



CITY OF SWEET HOME CITY COUNCIL AGENDA

June 28, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WiFi Passcode: guestwifi

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

Mission Statement

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

Meeting Information

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

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

I. Call to Order and Pledge of Allegiance

II. Roll Call

III. Consent Agenda:

- a) Approval of Minutes:
 - i) [2022-06-14 City Council Minutes \(pg. 4\)](#)

IV. Recognition of Visitors and Hearing of Petitions:

- a) Police Officer Swearing In Ceremony - Allen Cripe

V. Old Business:

- a) [PUBLIC HEARING – Resolution No. 15 for 2022 - A Resolution Naming the Sweet Home Wastewater Treatment Plant to the Mahler Water Reclamation Facility and Acknowledging the Dedicated Public Servants who Run the Facility \(pg. 9\)](#)
- b) [Request for Council Action - ODOT Art in the Public Right-of-Way Agreement \(pg. 20\)](#)

VI. New Business:

- a) [Request for Council Action - Resolution No. 24 for 2022 - A Resolution Authorizing a Transfer of Appropriations for 2022 \(pg. 38\)](#)
- b) [PUBLIC HEARING - Resolution No. 25 for 2022 - A Resolution Adopting a Supplemental Budget. \(pg. 45\)](#)

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.

- c) [PUBLIC HEARING to Receive Public Comment on the Use of State Revenue Sharing Funds - Resolution No. 21 for 2022 - A Resolution Declaring the City's Election to Receive State Revenues \(pg. 51\)](#)
- d) [Request for Council Action - Resolution No. 22 for 2022 - A Resolution Certifying the City Provides Four or More Services in Order to Receive State Revenues \(pg. 54\)](#)
- e) [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. \(pg. 57\)](#)
- f) [PUBLIC HEARING - Resolution No. 18 for 2022 - Adopting a Budget for 2022-2023, Making Appropriations and Levying Taxes \(pg. 60\)](#)
- g) [Request for Council Action - Resolution No. 26 for 2022 - A Resolution Establishing Salary Schedules for Non-Represented Employees \(pg. 66\)](#)
- h) [Request for Council Action – Resolution No. 20 for 2022 – Fee Schedule \(pg. 75\)](#)
- i) [Request for Council Action – Rural Development Initiative Leadership Program \(pg. 121\)](#)
- j) [Information Only - DEQ Stormwater TMDL Annual Report \(pg. 128\)](#)
- k) [Information Only – 2023 Legislative Priorities for the League of Oregon Cities \(LOC\) \(pg. 139\)](#)
- l) [Request for Council Action - Authorization to Fill a Vacant Position \(pg. 154\)](#)
- m) [Request for Council Action – Personnel Policies Updates \(pg. 156\)](#)

VII. Ordinance Bills

- a) Request for Council Action and First Reading of Ordinance Bills
- b) Second Reading of Ordinance Bills
- c) Third Reading of Ordinance Bills (Roll Call Vote Required)

VIII. Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

- i) [2022-06-20 Administration, Finance, and Property Minutes \(pg. 158\)](#)

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) [Information Only - City Manager Recruitment Update and Schedule \(pg. 160\)](#)

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

Finance Director

i) [Finance Department Monthly Report \(pg. 161\)](#)

Police Chief

i) [Police Department Monthly Report \(pg. 169\)](#)

City Attorney

XI. Council Business for Good of the Order

XII Adjournment



CITY OF SWEET HOME CITY COUNCIL MINUTES

June 14, 2022, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Call to Order and Pledge of Allegiance

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

Roll Call

PRESENT

Mayor Greg Mahler
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Dylan Richards

Tea Herrera, YAC Liaison

ABSENT

President Pro Tem Diane Gerson
Councilor Angelita Sanchez

STAFF

City Manager Pro Tem Christy Wurster
Finance Director Brandon Neish
Community and Economic Development Director Blair Larsen
City Attorney Robert Snyder
Police Chief Jeff Lynn
Police Captain Jason Ogden

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.

Library Services Director Megan Dazey
Public Works Director Greg Springman

MEDIA

Benny Wolcott, The New Era

Motion to excuse President Pro Tem Gerson and Councilor Sanchez.

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

Mayor Mahler introduced and welcomed Youth Advisory Council Representative Tea Herrera.

Consent Agenda:

Motion made by Councilor Richards to approve the Consent Agenda.

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

Approval of Minutes:

- a) 2022-05-24 City Council Minutes - WS
- b) 2022-05-24 City Council Minutes
- c) 2022-05-26 City Council Minutes - ES
- d) 2022-05-31 City Council Minutes - ES

Recognition of Visitors and Hearing of Petitions:

Dave Bauer addressed the Council as a business owner and Chamber of Commerce Board Member, with concerns of a lack of communication from the City to local businesses. Dave Bauer felt there was a lack of communication to businesses potentially impacted by the streetscape plan and events on 13th Avenue.

Mayor Mahler stated he was unhappy businesses were not notified.

- a) Swearing In Ceremony - Officer Garritt Bolkcom & Officer Daniel Gerkman
City Manager Pro Tem Christy Wurster performed the swearing in of two new officers. Officer Garritt Bolkcom and Officer Daniel Gerkman were introduced to the Council and audience.

Old Business:

- a) Request for Council Action – RSH BBQ Amplified Sound Permit
Chief Jeff Lynn presented the request for an Amplified Sound (PA) permit for the Radiator Supply BBQ event July 4th weekend. Mayor Mahler asked if the neighbors had been notified. Will Garrett, RSH owner stated he and Wes Collins visited each neighbor.

Motion made to approve the PA permit for Radiator Supply House by Councilor Coleman, Seconded by Councilor Richards.
Voting Yea: Mayor Mahler, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Richards
- b) Discussion Only - Railroad Depot Building
Public Works Director Greg Springman reported to the Council on the old railroad depot. Staff has sought community input on solutions to the building which needs to be moved and rehabilitated. Staff will return to Council with more information in a few weeks.
- c) Request for Council Action – Sweet Home Rotary Club Special Event Permit Application
Chief Jeff Lynn presented the request to allow the Sweet Home Rotary Club to utilize the Quarry property for the Sportsman's Holiday Fireworks Display and manage public

access. The event will be a fundraiser for future fireworks display and scholarships for local students.

Motion made to approve the request to allow the Sweet Home Rotary to utilize the Quarry property for a fireworks display and to allow public access by Councilor Gourley, Seconded by Councilor Richards.

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

New Business:

- a) Request for Council Action - Hilltop Market OLCC Change of Ownership

Police Chief Jeff Lynn presented the request for a Change of Ownership for Hill Top Market. The Police Department has found no reasons to deny the request. The new owner also owns an additional market and has not had any issues.

Motion made to authorize staff to sign the OLCC application recommending approval to OLCC for Hilltop Market by Councilor Coleman, Seconded by Councilor Richards.

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

- b) PUBLIC HEARING - Resolution No. 18 for 2022 - Adopting a Budget for 2022-2023, Making Appropriations and Levying Taxes

The Public Hearing opened at 7:05 PM. Mayor Mahler asked declarations of the Council. There were none. The floor was open for any public comments on the approved budget document. There were no comments. The Public Hearing was closed at 7:07 PM.

Finance Director Brandon Neish presented the Staff Report and explained the Supplemental Budget for the Police Department Access Control upgrade will be added to the department's expenditure authority for next fiscal year. He also reported the City is waiting on ODOT for appropriations for the 22nd and Main Crossing project. Staff will incorporate the \$ 500,000 in the next fiscal year Fund 585 PAF Program and will republish the LB-1 document.

Consensus of the Council was the acceptance of changes and adoption June 28, 2022.

- c) Request for Council Action - 2022 Oregon Jamboree Special Event Application

Community and Economic Development Director Blair Larsen presented the request for the 30th year of the Oregon Jamboree. Peggy Curtis with the Oregon Jamboree was on hand to answer any questions.

Motion made to approve Resolution No. 19 for 2022 and the Oregon Jamboree Special Event application by Councilor Coleman, Seconded by Councilor Richards.

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

- d) Request for Council Action - WWTP Interested Contractors Pre-Qualification

Engineer Tech Trish Rice presented the request to the Council for pre-qualification of general and electrical contractors to ensure bidders have the capabilities to manage the multi-million dollar project.

Motion made to approve the Pre-Qualification of Contractors for the Wastewater Treatment Plant Project by Councilor Richards, Seconded by Councilor Coleman.

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

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Request for Council Action - Ordinance No. 3 for 2022

Ordinance Bill No. 3 for 2022 was read by title only.

Motion made to approve Ordinance Bill No. 3 - Ordinance No. 1303 by Councilor Gourley, Seconded by Councilor Coleman.

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

Reports of Committees:

There were no Committee Reports.

Reports of City Officials:

Mayor's Report

The Mayor did not have a report.

City Manager's Report

Christy Wurster, City Manager Pro Tem, reported there will be an Administrative, Finance, and Property committee meeting on June 20, 2022 to discuss solutions to vacant commercial buildings.

The Annual Jim Bean Safety Fair will be on Saturday from 9am until noon at the Police Department parking lot.

The first Movies in the Park will be held on Friday at Sankey Park. The movie is expected to start at 8:30 PM.

An update was given for the City Manager recruitment which is open and posted on the website.

- a) City Council Issue Tracker

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

Library Services Director

- a) Monthly Department Report - May 2022

A written report was included in the packet.

Community and Economic Development Director

- a) Monthly Department Report - May

A written report was included in the packet.

Public Works Director

- a) Monthly Department Report - May 2022

A written report was included in the packet.

City Attorney

No Report

Council Business for Good of the Order

- a) Project Closeout - Wastewater Treatment Plant Direct Legislative Appropriation House Bill 5530 (\$2,000,000)

Finance Director Brandon Neish reported on the direct lottery allocation of \$2 Million for the Wastewater Treatment Plant. The closeout letter was included in the packet.

Adjournment

The meeting adjourned at 7:23 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Public Hearing – Resolution No. 15 for 2022

Preferred Agenda: May 24, 2022 (Review)
June 28, 2022 (Public Hearing and Decision)

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: Resolution No. 32 for 2016

Towards Council Goal: Goal: IMAGE BUILDING

1. Develop a Strategic Marketing Plan.
 - a. Internal Messaging
 - i. Positivity
 - b. External messaging
 - i. Positivity

Attachments: Application for Naming Publicly Owned Facilities
Draft Resolution No. 15 for 2022
Resolution No. 32 for 2016 – Naming Publicly Owned Facilities Policy

Purpose of this RCA:

To consider an application for naming the wastewater treatment plant.

John Mahler and Mayor Greg Mahler have volunteered in our community throughout their positions on City Council and the Sweet Home Fire and Ambulance District. Staff feels the naming of the facility is an appropriate recognition for such a distinguished father and son for their service to the community both in elected positions and volunteer service.

A Public Hearing is scheduled for June 28th to allow for Public Comment. There has been a notice published for 30 days prior to the Public Hearing.

The Challenge/Problem:

Renaming the Sweet Home Wastewater Treatment Plant to a modern name which includes a greater focus on the products and benefits of treatment, reflecting a changing paradigm in the water sector to focus on resource recovery and honor the Mahler family for their dedicated services to the community.

Stakeholders:

- Staff – Dedicated public servants play important roles at the facilities and are being acknowledge for their valuable work.
- Community – The name change reflects the focus on water recovery and the importance of our valuable resources.
- Mahler Family – Both John Maher and Mayor Greg Mahler have made valuable contributions to the current facilities and the significant enhancements to the plant.

Issues and Financial Impacts:

Actual cost of mailings and notices are minimal. Staff is requesting a waiver of fees associated with the application.

Elements of a Stable Solution:

The City of Sweet Home has dedicated public servants who work at the facility and perform important duties in the preservation of our water resource. These professionals are on the front line of valuable work and make significant contributions to a safer environment. The name change will help us better appreciate the value of what our employees at the facility do, and in turn give greater pride in the jobs they perform.

Options:

1. Option #1– Do Nothing – There will be no name change for the Sweet Home Wastewater Treatment Plant.
2. Option #2 – Make a motion to approve the application to name the wastewater treatment facility to the Mahler Water Reclamation Facility
3. Option #3– Solicit additional names for consideration.

Recommendation:

1. Staff recommends Option #2 – Make a motion to approve the application and Resolution No. 15 for 2022 to name the wastewater treatment facility to the Mahler Water Reclamation Facility

RESOLUTION 32 for 2016

A RESOLUTION OF THE SWEET HOME CITY COUNCIL ESTABLISHING A POLICY FOR NAMING PUBLICLY OWNED PROPERTIES OR FACILITIES

WHEREAS, the City Council of the City of Sweet Home recognizes the need to establish a policy for naming parks, buildings and other city owned properties or facilities; and

WHEREAS, the City Council recognizes that there are City-owned properties and facilities which already have names commonly known throughout the community; and

WHEREAS, the City Council wishes to establish a procedure for recognizing and honoring persons by naming publically owned facilities after them; and

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

Section 1. The City of Sweet Home adopts the following Public Facility Naming Policy:

- I. PURPOSE: To establish a uniform policy which will provide direction regarding naming or renaming city owned land, facilities, parks, and buildings, which are compatible with the community interest and which will enhance the values and heritage of the City of Sweet Home.

- II. GENERAL:
 - a. This policy establishes the guidelines, criteria and process for naming or renaming of city-owned property.
 - b. The City Council shall have the final authority to name and rename any or all City-owned property or portion thereof. This shall include the authority to revoke the name of a City-owned property. Names which would be detrimental to the mission or image of the City of Sweet Home will not be used to identify City-owned property.
 - c. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of City-owned property shall not constitute an obligation or establish a right to name any land or facilities granted to the City.

- d. It is the intent of the City Council to keep the name of any existing park, City-owned facility or other City-owned property unless there are compelling reasons to consider a name change.
- e. Official street names and addresses shall be established by the City of Sweet Home in accordance with the policies and procedures already outlined in City policy and Ordinance; the naming of streets and creation of addresses do not fall under this policy.
- f. All costs including staff time, labor and materials associated with the installation of plaques, monuments, and signs will be borne by the individual, group or organization sponsoring the request.

III. NAMING CRITERIA:

- a. The size, wording and materials of any memorial or sign associated with the name of a City-owned property shall be reviewed by City staff for compliance with the City's Sign Code. Content of such shall be reviewed by staff and approved by the City Council prior to production.
- b. Whenever possible, naming shall begin early in the development and/or acquisition of City-owned property.
- c. Names shall be appropriate to the park, building or other City-owned facility and are encouraged to reflect the following:
 - i. history, flora, fauna, geographic area, or natural geologic features related to the City of Sweet Home;
 - ii. significant historical events, cultural attributes, local landmarks, or a historical figure; or
 - iii. City's ethnic and cultural diversity.
- d. Signs shall be written using the English alphabet.
- e. The City Council may consider the following when making a determination regarding names which honor individuals or families:
 - i. Have they made a lasting and significant contribution to the protection of natural, cultural, or historic resources of the City of Sweet Home; or
 - ii. Have they made significant contribution to the betterment of a specific City-owned property; or
 - iii. Have they made a substantial contribution to the advancement of recreational opportunities within the City of Sweet Home; or

- iv. Are they associated with an economic development or redevelopment activity the City is undertaking; or
 - v. Have they had a positive impact on the lives of Sweet Home residents; or
 - vi. Have they volunteered or worked for the city for ten (10) years or more; or
 - vii. Have they distinguished themselves through military service; or
 - viii. Are they a current or past resident of Sweet Home who has distinguished themselves?
- f. The City Council may name city-owned property after an individual who has served as a city official or was an employee of the City of Sweet Home provided that:
- i. They no longer work for the city; and,
 - ii. They made a contribution over and above the normal duties required by their position; or
 - iii. They had a positive impact on the past and future development of programs, projects or facilities within the City of Sweet Home; or
 - iv. They have made significant volunteer contributions to the community outside the scope of their job; or
 - v. They have had exceptionally long tenure with the City of Sweet Home (at least ten (10) years); or
 - vi. There is significant public support for a memorial to the city official or city employee on the occasion of their death or retirement.

IV. PROCEDURE:

- a. A request to name or rename City-owned property shall be made on an application specifically designed for this purpose (Exhibit A).
- b. Fees associated with administrative and hard costs may be assessed and are the responsibility of the applicant. The administrative and processing fees shall be established by the Sweet Home City Council and shall be reflected on the City's fee schedule.

The fees shown below are intended as a guideline to the applicant. Fees will be assessed on actual costs and will be due throughout the process at the time when expenditures are to be made or prior to staff review. An

applicant may choose to submit fees in a lump sum at the beginning of the process; any unused fees will be returned at the completion of the project.

The City Council has to right to adjust fees at their discretion upon application and consideration at a regularly scheduled City Council meeting.

Action	Fee
Notification of Public Hearing – legal notice includes staff time to process	\$ 400
Packaging, Mailing & Posting	\$ Actual Cost
Cost of Dedication Ceremony	\$ Actual Cost

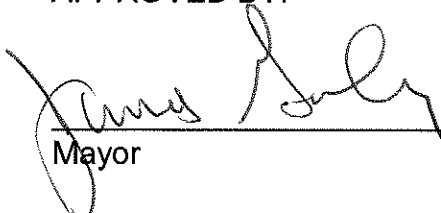
- c. The applicant shall supply clear evidence that the proposed name meets the naming requirements outlined in this policy (See Naming Criteria).
- d. The application will be reviewed by the Sweet Home City Council at a regular City Council meeting. All requests will be given the same consideration without regard to the source of the nomination. Upon a motion by the Council, the application may be sent to committee for further review.
- e. The City Council may return the application to the applicant for further clarification if they so desire.
- f. After City Council review of the application a notice of intent to name a City-owned property shall be posted in public places and published at least once in the City's paper of record for a thirty (30) day review process prior to City Council decision.
- g. After the thirty (30) day review period is completed a public hearing shall be placed on the agenda of the next regular meeting of the City Council.
- h. City Council will make a decision regarding the proposed name at the same City Council meeting.

If the City Council rejects an application the applicant must wait a minimum of six (6) months before resubmitting the name for consideration.

Section 2. This policy shall take effect on the date of its adoption by the Sweet Home City Council.

ADOPTED this 13th day of December 2016, by the City Council of the City of Sweet Home.

APPROVED BY:



Mayor

ATTEST:



City Manager—Ex-Officio Recorder

City of Sweet Home Application for Naming Publicly Owned Facilities



The Sweet Home City Council has sole responsibility for establishing formal legal names for City-owned facilities. The policy for naming Publicly Owned Facilities is attached. Please complete the following form and return completed form and the appropriate fees to City Hall for consideration.

Publicly Owned Facilities or Property Considered for Naming:	
Current Name:	Proposed Name:

Applicants Name:			
Organization:			
Contact Info:	Address:		
	City	State:	Zip:
	Email:	Phone:	

Please provide an explanation of why the City should take this action:

For Official Use Only			
Date:	Received By:	Fee Pd:	Receipt #:

<i>Application Review:</i>	<i>Date:</i>	<i>Recommendations (Approve, Approve with Conditions, Deny):</i>
() Library Board	_____	_____
() Park Board	_____	_____
() Traffic Safety	_____	_____
() Tree Commission	_____	_____
() City Council	_____	_____
() _____	_____	_____

City of Sweet Home Application for Naming Publicly Owned Facilities



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Publicly Owned Facilities or Property Considered for Naming: Wastewater Treatment Plant	
Current Name: Sweet Home Wastewater Treatment Plant	Proposed Name: Mahler Water Reclamation Facility

Applicants Name:	Greg Springman, Public Works Director		
Organization:	City of Sweet Home		
Contact Info:	Address: 1400 24 th Avenue		
	City: Sweet Home	State: OR	Zip: 97386
	Email: gspringman@sweethomeor.gov		Phone:

Please provide an explanation of why the City should take this action: *See attached Resolution No. 15 for 2022*

For Official Use Only			
Date: 05/17/2022	Received By: JF	Fee Pd: NA	Receipt #:

Application Review:	Date:	Recommendations (Approve, Approve with Conditions, Deny):
() Library Board	_____	_____
() Park Board	_____	_____
() Traffic Safety	_____	_____
() Tree Commission	_____	_____
() City Council	_____	_____
() _____	_____	_____

RESOLUTION NO. 15 FOR 2022

A RESOLUTION NAMING THE SWEET HOME WASTEWATER TREATMENT PLANT TO THE MAHLER WATER RECLAMATION FACILITY AND ACKNOWLEDGING THE DEDICATED PUBLIC SERVANTS WHO RUN THE FACILITY

WHEREAS, The Sweet Home Wastewater Treatment Plant is undergoing significant enhancements to the facilities; and

WHEREAS, staff desires a modern name which reflects the community and includes a greater focus on the products and benefits of treatment, reflecting a changing standard in the water sector to focus on resource recovery; and

WHEREAS, the name change will help us better appreciate the value of what our employees are doing, and the new name will help us shift toward producing products that have significant value, both environmentally and financially, and

WHEREAS, the City of Sweet Home has passed Resolution No. 32 for 2016, A Resolution of the Sweet Home City Council Establishing a Policy for Naming Publicly Owned Properties or Facilities, and the following criteria has been determined regarding names which honor families:

- i. Have they made a lasting and significant contribution to the protection of natural, cultural, or historic resources of the City of Sweet Home; or
- ii. Have they made significant contribution to the betterment of a specific City-owned property; or
- iii. Have they made a substantial contribution to the advancement of recreational opportunities within the City of Sweet Home; or
- iv. Are they associated with an economic development or redevelopment activity the City is undertaking; or
- v. Have they had a positive impact on the lives of Sweet Home residents; or
- vi. Have they volunteered or worked for the city for ten (10) years or more; or
- vii. Have they distinguished themselves through military service; or
- viii. Are they a current or past resident of Sweet Home who has distinguished themselves?

WHEREAS, John Mahler and Mayor Greg Mahler have both been influential in the existing plant and have been the driving force for infrastructure improvements throughout our community, and

WHEREAS, John Mahler and Mayor Greg Mahler have volunteered in our community through their positions on City Council and the Sweet Home Fire and Ambulance District; and

WHEREAS, the naming of a facility is an appropriate recognition for such a distinguished father and son honoring their service to our community both in elected positions and through distinguished volunteer service;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME: that the City of Sweet Home Wastewater Treatment Plant is hereby named the Mahler Water Reclamation Facility.

IT IS FURTHER RESOLVED that the City of Sweet Home has dedicated public servants who work at the facility and play important roles in the preservation of our precious water resource. These professionals are on the front line of valuable work and make significant contributions to a safer environment.

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

PASSED by the Council and approved by the Mayor this 28th day of June 2022

Mayor

ATTEST:

Manager Pro Tem - Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - ODOT Art in the Public Right-of-Way Agreement

Preferred Agenda: June 28, 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: Proposed ODOT IGA
Expired ODOT IGA

Purpose of this RCA:

The purpose of this RCA is to present to the Council a proposed modified Intergovernmental Agreement (IGA) from ODOT for the maintenance of the artwork on the ODOT maintenance building, and of the grassy area at the corner of US 20 and Highway 228. right-of-way and on ODOT property.

Background/Context:

The City and ODOT previously had an agreement for the maintenance of the ODOT-owned land on the southeast corner of the intersection of US 20 and Highway 228, so that the City could maintain the landscaping and various items on that corner. That agreement also allowed the City to maintain the mural on the side of the ODOT maintenance building at 205 Main Street. That agreement expired on December 31st, 2020.

