



CITY OF SWEET HOME CITY COUNCIL AGENDA

December 14, 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 of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 473 954 605#

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

Roll Call

Call to Order and Pledge of Allegiance

Consent Agenda:

Recognition of Visitors and Hearing of Petitions:

- a) Presentation of the League of Oregon Cities Local Government Management Certificate to Administrative Services Manager, Julie Fisher. A four year process requiring credit hours in every discipline of municipal management.

Approval of Minutes:

- a) [2021-1-09 City Council Minutes \(pg. 3\)](#)
- b) [2021-11-09 City Council Works Session Minutes \(pg. 7\)](#)

Old Business:

- a) Discussion of Old Mill Property - Mayor Mahler
- b) [Request for Council Action - Downtown Streetscape and Parking Plan Presentation \(pg. 9\)](#)

New Business:

- a) [Request for Council Action – Resolution No. 27 for 2021 - City of Sweet Home Fleet Policy Revisions \(pg. 11\)](#)
- b) [Request for Council Action – Resolution No. 28 for 2021 - Oak Heights Elementary School Street Parking Change \(pg. 49\)](#)

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

- c) [Request for Council Action – IGA for Technology Services with OCWCOG \(pg. 52\)](#)
- d) [Request for Council Action - City of Sweet Home—LBCC Small Business Development Center Agreement \(pg. 61\)](#)

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) [Request for Council Action - Ordinance No. 8 for 2021 – Ordinance No. 1300 – Bees and Beekeeping \(pg. 69\)](#)

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

City Manager's Report

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

Library Services Director

Community and Economic Development Director

- a) [CEDD Monthly Report - November 2021 \(pg. 74\)](#)

Public Works Director

- a) [Public Works Monthly Report - November 2021 \(pg. 78\)](#)

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

Finance Director

- a) [Finance Monthly Report - October 2021 \(pg. 81\)](#)

Police Chief

- a) [Police Department Monthly Report - November 2021 \(pg. 91\)](#)

City Attorney

Council Business for Good of the Order

Adjournment



CITY OF SWEET HOME CITY COUNCIL MINUTES

November 09, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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The phone lines will open 15 minutes prior to the scheduled meeting start time. This video stream and call in options are allowed under Council Rules, meet the requirement for Oregon Public Meeting Law, and have been approved by the Mayor/Chairperson of the meeting.

Call to Order and Pledge of Allegiance

The meeting was called to order at 7:40 PM.

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley (absent)
Councilor Susan Coleman (absent)
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF

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

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Engineer Technician Trish Rice
City Engineer Joe Graybill

Motion to approve the absence of Councilor Gourley and Councilor Coleman.

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

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

Consent Agenda:

Motion to approve the Consent Agenda

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

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

- a) Request for Council Action - YAC Appointment Request

Approval of Minutes:

- a) 2021-11-01 Administration, Finance, and Property Committee Minutes
- b) 2021-10-26 City Council Meeting
- c) 2021-10-25 Administration, Finance, and Property Committee Minutes

Recognition of Visitors and Hearing of Petitions:

Kathy Shantz stated she was happy to see the progress regarding the homeless facility.

Old Business:

New Business:

- a) Request for Council Action – Appointment to Committees

Motion to appoint Laura Wood to the Planning Commission and Josh Thorstad to the Sweet Home Budget Committee.

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

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

- b) Request for Council Action - Water Treatment Plant Finished Water and Backwash Pumping Project - Bid Posting

Preston Van Meter with West Yost presented to Council the Bid Posting and answered questions of the Council.

Motion to authorize staff to submit the solicitation for the Water Treatment Plant Finished Water and Back Pumping Project.

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

- c) Future Meeting Schedule -November 23rd and December 28th meetings.

Consensus of the Council was to cancel the November 23rd and December 28th City Council meetings.

Mayor Mahler thanked the City staff who are veterans and thanked all staff for their efforts.

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

- a) Request for Council Action - Amended Beekeeping Ordinance

Ordinance No. 8 for 2021 was read by title only.

Motion to move Ordinance No. 8 for 2021 to third and final reading.

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

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

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

There were no committee reports.

Reports of City Officials:

Mayor's Report

Mayor Mahler announced the upcoming Veterans Day parade in Albany.

City Manager's Report

City Manager Towry reported the library is closed due to COVID. On Veterans Day all city buildings will be closed.

City Manager Towry will be out of the office and will return on November 29th.

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

Library Services Director

No Report

Community and Economic Development Director

- a) October 2021 Monthly Report

A written report was included in the packet. There were no questions of the Council.

Public Works Director

- a) October 2021 Monthly Report

City Attorney

No Report

Council Business for Good of the Order

Finance Director Neish reported the City will be delaying water shuts offs till Monday.

Adjournment

With no further business, the meeting was adjourned at 8:04 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



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Call to Order

The meeting was called to order at 5:30 PM.

Roll Call

PRESENT

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

Commissioner Sherrie Sprenger
Commissioner Will Tucker
Commissioner Roger Nyquist

City Manager Ray Towry
Public Works Director Greg Springman
Communications Specialist Lagea Mull
Administrative Services Manager Julie Fisher
Finance Director Brandon Neish
Community and Economic Development Director Blair Larsen
Staff Engineer Joe Graybill

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City Attorney Robert Snyder
Police Chief Jeff Lynn
Community Services Officer Sean Morgan
Linn County Administrative Officer Darrin Lane
Operations Supervisor Tristan Davis
Linn County Parks and Rec Dena Barawis
Linn County Communications Officer Alex Paul
Community Health Committee Member Larry Horton

Family Assistance Center Coordinator Brock Byers
Family Assistance Center Shirley Byrd

MEDIA

Benny Wolcott, The New Era
Unkown Reporter Albany Democrat Herald

New Business:

a) Managed Homeless Facility Discussion

The City Council and the Linn County Commissioners discussed a managed homeless facility and RV dump and fill station located off of 24th Avenue, south of the railroad tracks. The property is currently owned by Linn County. A draft Sleep Center Policy Manual was presented, followed by discussion and questions to Family Assistance Center Coordinator Brock Byers. Funding options were discussed.

The Linn County Commissioners agreed to commit to record the deed to the property from the County to the City at no cost, if the City Council desires.

Consensus of the Council was to accept the property from the County. The City Council thanked the Linn County Commissioners for their support.

b) Old Mill Property Discussion

There was discussion regarding the property known as the Old Mill Property which is in the City limits and owned by Linn County thru foreclosure. The discussion revolved around how to best market and sell the property to get it back on the tax rolls. Commissioner Nyquist asked to put the land up for auction to take advantage of the real estate market conditions. City Council agreed by consensus. The city will submit a rough "Master Plan," which would guide potential purchasers for development that would be agreeable the Council. The City Council and Linn County Commissioners agreed that this "Master Plan" would be in the form of a fact sheet that would be included when the property was listed.

There was additional discussion regarding property's environmental clean-up efforts, which the City Council opined had been slow. Commissioner Tucker reported on the successes to date.

Adjournment

The meeting adjourned at 7:31 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Downtown Streetscape and Parking Plan Presentation

Preferred Agenda: December 14, 2021

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: §3.12.010 Public Contracts and Purchasing

Towards Council Goal: Goal 4.4 Develop a Downtown Streetscape Plan, Goal 3.2: Community Safety

Attachments:

Purpose of this RCA:

The purpose of this RCA is to gather feedback on the Downtown Streetscape and Parking Plan. DLA has completed most of the work and will be giving a presentation and showing materials at the December 14th Council meeting.

Background/Context:

In early 2020, the Council set a goal for the completion of a Downtown Streetscape and Parking Plan. The intent of the project is to create a standard plan for landscaping, trees, lighting, signage, street furniture and parking in the downtown core (identified as the Main and Long Street Corridors between 9th avenue and 18th Avenue). Ultimately, the goal is to make downtown Sweet Home a more appealing place for residents and visitors by beautifying the public right-of-way, and making the area more pedestrian friendly. Private businesses and property owners will be able to capitalize on this increase foot traffic by beautifying their own properties and increasing the offered products and services in the area.

This project is funded in the current budget within the Economic Development Fund. In addition, the City has received a \$10,000 grant from the Oregon Cascades West Council of Governments (which originated from Federal ARPA funds).

The Council approved the Request for Proposals in October, 2020, and approved a contract with DLA in January, 2021. Two community meetings were held on March 25th and June 15th in order to gather feedback from the public. The December 14th Council meeting will be the third and final public meeting for this project.

The Challenge/Problem:

How does the City accomplish its goal of creating a Downtown Streetscape and Parking Plan? Does the work produced by DLA satisfy the purposes of the project and fulfill the preferences expressed by the Public and the City Council?

Stakeholders:

- Sweet Home Residents – Residents deserve an appealing and walkable downtown area where they can spend their leisure time and find the services and products they want.
- Downtown Businesses and Property Owners – Downtown Businesses and Property Owners deserve a public right-of-way next to their buildings that properly directs the flow of both vehicle and foot traffic, and provides typical downtown amenities that attract visitors and create a pleasant experience for patrons.
- Sweet Home City Council – The City Council has an interest in adopted plans for the downtown right-of-way that accomplish its goals and improve the overall quality of life within the City.

Issues and Financial Impacts:

This project has already been budgeted and spending has been authorized. This stage of the project does not include any additional financial impacts.

Elements of a Stable Solution:

A stable solution includes feedback and desired changes given to DLA so that the final report can be completed.

Options:

1. Do Nothing – The Council could choose to do nothing at this time, and DLA will work with the feedback they have already received.
2. Provide feedback and desired changes to DLA after hearing the presentation – This meeting is the final opportunity for input on the Streetscape and Parking Plan, and any desired changes or other feedback are crucial for the final plan.

Recommendation:

Staff recommends option 2: Provide feedback and desired changes to DLA after hearing the presentation.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 27 for 2021 - City of Sweet Home Fleet Policy Revisions

Preferred Agenda: December 14, 2021

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: City of Sweet Home Fleet Safety Program Policy

Towards Council Goal: 2:1 Update & Streamline Process
2:3 Invest in Long Term Staff Stability & Training

Attachments: Resolution No. 27 for 2021 – City of Sweet Home Fleet Policy Track Changes, City of Sweet Home Fleet Policy Final Version.

Purpose of this RCA:

Revisions to the City of Sweet Home Fleet Safety Policy

Background/Context:

The City of Sweet Home Fleet Policy was last updated in June 2020. Recent review of the policy found inconsistencies in the time period considered for driving record review. Staff recommends changing the language from three years to five to align with the Certified Court Print Driving Record which included most traffic violations and accident entries for at least the previous five years.

The Challenge/Problem:

Necessary updates to the Fleet Policy for the City of Sweet Home

Stakeholders:

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

Issues and Financial Impacts:

None Known

Elements of a Stable Solution:

Sweet Home must have up to date policies and training to recruit and retain employees, to maintain a safe workplace and protect taxpayers from liability.

Options:

1. Option #1– Do nothing. There would be no revisions to the Fleet Policy.
2. Option #2– Approve Resolution No. 27 for 2021 as presented.
3. Option #3– Recommend additional revisions. City Council could review these proposed changes and recommend additional revisions. Staff would take these recommendations and revise the proposed policy for review at a future City Council meeting.

Recommendation:

Staff recommends Option #2 – Motion to approve Resolution No. 27 for 2021 – A Resolution Adopting a Revised City of Sweet Home Fleet Safety Program Policy as presented.

City of Sweet Home

FLEET SAFETY PROGRAM



Updated **December 14, 2021**
Adopted by City Council
Resolution No. **27 for 2021**

Deleted: May 26, 2020

Deleted: 13 for 2020

CITY OF SWEET HOME FLEET AND SAFETY POLICY



INTRODUCTION

Policy: City of Sweet Home Fleet and Safety Policy
Introduction

Purpose This Fleet Safety Program and vehicle operation rules are published for the information and guidance of employees of the City of Sweet Home. To drive safely is the first and foremost duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

Our operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on the City of Sweet Home and the driver.

Drivers are required to observe all State vehicle operation laws, procedures outlined in this manual, the City Personnel Policy, and any applicable department vehicle and equipment operation policies at all times.

In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult your supervisor if any of them are not clear to you.

**NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT THAT WE CANNOT
TAKE THE TIME TO PERFORM IT SAFELY!**

SECTION 1

CONDITIONS FOR DRIVING VEHICLES



POLICY: City of Sweet Home Fleet and Safety Policy
Conditions for Driving Vehicles
Section 1

Purpose Policy regarding the criteria an employee must meet to be able to drive a City vehicle. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules

QUALIFICATIONS

To qualify as a driver of the City of Sweet Home's vehicles, drivers must meet the following conditions:

1. Must be at least 21 years of age, or 18 years of age if an employee. (per OSHA)
2. Must have a current state of Oregon Driver's License.
3. Must have in effect a current liability insurance policy for his/her personal vehicle.
4. Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving the City of Sweet Home's vehicles, or use of person vehicle for the conduct of official City activities.
5. Must have in possession while driving vehicles, a valid Oregon Driver License.
6. Be approved by your supervisor to drive on City of Sweet Home business.
7. Attended a sponsored defensive driving class at least once every three years.

Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other “prohibited” action may result in disciplinary action, up to and including, termination.

1. **No major violations in the previous five years.** Major violations include:

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- Driving under the influence of alcohol or drugs
- Driving while license is suspended or revoked
- Leaving the scene of an accident
- Reckless driving
- Road rage incidents
- Other similarly serious violations

2. **No more than two minor violations in the previous five years.** Minor violations include:

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- Speeding 20 MPH or less over the posted limit
- Failure to obey a traffic control or signal
- Improper lane change
- Failure to signal
- Failure to yield the right of way
- Other similar violations
- Failure to wear a seat belt
- Cell phone or texting violations

3. **No more than one at-fault accident in the previous five years.** All accidents are considered at-fault unless proven otherwise.

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SECTION 2

DRIVER ELIGIBILITY AND SUPERVISION GUIDELINES MATRIC



Purpose: City of Sweet Home Fleet and Safety Policy
Driver Eligibility and Supervision Guidelines Matrix
Section 2

Purpose Establish guidelines to indicate those drivers who would be deemed unacceptable to drive a fleet vehicle or to drive a personal vehicle on company business.

