



# CITY OF SWEET HOME CITY COUNCIL AGENDA

April 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.

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## Call to Order and Pledge of Allegiance

- a) The City Council will hold a Regular City Council meeting on April 14, 2020 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 <http://live.sweethomeor.gov/CityCouncil> or click here. 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.

## Roll Call

### Consent Agenda:

- a) [Request for Council Action - Appointment to Park and Tree Committee \(pg. 4-10\)](#)
- b) [Request for Council Action - Appointment to the Planning Commission \(pg. 11-14\)](#)

### Approval of Minutes:

- a) [2020-03-10 City Council Minutes \(pg.15-19\)](#)
- b) [2020-03-19 City Council Meeting Minutes \(pg. 20-22\)](#)

## Recognition of Visitors and Hearing of Petitions:

## Old Business:

- a) [Request for Council Action – Temporary Policy Response to COVID-19 \(pg. 23-32\)](#)
- b) [Request for Council Action - 2021 Water Rate Review \(pg. 33-50\)](#)

**New Business:**

- a) [Proclamation - Child Abuse Prevention Month \(pg. 50\)](#)
- b) [Public Hearing LA20-01 - A Public Hearing to consider text amendments to Chapter 15.12, Flood Hazard Area Regulations, of the Sweet Home Municipal Code \(SHMC\) \(pg.51\)](#)
- c) [For Information Only - 2020 Fee Schedule Update \(pg. 52-78\)](#)
- d) [Request for Council Action - Resolution No. 6 for 2020 USDA Rural Development Grant Application Resolution \(pg. 79-117\)](#)
- e) Discussion Only - Operational Update - COVID-19

**Ordinance Bills**

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

- a) [Request for Council Action - Ordinance No. 5 for 2020 - Sweet Home Ordinance Pertaining to Special Events \(pg. 118-129\)](#)

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) [Request for Council Action - Ordinance No. 3 for 2020 - An Ordinance Amending the Official Zoning Map \(pg. 130-143\)](#)
- b) [Request for Council Action - Ordinance No. 4 for 2020 - An Ordinance Amending the Official Zoning Map \(pg. 144 - 160\)](#)

**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 Services Director Reports \(pg. 161-163\)](#)

Community and Economic Development Director

- a) [CEDD Monthly Report--March, 2020 \(pg. 164-167\)](#)

Public Works Director

- a) [Public Works Department Monthly Report of Activities - March 2020 \(pg. 168-171\)](#)

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

Finance Director

Police Chief

- a) [Police Department Monthly Report \(pg. 172-178\)](#)

City Attorney

**Council Business for Good of the Order**

- a) [Items for Information Only \(pg. 179\)](#)

**Adjournment**



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - Appointment to Park and Tree Committee

**Preferred Agenda:** March 24, 2020

**Submitted By:** Julie Fisher, Administrative Assistant

**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:** #2 Develop transparency in all communication  
Efficient and Effective local government

**Attachments:** Application for Board, Committees and Commissions (Curtis, Hamlin)

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**Purpose of this RCA:**

Appointment to the Park and Tree Commission.

**Background/Context:**

There is currently one vacancy on the Park and Tree Committee. Kenny Hamlin and Nanci Curtis have both applied for appointment to this board. The Administration, Finance, and Property Committee conducted interviews on March 10, 2020. They recommended that Mrs. Curtis be appointed to the Park and Tree Committee for a four-year term.

**The Challenge/Problem:**

Vacancy on the Park and Tree Committee.

**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:**

1. 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. Do Nothing
2. Seek Additional Applicants
3. Make a Motion to appoint Nanci Curtis to the Sweet Home Park and Tree Committee for a four-year term to expire December 31, 2023.

**Recommendation:**

1. Make a Motion to appoint Nanci Curtis to the Sweet Home Park and Tree Committee for a four-year term to expire December 31, 2023.



CITY MANAGER'S OFFICE

3225 Main Street  
Sweet Home, OR 97386  
541-367-8969 541-367-1215 FAX  
[Jfisher@sweethomeor.gov](mailto:Jfisher@sweethomeor.gov)

**BOARD/COMMITTEE/COMMISSION APPLICATION**

**Applicant Information (Please type/print clearly):**

Name: Nanci Curtis  
Permanent Address: [REDACTED] Sweet Home Oregon  
Mailing Address: same as above  
Contact Phone Number: [REDACTED]  
E-Mail Address: nancicurtis@comcast.net  
Preferred method of contact  Mail  Phone  Email  
Occupation: retired Employer: Forest Service

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: \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

1. How long have you lived in the area: 44 Year(s) \_\_\_\_\_ Month(s).
2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
3. List current involvement in other community groups and/or activities.
4. What special contribution do you feel you can make to the group/position you are applying for?

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.

I worked for the Forest Service and Bureau of Land Management for 30+ years. Presently, I'm 3 years retired from my forestry technician position where I worked in fire, silviculture and recreation. I participated on multiple interdisciplinary teams developing projects and implementing operations that benefitted ecosystems and the public.

3. List current involvement in other community groups and/or activities.

In my retirement I continue to volunteer at the Sweet Home RD as a forest patrol. I work approximately 20hrs/week over the summer months helping to educate the public on National Forest rules and regulations. In addition I participate as a retired annuitant on Type 1,2 and 3 fire teams. Last year I volunteered with the Oregon Jamboree as a member of the Crowd Management team.

4. What special contribution do you feel you can make to the group/position you are applying for?

In my work with the FS and BLM I've worked on a lot of large landscape planning projects with a diverse group of people. I enjoy the teamwork and implementing projects that benefit the land and the public. Sweet Home has a lot of potential to provide its people with safe clean parks and tourists with a destination to visit.

**RESIDENCY:**

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

I, Nancy Curtis, 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.

Nancy Curtis  
Signature

2-6-2020  
Date of Signature



**CITY MANAGER'S OFFICE**

3225 Main Street  
Sweet Home, OR 97386  
541-367-8969 541-367-1215 FAX  
[Jfisher@sweethomeor.gov](mailto:Jfisher@sweethomeor.gov)

**BOARD COMMITTEE COMMISSION APPLICATION**

**Applicant Information (Please type/print clearly):**

Name: Kenny Hamlin  
Permanent Address: [REDACTED] Sweet Home, OR 97386  
Mailing Address: Same as Above  
Contact Phone Number: [REDACTED]  
E-Mail Address: kenny.hamlin@rocketmail.com  
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: 0 Year(s) 0 Month(s)

1. How long have you lived in the area: 3 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 worked for the Linn County Road Department for 15 years. One of my duties was to build roads, parking areas, and camping slips for the Parks Department.
3. List current involvement in other community groups and/or activities.  
Budget Committee
4. What special contribution do you feel you can make to the group/position you are applying for?  
I have valuable knowledge and skills in the development of Parks.

**RESIDENCY:**

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

I, Kenny Hamlin, 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

2-5-2020  
\_\_\_\_\_  
Date of Signature



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - Appointment to the Planning Commission

**Preferred Agenda:** March 24, 2020

**Submitted By:** Julie Fisher, Administrative Assistant

**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:** #2 Develop transparency in all communication  
Efficient and Effective local government

**Attachments:** Application for Boards, Commissions and Committees (Unger)

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**Purpose of this RCA:**

Appointment to the Planning Commission

**Background/Context:**

There is currently one vacancy on the Planning Commission. The Administration, Finance and Property Committee conducted an interview on March 10, 2020. The Committee recommendation is to appoint Candi Unger to the Sweet Home Planning Commission for a term to expire December 31, 2023.

**The Challenge/Problem:**

Vacancies on the Planning Commission

**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:**

1. 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. Do Nothing
2. Seek Additional Applicants
3. Make a Motion to appoint Candi Unger to a 4-year term to expire December 31, 2023.

**Recommendation:**

1. Make a Motion to appoint Candi Unger to a 4-year term to expire December 31, 2023.



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: Candi Unger
Permanent Address: [redacted] Sweet Home, OR 97386
Mailing Address:
Contact Phone Number [redacted]
E-Mail Address: candi\_unger@yahoo.com
Preferred method of contact: [ ] Mail [x] Phone [x] Email
Occupation: Site Manager Employer: Sweet Home Sanitation

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: \_\_\_ Year(s) 6 \_\_\_ Month(s)
2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
I grew up on a farm just outside of Coburg. I served on the board of directors of the Veneta Chamber of Commerce for 6 years. I want to become more involved in the Sweet Home community.
3. List current involvement in other community groups and/or activities.
I am currently not involved in other community groups or activities as I have just recently moved to Sweet Home.
4. What special contribution do you feel you can make to the group/position you are applying for?
I enjoy the outdoors and believe that clean, safe, beautiful parks are important to our community.

**RESIDENCY:**

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

I, Candi Unger, 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

2/6/2020  
\_\_\_\_\_  
Date of Signature



# CITY OF SWEET HOME CITY COUNCIL MINUTES

March 10, 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.

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## Call to Order and Pledge of Allegiance

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

## Roll Call

### PRESENT

Mayor Greg Mahler  
President Pro Tem Diane Gerson  
Councilor Cortney Nash  
Councilor Dave Trask  
Councilor James Goble

### ABSENT

Councilor Lisa Gourley  
Councilor Susan Coleman

Motion to excuse Councilor Gourley and Councilor Coleman from the meeting.

Motion made by Councilor Trask, Seconded by Councilor Goble.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask

Voting Nay: Councilor Goble (Nay for Coleman, Yea for Gourley)

## Consent Agenda:

Approval of Minutes:

Motion to approve the Consent Agenda as amended:

Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble

Discussion ensued by the Council on the Mayor being issued a City Credit Card. Mayor Mahler stated for the record he is not interested in a City issued credit card and the Council agreed.

- a) 2020-02-11 City Council Work Session Minutes
- b) 2020-02-25 City Council Minutes WS
- c) 2020-02-25 City Council Meeting

**Recognition of Visitors and Hearing of Petitions:**

- a) Boys and Girls Club of the Greater Santiam  
 Kris Latimer, Jared Cornell, and Tyler Reese representing the Boys and Girls Club of the Greater Santiam presented to the City Council an update on the BGCGS in Sweet Home. Several programs were discussed including the 21st Century Program, After School Program or School Age Youth Development, Career Readiness Program, Jr. Leaders, and the Athletics Programs.  
  
 Jared Cornell presented the financial breakdown of the Boys and Girls Club of the Greater Samaritan as well as financial details for the Sweet Home Club noting that the Sweet Home Club is operating at a loss.
- b) DARE Program - Geoff Hamlin  
 School Resource Officer Geoff Hamlin presented to the City Council information regarding the DARE (Drug Abuse ) Program. School Resource Officer Hamlin teaches the program to the students. DARE offers additional educational materials to help students with issues such as depression, vaping, and other health related topics.

**Old Business:**

None

**New Business:**

- a) 2020 Arbor Day Proclamation  
 Mayor Mahler read the Arbor Day Proclamation.
- b) Request for Council Action - Resolution No. 3 for 2020 - A Resolution Adopting Revised Personnel Policies  
  
 City Manager Ray Towry explained the additional language being proposed to the Personnel Policies that would specify reasons an employee would not be eligible for rehire.  
  
 Councilor Gourley was not at the meeting but had requested to included language in the policy for the City Manager or Municipal Judge, regarding letters of reference to be requested from the Mayor. Consensus of the Council was to leave the policy as stated.  
  
 Motion to approve Resolution No. 3 for 2020 - A Resolution Adopting Revised Personnel Policies.  
  
 Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.  
 Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble
- c) Request for Council Action - HB 2001 Implementation Grant  
  
 CEDD Blair Larsen introduced the HB2001 Grant opportunity that funds housing studies that may be required by the State if Census information identifies Sweet Home with a population of 10,000 or greater. The grant would fund a Housing Needs Analysis.  
  
 Motion made to authorize the Mayor to sign the HB2001 Grant Application, by Councilor Goble, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble

d) Adoption of New Council Goals - Discussion Only

City Manager reviewed the Council Goals that were identified in the City Council Training Session. The language of the vision statement and a many of the goals were updated.

The public was given an opportunity to comment on the goals of the Council. The Council briefly discussed the new goals and direction moving forward.

The Council goals will be added to the next agenda for public comment and adoption.

e) Water Utility Rates - Information Only

Finance Director Brandon Neish presented information regarding water utility rates. Staff identified 2021 Water Resources and Expenditures. If the water rates remained as they currently are, the fund deficit would be \$188,000.

There were questions from Council and discussion on the projects that were identified as immediate needs.

Finance Director Neish continued with a proposal for rate increases that would raise rate \$1.71 per month for the median residential consumer. The average increase would be \$4.80 per month. The increases proposed for Commercial and Bulk rates were also reviewed.

A brief history of the water rates was reviewed from 2012 to current. Council agreed that the rate increase was necessary and directed staff to communicate information related to the upcoming rate increases to the public as they move forward. The rates will be on the March 24th City Council Agenda as a Resolution.

## Ordinance Bills

### Request for Council Action and First Reading of Ordinance Bills

a) Ordinance Bill No. 5 for 2020, Pertaining to Special Events

CEDD Blair Larsen introduced Ordinance Bill No. 5 for 2020 pertaining to Special Events in the City of Sweet Home.

Motion to move Ordinance No. 5 for 2020 to first reading.

Motion made by Councilor Goble, Seconded by President Pro Tem Gerson.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble

Ordinance Bill No. 5 for 2020 was read in its entirety.

Motion to move Ordinance No. 5 for 2020 to second reading.

Motion made by Councilor Goble, Seconded by President Pro Tem Gerson.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble

### Second Reading of Ordinance Bills

a) Ordinance No. 3 for 2020 - An Ordinance Amending the Official Zoning Map

Motion to move Ordinance No. 3 for 2020 to third and final reading on March 24, 2020 made by Councilor Goble, Seconded by President Pro Tem Gerson.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble

b) Ordinance No. 4 for 2020 - An Ordinance Amending the Official Zoning Map

Motion made to move Ordinance No. 4 for 2020 to third and final reading on March 24, 2020 by President Pro Tem Gerson, Seconded by Councilor Goble.  
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Ordinance Bill No. 2 for 2020 - Ordinance No. 1282 - Sweet Home Ordinance Amending Sections of the Sweet Home Municipal Code

Motion made to approve Ordinance Bill No. 2 for 2020 - Ordinance No. 1282 - Sweet Home Ordinance Amending Sections of the Sweet Home Municipal Code by President Pro Tem Gerson, Seconded by Councilor Goble.

Roll Call Vote:

Mayor Mahler	Aye
President Pro Tem Gerson	Aye
Councilor Nash	Aye
Councilor Trask	Aye
Councilor Goble	Aye
Councilor Gourley	Absent
Councilor Coleman	Absent

**Reports of Committees:**

Youth Advisory Council

Councilor Gerson reported the YAC will be meeting tomorrow and are interested in revising their Bylaws.

Chamber of Commerce

Councilor Gerson reported the Chamber is continuing work on their bylaws and budget. The Annual Chamber Awards Banquet is this Saturday night.

**Reports of City Officials:**

Mayor's Report

Mayor Mahler noted the upcoming Chamber of Commerce Banquet.

City Manager's Report

City Manager Towry reported on the importance of Census 2020 as federal funding is determined by the Census Count.

City Manager announced the City Hall sign will be installed March 31, 2020.

Finance Director Neish has been asked to speak at the National Government Finance Conference the 3rd week of May in New Orleans.

City Manager Towry stated a tiered COVID-19 Response Plan is being reviewed and Essential Employees are being identified.

City Manager Towry stated the social distancing guidelines could mean a potential issue with the Oregon Jamboree.

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

Library Services Director

- a) City Council Report February 2020  
Library Board Minutes February 2020

Community and Economic Development Director

a) Community & Economic Development Department Monthly Report for February 2020  
Public Works Director

a) Public Works Department Monthly Report of Activities  
City Attorney

None

**Council Business for Good of the Order**

- a) 03-09-2020 REVISED - Sweet Home City Council Self Evaluation  
Councilor Gerson presented the draft for a City Council Self Evaluation.  
Consensus of the Council was to move forward.
- b) Oregon Cascades West Council of Governments Member Dues
- c) Sweet Home 72nd Annual Gem & Mineral Show - Canceled
- d) Meals on Wheels Request 2020 Memo

Councilor Gerson reported the SHOWCASE Grand Opening for Jr. High Art will open April 10th.  
Finance Director Brandon Neish reported 53 accounts were scheduled for shut off.  
With no further business, the meeting adjourned at 9:02 PM.

**Adjournment**

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder



# CITY OF SWEET HOME CITY COUNCIL MINUTES

March 19, 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.

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## Call to Order and Pledge of Allegiance

- a) The City Council will hold a Special City Council public meeting on March 19, 2020 at 6:30p.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. Individuals attending public meetings in person will be required to maintain appropriate social distancing, (i.e., maintain a 6-foot distance) and be free of symptoms related to COVID-19. The City of Sweet Home City Council is streaming the meeting via video format and asks the public to consider this option. To view the Special City Council meeting visit <http://bit.ly/SweetHomeCityCouncil>

This video stream has been approved by the Mayor as Chairperson of the meeting.

## Roll Call

PRESENT

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

## Recognition of Visitors and Hearing of Petitions:

None

## New Business:

- a) Request for Council Action - Resolution No. 4 for 2020 - Declaring State of Emergency Proclamation

City Manager Towry requested the City Council to declare a "state of emergency" regarding the COVID-19 pandemic, explaining to the Council that the declaration will allow additional resources and additional assistance to be available to the City.

Motion to approve Resolution No. 4 for 2020- A Resolution Proclaiming a "state of emergency" concerning COVID-19 made by Councilor Gourley, Seconded by Councilor Trask.

ROLL CALL VOTE: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Mayor Maher read the Proclamation Declaring a State of Emergency for the City of Sweet Home.

- b) Request for Council Action - Resolution No. 5 for 2020 - A Resolution Adopting the City of Sweet Home Pandemic Response Plan

City Manager Ray Towry and Emergency Manager Tommy Mull introduced the City of Sweet Home Pandemic Response Plan in response to COVID-19. City Manager Towry updated the Council on the hard work the emergency response team has put in during the last week.

Motion to approve Resolution No. 5 for 2020 - A Resolution Adopting the City of Sweet Home Pandemic Response Plan, made by Councilor Trask, Seconded by Councilor Coleman.

ROLL CALL VOTE: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- c) Request for Council Action -Temporary Policy Response to COVID-19

City Manager Towry introduced the COVID-19 Public Health Emergency Flexible and Evolving Response Plan.

Motion made to adopt the COVID-19 Public Health Emergency Flexible and Evolving Response Plan, by Councilor Gourley, Seconded by Councilor Trask.

ROLL CALL VOTE: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- d) Request for Council Action - Revised Personnel Policy - Emergency Response Duties

City Manager Towry introduced the Request for Council Action for a revision to the Personnel Policy addressing Emergency and Inclement weather. Additional language to current policy was added to clarify employment and compensation considerations during an emergency.

Motion made to approve the Revised Personnel Policy by Councilor Trask, Seconded by Councilor Goble.

ROLL CALL VOTE: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- e) Request for Council Action - Emergency Relief for City Utility Accounts and other City Fees

Community and Economic Development Director Blair Larsen explained the Emergency Relief for City Utility Account Policy that aids business who close doors due to effects of COVID-19 would not accrue additional utility charges for shut off fee. In addition, there will

be no water shut offs on residential accounts to aid with hygiene and safety during this pandemic.

ROLL CALL VOTE: Motion made by Councilor Trask, Seconded by Councilor Gourley. Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- f) Proclamation - Urging Compassion and Flexibility from Leaseholders and Lenders during the Coronavirus Emergency

Mayor Mahler read the proclamation urging compassion and flexibility from leaseholders and lenders during the Coronavirus emergency

- g) Cancellation of the March 24, 2020 City Council Meeting

Mayor Mahler canceled the City Council meeting scheduled for Tuesday, March 24, 2020.

### **Reports of City Officials:**

#### Mayor's Report

Mayor Mahler thanked staff for their efforts during this time. He urged everyone to take this situation seriously and to stay safe.

#### City Manager's Report

City Manager Towry thanked the Council for their patience and staff for their hard work during this pandemic.

Councilor Trask also thanked staff.

#### Police Chief

Police Chief Lynn stressed the importance of social distancing in hopes that this pandemic would pass quickly and with the least interruption for police services.

#### City Attorney

None

### **Adjournment**

The meeting adjourned at 6:59 pm

After the meeting adjourned, a member of the public thanked the Council for what they are doing. He is the owner of a small local business which has closed due to the COVID-19 pandemic. He stated he is concerned for his business. CEDD Larsen asked him to contact staff for information regarding small business aid during this time.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Temporary Policy Response to COVID-19

**Preferred Agenda:** April 14, 2020

**Submitted By:** Julie Fisher, Administrative Assistant

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion x Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** City of Sweet Home Personnel Policies

**Towards Council Goal:** 2.3: Invest in long term staff stability & training

**Attachments:** Temporary City Response to COVID-19 Policy

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**Purpose of this RCA:**

New temporary personnel policies to discourage spread of the coronavirus and plan for maintenance of city services.

**Background/Context:**

Staff presented City Council with a 10-page Temporary COVID-19 Policy during the March 19, 2020 Special City Council meeting that Council adopted. Since that time there has been a great deal of new information about COVID-19 and regulations handed down from both the federal and state levels. The City's Executive Team have been meeting daily to address COVID-19 issues and respond to the latest information and guidance for the benefit of our community and staff. The proposed plan has been condensed to 5 pages and we believe will be easier to navigate and understand. It is modeled after a CIS template and edited with help from Akin Blitz of Bullard Law.

The proposed temporary personnel policies are designed to discourage the spread of COVID-19 among our team, the public, and plan for continued operations of city services. The policy includes sections on telecommuting, sick leave due to COVID-19, alternate work schedules, social distancing, identification of essential staff, and ensuring sick or exposed staff stay home. Plans are being tailored to suit current and expected future needs.

**The Challenge/Problem:**

How to discourage spread of the coronavirus and plan for continuation of city services?

**Stakeholders:**

City Staff- Employees have been asked to follow preventative everyday measures and stay home if they are exhibiting fever, coughing, or breathing difficulties and to contact their

healthcare provider. This written policy will address telecommuting, sick leave due to COVID-19, alternate work schedules, social distancing, identification of essential staff, and ensuring sick or exposed staff stay home.

Department Heads – Written policy will give Department Heads tools to give clear and concise policy information to staff throughout the city.

Community of Sweet Home- Plans are being tailored to suit current and expected future needs to keep essential services as normal and available as possible for the citizens of Sweet Home during this pandemic.

**Issues and Financial Impacts:**

This policy is different than the previous policy in that the City is committing to two weeks of pay at 100% of their normal salary to cover time loss for any qualifying OFLA/FMLA event and specific COVID-19 issues as identified in the Temporary City Response to COVID-19 Policy. This includes two weeks of full salary for a layoff due to economic slowdown, different than the previous policy. In addition, funds used specifically towards COVID-19 will be submitted to be reimbursed by Federal Aid Funds.

**Elements of a Stable Solution:**

Council to authorize the Temporary Policy Response to the Personnel Policies.

**Options:**

1. Do Nothing. There would be no Temporary Policy Response to the Personnel Policies.
2. Recommend additional revisions. Council could review these proposed changes and recommend additional revisions. Staff would take these recommendations and revise the proposed policy for review at a future Council meeting.
3. Make a Motion to Authorize the Temporary Policy Response to COVID-19.

**Recommendation:**

1. Staff recommends option #3 - Make a Motion to Authorize the Temporary Policy Response to COVID-19.

**CITY OF SWEET HOME**  
**Temporary COVID-19 Response Policy**  
**to comply with the**  
**Families First Coronavirus Response Act**

**PURPOSE**

The safety of our community and team is the City's first priority during this unprecedented time in history. There is much confusion as knowledge of the virus' properties seemingly change daily. The City will do it's best to comply with all federal, state, and regional guidelines, laws and rules.

At the time of this policy, the federal government had passed the Families First Coronavirus Response Act (FFCRA). The City will work to adhere to the requirements of the FFCRA, however it is important to understand the regulations from the federal, state and local levels are changing rapidly. It is the City's intent to be fully compliant with all legal requirements, the FFCRA and any others. If an employee has questions about or concerns about adherence to any legislation, rules or guidelines they are encouraged to discuss it with their department head so it can a) be fixed so the City is in compliance or b) it can be discussed and better understood – both the concern and the law or rule.

**GENERAL POLICIES AND EXPECTATIONS**

The City of Sweet Home will follow the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC) and Linn County Public Health regarding preventative measures including social distancing, quarantines and possible curtailment of non-essential functions. The health and safety of City employees are among the City's highest priorities. The City will continue to adjust as the recommendations of these agencies evolve over time.

The City and employees must cooperate in adherence to the following:

- a. Based on concern that an employee has been exposed to the COVID-19 virus the City may require the employee to be evaluated by a medical professional or public health authority. The City will cooperate with medical experts and the employee will cooperate with both the City and health authorities and healthcare providers regarding exclusion from the workplace and other precautions.
- b. If there is a reasonable basis to suspect exposure, the City may ask an employee questions to determine the employee's risk to others or possible need for self-quarantine.
- c. If there is a reasonable basis to suspect that an employee may have COVID-19 or similar flu-like symptoms, the City may send the employee home or require the employee to remain at home. The City may take reasonable measures to protect the employee, other employees, citizens, customers and the City. Permitting employees to return to work will occur when reasonable.
- d. The City asks employees to self-disclose after exposure to a family member or other close contact (i.e., roommate, physician) who has tested positive for COVID-19.
- e. The City expects employees to adhere to infection control measures (e.g., washing hands, coughing etiquette, social distancing and other measures publicized by public health authorities). The City will provide necessary personal protective equipment to those employees required to use it on the job.

## FAMILIES FIRST CORONAVIRUS ACT (FFCRA)

The Families First Coronavirus Response Act requires the City to provide certain eligible employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 during the period April 1 - December 31, 2020.

### QUALIFYING REASONS FOR LEAVE

Under the FFCRA, an employee qualifies for Emergency Paid Sick Leave if the employee is unable to work (**or unable to perform available telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19. Additionally, under the FFCRA, an employee qualifies for Paid Expanded Family and Medical Leave if the employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19. Note: employees may not be entitled to such leave if another suitable individual such as co-parent, co-guardian or the usual childcare provider is available to provide the care the employee's child needs;
6. is experiencing any other substantially similar condition specified in guidance from federal and state public health officials.

### AVAILABLE COVID-19 LEAVE

Consistent with FFCRA, the City will provide to all City employees:

- Two weeks (up to 80 hours) of **Emergency Paid Sick Leave** at the employee's regular rate of pay where the employee is unable to work or telework due to reasons #1-3 above; or
- Up to two weeks (up to 80 hours) of **Emergency Paid Sick Leave** at two-thirds the employee's regular rate of pay because the employee is unable to work or telework because of a bona fide need due to reasons #4-6 above; and
- Up to an additional 10 weeks of **Paid Expanded Family And Medical Leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need due to reason #5 above.

### DISCRETIONARY LEAVE

The City will strive to work with all Employees, including Emergency Responders, who are not entitled to FFCRA leave identified above who wish to be absent from work for personal or family reasons. Consistent with City operational needs and strategies to permit reasonable accommodations, the City will make case-by-case considerations through shift trades, shift extensions, approval of requests for paid leave and authorized leaves of absence without pay in exceptional circumstances, and other flexible arrangements.

### OTHER LEAVE

**Emergency Paid FFCRA Sick Leave for Employees not Emergency Responders:**

Employees (excluding first responders) are eligible for two weeks of paid sick time for reasons #1-6 above. A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. These hours will be maintained in a separate pay code, COVID Leave.

**Paid Expanded Family and Medical Leave:** Employees employed with the City for at least 30 days (excluding first responders) are eligible for up to an additional 10 weeks of paid family leave for reason #5 above. A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period. The maximum 12 weeks of Paid Extended Family and Medical Leave is reduced by any FMLA leave already taken in the last 12 months.

**Emergency Responders Definition:** As used in this policy, “Emergency Responder” has the meaning defined by federal law. An emergency responder as defined by the FFCRA includes any employee necessary for the transport, care, health care, comfort, and nutrition of patients, or whose services are needed to limit the spread of COVID-19. This includes, but is not limited to military or national guard, law-enforcement officers, correctional personnel, firefighters, physicians, nurses, public health personnel, EMTs, paramedics, 911 operators, Public Works personnel and persons with skill or training in special equipment or other skills needed to provide aid in a declared emergency, as well as those who work for those facilities and whose work is necessary to maintain the operation of the facility. It may also include individuals the Governor deems as an emergency responder necessary for the state’s response to COVID-19. In order to help minimize the spread of COVID-19, the City will be judicious when applying these definitions for those who qualify for the “health care provider” or “emergency responder” exemption.

**Emergency Responders Expectations:** Emergency Responders and Department Heads are expected to coordinate and collaborate in order to balance operational needs and First Responders’ personal and family needs.

**Workers’ Compensation & Time Loss Due to Covid-19 Exposure:** This policy does not address workers compensation insurance coverage or law related to exposures, nor does this policy describe a claimant’s burden of proof to show that a COVID-19 exposure was work-connected. Employees should treat any work-related exposure in the manner established for blood borne pathogens and submit an appropriate accident report with sufficient detail to permit verification and risk assessment follow-up. (In every such case, describe the facts, identify witnesses and the time and place, state why you believe the contact was with an infected person, and identify the infected person.)

Employees should understand that the burden of proof required establishing liability for workers’ compensation benefits is high. In many if not almost every case, the benefits of FFCRA leave entitlements, earned leaves and/or health insurance will provide greater medical and financial benefits as a matter of right than an employee might expect to receive in the workers’ compensation system.

In every case an employee who may have been exposed to COVID-19 while in the execution of their job duties should submit an accident report to their Department Head. Upon confirmation of a COVID-19 diagnosis by a healthcare professional or other certified healthcare worker the employee should then submit an 801 form. The City will accept the 801 report form, immediately notify the workers compensation insurer, and investigate if appropriate.

### **APPLICATION OF POLICY AND LAW TO EMERGENCY RESPONDERS**

Emergency Responders are eligible to FFCRA COVID-19 paid leave and other medically necessary leaves provided for by City policy and applicable collective bargaining agreements due to any of the reasons specified in paragraphs (1) through (4) above in the section related to "Qualified Reasons For Leave." Requests of Emergency Responders for leave under other circumstances will be considered case-by-case based on criteria and operational considerations described in this policy.

### **PAY CALCULATIONS**

**For leave reasons #1-3:** Employees taking leave are entitled to pay at their regular rate up to \$511 per day and \$5,110 total over a 2-week period according to FFCRA. The City will commit to paying the employee at 100% of their regular rate of pay for the two weeks, up to 80 hours prorated for part time employees.

**For leave reasons #4 or #6:** Employees taking leave are entitled to pay at 2/3 their regular rate up to \$200 per day and \$2,000 total over a 2-week period. Employees may elect to substitute accrued leave during partial paid leave under this policy according to FFCRA. The City will commit to paying the employee at 100% of their regular rate of pay for the two weeks, up to 80 hours prorated for part time employees.

**For leave reason #5:** Employees taking leave are entitled to pay at 2/3 their regular rate up to \$200 per day and \$12,000 total over a 12-week period between emergency paid sick leave and expanded family and medical leave. Employees may elect to substitute accrued leave during partial paid leave under this policy according to FFCRA.

**If the City closes worksites or moves forward with Reductions in Force/Hours:** Employees are granted a COVID Leave Bank for use in the case of the six (6) leave reasons previously mentioned. While not included under the provisions of the FFCRA, the City will commit to paying employees at 100% of their regular rate of pay for two weeks, up to 80 hours (prorated for part-time employees) for worksite closures, reductions in force, lay off, furlough or reduction in hours due to lack of work or the City's financial needs between April 1, 2020 and December 31, 2020. Should the City close a worksite, furlough, layoff or reduce the hours of an employee, the employee will be entitled to pay at their regular rate equal to the number of hours remaining in their COVID Leave Bank before using their own accruals or separating with the City.