In 2020, a citizen-led initiative to place a roof over the logger statue on that corner led to a discussion among staff, the Council, and ODOT. ODOT suggested that the property could be transferred to the adjacent property owner (in this case, the East Linn Museum). The property transfer would allow modifications to be made to the property without negotiating an IGA with ODOT. This action was agreed upon, and is now complete—most of that corner, including all of the property where the various artwork stands, is now owned by the East Linn Museum. Because of these changes, ODOT did not pursue renewing the expired IGA.

An agreement is still needed to maintain the mural on the ODOT building, and a small remainder of the corner of US 20 and Highway 228. Attached to this RCA is the agreement proposed by ODOT to take the place of the previous IGA.

The Challenge/Problem:

How should the City work with ODOT to maintain artwork in the public right-of-way and on ODOT property?

Stakeholders:

- Sweet Home City Council – The City Council has the authority to enter into agreements with other governmental agencies.
- Oregon Department of Transportation – ODOT owns the property in question, and their cooperation and permission is required for any changes and future maintenance.
- Sweet Home Citizens – Citizens deserve an attractive City, including artwork in public areas.

Issues and Financial Impacts:

This agreement covers work that the City has previously committed to perform, and already does, so there is no additional financial impact to the City. It is unknown, however, at what point the mural on the ODOT building will need any significant maintenance or repair. The cost of any potential work on the mural is also unknown. The City would likely rely on donations and volunteers for such work.

Elements of a Stable Solution:

A stable solution would include an agreement with ODOT for the maintenance of the artwork and the remaining ODOT property on the corner of US 20 and Highway 228.

Options:

1. Do nothing – Make no agreement with ODOT for this purpose. This would leave the future of the mural in doubt, as no one would be responsible for its maintenance, and ODOT would be free to paint over it.
2. Authorize and direct the City Manager Pro Tem to sign the proposed agreement as presented.
3. Authorize and direct the City Manager Pro Tem to sign the proposed agreement as with changes.
4. Direct Staff to Investigate Other Options – Staff can research different methods of protecting the artwork and changes to the IGA.

Recommendation:

Staff recommends option two, motion to authorize and direct the City Manager Pro Tem to sign the proposed agreement as presented.

INTERGOVERNMENTAL AGREEMENT
Sweet Home Maintenance Station Artwork
City of Sweet Home

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT;" and the CITY OF SWEET HOME, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. Oregon Route 20 (Santiam Highway) and Oregon Route 228 (Halsey-Sweet Home Highway) are a part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission (OTC) and is routed through the corporate limits of Agency.
3. State owns and operates a maintenance yard on state property within the city limits of Agency. Sweet Home Maintenance Station has a mural painted on the side of the building facing Oregon Route 20 (OR 20). State and Agency previously entered into Intergovernmental Agreement No. 30533, approved May 7, 2015 and expired December 31, 2020 , where Agency requested to provide maintenance for the mural in accordance with Highway Division Directive No. HWY 01 *Placement of Artwork on State Highway Right of Way*.
4. State owns and operates the adjacent wide grass landscape area at the intersection of OR 20, and OR 228 within the city limits. Agency has requested to provide landscape maintenance for the wide grass planter landscape area at the intersection OR 20, and OR 228.
5. This Agreement will address responsibilities of each Party in regard to the maintenance of the Artwork and the landscape maintenance of the wide grass landscape area.
6. Agency has agreed to manage work activities and adherence to obligations contained within this Agreement of any subcontractors used to perform maintenance activities.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, State will permit Agency to perform maintenance work on the following:
 - a. the mural, previously identified in Agreement No. 30533, and
 - b. landscape maintenance of the wide grass area as depicted in red on Exhibit A,

collectively hereinafter referred to as "Project." The location of the Project and description of Artwork is approximately as shown on the sketch map attached hereto, marked Exhibit A, and by this reference made a part hereof.
2. Agency shall oversee and manage the activities and adherence to obligations contained within this Agreement of subcontractors used to perform maintenance activities.
3. The Parties shall each be responsible for their own costs related to their obligations defined herein.
4. This Agreement shall become effective on the date all required signatures are obtained and shall remain in effect for the purpose of ongoing maintenance responsibilities

AGENCY OBLIGATIONS

1. Agency shall notify State's District 4 Office at least three (3) business days prior to onsite work at:
 - a. the Sweet Home Maintenance Station
 - b. the wide grass landscape area at the intersection of OR 20 and OR 228.
2. No notice to State shall be required for work at the landscape area at the intersection of OR 20, OR 228 and Long Street unless work impacts travel lanes, bike lanes, or sidewalks.
3. Agency shall, at its own expense, perform routine maintenance and upkeep of the mural artwork to keep the mural clean and in good repair, including, but not limited to:
 - a. Touch-up paint
 - b. Apply protective clear coat
4. Americans with Disabilities Act Compliance:

- a. Agency shall ensure that the services it provides under this Agreement (“Services”) comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, “ADA”). Agency shall use ODOT standards to assess whether the Services comply with the ADA, including, but not limited to, ODOT Maintenance Operational Notices MG 100-107 (“MG 100-107”), MG144-03 (“MG144-03”), and MG Activities-2 (“MG Activities-2”).
- b. The scope of the Services performed under this Agreement is limited to maintenance activities and shall not include alteration, upgrade, or construction of sidewalks or curb ramps, or installation of pedestrian activated signals.
- c. Agency shall:
 - i. Promptly notify ODOT of completion of Services and allow ODOT to inspect completed Services located on or along a state highway for ADA compliance, prior to acceptance of such Services and release of any Agency contractor, and
 - ii. Ensure that temporary pedestrian routes are provided through or around any work zone as provided in MG Activities-2 and Chapters 1 and 5 of the Oregon Temporary Traffic Control Handbook 2011 (“OTTCH”). For Services included in MG Activities-2 “Situations” Paragraph 2, Agency shall provide ODOT with adequate information to allow ODOT to provide advance notice of any temporary pedestrian route to the public, people with disabilities, and disability organizations. The Parties acknowledge that providing advance notice may not be possible in some such circumstances, including but not limited to, when Services are provided on an urgent or emergency basis, or where the nature and location of the Services are unknown until the beginning of the workers’ shift.
- d. ODOT Maintenance Operational Notices MG 100-107, MG144-03, MG Activities-2, and the OTTCH are incorporated herein by reference.
 - i. The OTTCH is available at <http://www.oregon.gov/ODOT/Engineering/Pages/OTTCH.aspx> Copies of MG 100-107, MG144-03, and MG Activities-2 are available for inspection at the ODOT District 4 Office located at 3700 SW Philomath Boulevard, Corvallis, Oregon, during regular business hours, or at the following locations online:
 - MG 100-107:
https://www.oregon.gov/ODOT/Engineering/DOCS_ADA/MG100-107_w-diagram.pdf
 - MG 144-03:
https://www.oregon.gov/ODOT/Engineering/DOCS_ADA/MG144-03.pdf

- MG Activities-2:
https://www.oregon.gov/ODOT/Engineering/Doc_TechnicalGuidance/MG-Activities-2.pdf
- ii. All references to MG 100-107, MG144-03, and MG Activities-2 in this Section refer to the version of the policy in place at the time the Services are performed.
5. All work must be conducted in a manner to minimize interference with highway traffic and to control said traffic according to *Oregon Temporary Traffic Control Handbook (OTTCH)* and the *Manual on Uniform Traffic Control Devices (MUTCD)*. No lane restrictions are permitted on the roadway without prior authorization from the District 4 Manager.
 6. If Agency fails to maintain, repair, or remove Artwork if asked by State, the Artwork may be removed by State at Agency's expense without commitment for restoration, replacement or compensation by State.
 7. Agency shall be responsible for the cost and responsibility of ongoing general landscape maintenance of the Project, including but not limited to all labor, equipment, materials, trash removal, plant control, weeding and pest control, mowing, and repairs due to traffic accidents, vandalism, etc.
 8. Agency may enter into subcontracts for any of the work scheduled under this Agreement.
 - a. For work that will impact travel lanes or sidewalks, Agency must obtain prior written approval from State before Agency or its subcontractors may commence maintenance activities.
 - b. For work that will not impact travel lanes or sidewalks, Agency may enter into subcontracts without obtaining prior written approval from State.
 9. Agency shall be responsible for any subcontractors meeting the requirements of this Agreement.
 10. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
 11. Agency shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to

its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.

12. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.
13. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the contractor and subcontractor from and against any and all Claims.
14. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at anytime at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.
15. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after completion of Project. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
16. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency,

under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.

17. Agency's Project Manager for this Project is Joe Graybill, Staff Engineer, City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, Oregon 97386; phone: (541) 818-8039 and (541) 936-2312; email: jgraybill@sweethomeor.gov, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State grants Agency the authority to enter state right of way for the maintenance of the Artwork as provided for in miscellaneous permit to be issued by State's District 4 Office.
2. State's Project Manager for this Project is Brian Morey, District Manager, ODOT District 4, 3700 SW Philomath Boulevard, Corvallis, Oregon 97333; phone: (541) 757-4211; email: brian.t.morey@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of both Parties.
2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.

3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
5. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Signature Page Follows

CITY OF SWEET HOME, by and through its
elected officials

By _____
City Manager

Date _____

By _____
Title:

Date _____

**LEGAL REVIEW APPROVAL (If required
in Agency's process)**

By _____
City's Legal Counsel

Date _____

Agency Contact:

Joe Graybill, Staff Engineer
Community & Economic Development Dept.
City of Sweet Home
3225 Main Street
Sweet Home, Oregon 97386
(541) 818-8039
jgraybill@sweethomeor.gov

STATE OF OREGON, by and through
its Department of Transportation

By _____
Region 2 Manager

Date _____

APPROVAL RECOMMENDED

By _____
Region 2 Maintenance and Operations
Manager

Date _____

By _____
District 4 Manager

Date _____

State Contact:

Brian Morey
District Manager
ODOT District 4
3700 SW Philomath Boulevard
Corvallis, Oregon 97333
(541) 757-4211
brian.t.morey@odot.state.or.us

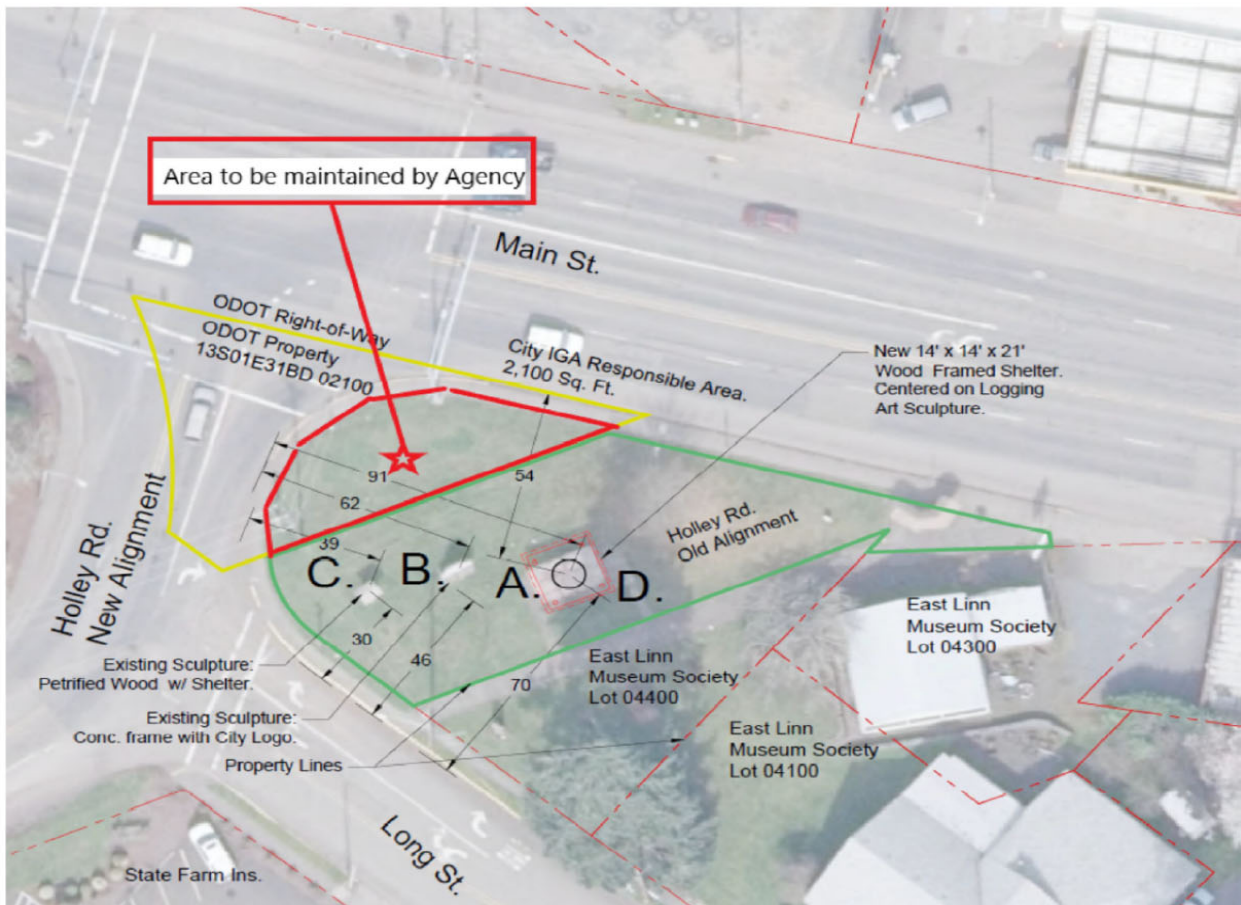
EXHIBIT A



Street view of Sweet Home maintenance facility



Aerial view of Sweet Home maintenance facility



This is the intersection of US20/Santiam Highway and OR 228/Halsey-Sweet Home Highway where the Logger sculpture is located.

**Oregon Department of Transportation
INTERGOVERNMENTAL AGREEMENT
Sweet Home Maintenance Station Mural
City of Sweet Home**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State," and the CITY OF SWEET HOME, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, 366.572, 366.574 and 366.576, State may enter into cooperative agreements with the counties, cities and units of local governments for the performance of work on certain types of maintenance or improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
2. Oregon Route 20 (Santiam Highway) is a part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission (OTC) and is routed through the corporate limits of Agency.
3. State owns and operates a maintenance yard on state property within the city limits of Agency. Sweet Home Maintenance Station has a mural painted on the side of the building facing Oregon Route 20 (OR 20). Agency has requested to provide maintenance for the mural. This Agreement will address responsibilities of each Party in regard to the maintenance of the mural. State's condition of approval includes this Agreement to be signed by State and Agency in accordance with Highway Division Directive No. HWY 01 *Placement of Artwork on State Highway Right of Way*.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, State will permit Agency to perform maintenance work on the mural located at State's Sweet Home Maintenance Station building.
2. The Parties shall each be responsible for their own costs related to their obligations defined herein.

3. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate on December 31, 2020, on which date this Agreement automatically terminates unless extended by a fully executed amendment.

AGENCY OBLIGATIONS

1. Agency shall, at its own expense, perform routine maintenance and upkeep of the mural to keep the mural clean and in good repair, including, but not limited to:
 - a. Touch-up paint
 - b. Apply protective clear coat.
2. Agency shall obtain a miscellaneous permit to occupy State right of way through State's District 4 Office prior to the commencement of maintenance activities.
3. Agency shall notify State's District 4 Office at least twenty-four (24) hours prior to on-site work.
4. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from State.
5. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
6. Agency shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.
7. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.

8. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the contractor and subcontractor from and against any and all Claims.
9. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at anytime at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.
10. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after completion of Project. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
11. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
12. Agency's Agreement Contact is Michael J. Adams, Public Works Director, City of Sweet Home, 1140 12th Avenue, Sweet Home, Oregon 97386; telephone: (541) 367-6243 ext. 244; email: madams@ci.sweet-home.or.us, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State grants authority to Agency to enter state right of way for the maintenance of the mural, as shall be provided for in miscellaneous permits to be issued by State's District 4 Office.
2. State reserves the right to remove the mural at any time at its sole discretion.
3. State's Project Manager for this Project is the District 4 Manager, 3700 SW Philomath Boulevard, Corvallis, Oregon, 97331; telephone (541) 757-4211, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by either Party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or

Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

5. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties,

notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

CITY OF SWEET HOME, by and through its designated officials

By [Signature]

Title CRANE W. MARTIN, CITY MANAGER

By _____

Title _____

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By [Signature]

Counsel

Date 4/29/15

Agency Contact:

Michael J. Adams, Public Works Director
City of Sweet Home
1140 12th Avenue
Sweet Home, Oregon 97386
(541) 637-6243, Ext. 244
madams@ci.sweet-home.or.us

STATE OF OREGON, by and through its Department of Transportation

By [Signature]
Region 2 Manager

Date 5-7-15

APPROVAL RECOMMENDED

By [Signature]
Region 2 Maintenance and Operations Manager

Date 5/7/2015

By [Signature]
District 4 Manager

Date 4/30/15

State Contact:

District 4 Manager
3700 SW Philomath Boulevard
Corvallis, Oregon 97333
(541) 757-4211



REQUEST FOR COUNCIL ACTION

Title: Resolution Authorizing Transfer of Appropriations

Preferred Agenda: June 28, 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 294.463(1)
SH Financial Policy Section IX

Towards Council Goal: Goal 2.5: Continue to implement strong financial “best” practices

Attachments: Resolution No. 24 for 2022

Purpose of this RCA:

To review Resolution No. 24 for 2022 authorizing a transfer of appropriations covering unplanned expenditures for the 2022 fiscal year.

Background/Context:

Oregon Revised Statutes 294.463 allows a municipal organization to redistribute its existing expenditure authority using a transfer resolution to cover unanticipated expenses during a fiscal year. Each year, staff builds a proposed budget six months prior to the beginning of a new year. This document is approved by the Budget Committee and adopted by the City Council. For the 2022 fiscal year, the City Council adopted the budget on June 22, 2021. Each year, staff attempts to adhere to the budget as adopted but various opportunities and requirements arise that must be addressed. While staff attempts to meet these obligations with existing authority, occasionally an adjustment must be made to prevent exceeding authorization limits. This transfer of appropriations resolution seeks to amend the budget for 2022 in multiple departments in accordance with Oregon law.

In the General Fund, an adjustment is necessary for Community & Economic Development as economic development opportunities have pushed this department to its expenditure limitations. An adjustment is needed from the General Fund’s contingency line item to ensure that the department does not exceed its adopted expenditure authority.

Account	Initial Budget	Adjustment	New Budget	Description
100-006-465-810	\$0	\$20,000	\$20,000	Economic development support
100-002-490-000	\$90,298	-\$20,000	\$70,298	

The internal service fund has multiple adjustments necessary after Council actions and operational needs. Starting with non-departmental expenditures, benefit changes within the non-departmental personnel accounts requires an additional \$16,500 in funds to cover employee premiums per the AFSCME collective bargaining agreement. \$16,500 is proposed to be reallocated from the contingency line set aside in the fund and move it to the appropriate personnel account.

Account	Initial Budget	Adjustment	New Budget	Description
290-002-480-210	\$300	\$16,500	\$16,800	Change in benefits for personnel
290-002-490-000	\$80,076	-\$16,500	\$63,576	

In the Executive department, \$58,341 is needed to cover various personnel expenditures unplanned for 2022. First, additional expenditures have arisen with the hiring of a City Manager Pro Tem in late February 2022. The cost of hiring a Pro Tem was estimated to cost approximately \$55,000. An additional adjustment is proposed from contingency to cover the costs of American Rescue Plan Act (ARPA) premiums that was distributed to staff after City Council action in August 2021. Six employees across the City were not eligible for premium pay using ARPA funds. Instead, the City Council chose to utilize City funding to cover the premiums for those six employees. The remaining \$3,341 in the proposed transfer from contingency would be used to cover a portion of one employee's premium and associated payroll costs.

Account	Initial Budget	Adjustment	New Budget	Description
290-003-413-110	\$197,086	\$58,341	\$255,427	Cover costs of Pro Tem City Manager and ARPA premium
290-002-490-000	\$63,576 (amended above)	-\$58,341	\$5,235	

Like the Executive Department above, the Public Works department also incurred expenditures related to the ARPA premium pay that could not be absorbed in the annual budget. In the Internal Service Fund, Public Works expenditures consist of staff pay for five central positions including the Director, Operations Manager, Engineering Technician 2, Mechanic and Administrative Assistant. These salaries are budgeted annually based on anticipated steps and

cost of living adjustments which leaves little room for additional costs. In the proposed transfer appropriation, \$5,235 would be transferred from contingency to cover the ARPA premium for one employee.

Account	Initial Budget	Adjustment	New Budget	Description
290-009-480-110	\$331,919	\$5,235	\$337,154	Cover costs of ARPA premium
290-002-490-000	\$5,235 (amended above)	-\$5,235	\$0	

In the Wastewater Fund, the proposed transfer resolution includes transferring expenditure authority from the adopted transfers out and contingency to cover debt service payments for the fiscal year. When the budget was adopted, one loan was not included in the budget plan. The result is a need to increase the debt service line of the adopted budget from \$333k to \$583k, a \$250k increase. Using what is available of the contingency before adjusting transfers out allows the City to continue to send as much cash as possible annually for the construction of the treatment plant.

Account	Initial Budget	Adjustment	New Budget	Description
550-009-470-801	\$285,893	\$199,107	\$485,000	Cover cost of additional debt service principal
550-009-470-802	\$50,700	\$50,892	\$101,592	Cover cost of additional debt service interest
550-010-491-040	\$1,825,333	-\$189,366	\$1,635,967	
550-009-490-001	\$60,633	-\$60,633	\$0	

In the Street Improvement Fund, \$251k was budgeted for fiscal year 2022 for the purpose of contributing toward construction of a new sidewalk along Main Street between 55th Avenue and 60th Avenue. The City applied for this project in 2014-2015 and successfully lobbied for it to be added to the State Transportation Improvement Program plan. Fast forward to 2022 and costs are significantly higher than previous estimates. The City Council approved an amended contract in October 2021 and agreed to providing the Oregon Department of Transportation (ODOT) additional funding. With the project currently ongoing and cost overruns to be paid by the City, staff has proposed a \$50k adjustment to ensure there is funding for last minute changes from ODOT. To comply with local budget law, staff has proposed transferring appropriation authority from the State Gas Tax Fund and moving it to the Street Improvement Fund.

Account	Initial Budget	Adjustment	New Budget	Description
570-009-431-731	\$250,500	\$50,000	\$300,500	Cover cost of unanticipated increases in STIP project
570-010-391-040	-\$41,237	-\$50,000	-\$91,237	
575-009-431-110	\$226,063	-\$50,000	\$176,063	
575-010-491-040	\$66,208	\$50,000	\$116,208	

The Challenge/Problem:

Should the City reallocate existing expenditure authority to cover various needs across City funds?

Stakeholders:

- City of Sweet Home Citizens and Businesses – The residents and businesses of Sweet Home pay taxes and fees that provide resources in the City’s Budget. They also serve as members of the Budget Committee who approve the budget annually. As stakeholders, they want to know their funds are being spent appropriately and should be able to provide feedback and comment regarding expenditures.
- City of Sweet Home City Council – The City Council is responsible for the adoption of the annual budget and any subsequent adjustments during the fiscal year. The City Council also establishes goals and a vision for the City that staff then implements. It is up to the City Council to decide if the expenditures of the City go towards meeting those goals and vision.
- City of Sweet Home Staff – The staff works diligently to ensure that all expenditures are appropriate and meet the goals and vision of the City Council and the community. At times, staff makes decisions on expenditures based on opportunity or need that may require a supplemental budget to accommodate the expenditure.

