



# CITY OF SWEET HOME CITY COUNCIL AGENDA

July 12, 2022, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

## Mission Statement

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

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## Meeting Information

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

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

### I. Call to Order and Pledge of Allegiance

### II. Roll Call

### III. Consent Agenda:

- a) [Request for Council Action – Appointment to](#) the Library Board – Eva Journey (pg. 3)
- b) Approval of Minutes:
  - i) [2022-06-28 City Council Minutes - WS \(pg. 7\)](#)
  - ii) [2022-07-06 City Council Minutes - ES \(pg. 9\)](#)

### IV. Recognition of Visitors and Hearing of Petitions:

### V. Old Business:

- a) [Request for Council Action - Resolution No. 23 for 2022 - A Resolution Certifying the City Complies with Sections of ORS 475B Related to Marijuana Sales Inside City Limits. \(pg. 11\)](#)

### VI. New Business:

- a) [Request for Council Action - Downtown Lounge Public Address System Application \(pg. 15\)](#)
- b) [Request for Council Action – Resolution No. 20 for 2022 – Fee Schedule \(pg. 24\)](#)
- c) [Request for Council Action - Proposed Amendments to the Council Rules \(pg. 69\)](#)
- d) [Request for Council Action - Measure 109 Potential Ballot Measure \(pg. 76\)](#)
- e) [Request for Council Action – Contract for Services – Finance Director Pro Tem \(pg. 110\)](#)

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

- f) [Request for Council Action - Resolution No. 28 for 2022 - Extending the City of Sweet Home's Workers' Compensation Coverage to Certain Volunteer Positions \(pg. 123\)](#)
- g) [Request for Council Action - Authorization to Fill a Vacant Position \(pg. 126\)](#)

**VII. Ordinance Bills**

**VIII. Reports of Committees:**

Ad Hoc Committee on Health

- i) [Wiley Creek Memory Care Groundbreaking \(pg. 128\)](#)

Administrative and Finance/Property

- i) [2022-06-30 Administration, Finance & Property Committee Minutes \(pg. 129\)](#)

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Council of Governments

Legislative Committee

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

**IX. Reports of City Officials:**

Mayor's Report

City Manager's Report

- i) [Council Action Item Tracker \(pg. 131\)](#)

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

Library Services Director

- i) [Monthly Report June 2022 \(pg. 132\)](#)

Community and Economic Development Director

- i) [Monthly Report June 2022 \(pg. 134\)](#)

Public Works Director

- i) [Monthly Report - June 2022 \(pg. 138\)](#)

City Attorney

**XI. Council Business for Good of the Order**

**XII. Adjournment**



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Appointment to Committees

**Preferred Agenda:** July 12, 2022

**Submitted By:** Julie Fisher, Administrative Services Manager

**Reviewed By:** Christy Wurster, City Manager Pro Tem

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

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

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

**Attachments:** Application for Boards, Committees, and Commissions -Eva Journey

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**Purpose of this RCA:**

Appointment to the Library Board.

**Background/Context:**

Eva Journey has applied for reappointment to the Library Advisory Board.

The Administration, Finance, and Property Committee interviewed Eva Journey and have recommended appointment to the Library Board for a four year term to expire July 12, 2026.

**The Challenge/Problem:**

Committee Vacancies

**Stakeholders:**

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

**Issues and Financial Impacts:**

None known

**Elements of a Stable Solution:**

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

**Options:**

1. Option #1 – Do nothing
2. Option #2 – Seek additional applicants
3. Option #3 – Make a motion to appoint Eva Journey to the Library Board for a four year term to expire July 12, 2026.

**Recommendation:**

1. Option #3 – Make a motion to appoint Eva Journey to the Library Board for a four year term to expire July 12, 2026.

**Subject:** Form submission from: Board/Committee/Commission Application

**Date:** Sunday, June 12, 2022 at 10:32:40 AM Pacific Daylight Time

**From:** Eva Adler Journey

**To:** Julie Fisher

Submitted on Sunday, June 12, 2022 - 10:32am

Submitted by anonymous user: 192.234.118.90

Submitted values are:

Full Name: Eva Adler Journey

Permanent Address: 27907 Meridian Heights Loop

Mailing Address: same

Phone Number: 541-405-1137

**Type of Phone:** Cell

Email Address: eva@journey.org

**Preferred method of contact:** Email

Occupation: retired

Employer:

Please choose the Board, Commission, or Committee in which you are interested in serving: Library Advisory Board

Are you applying for reappointment? Yes

Do you live within the city limits of Sweet Home? No

If yes, how long have you served in this capacity (years & months): 6 years

How long have you lived in the area (years & months): 11yrs 2 months

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

I was a registered nurse for 38 years and have a Master's Degree in Nursing Administration. I worked in clinical nursing for 1/2 of my career, and the other 1/2 in clinical/continuing education and program development. The skills I used in my profession are translatable to working on the Library Board.

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

Member of P.E.O. Chapter FA (Sweet Home)

Sweet Home Planning Commission

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

I understand and have had experience with budget/personnel management, policy and procedure writing and updating, program planning for several different levels of nursing and ancillary personnel. All these skills are translatable to the functions of the Library. And I love to read. I think reading skills and media literacy skills are extremely important for young people to have. I see libraries as having an important roll in this skill acquisition and development for all ages. I would like to be involved in this endeavor for our community.

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

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.

ELECTRONIC SIGNATURE: Eva Adler Jurney

Date of Signature Sun, 06/12/2022

The results of this submission may be viewed at:

<https://www.sweethomeor.gov/node/24226/submission/6911>





# CITY OF SWEET HOME CITY COUNCIL MINUTES

June 28, 2022, 5:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

## Mission Statement

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

## Call to Order and Pledge of Allegiance

The meeting was called to order at 5:39 PM.

## Roll Call

### PRESENT

President Pro Tem Diane Gerson  
Councilor Dave Trask  
Councilor Susan Coleman  
Councilor Angelita Sanchez (5:53 PM)  
Councilor Dylan Richards

Tea Herrera, YAC Representative (6:00 PM)

### ABSENT

Mayor Greg Mahler  
Councilor Lisa Gourley

### STAFF

City Manager Pro Tem Christy Wurster  
Communications Specialist Lagea Mull  
Community and Economic Development Director Blair Larsen  
Administrative Services Manager Julie Fisher  
City Attorney Robert Snyder  
Public Works Director Greg Springman

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

MEDIA

Benny Wolcott, The New Era

**Old Business:**

- a) Discussion Only - Quarry Property

The purpose of the meeting was to review the Quarry property. Discussion included the current status of the property, draft development plans, and recommendations moving forward as a possible future home of the Oregon Jamboree. Staff suggested an Request for Proposal (RFP) process in search of a Private Public Partnership (PPP) for development. If no satisfactory proposals come in, the Council would have the option to reject all proposals. Consensus of the Council was to pursue a RFP to see what options would come forward with potential uses such as camping, sports fields, concert venue, fishing, play structure, and walking paths and trails.

**New Business:**

**Adjournment**

The meeting adjourned at 6:10 PM

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder





# CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

July 06, 2022, 6:00 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

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

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## Meeting Information

### Call to Order

The meeting was called to order at 6:00 PM.

### Roll Call

#### PRESENT

Mayor Greg Mahler  
Councilor Dave Trask  
Councilor Susan Coleman  
Councilor Angelita Sanchez

#### ABSENT

President Pro Tem Gerson  
Councilor Gourley  
Councilor Richards

#### STAFF

City Manager Pro Tem Christy Wurster  
Ryan Shultze, Oregon Cascades West Council of Governments  
Julie Fisher, Administrative Services Manager

Mayor Mahler read the Executive Session Announcement. The Sweet Home City Council will now meet in Executive Session to consider the employment of a City Manager.

The executive session is held pursuant to ORS192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

Representatives of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.

No final action or final decision may be made in executive session.

The Council reviewed applications for the City Manager vacancy.

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**Adjournment**

The meeting adjourned at 6:36 PM.

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Mayor

ATTEST:

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City Manager Pro Tem– Ex Officio City Recorder



# REQUEST FOR COUNCIL ACTION

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**Title:** Marijuana Revenue Certification

**Preferred Agenda:** July 12, 2022

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

**Reviewed By:** Christy S. Wurster, City Manager Pro Tem

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

**Relevant Code/Policy:** ORS 475C

**Towards Council Goal:** Goal 2: Be an effective and efficient government  
Goal 3.2: Improve community safety, Police, community design, etc.

**Attachments:** Resolution No. 27 for 2022

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**Purpose of this RCA:**

To amend the Oregon Revised Statutes (ORS) originally included in Resolution No. 23 for 2022 and recertify the City complies sections of Oregon Revised Statutes (ORS) 475C related to marijuana production, processing, wholesale and retail sales.

**Background/Context:**

Resolution No. 27 for 2022 revises the ORS' listed related to marijuana that were renumbered during the second special session of 2021 and replaces Resolution No. 23 for 2022.

In 2014, Oregon voters decided to allow non-medical use of marijuana in the state of Oregon. Prior to this, only medical marijuana was allowed. After the passage of Measure 91, the state legislature passed, and the Governor signed, an emergency bill that allowed retail sales from dispensaries and required the OLCC to establish rules and taxing structures to support those sales. The result was a licensing structure managed by the OLCC and a 17% tax rate at the state level.

In 2016, the City of Sweet Home asked voters to establish a local tax on the sale of non-medical marijuana from dispensaries inside city limits. Ordinance 1251 established a 3% tax which is deposited into the General Fund.

A portion of the state proceeds are paid to cities which do not prohibit the sale of marijuana. The distribution of funds comes from the Oregon Department of Administrative Services (DAS) which also manages the State Revenue Sharing program. An additional certification is necessary through Council Resolution to certify that the City allows marijuana in Sweet Home to receive a portion of the state's marijuana funds.

Certification of eligibility to receive State Revenue Sharing funds must be filed with the Department of Administrative Services (DAS) Operations Division by July 31.

**The Challenge/Problem:**

Will the City Council adopt Resolution No. 27 for 2022 certifying the city complies with ORS 475C.065, 475C.085, 475C.093 and 475C.097?

**Stakeholders:**

- State of Oregon – State law requires cities who wish to receive State Revenue Sharing funds (includes marijuana revenues) must certify they comply with various sections under ORS 475C to DAS by July 31.
- City of Sweet Home residents – Adopting this resolution ensures residents receive the taxes they pay when purchasing marijuana back as revenue for Sweet Home services.
- City of Sweet Home City Council – Adopting this resolution allows for diversification of revenue for the City and ensures state marijuana funds for the City of Sweet Home.
- City of Sweet Home City staff – Adoption of this resolution allows staff to continue operations in their departments.

**Issues and Financial Impacts:**

No financial impacts result from this amended resolution. DAS has accepted the original resolution and these changes are housekeeping to ensure the right information is available if needed.

**Elements of a Stable Solution:**

DAS has established a process for cities to request Marijuana State Revenue funds. Adoption of the included resolution complies with this process and needs to be adopted by the City Council to ensure funding for the 2022-2023 fiscal year.

**Options:**

1. Do Nothing. Council could choose to move forward without adopting the resolution. The original resolution would stand.
2. Adopt Resolution No. 27 for 2022.

**Recommendation:**

Staff recommends option 2, adopt Resolution No. 27 for 2022. The City is not aware of any issues with the original resolution from the state's perspective but sees this as a housekeeping item. DAS, when contacted, was not aware of the renumbering and said the original resolution would be accepted for the purposes of certifying marijuana sales for state revenue sharing. Any changes they would look to incorporate into their system for the next fiscal year (2024).

**Resolution No. 27 for 2022**

**A RESOLUTION CERTIFYING THE CITY COMPLIES WITH SECTIONS OF ORS ~~475B.475C~~ RELATED TO MARIJUANA SALES INSIDE CITY LIMITS.**

WHEREAS, ORS ~~475B.010~~ 475C.005, the Adult and Medical Use of Cannabis Act contains the rules and regulations regarding the sale of recreational and medical marijuana in the State of Oregon, and;

WHEREAS, ORS ~~475B.070~~ 475C.065 establishes a license to produce marijuana, and;

WHEREAS, ORS ~~475B.090~~ 475C.085 establishes a license to process marijuana, and;

WHEREAS, ORS ~~475B.100~~ 475C.093 establishes a license for the wholesale sale of marijuana, and;

WHEREAS, ORS ~~475B.105~~ 475C.097 establishes a license for the retail sale of marijuana, and;

WHEREAS, Sweet Home Municipal Code (SHMC) Chapter 3.34 authorizes the sale of marijuana in the City of Sweet Home and establishes a tax of 3% on all retail sales.

NOW, THEREFORE, BE IT RESOLVED, that the City of Sweet Home hereby certifies that it allows the establishment of marijuana business under the aforementioned ORS' and further certifies the City is eligible and elects to receive revenue collected by the State for the purpose of state revenue sharing and the City's tax for fiscal year 2022-2023.

This resolution shall be effective July 1, 2022.

PASSED by the Council and approved by the Mayor this ~~28<sup>th</sup>~~-12<sup>th</sup> day of ~~June~~-July 2022.

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Mayor

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City Manager Pro Tem – Ex Officio City Recorder

**Resolution No. 27 for 2022**

**A RESOLUTION CERTIFYING THE CITY COMPLIES WITH SECTIONS OF ORS 475C RELATED TO MARIJUANA SALES INSIDE CITY LIMITS.**

WHEREAS, ORS 475C.005, the Adult and Medical Use of Cannabis Act contains the rules and regulations regarding the sale of recreational and medical marijuana in the State of Oregon, and;

WHEREAS, ORS 475C.065 establishes a license to produce marijuana, and;

WHEREAS, ORS 475C.085 establishes a license to process marijuana, and;

WHEREAS, ORS 475C.093 establishes a license for the wholesale sale of marijuana, and;

WHEREAS, ORS 475C.097 establishes a license for the retail sale of marijuana, and;

WHEREAS, Sweet Home Municipal Code (SHMC) Chapter 3.34 authorizes the sale of marijuana in the City of Sweet Home and establishes a tax of 3% on all retail sales.

NOW, THEREFORE, BE IT RESOLVED, that the City of Sweet Home hereby certifies that it allows the establishment of marijuana business under the aforementioned ORS' and further certifies the City is eligible and elects to receive revenue collected by the State for the purpose of state revenue sharing and the City's tax for fiscal year 2022-2023.

This resolution shall be effective July 1, 2022.

PASSED by the Council and approved by the Mayor this 12<sup>th</sup> day of July 2022.

