



CITY OF SWEET HOME CITY COUNCIL AGENDA

July 14, 2020, 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. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, 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.

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 will be conducted by Roll Call Vote.

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda:

Approval of Minutes:

- a) [2020-06-23 City Council Minutes - ES \(pg. 3-4\)](#)
- b) [2020-06-23 City Council Meeting Minutes \(pg. 5-10\)](#)
- c) [2020-06-29 Executive Session Minutes \(pg. 11\)](#)
- d) [2020-06-29 City Council Special Meeting \(pg. 12-13\)](#)

Recognition of Visitors and Hearing of Petitions:

Old Business:

- a) [Discussion Only - Review Temporary Policy Instituting Emergency Relief for City Utility Accounts \(pg. 14-15\)](#)

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.

New Business:

- a) [Request for Council Action – City of Sweet Home Safety Incentive Program Revision \(pg. 16-23\)](#)
- b) [Request for Council Action - Resolution No. 21 for 2020 Transportation and Growth Management Grant Application \(pg. 24-28\)](#)
- c) [Request for Council Action - Intergovernmental Agreement with the City of Lebanon and Sub-Grantee Agreement with Boys and Girls Clubs of the Greater Santiam for Emergency Childcare CDBG Application \(pg. 29-34\)](#)
- d) [Request for Council Action - Managing Oregon Resources Efficiently \(MORE\) Intergovernmental Agreement \(pg. 35-41\)](#)

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)

- a) [Ordinance No. 7 for 2020 - Ordinance #1289 - Water System in Critically Affected Chemical Area \(pg. 42-50\)](#)

Reports of Committees:

Administrative and Finance/Property

Park and Tree Committee

Youth Advisory Council

Chamber of Commerce

Council of Governments

Area Commission on Transportation

Solid Waste Advisory Council

Ad Hoc Committee on Health

Legislative Committee

Reports of City Officials:

Mayor's Report

City Manager's Report

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

Library Services Director

- a) [Library Monthly Report for June, 2020 \(pg. 51-52\)](#)

Community and Economic Development Director

- a) [CEDD Monthly Report for June, 2020 \(pg. 53-57\)](#)

Public Works Director

- a) [PW Monthly Report for June, 2020 \(pg. 58-61\)](#)

Finance Director

- a) [Information Only - 2021 Property & Liability Insurance \(pg. 62\)](#)

City Attorney

Council Business for Good of the Order

Adjournment



CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

June 23, 2020, 5:30 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.

Please sign in if you wish to speak as Executive Sessions are not open to the public.

Call to Order

The meeting was called to order at 5:31 PM.

Roll Call

COUNCIL PRESENT

Mayor Greg Mahler
Councilor Cortney Nash
Councilor Dave Trask
Councilor James Goble
Councilor Lisa Gourley
Councilor Susan Coleman

COUNCIL ABSENT

President Pro Tem Diane Gerson

STAFF

City Manager, Ray Towry
Admin. Asst. Julie Fisher
Finance Director, Brandon Neish

MEDIA

Scott Swanson, The New Era

The Sweet Home City Council will now meet in Executive Session to consider and discuss advice provided by legal counsel.

The executive session is held pursuant to ORS 192.660 (2) (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations

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

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

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

Mayor Mahler read the Executive Session Announcement:

There were no official decisions made during the Executive Session.

Adjournment

The meeting was adjourned at 6:17 PM



CITY OF SWEET HOME CITY COUNCIL MINUTES

June 23, 2020, 6:30 PM
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Call to Order and Pledge of Allegiance

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

Roll Call

PRESENT

Mayor Greg Mahler
Councilor Cortney Nash
Councilor Dave Trask
Councilor James Goble
Councilor Lisa Gourley
Councilor Susan Coleman

ABSENT

President Pro Tem Diane Gerson

STAFF

City Manager Ray Towry

Finance Director Brandon Neish

Administrative Assistant Julie Fisher

Police Chief Jeff Lynn

Public Works Director Greg Springman

Community and Economic Development Director Blair Larsen

Consent Agenda:

Motion to excuse Councilor Gerson from the Executive Session and Regular Meeting on June 23, 2020, made by Councilor Gourley, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Motion made to approve the Consent Agenda by Councilor Gourley, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Approval of Minutes:

- a) 2020-06-09 City Council Minutes - ES
- b) 2020-06-09 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

Daniel Smith, 3225 Hwy 20 stated he is the property owner next to City Hall and working with CEDD Larsen on the City Hall Property exchange that is on the agenda tonight. Mr. Smith stated he did not have any questions. Mayor Mahler thanked him for coming and stated the exchange would be good for both Mr. Smith and the community members.

Old Business:

- a) Request for Council Action – City of Sweet Home Fleet Policy Revision

Motion to approve Resolution No.13 for 2020 made by Councilor Coleman, Seconded by Councilor Goble.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- b) Request for Council Action - Resolution No. 15 for 2020 - 2020-2021 Budget Adoption

Motion to approve Resolution No. 15 for 2020 made by Councilor Goble, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- c) Water Utility Fee Review

City Manager Towry suggested the Council review their recently passed utility rates in light of the current COVID-19 Pandemic. On June 9th, the City Council made a motion to delay implementing the increased rates for one month. A presentation by FD Neish showed current rates, approved rates, and options regarding rates and how they would affect project needs. CM Towry proposed delaying the replacement of the 2" water lines on 9th Ave for one year which would allow the /city to complete other projects without raising the rates. Public Works Director Springman explained the importance of replacing the 2" Main water line. Mayor Mahler spoke on the history of freezing rates due to the economy and the result

of a large rate increase in 2016. Mayor Mahler's concern is that if rates are not increased now, another large increase may be imminent. There was discussion as Council considered all options and what would be best for the community.

Motion to strike Resolution No. 7 for 2020 made by Councilor Gourley, Seconded by Councilor Goble.

Voting Yea: Mayor Mahler, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Voting Nay: Councilor Nash

d) PUBLIC HEARING - USDA Rural Development Grant Application

Mayor Mahler opened the Public Hearing at 7:05 PM.

Mayor Mahler explained the Public Hearing process.

Mayor Mahler asked of the Council if there was any Ex Parte, Conflict of Interest or Personal Bias on the matter. There was none.

A Staff Report was presented by Chief Jeff Lynn. Resolution No. 6 for 2020 was approved in April and once that was submitted, the next step was a Public Hearing to allow public comment.

Testimony in Favor, Testimony in Opposition, Neutral Testimony: There was none.

The Public Hearing was closed at 7:07 PM.

New Business:

a) Request for Council Action - Resolution No. 16 for 2020 - 2020-2021 Declaration of Election for State Revenue Sharing Funds

Finance Director Neish stated per ORS 221.770 staff is presenting the declaration of State Revenue Sharing.

Motion made to approve Resolution No. 16 for 2020 by Councilor Coleman, Seconded by Councilor Gourley.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

b) Request for Council Action - Resolution No. 17 for 2020 - Certification of Eligibility for State Revenue Sharing Funds

Finance Director Neish stated per ORS 221.760 this resolution was brought before Council.

Motion made to approve Resolution No. 17 for 2020 by Councilor Coleman, Seconded by Councilor Gourley.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

c) Request for Council Action - Resolution No. 18 for 2020 - Certification of Eligibility for Marijuana State Revenue Sharing Funds

Motion to approve Resolution No. 18 for 2020 made by Councilor Gourley, Seconded by Councilor Goble.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- d) Request for Council Action - Resolution No. 19 for 2020 City Hall Park Property Exchange and Property Line Adjustment.

Community and Economic Development Director Blair Larsen stated the current City Hall property has an encroachment to the east of the neighboring driveway. A property exchange would allow the neighbor to keep their driveway and allow the City to complete a pedestrian path to City Hall park property. CEDD Larsen noted an appraisal confirmed the two parcels are of equal value.

Motion to approve Resolution No.19 for 2020 made by Councilor Goble, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- e) Request for Council Action - Removal of City Easement on Private Property at 1502 Main
Community and Economic Development Director Blair Larsen introduced the request and explained property located west of Safeway at 1502 Main has an easement that appears to be recorded as a mistake. The easement is not needed and staff is requesting that it be removed.

Motion to authorize staff to complete the removal of a City easement at 1502 Main Street made by Councilor Coleman, Seconded by Councilor Goble.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- f) Request for Council Action - Oregon Cascades West Council of Governments IGA for Technology Services

City Manager Towry introduced the IGA for emergency IT service from the Council of Governments.

Motion made to approve the IGA with the Council of Governments by Councilor Gourley, Seconded by Councilor Coleman.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- g) Request for Council Action - CARES Act Funding and Grant Agreement

City Manager introduced the request to accept Cares Act Funds from the State of Oregon.

Motion made by Councilor Goble, Seconded by Councilor Coleman.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

- a) Ordinance No. 7 for 2020 – Water System in Critically Affected Chemical Area

Ordinance No. 7 for 2020 read by title only.

Motion to move Ordinance No. 7 to third and final reading made by Councilor Goble, Seconded by Councilor Coleman.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Ordinance No 9 for 2020 - An Ordinance Amending the Official Zoning Map

Ordinance No. 9 for 2020 was read by title only.

Motion to approve Ordinance No. 9 for 2020 - Ordinance No. 1288, made by Councilor Goble, Seconded by Councilor Gourley.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Reports of Committees:

Park and Tree Committee

Councilor Trask announced that playground equipment will be installed at Sankey Park on Monday.

Reports of City Officials:

Mayor's Report

Mayor Mahler reminded everyone the week will be warm weather and cautioned everyone to keep hydrated and safe.

City Manager's Report

Community and Economic Development Director Blair Larsen gave a handout to Council containing proposed Economic Development Projects and asked for review. An Economic Development Workshop date set for July 14th at 5:30 PM and July 28th at 5:30 PM (if needed) to review Council priorities for potential projects.

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

Finance Director

Finance Director Neish presented Fiscal Year End graphs.

- a) May 2020 Monthly Report

A Finance Report was included in the packet.

Police Chief

- a) Police Department Monthly Report 06-23-20

A Police Department Report was included in the packet.

City Attorney

Council Business for Good of the Order

Mayor Mahler announced a gathering on June 24th will occur in support of Sweet Home Police Officers. Chief Lynn stated the gathering will be at the 1900 block of Main and is a gesture of support organized fully by community members. Mayor Mahler stated our Police Department has full support of the Council. Chief Lynn announced an Oregon DPPST live session training, which explains Oregon certification requirements for Police Officers, and Use of Force in Oregon. Chief Lynn encouraged all to attend it, especially community leaders and local elected officials. Chief Lynn talked about several programs such as the K-9 Program and program for kids.

Councilor Goble stated the Sportsman Holiday Fireworks Display has been canceled, and he feels our community needed that boost. Councilor Goble asked if there was anything the City could do to make the event happen. Mayor Malher and Councilor Trask, who both serve as volunteers with the Sweet Home Fire and Ambulance District, state the Fire Department staff was very disappointed they are not able to host the event this year. Due to the COVID-19 Pandemic, the department was not able to obtain permits from the Corp. of Engineers, Linn County, and the State Fire Marshall. The fundraising for the fireworks has also been affected this year.

Adjournment

With no further business, the Council meeting adjourned at 7:49 PM

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



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Call to Order

The Executive Session was called to order at 6:30 PM.

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Cortney Nash (video)
Councilor Dave Trask
Councilor James Goble
Councilor Lisa Gourley
Councilor Susan Coleman

STAFF

City Manager Ray Towry
Finance Director Brandon Neish
Administrative Assistant Julie Fisher

MEDIA

Scott Swanson, The New Era

The executive session is held pursuant to ORS 192.660 (2) (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations

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

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Special Council Meeting immediately following this Executive Session.

Mayor Mahler read the Executive Session Announcement.
No Council Action was made during the Executive Session.

Adjournment

The meeting adjourned at 7:27 PM.

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.



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Call to Order and Pledge of Allegiance

The meeting was called to order at 7:32 PM.

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Cortney Nash (video)
Councilor Dave Trask
Councilor James Goble
Councilor Lisa Gourley
Councilor Susan Coleman

STAFF

City Manager Ray Towry
Finance Director Brandon Neish
Administrative Assistant Julie Fisher

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MEDIA
Scott Swanson, The New Era

Recognition of Visitors and Hearing of Petitions:

None

New Business:

- a) Request for Council Action – AFSCME Contract Approval

City Manager Towry stated the 2019-2023 AFSCME Local 3337 and the City of Sweet Home proposed contract was a fair contract and good for both the City and staff. City Manager Towry strongly urged the Council to approve the contract.