Issues and Financial Impacts:

Since this is a transfer of appropriations resolution, there is no overall financial impact to the City. The issue at hand is whether the City Council believes these expenditures require a budgetary adjustment to accommodate the additional expenditure or whether they should be absorbed within the current expenditure authority.

Elements of a Stable Solution:

The expenditures that are covered under this resolution are expenditures that support operational needs and match the goals and visions of the City Council. For example, the Budget Committee and the City Council approved and adopted the budget which contained the salary and benefits for a Communications Specialist. An item contained in this resolution contains funding for required personnel costs.

Each of the requested items was previously reviewed by the City Council as stated in the background section of this document. This adjustment satisfies Oregon Local Budget Law and ensures adequate funding to cover previously approved/recommended purchases.

Options:

1. Do Nothing – The City Council could decide not to adopt Resolution 24 for 2022. Staff would work to redistribute expenditures where possible and any overages would be highlighted in the City's annual financial report.
2. Move to adopt Resolution No. 24 for 2022 – The resolution transfers expenditure authority from various sources to cover necessary expenditures.
3. Amend the resolution by changing transfer amounts or eliminating some of the transfers of appropriation – Amending the resolution would result in staff making necessary adjustments to ensure spending restrictions are not exceeded.

Recommendation:

Staff recommends option 2, move to adopt Resolution No. 24 for 2022. The resolution does not increase expenditure authority within the City budget but redistributes existing budget authority to needed areas for operational expenses.

RESOLUTION NO. 24 FOR 2022

A RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATIONS FOR 2022

WHEREAS, Oregon Revised Statutes 294.456(3) outlines appropriation requirements for Local Budget Law which requires that appropriations are made by fund and either organizational unit or program, and;

WHEREAS, the Sweet Home City Council adopted the 2021-2022 budget on June 22, 2021 by Resolution No. 15 for 2021 which authorized expenditure authority of \$25,105,512, and;

WHEREAS, the fiscal year ends June 30, 2022, and;

WHEREAS, the Community & Economic Development Department incurred unanticipated expenditures related to COVID-19 premiums and economic development site visits, and;

WHEREAS, the group insurance costs in the Internal Service Fund's non-departmental organization has increased due to changes in benefits by personnel in the fund, and;

WHEREAS, the Executive Department has incurred unanticipated expenditures due to personnel changes and COVID-19 premium pay during the fiscal year, and;

WHEREAS, the Public Works Department in the Internal Service Fund incurred unanticipated expenditures related to COVID-19 premiums, and;

WHEREAS, the adopted budget for the Wastewater Fund did not include enough to cover all necessary debt payments for the 2022 fiscal year, and;

WHEREAS, the Street Improvement Fund incurred additional expenses related to the construction of a sidewalk between 55th Avenue and 60th Avenue by the Oregon Department of Transportation as part of a Statewide Transportation Improvement project.

THEREFORE, BE IT RESOLVED THAT THE CITY OF SWEET HOME authorizes a transfer of 2022 expenditure authority in the following funds and organizational units to address various budgetary needs:

Fund	Organizational Unit	Existing	Changes	Adjusted
General Fund	Comm & Econ Dev	715,744	20,000	\$ 735,744
Fund 100	Contingency	90,298	(20,000)	\$ 70,298
Internal Service	Personnel	122,168	16,500	\$ 138,668
Fund 290	Executive	466,273	58,341	\$ 524,614
	Public Works	503,004	5,235	\$ 508,239
	Contingency	80,076	(80,076)	- 0 -
Wastewater	Debt Service	332,876	249,999	\$ 582,875
Fund 550	Transfer Out	1,825,333	(189,366)	\$ 1,635,967
	Contingency	60,633	(60,633)	- 0 -
Street Improv.	Streets	250,500	50,000	\$ 300,500
Fund 570	Tfr In for Capital	(41,237)	(50,000)	\$ (91,237)
State Gas Tax	Streets	1,142,373	(50,000)	\$ 1,092,373
Fund 575	Tfr Out for Capital	66,208	50,000	\$ 116,208
	Total	\$ 5,614,249	- 0 -	\$ 5,614,249

This resolution shall take effect upon its approval and passage.

PASSED by the Council and approved by the Mayor this 28th day of June 2022

Mayor

City Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Public Hearing and Request for Council Action - Resolution No. 25 for 2022 - A Resolution Adopting a Supplemental Budget

Preferred Agenda: June 28, 2022

Submitted By: Brandon Neish, Finance Director

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

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: ORS 294.471(1)(a)
ORS 294.471(1)(b)
ORS 294.471(1)(c)
SH Financial Policy Section IX

Towards Council Goal: Goal 2.5: Continue to implement strong financial “best” practices

Attachments: Resolution No. 25 for 2022
ORS 294.471

Purpose of this RCA:

To review Resolution No. 25 for 2022 authorizing a supplemental budget covering unplanned expenditures for the 2022 fiscal year.

Background/Context:

Oregon Revised Statutes 294.471 allows a municipal organization to make one or more supplemental budgets under specific circumstances (attached) during a fiscal year. Each year, staff builds a proposed budget six months prior to the beginning of a new year. This document is approved by the Budget Committee and adopted by the City Council. For the 2022 fiscal year, the City Council adopted the budget on June 22, 2021. Each year, staff attempts to adhere to the budget as adopted but various opportunities and requirements arise that must be addressed. While staff attempts to meet these obligations with existing authority, occasionally an adjustment must be made to prevent exceeding authorization limits. This supplemental budget resolution seeks to amend the budget for 2022 in multiple funds in accordance with Oregon law.

In the General Fund, an adjustment is necessary for Community & Economic Development to budget for revenue received from the federal government through the State of Oregon. In August 2021, the City Council voted to approve the distribution of American Rescue Plan Act (ARPA) funds for the purpose of COVID-19 premium pay. While some budget lines have been able to absorb the costs in their existing expenditure allocations, Community & Economic

Development (CEDD) was unable to do so. The request adds \$10,225 to the Federal Operating Grant revenue line and a related expense in CEDD.

Account	Initial Budget	Adjustment	New Budget	Description
100-002-331-030	\$0	\$10,225	\$10,225	COVID-19 premium pay
100-006-419-110	\$289,130	\$10,225	\$299,355	

In the internal service fund, multiple adjustments are requested for unanticipated expenditures. The first is the budgeting of \$27,473 to cover COVID-19 premium pay as explained previously. These funds would be distributed to the Executive and Public Works departments. Subsequently for Public Works, additional expenditures related to premium pay for work functions require reimbursement funds from other Public Works funds (\$23,492) to cover the cost of administrative expenses. In the Internal Service Fund, the Public Works Director, Operations Manager, Engineering Technician 2, Mechanic and Public Works Secretary are budgeted, and Public Works funds pay into the internal service fund. This saves five employees from being billed to multiple locations across the budget and provides for greater transparency. Other funding sources (water, streets, etc.) pay into this source based on their overall expenditures for a given fiscal year.

The last need in the Internal Service Fund is an increase in the Finance Department to cover potential expenditures for legal and consulting needs. To offset this increase, the Internal Service Fund has received additional revenue beyond the adopted budget in natural gas franchise fees. The proposed adjustment would budget this additional revenue and additional expense in the Finance Department.

Account	Initial Budget	Adjustment	New Budget	Description
290-002-331-030	\$0	\$27,473	\$27,473	COVID-19 premium pay
290-003-413-110	\$337,154 (as amended in Res. 24 for 2022)	\$11,200	\$348,354	
290-009-480-110	\$337,154	\$16,273	\$353,427	
290-002-390-010	\$951,871	\$23,492	\$975,363	Cover cost of premiums for employees
290-009-480-110	\$348,354 (as amended above)	\$23,492	\$371,846	
290-002-318-022	\$70,000	\$30,000	\$100,000	Cover cost of legal/consulting fees
290-004-415-320	\$0	\$30,000	\$30,000	

In the Path Program fund, fund 585, the proposed supplemental budget contains a revenue increase of \$500k and appropriations to match. In May 2022, the City received funding from the

State of Oregon to be used to construct an improved crosswalk at the intersection of 22nd Avenue and Main Street. Staff is awaiting documents from ODOT to send the funds to them for the construction during sidewalk improvements that are ongoing and is proposing this adjustment in case ODOT requests the funds in the remainder of the current fiscal year. This adjustment exceeds 10% of the adopted budget in the fund and was noticed in the local paper as required by Oregon local budget law.

Account	Initial Budget	Adjustment	New Budget	Description
585-009-331-040	\$0	\$500,000	\$500,000	Budget funds for ARPA project (crosswalk)
585-009-431-731	\$0	\$500,000	\$500,000	

The Public Transit Fund, fund 755, is a passthrough for monies distributed to the Linn Shuttle program. The funds are received from the state as grant resources and the City then cuts a check to the Sweet Home Senior Center/Linn Shuttle which manages the grant program. During the 2022 fiscal year, Linn Shuttle was able to take advantage of additional grant funds related to the Coronavirus Aid, Relief and Economic Security Act (CARES) and ARPA. The proposed adjustment increases revenue and expense to ensure continued support for the Linn Shuttle without violating local budget law. This adjustment exceeds 10% of the adopted budget in the fund and was noticed in the local paper as required by Oregon local budget law.

Account	Initial Budget	Adjustment	New Budget	Description
755-002-334-030	\$125,000	\$225,000	\$350,000	Cover add'l grant revenue for Linn Shuttle
755-002-480-809	\$125,000	\$225,000	\$350,000	

Finally, the Economic Development Fund (fund 760) was the placeholder for grant funds received for the distribution of funds and personal protection equipment for local businesses. Distributed during the pandemic, the fund saw additional grant revenue of \$342k. The proposed adjustment budgets this revenue and related expense to keep the fund in the black for budget law purposes. Funds have either been expended or returned to the state in line with various grant agreements. This adjustment exceeds 10% of the adopted budget in the fund and was noticed in the local paper as required by Oregon local budget law.

Account	Initial Budget	Adjustment	New Budget	Description
760-006-334-040	\$0	\$341,543	\$341,543	Cover add'l grant revenue for local business support
760-006-465-809	\$0	\$341,543	\$341,543	

The Challenge/Problem:

Should the City increase expenditure authority to cover various needs across City funds?

Stakeholders:

- City of Sweet Home Citizens and Businesses – The residents and businesses of Sweet Home pay taxes and fees that provide resources in the City’s Budget. They also serve as members of the Budget Committee who approve the budget annually. As stakeholders, they want to know their funds are being spent appropriately and should be able to provide feedback and comment regarding expenditures.
- City of Sweet Home City Council – The City Council is responsible for the adoption of the annual budget and any subsequent adjustments during the fiscal year. The City Council also establishes goals and a vision for the City that staff then implements. It is up to the City Council to decide if the expenditures of the City go towards meeting those goals and vision.
- City of Sweet Home Staff – The staff works diligently to ensure that all expenditures are appropriate and meet the goals and vision of the City Council and the community. At times, staff makes decisions on expenditures based on opportunity or need that may require a supplemental budget to accommodate the expenditure.

Issues and Financial Impacts:

Resolution No. 25 for 2022 increases expenditure authority from the adopted budget by \$1,973,923. Offsetting the expenditure increases are revenue adjustments from unanticipated grant resources (\$1,104,241), unanticipated revenue from fees (\$30,000) with the remaining coming from expenditure savings in other funds to cover staff increases.

Elements of a Stable Solution:

The expenditures that are covered under this resolution are expenditures that support operational needs and match the goals and visions of the City Council. For example, the City Council approved a contract with ODOT for the crosswalk at 22nd Avenue and Main Street and has made changes at that intersection a priority for some time. Additionally, most grants received during the year have been accepted by the City Council and contain requirements for the funds to be expended.

Each of the requested items was previously reviewed by the City Council as stated in the background section of this document. This adjustment satisfies Oregon Local Budget Law and ensures adequate funding to cover previously approved/recommended purchases.

Options:

1. Do Nothing – The City Council could decide not to adopt Resolution 25 for 2022. Staff would work to redistribute expenditures where possible and any overages would be highlighted in the City’s annual financial report.
2. Move to adopt Resolution No. 25 for 2022 – The resolution transfers expenditure authority from various sources to cover necessary expenditures.
3. Amend the resolution by changing expenditure allocations or eliminating some of the allocation requests – Amending the resolution would result in staff making necessary adjustments to ensure spending restrictions are not exceeded.

Recommendation:

Staff recommends option 2, move to adopt Resolution No. 25 for 2022. The resolution increases expenditure authority within the City budget and balances these increases with increases in specific resource allocations within the funds.

RESOLUTION NO. 25 FOR 2022

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET

WHEREAS, the Sweet Home City Council adopted the 2021-2022 budget on June 22, 2021, and;

WHEREAS, the Sweet Home City Council approved premium pay for employees who worked through the COVID-19 pandemic at their August 10, 2021 City Council meeting, and;

WHEREAS, some departments are unable to absorb these additional costs for premiums in their existing expenditure authority, and;

WHEREAS, the City of Sweet Home anticipates additional revenue in the Internal Service Fund from franchise fees, and;

WHEREAS, the Finance Department is likely to incur additional expenditures related to legal and consulting fees potentially beyond the existing capacity of its current expenditure authority, and;

WHEREAS, the City of Sweet Home received funds from the State of Oregon Legislature from the American Rescue Plan Act (ARPA), and;

WHEREAS, these funds are slated to be distributed to the Oregon Department of Transportation for the purpose of constructing a crosswalk at the intersection of 22nd Avenue and Main Street, and;

WHEREAS, the Linn Shuttle program has received additional grant support beyond the capacity of the existing adopted budget, and;

WHEREAS, the Economic Development Fund also incurred additional expenditures due to the receipt of grants for personal protection equipment to be distributed to local businesses, and;

WHEREAS, Oregon Local Budget Law requires a public hearing for any supplemental budget which adds ten (10) percent or more in expenditure authority, and;

WHEREAS, a public hearing was held on June 28, 2022 to hear testimony over the proposed supplemental budget, and;

WHEREAS, the Council has heard public testimony on the topic of the supplemental budget.

THEREFORE, BE IT RESOLVED THAT THE CITY OF SWEET HOME adopts a supplemental budget authorizing the following changes to expenditure authority and offsetting resources:

Fund	Organizational Unit	Existing	Changes	Adjusted
General Fund	Federal Op Grant	- 0 -	10,225	\$ 10,225
Fund 100	Comm & Econ Dev	735,744	10,225	\$ 745,969
Internal Service	Federal Op Grant	- 0 -	27,473	\$ 27,473
Fund 290	Admin Svc Reimb	951,871	23,492	\$ 975,363
	Franchise fee rev	70,000	30,000	\$ 100,000
	Executive	524,614	11,200	\$ 535,814
	Finance	587,517	30,000	\$ 617,517
	Public Works	508,239	39,765	\$ 548,004
Path Program	Federal Cap Grant	- 0 -	500,000	\$ 500,000
Fund 585	Streets	75,000	500,000	\$ 575,000
Public Transit	State Op Grant	125,000	225,000	\$ 350,000
Fund 755	Grant Expense	125,000	225,000	\$ 350,000
Economic Dev.	State Op Grant	- 0 -	341,543	\$ 341,543
Fund 760	Economic Dev.	464,696	341,543	\$ 806,239

This resolution shall take effect upon its passage and approval.

PASSED by the Council and approved by the Mayor this 28th day of June 2022

Mayor

City Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 21 for 2022 - Declaration of election to receive State Revenue Sharing funds

Preferred Agenda: June 28, 2022

Submitted By: Brandon Neish, Finance Director

Reviewed By: Christy Wurster, City Manager Pro Tem

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

Relevant Code/Policy: ORS 221.770

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

Attachments: Resolution No. 21 for 2022

Purpose of this RCA:

To declare the City’s election to receive state revenues as required by Oregon Revised Statutes (ORS) 221.770.

Background/Context:

To receive State Revenue Sharing funds in 2022-2023, Sweet Home must have levied property taxes in the preceding year and adopt a resolution approving participation in the program by July 1. Public hearings must be held with the Budget Committee to discuss possible uses of the funds and before City Council on the proposed uses of the funds in relation to the entire budget. The Budget Committee held a public hearing on April 19, 2022 and the City Council will hold a public hearing on June 28, 2022.

A copy of the included resolution 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. 21 for 2022 declaring the City’s election to receive state revenues as required by ORS 221.770?

Stakeholders:

- State of Oregon - State law requires cities who wish to receive State Revenue Sharing funds must submit a resolution authorizing such receipt to DAS by July 31.

- City of Sweet Home Residents - Adopting this resolution ensures residents receive the taxes they pay when purchasing liquor, cigarettes, gasoline and marijuana back as resources for Sweet Home services.
- City of Sweet Home City Council – Adopting this resolution allows for diversification of revenue for the City and ensures State support 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:

If Resolution No. 21 for 2022 is not heard by the public in the form of a public hearing, nor adopted, the City will lose \$304,505 in resources resulting in budgetary reductions likely impacting service offerings.

Elements of a Stable Solution:

ORS 221.770 establishes processes for cities to request State Revenue Sharing funds. Adoption of the included resolution complies with Oregon law 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 this resolution and forgoing State Revenue Sharing funds.
2. Adopt Resolution No. 21 for 2022.

Recommendation:

Staff recommends option 2, Adopt Resolution No. 21 for 2022.

Inaction on this resolution results in the loss of \$305k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 21 for 2022

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

The City of Sweet Home resolves as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2022-2023.

PASSED by the Council and approved by the Mayor this 28th day of June, 2022.

Mayor

City Manager Pro Tem – Ex Officio City Recorder

* I certify that a public hearing before the Budget Committee was held on April 19, 2022 and a public hearing before the City Council was held on June 28th, 2022, giving citizens an opportunity to comment on use of State Revenue Sharing.

City Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Public Hearing - Resolution No. 22 for 2022 - A Resolution Certifying the City Provides Four or More Services in Order to Receive State Revenues

Preferred Agenda: June 28, 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 221.760
ORS 221.770

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

Attachments: Resolution No. 22 for 2022

Purpose of this RCA:

To certify the City provides four or more services as required by Oregon Revised Statutes (ORS) 221.760.

Background/Context:

To receive State Revenue Sharing funds in the 2022-2023 fiscal year, Sweet Home must have levied property taxes in the preceding year and pass an ordinance or adopt a resolution approving participation in the program by July 1. Public hearings must be held with the Budget Committee to discuss possible uses of the funds and before City Council on the proposed uses of the funds in relation to the entire budget. The Budget Committee held a public hearing on April 19, 2022 and the City Council will hold a public hearing on June 28, 2022.

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. 22 for 2022 certifying the city provides four or more services as required by ORS 221.760?

Stakeholders:

- State of Oregon – State law requires cities who wish to receive State Revenue Sharing funds must certify they meet the requirements to receive such funds under ORS 221 to DAS by July 31.
- City of Sweet Home residents – Adopting this resolution ensures residents receive the taxes they pay when purchasing liquor, cigarettes, gasoline and 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 support 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:

If Resolution No. 22 for 2022 is not heard by the public in the form of a public hearing nor adopted, the City will lose \$304,505 in resources resulting in budgetary reductions likely impacting service offerings.

Elements of a Stable Solution:

ORS 221.760 establishes processes for cities to request State Revenue Sharing funds. Adoption of the included resolution complies with Oregon law 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 and forgoing State Revenue Sharing funds.
2. Adopt Resolution No. 22 for 2022.

Recommendation:

Staff recommends option 2, Adopt Resolution No. 22 for 2022.

Inaction on this resolution results in the loss of \$305k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 22 for 2022

A RESOLUTION CERTIFYING THE CITY PROVIDES FOUR OR MORE SERVICES IN ORDER TO RECEIVE STATE REVENUES.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) One or more Utility Services

and;

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

NOW, THEREFORE, BE IT RESOLVED, that the City of Sweet Home hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- Police Protection
- Street Construction, Maintenance and Lighting
- Sanitary Sewer
- Storm Sewers
- Planning, Zoning and Subdivision Control
- One or more Utility Services

This resolution shall be effective July 1, 2022.

PASSED by the Council and approved by the Mayor this 28th day of June 2022.

Mayor

City Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: 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

Preferred Agenda: June 28, 2022

Submitted By: Brandon Neish, Finance Director

Reviewed By: Christy Wurster, City Manager Pro Tem

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

Relevant Code/Policy: ORS 475B

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

Attachments: Resolution No. 23 for 2022

Purpose of this RCA:

To certify the City complies sections of Oregon Revised Statutes (ORS) 475B related to marijuana production, processing, wholesale and retail sales.

Background/Context:

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. 23 for 2022 certifying the city complies with ORS 475B.070, 475B.090, 475B.100 and 475B.105?

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 475B 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:

If Resolution No. 23 for 2022 is not heard by the public in the form of a public hearing nor adopted, the City will lose up to \$85,000 in resources resulting in budgetary reductions likely impacting service offerings.

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 and forgoing marijuana State Revenue Sharing funds.
2. Adopt Resolution No. 23 for 2022.

Recommendation:

Staff recommends option 2, Make a Motion to adopt Resolution No. 23 for 2022.

Inaction on this resolution results in the loss of up to \$85k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 23 for 2022

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

WHEREAS, ORS 475B.010, 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 establishes a license to produce marijuana, and;

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

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

WHEREAS, ORS 475B.105 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 28th day of June 2022.

Mayor

City Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: PUBLIC HEARING - Resolution No. 18 for 2022 - Adopting a Budget for 2022-2023, Making Appropriations and Levying Taxes

Preferred Agenda: June 28, 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: SH Charter Chapter 6; Sec. 20 (8)
SH Financial Policy
ORS Chapter 294

Towards Council Goal: Goal 1.2: Increase community awareness of infrastructure needs and appropriate planning documents
Goal 2: Be an effective and efficient government
Goal 3.2: Improve community safety, Police, community design, etc.
Goal 4.2: Lead community economic development efforts

Attachments: Resolution No. 18 for 2022

Purpose of this RCA:

To review and adopt the 2022-2023 Budget for the City of Sweet Home.

Background/Context:

The City of Sweet Home Budget Committee, consisting of community members and the seven City Councilors, met on April 06, 2022 to receive the Budget Message from the City's Budget Officer and begin deliberations on the 2022-2023 Proposed Budget. The committee met two additional times, on April 19th and April 20th, to discuss appropriations and state shared revenues for the upcoming fiscal year. The committee unanimously approved an amended budget and approved the property tax rates for 2022-2023 at their April 20th meeting. The LB-1 form was posted in The New Era on May 27, 2022. A public hearing on the approved budget was held during the June 14, 2022 City Council meeting.

Following the public hearing, the City Council agreed by consensus to add \$500,000 in expenditure authority to the Path Program fund 585 for the purpose of distributing American Rescue Plan Act (ARPA) funding to the Oregon Department of Transportation to install a crosswalk at the intersection of 22nd Avenue and Main Street and added \$75,000 to the Public Safety Fund 200 for the purpose of an upgraded access control system (which adds \$2,250 in

contingency as well). The LB-1 form was republished with these changes in The New Era on June 22, 2022 and a second public hearing is scheduled for the June 28, 2022 City Council meeting. Final adoption may take place once the public hearing is complete. With the completion of the Public Hearing, all steps for the adoption of the 2022-2023 budget will have been completed per Oregon Local Budget Law (Oregon Revised Statutes Chapter 294).

The Challenge/Problem:

Will the City Council adopt the 2022-2023 Budget in the amount of \$32,630,259 with transfers and contingencies, make appropriations and levy taxes for the City to continue operating after June 30, 2022?

