



CITY OF SWEET HOME CITY COUNCIL AGENDA

April 13, 2021, 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 Council will hold a Regular City Council meeting at 6:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. Individuals attending public meetings in person will be required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council 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 City Council meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. ID: 473 954 605#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting. All votes may be conducted by Roll Call Vote.

Cell phones should not be used in the Council Chambers by the public, city staff or Council during this meeting for any reason, including text messages, emails, or phone calls. If someone needs to utilize their cell phone, please exit the Council Chambers.

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda:

Approval of Minutes:

- a) [2021-03-23 City Council Minutes \(pg. 3\)](#)

Recognition of Visitors and Hearing of Petitions:

Old Business:

- a) [Request for Council Action - 2021 Salary Adjustments for Non-Represented and AFSCME Employees \(pg. 8\)](#)

New Business:

- a) Mayor's Appointment of a Council Liaison to the Library Advisory Board

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.

- b) [Request for Council Action – Transient Lodging Tax \(TLT\) IGA \(pg. 37\)](#)
- c) [Discussion Only - American Rescue Plan Act Funding Allocation \(pg. 46\)](#)
- d) [Water Utility & Storm Water Utility Rate Discussion \(pg. 48\)](#)

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

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

Reports of City Officials:

Mayor's Report

City Manager's Report

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

Library Services Director

- a) [Statistics by Type of Circulation \(pg. 51\)](#)

- b) [Statistics by User \(pg. 52\)](#)

Community and Economic Development Director

- a) [CEDD Monthly Report for March, 2021 \(pg. 53\)](#)

Public Works Director

- a) [Public Works Monthly Report of Activities - March 2021 \(pg. 58\)](#)

City Attorney

Council Business for Good of the Order

Adjournment



CITY OF SWEET HOME CITY COUNCIL MINUTES

March 23, 2021, 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.

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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 has been approved by the Mayor as Chairperson of the meeting.

Cell phones should not be used in the Council Chambers by city staff or Council during this meeting for any reason, including text messages, emails, or phone calls. If a member of the public needs to utilize their cell phone for a call, please exit the Council Chambers.

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 Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF

City Manager Ray Towry
Finance Director Brandon Neish
Communications Specialist Lagea Mull

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.

Community and Economic Development Director Blair Larsen
Police Chief Jeff Lynn
Public Works Director Greg Springman
City Attorney Robert Snyder
Administrative Assistant Julie Fisher

Mayor Greg Mahler read instructions for anyone online or by phone to be able to participate in the meeting for public comment.

Consent Agenda:

Motion to approve the consent agenda made by President Pro Tem Gerson, Seconded by Councilor Gourley.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Approval of Minutes:

- a) 2021-03-09 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

None

Old Business:

- a) Request for Council Action - System Development Charge Fee Schedule

City Manager Towry explained Resolution 9 for 2021 has an exhibit for both options of a graduated three or a four-year initiation of the System Development Charges. Community and Economic Development Director Blair Larsen explained the history of the System Development Charges process including a Public Hearing.

Motion to approve Resolution No. 9 for 2021 with Exhibit A with a graduated three-year initiation to take effect May 1, 2021 and annual inflation adjustments July 1st thereafter. made by President Pro Tem Gerson, Seconded by Councilor Trask.

Roll Call Vote: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman

Voting Nay: Councilor Sanchez, Councilor Richards

- b) Discussion Only - Debt Issuance for Capital Projects

Finance Director Neish reported to the Council regarding debt options for capital projects. Neish recommended that Council not incur additional debt and revisit the issue in late summer, stating it would be advantageous for the City to wait to incur any further debt, Neish anticipates rates going down in that time and availability of federal stimulus dollars. Neish also has concern related to long term debt load for the City.

New Business:

- a) Information Only - Partnership with AMERESCO for Replacing City Streetlights

Finance Director Neish and CEDD Larsen presented a proposal with AMERESCO, beginning with a short video clip. Staff believes the proposal is the most economical method for replacing City streetlights. Joseph Mankiewicz and Brian Jewett from AMERESCO presented a Powerpoint Presentation on a self funding street light conversion for the City of Sweet Home.

Finance Director Neish explained the Sole Source Selection as well as a Piggy-Back option. Both options would allow the City of Sweet Home to move forward with AMERESCO without a Request for Qualifications if the Council chooses to move forward.

Consensus of the Council was to move forward with AMERESCO with an initial proposal.

b) Request for Council Action - 2021 Overlay Project Bid Posting

Engineer Technician Trish Rice presented to City Council a proposed RFQ to pave streets that are ready for pavement improvement. Included in the proposal were financing options using local funds. Engineer Technician explained the flexibility of phased work. If the solicitation is approved it will be posted tomorrow, bids to be returned timely for review and for construction to begin in May.

Motion to approve solicitation for the 2021 Overlay Project made by Councilor Coleman, Seconded by President Pro Tem Gerson.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

c) Request for Council Action - Surface Transportation Block Grant: Fund Exchange Program

Engineer Technician Trish Rice explained the benefits of a Surface Transportation Block Grant Fund Exchange Program with ODOT. The exchange rate of .94 cents per dollar, exchanges Sweet Home's Federal Funds for ODOT's State Funds that can be used for any eligible use. Engineer Technician Rice reported over \$660,000 in funds that exchange to \$625,000 of state spending power. By using the exchange program, the City is not burdened with additional costs related to federal requirements.

Motion to approve the Intergovernmental Agreement made by Councilor Coleman, Seconded by President Pro Tem Gerson.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

d) Information Only - Stormwater TMDL Implementation Plan

Engineer Technician Trish Rice explained the letter sent by DEQ to the Council at the last Council meeting regarding storm water. Engineer Technician Rice reported the City is required to update our five year stormwater plan to coordinate with the new rule regarding mercury levels. The City provides a plan to DEQ yearly. DEQ reviews and follows up with supplemental questions and letter of acceptance.

e) Information Only - WWTP Upgrade Project Updated Schedule

Engineer Technician Trish Rice presented some updated information regarding the Wastewater Treatment Plant and plant design updates. Estimated time lines included the contract completed by November, contractor bids by January, and construction from March 2022 - February 2024.

f) April 2021 Child Abuse Prevention and Awareness Proclamation

Mayor Mahler read the Proclamation for Child Abuse Prevention and Awareness Proclamation.

g) Request for Council Action - Resolution No 11 for 2021 - Sweet Home Public Library Policy Manual

City Manager Ray Towry presented the Updated Library Policy Update. The policy manual was last updated in 2013. The Library Advisory Board has reviewed and unanimously recommended the updates.

Motion to adopt Resolution No. 11 for 2021 - Sweet Home Public Library Policy Manual by Motion made by President Pro Tem Gerson, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

None

Second Reading of Ordinance Bills

None

Third Reading of Ordinance Bills (Roll Call Vote Required)

None

Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Councilor Gerson reported the Charter Review Committee did not meet due to lack of a quorum.

Council of Governments

Councilor Sanchez reported the Community Services Consortium received funds to assist with COVID rental, energy, and water assistance.

Legislative Committee

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

Reports of City Officials:

Mayor's Report

Mayor Mahler reminded the Council April 13th is the deadline for the SEI filing.

Commissioner Sprenger met with Mayor Mahler and is supportive of the Council goals.

Mayor Mahler reminded the Council of the City Streetscape Planning meeting on Thursday at 6pm. A possible quorum of the Council and Planning Commission has been noticed.

City Manager's Report

City Manager Ray Towry reported the City received 6 applications for Library Service Director, with the first review of applicants April 5.

City Manager Towry announced the Executive Team Training has been scheduled for April 14-16. Training will include, HR Topics, Annual Work Plans, preliminary budget and council goals.

City staff met to review department and staff goals to be sure they are in alignment with Council goals

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

Finance Director

- a) February 2021 Monthly Report

Police Chief

- a) Police Department Monthly Report

Chief Lynn provided additional information to the department report included in the packet.

Traffic enforcement improvements have been made in priority areas, including a focus on downtown and 1st Avenue to address community concerns.

Chief Lynn reported having reduced staff for a significant period of time. Officer Carlson has completed his training and Officer Mason graduates Thursday. Additionally, there are two open positions. Chief Lynn announced a department restructuring, transferring from 4 sergeants to 1 captain and 2 sergeants. Chief Lynn reported the realignment is cost neutral and provides opportunities for succession planning.

City Attorney

None

Council Business for Good of the Order

None

Adjournment

The City Council meeting was adjourned at 8:28 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: 2021 Salary Adjustments for Non-Represented & AFSCME Employees

Preferred Agenda: April 13, 2021

Submitted By: Brandon Neish, Finance Director

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: SHMC § 2.48.030 – Adoption and Amendment of Rules
Sweet Home Charter Section 6
Sweet Home Personnel Policy Section 3 (c)

Towards Council Goal: Goal 2.1: Update & streamline process
Goal 2.3: Invest in long-term staff stability & training
Goal 2.5: Continue to implement best financial practices

Attachments: Resolution No. 12 for 2021
Resolution No. 9 for 2019

Purpose of this RCA:

To review Resolution No. 12 for 2021 awarding cost-of-living adjustments to City Non-Represented and AFSCME employees.

Background/Context:

The City of Sweet Home respects and appreciates its employees and recognizes the important role they play in the organization and community's success. The need to retain and recruit quality employees and candidates is directly related to the compensation offered.

Section 6 of the City Charter states, "Salaries. 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. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and, furthermore, shall be based on merit and fitness."

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."

Originally passed in December 2019, Resolution No. 9 for 2019 stated non-represented employees would receive a cost-of-living adjustment (COLA) of 3% beginning July 1, 2020. Due to the ongoing COVID-19 pandemic and the previously unknown long-term effects on City finances, members of the non-represented staff agreed to voluntarily forgo their COLAs in a bid to prevent future layoffs of City staff. City Manager Towry informed the City Council of staffs' decision on June 9, 2020 while calling staff "a pretty impressive group that would volunteer to do that for their team and their community." Additionally, members of the American Federation of State, County and Municipal Employees (AFSCME) Local 3337 agreed during their contract negotiations to forgo a COLA as well. The agreement with AFSCME was finalized in August of 2020 and specifically stated that "subsequent cost of living adjustments (COLA) shall be equal to that given to non-represented management staff in both salary adjustment and timing."