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Mayor

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City Manager Pro Tem – Ex Officio City Recorder



# REQUEST FOR COUNCIL ACTION

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**Title:** Downtown Lounge Public Address System Application

**Preferred Agenda:** July 12, 2022

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

**Reviewed By:** C. Wurster, City Manager Pro Tem

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

**Relevant Code/Policy:** SHMC 9.20.020

**Towards Council Goal:** Economic Strength

**Attachments:** Application – Public Address System  
TUAL Application

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**Purpose of this RCA:**

The Downtown Lounge is expanding their service to include an outdoor venue during the Oregon Jamboree weekend. As part of the outdoor venue, a Public Address (PA) Permit has been requested.

**Background/Context:**

During the last part of June 2022, Katherine Julian, the owner of the Downtown Restaurant and Lounge, submitted applications to expand their services during the Oregon Jamboree Weekend. The expanded services will include a fenced outdoor venue on the existing business property that will have alcohol sales, seating, and amplified music. The amplified music will be in the form of DJ equipment. This same event had been hosted for the past several years during the Oregon Jamboree.

On July 6<sup>th</sup>, 2022, members of the Sweet Home Police Department and the Sweet Home Fire and Ambulance District met with Ms. Julian. A list of requirements was discussed, and Ms. Julian indicated that she would comply with those, just as in previous years.

The application for the PA permit indicates that the music amplification will include a DJ, speakers, and amps. The form indicates that the broadcast sound will travel beyond 1000 feet which according to SHMC 9.20.020 will need to be approved by the City Council.

The PA permit also lists the dates and times for amplification of music. The request is for the permit to run from Thursday (07/28/22) through Sunday (07/31/22). The actual times listed on the PA permit is between the times of 8:00 p.m. and 12:00 a.m. Thursday and Sunday and then 8:00 p.m. and 1:00 a.m. on Friday and Saturday.

Historically, several members of the neighborhood directly north of the business property (1200 Block of Nandina Street) have expressed concerns over the noise level of the event.

In 2020, the Sweet Home City Council did approve this request and the after review of the Sweet Home Police Department's records, we found that no complaints of music were received.

**The Challenge/Problem:**

The challenge of the request for the PA Permit is associated with blending the interests of the business with those of the surrounding neighborhood.

The business is requesting the PA Permit for an event that runs four days a year and will play music until 12:00 a.m. on Thursday and Sunday, and until 1:00 a.m. on Friday and Saturday. The intent of the request is to further promote their business and the event.

**Stakeholders:**

- City of Sweet Home Citizens – Citizens that live within proximity to the event may have their level of livability affected by the sound amplification coming from the event. Other citizens and community members may benefit from the entertainment offered by the event.
- Downtown Lounge – By allowing the requested times on the PA Permit, the event and business will be enhanced.
- City of Sweet Home Police Staff – The on-duty Supervisor needs a defined time to for the allowed amplification of music to ensure that it is complied with.
- City of Sweet Home City Council –SHMC 9.20.020 dictates that the Council may suspend the 1000-foot limitation and grant a sound amplifying permit.

**Issues and Financial Impacts:**

The city and the Police Department will not be impacted by event. Any issues and potential financial impacts will be associated with the Downtown Restaurant and Lounge and the surrounding neighborhoods.

**Elements of a Stable Solution:**

The Sweet Home City Council should determine a fair and equitable solution associated with the PA Permit times. The needs of the business and the needs of the surrounding neighborhood have to be considered.

**Options:**

1. Approve the requested PA Permit. This would allow for the Downtown Lounge to play amplified music in the outdoor venue from 8:00 p.m. until 12:00 a.m. on Thursday (07/28/22), 8:00 p.m. until 1:00 a.m. on Friday (07/29/22) and Saturday (07/30/22), and 8:00 p.m. until 12:00 a.m. on Sunday (07/31/22).
2. Deny the request. This would not allow for the amplification of music at the outdoor event.
3. Amend the requested PA Permit. The City Council can choose to amend the request by adjusting the times permitted on one or all days. Examples could include allowing the amplification of music until 1:30 a.m. on Friday (07/29/22), until 1:30 a.m. on Saturday (07/30/22) and until 10:00 p.m. on Sunday.

**Recommendation:**

Staff recommends option #1- Approve the requested PA Permit which would allow for the Downtown Lounge to play amplified music in the outdoor venue from 8:00 p.m. until 12:00 a.m. on Thursday (07/28/22), 8:00 p.m. until 1:00 a.m. on Friday (07/29/22) and Saturday (07/30/22), and 8:00 p.m. until 12:00 a.m. on Sunday (07/31/22).







# Sweet Home Police Department

1950 Main Street, Sweet Home OR 97386  
541-367-5181 [shpd@sweethomeor.gov](mailto:shpd@sweethomeor.gov)

## APPLICATION- PUBLIC ADDRESS SYSTEM

**Date of Application:** June 27, 2022

**Name:** Julian, Katherine Suzanne  
*(Last) (First) (Middle)*

**Date of Birth:** 08/19/1978 **Primary Phone:** (541) 570-8739

**Home Address:** 42460 Upper Berlin Drive Lebanon, OR 97355

**Organization's Name:** Downtown Restaurant and Lounge

**Organization's Address:** 1234 Main Street Sweet Home OR 97386

**Organization's Phone:** (541) 818-0447

**Local Address of Event:** 1234 Main Street Sweet Home OR 97386

**Nature of Business/ Event:** Oregon Jamboree "After-Party"

<b>Date(s) and Time(s) of Message:</b>	<u>July 28 and 31, 2022</u>	<u>8:00pm</u>	<u>12:00am</u>
	<i>(Date)</i>	<i>(From)</i>	<i>(To)</i>
	<u>July 29 and 30, 2022</u>	<u>8:00pm</u>	<u>1:00am</u>
	<i>(Date)</i>	<i>(From)</i>	<i>(To)</i>
	<i>(Date)</i>	<i>(From)</i>	<i>(To)</i>

**Vehicle to be Used:** N/A  
*(Color) (Year) (Make) (License) (State)*

**Type of Sound Amplification Equipment to be used:** Pyle Speakers and Amp, DJ Equipment

**Message:** \_\_\_\_\_

**Will PA broadcast sound travel beyond 1,000 feet?** Yes  
*( If yes application must be processed and submitted to City Council for approval)*

<i>Application Review</i>	<i>Signature:</i>	<i>Date:</i>	<i>Decision (Approve, Approve with Conditions, Deny):</i>
<i>Police Chief</i>			
<i>( ) City Council</i>			
<i>SHPD Case #:</i>			



# APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE (TUAL)

## FULL ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption **off** the licensed premises.
- May deliver factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption **off** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery can only occur during the date and time of the special event.

## LIMITED ON-PREMISES SALES LICENSE TEMPORARY USE APPLICATION

- Sell at retail malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons. You must not allow any other open container of alcohol to leave the licensed premises.
- Sell at retail malt beverages, wine, and cider in a factory-sealed container to consumers for consumption **off** the licensed premises.
- May deliver factory-sealed containers and securely covered containers (growlers) of malt beverages (beer), wine, and cider direct to consumer for consumption **off** the licensed premises; however, must follow the delivery rules under OAR 845-006-0392 and 845-006-0396. Delivery can only occur during the date and time of the special event.

## OLCC LICENSE FEE

- The license fee is a \$10.00 per license day or any part of a license day. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **Make payment by check or money order, payable to OLCC.**
- **License Days:** In #11 below, you may apply for a maximum of **seven** license days per application form.

### **Process Time**

OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #11 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.

1. My Annual License is a: <input checked="" type="checkbox"/> FULL ON-PREMISES <input type="checkbox"/> LIMITED ON-PREMISES	
2. Licensee Name (please print): Downtown Restaurant and Lounge LLC	
3. Email: katiejulian2014@gmail.com	
4. Trade Name of Business:  Downtown Restaurant and Lounge	5. Fax (Optional)
6. Address of <u>Annual</u> Business:  1234 Main Street	7. City  Sweet Home
8. Contact Person: Katherine Julian	9. Contact Phone: 541-570-8739
10. Event Name (if one): Oregon Jamboree	
11. Date(s) of event (no more than <b>seven</b> days): July 28-31, 2022	
12. Start/End hours of alcohol service: 10:00am (am / pm) to 2:30am (am / pm)	
13. Address of <u>Special Event</u> (Street, City and Zip): 1234 Main Street - West Parking Lot Sweet Home, OR 97386	

14. Is the event, or any part of the event, outdoors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
14a. If yes, submit a drawing showing the licensed area and its boundaries.	
15. List the name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area: Katherine Julian 88FB54                      Austin Mealue 484631 Chad Schuster 479800	
16. What is the expected attendance <u>per day</u> in the area where alcohol will be sold or consumed? 300 People/Day If the expected attendance is 301 or more per day, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168) and you must <u>also</u> answer questions 17 and 18. If your answer is 300 or fewer per day, please skip questions 17 and 18.	
17. Insurance Company: Mount Vernon Fire Insurance	18. Policy #: CP2637396
19. <b>GOVERNMENT RECOMMENDATION:</b> You must obtain a recommendation from the local city <b>OR</b> county <b>before</b> submitting this application to the OLCC.	
19a. Name the <b>CITY</b> if the event address is within a city's limits: Sweet Home	
<b>OR</b>	
19b. Name the <b>COUNTY</b> if the event address is outside the city's limits: Linn County	

I affirm the following:

- Minors (people under the age of 21) and visibly intoxicated people will not be allowed to buy, possess, or consume alcohol.
- The only open containers of alcohol that may be taken off the licensed area are securely covered containers (growlers) of malt beverages, wine, or cider. I will not allow any other open container of alcohol to leave the licensed premises.
- Marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the special event licensed premises.
- The event will meet the food service requirements of a Temporary Use of an Annual License.
- I affirm I am authorized to sign this application on behalf of the applicant.

<b>20. Licensee Name (print):</b> Katherine Julian	
<b>21. LICENSEE SIGNATURE:</b> <i>Katherine Julian</i>	<b>22. Date:</b> 06/27/2022

<b>CITY OR COUNTY USE ONLY</b> The city/county named in #19 above recommends: <input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation) (Optional) City/County Contact Person: (Optional) Phone Number or Email: <b>City/County Signature:</b> _____ <b>Date:</b> _____	
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<b>FORM TO OLCC:</b> This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.			
<b>OLCC USE ONLY</b>	Fee Paid:	Date:	Receipt #:
License is <input type="checkbox"/> Approved <input type="checkbox"/> Denied			
<b>OLCC Signature:</b> _____		<b>Date:</b> _____	

## FOOD REQUIREMENTS FOR TEMPORARY USE OF AN ANNUAL LICENSE (TUAL)

### **WHAT AMOUNT OF FOOD MUST I PROVIDE?**

- **TWO SUBSTANTIAL FOOD ITEMS:** A Full On-Premises Sales Licensee **not** providing distilled spirits at the event and a Limited On-Premises Sales Licensee must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- **FIVE SUBSTANTIAL FOOD ITEMS:** A Full On-Premises Sales Licensee providing distilled spirits at the event must provide at all times and in all areas where alcohol service is available at least five different substantial food items.

### **WHAT IS A SUBSTANTIAL FOOD ITEM?**

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

### **WHAT DOES “DIFFERENT” MEAN?**

“Different” means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

### **IS THERE AN EXCEPTION TO PROVIDING THE TWO OR FIVE DIFFERENT SUBSTANTIAL FOOD ITEMS?**

The OLCC must determine that the clearly dominant emphasis is food service at all times in the area where alcohol service is available in order for you to provide only one substantial food item if you are **not** providing distilled spirits or one to four different substantial food items if you are a Full On-Premises Sales Licensee providing distilled spirits. The OLCC will work with you to make this determination prior to approving your application.

### **WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE “AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE”?**

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

### **IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?**

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

### **MAY I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?**

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

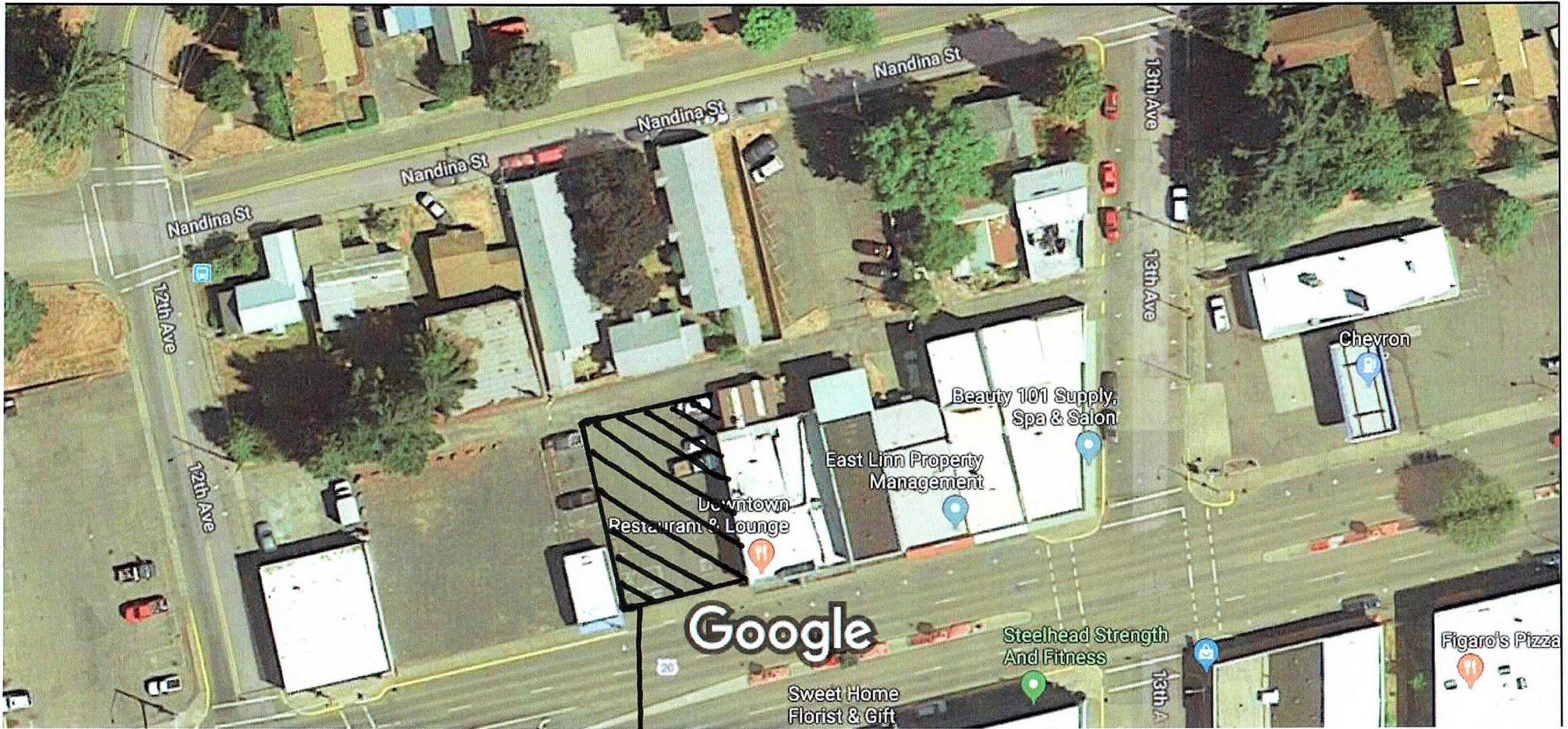
### **WHO MAY THE CONTRACT FOR THE FOOD SERVICE BE WITH?**

The contract may be between:

- You (the OLCC licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

### **DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?**

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.