### **TELEWORK**

Employees may be eligible for telework if otherwise conducive to regularly assigned duties and pre-approved by the supervisor and Department Head. Consideration will be on a case by case basis. The following considerations will apply:

- Employees authorized for telework must be available by email and phone according to the conditions and expectations established for the telework arrangement by the employee, supervisor and Department Head.
- If telework is authorized the City and the employee will determine what resources are required.
- Any telework option may be discontinued by the City at any time. All telework approved arrangements are temporary and not guaranteed for any duration.

## **INTERMITTENT LEAVE UNDER FFCRA**

Employees who are teleworking may take Emergency Paid Sick Leave or Paid Expanded Family and Medical Leave intermittently in any agreed increment of time as they present no risk of spreading COVID-19.

Employees may take Emergency Paid Sick Leave or Paid Expanded Family and Medical Leave intermittently solely to care for the employee's son or daughter whose school or place of care is closed, or whose childcare provider is unavailable, because of reasons related to COVID-19 (Reason #5). In this context, the absence of confirmed or suspected COVID-19 in the employee's household reduces the risk that the employee will spread COVID-19 by reporting to work while taking intermittent paid leave.

Employees may use intermittent leave for Reasons #1-4 or #6 in an effort to reduce the likelihood an employee might spread COVID-19 to other employees when reporting to work. The City requires an employee be symptom free for 72 (seventy-two) hours before returning to work. That time will be subtracted from the employee's 80-hour COVID-19 Leave Bank.

## **EXCEPTIONS**

Exceptions to this temporary policy outside the scope of the FFCRA may be granted by the City Manager. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.

## **REVIEW**

This temporary policy will be reviewed by the City Manager periodically to be aligned with current circumstances and developments. This temporary policy will remain in effect during the period covered by the COVID-19 Emergency Declaration issued by the State of Oregon or until otherwise discontinued by the City Manager.

## **ABUSE AND DISCIPLINE**

Making a false claim or providing false information to the City to obtain favorable treatment, a benefit or accommodation will impact the City and other employees and will be grounds for serious discipline including discharge. Providing false information concerning an employee or family situation to gain consideration not warranted in fact for the reasons given may constitute official misconduct, creation of a false public record, and/or forgery.

## COVID-19 Scenarios Benefits Available to Eligible City of Sweet Home Employees

COVID-19 SCENARIOS	City Paid Sick Leave up to 80 Hours April 1 - Dec 31 2020 per HR 6201	Employee Accurals of Sick Leave	Employee Accurals of Vacation or Comp	Unemployment Insurance	OFLA/FMLA Protected Leave
Worker is mildly ill with COVID-19	✓	✓	✓	✓	✓
Worker is severely ill with COVID-19	✓	✓	✓	?	✓
Worker was exposed and quarantined, Business remains open	✓	✓	✓	✓	✓
Worker is caring for sick family member	✓ *	✓	✓	✓	✓
Schools are closed because of COVID-19 and worker has no childcare	✓ *	✓	✓	✓	✓
Worker is immune-compromised and advised to self-quarantine	✓	✓	✓	✓	✓
Worker is afraid of gathering in a group and does not want to go to work (selfdistancing)	✗	✗	✓	✓	✗
Employer must shut down due to quarantine by a public official	✓	✓	✓	✓	✓
Employer shuts down due to a business slowdown or lack of demand	✓	✗	✓	✓	✗
Employer reduces available hours due to business slowdown or lack of demand	✓	✗	✓	✓	✗
Employer stays open when urged to close for public health	✗	✗	✓	?	✗
First responder is under quarantine	✓	✓	✓	✓	✓

HR 6201 requires employees to have been with the City for at least 30 days to be eligible

After initial 80 hours - \* 2/3 Regular Rate of Pay, up to \$200 daily up to \$2,000. Additional 10 weeks may be available.

**FAMILY FIRST CORONAVIRUS RESPONSE ACT (FFCRA)  
& OREGON FAMILY LEAVE ACT (OFLA)  
LEAVE REQUEST FORM**

**Employee Name:** \_\_\_\_\_

**Leave Start Date:** \_\_\_\_\_

**Leave End Date:** \_\_\_\_\_

**Reason for requested leave:** Note: Different eligibility requirements may apply depending on the type of leave requested. The City will select the leave(s) that is/are most beneficial to the employee if the employee is eligible under various laws.

**Reason for requested leave:**

\_\_\_\_\_ **(1) Quarantine:** To comply with a Federal, Oregon or local quarantine or isolation order related to COVID-19. *This includes shelter-in-place or stay-at-home orders issued by any Federal, Oregon or local government authority that causes employees to be unable to work, even though the employer has work for the employee to do.*

\_\_\_\_\_ **(2) Self-Quarantine:** I have been advised my healthcare provider to self-quarantine due to concerns related to COVID-19.

\_\_\_\_\_ **(3) Diagnosis or Treatment:** I am experiencing symptoms of COVID-19 and am seeking medical diagnosis or treatment. *This leave is limited to time the employee is unable to work because the employee is taking steps to obtain a medical diagnosis, such as making, waiting for or attending an appointment for a test for COVID-19.*

\_\_\_\_\_ **(4) Care for a Quarantined Individual:** I am caring for an individual required to be quarantined or advised to be quarantined due to concerns related to COVID-19.

\_\_\_\_\_ **(5) Child Care (EPSLA/EFMLEA/OFLA):** My child/son/daughter's school or child care provider/ place of care has been closed or is unavailable due to COVID-19 related issues.

*Name of Elementary or Secondary School:*

\_\_\_\_\_

*Name of Child Care Provider:*

\_\_\_\_\_

*Employee's Relationship of Child(ren):* \_\_\_\_\_

\_\_\_\_\_ **(6) Substantially Similar Care:** I am caring for a substantially similar condition, as determined by the U.S. Secretary of Health and Human Services.

**Child Care/School Closure Leave and Supplemental Pay**

The EPSLA and the EFMLEA both provide eligible employees with Child Care/School Closure Leave. If you have requested this leave, indicate below how you want to you leave to be applied:

\_\_\_\_\_ I want to use the paid leave granted by the EPSLA first and automatically follow with the remaining paid leave provided under the EFMLEA. *(This option will not require an employee to wait two weeks before receiving pay under the EMFLEA. The leave used under the EPSLA will satisfy the two-week waiting period).*

\_\_\_\_\_ I want to use accrued paid leave to satisfy the EFMLEA two-week waiting period. *(This option will not require an employee to wait two weeks before receiving pay under the EMFLEA. Paid leave under the EPSLA will not be used with this option).*

Employees will receive two weeks at full pay, partial pay thereafter during EFMLEA leave per FFCRA.

Do you plan on supplementing your pay with accrued leave? \_\_\_\_\_Yes \_\_\_\_\_No

*To supplement your pay, you will need to indicate the amount of leave to use each pay period on your timecard. See the Finance Director for additional information.*

**Intermittent Leave**

Are you requesting leave on an intermittent schedule for reduced hours per day?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Are you requesting leave on an intermittent schedule for a few days per week?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement**

I understand that I may be required to provide complete and sufficient certification to support my request; and I understand that my leave may be delayed until I return the appropriate certification form.

I acknowledge that I have been given the opportunity to ask question about the Temporary COVID-19 Policy and if questions were asked, I received answers, and I acknowledge that I understand the Temporary COVID-19 Policy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - 2021 Water Rate Review

**Preferred Agenda:** April 14, 2020

**Submitted By:** Brandon Neish, Finance Director

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution X Motion \_\_\_\_\_ Roll Call \_\_\_\_\_ Other \_\_\_\_\_

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

**Towards Council Goal:** 1.2(a): Increase community awareness of infrastructure needs (Water)

**Attachments:** Resolution No. 7 for 2020  
Water Rate Proposal  
Rates by Consumption  
Requested Water Budget

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**Purpose of this RCA:**

To review the requested 2020-2021 budget for the Water Fund and determine appropriate rates charged to users for use of City water.

**Background/Context:**

ORS 294.388(1) states that “each municipal corporation shall prepare estimates of expenditures and other requirements for the ensuing year or budget period. The estimates must be reconciled so that the total amount of expenditures and other requirements in each fund equals the total amount of resources in the fund for the same period.” Initial expenses for the 2020-2021 fiscal year in the Water Fund total \$2.4 million while projected resources with no change to current utility rates totals \$2.3 million. Pursuant to Oregon State Statutes, the City must choose to revise its current rate schedule to generate additional revenue or reduce proposed expenses to match current revenue projections.

Complicating matters is a decrease in year over year overall consumption which requires additional rate increases to make up the difference or additional expenditure reductions. Calendar year 2019 represents the second year in a row where consumption has decreased likely due to increased utility rates (specifically wastewater). In order to make up the variance, rates must be raised, or expenses reduced to return to the original baseline. Staff and the City Council reviewed the issues during their Winter training in February 2020, discussed the numerous capital projects that are needed to maintain or improve the integrity of the overall water distribution system. In total, \$8.0 million in projects have been identified by Public Works

staff as priority projects to ensure peak efficiency of the Water Treatment Plant and the distribution system. Given the number of accounts across the City and the annual consumption, capital funding availability was a concern in the future to both staff and members of the City Council.

During a work session held on February 25, 2020, staff outlined three options to the City Council. In one scenario, operations & maintenance fund is held at requested values while not addressing the “leaking bucket” that is capital funding with no changes to the “water” going into the capital bucket. In another scenario, staff outlined what would be necessary to fund some sort of capital projects from the water fee and a third scenario demonstrated the potential cuts to the water distribution system if staff was asked to limit the overall water rate increase. Ultimately, the Council consensus was for staff to present a scenario that would allow some priority projects to move forward in the 2021 fiscal year while putting some funds away for potential capital projects in the future. To that end, staff prepared one rate scenario for the City Council to review which includes leveraging the \$207,000 in revenue from the sale of the 9th Ave property (the former Water Treatment Plant).

During the City Council meeting held March 5th, staff presented a revised proposal which would increase the water rates for the median residential consumer (44% of accounts) by \$1.71 per month. For the 600 cubic foot consumer (our average) accounting for approximately 9% of the City’s residential customers, the bill would increase \$4.80/month. Consumers that use more water would see an average increase of \$14.55/month. For commercial consumers, an increase of \$3.21/month on average would be expected under this proposal. Bulk users would see an increase of \$2.64/month per 100 cubic feet of water used.

Staff also reviewed the history of the water rate in Sweet Home which demonstrated that 44% of users will have saved \$58.56 over three years of water payments due to rate reductions.

**The Challenge/Problem:**

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

**Stakeholders:**

- City of Sweet Home residents and businesses – Residents and commercial businesses are the sole users of water and therefore pay for the distribution and usage. All water users expect that the City is using resources appropriately and accurately billing them for necessary expenditures that will deliver clean, consistent water when they need it.
- City of Sweet Home City Council – Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible for the best possible price. They must balance leadership with representation.
- Sweet Home Public Works staff – Public Works staff ensures utilities are maintained in a manner which benefits all in the city. Appropriate rates provide necessary resources used to maintain a level of service expected by utility users.
- Jacobs – Jacobs (CH2M) is our contract water plant operators. Their fees are calculated into our expenses and utilized to determine the budget and rates
- Sweet Home Community & Economic Development – Regular review of expenditures within utility funds and, subsequently, utility rates ensure that Sweet Home is comparable to other cities of similar size which can attract new rate payers to the system. New citizens or businesses affect the community in a positive manner and affects livability within the city.

**Issues and Financial Impacts:**

1. Increasing utility rates – Citizens have many utility bills to pay including the city’s utilities. Increases to utility rates can have a negative impact on citizens even though the city must operate with enough resources to back necessary expenditures. Under

the proposed rate scenario, the bulk of the City's residential customers would see an average increase of \$1.71/month. No increases are being proposed for the Wastewater or storm utility rates. It is up to the elected officials to determine what is best for the citizenry of Sweet Home.

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

**Elements of a Stable Solution:**

Reviewing the rates annually and making revisions at the time rather than shelving rate adjustments for another year ensures overall stability of the Water Fund and ensures rate payers are not saddled with significant increases at one time.

**Options:**

1. Do Nothing. Rates would remain the same with a base rate (paid by all customers regardless of consumption and based on meter size) and a commodity rate applied per 100 cubic feet of water used over 300 cubic feet. This results in a projected fund balance of \$45,462 which would reduce the availability of funds in the Water fund should reserves be necessary. Reducing budgeted expenditures to ensure adequate reserves would impact services delivered to customers.
2. Adopt Resolution No. 7 for 2020. This proposal would change the base and commodity rates. 44% of residential consumers would see a monthly increase of \$1.71. Nine percent of residential consumers would experience a \$4.80 increase on their monthly water bill. Commercial and bulk users would see their bills rise an average of \$15.71 and \$37.05 per month respectively.
3. Recommend an alternate scenario based on revised methodology or total budget. The City Council could request to see additional scenarios that would impact the calculation of the water utility rate. Staff would run the additional scenario(s) and return at a future meeting to set the new rates.

**Recommendation:**

Staff recommends option 2, Motion to adopt Resolution No. 7 for 2020. This option adjusts the rates to maintain an adequate fund balance at the end of the 2020-2021 fiscal year while providing resources to complete necessary upgrades at the Water Treatment Plant and the distribution system.

## Resolution No. 14-7 for ~~2019~~2020

### A RESOLUTION SETTING RATES AND FEES FOR WATER SERVICES.

WHEREAS, the Sweet Home City Council has provided that Water User Rates should be established by resolution, in accordance with Ordinance No. 1174; and

WHEREAS, the Water User Rates were last adjusted ~~June 2018~~ July 2019 and need to be adjusted herein to ensure adequate funds are received to cover the annual cost of operation and maintenance, replacement, and other administrative costs of the Water Utility.

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL that effective ~~July 19~~ May 18, 2019 2020, the water user fees shall be as follows:

Section 1 - The rates for water use to be charged for each billing period are as follows:

A minimum charge for each water service inside the city limits will be made according to the meter sizes as follows.

<u>Meter Size</u>	<u>Monthly Base Charge</u>
3/4 inch	<del>19.99</del> <u>21.70</u>
1 inch	<del>25.27</del> <u>27.45</u>
1-1/2 inch	<del>32.34</del> <u>35.12</u>
2 inch	<del>51.67</del> <u>56.21</u>
3 inch	<del>194.23</del> <u>211.51</u>
4 inch	<del>247.03</del> <u>269.03</u>
6 inch	<del>370.23</del> <u>403.24</u>
8 inch	<del>511.03</del> <u>556.62</u>

**Residential Users (inside the City Limits):** The monthly base charge is to include the first 300 cubic feet of water consumed for all residential customers only. A consumption charge of ~~\$9.25~~ 10.28 per 100 cubic feet for water used, over 300 cubic feet, shall be made in addition to the Monthly Base Charge for all meter sizes for all residential customers only.

**Commercial Users (inside the City Limits):** A consumption charge of ~~\$9.22~~ 10.28 per 100 cubic feet for all water used shall be made in addition to the Monthly Base Charge for all commercial customers per meter size.

**Bulk Users (inside the City Limits):** A consumption charge of ~~\$9.14~~ 10.07 per 100 cubic feet for all water used shall be made.

**Water Users (outside the City Limits):** Monthly charges will be computed at 1.5 times the inside city rate as stated above for residential, commercial and bulk users.

The Monthly Base Charge for a meter on a water line installed solely for the purpose of providing fire protection shall be the 3/4 inch rate charged for a residence. If the monthly reading of the meter indicates any usage, the Monthly Base Charge will be the normal charge for the meter size installed as shown above in addition to the charge for consumption.

For purposes of this resolution, the City Council shall annually review Water Rates before May of each year and set the new monthly rate for bills sent out each July.

Section 2 - Miscellaneous water service fees are established by resolution and contained in the city's Public Information, Records, Research and Miscellaneous Fees schedule.

Section 3 – Other associated fees, practices and charges for water and sewer installation and hookup are described in the city’s code of ordinances.

It has been determined that these rates and fees are classified as not being subject to Oregon Constitution, Article XI, Section 11b limitations.

This Resolution supersedes all prior resolutions on water rates including Resolution No. ~~11-14~~ for ~~2018~~2019.

PASSED by the City Council and approved by the Mayor this ~~23th~~14th day of ~~July~~April, ~~2019~~2020.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

## Resolution No. 7 for 2020

### A RESOLUTION SETTING RATES AND FEES FOR WATER SERVICES.

WHEREAS, the Sweet Home City Council has provided that Water User Rates should be established by resolution, in accordance with Ordinance No. 1174; and

WHEREAS, the Water User Rates were last adjusted July 2019 and need to be adjusted herein to ensure adequate funds are received to cover the annual cost of operation and maintenance, replacement, and other administrative costs of the Water Utility.

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL that effective May 18, 2020, the water user fees shall be as follows:

Section 1 - The rates for water use to be charged for each billing period are as follows:

A minimum charge for each water service inside the city limits will be made according to the meter sizes as follows.

<u>Meter Size</u>	<u>Monthly Base Charge</u>
3/4 inch	21.70
1 inch	27.45
1-1/2 inch	35.12
2 inch	56.21
3 inch	211.51
4 inch	269.03
6 inch	403.24
8 inch	556.62

**Residential Users (inside the City Limits):** The monthly base charge is to include the first 300 cubic feet of water consumed for all residential customers only. A consumption charge of \$10.28 per 100 cubic feet for water used, over 300 cubic feet, shall be made in addition to the Monthly Base Charge for all meter sizes for all residential customers only.

**Commercial Users (inside the City Limits):** A consumption charge of \$10.22 per 100 cubic feet for all water used shall be made in addition to the Monthly Base Charge for all commercial customers per meter size.

**Bulk Users (inside the City Limits):** A consumption charge of \$10.07 per 100 cubic feet for all water used shall be made.

**Water Users (outside the City Limits):** Monthly charges will be computed at 1.5 times the inside city rate as stated above for residential, commercial and bulk users.

The Monthly Base Charge for a meter on a water line installed solely for the purpose of providing fire protection shall be the 3/4 inch rate charged for a residence. If the monthly reading of the meter indicates any usage, the Monthly Base Charge will be the normal charge for the meter size installed as shown above in addition to the charge for consumption.

For purposes of this resolution, the City Council shall annually review Water Rates before May of each year and set the new monthly rate for bills sent out each July.

Section 2 - Miscellaneous water service fees are established by resolution and contained in the city's Public Information, Records, Research and Miscellaneous Fees schedule.

Section 3 – Other associated fees, practices and charges for water and sewer installation and hookup are described in the city’s code of ordinances.

It has been determined that these rates and fees are classified as not being subject to Oregon Constitution, Article XI, Section 11b limitations.

This Resolution supersedes all prior resolutions on water rates including Resolution No. 14 for 2019.

PASSED by the City Council and approved by the Mayor this 14th day of April, 2020.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

### Residential Rates

Cubic Feet	Number of Customers	% of Total Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure)			
					Water Rate	Total w/WW+Storm	\$ ▲ from current	% ▲ from current
100	449	15.75%	\$ 19.99	\$ 61.86	\$ 21.70	\$ 63.57	1.71	2.76%
200	357	12.52%	19.99	61.86	21.70	63.57	1.71	2.76%
300	441	15.47%	19.99	61.86	21.70	63.57	1.71	2.76%
400	416	14.59%	29.24	80.89	31.98	83.63	2.74	3.39%
500	371	13.01%	38.49	99.92	42.26	103.69	3.77	3.77%
600	256	8.98%	47.74	118.95	52.54	123.75	4.80	4.04%
700	193	6.77%	56.99	137.98	62.82	143.81	5.83	4.23%
800	130	4.56%	66.24	157.01	73.10	163.87	6.86	4.37%
900	71	2.49%	75.49	176.04	83.38	183.93	7.89	4.48%
1000	58	2.03%	84.74	195.07	93.66	203.99	8.92	4.57%
1100	33	1.16%	93.99	214.10	103.94	224.05	9.95	4.65%
1200	20	0.70%	103.24	233.13	114.22	244.11	10.98	4.71%
1300	8	0.28%	112.49	252.16	124.50	264.17	12.01	4.76%
1400	14	0.49%	121.74	271.19	134.78	284.23	13.04	4.81%
1500	8	0.28%	130.99	290.22	145.06	304.29	14.07	4.85%
1600	5	0.18%	140.24	309.25	155.34	324.35	15.10	4.88%
1700	4	0.14%	149.49	328.28	165.62	344.41	16.13	4.91%
1800	5	0.18%	158.74	347.31	175.90	364.47	17.16	4.94%
1900	3	0.11%	167.99	366.34	186.18	384.53	18.19	4.97%
2000	4	0.14%	177.24	385.37	196.46	404.59	19.22	4.99%
2300	3	0.11%	204.99	442.46	227.30	464.77	22.31	5.04%
2500	1	0.04%	223.49	480.52	247.86	504.89	24.37	5.07%
2600	1	0.04%	232.74	499.55	258.14	524.95	25.40	5.08%
<b>Average Rate</b>	<b>2,851</b>		<b>\$ 37.17</b>	<b>\$ 97.17</b>	<b>\$ 40.79</b>	<b>\$ 100.79</b>		
Base Rate			\$ 19.99		\$ 21.70			
Commodity			\$ 9.25		\$ 10.28			

1,426 accounts / 44% in median = Median users (2019)

= Annual average consumption (2019)

### Commercial Rates

Cubic Feet	Number of Customers	% of Total Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure)			
					Water Rate	Total w/WW+Storm	\$ ▲ from current	% ▲ from current
100	106	46.49%	\$ 29.21	\$ 80.86	\$ 31.92	\$ 83.57	2.71	3.35%
200	17	7.46%	38.43	99.86	42.14	103.57	3.71	3.72%
300	12	5.26%	47.65	118.86	52.36	123.57	4.71	3.96%
400	13	5.70%	56.87	137.86	62.58	143.57	5.71	4.14%
500	9	3.95%	66.09	156.86	72.80	163.57	6.71	4.28%
600	9	3.95%	75.31	175.86	83.02	183.57	7.71	4.38%
700	7	3.07%	84.53	194.86	93.24	203.57	8.71	4.47%
800	5	2.19%	93.75	213.86	103.46	223.57	9.71	4.54%
900	3	1.32%	102.97	232.86	113.68	243.57	10.71	4.60%
1000	7	3.07%	112.19	251.86	123.90	263.57	11.71	4.65%
1100	1	0.44%	121.41	270.86	134.12	283.57	12.71	4.69%
1200	3	1.32%	130.63	289.86	144.34	303.57	13.71	4.73%
1300	5	2.19%	139.85	308.86	154.56	323.57	14.71	4.76%
1400	0	0.00%	149.07	327.86	164.78	343.57	15.71	4.79%
1500	3	1.32%	158.29	346.86	175.00	363.57	16.71	4.82%
1600	1	0.44%	167.51	365.86	185.22	383.57	17.71	4.84%
1700	1	0.44%	176.73	384.86	195.44	403.57	18.71	4.86%
1800	1	0.44%	185.95	403.86	205.66	423.57	19.71	4.88%
1900	1	0.44%	195.17	422.86	215.88	443.57	20.71	4.90%
2300	24	10.53%	232.05	469.52	256.76	494.23	24.71	5.26%
<b>Total Accounts</b>	228							
<b>Average Rate</b>			<b>\$ 72.24</b>	<b>\$ 166.44</b>	<b>\$ 79.61</b>	<b>\$ 173.81</b>		
Base Rate			\$ 19.99		\$ 21.70			
Commodity			\$ 9.22		\$ 10.22			

114 accounts / 46% in median = Median users (2019)

= Annual average consumption (2019)

### Industrial/Bulk Rates

Cubic Feet	Number of Customers	Current Water Rates	Current Rate Total w/WW+Storm	300 cf incl. in base Proposal #1 (current structure)		
				Water Rate	\$ ▲ from current	% ▲ from current
10,500	1	\$ 933.99	N/A	\$ 1,028.70	\$ 94.71	10.14%
100,500	1	\$ 9,159.99	N/A	\$ 10,091.70	\$ 931.71	10.17%
135,000	1	\$ 11,901.99	N/A	\$ 13,112.70	\$ 1,210.71	10.17%
36,300	1	\$ 2,761.99	N/A	\$ 3,042.70	\$ 280.71	10.16%
299,700	1	\$ 26,525.99	N/A	\$ 29,224.70	\$ 2,698.71	10.17%
626,700	1	\$ 56,687.99	N/A	\$ 62,455.70	\$ 5,767.71	10.17%
Base Rate	91%	\$ 19.99		\$ 21.70		
Commodity		\$ 9.14		\$ 10.07		

## Utility Rates Effective May 18, 2020

Sewer Base \$40.87
Water Base \$21.70

Sewer Commodity \$9.78
Water Commodity \$10.28

3/4" Residential User

	<i>Water</i>	<i>Sewer</i>	<i>Storm</i>	<i>Total</i>	<b>▲ from PY</b>
<b>100</b>	<b>\$21.70</b>	<b>\$40.87</b>	<b>\$1.00</b>	<b>\$63.57</b>	<b>\$1.71</b>
<b>200</b>	<b>\$21.70</b>	<b>\$40.87</b>	<b>\$1.00</b>	<b>\$63.57</b>	<b>\$1.71</b>
<b>300</b>	<b>\$21.70</b>	<b>\$40.87</b>	<b>\$1.00</b>	<b>\$63.57</b>	<b>\$1.71</b>
<b>400</b>	<b>\$31.98</b>	<b>\$50.65</b>	<b>\$1.00</b>	<b>\$83.63</b>	<b>\$2.74</b>
500	\$42.26	\$60.43	\$1.00	\$103.69	\$3.77
<b>600</b>	<b>\$52.54</b>	<b>\$70.21</b>	<b>\$1.00</b>	<b>\$123.75</b>	<b>\$4.80</b>
700	\$62.82	\$79.99	\$1.00	\$143.81	\$5.83
800	\$73.10	\$89.77	\$1.00	\$163.87	\$6.86
900	\$83.38	\$99.55	\$1.00	\$183.93	\$7.89
1,000	\$93.66	\$109.33	\$1.00	\$203.99	\$8.92
1,100	\$103.94	\$119.11	\$1.00	\$224.05	\$9.95
1,200	\$114.22	\$128.89	\$1.00	\$244.11	\$10.98
1,300	\$124.50	\$138.67	\$1.00	\$264.17	\$12.01
1,400	\$134.78	\$148.45	\$1.00	\$284.23	\$13.04
1,500	\$145.06	\$158.23	\$1.00	\$304.29	\$14.07
1,600	\$155.34	\$168.01	\$1.00	\$324.35	\$15.10
1,700	\$165.62	\$177.79	\$1.00	\$344.41	\$16.13
1,800	\$175.90	\$187.57	\$1.00	\$364.47	\$17.16
1,900	\$186.18	\$197.35	\$1.00	\$384.53	\$18.19
2,000	\$196.46	\$207.13	\$1.00	\$404.59	\$19.22
2,100	\$206.74	\$216.91	\$1.00	\$424.65	\$20.25
2,200	\$217.02	\$226.69	\$1.00	\$444.71	\$21.28
2,300	\$227.30	\$236.47	\$1.00	\$464.77	\$22.31
2,400	\$237.58	\$246.25	\$1.00	\$484.83	\$23.34
2,500	\$247.86	\$256.03	\$1.00	\$504.89	\$24.37
2,600	\$258.14	\$265.81	\$1.00	\$524.95	\$25.40
2,700	\$268.42	\$275.59	\$1.00	\$545.01	\$26.43
2,800	\$278.70	\$285.37	\$1.00	\$565.07	\$27.46
2,900	\$288.98	\$295.15	\$1.00	\$585.13	\$28.49
3,000	\$299.26	\$304.93	\$1.00	\$605.19	\$29.52
3,100	\$309.54	\$314.71	\$1.00	\$625.25	\$30.55
3,200	\$319.82	\$324.49	\$1.00	\$645.31	\$31.58
3,300	\$330.10	\$334.27	\$1.00	\$665.37	\$32.61
3,400	\$340.38	\$344.05	\$1.00	\$685.43	\$33.64
3,500	\$350.66	\$353.83	\$1.00	\$705.49	\$34.67
3,600	\$360.94	\$363.61	\$1.00	\$725.55	\$35.70
3,700	\$371.22	\$373.39	\$1.00	\$745.61	\$36.73
3,800	\$381.50	\$383.17	\$1.00	\$765.67	\$37.76
3,900	\$391.78	\$392.95	\$1.00	\$785.73	\$38.79
4,000	\$402.06	\$402.73	\$1.00	\$805.79	\$39.82
4,100	\$412.34	\$412.51	\$1.00	\$825.85	\$40.85
4,200	\$422.62	\$422.29	\$1.00	\$845.91	\$41.88
4,300	\$432.90	\$432.07	\$1.00	\$865.97	\$42.91
4,400	\$443.18	\$441.85	\$1.00	\$886.03	\$43.94

## Utility Rates Effective May 18, 2020

Sewer Base	\$40.87	Water Base	\$21.70
Sewer Commodity	\$9.78	Water Commodity	\$10.22

3/4" Commercial User

	<i><b>Water</b></i>	<i><b>Sewer</b></i>	<i><b>Storm</b></i>	<i><b>Total</b></i>
<b>100</b>	\$31.92	\$50.65	\$1.00	\$83.57
<b>200</b>	\$42.14	\$60.43	\$1.00	\$103.57
<b>300</b>	\$52.36	\$70.21	\$1.00	\$123.57
<b>400</b>	\$62.58	\$79.99	\$1.00	\$143.57
<b>500</b>	\$72.80	\$89.77	\$1.00	\$163.57
<b>600</b>	\$83.02	\$99.55	\$1.00	\$183.57
<b>700</b>	\$93.24	\$109.33	\$1.00	\$203.57
<b>800</b>	\$103.46	\$119.11	\$1.00	\$223.57
<b>900</b>	\$113.68	\$128.89	\$1.00	\$243.57
<b>1,000</b>	\$123.90	\$138.67	\$1.00	\$263.57
<b>1,100</b>	\$134.12	\$148.45	\$1.00	\$283.57
<b>1,200</b>	\$144.34	\$158.23	\$1.00	\$303.57
<b>1,300</b>	\$154.56	\$168.01	\$1.00	\$323.57
<b>1,400</b>	\$164.78	\$177.79	\$1.00	\$343.57
<b>1,500</b>	\$175.00	\$187.57	\$1.00	\$363.57
<b>1,600</b>	\$185.22	\$197.35	\$1.00	\$383.57
<b>1,700</b>	\$195.44	\$207.13	\$1.00	\$403.57
<b>1,800</b>	\$205.66	\$216.91	\$1.00	\$423.57
<b>1,900</b>	\$215.88	\$226.69	\$1.00	\$443.57
<b>2,000</b>	\$226.10	\$236.47	\$1.00	\$463.57
<b>2,100</b>	\$236.32	\$246.25	\$1.00	\$483.57
<b>2,200</b>	\$246.54	\$256.03	\$1.00	\$503.57
<b>2,300</b>	\$256.76	\$265.81	\$1.00	\$523.57
<b>2,400</b>	\$266.98	\$275.59	\$1.00	\$543.57
<b>2,500</b>	\$277.20	\$285.37	\$1.00	\$563.57
<b>2,600</b>	\$287.42	\$295.15	\$1.00	\$583.57
<b>2,700</b>	\$297.64	\$304.93	\$1.00	\$603.57
<b>2,800</b>	\$307.86	\$314.71	\$1.00	\$623.57
<b>2,900</b>	\$318.08	\$324.49	\$1.00	\$643.57
<b>3,000</b>	\$328.30	\$334.27	\$1.00	\$663.57
<b>3,100</b>	\$338.52	\$344.05	\$1.00	\$683.57
<b>3,200</b>	\$348.74	\$353.83	\$1.00	\$703.57
<b>3,300</b>	\$358.96	\$363.61	\$1.00	\$723.57
<b>3,400</b>	\$369.18	\$373.39	\$1.00	\$743.57
<b>3,500</b>	\$379.40	\$383.17	\$1.00	\$763.57
<b>3,600</b>	\$389.62	\$392.95	\$1.00	\$783.57
<b>3,700</b>	\$399.84	\$402.73	\$1.00	\$803.57
<b>3,800</b>	\$410.06	\$412.51	\$1.00	\$823.57
<b>3,900</b>	\$420.28	\$422.29	\$1.00	\$843.57
<b>4,000</b>	\$430.50	\$432.07	\$1.00	\$863.57
<b>4,100</b>	\$440.72	\$441.85	\$1.00	\$883.57
<b>4,200</b>	\$450.94	\$451.63	\$1.00	\$903.57
<b>4,300</b>	\$461.16	\$461.41	\$1.00	\$923.57
<b>4,400</b>	\$471.38	\$471.19	\$1.00	\$943.57