Mayor Mahler stated the \$1000 across the board is not fair to staff. He was also not in agreement with 3.25% ceiling on wage increases and wanted less. Mayor Mahler stated his disapproval of the contract and felt he was setting a precedence.

Councilor Goble stated he was also not in agreement with the contract. Councilor Goble stated the contract is over and above what the Council had agreed to. He also was in disagreement with the \$1000 not being prorated for part time staff.

Councilor Trask stated the \$1000 was out of line and even a 3% ceiling for wage increases was too high.

Motion made by Councilor Gourley, Seconded by Councilor Nash.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Gourley, Councilor Coleman

Voting Nay: President Pro Tem Gerson, Councilor Goble

Council Business for Good of the Order

None

Adjournment

With no further business, the meeting adjourned at 7:38 PM.

ATTEST:

Mayor

City Manager – Ex Officio City Recorder



City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-5128
Fax 541-367-1215
www.sweethomeor.gov

Finance Department

To: City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Utility Account Update Discussion

On March 8, 2020, the Governor of the state of Oregon issued Executive Order 20-03 declaring a state of emergency due to the novel coronavirus (COVID-19). The City of Sweet Home subsequently adopted its own emergency declaration during a special meeting held on March 19, 2020. In addition to the emergency declaration, the City Council also adopted a temporary policy providing emergency relief for utility accounts and other city fees. The policy held that businesses would not be required to pay the City's turn on and turn off fees if they were forced to close due to COVID-19. Further, the policy stated that, "for the duration of the current emergency, [the City] will not shut off [water] services for any utility account for non-payment." Recently, the Governor extended her Executive Order through September 4th. While the City's declaration is not dependent on the State's declaration, it is highly likely that the City's order will stand as long as the State's to maintain flexibility in responding to the pandemic and allowing the City to claim grants and reimbursements for time and materials spent on the City's response to this public health crisis. Given the extended timeframe of the COVID pandemic however, staff is seeking a long-term solution that will not result in excessive balances that cannot be paid upon return to normal procedures.

Since the implementation of the temporary emergency relief policy, the City has passed three scheduled water turn off days, April 10th, May 13th and June 10th. Each of those days had 117, 80 and 90 accounts respectively that would have been turned off for non-payment under normal circumstances. As of turn off day on July 8th, 131 accounts would have been turned off for an average balance of \$302.27. 9% of those accounts (twelve) have past due balances that exceed three (3) months with the largest past due balance totaling \$875.03. Between now and the current emergency declaration state-wide (September 4th), two additional billing cycles will have passed which could result in accounts with balances exceeding \$500 and some nearing \$1,500.

We are concerned that we are setting account holders up for failure by continuing aspects of the temporary policy through September 4th (and potentially longer if current COVID case counts are any indication). Those that have been laid-off or furloughed during the pandemic have had access to unemployment consisting of both state and federal funds. We are aware of reports that unemployment claims have been delayed and believe that continued compassion and flexibility is key to helping our customers succeed. However, staff also believes that, as folks are gradually returning to work, it is time to slowly transition back into our normal processes while understanding that everyone has varying circumstances. On June 16th, staff

mailed notices to customers with past due balances to begin an education campaign to mitigate any surprises if the City returned to its original policy. The following is staff's recommendations for next steps.

- Today: Send a second notice to past due account holders on red paper (which is the same color as the paper sent for past due notices generally) to warn account holders that their account is past due and reminding them that the City's temporary policy will be rescinded in the future resulting in standard turnoff procedure.
- August 2020: Perform a partial turn-off for accounts with past due balances incurred pre-COVID unless pre-COVID balance is paid in full.
- September 2020: Accounts with past due balances from August 1, 2020 or earlier would be turned off (regardless of timeframe) on September 9, 2020.

In line with the Mayor's proclamation at the onset of the pandemic urging compassion and flexibility, the City continues to work with account holders to set up payment plans and offering alternatives related to City utility accounts. If account holders contact the City from this point forward, staff will set up a six-month repayment plan with the goal of having all accounts caught up by March 2021.

Staff appreciates the City Council's willingness to engage in this discussion and urges all stakeholders to engage with the Council and the City to find the best approach that will do the most good, for the most people for the longest period of time.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – City of Sweet Home Safety Incentive Program Revision

Preferred Agenda: July 14, 2020

Submitted By: Julie Fisher, Admin Assistant

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: City of Sweet Home Safety Incentive Program

Towards Council Goal: 2.1: Update & streamline process
2.3: Invest in long term staff stability & training

Attachments: Resolution No. 20 for 2020, 2020 City of Sweet Home Safety Incentive Program Track Changes, City of Sweet Home Safety Incentive Program Final.

Purpose of this RCA:

Revisions to the City of Sweet Home Safety Incentive Program

Background/Context:

The City of Sweet Home Safety Incentive Program was last updated in 2011. The Safety Incentive Program is funded by dividends from the SAIF, our Workers Compensation Policy carrier. Past policy provided the employee with the ability to choose a local business to receive a \$25 gift certificate as a reward for working safely over the previous six (6) month period. The Administrative Assistant would then go and pick up the certificates from various locations throughout Sweet Home, sometimes as many as 60 certificates from up to 11 different locations. The time spent could be reduced if the incentive was a cash incentive. Both the cash incentive and gift certificates are taxed equally, so there is no benefit or loss to the employee either way. Staff is also proposing a change to the policy to allow the safety incentive to still be provided to an employee when they are injured through an unavoidable accident while performing their duties and following all safety protocols. An example of this would be a police officer injured by a combative person while trying to make an arrest.

The Challenge/Problem:

How do we continue to reward employees for safe operations, which save taxpayers money on the city's insurance premiums and keep good employees productively working?

Stakeholders:

- City of Sweet Home Staff – These changes aim to improve safety by providing incentives. Updates are advantageous to recruit, train, and retain skilled employees.
- City of Sweet Home City Council – Charter, SHMC 2.48.030, past policies, and past practice dictates that the Council is responsible for personnel rules including salary administration.

Issues and Financial Impacts:

None Known

Elements of a Stable Solution:

Sweet Home must have up to date policies and training to recruit and retain employees and to maintain a safe workplace.

Options:

1. Do Nothing. There would be no revisions to the Safety Incentive Program.
2. Approve Resolution 20 for 2020 as presented.
3. Recommend additional revisions. Council could review these proposed changes and recommend additional revisions. Staff would take these recommendations and revise the proposed program for review at a future Council meeting.

Recommendation:

Recommendation is option #2 Approve Resolution 20 for 2020 as presented



CITY OF SWEET HOME SAFETY INCENTIVE PROGRAM

1. PURPOSE:

To improve safety awareness and promote safe work practices among city employees, ~~the City of Sweet Home Safety Committee hereby recommends the implementation of an incentive program for all full-time and part-time employees and create a work environment where the safety of our employees is at the forefront of every decision we make. This program will continue through June 30, 2014.~~

Funding for this program comes from SAIF Corporation dividends with the Safety Committee evaluating the incentive program annually or as often as necessary.

4. INDIVIDUAL SAFETY INCENTIVE:

2.

a. Eligibility Requirements ELIGIBILITY REQUIREMENTS

A \$25.00 ~~gift certificate to local participating merchants incentive~~ will be awarded at specified intervals to each full-time and part-time employee meeting the following criteria:

Any individual completing their required period of eligibility without having a "preventable" ~~an~~ accident that would require an "801" (accident report form) be submitted to the Worker Compensation Carrier (SAIF), is eligible to receive a \$25.00 ~~gift certificate to local participating merchants incentive~~.

For periods of eligibility, employees are divided into two groups:

High Risk ~~(Considered Field Employees)~~ These employees have the highest potential for injury/illness due to their position and day to day activities. High Risk Employees are 3 months eligible each quarter (3 months) without submission of an 801 for a preventable accident. Employees must also have worked an average of 245 hours during the 3-month period and be on regular duty.

- | | |
|--|--------------------------|
| Police Officers | Maintenance Supervisor |
| Police Chief | Mechanic |
| Public Works Maintenance Workers | Code Enforcement Officer |
| Police Sergeants | |
| Police Chief | |
| Public Works and Parks Maintenance Workers | |
| Maintenance Supervisor | |
| Mechanic | |

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~~Participating merchant lists will be distributed to eligible employees the week following the appropriate quarters with Gift Certificates. Incentives will be~~ issued no later than 30-days following the end of the period being awarded for.

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CITY OF SWEET HOME SAFETY INCENTIVE PROGRAM

1. PURPOSE:

To improve safety awareness and promote safe work practices among city employees, and create a work environment where the safety of our employees is at the forefront of every decision we make.

Funding for this program comes from SAIF Corporation dividends with the Safety Committee evaluating the incentive program annually or as often as necessary

2. INDIVIDUAL SAFETY INCENTIVE:

a. ELIGIBILITY REQUIREMENTS

A \$25.00 incentive will be awarded at specified intervals to each full-time and part-time employee meeting the following criteria:

Any individual completing their required period of eligibility without having a “preventable” accident that would require an “801” (accident report form) be submitted to the Worker Compensation Carrier (SAIF), is eligible to receive a \$25.00 incentive.

For periods of eligibility, employees are divided into two groups:

High Risk (Considered Field Employees) These employees have the highest potential for injury/illness due to their position and day to day activities. High Risk Employees are eligible each quarter (3 months) without submission of an 801 for a preventable accident. Employees must also have worked an average of 245 hours during the 3-month period and be on regular duty.

Police Officers	Maintenance Supervisor
Police Chief	Mechanic
Public Works Maintenance Workers	Code Enforcement Officer

Low Risk (Considered Office Employees). These employees have considerably less potential for injury/illness on a day-to-day basis. Low Risk employees are eligible every other quarter (6 months) without submission of an 801 for a preventable accident. Employees must also have worked a minimum of 490 hours during the 6-month period and be on regular duty.

Finance Director and Staff	Engineering Staff
Municipal Court Staff	City Manager and Executive Staff
Library Director and Staff	Community Development Director and Staff
Dispatchers	Public Works Director and Admin Assistant

Part-time employees are only eligible every 6 months and must also accrue a minimum of 490 hours to be eligible.

b. ACCIDENT REVIEW

It is the responsibility of the Safety Committee to review the facts surrounding each claim to determine if the claim was 'Preventable' or 'Non-Preventable', to ensure fair and impartial determinations are made and to recommend corrective action that we feel may benefit the employee, his/her co-workers, and the City.

A preventable accident is an injury that is the direct result of the employee making injury-causing errors, such as losing their balance, not paying attention, or not following safety procedures.

A non-preventable accident is an injury that is caused while following safety protocol, such as assaults and/or violent acts against any employee.

c. DISTRIBUTION OF INCENTIVE

Incentives will be issued at three- and six-month intervals, respectively.

High Risk: quarters ending March 31; June 30; September 30; and December 31.

Low Risk: quarters ending June 30 and December 31.

Taxes for amount of incentive will be recorded on paychecks containing the issuance of \$25.00 incentive. *This program is voluntary, and any employee may opt out of participating in the safety incentive if they so choose.*

Incentives will be issued no later than 30-days following the end of the period being awarded for.

RESOLUTION NO. 20 FOR 2020

A RESOLUTION ADOPTING THE REVISED CITY OF SWEET HOME SAFETY INCENTIVE PROGRAM

WHEREAS, it is in the best interest of the City of Sweet Home to improve safety awareness and promote safe work practices among city employees, and create a work environment where the safety of our employees is at the forefront of every decision we make; and

WHEREAS, the City Manager of the City of Sweet Home, has prepared and presented to the City Council a Safety Incentive Program for City employees; and

WHEREAS, the adoption of the program appears to be in the best interest of the City of Sweet Home and its employees, and as authorized by Sweet Home Municipal Code Chapter 2.48 - PERSONNEL SYSTEM;

WHEREAS, the revised program shall take effect upon adoption by resolution of the City Council; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME:

That the City Council hereby adopts the said revised City of Sweet Home Safety Incentive Program which is attached hereto.

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

PASSED by the Council and approved by the Mayor this 7th day of July 2020.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Transportation and Growth Management Grant Application

Preferred Agenda: 7/14/2020

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: City of Sweet Home Transportation System Plan

Towards Council Goal: 1.2, Infrastructure Needs and Planning; 4.2, Lead Community Economic Development Efforts

Attachments: Res. No. 21 for 2020: TGM Grant, Draft Letter of Support

Purpose of this RCA:

The purpose of this Request for Council Action is to authorize a grant application to the State of Oregon Transportation and Growth Management program for an update of the City's Transportation System Plan and to refine the land uses in the North Sweet Home area.