While the pandemic continues, financial concerns regarding fiscal stability and revenue generation within the City have passed as the economy has continued to rebound from the initial effects of job losses and market drops. Local real estate prices have continued to climb and as of January 2021, were up nearly 7% over the prior twelve months which will bring reduced compression in property taxes for the 2021-2022 fiscal year. Additionally, all of our funds have maintained or seen an increase in revenues during the 2021 fiscal year and the stability of our organization now and in the future has improved. Given the health of our existing funds, City staff is recommending that the COLAs originally forgone in 2020 be reinstated effective January 1, 2021. Future COLAs will be presented as part of the budget process but include tying the increases to CPI as demonstrated in the attached resolution.

As part of this review and decision, Resolution No. 12 for 2021 also contains four important revisions. First, the addition of a Captain's salary range which the Police Department plans to hire in the coming months. The Captain will take some responsibilities of the Chief allowing the Chief to focus on the holistic and high-level view of the department including long-range planning, policy development and more. Additionally, the Captain position will serve as the eventual successor to the existing Police Chief should the position become vacant.

Related to the Police Captain's position, a salary review for the position revealed that the salary of the Chief was also lower than market comparators. Sweet Home uses Independence, Molalla, Monmouth, Sheridan, Silverton and Stayton as comparable cities. A review of the Chief salary in these cities demonstrated a need to increase the Chief's salary by approximately 5% to maintain the "95% of average" salary figure the City has used previously.

An Information Technology (IT) Services Manager has been added. As the City has grown with more and more of its operations dependent on information technology, the workload has grown to be too much for a third-party to manage along with existing staff time dedicated to on-site troubleshooting and assistance. This existing staff time has meant redistributing time from current duties resulting in delays in reporting and output. After presenting the proposal to the City Council during the Council Training in February 2021, the Council was supportive of hiring a full-time individual to focus on IT needs across the organization.

Finally, an equity adjustment has been added to the table for the Public Works Operations Manager. An internal review of the Operations Manager and Utility Manager revealed similar job functions, supervisor requirements and technical skills for the positions. While the positions are similar in scope, the Utilities Manager position had a higher rate of pay. The revision increases the salary of the Operations Manager to match the Utilities Manager pay.

The Challenge/Problem:

How does the City of Sweet Home retain employees and recruit candidates without a fair and equitable salary schedule in place?

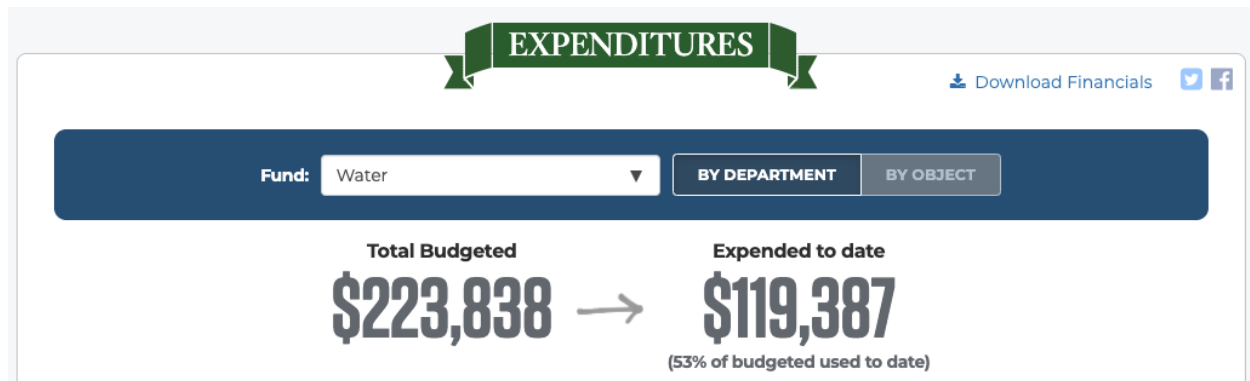
Stakeholders:

- City of Sweet Home Citizens – These non-represented positions are the leaders of the organization and impact the quality-of-service offerings of the city. The community will feel the effects of these changes. Citizens also deserve transparency in government.
- City of Sweet Home Staff – These changes aim to improve our market competitiveness in a “job seeker’s economy.” Good employees are hard to find and without a fair salary schedule and our ability to recruit and retain quality employees who develop the processes within the organization and continue the push toward an efficient and effective organization is greatly hampered.
- Sweet Home City Council – Charter, SHMC §2.48.030 and past policies and practices dictates that the Council is responsible for personnel rules including salary administration.

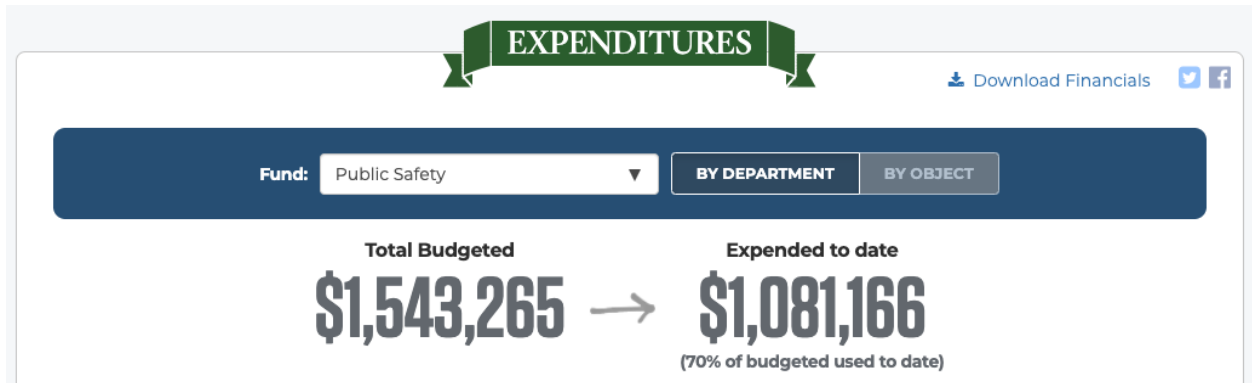
Issues and Financial Impacts:

The fiscal year 2021 budget included salary adjustments for AFSCME employees equal to 3% beginning July 1, 2020 but no increases for non-represented staff. A 3% COLA for AFSCME employees back to July 1 is approximately \$23,000 (\$2,555 per month) across all City funds with personnel expenditures. This amount was budgeted and would require no budget adjustments. A 3% COLA for non-represented employees back to July 1 is approximately \$20,625 or \$2,291 per month across all funds. This was not budgeted and would require budget adjustments from contingencies to cover any adopted increase.

Adjustments would occur in select funds where vacancies would not cover. For example, in the Water Fund, salary expenditures to-date total 53% of the overall budget according to information available in the City’s online transparency portal. This information is updated through February 2021 payroll which, if everything lines up over a twelve-month period, total year-to-date expenditures should be near 67%.



However, through February 2021, the Police Department was at 70% due to retirements and increases that were not previously budgeted. This fund would likely require a budget adjustment to offset the retirement costs as well as any increase in staff pay for the current fiscal year.



Elements of a Stable Solution:

Sweet Home must have a fair and equitable salary schedule to recruit and retain employees.

Options:

1. Do Nothing – Resolution No. 9 for 2019 would remain in place with no increases for 2021.
2. Move to approve Resolution No. 12 for 2021 with increases retroactive to December 16, 2020. – Salary increases would be retroactively assessed back to December 16, 2020 (beginning of the January pay period). Total **savings** government-wide from budgeted figures is estimated to be \$1,662 though specific funds may require budget adjustments based on type of staff (i.e. Executive is all non-represented, therefore would require an adjustment whereas AFSCME members are primary in streets so no adjustment would be necessary).
3. Move to approve Resolution No. 12 for 2021 with increases retroactive to June 16, 2020. – Salary increases would be retroactively assessed back to June 16, 2020 (beginning of the July pay period). Total **cost** on government funds would be estimated at \$27,204 for the fiscal year and would require budget adjustments on nearly all funds with personnel expenditures.
4. Move to approve Resolution No. 12 for 2021 with increases retroactive to September 16, 2020. – Salary increases would be retroactively assessed back to September 16, 2020 (beginning of the October pay period). Total **cost** on government funds would be estimated at \$12,771 for the fiscal year and would require budget adjustments on nearly all funds with personnel expenditures.
5. Move to approve Resolution No. 12 for 2021 with increases beginning March 16, 2021. – Salary increases would be assessed beginning with the current pay period resulting in no back pay for employees. Total **savings** government-wide from budgeted figures is estimated to be \$16,095 though specific funds may require budget adjustments based on type of staff (i.e. Executive is all non-represented, therefore would require an adjustment whereas AFSCME members are primary in streets so no adjustment would be necessary).
6. Recommend different salary rates and/or implementation date and table for another meeting – Council could review these proposed changes and recommend different rates for adoption. Staff would take these recommendations and revise the proposed resolution for review at a future Council meeting.

Recommendation:

Staff recommends option 2, move to approve Resolution No. 12 for 2021 with increases retroactive to December 16, 2020. The proposed salary schedule is fair, equitable and based on both the city's ability to afford and the current market comparables. It is fair to both the employee and the community and does not risk the fiscal stability of the City given current financial conditions.

RESOLUTION NO. 12 FOR 2021

A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED EMPLOYEES.

WHEREAS, the City of Sweet Home wishes to formally adopt a salary plan for its Non-Represented Employees.

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

The attached salary schedules for Non-Represented full-time and part-time positions are adopted for positions currently authorized as shown in Exhibit "A".

This Resolution hereby replaces Resolution No. 9 for 2019 and shall be effective January 1, 2021.

