



CITY OF SWEET HOME CITY COUNCIL AGENDA

May 25, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Mission Statement

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

Meeting Information

The City Council will hold a Regular City Council meeting at 6:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the City Council meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. **Meeting ID 226 531 982#**

The video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting.

Cell phones should not be used in the Council Chambers by city staff or Council during this meeting for any reason, including text messages, emails, or phone calls. If a member of the public needs to utilize their cell phone for a call, please exit the Council Chambers.

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda:

Approval of Minutes:

- a) [2021-05-11 City Council Minutes \(pg. 3\)](#)

Recognition of Visitors and Hearing of Petitions:

Old Business:

- a) [Request for Council Action - Jacobs CH2M/HILL/OMI Water/Wastewater Treatment Facilities Contract Amendment \(pg. 8\)](#)
- b) Information Only - 2021 Overlay Project Status Update
- c) [Discussion Only: Library Needs Assessment \(pg. 14\)](#)

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

New Business:

- a) [Request for Council Action - Community Park Donations \(pg. 114\)](#)
- b) [Request for Council Action - Sankey Park Bandstand \(pg. 123\)](#)

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) [Ordinance No. 4 for 2021- Ordinance Bill No. 1295 - An Ordinance Amending the Official Zone Map \(pg. 153\)](#)

Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

- a) [Charter Review Committee Recommendation \(pg. 167\)](#)

Council of Governments

Legislative Committee

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

Reports of City Officials:

Mayor's Report

City Manager's Report

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

Finance Director

- a) [April 2021 Monthly Report \(pg. 168\)](#)

Police Chief

- a) [Police Department Monthly Report \(pg. 181\)](#)

City Attorney

Council Business for Good of the Order**Adjournment**



CITY OF SWEET HOME CITY COUNCIL MINUTES

May 11, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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

ABSENT

Councilor Lisa Gourley

STAFF

City Manager Ray Towry

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Community and Economic Development Director Blair Larsen
Finance Director Brandon Neish
Police Chief Jeff Lynn
Public Works Director Greg Springman
Communications Specialist Lagea Mull
Administrative Assistant Juile Fisher
City Attorney Robert Snyder

MEDIA

Benny Wolcott

Motion to approve Councilor Gourley's absence made by Councilor Trask, Seconded by Councilor Coleman.

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

Consent Agenda:

Motion made by Councilor Coleman, Seconded by Councilor Sanchez.

Roll Call Vote: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards

- a) Request for Council Action – Appointment to the Planning Committee

Approval of Minutes:

- a) 2021-04-27 City Council Meeting Minutes
- b) 2021-05-06 City Council Special Minutes

Recognition of Visitors and Hearing of Petitions:

- a) Municipal/Community Court Update - Judge Larry Blake. Jr.

Judge Blake and Carol Moffet, Court Administrator, gave an update on Sweet Home's Community Court. The program especially benefits those with mental health issues, are experiencing homelessness, or may need other services. During Community Court, various services are available to the individuals, and once the program is completed, the charges or fines may be dropped or dismissed.

Truancy Court was also discussed. Judge Blake reports he also visits students that are involved in Truancy Court at school once per month.

Judge Blake spoke to some of the issues they have experienced during COVID-19.

Larry Angland spoke regarding Ironwood Street. He was concerned about the pot holes. Mr. Angland reported he also drives school bus. He stated the Police Department is doing an excellent job, however he is concerned about the amount of traffic that does not stop for school busses. He requested Council address the issue of the vehicles not stopping for the busses. Mayor Mahler agreed there is an ongoing issue of speeding traffic.

Chief Lynn responded stating the Police Department will focus on the effort on Main Street in the after school hours. City Manager Towry stated the City has pushed an educational announcement on social media.

The speed signs are working, however are on stealth mode and currently gathering info.

Old Business:

- a) Request for Council Action - Resolution No. 13 for 2021 - Storm Water Rate Increase

Finance Director Neish and Public Works Director Springman explained the request for an additional \$2 on the stormwater rates which is currently \$1 and has not been revised since inception. The need for a Stormwater Capital Plan was presented with the request of the increase.

There was discussion among the Council.

Motion to approve the stormwater increase made by President Pro Tem Gerson, Seconded by Councilor Trask.

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

Voting Nay: Councilor Richards

- b) Debt Information for Capital Project Funding

Finance Director Brandon Neish presented on the viability of incurring debt for funding capital projects. Finance Director Neish reported the interest rate for a AA Rate Community is 1.05% and that rate has held. Staff is assuming 1.3% interest rate for any debt incurred. Rates are lower than they have been in 20 years. Finance Director gave a scenario of a self funded bond debt and repayment options.

Consensus of the Council was to continue to investigate a debt option for capital projects.

New Business:

- a) FY2021 Q3 Financial Update

Finance Director Neish reported the 3rd quarter financial update is healthy. It was noted System Development Charges saw a 383% increase.

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

- a) Request for Council Action - Ordinance Bill No. 4 for 2021

Motion made by Councilor Coleman, Seconded by President Pro Tem Gerson to move Ordinance Bill No 4 for first reading.

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

Ordinance Bill No. 4 for 2021 was read in its entirety.

Motion made by Councilor Coleman, Seconded by President Pro Tem Gerson to move Ordinance Bill No. 4 to second reading by title only during the current meeting.

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

Second Reading of Ordinance Bills

Ordinance Bill No. 4 for 2021 was read by Title only.

Motion made by Councilor Trask, Seconded by Councilor Coleman to move Ordinance Bill No 4 to Third and Final reading May 25, 2021.

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

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

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

Reports of City Officials:

Mayor's Report

Mayor Mahler reminded the Council of the next Budget Committee meeting.

City Manager's Report

City Manager Towry reported on May 19 there will be time for an All Staff training and facilities will be closed. There will be a City Council Training on the 19th at 4:30pm as well.

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

Library Services Director

Community and Economic Development Director

- a) CEDD Monthly Report, April 2021 (pg 56)

Public Works Director

- a) Public Works Monthly Report of Activities - April 2021 (pg. 61)

City Attorney

Council Business for Good of the Order

Finance Director Neish reported water shut off for non payment is scheduled for tomorrow.

Adjournment

With no further business, the meeting was adjourned at 8:11 pm

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Jacobs CH2M/HILL/OMI Water/Wastewater Treatment Facilities Contract Amendment

Preferred Agenda: May 25, 2021

Submitted By: Steven Haney, Utilities Manager
Greg Springman, Public Works Director

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: N/A

Towards Council Goal: 2.5: Continue to implement best financial practices
2.6: Employ sound technology to maximize efficiency

Attachments: Amendment No.4 Operations and Management for Sweet Home – Negotiated contract amendment

Purpose of this RCA:

To execute or reject the attached Jacobs CH2M/HILL/OMI (Jacobs) Operation and Management contract amendment

Background/Context:

In October 2006, the City of Sweet Home (City) and Jacobs entered into an agreement to provide complete operation, maintenance and management services of the City's municipal water and municipal wastewater treatment facilities. This initial agreement was for a period of ten years with an automatic five-year extension.

During a work session on August 11, 2015, City Council considered early renewal options and upon discussion with staff and representatives of Jacobs, Council indicated a desire to consider moving forward with a fifteen-year extension.

In September 2015, the City and Jacobs entered into a new agreement to provide complete operation, maintenance and management services of the City's municipal water and municipal wastewater treatment facilities. This agreement was agreed upon for sixteen (16) years, commencing on July 1, 2015, and ending July 30, 2031, with an option to automatically renew for an additional term of five (5) years.

In July 2017, the City Council approved and signed Amendment No. 2 continuing the contract with Jacobs to provide complete operation, maintenance and management services of the City's municipal water and municipal wastewater treatment facilities at a cost of \$1,030,359.

In June 2018, the City Council approved and signed Amendment No. 3 continuing the contract with Jacobs to provide complete operation, maintenance and management services of the City's municipal water and municipal wastewater treatment facilities at a cost of \$1,061,270.

In March 2019, the City conducted a condition assessment of the Water Treatment Plant and documented several deficiencies.

In May 2019, Jacobs requested an additional 3% increase in operational compensation for the for the operations, maintenance, and management services for the City to perform all administration and operations functions of the City's water and wastewater treatment facilities, an increase to \$1,091,108 for the 19/20 FY Budget. Council rejected the proposed amendment.

In August 2019, City staff presented an Operations and Administration services evaluation, identifying different options for WTP/WWTP Treatment services. Staff evaluated different contract operation firms, and options for taking over operations internally with City Staff.

In September 2019, City staff gave a presentation outlining 3 different timelines, indicating a potential path moving forward, 1.) Doing nothing (Status Quo) 2.), New Contract Operator for city treatment facilities, 3.) Take over the facilities internally.

On May 12, 2020 City staff presented a draft Request for Proposal for Operation and Maintenance of the Treatment Facilities for information purposes along with updated timeline for a New Contract Operator for city Treatment Facilities.

On May 26, 2020 Council approved posting the Request for Proposal for Operation and Maintenance of the Treatment Facilities to solicit a new contract operator. The RFP was posted May 27 and closed July 15. The City received proposals from Jacobs, Veolia, and Inframark. Staff completed proposal scoring on August 3. The ranking was 1st – Inframark, 2nd – Veolia, and 3rd – Jacobs. From August 4 to October 2 staff negotiated a mutually agreeable contract with Inframark.

On October 13, 2020, Council determined it to be in the City's best interest to cancel the solicitation and proceed with in-house Facilities operations due to cost savings.

On December 7, 2020, staff began negotiating the demobilization agreement with Jacobs. On May 12, 2021, staff and Jacobs completed negotiations of the attached mutually agreeable contract amendment.

Under the proposed amendment:

- 1) States the contract will end on July 1, 2021 at 8:00 AM
- 2) Includes a Non-Disparagement Agreement
- 3) It includes a \$32,793.24 demobilization fee per the contract
- 4) It includes a 3% escalation to the base fee from \$1,061,270 (current rate) to \$1,093,108 (increase of \$31,838) for the 2020-2021 contract year.

The total City expense is \$64,631.24 to demobilize Jacobs.

Additionally, city staff negotiated the outstanding repair bill from 2019-2020 down to \$27,445 and set the pre-approved repair budget for 2020-2021 at \$60,000 above the \$30,000 repair cost that Jacobs absorbs.

Throughout April and May, staff have recruited to fill 5 operator positions. All 5 positions have been filled (3 internal and 2 external). City operators will begin job shadowing Jacobs starting May 20, 2021.

The Challenge/Problem:

How do we end our contractual obligation in a manner that is fair to both Jacobs and the City's ratepayers?

Stakeholders:

- City of Sweet Home. The City of Sweet Home has the legal obligation to operate and maintain the water and wastewater treatment facilities in a responsible, reliable, and cost-effective manner.

- City of Sweet Home Public Works Department. The Public Works Department recently hired qualified management with authorized certifications through the State of Oregon who can operate the water and wastewater treatment facilities. The operations, maintenance, and management agreement between the City and Jacobs provides staffing with professional water/wastewater certifications to operate the facilities as defined by the State of Oregon. Public Works has recruited 5 operators (3 internal and 2 external).
- City of Sweet Home Ratepayers. Ratepayers are the owners/customers of the municipal water and wastewater treatment facilities; with the expectation they are to be operated in compliance and efficiently. It is the ratepayers who ultimately bear all costs of operation.
- Jacobs. Jacobs is contracted by the City to operate and maintain all administrative and operational functions for the water and wastewater treatment plants.
- Oregon Department of Environmental Quality (DEQ). The Oregon Department of Environmental Quality is the regulatory agency ensuring compliance with the City's Wastewater Treatment Plant.
- Oregon Health Authority. The Oregon Health Authority is the regulatory agency ensuring compliance with the City's Water Treatment Plant.

Issues and Financial Impacts:

Public Works Department. The Public Works Department is responsible to oversee all budgetary costs and operational coordination between the City and contract operator to ensure the water/wastewater municipal treatment facilities are operated in compliance and efficiently.

Self-performing operations will save the City +\$100,000 per year after the first year. The first year will likely include some additional capital expenses.

Elements of a Stable Solution:

Provide efficient administration and operations of the City's water and wastewater treatment facilities. Provide staffing with professional water/wastewater certifications to continue to operate the facilities in compliance with state requirements.

Options:

1. Do Nothing. Not feasible in our current situation. Jacobs would continue to perform Operations of the WTP/WWTP. At the same time, pursuant to Council's directive to initiate in-house operations, the City has hired 5 operators (3 internal, 2 external) to run the treatment facilities.
2. Reject the amendment and offer different terms. This would reopen negotiations with Jacobs.
3. Execute Amendment No. 4 with Jacobs. This will set the contract end date for July 1, 2020 and allow City run operations to begin.

Recommendation:

Staff recommends Option 3, Authorize the Mayor and City Manager to execute contract amendment #4 with Jacobs/CH2M/HILL/OMI and initiate in-house administration and operations of the treatment facilities beginning July 1st, 2021.

AMENDMENT NO. 4
to the
OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES
for
CITY OF SWEET HOME, OREGON

This Amendment is made and entered into this ____ day of _____, 2021 by and between the City of Sweet Home (hereinafter “Owner”) and Operations Management International, Inc. (hereinafter “CH2M HILL OMI”). This is Amendment No. 4 to the Restated Agreement (herein after the “Agreement”) dated September 8th, 2015 between Sweet Home and CH2M HILL OMI.

NOW THEREFORE, Owner and CH2M HILL OMI agree to amend the Agreement as follows:

1. Section 5.1 is deleted in its entirety and replaced with the following:
 - 5.1 The initial term of this Agreement shall commence on July 1, 2015 and end on July 1, 2021 at 8:00 AM.
2. Owner shall pay CH2M HILL OMI a demobilization fee as described in section 5.3 of the Service Agreement.
3. The following Section 20 is added to the Agreement:

20. NON-DISPARAGEMENT

Both parties agree and covenant that they will not at any time make, publish, or communicate to any person or entity or in any public forum any defamatory or disparaging remarks, comments, or statements concerning the other party or the other party’s affiliates or their respective businesses, or any of their respective employees, officers, and existing and prospective customers, suppliers, investors and other associated third parties. This Section 20 does not, in any way, restrict or impede a party from exercising protected rights to the extent that such rights cannot be waived by agreement or from complying with any applicable law or regulation or a valid order of a court of competent jurisdiction or an authorized government agency, provided that such compliance does not exceed that required by the law, regulation, or order.

4. Appendix E.1.1. is deleted in its entirety and replaced with the following:

E.1.1 Owner shall pay to CH2M HILL OMI as compensation for services performed under this Agreement, a Base Fee of One Million Ninety Three Thousand One Hundred and Eight Dollars (\$1,093,108) for the 2020-2021 contract year.

5. Section E.1.4 is deleted in its entirety and replaced with the following:

E.1.4. The total amount CH2M HILL OMI shall be required to pay for Repairs Cost shall not exceed the annual Repairs Limit of \$30,000, as more specifically set below during the period beginning on June 1, 2020 through May 31, 2021. It is acknowledged and understood that for the current year, the Repairs Limit has already been reached. Upon execution of this Amendment by both parties, CH2M HILL OMI will issue the corresponding reconciliation invoice for the Repairs Limit excess from current contract year start through the end of March, 2021 for Owners processing and payment and will continue to invoice for any such excess on a monthly basis through May, 2021, provided that the total amount shall not exceed \$60,000. In the event that additional repairs are needed, CH2M HILL OMI shall request and obtain specific Owner approval before proceeding. If such approval is not obtained in advance, CH2M HILL OMI will not be reimbursed for such excess costs. Owner shall have the right but not the obligation to self-perform or direct hire any repairs to be completed that exceed the referenced \$60,000 threshold. Beginning June 1, 2021, the Owner shall pay for all Repairs directly upon request of CH2M HILL OMI. CH2M HILL OMI shall not be liable for any resulting damage or injury caused by Repairs requested by CH2M HILL OMI but not provided or paid for by Owner on a timely basis.

With the execution of this Amendment No.4, both parties acknowledge that the fulfillment of each party's obligations as set forth in this Amendment No. 4, shall be in full satisfaction of each party's obligations under the Agreement. Upon the successful completion of the obligations set forth in this Amendment (including full payment of all invoiced amounts), the parties hereby fully and forever release and discharge each other (including their employees, officers, directors, shareholders, representatives, subsidiaries, affiliates and insurers) from any and all claims, demands, complaints, damages, suits, obligations, costs, expenses, accounts, promises, causes of action or actions, losses, and liabilities of every kind and nature whatsoever, whether at law or in equity, whether now known or unknown, direct or indirect, due or to become due, contingent or otherwise, which they now have or hold, or at any time have held in connection with the Agreement.

All other terms and conditions of the Agreement remain in full force and effect.

Both parties indicate their approval of this Amendment by their signatures below.

OPERATIONS MANAGEMENT
INTERNATIONAL, INC.

CITY OF SWEET HOME

Authorized signature:

Authorized signature:

Name: Efrain Rodriguez
Title: Designated Manager
Date: _____

Name:
Title: Mayor
Date: _____

Name:
Title: City Manager
Date: _____



REQUEST FOR COUNCIL ACTION

Title: Discussion Only: Library Needs Assessment

Preferred Agenda: May 25, 2021

Submitted By: Ray Towry, Interim Library Services Director/City Manager

Reviewed By:

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

Relevant Code/Policy: Goal #1: Infrastructure

Towards Council Goal: Goal 1: Infrastructure. Develop Specific Steps for implementation of the adopted infrastructure master plans.

Attachments: Sweet Home Public Library Needs Assessment

Purpose of this RCA:

To review the Sweet Home Public Library Needs Assessment with conceptual drawings produced by FAA and discuss/decide whether to move forward with a process regarding an upgrade.

Background/Context:

The Library is a department of the City of Sweet Home and is funded by a five-year levy with a tax rate of \$1.17 per thousand of assessed property value. The Library levy is dedicated to staffing, operational expenses and the maintenance of the library building. The Library Advisory Board is appointed by the City Council as the Library's policy-advising body.

When the library moved to the basement of the current City Hall in 1954, the library area expanded to 1200 square feet. The Sweet Home Public Library moved from the basement of City Hall to current location on 13th Avenue in 1969. With the move the building size expanded to 5,825 square feet and was planned to serve the community for 20 years. Since 1969, the demand for library service – e.g. circulation, programs, meeting space, and public computer use, has grown steadily, outpacing the library's ability to provide services from a physical standpoint.

Per the City's purchasing policy and to garner Citizen input and make us more competitive for grants, an RFP for a needs assessment was issued and three qualified consultants responded. RFP's were emailed and followed up with a mailing to Ruth Metz, Penny Hummel and the Metropolitan Group. Advertisements were placed in the Daily Journal of Commerce and the New Era. We received a phone call on April 11, 2019 from Ruth Metz stating she would not be submitting an RFP. We had no response from the Metropolitan Group after phone calls and emails requesting a proposal.

City Council approved a contract with FAA for a needs assessment at their April 23, 2019, meeting. FAA began to fulfill their obligations and were then placed on hold with the outbreak

of the COVID-19 pandemic. In the past few months, they have completed their report and submitted to the City for review.

The Library Advisory Board reviewed the needs assessment over the month of April and subsequently recommended Council adoption at their May 13 meeting.

The purpose of this study is to serve as a steppingstone in the ultimate development of new library building for the City of Sweet Home. Community leaders will review the recommendations and options presented by this study and consider the best option with which to move forward with additional programming, concepts and more detailed cost estimates. When that more detailed conceptual process is complete, the community will consider possible funding mechanisms to make the project a reality. Next steps in the process could include the process to engage with an architect to design a building or remodel the building based on the needs assessment and Council directives.

The Challenge/Problem:

How do we work with stakeholders to improve the functions of the Sweet Home Public Library building to meet the demands of the citizens and upgrade it to meet their needs for the 21st century and beyond?

Stakeholders:

- City of Sweet Home Residents. Residents are the main funding source, we work with the money they invest to operate the community government at a level of service they determine. This community is politically conservative; however, they do demand a high level of service.
- Nonresidents of Sweet Home. We have many nonresident patrons who also invest their money into the Library by purchasing a nonresident library card.
- Sweet Home City Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible. They must balance leadership with representation. They tend to be fiscally very conservative.
- Library Advisory Board. As an advisory board to the City Council, they have discussed and made recommendations to the Council to begin the initial planning and process.
- Business Community/Chamber of Commerce. Local organization comprised of business owners. As employers and property owners they can be very influential with the Council members. Having a vibrant public library can attract new businesses.
- Friends of the Sweet Home Library. As a 501c3 their advocacy, support and efforts to raise funds will be integral in securing grants.

Issues and Financial Impacts:

The cost of an architect is generally 10% of the cost of the building. Appendix 6 indicates costs between \$10 million and almost \$12 million for about 13,000 sq. ft. facility.

Elements of a Stable Solution:

A decision on the continued process for the library.

Options:

1. Do Nothing – Nothing changes.
2. Adopt the Needs Assessment as presented and determine a procedure/path forward.
3. Reject the Needs Assessment –

Recommendation:

Council needs to have a discussion regarding the future of the Library...



SWEET HOME
LIBRARY NEEDS ASSESSMENT
MARCH 09, 2021

FFA
Architecture
+ Interiors

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CITY OF SWEET HOME

SWEET HOME OREGON

LIBRARY NEEDS ASSESSMENT

MARCH 09, 2021

PROJECT PARTICIPANTS

CITY OF SWEET HOME

- Rose Peda, Library Services Director
- Ray Towry, City Manager
- Joe Graybill, Staff Engineer

CONSULTANT TEAM

FFA ARCHITECTURE AND INTERIORS, INC.

- Troy Ainsworth, Principal
- Christine Rumi, Project Manager
- Richard Grace, Lead Designer
- Joseph Storr, Project Architect

KPFF CONSULTING ENGINEERS

- Stuart Finney, Structural Engineer Lead
- Mark Reuland, Civil Engineer Lead

PAE CONSULTING ENGINEERS

- Nick Collins, Mechanical Engineer Lead

PENNY HUMMEL CONSULTING

- Penny Hummel, Principal/Consulting Librarian

LANCE MURTY CONSULTING

- Lance Murty, Principal/Library Technology Strategist





01

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

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PROGRAM EXECUTIVE
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TECHNOLOGY

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CONCLUSIONS

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STRUCTURAL SYSTEMS

MEP SYSTEMS

ACCESSIBILITY

RECOMMENDATIONS

05

**TEST FIT OPTIONS AND
COST ESTIMATES**

OVERVIEW

SITE 1

SITE 2

SITE 3

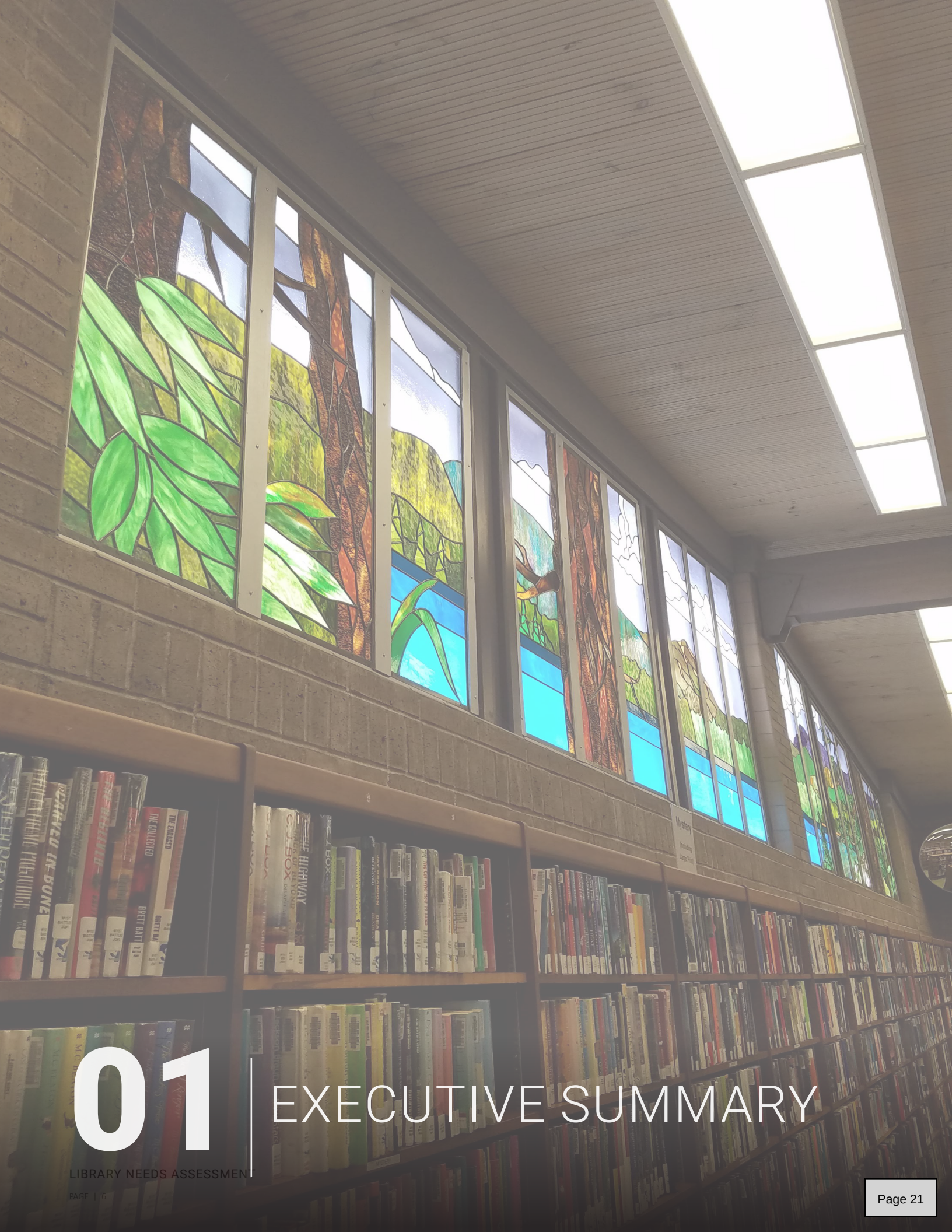
PRICING &
RECOMMENDATIONS

06

APPENDIX

COMMUNITY SURVEYS

PROGRAM REPORT



01

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

In early 2019, the City of Sweet Home hired FFA Architecture & Interiors to perform a needs assessment of their existing library facilities. The goal of the needs assessment was for the consultant team to review the Sweet Home Library program and facilities within the context of the existing community and library trends. FFA has provided recommendations for updates or expansions that the library will need to continue to serve the community of Sweet Home through 2040.

The civic nature and mission of the library implies that the building must last for generations and respond effectively to the increasing diversity and other progress in the community. The library should be flexible, attractive, efficient, comfortable, friendly and practical, and should reflect the community and its values. The building siting and design must remain flexible to meet the needs of the community well into the future.

The positive effect that public libraries have on economic development is well documented. Numerous national studies have demonstrated that for every dollar spent to operate them, public libraries provide at least double the value in services to their communities. An inviting, well-designed public library enhances livability and pride, reflects a tangible investment in the community, and acts as an attractive amenity for businesses when deciding to relocate.

The consultant team reflects a rich history of experience in the library community. The team was led by FFA Architecture & Interiors, and supported by Penny Hummel Consulting as public library consultant, Lance Murty Consulting as library technology consultant, KPFF for structural and civil engineering, and PAE for mechanical, electrical, and plumbing.

The initial deliverable was developed by the consultant team by researching, compiling & analyzing data, to provide documentation for (3) concepts which focused on the renovation of the existing building, a new building on the existing library site, and a new building on an alternative site. This report details research, observations, methodology, and recommendations from the consultant team. It starts broadly, detailing methodology and results of the team's research of the

Sweet Home community and library operations, and narrows to focus on the existing library site and facilities.

Through the consultant team's research, it became evident that the existing building and site are ill-equipped to accommodate the Sweet Home Library's current and future needs. As a result, the documentation deliverable was amended to investigate (3) alternative sites and provide workable concepts where appropriate.

The needs assessment report includes recommendations for space and service needs based on industry standards, best practices, and peer institutions. The needs of the community for improved library services were translated into a preliminary library building program, which illustrates recommended space needs for the public, staff, and building support areas.

The report also includes site assessments, conceptual studies, test fits, and recommendations on potential locations for a future library. A preliminary rough order of magnitude cost estimate, based on cost per square foot assumptions is provided for the site identified as most viable for a future library location.

The purpose of this study is to serve as a stepping stone in the ultimate development of new library building for the City of Sweet Home. Community leaders will review the recommendations and options presented by this study and consider the best option with which to move forward with additional programming, concepts and more detailed cost estimates. When that more detailed conceptual process is complete, the community will consider possible funding mechanisms to make the project a reality.

The library building should be an example of high-quality civic architectural design, and meet the need for a highly functional, efficient, low-maintenance, comfortable and beautiful library for generations to come.

Since the library's purpose is to serve the citizens of the community, it is critical that the next phase of the planning process also include multiple opportunities to gain input from community stakeholders and residents about what they expect their library to offer with respect to programs, services and physical considerations.

EXECUTIVE SUMMARY

Experience has repeatedly shown that people support what they help create. This collaborative process should remain in place from initial common goal-setting sessions through conceptual and final design and construction. The result is a library that is supported by the public and buildable within a desired budget and schedule.

This report was initially compiled in March of 2020. However, due to delays and closures attributed to the COVID-19 pandemic the issuance of the final report was delayed until March 09, 2020.

EXECUTIVE SUMMARY

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02 | PROGRAM NEEDS

LIBRARY NEEDS ASSESSMENT

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PROGRAM EXECUTIVE SUMMARY

The Sweet Home Public Library is an essential educational, informational and cultural asset to the Sweet Home community, offering 21st century technology as well as traditional library services. Located at the corner of 13th and Kalmia streets, its current facility opened in 1969 and has largely been untouched since then. Given that it has been in constant service for fifty years, the current building suffers from many deficiencies. It is cramped and noisy with inadequate seating and spaces for children, teens and events that restrict the library's ability to serve its community.

In response to these issues, the City of Sweet Home commissioned a facilities needs assessment in early 2019, engaging the services of FFA Architecture & Interiors. With the involvement of library consultants Penny Hummel and Lance Murty, the FFA team conducted an assessment of the current facility and the library's IT needs, analyzed community demographics, reviewed library usage patterns, conducted a community survey, interviews and focus groups with library staff and stakeholders, and compared current service levels with best planning practices in the library industry. The space recommendations that result from this work indicate the need for the following:

- 61 lounge and table seats for public use (there are currently 36);
- Expanded and redesigned areas for children and teens;
- A Family Space for young children 0 – 5 and their caregivers
- A Children's Area for school aged children
- A Teen Scene for teenagers/young adults
- 24 public access computers, including 12 laptops (there are currently 10)
- Increased programming/meeting room capacity:
- A dividable 100-seat meeting room
- A story time space for 35 people
- One eight person study room
- One four person study room

This study outlines the service components needed by Sweet Home residents now and in the future in a revitalized new library.

METHODOLOGY

In March 2019, the City of Sweet Home issued an RFP for a needs assessment for the Sweet Home Public Library. The city selected the architectural firm FFA Architecture & Interiors for this project, with library facilities consultant Penny Hummel and library IT consultant Lance Murty as part of the team. On June 12, 2019, the team met with city and library leadership to tour the building, observe operations and discuss initial priorities for a new or renovated library. The following themes emerged from this discussion:

- Evaluating the structural issues of the 50 year old facility
- Addressing the cramped quality of the current building
- Increasing seating
- Improving the areas for children and teens
- Reducing noise
- Providing meeting rooms and study areas
- Enhancing staff efficiency and effectiveness by improving staff areas
- Maximizing safety for patrons, staff and volunteers

Information gathering included much input from the community. On July 30 and August 28, Penny Hummel conducted focus groups with library staff, the library board and Friends of the Library and seniors; Lance Murty also conducted an IT-focused session with key staff on July 30. Two community meetings were held on July 30 and August 28. In August, the library conducted a community wide-survey and gathered input about desired attributes of a revitalized library on a poster in its entryway. That same month, Penny Hummel also conducted individual interviews with eight Sweet Home residents. Documentation about these information gathering efforts is included in the Appendix to this report.

Penny Hummel also reviewed a variety of information about the library and its operations, including demographic information, circulation data and usage statistics. Basing this work on best practices in planning public library facilities, she then developed service level recommendations for the Sweet Home Public Library and, working with FFA staff, created a library

program incorporating these elements. The draft program was presented to the client on October 3, 2019 and suggestions from this meeting were incorporated into the library program that is included in this report.

COMMUNITY INFORMATION

Sometimes described as the “Gateway to the Santiam Playground” due to its proximity to lakes, rivers and the Cascade Range, the city of Sweet Home was established in 1893. Like many other rural communities in Oregon, its fortunes have ebbed and flowed with the timber industry. With a current population of 9,225, Sweet Home is distinctive in several ways:

- As of 2010, 20.5% of Sweet Home residents are estimated to be 65 years and older, a higher percentage than that of the Linn County as a whole (18.3%), and higher than Oregon (17.1%). (Source: U.S. Census.)
- 13.6% of Sweet Home residents have veteran status, about 1.5 times the rate in Oregon (9.2%). (Source: U.S. Census.)
- 3.8% of Sweet Home residents are Hispanic or Latino, compared to 9.1% in Linn County and 13.1% in Oregon. (Source: U.S. Census.)

Other data points to the personal and economic challenges faced by Sweet Home residents:

- 22.6% of Sweet Home residents are estimated to be living in poverty, a higher percentage than Linn County (14.3%) and Oregon (13.2%). Oregon’s Department of Human Services designates the northwest portion of Sweet Home as one of five high poverty hot spots in Linn County. (Sources: U.S. Census, Oregon Department of Human Services.)
- 18.7% of Sweet Home residents are disabled and under 65, compared to 12.4% in Linn County and 10.2% in Oregon. (Source: U.S. Census.)
- At \$36,411, the 2013-17 median household income is significantly lower than that estimated for Linn County (\$49,515) and Oregon (\$56,119). (Source: U.S. Census.)
- 77% of students in the Sweet Home School District qualify for free and reduced lunches,

compared to 47% in Oregon overall. (Sources: Oregon Department of Education, Children First of Oregon).

In this context, the Sweet Home Public Library functions as an essential information, education, and cultural hub, providing services that are critical to its relatively high proportion of low income, senior, disabled and/or veteran residents. The findings of a 2014 community livability and assessment report about Sweet Home published by the Federal Lands Livability Initiative underscore the particular importance of the type of services that the library provides:

Community planning and development should focus on improving the quality of life for residents. Tourism is one tool to drive economic development and can be successful in Sweet Home by improving the visitor experience, but Sweet Home should not pursue tourism for tourism’s sake. Rather, the community should identify priorities that will support livability improvements in transportation, access to jobs, affordable housing, and access to education and public services that will help to meet the day to day needs of residents and enhance the community’s attractiveness for outsiders. (emphasis ours).

For the last two decades, Sweet Home has experienced flat to modest growth. To estimate a service population for 2040 (a twenty year planning window), this assessment utilizes data from the Coordinated Population Forecast for Linn County prepared by the Population Research Center at Portland State University in 2017. This forecast estimates the population within the Sweet Home UGB (Urban Growth Boundary) will be 10,733 in 2035, with an average annual growth rate from 2035 – 2067 of .7%. Utilizing that average annual growth rate, this assessment assumes a 2040 Sweet Home population of 11,114.

EXISTING PROGRAM ASSESSMENT

Established in 1942, the 5,757 square foot Sweet Home Public Library has been on the corner of 13th and Kalmia Streets since 1969. In the late 1980s, the library’s meeting room was repurposed as a teen area,

but apart from this change, the library facility has been relatively untouched since it opened fifty years ago. In 2018-19, the Sweet Home Public Library had 3,450 registered users, a 36% increase over the previous year. That same year, the library welcomed an estimated 61,710 visitors—almost 1,200 visitors a week. The library is open 36 hours a week, from 10 am to 6 pm Monday, Tuesday, and Thursday, from 10 am to 5 pm on Friday and from 10 am to 3 pm on Saturday. Funding for the library is provided by a serial levy requiring periodic approval by city voters. The library staff is modest at 3 FTE and the library director is the sole full time employee.

General Condition

As is true with most facilities built half a century ago, the library is showing its age. The HVAC system distributes heat and cooling unevenly, creating hot and cold spots throughout the building. Cramped and noisy, the library lacks adequate seating and study areas. The dark paneling that was fashionable in 1969 is not inviting in 2019. Bathrooms are small and all work areas are cramped and inefficient. The library's foyer is larger than needed and wastes precious space.

A much beloved component of the library's interior is the stained glass installation depicting the area's natural beauty.

Collections

As of late 2019, the Sweet Home Public Library offers a collection of 34,715 physical items, including books, DVDs, audio books and periodicals. Currently, the physical collection includes 12 ukuleles, which are available for checkout and utilized in library programming. The library also maintains five Little Free Libraries throughout Sweet Home, offering print materials to anyone who would enjoy them. Over the last four years, total collection use at the Sweet Home Public Library has averaged about 54,000 items annually.

The library is a member of the Linn Libraries Consortium, a group of five Linn County public libraries and Linn-Benton Community College who share a catalog and over 328,000 library materials. Sweet Home patrons also have access to a digital collection (including

e-books, and downloadable audiobooks) of almost 80,000 items through the statewide program Library2Go. The library also offers access to Lynda.com, which provides online training in software, creative and business skills, as well as an electronic database collection provided by the Oregon State Library. In 2017-18, 21% of circulations of physical items at the library were DVDs, followed in order of popularity by adult and genre fiction (15%), picture books (11%), new adult books (11%) and children's fiction (8%). All other areas of the physical collection comprised the remaining 34% of total circulation. In addition to generating relatively high circulation, new adult books also had the highest turnover rate in the library (turnover = circulation divided by number of items in a collection, an indication of how extensively a collection is being used). Turnover for adult new adult fiction and nonfiction books in 2017-18 was 12.6, more than double that of DVDs (5.98) and over eight times the turnover rate of the whole collection (1.54). At the other end of the spectrum is the library's paperback fiction collection (all genres), which comprised less than 1% of total circulation and enjoyed a turnover rate of .39.

In recent years, library staff have been proactive in weeding the collection and adding new materials. Overall, current shelving is full (utilizing the bottom shelf), and most new materials are shelved on available space (often the top of low bookstacks) rather than on displays that would encourage browsing and discovery. In conjunction with the preponderance of high 84" shelves in the adult fiction and nonfiction areas, these factors make the library space feel cramped and busy.

Computers and Technology

As is true in many rural areas of Oregon, many Sweet Home residents cannot access high speed internet at home due to economic constraints, the lack of service providers, or both. In this context, the internet access that the library provides through Wi-Fi and library computers fulfills a critical community need. In 2017-18, the library recorded 4,976 individual Internet sessions at library computers, or almost 100 sessions a week. This statistic does not capture sessions patrons who used the library's Wi-Fi on their own devices, which, if tracked, would demonstrate even higher use.

The library offers ten computers for use, including two online catalogs, six public internet access computers, and two children's AWE learning stations. All computers are grouped in a central area adjacent to the children's library. The library's ten computers represent 1 computer per 1,000 people served, which is within the range of the .5 – 1 computer workstations per 1,000 people that is currently considered best practice. Library patrons report that the computers are in high demand, and that the noisy central location of the computers creates challenges for those wishing to work or study.

Seating

Seating at the Sweet Home Public Library is minimal and most of it dates back to when the facility first opened in 1969, with an emphasis on hard seating vs lounge chairs. With a current capacity of approximately 36 seats, or 3.9 seats per 1,000 people, the library is currently lower than best practice for an independent, small town library (5 – 10 seats per 1,000 people). In addition, few of the library's seating options are adjacent to a power source, which hinders patrons who need to plug in laptops, phones or tablets.