Parking Area  
will be event space

50 ft



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Resolution No. 20 for 2022 – Fee Schedule

**Preferred Agenda:** July 12, 2022

**Submitted By:** Julie Fisher, Administrative Services Manager

**Reviewed By:** Christy Wurster, City Manager Pro Tem

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

**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. 20 for 2022 – 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:**

Staff is requesting only a few updates to the Fee Schedule as outlined below:

Additional Facility Fees: The Council Chambers, City Hall fenced parking lot, and the library parking lot have been added to the fee schedule.

Naming of Facilities: Fees associated with Resolution No. 32 for 2016 – Naming of Facilities, have been added.

Library Fees: Fees have been removed for Overdue Library Materials as per Council vote.

System Development Fees: System Development Fees are included and updated in the fee schedule.

Park Facility Fees: Fees for park reservations have increased from \$15 per hour to \$25 per hour to help cover cost for staff cleaning and wear and tear on facilities.

**The Challenge/Problem:**

Will the City Council adopt Resolution No. 20 for 2022 regarding the City’s annually reviewed fee schedule?

**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 various city fees quickly.

**Options:**

1. Do Nothing
2. Make a motion to adopt Resolution No. 20 for 2022, A Resolution establishing certain Public Information, Records, Research, Service and Miscellaneous City fees in accordance with City of Sweet Home’s Financial Policies.
3. Make additional revisions to the Fee Schedule – Staff will return with a revised resolution.

**Recommendation:**

Staff recommends *Option 2: Make a motion to adopt Resolution No. 20 for 2022, A Resolution establishing certain Public Information, Records, Research, Service and Miscellaneous City fees in accordance with City of Sweet Home’s Financial Policies.*



**2022**  
**FEE**  
**SCHEDULE**

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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 Mailed - City Council Packet	\$240.00
Annual Subscription Mailed - City Council Agenda	\$24.00
Annual Subscription Mailed - All Public Meeting Agendas	\$36.00
Liquor License, New	\$100.00
Liquor License, Renewal	\$35.00
Liquor License, Temporary Sales	\$35.00
Liquor License, Change of Ownership, Additional Privileges	\$75.00
Hero Banner	\$100.00
Veteran's Memorial Brick	\$25 Paver \$35 Paver with Logo
Taxi License Fee	\$25.00 First Vehicle, \$10.00 Each Vehicle Thereafter, fees for the remainder of the year.

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

<b>FACILITY RENTAL FEES</b>				
<b>Conference Rooms</b>				
<b>HOURLY FEES</b>	Ames	Santiam	Wiley	<b>Council Chambers</b>
<b>During Operating Hours</b>				
Government & Non-Profit Groups	\$10/hr	\$15/hr	\$20/hr	<b>\$25/hr</b>
Public Groups	\$15/hr	\$20/hr	\$25/hr	<b>\$30/hr</b>
Private Groups	\$20/hr	\$25/hr	\$30/hr	<b>\$35/hr</b>
<b>During Hours of Closure</b>				
Government & Non-Profit Groups	\$20/hr	\$30/hr	\$40/hr	<b>\$50/hr</b>
Public Groups	\$30/hr	\$40/hr	\$50/hr	<b>\$60/hr</b>
Private Groups	\$40/hr	\$50/hr	\$60/hr	<b>\$70/hr</b>
<b>EQUIPMENT RENTAL RATES</b>				
AV/IT System	\$20	\$20	\$20	<b>\$20</b>
Tables and Chairs	<i>Included</i>	<i>Included</i>	<i>Included</i>	<b>Included</b>
Keruig Coffee Machine & Pods (15 guest)	\$10	\$10	\$10	<b>\$10</b>
PA System	\$20	\$20	\$20	<b>\$20</b>
<b>OTHER FEES AND DEPOSITS</b>				
Non-Refundable Fee (After Hour Use)	\$50	\$50	\$50	<b>\$50</b>
Refundable Deposit for Non-profit, Govt & Public Groups	\$100	\$100	\$100	<b>\$100</b>
Refundable Deposit for Private Groups / Businesses	\$150	\$150	\$150	<b>\$150</b>
Refundable Key Deposit	\$200	\$200	\$200	<b>\$200</b>
Non-Refundable Cleaning Fee	<i>Included</i>	<i>Included</i>	<i>Included</i>	<b><i>Included</i></b>

<b>ADDITIONAL FACILITIES</b>	
<b>City Hall Fenced Parking Lot</b>	\$5 per day or \$25 per month per vehicle, plus \$5 per month to swap an additional vehicle in the same space. No overnight camping or RV parking. Not for vehicle storage. Must provide a waiver of liability.
<b>Library Parking Lot</b>	\$5 per day or \$25 per month per vehicle, plus \$5 per month to swap an additional vehicle in the same space. No overnight camping or RV parking. Not for vehicle storage. Must provide a waiver of liability.

<b>NAMING OF FACILITIES</b>	
As per Resolution No. 32 for 2016	
Notification of Public Hearing - Legal Notice Includes Staff Time to Process	\$400
Packaging, Mailing & Posting	\$ Actual Cost
Cost of Dedication Ceremony	\$ Actual Cost

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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
Compensation Claim Appeal SHMC 03.30.150	Initial Deposit \$1,000.00. Balance in Excess of Actual Cost to be Refunded
Open Storage Permit	Non Refundable Fee of Zero Dollars Per Year
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
Transient Merchant Permit	\$25.00
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
Temporary RV Placement Permit SHMC 10.28.030 (includes one inspection - RV to be used only for temporary living while new construction permit, or major remodel permit, is in effect) valid for 180 days only, with review for extension.	\$25.00

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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
Outdoor Event Center ( <b>restricted usage</b> )	<b>\$25.00</b> /hour or <b>\$150.00</b> maximum \$100.00 refundable deposit
Gazebo	<b>\$25.00</b> /hour or <b>\$150.00</b> maximum \$100.00 refundable deposit
<b>Sankey</b> Hut	<b>\$25.00</b> /hour or <b>\$150.00</b> maximum \$100.00 refundable deposit
Weddle Bridge	<b>\$25.00</b> /hour or <b>\$150.00</b> 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 30” Handle	\$5.00/Each 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
Equipment Delivery/Pickup	\$50 during business hours, \$100 after hours

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

<b>BUILDING PERMIT FEES</b>	
<b>Structural Permits</b>	
<b>Building Permit Fees:</b> 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
<b>Residential</b> - One and Two Family, stand alone, Fire Suppression 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
<b>Phased Permitting</b> – Allows construction to begin on a portion or portions of a building before the construction documents for the whole building have been submitted.	
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
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

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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



**2022 City of Sweet Home  
 Fee Schedule  
 Resolution No. 20 for 2022 - 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

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

<b>Solar Installation Speciality Code</b>	
<b>Engineered Systems Permit Fees:</b> Permit fees are based on the market value of the work to be performed, including structural elements for the solar panels, including racking, mounting, rails and labor as per the most current ICC Building Valuation Table	
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

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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 - <b>Two Hour Minimum</b>	\$100.00 per hour
Inspections for which no fee is specifically indicated - <b>One Hour Minimum</b>	\$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

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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
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

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

<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

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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
Catch basin or area drain	\$25.00
Absorption valve	\$25.00
Bath tub/shower/shower pan	\$25.00

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

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
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

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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

[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.



**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

<b>POLICE DEPARTMENT FEES</b>	
Photo Copies	\$.25 per side
<b>Public Fingerprinting Services (Two Cards)</b>	
Residents	\$20.00
Non-Residents	\$30.00
Bicycle License per bicycle – current owner	\$2.00
Peddler, <b>Canvassers, Solicitors</b> 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
Social Games	\$25.00

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

<b>LIBRARY SERVICES FEES</b>	
<b>Photocopies</b>	
Black and white 8.5 X 11 (self service)	\$.15 per side
Color 8.5x11 (self service)	\$.50 per side
<b>Overdue Library Materials</b>	
Books, Magazines, Books on CDs per item per day	Fee to be removed from schedule
Videos, DVD's, per item/per day	Fee to be removed from schedule
Lost Library Card Replacement Fee	\$3.00
Lost/Destroyed Library Materials	Actual replacement cost plus \$5.00 processing fee
<b>Out of City Library Card</b>	
Per household and/or single card per year issued	\$35.00

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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>	
Utility Shut off Notice/Doorhangers	\$25.00
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	\$100.00
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	\$200.00
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

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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, tree removal, and heavy haul routes; fee doubles upon incurred damage).	\$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 or drainage ditch	\$10.00
Storm drainage connection to culvert or pipe system	\$30.00
<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	\$60.00
Bulk Water Commodity Fee	See Bulk user rate as per Water Utility Fees resolution

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

<b>System Development Charges and Utility Assessments</b>	
Water SDC, ¾" meter	\$3,909.00
Water SDC, 1" meter	\$9,772.00
Water SDC, 1.5" meter	\$19,544.00
Water SDC, 2" meter	\$31,270.00
Water SDC, 3" meter	\$62,540.00
Water SDC, 4" meter	\$97,719.00
Water SDC, 6" meter	\$195,438.00
Sanitary Sewer SDC, based on ¾" water meter	\$3,074.00
Sanitary Sewer SDC, based on 1" water meter	\$7,685.00
Sanitary Sewer SDC, based on 1.5" water meter	\$15,369.00
Sanitary Sewer SDC, based on 2" water meter	\$24,591.00
Sanitary Sewer SDC, based on 3" water meter	\$49,182.00
Sanitary Sewer SDC, based on 4" water meter	\$76,846.00
Sanitary Sewer SDC, based on 6" water meter	\$153,693.00
Foster Midway Sewer Assessment	\$900.00
Fed Fund EPA #C-410432-02-2 or EDA #07-51-23386	
Transportation SDC	Specific Project Calculation
Stormwater SDC	Specific Project Calculation
Parks SDC	Specific Project Calculation
<b>Water Service Site Installation by City</b>	
Shortside Meter Service Standard ¾" Meter Gravel/Soil	\$1,200.00
Shortside Meter Service Standard ¾" Meter Asphalt/Concrete	\$1,800.00
Longside Meter Service Standard ¾" Meter Asphalt/Concrete	\$2,500.00
Shortside Meter Service Standard 1" Meter Gravel/Soil	\$1,600.00
Shortside Meter Service Standard 1" Meter Asphalt/Concrete	\$2,350.00
Longside Meter Service Standard 1" Meter Asphalt/Concrete	\$2,750.00
Shortside Meter Service Standard 1.5" Meter Gravel/Soil	\$2,040.00
Shortside Meter Service Standard 1.5" Meter Asphalt/Concrete	\$3,100.00
Longside Meter Service Standard 1.5" Meter Asphalt/Concrete	\$3,500.00
Water Service 2" and larger Meter Service connection by contractor	Project Specific w Construction
Manifold Meter Service with City Approval	\$900.00
Meter only in Subdivision Lots	\$350
Water Service Installation by City, Custom Non- standard Installation, various meter sizes	Time and Materials

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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
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

**RESOLUTION NO. 20 FOR 2022**

**A RESOLUTION TO SET PUBLIC INFORMATION, RECORDS, RESEARCH, SERVICE AND MISCELLANEOUS FEES.**

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish fees which are reflective of actual staff and material costs for copying reports, documents and other items specifically requested by the general public; and

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish fees which are reflective of actual staff and material costs for City Staff performing research and other miscellaneous tasks specifically requested by the general public; and

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish fees which are reflective of actual staff and material costs for City Staff providing certain services specifically requested by the general public; and

WHEREAS, the application of these fees shall not apply to City sponsored public information meetings or City initiated information distribution.

NOW, THEREFORE, the City Council resolves that the following fees shown in Exhibit A are hereby established and made effective immediately:

If items are not covered in this resolution, the City Manager is authorized to set a temporary fee until it can be approved by City Council.

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 replaces and supersedes Resolution No. 3 for 2021.

This Resolution shall be effective July 12, 2022.

PASSED by the Council and approved by the Mayor, this 12th day of July, 2022.

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Mayor

ATTEST:

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City Manager Pro Tem – Ex Officio City Recorder



# 2022 FEE SCHEDULE



**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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 Mailed - City Council Packet	\$240.00
Annual Subscription Mailed - City Council Agenda	\$24.00
Annual Subscription Mailed - All Public Meeting Agendas	\$36.00
Liquor License, New	\$100.00
Liquor License, Renewal	\$35.00
Liquor License, Temporary Sales	\$35.00
Liquor License, Change of Ownership, Additional Privileges	\$75.00
Hero Banner	\$100.00
Veteran's Memorial Brick	\$25 Paver \$35 Paver with Logo
Taxi License Fee	\$25.00 First Vehicle, \$10.00 Each Vehicle Thereafter, fees for the remainder of the year.

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

<b>FACILITY RENTAL FEES</b>				
<b>Conference Rooms</b>				
<b>HOURLY FEES</b>	Ames	Santiam	Wiley	Council Chambers
<b>During Operating Hours</b>				
Government & Non-Profit Groups	\$10/hr	\$15/hr	\$20/hr	\$25/hr
Public Groups	\$15/hr	\$20/hr	\$25/hr	\$30/hr
Private Groups	\$20/hr	\$25/hr	\$30/hr	\$35/hr
<b>During Hours of Closure</b>				
Government & Non-Profit Groups	\$20/hr	\$30/hr	\$40/hr	\$50/hr
Public Groups	\$30/hr	\$40/hr	\$50/hr	\$60/hr
Private Groups	\$40/hr	\$50/hr	\$60/hr	\$70/hr
<b>EQUIPMENT RENTAL RATES</b>				
AV/IT System	\$20	\$20	\$20	\$20
Tables and Chairs	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>
Keruig Coffee Machine & Pods (15 guest)	\$10	\$10	\$10	\$10
PA System	\$20	\$20	\$20	\$20
<b>OTHER FEES AND DEPOSITS</b>				
Non-Refundable Fee (After Hour Use)	\$50	\$50	\$50	\$50
Refundable Deposit for Non-profit, Govt & Public Groups	\$100	\$100	\$100	\$100
Refundable Deposit for Private Groups / Businesses	\$150	\$150	\$150	\$150
Refundable Key Deposit	\$200	\$200	\$200	\$200
Non-Refundable Cleaning Fee	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>

<b>ADDITIONAL FACILITIES</b>	
City Hall Fenced Parking Lot	\$5 per day or \$25 per month per vehicle, plus \$5 per month to swap an additional vehicle in the same space. No overnight camping or RV parking. Not for vehicle storage. Must provide a waiver of liability.
Library Parking Lot	\$5 per day or \$25 per month per vehicle, plus \$5 per month to swap an additional vehicle in the same space. No overnight camping or RV parking. Not for vehicle storage. Must provide a waiver of liability.