Stakeholders:

- State of Oregon – State law requires most local government entities to adopt a budget prior to the start of each fiscal year. Additional resolutions are also necessary to receive State Revenue Sharing funds each fiscal year.
- City of Sweet Home residents – Citizens are provided essential services as a result of the adopted budget and expect those services will continue annually.
- City of Sweet Home City Council – Adopting the budget is required annually per Oregon Revised Statutes (ORS) Chapter 294 which necessitates the approval of spending and priorities contained therein by Council members.
- City of Sweet Home City Staff – Staff is responsible for compiling the budget annually based on the goals established by the City Council and priorities for citizens. An adopted budget allows staff to continue operations in their departments each year after June 30.

Issues and Financial Impacts:

Without a budget for the new fiscal year in place, the City's authority to spend money or incur obligations expires on June 30, 2022. The City's ability to impose a property tax is also contingent on following the budgeting process outlined in ORS. Compliance with Oregon Local Budget Law is critical for local governments.

Elements of a Stable Solution:

ORS Chapter 294 outlines the processes local governments must follow in Oregon to prepare and adopt a budget. The supplied Resolution complies with Oregon Local Budget Law and needs to be adopted by the City Council to ensure continued operations for the 2022-2023 fiscal year beginning July 1, 2022.

Options:

1. Do Nothing. Council could choose to move forward without adopting a budget for the coming fiscal year.
2. Amend the 2022-2023 Approved Budget. The document presented to the Council was unanimously approved by the Budget Committee during their April 20th meeting. The Council could choose to revise the approved budget by increasing any expenditure, transfer out or contingency by \$5,000 or 10% (whichever is greater) in any fund. Increases in fund expenditures, transfers out and/or contingency by more than the aforementioned increase would require republishing the LB-1 form and holding a second public hearing before July 1. Council can reduce the approved budget with no such limitations.
3. Move to approve changes to the approved budget and adopt Resolution No. 18 for 2022, Adopting a budget for 2022-2023, Making appropriations and levying taxes. Council could choose to adopt Resolution No. 18 completing the budget process for the 2022-2023 fiscal year. The changes to the approved budget include adding expenditure authority of \$500,000 to the Path Program Fund and \$77,250 to the Public Safety Fund.

Recommendation:

Staff recommends option 3, *move to approve changes to the approved budget and adopt Resolution No. 18 for 2022, Adopting a budget for 2022-2023, Making appropriations and levying taxes.*

The Budget Committee reviewed the budget and heard from the public regarding the proposed budget and chose to move the document, with adjustments, forward to the City Council for adoption. The Council chose to amend the approved budget to include funds for a crosswalk at 22nd Avenue and Main Street and for an upgraded access control system at the Police Department. The amended budget provided meets various Council goals and includes staff best efforts to demonstrate, through allocations, its plans and priorities for the coming fiscal year.

Resolution No. 18 for 2022

A RESOLUTION ADOPTING A BUDGET FOR 2022-2023, MAKING APPROPRIATIONS AND LEVYING TAXES.

WHEREAS, the Budget Committee of the City of Sweet Home reviewed and recommended for adoption the budget estimates and appropriations for the City of Sweet Home for the fiscal year beginning July 1, 2022 and ending June 30, 2023;

NOW, THEREFORE, THE CITY OF SWEET HOME RESOLVES

That the City Council of the City of Sweet Home hereby imposes the taxes provided for in the adopted budget at the rate of \$1.4157 per \$1,000 of assessed value for General Fund operations, the rate of \$6.30 per \$1,000 of assessed value for the Police Local Option Levy, the rate of \$1.17 per \$1,000 of assessed value for the Library Services Local Option Levy and Non Ad Valorem customer sewer usage charges not to exceed \$38,493.31 and that these taxes are hereby imposed and categorized for tax year 2022-2023 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
Permanent Tax Rate	\$1.4157 per \$1,000	
Local Option Levies	\$7.4700 per \$1,000	
Customer Sewer Usage Charges		\$38,493.31

Be it further resolved that the City Council adopts the 2022-2023 budget approved by the Budget Committee in the total sum of \$32,053,009 and revised by the City Council to include \$575,000 in additional expenditure authority and hereby provides that appropriations are made for the fiscal year beginning July 1, 2022 as follows:

<u>General Fund</u>		
Executive	83,175	
Municipal Court	265,175	
Community & Economic Development	605,488	
Parks & Facilities	530,216	
Materials & Services	778,444	
Capital Outlay	70,000	
Operating Contingency	88,098	
Transfers to Other Funds	105,035	\$ 2,525,631.00
<u>Special Revenue Funds</u>		
Public Safety:		
Police Department	3,348,168	
Operating Contingency	147,621	
Transfers to Other Funds	41,032	\$ 3,536,821.00
Library Services:		
Library	542,967	
Operating Contingency	20,927	
Transfers to Other Funds	289,510	\$ 853,404.00

Internal Services:		
Executive & Legislative	530,095	
Finance	625,980	
Public Works Administration	594,610	
Personnel Services	127,939	
Materials & Services	53,130	
Operating Contingency	87,513	\$ 2,019,267.00
State Gas Tax:		
Streets	848,312	
Capital Outlay	100,000	
Operating Contingency	36,424	
Transfers to Other Funds	376,782	\$ 1,361,518.00
Street Maintenance & Improvements:		
Streets	350,000	
Transfers to Other Funds	21,000	\$ 371,000.00
Project & Equipment Reserve:		
Police Department	200,000	
Public Works	161,426	
Transfers to Other Funds	- 0 -	\$ 361,426.00
Path Program:		
Streets		\$ 650,000.00
Building Reserve:		
Debt Service		\$ 92,907.00
Public Transit Grant:		
Materials & Services		\$ 135,000.00
Weddle Bridge:		
Parks & Facilities		\$ 2,056.00
Special Events:		
Materials & Services		\$ 12,498.00
Economic & Community Development:		
Economic Development		\$ 309,320.00
Community Center Operations:		
Materials & Services		\$ 30,300.00
Parks & Recreation:		
Parks & Facilities		\$ 31,500.00
Special Assessments:		
Transfers to Other Funds		\$ 807.00
<u>Reserve Funds</u>		
Narcotic Enforcement Reserve:		
Police Department		\$ - 0 -

Storm Water System Development (SDC)

Storm Water \$ - 0 -

Capital Project Funds

Water Capital:

Water Operations \$ 985,000.00

Water Depreciation Reserve:

Water Operations \$ 1,664,400.00

Wastewater Capital:

Wastewater Operations \$ 115,000.00

Storm Water Capital:

Storm Water Operations \$ 160,000.00

Wastewater Depreciation Reserve:

Wastewater Operations \$ 11,702,633.00

Storm Water Depreciation Reserve:

Transfer to Other Funds \$ - 0 -

Enterprise Funds

Water Fund:

Water Treatment	662,142	
Water Operations	856,556	
Debt Service	403,774	
Operating Contingency	69,672	
Transfers to Other Funds	519,430	\$ 2,511,574.00

Wastewater Fund:

Wastewater Treatment	913,589	
Wastewater Operations	527,699	
Debt Service	748,200	
Operating Contingency	74,117	
Transfers to Other Funds	796,917	\$ 3,060,522.00

Storm Water Fund:

Storm Water	37,675	
Transfers to Other Funds	100,000	\$ 137,675.00

Total Appropriations

\$ 32,630,259.00

PASSED by the Council and approved by the Mayor this 28th day of June, 2022.

Mayor

City Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - Resolution No. 26 for 2022 - A Resolution Establishing Salary Schedules for Non-Represented Employees

Preferred Agenda: June 28, 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: SHMC § 2.48.030 – Adoption and Amendment of Rules
Sweet Home Charter Section 6
Sweet Home Personnel Policy Section 3 (c)

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

Attachments: Resolution No. 26 for 2022

Purpose of this RCA:

To review Resolution No. 26 for 2022 awarding cost-of-living adjustments to City non-represented employees.

Background/Context:

The City of Sweet Home respects and appreciates its employees and recognizes the important role they play in the organization and community's success. Reviewing a salary schedule meets legal requirements, promotes transparency, and demonstrates a continued commitment to compensating staff for their efforts and contributions to the city.

Section 6 of the City Charter states, "Salaries. The council shall fix the compensation of all city officers and employees."

SHMC 2.48.030 states, "Personnel rules shall be adopted and amended by resolution of the City Council. The rules shall provide means to recruit, select, develop and maintain an effective and responsive work force and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge and other related activities. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and, furthermore, shall be based on merit and fitness."

Included in the attached resolution is a proposed cost of living adjustment (COLA) of 3.25% for the 2023 fiscal year. This increase exceeds the amount proposed during the budget process and no changes were made to personnel budgets for the 2023 fiscal year to support the additional increase. The proposed budget contained 3% increases for non-represented employees.

The other change made to the schedule includes removing the steps for the City Manager. During the application process in 2022 to fill the vacant City Manager position, the City Council voted to set the salary range at \$120k to \$150k. Upon selection of a City Manager, a salary will be negotiated and established in their contract.

The Challenge/Problem:

How does the City balance paying employees a market wage while ensuring increases are fair and appropriate?

Stakeholders:

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

Issues and Financial Impacts:

The estimated cost of the proposed COLA is \$51k across all funds. This includes additional tax requirements and retirement contributions that will increase as salary increases. The fiscal year 2023 budget includes salary adjustments for all employees of 3% (~\$49k). If COLAs for non-represented employees exceeds 3%, budgeted contingencies could cover the additional amounts required. A transfer of appropriations would likely be required in 2023 to cover the necessary increases.

Elements of a Stable Solution:

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

Options:

1. Do Nothing – Resolution No. 21 for 2021 would remain in place and non-represented staff would not receive salary increases on July 1.
2. Move to approve Resolution No. 26 for 2022. – Salary increases for non-represented staff would increase 3.25%.
3. Recommend a different COLA to be adopted in July. The City Council could choose to approve a rate above or below the proposed 3.25%. Staff would return at the next Council meeting with an updated schedule for review and approval.

Recommendation:

Staff recommends option 2, move to approve Resolution No. 26 for 2022.

RESOLUTION NO. 26 FOR 2022

A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED EMPLOYEES.

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

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

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

This Resolution hereby replaces Resolution No. 21 for 2021 and shall be effective July 1, 2022.

PASSED BY THE City Council and approved by the Mayor this 28th day of June 2022.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

RESOLUTION NO. 26 FOR 2022

EXHIBIT A

SALARY SCHEDULE

July 1, 2022 - June 30, 2023

NON-REPRESENTED EMPLOYEES MANAGEMENT

(3.25% COLA)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	<u>4,230</u> 4,096	<u>4,442</u> 4,302	<u>4,664</u> 4,517	<u>4,805</u> 4,653	<u>4,949</u> 4,793	
<u>ACCOUNTING SUPERVISOR</u> <u>FINANCIAL OPERATIONS MANAGER</u>	<u>4,653</u> 4,506	<u>4,887</u> 4,733	<u>5,130</u> 4,968	<u>5,285</u> 5,118	<u>5,444</u> 5,272	
ASSOCIATE PLANNER	<u>4,653</u> 4,506	<u>4,887</u> 4,733	<u>5,130</u> 4,968	<u>5,285</u> 5,118	<u>5,444</u> 5,272	
ADMINISTRATIVE SERVICES MANAGER	<u>5,318</u> 5,150	<u>5,583</u> 5,407	<u>5,863</u> 5,678	<u>6,039</u> 5,848	<u>6,220</u> 6,024	
UTILITIES MANAGER OPERATIONS MANAGER	<u>5,380</u> 5,210	<u>5,663</u> 5,484	<u>5,961</u> 5,773	<u>6,141</u> 5,947	<u>6,326</u> 6,126	
STAFF ENGINEER	<u>5,627</u> 5,449	<u>5,923</u> 5,736	<u>6,235</u> 6,038	<u>6,422</u> 6,219	<u>6,616</u> 6,407	
LIBRARY DIRECTOR	<u>5,725</u> 5,544	<u>6,025</u> 5,835	<u>6,341</u> 6,141	<u>6,532</u> 6,326	<u>6,728</u> 6,516	
PUBLIC WORKS DIRECTOR	<u>6,648</u> 6,438	<u>6,979</u> 6,759	<u>7,329</u> 7,098	<u>7,549</u> 7,311	<u>7,774</u> 7,529	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	<u>7,482</u> 7,246	<u>7,855</u> 7,607	<u>8,248</u> 7,988	<u>8,495</u> 8,227	<u>8,750</u> 8,474	
FINANCE DIRECTOR	<u>7,518</u> 7,281	<u>7,894</u> 7,645	<u>8,289</u> 8,028	<u>8,537</u> 8,268	<u>8,793</u> 8,516	
CITY MANAGER	<u>10,000</u> 8,967	9,439	9,935	10,234	<u>12,500</u> 10,542	
POLICE CHIEF	<u>8,034</u> 7,781	<u>8,436</u> 8,170	<u>8,857</u> 8,578	<u>9,124</u> 8,836	<u>9,397</u> 9,101	
POLICE CAPTAIN	<u>7,192</u> 6,965	<u>7,552</u> 7,314	<u>7,929</u> 7,679	<u>8,167</u> 7,909	<u>8,412</u> 8,147	<u>8,833</u> 8,554

RESOLUTION NO. 26 FOR 2022
EXHIBIT A

COMMUNICATIONS COMMANDER	<u>5,049</u> 4,890	<u>5,302</u> 5,135	<u>5,568</u> 5,392	<u>5,735</u> 5,554	<u>5,906</u> 5,720	<u>6,202</u> 6,006
SERGEANT	<u>5,836</u> 5,652	<u>6,128</u> 5,935	<u>6,434</u> 6,234	<u>6,628</u> 6,419	<u>6,826</u> 6,611	<u>7,167</u> 6,941

SALARY SCHEDULE
July 1, 2021 - June 30, 2022
NON-REPRESENTED EMPLOYEES MANAGEMENT
(1.25% COLA)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,096	4,302	4,517	4,653	4,793	
ACCOUNTING SUPERVISOR	4,506	4,733	4,968	5,118	5,272	
ASSOCIATE PLANNER	4,506	4,733	4,968	5,118	5,272	
ADMINISTRATIVE SERVICES MANAGER	5,150	5,407	5,678	5,848	6,024	
UTILITIES MANAGER OPERATIONS MANAGER	5,210	5,484	5,773	5,947	6,126	
STAFF ENGINEER	5,449	5,736	6,038	6,219	6,407	
LIBRARY DIRECTOR	5,544	5,835	6,141	6,326	6,516	
PUBLIC WORKS DIRECTOR	6,438	6,759	7,098	7,311	7,529	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,246	7,607	7,988	8,227	8,474	
FINANCE DIRECTOR	7,281	7,645	8,028	8,268	8,516	
CITY MANAGER	8,967	9,439	9,935	10,234	10,542	
POLICE CHIEF	7,781	8,170	8,578	8,836	9,101	
POLICE CAPTAIN	6,965	7,314	7,679	7,909	8,147	8,554
COMMUNICATIONS COMMANDER	4,890	5,135	5,392	5,554	5,720	6,006

RESOLUTION NO. 26 FOR 2022
EXHIBIT A

SERGEANT		5,652	5,935	6,231		6,419		6,611	6,941

RESOLUTION NO. 26 FOR 2022

A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED EMPLOYEES.

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

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

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

This Resolution hereby replaces Resolution No. 21 for 2021 and shall be effective July 1, 2022.

PASSED BY THE City Council and approved by the Mayor this 28th day of June 2022.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

RESOLUTION NO. 26 FOR 2022

EXHIBIT A

SALARY SCHEDULE

July 1, 2022 - June 30, 2023

NON-REPRESENTED EMPLOYEES MANAGEMENT

(3.25% COLA)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,230	4,442	4,664	4,805	4,949	
FINANCIAL OPERATIONS MANAGER	4,653	4,887	5,130	5,285	5,444	
ASSOCIATE PLANNER	4,653	4,887	5,130	5,285	5,444	
ADMINISTRATIVE SERVICES MANAGER	5,318	5,583	5,863	6,039	6,220	
UTILITIES MANAGER OPERATIONS MANAGER	5,380	5,663	5,961	6,141	6,326	
STAFF ENGINEER	5,627	5,923	6,235	6,422	6,616	
LIBRARY DIRECTOR	5,725	6,025	6,341	6,532	6,728	
PUBLIC WORKS DIRECTOR	6,648	6,979	7,329	7,549	7,774	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,482	7,855	8,248	8,495	8,750	
FINANCE DIRECTOR	7,518	7,894	8,289	8,537	8,793	
CITY MANAGER	10,000				12,500	
POLICE CHIEF	8,034	8,436	8,857	9,124	9,397	
POLICE CAPTAIN	7,192	7,552	7,929	8,167	8,412	8,833
COMMUNICATIONS COMMANDER	5,049	5,302	5,568	5,735	5,906	6,202
SERGEANT	5,836	6,128	6,434	6,628	6,826	7,167

RESOLUTION NO. 26 FOR 2022

EXHIBIT A

SALARY SCHEDULE

July 1, 2021 - June 30, 2022

NON-REPRESENTED EMPLOYEES MANAGEMENT

(1.25% COLA)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,096	4,302	4,517	4,653	4,793	
ACCOUNTING SUPERVISOR	4,506	4,733	4,968	5,118	5,272	
ASSOCIATE PLANNER	4,506	4,733	4,968	5,118	5,272	
ADMINISTRATIVE SERVICES MANAGER	5,150	5,407	5,678	5,848	6,024	
UTILITIES MANAGER OPERATIONS MANAGER	5,210	5,484	5,773	5,947	6,126	
STAFF ENGINEER	5,449	5,736	6,038	6,219	6,407	
LIBRARY DIRECTOR	5,544	5,835	6,141	6,326	6,516	
PUBLIC WORKS DIRECTOR	6,438	6,759	7,098	7,311	7,529	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,246	7,607	7,988	8,227	8,474	
FINANCE DIRECTOR	7,281	7,645	8,028	8,268	8,516	
CITY MANAGER	8,967	9,439	9,935	10,234	10,542	
POLICE CHIEF	7,781	8,170	8,578	8,836	9,101	
POLICE CAPTAIN	6,965	7,314	7,679	7,909	8,147	8,554
COMMUNICATIONS COMMANDER	4,890	5,135	5,392	5,554	5,720	6,006
SERGEANT	5,652	5,935	6,231	6,419	6,611	6,941



REQUEST FOR COUNCIL ACTION

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

Preferred Agenda: June 28, 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.

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.

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

GENERAL FEES	
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

City Recorder	
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**

FACILITY RENTAL FEES				
Conference Rooms				
HOURLY FEES	Ames	Santiam	Wiley	Council Chambers
During Operating Hours				
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
During Hours of Closure				
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
EQUIPMENT RENTAL RATES				
AV/IT System	\$20	\$20	\$20	\$20
Tables and Chairs	<i>Included</i>	<i>Included</i>	<i>Included</i>	Included
Keruig Coffee Machine & Pods (15 guest)	\$10	\$10	\$10	\$10
PA System	\$20	\$20	\$20	\$20
OTHER FEES AND DEPOSITS				
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>

ADDITIONAL FACILITIES	
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.

NAMING OF FACILITIES	
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**

COMMUNITY DEVELOPMENT FEES	
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
Temporary Recreation Vehicle Occupancy Permit	
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**

Park/Facility Use Processing Fees	
Racquetball Court City Resident Individual	\$50.00/year
Racquetball Court City Resident Household	\$75.00/year
Racquetball Court Non-City Resident Individual	\$75.00/year
Racquetball Court Non-City Resident Household	\$100.00/year
Racquetball Court Employee Only	No Fee
Racquetball Court Employee Household	\$25.00/year
Bandstand	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Outdoor Event Center (restricted usage)	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Gazebo	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Girl Scout Hut	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Weddle Bridge	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Equipment Rental	
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**

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

Manufactured Dwelling Permits	
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
Other Manufactured Dwelling Inspections	
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**

Demolition Permits	
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
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Solar Installation Speciality Code	
Engineered Systems Permit Fees: 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
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Grading Permits	
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
Grading Plan Review	
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
Other Grading Inspections	
Inspections outside of normal business hours under special circumstances with pre-arrangement - <u>Two Hour Minimum</u>	\$100.00 per hour
Inspections for which no fee is specifically indicated - <u>One Hour Minimum</u>	\$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**

Mechanical Permit Fees	
Residential Mechanical Permit	
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**

Other Mechanical Inspections	
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.
Commercial Mechanical Permit Fees	
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
Other Commercial Mechanical Inspection	
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**

Plumbing Permits	
Residential Plumbing Permit Fees	
Minimum Permit Fee	\$90.00
Plan Review, if required	30% of permit fee
Water Service/Building Sewer/Storm Sewer	
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
New One- and Two-Family Dwellings	
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
One- and Two-Family Continuous Loop/Multipurpose Fire Suppression System Permit as noted in OAR 918-050-0140	
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
Commercial Plumbing Permit	
Commercial, Industrial,	
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
Medical Gas Piping – Fee based upon value (Plan Review Required)	
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
Other Plumbing Inspection – Residential & Commercial	
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**

Manufactured Home and Mobile Home/RV Parks [1] OAR 918-600-0030	
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
Other Inspections	
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**

POLICE DEPARTMENT FEES	
Photo Copies	\$.25 per side
Public Fingerprinting Services (Two Cards)	
Residents	\$20.00
Non-Residents	\$30.00
Bicycle License per bicycle – current owner	\$2.00
Peddler License Applications	\$25.00
False Alarm Fees	
1st and 2nd Alarm	No Charge
3rd and 4th Alarm	\$25.00
5th and 6th Alarm	\$50.00
7th + Alarm	\$100.00
Reports and Recordings	
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
Evidence Recording (digital audio)	
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
Evidence Photographs	
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
Photograph Postage	
Postage per photo CD	\$5.00
Postage min to 10 printed pages	\$5.00
Per pages after 10	\$0.10
Record Checks	
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
License Investigations	
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
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LIBRARY SERVICES FEES	
Photocopies	
Black and white 8.5 X 11 (self service)	\$.15 per side
Color 8.5x11 (self service)	\$.50 per side
Overdue Library Materials	
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
Out of City Library Card	
Per household and/or single card per year issued	\$35.00

**2022 City of Sweet Home
Fee Schedule
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FINANCE DEPARTMENT	
Miscellaneous Service and Research Fees	
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

Water Service Fees	
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

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

**2022 City of Sweet Home
Fee Schedule
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PUBLIC WORKS FEES	
PW Permit Fees	
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.
Service Connections Inspection Fees (Typical of Residential & Small Commercial Construction)	
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
Infrastructure Inspection Fees (Typical of Subdivision and Large Commercial Construction)	
"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
Erosion Control Plan Review	
Parcel 10,000 sq. ft to 43,559 sq. ft (1 Acre)	\$50.00
Over 1 Acre w/o Erosion Control Certificate	\$75.00
Industrial Waste Pretreatment	
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
Bulk Water Service Fees	
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
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System Development Charges and Utility Assessments	
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
Water Service Site Installation by City	
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
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Engineering Document Plan Copies	
Size	Paper/Photo
18 X 24	2.50/5.00
24 X 36	4.00/8.00
36 X 48	8.00/16.00
Electronic Data Files	
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



2022 FEE SCHEDULE

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

GENERAL FEES	
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

City Recorder	
Filing Fee for declaration of candidacy for an elective pos	\$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 Privilege	\$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
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FACILITY RENTAL FEES				
Conference Rooms				
HOURLY FEES	Ames	Santiam	Wiley	Council Chambers
During Operating Hours				
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
During Hours of Closure				
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
EQUIPMENT RENTAL RATES				
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 guests)	\$10	\$10	\$10	\$10
PA System	\$20	\$20	\$20	\$20
OTHER FEES AND DEPOSITS				
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>

ADDITIONAL FACILITIES	
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.