Programming and Event Space

In 2017-18, the library offered 100 programs that attracted 1,353 attendees. As noted earlier, the building's original meeting room was converted into an area for teens decades ago, and to host a program or event, library staff must temporarily shift furniture in this area to create capacity. Craft programs are held in the area also used for storytimes, which is not designed for this purpose. The library's lack of a designated meeting room not only creates challenges for the staff, it also restricts access to the teen collection when programs are taking place. To compensate for this situation, the library currently holds many programs off-site.

Additional meeting room space is needed, not only for library programming, but for use by community groups who have few options for meeting and gathering space in the community. The library currently offers no small enclosed quiet study rooms, which are also needed.

Youth Areas

All three of the library's areas for patrons under age 18 are lacking in the amenities that attract use and respond to age-specific needs. The size of the storytime area is inadequate for the number of children and caregivers who attend the library's regular storytimes. The area for school aged children holds only bookshelves, with no seating, computers or interactive components. And the teen area is basically shelving with a small amount of seating, which as noted above is frequently taken over for general programming needs.

Service Delivery

Judging from comments gathered in the community engagement component of this needs assessment, the Sweet Home Public Library is well used and well loved by local residents. A comment shared by one community member in the survey is typical: "It's a fine library, and the staff is terrific." That said, staff encounter numerous challenges in providing quality library services. The library has one all-purpose service desk serving multiple functions: materials returns, check-outs, retrieving holds (which are kept behind the desk for security purposes), retrieving audiobook and DVD discs (which are kept behind the counter for security purposes), trouble-shooting technology and responding to reference and informational questions. As a result, this area of the library is often congested. Sight lines are poor with respect to the public restrooms and the teen area. The library currently has no self-check machines.

Staff and Volunteer Areas

The current library features one office for the library director, with an open space for other employees and volunteers. The workroom space lacks sufficient desks for staff and volunteers, and workspaces for various functions (including check ins, mending and book processing). The space is crammed with various items and existing storage areas are equally full.

As is typical of public libraries, community volunteers are indispensable to the library. In 2018-19, 15 volunteers contributed almost 1,500 hours of support. While the Friends of the Library conduct their book

sale operations off-site, other library volunteers lack the workspace to assist the library in the day-to-day operations they support, such as book mending and materials processing.

PHILOSOPHY OF SERVICE

The Sweet Home Public Library strives to provide residents with services that meet and anticipate their needs, in comfortable facilities that facilitate the delivery of its highest priority services. A successful public library today plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups continues to be the primary service expectation of many residents and remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content. Libraries are also a primary public gateway to online information, offering wireless and free access to the Internet.

Even as the library's role as a resource for physical and digital media continues to be important, its traditional role as a community destination and gathering place is also evolving and expanding. The public library now serves as the community's principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, storytimes and teen gaming nights are a few examples of the multitude of educational and social community events that draw significant participation. The library facility can and should offer residents a safe, and comfortable place to be. This can be a sanctuary for solitary reflection, a quiet workspace in which to complete a school assignment or a social space for connecting with peers. To perform these roles, the library needs appropriate space – for collections, for people, for programming and for functional operations.

RECOMMENDATIONS

Collections

The community needs access to a well-balanced collection in both print and digital media formats. Adequate shelving capacity is needed to support a balanced physical collection, so that materials can be shelved and displayed for convenient browsing. Shelving capacity needs to allow shelves to be kept 20% to 25% clear, so that there is readily available shelving space for incoming materials. The various collections of the library need to be shelved in appropriate locations within the overall space, clearly identified and easily found, and at heights appropriate to their target audiences. The bottom two shelves on most shelving units should be angled to allow browsers to easily view book spines.

While public interest in downloadable books and media continues to be strong, there is increasing evidence that use of digital media is complementing, not replacing, the use of books and other physical resources. Therefore, most public libraries currently plan their future collections assuming future use of both types of resources. The Sweet Home Public Library currently offers almost 35,000 physical items (books, CDs, DVDs, etc.) with the expectation that this collection will not grow significantly in the future.

To maintain desirable sightlines and aesthetics, this plan recommends a maximum shelf height of 66" for the interior of the library and 45" shelving for picture books and other materials for young children. Given the popularity of the library's new book collections, this plan also recommends retail-style shelving to better display these collections.

Computers and Technology

The library's Internet computers are in frequent use. While patrons increasingly are bringing in their own devices (laptops, tablets and smartphones) for library use, for many others, library computers are the only way to access the Internet for research, job seeking, and connecting with friends and family. More are needed to meet public demand and to enable the library to offer this service more effectively.

This plan increases the number of desktop computers from 10 to 18, distributed in the following way:

- Adults: 2 stack end catalog workstations, 8 public computer workstations
- Teens: 1 stack end catalog workstation, 2 public computer workstations
- School Aged Children: 1 stack end catalog workstation, 2 public computer workstations
- Pre-K Children: 2 AWE (Early Learning) stations

This plan also recommends an additional 6 laptops for checkout and/or use in programming. To accommodate personal devices, the new library should include access to power at every seating area. The program also includes two self-check machines.

Additional recommendations about the library's technology needs are included in the technology report.

Seating

In a library facility, it is as important to provide space for people to use the building, as it is to provide space to house and display the collection. The preschool/family area needs chair seating for toddlers and their parents or caregivers. The children's area should offer distinct seating areas for individual school aged children who need to do homework or quietly read. Teens in particular need a designated area with age appropriate furniture. The design of the space should not only send a message that they are welcome at the library but should also create a buffer, both physical and psychological, between this gregarious age group and other library visitors. Adults need both table seating and lounge chairs for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats should be adjacent to electrical power, with outlets located safely out of circulation paths.

Overall, this plan recommends an increase to 61 desk and lounge seats (a 25 seat increase) to offer appropriate work/study, collaboration and reading space for the community. The plan also includes two enclosed study rooms: one for up to eight people, and one for up to four people.

Programming and Event Space

Library programs are a basic library service that complements the collection, attracts new users and provides the community with needed information on many topics. Dedicated space within the library is needed to provide an appropriate, accessible venue for these events, with seating to accommodate different groups of people. The primary programming space needs to be flexible and multipurpose, with stacking chairs, media projection equipment, adjustable lighting, access to a kitchen, and table and chair storage.

Given that the library's existing programming space is completely inadequate, this study recommends a significant expansion of programming capacity. One dividable 100-seat meeting room, with an attached kitchenette, will offer the capacity to address a variety of programming needs, both those held by the library in addition to events hosted by other community groups.

The program also includes an expanded story time/school visit area, which will accommodate 35 attendees.

Youth Areas

As noted above, the current library provides minimum amenities for children and teens beyond the book-stacks. The new plan adds features that are designed for the interests and abilities of different age groups. Geared towards pre-K children and their caregivers, the Family Space features two AWE early learning stations, added seating (including a 4-person toddler table and lounge chairs), space for an interactive play/learn station and a family restroom. The area serving school age children features computer stations, table and lounge seating and space for an interactive feature (such as a Lego wall). Teen Central includes computer stations, table and lounge seating, and media/gaming area.

Service Delivery

Given that the library does not anticipate future staffing increases, there is a great need to make all circulation and reference functions as efficient as possible.

A primary service desk appropriate to the 21st century will enhance the staff's capacity to provide excellent customer service. Two self-check machines have been added to relieve pressure on this sole service point, and the materials return slot has been moved away from this central location.

Public restrooms have been expanded to include two multi-stall men's and women's restrooms, a gender-neutral restroom, and a family restroom adjacent to the children's area.

Staff/Volunteer Areas

The recommended library program retains an enclosed office for the library director, increases the number of staff desks, includes spaces for various functions and adds a workspace and table for library volunteers. Also included are two staff restrooms (one including a shower), a wellness room and a staff lounge area with seating and a kitchenette.

CONCLUSIONS

The issues facing the aging Sweet Home Library are typical of libraries sharing its size and locale. According to the 2017 study Rural Libraries in the United States:

Recent Strides, Future Possibilities and Meeting Community Needs by Brian Real and R. Norman Rose for the American Library Association:

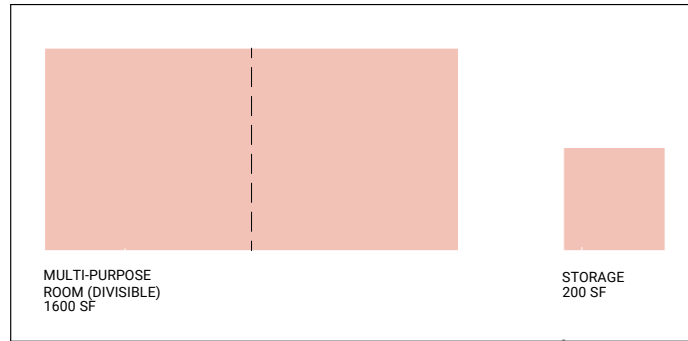
"Broadly speaking, rural libraries are small, and their buildings are less up-to-date...it makes sense that rural libraries are smaller, considering that they serve smaller population bases. However, this lack of space may limit the ability of these outlets to reconfigure their physical plant to follow broader library trends of incorporating new technologies and offering more public programming."

This study goes on to report that in 2014, only 15% of rural libraries reported renovations within the last five years, compared to the national average of 21 – 33% of city libraries. Given that residents of rural communities generally have access to fewer cultural and

educational resources, making local library services the best they can be should be a high priority. An updated and expanded Sweet Home Public Library will significantly improve the quality of life in Sweet Home and its surrounding area.

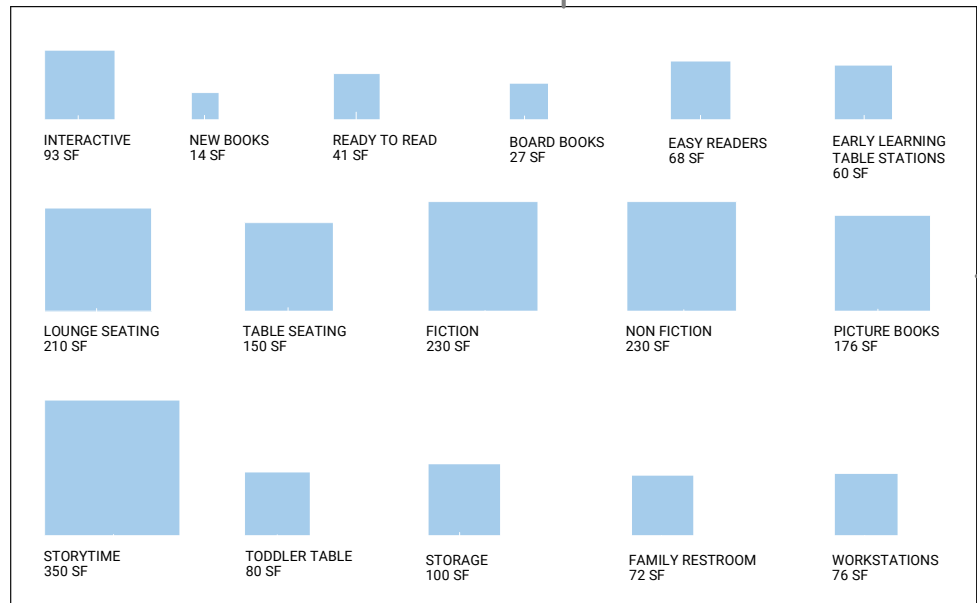
Meeting Rooms

1,800 sf



Childrens

1,977 sf



Young Adult

739 sf

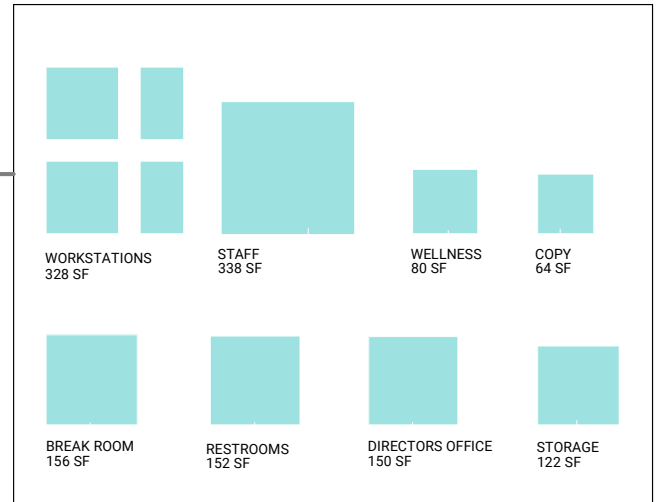


PROGRAM NEEDS

Public Service 1,608 sf

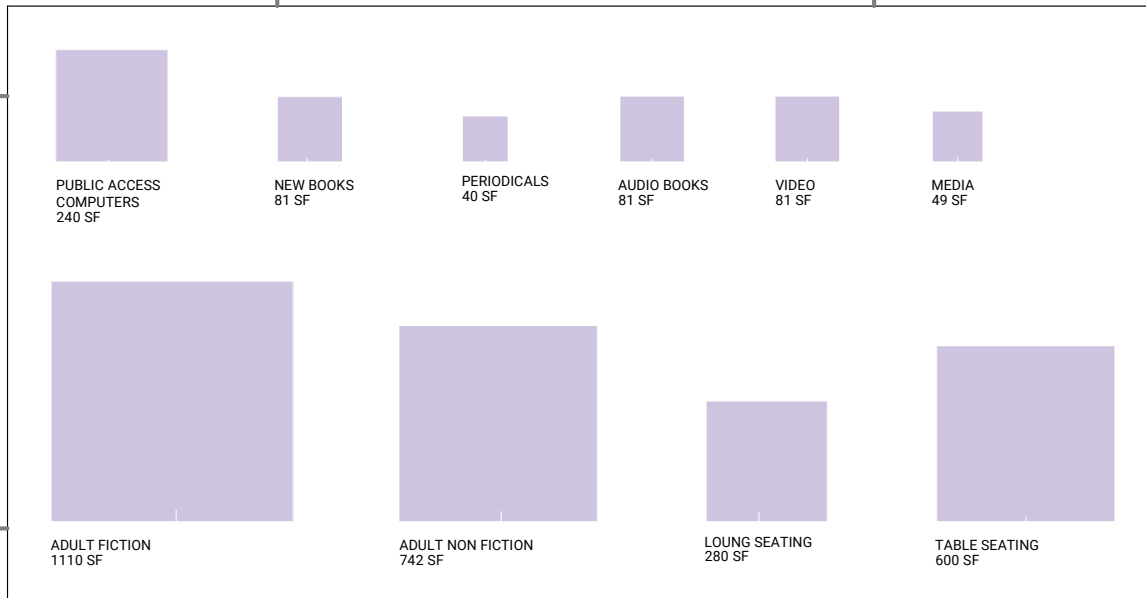


Staff 1,390 sf

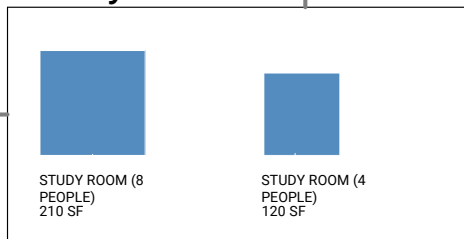


Adult

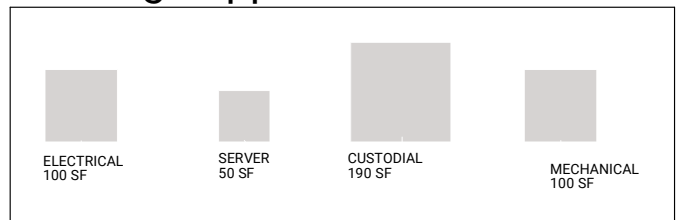
3,304 sf



Study Rooms 330 sf



Building Support 440 sf



NET PROGRAMMING AREA : 11,588 SF
GROSS BUILDING AREA : 13,326 SF

FFA ARCHITECTURE AND INTERIORS, INC



03 | TECHNOLOGY NEEDS

OVERVIEW

This report will briefly review the current technology environment, identify key needs and desires that were gathered from meetings with staff and other stakeholders, and finally, make a series of recommendations that may be incorporated in a renovation or new building.

Because technology is so integral to the library's mission, and the library's role in bridging the digital divide in the community is so essential, it's important that updates and changes be well planned and implemented. This report identifies priorities and proposes a rough timeline for changes that could take place independently from a building renovation project.

ASSESSMENT OF CURRENT LIBRARY IT ENVIRONMENT

The Sweet Home library offers technology services and devices for its patrons and visitors to use that is typical among libraries of a similar size and demographic. The public computer setup appears adequate for current needs and uses and enjoys significant use by the public. Two dedicated workstations for pre-teen children are available, and located next to the other public computers. Public black & white printing is provided via a commercial grade mid-range photocopy machine. Management and payment for print jobs is accomplished using LibData software.

Staff computers, printers and other devices are also adequate. Independent of a building renovation project, the library will need to replace much of the current computer hardware and some infrastructure equipment in the near-term (next 12-18 months) as they are at or near end-of-life-cycle, and should plan and budget accordingly. Public and staff computers currently run Windows 7, which will no longer be supported after January 2020. An upgrade is scheduled and should be accomplished as soon as possible.

Library technology is supported and maintained by the city and a Eugene-based consulting company, StepUpIT. StepUpIT provides support to both the city and the library through an annual service contract. Library staff

assist patrons and troubleshoot equipment problems with the aid of city staff and the IT consultant, and attempts to diagnose and resolve problems on their own prior to contacting StepUpIT. StepUpIT manages equipment remotely, and makes weekly site visits, or as needed based on service requests and projects. Support and service outside the scope of the annual contract are charged on a time and materials basis. Support and maintenance for the library IT environment appears adequate and staff is satisfied with the level and quality of service. It is not clear, however, that processes and procedures for such things as software patches, data backup, and security are routinized and documented.

There is currently little technology related library programming, other than one-on-one assistance provided by library staff. The lack of meeting room space and portable equipment that could be used for instruction, workshops and other technology related activities is a major factor limiting the library's ability to provide technology programming.

The library uses the Evergreen Integrated Library System (ILS) hosted by the Equinox Open Library Initiative. The library participates in the Linn (County) Libraries Consortium and the ILS is managed by the city of Albany IT staff. Librarians at each of the consortium libraries are responsible for maintaining their library's data, collection and patron database. Catalog and circulation support is provided by Linn Benton Community College (LBCC) library, and training is provided by Albany IT and library.

Other Notes on the current environment:

1. Internet bandwidth is adequate
2. The six (6) public Internet computers (PACs) and two (2) AWE kids computers is adequate for existing demand.
3. Wiring is primarily surface mount and adequately managed.
4. File and print servers and network infrastructure is operated and are managed by City staff and consultants.
5. Wifi is very popular with patrons and the public, and is heavily utilized.

6. There are insufficient power outlets for patrons to plug in or charge their devices.
7. Seating and work surfaces for patrons using their own laptops and other mobile devices is limited.

NEW SERVICES AND PROGRAMS

Library staff articulated the desire for a number of technology related improvements, and also relayed improvements that patrons have told staff that they would like to see. The library fulfills a very important role in providing Internet access to residents that cannot get Internet service at home and for those that can't afford it. The library also provides computers and printers that might not be otherwise be available. The library's wifi service is also very important for those with their own devices but no Internet at home. Requests were noted for more and different type of equipment and services related to improving the operational efficiency of the library.

Specific requests were made for:

1. Printing from their own devices (wifi & from phones)
2. Ability to send a fax
3. Color printing and copying
4. Self checkout of library materials
5. RFID for materials circulation
6. A better process for managing DVD/CD discs (discs are not left in the cases in order to deter theft. Staff must find and insert the discs at checkout.) Ideally, an automated system is desired.
7. Ability to easily extended time on PACs
8. Wifi 24/7
9. Laptops & storage cart for programs and for use in a meeting space
10. Maker/fabrication tools, equipment and software, and a space for maker and other creative activities
11. Elementary aged kids space w/ age appropriate technology, gadgets, gaming, etc.
12. Place and cables to charge devices

Opportunities for technology related programming in the library

Staff and other stakeholders also noted an interest to expand library programming related to technology, such as instructional classes, 'maker' and other creative activities, and other activities that would require computers, the Internet and various technologies. In a new or renovated space, new equipment and devices needed for such programs will require space and power/data infrastructure, seating, work surfaces and storage space. Specific areas of interest included:

1. "how to" instructional classes for a variety of devices and software applications
2. Job seekers resources
3. Accessing online services (federal, state, and local government services, social services, etc.)
4. Teen focused programs (virtual/augmented reality, coding & app development, gaming, video, music, etc.)
5. Innovation programs for kids and the community.

Facilities space and infrastructure to accommodate technology

While the space the library currently has for technology is adequate for the public computers and services currently provided, it is dated and severely limits the capacity to provide additional services and library programs. Staff noted the following, and specific recommendations for improvements (with or without a building renovation project) are noted below.

The current centrally located space for PACs near the main service desk mostly meets needs of patrons and library staff.

1. Good location within facility, good sight-lines for staff, close to the service desk so it's easy to provide help and maintain control.
2. Spacing for PACs is good – not too cramped and adequate for privacy.
 - a. Computers for kids are in the same location as the adult computers – would be nice to have some separation.
3. Would like to have a mounted projector and screen or large monitor in a meeting space.
4. Wiring limits flexibility where computers can be located. More power outlets are needed to charge devices brought into library.

5. Need a meeting space that will flexibly accommodate technology, including A/V equipment, technology based programs and events, etc.

RECOMMENDATIONS AND IMPROVEMENTS NEEDED

The Sweet Home Library and City of Sweet Home are doing an admirable job of providing technology and services to the citizens of Sweet Home and users of the library. Services and library programs involving technology could be significantly improved and expanded – a new or renovated library could offer better and more flexible space to accommodate technology and programs than is currently possible. Several of the following recommendations could be accomplished independently of a renovation/new building project and a rough timeline which indicates priority is noted.

Infrastructure and hardware:

1. Plan for PAC replacement upgrades within the next 6 months. According to the city, upgrades are underway – staff computers have been replaced, and all size public computers will be replaced by mid-2020
 - a. If desktop computers continue to be used, purchase small form-factor devices to conserve space and provide for better flexibility.
 - b. Consider creating a virtual wireless LAN for staff/PAC computers for more flexible placement of computers independent of limited wiring runs.
 - c. Talk with the Lebanon Library about their experience with thin client PACs.
 - d. City Finance Director has created a 4-year replacement cycle plan and budget. Review the plan annually and update it as necessary.
 - e. In the next 12 months, consider the addition of mobile devices for checkout use in the library, to either replace several desktop computers in order to make more flexible use of space. Or, augment the desktop computers for patrons who prefer mobile devices and to meet the demand for the Internet during busy times.
 - f. If the renovation/new library project won't be accomplished within 2 years, upgrade devices independently of the project and re-use them in the new space. Alternatively, replace all devices as part of the building project and budget the project accordingly.
- g. Consider working with other Linn Library Consortium members for best practices and potential for improving cost and operational efficiencies by sharing services, purchasing, knowledge and resources.
2. Add color printing within the next 18 months. The library has plans to replace the existing b&w photocopier with a color photocopier in 2020.
3. Add wifi & mobile device printing within the next 12 months. The library has plans to add wifi printing in 2020.
4. New or renovated space should include ample updated electrical and data wiring to wired digital devices (computers, printers, network equipment, etc.)
 - a. Conduit for main cable runs utilizing whatever the current category of wiring is at the time.
 - b. Build some excess wiring/conduit capacity for future uses
 - c. Install all new commercial grade networking devices (routers, switches and wifi access points) as part of the new library project.
 - d. Use managed network devices. Mount network devices in secure closets/room, or in locked racks that are inaccessible to the public.
 - e. Monitor network devices and network traffic with alerts routed to IT staff.
 - f. Install a managed hardware firewall between the library/city and the Internet.
5. Add device charging outlets (USB) and provide a cache of charging cables as part of the renovation project.
6. Add laptops and a charging/storage cart when a meeting space is built.

Other notes and considerations regarding technology at the library

Partnerships and collaboration

The library should continue its existing relationships with the city and other community organizations, and work to expand those relationships and to explore collaborations to leverage other potential partners and community resources. Schools and senior organizations are natural partners; local businesses and social organizations may also be interested in working with the library on specific technology related projects and programs. With a dedicated meeting space in a renovated or new library, collaborative activities and programs can be more easily launched.

1. Continue to build on the relationship with city to maintain and improve technology infrastructure and programs for the whole community.
 - a. Possible leverage of city economic development department and programs to engage residents and businesses around technology. (Examples: Innovate Oregon, app development, gig economy, technology incubator, etc.)
2. Look to the senior center and schools for technology volunteers and programming opportunities targeted to those audiences and their interests.
3. Look to local businesses for volunteers, donations, partnering on programming, use of space for events and programs, etc.

Management recommendations:

1. If not already, make use of state purchasing, licensing and cooperative purchasing agreements whenever possible. This saves money and considerably shortens the procurement cycle.
2. If it doesn't exist already, establish and conduct periodic security training for city and library staff.
3. If not already in place, add a cyber security rider to city/library insurance policies to help protect against data theft and ransomware.
4. If bandwidth is adequate, investigate moving services, applications and data storage to the cloud to the extent possible. Eliminate as many physical servers as possible.
5. Maintain existing managed firewall appliance

and install patches and upgrades as they become available. Replace firewall(s) in 24-36 months. Monitor traffic and automate alerts to appropriate city staff and the IT consultant in order to quickly respond to cyber threats..

6. Create a simple comprehensive IT plan and budget. Update it annually during the budget process.
 - a. Plan for the future – keep a rolling outlook for 3-5 years ahead. Watch trends and think about what will benefit and enhance the community and the library's mission.

TECHNOLOGY NEEDS

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04

EXISTING FACILITIES
ASSESSMENT

OVERVIEW

This report will summarize the existing library facilities at it relates to accessibility, overall building condition, building systems, and life safety. The summary is based on observations made by FFA, KPFF, and PAE through touring the existing building, and researching historical building documents.

Additionally, this report will make a series of recommendations on whether the current site and building could be renovated to accommodate the required program needs.

EXISTING BUILDING GENERAL ASSESSMENT

Site

The existing building is a single-story construction with a 5,757 sf and sits on a property approximately 11,885 sf in size. Largely unchanged since its completion in 1969, the current library building is over 30 years beyond its initial planned 20 year life span.

The building makes the most of the limited property area and is sited on the west and south limits placing its entry on the intersections of Kalmia Street and 13th avenue. There is a 10' drive aisle to accommodate limited deliveries on site. In the event of an expansion of the current building, this drive aisle would likely need to be maintained due to code requirements, limiting the expansion of the existing footprint.

Access to the site is not ideal due to a lack of parking on the property. The main library entrance is served primarily by street parking, and an existing city parking lot on the opposite side of 13th, limiting access for to the building for people with disabilities. There is a small parking lot on the east side of the property that can accommodate up to (6) cars, and falls well short of the code minimum required parking stalls for a library of its size. Any potential expansions would have to address the lack of parking and accessibility.

Building Envelope

The building roof was replaced 6-8 years ago, but the rest of the envelope is largely the same as when the building was built and does not comply with current energy codes. Gutters consistently plug up, and there is evidence of water damage and staining on exterior soffits. The walls themselves are masonry which offer no insulation, and existing windows are single pane glass.

Program

There are several program deficiencies in the current building that the staff needs to work around. The current circulation desk is crowded and not ergonomic; it needs to be redesigned to better accommodate staff. There is little segregation between the library and the private staff area, and the facility lacks storage and a janitor's room.

Per consulting librarian Penny Hummel's analysis, the current building area is too small to accommodate the required building program. The existing building area needs to grow by an estimated 7,569 square feet to meet the needs of the community.

Accessibility

The existing building has several barriers to access by patrons with disabilities. The front entry does not have a ramp, and requires patrons to use existing stairs. An accessible entrance has been provide to the side of the building, but it is not the main entrance and not an ideal solution. The building has (3) public restrooms, of which only (1) is accessible. The library entrance should be upgraded to create equitable access to the building, and (2) of the restrooms should be accessible.

Acoustics

There are several acoustic issues with the current building, some of them programmatic, and some of them related to construction. Existing restrooms lack acoustic privacy, and the proximity to the fire station creates issues when crews are responding to a call with sirens activated.

Programatically, the lack of dedicated spaces for programs leads to acoustic conflicts in the space. Patrons complain about noise, and often times programs are held off-site to avoid conflicts.

STRUCTURAL SYSTEMS

KPFF visited the existing Library on June 12, 2019, met with Library staff and performed a limited visual observation of areas readily exposed to view. KPFF also performed a limited review of existing building drawings by Loyal C. Lang Architects of Portland, OR, dated September 1968. These drawings contain very limited structural information. No engineering analysis has been performed on the existing structure. Observations of the structural systems are as follows.

Existing Structure Type

The single story structure consists of reinforced concrete spread footings supporting masonry walls and a wood framed roof. The wall appears to contain reinforced bond beams. No indication of vertical rebar was noted. Lightly reinforced or unreinforced masonry construction would not be permitted under the current building code.

Seismic Assessment

Based on the construction type and era of the building and the available structural drawings, the building likely does not meet modern seismic design and detailing practices and could experience significant damage in a moderate to large earthquake. This could represent a significant hazard to human life for the occupants of the building. We recommend that a detailed seismic evaluation be performed to quantify the seismic hazard followed by appropriate measures to reduce those seismic hazards.

Seismic upgrades

Upgrading existing buildings to meet current seismic codes is typically a costly and disruptive undertaking. This would almost certainly require the building to be vacated for 6 to 12 months and the rough-order-of-magnitude cost could be approximately \$50 to \$150

per square foot in 2020 dollars.

Structural modifications

The current Oregon Structural Specialty Code contains limits to structural modifications to existing buildings that trigger mandatory gravity and seismic upgrades if exceeded. These triggers include changes of use/occupancy and significant structural modifications such as new wall openings for doors and windows and new roof openings for skylights and mechanical ducts. Also, increases in building mass, such as new roof mounted equipment or building expansions, can also trigger mandatory structural upgrades.

Subgrade information

The site is relatively flat and KPFF did not observe evidence of significant cracking or settlement of the building. However, a professional geotechnical engineer must be consulted if an engineering evaluation of the subgrade conditions is required. KPFF did not perform any subsurface evaluation of soils or foundations. A Geotechnical Engineer would be recommended to make geotechnical evaluations or geotechnical recommendations.

Building expansion

The building does not appear to have been designed to accommodate new horizontal or vertical construction. Vertical expansion of the building is almost certainly not feasible as this would likely require strengthening of foundations, walls and the existing roof framing and decking. Horizontal expansion may be feasible if seismically isolated from the existing structure – this means that the new expansion would function as an entirely separated structure from the existing building. A seismic joint between new and existing construction could accomplish this. Horizontal expansion of the existing building would likely exceed allowable structural modifications and trigger seismic and gravity upgrades to the entire existing building.

MEP SYSTEMS

The current Library is served by (2) Bryant gas fired DX

rooftop air handlers which were installed 15-20 years ago. One unit serves the open library and the other unit serves the remaining spaces giving the library two temperature zones. The supply ducting is run overhead and the return is in the slab. The Bryant units are at the end of their service life and in need of replacement, potentially consisting of simplified dedicated outdoor air unit with heat recovery and a VRF system for heating and cooling.

Additionally there were complaints as follows:

- Drafts from side wall air distribution
- Lack of air distribution
- Hot and cold spots
- Exhaust fan noise

Plumbing

Much of the current plumbing piping was not able to be viewed to assess what kind of pipe or condition it is in. Current piping, depending on the routing, might be able to be reused. The hot water heater is at the end of their useful life and in need of replacement. There is no a fire sprinkler system in the building.

Electrical

A 400A, 240/120V, 3 Phase underground service is routed to the building and terminates into a main distribution panel located in the mechanical/electrical room. The distribution panel serves rooftop mechanical units, wireway with disconnects and two branch panels. Distribution panels were manufactured by ITE and appear to be original and in good condition. There are potential code clearance issues in front of the distribution panels. If the existing building were to be expanded, the existing system capacity would need to be evaluated.

Branch circuit wiring appears to be in conduit and wire and metal clad cable. Additional distribution of receptacles should be provided in the library area for flexibility through the use of floor boxes, surface mounted raceways, or potentially power poles.

Lighting

The majority of the existing lighting is surface mounted fluorescent luminaires which appear to be in good

condition. There are potential code issues due to lack of emergency lighting and illuminated exit signs. Lighting should be replaced throughout with LED technology, through either new luminaires or T8-LED lamp replacement. Lighting controls should be updated to current code through the use of automatic lighting controls. Emergency lighting and exit signs should be upgraded to code with a minimum 90 minute back-up.

Fire Alarm System

The building has a newer Gemini combination fire alarm and security system. A single smoke detector and audible annunciator is wall mounted in the central area of the library. The control panel and devices appear to be in good condition.

The fire alarm notification and detection do not appear to meet current code. A new fire alarm system with detection and annunciation as required by current code should be provided.

RECOMMENDATIONS

There are substantial hurdles to renovating and re-using the existing library building. The structural and envelope systems would need to be heavily modified to meet current codes. Several existing building systems need to be entirely replaced or upgraded, any existing hazardous materials would need to be replaced through an abatement process, and substantial accessibility upgrades would be required.

Additionally, the site poses significant constraints. There is limited room for expansion on the property, which would necessitate building vertically and splitting the program between two floors. Expanding to two-stories is structurally not feasible, and would require further up-sizing of building systems, and require dedicated vertical circulation systems in the form of stairs and an elevator. Additional vertical circulation systems not only increase the required building square footage, but also increase operation costs in the form of energy and maintenance. An expansion would take the place of current on-site parking, requiring additional parking to be provided elsewhere.

Operationally, splitting the program between two stories is not feasible. The current library staff has 3 FTE's with one sole full time employee. Even with volunteers, the current staffing level is not sufficient to staff a 2-story building.

Considering the required upgrades to life safety, accessibility, and mechanical systems alongside site and staffing limitations, the consultant team does not believe expanding the current library is a feasible option. The team recommends the City of Sweet Home construct a new building on an alternative site that can better accommodate the program requirements.

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05

TEST FIT OPTIONS AND
COST ESTIMATING

OVERVIEW

With the conclusion that the existing library site is unable to accommodate the required library program, the consultant team worked with the City of Sweet Home to assess (3) potential properties that could house the required building program. To qualify as potential sites, the properties needed to be city owned, large enough to fit the 13,326 sf program, and maintain a close proximity to schools and downtown.

The team identified the following potential sites for test fits:

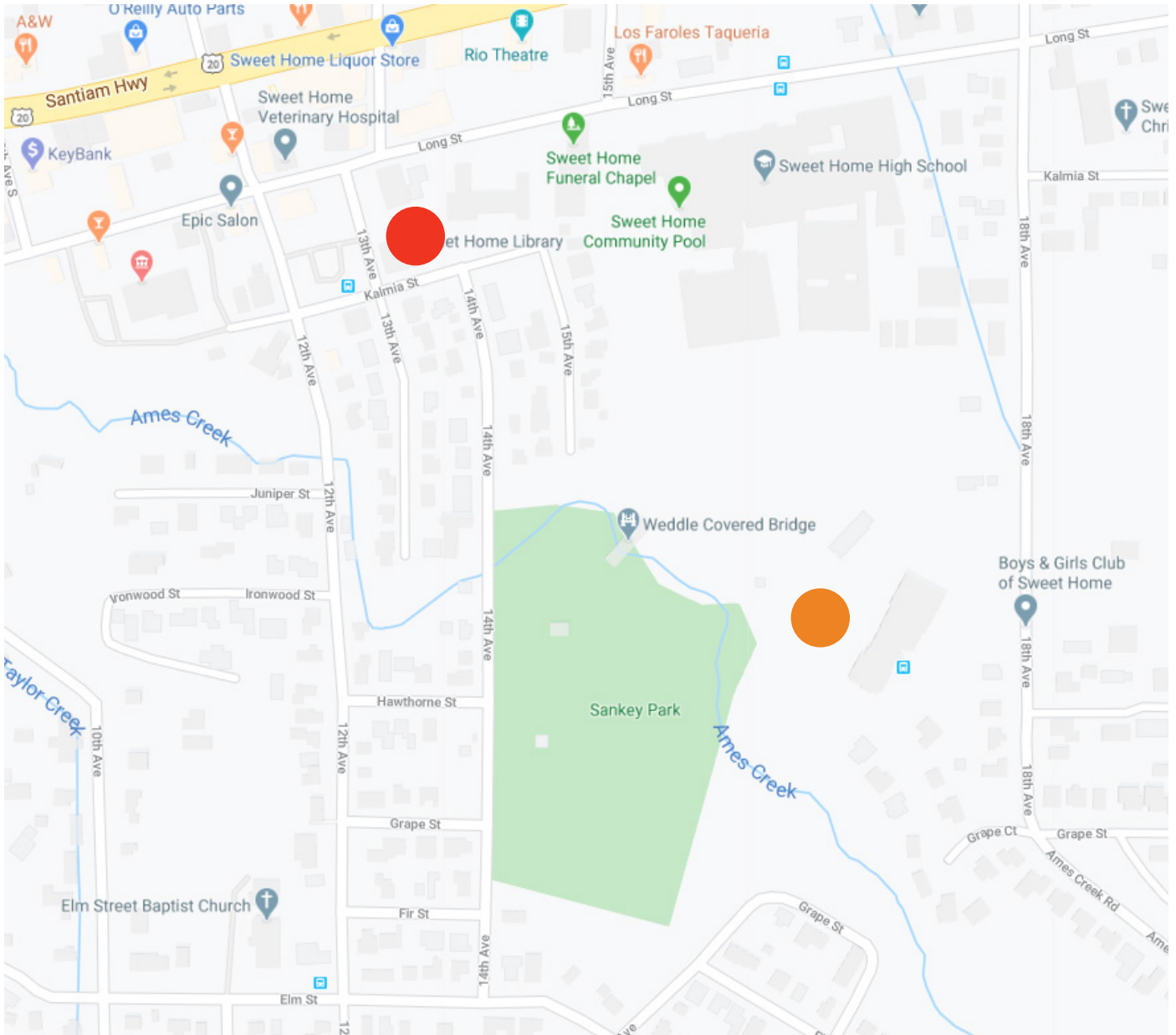
- Site 1 - Boys and Girls Club
- Site 2 - Existing Parking Lot
- Site 3 - Old City Hall

After further study, sites 2 & 3 were identified as workable scenarios and received a more detailed investigation. The -pros and cons of each site are summarized along with site diagrams and conceptual studies. Ultimately Site 3 was selected as the site best suited to house the required program, and was used as the basis of the project cost estimate.

SITE 1 - BOYS AND GIRLS CLUB

The Boys and Girls club site was identified as a potential location for a future library. The property is owned by the city, and the location fits nicely with adjacency to local schools, the Boys and Girls club, and Sankey Park. During the review process, this site was eliminated as a feasible option when FEMA maps showed that the property is located adjacent to a regulatory floodway and is within the 100 year flood plain.