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUJ or DWI within Past 5 Years
	0	1	2	3	
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Deleted: [\[1\]](#)
Adopted by City Council: [\[1\]](#) ... [1]

SECTION 3

DRIVER SUPERVISION



Policy: City of Sweet Home Fleet and Safety Policy
Driver Supervision
Section 3

Purpose The Driver Supervision policy and operator requirements have been established to reduce the risk of accidents and injuries when operating motor vehicles on City business.

Policy

1. **Motor Vehicle Records:** The City monitors driving records as a component of Risk Management, in order to identify needs for driver improvement. If the record check reveals any traffic crimes, license suspension, multiple infractions as identified in the driver guideline matrix, the employee may be required to participate in additional driver safety training, or be subject to discipline up to and including termination of employment.
2. **Accident Review:** All vehicle accidents will be investigated by the Police Department or local law enforcement agency. Law enforcement vehicle accident/incident reports will be reviewed by the Safety Committee to determine preventability.
 - a) A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident.
 - b) A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.
 - c) The involved driver will be advised of the decision and will be subject to a driving performance review per City policy. For law enforcement personnel this will likely be accompanied with disciplinary sanctions in accordance with City Personnel and applicable Department Policies.

“HOW TO DETERMINE PREVENTABILITY”

This guide is to be used by the Vehicle Safety Committee in determining if an accident is Preventable or Non-Preventable:

1. What is a Preventable accident?

A PREVENTABLE accident is any accident in which the driver failed to do everything he/she reasonably could have done to avoid it.

2. What is a Non-Preventable Accident?

A NON-PREVENTABLE accident is an accident in which the driver did everything he/she reasonably could have done to foresee the things that caused the accident and guard against them.

COURTESY

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon the City of Sweet Home.

If a situation arises that you are unable to settle in a friendly manner, phone your supervisor and report the facts, and be guided by their advice.

PERSONAL USE OF CITY VEHICLES

The City of Sweet Home prohibits the personal use of vehicles unless approved by supervisor as outlined in the Sweet Home Personnel policy and procedure handbook.

VEHICLE APPEARANCE

City vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum for housekeeping, but also to limit driving distractions.

SUGGESTIONS

The City of Sweet Home will appreciate any suggestions from you that may improve our safety, service, and working conditions to make our operation more efficient and safer.

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MOVING VIOLATIONS

Employees operating City vehicles or personal vehicles for the conduct of official City business will be liable for all speeding, traffic violations, and parking violations.

CELL PHONES & TEXTING

Oregon law prohibits the use of cell phones while driving, unless employees are using a "hands-free accessory." Please note, the use of a speaker phone is not considered a "hands-free" accessory". Texting while driving is prohibited.

PASSENGERS

Your supervisor must approve all non-City employee passengers. Generally, it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.

SECTION 4

SAFETY



Policy: City of Sweet Home Fleet and Safety Policy
Safety
Section 4

Purpose Policy to establish procedures to make sure that all vehicles that are used for City business are maintained to an acceptable level of safety and that basic devices are in operating condition.

INSPECTIONS

A pre-trip inspection will be made at the start of each shift to ensure vehicle is in safe operating condition in accordance with established Department policy. A post-trip inspection should be made at the end of each shift and or vehicle use, to effectively report any damage or concerns on vehicle at the completion of the trip.

SAFE DRIVING

Be a Defensive driver:

A defensive driver is defined as, "One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Keeps continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident."

Speed:

The maximum speed limit is the "posted speed limit". Your speed at all times **shall** be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life and fuel conservation.

Striking fixed Objects:

In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.

Proper Backing:

When practicable, walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two persons available in the vehicle, one person should safely stand behind the vehicle to "spot" while backing up.

Passing or Meeting a School Bus:

When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. Be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians:

Vehicles have NO right-of-way where pedestrians are concerned. Legally, pedestrians may walk on either side of the road, they can legally cross at all intersections whether marked by a crosswalk or not, and they can step out from behind a parked car on a busy city street. Never assume that pedestrians, especially younger children, see you.

Seat Belts and other Safety Policies

1. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.
2. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or

driving under the influence of alcoholic beverages, illegal substances, or medications

3. Drivers are prohibited from overloading and/or overcrowding the vehicle.

EQUIPMENT PROTECTION AND MAINTENANCE

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road. If the vehicle cannot be operated safely due to defective equipment or unsafe conditions, do not use it and report it to your immediate supervisor.

Priority Items to check are:

- ✓ Brakes including parking brake operation
- ✓ Steering
- ✓ Instrument operation including speedometer and operation gauges
- ✓ Oil level
- ✓ Coolant level
- ✓ Windshield wipers and washer fluid
- ✓ Tires
- ✓ Wheels
- ✓ Lights (headlamps, brakes, markers, signals, reflectors, etc.)
- ✓ Mirrors
- ✓ Warning devices if so equipped
- ✓ Glass (for cracks, defects and visual obstruction)
- ✓ Horns
- ✓ Maintenance service intervals
- ✓ Safety equipment – fire extinguishers, first aid kits, and warning markers
- ✓ Note: This list is not all inclusive. Other unique vehicle safety and operation features to check may be identified by specific Department Policy.

SECTION 5

ACCIDENTS AND INCIDENTS



Policy: City of Sweet Home Fleet and Safety Policy
Accidents and Incidents
Section 5

Purpose Policy to establish procedures for employees to follow in the event of an accident.

**YOU MUST REPORT EVERY ACCIDENT TO YOUR SUPERVISOR
WITHOUT FAIL, NO MATTER HOW MINOR.**

1. Get medical attention immediately, if needed. Prevent the moving of injured persons unless absolutely necessary.
2. Contact the Police Department or local law enforcement agency and your immediate supervisor as soon as possible. Be specific about location, time, extent of injury (if known) and damage, and how you can be reached. If you cannot make contact with your immediate supervisor, contact your Department Head and/or the City Manager's office to notify them of the incident. Do not leave vehicle unattended after an accident except in an extreme emergency.
3. Park safely and set out warning devices. Do not leave vehicle unattended after an accident except in an extreme emergency.
4. Be sure to get the names of witnesses for or against you. If a witness refuses to give his/her name, record the license number of his/her vehicle. Regardless of the facts, admit nothing, promise nothing, and DO NOT ARGUE. Give your name, your entities name and offer to show your license.
5. Have pictures taken whenever possible. Do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night
6. Stay at the scene of the accident until instructed by a police officer to proceed.

7. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and entity's name and address.

8. The City may require an employee to immediately submit to blood, urine, or Breathalyzer testing to detect drugs or alcohol when an employee is involved in any work-related accident which results in death or bodily injury to the employee, a coworker or another person, or which results in any property damage beyond damage determined by the City to be more than trivial (de minimis). In the event an employee is injured and is therefore unable to promptly consent to testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in his/her system at the time of the accident.

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9. Information needed to properly complete accident reports:

- a) Location, time, and date
- b) Make, model, type and license of other vehicles involved.
- c) Registered owner of other vehicle(s) involved.
- d) Driver's name, age, address, and license number of other vehicle involved
- e) All occupants' names and addresses in other vehicles involved
- f) Names and addresses of all possible witnesses
- g) Name of police or local law enforcement agency to which accident was reported.
- h) Name and DPSST numbers of the police officers at the scene
- i) Name of the insurance company which covers the other vehicles involved.
- j) Names and addresses of persons injured and the extent of the injury.
- k) Names of fire and/or medical personnel on scene.

10. All City vehicles are equipped with a post-accident reporting protocol card usually located in the glove box of the vehicle. Be sure to check for these on the vehicle pre-trip inspection and refer to it during follow up reporting immediately after an accident.

11. Copies of Police Department of local law enforcement agencies reports shall be forwarded to the City Manager's office within 24 hours of occurrence or as soon as available.

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Supersedes:
SHPP Section

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ACKNOWLEDGMENT OF RECEIPT

My signature on this pledge indicates that I understand my responsibilities as an operator of a municipal vehicle for the City of Sweet Home.

I have received and read a copy of the Fleet Safety Policy and agree to fulfill all my responsibilities listed therein. These include, but are not limited to:

1. Adhering to all policies and procedures governing the operation of City vehicles.
2. Maintaining a professional appearance of vehicle and equipment.
3. Ensuring safe operation of all vehicles and equipment.
4. Conducting and documenting required pre-trip and post-trip inspections, including defect reports.
5. Submitting any accident reports.
6. Submitting a copy of current driver's license for obtaining of Motor Vehicle Record.
7. Keeping the City Manager's Office of changes in my driving status.
8. Failure to comply with the conditions listed above may result in disciplinary action including termination.

Employee Signature

Date:

ATTACHMENT A
DAILY DRIVER'S VEHICLE INSPECTION REPORT

Vehicle #: _____

Suggested Procedures:

1. Check under hood
2. Start engine
3. Proceed with the in-cab check
4. Walk around and examine the vehicle
5. Look under for leaks
6. Test brakes, steering and transmission before leaving.

IN CAB

- Mirrors, windshield, windows
- Horn, wipers and washers
- Defroster, heater
- Illuminated warnings
- Instruments and gauges
- Emergency equipment – fire extinguishers
- Seat belts
- Steering
- Cab – locks, latches, doors
- Brakes – service, parking
- Clutch

EXTERIOR

- Lights, flashers, signals, reflectors
- Leaks – water, oil, fuel, grease
- Tires, wheels, lugs, studs, drums
- Body Damage
- Cargo area condition – floor, wall, roof, door

Other Repair Found: _____

Vehicle Inspection Report:

Completed by: _____ Date: _____

All Repairs Completed:

Certified by: _____ Date: _____

Page 5: [1] Deleted Julie Fisher 12/7/21 9:18:00 AM

Page 13: [2] Deleted Julie Fisher 12/7/21 9:19:00 AM

RESOLUTION NO. 27 FOR 2021

A RESOLUTION ADOPTING THE REVISED CITY OF SWEET HOME FLEET SAFETY POLICY

WHEREAS, it is in the best interest of the citizens of the City of Sweet Home and the employees of the City of Sweet Home that certain policies relating to Employee Safety by the City of Sweet Home be clearly set forth; and

WHEREAS, the City Manager of the City of Sweet Home, has prepared and presented to the City Council a manual of Fleet Safety Policies for City employees; and

WHEREAS, the adoption of these policies appear to be in the best interest of the City of Sweet Home and its employees, and as authorized by Sweet Home Municipal Code Chapter 2.48 - PERSONNEL SYSTEM;

WHEREAS, the plan shall take effect upon adoption by resolution of the City Council; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME:

That the City Council hereby adopts the said Revised City of Sweet Home Fleet Safety Policy which is attached hereto.

This resolution supersedes Resolution No. 13 for 2020 and shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor this 14th day of December 2021.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

City of Sweet Home

FLEET SAFETY PROGRAM



**Updated December 14, 2021
Adopted by City Council
Resolution No. 27 for 2021**

CITY OF SWEET HOME FLEET AND SAFETY POLICY



INTRODUCTION

Policy: City of Sweet Home Fleet and Safety Policy
Introduction

Purpose This Fleet Safety Program and vehicle operation rules are published for the information and guidance of employees of the City of Sweet Home. To drive safely is the first and foremost duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

Our operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on the City of Sweet Home and the driver.

Drivers are required to observe all State vehicle operation laws, procedures outlined in this manual, the City Personnel Policy, and any applicable department vehicle and equipment operation policies at all times.

In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult your supervisor if any of them are not clear to you.

**NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT THAT WE CANNOT
TAKE THE TIME TO PERFORM IT SAFELY!**

SECTION 1

CONDITIONS FOR DRIVING VEHICLES



POLICY: City of Sweet Home Fleet and Safety Policy
Conditions for Driving Vehicles
Section 1

Purpose Policy regarding the criteria an employee must meet to be able to drive a City vehicle. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules

QUALIFICATIONS

To qualify as a driver of the City of Sweet Home's vehicles, drivers must meet the following conditions:

1. Must be at least 21 years of age, or 18 years of age if an employee. (per OSHA)
2. Must have a current state of Oregon Driver's License.
3. Must have in effect a current liability insurance policy for his/her personal vehicle.
4. Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving the City of Sweet Home's vehicles, or use of person vehicle for the conduct of official City activities.
5. Must have in possession while driving vehicles, a valid Oregon Driver License.
6. Be approved by your supervisor to drive on City of Sweet Home business.
7. Attended a sponsored defensive driving class at least once every three years.

Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other “prohibited” action may result in disciplinary action, up to and including, termination.

1. **No major violations in the previous five years.** Major violations include:
 - Driving under the influence of alcohol or drugs
 - Driving while license is suspended or revoked
 - Leaving the scene of an accident
 - Reckless driving
 - Road rage incidents
 - Other similarly serious violations
2. **No more than two minor violations in the previous five years.** Minor violations include:
 - Speeding 20 MPH or less over the posted limit
 - Failure to obey a traffic control or signal
 - Improper lane change
 - Failure to signal
 - Failure to yield the right of way
 - Other similar violations
 - Failure to wear a seat belt
 - Cell phone or texting violations
3. **No more than one at-fault accident in the previous five years.** All accidents are considered at-fault unless proven otherwise.

SECTION 2

DRIVER ELIGIBILITY AND SUPERVISION GUIDELINES MATRIC



Purpose: City of Sweet Home Fleet and Safety Policy
Driver Eligibility and Supervision Guidelines Matrix
Section 2

Purpose Establish guidelines to indicate those drivers who would be deemed unacceptable to drive a fleet vehicle or to drive a personal vehicle on company business.

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUI or DWI within Past 5 Years
	0	1	2	3	
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

SECTION 3

DRIVER SUPERVISION



Policy: City of Sweet Home Fleet and Safety Policy
Driver Supervision
Section 3

Purpose The Driver Supervision policy and operator requirements have been established to reduce the risk of accidents and injuries when operating motor vehicles on City business.