PASSED BY THE City Council and approved by the Mayor this 13th day of April 2021.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
MANAGEMENT

(Additional % to be added upon settlement of contracts)

Step Position	A	B	C	D	E
COURT ADMINISTRATOR	3,812	4,003	4,204	4,331	4,461
ACCOUNTING SUPERVISOR	4,194	4,404	4,624	4,763	4,906
ASSOCIATE PLANNER	4,194	4,404	4,624	4,763	4,906
ADMINISTRATIVE ASSISTANT	4,387	4,607	4,837	4,982	5,132
PLANT SUPERINTENDENT	4,849	5,104	5,372	5,534	5,701
LIBRARY DIRECTOR	5,160	5,431	5,716	5,888	6,065
SR. ENGINEERING TECH	5,071	5,339	5,620	5,789	5,963
MAINT. SUPERINTENDENT	4,795	5,035	5,287	5,446	5,609
PUBLIC WORKS DIRECTOR	6,082	6,402	6,738	6,941	7,150
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6,744	7,081	7,435	7,658	7,888
FINANCE DIRECTOR	6,777	7,116	7,472	7,696	7,927
CITY MANAGER	8,347	8,786	9,248	9,526	9,812
POLICE CHIEF	6,964	7,330	7,715	7,947	8,186

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases
Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)

(Additional % to be added upon settlement of contracts)

Step Position	A	B	C	D	E
JANITOR	11.14	11.69	12.28	12.64	13.02
TYPIST	11.14	11.69	12.28	12.64	13.02
P/W SECRETARY	11.25	11.82	12.41	12.78	13.16
LIBRARY ASSISTANT	13.99	14.69	15.42	15.89	16.36
PROJECT ASSISTANT	18.05	19.00	20.00	20.60	21.22

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Steps B & C are 5% increases

Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
MANAGEMENT
(Budgeted COLA at 3%)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	3,927	4,124	4,331	4,461	4,595	
ACCOUNTING SUPERVISOR	4,320	4,537	4,763	4,906	5,054	
ASSOCIATE PLANNER	4,320	4,537	4,763	4,906	5,054	
ADMINISTRATIVE ASSISTANT	4,519	4,746	4,983	5,132	5,286	
PLANT SUPERINTENDENT	4,995	5,258	5,534	5,701	5,873	
LIBRARY DIRECTOR	5,315	5,594	5,888	6,065	6,247	
SR. ENGINEERING TECH	5,224	5,500	5,789	5,963	6,142	
MAINT. SUPERINTENDENT	4,939	5,187	5,446	5,610	5,778	
PUBLIC WORKS DIRECTOR	6,172	6,480	6,805	7,009	7,219	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6,947	7,294	7,659	7,888	8,125	
FINANCE DIRECTOR	6,981	7,330	7,697	7,927	8,165	
CITY MANAGER	8,598	9,050	9,526	9,812	10,107	
POLICE CHIEF	7,173	7,550	7,947	8,186	8,432	
COMMUNICATIONS COMMANDER	4,688	4,923	5,169	5,325	5,484	5,758
SERGEANT	5,419	5,690	5,974	6,154	6,338	6,655

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B, C & F are 5% increases
Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(Budgeted COLA at 3%)

Step Position	A	B	C	D	E
JANITOR	11.48	12.05	12.65	13.02	13.42
TYPIST	11.48	12.05	12.65	13.02	13.42
P/W SECRETARY	11.59	12.18	12.79	13.17	13.56
LIBRARY ASSISTANT	14.41	15.14	15.89	16.37	16.86
PROJECT ASSISTANT	18.60	19.57	20.60	21.22	21.86

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases

Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021

EXHIBIT A

SALARY SCHEDULE

July-January 1, 2020-2021 - June 30, 2021

NON-REPRESENTED EMPLOYEES

MANAGEMENT

(COLA at 3%)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,045	4,248	4,461	4,595	4,733	
ACCOUNTING SUPERVISOR	4,450	4,674	4,906	5,054	5,206	
ASSOCIATE PLANNER	4,450	4,674	4,906	5,054	5,206	
ADMINISTRATIVE ASSISTANT	4,655	4,889	5,133	5,286	5,445	
PLANT SUPERINTENDENT	5,145	5,416	5,701	5,873	6,050	
MAINT. SUPERINTENDENT	5,088 <u>5,145</u>	5,343 <u>5,416</u>	5,610 <u>5,701</u>	5,779 <u>5,873</u>	5,952 <u>6,050</u>	
SR. ENGINEERING TECH	5,381	5,665	5,963	6,142	6,327	
LIBRARY DIRECTOR	5,475	5,762	6,065	6,247	6,435	
<u>INFO TECH SYS MANAGER</u>	<u>5,837</u>	<u>6,128</u>	<u>6,435</u>	<u>6,628</u>	<u>6,826</u>	
PUBLIC WORKS DIRECTOR	6,358	6,675	7,010	7,220	7,436	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,156	7,513	7,889	8,125	8,369	
FINANCE DIRECTOR	7,191	7,550	7,928	8,165	8,410	
CITY MANAGER	8,856	9,322	9,812	10,107	10,411	
POLICE CHIEF	7,389 <u>7,444</u>	7,777 <u>7,816</u>	8,186 <u>8,206</u>	8,432 <u>8,452</u>	8,685 <u>8,705</u>	
<u>POLICE CAPTAIN</u>	<u>6,895</u>	<u>7,239</u>	<u>7,600</u>	<u>7,827</u>	<u>8,061</u>	<u>8,302</u>
COMMUNICATIONS COMMANDER	4,829	5,071	5,325	5,485	5,649	5,931
SERGEANT	5,582	5,861	6,154	6,339	6,529	6,855

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B, C & F are 5% increases

Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2020 - June 30, 2021
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(Planned COLA at 3%)

Step Position	A	B	C	D	E
JANITOR	11.83	12.42	13.03	13.42	13.83
TYPIST	11.83	12.42	13.03	13.42	13.83
P/W SECRETARY	11.94	12.55	13.18	13.57	13.97
LIBRARY ASSISTANT	14.85	15.60	16.37	16.87	17.37
PROJECT ASSISTANT	19.16	20.16	21.22	21.86	22.52

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

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RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2021 - June 30, 2022
NON-REPRESENTED EMPLOYEES
MANAGEMENT
(3% SHOWN, ACTUAL TIED TO 2020-2021 CPI)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,167	4,376	4,595	4,733	4,875	
ACCOUNTING SUPERVISOR	4,584	4,815	5,054	5,206	5,363	
ASSOCIATE PLANNER	4,584	4,815	5,054	5,206	5,363	
ADMINISTRATIVE ASSISTANT	4,795	5,036	5,287	5,445	5,609	
PLANT SUPERINTENDENT	5,300	5,579	5,873	6,050	6,232	
LIBRARY DIRECTOR	5,640	5,935	6,247	6,435	6,629	
SR. ENGINEERING TECH	5,543	5,835	6,142	6,327	6,517	
MAINT. SUPERINTENDENT	5,241	5,504	5,779	5,953	6,131	
PUBLIC WORKS DIRECTOR	6,549	6,876	7,221	7,437	7,660	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,371	7,739	8,126	8,369	8,621	
FINANCE DIRECTOR	7,407	7,777	8,166	8,410	8,663	
CITY MANAGER	9,122	9,602	10,107	10,411	10,724	
POLICE CHIEF	7,611	8,011	8,432	8,685	8,946	
COMMUNICATIONS COMMANDER	4,974	5,224	5,485	5,650	5,819	6,109
SERGEANT	5,750	6,037	6,339	6,530	6,725	7,061

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B, C & F are 5% increases
Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2021 - June 30, 2022
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(3% SHOWN, ACTUAL TIED TO 2020-2021 CPI)

Step Position	A	B	C	D	E
JANITOR	12.19	12.80	13.43	13.83	14.25
TYPIST	12.19	12.80	13.43	13.83	14.25
P/W SECRETARY	12.30	12.93	13.58	13.98	14.39
LIBRARY ASSISTANT	15.30	16.07	16.87	17.38	17.90
PROJECT ASSISTANT	19.74	20.77	21.86	22.52	23.20

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

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Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021

A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED EMPLOYEES.

WHEREAS, the City of Sweet Home wishes to formally adopt a salary plan for its Non-Represented Employees.

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

The attached salary schedules for Non-Represented full-time and part-time positions are adopted for positions currently authorized as shown in Exhibit "A".

This Resolution hereby replaces Resolution No. 9 for 2019 and shall be effective January 1, 2021.

PASSED BY THE City Council and approved by the Mayor this 13th day of April 2021.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
MANAGEMENT

(Additional % to be added upon settlement of contracts)

Step Position	A	B	C	D	E
COURT ADMINISTRATOR	3,812	4,003	4,204	4,331	4,461
ACCOUNTING SUPERVISOR	4,194	4,404	4,624	4,763	4,906
ASSOCIATE PLANNER	4,194	4,404	4,624	4,763	4,906
ADMINISTRATIVE ASSISTANT	4,387	4,607	4,837	4,982	5,132
PLANT SUPERINTENDENT	4,849	5,104	5,372	5,534	5,701
LIBRARY DIRECTOR	5,160	5,431	5,716	5,888	6,065
SR. ENGINEERING TECH	5,071	5,339	5,620	5,789	5,963
MAINT. SUPERINTENDENT	4,795	5,035	5,287	5,446	5,609
PUBLIC WORKS DIRECTOR	6,082	6,402	6,738	6,941	7,150
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6,744	7,081	7,435	7,658	7,888
FINANCE DIRECTOR	6,777	7,116	7,472	7,696	7,927
CITY MANAGER	8,347	8,786	9,248	9,526	9,812
POLICE CHIEF	6,964	7,330	7,715	7,947	8,186

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases
Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)

(Additional % to be added upon settlement of contracts)

Step Position	A	B	C	D	E
JANITOR	11.14	11.69	12.28	12.64	13.02
TYPIST	11.14	11.69	12.28	12.64	13.02
P/W SECRETARY	11.25	11.82	12.41	12.78	13.16
LIBRARY ASSISTANT	13.99	14.69	15.42	15.89	16.36
PROJECT ASSISTANT	18.05	19.00	20.00	20.60	21.22

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RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
MANAGEMENT
(Budgeted COLA at 3%)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	3,927	4,124	4,331	4,461	4,595	
ACCOUNTING SUPERVISOR	4,320	4,537	4,763	4,906	5,054	
ASSOCIATE PLANNER	4,320	4,537	4,763	4,906	5,054	
ADMINISTRATIVE ASSISTANT	4,519	4,746	4,983	5,132	5,286	
PLANT SUPERINTENDENT	4,995	5,258	5,534	5,701	5,873	
LIBRARY DIRECTOR	5,315	5,594	5,888	6,065	6,247	
SR. ENGINEERING TECH	5,224	5,500	5,789	5,963	6,142	
MAINT. SUPERINTENDENT	4,939	5,187	5,446	5,610	5,778	
PUBLIC WORKS DIRECTOR	6,172	6,480	6,805	7,009	7,219	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6,947	7,294	7,659	7,888	8,125	
FINANCE DIRECTOR	6,981	7,330	7,697	7,927	8,165	
CITY MANAGER	8,598	9,050	9,526	9,812	10,107	
POLICE CHIEF	7,173	7,550	7,947	8,186	8,432	
COMMUNICATIONS COMMANDER	4,688	4,923	5,169	5,325	5,484	5,758
SERGEANT	5,419	5,690	5,974	6,154	6,338	6,655