TEST FIT OPTIONS AND COST ESTIMATING



EXISTING LIBRARY



PROPOSED SITE

44°23'52.27"N
122°43'47.91"W



SITE 1 - FEMA MAP
LIBRARY NEEDS ASSESSMENT



SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
MAP PANELS		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **10/31/2019 at 6:32:25 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

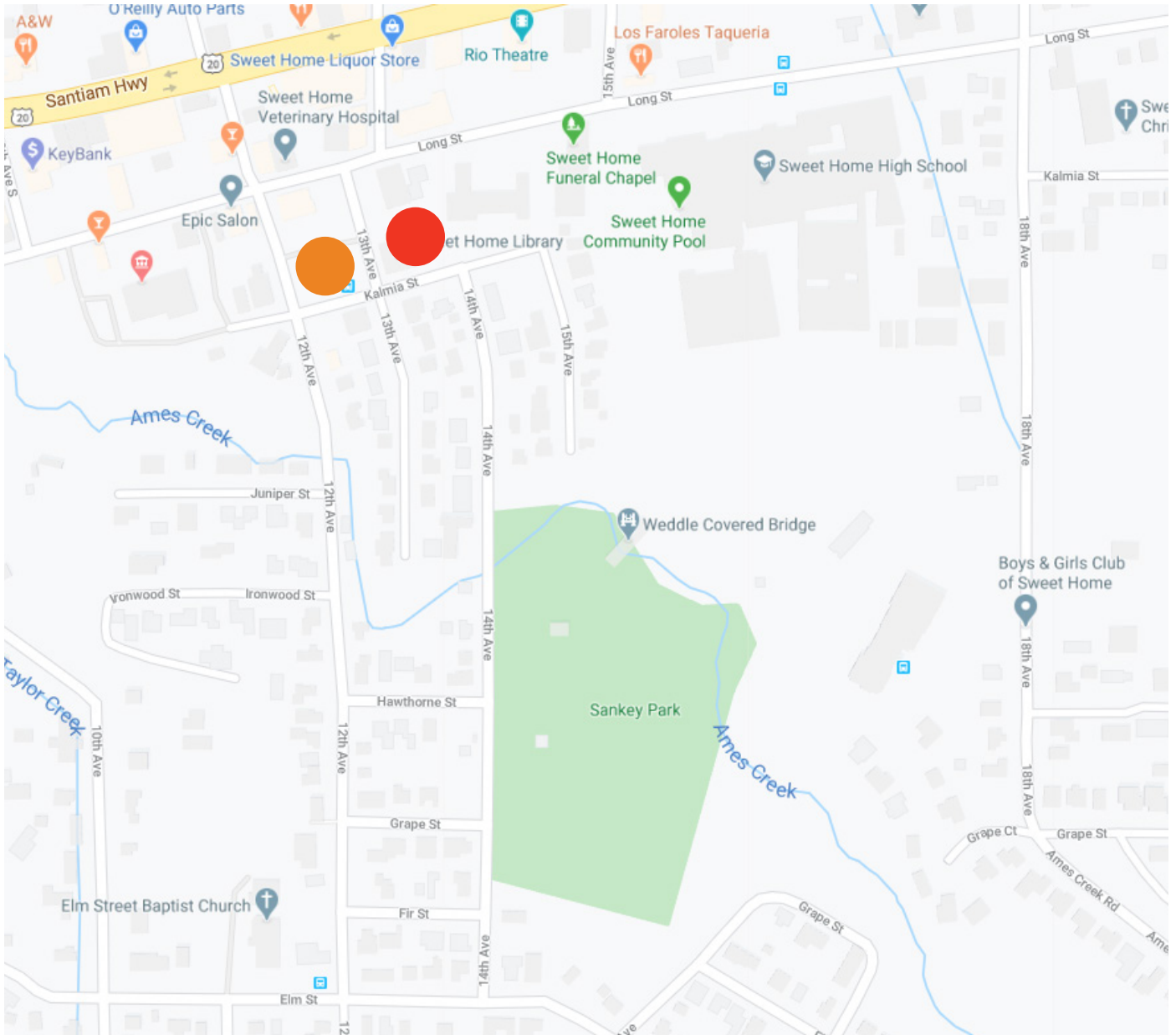
SITE 2 - EXISTING PARKING LOT

The existing parking lot site was identified as a potential location for a future library due to several factors. The property is located adjacent to the existing library which allows access from the community and nearby schools. The property is also owned by the city, and is large enough to fit the entire required program on a single level. The site however, is not large enough to allow for adequate parking. To meet the program required amount of parking, the adjacent Old City Hall building would need to be demolished and replaced with a parking lot.

To develop the existing property, the public entrance would best be set along 12th Avenue to better utilize the new parking lot at the Old City Hall, and the building would have to extend to the allowable building limits of the site. Solely providing off-site parking is not ideal and would create accessibility issues. Further, the proximity of the building to the North lot line would limit the amount of glazing that could be incorporated into this facade. Utilizing this site would also require the relocation of the existing mail box drop located on the North portion of the site, which would require coordination with the Federal Post Office.

While it is feasible to build on this site, there are many compromises that would need to be made in regards to accessibility and require coordination with multiple jurisdictions. Additionally, building on this site would require demolishing a parking lot to construct a building, and demolishing a building to construct a parking lot, which would increase construction costs. The Consultant Team recommended finding an alternate site that better fits the required program.

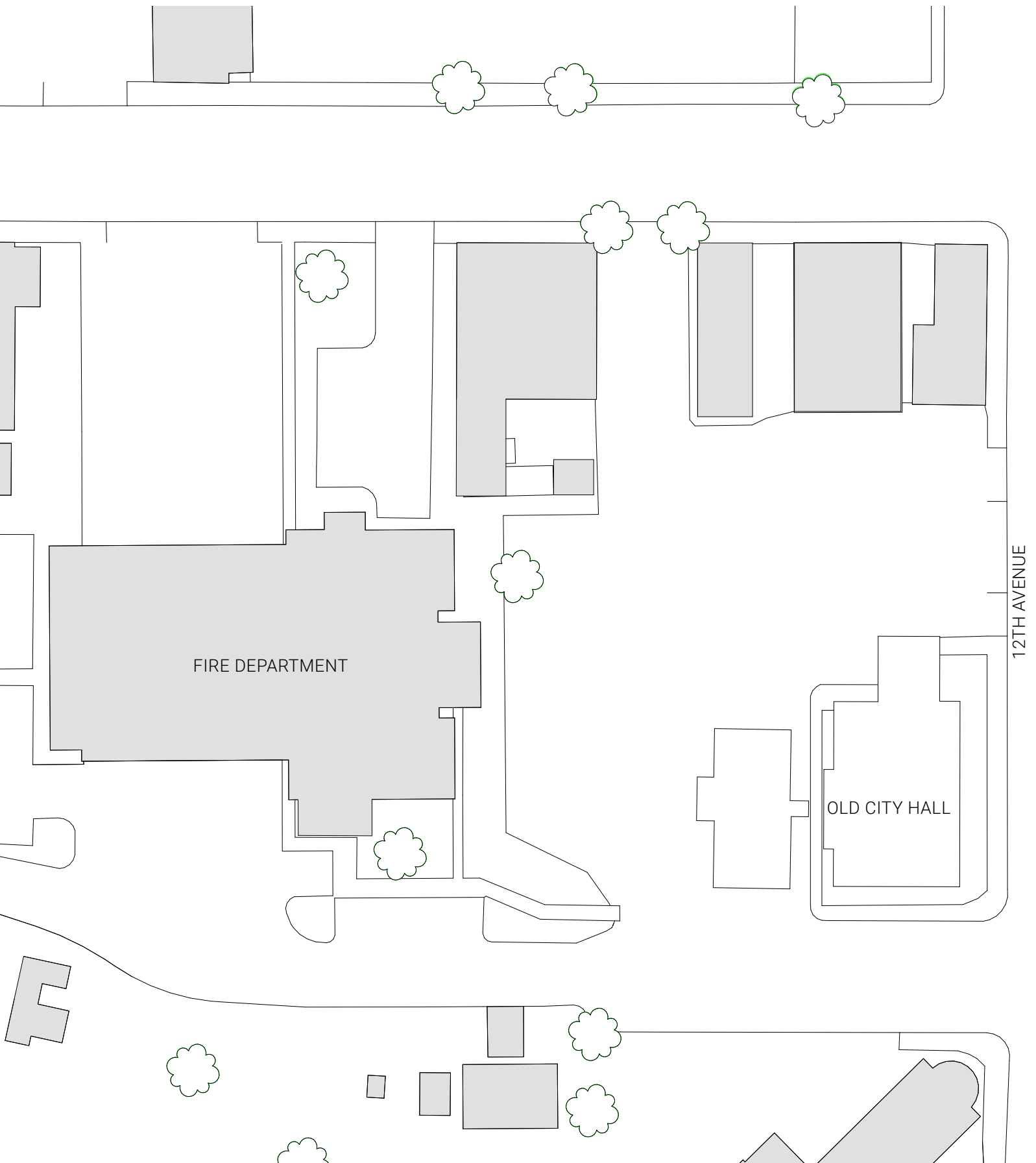
TEST FIT OPTIONS AND COST ESTIMATING



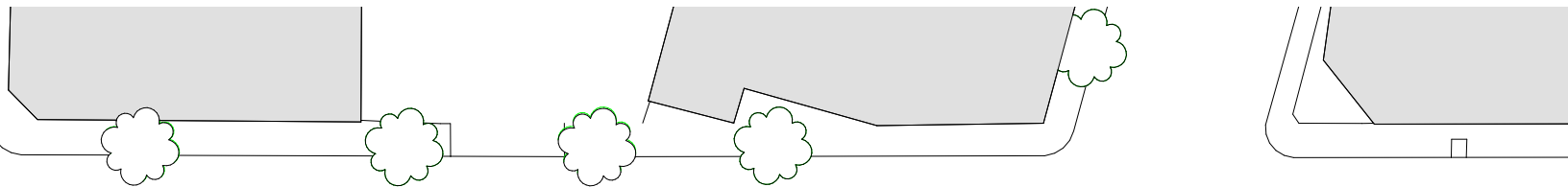
EXISTING LIBRARY



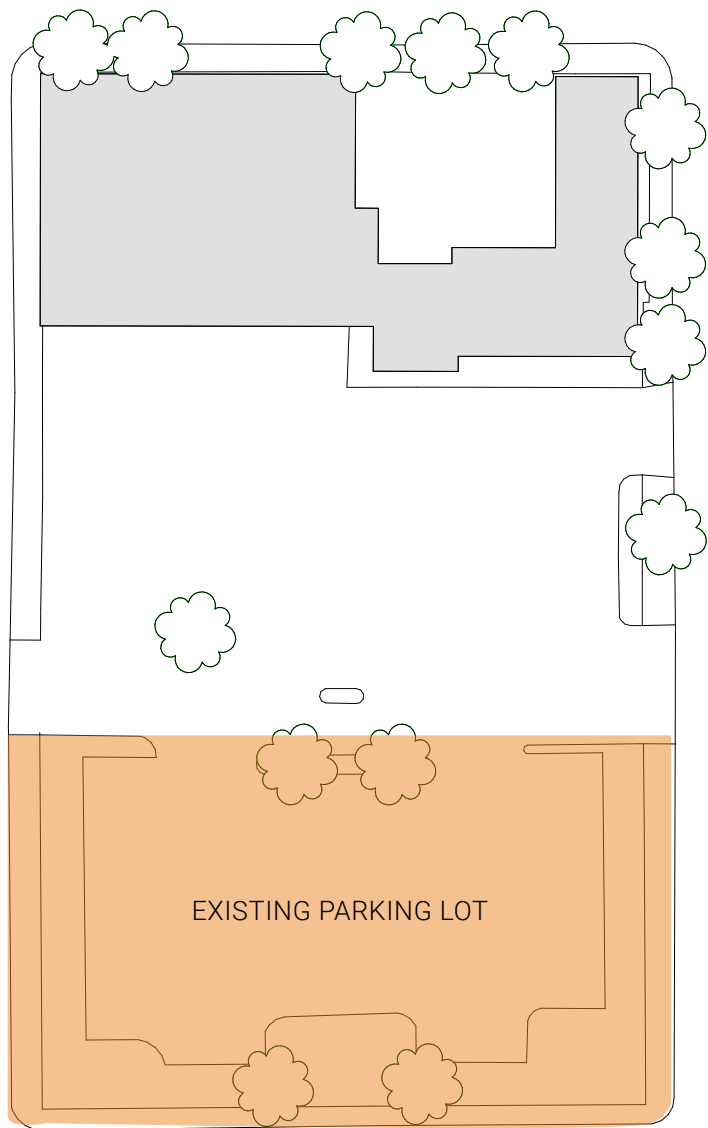
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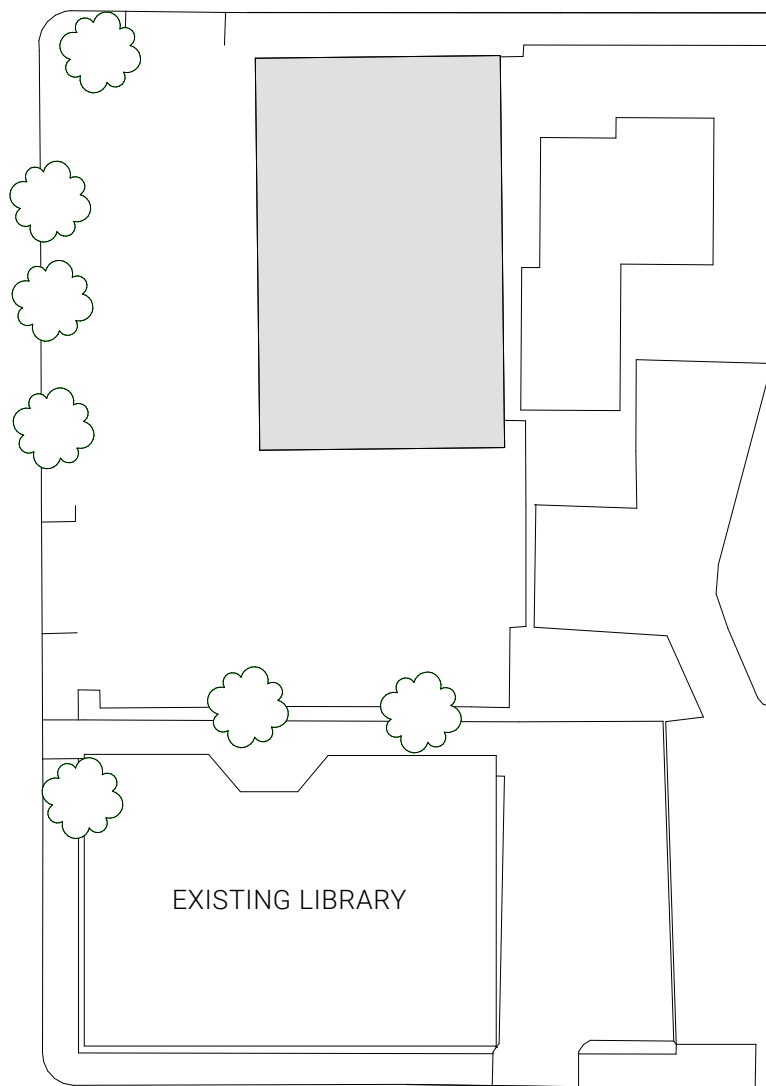
SITE 2 - SITE PLAN
LIBRARY NEEDS ASSESSMENT



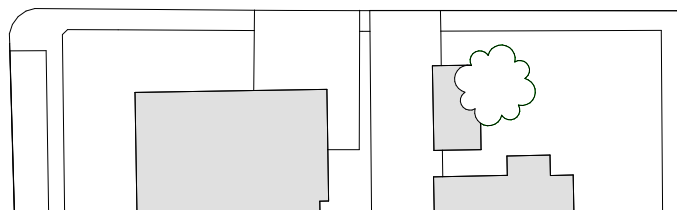
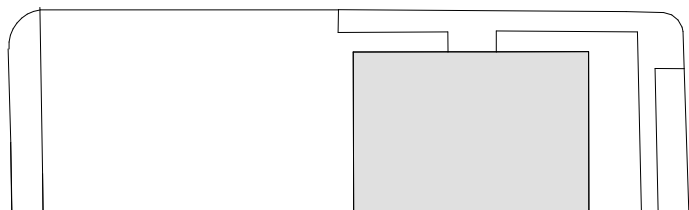
LONG STREET



13TH AVENUE



KALMIA STREET

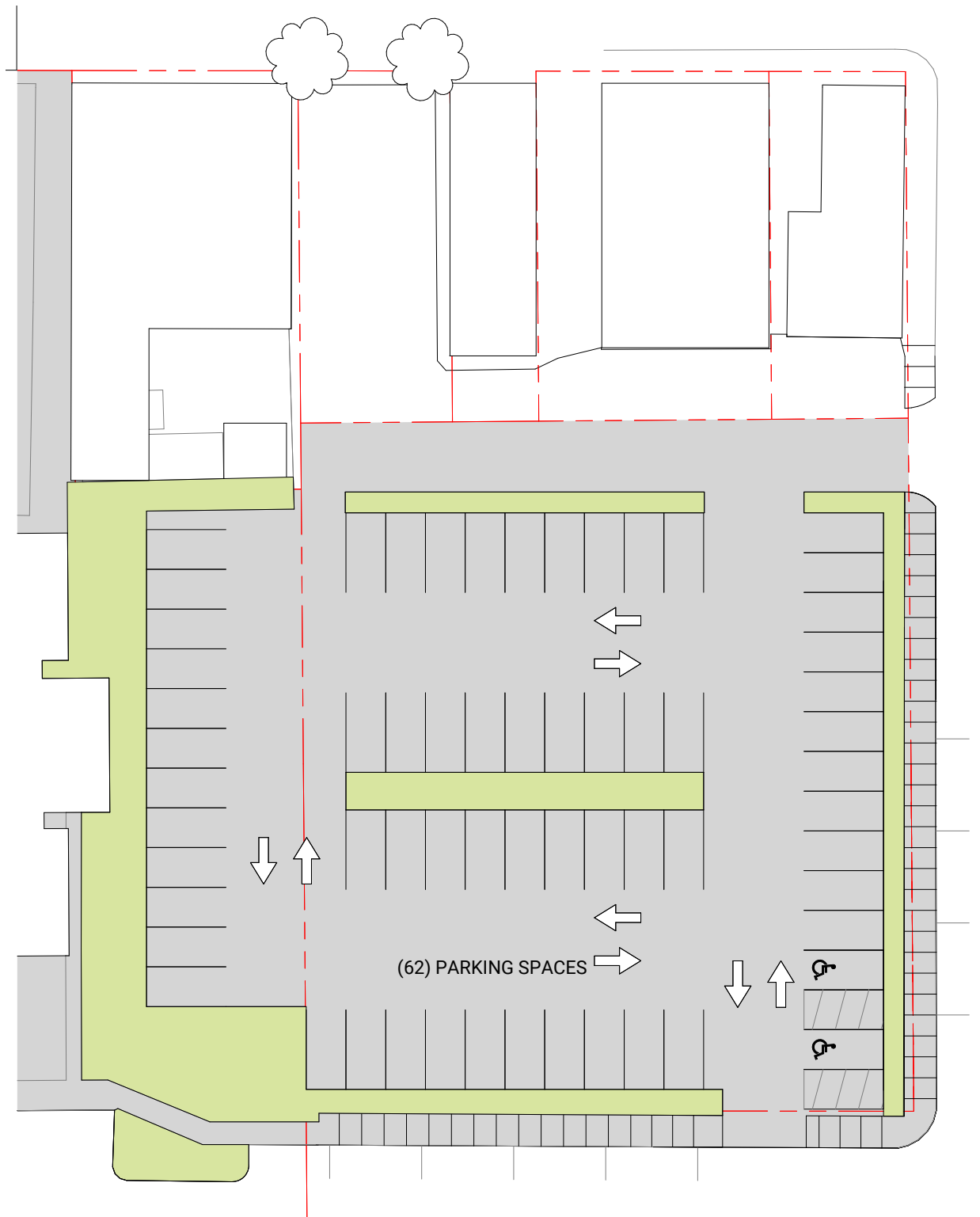


● PROPOSED SITE

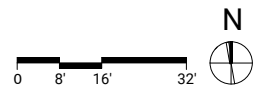
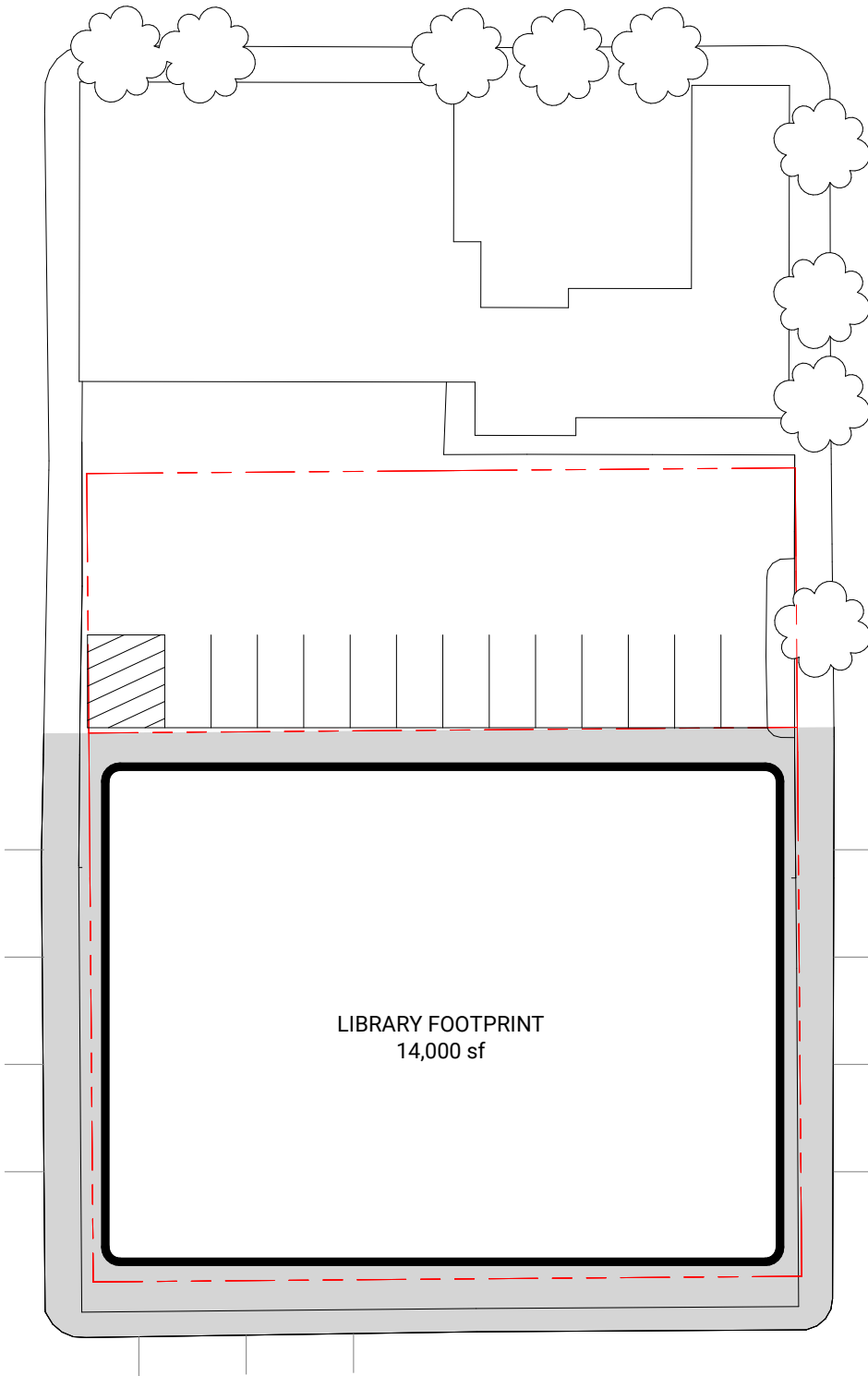
FFA ARCHITECTURE AND INTERIORS, INC.

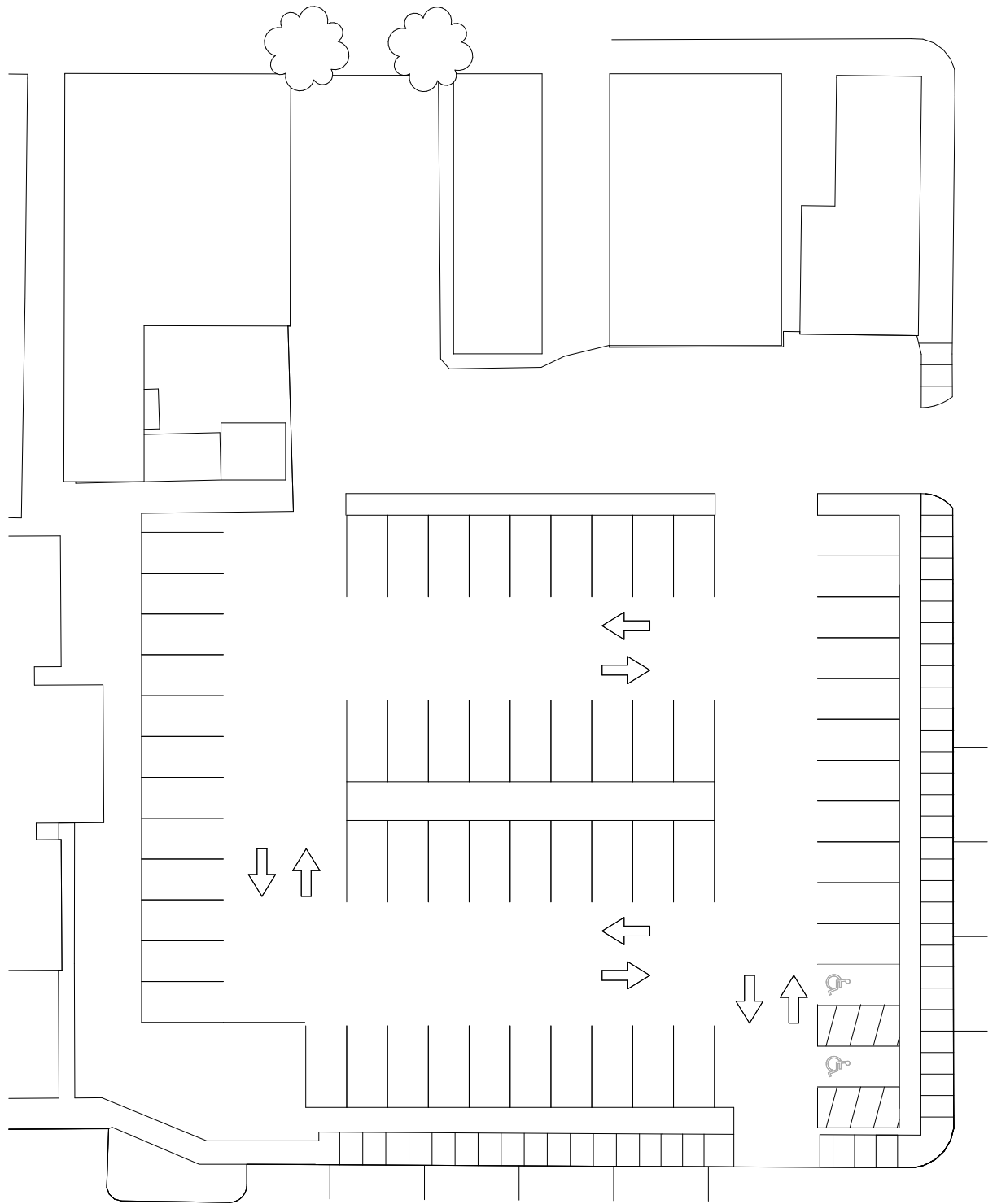
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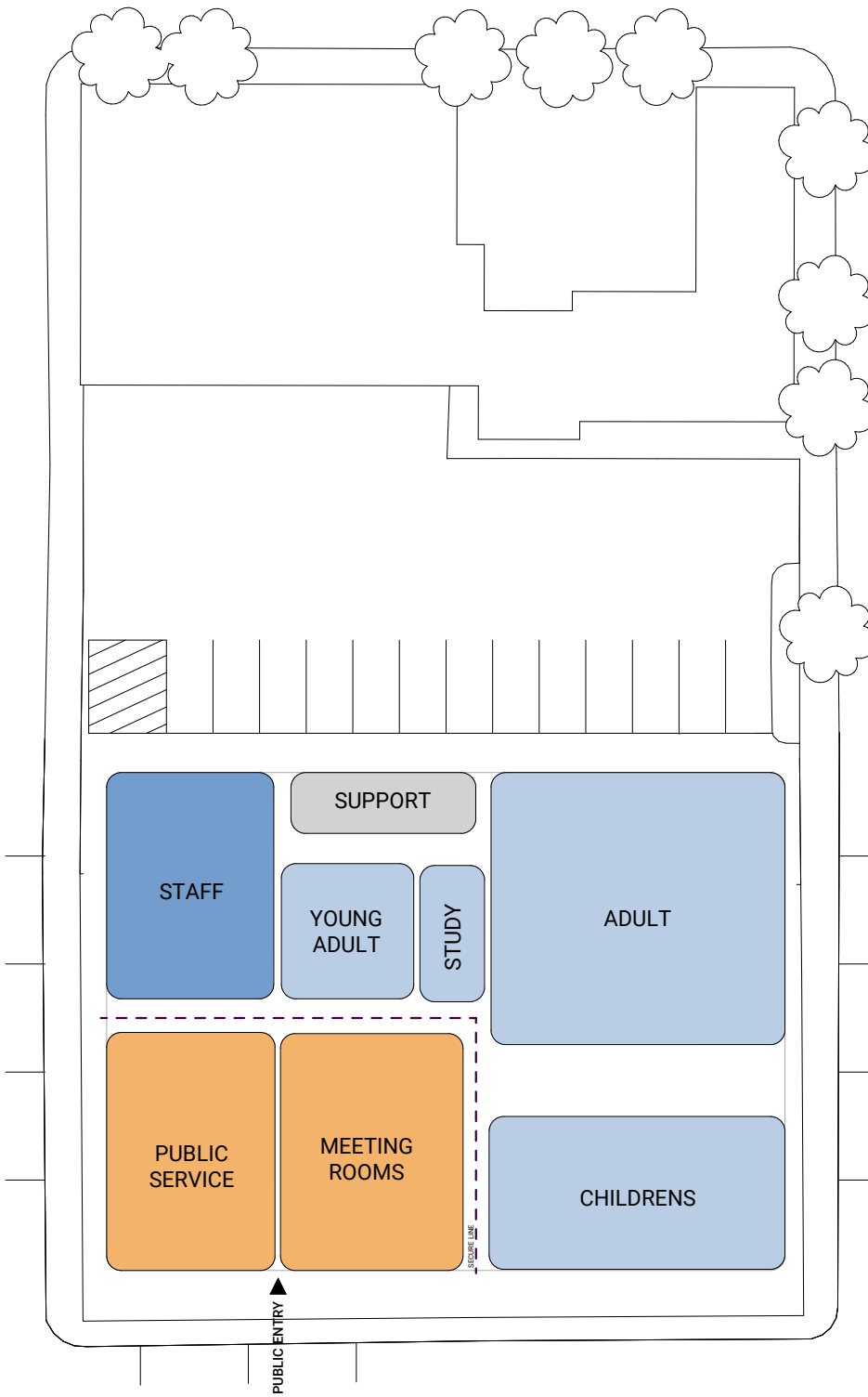


SITE 2 - SITE PLAN





SITE 2 - PROGRAM PLAN

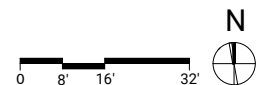
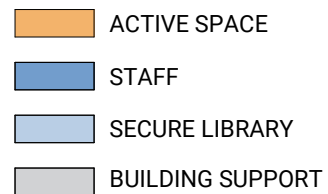


PROS

- ACTIVE USES ARE ON THE ACTIVE STREET FRONTAGE
- ALLOWS DIVISION OF ACTIVE AND SECURE SPACES AFTER HOURS
- FITS ENTIRE PROGRAM ON ONE LEVEL

CONS

- REQUIRES ADJACENT EXISTING CITY HALL TO BE DEMOLISHED
- PARKING OFF SITE
- STREET PULL UP FOR BOOK DROP
- LIMITED GLAZING ON NORTH FACADE
- REQUIRES RELOCATION/REMOVAL OF MAIL DROP



SITE 3 - OLD CITY HALL

The Old City Hall site was identified as the best potential location for a future library due to several factors. The property is located near the existing library and parking lot, which allows access from the community and nearby schools. The property is also owned by the city, is large enough to fit the entire required program on a single level, and allows for limited parking on the immediate property. With the addition of street parking, the adjacent existing parking lot would serve to meet the programmatic parking requirements.

To develop the existing property, the Old City Hall building would have to be demolished, however, the existing parking lot located across the street could be utilized without modification. The site is large enough to provide 20 parking stalls on the immediate property, including (2) accessible stalls, and allows for an all-hours drive-thru book drop. Locating accessible parking on-site would allow people with disabilities to access the main entrance without having to cross a public street.

Programatically, the site allows for an ideal layout. Placing the main entry along 12th would allow for access to the adjacent parking lot. The program allows for a secure delineation between the library spaces and public spaces, which could potentially allow for public access to the building beyond solely library functions. The staff support spaces can be located adjacent to the drive by book drop, eliminating the need to pull heavy carts across the building and site. The staff support spaces can be centrally located, allowing them visual access to the entire library, increasing security for patrons.

There are three public water mains adjacent to the Old City Hall site. The water service to the existing building is fed from a 2-inch main in Kalmia Street. This service should be removed with demolition of the existing building. There is an 8-inch water main on the east side of 12th Avenue and a 4-inch main on the west side of 12th Avenue. Both mains are located under the paved road section of 12th Avenue.

The consultant team anticipates that the library will require a 2-inch domestic service and 6-inch fire protection service. The 12-inch main likely has capacity to provide domestic water and fire protection water

LIBRARY NEEDS ASSESSMENT

services for the new library.

There are sanitary sewer mains in Kalmia Street and 12th Avenue adjacent to the site. In addition, a public sanitary sewer main runs across the north side of the site. This sewer main provides service to the buildings fronting on Long Street. It should be assumed that the public main will remain and that the north 20-feet of the site should be reserved for a public sewer easement. The sewer easement will preclude the construction of any structures or placement of trees within it.

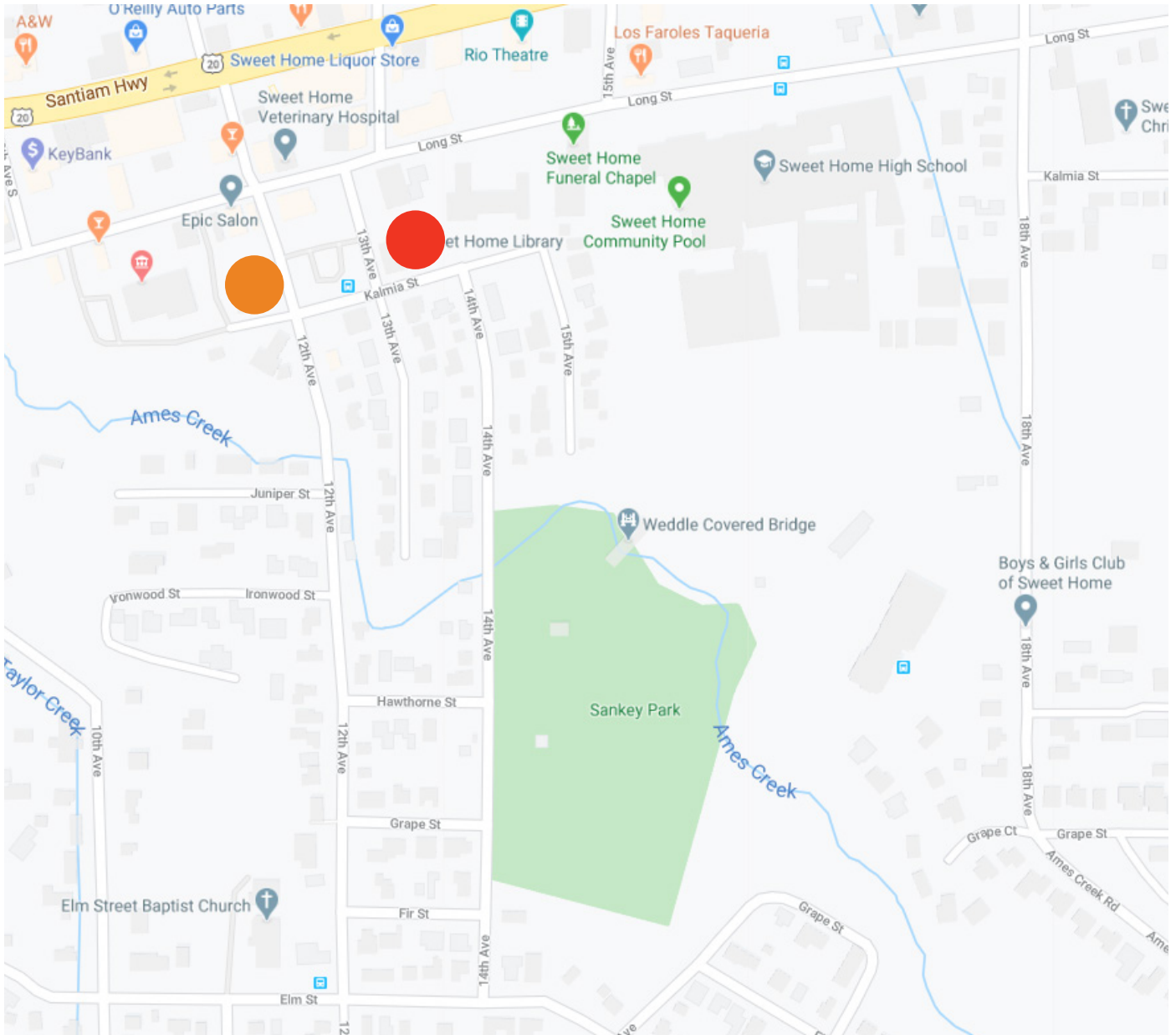
The sewer lateral to the existing building connects to the main in Kalmia Street. City maps indicate a second lateral may be stubbed to the site. It should be assumed that a new 6-inch lateral will be required from an adjacent main to the new building. The adjacent mains should have the capacity and depth required to serve the new library.

Storm drainage from the existing site is collected in drains and routed south across Kalmia Street to a public storm main. The storm main runs across adjacent parcels roughly following the property lines before discharging to Ames Creek. The exact location of the storm main and whether the main is located within an existing easement is unknown. The existing storm main should have capacity for the new development. On-site stormwater management will likely be required. Typically, stormwater management for this type of development will consist of stormwater planters or rain gardens. For planning purposes, the site area should be reserved for stormwater management equal to 6 to 8-percent of the total site impervious area.

Both power and telecom services are available to the site. For planning purposes, it should be anticipated that the adjacent sidewalks will be replaced with the new development.

The Old City Hall building is located on Tax Lot 12900. However, a portion of the existing parking lot is located on the adjacent tax lot occupied by the Sweet Home Fire and Ambulance District. We understand that the City of Sweet Home owns both these lots. However, it is recommended that the City complete a property line adjustment that better aligns with the proposed uses.

