



CITY OF SWEET HOME CITY COUNCIL AGENDA

February 22, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WiFi Passcode: guestwifi

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

Mission Statement

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

Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 226 531 982#

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

I. Call to Order and Pledge of Allegiance

II. Roll Call

III. Consent Agenda:

- a) [Request for Council Action – Appointment to Committees \(pg. 3\)](#)
- a) Approval of Minutes:
 - i) [2022-02-08 City Council Minutes \(pg. 13\)](#)

IV. Recognition of Visitors and Hearing of Petitions:

V. Old Business:

- a) [Information Only: Update regarding FAC Facility \(pg. 18\)](#)

VI. New Business:

- a) [Request for Council Action – Resolution No. 5 for 2022 - Youth Advisory Council Bylaws \(pg. 23\)](#)
- b) [Request for Council Action - Resolution No. 6 for 2022, Library Fine Removal \(pg. 27\)](#)
- c) [Request for Council Action, WWTP Application CU22-04 \(pg. 31\)](#)
- d) [Request for Council Action - Authorization to Fill Vacant Positions \(pg. 35\)](#)

VII. Ordinance Bills

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

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.

i) [Ordinance Bill No. 2 for 2022 - Centurylink Franchise Agreement \(pg. 37\)](#)

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

VIII. Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

i) [2022-02-10 Administration, Finance and Property Committee Minutes \(pg. 43\)](#)

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Council of Governments

Legislative Committee

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

IX. Reports of City Officials:

Mayor's Report

City Manager's Report

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

Finance Director

i) [Finance Monthly Report - January 2022 \(pg. 44\)](#)

Police Chief

i) [Police Department Monthly Report \(pg. 52\)](#)

City Attorney

XI. Council Business for Good of the Order

XII Adjournment



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Appointment to Committees

Preferred Agenda: February 22, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Blair Larsen, City Manager Pro Tem

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

Relevant Code/Policy: [SHMC Chapter 2.10 City Committees](#)

Towards Council Goal: Vision Statement II. WE ASPIRE to have an effective and efficient local government

Attachments: Applications for Boards, Committees, and Commissions – Wally Shreves, Bob Dalton, Bob Briana, Kelsey Hicks

Purpose of this RCA:

Appointment to the Budget Committee, Library Board, and the Park and Tree Committee

Background/Context:

There is currently one vacancy on the Library Board. Kelsey Hicks submitted an application for the vacancy. In addition, Bob Briana has applied for a reappointment on the Sweet Home Budget Committee. Bob Dalton and Wally Shreves have applied for reappointment for the Park and Tree Committee.

The Administration, Finance, and Property Committee interviewed all candidates. They have recommended appointment of Bob Briana to the Budget Committee for a three year term to expire February 22, 2025, Kelsey Hicks to the Library Board for a four year term to expire February 22, 2022, and Wally Shreves and Bob Dalton to a four year term on the Park and Tree Committee to expire February 22, 2026

The Challenge/Problem:

Committee Vacancies

Stakeholders:

- *City of Sweet Home Staff* – Staff benefits by having full committees that provide direction and recommendations that are consistent with law.
- *City of Sweet Home Management* - Management is more effective and efficient with clear, updated, best practices for policy as recommended by committees.
- *Sweet Home Residents* – Residents and taxpayers essentially pay the price when policies lead to inefficient operations or practices.

Issues and Financial Impacts:

None known

Elements of a Stable Solution:

Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

Options:

1. Option #1 – Do nothing
2. Option #2 – Seek additional applicants
3. Option #3 – Make a motion to appoint Bob Briana to the Budget Committee for a three year term to expire February 22, 2025, Kelsey Hicks to the Library Board for a four year term to expire February 22, 2022, and Wally Shreves and Bob Dalton to a four year term on the Park and Tree Committee to expire February 22, 2026
4. Option #4 – Amend the motion to eliminate any applicant the Council wishes to further review.

Recommendation:

1. Option #3 – Make a motion to appoint Bob Briana to the Budget Committee for a three year term to expire February 22, 2025, Kelsey Hicks to the Library Board for a four year term to expire February 22, 2022, and Wally Shreves and Bob Dalton to a four year term on the Park and Tree Committee to expire February 22, 2026



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Wally Shreves
Permanent Address: 42220 Marks Ridge Dr, Sweet Home, OR 97386
Mailing Address: 42220 Marks Ridge Dr, Sweet Home, OR 97386
Contact Phone Number: (541) 570-5963
E-Mail Address: lamopar@centurytel.net
Preferred method of contact: [] Mail [] Phone [x] Email
Occupation: Retired Employer:

Please mark the Board, Commission or Committee in which you are interested in serving:
[] Budget Committee [] Planning Commission [] Library Board
[] Board of Appeals [x] Park and Tree Committee
[] Charter Review Committee [] All Hazard Mitigation Committee
Are you applying for reappointment [] Yes [] No
If yes, how long have you served in this capacity: ___ Year(s) ___ Month(s)

- 1. How long have you lived in the area: 21 Year(s) ___ Month(s)
2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
Currently the Chair of the committee.
3. List current involvement in other community groups and/or activities.
JBO baseball coach for the last 4 years at the senior level.
4. What special contribution do you feel you can make to the group/position you are applying for?
Continue to work with the city staff and maintenance group to improve the parks and

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, _____, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Signature Lance Shreves
electronically signed

Date of Signature 3 February, 2022



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Bob Dalton
Permanent Address: [Redacted] me, Or. 97386
Mailing Address: Same
Contact Phone: [Redacted]
E-Mail Address: [Redacted]
Preferred method of contact Mail Phone Email
Occupation: Retired Employer: _____

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee Planning Commission Library Board
- Board of Appeals Park and Tree Committee
- Charter Review Committee All Hazard Mitigation Committee

Are you applying for reappointment Yes No

If yes, how long have you served in this capacity: 6 Year(s) _____ Month(s)

1. How long have you lived in the area: 67 Year(s) _____ Month(s)
2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
Former Environmental Health and Safety Manager, Plant Manager, Quality Control Manager, Human Resource and leadership training. Currently serving on Park & Tree Committee.
3. List current involvement in other community groups and/or activities.
President of the Sweet Home Presidents Club
Sweet Home Health Committee & chairperson for the annual Health event
Involved with the Sweet Home Beautification Committee
4. What special contribution do you feel you can make to the group/position you are applying for?
Organizational/Leadership skills, Fund Raising experience, Project Management

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, Bob Dalton, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.



Signature



Date of Signature



3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: ROBERT BRIANA

Permanent Address: [REDACTED]

Mailing Address: SAME AS ABOVE

Contact Phone Number: [REDACTED]

E-Mail Address: [REDACTED]

Preferred method of contact: Mail Phone Email

Occupation: RETIRED Employer: _____

Please mark the Board, Commission or Committee in which you are interested in serving:

Budget Committee Planning Commission Library Board

Board of Appeals Park and Tree Committee

Charter Review Committee All Hazard Mitigation Committee

Are you applying for reappointment: Yes No

If yes, how long have you served in this capacity: 4 Year(s) _____ Month(s)

1. How long have you lived in the area: 22 Year(s) _____ Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. BEED ON THE BUDGET COMM. FOR MANY YEARS AND FEEL I BRING MY KNOWLEDGE OF ECONOMIC REALITIES TO THE COMM.

3. List current involvement in other community groups and/or activities. I STAY INFORMED WITH CITY COUNCIL DECISIONS.

4. What special contribution do you feel you can make to the group/position you are applying for? SAME AS NO. 2

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, ROBERT BRIANA, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Robert Briana
Signature

1/15/2022
Date of Signature



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Kelsey Hicks
Permanent Address: [Redacted]
Mailing Address: same
Contact Phone: [Redacted]
E-Mail Address: kelseyhicks05@yahoo.com
Preferred method of contact: [] Mail [x] Phone [x] Email
Occupation: [Homemaker/Stay at home mom/Homeschool Parent] Employer:

Please mark the Board, Commission or Committee in which you are interested in serving:

- [] Budget Committee [] Planning Commission [x] Library Board
[] Board of Appeals [] Park and Tree Committee
[] Charter Review Committee [] All Hazard Mitigation Committee

Are you applying for reappointment [] Yes [x] No

If yes, how long have you served in this capacity: ___ Year(s) ___ Month(s)

- 1. How long have you lived in the area: 1 Year(s) 7 Month(s)
2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
I was the coordinator for MOPS (Mothers of Preschoolers) for 3 years. Before moving to Sweet Home, I participated in many library and community events with my children in Lebanon.
3. List current involvement in other community groups and/or activities.
I am currently involved with teaching my children at home. We are a part of Linn County Christian Co-op. My children have been a part of the Sweet Home Mat Club.
4. What special contribution do you feel you can make to the group/position you are applying for?
As a mother and parent who does school at home I think I can help add a voice for young children and families who choose to homeschool.

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, Kelsey Hicks, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Signature

Date of Signature



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 08, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Mission Statement

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

Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 473 954 605#

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

Call to Order and Pledge of Allegiance

The meeting was Called to Order at 6:30 PM.

Roll Call

PRESENT

President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

ABSENT

Mayor Greg Mahler

STAFF

Community and Economic Development Director Blair Larsen
Police Chief Jeff Lynn
Finance Director Brandon Neish
City Attorney Robert Snyder
Library Service Director Megan Dazey
Administrative Services Manager Julie Fisher
Public Works Director Greg Springman (online)

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.

Motion to approve the Absence of Mayor Mahler

Motion made by Councilor Gourley, Seconded by Councilor Trask.

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

Consent Agenda:

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

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

Approval of Minutes:

- a) 2022-01-25 City Council Meeting - ES
- b) 2022-01-25 City Council Meeting - WS
- c) 2022-01-25 City Council Meeting Minutes
- d) 2022-02-01 City Council Minutes - SP

Recognition of Visitors and Hearing of Petitions:

Josh Victor requested a Local Improvement District expansion to cover the Mill Site property which he just purchased from Linn County.

There was discussion regarding his plans to build transitional housing.

- a) Government Portfolio Advisors Investment Presentation

Gerritt Cudahey and Whitney Maher presented an overall Investment Portfolio report. There were no questions from the Council.

New Business:

- a) Request for Council Action – Appointment of Manager Pro Tem

Motion to approve Resolution No. 4 for 2022 made by Councilor Richards, Seconded by Councilor Trask.

Discussion ensued. Councilor Gourley requested a time limit on the duration.

Councilor Richards amended his motion to add Council review of Resolution No. 4 for 2022 on April 12, 2022, Seconded by Councilor Gourley.

Motion made by Councilor Richards, Seconded by Councilor Gourley.

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

Motion to Approve Resolution No. 4 for 2022 as amended made by Councilor Richards, Seconded by Councilor Trask.