## Utility Rates Effective May 18, 2020

Sewer Base	\$40.87	Water Base	\$21.70
Sewer Commodity	\$9.78	Water Commodity	\$10.07

3/4" Bulk User

	<i><b>Water</b></i>	<i><b>Sewer</b></i>	<i><b>Storm</b></i>	<i><b>Total</b></i>
<b>100</b>	\$31.77	\$0.00	\$0.00	\$31.77
<b>200</b>	\$41.84	\$0.00	\$0.00	\$41.84
<b>300</b>	\$51.91	\$0.00	\$0.00	\$51.91
<b>400</b>	\$61.98	\$0.00	\$0.00	\$61.98
<b>500</b>	\$72.05	\$0.00	\$0.00	\$72.05
<b>600</b>	\$82.12	\$0.00	\$0.00	\$82.12
<b>700</b>	\$92.19	\$0.00	\$0.00	\$92.19
<b>800</b>	\$102.26	\$0.00	\$0.00	\$102.26
<b>900</b>	\$112.33	\$0.00	\$0.00	\$112.33
<b>1,000</b>	\$122.40	\$0.00	\$0.00	\$122.40
<b>1,100</b>	\$132.47	\$0.00	\$0.00	\$132.47
<b>1,200</b>	\$142.54	\$0.00	\$0.00	\$142.54
<b>1,300</b>	\$152.61	\$0.00	\$0.00	\$152.61
<b>1,400</b>	\$162.68	\$0.00	\$0.00	\$162.68
<b>1,500</b>	\$172.75	\$0.00	\$0.00	\$172.75
<b>1,600</b>	\$182.82	\$0.00	\$0.00	\$182.82
<b>1,700</b>	\$192.89	\$0.00	\$0.00	\$192.89
<b>1,800</b>	\$202.96	\$0.00	\$0.00	\$202.96
<b>1,900</b>	\$213.03	\$0.00	\$0.00	\$213.03
<b>2,000</b>	\$223.10	\$0.00	\$0.00	\$223.10
<b>2,100</b>	\$233.17	\$0.00	\$0.00	\$233.17
<b>2,200</b>	\$243.24	\$0.00	\$0.00	\$243.24
<b>2,300</b>	\$253.31	\$0.00	\$0.00	\$253.31
<b>2,400</b>	\$263.38	\$0.00	\$0.00	\$263.38
<b>2,500</b>	\$273.45	\$0.00	\$0.00	\$273.45
<b>2,600</b>	\$283.52	\$0.00	\$0.00	\$283.52
<b>2,700</b>	\$293.59	\$0.00	\$0.00	\$293.59
<b>2,800</b>	\$303.66	\$0.00	\$0.00	\$303.66
<b>2,900</b>	\$313.73	\$0.00	\$0.00	\$313.73
<b>3,000</b>	\$323.80	\$0.00	\$0.00	\$323.80
<b>3,100</b>	\$333.87	\$0.00	\$0.00	\$333.87
<b>3,200</b>	\$343.94	\$0.00	\$0.00	\$343.94
<b>3,300</b>	\$354.01	\$0.00	\$0.00	\$354.01
<b>3,400</b>	\$364.08	\$0.00	\$0.00	\$364.08
<b>3,500</b>	\$374.15	\$0.00	\$0.00	\$374.15
<b>3,600</b>	\$384.22	\$0.00	\$0.00	\$384.22
<b>3,700</b>	\$394.29	\$0.00	\$0.00	\$394.29
<b>3,800</b>	\$404.36	\$0.00	\$0.00	\$404.36
<b>3,900</b>	\$414.43	\$0.00	\$0.00	\$414.43
<b>4,000</b>	\$424.50	\$0.00	\$0.00	\$424.50
<b>4,100</b>	\$434.57	\$0.00	\$0.00	\$434.57
<b>4,200</b>	\$444.64	\$0.00	\$0.00	\$444.64
<b>4,300</b>	\$454.71	\$0.00	\$0.00	\$454.71
<b>4,400</b>	\$464.78	\$0.00	\$0.00	\$464.78

# 2020-2021 Proposed Budget

## Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget
<b>Fund: 500</b>	<b>Water</b>						
<b>000</b>	<b>Revenue</b>						
500-000-300-000	Beg. Working Capital	239,568	200,149	158,367	287,702	222,454	222,454
500-000-340-001	Water User Fees	2,038,334	2,109,906	2,317,576	2,392,311	2,445,471	2,447,173
500-000-340-002	Water Connection Fees	26,164	19,852	27,702	20,000	20,000	20,000
500-000-361-000	Interest	2,318	4,106	8,735	3,212	5,000	5,000
500-000-390-001	Misc. Revenues	12,430	14,936	12,159	7,500	13,175	13,175
<b>000</b>	<b>Revenue</b>	<b>2,318,814</b>	<b>2,348,948</b>	<b>2,524,539</b>	<b>2,710,725</b>	<b>2,706,100</b>	<b>2,707,802</b>
<b>009</b>	<b>Public Works</b>						
<i>009-333</i>	<i>Water Treatment</i>						
500-009-333-110	Staff Pay	56,487	36,078	25,649		37,020	
500-009-333-130	Overtime	240	64	3			
500-009-333-210	Group Insurance	18,440	9,640	6,396		12,925	
500-009-333-220	FICA/Medicare	4,175	2,712	1,943		2,833	
500-009-333-230	Retirement	8,114	5,305	3,652		5,813	
500-009-333-250	Unemployment Contribution	55	36	39		37	
500-009-333-260	Workers' Compensation	1,078	865	301		2,741	
	<b>Personnel Services</b>	<b>88,591</b>	<b>54,701</b>	<b>37,982</b>	<b>-</b>	<b>61,369</b>	<b>-</b>
500-009-333-310	Memberships/Dues	69	-	-	-	500	-
500-009-333-311	Subscriptions			471			
500-009-333-320	Professional Services	522,827	625,591	478,765	596,559	596,600	580,640
500-009-333-340	Technical Services	12,337	10,435	7,528	-	1,320	-
500-009-333-430	Equipment Repair & Maintenance	-	-	628	10,000	10,100	10,100
500-009-333-442	Equipment/Vehicle Rental			72			
500-009-333-520	Insurance				14,141		
500-009-333-540	Advertising	865	-	163	-		
500-009-333-580	Training/Travel	25	-	264	-	2,000	2,000
500-009-333-610	Office Supplies	406	411		-		
500-009-333-612	Operating Supplies			4			
500-009-333-613	Uniforms/Clothing	-	-		-		
500-009-333-614	Tools & Small Equipment	-	-		-		
500-009-333-618	Postage			113		150	-

# 2020-2021 Proposed Budget

## Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget
500-009-333-620	Utilities		83				
500-009-333-623	Phone					360	-
500-009-333-630	Food & Beverage			13			
500-009-333-803	Special Events			2			
500-009-333-812	Administrative Svc Charges						189,896
500-009-333-813	Finance Svc Charges						93,732
	<b>Materials &amp; Services</b>	<b>536,529</b>	<b>636,519</b>	<b>488,023</b>	<b>620,701</b>	<b>611,030</b>	<b>876,368</b>
500-009-333-730	Projects & Improvements	-	-	18,020			
500-009-333-741	Machinery	-	-				
	<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>18,020</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>009-333</b>	<b>Water Treatment Expense</b>	<b>625,120</b>	<b>691,220</b>	<b>544,025</b>	<b>620,701</b>	<b>672,399</b>	<b>876,368</b>
<b>009</b>	<b>Public Works</b>						
<i>009-433</i>	<i>Water Operations</i>						
500-009-433-110	Staff Pay	223,879	177,285	253,852	187,548	187,381	187,381
500-009-433-130	Overtime	2,444	1,832	437	2,500	2,500	2,500
500-009-433-210	Group Insurance	73,418	60,623	84,273	74,984	93,458	93,458
500-009-433-220	FICA/Medicare	16,969	13,515	19,220	14,346	14,333	14,333
500-009-433-230	Retirement	26,508	22,747	28,973	22,508	22,487	22,487
500-009-433-250	Unemployment Contribution	236	180	370	191	190	190
500-009-433-260	Workers' Compensation	4,734	4,554	5,162	5,269	5,293	5,293
	<b>Personnel Services</b>	<b>348,188</b>	<b>280,736</b>	<b>392,287</b>	<b>307,346</b>	<b>325,642</b>	<b>325,642</b>
500-009-433-310	Memberships/Dues	1,059	544	2,249	1,000	2,000	2,000
500-009-433-311	Subscriptions			856		1,000	1,000
500-009-433-320	Professional Services	36,178	24,555	39,408	25,000	25,250	25,250
500-009-433-340	Technical Services	18,904	11,520	12,932	33,000	33,000	33,330
500-009-433-400	Easements	1,158	1,158	1,158	1,200	1,250	1,212
500-009-433-423	Custodial Services			326		500	
500-009-433-430	Equipment Repair & Maintenance	1,984	2,806	7,321	7,000	7,500	7,000
500-009-433-431	Building Repair & Maintenance	-	-	1,964	2,000	2,000	2,520
500-009-433-432	Grounds Maintenance	1,308	4,516	123	100	500	570
500-009-433-442	Equipment/Vehicle Rental	-	-	2,066	2,000	2,020	2,020

# 2020-2021 Proposed Budget

## Budget Detail by Fund



Account Number	Description	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2020-2021
		Actual	Actual	Actual	Adopted Budget	Requested Budget	Proposed Budget
500-009-433-520	Insurance				6,122	35,000	35,000
500-009-433-540	Advertising	1,007	1,315	155	1,000	1,000	1,010
500-009-433-550	Duplicating & Printing			666		500	500
500-009-433-580	Training/Travel	2,280	2,398	3,766	4,500	5,000	3,500
500-009-433-610	Office Supplies	4,405	3,483	965	7,000	5,000	5,000
500-009-433-611	Cleaning Supplies			267		500	500
500-009-433-612	Operating Supplies	97,947	75,919	58,241	115,500	116,655	108,134
500-009-433-613	Uniforms/Clothing	3,623	2,648	2,301	3,000	2,500	3,030
500-009-433-614	Tools & Small Equipment	781	1,352	10,409	5,000	1,500	5,050
500-009-433-617	Furniture	317	525	69	1,000	500	
500-009-433-618	Postage			3			
500-009-433-619	Computers			353			
500-009-433-620	Utilities	16,206	18,766		15,000		
500-009-433-621	Natural Gas			2,833		2,300	2,300
500-009-433-622	Electricity			5,472		5,775	5,775
500-009-433-623	Phone			4,509		6,000	6,000
500-009-433-624	TV/Internet			1,579		2,500	2,500
500-009-433-626	Gasoline/Fuel			9,982		10,000	10,000
500-009-433-630	Food & Beverage			24		100	
500-009-433-812	Administrative Svc Charges						89,363
500-009-433-813	Finance Svc Charges						44,109
	<b>Materials &amp; Services</b>	<b>187,158</b>	<b>151,505</b>	<b>169,997</b>	<b>229,422</b>	<b>269,850</b>	<b>396,673</b>
500-009-433-720	Buildings	352	-				
500-009-433-730	Projects & Improvements	-	-	540			
500-009-433-741	Machinery	-	1,174	18,969			
500-009-433-742	Vehicles			6,469			
	<b>Capital Outlay</b>	<b>352</b>	<b>1,174</b>	<b>25,978</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>009-433</b>	<b>Water Operations Expense</b>	<b>535,698</b>	<b>433,415</b>	<b>588,262</b>	<b>536,768</b>	<b>595,492</b>	<b>722,315</b>
<b>009-470</b>	<b>Debt Service</b>						
500-009-470-801	Debt Service - Principal	335,228	337,821	345,539	348,361	356,284	356,284
500-009-470-802	Debt Service - Interest	165,263	160,770	155,677	149,824	143,932	143,932
<b>009-470</b>	<b>Debt Service</b>	<b>500,491</b>	<b>498,591</b>	<b>501,216</b>	<b>498,186</b>	<b>500,215</b>	<b>500,215</b>

# 2020-2021 Proposed Budget

## Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Adopted Budget	2020-2021 Requested Budget	2020-2021 Proposed Budget
	<b>Revenue</b>	\$ 2,318,814	\$ 2,348,948	\$ 2,524,539	\$ 2,710,725	\$ 2,706,100	\$ 2,707,802
	<b>Expense</b>	1,661,309	1,623,226	1,633,504	1,655,654	1,768,106	2,098,898
	<b>Net from Operations</b>	<b>657,505</b>	<b>725,723</b>	<b>891,035</b>	<b>1,055,071</b>	<b>937,993</b>	<b>608,904</b>
<b>010</b>	<b>Transfers</b>						
500-010-491-020	Transfer Out for Services	417,356	452,356	162,252	373,169	363,008	
500-010-491-040	Transfer Out for Capital	40,000	115,000	351,677	424,927	309,536	334,536
<b>010</b>	<b>Transfers</b>	<b>457,356</b>	<b>567,356</b>	<b>513,929</b>	<b>798,096</b>	<b>672,544</b>	<b>334,536</b>
500-2xx-490-001	Contingency				55,817	60,783	69,480
500-010-490-002	Unappropriated Ending Fund Balance						
<b>500</b>	<b>Water Fund</b>	<b>\$ 200,149</b>	<b>\$ 158,367</b>	<b>\$ 377,106</b>	<b>\$ 201,159</b>	<b>\$ 204,666</b>	<b>\$ 204,888</b>
	<b>Months of Expenditures Available</b>	<b>1.00</b>	<b>1.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
		8.63%	6.74%	14.94%	7.42%	7.56%	7.57%



# Child Abuse Prevention Month Proclamation



Whereas, children are vital to our Oregon's future success, prosperity and quality of life as well as being our most vulnerable assets;

Whereas, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development;

Whereas, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community;

Whereas, communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential;

Whereas, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

Therefore, I Greg Mahler, Mayor, do hereby proclaim April as Child Abuse Prevention Month and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Proclaimed this 14th day of April 2020.

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Greg Mahler - Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

# MEMORANDUM

TO: City Council, City Staff, Community Members  
FROM: Angela Clegg, Associate Planner  
DATE: April 14, 2020  
SUBJECT: Proposal to Move LA20-01 Public Hearing to April 28, 2020



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Planning staff would like to request a motion to move the public hearing for Legislative Amendment LA20-01 to the April 28, 2020 City Council Agenda.

This legislative amendment, LA 20-01, consists of text amendments to Chapter 15.12, Flood Hazard Area Regulations, of the Sweet Home Municipal Code (SHMC). The proposed text amendments were identified by a Department of Land Conservation and Development (DLCD) review and the text amendments are required for compliance with minimum National Flood Insurance Program (NFIP) and state standards.

This proposal includes amendments to following sections of the SHMC 15.12: 15.12.010 Statutory Authority; 15.12.020 Statement of Purpose; 15.12.025 Methods of reducing flood losses; 15.12.030 Definitions; 15.12.060 Abrogation and greater restrictions; 15.12.100 Designation of Building Official as local administrator; 15.12.110 Application for a Building Permit, 15.12.120 Duties and responsibilities of Building Inspector; 15.12.130 General Standards; 15.12.140 Lands to which chapter applies; 15.12.170 Appeal Board; 15.12.150 Floodways; and 15.12.190 Penalties for noncompliance.

LA20-01 was noticed on March 6, 2020. The notice stated that LA20-01 would be heard by the Planning Commission on April 6, 2020 and then by the City Council on April 14, 2020. The Planning Commission voted to move LA20-01 to the City Council for decision, however, the April 14, 2020 meeting does not give staff enough time to prepare the documents needed to present to the City Council. Because notice was given that a public hearing before the City Council for this application would take place on April 14<sup>th</sup>, we were required to place it on the agenda. However, we are unable to provide the necessary information by that time, and so are requesting the public hearing be continued to April 28<sup>th</sup>.



# REQUEST FOR COUNCIL ACTION

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**Title:** For Information Only - 2020 Fee Schedule Update

**Preferred Agenda:** April 14, 2020

**Submitted By:** City Manager Ray Towry

**Reviewed By:** City Manager Ray Towry

**Type of Action:** Resolution \_\_\_\_ Motion \_\_\_\_ Roll Call \_\_\_\_ Other X\_\_\_\_

**Relevant Code/Policy:** City of Sweet Home Financial Policy

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

**Attachments:** Resolution No. \_\_ for 2020 – A Resolution to Establish Public Information, Records, Research, Service and Miscellaneous City Fees.

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**Purpose of this RCA:**

To update the city's Public Information, Records, Research, Service and Miscellaneous City fee schedule

**Background/Context:**

The City charges various fees for services provided to the public. Staff attempts to set fees based on actual costs. Building permit fees are not set by the City, they are set at the state level in the ICC Building Code Valuation Table.

Last year, in an effort to streamline and consolidate various city fees, staff moved fees associated with the building department and Parks and Recreation from multiple resolutions to the fee schedule with all other city fees. All fees would normally be reviewed annually, hopefully each January, and located in one fee schedule for ease of reference.

**The Challenge/Problem:**

Are the proposed fees fair for the services rendered to the public?

**Stakeholders:**

- City of Sweet Home citizens – Adopting this resolution ensures residents have one place to go to see any and all fees within the city. As staff works to consolidate and simplify processes, citizens should find it easier to find basic information without having to bounce between code and resolutions that may not be easily accessible.
- City of Sweet Home City Council – Council is to review all fees annually.
- City of Sweet Home Staff – works diligently to keep fees updated annually to cover cost of city expenses.

**Issues and Financial Impacts:**

There are no financial impacts from this resolution as the fees currently exist

**Elements of a Stable Solution:**

A transparent and just fee schedule that is easy to understand and locate the various city fees quickly.

**Options:**

1. For Information Only. Will be on the April 28<sup>th</sup> Agenda as a Resolution.

**Recommendation:** Staff has no recommendation because this is an Informational only. It will appear on the next agenda for your approval.



**2020**  
**FEE**  
**SCHEDULE**

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>GENERAL FEES</b>	
Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.50 per side
Black and white 11 x 17	.50 per side
Color 11 x 17	1.00 per side
Fax – local only	.25 per page
Public Meeting Records – Audio CD	5.00 each
Packaging, Mailing and Postage	Actual Costs
Returned Check Fee	\$35.00
Recording Fees – Recording of Easements, Improvement Agreements and Liens	Current Linn County recording fees PLUS \$10.00 administrative fee

<b>City Recorder</b>	
Filing Fee for declaration of candidacy for an elective position	\$10.00
Annual Subscription - City Council Packet	\$240.00
Annual Subscription - City Council Agenda	\$24.00
Annual Subscription - All Public Meeting Agendas	\$36.00
Liquor License	
Liquor License, New	\$100.00
Liquor License, Temporary Sales	\$35.00
Liquor License, Change of Ownership, Add. Privileges	\$75.00
Liquor License, Renewal	\$35.00
Hero Banner	\$100.00
Veteran's Memorial Brick	\$25 Paver \$35 Paver with Logo

**FACILITY RENTAL FEES**

**Conference Rooms**

<b>HOURLY FEES</b>	Ames	Santiam	Wiley
<b>During Operating Hours</b>			
Government & Non-Profit Groups	\$10/hr	\$15/hr	\$20/hr
Public Groups	\$15/hr	\$20/hr	\$25/hr
Private Groups	\$20/hr	\$25/hr	\$30/hr
<b>During Hours of Closure</b>			
Government & Non-Profit Groups	\$20/hr	\$30/hr	\$40/hr
Public Groups	\$30/hr	\$40/hr	\$50/hr
Private Groups	\$40/hr	\$50/hr	\$60/hr
<b>EQUIPMENT RENTAL RATES</b>			
AV/IT System	\$20	\$20	\$20
Tables and Chairs	<i>Included</i>	<i>Included</i>	<i>Included</i>
Keruig Coffee Machine & Pods (15 guest)	\$10	\$10	\$10
PA System	\$20	\$20	\$20
<b>OTHER FEES AND DEPOSITS</b>			
Non-Refundable Fee (After Hour Use)	\$50	\$50	\$50
Refundable Deposit for Non-profit, Govt & Public Groups	\$100	\$100	\$100
Refundable Deposit for Private Groups / Businesses	\$150	\$150	\$150
Refundable Key Deposit	\$200	\$200	\$200
Non-Refundable Cleaning Fee	<i>Included</i>	<i>Included</i>	<i>Included</i>

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>COMMUNITY DEVELOPMENT FEES</b>	
Packaging, Mailing and Postage	Actual Costs
Annexation & Rezone	\$1,545.00
Appeal	\$610.00
Comprehensive Plan Amendment	\$1,470.00 (plus notice costs)
Conditional Use (Public Hearing)	\$615.00
Development Plan Review	\$75.00
Fence Permit	\$20.00
Land Use Compatibility Statement Sign-Off	\$35.00
Measure 56 Mailing	Actual Notice Costs
Open Storage Permit	-
Ordinance Legal Interpretation	\$155.00
Other Land Use Decisions	Cost of Service (\$150 deposit)
Partition	\$315.00
Planned Development	\$1,000.00
Planning Research and Letters	\$60.00/hr.(1 hour minimum)
Property Line Adjustment	\$160.00
Property Line Adjustment Replat	\$200.00
Secondary applications file concurrently	50% of regular fee
Subdivision – Tentative and Final	925.00 + \$20.00 per lot
Vacation of Right of Way	\$1,030.00
Variance (Public Hearing)	\$590.00
Zone Map Amendment	\$1,030.00
Zone Text Amendment	\$1,030.00
<b>Temporary Recreation Vehicle Occupancy Permit</b>	
See Resolution No. 3 for 2014	
0-7 days per rolling twelve (12) month period	No permit or permit fee required
1-15 days per rolling twelve (12) month period	\$50.00 - Permit Required
Permit extension for period of time greater than that stated in the original permit not to exceed sixty (60) days based on a rolling twelve (12) month period	\$35.00 - Permit Required
1-60 days per rolling twelve (12) month period	\$85.00 - Permit Required

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>Park/Facility Use Processing Fees</b>	
Racquetball Court City Resident Individual	\$50.00/year
Racquetball Court City Resident Household	\$75.00/year
Racquetball Court Non-City Resident Individual	\$75.00/year
Racquetball Court Non-City Resident Household	\$100.00/year
Racquetball Court Employee Only	No Fee
Racquetball Court Employee Household	\$25.00/year
Bandstand	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Outdoor Event Center	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Gazebo	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Girl Scout Hut	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Weddle Bridge	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
<b>Equipment Rental</b>	
Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental.	
Table	\$5.00/table \$100.00 refundable deposit Replacement cost \$60.00
Chairs	\$1.00/chair \$100.00 refundable deposit Replacement cost \$35.00
2' Fold Up Barricade	\$3.00/ Barricade Replacement cost \$35.00
2' Fold Up Plastic Barricades	\$3.00/Barricade Replacement Cost \$48.00
8' Barricade	\$3.00/Barricade Replacement Cost \$97.00
Small Barricade – “No Park”	\$3.00/Barricade Replacement Cost \$40.00
Photo Cell Battery Light	\$3.00/Light Replacement Cost \$40.00
18” Traffic Cones	\$3.00/Cone Replacement Cost \$15.00
28” Traffic Cones with Reflective Strip	\$3.00/Cone Replacement Cost \$20.00
Construction Signs with Sign Holders	\$10.00/Sign Replacement Cost \$165.00 set
Slow/Stop Paddle	\$3.00/Each Replacement Cost \$30.00
Slow/Stop Paddle with 20” Handle	\$5.00/Each

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

Slow/Stop Paddle with 30" Handle	Replacement Cost \$38.00
Slow/Stop Paddle with 60" Handle	\$5.00/Each Replacement Cost \$21.00
Hydrant Wrench	\$5.00/Each Replacement Cost \$35.00
Safety Vests	Replacement Cost \$12.00 each

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>BUILDING PERMIT FEES</b>	
<b>Structural Permits</b>	
Building Permit Fees: Permit fees are based on the value of construction as per the most current ICC Building Valuation Table.	
Total Value 1.00 to 500.00	\$50.00
Total Value 501.00 to 2,000.00	50.00 for the first 500.00 plus 2.52 for each additional 100.00 or fraction thereof, to and including 2,000.00
Total Value 2,001.00 to 25,000.00	87.80 for the first 2,000.00 plus 10.08 for each additional 100.00 or fraction thereof, to and including 25,000.00
Total Value 25,001.00 to 50,000.00	319.64 for the first 25,000.00 plus 7.56 for each additional 1,000.00 or fraction thereof, to and including 50,000.00
Total Value 50,001 to 100,000.00	508.64 for the first 50,00.00 plus 5.04 for each additional 1,000.00 or fraction thereof, to and including 100,000.00
Total Value 100,001.00 and up	760.64 for the first 100,00.00 plus 4.00 for each additional 1,000.00 or fraction thereof
Residential - One and Two Family, stand alone, Fire Suppresion System - as noted in OAR 918-050-0140 Use Structural Permit Fee valuation table above for Commercial Fire Suppression System permit fees	
0 – 2,000 square feet	\$100.00
2,001 – 3,600 square feet	\$150.00
3,601 – 7,200 square feet	\$200.00
Over 7,200 square feet	\$250.00
<b>Other Structural Inspections</b>	
Plan Review Fee	65% of the Building Permit Fee
Fire, Life, Safety Review	40% of the Building Permit Fee
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	65.00 per hour
Re-Inspection Fee	50.00 per inspection
Additional Plan Review required by changes, additions, or revisions to approved plans - One Hour Minimum	65.00 per hour
Deferred Plans Submittal – Portions of a building design are allowed to be submitted separately. Does not apply to deferred permits. In addition to the project plan review fee based on total project value.	65% of the building permit fee calculated using the value of the particular deferred portion or portions of the project with a minimum fee of 250.00 per deferral. Deferrals are defined by Plan Review Staff
Structural Investigation Fee: In addition to the permit fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees \$100.00 Minimum

**Phased Permitting** – Allows construction to begin on a portion or portions of a building before the construction documents

**2020 City of Sweet Home  
 Fee Schedule  
 Resolution No. XX for 2020 - Exhibit 1**

Single family dwellings and duplexes – in addition to standard permit fees	\$150.00 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500.00
All other structures – in addition to standard permit fees	\$250.00 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500.00.
3rd Party Plan Review per OAR 918-020-0090(3)(E) (customer contracted) – Administrative processing fee	10% of the building permit fee, maximum fee of \$250.00

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>Manufactured Dwelling Permits</b>	
Manufactured Dwelling Placement Fee: per installation (fee includes the concrete slab, runners or foundations, electrical feeder and plumbing connections and all cross-over connections, OAR 918-050-0130(1) - Fee includes inspection on items required at each site, installation, and final inspections. This fee does not include plumbing or electrical service installation permits fees.	\$250.00
State Manufactured Dwelling and Cabana Installation Administrative Fee (per permit)	\$30.00
<b>Other Manufactured Dwelling Inspections</b>	
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated- One Hour Minimum	\$65.00 per hour
Re-inspection fee	\$50.00 per inspection
Additional plan review required by changes, additions, or revisions to approved plans - One Hour Minimum	\$65.00 per hour

**2020 City of Sweet Home  
 Fee Schedule  
 Resolution No. XX for 2020 - Exhibit 1**

<b>Demolition Permits</b>	
Structural Removal Flat Fee	\$50.00
Each Additional 1,000 sq. ft. or fraction thereof	\$15.00
Plumbing Fixture Capping Fee	\$20.00 per fixture
Electrical Disconnect - PPL Responsibility	N/A
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>Solar Installation Speciality Code</b>	
Engineered Systems Permit Fees: Permit fees are based on the market value of the work to be performed, See Structural Permit Fee valuation table for Permit Fee	
Prescriptive Path Installations: As per the Oregon Solar Installation Specialty Code 305.4 (Includes plan review and one inspection)	\$150.00
Plan Review for Engineered Systems	65% of Permit Fee
Inspections of Prescriptive Path Installations (after the first inspection) One Hour Minimum	\$65.00 per Hour

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>Grading Permits</b>	
10 cubic yards or less	No fee
11 to 50 cubic yards	\$23.50
51 to 100 cubic yards	\$37.00
101 to 1,000 cubic yards	\$37.50 for the first 100 cubic yards, plus \$17.50 for each additional 1,000 cubic yards
1,001 to 10,000 cubic yards	\$194.50 for the first 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$325 for the first 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards
100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards
<b>Grading Plan Review</b>	
50 cubic yards or less	No fee
51 to 100 cubic yards	\$23.50
101 to 1,000 cubic yards	\$37.00
1,001 to 10,000 cubic yards	\$49.25
10,001 to 100,000 cubic yards	\$49.25 for the first 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$404.25 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000 cubic yards or fraction thereof
<b>Other Grading Inspections</b>	
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Re-Inspection Fee	\$50.00
Additional plan review required by changes, additions, or revisions to approved plans - One Hour Minimum	\$65.00 per hour

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>Mechanical Permit Fees</b>	
<b>Residential Mechanical Permit</b>	
Minimum Permit Fee	\$65.00
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, up to 100,000BTU	\$25.00
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, over 100,000BTU	\$30.00
Installation/relocation floor furnace	\$20.00
Installation/relocation suspended heater	\$20.00
Installation, relocation, or replacement of appliance vents not included in an appliance permit	\$15.00
Repair of, alteration of, or addition to each heating, refrigeration, cooling, absorption, or evaporative unit or system, including controls	\$20.00
Boiler or compressor up to 3 horsepower, or each absorption system up to 100,000 BTU/h	\$20.00
Boiler or compressor over 3 and up to 15 horsepower, or each absorption system over 100,000 and up to 500,000 BTU/h	\$25.00
Boiler or compressor over 15 and up to 30 horsepower, or each absorption system over 500,000 and up to 1,000,000 BTU/h	\$40.00
Boiler or compressor over 30 and up to 50 horsepower, over 500,000 and up to 1,750,000 BTU/h	\$55.00
Installation or relocation of each boiler or refrigeration compressor over 50 horsepower or absorption system over 1,750,000 BTU/h	\$55.00
Each air handling unit up to 10,000 cubic feet per minute, including attached ducts	\$15.00
Each air handling unit exceeding 10,000 cfm	\$25.00
Each evaporative cooler, other than portable types, air conditioning units and/or heat pumps	\$20.00
Each ventilation fan connected to a single duct	\$15.00
Each ventilation system which is not a portion of heating or air conditioning system authorized by permit	\$20.00
Installation of each hood served by mechanical exhaust, including ducts	\$20.00
Installation or relocation of each domestic type incinerator	\$20.00