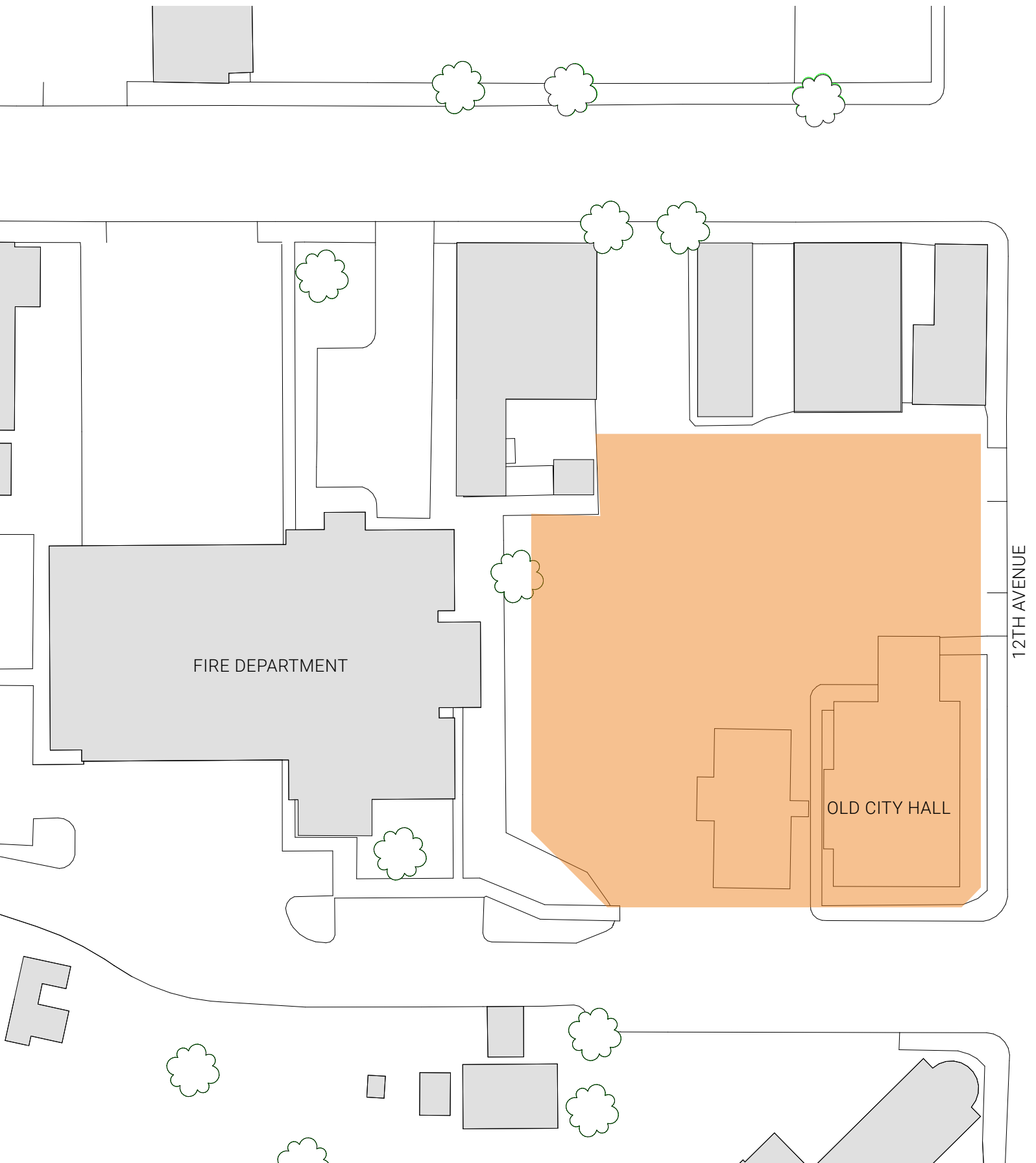
TEST FIT OPTIONS AND COST ESTIMATING



EXISTING LIBRARY



PROPOSED SITE



LONG STREET

13TH AVENUE

EXISTING PARKING LOT

EXISTING LIBRARY

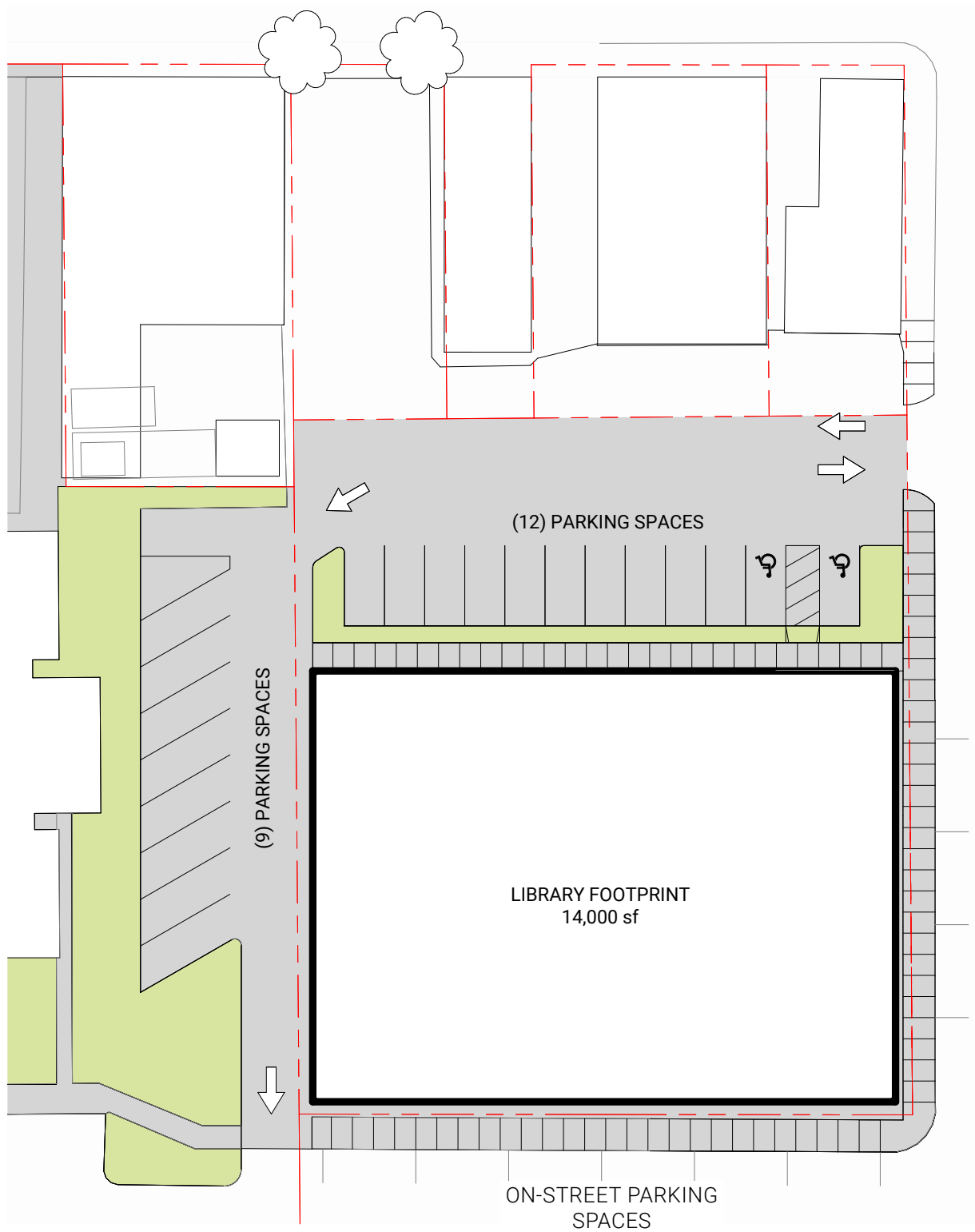
KALMIA STREET

PROPOSED SITE

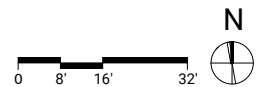
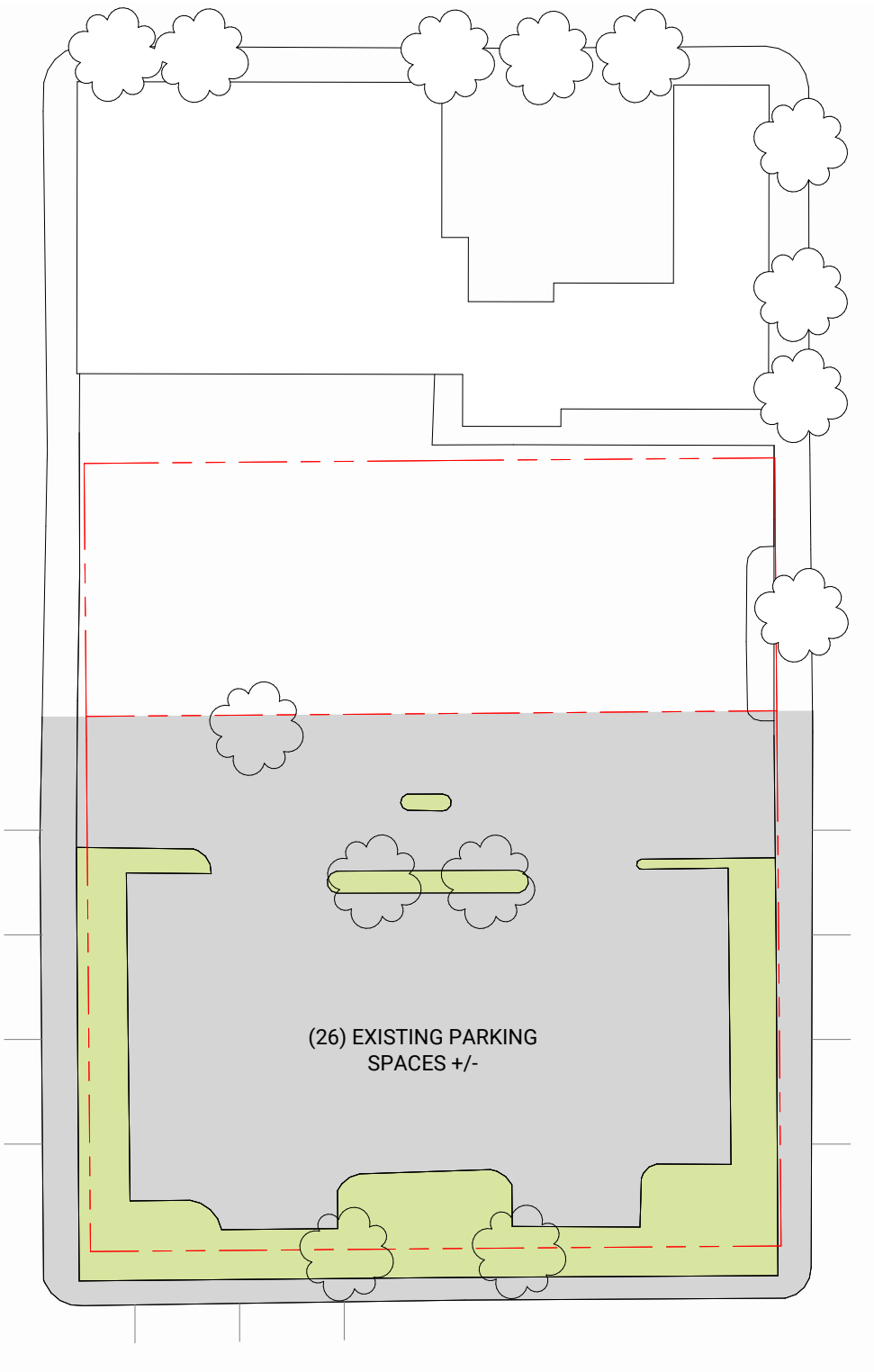
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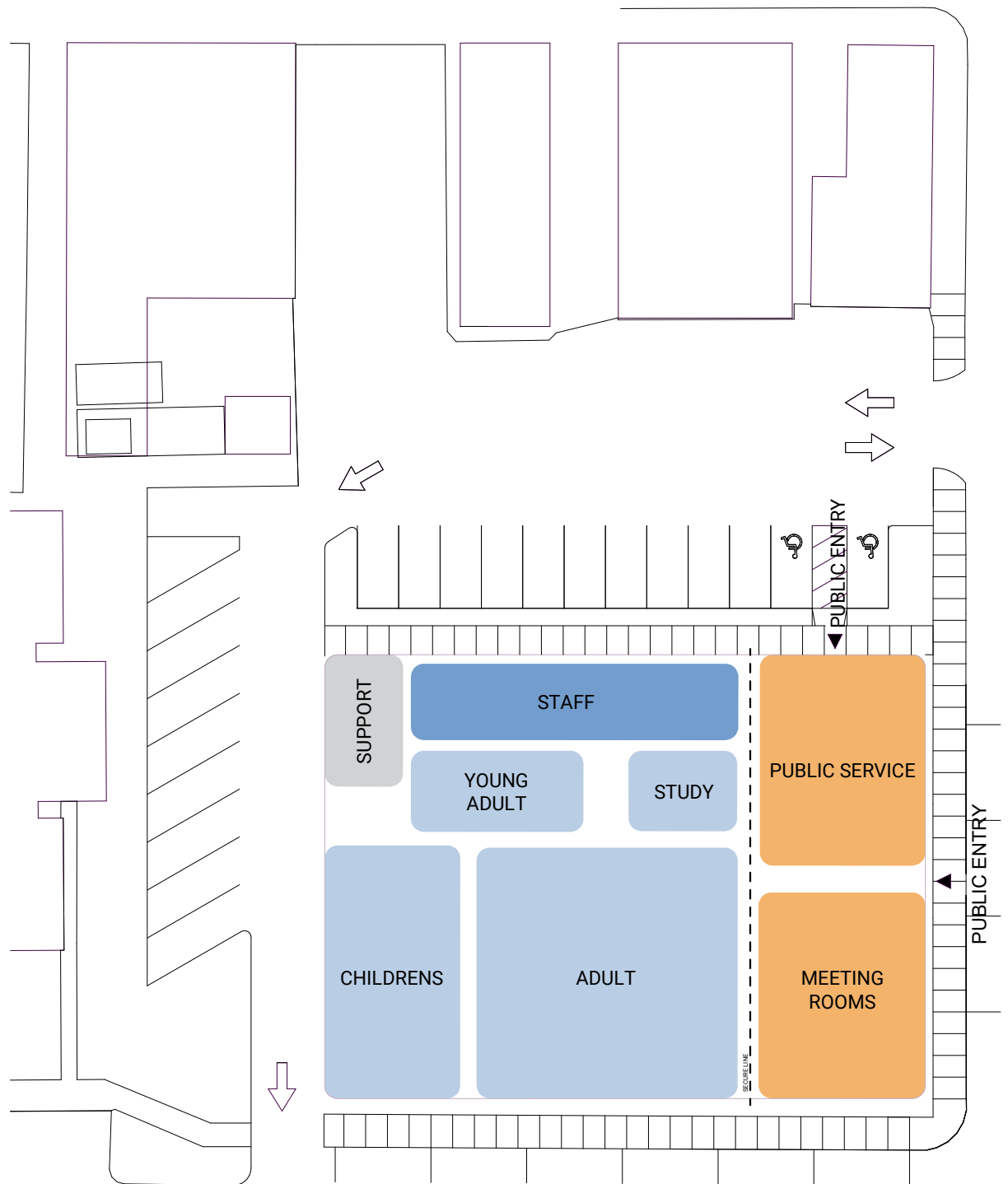
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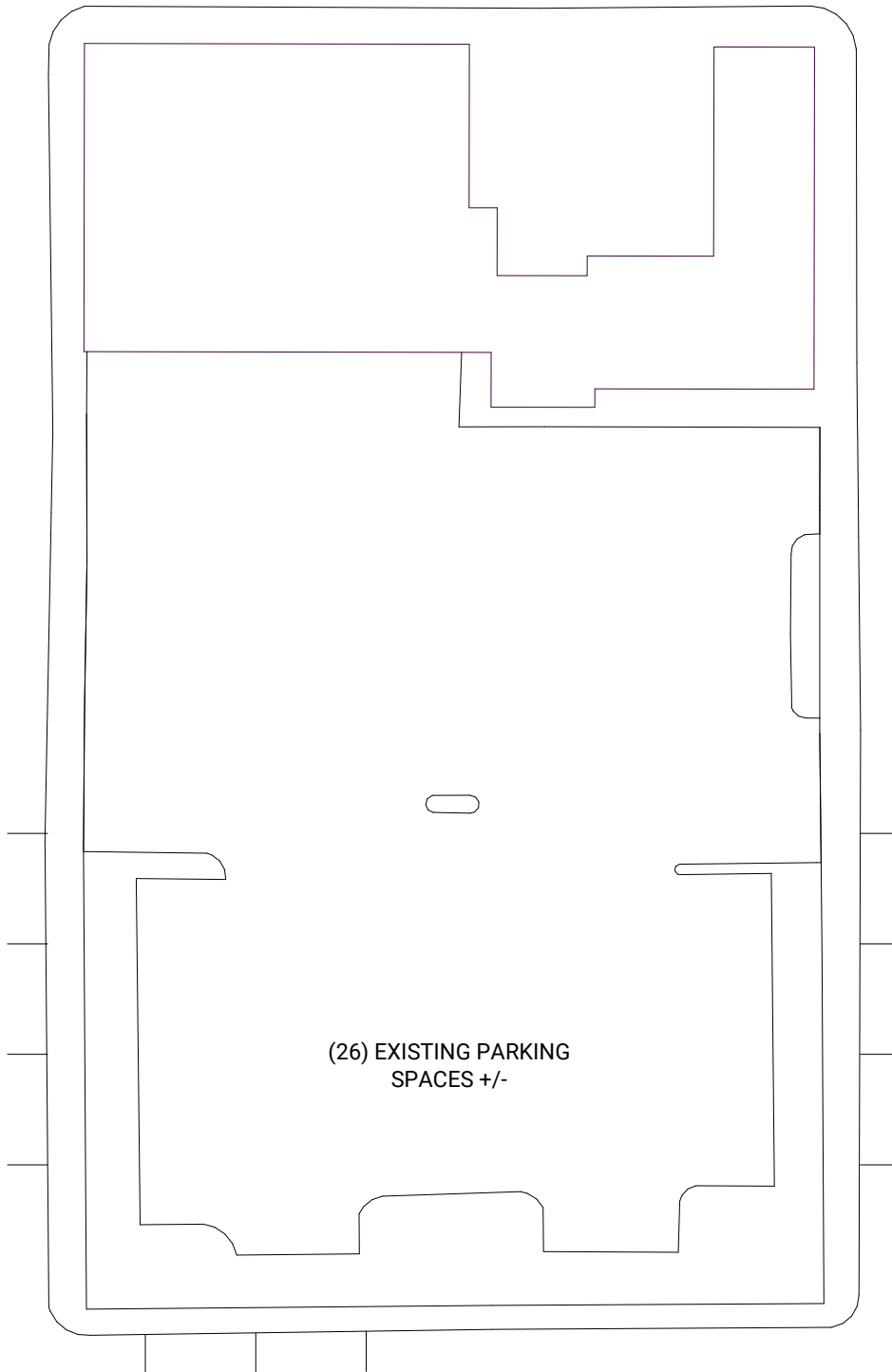
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SITE 3 - SITE PLAN







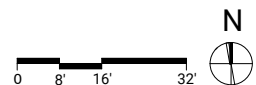
PROS

- MOST ACTIVE USES ARE ON THE MOST ACTIVE STREET FRONTAGE
- PARKING AND DELIVERY ON SITE
- ALLOWS DIVISION OF ACTIVE AND SECURE SPACES AFTER HOURS
- ALLOWS FOR A DRIVE UP OR WALK UP BOOK DROP DIRECTLY INTO THE STAFF AREA
- FITS ENTIRE PROGRAM ON ONE LEVEL
- UTILIZES A BUILT SITE
- NO LIMITS ON GLAZING

CONS

- REQUIRES ADJACENT PARKING LOT TO BE MAINTAINED
- PROXIMITY TO FIRE STATION ALARM
- REQUIRES WORK ON ADJACENT CITY PROPERTY WITH POTENTIAL LOT DIVISION REQUIRED

- ACTIVE SPACE
- STAFF
- SECURE LIBRARY
- BUILDING SUPPORT



COST ESTIMATE AND RECOMMENDATIONS

Preliminary cost estimates for Site 3 in this study were developed by the consultant team. Due to the highly conceptual nature of the option developed for this phase of study, the estimates are based on rough cost per square foot assumptions.

The consultant team derive these figures by tracking current best practices, recent similar project experience, the bid and pricing climate, as well as a basic level of design, craftsmanship and durability expected of an important civic building such a library facility. This cost estimate will help inform a recommendation regarding a direction in which to move forward.

Design Assumptions

The cost estimate assumes construction of a one-story 13,326 sf building sized to incorporate the program functions identified in the study. The library building would be an example of high-value civic architectural design, and meet the need for a highly functional, flexible, efficient, low-maintenance, comfortable and beautiful library for generations to come. The building would be sized to address the expected community needs through 2040, with an anticipated life of 75 years. The library would meet modern building codes including life safety, energy, and accessibility. The entire library operation would need to be relocated to the new building.

The structural system would be comprised of conventional structural and architectural materials using modern construction practices. Potential systems could be Cross-Laminated Timber (CLT), Glulam, steel, or a combination. The structural system would be designed to meet current structural and seismic codes.

To allow the building to meet Oregon code with 30% added ventilation, the proposed mechanical system would be a dedicated outdoor air unit (DOAS) with heat recovery and a variable refrigerant flow (VRF) system for heating, cooling, and zone control. The DOAS systems would provide heated or cooled air through low pressure ductwork to each fan coil VRF unit. The fan

coils would provide individual zone control. A single Zone air source heat pump with electrical heat backup would provide conditioning to the main library space, and a stand alone wall mounted air conditioning unit would service the telecom rooms. The system would utilize a Dedicated Digital Control (DDC) system to control the HVAC equipment via a simple user interface and remote reporting of alarms.

The building would have a full coverage wet fire sprinkler system, and the plumbing system would consist of a dedicated domestic hot water heater with a recirculation pump.

A new 208/120V, 3 phase underground service would be provided to a main distribution panel (MDP) located in an electrical room. Branch panels would serve mechanical, lighting, and receptacle loads as required. The MDP would provide integral surge protection, and sub-metering would track individual load types as required by energy code.

Lighting would be LED throughout the building with light levels designed to meet IESNA standards. Automatic lighting controls would be implemented per current code, and a central inverter would serve emergency lighting and exit signs.

An addressable fire alarm system with annunciator and detection would be provided as required by code, and a security system would be installed.

Site work would include demolition of the Old City Hall, replacement of the existing parking area and adjacent sidewalks, and on-site stormwater management.

Types of costs

The estimates have been developed in four sections: Direct Construction Costs, Project Costs, Furniture, Fixtures & Equipment (FF&E) Costs, and Library Technology Costs.

Direct Construction Cost:

This value represents the amount of the project funds that should be allocated for actual construction of the building and site. These typically include all costs related to construction and the contractor's overhead costs such as:

- Materials
- Equipment
- Labor
- Insurance
- Bonds
- Contractor management expenses

Project Costs:

These are additional funds budgeted to address indirect expenses required to complete the entire project. These typically include all costs related to the project such as:

- Project contingencies
- Architectural fees
- Engineering fees
- Permits
- Testing and inspections
- Special consultants
- Administration
- Interest

This does not include land acquisition, leasing, moving, or relocation costs. This also does not include project and consultant fees for pursuing LEED or other project specific sustainability certifications.

Furniture Fixtures, & Equipment (FF&E) Costs:

This value includes furniture and shelving systems with associated casework, including:

- Shelving
- Countertops
- End panels
- Modular service desks

This does not include maintenance, computers, copiers, printers, materials handling, security, A/V, or other similar technology equipment or library collection materials.

Library Technology Costs:

These costs capture the estimated technology costs associated with future library needs including:

- Network and server equipment
- Meeting, study room, and training lab equipment
- Staff computers and printers
- Public computers and printers
- Selected software licenses
- Selected miscellaneous equipment and supplies

This value does not include internet service costs, ethernet wiring, electrical outlets, self-checkout kiosks, security system, electronic resources, or staff licenses.

Construction Contingency:

Due to the preliminary status of the project, the consultant team recommends applying a 20% contingency to the Estimated Project Budget pending refinement of the design and further cost estimates. This 20% value is standard at this point in the design process, and is expected to shrink as the project develops.

Yearly Escalation:

The anticipated time between cost estimating and project kickoff is critical to establishing an accurate budget. Often times a public project will take years to go from a study to eventually breaking ground. Construction costs rise every year, so a yearly inflation factor of 6-7% needs to be factored in to the overall budget to capture these anticipated rising costs.

For more detailed estimate information, please refer to the appendix of this report.

ESTIMATED CONSTRUCTION COSTS

Construction Costs (2020)	\$6,551,450.32 (\$491.63 PSF)
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Project Costs	\$1,637,862.58
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FF&E Costs	\$655,145.03
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Technology Costs	\$51,700
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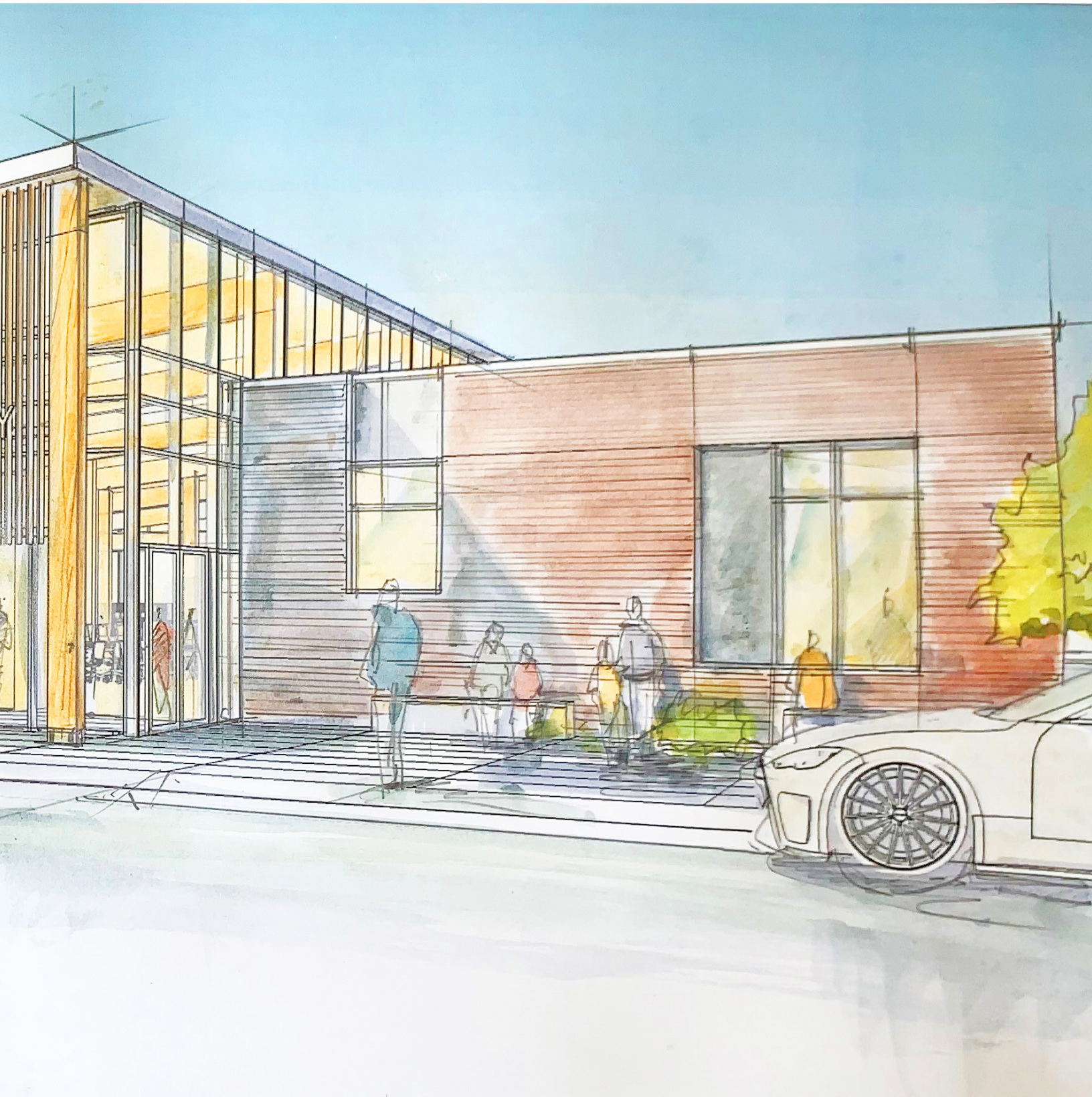
Estimated Project Budget (2020) : \$8,896,157.93

ADDITIONAL COST CONSIDERATIONS

20% Contingency	\$1,779,231.58
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Estimated Yearly Escalation	5%
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06 APPENDIX

Numbers are escalated using published factors from year of bidding, and the indicated assumed escalators for the future.					
	Year:	LIBRARY BUILDING			
		2020	2021	2022	2023
Est. Inflation:		7%	6%	5%	4%
BUILDING:					
Project #1		\$ 510.91 \$	541.57 \$	568.64 \$	591.39
Project #2		\$ 485.37 \$	514.49 \$	540.21 \$	561.82
Project #3		\$ 488.74 \$	518.06 \$	543.97 \$	565.73
Project #4		\$ 481.50 \$	510.39 \$	535.91 \$	557.35
AVERAGE:		\$ 491.63 \$	521.13 \$	547.18 \$	569.07
ASSUMED BUDGET					
Sweet Home Facility (13,326 SF)		\$ 6,551,450.32 \$	6,944,537.34 \$	7,291,764.20 \$	7,583,434.77
TOTAL ESTIMATE BASE COST					
ESTIMATED CONSTRUCTION COSTS		\$ 6,551,450.32 \$	6,944,537.34 \$	7,291,764.20 \$	7,583,434.77
ESTIMATED PROJECT COSTS		\$ 1,637,862.58 \$	1,736,134.33 \$	1,822,941.05 \$	1,895,858.69
ESTIMATED FF&E COSTS		\$ 655,145.03 \$	694,453.73 \$	729,176.42 \$	758,343.48
ESTIMATED TECHNOLOGY COSTS		\$ 51,700.00 \$	54,802.00 \$	57,542.10 \$	59,843.78
ESTIMATED PROJECT BUDGET		\$ 8,896,157.93 \$	9,429,927.40 \$	9,901,423.77 \$	10,297,480.72
ESTIMATED TOTAL PROJECT BUDGET					
+20% CONTINGENCY		\$ 10,675,389.51 \$	11,315,912.88 \$	11,881,708.53 \$	12,356,976.87

Sweet Home Public Library

Code	General Area	Specific Area	Total Net Assignable Square Feet:		In GSF
			Total Gross Square Feet @87% Efficiency:		
1.02	Public Areas	Lobby		656	
1.04	Public Areas	Information/Service Desk		230	
1.06	Public Areas	Copy Center		100	
1.08	Public Areas	Restrooms		622	
Public Areas Total				1,608	
2.02	Adult Services	New Books		81	
2.04	Adult Services	Public Access Computers		240	
2.08	Adult Services	Adult Fiction		1,551	
2.10	Adult Services	Adult Nonfiction		1,182	
2.12	Adult Services	Media		211	
2.14	Adult Services	Periodicals		40	
Adult Services Total				3,304	
3.02	Youth Services	Family Space		744	
3.04	Youth Services	Children's Library		812	
3.06	Youth Services	Teen Central		739	
3.08	Youth Services	Restroom		72	
Youth Services Total				2,366	
4.02	Meeting Areas	Storytime Area (in Family Space)		350	
4.04	Meeting Areas	Small Study/Tutoring Room A (8 seat)		210	
4.06	Meeting Areas	Small Study/Tutoring Room B (4 seat)		120	
4.08	Meeting Areas	Dividable 100 Seat Meeting Room		1,600	
4.10	Meeting Areas	Meeting Room Storage		200	
Meeting Areas Total				2,480	
5.02	Staff Areas	Staff Workroom		932	
5.04	Staff Areas	Director's Office		150	
5.06	Staff Areas	Staff Lounge		156	
5.08	Staff Areas	Restrooms		152	
Staff Areas Total				1,390	
6.02	Support Areas	Custodial/Maintenance Services		190	
6.04	Support Areas	Telecommunications/Server Room		50	
6.06	Support Areas	Mechanical Room		100	
6.08	Support Areas	Electrical Room		100	
Support Areas Total				440	
Grand Total				11,588	

Detail Report

Sweet Home Public Library

		Total Net Assignable Square Feet:				11,588
		Total Gross Square Feet @ 87% Efficiency:				13,326
Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit
1.02	Public Areas	Lobby	unassigned square footage	1	space	600
			community information display unit wall mounted, with brochure and racks, bulletin board, storage below. 8'w x 5'h and 1.5'd	1	unit	36
1.02	Public Areas	Lobby	flat screen monitor, wall mounted	1	monitor	0
			floor mats, with minimum 16' walk-off length	0		0
1.02	Public Areas	Lobby	donor recognition display	1	display unit	0
1.02	Public Areas	Lobby	Friends of the Library sale kiosk	1	unit	12
1.02	Public Areas	Lobby	Comment box	1	unit	4
1.02	Public Areas	Lobby	U.S. flag	1	flag	4
Lobby Total				656		
			staff counter positions with computer workstations	2	position	50
1.04	Public Areas	Information/Service Desk	book trucks	2	trucks	8
1.04	Public Areas	Information/Service Desk	queuing space	2	people	6
1.04	Public Areas	Information/Service Desk	DVD disc storage	1	unit	18
1.04	Public Areas	Information/Service Desk	CD disc storage	1	unit	12
1.04	Public Areas	Information/Service Desk	shelving, holds and front desk supplies	1	section	12
1.04	Public Areas	Information/Service Desk	self check machines	2	machine	30
Information/Service Desk Total				230		
1.06	Public Areas	Copy Center	copy machine, standard	1	machine	64
1.06	Public Areas	Copy Center	change machine	1	machine	4
1.06	Public Areas	Copy Center	small equipment	1	cabinet	16
1.06	Public Areas	Copy Center	print release station	1	station	16
Copy Center Total				100		
1.08	Public Areas	Restrooms	Women's restroom (3 stalls)	1	restroom	275
1.08	Public Areas	Restrooms	Men's restroom (3 stalls)	1	restroom	275
1.08	Public Areas	Restrooms	Gender-neutral Restroom (1 stall)	1	restroom	72
Restrooms Total				622		
2.02	Adult Services	New Books	shelving for new books (66")			81
New Books Total				81		

Detail Report

Sweet Home Public Library

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
2.04	Adult Services	Public Access Computers	sitdown computer stations	8	computers	30	240
		Public Access Computers Total					240
2.08	Adult Services	Adult Fiction	shelving for adult fiction (66")				527
2.08	Adult Services	Adult Fiction	shelving for mysteries (66")				284
2.08	Adult Services	Adult Fiction	shelving for science fiction (66")				68
2.08	Adult Services	Adult Fiction	shelving for western fiction (66")				108
2.08	Adult Services	Adult Fiction	shelving for paperback fiction (66")				108
2.08	Adult Services	Adult Fiction	lounge seats	4	seats	35	140
2.08	Adult Services	Adult Fiction	table seats	12	seats	25	300
2.08	Adult Services	Adult Fiction	online catalog workstation @ stack end	1	wkstns	17	17
		Adult Fiction Total					1,551
2.10	Adult Services	Adult Nonfiction	shelving for reference collection (66")				14
2.10	Adult Services	Adult Nonfiction	shelving for Northwest Collection (66")				68
2.10	Adult Services	Adult Nonfiction	shelving for adult nonfiction (66")				621
2.10	Adult Services	Adult Nonfiction	lounge seats	4	seats	35	140
2.10	Adult Services	Adult Nonfiction	table seats	12	seats	25	300
2.10	Adult Services	Adult Nonfiction	online catalog workstation @ stack end	1	wkstns	16	16
2.10	Adult Services	Adult Nonfiction	atlas/folio stand	1	case	24	24
		Adult Nonfiction Total					1,182
2.12	Adult Services	Media	bench	1	bench	35	35
2.12	Adult Services	Media	shelving for DVDs (66")				81
2.12	Adult Services	Media	shelving for audiobooks (66")				81
2.12	Adult Services	Media	shelving for music CDs (66")				14
		Media Total					211
2.14	Adult Services	Periodicals	shelving for newspapers				14
2.14	Adult Services	Periodicals	with flat shelves below for recent issues)				26
		Periodicals Total					40
3.02	Youth Services	Family Space	shelving for picture books (45")				176
3.02	Youth Services	Family Space	shelving for Ready to Read books (45")				41
3.02	Youth Services	Family Space	shelving for board books (45")				27
3.02	Youth Services	Family Space	shelving for easy readers (45")				68
3.02	Youth Services	Family Space	Area for play/interactive features	1	space	53	53
3.02	Youth Services	Family Space	early learning tablet stations	2	station	30	60
3.02	Youth Services	Family Space	lounge seats	4	chairs	35	140
3.02	Youth Services	Family Space	4 place round toddler table	4	seats	20	80

Detail Report

Sweet Home Public Library

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.02	Youth Services	Family Space	closet for tables, supplies	1	closet	100	100
		Family Space Total					744
3.04	Youth Services	Children's Library	shelving for juvenile new books (66")				14
3.04	Youth Services	Children's Library	shelving for juvenile fiction (66")				230
3.04	Youth Services	Children's Library	shelving for juvenile nonfiction (66")				230
3.04	Youth Services	Children's Library	online catalog workstation @ stack end	1	computers	16	16
3.04	Youth Services	Children's Library	sitdown computer workstations	2	computers	30	60
3.04	Youth Services	Children's Library	lounge seats	2	chairs	35	70
3.04	Youth Services	Children's Library	table seats	6	seats	25	150
3.04	Youth Services	Children's Library	with flat shelves below for recent issues)	1	sections	13	13
3.04	Youth Services	Children's Library	interactive feature	1	space	30	30
		Children's Library Total					812
3.06	Youth Services	Teen Central	shelving for magazines (66")/4 slanted shelf with flat shelves below for recent issues)				13
3.06	Youth Services	Teen Central	shelving for teen new books (66")				14
3.06	Youth Services	Teen Central	shelving for teen fiction (66")				162
3.06	Youth Services	Teen Central	shelving for teen nonfiction (66")				14
3.06	Youth Services	Teen Central	table seats	6	seats	25	150
3.06	Youth Services	Teen Central	lounge seats	6	chairs	35	210
3.06	Youth Services	Teen Central	media/gaming area with credenza	1	space	101	101
3.06	Youth Services	Teen Central	sitdown computer workstations	2	computers	30	60
3.06	Youth Services	Teen Central	flat screen monitor, wall mounted	1	monitor	0	0
3.06	Youth Services	Teen Central	online catalog workstation @ stack end	1	computers	16	16
		Teen Central Total					739
3.08	Youth Services	Restroom	family restroom	1	restroom	72	72
		Restroom Total					72
4.02	Meeting Areas	Storytime Area (in Family Space)	storytime/class visits floor seating	35	seats	10	350
		Storytime Area (in Family Space) Total					350
4.04	Meeting Areas	Small Study/Tutoring Room A (8 seat)	8 person meeting room	8	seats	26	210
		Small Study/Tutoring Room A (8 seat) Total					210
4.06	Meeting Areas	Small Study/Tutoring Room B (4 seat)	4 person meeting room	4	seats	30	120
		Small Study/Tutoring Room B (4 seat) Total					120
4.08	Meeting Areas	Dividable 100 Seat Meeting Room	Dividable 100 Seat Meeting Room	100	seats	15	1,500
4.08	Meeting Areas	Dividable 100 Seat Meeting Room	large screen video monitor, wall mounted	1	monitor	0	0
4.08	Meeting Areas	Dividable 100 Seat Meeting Room	cabinets above and below	1	kitchenette	100	100
		Dividable 100 Seat Meeting Room Total					1,600
4.10	Meeting Areas	Meeting Room Storage	space for tables (nesting)	20	table	5	100