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

- b) Request for Council Action - Annual Adoption of City Investment Policy

Gerritt Cudahey introduced the revisions to the Investment Policy explaining edits were necessary to line policies with statute.

Motion to approve Adoption of the Investment Policy for the City of Sweet Home.

Motion made by Councilor Gourley, Seconded by Councilor Richards.
Voting Yea: President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Old Business:

- a) Request for Council Action - Lease Agreement with FAC for Managed Outreach and Community Resource Facility

Manager Pro Tem Larsen introduced the lease agreement for a managed outreach facility in the Public Works yard and acknowledged FAC has been approached directly by County Commissioners who are willing to donate property to FAC provided the City is in agreement.

Staff recommendation was to not approve a lease agreement for the Public Works yard.

Staff requested direction moving forward. By Consensus Council still desires an Agreement for Services with FAC and is willing to donate the old city hall annex building. By Consensus the Council still agreed to provide night security for the managed outreach facility.

Council indicated consent for FAC to take property from Linn County, or another private property owner. The Council also agreed by Consensus to include site improvements for a shared driveway which would include a gravel road base, and water and sewer infrastructure (using 50K of Marijuana Tax Funds only). The Council agreed to also allow an easement for FAC and Linn County.

Motion to enter into an agreement with FAC in running a facility and supporting the idea of the County giving property to FAC.

Motion made by Councilor Gourley, Seconded by Councilor Sanchez.

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

Voting Nay: Councilor Richards

Motion to authorize an easement thru Public Works yard for FAC and Linn County

Motion made by Councilor Gourley, Seconded by Councilor Coleman.

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

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

- a) Request for Council Action – Centurylink Franchise Agreement

Motion to move Ordinance Bill No. 2 for 2022 to first reading.

Motion made by Councilor Trask, Seconded by Councilor Richards.

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

Ordinance Bill No. 2 for 2022 was read in its entirety.

Motion to move Ordinance Bill No. 2 for 2022 to a second reading by title only on February 22, 2022.

Motion made by Councilor Trask, Seconded by Councilor Sanchez.

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

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Ordinance Bill No. 1 for 2022 - Sweet Home Ordinance Amending Certain Sections of SHMC Chapter 15.01 Administration and Enforcement - Building Code and SHMC Chapter 15.03 Various Codes with Expediency Clause

Ord Bill No. 1 was read by title only

Motion to adopt Ordinance Bill No, 1 for 2022.

Motion made by Councilor Trask, Seconded by Councilor Coleman.

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

Reports of Committees:

Solid Waste Advisory Council

- a) Opportunity to Recycle Report

The Opportunity to Recycle Report was included in the packet.

Reports of City Officials:

Mayor's Report

No Report

City Manager's Report

Manager Pro Tem Larsen shared an article in the Oregon Site Selector Magazine which targets decision makers looking for sites for their businesses. Two ads were purchased using Economic Development funds.

Manager Pro Tem Larsen was contacted and interviewed by Oregon Business Magazine regarding the Real Estate Market in Sweet Home. That article will be in the March edition.

The Linn County property known as the Mill Property has sold via auction to Josh Victor.

The League of Oregon Cities are seeking support regarding HB 4056 and SB1506 both addressing marijuana sales. Consensus of the Council was to support the LOC efforts.

The Council Training scheduled for February 18th thru 20th has been postponed.

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

Library Services Director

- a) Sweet Home Public Library Monthly Report for January 2022

A written report was included in the packet.

Community and Economic Development Director

- a) CEDD Monthly Report January 2022

A written report was included in the packet.

Public Works Director

- a) Public Works Monthly Report January 2022

A written report was included in the packet.

City Attorney

No Report

Council Business for Good of the Order

Councilor Gerson announced the first SHOCASE Oregon Film Festival on Saturday.

Adjournment

The meeting was adjourned at 8:30 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Information Only: Update regarding FAC Facility

Preferred Agenda: February 22, 2022

Submitted By: Blair Larsen, City Manager Pro Tem

Reviewed By: Blair Larsen, City Manager Pro Tem

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

Relevant Code/Policy: N/A

Towards Council Goal: Aspiration I, desirable community; Aspiration IV, viable and sustainable essential services; Aspiration V, economically strong environment; Goal 3: essential services.

Attachments: Memo to County Commissioners Re: Land Donation to FAC and attachment

Purpose of this RCA:

The purpose of this Request for Council Action is to update the Council on actions regarding the proposed agreement with Family Assistance and Resource Center Group (FAC), and the development of a facility for the unsheltered in Sweet Home.

Background/Context:

At the February 8, 2022 meeting, the City Council voted to request that Linn County donate property directly to FAC, and that City Staff continue to work with FAC on an agreement for services. Since that time, Staff have been working with Linn County to work out details for the donation of the property. Staff have also been working with FAC to update the previous agreement to fit the current situation.

The Challenge/Problem:

How does the City address the impacts of homelessness in a way that meets the needs of the housed, unhoused, and business community, while still following case law and State statutes?

Stakeholders:

- Sweet Home Residents – Residents deserve a neat, clean, and orderly city. Unsheltered residents need a place to sleep and keep warm.
- Sweet Home Businesses – Local businesses deserve a city in which they can operate their businesses and serve customers in the community without the negative impacts that typically accompany homelessness.
- Sweet Home City Council – Council members are the voice of the citizens they serve and represent and are responsible for determining the uses and services offered on City property.

- City of Sweet Home Staff – City Staff need to be able to enforce Sweet Home ordinances but are prevented from doing so by court decisions and State law.
- Family Assistance and Resource Center Group – FAC desires to serve the unsheltered and others in the community, but needs a site from which to do so, and would like to cooperate with the City to do this.

Issues and Financial Impacts:

FAC has obtained grant funding of over \$400,000 to create and operate the proposed facility. This funding will cover all development costs except for Public Works Staff time, the value of which is expected to amount to \$15,000. The City budgeted \$50,000 in the current fiscal year to address homelessness, of which \$42,700 remains. This funding would be tapped to pay for Public Works Staff time. In addition, the City would commit to providing nighttime security at the site, which is expected to cost approximately \$88,000 annually.

Elements of a Stable Solution:

An ideal outcome would be to partner with a non-profit organization for the creation and operation of a facility that provides services for the unsheltered, which would allow the City to follow court decisions and State statutes, but still enforce ordinances that promote a safe, clean, and orderly community.

Options:

City Staff are not currently seeking any Council action, however, as always, the Council is welcome to provide any additional direction it so chooses.

Recommendation:

None at this time.



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

Memorandum

Date: February 16, 2022

To: Linn County Commission

From: Blair Larsen, City Manager Pro Tem, City of Sweet Home

RE: FAC Land Donation

Respected Commissioners,

The purpose of this memo is to update you on the City's actions regarding our cooperation with Family Assistance and Resource Center Group (FAC) to address homelessness in Sweet Home, and to request that the County donate land for this purpose to FAC.

Background

For several months, City Councilors and Staff have discussed various options with Linn County Commissioners and Staff regarding the so-called 'knife-shaped' property. There seems to be general agreement that a facility for the unsheltered could be located on the eastern third of the property, and a County-owned RV dump station may be developed on the western two-thirds. A partition of the property and accompanying easement through the neighboring City property has been approved by the City of Sweet Home, and a final plat is being prepared for recording. While the City has declined to accept the property from Linn County, FAC has indicated its desire to own the property and develop its facility there.

The City has also been working toward developing a rail crossing in order to extend 24th Avenue to the north—an effort for which Linn County and Albany & Eastern Railroad have indicated support. Currently, the 'handle' of the 'knife-shaped' property extends eastward to that street, and the whole property is accessed at that point. Unfortunately, this access is not compatible with a rail crossing—a driveway or street would need to be at least 100 feet south of the proposed rail crossing. Consequently, the City is seeking to change access to the property to make way for the rail crossing and is willing to provide an easement through the City's Public Works facility to facilitate the rail crossing.

Proposed Development

The City, FAC, and Linn County Parks Department have collaborated on a site plan for the property, which can be seen on the enclosed map. As you can see, an easement through the City's property is proposed to provide access to both portions of the 'knife-shaped' property, as well as an easement through the eastern portion of the property that would benefit the western portion. These easements will include street lighting and water, power, and telecommunications lines to serve both properties. Wastewater connections will be made along the south side of the property to a City wastewater main line.

In order to accommodate pedestrians and large recreational vehicles, the driveway to the two properties will need to include paved vehicle lanes and a sidewalk or multi-use path along the southern edge, separated by a three-foot-wide strip (often called a 'beauty strip'). While a 'beauty

strip makes the site more attractive, its main purpose is safety—greater distance between moving vehicles and pedestrians decreases accident rates.

The FAC facility will include exterior parking, an office building, and a fenced compound containing site lighting, security cameras, portable restrooms, a mobile shower unit, and 'Conestoga huts'—small, insulated, mobile structures that provide basic shelter. The fencing will be constructed with privacy slats, providing a visual barrier around the site. The proposed County RV dump site will consist of service islands where RVs can dump their waste, a bulk water filling station, a turnaround loop, and a small pet recreation area.

City Council Actions

The City Council has been working toward an agreement with FAC and the creation of a facility for the unsheltered for over a year. At its January 25, 2022 meeting, the City Council approved an agreement for services with FAC. This agreement was based on the idea that FAC would be leasing property from the City, and therefore has not been signed and needs to be updated. Later, at its February 8, 2022 meeting, the City Council voted 5-1 in favor of entering into an agreement with FAC to operate a facility for the unsheltered and request that Linn County donate property to FAC for this purpose. At the same meeting, the Council voted 7-0 to authorize an easement through the City's Public Works Yard to the 'knife-shaped' property.

Since that meeting, City Staff have been working to move this project forward. FAC is currently revising the agreement for services, after which the City will make revisions. City Staff have also met with Linn County Parks Director Brian Carrol to iron out the details of this venture.

Request

The City of Sweet Home requests the Linn County donate the eastern third of the 'knife-shaped' property to FAC. While there are still many items to be worked out regarding this project, the City and FAC are well on our way to working them out. There are additional items to be worked out with Linn County, of course, but they are not negatively affected by the proposed donation of the property. There are still agreements needed regarding the allocation of development costs, but those agreements are necessary for the development of the RV dump station, not the facility for the unsheltered.