Background/Context:

The City's Transportation System Plan (TSP) is a Council-adopted planning document that outlines the improvements and changes needed to the City's transportation system over the next 20 years in order to accommodate expected growth. The City's TSP was last updated in 2005, and changes since then necessitate an update. In addition, the transportation system is particularly weak in the northern part of Sweet Home, between the railroad and the South Santiam River—an area that includes the vast majority of the City's undeveloped land.

The Transportation and Growth Management program is administered by the Oregon Department of Transportation (ODOT) and the Land Use and Conservation Department (DLCD). The program offers grants to Cities and Counties for transportation planning and land use planning that is related to transportation. Cities are often able to use this program to pay for land use and transportation planning that they otherwise would not be able to afford.

The Challenge/Problem:

How can the City fund an update to its outdated city wide Transportation System Plan and desperately needed land use planning of the undeveloped land in the northern part of the City?

Stakeholders:

City of Sweet Home Residents: Residents deserve a transportation system that efficiently moves people and goods, and provides access to homes, commercial areas, and places of employment.

City of Sweet Home City Council: The Council is responsible for ensuring that the City's transportation system is well planned and meets the City's needs.

City of Sweet Home Staff: City Staff benefit from a well thought out plan that meets current needs and provides clear direction for future growth.

Property Owners and Developers: Property owners and developers benefit from a Transportation System Plan that provides clear and efficient movement of people and goods and gives their property good access to transportation facilities.

Issues and Financial Impacts:

An update to the City's Transportation System Plan and a refinement of the land uses in the North Sweet Home Area is expected to cost \$250,000. This would be funded by the grant. The only match required from the City would be 12% of the project (\$30,000), coming in the form of wages and salaries to City Staff working on the project.

Elements of a Stable Solution:

A stable solution would include a project that meets the City's needs, funded by a State grant with an in-kind match from the City.

Options:

1. Do nothing. The City's TSP would remain in its current state, and no refinement of land uses in the north Sweet Home area would take place at this time.
2. Adopt Resolution No. 21 for 2020, A Resolution in Support of an Application to the State of Oregon's Transportation and Growth Management Program to Assist with Updating the City's Transportation System Plan and Refining Land Uses in the North Sweet Home Area.
3. Direct staff to make changes to the proposed resolution, or to seek other ways to fund these planning efforts.

Recommendation:

Staff recommends option 2, *motion to adopt Resolution No. 21 for 2020, A Resolution in Support of an Application to the State of Oregon's Transportation and Growth Management Program to Assist with Updating the City's Transportation System Plan and Refining Land Uses in the North Sweet Home Area.*

Resolution No. 21 FOR 2020

A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE STATE OF OREGON'S TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM TO ASSIST WITH UPDATING THE CITY'S TRANSPORTATION SYSTEM PLAN AND REFINING LAND USES IN THE NORTH SWEET HOME AREA

WHEREAS, the Transportation and Growth Management (TGM) Grant Program, operated by the Oregon Departments of Transportation and Land Conservation and Development, provides funds to help local governments develop integrated land use and transportation plans; and

WHEREAS, the current Transportation System Plan (TSP) for the City of Sweet Home was adopted in 2005; and

WHEREAS, significant changes have occurred within the City since the TSP was adopted, including changes in development plans and design standards and the completion of capital and planning projects, resulting in the TSP becoming outdated; and

WHEREAS, the North Sweet Home area contains the largest undeveloped land inside the City's urban growth boundary; and

WHEREAS, a joint project that updates the TSP and refines the land uses in the North Sweet Home area is the most efficient way to effectively plan for the necessary growth of the City's transportation networks; and

WHEREAS, receipt of grant funds would support hiring the technical expertise needed to update the TSP and refine land uses in the North Sweet Home area;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sweet Home as follows:

Section 1. The City of Sweet Home endorses the submittal of the application for a TGM grant of \$250,000 for the purpose of updating the City's Transportation System Plan and refining the land uses in the North Sweet Home area.

Section 2. The City of Sweet Home agrees to provide a staff match of at least \$30,000 (12 percent) from wages and salaries for fiscal year 2021 as a grant match.

Section 3. The City Council authorizes the Mayor to write a letter in support of the grant application on behalf of the City.

Resolution adopted by City Council of the City of Sweet Home, this 14th day of July, 2020.

Greg Mahler, MAYOR

ATTEST:

Ray Towry, CITY MANAGER



City Manager/Mayor's Office

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-8969
Fax 541-367-5007
www.sweethomeor.gov

July 14, 2020

Transportation and Growth Management Program
Oregon Department of Transportation
555 13th St NE, Suite 2
Salem, OR 97301

To Whom it May Concern:

I am submitting this letter on behalf of the City of Sweet Home for the City's application for a Transportation and Growth Management (TGM) grant.

The existing street network in North Sweet Home is incomplete and disconnected. A TGM grant will allow the city to update the Transportation System Plan (TSP) for the entire city and refine the land uses for development in the North Sweet Home area. The City of Sweet Home desires to take a comprehensive approach and recognizes the importance integration of land use planning and transportation planning. These plans would help improve the connections to North Sweet Home and create a connected multi-modal street network.

Access to North Sweet Home is restricted by the existing railroad track. The land use refinement plan and TSP will identify transportation system improvements that are needed to support anticipated growth. The plan would help create mixed use livable neighborhoods and employment centers that are integrated with the natural beauty of the area.

There are over 300 acres of undeveloped land in the area including the vacant mill site. The area is adjacent to South Santiam River, wildlife habitat, and has recreational potential.

The land use refinement plan will help create a mixed-use environment, connect neighborhoods, support economic development, and provide safe routes to school.

The potential for new neighborhoods makes North Sweet Home an attractive area to locate and invest. As the City of Sweet Home continues to grow, the North Sweet Home area will play an important role in accommodating industrial growth, future employers, and providing housing for residents.

Please join me in supporting the City of Sweet Home's efforts to update its Transportation System Plan and refine the land uses in the North Sweet Home area.

Sincerely,

Greg Mahler,
Mayor



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Intergovernmental Agreement with the City of Lebanon and Sub-Grantee Agreement with Boys and Girls Clubs of the Greater Santiam for Emergency Childcare CDBG Application

Preferred Agenda: July 14, 2020

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: Sweet Home City Charter

Towards Council Goal: Aspiration V, Goal #4

Attachments: Sweet Home Lebanon Emergency Childcare CDBG Intergovernmental Agreement, Sweet Home BGCGS Emergency Childcare Sub-grantee Agreement

Purpose of this RCA:

The purpose of this RCA is to present an Intergovernmental Agreement (IGA) with the City of Lebanon for a Community Development Block Grant (CDBG) application to provide Emergency Childcare, and a sub-grantee agreement with the Boys and Girls Clubs of the Greater Santiam to provide Emergency Childcare, and empower the City Manager to sign both agreements.

Background/Context:

COVID-19 has had an enormous impact on small businesses and employment throughout the nation. In particular, regulations intended to combat the pandemic have decreased the availability of childcare in our region. The City of Sweet Home has the opportunity to apply for \$50,000 to be used for Emergency Childcare provided by the Boys and Girls Clubs of the Greater Santiam (BGCGS). There is no local match for this grant. This grant is being awarded on a first-come, first-served basis, so the City needs to get an application submitted as soon as possible.

This funding can only be granted to cities and counties, and the City has partnered with BGCGS to provide the actual services. Because BGCGS provides childcare at two locations, one in Sweet Home, and one in Lebanon, the application requires an Intergovernmental Agreement with the City of Lebanon.

The Challenge/Problem:

How can the City utilize its position to obtain federal grant funds to assist employers and employees in Sweet Home and East Linn County?

Stakeholders:

Employers and Employees in the City of Sweet Home and East Linn County.

Issues and Financial Impacts:

While the grant award can be up to \$50,000, there is no local match required. The only financial impact on the City is the cost of the staff time required to submit the application.

Elements of a Stable Solution:

A signed Intergovernmental agreement with the City of Lebanon, and a sub-grantee agreement with the Boys and Girls Clubs of the Greater Santiam will allow the City to proceed with the CDBG application process.

Options:

1. Do nothing. Do not sign an IGA or sub-grantee agreement and do not apply for these CDBG funds.
2. Make a motion to authorize the City Manager to sign the proposed Emergency Childcare CDBG Intergovernmental Agreement with the City of Lebanon, and to enter into a sub-grantee agreement with the Boys and Girls Clubs of the Greater Santiam.
3. Direct Staff to apply for this funding for a different public service, different partner, or make changes to the proposed intergovernmental agreement.

Recommendation:

Option 2, motion to authorize the City Manager to sign the proposed Emergency Childcare CDBG Intergovernmental Agreement with the City of Lebanon, and to enter into a sub-grantee agreement with the Boys and Girls Clubs of the Greater Santiam.

Intergovernmental Agreement in Support of a Community Development Block Grant

From the 2020 Community Development Block Grant Program

Administered by the Oregon Business Development Department, Infrastructure Finance Authority

Agreement Title: East Linn County/City of Sweet Home Emergency Childcare

Agreement Date: July 8, 2020

Signatory Parties: City of Sweet Home, City of Lebanon

Agreement: The above signatory parties agree to jointly sponsor an Emergency Childcare Program provided through a Community Development Block Grant (CDBG), Administered by the Oregon Business Development Department, Infrastructure Finance Authority and recognize the City of Sweet Home as the lead agency that will be responsible for applying, receiving and administering the CDBG award.

Grant Activity: The purpose of the proposed CDBG is to manage an Emergency Childcare program to provide assistance to essential workers, first responders, and low-to-moderate income workers needing childcare.

Constraints: The activities funded by this grant must be in response to an urgent need brought about by a state of emergency, which, in this case, is the COVID-19 pandemic.

The Boys and Girls Clubs of the Greater Santiam will enter into a sub-recipient agreement with the lead agency, the City of Sweet Home, to manage the emergency childcare program.

Counterparts: This agreement may be signed in counterparts and each counterpart will be deemed an original. Copies of all signatures will be provided as part of the grant application and to each signatory.

A. Oregon Revised Statutes Chapter 190 authorizes units of local government to enter into written agreements with any other units of local government for the performance of any or all functions and activities that a party to the agreement, its officers or agencies, have authority to perform. The agreement may provide for the performance of a function or activity by means of facilities or equipment jointly constructed, owned, leased, or operated, or by one of the parties for any other party, or by a combination of any methods described in ORS 190.010.

B. **Personnel/Workers' Compensation.** Employees or volunteers of each party shall remain employees/volunteers of that agency, and are subject to the personnel policies, rules, and regulations solely of that party. Each party to this Agreement agrees to provide workers' compensation insurance coverage to its employees and volunteers, and; each party shall supervise their individual employees while working under this Agreement. The intent of this provision is to prevent the creation of any "special employer" relationships under Oregon workers' compensation law, PERS regulations, or other state or federal laws.

C. **Hold Harmless/Indemnity.** Subject to the limitations and conditions of the Oregon Tort Claims Act ORS 30.260 through ORS 30.300, the parties agree to hold the other harmless, to indemnify and to defend the other, its officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs that may be asserted by any person or entity arising from, during or in connection with the performance of the work described in this Agreement. Nothing in this hold harmless shall be deemed to create a liability in excess of the Oregon Tort Claims limits for either party.

D. **Amendment.** The terms of this Agreement may not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written agreement signed by both parties.

E. **Non-Discrimination.** The parties agree not to discriminate on the basis of race, religion, sex, sexual orientation, color, age, family status, marital status, source of income, national origin or mental or physical disability in the performance of this Agreement.

F. **Public Contracting.** Both parties agree to comply with the Oregon Public Contracting Code, ORS 279A-ORS 279C, as applicable, particularly with regard to contracts with third-party vendors entered in the performance of the parties' respective obligations under this Agreement.

G. **Attorney's Fees.** If any action is instituted by either party in connection with any claim or controversy arising out of this Agreement, attorney's fees may not be awarded by a court of competent jurisdiction and each party shall bear its own expense of such action.

H. **Severability.** If any part, paragraph, section, or provision of the Agreement is adjudged to be invalid by any court of competent jurisdiction, such adjudication shall not affect the validity of any remaining section, part, paragraph, or provision of this Agreement.

I. **Waiver.** The failure of either party to insist upon the strict performance of any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of any right or remedy that either party may have, and shall not be deemed a waiver of either party's rights to require the strict performance of all terms, covenants and conditions thereafter, nor a waiver of any remedy for the subsequent breach of any of the terms, covenants or conditions.