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

Each appliance or piece of equipment regulation by this code, but not classed in other applicant categories, or no other fee is listed.	\$20.00
Fuel piping system with 1 to 4 outlets	\$20.00
Fuel piping system with 5 or more outlets	\$5.00 per outlet
<b>Other Mechanical Inspections</b>	
Mechanical Plan Review – Residential	25% of Residential Mechanical Permit Fee
Inspections outside of normal business hours (Two Hour Minimum)	\$100.00 per/hour
Inspections for which no fee is specifically indicated (One Hour Minimum)	\$65.00 per hour
Reinspection fee	\$50.00 per inspection
Additional plan review required by changes, additions, or revisions to approved plans (One Hour Minimum)	\$65.00 per hour
Mechanical Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees - \$100.00 Minimum.
<b>Commercial Mechanical Permit Fees</b>	
Total Valuation \$1.00 to \$2,000.00	\$65.00
Total Valuation \$2,001.00 to \$25,000.00	\$65.00 for the first \$2,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
Total Valuation \$25,001.00 to \$50,000.00	\$318.00 for the first \$25,000 plus \$9.00 for each additional \$1,000, or fraction thereof, to and including \$50,000
Total Valuation \$50,001.00 to \$100,000.00	\$543.00 for the first \$50,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
Total Valuation \$100,001.00 and up	\$843.00 for the first \$100,000 plus \$4.00 for each additional \$1,000, or fraction thereof
<b>Other Commercial Mechanical Inspection</b>	
Mechanical Plan Review – Commercial	25% of the Commercial Mechanical permit fee
Reinspection Fee	\$50.00 per inspection
Inspections outside of normal business hours - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Additional Plan Review required by changes, additions, or revisions to the approved plans - One Hour Minimum	\$65.00 per hour
Mechanical Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees - \$100 Minimum

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>Plumbing Permits</b>	
<b>Residential Plumbing Permit Fees</b>	
Minimum Permit Fee	\$90.00
Plan Review, if required	30% of permit fee
<b>Water Service/Building Sewer/Storm Sewer</b>	
Water service – first 100 feet or fraction thereof	\$50.00
Water service – each additional 100 feet of fraction thereof	\$30.00
Sanitary sewer – first 100 feet or fraction thereof	\$50.00
Sanitary sewer – each additional 100 feet of fraction thereof	\$30.00
Storm sewer (includes rain drain and footing) – first 100 feet of fraction thereof	\$50.00
Storm sewer (includes rain drain and footing) – each additional 100 feet of fraction thereof	\$30.00
<b>New One- and Two-Family Dwellings</b>	
Includes one kitchen, first 100 feet of water and sewer, hose bibs, ice maker, underfloor low-point drains, and rain-drain packages (including piping, gutters, downspouts and perimeter system)	
1 Bath	\$260.00
2 Bath	\$320.00
3 Bath	\$370.00
Each additional bathroom in addition to 3	\$80.00
Each additional kitchen in addition to 1	\$80.00
Fixture Fee	\$20.00
Backflow preventer / Backwater Valve	\$40.00
<b>One- and Two-Family Continuous Loop/Multipurpose Fire Suppression System Permit as noted in OAR 918-050-0140</b>	
0 - 2000 square feet	\$100.00
2001 - 3600 square feet	\$150.00
3601 - 7,200 square feet	\$200.00
Over 7,200 square feet	\$250.00
Manufactured Homes Utilities– sewer collection and water distribution	\$110.00
<b>Commercial Plumbing Permit</b>	
<b>Commercial, Industrial,</b>	
Minimum Fee	\$150.00
Site Utilities for Water / Sanitary / Storm Sewer (exterior of foundation) trench drains (length of pipe):	
First 100 feet or fraction thereof	\$80.00
Each additional 100 feet of fraction thereof	\$40.00
Storm water retention / detention tank / facility – Flat Fee	\$80.00
Pressure reducing valve	\$25.00
Fixture cap	\$25.00
Man holes	\$25.00

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

Catch basin or area drain	\$25.00
Absorption valve	\$25.00
Bath tub/shower/shower pan	\$25.00
Clothes washer	\$25.00
Dishwasher	\$25.00
Drinking fountain	\$25.00
Expansion tank	\$25.00
Fixture cap	\$25.00
Floor or roof drain / floor sink / hub	\$25.00
Garbage disposal	\$25.00
Hose Bib	\$25.00
Ice maker	\$25.00
Interceptor / grease trap	\$25.00
Laundry tray	\$25.00
Sink / basin / lavatory	\$25.00
Trap primer	\$25.00
Water closet / urinal	\$25.00
Water heater	\$25.00
Other fixture	\$25.00
Backflow Preventer/Backflow Valve	\$80.00
Plan Review, if required	30% of Permit Fee
Manufactured Dwelling Parks / RV Parks – Per Space/Site Fee	\$70.00
<b>Medical Gas Piping – Fee based upon value (Plan Review Required)</b>	
Valuation \$1.00 - \$2,000.00	\$75.00
Valuation \$2,001.00 - \$25,000.00	\$75.00 for first \$2000.00 + \$12.00 for each additional \$1,000 or fraction thereof, to and including \$25,000.00
Valuation \$25,001.00 - \$50,000.00	\$351.00 for first \$25,000 + \$10.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.00
Valuation \$50,001.00 - \$100,000.00	\$601.00 for first \$50,000 + \$6.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.00
Valuation \$100,000.00 and up	\$901.00 for first \$100,000 + \$4.00 for each additional \$1,000 or fraction thereof
<b>Other Plumbing Inspection – Residential &amp; Commercial</b>	
Re-inspections	\$90.00 per inspection
Inspections outside of normal business hours - Under special circumstances with pre-arrangement - Three Hour Minimum	\$160.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$90.00 per hour
Additional Plan Review required by changes, additions, or revisions to the approved plans. One Hour Minimum	\$90.00 per hour

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

Plumbing Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fee - \$100 Minimum
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**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>Manufactured Home and Mobile Home/RV Parks [1] OAR 918-600-0030</b>	
Valuation \$1.00 to \$500.00	\$15.00
Valuation \$501.00 to \$2,000.00	\$15.00 for first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
Valuation \$2,001.00 to \$25,000.00	\$45.00 for first \$2,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$25,000
Valuation \$25,001.00 to \$50,000.00	\$252.00 for first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
Valuation \$50,001.00 to \$100,000.00	\$414.50 for first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
Valuation \$100,001.00 to \$500,000.00	\$639.50 for first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
Valuation \$500,001.00 to \$1,000,000.00	\$2,039.50 for first \$500,000 plus \$2 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
Valuation of \$1,000,001.00 and up	\$3,539.50 for first \$1,000 plus \$2 for each additional \$1,000 or fraction thereof
<b>Other Inspections</b>	
Re-inspection Fee	\$50.00 per inspection
Inspections outside of normal business hours - Two Hour Minimum	\$50.00 per hour
Inspections for which no fee is specifically indicated - One-Half Hour Minimum	\$50.00 per hour
Additional Plan Review required by changes, additions, or revisions to the approved plans - One-Half Hour Minimum	\$50.00 per hour
Consultation Fee - One Hour Minimum	\$30.00 per hour

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

[1]This permit does not include permits or related fees for park facilities constructed under building, mechanical, plumbing, electrical or manufactured dwelling placement permits.

**Manufactured Dwelling / Mobile Home / RV Park Valuation Table  
Table 2**

Space per Acre

Park Class	4	5	6	7	8	9	10	11	12
A	5,901	5,517	5,197	4,941	4,685	4,493	4,365	4,301	4,237
B	5,504	5,120	4,800	4,544	4,288	4,096	3,968	3,904	3,804
C	5,312	5,028	4,608	4,352	4,269	3,904	3,776	3,712	3,648

Class A = parks contain paved streets curbs & sidewalks

Class B = parks contain paved streets no curbs no sidewalks

Class C = parks contain no paved streets, no curbs but have sidewalks on one side or each street

When a park contains spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation of the park.

Plan Review fee is 65% of permit fee.

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>POLICE DEPARTMENT FEES</b>	
Photo Copies	.25 per side
Public Fingerprinting Services (Two Cards)	
Residents	\$20.00
Non-Residents	\$30.00
Bicycle License per bicycle – current owner	\$2.00
Peddler License Applications	\$25.00
<b>False Alarm Fees</b>	
1st and 2nd Alarm	No Charge
3rd and 4th Alarm	\$25.00
5th and 6th Alarm	\$50.00
7th + Alarm	\$100.00
<b>Reports and Recordings</b>	
Research Fee per unknown case number	\$10.00
Archived Reports prior to 2001 or reports requiring redaction of confidential information:	Actual Staff Costs – 1 hour minimum Applicable reproduction cost
Incident Reports (up to 25 pages)	\$10.00
Additional pages	\$0.50
Report postage minimum up to 10 pages	\$3.00
Additional pages	.10/each
<b>Evidence Recording (digital audio)</b>	
Digital Audio	\$30.00
Video (minimum up to 2 hours maximum)	\$50.00
Each additional 2 hours	\$50.00
Recording postage per CD/DVD	\$5.00
<b>Evidence Photographs</b>	
Film converted to digital	\$50.00
Photos per case CD/DVD or sent electronically	\$25.00
Digital printed photos per sheet (max 4/sheet)	\$10.00
<b>Photograph Postage</b>	
Postage per photo CD	\$5.00
Postage min to 10 printed pages	\$5.00
Per pages after 10	\$0.10
<b>Record Checks</b>	
Letters of Clearance (per individual)	\$15.00
Location/Person overview per individual	\$10.00
Postage for records checks minimum to 10 pages	\$2.00
Per page after 10	\$0.10
<b>License Investigations</b>	
Second Hand Dealer License Processing	\$20.00
Texas Hold-Em License (annual)	\$200.00

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. 1 for 2020 - Exhibit 1**

<b>LIBRARY SERVICES FEES</b>	
Photocopies    Black and white 8.5 X 11 (self service)	.15 per side
<b>Overdue Library Materials</b>	
Books, Magazines, Books on CDs per item per day	.10 (maximum 3.00/item)
Videos, DVD's, per item/per day	1.00 (maximum 5.00/item)
<b>Out of City Library Card</b>	
Per household and/or single card per year issued	\$35.00
Lost/Destroyed Library Materials	Actual replacement cost plus 5.00 processing fee

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. XX for 2020 - Exhibit 1**

<b>FINANCE DEPARTMENT</b>	
<b>Miscellaneous Service and Research Fees</b>	
Budget Document (bound copy) Available online	\$15.00
Audit/CAFR Document (bound copy) Available online	\$15.00
Municipal Lien Search Fee per Tax Lot	\$25.00
Reconveyance Fee	\$160.00
Packaging, Mailing and Postage	Actual Costs
Passport Processing Fees/each	\$35.00
Passport Photographs – 1 set of two	\$15.00

<b>Water Service Fees</b>	
Reinstating Water Service	\$40.00
Turning water service on that has been turned off without permit	\$40.00
Turning off and turning on water service after hours	\$40.00
Turning off and turning on water service during regular hours	\$20.00
Re-reading the water meter at request of the user	\$20.00
Reinstallation of water meters at the request of the user	<del>\$125</del> <b>\$200</b>
Vacationers' water on/off	20.00 each visit
Tampering with a water meter	\$250.00
Utility Account Deposit	\$150.00
Temporary Water Service Fee	\$40.00
Late fee for delinquent accounts	5.00/per month
Interest rate on outstanding delinquent account balance including all interest, service charges, or other relevant fees/charges	1.5%/per month
Refunds will not be made for amounts less than	\$10.00

<b>User Rates for City Storm Drainage System</b>	
Customer Charge Equivalent Dwelling Unit (3,200 sq. ft)	\$0.20
Commodity Charge EDU	\$0.80

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. 1 for 2020 - Exhibit 1**

<b>PUBLIC WORKS FEES</b>	
<b>PW Permit Fees</b>	
Basic Right-of-Way Permit (includes sidewalk reconstruction/repair, sidewalk new construction behind existing curb, and heavy haul routes)	\$60.00
Recording of Easements and Improvement Agreements. (Not subject to basic permit fee if no other right-of-way work being done.)	Linn Co. Fee + 10.00 administrative fee
Utility Franchise Permit: fees governed by individual Utility Franchise Agreements.	
<b>Service Connections Inspection Fees (Typical of Residential &amp; Small Commercial Construction)</b>	
Driveway Access (new/widen/reconstruction):	\$30.00
Driveway Culvert (new/extension)	\$20.00
Sewer lateral connection to main	\$30.00
Storm drainage connection to curb, main, or channel	\$10.00
Connection to City Water System when installed by contractor	\$60.00
<b>Infrastructure Inspection Fees (Typical of Subdivision and Large Commercial Construction)</b>	
"1000 lf incr" means per 1000 linear feet increment	
Half Street Improvements	100.00 per 1000 lf incr
Full Street Improvements	350.00 per 1000 lf incr
Storm Sewer Mainline (new or extended)	60.00 per 1000 lf incr
Sanitary Sewer Mainline (new or extended)	150.00 per 1000 lf incr
Water Mainline (new or extended), Private Fire Supply Line or Service which requires public testing	300.00 per 1000 lf incr
Stormwater Management - Water Quality / Detention / Retention / Open Channel / Swale	\$60.00
Development Plan Review up to 5 hours	\$350.00
Development Plan Review over 5 hours	60.00/hr
<b>Erosion Control Plan Review</b>	
Parcel 10,000 sq. ft to 43,559 sq. ft (1 Acre)	\$50.00
Over 1 Acre w/o Erosion Control Certificate	\$75.00
<b>Industrial Waste Pretreatment</b>	
Discharge Application Review	\$100.00
Discharge Permit	\$100.00
Monitoring & Inspection	Cost or 30.00 min
Response to Accidental Discharge	Cost or 30.00 min
Filing Appeals	Cost or 30.00 min
Administration for Abatement Procedures	\$25.00
<b>Bulk Water Service Fees</b>	
Hydrant Meter Deposit (refundable)	\$1,650.00
Bulk Water Permit Base Fee	40.00 inside City
	60.00 outside City

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. 1 for 2020 - Exhibit 1**

Bulk Water Commodity Fee	See Bulk user rate as per Water Utility Fees resolution
<b>System Development Charges and Utility Assessments</b>	
Water SDC, ¾" meter	\$1,215.00
Water SDC, 1" meter	\$2,574.00
Water SDC, 1.5" meter	\$9,665.00
Water SDC, 2" meter	\$18,374.00
Water SDC, 3" meter	\$34,052.00
Water SDC, 4" meter	\$55,076.00
Water SDC, 6" meter	\$89,685.00
Sanitary Sewer SDC, based on ¾" water meter	\$624.00
Sanitary Sewer SDC, based on 1" water meter	\$1,322.00
Sanitary Sewer SDC, based on 1.5" water meter	\$4,965.00
Sanitary Sewer SDC, based on 2" water meter	\$9,439.00
Sanitary Sewer SDC, based on 3" water meter	\$17,494.00
Sanitary Sewer SDC, based on 4" water meter	\$28,295.00
Sanitary Sewer SDC, based on 6" water meter	\$46,074.00
Foster Midway Sewer Assessment	\$900.00
Fed Fund EPA #C-410432-02-2 or EDA #07-51-23386	
Transportation SDC	\$0.00
Stormwater SDC	\$0.00
Parks SDC	\$0.00
<b>Water Service Site Installation by City</b>	
Water Service Installation by City, 3/4" Meter, through Asphalt/Concrete	\$2,500.00
Water Service Installation by City, 3/4" Meter, through Gravel/Soil	\$2,100.00
Water Service Installation by City, 1" Meter, through Asphalt/Concrete	\$2,600.00
Water Service Installation by City, 1" Meter, through Gravel/Soil	\$2,200.00
Water Service Installation by City, 1.5" Meter, through Asphalt/Concrete	\$2,800.00
Water Service Installation by City, 1.5" Meter, through Gravel/Soil	\$2,500.00
Water Service Installation by City, 2" and larger Meter & Service	Project Specific w/ Const.
Water Service Installation by City, Custom Non-standard Installation, various meter sizes	Time and Materials

**2020 City of Sweet Home  
Fee Schedule  
Resolution No. 1 for 2020 - Exhibit 1**

<b>Engineering Document Plan Copies</b>	
Size	Paper/Photo
18 X 24	2.50/5.00
24 X 36	4.00/8.00
36 X 48	8.00/16.00
<b>Electronic Data Files.</b>	
GIS Aerial Photographs, .SID or .TIF	20.00 / per image (1/4) section
GIS Attributed Vector Data, .SHP	20.00/per layer
AutoCAD Electronic Data Files, .DWG or .DWF	20.00/per requested area
Custom map work in increments of 1/4 hour, subject to staff availability	60.00/hour + printing fees



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - Resolution No. 6 for 2020 USDA Rural Development Grant Application Resolution

**Preferred Agenda:** April 14, 2020

**Submitted By:** J. Lynn, Chief of Police

**Reviewed By:** R. Towry, City Manager

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

**Relevant Code/Policy:** SH Financial Policy

**Towards Council Goal:** Goal #2 – Be an effective and efficient Government  
Goal #3 – Look for methods to improve community safety  
Goal #3 – Develop partnerships with regional services

**Attachments:** USDA Loan Resolution, USDA Grant Application

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## **Purpose of this RCA:**

Seeking review and passage of a resolution in support of the Sweet Home Police Department's USDA Rural Development Grant request. The Grant would be used for the purchase of a vehicle and equipment for the K9 Drug Detection Program.

## **Background/Context:**

In November of 2018 the Sweet home Police Department started our first Drug Detection K9 Program. Sweet Home Police Officer Sasha McDonald was the driving force behind the K9 Program. Her efforts and commitment to the idea helped in receiving the donations that allowed the program to begin. Our K9, Gemma, was donated and has performed exceptionally. The Deschutes County Sheriff's Office donated a fully outfitted K9 patrol vehicle to our Department. The donated vehicle had been taken out of service by Deschutes County and had around 90,000 miles on it at the time. The vehicle is a 2013 Chevy Tahoe and it currently as around 126,000. With the miles going up, we have seen an increase in maintenance expenses associated with it.

Officer McDonald has prepared a USDA Rural Development Grant application that would assist in the funding of a new K9 patrol vehicle as well as additional protective equipment for the patrol officers. This equipment includes the purchase of ballistic vest carriers and ballistic shields for each patrol vehicle. The ballistic carriers and shields will provide the officers with an additional level of protection from large caliber firearms.

**The Challenge/Problem:**

Should the Sweet Home Police Department apply and participate in the USDA Rural Development Grant for equipment related to the K9 Drug Detection Program?

**Stakeholders:**

Police Department. Maintaining updated vehicles and equipment with a limited budget and funding is important. The USDA Grant is an attempt to offset funding required.

City of Sweet Home Residents. A safe community is essential for the citizens of Sweet Home to enjoy a high quality of life. A functioning Drug Detection K9 program can act as a deterrent for drug activity as well as another investigative tool within the community.

**Issues and Financial Impacts:**

Funding - The total cost of the proposed project (a new K9 patrol vehicle, 7 ballistic vest carriers, 7 ballistic shields) would total \$59,329.44. The USDA Rural Development Grant would cover 35% of the project (\$20,765.30). The City would be required to match the remaining 65% which would be \$38,564.14.

If Council were to support and approve the USDA Grant, the City would be committing the match funding necessary for the Grant.

**Elements of a Stable Solution:**

Council approval of a Resolution allowing City staff to apply for the USDA Rural Development Grant would assist in offsetting the cost of needed equipment.

**Options:**

1. Do Nothing.
2. Approve Resolution No. 6 for 2020 – Authorizing Staff to submit an application for the 2020 USDA Rural Development Grant and authorizing the City Manager to sign the required documents.
3. Request additional information from staff.

**Recommendation:**

1. Motion to Approve Resolution No. 6 for 2020 authorizing Staff to submit an application for the 2020 USDA Rural Development Grant and authorizing the City Manager to sign the required documents.

RESOLUTION NO. 6 FOR 2020

A RESOLUTION AUTHORIZING STAFF TO SUBMIT AN APPLICATION FOR THE 2020 USDA RURAL DEVELOPMENT GRANT FOR THE PURCHASE OF EQUIPMENT.

**WHEREAS**, The USDA is accepting applications for the Rural Development Grant Program; and

**WHEREAS**, the City of Sweet Home desires to participate in this grant program to the greatest extent possible as a means of providing needed police equipment; and

**WHEREAS**, the project will replace an aging Police K9 patrol vehicle and will acquire needed ballistic vest carriers and shields for officer protection; and

**WHEREAS**, the City of Sweet Home has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, the City of Sweet Home will provide adequate funding for on-going operations and maintenance of the Department and K9 program should the grant funds be awarded; and

**NOW, THEREFORE, BE IT RESOLVED:**

**Section 1.** The Council of the City of Sweet Home herein authorizes the staff to submit an application for the 2020 USDA Rural Development Grant and authorizes the City Manager to sign the required documents including the USDA Loan Resolution.

**Section 2.** The Council of the City of Sweet Home will accept any USDA award resulting from this application.

**Section 3.** This Resolution shall be effective immediately upon its passage.

PASSED by the Council and executed by the Mayor this 14th day of April 2020 by a vote of \_\_\_\_ yeas and \_\_\_\_ nays.

---

Mayor Greg Mahler  
City of Sweet Home, Oregon

ATTEST:

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City Manager – Ex Officio City Recorder

**LOAN RESOLUTION**  
**(Public Bodies)**

A RESOLUTION OF THE City Council

OF THE City of Sweet Home

**AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS**

Police Department Equipment

**FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.**

WHEREAS, it is necessary for the City of Sweet Home  
(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of \$0

pursuant to the provisions of ORS 121; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

*According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*



**CERTIFICATION TO BE EXECUTED AT LOAN CLOSING**

I, the undersigned, as \_\_\_\_\_ of the \_\_\_\_\_  
 hereby certify that the City Council \_\_\_\_\_ of such Association is composed of  
 \_\_\_\_\_ members, of whom \_\_\_\_\_, constituting a quorum, were present at a meeting thereof duly called and  
 held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; and that the foregoing resolution was adopted at such meeting  
 by the vote shown above. I further certify that as of \_\_\_\_\_, the date of closing of the loan from the Government, said resolution  
 remains in effect and has not been rescinded or amended in any way.

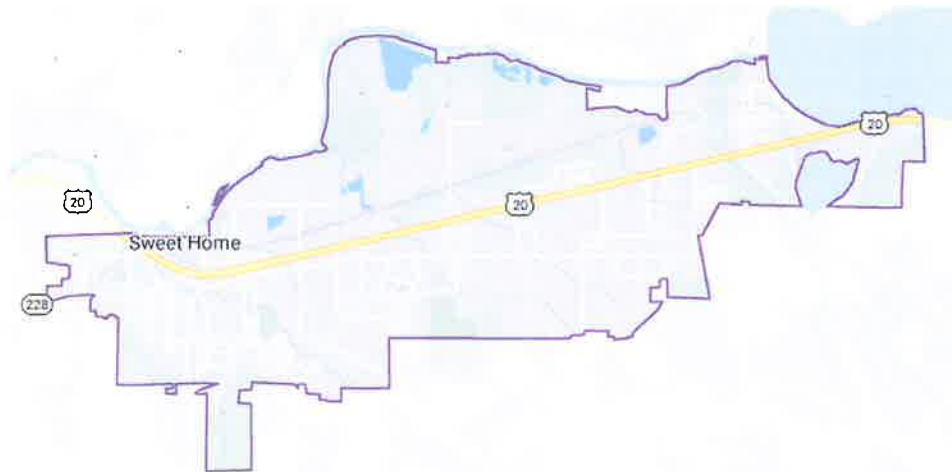
Dated, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Title \_\_\_\_\_

**City of Sweet Home Police Department**  
**CF Grant- K9 Vehicle/Ballistic Protection**  
**Simplified Preliminary Architectural Report (PAR)**

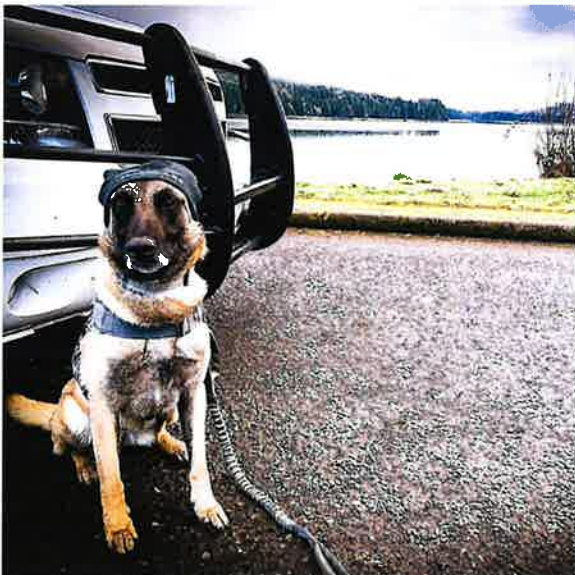
**1. Current Situation & Need for Project**

The Sweet Home Police Department started our first ever Drug Detection K9 Program in November of 2018. We serve a population of approximately 9,000 people, nestled in the foothills of the Cascade Mountains. Being a small community, funds are very limited for new programs and we rely on fundraisers and donations to keep the program going.



Map data ©2020 Google

Officer McDonald personally donated K9 Gemma, a 4-year-old Belgian Malinois to work as a Narcotics Detection K9 and so far, K9 Gemma helped seize \$7,635 in cash, 17.51 oz of Meth, 1oz of Cocaine, 3.5 oz of Heroin, and 3 stolen firearms.



At the start of the program back in November of 2018, Deschutes County Sheriff's Office donated a 2013 fully outfitted K9 Tahoe. At the time, the K9 Tahoe had about 90,000 miles on it and now the mileage is around 126,000. Typically, patrol vehicles are replaced at 120,000 miles. However, since there was no budget in the program for a new vehicle, it has not been replaced. With the mileage going up, there may be potential mechanical problems that will arise and will hinder the use of K9 Gemma in the field. If the current vehicle is broken down for a significant amount of time, K9 Gemma would not be able to work as there are no other vehicles to accommodate a K9. This in turn would hinder our efforts in keeping our community safe from drugs and preventing crime.



Along with replacing a K9 vehicle, we are looking at purchasing ballistic vest carriers. Currently, we only have one vehicle equipped with a Level IV trauma plate vest carrier to protect one officer from an active shooter type incident. (Level IV trauma plates stop an AR 15 and AK47

rifle rounds) Our goal is to purchase 9 vests, equaling one vest per patrol vehicle so all our officers have access to rifle rated ballistic protection. We also want to purchase 7 ballistic shields that will stop a .308 or greater caliber rifle rounds and have them available when the need arises. With the increase in active shooter incidents, we want to have the equipment available to protect our officer's lives so in turn they can protect our community.

## 2. Feasible Alternatives

### a. **Alternative 1- No Action.**

If we are unable to secure funding assistance with the purchase of a new K9 patrol vehicle and ballistic vests/shields, our community would be placed at greater risk for criminal activity. If the vehicle is not replaced, the current vehicle may encounter mechanical failures which will halt the use of narcotics K9 Gemma. If K9 Gemma is unable to work, the frequency of drug related crimes would increase since there would be less deterrence/enforcement.

If we do not secure funding for ballistic vests/shields, we may lose officers' and/or community members lives if an active shooter incident were to occur. These vests and shields are imperative in protecting our community in active shooter situations.

**Cost: \$0**, however, community members may lose thousands of dollars in form of drug related crimes such as theft, burglary, and vehicle theft. Also, lives may be lost in a critical incident if one were to occur if there was no vital protection equipment available. There is no dollar amount that can be placed on a human life.

### b. **Alternative 2- New 2020 K9 Outfitted Dodge Durango & 9 Level IV Ballistic Vests/7 Shields.**

We are requesting assistance with purchasing a 2020 fully outfitted K9 Dodge Durango patrol ready SUV. According to our research, this is the most cost effective, reliable option for a patrol K9 vehicle. Purchasing a new K9 outfitted SUV will last us approximately 8 years. This will reduce costs for the tax paying community as the vehicle will have zero to minor mechanical and maintenance costs during the years of service. This will also help us keep the K9 program going to keep drugs off our streets.

**Cost: K9 Dodge Durango \$47,479.44; Ballistic vests and shields \$11, 850.00**

**Total Cost: \$59,329.44**

**c. Alternative 3- New 2020 K9 Outfitted Ford Explorer Interceptor & 9 Level IV Ballistic Vests/7 Shields.**

The Ford Explorer Interceptor is the second option to outfit for a K9 vehicle.

**Cost: 2020 Ford Explorer \$50,148.85; Ballistic vests and shields \$11, 850.00**

**Total Cost: \$61,998.85**

**3. Evaluate and Compare Alternatives**

Currently, there are only two pursuit rated SUV options available to be outfitted as a K9 patrol vehicle. Chevrolet stopped production of pursuit rated Tahoe for two years due to a “styling refresh.” So now we only have a choice between the 2020 Dodge Durango or 2020 Ford Explorer. The Dodge Durango is more affordable out of the two with the V8 5.7L Hemi engine option as more reliable. The Ford Explorer offers a Hybrid version, which is more fuel efficient, however costs significantly more. When researching the difference between the two vehicles, Ford seemed to have more quality control issues which caused new vehicles to be sent back to have parts fixed or replaced. Since we rely on the only one k9 vehicle, we need it built right the first time. Also, several large agencies in the State of Oregon have been using Dodge Durango’s as their patrol vehicles with zero complaints and maintenance issues.

For the Ballistic vests and shields we received two quotes from different companies. The company who quoted the prices used in this application significantly outbid the other one. Also, these ballistic vests/shields are made in the United States and certified by the National Institute of Justice.

**4. Selected Alternative**

We select alternative #2, New 2020 K9 Outfitted Dodge Durango and 9 Level IV Ballistic Vests/7 Shields. This is the most cost effective, reliable alternative out of the two, saving our community \$2,669.41. The Durango is the most reliable vehicle out of the two and will keep K9 Gemma continuously working out on the street. The base price for a 2020 Dodge Durango 5.7L Hemi is \$31,180.46 and the add-ons to make it a work ready, K9 patrol vehicle are \$16,298.98 with labor included. Typically, patrol vehicles outfitted for K9 are slightly more expensive due to a special K9 housing compartment and heat alarm system to keep the K9 safe and cool during work hours. (An invoice for a complete build for this alternative is attached at the end of this application)



The ballistic vests with level IV protection plates are \$350.00 each. They come with double rifle pistol pouch, "Police" patches, tourniquet, and shears. The total for 9 vests is \$3,150.00. We are wanting to purchase 5 Level IIIA 14 pound shields for \$900 each and 2 heavier duty Level III 33 pound shields for \$2,100 each. The total for all 7 shields is \$8,700.



5. **Proposed Funding Sources**

\$20,765.30-CF Grant (35%)

\$38,564.14- Applicant contribution (65%)

\$59,329.44- Total projected cost

The City of Sweet Home's contribution is budgeted for the next fiscal budget year, which starts July 1<sup>st</sup>, 2020.