<b>NAMING OF FACILITIES</b>	
As per Resolution No. 32 for 2016	
Notification of Public Hearing - Legal Notice Includes Staff Time to Process	\$400
Packaging, Mailing & Posting	\$ Actual Cost
Cost of Dedication Ceremony	\$ Actual Cost

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - 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
Compensation Claim Appeal SHMC 03.30.150	Initial Deposit \$1,000.00. Balance in Excess of Actual Cost to be Refunded
Open Storage Permit	Non Refundable Fee of Zero Dollars Per Year
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
Transient Merchant Permit	\$25.00
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
Temporary RV Placement Permit SHMC 10.28.030 (includes one inspection - RV to be used only for temporary living while new construction permit, or major remodel permit, is in effect) valid for 180 days only, with review for extension.	\$25.00

**2022 City of Sweet Home  
Fee Schedule  
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<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
Outdoor Event Center (restricted usage)	\$25.00/hour or \$150.00 maximum \$100.00 refundable deposit
Gazebo	\$25.00/hour or \$150.00 maximum \$100.00 refundable deposit
Sankey Hut	\$25.00/hour or \$150.00 maximum \$100.00 refundable deposit
Weddle Bridge	\$25.00/hour or \$150.00 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 30” Handle	\$5.00/Each 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
Equipment Delivery/Pickup	\$50 during business hours, \$100 after hours

**2022 City of Sweet Home  
Fee Schedule  
Resolution No. 20 for 2022 - Exhibit 1**

<b>BUILDING PERMIT FEES</b>	
<b>Structural Permits</b>	
<b>Building Permit Fees:</b> 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
<b>Residential</b> - One and Two Family, stand alone, Fire Suppression 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
<b>Phased Permitting</b> – Allows construction to begin on a portion or portions of a building before the construction documents for the whole building have been submitted.	
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
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

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<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

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<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

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<b>Solar Installation Speciality Code</b>	
<b>Engineered Systems Permit Fees:</b> Permit fees are based on the market value of the work to be performed, including structural elements for the solar panels, including racking, mounting, rails and labor as per the most current ICC Building Valuation Table	
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



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<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 - <b>Two Hour Minimum</b>	\$100.00 per hour
Inspections for which no fee is specifically indicated - <b>One Hour Minimum</b>	\$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

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<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
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

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<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

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<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
Catch basin or area drain	\$25.00
Absorption valve	\$25.00
Bath tub/shower/shower pan	\$25.00

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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
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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<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

[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.

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<b>POLICE DEPARTMENT FEES</b>	
Photo Copies	\$.25 per side
<b>Public Fingerprinting Services (Two Cards)</b>	
Residents	\$20.00
Non-Residents	\$30.00
Bicycle License per bicycle – current owner	\$2.00
Peddler, Canvassers, Solicitors 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
Social Games	\$25.00

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<b>LIBRARY SERVICES FEES</b>	
<b>Photocopies</b>	
Black and white 8.5 X 11 (self service)	\$.15 per side
Color 8.5x11 (self service)	\$.50 per side
<b>Lost Library Materials</b>	
Lost Library Card Replacement Fee	\$3.00
Lost/Destroyed Library Materials	Actual replacement cost plus \$5.00 processing fee
<b>Out of City Library Card</b>	
Per household and/or single card per year issued	\$35.00



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<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>	
Utility Shut off Notice/Doorhangers	\$25.00
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	\$100.00
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	\$200.00
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

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<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, tree removal, and heavy haul routes; fee doubles upon incurred damage).	\$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 or drainage ditch	\$10.00
Storm drainage connection to culvert or pipe system	\$30.00
<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	\$60.00
Bulk Water Commodity Fee	See Bulk user rate as per Water Utility Fees resolution

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<b>System Development Charges and Utility Assessments</b>	
Water SDC, ¾" meter	\$3,909.00
Water SDC, 1" meter	\$9,772.00
Water SDC, 1.5" meter	\$19,544.00
Water SDC, 2" meter	\$31,270.00
Water SDC, 3" meter	\$62,540.00
Water SDC, 4" meter	\$97,719.00
Water SDC, 6" meter	\$195,438.00
Sanitary Sewer SDC, based on ¾" water meter	\$3,074.00
Sanitary Sewer SDC, based on 1" water meter	\$7,685.00
Sanitary Sewer SDC, based on 1.5" water meter	\$15,369.00
Sanitary Sewer SDC, based on 2" water meter	\$24,591.00
Sanitary Sewer SDC, based on 3" water meter	\$49,182.00
Sanitary Sewer SDC, based on 4" water meter	\$76,846.00
Sanitary Sewer SDC, based on 6" water meter	\$153,693.00
Foster Midway Sewer Assessment	\$900.00
Fed Fund EPA #C-410432-02-2 or EDA #07-51-23386	
Transportation SDC	Specific Project Calculation
Stormwater SDC	Specific Project Calculation
Parks SDC	Specific Project Calculation
<b>Water Service Site Installation by City</b>	
Shortside Meter Service Standard ¾" Meter Gravel/Soil	\$1,200.00
Shortside Meter Service Standard ¾" Meter Asphalt/Concrete	\$1,800.00
Longside Meter Service Standard ¾" Meter Asphalt/Concrete	\$2,500.00
Shortside Meter Service Standard 1" Meter Gravel/Soil	\$1,600.00
Shortside Meter Service Standard 1" Meter Asphalt/Concrete	\$2,350.00
Longside Meter Service Standard 1" Meter Asphalt/Concrete	\$2,750.00
Shortside Meter Service Standard 1.5" Meter Gravel/Soil	\$2,040.00
Shortside Meter Service Standard 1.5" Meter Asphalt/Concrete	\$3,100.00
Longside Meter Service Standard 1.5" Meter Asphalt/Concrete	\$3,500.00
Water Service 2" and larger Meter Service connection by contractor	Project Specific w Construction
Manifold Meter Service with City Approval	\$900.00
Meter only in Subdivision Lots	\$350
Water Service Installation by City, Custom Non- standard Installation, various meter sizes	Time and Materials

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<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
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:** Proposed Amendments to the Council Rules

**Preferred Agenda:** July 12, 2022

**Submitted By:** Robert Snyder, City Attorney

**Reviewed By:** Christy Wurster, City Manager Pro Tem

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

**Relevant Code/Policy:** Rules of the City Council (Council Rules)

**Towards Council Goal:** Goal 2 Be An Effective And Efficient Government.  
Vision Statement II WE ASPIRE to have an effective and efficient local government.

**Attachments:** City of Sweet Home City Council Rules  
Memorandum on legal aspects of proposed dress code rule

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**Purpose of this RCA:**

For the City Council to review and decide if the proposed amendments to the City Council rules are to be adopted by motion and made a part of said rules.

**Background/Context:**

The Administration, Finance and Property Committee has discussed the proposed amendments to the City Council Rules and sent them to the City Council for its review and consideration. The two amendments deal respectively with attending a City Council meeting when not present at the meeting and appropriate dress for a City Council member when representing the City and/or City Council.

**FIRST PROPOSED AMENDMENT:**

The current rule subsection that addresses the topic of attendance is: Attendance 5) b) which reads as follows:

b) When unable to physically attend a Council meeting. City Council members may participate in Council meetings, including executive sessions and work sessions, by telephone or video conference. Telephonic or video participation must be approved in advance by the chairperson and there must be a quorum present in the City Council Chambers before telephonic participation will be allowed. All Council members, whether attending the meeting in person or by telephonic/video means, shall have identical voting rights. The participant must be telephonically/video present for the entire meeting.

The proposed rule on attendance would read as follows:

If a City Council member has participated via telephonic/video conferencing two times in a row and requests a third time, the request will be denied except in case of an emergency, for health reasons or for an ADA accommodation.

The proposed placement of the rule would be at the end of subsection 5)b).

#### SECOND PROPOSED AMENDMENT:

The current rule section that addresses representing the City is 23) Representing the City a), b) and c) which deal with aspects of representing the City other than the specific topic of appropriate dress when representing the City and/or City Council by a City Council member.

The proposed rule on dress would read as follows:

d) When in a public meeting or at a public event when representing the City and/or City Council, a member of the council will present themselves as professionals in manner and dress. To promote the City Council value of impartiality, members of the council will refrain from clothing or paraphernalia which displays the name, likeness, or logo of a political party; displays the name, likeness, or logo of a candidate; or demonstrates support of or opposition to a ballot measure or ballot question when representing the City and/or City Council in a public meeting or at a public event.

The proposed placement of the rule would be in creating a subsection d) for the 23) Representing the City section of the City Council Rules.

LEGAL ASPECTS ON PROPOSED DRESS CODE RULE: See attached Memorandum

and in regard to the value of “impartiality” referred to therein the VISION STATEMENT of the City states:

The Sweet Home community members have elected the City Council to represent their collective best interests. WE have been entrusted to make decisions that do the most good, for the most people, for the longest period of time.

#### EXAMPLES OF OTHER DRESS CODES:

Oregon House of Representatives: 6.01) To maintain professionalism ... in the legislative process members and employees should dress according to standards of contemporary business attire.

I did not find a dress code provision in the rules for the Oregon Senate, LOC Model, Portland, Salem or Eugene city council rules.

#### **The Challenge/Problem:**

Should the City of Sweet Home amend the Council Rules to include the proposed rules?

#### **Stakeholders:**

- City Council– City Council of Sweet Home to set standards for its members to abide by in the performance of their functions as representatives of the City and/or City Council in attendance and dress.

- Citizens – Citizens of the City of Sweet Home seeing their representatives on the City Council attending meetings and dressing in a way that respects the office and represents most of the people.
- Employees– Employees of the City of Sweet Home having their employer conducting business on site and in a professional manner.

**Issues and Financial Impacts:**

There are no financial impacts.

**Elements of a Stable Solution:**

City Council members have Council Rules to adhere to and use as standards in attendance and dress so that they know what is expected of them as City Council members when at public meetings and public events when representing the City and/or City Council.

**Options:**

1. Option #1- Do Nothing-Do not pass the proposed amendments.
2. Option #2- Make a motion to approve one of the amendments.
3. Option #3- Make a motion to approve both amendments
4. Option #4- Make a motion for staff to gather more information and draft different rules to address attendance and dress code for the City Council.

Any amendment passed by City Council will be formalized in a resolution presented at the next meeting to set forth said amendment and go into effect on that date per Council Rules being passed at this meeting by a majority vote of City Council.

**Recommendation:**

This is a City Council rule and needs to be decided by the members of the City Council by choosing one of the above Options.

## MEMORANDUM

DATE: DECEMBER 7, 2021

TO: SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE

FROM: ROBERT SNYDER, CITY ATTORNEY

TOPIC: SWEET HOME COUNCIL RULES ON COUNCIL DRESS CODE AND IN PERSON ATTENDANCE AT MEETINGS

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SUBJECT:

The committee has recently proposed the following change to the Council Rules:

23)When in meetings of public events, Councilors will present themselves as professionals in manner and dress. As nonpartisan positions, Councilors will refrain from clothing or paraphernalia which depicts a political party or position when representing the city and/or the Council.

OREGON STATE LAW:

Article I section 8 of the Oregon Constitution states: "No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right."

In general Oregon's free-speech jurisprudence is uniquely protective of expression of all kinds. Indeed, it is no exaggeration to state that- with very few and limited exceptions, all speech and expressive conduct are constitutionally protected in Oregon.

One of the exceptions is Incompatibility. The "incompatibility exception" to protected expression has been applied in only two cases. The Court concluded that a district attorney's statement to the press about a pending criminal prosecution was incompatible with his duty to ensure a fair trial for the defendant and the Court concluded that a judicial candidate's personal solicitation of campaign funds was incompatible with the appearance of judicial impartiality. Comment: In each case, the Court concluded that the challenged statements were incompatible with a specific public value-fair trial or appearance of judicial impartially-and that the speaker, by virtue of the speaker's office or candidacy, owed a duty to that value. Although the Court has not explicitly stated so, this exception would appear to be limited to persons holding positions



of public trust and those seeking those positions. (Taken from text of OSB CLE Book)

#### IN CONCLUSION ON THE STATE LAW:

I think that an argument can be made that to promote a City Council value of impartiality that the above exception would allow a speech restriction that would be justified and comply with the above Oregon constitutional section on free speech.

#### FEDERAL LAW:

The United States Supreme Court in a 2018 case dealt with the issue of a law prohibiting voters from wearing a political badge, political button, or other political insignia inside a polling place on Election Day. This "political apparel ban" covers articles of clothing and accessories with political insignia upon them.

The Federal Case Law is as follows:

The First Amendment prohibits laws "abridging the freedom of speech." The Court uses a "forum based" approach for assessing restrictions that the government seeks to place on the use of its property. Generally speaking our cases recognize three types of government-controlled spaces: traditional public forums, designated public forums and nonpublic forums. In a traditional public forum-parks, streets, sidewalks, and the like-the government may impose reasonable time, place and manner restrictions on private speech, but restrictions based on content must satisfy strict scrutiny and those based on viewpoint are prohibited. The same standards apply in designated public forums-spaces that have "not traditionally been regarded as a public forum" but which the government has "intentionally opened up for that purpose." In a nonpublic forum on the other hand-a space that "is not by tradition or designation a forum for public communication"- the government has much more flexibility to craft rules limiting speech.

In the 2018 case the Court concluded that the polling booth was a nonpublic forum-the forum with the most flexibility to form rules but even in this forum the Court required the government to not use the word "political" because of vagueness/overbreadth but the Court did approve of part of the government Policy and stated:

The first three examples in the Policy are clear enough: items displaying the name of a political party, items displaying the name of a candidate and items demonstrating support of or opposition to a ballot question but did not approve of "issue oriented material designed to influence or impact voting"-to vague. The Court in another section of the 2018 case sets forth examples of other state laws that are allowable:

Other States have laws proscribing displays prohibiting the visible display of information that advocates for or against any candidate or measure including the display of a candidate's name, likeness or logo, the display of a ballot measure's number, title, subject, or logo and buttons, hats or shirts containing such information---prohibiting the wearing of a badge, insignia, emblem or other similar communicative device relating to a candidate, measure or political party appearing on the ballot.