J. **Assignment.** This Agreement may not be assigned to either party without the written consent of the other party.

K. **Governing Law.** This Agreement and the parties' rights under it shall be construed and regulated by the laws of the State of Oregon and venue for any dispute hereunder shall lie in Albany, Linn County, Oregon.

So Agreed:

Ray Towry
City Manager, City of Sweet Home

Date

Ron Whitlatch
Interim City Manager, City of Lebanon

Date

Memorandum of Understanding
Between
City of Sweet Home
And
Boys & Girls Clubs of the Greater Santiam
For Application To
East Linn County Affordable Childcare Program

I. MISSION

Together, the Parties enter into this Memorandum of Understanding to support low income families in their return to work as the State re-opens during the COVID-19 crisis.

II. PURPOSE AND SCOPE

The City of Sweet Home (City) and *Boys & Girls Clubs of the Greater Santiam (BGCGS)* have entered in this agreement to support the delivery of low cost / no cost childcare for low income families in the region as they return to work, school and other important activities. East Linn County Affordable Childcare will be supported through August with the investment of \$50,000 in CDBG funding from Business Oregon acquired via grant by the City and \$51,000 in private funding acquired by the BGCGS. Over 100 families will be impacted by the provision of this service.

III. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

Kris Latimer, Executive Director – Boys & Girls Clubs of the Greater Santiam
And
Blair Larsen, Community and Economic Development Director—City of Sweet Home

The organizations agree to the following tasks for this MOU:

The City will:

Administer the Community Development Block Grant received for the purposes of this agreement.
Market the program via its website and social media channels to area residents and businesses.
Prepare and process CDBG disbursement requests on behalf of BGCGS and reimburse BGCGS in prompt manner for expenses.
Monitor and oversee BGCGS in their efforts to conduct the activities funded by the grant.
Ensure that Business Oregon is provided with all required reports in a timely fashion.

BGCGS will:

Carryout the delivery of the Licensed Emergency Childcare program until CDBG and private funds are depleted, at low or no cost for area first responders, healthcare and essential workers, and any others who are returning to work, school and other activities.
Market the program via various channels to area residents and businesses.
Maintain appropriate records for required reporting.
Maintain the necessary liability insurance for a Licensed Emergency Childcare program.
Complete reporting as required by the grant.
Remain in compliance with Emergency Childcare (ODE / ELD) regulations.

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of six months from the effective date of this agreement and may be extended upon written mutual agreement.

Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

City of Sweet Home

Ray Towry
City Manager
City of Sweet Home

Date

Boys & Girls Clubs of the Greater Santiam

Kris Latimer, Executive Director
Boys & Girls Clubs of the Greater Santiam

Date



REQUEST FOR COUNCIL ACTION

Title: Intergovernmental Agreement for Managing Oregon Resources Efficiently (MORE)

Preferred Agenda: July 14, 2020

Submitted By: Greg Springman, Public Works Director
Brandon Neish, Finance Director

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: City of Sweet Home Charter Chapter VI, Section 20(c)(7)

Towards Council Goal: 2.6: Employ sound technology to maximize efficiency

Attachments: MORE-IGA
Information about Multi-Agency Intergovernmental Agreements in Oregon

Purpose of this RCA:

To review an intergovernmental agreement with Marion County to efficiently use local government resources to advance City priorities and projects.

Background/Context:

Marion County maintains the administration of the MORE-IGA contract which hopes to aid local governments by sharing resources. MORE-IGA is an acronym for “Managing Oregon Resources Efficiently – Intergovernmental Agreement.” The MORE-IGA promotes the cost effective and efficient use of public resources between public agencies in Oregon and meets the requirements of ORS Chapter 190.

Marion County maintains a list of participating agencies that share equipment, personnel and material resources at “true cost” thereby stretching or saving the community infrastructure funds for projects. Presently, the City is hoping to leverage this IGA to collaborate with Linn County to provide a chip seal on 29th Avenue which would extend the life of this avenue for another five years. In a subsequent year, the City is hoping to have Linn County return to fog seal this stretch further extending the life of the roadway. This work would be performed and billed to the City at time and material cost, significantly reducing the project cost over performing a complete rebuild of the avenue. To meet the obligations of the agreement, the City would also offer, when able, to contribute to projects with other agencies such as Linn County and other local municipal and county agencies.

The City has limited resources to complete many essential projects especially involving City roads. Concurrently, roads around the City are not exempt from wear and tear resulting in significant deficiencies resulting in livability concerns.

The Challenge/Problem:

Will the City Council approve an IGA that allows the City to collaborate with multiple agencies and share resources to further budgeted funds?

Stakeholders:

- City of Sweet Home Residents – Residents expect progress on infrastructure such that it benefits them as the taxpayers for said resources. Roads are one aspect of city infrastructure that nearly all local government organizations struggle with given excessive costs and time required for construction.
- City of Sweet Home City Council – Council members are the voice of the citizens we serve. The City Council has pushed staff to make decisions that do the most good, for the most people, for the longest period of time.
- City of Sweet Home staff – Each Department Head a responsibility to the citizens in the City of Sweet Home and run their day-to-day operations as efficiently as possible and desires to extend their budget as far as possible.
- Sweet Home Business Community/Chamber of Commerce - Local organization comprised of business owners, and as employers and property owners they can be very influential with the Council members. The business community expects efficient uninterrupted city services.

Issues and Financial Impacts:

There is no direct financial impact associated with approving this intergovernmental agreement. By approving this agreement, the City Council is indirectly committing City personnel and resources to aid other local governments while also receiving the same benefit from the same local governments. Regarding the project on 29th Avenue, the project costs associated with reconstructing the roadway exceeded \$250k. Under this agreement, the City anticipates paying Linn County \$30-40k to rehabilitate the roadway and extend its useful life.

Elements of a Stable Solution:

A direction on philosophy and work present a stable solution moving forward. Accepting this intergovernmental agreement allows staff to complete more with less but perhaps compromises the overall philosophy of doing it right the first time. Rejecting this proposal tells staff that the reconstruction is more important and the direction the City Council would rather move toward.

Options:

1. Do Nothing – Doing nothing preserves the status quo. Without additional funding, City staff would not be able to implement all the recommend projects outlined in the adopted 5-Year Capital Improvement Plan (CIP) until additional resources can be identified.
2. Move to approve the MORE-IGA – Approving the IGA provides value to the City by enhancing procurement options for City projects.
3. Move to approve the MORE-IGA with conditions – The City Council could direct staff to work with the contract administrators to work out terms that would commit staff and resources only equal to a specific amount (whether time or cost).
4. Request additional information to be brought to a separate meeting – The City Council could direct staff to return to a subsequent meeting with additional information necessary to make an informed decision.

Recommendation:

Staff recommends option 2, *motion to approve the MORE-IGA as presented*. The long-term benefits far outweigh the costs potentially incurred. The IGA seeks to share resources rather than overburden one local entity. Specifically related to 29th Avenue, acceptance of this agreement does not lock the City into completing the proposed work on 29th but rather opens additional doors to the City for resources not currently at the City's disposal.

MANAGING OREGON RESOURCES EFFICIENTLY {**MORE**}

INTERGOVERNMENTAL AGREEMENT for resources and services

This Agreement is made between the SIGNED PARTIES pursuant to the authority provided by ORS Chapter 190 and shall be referred as the **MORE-IGA** {Managing Oregon Resources Efficiently Intergovernmental Agreement} (“**AGREEMENT**”).

WHEREAS:

1. Each **PARTY** owns certain equipment and materials, and provides services that may be useful to another **PARTY** for public works, municipal, transportation, engineering, construction, operations, maintenance, service districts, emergency management and related activities; and
2. The **PARTIES** agree that sharing equipment, materials, and services promotes the cost-effective and efficient use of public resources; and
3. The **PARTIES** desire to enter into this **AGREEMENT** to establish procedures for sharing equipment, materials, resources, and services, and defining legal relationships and responsibilities. Therefore, in consideration of the mutual covenants herein, it is

AGREED:

1. The **PARTIES** shall make available to each other vehicles, equipment, machinery, materials, related items (“**EQUIPMENT OR MATERIALS**”) and/or services in the manner and on the terms and conditions provided herein. The **PARTY** supplying the services or the **EQUIPMENT OR MATERIALS** shall be designated as the “**PROVIDER**” herein. The **PARTY** receiving the services or assuming the use of **EQUIPMENT OR MATERIALS** shall be designated as the “**USER**” herein.
2. A cost estimate for specific services will be supplied by the **PROVIDER** at the request of the **USER**. Service **PROVIDERS** shall maintain an accurate cost accounting system, track expenditures and provide monthly billing to **USER**. Unless other arrangements are agreed upon by the **PARTIES**, **PROVIDER'S** invoices will be paid by **USERS** in full within thirty (30) days of billing.
3. **EQUIPMENT OR MATERIALS** and/or services shall be provided upon reasonable request at mutually convenient times and locations. The **PROVIDER** retains the right to refuse to honor a request if the **EQUIPMENT OR MATERIALS** are needed for other purposes, if providing the **EQUIPMENT OR MATERIALS** would be unduly inconvenient, or if for any other reason, the **PROVIDER** determines in good faith that it is not in its best interest to provide a particular item at the requested time. **EQUIPMENT OR MATERIALS** shall be returned immediately at **PROVIDER'S** request.
4. The **USER** receiving the **EQUIPMENT OR MATERIALS** shall take proper precaution in its operation, storage and maintenance. **EQUIPMENT OR MATERIALS** shall be used only for its intended purpose. The **USER** shall permit the **EQUIPMENT OR MATERIALS** to be used only by properly trained, properly licensed, and supervised operators. The **USER** shall be responsible for **EQUIPMENT OR MATERIALS** repairs necessitated by misuse or negligent operation and for the maintenance and/or replacement of high wear items (i.e., milling machine teeth, etc.). The **USER** shall not be responsible for scheduled preventive maintenance (**P.M.**) unless **EQUIPMENT OR MATERIALS** hours used exceeds the **P.M.** schedule periods and has been agreed by the **PROVIDER**. The **USER** shall perform and document required written maintenance checks prior to and after use and shall provide routine daily maintenance of **EQUIPMENT OR MATERIALS** (i.e., fluid checks, lubricating, etc.) during the period in which the **EQUIPMENT OR MATERIALS** is in **USER'S** possession.
5. **PROVIDER** shall endeavor to provide **EQUIPMENT OR MATERIALS** in good working order and to inform **USER** of any information reasonably necessary for the proper operation of the **EQUIPMENT OR MATERIALS**. The **EQUIPMENT OR MATERIALS** are provided "as is", with no representation or warranties as to its condition or its fitness for a particular purpose. **USER** shall be solely responsible for selecting the proper **EQUIPMENT OR MATERIALS** for its needs and inspecting **EQUIPMENT OR MATERIALS** prior to use. It is acknowledged by the **PARTIES** that the **PROVIDER** is not in the

business of selling, leasing, renting or otherwise providing EQUIPMENT OR MATERIALS to others, and that the PARTIES are acting only for their mutual convenience and efficiency.

6. The PARTIES shall provide EQUIPMENT OR MATERIALS storage to each other, at no charge, upon request when mutually convenient. It is recognized that such storage is for the benefit of the PARTY requesting it. The PARTY storing the EQUIPMENT OR MATERIALS shall be responsible for providing a reasonably safe and secure area and not responsible nor liable for theft or damage.
7. The PROVIDER may require, in its sole discretion, that only PROVIDER'S personnel operate EQUIPMENT OR MATERIALS. In so doing, PROVIDER shall be deemed an independent contractor and PROVIDER'S employees shall not be deemed employees of USER. The PROVIDER'S operator shall perform under the general direction and control of the USER, but shall retain full control over the manner and means of using the EQUIPMENT OR MATERIALS.
8. For the purposes of this AGREEMENT, the PARTIES are independent contractors. Nothing herein shall alter the employment status of any workers providing services under this AGREEMENT. Such workers shall at all times continue to be subject to all standards of performance, disciplinary rules and other terms and conditions of their employer. No USER shall be responsible for the direct payment of any salaries, wages, compensation or benefits for PROVIDER'S workers performing services to USERS under this AGREEMENT.
9. Each PARTY shall be solely responsible for its own acts and those of its employees and officers under this AGREEMENT. No PARTY shall be responsible or liable for consequential damages to another PARTY arising out of providing or using EQUIPMENT OR MATERIALS or services under this AGREEMENT. PROVIDERS requiring that their personnel operate EQUIPMENT OR MATERIALS shall, within limits of the Oregon Constitution and the Oregon Tort Claims Act, hold harmless, indemnify and defend the USER, its officer, agents and employees from all claims arising solely by reason of any negligent act by persons designated by PROVIDER to operate EQUIPMENT OR MATERIALS. Notwithstanding the above, the USER shall bear sole responsibility for ensuring that it has the authority to request the work, for its designs and for any representations made to the PROVIDER regarding site conditions or other aspects of the project. The PROVIDERS of the EQUIPMENT OR MATERIALS shall adequately insure the EQUIPMENT OR MATERIALS or provide self-insurance coverage.
10. Any PARTY may terminate its participation by providing thirty (30) days written notice to the other PARTIES. Any amounts due and owing by a terminating PARTY shall be paid within thirty (30) days of termination.
11. Nothing herein shall be deemed to restrict authority of any of the PARTIES to enter into separate agreements governing the terms and conditions for providing EQUIPMENT OR MATERIALS or services on terms different than specified herein.
12. Any **OREGON PUBLIC ENTITY** may become a PARTY to this AGREEMENT. Each PARTY in accordance with the applicable procedures of that PARTY shall approve this AGREEMENT. This AGREEMENT will be executed separately by each PARTY and shall be effective as to each PARTY and binding among all the PARTIES that have signed this AGREEMENT on the date of execution and sending a copy of the signed AGREEMENT to the **CONTRACT ADMINISTRATOR**. The current CONTRACT ADMINISTRATOR is:

Scott Wilson, Marion County Public Works, 5155 Silverton Road NE, Salem, Oregon 97305
Telephone: 503.365.3129 E-mail: SWWilson@co.marion.or.us

A new CONTRACT ADMINISTRATOR may be named at any time with the approval of a majority of the PARTIES.