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RESOLUTION NO. 12 FOR 2021

EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(Budgeted COLA at 3%)

Step Position	A	B	C	D	E
JANITOR	11.48	12.05	12.65	13.02	13.42
TYPIST	11.48	12.05	12.65	13.02	13.42
P/W SECRETARY	11.59	12.18	12.79	13.17	13.56
LIBRARY ASSISTANT	14.41	15.14	15.89	16.37	16.86
PROJECT ASSISTANT	18.60	19.57	20.60	21.22	21.86

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RESOLUTION NO. 12 FOR 2021

EXHIBIT A

SALARY SCHEDULE
January 1, 2021 - June 30, 2021
NON-REPRESENTED EMPLOYEES
MANAGEMENT
(COLA at 3%)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,045	4,248	4,461	4,595	4,733	
ACCOUNTING SUPERVISOR	4,450	4,674	4,906	5,054	5,206	
ASSOCIATE PLANNER	4,450	4,674	4,906	5,054	5,206	
ADMINISTRATIVE ASSISTANT	4,655	4,889	5,133	5,286	5,445	
PLANT SUPERINTENDENT	5,145	5,416	5,701	5,873	6,050	
MAINT. SUPERINTENDENT	5,145	5,416	5,701	5,873	6,050	
SR. ENGINEERING TECH	5,381	5,665	5,963	6,142	6,327	
LIBRARY DIRECTOR	5,475	5,762	6,065	6,247	6,435	
INFO TECH SYS MANAGER	5,837	6,128	6,435	6,628	6,826	
PUBLIC WORKS DIRECTOR	6,358	6,675	7,010	7,220	7,436	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,156	7,513	7,889	8,125	8,369	
FINANCE DIRECTOR	7,191	7,550	7,928	8,165	8,410	
CITY MANAGER	8,856	9,322	9,812	10,107	10,411	
POLICE CHIEF	7,444	7,816	8,206	8,452	8,705	
POLICE CAPTAIN	6,895	7,239	7,600	7,827	8,061	8,302
COMMUNICATIONS COMMANDER	4,829	5,071	5,325	5,485	5,649	5,931
SERGEANT	5,582	5,861	6,154	6,339	6,529	6,855

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

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RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2020 - June 30, 2021
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(Planned COLA at 3%)

Step Position	A	B	C	D	E
JANITOR	11.83	12.42	13.03	13.42	13.83
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P/W SECRETARY	11.94	12.55	13.18	13.57	13.97
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PROJECT ASSISTANT	19.16	20.16	21.22	21.86	22.52

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RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2021 - June 30, 2022
NON-REPRESENTED EMPLOYEES
MANAGEMENT
(3% SHOWN, ACTUAL TIED TO 2020-2021 CPI)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,167	4,376	4,595	4,733	4,875	
ACCOUNTING SUPERVISOR	4,584	4,815	5,054	5,206	5,363	
ASSOCIATE PLANNER	4,584	4,815	5,054	5,206	5,363	
ADMINISTRATIVE ASSISTANT	4,795	5,036	5,287	5,445	5,609	
PLANT SUPERINTENDENT	5,300	5,579	5,873	6,050	6,232	
LIBRARY DIRECTOR	5,640	5,935	6,247	6,435	6,629	
SR. ENGINEERING TECH	5,543	5,835	6,142	6,327	6,517	
MAINT. SUPERINTENDENT	5,241	5,504	5,779	5,953	6,131	
PUBLIC WORKS DIRECTOR	6,549	6,876	7,221	7,437	7,660	
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FINANCE DIRECTOR	7,407	7,777	8,166	8,410	8,663	
CITY MANAGER	9,122	9,602	10,107	10,411	10,724	
POLICE CHIEF	7,611	8,011	8,432	8,685	8,946	
COMMUNICATIONS COMMANDER	4,974	5,224	5,485	5,650	5,819	6,109
SERGEANT	5,750	6,037	6,339	6,530	6,725	7,061

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RESOLUTION NO. 12 FOR 2021

EXHIBIT A

SALARY SCHEDULE

July 1, 2021 - June 30, 2022

NON-REPRESENTED EMPLOYEES

PART-TIME EMPLOYEES (HOURLY)

(3% SHOWN, ACTUAL TIED TO 2020-2021 CPI)

Step Position	A	B	C	D	E
JANITOR	12.19	12.80	13.43	13.83	14.25
TYPIST	12.19	12.80	13.43	13.83	14.25
P/W SECRETARY	12.30	12.93	13.58	13.98	14.39
LIBRARY ASSISTANT	15.30	16.07	16.87	17.38	17.90
PROJECT ASSISTANT	19.74	20.77	21.86	22.52	23.20

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases

Steps D & E are 3% increases

AFSCME SALARY SCHEDULE
July ~~January~~ 1, 2020-2021-June 30, 2021
(COLA ~~TBD~~3%)

SALARY RANGE	CLASSIFICATION	A	B	C	D	E
1	Utility Billing Specialist 1					
	Court Clerk 1	<u>2,949</u>	<u>3,096</u>	<u>3,251</u>	<u>3,349</u>	<u>3,449</u>
	Office Spec. – Bldg. Dept	<u>3,038</u>	<u>3,189</u>	<u>3,349</u>	<u>3,450</u>	<u>3,553</u>
	Maintenance Worker 1 Parks Maintenance 1					
LBA	Library Assistant	<u>17.03</u>	<u>17.88</u>	<u>18.78</u>	<u>19.34</u>	<u>19.92</u>
		<u>17.55</u>	<u>18.42</u>	<u>19.35</u>	<u>19.93</u>	<u>20.52</u>
2	Municipal Maint. Worker	<u>3,330</u>	<u>3,497</u>	<u>3,671</u>	<u>3,782</u>	<u>3,895</u>
		<u>3,430</u>	<u>3,602</u>	<u>3,782</u>	<u>3,896</u>	<u>4,012</u>
3	Utility Billing Specialist 2	<u>3,339</u>	<u>3,506</u>	<u>3,681</u>	<u>3,794</u>	<u>3,905</u>
		<u>3,440</u>	<u>3,612</u>	<u>3,792</u>	<u>3,905</u>	<u>4,023</u>
4	Planning Assistant	<u>3,432</u>	<u>3,603</u>	<u>3,784</u>	<u>3,897</u>	<u>4,014</u>
		<u>3,535</u>	<u>3,712</u>	<u>3,898</u>	<u>4,014</u>	<u>4,135</u>
CCL2	Court Clerk 2	<u>3,483</u>	<u>3,657</u>	<u>3,840</u>	<u>3,955</u>	<u>4,074</u>
	Communications Specialist	<u>3,588</u>	<u>3,767</u>	<u>3,956</u>	<u>4,074</u>	<u>4,197</u>
5	Accounting Technician	<u>3,504</u>	<u>3,680</u>	<u>3,864</u>	<u>3,980</u>	<u>4,099</u>
	Permit Technician	<u>3,610</u>	<u>3,791</u>	<u>3,980</u>	<u>4,100</u>	<u>4,222</u>
6	Code Enforcer	<u>3,530</u>	<u>3,707</u>	<u>3,892</u>	<u>4,009</u>	<u>4,129</u>
		<u>3,636</u>	<u>3,819</u>	<u>4,009</u>	<u>4,130</u>	<u>4,253</u>
7	Crew Leader	<u>3,746</u>	<u>3,933</u>	<u>4,130</u>	<u>4,253</u>	<u>4,381</u>
		<u>3,859</u>	<u>4,051</u>	<u>4,254</u>	<u>4,381</u>	<u>4,513</u>
CRS	Crew Leader – Streets	<u>3,758</u>	<u>3,946</u>	<u>4,144</u>	<u>4,268</u>	<u>4,396</u>
		<u>3,871</u>	<u>4,065</u>	<u>4,269</u>	<u>4,397</u>	<u>4,528</u>
8	Plant Operator 1	<u>3,462</u>	<u>3,635</u>	<u>3,817</u>	<u>3,934</u>	<u>4,409</u>
		<u>3,566</u>	<u>3,745</u>	<u>3,932</u>	<u>4,049</u>	<u>4,171</u>
PWA	PW Administrative Assistant	<u>3,814</u>	<u>4,005</u>	<u>4,205</u>	<u>4,334</u>	<u>4,461</u>
		<u>3,929</u>	<u>4,126</u>	<u>4,332</u>	<u>4,461</u>	<u>4,595</u>
9	Plant Operator 2	<u>3,897</u>	<u>4,092</u>	<u>4,296</u>	<u>4,425</u>	<u>4,558</u>
		<u>4,014</u>	<u>4,215</u>	<u>4,425</u>	<u>4,558</u>	<u>4,695</u>
10	Mechanic	<u>4,098</u>	<u>4,294</u>	<u>4,508</u>	<u>4,644</u>	<u>4,783</u>
		<u>4,221</u>	<u>4,423</u>	<u>4,644</u>	<u>4,784</u>	<u>4,927</u>

11	Plant Operator 3	4,262	4,475	4,699	4,840	4,985
		<u>4,390</u>	<u>4,610</u>	<u>4,840</u>	<u>4,986</u>	<u>5,135</u>
12	Engineering Technician 2	4,438	4,660	4,893	5,040	5,191
		<u>4,572</u>	<u>4,800</u>	<u>5,040</u>	<u>5,192</u>	<u>5,347</u>
13	Building Inspector	4,756	4,994	5,243	5,401	5,563
		<u>4,899</u>	<u>5,144</u>	<u>5,401</u>	<u>5,564</u>	<u>5,730</u>

AFSCME SALARY SCHEDULE
January 1, 2021-June 30, 2021
(COLA 3%)

SALARY RANGE	CLASSIFICATION	A	B	C	D	E
1	Utility Billing Specialist 1 Court Clerk 1 Office Spec. – Bldg. Dept Maintenance Worker 1 Parks Maintenance 1	3,038	3,189	3,349	3,450	3,553
LBA	Library Assistant	17.55	18.42	19.35	19.93	20.52
2	Municipal Maint. Worker	3,430	3,602	3,782	3,896	4,012
3	Utility Billing Specialist 2	3,440	3,612	3,792	3,905	4,023
4	Planning Assistant	3,535	3,712	3,898	4,014	4,135
CCL2	Court Clerk 2 Communications Specialist	3,588	3,767	3,956	4,074	4,197
5	Accounting Technician Permit Technician	3,610	3,791	3,980	4,100	4,222
6	Code Enforcer	3,636	3,819	4,009	4,130	4,253
7	Crew Leader	3,859	4,051	4,254	4,381	4,513
CRS	Crew Leader – Streets	3,871	4,065	4,269	4,397	4,528
8	Plant Operator 1	3,566	3,745	3,932	4,049	4,171
PWA	PW Administrative Assistant	3,929	4,126	4,332	4,461	4,595
9	Plant Operator 2	4,014	4,215	4,425	4,558	4,695
10	Mechanic	4,221	4,423	4,644	4,784	4,927

11	Plant Operator 3	4,390	4,610	4,840	4,986	5,135
12	Engineering Technician 2	4,572	4,800	5,040	5,192	5,347
13	Building Inspector	4,899	5,144	5,401	5,564	5,730



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Transient Lodging Tax (TLT) IGA

Preferred Agenda: April, 13, 2021

Submitted By: Julie Fisher, Administrative Assistant

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: City of Sweet Home Financial Policies

Towards Council Goal: Be an Effective and Efficient Government.