Sweet Home Public Library

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
4.10	Meeting Areas	Meeting Room Storage	podium	1	podium	5	5
4.10	Meeting Areas	Meeting Room Storage	dollies, stacking, for chairs	6	dollies	6	36
4.10	Meeting Areas	Meeting Room Storage	circulation space	1	space	59	59
Meeting Room Storage Total							200
5.02	Staff Areas	Staff Workroom	materials returns slot/bin	1	unit	20	20
5.02	Staff Areas	Staff Workroom	laptop storage/recharging station	1	unit	12	12
5.02	Staff Areas	Staff Workroom	workstations, modular, 10' x 10' (cataloger/processor)	1	wkstns	100	100
5.02	Staff Areas	Staff Workroom	workstation, modular, 10' x 10' (children's librarian)	1	wkstns	100	100
5.02	Staff Areas	Staff Workroom	shared workstation for part time circulation staff	1	wkstns	64	64
5.02	Staff Areas	Staff Workroom	volunteer work station	1	wkstns	64	64
5.02	Staff Areas	Staff Workroom	Table and four chairs (for volunteers)	1	table	120	120
5.02	Staff Areas	Staff Workroom	mending station 8' x 6'	1	station	48	48
5.02	Staff Areas	Staff Workroom	clear space for temporary storage	1	space	50	50
5.02	Staff Areas	Staff Workroom	Friends book truck	1	space	8	8
5.02	Staff Areas	Staff Workroom	lateral file	2	unit	15	30
5.02	Staff Areas	Staff Workroom	book trucks	3	trucks	8	24
5.02	Staff Areas	Staff Workroom	safe	1	unit	11	11
5.02	Staff Areas	Staff Workroom	shelving for materials in process	1	sections	12	12
5.02	Staff Areas	Staff Workroom	mail and delivery sorting counter	1	counter	30	30
5.02	Staff Areas	Staff Workroom	recycling bin	1	container	6	6
5.02	Staff Areas	Staff Workroom	shelving, 88", for supplies and materials	4	sections	12	48
5.02	Staff Areas	Staff Workroom	materials returns slot/bin exterior	1	unit	10	10
5.02	Staff Areas	Staff Workroom	space for courier boxes	1	space	6	6
5.02	Staff Areas	Staff Workroom	hand trucks	1	trucks	3	3
5.02	Staff Areas	Staff Workroom	large check in bin	1	unit	10	10
5.02	Staff Areas	Staff Workroom	shelving for storytime collection	1	sections	12	12
5.02	Staff Areas	Staff Workroom	staff wellness room	1	room	80	80
5.02	Staff Areas	Staff Workroom	copy machine, standard	1	machine	64	64
Staff Workroom Total							932
5.04	Staff Areas	Director's Office	desk, chair, shelving, lateral file	1	office	150	150
Director's Office Total							150
5.06	Staff Areas	Staff Lounge	lockers, 6 per stack	1	stacks	5	5
5.06	Staff Areas	Staff Lounge	coat closet, 6' x 3'	1	closet	30	30

Detail Report

Sweet Home Public Library

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.06	Staff Areas	Staff Lounge	Two person couch	1	unit	30	30
5.06	Staff Areas	Staff Lounge	seating at 4-person tables	1	seats	25	25
5.06	Staff Areas	Staff Lounge	cabinets above and dishwasher below	1	counter	40	40
5.06	Staff Areas	Staff Lounge	refrigerator, full size	1	unit	20	20
5.06	Staff Areas	Staff Lounge	toaster oven, on counter	1	unit	0	0
5.06	Staff Areas	Staff Lounge	microwave oven, on counter	2	unit	0	0
5.06	Staff Areas	Staff Lounge	dishwasher, full size, in cabinet	1	unit	0	0
5.06	Staff Areas	Staff Lounge	trash and recycling containers	1	unit	6	6
5.06	Staff Areas	Staff Lounge	bulletin board, wall mounted	1	board	0	0
		Staff Lounge Total					156
5.08	Staff Areas	Restrooms	Single stall restroom (with shower)	1	restroom	80	80
5.08	Staff Areas	Restrooms	Single stall restroom (without shower)	1	restroom	72	72
		Restrooms Total					152
6.02	Support Areas	Custodial/Maintenance Services	closet for secure janitorial supplies	1	unit	65	65
6.02	Support Areas	Custodial/Maintenance Services	mop sink	1	space	25	25
6.02	Support Areas	Custodial/Maintenance Services	closet for secure janitorial supplies	1	space	100	100
		Custodial/Maintenance Services Total					190
6.04	Support Areas	Telecommunications/Server Room	equipment racks, supply cabinet, telecom equipment	1	space	50	50
		Telecommunications/Server Room Total					50
6.06	Support Areas	Mechanical Room	mechanical room	1	space	100	100
		Mechanical Room Total					100
6.08	Support Areas	Electrical Room	electrical room	1	space	100	100
		Electrical Room Total					100
		Grand Total					11,588

Sweet Home Public Library

Shelving Report

[illegible]

Shelving Report
Sweet Home Public Library

Sweet Home Public Library

Assumes 13.5 SF/single sided shelf, standard shelving is 3' x 1'											
General Area	Specific Area	Materials Count	% on Shelf	Items Shelled	Storage Type	No of Shelves or Items	Items/LF	Sections Needed	Section Type	Description	SF
Youth Services	Family Space	1,044	70%	731	Shelf	3	15	5	Single Sided	shelving for easy readers (45")	68
										shelving for magazines (66")/4 slanted shelf with flat shelves below for recent issues)	
Youth Services	Teen Central	6	100%	6	Shelf	4	1	1	Magazines		13
Youth Services	Teen Central	100	65%	65	Shelf	4	5	1	Single Sided	shelving for teen new books (66")	14
Youth Services	Teen Central	1,692	70%	1,184	Shelf	4	8	12	Single Sided	shelving for teen fiction (66")	162
Youth Services	Teen Central	75	75%	56	Shelf	4	8	1	Single Sided	shelving for teen nonfiction (66")	14
Youth Services Total											998
Grand Total											3,090

Sweet Home Public Library

Seating Report

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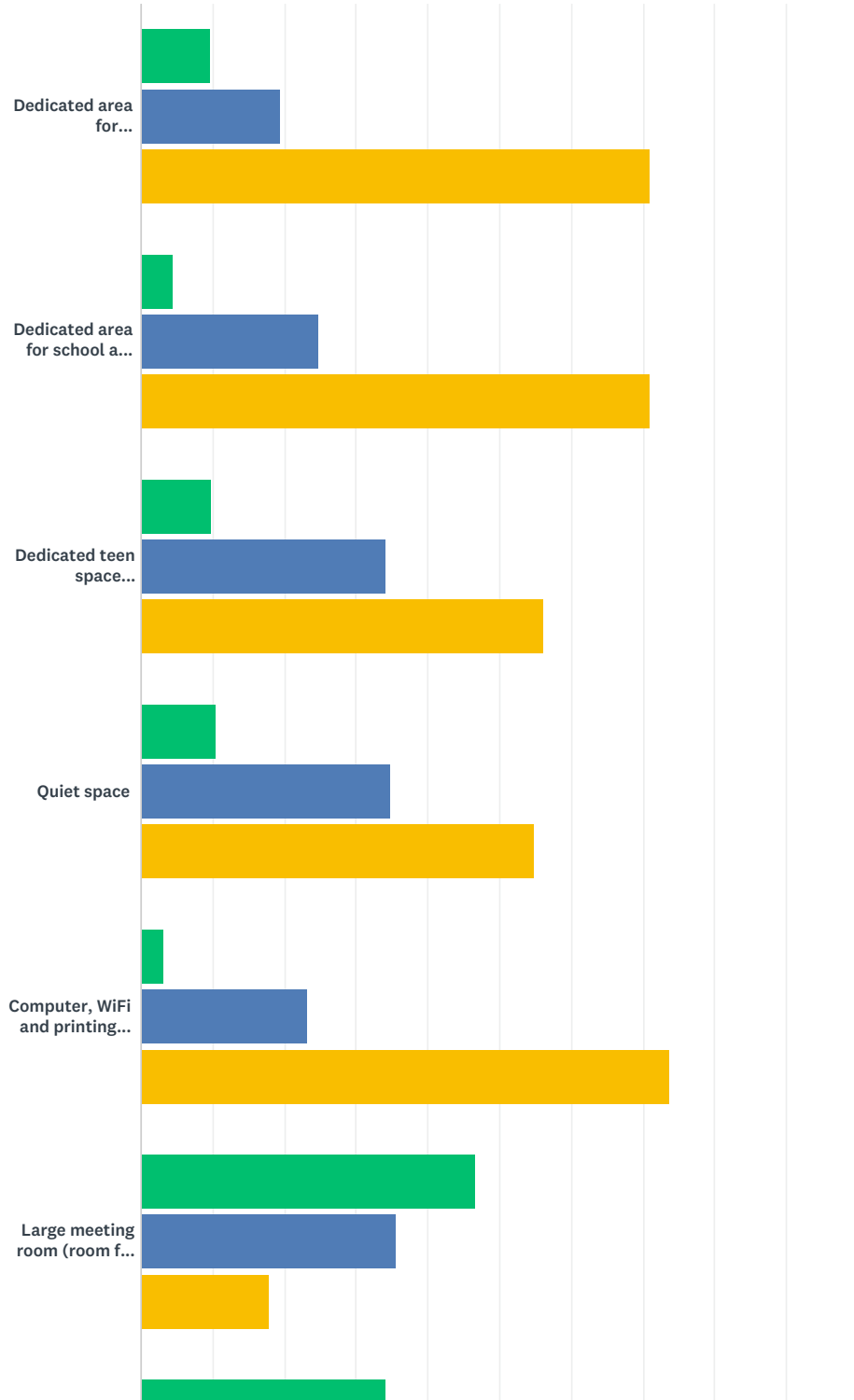
Computers and Equipment Report

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Library Facility Improvement Survey

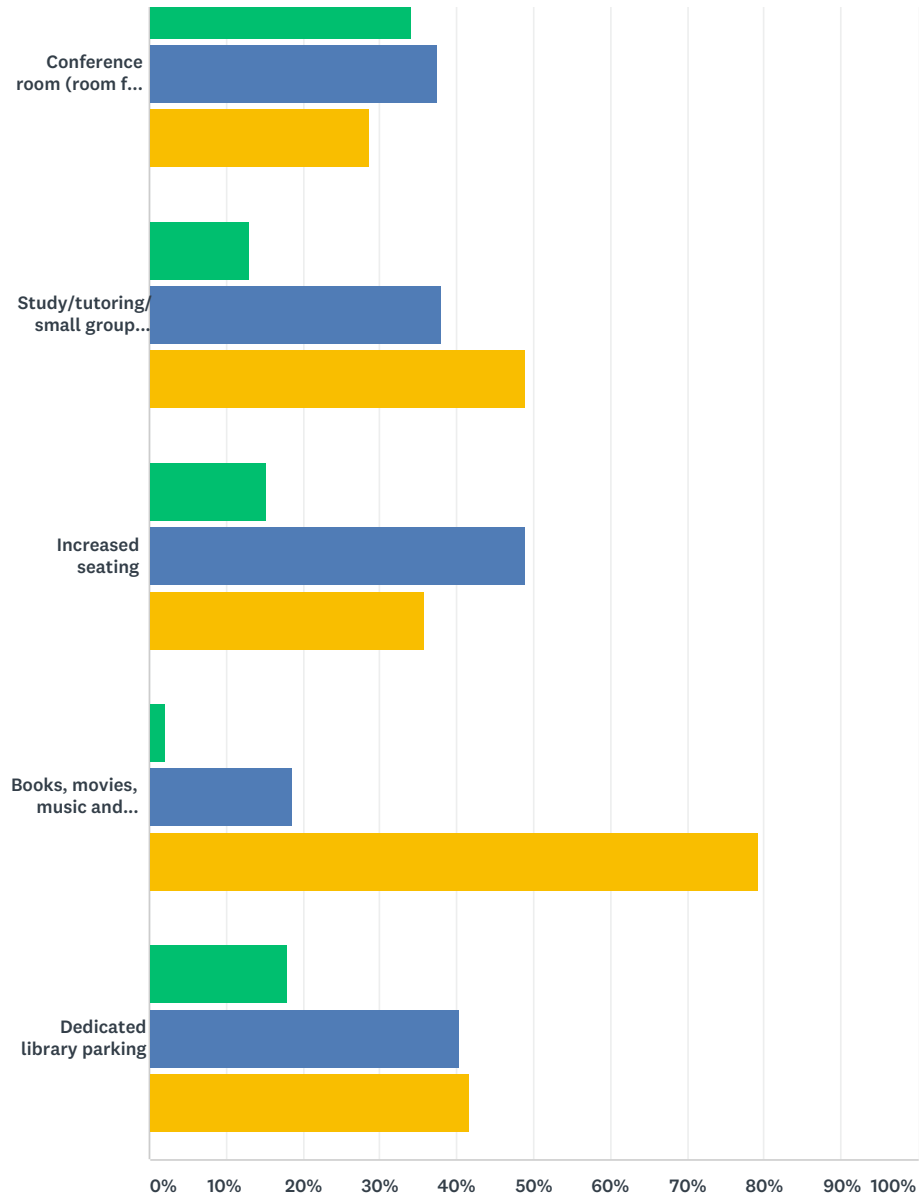
Q1 How important are the following features to you?

Answered: 98 Skipped: 1



1 / 6

Library Facility Improvement Survey



■ not at all important
 ■ somewhat important
 ■ very important

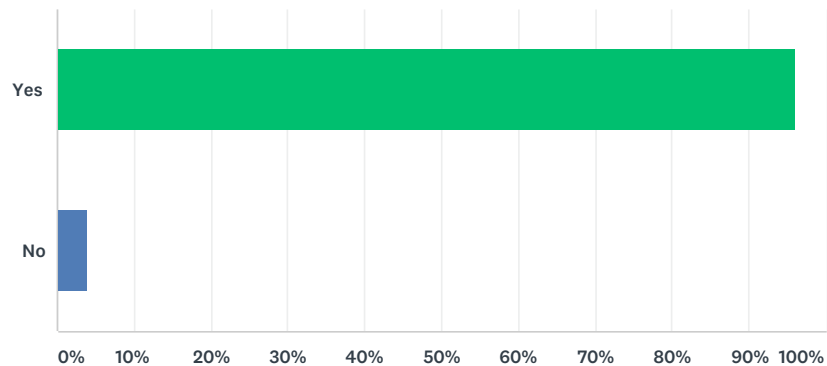
	NOT AT ALL IMPORTANT	SOMEWHAT IMPORTANT	VERY IMPORTANT	TOTAL	WEIGHTED AVERAGE
Dedicated area for pre-kindergarten children (0-5yrs)	9.68% 9	19.35% 18	70.97% 66	93	2.61
Dedicated area for school aged children (5-12yrs)	4.30% 4	24.73% 23	70.97% 66	93	2.67
Dedicated teen space (13-18yrs)	9.89% 9	34.07% 31	56.04% 51	91	2.46
Quiet space	10.53% 10	34.74% 33	54.74% 52	95	2.44

Library Facility Improvement Survey

Computer, WiFi and printing area	3.16% 3	23.16% 22	73.68% 70	95	2.71
Large meeting room (room for up to 100 people)	46.67% 42	35.56% 32	17.78% 16	90	1.71
Conference room (room for 12-20 people)	34.07% 31	37.36% 34	28.57% 26	91	1.95
Study/tutoring/small group spaces (1-4 people)	13.04% 12	38.04% 35	48.91% 45	92	2.36
Increased seating	15.22% 14	48.91% 45	35.87% 33	92	2.21
Books, movies, music and periodicals	2.06% 2	18.56% 18	79.38% 77	97	2.77
Dedicated library parking	17.98% 16	40.45% 36	41.57% 37	89	2.24

Q2 Do you use the Sweet Home Public Library?

Answered: 99 Skipped: 0

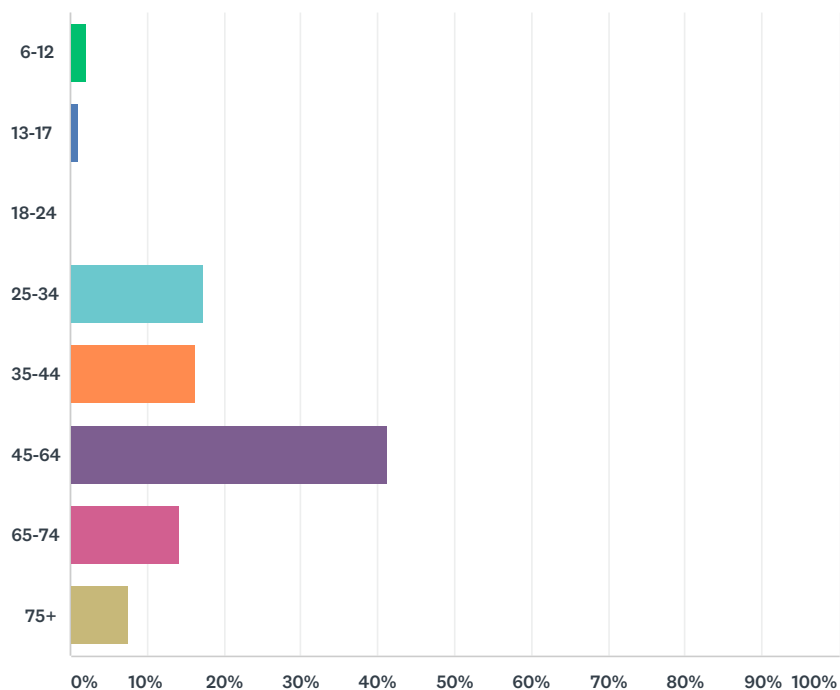


ANSWER CHOICES	RESPONSES
Yes	95.96% 95
No	4.04% 4
Total Respondents: 99	

Q3 Please choose your age (optional):

Answered: 92 Skipped: 7

Library Facility Improvement Survey



ANSWER CHOICES	RESPONSES
6-12	2.17% 2
13-17	1.09% 1
18-24	0.00% 0
25-34	17.39% 16
35-44	16.30% 15
45-64	41.30% 38
65-74	14.13% 13
75+	7.61% 7
TOTAL	92

Q4 Are there other features you would like to see in the library?

Answered: 38 Skipped: 61

#	RESPONSES	DATE
1	They are so helpful and wonderful here!	9/17/2019 9:46 AM
2	Has a family of 4 with children from 3-9. An easier bookdrop drive through	9/17/2019 9:44 AM
3	More windows for natural lighting	9/17/2019 9:42 AM
4	You are great. Keep the books and movies coming in and please keep that space and activities going for the little kids. that's what starts them in the right direction for school and learning	9/17/2019 9:41 AM
5	An electronic reader board	9/17/2019 9:37 AM

APPENDIX - COMMUNITY SURVEY

Library Facility Improvement Survey

6	The Best Library Ever! The Best Employees Ever	9/17/2019 9:34 AM
7	I would like to see quiet areas for computer usage. There are quite a few people now that talk loudly, sing, express loud excitement, etc while using the computers o that it is hard to concentrate while trying to work (i.e. write papers). It also seems that many of the people doing this stay for many hours (the 1 hour limit isn't really enforced)	9/17/2019 9:30 AM
8	More plug-ins for those using their own computers. I do this to work on my hoework. There isn't enough time on the supplied computers to finish anything! Be open on Wednesday at least during the school year. I love having the Library!	9/17/2019 9:24 AM
9	Up to date DVDs.	9/17/2019 7:56 AM
10	Helpful staff is already here. I love it!	9/17/2019 7:54 AM
11	Comfy adult seating.	9/17/2019 7:52 AM
12	Can't think of any-it's great	9/17/2019 7:49 AM
13	More dragons!	9/17/2019 7:46 AM
14	An indoor park!	9/17/2019 7:45 AM
15	Comfortable seating.	9/17/2019 7:40 AM
16	Comfier chairs to read in beanbag chairs.	9/17/2019 7:38 AM
17	If you guys would carry full series, rather than 1 or 2 books of a series.	9/17/2019 7:37 AM
18	Meeting areas to kids areas would be nice. Things to keep the noise separate from the 'reading' area. Parking would be nice too. Thanks you guys!	9/17/2019 7:35 AM
19	No.	9/17/2019 7:34 AM
20	More books! Books are important for libraries for children 0-5 & 5-12. Maybe have a corner or nook for 0-5 but for families with multiple ages-it would be good to have them together. Also, I do think that small and large conference rooms are important for the community. However I don't think that it is as important as other features-especially if they are available other places (City Hall?) Also more DVDs! And a library annex-where more books can be stored.	9/17/2019 7:33 AM
21	Have the city enforce the loitering laws to discourage homeless (and their dogs) from residing at the library entrance and in available parking across the street.	9/17/2019 7:28 AM
22	Community education classes	9/17/2019 7:26 AM
23	More super hero titles	9/17/2019 7:24 AM
24	No. It's a fine library, and the staff is terrific.	9/1/2019 2:49 PM
25	1. Big Picture Windows, Not so closed in. 2. More Computers for kids in a separate kids area. 3. Separate kids area for story time and then a play area. Not together as kids like to play during story time and it's distracting. 4. Separate bathrooms and changing table access within a kids area. 5. Computers to search for books in kids area as well as throughout the library. 6. In kids area, lots of tales with a variety of different types of seating (benches, chairs, stools, bean bags). 7. Organize kids Picture book section by topics such as Pets, School, Weather, Holidays, Volcanos, Animals, Dinosaurs, Space, Farm, Etc. It's much easier for kids and parents to find books they might be looking for if it's by topic. The Forest Grove Public Library is organized this way and I loved it. 8. Also within kids book section have a non-fiction area, magazine area and graphic novel area. 9. Have some library staff stationed in kids area at a desk. Some smaller children are intimidated going up to the big main desk and asking for help. If they were right there they might be more willing to ask questions and such. Thank you!	8/28/2019 2:44 PM
26	I think adding a family restroom /bigger for parents to assist children is very important.Love all the dedication of Staff..	8/24/2019 12:43 AM
27	More online resources for renewing, etc., kids area not being right next to the exit door, a dedicated children's outdoor patio area, updated movies/music selection	8/8/2019 2:58 AM
28	App for access to online library	8/6/2019 7:34 AM
29	Adult seating in the children's area	8/5/2019 3:50 PM
30	No, they do good.	8/5/2019 10:39 AM
31	More tables for adults...not nearly enough room....reading area with chairs,too.	8/5/2019 9:48 AM

APPENDIX - COMMUNITY SURVEY

Library Facility Improvement Survey

32	More new books.	8/5/2019 8:56 AM
33	Special story time area for babies and preschoolers separate from a play area.	8/5/2019 8:39 AM
34	We would love to see more seating for personal study. It would be lovely if, instead of going to a coffee shop a town away, I could reliably sit down with my laptop or books and get some study done, or meet a friend to talk about a book. There is a central area but only one table with an outlet for laptop use and it's often taken. Honestly, even if it wasn't, it's right in the middle with the free computer use and not especially conducive to personal study/work. Even some chairs in the corners close to outlets would help a lot.	8/5/2019 8:28 AM
35	facilities the homeless to use to clean up. A public restroom and showers. Vending machines for hygiene. Check in and out like you would a book almost to ensure proper usage.	8/5/2019 8:25 AM
36	Comfy chairs, good lighting, etc. No low ceilings.	8/5/2019 8:18 AM
37	comfortable seating and more privacy in the computer areas	8/5/2019 8:11 AM
38	More selection in Books and More current titles	8/5/2019 7:48 AM

COMMENTS & SUGGESTIONS FROM PATRONS ABOUT WHAT PEOPLE WOULD LIKE TO SEE

- Manga
- Corner chairs to hide and read
- Space for teens for homework
- The staff are so awesome and helpful, makes our town shine
- Private study room or areas
- Better use of THIS buildings space vs. abandonment
- More and newer non fiction
- Continuance of public bulletin board
- More dinosaur movies and books
- Comfortable chairs in various corners & locations of the library
- Comfier chairs
- Please get a comfier reading area for kids and tweens
- A separate room that is QUIET where a person can study
- Privacy use of computers where we can research without trials
- Stronger Wi-Fi
- I love the library!
- I agree with the quiet area idea
- Quiet area where you can hang out and not hear people talking loudly
- Open Wednesday for after school & more hours on Saturday
- Keep same windows and computers, but add more chairs
- More room for individual groups with different functions
- More animal anime
- More Naurto anime
- Tables with games, cards, dice, etc. Also a table with an ongoing puzzle patrons can put together a few pieces at a time
- Keep the windows!
- Readers digest the week subscriptions or donations
- Toys
- More "Dogman" or "Bone" books
- Corner comfy chairs to hide and read
- A study section for possible tutoring
- Serve for breakfast like coffee, (food) chips, coke machine, etc.
- A meeting room and/or private reading and group reading areas
- More space for more books!
- Another chair in the foyer
- Toys!
- No wasteful, pretentious, or artistic use of what should be a sensible resource, to also hold archived material for preservation, (purpose of libraries)
- Reading room with couches to sit on (Brownsville library has really nice ones)
- Wi-Fi printer please!
- Minecraft!
- The people who work here are helpful, friendly, and courteous. Thanks!
- Volunteers to staff "homework hour" to help kids with homework after school. Possibly retired teachers?
- NOT SO COLD!
- Very busy place
- More anime
- Please get some animal anime
- A designated place for fairytales
- More audiobooks
- More magazine subscriptions

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Sweet Home Library Technology Cost Estimates

Updated 3/5/20

Assumptions:

Electrical & network wiring costs will be included in new building budget
 Computer software (OS & Office) is licensed through the city using state pricing
 Estimate does not include staff time for installation & setup

Full Cost Estimate - all new equipment

Item/Device	Qty	Unit Cost	Total	Notes
Public Internet computer	10	950	9,500	8 adult, 2 teen; micro form factor w/ 20" monitor
Public catalog computer	3	1,000	3,000	height adjustable shelf end mount
Kids computer	2	1,500	3,000	AWE Station or similar
Kids tablets	2	200	400	Leap or similar
Laptop for in library checkout	6	300	1,800	Chromebook or tablet
Staff computer	3	800	2,400	small form factor w/ 20" monitor
Staff printer	2	400	800	small networked b&w laser printer
Staff laptop	2	900	1,800	1 shared for staff, 1 for director's PC
Wall display 55"+ monitor/TV	3	1,100	3,300	entry, teen area & meeting room
Self Checkout Kiosk	2	7,500	15,000	
Print release computer	1	950	950	
Public printer	1	2,500	2,500	networked color photocopier
Receipt printer	3	250	750	
Portable projector	1	750	750	
Gaming console & accessories	1	500	500	for teen area
Network router	1	750	750	
Managed network router	1	1,400	1,400	32 port 10/100/1000 managed switch (no POE)
Managed wifi access point	2	500	1,000	
Managed network firewall	1	1,000	1,000	
Equipment Rack	1	350	350	swingable, locking wall mount 10U
Uninterruptible Power Supply	1	750	750	managed
Total Estimate			51,700	

Other notes:

Any computers, printers and network equipment less than 24 months old could be used in the new building
 All computers, public printers and network equipment are commercial grade for greater reliability, security & lifespan
 Public and staff computers are specified to current processor standards and at least 8GB memory to achieve a 4/5 year life cycle
 Public desktop computers are micro form factor and use a CPU/monitor stand to save space
 Price estimates are based on current retail pricing for top tier products such as Dell, Cisco, HP, and others
(utilize state contract pricing and cooperative purchasing agreements whenever possible to get best possible pricing)

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Meeting Minutes - Kick-off Meeting

Prepared by:	Christine Rumi	Date:	June 12, 2019
Project Name:	Sweet Home Library Needs Assessment	Time:	10:00 am
Project Number:	24.03.19		
Attendees:	Rose Peda, Sweet Home Library (SHL) Director Joy Kisner, SHL Charlene Adams, SHL Board Eva Journey, SHL Board Don Hopkins, SHL Board Joe Graybill, CoSH City Engineer Troy Ainsworth, FFA Brenda Katz, FFA Christine Rumi, FFA Penny Hummel, Penny Hummel Consulting Lance Murty, Murty Consulting Stuart Finney, KPFF Mark Reuland, KPFF Nick Collins, PAE Mike Streb, PAE		
Distribution:	Attendees		

1. Initial project impressions:

- Over-arching goals: Functionality and flexibility
- Rose: flexibility to accommodate change is a main focus, particularly with furnishing, power and data
- Charlene: they know what they want, but don't know how to get there
- Eva: services for diverse populations need improvements
- Facility works for the most part: "we make it work"

2. Trends in Library Services:

- Evolving points of service
 - Flexible staff positions
 - Not necessarily behind a desk
 - Self service points
- Free up staff time to help when needed
- Automated material library can help if appropriate
- Maker Spaces can be multi-functional when difficult to incorporate into small buildings
- Fostering collaboration with the community
- Incorporating community partnerships which share spaces, costs and resources
 - Retail, hospitality
- Access to technology
 - Different devices
 - Mobile device use expanding
 - Fixed catalog access is being used less
 - Need greater bandwidth
 - Printing capabilities

- Fax machines need to remain for a while:
 - Access
 - Equity
 - Privacy

3. Existing Building/Site Information and Concerns

- Building construction in 1969. Has concrete slab on grade.
 - No additions or subtractions
- Front entrance is inaccessible
 - Need a ramp, elderly patrons go up and down front steps
 - ADA access is on side of building.
- Finishes and furnishings
 - Existing shelving has been braced
 - Would like to replace flooring
 - Would like to replace furnishings, with more mobile/flexible selections
- Would like to improve building envelope
 - Existing windows are single paned
 - Low insulation value of walls
 - Roof was replaced 6-8 years ago – had some leaking prior to replacement
 - Gutters plug up
- Would like to upgrade the HVAC system
 - improve thermal comfort
 - provide even distribution
 - reduce noise associated with HVAC system
 - add ceiling fans
 - existing system is serviced quarterly by outside contractors
- Would like to upgrade electrical system, low voltage (data, fire) and lighting
 - Existing slab has conduit in the slab for floor outlets.
 - In future, would like to stay away from floor outlets.
 - Building is going to fiber soon, working with Comcast.
 - Existing electrical system has been adapted the building as possible to provide electrical outlets.
 - Teen area currently has only two wirestrips for power access
 - Lighting
 - Need emergency/egress lighting – currently there is none
 - Existing light fixtures have been upgraded to have electronic ballasts.
 - Need fire alarm system – currently there is only one smoke detector
 - Existing security alarm works well.
 - Existing IT and electrical is serviced by outside contractors
- Would like to improve acoustics, provide noise-dampening
 - Building is echo-y
 - Patrons complain about noise, especially during children's programs.
- Restrooms:
 - Has 3 public use restrooms, 1 of which is accessible
 - Has 1 staff restroom, not accessible
 - Need soundproofing between restrooms and other spaces
 - Hallway at restrooms is not visible to staff – need to improve sightlines
- No janitor space
- Site
 - Community overall likes location
 - Downtown core
 - Center of town
 - Adjacent to other services and shops, farmers market
 - Walkable from neighborhoods.
 - Only City bus stop is located at front of library

- Parking
 - People are encouraged to park in back or in church parking lot
 - Also park on street and in lot across the street
 - Public parking is free and not enforced, even though signed as time limited
 - Staff and ADA parking on site
- Loading/Deliveries
 - Mainly use side doors
 - Large deliveries sometimes use front doors
- Issues:
 - Ambulances and sirens.
 - Toddlers getting across the busy street.

4. Thoughts on Improvements to Space Use at Existing Building

- Take parking lot in the back and make it into a meeting room or study rooms?
 - Need—1-2 person study rooms. Library has a lot of people who study online and use their WiFi.
- Would like to enclose canopy at existing book drop
 - Used as campsite by homeless and must be brightly lit at night at request of the police.
- Open the foyer/entry to indoor, useable space. Reduce entry size (like Lebanon Library length)
- Outdoor space is not a priority, difficult to manage.

5. Programming

- Sometimes SHL hosts programs/events at other venues due to limited space at the library. (i.e. Celtic program was held at Sunshine Industries)
- Like to host programs at the library. One of the big programs is Summer Reading. For many years it was held in the street, however now it is held at Boys and Girls Club.
- Current library has no space to host events. For performances, have had to move all of the furniture and then put out the seating.
- When they host programs, they can have 80 children in attendance and anywhere from 60 – 100 adults.
- Public access computers are sometimes very busy, sometimes not.

6. Children and teens

- The community would like to see other things happen here.
- Currently this children's area is focused on early literacy and preschool.
- Would like an areas for elementary/middle school students.
 - A Lego wall or something like that?
 - Have mechanical Legos and would like the kids to be able to work with them.
- Would like more storage in that area.
- We would like to have a real teen center,
 - Currently it serves also as a small meeting/gathering room
 - Adults currently use the space because it has plug-ins

7. Staff areas

- Circulation Desk
 - Current is crowded and inefficient and not ergonomic
 - Needs to be able to accommodate staff of varying heights
- Work spaces
 - Cramped offices and work areas.
 - Would like to have a proper and private staff area
- Would like a janitor's room with custodial sink
- Would like more storage
- Would like an employee break area
- Need 1 cart in cataloging
- Need charger for Vox books near courier
- Deliveries are manageable. Sometimes boxes can be a little big.

- Need more counter space for processing and repairs

8. Shelving/Collections

- Would like lower shelving
- Corner shelving is desired
- Would like to keep bottom shelf clean
- Stores 2 years of magazines
- Redbox idea for DVDs
- Add display space –especially for new books
- Don't need closed case display area
- Increased space for DVDs, Books on Tape
- More space for picture books
- Reference collection is being right sized

9. Furnishings

- Would like more general seating and more lounge seating.
- Tables weigh a ton and need to be replaced.
- Sofas are moved into the teen area.
- Board book section is on castors.

10. Miscellaneous

- Library has been strongly supported over the years.
 - Currently on 5 year levy.
 - Levies have been passed numerous time.
 - It did fail one time; the library closed and then reopened.
- Vulnerable Patrons
 - A lot of people visit because they have no other human contact. They come to the library and staff know them by name.
 - Some patrons who can't afford the internet or can't access it at home. We have people who come here to see other people and use the computers. Some regulars come every day. Movies are popular.
- Seismic improvements
 - Due to age of the existing building, it would need seismic improvements
 - Perhaps the design could use an expansion to reinforce the existing building
 - Will need to consider the code triggers for seismic upgrades
- People pay the out-of-city fee of \$35. Joined Linn County Libraries consortium—shared ILS and courier. We all give minor children a card without cost for the summer.
- Friends bookstore is the only one in town.
- Church is a good neighbor.
- Consensus is that City Hall should go away. Maybe a business incubator?
- Additional Comments
 - Charlene: what are the possibilities of going up? Also, City Hall is going to be empty. Building is terrible but land is there. Could we build there?
 - Eva: the end result needs to be something that we can support. Sustainability. Staffing. This HVAC system is very costly for us; I would like to see that minimized.
 - Christine: 3 conceptual designs will be provided. New building on another site, this building on this site, another building on this site.
 - Joe: only other city property is the parking lot. If it was to be converted, this building could be a parking lot, as could city hall. No net loss or gain in parking.

Schedule and Next Steps:

- No specific schedule set by Sweet Home
- Through summer, staff is unavailable until noon due to Summer Reading held at Boys and Girls Club.



- Library is closed on Wednesdays.
- Future meetings:
 - Staff and IT (today)
 - Community Focus Group (TBD)
 - Community Meetings (TBD)
- Building Assessment (today)

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Meeting Minutes – Community Meeting No. 1

Prepared by:	Brenda Katz	Date:	July 30, 2019
Project Name:	City of Sweet Home Library Needs Assessment & Community Forums	Time:	1:30 pm
Project Number:	240319		
Attendees:	6 Community Attendees Rose Peda, Director, Sweet Home Public Library Penny Hummel, Penny Hummel Consulting Brenda Katz, FFA		
Distribution:	Sweet Home Public Library Consultant Team File		

Community responses to questions posed by the consultant team:

1. How would you describe the community? What issues does it face?

- Smallish community
- Interact with books
- Basic facilities in town: grocery store, library
- Interest in education and lifelong learning is increasing
- Low employment, few opportunities
- People commute elsewhere to work
- Mom and Pop businesses closed due to Wal-Mart in Lebanon

2. What works well in the current library? What will people not want to lose?

- It's small and easy to navigate
- Digital/online catalog
- Helpful staff
- Stained glass and sloped ceiling
- It feels spacious

3. What aspects of the facility get in the way of providing an excellent library experience?

- Not enough scientific resources
- Not enough classics
- Too much distraction
- Not enough storage
- We need a staff lunchroom
- Dark paneling and finishes—we need more light
- Thermal comfort issues



4. What services or features will be most important to incorporate into a new library?

- We need a small quiet room
- We need separation from noisy children
- Have computers in one area
- Add computers
- Increase power access for charging devices
- Add a TV/DVD viewing area
- Like to browse DVDs on shelves

5. What are the top 3 – 5 issues that you consider the most important to address?

- More space
- More quiet
- Better staff/volunteer spaces

Meeting Minutes - Program Review Meeting – R1

Prepared by:	Brenda Katz	Date:	October 03, 2019
Project Name:	Sweet Home Library Needs Assessment	Time:	10:30 am
Project Number:	24.03.19		
Attendees:	Rose Peda, Sweet Home Library (SHL) Director Joy Kistner, SHL Charlene Adams, SHL Board Eva Jurney, SHL Board Brittany Donnell, SHL Board Brenda Katz, FFA Joseph Storr, FFA Penny Hummel, Penny Hummel Consulting		
Distribution:	File Attendees		

1. Service Area Discussion:

- Basis of population estimate/projection is legal service area – City of Sweet Home
 - Does not include un-served surrounding areas
 - Projection per Portland State University, Population Research Center
- Sweet Home is the most Eastern library in Linn County.
- They are studying feasibility to form a library district.
- Sweet Home, Lebanon, Albany, Harrisburg, Scio and LBCC have Intergovernmental Agreements to sharing resources and pay for a courier. This partnership is referred to as “The Linn Libraries Consortium”.
- Access to Wi-Fi for surrounding communities is important. City IT is working on how to capture Wi-Fi usage data

2. Program Review:

- Meeting rooms:
 - Keep 100-seat meeting room – should be divisible (1/2-1/2; 1/3-2/3, TBD) with operable partition. Multi-use, potential for two programs simultaneously. Should be accessible while library is closed, along with lobby space and restrooms.
 - Small study/meeting rooms – provide (1) 4-person and (1) 8-person meeting room. The 8-person meeting room should provide for higher technology accommodations.
 - Meeting room fees - other organizations in Sweet Home charge a fee for use of meeting space. There is a lot of un-met need for meeting room space in Sweet Home.
- Restrooms:
 - Provide accommodations that are over minimum code requirements for number of fixtures.
 - Provide changing tables in all restrooms
- Office space (2?) for potential partner organizations:
 - Examples: Adult mental health services (currently only in Lebanon); Veteran’s Services (currently in Lebanon); Social Security access (currently only in Albany).
 - Premature to include accommodations for partner organization at this time.



- One-story vs. two-story building:
 - Staffing level will not be adequate to support a two-story facility
 - Avoid elevators and associated maintenance

4. Miscellaneous:

- Specify 400# weight capacity for all seating.

6. Next Steps:

- Penny to provide updated program document
- FFA to confirm alternate site for library with Sweet Home City and Library Staff, for purposes of this study

Meeting Minutes – Site Selection Meeting

Prepared by:	Joseph Storr	Date:	October 15, 2019
Project Name:	Sweet Home Library Needs Assessment	Time:	3:00 pm
Project Number:	24.03.19		
Attendees:	Rose Peda, Sweet Home Library (SHL) Director Ray Towry, Sweet Home City Manager Joe Graybill, Sweet Home Staff Engineer Christine Rumi, FFA Brenda Katz, FFA Joseph Storr, FFA		
Distribution:	File Attendees		
Meeting Date:	October 10, 2019		
Meeting Location:	Teleconference		

1. Project Cost:

- FFA assumes \$400-\$450/sf for direct construction costs, with an additional 35% for soft costs (including FF&E)
- FFA report will take into consideration estimating adjustments for the Eugene/Corvallis region

2. Proposed Sites:

- Existing Library Site
 - Per the approved program, the existing site is too small for either a renovated/expanded existing library or a new single-story library
 - Report to provide a narrative explaining why the existing site is too small, and why the current and anticipated staffing levels would not support a 2-story building
- Old City Hall:
 - Approximately twice the size of the current Library Site
 - Would require demolition and abatement of existing City Hall building
 - Site selected for FFA to test fit new construction
- Parking lot adjacent to existing library:
 - Approximately the same size as the Old City Hall site
 - Demolition limited to existing site
 - Unknown existing site conditions prior to construction of the existing parking lot
 - Site selected for FFA to test fit new construction
- Lot to the West of Boys & Girls club near Sankey Park
 - Lot abuts Ames Creek
 - 50' Riparian Corridor from the high water line of the waterway will limit the buildable area of the lot
 - Existing athletic fields to the North of the site to remain
 - Site selected for FFA to test fit new construction



6. Next Steps:

- Joe Graybill to provide drawings and any other relevant property information on the (3) selected sites to FFA
- FFA to Test Fit new construction on the (3) identified sites. Test fits are to assume a full build-out, potentially funded by a bond, rather than a phased approach.