13. This AGREEMENT may be amended by written amendment signed by all of the PARTIES.

- end of the AGREEMENT narrative -

*Final MORE-IGA narrative revision date: **March 5, 2013** (no changes or additions are allowed to the above)*

MORE-IGA SIGNATURE PAGE

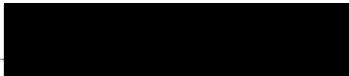
(MANAGING OREGON RESOURCES EFFICIENTLY INTERGOVERNMENTAL AGREEMENT)

IN THE WITNESS WHEREOF, the PUBLIC ENTITY City of Sweet Home (PARTY) has caused this AGREEMENT to be executed by its duly authorized representatives as the date of their signatures below:

_____ Signature of Officer	_____ Date	<u>Mayor</u> _____ Officer's title
_____ Signature of Officer	_____ Date	<u>City Manager</u> _____ Officer's title
_____ Signature of Counsel	_____ Date	<u>City Attorney</u> _____ Counsel's title

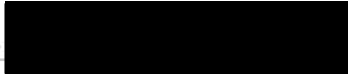
Name & title of the AGENCY'S IGA OVERSEER: Brandon Neish, Finance Director

Address: 3225 Main Street
Sweet Home, OR 97386

Office Phone: (541) 367-5128 Cell Phone: 

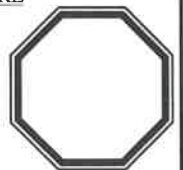
E-mail: bneish@sweethomeor.gov

Optional: Name & title of Agency's 2nd Contact: Greg Springman, Public Works Director

Office Phone: (541) 367-6359 Cell Phone: 

E-mail: gspringman@sweethomeor.gov

1. Mail the original signed MORE-IGA SIGNATURE PAGE (this page – actual hard copy page) to:
Scott Wilson, CONTRACT ADMINISTRATOR for distribution to member agencies.
Marion County, 5155 Silverton Road NE, Salem, Oregon 97305 E-mail: SWWilson@co.marion.or.us
Telephone: 503.365.3129 MORE-IGA web site: <http://www.co.Marion.or.us/PW/Roads/MORE>
2. Retain a 2nd original signed MORE-IGA SIGNATURE PAGE for your records (a total of 2-sets are required).
3. Send additional agency staff contacts' e-mail addresses to the above CONTRACT ADMINISTRATOR.
4. Copy other PARTIES' MORE-IGA SIGNATURE PAGES for your agency's records from the above MORE-IGA web site.



INSTRUCTIONS FOR THE MORE-IGA

(MANAGING OREGON RESOURCES EFFICIENTLY INTERGOVERNMENTAL AGREEMENT)

“Doing MORE with less!”

The following is directed to officials of local and state governments that may want to participate in the accompanying **MORE-IGA** [AGREEMENT]. There are four pages to the MORE-IGA:

- The MORE-IGA narrative – pages 1-2
 - **MORE-IGA SIGNATURE PAGE** – page 3
 - **INSTRUCTIONS FOR THE MORE-IGA** (this page) – page 4
- a. The purpose of the MORE-IGA is for to exchange EQUIPMENT OR MATERIALS or services between OREGON PUBLIC ENTITIES.
 - b. All PARTIES, who sign the AGREEMENT, must honor the AGREEMENT entirely.
 - c. Each PUBLIC ENTITIES shall identify an AGENCY’S IGA OVERSEER which will process, file and will receive and maintain IGA documents.
 - d. Scott Wilson of Marion County has agreed to act as the CONTRACT ADMINISTRATOR. The CONTRACT ADMINISTRATOR will notify all the AGENCY’S IGA OVERSEERS for all PARTIES. The CONTRACT ADMINISTRATOR will not resolve any disputes of the AGREEMENT PARTIES, nor would Marion County or its employees be liable for any damages sought between any two other PARTIES.
 - e. Each new PARTY shall execute the **MORE-IGA SIGNATURE PAGE** in two original sets: One shall be filed with the CONTRACT ADMINISTRATOR for approval, filing and distribution, and the second for the PARTY entity’s records.
 - f. Each AGENCY’S IGA OVERSEER will receive digital copies of the **MORE-IGA SIGNATURE PAGE** from the web site: <http://www.co.Marion.or.us/PW/Roads/MORE> for their records. The CONTRACT ADMINISTRATOR will directly inform the AGENCY’S IGA OVERSEERS of new Agencies signers by e-mail.
 - g. After the signature and approval process is completed, any PARTY may directly approach any other PARTY for exchange of equipment, materials, resources, and services. There is no need to coordinate requests amongst other PARTIES or with the CONTRACT ADMINISTRATOR.
 - h. It is important to note paragraph 3 (page 1): “The PROVIDER retains the right to refuse to honor a request”.
 - i. The CONTRACT ADMINISTRATOR maintains two-e-mail lists: 1) Each PUBLIC ENTITIES’ AGENCY’S IGA OVERSEERS; 2) other PUBLIC ENTITIES’ staff that want to be informed of MORE members’ news, announcements, and activities. MORE members will schedule and host meetings 3-times a year to discuss joint issues.
 - j. An optional 2nd agency contact person can identify on the **MORE-IGA SIGNATURE PAGE** which will also receive direct ongoing correspondence of MORE’s activities or of its members.
 - k. The IGA, list of PUBLIC ENTITIES with agencies’ contacts, digital file copies of **MORE-IGA SIGNATURE PAGES**, meeting announcements, and members’ news are found on <http://www.co.Marion.or.us/PW/Roads/MORE>

Questions or concerns may be addressed to:

Scott Wilson, CONTRACT ADMINISTRATOR

Marion County, 5155 Silverton Road NE, Salem, Oregon 97305

Telephone: 503.365.3129

E-mail: SWWilson@co.marion.or.us

History: An original joint agency IGA for shared services was originally signed by Multnomah County, the City of Gresham and Oregon Department of Transportation in 1996. By the provision of a 1999 ADDENDUM, other parties agreed to sign the agreement. The IGA was revised in July 2002 and was named PMAT-IGA (PORTLAND METROPOLITAN AREA TRANSPORTATION CO-OPERATIVE INTERGOVERNMENTAL AGREEMENT) with 33-signing agencies. In February 2013 the MORE-IGA, with a more statewide focus, was crafted in tandem to eventually replaced PMAT-IGA.

A second ODOT IGA (OMAT), which allows agencies work with ODOT, can be obtained by contacting:

Rita Gill, OMAT Administrator, Oregon Department of Transportation, Region 1-Contracts & Agreements Unit;

123 NW Flanders Street, Portland, OR 97209-4012;

Telephone: 503-731-8548; e-mail: Syreeta.Gill@ODOT.state.or.us



REQUEST FOR COUNCIL ACTION

Title: Ordinance No. 7 for 2020 – Water System in Critically Affected Chemical Area

Preferred Agenda: April 28, 2020 (Introduction)
May 12, 2020 (Information Only)
May 26, 2020 (Information Only)
June 9, 2020 (First Reading)
June 23, 2020 (Second Reading)
July 14, 2020 (Third & Final Reading)

Submitted By: R. Snyder, City Attorney

Reviewed By: R. Towry, City Manager

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

Relevant Code/Policy: [SHMC 13.20](#) and work DEQ

Towards Council Goal: Goal 3.3 Develop partnerships with Regional Services

Attachments: Sweet Home Ordinance Amending [SHMC Chapter 13.20](#)
Critical Area Map, Letter from DEQ and proposed Form

Purpose of this RCA:

The purpose of the proposed Ordinance is to amend [SHMC Chapter 13.20](#) that required connection to city water in Midway Contaminated Groundwater Area (chemical spill area) to specifically include a provision to allow a property owner in that area to not be required to hook up to city water by having his/her well tested as described in the amendment.

Background/Context:

In 1998 the City of Sweet Home passed Ordinance No. 1120 that concerned a chemical spillage (affecting wells) in the Midway area of Sweet Home. The Ordinance required that properties in the critical area (as determined by DEQ) and set forth in the Ordinance connect to and utilize the city water system. In 1998 the soil where the chemical spillage originated was removed and since that time DEQ has periodically tested wells in the critical area. The water quality has improved in the critical area to a point where some properties may no longer be affected by the contamination, and DEQ has drafted the proposed amendment that specifically provides a procedure for a property owner who has a well to not be required to be connected to the city water system. A map of the critical area is attached. A letter from the DEQ supporting the proposed ordinance and a sample form for processing the test results are enclosed herewith.

At a prior City Council meeting the City Council asked for more information on several topics concerning the Midway Wells:

Brief Background:

In 1998 the city passed the current Midway Ord. requiring connections to city water for certain well owners affected by chemical spills. The latest DEQ testing was in 2015 and before that in 2008. The 2015 test results show a decrease in concentration of the chemicals from the 2008 sample event and from the 2015 report an expectation that the concentrations would continue to decline over time. The next testing is scheduled for 2021.

Authority of DEQ and City of Sweet Home:

In talking with DEQ it is my understanding that it is the city ordinance that is the authority for the mandatory water hookups to city water and that DEQ is giving a recommendation after reviewing tests results as described in the proposed ordinance.

Costs of the testing:

I called and talked to three local companies who are able to take the well water samples for the tests and their fees range from \$150 to \$275 to do a sampling and I called and talked to three labs who are able to do the lab testing of the water samples and their fees range from \$170 to \$220 per test. Therefore, a complete two test process would cost \$640 to \$990.

Word “consistently” in the proposed ord.:

The word “consistently” has been removed from the proposed ordinance since the proposed ordinance uses specific tests.

Disconnection of wells from city water system:

In talking with public works, it is clear that when a water meter is removed upon a person disconnecting from the city water system that said removal of the meter does physically separate the city water system from a well or stream system. After the meter is removed the city water system is completely separate and separated from the other system.

The requirement of a backflow device to protect the city water system from outside sources is needed when a person uses a well or stream and is on city water at the same time. Public Works told me that when the two systems are being used a backflow device is placed directly behind the city meter to prevent any commingling of waters and is checked once a year to make sure the backflow is working properly.

The cost of disconnecting from the city water system is \$20 for a turn off and \$20 to turn water back on for a Vacation/Temporary disconnect. When the meter is pulled for a disconnect it costs \$20 but to reinstall water service it costs \$40 reinstating fee and a \$200 reinstallation of meter fee.

Other changes to proposed ordinance:

After speaking with DEQ and calling the local well drilling companies who do water sampling I have added water well and pump professionals that are experienced in collecting water samples for testing of volatile organic compounds (VOCs) to the list of qualified samplers.

Also, after reviewing the cost of the two test process I talked to DEQ and they informed me that they would be willing to take into consideration as an additional option process having their DEQ test results for a well being used as the data for making a recommendation and they informed me that EPA Method 8260 that they have used is also an appropriate method to analyze the test results.

Finally, DEQ decided that both the state and federal levels for the water quality need to be met to receive a recommendation from them that disconnecting would be appropriate.

The text changes to address the above items were made to the proposed ordinance. See track ordinance.

The Challenge/Problem:

Should the city amend its code to provide a specific procedure for a property owner in the critical area to not be required to be connected to the city water system?

