Home Public Library
 1101 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

	This month	Last month June 2024	Year to date 2024	Previous year 2023
Patron Activity				
Door Count	3662	3357	23,818	31,161
Program participants (all ages)	527	317	2209	2127
Total programs(all ages)	30	26	178	148
Circulation and Renewals				
Checkouts & renewals	6000	5560	40,626	62,060
E-audio & E-book checkouts	769	786	5241	6971
Total items checked out	6769	6346	45,867	69,031
Public Computers				
Logins	268	201	1516	2597
Resource Sharing Savings				
Cost savings	4874.30	5151.38	38,759.32	59,496.76
Items borrowed by consortium libraries	374	347	2501	4266
Items borrowed from consortium libraries	434	448	3012	3871
Volunteer Hours				
Hours worked by volunteers	48	47	296.50	671.75
New Library Patrons				
New patron cards issued	43	87	391	623

Events this month: Our summer events continue to be popular for all ages. We are offering activities for all ages from 0-100+. Having a wide variety to choose from gives everyone and opportunity to participate. Summer Reading participation is up for all ages (in addition to the program attendance). The Summer Reading Program ends at the end of August.

Items of note: We had 2 days this month with over 500 checkouts each. This is close to 2% of our collection checking out in a single day. Tuesdays and Thursdays continue to be our busiest days, but all days are gradually getting busier.

SWEET HOME POLICE DEPARTMENT

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CITATIONS ISSUED	Jun-24	Jun-23	2024 TO DATE	2023 TO DATE	YEAR TO DATE CHANGE
Chapter 803 Vehicle Title and Registration (Fail to Register Vehicle, Fail to Renew Registration, Altered Plate, Switched Plates, Fail to Display Plate, etc.)	2	1	6	11	-45.45%
Chapter 806 Financial Responsibility Law (Driving Uninsured, Fail to Carry Proof of Insurance, False Info Regarding Liability Insurance, etc.)	19	13	81	71	12.35%
Chapter 807 Driving Privileges, Licenses and Permits (No Operator License, Fail to Carry and Present License, Fail to Change Name and/or Address on Operator License, etc.)	1	3	16	20	-20.00%
Chapter 811 Rules of the Road for Drivers (Speeding, DWS, Reckless Driving, Careless Driving, Hit and Run, Fail to Obey Traffic Control Device, Follow too Close, Illegal Parking, Fail to Yield to Pedestrian, Fail to Wear Seatbelt, etc.)	28	26	160	128	20.00%
Chapter 813 Driving Under Influence of Intoxicants (Drive Under Influence of Intoxicants, Refuse the Breath Test, etc.)	1	1	12	6	50.00%
Chapter 814 Pedestrians; Passengers; Livestock; Motorized Wheelchairs; Motorcycles; Bicycles (Improper Use of Lanes, No Motorcycle Helmet, Bicyclist failing to Signal, etc)	0	0	0	0	0.00%
Chapter 815 Vehicle Equipment Generally (Improper Fenders or Mud Guards, Unreasonable Noise, Obstructed Vehicle Windows, etc.)	0	0	0	0	0.00%
Chapter 816 Vehicle Equipment (Operate Without Lighting Equipment, Operate Without Tail Lights, etc)	1	0	2	0	100.00%
Chapter 818 -821 (Vehicle limits, abandoned vehicle, special provisions, off road vehicles)	0	0	1	0	100.00%
TOTAL CITATIONS ISSUED	52	44	278	236	15.11%
TOTAL PERSONS CITED	33	17	177	141	20.34%
TOTAL WARNINGS ISSUED	65	140	664	651	1.96%
TOTAL TRAFFIC STOPS	99	157	791	860	-8.02%

MOTOR VEHICLE CRASHES	Jun-24	Jun-23	2024 TO DATE	2023 TO DATE	YEAR TO DATE CHANGE
MVC-FATAL	0	0	1	0	100.00%
MVC-INJURY	0	5	12	16	-25.00%
MVC-NON INJURY	10	8	53	52	1.89%
HIT & RUN VEHICLE INJURY	1	0	1	0	100.00%
HIT & RUN PROPERTY	4	4	34	22	35.29%
TOTAL CRASHES	15	17	101	90	10.89%

CRASHES INVOLVING DUII ARREST	0	0	3	1	66.67%
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SWEET HOME POLICE DEPARTMENT

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			2024	2023	YEAR TO DATE
CALLS FOR SERVICE	Jun-24	Jun-23	TO DATE	TO DATE	CHANGE
PERSON CRIMES (Homicide, Assault, Harassment, Sex Crimes, Menacing, Reckless Endanger, Kidnap, Domestic Violence, Elder & Child Abuse, etc)	17	20	150	128	14.67%
PROPERTY CRIMES (Arson, Burglary, Theft, Criminal Mischief, Motor Vehicle Theft, Robbery, Unlawful Entry into Motor Vehicle, Reckless Burning, etc)	29	49	241	320	-24.69%
SOCIETY CRIMES (Drive Under Influence of Intoxicants, Disorderly Conduct, Resisting Arrest, Criminal Trespass, Escape, Runaway, Drug Offenses, Weapon Offenses, etc)	18	25	150	160	-6.25%
OREGON SPECIFIC CRIMES (Protective Custodies, Traffic Crimes other than DUII, Warrant Arrests)	54	72	314	401	-21.70%
TOTAL CRIMES REPORTED	118	166	855	1009	-15.26%
TOTAL CRIMES CLEARED	74	114	568	679	-16.35%
NON CRIMINAL CALLS FOR SERVICE (Abandoned Vehicles, Agency Assists, 911 hangups, Alarm Calls, Ambulance Assist, Animal Calls, Death Investigations, Disturbances, Domestic Disputes, Juvenile, Motor Vehicle Crashes, Public Assists, Suspicious Activity, Traffic, Trespass Warnings, etc)	744	787	4076	4374	-6.81%
TOTAL CALLS FOR SERVICE	862	953	4931	5383	-8.40%
TOTAL INCIDENT NUMBERS ISSUED	821	880	4522	4963	-8.89%
TOTAL CAD NUMBERS ISSUED	1434	1691	7258	9475	-23.40%

			2024	2023	YEAR TO DATE
CUSTODIES	Jun-24	Jun-23	TO DATE	TO DATE	CHANGE
TOTAL PERSONS IN CUSTODY	52	61	361	418	-13.64%
TOTAL ADULTS ARRESTED	49	59	341	401	-14.96%
TOTAL JUVENILES IN CUSTODY	3	2	34	17	50.00%
TOTAL CHARGES	90	123	639	795	-19.62%
TOTAL ADULT CHARGES	85	121	486	774	-37.21%
TOTAL JUVENILE CHARGES	5	2	52	20	61.54%