Meeting Minutes – Site Meeting

Prepared by:	Joseph Storr	Date:	December 05, 2019
Project Name:	Sweet Home Library Needs Assessment	Time:	10:00 am
Project Number:	24.03.19		
Attendees:	Rose Peda, Sweet Home Library (SHL) Director Ray Towry, Sweet Home City Manager Joe Graybill, Sweet Home Staff Engineer Christine Rumi, FFA Richard Grace, FFA Joseph Storr, FFA		
Distribution:	File Attendees		
Meeting Date:	November 26, 2019		
Meeting Location:	Sweet Home Library		

1. Next Steps:

- FFA to send drawings to Joe for distribution
- FFA to attend December 10th City Council working session
- Rose to present to library board
- Rose and Ray to discuss potential partners and distribute to FFA

2. Boys & Girls Club Site:

- FFA recommended eliminating the Boys & Girls club site from further study due to flooding issues. There was no reservation from the Rose, Ray, & Joe.

3. OCH Site (Old City Hall):

- FFA presented the OCH site and noted the requirement that an approach would require a variance
- A variance would need to meet the required criteria to be approved by Council
- Design requires adjustments to parking on Fire Station property, and confirming location of utilities (believed to be along North edge of site)
- There is concern about the noise on from emergency vehicles as the fire hall and drive along 12th Avenue. Sirens and emergency routes may need to be reviewed.
- Team feels this is the most feasible site and design

4. Existing Parking Lot Site:

- Hard to justify demolishing old city hall and replacing it with a parking lot
- Design team to focus on OCH Site

5. Additional Discussion Items

- Ray and Rose to meet and discuss potential partners for the library to help share costs
- Depending on feedback from Ray and Rose on potential partners, FFA to consider phased approach
- Joe and Richard to meet in front of board on December 10th 2019 to discuss status and approach

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REQUEST FOR COUNCIL ACTION

Title: Community Park Donations

Preferred Agenda: May 25, 2021

Submitted By: Angela Clegg, Associate Planner

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: Duties of the Park and Tree Committee. Duties of the City Council

Towards Council Goal: Goal #1 Infrastructure
Goal #2 Be an Effective and Efficient Government

Attachments: Proposal Submitted 04.07.21
Draft Maps
Park & Tree Committee Minutes 04.21.21

Purpose of this RCA:

The purpose of this RCA is to approve the acceptance of donated funds for two dog parks and two small City playgrounds.

Background/Context:

On April 7, 2021 Mayor and President of Hoy's Hardware, Greg Mahler, submitted a proposal to use donated funds for two dog parks and two small city parks. On April 21, 2021 the Park and Tree Committee held a public meeting and voted to recommend the proposal to City Council for approval. The City Council will hear the proposal at the May 25, 2021 meeting.

The Challenge/Problem:

How to accept donations while meeting the interests of the public.

Staff and the Park and Tree Committee are concerned with the ability of the parks crew to prep, install, and maintain 4 new parks. Staff is stretched thin with the number of existing parks.

Staff and the Park and Tree Committee expressed concerns about a small playground at Clover Park. There is limited parking at a dangerous intersection. The Park and Tree Committee recommends moving the proposed Clover Park playground to Strawberry Park.

Stakeholders:

- The City of Sweet Home constructing and maintaining four new parks.
- Donors investing in four new parks.
- Citizens of Sweet Home benefitting from the addition of four new parks.

Issues and Financial Impacts:

While these projects are mostly funded by donations, the City would be responsible for any cost overruns or maintenance costs.

Elements of a Stable Solution:

A stable solution would be to balance the desires of the donors with the interests of the residents and the capabilities of staff.

Options:

1. Deny the request, reject the donation, and do not construct a dog park at Northside Park.
2. Approve request, accept the donation and direct staff to plan, design and construct a dog park at Northside Park.
3. Direct staff to re-engage the donors to modify their request for a dog park at Northside Park.
4. Deny the request, reject the donation, and do not construct a dog park at City Hall.
5. Approve request, accept the donation and direct staff to plan, design and construct a dog park at City Hall.
6. Direct staff to re-engage the donors to modify their request for a dog park at City Hall.
7. Deny the request, reject the donation, and do not construct a small playground and flower area at City Hall.
8. Approve request, accept the donation and direct staff to plan, design and construct a small playground and flower area at City Hall.
9. Direct staff to re-engage the donors to modify their request for a small playground and flower area at City Hall
10. Deny the request, reject the donation, and do not construct a small playground at Strawberry Park, recommended by the Park and Tree Committee.
11. Approve request, accept the donation and direct staff to plan, design and construct a small playground at Strawberry Park, recommended by the Park and Tree Committee.
12. Direct staff to re-engage the donors to modify their request for a small playground at Strawberry Park, recommended by the Park and Tree Committee.

Recommendation:

Staff Recommends Option 2: Approve request, accept the donation and direct staff to plan, design and construct a dog park at Northside Park.

Staff Recommends Option 5: Approve request, accept the donation and direct staff to plan, design and construct a dog park at City Hall.

Staff Recommends Option 8: Approve request, accept the donation and direct staff to plan, design and construct a small playground and flower area at City Hall.

Staff Recommends Option 11: Approve request, accept the donation and direct staff to plan, design and construct a small playground at Strawberry Park, recommended by the Park and Tree Committee.

City of Sweet Home Parks Board
3225 Main Street
Sweet Home, OR 97386

04/07/21

RE: Community Park Donations

Dear Park Board Members,

My name is Greg Mahler, Owner of Hoy's Ace Hardware and also a member of Sweet Home City Council. I have been approached by three local families that would like to make donations to our community parks but with certain reasonable stipulations.

Let me start off with the first donation and the family has asked to keep this donation anonymous. The family would like to recognize a lady who was very committed to this community and spent years volunteering her time working with or being part of organizations such as Kiwanis, Rotary Club, Presidents Club, Chamber of Commerce, Garden Club and our Beautification Committee. This lady loved flowers and was friends with Alice Grovom. She admired Alice and her commitment to this community. She never looked for recognition but this family would like to show gratitude for all her efforts for so many years. They would like to name a park after a nickname because her real name was too hard to pronounce. The name the family is proposing for the park is "Joleen Park" or "Joleen Memorial Park". The family has set aside funds for the sign and the look and design of the sign determined by the Parks Board. The family would like some type of document showing the donation for their records.

The family has entrusted me with a budget of \$35,000.00 to go towards park equipment and would like to see the park next to the new city hall. I was approached because of my community involvement and that Ace Hardware Corporation has a national account with Ultra Play, subsidiary of Playcore Company that provides commercial playground and park equipment nationwide. I have the ability to purchase all the equipment at discounted rate of 40-50%. Below is a breakdown of how the family would like to see the donation spent.

- Purchase Slide Mountain Playground with in-ground anchor kit. Purchase cement to anchor the set in the ground, provide safe barrier around the playground set with playground mulch from Rexius Corporation. **Estimated cost: \$12,479.25, Suggested retail \$21,995.00.** The family asks for the city to assist in installing the playground or I'm to hire a local contractor. See attached documents showing the playground equipment and a breakdown proposal on flying someone from Ultra Play to install the equipment which isn't feasible.
- Budget **\$5,000.00** for flowers to be located within the park and would like to see the Beautification Committee assist in picking out the flowers and assisting in planting decisions.
- Budget **\$10,000.00** for picnic tables, benches and trash cans to be located within the park.
- Budget **\$5,000.00** for pet park area. The donation to be spent towards dog park equipment, benches, trash cans, signage, dog refuge station, dog leash post, etc. Ultra Play has a complete package and budget based on this information.
- Budget **Approximately \$5,000.00** to go towards fencing to enclose the dog park, gate and a maintenance gate for city staff to access.

I've had preliminary discussions with the city and it was mentioned that the Parks Board has a general idea of what they would like to see in their parks regarding picnic tables, benches and trash cans. I agree it should be standardized and ultimately what the city would like to see in their parks. If I'm not able to purchase these items through my vendor, the intent is the money designated still go towards park equipment. It just means that we may not be able to purchase as many park equipment items due to items costing much higher than my vendor. The other option is submitting a check to the board for the donation amount but the park needs to be established within one year, not just hold onto the donation for a lengthy time period. I've enclosed various documents for the board to review and I'm always available to answer any questions. The family would like to utilize these funds sooner than later because the cost of building materials, metal and supplies are going up tremendously.

The 2nd donation is from the Hunt family and would like to donate \$5,000.00 to go towards a Pet Park and location to be decided by the Parks Board. If City Councilor Diane Gerson donates half the amount for the dog park, they would like to see the park named after her. If the full donation amount goes towards the pet park, they would like to see the pet park named after William Hunt.

The 3rd donation is from a family that was related to the founder of our family business and was a long time Fire Chief of Sweet Home for 25 years. The donation is for playground equipment to be located at Clover Park and the family only wants a sign dedicating the playground equipment after Ivan Hoy. The stipulation is the theme of the playground equipment be a fire engine. I've located fire engine themed playground equipment and the cost is around \$17,500.00. The family has also agreed to make sure the equipment is anchored in the ground, and outline with playground bark mulch for safety. If approved, I will have to get back in touch with the family to secure the donation.

I'm open to questions and I will be awaiting a decision from the Parks Board.

Regards,



Greg Mahler
President
Hoy's Hardware Inc.
3041 Main Street
Sweet Home, OR 97386
Tel: 541-367-2221



1 inch = 72 feet

Northside Park
Proposed Dog Park Location

Date: 05/18/21



City Hall
Proposed Dog Park Location

Date: 05/18/21



CITY OF SWEET HOME PARKS AND TREE COMMITTEE MINUTES

April 21, 2021, 8:30 AM
Santiam Conference Room
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.

The Park & Tree Committee will hold a meeting at 8:30 a.m. in the City Council Chambers at City Hall, 3225 Main Street. Individuals attending public meetings in person will be required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. To view the meeting online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to +1 971-203-2871 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID: 715 039 904#. This video stream and call in options meet the requirements for Oregon public meeting law.

Call to Order

The meeting was called to order at 8:30 AM

Roll Call of Park and Tree Committee Members:

PRESENT

Chairman Wally Shreeves
Nanci Curtis
Bob Dalton
Debra Sue Northern
Nancy Patton
James Curtis, arrived at 8:40

ABSENT

Lena Tucker

STAFF

Dave Trask, City Council
Blair Larsen, Community and Economic Development Director
Greg Springman, Public Works Director
Dominic Valloni, Operations Manager
Kevin Makinson, Facilities and Park Crew Lead
Angela Clegg, Associate Planner

Time Reports

No reports were turned in.

Approval of Meeting Minutes

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

Motion to approve the minutes made by Dalton, Seconded by Northern.
Roll Call Voting Yea: Dalton, Northern, Curtis, Shreves, Curtis, Patton

Absent: Tucker

a) 2021-04-21 Park and Tree Committee Meeting Minutes

Public Comment. This is an opportunity for members of the public to address the Park and Tree Committee on topics that are not listed on the agenda.

No Comments

Old Business

Sankey Park Project Update

Valloni gave an update of the work being done.
Dalton had a discussion about providing RV space.
Councilor Trask suggested a sign on Main Street pointing to Sankey Park.

Beautification Committee Update

Dalton gave an update. They meet in Sankey Park and are working with the Chamber of Commerce to advertise for volunteers.

Pocket Park Naming Update

Chairman Shreves will continue with the public input process once the Upper Sankey Park meetings are completed.

Tree Inventory Update

Chairman Shreves will continue with the inventory once the trees are removed in lower Sankey Park.

Hobart Park Update

Valloni reported that the logging is complete. They are hauling the logs out, and the slash will be burned at an appropriate time.

New Business

Arbor Day Celebration

Start at 4:00 PM on Friday April 30th in lower Sankey Park.

Sankey Park Public Input/Gathering

Chairman Shreves gave an overview of the events. Associate Planner Clegg asked for volunteers from the Committee members.

Friday, April 30th from 4:30 Pm to 7:00 PM

Saturday, April 31st from 10:00 AM to 4:00 PM

Dog Parks/City Hall Park Proposal

Associate Planner Clegg introduced the proposal to the Committee. Public Works Operations Manager Valloni stated that the Public Works department is short handed, but would be ok with the opportunity. There was discussion regarding the prep work and maintenance that would need to be done at City Hall and at Northside Park for the dog parks. Dalton stated that the dog parks add value to the area, and they could start out with basic accessories.

The Committee expressed concerns about a playground at Clover Park. There is limited parking and it is a dangerous intersection. There was discussion about Clover Park being a small neighborhood park similar to Ashbrook park. Community and Economic Department Director Larsen will touch base with the staff engineer about a bulb out with ODOT. Valloni feels that the southwest corner of Clover Park would be the ideal location for a small playground.

The Committee voted to recommend to City Council a dog park at City Hall, a small playground at City Hall, a dog park at Northside Park, and the recommendation to move the proposed Clover

Park playground to Strawberry Park.

Motion to recommend the above to City Council made by Dalton, Seconded by Patton.

Roll Call Voting Yea: Shreves, Dalton, J. Curtis, Northern, N. Curtis, Patton

Absent: Tucker

Weddle Bridge

Public Works Director Springman discussed the need to give Weddle Bridge a facelift. There are dedicated funds for the bridge, but additional funds will need to be sought to complete the job. Dalton states that he will reach out to the covered bridge society. The Committee will reach out to the Community for funding, labor and/or materials. It was recommended to put the current funding toward an inspection. It was discussed to involve the New Era with advertising and allocating the fees collected for renting Weddle Bridge towards a maintenance fund.

Round Table Discussions (Committee comments about topics not listed on the agenda)

Associate Planner Clegg asked if the Committee would like to go back to monthly meetings. There are enough projects going on to justify the additional meetings.

Motion to approve moving back to monthly meetings made by Dalton, seconded by Patton.

Roll Call Voting Yea: J. Curtis, Northern, Patton, N. Curtis, Shreves, Dalton.

Absent: Tucker

Associate Planner Clegg informed the Committee of the approval to get the Committee shirts and jackets. Clegg will send out an email with style and size options.

The meeting adjourned at 10:00 AM.

Adjournment

The meeting adjourned at 10:00 AM.

The Sweet Home Park and Tree Committee welcomes your interest in these agenda items. Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Committee may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend.

If you have questions, please contact the Community and Economic Development Department at 3225 Main Street, Sweet Home, Oregon 97386; Phone: (541) 367-8113.



REQUEST FOR COUNCIL ACTION

Title: Sankey Park Bandstand

Preferred Agenda: May 25, 2021

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: Sweet Home Parks

Towards Council Goal: Goals 1.d and 2.d: Parks Infrastructure Implementation and Community Awareness

Attachments: 2019 Sankey Park Bandstand Report
Email Re: Sankey Park Bandstand
Proposal for Engineering Services for Sankey Park Bandstand Rehabilitation Evaluation
Drawings of Potential Bandstand Replacements

Purpose of this RCA:

The purpose of this RCA is to obtain direction from the Council regarding efforts to either rehabilitate or replace the Sankey Park Bandstand.

Background/Context:

The Sankey Park bandstand was constructed in the late 1930's or early 1940's as a WPA project. While the structure is quite old, it has never been placed on any historic registry.

In early 2018, a tree fell on the structure, causing damage and concerns about the safety of the structure. Stability Engineering, Inc. was hired to conduct a structural review of the bandstand and completed their report in July 2019. The report shows that the structure does not meet current building code, cannot meet snow load requirements for our area. Most concerning, the report shows that the floor beams are inadequate, the main horizontal structural beams are extremely inadequate, and the footings are significantly undersized.

Since then, staff has been attempting to gather more information on the cost to repair the structure but has only managed to come up with very rough, anecdotal estimates.

Staff investigated a similar structure that the City of Lebanon recently constructed. The materials and labor for that structure was mostly donated, but based on discussions with people who were involved, the cost of the Lebanon structure was approximately \$150,000 to \$200,000.

The Park and Tree Committee discussed the matter and recommended that the structure be removed and replaced with a similarly-sized structure that incorporates architectural elements and/or materials from the original.

While the structure is not on any registry of historic structures or places, it does have historic significance. Attached is an email with from the State Historic Preservation Office outlining their preferences and suggestions.

Staff brought this matter to the Council's attention at the August 11, 2020 meeting and presented some of their findings. The Council directed staff to continue investigating options and costs. Since then, Staff received a proposal from the City's Engineer of Record to evaluate the structure and determine costs to either rehabilitate it or replace it. This proposal would cost approximately \$22,000.

The City's Engineer of Record has stated that the structure cannot be brought up to code without dismantling it entirely and rebuilding it with an entirely new supporting structure, the cost of which would likely be quite high.

After the recent removal of trees from Sankey Park, which exposed more of the hillside behind the bandstand, Staff had the enclosed images produced, showing potential replacement structures, with seating on the hillside. These images are included only for discussion purposes and can be completely revised to better meet Council and public sentiments.

The Challenge/Problem:

Should the City seek to repair the bandstand, replace it, or allocate funding to evaluate the structure further?

Stakeholders:

- Sweet Home Residents – Residents benefit from park amenities that add to their enjoyment of parks, such as bandstands and pavilions. Residents may also have interests in preserving historic structures.
- Sweet Home City Council – The City Council is responsible for decisions that affect the available amenities at City Parks.
- City of Sweet Home Staff – City Staff are responsible for implementing the Council's vision and maintaining City infrastructure in a safe and financially-responsible manner.

Issues and Financial Impacts:

Since the structure was insured, the City is eligible for some reimbursement for repairs. However, because the insurance payment is limited to only the damage caused by the tree, it is rather limited: only \$4,825.

The City's Engineer of Record submitted a proposal to evaluate the structure and gather cost estimates. This proposal would cost approximately \$22,000.

The City of Sweet Home has limited funding for Parks capital improvements, and what we do have has typically been used as a match to grant funding. At this time, the City has no funding allocated for repairing or replacing the structure. If a directive is given to repair or replace the structure, Staff would likely look into grant opportunities and donations from the community.

Elements of a Stable Solution:

A stable solution would preserve City history and park amenities in a safe, financially responsible way.

Options:

1. Repair the Bandstand – Direct staff to develop options for repairing the structure to meet current building code make it structurally safe.
2. Remove the Bandstand without a Replacement – Direct staff to develop options for removing the Bandstand and leaving the park without a similar structure.

3. Remove the Bandstand and Replace it with a Similarly Sized Structure – Direct staff to develop options for removing the Bandstand and replacing it with a similarly sized structure, possibly utilizing architectural elements or materials from the original.
4. Move forward with additional evaluation of the structure and development of plans for rehabilitation or replacement – Direct staff to work with the City's Engineer of Record to evaluate the structure for possible rehabilitation or replacement.

Recommendation:

Staff recommends any option that results in a safe park.

P.O. Box 2646 • Corvallis, Oregon 97339 • p: 541.223.5360 • f: 541.223.5278

July 22, 2019

Joseph Graybill
City of Sweet Home Public works
1140 12th Ave.
Sweet Home, Oregon 97386

Job#: 19-0275

RE: Structural review of bandstand at Sankey park, 877 14th Ave, Sweet Home, Oregon

Scope of work:

Stability Engineering Inc has been hired to review the structural damage caused by a tree impact as well as structural deterioration of the structure. We will also review the structural adequacy of the structure in relation to current structural codes. This report is based on what could be observed on site.

Observations:

The structure consists of a wood framed elevated platform with a covered roof. It is open on all sides. The foundation is post and beam construction with a continuous perimeter concrete footing and stem wall. Based on provided information and the sign attached to the front indicating it was a WPA project it was constructed in the late 1930's to early 1940's. (picture 1)

A tree fell on the south side damaging the roof and one of the main structural members. (pictures 2,3,4). At the time of the inspection temporary shoring was in place to support the broken beam. (picture 5)

We noted several areas of dry rot damage at the outside edges of the roof members. (pictures 6,7,8)

The southeast corner has settled, and the movement has cracked the adjacent foundation. The downspout above this section is not installed or was knocked off when the tree hit the roof. (picture 9) Water movement adjacent to the foundation may cause foundation settlement. There is also a large stump within a few feet of the east side. The tree may have undermined and moved the foundation adjacent. (picture 10)

The gutters and downspouts for the entire structure are compromised and not functioning as designed. This will contribute to the foundation movement and dry rot issues as the water can land on the structural members below. (picture 11). The roof flashing was missing at several locations which allows water to infiltrate onto the roof framing.

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The lateral braces (knee braces) at the front of the structure were removed and a decorative stick was installed (picture 12). This will have severely affected the lateral resistance to wind and seismic loads at the north end of the structure.

We did enter the crawlspace and found footings that had settled and shifted over time. (picture 13, 14). The foundation appears to have been replaced or repaired relatively recently (in relation to the age of the structure). The posts are dimensional lumber instead of the round members use for the rest of the structure, we also noted pressure treated lumber used for the sill plate on the continuous footing.

Since the platform is more than 30 inches above grade current code requires guardrails to protect from fall over the top and to limit small children squeezing through the rails. The current guardrail is too short to meet code and has openings that exceed the allowable size. This is a potential safety hazard. Code does not require upgrading existing structures but we recommend addressing this issue if the structure is going to be rehabilitated.

Structural review

Due to the age of the structure and construction type portions of the structure do not meet today's building code. This is due to changes in the design process since the 1930's and increased safety factors in the current code.

For instance, the current minimum snow load at this location is 20 psf but the actual snow load based on the SEAO snow loading maps is 11 psf.

Inadequate structural elements:

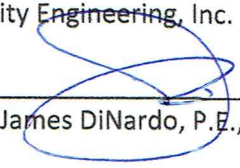
1. The main horizontal structural beams are extremely inadequate. (~2300%)
2. The round floor beams are inadequate (~75%)
3. The footings are significantly undersized. (~500%)

The lateral resisting system for the bandstand is a series of knee braces around the structure in conjunction with partially braced columns. The missing braces would need to be replaced and all of the connections should be repaired as necessary.

Please let us know if you have any questions.

Sincerely,

Stability Engineering, Inc.

By: 
James DiNardo, P.E., Principal, Project Engineer



Picture 1 – north side



Picture 2 – Broken main member



Picture 3- tree damage



Picture 4 – tree damage



Picture 5 -south side tree damage and shoring



Picture 6 – dry rot damage



Picture 7 – dry rot damage



Picture 8 – dry rot damage



Picture 9 – downspout



Picture 10 – foundation movement and stump



Picture 11 – damaged downspout



Picture 12 – knee brace removed



Picture 13 – shifted post/footing



Picture 14 – shifted footings



February 18, 2021

SENT VIA: EMAIL

Mr. Blair Larsen, JD/MPA
Community & Economic Development Director
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

SUBJECT: Proposal for Engineering Services for the Sankey Park Bandstand Rehabilitation Evaluation

Dear Blair:

The purpose of this letter proposal is to provide the City of Sweet Home (City) with the proposed Scope of Services, Budget and Schedule to complete an initial evaluation of requirements and cost to rehabilitate the Sankey Park Bandstand. The scope also includes site visits to three reference Willamette Valley amphitheater facilities that may be of interest to City staff and elected officials.

PROJECT TEAM

West Yost's project team will be managed by Preston Van Meter with support from Sandrine Ganry from West Yost, Allan Goffe with ACE Engineers (structural), Mike Faha with Greenworks (landscape architecture), Ben Perry with Landis Consulting (electrical).

SCOPE OF SERVICES

Following is a list of the key tasks necessary to perform this proposed Scope of Services, each further described below:

- Task 1.** Project Management
- Task 2.** Existing Bandstand Rehabilitation Cost Estimate
- Task 3.** Reference Amphitheater Site Visits
- Task 4.** Technical Memorandum
- Task 5.** City Council Presentation

Task 1. Project Management

Project management includes coordination of West Yost's internal team and sub-consultants, quality assurance and quality control (QA/QC) activities and preparation of monthly project updates and invoices. Sub-tasks include the following:

- **Monthly Project Status Reports and Invoices.** We will prepare monthly project updates including a summary of project status, monthly invoice for services performed, earned value analysis (EVA) assessing project completion versus budget utilized, key upcoming project milestones and any anticipated issues that may impact project budget or schedule.
- **Team Coordination Activities.** West Yost Project Manager and key team members will conduct monthly project check-in conference calls with City staff to review progress compared with schedule milestones, confirm timing for upcoming meetings and site visits, review current budget status, discuss outstanding issues or requests for information, and items related to overall project progress. For budgetary purposes, monthly check-in conference calls will be attended by Preston Van Meter and will be 30 minutes in duration.

Task 1 Assumptions

- The anticipated project duration is three months; therefore, three monthly project progress reports and invoices are budgeted.
- Action items from monthly project check-in conference calls will be sent to attendees via email.
- To preserve budget, no formal Project Kickoff Meeting is anticipated as part of the project.

Task 1 Deliverables

- West Yost will provide one electronic (PDF) copy of monthly progress reports with invoices.
- West Yost will provide one electronic (email) copy of meeting summaries and action items from monthly project check-in conference calls.

Task 2. Existing Bandstand Rehabilitation Cost Estimate

West Yost and our team will prepare a preliminary rehabilitation plan for the Sankey Park bandstand and a cost estimate, based on the following assumptions:

- One electronic construction cost estimate for the demolition and replacement of the peeled log framed bandstand with concrete foundation at Sankey Park.
- Construction cost estimate of demolition and removal of existing framing and concrete foundation.
- Construction cost estimate of replacement concrete foundation.
- Construction cost estimate of replacement of peeled log wood framed elevated platform, perimeter railing, stairs and roof structure.
- Construction cost estimate of finishes applied to the complete structure including, preservative treatment of wood framing, roofing, gutters, downspouts.
- One preliminary drawing with notes and generally depicting the elements and assumptions of the construction cost estimate.
- Electrical narrative and estimated costs.

The estimate assumes the bandstand will be replaced with a new structure matching the architecture of the existing bandstand with electrical and lighting upgrades to improve useability by bands and other groups using the facility.

Task 2 Assumptions

- No geotechnical field investigations, special inspections or other services are anticipated to be required as part of the project.
- No detailed building, electrical or plumbing code evaluations will be provided.

Task 2 Deliverables

- One electronic (PDF) copy the Sankey Park Bandstand narrative and cost estimate will be incorporated into the final Technical Memorandum.

Task 3. Reference Facility Summary and Site Visits

Develop summary of reference amphitheater facilities in the mid-Willamette Valley and costs for facility development for information purposes. Conduct a site visit to Sankey Park and 2-3 reference amphitheater facilities. The goal of the reference facility site visits is to help City staff and elected officials understand potential opportunities that could be implemented at Sankey Park along with the rehabilitation of the existing bandstand.

A narrative section summarizing reference amphitheater facilities, costs and a drawing will be prepared for incorporation into the final technical memorandum.

Task 3 Assumptions

- Sankey Park and reference facility site visits will be attended by Preston Van Meter and Mike Faha (Greenworks).

Task 3 Deliverables

- One electronic (PDF) copy the Sankey Park Bandstand narrative and cost estimate will be incorporated into the final Technical Memorandum.

Task 4. Technical Memorandum

The evaluations of the existing Sankey Park bandstand rehabilitation along with reference amphitheater facility costs and site visits will be consolidated in a final technical memorandum for City Council consideration. It is anticipated this document will help the elected officials determine the best path forward for the rehabilitation of the existing Sankey Park Bandstand and potential opportunities for Sankey Park to best accommodate the range of users anticipated for the facility.

Task 4 Assumptions

- None

Task 4 Deliverables

- One electronic (PDF) copy of Draft and Final Sankey Park Bandstand Evaluation Technical Memorandum.

Task 5. City Council Presentation

Coordinate with City staff to prepare a summary presentation for the City Council that highlights the rehabilitation cost evaluation, reference facility costs and site visit along with recommendations and potential next steps.

Task 5 Assumptions

- The City Council presentation will be conducted by MS Teams.

Task 5 Deliverables

- One electronic (PDF) copy of draft and final City Council presentation in MS Powerpoint format.

PROJECT BUDGET

West Yost's proposed level of effort and budget for each of the tasks described above is summarized in Table 1 below. West Yost will perform the Scope of Services described above on a time and expense reimbursement basis at the billing rates set forth in West Yost's current contract for providing City Engineer-of-Record services, with a not-to-exceed budget of \$22,184.

Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Project Hours and Budget	
Task	Budget, \$
Task 1. Project Management	2,161
Task 2. Existing Bandstand Rehabilitation Cost Estimate	6,051
Task 3. Reference Facility Summary and Site Visits	6,559
Task 4. Technical Memorandum	5,204
Task 5. City Council Presentation	2,209
Total Budget	\$22,184

SCHEDULE

West Yost's preliminary project timelines are summarized in Table 2 below. Dates are subject to change as the project progresses through design and into bidding and construction.

Table 2. Preliminary Milestone Schedule	
Milestone/Task	Date
Notice to Proceed from City	March 8, 2021
Existing Bandstand Rehabilitation Cost Estimate	March 2021
Sankey Park and Reference Facility Site Visits	Early April 2021
Prepare Technical Memorandum	April 2021
City Council Presentation	May 2021

Thank you for providing West Yost the opportunity to be of continued service to the City. We look forward to working with you on this important project. Please call, 503.784.9536, if you have any questions or require additional information

Sincerely,
WEST YOST



Bob Ward, PE
Vice President
PE# 58810



Preston Van Meter, PE
Principal Engineer
PE# 51615

Subject: RE: Sankey Park Bandstand
Date: Wednesday, May 19, 2021 at 3:12:11 PM Pacific Daylight Time
From: Preston Van Meter
To: Blair Larsen
Attachments: image001.png, image016.png, image017.png, image018.jpg, image019.jpg, image020.png, image021.png, image022.jpg, image023.jpg, image002.png, image003.jpg, image004.jpg

Blair – that is correct. To upgrade to current code, it would essentially be starting over and it would end up costing more to tear down and rebuild the current structure than to just start over.

Of course, with the right amount of money anything is always possible from an engineering perspective...

Hope this helps,

Preston

Preston Van Meter

Principal Engineer

WEST YOST

direct 503.451.2161

Currently working from home. Please use mobile: 503.784.9536

From: Blair Larsen <blarsen@sweethomeor.gov>
Sent: Wednesday, May 19, 2021 3:09 PM
To: Preston Van Meter <pvanmeter@westyost.com>
Subject: Re: Sankey Park Bandstand
Importance: High

[This message has originated from outside of West Yost]

Preston,

I wanted to follow up on your statement below: “Neither Allan nor I think the structure can be brought up to current building codes.”

My question is, is this regardless of cost, or is it that by the time you make all the modifications to bring it up to code, you have pretty much dismantled and reassembled the structure and included a brand new structural framework?

We just want to be prepared for discussions with the public and the state historical society folks.

Thanks,



CONNECT WITH US

Blair Larsen, JD/MPA | Director
Community & Economic Development Department
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
p:541-818-8036
c:541-393-7409



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Public Records Law Disclosure: This e-mail is a public record of the City of Sweet Home and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This e-mail is subject to the State Retention Schedule.

From: Preston Van Meter <pvanmeter@westyost.com>
Date: Wednesday, April 28, 2021 at 2:57 PM
To: Blair Larsen <blarsen@sweethomeor.gov>
Cc: Greg Springman <gspringman@sweethomeor.gov>
Subject: RE: Sankey Park Bandstand

Hi Blair – Good timing, I just got through scoping a simplified approach with our structural engineer and a Contractor this AM. Our structural engineer indicates they can completed a short cost memo for \$1000, but it is going to take a couple of weeks as he has a Contractor helping him out on some of the elements and cost estimates.

Note: Neither Allan nor I think the structure can be brought up to current building codes, so we are planning to pencil out a replacement option that would recreate the look of the existing bandstand to the maximum extent possible. As an example – we just do not see a way to economically upgrade the structure to meet current wind and snow loads.

In terms of getting you a budget quickly, this is really one of those times where I think any budget \$\$ number

I provide is guaranteed to be wrong, and most likely low.

Let me know if you would like us to move forward and we will get going and bill our time through on general engineering services task order.

Give me a call if you would like to discuss. I should be around for another hour today and will be around all day tomorrow.

Preston

Preston Van Meter

Principal Engineer

WEST YOST

direct 503.451.2161

Currently working from home. Please use mobile: 503.784.9536

From: Blair Larsen <blarsen@sweethomeor.gov>

Sent: Wednesday, April 28, 2021 2:46 PM

To: Preston Van Meter <pvanmeter@westyost.com>

Cc: Greg Springman <gspringman@sweethomeor.gov>

Subject: Re: Sankey Park Bandstand

[This message has originated from outside of West Yost]

Preston,

I realize this is really short notice, but is there any chance of getting some ballpark numbers by tomorrow? Ray has a meeting with our State Representative, and some numbers would be really helpful for that.



CONNECT WITH US



Blair Larsen, JD/MPA | Director
Community & Economic Development Department
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
p:541-818-8036
c:541-393-7409

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From: Preston Van Meter <pvanmeter@westyost.com>
Date: Tuesday, April 27, 2021 at 7:07 AM
To: Blair Larsen <blarsen@sweethomeor.gov>
Cc: Greg Springman <gspringman@sweethomeor.gov>
Subject: RE: Sankey Park Bandstand

Hi Blair:

This is on my list, but our structural engineer has been buried on a few other projects and we have not found the time to get started on this. Today is a busy day, but I will chat with him again tomorrow and see if he can move this up his list since you are needing something pretty soon.

If any questions come up, we can schedule another Teams meeting. For now, I have a good understanding.

As soon as I talk with Allan (structural engineer), I will get back to you both with the timing we think will work for getting a short memo or email done with the cost information.

Best,

Preston

Preston Van Meter

Principal Engineer

WEST YOST

direct 503.451.2161

Currently working from home. Please use mobile: 503.784.9536

From: Blair Larsen <blarsen@sweethomeor.gov>
Sent: Monday, April 26, 2021 2:33 PM
To: Preston Van Meter <pvanmeter@westyost.com>
Cc: Greg Springman <gspringman@sweethomeor.gov>
Subject: Sankey Park Bandstand

[This message has originated from outside of West Yost]

Preston,

I wanted to circle back on the Sankey Park Bandstand. As I recall, when we last talked we indicated that we wanted to shrink the scope down and just get ballpark estimates on the following:

1. Cost to bring the existing structure up to code
2. Cost to demolish the existing structure and erect a replacement structure

We just need some rough numbers so that we can help the Council to make an informed decision. We may be getting some CARES Act money to dedicate for this purpose, which has resulted in this project being pushed forward a little. Regardless of what level of funding we get or don't get, the Council will need to make a decision of whether to repair or demolish and replace.

Do we need to have a Teams meeting to discuss more, or can you provide some rough numbers with the information that you have?

Thanks!



CONNECT WITH US

Blair Larsen, JD/MPA | Director
Community & Economic Development Department
City of Sweet Home
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Sweet Home, OR 97386
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c:541-393-7409



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Subject: FW: Sankey Park Bandstand
Date: Friday, August 21, 2020 at 4:05:01 PM Pacific Daylight Time
From: Angela Clegg
To: Raymond Towry, Brandon Neish, Greg Springman, Blair Larsen, Lagea Mull
Attachments: image001.png, image002.png, image003.png, image004.jpg, image005.jpg

Jason's response below. I told him that we would discuss the options internally and then form a plan for public input. As he said below and emphasized on the phone, he will help us walk through any step that is needed, including the public discussion piece.

Again, there is no option that is forbidden. Some options will require more mitigation than others. We talked about some other scenarios, but I feel it would be beneficial for us to have a meeting and discuss it in more detail than to send multiple emails.

Let me know how you would like to move forward from here (next steps)



CONNECT WITH US

Angela Clegg | Associate Planner
Community and Economic Development Dept.
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
p:541-367-8113



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From: ALLEN Jason * OPRD <Jason.Allen@oregon.gov>
Sent: Friday, August 21, 2020 3:55 PM
To: Angela Clegg <aclegg@sweethomeor.gov>
Subject: Sankey Park Bandstand

Hi Angela,

Thanks for the call today, I appreciate you filling me in on the details of the situation and orienting me with regard to this very interesting structure. Here's an overview of what we discussed in terms of options for going forward. As I mentioned, the regulation we're operating under in Oregon Revised Statute (ORS) 358.653, which, for all its merit in intention, does not have any implementing rules. Because of that, we look to the federal regulation, the Section 106 of the National Historic Preservation Act, and it's implementing regulation (36 CFR 800) to inform the process. I want to start by being clear that neither of these regulations is intended to STOP a project, and in reality, neither of them can do that. It also doesn't allow our office, or any other agency to dictate the course of action – this is an entirely local decision, and we respect that the best decision for the community will be made at the community level. That said, from a historic preservation perspective, there are better outcomes and less-better outcomes, as they relate to the historic building, and

the regulations encourage adoption of the better outcomes by incorporating a mitigation element if the less-better outcomes end up being selected. From a reality standpoint, there are a lot of inputs that the community must consider in deciding the best path forward, but for the purposes of our review, we have to keep our focus on the inputs that relate specifically to the preservation of the historic building. If we end up in a spot where mitigation becomes a necessary part of the project (in the regulatory language, an “adverse effect” to the historic structure is found to result from the project), we do try to create mitigation that is of benefit to the project, and aligns with the goals of the project to the extent possible. What mitigation looks like is a matter of consultation, but there are guidelines that provide us with sideboards to keep things reasonable and relevant. That’s for later, though.

In our conversation, I sort of laid out a spectrum of approaches that the community is likely to consider, based on what you had said the conversations were revolving around. Most of those were based in basic questions like, repair/vs replace, engineering considerations, cost, and whether the bandstand in its current location continues to serve the function the community wishes it to. With those considerations in mind, here were the broad approaches I mentioned, in the order of what’s best from a historic preservation perspective only. These do not include the other considerations that will, along with these, guide the community decision.

Best

1. Repair the building in-kind, as it is today. This means repairing existing materials to the extent possible, and replacing with exact match the pieces that cannot be repaired. Continue to use the bandstand as.
2. Repair the building, adding engineering values to strengthen the building. This means inserting steel or other materials in such a way as to make the building appear as though it is unchanged, while still providing improved structural strength. This could be things like inserting steel members among the roof structure in as sneaky a way as possible, painting the pieces black or dark brown to help them hide, or boring out the log posts and inserting steel posts, such that the steel bears the weight of the roof structure, and the wood becomes a sheath around it. Continue to use the bandstand as the primary performance stage.

Very Good

3. Doing either #1 or #2, and constructing a new amphitheater to be the primary venue for performances. Continue using the bandstand as a stage, secondarily to the new amphitheater, or repurposed for some other use that does not require alteration, like as a picnic shelter.

Good

4. Doing 1 or 2, and moving the bandstand to another, nearby location in the park, and keeping the bandstand in use as a performance stage.
5. Doing 1 or 2, and moving and/or repurposing the bandstand to some other use.

Less good

6. Making alterations to the bandstand that are conspicuous, change the design or size of it, or that change the overall character of the structure.