Stakeholders:

Property Owners – The owners of properties in the critical area would have a specified procedure to follow to exercise the option of not having to be connected to the city water system.

- City of Sweet Home – The City would be providing an option in its code for its affected residents to receive their water needs from a well or city water.
- Department of Environmental Quality – DEQ would have additional information from any testing results for its continued monitoring of the critical area

Issues and Financial Impacts:

When a property is withdrawn from using the city water system there will be the loss of revenue for the water account not sewer account which will continue.

Elements of a Stable Solution:

An option to be on the city water system or not in the critical area will allow the property owners to decide for themselves (after testing indicates well water is consistently below safe drinking water standards) whether to be connected.

Options:

1. Do Nothing
2. Request staff make additional changes – staff will return with a revised ordinance.
3. Make a motion to approve Ordinance No. 7 for 2020, Ordinance No. 1289 – Water in Critical Areas.

Recommendation:

Staff recommends option #3 above: Make a motion to approve Ordinance No. 7 for 2020.



Oregon

Kate Brown, Governor

Department of Environmental Quality
Western Region Eugene Office
165 East 7th Avenue, Suite 100
Eugene, OR 97401
(541) 686-7838
FAX (541) 686-7551
TTY 711

March 6, 2020

Robert Snyder
City Attorney
City of Sweet Home
PO Box 486
Sweet Home, OR 97386

Subject: Concurrence with Proposed Ordinance Amending SHMC 13.20
Connection to Water System in Critically Affected Chemical Area
Sweet Home Areawide Groundwater Contamination, ECSI 1240

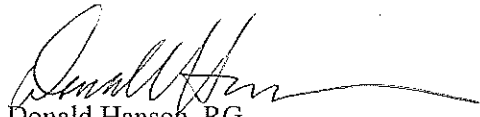
Dear Mr. Snyder:

Thank you for providing the Department of Environmental Quality with an opportunity to review proposed amendments to the City ordinance requiring properties affected by chemical spill contamination to connect to the city water system. I have previously provided you with comments on the proposed ordinance, Sweet Home Municipal Code 13.20.025.

DEQ is supportive of the Amendment which, if passed, would provide property owners within the affected area an option to have their well water tested to demonstrate that contamination levels are consistently below safe drinking water standards. I would be happy to work with you on the development of your procedures, if that would be helpful.

Thank you for coordinating with the DEQ on this proposed new ordinance in advance. If you have any questions, please do not hesitate to contact me. I can be reached by phone at 541-687-7349 or by email at hanson.don@deq.state.or.us.

Sincerely,


Donald Hanson, RG
Western Region Cleanup &
Emergency Response Section

cc: ECSI file 1240/COMM

ORDINANCE BILL NO. 7 FOR 2020

ORDINANCE NO. _____

AN ORDINANCE AMENDING SHMC CHAPTER 13.20 THAT PERTAINS TO CONNECTION TO WATER SYSTEM IN CRITICALLY AFFECTED CHEMICAL AREA

WHEREAS, Ordinance No. 1120 was passed in 1998 (and codified at SHMC Chapter 13.20) requiring properties that had wells in a given area of Sweet Home that were affected by a chemical spill to connect to the city water system;

WHEREAS, the area has been tested by DEQ and it has been determined that groundwater quality in parts of the area has improved to a point where some wells within the area may not be affected by chemical spill contaminants;

WHEREAS, this amendment will allow well owners an option to have their well tested to show that the well has a water quality concentration below the [state and federal standards](#) for the chemicals of concern so that the mandatory hookup requirement will no longer be required on said property;

Now therefore,

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code 13.20.025 is hereby titled EXEMPTION FROM REQUIRED CONNECTION and created to read as follows:

An owner of property located within the Critically Affected Area may petition the City for an exemption from the connection requirement, to allow use of well water at that property for domestic purposes. An exemption will be granted if the owner can demonstrate that the well water ~~consistently~~ does not contain concentrations of chemicals of concern above [DEQ tap water Risk-Based Concentrations \(RBCs\)](#) and federal safe drinking water Maximum Contaminant Levels (MCLs). Chemicals of concern include tetrachloroethylene, trichloroethylene, and 1,1-dichloroethylene. At least two well water samples (one from the dry season-July through October-and one from the wet season-January through May) shall be tested and demonstrate that concentrations of chemicals of concern are ~~consistently~~ below the [RBCs and MCLs](#). Representative water samples must be collected by laboratory personnel or environmental professionals, [well water professionals, or water pump professionals](#) with experience in collecting water samples for testing of volatile organic compounds. Samples shall be analyzed by a laboratory accredited by the State of Oregon Laboratory Accreditation, using EPA Method 524.2 or [EPA Method 8260](#) to test for volatile organic compounds, including the chemicals of concern. Detected concentrations of contaminants of concern must be below the respective [RBCs and MCLs](#) for the dry and wet season samples. [Notwithstanding the above process, an owner may submit DEQ prior lab test results to obtain a DEQ recommendation for an exemption from the connection requirement.](#)

PASSED by the Council and approved by the Mayor this _____ day of _____, 2020.

ATTEST:

City Manager - Ex Officio City Recorder

Mayor
2020-07-14 City Council Packet pg. 46

ORDINANCE BILL NO. 7 FOR 2020

ORDINANCE NO. _____

AN ORDINANCE AMENDING SHMC CHAPTER 13.20 THAT PERTAINS TO CONNECTION TO WATER SYSTEM IN CRITICALLY AFFECTED CHEMICAL AREA

WHEREAS, Ordinance No. 1120 was passed in 1998 (and codified at SHMC Chapter 13.20) requiring properties that had wells in a given area of Sweet Home that were affected by a chemical spill to connect to the city water system;

WHEREAS, the area has been tested by DEQ and it has been determined that groundwater quality in parts of the area has improved to a point where some wells within the area may not be affected by chemical spill contaminants;

WHEREAS, this amendment will allow well owners an option to have their well tested to show that the well has a water quality concentration below the state and federal standards for the chemicals of concern so that the mandatory hookup requirement will no longer be required on said property;

Now therefore,

The City of Sweet Home does ordain as follows:

Section 1. Sweet Home Municipal Code 13.20.025 is hereby titled EXEMPTION FROM REQUIRED CONNECTION and created to read as follows:

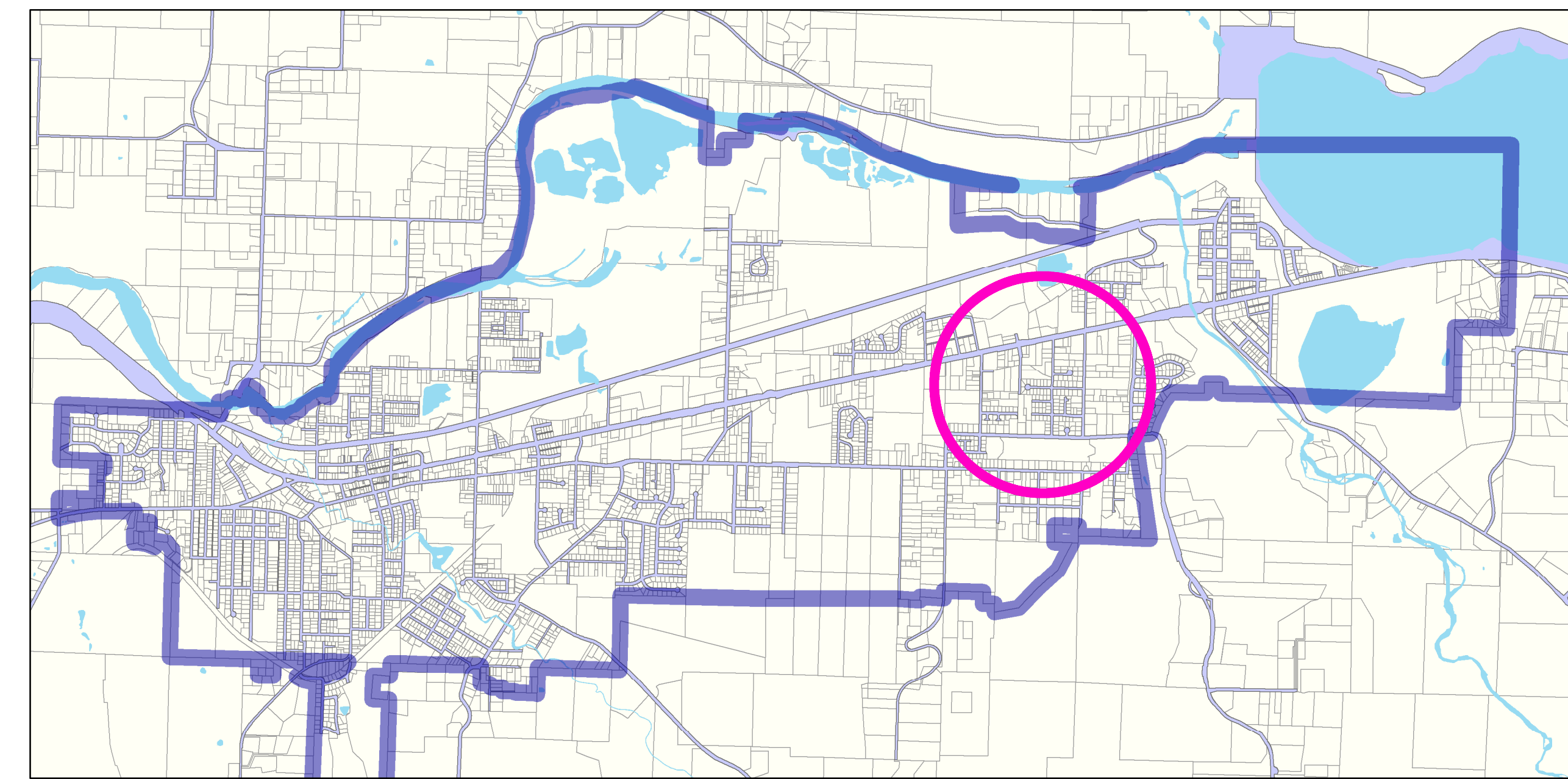
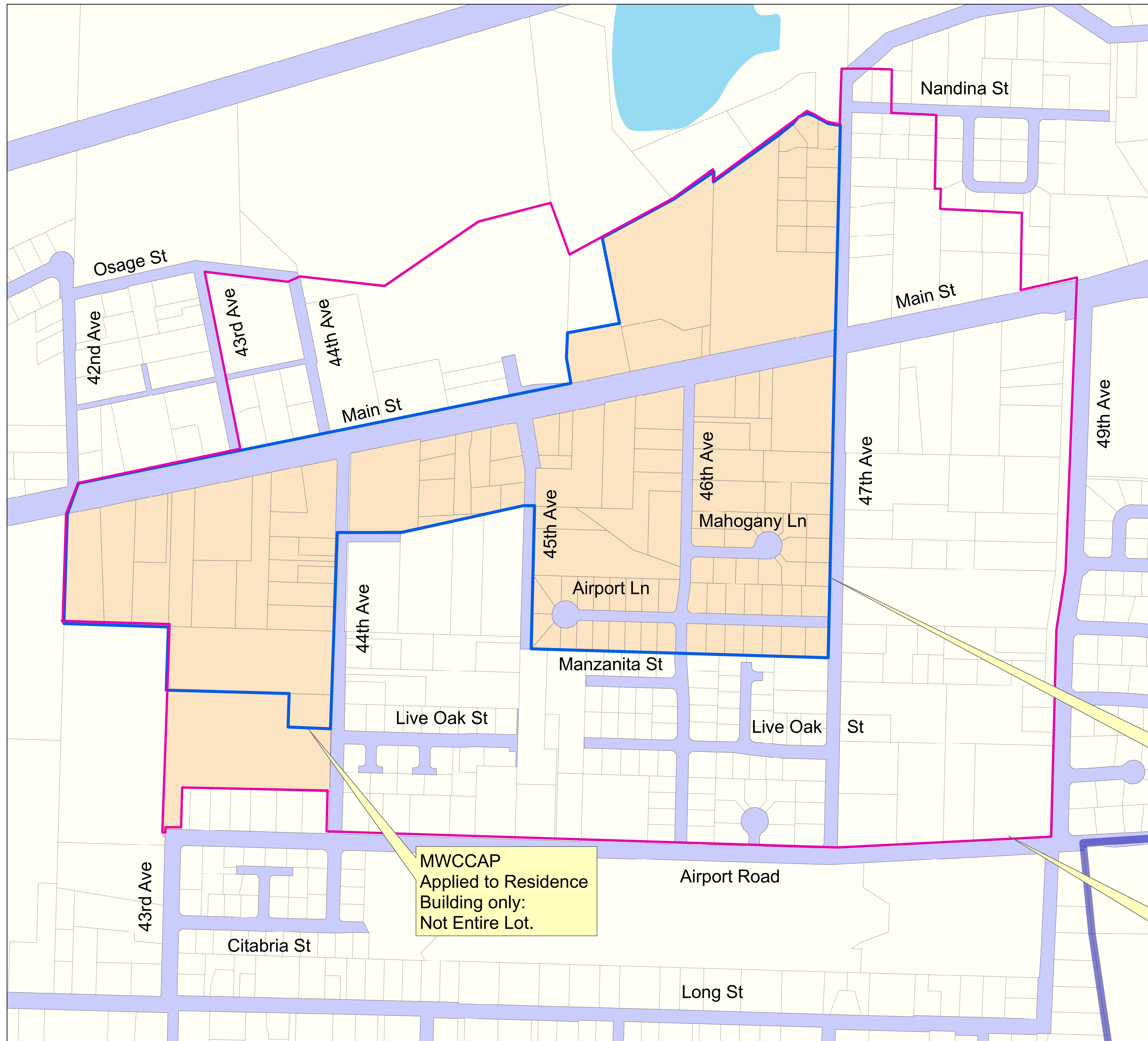
An owner of property located within the Critically Affected Area may petition the City for an exemption from the connection requirement, to allow use of well water at that property for domestic purposes. An exemption will be granted if the owner can demonstrate that the well water does not contain concentrations of chemicals of concern above DEQ tap water Risk-Based Concentrations (RBCs) and federal safe drinking water Maximum Contaminant Levels (MCLs). Chemicals of concern include tetrachloroethylene, trichloroethylene, and 1,1-dichloroethylene. At least two well water samples (one from the dry season-July through October-and one from the wet season-January through May) shall be tested and demonstrate that concentrations of chemicals of concern are below the RBCs and MCLs. Representative water samples must be collected by laboratory personnel or environmental professionals, well water professionals, or water pump professionals with experience in collecting water samples for testing of volatile organic compounds. Samples shall be analyzed by a laboratory accredited by the State of Oregon Laboratory Accreditation, using EPA Method 524.2 or EPA Method 8260 to test for volatile organic compounds, including the chemicals of concern. Detected concentrations of contaminants of concern must be below the respective RBCs and MCLs for the dry and wet season samples. Notwithstanding the above process, an owner may submit DEQ prior lab test results to obtain a DEQ recommendation for an exemption from the connection requirement.