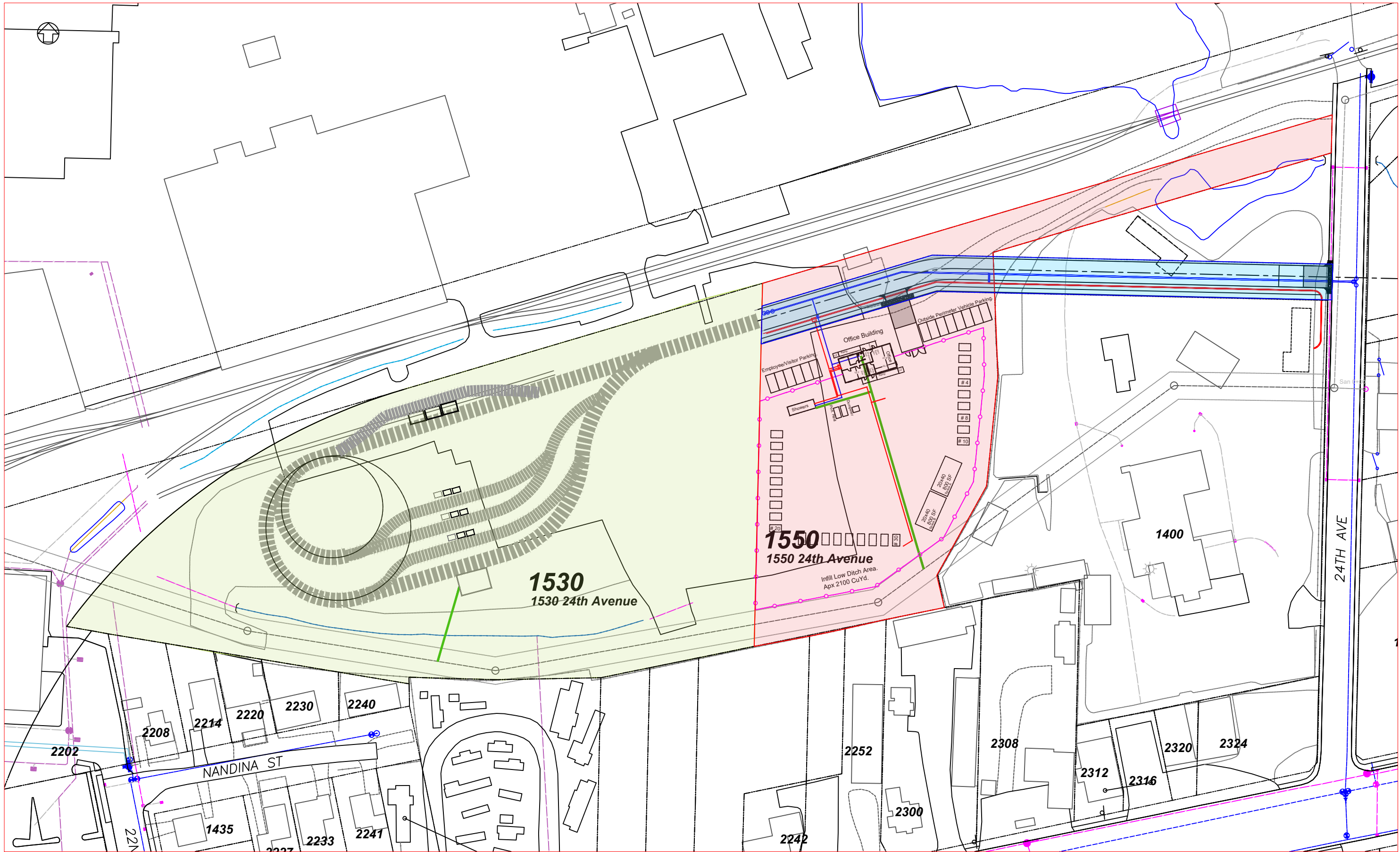
We are trying to work as fast as possible on this proposal. FAC has been approved for grants to fund their operations, but these funds are contingent upon owning or leasing a property on which a facility can be built. The transfer of the property to FAC will allow FAC to obtain these funds.

I appreciate your kind attention to this matter, as well as your willingness to collaborate with the City.

Thank you,



Blair Larsen,
City Manager Pro Tem



1530 24th Avenue : Linn Co Water & RV Dump Sta
 1550 24th Avenue : FAC Facility
 1400 24th Avenue : City Maintenance Department

City of Sweet Home, CEDD. 2-16-2022
 3325 Main Street, Sweet Home OR 97386

Primary 24th Ave Access
 Area Utilities : Water, Power, Sanitary.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 5 for 2022 - Youth Advisory Council Bylaws

Preferred Agenda: February 22, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Blair Larsen, Manager Pro Tem

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: YAC Bylaws
SHMC 2.10 City Committees

Towards Council Goal: Goal # 2.1: Update & streamline process

Attachments: Resolution No. 5 for 2022 and Amended YAC Bylaws

Purpose of this RCA:

To Amend the Bylaws of the Youth Advisory Committee

Background/Context:

The Youth Advisory Council Bylaws were last updated in 2019. The YAC has reviewed and made recommended amendments to the Bylaws. Councilor Gerson has brought those recommendations to staff.

The Challenge/Problem:

How does the City empower the YAC with a set of bylaws that are functional and allow the YAC to be efficient and effective?

Stakeholders:

- Youth Advisory Council – The YAC need functional bylaws to be efficient.
- City Council – The YAC serves as an advisory committee to the City Council.
- Sweet Home School District – The Sweet Home School District supports the YAC students and thus has become a natural partner.

Issues and Financial Impacts:

None Known

Elements of a Stable Solution:

Adopted bylaws that are functional and allow the YAC to be efficient and effective.

Options:

1. Do Nothing.
2. Not Approve the proposed amendments to the Bylaws
3. Make a Motion to adopt Resolution No. 5 for 2022, a Resolution Amending the Bylaws of the Sweet Home Youth Advisory Council.

Recommendation:

1. Make a Motion to adopt Resolution No. 5 for 2022, a Resolution Amending the Bylaws of the Sweet Home Youth Advisory Council.

RESOLUTION NO. 5 FOR 2022

A RESOLUTION AMENDING THE BYLAWS FOR THE SWEET HOME YOUTH ADVISORY COUNCIL.

WHEREAS, the Sweet Home Youth Advisory Council in accordance with its current bylaws, has requested a change to the existing bylaws; and

WHEREAS, the Youth Advisory Council believes these changes will promote further participation by the youth of the Sweet Home Community; and

WHEREAS, full and diverse representation and participation in the Youth Advisory Council is a desired goal of the City of Sweet Home; and

NOW, THEREFORE, BE IT RESOLVED that the Sweet Home City Council hereby amends the Bylaws of the Sweet Home Youth Advisory Council and adopts the amended Bylaws as attached.

This Resolution Supersedes and replaces Resolution No. 17 for 2019 and 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 22nd day of February 2022.

Mayor

ATTEST:

City Manager Pro Tem– Ex Officio City Recorder

YOUTH ADVISORY COUNCIL

VISION STATEMENT: Younger people get their voices heard

PURPOSE: to advise the Sweet Home City council and committees on issues that affect youth in our community and provide a primary link for youth to government, business and the entire community of a variety of subjects and opportunities.

- GOALS:
1. Increase youth involvement in the community
 2. Actively advocate for youth and their concerns
 3. Strive to have an impact in the community

STRUCTURE:

MEMBERSHIP: The Council will consist of three to seven members appointed by the City Council. The range of ages shall be between 12 and 16. Efforts will be on going to develop diversity in the group.

MEETINGS: The council will meet once a month on the third Wednesday at 2:15 unless otherwise voted upon.

OFFICERS: Officers shall be elected by a majority vote once the council reaches its maximum membership. Until that time, decisions shall be reached by consensus and leadership rotated among those present.

RESPONSIBILITIES: Each member of the council will select a community committee as a focus of their service. This commitment includes attending meetings, participating in discussions, and reporting to the council on decisions and activities of these entities. Suggestions will be made to the council of ways in which the other members may be of service.

Approved by YAC '1/19/2022
Alicia E. Gerson
City Councilor



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - Resolution No. 6 for 2022, Library Fine Removal

Preferred Agenda: February 22,2022

Submitted By: Megan Dazey, Library Services Director

Reviewed By: Blair Larsen, City Manager Pro Tem

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

Relevant Code/Policy: City Fee Schedule 2021

Towards Council Goal: Goal #2 Be an Effective and Efficient Government; Goal #5 Image Building

Attachments: Resolution No. 6 for 2022

Purpose of this RCA:

To remove barriers to access of library materials for all Sweet Home Library cardholders we are asking the City Council to permanently eliminate fines on library materials, as approved by the Library Advisory Board.

Background/Context:

The threat of accumulating fines for late library materials can keep low-income families away from libraries or from checking out materials to take home. These fines can negatively affect the borrowing habits of members of the community that need the library the most. Removing barriers or perceived barriers to access of library materials can increase visits to the library and the circulation of materials. Many libraries have noted a dramatic increase in the number of items returned to the library after fines were eliminated. Libraries can also generate positive publicity and increased usage from all city residents by going fine free.

During our 3-month trial period, staff saw a 79% decrease in long overdue items year over year. This saves staff a few hours every week of calling patrons. Staff are spending 3-4 hours per month less on accounting duties. Staff savings alone far exceed the \$60 average fines were bringing in each month.

Charges for lost materials will still occur if an item is not brought back to the library within 30 days of being due.

The Challenge/Problem:

How does the City eliminate barriers to the access of library materials in the library and in the home?

Stakeholders:

- City of Sweet Home Library Residents – Residents pay property taxes for the library through a levy. The library works with the money they invest to operate the public library.
- Sweet Home City Council Members – Council members are the voice of the citizens they serve and represent.
- Library Advisory Board– Appointed members of the community whose role is to make recommendations to the City Council about rules and policies for the efficient and effective operation of the library.
- Sweet Home Public Library card holders- Members of the community that use and wish to continue to use the library collections at the library and in their homes.
- Sweet Home Public Library staff- Library staff interact with library users daily and provide excellent customer service.

Issues and Financial Impacts:

The library believes the financial impact will be minimal to the library’s budget, but the impact on the community and those that can least afford to pay the fines will be large. September-October the average per month for fines paid was \$60.

Elements of a Stable Solution:

The ideal outcome will be to work towards addressing economic disparities in the community when it comes to access to library materials and to remove barriers to access of information, as well as direct limited staff time to other projects and duties.

Options:

1. Do Nothing – Return to placing fines on all library materials and library staff again collect fines.
2. Motion to adopt Resolution No. 6 for 2022 as presented, which eliminates library fines permanently– The computer system will automatically no longer charge fines on library materials, with no intervention from library staff.
3. Motion to adopt Resolution No. 6 for 2022, amended to eliminate library fines only for an additional three months – Fines will continue to be waived for materials for another three-month trial period.

Recommendation:

The Library Advisory Board recommends option 2, Motion to adopt Resolution No. 6 for 2022 as presented, which eliminates library fines permanently.