NAMING OF FACILITIES	
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
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COMMUNITY DEVELOPMENT FEES	
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
Temporary Recreation Vehicle Occupancy Permit	
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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Park/Facility Use Processing Fees	
Racquetball Court City Resident Individual	\$50.00/year
Racquetball Court City Resident Household	\$75.00/year
Racquetball Court Non-City Resident Individual	\$75.00/year
Racquetball Court Non-City Resident Household	\$100.00/year
Racquetball Court Employee Only	No Fee
Racquetball Court Employee Household	\$25.00/year
Bandstand	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Outdoor Event Center (restricted usage)	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Gazebo	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Girl Scout Hut	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Weddle Bridge	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Equipment Rental	
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**

BUILDING PERMIT FEES	
Structural Permits	
Building Permit Fees: Permit fees are based on the value of construction as per the most current ICC Building Valuation Table.	
Total Value 1.00 to 500.00	\$50.00
Total Value 501.00 to 2,000.00	\$50.00 for the first \$500.00 plus \$2.52 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
Total Value 2,001.00 to 25,000.00	\$87.80 for the first \$2,000.00 plus \$10.08 for each additional \$100.00 or fraction thereof, to and including \$25,000.00
Total Value 25,001.00 to 50,000.00	\$319.64 for the first \$25,000.00 plus \$7.56 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
Total Value 50,001 to 100,000.00	\$508.64 for the first \$50,000.00 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 \$100,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof
Residential - 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
Other Structural Inspections	
Plan Review Fee	65% of the Building Permit Fee
Fire, Life, Safety Review	40% of the Building Permit Fee
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Re-Inspection Fee	\$50.00 per inspection
Additional Plan Review required by changes, additions, or revisions to approved plans - One Hour Minimum	\$65.00 per hour
Deferred Plans Submittal – Portions of a building design are allowed to be submitted separately. Does not apply to deferred permits. In addition to the project plan review fee based on total project value.	65% of the building permit fee calculated using the value of the particular deferred portion or portions of the project with a minimum fee of \$250.00 per deferral. Deferrals are defined by Plan Review Staff
Structural Investigation Fee: In addition to the permit fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees \$100.00 Minimum
Phased Permitting – Allows construction to begin on a portion or portions of a building before the construction documents 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 building permit fee not to exceed \$1,500.00.

**2022 City of Sweet Home
Fee Schedule
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3rd Party Plan Review per OAR 918-020-0090(3)(E) <i>(customer contracted)</i> – Administrative processing fee	10% of the building permit fee, maximum fee of \$250.00
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**2022 City of Sweet Home
Fee Schedule
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Manufactured Dwelling Permits	
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
Other Manufactured Dwelling Inspections	
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
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Demolition Permits	
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
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Solar Installation Speciality Code	
Engineered Systems Permit Fees: 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
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Grading Permits	
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
Grading Plan Review	
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
Other Grading Inspections	
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Re-Inspection Fee	\$50.00
Additional plan review required by changes, additions, or revisions to approved plans - One	\$65.00 per hour

**2022 City of Sweet Home
Fee Schedule
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Mechanical Permit Fees	
Residential Mechanical Permit	
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
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

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

Fuel piping system with 5 or more outlets	\$5.00 per outlet
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Other Mechanical Inspections	
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.
Commercial Mechanical Permit Fees	
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
Other Commercial Mechanical Inspection	
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**

Plumbing Permits	
Residential Plumbing Permit Fees	
Minimum Permit Fee	\$90.00
Plan Review, if required	30% of permit fee
Water Service/Building Sewer/Storm Sewer	
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
New One- and Two-Family Dwellings	
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
One- and Two-Family Continuous Loop/Multipurpose Fire Suppression System Permit as noted in OAR 918-050-0140	
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
Commercial Plumbing Permit	
Commercial, Industrial,	
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
Fee	\$80.00
Pressure reducing valve	\$25.00
Fixture cap	\$25.00
Man holes	\$25.00
Catch basin or area drain	\$25.00

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

Absorption valve	\$25.00
Bath tub/shower/shower pan	\$25.00
Clothes washer	\$25.00
Dishwasher	\$25.00
Drinking fountain	\$25.00
Expansion tank	\$25.00
Fixture cap	\$25.00
Floor or roof drain / floor sink / hub	\$25.00
Garbage disposal	\$25.00
Hose Bib	\$25.00
Ice maker	\$25.00
Interceptor / grease trap	\$25.00
Laundry tray	\$25.00
Sink / basin / lavatory	\$25.00
Trap primer	\$25.00
Water closet / urinal	\$25.00
Water heater	\$25.00
Other fixture	\$25.00
Backflow Preventer/Backflow Valve	\$80.00
Plan Review, if required	30% of Permit Fee
Manufactured Dwelling Parks/RV Parks – Per Space/Site Fee	\$70.00
Medical Gas Piping – Fee based upon value (Plan Review Required)	
Valuation \$1.00 - \$2,000.00	\$75.00
Valuation \$2,001.00 - \$25,000.00	additional \$1,000 or fraction thereof, to and including \$25,000.00
Valuation \$25,001.00 - \$50,000.00	additional \$1,000 or fraction thereof, to and including \$50,000.00
Valuation \$50,001.00 - \$100,000.00	\$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
Other Plumbing Inspection – Residential & Commercial	
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**

Manufactured Home and Mobile Home/RV Parks [1] OAR 918-600-0030	
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
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
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
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
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
Other Inspections	
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.

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

Plan Review fee is 65% of permit fee.

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

POLICE DEPARTMENT FEES	
Photo Copies	\$.25 per side
Public Fingerprinting Services (Two Cards)	
Residents	\$20.00
Non-Residents	\$30.00
Bicycle License per bicycle – current owner	\$2.00
Peddler License Applications	\$25.00
False Alarm Fees	
1st and 2nd Alarm	No Charge
3rd and 4th Alarm	\$25.00
5th and 6th Alarm	\$50.00
7th + Alarm	\$100.00
Reports and Recordings	
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
Evidence Recording (digital audio)	
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
Evidence Photographs	
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
Photograph Postage	
Postage per photo CD	\$5.00
Postage min to 10 printed pages	\$5.00
Per pages after 10	\$0.10
Record Checks	
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
License Investigations	
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**

LIBRARY SERVICES FEES	
Photocopies	
Black and white 8.5 X 11 (self service)	\$.15 per side
Color 8.5x11 (self service)	\$.50 per side
Overdue Library Materials	
Lost Library Card Replacement Fee	\$3.00
Lost/Destroyed Library Materials	Actual replacement cost plus \$5.00 processing fee
Out of City Library Card	
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**

FINANCE DEPARTMENT	
Miscellaneous Service and Research Fees	
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

Water Service Fees	
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 on 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

User Rates for City Storm Drainage System	
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**

PUBLIC WORKS FEES	
PW Permit Fees	
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:	Agreements.
Service Connections Inspection Fees (Typical of Residential & Small Commercial Construction)	
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	\$10.00
Storm drainage connection to culvert or pipe	\$30.00
Infrastructure Inspection Fees (Typical of Subdivision and Large Commercial Construction)	
"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
Erosion Control Plan Review	
Parcel 10,000 sq. ft to 43,559 sq. ft (1 Acre)	\$50.00
Over 1 Acre w/o Erosion Control Certificate	\$75.00
Industrial Waste Pretreatment	
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
Bulk Water Service Fees	
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**

System Development Charges and Utility Assessments	
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-	
Transportation SDC	Specific Project Calculation
Stormwater SDC	Specific Project Calculation
Parks SDC	Specific Project Calculation
Water Service Site Installation by City	
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

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

Water Service Installation by City, Custom Non-standard Installation, various meter sizes	Time and Materials
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**2022 City of Sweet Home
 Fee Schedule
 Resolution No. 20 for 2022 - Exhibit 1**

Engineering Document Plan Copies	
Size	Paper/Photo
18 X 24	2.50/5.00
24 X 36	4.00/8.00
36 X 48	8.00/16.00
Electronic Data Files	
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

Title: Request for Council Action – Rural Development Initiative Leadership Program

Preferred Agenda: June 28, 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: Type Code/Policy Here

Towards Council Goal: Economic Strength 3. Collaborate with regional partners

Attachments: RDI Leadership

Purpose of this RCA:

Council directive regarding continued support of the Rural Development Initiative Leadership Programs.

Background/Context:

Rural Development Initiatives (RDI) is a regional rural development hub organization working hand in hand with communities to strengthen rural people, places, and economies in the Pacific Northwest.

The Rural Development Initiatives Program (RDI) has been delivering leadership development programs since 2003 and many of Sweet Home’s community have been participants. In 2019, RDI began a program, in collaboration with the City, for youth using the same program format. 13 Sweet Home students gained valuable skills and were heavily involved in leadership opportunities in schools, churches and around the community.

Rural communities throughout our region have knowledgeable and skilled leaders who work together to make a difference across the Pacific Northwest. RDI works to make sure rural places can continue to grow by partnering with communities to train and mentor emerging leaders. RDI’s Rural Community Leadership Program has reached more than 350 communities and 9,000 people throughout the Pacific Northwest.

The Challenge/Problem:

Allocation of funds to support leadership programs in Sweet Home.

Stakeholders:

- Community – RDI Programs train rural leaders to build community and create community vitality

- Staff – Several staff members have completed leadership training through RDI, building skills and strengthening the organization.
- Council – Understanding the state of rural leadership development around the nation and supporting local efforts.

Issues and Financial Impacts:

The Executive Department budget continues funding that could be used toward support of Rural Development Initiatives Programs.

Elements of a Stable Solution:

Community leadership development in rural communities is foundational to their efforts to create vital places, as without skilled leaders, rural towns can find it difficult to reach consensus about local priorities and agree on how to move forward.

Options:

1. Option #1 – Do nothing.
2. Option #2– Make a motion to approve the allocation of \$20,000 in support of Rural Sweet Home Community Youth Leadership Program.
3. Option #3– Make a motion to approve the allocation of \$20,000 in support of the Sweet Home Combined Community Leadership Program.

Recommendation:

1. Option #3– Make a motion to approve the allocation of \$20,000 in support of the Sweet Home Combined Community Leadership Program.

RURAL COMMUNITY LEADERSHIP

The foundation to grow rural vitality

The purpose of the Rural Community Leadership (RCL) program is to train and connect a critical mass of emerging and existing local leaders within Pacific Northwest rural communities. We do so in ways that encourage involvement, collaboration, and collective action while building fundamental skills.

RDI's leadership program has created the largest known network of rural leaders in the country. Our Oregon efforts served 88 rural community hubs and resulted in 8,000 graduates. Since 2016, our efforts in Washington State include 29 classes in 6 regions, 14,000 volunteer hours, 700 graduates, 29 completed projects, and \$145,000 worth of grants to communities.

RCL program participants report:

- Their volunteerism increased nearly four-fold and sustained over 7 years
- 92% indicated working more effectively in teams
- 90% expanded their network and resources
- 89% increased their appreciation of community assets
- 85% reported classes helped them create a better future for their community
- Most described participation as "life changing"

"In this course I learned so much, I became convinced that a person can grow a concept into a team effort to help their community!"

~ Rural Community Leadership Program Participant

Each cohort consists of a diverse mix of existing and emerging leaders. An ideal candidate is someone who is looking to...

- **Make a Difference:** Those who have desire to serve their rural community
- **Expand Skills:** Those who are working toward cultivating and expanding their leadership skills to advance within their school or personal lives
- **Get Connected:** Those who would like to get connected to others outside of their present circles



"The moment you educate someone... a spark of understanding flashes in their eye. They become invested and responsible. They realize that they have the power to do something to help our community. And if we are lucky, that spark is just the beginning to bigger and greater things." ~ Rural Community Leadership Program Participant



Rural Community Leadership Training

RDI delivers a proven training to engage a new and diverse generation with the skills and confidence to work alongside others in their community. RCL invests in shaping leaders, increasing engagement, and creating local networks of positive and productive people.

Single Cohort Budget: \$60,000

Sustained Rural Community Leadership Program

RDI co-delivers the Rural Community Leadership Program alongside local leaders; aspiring to provide a deeply rooted, locally led, and lasting program for each community in which we work.

Below is a strategy and timeline to reach this sustainability goal:



3-Cohort Budget: Cohort 1: \$60,00 | Cohort 2: \$45,000 | Cohort 3: \$35,000

Past the initial 3-year approach RDI will stay connected to the community by providing licensed curriculum, trainer development and coaching, as well as communication to the network of leaders about opportunities. The estimated cost to deliver the leadership program on an ongoing basis is \$35,000.

While there is no participate fee in the program we do ask that participants commit time to all training sessions and collaborative teamwork.

Custom Leadership Program:

With community leaders, RDI co-creates custom programs to serve the unique needs of each community.

Custom Budget: Varies, starting at \$5,000



Sweet Home Community/Youth Leadership Program

RDI delivers a proven training to engage a new and diverse generation with the skills and confidence to work alongside others in their community for the community of Sweet Home, Oregon. Below is a proposed budget to reach sustained community leadership in 3 cohorts.

During the community development stage, RDI will build community resources, stakeholders, funders, and partners to ensure the sustainability of the program. Along with recruiting, training, and coaching a local trainer to be a Program Champion. Additionally, during the community development stage RDI will implement a recruitment strategy for the first community cohort for Fall of 2023.

	Community Dev.	Comm. Cohort	Youth Cohort	Comm. Cohort	Initial Program
	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	
	Winter 2022/23	Fall 2023	Spring 2024	Fall 2024	
Program Cost	\$20,000	\$45,000	\$30,000	\$35,000	\$95,000
Revenue					
City of Sweet Home	\$20,000	\$20,000	\$20,000	\$15,000	\$60,000
Philanthropic Partners	\$0	\$20,000	\$10,000	\$5,000	\$30,000
Local Sponsors & Match	\$0	\$5,000	\$10,000	\$15,000	\$15,000
Local Funding Partners	\$0	\$7,500	\$10,000	\$15,000	\$17,500
Participant Fundraising	\$0	\$2,500	\$0	\$2,500	\$2,500
	\$20,000	\$55,000	\$50,000	\$52,500	\$125,000
<i>Community Leadership Fund</i>	\$0	\$10,000	\$20,000	\$17,500	\$47,500

Sweet Home Combined Community Leadership Program

RDI has customized a combined program that delivers a Sweet Home Community and Youth program concurrently. The community development stage is vital to the success in creating a foundation for the community trainings. The concurrent Community and Youth Leadership trainings will be delivered in Fall of 2023.

	Community Dev.	Combined	Combined	Initial Program
	FY 2022/23	FY 2023/24	FY 2024/25	
	Winter 2022/23	Fall 2023	Fall 2024	
Program Cost	\$20,000	\$60,000	\$60,000	\$140,000
Revenue				\$0
City of Sweet Home	\$20,000	\$20,000	\$20,000	\$60,000
Philanthropic Partners	\$0	\$40,000	\$20,000	\$60,000
Local Sponsors & Match	\$0	\$10,000	\$20,000	\$30,000
Local Funding Partners	\$0	\$7,500	\$7,500	\$15,000
Participant Fundraising	\$0	\$2,500	\$2,500	\$5,000
	\$20,000	\$80,000	\$70,000	\$100,000
<i>Community Leadership Fund</i>	\$0	\$20,000	\$10,000	\$30,000



Community Outcomes and Roles:

The Rural Community Leadership Program focuses on four outcomes:

- Increased community engagement to benefit existing organizations and groups
- Increased collaboration, communication, and connection between leaders across the county
- Increased investment in local priorities and projects
- The development of a community leadership team to locally manage and direct the ongoing program

The community roles:

Program Champions ensure that the program is well connected to the community and help to recruit participants and other community roles throughout the program.

Local Sponsors and Funders: Sponsors/Match partners provide a cash match that ultimately will be returned to local businesses through catering, lodging, childcare, and other supply needs.

Leadership Program Coordinator(s): Serves as a community liaison to RDI; this may be an existing organization/group or a new group may form to fill this role.

Delivery Partners: Program partner organizations or volunteers who learn the curriculum, bring local perspective, and practice training and facilitation skills. Delivery Partners are vital to the long-term sustainability of the program.

Other Community Needs/Roles: Host venue, local caterers, childcare providers, language or cultural liaisons.

“I have been involved in a number of community initiatives led by RDI graduates. I am leading one now. I think we are on the brink of transformation.” -RDI Program Participant

"Dare I say that if they were a rainbow, I'd be heading to one end with a bucket, that's how valuable their work is." -RDI Program Participant



About Rural Development Initiatives

Mission Statement

RDI strengthens rural people, places, and economies in the Pacific Northwest.

RDI provides on-the-ground leadership development and adaptive technical assistance as communities imagine new possibilities, face new challenges, and diversify their economies. RDI is a trusted rural resource and our broader mission compels us to effect systems-level change. This emerging work aims to increase rural influence on policy, and create value around the cultural and economic interdependence of rural and urban.

Who We Serve

RDI serves small towns and rural communities and their residents primarily in Oregon, Washington, California, and Idaho, with a special focus on community hubs where we have built capacity through our leadership programs.

A Taste of our Services



Regards to Rural Conference

The Regards to Rural conference brings together industry experts in leadership development, community building, economic development, and rural life along with the rural community members RDI works with every day.

Ready Set Grant: Grant Writing Workshop Series

During four intensive sessions, participants actively work on elements of grant proposals. Skills are further developed with homework assignments between sessions. Through the program, participants network with other local grant writers and build relationships for future work.

Pasos al Éxito (Steps to Success)

Pasos al Éxito is a two-year financial literacy and microenterprise development program delivered bilingually in English and Spanish. The program supports building the entrepreneurial capacity of rural Latino participants in three ways: training in personal and business finance, instruction in starting a small business, and access to support and resources as participants take their first steps toward success.



And more!





Public Works Department

City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386
541-367-6359
Fax 541-367-7592
www.sweethomeor.gov

June 14, 2022

Ms. Priscilla Woolverton
Upper Willamette TMDL Basin Coordinator
Oregon DEQ Western Region
165 E 7th Avenue, Suite 100
Eugene OR 97401

Re: City of Sweet Home – Submitted TMDL Implementation: Annual Report for 2021-2022

Dear Ms. Woolverton,

The City of Sweet Home is pleased to submit our Annual Report for 2022. The City was able to complete some major projects such as the SDC Fee update, stormwater user fee update, and purchase of a new street sweeper.

Should you have any questions, or comments, please contact us at (541) 367-6359.

Sincerely,


Greg Springman
Public Works Director

Cc: Christy Wurster, City Manager Pro Tem

delivered via email



TMDL Implementation Plan 2018-2023: Annual Report for 2021

City of Sweet Home, Linn County, Oregon

Receiving Waters: Ames Creek, Wiley Creek, South Santiam River

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Introduction

The purpose of this report is to update DEQ on progress the City made on the strategies identified in our TMDL Implementation Plan during the May 1, 2021 – April 30, 2022 reporting period. The following pages are taken directly from our TMDL Implementation Plan 2018-2023 with a description of the current status added to each strategy.

The Community & Economic Development Department (CEDD) and the Public Works Department (PW) jointly implement the City’s TMDL strategies. Staff workload capacity continues to be a limiting factor in achieving some of our administrative implementation measures. Despite this, we are pleased to report that we made progress on several major strategies during the reporting period including the Stormwater Master Plan update and the development code update.

Staff capacity has been identified as the limiting factor to implementing many projects since 2018. Staff continues to present these needs to administration and City Council, however the City’s permanent tax rate is extraordinarily low compared to nearly any other jurisdiction, and state law prevents further increases in our permanent rate. City Council is also unwilling to

impose additional financial burden to the residents at this time. This results in an extremely tight General Fund, which severely limits the options available to CEDD. Public Works operations have also suffered from staff turnover and difficulty recruiting candidates in a market favorable to applicants. Sweet Home can't compete with the higher wages offered in neighboring jurisdictions or the private sector, and has had very few applicants for recent openings.

City Council has expressed a willingness to consider a stormwater rate adjustment following completion of the Stormwater Master Plan update and its associated capital improvement recommendations.

1.0 Strategies for reducing Temperature Pollution

“In both urban and rural areas, increased solar radiation can result from removal of riparian (streamside) vegetation which reduces the amount of shade over the water and increases stream temperature.” (source: [Oregon DEQ Pollution Control Tools and Programs](#))

1.1 Temperature Source: Solar radiation input

Strategy: Protect existing riparian vegetation on private properties.
How: Enforce riparian protection overlay and protection requirements in City of Sweet Home Development Code.
Measure: Track and document number of building permits, violations, and variances in protected areas. Track acres of protected area lost to approved variances.
Timeline: Ongoing; annual review
Benchmark: Strategy is in effect & ongoing.
Funding: Community & Economic Development Department
Status: There were no riparian variance requests in 2021. No riparian area was lost.

Strategy: Promote voluntary actions for protection and restoration of privately owned river front properties.
How: Use GIS to identify properties that visually lack native riparian vegetation and target those areas for outreach. Identify projects within the City that would be of interest to the South Santiam Watershed Council (SSWC). Reach out to SSWC to re-establish/enhance atrophied business relationships and connect SSWC with property owners where restoration would be beneficial. Work with SSWC and/or other conservation organization to identify a collaborative project. Comprehensive Plan Chapter 7, Policy #12, pg. 48. Distribute an informational brochure that provides information on the City's code requirements for development in riparian areas with development permits.
Measure: Provide property owners with SSWC information and natural resources code requirements with development permits. Track the number of restoration project proposals submitted. Document number of restoration projects with SSWC and landowners.

Timeline: Be involved with and provide support for at least one riparian project by 2025.

Benchmark: Year 1: Meet with WSC to identify potential projects; prioritize project list and identify how City may be able to support or facilitate priority project(s).
 Year 2: Determine funding needs for project(s) and identify funding sources; may include applying for a grant
 Years 3-5: Implement project

Funding: Community & Economic Development Department

Status: CEDD provides the riparian code with the building permit packet as needed. The City reached out to the WSC in fall of 2021 but the WSC functions have been severely limited due to the pandemic and they have no immediate projects planned.

Staff capacity in CEDD continues to be a limiting factor. Administration is reluctant to increase staff capacity or funding in this area until the new SWMP is complete (described later in this report).

Strategy: Develop and implement a riparian vegetation plan for Sankey Park.

How: Develop a plan of priority projects that takes into account protection of riparian vegetation, public access and enjoyment of natural resources in the park, and safety concerns of Police and Code Enforcement.

Measure: Develop a riparian maintenance plan. Restore native riparian vegetation by removing invasive species (esp. blackberries) and replanting native vegetation. Track labor hours to restore and maintain riparian areas. Track area of treatment (sq ft or acres). Document outreach and coordination with SSWC youth watershed group and the high school to utilize student volunteers/class projects for planting & maintenance projects.

Timeline: Initiated in 2018; ongoing
 Year 1-2: Develop priority list of projects sites and timeline for implementation.
 Years 3-5: Implement priority restoration projects.

Benchmark: 2021-22 Identify existing plant species on Ames Creek through Sankey Park so we can identify & prioritize areas needing restoration. Collaborate interdepartmentally to develop a riparian maintenance plan.
 Annual maintenance of restored riparian areas at City parks.

Funding: Community & Economic Development Department and Parks fund

Status: The riparian vegetation management plan has been deferred because CEDD is working on an updated wetland delineation for Sankey Park. Previous quotes for the wetland delineation and a FEMA Letter of Map Amendment were approximately \$30k. Neither the stormwater fund or the parks fund has enough budget for this project. The bulk of our stormwater fund has been committed to the Stormwater Master Plan Update. We are continuing to save up the needed funds for the wetland delineation.