In the 2018 case in referring to voting polls or voting booths the Court made the following statements:

"common sense" that a campaign-free zone outside the polls was "necessary" to secure the advantages of the secret ballot and protect the right to vote.

It is a time for choosing, not campaigning.

Members of the public are brought together at that place at the end of what may have been a divisive election season, to reach considered decisions about their government and laws. The State may reasonably take steps to ensure that partisan discord not follow the voter up to the voting booth, and distract from a sense of shared civic obligation at the moment it counts the most.

Thus in light of the special purpose of the polling place itself the state may choose to prohibit certain apparel there because of the message it conveys so that voters may focus on the important decisions immediately at hand.

Perfect clarity and precise guidance have never been required even of regulations that restrict expressive activity.

(As a side note in 1996 the Oregon court in its own polling place case said that the state could not restrict political badges etc but could only restrict disruptive behavior.)

#### IN CONCLUSION ON THE FEDERAL LAW:

Applying the principles from the above 2018 case, the City Council in governing itself by the use of internal rules can assert that it is a nonpublic forum and be under the "flexible" test as described above. In following what the Court suggested was allowable the verbiage for the City Council rules could read as follows:

23)When in meetings of public events, Councilors will present themselves as professionals in manner and dress. As nonpartisan positions, Councilors will refrain from clothing or paraphernalia which displays the name, likeness or logo of a political party; displays the name, likeness or logo of a candidate; or demonstrates support of or opposition to a ballot measure or ballot question when representing the city and/or the Council.

#### CITY COUNCIL ATTENDANCE:

In regard to the proposed amendment to video conferencing you may want to consider the following:

If a councilor has participated via video conferencing two times in a row and requests a third time, the request will be denied except in case of an emergency, for health reasons or for an ADA accommodation.

RECOMMENDATION:

The committee may want to have one more meeting before presenting their recommendations to the City Council to discuss the above drafts or other versions that the committee wants to consider. There are no guarantees that a judge will agree with the use of the above exceptions but I think that the arguments can be made and may prevail.



# REQUEST FOR COUNCIL ACTION

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**Title:** Measure 109 Potential Ballot Measure

**Preferred Agenda:** July 12, 2022

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Christy Wurster, City Manager Pro Tem

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

**Relevant Code/Policy:** SH Charter, Chapter I, Powers of the City

**Towards Council Goal:** Aspiration I: Desirable Community

**Attachments:** Oregon Health Authority Introduction to Psilocybin  
Measure 109 Model Ordinances and Ballot Measures developed by the Oregon League of Cities  
Measure 109 News Articles (2)

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## **Purpose of this RCA:**

The purpose of this RCA is to inform the Council and seek direction regarding potential City responses to Measure 109.

## **Background/Context:**

In November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities. ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers.

Psilocybin, often referred to as “psychedelic mushrooms,” is a Federally regulated Schedule I drug, but preliminary data from clinical trials suggest that psilocybin therapies are effective in treating depression, anxiety, PTSD, obsessive-compulsive disorder, smoking cessation, and alcoholism. Experts caution that such fungi can be very powerful and even deadly.

The City has the option to prohibit psilocybin service centers and manufacturers within city limits, but any such prohibition must be referred to voters in this November’s general election. The deadline for ballot measures to be submitted is August 19<sup>th</sup>, so if the City is to take any action, the Council must give direction before that time.

If the City wishes to allow psilocybin service centers and manufacturers, it may specify time, place, and manner restrictions. Under State law, such facilities must be at least 1,000 feet from any schools, however the City may impose additional reasonable restrictions on time, place,

and manner in which such facilities operate. Such restrictions may include the zones in which such facilities operate, the time of day they are allowed to operate, and whether or not such a use is permitted outright or requires a conditional use permit.

**The Challenge/Problem:**

Should the City allow psilocybin service centers or manufacturers to operate within city limits? If so, should the City impose any reasonable time, place, and manner restrictions?

**Stakeholders:**

- Sweet Home City Council – The City Council has the authority to pass ordinances regulating psilocybin facilities, if approved by voters.
- Sweet Home Citizens – Citizens deserve a safe community, and the availability of safe healthcare options.

**Issues and Financial Impacts:**

The financial impacts of this matter are limited to staff time and election filing fees, which are unknown at this time.

**Elements of a Stable Solution:**

A stable solution is one that complies with State Statute and implements the will of the Council and Sweet Home Citizens.

**Options:**

1. Do nothing – Allow psilocybin facilities operate under state law without additional local control.
2. Direct Staff to draft an ordinance and ballot measure based on the models provided prohibiting Psilocybin service centers and manufacturers without a sunset clause.
3. Direct Staff to draft an ordinance and ballot measure based on the models provided prohibiting Psilocybin service centers and manufacturers with a two-year sunset clause.
4. Direct Staff to draft an ordinance and ballot measure based on the models provided prohibiting Psilocybin service centers and manufacturers with specified changes.
5. Direct Staff to draft an ordinance instituting specified time, place, and manner restrictions for Psilocybin service centers and manufacturers.

**Recommendation:**

Staff makes no recommendation on this matter.

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# Local Government Partners Webinar

## Introduction to The Oregon Psilocybin Services Act

**Angie Allbee, Section Manager**  
**Jesse Sweet, Policy Analyst**  
**Jennifer Violette, Licensing Program Manager**  
**Gil Garrott, Compliance Program Manager**  
**Oregon Psilocybin Services**

**June 17, 2022**



PUBLIC HEALTH DIVISION  
Oregon Psilocybin Services

# Oregon Psilocybin Services Section

Oregon Psilocybin Services is a new section housed within the Oregon Health Authority Public Health Division's Center for Health Protection.

The OPS team has been designed around three program areas:

- **Policy and Engagement**
- **Licensing**
  - **Local Government and Law Enforcement Liaison position**
- **Compliance**

Each program will center on health equity, including outreach to partners and communities and working to ensure access to services.

# Ballot Measure 109: The Oregon Psilocybin Services Act

In November of 2020, Ballot Measure 109, the Oregon Psilocybin Services Act was passed by voters in Oregon. The ballot measure is now codified as ORS 475A.

**M109** created a license and regulatory framework for production of psilocybin and facilitation of psilocybin services for adults 21 years of age and older and created the Oregon Psilocybin Advisory Board that makes recommendations to OHA.

## **M109 does not:**

- Create a consumer market for psilocybin
- Allow for export or import of psilocybin
- Allow licensees to interact with unregulated markets



# License Types

## Manufacturer License

- Cultivates fungi and manufactures psilocybin products
- Cannot cultivate outdoors
- Premise must have defined boundaries
- Cannot exceed production quantities established in rule
- Product tracking system required to track manufacturing, sale and transfer of psilocybin products to prevent diversion, ensure accurate accounting, ensure accurate reporting of lab testing results

## Laboratory License

- All psilocybin products must be tested by a licensed lab prior to sale.
- Labs must be accredited by the Oregon Environmental Laboratory Accreditation Program
- Testing results must be entered in the product tracking system

# License Types (cont'd)

## Facilitator License

- Supervises sessions where clients consume psilocybin.
- Must complete **OHA approved training program** as a condition of licensure.
- Must pass exam approved or administered by OHA

## Service Center License

- Cannot be located within 1000 feet of a school
- Must have defined boundaries
- Transfers psilocybin products to client for use during administration session

# Psilocybin Services

**Psilocybin will only be administered to persons 21 years or older in licensed service center settings under the supervision of trained and licensed facilitators.**

**Psilocybin Services may include:**

- Preparation Session
- Administration Session
- Integration Session (optional)

**Product tracking system required to track manufacturing, sale and transfer of psilocybin products to:**

- Prevent diversion
- Ensure accurate accounting
- Ensure accurate reporting of lab testing results

# Local Government Issues

## Local Government Opt-Out:

- Local governments (cities and counties) may adopt ordinances that prohibit Manufacturers and Service Centers
- Ordinances must be referred to voters at the next general election

## Local Government Time Place and Manner Regulations

- Local governments may adopt reasonable regulations on hours, location, and operation of licenses

## Land Use Compatibility Statements (LUCS)

- Applicants for Service Center and Manufacturer licenses are required to request a LUCS from their local government before submitting a license application

# Site Requirements

## Service Centers:

- GIS mapping tool for school proximity
- Cannot be located on public land; must have defined boundaries
- Cannot be located within a residence
- Cannot be located in an area within city limits that is zoned exclusively for residential use

## Manufacturers:

- Cannot be located on public land; must have defined boundaries
- Outdoor cultivation is prohibited
- Landlord must consent to use

## TPM:

- OPS will not track local time place and manner regulations

# License and Application Fees, Taxes

## License and Application Fees

- License and application fees will be set in rule later this year
- Oregon Psilocybin Services will be a fee-based program and fees must cover the costs associated with the agency's work

## Taxes

- Service Centers collect a 15% tax on the sale of psilocibin products payable to Oregon Department of Revenue
- Local taxes and fees are prohibited
- Psilocybin services are not taxed

# OHA Key Dates

- **November 24, 2021:** Preliminary recommendations from OPAB
- **December 2021:** Public Listening Sessions
- **January 1, 2022:** Community Interest Survey
- **May 13, 2022:** Effective Date for Expedited Rules.
- **June 1, 2022:** OHA begins accepting applications for training programs
- **June 30, 2022:** Recommendations for Remaining Rules
- **July 2022:** Public Listening Sessions
- **September 2022:** RAC for Remaining Rules
- **November 1-21, 2022:** Public Comment for Remaining Rules
- **December 30, 2022:** Effective Date for Remaining Rules
- **January 2, 2023:** OHA begins accepting applications for licensure

# Thank You!

Please visit our website:

<https://www.oregon.gov/psilocybin>



MODEL



# Model Psilocybin Ordinance & Ballot Measure

JUNE 2022

Cities and counties that desire to prohibit the establishment of psilocybin-related businesses may do so by referral at a statewide general election, meaning an election in November of an even-numbered year. Cities and counties should consult the secretary of state’s referral manual and work with the city recorder, elections official, or similar official to determine the procedures necessary to refer an ordinance to the voters.

Once the governing body of a city or county adopts an ordinance, its city or county must submit the ordinance to the Oregon Health Authority (OHA). The OHA will then stop registering and licensing the prohibited businesses until the next statewide general election, when the voters will decide whether to approve or reject the ordinance. In other words, the governing body’s adoption of an ordinance acts as a moratorium on new psilocybin-related businesses until the election.

In addition, it is important to note that once election officials file the referral with the county election office, the ballot measure is certified to the ballot. At that point, the restrictions on public employees engaging in political activity will apply. Consequently, cities should consult the secretary of state’s manual *Restrictions on Political Campaigning by Public Employees* and their city attorney to ensure that public employees are complying with state elections law in their communications about the pending measure. The model ordinances and ballot measures below contain two versions. The first is a permanent ban of psilocybin-related businesses until the ordinance is repealed and the second acts as a two-year moratorium.

.....

**This document is not a substitute for legal advice.** City and county councils considering prohibiting psilocybin-related activities should not rely solely on this sample. Any city or county council considering any form of regulation of psilocybin should consult with its city or county attorney regarding the advantages, disadvantages, risks and limitations of any given approach.

Legal counsel can also assist a city or county in preparing an ordinance that is consistent with local procedures, existing ordinances and charter, and advise on what process is needed to adopt the ordinance. The sample provided is intended to be a starting point, not an end point, for any jurisdiction considering prohibiting psilocybin-related activities.

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# PERMANENT BAN

.....

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

## AN ORDINANCE DECLARING A BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

**WHEREAS**, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

**WHEREAS**, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

**WHEREAS**, the Oregon Health Authority has initiated a rulemaking process to implement the state’s psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

**WHEREAS**, as of June {date}, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state’s psilocybin regulatory program, and the City of {city} is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

**WHEREAS**, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

**WHEREAS**, the {city} City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city’s jurisdictional boundaries to enable the adoption of the state’s psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of {city}; and

**WHEREAS**, the City Council seeks to refer to the voters of {city} the question of whether to establish a ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city’s jurisdictional boundaries.

Now, therefore,

**THE CITY OF {CITY} ORDAINS AS FOLLOWS:**

**Section 1. Prohibition.**

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of {city}.

**Section 2. Referral.**

This ordinance is referred to the electors of the city of {city} for approval at the next statewide general election on November 8, 2022.

**Section 3. Effective Date.**

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

First reading this \_\_\_\_ day of \_\_\_\_\_, 2022.

Second reading and passage by this Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

Signed by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

SIGNED:

\_\_\_\_\_  
{NAME}, City Recorder

\_\_\_\_\_  
{NAME}, Mayor

### BALLOT TITLE

A caption which reasonably identifies the subject of the measure.

*10-word limit under ORS 250.035(1)(a)*

Prohibits psilocybin-related businesses within {city}. [Prohibition sunsets after two years.]

### QUESTION

A question which plainly phrases the chief purpose of the measure so that an affirmative response to the question corresponds to an affirmative vote on the measure.

*20-word limit under ORS 250.035(1)(b)*

Shall {city or county} prohibit {psilocybin-related businesses} in {city or county}?

### SUMMARY

A concise and impartial statement summarizing the measure and its major effect.

*175-word limit under ORS 250.035(1)(c)*

State law allows operation manufacturer, distribution and possession of psilocybin and psilocin. State law provides that a {city or county} council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities.

Approval of this measure would prohibit the establishment of {psilocybin project manufacturers} and/or {psilocybin service center operators} within the area {subject to the jurisdiction of the city} or {in the unincorporated area subject to the jurisdiction of the county.}

\*\*\*\*\*

### EXPLANATORY STATEMENT

An impartial, simple and understandable statement explaining the measure and its effect for use in the county voters' pamphlet.

*500-word limit under ORS 251.345 and OAR 165-022-0040(3)*

Approval of this measure would prohibit the establishment {and operation} of psilocybin-related businesses within the {city or county}.

A {city or county} council may adopt an ordinance prohibiting the establishment of psilocybin related businesses within the {city or county}, but the council must refer the ordinance to the voters at a statewide general election. The {CITY or COUNTY} OF {NAME} {city or county} council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses within the {city or county} and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit psilocybin-related businesses within the {city or county}.