RESOLUTION NO. 6 FOR 2022

A RESOLUTION FOR REMOVAL OF LIBRARY FINES FOR OVERDUE MATERIALS

WHEREAS, the City of Sweet Home has a Library Board of Trustees as set forth in SHMC Chapter 2.12;

WHEREAS, the American Library Association has found that removing library fines increases library circulation;

WHEREAS, the American Library Association has found that library fines disproportionately harm those that can least afford them;

WHEREAS, the Chicago Public Library saw a 240% increase in the return of library materials by eliminating fines;

WHEREAS, the Oregon Library Association reports that 56% of Oregon Libraries are fine free as of 2021;

WHEREAS, the Sweet Home Public Library has seen a 78% reduction of long overdue fines year over year during the trial period (Nov-Jan. 2021-2022);

WHEREAS, the Sweet Home Public Library receives far less than 1% of funding from the payment of library fines;

WHEREAS, the Library Board desires to eliminate overdue fines for library materials going forward;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SWEET HOME RESOLVES AS FOLLOWS:

The Sweet Home Public Library will eliminate overdue fines for library materials.

This resolution shall be effective upon the passage thereof.

PASSED by the City Council and approved by the Mayor this 22nd day of February, 2022.

Mayor

ATTEST:

City Manager Pro Tem - Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - WWTP Application CU22-04

Preferred Agenda: February 22, 2022

Submitted By: Angela Clegg, Associate Planner

Reviewed By: Blair Larsen, Community and Economic Development Director

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

Relevant Code/Policy: SHMC 17.24.030(H), 17.80.060(A)

Towards Council Goal: Goal 1.2. Increase community awareness of infrastructure needs and appropriate planning documents.

Attachments: CU22-04 Application

Purpose of this RCA:

The purpose of this RCA is to approve and sign the Conditional Use application CU22-04. Per SHMC 17.24.030(H) a Public Utility Facility is allowed via a Conditional Use. A new Conditional Use application shall be processed if a proposed change results in a change to lot or parcel boundaries and if there is an increase in the amount of operational activity (SHMC 17.80.060(A)(3) and (5)). The City of Sweet Home Wastewater Treatment Plant (WWTP) is an existing facility serving all residents and businesses in the City of Sweet Home. The applicant (the City of Sweet Home) is proposing major modifications required by Oregon Department of Environmental Quality.

Background/Context:

Under SHMC 17.24.030(H) a Public Utility Facility is allowed via a Conditional Use in the Residential Low Density (R-1) zone. On November 17, 2020, land use applications PLA20-07, PLA20-08, PLA20-09 and PLA20-10 were approved administratively. The property line adjustments were completed to allow for the improvements and expansion of the existing WWTP. SHMC 17.80.060(A)(3) and (5) states that a new Conditional Use application shall be processed if a proposed change results in a change to lot or parcel boundaries and if there is an increase in the amount of operational activity. The WWTP project includes both an increase in operational activity, and a change to lot boundaries, and will, therefore, require a Conditional Use Permit.

The Challenge/Problem:

How does the City proceed with the WWTP project and comply with City Code?

Stakeholders:

- City of Sweet Home Residents – The expansion of the WWTP will result in better and more reliable wastewater service, as well as increased capacity.

- Downstream Residents – Residents downstream of the WWTP will enjoy improved water quality.
- Oregon Department of Environmental Quality – DEQ regulates wastewater services and oversees water quality in the South Santiam River. Improvements will comply with Administrative Order from DEQ to expand the plant.

Issues and Financial Impacts:

While the overall project includes many financial impacts, this particular application involves only staff time and public notice requirements.

Elements of a Stable Solution:

A stable solution is one in which a decision on the application is made and signed.

Options:

1. Deny Application CU22-04 – staff would withdraw the application.
2. Approve Application CU22-04 as presented and authorize the City Manager or Designee to sign the application – Approving Conditional Use application CU22-04 will allow staff and consultants to move forward with the WWTP expansion.
3. Approve Application CU22-04 with changes and authorize the City Manager or Designee to sign the amended application – Council could direct Staff to make changes to the application. If those changes comply with State law and City Code, Staff can make the requested changes and move the application forward to the Planning Commission.

Recommendation:

Staff Recommends Option 2: Approve Application CU22-04 as presented and authorize the City Manager or Designee to sign the application.



Application for a Conditional Use Permit

Date Received: 02.15.22
 Date Complete: _____
 File Number: CU22-04
 Application Fee \$: 615.00
 Receipt #: _____
 Hearing Date: 04.07.22

Applicant's Name:
 The City of Sweet Home

Property Owner:
 The City of Sweet Home

Applicant's Address:
 3225 Main Street, Sweet Home, OR 97386

Owner's Address:
 3225 Main Street, Sweet Home, OR 97386

Applicant's Phone and e-mail:
 541-367-8113, aclegg@sweethomeor.gov

Owner's Phone and email:
 541-367-8113, aclegg@sweethomeor.gov

Subject Property Address:
 1359 Pleasant Valley Road, Sweet Home, OR 97386

Subject Property Assessor's Map and Tax Lot:
 13S01E31BB 600, 1100, 1300, 1501, 1502 (Adjusted via PLA20-07, PLA20-08, PLA20-09, and PLA20-10)

Subject Property Size:
 456,976 SF (per PLA20-07, PLA20-08, PLA20-09, PLA20-10)

Subject Property: Zoning Classification
 Residential Low Density (R-1)

Comprehensive Plan Classification:
 Public

Nature of Applicants Request

Narrative describing the proposed use: Brief Description on this form and attach extra sheets if needed.
 Per SHMC 17.24.030.H a Public Utility Facility is allowed via a Conditional Use. A new Conditional Use application shall be processed if a proposed change results in a change to lot or parcel boundaries and if there is an increase in the amount of operational activity; SHMC 17.80.060.A.3 and 5. The City of Sweet Home Wastewater Treatment Plant (WWTP) is an existing facility serving all residents and businesses in the City of Sweet Home. Applicant is proposing major modifications required by Oregon Department of Environmental Quality.

Impacts on the neighborhood: Include traffic, parking, noise, odor, dust or other impacts. Brief Description on this form.
 Impacts during construction will include noise from construction operations as well as closing down the boat ramp access to complete improvements to the access road and to provide for Contractor Staging.

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature:

Date:

Property Owner's Signature:

Date:

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

SHMC 17.80.030 APPLICATION REQUIREMENTS

An application for a Conditional Use must meet the submittal requirements and the decision criteria noted below.

- 1. A site plan drawn to scale showing the dimensions and arrangement of the proposed development on the subject lot;
- 2. Narrative describing the proposed use and the impacts on the neighborhood;
- 3. For commercial activities, a proposed plan of business operation;
- 4. Off street parking and on-site circulation plans for vehicles, bicycles, and pedestrians;
- 5. The location and dimensions of entrances and exits;
- 6. A Traffic Impact Study, if required by the City Engineer and the City Planner;
- 7. Landscape plans;
- 8. A signage plan, if applicable;
- 9. Drawings of the exterior for new buildings;
- 10. Photographs of existing buildings if no changes are to be made to the exterior of the building.

SHMC17.80.040 CONDITIONAL USE CRITERIA.

The criteria that will be used in approving, approving with conditions, or denying an application, or to enlarge or alter a conditional use, will be based on findings with respect to each of the following standards and criteria.

- A. The request complies with the requirements of the underlying zone or overlay zone, city codes, state and federal laws.
- B. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering, but not limited to, the following:
 - 1. Building size
 - 2. Parking
 - 3. Traffic
 - 4. Noise
 - 5. Vibration
 - 6. Exhaust and emissions
 - 7. Light and glare
 - 8. Erosion
 - 9. Odor
 - 10. Dust
 - 11. Visibility
 - 12. Safety
 - 13. Building, landscaping or street features
- C. Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval that include but are not limited to those listed in this chapter.
- D. All required public facilities have adequate capacity, as determined by the city, to serve the proposed use.
- E. Home occupations must meet the following standards:
 - 1. The home occupation shall be secondary to the residential use.
 - 2. All aspects of the home occupation shall be contained and conducted within a completely enclosing building.
 - 3. No materials or mechanical equipment shall be used which are detrimental to residential use of the dwelling or nearby dwellings because of vibration, noise, dust, smoke, odor, interference with the electrical grid, radio or television reception or other similar factors.
 - 4. Vehicles related to the home occupation shall be parked in a manner so as to not block any driveway or impede the safe flow of traffic
- F. Marijuana facilities must be located in a fixed location. No temporary or mobile sites of any sort are allowed.
- G. Marijuana facilities may not have any drive-up services.
- H. Marijuana facilities must be located at least 1,000 feet from the property boundary of any school.
- I. Marijuana facilities must be sited on a property so as to be at least 100 feet from the boundary of any residentially zoned property.



REQUEST FOR COUNCIL ACTION

Title: Authorization to Fill Vacant Positions

Preferred Agenda: February 22, 2022

Submitted By: Brandon Neish, Finance Director

Reviewed By: Blair Larsen, City Manager Pro Tem

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

Relevant Code/Policy: Sweet Home Charter Chapter VI, Section 20 (E)

Towards Council Goal:

Attachments:

Purpose of this RCA:

To review vacant positions and authorize the City Manager Pro Tem to appoint employees to fill the vacancies.

Background/Context:

Currently there are five positions vacant across the City. These positions include four (4) Police Officers and one (1) Collections Crew Leader. The vacancies are due to the resignations of Police Officers to pursue other opportunities (in many cases outside law enforcement) and the Collections Crew Leader accepted a development opportunity with another municipality. Existing searches are ongoing to fill these vacancies but staff and the City Attorney have concluded that there is no authority to hire these replacements under the rules of the Sweet Home City Charter.

The charter states that “the council shall appoint a manager pro tem who shall possess the powers and discharge the duties of the manager during such absence or disability only; provided, however that a manager pro tem shall have no authority to appoint or remove any city officer or employee except with the approval of five members of the council.” While the City Manager is out, the City Council has appointed Blair Larsen, Community & Economic Development Director to serve as City Manager Pro Tem. As Pro Tem, Mr. Larsen has the authority of the City Manager but is unable to hire or fire based on the language above.

Staff is seeking authorization for the Manager Pro Tem to fill these positions based on recommendations from the appropriate Department Heads (Chief of Police and Public Works Director).

The Challenge/Problem:

During the interim period, how does the City replace departed employees to ensure continuity of operations?

Stakeholders:

- City of Sweet Home citizens – The citizens and businesses in Sweet Home rely on these positions to access vital services. A fully staffed police department ensures a continued focus on public safety within Sweet Home and an employee in the Collections division of Public Works aids in the continued transport of waste from various homes and businesses.
- City of Sweet Home staff – Maintaining adequate staffing levels ensures that essential functions can continue without interruption and limits burnout of existing employees who are facing mandatory overtime and limited capacity to complete projects, investigations, etc.
- City of Sweet Home City Council – The City Council reviews and adopts the annual budget which outlines what full staffing is for the organization. Additionally, the Council has placed a specific emphasis on investing in staff stability and improving community safety and police services.