Policy

1. Motor Vehicle Records: The City monitors driving records as a component of Risk Management, in order to identify needs for driver improvement. If the record check reveals any traffic crimes, license suspension, multiple infractions as identified in the driver guideline matrix, the employee may be required to participate in additional driver safety training, or be subject to discipline up to and including termination of employment.
2. Accident Review: All vehicle accidents will be investigated by the Police Department or local law enforcement agency. Law enforcement vehicle accident/incident reports will be reviewed by the Safety Committee to determine preventability.
 - a) A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident.
 - b) A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.
 - c) The involved driver will be advised of the decision and will be subject to a driving performance review per City policy. For law enforcement personnel this will likely be accompanied with disciplinary sanctions in accordance with City Personnel and applicable Department Policies.

“HOW TO DETERMINE PREVENTABILITY”

This guide is to be used by the Vehicle Safety Committee in determining if an accident is Preventable or Non-Preventable:

1. What is a Preventable accident?

A PREVENTABLE accident is any accident in which the driver failed to do everything he/she reasonably could have done to avoid it.

2. What is a Non-Preventable Accident?

A NON-PREVENTABLE accident is an accident in which the driver did everything he/she reasonably could have done to foresee the things that caused the accident and guard against them.

COURTESY

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon the City of Sweet Home.

If a situation arises that you are unable to settle in a friendly manner, phone your supervisor and report the facts, and be guided by their advice.

PERSONAL USE OF CITY VEHICLES

The City of Sweet Home prohibits the personal use of vehicles unless approved by supervisor as outlined in the Sweet Home Personnel policy and procedure handbook.

VEHICLE APPEARANCE

City vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum for housekeeping, but also to limit driving distractions.

SUGGESTIONS

The City of Sweet Home will appreciate any suggestions from you that may improve our safety, service, and working conditions to make our operation more efficient and safer.

MOVING VIOLATIONS

Employees operating City vehicles or personal vehicles for the conduct of official City business will be liable for all speeding, traffic violations, and parking violations.

CELL PHONES & TEXTING

Oregon law prohibits the use of cell phones while driving, unless employees are using a “hands-free accessory.” Please note, the use of a speaker phone is not considered a “hands-free” accessory”. Texting while driving is prohibited.

PASSENGERS

Your supervisor must approve all non-City employee passengers. Generally, it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.

SECTION 4

SAFETY



Policy: City of Sweet Home Fleet and Safety Policy
Safety
Section 4

Purpose Policy to establish procedures to make sure that all vehicles that are used for City business are maintained to an acceptable level of safety and that basic devices are in operating condition.

INSPECTIONS

A pre-trip inspection will be made at the start of each shift to ensure vehicle is in safe operating condition in accordance with established Department policy. A post-trip inspection should be made at the end of each shift and or vehicle use, to effectively report any damage or concerns on vehicle at the completion of the trip.

SAFE DRIVING

Be a Defensive driver:

A defensive driver is defined as, “One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Keeps continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident.”

Speed:

The maximum speed limit is the “posted speed limit”. Your speed at all times **shall** be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life and fuel conservation.

Striking fixed Objects:

In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.

Proper Backing:

When practicable, walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two persons available in the vehicle, one person should safely stand behind the vehicle to “spot” while backing up.

Passing or Meeting a School Bus:

When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. Be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians:

Vehicles have NO right-of-way where pedestrians are concerned. Legally, pedestrians may walk on either side of the road, they can legally cross at all intersections whether marked by a crosswalk or not, and they can step out from behind a parked car on a busy city street. Never assume that pedestrians, especially younger children, see you.

Seat Belts and other Safety Policies

1. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.
2. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or

driving under the influence of alcoholic beverages, illegal substances, or medications

3. Drivers are prohibited from overloading and/or overcrowding the vehicle.

EQUIPMENT PROTECTION AND MAINTENANCE

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road. If the vehicle cannot be operated safely due to defective equipment or unsafe conditions, do not use it and report it to your immediate supervisor.

Priority Items to check are:

- ✓ Brakes including parking brake operation
- ✓ Steering
- ✓ Instrument operation including speedometer and operation gauges
- ✓ Oil level
- ✓ Coolant level
- ✓ Windshield wipers and washer fluid
- ✓ Tires
- ✓ Wheels
- ✓ Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- ✓ Mirrors
- ✓ Warning devices if so equipped
- ✓ Glass (for cracks, defects and visual obstruction)
- ✓ Horns
- ✓ Maintenance service intervals
- ✓ Safety equipment – fire extinguishers, first aid kits, and warning markers
- ✓ Note: This list in not all inclusive. Other unique vehicle safety and operation features to check may be identified by specific Department Policy.

SECTION 5

ACCIDENTS AND INCIDENTS



Policy: City of Sweet Home Fleet and Safety Policy
Accidents and Incidents
Section 5

Purpose Policy to establish procedures for employees to follow in the event of an accident.

**YOU MUST REPORT EVERY ACCIDENT TO YOUR SUPERVISOR
WITHOUT FAIL, NO MATTER HOW MINOR.**

1. Get medical attention immediately, if needed. Prevent the moving of injured persons unless absolutely necessary.
2. Contact the Police Department or local law enforcement agency and your immediate supervisor as soon as possible. Be specific about location, time, extent of injury (if known) and damage, and how you can be reached. If you cannot make contact with your immediate supervisor, contact your Department Head and/or the City Manager's office to notify them of the incident. Do not leave vehicle unattended after an accident except in an extreme emergency.
3. Park safely and set out warning devices. Do not leave vehicle unattended after an accident except in an extreme emergency.
4. Be sure to get the names of witnesses for or against you. If a witness refuses to give his/her name, record the license number of his/her vehicle. Regardless of the facts, admit nothing, promise nothing, and DO NOT ARGUE. Give your name, your entities name and offer to show your license.
5. Have pictures taken whenever possible. Do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night
6. Stay at the scene of the accident until instructed by a police officer to proceed.

7. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and entity's name and address.
8. The City may require an employee to immediately submit to blood, urine, or Breathalyzer testing to detect drugs or alcohol when an employee is involved in any work-related accident which results in death or bodily injury to the employee, a coworker or another person, or which results in any property damage beyond damage determined by the City to be more than trivial (de minimis). In the event an employee is injured and is therefore unable to promptly consent to testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in his/her system at the time of the accident.
9. Information needed to properly complete accident reports:
 - a) Location, time, and date
 - b) Make, model, type and license of other vehicles involved.
 - c) Registered owner of other vehicle(s) involved.
 - d) Driver's name, age, address, and license number of other vehicle involved
 - e) All occupants' names and addresses in other vehicles involved
 - f) Names and addresses of all possible witnesses
 - g) Name of police or local law enforcement agency to which accident was reported.
 - h) Name and DPSST numbers of the police officers at the scene
 - i) Name of the insurance company which covers the other vehicles involved.
 - j) Names and addresses of persons injured and the extent of the injury.
 - k) Names of fire and/or medical personnel on scene.
10. All City vehicles are equipped with a post-accident reporting protocol card usually located in the glove box of the vehicle. Be sure to check for these on the vehicle pre-trip inspection and refer to it during follow up reporting immediately after an accident.
11. Copies of Police Department of local law enforcement agencies reports shall be forwarded to the City Manager's office within 24 hours of occurrence or as soon as available.

ACKNOWLEDGMENT OF RECEIPT

My signature on this pledge indicates that I understand my responsibilities as an operator of a municipal vehicle for the City of Sweet Home.

I have received and read a copy of the Fleet Safety Policy and agree to fulfill all my responsibilities listed therein. These include, but are not limited to:

1. Adhering to all policies and procedures governing the operation of City vehicles.
2. Maintaining a professional appearance of vehicle and equipment.
3. Ensuring safe operation of all vehicles and equipment.
4. Conducting and documenting required pre-trip and post-trip inspections, including defect reports.
5. Submitting any accident reports.
6. Submitting a copy of current driver's license for obtaining of Motor Vehicle Record.
7. Keeping the City Manager's Office of changes in my driving status.
8. Failure to comply with the conditions listed above may result in disciplinary action including termination.

Employee Signature

Date:

ATTACHMENT A
DAILY DRIVER'S VEHICLE INSPECTION REPORT

Vehicle #: _____

Suggested Procedures:

1. Check under hood
2. Start engine
3. Proceed with the in-cab check
4. Walk around and examine the vehicle
5. Look under for leaks
6. Test brakes, steering and transmission before leaving.

IN CAB

- Mirrors, windshield, windows
- Horn, wipers and washers
- Defroster, heater
- Illuminated warnings
- Instruments and gauges
- Emergency equipment – fire extinguishers
- Seat belts
- Steering
- Cab – locks, latches, doors
- Brakes – service, parking
- Clutch

EXTERIOR

- Lights, flashers, signals, reflectors
- Leaks – water, oil, fuel, grease
- Tires, wheels, lugs, studs, drums
- Body Damage
- Cargo area condition – floor, wall, roof, door

Other Repair Found: _____

Vehicle Inspection Report:

Completed by: _____ Date: _____

All Repairs Completed:

Certified by: _____ Date: _____



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 28 for 2021 - Oak Heights Elementary School Street Parking Change

Preferred Agenda: December 14th, 2021

Submitted By: Jeff Lynn, Chief of Police

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: SHMC 10.04.030 Powers of the City Council

Towards Council Goal: Goal #3 – Essential Services – Look for methods to improve community safety and community design.

Attachments: Resolution No. 28 for 2021

Purpose of this RCA:

During November 2021, City Staff was approached by members of the Sweet Home School District Administration with a request to alter the parking along the 600 block of Elm Street, directly in front of the Oak Heights Elementary School. The proposed changes would prohibit parking along the south side of 600 block of Elm Street during student drop off and pick up times on school days.

Background/Context:

During the first part of October, Oak Heights Elementary School staff began discussion with our School Resource Officer on methods to improve traffic flow and safety during student drop off and pick up. The concern is over the fact that both buses and parent vehicles are commingling on the west side of the school where students have historically been dropped off and picked up. This has created significant congestion, schedule issues, safety issues and a bottleneck of traffic attempting to pull out onto Elm Street during these times.

Staff has devised a plan to separate buses and parent vehicles. The proposed plan would have buses drop off and pick up students along Elm Street, directly in front of the school. This would remove the buses from the parent drop off which would remain on the west side of the school.

Josh Darwood, the Facilities Director for the Sweet Home School District, has noted that during the construction/remodel of the Sweet Home Junior High School, a design change separated buses and vehicles at that school and it has been a huge success. Mr. Darwood indicated that the change has made that drop off process 100% safer and he believes that a similar change at Oak Heights can have similar effects.

The Sweet Home School District has requested that parking restrictions be put into effect on the south side of the 600 block of Elm Street, directly in front of, and the length of the Oak Heights Elementary School, between the hours of 7:00am to 7:40am and 1:00pm to 2:20pm,

Monday through Friday. An adopted resolution changing the parking status in front of the Oak Heights Elementary School would allow the Sweet Home Police Department to enforce the no parking/bus drop off zone.

Sweet Home Municipal Code 10.04.030 Powers of the City Council establishes that the Council by resolution can alter parking controls which would become effective upon the installation of appropriate signs or other markings.

The Challenge/Problem:

Should the City restrict parking in front of the Oak Heights Elementary School on school days in an attempt to improve the efficient flow of pedestrian and vehicular flow of traffic.

Stakeholders:

- Students and Staff – A resolution associated with the change of parking status in front of the Oak Heights Elementary School could promote traffic and pedestrian safety.
- Oak Heights School Neighbors – A resolution associated with the change in parking status on the 600 block of Elm Street could affect the parking of neighborhood visitors in the area.

Issues and Financial Impacts:

The expenses of signs, poles and installation is minimal and can be absorbed in the current budget. There will be a transition phase while parents are educated regarding the new drop off/pick up routine.

Elements of a Stable Solution:

The Sweet Home City Council should work with community partners and citizens to promote efficient and safe traffic patterns. The safety of students, staff and community have to be considered.

Options:

1. Do Nothing. Take no action.
2. Adopt the proposed Resolution on parking restrictions. – This would create a no parking zone on the south side of the 600 block of Elm Street during school days between the hours of 7:00am to 7:40am and 1:00pm to 2:20pm.
3. Revise the proposed Resolution. – Make additional changes or additions to the proposed resolution. Then motion to adopt Resolution No. 28 for 2021 - Oak Heights Elementary School Street Parking Change as amended.

Recommendation:

Staff recommend option #2, Make a motion to adopt Resolution No. 28 for 2021 - Oak Heights Elementary School Street Parking Change as presented. The resolution would allow for the enforcement of a no parking zone in front of the Oak Heights Elementary School.

RESOLUTION NO. 28 FOR 2021

A RESOLUTION CONCERNING PARKING RESTRICTIONS.

WHEREAS, the City of Sweet Home has partnered with Sweet Home School District to identify measures that can improve student safety and security during the school days; and

WHEREAS, traffic patterns and parking issues need to be addressed to improve the safe and efficient flow of students and traffic during school days; and

WHEREAS, Sweet Home Municipal Code 10.04.030 provides that the City Council may, by resolution, establish or alter traffic and parking control;

NOW, THEREFORE, the City of Sweet Home does resolve as follows:

Traffic regulations shall be kept in effect as follows:

- A. From 7:00 AM – 7:40 AM on Monday, Tuesday, Wednesday, Thursday and Friday when School is in session, the south side of the 600 block of Elm Street, directly in front of the Oak Heights Elementary School will be designated No Parking and will be used only by the Sweet Home School District Transportation Department for dropping off students.
- B. From 1:00 PM – 2:20 PM on Monday, Tuesday, Wednesday, Thursday and Friday when School is in session, the south side of the 600 block of Elm Street, directly in front of the Oak Heights Elementary School will be designated No Parking and will be used only by the Sweet Home School District Transportation Department for picking up students.
- C. Appropriate signs and other markings shall be coordinated by the Public Works Department to safely carry out the provisions of this resolution which shall become effective immediately upon the installation of such signs or other markings.

PASSED by the Council and approved by the Mayor this 14th day of December, 2021.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – IGA for Technology Services with OCWCOG

Preferred Agenda: December 14, 2021

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Ray Towry, City Manager

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

Relevant Code/Policy: City of Sweet Home Purchasing Policy

Towards Council Goal: Be and Effective and Efficient Government
Employ Sound Technology to Maximize Efficiency

Attachments: IGA

Purpose of this RCA:

To seek Council approval for an Inter-Governmental Agreement with the Oregon Cascades West Council of Governments to perform Technology Services on an “as needed,” basis.