6. **Proposed Project Budget**

\$47,479.44-Durango

\$3,150.00-Ballistic Vests

\$8,700- Shields

\$0-contingency

\$59,329.44-Total project cost

Signature:  \_\_\_\_\_

Date: 3/22/20 \_\_\_\_\_

Report Prepared by: Alexandra McDonald \_\_\_\_\_

K9 Officer \_\_\_\_\_

(Name)

(Title)

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b>		<b>* 2. Type of Application:</b>		* If Revision, select appropriate letter(s):	
<input checked="" type="checkbox"/> Preapplication	<input type="checkbox"/> Application	<input type="checkbox"/> New	<input type="checkbox"/> Continuation	<input type="checkbox"/> Revision	<input type="text"/>
<input type="checkbox"/> Changed/Corrected Application					* Other (Specify) <input type="text"/>
* 3. Date Received:		4. Applicant Identifier:			
<input type="text"/>		<input type="text"/>			
5a. Federal Entity Identifier:			* 5b. Federal Award Identifier:		
<input type="text"/>			<input type="text"/>		
<b>State Use Only:</b>					
6. Date Received by State:		7. State Application Identifier:			
<input type="text"/>		<input type="text"/>			
<b>8. APPLICANT INFORMATION:</b>					
* a. Legal Name: <input type="text" value="City of Sweet Home"/>					
* b. Employer/Taxpayer Identification Number (EIN/TIN):			* c. Organizational DUNS:		
<input type="text" value="930556954"/>			<input type="text"/>		
<b>d. Address:</b>					
* Street 1:		<input type="text" value="3225 Main Street"/>			
Street 2:		<input type="text"/>			
* City:		<input type="text" value="Sweet Home"/>			
County/Parish:		<input type="text" value="Linn"/>			
* State:		<input type="text" value="Oregon"/>			
Province:		<input type="text"/>			
* Country:		<input type="text" value="USA: UNITED STATES"/>			
* Zip / Postal Code:		<input type="text" value="97386"/>			
<b>e. Organizational Unit:</b>					
Department Name:			Division Name:		
<input type="text" value="Police"/>			<input type="text" value="Administration"/>		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
Prefix:		* First Name: <input type="text" value="Shannon Alexandra (Sasha)"/>			
Middle Name:		<input type="text"/>			
* Last Name:		<input type="text" value="McDonald"/>			
Suffix:		<input type="text"/>			
Title: <input type="text" value="K9 Officer"/>					
Organizational Affiliation: <input type="text" value="Employee of City of Sweet Home Police Department"/>					
* Telephone Number:		Fax Number:			
<input type="text" value="541-367-5131"/>		<input type="text" value="541-367-5235"/>			
* Email: <input type="text" value="amcdonald@sweethome.or.gov"/>					

**Application for Federal Assistance SF-424**

**9. Type of Applicant 1 - Select Applicant Type:**

Municipality

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

USDA Rural Development

**11. Catalog of Federal Domestic Assistance Number:**

10.766

CFDA Title:

Community Facility Grant Program

**\* 12. Funding Opportunity Number:**

FY 2020

\* Title:

Community Facility Grant Program

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Sweet Home

Add Attachments

Delete Attachments

View Attachments

**\* 15. Descriptive Title of Applicant's Project:**

Police Equipment

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachments

Delete Attachments

View Attachments

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="\$ 20,765.30"/>	(35% Grant)
* b. Applicant	<input type="text" value="\$ 38,564.14"/>	(65% match)
* c. State	<input type="text"/>	
* d. Local	<input type="text"/>	
* e. Other	<input type="text"/>	
* f. Program Income	<input type="text"/>	
* g. TOTAL	<input type="text" value="\$ 59,329.44 \$0.00"/>	

**19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation.)**

Yes  No

If "Yes", provide explanation and attach.

Add Attachments

Delete Attachments

View Attachments

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a -1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	* TITLE
* APPLICANT ORGANIZATION City of Sweet Home	* DATE SUBMITTED

Position 3

USDA  
Form RD 400-4  
(Rev. 11-17)

**ASSURANCE AGREEMENT**  
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED  
OMB No. 0575-0018  
OMB No. 0570-0062

The **City of Sweet Home**

\_\_\_\_\_  
*(name of recipient)*

**3225 Main Street, Sweet Home, OR 97386**

\_\_\_\_\_  
*(address)*

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];
5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and
6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

*According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff:

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

#### Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

#### Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, City of Sweet Home \_\_\_\_\_ on this  
*(name of recipient)*

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

\_\_\_\_\_  
*Recipient*

\_\_\_\_\_  
*Date*

Attest:

*n/a*

\_\_\_\_\_  
*Title*

*Title*

**OTHER CREDIT POLICY AND GRADUATION CERTIFICATIONS**

**Credit Elsewhere.**

As part of the application for loans from Rural Development, applicants must certify in writing and Rural Development must determine and document that the applicant is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.

**Refinancing Rural Development Debt.**

As part of its loan approval procedures, Rural Development requires an agreement that if at any time it shall appear to the Government that the borrower is able to refinance the amount of the indebtedness then outstanding, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time, the borrower will, upon request of the Government, apply for and accept such loan in sufficient amount to repay the Government and will take all such actions as may be required in connection with such loan.

**Loan Documents.**

As part of the loan approval process, the borrower will be required to sign certain documents whereby the borrower agrees to make the necessary applications for refinancing at the request of Rural Development.

**Certifications.**

We, the undersigned, as authorized representatives of City of Sweet Home, herein referred to as applicant and borrower, hereby certify:

We are unable to finance the proposed project from our own resources or through commercial credit at reasonable rates and terms.

We have been advised of and understand that Rural Development may require that any loans approved are subject to refinancing upon request by Rural Development whenever it may appear that such refinancing is available as outlined above.

Applicant: City of Sweet Home  
X \_\_\_\_\_ (Signature)  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest: N/A  
Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Certification Regarding Drug-Free Workplace Requirements (Grants)  
Alternative I – For Grantees Other Than Individuals**

**AD-1049**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 C.F.R. Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.*

*According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page three before completing certification.)***

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  2. Establishing an ongoing drug-free awareness program to inform employees about –
    - a. The dangers of drug abuse in the workplace;
    - b. The grantee's policy of maintaining a drug-free workplace;
    - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
  3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
  4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will –
    - a. Abide by the terms of the statement; and
    - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted –
    - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE *(Street Address, City, County, State, Zip Code)*

3225 Main Street, Sweet Home, OR 97386

Check  if there are workplaces on file that are not identified here.

ORGANIZATION NAME

City of Sweet Home

PR/AWARD NUMBER OR PROJECT NAME

Police Equipment Purchase

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE(S)

DATE

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.*

### Instructions for Certification

- (1) By signing and submitting this form, the grantee is providing the certification set out on pages one and two in accordance with these instructions.
- (2) The certification set out on pages one and two is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (5) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question, see paragraph (3) above.
- (6) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
  - "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, and as further defined by 21 C.F.R. §§ 1308.11-1308.15.
  - "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
  - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
  - "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll, or employees of subrecipients or subcontractors in covered workplaces).

**DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  City of Sweet Home 3225 Main Street Sweet Home, OR 97386  Congressional District, if known: _____ OR _____	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known: _____	
<b>6. Federal Department/Agency:</b> USDA Rural Development 31978 N Lake Creek Tangent, OR 97389	<b>7. Federal Program Name/Description:</b> Community Facility Grant Program  CFDA Number, if applicable: _____ 10.766	
<b>8. Federal Action Number, if known:</b> FY 2020	<b>9. Award Amount, if known:</b> \$ _____ TBD	
<b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):  N/A	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  N/A	
<b>11. Amount of Payment</b> (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<b>13. Type of Payment</b> (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
<b>12. Form of Payment</b> (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b> None		
(attach Continuation Sheet(s) SF-LLLA, if necessary)		
<b>15. Continuation Sheet(s) SF-LLLA attached:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>16.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	

**Federal Use Only:**

Authorized for Local Reproduction  
Standard Form LLL (Rev. 7-97)

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(title)

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**U.S. DEPARTMENT OF AGRICULTURE**

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**Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters - Primary Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
  
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**City of Sweet Home (Police Department)**

**CF Grant**

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Form AD-1047 (1/92)

Date: 1/13/2019

USDA Rural Development  
State Office, Portland  
1201 NE Lloyd Blvd.  
Portland, OR 97232

Project: Sweet Home CF grant

**CERTIFICATION  
Of  
Compliance With Special Laws And Regulations**

Pursuant to USDA Rural Development Regulations and Instructions 1942.17 (k) (1),  
I,                     , as                      for the City of Sweet Home  
hereby make the following certifications:

1. The Police Department is a properly incorporated and has the legal authority to construct, improve, extend, purchase, and maintain the K-9 officer and equipment.
2. The Police Department has complied with all applicable federal, state, and local laws and ordinances along with all regulatory commission rules pertaining to borrowing money, giving security therefore and raising revenue for the repayment of said monies.
3. The Police Department has complied with all applicable land use zoning and planning in regard to the construction of facilities to be financed.
4. Further comments (if any):

By: X  
(Signature)  
Name:                       
Title:

**CERTIFICATION REGARDING KNOWN RELATIONSHIPS**

Date: \_\_\_\_\_

**Re: City of Sweet Home  
Community Facilities Grant Application  
Police Equipment**

I, \_\_\_\_\_, as \_\_\_\_\_ for the City of Sweet Home, do here certify that my staff and I have no known relationships with any Rural Development employees.

Sincerely,

\_\_\_\_\_  
Name:  
Title:  
Applicant: City of Sweet Home

# Alternative #2



## Sales Quote

Page: 1

3925 Fairview Industrial Dr SE Salem, OR 97302  
 Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 22304  
 Document Date: 2/14/2020  
 Terms: Net 30  
 Payment Method:

Sell Sweet Home Police Department  
 To: SASHA  
 1950 Main Street  
 Sweet Home, OR 97386  
 Phone: 541-367-5181

Ship Sweet Home Police Department  
 To: 1950 Main Street  
 Sweet Home, OR 97386  
 USA  
 Phone:

Ship Via Ship from Warehouse  
 Location: Lehr - Salem  
 Blanket PO:

Customer ID 65841  
 SalesPerson Doug Fowler

**Vehicle Information:**

2020 DODGE DURANGO, Color: SILVER

Item No.	Description	Category	Quantity	Unit Price	Total Price
	2020 Durango K9				\$ 31,180.46
	Power distribution				
02-0613	WIRING HARNESS DURANGO-Timer set to 30min	PATROLPO	1	625.00	625.00
E-123	RELAY 30A-Horn Ring Transfer	MISC	2	6.95	13.90
	.....				
	Front lighting / equipment				
BK0534DUR11	PB400 PUSH BUMPER	SETINA	1	319.20	319.20
FK0400DUR11	PB5 PB300/400 FENDER WRAPS 11-* DURANGO	SETINA	1	351.20	351.20
IONJ	ION LIGHT RED/BLUE-GRILL LIGHTS	WHELENPR	2	89.99	179.98
AA-ION-FLAT-BRKT	IONSM FLAT BKT	AUTOADDI	1	19.95	19.95
SA315P	SIREN SPEAKER 100W	WHELENPR	1	150.00	150.00
SAK54	SPEAKER BRACKET	WHELENPR	1	24.60	24.60
	.....				
	Roof mounted equipment				
GB8DEDE	48" LEGACY DUO, RW & BW FRONT & CRNRS, RA/BA REAR	WHELENLB	1	2,236.00	2,236.00
STPKT85	STRAP KIT DURAN	WHELEN	1		
NMOKHFUD25	COAX CABLE	RADIO	2	26.00	52.00
MRC	RAIN CAP	RADIO	1	14.95	14.95
	Side lighting				
IONJ	ION LIGHT RED/BLUE-REAR 1/4 WINDOWS	WHELENPR	2	89.99	179.98
LINSV2B	LINZ V BLUE-PASS MIRROR LIGHT	WHELEN	1	147.00	147.00
LINSV2R	LINZ V RED-DRIVERS MIRROR LIGHT	WHELEN	1	147.00	147.00
LSVBKT44	LINSV MIRROR MT KIT DURANGO	WHELEN	1	18.20	18.20
	.....				
	Rear lighting				
VTX609B	VERTEX SUPER-LED LIGHT BLUE-REVERSE HOUSING	WHELENPR	2	72.90	145.80
IONJ	ION LIGHT RED/BLUE-REAR WINDOW LIGHTS	WHELENPR	2	89.99	179.98
TLIJ	ION T-SERIES- RED/BLUE-REAR HATCH EDGE	WHELENPR	2	81.00	162.00
11.1005SF	LED FLASHER DUAL 3A OUTPUT-BACK FLASH	ABLE2	1	31.92	31.92
E-123	RELAY 30A-Back Flash	MISC	5	6.95	34.75
	.....				
	Officer area				



# Sales Quote

Page: 2

3925 Fairview Industrial Dr SE Salem, OR 97302  
 Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 22304  
 Document Date: 2/14/2020  
 Terms: Net 30  
 Payment Method:

Sell Sweet Home Police Department  
 To: :SASHA  
 1950 Main Street  
 Sweet Home, OR 97386  
 Phone: 541-367-5181

Ship Sweet Home Police Department  
 To: 1950 Main Street  
 Sweet Home, OR 97386  
 USA  
 Phone:

Ship Via Ship from Warehouse  
 Location: Lehr - Salem  
 Blanket PO:

Customer ID 65841  
 SalesPerson Doug Fowler

**Vehicle Information:**

2020 DODGE DURANGO, Color: SILVER

Item No.	Description	Category	Quantity	Unit Price	Total Price
C-VS-2000-DUR-1	20" VEHICLE SPECIFIC CONSOLE 18 DURANGO	HAVIS	1	374.16	374.16
CUP2-1001	DOUBLE CUP HOLDER SELF-ADJ	HAVIS	1	47.62	47.62
C-ARM-102	SIDE MOUNT ARMREST 2.75" WIDE PAD	HAVIS	1	55.96	55.96
C-EB40-WS2-1P	FACE PLATE 1 PC 4"	HAVIS	1		
C-EB30-KCH-1P	FACE PLATE 1 PC 3"	HAVIS	1		
C-LP2-PS1-USB	FACE PLATE 1.5" 2 POWER OUTLETS, 1 DUAL 2.4A USB	HAVIS	1	92.20	92.20
C-AP-0325	ACCY BOX 3"	HAVIS	1	37.31	37.31
C-FP-4	FACE PLATE 4"	HAVIS	1		
C-FP-1	FACE PLATE 1"	HAVIS	1		
14.0553	3 ACC P/S	ABLE2	1	25.32	25.32
295SLSA6	SIREN CONTROL	WHELEN	1	436.80	436.80
IPM-111	MAG MIC INSULATED KIT	MAGMIC	2	34.95	69.90
AA-MP-90	MIC BKT 90 DEG	AUTOADDI	2	12.50	25.00
GK10271UXLSSCA	SINGLE T-RAIL GUN RACK -OVER HEAD MNT	SETINA	1	279.65	279.65
AA-BPLT-RISER	ADJ GUN MNT	AUTOADDI	2	23.43	46.86
Prisoner/K9 Equipment					
EZIK-DURANGO	EZ RIDER 1/3 PRISONER 2/3 K9 2018 DURANGO	AMERALU	1	2,547.00	2,547.00
WATERDISH-HINGED	NEW HINGED UNVIERSAL K9 WATER DISH	AMERALU	1	86.90	86.90
F3	HEAT ALARM KIT	RAY ALLEN	1	1,199.99	1,199.99
3SC0CDCR	COMPARTMENT LIGHT-K9 or Prisoner Side?	WHELEN	1	52.50	52.50
E-123	RELAY 30A	MISC	3	6.95	20.85
U8801-1204	12" BLK SLIM FAN 12V 80W	MISC	1	49.95	49.95
Cargo equipment					
60CREGCS	12V WHT/RED 6" COMPARTMENT LT	WHELEN	1	132.60	132.60
MISC	TRUCK VAULT SINGLE DRAWER MAGNUM-TAKE OUT	OTHER	1	200.00	200.00
TINT	WINDOW TINTING-CS PRIME ALL WINDOWS Install	OTHER	1	250.00	250.00
INSTALL	INSTALL MATERIALS-INCLUDES BOX TUBING TO BUILD	OTHER	1	250.00	250.00



# Sales Quote

Page: 3

3925 Fairview Industrial Dr SE Salem, OR 97302  
Phone: 503-393-3910 Fax: 503-393-7265

Quote Number: 22304  
Document Date: 2/14/2020  
Terms: Net 30  
Payment Method:

Sell Sweet Home Police Department  
To: SASHA  
1950 Main Street  
Sweet Home, OR 97386  
Phone: 541-367-5181

Ship Sweet Home Police Department  
To: 1950 Main Street  
Sweet Home, OR 97386  
USA  
Phone:

Ship Via Ship from Warehouse  
Location: Lehr - Salem  
Blanket PO:

Customer ID 65841  
SalesPerson Doug Fowler

### Vehicle Information:

2020 DODGE DURANGO, Color: SILVER

Item No.	Description	Category	Quantity	Unit Price	Total Price
	FRAME FOR TRUCK VAULT TO MOUNT TO.				
F	Shipping Charges	OTHER	1	650.00	650.00
L	LABOR CHARGES	LABOR	1	4,335.00	4,335.00

Amount Subject to Sales Tax 0  
Amount Exempt from Sales Tax 16,298.98

**Subtotal: \$16,298.98**  
Total Sales Tax: \$0.00

**Total: \$16,298.98**

*\$31,180.46*

*\$17,079.44*

## Alexandra McDonald

---

**From:** Doug Fowler <doug@lehrauto.com>  
**Sent:** Thursday, February 6, 2020 12:21 PM  
**To:** Alexandra McDonald  
**Subject:** RE: Upfitting two silverado 1500 ssvs

Any time, see you in the morning

Thank you,  
Doug

**Doug Fowler**  
Fleet Sales Manager

Lehr - Salem  
3925 Fairview Industrial Drive SE, Ste 150 | Salem, OR 97302  
mobile 916-402-0224 | telephone 503-393-3910 | fax 503-393-7265

**From:** Alexandra McDonald <amcdonald@sweethomeor.gov>  
**Sent:** Thursday, February 6, 2020 12:16 PM  
**To:** Doug Fowler <doug@lehrauto.com>  
**Subject:** Re: Upfitting two silverado 1500 ssvs

Excellent!! Thanks so much for your help!

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---

**From:** Doug Fowler <doug@lehrauto.com>  
**Sent:** Thursday, February 6, 2020 12:12:27 PM  
**To:** Alexandra McDonald <amcdonald@sweethomeor.gov>  
**Subject:** RE: Upfitting two silverado 1500 ssvs

Hello Sasha,

I believe I have good news, the V8 Durango direct price would be 31,180.46 and we could put it on our paper for additional \$300.00

The direct price on the RAM 1500 4x4 would be 27,097.64 and we could carry it for additional \$300.00 if you needed us to.

We can talk about the option more tomorrow.

Thank you,  
Doug

**Doug Fowler**  
Fleet Sales Manager

Lehr - Salem  
3925 Fairview Industrial Drive SE, Ste 150 | Salem, OR 97302  
mobile 916-402-0224 | telephone 503-393-3910 | fax 503-393-7265

**From:** Alexandra McDonald <[amcdonald@sweethomeor.gov](mailto:amcdonald@sweethomeor.gov)>  
**Sent:** Thursday, February 6, 2020 9:39 AM  
**To:** Doug Fowler <[doug@lehrauto.com](mailto:doug@lehrauto.com)>  
**Subject:** Re: Upfitting two silverado 1500 ssvs

Thank you so much Doug. I'm wondering if a custom fan k9 cage would work if that's the case. Also, any idea on the base price of the ford trucks and ram 1500s? I know Deschutes county uses Rams and get them outfitted from you guys.

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---

**From:** Doug Fowler <[doug@lehrauto.com](mailto:doug@lehrauto.com)>  
**Sent:** Thursday, February 6, 2020 9:37:19 AM  
**To:** Alexandra McDonald <[amcdonald@sweethomeor.gov](mailto:amcdonald@sweethomeor.gov)>  
**Subject:** RE: Upfitting two silverado 1500 ssvs

Hello Sasha,

I began to work on the K9 truck quote and I've hit a bit of a road block. Its not looking like there may not be an option for the K9/SPT for the Chevy. I do have one vendor I'm waiting on a response from but its not looking like there are any options for the Chevy platform.

I have starting looking into the F-150 and Ram 1500. Setina makes an insert for K9/SPT for the F150, I've attached an exploded view of that kit for you to have a look at.

I will let you know as I receive more information.

Thank you,  
Doug

**Doug Fowler**  
Fleet Sales Manager

Lehr - Salem  
3925 Fairview Industrial Drive SE, Ste 150 | Salem, OR 97302  
mobile 916-402-0224 | telephone 503-393-3910 | fax 503-393-7265

**From:** Alexandra McDonald <[amcdonald@sweethomeor.gov](mailto:amcdonald@sweethomeor.gov)>  
**Sent:** Monday, February 3, 2020 10:31 AM  
**To:** Doug Fowler <[doug@lehrauto.com](mailto:doug@lehrauto.com)>  
**Subject:** Upfitting two silverado 1500 ssvs

Hi Doug,

I got your contact from Jason. He's on nights currently and I need two quotes to outfit 2 Chevy 1500 SSVs. I have located some grant funding and need quotes. Both need to be crew cab silver in color.

1<sup>st</sup> on is for our School Resource Officer vehicle. It does not need a canopy, but will need a tonneau cover. Does not need a truck vault. Needs at least one prisoner transport compartment in the rear. Can be a split with storage area.

2<sup>nd</sup> is for a K9 Vehicle. Needs to have a split cage in rear for K9 and prisoner transport. All the typical stuff to go with K9 outfit and a canopy with locking truck vault. I have attached the quote from Hubbard on initial vehicle cost.

**BULLETPROOF IT, LLC**  
 Jordan Crow (Account Manager)  
 3104 NW 115<sup>th</sup> St  
 Vancouver, WA 98685  
 sales@bulletproof-it.com  
 360-518-2464

# QUOTE

**Ship To:** Chris Wingo  
 Sweet Home Police  
 1950 Main St, Sweet Home, OR  
[cwingo@sweethomeor.gov](mailto:cwingo@sweethomeor.gov) / 514-367-5181

**QUOTE NUMBER: 02042020**

P.O DATE	PO NUMBER	SHIPPED VIA	F.O.B. POINT	TERMS
TBD	TBD	Lowest Cost	Destination	NET 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
9	BPI-ASR-VEST-BLK	ASR Kit included, 1 Qty ASR Vest BLK, 2 Qty Model 1155 NIJ Level IV Plates, 1 Qty Double Rifle Pistol Pouch, 2 Qty Police Placards, 1 Qty TQ Kit with Tourniquet and Shears.	\$ 350.00	\$ 3,150.00
5	BPI-ASR-SHIELD-III-A-24X36-NL-V	ASR-II Shield, NIJ Certified Level IIIA, 24" x 36", With 4"x10" Viewport, 5" x 8" Velcro Front, 14 lbs, No Light. With Police placard	\$ 900.00	\$ 4,500.00
2	BPI-ASR-SHIELD-III-24X36-NL-V	ASR-III Shield, NIJ Certified Level III, 24" x 36", With 4"x10" Viewport, 5" x 8" Velcro Front, 33 lbs, No Light. With Police placard	\$ 2,100.00	\$ 4,200.00
			Sub Total	\$ 11,850.00
			Shipping	\$ FREE
			Total	\$ 11,850.00

JEFF MEINING- PRESIDENT  
 AUTHORIZED BY Jeff Meining



**D-U-N-S NUMBER- 040434165**

**CAGE CODE- 6ZWA1**

**Armor Solutions Specialist**

# Alternative #3



Wire Works LLC  
4775 Portland Rd  
Suite 200  
Salem, Or 97305

## Estimate

Date	Estimate #
12/23/2019	10822

Sweet Home Police Department  
Attn: Chief Jeff Lynn  
1950 Main St  
Sweet Home Or 97386

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
	<b>FORWARD FACING LIGHTS</b>			
IONR	Whelen ION Series Super-LED Light Red	1	79.86	79.86T
IONB	Whelen ION Series Super-LED Light Blue	1	79.86	79.86T
VTX609J	Whelen Vertex Super LED lighthouse. Split colors. Red/Blue (head light housing)	2	73.81	147.62T
	<b>SIDE FACING LIGHTS</b>			
IONJ	Whelen ION series LED light head. Split Red/Blue. (rear quarter glass)	2	79.86	159.72T
	<b>REAR FACING LIGHTS</b>			
IONR	Whelen ION Series Super-LED Light Red (upper hatch)	1	79.86	79.86T
IONB	Whelen ION Series Super-LED Light Blue (upper hatch)	1	79.86	79.86T
IONSMR	Whelen ION series surface mount LED. Red with black housing. (license plate lights)	1	88.38	88.38T
IONSMB	Whelen ION series surface mount LED. Blue with black housing. (license plate lights)	1	88.38	88.38T
WWLB-002	Wire Works License plate mounting bracket. Aluminum.	1	39.95	39.95T
	<b>ANTENNAS</b>			
	Install customer provided:			
	Kenwood NX Remote Mount Radios VHF & 700Mhz			
LARNMOKHFU...	Larsen high frequency coax. RG58/U Dual Shield cable. 25 foot length. No connector.	2	22.50	45.00T
	<b>OFFICER AREA</b>			

Thank you for the opportunity!

**Subtotal**

**Sales Tax (0.0%)**

**Total**



Wire Works LLC  
 4775 Portland Rd  
 Suite 200  
 Salem, Or 97305

# Estimate

Date	Estimate #
12/23/2019	10822

Sweet Home Police Department  
 Attn: Chief Jeff Lynn  
 1950 Main St  
 Sweet Home Or 97386

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
	2020 Ford Interceptor Utility SUV pricing: State Contract Price = \$33,512 Privilege Tax= \$167.56 CAT Tax= \$124			\$33,807.56
	Install customer provided: Kenwood NX Remote Mount Radios VHF & 700Mhz			
Ch27.1.20	911 Circuits power distribution panel. 27 circuits, single stage timer. 20 foot. SPECIFY MOUNTING BRACKET	1	700.00	700.00T
MBFSUVL1-20+	911 Circuits mounting bracket "L1" that mounts under drivers front seat.	1	20.95	20.95T
CB150	Wire Works 150 amp manual resettable circuit breaker.	1	39.95	39.95T
WWPD-023	Wireworks circuit breaker bracket.	1	17.00	17.00T
	SIREN SPEAKER			
SA315P	Whelen Siren Speaker. 123db. 2 7/8 mounting depth.	1	165.90	165.90T
SAK1	Whelen universal mount bracket for the SA315P speaker. A4	1	0.00	0.00T
	SPOT LIGHT -From factory			
	LIGHTBAR			
KBLB Liberty 2 #1	Whelen Liberty II light bar. 50" bar with small 3 LED takedowns and single color	1	1,595.00	1,595.00T

Thank you for the opportunity!	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>



Wire Works LLC  
 4775 Portland Rd  
 Suite 200  
 Salem, Or 97305

# Estimate

Date	Estimate #
12/23/2019	10822

Sweet Home Police Department  
 Attn: Chief Jeff Lynn  
 1950 Main St  
 Sweet Home Or 97386

A processing fee of 3.75% will be applied to all invoices paid with a credit card

Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
295SLSA6	Whelen full feature siren and lighting controller. Includes 1- 3 position slide switch and 6 programmable push buttons, park kill input, back lighting input, horn ring feature and selectable siren tones.	1	348.03	348.03T
WPKM1	Whelen park kill module.	1	49.95	49.95T
C-VS-1012-INUT	Ford Interceptor Utility (2020) Specific Angled Console. Angled console with 22 inches of total internal mounting space; 10 inches front angled, 12 inches rear horizontal	1	359.36	359.36T
Misc	Havis rear air option on vehicle requires relocation kit (CM009785-1)	1	41.84	41.84T
C-ARM-102	Havis Arm rest, External mount, Small arm rest pad, Height adjustable, Side mount	1	52.78	52.78T
CUP2-1001	Havis Self-Adjusting Double Cup Holder	1	44.92	44.92T
C-EB40-WS2-1P	Havis 1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Whelen 295HFS Series	1	0.00	0.00T
C-EB30-KCH-1P	Havis 1-Piece Equipment Mounting Bracket, 3" Mounting Space, Fits Kenwood KCH-20R remote radio	1	0.00	0.00T
IBR57	Metra DUAL USB WATER RESISTANT W/COVER	1	19.95	19.95T
IPM-112	Magnetic mic clip WITH insulation	2	32.95	65.90T
C-MD-119	MDT MOUNT Havis 11" Slide Out Locking Swing Arm with Low Profile Motion Device Adapter	1	240.90	240.90T
475-0850	RIFLE MOUNT Patriot Gun Rack - Single Weapon, Partition Mounted, Vertical (GR3-AR-XTRD-GL3XL Mounted) - Flat or Recessed Housing. Hand Cuff Style Lock with Hand Cuff Override Key.	1	391.36	391.36T

Thank you for the opportunity!	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>



Wire Works LLC  
 4775 Portland Rd  
 Suite 200  
 Salem, Or 97305

# Estimate

Date	Estimate #
12/23/2019	10822

Sweet Home Police Department  
 Attn: Chief Jeff Lynn  
 1950 Main St  
 Sweet Home Or 97386

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Job	P.O. No.	Rep
		EDC

Item	Description	Qty	Rate	Total
Misc	K9 KENNEL WITH PRISONER TRANSPORT Setina Ultimate 2. K9 Exit points 2: Driver side & between front seats Prisoner passenger side exit Requires cargo box For use with a 10" fan	1	2,613.93	2,613.93T
TK0241ITU20	Setina Cargo Box- 2020 ford PIU DSC-Drawer, Sliding With Combo Lock BSN-Base Sliding With No Lock	1	1,028.34	1,028.34T
F3	Ray Allen F3 Generation 2 Deployment and Heat Alert System.	1	1,119.24	1,119.24T
EK0689ITU12	Setina 10" Maxi Thin Fan	1	181.05	181.05T
3SC0CDCR	Whelen 3" white LED dome light. (prisoner dome)	1	49.95	49.95T
3SC0CDCR	CARGO AREA Whelen 3" white LED dome light.	1	49.95	49.95T
6402	Round rocker switch. Non-lighted.	1	8.95	8.95T
Labor	Labor required to complete the build of a vehicle	60	90.00	5,400.00T
Shop Supplies	Shop supplies to complete job. Includes zip ties, connectors, loom, etc.	1	400.00	400.00T
Freight out	Freight to customer.	1	400.00	400.00T
Delivery Fee	Delivery Fee for Pick/Up or Delivery of vehicle (2 drivers) If requested	172	0.30	51.60T

Thank you for the opportunity!	<b>Subtotal</b>	\$16,345.29
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$16,345.29

\$ 50,148.85

Phone # 503-990-8750

Fax # 503-990-8034

www.wireworks.co



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - Ordinance No. 5 for 2020 - Sweet Home Ordinance Pertaining to Special Events

**Preferred Agenda:** February 25, 2020 (Information Only)  
March 10, 2020 (Introduction & First Reading)  
April 14, 2020 (Second Reading)

**Submitted By:** Blair Larsen

**Reviewed By:** Ray Towry

**Type of Action:** Resolution \_\_\_\_ Motion  Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** SHMC Chapters [5.04](#), [10.04](#), [12.12](#).

**Towards Council Goal:** Vision Statement, Aspiration II: Effective and efficient local government; Mission Statement; Goal 2.1 Update and streamline processes; Goal 2.2 Develop continuity in planning and permitting processes; Goal 2.5: Implement financial “best” practices

**Attachments:** Ordinance Bill No. 5 for 2020

---

## **Purpose of this RCA:**

The City’s current code does not include provisions to regulate special events, such as requiring event planners to carry liability insurance, pay for additional city services, or ensure for attendees’ health and safety. The purpose of this RCA is to inform the council of this lack protection and propose an ordinance that would govern such events and protect taxpayer property.

## **Background/Context:**

The City’s current code includes the issuance of park permits but does not regulate large events that take place in public rights-of-way. Current requirements do not cover the impacts of the large events that our community often hosts. The City Manager directed that a permit process be established under his authority as a stop gap some time ago, but an ordinance is necessary to more fully protect City infrastructure and property while providing for visitors’ welfare.

## **The Challenge/Problem:**

How do we encourage large public events while protecting the taxpayer’s property and infrastructure while ensuring public welfare?

**Stakeholders:**

City of Sweet Home Residents: Residents benefit from the entertainment and sense of community that comes from large public events, but also benefit from the protection of their parks and streets, and the efficient use of their tax and fee dollars.

Sweet Home City Council Members: Council members are elected to be stewards of public assets and to ensure that City processes serve the public and fulfill their goals.

City of Sweet Home Staff: Staff members benefit from clear policies and procedures that are backed up by clear and thorough City ordinances.

Event Planners: Event planners benefit from clear and objective requirements that help them to plan their events from the very beginning and minimize surprises.

**Issues and Financial Impacts:**

A proper ordinance on this subject will protect the City from liability and decrease maintenance and personnel costs by placing responsibility for such expenses on the event planners. This is difficult to quantify but will likely have either a neutral or positive financial impact.

**Elements of a Stable Solution:**

An ideal outcome would be the passage of a special events ordinance that properly assigns liability and responsibility for expenses.