Issues and Financial Impacts:

Each of these positions is budgeted for the 2022 fiscal year due to end on June 30, 2022. The vacancies create salary savings of approximately \$510,000 annually. These savings do not consider any necessary overtime costs incurred by existing employees to fill the gaps. Too much overtime can lead to burnout in employees potentially reducing retentions and ensuring the cycle of vacancies continues over time (more than “standard” turnover).

Elements of a Stable Solution:

The City needs to complete the existing searches and fill these five positions as candidates are identified. This requires an authorization to fill these positions from five (5) or more City Councilors.

Options:

1. Do Nothing – Council could choose not to authorize the City Manager Pro Tem to appoint candidates to budgeted vacancies.
2. Move to authorize the City Manager Pro Tem to appoint up to four Police Officers and one Collections Crew Leader as recommended by respective hiring managers – This option allows the City Manager Pro Tem to appoint new employees as identified through employment searches and selections.
3. Authorize the City Manager Pro Tem to hire only specific budgeted positions – The City Council could limit the Pro Tem to hiring only specific positions until such time that additional positions are authorized by the City Council or the request is no longer necessary.
4. Authorize the City Manager Pro Tem to appoint any and all employees necessary – The City Council could chose to allow the Pro Tem to appoint employees as needed determined by the Pro Tem and respective Department Heads. This authority would expire with the expiration of the appointment of the existing Manager Pro Tem and would need a new authorization in future Pro Tem situations.

Recommendation:

Staff recommends option 2, move to authorize the City Manager Pro Tem to appoint up to four Police Officers and one Collections Crew Leader as recommended by respective hiring managers. These positions are budgeted positions and will aid in meeting Council goals and ensuring our staffing keeps up with operational needs.

ORDINANCE NO. 2 FOR 2022
ORDINANCE NO.

AN ORDINANCE GRANTING A FRANCHISE BY THE CITY OF SWEET HOME TO CENTURYTEL OF OREGON, dba CENTURLINK, ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO FURNISH, SELL AND DISTRIBUTE TELECOMMUNICATIONS SERVICES TO THE CITY AND TO ALL PERSONS, BUSINESSES AND INDUSTRIES WITHIN THE CITY AND THE RIGHT TO ACQUIRE, CONSTRUCT, INSTALL, LOCATE, MAINTAIN, OPERATE AND EXTEND INTO, WITHIN AND THROUGH SAID CITY ALL FACILITIES REASONABLY NECESSARY TO FURNISH, SELL AND DISTRIBUTE A TELEPHONE PLANT, TRANSMISSION LINE OR LINES AND TO TRANSMIT COMMUNICATIONS IN AND TO THE CITY OF SWEET HOME TO ALL PERSONS, BUSINESSES AND INDUSTRIES WITHIN THE CITY AND THE RIGHT TO MAKE REASONABLE USE OF ALL STREETS AND OTHER PUBLIC PLACES AS MAY BE NECESSARY, AND FIXING THE TERMS AND CONDITIONS THEREOF.

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

ARTICLE I - Definitions

For the purpose of this franchise, the following words and phrases shall have the meaning given in this Article. When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is mandatory and "may" is permissive. Words not defined in this Article shall be given their common and ordinary meaning.

1.1 "City" refers to and is the City of Sweet Home, Linn County, Oregon, and includes the territory as currently is or may in the future be included within the corporate boundaries of the City of Sweet Home.

1.2 "City Council" refers to and is the legislative body of the City of Sweet Home.

1.3 "Company" refers to and is CenturyTel of Oregon, Inc. dba CenturyLink and its successors and assigns.

1.4 "Communications Facilities" refer to and are only those facilities reasonably necessary to provide telecommunications services within the City.

1.5 "Facilities" refer to and are all facilities reasonably necessary to provide telecommunications services into, within and through the City and include plants, works, systems, lines, equipment, underground links, switches, wires and radio links.

1.6 "Public Utility Commission" refers to and is the Public Utility Commission of the State of Oregon or other authority succeeding to the regulatory powers of the Public Utility Commission of the State of Oregon.

1.7 "Revenues" refer to and are those amounts of money which the Company receives from its customers within the City for the sale of exchange access services, as authorized by ORS 221.515 and 403.105, from the Company under rates, temporary or permanent, authorized by the Public Utility Commission, adjusted for refunds, the net write-off of uncollectible accounts, corrections or other regulatory adjustments.

1.8 "Streets and Other Public Places" refer to and are streets, alleys, viaducts, bridges, roads, lanes, easements, public ways and other public places in said City.

ARTICLE II - Grant of Franchise

Section 1. Grant of Franchise. The City hereby grants to the Company, for the period specified and subject to the conditions, terms and provisions contained in this Ordinance, the right to furnish, sell and distribute any telecommunications or telecommunications-related services to the City and to all persons, businesses and industries within the City; a non-exclusive right to acquire, construct, install, locate, maintain, operate and extend into, within and through the City all facilities reasonably necessary to provide communication facilities to the City and to all persons, businesses and industries within the City; and a non-exclusive right to make reasonable use of all streets and other public places as may be necessary to carry out the terms of this Ordinance.

Section 2. Term of Franchise. The term of this franchise shall be for ten (10) years, beginning March 8, 2022 and expiring March 8, 2032.

ARTICLE III - Franchise Fee

Section 1. Franchise Fee. In consideration for the grant of this franchise, the Company shall collect and remit to the City a sum equal to seven percent (7%) of the Revenues.

Section 2. Payment Schedule. For the franchise fee owed on revenue received after the effective date of this Ordinance, payment shall be made in quarterly installments due on or before the last day of the month following the end of each calendar year quarter. Payments at the beginning and end of the term of this Ordinance shall be prorated. All payments shall be made to the City Manager. The City Council, or any committee appointed by the City Council, shall have access to the books of the Company for the purpose of auditing or checking to ensure that the franchise fee has been correctly computed and paid.

Section 3. Franchise Fee Payment in Lieu of Other Fees. Payment of the franchise fee by the Company is accepted by the City in lieu of any occupancy tax, license tax, permit charge, inspection fee or similar tax, assessment or excise upon the privilege of doing business or in connection with the physical operation thereof, but does not exempt the Company from any lawful taxation upon its real property, sales and use taxes or any other tax not related to the franchise or

the physical operation thereof, or assessment of fees for building permits or land use permits for structures and construction projects located outside of streets and rights of way.

ARTICLE IV - Conduct of Business

Section 1. Conduct of Business. The Company may establish, from time to time, such rules, regulations, terms and conditions governing the conduct of its business as shall be reasonably necessary to enable the Company to exercise its rights and perform its obligations under this franchise; provided, however, that such rules, regulations, terms and conditions shall not be in conflict with the laws of the State of Oregon or the City of Sweet Home.

Section 2. Tariffs Available Online. The Company shall make available online copies of all its tariffs currently in effect and on file with the Public Utility Commission. Said tariffs shall be available for inspection by the public.

Section 3. Compliance with PUC Regulations. The Company shall comply with all rules and regulations adopted by the Public Utility Commission.

Section 4. Compliance with Company Tariffs. The Company shall furnish communication facilities within the City to the City and to all persons, businesses and industries within the City at the rates and under the terms and conditions set forth in its tariffs on file with the Public Utility Commission.

Section 5. Applicability of Company Tariffs. The City and Company recognize that the lawful provisions of the Company's tariffs on file and in effect with the Public Utility Commission are controlling over any inconsistent provision in this franchise dealing with the same subject matter.

ARTICLE V - Construction, Installation & Operation of Company Facilities

Section 1. Location of Facilities. Company facilities shall not interfere with the City's water mains, sewer mains, gas mains or other municipal use of streets and other public places. Company facilities shall be located so as to cause minimum interference with public use of streets and other public places and shall be maintained in good repair and condition.

Section 2. Excavation and Construction. All construction, excavation, maintenance and repair work done by the Company shall be done in a timely and expeditious manner, which minimizes the inconvenience to the public and individuals. All such construction, excavation, maintenance and repair work done by the Company shall comply with all applicable codes of the City of Sweet Home, the State of Oregon and the United States of America. All public property whose use conforms to restrictions in easements disturbed by Company construction or excavation activities shall be restored as soon as practicable by the Company at its expense to as good as or better than its former condition. The Company shall comply with the City's requests for reasonable and prompt action to remedy all damage to streets or dedicated easements and City utilities contained therein where the Company is performing construction, excavation, maintenance or repair work. The City reserves the right to restore property and remedy damages caused by

Company activities at the expense of Company in the event the Company fails to perform such work within a reasonable time after Notice from the City.

Section 3. Relocation of Company Facilities. If at any time the City requests the Company to relocate any distribution line service connection, or other facility installed or maintained in streets or other public places in order to permit the City to change street grades, pavements, sewers, water mains or other City works, such relocation shall be made by the Company at its expense. The Company is not obligated hereunder to relocate any facilities at its expense, which were installed in private easements obtained by the Company, the underlying fee of which was, at some point subsequent to installation, transferred to the City. Following relocation, all property shall be restored to as good as or better than its former condition by the Company at its expense. The City will reasonably exhaust alternatives not requiring relocation in all cases.

Section 4. Service to New Areas. If during the term of this franchise the boundaries of the City are extended, the Company shall extend service to areas not served by any other telephone company in accordance with the Company's tariffs and applicable laws.

Section 5. Restoration of Service. In the event the Company's communications system, or any part thereof, is partially or wholly destroyed or incapacitated, the Company shall use due diligence to restore its system to satisfactory service within the shortest practicable time.

Section 6. Rules and Regulations. All lines and equipment constructed under this grant shall be constructed in accordance with established practices as prescribed by applicable REA specifications and drawings and the rules and regulations of the Public Utility Commission of the State of Oregon, and its duly or legally constituted successors in authority; and the rights and privileges herein granted in said streets, alleys and public highways shall be subject at all times to such ordinances and reasonable regulations as are now or shall hereafter be ordained or passed by said City concerning similar uses and excavations in the care of streets, alleys and public highways.

Section 7. Safety Regulations by the City. The City reserves the right to adopt, from time to time, reasonable regulations in the exercise of its police power which are necessary to ensure the health, safety and welfare of the public, provided that such regulations are not destructive of the rights granted herein and not in violation of any state or federal laws. The Company agrees to comply with all such regulations, now existing or duly adopted, in the construction, maintenance and operation of its facilities and in the provision of telecommunications services within the City.