The COVID-19 pandemic prevented us from conducting our annual volunteer park cleanup project in 2021. The annual cleanup event resumed in May 2022, which is outside the reporting period.

PW Maintenance spent approximately 30 labor hours maintaining 50,000 sf of Ames Creek riparian area at Sankey Park (1000 linear feet along creek) which had invasive species removed in 2018.

1.2 Temperature Source: Wastewater Treatment Plant Discharge

Strategy: Maintain effluent low temperatures.
How: Maintain compliance with NPDS permit #101657 requirements.
Measure: Monitor effluent and river temperatures as a condition of the DEQ discharge permit.
Timeline: Ongoing.
Benchmark: Provide documentation showing that effluent complies with permitted limits.
Funding: Wastewater Enterprise fund.
Status: The City's wastewater effluent temperature complies with our NPDES permit.

2.0 Strategies for reducing Bacteria Pollution

“Sources of bacteria include discharges of untreated or poorly treated sewage resulting from malfunctions or overflows, and runoff that carries feces from pets or wildlife.” (source: [Oregon DEQ Pollution Control Tools and Programs](#))

2.1 Bacteria Source: Wastewater Treatment Plant Discharge

Strategy: Maintain effluent low bacteria levels.
How: Maintain compliance with NPDES permit #101657 requirements.
Measure: Monitor effluent bacteria levels as a condition of DEQ discharge permit.
Timeline: Monitoring in progress & ongoing. WWTP capacity improvement engineering began 2018; construction anticipated 2020-2022.
Benchmark: Provide documentation showing that effluent complies with permitted limits. WWTP scheduled for capacity improvement project.
Funding: Wastewater Enterprise fund.
Status: The City's wastewater effluent bacteria level complies with our NPDES permit. The WWTP Upgrade Project in final design and has been split into two construction phases to meet funding source deadlines. Phase 1 construction is expected fall 2022 through summer 2023. Phase 2 construction is expected summer 2023 through summer 2025. Construction observation will increase staff workload by 1 FTE and this position will be funded through the project budget.

The City terminated contract plant operations and began in-house operations on July 1, 2021. We have successfully implemented several equipment repairs and process improvements, and it is estimated that in-house operations will save \$100-200k annually in the water and wastewater funds compared to the contract operations expense. We also hope that this greater level of control will allow us to mitigate the number and/or severity of overflow events resulting from storm events and equipment failure, until the plant improvements project is complete.

2.2 Bacteria Source: Sediments entering City stormwater collection system

<u>Strategy:</u>	Gauge public perception of stormwater issues and raise awareness of actions that individuals can take to minimize stormwater impacts.
How:	Publish educational materials in the local newspaper and City publications. Update website and/or Facebook page with information or links related to protection of surface water and drinking water, photos of volunteers, etc. Send informational inserts with water bills. Invite the public to share their opinions on stormwater issues using a variety of data gathering methods to reach multiple demographics. Use public opinion results to strategize educational efforts.
Measure:	Track publication of educational materials.
Timeline:	Gauge public perception of stormwater issues every 5 years beginning 2023. Update or re-evaluate website content annually. Add educational materials to Facebook page and bill mailing inserts, annually. Identify newsworthy information for publication in local newspaper, ongoing as opportunities arise.
Benchmark:	2020 Begin adding educational materials to City website and Facebook page. Establish internal procedure for sending bill inserts. 2023 Develop a locally appropriate method to gauge public perception across multiple demographics and implement it.
Funding:	Stormwater fund
Status:	Staff reviewed the stormwater webpage after last year's updates and found it satisfactory. No updates were made.
	 We have established an interdepartmental procedure for running bill stuffers. We incorporated a public stormwater survey in our public engagement process for the Stormwater Master Plan Update. Consultant engineers and City staff drafted a survey form which included benchmark questions about public perceptions, conducted the survey via two public meetings on April 13 and on the City website for approximately a month, and received 23 responses.
<u>Strategy:</u>	Install pet waste stations.
How:	Install pet waste bag stations in City parks.
Measure:	Complete installation and document use of bags.
Timeline:	Installation 2019. Maintenance of bag stations to be ongoing.
Benchmark:	Purchase and install bag stations.

Funding: Parks and Stormwater funds
Status: PW maintained six pet waste stations, one at each of six City parks.
Approximately 6400 pet waste bags were used during the reporting period.

Strategy: Install “This drain goes to stream” catch basin stickers.
How: Install “This drain goes to stream” stickers on about 450 remaining unmarked City catch basins. About 450 stickers were installed previously and many have gone missing or been damaged. Begin maintenance program to replace damaged/lost stickers by incorporating it with the catch basin inspection & maintenance. Coordinate volunteer efforts to install new stickers with local groups such as SSWC youth watershed group, Scouts, etc.

Measure: Approximately 100-200 stickers installed per year until all catch basins are marked and then maintain as needed for replacement.

Timeline: Incorporate sticker maintenance with catch basin inspection beginning 2019. Target completion for installation is 2024.

Benchmark: Establish annual sticker maintenance in conjunction with catch basin inspection & maintenance.
Contact local groups such as SSWC, Scouts, etc. that may be interested in volunteer project to install new stickers.

Funding: Stormwater fund
Status: PW maintenance staff incorporate sticker installation & replacement with the routine catch basin inspection & maintenance program. The catch basin maintenance program has been chronically understaffed due to staff turnover and vacancies. The stormwater maintenance program suffered another long-term vacancy in 2021 which has now been filled. Stormwater maintenance tasks have also been transferred from the collections crew to the streets crew, which we hope will provide for more stable staffing levels. Approximately 12 catch basins were inspected/cleaned/repared, which already had fish stickers. No new stickers were installed in the reporting period.

Strategy: Cleaning streets and drainage collection systems.
How: Maintain a budget and a schedule for street and catch basin cleaning. Perform ditch cleaning, catch basin cleaning, and street sweeping.
Catch basin inspections target is biennial. Ditch cleaning is as needed.
Street sweeping target is once per month in residential areas and once per week in business core.

Measure: Track miles swept, feet of ditch cleaned, and number of catch basins cleaned.

Timeline: Ongoing annually.

Benchmark: Continue sweeping & cleaning programs. Construct new paved dumpsite at Public Works facility in 2020.

Funding: Streets and Stormwater funds

Status: The stormwater maintenance program suffered another long-term vacancy in 2021 which has now been filled. Stormwater maintenance tasks have also been

transferred from the collections crew to the streets crew, which we hope will provide for more stable staffing levels.

We swept approximately 1200 miles. We cleaned approximately 2500 ft of ditches. We spent approximately 180 hours inspecting, cleaning, and repairing approximately 12 catch basins and approximately 1400 ft of storm conveyance pipe. Most of this time went toward cleaning a significant blockage on a major conveyance pipe, which together with the reduced staffing level, necessitated deferral of routine catch basin inspections.

Strategy: Fall leaf collection program.

How: Curbside collection of customer leaf piles in right-of-way on specified schedule.

Measure: Track annual loads/yards of leaves collected through the season.

Timeline: Begin 2018. To be ongoing annually.

Benchmark: 2018 Begin new program. Educate public on proper location of leaf piles.

Program is by call-in appointment.

~~2019 Develop routes and maps, educate public on collection schedule.~~

Funding: Streets, Parks, and Stormwater funds.

Status: This was the fourth year of the fall leaf collection program. Public reception continued to be very positive. There were 320 leaf collection visits and 1500 cubic yards of leaves collected. We will continue running the program on a call-in basis since it's working so well, instead of developing routes.

3.0 Strategies for reducing Mercury Pollution

“Mercury is a potent neurotoxin that can cause damage to the brain and nervous system. Primary sources of mercury in the Willamette Basin are associated with nonpoint sources, namely the erosion of soils containing mercury and runoff from atmospherically-deposited mercury.” (source: [Oregon DEQ Pollution Control Tools and Programs](#))

3.1 Mercury Source: Sediments entering City stormwater collection system

Strategy: Decrease sedimentation and erosion from construction and new and re-development.

How: Work with Building Program and developers to ensure erosion control. Erosion control permit inspection & enforcement on impacted areas of 10,000 sf or more as per SHMC 13.06.030.

Include erosion control fact sheet in permit application packets for commercial and large residential projects.

Encourage developers to use Low Impact Development (LID) for stormwater infiltration and erosion control; eg. grassy swales, etc.

Require developers to provide confirmation of 1200-C permit for projects over 1 acre prior to issuing development permits.

Measure: Number of City erosion control permits issued under SHMC 13.06.030 and number of inspections/enforcement actions.
 Number of 1200-C permits confirmed.
 Building permit packets to include an erosion control fact sheet.

Timeline: Erosion control permits & construction inspections are in place. Fact sheet and LID information on City website to be included beginning 2020-21.

Benchmark: Find or create a locally appropriate erosion control fact sheet. Include it in building permit packet and post it to the City website.
 Promote LID on City website & refer developers to website.

Funding: Community & Economic Development Department and Public Works

Status: Staff confirmed online with the DEQ website that there appears to be 6 permits 1200-C permits issued by ORDEQ within the City Limits. A few of these may be outside the May 2021 and April 2022 time frame because the website had data search query errors.

Staff capacity in both CEDD and PW have continued to be the limiting factor on updating the building permit packet. A surge in construction activity has caused significant increases in workload, but administration has been unable to secure a funding source to increase staff capacity. We believe combining this strategy with the Stormwater Master Plan update and development code updates currently underway will provide for labor efficiencies and enable us to incorporate a best practices fact sheet into permit packets in 2022.

Strategy: Update development standards to protect water quality.

How: Update the City's Stormwater Master Plan (SWMP) and City codes to include water quality protection considerations and priorities. Update & modernize stormwater detention standard for development/redevelopment projects including clarifying the definition of qualifying projects and the design storm to be used.

Measure: City Council adopts updated SWMP. City Council adopts updated municipal codes.

Timeline: 2020 begin audit, 2023 adopt new plan & codes.

Benchmark: 2020 Audit stormwater code for necessary updates. 2021-2022 Retain a consultant to assist with code and SWMP updates. Evaluate DEQ's offered "Template for LID Stormwater Manual for Western Oregon" for local use. Review example codes and draft proposal language based on internal review and public comment.
 2023 City Council adopts revised codes after public process. Conduct public outreach/education about new codes.

Funding: Funding will be needed to retain a consultant for the Stormwater Master Plan update. City code update may also require funding for a consultant if staff resources prove insufficient.

Status: On May 11, 2021 City Council approved a stormwater rate increase from \$1/month to \$3/month. This is a major step toward our stormwater utility becoming financially solvent.

The SDC Update project is complete.

The Stormwater Master Plan Update is underway. Consultant engineers have conducted a public input survey and are creating a stormwater system model to identify necessary improvements. The SWMP update scope includes a review of stormwater regulations regarding water quality to identify tasks that can be incorporated into the long-term stormwater system management strategy.

The development code update is underway. Throughout the reporting period the Planning Commission reviewed the proposed overhaul of the development code monthly. It is expected they will make a recommendation with minor adjustments to the City Council in June 2022.

Strategy: See above strategy for Bacteria: Gauge public perception of stormwater issues and raise awareness of actions that individuals can take to minimize stormwater impacts.

Strategy: See above strategy for Bacteria: Cleaning streets and drainage collection systems.

4.0 Strategies for all pollutants

Strategy: Staff training on routine maintenance activities to protect water quality.
How: Conduct annual staff training on stormwater protection as it relates to Public Works field activities such as dechlorinating water flushed from hydrants, vehicle maintenance, what to do if they find an illicit discharge, etc.
Measure: Record training dates and topics.
Timeline: 2020 Incorporate stormwater into training topics rotation and conduct annually.
Benchmark: 2019 Develop stormwater training session content relevant to Public Works activities.
Funding: Public Works
Status: We conducted on-the-job tailgate training with several new hires as needed for the task of the day, including proper dechlorination procedures when flushing hydrants, confined space entry for catch basin cleaning, operator training for pipe CCTV and cleaning equipment, street sweeping, and dumping of sweepings.

Strategy: City Council update of TMDL Program. Implementation Plan and annual report or five year review are presented to Council at least annually.
How: Present 5-year Implementation Plan or Annual Report to City Council annually.
Measure: City Council meeting minutes document presentation.
Timeline: Begin 2019 and continue annually.

Benchmark: Set up a recurring Council agenda item/reminder to present TMDL Plan or Report each year.
Funding: Administration and Public Works
Status: Staff last presented the annual report to City Council on March 23, 2021 along with a heads-up that there is a new mercury rule which may increase our required actions. This annual report will be presented to City Council at the next meeting on June 28, 2022.

Strategy: Investigate and resolve illicit discharges.
How: Respond to call-in reports from citizens. Inspect for illicit substances during catch basin inspections. Follow up on suspected violations with site visits and property owner contact as needed.
Measure: Track number of illicit discharge complaints, follow-up actions/ investigations. Update city code to address discharge violations as part of previous strategy "Update Stormwater Master Plan and City codes to protect water quality."
Timeline: Reports of illicit discharges are investigated upon receipt. Update code by 2023.
Benchmark: On catch basin work order form add a comment line for illicit substance notes. Additional benchmarks same as previous strategy "Update Stormwater Master Plan and City codes to protect water quality."
Funding: Stormwater fund
Status: There were no illicit discharge complaints in the reporting period.

Strategy: Maintain up-to-date stormwater system map.
How: Use GIS or other software/ program to publish a stormwater system map that can be updated as needed.
Measure: Completion of updated system map.
Timeline: Ongoing.
Benchmark: Updated Map.
Funding: Stormwater fund
Status: Updates to the stormwater map have been made to correct spatial inaccuracies and add missing features, ongoing as discovered. Consultant engineers are also updating the GIS with collected survey data at strategic locations and using it to create a stormwater system model as part of the Stormwater Master Plan update.



REQUEST FOR COUNCIL ACTION

Title: Information Only – 2023 Legislative Priorities for the League of Oregon Cities (LOC)

Preferred Agenda: June 28, 2022 (Information Only)
July 12, 2022 (Request for Council Action)

Submitted By: Julie Fisher, Administrative Services Manger

Reviewed By: Christy Wurster, City Manager Pro Tem

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

Relevant Code/Policy: Type Code/Policy Here

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

Attachments: 2023 Legislative Priorities Ballot

Purpose of this RCA:

Identify Council prioritization of legislative priorities helps focus LOC’s efforts broadly on behalf of Oregon Cities.

Background/Context:

The League of Oregon Cities (LOC) is a primary resource to advocate for City government and allow municipalities to remain current on legislative efforts at the State level. This prioritization exercise is one of the early tools used to organize statewide efforts of LOC, and to help give voice to small to mid-size cities that may otherwise not have legislative influence. LOC provides a host of resources to staff including updates, sample policies, education and training, and updates on proposed legislation along with analysis of how legislation will affect local governments and communities.

The Challenge/Problem:

Prior to each State Legislative Session, the League of Oregon Cities (LOC) seeks input from member cities to help develop their priorities for the upcoming session. LOC has supplied a list of key priorities identified through their Policy Committee work around the state. They ask that member cities review and recommend their top four issues to help form their Legislative Agenda for 2023, and ensure their priorities reflect the collective priorities of their membership. A response is due to LOC no later than August 5, 2022.

Stakeholders:

- City of Sweet Home – legislative actions can provide a host of services such as broadband, mental health services, and recovery strategies for small business, all effect our community to ensure those in need receive the help they require.
- City Council – legislative efforts can aid the Council in their adopted goals

Issues and Financial Impacts:

The City pays membership dues to the League of Oregon Cities for a variety of benefits including training, advocacy, and access to resources, publications, and information specifically designed to help cities navigate issues. Our ability to help influence Legislative priorities is embedded in our membership and does not require any added financial resources.

Elements of a Stable Solution:

Leverage our regional and state relationships to increase effectiveness in relevant policy arenas.

Options:

THESE OPTIONS ARE FOR INFORMATION ONLY. THIS ITEM WILL BE ON THE AGENDA FOR REQUEST FOR COUNCIL ACTION JULY 12, 2022.

1. Option #1 – Make a Motion to direct the City Manager Pro Tem to compile the results of individual Council rankings of all 26 issues to determine the composite top four issues to send as the City Council’s formal recommendations for the LOC legislative focus issues.
2. Option #2 – Make a Motion to direct the City Manager Pro Tem to coordinate with the City’s Executive Leadership Team to develop and send the City’s top four recommended issues for the 2023 Legislative Session.
3. Option #3 – Make a Motion to direct the City Manager Pro Tem to send the following four legislative issues to the League of Oregon Cities (LOC) as the City of Sweet Home’s top four recommended legislative issues for the LOC to focus on in 2023.
4. Option #4 – Do Nothing.

Recommendation:

1. Option #3 – Make a Motion to direct the City Manager Pro Tem to send the following four legislative issues to the League of Oregon Cities (LOC) as the City of Sweet Home’s top four recommended legislative issues for the LOC to focus on in 2023.



2023 Legislative Priorities Ballot

Issued on June 10, 2022

Ballots due by 5:00 p.m. on August 5, 2022

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2023 Legislative Priorities Ballot – League of Oregon Cities

Background: Each even-numbered year the LOC appoints members to serve on 7 policy committees. These policy committees are the foundation of the LOC’s policy development process. Composed of city officials, these committees are charged with analyzing policy and technical issues and recommending positions and strategies for the LOC. Each committee provides a list of recommended policy positions and actions for the LOC to take in the coming two year legislative cycle. This year, all 7 committees identified between 3 to 5 legislative policy priorities to advance to the full membership and LOC Board of Directors.

Ballot/Voting Process: Each city is being asked to review the recommendations from the 7 policy committees and provide input to the LOC Board of Directors as it prepares to adopt the LOC’s 2023 legislative agenda. After your city has had an opportunity to review the proposals, please complete the electronic ballot indicating the top 5 issues that your city would like to see the LOC focus on during the 2023 legislative session.

Each city is permitted one vote. As such, each city must designate a person to enter the vote electronically on the below link. For those cities without electronic options for voting, paper ballots may be requested from LOC’s Legislative Director Jim McCauley at jmccauley@orcities.org.

Important Deadlines: The deadline for submitting your city’s vote is **5:00 p.m. on August 5, 2022.**

Ballots were emailed to the CAO of each city. If your city didn't receive the ballot, please email Jim McCauley at jmccauley@orcities.org.

Brought to you by the Community Development Policy Committee

Full Funding and Alignment for State Land Use Initiatives

Legislative Recommendation: *The LOC will support legislation to streamline and fully fund local implementation of any recently adopted or proposed state land use planning requirements, including administrative rulemaking.*

Background: Recent legislation and executive orders have made significant changes to the state’s land use planning process, including increasing burdens for local government. While the LOC shares the state’s policy goals, these updates have resulted in extensive, continuous, and sometimes conflicting rulemaking efforts that are not supported by adequate state funding. Cities simply do not have the staff capacity or resources needed to implement current requirements. Existing planning updates should be streamlined to enable simpler, less costly implementation and any new proposals should be aligned with existing requirements.

Local Funding to Address Homelessness

Legislative Recommendation: *The LOC will seek funding to support coordinated, local responses to addressing homelessness.*

Background: The LOC recognizes that to end homelessness, a statewide and community-based coordination approach to delivering services, housing, and programs is needed. Addressing homelessness will look different and involve different service provider partners from one city to the next, but one thing is consistent, addressing the crisis requires significant financial resources. While cities across Oregon have developed programs, expanded service efforts, built regional partnerships, and have significantly invested both their local General Fund and federal CARES Act and American Rescue Plan Act dollars into programs to address the homelessness crisis in their respective communities, the crisis continues. The homelessness crisis exceeds each city’s individual capacity – necessitating the need for meaningful fiscal support from the State of Oregon.

Infrastructure Funding to Support Needed Housing

Legislative Concept: *The LOC will support state funding for infrastructure needed to support needed housing.*

Background: As Oregon works to overcome its historic housing supply deficit, development costs continue to rise. Cities have limited tools to address the rising costs of infrastructure necessary to support the impact of new housing development. A statewide fund to address infrastructure costs and improve housing affordability is needed.

Economic Development Incentives (co-sponsor with Tax and Finance Committee)

Legislative Recommendation: *The LOC will support legislation to preserve and strengthen discretionary local economic development incentives including the Enterprise Zone (EZ), Long Term Rural Enterprise Zone (LTREZ) and Strategic Investment Program (SIP).*

Background: The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new property of a business (3 to 5 years for the standard EZ and 7 to 15 years for the rural EZ). The SIP program allows local governments to offer a 15-year

partial exemption on the value of new property that exceeds a certain investment threshold (\$25 million to \$100 million depending on location and total project value). Recent studies by Business Oregon confirmed what city economic development professionals knew; these incentive programs are crucial for Oregon to remain competitive nationally and show massive benefits to Oregon in terms of jobs, enhanced economic activity, and tax revenues. The EZ and LTREZ programs will sunset in 2025 without action by the legislature, and “gain share” provisions of the SIP program transferring a portion of income taxes resulting from qualified projects to local governments will sunset in 2026. The LOC will advocate for sunset extensions and for changes that will improve the programs, and advocate against any changes that will reduce local control or devalue the incentives.

Community Resiliency and Wildfire Planning

Legislative Recommendation: *The LOC will support investments for climate and wildfire resiliency planning, as well as infrastructure upgrades, to fill existing gaps and assist cities in planning for extreme weather events and wildfire.*

Background: Oregon communities are increasingly looking for help planning for climate change impacts, including infrastructure upgrades, to handle extreme weather events. Cities of all sizes, especially small to mid-sized cities, need technical assistance and additional capacity to better plan for and recover from climate events and wildfire. Investments in infrastructure upgrades, repairs, and resiliency will help rebuild communities, better ensure equity and access to critical services, protect public health and the environment, improve community resiliency, and promote economic recovery.

Brought to you by the General Government Policy Committee

Protecting Public Employees and Officials

Legislative Recommendation: *The LOC will introduce legislation to protect the personal contact information of public employees and increase criminal sanctions when public officials and employees are subject to criminal activity connected to their service.*

Background: Cities have seen an increase in harassments, threats and property damage in recent years. Over 80 percent of city leaders who participated in a National League of Cities [report](#) on public civility indicated they had personally experienced harassing or harmful behavior because of their role as a public official. Additionally, an ambiguity in the phrasing in a statute intended to protect the private information of public employees may require an employer to release home addresses, personal emails and contact information.

Return to Work

Legislative Recommendation: *Eliminate the sunset on the ability of retirees to return to work.*

Background: PERS covered retirees are currently allowed to return to work without suffering a tax or pension penalty until 2024. Allowing retirees to return to work allows employers to fill critical vacancies while not paying pension and other costs in times of both fiscal hardships and workforce scarcity. The sunset was established as part of a compromise PERS reform package passed in 2017 but has been successful for retirees and employers.

Attorney Client Privilege

Legislative Recommendation: *Ensure that privileged communications between public bodies and officials and their legal counsel remain confidential indefinitely.*

Background: A recent court ruling limited public sector attorney client privilege to 25 years, which is identical to the lifespan of other public records exemptions. The LOC believes that public officials should have the same right to unimpeded legal counsel as all other attorney clients.

Address Measure 110 Shortcomings

Legislative Recommendation: *Restore criminal justice incentives for seeking treatment for addiction while ensuring a path for expungement for successfully completing a treatment program.*

Background: Oregon voters passed Measure 110 in 2020 which eliminated criminal sanctions for simple possession for most narcotic drugs and replaced them with a waivable \$100 ticket. A citation cannot be issued if a person seeks treatment by calling a treatment referral service. The measure also re-dedicated local marijuana revenue to harm reductions services. Those funds are now pooled and distributed by an oversight and accountability committee. Oregon's overdose deaths continue to increase and funds that should have been distributed in January of 2021 are still not delivered. Additionally, problems related to drug abuse such as property crime have increased.