# TWO-YEAR MORATORIUM

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

## AN ORDINANCE DECLARING A TEMPORARY BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

**WHEREAS**, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

**WHEREAS**, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

**WHEREAS**, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

**WHEREAS**, as of June {date}, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of {city} is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

**WHEREAS**, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

**WHEREAS**, the {city} City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries to enable the adoption of the state's psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of {city}; and

**WHEREAS**, the City Council seeks to refer to the voters of {city} the question of whether to establish a two-year temporary ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries.

Now, therefore,

### THE CITY OF {CITY} ORDAINS AS FOLLOWS:

#### Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the city of {city}.

**Section 2. Referral.**

This ordinance is referred to the electors of the city of {city} for approval at the next statewide general election on November 8, 2022.

**Section 3. Effective Date.**

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

**Section 4. Sunset.**

This ordinance is repealed on December 31, 2024.

First reading this \_\_\_\_ day of \_\_\_\_\_, 2022.

Second reading and passage by this Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

Signed by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

SIGNED:

\_\_\_\_\_  
{NAME}, City Recorder

\_\_\_\_\_  
{NAME}, Mayor

### BALLOT TITLE

A caption which reasonably identifies the subject of the measure.

*10-word limit under ORS 250.035(1)(a)*

Prohibits psilocybin-related businesses within {city}. [Prohibition sunsets after two years.]

### QUESTION

A question which plainly phrases the chief purpose of the measure so that an affirmative response to the question corresponds to an affirmative vote on the measure.

*20-word limit under ORS 250.035(1)(b)*

Shall {city or county} prohibit {psilocybin-related businesses} in {city or county}?

### SUMMARY

A concise and impartial statement summarizing the measure and its major effect.

*175-word limit under ORS 250.035(1)(c)*

State law allows operation manufacturer, distribution and possession of psilocybin and psilocin. State law provides that a {city or county} council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities.

Approval of this measure would prohibit the establishment of {psilocybin project manufacturers} and/or {psilocybin service center operators} within the area {subject to the jurisdiction of the city} or {in the unincorporated area subject to the jurisdiction of the county.}

\*\*\*\*\*

### EXPLANATORY STATEMENT

An impartial, simple and understandable statement explaining the measure and its effect for use in the county voters' pamphlet.

*500-word limit under ORS 251.345 and OAR 165-022-0040(3)*

Approval of this measure would prohibit the establishment {and operation} of psilocybin-related businesses within the {city or county}.

A {city or county} council may adopt an ordinance prohibiting the establishment of psilocybin related businesses within the {city or county}, but the council must refer the ordinance to the voters at a statewide general election. The {CITY or COUNTY} OF {NAME} {city or county} council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses within the {city or county} and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit psilocybin-related businesses within the {city or county} until December 31, 2024.



[https://www.thenewsguard.com/news/oregon-state-research-helps-provide-scientific-framework-for-psilocybin-use-in-therapeutic-settings/article\\_25c8072c-b9dc-11ec-8ee5-bb123425f224.html](https://www.thenewsguard.com/news/oregon-state-research-helps-provide-scientific-framework-for-psilocybin-use-in-therapeutic-settings/article_25c8072c-b9dc-11ec-8ee5-bb123425f224.html)

# Oregon State research helps provide scientific framework for psilocybin use in therapeutic settings

Sean Nealon, sean.nealon@oregonstate.edu  
Apr 21, 2022



Composite image shows the diversity of mushrooms from the genus *Psilocybe* that contain psilocybin.

A new paper by an Oregon State University-led research team provides a scientific framework to help shape the rollout of a program in Oregon that will legally permit the use of psilocybin for therapeutic reasons.

Oregon voters approved a ballot measure in 2020 to allow use of psilocybin, the hallucinogenic compound found in some magic mushrooms, in therapeutic settings, becoming the first state to do so. Preliminary clinical trial data has shown psilocybin has potential to address mental health issues including depression, anxiety and PTSD.

The state created an advisory board to recommend how to roll out a safe and equitable system for psilocybin use. The Oregon Health Authority in February released draft rules crafted by the advisory board. They are expected to be finalized in the next year.

Jessie Uehling, a mycologist at Oregon State University who studies fungi and their applications that benefit humanity, was appointed last year by Gov. Kate Brown to the advisory board. Her involvement with the board made her realize the need for the recently published paper in the journal *Fungal Biology*.

“There was not a synthesis of all the information about psilocybin that an entity like the advisory board or any other state- or federal-level group would need to make decisions that are informed by science,” said Uehling, an assistant professor who has a doctoral degree in genetics and genomics and a master’s in mycology.

She, along with researchers in Mexico and several universities in the U.S., set out to change that. The paper they just published provides an overview of the biology, diversity and history of psilocybin-containing fungi.

The authors detail that there are hundreds of fungal species belonging to at least seven genera that are capable of producing psilocybin. Further, they discuss how many psilocybin-producing fungi have deadly poisonous lookalikes which grow in similar locations in natural habitats.

They also focus on how Indigenous people around the world have historically used the compound for sacred traditions in part because they say these cross-disciplinary insights need to be published, citable and publicly available.

While indirect evidence of hallucinogenic mushroom rituals dates back thousands of years in Northern Africa and Spain; its use, for hundreds of years, still persists in Mexico. Rules governing how these mushrooms are used among Indigenous Mexican groups has resulted in safe consumption for centuries, the researchers note. These rules include being guided by an elder or shaman, not mixing alcohol, medicine or drugs and discouraging travel for a week after the ceremony.

“These mushrooms and their traditions constitute a unique biocultural heritage whose use by Western society must be based on their respect and conservation,” said Roberto Garibay-Orijel, a researcher at the Universidad Nacional Autónoma de México and co-author of the paper.

He said it’s important that the paper emphasizes that the species of mushroom only found in Mexico, and strains from Indigenous territories in Mexico, are protected by the Nagoya protocol, an international agreement that prohibits their use for commercial purposes without the consent of their ancestral owners.

Recent Western, medicalized psilocybin trials have been designed to mirror the guided experience used by Indigenous groups. The trials have confirmed the importance of preparation and setting when using psilocybin-producing fungi.

There are currently more than 60 psilocybin clinical trials overseen by the National Institutes of Health. Preliminary data suggest psilocybin therapies are effective in treating major depressive disorder, obsessive-compulsive disorder, smoking cessation and alcoholism.

Results of psilocybin ingestion outside of clinical trials have found an increased connection to nature, enhanced creativity, greater enjoyment of music and increased positive mood.

Meanwhile, cities across the U.S. are decriminalizing psilocybin and Washington is considering a measure similar to Oregon’s that would legalize psilocybin for therapeutic reasons.

“Society is having this moment right now where fungi are being appreciated for being really cool,” Uehling said. “But they are also really powerful and some can be deadly. So we really need to better understand them through scientific research and proceed with safety as a first priority.”

Other co-authors of the paper are Ray Van Court, Michele Wiseman and Kevin Amses, Oregon State; Kyle Meyer and Daniel Ballhorn, Portland State University; Jason Slot, Ohio State University; and Bryn Dentinger, University of Utah.



The research was funded in part by the Na



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**Politics & Elections**

# Oregon legalizes magic mushrooms: 5 things to know

Updated: Nov. 04, 2020, 10:10 a.m. | Published: Nov. 04, 2020, 9:05 a.m.



Signed-in readers now can

save the story to read later. Magic mushrooms are sold at the store in Heteren, central Netherlands.



3,352 shares

NEW!

By [Lizzy Acker | The Oregonian/OregonLive](#)

Oregon became the first state in the nation [to legalize psilocybin in therapeutic settings](#) Tuesday. Measure 109 passed with 56% of the vote, as more than a million Oregonians said yes to the measure.

Here are five things to know about the groundbreaking new law.

**It will be at least two years before psilocybin therapy is available.**

The new law will create a framework for using mushrooms in a therapeutic setting.

The measure, from [chief petitioners wife-and-husband Sheri and Thomas Eckert](#) of Beaverton, will create a two-year period during which regulatory details will be worked out, including what qualifications are required of therapists overseeing its use.

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### **The First Step**

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## **Psychedelic mushrooms will not be distributed like cannabis or alcohol.**

Psilocybin won't be available to purchase and take home. Only license holders will be able to cultivate psilocybin or provide the therapy or own a psilocybin service center under the new law

Advertisement

And it does not allow people to take or grow psychedelic mushrooms in their homes, or leave a treatment facility while still under the influence of psilocybin.

The Oregon Health Authority will be responsible for the program, unlike cannabis, which is managed by the Oregon Liquor Control Commission.

According to the chief petitioners, therapy recipients will go through a pre-screening, a supervised therapy session and a post-use evaluation.

## **You won't necessarily need to be suffering from mental health issues to use psilocybin,**

The treatment isn't only for Oregonians struggling with mental health problems. Anyone age 21 or older who passes a screening will be able to access the services for "personal development," according to the Eckerts.

## **A soap company was a huge backer of this measure.**

Dr. Bronner's soap company donated more than \$1 million directly to the yes campaign for Measure 109 and provided most of the money behind a political committee that gave another \$1.5 million.

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## Psilocybin is still a Schedule I drug.

Federal law classifies psilocybin as a Schedule I drug, like LSD and marijuana, and the Drug Enforcement Agency cautions it may cause temporary physical or mental harm in some cases. Federal officials note that it is not addictive.

However, on Tuesday, [Oregon passed a law](#) decriminalizing possession of small amounts of drugs including heroin, cocaine, methamphetamine, ecstasy, LSD, psilocybin, methadone and oxycodone.

*Bryce Dole and Jamie Hale contributed to this story.*

-- Lizzy Acker

503-221-8052, [lacker@oregonian.com](mailto:lacker@oregonian.com), @lizzyacker

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# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Contract for Services – Finance Director Pro Tem

**Preferred Agenda:** July 12, 2022

**Submitted By:** Julie Fisher, Administrative Services Manager

**Reviewed By:** Christy Wurster, City Manager Pro Tem

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

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

**Towards Council Goal:** Goal 2.1: Update & Streamline Process  
Goal 2.5: Continue to Implement Best Financial Practices

**Attachments:** Contract for Services

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**Purpose of this RCA:**

To review a proposed contract between the City of Sweet Home and Matt Brown Consulting for Finance Services.

**Background/Context:**

Finance Director Brandon Neish has submitted his resignation effective July 29, 2022. City Manager Pro Tem has determined that the City will need some financial administration assistance until a Finance Director can be hired. Council authorization is needed to approve the contract for services as outlined in the scope of work.

**The Challenge/Problem:**

Should the City of Sweet Home enter into a contract with Matt Brown Consulting for Finance Services?

**Stakeholders:**

- City of Sweet Home Staff – entering into a contract with Matt Brown Consulting ensures a successful continuation of operations in our Finance Department until a Finance Director can be hired.
- City of Sweet Home Council- Council is more effective and efficient with clear, updated, best practices for policy as recommended.
- Sweet Home Residents – Residents and taxpayers benefit when policies lead to effective operations and practices.

**Issues and Financial Impacts:**

- The services will cost \$100 per hour (times are estimated above)
- Mileage/Hotel, if required/requested, at IRS Mileage Rate, reimbursed at cost of service

**Elements of a Stable Solution:**

Approval or disapproval of the contract.

**Options:**

1. Option #1 - Do Nothing.
2. Option #2 - Make a Motion to authorize staff to enter into a contract with Matt Brown Consulting for Finance Services.
3. Option #3 - Make a Motion Seek additional consultant to aid in the above scope of work.

**Recommendation:**

1. **Option #2: Make a Motion to authorize staff to inter into a contract with Matt Brown Consulting for Finance Services.**

## PERSONAL SERVICES AGREEMENT

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

### RECITALS

**A.** The City is in need of personal services for financial administration assistance, and Contractor represents that it is qualified and prepared to provide such services.

**B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

### AGREEMENT

**1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to financial administration, and Contractor accepts such engagement. The principal contact for Contractor shall be Matt Brown, phone 503-705-1041, email mattbrown@mattbrownconsulting.com.

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

**3. Term.** Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on 9/30/2022. The city reserves the exclusive right to extend the contract for a period of three (3) months. Such extensions shall be in writing with terms acceptable to both parties.

**4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment A.

**5. Payment.**

**5.1** The city agrees to pay contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the city as and for compensation for the faithful performance of the Services, the fees outlined in Attachment A. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses, and reproduction of documents or reports. Any travel or additional expense shall be pre-approved by the city prior to being incurred.

**5.2** Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the city. Following approval by the city manager, billings shall be paid in full within thirty (30) days of receipt thereof. The city shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.



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

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

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

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

**CITY:** City Manager  
3225 Main St.  
Sweet Home, OR 97386

**CONTRACTOR:** Matt Brown  
14682 NW Cosmos Street  
Portland OR 97229

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

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

**9. Termination.**

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

**9.1.1** If City funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding.

**9.1.2** If Contractor becomes insolvent, if a voluntary or an involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

**9.1.3** If Contractor is in breach of this Agreement, and such breach is not remedied as contemplated by Section 9.2 of the Agreement.

## **9.2** Breach of Agreement

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

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

**9.2.3** Pending a decision to terminate all or part of this Agreement, City unilaterally may order Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this Section 9.2, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

**9.2.4** In the event of termination of this Agreement due to the fault of the Contractor, City may immediately cease payment to Contractor, and when the breach is remedied, City may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the City by the breach, and withhold such amounts from amounts owed by City to Contractor. If the amount due Contractor is insufficient to cover City's damages due to the breach, Contractor shall tender the balance to City upon demand.

**9.3** Termination for Convenience. City may terminate all or part of this Agreement at any time for its own convenience by providing three (3) days written notice to Contractor. Upon termination under this paragraph, Contractor shall be entitled to compensation for all services properly rendered prior to the termination, including Contractor's and sub consultants reasonable costs actually incurred in closing out the Agreement. In no instance shall Contractor be entitled to overhead or profit on work not performed.

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

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

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

**13. Indemnification.**

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

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

**13.3** Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265.

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

**15. Compliance with Law.**

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

**15.2** Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the services provided for in the Agreement and shall be responsible for such payment of all persons supplying such labor or material to any subcontractor.

**15.3** Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Agreement.

**15.4** Contractor shall not permit any lien or claim to be filed or prosecuted against the

City or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

**15.5** Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

**15.6** If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a subcontractor by any person in connection with the Agreement as such claim becomes due, the City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the Agreement. The payment of a claim in the manner authorized hereby shall not relieve the Contractor from his/her or its obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or material furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

**15.7** If the Contractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the Agreement within 30 days after receiving payment from the City, the Contractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due under ORS 279C.580 (4) and that end upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.

**15.8** Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

**15.9** No person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the employee shall be paid at least time and a half pay:

**15.9.1** Either:

**15.9.1.1** For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or

**15.9.1.2** For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and

**15.9.2** For all work performed on Saturday and on any legal holiday specified in ORS 279C.540;

**15.9.3** Contractor shall pay employees for overtime work performed under the Agreement in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq.).