Background/Context:

The City has an ongoing IGA for OCWCOG to provide technology services if and when needed. Several years ago the city network was held hostage by a virus and OCWCOG had staff with the proper credentials, capability and experience to provide the recovery services. If the City needed network and computer consulting services, maintenance, and related activities our contract provider can't complete having this IGA in place will allow those services to be fulfilled quickly and with the least amount of interruption to city services.

The city has not utilized or expended any funds related to this contract in recent memory.

The Challenge/Problem:

How can the city be prepared to handle emergency IT situations to maintain city operations at the voter's expected level of service within budget restraints while being fiscally responsible?

Stakeholders:

- City staff – devoted team of professionals who work to provide good service and need operational technology services to do so.
- Management Team – comprised of department heads, each with a responsibility to the citizens and Council to run their day-to-day operations as efficiently as possible.
- OCWCOG– has staff with the proper credentials, licensing, and experience to provide technology services if needed.
- Community Members – This IGA allows the city to respond quickly in an IT emergency if our contracted service is unable to meet our needs.

Issues and Financial Impacts:

There would be no expense to this contract unless there was an emergency situation, or they could fulfill a need that our contract IT provider could not.

Elements of a Stable Solution:

Redundancy in emergency services is always advantageous.

Options:

1. Do Nothing – The city would not be able to utilize IT services from the OCWCOG without Council authorization or if the use fit in the purchasing policy for personal services (limited dollar amount and scope).
2. Suggest Edits to the IGA – Council could suggest edits to the IGA that staff could attempt to negotiate.
3. Approve the IGA – Motion to approve the 2021-2022 IGA for IT services with Oregon Cascades West Council of Governments as presented.

Recommendation:

1. Staff recommends Option #3 to approve the IGA_– Make a motion to approve the 2021-2022 IGA for IT services with Oregon Cascades West Council of Governments as presented.

INTERGOVERNMENTAL AGREEMENT

Between
OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)
and
City of Sweet Home, Oregon (CITY)
For
Technology Services

This Agreement is made and entered into upon execution by and between City of Sweet Home, Oregon, a municipal corporation of the State of Oregon, hereinafter known as CITY, and Oregon Cascades West Council of Governments, hereinafter known as OCWCOG, Oregon 190.010 intergovernmental agencies.

Recitals

- A. ORS 190.010 permits units of local government agencies to enter into agreements for the performance of required duties or the exercise of permitted powers.
- B. CITY has the need of network and computer consulting services, maintenance, and related activities for City of Sweet Home technology systems on a request basis.
- C. OCWCOG has staff with the proper credentials, licensing and experience to provide such service.

THEREFORE, the parties to this intergovernmental agreement agree to the following terms and conditions:

Agreement

SECTION 1. SCOPE OF SERVICES

This Agreement shall be for the purpose of network and computer consulting services, maintenance, and related activities for City of Sweet Home systems on a request basis.

SECTION 2. CITY RESPONSIBILITY

- 1. Using the Equipment "Maintenance and Repair Authorization" form (Exhibit B), provide OCWCOG with:
 - a. A list of equipment, networks, websites, or other technology intended for on-going maintenance or as needed repair services under this agreement.
 - b. Designated CITY staff authorized to:
 - i. Request maintenance or repair services

- ii. Approve maintenance and repair costs including parts, associated labor and travel expenses.
 - c. The per incident cost limit for maintenance and repair actions without obtaining written prior approval from the CITY.
- 2. Use the designated OCWCOG system for submitting maintenance or repair requests and respond promptly to OCWCOG requests for additional information needed to effect repair.
- 3. When new equipment or services are required by the CITY and OCWCOG is requested to provide a Scope of Work:
 - a. Review the OCWCOG proposed Scope of Work, timeframe and cost estimates in a timely manner recognizing that delays may result in changes to the proposed timeline for completion.
 - b. Provide OCWCOG with a written Work Order authorizing OCWCOG to carry out the accepted Scope of Work using the OCWCOG Work Order form (Exhibit A).
- 4. Promptly compensate OCWCOG for projects completed by OCWCOG within thirty (30) days of receiving an invoice for work completed as authorized by CITY.

SECTION 3. OCWCOG RESPONSIBIILTY (Scope of Work)

- 1. Provide services to the CITY for maintenance and/or repair of existing computers, servers, networks, websites, and other technology as designated by the CITY including consulting for new or planned systems.
- 2. Provide a system for the CITY to request maintenance or repair of designated equipment, networks, websites or other technology that includes the ability to track requests and actions to resolve the issue.
- 3. For new equipment or services, consult with the CITY to determine the Scope of Work and timeframe required.
 - a. If requested, provide the CITY with a written Scope of Work, estimate of cost and timetable for completion, for written authorization to proceed, in the form of a Work Order (Exhibit A), prior to initiating work on a project for the CITY. All active work orders shall remain in effect until completed. If CITY terminates this contract before any active work order is complete, CITY will be responsible for paying all outstanding expenses incurred for work performed, equipment leased (through the work order process), and licenses purchased at the request of the CITY prior to date of termination.
 - b. Complete projects authorized by the CITY in a timely and workmanlike manner consistent with the approved Scope of Work, cost estimate and timetable, along with any unpaid financial commitments that have been requested by the CITY through our Work Order process.

SECTION 4. PROVISIONS

- A. **Contract Period:** This agreement shall become effective on July 1, 2021, and shall terminate on June 30, 2023.

- B. **Consideration**: The CITY agrees to pay OCWCOG for time and materials to complete the work as authorized in each Work Order, maintenance or repair request. When expenses are incurred OCWCOG will invoice the CITY quarterly for time, billed at our hourly rate (Attachment A) and for the actual cost of materials. See (Attachment A) for the most current hourly rates.

The CITY understands that these rates may be changed by the OCWCOG Board during the terms of the agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate the agreement if a satisfactory rate adjustment cannot be agreed upon.

- C. **Termination**: This agreement may be terminated by either party. Suspension in whole or in part of this agreement by either party will require thirty (30) days written notice to the other party. In the event of termination, CITY shall compensate OCWCOG for all services provided through the date of termination.
- D. **Assignability**: This contract is for the exclusive benefits of the parties hereto. It shall not be assigned, transferred, or pledged by either party without the prior written consent of all the remaining parties.
- E. **Discrimination**: The parties agree to comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.
- F. **Indemnification**: To the extent possible under the limits of the Oregon Tort Claims Act for local governments, CITY and OCWCOG shall hold each other harmless, indemnify and defend each other's officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the worked described in this agreement, except liability arising out of the sole negligence of either party or its employees. Such indemnification shall also cover claims brought against either party under state or federal workers compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification. This agreement should not be construed or interpreted in a manner that would waive Oregon Tort Claims Act Limits for local governments or otherwise render OCWCOG responsible for any amount of any claim, damages or liability that exceeds the Oregon Tort Claim Act limits for local governments
- G. **Public Contracts**: All parties shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this agreement, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279B.220-279B.235, as amended.
- H. **Personal Identifying Information**: OCWCOG agrees to safeguard personal identifying

Attachment A

Hourly Rates

OCWCOG's hourly rates as of November 1, 2021:

- Technology Director \$ 140.39
- Network Support Specialist \$ 111.98
- Workstation Support Specialist \$ 96.21

CITY understands that these rates may be changed by the OCWCOG Board during the terms of the agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate the agreement if a satisfactory rate adjustment cannot be agreed upon.

EXHIBIT B

**Equipment Maintenance and Repair
Authorization**

1. This agreement includes maintenance and repairs within the capabilities of OCWCOG for all of CITY equipment that consists of computers, associated peripherals and software, printers, servers, switches, routers, firewalls, and wiring.
 - a. Additional Equipment included in this agreement:

 - b. Equipment specifically excluded from this agreement:
2. Maintenance and repairs under this agreement are in effect for all CITY locations except:
3. Maintenance and repair costs include labor, parts, and travel. Per incident, the dollar amount may not exceed \$ _____ without prior written authorization from the CITY.
4. The following CITY staff may contract OCWCOG to schedule maintenance and repairs:
5. The following CITY staff may approve maintenance and repair costs:

Any amendments to the Equipment Maintenance and Repair Authorization shall be agreed upon in writing.

City of Sweet Home (authorized signature) Date



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - City of Sweet Home—LBCC Small Business Development Center Agreement

Preferred Agenda: December 14, 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: City of Sweet Home Purchasing Policy

Towards Council Goal: Aspiration V, Economically Strong Environment, Goal 4.3: Develop economic and business education opportunities with regional partners.

Attachments: Sweet Home SBDC Agreement 2021

Purpose of this RCA:

The City is seeking to enter into an agreement with the Linn-Benton Community College (LBCC) Small Business Development Center (SBDC) in order for the SBDC to conduct training and business advising programs for entrepreneurs and small businesses in Sweet Home in exchange for financial assistance from the City. This is an extension of an existing agreement that has been in place since 2019.

Background/Context:

In order to develop economic and educational opportunities with regional partners, the City has negotiated the attached agreement and scope of work with the Linn-Benton Community College Small Business Development Center. The agreement has been effective since December 2019, and now needs to be renewed.

The Challenge/Problem:

How do we provide local business education opportunities for small businesses and entrepreneurs in Sweet Home?

Stakeholders:

- Sweet Home Residents – Residents deserve the enjoyment of their homes without being unreasonably impacted by their neighbors.
- Sweet Home City Council – Council members are the voice of the citizens they serve and represent. Each member of this group is interested in developing business opportunities that will improve the quality of life in Sweet Home.
- Linn-Benton Community College – An educational institution of the State of Oregon that provides educational opportunities to Sweet Home residents.

Issues and Financial Impacts:

The City of Sweet Home has already negotiated and budgeted \$2,500 for this arrangement with LBCC. This agreement puts the commitment in writing, and outlines the deliverable services that the SBDC will provide.

Elements of a Stable Solution:

An ideal outcome would be to enter into an agreement with a regional partner for the and business training and advising services that the City wants available to its residents at a cost that is acceptable to the City.

Options:

1. Do Nothing – Make no agreement with the Linn-Benton Community College Small Business Development Center.
2. Motion to accept and finalize the draft agreement with Linn-Benton Community College Small Business Development Center as presented and authorize the City Manager to sign the agreement – The agreement will be signed and sent to LBCC for their corresponding signature.
3. Motion to accept and finalize the draft agreement with Linn-Benton Community Collge Small Business Development Center with changes and authorize the City Manager to sign the agreement reading – The Council may specify desired changes to the proposed agreement and authorize the City Manager to sign it. However, there is no guarantee the LBCC will agree to the changes.
4. Reject the proposed agreement and direct staff to research other options – Direct staff to research other ways to provide business training and advising services in Sweet Home.

Recommendation:

Staff recommends option 2: Motion to accept and finalize the draft agreement with Linn-Benton Community College Small Business Development Center as presented and authorize the City Manager to sign the agreement.

CITY OF SWEET HOME and LINN-BENTON COMMUNITY COLLEGE SBDC
Intergovernmental Agreement
For Business Advising and Training Services

The City of Sweet Home, a municipal corporation of the State of Oregon, hereinafter referred to as CITY and Linn-Benton Community College an Educational Institution of the State of Oregon, hereinafter referred to as LBCC, and jointly referred to as PARTIES, or individually as a PARTY, mutually agree as follows:

All notifications necessary under this AGREEMENT shall be addressed to:

City of Sweet Home
Ray Towry, City Manager
3225 Main Street
Sweet Home, OR 97355
541-367-8969

Linn Benton Community College
Jeff Flesch, Interim SBDC Director
6500 Pacific Boulevard SW
Albany, OR 97321
541-917-4930

RECITALS

- A. The CITY desires to provide financial assistance to LBCC as it is in the public interest to conduct trainings and business advising programs for entrepreneurs and small businesses in Sweet Home. LBCC will also provide extended programs in the Sweet Home area such as supporting the work of the Foundry Collective and having business advisers available in the community; and
- B. The CITY is very satisfied with the services provided by LBCC and the strong partnership and collaborative relationship between the organizations to foster business and economic development in the area.

1. TERM:

1.1 CITY and LBCC agree that this intergovernmental AGREEMENT is entered into pursuant to ORS 190.010. It is the intent of the PARTIES that this AGREEMENT is effective from July 1, 2021 through June 30, 2022.

1.2 This AGREEMENT may cross fiscal years, so funding for future years is contingent upon the City Council adopting appropriations.

2. SCOPE:

2.1 LBCC will provide CITY with business advising and training services and quarterly reports per the attached SCOPE OF WORK, dated September 25, 2019.

3. COMPENSATION:

3.1 CITY will pay LBCC \$2,500 annually in one annual payment between July 1 and December 31, 2021.

4. PARTIES agree as follows:

4.1 The PARTIES intend that in performing this AGREEMENT, each shall act as an independent contractor and shall have the control of the work and the manner in which it is performed. Neither CITY nor LBCC is to be considered an agent or employee of the other.

4.2 Subject to the limitations and conditions of the Oregon Tort Claims Act ORS 30.260-30.300, each party agrees to hold the other harmless, to indemnify and to defend the other, its officers, agents, volunteers and employees from any and all liability, actions, claims, losses, damages or other costs including attorneys' fees and witness costs that may be asserted by any person or entity arising from, during or in connection with the performance of the work described in this AGREEMENT, when such liability, action, claim, loss, damage or other cost results from the actions of that party in the course of this AGREEMENT. Nothing in this AGREEMENT shall be deemed to create a liability for any party in excess of the Oregon Tort claims limits for either party.