Section 8. Inspection, Audit and Quality Control. The City shall have the right to inspect, at all reasonable times, any portion of the Company's system used to serve the City and its residents. The City also shall have the right to inspect and conduct an audit of Company records relevant to compliance with any terms of this Ordinance at all reasonable times, but no more than once per year. The Company agrees to cooperate with the City in conducting the inspection and/or audit and to correct any discrepancies affecting the City's interest in a prompt and efficient manner. Each party shall pay its own expenses in connection with any such audit, unless a material irregularity is found during such audit, in which case the Company shall pay the reasonable cost of such audit.

Section 9. Maps. The Company shall prepare and submit to the City a map showing the location of its distribution system within the City, showing location of all appurtenances incident

to the distribution system, insofar as such facilities can reasonably be determined. The map shall be revised no more frequently than annually by the addition of the information hereby required as the system is extended or revised. The City agrees that any such maps shall not be used by it or disseminated to the public for use in locating underground facilities.

Section 10. Tree Trimming. Subject to the provisions of this ordinance, the Company may prune trees, when necessary in public right of way, for the operation of the utility lines, wires or other appurtenances, provided such pruning shall be performed by or supervised by a certified arborist, and it shall be done without cost or expense to the City.

The Company shall provide a written notice to the City Public Works Department and property owner and resident at least ten (10) business days prior to any pruning to be done on the property. The City recognizes that a ten (10) day notice may not be possible in emergency situations; however, the City does encourage the Company to provide as much advance notice to property owners and residents as is reasonably possible under such emergency circumstances.

ARTICLE VI - Indemnification of the City

Section 1. City Held Harmless/Insurance. The Company shall maintain its structure, apparatus and other equipment as to afford all reasonable protection against injury or damage to persons or property therefrom, and the Company shall save the City harmless from all liability or damage and all reasonable expenses necessarily accruing against the City arising out of the exercise by the Company of the rights and privileges hereby granted, provided such liability or damage was not caused by the City.

Section 2. Notice to Company. The City will provide prompt notice to the Company of any claim or action against the City arising out of the exercise by the Company of its franchise rights.

Section 3. Payment of Expenses. The Company shall pay for all expenses relating to the publication of notice and ordinances arising out of the process for obtaining this franchise.

ARTICLE VII - Assignment; Saving Clause; Amendment

Section 1. Assignment. The Company shall not transfer or assign any rights under this franchise to a third party, excepting only corporate reorganizations of the Company not including a third party, unless the City shall approve such transfer or assignment in writing. Approval of the transfer or assignment shall not be unreasonably withheld.

Section 2. Saving Clause. If any portion of this franchise Ordinance is declared illegal or void by a court of competent jurisdiction, the remainder of the Ordinance shall survive and not be affected thereby. In such case, the parties shall proceed with due diligence to attempt to draft provisions that will achieve the original intent.

Section 3. Amendment. This franchise agreement may be amended by written amendment, signed by both parties.

Section 4. Replacement. Upon the effective date of this ordinance it shall replace and supersede Ordinance No 2 for 2010, Ordinance No 1216, which was the prior franchise agreement between the parties.

PASSED by the Council and approved by the Mayor this 8th day of March, 2022.

CITY OF SWEET HOME, OREGON

By: _____

Title: Mayor_____

APPROVED:

CenturyTel of Oregon, Inc.
dba CenturyLink

By: _____

General Manager
Oregon / Washington

ATTEST:

City Manager Pro Tem/Ex-Officio City Recorder



CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE MINUTES

February 10, 2022, 1:45 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.

Call to Order

The meeting was called to order at 1:50 PM.

Roll Call

PRESENT

Councilor Diane Gerson

Councilor Dave Trask (2:00 PM)

Councilor Susan Coleman

New Business

The committee interviewed Bob Briana for the Budget Committee, Kelsey Hicks for the Library Advisory Board, and Bob Dalton and Wally Shreves for the Park and Tree Committee. The committee will make a recommendation to the City Council regarding appointment.

Adjournment

With no further business, the meeting adjourned.

Chair

ATTEST:

City Manager – Ex Officio City Recorder

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.



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
 Blair Larsen, City Manager Pro Tem

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – January 2022

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city’s annual audit. This department also administers the city’s assessment docket, coordinates employee’s benefits and maintains financial records relating to grants and contracts. The following information represents the department’s activities during the months of **January 2022**.

	January 2022	December 2021	YTD	Fiscal Year 2021	Prior Five-Year Average
Accounts Payable					
Chks printed	87	201	1,064	2,099	2,037
Exp. Total	\$540,018.02	\$1,693,438.39	\$6,340,322.00	\$9,419,358.90	\$7,448,251.05
Passports					
Processed	31	7	163	260	280*
Photos taken	29	9	158	254	249*
* Data back to August 2018					
Lien Searches	65	47	403	765	680

	January 2022	December 2021	YTD	Fiscal Year 2021	Prior Five- Year Average
Utility Billing					
Service requests	193	193	1,420	2,000	2,119*
New accounts	15	16	104	138	138*
Net account changes	+2	+2	+11	+26	+26*
Statements processed	3,204	3,218	19,268	35,410	35,140*
Past-due notices sent	780	1,708	5,788	9,916	10,764*
Accounts scheduled for turn-off	58	54	337	503	516*

Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on check listing).

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
93644	Withnell Motor Company, Inc.	Police vehicles (2)	\$ 70,127.28	Police Fund (200)

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 02/16/2022 - 8:45PM
 Cleared and Not Cleared Checks



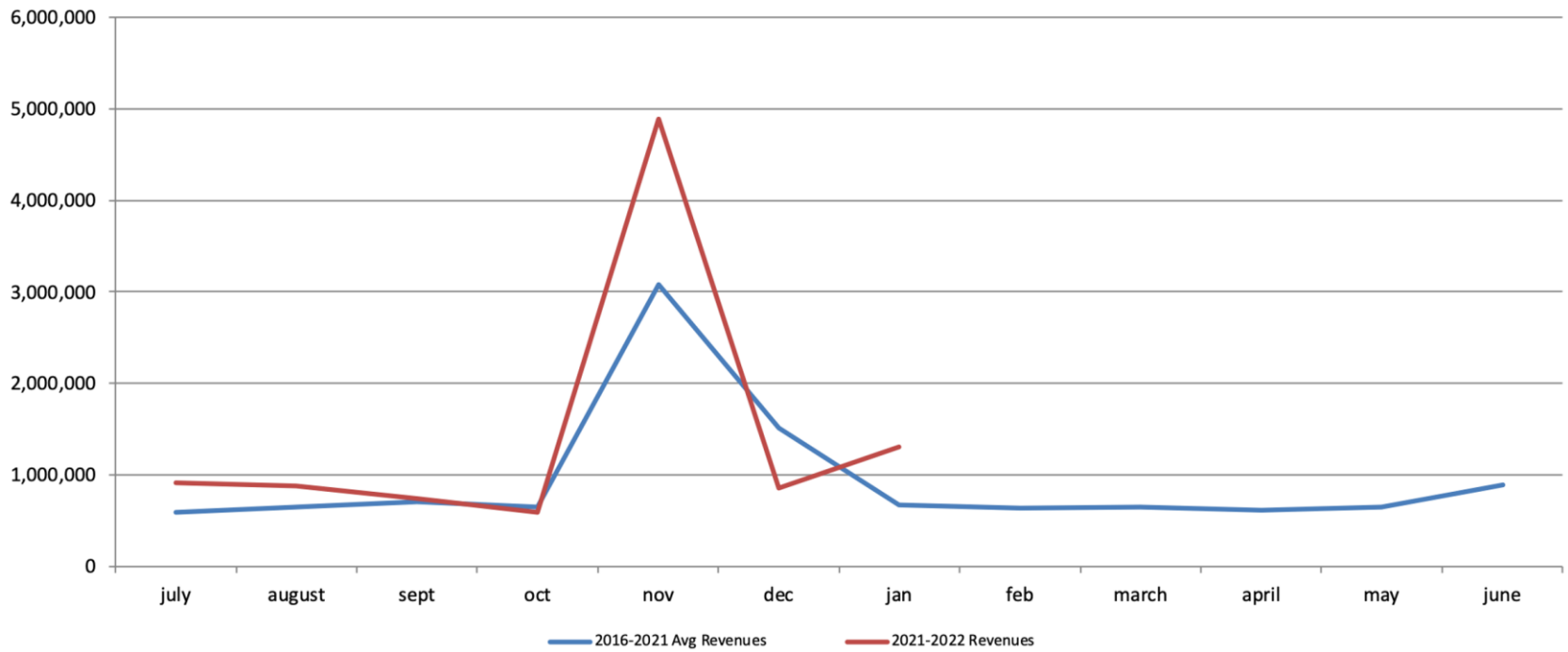
Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	1/4/2022	PETROCARD		AP		549.23
0	1/4/2022	AT&T Mobility/First Net		AP		1,025.18
0	1/4/2022	Amazon Capital Services, Inc.		AP		3,082.26
93629	1/4/2022	OREGON MAYORS ASSOC.		AP		130.00
93630	1/4/2022	SBRK Finance Holdings, Inc.		AP		1,942.50
0	1/12/2022	Waste Connections, Inc.		AP		4,932.80
0	1/12/2022	CENTURYLINK		AP		39.99
0	1/12/2022	Staples, Inc.		AP		761.56
0	1/12/2022	Waste Connections, Inc.		AP		150.35
0	1/12/2022	Vantagepoint Trf. Agents 108524/10904		AP		1,487.72
93631	1/12/2022	JADE ADDIS		AP		19.00
93632	1/12/2022	ASCAP		AP		390.00
93633	1/12/2022	BUCK'S SANITARY SERVICE, INC.		AP		565.52
93634	1/12/2022	COMCAST		AP		108.35
93635	1/12/2022	COMCAST		AP		88.40
93636	1/12/2022	Edge Analytical, Inc.		AP		1,550.00
93637	1/12/2022	HOY'S TRUE VALUE		AP		298.82
93638	1/12/2022	Eugene Kazemier		AP		70.00
93639	1/12/2022	Sudip Lamichhane		AP		100.00
93640	1/12/2022	Pointe Pest Control-OR, LLC		AP		125.00
93641	1/12/2022	SENIOR CITIZENS OF SWEET HOM		AP		24,822.00
93642	1/12/2022	ROBERT SIMPSON		AP		64.86
93643	1/12/2022	Tell & Sell, Inc.		AP		42.95
93644	1/12/2022	Withnell Motor Company, Inc.		AP		70,127.28
0	1/19/2022	Vantagepoint Trf. Agents 300619		AP		4,180.00
0	1/19/2022	NATIONWIDE-PAYROLL DEDUCTIO		AP		850.00
0	1/19/2022	AFLAC		AP		673.06
0	1/19/2022	SWEET HOME COMMUNITY FOUN		AP		139.13
0	1/19/2022	OREGON PAYROLL TAXES		AP		21,108.62
0	1/19/2022	Northwest Natural		AP		2,288.66
0	1/19/2022	AT&T Mobility/First Net		AP		1,025.18
0	1/19/2022	FICA PAYROLL TAXES		AP		40,348.32
0	1/19/2022	FEDERAL PAYROLL TAXES		AP		35,147.26
0	1/19/2022	Vantagepoint Trf. Agents 108524/10904		AP		33,583.72
0	1/19/2022	MOONLIGHT BPO, INC.		AP		2,387.98
0	1/19/2022	HSA - PAYROLL DEDUCTIONS		AP		1,515.00
0	1/19/2022	SWEET HOME POLICE EMPLOYEE		AP		1,080.00
0	1/19/2022	PETROCARD		AP		3,209.73
0	1/19/2022	MEDICARE		AP		9,970.28
0	1/19/2022	PERS		AP		11,873.37
0	1/19/2022	EBS TRUST		AP		84,801.56
0	1/19/2022	ASI-PAYROLL DEDUCTIONS		AP		288.42
0	1/19/2022	Vantagepoint Trf. Agents 705507		AP		608.33
93645	1/19/2022	911 Supply, Inc.		AP		768.98
93646	1/19/2022	ALBANY FORD, INC.		AP		182.19
93647	1/19/2022	Albany Rifle and Pistol Club		AP		225.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
93648	1/19/2022	ALSCO		AP		470.74
93649	1/19/2022	Canon Financial Services, Inc.		AP		458.71
93650	1/19/2022	DAY MANAGEMENT CORPORATIO		AP		1,620.00
93651	1/19/2022	David Dougherty		AP		10,862.25
93652	1/19/2022	EAST LINN UTILITIES		AP		125.00
93653	1/19/2022	FEENAUGHTY MACHINERY CO.		AP		255.87
93654	1/19/2022	Ferguson Enterprises, LLC #3011		AP		5.21
93655	1/19/2022	GATEWAY IMPRINTS, INC.		AP		380.00
93656	1/19/2022	INDUSTRIAL WELDING SUPPLY, I		AP		19.38
93657	1/19/2022	KIP AMERICA, Inc.		AP		240.00
93658	1/19/2022	LEAGUE OF OREGON CITIES		AP		1,034.75
93659	1/19/2022	LIBERTY ROCK PRODUCTS, INC.		AP		376.04
93660	1/19/2022	Net Assets Corporation		AP		484.00
93661	1/19/2022	Northstar Chemical, Inc.		AP		5,693.50
93662	1/19/2022	O & M TIRE SHOP, INC.		AP		1,813.92
93663	1/19/2022	O REILLY AUTOMOTIVE, INC.		AP		2.48
93664	1/19/2022	Oregon Association Chiefs of Police		AP		225.00
93665	1/19/2022	OREGON ASSOC. OF WATER UTILI		AP		305.00
93666	1/19/2022	OREGON DEPT. OF AGRICULTURE		AP		50.00
93667	1/19/2022	PASTEGA COFFEE SERVICE		AP		25.00
93668	1/19/2022	Chris Patton		AP		160.00
93669	1/19/2022	Peterson Trucks, Inc.		AP		871.00
93670	1/19/2022	PITNEY BOWES GLOBAL FINANCL		AP		144.12
93671	1/19/2022	PATRICIA RICE		AP		149.00
93672	1/19/2022	SAMARITAN HEALTH SERVICES, I		AP		125.00
93673	1/19/2022	SBRK Finance Holdings, Inc.		AP		1,975.50
93674	1/19/2022	Scottmiriam, Inc.		AP		360.00
93675	1/19/2022	SWEET HOME ROTARY		AP		124.28
93676	1/19/2022	The Automation Group, Inc.		AP		664.74
93677	1/19/2022	THE BUILDING DEPARTMENT, LLC		AP		4,738.04
93678	1/19/2022	TYLER TECHNOLOGIES, INC.		AP		1,260.00
93679	1/19/2022	Unit Process Company, Inc.		AP		1,360.62
93680	1/19/2022	USA BLUE BOOK		AP		362.47
93681	1/19/2022	WALKER HEATING & AC, INC.		AP		258.40
93682	1/19/2022	WELLS FARGO FINANCIAL LEASIN		AP		987.95
93683	1/19/2022	West Yost & Associates, Inc.		AP		126,100.92
93684	1/19/2022	WILCO		AP		169.99
93685	1/19/2022	Willamette Occupational Health System		AP		340.00
93686	1/19/2022	OREGON AFSCME COUNCIL 75		AP		1,254.54
93687	1/19/2022	STEELHEAD STRENGTH & FITNES		AP		588.90
0	1/27/2022	Amazon Capital Services, Inc.		AP		4,847.14