PASSED by the Council and approved by the Mayor this _____ day of _____, 2020.

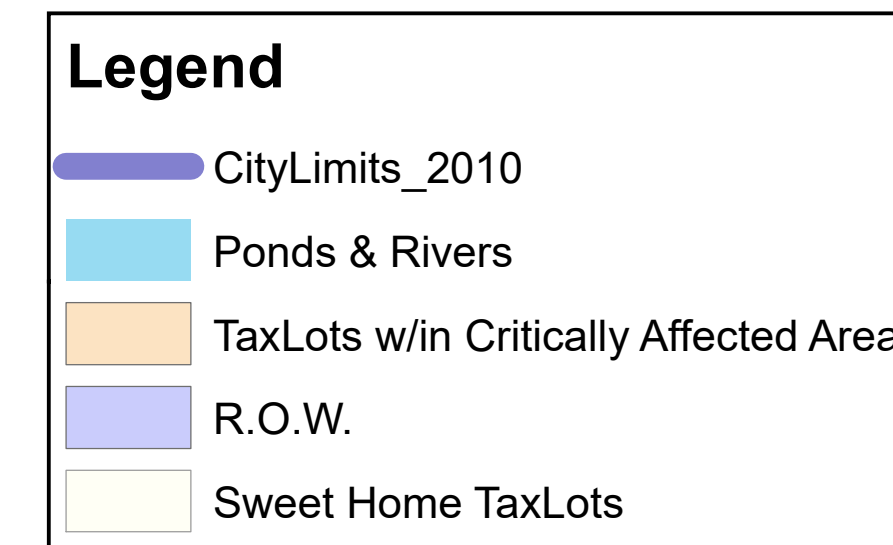
ATTEST:

City Manager - Ex Officio City Recorder

Mayor
2020-07-14 City Council Packet pg. 47



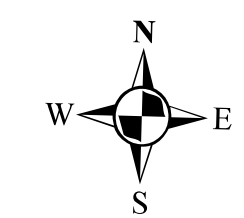
Vicinity Map



MWCCAP Applied to Residence Building only: Not Entire Lot.

Note: Critically Affected Area. Area w/in Blue Line.

Note: Water Distribution Project. Area w/in Red Line.

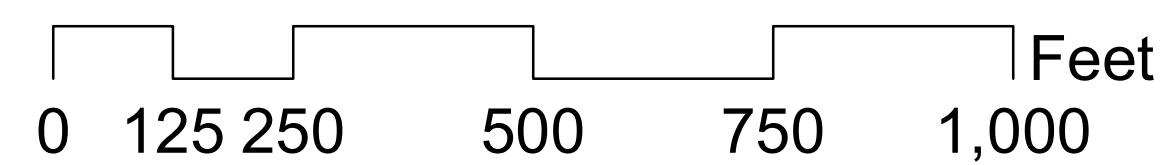


Midway Well Contaminated Corrective Action Project

Critically Affected Area

Sweet Home Municipal Code Chapter 13.20

1 inch = 200 feet



CITY OF SWEET HOME FORM

**PETITION FOR EXEMPTION FROM REQUIRED CONNECTION FOR MIDWAY
CONTAMINATED GROUND WATER AREA**

(Only for use by well owners in the critically affected area from a chemical spill under
Sweet Home Municipal Code Chapter 13.20)

SHMC 13.20.025 reads as follows: **EXEMPTION FROM REQUIRED CONNECTION.** An owner of property located within the Critically Affected Area may petition the City for an exemption from the connection requirement, to allow use of well water at that property for domestic purposes. An exemption will be granted if the owner can demonstrate that the well water does not contain concentrations of chemicals of concern above DEQ tap water Risk-Based Concentrations (RBCs) and federal safe drinking water Maximum Contaminant Levels (MCLs). Chemicals of concern include tetrachloroethylene, trichloroethylene, and 1,1-dichloroethylene. At least two well water samples (one from the dry season-July through October-and one from the wet season-January through May) shall be tested and demonstrate that concentrations of chemicals of concern are below the RBCs and MCLs. Representative water samples must be collected by laboratory personnel, environmental professionals, well water professionals or water pump professionals with experience in collecting water samples for testing of volatile organic compounds. Samples shall be analyzed by a laboratory accredited by the State of Oregon Laboratory Accreditation, using EPA Method 524.2 or EPA Method 8260 to test for volatile organic compounds, including the chemicals of concern. Detected concentrations of contaminants of concern must be below the respective RBCs and MCLs for the dry and wet season samples. Notwithstanding the above process, an owner may submit DEQ prior lab test results to obtain a DEQ recommendation for an exemption from the connection requirement.

INFORMATION ABOUT PROPERTY OWNER WHERE WELL IS LOCATED:

Name

Address of well site

Well ID # (If Known)

Mailing Address of Property Owner

Phone Number of Property Owner

EXEMPTION PROCESS:

1. Property Owner to contact laboratory personnel or environmental professionals with experience in collecting water samples of volatile organic compounds to obtain the two water well samples (one in dry season-July through October/one in wet season-January through May).
or

1a. Property Owner to request testing process to use prior DEQ tests on well
_____ (Date and Initial Property Owner).

(skip section 2 if using 1a.)

2. _____ (Date and Initial Property Owner) After the second test Property Owner to return this form to City with the written results of the two tests. Property Owner must submit complete laboratory chemical analytical data reports with the Petition Form.

The report needs to include a copy of the chain-of-custody form completed by the qualified laboratory personnel/environmental professionals who collected the samples. (Generally, a lab report for one test is typically between 4 and 8 pages in length, which includes quality control information, a copy of the chain-of-custody, etc.)

3. _____ (Date and Initial City) City to send this form (and laboratory reports if using section 1) with a cover letter requesting review of the well testing data for exemption from required city water connection in City of Sweet Home to DEQ at the following address:

Oregon DEQ
Cleanup Program Manager
Attn: ECSI #1240/Sweet Home Areawide
165 E. 7th Avenue, Suite 100
Eugene, OR 97401

4. After checking the laboratory reports and/or DEQ prior test results DEQ to date and initial one of the two lines below:

_____ (Date and Initial DEQ) DEQ recommends Exemption for disconnection from city water.

_____ (Date and Initial DEQ) DEQ does not recommend Exemption for the following reason(s):

5. _____ (Date and Initial DEQ) DEQ to send this form and results back to City to be processed.

6. _____ (Date and Initial City) City to contact Property Owner with decision to grant or deny exemption petition.

7. _____ (Date and Initial City) City to keep copy of form, lab report, tests and DEQ results and return originals to Property Owner.

8. If Exemption is granted by DEQ the Property Owner to decide if he/she wants to disconnect from city water and contacts City with his/her request to be processed as any other requested disconnection from city water.



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

Sweet Home Public Library

Statistics

	May, 2020	June, 2020	2020 YTD	2019	3 YR AVG
Patron Activity					
OPAC Logins*	164	123	676	3229	2808
SIP2 Logins**	592	633	2490	5069	4703
Circulation and Renewals					
Checkouts	775	1347	4514	41328	41687
Renewals by Staff	5	15	245	5581	7469
Renewals by OPAC	1	14	133	2973	2824
Holds Requested					
Holds by Staff	31	85	299	1629	1546
Holds by OPAC	174	89	610	1720	1547
Monthly Active Patrons					
	2189	2170	8859	2375	2431
New Patrons					
Resident	2	5	19	409	465
Nonresident	0	1	1	71	54
Item Counts					
	35738	35753	35753	35973	35348
Public Access Computers					
Logins	0	130	399	5425	5256
Pages Printed	30	200	649	10636	5075
Resource Sharing Savings					
	\$0.00	\$0.00	\$2446.31	\$35213.57	Not available

*OPAC -- Online Public Access Computer that is available to the public either on the website or in person at the Library.

**SIP2 (Session Initiation Protocol) is used for establishing sessions between two or more telecommunications devices over the Internet. Used to verify validity of library card with Overdrive (Ebooks), Lynda.com and Gale Databases.

Events

The Library reopened to the public on June 16, 2020 with the support of the City's Emergency Management Team and Communication's Officer. We are continuing to offer "curbside pickup" for those vulnerable patrons or those who feel uncomfortable to come into the Library.

The Linn Libraries Consortium are not resource sharing or running the courier service. We are waiting for all our Linn Library partners to open.

The Library upgraded the six public access computers to Windows 10 which required purchasing new computer hardware. We also replaced our black and white photocopier with a new color photocopier giving the patrons the option of printing either in black and white or in color.

We received a grant from the Confederated Tribes of Siletz Indians in the amount of \$4,125.00 towards the replacement computers. We also received \$500.00 from Comcast for the computers.

We mailed 12 preschool and 56 elementary aged "gardening activity kits". The kits included an age appropriate book, dirt-pods, pumpkin and sunflower seeds for planting. We have received positive feedback from the families. We are continuing to receive postcards from families wanting to participate in this program.

To remove barriers of access to books for children during the summer, the Library is doing the following:

- Visiting the free lunch sites and giving away books at the High School and the Boys and Girls Club.
- Signing children up for a summer reading cards and allowing them to choose a book to take home.
- Continuing to fill the five "Free Little Libraries" with books.

The Library received a \$3,000 grant from the Oregon State Library and \$500.00 from Comcast to purchase give-away books for children in our community.