5. This AGREEMENT shall not be assigned, nor shall duties under this AGREEMENT be delegated, and no assignment or delegation shall be of any force or effect without the written approval of the contracting officers of LBCC and CITY.
6. Either PARTY may terminate this AGREEMENT effective June 30 of any year, provided that the terminating PARTY provides the non-terminating PARTY with a thirty (30) day written notice of the date and year in which the termination will be effective. PARTIES may, by mutual written consent only agree to terminate this AGREEMENT effective on another date.
7. PARTIES shall comply with all applicable federal, state and local laws, rules and regulations on nondiscrimination in employment. The parties agree not to discriminate on the basis of race, religion, religious observance, gender identity or expression, color, sex, marital status, familial status, citizenship status, national origin, age, mental or physical disability, sexual orientation, or source or level of income in the performance of this contract.
8. PARTIES shall comply with the Americans with Disabilities Act of 1990 (Pub. Law No. 101-336), ORS 659A.403, ORS 659A.406, ORS 559A.142, ORS 659A.145, and all regulations and administrative rules established pursuant to those laws.
9. PERSONAL IDENTIFYING INFORMATION: PARTIES agree to safeguard personal identifying information in compliance with Oregon Revised Statute ORS 6464.600, the Oregon Consumer Identity Theft Protection Act and the Fair and Accurate Credit Transaction Act provisions of the Federal Fair Credit Reporting Act.
10. This writing is intended both as the final expression of the agreement between the PARTIES with respect to the included terms and as a complete and exclusive statement of the terms of the AGREEMENT. No modification of this AGREEMENT shall be effective unless and until it is made in writing and signed by both PARTIES.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed on the dates hereinafter respectively set forth.

CITY OF SWEET HOME

By _____

Raymond Towry, City Manager

Date of Execution: _____

LINN-BENTON COMMUNITY COLLEGE

By _____

Sheldon Flom, Vice President of Finance

Date of Execution: _____

By _____

Jeff Flesch, Interim SBDC Director

Date of Execution: _____

Scope of Work
For the Intergovernmental Agreement Between
City of Sweet Home
And
The Small Business Development Center (SBDC) at Linn-Benton Community College
September 25, 2019

Partnership Objectives

The objectives of the proposed partnership are to foster economic development in the City of Sweet Home. We will apply our menu of services, based on our proven techniques and skills, to assist the City of Sweet Home in achieving their stated outcomes for:

- Launching new companies
- Growing existing companies
- Retaining companies in the Sweet Home area
- Helping local companies grow revenues and increase profits
- Helping local companies create new jobs and/or retain jobs that are at risk

Targeted Impacts

At a minimum, the SBDC will deliver the following impacts:

- New Sweet Home advising clients 10/year
- Long-term clients (5+ hours) 3/year
- New business starts 2/year
- Jobs created/retained 5/year
- Training events held 1/quarter

Reporting

The SBDC tracks all client engagements through an internal database. Each quarter we will provide a quantitative summary of results generated under this partnership. All reported impacts will be subject to our internal client impact validation process. Reports will include:

- Number of Sweet Home clients assisted
- Number of Sweet Home long-term client engagements (5+ hours of counseling)
- Total number of counseling hours provided to Sweet Home clients
- Number and type of training events conducted in Sweet Home
- Number of new business starts in Sweet Home
- Jobs created in Sweet Home
- Jobs retained in Sweet Home (where jobs were at risk)

Funding

The City of Sweet Home will pay **\$2,500 paid once annually** to the SBDC. This will help to fund the cost of providing business advisers as part of this partnership. The funding will help the SBDC dedicate additional resources in Sweet Home. The SBDC continues to commit, as Ford Family Foundations funding is available, to provide a Small Business Management course in Sweet Home every other year, currently in even-numbered years.

Key to insuring that this partnership achieves its objectives is the active participation of the City of Sweet Home Economic Development Office, principally in the retention, expansion, and recruitment of local companies and start-up entrepreneurs to work with the SBDC. Specific tasks include:

- Identify individuals and companies for SBDC to engage with
- Market and promote SBDC services to Sweet Home area companies
- Help to integrate SBDC advising services with Oregon RAIN/ROI activities
- Make referrals to SBDC long-term training programs where appropriate

The SBDC Menu of Services - How the SBDC will Generate Results

Each business has unique circumstances and needs. All client engagements begin with an informal assessment where the business owner and the SBDC adviser determine the current state of the business and the priorities for focusing attention for improvement.

It is the experience of the SBDC that the results this partnership seeks – including business starts, business growth, and job creation – typically come through two methodologies: one-on-one business advising, and business participation in SBDC structured programs. Accordingly, this scope of work outlines how each of these two elements is typically applied for the benefit of the business.

One-On-One Business Advising

SBDC business advisers will meet with people who are referred to us by the Corvallis Benton County Economic Development Office. Those people will either be considering starting a small business or who already have a business in operation. The SBDC will also recruit Corvallis and Benton County businesses through our other marketing efforts. Clients never pay a fee for this advising service no matter how much time they spend with SBDC advisers.

An initial conversation (usually by phone) is held with each referral to gauge where in the business development life cycle they are and what kinds of advising support will be most helpful for them.

After this conversation, the SBDC will assign the adviser best suited to meet those initial needs and a face-to-face meeting is held between the two. This initial meeting typically take takes place at the business, if is already established. During this meeting the business adviser and client review the client's business and needs, and specific follow-ups are defined.

Follow-up meetings between clients and advisers are scheduled based on the client's follow through and subsequent needs.

It is the goal of one-on-one advising to identify opportunities and challenges to growth, to work with the client to define how to pursue growth opportunities, and to stay with the business owner over a long enough period of time to help them bring these improvements to fruition. Ideally, SBDC advisers become their business advising partners for the life of their business.

The SBDC Team

A key component of the SBDC's ability to generate positive economic results with the SBDC menu of services is the broad skill sets and professional experiences of SBDC business advisers. Each SBDC adviser has significant experience in starting, stabilizing, growing and exiting small businesses.

Collaborations

SBDC will continue to maintain a relationship with the Foundry Collective, will provide classes at one or more downtown Sweet Home locations (as these come online), and provide access to an SBDC Small Business Adviser at these locations. SBDC will maintain a presence at Oregon RAIN events held in Sweet Home.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - Ordinance No. 8 for 2021 – Ordinance No. 1300 – Bees and Beekeeping

Preferred Agenda: October 26, 2021: Introduction and First Reading
November 11, 2021: Second Reading
December 14, 2021: Third Reading and Adoption

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 Municipal Code § 6.04.020(L)

Towards Council Goal: Goal #2: Effective and Efficient Government

Attachments: Amended Bee Ordinance

Purpose of this RCA:

The purpose of this RCA is to present an amended beekeeping ordinance to the Council for adoption.

Background/Context:

This past June, Sweet Home resident Ken Bronson requested that the Council amend the Sweet Home Municipal Code section regulating the keeping of bees within the City (SHMC § 6.04.020(L)). At the June 22nd Council meeting, the Council directed staff to draft an amended ordinance and bring it back to the Council.

The Sweet Home Municipal Code currently states:

§ 6.04.020(L)

L. Honey bees:

1. There must be one-quarter of an acre that is exclusively set aside for each hive of bees; and
2. The overall location at which the bees are residing has at minimum one-half of an acre; and
3. Hives must be kept at least 50 feet from property lines and not opened towards neighboring properties.

The proposed amendment allows up to five hives per property or lot, which must be kept 10 feet from property lines, unless there is a fence, wall, or other barrier at least 6 feet in height. The proposed ordinance also requires beekeepers to keep their hives well maintained and

ensure that bees have access to water. Beekeepers must also notify their neighbors of the presence of bees.

The Council conducted a first reading of the proposed ordinance at the October 26th meeting. At the November 9th meeting, the Council conducted a second reading of the proposed ordinance and voted to conduct a third reading at the December 14th Council meeting.

The Challenge/Problem:

How does the City respond to citizen’s requests for changes to the City Code? What regulations, if any, should the City enforce regarding beekeeping?

Stakeholders:

- Sweet Home Residents – Residents deserve the enjoyment of their homes without being unreasonably impacted by their neighbors.
- Sweet Home Beekeepers – Residents with an interest in beekeeping deserve to engage in their trade or hobby with reasonable restrictions.
- Sweet Home Community – The Community benefits from the services provided by beekeeper, such as capturing swarms, ensuring that gardens are adequately pollinated, etc.

Issues and Financial Impacts:

Any review or amendment of the ordinance will require no resources other than staff time, therefore there is no financial impact on the City beyond the existing budget.

Elements of a Stable Solution:

A stable solution is one that results in a just and enforceable City Code.

Options:

1. Do Nothing – Let § 6.04.020(L) remain as presently written.
2. Adopt the proposed ordinance as presented – The proposed ordinance will be read (by title only) at this meeting for the third and final time, after which the Council may vote to adopt it.
3. Adopt the proposed ordinance with changes – The proposed ordinance will be read (by title only) at this meeting for the third and final time, after which the Council may vote to make changes and adopt it.
4. Direct Staff to research other options – Direct staff to research other ways to address beekeeping and any associated impacts.

Recommendation:

Staff recommends option 2: Motion to adopt Ordinance No. 8 for 2021 – Ordinance No. 1300 – Bees and Beekeeping as presented.

ORDINANCE BILL NO. __ FOR 2021

ORDINANCE NO. ____

SWEET HOME ORDINANCE REGULATING THE KEEPING OF HONEY BEES

WHEREAS, the City of Sweet Home recognizes the importance of bees and urban beekeeping to agriculture, gardening, and the natural environment; and

WHEREAS, the City of Sweet Home desires to protect the interests of both beekeepers and other residents.

NOW THEREFORE,

The City of Sweet Home does Ordain as follows:

Section 1. Sweet Home Municipal Code § 6.04.020(L) is amended to read as follows:

L. Honey Bees:

1. ~~There must be one-quarter of an acre that is exclusively set aside for each hive of bees~~ A maximum of five (5) hives may be kept per property or lot; and
2. ~~The overall location at which the bees are residing has at minimum one-half of an acre~~ Anyone keeping five hives must register their hives with the Oregon Department of Agriculture; and
3. Hives must be kept in a side or rear yard at least ~~50~~ 10 feet from property lines, unless a fence, wall, or dense vegetation at least six feet in height and extending at least ten feet beyond the hive(s) in each direction separates them from neighboring properties.
4. Bees must have access to a constant source of water within 15 feet of each hive at all times during the months of March through October.
5. Hives must be well maintained so as not to create a nuisance.
6. Any resident or property owner keeping bees on their property must notify all neighbors within 50 feet of the hive(s).

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

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

ORDINANCE BILL NO. 8 FOR 2021

ORDINANCE NO. 1300

SWEET HOME ORDINANCE REGULATING THE KEEPING OF HONEY BEES

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3. Hives must be kept in a side or rear yard at least 10 feet from property lines, unless a fence, wall, or dense vegetation at least six feet in height and extending at least ten feet beyond the hive(s) in each direction separates them from neighboring properties.
4. Bees must have access to a constant source of water within 15 feet of each hive at all times during the months of March through October.
5. Hives must be well maintained so as not to create a nuisance.
6. Any resident or property owner keeping bees on their property must notify all neighbors within 50 feet of the hive(s).

Passed by the Council and approved by the Mayor this 14th day of December, 2021.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: December 14, 2021

SUBJECT: Community and Economic Development Department Report for November 2021

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from November 1st, to November 30th, 2021.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	November, 2021	October, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	4	0	23	22	31.2
Residential Demolition	0	1	9	7	7
Residential Manufactured Dwellings	0	2	16	7	12.6
Residential Mechanical Permits	8	14	108	93	101.6
Residential Plumbing	2	4	32	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	1	5	53	55	44.6
Commercial Alarm or Suppression Systems	2	3	11	2	1.4
Commercial Demolition	0	1	4	4	3
Commercial Mechanical	3	0	18	17	14.8
Commercial Plumbing	2	0	9	9	11.6
Commercial Site Development	0	2	3	2	2.6
Commercial Structural	4	6	42	29	40.0
Total Permits	26	38	328	274	297.8
Value Estimate of All Permits	\$2,647,580.42	\$681,143.14	\$16,730,272.34	\$15,074,659.04	\$15,649,218.08
Fees Collected	\$42,513.94	\$10,200.38	\$247,622.68	\$212,454.67	\$216,365.51

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	November, 2021	October, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	0	0	1	1	0.6
Conditional Use	1	1	11	5	6.6
Partition	2	2	20	8	5.6
Planned Development/ Subdivision	0	1	4	0	0.6
Property Line Adjustments	3	1	21	15	8.8
Vacation	0	0	0	0	0
Variance	0	0	1	1	6.4
Zoning Map Amendment	0	0	4	4	1.4

- 0 Land Use Applications were submitted in November.
- 0 Land Use Applications are pending final approval.
- 0 Fence Permits were issued in November.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. The Planning Commission is now meeting twice every month until they have completed their review of the new draft. Once the Planning Commission has completed their review, they will make a recommendation to the City Council, after which the Council will have an opportunity to review the document and consider changes.
- The City has received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. ODOT recently selected a consultant to do the work, and is now negotiating a contract.
- The City has also received a State grant for a Housing Needs Analysis (HNA). The consultant has been selected and will begin work soon. The purpose is to ensure that the City has both sufficient residential land, but also the proper mix of types and densities.
- The next Planning Commission meetings are scheduled for December 16, and January 6.

3. ECONOMIC DEVELOPMENT

- As you are aware, the City recently hosted a site-selection group investigating sites in Sweet Home for a very large paper manufacturing facility. This development would be a \$500M investment, with at least 200 new jobs. The City was the leading site in Oregon, but, unfortunately, we recently learned that we were cut from the search. The company was very complimentary of the City and the Community. Once they are finished with their search, they will provide us with more feedback on how we came up short.
- Dougherty Landscape Architects (DLA) continue to work on the Downtown Streetscape and Parking Plan. We applied for and received a CARES Act (COVID response) grant from Linn County for this project in the amount of \$10,000. DLA has submitted additional drafts, which staff are now reviewing. We are planning a final meeting for the project on December 14th.