**15.10** The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

**15.11** All subject employers working under the Contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

**15.12** All sums due the State Unemployment Compensation Fund from the Contractor or any subcontractor in connection with the performance of the Agreement shall be promptly so paid.

**15.13** Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

**15.14** Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

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

**15.16** If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the City must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before City issues final payment under this agreement.

**15.17** If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

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

**15.19** Contractor shall ensure that any lawn and landscape maintenance, if applicable, shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

**15.20** Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017.

**15.21** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, age, national origin,

physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

**15.22** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement.

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

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

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

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

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

## **20. Mediation/Dispute Resolution**

**20.1** Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Sweet Home, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be Sweet Home. Venue for any litigation shall be the Circuit Court for Sweet Home.

**21. Attorney Fees.** If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.

## **22. Records, Inspection and Audit by the City.**

**22.1** Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after City makes final payment on this Agreement and all other pending matters are closed.

**22.2** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

**22.3** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within three (3) years after City makes final payment on this Agreement and all other pending matters are closed.

**22.4** This Section 23 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**23. Force Majeure.** Neither City nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

**24. Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

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

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

**26.1** A comprehensive professional liability policy with minimum coverage of at least \$1,000,000 combined single limit. City shall be named as an additional insured. Certificates of Insurance shall be provided to the City upon request.

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

**CITY:**

**CONTRACTOR:**

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

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

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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



**ATTACHMENT A**  
**Scope of Work & Compensation**

**Scope of Work**

Scope of work includes estimates of time to complete the requested tasks. If a task is taking longer than expected, I will reach out to the City Manager with a better estimate for completion and approval to complete task.

1. Review Financial Policies for City
  - Compare with GFOA best practices and recommend changes if necessary.
    - Estimate: 1-2 hours
  - Provide contact information for Short Term Investment Board for Oregon and sample investment policy to be reviewed, available if needed.
    - Estimate: Free to provide contact information
    - Estimate: 2 hours to accompany review of investment policy with City and 3<sup>rd</sup> party and make changes to document, if requested by client
2. Review Springbrook Software roles
  - Review current roles for all employees and make recommendations for updates using financial software best practices and internal control placement
    - Estimate: 1 hours
3. Review Job Descriptions in Finance Department Structure
  - Interview current staff on job duties
    - Estimate: 4 hours (1 hour per Finance employee)
  - Department analysis on staffing with comparable cities. Make recommendations for staffing levels and updated job duty definitions/descriptions.
    - Estimate: 2-3 hours
4. Review Financial Processes
  - Review Accounts Payable guidelines, procedures, and policies. Make recommendations as needed
    - Estimate: 1 hour
  - Review Positive Pay guidelines and banking policies for action. Make recommendations as needed
    - Estimate: 30 minutes
  - Review banking reconciliation process – opportunities to use Springbrook bank reconciliation process. Make recommendations as needed
    - Estimate: 1 hour
    - Estimate: 3 hours for transition to Springbrook Bank Reconciliation, if requested by client. Springbrook Support wait time, if required, billed at ½ time.
  - Review Bank Pool transition with Springbrook Software with Finance Director
    - Estimate: 30 min
    - Estimate: 3-4 hours for transition to Springbrook Pool Cash, if requested by client. Springbrook Support wait time, if required, billed at ½ time. Estimate depends on how involved/knowledgeable Finance Director is with account setups & Springbrook
  - Review Encumbrance Process with comparable municipalities and software capabilities
    - Estimate: 1-2 hours for review and recommendation

- Estimate: 1-2 hours on Springbrook implementation if requested by client
- 5. Assist with RFP for Auditing firm
  - Provide 2 sample copies from other local municipalities
    - Estimate: Free
  - Provide assistance with RFP process, rating review, interview process if requested by client
    - Estimate: 2 hours
- 6. Assist as Interim Finance Director as requested/agreed upon with the City Manager and/or City Council

**Compensation**

- \$100 per hour
- Mileage/Hotel, if required/requested, at IRS Mileage Rate, reimbursed at cost of service



# REQUEST FOR COUNCIL ACTION

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**Title:** Extending Workers' Compensation Coverage to Certain Volunteer Positions

**Preferred Agenda:** July 14, 2022

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

**Reviewed By:** Christy S. Wurster, City Manager Pro Tem

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

**Relevant Code/Policy:** Risk Management

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

**Attachments:** Resolution No. 28 for 2022  
FY2023 SAIF Policy Renewal

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**Purpose of this RCA:**

To review Resolution No. 28 for 2022 extending the City of Sweet Home's workers' compensation coverage to certain volunteer positions.

**Background/Context:**

The City of Sweet Home currently offers workers' compensation coverage to employees per Oregon law. Previously, the City has also extended coverage to volunteers at the Police Department and those who work as part of the Beautification Committee working around the city working on various beautification efforts. A consultation with SAIF, the City's workers' compensation coverage carrier has determined that the City should have an authorizing resolution on file and update it periodically as needed in case it is requested. Staff was unable to locate any prior authorization/resolution so presents one here for consideration and for the official record.

**The Challenge/Problem:**

Should the City extend workers' compensation coverage to its unpaid volunteers for work performed to the benefit of the City?

**Stakeholders:**

- City of Sweet Home Volunteers – Volunteers are contributing their time and efforts to making Sweet Home a better place. The extension of coverage ensures that they are protected while working should they become injured while performing city functions.
- City of Sweet Home Staff – Staff appreciates the efforts of the volunteers and wishes to keep them covered under the City's plan should it be necessary.

- Sweet Home City Council – The City Council has appreciated the contributions that volunteers provide to the City and the benefit they provide to town. The City Council must decide whether to provide this coverage to volunteers.

**Issues and Financial Impacts:**

The City has been providing this coverage to volunteers in previous years. There is no additional financial impact to the City beyond its existing impact which is anticipated to be less than \$100 in premium costs for the 2023 fiscal year.

**Elements of a Stable Solution:**

A decision on whether to extend coverage to volunteers would provide a stable solution.

**Options:**

1. Do Nothing – Resolution No. 28 for 2022 would not take effect and workers' compensation would not cover volunteers. Issues arising from injuries incurred while volunteering for the City would be handled on a case-by-case basis.
2. Move to approve Resolution No. 28 for 2022. – Workers' compensation coverage would continue to be extended to volunteers as has been past practice for many years.
3. Recommend changes to the coverage groups. The City Council could choose to cover only specific groups of volunteers and request amendments to the resolution.

**Recommendation:**

Staff recommends option 2, move to approve Resolution No. 28 for 2022. This protects the City should something occur while volunteers are working on behalf of the City and sends a message of support to those seeking to make their city better through volunteerism.

## Resolution No. 28 for 2022

### A RESOLUTION EXTENDING THE CITY OF SWEET HOME'S WORKERS' COMPENSATION COVERAGE TO CERTAIN VOLUNTEER POSITIONS.

WHEREAS, pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on the workers' compensation payroll schedule, and verified at audit:

#### 1. Public Safety Volunteers

An assumed monthly wage of \$800 will be used for applicable public safety volunteer serving as Police reserves.

All applicable Public Safety volunteers not serving as Police reservists will track their hours and the City will report those hours using Oregon's minimum wage rate in effect July 1 of the calendar year in which the policy is effective

#### 2. Non-public safety volunteers

All applicable non-public safety volunteers listed below will track their hours and the City will report those hours using Oregon's minimum wage rate in effect July 1 of the calendar year in which the policy is effective:

- Beautification Committee volunteers
- Library aid volunteers
- Other

#### 3. Other volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work:

- a. The City of Sweet Home provides at least two weeks' advance written notice to the workers' compensation carrier underwriting department requesting the coverage
- b. The workers' compensation carrier approves the coverages and date of coverage
- c. The workers' compensation carrier provides written confirmation of coverage

The City of Sweet Home agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

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

Section 1: Workers' compensation coverage is provided as indicated above.

Section 2: That this resolution is and shall be effective July 1, 2022 until otherwise rescinded or modified.

PASSED by the Council and approved by the Mayor this 12<sup>th</sup> day of July, 2022.

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Mayor

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City Manager Pro Tem – Ex Officio City Recorder



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - Authorization to Fill a Vacant Position

**Preferred Agenda:** July 12, 2022

**Submitted By:** Julie Fisher, Administrative Services Manager

**Reviewed By:** Christy Wurster, City Manager Pro Tem

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

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

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

**Attachments:** NA

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**Purpose of this RCA:**

To review the vacant position and authorize the City Manager Pro Tem to begin recruitment to fill a vacancy.

**Background/Context:**

Brandon Neish, Finance Director for the City of Sweet Home, has submitted his resignation effective July 29, 2022. Staff is requesting authorization to begin recruitment for the vacancy so when a new City Manager is selected, we will be ready to interview for the position.

Staff and the City Attorney has concluded that there is no authority to hire an employee under the rules of the Sweet Home City Charter.

The charter states that “the council shall appoint a manager pro tem who shall possess the powers and discharge the duties of the manager during such absence or disability only; provided, however that a manager pro tem shall have no authority to appoint or remove any city officer or employee except with the approval of five members of the council.”

Staff is seeking authorization for the Manager Pro Tem to begin recruitment.

**The Challenge/Problem:**

During the interim period, how does the City fill vacancies to ensure continuity of operations?

**Stakeholders:**

- City of Sweet Home citizens – The citizens and businesses in Sweet Home rely on this position to access vital services and enjoy a livable community.
- City of Sweet Home staff – Timely recruitment and onboarding ensures that essential functions can continue without interruption, and limits burnout of existing employees.

- City of Sweet Home City Council – The City Council reviews and adopts the annual budget which outlines what staffing is for the organization. Additionally, the Council has placed a specific emphasis on investing in staff stability.

**Issues and Financial Impacts:**

The position is budgeted and has no additional impact on the budget.

**Elements of a Stable Solution:**

The City needs to complete a search and fill the position. This requires an authorization to fill the position from five (5) or more City Councilors.

**Options:**

1. Do Nothing – Council could choose not to authorize the City Manager Pro Tem to begin recruitment of a Finance Director
2. Authorize the City Manager Pro Tem to begin recruitment of a Finance Director– The City Council could choose to allow the Pro Tem to begin the recruitment process.

**Recommendation:**

Staff recommends option 2, move to Authorize the City Manager Pro Tem to begin recruitment of a Finance Director

*Extraordinary Memory Care is Coming to Sweet Home!*

Wiley Creek Senior Living cordially invites you to our...

**Memory Care Community**

# **Ground Breaking**

**Wednesday, July 27, 2022  
at 10:00 AM**

Please join us for pastries and refreshments  
immediately following the ceremony.



Specializing in Alzheimer's  
and other forms of  
dementia

*Experience  
Extraordinary*

*For more information on this event, please call*

**541-367-1800**

5050 Mountain Fir St., Sweet Home, OR 97386 • [WileyCreekSL.com](http://WileyCreekSL.com)





# CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE MINUTES

June 30, 2022, 11:00 AM  
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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## Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 762 345 212#

## Call to Order

The meeting was called to order

## Roll Call

### PRESENT

Councilor Diane Gerson  
Councilor Dave Trask  
Councilor Susan Coleman

### STAFF

Administrative Services Manager Julie Fisher  
Library Services Director Megan Dazey  
Community and Economic Development Director Blair Larsen  
City Attorney Robert Snyder

## New Business

- a) Interview for Library Board - Eva Journey

Eva Journey was interviewed for reappointment to the Library Advisory Board. The Committee will make a recommendation to the City Council.

- b) Community Grant Program Update

Community and Economic Development Director Blair Larsen presented an update on the Community Grant Program that was proposed by the Council. City staff discussed with the

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

Chamber of Commerce the possibility of the Chamber hosting the program. A model from the City of Lebanon was reviewed and could be used as a template for Sweet Home's agreement with the Chamber. It was suggested the grant be used towards events and money awarded would be graduated based upon the number of years the event has taken place. Grants would be no more than 25% of the cost of the event. The Committee would like a follow up report from the Chamber on how the monies are spent and how successful the events were. A draft will be presented to the Sweet Home Chamber during their board meeting in July.

c) Review of Council Rules

The Committee discussed the Council Rules. The wearing of political attire and how that pertains to free speech was interpreted by the City Attorney. Oregon's Free Speech laws are uniquely protected with expressions of all kinds, with the exception of incomparability. In theory, the Council, could restrict political expressions as a non partisian body. City Attorney recommended if the Committee desired that type of censoring, they add that to the rules as a recommended guideline only.

**Adjournment**

The meeting adjourned at 11:55 AM.

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Chair

ATTEST:

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City Manager – Ex Officio City Recorder

## Sweet Home City Council Issue Tracker

COUNCIL DATE	ISSUE/TASK	SYNOPSIS	ASSIGNED TO	NOTES
April 26, 2022	Vacant Buildings	Provide City Council with information on what is being done in other communities with vacant commercial buildings.	Blair Larsen	<b>06/20/2022 Update:</b> Admin, Finance & Property Committee met with vacant building owners. <b>06/08/2022 Update:</b> City Council held a work session and directed staff to schedule meetings for the Admin & Finance Committee to meet with vacant building owners to assess the vacancies. <b>05/12/2022 Update:</b> Scheduled for Council Work Session on 05/24/2022 following the 05/10/22 presentation to the City Council.
April 26, 2022	Conestoga Huts	Invite SHS students to council meeting to be recognized	Christy Wurster	<b>COMPLETE - 06/08/2022 Update:</b> The students were recognized by the Public and City Council. <b>05/12/2022 Update:</b> Invitation has been sent. <b>05/2/2022 Update:</b> City Manager Pro Tem Wurster reached out to School District to suggest 05/24/2022.
April 26, 2022	FAC Transitional Housing Project	Prepare video of the project to post on city's website	Blair Larsen Christy Wurster	<b>COMPLETE - Video created and posted on the city's website. 05/02/2022 Update:</b> City Manager Pro Tem Wurster reached out to the School District to suggest a time lapse video of the huts being constructed. CEDD staff will work on overall video development.
May 10, 2022	Speed Studies	Research traffic paint options and consider pilot project near parks and schools to control speeds.	Jeff Lynn	
May 10, 2022	Railroad Depot	Update community on availability of Railroad Depot. Continue to explore options. Bring recommendation to a future City Council meeting.	Greg Springman	<b>06/08/2022 Update:</b> An article was published in the newspaper to promote awareness. The Public Works Director will provide an update at the 06/14/2022 City Council meeting.
May 10, 2022	Ordinance #3	Zone Map Amendment	Blair Larsen	<b>COMPLETE - 06/08/22 Update:</b> Final reading scheduled for 06/14/2022.
May 10, 2022	Quarry Park Property	Schedule Work Session to discuss development options. Include discussions on ODOT Rail and County Easement.	Blair Larsen	<b>06/28/2022 Update:</b> Work Session held on Quarry Property. Staff will work on RFP to seek input from development community. <b>06/08/2022 Update:</b> Work session scheduled for May 31. To be rescheduled.