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: July 14, 2020

SUBJECT: Community and Economic Development Department Report for June, 2020

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 June 1st, to June 30th, 2020.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	June, 2020	May, 2020	2020 YTD	2019 Total	2015-2019 Annual Average
Residential 1 and 2 Family Dwellings	3	0	11	31	33.2
Residential Demolition	1	2	5	8	7.2
Residential Manufactured Dwellings	0	0	5	17	13.6
Residential Mechanical Permits	10	11	45	116	100.8
Residential Plumbing	3	1	9	38	35
Residential Site Development	0	0	0	1	1.6
Residential Structural	6	5	28	54	41.8
Commercial Alarm or Suppression Systems	0	1	1	2	1.0
Commercial Demolition	0	0	1	3	2.4
Commercial Mechanical	3	2	8	18	14.6
Commercial Plumbing	1	1	5	15	11.6
Commercial Site Development	0	0	1	0	2.8
Commercial Structural	1	3	10	50	44.0
Total Permits	28	26	129	353	309.6
Value Estimate of All Permits	\$974,078.05	\$694,598.30	\$4,456,908.68	\$24,458,766.87	\$14,266,780.27
Fees Collected	\$15,822.27	\$11,848.09	\$70,366.93	\$298,099.90	\$201,486.98

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	June, 2020	May, 2020	2020 YTD	2019 Total	2015-2019 Annual Average
Code Amendments	0	1	1	1	0.2
Conditional Use	0	0	2	7	5.2
Partition	1	0	4	10	4.2
Planned Development/Subdivision	0	0	0	1	0.6
Property Line Adjustments	1	1	5	7	3.4
Vacation	0	0	0	0	0.4
Variance	1	0	1	6	4.0
Zoning Map Amendment	1	0	3	0	0.6

- 13 land use applications were submitted in June.
- 9 Land Use Applications are pending final approval.
- 4 Fence Permits were issued in June, 2020.
- 1 Special Events Permit (Friends of the Library Yard Sale) was received in June, 2020.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. Staff is currently reviewing early drafts.
- Staff is preparing a grant application to the State to update our Transportation System Plan. An RCA requesting adoption of a resolution and support letter in favor of the application will go before the Council on July 14th.
- The next planning commission meeting is scheduled for July 6, 2020. Planning Commission training sessions will not be held until normal, in-person meetings can resume.

3. ECONOMIC DEVELOPMENT

- Staff are working 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. Staff have applied for grants with the State of Oregon and Federal Government for additional small business assistance grants. We have received two grants: One is \$25,000 from the State (matched by \$25,000 from the City Economic Development Fund; We originally applied for \$50,000) for small business grants within the City of Sweet Home. We have begun advertising this grant opportunity. The second grant is \$150,000 in CDBG funds for a County-wide (excluding the City of Albany) business assistance grant program that will be administered by Community Lending Works. Another grant application for emergency childcare is still pending.
- Work on a property partition and right-of-way width change for 24th Ave is progressing. This is part of a comprehensive 24th Avenue Corridor Improvement Project. Staff is now finalizing the agreement with the adjacent property owners and working on a Request for Council Action to approve the partition application and adopt a resolution to swap the land, however, the project has been stalled due to the other party's concerns about liability for any additional environmental cleanup. Staff has contacted Weyerhaeuser about the issue, and they are now back on track working toward a No Further Action designation for the property. Weyerhaeuser has provided a timeline for the remaining work, and we expect to have a No Further Action designation by early Fall. At that point, the adjacent property owners will conduct their own legal review, and agree to move forward with the swap.

- Staff are preparing 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 Staff will include with the application. The application will require additional planned right-of-way north of the tracks, and Staff are seeking a letter of support or ROW dedication from the County for this purpose.
- Linn County has expressed an interest in transferring the old Weyerhaeuser mill site to the City, with payment delayed until development begins. Staff believe that this transfer can be completed without the City taking on any liability, however Linn County has not officially outlined what this property transfer would look like. The remaining cleanup looks positive, and it is possible that it could be completed by the end of the Summer. Communications from DEQ seem to support the possibility of a No Further Action designation for at least some of the property in the near future. Staff is working on a Master Plan of the site that will detail property divisions, zoning designations, and roadway accesses. Linn County has changed course on their plan to hire a consultant to plan out the road network and is now “pioneering” a north-south road (the extension of 24th Avenue) according to the City’s proposed plan. No recent progress has been made on this project, but Staff is continuing to seek action from the County and market the property to potential business developers.

4. CODE ENFORCEMENT

- Summary of Actions.
 - CE currently has 22 open cases.

Case Status	June, 2020	May, 2020	2020 YTD	2019 Total	2018-2019 Annual Average
New Complaints	3	1	3	0	0
In Progress—Investigating	2	2	5	0	0
Notice Issued	5	35	8	1	1
Pending Citation	0	0	4	0	0
Citations	0	0	2	0	0
Pending Abatement	0	0	0	2	2
Complaints Noted with No Violation Found	1	0	3	37	29
Violations Resolved	17	18	213	481	392
Enforcement Type	June, 2020	May, 2020	2020 YTD	2019 Total	2018-2019 Annual Average
Abandoned Vehicle	0	0	2	5	4
Animal	3	2	15	63	51
Blight	0	0	1	2	1
Public Right-of-way	0	0	13	36	18
Graffiti	0	0	1	1	1
Illegal Burn	0	0	0	1	3
Illegal Dumping	0	0	0	0	1
Illegal Parking	0	1	14	4	2
Illegal Sign	0	0	0	2	2
Junk Vehicle	0	0	1	11	8
Minimum Housing	0	0	0	8	4.5
Occupying an RV	1	1	29	59	46
Open Storage	0	0	28	91	77
Other	1	0	2	18	32.5
Public Nuisance	3	1	37	56	37
Tall Grass & Weeds	20	51	95	161	132.5
Vacant Lot	0	0	0	0	0.5

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 hold its first meeting since the start of COVID-19 on July 15, 2020. Park & Tree Committee members are continuing to work with the Beautification Committee on median planting and cleaning.
- Construction of Sankey Park Improvements have begun. Excavating for the path base, and water, power and control lines has begun. Construction on the play structures has begun. A contract for path surfacing is in development. Lighting units have been ordered.

- Harvest Festival planning meetings have resumed.
- Movies in the Park has become Movies in the Parking Lot (behind City Hall). Dates and movies for this summer:
 - July 17th, *Toy Story 4*
 - August 14th, *The Lion King* (2019 live-action version)

6. OTHER PROJECTS

- Preliminary work on the 18th Ave & Willow St Neighborhood Water LID (Proposed) is making progress. Staff is working with City Attorney Robert Snyder on the LID scope, costs, and allocation to individual lots for the water system, and is working on estimates for street improvements. Staff is also researching the possibility and effect of adding adjacent county-owned land to the LID in order to spread out the costs over a larger area, and Staff is attempting to begin negotiations with the County on this issue.
- Now that the Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, we are still waiting on a proposed Intergovernmental Agreement from ODOT, which will come before you when it is ready.
- Consultation with ODOT improvements at 22nd Ave & Main St. is ongoing, multiple options are on the table, including lighting, location, median refuge, RRFB pedestrian lights, etc. Staff is working with ODOT to generate affordable options, however, no recent progress has been made.
- The 9th Avenue Property Line Adjustment (next to the former water treatment plan) is in progress—a surveyor is setting the new property pins for the line adjustment, and a plat should be available to approve in July, 2020.
- The property line adjustment for the east property line at the NCH is still pending. The Council has approved an agreement with the adjacent owner, and survey and recording of the transaction are pending. Once the survey is complete, all that remains is approval by the adjacent property owner's mortgage holder.
- The ODOT Foster Lake Sidewalk Project: City Staff has met with ODOT recently, and 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.
- All CEDD Divisions have begun a systems analysis, in which they will “map” out all department processes so that efficiencies can be identified, delays can be removed, and things 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: July 6, 2020
 SUBJECT: Public Works Activities Report June, 2020

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	June, 2020	May, 2020	2020 YTD	2019	2 Yr Ave*
Bathrooms/Garbage	88	60	312	742	524
Catch Basin Inspection/cleaning	0	1	4	31	268
Leaf Collection	0	0	0	223	202
Hydrant Flushing	35	0	73	303	236
Locates	54	57	293	448	281
Meter Re-Read	68	53	331	441	317
Mowing	16	7	44	129	114
Playground EQ Inspection	0	1	19	98	73
Pothole Repair	88	14	492	609	406
Sewer CCTV Miles	0	2.91	5.43	1.59	0.99
Street Sweeping Miles	230	0	1466	4142	3540
Water Main Repair	0	0	2	15	17
Water Service Repair	0	2	12	31	22
Water Turn Ons/Offs	47	50	567	1040	779
Total Completed Word Orders	735	156	3754	8571	6242

* Not full 2 year average as 2018 is partial year

WWTP and WTP Key Performance Indicators (KPIs)

	May, 2020	April, 2020	2020 YTD	2019	5 Yr Ave
Potable					
MG Treated	24.45	29.21	155.22	444.48	434.89
Backwash Water in MG	1.1	1.15	6.39	22.90	13.50
Ave daily demand in MG	0.79	0.97	1.03	1.21	1.17
Sanitary					
MG Treated	45.44	56.77	316.40	547.14	559.36
Max Daily Flow in MG	2.05	3.51	5.11	7.30	6.02
Average Flow in MG	1.47	1.89	2.08	1.50	1.53
Solids Inventory lbs	21882	21530	27882	ND	ND

* MG is Million Gallons

** ND is No Data

Notes: Three violations for May 2020

5/11/2020 CBOD Weekly Ave. Max mg/L with 17 on a limit of 15

May 2020 CBOD Monthly Ave lbs/day with 162 lbs on a limit of 120

May 2020 CBOD Monthly Ave mg/L with 14 on a limit of 10

Current & Upcoming Projects

Treatment Facilities Request for Proposal for Contract Operations

Scope: City staff prepared a formal request for proposal for contract operation services for the water and wastewater treatment facilities. This RFP has been published and awaiting responses.

Status: RFP closes July 15, 2020

Engineer of Record

Scope: City staff prepared a formal request for proposal for an Engineer of Record. This RFP has been published and closed Friday, June 26, 2020. 5 responses were received, they are being evaluated by staff.

Status: RCA to Council TBD

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance

Status: Project on schedule. WWTP Final design commenced in August, 2019. In September 2019, staff met with Architect designing the WWTP Admin building to discuss building layout, vision for the structure and project schedule. WWTP Improvement Project is at the 60% design completion.

Water Loss

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

Status: PW staff has completed a large repair on 9th Avenue, north of Nadina Street. The leak was estimated at approximately 343,000 gallons per day. Staff compared production numbers from the WTP as a comparison and determined the average savings to be approximately 350,000 gallons.

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 has been submitted to ODOT for multiple location along State Highway 20 and Highway 228. Currently waiting on ODOT.

Sankey Park Improvements

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

Status: Staff specified all materials for project and set budget, project to commence February 2020. Playground equipment installation was completed week of June 29, 2020. Concrete sidewalks/paths will commence July 2020.

2020 Overlay Project

Scope: 2" pavement overlay on Juniper St., 32nd Ct., 45th Ave., and 46th Ave. at Main St.

Status: Project on hold until FY 20/21. Funds carried over to 20/21 FY Budget.

Water Distribution System Evaluation – Murraysmith

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

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.

Status: Actively in progress. Council presentation tentatively scheduled for July 28, 2020 meeting.

Backwash Pump Evaluation – Murraysmith

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: Waiting on Water Distribution System Evaluation

Finished Water Pump Evaluation – Murraysmith

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: Waiting on new Engineer of record to design project

WTP Disinfection Evaluation – Murraysmith

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: In Design

Property/Liability 2020-2021 Renewal Invoice



citycounty insurance services
cisoregon.org

Named Member
City of Sweet Home
3225 Main St.
Sweet Home, OR 97386

Agent of Record
Keesecker Insurance Inc
PO Box 9
Sweet Home, OR 97386

Member Number: 10209
Invoice Date: 7/2/2020
Invoice Number: PO-SWH-I2020-00

Coverage	Description	Amount	Total
General Liability (Standard)	Contribution	\$90,154.39	
	Multi-Line Credit	(\$2,704.63)	
			\$87,449.76
Auto Liability	Contribution	\$19,220.67	
	Multi-Line Credit	(\$576.62)	
			\$18,644.05
Auto Physical Damage	Contribution	\$14,402.12	
	Multi-Line Credit	(\$432.06)	
			\$13,970.06
Property	Contribution	\$85,302.26	
	Multi-Line Credit	(\$2,559.07)	
			\$82,743.19
Optional Excess Liability	Not Purchased		\$0.00
Optional Excess Quake	Not Purchased		\$0.00
Optional Excess Flood	Not Purchased		\$0.00
Optional Excess Crime	Not Purchased		\$0.00
Optional Excess Cyber Liability	Not Purchased		\$0.00
Difference In Conditions	Not Purchased		\$0.00
Invoice Summary			
	Contribution	\$209,079.44	
	Multi-Line Credit	(\$6,272.38)	

\$202,807.06

Total includes Agent compensation of \$20,907.95

Balances are due by **08/16/2020**. Late fees will accrue thereafter.

Make Checks Payable To: CIS / PO Box 6836, Portland, OR 97228-6836

ACH Direct Payment: Please request Authorization form and instructions from accounting@cisoregon.org or from Kelly at 503-763-3836.