- Now that the land swap agreement for 24th Ave has been approved, Staff is working on the land use applications and surveys. The Planning Commission has approved the partition. After the survey has been completed, it will be recorded with Linn County.
- After the Council-County Commission joint work session, the County decided to put the Weyerhaeuser mill site up for auction again. The City will be providing information detailing the City's vision for infrastructure and zoning of the property, and that document will be included with the auction materials. City Staff are continuing to work with various interested private parties to develop a combined proposal for the development of the site.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	November, 2021	October, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	1	5	84	76	N/A
New Officer-Detected Violations	0	2	66	N/A	N/A
Violations Resolved	8	6	149	195	326.33
Complaints Noted with No Violation Found	0	2	13	17	25
Open Cases at End of Period	16	23	16	28	N/A
Citations	0	0	7	5	1.67
Abatements	0	1	1	0	0
Enforcement Type	November, 2021	October, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	0	1	34	49	50.33
Blight	0	0	2	1	1
Illegal Burn	0	1	1	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	0	1	10	24	9.33
Illegal Sign	0	0	1	6	3.33
Junk/Abandoned Vehicle	0	0	3	8	10.67
Minimum Housing	0	0	0	4	4.33
Occupying an RV	0	0	21	50	47.33
Open Storage	0	3	26	84	79.33
Other	0	1	11	7	24
Public Nuisance	1	0	14	103	59
Public Right-of-way	0	0	2	13	16.33
Tall Grass & Weeds	0	0	65	161	142
Vacant Lot	0	0	0	0	0.33

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

5. PARKS

- The Park and Tree Committee will meet next on December 15, 2021.
- Construction of Sankey Park Improvements is continuing. Construction on the play structures and concrete has been completed, as well as much of the lighting installation. Some electrical, irrigation, and concrete work remains.
- Design work is underway for a new park adjacent to City Hall. The Park will include a donated playground structure and dog park.
- Planning is on hold for the 2022 Sweetheart Run. Last year the event was run by the Rotary Club, and the City supported the effort. Rotary is no longer able to run the event, and we do not have sufficient staffing for the City to take on the event entirely. We are looking for a partner to take on the event, but if we cannot find one, it will likely be canceled.

6. OTHER PROJECTS

- The Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, and we have received a proposed Intergovernmental Agreement from ODOT. However, Citizens have come forward seeking to add a roofed structure over the artwork to protect it from the weather. Staff is working with ODOT to modify the IGA in order to allow the construction of a roofed structure. Staff inquired to learn if City acquisition of the property was a possibility. Initially, ODOT informed us that such action was not a possibility. However, after additional follow-up, ODOT is indicating that a right-of-way vacation is possible, which would add some of the property to the East Linn Museum property. ODOT has begun work on this transfer of property, and Staff is coordinating with them and the East Linn Museum to complete the transaction. In the interim, City Staff have applied a clear “log oil” treatment to preserve the surface of the logger statue.
- Willow Street Neighborhood LID: Staff recently met with representatives of several state agencies at a “one stop” meeting, and have a tentative plan for financing that will include a package of both forgivable loans and other loans with very attractive interest rates. We hope to provide more information at the December 14th Council meeting.
- The ODOT Foster Lake Sidewalk Project: Budgetary constraints have required that the project be limited to one side (the north) of US 20. The new scope also removes the section underneath the railroad bridge and calls for a soft-surface path in that location to be constructed by the City. Construction has been delayed until 2022, but engineering work is continuing throughout 2021. The Council recently approved an updated IGA with ODOT for this project.
- The CEDD systems analysis is ongoing. This project will “map” out all department processes so that efficiencies can be identified, delays can be removed, and operations can be made easier for both customers and staff. These process maps will be documented for staff continuity and to share with other departments. Staff turnover has caused some delays but will provide new opportunities for improvement in this project.
- Staff is working with ODOT on a pedestrian crossing at 22nd Avenue and Main Street. State Funding has been identified, and we have an agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. This improvement will be combined with an existing ODOT project to replace ADA ramps at intersections on Main Street. The Council recently approved an IGA with ODOT for this project.
- CEDD Staff have been developing designs for the budgeted City Hall renovation and emergency generator installation.
- CEDD Staff have been working with Linn County to partition the County’s “knife-shaped” property near the Public Works Yard and transfer the property to the City for our homelessness efforts. The County is working through its required public notice and hearing requirements, and it is expected that the property will be transferred in early January.

MEMORANDUM



TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: December 14, 2021
 SUBJECT: Public Works Activities Report – November 2021

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

This table section summarizes work done on key maintenance activities.

Work Type	November, 2021	October, 2021	2021 YTD	2020	2 Yr Avg
Bathrooms/Garbage	6	22	158	597	670
Catch Basin Inspection/cleaning	1	1	4	48	40
Leaf Collection	1003	451	1455	138.5	181
Hydrant Flushing	0	115	289	280	292
Locates	25	56	463	520	484
Meter Re-Read	103	93	984	830	636
Mowing	1	4	40	82	106
Playground EQ Inspection	0	1	47	21	60
Pothole Repair	0	11	467	667	638
Sewer CCTV Miles	0.00	0.00	0.13	5.71	4
Street Sweeping Miles	10	143	778	2086	3114
Water Main Repair	0	0	8	5	10
Water Service Repair	0	1	20	73	52
Water Turn Ons/Offs	51	60	615	914	977
Total Completed Work Orders	597	749	5573	7895	8233

WWTP and WTP Key Performance Indicators (KPIs)

	October, 2021	September, 2021	2021 YTD	2020	2019	5 Yr Avg
Potable						
MG Treated	27.11	28.79	335.43	345.13	444.48	434.89
Backwash Water in MG	1.14	1.35	27.21	18.42	22.90	13.50
Ave daily demand in MG	0.87	0.96	1.01	0.95	1.21	1.17
Sanitary						
MG Treated	37.37	25.19	446.74	596.71	547.14	559.36
Max Daily Flow in MG	2.13	1.82	4.73	6.66	7.30	6.02
Average Flow in MG	1.21	0.84	1.48	1.63	1.50	1.53

MG is Million
* Gallons

Notes: There were no water quality exceedances reported for the month of September

Current & Upcoming Projects

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance

Status: Engineer of Record (West Yost) is conducting a 30-day review of the WWTP Improvement Project. West Yost will assume the WWTP Final Design and Construction Services. WWTP Improvement Project update will be presented to Council in January 2022.

Small Diameter Water Main Replacement

Scope: Engineer of Record and Staff will identify aged water mains throughout the 54 miles of water distribution system. Staff has identified 5 miles of small diameter water mains requiring replacement.

Status: 9th Avenue final design is nearly complete by Civil West Engineering, and a Task Order has been added for 8th Avenue and Alder St., creating a Phase II of the project. Staff will present to Council in January 2022..

Sankey Park Improvements

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

Status: Project will be completed by January 2022. Minor punch list of items remaining to be finished by PW Staff. Staff will install remaining lights in the Park in November 2021.

2021 Overlay Project

Scope: Overlay multiple streets through the community.

Status: Phase I and Phase II construction has been completed.

Water & Stormwater Master Plans – West Yost

Scope: Develop Water & Stormwater Master Plans to support development

Status: Kick off meetings for both projects commence October 2021. Staff will provide periodic updates. Projects scheduled for completion in July 2022.

Backwash Pump Evaluation – West Yost

Scope: Evaluate feasibility of adding a backwash pump and using clearwell for filter backwashes and the corresponding effects on the distribution system and treatment.

Status: Design completed by West Yost. Project bid documents were presented and approved by Council during the November 9th meeting. Mandatory Pre-bid meeting occurred December 1, 2021.

Finished Water Pump Evaluation – West Yost

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

Status: Design completed by West Yost. Project bid documents were presented and approved by Council during the November 9th meeting. Mandatory Pre-bid meeting occurred at the WTP on December 1, 2021.

Fluoride at WTP

Scope: Fluoride system at WTP has failed/End of life budgeted for replacement FY21/22.

Status: PW Staff will schedule a Fluoride discussion with Council.

Streaming Current Monitors Replacement

Scope: The Streaming Current Monitors (SCMs) have failed at the WTP and are at end of life. Replacement is budgeted for the FY21/22

Status: PW staff have obtained a quote from our Integrator of Record and are proceeding on this project utilizing that contract. Current estimated time for completion unknown due to procurement of equipment.

Wastewater Filter Belt Press

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

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



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 – October 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 **October 2021**.

	October 2021	September 2021	YTD	Fiscal Year 2021	Prior Five-Year Average
Accounts Payable					
Chks printed	154	213	605	2,099	2,037
Exp. Total	\$1,028,219.05	\$904,129.27	\$2,339,639.21	\$9,419,358.90	\$7,448,251.05
Passports					
Processed	18	22	99	260	280*
Photos taken	18	26	106	254	249*
* Data back to August 2018					
Lien Searches	63	46	243	765	680

	October 2021	September 2021	YTD	Fiscal Year 2021	Prior Five- Year Average
Utility Billing					
Service requests	241	244	736	2,000	2,119*
New accounts	20	18	61	138	138*
Net account changes	-5	+2	+9	+26	+26*
Statements processed	3,211	3,212	9,617	35,410	35,140*
Past-due notices sent	800	734	2,383	9,916	10,764*
Accounts scheduled for turn-off	49	78	164	503	516*

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

Check No.	Vendor	Description	Amount	Fund
93207	Steven L Olin	CEIP grant	\$ 14,786.96	Economic Development (760)
0	Pavco Paving Company, LLC	Paving 8' paths at Sankey Park	\$ 26,340.00	General Fund (100)
0	Vac-Con, Inc.	New Vactor truck	\$396,499.00	Sewer Fund (550)
93246	Community Lending Works	CDBG Contract	\$ 71,500.00	Economic Development (760)
93297	Marion County Oregon	City-wide street striping	\$ 8,772.55	State Gas Tax Fund (575)

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 12/09/2021 - 11:08AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	10/5/2021	MOONLIGHT BPO, INC.		AP		545.94
0	10/5/2021	Amazon Capital Services, Inc.		AP		3,753.68
0	10/5/2021	CENTURYLINK - Bus		AP		3,171.82
0	10/5/2021	AT&T Mobility/First Net		AP		1,148.60
93192	10/5/2021	ALSCO		AP	10/31/2021	174.09
93193	10/5/2021	STATE OF OREGON ATTN: SURPLU		AP	10/31/2021	300.00
93194	10/5/2021	BUCK'S SANITARY SERVICE, INC.		AP	10/31/2021	191.45
93195	10/5/2021	SUZANNE BURKE		AP	10/31/2021	36.14
93196	10/5/2021	COMCAST		AP	10/31/2021	92.58
93197	10/5/2021	COMCAST		AP	10/31/2021	149.85
93198	10/5/2021	East Linn Roofing, Inc.		AP	10/31/2021	410.00
93199	10/5/2021	Forslund Crane Service, Inc.		AP	10/31/2021	1,327.50
93200	10/5/2021	ERIC & DEBORAH GALSTER		AP	10/31/2021	67.71
93201	10/5/2021	GATEWAY IMPRINTS, INC.		AP	10/31/2021	135.00
93202	10/5/2021	KIP AMERICA, Inc.		AP	10/31/2021	240.00
93203	10/5/2021	LaDonna Chafin		AP	10/31/2021	400.00
93204	10/5/2021	LINN COUNTY RECORDER		AP	10/31/2021	95.00
93205	10/5/2021	NATIONAL PHOTOCOPY CORPORA		AP	10/31/2021	824.01
93206	10/5/2021	Northwest Natural		AP	10/31/2021	390.39
93207	10/5/2021	Steven L Olin		AP	10/31/2021	14,786.96
93208	10/5/2021	Party Perfection Oregon, LLC		AP	10/31/2021	900.00
93209	10/5/2021	PURCHASE POWER		AP	10/31/2021	62.89
93210	10/5/2021	RESERVE ACCOUNT		AP	10/31/2021	600.00
93211	10/5/2021	Scottmiriam, Inc.		AP	11/30/2021	82.00
93212	10/5/2021	SWEET HOME CHAMBER OF COMI		AP	11/30/2021	1,200.00
93213	10/5/2021	THE BUILDING DEPARTMENT, LLC		AP	10/31/2021	7,075.60
93214	10/5/2021	Waste Connections, Inc.		AP	11/30/2021	4,545.54
93215	10/5/2021	Scottmiriam, Inc.		AP	10/31/2021	1,059.06
93216	10/5/2021	Scottmiriam, Inc.		AP	10/31/2021	117.00
0	10/11/2021	PERS		AP		12,904.22
0	10/11/2021	PETROCARD		AP		2,694.57
0	10/11/2021	FEDERAL PAYROLL TAXES		AP		33,215.29
0	10/11/2021	CENTURYLINK		AP		39.99
0	10/11/2021	AFLAC		AP		606.50
0	10/11/2021	Wex Bank		AP		4,142.69
0	10/11/2021	HSA - PAYROLL DEDUCTIONS		AP		1,465.00
0	10/11/2021	OREGON PAYROLL TAXES		AP		20,758.83
0	10/11/2021	EBS TRUST		AP		83,018.78
0	10/11/2021	Stepper Consulting, Inc.		AP		37,927.68
0	10/11/2021	MOONLIGHT BPO, INC.		AP		2,376.56
0	10/11/2021	NATIONWIDE-PAYROLL DEDUCTI		AP		850.00
0	10/11/2021	METEREADERS, LLC		AP		1,936.20
0	10/11/2021	FICA PAYROLL TAXES		AP		39,606.44
0	10/11/2021	SWEET HOME COMMUNITY FOUN		AP		139.13
0	10/11/2021	Vantagepoint Trf. Agents 705507		AP		608.33
0	10/11/2021	Vantagepoint Trf. Agents 300619		AP		2,470.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	10/11/2021	SWEET HOME POLICE EMPLOYEE!		AP		1,080.00
0	10/11/2021	MEDICARE		AP		9,443.80
0	10/11/2021	ASI-PAYROLL DEDUCTIONS		AP		290.25
0	10/11/2021	Vantagepoint Trf. Agents 108524/10904		AP		31,336.23
93217	10/11/2021	OREGON AFSCME COUNCIL 75		AP	10/31/2021	1,285.67
93218	10/11/2021	STEELHEAD STRENGTH & FITNES		AP	10/31/2021	553.80
93219	10/11/2021	BULLARD LAW		AP	11/30/2021	7,521.85
93220	10/11/2021	ASCAP		AP	10/31/2021	367.00
93221	10/11/2021	ZACHARY CASO		AP	10/31/2021	78.72
93222	10/11/2021	COMCAST BUSINESS		AP	10/31/2021	3,019.00
93223	10/11/2021	GLEANERS		AP	11/30/2021	30.00
93224	10/11/2021	HERITAGE NW REAL ESTATE		AP	10/31/2021	14.10
93225	10/11/2021	HOY'S TRUE VALUE		AP	10/31/2021	10.00
93226	10/11/2021	INGRAM LIBRARY SERVICES		AP	10/31/2021	256.97
93227	10/11/2021	Eugene Kazemier		AP	10/31/2021	70.00
93228	10/11/2021	Devennie Moreno		AP	10/31/2021	50.00
93229	10/11/2021	OREGON DEPT. OF ENVIRONMEN]		AP	10/31/2021	240.00
93230	10/11/2021	OREGON DEPT. OF ENVIRONMEN]		AP	10/31/2021	240.00
93231	10/11/2021	Oregon Government Finance Officers A		AP	11/30/2021	250.00
93232	10/11/2021	ASHLEY ROASEAU KRUK		AP	10/31/2021	84.01
93233	10/11/2021	Sunset Electric, Inc.		AP	10/31/2021	740.00
93234	10/11/2021	SUNSHINE INDUSTRIES UNLIMITE		AP	10/31/2021	1,258.83
93235	10/11/2021	THRIFTWAY		AP	10/31/2021	20.00
93236	10/11/2021	TK Elevator Corporation		AP	10/31/2021	92.95
93237	10/11/2021	Waste Connections, Inc.		AP		3,622.30
93238	10/11/2021	WELLS FARGO FINANCIAL LEASIN		AP	10/31/2021	734.00
93239	10/11/2021	Rebecca Winderman		AP	10/31/2021	100.00
0	10/18/2021	PACIFIC POWER		AP		26,128.36
0	10/18/2021	PACIFIC POWER		AP		18,930.54
0	10/18/2021	Staples, Inc.		AP		976.41
0	10/18/2021	Pavco Paving Company, LLC		AP		26,340.00
0	10/18/2021	PETROCARD		AP		2,655.67
0	10/18/2021	Vac-Con, Inc.		AP		396,499.00
0	10/18/2021	AT&T Mobility/First Net		AP		4,165.53
93240	10/18/2021	TWGW, INC. NAPA AUTO PARTS		AP	10/31/2021	564.47
93241	10/18/2021	911 Supply, Inc.		AP	10/31/2021	273.19
93242	10/18/2021	Albany Rifle and Pistol Club		AP	10/31/2021	75.00
93243	10/18/2021	ALSCO		AP	10/31/2021	232.86
93244	10/18/2021	BUCK'S SANITARY SERVICE, INC.		AP	10/31/2021	240.00
93245	10/18/2021	Canon Financial Services, Inc.		AP	10/31/2021	417.01
93246	10/18/2021	Community Lendingworks		AP	10/31/2021	71,500.00
93247	10/18/2021	DAY MANAGEMENT CORPORATIO		AP	10/31/2021	1,620.00
93248	10/18/2021	DONALD AND ALICE GALLOGLY T		AP	11/30/2021	113.81
93249	10/18/2021	FASTENAL COMPANY		AP	10/31/2021	142.84
93250	10/18/2021	GATEWAY IMPRINTS, INC.		AP	10/31/2021	882.60
93251	10/18/2021	HACH COMPANY		AP	10/31/2021	9,655.00
93252	10/18/2021	VICTORIA HAMILTON		AP	10/31/2021	115.94
93253	10/18/2021	INDUSTRIAL WELDING SUPPLY, IN		AP	10/31/2021	29.75
93254	10/18/2021	INNOVATIVE CREDIT SOLUTIONS		AP	11/30/2021	34.00
93255	10/18/2021	Law Enforcement Seminars, LLC		AP	10/31/2021	385.00
93256	10/18/2021	LIBERTY ROCK PRODUCTS, INC.		AP	11/30/2021	254.03
93257	10/18/2021	M & M Veterinary Corporation		AP	11/30/2021	204.70
93258	10/18/2021	Morpho USA, Inc.		AP	10/31/2021	1,325.00
93259	10/18/2021	Motion Industries, Inc.		AP	11/30/2021	980.08
93260	10/18/2021	Nation's Mini Mix, Inc.		AP	10/31/2021	650.00
93261	10/18/2021	NEU FLO PLUMBING		AP	10/31/2021	62.67