**City of Sweet Home**  
 Sweet Home Public Library  
 1101 13<sup>th</sup> Avenue  
 Sweet Home, OR 97386  
 541-367-5007

Sweet Home Public Library

*Statistics*

	<b>This month June 2022</b>	<b>Last month May 2022</b>	<b>Year to date 2022</b>	<b>Previous year 2021(total)</b>
<b>Patron Activity</b>				
OPAC Logins	180	205	1211	3081
SIP2 Logins	442	673	3537	6775
Main Door Count	2942	2611	13660	n/a
<b>Circulation and Renewals</b>				
Checkouts	4220	3547	18763	28723
Renewed items	440	388	4033	9125
E-audio & E-book checkouts	457	521	2599	5491
Total items checked out	5117	4456	25395	43339
<b>Holds Requested</b>				
Holds by Staff	95	120	723	1683
Holds by OPAC	91	104	598	1495
<b>Item Counts</b>				
Total items in library	29346	30660	29346	32879
<b>Public Access Computers</b>				
Logins	219	199	1214	2104
<b>Resource Sharing Savings</b>				
Cost savings	4269.97	3860.71	20132.26	n/a
Items borrowed by consortium libraries	347	282	1428	n/a
Items borrowed from consortium libraries	260	260	1292	n/a

## *Events*

Our first Summer Reading event in Sankey Park was a success with over 60 attendees for our first Story time in over 2 years and for our Art in the Park event. Future events will include The Friends of the Library, East Linn Museum and Shocase.

At our first teen summer reading events, teens hung out, did crafts and shared snacks. It is good for them to have a safe space to be during the summer months.

Everyone enjoyed the crafts provided by the Library at the First Movies in the Park night.

## *Projects ongoing*

We took a pause from ordering new materials for the fiscal year end, purchasing resumed July 1<sup>st</sup>. We are in the midst of rearranging our popular Mystery section to allow for more growth and creating a Large Print Mystery collection. Our separate Large Print collections continue to be popular and help to increase our circulation number.

Children's collections were shifted to make room for our popular and growing Children's movie collection.

## *New Library updates*

No new updates currently

# MEMORANDUM



TO: City Council  
Christy Wurster, City Manager Pro Tem  
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: July 12, 2022

SUBJECT: Community and Economic Development Department Report for June, 2022

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from June 1<sup>st</sup>, to June 30<sup>th</sup>, 2022.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	June, 2022	May, 2022	2022 YTD	2021 Total	2017-2021 Annual Average
Residential 1 and 2 Family Dwellings	0	1	25	23	28.0
Residential Demolition	0	0	5	9	8.2
Residential Manufactured Dwellings	0	1	2	16	13.8
Residential Mechanical Permits	13	14	55	120	110.2
Residential Plumbing	2	4	15	35	28.8
Residential Site Development	0	0	1	0	1.2
Residential Structural	3	7	22	56	48.8
Commercial Alarm or Suppression Systems	0	0	0	11	3.4
Commercial Demolition	0	1	2	4	3.4
Commercial Mechanical	0	4	10	19	14.6
Commercial Plumbing	1	0	3	9	11.0
Commercial Site Development	2	0	3	3	2.8
Commercial Structural	4	3	15	45	41.4
<b>Total Permits</b>	<b>25</b>	<b>35</b>	<b>158</b>	<b>350</b>	<b>315.6</b>
<b>Value Estimate of All Permits</b>	<b>\$169,109.01</b>	<b>\$1,571,857.00</b>	<b>\$10,737,944.29</b>	<b>\$16,811,721.35</b>	<b>\$17,061,471.73</b>
<b>Fees Collected</b>	<b>\$7,240.18</b>	<b>\$19,806.42</b>	<b>\$146,079.32</b>	<b>\$250,671.91</b>	<b>\$233,439.18</b>

## 2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	June, 2022	May, 2022	2022 YTD	2021 Total	2017-2021 Annual Average
Annexations	0	0	0	0	0.4
Code Amendments	0	0	0	1	0.8
Conditional Use	0	2	9	11	8.0
Partition	3	2	10	20	9.0
Planned Development/ Subdivision	1	0	3	4	1.2
Property Line Adjustments	3	3	10	21	12.0
Vacation	0	0	0	0	0
Variance	0	2	2	1	4.4
Zoning Map Amendment	1	0	1	4	2.2

- 0 Land Use Applications were submitted in June.
- 2 Land Use Applications are pending final approval.
- 5 Fence Permits were issued in June.
- 0 Temporary RV Permits were issued in June.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. The Planning Commission has completed their review of the draft code. Due to state notice requirements, we had to push the required Planning Commission public hearing to August 4<sup>th</sup> (it was previously scheduled for July 21, 2022). After that public hearing, the Commission may make a recommendation to the City Council that the updated code be adopted. The Council will then have an opportunity to review the document and consider changes. We have scheduled the required City Council public hearing for August 23<sup>rd</sup>. Based on Council feedback, after the required public hearing, Staff will schedule a special Council meeting for the first reading of the adoption ordinance. The reading will require approximately 6 and a half hours. This meeting can be scheduled anytime after August 23<sup>rd</sup>.
- The City has received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. A consultant for the work is now on board, and the City has met with them to kick off the project.
- The City has also received a State grant for a Housing Needs Analysis (HNA). The consultant has been selected and will begin work soon. The purpose is to ensure that the City has both sufficient residential lands, and the proper mix of types and densities. This project is now underway, and Staff are meeting with the consultants every two weeks on the project.
- The Planning Commission last met on July 7<sup>th</sup>. The next scheduled meeting is August 4<sup>th</sup>, 2022.

### 3. ECONOMIC DEVELOPMENT

- City Staff organized a promotional booth for the Icebox Cookoff barbecue event held by Radiator Supply House, and staff were on hand on July 1<sup>st</sup> and July 3<sup>rd</sup>. The event went smoothly and attracted a lot of visitors.
- Based on feedback from the Council at the June 28<sup>th</sup> work session, Staff are developing a Request for Proposals (RFP) for the quarry property that will outline all of the City's goals for the property and seek interest from developers for a public-private-partnership with the City. After Staff have finished a draft of the RFP, we will bring it to the Council for review, suggested changes, and, ultimately, approval.

### 4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	June, 2022	May, 2022	2022 YTD	2021 Total	2018-2021 Annual Average
New Complaints	5	4	42	92	84.00
New Officer-Detected Violations	17	22	51	74	74.00
Violations Resolved	25	8	63	166	286.25
Complaints Noted with No Violation Found	5	1	12	16	22.75
Open Cases at End of Period	9	22	9	12	20
Citations	0	0	0	7	4.00
Abatements	0	0	2	1	0.33
Enforcement Type	June, 2022	May, 2022	2022 YTD	2021 Total	2018-2021 Annual Average
Animal	0	0	11	35	46.50
Blight	0	0	0	2	1.25
Illegal Burn	0	0	2	1	1.75
Illegal Dumping	0	0	1	0	0.50
Illegal Parking	1	1	6	11	9.75
Illegal Sign	0	0	0	1	2.75
Junk/Abandoned Vehicle	1	0	6	4	9.00
Minimum Housing	0	0	0	0	3.25
Occupying an RV	0	2	7	26	42.00
Open Storage	1	4	14	31	67.25
Other	0	0	3	11	20.75
Public Nuisance	0	0	2	17	48.5
Public Right-of-way	0	0	0	2	12.75
Tall Grass & Weeds	18	21	40	65	122.75
Vacant Lot	0	0	0	0	0.25

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



## 5. PARKS

- The Park and Tree Committee will meet next on July 20<sup>th</sup>, 2022.
- Construction of Phase II of the Sankey Park Improvements is now complete. Design work is now underway for Phase III of the park improvements, which will focus on the upper portion of the park.
- Design work is underway for a new park adjacent to City Hall. The Park will include a donated playground structure and dog park.
- We are holding “Movies in the Park” in Sankey Park again this year. The turnout for June 17<sup>th</sup> (“Encanto”) was fantastic, with over 100 in attendance. We are looking forward to two more moves this year on July 15<sup>th</sup> (“Sing 2”) and August 19<sup>th</sup> (“Space Jam 2”).

## 6. OTHER PROJECTS

- Willow Street Neighborhood LID: Staff recently met with representatives of several state agencies at a “one stop” meeting and have a tentative plan for financing that will include a package of both forgivable loans and other loans with very attractive interest rates. Staff is currently working on loan applications. One application has been submitted, but the other program won’t be reviewing applications until September.
- The ODOT Foster Lake Sidewalk Project: Construction is starting soon. The Council recently approved an updated IGA with ODOT for this project. Staff completed the necessary waterline relocation.
- Staff is working with ODOT on a pedestrian crossing at 22<sup>nd</sup> Avenue and Main Street. State Funding has been identified, and we have an agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. This improvement will be combined with an existing ODOT project to replace ADA ramps at intersections on Main Street. The Council recently approved an IGA with ODOT for this project. Construction on the overall ramp replacement project has begun, and the pedestrian crossing will follow soon.
- CEDD Staff have been developing designs for the budgeted City Hall renovation and emergency generator installation. This project has been included in the budget for the next fiscal year, and plans will be ready at that time.
- CEDD Staff continue to provide key support for the efforts to create a managed homeless facility. The site has been cleared, and a new fence has been erected along the south side of the easement. Water and power lines have been extended to the site, and the sewer line is expected to be completed soon. Staff is meeting with FAC on a weekly basis to coordinate site development. FAC is moving the old City Hall annex building to the site in the next week.

# MEMORANDUM



TO: Christy Wurster, City Manager Pro Tem  
 FROM: Greg Springman, Public Works Director  
 DATE: July 12, 2022  
 SUBJECT: Public Works Activities Report – June 2022

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

This table section summarizes work done on key maintenance activities.

Work Type	June, 2022	May, 2022	2022 YTD	2021	3 Yr Avg
Bathrooms/Garbage	20	22	98	169	503
Catch Basin Inspection/cleaning	0	1	3	6	28
Leaf Collection	0	0	0	1637	666
Hydrant Flushing	30	0	69	324	302
Locates	43	28	266	491	486
Meter Re-Read	80	53	357	1060	777
Mowing	34	21	67	40	84
Playground EQ Inspection	7	6	41	49	56
Pothole Repair	53	32	328	514	597
Sewer CCTV Miles	0.00	0.00	0.36	0.16	2.48
Street Sweeping Miles	121	128	596	893	2374
Water Main Repair	4	1	10	9	10
Water Service Repair	9	0	26	20	41
Water Turn Ons/Offs	79	40	330	677	877
<b>Total Completed Work Orders</b>	<b>742</b>	<b>664</b>	<b>3243</b>	<b>6050</b>	<b>6973</b>

## WWTP and WTP Key Performance Indicators (KPIs)

	May, 2022	April, 2022	2022 YTD	2021	5 Yr Avg
<b>Potable</b>					
MG Treated	25.47	25.29	130.15	363.99	406.97
Backwash Water in MG	1.11	1.08	7.11	30.07	19.92
Ave daily demand in MG	0.82	0.82	0.86	1.00	1.12
<b>Sanitary</b>					
MG Treated	97.41	69.81	382.26	641.31	586.99
Max Daily Flow in MG	4.88	3.55	6.01	5.89	6.08
Average Flow in MG	3.14	2.33	2.51	1.76	1.61

\* MG is Million Gallons

Note: Sweet Home Wastewater treatment plant experienced 3 exceedances for the month of May 2022.

- On 5/6/2022 at 6:40 PM there was an electrical service outage, and subsequent the backup generator would shut down intermediately, causing an intermittent SSO that lasted approximately 4 hours. The flow rate varied as power fluctuated, ultimately restored by Pacific Power. An SSO Reporting form was submitted separately to DEQ. Staff utilized outside resources to determine root cause of backup generator power interruption, also performing preventative maintenance on the Generator.
- On 5/10/2022 Max daily TSS pounds was 242.1 on a permit limit of 240 pounds
- On 5/11/2022 Weekly Avg TTS pounds was 233.4 on a permit limit of 180 pounds
- For May Monthly Avg TTS pounds was 147.7 on a permit limit of 120

### Current & Upcoming Projects

#### Wastewater Treatment Plant Improvement Project

**Scope:** Upgrades to equipment & processes for DEQ Compliance

**Status:** Engineer of Record (West Yost) completing WWTP Final Design for Phase I and Phase II. West Yost submitted 90% Phase I plans to Staff. Anticipate West Yost completing Final Design August 2022 for Phase I. Funding source for Phase II to be determined by Council at a future date.

#### Small Diameter Water Main Replacement

**Scope:** Engineer of Record and Staff has identified aged water mains throughout the 54 miles of water distribution system. Staff and West Yost will take a phase approach to replace the 5 miles of small diameter water mains.

**Status:** Project RFP bids from Contractors have been submitted. Staff is looking for clarification of Buy American Act requirements prior to awarding the project. Staff will continue to provide updates as available.

## Sankey Park Improvements

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

**Status:** Project was completed by January 2022. Final concrete path was poured in February 2022. Security camera were installed June 2022. Project completed.

## Water & Stormwater Master Plans – West Yost

**Scope:** Develop Water & Stormwater Master Plans to support development

**Status:** Water Master Plan is scheduled for completion in August 2022. Stormwater Master Plan is scheduled for completion by June 2023. Staff will provide updates as necessary.

## Backwash Pump Evaluation – West Yost

**Scope:** Install backwash pump, utilizing the clearwell for filter backwashes and the corresponding effects on the distribution system and treatment.

**Status:** Project awarded to Pacific Excavation. Pump has been back ordered projected arrival date of November 2022. Construction started May 2022.

## Finished Water Pump VFD Evaluation – West Yost

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

**Status:** Project awarded to Pacific Excavation. Pump has been back ordered projected arrival date in November 2022. Construction started May 2022 has is on schedule, other than the pump.

## Fluoride at WTP

**Scope:** Fluoride system at WTP has failed/End of life budgeted for replacement this FY23.

**Status:** PW Staff obtaining updated quotes, and ordering all replacement equipment as necessary.

## Wastewater Filter Belt Press

**Scope:** Filter Belt Press was installed in approx. 1974 and is an operational and financial challenge to keep operating, looking to prepurchase new dewatering equipment for the wastewater treatment plant as part of the upgrade project.

**Status:** PW staff currently working with Engineer of Record to confirm sizing of dewatering equipment.