**Options:**

1. Do Nothing. Continue without an ordinance that adequately regulates special events.
2. Direct staff to make changes to the ordinance.
3. Motion to conduct a first reading of this ordinance.
4. Direct staff to regulate special events in some other way.

**Recommendation:**

04/07/2020 – Staff recommends – Make a Motion to move Ordinance No. 5 for 2020 to third and final reading.

02/25/2020 - Staff recommends option 3, motion to conduct a first reading of this ordinance.

**ORDINANCE BILL NO. 5 FOR 2020**

**ORDINANCE NO. \_\_\_\_**

**SWEET HOME ORDINANCE PERTAINING TO SPECIAL EVENTS**

WHEREAS, the City of Sweet Home desires to ensure the safety of its citizens and visitors and protect public property during special events and to enable organizations and individuals to plan and hold special events.

NOW THEREFORE,

The City of Sweet Home does Ordain as follows:

Section 1. Sweet Home Municipal Code Chapter 5.25 titled SPECIAL EVENTS is created to read as follows:

§5.25.010 Purpose and policy.

Special events are of infrequent occurrence and temporary nature and may be associated with promotions, holidays, festivals, and the like. Special events shall be allowed by a special events permit granted by the City Manager or designee. It is the purpose of this chapter to:

- A. Ensure that special events, as defined in this chapter, held within the City of Sweet Home meet minimum standards in order to protect the peace, health, safety, and welfare of individuals attending special events in the City of Sweet Home, as well as the surrounding neighbors and areas of the special event.
- B. It is the intent of the City of Sweet Home to ensure that special events within the city limits meet minimum standards. These standards include, but are not limited to, the safety of the participants and the public, ensuring that responsible persons are directing or are in charge of the event, safeguards against unlawful use and abuse of drugs and alcohol are in effect, and that noise levels are limited so as to ensure the peace, health, safety, and welfare of those attending the special events, as well as the surrounding neighbors.
- C. It is the intent of the city to issue a permit as soon as these minimum health, safety, peace, and welfare criteria are met. However, city officials may also consider any history of noncompliance of a particular organizer and/or event with the minimum peace, health, safety, and welfare criteria of this chapter.
- D. Issuance of a permit does not constitute approval of the operation of any business on any particular piece of property.
- E. Issuance of a permit authorizes only temporary use of property. Approval does not constitute approval of any property use, construction or alteration of permanent structures. Any long-term use of a specific property or structures as a permanent or

developed event site must first be approved under the relevant provisions of the Sweet Home Municipal Code.

- F. It is the specific intent to place the obligation of complying with the requirements of this chapter upon the applicant and permittee, and nothing contained in this chapter is intended to be construed to create or form the basis for liability on the part of the city, or its officers, employees or agents for any injury or damage resulting from the failure of the applicant and/or permittee to comply with the provisions stated herein.

#### §5.25.020 Definitions.

For the purpose of this chapter, words and phrases used herein are as follows:

“Applicant” shall mean any person or organization who seeks a special event permit to conduct an event governed by this chapter.

“Athletic event” shall mean an occasion in which a group of persons collect to engage in or watch a sport or form of exercise on private or public property and/or on a city street, sidewalk, alley, or other street right-of-way, which obstructs, delays or interferes with the normal flow of pedestrian or vehicular traffic, or does not comply with traffic laws or controls. Athletic events include, but are not limited to, bicycle and foot races.

“Block party” shall mean a festive gathering on a street which may or may not require the closure of a street, or a portion thereof, to vehicular traffic, and/or use of the street for the festivity including barbecues, picnics, music or games.

“Expressive Activity” means conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas. Expressive Activity includes, but is not limited to, public oratory and the distribution of literature.

“Permit application fee” shall mean the fee to be paid by the special event permit applicant at the time the application is filed with the city.

“Permittee” shall mean any person or organization who has been issued a special events permit by the City Manager or designee. The permittee shall have authority, subject to approval by the city, to determine participation in any activities associated with the special event during the time period specified in the permit.

“Refundable deposit” shall mean the amount of money required of a permittee by the City in order to assure adequate cleanup of the special event site. The deposit shall be returned to the permittee upon the completion of the event and verification by the public works department that the site has been returned to the condition it was in prior to the event.

“Special Event” means:

- A. Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk or other public right-of-way owned or controlled by the City which does not comply with applicable traffic regulations, laws or controls; or

- B. Any organized assemblage of seventy-five (75) or more persons at any public place, property, or facility, which is to gather for a common purpose under the direction or control of a person.
- C. Examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, block parties, street fairs, community events, on the water activities (such as boat races), mass participation sports (such as marathons and other running events), athletic or sporting events, and community celebrations and observances conducted on public property or public rights of way.

“Special events permit” shall mean the permit issued by the City Manager or designee after the applicant has met all applicable reviews and requirements set forth in this chapter.

#### §5.25.030 Exemptions.

The provisions of this chapter shall not apply to:

- A. Funeral processions;
- B. Groups required by law to be so assembled;
- C. Pedestrian processions along a route that is restricted to sidewalks and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls;
- D. Expressive activities. If practicable, the organizers should give notice to the City at least four (4) hours prior to the event informing the City of the date and time of the event and provide an estimate of the approximate number of persons who will be participating.
- E. Activities of state and federal governmental agencies, including military units, which are performed within the scope of such agency's duties and functions.

#### §5.25.040 Administration.

The City Manager or designee shall, after consultation with appropriate departments and agencies, have discretionary authority regarding special event permits. The City Manager or designee may approve, modify, condition, or deny an application for a special events permit, in accordance with the principles of this Chapter.

#### §5.25.050 Permit required.

- A. Any person desiring to conduct a special event on public property, and/or which will necessitate the use of the public right-of-way, shall first obtain a special event permit.
- B. Any event subject to the provisions of this Chapter that is staged without complying with all conditions of this Chapter shall be subject to closure by the Sweet Home Police Department.

#### §5.25.060 Permit fee and deposit.

The fee for issuance of a special events permit shall be set by resolution of the city council. A clean-up deposit is required for applicants of special events involving the sale of food or

beverages for immediate consumption, the erection of structures, the use of horses or other animals, or the use of fireworks or other incendiary devices, in an amount reasonably anticipated to be incurred in removing debris or litter caused by such special event, as determined by the City Manager or designee. The clean-up deposit may be returned after the special event if the applicant or applicant organization cleans and restores the area used for the permitted event to the same condition as existed prior to the event. If the property used for the event has not been properly cleaned or restored, the clean-up deposit shall be applied toward the city's costs in cleaning up the permitted area. There may be requirements for police officers to control traffic, provide security, and protect people and property, and the Public Works Department may have costs for placing barricades, roadway preparation, and clean-up, which may impact the amount of the fee and deposit.

#### §5.25.070 Application and Fee Exemptions and Waivers.

- A. No fee shall apply to a block party
- B. The City Council may waive fees for special events that are sponsored by nonprofit agencies and which further the goals and objectives of the city.
- C. Upon a finding of good cause, the City Manager or designee may waive by order any time limit imposed by this chapter. In the order waiving any time limit, the City Manager or designee must state the new time limit. Any waiver of the time limits imposed by this chapter shall not require an applicant to submit an application more than one hundred twenty (120) days before the first day on which the public event is to be held.
- D. The City Manager or designee may waive all or part of the requirements of liability insurance upon a showing by the applicant of good cause to reduce or waive the insurance.

#### §5.25.080 Pre-application conference.

The city may require a pre-application conference take place before the application is deemed complete by the city. The pre-application conference, if required, shall be scheduled within ten (10) business days of receipt of the application by the city.

#### §5.25.090 Permit application.

- A. Any person or organization wishing to conduct a special event shall apply for a special event permit by filing an application with the city at least forty-five (45) days prior to the date on which the event is to begin to occur.
- B. The applicant shall provide the city with proof of commercial general liability insurance as detailed in §5.25.140.
- C. The City Manager or designee shall issue the special event permit once the application has been approved after review of appropriate agencies to include police, fire, public works, building and planning, and others as determined by the City Manager or designee, and the applicant has agreed in writing to comply with the terms and conditions of the permit.

- D. The City Manager or designee shall approve, conditionally approve, or deny an application based on the application's conformance to this chapter, and the recommendations of city departments involved in the review process.

§5.25.100 Permit requirements.

- A. Special event uses are to be temporary and approved for a particular zoning district by the City Manager or designee.
- B. Temporary signage and temporary structures will be allowed subject to provisions of this code pursuant to the interpretive authority and discretion of the City Manager or designee.
- C. Requests for temporary parking facilities for special events and street closures for special events shall be subject to provisions of this code pursuant to the interpretive authority and discretion of the police chief, or designee. Street closures for any portion of a state highway or right of way (such as Main Street) shall be subject to state requirements and approvals.
- D. Requests for fire and emergency medical services shall be subject to requirements and interpretive authority and discretion of the Sweet Home Fire District.
- E. Requests for police services shall be subject to provisions of this code pursuant to the interpretive authority and discretion of the police chief or designee.
- F. Expenses for fire, police, medical services, parks, and public works crews needed for coverage and cleanup at the special event shall be prepaid and the responsibility of the permittee, even if the permit fee has been waived. If the actual cost for city services and equipment on the date(s) of the event is greater than the estimated cost, the permittee is responsible for the cost and will be billed for the difference.
- G. Adequate sanitation and other required health facilities shall, as required by applicable statutes and the Linn County Department of Health Services, be provided or made available in or adjacent to any public assembly areas.
- H. Permittees must allow inspections by city and Sweet Home Fire District officials at all reasonable times before the special event and at all times during the actual hours of the special event in order to ensure compliance with this chapter and all applicable health and safety codes and statutes.

§5.25.110 Permit conditions.

The City Manager or designee may condition the issuance of a special event permit by imposing reasonable requirements concerning time, place, and manner of the event; and such requirements as are necessary to protect the safety and rights of persons and property and the control of traffic.

§5.25.120 Denial of application.

A special event permit may be denied based upon a determination that:

- A. The event would endanger public safety or health;

- B. The proposed event would seriously inconvenience or impair the general public's use of public property, services or facilities;
- C. The event would unreasonably infringe upon the rights of abutting properties;
- D. The event would conflict with another proximate event or interfere with construction or maintenance work in the immediate vicinity;
- E. There is not sufficient qualified safety personnel or other necessary city staff to accommodate the event;
- F. The applicant failed to complete the application form after being notified of the additional information or documents required;
- G. Information contained in the application or supplemental information requested from the applicant is found to be false in any material detail;
- H. The applicant cannot meet, or is unwilling to meet, all of the requirements of this chapter or any special conditions imposed by any of the reviewing agencies;
- I. Other issues in the public interest were identified by the City Manager, or designee;
- J. Failure to prepay expenses, fees, charges, deposits, or insurance;
- K. The proposed event is scheduled to occur at a route or location adjacent to a school or class during a time when such school or class is in session, and the noise created by the activities of the event would substantially disrupt the educational activities of the school or class;
- L. The purpose of the proposed event is to incite crime or the overthrow of the government by force or the event would engage in or encourage participants to engage in illegal acts; or
- M. The primary purpose of the special event is for advertising products, goods or events that are for private profit, and the special event is primarily for private profit. The prohibition against advertising any product, goods or event shall not apply to signs identifying organizations or sponsors furnishing or sponsoring exhibits or structures used in the special event.

§5.25.130 Indemnification.

- A. Prior to the issuance of the special event permit, the applicant must agree to reimburse the city for any costs incurred by the city in repairing damage to city property occurring in connection with the permitted event.
- B. In consideration of being permitted to conduct this special event or activity or use of any city property or facilities in connection with this activity, the applicant ("indemnitor") agrees to the following:
  1. The indemnitor hereby agrees to release, indemnify and hold harmless the City of Sweet Home from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the city's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the city or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the city.
  2. The indemnitor agrees to reimburse the city for any loss, theft of, or damage to city property, equipment and/or facilities.

3. The indemnitor agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by the Sweet Home Fire District as safe for the particular event or facility.
4. The indemnitor expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Oregon law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. Falsification and/or misrepresentation in completing an application may result in rate adjustment or event cancellation. Changes to the detailed program require immediate notification to city.

§5.25.140 Insurance required.

- A. As required by the City Manager or designee, the permittee shall provide the city with proof of commercial general liability insurance generally in the amount of at least one-million dollars (\$1,000,000) (combined single limits per occurrence), two-million dollars (\$2,000,000) aggregate, and an endorsement naming the city of Sweet Home as an additional insured must be provided. Upon determination by the City Manager or designee, higher limits may be required for certain events.
- B. Certificates of insurance shall be submitted to the city for approval directly from the insuring agency via postal mail, fax or email. The insurance policy shall be written on an occurrence basis, shall name the city as an additional insured, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy except upon thirty (30) days' written notice to the city. Acceptability of insurance is subject to approval by the City Manager or designee.

§5.25.150 Revocation or suspension.

- A. A special events permit issued under this chapter shall be temporary, shall vest no permanent rights in the permittee, and may be immediately revoked or suspended by the City Manager or designee if:
  1. The permittee has made a misstatement of material fact in the information supplied; the applicant has failed to fulfill a term or condition of the permit in a timely manner; or the check submitted by the applicant in payment of the fee or deposit for a permit has been dishonored;
  2. The permittee requests the cancellation of the permit or cancels the event;
  3. The activity endangers or threatens persons or property, or otherwise jeopardizes the health, safety or welfare of persons or property;
  4. The activity conducted is in violation of any of the terms or conditions of the special events permit;
  5. An emergency or supervening occurrence requires the cancellation or termination of the event in order to protect the public health or safety;
  6. The permittee fails to prepay expenses.

- B. The city shall refund the permit fee and/or deposit in the event of a revocation caused by an emergency or supervening occurrence; the city shall refund the balance of the fee, less the actual costs incurred if the cancellation occurs at the request of a permittee who is in compliance with this chapter.
- C. If any event, use or occupancy for which the permit has been revoked is not immediately discontinued, the City Manager or his designee may remove any structure or obstruction, or cause to be made, without obligation to do so, such repairs upon the structure or obstruction as may be necessary to render the same secure and safe, or adjourn any special event. The cost and expense of such removal, repair or adjournment shall be assessed against the permittee, including all professional fees associated with enforcement of the collection of the same.

#### §5.25.160 Appeal procedure.

The applicant or permittee shall have the right to appeal a denial of a special event permit, or a condition imposed thereby, including the amount of fees, expenses, or clean-up deposits imposed or a determination that the applicant's certificate of insurance does not comply with the city's requirements. A written notice of appeal shall be filed within five (5) business days from the date of the denial or conditional approval. The written notice of appeal shall set forth the specific grounds for the appeal and attach any relevant documents for consideration. The city council shall hear the appeal on the record provided from the designated city official, the appellant, and public comment given at the scheduled hearing before the council. The hearing shall be scheduled no later than ten (10) business days after receipt of a timely and proper notice of appeal. The decision of the city council on the appeal shall be final.

If there is insufficient time for a timely appeal to be heard by the city council prior to the date on which the event is scheduled, the applicant may, at the applicant's option, request that the Municipal Judge hear the appeal. The Municipal Judge shall hold a hearing no later than five business days after the filing of the appeal and shall render a decision no later than one business day after the hearing on the appeal is closed. If the appeal is requested and heard before the Municipal Judge, the Municipal Judge's decision shall be final.

#### §5.25.170 Penalty for violation.

Any person, association, firm, partnership, limited liability company, or corporation that violates any of the provisions of this chapter may be prosecuted under SHMC Chapter 9.36. Each day in which a violation is committed constitutes a separate offense.

#### §5.25.180 Severability.

If any part, provision or section of this chapter is held to be void or unconstitutional, all other parts not expressly so held shall continue in full force and effect.

Section 2.

A. Sweet Home Municipal Code Section 5.04.010 titled MISCELLANEOUS EVENTS is amended as follows:

§5.04.010 MISCELLANEOUS EVENTS

Carnivals, circuses and similar entertainment are required to obtain a city license. The city may be granted a blanket license for \$50 per day for each day or fraction thereof, during which it the event shall operate, for a fee as set by City Council Resolution. Shows, exhibitions, lectures, concerts and similar public entertainments shall operate subject to the same license requirement. Nothing in this chapter shall apply to entertainments sponsored by educational institutions. Such events taking place on public property or in the public right-of-way that involve 75 or more persons shall require a permit pursuant to Chapter 5.25 of this Code.

B. Sweet Home Municipal Code Section 10.04.060 titled PERMITS REQUIRED FOR PARADES is amended as follows:

§10.04.060 PERMITS REQUIRED FOR PARADES

No procession or parade, except a funeral procession, the forces of the United States Armed Forces and the military forces of the state shall occupy, march or proceed along any street except in accordance with a permit issued ~~by the Chief of Police and approved by the City Manager pursuant to Chapter 5.25 of this Code.~~ The permit may be granted where it is found that the parade is not to be held for any unlawful purpose and will not, in any manner, tend to a breach of the peace, cause damage or unreasonably interfere with the public use of the streets or the peace and quiet of the inhabitants of the city.

C. Sweet Home Municipal Code Section 12.12.010 titled PURPOSE is amended as follows:

§ 12.12.010 PURPOSE.

The parks of the city are established and maintained as areas of recreation, relaxation and enjoyment for the public. It is intended that they shall be regulated and used to permit enjoyment for a maximum number of people engaged in widely diverse interests and activities as may be practical within the limits of space, design and accommodations available in each park unit. Limitations may be required to insure the use of park areas in safety and to protect the rights of others in surrounding areas. In the parks of the city, the City Manager or Director can with prior notice for special events grant exceptions to the park rules for said event. Any activity that would require a permit under this chapter that involves 75 or more persons shall be regulated under Chapter 5.25 of this Code.

D. Sweet Home Municipal Code Section 12.12.100(D) of ALCOHOLIC BEVERAGES is added as follows:

- D. If the use and possession of alcoholic beverages in parks is in conjunction with a Special Event consisting of 75 or more persons, a permit must be obtained in accordance with Chapter 5.25 of this Code.

Passed by the Council and approved by the Mayor this \_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_

City Manager – Ex Officio City Recorder



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - Ordinance No. 3 for 2020 - An Ordinance Amending the Official Zoning Map

**Preferred Agenda:** February 25, 2020 (1<sup>st</sup> Reading)  
March 10, 2020 (2<sup>nd</sup> Reading)  
April 14, 2020 (3<sup>rd</sup> Reading)

**Submitted By:** Angela Clegg, Associate Planner

**Reviewed By:** R. Towry, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion  Roll Call  Other \_\_\_\_

**Relevant Code/Policy:** [SHMC 2.04.030](#) Powers of the City Council

**Towards Council Goal:** Vision Statement, Aspiration I: Desirable Community, Mission Statement

**Attachments:** Planning Commission Order of Approval  
Original Application  
Ordinance No. 3 for 2020

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**Purpose of this RCA:**

To approve the Zone Map Amendment Application ZMA19-02.

**Background/Context:**

The applicant is proposing to change the Zoning Map in an area consisting of 32.1 acres located between Yucca Street and Tamarack Street, and 18<sup>th</sup> Avenue and 22<sup>nd</sup> Avenue. The Sweet Home Zoning Map is proposed to change from the Residential Industrial Transition (RMT) Zone to the Residential Medium Density (R-3) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The Planning Commission held a public hearing and made a recommendation to move the application to City Council for approval. The Sweet Home Municipal Code requires the City Council to hold a public hearing and decide on this application.

The Residential Industrial Transition (RMT) Zone was created in 1974. The neighborhood affected by this zone change has been a residential use since the opening of the former Mill that was located to the east of the neighborhood, decades before the zone was created for this area. The Comprehensive Plan designation for this area is Residential Medium Density (R-3) Zone. The proposed zone change would align the neighborhood with the comprehensive plan.

Residents/Applicants run in to difficulties trying to sell, develop and/or divide properties in this area due to the RMT criteria. Unless pre-existing, lot size is a minimum of 8,000 square feet. Most lots in this area are closer to 5,000 to 6,000 square feet. Applicants must apply the Residential Low Density (R-1) setbacks in the RMT zone. With the smaller lots, this often leaves no room for a structure with the minimum criteria.

SHMC 17.68.050 LIMITATIONS.

A. Single-family dwellings and residential facilities shall be subject to the standards of the R-1 zone except building size for which R-2 standards shall apply.

SHMC 17.24.040 LOT SIZE AND WIDTH. Except as provided in § 17.08.050, the minimum lot size and width in a R-1 zone shall be as follows:

- A. The minimum lot area shall be 8,000 square feet; and
- B. The minimum lot width at the front building line shall be 80 feet.

SHMC 17.24.050 YARD SETBACKS. Except as provided in § 17.08.060, in a R-1 zone, yard setbacks shall be as follows.

- A. The front yard shall be a minimum of 20 feet.
- B. Each side yard shall be a minimum of five feet, and the total of both side yard setbacks shall be a minimum of 13 feet.
- C. The street side yard shall be a minimum of 15 feet.
- D. The rear yard shall be a minimum of 15 feet.
- E. On a flag lot, or similarly configured lot, the inset front yard setback shall be a minimum of 15 feet.
- F. Regardless of the side and rear yard requirements of the zone, an accessory structure, excluding detached accessory dwellings, may be built to within five feet of side or rear lot line; provided, the structure is more than 70 feet from the street abutting the front yard and 20 feet from the street abutting the street side yard.

SHMC 17.24.060 LOT COVERAGE. In an R-1 zone, buildings shall not occupy more than 35% of the lot area.

SHMC 17.28.080 MINIMUM BUILDING SIZE. Dwellings, excluding accessory dwellings, in the R-2 zone shall have a minimum building size of 720 square feet.

Not only will the zone change align the area to the comprehensive plan, but also to the use of the proposed area and the surrounding neighborhoods. Medium Density Residential criteria fits with the current and historic use of the proposed area:

SHMC 17.30.040 LOT SIZE AND WIDTH A. Single-family dwellings shall have a minimum lot area of 5,000 square feet;

SHMC 17.30.050 YARDS. Yard setbacks shall be as follows:

- A. Single-family and two-family dwelling units, including accessory dwellings:
  - 1. The front shall be a minimum of 20 feet;
  - 2. Each side shall be a minimum of five feet;
  - 3. The street side yard shall be a minimum of 15 feet;
  - 4. The rear shall be a minimum of ten feet;
  - 5. On a flag lot, the inset front yard setback shall be a minimum of ten feet; and
  - 6. No building shall be located closer than one-half the distance of the right-of-way projected for the abutting street, based on the street classification, plus the required front setback from a centerline of a street other than an alley.

SHMC 17.30.080 MINIMUM BUILDING SIZE. Primary use buildings, which do not include accessory dwellings, shall have a minimum building size of 850 square feet.

**The Challenge/Problem:**

Should the properties in the proposed zoning area be changed to Residential Medium Density (R-3) Zone to align with the Comprehensive Plan?

**Stakeholders:**

- The residents in the proposed zone change area.
- The residents in the surrounding areas.
- The City of Sweet Home.

**Issues and Financial Impacts:**

1. Residents in the proposed zone change area – Residents were notified with a Measure 56 letter (attachment C).
2. Community & Economic Development Department – This zone change was initiated by the City and has required staff time to complete.

**Elements of a Stable Solution:**

The proposed zone change will align the properties with the Comprehensive Plan. The proposed zone change will benefit the owners of the properties in the proposed area and will also aid the City of Sweet Home in the Local Improvement District (LID) proposed for the same area.

**Options:**

1. Do Nothing.
2. Deny Application - Staff would prepare an Order of Denial for Application ZMA19-02.
3. Make a Motion to Approve Application – ZMA19-02 and Ordinance #3 for 2020 as presented– An Ordinance Amending the Official Zoning Map of the City of Sweet Home,
4. Recommend different zone amendment. Council could review these proposed changes and recommend different zone amendments. Staff would take these recommendations and revise the proposed application for review at a future Council meeting.

**Recommendation:**

1. (February 25, 2020) Staff recommends option 3, Make a Motion to Approve Application – ZMA19-02 as presented and move Ordinance #3 for 2020 – An Ordinance Amending the Official Zoning Map of the City of Sweet Home, to first reading.  
The proposed zone change aligns with the comprehensive plan and is beneficial to the affected property owners.
2. (March 10, 2020) Staff recommends, Make a Motion to move Ordinance #3 for 2020 – An Ordinance Amending the Official Zoning Map of the City of Sweet Home, to third and final reading. The proposed zone change aligns with the comprehensive plan and is beneficial to the affected property owners.
3. (April 14, 2020) Staff Recommends, Make a Motion to Approve Application – ZMA19-02 and Ordinance #3 for 2020 as presented– An Ordinance Amending the Official Zoning Map of the City of Sweet Home,

ORDINANCE BILL NO. 3 FOR 2020

ORDINANCE NO. 1283

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

WHEREAS, the City of Sweet Home submitted application Zone Change ZMA19-02 and requested a zone change for an area approximately 32.1 acres from the Residential Industrial Transition (RMT) Zone, Residential High Density (R-2) Zone and Industrial (M) Zone to the Residential Medium Density (R-3) Zone. The subject properties are located between Yucca Street to Tamarack Street, and 18<sup>th</sup> Avenue to 22<sup>nd</sup> Avenue, Sweet Home, OR 97386; and identified on the Linn County Assessor's Map as the Vernard Subdivision; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on February 3, 2020 with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their February 3, 2020 meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on February 25, 2020, with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The City Council approved this application by motion at their February 25, 2020 meeting; and

WHEREAS, the proposed R-3 zoning is needed to bring the zoning designation into conformity with the properties' existing Comprehensive Plan Map designation and to facilitate development of the subject properties;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZMA19-02 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.20.020 as the City Zoning Map of 2003 including all subsequent amendments, for the approximately 32.1 acre area located between Yucca Street to Tamarack Street, and 18<sup>th</sup> Avenue to 22<sup>nd</sup> Avenue, Sweet Home, OR 97386; and identified on the Linn County Assessor's Map as Vernard Subdivision. The Official Zoning Map shall be amended from the Residential Industrial Transition (RMT) Zone, Residential High Density (R-2) Zone and Industrial (M) Zone to the Residential Medium Density (R-3) Zone for the subject property as shown on Exhibit B.

Passed by the Council and approved by the Mayor this 14th day of April, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZMA19-02

**REVIEW AND DECISION CRITERIA**

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

**A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]**

**1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**

**i. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**

**ii. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**

**iii. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

**The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:**

- Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and**
- Enact land use regulations to implement their comprehensive plan.**

**In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the longterm aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.**

**The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be effected.**

**Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond.** [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]

Staff Findings: The applicant is proposing to change the zoning of the subject properties from RMT, R-2, and M. The subject properties are designated Residential Medium Density on the Comprehensive Plan Map. The current RMT, R-2, and M zoning designations are not consistent with the existing Comprehensive Plan Map designation of the subject properties. The proposed zoning would implement the Residential Medium Density Comprehensive Plan Map designation and would therefore be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

- 2. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]**

Staff Findings: The proposed amendment is orderly and timely. The subject properties have historically been used as residential. The zoning in the proposed area is not consistent throughout and is not consistent with the Comprehensive Plan. The properties to the west are High Density Residential and the properties to the east are vacant with a proposed development plan including some residential.

The application complies with this criterion.

- 3. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]**

Staff Findings: The entire area is on sewer only accounts, there are no water services north of Vine St. A Local Improvement District (LID) is being considered by some of the landowners in the area. The LID is to provide water to 58 area properties. It appears there are more than the minimum required approving owners, that a LID can move forward. The City Attorney and CEDD staff is working on the logistics of City Council action to process the LID. Once approved to proceed and funding methods determined, design and cost estimates are generated, and with a final tally of local owners to approve, then a water system can be provided to the neighborhood. Provided by Staff Engineer, Joe Graybill.

The application complies with this criterion.

- 4. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]**

Staff Findings: The applicant is not proposing an amendment to the comprehensive plan map.

The application complies with this criterion.

- 5. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:
  - i. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);****

- ii. Change standards implementing a functional classification system; or
- iii. Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.
  - 1. Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
  - 2. Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or
  - 3. Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]

Staff Findings: The proposed use would be consistent with past use of the property as a residential neighborhood. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood.

The application complies with this criterion.

- 6. **OAR 660-009-0010(4)** For a post-acknowledgement plan amendment under OAR chapter 660, division 18, that changes the plan designation of land in excess of two acres within an existing urban growth boundary from an industrial use designation to a non-industrial use designation, or an other employment use designation to any other use designation, a city or county must address all applicable planning requirements, and:
  - i. Demonstrate that the proposed amendment is consistent with its most recent economic opportunities analysis and the parts of its acknowledged comprehensive plan which address the requirements of this division; or
  - ii. Amend its comprehensive plan to incorporate the proposed amendment, consistent with the requirements of this division; or
  - iii. Adopt a combination of the above, consistent with the requirements of this division.

Staff Findings: Per the DLCD comments, Staff finds that this rule does not apply to this application.

The application complies with this criterion.



Community and Economic Development Department

City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386  
541-367-8113  
www.sweethomeor.gov

**OFFICIAL NOTICE OF A PLANNING COMMISSION RECOMMENDATION  
ON A LAND USE APPLICATION**

**PLANNING COMMISSION ORDER OF APPROVAL**

**REQUEST SUMMARY:** The applicant is proposing to change the Zoning Map in an area consisting of 32.1 acres located between Yucca Street and Tamarack Street, and 18<sup>th</sup> Avenue and 22<sup>nd</sup> Avenue. The Sweet Home Zoning Map is proposed to change from the Residential Industrial Transition (RMT) Zone to the Residential Medium Density (R-3) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and make a decision on this application.

**APPLICANT/** City of Sweet Home

**PROPERTY OWNER:** Various

**PROPERTY LOCATION:** From Yucca Street to Tamarack Street and from 18th Avenue to 22nd Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E29CC Tax Lots Various.

**FILE NUMBER:** ZMA19-02

**REVIEW AND  
DECISION CRITERIA:** Sweet Home Municipal Code Section(s) 17.12, 17.68, 17.30;  
OAR 660-012-0060

**STAFF CONTACT:** Angela Clegg. Phone: (541) 367-8113;  
Email: aclegg@sweethomeor.gov

- I. **PUBLIC HEARING:** The Sweet Home Planning Commission held a public hearing on February 3, 2020. At the hearing the Planning Commission reviewed application ZMA19-02. The Planning Commission received testimony and deliberated on this matter at their February 3, 2020 meeting, and passed a motion to recommend approval of the application to City Council. That motion of approval specified a 12-day appeal period from the date the decision motion is mailed. No specific conditions of approval were required.
- II. **FINDINGS OF FACT:** The Planning Commission provided an opportunity for testimony at the February 3, 2020 public hearing. The Planning Commission considered the information in the record, testimony at the public hearing, and the Findings of Fact listed in the Staff Report presented to the Planning Commission prior to the February 3, 2020 public hearing. The Planning Commission adopted the Findings of Fact listed in Section III of the Staff Report, and those are included as Exhibit A to this Order.

III. **DECISION: Approved** the motion to recommend the application to City Council on February 25, 2020. Based on the findings referenced in Exhibit A of this order, the Planning Commission found that the proposal described in ZMA19-02 complies with the applicable sections of the Sweet Home Municipal Code. The Sweet Home Planning Commission hereby approves application ZMA19-02 and recommends approval by the City Council.

**PLANNING COMMISSION DECISION:** February 3, 2020  
**CITY COUNCIL MEETING:** February 25, 2020.  
**APPEAL DEADLINE:** February 14, 2020 at 5:00 PM

  
\_\_\_\_\_  
Lance Gatchell, Planning Commission Chair  
Date 2/7/2020

  
\_\_\_\_\_  
Blair Larsen, Community and Economic Development Director  
Date 2/7/2020

**APPEAL:** This decision can be appealed. The decision made by the Planning Commission is final unless written appeal from an aggrieved party is received by the City of Sweet Home no later than the appeal deadline listed above (12 days from the mailing of this decision). All appeals must be filed with the appropriate fee and documentation and submitted to: City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386. The City Council will hold a public hearing on the request upon appeal. If you would like any information concerning filing of an appeal, please contact the Planning Office at (541) 367-8113.

Failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the Staff Report and all documentation included in the record for the file are available for inspection at no cost and a copy will be provided at reasonable cost at the City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386; (541) 367-8113.

**Exhibit A to Order of Approval for ZMA19-02**

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

**A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]**

**1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**

**a. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**

**b. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**

**c. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

**The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:**

- Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and**
- Enact land use regulations to implement their comprehensive plan.**

**In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the longterm aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.**

**The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be effected.**

**Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]**

Staff Findings: The applicant is proposing to change the zoning of the subject properties from RMT, R-2, and M. The subject properties are designated Residential Medium Density on the Comprehensive Plan Map. The current RMT, R-2, and M zoning designations are not consistent with the existing Comprehensive Plan Map designation of the subject properties. The proposed zoning would implement the Residential Medium Density Comprehensive Plan Map designation and would therefore be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

- 2. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]**

Staff Findings: The proposed amendment is orderly and timely. The subject properties have historically been used as residential. The zoning in the proposed area is not consistent throughout and is not consistent with the Comprehensive Plan. The properties to the west are High Density Residential and the properties to the east are vacant with a proposed development plan including some residential.

The application complies with this criterion.

- 3. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]**

Staff Findings: The entire area is on sewer only accounts, there are no water services north of Vine St. A Local Improvement District (LID) is being considered by some of the land owners in the area. The LID is to provide water to 58 area properties. It appears there are more than the minimum required approving owners, that a LID can move forward. The City Attorney and CEDD staff is working on the logistics of City Council action to process the LID. Once approved to proceed and funding methods determined, design and cost estimates are generated, and with a final tally of local owners to approve, then a water system can be provided to the neighborhood. Provided by Staff Engineer, Joe Graybill.

The application complies with this criterion.

- 4. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]**

Staff Findings: The applicant is not proposing an amendment to the comprehensive plan map.

The application complies with this criterion.

- 5. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this**

rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

- a. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- b. Change standards implementing a functional classification system;  
or
- c. Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.
  - a. Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
  - b. Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or
  - c. Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]

Staff Findings: The proposed use would be consistent with past use of the property as a residential neighborhood. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood.

The application complies with this criterion.

6. **OAR 660-009-0010(4)** For a post-acknowledgement plan amendment under OAR chapter 660, division 18, that changes the plan designation of land in excess of two acres within an existing urban growth boundary from an industrial use designation to a non-industrial use designation, or an other employment use designation to any other use designation, a city or county must address all applicable planning requirements, and:
  - a. Demonstrate that the proposed amendment is consistent with its most recent economic opportunities analysis and the parts of its acknowledged comprehensive plan which address the requirements of this division; or
  - b. Amend its comprehensive plan to incorporate the proposed amendment, consistent with the requirements of this division; or
  - c. Adopt a combination of the above, consistent with the requirements of this division.

Staff Findings: Per the DLCD comments, Staff finds that this rule does not apply to this application.

The application complies with this criterion.

#### **IV. CONCLUSION AND RECOMMENDATION**

Based on the findings listed in Section III of this report, staff recommends that the Planning Commission recommend that the City Council approve this application. Since the request is for a zone change, staff has not recommended any conditions of approval.

#### **V. PLANNING COMMISSION ACTION**

In taking action on a zone change application, the Planning Commission will hold a public hearing at which it may either recommend that the City Council approve or deny the application(s). The recommendation should be based on the applicable review and decision criteria. The City Council will hold a public hearing and make a decision on this application.

##### **Motion:**

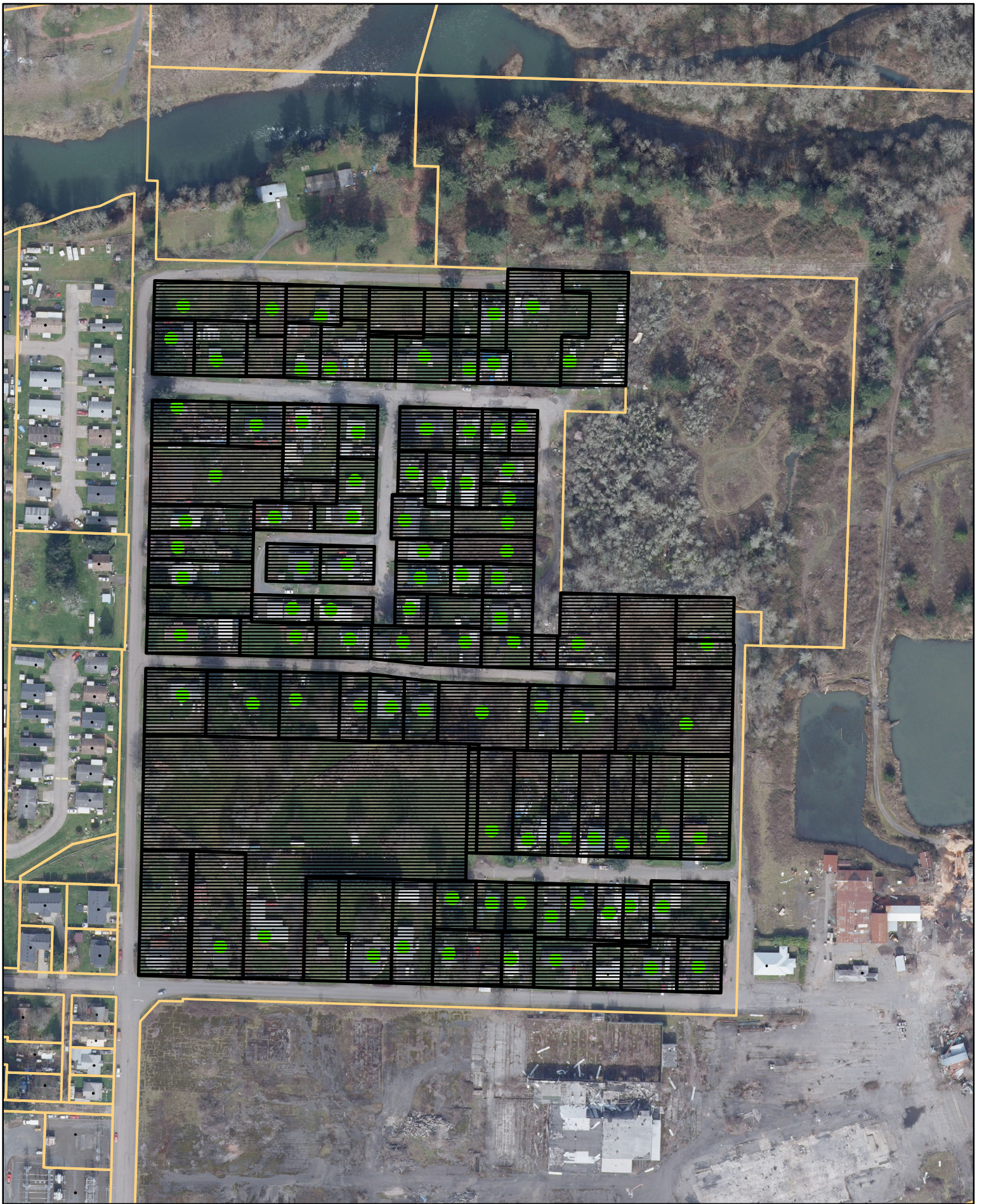
After opening the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to recommend that the City Council approve application ZMA19 02; which includes: adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application ZMA19-02 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

#### **VI. ATTACHMENTS**

- A - Subject Property Map
- B - Zoning Map
- C - Comprehensive Plan Map
- D - Aerial Photograph
- E - Planning Application Form

# Exhibit B



1 inch = 221 feet

Zone Map Amendment ZMA19-02  
Subject Area Map  
13S01E29CC

2020-04-14 City Council Packet pg. 143 Date: 12/06/19



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - Ordinance No. 4 for 2020 - An Ordinance Amending the Official Zoning Map

**Preferred Agenda:** February 25, 2020 (1<sup>st</sup> Reading)  
March 10, 2020 (2<sup>nd</sup> Reading)  
April 14, 2020 (3<sup>rd</sup> Reading)

**Submitted By:** Angela Clegg, Associate Planner

**Reviewed By:** R. Towry, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call X Other X

**Relevant Code/Policy:** [SHMC 2.04.030](#) Powers of the City Council

**Towards Council Goal:** Vision Statement, Aspiration I: Desirable Community, Mission Statement

**Attachments:** Planning Commission Order of Approval  
Ordinance No. 4 for 2020  
Original Application

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**Purpose of this RCA:**

To approve the Zone and Comprehensive Map Amendment Application ZMA19-03.

**Background/Context:**

The applicant is proposing to change the zoning and comprehensive plan maps of a 3.65-acre property and a 0.75-acre property. The applicant has proposed a change in the comprehensive plan designation from Planned Recreation Commercial to the Low Density Residential. The applicant has proposed a change in zoning from Recreation Commercial (RC) to Residential Low Density (R-1). The Planning Commission held a public hearing and made a recommendation to move the application to City Council for approval. The City Council will hold a public hearing and decide on this application.

The Recreation Commercial Zone was created in 1999 to accommodate properties on the west side of Wiley Creek owned by Salmon River Partners, LLC. The proposed zone change would bring the zoning and comprehensive plan designation into conformity with the property's original zoning designation of R-1 prior to 1999 (CS 22571, Partition #1999-42).

If the zone and comprehensive plan amendment are approved the applicant will submit a partition and a property line adjustment application to further the develop the land for single family dwellings. In the RC zone new single-family dwellings are not outright permitted.

SHMC 17.60.020 USES PERMITTED OUTRIGHT.

M. Single-family dwellings on legal lots of record at the time of enactment of this chapter;

Residences are permitted as a conditional use in the RC zone. The cost of applying for a conditional use for each lot that the applicant wishes to develop would not be cost effective for the applicant.

SHMC 17.60.030 CONDITIONAL USES PERMITTED.

D. Residential uses not related to or in conjunction with a recreational development;

The applicant wishes to return the zoning to the original designation of Residential Low Density (R-1) zone. The R-1 zone is consistent with the current and historical use of the area.

**The Challenge/Problem:**

Should the zoning and comprehensive plan be changed to the proposed properties to align them with the historic use of the area and the surrounding properties?

**Stakeholders:**

- The residents in the proposed zone change area.
- The residents in the surrounding areas.
- The City of Sweet Home.

**Issues and Financial Impacts:**

1. *Applicant – be able to develop the property cost effectively*
2. *Residents in the proposed zone change area – more development in the area, loss of Wiley Creek access through the private properties.*
3. *Planning and Community Development – processing the applications and permits*

**Elements of a Stable Solution:**

The proposed zone change will return the zoning to the original zoning and use for the area and allow the owner affordably to develop the property.

**Options:**

1. *Do Nothing.*
2. *Deny Application* Staff would prepare and Order of Denial for Application ZMA19-03.
3. *Make a Motion to Approve Application ZMA19-03 and Ordinance No. 4 for 2020 as presented – An Ordinance Amending the Official Zoning Map of the City of Sweet Home.*
4. *Recommend different zone amendment.* Council could review these proposed changes and recommend different zone amendments. Staff would take these recommendations and revise the proposed application for review at a future Council meeting.

**Recommendation:**

1. (February 25, 2020) Staff recommends option 2, *Make a Motion to Approve Application ZMA19-03 as presented and Move Ordinance No. 4 for 2020 – An Ordinance Amending the Official Zoning Map of the City of Sweet Home to first reading.*  
The proposed zone change aligns with the comprehensive plan and is beneficial to the affected property owners.
2. (March 10, 2020) Staff recommends, *Make a Motion to move Ordinance No. 4 for 2020 – An Ordinance Amending the Official Zoning Map of the City of Sweet Home to third and final reading.* The proposed zone change aligns with the comprehensive plan and is beneficial to the affected property owners.
3. (April 14, 2020) Staff recommends, *Make a Motion to Approve Application ZMA19-03 and Ordinance No. 4 for 2020 as presented – An Ordinance Amending the Official Zoning Map of the City of Sweet Home.*

ORDINANCE BILL NO. 4 FOR 2020

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP.

WHEREAS, the City of Sweet Home submitted application Zone Change ZMA19-03 and requested a zone and comprehensive map change for an approximately 3.65-acre property and 0.75-acre property from the Recreation Commercial (RC) Zone to the Residential Low Density (R-1) Zone. The subject properties are located approximately between Osage and Highway 20 (north to south) and Wiley Creek and approximately 53<sup>rd</sup> Avenue (west to east), Sweet Home, OR 97386; and identified on the Linn County Assessor’s Map as 13S01E27C Tax Lots 109 and 113; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on February 3, 2020 with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their February 3, 2020 meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on February 25, 2020, with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The City Council approved this application by motion at their February 25, 2020 meeting; and

WHEREAS, the proposed R-1 zoning is needed to facilitate development of the subject property;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZMA19-03 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map and Comprehensive Plan Map, identified in SHMC 17.20.020 as the City Zoning Map and City Comprehensive Plan Map of 2003 including all subsequent amendments, for the approximately 3.65-acre property and 0.75-acre property located approximately between Osage and Highway 20 (north to south) and Wiley Creek and 53<sup>rd</sup> Avenue (west to east), Sweet Home, OR 97386; and identified on the Linn County Assessor’s Map as 13S01E27C Tax Lots 109 and 113. The Official Zoning Map and Comprehensive Plan Map shall be amended from the Recreation Commercial (RC) Zone to the Residential Low Density (R-1) Zone for the subject property as shown on Exhibit B.

Passed by the Council and approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZMA19-03

**REVIEW AND DECISION CRITERIA**

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

**A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]**

**1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**

- a. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**
- b. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**
- c. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

**The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:**

- Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and**
- Enact land use regulations to implement their comprehensive plan.**

**In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the longterm aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.**

**The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be effected.**

**Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond.** [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]

- d. **Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons:** [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]
  - 1. **To accurately reflect changes in the community.**
  - 2. **To ensure integration with other policies, Zoning Codes, and Subdivision Codes.**
- e. **Changes to the Plan Shall be made by ordinance after public hearings.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]
- f. **Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]
- g. **Property Owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment the applicants have the burden of proof that all of the following conditions exist.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 5]
  - 1. **There is a need for the proposed change;**
  - 2. **The identified need can best be served by granting the change requested;**
  - 3. **The proposed change complies with the Statewide Planning Goals; and,**
  - 4. **The proposed change complies with all other elements of the City's Comprehensive Plan.**
- h. **Recreation Commercial: To provide and maintain areas that possess unique characteristics for recreational commercial development that caters to tourist and recreational activities. Development should maintain or enhance the appearance of the area and its unique value to the community.** [Sweet Home Comprehensive Plan, Table 11]
- i. **Low Density Residential: To provide areas suitable and desirable for single-family homes, and appropriate community facilities (e.g., schools, parks, and churches).** [Sweet Home Comprehensive Plan, Table 7]

Staff Findings: The applicant is proposing to change the zoning and comprehensive plan maps of a 3.65 acre property and a 0.75 acre property, identified on the Linn County Assessor's Map as 13S01E27C Tax Lots 109 and 113 (Attachment A). The applicant has proposed a change in the comprehensive plan designation from Planned Recreation Commercial to the Low Density Residential. The applicant has proposed a change in zoning from Recreation Commercial (RC) to Residential Low

Density (R-1). As stated in the comprehensive plan, zoning implements the comprehensive plan. The proposed change would be to the comprehensive plan map designation and the zoning map. Therefore, the proposed zoning would implement the comprehensive plan after the proposed change.

Comprehensive Plan Chapter 8, Plan Management states that updating the comprehensive plan may be completed to accurately reflect changes in the community. The purpose of the Planned Recreation Commercial comprehensive plan designation is, “to provide and maintain areas that possess unique characteristics for recreational commercial development that caters to tourist and recreational activities. Development should maintain or enhance the appearance of the area and its unique value to the community.” While the purpose of the Low Density Residential comprehensive plan designation is, “to provide areas suitable and desirable for single-family homes, and appropriate community facilities (e.g., schools, parks, and churches).” The Recreation Commercial (RC) zone allows: “Residential uses related to or in conjunction with a recreational development” or “Single-family dwellings on legal lots of record at the time of enactment of this chapter”.

Based on the Linn County 2017 aerial photograph the area is primarily surrounded by single-family residences. The applicant states a desire to develop Tax Lot 109 with more than one single family residence. The proposed change may allow the applicant to develop the property with more than one single family residence if the property was partitioned in the future. The existing zoning only allows residential development on legal lots of record or in conjunction with a recreational development. However, the proposed Residential Low Density (R-1) zone allows single-family dwellings outright. Staff finds that the proposed map change would be consistent with the surrounding property to the east which is designated residential. Furthermore, the proposed zone change would bring the zoning designation into conformity with the property’s original zoning designation of R-1 prior to 1999 (CS 22571, Partition #1999-42).

The proposed comprehensive map change follows the procedural requirements in comprehensive plan Chapter 2, Plan Amendment Policies 2 and 3.

Based on the findings above the proposed zoning and comprehensive plan designation would be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

2. **The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;** [SHMC 17.12.025(B)]

Staff Findings: The applicant states that the proposed zoning map and comprehensive map amendment would be consistent with the pattern of development in the area. Based on the 2017 Linn County aerial photograph Staff finds that the subject property is primarily surrounded by single-family residences. Furthermore, the subject property is surrounded by Residential Low Density (R-1) zoned properties. Therefore, the existing development pattern and future development in the area and surrounding land uses warrant the proposed amendment.

The application complies with this criterion.

3. **Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and** [SHMC 17.12.025(C)]

Staff Findings: Based on comments the City of Sweet Home Staff Engineer, no water or sanitary sewer services are available at the ends of the streets. Both can be extended from 53<sup>rd</sup> Avenue. The subject property has frontage along Highway 20, Nandina Street, Osage Street, and 52<sup>nd</sup> Avenue. Based on the applicant’s statements the subject property is anticipated to be developed with single-family residences in the future. Staff finds that utilities and services could be efficiently provided to serve the proposed use of single-family residences or other potential uses in the proposed zoning district.

The application complies with this criterion.

**4. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]**

Staff Findings: The applicant has proposed a change in the comprehensive plan designation from Planned Recreation Commercial to the Low Density Residential. The applicant has proposed a change in zoning from the Recreation Commercial (RC) zone to the Residential Low Density (R-1) zone. The Oregon Statewide Land Use Planning program has a set of 19 Statewide Planning Goals. These Goals are mandated by the state to be in conformance with the City of Sweet Home Comprehensive Plan. In order to be consistent with Oregon's statewide planning goals, the applicant's request must remain in conformance with the Comprehensive Plan. The Planned Recreation Commercial designation provides for a mixture of commercial and residential uses associated with recreational development, while the Low Density Residential designation provides appropriate lands for low density, single-family home. The statewide planning goals pertinent to the application are listed below:

1. Statewide Planning Goal 2 is Land Use Planning, (OAR 660-015-0000(2)) with a purpose to establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. The City of Sweet Home uses their adopted Municipal Code to describe the land use planning process and has an acknowledged Comprehensive Plan that is in compliance with Statewide Planning Goals.
2. Statewide Planning Goal 9, Economic Development, (OAR 660-015-000(9)) has a purpose to provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens. Policy 10 of the Comprehensive Plan states that the area provides for a mixture of commercial and residential uses associated with recreational development. It further states that the purpose of Recreation Commercial is to provide and maintain areas that possess unique characteristics for recreational commercial development that is suitable and desirable for businesses catering to tourist and recreational activity. This subject property currently has limited opportunity for commercial development. This area is not desirable for businesses at this time, as other, more appropriate land is available for commercial and tourism related businesses.
3. Statewide Planning Goal 10, Housing, is applicable to the proposed zone change and comprehensive map change. Oregon Administrative Rule (OAR) 660-008 states: "The purpose of this division is to ensure opportunity for the provision of adequate numbers of needed housing units, the efficient use of buildable land within urban growth boundaries, and to provide greater certainty in the development process so as to reduce housing costs." The City of Sweet Home completed a Housing Needs Assessment (HNA) in 2000, which identified the cities buildable land. Staff finds that the proposed zone change, and comprehensive map amendment would allow additional land within the city to be developed.
4. Statewide Planning Goal 11, Public Facilities and Services, (OAR 660-015-000(11)) has a purpose to plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. Since the subject property is within the city's service area for public utilities, with adequate service to the site required for the proposed development.

Staff submitted a notice to the Department of Land Conservation and Development (DLCD) 35 days prior to the first evidentiary hearing. As of writing this staff report no comments were received from DLCD. Staff finds that the proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals.

The application complies with this criterion.

- 5. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule,**

unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

- a. **Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);**
- b. **Change standards implementing a functional classification system; or**
- c. **Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**
  1. **Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**
  2. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**
  3. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]**

Staff Findings: The subject property has existing frontage along Santiam Highway (Highway 20), Nandina Street, 52<sup>nd</sup> Avenue, and Osage Street. Highway 20 is identified as a Major Arterial and 53<sup>rd</sup> Avenue is identified as a collector in the Sweet Home Transportation System Plan; Figure 2.2. The applicant has proposed a change in the comprehensive plan designation from Planned Recreation Commercial to the Low Density Residential. The applicant has proposed a change in zoning from the Recreation Commercial (RC) zone to the Residential Low Density (R-1) zone. No comments from ODOT have been received as of the writing of this staff report. The proposed use would be consistent with the previous map designation and the previous zoning. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood and is consistent with the Sweet Home Transportation System Plan. The proposed zone change and comprehensive plan amendment does not significantly affect a transportation facility for the purposes of the Transportation Planning Rule (TPR) and therefore complies with the TPR.

The application complies with this criterion.



Community and Economic Development Department

City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386  
541-367-8113  
www.sweethomeor.gov

**OFFICIAL NOTICE OF A PLANNING COMMISSION RECOMMENDATION  
ON A LAND USE APPLICATION**

**PLANNING COMMISSION ORDER OF APPROVAL**

**REQUEST SUMMARY:** The applicant is proposing to change the zoning and comprehensive plan maps of a 3.65-acre property and a 0.75-acre property. The applicant has proposed a change in the comprehensive plan designation from Planned Recreation Commercial to the Low Density Residential. The applicant has proposed a change in zoning from Recreation Commercial (RC) to Residential Low Density (R-1). The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and make a decision on this application.

**APPLICANT/**

**PROPERTY OWNER:** Liberty Rock

**PROPERTY LOCATION:**

From 52<sup>nd</sup> Avenue and Osage to 53<sup>rd</sup> Avenue and Highway 20 (north to south) and Wiley Creek to approximately 53<sup>rd</sup> Avenue, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E27C Tax Lots 109 and 113.

**REVIEW AND**

**DECISION CRITERIA:**

Sweet Home Municipal Code Section(s) 17.12.025, 17.24, 17.60 and OAR 660-012-0060

**FILE NUMBER:**

ZMA19-03

**STAFF CONTACT:**

Angela Clegg. Phone: (541) 367-8113;  
Email: aclegg@sweethomeor.gov

- I. **PUBLIC HEARING:** The Sweet Home Planning Commission held a public hearing on February 3, 2020. At the hearing the Planning Commission reviewed application ZMA19-03. The Planning Commission received testimony and deliberated on this matter at their February 3, 2020 meeting, and passed a motion to recommend approval of the application to City Council. That motion of approval specified a 12-day appeal period from the date the decision motion is mailed. No specific conditions of approval were required.
- II. **FINDINGS OF FACT:** The Planning Commission provided an opportunity for testimony at the February 3, 2020 public hearing. The Planning Commission considered the information in the record, testimony at the public hearing, and the Findings of Fact listed in the Staff Report presented to the Planning Commission prior to the February 3, 2020 public hearing. The Planning Commission adopted the Findings of Fact listed in Section III of the Staff Report, and those are included as Exhibit A to this Order.

- III. **DECISION: Approved** the motion to recommend the application to City Council on February 25, 2020. Based on the findings referenced in Exhibit A of this order, the Planning Commission found that the proposal described in ZMA19-03 complies with the applicable sections of the Sweet Home Municipal Code. The Sweet Home Planning Commission hereby approves application ZMA19-03 and recommends approval by the City Council.

**PLANNING COMMISSION DECISION:** February 3, 2020  
**CITY COUNCIL MEETING:** February 25, 2020.  
**APPEAL DEADLINE:** February 14, 2020 at 5:00 PM

 _____ Lance Gatchell, Planning Commission Chair	 _____ Date
 _____ Blair Larsen, Community and Economic Development Director	 _____ Date

**APPEAL:** This decision can be appealed. The decision made by the Planning Commission is final unless written appeal from an aggrieved party is received by the City of Sweet Home no later than the appeal deadline listed above (12 days from the mailing of this decision). All appeals must be filed with the appropriate fee and documentation and submitted to: City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386. The City Council will hold a public hearing on the request upon appeal. If you would like any information concerning filing of an appeal, please contact the Planning Office at (541) 367-8113.

Failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the Staff Report and all documentation included in the record for the file are available for inspection at no cost and a copy will be provided at reasonable cost at the City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386; (541) 367-8113.

### **Exhibit A to Order of Approval for ZMA19-03**

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

**A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]**

- 1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**
  - i. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**
  - ii. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**
  - iii. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

**The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:**

- Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and**
- Enact land use regulations to implement their comprehensive plan.**

**In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the longterm aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.**

**The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be effected.**

**Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the**

**Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]**

- iv. Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons: [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]**
  - a. To accurately reflect changes in the community.**
  - b. To ensure integration with other policies, Zoning Codes, and Subdivision Codes.**
- v. Changes to the Plan Shall be made by ordinance after public hearings. [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]**
- vi. Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document. [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]**
- vii. Property Owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment the applicants have the burden of proof that all of the following conditions exist. [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 5]**
  - a. There is a need for the proposed change;**
  - b. The identified need can best be served by granting the change requested;**
  - c. The proposed change complies with the Statewide Planning Goals; and,**
  - d. The proposed change complies with all other elements of the City's Comprehensive Plan.**
- viii. Recreation Commercial: To provide and maintain areas that possess unique characteristics for recreational commercial development that caters to tourist and recreational activities. Development should maintain or enhance the appearance of the area and its unique value to the community. [Sweet Home Comprehensive Plan, Table 11]**
- ix. Low Density Residential: To provide areas suitable and desirable for single-family homes, and appropriate community facilities (e.g., schools, parks, and churches). [Sweet Home Comprehensive Plan, Table 7]**

**Staff Findings:** The applicant is proposing to change the zoning and comprehensive plan maps of a 3.65 acre property and a 0.75 acre property, identified on the Linn County Assessor's Map as 13S01E27C Tax Lots 109 and 113 (Attachment A). The applicant has proposed a change in the comprehensive plan designation from Planned Recreation Commercial to the Low Density Residential. The applicant has proposed a change in zoning from Recreation Commercial (RC) to Residential Low Density (R-1). As stated in the comprehensive plan, zoning implements the

comprehensive plan. The proposed change would be to the comprehensive plan map designation and the zoning map. Therefore, the proposed zoning would implement the comprehensive plan after the proposed change.

Comprehensive Plan Chapter 8, Plan Management states that updating the comprehensive plan may be completed to accurately reflect changes in the community. The purpose of the Planned Recreation Commercial comprehensive plan designation is, "to provide and maintain areas that possess unique characteristics for recreational commercial development that caters to tourist and recreational activities. Development should maintain or enhance the appearance of the area and its unique value to the community." While the purpose of the Low Density Residential comprehensive plan designation is, "to provide areas suitable and desirable for single-family homes, and appropriate community facilities (e.g., schools, parks, and churches)." The Recreation Commercial (RC) zone allows: "Residential uses related to or in conjunction with a recreational development" or "Single-family dwellings on legal lots of record at the time of enactment of this chapter".

Based on the Linn County 2017 aerial photograph the area is primarily surrounded by single-family residences. The applicant states a desire to develop Tax Lot 109 with more than one single family residence. The proposed change may allow the applicant to develop the property with more than one single family residence if the property was partitioned in the future. The existing zoning only allows residential development on legal lots of record or in conjunction with a recreational development. However, the proposed Residential Low Density (R-1) zone allows single-family dwellings outright. Staff finds that the proposed map change would be consistent with the surrounding property to the east which is designated residential. Furthermore, the proposed zone change would bring the zoning designation into conformity with the property's original zoning designation of R-1 prior to 1999 (CS 22571, Partition #1999-42).

The proposed comprehensive map change follows the procedural requirements in comprehensive plan Chapter 2, Plan Amendment Policies 2 and 3.

Based on the findings above the proposed zoning and comprehensive plan designation would be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

2. **The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]**

Staff Findings: The applicant states that the proposed zoning map and comprehensive map amendment would be consistent with the pattern of development in the area. Based on the 2017 Linn County aerial photograph Staff finds that the subject property is primarily surrounded by single-family residences. Furthermore, the subject property is surrounded by Residential Low Density (R-1) zoned properties. Therefore, the existing development pattern and future development in the area and surrounding land uses warrant the proposed amendment.

The application complies with this criterion.

3. **Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]**

Staff Findings: Based on comments the City of Sweet Home Staff Engineer, no water or sanitary sewer services are available at the ends of the streets. Both can be extended from 53<sup>rd</sup> Avenue. The subject property has frontage along Highway 20, Nandina Street, Osage Street, and 52<sup>nd</sup> Avenue. Based on the applicant's statements the subject property is anticipated to be developed with single-family residences in the future. Staff finds that utilities and services could

be efficiently provided to serve the proposed use of single-family residences or other potential uses in the proposed zoning district.

The application complies with this criterion.

**4. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]**

**Staff Findings:** The applicant has proposed a change in the comprehensive plan designation from Planned Recreation Commercial to the Low Density Residential. The applicant has proposed a change in zoning from the Recreation Commercial (RC) zone to the Residential Low Density (R-1) zone. The Oregon Statewide Land Use Planning program has a set of 19 Statewide Planning Goals. These Goals are mandated by the state to be in conformance with the City of Sweet Home Comprehensive Plan. In order to be consistent with Oregon's statewide planning goals, the applicant's request must remain in conformance with the Comprehensive Plan. The Planned Recreation Commercial designation provides for a mixture of commercial and residential uses associated with recreational development, while the Low Density Residential designation provides appropriate lands for low density, single-family home. The statewide planning goals pertinent to the application are listed below:

1. Statewide Planning Goal 2 is Land Use Planning, (OAR 660-015-0000(2)) with a purpose to establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. The City of Sweet Home uses their adopted Municipal Code to describe the land use planning process and has an acknowledged Comprehensive Plan that is in compliance with Statewide Planning Goals.
2. Statewide Planning Goal 9, Economic Development, (OAR 660-015-000(9)) has a purpose to provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens. Policy 10 of the Comprehensive Plan states that the area provides for a mixture of commercial and residential uses associated with recreational development. It further states that the purpose of Recreation Commercial is to provide and maintain areas that possess unique characteristics for recreational commercial development that is suitable and desirable for businesses catering to tourist and recreational activity. This subject property currently has limited opportunity for commercial development. This area is not desirable for businesses at this time, as other, more appropriate land is available for commercial and tourism related businesses.
3. Statewide Planning Goal 10, Housing, is applicable to the proposed zone change and comprehensive map change. Oregon Administrative Rule (OAR) 660-008 states: "The purpose of this division is to ensure opportunity for the provision of adequate numbers of needed housing units, the efficient use of buildable land within urban growth boundaries, and to provide greater certainty in the development process so as to reduce housing costs." The City of Sweet Home completed a Housing Needs Assessment (HNA) in 2000, which identified the cities buildable land. Staff finds that the proposed zone change, and comprehensive map amendment would allow additional land within the city to be developed.
4. Statewide Planning Goal 11, Public Facilities and Services, (OAR 660-015-000(11)) has a purpose to plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. Since the subject property is within the city's service area for public utilities, with adequate service to the site required for the proposed development.