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
93262	10/18/2021	Floyd Neuschwander		AP	10/31/2021	420.00
93263	10/18/2021	Newco, Inc.		AP	10/31/2021	495.00
93264	10/18/2021	OREGON ASSOC. CHIEFS OF POLIC		AP	11/30/2021	1,021.87
93265	10/18/2021	OREGON HEALTH AUTHORITY - DI		AP	10/31/2021	45.00
93266	10/18/2021	PASTEGA COFFEE SERVICE		AP	10/31/2021	50.00
93267	10/18/2021	PITNEY BOWES GLOBAL FINANCL		AP	11/30/2021	144.12
93268	10/18/2021	Pointe Pest Control-OR, LLC		AP	10/31/2021	125.00
93269	10/18/2021	Linde Gas & Equipment, Inc.		AP	10/31/2021	2,274.85
93270	10/18/2021	RENEWABLE RESOURCE GROUP, I		AP	10/31/2021	520.00
93271	10/18/2021	SANTIAM FEED & GARDEN CENTE		AP	10/31/2021	30.00
93272	10/18/2021	SOUTH FORK TRADING CO., INC.		AP	10/31/2021	9.18
93273	10/18/2021	WILLIAM TAYLOR		AP	10/31/2021	55.30
93274	10/18/2021	Unit Process Company, Inc.		AP	10/31/2021	1,511.24
93275	10/18/2021	CHRIS USHING		AP	11/30/2021	35.17
93276	10/18/2021	CHAD VAN SCYOC		AP	11/30/2021	86.80
93277	10/18/2021	WALKER HEATING & AC, INC.		AP	10/31/2021	825.00
93278	10/18/2021	West Yost & Associates, Inc.		AP	10/31/2021	28,467.72
93279	10/18/2021	Willamette Occupational Health System		AP	10/31/2021	180.00
93280	10/18/2021	Scottmiriam, Inc.		AP	11/30/2021	2,197.00
93281	10/18/2021	Scottmiriam, Inc.		AP	11/30/2021	52.00
93282	10/18/2021	HOY'S TRUE VALUE		AP	10/31/2021	747.59
93283	10/18/2021	BI-MART CORPORATION		AP	10/31/2021	32.00
93284	10/18/2021	A-1 COUPLING & HOSE		AP	10/31/2021	101.23
93285	10/18/2021	ALSCO		AP	10/31/2021	102.53
93286	10/18/2021	BULLFROG ENTERPRISES		AP	10/31/2021	260.75
93287	10/18/2021	COMCAST		AP	10/31/2021	88.40
93288	10/18/2021	Megan Dazey		AP	11/30/2021	18.00
93289	10/18/2021	Edge Analytical, Inc.		AP	10/31/2021	898.00
93290	10/18/2021	Ferguson Enterprises, LLC #3011		AP	10/31/2021	4,203.40
93291	10/18/2021	HOME DEPOT CREDIT SERVICES		AP	11/30/2021	1,079.10
93292	10/18/2021	Danley P. Hutchins		AP	10/31/2021	902.40
93293	10/18/2021	INDUSTRIAL WELDING SUPPLY, IN		AP	10/31/2021	122.57
93294	10/18/2021	Innovyze, Inc.		AP	11/30/2021	1,700.00
93295	10/18/2021	LIBERTY ROCK PRODUCTS, INC.		AP	11/30/2021	1,583.82
93296	10/18/2021	LINN COUNTY RECORDER		AP	10/31/2021	95.00
93297	10/18/2021	Marion County Oregon		AP	10/31/2021	8,772.55
93298	10/18/2021	JO ANN MCQUEARY		AP	10/31/2021	100.00
93299	10/18/2021	Les Mullenix		AP	10/31/2021	12,000.00
93300	10/18/2021	NATIONAL PHOTOCOPY CORPORA		AP	10/31/2021	2,335.73
93301	10/18/2021	NET ASSETS		AP	10/31/2021	437.00
93302	10/18/2021	JAMIE NEVINS		AP	11/30/2021	63.41
93303	10/18/2021	Northstar Chemical, Inc.		AP	10/31/2021	2,304.90
93304	10/18/2021	O REILLY AUTOMOTIVE, INC.		AP	10/31/2021	9.73
93305	10/18/2021	Linde Gas & Equipment, Inc.		AP	10/31/2021	86.19
93306	10/18/2021	PROFESSIONAL SECURITY ALARM		AP	10/31/2021	816.00
93307	10/18/2021	Quadient Finance USA, Inc.		AP	10/31/2021	999.99
93308	10/18/2021	RENEWABLE RESOURCE GROUP, I		AP	10/31/2021	220.00
93309	10/18/2021	SENIOR CITIZENS OF SWEET HOM		AP	10/31/2021	25,455.00
93310	10/18/2021	ROBERT SNYDER		AP	10/31/2021	95.00
93311	10/18/2021	SOUTH FORK TRADING CO., INC.		AP	10/31/2021	63.58
93312	10/18/2021	THE BUILDING DEPARTMENT, LLC		AP	10/31/2021	6,004.10
93313	10/18/2021	USA BLUE BOOK		AP	10/31/2021	1,089.87

Total Check Count:

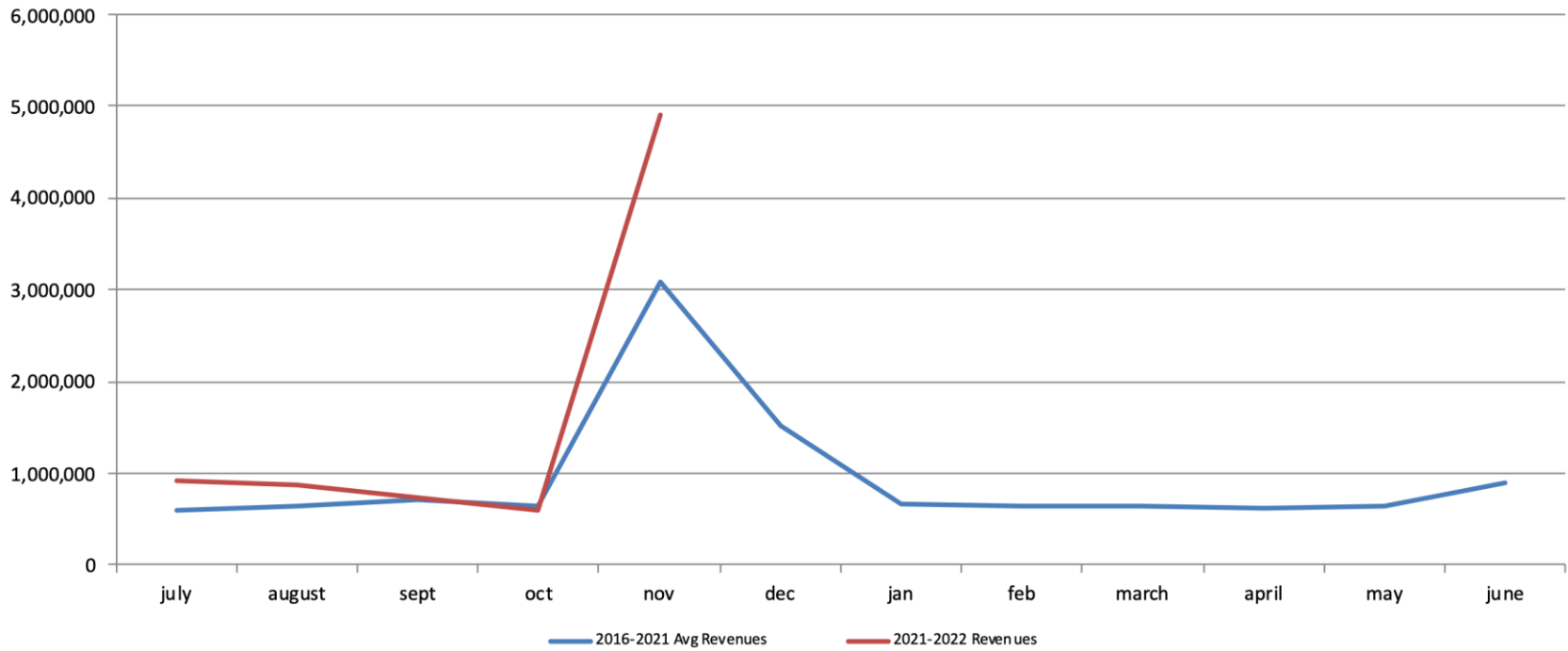
154

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
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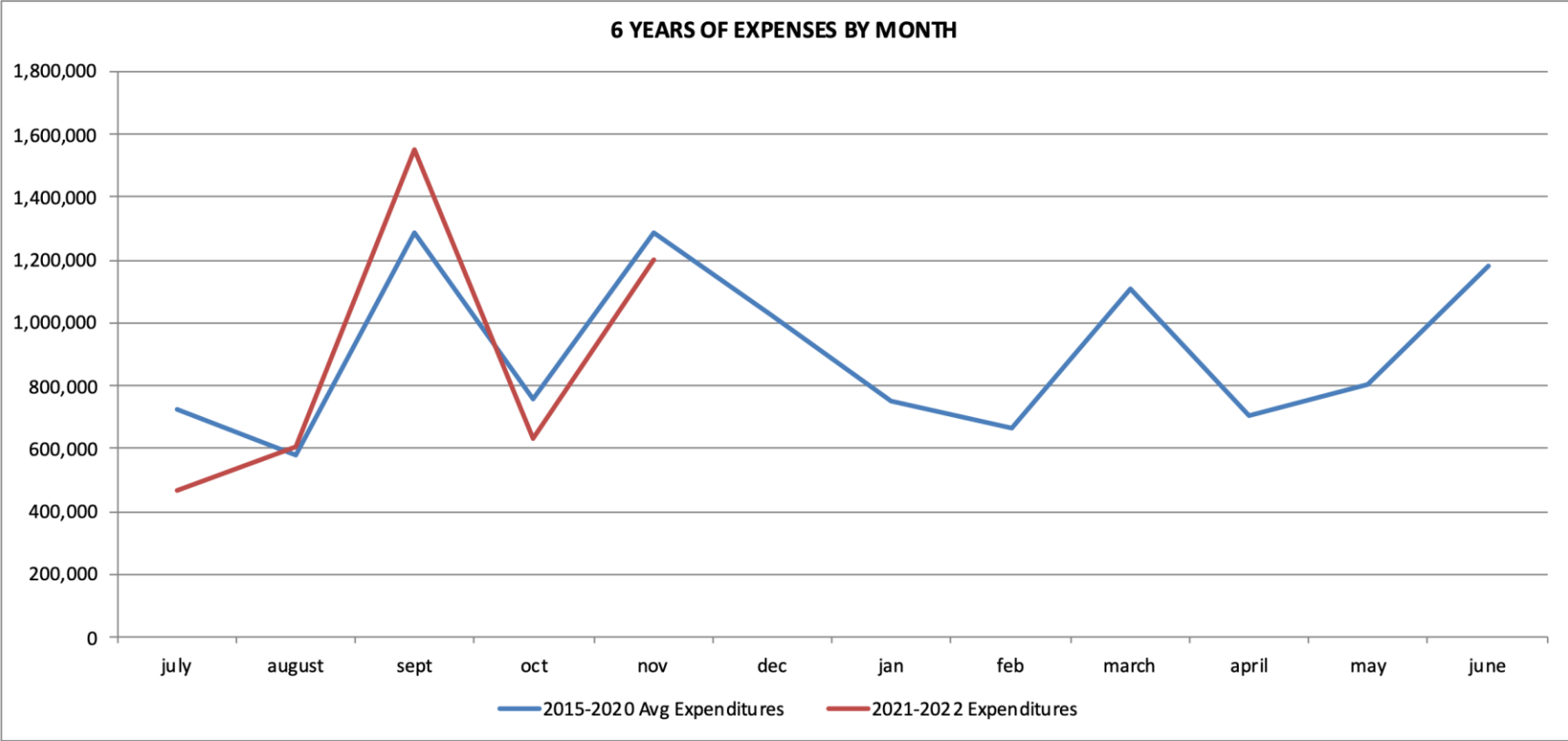
Total Check Amount:

1,028,219.05

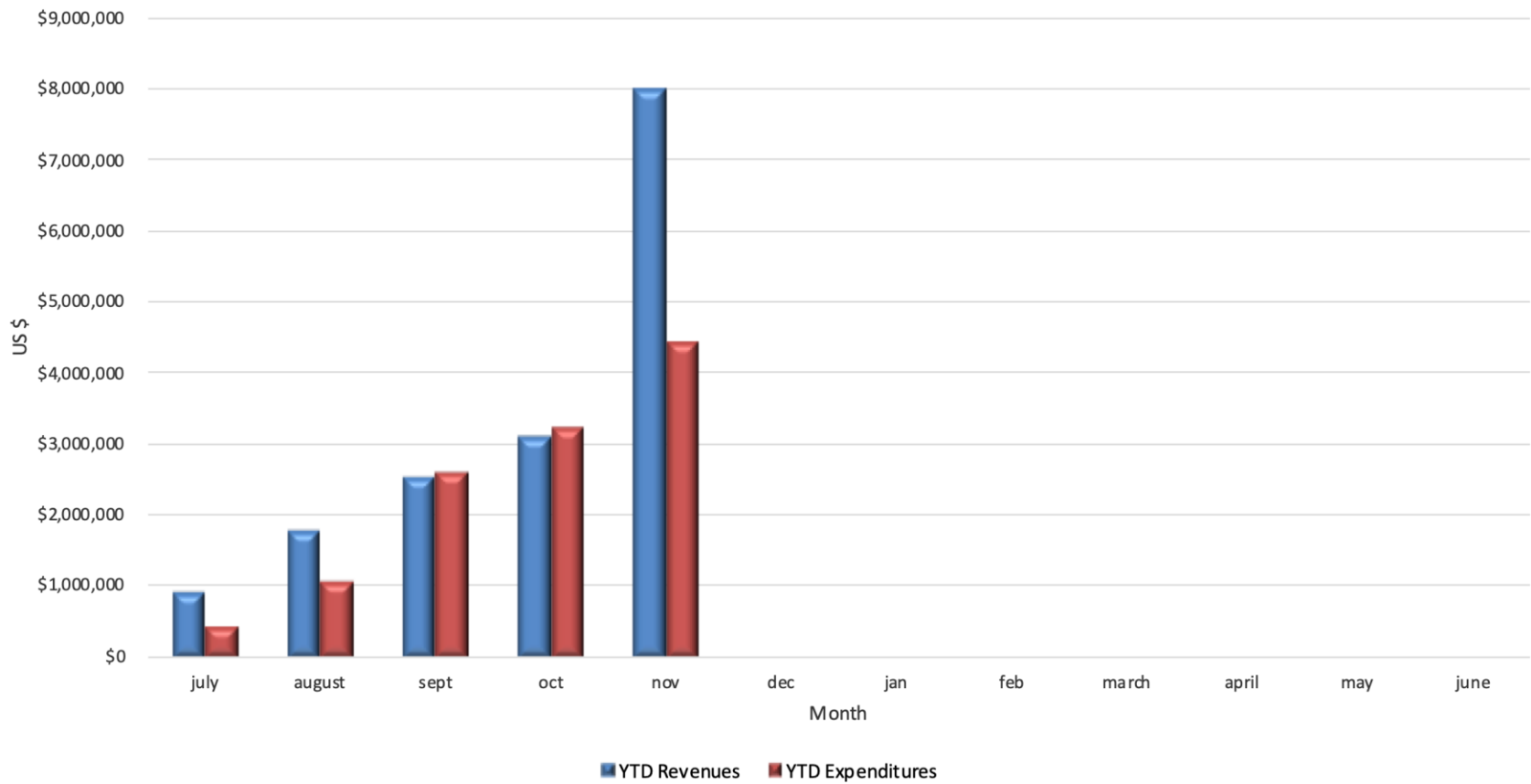
6 Years of Revenues by Month



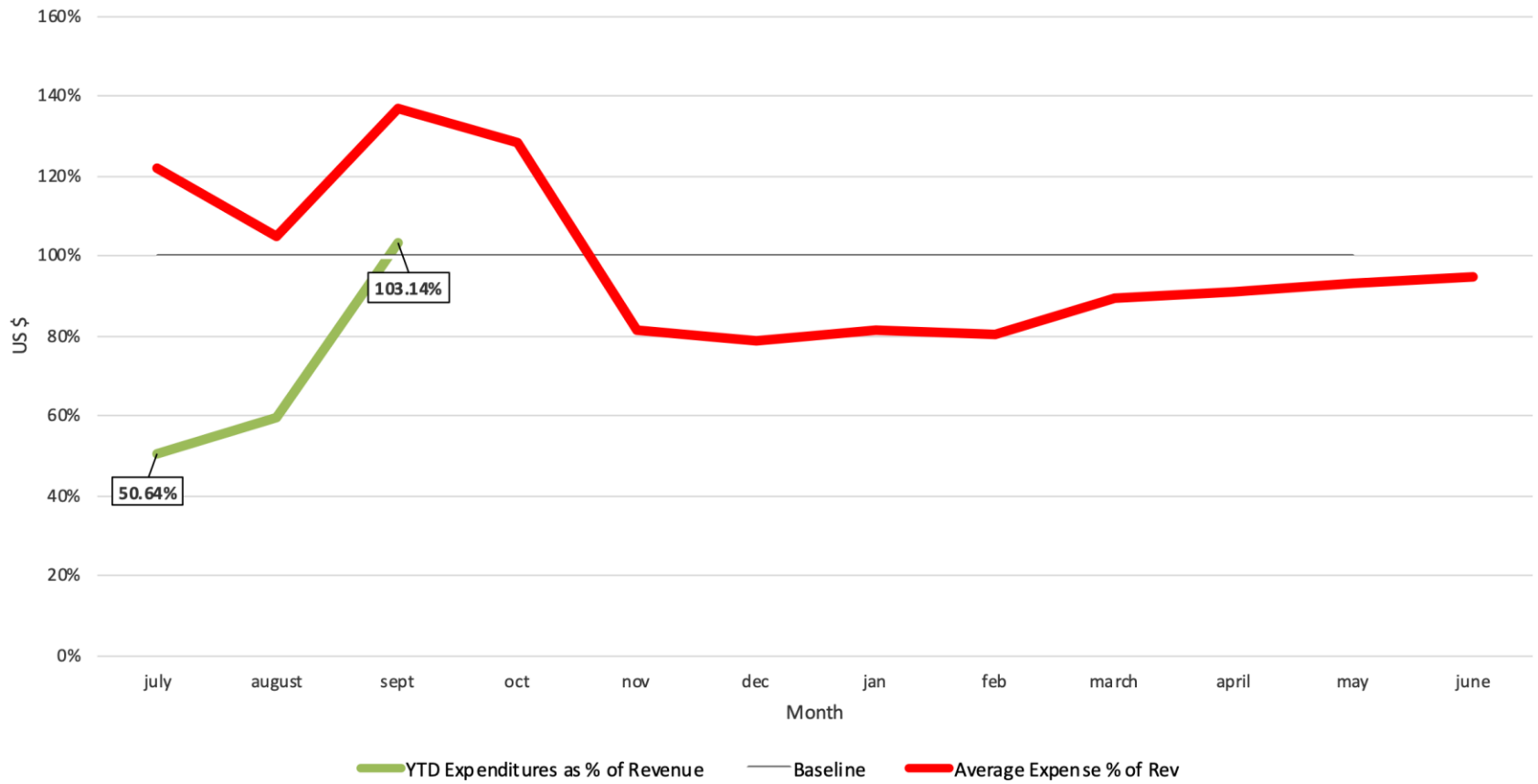
6 YEARS OF EXPENSES BY MONTH



Current Year Revenue & Expenditure Comparison



Expenditures as % of Revenues YTD



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

	This Month	Last Month	Last Year	Year to Date	5 Year
	11/30/2021	10/31/2021	11/30/2020	11/30/2021	
Call Volume	718	740	516	8285	8392
CAD Calls	1273	1368	1086	15609	16220
ONIBR Person Crimes	15	19	11	174	150
ONIBR Person Crimes Cleared	11	10	9	123	107
ONIBR Property Crimes	32	41	30	481	492
ONIBR Property Crimes Cleared	8	11	9	118	153

Trends:

As a department we continue to work on select projects in search of improvement. In the past, several problem oriented policing projects have been identified that need to be addressed. Our goal is to find solutions and to solve problems.

One of the problems that we are actively working on solutions for is a Sweet Home Municipal Court warrant reduction program. Sergeant Hickcox has taken on the task of identifying and implementing several initiatives with the hope of reducing the number of warrants that are coming out of our Municipal Court.

This is a chronic problem for the Sweet Home criminal justice system. Those charged with a misdemeanor crime within the city are issued citations in lieu of custody and we are seeing a great number of accused failing to appear on their original court date, resulting in a warrant being issued on the offender for failing to appear. This is the same for FTC warrants. Many of these offenders are local to the area and are often located later by officers in the field. The standard process does not change for arresting someone on an FTA or FTC warrant; they are again issued another citation for the and given another court date to appear. Below we can see that this is an ongoing problem for the past five years. In addition, we can see that there is a high percentage of repeat offenders. Meaning they will FTA on their original charge or FTC with court order and an FTA or FTC warrant will be issued. That offender will then eventually be stopped because of the warrant but given another citation with a court date to appear. The data shows this is a continuous cycle with repeat offenders.

The recent pandemic has caused many problems for criminal justice systems. With courts closing, people losing their jobs, and a complete change in the way these systems operate, one would consider COVID-19 being a root cause of a problem such as this one. However, data pulled from the Sweet Home Police and Municipal Court records shows people chronically failing to appear for their court date or failing to comply with court orders has been an ongoing problem for the past five years. The following table shows the data of failure to appear and

failure to comply warrants issued by the Sweet Home Municipal Court from the year 2016 – 2020:

Year	2016	2017	2018	2019	2020
FTA	365	386	369	310	329
FTC	254	251	395	465	321

One cause of this problem is a lack of accountability on the subject being charged with a crime. The Sweet Home Police Department does not have an operational municipal jail. Our facility is considered a jail, by definition, but it is not staffed or operated as a jail due to staffing and funding. Although policy allows the agency to hold someone for a short period of time (4 hours), we still operate on a cite-and-release program. Furthermore, the county jail will not hold arrestees on a Sweet Home Municipal misdemeanor charge unless it is related to domestic violence, which is processed through a different court, not the Sweet Home Municipal Court.

Some other causes to this problem are discovered by looking at the issue through a behavioral science approach. “Behavioral science is the study of how people make decisions and act within a complex and textured world where details matter.” (1) The University of Chicago Crime Lab and ideas42 conducted a study on the specific problem with offenders failing to appear and they used the study of behavioral science to determine some root causes to this problem. Using their behavioral diagnosis methodology, they found four contributing factors to the problem with failure to appear. These four were “mental models, present bias, social norms, and inattention”

Sergeant Hickcox has proposed a strategy to reduce the rates of FTAs and FTCs the Sweet Home Criminal Justice System sees by implementing the two strategies which combine other relevant case studies by different entities. These two strategies involve reformatting our Oregon Uniform Citation and introducing text message reminders to offenders.

Sergeant Hickcox will coordinate the implementation of these ideas and through a combined effort with police and court staff, track the results. As additional information and results become available, they will be shared with Council and the community.

On 12/04/21 the Sweet Home Police Department hosted our annual Shop with a Cop event. Officers, dispatchers, deputies, troopers, and volunteers were able to provide a shopping experience for 30 local kids ranging from the ages of 4 to 17. We have also been able to coordinate gifts for 39 teenagers through out teen sharing tree. These are just a couple of the ways that we are trying to give back to the youth in our community and provide help where we can. These efforts are only made possible by the generous, giving nature of people in our town.