Attachments: IGA Linn County

Purpose of this RCA:

Council approval of an IGA that would allow the City to bill for Linn County’s Transient Lodging Tax simultaneously with the City’s Transient Lodging Tax (TLT).

Background/Context:

The City of Sweet Home has been collecting a 6% TLT since 1990. A TLT is paid by people who rent a room in a hotel, campsite or other temporary lodging facility. A portion of the revenue collected from the tax is appropriated by the City Council to help support tourism projects in Sweet Home.

The last amendment to the original ordinance was in 2001 to update some definitions. In 2003 the State imposed a 1% state-wide transient lodging tax and placed some restrictions on use of the local lodging taxes. Sweet Home’s current ordinance is grandfathered in from the restrictions.

The 2017 Legislature has authorized the Oregon Department of Revenue to collect local lodging taxes on behalf of a local government if the local government enters into an intergovernmental agreement similar to the IGAs used for local marijuana tax collection. The City Council adopted language that would allow the State to collect our TLT 2017. The state is not prepared to collect the tax yet, so we are still collecting the tax.

In 2018, Linn County asked if the City would bill for their TLT when billing for ours and then pass the County’s funds through to them. In return the City will keep 5% of what we collect. The City is not responsible for enforcement or anything other than initial billing of the TLT. We then report what we did and did not collect on their behalf to the County. The County will enforce any measures beyond that to collect unpaid TLT.

The 2021 IGA would be a renewal of previous terms and conditions.

Legal staff has read through and approved the IGA as to form.

The Challenge/Problem:

Should the City collect TLT from local transient rental establishments for the county and earn 5% of the collected amount in return?

Stakeholders:

- City of Sweet Home Residents. The TLT is collected and utilized by the Chamber of Commerce to operate a visitor's Center.
- Transient Lodging Merchants: Local merchants will now only need to fill out one piece of paperwork and write one check to pay their tax.
- City Staff: Staff will collect and "pass through" the County TLT.

Issues and Financial Impacts:

City will gain 5% of the County TLT with minimal work.

Elements of a Stable Solution:

Decision from the Council to accept or reject the IGA.

Options:

1. Do Nothing. The County will have to collect their own tax. Businesses will have to figure their numbers twice, and essentially do twice the paperwork.
2. Approve the IGA as presented. We will then collect the County's Transient Lodging Tax in return for 5% of the amount we collect on their behalf
3. Suggest changes to the IGA.
4. Reject the IGA.

Recommendation:

Staff recommends Council choose option #2, **Motion to approve the IGA with Linn County and collect their Transient Lodging Tax in return for 5% of the amount the City collects on Linn County's behalf.**

INTERGOVERNMENTAL AGREEMENT
(Pursuant to Resolution & Order No. 2018-319)

THIS AGREEMENT is made and entered into by and between **LINN THE COUNTY**, a political subdivision of the State of Oregon, acting by and through its Linn County Board of Commissioners, of P.O. Box 100, Albany, Oregon, 97321 (hereinafter referred to as the “County”), and **CITY OF SWEET HOME**, of 1140 12th Ave., Sweet Home, Oregon 97386, a political subdivision of the State of Oregon (hereinafter referred to as the “City”.)

WHEREAS, pursuant to ORS 190.003 to 190.130, the County and the City desire to enter into an intergovernmental agreement; and

WHEREAS, the County requires the work and services described herein, and the City agrees to perform all the work and services described herein; now, therefore, IT IS AGREED:

1. **Term of Intergovernmental Agreement.** This Agreement shall be effective and services required hereunder shall commence on October 1, 2018 and shall terminate on September 30, 2020, unless otherwise terminated or extended as provided herein.
2. **Consideration.** The City shall retain five (5%) of the Transient Lodging Tax (TLT) revenues collected by the City on behalf of the County as required under this Agreement.
3. **Services to Be Provided by the City.** The City agrees to perform the following services as requested by the County:
 - a. The City shall be the County’s designated tax collector for all revenue received pursuant to Linn County Code 770, the Linn County Transient Lodging Tax Code, which was adopted on July 3, 2018 pursuant to Ordinance No. 2018-197 (hereinafter referred to as the “Tax”.) The City shall only be responsible for collecting the Tax from those applicable entities that are located within the City of Sweet Home.
 - b. The City shall forward the Tax revenue received, minus the 5% outlined in Section 2, to the County according to the following ongoing quarterly schedule: February 1; May 1; August 1; November 1. With the Tax payment, the City shall include an accounting of the Tax collected from each entity. The County reserves the right to request a copy of any remittance form, tax return form, or other document that is submitted to the City by the entity in relation to the Tax.
 - c. The City shall continuously forward to the County a copy of any registration form received from a Tax-paying entity located within the City.
 - d. The City is not in any way responsible for enforcement of the Tax in the event of nonpayment. However, the City shall notify the County if/when an entity that is mandated to pay the Tax fails to submit payment as required.
4. **Declaration of the nature of the contractual relationship.** The City and the County are independent contractors and not employees of or agents of each other. Neither party shall be responsible for any claims, demands or causes of action of any kind or character arising in favor of any person, on account of personal injuries, or death, or damage to property occurring, growing out of, incident to, or resulting directly or indirectly from the operations or activities of the other party.
5. **Representations and Warranties.**
 - a. **The County Representations and Warranties.** The County represents and warrants to the City that:
 - i. The County is a unit of local government duly organized and validly existing under the laws and jurisdiction of the State of Oregon. The County has the power and authority to enter into and perform this Agreement pursuant to ORS 190.003 to 190.130;

- ii. The making and performance by the County of this Agreement (a) has been duly authorized by all necessary action of the County, (b) does not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any the County ordinance or other organizational document and (c) does not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which the County is party or by which the County may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by the County of this Agreement, other than those that have already been obtained;
 - iii. This Agreement has been duly executed and delivered by the County and constitutes a legal, valid and binding obligation of the County enforceable in accordance with its terms;
 - b. **The City Representations and Warranties.** The City represents and warrants to the County that:
 - i. The City is a unit of local government duly organized and validly existing under the laws and jurisdiction of the State of Oregon. The City has the power and authority to enter into and perform this Agreement pursuant to ORS 190.003 to 190.130;
 - ii. The making and performance by the City of this Agreement (a) has been duly authorized by all necessary action of the City, (b) does not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency and (c) does not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which the City is party or by which the City may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by the City of this Agreement, other than those that have already been obtained; and
 - iii. This Agreement has been duly executed and delivered by the City and constitutes a legal, valid and binding obligation of the City enforceable in accordance with its terms.
 - iv. The City has the skill and knowledge possessed by well-informed members of the industry, trade or profession most closely involved in providing the services under this Agreement, and the City will apply that skill and knowledge with care and diligence to perform its obligations under this Agreement in a professional manner and in accordance with the highest standards prevalent in the related industry, trade, or profession; and
 - v. The City shall, at all times during the term of this Agreement, be qualified, professionally competent, and duly licensed to perform its obligations under this Agreement.
- 6. **Amendments.** This Agreement may be amended to the extent permitted by applicable statutes, administrative rules, ordinances, and Linn County Code. No amendment shall bind either party unless in writing and signed by both parties.
- 7. **Insurance.**
 - a. **Workers Compensation.** To the extent applicable, each party represents and warrants that it maintains and will maintain in full force and effect coverage sufficient to meet the requirements of Oregon workers' compensation law.
 - b. **General Liability.** To the extent applicable, each party represents and warrants that it maintains and will maintain in full force and effect liability insurance covering activities and operations described in this Agreement for the duration of the Agreement.
 - c. **Professional Liability.** To the extent applicable, each party shall obtain and at all times keep in effect professional liability insurance as required by law.
- 8. **Indemnification.** To the fullest extent permitted by law, and in accordance with Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, each party shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, suits, actions, liabilities, damages, losses, or expenses, arising out of the acts or omissions of the party, its officers, agents, or employees performing under this Contract.

9. **Compliance with Laws.** Each party agrees to comply with all federal, state, and local laws, codes, regulations, and ordinances applicable to the provision of services under this Agreement, including, without limitation, the provisions of ORS 279B.220 through 279B.235 and the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No 101- 336), ORS 659.425, and all amendments of and regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

10. **Termination.**

- a. **For Convenience.** Either party may terminate this Agreement without specifying any reason for termination by giving written notice of intent to terminate, in writing, mailed at least thirty (30) days before the intended termination date to the party at the party's address given above. Such termination shall be without liability or penalty. No such termination shall prejudice any obligations or liabilities of either party already accrued prior to the effective date of termination.
- b. **For Cause.** It is further agreed that either party may immediately terminate this Agreement without liability or penalty for any of the following causes:
 - i. A party breaches any of the provisions of this Agreement and fails to remedy said breach within thirty (30) days of its receipt of written notice of the breach;
 - ii. A party lacks lawful funding, appropriations, limitations, or other expenditure authority at levels sufficient to allow either party to perform in accordance with the provisions of this Agreement; or
 - iii. Federal, state, or local laws, regulations, or guidelines are modified or interpreted in such a way that the services under this Agreement are thereafter prohibited.
- c. **Force Majeure.** Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God, and/or war, which is beyond the party's reasonable control. The affected 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 obligations under this Agreement. Either party may terminate this Agreement upon written notice after determining such delay or default will reasonably prevent successful performance of this Agreement.