Staff submitted a notice to the Department of Land Conservation and Development (DLCD) 35 days prior to the first evidentiary hearing. As of writing this staff report no comments were

received from DLCD. Staff finds that the proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals.

The application complies with this criterion.

5. **OAR 660-012-0060(1)**. If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:
- i. **Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);**
  - ii. **Change standards implementing a functional classification system; or**
  - iii. **Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**
    - a. **Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**
    - b. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**
    - c. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]**

**Staff Findings:** The subject property has existing frontage along Santiam Highway (Highway 20), Nandina Street, 52<sup>nd</sup> Avenue, and Osage Street. Highway 20 is identified as a Major Arterial and 53<sup>rd</sup> Avenue is identified as a collector in the Sweet Home Transportation System Plan; Figure 2.2. The applicant has proposed a change in the comprehensive plan designation from Planned Recreation Commercial to the Low Density Residential. The applicant has proposed a change in zoning from the Recreation Commercial (RC) zone to the Residential Low Density (R-1) zone. No comments from ODOT have been received as of the writing of this staff report. The proposed use would be consistent with the previous map designation and the previous zoning. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood and is consistent with the Sweet Home Transportation System Plan. The proposed zone change and comprehensive plan amendment does not significantly affect a transportation facility for the purposes of the Transportation Planning Rule (TPR) and therefore complies with the TPR.

The application complies with this criterion.

#### IV. CONCLUSION AND RECOMMENDATION

Based on the findings listed in Section III of this report, staff recommends that the Planning Commission recommend that the City Council approve this application. Since the request is for a zone change and comprehensive map amendment, staff has not recommended any conditions of approval.

#### V. PLANNING COMMISSION ACTION

In taking action on a zone change and comprehensive map amendment application, the Planning Commission will hold a public hearing at which it may either recommend that the City Council approve or deny the application(s). The recommendation should be based on the applicable review and decision criteria. The City Council will hold a public hearing and make a decision on this application.

##### Motion:

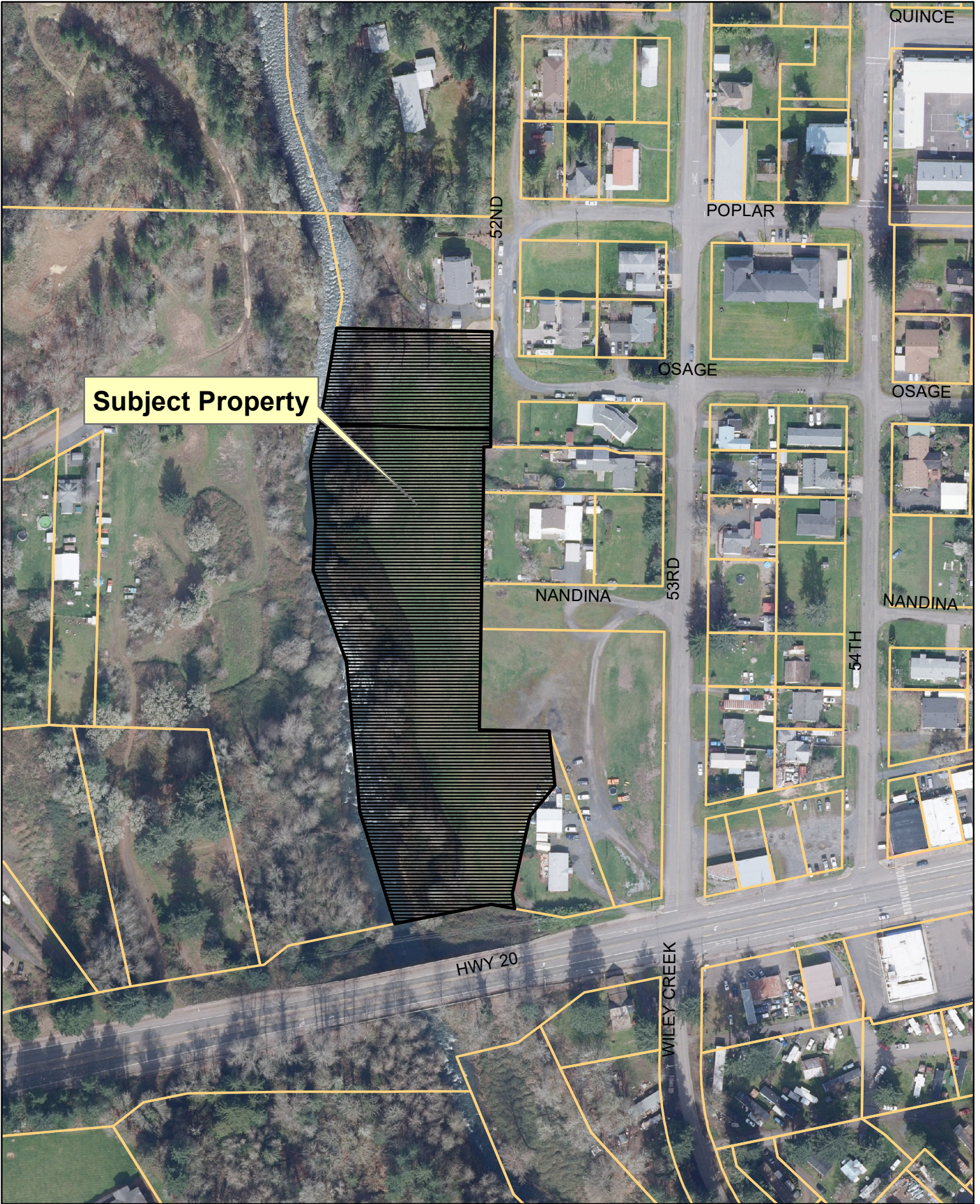
After opening the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to recommend that the City Council approve application ZMA 19-03; which includes: adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application ZMA 19-03 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

#### VI. ATTACHMENTS

- A. Subject Property Map
- B. Site Map
- C. Zoning Map
- D. Comprehensive Plan Map
- E. Aerial Photograph
- F. Planning Application Form

# Exhibit B



**Subject Property**



1 inch = 177 feet

ZMA19-03  
Subject Property Map  
13S01E27C, Tax Lots 109 & 113

2020-04-14 City Council Packet pg. 160 Date: 8/7/2018

# MEMORANDUM



TO: Ray Towry, City Manager  
FROM: Rose Peda, Library Services Director  
DATE: April 2, 2020  
SUBJECT: Sweet Home Library Activities Report / March 2020

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## Statistics

Patrons checked out 1908 items.  
Patrons placed 248 items on hold.  
199 individuals signed on to use the computers in the library and printed 415 pages.  
9 new library cards were issued.  
Resource sharing savings was \$2,372.32 for the month of March.

## Events

The library held 2 story times for babies, toddler and preschoolers with 14 children and 13 adults in attendance. Staff read to 80 first and second graders at Oak Heights Elementary.

Staff participated in the Dr. Seuss celebration at Holley Elementary School

Executive staff from Trust Management, LLC made a site visit to the library inquiring about the library's recent grant application.

The library received a grant in the amount of \$500.00 from the Linn County Cultural Coalition for the summer reading program.

Library staff and Larry Horton visited the Monroe Public Library and the Cornelius Public Library to research construction and funding of these new library buildings.

The library was closed to the public on March 12, 2020 in response to the Governor's Executive Order and when it was determined the public could not maintain the required distance of 6 feet for social distancing in the existing facility.



# Sweet Home Public Library Circulation Statistics by Item Type

Item Type	Mar-18	Mar-19	Mar-20
Auto Manuals	1	0	0
Books on CD	85	166	38
Children's Board Books	62	99	20
Children's Easy Readers	224	249	56
Children's Fiction	360	326	247
Children's Graphic Novels	127	88	92
Children's NonFiction	341	255	101
Children's Picture Books	558	440	161
Children's Ready to Read	79	88	22
Children's 100 Books	0	60	11
Children's VOX Books	0	139	66
DVDs	1,043	708	434
Fiction	399	352	173
Magazines	71	40	8
Music CD	39	39	15
Mystery	275	245	104
New Fiction	237	211	62
New NonFiction	96	98	21
New Mystery	150	127	36
New Science Fiction	7	8	4
NonFiction	296	270	76
Northwest	12	12	35
Paperback General	11	21	3
Paperback Mystery	39	23	18
Paperback Romance	17	54	10
Paperback Westerns	6	17	5
Science Fiction / Fantasy	23	45	8
Teen Fiction	127	124	37
Teen Graphic Novel	83	42	28
Teen NonFiction	5	5	1
Westerns	42	24	16
Ukuleles	0	9	0
<b>TOTALS</b>	<b>4,815</b>	<b>4,384</b>	<b>1,908</b>



# Sweet Home Public Library Patron Statistics

	Mar-18	Mar-19	Mar-20
<b>PATRON ACTIVITY</b>			
OPAC Logins	230	301	228
SIP2 Logins	371	447	641
<b>CIRCULATION AND RENEWALS</b>			
Checkouts	3,999	3,508	1574
Renewals by Staff	883	567	218
Renewals by OPAC	169	309	116
<b>HOLDS REQUESTED</b>			
Holds by Staff	146	149	78
Holds by OPAC	129	159	170
<b>ACTIVE PATRONS</b>	2,478	2,412	2273
<b>NEW PATRONS</b>			
Resident	47	54	9
Nonresident	5	9	0
<b>ITEM COUNTS</b>	26,031	35,860	35631
<b>PUBLIC ACCESS COMPUTERS</b>			
Logins	392	487	199
Pages Printed	1,179	1,064	415
<b>RESOURCE SHARING SAVINGS</b>	*\$0.00	\$3,277.84	\$2,372.32

# MEMORANDUM



TO: City Council  
 Ray Towry, City Manager  
 Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: April 14, 2020

SUBJECT: Community and Economic Development Department Report for March, 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 March 1<sup>st</sup>, to March 31<sup>st</sup>, 2020.

**1. BUILDING**

- Summary of Building Program Permits Issued.

Permit Category	March, 2020	2020 YTD	2019 Total
Residential 1 and 2 Family Dwellings	1	6	31
Residential Demolition	0	2	8
Residential Manufactured Dwellings	4	5	17
Residential Mechanical Permits	6	19	116
Residential Plumbing	1	4	38
Residential Site Development	0	0	1
Residential Structural	7	15	54
Commercial Alarm or Suppression Systems	0	0	2
Commercial Demolition	0	1	3
Commercial Mechanical	0	2	18
Commercial Plumbing	0	1	15
Commercial Site Development	0	0	0
Commercial Structural	1	4	50
<b>Total Permits</b>	<b>20</b>	<b>59</b>	<b>353</b>
<b>Value Estimate of All Permits</b>	<b>\$852,761.75</b>	<b>\$2,535,053.71</b>	<b>\$24,458,766.87</b>
<b>Fees Collected</b>	<b>\$11,535.43</b>	<b>\$36,274.96</b>	<b>\$298,099.90</b>

## 2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	March, 2020	2020 YTD	2019 Total
Code Amendments	0	0	1
Conditional Use	2	2	7
Partition	0	1	10
Planned Development/Subdivision	0	0	1
Property Line Adjustments	2	3	7
Variance	0	0	6

- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. We expect an early draft sometime in April.
- A zone and comprehensive map amendment is in progress for the area north of highway 20 between 52<sup>nd</sup> and Wiley Creek in order to change the property from Recreation Commercial to Low-Density Residential. The Planning Commission recommended that the amendments be approved, and the Council approved it as recommended. The required zoning ordinance must be read at one more council meetings (March 24<sup>th</sup>) in order to take effect.
- A zone map amendment is in progress for an area bounded by 18<sup>th</sup> & 22<sup>nd</sup> and Yucca & Tamarack. This is associated with a proposed Local Improvement District. The Planning Commission recommended that the amendment be approved, and the Council approved it as recommended. The required zoning ordinance must be read at one more council meetings (March 24<sup>th</sup>) in order to take effect.
- Two land use applications were submitted in March.
- The next planning commission meeting is scheduled for May 4, 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. In addition, we are gathering information on what business activity is still happening in the City, so that we can inform citizens of how they can continue to utilize our local businesses in the midst of the current social distancing guidelines.
- Work on a property partition and right-of-way width change for 24<sup>th</sup> Ave is progressing. This is part of a comprehensive 24<sup>th</sup> Avenue Corridor Improvement Project. Due to requests from the neighboring property owners, the plan to partition the City's Maintenance Yard property will now move to the planning commission in order to approve a required access easement. Once the easement has been approved, the partition will be completed and the appropriate documents for the land swap will be drafted and signed. State law requires an appraisal of the property, which has recently been completed. Staff is now working on a Request for Council Action to approve the partition application and adopt a resolution to swap the land.
- Staff are preparing an application to ODOT for a Rail Crossing at 24<sup>th</sup> Avenue. Meetings with Albany & Eastern Railroad have been positive, and they have stated that they will be submitting a letter of support that Staff can include with the application, however, we have not yet received that letter, and contact from the Railroad has been impacted by the current pandemic, and flooding in Eastern Oregon earlier in the year.
- 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. The remaining cleanup looks positive, and

it is possible that it could be completed by the end of the Summer. Staff is working on a Master Plan of the site that will detail property divisions, zoning designations, and roadway accesses. Linn County has agreed to pay for a consultant to study the site and determine the best road network to accomplish our goals for the area. No recent progress has been made due to the Coronavirus Pandemic.

#### 4. CODE ENFORCEMENT

- Summary of Actions.
  - CE currently has 48 open cases.

<b>Case Status</b>	<b>March, 2020</b>	<b>2020 YTD</b>	<b>2019</b>
In Progress—Investigating	3	13	4
Notice Issued	2	24	5
Pending Citation	0	0	1
Citations	1	1	2
Abatement	0	0	1
Complaints Noted with No Violation Found	0	0	54
Violations Resolved	2	84	458
<b>Enforcement Type</b>	<b>March, 2020</b>	<b>2020 YTD</b>	<b>2019</b>
Abandoned Vehicle	0	2	5
Animal	2	6	63
Blight	0	1	2
Public Right-of-way	0	13	36
Graffiti	0	1	1
Illegal Burn	0	0	1
Illegal Dumping	0	0	7
Illegal Parking	0	12	12
Junk Vehicle	0	1	11
Occupying an RV	4	27	59
Open Storage	0	27	90
Other	0	1	18
Public Nuisance	2	31	57
Tall Grass & Weeds	0	0	161

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

- Park and Tree Committee meetings are currently postponed until we develop a safe way for them to meet.
- Arbor Day is Wednesday, April 22, 2020.
- Construction of Sankey Park Improvements have begun.
- Harvest Festival planning meetings are on hold.
- Movies in the Park planning meetings are currently on hold. Tentative dates and movies for this summer (if social distancing guidelines are lifted in time):

- June 12<sup>th</sup>, *Goonies*
- July 17<sup>th</sup>, *Toy Story 4*
- August 14<sup>th</sup>, *The Lion King* (2019 live-action version)

## 6. OTHER PROJECTS

- Preliminary work on the 18<sup>th</sup> 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.
- 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 22<sup>nd</sup> 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 property line adjustment for the east property line at the NCH is still pending. The adjacent owners are in favor of it, and a map has been created. State law requires an appraisal of the properties, which we just recently received. Staff is now working on a Request for Council Action to authorize the property line adjustment and adopt a resolution for the land swap.
- 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. Construction has been delayed until 2022. Recent meetings have focused on the railroad bridge, and how the path would pass that obstacle. There are concerns about the safety of the bridge, and how that would affect the safety of the path. Discussions are ongoing, and there is not yet a resolution to the issue.
- 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



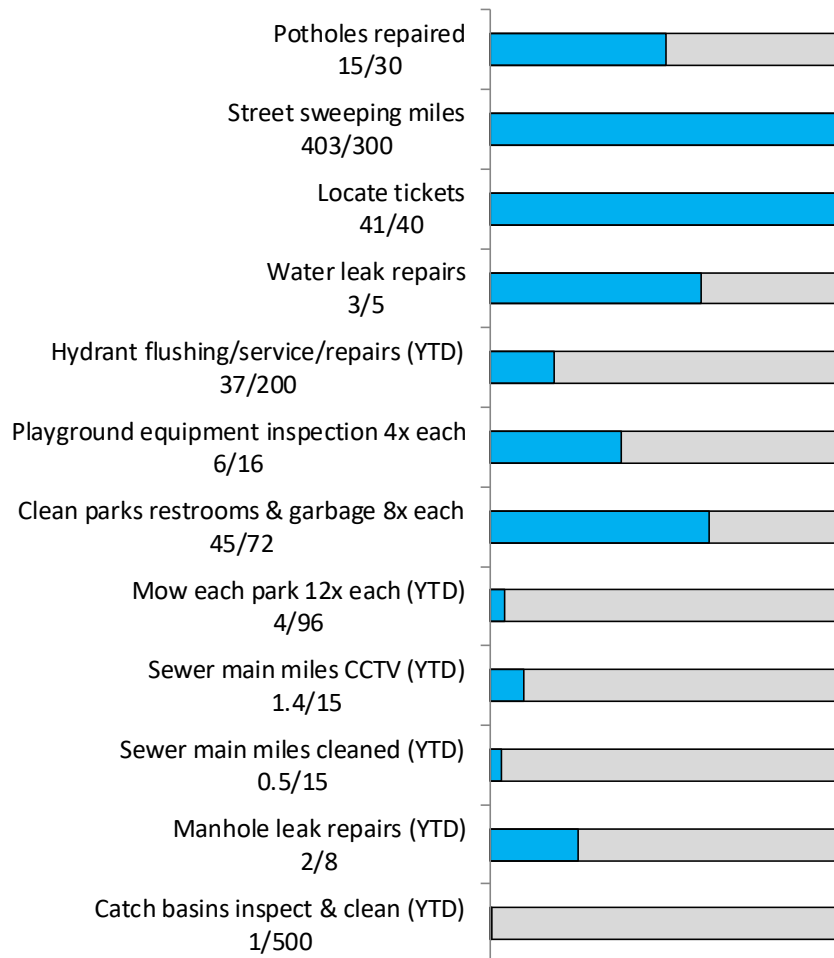
TO: Ray Towry, City Manager  
 FROM: Greg Springman, Public Works Director  
 DATE: April 6, 2020  
 SUBJECT: Public Works Activities Report/March 2020

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.

## Key Performance Indicators (KPI's) Dashboard

This dashboard section summarizes work done on key maintenance activities. Goals will be adjusted over time as workloads shift to keep up with current requirements. Routine activities are tracked monthly. Seasonal activities are tracked on a year-to-date basis.

### March 2020



<u>Work Orders</u>	
Posted:	589
Completed:	589
<u>Top 10 Categories</u>	
Water Turn Ons/Offs	95
Bathrooms/Garbage	45
Locates	42
Tree/Brush Trimming - Streets	42
Meter Re-Read	41
Hydrant Flushing	36
Sankey Park Grant Project	23
Street Signs Install/Repair	19
Other - Water	19
Sewer CCTV	18

## **WWTP and WTP Key Performance Indicators (KPIs)**

### Wastewater Treatment Facility – January 2020 (Last Report Received from Jacobs)

99.0 MG of wastewater treated this month

5.11 MG max daily flow discharged

3.20 MG average daily flow discharged

27,566 lbs. solids inventory

Notes: Nine violations for January 2020

1/11/2020 Sanitary Sewer Overflow Influent VFD Failure

1/12/2020 pH Minimum daily below limit of 6.3 at 6.2

1/13/2020 pH Minimum daily below limit of 6.3 at 6.2

1/13/2020 TSS Daily Max lbs above limit of 690 at 816

1/14/2020 TSS Daily Max lbs above limit of 690 at 703

1/15/2020 pH Minimum daily below limit of 6.3 at 6.2

1/18/2020 TSS Weekly Ave lbs above limit of 520 at 759

1/29/2020 Sanitary Sewer Overflow Influent VFD Failure

1/2020 TSS Monthly Max Ave lbs above limit of 350 at 359

### Water Treatment Facility – January 2020 (Last Report Received from Jacobs)

34.54 MG treated this month

1.48 MG used for backwashing filters

1.11 MG average daily demand

Notes: No violations for January 2020

## **Current & Upcoming Projects**

### 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.

### Water Loss

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

**Status:** PW staff has completed all repairs on the identified water leaks. Over 100 repairs have been completed by PW staff to date. Staff will calculate water loss quarterly. Staff purchased new leak detection equipment to begin program in-house.

## Radar Speed Signs

**Scope:** Purchase 6 radar speed signs throughout the community.

**Status:** Staff ordered 6 radar speed signs. Installed two signs, one on 1<sup>st</sup> Avenue, second on Airport Road. Permits applications has been submitted to ODOT for multiple location along State Highway 20 and Highway 228.

## 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.

## 2019 Overlay Project

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

**Status:** Project in design.

## 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.

## 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

## 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 funding source

#### 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



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

	03/31/2020	03/31/2019	% Change
<b>Call Volume:</b>	<b>2020-02068</b>	<b>2019-01884</b>	<b>8.90%</b>
<b>CAD Calls:</b>	<b>4136</b>	<b>4186</b>	<b>-1.21%</b>
<b>ONIBR Person Crimes</b>	<b>32</b>	<b>41</b>	<b>-28.13%</b>
<b>ONIBR Person Crimes Cleared:</b>	<b>27</b>	<b>25</b>	
<b>ONIBR Property Crimes:</b>	<b>116</b>	<b>87</b>	<b>25.00%</b>
<b>ONIBR Property Crimes Cleared:</b>	<b>35</b>	<b>26</b>	

**Trends:**

On March 6, 2020 the Sweet Home Police Department hosted our annual Awards Banquet with the Sweet Home Fire and Ambulance District. I would like to thank all of you who were able to attend. It is an event that does acknowledge the work and effort that our community's first responders do locally.

SHPD's Property Watch has started. We are in the process of advertising the program and intend on reaching out to all commercial property and business owners to explain the program to them. We have a number of businesses that have signed up and we are encouraged by the response. In total we have 17 commercial businesses that have signed up to the program. I have again attached information associated with the program and would like to encourage anyone interested in learning more about the program to contact our Department.

Our recruitment for a CSO/Evidence Specialist position has closed. We have begun the initial review of the applicants and should be moving forward with the hiring process quickly. We Coronavirus concerns, we are revamping our hiring procedures and are going to try and conduct it all online through different platforms.

**Coronavirus updates**

Due to the Coronavirus/COVID-19 threat, we have implemented a number of measures that emphasize social distancing and PPE use. Each of the measures has been designed to limit our employee's exposure to transmission of the virus. However, because of the nature of our jobs potential employee exposures will always be a concern. We have been monitoring guidelines and best practices from industry experts and will continue to implement their recommendations whenever possible.

We have started to experience an increase in thefts, specifically car prowls, at night. We have sent out Public Safety Messages on our social media sites to encourage our community members to lock their vehicles, remove or hide valuables that are left in vehicles, and to report any suspicious persons in neighborhoods. As a Department, we are reassigning one of our Detectives to nightshift patrol to increase our presence and patrol abilities at night to try and counter the rise in these theft calls.

We are also monitoring the trends in several types of calls for service see if our current pandemic situation has a impact on them. Those calls that we are monitoring include thefts, domestic violence calls, child abuse calls (physical and sexual), suicide calls, mental health calls and burglaries. The results are listed below.

below. We will continue to monitor these calls to determine if we need to further alter our Department's responses to them.

	March 2020	March 2019		
<b>Domestic Violence Calls</b>	<b>34</b>	<b>49</b>	<b>-15</b>	<b>-44.12%</b>
<b>Child Abuse(Physical/Sexual)</b>	<b>24</b>	<b>30</b>	<b>-6</b>	<b>-17.65%</b>
<b>Suicide Calls</b>	<b>13</b>	<b>10</b>	<b>3</b>	<b>12.50%</b>
<b>Mental Health Calls</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0.00%</b>
<b>Burglary</b>	<b>5</b>	<b>6</b>	<b>-1</b>	<b>-8.33%</b>

Our Department is now offering a prescription medication delivery service to the more vulnerable members of our community. The program has been well received and we have been able to assist several people with it. We encourage individuals that have a need for assistance with prescription medication delivery to contact us.

**Person Crimes are defined as:**

	March 2020	March 2019
<b>Assault</b>	<b>3</b>	<b>0</b>
<b>Child Neglect</b>	<b>0</b>	<b>1</b>
<b>Criminal Homicide</b>	<b>0</b>	<b>0</b>
<b>Criminal Mistreatment</b>	<b>1</b>	<b>0</b>
<b>Elder Abuse</b>	<b>0</b>	<b>0</b>
<b>Forcible Rape</b>	<b>0</b>	<b>1</b>
<b>Harassment</b>	<b>1</b>	<b>9</b>
<b>Menacing</b>	<b>0</b>	<b>1</b>
<b>Other Sex Offense</b>	<b>0</b>	<b>1</b>
<b>Reckless Endanger</b>	<b>1</b>	<b>0</b>
<b>Violation Court Stalking Order</b>	<b>0</b>	<b>2</b>
<b>Violation Restraining Order</b>	<b>1</b>	<b>5</b>

**Property Crimes are defined as:**

	March 2020	March 2019
<b>Arson</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>4</b>	<b>6</b>
<b>Criminal Mischief</b>	<b>5</b>	<b>6</b>
<b>Forgery</b>	<b>0</b>	<b>0</b>
<b>Fraud</b>	<b>1</b>	<b>3</b>
<b>Motor Vehicle Theft</b>	<b>2</b>	<b>1</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>
<b>Theft</b>	<b>33</b>	<b>15</b>



# PROPERTY WATCH PROGRAM OVERVIEW

## WHAT IS PROPERTY WATCH?

Property Watch is a program that the Sweet Home Police Department is starting which is designed to assist owners of commercial properties, businesses, and apartment complexes curb unwanted activity that occurs after business hours or when the owner (or manager) cannot be contacted. Without authority granted by the person responsible for the property/business, the police are often not able to take action on non-criminal issues that occur on private property. Some examples would be non-residents/customers hanging out on property, littering, non-customer vehicles in the parking lot, etc.

The Property Watch program allows the person responsible for the property to partner with the police and authorize the police to act in their behalf when they are not there. This program is based on similar successful programs used by the Astoria Police Department and other law enforcement agencies.

The legal foundation is a signed agreement that provides the authority for the police to contact people that are on private property (that is a member of Property Watch) and ask them to leave the property. The goal is to have the police legally able to assist in helping keep your property safe when you are not there. There is no cost to you to be part of the program, it is renewed yearly, and you can withdraw from the program at any time.

## WHAT THE POLICE WON'T DO?

If you sign up to be a member of the program, please be aware that Sweet Home Police Officers:

1. Will not provide legal advice to you.
2. Will not evict people for you, nor make that decision for you.
3. Will not tow cars off your private parking lot unless it's related to a police investigation or incident.
4. Will not be your personal cop.
5. Will not be able to fix or address all your concerns.

## **ARE YOU INTERESTED?**

The Property Watch program is only for commercial properties and businesses in the City of Sweet Home. This program is not for single residential houses.

If your property or business is outside of the city limits of Sweet Home, then we encourage you to take this information to the law enforcement agency that serves you to see if they would be interested in partnering with you to start a similar program.

If you would like to sign up for Property Watch then read the agreement, complete and sign the agreement, and return all pages to the Sweet Home Police Department.

When your application is accepted you will be notified and provided a digital copy of the Exclusion Criteria. The Exclusion Criteria needs to be placed on the outside of a building so that the public and officers can both see it.

## **QUESTIONS?**

If you have questions about the Property Watch program you may contact a Sergeant at 541-367-5181 or [SHPD@sweethomeor.gov](mailto:SHPD@sweethomeor.gov)

Chief Jeff Lynn  
Sweet Home Police Department  
1950 Main Street  
Sweet Home, OR 97386



**RE: AUTHORIZATION TO EXCLUDE PERSONS FROM PREMISES FOR VIOLATION OF EXCLUSION CRITERIA**

Dear Chief Lynn,

I hereby authorize the Sweet Home Police Department and its officers to act as my agent for the purposes of excluding persons from these premises according to the criteria for exclusion enclosed with the program materials and for reasonable suspicion that a person has violated *Oregon Revised Statutes* (ORS) or *Sweet Home City Ordinance* (SHCO). I further authorize the Sweet Home Police Department and its officers to act as my agent to enforce trespass laws against persons who unlawfully enter or remain upon the premises.

Unless you are otherwise directed by me, a person who is found to engage in conduct constituting grounds for exclusion according to the above described criteria shall be excluded from the premises for a period of one year. If the excluded person abides by the terms of the exclusion for one year, the exclusion shall be cleared.

My intent by this authorization is to empower police officers of the Sweet Home Police Department to become “person in charge” of the above-mentioned premises—to the extent contained in the criteria for exclusion—as that term is defined in *ORS 164.205(5)*. You hold this authority over the premises as my agent and will be acting in your capacity as peace officers.

I understand our relationship under this agreement is not intended by you, and should not be interpreted by me, as an express or implied representation that I will receive any special service from the City of Sweet Home, the Sweet Home Police Department, employees of the City of Sweet Home, or other agents.

I also understand my participation in this arrangement is voluntary. I have the power to authorize the Sweet Home Police Department to act as my agent in the manner described and to also revoke this authority. You have encouraged me to use my own judgment to determine if this arrangement is right for my business. I have considered whether to discuss the program with my own legal advisor to help determine if this arrangement is suitable for my circumstances.

I further understand that any police officer who takes any action against a suspected violator of my criteria for exclusion will take such action based on the officer’s own professional evaluation that there are sufficient grounds to support whatever action is taken. I understand the Sweet Home Police Department provides a grievance procedure for upset persons to review their exclusions with a police sergeant without the necessity of my personal involvement as a private citizen.

I agree to release and/or waive any claim or action that I, my business, or anyone who may act on my behalf may have against the City of Sweet Home, its Council, Mayor, employees or agents for loss of life, bodily injury, damage to property or damage to reputation arising out of or occurring while the city, its Council, Mayor, employees or agents are operating under a reasonable belief that they are acting pursuant to the terms of this letter.



# CRITERIA FOR EXCLUSION FROM THESE PREMISES

A person may be directed to leave and not return to these premises if, while on these premises, the person does, or is suspected of, any of the following:

- **Makes unreasonable noise.**
- **Engages in fighting or in violent, tumultuous or threatening behavior.**
- **Is reasonably suspected of violating any Oregon Revised Statute (ORS) or Sweet Home City Ordinance (SHMC).**
- **Remains for more than twenty (20) minutes on the premises for reasons not related to the operation of the business.**
- **Violates any applicable curfew ordinances.**
- **Unlawfully consumes or possesses alcohol or a controlled substance.**
- **Damages, defaces, or destroys any property belonging to this premise, its employees or its customers.**
- **Drives a vehicle in a careless manner or reckless manner.**
- **Unlawfully possesses a firearm.**
- **Obstructs vehicular or pedestrian traffic.**

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PERSON IN CHARGE

---

DATE

---

LOCATION

A person who fails to leave these premises after being directed to do so by a Police Officer, or other person in charge, or who has already been excluded from the property, but returns before the exclusion has ended is subject to arrest and prosecution for Criminal Trespass under ORS 164.245. The remedies contained in this notice are in addition to and not in lieu of all other remedies the parties may have.



March 2, 2020

Ray Towry  
City Manager  
1140 12th Avenue  
Sweet Home, OR 97386

Re: Cartoon Network Moving to Digital Preferred Package

Dear Ray,

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note that effective May 5, 2020, Cartoon Network will only be available as part of Digital Preferred. It will no longer be available as part of Digital Starter TV service, the Kids & Family Genre Pack, or the Latino 300 and Latino 450 packages. We are notifying impacted customers of these changes through a bill message.

On March 24, 2020, WE TV will be added to XIT Entertainment.

On April 21, 2020, WGN America will be added to XIT Entertainment.

Please feel free to contact me at (503) 605-6015 or [kirk\\_nord@comcast.com](mailto:kirk_nord@comcast.com) if you have any questions.

Sincerely,

Kirk Nord  
Director, Government & Regulatory Affairs  
Oregon/SW Washington Region