Brought to you by the Energy and Environment Policy Committee

Building Decarbonization, Efficiency, and Modernization

Legislative Recommendation: *The LOC will support legislation to protect against and rollback preemptions to allow local governments to reduce greenhouse gas emissions from new and existing buildings while ensuring reliability and affordability. Some initiatives may include a local option Reach Code, statewide home energy scoring or financial incentives like [CPACE](#).*

Background: Homes and commercial buildings need a lot of power. In fact, they consume nearly half of all the energy used in Oregon according to the Oregon Department of Energy 2020 Biennial Energy Report. Existing buildings need to be retrofitted and modernized to become more resilient and efficient. New buildings can be built with energy efficiency and energy capacity in mind, so they last longer for years to come, reduce the energy burden on occupants, and are built to a standard that is futureproof for carbon reducing technologies like electric vehicles

Continue Investments in Renewable Energy

Legislative Recommendation: *The LOC will work to identify barriers and potential solutions to local energy generation and will pursue funding assistance for feasibility studies and project implementation. The LOC will support legislation to study and invest in viable, preferably locally generated, options and to divest the Oregon Treasury from fossil fuels.*

Background: Renewable energy sources can be used to produce electricity with fewer environmental impacts. Local energy generation projects can better position cities to pursue and achieve local climate action goals, address capacity constraints of existing electric transmission lines, and can help cities respond to individual businesses that may be seeking green energy options. The types of local energy generation projects discussed by the committee include, but are not limited to, small-scale hydropower, in-conduit hydropower, methane capture, biomass and solar. Such projects are not intended to conflict

with existing low-carbon power purchase agreements but can position cities to pursue local climate action goals and supplement energy needs through renewable generation.

Investment in Community Climate Planning Resources

Legislative Recommendation: *The LOC will support investments that bring climate services (for mitigation and adaptation) together and work to fill the existing gaps to help communities get the high-quality climate assistance they need quickly and effectively.*

Background: Oregon communities are increasingly looking for help planning for climate change impacts and implementing programs to reduce greenhouse gases. Interest in climate services has continued as communities experience increasing disruptions caused or made worse by climate change. Oregon's small to mid-sized communities and rural communities are particularly in need of both technical assistance and additional capacity to address climate impacts and do their part to reduce greenhouse gas emissions. While some climate resources exist in Oregon, those programs are dispersed throughout state government, the nonprofit world, and academic institutions. Because of this current structure, it is not clear for communities what they should do once they decide to act on climate change.

Adequate Funding for State Climate Initiatives

Legislative Recommendation: *The LOC will support legislation to streamline processes and fully fund local implementation of climate mandates (like [Climate Friendly and Equity Communities](#) rules) from the state. Furthermore, the LOC will support legislation that allows the state to adequately maintain and staff programs that impact a city's ability to reduce greenhouse gas emissions.*

Background: On March 10, 2020, Governor Kate Brown signed [Executive Order 20-04](#) directing state agencies to take action to reduce and regulate greenhouse gas emissions. Additionally, the state has legislatively passed many greenhouse gas reduction measures. This has led to some unfunded mandates on cities as well as a significant workload for agency staff.

Brought to you by the Finance and Taxation Policy Committee

Property Tax Reform

Legislative Recommendation: *The LOC will advocate for constitutional and statutory reforms to the property tax system to enhance local choice, equity, fairness, and adequacy.*

Background: The property tax system is broken and in need of repair due to constitutional provisions in Measures 5 and 50 that were adopted by voters in the 1990s. The current system is inequitable to property owners and jurisdictions alike, is often inadequate to allow jurisdictions to provide critical services, removes meaningful local choice, and is incomprehensible to most taxpayers. Local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. With federal pandemic aid to cities coming to an end and inflation looming, cities are concerned that their top revenue source will not allow residents to adequately fund the services that they demand. Therefore, the LOC will take a leadership role in pursuing efforts to draft and advocate for both comprehensive and incremental property tax reform option packages, including forming coalitions with other interested parties. The LOC will remain flexible to support all legislation that improves the system, but will, in the short term, focus on incremental changes that will allow for a foundation on which to build for broader revisions going forward. The LOC's overall focus will be on a property tax package that includes, but may not be limited to these elements:

- In the short term, advocating for a system that restores local choice and allows voters to adopt tax levies and establish tax rates outside of current limits and not subject to compression. This may also include advocating for a local option levy that has passed three or more times to become permanent (requires constitutional referral).
- Also in the short term, advocating for statutory changes to extend statewide a 2017 Multnomah County pilot that created an option that new property has a taxable value determined based on the city average of maximum assessed value to market value as opposed to countywide average.
- Over the longer term, to achieve equity, advocating for a system that has taxpayers' relative share tied to the value of their property, rather than the complex and increasingly arbitrary valuation system based on assessed value from Measure 50 (requires constitutional referral).
- Also over the longer term, to enhance fairness and adequacy, advocating for various statutory changes, some of which would adjust the impact of the above changes. For example, as a part of comprehensive reform the LOC will support targeted tax relief for lower income residents to make sure reform does not price vulnerable residents out of their homes.

Lodging Tax Flexibility

Legislative Recommendation: *The LOC will advocate for legislation to enhance flexibility in how cities may use transient lodging tax revenues. The goal is to help cities better serve visitors and improve local conditions that support the tourism industry.*

Background: The Legislature created the *state* lodging tax in 2003, and with it a new requirement that 70% of net revenues from new or increased *local* lodging taxes must be used for “tourism promotion” or “tourism related facilities.” Cities acknowledge and appreciate the economic development benefits that tourism brings to their local economies, but often struggle to support the industry in areas like public safety, infrastructure, workforce housing, and homeless services. Enhanced flexibility and clarification of allowed use of funds will benefit both visitors and business owners alike.

Economic Development Incentives (co-sponsor with the Community Development Committee)

Legislative Recommendation: *The LOC will support legislation to preserve and strengthen discretionary local economic development incentives including the Enterprise Zone (EZ), Long Term Rural Enterprise Zone (LTREZ) and Strategic Investment Program (SIP).*

Background: The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new property of a business (3 to 5 years for the standard EZ and 7 to 15 years for the rural EZ). The SIP program allows local governments to offer a 15-year partial exemption on the value of new property that exceeds a certain investment threshold (\$25 million to \$100 million depending on location and total project value). Recent studies by Business Oregon confirmed what city economic development professionals know; these incentive programs are crucial for Oregon to remain competitive nationally and show massive benefits to Oregon in terms of jobs, enhanced economic activity, and tax revenues. The EZ and LTREZ programs will sunset in 2025 without action by the legislature, and “gain share” provisions of the SIP program transferring a portion of income taxes resulting from qualified projects to local governments will sunset in 2026. The LOC will advocate for sunset extensions and for changes that will improve the programs, and advocate against any changes that will reduce local control or devalue the incentives.

Marijuana Taxes

Legislative Recommendation: *The LOC will continue to advocate for increased revenues from marijuana taxes. This may include proposals to restore state marijuana tax losses related to Measure 110 (2020) distribution changes, and to increase the current 3% cap on local marijuana taxes so local voters may choose a rate that reflects the needs of their community.*

Background: Recreational marijuana retailers are required to charge a state-imposed retail sales tax of 17 percent for all recreational marijuana sold. Until the end of 2020 cities received 10% of the net revenue from the state tax but Measure 110 changed the distribution formula and will reduce city distributions by an estimated 73% for the 2021-23 biennium. Cities may also impose a local retail sales tax of up to 3%, subject to voter approval. Tax rates for recreational marijuana vary widely across the states, but the total Oregon tax burden is 20-25% percent below other West Coast states. Unbiased academic studies indicate Oregon could increase marijuana taxes without pushing significant business to the illicit market. If the Legislature is not willing to allow increased taxes it should restore city revenues by other means back to what was agreed to when recreation marijuana was legalized.

Alcohol Revenues

Legislative Recommendation: *The LOC will advocate for enhanced revenues from the sale of alcohol to mitigate the impact of recent legislative changes that will otherwise reduce this crucial revenue source.*

Background: Oregon’s beer tax has not been increased since 1978 and is \$2.60 per barrel which equates to about 8.4 cents per gallon or less than 5 cents on a six-pack. Oregon has the lowest beer tax in the country, and to get to the middle of the states Oregon would need a more than 10-fold increase. Oregon’s wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines, this is the second lowest tax nationwide, and the first 2 cents of the tax goes to the wine board. Oregon is a control state and is the sole importer and distributor of liquor, which accounts for about 94% of total alcohol revenues. The Oregon Liquor and Cannabis Commission (OLCC) sets retail prices at about 105% of their cost and net revenues are distributed based on a formula. Cities are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% of the state alcohol revenues after the state takes 50% of beer and wine taxes off the top prior to this distribution. Recent legislative changes will reduce city revenues; the legislature approved a more generous compensation formula for liquor store owners in 2021 and approved a 148% cost increase for a planned OLCC warehouse in 2022. Both changes will reduce distributions to cities. Cities have significant public safety costs related to alcohol consumption and taxes on alcohol do not cover their fair share of these costs. There are numerous ways to address the issue: increasing taxes on beer or wine (possibly through a local sales tax option), increasing the markup on liquor, or increasing the per bottle surcharge currently in place at liquor stores and dedicating the funds to paying for the planned OLCC warehouse.

Brought to you by the Telecommunications, Broadband Policy Committee

Digital Equity and Inclusion

Legislative Recommendation: *The LOC will advocate for legislation and policies that help all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy.*

Background: Connectivity is crucial to modern life. It is being relied on more for how people do business, learn, and receive important services like healthcare. As technology evolved the digital divide has become more complex and nuanced. Now, discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds and to the skills they need to effectively use it.

Resilient, Futureproof Broadband Infrastructure and Planning Investment

Legislative Recommendation: *The LOC will support legislation that will ensure broadband systems are built resiliently and futureproofed while also advocating for resources to help cities with broadband planning and technical assistance through direct grants and staff resources at the state level. The LOC will support legislation that addresses issues with the inconsistency of regulations applied to traditional and nontraditional telecommunications service as more entities move to a network based approach instead of what services are being provided. LOC will oppose any preemptions on local rights-of-ways, and municipalities right to own poles and become broadband service providers.*

Background:

Broadband Planning and Technical Assistance

Most state and federal broadband infrastructure funding sources require that communities have a broadband strategic plan in place to qualify for funds. Unfortunately, many cities do not have the resources or staff capacity to complete comprehensive broadband strategic plans.

Resilient and Long-Term Systems

As broadband is continually being made a priority on the state and federal level, we must think strategically about how to build resilient long-term networks that will serve Oregonians now and into the future. Ways to ensure broadband is resilient may include investing in robust middle mile connections, ensuring redundancy and multiple providers in all areas, and undergrounding fiber instead of hanging it on poles.

Optional Local Incentives to Increase Broadband Deployment

All levels of government have identified broadband as a priority. However, there continue to be proposed mandates on local governments to deploy broadband services more quickly. Cities have a duty to manage rights-of-ways (ROW) on behalf of the public and need flexibility to adequately manage the ROW. Instead of mandates the state should focus its efforts on allowing cities the option to adopt incentives that could help streamline broadband deployment.

Regulatory Consistency Amidst Convergence

Historically, the standards and oversight policies for a specific technology were established independently and were not developed with merging or interoperability in mind. For example, telephony (when providing voice), cable TV (when providing video), and mobile cellular technologies each follow their respective standards, and these services were regulated by policies specific to each type.

Incentives for Broadband Affordability, Adoption and Consumer Protections

Legislative Recommendation: *The LOC will seek additional state support and funding for increased broadband adoption and affordability and will advocate for consumer protections for those accessing the internet, internet enabled devices and broadband service.*

Background: Broadband infrastructure is being funded at a historic level. For that infrastructure to be adequately utilized affordability and adoption initiatives must receive investment. Initiatives that would help could include studying barriers to adoptions and affordability; ensuring adequate competition in providers; investing in more data centers statewide so service is cheaper for regions outside of the I-5 corridor as it is simply more expensive per megabit to provide; and ensuring providers are widely advertising programs meant for those with limited means.

Additionally, problems with internet providers are among the most common consumer complaints in Oregon. Complaints often involve paying more than expected, difficult cancellation policies and poor service. Consumers are at risk of being advertised or offered services that are not actually being delivered. For example, 25/3 is the current definition of broadband. Currently, providers are allowed to advertise

speeds as “up to” 25/3 or a certain speed. There is no one enforcing whether or not providers actually hit their advertised speeds. Providers should be accountable for making sure consumers have the appropriate equipment for the services they are paying for.

Cybersecurity & Privacy

Legislative Recommendation: *The LOC will support legislation that addresses privacy and cybersecurity for all that use technology, including but not limited to: funding for local government cybersecurity initiatives, statewide resources for cyber professionals, regulations of data privacy, or standards for software/hardware developers to meet to make their products more secure.*

Background: Society is becoming more technologically reliant than ever before and that will only increase. With this increase of technology there is an increased risk for cybercrimes. Therefore, cybersecurity and privacy systems must be taken seriously. Cybersecurity encompasses everything that pertains to protecting sensitive data, protected health information, personal information, intellectual property, data, and governmental and industry information systems from theft and damage attempted by criminals and adversaries.

Cybersecurity risk is increasing, not only because of global connectivity but also because of the reliance on cloud services to store sensitive data and personal information. Widespread poor configuration of cloud services paired with increasingly sophisticated cyber criminals means the risk that governments, businesses, organizations, and consumers suffer from a successful cyberattack or data breach is on the rise.

Brought to you by the Transportation Policy Committee

Transportation Safety Enhancement

Legislative Recommendation: *The LOC supports legislation that improves the overall safety of the transportation network in communities. The LOC will achieve this outcome by expanding authority for establishing fixed photo radar to all cities, increasing flexibility for local speed setting authority, and increased investment in the “safe routes to schools” and expansion of the “great streets” programs.*

Background: The City of Portland has demonstrated improved safety outcomes in neighborhoods with the addition of fixed photo radar along high-crash corridors. LOC’s efforts to expand the use of fixed photo radar to additional cities failed during the 2021 Session. ([HB 2019](#)) - High Crash Corridor for City of Unity) and ([HB 2530](#)) -Extending Fixed Photo Radar) were supported by the LOC, but lacked sufficient support from legislators to advance.

During the 2019 Session the LOC supported [SB 558](#), which would authorize a city to designate speed for a highway under the city’s jurisdiction that is five miles per hour lower than statutory speed when the highway is in a residential district and not an arterial highway. During the 2021 Session passage of [HB 3055](#) (Sect 81 (5)(g)) extended speed setting authority to highways within the jurisdictional boundaries of cities and Multnomah & Clackamas counties.

Road User Fee – Vehicle Miles Traveled (VMT) Structure

Legislative Recommendation: *The LOC will support replacement of Oregon’s Gas Tax with a road impact fee structure that will capture added revenue from cities with local gas tax structure. The pricing structure should also maintain a weight-mile tax structure to make sure that there is an impact element of the fees paid for transportation infrastructure.*

Background: The LOC has historically advocated for a fee structure that more closely matches road usage. Gas tax revenues are a declining source of revenue due to enhanced mileage in new vehicles and the increase of electric vehicles on roads.

New Mobility Services

Legislative Recommendation: *The LOC supports the entry and utilization of a variety of new mobility services that support a safe, sustainable, and equitable multimodal transportation system, while preserving local government's authority to regulate services and ensure public and consumer safety in communities.*

Background: The expansion of mobility services presents local governments with opportunities and challenges. Mobility services include Uber, Lyft, scooters, E-bikes, and food service delivery such as DoorDash, and UberEATS. Many cities across the country have initiated efforts to add regulatory oversight of these services to provide a base level of safety to consumers. Companies such as Uber and Lyft have tried to de-regulate their business model in states specifically introducing legislation that would pre-empt local governments to regulate and establish steps that protect their respective communities. The LOC has supported efforts during the 2019 session such as [HB 3379](#) and opposed efforts that pre-empted local governments such as HB 3023.

Funding for Recovery of Abandoned Recreational Vehicles

Legislative Recommendation: *The LOC supports the formation of a recovery fund that cities could access for disposing of abandoned Recreational Vehicles (RV).*

Background: With the ongoing houseless and affordable housing crisis cities have experienced an increase in dumping of vehicles and RVs in neighborhoods, streets and the right-of-way. The costs associated with towing, recovery, and determining ownership has presented significant costs in some communities. Several cities are allocating hundreds of thousands of dollars to recover abandoned vehicles from streets, parks, private property, and other locations. Tow companies have expressed an interest in a recovery fund as well, since the companies must deal with storage and disposal of the vehicles, which presents several challenges.

Brought to you by the Water and Wastewater Policy Committee

Water Utility Rate and Fund Assistance

Legislative Recommendation: *The LOC will collaborate with members of the bipartisan work group to continue the proposed legislative purpose of the Low-Income Household Water Assistance (LIHWA) program.*

Background: The LOC was successful during the 2021 legislative session in advocating for the development of a new water utility funding assistance program for ratepayers experiencing ongoing or recent economic hardships. The LOC worked with a bipartisan work group to pass legislation that formed the Low-Income Household Water Assistance (LIHWA) program which received federal funding for the

initial implementation through the Consolidated Appropriations Act of 2021 and the American Rescue Plan Act (ARPA) of 2021. The program was incredibly successful, but the federal funding that was allocated to the State of Oregon was already exhausted in some counties in the Spring of 2022.

The bipartisan workgroup's intent was to make this program a permanent program, with initial pilot funding provided by the federal government.

Place-Based, Water Resource Planning (Program Support)

Legislative Recommendation: *The LOC will advocate for the funding needed to complete existing place-based planning efforts across the state and identify funding to continue the program for communities that require this support.*

Background: Oregon's water supply management issues have become exceedingly complex. Lack of adequate water supply and storage capacity to meet existing and future needs is an ongoing concern for many cities in Oregon and is a shared concern for other types of water users including agricultural, environmental, and industrial. The Legislature created a place-based planning pilot program in Oregon administered through the Oregon Water Resources Department that provides a framework and funding for local stakeholders to collaborate and develop solutions to address water needs within a watershed, basin, or groundwater area. The LOC Water & Wastewater Policy Committee recognized that while this funding is limited to specific geographic areas, they also recognized the importance of successfully completing these pilot efforts and conducting a detailed cost/benefit analysis. It is a critical step to demonstrate the benefits of this type of planning. If these local planning efforts prove to be successful, there will likely be future efforts to secure additional funding for other place-based planning projects across the state in 2022.

Infrastructure Financing and Resilience

Legislative Recommendation: *The LOC will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, Regionally Significant Industrial Site loan program, and set asides through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.*

Background: A key issue that most cities are facing is how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. An LOC survey of cities in 2016 identified a need of \$7.6 billion dollars over the next 20 years to cover water and wastewater infrastructure projects for the 120 cities who responded. This shows a significant reinvestment in the Special Public Works Fund (SPWF) is needed to help meet the needs of local governments.



REQUEST FOR COUNCIL ACTION

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

Preferred Agenda: June 28, 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

Purpose of this RCA:

To review the vacant position and authorize the City Manager Pro Tem to appoint an employee to fill the vacancy.

Background/Context:

The City has a vacant position in Public Works for a Municipal Maintenance Worker for the Streets Department.

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 fill the position based on recommendations from the Public Works Director.

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 positions. 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 appoint a candidate to the budgeted vacancy.
2. Authorize the City Manager Pro Tem to appoint a Municipal Maintenance Worker – The City Council could choose to allow the Pro Tem to appoint an employee as needed - determined by the Pro Tem and respective Department Head.

Recommendation:

Staff recommends option 2, move to authorize the City Manager Pro Tem to appoint a Municipal Maintenance Worker to fill the current vacancy.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Personnel Policies Updates

Preferred Agenda: June 28, 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: 2019 Personnel Policy
SHMC 2.48.030

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

Attachments: NA

Purpose of this RCA:

Revisions to the 2019 Personnel Policies (revised March 19, 2020) for the City of Sweet Home: Section h) Payroll Policies

Background/Context:

The City of Sweet Home respects and appreciates its employees and recognizes the important role they play in the organization and community’s success. In an effort to bring personnel policies up to date, staff proposed, and Council adopted revisions to the 2019 Personnel Policies effective January 1, 2019 (revised March 19, 2020) Additional necessary amendments have been discovered to include updates to the Payroll Policies “official compensation” to include anything that could be considered a benefit of employment such as occasional tickets, admission, and safety incentives. (New language is added in red text)

(1) Additional Compensation

From time to time staff may receive, as a benefit of employment or service, safety incentives, tickets, or admission to various community events, including but not limited to, the City of Sweet Home Chamber Banquet, The Sweet Home Fire and Ambulance Awards Banquet, Sweet Home Boys and Girls Auction, Linn County Fair, or other Special Events as part of their official compensation package. These financial benefits are allowed under ORS 244.040(2)(a) and nothing in ORS Chapter 244 precludes employees from sharing tickets with family or friends.

In addition, the City may provide meals, light snacks, hors d'oeuvres and/or beverages (non-alcoholic) such as tea, coffee and/or soda for staff and/or the public during training and other special occasions.

The Challenge/Problem:

Should the City update the 2019 Personnel Policies Section h) Payroll Policies to align with ORS.

Stakeholders:

- City of Sweet Home Staff – These changes aim to improve policies regarding official compensation. The updates are advantageous to recruit and retain skilled employees.
- City of Sweet Home City Council – Charter, SHMC 2.48.030, past policies, and past practice dictates that the Council is responsible for personnel rules including salary administration.

Issues and Financial Impacts:

None known

Elements of a Stable Solution:

Sweet Home must have up-to-date policies to recruit and retain employees.

Options:

1. Do Nothing. There would be no revisions to the 2019 Personnel Policies.
2. Approve Amendments to the Sweet Home Personnel Policies Section h) Payroll Policies
3. Recommend additional revisions. Council could review these proposed changes and recommend additional revisions. Staff would take these recommendations and revise the proposed policy for review at a future Council meeting.

Recommendation:

Staff recommends option 2, Approve Amendments to the Sweet Home Personnel Policies Section h) Payroll Policies.



CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE MINUTES

June 20, 2022, 11:30 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.

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 at 11:40 AM.

Roll Call

PRESENT

Councilor Diane Gerson
Councilor Dave Trask
Councilor Susan Coleman

STAFF

Christy Wurster, City Manager Pro Tem
Blair Larsen, Community and Economic Development Director
Julie Fisher, Administrative Services Manager
Robert Snyder, City Attorney

VISITORS

Peter Watts, Attorney
Peter Miner
Kimberly Miner
Rosa Cazares
Aaron Mitchell
Josh Victor
JoAnn McQueary

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 Westcott

New Business

a) Discussion Only - Vacant Commercial Buildings

The Administrative, Finance and Property Committee, City staff, and local business owners entered in a collaborative conversation to discuss solutions to vacant buildings in the downtown corridor. Discussion included challenges, permitting process, and the current Sweet Home Municipal Code regarding vacant commercial buildings.

Funding sources such as Business Oregon, RDI, Travel Oregon, Ford Family Institute for Community Building, and Oregon Community Foundation were discussed.

The informal discussion between private property owners, staff, and Council representatives was part of a greater effort to involve community in policy making and economic development efforts.

Adjournment

Meeting adjourned at 12:15 PM.