11. **Waiver.** The failure of either party to enforce any provision of this agreement shall not constitute a waiver by that party of that or any other provision of this agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent breach.

12. **Records Maintenance; Access.** Both parties shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, both parties shall maintain any other records pertinent to this Agreement in such a manner as to clearly document Contractor's performance hereunder. Parties acknowledge and agree that the County, the Oregon Secretary of State's Office, the Federal Government and their duly authorized representatives shall have access to such fiscal records and all other documents that are pertinent to this Agreement for the purpose of performing audits and examinations and making copies, transcripts and excerpts. All such fiscal records and documents shall be retained by parties for a minimum of ten (10) years (except as required longer by law) following final payment and termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

13. **Assignment; Delegation; Successors.** Neither party shall assign, delegate, nor transfer any of its rights or obligations under this Agreement without the other party's prior written consent. A party's written consent does not relieve the other party of any obligations under this Agreement, and any assignee, transferee, or delegate is considered the agent of that party. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to the Agreement and their respective successors and assigns.

14. **Severability.** If any provision of this Agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision, and the obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

- 15. Entire Agreement.** This Agreement constitutes the entire agreement between the parties on the subject matter hereof. No waiver, consent, modification or change of terms or provisions of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.
- 16. Governing Law, Jurisdiction, Venue, & Attorney Fees.** This Agreement shall be governed and construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit, or proceeding (collectively, "the claim") between the County (and/or any other agency or department of Linn County) and the City that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Linn County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Each party hereby consents to the in personam jurisdiction of said courts. Each party shall at all times be responsible for the party's attorney fees, costs, and disbursements in regards to the claim, including any appeals.
- 17. Notices.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be mailed by certified mail, return receipt requested, postage prepaid, addressed to the parties at the addresses first set forth below. Any notice or other communication shall be deemed to be given at the expiration of forty-eight (48) hours after the deposit in the United States mail. The addresses to which notices or other communications shall be mailed may be changed from time to time by giving written notice to the other party as provided in this section.

a. The County Contact Information

Ralph Wyatt
Linn County Administrator
PO Box 100
Albany, OR 97321-0031
(541) 967-2100
rwyatt@co.linn.or.us

b. The City Contact Information


Brandon Neish, MPA
Finance Director
City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
(541) 367-5128
bneish@sweethomeor.gov

- 18. Survival.** All rights and obligations shall cease upon termination of this agreement, except for those rights and obligations that by their nature or express terms survive termination of this agreement. Termination shall not prejudice any rights or obligations accrued to the parties prior to termination.

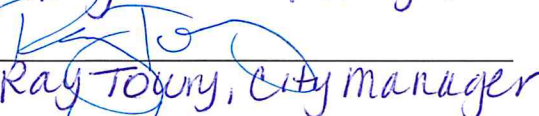
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IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by the duly authorized persons whose signatures appear below. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this agreement represents and warrants to have the authority to execute this Agreement.

CITY OF SWEET HOME




Name *Greg Mahler, Mayor*



Title *Ray Touny, City Manager*

Date *09/25/2018*

LINN COUNTY BOARD OF COMMISSIONERS



Roger Nyquist, Chairman



John K. Lindsey, Commissioner



William C. Tucker, Commissioner

9-18-2018

APPROVED AS TO CONTENT:



Ralph Wyatt
County Administrator for Linn County

APPROVED AS TO FORM:



Jodi Gollehon
Deputy County Attorney for Linn County

AMENDMENT NO. 1

to

Intergovernmental Agreement No. 2018-319

(Pursuant to Linn County Resolution & Order No. 2021-~~XXX~~)

THIS AMENDMENT is made and entered into by and between the following parties:

LINN COUNTY, a political subdivision of the State of Oregon, of P.O. Box 100, Albany, Oregon, 97321 (the "County") and **CITY OF SWEET HOME**, a political subdivision of the State of Oregon, of 1140 12th Avenue, Sweet Home, Oregon, 97386 (the "City").

The parties having executed an intergovernmental agreement pursuant to Linn County Resolution and Order No. 2018-319, now hereby agree to amend said agreement as follows:

- 1. The section entitled "TERM OF INTERGOVERNMENTAL AGREEMENT" is amended to read as follows (additions are underlined and deletions are in strike-out):

This Agreement shall be effective and services required hereunder shall commence on October 1, 2018 and shall terminate on ~~September 30, 2020~~ June 30, 2022 unless otherwise terminated or extended as provided herein.

Except as expressly amended above, all other terms and conditions of the original contract are still in full force and effect. The City certifies that the representations, warranties, and certifications contained in the original contract are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in duplicate by the duly authorized persons whose signatures appear below.

CITY OF SWEET HOME

**BOARD OF COUNTY
COMMISSIONERS
FOR LINN COUNTY**

Signature

Roger Nyquist, Chairman

Name, Typed or Printed

Sherrie Sprenger, Commissioner

Title

Commissioner

Date

Date

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:

Darrin Lane

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Gol
leh
on

Linn County Administrative Officer

Deputy County Attorney for Linn County



Finance Department

MEMORANDUM

To: Sweet Home City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

RE: American Rescue Plan Act Funding Allocation for the City of Sweet Home

On March 12, 2021, President Joe Biden signed the American Rescue Plan Act (ARPA, herein “the Act”). The Act contained many provisions related to distributing funds but specifically allocated \$65.1 billion in federal aid to municipalities across the country. Oregon cities and counties are slated to receive \$1.5 billion and Sweet Home’s portion of those funds is **estimated** at \$2,033,561. This funding is scheduled to arrive in two distributions. One sixty days from the date of enactment, during the current fiscal year (FY21) and the second twelve months later toward the end of fiscal year 2022. While more information is due from the U.S. Treasury, it is estimated that roughly half of the distribution will arrive with each distribution.

The ARPA outlined specific uses for the federal funds which must be spent by December 31, 2024. According to the League of Oregon Cities, funds can be used for:

- Responding to the public health emergency or its negative economic impacts, including assistance to households, small businesses and nonprofits, or aid to impacted industries such as tourism, travel and hospitality.
- Responding to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the city that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work.
- The provision of government services to the extent of the reduction in revenue of the city due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.
- Making necessary investments in water, sewer or broadband infrastructure.

Funds cannot be used for:

- Reducing taxes by legislation, regulation or administration
- Deposits into pension funds

Additional guidance is being developed by the U.S. Treasury and the City expects some additional refinement in the allowances before funds are deposited.

In Sweet Home, these funds create many opportunities as it could be distributed across any of the four allowed bullets above. Many businesses in Sweet Home faced heavy restrictions in normal operations and, alternatively, the water and sewer system could use some or all of the funding as is evidenced in previous conversations with the City Council. Some examples of uses for Sweet Home specifically include (in no particular order and not exhaustive):

- \$25,626 for the Streets Maintenance Fund to replace lost revenue due to reduced gas taxes state-wide.
- Address capital needs in the Water Treatment and Distribution systems in accordance with the City's Capital Improvement Plan.
- Fund construction for the Wastewater Treatment Plant, reducing the amount of debt required to complete the project and thereby lowering future debt payments.
- Tackling broadband access issues within Sweet Home.
- Establishing a grant program for local businesses impacted by shutdowns during the pandemic.

Given the timing of the distribution, the City is looking for guidance from the City Council on where the funds should be distributed. Funds received during this fiscal year will be deposited in the General Fund through the end of the year and then be allocated to the appropriate fund during the 2022 fiscal year as part of the budget process scheduled to begin later this month. Recommendations from the Council (and likely the Budget Committee) will help staff determine priorities and prepare the proposed budget accordingly.



REQUEST FOR COUNCIL ACTION

Title: Water Utility & Storm Water Utility Rate Discussion

Preferred Agenda: April 13, 2021

Submitted By: Brandon Neish, Finance Director

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: SHMC § 13.04.050
Resolution No. 14 for 2019

Towards Council Goal: 1.2: Increase community awareness of infrastructure needs

Attachments: Initial Budget for Water & Storm Water
Requested Capital Projects for 2022-2026

Purpose of this RCA:

To discuss utility fees and review in the context of the FY22 Initial Budget and draft Capital Improvement Plan (CIP).

Background/Context:

Utility rates for water, sewer and storm water primarily fund operations for the treatment of and distribution and collection of water, wastewater and storm water. Additionally, due to the low system development charges, capital costs (infrastructure and expansion of systems) have been funded by utility fees as well. The expansion of the system using utility funds has left the City's capital funds severely depleted and a significant backlog of capital projects that need funding to move forward. Budget assumptions for the 2021-2022 fiscal year (beginning July 1, 2021) estimate that there is \$1.0 million in water and \$212,000 in storm water capital funds to divvy out to approximately \$7.9 million in projects while attempting to maintain a less than adequate reserve as well.

Budget development began in December 2020 with capital planning and is continuing through the month of April with the first budget meeting scheduled for April 22, 2021. Part of the budget development includes the development for the water operations, water capital, wastewater operations, wastewater capital, storm water operations and storm water capital funds. An initial budget is set then distributed to the City's Department Heads for their input. Capital projects are incorporated into the budget documents and a multi-year plan is developed based on funding projections for five years. Initial projections compiled by the Finance Department indicates that the City could spend \$3.5 million on water capital projects over the next five years. However, this initial assumption includes a water rate increase of 2.4% each year through 2026. No increase in the water utility rates would result in approximately \$325,000 in available capital funding, limiting the work that can be completed without external funding.

On the storm water side of the equation, the existing storm water utility rate is \$1.00 per equivalent dwelling unit. This rate was established in 2006 and has remained \$1.00 since inception. For residential accounts, this charge is just \$1.00 per month; for all others, the EDU is based on impervious surface area. This \$1.00/EDU rate generates nearly \$65,000 per year in total revenue of which 85% (\$55,000) goes to cover a .5 FTE employee and some materials for repairs. The additional \$2,000-\$5,000 is set aside for large-scale projects. In the current requested CIP, Public Works has requested \$590,000 in funds for improvements on 38th Avenue and Cotton Creek along with the development of a master plan to highlight priorities for the City and long-term infrastructure needs.