Bad

7. Demolishing the bandstand.

If the community selects 1 through 5, I think we can avoid an adverse effect (perhaps with some careful design work if alterations are a part of that), and avoid mitigation. Like I said, though, if mitigation does become necessary, we are interested in ways of doing that which would support the community effort. For example, documentation of the Bandstand before it gets demolished or significantly altered, perhaps a bit of memorialization or interpretation talking about the bandstand, the CCC and its work here and around Sweet

Home, and an approach that looks to salvage key elements of the bandstand to incorporate into the new stage (such as using the façade as the backdrop for the stage, etc.).

As you're having that discussion at the community level, please feel free to reach out if you have questions, concerns, or want to bounce some ideas around. We're here to help you through the process, but we may also be able to provide some information from our experience and expertise that may help the decision-making process.

Cheers, and have a great weekend,

-Jason



Jason M. Allen | Survey & Inventory Program Coordinator

He/Him/His

Oregon Parks and Recreation Department, Heritage Division

State Historic Preservation Office

725 Summer St. NE, Ste. C

Salem, OR 97301-1266

Phone: 503.986.0579

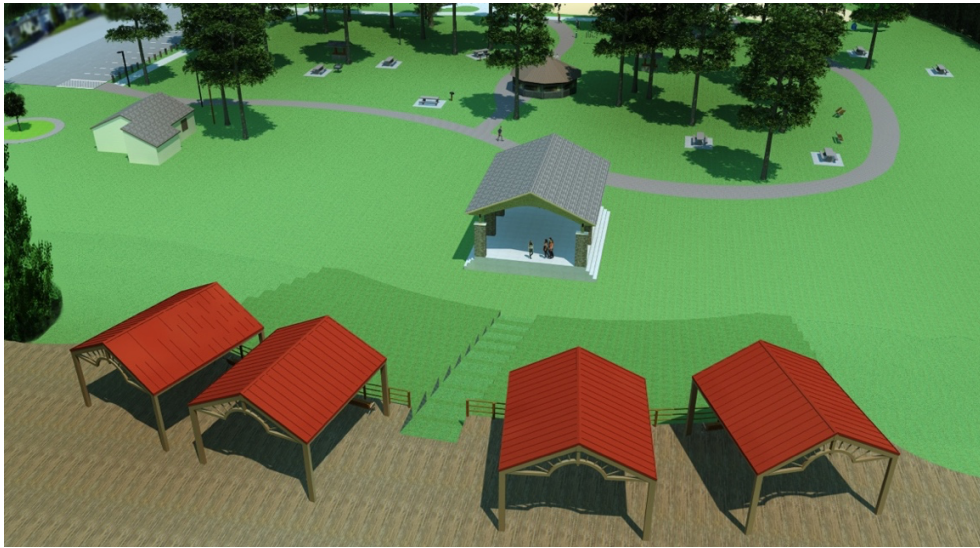
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1





3







REQUEST FOR COUNCIL ACTION

Title: Public Hearing for Zone Map Amendment Application ZMA21-01

Preferred Agenda: April 27, 2021 Continuation
May 6, 2021 Public Hearing
May 6, 2021 1st Reading
May 11, 2021 2nd Reading
May 25, 2021 3rd Reading

Submitted By: Angela Clegg, Associate Planner

Reviewed By: B. Larsen, CEDD Director
R. Towry, City Manager

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

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

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

Attachments: Ordinance Bill No. 4 for 2021, Ordinance No. 1295
Planning Commission Order of Approval
Original Application

Purpose of this RCA:

The Sweet Home Planning Commission held a public hearing on April 5, 2021. At the hearing the Planning Commission reviewed application ZMA21-01 where they received testimony and recommended that the application move on to the City Council for approval.

On April 27, 2021 the City Council continued application ZMA21-01 to May 6, 2021. On May 6, 2021 the City Council held the Public Hearing and complete the 1st Reading of Zone Map Amendment application ZMA21-01. On May 11, 2021 the City Council completed the 2nd Reading of Zone Map Amendment application ZMA21-01. On May 25, 2021 the City Council will complete the 3rd and final reading of Zone Map Amendment Application and Ordinance Bill No. 4 for 2021, Ordinance No. 1295.

Background/Context:

The applicant is proposing to change the Zoning Map in an area consisting of approximately 20,210 square feet (.46 acres) located 4347 Highway 20, Sweet Home, OR 97386 (13S01E28DC Tax Lot 2500). The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to the Highway Commercial (C-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The Planning Commission held a public hearing and made a recommendation to the City Council. The City Council will hold a public hearing and decide on this application. Application ZMA20-04 is being filed simultaneously with Application PLA21-04. Application PLA21-04 is pending the approval of Application ZMA21-01.

The Sweet Home Planning Commission held a public hearing on April 5, 2021. At the hearing the Planning Commission reviewed application ZMA21-01. The Planning Commission received testimony and deliberated on this matter at their April 5, 2021 meeting and passed a motion to recommend approval of the application to City Council. That motion of approval specified a 12-day appeal period from the date the decision motion is mailed. No specific conditions of approval were required.

Application ZMA21-01 was filed simultaneously with Application PLA21-04. Application PD21-04 was approved with conditions by the Community and Economic Development Director on March 22, 2021.

At the May 11, 2021 Council Meeting, the City Council held the first and second readings of this ordinance. A third reading is required for the ordinance to be adopted.

The Challenge/Problem:

Should the zoning map be changed to allow commercial activity on the property in question, rather than the current Residential Low Density designation?

Should the Comprehensive Plan designations be followed if the proposed amendment is consistent with the goals and policies of the comprehensive plan? The Comprehensive Plan States that the Planning Commission will recommend, and the City Council shall determine the location of boundaries by examining the goals and policies contained within the Plan. [Chapter 2, Page 12 of the Comprehensive Plan].

Stakeholders:

- The Owner/Developer would be able to develop the property as they have proposed.
- The residents and businesses in the surrounding area would benefit from the vacant property being cleared and developed.
- The City of Sweet Home would benefit from the commercial business that could come from the changed zoning

Issues and Financial Impacts:

There are no issues or financial impacts currently identified.

Elements of a Stable Solution:

A stable solution is one in which a decision on the application is made that conforms with City Code and State Law.

The Sweet Home Comprehensive Plan guides official policy decisions about development within the area. The Plan aims to organize and coordinate complex interrelationships between people, land, resources, and facilities to meet the future needs of the citizens and to protect the livability of the community. The Plan also reflects the public's goals and aspirations for Sweet Home about the best way to handle development and conservation in the City. The officially acknowledged Comprehensive Plan gives policy direction for land use decisions and coordinates private and public development. [Chapter 1, Page 1 of the Comprehensive Plan].

Comprehensive Plan Map Policy 1: The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Chapter 2, Page 12 of the Comprehensive Plan].

17.12.025 Review Criteria for Map Amendments. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan;

- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and
- D. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals

Options:

1. Deny Application Staff would prepare an Order of Denial for Application ZMA21-01.
2. Approve Application ZMA21-01 as presented and hold a third and final reading of Ordinance Bill No. 4 for 2021.
3. Recommend different zone amendment. Council could review these proposed changes and recommend different zone amendments. Staff would take these recommendations and revise the proposed application for review at a future Council meeting.

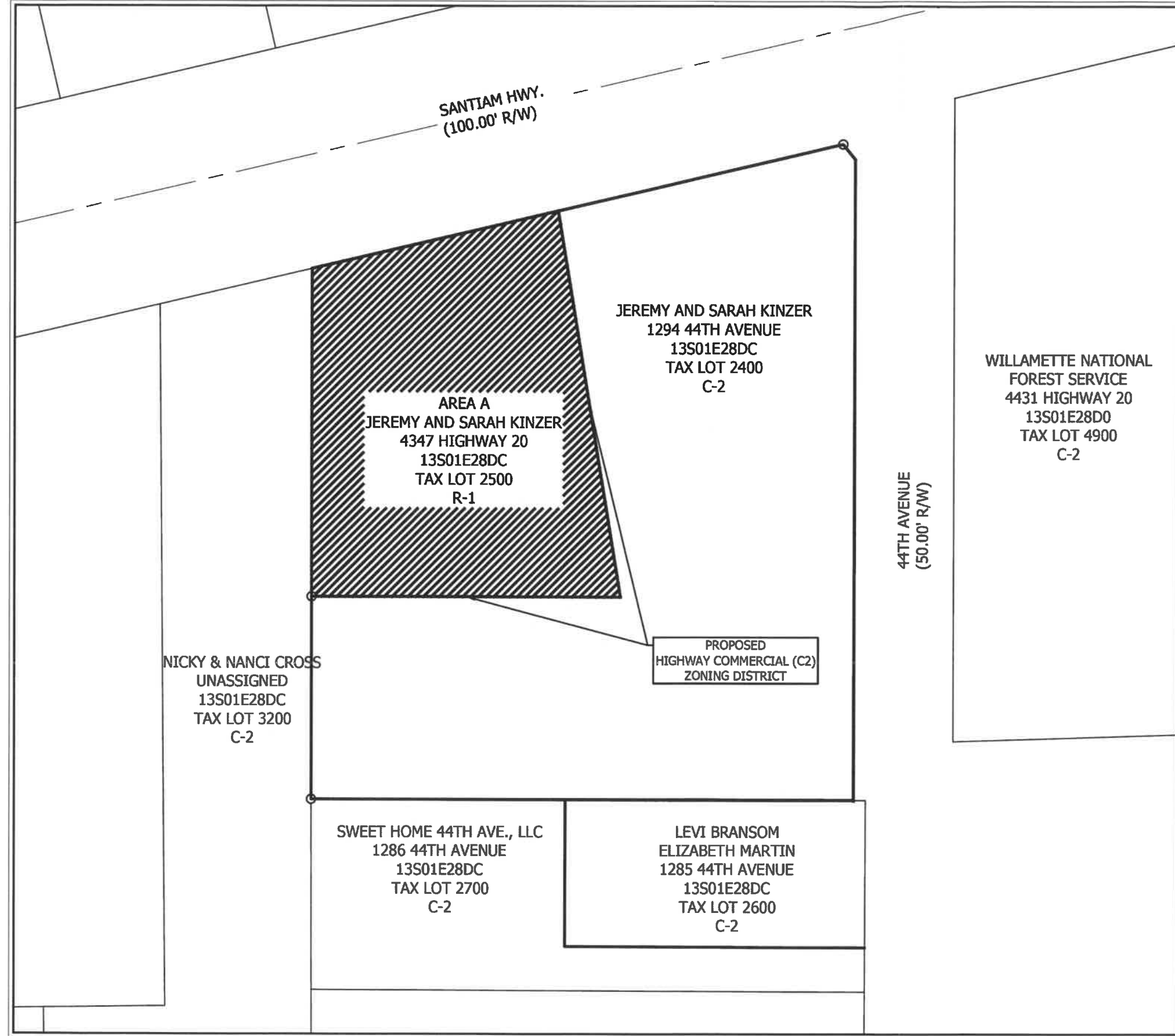
Recommendation: Staff Recommends Option 2: Approve Application ZMA21-01 as presented and hold a third and final reading of Ordinance Bill No. 4 for 2021, Ordinance No. 1295.



1 inch = 89 feet

Subject Property Map
ZMA21-01
4347 Highway 20

Date: 2/24/21



SCALE: 1"= 50'



PROPERTY INFORMATION

AREA A:
ZONING: LOW DENSITY RESIDENTIAL (R1)
AREA: 0.46-AC.
LAND USE: VACANT
OWNER: JEREMY AND SARAH KINZER
ADDRESS: 4347 HIGHWAY 20
ASSESSORS MAP: 13S01E28DC
TAX LOT: 2500

LEGEND

R/W RIGHT OF WAY
AC ACRES
(P) PROPOSED
(E) EXISTING

**UDELL ENGINEERING
AND
LAND SURVEYING, LLC**
63 EAST ASH ST.
LEBANON, OREGON, 97355
541-451-5125

ZONE MAP AMENDMENT

JEREMY KINZER
4347 HWY. 20
SWEET HOME, OREGON

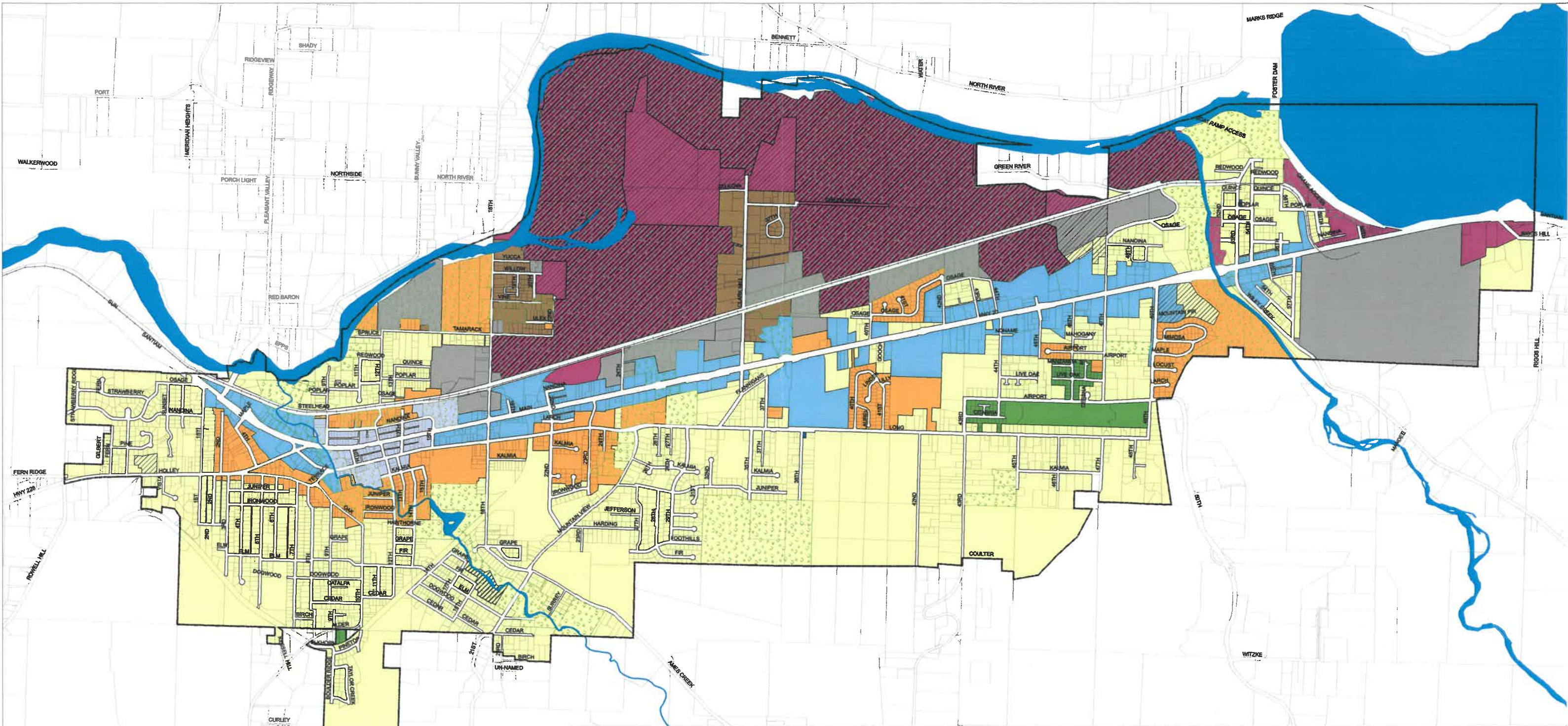
Date: 2/15/2021
Project: 19-026 KINZER PLA
Drawn by: LLL
Checked by: KWL



SHEET 1
of 1

SCALE: AS NOTED

Sweet Home Zoning



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Created By:
City of Sweet Home
Community Development
541-367-8113

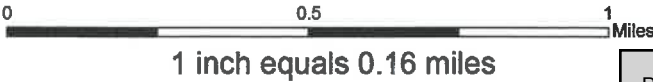
Zoning Ordinances			
Ord.	Date	Ord.	Date
906	09-13-83	1099	09-10-96
912	01-10-84	1110	07-22-97
923	06-26-84	1114	12-09-97
933	06-11-85	1115	02-10-98
937	01-14-86	1118	09-08-98
1011	02-27-90	1123	03-09-99
1044	05-12-92	1152	09-23-03
1055	01-26-93	1162	06-22-04
1060	06-22-93	1169	03-22-05
1069	04-26-94	1178	01-10-06
1070	04-26-94	1181	03-14-06
1080	11-08-94	1192	07-24-07
1081	12-13-94	1193	09-11-07
1083	06-19-96	1197	12-11-07
1099	09-10-96	1200	05-27-08
1102	04-22-97	1206	12-25-08
1105	05-27-97		

Legend	
Zoning	
C1 (Central Commercial)	
C2 (Highway Commercial)	
C3 (Neighborhood Commercial)	
M (Industrial)	
R1 (Low Density Residential)	
R2 (High Density Residential)	
R3 (Medium Density Residential)	
RC (Recreation Commercial)	
RMT (Residential Industrial Transition)	

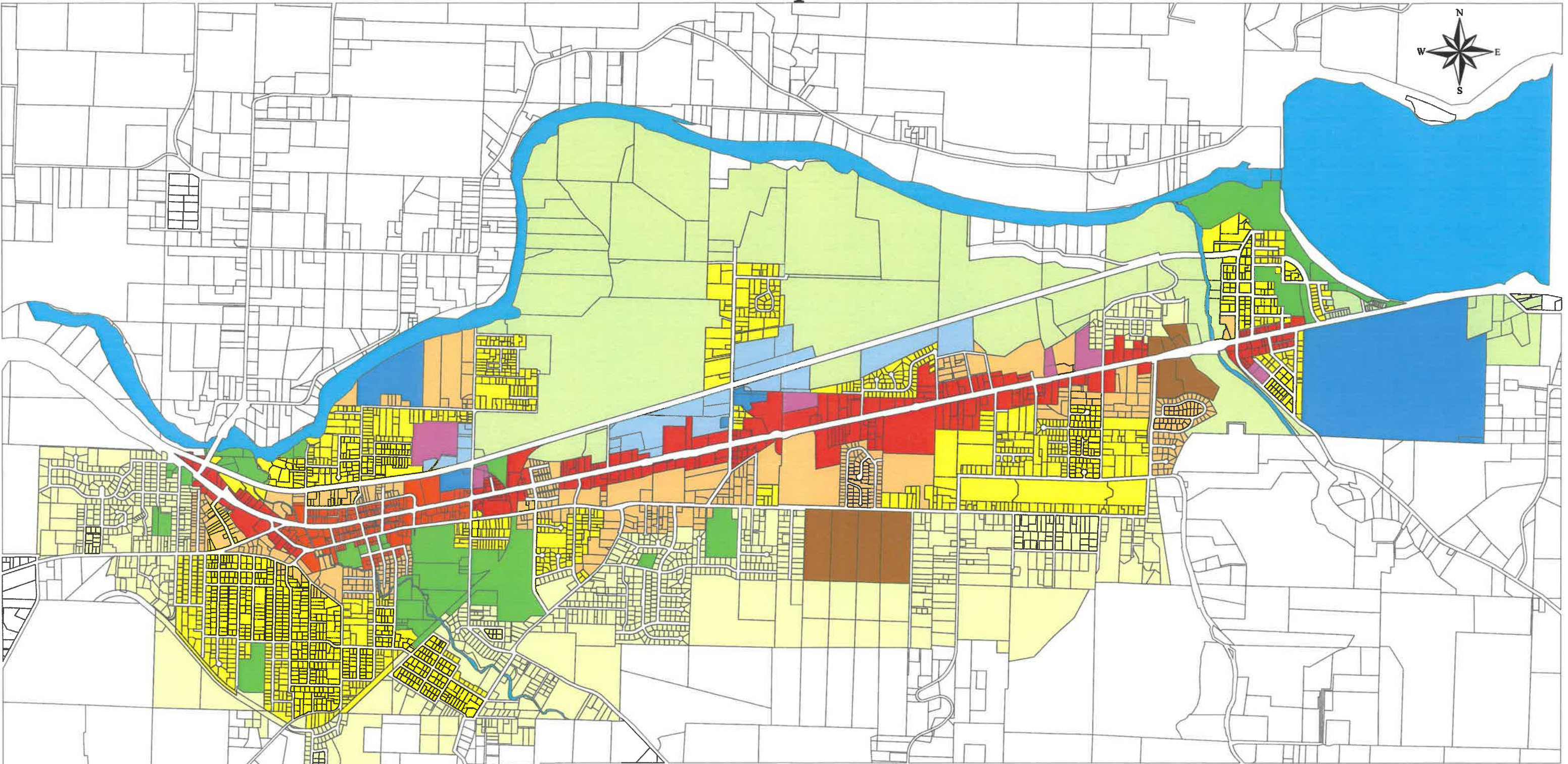
Overlay Zones	
Natural Resources	
Natural Resources/Planned Development	
Planned Development	
City Limits	
Taxlots	
Lakes, Rivers, Streams	
Railway	

Official Zoning Map

Adopted September 23, 2003
By Ordinance Number 1152
Updated by Later Zoning Ordinances



Sweet Home Comprehensive Plan



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Revised by SV 1/09/09

Created By:
City of Sweet Home
Community Development
541-367-8113

AMENDING ORDINANCES

831	04-07-81
933	06-11-85
1013	02-27-90
1069	04-26-94
1070	10-21-94
1081	12-13-94
1083	06-19-95
1102	04-22-97
1105	05-27-97
1114	12-09-97
1125	11-09-09
1151	09-23-03
1197	12-11-07

Legend

CompPlan

- Central Commercial
- General Industry
- Heavy Industrial
- High Density Residential
- Highway Commercial
- Light Industrial
- Low Density Residential
- Medium Density Residential
- Mixed Use Residential
- Planned Recreation Commercial
- Public

- Taxlots
- Lakes, Rivers, Streams

Official Comprehensive Plan Map

Adopted September 23, 2003

By Ordinance Number 1151

Updated by Later Annexation Ordinances



1 inch equals 0.32 miles

ORDINANCE BILL NO. 4 FOR 2021

ORDINANCE NO. 1295

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

WHEREAS, the applicant, Laura LaRoque with Udell Engineering and Land Surveying LLC, submitted Zone Change Application ZMA21-01 and requested a zone map change for an area consisting of approximately .46 acres located at 4347 Highway 20, Sweet Home, OR 97386. The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to the Highway Commercial (C-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The subject property is identified on the Linn County Assessor's Map as 13S01E28DC Tax Lot 02500; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on April 5, 2021 with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their April 5, 2021 meeting, and recommended that the City Council approve this application: and

WHEREAS, the City Council held a public hearing on this matter on April 27, 2021, with due notice of such public hearing and requested a continuous to May 6, 2021, to provide opportunity for public comment and testimony. The City Council approved this application by motion at their May 6, 2021 meeting; and

WHEREAS, the proposed C-2 zoning is needed to facilitate development of the subject property;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZMA21-01 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.20.020 as the City Zoning Map including all subsequent amendments, for the an area consisting of approximately .46 acres located at 4347 Highway 20, Sweet Home, OR 97386.; and identified on the Linn County Assessor's Map as 13S01E28DC Tax Lot 02500. The Official Zoning Map shall be amended from the Residential Low Density (R-1) Zone to the Highway Commercial (C-2) Zone for the subject property as shown on Exhibit B.

Passed by the Council and approved by the Mayor this _____ day of _____ 2021.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZMA21-01

Exhibit A to Order of Approval for ZMA21-01

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

- A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]**
- 1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**
 - a. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**
 - b. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**
 - c. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

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

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

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

The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on

land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be affected.

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

- d. **Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons:** [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]
 - i. **To accurately reflect changes in the community.**
 - ii. **To ensure integration with other policies, Zoning Codes, and Subdivision Codes.**
- e. **Changes to the Plan Shall be made by ordinance after public hearings.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]
- f. **Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]
- g. **Property Owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment, the applicants have the burden of proof that all of the following conditions exist.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 5]
 - i. **There is a need for the proposed change;**
 - ii. **The identified need can best be served by granting the change requested;**
 - iii. **The proposed change complies with the Statewide Planning Goals; and,**
 - iv. **The proposed change complies with all other elements of the City's Comprehensive Plan.**
- h. **Highway Commercial: To provide suitable and desirable commercial areas along the highway intended to meet the business needs of the community.** [Sweet Home Comprehensive Plan Land Designations for Economic Development, Table 11]
- i. **High Density Residential: To provide areas suitable and desirable for higher density residential development, and particularly for apartments, manufactured home parks, other residential uses, and appropriate community facilities.** [Sweet Home Comprehensive Plan Map Residential Land Designations, Table 7]

Applicants Comments: See Attachment C, Zone Map Amendment Application, III. Review Criteria Page 2.

Staff Findings: The applicant is proposing to change the Zoning Map of an approximately 20,210 square feet (.46 acre) property identified on the Linn County Assessor's Map as 13S01E28DC Tax Lot 2500 (see Attachment A). The applicant has proposed a change in zoning from Residential Low Density (R-1) to Highway Commercial (C-2).

Based on the Linn County 2018 aerial photograph, the area is surrounded by Highway Commercial lots. There is no development planned with the Zone Map Amendment application.

Based on the findings above the proposed zoning plan designation would be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

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

Applicants Comments: See Attachment C, Zone Map Amendment Application, III. Review Criteria Page 8, B.

Staff Findings: Staff finds that the proposed zoning map amendment would be orderly and timely, be consistent with the pattern of development in the area, and based on the 2018 Linn County aerial photograph, staff finds that the subject property is surrounded by Highway Commercial lots.

The application complies with this criterion.

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

Applicants Comments: See Attachment C, Zone Map Amendment Application, III. Review Criteria Page 8, C.

Staff Findings: Water and sanitary sewer services are available in Highway 20. The subject property has frontage along Highway 20. The applicant has not proposed development with this Zone Map Amendment application

The application complies with this criterion.

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

Applicants Comments: See Attachment C, Zone Map Amendment Application, III. Review Criteria Page 9, D.

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

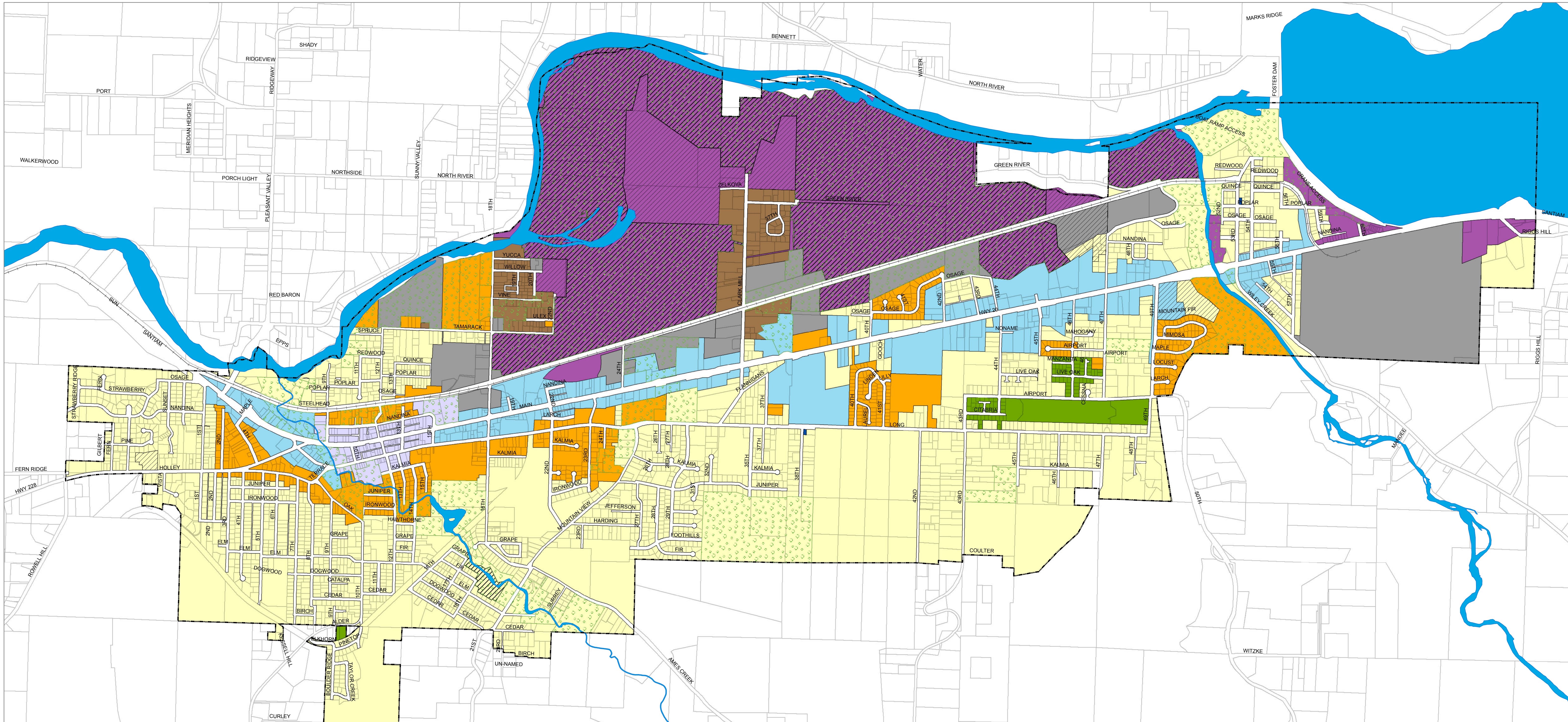
- 5. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section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

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

Staff Findings: The subject property has existing frontage along Highway 20. The applicant has proposed a change in zoning from the Residential Low Density (R-1) zone to the Highway Commercial (C-2) zone. The proposed use would be consistent with the Comprehensive Plan Map designation. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood and is consistent with the Sweet Home Transportation System Plan.

The application complies with this criterion.

Sweet Home Zoning



This map was created for display purposes only and is subject to errors and/or omissions. The City of Sweet Home and Linn County disclaim any liability as to the accuracy of the data.

Created By:
City of Sweet Home
Community Development

Reproduced by PR 3/26/15 from original by SV 01/09/09

541-367-8113

Zoning Ordinances			
Ord.	Date	Ord.	Date
906	09-13-83	1099	09-10-96
912	01-10-84	1110	07-22-97
923	06-26-84	1114	12-09-97
933	06-11-85	1115	02-10-98
937	01-14-86	1118	09-08-98
1011	02-27-90	1123	03-09-99
1044	05-12-92	1152	09-23-03
1055	01-26-93	1162	06-22-04
1060	06-22-93	1169	03-22-05
1069	04-26-94	1178	01-10-06
1070	04-26-94	1181	03-14-06
1080	11-08-94	1192	07-24-07
1081	12-13-94	1193	09-11-07
1083	06-19-96	1197	12-11-07
1099	09-10-96	1200	05-27-08
1102	04-22-97	1206	12-25-08
1105	05-27-97		

Legend	
Zoning	
	C1 (Central Commercial)
	C2 (Highway Commercial)
	C3 (Neighborhood Commercial)
	M (Industrial)
	R1 (Low Density Residential)
	R2 (High Density Residential)
	R3 (Medium Density Residential)
	RC (Recreation Commercial)
	RMT (Residential Industrial Transition)
Overlay Zones	
	Natural Resources
	Natural Resources/Planned Development
	Planned Development
	City Limits
	Taxlots
	Lakes, Rivers, Streams
	Railway

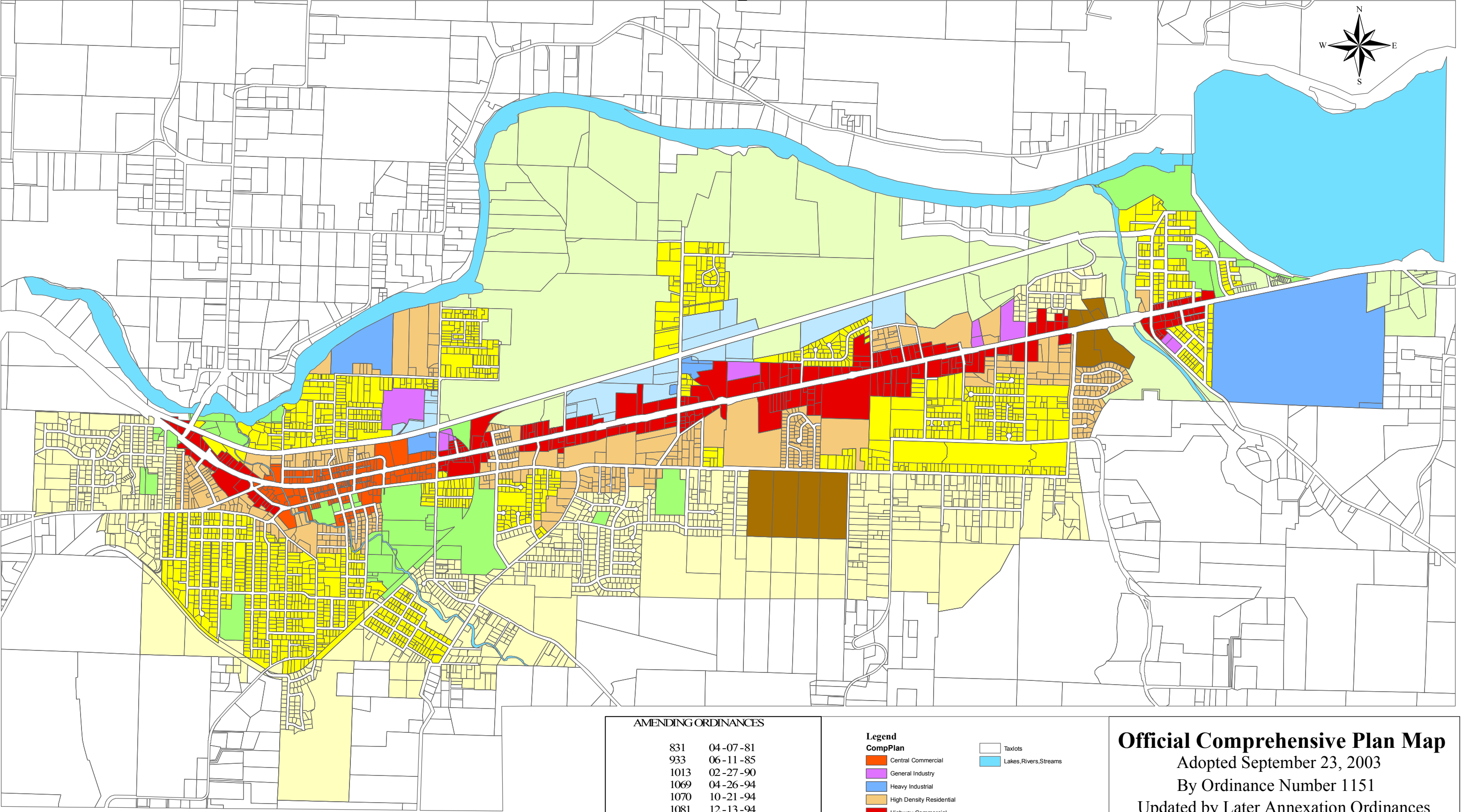
Official Zoning Map

Adopted September 23, 2003
By Ordinance Number 1152
Updated by Later Zoning Ordinances

0 0.5 1 Miles

1 inch equals 0.16 miles

Sweet Home Comprehensive Plan



This map was created for display purposes only and is subject to errors and/or omissions. The City of Sweet Home and Linn County disclaim any liability as to the accuracy of the data

Revised by SV 1/09/09

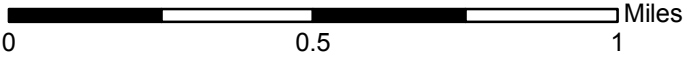
Created By:
City of Sweet Home
Community Development
541-367-8113

AMENDING ORDINANCES	
831	04 -07 -81
933	06 -11 -85
1013	02 -27 -90
1069	04 -26 -94
1070	10 -21 -94
1081	12 -13 -94
1083	06 -19 -95
1102	04 -22 -97
1105	05 -27 -97
1114	12 -09 -97
1125	11 -09 -09
1151	09 -23 -03
1197	12 -11 -07

Legend
CompPlan
Central Commercial
General Industry
Heavy Industrial
High Density Residential
Highway Commercial
Light Industrial
Low Density Residential
Medium Density Residential
Mixed Use Residential
Planned Recreation Commercial
Public

Taxlots
Lakes, Rivers, Streams

Official Comprehensive Plan Map
Adopted September 23, 2003
By Ordinance Number 1151
Updated by Later Annexation Ordinances



1 inch equals 0.32 miles

To: City Council
From: Councilor Gerson
Re: Charter Review Committee
Date: May 25, 2021

The City Charter review committee began deliberations on September 22, 2020. We met monthly from that date until April 27, 2021. During that time, we reviewed charters from other cities comparable to Sweet Home, and perused the sample charter from the League of Oregon Cities.

Each section of the existing charter was discussed and changes were proposed for several areas:

1. The addition of a preamble
2. The election of the mayor by the citizens rather than the council
3. Term limits for the mayor and president pro tem
4. The reading of ordinances
5. Addressing annexation
6. The lengthy description of the City Manager's responsibilities
7. The format of the charter itself
8. The cost of an election for the public to vote on changes

The recommendation of the committee is to leave the charter in its current form with no changes. The consensus of the committee to forego any changes centered on the cost of the election outweighing the few changes which might be agreed upon.

Respectfully submitted



Diane Gerson
Councilor and chair of the Charter Committee



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

Finance Department

To: City Council
 Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – April 2021

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 month of **April 2021**.