Councilor Dave Trask, Chair

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

MEMORANDUM



TO: City Council
FROM: Christy Wurster, City Manager Pro Tem
DATE: June 28, 2022
SUBJECT: City Manager Recruitment Update and Schedule

The City Manager recruitment process has been extended to allow for additional candidates. Oregon Cascades West Council of Governments will review applications again on July 5th, 2022.

Please plan on attending the following scheduled events:

- July 6 – Review recommended candidates in Executive Session
- July 22 – First round of interviews
- August 10 – Second round of interviews and Community Meet and Greet
- August 11 – Executive Session to review feedback and select finalist

We hope that every Councilor will be able to attend all meetings related to the recruitment of our next City Manager.



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

Finance Department

To: City Council
 Christy Wurster, City Manager Pro Tem

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – May 2022

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

	May 2022	April 2022	YTD	Fiscal Year 2021	Prior Five-Year Average
Accounts Payable					
Chks printed	158	87	1,678	2,099	2,037
Exp. Total	\$1,125,441.57	\$384,989.00	\$9,670,316.90	\$9,419,358.90	\$7,448,251.05

Passports					
Processed	18	38	325	260	280*
Photos taken	24	41	333	254	249*

* Data back to August 2018

Lien Searches	65	62	660	765	680
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Utility Billing					
Service requests	398	436	2,731	2,000	2,119*
New accounts	18	19	161	138	138*
Net account changes	+5	+14	+31	+26	+26*
Statements processed	3,189	3,190	32,031	35,410	35,140*
Past-due notices sent	886	690	9,053	9,916	10,764*
Accounts scheduled for turn-off	43	48	542	503	516*

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

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
94039	Best Damn BBQ Sauce	City support for Icebox cookoff	\$ 15,000.00	Economic Dev (760)
94064	Linn County Medical Examiner	Medical examiner program	\$ 6,000.00	Public Safety (200)
94065	Nick and Khaira Corporation	CEIP grant	\$ 9,605.00	Economic Dev (760)
94108	Wildish Construction Corp	54 th Ave and Main St waterline relocation	\$ 62,650.00	Path Program (585)
94126	Community Lending Works	Grant closeout	\$ 78,000.00	Economic Dev (760)
94160	Karyn Ann Hartsook	CEIP grant	\$ 15,000.00	Economic Dev (760)

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 06/23/2022 - 5:51AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	5/2/2022	PETROCARD		AP		3,441.41
0	5/2/2022	METEREADERS, LLC		AP		1,463.00
0	5/2/2022	Stericycle, Inc.		AP		75.00
0	5/2/2022	CENTURYLINK - Bus		AP		3,101.25
94035	5/2/2022	Albany Rifle and Pistol Club		AP		164.00
94036	5/2/2022	ALSCO, INC.		AP		506.47
94037	5/2/2022	STEVEN ANDERSON		AP		71.25
94038	5/2/2022	MARCUS BATES		AP		502.29
94039	5/2/2022	Best Damn BBQ Sauce		AP		15,000.00
94040	5/2/2022	BLACKSTONE PUBLISHING		AP		271.48
94041	5/2/2022	ADINA BLACKWELL		AP		75.50
94042	5/2/2022	ERIN BOND		AP		36.14
94043	5/2/2022	JESSICA BRENNAN		AP		41.69
94044	5/2/2022	Bucher Municipal North America, Inc.		AP		515.88
94045	5/2/2022	BUCK'S SANITARY SERVICE		AP		594.83
94046	5/2/2022	COMCAST		AP		149.85
94047	5/2/2022	COMCAST		AP		93.98
94048	5/2/2022	COMCAST BUSINESS		AP		3,019.00
94049	5/2/2022	Correct Equipment, Inc.		AP		16,976.19
94050	5/2/2022	CUES, Inc.		AP		482.63
94051	5/2/2022	DAY MANAGEMENT CORPORATIO		AP		1,620.00
94052	5/2/2022	Eurofins Environment Testing America		AP		1,500.00
94053	5/2/2022	Ferguson Enterprises, LLC #3011		AP		5,630.77
94054	5/2/2022	Cengage Learning, Inc. / Gale		AP		215.92
94055	5/2/2022	GovernmentJobs.com, Inc.		AP		8,493.70
94056	5/2/2022	Graphics Equipment		AP		1,685.00
94058	5/2/2022	HOME DEPOT CREDIT SERVICES		AP		1,493.29
94059	5/2/2022	HOY'S TRUE VALUE		AP		25.00
94060	5/2/2022	INNOVATIVE CREDIT SOLUTIONS		AP		109.00
94061	5/2/2022	ANDREW JILES		AP		10.02
94062	5/2/2022	Les Schwab Tire Centers of Portland, In		AP		1,357.60
94063	5/2/2022	LIBERTY ROCK PRODUCTS, INC.		AP		511.90
94064	5/2/2022	LINN COUNTY MEDICAL EXAMINI		AP		6,000.00
94065	5/2/2022	Nick and Khaira Corporation		AP		9,605.00
94066	5/2/2022	NORM'S ELECTRIC, INC.		AP		425.34
94067	5/2/2022	Northstar Chemical, Inc.		AP		3,239.52
94068	5/2/2022	O & M TIRE SHOP, INC.		AP		694.04
94069	5/2/2022	ONE CALL CONCEPTS		AP		90.00
94070	5/2/2022	Oregon Homicide Investigators Associa		AP		100.00
94071	5/2/2022	OVERDRIVE		AP		4,714.33
94072	5/2/2022	Peterson Machinery		AP		1,523.28
94073	5/2/2022	PITNEY BOWES GLOBAL FINANCL		AP		144.12
94074	5/2/2022	Pointe Pest Control-OR, LLC		AP		410.00
94075	5/2/2022	PROFESSIONAL SECURITY ALARM		AP		9,194.67
94076	5/2/2022	Renewable Resource Group, Inc.		AP		1,022.04
94077	5/2/2022	Pitney Bowes Bank, Inc. RESERVE AC		AP		600.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
94078	5/2/2022	RITZ SAFETY, LLC		AP		1,451.83
94079	5/2/2022	SAMARITAN HEALTH SERVICES, I		AP		36.00
94080	5/2/2022	SBRK Finance Holdings, Inc.		AP		2,025.00
94081	5/2/2022	JESSICA SCHUNK		AP		62.41
94082	5/2/2022	SOUTH FORK TRADING CO., INC.		AP		169.55
94083	5/2/2022	STEELHEAD STRENGTH & FITNES		AP		2,694.00
94084	5/2/2022	JARED STEWART		AP		41.59
94085	5/2/2022	STUTZMAN & KROPF		AP		450.00
94086	5/2/2022	Sunset Electric, Inc.		AP		45.00
94087	5/2/2022	SUNSHINE INDUSTRIES UNLIMITE		AP		1,313.00
94088	5/2/2022	SWEET HOME ROTARY		AP		124.28
94089	5/2/2022	SWEET HOME ROTARY		AP		3,086.49
94090	5/2/2022	Angila Tack		AP		151.50
94091	5/2/2022	The Automation Group, Inc.		AP		61,730.00
94092	5/2/2022	THE BUILDING DEPARTMENT, LLC		AP		8,852.78
94093	5/2/2022	THE CORVALLIS CLINIC, PC		AP		300.00
94094	5/2/2022	Susan Thompson		AP		358.53
94095	5/2/2022	TK Elevator Corporation		AP		96.00
94096	5/2/2022	TMG Services, Inc.		AP		3,017.97
94097	5/2/2022	TWGW, INC. NAPA AUTO PARTS		AP		1,070.93
94098	5/2/2022	USA BLUE BOOK		AP		158.93
94099	5/2/2022	VALLEY FIRE CONTROL, INC.		AP		380.50
94100	5/2/2022	VALLEY OVERHEAD DOOR SALES		AP		1,776.00
94101	5/2/2022	W. W. Grainger, Inc.		AP		215.14
94102	5/2/2022	WALKER HEATING & AC, INC.		AP		517.40
94103	5/2/2022	WELLS FARGO FINANCIAL LEASIN		AP		734.00
94104	5/2/2022	West Yost & Associates, Inc.		AP		416,900.24
94105	5/2/2022	WesTek Marketing, LLC		AP		1,580.80
94106	5/2/2022	WILBUR-ELLIS COMPANY, LLC		AP		315.62
94107	5/2/2022	Wildish Building Material Corporation		AP		182.00
94108	5/2/2022	Wildish Construction Corporation		AP		62,650.00
0	5/3/2022	Amazon Capital Services, Inc.		AP		4,172.98
94109	5/4/2022	HOY'S TRUE VALUE		AP		1,255.38
94110	5/4/2022	PACIFIC POWER		AP		1,803.00
0	5/9/2022	Staples, Inc.		AP		962.55
94111	5/9/2022	SANDRA BRILES		AP		226.79
94112	5/9/2022	JANA DANHAUER		AP		101.17
94113	5/9/2022	Ivers Law Office, LLC		AP		1,300.00
94114	5/9/2022	Eugene Kazemier		AP		70.00
94115	5/9/2022	JAMES & JANICE LADY		AP		42.58
94116	5/9/2022	GABRIELLA LEVY		AP		48.34
94117	5/9/2022	BILL MARSHALL		AP		29.80
94118	5/9/2022	ROBERT OKERT		AP		63.61
94119	5/9/2022	PACIFIC SKY NORTHWEST, LLC		AP		58.36
94120	5/9/2022	Scottmiriam, Inc.		AP		1,627.00
94121	5/9/2022	THOMSON REUTERS - WEST		AP		560.00
0	5/10/2022	ASI-PAYROLL DEDUCTIONS		AP		330.41
0	5/10/2022	Vantagepoint Trf. Agents 300619		AP		4,280.00
0	5/10/2022	EBS TRUST		AP		83,555.29
0	5/10/2022	SWEET HOME COMMUNITY FOUN		AP		139.13
0	5/10/2022	SWEET HOME POLICE EMPLOYEE!		AP		1,170.00
0	5/10/2022	FICA PAYROLL TAXES		AP		40,936.44
0	5/10/2022	AFLAC		AP		673.06
0	5/10/2022	Vantagepoint Trf. Agents 108524/10904		AP		37,670.10
0	5/10/2022	PERS		AP		9,531.15
0	5/10/2022	OREGON PAYROLL TAXES		AP		22,690.84

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	5/10/2022	Vantagepoint Trf. Agents 705507		AP		608.33
0	5/10/2022	FEDERAL PAYROLL TAXES		AP		30,603.38
0	5/10/2022	MEDICARE		AP		9,755.04
0	5/10/2022	NATIONWIDE-PAYROLL DEDUCTIO		AP		850.00
0	5/10/2022	HSA - PAYROLL DEDUCTIONS		AP		1,515.00
94122	5/10/2022	OREGON AFSCME COUNCIL 75		AP		1,264.79
94123	5/10/2022	STEELHEAD STRENGTH & FITNES		AP		465.60
0	5/12/2022	Amazon Capital Services, Inc.		AP		4,597.13
0	5/15/2022	Stepper Consulting, Inc.		AP		12,009.10
0	5/16/2022	MOONLIGHT BPO, LLC		AP		2,362.77
0	5/16/2022	PETROCARD		AP		5,322.58
0	5/16/2022	CENTURYLINK		AP		39.99
0	5/16/2022	Waste Connections, Inc.		AP		9,411.41
0	5/16/2022	Zions Bancorporation, National Associa		AP		450.00
0	5/16/2022	Cascade Centers, Inc.		AP		9.80
0	5/16/2022	Northwest Natural		AP		2,521.56
0	5/16/2022	PACIFIC POWER		AP		24,906.42
94124	5/16/2022	ALSCO, INC.		AP		207.90
94125	5/16/2022	COMCAST		AP		201.75
94126	5/16/2022	Community Lendingworks Corporation		AP		78,500.00
94127	5/16/2022	NATIONAL PHOTOCOPY CORPORA		AP		84.62
94128	5/16/2022	Net Assets Corporation		AP		497.00
94129	5/16/2022	OREGON CASCADES WEST COG		AP		990.00
94130	5/16/2022	SBRK Finance Holdings, Inc.		AP		2,011.50
94131	5/16/2022	KANDICE SPINNEY		AP		74.37
94132	5/16/2022	VALLEY FIRE CONTROL, INC.		AP		100.50
0	5/25/2022	Amazon Capital Services, Inc.		AP		3,918.40
94133	5/26/2022	ALBERTSONS / SAFEWAY		AP		8.00
94134	5/26/2022	Blue Moon Property		AP		56.00
94135	5/26/2022	BUCK'S SANITARY SERVICE		AP		578.68
94136	5/26/2022	BULLARD LAW, P.C.		AP		4,095.00
94137	5/26/2022	Cascade Timber Consulting, Inc.		AP		240.00
94138	5/26/2022	Edge Analytical, Inc.		AP		2,961.00
94139	5/26/2022	Edge Analytical, Inc.		AP		3,108.00
94140	5/26/2022	Edge Analytical, Inc.		AP		345.00
94141	5/26/2022	HOY'S TRUE VALUE		AP		25.00
94142	5/26/2022	Sudip Lamichhane		AP		100.00
94143	5/26/2022	LINN COUNTY PRINTING & SUPPL		AP		90.70
94144	5/26/2022	THE MORGAN CPS GROUP, INC.		AP		1,360.00
94145	5/26/2022	OREGON CITY ATTORNEYS ASSOC		AP		85.00
94146	5/26/2022	SWEET HOME CHAMBER OF COMI		AP		800.00
94147	5/26/2022	Tell & Sell, Inc.		AP		314.72
94148	5/26/2022	THE BUILDING DEPARTMENT, LLC		AP		6,305.60
94149	5/26/2022	THRIFTWAY		AP		9.00
94150	5/26/2022	VALLEY CREDIT SERVICE, INC.		AP		2,236.90
94151	5/26/2022	SOCORRO BENITEZ		AP		48.62
94152	5/26/2022	CHRISTOPHER BOLEN		AP		88.27
94153	5/26/2022	REBECCA BROWN		AP		96.78
94154	5/26/2022	RICHARD & MARY CARLSON		AP		12.77
94155	5/26/2022	PATRICE CRISP		AP		31.84
94156	5/26/2022	AMBER KEELER		AP		10.00
94157	5/26/2022	OREGON STATE UNIVERSITY FOU		AP		504.76
94158	5/26/2022	SCOTT SIMONSON		AP		111.69
94159	5/26/2022	SANDY TIGUE		AP		138.15
94160	5/27/2022	Karyn Ann Hartsook		AP		15,000.00
94161	5/27/2022	REBECCA SWOBODA		AP		619.30

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
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Total Check Count:	158
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Total Check Amount:	1,125,441.57
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Bank Reconciliation

Checks by Date

User: bneish
 Printed: 06/23/2022 - 5:50AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/5/2022	Amazon Capital Services, Inc.		AP		5,883.12
0	4/7/2022	Vantagepoint Trf. Agents 300619		AP		4,280.00
0	4/7/2022	SWEET HOME COMMUNITY FOUN		AP		139.13
0	4/7/2022	FEDERAL PAYROLL TAXES		AP		29,187.95
0	4/7/2022	HSA - PAYROLL DEDUCTIONS		AP		1,515.00
0	4/7/2022	Vantagepoint Trf. Agents 705507		AP		608.33
0	4/7/2022	EBS TRUST		AP		84,098.37
0	4/7/2022	SWEET HOME POLICE EMPLOYEE:		AP		1,170.00
0	4/7/2022	Vantagepoint Trf. Agents 108524/10904		AP		35,512.27
0	4/7/2022	OREGON PAYROLL TAXES		AP		21,812.12
0	4/7/2022	PERS		AP		9,562.35
0	4/7/2022	ASI-PAYROLL DEDUCTIONS		AP		330.41
0	4/7/2022	MEDICARE		AP		9,348.20
0	4/7/2022	AFLAC		AP		673.06
0	4/7/2022	FICA PAYROLL TAXES		AP		39,146.08
0	4/7/2022	NATIONWIDE-PAYROLL DEDUCTIO		AP		850.00
93984	4/7/2022	OREGON AFSCME COUNCIL 75		AP		1,291.36
93985	4/7/2022	STEELHEAD STRENGTH & FITNES		AP		553.80
93986	4/7/2022	AMBER KEELER		AP		45.83
93987	4/7/2022	STELLA SIMPSON		AP		16.98
93989	4/7/2022	CLARENCE/ANNONA TIENSVOLD		AP		93.26
0	4/8/2022	Staples, Inc.		AP		1,047.87
0	4/8/2022	CENTURYLINK		AP		39.99
0	4/8/2022	PACIFIC POWER		AP		25,851.57
93990	4/8/2022	ALSCO, INC.		AP		207.90
93991	4/8/2022	BLUE HERON FARM		AP		849.00
93992	4/8/2022	COMCAST		AP		109.85
93993	4/8/2022	COMCAST		AP		91.90
93994	4/8/2022	COMCAST BUSINESS		AP		3,019.00
93995	4/8/2022	Edge Analytical, Inc.		AP		3,696.12
93996	4/8/2022	GLEANERS		AP		10.00
93997	4/8/2022	Ivers Law Office, LLC		AP		350.00
93998	4/8/2022	Eugene Kazemier		AP		70.00
93999	4/8/2022	KIP AMERICA, Inc.		AP		252.00
94000	4/8/2022	Lerner Publishing Group		AP		341.50
94001	4/8/2022	Library Ideas, LLC		AP		38.30
94002	4/8/2022	Cory L Madsen		AP		204.00
94003	4/8/2022	CHAYHOWA MCELHINNY		AP		35.00
94004	4/8/2022	NATIONAL PHOTOCOPY CORPORA		AP		66.22
94005	4/8/2022	Net Assets Corporation		AP		580.00
94006	4/8/2022	Scottmiriam, Inc.		AP		1,989.10
94007	4/8/2022	Sunset Electric, Inc.		AP		45.00
94008	4/8/2022	SUNSHINE INDUSTRIES UNLIMITE		AP		1,258.83
94009	4/8/2022	TK Elevator Corporation		AP		96.00
94010	4/8/2022	Edge Analytical, Inc.		AP		1,369.00
94011	4/8/2022	Edge Analytical, Inc.		AP		345.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/11/2022	Amazon Capital Services, Inc.		AP		5,441.61
94012	4/11/2022	Edge Analytical, Inc.		AP		69.00
94013	4/11/2022	HOY'S TRUE VALUE		AP		911.74
94014	4/11/2022	TWGW, INC. NAPA AUTO PARTS		AP		797.70
0	4/13/2022	AT&T Mobility/First Net		AP		2,168.69
0	4/13/2022	Stericycle, Inc.		AP		141.72
0	4/13/2022	Northwest Natural		AP		3,642.60
0	4/13/2022	MOONLIGHT BPO, LLC		AP		2,906.73
0	4/13/2022	Quadient Finance USA, Inc.		AP		1,000.00
0	4/13/2022	PETROCARD		AP		4,928.21
0	4/13/2022	Waste Connections, Inc.		AP		9,670.98
0	4/13/2022	Government Portfolio Advisors, LLC		AP		1,250.00
0	4/13/2022	METEREADERS, LLC		AP		1,657.60
0	4/13/2022	SWEET HOME COMMUNITY FOUN		AP		5,000.00
0	4/13/2022	Cascade Centers, Inc.		AP		9.80
0	4/13/2022	Wex Bank		AP		68.01
0	4/13/2022	Canon Financial Services, Inc.		AP		500.41
94015	4/13/2022	NOELLE & WARREN AHL		AP		53.17
94016	4/13/2022	Megan Alfaro		AP		63.45
94017	4/13/2022	Sudip Lamichhane		AP		100.00
94018	4/13/2022	NATIONAL PHOTOCOPY CORPORA		AP		71.26
94019	4/13/2022	Net Assets Corporation		AP		580.00
94020	4/13/2022	JESSICA NOFZIGER		AP		41.44
94021	4/13/2022	OLD REPUBLIC SURETY COMPAN		AP		100.00
94022	4/13/2022	SUNSHINE INDUSTRIES UNLIMITE		AP		15.00
94023	4/13/2022	SYNCB/AMAZON		AP		179.00
0	4/15/2022	Stepper Consulting, Inc.		AP		9,903.39
0	4/15/2022	UMPQUA BANK - ACH		AP		6,615.34
0	4/18/2022	PETROCARD		AP		3,233.65
0	4/18/2022	AT&T Mobility/First Net		AP		1,023.76
94024	4/18/2022	BLACKSTONE PUBLISHING		AP		379.99
94025	4/18/2022	CENTER POINT LARGE PRINT		AP		360.72
94026	4/18/2022	Scottmiriam, Inc.		AP		325.00
94027	4/20/2022	Albany Towing Services, Inc.		AP		4,000.00
94028	4/20/2022	ALSCO, INC.		AP		207.90
94029	4/20/2022	HEATHER HAYDEN		AP		46.78
94030	4/20/2022	STEVEN KEARSLEY		AP		37.83
94031	4/20/2022	Moore Holding Corporation		AP		3,302.25
94032	4/20/2022	NATIONAL PHOTOCOPY CORPORA		AP		1,071.50
94033	4/20/2022	PROFESSIONAL SECURITY ALARM		AP		210.00
94034	4/20/2022	SENIOR CITIZENS OF SWEET HOM		AP		24,822.00

Total Check Count: 87

Total Check Amount: 384,989.00

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

	This Month	Last Month	Last Year	Year to Date	5 Year
	05/31/22	04/30/22	05/31/21	05/31/22	
Call Volume	807	714	778	3496	3491
CAD Calls	1407	1330	1451	6338	6878
ONIBR Person Crimes	16	10	14	67	72
ONIBR Person Crimes Cleared	14	4	12	44	51
ONIBR Property Crimes	45	38	47	219	204
ONIBR Property Crimes Cleared	12	8	7	51	57

Trends:

Even prior to the tragic mass casualty events that have plagued our country, the Sweet Home Police Department has been working in partnership with the Sweet Home School District and other emergency services providers to plan, prepare and improve our overall response to any critical incident in our community. As part of our preparation, we have discussed potential responses, as well as command and control of entire scenes. Future meetings are in the will continue to have dialogue and problem solve issues surrounding reunification and other dynamics surrounding critical incidents. The plan is to continue with table-top discussions and incorporate scenarios and on-site response training. Staff is currently working with the training staff at the Department of Public Safety and Training to provide active shooter response training to local law enforcement agencies.

City staff is also working through our communities Emergency Operations Plan to ensure a working understanding of it, evaluating whether it is up to date, and organizing staff that can fill specific rolls in an emergency. All staff is working to complete the necessary training through FEMA to comply with the City's desire to have a quality trained staff.

On June 18th the Sweet Home Police Department hosted our annual Jim Bean Safety Fair. We were finally able to get back to our pre-covid routine and have a complete safety fair. There were representatives from Santiam Spokes, the Sweet Home Fire and Ambulance District, the Linn County Sheriff's Office, the Oregon State Police, CARDV, and the Sweet Home Public Works. The intent of the fair is to promote various safety aspects to kids. Among those is bicycle safety. The Sweet Home Police Department and Santiam Spokes were able to team up and offer a bicycle safety course, bicycle inspections and free helmets to kids.

The event was well organized even though the attendance was not what we had wished for. We are discussing options on how to improve our outreach with the event and to ensure that all of the kids in our community have access to the information and benefits of it.

I would like to specifically thank Santiam Spokes for the work and effort in putting on the bicycle safety course; the LinnCo Federal Credit Union for completely sponsoring the document shredder truck that was on site; the Gregory Home Team, the Rio Theatre and Radiator Supply House all sponsored the 6 bicycles that we were able to give away; and Thriftway sponsored the hot dog lunch. All of their contributions are very much appreciated.