Utility rates are not fun, and no one likes to hear the rates have to raise. The simplest part of the entire process is whether to say yes to a utility increase or no. Getting there however then requires the development of a community philosophy. Does the community say no to rates thereby focusing on money in pockets and less for capital projects or say yes for additional capital needs but at what cost to the citizens? The discussion for this meeting is to develop a consensus on direction. Does the Council wish to review a rate adjustment to meet immediate and long-term budgetary needs, or should the priority be limiting capital projects to leave rates where they are? Both decisions carry risk and potential reward. On the one hand, Council chooses not to raise rates because the water fund has \$170,000 in 2022 to be moved to a capital fund (in addition to the \$300,000 already planned). On the other, skipping a second year of increases means the water rate falls further behind and has to be evaluated accordingly for 2023 and beyond and constricts the ability for projects to be completed.

The Challenge/Problem:

How do we approach utility rates in a way that addresses operational and capital needs in alignment with Council goals while ensuring that users are not priced out of the system?

Stakeholders:

- City of Sweet Home residents and businesses – Residents and commercial businesses are the sole users of water, sewer and storm and therefore pay for the distribution, collection and usage. All utility users expect that the City is using resources appropriately and accurately billing them for necessary expenditures. Given the current economic climate, residents and businesses are also being asked to do more with less and a revision to the utility rates may adversely impact their operations.
- City of Sweet Home City Council – Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible for the best possible price. They must balance leadership with representation.
- Sweet Home Public Works staff – Public Works staff ensures utilities are maintained in a manner which benefits all in the city. Appropriate rates provide necessary resources used to maintain a level of service expected by utility users.
- Sweet Home Community & Economic Development – Regular review of expenditures within utility funds and, subsequently, utility rates ensure that Sweet Home is comparable to other cities of similar size which can attract new rate payers to the system. New citizens or businesses affect the community in a positive manner and affects livability within the city.

Issues and Financial Impacts:

1. Increasing utility rates – Citizens have many utility bills to pay including the city's utilities. Increases to utility rates can have a negative impact on citizens even though the city must operate with enough resources to back necessary expenditures. While the water system could operate during fiscal year 2022 without a rate increase, the City would be using the savings from debt payments, a temporary, two-year reprieve to offset rates. In two years when the debt payments returned to "normal," rates would need to increase or decisions on reducing operating expenses would be necessary to balance the budget as required by ORS. Small, incremental increases now would

mitigate this possibility in two years and allow for the debt savings to be spent on capital projects.

For storm water, the utility rate has not seen an increase since inception in 2006. There is a backlog of storm water projects and the existing funds barely covers a half-time employee. A small increase in this rate would relieve some pressure on existing operations and allow for capital projects to proceed with minimal effect felt by rate payers.

2. Oregon Revised Statutes (ORS) – ORS require that the City maintain a zero or positive fund balance at the end of a given fiscal year. This requires the City and the Council to act accordingly. The decision then becomes one of raising rates or reducing expenses. When managing funds in which nearly 62% of its resources come from the user fees generated, options are limited in decision-making.
3. Division resources – When Public Works is left with diminishing resources, tough decisions must be made regarding service offerings to customers. Stability in these fees provides the Department and Divisions the ability to plan and attempt to mitigate other factors that contribute to the increasing expenses.

Elements of a Stable Solution:

Reviewing the rates annually and making revisions at the time rather than shelving rate adjustments for another year ensures overall stability of the utility funds and ensures rate payers are not saddled with significant increases at one time. Alternatively, rate increases that users cannot afford results in lost revenue to the City which reduces available funds to meet current service levels.

Options:

1. Consensus from Council on reviewing a rate increase for water and storm water. **NO rate increases** are being proposed tonight. Instead, staff is looking for the City Council to make a decision on philosophy. Rate increases allow the City to continue to operate at current service levels and continue to address various deficiencies in the utility system in a proactive manner. All cities are stuck with the same question every year on whether to address deferred maintenance or address concerns in a reactive manner. This age-old question never goes away but staff makes the best effort possible to limit operational costs to maximize available funds from existing rates.
2. Consensus from Council on reviewing a rate increase for storm water ONLY. Staff would return to a future meeting with a proposed budget and a proposal for a rate increase for the storm water fee only.
3. Consensus from Council on reviewing a rate increase for water ONLY. Staff would return to a future meeting with a proposed budget and a proposal for a rate increase for the water utility only.
4. Do Nothing. Staff would assume this option means that the City Council is not interested in a rate increase for the 2022 fiscal year on any of the utility funds and would therefore craft a budget based on current rates to present to the budget committee.

Recommendation:

Staff has no recommendation currently. Staff is aware of the unique situation we all face regarding COVID-19 and the ensuing economic downturn that the United States entered in the first quarter of 2020. Additionally, staff understands that while our water and storm water utility rates are comparable to other locations, our sewer utility rate is among the highest in the state which is concerning for many. However, alternatively, staff is also aware that *previous attempts to freeze a utility rate has resulted in higher increases in a future fiscal year to mitigate expenditure reductions and/or service cuts.* Continued freezing of the water and storm water utility rates may result in delayed projects important to maintain and preserve the City's infrastructure. The impact of this decision is unmeasurable given the multiple factors that cannot be predicted.

	5 Yr AVG					
	Jan	Feb	March	2021	2020	2015-20
ASK AT DESK*	0	0	2	2	9	9.7
AUTO MANUALS*					1	203.3
BOOKS ON CD	47	84	77	208	677	1371.4
BOOKS ON TAPE*						26.9
CHILDREN'S 100 BOOKS	16	9	13	38	254	152.6
CHILDREN'S BOARD BOOKS	70	53	79	202	595	568.3
CHILDREN'S EASY READERS	103	100	93	296	1282	1148.6
CHILDREN'S FICTION	228	293	335	856	2249	1051.0
CHILDREN'S GRAPHIC NOVELS	46	74	116	236	939	575.2
CHILDREN'S NONFICTION	86	118	152	356	1418	1141.2
CHILDREN'S PICTURE BOOKS	374	436	379	1189	3753	1481.7
CHILDREN'S READY TO READ	43	61	138	242	550	906.6
CHILDREN'S VOX BOOKS*	54	67	121	242	962	1666.5
DVDS	513	557	688	1758	6462	3253.5
FICTION	286	375	281	942	3549	5733.6
INTERLIBRARY LOAN*						108.7
MAGAZINES	51	99	41	191	693	275.5
MUSIC CD	16	9	10	35	154	661.8
MYSTERY	266	211	198	675	2934	1087.8
NEW FICTION	82	78	116	276	304	26.1
NEW MYSTERY	60	67	111	238	168	54.2
NEW NONFICTION*	18	34	36	88	58	19.4
NEW SCIENCE FICTION*	2	5	7	14	10	583.9
NONFICTION	123	142	147	412	1541	960.4
NORTHWEST	9	11	12	32	285	84.6
PAPERBACK CLASSICS	0	1	1	2	5	23.7
PAPERBACK GENERAL	2	3	0	5	60	120.7
PAPERBACK MYSTERY	35	34	21	90	384	227.4
PAPERBACK ROMANCE	18	28	30	76	350	161.6
PAPERBACK SCIENCE FICTION*					4	40.4
PAPERBACK WESTERNS*			1	1	11	21.7
REPAIR*						14.5
REFERENCE*		27	5	32	2	51.0
SCIENCE FICTION / FANTASY	19	98	27	144	281	299.9
TEEN FICTION	78	24	90	192	734	475.7
TEEN GRAPHIC NOVELS	34	1	26	61	282	94.5
TEEN NONFICTION	1	0	1	2	25	10.7
Undefined	3		0		7	30.1
VIDEOS*						108.8
WESTERN	10	9	10	29	209	6031.7
TOTALS	2693	3108	3364	9165	31201	46102.0

20% of 5 YR AVG
29% of 2020

	Previous Month		This Month	YTD	Previous Year	5 Yr AVG
	Jan '21	Feb '21	Mar '21	2021	2020	2015-20
OPAC Logins	275	246	303	824	2448	2567
SIP2 Logins	620	546	582	1748	6962	4530
Total	895	792	885	2572	9410	7097
Checkouts	2172	2578	2423	7173	26079	38663.4
Renewals by Staff	324	305	531	1160	3084	6289.6
Renewals via OPAC	149	161	276	586	1610	2281.2
Total	2645	3044	3230	8919	30773	47234.2
Holds by Staff	146	136	178	460	1270	1459.2
Holds via OPAC	159	136	152	447	1528	1390.6
Total	305	272	330	907	2798	2849.8
New Patrons	13	14	16	43	172	516.2

of 5 YR AVG	36%	19%	32%	8%
of 2020	27%	29%	32%	25%

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: April 13, 2021

SUBJECT: Community and Economic Development Department Report for March 2021

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from March 1st, to March 31st, 2021.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	March, 2021	February, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	2	0	3	22	31.2
Residential Demolition	3	1	4	7	7
Residential Manufactured Dwellings	1	0	6	7	12.6
Residential Mechanical Permits	4	12	22	93	101.6
Residential Plumbing	7	2	11	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	3	4	14	55	44.6
Commercial Alarm or Suppression Systems	0	0	5	2	1.4
Commercial Demolition	1	0	1	4	3
Commercial Mechanical	1	2	4	17	14.8
Commercial Plumbing	0	0	0	9	11.6
Commercial Site Development	1	0	1	2	2.6
Commercial Structural	2	1	8	29	40.0
Total Permits	25	22	79	274	297.8
Value Estimate of All Permits	\$921,289.35	\$135,159.90	\$1,790,562.76	\$15,074,659.04	\$15,649,218.08
Fees Collected	\$15,648.69	\$3,850.42	\$34,977.18	\$212,454.67	\$216,365.51

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	March, 2021	February, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	0	0	0	1	0.6
Conditional Use	1	0	1	5	6.6
Partition	1	1	4	8	5.6
Planned Development/Subdivision	0	1	2	1	0.6
Property Line Adjustments	0	1	3	15	8.8
Vacation	0	0	0	0	0
Variance	0	0	0	1	6.4
Zoning Map Amendment	0	1	1	4	1.4

- 13 land use applications were submitted in March.
- 14 Land Use Applications are pending final approval.
- 4 Fence Permits were issued in March.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. The Planning Commission has received the current draft and will begin meeting twice every month until they have completed their review. It is expected that Planning Commission review will not be complete until August 2021, at the earliest. Once the Planning Commission has completed their review, they will make a recommendation to the City Council, after which the Council will have an opportunity to review the document and consider changes.
- The City has received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. We will be meeting with ODOT in the next couple of months to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- The next Planning Commission meeting is scheduled for April 19, 2021.