	April 2021	March 2021	YTD	Fiscal Year 2020	Prior Five- Year Average
<u>Accounts Payable</u>					
Chks printed	142	190	1,105	2,099	2,037
Exp. Total	\$632,683.98	\$746,651.47	\$7,177,819.92	\$9,419,358.90	\$7,448,251.05
<u>Passports</u>					
Processed	36	41	181	305	299*
Photos taken	42	42	167	225	250*
* Data back to August 2018					
<u>Lien Searches</u>	55	58	573	599	527

	April 2021	March 2021	YTD	Fiscal Year 2020	Prior Five- Year Average
Utility Billing					
Service requests	195	155	1,833	2,388	2,318*
New accounts	3	10	127	136	146*
Net account changes	+4	+1	+22	+19	+27*
Statements processed	3,185	3,195	32,261	37,199	36,640*
Past-due notices sent	667	846	9,281	12,213	11,678*
Accounts scheduled for turn-off	23	63	417	486	552*

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>
0	DevNW	CDBG expenses (City receives revenue offset)	\$90,021.46	Economic Dev (760)
92405	West Yost & Associates, Inc.	AWIA Risk Assessment	\$5,270.60	Water Ops (500)
92431	Fisher's RPM Electric Motor	Pump repair at WWTP	\$16,891.00	Wastewater Ops (550)
92456	Senior Citizens of Sweet Home	City support for Linn Shuttle program	\$22,200.00	General Fund (100)
92464	The Papé Group	Backhoe	\$126,300.00	Proj/Equip Reserve (202)
92466	West Yost & Associates, Inc.	Water system evaluation	\$14,269.09	Water Depreciation (503)
92258	Grove, Mueller & Swank, P.C., Inc.	2020 Audit	\$14,000.00	Internal Services (290)
92267	Oregon Dept. of Environmental Quality	Annual fee for sewage disposal	\$10,046.00	Wastewater Ops (550)
92285	ODOT	Advance for STIP	\$14,481.34	Street Maint. Fund (570)
92297	Drew Briese	Concrete work at Sankey Park	\$19,965.00	General Fund (100)
92307	David Dougherty	Streetscape	\$5,939.61	General Fund (100)

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 05/20/2021 - 10:21AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/2/2021	SWEET HOME COMMUNITY FOUN		AP		149.13
0	4/2/2021	NATIONWIDE-PAYROLL DEDUCTIO		AP		950.00
0	4/2/2021	SWEET HOME POLICE EMPLOYEE		AP		1,160.00
0	4/2/2021	EBS TRUST		AP		81,791.59
0	4/2/2021	FICA PAYROLL TAXES		AP		34,671.96
0	4/2/2021	HSA - PAYROLL DEDUCTIONS		AP		1,165.00
0	4/2/2021	FEDERAL PAYROLL TAXES		AP		26,629.97
0	4/2/2021	OREGON PAYROLL TAXES		AP		17,492.65
0	4/2/2021	AFLAC		AP		661.02
0	4/2/2021	PERS		AP		12,905.13
0	4/2/2021	Vantagepoint Trf. Agents 705507		AP		508.33
0	4/2/2021	Vantagepoint Trf. Agents 108524/10904		AP		28,082.39
0	4/2/2021	Vantagepoint Trf. Agents 300619		AP		2,470.00
0	4/2/2021	CHILD SUPPORT ACCOUNTING UN		AP		601.00
0	4/2/2021	MEDICARE		AP		8,290.84
0	4/2/2021	ASI-PAYROLL DEDUCTIONS		AP		352.75
92359	4/2/2021	Mandarich Law Group LLP		AP		587.81
92360	4/2/2021	OREGON AFSCME COUNCIL 75		AP		864.39
92361	4/2/2021	PenServ Plan Services, Inc.		AP		250.00
92362	4/2/2021	STEELHEAD STRENGTH & FITNES		AP		553.80
0	4/13/2021	Wex Bank		AP		2,104.16
0	4/13/2021	CENTURYLINK		AP		39.99
0	4/13/2021	DevNW		AP		90,021.46
0	4/13/2021	Government Portfolio Advisors, LLC		AP		1,250.00
0	4/13/2021	AT&T Mobility/First Net		AP		1,143.83
0	4/13/2021	CENTURYLINK		AP		339.50
0	4/13/2021	Cascade Centers, Inc.		AP		46.00
0	4/13/2021	METEREADERS, LLC		AP		1,885.00
92363	4/13/2021	911 SUPPLY		AP		1,808.31
92364	4/13/2021	Bret Adams		AP		30.80
92365	4/13/2021	ALSCO		AP		44.77
92366	4/13/2021	Ben-Ko-Matic Co., Inc.		AP		82.74
92367	4/13/2021	BUCK'S SANITARY SERVICE, INC.		AP		150.00
92368	4/13/2021	CARTER'S FIRE SPRINKLER MAINI		AP		395.00
92369	4/13/2021	CENTER POINT LARGE PRINT		AP		175.56
92370	4/13/2021	COMCAST		AP		88.40
92371	4/13/2021	CREATIVE SERVICES OF NEW ENG		AP		1,199.95
92372	4/13/2021	CUB ALBANY PRINTING		AP		316.00
92373	4/13/2021	BRIANNA DAVES		AP		143.00
92374	4/13/2021	DEMCO		AP		93.74
92375	4/13/2021	DMV - Driver and Motor Vehicle Serv		AP		7.00
92376	4/13/2021	EQUINOX SOFTWARE, INC.		AP		1,000.00
92377	4/13/2021	FASTENAL COMPANY		AP		157.72
92378	4/13/2021	INGRAM LIBRARY SERVICES		AP		657.11
92379	4/13/2021	Ivers Law Office, LLC		AP		1,000.00
92380	4/13/2021	JUNIOR LIBRARY GUILD		AP		159.80

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
92381	4/13/2021	LEBANON OREGONIAN		AP		65.00
92382	4/13/2021	LINN COUNTY PARKS DEPARTMEN		AP		40.00
92383	4/13/2021	MOONLIGHT BPO, INC.		AP		2,845.78
92384	4/13/2021	NET ASSETS		AP		520.00
92385	4/13/2021	Northwest Natural		AP		2,386.07
92386	4/13/2021	O & M TIRE SHOP, INC.		AP		17.00
92387	4/13/2021	PACIFIC POWER		AP		15,730.76
92388	4/13/2021	PETROCARD		AP		1,982.78
92389	4/13/2021	PETTY CASH - FINANCE OFFICE		AP		60.58
92390	4/13/2021	PURCHASE POWER		AP		691.63
92391	4/13/2021	REGIONAL AUTOMATED INFORM/		AP		2,153.50
92392	4/13/2021	RESERVE ACCOUNT		AP		800.00
92393	4/13/2021	SAMARITAN HEALTH SERVICES, II		AP		177.00
92394	4/13/2021	SBRK Finance Holdings, Inc.		AP		3,519.00
92395	4/13/2021	Scottmiriam, Inc.		AP		495.00
92396	4/13/2021	Colton Smith		AP		20.00
92397	4/13/2021	SOUTH FORK TRADING CO., INC.		AP		5.87
92398	4/13/2021	Staples, Inc.		AP		1,019.67
92399	4/13/2021	Sunset Electric, Inc.		AP		45.00
92400	4/13/2021	SUNSHINE INDUSTRIES UNLIMITE		AP		1,313.00
92401	4/13/2021	SWEET HOME ROTARY		AP		218.56
92402	4/13/2021	Sweet Home, Inc.		AP		400.00
92403	4/13/2021	TWGW, INC. NAPA AUTO PARTS		AP		26.17
92404	4/13/2021	TYLER TECHNOLOGIES, INC.		AP		2,315.94
92405	4/13/2021	West Yost & Associates, Inc.		AP		5,270.60
92406	4/13/2021	Angela Clegg		AP		60.00
92407	4/13/2021	JULIE FISHER		AP		105.00
92408	4/13/2021	Steven Haney		AP		105.00
92409	4/13/2021	Blair Larsen		AP		105.00
92410	4/13/2021	JEFF LYNN		AP		105.00
92411	4/13/2021	CAROLYN MOFFET		AP		60.00
92412	4/13/2021	Lagea Mull		AP		105.00
92413	4/13/2021	BRANDON NEISH		AP		105.00
92414	4/13/2021	JASON OGDEN		AP		105.00
92415	4/13/2021	ROBERT SNYDER		AP		105.00
92416	4/13/2021	GREG SPRINGMAN		AP		105.00
92417	4/13/2021	Ray Towry		AP		105.00
92418	4/13/2021	DOMINIC VALLONI		AP		105.00
92419	4/13/2021	ALBERTSONS / SAFEWAY		AP		15.57
92420	4/13/2021	ALSCO		AP		245.40
92421	4/13/2021	BI-MART CORPORATION		AP		9.94
92422	4/13/2021	BLACKSTONE PUBLISHING		AP		416.85
92423	4/13/2021	BULLARD LAW		AP		487.50
92424	4/13/2021	JORDAN BURROUGHS		AP		110.82
92425	4/13/2021	Canon Financial Services, Inc.		AP		458.71
92426	4/13/2021	Chuck Smith		AP		200.00
92427	4/13/2021	COMCAST		AP		149.85
92428	4/13/2021	DEMCO		AP		125.97
92429	4/13/2021	DEPT. OF CONSUMER AND BUSINI		AP		2,831.87
92430	4/13/2021	FASTENAL COMPANY		AP		133.64
92431	4/13/2021	FISHER'S RPM ELECTRIC MOTOR, I		AP		16,891.00
92432	4/13/2021	ANDREW HANSEN		AP		39.80
92433	4/13/2021	HOY'S TRUE VALUE		AP		358.97
92434	4/13/2021	HOY'S TRUE VALUE		AP		140.00
92435	4/13/2021	INGRAM LIBRARY SERVICES		AP		328.69
92436	4/13/2021	JOHN DEERE FINANCIAL		AP		115.99

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
92437	4/13/2021	JUNIOR LIBRARY GUILD		AP		2,445.40
92438	4/13/2021	Les Schwab Tire Centers of Portland, In		AP		158.16
92439	4/13/2021	LHC Printing Plus, Inc.		AP		3,075.00
92440	4/13/2021	LIBERTY ROCK PRODUCTS, INC.		AP		478.73
92441	4/13/2021	Linn County Road Department		AP		35.00
92442	4/13/2021	MURRAYSMITH, INC.		AP		47,303.73
92443	4/13/2021	NORM'S ELECTRIC, INC.		AP		105.00
92444	4/13/2021	OLD REPUBLIC SURETY COMPANY		AP		100.00
92445	4/13/2021	ONE CALL CONCEPTS		AP		67.20
92446	4/13/2021	OREGON CASCADES WEST COG		AP		1,989.00
92447	4/13/2021	OREGON DEPT. OF ENVIRONMENT		AP		5,121.00
92448	4/13/2021	Dianne Pawlowski		AP		30.00
92449	4/13/2021	PETROCARD		AP		421.00
92450	4/13/2021	DONNA PHELPS		AP		150.00
92451	4/13/2021	Ferguson Enterprises, Inc. #3325 Pollan		AP		844.58
92452	4/13/2021	Quadient Finance USA, Inc.		AP		1,000.00
92453	4/13/2021	REVITALIZE CONSTRUCTION		AP		59.28
92454	4/13/2021	SANTIAM SPRAY SERVICE, INC.		AP		438.00
92455	4/13/2021	Scottmiriam, Inc.		AP		1,476.60
92456	4/13/2021	SENIOR CITIZENS OF SWEET HOM		AP		22,200.00
92457	4/13/2021	SOUTH FORK TRADING CO., INC.		AP		79.15
92459	4/13/2021	DILLON STUTZMAN		AP		175.17
92460	4/13/2021	SWEET HOME ROTARY		AP		94.28
92461	4/13/2021	SYNCB/AMAZON		AP		25.57
92462	4/13/2021	The Automation Group, Inc.		AP		2,183.62
92463	4/13/2021	THE BUILDING DEPARTMENT, LLC		AP		5,806.18
92464	4/13/2021	The Pape Group, Inc.		AP		126,300.00
92465	4/13/2021	TKElevator, Inc.		AP		185.90
92466	4/13/2021	West Yost & Associates, Inc.		AP		14,269.09
92467	4/13/2021	WILCO		AP		171.99
92468	4/13/2021	WILDISH SAND & GRAVEL CO.		AP		101.97
0	4/15/2021	UMPQUA BANK - ACH		AP		4,518.34
92469	4/29/2021	SAMUEL CLEMENS		AP		21.79
92470	4/29/2021	WILLIAM HOCKETT		AP		12.37
92471	4/29/2021	LEVI HUTCHINS		AP		50.51
92472	4/29/2021	ANNETTE JONES		AP		10.30
92473	4/29/2021	IRENE WARREN		AP		12.57
92474	4/29/2021	ALAN WHIPPLE		AP		46.39
92475	4/29/2021	LARRY WILLET		AP		38.14
92476	4/29/2021	Shannon Towry		AP		150.89
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Total Check Amount:						632,683.98

Bank Reconciliation

Checks by Date

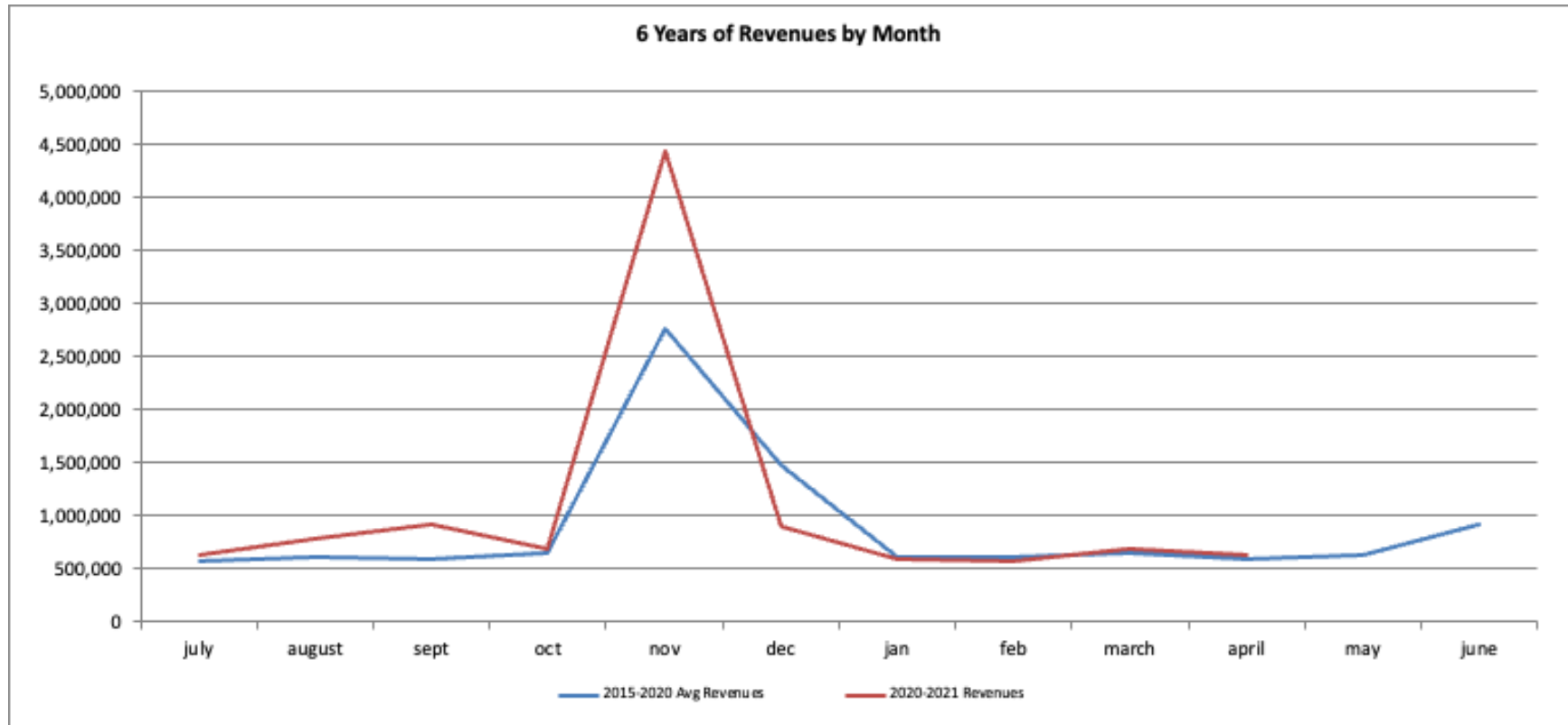
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 Cleared and Not Cleared Checks

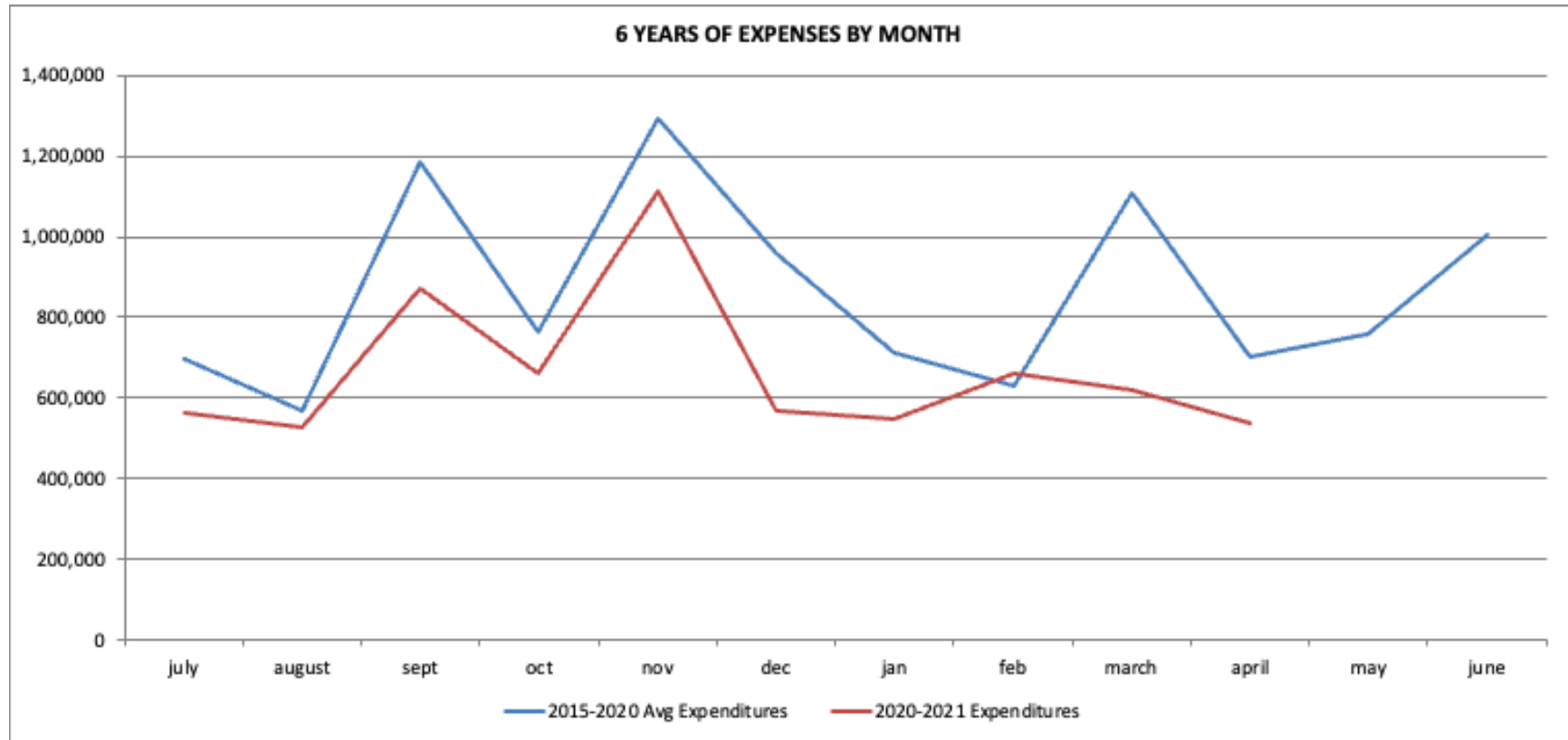


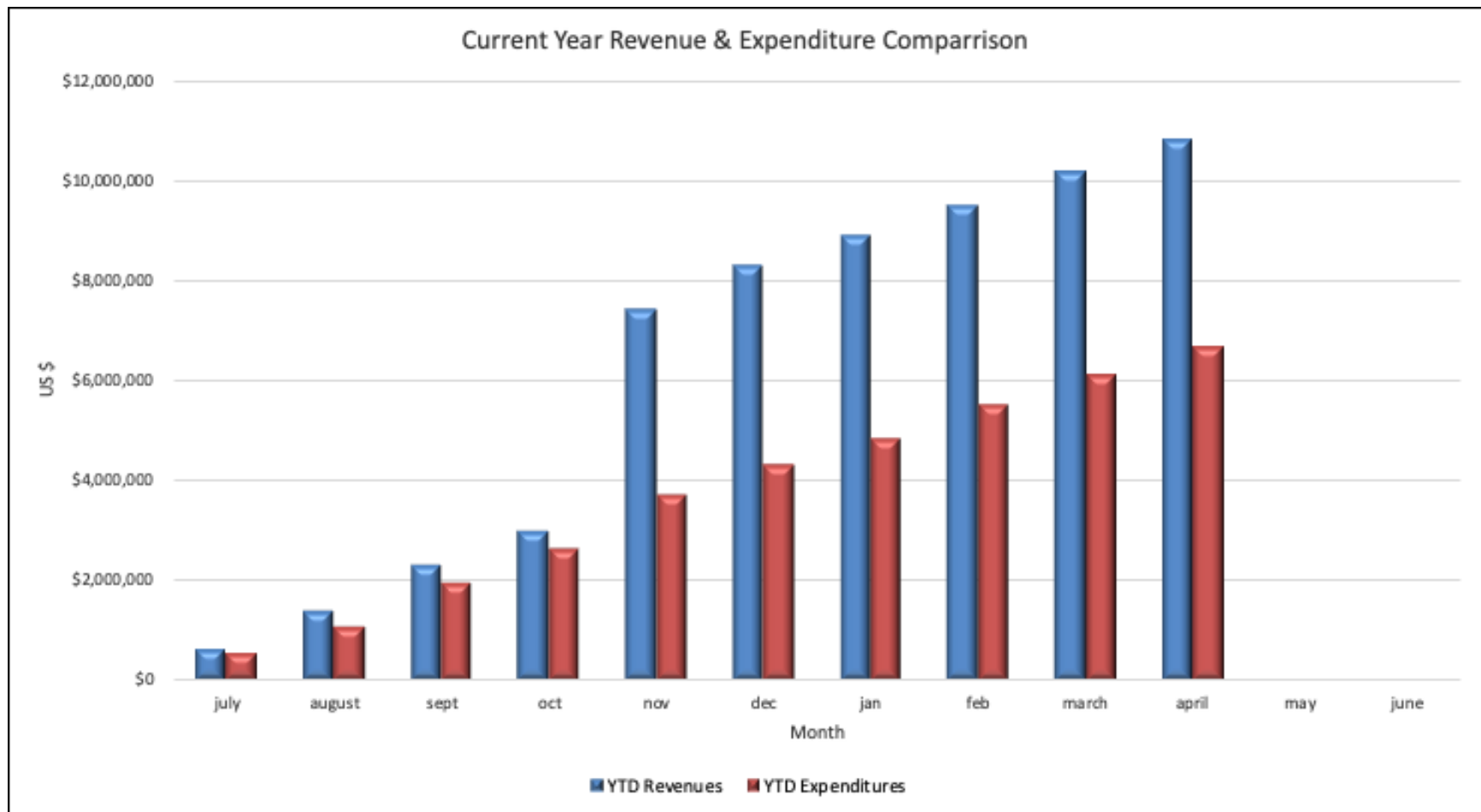
Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	3/1/2021	Amazon Capital Services, Inc.		AP		5,370.80
0	3/2/2021	CENTURYLINK		AP		337.87
92198	3/2/2021	ALSCO		AP		155.86
92199	3/2/2021	AT&T Mobility/First Net		AP		792.22
92200	3/2/2021	RICHARD BAER		AP		100.00
92201	3/2/2021	CHERI CARTER		AP		102.07
92202	3/2/2021	David M. Corey Ph.D., P.C.		AP		595.00
92203	3/2/2021	GATEWAY IMPRINTS, INC.		AP		48.00
92204	3/2/2021	LINN COUNTY RECORDER		AP		190.00
92205	3/2/2021	Linn County Road Department		AP		5.00
92206	3/2/2021	PACIFIC OFFICE AUTOMATION		AP		107.15
92207	3/2/2021	PETROCARD		AP		1,850.05
92208	3/2/2021	PURCHASE POWER		AP		382.98
92209	3/2/2021	Quadient Finance USA, Inc.		AP		1,000.00
92210	3/2/2021	SAMARITAN HEALTH SERVICES, II		AP		36.00
92211	3/2/2021	SBRK Finance Holdings, Inc.		AP		1,848.00
92212	3/2/2021	THE BUILDING DEPARTMENT, LLC		AP		6,094.10
92213	3/2/2021	The Sales Group, Inc.		AP		2,700.00
92214	3/2/2021	ROBERT THORSON		AP		39.18
92215	3/2/2021	THRIFTWAY		AP		5.00
92216	3/2/2021	MARTHA WELLS		AP		20.62
92217	3/2/2021	WesTek Marketing, LLC		AP		2,820.51
92218	3/2/2021	ALISHA WOLFE		AP		102.57
0	3/4/2021	CENTURYLINK		AP		39.99
0	3/4/2021	CENTURYLINK - Bus		AP		2,855.42
92219	3/4/2021	ALSCO		AP		89.54
92220	3/4/2021	AT&T Mobility/First Net		AP		1,100.91
92221	3/4/2021	BULLFROG ENTERPRISES		AP		15.94
92222	3/4/2021	CH2M OMI, Inc.		AP		88,439.17
92223	3/4/2021	Civil West Engineering Services, Inc.		AP		2,068.50
92224	3/4/2021	COMCAST		AP		149.85
92225	3/4/2021	COMCAST		AP		93.10
92226	3/4/2021	COMCAST		AP		88.40
92227	3/4/2021	David Dougherty		AP		4,773.75
92228	3/4/2021	Ferguson Enterprises, LLC #3011		AP		2,290.04
92229	3/4/2021	Forster Locksmith Services, Inc.		AP		2,570.00
92230	3/4/2021	HOME DEPOT CREDIT SERVICES		AP		527.22
92231	3/4/2021	KIP AMERICA, Inc.		AP		240.00
92232	3/4/2021	LIBERTY ROCK PRODUCTS, INC.		AP		330.68
92233	3/4/2021	METEREADERS, LLC		AP		1,888.25
92234	3/4/2021	MOONLIGHT BPO, INC.		AP		2,281.61
92235	3/4/2021	Moore Holding Corporation		AP		1,158.25
92236	3/4/2021	MURRAYSMITH, INC.		AP		1,656.03
92237	3/4/2021	NATIONAL PHOTOCOPY CORPORA		AP		829.77
92238	3/4/2021	O & M TIRE SHOP, INC.		AP		1,276.00
92239	3/4/2021	PACIFIC POWER		AP		15,808.59

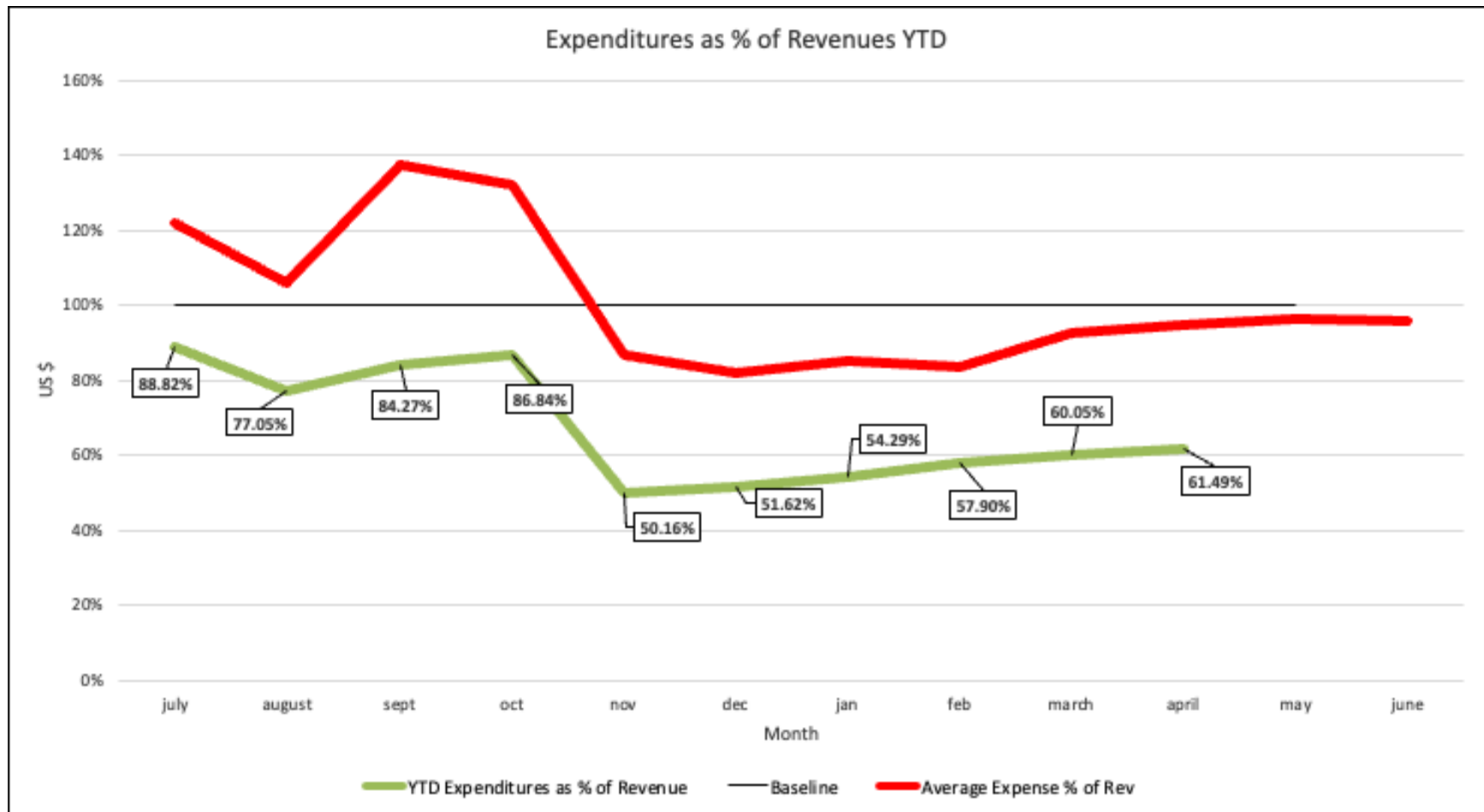
Check No	Check Date	Name	Comment	Module	Clear Date	Amount
92240	3/4/2021	SUNSHINE INDUSTRIES UNLIMITE		AP		1,176.50
92241	3/4/2021	The Automation Group, Inc.		AP		772.50
92242	3/4/2021	W. W. Grainger, Inc.		AP		213.85
92243	3/4/2021	WILBUR-ELLIS COMPANY, LLC		AP		745.90
92244	3/4/2021	911 SUPPLY		AP		189.99
92245	3/4/2021	A CHILD IS MISSING, INC,		AP		200.00
92246	3/4/2021	ALSCO		AP		200.63
92247	3/4/2021	BULLARD LAW		AP		650.00
92248	3/4/2021	COMCAST BUSINESS		AP		3,019.00
92249	3/4/2021	Correct Equipment, Inc.		AP		751.28
92250	3/4/2021	Wesley C Crago III		AP		1,602.82
92251	3/4/2021	DAN DEE SALES		AP		53.96
92252	3/4/2021	DEPT. OF CONSUMER AND BUSINI		AP		197.12
92253	3/4/2021	ECLECTIC EDGE EVENTS, LLC		AP		795.00
92255	3/4/2021	FASTENAL COMPANY		AP		283.68
92256	3/4/2021	Ferguson Enterprises, LLC #3011		AP		4,043.17
92257	3/4/2021	Forster Locksmith Services, Inc.		AP		483.00
92258	3/4/2021	Grove, Mueller & Swank, P.C., Inc.		AP		14,000.00
92259	3/4/2021	HOY'S TRUE VALUE		AP		319.75
92260	3/4/2021	HOY'S TRUE VALUE		AP		16.76
92261	3/4/2021	Danley P. Hutchins		AP		350.80
92262	3/4/2021	MOONLIGHT BPO, INC.		AP		710.19
92263	3/4/2021	Morpho USA, Inc.		AP		2,979.00
92264	3/4/2021	MURRAYSMITH, INC.		AP		12,370.00
92265	3/4/2021	Northwest Natural		AP		2,945.68
92266	3/4/2021	O & M TIRE SHOP, INC.		AP		17.00
92267	3/4/2021	OREGON DEPT. OF ENVIRONMENT		AP		10,046.00
92268	3/4/2021	PASTEGA COFFEE SERVICE		AP		199.36
92269	3/4/2021	Pointe Pest Control-OR, LLC		AP		115.00
92270	3/4/2021	Quadient Leasing USA, Inc.		AP		675.81
92271	3/4/2021	Scottmiriam, Inc.		AP		1,466.60
92272	3/4/2021	ROBERT SNYDER		AP		319.25
92273	3/4/2021	Tell & Sell, Inc.		AP		47.19
92274	3/4/2021	TWGW, INC. NAPA AUTO PARTS		AP		660.67
92275	3/4/2021	WELLS FARGO FINANCIAL LEASIN		AP		734.00
92276	3/4/2021	WILBUR-ELLIS COMPANY, LLC		AP		198.00
92277	3/4/2021	WILCO		AP		94.98
92278	3/4/2021	WILDISH SAND & GRAVEL CO.		AP		186.62
92279	3/4/2021	Willamette Occupational Health System		AP		215.00
92280	3/4/2021	Zion Bancorporation, National Associat		AP		245.00
0	3/5/2021	Cardmember Services		AP		1,830.21
0	3/9/2021	FEDERAL PAYROLL TAXES		AP		27,694.48
0	3/9/2021	NATIONWIDE-PAYROLL DEDUCTIO		AP		950.00
0	3/9/2021	Vantagepoint Trf. Agents 300619		AP		2,720.00
0	3/9/2021	ASI-PAYROLL DEDUCTIONS		AP		352.75
0	3/9/2021	PERS		AP		12,903.74
0	3/9/2021	OREGON PAYROLL TAXES		AP		19,158.28
0	3/9/2021	CHILD SUPPORT ACCOUNTING UN		AP		601.00
0	3/9/2021	SWEET HOME COMMUNITY FOUN		AP		149.13
0	3/9/2021	HSA - PAYROLL DEDUCTIONS		AP		1,165.00
0	3/9/2021	EBS TRUST		AP		81,006.43
0	3/9/2021	SWEET HOME POLICE EMPLOYEE		AP		1,250.00
0	3/9/2021	FICA PAYROLL TAXES		AP		35,840.60
0	3/9/2021	Vantagepoint Trf. Agents 108524/10904		AP		29,875.11
0	3/9/2021	AFLAC		AP		661.02
0	3/9/2021	Vantagepoint Trf. Agents 705507		AP		508.33

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	3/9/2021	MEDICARE		AP		8,557.22
92281	3/9/2021	Mandarich Law Group LLP		AP		674.99
92282	3/9/2021	OREGON AFSCME COUNCIL 75		AP		761.19
92283	3/9/2021	PenServ Plan Services, Inc.		AP		250.00
92284	3/9/2021	STEELHEAD STRENGTH & FITNES		AP		553.80
0	3/10/2021	Amazon Capital Services, Inc.		AP		2,513.85
0	3/16/2021	UMPQUA BANK - ACH		AP		4,200.59
92285	3/16/2021	OREGON DEPT. OF TRANSPORTATI		AP		14,481.34
92286	3/23/2021	AUTOMATED TEK SYSTEMS, LLC		AP		149.33
92287	3/23/2021	CODY MABE		AP		58.24
92288	3/23/2021	LYNN OWEN		AP		85.57
92289	3/23/2021	BRIAN PRATHER		AP		22.68
92290	3/23/2021	JASON RUSSELL		AP		71.14
92291	3/23/2021	MICHAEL WEBSTER		AP		163.66
0	3/25/2021	Cardmember Services		AP		4,091.87
0	3/30/2021	AT&T Mobility/First Net		AP		799.74
0	3/30/2021	Wex Bank		AP		1,446.58
0	3/30/2021	CENTURYLINK		AP		337.95
0	3/30/2021	HEATHER MANN		AP		29.98
0	3/30/2021	CENTURYLINK - Bus		AP		2,761.32
92292	3/30/2021	Albany Rifle and Pistol Club		AP		160.00
92293	3/30/2021	Albany Towing Services, Inc.		AP		1,200.00
92294	3/30/2021	ALSCO		AP		446.03
92295	3/30/2021	Ben-Ko-Matic Co., Inc.		AP		2,248.86
92296	3/30/2021	BI-MART CORPORATION		AP		33.73
92297	3/30/2021	Drew Briesee		AP		19,965.00
92298	3/30/2021	BUCK'S SANITARY SERVICE, INC.		AP		312.00
92299	3/30/2021	Canon Financial Services, Inc.		AP		417.01
92300	3/30/2021	CH2M OMI, Inc.		AP		88,439.17
92301	3/30/2021	Chuck Smith		AP		1,200.00
92302	3/30/2021	COMCAST		AP		93.10
92303	3/30/2021	COMCAST		AP		149.85
92304	3/30/2021	COMCAST BUSINESS		AP		3,019.00
92305	3/30/2021	Correct Equipment, Inc.		AP		1,498.07
92306	3/30/2021	DMV - Driver and Motor Vehicle Servic		AP		6.00
92307	3/30/2021	David Dougherty		AP		5,939.61
92308	3/30/2021	FASTENAL COMPANY		AP		53.64
92309	3/30/2021	Ferguson Enterprises, LLC #3011		AP		522.39
92310	3/30/2021	Forster Locksmith Services, Inc.		AP		132.00
92311	3/30/2021	FRANK PRINTING, LLC		AP		357.00
92312	3/30/2021	Karla Hall		AP		105.00
92313	3/30/2021	HOUCK CONSTRUCTION MATERIA		AP		88.00
92314	3/30/2021	INGRAM LIBRARY SERVICES		AP		364.86
92315	3/30/2021	JOHN DEERE FINANCIAL		AP		27.43
92316	3/30/2021	JUNIOR LIBRARY GUILD		AP		159.00
92317	3/30/2021	KIP AMERICA, Inc.		AP		240.00
92318	3/30/2021	Les Schwab Tire Centers of Portland, In		AP		64.99
92319	3/30/2021	LIBERTY ROCK PRODUCTS, INC.		AP		99.47
92320	3/30/2021	LINN COUNTY RECORDER		AP		420.00
92321	3/30/2021	LINN COUNTY RECORDER		AP		110.00
92322	3/30/2021	Linn County Road Department		AP		35.00
92323	3/30/2021	Keenan Martin		AP		49.98
92324	3/30/2021	CHAYHOWA MCELHINNY		AP		70.00
92325	3/30/2021	THE MORGAN CPS GROUP, INC.		AP		1,180.00
92326	3/30/2021	Municipal Code Corporation		AP		3,800.00
92327	3/30/2021	NATIONAL PHOTOCOPY CORPORA		AP		1,040.18









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	
	04/30/2021	03/31/2021	04/30/2020	04/30/2021	5 Year
Call Volume	731	674	625	2020-02710	2758
CAD Calls	1426	1453	1162	5496	5491
ONIBR Person Crimes	21	16	18	70	52
ONIBR Person Crimes Cleared	18	14	15	56	38
ONIBR Property Crimes	28	33	43	141	168
ONIBR Property Crimes Cleared	6	8	11	35	55

Trends:

In April of 2020 we began to track some of the implications that COVID-19 may have had on a variety of calls for service. We are still attempting to learn what effects the pandemic situation has on them. The calls that we are monitoring include thefts, domestic violence calls, child abuse calls (physical and sexual), suicide calls, mental health calls and burglaries. Below is a comparison of those types of calls between April 2020 and April 2021.

	04/01/2021-04/30/2021	04/01/2020-04/30/2020	Difference	
Domestic Violence/Dispute Calls	40	45	-5	-11.11%
Child Abuse(Physical/Sexual)	30	26	4	13.33%
Suicidal Calls	4	3	1	25.00%
Mental Health Calls	64	48	16	25.00%
Burglary	3	0	3	100.00%

Over the last 4 weeks we have been coordinating with Linn County Mental Health and have begun a program of weekly outreach and follow-up with certain individuals that we are having repeated contacts with associated with some form of mental illness. We do not anticipate immediate results from these efforts. But through time and consistency, our hope is that some of these individuals will engage in services.

On June 26th, 2021 will be hosting our annual bicycle rodeo for kids. The event will take place in the Police Department parking lot. We will have a large bike course with different stations throughout. During the event there will be drawings for bikes and other items, door prizes, free bike helmets, free bike inspections and minor repairs, and hot dogs. All of this is designed to promote bicycle safety for the kids of our community. The event is made possible through the Police Department volunteers, the Santiam Spokes Club, and Doug Robin and Donna Short.

Person Crimes This Month

Assault(All)	4	6
Child Neglect	0	1
Criminal Homicide	0	3
Elder Abuse	0	0
Forcible Rape	0	0
Harassment	5	3
Kidnapping	1	0
Menacing	0	1
Other Sex Offense	0	3
Reckless Endanger	4	0
Strangulation	1	0
Violation Court Stalking Order	0	0
Violation Restraining Order	6	1
	21	18

**Property Crimes This
Month**

Arson	0	1
Burglary	3	0
Criminal Mischief	6	3
Forgery	0	0
Fraud	1	1
Motor Vehicle Theft	0	2
Reckless Burning	0	1
Recovered Stolen	0	1
Robbery	0	0
Theft	18	34
	28	43