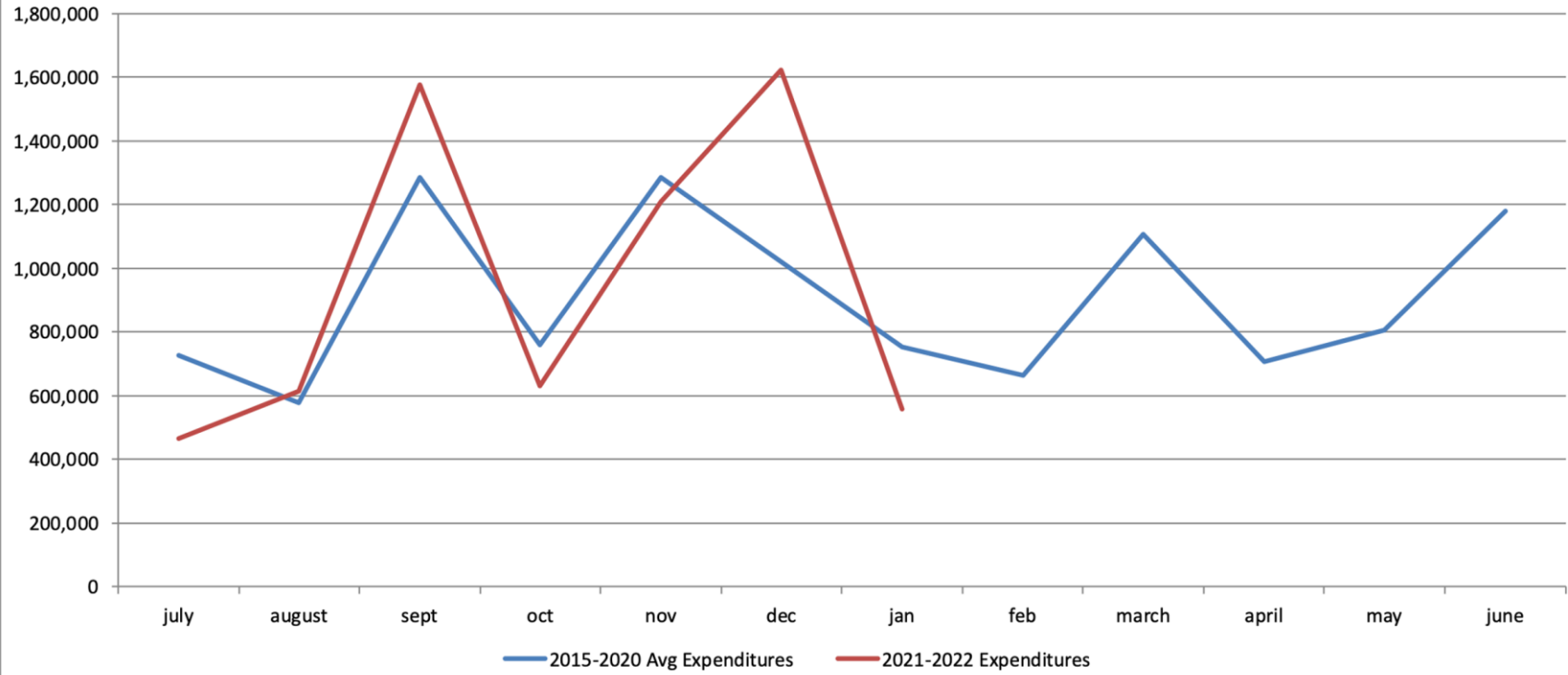
Total Check Count: 87

Total Check Amount: 540,018.02

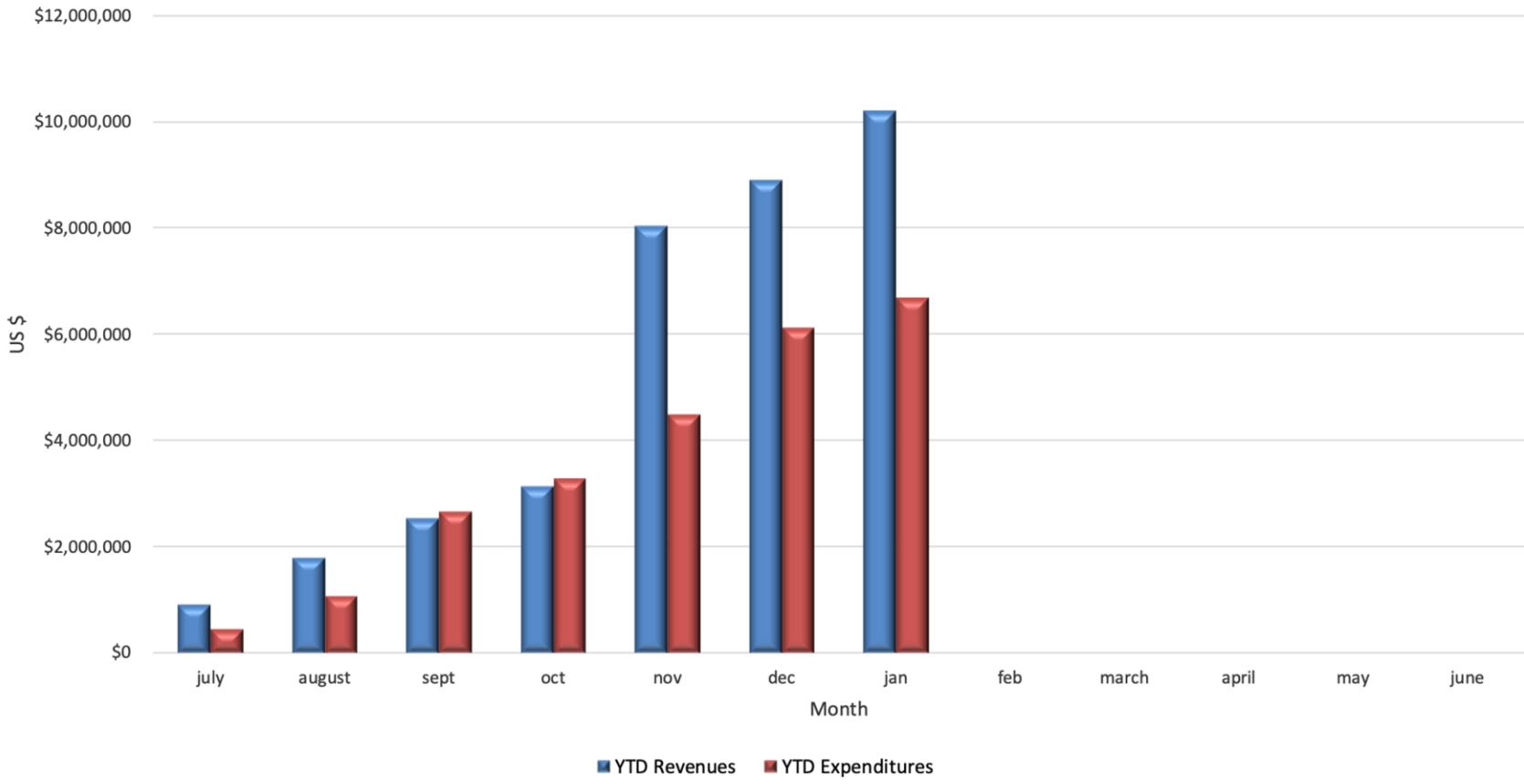
6 Years of Revenues by Month



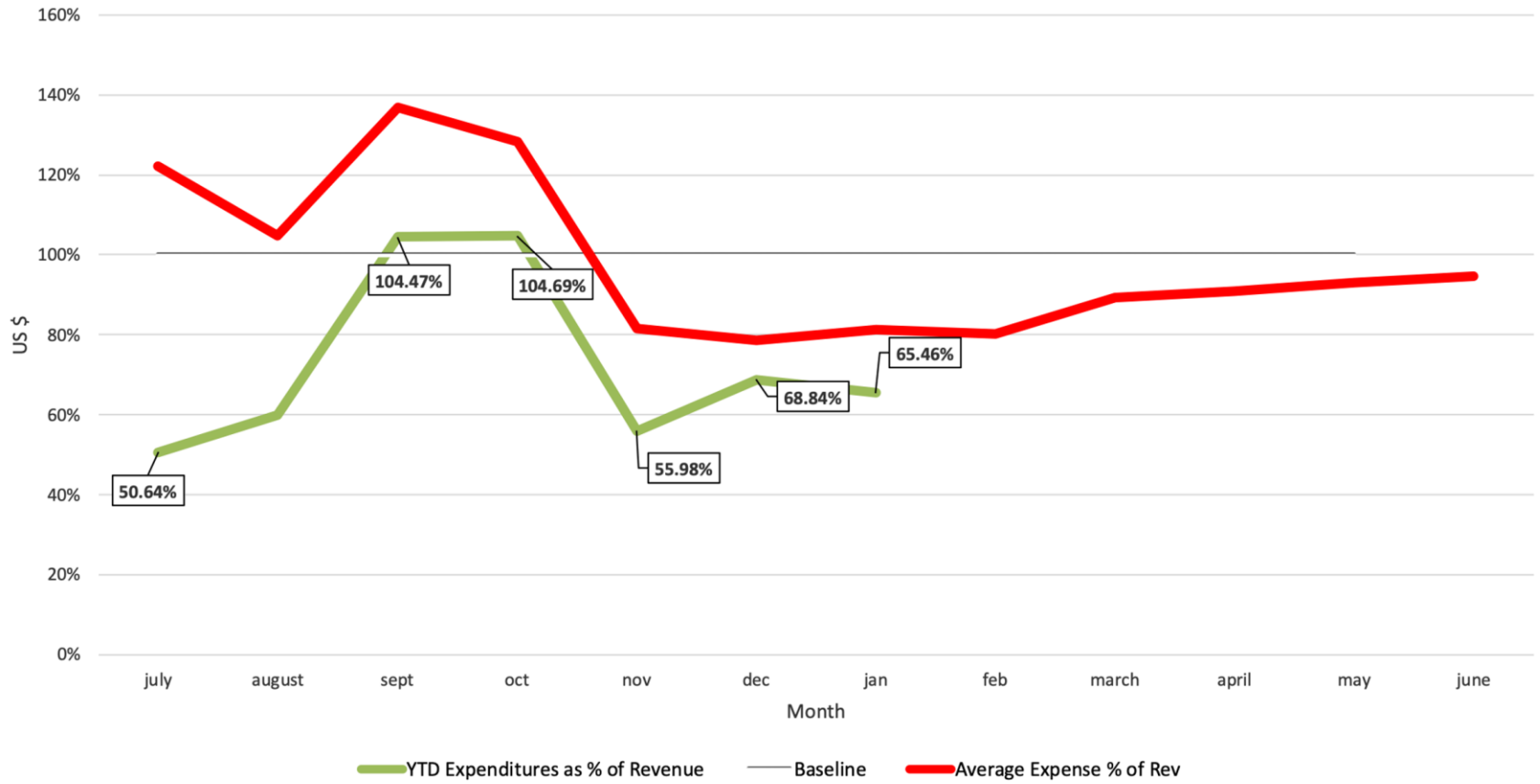
6 YEARS OF EXPENSES BY MONTH



Current Year Revenue & Expenditure Comparison



Expenditures as % of Revenues YTD



SWEET HOME POLICE DEPARTMENT
CHIEF OF POLICE
 1950 Main Street
 Sweet Home, OR 97386
 (541) 367-5181 Fax (541) 367-5235

	This Month	Last Month	Last Year	Year to Date	5 Year
	01/31/22	12/31/21	01/31/21	01/31/22	
Call Volume	666	691	663	666	681
CAD Calls	1226	1201	1350	1226	1401
ONIBR Person Crimes	16	21	20	16	14
ONIBR Person Crimes Cleared	11	17	14	11	10
ONIBR Property Crimes	44	43	26	44	34
ONIBR Property Crimes Cleared	10	16	5	10	9

Trends:

Our department continues to work on traffic concerns throughout town. Below is a breakdown of the efforts, resources, and data that we have worked on and acquired.

Main Street Radar Signs

- We currently have three functional radar signs on Highway 20. The two downtown were struck and damaged by RVs. They recently have been replaced. A third sign has been malfunctioning, and we have not been able to repair it. We will need to discuss it with the vendor.
- What we've discovered: Data appear to show that these signs (westbound City Hall and eastbound Subway) have little impact on highway speeds long term – 85th percentile and median speeds fluctuate around the same numbers regardless of whether they display the speeds or are in stealth mode.
- We've left the displays on since early data collection to provide awareness to drivers. We have heard, anecdotally, and seen on 12th Avenue that signs do cause drivers to slow down once they see their speed displayed.
- Downtown: While traffic moves quickly past Subway, with 85th percentile speeds around 30. Based on placement of the radar trailer, eastbound traffic appears to slow down starting around 10th Avenue. Based on direct observation, higher speeds at the Subway sign occur regardless of whether Highway 228 or Highway 20 traffic is stopped at the red light or able to move through on green.

Portable Radar Signs

- We have two portable signs functional now. They malfunctioned and were offline for a while. Public Works has gotten both of them working now, and one is out on 12th Avenue. Installing them can be difficult and finding a suitable pole for placement is required before they can go out at a particular location.
- During volunteer data collection sessions, we have found evidence corroborating reports of higher speeds on 12th Avenue south of Kalmia Street as well as Clark Mill Road north of Highway 20. Public Works was able to install one on 12th but unable to locate a suitable pole on Clark Mill.
- Based on volunteer data collection on Monday, we believe that this sign is impacting driving behavior. **The total number of observed speeders has declined from 83 percent in October and 79 percent in November to 63 percent this week.** Nearly everyone speeding Monday reduced speed to about 25 mph after triggering the sign.

Radar Trailer

- The radar trailer has stopped charging well enough to last a week, and it is now in the shop at Public Works for assessment and repair. Generally speaking, last year, the radar trailer moved around weekly to areas where we have received complaints.