3. ECONOMIC DEVELOPMENT

- Now that the contract with Dougherty Landscape Architects (DLA) for the Downtown Streetscape and Parking Plan, work has begun on that project. Staff conducted an on-site tour of downtown with the Consultants and is providing them with GIS data and other support. The first community meeting on March 25th went well, and Staff are assisting DLA with gathering input from members of the public who were unable to attend the meeting in person.
- Staff is continuing to support our local businesses during the Coronavirus Pandemic. Efforts have focused on making sure that businesses know of state and federal programs that can help them and researching how we can fill in the gaps. Recently, the City was able to obtain a shipment of Personal Protective Equipment (PPE) from the State for distribution to businesses at no charge. The State is conducting an additional round of PPE distribution, and Staff have submitted an order on behalf of local businesses.
- Work on a property partition and right-of-way width change for 24th Ave is proceeding now that DEQ has issued a No Further Action (NFA) designation for the southern part of the Public Works Yard. This is part of a comprehensive 24th Avenue Corridor Improvement Project. Staff has finalized the agreement with the adjacent property owners and is ready to

bring forward a Request for Council Action to approve the partition application and adopt a resolution to swap the land, however, the project was stalled due to the other party's concerns about liability for any additional environmental cleanup. Now that the NFA has finally been granted, the adjacent property owners are conducting their own legal review. Once they agree, Staff will put everything together for approval by the Council.

- Staff has submitted an application to ODOT for a Rail Crossing at 24th Avenue. Meetings with Albany & Eastern Railroad have been positive, and they have provided a letter of support that was included with the application. Linn County has provided a letter of support committing to additional ROW dedication and agreeing to the crossing. ODOT assigned a property manager and has reviewed the request and suggested modifications. Staff has updated the application files and are hoping to meet with the Railroad and ODOT soon to discuss any remaining obstacles and next steps.
- We continue to try to work with Linn County to develop a plan for the old Weyerhaeuser mill site. The remaining cleanup looks positive, and it is possible that it could be completed soon, however, some pollutants will be left in place, and would require a management plan that ensures that the ponds and the associated sediment are not disturbed. Staff has stayed in contact with DEQ regarding the cleanup efforts. Staff has recently met with a developer interested in the County's property, and a public-private-partnership to develop the City's property. We will continue to explore possibilities and present them to you at the appropriate time.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	March, 2021	February, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	3	5	20	76	N/A
New Officer-Detected Violations	13	1	16	N/A	N/A
Violations Resolved	4	18	41	195	326.33
Complaints Noted with No Violation Found	1	0	3	17	25
Open Cases at End of Period	20	9	20	28	N/A
Citations	0	3	3	5	1.67
Abatements	0	0	0	0	0
Enforcement Type	March, 2021	February, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	3	3	12	49	50.33
Blight	1	1	2	1	1
Illegal Burn	0	0	0	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	2	0	4	24	9.33
Illegal Sign	0	0	1	6	3.33
Junk/Abandoned Vehicle	0	0	0	8	10.67
Minimum Housing	0	0	0	4	4.33
Occupying an RV	1	0	1	50	47.33
Open Storage	8	1	11	84	79.33
Other	1	0	3	7	24
Public Nuisance	7	0	7	103	59
Public Right-of-way	0	1	2	13	16.33
Tall Grass & Weeds	0	0	0	161	142
Vacant Lot	0	0	0	0	0.33

The City's Code Enforcement Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.

5. PARKS

- The Park and Tree Committee will meet next on April 21st, 2021.
- Staff are now planning for this year's Movies in the Park and Harvest Festival.
- Construction of Sankey Park Improvements is continuing. Construction on the play structures has been completed, as well as much of the lighting installation. The concrete work is almost completed. Work on the asphalt paths, remaining electrical and irrigation lines will continue through the Spring.

6. OTHER PROJECTS

- The Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, and we have received a proposed Intergovernmental Agreement from ODOT. However, Citizens have come forward seeking to add a roofed structure over the artwork to protect it from the weather. Staff is working with ODOT to modify the IGA in order to allow the construction of a roofed structure. Staff inquired to learn if City acquisition of the property was a possibility. Initially, ODOT informed us that such action was not a possibility. However, after additional follow-up, ODOT is indicating that a right-of-way vacation is possible, which would add some of the property to the East Linn Museum property. Staff is waiting for a modified agreement from ODOT. In the meantime, staff is investigating spraying the sculpture with a protective coating.
- Willow Street Neighborhood LID: Appointed Viewers have reviewed the project scope and have recommended approval to the City Council to proceed, with concern on the cost burden for homeowners of both a water and a street project at the same time. A public meeting was held, and area residents stated concerns about cost and boundaries. Staff is currently reviewing the project scope to try and 1) reduce the project cost, and 2) reduce or mitigate the proportionately large costs two large parcels have in relation to the whole of the neighborhood. This relates to both the water system and the street system. Some alternate changes to the usual Assessment Method are being reviewed. Staff has planned two “open house” style meetings for residents of the neighborhood and members of the Council to examine alternate proposals on April 20th and April 29th at 6 PM in the Council Chambers. Based upon feedback from those open houses, Staff will bring a proposal back before the Council in a public hearing.
- The ODOT Foster Lake Sidewalk Project: Budgetary constraints have required that the project be limited to one side (the north) of US 20. The new scope also removes the section underneath the railroad bridge and calls for a soft-surface path in that location to be constructed by the City. Construction has been delayed until 2022, but engineering work is continuing throughout 2021.
- The CEDD systems analysis is ongoing. This project will “map” out all department processes so that efficiencies can be identified, delays can be removed, and operations can be made easier for both customers and staff. These process maps will be documented for staff continuity and to share with other departments.

MEMORANDUM



TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: April 13, 2021
 SUBJECT: Public Works Activities Report – March 2021

This memorandum provides a brief periodic update of specific projects, WTP/WWTP O&M and Compliance status, and activities performed by the Public Works Department.

This table section summarizes work done on key maintenance activities.

Work Type	March, 2021	February, 2021	2021 YTD	2020	2 Yr Ave
Bathrooms/Garbage	26	21	83	597	670
Catch Basin Inspection/cleaning	0	0	0	48	40
Leaf Collection	0	0	1	138.5	181
Hydrant Flushing	36	34	70	280	292
Locates	51	27	116	520	484
Meter Re-Read	70	95	218	830	636
Mowing	5	0	5	82	106
Playground EQ Inspection	10	10	29	21	60
Pothole Repair	231	46	352	667	638
Sewer CCTV Miles	0	0.00	0.00	5.71	4
Street Sweeping Miles	0	172	172	2086	3114
Water Main Repair	0	0	3	5	10
Water Service Repair	2	1	3	73	52
Water Turn Ons/Offs	63	46	159	914	977
Total Completed Word Orders	603	394	1376	7895	8233

WWTP and WTP Key Performance Indicators (KPIs)

	February, 2021	January, 2021	2021 YTD	2020	2019	5 Yr Ave
Potable						
MG Treated	23.36	30.45	53.81	345.13	444.48	434.89
Backwash Water in MG	2.41	6.23	8.64	18.42	22.90	13.50
Ave daily demand in MG	0.83	0.98	0.91	0.95	1.21	1.17
Sanitary						
MG Treated	87.37	87.64	175.02	596.71	547.14	559.36
Max Daily Flow in MG	4.73	4.69	4.73	6.66	7.30	6.02
Average Flow in MG	3.12	2.83	2.97	1.63	1.50	1.53

MG is Million
* Gallons

Notes: There were zero water quality exceedances reported for the month of January

Current & Upcoming Projects

Treatment Facilities Working on bringing Operations in House

Scope: Council voted to resume operations of treatment facilities.

Status: Staff has completed interviews and are selecting candidates for hire. Current proposed transfer on July1, 2021.

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance

Status: Project on schedule. WWTP Final design commenced in August, 2019. WWTP Improvement Project is proceeding to 90% design completion. Staff seeking DEQ and USDA approval for the proposed project.

Water Loss

Scope: Staff will continue to identify water leaks throughout the 54 miles of water distribution system.

Status: PW staff will continue to provide updates as available.

Radar Speed Signs

Scope: Purchase 6 radar speed signs throughout the community.

Status: Staff ordered 6 radar speed signs. Installed two signs, one on 1st Avenue, second on Airport Road. Permits applications have been approved by ODOT. Staff is currently manufacturing compliant poles to mount the signs on Highway 20.

Sankey Park Improvements

Scope: Install new paths, lighting, and playground equipment.

Status: Concrete was formed and poured for plaza April 6-7, 2021. CTC to remove several trees prior to path and light work resuming when weather permits.

2021 Overlay Project

Scope: Overlay multiple streets through the community.

Status: Design with Civil West, RFP to bid work was approved by Council in March 2021.

Water Distribution System Evaluation – West Yost

Scope: West Yost will perform a hydraulic water model of the water distribution system to pinpoint operations deficiencies and develop a plan to mitigate water system deficiencies.

Status: City staff purchased water modeling software, which West Yost to hydraulically model the water distribution system. Project currently in progress awaiting results from staff.

System Development Charges (SDCs) – Murraysmith

Scope: Provide an update to the current water and sewer system development charges (SDCs) and establish new transportation, parks, and stormwater SDCs based on current capital improvement plans. Council Workshop presentation took place on July 28, 2020.

Status: Hearing completed February 9, 2021. Adoption of Ordinance in March 2021.

Backwash Pump Evaluation – West Yost

Scope: Evaluate feasibility of adding a backwash pump and using clearwell for filter backwashes and the corresponding effects on the distribution system and treatment.

Status: In design with West Yost.

Finished Water Pump Evaluation – West Yost

Scope: Evaluate feasibility to add a Variable Frequency Drive (VFD) to the current finish water pumps to maintain a constant level in clearwell to help facilitate Backwash Pump.

Status: In design with West Yost.

WTP Disinfection Evaluation – The Automation Group (TAG) (sub from West Yost)

Scope: Murraysmith will perform a hydraulic water model of the water distribution system to pinpoint operations deficiencies and develop a plan to mitigate water system deficiencies.

Status: Staff procured equipment, Public Works staff to complete installation. TAG commencing with installation and programing, onsite installation scheduled for Dec 1st and 2nd.