- Residents report that when it is in their area, it slows traffic down.

Volunteer Data Collection

- Leo Singler, a volunteer, and CSO Morgan regularly monitor various locations. Other volunteers also have participated. They collect the data with a handheld radar unit in an unmarked vehicle. They normally collect samples during the 4 p.m. hour based on reports that speeding is most common between 4 p.m. and 6 p.m. Typically, they have found most locations have 85th percentile speeds at 6 mph or less above the posted speed and median speeds around the speed limit.
- They have located two places where 85th percentile speeds, median speeds and the total number of speeders are much higher, Clark Mill Road (35.5 mph 85th percentile, 31 mph median and 94 percent of drivers were speeding) and 12th Avenue south of Kalmia (34 mph 85th percentile, 30 mph median speed and 83 percent speeding).
- More typically, they find the 85th percentile around 30 and the median speed around 25 mph in 25-mph zones. On Nandina Street, the 95th percentile was 27 mph. The median speed was 23 mph, and 25 percent of drivers were speeding. This is among the lowest results they have seen. East Long, in the 4000 block and 4500 block had similar results. First Avenue has shown 85th percentile speeds at 30 mph and 31 mph, median speeds of 25 and 26 mph and total number of speeders at the 50 percent mark.
- All locations have a small number of outliers that we believe are the focuses of complaints. They exist across the city. Just Monday, they recorded 43 mph on 1st Avenue and 42 mph on 12th Avenue. They've seen a maximum of 41 mph on Clark Mill and 44 mph on 10th Avenue south of Elm.
- Based on the data collected so far, Public Works installed a radar sign on 12th Avenue but was unable to locate a suitable pole on Clark Mill. Most of the significant speeding was southbound, up the hill, so the sign faces southbound traffic. Two weeks after the installation on 12th (Monday), they collected data on 12th, showing a decline in total speeders and in 85th percentile and median speeds, 30 mph 85th percentile and 27 mph median. Nearly every southbound speeder cut speed once the sign started flashing. Rather than slowing down, one driver accelerated to 38 mph.

Speed and design

- It is our belief that street design is a major component of speed. In places where the road appears wide and comfortable, speeds seem to be higher. Substantial research indicates this to be the case. Heavy traffic enforcement can impact this until heavy enforcement ends. Otherwise, drivers tend to drive at the “design speed” of a road. The standard for setting speed limits is based on the 85th percentile – 85 percent of drivers travel at this speed or less – for this reason.
- Research suggests that design changes are required to lower driving speeds. This was the concept behind parking lanes and proposed chicanes on First Avenue in the past.
- In our experience, this seems borne out by the data. For example, Nandina appears narrow, with homes closer to the street and significant parking on one side of the street, while 12th Avenue has a more open feel and less on-street parking. Clark Mill feels like a wide, open county road with a natural speed limit of perhaps 35 mph, like the east end of Long Street, which does have a 35-mph limit.